



BOULIA SHIRE COUNCIL

ORDINARY MEETING Agenda

Friday 21 February 2025





Agenda Table of Contents

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).

1	Meeting Opening with the Acknowledgement of Traditional Owners.....	6
2	Present.....	6
3	Apologies / Leave of Absence.....	6
4	Declaration of Interests.....	6
5	Mayoral Minutes.....	6
6	Notice of Motion.....	7
7	Request to Address Council in a Public Forum.....	7
8	Petitions.....	7
9	Deputations.....	8
10	Confirmation of Minutes from Previous Meetings.....	9
11	Reports.....	19
11.1	Works and Operations.....	19
11.1.1	Director of Works and Operations January 2025 Report.....	19
11.1.2	Policy Review - Motor Vehicle Policy and Shire Roads Classification Policy.....	21
11.1.3	Works Manager - January 2025 Report.....	35
11.1.4	Foreman Town Services and Utilities Report January 2025.....	37
11.1.5	Foreman Roads, Construction and Maintenance Report for January 2025.....	40
11.1.6	QRA Flood Damage Works Department January 2025.....	42
11.1.7	Rural Lands Report January 2025.....	46
11.2	Office of the Chief Executive.....	48
11.2.1	Chief Executive Officers Report January 2025.....	48
11.2.2	Action List Update January 2025.....	50
11.2.3	New Project Community Hub.....	56
11.2.4	2nd Quarter Operational Plan Report Oct to Dec 2024.....	63
11.2.5	2025 National General Assembly.....	97
11.2.6	New Agreement for the CUC MOU.....	99
11.2.7	Manager - People & Culture - January 2025.....	104
11.2.8	WHS Report January 2025.....	106
11.2.9	Policy Review - Heat Stress Policy.....	108
11.3	Corporate Services.....	121
11.3.1	Director Corporate & Financial Services January 2025 Report.....	121
11.3.2	Audit & Risk Management Committee Update February 2025.....	124

11.3.3 Financial Report for January 2025	128
11.4 Economic and Community Development.....	135
11.4.1 Economic & Community Development Report - January 2025.....	135
11.4.2 Min Min Encounter & Boulia Heritage Complex Report January 2025..	140
12 Closed Session.....	142
12.1 Office of the Chief Executive.....	142
12.1.1 Relocation Expenses for the CEO.....	142
13 Late Reports.....	142
14 General Business.....	142



Ms Lynn Moore
Chief Executive Officer

Please note:

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

COMMONLY USED ACRONYMS

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: Ms Lynn Moore (Chief Executive Officer)
Mrs Kaylene Sloman (Director of Corporate & Financial Services)
Mr Henry Mascarenhas (Director of Works and Operations)
Miss Lily Williams (Executive Assistant)

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.

Deputations to February Ordinary Meeting of Council

- David Royston-Jennings from JLT Risk Solutions Pty Ltd

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 January 2025 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 9 am.

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

The Mayor also acknowledged past and present service personnel.

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

2 Present

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

Officers: Ms Lynn Moore (Chief Executive Officer)
Mrs Kaylene Sloman (Director of Corporate & Financial Services)
Miss Lily Williams (Executive Assistant)

3 Apologies / Leave of Absence

Moved: Cr Neilson

Seconded: Cr Britton

That the apology from Councillor Julie Woodhouse be accepted and she be granted leave of absence from the 24th January 2025 Council meeting.

Resolution No.: 2025/01.1

Carried

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 Norton

Seconded: Cr Beauchamp

That the minutes of the Ordinary Meeting held on 12th December 2024 be accepted.

Resolution No.: 2025/01.2

Carried

11 Reports

11.1 Works and Operations

TITLE:	Director of Works and Operations December 2024 Report	DOC REF: 11.1.1
---------------	---	---------------------------

PURPOSE:

To inform Council of the current utilisation and activities of the Works and Operations Department in line with all works and operations being planned for delivery in the first half of 2025.

Moved: Cr Britton

Seconded: Cr Neilson

That Council receive the Director of Works and Operations December 2024 Report for information.

Resolution No.: 2025/01.3

Carried

11.2 Office of the Chief Executive

TITLE:	Chief Executive Officers Report December 2024	DOC REF: 11.2.1
---------------	---	---------------------------

PURPOSE:

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

Moved: Cr Britton

Seconded: Cr Beauchamp

1. That the CEO Report for December 2024 be received for information and action.
2. That the Billboard locations be Coorabulka truck pull off, Donohue Highway truck pull off and Burke River truck pull off.

Resolution No.: 2025/01.4

Carried

TITLE:	Action List Update December 2024	DOC REF: 11.2.2
---------------	----------------------------------	---------------------------

PURPOSE:

To present to Council an updated Action List.

Moved: Cr Beauchamp

Seconded: Cr Neilson

That Council receive the Action List update for December 2024 for information.

Resolution No.: 2025/01.5

Carried

TITLE:	Manager - People & Culture - December 2024	DOC REF: 11.2.3
---------------	--	---------------------------

PURPOSE:

To provide Council with an update of the activities of the Manager – People & Culture for the month of December 2024.

Moved: Cr Britton

Seconded: Cr Norton

That the Manager – People & Culture December 2024 report is received for information.

Resolution No.: 2025/01.6

Carried

The meeting was adjourned for morning tea at 10.26 am.

The meeting resumed at 10.41 am.

TITLE:	Concept Brief for Strong & Resilient Communities (SARC) – Inclusive Communities - Round 4	DOC REF: 11.2.4
---------------	---	---------------------------

PURPOSE:

To provide Council with information regarding a concept brief for Strong & Resilient Communities funding available.

Moved: Cr Norton

Seconded: Cr Britton

1. That the 'Concept Brief for Strong & Resilient Communities (SARC) – Inclusive Communities - Round 4' report be received for Council's information.

2. That Council support the application for funding under the Strong & Resilient Communities (SARC) – Inclusive Communities - Round 4.

Resolution No.: 2025/01.7

Carried

TITLE:	Project Concepts for consideration - RJED - Infrastructure	DOC REF: 11.2.5
---------------	--	---------------------------

PURPOSE:

To provide Council with an infrastructure project concept for consideration in relation to Remote Jobs & Economic Development Program – Round One (RJED) funding.

Moved: Cr Neilson

Seconded: Cr Beauchamp

1. That the 'Project Concepts for consideration - RJED – Infrastructure' report be received for Council's information.

2. That Council supports any funding application made under the Remote Jobs & Economic Development Program.

Resolution No.: 2025/01.8

Carried

TITLE:	Project Concepts for consideration - RJED - Job Creation	DOC REF: 11.2.6
---------------	--	---------------------------

PURPOSE:

To provide Council with a job creation project concept for consideration in relation to Remote Jobs & Economic Development Program – Round One (RJED) funding.

Moved: Cr Britton

Seconded: Cr Norton

1. That the 'Project Concepts for consideration - RJED - Job Creation' report be received for Council's information.

2. That Council supports any funding application made under the Remote Jobs & Economic Development Program.

Resolution No.: 2025/01.9

Carried

11.3 Corporate Services

TITLE:	Director Corporate & Financial Services December 2024 Report	DOC REF: 11.3.1
---------------	---	---------------------------

PURPOSE:

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

Moved: Cr Britton

Seconded: Cr Beauchamp

That the Director of Corporate & Financial Services December 2024 report be received for information purposes.

Resolution No.: 2025/01.10

Carried

TITLE:	Financial Report for December 2024	DOC REF: 11.3.2
---------------	------------------------------------	---------------------------

PURPOSE:

Financial summary as at 31 December 2024.

Moved: Cr Britton

Seconded: Cr Neilson

That the Finance Report for December 2024 be received for information.

Resolution No.: 2025/01.11

Carried

TITLE:	Budget Review Q2 31 December 2024	DOC REF: 11.3.3
---------------	-----------------------------------	---------------------------

PURPOSE:

To provide a Budget Review to 31 December 2024 based on trends to date.

Moved: Cr Britton

Seconded: Cr Norton

That the Budget Review to 31 December 2024 as presented to Council be received and that the revised budget variations for Operational and Capital Budgets as shown be adopted.

Resolution No.: 2025/01.12

Carried

The meeting was adjourned for lunch at 11.58 am.

The meeting resumed at 1.01 pm.

11.4 Economic and Community Development

TITLE:	Economic & Community Development Report – December 2024	DOC REF: 11.4.1
---------------	---	---------------------------

PURPOSE:

To provide Council with an update of the activities associated with Councils' Economic and Community development roles.

Moved: Cr Britton

Seconded: Cr Neilson

That the Economic and Community Development Report for December 2024 be received for information.

Resolution No.: 2025/01.13

Carried

Ms Moore returned to the meeting at 1.06 pm.

12 Closed Session

CLOSED MEETING AT 1.16 PM

Moved: Cr Neilson

Seconded: Cr Britton

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

- (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.

Resolution No.: 2025/01.14

Carried

OUT OF CLOSED SESSION AT 1.24 PM

Moved: Cr Britton

Seconded: Cr Norton

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

Resolution No.: 2025/01.15

Carried

The following recommendations were resolved from the closed session: 2025/01.16 and 2025/01.17.

12.1 Works and Operations

TITLE:	Tender 2024-25.8 "All Service' Supply and Install Bituminous Products, Industrial Estate Boulia" (VP 442 494)	DOC REF: 12.1.1
---------------	---	---------------------------

PURPOSE:

Resolve to award the Tender 2024-25.8 "All Service' Supply and Install Bituminous Products, Industrial Estate Boulia".

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

- (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;*

Moved: Cr Neilson

Seconded: Cr Beauchamp

That the Tender 2024-25.8 "All Service' Supply and Install Bituminous Products, Industrial Estate Boulia" (VP 442 494) be awarded to RPQ Spray Seal Pty Ltd.

Resolution No.: 2025/01.16

Carried

TITLE:	Tender 2024-25.9 "Kerb & Channel Works Industrial Estate, Boulia" (VP 442 503)	DOC REF: 12.1.2
---------------	--	---------------------------

PURPOSE:

Resolve to award the Tender 2024-25.9 "Kerb & Channel Works Industrial Estate, Boulia".

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

(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;

Moved: Cr Norton

Seconded: Cr Neilson

That the Tender 2024-25.9 "Kerb & Channel Works Industrial Estate, Boulia" (VP 442 503) be awarded to Mann Made Construction.

Resolution No.: 2025/01.17

Carried

13 Late Reports

TITLE:	Annual Report 2023-2024	DOC REF: 13.1
---------------	-------------------------	-------------------------

PURPOSE:

To present Council's Annual Report 2023-2024 to Council before submission to Division of Local Government.

Moved: Cr Britton

Seconded: Cr Neilson

That Council adopt the annual report for the financial year 2023-2024 including Financial Statements.

Resolution No.: 2025/01.18

Carried

14 General Business

"Pitta Pitta Country" song - Councillor Norton, presented the idea to Council that the "Pitta Pitta Country" song be considered for use at future Council functions.

Hazard Signage for Local Land Owners - Councillor Beauchamp suggested that Council establish a process with Land Owners to supply them with temporary signage to display on roads with hazards until Council is able to be on site.

Potential Social Media Growth Opportunity - Councillor Neilson suggested Council engages in other social media avenues to boost our online presence and spread more knowledge about Boulia Shire.

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.

15 Meeting Closure

The Mayor closed the meeting at 2.21 pm.

16 Confirmed

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

11 Reports

11.1 Works and Operations

TITLE:	Director of Works and Operations January 2025 Report	DOC REF: 11.1.1
---------------	--	---------------------------

REPORT BY:	Henry Mascarenhas Director of Works and Operations	DATE: 15/11/2024
-------------------	---	----------------------------

CORPORATE PLAN REFERENCE:

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

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

6.2.3: Improve disability access to facilities in each community

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To inform Council of the current utilisation and activities of the Works and Operations Department in line with all works and operations being undertaken for January 2025.

CONTENT:

Operations:

- 1) Mobilization of Construction & Maintenance Work Crews to start the Waverley Creek Safety Upgrade Project.

SHEQ: (Safety, Health, Environment & Quality)

- 1) Start Up Organised and attended by the entire Work Force.

Water Services:

- 1) The latest Bore drilled and getting tested to comply with Regulation to have it ready into supply once all cleared by Regulator.
- 2) Discussion to increase Water Allocation to commence with Regulator.

Projects:

- 1) Engagement of QIT+ to carry out works on the Bouliia Emergency Management Dashboard, which will be housed on Bouliia Shire Website.
- 2) Bouliia Industrial Sub-Division has had all Utilities Installed, working with Ergon to carry out their part of the Program. Next 6 weeks phase will lead to

delivery of above ground assets (Kerb & Channel, Earthworks & Pavement & Seal).

- 3) Flood Risk Management Plan key project of Georgina Bridge & Longreach Channel Flood Study, Hamilton Channel Flood Study and Boulia Township Flood Study and LiDAR.

Flood Damage:

- 1) Betterment Works being carried out on South Urandangi Road which is on-track as per program.
- 2) January/February 2025 Monsoon rain has had impacts on Shire Roads as also on TMR corridor, looking at activating an Event with QRA to assist with Emergent Works as also REPA.

Challenges:

- 1) Significant challenges encountered with the Industrial Sub-Division around Water supply, this was remediated by identifying an alternate service provider.

Way Forward:

- 1) Completion of Waverley Creek Safety Upgrade Project within the delivery parameters.
- 2) Completion of Boulia Industrial Sub-Division Construction Works by the 31st of March 2025.
- 3) Planning on the activities required to deliver on the Hamilton Channel Upgrade Program of Works.
- 4) Review submissions received for the Culvert Replacement Tender Package and submit Officer recommendation for Council approval at next Meeting.
- 5) Reviewing Tender for Boulia Re-Seals 2024/25 to complete re-seal works on Town Streets and Donohue Highway.
- 6) Post completion of Industrial Sub-Division the next deliverables will be within the W4Q Projects of Residential Sub-Division and the Robinson Park Upgrade.

CONSULTATION: Council Management, Council Staff, GK3, QRA

GOVERNANCE IMPLICATIONS:

All work to be completed within guidelines and budget allocations.

RECOMMENDATION:

That Council receive the Director of Works and Operations January 2025 Report for information.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
--	---------------

TITLE:	Policy Review - Motor Vehicle Policy and Shire Roads Classification Policy	DOC REF: 11.1.2
---------------	--	---------------------------

REPORT BY:	Henry Mascarenhas Director of Works and Operations	DATE: 18/02/2025
-------------------	---	----------------------------

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

RISK MANAGEMENT:

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

PURPOSE:

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

CONTENT:

Council is required to conduct a review of policies on a regular basis to ensure that they are consistent with changes to regulations, employment conditions and Council’s objectives. The following two policies are due for review.

Policy 134 – Motor Vehicle Policy

The Motor Vehicle Policy is intended to establish Council procedure and guidelines for the provision of motor vehicles as a job facility.

Policy 136 – Shire Roads Classification Policy

This policy outlines Council’s approach to requests to include existing roads on the map of Shire Roads and to provide guidance to staff in dealing with requests to carry out grading on private access roads.

The content of both policies was found not to require any changes. The policy content has only been transferred into the new Council branded template and the cover page details updated.

A copy of the policies are attached for Council’s review.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

Policies must be consistent with any relevant guidelines and legislation as issued.

RECOMMENDATION:

1. That policy 134 Motor Vehicle Policy, as presented be adopted.
2. That policy 136 Shire Roads Classification Policy, as presented be adopted.

ATTACHMENTS:

1. Motor Vehicle Policy 134 [11.1.2.1 - 5 pages]
2. Shire Roads Classification Policy 136 [11.1.2.2 - 8 pages]

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
--	---------------



BOULIA SHIRE COUNCIL

Motor Vehicle Policy

Category:	Policy
Policy Number:	134
Document Version:	2 1.0.4
Obsolete Version:	February 2021 Version 2 adopted 19 November 2021
Keyword Classification:	Motor Vehicle
Summary:	To establish Council procedure and guidelines for the provision of motor vehicles as a job facility.
Adoption Date:	
Resolution:	
Due for Revision:	Every three years or as required by legislation
Revision date:	
Date revoked:	N/A
Related documents:	N/A
Responsible Section:	Executive
Responsible Officer:	Director of Works & Operations
Legislation:	Local Government Act 2009 Transport Operations (Road Use) Management Act 1995

BACKGROUND

The Motor Vehicle Policy is intended to establish Council procedure and guidelines for the provision of motor vehicles as a job facility to service the needs of the community while acknowledging we are isolated and the decisions, we make impact on the community beyond the regional boundaries. The Council constantly assesses the social, environmental and financial implications in maintaining a motor vehicle fleet and therefore the ongoing provision of motor vehicles may change depending upon the circumstances prevailing at the time and the overall cost benefit to the Council.

PURPOSE

Council has motor vehicles available for use by employees in order to meet the operational needs of the Council. Council is also prepared to provide opportunities for employees to salary package private use of such motor vehicles as part of an employment package.

This document outlines the conditions applicable to the use of a Council provided vehicle to employees.

CONDITIONS OF VEHICLE USE

Employees using Council vehicles are required to comply with the following requirements.

- a. The vehicles must be used strictly in accordance with laws of Australia and Australian States and Territories. Any fines or charges imposed on a vehicle will be the responsibility of the driver at the time of the incident.
- b. Drivers must at all times during operation of the vehicle comply with Council's policy 114 concerning Drug and Alcohol Use including when "on-call". In the case of employees who have private use of a Council vehicle, the driver must be within the legal driving limits if driving a Council vehicle outside normal working hours.
- c. Smoking is not permitted in Council vehicles at any time.
- d. All drivers of Council vehicles must hold a valid open driver's license at the time of driving a Council vehicle, including where appropriate adhering to the provisional license restrictions. Should your license be suspended or become invalid it is the Employees responsibility to advise Council.
- e. Wherever possible the vehicle is to be garaged under cover at the Officer's place of residence. Where covered parking is not available, the vehicle must be parked in the employee's property, off the road reserve.
- f. Employees who have commuter use should ensure arrangements are made for vehicles to be left at the Council Depot while the employee is on leave.
- g. The vehicle must not be used:
 - i. For purposes which unreasonably risk damage to the vehicle (eg rally driving racing)
 - ii. For transportation of persons for goods for hire or reward
 - iii. For any unlawful purposes
 - iv. Whilst it is in an unsafe or defective condition, and
 - v. For any personal business venture.
- h. Failure to comply with these conditions may result in disciplinary action for the employee or losing the entitlement to private or commuter use of the vehicle

ACCIDENT/EMERGENCY DAMAGE

- a. If the vehicle is stolen or damaged in an accident, employees are required to report and comply with the directions of emergency services, police and render assistance as necessary. As soon as is practicable any accident, theft or damage should be reported to the CEO or his delegate and an insurance Claim Form prepared. Claim forms can be obtained from and lodged with the Director of Works and Operations (DWO) as soon as possible the DWO can decide whether a claim is to be submitted.
- b. If the vehicle is damaged due to an accident or is otherwise unavailable for private use the CEO may authorise the cost of alternative transport or a replacement hire car on such terms and conditions as the CEO determines are appropriate in the circumstances.
- c. Council comprehensively insures all Council vehicles with no excess payable by the employee in the event of an accident. However, in the event that a Council vehicle is used unlawfully or contravenes the insurer's policy resulting in the insurance cover or the manufacturer's warranty being negated, all associated costs will be passed on to the driver.
- d. Where the driver is involved in an accident whilst on private use and is convicted of an offence under the *Transport Operations (Road Use) Management Act 1995*, Council reserves the right to recover any expenses incurred as a direct result of that accident.

VEHICLE OPERATING COSTS & MAINTENANCE

- a. Drivers are responsible to ensure that the vehicle is kept clean, both inside and out, that the oil, water and tyre pressure are within normal range and that the vehicle is regularly serviced.
- b. The Council shall pay all expenses relating to the maintenance and running of the vehicle including registration, maintenance, repairs, tyres, fuel and oil.
- c. Fuel for the vehicle is to be obtained from the Depot bowser during working hours. (Depot is closed on weekends, refuel prior to the weekend.)
- d. Fuel/Credit Cards are only to be used when out of town OR if the Depot bowser is out of order or unable to provide fuel.
- e. Employees may be required to pay a contribution or part of the cost of fuel and or maintenance costs in accordance with the type of use permitted or their employment contract.
- f. Drivers must report any operational problems or any maintenance requirements to their supervisor as soon as possible after the problem is noticed and must not drive the vehicle if unsafe or if it is likely to cause damage to the vehicle.
- g. Council may provide a credit card or fuel card for the purchase of fuel. These Cards must only be used by the nominated Council officer in accordance with the directions of the CEO.
- h. The driver must contact the Workshop Mechanic and arrange for the vehicle to be serviced in accordance with nominated scheduled servicing.

OFFICER RESPONSIBLE FOR DAMAGE IN CERTAIN CIRCUMSTANCES

Notwithstanding anything herein contained to the contrary, the Officer will be liable for any damage to the vehicle caused by the negligent act or omission of the Officer or his/her spouse, children, agents, servants, passengers, invitees or persons authorised by him/her. This includes intentional damage, knowingly driving the vehicle in an unsafe manner or condition or without having carried out routine servicing and checking of oil, tyre pressure and water levels.

TERMINATION/VARIATION TO CONDITIONS OF USE

- a. The agreement for use of a Council vehicle shall terminate on the termination of the employment of the Officer with the Council, from whatever cause the termination arises.
- b. The CEO may at any time call upon the employee to return the vehicle to the possession of the Council for the purposes of replacement of the vehicle and in such event the Officer shall return the vehicle and shall accept the substituted vehicle in place thereof and the provision of this policy shall apply to the substituted motor vehicle.
- c. Upon termination the vehicle shall be returned in good order and condition by the Officer to the premises at which the Office of the Council is situated at the time or to any such other place as the CEO directs.
- d. Permission to use vehicles can be withdrawn at any time if any of the above conditions are not complied with. A driver in breach of the alcohol and non-prescribed drugs rules is not to resume driving a Council vehicle until specifically authorised to do so in writing by the CEO.
- e. It is very important to realise that if an employee is required to be able to drive vehicles as part of his/her employment, and they lose the appropriate license to drive, his or her service may be terminated at the discretion of the CEO.

CASH COMPONENT/PAYOUT

Staff who are allocated private use of a vehicle as part of a salary package are not permitted to a payout of the nominated cash component in lieu of the value included in the employee's contract/agreement, should they choose not to accept the terms and conditions of Council's policy, or lose their entitlement due to a breach of the conditions of the Council's policy.

