



BOULIA SHIRE COUNCIL

ORDINARY MEETING

Agenda

Wednesday 23 April 2025





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

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KMSloman

Mrs Kaylene Sloman
Acting Chief Executive Officer

Please note:

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

COMMONLY USED ACRONYMS

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

RISK MANAGEMENT

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

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

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

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

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

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

1 Meeting Opening with the Acknowledgement of Traditional Owners

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

The Mayor will also acknowledge past and present service personnel.

2 Present

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

Officers: Mrs Kaylene Sloman (Acting Chief Executive Officer)
Mrs Rada Robey (Acting 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.

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 28 March 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 9.07 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
Councillor Julie Woodhouse

Officers: Mrs Kaylene Sloman (Acting Chief Executive Officer)
Mr Henry Mascarenhas (Director of Works and Operations)

3 Apologies / Leave of Absence

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

4 Declaration of Interests

Moved: Cr Norton

Seconded: Cr Woodhouse

Councillor Neilson, Councillor Norton and Councillor Woodhouse declared a Declarable Conflict of Interest in the following reports in accordance with the *Local Government Act 2009*:

- Councillor Neilson declared a Declarable Conflict of Interest in regard to 11.3.3 Inkind Support Request - 2025 Easter Races and Rodeo and Campdraft events as he is an Executive Member (President) of the Turf Club.
- Councillor Norton declared a Declarable Conflict of Interest in regard to 11.1.2 Community Garden Proposal as she is the Manager of Boulia Community Support Services who put forward the application for the Community Garden Project on behalf of the community.
- Councillor Woodhouse declared a Declarable Conflict of Interest in regard to 11.3.3 Inkind Support Request - 2025 Easter Races and Rodeo and Campdraft events as she is an Executive Member (Treasurer) of the Turf Club.

In accordance with the *Local Government Act 2009*, it was decided that Councillor Neilson, Councillor Norton and Councillor Woodhouse would stay in the meeting while the matter is discussed and not vote.

Resolution No.: 2025/03.1

Carried

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.

UNCONFIRMED

10 Confirmation of Minutes from Previous Meetings

Moved: Cr Norton

Seconded: Cr Woodhouse

That the minutes of the Ordinary Meeting held on 21st February 2025 be accepted.

Resolution No.: 2025/03.2

Carried

11 Reports

11.1 Works and Operations

TITLE:	Director of Works and Operations February 2025 Report	DOC REF: 11.1.1
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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 February 2025.

Moved: Cr Beauchamp

Seconded: Cr Britton

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

Resolution No.: 2025/03.3

Carried

TITLE:	Community Garden Proposal	DOC REF: 11.1.2
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PURPOSE:

To present to Council a proposal from a community member to establish a community garden between the park on the corner of Herbert and Hamilton Street and the Council owned units (previously known as the Pensioner Units).

The vision of this community garden is to get members of the community together, get school kids out in nature weather permitting, as also provide supply of seasonal food/fruit items. The group also intend to provide a place where kitchen food scraps can be turned to garden compost.

Councillor Norton declared a Declarable Conflict of Interest in regard to 11.1.2 Community Garden Proposal as she is the Manager of Bouliia Community Support Services who put forward the application for the Community Garden Project on behalf of the community.

The Conflict of Interest will be dealt with in accordance with Resolution 2025/03.1.

Moved: Cr Britton

Seconded: Cr Woodhouse

That Bouliia Shire Council approve the Council Officers to assist the Community Group in facilitating the Supply and Installation of the requested items as noted in the Community Garden Proposal report, the value of which be increased to \$5500 plus GST. Council is to engage in supporting the Community Garden annually.

Resolution No.: 2025/03.4

Carried

TITLE:	Foreman Town Services and Utilities Report February 2025	DOC REF: 11.1.3
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PURPOSE:

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

Moved: Cr Norton

Seconded: Cr Woodhouse

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

Resolution No.: 2025/03.5

Carried

TITLE:	Foreman Roads, Construction and Maintenance Report for February 2025	DOC REF: 11.1.4
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PURPOSE:

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

Moved: Cr Britton

Seconded: Cr Neilson

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

Resolution No.: 2025/03.6

Carried

TITLE:	QRA Flood Damage Works Department February 2025	DOC REF: 11.1.5
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PURPOSE:

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

Moved: Cr Beauchamp

Seconded: Cr Neilson

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

Resolution No.: 2025/03.7

Carried

TITLE:	Rural Lands Protection Officer February 2025 Report	DOC REF: 11.1.6
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PURPOSE:

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

Moved: *Cr Britton*

Seconded: *Cr Norton*

That Rural Lands Protection Officer February 2025 Report be received for information.

Resolution No.: 2025/03.8

Carried

TITLE:	Biosecurity Management Plan 2025-2030	DOC REF: 11.1.7
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PURPOSE:

To present to Council a Biosecurity Management Plan for consideration.

Moved: *Cr Britton*

Seconded: *Cr Neilson*

That the Biosecurity Management Plan 2025-2030 as presented, be adopted.

Resolution No.: 2025/03.9

Carried

11.2 Office of the Chief Executive

TITLE:	Chief Executive Officers Report February 2025	DOC REF: 11.2.1
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PURPOSE:

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

Moved: *Cr Woodhouse*

Seconded: *Cr Norton*

1. That the CEO Report for February 2025 be received for information.
2. Councillors also discussed who will be attending the Annual ALGA Conference, it was decided Councillor Britton and Councillor Neilson will attend.

Resolution No.: 2025/03.10

Carried

The meeting was adjourned for morning tea at 10.27 am.

The meeting resumed at 10.37 am.

TITLE:	Action List Update February 2025	DOC REF: 11.2.2
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PURPOSE:

To present to Council an updated Action List.

Moved: Cr Neilson

Seconded: Cr Beauchamp

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

Resolution No.: 2025/03.11

Carried

TITLE:	Manager - People & Culture - February 2025	DOC REF: 11.2.3
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PURPOSE:

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

Moved: Cr Britton

Seconded: Cr Neilson

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

Resolution No.: 2025/03.12

Carried

TITLE:	WHS Report February 2025	DOC REF: 11.2.4
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PURPOSE:

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

Moved: Cr Britton

Seconded: Cr Beauchamp

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

Resolution No.: 2025/03.13

Carried

11.3 Corporate Services

TITLE:	Director Corporate & Financial Services February 2025 Report	DOC REF: 11.3.1
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PURPOSE:

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

Moved: Cr Woodhouse

Seconded: Cr Norton

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

Resolution No.: 2025/03.14 **Carried**

TITLE:	Financial Report for February 2025	DOC REF: 11.3.2
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PURPOSE:

Financial Summary as at 28 February 2025.

Moved: Cr Britton **Seconded: Cr Neilson**

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

Resolution No.: 2025/03.15 **Carried**

TITLE:	Inkind support request - 2025 Easter Races and Rodeo and Campdraft events	DOC REF: 11.3.3
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PURPOSE:

To seek Council approval to provide in-kind support for the 2025 Easter Races and the 2025 Boullia Rodeo and Campdraft.

Councillor Neilson declared a Declarable Conflict of Interest in regard to 11.3.3 Inkind Support Request - 2025 Easter Races and Rodeo and Campdraft events as he is an Executive Member (President) of the Turf Club.

The Conflict of Interest will be dealt with in accordance with Resolution 2025/03.1.

Councillor Woodhouse declared a Declarable Conflict of Interest in regard to 11.3.3 Inkind Support Request - 2025 Easter Races and Rodeo and Campdraft events as she is an Executive Member (Treasurer) of the Turf Club.

The Conflict of Interest will be dealt with in accordance with Resolution 2025/03.1.

Moved: Cr Norton **Seconded: Cr Britton**

1. That Council approve the in-kind support of \$20,914.50 for the Boullia Turf Club for the 2025 Easter Races event.
2. That Council approve the in-kind support of \$35,542.36 for the Boullia Rodeo Association and Campdraft Club for the 2025 Boullia Rodeo and Campdraft event.

Resolution No.: 2025/03.16 **Carried**

11.4 Economic and Community Development

TITLE:	Economic & Community Development Report – February 2025	DOC REF: 11.4.1
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PURPOSE:

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

Moved: *Cr Britton* **Seconded:** *Cr Beauchamp*

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

Resolution No.: 2025/03.19 **Carried**

TITLE:	Racecourse Reserve Committee Meeting held on 25 February 2025	DOC REF: 11.4.2
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PURPOSE:

The purpose of this report is to advise Council of the inaugural Racecourse Reserve Committee Meeting held on 25 February 2025.

Moved: *Cr Beauchamp* **Seconded:** *Cr Neilson*

1. That the report on matters considered during the Racecourse Reserve Committee meeting held on 25 February 2025 be received and noted.
2. The Racecourse Reserve Committee be advised that Council endorses the minutes in principle and will consider the provision of play equipment at the Reserve.
3. The replacement of Jack Neilson by Kyrraley Woodhouse as the representative of Turf Club be recorded.

Resolution No.: 2025/03.20 **Carried**

TITLE:	Min Min Encounter & Boulia Heritage Complex Report February 2025	DOC REF: 11.4.2
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PURPOSE:

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

Moved: *Cr Britton* **Seconded:** *Cr Woodhouse*

That the Min Min Encounter & Boulia Heritage Complex Report for February 2025 be received for information.

Resolution No.: 2025/03.17 **Carried**

12 Closed Session

CLOSED MEETING AT 2.34 PM.

Moved: Cr Beauchamp

Seconded: Cr Britton

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

- (b) industrial matters affecting employees;
- (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.: 2025/03.21

Carried

OUT OF CLOSED SESSION AT 3.05 PM.

Moved: Cr Norton

Seconded: Cr Beauchamp

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

Resolution No.: 2025/03.22

Carried

The following recommendations were resolved from the closed session: 2025/03.23, 2025/03.24 and 2025/03.25.

12.1 Works and Operations

TITLE:	Mount Isa Culvert Replacement	DOC REF: 12.1.1
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PURPOSE:

Transport & Main Roads has earmarked the task of replacing existing Culverts on the Dajarra/Mt Isa Road on specific Chainages. This is with the view of widening these sections of the road in future years.

TMR have been working with Boulia Shire Council to go to market on a Tender number T2024-25.10 and asses the preferred contractor that can carry out the Culvert works as also the Pavement activities.

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 Beauchamp

Seconded: Cr Neilson

That Boulia Shire Council approve the engagement of NQES as the preferred supplier for the Culvert replacement project for a total value of \$800,510.29 + GST under Tender Number T2024-25.10.

Resolution No.: 2025/03.23

Carried

TITLE:	Boulia Town Street & Donohue Re-Seals FY25	DOC REF: 12.1.2
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PURPOSE:

To get the Council approval to proceed with re-sealing works on the Boulia Townships and on specific chainages (CHs) on the Donohue Highway.

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 Britton

That Council resolve to award RPQ the Tender for re-seals for FY25 to a total of \$662,958.23 plus GST.

Resolution No.: 2025/03.24

Carried

TITLE:	Racecourse Reserve Strategic Planning	DOC REF: 12.1.3
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PURPOSE:

Racecourse Reserve is a very important asset for Boulia Shire Council. It is the centre of activities and events over the cooler months of the year. It is a community asset that works as a point of assembly for the community to come together & is a source of immense pride for the community.

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

(b) industrial matters affecting employees;

(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 Woodhouse

Seconded: Cr Britton

1. Council has agreed to keep a Caretaker at the Rodeo Grounds as a full-time employee for Boulia Shire Council.
2. That Council agrees to provide letter of support to Department of Corrections outlining a full time Work Camp engagement in Boulia.

Resolution No.: 2025/03.25

Carried

13 Late Reports

TITLE:	Works Manager - January 2025 Report	DOC REF: 11.1.3
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PURPOSE:

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

Moved: Cr Britton

Seconded: Cr Beauchamp

That Council receive the Works Manager February 2025 Report for information.

