

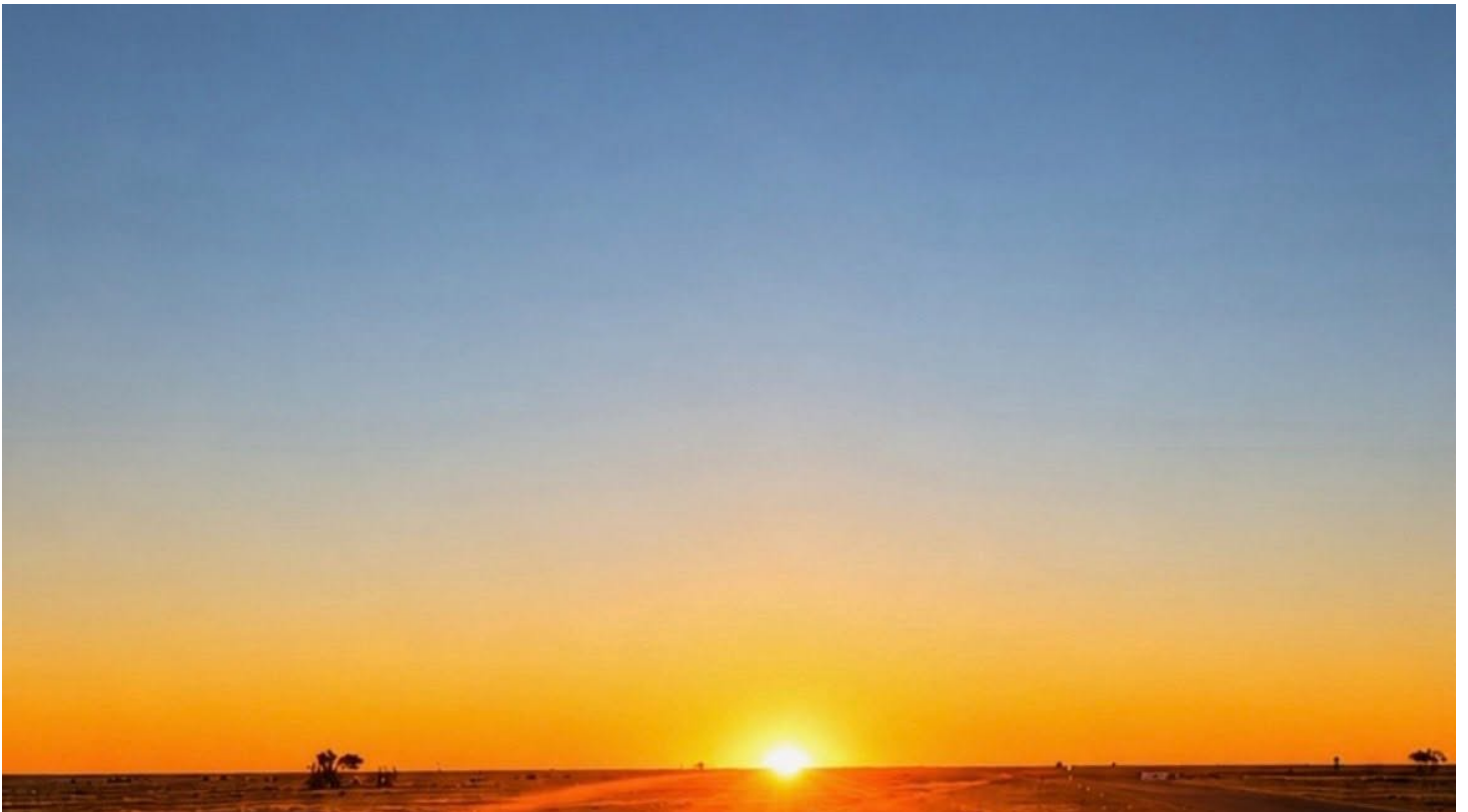


BOULIA SHIRE COUNCIL

ORDINARY MEETING

Agenda

Friday 21 August 2026





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

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Mr Gordon Magann
Acting Chief Executive Officer

Please note:

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

COMMONLY USED ACRONYMS

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

RISK MANAGEMENT

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

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

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

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

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

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

1 Meeting Opening with the Acknowledgement of Traditional Owners

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

The Mayor will also acknowledge past and present service personnel.

2 Present

Councillors: Councillor Eric (Rick) Britton
Councillor Sam Beauchamp
Councillor Jack Neilson
Councillor Jan Norton
Councillor Julie Woodhouse

Officers: Mr Gordon Magann (Acting Director of Works and Operations)
Mrs Tracy Magann (Executive Assistant)
Mrs Nicole Tonkies (Assistant to the CEO)

3 Apologies / Leave of Absence

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

4 Declaration of Interests

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

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

5 Mayoral Minutes

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

6 Notice of Motion

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

7 Request to Address Council in a Public Forum

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

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

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

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

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

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

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

8 Petitions

This item of the agenda allows a Councillor or Council Officer to present a petition to a meeting of the local government.

Where a petition is presented, no debate in relation to it will be allowed, and the only motion which may be moved is:

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

9 Deputations

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

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

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

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

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

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

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

10 Confirmation of Minutes from Previous Meetings

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



BOULIA SHIRE COUNCIL

Minutes of the ORDINARY MEETING of the Boulia Shire Council held on Friday 24 July 2026 commencing at 9:00 am

1 Meeting Opening with the Acknowledgement of Traditional Owners

Please note:

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

The Mayor opened the meeting at 8.58am.

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

The Mayor also acknowledged past and present service personnel.

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

2 Present

Councillors: Councillor Eric (Rick) Britton
Councillor Sam Beauchamp
Councillor Jack Neilson
Councillor Jan Norton
Councillor Julie Woodhouse

Officers: Mr Gordon Magann (A/CEO)
Mrs Tracy Magann (Executive Assistant)
Mrs Nicole Tonkies (Assistant to CEO)

3 Apologies / Leave of Absence

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

4 Declaration of Interests

There were no declarations of interest relevant to reports at this meeting.

5 Mayoral Minutes

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

6 Notice of Motion

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

7 Request to Address Council in a Public Forum

There were no requests to address the Council.

8 Petitions

There were no petitions presented to Council.

9 Deputations

There were no deputations to Council.

10 Confirmation of Minutes from Previous Meetings

Moved: *Cr Neilson*

Seconded: *Cr Woodhouse*

That the minutes of the Ordinary Meeting held on 29 June 2026 be accepted.

Resolution No.: 2026/7.1

Carried

Mr Anthony Ottoway, Council's financial consultant, joined the meeting via Teams at 9.03am.

Councillor Norton left the meeting at 9.07am.

Mr Ottoway left the meeting at 9.08am.

11.3 Corporate Services

TITLE:	June Finance Report	DOC REF:
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PURPOSE:

To provide Council with the financial report for the period ended 30 June 2026.

Moved: *Cr Beauchamp*

Seconded: *Cr Britton*

That Council notes the contents of the finance report: operating performance and the capital program performance report for the period ended 30 June 2026.

Resolution No.: 2026/7.2

Carried

Cr Norton returned to the meeting at 9.11am.

Confirmation of Budget Minutes from Previous Meetings

Moved: *Cr Britton*

Seconded: *Cr Neilson*

That the minutes of the 26/27 Budget meeting of Council held on the 30th June 2026 be accepted.

Resolution No.: 2026/7.3

Carried

11 Reports

11.1 Works and Operations

TITLE:	Director of Works and Operations June 2026 Report	DOC REF: 11.1.1
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PURPOSE:

To advise Council of relevant activities undertaken through the Works and Operations Directorate during the July 2026 period.

Moved: *Cr Woodhouse*

Seconded: *Cr Neilson*

That the A/Director Works and Operations Report for July 2026 be received for information.

Resolution No.: 2026/7.4

Carried

TITLE:	Diamantina Street Residential Estate Reconfiguration	DOC REF: 11.1.2
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PURPOSE:

To provide Council with a recommendation for the acceptance of planning assessment report for the reconfiguration of a Lot into 39 lots on Diamantina Street Boulia.

Moved: *Cr Britton*

Seconded: *Cr Norton*

It is recommended that in relation to the development application, DA2025/01 for Reconfiguring a Lot (one lot into thirty-nine lots and new roads) over three stages at Diamantina Street, Boulia formally described as Lot 102 on SP255329, that Council resolves to approve the Officers Recommendations contained in the decision notice.

Resolution No.: 2026/7.5

Carried

Councillor Neilson left the meeting at 9.37am.

TITLE:	Additional water allocation	DOC REF: 11.1.3
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PURPOSE:

To provide Council with a recommendation for the acceptance of unallocated water from State reserve.

Moved: *Cr Beauchamp*

Seconded: *Cr Norton*

It is recommended Council receives the offer by the State to release fifty (50) megalitres of unallocated water from the State Reserve and accepts the Terms of Grant to accompany Council's application for issue of a water licence.

Resolution No.: 2026/7.6

Carried

Councillor Neilson returned to the meeting at 9.39am.

TITLE:	QRA Flood Damage Report	DOC REF: 11.1.4
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PURPOSE:

To inform Council of the current utilisation and activities of the Flood Damage Program for June 2026.

Moved: *Cr Neilson*

Seconded: *Cr Britton*

That the QRA Flood Damage Works Department June 2026 Report be received for information.

Resolution No.: 2026/7.7

Carried

11.2 Office of the Chief Executive

TITLE:	Chief Executive Officers Report for June 2026	DOC REF: 11.2.1
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PURPOSE:

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

Moved: *Cr Beauchamp*

Seconded: *Cr Woodhouse*

That the CEO Report for June 2026 be received for information.

Resolution No.: 2026/7.8

Carried

The meeting was adjourned for morning tea at 10.18am.

The meeting resumed at 10.57am.

TITLE:	Action List Update June 2026	DOC REF: 11.2.2
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PURPOSE:

To present to Council an updated Action List.

Moved: *Cr Britton*

Seconded: *Cr Woodhouse*

That Council receive the Action List update for June 2026 for information.

Resolution No.: 2026/7.9

Carried

TITLE:	WHS Information Report for June 2026	DOC REF: 11.2.3
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PURPOSE:

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

Moved: *Cr Neilson*

Seconded: *Cr Britton*

That the Workplace Health and Safety Report for June 2026 be received for information.

Resolution No.: 2026/7.10

Carried

11.4 Economic and Community Development

TITLE:	Min Min Encounter & Boulia Heritage Complex Report June 2026	DOC REF: 11.4.2
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PURPOSE:

To report on the day-to-day operations of the Min Min Encounter (MME) and Boulia Heritage Complex (BHC) and to promote tourism in the Shire and surrounding region.

Moved: Cr Britton

Seconded: Cr Beauchamp

That the Min Min Encounter & Boulia Heritage Complex Report for the June 2026 Council Meeting be received for information.

Resolution No.: 2026/7.11

Carried

TITLE:	Library Report for June 2026	DOC REF: 11.4.2
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PURPOSE:

To report on the day-to-day operations of the Boulia Shire Library.