TYPES OF VEHICLE USE

1. Business Use
 - a. Where a vehicle is not available for private or commuter use out of operational hours it must be secured in the Council depot or other suitable location as determined by the Chief Executive Officer (CEO) or delegate.
 - b. Where provided, Council signage and identification must not be removed or covered under any circumstances.
 - c. These vehicles must only be driven by an authorised and licensed Council employee.
 - d. When requested, the employee must complete an accurate vehicle log book.
2. Commuter Use
 - a. This type of vehicle use provides Commuter Use of a fully maintained vehicle to a Council employee who is allocated a vehicle as part of their role with Council.
 - b. The Chief Executive Officer gives permission to the employees who are on call and have Commuter Use of these vehicles, any change to this, needs to be authorised by the Chief Executive Officer. The vehicle must only be driven by an

- authorised and licensed Council employee.
- c. Any employee that is allowed commuter use of the vehicle must only drive that vehicle for business use and for travel between their home and their work.
 - d. Where provided, Council signage and identification must not be removed or covered under any circumstances.
 - e. When requested, the employee must complete an accurate vehicle log book
 - f. The vehicle, while the Officer is on leave must be left at the Depot.
3. Private Use (Restricted)
- a. Conditions same as for Commuter Use except that the vehicle can be driven by the employee for private purposes.
 - b. The vehicle is not permitted to be driven outside of a radius of 600klm from Boulia without the written approval of the Chief Executive Officer.
 - c. The employee's spouse/partner may drive the vehicle outside of normal business hours subject to the same restrictions.
 - d. The Private Use is available for all outside work hours including RDO's and annual leave. During work hours the vehicle remains a pool vehicle and must be available for use by other staff, as and when required.
 - e. When requested, a log book must be kept to ascertain vehicle usage and this log book must distinguish between private use & work use. In accordance with the ATO requirements, commuting to and from work must be included as part of the private use component
 - f. A copy of the log book must be provided to the Chief Executive Officer as and when required.
 - g. Council vehicles are to be made available if required by Councillors or Officers, for the conduct of Council business.
4. Private Use (Unrestricted)
- a. The vehicle is available for use by the employee and their spouse/partner provided that the driver has an appropriate drivers license. No other person, other than an authorised Council employee, is to drive the vehicle, other than in an emergency, without specific approval of the CEO.
 - b. The vehicle must be available for Council use during normal business hours except when the employee is on approved leave.
 - c. Council vehicles are to be made available if required by Councillors or Officers, for the conduct of Council business.
 - d. Private Use is limited to the State of Queensland unless otherwise approved by the Mayor or Chief Executive Officer.
 - e. Contract Employees with Private Use have a component included in their Employment contract at a current rate of \$15,000 per annum or in accordance with Council's decision.
 - f. Retention of the vehicle for periods of paid and unpaid leave in excess of ten weeks within any twelve-month period must be negotiated with the Mayor.



BOULIA SHIRE COUNCIL

Shire Roads Classification Policy

Category:	Policy
Policy Number:	136
Document Version:	2 1.0.3
Obsolete Version:	20th November 2021 Version 2 adopted 21 January 2022
Keyword Classification:	Shire Roads Maintenance and Management
Summary:	This policy outlines Council's approach to requests to include existing roads on the map of Shire Roads and to provide guidance to staff in dealing with requests to carry out grading on private access roads.
Adoption Date:	
Resolution:	
Due for Revision:	Every three years or as required
Revision date:	
Date revoked:	N/A
Related documents:	Boulia Shire Council Road Register
Responsible Section:	Works and Services
Responsible Officer:	Director of Works & Operations
Legislation:	Local Government Act 2009 Part 3, Div. 1, Sec 74 Civil Liability Act 2003

PURPOSE

The objective of this policy is to provide Council staff with guidelines on the Shire Roads that are to be maintained by Council and the circumstances in which other roads and structures may be included on that list.

BACKGROUND

Under the *Local Government Act 2009* (LGA), legal responsibility for all non-state-controlled roads within the Council area is devolved to the Boulia Shire Council. Council also has management responsibility for State Roads under contract, with the Department of Transport and Main Roads (DTMR). Council at its meeting in May 2014 adopted an interim road register map and this map has been revised and updated to reflect the current policy and road classification system.

Council's ability to fund road maintenance activities is constrained by the level of funding raised either directly from rate revenue or from specific purpose grants. The majority of shire roads are unsealed and consequently the condition of roads is largely determined by impacts from heavy transport and prevailing weather conditions. Grading and re-sheeting of Shire Roads is a never-ending task and available water and gravel supplies impact significantly on the cost. Council also relies on external funding from flood damage and special roads programs to augment that allocation.

Currently Council has responsibility for around 1,254 klm of roads in the Shire other than town streets and DTMR roads, of which approximately 1000klm are unsealed.

The Council provides an allocation for general grading of shire roads which includes both dry and wet grading i.e grading with or without water truck and roller.

The cost of dry grading is approximately one quarter the cost of a wet grade and this cost does not include gravel re-sheeting, signposting or related works. Therefore, with over 1000klm of unsealed road the budget is insufficient to possibly grade all shire roads, each financial year. Consequently, the level of service is, in most circumstances, largely determined by the budget available.

DEFINITIONS

Roads can be defined in many ways:

By type there are:

- Flat Blade graded tracks
- Formed roads constructed with existing materials
- Formed roads with gravel wearing top course
- Sealed roads

By ownership classification there are:

- Roads within road reserves
- Unconstructed road reserves
- Roads that are not within road reserves

By responsibility there are:

- State roads
- Shire roads
- Private roads

By use there are:

- Property access roads
- Emergency fire trails
- Specific purpose roads for stock routes, gas pipeline
- Collector roads
- Town streets
- Main roads
- Tourists' roads
- Distributer roads

Basically, a road is any area of land that has been developed or identified as having a primary purpose for the driving of motor vehicles and includes footpaths, table drains, drainage, bridges, grids, culverts and associated traffic controls.

Commentary:

The *Local Government Act 2009* (Sect 59) defines a 'Road' as being an area of land that is dedicated to the public for use as a road or that is developed for, or has one of its main uses as being, the driving or riding of motor vehicles and is open to or used by the public but excludes a State controlled road or public thoroughfare easement.

The critical test is that a road is something that the public can use and this is later defined in the Act under Section 60 part 4 where a Private Road is a road over land that is owned by a person who may lawfully exclude other persons from using the road.

Therefore, the definition of a public road is an area of land, that is not a State or private road that the public can use, whose primary purpose is to provide for the driving or riding of a motor vehicle.

By default, this definition excludes:

- Unconstructed road reserves
- State roads
- Private roads
- Property access roads
- Specific purpose roads where access is restricted
- Emergency fire trails

Shire roads are defined as being roads that are not State or private roads that have been developed for public use by any member of the motoring public to drive upon without legal or physical obstruction and for which Council has accepted responsibility for maintenance and improvement.

Private Roads are defined as being a road over land that is owned by a person who may lawfully exclude other persons from using the road (sect 60 (4) LGA).

Private Access Roads:

Large rural holdings require the establishment of internal access routes for vehicles to manage water bores, fire trails and access to infrastructure such as the homestead, sheds, yards etc. The *Local Government Act* specifically excludes expenditure by Council on private roads unless there is a legitimate public use.

The question has arisen in relation to roads that originate at a shire road on the property boundary and that provide access to the homestead and whether such access roads can be maintained by Council.

As a general rule, Council can only carry out work on these roads at the owner's expense and direction. Council has however, determined limited circumstances when limited expenditure may be acceptable as a legitimate public use and such circumstances are defined in this policy.

Unconstructed Roads:

There are many land parcels within the Shire area that are shown on maps as being dedicated as a road under plans of subdivision. There are also roads that were either abandoned, bypassed or never developed for public road use. These unconstructed roads are not Shire Roads by definition.

In order for such a road to become a "Shire Road" they must be developed for public use and Council can then be in a position to consider accepting responsibility for ongoing maintenance and improvement.

Roads off Alignment:

The definition of a Shire Road does not necessarily relate to legal title: a road is a road by development and use. It is for this reason that road reserves are generally much wider than required for construction and may incorporate other public uses such as stock routes or reserves.

In many cases the road reserve may not follow the actual pattern of use and over time roads can either be "dedicated" or "developed and used" with agreement of the land owner. The extent to which roads are constructed within defined reserves will largely depend on original survey of road reserves, topography and public use.

Council's decision to maintain a public road is not confined to only roads that are constructed within road reserves, however, any new roads that are not on road reserves would need to be well defined and an agreement reached with the land owner concerning future use.

Council Responsibility for Roads Maintenance:

The *Local Government Act* grants Council control over shire roads and this control includes the power to construct, maintain, improve, widen, realign, survey, close, and name roads and to make Local Laws with respect to roads. Council has a duty of care with respect to Shire roads and Council's obligation is to perform a reasonable level of maintenance to repair problems of which it has knowledge, or to take steps to protect the public.

The question of what is a reasonable level of maintenance is subjective and the

legislation provides some guidance. Financial capacity is a consideration and provided that the Council has not acted unreasonably, the legislation specifically provides protection to Council for failing to keep a road in repair (sect 36 and 37 of the *Civil Liability Act 2003*).

It is also within Council's power to temporarily close all or part of roads, impose restrictions on vehicle access, construct detours and traffic warnings in cases where there is an issue that Council is unable to address.

Landlocked Properties:

Not all parcels of land have shire road access. Larger properties may comprise several parcels of land and each of these parcels may have had a road reserve for access that was never needed because of the way in which the parcels of land were used contiguously (as one farming property).

There is however, no legal restriction on the breakup of properties and the sale of a parcel of land that has a separate title. There is also no subdivision application or development approval required.

It is also important to note that unconstructed road reserves, if they exist on a plan, are by definition, not Shire roads.

Therefore, the situation may exist where a parcel of land is sold that has no constructed access from the boundary of the parcel of land to a Shire road. In some cases, there may be an existing constructed private road from the boundary of the property to a Shire road that passes through other parcels of land on private property.

Council has formulated a policy position with respect to the development of landlocked properties and the construction of new roads as follows:

1) Policy Position: Unconstructed road reserves

- a) Council does not accept responsibility for the construction or development of unconstructed road reserves.

2) Policy Position: Landlocked properties requesting new shire road access

- a) Council will consider accepting responsibility for the maintenance of a Shire road to landlocked property boundaries where:
 - i) The road exists to provide primary access to a separate rateable property.
 - ii) There is no requirement upon Council to pay compensation to the landowner.
 - iii) The road is developed by the applicant for public use and the owner of the property being accessed and any properties that the road passes through have no legal right to restrict access at any time.
 - iv) The road has been constructed to Council's standard at the applicant's cost generally, within the road reserve without creating an obligation to address native title or cultural heritage issues.
 - v) The owners of land accessed from the section of road acknowledge Council is under no obligation to improve the road and that the scope and extent of maintenance is determined by available budget.

- vi) The road is named and signposted as a public road for the full length that it is to be maintained by Council.

Subdivisions:

Where the owners of large parcels of land apply for consent to subdivide land the Council is required to ensure that any roads that are created within the newly subdivided property meet the minimum requirements appropriate to the type of use and location of the land.

In urban areas the appropriate requirement may include:

- Fully formed and properly shaped road with concrete kerb and channel fully sealed kerb to kerb with a minimum width sufficient to meet both the proposed development and any on street parking.

In rural areas the appropriate requirement may include:

- Fully formed and properly drained gravel road with satisfactory levels of hard surface overlay with a minimum width to meet both the proposed development and potential heavy vehicle movements.

In addition to this Council has an infrastructure policy relating to contributions for community infrastructure and each application will be dealt with on its merits, in accordance with engineering design standards appropriate to the area and land use.

3) Policy Position: Access to public facilities via private roads

Whilst Council is unable to expend public money on private roads there are a number of situations in which such expenditure is justified:

- a) Access to public facilities such as nature reserves, lakes or rivers, significant tourist sites, tourism driving trails and access to areas of cultural heritage.

Council will consider expenditure on the development and maintenance of such roads on condition that:

- The road exists in part or fully to provide access to a public facility.
- There is no requirement upon Council to pay compensation to the landowner.
- The road is developed for public use and the owner of the property agrees to permit public access at all reasonable times.
- The road can or has been developed generally within a road reserve and/or without creating an obligation to address native title or cultural heritage issues.
- The owners of land acknowledge that Council is under no obligation to improve the road and that the scope and extent of maintenance is determined by available budget.
- The road is named and signposted as an access road for public facilities for the full length that it is to be maintained by Council.

- b) Access for emergency service vehicles.

Council will consider limited expenditure on the grading of private access roads that have been identified as being essential to provide access to a particular property homestead or airstrip for emergency vehicles on condition that:

- The property homestead is permanently occupied throughout the year and
- The grading is undertaken in conjunction with roadworks in the area and the expenditure is limited to a maximum of 8 hours grading per year on the road that has been identified as access for emergency vehicles and
- The Local Emergency Management Group has identified the access road as one that is required to have limited expenditure due to the location of the property homestead or airstrip and difficulty to gain access for emergency vehicles and
- The road can or has been developed generally within a road reserve and/or without creating an obligation to address native title or cultural heritage issues and
- The owners of land acknowledge that Council is under no obligation to improve the road and that the scope and extent of maintenance is determined by available budget and
- The road is to be signposted as an emergency access route by the land owner.

Any additional cost other than maintenance grading referred to above is to be borne by the landowner either directly or from funds secured through water and gravel access fees.

4) Policy Position: Hierarchy of road use

The Council has limited funds available and many obligations to address with respect to road issues, therefore Rural Shire Roads have been classified according to the following classification system.

Category 1: Local Roads of Regional Significance (See Schedule 1)

Roads in this category provide for significant tourism and economic benefits and are generally eligible for limited State and Federal Government funding due to their economic or regional significance. Priority is given to maintain access to a high standard including new sealing, programmed resealing and re-sheeting works as budget permits.

Category 2: Link Roads (See Schedule 1)

These are roads that link communities or locations and provide for traffic to travel through to other locations or to service multiple properties. Roads in this category would be eligible for routine grading and scheduled re-sheeting works as budget permits.

Category 3: Local Access only (See Schedule 1)

These are roads that provide access to a property boundary and terminate at that point. Where there is more than one road access to the property boundary, i.e. that is more than one boundary access road, Council shall only maintain the access road connecting to the nearest category one or two Shire Road or State Highway. Also included are roads that provide access to a specific natural attraction, a public waterhole or picnic area for example. Roads in this category shall be maintained to a minimum access standard, with grading undertaken to maintain vehicle access.

Category 4: Emergency Access only (See Schedule 1)

These are roads that service a particular property homestead or emergency airstrip that have been identified by the Local Emergency Disaster Management Committee as requiring limited grading to maintain access. The grading is undertaken when plant is operating in the area and is limited to a maximum of 8 hours dry grading only.

SCHEDULE 1: CLASSIFICATION OF ROADS

This schedule together with Council's Road Register identify the extent of roads that have been categorised by Council.

Category 1: Local Roads of Regional Significance:

Included in this category is the Donohue Highway, Coorabulka, Urandangi North, Urandangi Border, Selwyn, Toolebuc and Springvale Roads.

Category 2: Link Roads:

Included in this category are the Headingly, Linda Downs, Linda Downs Link, Slashes Creek, Urandangi South, Selwyn Connection, Warra and Toolebuc-Middleton Roads.

Category 3: Local Access only:

Included in this category are Cravens Peak, Elrose, Montague and Pathungra Roads. Also included in this category is Wirrylerna Road to the extent that public are able to access Parapituri water hole.

Category 4: Emergency Access only:

These are roads that service a particular property homestead or emergency airstrip that have been identified by the Local Emergency Disaster Management Committee as requiring limited grading to maintain access.

TITLE:	Works Manager - January 2025 Report	DOC REF: 11.1.3
REPORT BY:	Andrew Spyrakis Works Manager	DATE: 18/02/2025

CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure
 2.1: Well connected
 2.1.1: Develop, manage, and maintain Council controlled roads and airport infrastructure to sustain and improve connectivity and safety
 2.1.2: Deliver quality roadwork on non-Council roads within quality assurance guidelines

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To inform Council of the current utilisation and activities of the Works Department in line with the Council works program for January 2025.

CONTENT:

Town Services

Town Water Supply

- During the month of January our town water supply had little to no issues for the month.
- The new water bore named (Tank Bore No. 10) is currently being tested and recorded and thus far showing good quality water. We will continue to perform the testing and recording for a further 2 months.

Town Sewage System

- The town sewage system has been operating in a normal capacity and trouble free for the month of January.

Parks & Gardens

- All works in parks and gardens have recommenced and the team have performed great work in getting the town back looking nice after the Christmas break.
- All the new trees planted last December have started to establish well except for a few that did not adjust to the hot weather we had of the Christmas period. We shall endeavour to seek new replacement trees for the ones lost.
- We shall commence spray poisoning all the grasses and weeds growing in the streets in February.
- Over the period of February and March we shall have all the town streets kerb and channel cleaned of silt and debris and vegetation poisoned and removed.

Road Construction & Maintenance

- The team have mobilized all plant and equipment back to site at Waverly Creek camp site.
- Works have commenced with the stripping and forming of the side diversion road.
- The contractor shall commence with winning and processing base course material in the Headingly 01 borrow pit on Nth Urandangi Rd in February.
- Waverley Creek Bridge Approaches Road Works shall start in February on the Dajarra side of Waverly Crk and we expect the addition road works on the Mt Isa side to start early march.
- It is expected that the Waverley Creek Bridge Approaches Road Works to be completed and ready for bitumen sealing at the end of March.

RMPC Team

- The RMPC team have now made all plant and equipment ready for the commencement of the RMPC contract works.
- Works were carried out on pavement repairs in Pituri Street with 3 pavement repairs.
- The RMPC team shall commence with road surface correction, road edge repairs and furniture installation on the Boulia/Dajarra Rd in February.
- Boulia/Winton Rd shoulder re-sheeting has commenced and is expected to be completed in February. This contracting team will then mobilize to perform shoulder repairs on the Boulia/Dajarra Rd in February.

CONSULTATION:

Director of Works and Operations as required

GOVERNANCE IMPLICATIONS:

All work completed within budget allocations

RECOMMENDATION:

That Council receive the Works Manager - January 2025 Report for information.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations	Mr Henry Mascarenhas
Approved by Chief Executive Officer	Ms Lynn Moore

TITLE:	Foreman Town Services and Utilities Report January 2025	DOC REF: 11.1.4
---------------	--	---------------------------

REPORT BY:	Ron Callope Foreman Town Services and Utilities	DATE: 12/02/2025
-------------------	--	----------------------------

CORPORATE PLAN REFERENCE:

Key Priority 6: Supporting local services and facilities
 6.2: Support an active healthy community
 6.2.1: Encourage and promote community wellbeing, including healthy and active lifestyles
 6.2.2: Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle
 6.2.3: Improve disability access to facilities in each community
 6.2.4: Facilitate health and medical service provision for Boulia and Urandangi

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To inform Council of the current utilisation and activities of the Town Department during the month of January 2025.

CONTENT:

Racecourse:

Arena and Grounds	General maintenance will continue with a focus on re-establishing lawns in key areas. Trees have been planted to provide shade around the general gathering areas.
-------------------	--

Town water testing and depot maintenance:

Chlorine level testing	The plant has continued running at full capacity and levels have been sitting in our desired range. General maintenance is ongoing around the Depot to ensure areas are kept neat and tidy.
------------------------	---

Town Entrances:

Three Mile Campground	Three Mile campground was maintained to a high standard ensuring rubbish is collected and the area is neat and tidy. There are visitors and tourists still utilising the camp site even though the weather is much hotter.
-----------------------	--

Parks and Gardens:

Council, Min Min Encounter, ANZAC and Airport gardens	Town gardens have been looking great due to the dedication and consistency of our Parks and Gardens Crew and the welcome rain has given everything a new lease of life. General maintenance is ongoing around town. Planning for the proposed upgrade of both entrances to town is still ongoing.
Mowing/Whipper Snipping	Parks and Gardens crew were on leave for most of January returning to work on the 20/01/2025. Limited mowing and whipper snipping of Council parks and gardens was carried out by the skeleton crew.

Urandangi	Council services continued over the month of January as required (rubbish collection etc). Work remains focussed on the continued clean up. The airstrip has been slashed and maintained, and a fire break has been established around the airport and township. Water testing is no longer required as Urandangi water is now non-potable.
-----------	---

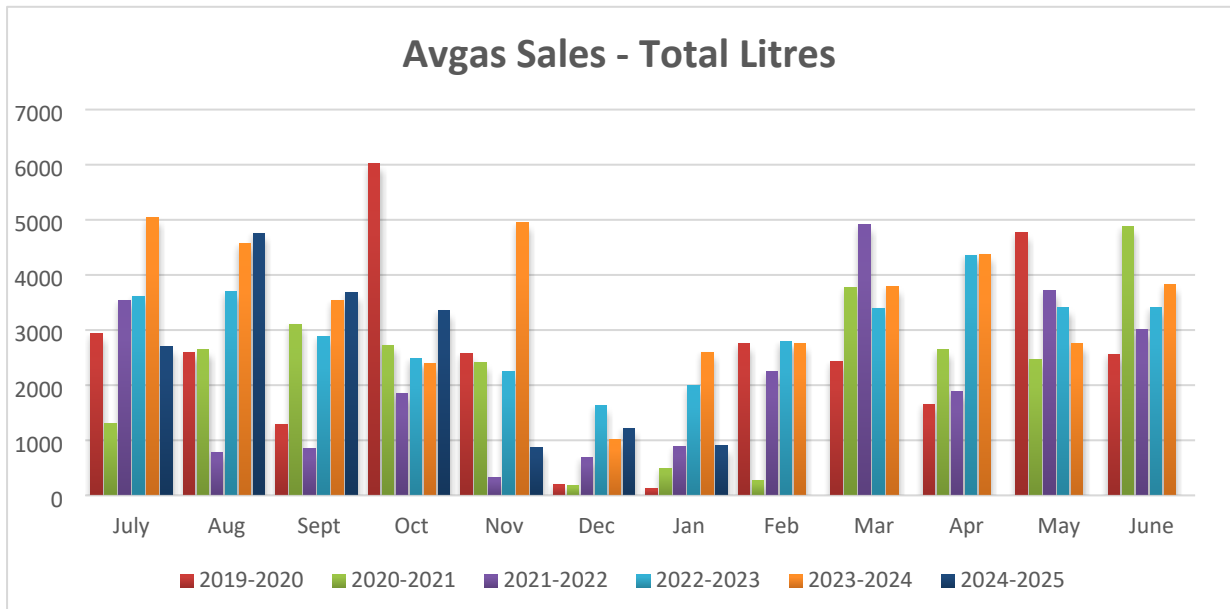
Call outs – water	Nil
Call outs – sewer	Nil
Broken mains	Nil

Urandangi Township

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

Boulia Airport activity:

Number of call outs: RFDS/Life Flight Rescue	0
Avgas/Jet A1 Refuelling	Total 11 (10 self-fuelled through Compac)



Jan 2025	Boulia/Dajarra	Dajarra/Mtlsa	Boulia/Winton	Boulia/Bedourie	Boulia/Qld Bord.
Open	31	31	31	31	31
Closed	0	0	0	0	0
Restricted	0	0	0	0	0

Jan 2025	Dangi Sth	Dangi Nth	Dangi Border	Toolebuc	Coorabulka	Slashes Ck	Springvale	Selwyn
Open	31	31	31	31	31	0	31	31
Closed	0	0	0	0	0	0	0	0
Restricted	0	0	0	0	0	31	0	0

Boulia Feral Animal Bounty Claims:

Feral Pigs	59
Feral Dogs	1

CONSULTATION: Director of Works and Operations as required.

GOVERNANCE IMPLICATIONS: All work completed within budget allocations.

RECOMMENDATION:

That Council receive the Foreman Town Services and Utilities January 2025 Report for information.

ATTACHMENTS: Nil

Reviewed by Works Manager	Mr Andrew Spyraakis
Reviewed by Director of Works and Operations	Mr Henry Mascarenhas
Approved by Chief Executive Officer	Ms Lynn Moore

TITLE:	Foreman Roads, Construction and Maintenance Report for January 2025	DOC REF: 11.1.5
REPORT BY:	Jimmy Newman Foreman Roads, Construction and Maintenance	DATE: 11/02/2025

CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure
 2.1: Well connected
 2.1.1: Develop, manage and maintain Council controlled roads and airport infrastructure to sustain and improve connectivity and safety
 2.1.2: Deliver quality roadwork on non-Council roads within quality assurance guidelines

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To inform Council of the current utilisation and activities of the Works Department in line with the Council works program for January 2025.