Resolution No.: 2025/03.18 carried

The meeting was adjourned for lunch at 12.30 pm.

Paul Bawden joined the meeting at 12.30 pm.

The meeting resumed at 12.50 pm with the Councillors then attending a site visit to the Memorial Garden and Racecourse.

Rada Robey joined the meeting at 12.55 pm.

Councillors returned and resumed the Council Meeting at 1.20 pm.

Rada Robey left the meeting at 1.20 pm.

Paul Bawden left the meeting at 2.30 pm.

14 General Business

There were no items of general business to be noted.

15 Meeting Closure

The Mayor closed the meeting at 3.46 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 March 2025 Report	DOC REF: 11.1.1
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REPORT BY:	Henry Mascarenhas Director of Works and Operations	DATE: 15/04/2025
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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 Works and Operations Department in line with all works and operations being undertaken for March 2025.

CONTENT:

Operations:

- 1) Majority of month of March was impacted by Rain from the Central Low event which triggered massive amount of Counter Disaster Operation Works, rather than Business As Usual tasks.
- 2) Significant Synergy gained by close communication between BSC and DIT (LRCIP). This has resulted in savings of \$524,500.77 as Council Co-Contribution on LRCI-3 and instead we use the outstanding available LRCI 4 funds of \$496,471 to complete and close out Boulia Industrial Sub-Division.
- 3) Building our Regions Contract has been received and is being reviewed by Officers.
- 4) Regular follow up with TMR to understand progress on Grant Submission for Active Transport.

SHEQ: (Safety, Health, Environment & Quality)

- 1) Site Inspections and Network Monitoring has occurred across the Local Road and TMR Corridor. A big focus is on defect capture, before Emergent works can commence across the impacted sections.
- 2) Team (staff & contractors) aware and advised Random D&A testing is way of life and can and will happen to ensure compliance with Boulia Shire D&A Policy.

- 3) Pavement defects picked up on Djarra/Mt Isa section around CH128/CH131 which have been assigned to WM to work with TMR to get rectified.
- 4) The safety issue that was picked up at CH276.28 on Boulia/Winton Road has been approved by TMR for remediation, being worked on by WM for delivery.

Water Services:

- 1) Waiting on confirmation from Regulator on Urandangi Water Scheme moving to non-potable.
- 2) Discussion between DRMDWV and BSC to increase Water Allocation, first step DWO to work with Department to complete documentation to finalise the increase by 55ml to bring BSC into compliance.

Projects:

- 1) A big win on the Industrial Sub-Division Financial delivery, by means of getting LRCI-3 and LRCI-4 funding consolidated, and close out for South Urandangi based on works completed by early March 2025.
- 2) Flood Risk Management Program Package 3 a QRA funded grant of \$450K awarded to Boulia Shire.
 - A) Boulia Shire Website Disaster Management Dashboard on track to be rolled out by April 2025.
 - B) Investigating the option to collaborate with TMR on the Hamilton Channel Flood Study, opportunity to work as a Consultant to BSC and get reimbursed on Milestone Payments.
 - C) Georgina Bridge and Longreach Channel Flood Study as also Boulia Township Flood Study and LiDAR at Discovery Phase.
- 3) Discussions between Boulia Shire and TMR have commenced to plan the delivery of \$4.3M betterment upgrades for the Hamilton Channels, opportunity to understand TMR ability to divert some funds from West into this Project, considering quite a few LGAs out west will be focussed on DRFA rather than Projects.
- 4) Majority of Flood Warning Infrastructure has been installed, minor tweaks required will be completed before EOFY. This has meant BSC was able to comply with QFFFG requirements, though an EOT was granted before the expiry of current deadline of 31st March 2025
- 5) Officer recommendation for BSC Residential Sub-Division Stage1 to go to Tender based on Agreed Plan (Draft Attached). Utilisation of one Contractor to carry out all Infrastructure Works, rather than piece meal basis as was done on the Industrial Sub-Division.
- 6) Completion of Racecourse Reserve Easement, working with Quality Industries to complete "Electrical Works" by end of current Financial Year, targeting May 2025 for delivery.
- 7) Discussion commenced between TMR and BSC to carry out the Mt Isa Culvert replacement Contract Engagement.

Flood Damage:

- 1) Officers commencing drive of network to pick up flood damage defects both on Local and State Roads.
- 2) Officers requiring direction from Council on future betterment options within the identified areas such as (2 x FWYS Coorabulka, Toolebuc FWY,

South Urandangi Pavement, Fort William FWY, Moonah Creek FWY South Urandangi Road).

- 3) Scope change for South Urandangi Betterment Works within the LRCI 4. This will result in an early close out and reduction in Council co-contribution for LRCI-3, giving us a savings on rate-payer funds as listed above.

Challenges:

- 1) Completion of the Boulia Racecourse Reserve Transformer Upgrade by end of May 2025.
- 2) Completion of Industrial Sub-Division by mid-May 2025, severe weather impacts haven't helped with Project delivery timelines.
- 3) Way forward for South Urandangi Betterment, available balance of \$400K within QRA betterment package.

Way Forward:

- 1) Close Out for the Final Claim on the Building our Region Grant Funding Agreement for Installation of Utilities at Boulia Industrial Sub-Division.
- 2) Completion of physical work under LRCI-3 for Industrial Sub-Division and work with DIT to complete Close Out for this Legacy Project.
- 3) Ergon follow-ups to complete Installation of Ground Mount Tx, and Network Livening ensuring an Energized Network.
- 4) Drawing up documentation to start the process for Procurement & Installation of Water & Sewer Services for Residential Sub-Division.

CONSULTATION: Council Management, Council Staff, GBA, GK3, QRA

GOVERNANCE IMPLICATIONS:

All work to be completed within guidelines and budget allocations.

RECOMMENDATION:

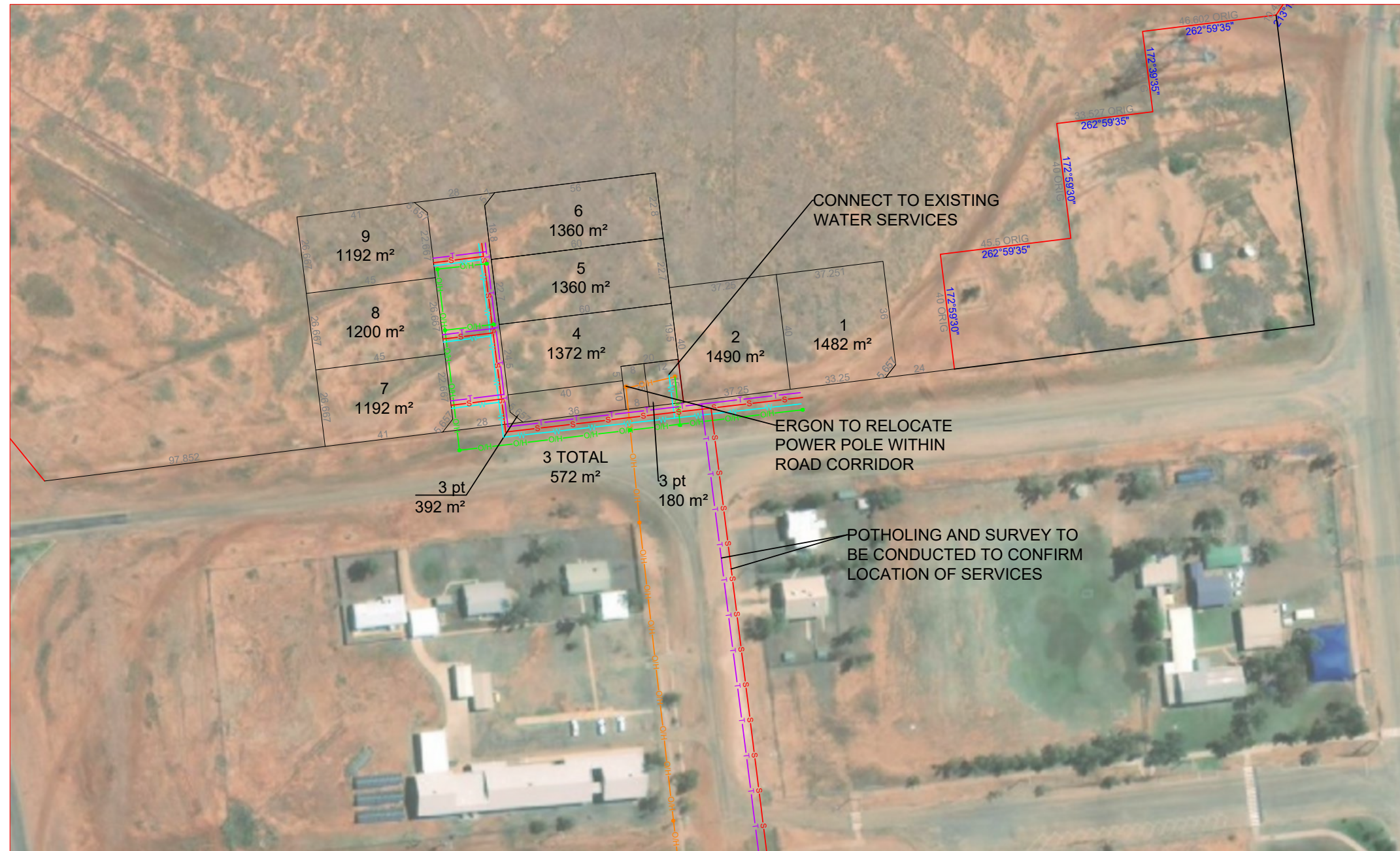
That Council receive the Director of Works and Operations March 2025 Report for information.

ATTACHMENTS:

1. Bo S C-002 - Stage 1 Subdivision Layout 09042025 [**11.1.1.1** - 1 page]

Reviewed and Approved by Acting Chief Executive Officer	Mrs Kaylene Sloman
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CONCEPT COUNCIL STAFF SUBDIVISION LAYOUT BOULIA SHIRE COUNCIL



Legend

- O/H— EXISTING O/H ERGON POWERLINES
- O/H— NEW O/H ERGON POWERLINES
- W— NEW WATER MAIN
- S— NEW SEWER MAIN
- T— NEW TELSTRA MAIN

GENERAL NOTES

1. ALL ERGON WORKS ARE TO BE DESIGN AND INSTALLED BY ERGON. PROPOSED POWER POLE LOCATIONS ARE INDICATIVE ONLY.
2. WATER MAIN IS TO BE CONNECTED TO THE EXISTING WATER SERVICES. POTHOLING AND SURVEY IS REQUIRED FOR DETAILED DESIGN.
3. SEWER MAIN TO CONNECT TO EXISTING SEWER MAIN. POTHOLING AND SURVEY IS REQUIRED FOR DETAILED DESIGN.
4. ALL WATER MAIN AND SEWER MAIN WORKS ARE TO BE IN ACCORDANCE WITH THE RELEVANT AUSTRALIAN STANDARDS.
5. ALL TELSTRA WORKS ARE TO BE DESIGNED AND INSTALLED BY TELSTRA. POTHOLING AND SURVEY IS REQUIRED FOR DETAILED DESIGN.
6. ALL PROPERTY BOUNDARIES ARE SUBJECT TO FINAL SURVEY AND SET OUT.
7. CONTACT BEFORE YOU DIG AUSTRALIA "BYDA" PRIOR TO COMMENCING ANY WORKS.