Moved: Cr Britton

Seconded: Cr Woodhouse

That the library report for June 2026 is received for information.

Resolution No.: 2026/7.12

Carried

12 Closed Session

There were no closed session reports presented to Council.

13 Late Reports

TITLE:	DA2026/03 Development Application for a Material Change of Use for Community Use, Office and Shop	DOC REF: 13.1
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Moved: Cr Britton

Seconded: Cr Neilson

It is recommended that in relation to the development application, DA2026/03 for a Material Change of Use for Community Use, Office and Shop at Lot 45 SP351538 (previously Lot 604 B2671 and Lot 605 B2671) that Council resolves to approve the Officers Recommendations contained in the decision notice.

Resolution No.: 2026/7.13

Carried

14 General Business

Councillor questions raised during General Business have been noted in the 'Action List' which will be presented at the next Ordinary Meeting of Council.

15 Meeting Closure

The Mayor closed the meeting at 11.50am.

16 Confirmed

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

Unconfirmed

11 Reports

11.1 Works and Operations

TITLE:	Director of Works and Operations July 2026 Report	DOC REF: 11.1.1
REPORT BY:	Gordon Magann Acting Director Works and Operations	DATE: 11/08/2026

CORPORATE PLAN REFERENCE:

Key Priority 1.: Roads
Key Priority 2: Community
Key Priority 5: Water

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To advise Council of relevant activities undertaken through the Works and Operations Directorate during the July 2026 period.

CONTENT:

I am pleased to present my report for the August 2026 meeting representing the activity undertaken following the July 2026 Ordinary meeting.

Operations:

Staffing

Council continues to seek multi-skilled operators to support the road crew team construction project, and it is anticipated that this activity will be successful in recruiting an additional resource following the re-commencement of the Springvale Road intersection project.

In addition, the team reporting into the Contract Works Manager will be seeking to recruit a replacement resource for the QRA REPA delivery team following the departure of the Supervisor Mr Chris Richards.

Projects:

Industrial Estate (NBN Defects Work)

Council has received a Remediation Report from NBN New Developments identifying NBN pit defects requiring remediation before installation works can commence.

Subsequently, Council has engaged Black Dog Electrical Contracting to undertake inspection works to locate each pit location, validate the identified defects and to plan and execute the remediation work.

Robinson Park Shade Structures

The lawns, ground and open space team are making ready the disturbed ground surface for the laying of turf to enhance the area immediately around the play

equipment and towards Pituri Street. This work is in preparation on an opening of the new shade structure building on a date to be determined by Council.

The next phase of the Robinson Park improvement works will be to plan for high bay and area lighting and to review how the structure may be improved to further reduce exposure to solar radiation in the early morning and late afternoon as a Stage 2 project.

7 Wills Street Boulia

A building report was commissioned to document the condition of 7 Wills Street Boulia, suspected to be structurally deficient following previous visual inspections by Council Officers.

The inspections identified defects and deterioration including structural distress, material degradation and instability of the building. Consequently, action has been taken not to allocate the dwelling for occupation until a determination is made for recommended rectification works.

Please refer to attached building report.

Residential Estate

The Consultant is finalising the drawing documentation in preparation of approval for release to market to appoint a suitable qualified and experienced contractor.

Council has engaged GBA Consulting Engineers to undertake Cultural Heritage and Environmental survey work for the proposed residential site. Council requires DETSI approval to clear within 100m of existing the trees located on the Englobo land that is generally straightforward if the existing tree(s) are not being cleared.

Road Projects

Outback Way (Winton Section)

Drawing documentation for Contract CN-27288 has been received from DTMR for the Floodway resilience Upgrade project located on the Kennedy Development Roads valued at \$4.3M.

Consequently, this package was issued to market to seek proposals for 'full service' project management services to:

- Initiate the project including Request for Tender (RFT) administration to the Open market;
- RFT evaluation, recommendation for Council approval and contract formation, and
- Project delivery to cover all aspects of the project including but not limited to scope, cost, quality, resources and project reporting.

Hamilton Channel upgrade project

GBA Consulting Engineers have been appointed to the Hamilton Channel Flood Resilience Upgrade project (*QRA job number BoSC.0045.2324B.NRI*) following a competitive quotation process to appoint a lead Consultant.

The Consultant is currently preparing RFT documentation to establish a competitive tender process that will include a full evaluation of the tender

responses for engagement of a preferred contractor. Currently the Consultant is waiting on further tender documentation from DTMR to complete the tender package.

Outback Way (Donohue section)

The Superintendent is currently waiting on the Contractor to provide the Bank Guarantees (Unconditional Undertaking), as well as information that QLeave has been remitted for the first section of the 22km pave and seal project.

In addition, the Superintendent is seeking information and confirmation of the availability of project and road crew to support the commencement and deliver the program.

It appears that the Contractor is pursuing recruitment activities and that availability of personnel is subject to the completion of other projects.

Residential Estate

The Consultant is finalising the drawing documentation in preparation of approval for release to market to appoint a suitable qualified and experienced contractor.

Council has engaged GBA Consulting Engineers to undertake Cultural Heritage and Environmental survey work for the proposed residential site. Council requires DETSI approval to clear within 100m of the existing trees located on the 'englobo land that is generally straightforward if the existing tree(s) are not being cleared.

Town Services

The Town Services Supervisor has been supporting the Solar Panel Control Room project under a Private Works approval. The supply of 40Mpa product has challenged the team to produce a high strength cementitious product, and I am pleased to advise they have successfully delivered this service to specification.

Consequently, the work to focus on rehabilitation of the Sediment Ponds planned for July has been re-scheduled to enable the Council team to meet with the Contractor to determine the Scope of Works.

Work continued at Robinson Park to degrass the area in and around the play equipment and to regrade uneven surfaces. It is planned to establish turf areas to reduce fall risk from the skatepark concrete area and wind erosion of exposed ungrassed areas.

August Planned Meetings/Events/Conferences/Training attended:

- RAPAD meetings
- RAPADWSA Technical Committee
- Regional Waste Management Working Group (RWMWG) meeting
- FRMP meeting
- DTMR (fortnightly meeting)

¹ Englobo land refers to large, undeveloped parcels of land that are zoned for future urban development and have the potential to be subdivided into smaller lots.

Future Events/Conferences/Training

Date	Activity	Attendees	Location
August	No training recorded		

CONSULTATION:

Chief Executive Officer
Relevant Council Officers

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION 1:

That the A/Director Works and Operations Report for August 2026 be received for information.

ATTACHMENTS:

1. CONFIDENTIAL REDACTED - Building Inspection Report - 7 Wills Street Boulia [11.1.1.1 - 54 pages]

Acting Director Works and Operations	Mr Gordon Magann
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TITLE:	Boulia Community Hub Project Update	DOC REF: 11.1.2
REPORT BY:	Adam Hansen Britton - Project Manager Britton Project Services	DATE: 13/08/2026

CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.3: Well planned

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

RISK MANAGEMENT:

The risk associated with the recommendations of the report have been assessed as Minor (Consequence) and Rare (Likelihood) giving an overall assessment as **Low L-2**.

PURPOSE:

1. To provide Council an update on progress for the Boulia Community Hub project, and
2. Approve the proposed Tender Consideration Plan

CONTENT:

Design Update

Consulting Architects People Oriented Design (POD) and associated sub consultants have finalised the detailed design for tender.

The design phase required additional attendance to optimise the prefabricated module layouts, resolve structural details and air conditioning requirements and improve cost efficiency in construction.

Refer - Attachment 1 Detailed design plans and elevations.

Procurement

The project is being procured as a lump sum contract for the full scope including, Council Administration, Library, Tenancies and carpark.

The Federal funding agreement stipulates that contracting the project with a preferred contractor must be accredited under the Office of Federal Safety Commissioner (OFSC). The procurement effects of the OFSC contract requirement are yet to be determined.

Given the value and complex nature of the project the project is being procured:

- a) With oversight from Probity Advisors - Ochre Legal, and
- b) With a Tender Consideration Plan (TCP) prepared by Muscat Tanzer Legal which has the purpose of:
 1. documenting Council's proposed procurement strategy for the Project;
 2. ensure compliance with the Local Government Act 2009 (Qld) and Local Government Regulation 2012 (Qld);

3. ensure consistency with the sound contracting principles under the Local Government Regulation 2012 (Qld);
4. ensure compliance with the Australian Government Growing Regions Program funding requirements and associated funding agreements;
5. identify procurement and delivery risks associated and mitigation measures for the Project;
6. establish an appropriate procurement pathway having regard to the specialised and remote nature of the Project; and
7. establish a defensible contingency procurement strategy in circumstances where an open tender process does not produce sufficient viable or conforming tender responses.

Refer Attachment 2 – Tender Consideration Plan.

Development Application

Council considered and approved the Development Application DA2026/03 citing the following;

- The development complies with the Overall Outcomes and Performance Outcomes within the Township Zone Code and General Development Code within the Boulia Shire Planning Scheme 2020 – 2040;
- The development is suitably designed and where required, conditioned to mitigate adverse impacts to flood hazard characteristics of the site.
- Assessment of the development against the relevant zone purpose, planning scheme codes and planning scheme policies demonstrates that the proposed development will not cause significant adverse impacts on the surrounding natural environment, built environment and infrastructure, community facilities, or local character and amenity.
- The development does not compromise the achievement of the state interest – natural hazards, risk and resilience outlined in the State Planning Policy.

Project program

The project program has been updated following finalisation of the design and commencement of the procurement phase. Construction commencement and completion is subject to market responses and. An update to the program is to be provided at the Council meeting.

Grant Funding

Council is in contact with State Funding coordinator regarding project status.

Temporary Office Facilities

It is proposed that staff be temporarily located in the existing library with the final office layout yet to be finalised. The library is proposed to temporarily be located in the Boulia Sports Centre.

Information Technology

The project team have prepared the Information Technology (IT) requirements and are in procurement phase for the I.T. move from the existing building to the library to be ahead of construction and for the ultimate relocation into the new building once complete.

Project Reference Group and Project Working Group

The project working group continues to meet weekly and the Project reference group met on 21 May 2026 for an update to the project.

CONSULTATION:

Internal: Acting Chief Executive Officer.

GOVERNANCE IMPLICATIONS:

Nil.

RECOMMENDATION 1

1. It is recommended that Council receive the Community Hub – August 2026 Update report for information.

RECOMMENDATION 2

1. It is recommended that Council endorse the Tender Consideration Plan

ATTACHMENTS:

1. CONFIDENTIAL REDACTED - Tender Consideration Plan [11.1.2.1 - 14 pages]
2. CONFIDENTIAL REDACTED - Community Hub Architectural Plans [11.1.2.2 - 4 pages]
3. CONFIDENTIAL REDACTED - Community Hub Landscaping Plans [11.1.2.3 - 3 pages]

Attachment 1 - Detailed design plans and elevations.