CONTENT:

Current and upcoming projects are as follows:

Waverly Creek - Road Widening Project

- Mobilised plant and equipment to site
- Established construction water supply by way of filling the turkey's nest
- Start construction of traffic diversion side track





CONSULTATION:

Works Manager
TMR
DWO

GOVERNANCE IMPLICATIONS:

All work completed within guidelines and budget allocations.

RECOMMENDATION:

That Council receive the Foreman Roads, Construction and Maintenance January 2025 Report for information.

ATTACHMENTS: Nil

Reviewed by Works Manager	Mr Andrew Spyrakis
Reviewed by Director of Works and Operations	Mr Henry Mascarenhas
Approved by Chief Executive Officer	Ms Lynn Moore

TITLE:	QRA Flood Damage Works Department January 2025	DOC REF: 11.1.6
REPORT BY:	Gordon Stumbris Consultant Works Overseer	DATE: 07/02/2025

CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

Key Priority 4: Caring for the environment

4.2: Resilient

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To inform Council of the current utilisation and activities of the Flood Damage Program for January 2025.

CONTENT: Program of Works (Flood damage January 2025)

REPA Works - December 2022 – April 2023 – BoSC.0028.2223G.REC

- 1.) Linda Downs Road – Completed 2024
- 2.) Linda Downs Link Road – Completed 2024
- 3.) Urandangi Border Road – Completed 2024
- 4.) Donohue Highway – Final Trim required (Feb 2025)
- 5.) Cravens Peak Road – Work scheduled March 2025
- 6.) Wirrilyerna Road - Work scheduled March 2025

North Submission – Kirrily Event – BoSC.0039.2324U.REC

Mixed Crew

1. First project for January 2025 was a final trim to damage pavement sections on Selwyn Road (as outlined by the funding Queensland Reconstruction Authority) work commenced at start CH32.54 to CH74.00, this work consisted of restoration to fourteen (14) damaged sections. Completion photos have now been taken by Flood Damage Supervisor – Project fully completed.
- 2. Selwyn Connection Road (Mount Isa Road – Selwyn Road)**
The road pavement had eighteen (18) damaged sections to be fully restored, this has now been completed with an excellent result obtained. Final completion photos have been taken using GoPro camera technology – Project fully completed.
- 3. Elrose Road**
Work to commence (weather permitting) on 11/02/2025, expected duration of ten (10) working days.

Please note: On completion of project 1, 2 and 3, North Submission – Kirrily Event – BoSC.0039.2324U.REC will be fully completed.

REPA Works – December 2022-April 2023 – BoSC.0028.2223G.REC

- **Urandangi South Road:** Harris A and B have both been undertaking final trim works on sections of the road. Currently 50km completed with around 52km remaining (excluding Betterment projects). Harris A will remain on this road to complete final trim works.
- **Urandangi North Road:** 39km has been final trimmed with 41km remaining to be done in February by Harris B.
- **Headingly Road:** To be programmed in near future due to water availability and accessibility along the road.

Betterment Project: Urandangi South Road

Site 1 (a) CH58.500 to 61.500 (3.0kms) Pavement raising completed

(2) CH69.439 to 72.741 (3.302kms) Pavement raising completed

(3) CH80.371 to 81.797 (1.46kms) Pavement raising completed

Please note: Site 1, 2 & 3 funded by QRA

Site 4 – CH72.741 to 80.371 (7.630kms) Pavement raising **federal funded**

Progress report – refer to **attachment A & B**

CONSULTATION:

GBA as project managers for Council QRA Flood Damage work
GK3 as project managers for Council QRA Betterment works
Morcom Surveyors

GOVERNANCE IMPLICATIONS:

All work completed within QRA guidelines and budget allocations.

RECOMMENDATION:

That the QRA Flood Damage Works Department January 2025 Report be received for information.

ATTACHMENTS:

1. Attachment 1 a [**11.1.6.1** - 1 page]
2. Attachment Site 1 B Urandangi Road [**11.1.6.2** - 1 page]

Reviewed by Director of Works and Operations	Mr Henry Mascarenhas
Approved by Chief Executive Officer	Ms Lynn Moore

Urandangi South Road Betterment Project Ch 58.500 to 61.500 Site 1a (Lots 1- 6) Summary of Works

Lot	Site Details					Ancillary Works		Pavement Works		Table Drain / Batters
	Start Chainage	Finish Chainage	Length	Formation Width	Area	Degrassing/ Sidetrack Date's		Gravel Hauge Date	Wet Mix/Shape/Compact Date	Grade / Shape / Clean Up
Lot 1	58.500	59.000	500 m	10 m	5000 m2	12/10/2024	16/10/2024	4/11/2024 to 15-11-2024 (12 Days)	Completed 28-11-2024	Completed 10-12-2024
Lot 2	59.000	59.500	500 m	10 m	5000 m2	12/10/2024	16/10/2024	4/11/2024 to 15-11-2024 (12 Days)	Completed 28-11-2024	Completed 10-12-2024
Lot 3	59.500	60.000	500 m	10 m	5000 m2	13/10/2024	17/10/2024	4/11/2024 to 15-11-2024 (12 Days)	Completed 28-11-2024	Completed 10-12-2024
Lot 4	60.000	60.500	500 m	10 m	5000 m2	13/10/2024	22/10/2024	4/11/2024 to 15-11-2024 (12 Days)	Completed 28-11-2024	Completed 10-12-2024
Lot 5	60.500	61.000	500 m	10 m	5000 m2	14/10/2024	23/10/2024	4/11/2024 to 15-11-2024 (12 Days)	Completed 28-11-2024	Completed 10-12-2024
Lot 6	61.000	61.500	500 m	10 m	5000 m2	15/10/2024	23/10/2024	4/11/2024 to 15-11-2024 (12 Days)	Completed 28-11-2024	Completed 10-12-2024
									Project Management	
									G Stumbris 11-12-2024	

Urandangi South Road Betterment Project Construction Progress Report

Start of Project 12-10-2024 to 06-02-2025 (2025 inclusive)



Stage (1b) 5 x 500 metre Lots Plus 1 x 642 metre lot (3.142 Kms)

	Lot 7	Lot 8	Lot 9	Lot 10	Lot 11	Lot 12	
Mount Isa Road 	Table Drain	Table Drain	Table Drain	Table Drain	Table Drain	Table Drain	Urandangi
	Shoulder	Shoulder	Shoulder	Shoulder	Shoulder	Shoulder	
	Subgrade Constucted	Subgrade Constucted	Subgrade Constucted	Subgrade Constucted	Subgrade Constucted	Outstanding as of 28/11/2024	
	Shoulder	Shoulder	Shoulder	Shoulder	Shoulder	Shoulder	
	Table Drain	Table Drain	Table Drain	Table Drain	Table Drain	Table Drain	
Road Ch 61.500	Road Ch 62.000	Road Ch 62.500	Road Ch 63.000	Road Ch 63.500	Road Ch 64.000	Road Ch 64.642	

Stage (1b) Construction Progress	A	Degrass	Lots 7-12	Completed	<input checked="" type="checkbox"/>	
	B	Sidetrack Construction	Lots 7-12	Completed	<input checked="" type="checkbox"/>	
	C	Subgrade Formation	Lots 7-11	Completed	<input checked="" type="checkbox"/>	
	D	Gravel Crushing(2nd 20,000 Tonnes)		Programmed for February/March 2025		
	E	Gravel Haulage	Lots 7-12	Programmed for February/March 2025		
	F	Spread/Wet mix/ Shape/Compact New Gravel		Programmed for February/March 2025		
	G	Shoulder	Lots 7-12	Programmed for February/March 2025		
	H	Table Drains along	Lots 7-12	Programmed for February/March 2025		
						Project Management G Stumbris 06/02/2025

TITLE:	Rural Lands Report January 2025	DOC REF: 11.1.7
REPORT BY:	Graham Smerdon Rural Lands Protection Officer	DATE: 18/02/2025

CORPORATE PLAN REFERENCE:

Key Priority 4: Caring for the environment
 4.3: Sustainable
 4.3.1: Ensure the region’s sustainability through integrated weed and pest management practices

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

RLPO:

The month of December I spent putting pellets out around pest weeds and checking that all stock route water facilities were working before the Christmas break, and carrying out the ongoing street patrols.

With the start of the new working year there was two days of training and it also saw me welcome the RLPO Trainee Isabella Slater. Issy, as she likes to be called, is very keen to learn and will jump right in and help with whatever we have to do, be it animal control or weed spraying.

TOWN COMMON:

There is still an abundance of feed on most of the Common.

PONY/CAMEL PADDOCKS:

The numbers of camels in the Camel Paddock are down from three to two with Colin passing away. There are two horses in the Pony Paddock at this stage.

DOMESTIC ANIMAL CONTROL:

There were two dogs surrendered in December, both dogs were humanely put down.

We have been doing the street patrols, and some new signage has been put up informing people that they must have their dog/s on a leash/lead when they are walking with their dogs in public.

CWRPM (TECHGROUP):

I attended a zoom meeting in December where there were discussions about what work in the control of pest weeds the group could do together in the new year (2025).

Depending on rain fall and were it falls, there could be some combined control of Sticky florestina in the Longreach and Barcaldine Shires. It is at this time a wait and see.

WEED SPRAYING SHIRE ROADS:

I have not had to do any weed spraying on any shire roads so far this year but that could change in the coming months after some good falls of rain.

RMPC:

We will be out doing some weed spraying in the coming months.

GRAVELL/BURROW PITS:

We will be checking on the pits where I put pellets before the end of 2024 to see what kill percent was achieved and if needed more pellets will be put out.

STOCK ROUTE:

I received a call from one of the senior managers from DoR to do with the water facilities, he was coming out and we were to go and inspect some of the facilities on both primary, secondary and unused stock routes in the Boulia Shire. This has been put on hold until late February/March.

1080 BAITING:

One property brought 400 of the De-K9 manufactured 1080 baits as they have noticed more wild dog movements.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Rural Lands Report January 2025 be received for information.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations	Mr Henry Mascarenhas
Approved by Chief Executive Officer	Ms Lynn Moore

11.2 Office of the Chief Executive

TITLE:	Chief Executive Officers Report January 2025	DOC REF: 11.2.1
---------------	--	---------------------------

REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 18/02/2025
-------------------	---------------------------------------	----------------------------

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4: Ensure transparency and accountability through integrated performance management reporting

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Bouliá Shire Council: Community Hub (see separate report)

Quarry Material Native Title/Cultural Heritage Management Agreement Update – Sales Permits and Gravel Pits

Further requests have been received from DAF for updated SBMP information prepared by GBA. Current work on the Environmental Authority for Thorner 1 and Ardmore 2 require information on the extent of the extraction and progressive rehabilitation. We are also to provide the expected GHG (Greenhouse Gas emissions) to enable Council to put forward an application to reduce our application fees from a major amendment to a minor amendment which will save many thousands of dollars.

BWW Group - A meeting is scheduled for the 22nd Jan for an update on the progress of the QMNTU. It has been reported that they are in early negotiations for an interim agreement with the BWW Group and so we will expect further advices in February/March.

Cultural Heritage Management Agreement – Pitta Pitta

The review of the CHMA is being completed following the meeting with the Pitta Pitta Directors and Lawyer in January. A document will be presented to the Lawyer for review after our recommendations have been suggested. As this is quite a large document it is expected that this will be finalised in February.

NWQ Local Resilience Fund – QRA \$4.6m - no further response

Follow-up from QRA and RAPAD has been sought as to the progress of this grant. It was confirmed that this is in the hands of NEMA and awaiting their final approval of the Winton component.

It is concerning that the final due date is June 2026 which effectively means all work completed by March/Apr 2026 and in the interim period there potentially will be two periods of 3 months where we are unable to complete work due to

flood events. This grant is also linked to two other grant funding projects for flood warning infrastructure which has now been delayed and does need to be completed before March 2025.

Donohue Highway – Federal Government Funding approval - \$7,300,000

Work can now be scheduled for the Donohue in relation to this funding release. Project 117798-21QLD NP Outback Way - Donohue Highway Progressive Sealing Package 3 stages 5 and 7 approval number QPT300050808 to the value of \$7,300,000.

Flood Warning infrastructure - installation due before March 2025

The locations for the new signs and cameras will be:

- Urandangi South Rd (Mt Isa Rd intersection)
- Urandangi North Rd (Mt Isa Rd intersection)
- Donohue Highway (Mt Isa Rd intersection)
- Donohue Highway (Qld border intersection)
- Christmas Creek (Mt Isa Rd)
- Lower Sulieman on the Mt Isa Rd (prev Marion Downs item)

Development Applications in process:

DA2025.01 has been lodged for assessment of the 9 blocks for Stage 1 of the Residential development on Diamantina Street. The project will be broken into 2 areas:

- Construction of services/road infrastructure by the Director of Works and Operations.
- Design and Construction of 2 Executive Staff houses by the People and Culture Manager with consultation with CEO/DCS/DWO.

DA2025.02 Lot 405 Hutton Street Urandangi, construction of a new Hotel building. This application is now with the Town Planner for review against the Town Planning Scheme and building regulations. A report will come to Council with recommendations.

Events/Conferences/Training

Date	Activity	Attendees	Location/completed
24-27 Feb	Face to Face RAPAD	Mayor and Deputy Mayor	Windorah
23-27 th June	ALGA-TBC	Mayor? Dep Mayor	Canberra

RECOMMENDATION:

That the CEO Report for January 2025 be received for information.

ATTACHMENTS: Nil

Chief Executive Officer	Ms Lynn Moore
-------------------------	---------------

TITLE:	Action List Update January 2025	DOC REF: 11.2.2
---------------	---------------------------------	---------------------------

REPORT BY:	Ms Lynn Moore Chief Executive Officer	DATE: 10/12/2024
-------------------	--	----------------------------

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4: Ensure transparency and accountability through integrated performance management reporting

RISK MANAGEMENT:

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

PURPOSE:

To present to Council an updated Action List.

CONTENT:

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

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

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

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

ATTACHMENTS:

1. Action List update January 2025 [**11.2.2.1** - 5 pages]

Chief Executive Officer	Ms Lynn Moore
-------------------------	---------------


Boulia Shire Council Action List

	DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
Friday, 21st April 2023					
1.	21/04/2023		Cars to be removed from Urandangi after flood event. <i>Ronnie to arrange this asap.</i>	RUS - action WMgr - oversight Budget – Gen Res	13/2/2025 Once costs are known, they will be included in the 25/26 operational budget. 26/11/2024 Significant costs to make this happen, investigating various alternatives.
Friday, 18th August 2023					
2.	18/08/2023		Shade for Robinson Park – Concept brief to be completed	W4Q-5 DWO-delivery ECDM-oversight Budget – W4Q	26/11/2024 Earmarked to commence in Q3 of FY25. 8/11/2024 Allocation of funds made through W4Q round 5. \$520,00 – handed to DWO for project.
Friday, 19th January 2024					
3.	19/1/24	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.	DWO – primary DCS-Public Trustee WMgr - delivery Budget - Land Dev	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.
4.	19/01/2024		Wash Down Bay Council requested fees for charging to use the washdown bay-payment options to be investigated.	WMgr - action Budget - Gen Res	26/11/2024 Investigated with Winton Shire, they use a coin operated system \$1/15min slot.
5.	19/01/2024		QRA- Betterment-BSC to review Longreach Channel on the Donohue Hwy with the	DWO - primary GBA - design	26/11/2024 Project earmarked to commence post current flood season.

			installation of culverts. This channel goes under water before the Georgina River crossing.	WMgr - delivery Budget - subject to grant funding	10/10/2024 Bridge Study has been approved by QRA.
6.	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. 5. Investigate Council getting robotic cleaner to run 6 monthly in ground reservoirs (once old tank relined).	DWO - primary WMgr - investigation Budget - ?	22/1/2025 Full business case to be completed on options ready to be a shelf ready project for future funding. 26/11/2024 Need political support to get this over the line. 15/10/2024 LGGSP Funding application unsuccessful. Mayoral letters sent to Federal and State Water Ministers to request consideration for funding assistance.
Tuesday 12th March 2024					
7.	12/03/2024		Cllr Neilson: Investigate potential for footpaths to be done via TIDS funding	W/Mgr - investigate RUS - action Budget - TIDS/Gen Res	26/11/2024 Expect to know more about Active Grant application around February 2025. 30/09/2024 TMR funding application submitted. Await outcome.
Wednesday 24th April 2024					
8.	24/4/2024		Investigations to be made about rating categories for wildlife reserves (currently zoned as nature reserves)	DCS - investigate	13/2/2025 Have been unable to find any other Local Council that are charging a rating category like this. 20/01/2025 investigating for possible inclusion in 25-26 budget. 10/6/2024 To be investigated.
9.	24/04/2024	2024/04.3	2. That a future budget allocation be considered in the 2025-2030 budget for Councillor and Management attendance at future Australian Institute of Company Directors AICD (or like) training.	DCS - Budget	20/01/2025 Included in training budget for 25/26 budget. 8/11/2024 LGAQ have advised training for 24-28 February 2025 in Brisbane, \$8,280 per person, awaiting Councillor interest to attend, budget review will be done accordingly.
Friday 31st May 2024					
10.	31/05/2024	Cllr Woodhouse	Increased Social Housing Councillor Woodhouse raised the need for having short term emergency housing available in Boulia. Item to be added to the Action List for further progressing.	ECDM - action CEO - oversight	21/1/2025 Qld Housing building 2 duplex units in Moonah St.

					19/07/2024 See CEO monthly information report in July 2024 Ordinary Meeting agenda for comments on funding opportunities identified.
Friday 28th June 2024					
11.	28/06/2024	Cllr Norton	Footpath on Herbert Street where the old pool site used to be (next to Desert Sands Motel/corner of Herbert and Hamilton Street) - needs repair, is getting worse	W/Mgr- Action DWO -oversight Budget-TIDS/TMR	26/11/2024 Awaiting outcome on the Active Transport from TMR.
Friday 23rd August 2024					
12.	23/08/2024	Suggestions made by K. Mc Kelvie (during Deputation to Council)	<ul style="list-style-type: none"> Improvements to be made on Council's social media platforms (more engagement) and encourage Google Reviews Consider turning the dog park on the corner of Herbert and Hamilton Street into a desert botanical garden. 	Media -Action ECDM - oversight	13/2/2025 Three staff to attend media training in March. 26/11/2024 Approaches to improve social media opportunities are being investigated. The dog park and amenities are used by community and visitors. A desert botanical garden would benefit from a more appropriate setting.
13.	23/08/2024	Cllr Neilson	Investigate possibility of using solar road markers	W/Mgr- Action DWO-oversight	26/11/2024 WIP
14.	23/08/2024	2024/08.27	That Council decide what is appropriate to be included in the land compensation claim and that the CEO advise DAF on the outcome.	CEO - Action	27/08/2024 Letter of Response sent to DAF
Friday 27th September 2024					
15.	27/09/2024	Cllr Julie Woodhouse	Peak creek toilets, look at solar lights for inside of toilets. Too dark still.	WMgr – Action	26/11/2024 BSC to submit Quote to TMR and then get this completed. Pending
16.	27/09/2024	Mayor rick Britton	Roof Painter – painting houses/buildings with heat resistant paint – possibly trial a few places and yearly get done. Review western wall on 63 Herbert St to be painted in heat resistant paint.	MPC – Action	22/1/2025 Quote to be requested from painter and included in budget deliberations.
Friday 29th November 2024					
17.	29/11/2024	2024/11.20	That Council resolves to undertake a review of the Boulia Shire Local Laws.	DCS – Action	12/02/2025 Workshop re-scheduled 24th February 2025. 20/1/2025 Workshop being held in February 25. 10/12/2024 In progress

Friday 12th December 2024

18.	12/12/2024	2024/12.13	<p>1. That Council endorse the letter to Minister Tony Perrett for the review of the new interpretation of the Native Title Act 1993.</p> <p>2. That the letter be submitted to RAPAD for their review and submission to Minister Tony Perrett on behalf of the RAPAD group of Councils.</p> <p>3. That RAPAD group of Councils calls on the new State Government to review the implementation of the policy position of the previous government requiring an Indigenous Land Use Agreement be negotiated prior to the renewal of quarry permits.</p>	<p>Action – Mayor Initial Action-CEO</p>  <p>Letter to Hon Tony Perrett- Sales Permit</p>	<p>22/1/2025 Invitation to meet with Minister recd – Rick to align this with his visit to Brisbane in March.</p> <p>17/12/2024 CEO-Letter sent to Minister Perrett, cc'd to Hon A Leahy, Mr Sean Dillon</p> <p>17/12/2024 CEO- Letter sent to RAPAD. Advice received back that the matter would be included in the board documents for 20th December RAPAD meeting.</p>
19.	12/12/2024	Cllr Julie Woodhouse	Pool Surrounds - cement area around the public swimming pool is now very slippery and a hazard since the resin has been applied.	Action - ECDM	22/1/2025 signs to be installed

Friday 24th January 2025

20.	24/01/2025	Cllr Beauchamp	Hazard Signage for Local Land Owners - Councillor Beauchamp suggested that Council establish a process with Land Owners to supply them with temporary signage to display on roads with hazards until Council is able to be on site.	Action - DWO	18/2/2025 Pricing up the activity, so that appropriate budget can be allocated to order items, then get this delivered to Land Owners.
21.	24/01/2025	Cllr Neilson	Potential Social Media Growth Opportunity - Councillor Neilson suggested Council engages in other social media avenues to boost our online presence and spread more knowledge about Bouliia Shire.	Action – Cllr Neilson/ECDM	13/2/2025 Media webinar to be attended to by 3 staff members.
22.	24/01/2025	Cllr Norton	Softfall at Splash Park - Councillor Norton raised that the softfall at the splash park is a Work Place Health and Safety issue and needs to be replaced as soon as practical.	Action - DWO	18/2/2025 DWO to discuss options with Vendors and find appropriate solution
23.	24/01/2025	2025/01.4	(Re Artwork from the Outdoor Billboard Gallery) 2. That the Billboard locations be Coorabulka truck pull off, Donohue Highway truck pull off and Burke River truck pull off.	Action – DWO/WMgr	18/2/2025 Will be Installed before the start of the Tourist season.

COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS

NUMBER	DATE	Staff Member	PROJECT ISSUE:	RESPONSE
	19/6/2020	DWO/WMgr	TOURISM/ LIVEABILITY Cllr Edgar: Dam/recreational water park (boating etc)	<p>15/2/2024: To be reviewed during the 'visioning' project - new Council March 2024 – review of Corporate Plan for 2025-2030</p> <p>26/02/2021: Alternative dam location - obtain drone footage to identify potential location. This has been raised several times.</p>

19/06/2020	ECDM/WMgr	BRANDING/TOURISM Cllr Britton: Consider coloured directional signage (e.g., on street signs) to help show where things are within the town 17/08/20 Signage design to stand out and be broader width	15/2/2024: To be reviewed during the 'visioning' project - new Council - March 2024 – review of Corporate Plan for 2025-2030 31/10/23: Signs quite expensive, subject to funding?
26/02/2021	WMgr	TOURISM/LIVEABILITY Cllr Edgar – water at the Rodeo Grounds, consider installing automated sprinkling system	15/2/2024: To be reviewed during the 'visioning' project - new Council - March 2024 – review of Corporate Plan for 2025-2030
17/08/2020	WMgr	TOURISM Cllr Edgar: Consider possibility of installing a walking track from the Sports Centre (Burke River Bridge -suggested) to the Rodeo Grounds Stakeholders: Pitta Pitta, Ventia, Workcamp	Review of Corporate Plan in 2025-2030 15/2/2024 Pitta Pitta land compensation case will impact this and also the freehold land which intersects land between the Burke River Bridge and the Racecourse. 13/6/2023: Possible legacy project through Ventia (NBN) could get this off the ground. Discussions commenced. 24/11/22: idea for a bird hide along trail maybe eligible for funding from enviro grant in 2023. Depot working on costings for gravel, guideposts/labour, and plant. Indigenous story signs to be developed with locals.
23/06/2023	Councillors CEO/DWO	LIVEABILITY - FUTURE RESIDENTIAL LAND SIZING consideration to be given on what size blocks could be made.	15/2/2024: To be reviewed during the 'visioning' project - new Council - March 2024 – review of Corporate Plan for 2025-2030 20/11/2023: Discussion workshop held. Brainstorming ideas noted for future consideration.
22/09/2023	Cllrs	LIVEABILITY - FUTURE PLANNING Councillor Neilson suggested that boarding type accommodation be considering in Council's future planning.	17/6/2024 Council has received development application for private boarding - currently being advertised. review of Corporate Plan 2025-2030 15/2/2024: This is an option which needs to be considered by private individuals/organisations.
22/09/2023	DWO	ECONOMIC DEVELOPMENT - HEAVY DUTY TRUCK BAYS AND MOBILE TOWERS Councillor Britton suggested future consideration be given to heavy duty truck bays and mobile towers between Boulia and the Northern Territory.	17/12/2024 Submission completed for the Mobile Blackspot funding round.
21/10/2022	WMgr	LIVEABILITY Cr Norton: Can we put in a 40km speed sign for Road Trains only – talk to TMR about this for the main street	10/11/2022: The request has been sent to TMR. Awaiting road inspection by TMR.
			.

TITLE:	New Project Community Hub	DOC REF: 11.2.3
REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 18/02/2025

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:

To advise Council of the pre-work being completed prior to the grant funding contract being received by Council for the Community Hub building.

CONTENT:

In 2020 the Council approved the submission of an application for funding to replace the existing Council building with a larger building incorporating the Library and Post Office and leased office spaces. Our successful application through Growing Our Regions Program was announced in January 2025 for the sum of \$10.4m.

Our initial relationship with P.O.D. (People Oriented Design) Architects was extremely helpful.

We will look to continue our relationship with P.O.D. Architectural firm who have been instrumental in assisting us through this ongoing process and have a solid grasp of the project since its inception in 2020.

We have also sourced the Project Manager, Britton Project Management Services Pty Ltd who is a member of Local Buy and has been vetted by that organisation and comes highly recommended. An initial meeting has been held and we are confident that Adam Britton (no relation to the Mayor) is a good fit for Boulia and meets our needs. He has provided an initial proposal for the project (attached).

It is crucial that these two important groups of people be on the same page now to enable this project to have a solid framework in readiness for when the grant documents are to hand.

We will engage the services of Michael Shave of **Shave & Brett** (Local Government Specialists). Michael Shave, Tony Brett and Anthony Archie are CPA qualified Accountants and have not only the technical skills and strategic knowledge but also possess a deep understanding and appreciation of local government and local communities. This group will complete a complete review

of the whole of life costs as was originally submitted in Oct 2024 to ensure that Council has a full understanding of the obligations for the future.

An agreement has been received from Britton Project Management Services Pty Ltd which can be terminated at any time and it not subject to a cancellation fee. This is being negotiated at an hourly rate.

P.O.D. will be providing a similar agreement in February.

While we do not wish to jeopardise the project this arrangement is important in case for whatever reason the project does not proceed due to funding issues.

When the funding agreement has been received and due diligence has been completed by Council staff and Councillors then in conjunction with the architects and project manager the following will be created:

- Project Working Group
- Project Reference group

No further actions have been taken accept to start the 'thinking' process of what the next steps will be to ensure we are ready to go.

CONSULTATION:

- Allison Stout – P.O.D.
- Adam Britton – Project Management Services
- Kaylene Sloman – Director Corporate and Financial Services

GOVERNANCE IMPLICATIONS:

Limited financial risk at this level as both consultants will be working on an hourly rate with termination agreed by either party if required.

RECOMMENDATION:

1. That the Council receive this report for information and support the initial planning process.
2. That Council support the engagement of P.O.D. Architects and Britton Project Management Services Pty Ltd for the project.
3. That Council approve the engagement of Michael Shave to complete the assessment of the proposal including a report to Council on current whole of life costings.

ATTACHMENTS:

1. Boulia Shire Council Community Hub BP S - PM Proposal 16 Jan 2025 [11.2.3.1 - 5 pages]

Chief Executive Officer	Ms Lynn Moore
-------------------------	---------------

16 January 2025

Attention: Chief Executive Officer – Lynn Moore
Boulia Shire Council
18 Herbert Street
Boulia, QLD 4829
Via email: ceo@boulia.qld.gov.au

Dear Lynn,

Please find attached proposal for Project Management Services for the Boulia Regional Community Hub.

This is an exciting project that I would greatly wish to bring my skills and experience to be a part of.

I trust the attached proposal aligns with Council's requirements and I welcome further discussions to provide any additional information you may require.

Yours faithfully,



Adam Britton BConstMgt(Hons) MAIPM
Director
QBCC Project Management Services Licence 1272779



Phone

0478 002 572



Email

adam@brittonprojectservices.com.au



Address

PO Box 1042, Noosaville Q 4566



Website

brittonprojectservices.com.au

OVERVIEW & PROJECT UNDERSTANDING

Britton Project Services Pty Ltd is pleased to submit this proposal for Project Management services to support the development of the Boulia Regional Community Hub. As QBCC Licenced Project Managers with more than 25 years in Project Management, Britton Project Services is a Local Buy Pre-approved Project Management consultancy able to bring the qualifications, necessary skills, knowledge, experience and contacts in the industry that will provide you confidence in meeting the project objectives.

The project is understood to comprise of the following key features:

- New Council administration spaces
- New Community Library
- Tenancy spaces for local agencies and businesses including Australia Post and local indigenous Pita Pita.
- Supporting civil infrastructure.

Grant funding requires the project to be completed in 2027.

Concept Plan.



<https://www.peopleorientatedesign.com.au/projects-research/architecture/boulia-regional-community-hub>

It is understood Boulia Council to date has:

- Purchased land adjacent the existing Council administration building (14 Herbert Street).
- Undertaken initial community consultation.
- Successfully obtained grant funding through the Queensland Growing Regions Program.
- Engaged the services of Architects People Orientated Design (POD) to create concept plans
- Obtained early engineering and town planning advice.
- Obtained a preliminary Cost Estimate (dated 2022).

The project is at a point where Project Management services are required to actively manage the project through the following key phases.

- Project Setup and Planning
- Cost Plan Development
- Design Development
- Project Delivery Strategy
- Approvals (Material Change of Use, Reconfiguration of Lot, Operational Works)
- Contractor procurement
- Construction
- Commission & Handover.

OUR PROPOSAL

Britton Project Services Pty Ltd is a Project Management consultancy lead by Director Adam Hansen Britton who has a reputation for delivering multi-disciplined and complex Local Government projects from concept through to completion.

The services offered by Britton Project Services for the Bouliia Council Community Hub includes but is not limited to the below key bodies of work and activities. We welcome opportunity to discuss each of the items and the value to Bouliia Regional Council that is provided by each of the activities.

Activity	Description
Project Management Plan	Development of the Project Management Plan is a key document to assist in the management of the project including governance, scope, objectives, assumptions, strategic alignment, costs, risks, program, stakeholders & communications, resourcing and reporting.
Project Governance	Assistance to Council in establishing Project Working Group (Generally Council and Technical Teams) and Project Reference Groups (Generally Stakeholders external to Council but key to the project success).
Project Reporting	Client-side project management services to report on items such costs, risk and opportunity management, program, authority matters and approvals; contract matters; WHS; design and construction progress and issues; and any other items relevant to the project. Britton Project Services are existing users of Surepact software and are well known by the Team at Surepact. We can assist with creating an efficient use of the software in conjunction with more traditional reporting formats.
Cost Planning and Control	It is recommended that the cost planning and cost control process begin as early as possible to ensure that the grant funded amount aligns with the cost plan for the proposed delivery timeframe and to verify the project business case is supported throughout all phases of the project.
Project Programme	Programming and time management are vital to control a project of this nature. In collaboration with the client and key project stakeholders we will develop and monitor a program that meets the Council's and grant funding requirements yet is achievable.
Stakeholder consultation	Work with Council to develop appropriate Stakeholder and Communication Management Plans as required for stakeholder consultation.
Engagement of Consultants	Noting Architects 'People Orientated Design' (POD) were engaged to develop the concept design the Council may require assistance to appoint POD for further stages and/or other design consultants including Surveyor, Geotechnical engineer, Structural, Civil, Mechanical and Electrical Engineers, Building Certifier, Fire Engineer, Access Consultants, Lighting Consultants, Interior Designers.
Design and Approvals Coordination	This activity is to collaborate with Council's planning officer or planning consultant to coordinate the Material Change of Use (MCU) over the recently purchased

	parcel (if required), Reconfiguration of Lot (ROL), building and other approvals (by others) where required.
Construction Procurement	Pending the selected project delivery process, we would manage the relevant procurement approach such as Early Contractor Involvement (ECI), Fully Documented Lump Sum Tender or Design and Construct / Design Development and Construct (two forms of D&C) based on Principal Project Requirements.
Construction Phase	Continue earlier PM functions and work closely with the Council, Stakeholders, Contractors, Consultant Team to deliver the project.

TIMEFRAME

It is understood the project is to be completed by 2027 which although appears an achievable as a duration, the impact of building cost escalation encourages projects to proceed as rapidly as possible to reduce costs.

Britton Project Services offer services from commencement to completion so you can be assured of project management consistency.

PRICING

Given the early phase of the project, it is proposed that the Project Management Services be provided on an hourly basis with an assumed weekly attendance of approximately 8hours per week pending the activities in progress. Our services are highly efficient, and only actual hours will be charged which is of benefit to clients.

We welcome discussion on the activities and timeframes proposed to establish a timeframe and cost that meets your requirements.

PROCUREMENT

Britton Project Services Pty Ltd are QBCC Licenced Project Managers and are prequalified on the following Local Buy Panels allowing direct source.

- LB279 Project Management Services
- LB312 Engineering & Environmental Consultancy Services

CONCLUSION

We look forward to working with Boulia Shire Council to deliver the Boulia Regional Community Hub. We are confident we can support Council and provide you the benefit of over 25 years in the construction industry.

If you have questions on this proposal, feel free to contact myself at your convenience by email at adam@brittonprojectservices.com.au or by phone on 0478002572. We will be in touch with you next week to arrange a follow-up conversation on the proposal.

Thank you for your consideration.

Adam Britton BConstMgt(Hons) MAIPM
Director
Britton Project Services Pty Ltd
ATF Britton Family Trust
ABN 99 827 428 462
QBCC Licence

Enc. Project Management Consulting Services Agreement

TITLE:	2nd Quarter Operational Plan Report Oct to Dec 2024	DOC REF: 11.2.4
---------------	---	---------------------------

REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 03/02/2025
-------------------	---------------------------------------	----------------------------

CORPORATE PLAN REFERENCE:

Key Priority 8: Proactive and responsible leadership
 8.2: Strong representation
 8.2.3: Council acts in a coordinated manner to implement this Plan

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 the second quarter Operational Report for Oct to Dec 2024.

CONTENT:

The second quarter review of the Operational Plan from Oct to Dec 2024 has been completed. It reflects Council's position in relation to the Corporate Plan and progress towards goals Council aims to achieve.

Local Government Regulation 2012

Division 4 Annual operational plan Section 173

(3) The Chief Executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.

(5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.

The report on the Operational Plan for 2024-2025 has been prepared in accordance with the legislation and our Corporate Plan goals.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

Prepared in accordance with *Local Government Regulation 2012*

1. **RECOMMENDATION:**

That Council receive for information the second quarter report from Oct to Dec 2024 in relation to the adopted Operational Plan 2024-2025.

2. That the report be displayed on the Council website.

ATTACHMENTS:

1. Operational Plan review Oct to Dec 2024 2nd quarter [11.2.4.1 - 33 pages]

Chief Executive Officer	Ms Lynn Moore
-------------------------	---------------



BOULIA SHIRE COUNCIL

Operation Plan 2024-2025

2nd Quarter review

Oct to Dec 2024

Key Priority 1: Social License

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

Service Areas

Public assets and facilities, Libraries, Community planning and development, Arts and cultural services, Sport and recreational engagement, Youth and indigenous development, Parks and recreational services, Sport and recreational facilities, Cemeteries, Grant funding

1.1: Enhance sporting, recreational & cultural facilities and activities.

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

Action Code	Action Name	Performance Measure
1.1.1.1	Providing support to at least four (4) annual events that are important to the local community; with groups, utilising external grants where possible	All RADF funds expended and acquittals and returns completed.
1.1.1.2	Not-for-profit groups provided with information and support to access and deliver grant funding to the community- Grant Guru	All relevant grant information provided to groups via email.

1.2: Respecting our culture and heritage.

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

Action Code	Action Name	Performance Measure
1.2.1.1	Promote the distribution of historical research and documentation to the community that can support the maintenance and management of heritage assets and inform the diverse community. This can inform activities during NAIDOC Week	Documentary work completed with maintenance action plan in place.

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

Action Code	Action Name	Performance Measure
1.2.2.3	Prepare draft Shire Reconciliation Action Plan and commence consultation	Stage 1 Reflect - to be started by March 2023

1.3: Boulia Shire to have active inclusive communities

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

Action Code	Action Name	Performance Measure
1.3.1.1	Advocate for increased access to secondary school and university education in Boulia through Country Universities Centre.	Number of black spot internet locations achieved.

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

Action Code	Action Name	Performance Measure
1.3.2.1	a. Support local community organisations in attracting volunteers through advertising and clarifying governance responsibilities. b. Acknowledge volunteers during Australia Day celebrations and other events.	Community events supported with advertising, in kind support etc..

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

Action Code	Action Name	Performance Measure
1.3.3.1	Physical infrastructure in parks, toilets is free from defects and meet WH&S standards. CapEx needs noted for budgets.	Parks are free from rubbish, broken equipment replaced/repared, and mowed as per levels of service schedule.
1.3.3.2	Provide support to community through the maintenance and management of community facilities and a framework for facilitating activities and events	Community events such as ANZAC Day, Australia Day, NAIDOC etc are well organised and promoted

Key Priority 2: Built Environment

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

Service Areas

Public assets and facilities, Libraries, Community planning and development, Parks and recreational services, Sport and recreational facilities, Grant funding, Infrastructure services, Land development

2.1 : Fit for purpose - roads, airport infrastructure

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

Action Code	Action Name	Performance Measure
2.1.1.1	Manage Boulia and Urandangi aerodromes ensuring all audits are completed and audit issues are actioned.	Airport inspections completed and remedial actions completed within required timeframes
2.1.1.2	Queensland Reconstruction Authority and Disaster Recovery Funding Arrangements (DRFA) Flood events are captured, completed and acquitted with 'value for money' principles.	Road information is collected and processed in line with program requirements. Flood work is completed within budget
2.1.1.3	Outback Way sealing program is being completed in line with budget allocation and works program.	Work has been completed to the agreed standard , within timelines and budget allocation.
2.1.1.4	List of funding submission for TIDS, R2R and TMR completed in line with council priorities..	Projects are completed within guidelines and pass audit requirements.
2.1.1.5	Annual report on airport infrastructure and shire roads maintenance plan is completed with the focus on reducing ongoing maintenance in the future.	Shire roads are maintained within budget allocation and work is in line with annual works program.
2.1.1.6	Maintenance and renewal of FM transmission sites completed. Contracts confirmed in place.	All sites operational

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

Action Code	Action Name	Performance Measure
2.1.2.1	RMPC road work data is recorded on REFLECT. Updated progress and outstanding items reported to council monthly. Number of items remaining on list - and number of items completed this quarter.	All work which is completed under contract is submitted to confirm work completed in a timely manner.
2.1.2.2	Prioritisation of shire road network for maintenance programs allocated fairly across the shire. List of roads to be graded this quarter and number of klms to be completed.	Plans developed ready for funding submissions

2.2 : Sustainable - housing, buildings and community infrastructure

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

Action Code	Action Name	Performance Measure
2.2.1.1	Number of collections completed for residential and commercial waste. Evidence of waste depot maintenance -car bodies removed etc.	All collection dates are completed within timeframe and annual review completed.
2.2.1.2	Environmental Protection agency guidelines are adhered to and actions are attended to within time frames. Number of issues raised. N= Number of issues rectified . N=	Information required to meet Council's obligations regarding Environmentally Relevant Activities and associated annuals returns / reporting are submitted.

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

Action Code	Action Name	Performance Measure
2.2.2.1	Buildings and all council facilities meet regulatory requirements and WH&S standards. Inspections of power boxes and RCD's are completed annually.	Inspections by regulatory bodies and WH&S officers meet pass rate. RCD annual inspections and report completed to CEO.
2.2.2.2	All council owned buildings and facilities are well maintained with building use monitored by the venue booking forms and income is generated where possible. Number of bookings this quarter.	Regular inspections conducted by supervisors meet level of service requirements.

Action Code	Action Name	Performance Measure
2.2.2.3	Maintain the grounds, fencing and buildings in existence at the Racecourse Reserve to meet racing requirements.	All facilities are maintained with limited interruptions to planned events
2.2.2.4	Council housing is managed in accordance with tenancy requirements. Allocation of housing stock to applicants completed via the housing committee and reported to council. Number of vacancies this quarter.	Housing stock is utilised for the best purpose with all applications progressing through housing committee.
2.2.2.5	Provision of facilities and programs across such areas as library, sports, swimming pool and meeting spaces that meet the current and future needs of the community.	Library facility is suitable for all patrons access and is clean and usable.
2.2.2.6	Boulia and Urandangi Cemetery facilities are well maintained and grounds are aesthetically appealing.	Regular inspections conducted by supervisors meet level of service requirements.
2.2.2.7	That the bus is registered and well maintained to be able to be utilised for community functions and events.	Bus is able to be used when required.

2.3 : Well planned - land, open spaces and assets

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

Action Code	Action Name	Performance Measure
2.3.1.1	Asset Management Plans completed for all major asset classes reviewed annually in December	All Asset Management Plans completed for all major asset classes
2.3.1.2	Develop the LEVELS OF SERVICE information data base to improve the relationship between the service level and cost so that future community consultation will be well informed of the options and associated cost.	Levels of Service developed of each asset class improving with maturity each year.

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

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

Action Code	Action Name	Performance Measure
2.3.2.1	Progress the development of the Residential Subdivision (Stage 1). Current activities?	Survey plans completed ready for implementation if funding becomes available.
2.3.2.2	Projects identified in Council's adopted long term plans be the subject of a rolling program of shovel ready feasibility studies that can be submitted to external funding bodies	All potential projects have shelf ready funding applications completed.

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

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

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

Action Code	Action Name	Performance Measure
2.3.4.1	Land titles held by council to be reviewed and updated if necessary to enable future development.	All council identified land for development has survey plans and shelf ready project costing ready to be implemented.
2.3.4.2	All projects over \$200k are to consider ongoing ownership costs of new capital works proposals in budget deliberation. This to be achieved by identifying the renewal and capital grade expansion components of all capital works projects, and providing for the ongoing operational and maintenance requirements.	All projects to be approved by council using the QTC Project Decision Framework tools.
2.3.4.3	All building applications are completed in a timely manner with the correct fees charged.	Check on the application fees charged through our supporting engineers to ensure they are correct and timely.

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

Action Code	Action Name	Performance Measure
2.3.5.1	Town Planning Scheme is reviewed by Council annually with residential and industrial land subdivisions for future development.	Town Planning Scheme is endorsed by Council annually and if amended approved by the Minister and adopted by council.

Key Priority 3: Economic Development

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

Service Areas

Community planning and development, Arts and cultural services, Sport and recreational engagement, Youth and indigenous development, Grant funding

3.1 : Facilitate housing and investment to support employment opportunities

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

Action Code	Action Name	Performance Measure
3.1.1.1	Support activities within WQAC to improve housing availability and affordability in western Queensland in line with housing plans.	Attendance WQAC meetings and submissions to State Ministers.

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

Action Code	Action Name	Performance Measure
3.1.2.1	Housing stock is managed to ensure satisfactory standard is maintained. Sale of older homes to update housing stock and encourage home ownership. Budget allocation is sufficient to meet 10 yr housing forecast.	Housing stock meets council demands

3.2 : Advocate for the region through regional networks

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

Action Code	Action Name	Performance Measure
3.2.1.1	Lobby State Government for the Donohue Highway to become part of the State Road network	

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

Action Code	Action Name	Performance Measure
3.2.2.1	Report activities from Outback Regional Road Group (ORRTG) representing the importance of our shire roads and roads of regional significance.	Savings for council achieved through involvement in this group.
3.2.2.2	Update activities from working with RAPADWSA (Water Strategic Alliance)	Improved water infrastructure.
3.2.2.3	Update activities for the Remote Area Planning and Development Board (RAPAD) meetings.	Evidenced based outcomes resulting from the membership of the regional group.
3.2.2.4	Update activities from the Central West Regional Pest Management Group (CWRPMG) -	Group is functional and has had success in the development of a workable plan.
3.2.2.5	Updates from the Western Queensland Alliance of Councils,	Successful outcomes from motions developed by council presented to WQLGA.
3.2.2.6	Update activities of the Local Disaster Management Group (LDMG) group. Bi-annual meetings and exercises are conducted as required.	Activations are well executed and documented. • Reports to the LDMG are completed • Field and desk top exercises are completed

3.3 : Innovate and explore opportunities

3.3.1 : Identify economic opportunities and enablers for the Shire

Action Code	Action Name	Performance Measure
3.3.1.1	Opportunities identified to generate increased local economic activity and employment	

3.4: Promote tourism as an economic driver for the shire

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

Action Code	Action Name	Performance Measure
3.4.1.1	Improve signage that identifies key facilities such as sport & aquatic centre, Min Min Encounter/VIC, and Stone House, together with Traditional Owner area boundaries	Consultation with T/O groups on wording and location of signage. • Installation of signs completed.
3.4.1.2	Maintain and improve the experience of tourism attractions by regular maintenance and updating of facilities.	Upgrading of existing infrastructure completed with program review to be completed when funding available.
3.4.1.3	Promote attractions in Boulia to increase visitor numbers through partnerships with regional tourism such as Outback Queensland Tourism Association (OQTA) and caravan & camping shows.	Attendance of staff to trade shows and training opportunities.
3.4.1.4	Continued use of television and other media advertising across the Shire's tourist attractions.	All advertising and TV ads reviewed and renewed as necessary for value for money outcomes.

Key Priority 4: Natural Environment

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

Service Areas

Community planning and development, Youth and indigenous development, Land development, Infrastructure services

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

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

Action Code	Action Name	Performance Measure
4.1.1.1	Reduction in the incidence of mosquitoes and sandflies after flood events. Was fogging completed? If so how many activities this quarter?	Fogging notification to residents. Fogging completed to the most effective schedule for reduction in pests
4.1.1.2	Number of stray domestic animals within the township impounded and number housed	Reports of stray domestic animals actioned within 4 hours.
4.1.1.3	Local laws are reviewed as required or annually.	Policies and Local Laws are up to date and relevant.