**NOT FOR CONSTRUCTION
CONCEPT DESIGN ONLY**

Issue	Description	Date	Author	Designed: BA	Client: Boulia Shire Council	Drawing No.: BoSC-002-001	
0	Concept Design for Review	16/03/25	BA	Checked: GK	Project: Council Staff Subdivision	Scale: N/A	Rev: 0
XX	XX	XX	XX	Approved: GK	Title: Concept Layout	Sheet No.: 1 of 1	Units: N/A
XX	XX	XX	XX	Survey: XX	RPEQ: N/A - CONCEPT DESIGN	Date: 16 March 2025	Size: A3



TITLE:	Works Manager - March 2025 Report	DOC REF: 11.1.2
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REPORT BY:	Andrew Spyraakis Works Manager	DATE: 19/04/2025
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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 March 2025.

CONTENT:

Town Services

Town Water Supply

- All public toilets, taps, irrigation and the like are now being monitored with a greater attention to leaks and repaired as quickly as possible.
- Jade Sacipovic has been off siding Willie Parsons on a casual basis of 2 days per week learning and gaining Willie's wisdom of Town Services and has been progressing well. She has also been learning how to take water readings and perform the testing on our town water supply.
- The new water bore named (Tank Bore No. 10) is still being tested and recorded and still producing good quality water. We will continue to perform the testing and recording for a further 1 month.

Town Sewage System

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

Parks & Gardens

- All works in parks and gardens have been operating well; however, at times during this month we had been operating with low staff attendance levels.
- As a combined discussion with the Town Services team, we shall be looking and investigating ways of further improving and greening the township of Boulia with more trees and shrubs. We are currently investigating what trees and shrubs require low maintenance and watering that will suit this beautification.

Road Construction & Maintenance

- The team have completed the 1.120Km section of road on the Dajarra side of the Waverley Crk Bridge and is ready for conformance testing and bitumen sealing. Due to the minor flooding event towards the end of March works constructing the Mt Isa side of the Waverley Crk Bridge could not commence. It is expected these works will be completed in April weather and ground condition dependant with Bitumen seal scheduled for the first week of April.
- It is expected that the Waverley Creek Bridge Approaches Road Works is to be completed by second week of April.
- Once Waverley Crk works have been completed the RCM team shall move the camp site and equipment to Donohue Hwy ready to commence works at Ch 178 to Ch180 and expected to start works in the last week of April.

RMPC Team

- The RMPC team have mainly been assisting the Town Services team this month due to low staff attendance.
- Works were carried out on pavement repairs in town streets in Pituri, Moonah and Herbert.
- The removal and establishment of the concrete batching plant in the Works Depot compound in the new Industrial sub-division has commenced and expected to be fully completed and operational by mid-March.
- A cattle grid was demolished and replaced with a new one on Selwyn Connection. New road formation to suit the new cattle grid and roadside furniture was also installed.

Flood Event

- Due to the flooding event all teams were assigned to checking road conditions and placing safety signage.
- Works were also performed on emergent works for road repairs between Boulia and Dajarra.
- Assisting the loading of planes with supplies to Bedourie which included outside normal working hours and weekends.

Bitumen Re-Sealing

- A program of works for bitumen re-sealing for town streets and the Donohue Hwy has now been planned and booked in to commence in April.
- The Streets that will be bitumen re-sealed shall be Mulligan St, Pituri St, Moonah St, Burke St.

CONSULTATION:

Director of Works and Operations as required

GOVERNANCE IMPLICATIONS:

All work completed within budget allocations

RECOMMENDATION:

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

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations	Mr Henry Mascarenhas
Approved by Acting Chief Executive Officer	Mrs Kaylene Sloman

TITLE:	Foreman Town Services and Utilities Report March 2025	DOC REF: 11.1.3
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REPORT BY:	Ron Callope Foreman Town Services and Utilities	DATE: 15/04/2025
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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 March 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.
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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.
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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. The Work Camp did a great job giving the area a tidy up on their most recent visit.
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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. General maintenance is ongoing around town. Planning for the proposed upgrade of both entrances to town is still ongoing.
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Mowing/Whipper Snipping	<p>Parks and Gardens crew was kept busy with mowing and whipper snipping. Works completed in the following areas on these days throughout March 2025.</p> <p>14/03/2025 - Medium Strips and Post Office 17/03/2025 - Council Depot and Stone House 18/03/2025 - Pensioner Units 20/03/2025 - Fire Station 21/03/2025 - Vacant Council Housing 23/03/2025 - Min Min Encounter and Sports Center 31/03/2025 - Robinson Park and Town Entrances</p> <p>The heavy rainfall at the end of March will see our crews busy in April.</p>
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Urandangi	<p>Council services continued over the month of March as required (rubbish collection etc). Work remains focussed on the continued clean up. Water testing is no longer required as Urandangi water is now non-potable. Due to the rain and road closures, we have not been able to get in to do slashing at the airport.</p>
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No concrete batching for the month of March. The next lot of concrete batching is scheduled for mid to end April.

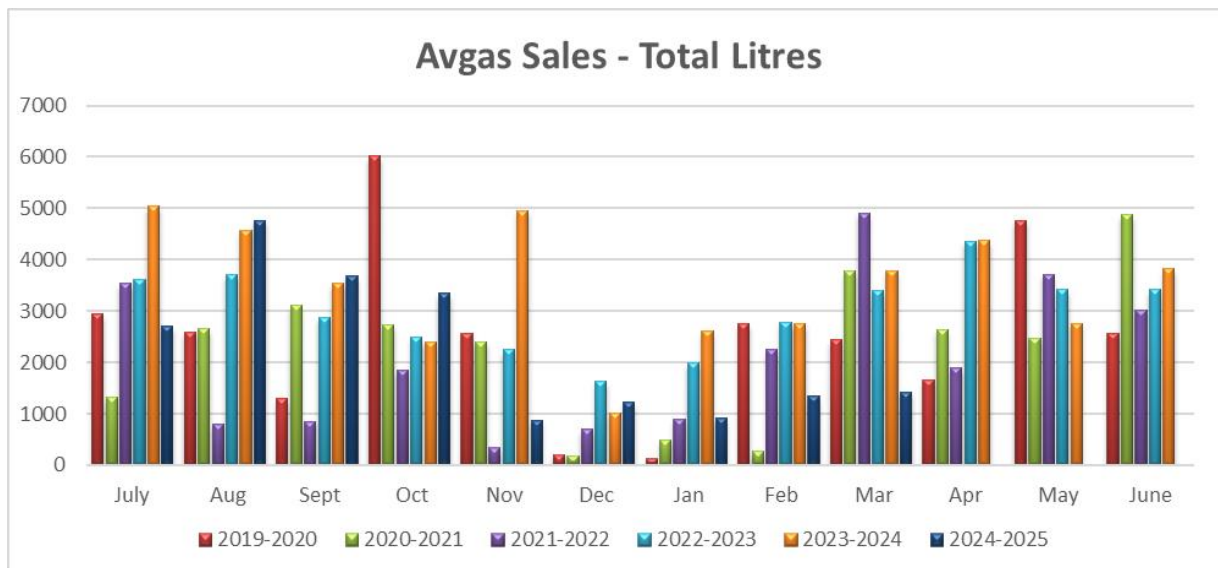
Call outs – water	Nil
Call outs – sewer	Nil
Broken mains	Nil

Urandangi Township

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

Bouliia Airport activity:

Number of call outs: RFDS/Life Flight Rescue	0
Avgas/Jet A1 Refuelling	Total 9 (9 self-fuelled through Compac)



March 2025	Boulia/Dajarra	Dajarra/Mtlsa	Boulia/Winton	Boulia/Bedourie	Boulia/Qld Bord.
Open	28	30	23	21	21
Closed	3	1	8	10	10
Restricted	0	0	0	0	0

March 2025	Dangi Sth	Dangi Nth	Dangi Border	Toolebuc	Coorabulka	Slashes Ck	Springvale	Selwyn
Open	21	14	5	5	0	3	0	0
Closed	10	17	10	10	13	12	15	10
Restricted	0	0	16	16	18	16	16	21

Boulia Feral Animal Bounty Claims:

Feral Pigs	63
Feral Dogs	47

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 March 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 Acting Chief Executive Officer	Mrs Kaylene Sloman

TITLE:	Foreman Roads, Construction and Maintenance Report for March 2025	DOC REF: 11.1.4
REPORT BY:	Jimmy Newman Foreman Roads, Construction and Maintenance	DATE: 15/04/2025

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 March 2025.

CONTENT:

Current and upcoming projects are as follows:

- Mixing base course on Waverly approaches, Mann Made Construction finished 3 culverts at this job, 1 km long.
- Picking up Flood Damage photos on Dajarra to Mt Isa Road and Boulia to Dajarra.

Not been a good month with a few employees away, 3 in total. Having the week off after Easter. Back to Waverly after that.





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 March 2025 Report for information.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations	Mr Henry Mascarenhas
Approved by Acting Chief Executive Officer	Mrs Kaylene Sloman

TITLE:	QRA Flood Damage Works Department March 2025	DOC REF: 11.1.5
REPORT BY:	Gordon Stumbris Consultant Works Overseer	DATE: 11/04/2025

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 March 2025.

CONTENT: Program of Works (Flood damage March 2025)

QRA - REPA Works - Dec 22 – Apr 23 – BoSC.0028.2223G.REC (Western Area)

- Cravens Peak Road – 15% completed - Works on hold due to rain and flooding (unable to access road).

QRA - Urandangi South Road – Betterment Application - BoSC.0031.2223G.REC

- Works on hold due to Emergent Works and sub-division works. Completion June 25.

Bouliá Industrial Sub-division

- Surveying has been completed by Morcom Surveyors including the installation of height offsets.
- Kerb and channel and centre line height offset markers have been installed.
- Road 3 has been boxed out to ground level and road base carted in for sub-grade.
- Service trenches are being located and loose trenches back filled with road base and compacted.
- Temporary road for access for concrete batching plant has been installed.
- Harris B has been engaged in conjunction with A. Britton and Bilby Contracting to undertake the works.



Industrial Subdivision (Road 3)



QRA- Emergent Works Nth & Far Nth Low 29/1/25

- All roads damaged during the January event have been captured.
- Emergent Works have been completed on Donohue Highway, Linda Link, Linda Downs, Coorabulka, Warra, Springvale and Slashes Creek.

QRA - Future Works

The Western Low Event was activated on 20th – 25th March 2025. We are currently waiting to access shire roads to complete all photos, we will then be prioritising all emergent works.

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 March 2025 Report be received for information.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations	Mr Henry Mascarenhas
Approved by Acting Chief Executive Officer	Mrs Kaylene Sloman

TITLE:	Rural Lands Protection Officer March Report 2025	DOC REF: 11.1.6
REPORT BY:	Graham Smerdon Rural Lands Protection Officer	DATE: 19/04/2025

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 on current activities relating to weed management, pest control, animal management and stock routes.

CONTENT:

RLPO:

For the month of March, I was away for 8 days.
 While here both Issy and I spent time doing street patrols and yard inspections.
 While I was away Issy carried on with her training and kept up the street patrols.

TOWN COMMON:

After the good falls of rain and the Burke River coming out of its banks the feed on the Town Common is looking the best it has been in some years and heading into winter things are looking very good.

PONY/CAMEL PADDOCKS:

As with the Town Common the rain has brought the feed in both paddocks looking the best they have looked for some years.
 There will be a need to do some cleaning of rubbish off the Camel Paddock Road fence once the ground dries out enough so we can get to it to do the work.

LEASE PADDOCKS:

The feed in both paddocks has taken off after they both received good fall of rain.
 There is a problem with one of the poly tanks in Cooridgee Reserve, it is the tank that was put at the new bore, it has started to leak where it has split near the outlet.
 I have gotten some quotes for a new tank, and I have been thinking that with the wait time to get a new tank delivered to Boulia from any of the suppliers being anywhere from 6 weeks to 12 weeks or more, that it would be better to order two tanks so that in the future there would be a spare tank on hand.

DOMESTIC ANIMAL CONTROL:

The street patrols are starting to become very effective with there being less numbers of dogs roaming the streets.