Attachment 2 - Tender Consideration Plan

Reviewed and Approved by A/Chief Executive Officer	Mr Gordon Magann
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TITLE:	Industrial Estate Naming	DOC REF: 11.1.3
REPORT BY:	Gordon Magann Acting Director Works and Operations	DATE: 10/08/2026

CORPORATE PLAN REFERENCE:

Key Priority 1: Roads

Key Priority 2: Community

Key Priority 6: Economic Development

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:

The purpose of this report is to seek Council's endorsement of the proposed name for the new industrial estate and the associated road names within the development.

CONTENT:

As part of the development of the new industrial estate, it is necessary to assign an official name to the estate and the roads contained within it. The naming of the estate and associated roads will assist with property addressing, emergency services response, asset management, service delivery, and future development within the area.

The proposed names have been developed having regard to local history, community identity, and the relevant naming principles. The names are considered appropriate, unique within the region, and reflective of the area's character and heritage.

CONSULTATION: CEO and Councillors

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

It is *recommended* that Council:

1. Endorse the naming of the new industrial estate as Brolga Industrial Estate.
2. Endorse the naming of the roads within the industrial estate as:
 - a) the ring road be accepted as Toby Harris Way;
 - b) the road servicing Lot 110 be accepted as Quartpot Crescent, and
 - c) the road adjacent to the Depot be accepted as Depot Road.

ATTACHMENTS: Nil

A/Director Works and Operations	Mr Gordon Magann
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TITLE:	QRA Flood Damage Report	DOC REF: 11.1.4
REPORT BY:	Gordon Stumbris Consultant Works Overseer	DATE: 11/08/2026

CORPORATE PLAN REFERENCE:

Key Priority 1: Roads

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

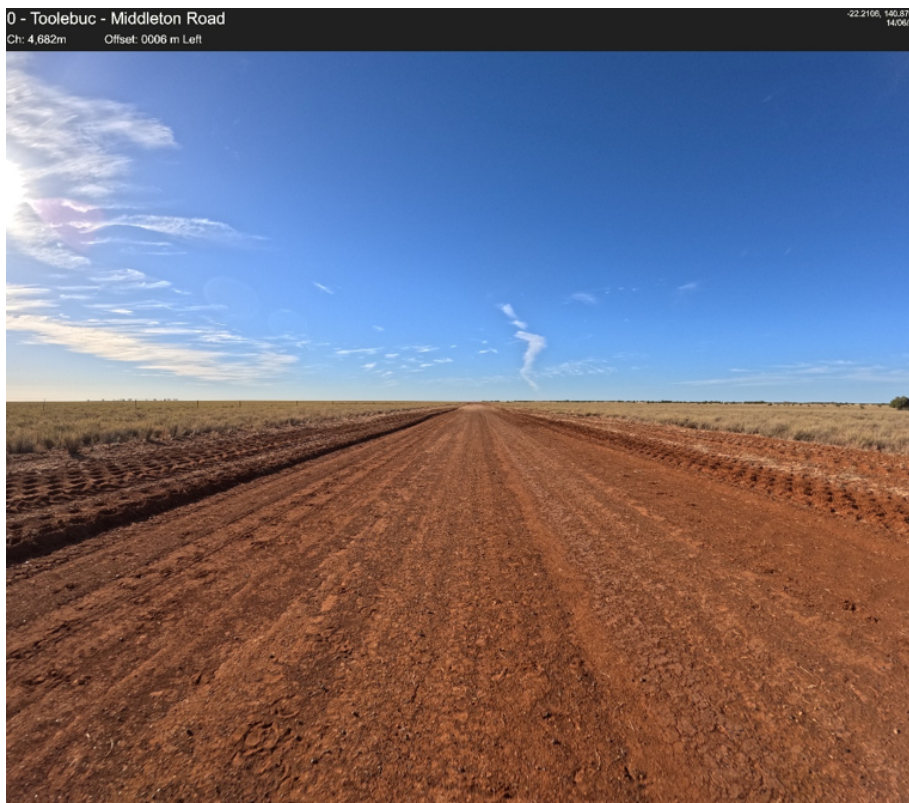
To inform Council of the current utilisation and activities of the Flood Damage Program for June 2026.

CONTENT:

Flood Damage Works on Local Shire Roads

BoSC.0041.2324U.REC – Eastern Submission - \$4,428,92.56

Harris A and B are still carrying out works on Toolebuc Road, with the project currently 75% complete. Works on the Toolebuc-Middleton have been temporarily placed on hold while gravel haulage activities on Pathungra Road are completed.



BoSC.0052.2425T.REC -Western Submission - \$11,735,292.22

Works have commenced on the **Donohue Highway**, with the Mixed Crew undertaking repairs to 52 defects across the unsealed section. The scope of works includes medium formation grading, heavy formation grading incorporating 50 mm of imported material, and gravel resheeting.

BoSC.0045.2324B.NRI – Hamilton Channels Floodway's

GBA Consultants has been appointed as the project management consultant for the program and will work closely with TMR to oversee its delivery. Monthly progress reports will be provided as the works commence and advance.

CONSULTATION:

GBA as Project Managers for Council Gravel Pits & BoSC.0045.2324B.NRI
GK3 as Project Managers for Council QRA Flood damage work and Betterment projects.

GOVERNANCE IMPLICATIONS:

All work completed within QRA guidelines and budget allocations.

RECOMMENDATION:

That the QRA Flood Damage Works Department June 2026 Report be received for information.

ATTACHMENTS: Nil

Reviewed and Approved by A/Chief Executive Officer	Mr Gordon Magann
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11.2 Office of the Chief Executive

TITLE:	Chief Executive Officers Report July 2026	DOC REF: 11.2.1
REPORT BY:	Gordon Magann Acting Chief Executive Officer	DATE: 11/08/2026

CORPORATE PLAN REFERENCE:

Key Priority 1: Roads
Key Priority 3: Tourism
Key Priority 4: Employment & Housing
Key Priority 6: Economic Development

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

I am pleased to share my report for the July 2026 period.

Council's Operations

Council staff continue to focus on delivering for community, travellers and to support Private Works requests including school line marking and concrete supply to the Solar Farm project.

Good weather enabled Council and Contractor teams to resume road projects following the Camel Races mid-year break. The DWO, CWO and Safety Advisor facilitated a well-attended midyear breakfast pre-start meeting at the airport terminal on the 27th July 2026.

Community Hub meetings with POD and Project Manager with CEO, DWO, Mayor

Boulia Community Hub meetings continue with project and updates from Project Manager/Architects. Project Manager is finalising contracts, procurement and specifications for Tender.

OORTG and RAPAD meetings

Regular meetings with RAPAD technical groups for reviewing projects, progress and funding opportunities.

Audit and Risk Committee/Councillors

QAO, contract Auditors and Audit Chair along with Council are progressing toward finalisation of statements and prior years adjustments.

Structural alignment, budget and operational reporting have been a priority, 2026/27 budget prepared and ready to present.

Finalising Audit has been priority waiting on contract Auditors and QAO

Road Network

The District Director of DTMR travelled to Boulia to meet with the DWO and CWO to have a conversation regarding Councils ability to support an additional DTMR road project on the Winton Road.

The DWO directorate has engaged GBA Consulting Engineers to manage the Hamilton Channels Flood Resilience Upgrade project under QRA submission approval BoSC.0045.2324B.NRI.

Council has executed the Contract with Darrin Anthony Gaunt trading as True Blue Family Trust for the first section of the 22-kilometre pave and seal project.

Emergent works on the Boulia to Bedourie under CN-25511 has been executed with DTMR and provide Council with detailed schedule of remedial works for completion.

New Corporate Plan

With the 2026-2031 Corporate Plan now formally adopted, preparations are underway for hard copy printing of the document. The WTF Boulia campaign itself is still in movement - WTF Tee shirts, stubby coolers and sunnies are on the merchandise shelves of the Min Min Encounter and Council's Media Officer is doing a fantastic job with the Boulia Shire Council Facebook page – the last 90 days (based on analytics as at 11/8/26) show that the page has had 715K views, 9.2K reactions, 969 shares and 692 comments and replies, with audience numbers increasing by 38%.

QRA

Meetings continue with QRA representatives and delivery on the flood damage program commenced with a mid-year break pre-start meeting.

The CWO has re-focussed efforts to ensure the eastern submission for the 23/24 event (*currently under extension of time due to the Koji event*), is 'On Track' for December 2026 completion.

The Mayor, CEO and A/DWO attended a teams meeting with the CEO of QRA regarding proposed disaster funding reforms.

Workplace Health and safety

Safety compliance has been a key focus, specifically moving forward with increase site visits, toolbox talks and documentation audit.

Contractor management and staff compliance with safety systems is continuing including the identification and delivery of training support.

Staff have been informed of published safety information including:

- Avian influenza (H5N1),

In addition, officers have been notified of the requirements for visitors who seek access to the Depot following concerns of unauthorised public access.

Road Network Site visits

DWO and CWO continue to monitor and manage road conditions to evaluate road condition and emergent works.

Meetings/Events/Conferences/Training attended:

- RAPAD Roads and Water groups Teams meeting - DWO and CEO
- Boulia Hub with CEO, DWO, Project Manager
- QAO and contract Auditors
- Meetings with staff
- General meetings