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

Action Code	Action Name	Performance Measure
4.1.2.1	Cultural heritage clearances are sought during the planning process for construction activities. Number of cultural heritage inspections completed this quarter?	Number of projects which have cultural heritage clearances completed prior to any work done.
4.1.2.2	Vacant available land recorded for future housing. New residential and rural residential blocks developed as funding permits.	Plan of all vacant land available on the Magic document management system

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

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

Action Code	Action Name	Performance Measure
4.2.1.1	Local SES group is supported by council.	SES- Group is supported during and after events by the use of council equipment and staff id required.SES Management Plans are up to date

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

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

Action Code	Action Name	Performance Measure
4.3.1.1	Identification and management of pest animal and weed issues within the shire in accordance with the Bio-security Plan adopted by council with reporting to be done back to CWRPMG quarterly.	Pest animal baiting occurs. Weed identification and notification process occurs. CWRPMG meetings are attended by RLPO
4.3.1.2	Noxious Pest weed control on council managed land and council road reserves is maintained, monitored and reported quarterly to council within budget and grant funding allocation.	Limited incursions with action taken for invasive species.
4.3.1.3	Bounties for wild dog and cat scalps and pig snouts are paid with a complete register of numbers reported and amounts paid by council. Numbers of scalps and snouts N=..... Percentage of budget paid YTD.	<ul style="list-style-type: none"> • Take up of baiting program offers by the landholders. • Bounty payments continue. • Education information available on pest animals on the web site / face to face.
4.3.1.4	Town common is managed within the limits set and stock holders are encouraged to participate in any muster arranged by council. Weed control completed this quarter? Stock levels this quarter -as a percentage of carrying capacity .	<ul style="list-style-type: none"> • Town Common Committee meets at least once per year. • Stock which is not registered with a member will be impounded. • Town common muster is completed half yearly.

Action Code	Action Name	Performance Measure
4.3.1.5	Primary Stock route bores are maintained as per councils instructions. If appropriate funding applied for as needed. Other bores are maintained as funding allows. Number of primary stock route bores N=..... Other bores N=....	Stock route bores are maintained in accordance with funding received.
4.3.1.6	Support the local land-care groups to achieve pest and weed control in conjunction with Desert Channels Queensland.	Bi-annual meetings are attended to review progress

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

Action Code	Action Name	Performance Measure
4.3.2.1	All facilities over which we are required to hold a Licence meet the Qld Health standards and Licence renewal is achieved.	Visitation and audit by environmental health officer to review all of council operated facilities and business operating in Boulia.
4.3.2.2	Leases over the Butcher Paddock and Cooridgee Laneway are managed in accordance with our lease requirements for stock holdings.	Leases are sub-leased with income generated to cover lease fees to Qld Gov and managed in accordance with those requirements-reviewed annually.

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

Action Code	Action Name	Performance Measure
4.3.3.1	Watering of councils parks and median strips is managed to suit the best water source.	Watering through drought periods is scheduled.
4.3.3.2	Actively monitor town water usage and quality and investigate a fair system cost recovery for water provision.	Water usage is controlled and charges are defensible.

Key Priority 5: Governance

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

Service Areas

Community planning and development

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

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

Action Code	Action Name	Performance Measure
5.1.1.1	Council policies are reviewed in accordance with Acts and Regulations and updated in a timely manner	All policies are reviewed in accordance with the policy review register.
5.1.1.2	Provide elected members with training and professional development opportunities. Identify opportunities which will become available in the next quarter.	Policies are reviewed and made available to staff.

5.1.2 : Effective internal and external communication and records management

Action Code	Action Name	Performance Measure
5.1.2.2	Provision of an accurate and comprehensive Records Management service for the Organisation as required under the State Records Act 1998	Councils system is up to date with current upgrades and staff are trained in the use of the system.

5.1.3: Adopt an integrated risk management approach

Action Code	Action Name	Performance Measure
5.1.3.1	Review existing Enterprise Risk Management Framework and ensure that Operational, Financial, Reputational and Corporate Risks are identified and reported on through the audit committee. Date meeting held with audit committee.	Risk Management framework is reviewed and developed further.
5.1.3.2	Provision of reports to Workers Comp in relation to workplace injuries and other RTW matters. Number of reports completed this quarter?	Reports completed as required

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

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

Action Code	Action Name	Performance Measure
5.1.4.1	All items are checked annually at start up prior to work commencing and spot checked during the year. Inductions are recorded in a permanent register.	Annual check completed with three spot checks completed during the year. With contractors stood down pending delivery to the organisation of the necessary qualifications for re-instatement.

5.1.5: Workplace Health and Safety focus

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

Action Code	Action Name	Performance Measure
5.1.5.1	<p>WH&S responsibilities for CEO:</p> <ul style="list-style-type: none"> Provides support and sufficient resources for safety as required. <p>What support has been provided this quarter?</p>	<p>Ensure budget allocation is reviewed each year in line with the requirements for us to remain compliant.</p> <p>Provide support to the WH&S to enable the role to be completed.</p>
5.1.5.2	<p>WH&S Responsibilities for Directors:</p> <ul style="list-style-type: none"> Provides support and sufficient resources for safety as required Establishes health and safety objectives aimed at continuous and sustainable improvement <p>What support has been provided?</p>	<p>All incidents are reported and followed up with staff and supervisors. Regular reports to council on activities and safety results for council staff and contractors.</p>
5.1.5.3	<p>WH&S responsibilities:</p> <ul style="list-style-type: none"> Investigates all incidents, accidents and near misses at the workplace N=? Monitors safe work practices and mentor relevant stakeholders Coordinates management action processes Regularly monitors management action processes within Council's electronic Work Health and Safety management system Develops and communicates key statistics in accordance with reporting timeframes 	<p>All incidents are reported and followed up with staff and supervisors. Regular reports to council on activities and safety results for council staff and contractors.</p>
5.1.5.4	<p>Review all flagged policies, procedures, work instructions, forms, safe operating procedures (SOP) and training tools.</p> <p>Number of SOP and policies reviewed this 1/4. N=.....</p>	<p>Staff who have allocated responsibility for specific actions review associated documents to ensure they are up to date.</p>
5.1.5.5	<p>Upload all reviewed documents under appropriate element numbers onto the councils safety management system (including Magic)</p> <p>* endorsed documents with changes are notified to staff via toolbox / email.</p>	<p>All endorsed documents are correctly loaded in Boulia Safe and hyper-links are active and working.</p>

Action Code	Action Name	Performance Measure
5.1.5.6	All training identified, completed and recorded for staff and contractors including verification of competency training. Number (N) of staff training programs completed. N=.....	A system is in place and is being used to effectively assist with the tracking of training and competencies.
5.1.5.7	Review all emergency evacuation signage is in place for all areas. Advise of total number of signs absent/damaged/replaced this quarter.	Emergency plans have been reviewed, are up to date and signage is complete in all areas of council.
5.1.5.8	Review the following procedures against requirements in preparation for consultation: high risk work method statements, risk/ hazard management, compliance control, incident reporting and investigation	All reviews are completed within agreed time-frame
5.1.5.9	Reduce the impact of injury and illness by reviewing: Toolbox talks on WSH design, machine guarding, hire equipment, thermal radiation, pressure safety, confined spaces, excavation and trenching, manual handling and ergonomics, noise management, heat stress. List tasks undertaken this quarter.	All reviews are completed within agreed time-frames
5.1.5.10	Review all SDS folders to ensure all SDS are dated within a 5 year of issue date. This can be completed through Chemwatch. List number of folders reviewed this quarter.	All areas of council have been checked and none are out of date.
5.1.5.11	Ensure training has been completed for all staff who are in control of hazard substances that they are aware of segregation requirements and compatibility with chemicals and placarding requirements. List number of training sessions completed.	Training has been completed for all relevant staff.
5.1.5.12	Update WH&S Strategic Plan for July 2024 to June 2026	Draft document has been developed by staff and has had sufficient time to be reviewed for comment prior to adoption.
5.1.5.13	Annual reporting of lost time injury claims which should be less than 55% of all claims. Number (N) of claims this quarter. N =.....	Reporting to senior staff on progress or issues which will prevent this from occurring.
5.1.5.14	Annual reporting of injuries - No increase in recorded injuries from the previous year. Number (N) of injuries this quarter? N=.....	No increase from previous year.

Action Code	Action Name	Performance Measure
5.1.5.15	100% Completion of all Incident Report including investigations and implementation of any actions identified in the Investigation Report. (Include personal, members of the general public and plant incident reports) Number(N) of reports N=.....	All incident reports are recorded in I-Auditor and staff are competent in using the system
5.1.5.16	To achieve 80% Compliance with the National Audit tool for Self-Insurers. Ongoing work completed to ensure continuous improvement. Actions completed this quarter?	Compliance audit completed by the regulators prior to the TMR Accreditation (usually 3 yrs). Independent audit completed annually
5.1.5.17	Continual improvement of the hazard risk register through identification of new hazards/risk and control measures. Number of reviews completed this quarter? N=.....	Number of improvements made to the register.
5.1.5.18	Support training and monitoring of use of councils WH&S and I-Auditor programs. Complete ongoing audit of all council work sites and new staff. Number of staff reviewed this quarter? N=.....	Hearing assessments for employees working in noisy environments completed
		At least 80% compliance with the National audit tool
		No breaches of WHS regulatory requirements
5.1.5.19	Ensure compliance with the Organisation's Drug and Alcohol policy and ongoing best practice. Record of testing completed and results to be reported to council. Number of tests conducted: outside workers / contractors/ office staff/ councillors. N=-.....	Reports provided to Council and MANEX in relation to the testing conducted
5.1.5.20	Support supervisors to be able to integrate mental health and wellbeing activities into worksites. Number of initiatives completed this quarter. N=.....	This are to be supported through weekly toolbox articles.
5.1.5.21	Using the tools from WorkSafe Queensland - develop a safe workplace mentality by initiating a Boulia Shire Council safety award. Seek nomination from BSC for the external JLT/LGW WorkSafe awards. Awards to be presented at the council meetings each quarter.	Team Safety award to be created and implemented

Action Code	Action Name	Performance Measure
5.1.5.22	Actively manage WH&S Risk by reviewing the Risk management Framework annually and identify third party or contractor groups to identify and manage risks. Sections reviewed this quarter?	Toolbox talks to include contractors and the framework and risks are reviewed as required

5.2 : It is clearly evident in how council does business

5.2.1 : Councils financial activities are monitored and managed well

Action Code	Action Name	Performance Measure
5.2.1.1	Monitoring of councils financial activities will be done via: *Long Term Financial Plan (QTC model) used for sensitivity analysis which can deliver impact of financial decisions made by council on current and future projects *Surepact project solutions which will provide current income and expenditure and progress on councils projects and contracts. *NextGen: councils transparent procurement model for quotes / tenders etc. Reporting to be completed along with the quarterly budget reviews.	Long term Financial plan developed in line with QTC format-reviewed.
5.2.1.2	The SynergySoft/Altus business solution (IT) which supports council is well supported and training is available to achieve best practice.	Continued rollout of modules with all staff trained and competent
5.2.1.3	Council funds are invested in accordance with legislative provisions and the Organisation's adopted Investment Policy. This is reported monthly to council.	Investments made in accordance with Investment Policy
5.2.1.4	Raise and recover Rates, Charges and other debtors on behalf of the functions of the Organisation and report on a monthly basis to council.	Rates and Annual Charges Levied by due date, user charges and other debtors raised and recovered effectively
5.2.1.6	The budget reviews, income and expenditure trends are to be completed quarterly and reported to the council through SynergySoft/Altus and Surepact..	Operational Plan (including Budget) adopted by 30 June each year
5.2.1.7	Ensure insurance records are kept secure and retrievable if required.	100% of insurances reviewed and maintained annually

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

Action Code	Action Name	Performance Measure
5.2.2.1	Quarterly Audit Committee meetings are called to review Financials, Internal and External Audit and Risk reviews and ensure council is performing in accordance with the Local Government regulations. Report delivered to council xx / xx /xxxx	Quarterly Audit Committee meetings are held four times per year to review Audit Plans, Draft Financial Statements, previous audit management responses and actions.
5.2.2.2	Internal and External Audits comments are recorded in Pulse software system and actioned.	Internal audit to be recorded on Pulse software for updating and permanent record
5.2.2.3	Implementation of actions set out in the Internal Audit Committee Action Plan are progressed and reported to council. Report done xx / xx / xxxx	Completion of all actions of the Internal Audit Committee Action Plan designated for completion in this financial year

5.2.3 : Financial accountability for new projects

Action Code	Action Name	Performance Measure
5.2.3.1	All projects over \$200k submitted to council for review must include ' whole of life costings'	All projects submitted have included whole of life costs. With PDF program used on projects over \$100K
5.2.3.2	New projects undertaken are created and completed through Surepact	
5.2.3.3	Procurement through Local Buy, Vendor panel and Next Gen to be reported for local content purchase 1/4ly to council (using ARC Blue system)	

5.2.4 : Transparency and accountability through management reporting

Action Code	Action Name	Performance Measure
5.2.4.1	Provision of key financial information to MANEX and Council- changes reported by exception.	Provision of budget information to staff

Action Code	Action Name	Performance Measure
5.2.4.2	Preparation and collation of the Annual Report document in conjunction with senior managers to ensure the important legislative requirements are met and the report is a sound representation of the council's achievement during the year. Action to be within one month after signing of Annual Financial Statements. Completed xx / xx / xxx	Annual report prepared with input from all senior managers and submitted to council within time frames.
5.2.4.3	Discharge Council's statutory financial reporting obligations by using the financial checklist provided by the Local Government Department.	Statements submitted to the Office of Local Government by 31 October each year Unqualified audit report

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

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

Action Code	Action Name	Performance Measure
5.3.1.1	Fees and charges reflect the industry norm and mark-up on goods is reflective of costs to council fro tourism operations..	Costs to visit our exhibition is reflective of other tourist attractions and minimal stock write off.
5.3.1.2	Depot workshop- percentage of 'downtime' for council plant and equipment - report submitted to the plant committee for review each quarter which includes the revenue and expense plant reports.	Limited downtime and minimal lost productivity.

5.3.2 : Optimise performance of council business units using available technology

Action Code	Action Name	Performance Measure
5.3.2.1	Closed Circuit Television network operations in the Shire are operational and checked on a regular basis with the contractor.	No breach of regulatory requirements in relation to operation of CCTV Operations

Action Code	Action Name	Performance Measure
5.3.2.2	Maintain and upgrade IT requirements and servers to ensure capacity is sufficient to meet business demands. Adequate licence renewals for current software. Bi-annual 3 Year Strategic ICT Plan reviews are carried out to ensure future solutions are fit for purpose and meeting the overall strategic direction of council ICT systems and solutions.	All current software renewed on schedule
5.3.2.3	Manage telephone and Ergon accounts and equipment and services to ensure we are not paying for unnecessary services. Actions which have been completed this quarter - reviews/ cancellations N=.....	Accounts paid, nil outages and plans are cost effective for council.

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

Action Code	Action Name	Performance Measure
5.3.3.1	Council is in receipt of the annual budget documentation ready to be adopted each year before the 30th June.	Budget preparation is timely and involves Executive team and department heads with bids for funding received from departments for consideration by council
5.3.3.2	Monthly and quarterly financial reports to council deliver information on variations to budget and enable decisions on long term financial impacts to be reviewed.	Work to complete budget commenced in Jan and two workshops held.

5.3.4: Implement good practice in managing and maintaining our assets

Action Code	Action Name	Performance Measure
5.3.4.1	The plant committee to complete reviews on plant usage making suggestion on turn over, purchase and replacement to achieve maximum value for money outcomes. This is to include risk assessments.	Plant purchases are within budget and plant is maintained within specified parameters to enable sound operations of the council.
5.3.4.2	Tourism attractions are managed sustainably through maintenance contracts; with future enhancements progressed as budgets permit	Management and maintenance manuals completed by consultant

Key Priority 6: Lifestyle and Community

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

Service Areas

Community planning and development

6.1 : Facilitate opportunities for community development

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

Action Code	Action Name	Performance Measure
6.1.1.1	Involvement in regional health programs to improve the live-ability of Boulia Shire through the Healthy Outback Communities Program	All meetings attended with reports completed back to council

6.1.2 : Assist local community groups and support local events

Action Code	Action Name	Performance Measure
6.1.2.1	Support functions and other activities, that can encourage community engagement	Council supports 'free to attend' functions where possible.

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

Action Code	Action Name	Performance Measure
6.1.3.1	Sport & aquatic centre provides benefits to the community, through its range of facilities	Facilities are open and usable for the public at least 95% of the year.

Action Code	Action Name	Performance Measure
6.1.3.2	Continue to provide Australia Post services for as long as this is required to be provided by council. Number of trained staff available including external relief. Number of days closed this 1/4.	Australia Post facility is operational with trained staff who are available

Key Priority 7: Our Team - Our People

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

Service Areas

Public assets and facilities, Libraries, Arts and cultural services, Sport and recreational engagement, Youth and indigenous development, Parks and recreational services, Sport and recreational facilities

7.1 : An accountable and innovative culture

7.1.1 : Support practices that develop a motivated and focused workforce

Action Code	Action Name	Performance Measure
7.1.1.1	Provision of WH&S information and awareness to operational staff at the commencement of field work or changes to the workplace. Toolboxes completed N=	JLTA audit is completed and a pass is achieved by the group.
7.1.1.2	Deliver accurate and timely processing of the payroll and associated reporting requirements	All payments to staff are delivered within time frames and without error
7.1.1.3	Record , preserve and protect employee records for payroll and human resource management	All employee records are up to date and secured electronically and have a backup paper file.
7.1.1.4	Recruitment and selection processes are transparent. Number of new recruits this quarter. Number of local employed Number of 'outsourced' staff.	The recruitment process is completed in a smooth and professional manner with documents provided that are up to date and relevant. All documentation is collected as required and saved electronically.
7.1.1.5	Mayor and or panel to complete annual review of the CEO	Chief Executive Officer review is reviewed against targets of Corporate and Operational Plans for progress.

Action Code	Action Name	Performance Measure
		The Chief Executive Officer review is completed against the targets in th Corporate Plan and the Annual Operational Plan for progress.
7.1.1.6	CEO to Complete performance reviews senior staff DWO, DCS, ECDM including WH&S and Mgr P&C	Performance reviews for the July-December period completed
7.1.1.7	Complete annual performance review of your employees for Works and Operations including WH&S compliance.	Reviews completed on anniversary.
7.1.1.8	Complete performance reviews and feedback to staff in Economic and Community Development, that meet corporate timetable. These are to address WH&S compliance	Reviews completed on anniversary
7.1.1.9	Complete performance reviews for your staff in Finance and Administration including WH&S compliance	Reviews completed on anniversary

7.1.2 : Keeping pace with technological changes in the workplace environment

Action Code	Action Name	Performance Measure
7.1.2.1.	Encourage the staff to utilise the Go1 training package to support staff to further their development in Local Government by the use of progressive programs and resources.	Courses sourced for staff so they are competent in the use of the systems used by council
7.1.2.2	Post Office training is up to date with compliance modules completed for all relevant staff. Overdue N=	
7.1.2.3	All compliance training is completed annually -Public Sector Ethics, Code of Conduct, Deed of Confidentiality and protected information disclosure (PID)	

7.2 : A great place to work

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

Action Code	Action Name	Performance Measure
7.2.1.1	Certified Agreement Staff Committees are encouraged to be formed in all areas of the council and to ensure employees have input into the group decisions.	Well balanced EBA supporting both staff and the council sustainability.
7.2.1.2	Boulia Certified Agreement options are enacted within payroll from the agreement 2023-2026. Annually in July wage increase.	Regular reviews of conditions being paid to staff

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

Action Code	Action Name	Performance Measure
7.2.2.1	All staff are aware of how to notify ideas/ complaints/suggestions. N=... ideas/complaints, suggestions this 1/4	Records of suggestions/ complaints/ issues to be kept. PID training to be part of training regime.
7.2.2.2	Assist the CEO in the development of a workforce strategy which includes an appropriate staff succession plan including training, attraction and retention	Workforce Plan developed in conjunction with all staff.

7.2.3 : Provide access to external support networks for emotional assistance

Action Code	Action Name	Performance Measure
7.2.3.1	Continue to provide the Employee Assistance program and support the local RFDS visits. Report on number of requests provided to council.	Quarterly reports on access to services received (no personal details) only the volume of access.

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

Action Code	Action Name	Performance Measure
7.2.4.1	The reporting of onsite and roadwork signage is correct and ensures safety of workers and the general public	Signage is in line with the job management plan and TMR requirements

Action Code	Action Name	Performance Measure
7.2.4.2	Develop a Noise register and commence testing of all plant and equipment which includes any noisy work environments.	All plant and equipment is scheduled to be tested at least once per year and recorded in the noise register.
7.2.4.3	Monitor heat/ humidity working conditions on road works when extreme weather is here. Number of tests and dates completed.	Fleet management system is used to monitor the productivity of the councils fleet which is reported to the plant committee and ManEx
7.2.4.4	Prepare for annual start up by reviewing training needs, booking trainers, complete an assessment sheet on awareness training, prepare PowerPoint delivery of WH&S	All staff complete refresher inductions, complete necessary training and confirmation of requirements to work for Bouliia shire such as licences and tickets.
7.2.4.5	Ensure I-Auditor tasks are set for Fire Safety drills for all permanent locations: Min Min Encounter, Library, Council Office, Depot, Sports and Aquatic centre, Stonehouse.	I-Auditor scheduled tasks have been set up for all areas and reported back to ManEx.
7.2.4.6	Complete swimming pool audit using WH&S RLSSA Aquatic facility safety checklist annually prior to pool opening	Audit of the checklist completion is done prior to pool opening / or primary use period..
7.2.4.7	All claims for compensation through LGW must be supported by a prior registered incident report in I-Auditor / Magic	Reporting of of incidents through I-Auditor is documented through ManEx via the WH&S officer.
7.2.4.8	Undertake Fire Warden training with staff using fire extinguishers. action completed xx / xx / xxxx	Annual training and demonstrations have been completed.
7.2.4.9	SWMS - any shortfalls identified to be updated in the risk management template.	All shortfalls recorded in the risk register and reviewed by ManEx
7.2.4.10	Undertake general inspections for overall safety and office lighting effectiveness.	Annual lighting survey completed.

7.3 : Living our values

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

Action Code	Action Name	Performance Measure
7.3.1.1	Full utilisation of our customer management system to enable confident staff able to attend to all customer enquiries and deal with priority situations	Annual Re-fresher training on customer service as required.
7.3.1.2	Workplace Health and Safety - Staff continue to achieve minimum standards and reporting functions to achieve a safe workplace and TMR accreditation.	External audit obtains an above 70% pass mark

7.4 : Develop new employment opportunities

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

Action Code	Action Name	Performance Measure
7.4.1.1	Liaise with training organisations who can provide trainees with support and encouragement. Research opportunities for training growth within the council. Training opportunities this quarter	All trainee positions offered and filled
7.4.1.2	Regular communication with Job Network provider to ensure the continued opportunity for trainees to work with the council.	New opportunities identified when grant funding supports this

Key Priority 8: Leadership

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

Service Areas

Public assets and facilities, Libraries, Community planning and development, Arts and cultural services, Grant funding, Land development, Project design and management, Sport and recreational facilities

8.1 : *Genuine community engagement*

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

Action Code	Action Name	Performance Measure
8.1.1.1	Annual community meeting after following the end of year financial results are released in coordination with the Finance Manager	Meeting held within 3 months after the final results are released
8.1.1.2	Scheduled information is provided to the community through a range of publications/ updating of Website, Channel Country Chatter, e-mail blast, monthly hot spot and Facebook	Verbal feedback, monitored visits through Facebook.
8.1.1.3	Council meeting dates listed on the web site and in the Channel Country Chatter	Council meeting dates notified and Business agenda and minutes loaded onto web site.