There is still one property that are trying their best to keep their dogs in their yard and when they don't, they have been made aware of what happens when they allow their dogs to roam the streets with one getting hit by a vehicle and dying.

This is a work in progress with the owner of the dogs with them doing the best they can do.

There were three more dogs surrendered and humanely euthanised.

CWRPM (TRCHGROUP):

There has been nothing new this month, I am thinking that with the flooding and the good falls of rain in all shires that once things dry up, we will be back on track to do some combined pest weed control.

WEED SPRAYING SHIRE ROADS:

No weed spraying this month.

I will be out inspecting the roads once they dry out and when needed will carry out any weed spraying that is required.

RMPC:

The same thing as with the shire roads weed spraying will be carried out when required.

GRAVEL/BURROW PITS:

From what can be seen from the roads most of the old burrow pits where we put grasland pellets out before the rain have some water in them so we now have to wait till the country dries out enough so we can inspect those pits and see what kind of a result we have achieved.

STOCK ROUTE:

No enquiries for any travel permits this month.

We will carry out inspections on the stock routes once the country dries out enough to see what the state of the feed is.

1080 BAITING:

There are now four properties waiting for the country to dry out so they can do the first round of baiting which I am looking at doing in the second week of May weather permitting.

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That the Rural Lands Protection Officer March 2025 Report be received for information.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations	Mr Henry Mascarenhas
Approved by Acting Chief Executive Officer	Mrs Kaylene Sloman

11.2 Office of the Chief Executive

TITLE:	Chief Executive Officers Report March 2025	DOC REF: 11.2.1
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REPORT BY:	Kaylene Sloman Acting Chief Executive Officer	DATE: 19/04/2025
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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

A meeting was held on 25th and 26th Feb which included several different groups. The introduction of the project manager Adam Britton and Alison Stout and Genevieve from People Oriented Design (P.O.D) - Architects. The first meeting included the Councillors. The second meeting included staff, and the third meeting included the Information technology representatives.

The initial meeting was to review the original design and discuss options with the consideration that the funding from the government is forthcoming and then Councils decision on the progress of this. This covered issues such as whole of life costing, staffing levels and potential options should the costs of the building increases outstrip our capacity.

Both the Project Manager and the Architect answered all the questions asked. The team have since adjusted as per the feedback collected whilst speaking to Councillors, Staff and IT representatives, to the original schematic design.

A draft agreement has been sent to Council for review and comment; comments have been sent back to the Department for clarification and suggested changes. Awaiting to hear back from the Department.

Once the initial steps have been delivered a community meeting will be held for input into the project.

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

Further work has been completed by GBA on the Site Based Management Plans for Thorner 1 and Ardmore 2 and the completed review of several pits identified by the Department which needed attention. No further advice has been received on the progress of the ILUA to which at this stage the expiry date will be Dec 2025.

Further to the letter written to Minister Perrett in Dec., Boulia received an invitation to meet with him in March, and the Mayor and Deputy Mayor will attend. I have prepared a briefing paper to support the meeting.

Mayor met with Minister Perrett whilst in Brisbane and tabled concerns.

Notification of the intended review of the Futures Act/Native Title submissions by the Australian Law Reform Commission (ALRC)

This is an independent Australian Government agency that provides recommendations for law reform to Government on issues referred to it by the Attorney-General of Australia. The Futures Act interpretation which has directly impacted our ability to secure gravel from existing gravel pits under the Sales Permit issued by the Department of Agriculture and Fisheries needs to be clarified.

Our intent is to at least have 'business' as usual until the interpretation under the Act and specifically 24KA can be rationalised to be respectful to cultural heritage and ensure road works can be completed without undue red tape.

We will support the submission from both the WQAC and LGAQ to ensure that section 24KA is not contracted but improved to support requirements for road works.

Nothing further in this area has come to light.

Cultural Heritage Management Agreement – Pitta Pitta

The review of the CHMA was completed following the meeting with the Boulia Shire Council, P&G Harris contractors, Pitta Pitta Directors and Lawyer in January. A document was be presented to the Lawyer for review after our recommendations have been suggested. As this is quite a large document it is expected that the wording and content will require further amendments for this to proceed.

Had contact from a Director of Pitta Pitta regarding an update on where Council is at, I confirmed that Lynn, our past CEO submitted a response beginning of February 2025 and there has been no response to this.

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

Ongoing scheduling, cultural heritage and reporting will now be completed by the Director of Works and Operations department with the financial reconciliations completed by finance.

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)
- Valley Creek 'Christmas Creek' (Mt Isa Rd)

- Lower Sulieman on the Mt Isa Rd (prev Marion Downs item)
GPS locations to be checked prior to the installation.
This infrastructure has all been installed and is operational prior to end of month.

Drug and Alcohol Testing

A fair number of hours have been spent working closely with Workplace Health and Safety Officer as well as the Manager of People and Culture navigating the process for Council. The Executive team have also been getting a full understanding of the processes and what it means for their work teams, so we are all on the one page.

41 Staff, Contractors and Councillors have been tested in March 2025, testing is continuing.

Significant time has been spent working with staff regarding their rehabilitation processes so they can return to work.

Acting Director of Corporate and Financial Services

Conducted 2 interviews for an acting Director to be in place until May 2025. 17th March our acting Director started from Lo-go.

Worked Remotely

13th of March until 25th March, I worked remotely whilst out of the area. During this time, I attended meetings with both the Mayor and Deputy Mayor as well as Council staff.

Biosecurity Queensland Workshops for Local Government 2025

Online and face to face training in Enhancing Biosecurity preparedness and Backing Local Government workshops have been developed for elected members and staff.

Backing Local Government focuses on pest prioritisation, biosecurity planning, surveillance, management, compliance and enforcement.

Enhancing Biosecurity Preparedness Project focuses LG to understand biosecurity responses as part of an all-hazards approach to emergency response management. See attachment to report.

2025 Qld Disaster Management Conference

The theme is Ready Together – Navigating Local Leadership for Future Disaster Preparedness. Areas covered at this conference is how to be prepared, through to review post an event having happened. See attached proposed agenda.

Meetings / Events/ Conferences / Training attended:

- Boulia Disaster Dashboard – Teams meetings
- Boulia Community Hub x 3– Adam Britton – Project Mgr, Allison Stout - POD
- Hamilton Channels – QRA project – Gavin Hill - TMR, Alex Dixon - TMR, Garth Kath – TMR, DWO
- Mayor / Deputy Mayor meeting, face to face
- Boulia External Audit Plan Meeting, Erik Manikan – PKF, Acting DCS
- RAPAD COWS meeting
- Water Allocation – Mayor, Deputy Mayor, DWO
- Pitta Pitta – Ranger program discussion – Tania Rice, Lorna Bogdanek, William Doyle, DWO

- DDMG meeting X 2
- Gowing Regions Round 2 – Kylie, Milica Smiljanic, Anita Hicks – DSDILGP, DWO

Future Events/Conferences/Training

Date	Activity	Attendees	Location/completed
30 th April	Councillor 25/26 Budget Workshop No. 1	All Councillors + Executive	Shire Hall
14 th May	Councillor 25/26 Budget Workshop No. 2	All Councillors + Executive	Shire Hall
21 st May	Economic Development Training for Elected Members	Mayor Dep Mayor Councillors A/CEO CEO	Online - Boulia Airport
27 th - 29 th May	2025 Qld Disaster Management Conference	Mayor? DWO	Brisbane
3 rd – 4 th June	RAPAD Board Meeting Face to face	Mayor Dep Mayor? CEO?	Longreach
23-27 th June	ALGA-TBC	Mayor Dep Mayor	Canberra

RECOMMENDATION:

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

ATTACHMENTS:

1. Upcoming Biosecurity Workshops for local government [**11.2.1.1** - 1 page]
2. queensland-disaster-management-conference-preliminary-program [**11.2.1.2** - 7 pages]

Acting Chief Executive Officer	Mrs Kaylene Sloman
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Biosecurity workshops for local government 2025

Biosecurity Queensland has two fantastic workshop opportunities for local government personnel - Enhancing Biosecurity Preparedness and Backing Local Governments.

Contact Biosecurity Queensland for more information about these workshops and how you can be a part of the exciting opportunities outlined below.

Enhancing Biosecurity Preparedness

These workshops are designed to support local governments in understanding biosecurity responses as part of an all-hazards approach to emergency response management. The workshops provide an overview of plant and animal pest and disease threats, potential impacts for local communities and explore the role of local government.

Who should attend?

Local government officers who may be involved in supporting a biosecurity incident response.

This may include disaster management group representatives, communication staff, personnel responsible for community assets and areas, waste management, health compliance. Biosecurity incidents can have wide-ranging impacts which could encompass multiple staff across local governments.

Workshop delivery

5 face-to-face workshops and one online webinar between February to June 2025. Workshops are free to attend.

For more information:

biosecurity_capability@daf.qld.gov.au



Backing Local Governments

Workshops focus on pest prioritisation, biosecurity planning, surveillance, management, compliance and enforcement.

Invasive plant and animal prioritisation planning tools, resources and templates will be available to support local governments.

The workshops are designed to support local governments in fulfilling their obligations under the Biosecurity Act 2014.

Who should attend?

Local government—CEOs, elected officials, management and operational staff.

Workshop Delivery

Workshops will run July 2025 - 2027 and will be delivered online and face to face. Workshops are free to attend.

For more information:

invasives@daf.qld.gov.au



Queensland
Government



Every Queensland community deserves to be a liveable one

PRELIMINARY PROGRAM

Queensland Disaster Management Conference

Ready Together:
Navigating Local Leadership for Future Disaster Preparedness

27-29 May 2025
Brisbane Convention and Exhibition Centre



Office of the
Inspector-General of
Emergency Management



QRA QUEENSLAND
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IN PARTNERSHIP WITH

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NETWORK EVENTS SPONSOR



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Tuesday 27 May

TIME	OPTIONAL SITE TOUR: Chair and LDCs tour of Kedron
8:30am	Attendees to make their own way to State Disaster Coordination Centre, Kedron. A bus will be provided to transport all attendees back to the Brisbane Convention and Exhibition Centre (BCEC).
9:00am	Welcome and Housekeeping Auditorium
9:10am	Tour of Kedron Local Disaster Management Group Chairs, new to the role or yet to visit the State Disaster Coordination Centre (SDCC), are invited to a site tour hosted by the Queensland Police Service Emergency Management Coordination Command (EMCC). The site tour will provide an overview of the capabilities and functions within the SDCC and an opportunity to meet the EMCC team. <i>Please ensure you register for this tour, as there are limited spaces.</i>
10:10am	Morning Tea
11:00am	Wrap-up
11:15am	Bus departs for BCEC

TIME	SESSIONS
12:00pm	Registration and Lunch
1:00pm	Welcome and Housekeeping
1:05pm	Acknowledgment of Country
1:15pm	LGAQ CEO Welcome Alison Smith, Chief Executive Officer, LGAQ
1:25pm	Official Opening
1:35pm	Ready Together: Queensland's Disaster Reforms Report Card QDMC Insights and Expectations
2:00pm	Ready Together: Queensland's Disaster Reforms Panel
2:40pm	Partner Address: Telstra
2:45pm	Afternoon Tea
3:15pm	Rapid Recovery: Prequalified Local Suppliers Clean Up Quicker
3:25pm	State Government Update
3:40pm	Keynote Speaker
4:10pm	Networking Event Partner Address: King & Company Solicitors
4:15-5:30pm	Recovery Refreshments in the Trade Exhibition