Recruitment

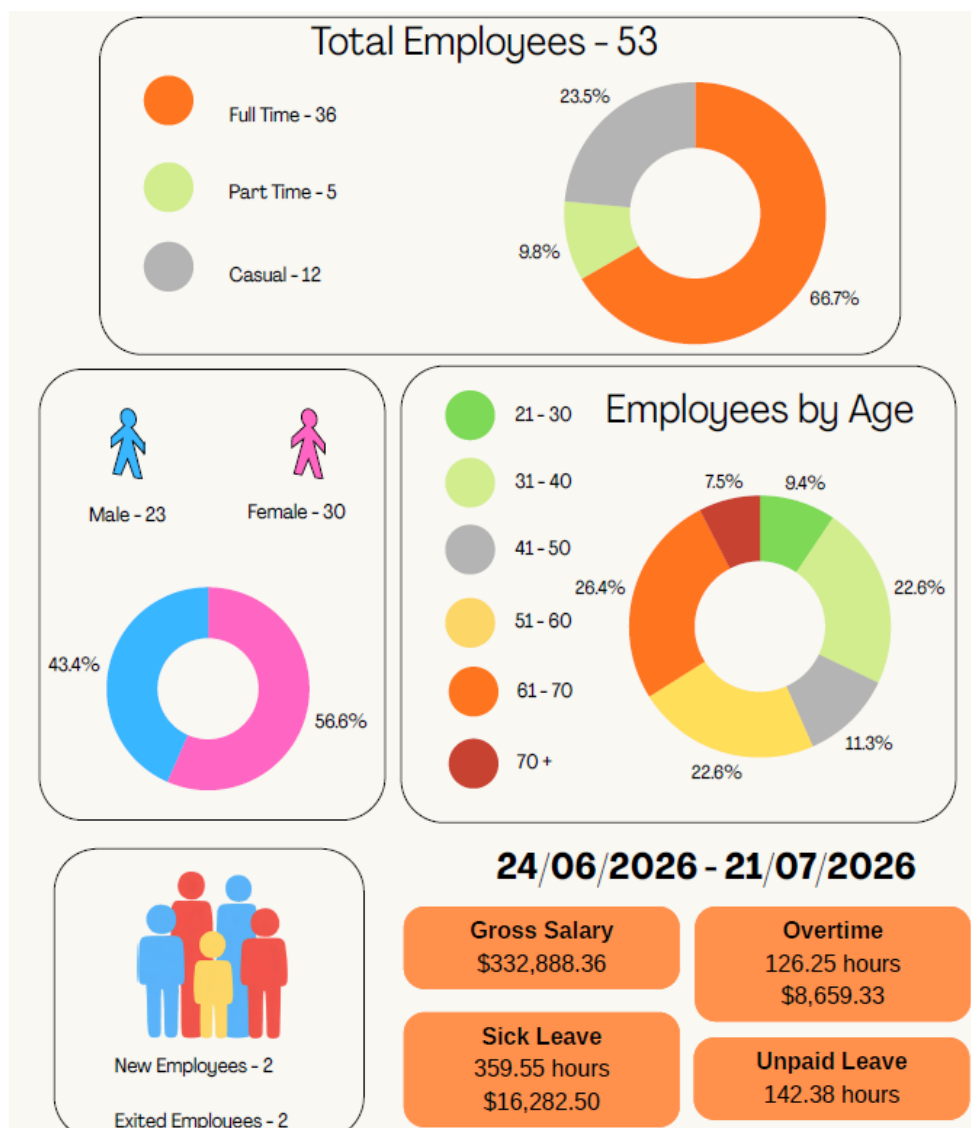
The Director of Corporate Services and Director of Works interviews have been scheduled and conducted to recruit suitable executive team members

Rural Lands Protection Officer and WHS Coordinator roles have also been advertised and similarly will be short listed and interviewed for appointment.

Further positions will be advertised in due course (to fill current vacancies) to fill the staff establishment that will facilitate the delivery of Council services.

HR

HR activities continue with the appointment of several positions, including Supervisor Administration Services, Administration Support Officer, and a Multi-Skilled Operator, with an additional administrative role converted from contract to permanent.



Governance

Selected staff members attended a Child Safeguarding Workshop held by OIL (Outback Independent Living). The workshop was very constructive, and these staff members are now working toward ensuring Council is compliant with the *Child Safe Organisations Act 2024 (Qld)*. A separate report regarding new policy adoption for this is within this August Ordinary Council meeting agenda.

The Coridgee Reserve Sub Lease agreement (Lot 7 on Crown Plan W163) is now finalised with a Registration Confirmation Statement having been received from Titles Queensland.

Councils' procurement policy requires updating following changes to the *Local Government Regulation 2012*. The changes increase the procurement value to new thresholds, consequently Peak Services have been engaged to review Councils' procurement policy and to redraft the associated procedures.

Records Management: For two weeks across the end of June/early July, a Records Management Consultant was engaged through Grace Records Management to assist Council with making improvements in records management in particular with document retention and disposal. Over the two-week period, not only did staff receive hands on upskilling in records management, over 120 records boxes were identified for either destruction or retention, with further retention and disposal categorisation work still being required. The Consultant will return late August/early September to carry on the work started with staff.

Future Events/Conferences/Training

Date	Activity	Attendees	Location/completed
	Community Hub	CEO/DWO/Project Team	Teams
	External audit	Auditors/CEO	Teams
	LGAQ - various	CEO	Teams
TBA	Urandangi Site visit and roads inspection	Councillors/CEO /DWO	Shire Tour
August	Developing Northern Australia	Mayor and CEO	Alice Springs
August	Western Qld Alliance/RAPAD	Mayor and CEO	Brisbane

CONSULTATION: Councillors, staff and government representatives

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the CEO Report for July 2026 be received for information.

ATTACHMENTS: Nil

Acting Chief Executive Officer	Mr Gordon Magann
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TITLE:	Action List Update July 2026	DOC REF: 11.2.2
REPORT BY:	Gordon Magann Acting Chief Executive Officer	DATE: 13/08/2026

CORPORATE PLAN REFERENCE:

Key Priority 1: Roads
Key Priority 2: Community
Key Priority 3: Tourism
Key Priority 4: Employment & Housing
Key Priority 5: Water
Key Priority 6: Economic Development

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 July 2026 for information.

ATTACHMENTS:

1. Action List Update [11.2.2.1 - 7 pages]

A/Chief Executive Officer	Mr Gordon Magann
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Boulia Shire Council Action List

	DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS	Close
					Report to go to Council on Industrial Estate road names	
29 th June 2026						
1			Corporate Plan distribution	CEO Assist	Printing quote being obtained.	
2			Robinson Park Shade Structure – official opening to be held after full completion. (e.g. opening BBQ)		Recommendation: It is recommended to official open the new Robinson Park Shade Structure in early to mid-September to allow ground re-establishment work to be completed.	
3		General Business	Cllr Norton: Boulia Bottle Brush – consider sourcing for Council to be able to give away (e.g. annually)		Not yet progressed	
4		General Business	- Purple bins around town are in need of new lids - Bindy issues in the median strip of town (in front of shop) and pest tree at post office: can these be actioned -		This item has been referred to the Supervisor Town Services for coordination.	
24 th April 2026						
6.	24/4/26	General Business	Cllr Norton – Street signage needs to be checked for correct directional pointage. Signage Audit?	DWO	13/07/2026 This item has been included into the 2026/27 budget pack and will be planned for completion when a preferred contractor is mobilised to complete capital road projects.	

7.	20/3/26	General Business	Phosphate Mine - on Boulia Council land - need to change to reflect Extractive Industry (Ardmore)	CEO	Followed up with Valuer Generals Department and looking to identify the site. Query with Department.	
8.	20/3/26	General Business	Investigate possibility of a cleaner for the Heritage Complex.	CEO	Under review as part of future facilities maintenance across Council.	
9.	20/3/26	General Business	Inductions to be given to relevant Staff (Heritage Complex/Parks & Gardens staff) on the watering restrictions applicable for around the Stonehouse due to the condition of the building	DWO	13/07/2026 DWO in conjunction with Building Certifier are developing a management plan. Staff have been advised of the requirement not to water with a 3m distance of the building.	Close
10.	20/3/2026	General Business	Business Case to be established around developing the 'Old Butcher Shop' block of land into housing	CEO/DWO	13/07/2026 An options report was tabled at the June Ordinary meeting for Councillor consideration of the options contained in the report.	Close
11.	20/3/2026	General Business	Cllr Britton: Billy Fell's Tree on the Mt Isa Road –Council to consider a commemorative sign at the tree for Mr Fell's.	DWO/CEO	Signage to form part of regional plan for recognition. Hasn't progressed at this stage.	
20TH February 2026						
12.	20/2/26	General Business	Donohue Highway Hall of Fame – it was proposed that in order to acknowledge all key contributors to the construction of the Donohue Highway across the years, Council look to create a Donohue Highway 'Hall of Fame' that would be placed at a suitable location along the highway.	CEO	Work in Progress At the 24/7/26 Ordinary Council Meeting, Cllrs suggested that A.Britton's artwork should go at the Burke River Bridge.	

Wednesday 17 th December 2025						
13.	17/12/2025		Cllr Woodhouse: Council Christmas Decorations - request for arrangements to be made for an upgrade to Council Christmas decorations in time for 2026 celebrations. Allocation to be added into the budget.	CEO/CEO Assist	Work in progress. Suggestions made: banners, lights for Council buildings, tree decorations. Display ideas to be presented to Council. Councillors also suggested a dedicated storage area then be assigned for the new decorations.	
Friday 22 nd August 2025						
14.	22/8/2025		Identify activities and projects work camp cannot provide. Who runs it, who is the go to? Etc.	CEO	Meetings have been held between Corrective Services and Council. Community Engagement Committee to be made active.	
Wednesday 18 th June 2025						
15.	18/6/2025	All Councillors	Parking Barriers (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.	DWO/TMR	13/07/2026 DTMR and DWO will be meeting on the 21 st July 2026 regarding Council's road projects and it is proposed to raise this item at this meeting.	
Friday 23 rd May 2025						
16.	23/5/2025	All Councillors	Residential Estate back planning. Road corridor. Liaise with Tony and by Gideon the road access points. (Bring the whole package for Councillors to review.)	DWO	Forms part of Residential Activation Funding in consultation with Planner, surveyor and Peak Services. RAF2 application has been submitted. 13/07/2026 Gideon Town Planning advised that the DA (with conditions) will be released by 17 th July 2026.	

					Then, it will be forwarded to the Consulting Engineer for review and completion of the drawing package for Open RFT to seek a suitable civil contractor.	
17.	23/5/2025	Cllr Woodhouse	Media and Communication Policy to be reviewed and re-worked	CEO	To be reviewed following WTF campaign and new legislation to take effect from July.	
Wednesday 23 rd April 2025						
18.	23/4/2025	Councillor Sam Beauchamp	CPL Shed to be painted with heat resistance paint	DWO	Formed part of the assessment management plan deliberations. 13/07/2026 No further action has been implemented.	
19.	23/4/2025		Aerodrome, Business Case, Budget request for 1 million dollars	DWO/CEO	13/07/2026 This project has been included in Council's LRAP for as a number 3 priority.	Close
20.	23/4/2025		Water, Business Case, Budget request for \$750,000	DWO/CEO	A request has been forwarded to MJM Environment Pty Ltd to update their previous report with new metrics and options to improve water scheme (Council system is under pressure creating 992l/person/day). The MJM Environmental report has been received complete with an options assessment and likely cost for the recommended solution. In addition, this project has been included on Council's LRAP as a number one priority.	Close
Friday 24 th January 2025						
21.	24/1/2025	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.	DWO	13/07/2026 The replacement of the Softfall along with the restoration of the swimming pool membrane has been included in the 26/27 budget and is likely to be packaged together as one project	Close

					providing a specialist contractor is able to complete both projects simultaneously. The project would be completed at the end of this year's summer season, around April/May 2027.	
22.	24/1/2025	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.	DWO	13/07/2026 Artwork and frame assembly located. However, the steel frame assemble has not be fabricated to the structure engineering drawings and may need to be re-fabricated. Required: GPS coordinates and/or location for each artwork.	
Friday 29 th November 2024						
23.	29/11/2024	2024/11.20	That Council resolves to undertake a review of the Boulia Shire Local Laws.	CEO	Waiting on final report from Peter Mann, Blackall Tambo Regional Council.	
Friday 27 th September 2024						
24.	27/9/2024	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.	CEO/DWO/MPC	13/07/2027 Not progressed. Required: Council direction regarding the demolition or otherwise of the house located at 63 Herbert Street. The house is not considered structurally not fit for purpose and many elements of the building do not comply with the National Construction Code (NCC); 74AB of the QBCC Act 1991, or AS3000:2018 etc.	