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

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

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

Action Code	Action Name	Performance Measure
8.1.3.1	Twelve ordinary Council meetings are held each year with two special budget meetings and two planning session days.	All meetings attended by all Councillors.
8.1.3.2	Representation at all elected meeting groups supporting Boulia initiatives- Camel Races, School, Boulia Community, Support, Rodeo, Campdraft etc.	Reports received from attendees at the meetings presented to council for information.

TITLE:	2025 National General Assembly	DOC REF: 11.2.5
REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 18/02/2025

CORPORATE PLAN REFERENCE:

Key Priority 8: Proactive and responsible leadership
8.2: Strong representation
8.2.1: To represent and collectively make decisions to benefit the entire community
8.2.2: Develop and maintain partnerships with regional organisations

RISK MANAGEMENT:

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

PURPOSE:

To advise Council of the 2025 National General Assembly details and seek confirmation of which Councillor/s are to attend.

CONTENT:

The National General Assembly (NGA) is an important national event on the local government calendar. It:

- *“is the premier national gathering of local governments, and provides councils with the opportunity to come together, share ideas, debate motions, and most importantly unite and further build on the relationship between local government and the Australian Government.”*
- *“has built the profile of local government on the national stage, showcased the value of councils, and most importantly demonstrated – particularly to the Australian Government – the strength and value of working with local government to help deliver on national priorities.”*

The 31st NGA will be held 24-27 June 2025 in Canberra and will also incorporate the Regional Cooperation and Development Forum. The theme for 2025 will be “National Priorities Need Local Solutions” and will have a focus *“on the key role that we all play delivering local-place based initiatives that help address our nation’s big challenges”*.

The event is an ideal opportunity for Councillors to represent the Bouliia Shire in the national arena and make and develop key contacts. Traditionally only the Mayor has attended, however, Council may wish to consider additional Councillor attendance this year to work towards further strengthening our representation.

NGA early bird registration costs are \$975 per person (available until 23 May, \$1095 per person thereafter). This cost includes:

- Access to all Assembly Sessions
- Access to the Exhibition Hall
- General Assembly Satchel
- Catered Morning Tea, Lunch & Afternoon Tea

- Welcome Reception & Exhibition Opening
- General Assembly Handbook and Materials

The Regional Forum is an additional \$275 per person (when attending the NGA also). Cost of return flights to Canberra, accommodation (possibly six nights minimum allowing for travel also) and meals outside of the conference would also apply.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: 2024-2025 Budget

RECOMMENDATION:

That Council consider attendance at the 2025 National General Assembly and nominate which Councillor/s are to attend so early bookings can be made.

ATTACHMENTS: Nil

Chief Executive Officer	Ms Lynn Moore
-------------------------	---------------

TITLE:	New Agreement for the CUC MOU	DOC REF: 11.2.6
REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 18/02/2025

CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment
 1.3: Boulia Shire to have active inclusive communities
 1.3.1: Partner with relevant organisations to support educational opportunities for the shire

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 provide Council with a copy of the proposed MOU between CUC RAPAD CWQ and Boulia Shire Council for consideration.

CONTENT:

At the May 2024 Ordinary Council meeting, Council resolved to become a member of the CUC RAPAD and establish a Regional University Study Hub in Boulia.

The purpose of CUC RAPAD is to establish and operate a Regional University Study Hub (RUSH) in the Central Western Queensland (CWQ) region. It is an innovative model developed in collaboration with the seven local governments of CWQ, operating under the Remote Area Planning and Development Board (RAPAD), and the Country Universities Centre (CUC).

The aim of CUC RAPAD is to provide educational support to a large and remote region of inland Australia. It is intended to demonstrate how a remote, low population RUSH model can be successfully established and operated in CWQ, with the potential to be scaled into other similar regions across Australia.

The resolution made at the May 2024 Ordinary Council meeting also confirmed:

- That the Council nominates the Mayor to act as Director of the proposed CUC RAPAD in a similar capacity as the current Directorship of RAPAD.
- That the Burke Street Hall be confirmed as the location for future training opportunities for the local community as an ‘inkind’ contribution to the project for community advancement.

Since this time, the project has been progressing and attached to this report is a copy of the Memorandum of Understanding (MOU) proposed to be made between Boulia Shire Council and Country Universities Centre RAPAD Central Western Queensland.

CONSULTATION:

CUC Centre Manager, Liza Cameron

GOVERNANCE IMPLICATIONS:

Inkind contribution of Burke Street Hall facility.

RECOMMENDATION:

That Council endorse the Memorandum of Understanding (MOU) between Boulia Shire Council and Country Universities Centre RAPAD Central Western Queensland, as attached to the 'New Agreement for the CUC MOU' report, for a Regional University Study Hub in Boulia.

ATTACHMENTS:

1. CUC RAPAD CWQ Boulia Shire Council MOU [11.2.6.1 - 3 pages]

Chief Executive Officer	Ms Lynn Moore
-------------------------	---------------



BOULIA SHIRE COUNCIL



MEMORANDUM OF UNDERSTANDING

Boulia Shire Council

and

Country Universities Centre

RAPAD Central Western Queensland

Memorandum of Understanding

Between Boulia Shire Council ABN 20 492 088 398 (**'the Council'**)
And CUC RAPAD Central West Queensland Ltd ABN 25 678 233 166
(**'CUC RAPAD CWQ'**).

Background

CUC RAPAD CWQ has successfully obtained funding under the Commonwealth Regional University Study Hub Program to establish and operate a facility at Boulia. The Council own the Facility, and this MoU provides the arrangements and understanding under which CUC RAPAD CWQ will occupy the Facility.

Agreed Provisions

1. Facility

CUC RAPAD CWQ will have primary use of the designated areas for the purposes of meeting its objectives and commitments under the Commonwealth's Regional University Study Hub Program.

CUC RAPAD CWQ will maintain and operate the Facility, providing swipe card access and CCTV monitoring for adult learners during non-staffed hours, from at least 7:00 am until 10 pm. These access hours may be adjusted to better meet community needs, subject to mutual agreement between both parties.

Access for secondary school student activities will be allowed only under the supervision of a CUC Learning Support Advisor, a CUC staff member, or another designated supervising adult. Any requests for access by secondary school students outside these supervised hours will be considered individually on a case-by-case basis.

The following areas will be dedicated to CUC RAPAD CWQ staff and student usage, although other uses will be permissible under prior arrangement: The building known The Burke Street Hall, located at 29 Herbert Street, Boulia.

The room may be used by Council and Community Groups from time to time to conduct meetings, however, the primary purpose of the Room will be to act as a dedicated CUC Study Hub.

2. Term of Arrangement

This MoU will be for an initial term from the date of execution until 30 June 2027. The Council and CUC RAPAD CWQ agree to meet and discuss facility arrangements beyond 30 June 2027 subject to further funding being available to continue operating in the location.

3. Facility Payment

In consideration of the dedicated and shared usage of the Facility including utilities, CUC RAPAD CWQ will pay to the Council a fee of \$6000 plus GST per annum payable within 28 days of receiving an invoice from the Council in respect of each period of July to December and January to June during the term of occupation by CUC RAPAD CWQ. The first Invoice will be issued for the January to June 2025 period and paid by CUC RAPAD CWQ on receipt.

4. Connectivity and Security

CUC RAPAD CWQ agrees to provide its own security arrangements, technology and furniture where required. However, if the Council provides services or equipment in respect of these matters then CUC RAPAD CWQ may provide the Council an agreed amount.

5. Insurance

CUC RAPAD CWQ will maintain public liability insurance to the value of at least \$20 million. CUC RAPAD CWQ agrees to indemnify and hold harmless CUC staff from any claims, damages, or expenses arising from User's use of the facilities.

The Council agrees to maintain building insurance over the Facility. CUC will maintain insurance for their contents.

6. Termination

The parties intend this MoU to apply for the period of Commonwealth funding (until 30 June 2027). However, if unforeseen circumstances arise then either Party may terminate this MoU on 90 days' notice. Upon termination or expiration, CUC RAPAD CWQ must vacate the premises, return all keys or access cards, and leave the facilities in a reasonable condition having regard to the condition of the facilities at the commencement of this MoU. If the Council terminates this MoU and CUC RAPAD CWQ is materially in compliance with its obligations, or the facility is materially damaged or destroyed, then both parties will to their best endeavours find a new premises as soon as reasonably possible.

Signed as an agreement

Signed for and on behalf of CUC RAPAD Central West Queensland Limited ABN 25 678 233 166:

ANTHONY CHARLES RAYNER

Name

CHAIR – CUC RAPAD CWQ

Position

Signed for and on behalf of the Council:

Name

Position

TITLE:	Manager - People & Culture - January 2025	DOC REF: 11.2.7
---------------	---	---------------------------

REPORT BY:	Rebecka Britton Manager People and Culture	DATE: 1318/02/2025
-------------------	---	------------------------------

CORPORATE PLAN REFERENCE:

Key Priority 3: Economic Development - A sustainable local economy
 3.1: Facilitate employment and investment opportunities
 3.1.1: Encourage a diverse supply of housing affordability and choices
 3.1.2: Council owned housing is managed, is affordable, and which is suitable to meet demands

Key Priority 7: Valuing our greatest asset – people
 7.1: An innovative culture
 7.1.1: Adopt employment practices that develop and support a motivated and focused workforce
 7.1.3: Ensure the workforce is adequately trained and staff have access to development programs and continually support Workplace, Health and Safety practices

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To provide Council with an update of the activities of the Manager – People & Culture for the month of January 2025.

CONTENT:

HOUSING

Occupancy

Houses	All houses are occupied (see note)
Melrose Units	All units are occupied
47 Pituri Units	All units are occupied
58 Pituri Units	5/6 are leased. Balance of units are vacant/allocated to contract staff
61 Moonah Units	2 units occupied, 1 awaiting maintenance

Note – one house has been vacated by a staff member but is unable to be tenanted until upgrades are undertaken.

Capital Upgrades

Capital works are being undertaken on housing stock on a planned/project basis with Tonkies Carpentry/Nortons Fencing.

Asset Management Plan

Investigating options for Asset Management Plan as current plan is due to expire in 2025. Shepherd Services have been engaged to undertake.

Note – It will be part of the process that all houses are assessed/measured in current conditions to ascertain accurate reflection of costs to enhance standard. This will be communicated to tenants and tenants will be given significant notice. Bouliia Shire Council staff member to escort contractors.

New Residential Estate – Executive Staff Housing

Develop initial concept to put forward for future project development/tender in consultation with DWO.

HUMAN RESOURCES

Available Positions

- Currently advertising for casuals across the organisation
- Depot Administration – Permanent Part Time
- Recreation, Sport & Wellbeing Officer (not advertised as yet)
- Chief Executive Officer – closes 17/2/2025
- Casual – Town Services

Recent Engagements

- RCM – Multi Skilled Plant Operator
- Temporary Finance Manager – commencing 24/2/2025

LEARNING & DEVELOPMENT

- Fee Free Tafe options made available to staff
- UNISA Workforce Culture Survey to be undertaken early 2025 – has been sent out to all employees

PEOPLE & CULTURE - MISCELLANEOUS

- Nil to report

CONSULTATION: CEO – Lynn Moore

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Manager – People & Culture January 2025 report is received for information.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer
--

Ms Lynn Moore

TITLE:	WHS Report January 2025	DOC REF: 11.2.8
---------------	-------------------------	---------------------------

REPORT BY:	David Parker Workplace Health and Safety Officer	DATE: 14/02/2025
-------------------	---	----------------------------

CORPORATE PLAN REFERENCE:

Key Priority 7: Valuing our greatest asset – people

7.1: An innovative culture

7.1.1: Adopt employment practices that develop and support a motivated and focused workforce

7.1.3: Ensure the workforce is adequately trained and staff have access to development programs and continually support Workplace, Health and Safety practices

Key Priority 7: Valuing our greatest asset – people

7.2: A great place to work

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

LGW (TMR Audit requirements)	<ul style="list-style-type: none"> • Sustainability work being done on the ongoing audit upkeep will now be reported here in line with the Audit Rectification Plan. • Continuing to work on Pulse and keeping Audit and reporting up to speed.
Toolbox talks/ Presentations	<p>Toolbox talks have recommenced – first one for the year was held on Monday 10 Feb.</p> <p>Hep B Vaccinations, Upcoming Projects, Training were all discussed and a video on Driver Aware – know your vehicle’s safety equipment.</p>
Compliance and Education	<ul style="list-style-type: none"> • Present WHS actions/issues/iAuditor/Audit Rectification Plan to ManEx meetings weekly. • Face-to-face Inductions: 0 • Online Inductions: 3 • Start Up was held on Jan 20/21 for all Council employees. Guest Presenters: Mental Health Central West, RFDS, Diabetes Australia, Danger Sun Overhead. Pitta Pitta Community conducted heritage training for all Council staff and all road working contractors. • Emergency (Fire Warden) Training conducted by Chubb Security and Fire – 9 staff attended and are now qualified.

Assistance to Staff/ Contractors/ Compliance	<ul style="list-style-type: none"> • CWO/Flood Damage Foreman tasked to check contractor compliance via iAuditor. • Schedule regular alerts and inspections in iAuditor for relevant staff to perform (alerts sent out weekly to assigned staff/managers). 		
Near Misses, Incidents and issues	Total iAuditor WHS actions/issues since last Council meeting: <ul style="list-style-type: none"> • Near Miss – 0 • Hazards – 0 • Damage – 1 • Incidents – 0 		
Category	Description	Site	Outcome
Hazards	Nil		
Damage	1		
Incidents	Nil		
Works in Progress	<ul style="list-style-type: none"> • Weekly consultation with DWO and supervisors on current and upcoming projects and what is required from a WHS perspective. • Regularly monitor the Boulia Shire Council Hazard Risk Register. • Continue to upload evidentiary documents from iAuditor and hard copy documents into Magiq (our document retention software) and Pulse (linked to WHS Plan) to ensure they are available for regulatory compliance checks (Docs uploaded weekly - LGW SMS, iAuditor reports from ManEx meetings). • MindRazr digital health and wellbeing platform being rolled out to all Council staff. All staff now have access and has been promoted at Toolbox meetings. • iAuditor checklist for Event Preparation – completed 30 days out, COMPLETED. • iAuditor – site visit checklist being created. • Start Up Agenda 100% complete. 		
Identified future work required and/or improvement areas	<ul style="list-style-type: none"> • LGW - to review the Rectification Plan. 		
Training Required	<ul style="list-style-type: none"> • Destroy Animals Humanely training being conducted in March. 		

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Workplace Health and Safety Report for January 2025 be received for information.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
--	---------------

TITLE:	Policy Review - Heat Stress Policy	DOC REF: 11.2.9
---------------	------------------------------------	---------------------------

REPORT BY:	David Parker Workplace Health and Safety Officer	DATE: 18/02/2025
-------------------	---	----------------------------

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

RISK MANAGEMENT:

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

PURPOSE:

Regular review of Council policies ensures that Council maintains an up-to-date guide for staff to refer to in the day-to-day management of the Council. This report deals with the review of policy 160 – Heat Stress Policy.

CONTENT:

Boulia Shire Council is committed to achieving and maintaining a work environment which promotes and protects the health, safety and welfare of all staff, contractors and visitors. In 2022 Council adopted a Heat Stress Policy to guide staff on identifying and taking action against Heat Stress. The policy is now due for review, and was found not to require any changes other than to transfer the content into the new Council branded template. A copy of the policy is attached for Council’s review.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

Policies must be consistent with any relevant guidelines and legislation as issued.

RECOMMENDATION:

That policy 160 Heat Stress Policy as presented, be adopted.

ATTACHMENTS:

- Heat Stress Policy 160 edited [**11.2.9.1** - 12 pages]

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
--	---------------



BOULIA SHIRE COUNCIL

Heat Stress Policy

Category:	Policy
Policy Number:	160
Document Version:	1.0.1
Obsolete Version:	n/a Version 1 adopted 21 January 2022
Keyword Classification:	Heat Stress
Summary:	The Boulia Shire Council recognises its obligations and responsibilities and is committed to achieving and maintaining a work environment which promotes and protects the health, safety and welfare of all staff, contractors and visitors, safeguards the natural environment, and ensures the delivery of quality products and services to all customers.
Adoption Date:	
Resolution:	
Due for Revision:	Every three years or as required by legislation
Revision date:	
Date revoked:	n/a
Related documents:	Nil
Responsible Section:	Executive
Responsible Officer:	Workplace Health and Safety Advisor
Legislation:	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Codes of Practice Regulations and Policies under the EP Act

TO SUPPORT THIS POLICY, COUNCIL WILL:

- Develop & implement an effective system to encompass all operational functions, which protects the health, safety and welfare of all people affected by our workplace activities by identifying, assessing, eliminating where possible and controlling all hazards arising from our work activities; a measurement of achievement will include a higher percentage of hazards corrected against those outstanding for a specified period;
- Reduce the incidence of lost-time injuries, environmental damage and product non-conformance by applying pro-active risk management and injury prevention techniques and control systems in the planning, implementation & review of workplace activities;
- Create a culture of commitment to the principles of continuous improvement & to strive for the achievement of best practice standards by consulting with, and involving employees and contractors in the development, implementation and review of health, safety, environmental and quality management programs; progress of monthly action plans will aid in determining achievement of these objectives, for example higher percentage of monthly actions completed compared to percentage of monthly carry over items;
- Maintain effective hazard, incident, and non-conformance reporting and analysis, to protect staff, contractors, visitors, customers and the environment, and to provide adequate mechanisms for reviewing the effectiveness of these measures;
- Provide adequate resources to ensure that our health, safety, environmental and quality objectives are being achieved, and that our performance is regularly reviewed as part of our continuous improvement process, to this end results obtained in audits or annual WHSA assessment reports will be utilised as a performance indicator.

COUNCILLORS AND EXECUTIVE OFFICERS HAVE AN OBLIGATION TO:

Please refer to our safe plan work health and safety procedure WH&S obligations and responsibility statements

SUPERVISORS AND TEAM LEADERS HAVE AN OBLIGATION TO:

- Observe, implement & fulfil their responsibilities under the relevant Acts & Regulations, and will ensure compliance with Codes of Practice, and the WHSE&Q Management System and programs;
- Adopt a risk management approach in consultation with staff to determine the risks associated with identified workplace hazards, and implement appropriate controls to protect the health & safety of staff, contractors and visitors;
- Encourage pro-active staff participation & contribution to the decision-making processes of WHSE&Q matters affecting them at work, including the identification, assessment & control of workplace risks.

EMPLOYEES, CONTRACTORS AND VISITORS HAVE AN OBLIGATION TO:

- Carry out their activities in accordance with all WHSE&Q management system policies, programs, procedures & standards;
- Report any unsafe conditions or practices, injuries, accidents, incidents and non-conformances which come to their attention, and provide feedback on any matters which may affect WHSE&Q performance.

COLLECTIVELY, WE WILL:

- Comply with or exceed the spirit and intent of the *WHS Act*, *Environmental Protection Act*, and other relevant statutory requirements, Australian Standards, codes of practice, guidance notes, and industry standards, and commit to the Continuous Improvement process;
- Develop & implement Standard Work Procedures which address and promote health, safety, environmental & quality assurance issues, in consultation with relevant employees and other identified stakeholders;
- Establish & maintain a physical work environment which does not adversely affect the health & safety of employees, contractors, visitors or the natural environment, by implementing a risk management approach and eliminating or controlling risks;
- Undertake regular training in the areas of Workplace Health & Safety, Environmental Management & Quality Assurance applicable to our duties, to assist us in achieving 'best practice' standards in all facets of our operations, and promote our WHSE&Q policy and programs to all contractors & visitors;
- Encourage, support and commit to the rehabilitation of injured staff through established rehabilitation and injury management procedures;
- Maintain & comply with reporting requirements for all accidents, incidents, hazards/risks & non-conformances, and where appropriate, participate in the analysis and corrective action of such events.

RADIANT TEMPERATURE:

Workers need to maintain a constant body temperature if they are to stay healthy. Working in high radiant temperature locations will induce heat stress when more heat is absorbed into the body than can be dissipated out. Heat illness such as fainting from heat stress, heat exhaustion, prickly heat, or heat cramps are visible signs that Council workers are working in an unsafe working environment. This policy includes all workers but aimed more directly at workers who have direct exposure to the radiant heat. (Example, labourers, traffic controllers).

In the most severe cases, the body's temperature control system breaks down altogether and your body temperature rises rapidly. This is heat stroke, which can be fatal. It is important for all workers to be able to recognise the symptoms and be able to provide basic first aid to workers who maybe suffering from heat related illnesses.

Some Symptoms that Indicate Heat Stroke include:

- The person stops sweating.
- Skin can be pink, warm and dry, or cool and blue.
- High body temperature above 39 degrees Celsius.
- Cramps.
- Pounding, rapid pulse.
- Headache, dizziness and visual disturbances.
- Nausea and/or vomiting.
- Clumsiness or slower reaction times.
- Disorientation or impaired judgement.
- Irritability and mental confusion.
- Collapse, seizures and unconsciousness.
- Cardiac arrest. Can be characterised by unconsciousness, stopped breathing and no pulse.

Some Warnings Signs of Heat Exhaustion are:

- Clammy Skin;
- Rapid Pulse;
- Confusion;
- Vomiting and or Nausea;
- Light headedness;
- Weakness;
- Fainting;
- Irritability;
- Slurred speech;
- Fatigue;
- Loss of concentration.

Is there an upper temperature limit at which workers should stop work?

There is no agreed temperature limit for working outdoors however, under Section 19 of the *WHS Act*, Council has an obligation to ensure the health & safety of workers whilst at work. If workers are suffering from any of the above symptoms, then workers need to immediately cease work and seek first aid.

The responsible supervisor on site must immediately commence a full review of the working environment to determine whether the illness has been caused by an increase in radiant temperature at the site. In the event any worker/s has been identified as being at risk, seek medical advice about a person's fitness for work in hot environments if you know they have predisposing medical conditions.

Where preventive action to address radiant heat hazards is not implemented and monitored, the *WHS Regulation* under Section 28, 40 (F) and 314, clearly identifies what penalties can be imposed if workers are placed at risk at the workplace by various types radiant heat hazard/s impacting the work environment.

What helps to prevent heat stress?

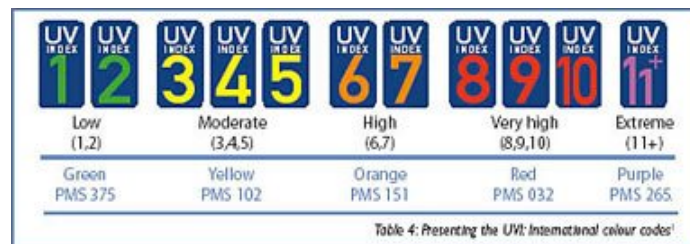
It is more difficult for Council to control an increase in radiant temperature conditions for outdoor work, than for indoor work. However, if work has to be done outdoors then Council, through its responsible managers and supervisors, takes the necessary steps to implement safe systems of work to prevent the exposure of workers to radiant heat related hazard/s.

These may include:

- Providing canopies or awnings over sections of the site where work is currently being carried out to shield workers from the ultra-violet rays of the sun, as well as from the direct heat of the sun.
- Ensuring sufficient suitable drinking water is available at all sites.