Wednesday 28 May

TIME	SESSIONS
8:30am	Registration Arrival Tea and Coffee
9:00am	Welcome to Day 2
9:05am	Ready Together: Strategies for Leadership During Disasters
9:35am	Lessons From the Eye of the Storm Disaster Leadership Panel
10:25am	Partner Address: Brighter Super
10:30am	Morning Tea
11:00am	Council Disaster Case Studies Case Study 1: Gladstone Regional Council Tsunami Risk Research Case Study 2: Importance of Business Continuity Planning
12:00pm	Lunch
1:15pm	AI and Emerging Technology – Are We Disaster Ready? Tracy Whitelaw, Chief Digital Officer, LGAQ
1:45pm	Concurrent Workshops Session A: Planning and Plans, Office of the IGEM Session B: Biosecurity, LGAQ
2:20pm	Concurrent Workshops Session C: Exploring Council 2 Council, LGAQ Session D: Get Ready Queensland Planning, QRA
2:50pm	Afternoon Tea
3:15pm	Ready Together: Enhancing Hazard and Risk for Local Communities
4:05pm	Sponsor Address: AirBridge
4:15pm	Hot Topic: Getting Game Ready for Major Events On the couch with QPS, QFD and QAS
4:45pm	Wrap of Day 2
5:00–7:00pm	Networking Mixer in the Trade Exhibition Leave the suit at home for this relaxed networking and connection event Sponsored by AirBridge and Vocus

Thursday 29 May

TIME	SESSIONS
8:30am	Registration Arrival Tea and Coffee
9:00am	Welcome to Day 3
9:05am	Government Update
9:20am	Ready Together: Community Comms During Disaster 1. Insights From Recent Reviews 2. Communicating With Kids 3. Getting the Most Out of Get Ready 4. Lessons Learned on Language
10:00am	Ready Together: Community Comms During Disaster Panel
10:30am	Morning Tea
11:00am	The Impact of Local Government Decisions on Pricing: Harnessing the Power of Data Sharing
11:20am	Ready Together: Beyond the Blaze – Rebuilding After Bushfire Panel
11:50am	Keynote
12:30pm	Conference Close

Please note this the program is subject to change.



Registration (GST Inclusive)

- **Corporate Registration** \$1200.00
- **Full Registration** \$1000.00
- **Dinner Registration** \$95.00

[Register here](#)



Accommodation

- **Rydges Southbank**

Please see the **10% off Direct Local Delegate** [link](#)

Please note: State of Origin falls on the Wednesday night of our event and that availability of discounted accommodation may be impacted.

If you have any questions when booking accommodation, please contact the Reservations Team on **07 3364 0800**.



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TITLE:	Action List Update March 2025	DOC REF: 11.2.2
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REPORT BY:	Kaylene Sloman Acting Chief Executive Officer	DATE: 19/04/2025
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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 March 2025 for information.

ATTACHMENTS:

1. CEO Ordinary Council Meeting Action List v1 [11.2.2.1 - 7 pages]


Acting Chief Executive Officer	Mrs Kaylene Sloman
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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	24/03/2025: Cars from Urandangi Township have been removed and it's all consolidated in the Tip for now. 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	28/04/2025 – Solar on roof to be investigated 24/03/2025: Project engagement has commenced 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	14/4/2025 – seeking further advice. 13/2/2025 – it appears easement registration cannot proceed until someone can sign the deceased owners consent. 22/1/25 Update; no sale enquiry recd. (b)Easement Survey completed and amended to be 8m wide for lots 402-405. Lot 405 on B2671 (block 40)– BSC owned Lot 404 on B2671 (block 34)-Elliott owned (dec'd) 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 installation of culverts. This channel goes under water before the Georgina River crossing.	DWO - primary GBA - design WMgr - delivery Budget - subject to grant funding	15/4/2025 Discussion had with TMR. 24/03/2025 : DWO Identifying potential partners who can carry out 3 tasks within the FRMP3 Grant made available to Boulia 26/11/2024 Project earmarked to commence post current flood season. 10/10/2024 Bridge Study has been approved by QRA.
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 - ?	3/04/2025 Discussion with DRMDWV, application being done for additional water supply as stage 1. 24/03/2025: Round table discussion booked between BSC & DRMDWV for 3/April 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	24/03/2025 : Carrying out repairs in FY25 under Council Funds, waiting on Active Transport Feedback due in next fortnight to understand options for FY26 10/03/2025 Awaiting outcome from funding body. 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	14/04/2025 further discussions underway. 13/2/2025 Have been unable to find any other Local Council that are charging a rating category like this. 20/01/2025 investigating for possible inclusion in 25-26 budget.

					10/6/2024 To be investigated.
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	<p>14/04/2025 Next course is 28 July – 1 Aug 2025, Brisbane, cost is \$8,370/person + GST.</p> <p>14/04/2025 Included in new budget for 25-26.</p> <p>20/01/2025 Included in training budget for 25/26 budget.</p> <p>8/11/2024 LGAQ have advised training for 24-28 February 2025 in Brisbane, \$8,280 per person, awaiting Councillor interest to attend, budget review will be done accordingly.</p>
Friday 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	<p>21/1/2025 Qld Housing building 2 duplex units in Moonah St.</p> <p>19/07/2024 See CEO monthly information report in July 2024 Ordinary Meeting agenda for comments on funding opportunities identified.</p>
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	<p>24/03/2025: Awaiting feedback on Active Transport Grant Application</p> <p>10/03/2025 Awaiting outcome from funding body.</p> <p>26/11/2024 Awaiting outcome on the Active Transport from TMR.</p>
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	<p>10/3/2025 Media webinar that staff were hoping to attend is not free as initially anticipated. Costings for potential courses sent to ECDM/DCS for consideration</p> <p>13/2/2025 Three staff to attend media training in March.</p> <p>26/11/2024 Approaches to improve social media opportunities are being investigated.</p> <p>The dog park and amenities are used by community and visitors. A desert botanical garden would benefit from a more appropriate setting.</p>
13.	23/08/2024	Cllr Neilson	Investigate possibility of using solar road markers	W/Mgr- Action	26/11/2024 WIP

				DWO-oversight	
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	15/04/2025 Received Registered Plan from Resources. 27/08/2024 Letter of Response sent to DAF
Friday 27th September 2024					
15.	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. 10/4/2025 – Contact details yet to be provided (MPC)
Friday 29th November 2024					
16.	29/11/2024	2024/11.20	That Council resolves to undertake a review of the Boulia Shire Local Laws.	DCS – Action	17/04/2025 Message left for consultant. 10/3/2025 Workshop had to be cancelled due to unforeseen circumstances. Await possible new date when available. 12/02/2025 Workshop re-scheduled 24 th February 2025. 20/1/2025 Workshop being held in February 25. 10/12/2024 In progress
Friday 12th December 2024					
17.	12/12/2024	2024/12.13	1. That Council endorse the letter to Minister Tony Perrett for the review of the new interpretation of the Native Title Act 1993. 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. 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.	Action – Mayor Initial Action-CEO  Letter to Hon Tony Perrett- Sales Permit	14/4/2025 Mayor – has met with Minister Perrett. 22/1/2025 Invitation to meet with Minister recd – Rick to align this with his visit to Brisbane in March. 17/12/2024 CEO-Letter sent to Minister Perrett, cc'd to Hon A Leahy, Mr Sean Dillon 17/12/2024 CEO- Letter sent to RAPAD. Advice received back that the matter would be included in the board documents for 20 th December RAPAD meeting.
18.	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					

19.	24/01/2025	Cllr Beauchamp	Hazard Signage for Local Land Owners - Councillor Beauchamp suggested that Council establish a process with Land Owners to supply them with temporary signage to display on roads with hazards until Council is able to be on site.	Action - DWO	18/2/2025 Pricing up the activity, so that appropriate budget can be allocated to order items, then get this delivered to Landowners.
20.	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 Bouliá Shire.	Action - ECDM/DCS	10/3/2025 Media webinar that staff were hoping to attend is not free as initially anticipated. Costings for potential courses sent to ECDM/DCS for consideration 13/2/2025 Media webinar to be attended to by 3 staff members.
21.	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
22.	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	28/03/2025 – Signage was delivered by mayor, and Willie unloaded them at the depot. 18/2/2025 Will be Installed before the start of the Tourist season.
Friday 21st February 2025					
23.	21/02/2025	2025/02.13	That Council consider attendance at the 2025 National General Assembly and nominate which Councillor/s are to attend so early bookings can be made.	Action - Cllrs/Exec Assist	28/03/2025 Mayor and Deputy Mayor will attend. 26/03/2025 Pending confirmation from Councillors on who will attend
24.	21/02/2025		Pitta Pitta Bush Tucker Signs - Councillor Woodhouse suggested the Pitta Pitta Bush Tucker signs at the Burke River need replacing.	Action - ECDM	26/03/2025 Signs have been inspected and efforts are being made to identify the original signage text.
25.	21/02/2025		Pallet Racks in CPL Shed - Councillor Beauchamp suggested Pallet Racks or a similar option be investigated and purchased to be placed in the CPL Shed for more storage.	Action - WMgr	26/03/2025 WIP
26.	21/02/2025		Donation for Catering - Councillor Norton requested a donation of \$250 worth of food for an event hosting the "Funny Mummies" show. At this event the "Strong Women Award" will be awarded to a member of the community.	Action - DCS	14/04/2025 Awaiting new date. 26/03/2025 Event postponed due to weather
Friday 28th March 2025					
27.	28/03/2025		Review of possible relocation for Wash Down Bay	Action - DCS (budget), DWO, RUS	

28.	28/03/2025		Lease to Buy / House and Land Package	Action – DWO, ECDM	To be investigated.
29.	28/03/2025	Councillor Jan Norton	Community Garden Support – Council to contribute \$5500 + GST, per annum. Work Camp is to assist with this.	Action – DWO, Work Camp, FM (budget)	14/04/2025 budget inclusion 25/26 done. 28/03/2025 – DWO to update monthly on the progress.
30.	28/03/2025	Councillor Jan Norton	Annual LGAQ Meeting Agenda Item / motion. Rural and Remote fuel, groceries, liveability advocate for a subsidy.	Action – CEO, Exec Assist	
31.	28/03/2025		Swimming Pool – filtration, chlorine vs salt.	Action – ECDM	14/04/2025 see ECDM report for March 2025. 28/03/2025 - Investigate change over to salt water from chlorine. Paul to investigate with other Western QLD Councils.
32.	28/03/2025		Community Sports Centre Air Conditioning	Action – ECDM	28/03/2025 – Option 1 (Like for Like) and Option 2 (Relocation of condensates to ground) to go in Tender Doc.
33.	28/03/2025		Water Leak (19 Herbert Street)	Action – CEO, Exec Assist, DWO	01/04/2025 – Letter sent to customer 28/03/2025 – CEO to issue a letter to Owner to get fixed, DWO to liaise with owner.
34.	28/03/2025		Racecourse Committee Reserve / Strategic Planning <ul style="list-style-type: none"> • 400m mark on track / safety drainage • Kitchen • Review of toilet block / temporary mobile toilets • Playground 	Action – ECDM, DWO, WM, RUS, FM (budget)	28/03/2025 – ECDM to liaise with DWO / WM / RUS about improvements and investigate possible outcomes.

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)	15/2/2024: To be reviewed during the 'visioning' project - new Council March 2024 – review of Corporate Plan for 2025-2030 26/02/2021: Alternative dam location - obtain drone footage to identify potential location. This has been raised several times.
	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:	Bouliia Community Hub Project Update	DOC REF: 11.2.3
REPORT BY:	Adam Britton - Project Manager Britton Project Services	DATE: 19/04/2025

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 provide Council an update on progress for the Bouliia Community Hub project and endorse the establishment of a Project Reference Group.

CONTENT:

Grant Funding

Council has received the Australian Government’s Growing Regions Program funding agreement which is currently being reviewed ahead of signing.