					In addition, there is evidence of broken Asbestos Containing Materials (ACM's) in and around the building.	
Friday 23 rd August 2024						
25.	23/8/2024	Suggestions made by K. Mc Kelvie (during Deputation to Council)	Consider turning the dog park on the corner of Herbert and Hamilton Street into a desert botanical garden.	CEO	Council met with Landcare Group on the 21 st May. Following this, during discussion at Council Meeting on 22/5/26, a suggestion was made the site of the garden be reconsidered, with a new 'greenfield' site to be located (e.g. entry way to town – Mt Isa Road).	
Friday 19 th January 2024						
26.	19/1/2024	2024/01.20	Tender: T2023-24.5 Sale of lots L404/B2671 and L405/B2671 Mulligan Street, Boulia (closed) (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.	CEO	No further progress at this stage. 04/12/2025 Spoken to CLH Lawyers who are currently dealing with a similar situation. 20/10/2025 Contacting King & Co for clarification on options available to Council. 15/07/2025 awaiting further information on actions we can take. 14/4/2025 – seeking further advice. 13/2/2025 – it appears easement registration cannot proceed until someone can sign the deceased owners consent. 22/1/25 Update; no sale enquiry recd. (b)Easement Survey completed and amended to be 8m wide for lots 402-405. Lot 405 on B2671 (block 40)– BSC owned Lot 404 on B2671 (block 34)-Elliott owned (decd) Lot 403 on B2671 (block 30)-BSC owned Lot 402 on B2671 (block 26)-BSC owned 8/11/2024 Public Trustee is working on this file to sort last ownership issue.	
27.	19/01/2024		QRA- Betterment-BSC to review Longreach Channel on the Donohue Hwy with the	DWO	<u>13/07/2026</u>	Close

			installation of culverts. This channel goes under water before the Georgina River crossing.		This item is part of the QRA Flood Study grant funding and is currently in development along with the Boulia Township Flood Study. The Flood Study reports are due by 31st December 2026	
28.	19/01/2024		Town Water supply BSC to investigate and advise on: 1. Installation of a third water-storage tank. 2. Cyclone separating system for debris. 3. Modular filtration system (and Treatment Officer on a retainer basis). Dual water supply? To reduce treated water usage? 4. Water filters for each residence and business in the township. Investigate Council getting robotic cleaner to run 6 monthly in ground reservoirs (once old tank relined).	DWO	<u>13/07/2027</u> The rationale for the project has been included in Council's LRAP as our number one priority. The options analysis has been included in the May 2026 MJM Environmental report.	Close

TITLE:	Child Safeguarding - new policies	DOC REF: 11.2.3
REPORT BY:	Gordon Magann Acting Chief Executive Officer	DATE: 11/08/2026

CORPORATE PLAN REFERENCE:

Key Priority 2: Community

RISK MANAGEMENT:

The risk associated with the recommendations of the report have been assessed as Minor (Consequence) and Rare (Likelihood) giving an overall assessment as **Low L-2..**

PURPOSE:

To present to Council two new policies for adoption relating to child safeguarding.

CONTENT:

On the 1st October 2025 Queensland's new child safeguarding law, the *Child Safe Organisations Act 2024 (Qld)* (the Act) came into effect. Under this new Act organisations that work with children, or provide services or spaces for children, are required to introduce 10 Child Safe Standards, and in some instances, are also required to introduce a Reportable Conduct Scheme (RCS) effective from 1st July 2026.

The Act aims to protect Queensland children from harm and create environments that prioritise the safety and wellbeing of children through implementation of the 10 Child Safe Standards and the Universal Principle for Cultural Safety.

The RCS requires organisations to report and investigate allegations of child abuse or misconduct by their staff and volunteers.

The Act is regulated by the Queensland Family and Child Commission (QFCC).

As a local government organisation, Boulia Shire Council, along with all local government areas, must ensure compliance with both the Act and the Reportable Conduct Scheme.

To formally document Council's commitment to the 10 Child Safe Standards and clearly communicate Council's expectations regarding child safe practices, it is recommended that a Child Safety and Wellbeing Policy be adopted.

The adoption of a Reportable Conduct Scheme Policy will create the establishment of a framework to ensure that all allegations of reportable conduct involving children are identified, reported, assessed and investigated in a timely, fair and appropriate manner, with the safety and wellbeing of children as the paramount consideration.

Attached to this report are draft copies of the two new policies recommended for adoption.

CONSULTATION:

Diamantina Shire Council, BCS's Workplace Health and Safety Advisor

GOVERNANCE IMPLICATIONS:

Council must ensure compliance with the *Child Safe Organisations Act 2024 (Qld)* and the Reportable Conduct Scheme.

RECOMMENDATION:

That the Child Safety and Wellbeing Policy, as presented, and the Reportable Conduct Scheme Policy, as presented, be adopted.

ATTACHMENTS:

1. DRAFT Child Safety and Wellbeing Policy [**11.2.3.1** - 11 pages]
2. DRAFT Reportable Conduct Scheme Policy [**11.2.3.2** - 8 pages]

Reviewed & Approved by Acting Chief Executive Officer	Mr Gordon Magann
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BOULIA SHIRE COUNCIL

CHILD SAFETY AND WELLBEING POLICY

Category:	Policy
Policy Number:	
Document Version:	
Obsolete Version:	n/a
Keyword Classification:	Child safety, child safe guarding
Summary:	This policy outlines Council's commitment to creating a child safe environment and ensuring compliance with the <i>Child Safe Organisations Act 2024 (Qld)</i> .
Adoption Date:	
Resolution:	
Due for Revision:	
Revision date:	
Date revoked:	n/a
Related documents:	Code of Conduct Child Safe Code of Conduct Child Safety Risk Assessment Template Incident Report Form Reportable Conduct Notification Form Child Safety Risk Assessment Template Child Safety Compliance Register Corporate Plan 2026 – 2031 Child Safe Recruitment Procedure Child Safe Reporting Procedure Child Safe Complaints Procedure Child Safe Risk Management Procedure Reportable Conduct Scheme Child Safe Training Procedure
Responsible Section:	Office of the CEO
Responsible Officer:	Chief Executive Officer
Legislation:	Child Safe Organisations Act 2024 Work Health and Safety Act 2011 Local Government Act 2009 Local Government Regulation 2012 Human Rights Act 2019 Working with Children (Risk Management and Screening) Act 2000



BOULIA SHIRE COUNCIL

PURPOSE

Boulia Shire Council is committed to the safety and wellbeing of all children and young people. This policy outlines our commitment to creating a child safe environment and ensuring compliance with the *Child Safe Organisations Act 2024* (Qld).

CHILD SAFETY COMMITMENT STATEMENT

Boulia Shire Council has zero tolerance for child abuse and harm. Council is committed to creating and maintaining a child safe culture where children are respected, heard and protected.

POLICY OBJECTIVES

The objectives of this policy are to:

- Keep children and young people safe when they are interacting or involved with Boulia Shire Council.
- Demonstrate Council's commitment to being a child safe organisation where child safety is embedded in planning, policy and practices, and where the voices of children and young people are valued and actioned.
- Implement the Universal Principle and the ten Child Safe Standards for Child Safe Organisations as the framework for Council's procedures and decision-making regarding interactions and involvement with children and young people.
- Ensure Council is compliant with Queensland child protection legislation, including recruitment and selection, reportable conduct, mandatory reporting, information sharing and staff training.

SCOPE

This policy applies to all employees, contractors, and volunteers of Boulia Shire Council when taking part in any services, programs, activities, and events that involve contact with children.

HUMAN RIGHTS COMMITMENT

Council has considered the human rights protected under the Human Rights Act 2019 (Qld) (the Act) when adopting and/or amending this policy. When applying this policy, Council will act and make decision in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.



BOULIA SHIRE COUNCIL

POLICY STATEMENT

Council caters for the needs of children and young people by providing, libraries, , aquatic, sporting, and recreation facilities. Council also provides a diverse array of services which may be used by children and young people including community programs and facilities delivering community events. Some of these services may be managed or provided by contracted service providers on behalf of Council.

Council is committed to providing a safe, positive and inclusive environment for children and young people while they are on Council premises and using Council services. This includes:

- Creating culturally safe environments for Aboriginal and Torres Strait Islander children.
- Promoting inclusion and equity for children of all backgrounds and abilities.
- Empowering children to participate in decisions affecting them.
- Responding to concerns and allegations of harm with compassion and diligence.

This policy reflects Council's commitment to the Universal Principle and the ten Child Safe Standards for Child Safe Organisations.

Council recognises that every child has the right to:

- Be safe and protected from harm
- Be listened to and taken seriously
- Participate in decisions affecting them
- Be treated with dignity and respect
- Have their identity, culture and beliefs respected

The Universal Principle

The Universal Principle and Child Safe Standards help create environments where children can grow, learn and thrive without harm. They are built on children's rights and provide a clear framework for keeping children safe.

Council must ensure cultural safety for Aboriginal and Torres Strait Islander children. This is known as the Universal Principle.

Council will include the Universal Principle in every part of how we apply the Standards.



BOULIA SHIRE COUNCIL

Child Safe Standards

Standard	Description
Leadership and Culture	Child safety and wellbeing is embedded in the entity's organisational leadership, governance and culture.
Voice of Children	Children are informed about their rights, participate in decisions affecting them and are taken seriously.
Family and community	Families and communities are informed and involved in promoting child safety and wellbeing.
Equity and diversity	Equity is upheld and diverse needs respected in policy and practice.
People	People working with children are suitable and supported to reflect child safety and wellbeing values in practice.
Complaints management	Processes to respond to complaints and concerns are child focused.
Knowledge and skills	Staff and volunteers of the entity are equipped with the knowledge, skills, and awareness to keep children safe through ongoing education and training.
Physical and online environments	Physical and online environments promote safety and wellbeing and minimise the opportunity for children to be harmed.
Continuous improvement	Implementation of the Child Safe Standards is regularly reviewed and improved.
Policy and procedures	Policies and procedures document how the entity is safe for children.

Worker Interactions with Children

Interaction	Description
Social Media use and online communications	Council staff, volunteers and contractors must never communicate privately with children online or on social media. Any necessary online communication should include the child's parent or carer in the correspondence.
Photography and the use of images	Photos and videos of children can only be taken with the permission of parents or carers. Parents and carers must also approve of any images used on our social media channels. It is unacceptable for staff, volunteers or contractors to take photos or videos of children, other than their own, on personal devices, or to share images without permission.
Physical contact	Physical contact with children should be kept to a minimum. Everyone involved in the organisation is expected to have healthy physical boundaries with



BOULIA SHIRE COUNCIL

Interaction	Description
	children.
Gifts and Benefits	Staff, volunteers, and contractors must never give gifts to children, or bestow benefits of any kind to a child, unless they have direct permission from the child's parents or carers.
Illness and injury management	Injuries must be reported to the first aid officer and first aid administered in a safe space within lines of sight of other adults.