Providing regular rest breaks:

- When radiant temperature UV Index increases pass 5 rating (See chart below) consideration for a ten minute break every hour, in a cooler area, helps the body to cool off, especially where the work is hard, physical work. The length of the break should be increased if the temperature and radiant heat is very high.
- Workers who are required to work out in the sun continue to regularly monitor radiant heat conditions via the SunSmart phone App (Free download apple and google stores) that provides regular updates during the day on UV radiations. The information available from the app will assist Managers/Supervisors/Workers to make decisions whether to continuing to work in the weather conditions is placing workers at risk of heat related illnesses.



UV Index	Suggested Actions
0 to 2	You can safely enjoy being outside!
3 to 7	Seek shade during midday hours! Slip on a shirt, slop on sunscreen and slap on hat!
8 plus	Avoid being outside during midday hours! Make sure you seek shade! Shirt, sunscreen and hat are a must!

- Provide shaded areas located as near as possible to the work area where work is being done, the nearer the shade, the more likely it is to be used by workers.
- Provision of cool, not cold, water. Frequent small drinks of cooled water will help replace the water lost to your body through sweat, before dehydration begins. This is better than infrequent large drinks. Again, the cool water supplies should be near each working position, to encourage frequent drinks. Large drink vessels distributed through the site to supplement the hard-wired water coolers will also be a requirement in hot weather.

Alcoholic drinks should not be taken - as replacement fluids. Alcohol stimulates the body to eliminate fluids, and will increase your risk of dehydration. For example, if you drink one can of beer, you will lose more than that volume of urine.

Salt tablets should not be taken - more water will be required by the body to help it get rid of the salt - this will increase the amount of work the kidneys must do and increase the risk of dehydration. Salt tablets also increase the risk of high blood pressure. Drinking water will not give you stomach cramps, as some people believe.

What action should be taken if someone has symptoms of heat stroke?

Symptoms (not all will be present):

- The person stops sweating.
- Skin can be pink, warm and dry, or cool and blue.
- High body temperature above 39 degrees Celsius.
- Cramps.
- Pounding, rapid pulse.
- Headache, dizziness and visual disturbances.
- Nausea and/or vomiting.
- Clumsiness or slower reaction times.
- Disorientation or impaired judgement.
- Irritability and mental confusion.
- Collapse, seizures and unconsciousness.
- Cardiac arrest. Can be characterised by unconsciousness, stopped breathing and no pulse.

First aid for heat stroke:

- Call 000 and if possible evacuate by ambulance immediately.
- Ensure that the ambulance is updated if the worker experiences seizures or becomes unconscious.
- If cardiac arrest occurs follow DRSABCD action plan (see Appendix A)
- Move the worker to a cool place with circulating air.
- Remove unnecessary clothing, including PPE.
- Loosen tight clothing.
- Cool the worker by splashing room temperature water on their skin or sponging their skin with a damp cloth.
- Make a wind tunnel by suspending sheets around, not on, the worker's body. Use a fan, or manually fan with a towel, to direct gentle airflow over the worker's body.
- Apply cold packs or wrapped ice to the worker's neck, groin and armpits.
- If the worker is fully conscious sit them up to facilitate drinking and provide cool – not cold – fluid to drink.
- Provide an electrolyte solution with sugar. Do not attempt to give oral fluid if the worker is not fully conscious.
- Shivering is an automatic muscular reaction which warms the body. It will make the body temperature rise even further. If the worker starts shivering, stop cooling immediately and cover them until they stop. Once they have stopped recommence first aid treatment.

What actions should be taken if someone has symptoms of heat exhaustion?

Lower Body Temperature:

- Relocate the affected worker to a cooler area (for example, an air-conditioned shed, first aid room).
- Remove excess clothing (hard hat, boots, and shirt).
- Attempt to lower the body temperature by cool shower, water misting the body, applying cool compresses.
- Shivering is an automatic muscular reaction which warms the body. It will make the body temperature rise even further. If the worker starts shivering, stop cooling immediately and cover them until they stop. Once they have stopped recommence first aid treatment.
- Rehydrate, if the worker is fully conscious sit them up to facilitate drinking and provide cool – not cold – fluid to drink.
- Monitor the worker and seek medical advice/assistance if there is no improvement or the first aider is in doubt.

Workplace action to prevent heat stress:

- Site supervisors to regularly check with workers exposed to high temperatures, if they find conditions too hot or have any heat stress symptoms, implement all necessary first aid processes to control the radiant temperature heat hazard.
- In hot environments, to determine appropriate exposure levels to high temperatures, management should consider measuring and recording the temperature from the start of November to the end of February each year, preferably with an automatic Wet-Bulb Globe temperature instrument.
- Use the information from the Wet-Bulb Globe temperature instrument to determine the exposure levels of severe weather event to determine what actions must be taken to protect workers at that site
- Ensure all workers or supervisor report incidents of high temperatures and symptoms suffered onto the incident reporting form.
- Wherever possible negotiate exposure reduction by frequent rests away from the source of heat and job rotation, changing working hours to start early etc.
- Ensure the provision of suitable clothing and footwear - clothing which increases body heat or prevents sweat evaporating is not suitable (for example, nylon).
- Ensure all workers received information, instruction and training on the need for adequate water, recognition of heat symptoms, acclimatization to heat, and exposure build-up for new workers after holidays and types of work which increase exposure to radiant temperature heat hazard.
- Ensure that first-aiders and workers are trained in the recognition of heat symptoms and first aid treatment of heat stress.
- Hold regular toolbox or pre-start to discuss severe weather conditions and agreed controls measures.

WHS does not have a specific standard that covers working in hot environments. Nonetheless, under the *WHS Act*, employers have a duty to protect workers from recognized serious hazards in the workplace, including heat-related hazards. Workers new to outdoor jobs are generally most at risk for heat-related illnesses.

Wet Bulb Globe Temperature (WBGT) is a measure of heat stress caused by a variety of factors and is often referred to as Environmental Heat. Environmental heat is more than just temperature and is a combination of four factors:

1. Air temperature.
2. Humidity. High relative humidity makes it difficult for the body to cool itself

- through sweating.
3. Radiant heat from sunlight or artificial heat sources such as furnaces.
 4. Air movement. In most situations, wind helps workers cool off.

All of these factors contribute to the heat stress perceived by the body while subject to the conditions in question and an environmental heat assessment should account for all of these factors. **The recommended measurement of environmental temperature is by the use of WBGT meters to monitor and measure workplace environmental heat.**

WBGT meters contain three different thermometers:

- A dry bulb thermometer to measure the ambient air temperature.
- A natural wet bulb thermometer to measure the potential for evaporative cooling.
- A black globe thermometer to measure radiant heat.

WBGT has important advantages over other environmental heat measurements. One major advantage is that WBGT accounts for all four major environmental heat factors — temperature, humidity, radiant heat, and wind. In contrast, standard thermometers only assess one factor (air temperature).

Workplace environmental heat should be measured on-site using WBGT meters. Use of heat index is a less desirable substitute. While local weather reports based on meteorological data from observation stations can be useful, the readings from these stations may not reflect the conditions at the specific worksite. Heat conditions at the worksite may be different for multiple reasons, from cloud cover and humidity to local heat sinks. The potential error increases with distance from the weather station.

In addition to possible distance-based errors, weather reports can be inaccurate if the worksite has features that affect heat conditions. These features include:

- Indoor work — A weather report cannot gauge conditions inside a building.
- Direct sunlight — Weather services measure temperature and Heat Index in the shade. Work in the sun may be considerably hotter. Direct sunlight can increase Heat Index by up to 7.5°C.
- Heat sources — Weather reports cannot account for the heat generated by fires, hot tar, hot equipment or heat-absorbing surfaces such as roads and roof surfaces.
- Wind blockage — Some worksites may be hotter than surrounding areas because of structures that block air movement; e.g., trenches, enclosed spaces.
- Reflective material — Water, metal, or other materials can reflect sunlight onto workers.

At worksites, with the above features, weather reports are unlikely to provide accurate estimates of environmental heat. Employers should use an on-site measurement such as WBGT.

To prevent a hazardous combination of environmental and metabolic heat, **employers should be aware of workers' activity level.** Workload can be classified as light, moderate, heavy, or very heavy.

- **Light:** Sitting or standing with minimal arm and leg work.
- **Moderate:** Continuous modest intensity, such as light pushing/pulling or normal walking.
- **Heavy:** Intense upper body work such as carrying loads or sawing.
- **Very heavy:** Intense activity at an almost maximum pace.

Examples of Work at Different Intensity Levels:

Light work:

- Operating equipment
- Inspection work
- Walking on flat, level ground
- Using light hand tools. However, this may be moderate work depending on the task
- Travel by conveyance

Moderate work:

- Jack-leg drilling
- Installing ground support
- Loading explosives
- Carrying equipment/supplies weighing 10–20 kgs
- Using hand tools (shovel, hoe, crowbar) for short periods

Heavy/very heavy (maximum pace) work:

- Climbing
- Carrying equipment/supplies weighing 20 kgs or more
- Installing utilities
- Using hand tools (shovel, hoe, crowbar) for extended periods

Heavy and very heavy work carry the highest risk of heat-related illness.

Estimating each worker's workload is important. More protections are necessary for workers who do intense labour (e.g. activities that elevate a worker's heart rate and respiration rate through exertion). These workers should be given frequent rest breaks and work should be scheduled in the cooler part of the day. When in doubt about a worker's physical activity level, assume a higher workload.

To assess if heat stress is too high, employers should consider the job, the environment, and the worker.

1. First estimate the workload as shown above.
2. Next measure the environmental heat using WBGT or a similar method.
3. If the worker is wearing clothes or protective equipment that can impair heat dissipation, then add clothing adjustment factors to the measured WBGT. This process yields an "effective WBGT."
4. Determine whether the worker is acclimatised to heat or not. In general, assume that workers are not acclimatised if they have been doing the job for less than 1-2 weeks.
5. Use the following tables to determine whether the total heat stress is hazardous.

A sustained environmental heat exceeding 35 °C is likely to be fatal even to fit and healthy people as at this **temperature** our bodies switch from shedding **heat** to the environment, to gaining **heat** from it.

The heat index is the body's sensation of heat caused by the combination of air temperature and humidity and is the reverse of the "wind chill factor".

Use the chart below to assess the potential severity of heat stress:

- Across the top of the chart, locate the **AIR TEMPERATURE,**
- Down the left side of the chart, locate the **HUMIDITY.**
- Follow across and down to find the **HEAT INDEX.**

		Air Temperature (°C)										
		21.1°	23.9°	26.7°	29.4°	32.2°	35°	37.8°	40.6°	43.3°	46.1°	48.9°
Humidity	Heat Index											
	0%	17.8°	20.5°	22.8°	25.6°	28.3°	30.6°	32.8°	35°	37.2°	39.4°	41.7°
	10%	18.3°	21.1°	23.9°	26.7°	29.4°	32.2°	35°	37.8°	40.6°	43.9°	46.7°
	20%	18.9°	22.2°	25°	27.8°	30.6°	33.9°	37.2°	40.6°	44.4°	48.9°	
	30%	19.4°	22.8°	25.6°	28.9°	32.2°	35.6°	40°	45°	50.6°		
	40%	20°	23.3°	26.1°	30°	33.9°	38.7°	43.3°	50.6°			
	50%	20.6°	23.9°	27.2°	31.1°	35.6°	41.7°	48.9°				
	60%	21.1°	24.4°	27.8°	32.2°	37.8°	45.6°					
	70%	21.1°	25°	29.4°	33.9°	41.1°	51.1°					
	80%	21.7°	25.6°	30°	36.1°	45°						
	90%	21.7°	26.1°	31.1°	38.9°	50°						
100%	22.2°	26.7°	32.8°	42.2°								

HEAT INDEX	HEAT STRESS RISK WITH PHYSICAL ACTIVITY AND/OR PROLONGED EXPOSURE
32.2°-40°	Heat cramps or heat exhaustion possible Modify work practices - take water breaks every 15 to 20 minutes.
40.6°-51.1°	Heat cramps or heat exhaustion likely. Heatstroke possible Modify work practices - frequent (every 15 minutes) water and rest breaks.
51.7°+	Heat stroke highly likely Recommend NO WORK!

This Heat Index chart is designed to provide general guidelines for assessing the potential severity of heat stress.

Individual reactions to heat will vary. It should be remembered that heat illness can occur at lower temperatures than indicated on the chart. In addition, studies indicate that susceptibility to heat disorders tends to increase with age.

Combined index of heat and humidity. What it "feels like" to the body. Source: National Oceanic and Atmospheric Administration.

The most effective way to prevent heat-related illness and fatality is to reduce heat stress in the workplace.

The following are some engineering controls that may reduce heat stress:

- Use air conditioning
- Increase general ventilation
- Provide cooling fans in hot, enclosed areas (e.g. workshop)
- Use reflective shields to block radiant heat
- Insulate hot surfaces
- Provide shade for outdoor work sites

Administrative controls are another way to prevent a worker's core body temperature from rising. Some administrative controls that may reduce heat stress include:

- Acclimatise workers starting the first day working in the heat
- Re-acclimatise workers after extended absences
- Schedule work earlier or later in the day
- Use work/rest schedules
- Limit strenuous work (e.g., carrying heavy loads)
- Use relief workers when needed

PPE is a way to provide supplemental protection. PPE that can reduce heat stress include:

- Water-cooled garments
- Air-cooled garments
- Cooling vests
- Wetted over-garments
- Sun hats
- Light colored clothing
- Sunscreen

An effective heat-related illness prevention programme should include a worker acclimatisation and should also establish an effective training programme that includes how to recognize heat-related illness symptoms and what to do when there is a heat-related illness emergency. It may not always be feasible to implement all elements in all workplaces; however, implementing as many elements as possible will make the programme as effective as possible.

APPENDIX A

DRSABCD action plan

In an emergency call triple zero (000) for an ambulance



D DANGER
Ensure the area is safe for yourself, others and the patient.

R RESPONSE
Check for response—ask name—squeeze shoulders

No response	Response
<ul style="list-style-type: none">• Send for help.	<ul style="list-style-type: none">• make comfortable• check for injuries• monitor response.



S SEND for help
Call Triple Zero (000) for an ambulance or ask another person to make the call.

A AIRWAY
Open mouth—if foreign material is present:

- place in the recovery position
- clear airway with fingers.

Open airway by tilting head with chin lift.



B BREATHING
Check for breathing—look, listen and feel.

Not normal breathing	Normal breathing
<ul style="list-style-type: none">• Start CPR.	<ul style="list-style-type: none">• place in recovery position• monitor breathing• manage injuries• treat for shock.



C CPR
Start CPR—30 chest compressions : 2 breaths
Continue CPR until help arrives or patient recovers.



D DEFIBRILLATION
Apply defibrillator if available and follow voice prompts.

© St John Ambulance Australia. St John encourages first aid training as this information is not a substitute for first aid training.

Learn First Aid | 1300 360 455 | www.stjohn.org.au

11.3 Corporate Services

TITLE:	Director Corporate & Financial Services January 2025 Report	DOC REF: 11.3.1
---------------	--	---------------------------

REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 18/02/2025
-------------------	--	----------------------------

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

5.1.2: Effective internal and external communication and records management

Key Priority 5: Robust Governance

5.2: Accountability

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

Key Priority 5: Robust Governance

5.4: Sustainability

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

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Local Laws Review

Council have engaged Peter Mann from Blackall-Tambo Regional Council to assist in review of our current Local Laws with consideration being given to changes in Acts, Regulations, and trends in Councils of similar region.

A workshop is being held Thursday, January 23rd with our working group. This workshop has been postponed, new workshop date will be out shortly.

Altus Payroll Implementation Project

A team of 5 Officers (Staff) are working on this project with ReadyTech Consultants to implement a new payroll system that will allow a lot of efficiencies for the Council as well as giving the Employees the ease of electronically applying for leave and putting in timesheets.

This will be a major change for the Staff, planned on-site training for all Staff across the organisation will be scheduled prior to going live. This system will automatically interface with our current finance system, SynergySoft.

ReadyTech project team are currently running parallel pay runs for comparison and to ensure all set up is complete. Work is ongoing in this area. Training will be starting for the project team end of February 2025, currently being scheduled.

Register of Pre-Qualified Suppliers (RPQS) for Plant Hire, Trade Services and Material Supply

We have engaged We Are Peak to assist with the review of tender templates as well as managing the Tender on Vendor Panel to ensure full transparency and value for money.

The Tender is due to be released 2pm, Monday 13th January 2025 with a closing date of 14th March 2025. Advertising has commenced prior to the opening of the Tender so Suppliers are aware early.

This tender will run for 3 years starting July 2025 with an option of 1 year + 1-year extensions, so Tender can run up to 5 years before full re-tendering will be required. There are still yearly requirements to be met by the Suppliers.

The evaluation of the Tender is being done in sections with an Evaluation Committee.

This tender runs for a considerable time so there will be the option every 12 months to re-advertise and suppliers that are not already a part of the Register will have an opportunity to submit and go through the process as all others have had to do. This has come about due to new business's coming into the area and or willing to work in the Boulia region.

Tender T2024-25.7 has been released as planned on the 13th of January 2025. Tender closes 14 March 2025 at 2pm.

See below table outlining the statistics on the Tender that is currently open.

Number of Suppliers who have read it	410
Number of Suppliers intending to respond	23
Number of Responses in draft	8
Number of Responses submitted	8

Sponsorship of Employee

Stage 1 of the process, application for Council to become a Sponsor with Home Affairs is currently being worked on, lodgement will follow shortly.

Stage 2 assistance with the preparation and lodgement of the nomination application will begin once stage 1 application has been lodged.

For the nomination applications, only one is going to be submitted as the other employee has declined.

Staff Movements / Changes Administration Officer

Held interviews for the vacancy in the Administration team, the successful candidate is Cassandra Schultz, Cassie started on 10th January 2025.

Administration Supervisor

Korin Brown our Administration Supervisor has resigned, effective 23rd of January 2025.

Position was advertised internally.

Karen McGrath has been successful in taking on this position, started on 24th January 2025.

Casual Administration Officer

Ebony Fernance has resigned, effective 19th February 2025.

Finance Manager

Graeme Gillam will be taking 6 weeks off, starting 3rd March 2025.

Sourcing a Temporary Finance Manager in the interim through an Agency.

Meetings

I have attended the following meetings during January:

- Conducted Interviews for Administration Officer role x 2
- Boulia Community Hub Project Meeting, Adam Britton – Teams
- Boulia Community Hub Project Meeting, Alison (POD) - Teams
- Boulia Community Hub Project Meeting, Adam Britton, Alison – Teams
- Contractors start up meeting, Shire Hall
- Employee Visa Sponsorship Meetings x 2 – with employees
- LGFP (Local Government Finance Professionals) Planning meeting, face to face, Brisbane

Future Approved Travel

- 25 March 2025 – Tropical Training – Department of Local Government, Water and Volunteers - Longreach
- 8 April 2025 CAC – Consumer Advisory Committee meeting – Brisbane
- 30 May 2025 – WLA (Women’s Leadership Australia) Symposium - Brisbane

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Director of Corporate & Financial Services January 2025 report be received for information purposes.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
--	---------------

TITLE:	Audit & Risk Management Committee Update February 2025	DOC REF: 11.3.2
---------------	---	---------------------------

REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 18/02/2025
-------------------	--	----------------------------

CORPORATE PLAN REFERENCE:

Key Priority 5: Governance

5.2: It is clearly evident in how Council does business

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

5.2.2: Maintain high standards of Corporate Governance through effective audits

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To present Council with the Audit and Risk Management Meeting Minutes held on 14th February 2025.

CONTENT:

At the 14th February meeting, Committee Chair Michelle Reynolds

- Confirmation of minutes of the previous meeting 14th October 2024
- Review Management Report and Signed Financial Statements 2023-24
- Queensland Audit Office Briefing
- External Audit issues register
- Internal Audit Plan and scope of works for upcoming audit
- Internal Audit issues register
- Budget timetable and milestones
- Council's Risk register
- Operational Plan performance update

Further detailed information can be found in the attached minutes and agenda reports.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Director of Corporate & Financial Services Audit and Risk Management Report for February 2025 be received for information.

ATTACHMENTS:

1. ARC Meeting Minutes 14 04 2025 [11.3.2.1 - 3 pages]
2. CONFIDENTIAL REDACTED - Agenda [11.3.2.2 - 164 pages]

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
--	---------------



BOULIA SHIRE COUNCIL

Address all correspondence to:
Chief Executive Officer
18 Herbert Street, Boulia QLD 4829
ABN: 20 492 088 398

Email: admin@boulia.qld.gov.au
Tel: (07) 4746 3188

Audit & Risk Management Committee

Minutes **DRAFT**

CEO's Office / Teams Meeting

14/02/2025

9.34 am

Attended:

Michelle Reynolds – Chairperson – Independent Member
Jack Nielson – Council Member

Internal Audit Representative – Tony Walsh – Walsh Accounting
Queensland Audit Office - Rachel Stevens, Michael Claydon

Lynn Moore – Chief Executive Officer
Kaylene Sloman – Director of Corporate & Financial Services
Graeme Gillam – Finance Manager
Julie Woodhouse – Council Member – Observer
Lily Williams – Secretariat

Apologies:

Eric (Rick) Britton – Mayor & Council Member
External Audit – Liam Murphy, Frederick (Erick) Manikan – PKF

Item	Presented By:	Doc Ref	Minute
1. Meeting Opening 1.1. Welcome 1.2. Present and in attendance, noting apologies 1.3. Declaration of Conflict of Interest 1.4. Minutes of the previous meeting <ul style="list-style-type: none"> • Confirmation • Matters arising – review of outstanding items 	Chair	Verbal 1.4	Chair Noted N/A Chair Moved
Councillor Britton and Liam Murphy are apologies from this meeting. There was no declarations of Conflicts of Interest from this meeting. Michelle Reynolds – Chairperson, confirmed the minutes from the meeting 14th October 2024.			
2. External Audit 2.1. Management Report and 2023/24 Financial Statements 2.2. QAO Brief 2.3. Register of External Audit Issues	QAO DCFS	2.1A & 2.1B 2.2 {late report}	Noted Noted See Action Item
Action – 2.3 #73 – Reconciliation of Assets to GL to be tabled at next meeting. Action – 2.3 #74 – Checklist for Financials processing to be tabled at next meeting.			
3. Internal Audit 3.1. Internal Audit Work Plan 3.2. Internal Audit Register of Recommendations	Walsh Accounting DCFS	3.1A & 3.1B {late report}	Noted See Action Item
Action – 3.2 – In review please add accountable Director and a proposed due date, and that field can be included in report			
4. Closed Meeting with Advisors – if required	Chair	Verbal	N/A
There was no closed session with advisors required at this meeting.			
5. Financial Reporting 5.1. Management Financial reporting update 5.2. Budget timetable & milestones 5.3. Asset Management & Valuations	DCFS	Verbal 5.2 5.3 Verbal	Noted Noted Noted Noted

Item	Presented By:	Doc Ref	Minute
5.6 Other Key Issues – Payroll software implementation plan			
Action 5.3 – next meeting present findings on indexation of assets			
6. Council Risk Reports 6.1. Risk Register 6.2 Risk Management Framework 6.3 Fraud & Corruption Control Plan 6.4 Cybersecurity and ICT Matters 6.5 WH&S update	CEO/ DCFS	6.1 Verbal Verbal 6.4 Verbal	Noted Noted Noted Noted Noted
7. Governance Reports 7.1. Major Projects update	CEO/ DCFS	Verbal	Noted
8. CEO Update 8.1. Operational Plan Performance 8.2. People & Culture update 8.3. Compliance Updates 8.4. Updates to Polices, Procedures or Directives 8.5. Updates to Plans and major Council Strategies	CEO	8.1 Verbal Verbal Verbal Verbal	Noted Noted See Action item Noted Noted
Action – 8.3 , Lynn Moore – CEO, advised Gravel Pits and Future Papers is a considerable risk to Council, work has been getting done on this for the last 2 years. Action – 8.3 , Lynn Moore – CEO advised there would be reports tabled about Boulia Water quality and sustainability are the next meeting.			
9. General Business	Chair		N/A
There was no business arising from this Audit & Risk Management Committee Meeting.			
10. Next Meeting	Chair		24/04/25
The next Audit & Risk Management Committee meeting is to be held 24th April 2025 .			
11. Close of Meeting 11.1. Meeting Evaluation	Chair	Verbal	Chair
Meeting closed at 10:46 am .			