The grant funding agreement identified key milestones summarised as follows;

- **Milestone 1: 1 June 2025**- Provision of the Project Plan; Tenure; Regulatory Approvals Plan; Council co-contribution.
- **Milestone 2: 15 December 2025** – Construction Tender finalised and Council entered into contract; Construction has commenced; Regulatory Approvals in place.
- **Milestone 3: 15 June 2026** – Update on progress.
- **Milestone 4: 15 September 2026** - Update on progress.
- **Milestone 5:** 10 December 2026 – Project completion.

Design Update

The design of the Bouliia Community Hub redevelopment commenced with community engagement and concept design by architecture students from Griffith University in 2018 followed by the schematic design prepared by People Oriented Design (POD) Architects between 2019 and 2020 that enabled the details required for the preparation of the business case and grant funding applications

Subsequent to the recent 2025 successful grant funding, Council engaged the services of POD Architects to conduct design workshops with Councillors, Executive Team and staff on the 25th February 2025 to review the design to Council’s current and future requirements.

Feedback from the workshops have been incorporated into a revised general arrangement floor plan as included in **Attachment 1**. Updates to the floor plan were limited in scope including;

- Library connection changes.
- Deliveries section for parcels.
- Updated amenities and cleaner facilities.
- Minor changes to the Mechanical Services areas.
- Minor office layout changes.

The next phase of design development will consider additional input such as power supply, water and sewer infrastructure, materials, specialist prefabricated construction method and flood levels ahead of progressing the design suitable for procurement of a main contractor.

Cost Estimate

Council previously employed the services of Rider Levett Bucknell (RLB) Quantity Surveyors during the initial concept design development and as part of updating costs for Consumer Price Index (CPI) to align with the timing of grant funding rounds. The most recent cost estimate was carried out in August 2024 and was the cost estimate used in the grant funding submission.

Ahead of progressing into detailed design, RLB have been engaged to estimate the project costs to the forecast date of construction in 2026 and cost the changes from the design workshops noted above.

In addition to updating the costs for CPI and floor plan changes, the cost estimate will include costs for temporary office accommodation. The project will manage scope to remain within the approved budget.

Project program

The project program is governed by key factors from the grant funding noted above and the suitable weather for construction onsite typically between May 2026 and September 2026. The target program identifies the project is capable of meeting the grant funding requirements and the suitable timing for construction onsite. Refer copy of the target program in **Attachment 2**.

Temporary Office Facilities

Given the proposed Bouliia Community Hub is to be constructed on the existing Council building site, it is proposed that staff be temporarily located in temporary offices on 13-15 Moonah Street. The project team is currently investigating various options between hire and purchase and ability to repurpose the temporary offices on conclusion of the need for the temporary facilities. The project team are also considering the I.T. provisions during the project.

Project Reference Group and Project Working Group

To support the Council staff and broader project team it is recommended that a Project Reference Group (PRG) and a Project Working Group (PWG) be established. The PRG reports to Council with Council maintaining decision making authority giving consideration to the PRG.

The role of the PRG is to provide guidance to the project team and facilitate ownership of the process and outcome. In particular, the role of the PRG is to:

- confirm the overarching strategy for the delivery of the project;
- review and endorse the approach to consulting/communicating with key stakeholders and the community in relation to the project;

- review documentation prior to being released for approval by the Council;
- monitor key project deliverables, project risks and issues, and ensure appropriate action is being taken; and
- provide advice and direction to the project working group in implementing the project.

The role of the Project Working Group is to provide technical, operational and delivery focused support to the project. The PWG operates under the guidance of the Project Reference Group (PRG) and reports through the Project Manager to the PRG and Boulia Shire Council.

In particular, the role of the PWG is to:

- Coordinate day-to-day project activities
- Develop project deliverables
- Ensure alignment with project scope, timeframes and quality requirements:

A copy of the draft Project Reference Group and Project Working Group Terms of Reference is included in **Attachment 3**.

CONSULTATION:

Internal: Acting Chief Executive Officer; Acting Director Corporate and Financial Services.

GOVERNANCE IMPLICATIONS: Nil.

RECOMMENDATION:

1. That Council receive the Community Hub - March 2025 Update report for information.
2. That Council endorse the establishment of a Project Reference Group and Project Working Group for the Boulia Community Hub Project.

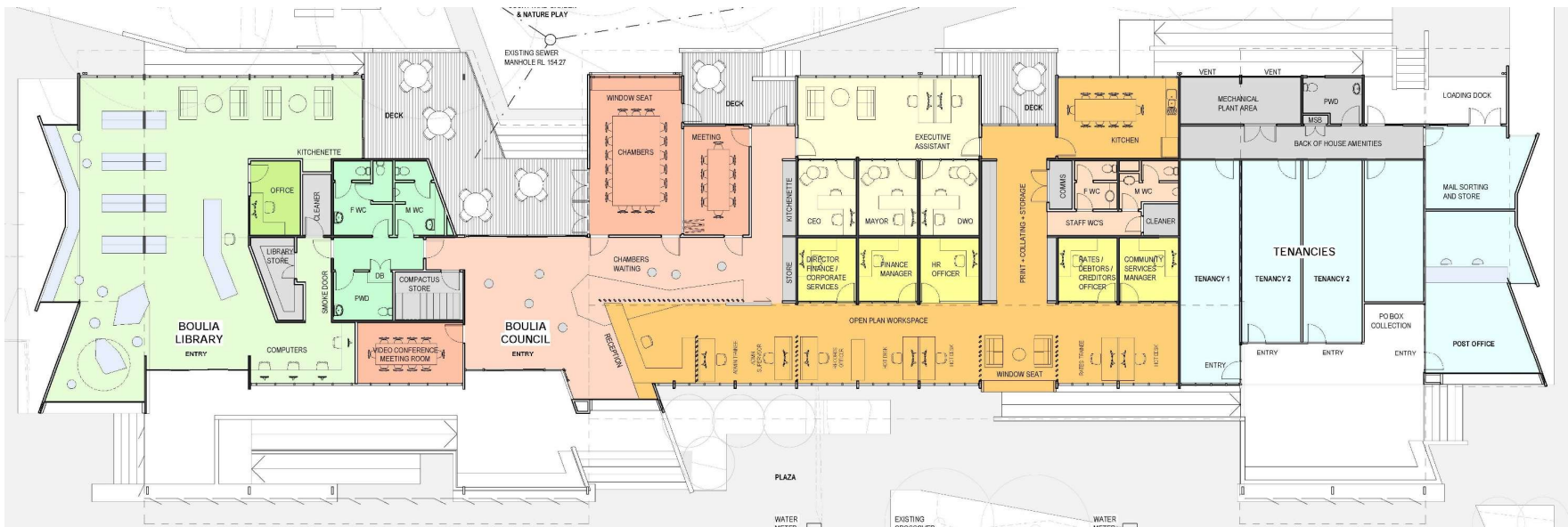
ATTACHMENTS:

1. Attachment 1 - Boulia Community Hub Floor Plan Update [**11.2.3.1** - 3 pages]
2. Attachment 2 - Boulia Community Hub Project Draft Target Program [**11.2.3.2** - 1 page]
3. Attachment 3 Boulia Community Hub PRG Terms of Reference DRAFT March (1) [**11.2.3.3** - 4 pages]
4. Attachment 4 Boulia Community Hub PWG Terms of Reference DRAFT March 2025 [**11.2.3.4** - 4 pages]

Reviewed and Approved by Acting Chief Executive Officer	Mrs Kaylene Sloman
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BOULIA REGIONAL COMMUNITY HUB CURRENT LAYOUT