Unacceptable Child to Child Interactions

While peer relationships are a natural and important part of childhood development, certain behaviours between children and young people are unacceptable and may pose risks to safety and wellbeing. These behaviours include:

Behaviour	Description
Physical harm	- Hitting, kicking, pushing, biting, or other forms of aggression - Rough play that results in injury or distress - Unwanted physical contact, including hugging or touching without consent
Verbal and emotional harm	- Name-calling, teasing, or mocking - Threatening or intimidating language - Excluding others from activities or social groups - Spreading rumours or gossip
Sexualised behaviour	- Sexual jokes, gestures, or comments - Inappropriate touching or exposure - Simulating adult sexual behaviour - Coercing others into sexualised games or dares
Digital misconduct	- Cyberbullying via messaging apps or social media - Sharing inappropriate or explicit content - Taking or distributing images of others without consent - Engaging in private online conversations without adult supervision
Boundary violations	- Encouraging secrecy or hiding interactions from adults - Manipulating or coercing others into unsafe behaviour - Imitating adult relationships in a romantic or sexual context



BOULIA SHIRE COUNCIL

All Council staff, volunteers, and contractors must:

- Monitor child-to-child interactions during programs and services.
- Intervene promptly and appropriately when unacceptable behaviour occurs.
- Report incidents in accordance with the Child Safe Reporting Procedure.
- Support children involved with compassion and discretion.
- Promote positive peer relationships through education and modelling respectful behaviour.
- Encourage children to speak up if they feel unsafe or uncomfortable.

Publication, Communication and Engagement

Council will:

- Publish the Child Safety and Wellbeing Policy on Council's website.
- Encourage feedback from children, families, and community members.
- Provide opportunities for children to express what makes them feel safe.

Council will make this policy publicly available and communicate child safety commitments in a manner that is accessible to children, families, volunteers, contractors and community members.

Reporting and Investigation

Council's Child Safe Reporting Procedure sets out requirements and procedures for complaints, allegations, disclosures and reports, and external reporting obligations.

Council will ensure complaints processes are:

- child focused
- culturally safe
- accessible
- confidential where appropriate
- responsive and trauma informed

Child Safe Recruiting and Screening

Council will:

- Undertake referee checking
- Conduct criminal history screening where required
- Verify qualifications and identity
- Ensure Blue Card screening and monitoring is undertaken where required under the *Working with Children (Risk Management and*



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Screening) Act 2000

- Assess suitability for child-related work
- Include child safety responsibilities in position descriptions

Information Sharing

Council will share information relating to child safety and wellbeing where authorised or required by law to protect children from harm.

Training and Support

Council will provide ongoing training and education in child safety and protection to staff, volunteers and contractors that provide direct services to children and young people.

All Council staff, volunteers, and contractors will:

- Receive induction and periodic child safety training to ensure they are aware of their responsibilities and are confident to identify, respond to, and report child abuse and harm.
- Be supported to understand and apply child safe practices.
- Be monitored for compliance with child safety obligations.

CHILD SAFETY RISK MANAGEMENT

Council will identify, assess and manage risks to children associated with:

- facilities
- programs
- events
- digital environments
- contractors
- volunteers
- community activities

Child safety risks will be integrated into Council's Enterprise Risk Management Framework.



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ROLES AND RESPONSIBILITIES

All Council staff, councillors, volunteers and contractors are expected to carry out the requirements specific to their role in keeping children safe.

Position	Responsibility
Councillors	Are responsible for: • Championing child safe culture across Council and at public engagements. • Endorsing and reviewing this policy. • Promoting and protecting the participation, voice and safety of children, including Aboriginal and Torres Strait Island children and children with disabilities. • Completing Councillor appropriate child safety training and modelling expected standards of conduct.
CEO	As the head of an entity, the CEO must ensure that Council: • Implements the Child Safe Standards through systems, policies, procedures and processes. • Fulfils its responding and reporting obligations through systems to: ○ Prevent reportable conduct by workers. ○ Allow anyone (including staff) to report concerns about reportable conduct or convictions involving a worker. ○ Allow anyone to report concerns about the head of the entity directly to the Queensland Family and Child Commission (the Commission/QFCC). ○ Investigate and respond to any reportable allegations or convictions involving a worker. • Ensure adequate resources are available to implement and maintain child safe practices across Council.
ELT	Are responsible for modelling the attitudes and behaviours that show they are committed to child safety and wellbeing by: • Championing the child safe values in Council's commitment statement and Code of Conduct. • Providing guidance to Council staff within their respective teams as to the content and implementation of this policy.
Managers and Supervisors	Are responsible for modelling the attitudes and behaviours that show they are committed to child safety and wellbeing by: • Providing guidance to Council staff within their respective teams as to the content and implementation of this policy. • Ensuring that staff understand and implement child safe practices. • Taking part in regular reviews of child safe documents. • Supporting staff with training and resources.



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Position	Responsibility
Child Safety Officer	The role of Child Safety Officer is delegated by the CEO to The Director Communities. The Child Safety Officer is responsible for: • Leading the implementation of the Child Safe Standards. • Coordinating staff training and awareness. • Managing complaints and incidents involving children. • Ensuring cultural safety practices are embedded. • Liaising with the QFCC and sector regulators. • Conducting regular reviews and audits of child safety practices. • Prepare an annual Child Safety Compliance Report to ELT
All staff, volunteers and contractors*	Are responsible for: • Upholding Council's commitment to child safety. • Complying with Council's Code of Conduct. • Meeting the requirements across all other child safe policies and procedures, including child safe recruitment practices and risk management. • Reporting all breaches of policies or any allegations of child harm or abuse to meet reporting obligations. • Completing all mandatory child safe training.

*For clarity, this includes anyone who is defined as a worker of an entity under s8 of the *Child Safe Organisations Act 2024* – See Definitions

DEFINITIONS

Term	Definition
Child	Children and young people under the age of 18.
Compliance	Undertaking actions through an outlined process in accordance with Council's policies and procedures, the Child Safe Standards, the Universal Principle and the Child Safe Organisations Act 2024.
Cultural Safety	Means creating an environment where children - especially Aboriginal and Torres Strait Islander children feel safe, respected, and supported to express their identity, culture, and beliefs without fear of discrimination or harm. In a culturally safe organisation: • Children are free to be themselves and express their cultural identity. • Their voice is heard and valued. • Staff respect and understand the child's cultural



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Term	Definition
	background. Policies and practices are designed to protect and promote cultural wellbeing. Cultural safety is not just about avoiding racism or discrimination; it's about actively fostering a space where children's cultural needs and identities are embraced as part of their overall safety and wellbeing.
Harm	Harm is the damage to the health, safety, or wellbeing of a child or young person, including because of abuse by adults or the conduct of other children. It includes: - Physical violence - Sexual abuse, grooming and sexual misconduct - Emotional and psychological harm - Neglect.
Reportable allegation	When someone has a reasonable belief that a worker may have: - Harmed a child - Acted inappropriately towards a child - Done something that could be considered serious misconduct involving a child It does not matter when or where the behaviour happened, even if it wasn't during work hours or at the workplace.
Reportable Conduct	Refers to any behaviour by a worker that may seriously harm a child or place them at risk. This includes: - Sexual offences against a child. - Sexual misconduct involving or in the presence of a child (e.g. inappropriate touching, sexual comments, or voyeurism). - Ill-treatment of a child (e.g. cruel, degrading, or hostile behaviour). - Significant neglect (e.g. failing to meet a child's basic needs due to recklessness or intent). - Physical violence towards or in the presence of a child. - Behaviour causing serious emotional or psychological harm to a child. Reportable conduct can occur: - As a single incident or as part of a pattern of behaviour. - Inside or outside the workplace - Even if no criminal charges have been laid.



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Term	Definition
	Note: Reasonable actions taken to discipline, manage, or care for a child are not considered reportable conduct if they are appropriate for the child's age and follow professional standards.
Reportable Conviction	When a worker has been found guilty of a criminal offence that may involve reportable conduct, such as harming or putting a child at risk. This includes: • A formal conviction recorded by a court. • A guilty plea accepted by a court, even if no conviction is recorded. • A spent conviction, meaning a conviction that is no longer publicly disclosed under law. The offence must be against a law of Queensland or the Commonwealth, and must relate to behaviour that could be considered reportable conduct, such as: • Sexual offences or misconduct involving a child. • Physical violence, neglect, or emotional harm to a child. Note: These convictions must be reported even if they occurred outside of work or in a different role, and even if the conviction is considered spent.
Worker	Any individual who performs work of any kind for a child safe or reporting entity. This includes, but is not limited to: • Employees (full-time, part-time, or casual). • Volunteers (including approved carers and members of their households). • Contractors, subcontractors, or consultants. • Labour hire workers (supplied by a labour hire agency). • Executive officers or managers (excluding local government councillors). • Trainees or work experience participants.



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REPORTABLE CONDUCT SCHEME POLICY

Category:	Policy
Policy Number:	
Document Version:	
Obsolete Version:	n/a
Keyword Classification:	Child safeguarding, Reportable Conduct Scheme
Summary:	This policy establishes a framework to ensure that all allegations of reportable conduct involving children are identified, reported, assessed and investigated in a timely, fair and appropriate manner, with the safety and wellbeing of children as the paramount consideration.
Adoption Date:	
Resolution:	
Due for Revision:	Annually
Revision date:	
Date revoked:	n/a
Related documents:	Code of Conduct Policy Child Safety Code of Conduct Policy Child Safety Commitment Statement Child Safety and Wellbeing Policy Child Safety Complaint Handling Policy Playgroup Behaviour Management Policy CEO to Council Employee Delegation Reportable Conduct Register Reportable Conduct Notification Form Child Safety Incident Report Form Corporate Plan 2026 – 2031 Reportable Conduct Procedure Childre Safety Reporting Procedure Child Safe Recruitment Procedure Child Safe Code of Conduct Child Safety Risk Management Procedure Guide to Queensland Government Reportable Conduct Scheme Guidelines for implementing the Child Safe Standards in Queensland
Responsible Section:	Office of the CEO
Responsible Officer:	Chief Executive Officer
Legislation:	Local Government Act 2009 Local Government Regulation 2012 Child Safe Organisation Act 2024 (Qld) Child Protection Act 1999 (QLD) Queensland Family and Child Commission Act 2014 (QLD)



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PURPOSE

Boulia Shire Council is committed to safeguarding children and young people by implementing the Reportable Conduct Scheme (RCS) in accordance with Queensland legislation.

This policy establishes a framework to ensure that all allegations of reportable conduct involving children are identified, reported, assessed and investigated in a timely, fair and appropriate manner, with the safety and wellbeing of children as the paramount consideration.

This policy also established the systems required under the Child Safe Organisations Act 2024 (Qld) for the prevention, reporting, investigation and response to reportable allegations and reportable convictions.

POLICY OBJECTIVES

The objective of this policy is to ensure Council meets its obligations under the *Child Safe Organisations Act 2024 (Qld)* by establishing a consistent and transparent framework for the reporting, assessment, and management of reportable conduct involving Council employees, contractors, and volunteers.