TITLE:	Financial Report for January 2025	DOC REF: 11.3.3
---------------	-----------------------------------	---------------------------

REPORT BY:	Graeme Gillam Finance Manager	DATE: 10/02/2025
-------------------	----------------------------------	----------------------------

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

5.1.2: Effective internal and external communication and records management

5.1.3: Adopt and integrated risk management approach

RISK MANAGEMENT:

Information Report only – not applicable.

PURPOSE:

Financial Summary as at 31 January 2025.

CONTENT:

Cash Position:

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

Income

Total revenues to 31 January 2025 were \$20,961,142. This equates to approximately 120% of this year's budget.

Expenditure

Operating expenses to 31 January 2025 were \$9,962,020. This equates to approximately 53% of this year's budget.

Liquidity

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

Cash Position:

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

	31-Jan-25	31-Dec-24
Cash at Hand	22,580,343	21,174,425
Net Cash Equivalent (Debtors-Creditors)	(107,832)	(126,831)
Total	\$22,472,511	\$21,047,594

Liquidity

CBA			\$234,774
Floats			\$1,195
<u>Investments</u>			
CBA At Call	4.35%	\$10,252,875	
QTC	5.19%	\$12,091,499	\$22,344,374
		Total	\$22,580,343

Additional Information on Cash Position:

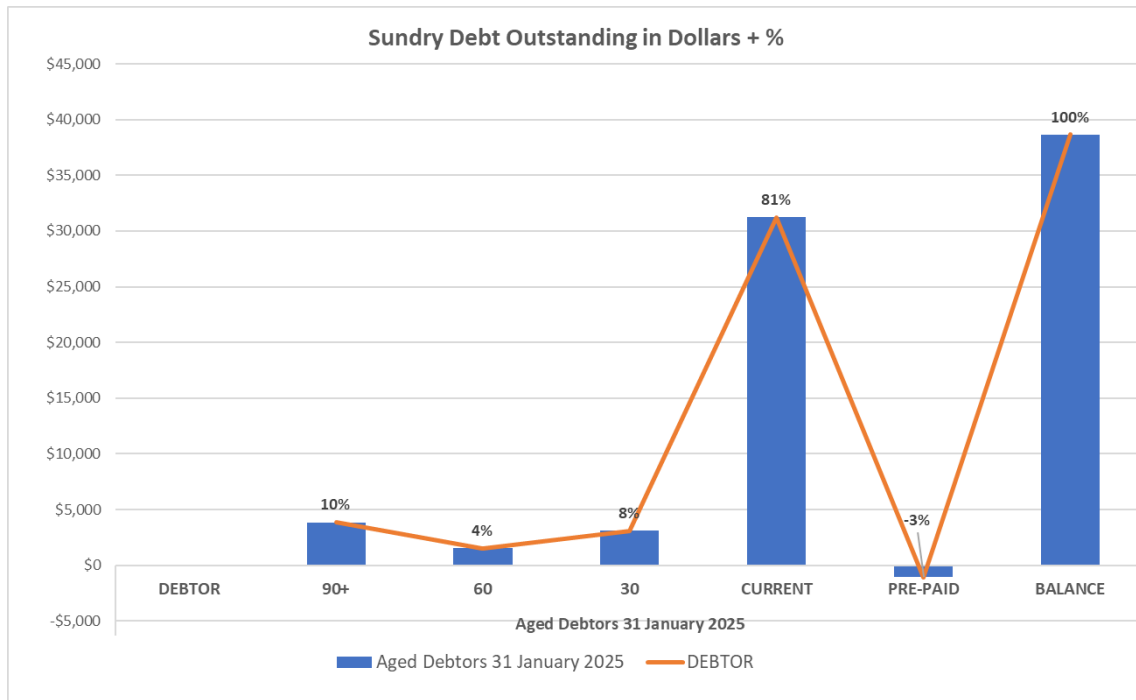
Cash Balances as at 31 January 2025		22,580,343
The following items need to be backed by cash		
Reserves 30th June		2,328,552
Funded Depreciation		2,994,664
Less Depreciation accrued		
Employee Entitlements (Current and Non-Current)		(1,311,841)
Grant Funding (paid in Advance)		1,472,841
Working Capital		1,500,000
Capital Grants		8,059,973
Operating Result for 2024/2025		2,939,149
Less Capital Expenditure 2024/2025		(5,151,577)
Backed by Cash		12,831,762
Cash unallocated as at 31 January 2025		9,748,582

Aged Debtors 31 January 2025

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	\$ 3,865	\$1,533	\$ 3,092	\$31,235	(\$1,066)	\$ 38,659

90+ Days Outstanding

For this month, amounts greater than 90+ days total \$3,866, which comprises 10% of total debtors. Payment arrangements are in place.



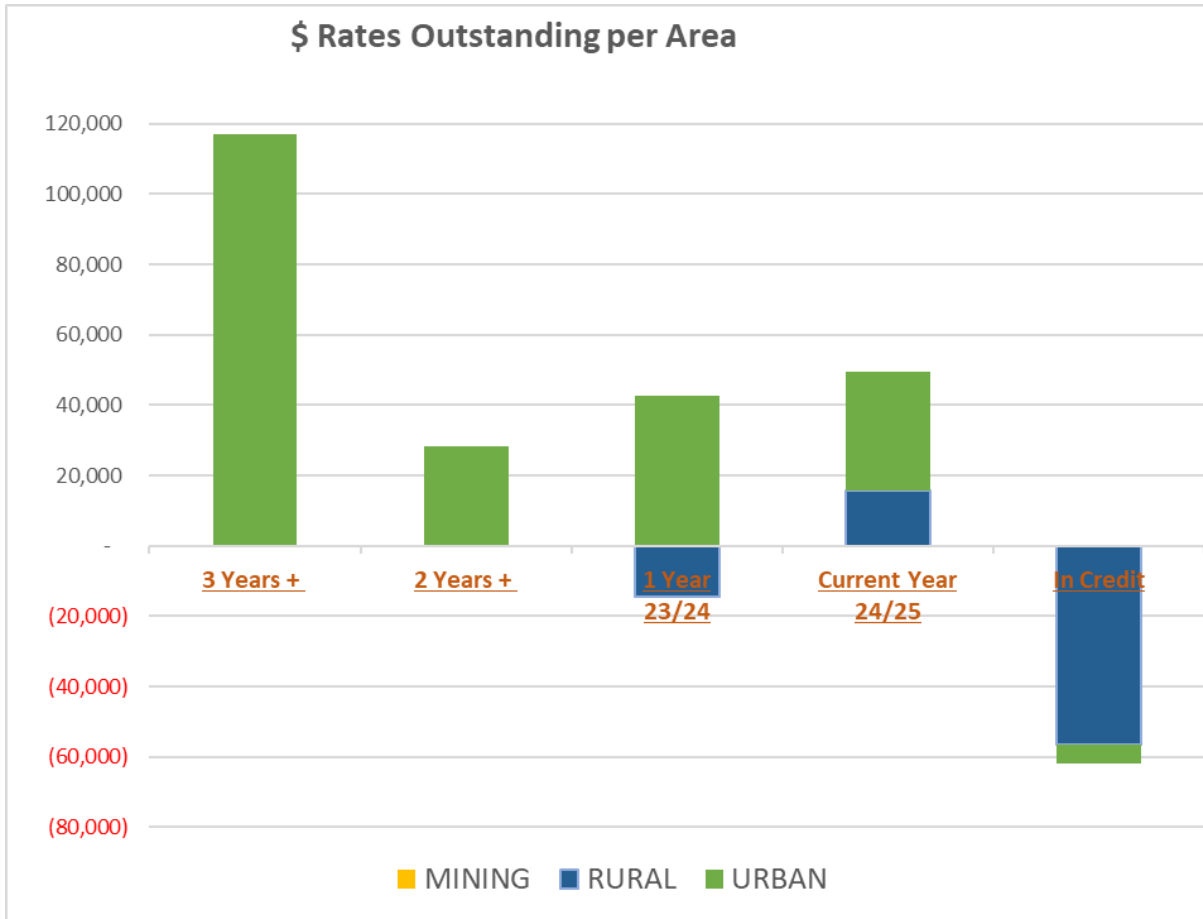
Creditors 31 January 2025

The total amount waiting for payment, not yet due is \$0.

Rates 31 January 2025

Total Outstanding is \$161,357.

RATES	3 Years + \$	2 Years + \$	1 Year 23/24 \$	Current Year 24/25 \$	In Credit \$	Total Outstanding \$
URBAN	116,947	28,294	42,791	33,620	(5,130)	216,522
RURAL	-	-	(14,440)	15,838	(56,606)	(55,208)
MINING	-	-	-	43	-	43
ALL	116,947	28,294	28,350	49,502	(61,736)	161,357



CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Finance Report for January 2025 be received for information.

ATTACHMENTS:

1. FS Income Statement January 2025 [11.3.3.1 - 1 page]
2. FS Balance Sheet as at January 2025 [11.3.3.2 - 1 page]
3. FS Cash Flow Statement January 2025 [11.3.3.3 - 1 page]
4. CONFIDENTIAL REDACTED - Capital Program January 2025 [11.3.3.4 - 5 pages]
5. CONFIDENTIAL REDACTED - Income and Expenditure Report January 2025 [11.3.3.5 - 3 pages]

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

BOULIA SHIRE COUNCIL
Income Statement
For the period ended 31 January 2025

	<i>2024/2025</i> <i>Actual</i>	<i>2024/2025</i> <i>Budget</i> <i>(Reviewed)</i>
Income		
Revenue		
Recurrent Revenue		
Net rate and utility charges	970,815	1,409,740
Fees and charges	357,540	1,276,050
Rental income	166,022	333,500
Interest received	535,685	820,500
Sales - contract and recoverable works	2,745,185	6,800,000
Other Income	234,098	25,900
Grants, subsidies, contributions and donations	8,074,779	9,321,944
Total Recurrent Revenue	<u>13,084,124</u>	<u>19,987,634</u>
Capital Revenue		
Grants, subsidies, contributions and donations	8,059,972	0
Sale of property, plant and equipment	-	-
Total Capital Revenue	<u>8,059,972</u>	<u>0</u>
Total Revenue	<u>21,144,097</u>	<u>19,987,634</u>
Total Income	<u>21,144,097</u>	<u>19,987,634</u>
Expenses		
Recurrent Expenses		
Employee benefits	(3,002,254)	(7,558,180)
Materials & Services	(4,131,098)	(7,451,250)
Finance Costs	(16,958)	(45,100)
Depreciation	(2,994,664)	(4,895,950)
Total Recurrent Expenses	<u>(10,144,975)</u>	<u>(19,950,480)</u>
Capital Expenses	-	-
Sale of property, plant and equipment	0	-
Total Expenses	<u>(10,144,975)</u>	<u>(19,950,480)</u>
Net Result Attributable to Council	<u><u>10,999,122</u></u>	<u><u>37,154</u></u>

BOULIA SHIRE COUNCIL
Balance Sheet
as at 31 January 2025

2024/2025 Actuals

Current Assets

Cash and cash equivalents	22,580,343
Trade and other receivables	58,781
Inventories	502,804

Total Current Assets	23,141,927
-----------------------------	------------

Non-current Assets

Property, plant and equipment	210,320,364
-------------------------------	-------------

Total Non-current Assets	210,320,364
---------------------------------	-------------

TOTAL ASSETS	233,462,291
---------------------	-------------

Current Liabilities

Trade and other payables	(166,613)
Borrowings	(63,448)
Provisions	(1,210,272)
Contract Liabilities	(1,017,280)

Total Current Liabilities	(2,457,613)
----------------------------------	-------------

Non-current Liabilities

Borrowings	(1,104,038)
Provisions	(99,461)

Total Non-current Liabilities	(1,203,499)
--------------------------------------	-------------

TOTAL LIABILITIES	(3,661,112)
--------------------------	-------------

NET COMMUNITY ASSETS	229,801,179
-----------------------------	--------------------

Community Equity

Asset revaluation reserve	104,340,954
Other reserves	2,328,551
Retained surplus	123,131,674

TOTAL COMMUNITY EQUITY	229,801,179
-------------------------------	--------------------

BOULIA SHIRE COUNCIL
Statement of Cash Flows
For the period ended 31 January 2025

	<i>2024/2025</i>	<i>Reviewed Budget</i>
	<i>Actuals</i>	<i>2024-25</i>
Cash Flows from Operating activities:		
Receipts from customers	4,457,311	5,726,000
Payments to suppliers and employees	(7,657,071)	(11,867,400)
	<u>(3,199,761)</u>	<u>(6,141,400)</u>
Interest received	535,685	715,000
Rental income	166,022	357,000
Non-capital grants and contributions	8,074,779	6,413,511
Borrowing costs	(16,958)	(36,000)
Net Cash Inflow (Outflow) from Operating Activities	<u>5,559,767</u>	<u>1,308,111</u>
Cash Flows from Investing activities:		
Payments for property, plant and equipment	(5,151,577)	(45,968,000)
Proceeds from sale of property, plant and equipment		
Grants, subsidies, contributions and donations	8,059,972	40,829,000
Net Cash Inflow (Outflow) from Investing activities	<u>2,908,396</u>	<u>(5,139,000)</u>
Cash Flows from Financing activities		
Proceeds from borrowings		2,000,000
Repayment of borrowings	(30,490)	(631,000)
Net Cash Inflow (Outflow) from Financing activities	<u>(30,490)</u>	<u>1,369,000</u>
Net Increase (Decrease) in Cash and Cash Equivalents held	<u>8,437,672</u>	<u>(2,461,889)</u>
Cash and Cash Equivalents at beginning of Reporting period	14,142,671	20,575,678
Cash and Cash Equivalents at end of Reporting period	<u><u>\$ 22,580,343</u></u>	<u><u>\$ 18,113,789</u></u>

11.4 Economic and Community Development

TITLE:	Economic & Community Development Report – January 2025	DOC REF: 11.4.1
---------------	--	---------------------------

REPORT BY:	Paul Bawden Economic & Community Development Manager	DATE: 10/02/2025
-------------------	---	----------------------------

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

Key Priority 1: A strong supportive community environment

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

1.2.1: To preserve and promote the heritage and diverse cultures of our community

Key Priority 3: Economic Development - A sustainable local economy

3.4: Promote Bouliá Shire and the RAPAD region as a region for tourism and development opportunities

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

Key Priority 6: Supporting local services and facilities

6.1: Facilitate opportunities

6.1.2: Provide community services through government funded programs for the benefit of disadvantaged members of the community

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

Key Priority 7: Valuing our greatest asset – people

7.4: Tourism

7.4.1: Make Bouliá the place on everyone's bucket list

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To provide Council with an update on the activities associated with Councils' Economic and Community development roles.

CONTENT:

Tourism:

- MME Tourism Officer: Delivered visitor services during December and January outside seasonal closure period (13 December – 28 January). The annual maintenance program for MME was completed.

- BSC Tourism Officer: Continued maintaining the Boulia Heritage Complex collection and supporting visitation outside the closure period (24 December – 22 January).

Grants:

The first event under the State Government's First Nations Sport & Recreation program was delivered at the Swimming Pool on 17 January. A range of monthly sessions will continue through to the end of June.

Community Pool:

The Pool has been well patronised, and compliments have been received.

Two works items have been identified that will require early actioning once the summer season closes. These relate to:

- Aged filtering system that likely needs replacing and during the recent power outage a loss of some sand discoloured the Pool water resulting in a day closure.
- Concerns with the loss of water associated with the two aging expansion joints, resulting in need to 'top-up' water levels and increase use of chlorine.

Independent assessment of Pool: To ensure proper planning of the works an independent inspection was scheduled for 12 February but deferred as person is based in flood affected area of Townsville. This will support the preparation of a works program and cost estimates. A briefing will be provided at the Council meeting.

Community Sports Centre:

Across January 37 children came through the Sports Centre, with a high of seven on 9 January. Facilities were open for 16 days.

There has been a sizable increase in gym memberships during the latter part of the month with a net increase of ten members. 51 people signed into the gym, with a high of four on 1 January – new memberships should begin to show in the February numbers.

Due to hot weather a high proportion of children were using the pool instead of the Sports Centre.

Despite further works and some equipment replaced in mid-December the aircon plant has not been able to deliver appropriate temperatures and as such resulted in reduced activity. It has become clear that an incremental maintenance approach is inadequate.

Independent assessment of air-conditioning: Following the receipt of advice on appropriately experienced heating, ventilation & air-conditioning (HVAC) consultants in the region an expression of interest (EoI) was issued to identify the most appropriate equipment and long-term costed program for the operation and maintenance of the sports centre (hall, gym and cafe areas). The expectation is that the outcomes of the EoI will support a detailed schedule of works.

The EoI has led to the commissioning of an experienced mechanical engineering company able to:

- Conduct an on-site assessment to understand and document the issues affecting the HVAC system.
- Provide a detailed analysis and evaluation of the current HVAC installation.
- Identify and describe the issues being experienced, including an in-depth explanation of the underlying mechanisms contributing to the problems.
- Perform comprehensive heat load calculations for the facility and compare the results with the existing equipment's capacity.
- Offer clear, actionable recommendations for rectifying the identified issues.

This work is to commence with an inspection during the week of 24 February, and be followed by 2-3 days to complete calculations, documentation/report and recommendations.

Once the advice has been reviewed including costings it is anticipated that a works contract will be prepared as soon as possible.

Community Events:

Australia Day Ceremony: Council received positive feedback across the new ceremony arrangement, that included changes to the schedule and character of food.

Initial First Nations Recreation event: This was held on Friday 17th January. It was highly successful, with 31 participants for the event which ran from 5pm-6.45pm at the swimming pool. There were some races, followed by music and fun in the pool with inflatables and toys. The day concluded with a BBQ and a play in the water park next to the pool. There were compliments following the event from children and adults. Overall, a highly successful day.

Community Committees and Grants:

A number of reports were submitted to Council in the latter half of 2024 on several of its committees and formalising arrangements across the management of Regional Arts Development Fund (RADF) grants. With the need for community participation, they were placed in abeyance over the end of year period.

Membership of Arts and Cultural Committee: This comprises Cr Woodhouse (Chair) and Cr Norton (Deputy Chair) together with up to five (5) community members. Its purpose is to influence strategies and initiatives in the arts program, and in particular assist in the delivery of the RADF grant program.

As no community nominations were received, they are being readvertised and close on 5 March 2025 (in the interim Council has provided for the Chair and Deputy Chair to initially assess applications). A representative of the Pitta Pitta is also envisaged, and this is to be raised with the new Board.

Membership of Racecourse Reserve Committee of Management: This Committee includes Cr Woodhouse (Chair) and Cr Norton (Deputy Chair), together with a representative from each of the key user groups and an independent community member who is not part of Council or a member of any organisation already represented. The community member position has not been filled and is

currently advertised through to 5 March 2025. A representative of Pitta Pitta is also being sought.

The inaugural Committee meeting is being arranged for 25 February 2025 as an on-site session.

Advertising for grant applications under RADF: The Council is expected to deliver two grant programs a year, however the advertising in the second half of 2024 did not generate any applications. A further round of advertising has commenced with a public meeting to be held on 21st February, with applications to be received by 5th March, considered by the Arts and Cultural Committee, and then submission to Council.

To assist the process a 'RADF Funding Program Guidelines' document has been prepared to support interested members of the community.

Library service:

The facility is open across the following standard hours:

Monday: 8:15am – 5:00pm (closed for lunch 1:15 – 2:15)

Tuesday – Friday: 8:15am – 1:15pm.

The First 5 Forever program is continuing.

Library activities:

There was a focus this month on completing a schedule and identifying key elements for the 2025 community events. There was also close liaison and coordination in planning activities with Boulia Community Services.

School Holiday activities were held during January.

This month the First 5 Forever program was held twice weekly on Wednesdays and Fridays. Officers continue to look at ways to better deliver the program. Monthly calendars continue to be produced and sent to the First 5 Forever Parents.

Boulia Library Visitation

	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											

Media:

The Min Min Encounter Facebook page saw increases across the board last month with almost 12,500 post views of the page. Notably Tuesday was the most popular day to read our posts.

This month also attracted a further 12 followers, over double from last month.

Boulia Shire Council Facebook page has also seen an increase of interaction with almost 23,500 people looking at page posts for the month. Monday was the most active day for views and Friday the least active.

This month the Council Facebook page has gained ten (10) new followers.

A new social media post idea was established, called 'Where am I', it features an item that can be found in Boulia, then provides a few clues as to where it might be found. This can tempt tourists to spend some additional time in Boulia.

Economic Development:

Several local amenity initiatives were progressed during the month, including:

- Work on the entry feature into Robinson Park has commenced, with the signage letters received and an arch is to be delivered in two weeks for installation and painting.
- The installation of night lights to the wagon in the park to corner of Herbert and Hamilton Streets is complete, and they are now operational.



- Attention will then turn to the proposed deck at the Min Min Encounter.

CONSULTATION: Processes initiated linking to the community committees and RADF grants.

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Economic and Community Development Report for January 2025 be received for information.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer
--

Ms Lynn Moore

TITLE:	Min Min Encounter & Boulia Heritage Complex Report January 2025	DOC REF: 11.4.2
---------------	---	---------------------------

REPORT BY:	Karen Savage Tourism Officer	DATE: 12/02/2025
-------------------	---------------------------------	----------------------------

CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

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

1.2.1: To preserve and promote the heritage and diverse cultures of our community

1.2.2: To maintain, preserve, develop and provide access to our region's history

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

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Monthly Activity Statistics: January 2025

Sales – tickets/merchandise	\$207.74
MME Total Visitor Stats	2
MME Tickets	2
BHC Tickets	0
COMBO Tickets	0
Rezdy Online Bookings during the month (no payment taken)	0

Social Media Statistics: January 2025

Social media pages	Reached
TripAdvisor Review	Closed for servicing this month
Google Business Profile	129 profile views, 86 interactions 15 website visits from the profile

REPORT ON ACTIVITIES HELD FOR JANUARY:

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.

The Min Min Encounter remained closed for most of January to enable a full service from Xzibit. No key issues were identified during this service.

Group Bookings: No group bookings for this month but we continue to receive bookings for later in the year which is looking busy.

Social media: Facebook posts reached 14k people this month with 1,100 engaging in posts.

Explore Queensland Network: n/a

Merchandise: Closed for the month of January

Bouliá Heritage Complex: Closed during holiday period.

Min Min Encounter: Closed to the public however maintenance works completed.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Min Min Encounter & Bouliá Heritage Complex Report for January 2025 be received for information.

ATTACHMENTS: Nil

Reviewed by Economic and Community Development Manager	Mr Paul Bawden
Approved by Chief Executive Officer	Ms Lynn Moore

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:	Relocation Expenses for the CEO	DOC REF: 12.1.1
---------------	---------------------------------	---------------------------

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:

(a) the appointment, discipline or dismissal of the chief executive officer;

PURPOSE:

The approval of the quote for removal expenses for the outgoing CEO Lynn Moore.

13 Late Reports

Nil

14 General Business

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