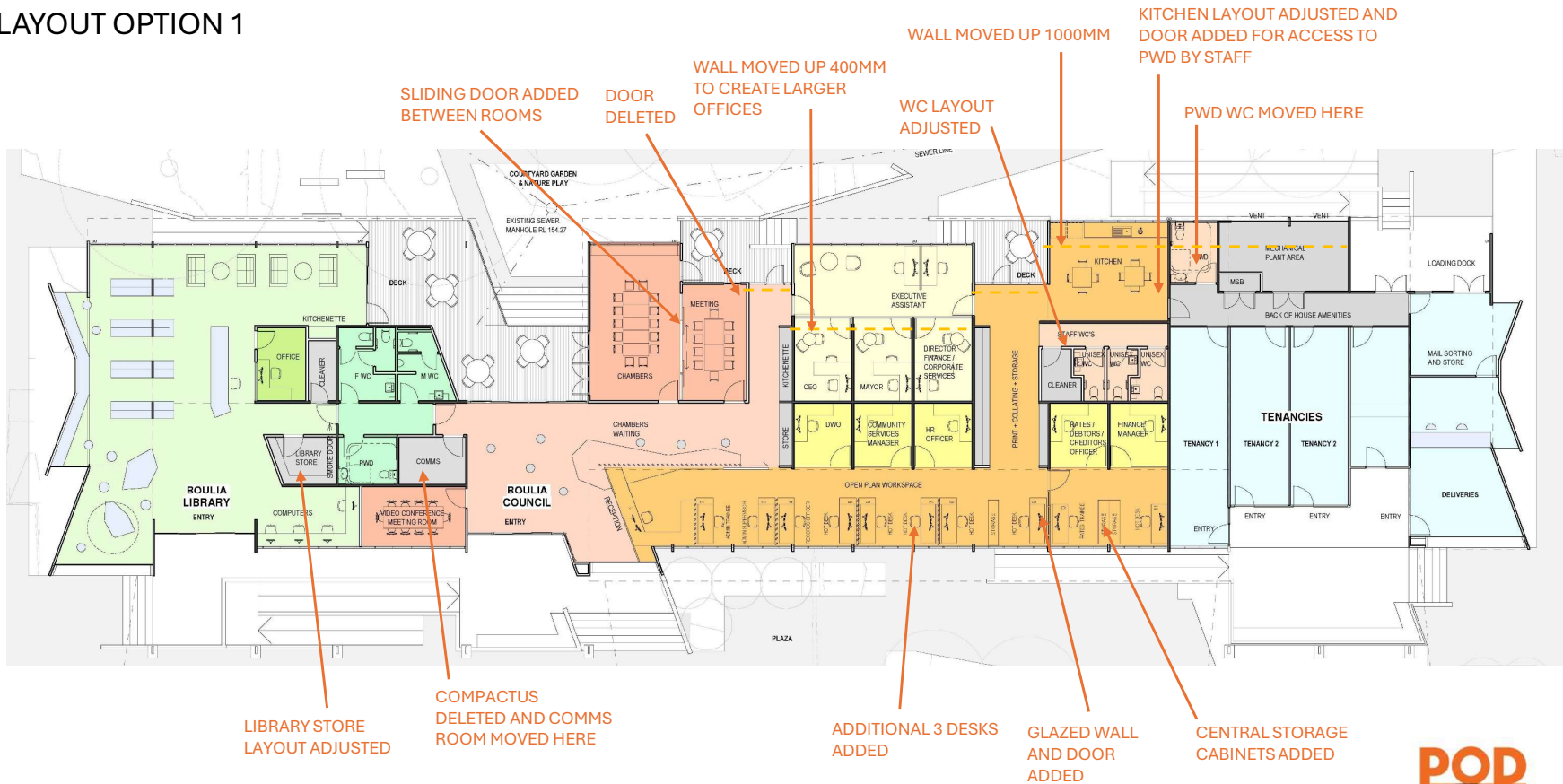
DESIGN REVIEW 02.04.25



BOULIA REGIONAL COMMUNITY HUB

DESIGN REVIEW 02.04.25

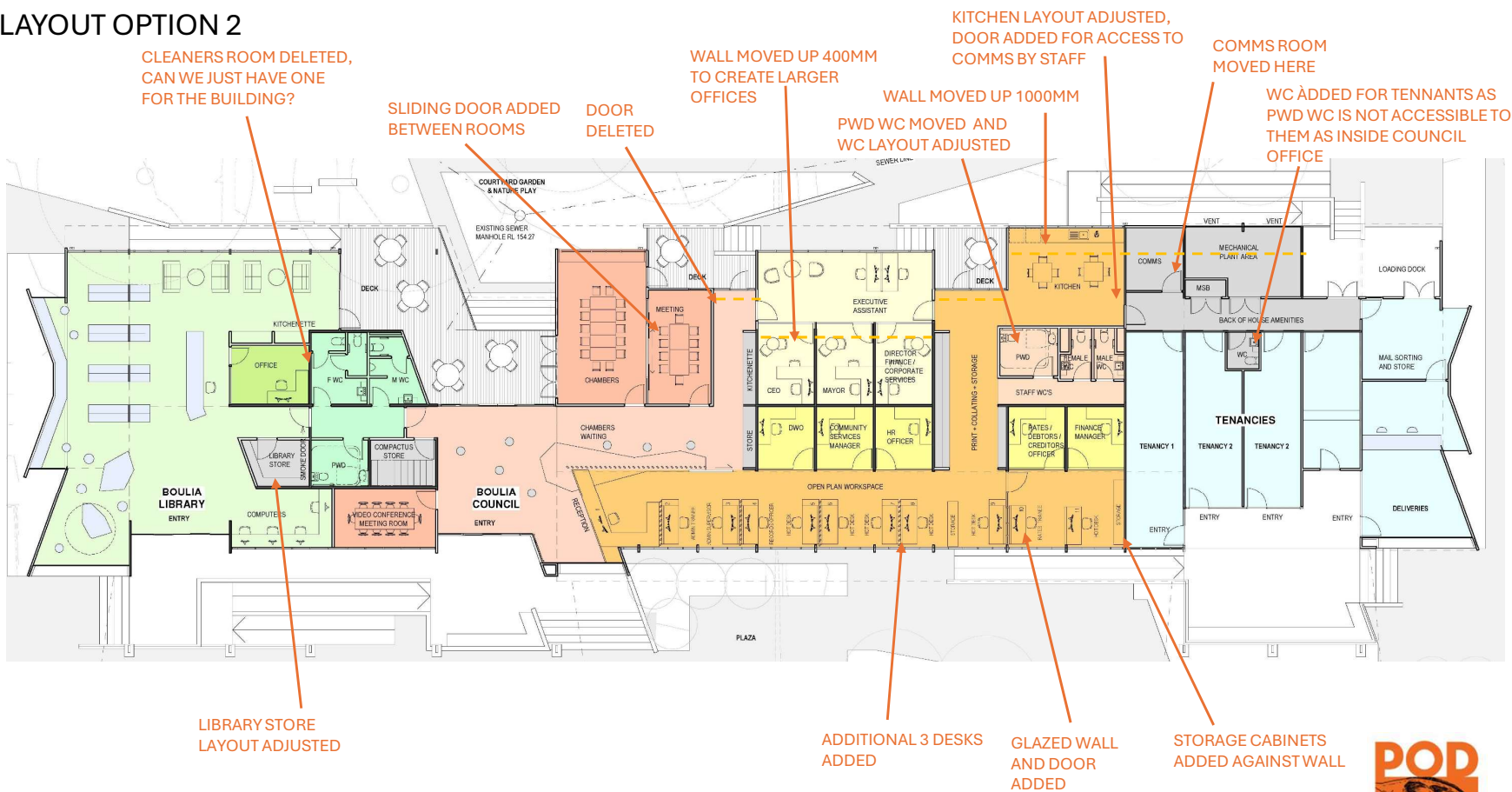
LAYOUT OPTION 1



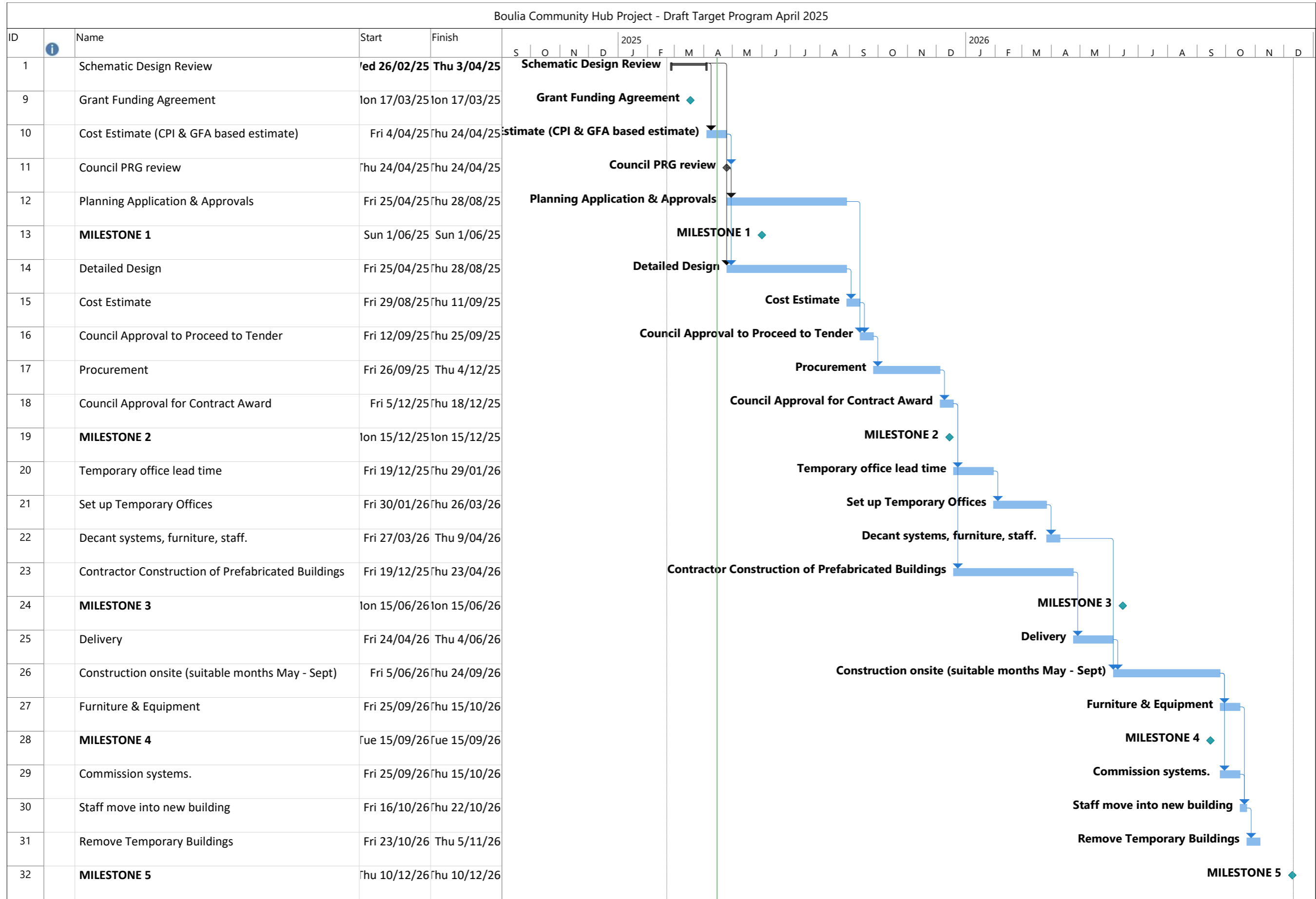
BOULIA REGIONAL COMMUNITY HUB

LAYOUT OPTION 2

DESIGN REVIEW 02.04.25



Bouli Community Hub Project - Draft Target Program April 2025





Project Reference Group (PRG)- TERMS OF REFERENCE

Boulia Community Hub

March 2025

Name	This document sets out the Terms of Reference (TOR) for the Project Reference Group (PRG) established in relation to Delivering the new Community Hub in Boulia.
Governance	<p>The PRG is responsible for ensuring the project:</p> <ul style="list-style-type: none"> Adheres to Council's governance processes by using established governance and authorities as delegated by Council
Role	<p>The PRG will provide guidance to the project team and facilitate ownership of the process and outcome. In particular, the role of the PRG is to:</p> <ul style="list-style-type: none"> confirm the overarching strategy for the delivery of the project; review and endorse the approach to consulting/communicating with key stakeholders and the community in relation to the project; review documentation prior to being released for approval by the Council; monitor key project deliverables, project risks and issues, and ensure appropriate action is being taken; and provide advice and direction to the project team in implementing the project.
Reporting mechanism	The PRG reports to Council. Council maintains decision making authority giving consideration to the PRG.
Functions	<p>During Planning, Design and construction, the PRG is responsible for:</p> <ul style="list-style-type: none"> ➤ Project level decision making within the boundaries of agreed project scope, program and budget. ➤ Ensuring the project adheres to approved scope, timeframes and cost ➤ Escalation of issue(s) to the Council with recommended option(s) outside agreed project scope, program and budget ➤ Ensuring the project procures and delivers infrastructure that is fit for purpose and is delivered within cost, time and scope parameters ➤ Ensuring the project delivers infrastructure that Boulia Shire Council can maintain to ensure that it remains effective over its life cycle ➤ Overseeing Operational Commissioning ➤ Overseeing Change Management and Transition ➤ Overseeing aspects of Relocating and Decanting
Membership	<p>PRG Chair</p> <p>The primary role of the Chair is to chair all meetings of the PRG. The Chair will:</p> <ul style="list-style-type: none"> Chair PRG meetings and work with the Chief Executive Officer and Project Manager to prepare the agenda and ensure the smooth running of the PRG; and Ensure contributions by all PRG members and reach consensus when making decisions, recommendations or providing advice. <p>PRG members</p> <p>PRG members will:</p> <ul style="list-style-type: none"> Understand the TOR for the PRG, their role and responsibilities; Attend and actively participate in meetings; Work in a collegiate manner with other members to achieve the objectives of the project; and



	<ul style="list-style-type: none">• Take a Council wide perspective in carrying out their role and consult, as appropriate, with relevant stakeholders and interested parties on any matter before the PRG.• Adhere to Council communication processes for external communication. <p>Non-Members Non-members will be invited in an advisory capacity.</p> <p>Project Manager The coordination of the PRG will be performed by the Project Manager who has a Non-member role and assists in an advisory capacity. The Project Manager will support the Chair in the smooth operations of the PRG. The Project Manager will work with the Chair and the PRG to:</p> <ul style="list-style-type: none">• Prepare the agenda and minutes of the PRG in a timely manner;• Coordinate and distribute agenda and papers at least three working days prior to a meeting; and• Prepare and circulate meeting minutes, including decisions and actions, for review and confirmation within five working days of each meeting. <p>Members</p> <ol style="list-style-type: none">1. Mayor (Chair)2. All Councillors3. Chief Executive Officer4. Director Corporate Services <p>See Appendix for named members, delegates, and invitees. Other representatives will be invited as required at the Chair's discretion.</p>
Quorum	Fifty percent of the membership plus 1 (excluding Project Manager and invited guests). In the case of absence, a proxy should be nominated. The proxy must be fully briefed prior to the meeting to inform their attendance and contribution.
Agenda requests	The Project Manager is to receive requests for agenda items and associated papers for collation with other meeting papers no later than five (5) working days before the meeting. The Project Manager will provide papers to members via upload to the SharePoint PRG site no later than three (3) working days before the scheduled meeting. Unless otherwise advised, late agenda requests will be scheduled for the following meeting.
Meeting Frequency	Every 2 nd month following Council meetings unless otherwise determined.