This policy aims to:

- Promote the safety, wellbeing, and best interests of children and young people in all Council activities, services, and facilities.
- Ensure all allegations of reportable conduct are responded to promptly, appropriately, and in accordance with legislative requirements.
- Support a culture of accountability, transparency, and child-safe practices across Council.
- Ensure compliance with the Reportable Conduct Scheme, including reporting to and engagement with the Queensland Family and Child Commission.
- Ensure Council maintains systems that enable direct reporting of allegations involving the Head of Entity in accordance with legislative requirements.

SCOPE

This policy applies to all persons engaged by Boulia Shire Council, including employees, contractors, volunteers, trainees, work experience participants and elected members.

It applies to all conduct involving children under 18 years of age that occurs in connection with Council functions, services or activities, whether on or off duty.

This policy also applies to historical conduct involving a current worker where the report is received after the commencement of the Reportable Conduct Scheme.



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HUMAN RIGHTS COMMITMENT

Council has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when adopting and/or amending this policy. When applying this policy, Council will act and make decision in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

POLICY STATEMENT

Boulia Shire Council has zero tolerance for reportable conduct and is committed to maintaining a child-safe environment across all operations.

The Council will ensure that all reportable allegations are taken seriously and responded to promptly, consistently and in a manner that prioritises child safety, supports affected individuals and complies with legislative obligations.

Council recognises that reportable conduct may arise from current or historical conduct and will respond to all allegations and convictions in accordance with legislative requirements.

SPECIFIC AND STANDARD

Roles and Responsibilities

Position	Responsibility
CEO	The Chief Executive Officer is the Head of Entity for the purposes of the <i>Child Safe Organisations Act 2024 (Qld)</i> and is responsible for ensuring compliance with all legislative requirements. This includes notifying the Queensland Family and Child Commission of reportable allegations, overseeing investigations, ensuring appropriate systems are in place and submitting required reports within mandated timeframes.
Child Safety Officer (Delegated reporting Officer)	The Chief Executive Officer will appoint a Child Safety Officer responsible for the operational management of reportable conduct matters. The Child Safety Officer will receive allegations, coordinate responses, manage investigations, maintain the Reportable Conduct Register, coordinate reporting obligations under the Scheme and act as the primary liaison with the Queensland Family and Child Commission and other relevant authorities.
Workers, Contractors and	All workers, contractors and volunteers must comply with this policy and are required to report any suspicion or allegation of



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Position	Responsibility
Volunteers	reportable conduct immediately. Workers, contractors and volunteers must participate in training, adhere to the Council's Code of Conduct and cooperate with any investigation process. Workers must also notify Council if they become aware they have been charged with or convicted of an offence that may constitute a reportable conviction.

Reporting Obligations

All reportable allegations must be reported internally as soon as practicable to a supervisor or the Child Safety Officer. Verbal reports must be documented promptly to ensure accurate records are maintained.

Council will ensure systems are available for reportable allegations, reportable convictions and allegations involving the Head of Entity.

The Chief Executive Officer, or delegate, must notify the Queensland Family and Child Commission within three business days of becoming aware of a reportable allegation. An interim report must be provided within thirty business days, followed by a final report at the conclusion of the investigation.

Where an allegation involves potential criminal conduct, the matter must also be reported to the Queensland Police Service. The Council will comply with all applicable mandatory reporting obligations.

Risk Management and Immediate Action

Upon becoming aware of a reportable allegation, the Council will take immediate steps to ensure the safety and wellbeing of the child.

This may include implementing interim risk management strategies such as modifying duties, restricting access to children or standing down the subject of the allegation where appropriate.

Support will be provided to affected children and their families, and all matters will be managed with strict confidentiality.



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Investigation Process

All reportable allegations will be assessed and investigated in a timely, fair and transparent manner. Investigations will be conducted in accordance with procedural fairness and will adopt a child-focused and trauma-informed approach.

The Council will document all stages of the investigation and determine findings based on available evidence.

The Queensland Family and Child Commission may monitor the progress of investigations and request information as required.

Systems and Prevention

Boulia Shire Council will maintain systems to:

- Prevent reportable conduct.
- Enable workers and members of the public to report reportable allegations and reportable convictions.
- Enable direct reporting to the Queensland Family and Child Commission where allegations concern the Head of Entity.
- Investigate and respond to reportable allegations and reportable convictions.

These systems will be supported through policies, procedures, training, reporting mechanisms, risk management practices and continuous improvement activities.

Information Sharing

The Council will share relevant information with the Queensland Family and Child Commission, law enforcement and other authorised agencies as required to support child safety and compliance with the Reportable Conduct Scheme.

Information will be handled in accordance with privacy and confidentiality requirements.

Record Keeping

The Council will maintain accurate, secure and confidential records of all reportable allegations, investigations and outcomes.

Records will be retained in accordance with legislative and recordkeeping requirements and will be made available to authorised bodies upon request.



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Training and Awareness

All workers, contractors and volunteers will receive appropriate training to ensure they understand their obligations under this policy, can recognise reportable conduct and are aware of reporting processes.

Training will support the development of a strong child-safe culture across the organisation.

Breach of Policy

Failure to comply with this policy may result in disciplinary action, including termination of employment or engagement, and may be referred to external authorities where appropriate.

Monitoring and Review

This policy will be reviewed annually or earlier if required due to legislative changes or organisational needs.

Continuous improvement will be informed by incident analysis, regulatory guidance and best practice in child safety.

The Child Safety Officer will provide an annual compliance report to the Executive Leadership Team summarising:

- Reportable allegations
- Reportable convictions
- Investigation outcomes
- Training completion
- Emerging risks and trends
- Improvement actions

A summary report may be provided annually to the Audit and Risk Committee.



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DEFINITIONS

Term	Definition
Act	<i>Child Safety Organisations Act 2024</i>
Council	Means Boulia Shire Council
Child	A person under the age of 18 years.
Reporting Entity	An entity that cares for, supervises or exercises authority over children and is mentioned in Schedule 2 of the Act or prescribed regulations. A reporting entity is required to comply with the RCS.
Head of Entity	The Chief Executive Officer of Boulia Shire Council, being the person responsible for compliance with the Reportable Conduct Scheme.
Child Safety Officer (Delegated reporting officer)	An appropriately qualified person formally authorised by the head of the reporting entity to carry out specified functions under the Reportable Conduct Scheme on their behalf. Delegation does not remove the head of reporting entity's overall responsibility for ensuring obligations under the Act are met.
Allegation	An allegation or other information that leads a person to form a reasonable belief that a worker of a reporting entity has engaged in conduct that may be reportable conduct (known as reportable allegation in the Act).
Investigator	The person responsible for planning, coordinating and conducting the Reportable Conduct Scheme investigation as directed by the head of a reporting entity. This includes managing evidence gathering, interviews, risk management and reporting, and ensuring the investigation is conducted in a child-centred, fair and lawful manner. The investigator may be internal or external to the organisation.
Reportable Conduct	Conduct involving a child that falls within the Scheme's categories: child sexual offences, sexual misconduct committed in relation to or in the presence of a child, ill-treatment, significant neglect of a child, physical violence committed in relation to or in the presence of a child, or behaviour that causes significant emotional or psychological harm to a child.
Reportable Conviction	A conviction for an offence committed by a worker against a law of a State or the Commonwealth that may involve reportable conduct. This includes a finding of guilt



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Term	Definition
	(and the acceptance of a plea of guilty), as well as a spent conviction.
Reasonable belief	A belief that a reasonable person would form based on available information, facts or observations, even if all details are not known and evidence has not yet been tested. A reasonable belief is more than a suspicion or concern but does not require proof or certainty.
Historical Conduct	Conduct which occurred before the commencement of the Reportable Conduct Scheme (1 July 2026) will not be within the scope of the Reportable Conduct Scheme, unless certain circumstances apply. This is referred to as 'historical conduct'.
Worker	A person who performs work of any kind for a reporting entity. This includes employees, volunteers, contractors, subcontractors, consultants, labour-hire workers, trainees, work experience students (including children younger than 18) and religious leaders.

TITLE:	WHS Information Report for July 2026	DOC REF: 11.2.4
REPORT BY:	{Bob Fitzimmons} {A/Workplace Safety Advisor}	DATE: 10/08/2026

CORPORATE PLAN REFERENCE:

Key Priority 4: Employment and Housing

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

LGW (Audit requirements)	Continuing with completion of Corrective Action Plan in relation to non-compliance issues identified in the previous WHS Self Insurance external Audit. Next Self Insurance Audit due in early 2027.
Toolbox talks/ Presentations	Regular reminders on the mandatory requirements for completion, review and updating of required safety documentation such as SWMS and plant prestarts and the wearing and maintaining of appropriate PPE. Quarterly Hazard Inspections at all Council workplaces and worksites to commence in August.
Compliance and Education	• Present WHS actions/issues face-to-face with CEO. • Face-to-face Inductions: 2 • Pre-Start on-site meetings: 4 • Online Inductions: 0 • Ongoing update of policies/procedures to ensure correct legislation/references. • Overall compliance has improved with the workforce regarding PPE, documentation and safe work practices. The WHS Advisor is maintaining conversations with staff to ensure safety standards are maintained through education.
Assistance to Staff/ Contractors/ Compliance	Undertake regular inspection of Parks and Gardens/Town Services Teams to ensure all signage used is accurate and safe practices/PPE are being complied with, and correct safety documentation is being completed. Similarly, regular safety inspections are also being conducted of flood damage repair works. All necessary safety requirements were put in place for the Boulia Camel Races weekend.

Near Misses, Incidents and issues	Total WHS actions/issues since last Council meeting: • Near Miss – 1 • Hazards – 1 • Damage – 0 • Incidents – 0		
Category	Description	Site	Outcome
Hazards	The ramp and a section of the veranda on Howards Cottage have a number of nails sticking up from the boards causing a trip hazard and several boards are cracked and need replacing as they are also a trip hazard and contain splinters.	Howards cottage at Heritage Complex	A maintenance request was submitted and approval given to carry out the necessary repairs.
Near Miss	The right-hand main gate at The Heritage Complex fell off its hinges due to gusty conditions on the day, falling on the ground and narrowly missing a staff member's foot.	Heritage Complex	The incident occurred due to a failure of the small, inadequate hinge bolts attaching the gate to the post. New heavy duty hinge bolts have since been fitted to the gate post and the gate has now been safely reinstalled.
Works in Progress	• Weekly consultation with DWO and supervisors on current and upcoming projects and what is required from a WHS perspective. • Ongoing review of safety documents such as SWMS. • New Chemical Register currently being completed. • Contractor Induction Register currently being updated.		
Identified future work required and/or improvement areas	• LGW - to review the Rectification Plan – part of audit process. • Continual review and update of policies/procedures to ensure compliance. Ongoing face-to-face training of staff around requirements is having a positive impact.		
Training	• The WHS Advisor and the Depot admin staff member to both undertake online Rehabilitation and Return to Work Coordinator training on 11 August to ensure Council has qualified staff in this area and to meet WorkCover Qld legislative requirements. • RAPAD Skilling will deliver a face to face First Aid course		

	in Boulia on 19 August for Council staff whose first aid and/or CPR certification has expired. • New First Aid Officers and Fire Wardens to be appointed in August for the Depot and Main Council office. • Emergency evacuation drills will be conducted at the Depot and Main Council office during August. • Airport inductions will be conducted next month for all Boulia emergency services personnel.
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CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Workplace Health and Safety Report for July 2026 be received for information.

ATTACHMENTS: Nil

Reviewed and Approved by A/Chief Executive Officer	Mr Gordon Magann
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11.3 Corporate Services

The Finance Report for July 2026 will be tabled at the Ordinary Meeting of Council.

11.4 Economic and Community Development

TITLE:	Min Min Encounter & Boulia Heritage Complex Report July 2026	DOC REF: 11.4.2
REPORT BY:	Karen Savage Tourism Officer	DATE: 11/08/2026

CORPORATE PLAN REFERENCE:

Key Priority 3: Tourism

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To report on the day-to-day operations of the Min Min Encounter (MME) and Boulia Heritage Complex (BHC) and to promote tourism in the Shire and surrounding region.

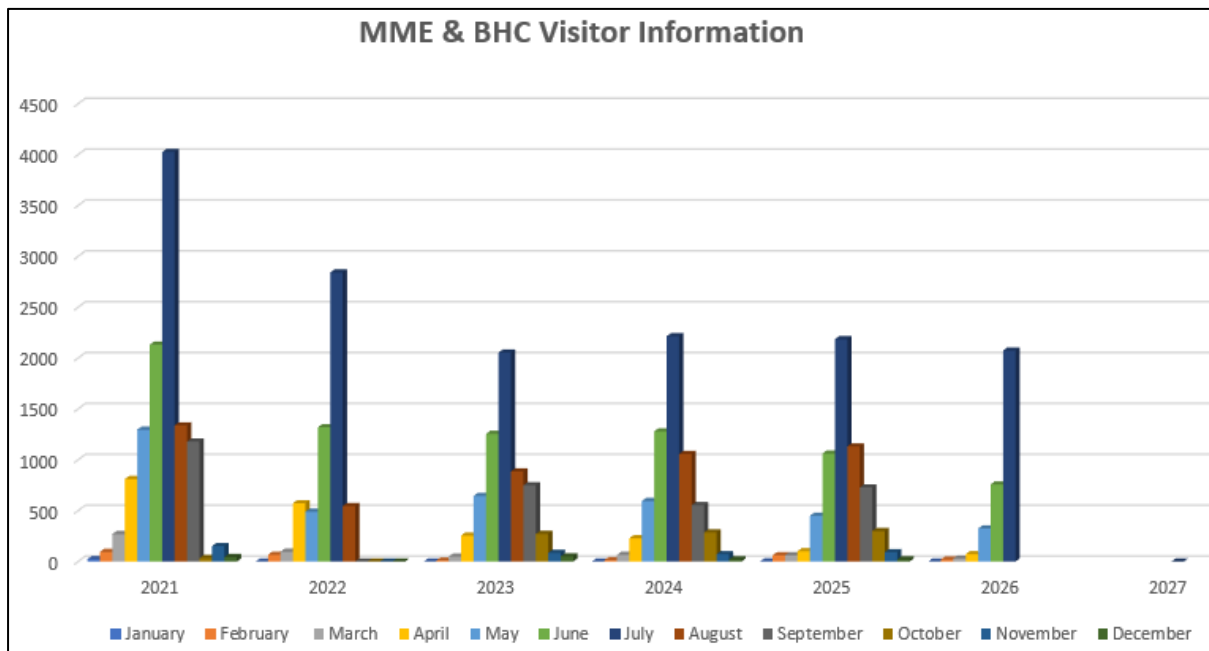
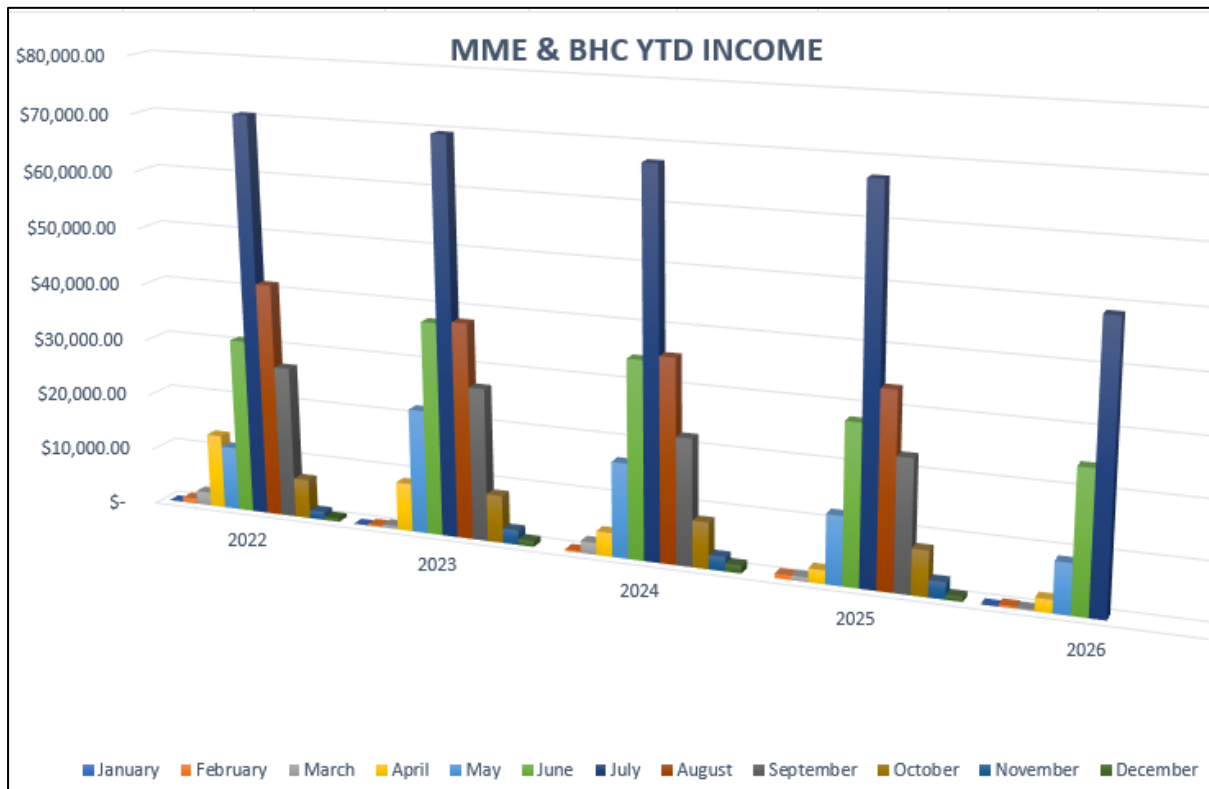
CONTENT:

Monthly Activity Statistics: July 2026

Sales – tickets/merchandise	\$48,776.85
MME Total Visitor Stats	2074
MME Tickets	562
BHC Tickets	61
COMBO Tickets	228
Rezdy Online Bookings during the month (no payment taken)	8

Social Media Statistics: July 2026

Social media pages	Reached
TripAdvisor Review	4
Google Business Profile	92 interactions, 312 profile views, 63 website visits from profile



REPORT ON ACTIVITIES DURING JULY:

Visitor Statistic Reporting:

- Explore Queensland Network survey to be completed on the 1st of each month.
- Outback Queensland (OQTA) monthly report emailed by the 10th of each month.

Camel races month! The cancellation of numerous events through the region saw a varied daily visitor numbers. Overall, through the month visitors only slightly down with numbers remaining close to normal through Camel Races week. More confidence noted around fuel availability.

Group Bookings: Group bookings remain popular. Many return groups and some bookings for groups who are either new or returning after a few years break. Feedback is excellent.

Social media: Facebook posts reached 44,800 people this month with engagement of 2,030 interactions (these statistics are reflective of the Min Min Encounter Facebook page only).

Explore Queensland Network: n/a

Merchandise: Merchandise continues to be popular with new WTF items now available in the centre.

Boulia Heritage Complex: Continues to attract some lovely comments and is looking great for the season.

Min Min Encounter: A huge thank you to all the staff who held it all together during the busiest time of the year whilst I was away. Some great reviews on both Google and Trip Advisor.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

ADDITIONAL INFORMATION: Nil

RECOMMENDATION:

That the Min Min Encounter & Boulia Heritage Complex Report for the July 2026 Council Meeting be received for information.

ATTACHMENTS: Nil

Reviewed and Approved by A/Chief Executive Officer	Mr Gordon Magann
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TITLE:	Library Report for June 2026	DOC REF: 11.4.2
REPORT BY:	Tarsha Shaw Library Officer	DATE: 11/08/2026

CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

Key Priority 1: A strong supportive community environment

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

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

Key Priority 1: A strong supportive community environment

1.3: Bouliia Shire to have active inclusive communities

1.3.3: Facilitate opportunities for learning, social activities, community events, grants and funding programs

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To report on the day-to-day operations of the Bouliia Shire Library.

CONTENT:

This month we have been:

- Planning the August First 5 Forever calendar. We are including a mini trip to the Heritage Complex for a teddy bears picnic and a walk around.
- We were very busy with tourists during the 3 weeks around the Camel Races.
- We have purchased a 3D Printer in the Library and this has drawn some great attention with locals coming in and either printing or sending through ideas to be printed.
- We helped with preparation and delivery of the schools 2026 NAIDOC. which was also a great day
- We have been working in with the RADF team to get companies out to run workshops. We have also been working to get some fitness sessions happening in line with the Move It programs.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2024	101	140	237	162	143	240	356	210	305	243	132	179
2025	94	168	189	205	105	217	486	197	236	198	128	130
2026	87	135	210	276	187	287	506					

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

ADDITIONAL INFORMATION:

RECOMMENDATION:

ATTACHMENTS: Nil

Reviewed and Approved by A/ Chief Executive Officer	Mr Gordon Magann
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12 Closed Session

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

- a) the appointment, discipline or dismissal of the chief executive officer;
- b) industrial matters affecting employees;
- c) the local government's budget;
- d) rating concessions;
- e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;
- f) matters that may directly affect the health and safety of an individual or a group of individuals;
- g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;
- h) negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*;
- i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.
- j) an investigation report given to the local government under chapter 5A, part 3, division 5 of the *Local Government Act 2009*.

TITLE:	Public Submission - Concerns Regarding Essential Services and Maintenance in Urandangi	DOC REF: 12.1.1
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CLOSED SESSION REFERENCE:

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

{custom-field-closed-session-reference}

PURPOSE:

(insert report purpose here)

13 Late Reports

Nil

14 General Business

This item on the agenda allows Councillors to raises any other general business matters for discussion or future consideration.