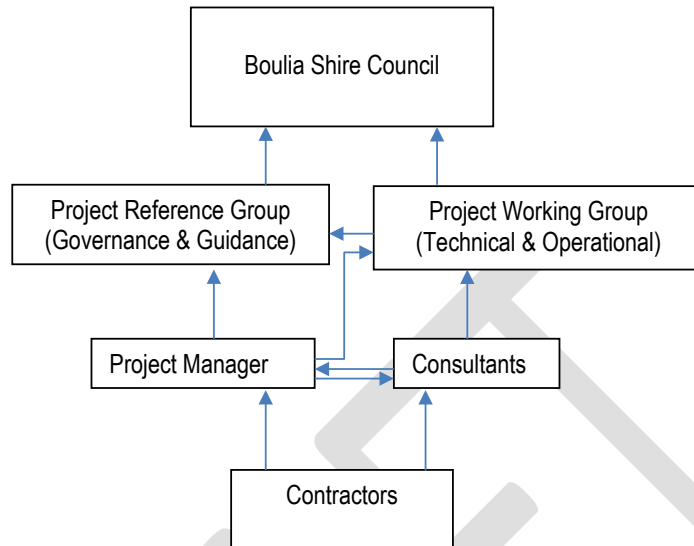
APPENDIX A

Boulia Community Hub - Project Reference Group (PRG) Named Members, Delegates, Invitees

Members	
Mayor (Chair)	Eric (Rick) Britton
Councillor	Jack Neilson
Councillor	Sam Beauchamp
Councillor	Jan Norton
Councillor	Julie Woodhouse
Chief Executive Officer	Kaylene Sloman
Director Corporate Services	Rada Robey
Community Member	TBA
Invitees	
Project Manager	Britton Project Services (Adam Hansen Britton)
Other representatives as required.	



APPENDIX B – GOVERNANCE STRUCTURE



DRAFT



Project Working Group (PWG)- TERMS OF REFERENCE
Boulia Community Hub
March 2025

Name	This document sets out the Terms of Reference (TOR) for the Project Working Group (PWG) established to support the delivery of the new Boulia Community Hub.
Governance	The PWG operates under the guidance of the Project Reference Group (PRG) and reports through the Project Manager to the PRG and Boulia Shire Council. It is a delivery-focused body, responsible for progressing detailed planning, design, procurement, construction, and commissioning activities of the project.
Role	<p>The PWG will:</p> <ul style="list-style-type: none"> • Coordinate detailed project planning, design development, and construction readiness activities. • Ensure the project aligns with approved scope, schedule, and budget parameters. • Provide subject matter expertise and input into design, infrastructure, and operational considerations. • Review and provide feedback on design documentation, cost estimates, procurement strategies, and project delivery plans. • Identify, assess, and manage project risks and operational issues in collaboration with the Project Manager. • Coordinate stakeholder inputs including internal Council teams, consultants, and utility providers. • Facilitate timely decision-making and prepare documentation for endorsement by the PRG and Council. • Support temporary facilities planning, IT transition, decanting, and operational continuity during construction. • Monitor deliverables and report progress through the Project Manager to the PRG
Reporting mechanism	<p>The PWG reports to the Project Reference Group (PRG) via the Project Manager. Regular reporting includes:</p> <ul style="list-style-type: none"> • Progress updates on design, procurement, and construction • Emerging issues, risks, and mitigation strategies • Recommendations for decisions or change requests • Key deliverables status tracking
Functions	<ul style="list-style-type: none"> • Provide operational and technical guidance to ensure delivery of project scope, program and budget. • Support adherence to approved scope, timeframes, and cost parameters. • Escalate issues with recommended options outside agreed project scope, program, and budget to PRG. • Support the procurement and delivery of infrastructure that is fit for purpose and can be maintained by Council. • Coordinate and support operational commissioning activities. • Contribute to change management and transition planning. • Assist in planning and implementation of relocating and decanting Council services during construction.

Membership	<p>PWG Chair The Chair of the PWG is the Director Corporate Services. The Chair will:</p> <ul style="list-style-type: none"> • Chair PWG meetings and work with the Project Manager to prepare the agenda and ensure smooth
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	<p>operation of the PWG.</p> <ul style="list-style-type: none"> • Ensure contributions by all PWG members and facilitate consensus when making recommendations or providing advice. <p>PWG members</p> <p>PWG members will:</p> <ul style="list-style-type: none"> • Understand the TOR for the PWG, their role and responsibilities. • Attend and actively participate in meetings. • Work in a collegiate manner with other members to achieve the objectives of the project. • Take a whole-of-Council perspective in their role and consult with relevant stakeholders as needed. • Adhere to Council communication processes for external communication. <p>Non-Members</p> <p>Non-members will be invited in an advisory capacity.</p> <p>Project Manager</p> <p>The coordination of the PWG will be performed by the Project Manager who has a non-member, advisory role. The Project Manager will support the Chair in the smooth operation of the PWG. The Project Manager will:</p> <ul style="list-style-type: none"> • Prepare the agenda and minutes of the PWG in a timely manner. • Coordinate and distribute agenda and papers at least three working days prior to a meeting. • Prepare and circulate meeting minutes, including decisions and actions, for review and confirmation within five working days of each meeting. <p>Members</p> <ul style="list-style-type: none"> • Chief Executive Officer (Chair) • Director of Works Operations • Director of Corporate Services • Manager - People and Culture <p>The PWG will consult with specific Stakeholders including;</p> <ul style="list-style-type: none"> • Pitta Pitta • Finance Manager • Council Maintenance teams • IT Consultants <p>See Appendix for named members, delegates, and invitees.</p> <p>Other representatives will be invited as required at the Chair's discretion.</p>
Quorum	<p>Fifty percent of the membership plus 1 (excluding Project Manager and invited guests).</p> <p>In the case of absence, a proxy should be nominated. The proxy must be fully briefed prior to the meeting to inform their attendance and contribution.</p>
Agenda requests	<p>Meetings will follow a regular agenda with requests for specific agenda items and associated reports to be received by the Project Manager no later than two (2) working days before the meeting.</p>
Meeting Frequency	<p>Meetings will occur weekly or as required during key phases of planning, design and construction.</p>



APPENDIX A

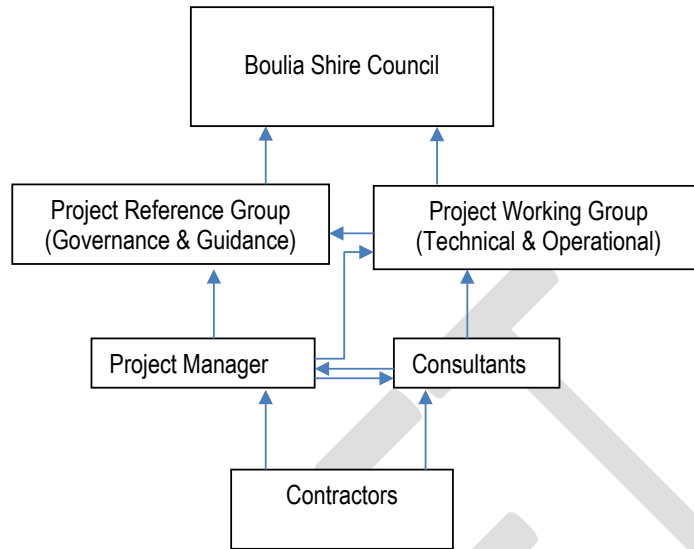
Bouliā Community Hub - Project Reference Group (PWG) Named Members, Delegates, Invitees

Members	
Chief Executive Officer (Chair)	Kaylene Sloman
Director Corporate Services	Rada Robey
Director of Works and Operations	Henry Mascarenhas
Manager – People and Culture	Rebekah Britton
Invitees	
Project Manager	Britton Project Services (Adam Hansen Britton)
Architect	People Oriented Design (Allison Stout)
Other representatives as required.	

DRAFT



APPENDIX B – GOVERNANCE STRUCTURE



DRAFT

TITLE:	Policy Review - Study Policy	DOC REF: 11.2.4
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REPORT BY:	Kaylene Sloman Acting Chief Executive Officer	DATE: 19/04/2025
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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 Council's Study and Training Policy.

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. It has been identified that Council's Study and Training Policy, policy 132, needs to be strengthened to cover scenarios where staff undertake study paid by Council and then leave the organisation within 12 months.

It is suggested that additional content be added to the policy outlining conditions regarding payment of study. Key to the suggested new content is a sliding scale that outlines the percentage of study cost repayment required, depending on the time elapsed between course completion and employee's resignation or termination.

A copy of the revised policy is attached for Council's consideration. Suggested changes have been highlighted in yellow.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

That policy 132 Study and Training Policy, as presented, be adopted.

ATTACHMENTS:

1. Draft Study and Training Policy (Policy 132) [11.2.4.1 - 6 pages]
2. BSC Study Agreement Proposal 140425 [11.2.4.2 - 2 pages]

Acting Chief Executive Officer	Mrs Kaylene Sloman
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BOULIA SHIRE COUNCIL

Study and Training Policy

Category:	Policy
Policy Number:	132
Document Version:	1.0.4
Obsolete Version:	26th March 2021 policy version adopted 24 th April 2024
Keyword Classification:	Staff/Study/Education
Summary:	The purpose of this policy is to encourage staff to undertake education that improves their professional qualifications and enhances their ability to contribute to Council's corporate objectives.
Adoption Date:	
Resolution:	
Due for Revision:	Every three years or as impacted by legislation
Revision date:	
Date revoked:	n/a
Related documents:	Policy 115 Employee Travel Policy Study Assistance Agreement
Responsible Section:	Executive
Responsible Officer:	Chief Executive Officer
Legislation:	Local Government Regulation 2012

OBJECTIVE

It is Council's policy to encourage staff to undertake education courses which will improve their ability to contribute to the corporate objectives of the organisation as well as improve their professional qualifications.

SCOPE

This policy shall apply to all employees of Bouliia Shire Council.

Types of Assistance Offered

Given Council's geographic location and the nature of training courses on offer it is important that employees who request assistance from Council are willing to undertake training or attend seminars/webinars both during and outside normal working hours where travel or course requirements dictate.

The level of assistance offered to employees undertaking study or attending seminars/webinars shall be based on three categories, details of which are as follows:

Category 1 - Required Training, Seminars/Webinars and Study

A training course, seminar/webinar or study directly related to the employees current position and/or needs of the Council. It may also be a condition of employment that the employee obtains required qualifications or certificates.

Category 2 - Identified Training, Seminars/Webinars and Study

A training course, seminar/webinar or study not directly relevant to the employee's current position and/or immediate needs of the Council that is relevant to the employee's progression within the organisation or the future needs of the Council. Identified training opportunities are encouraged and supported through the performance review process.

Category 3 - Employee self education and development

A training course, seminar/webinar or study not directly relevant to the employee's current position and/or immediate needs of the Council that is of relevance to Local Government and may enhance the employee's professional qualifications and/or future job prospects within the industry.

Determination of Category of Training

In the event that the Chief Executive Officer and the employee are unable to agree upon the relevant category for a particular training course, seminar/webinar or study, then Council's ManEx team may review the matter and make a recommendation to the Chief Executive Officer. However, the Chief Executive

Officer may choose to accept or reject the recommendation of the ManEx team and the Chief Executive Officer's determination will be final.

Level of Assistance Category 1 - Required Training, Seminars/Webinars and Study

Council will generally meet the cost of all reasonable out of pocket expenses associated with the training course, seminar/webinar or study in accordance with Council policy and Award requirements.

This may include:

Fees

Council shall pay all compulsory course/seminar/webinar fees for approved employees provided however, where the employee is required to repeat a subject, no payment will be made unless previous course fees have been repaid to Council.

Travel and Accommodation

Travel, accommodation and reasonable out of pockets expenses in relation to Category 1 items will be fully reimbursed in accordance with Policy 115 Employee Travel Policy. All travel and accommodation bookings will be arranged by the Executive Assistant. Employees are not to make their own booking arrangements.

Leave

Employees will not be required to take leave to participate in Category 1 items unless:

- a) a subject is being repeated and they are required to re-sit an examination
- b) they are attending a graduation ceremony.

Use of Council facilities

The employee may make arrangements with their supervisor to utilise Council offices, printers, internet and computers etc for out of hours study or assignments as part of the Category 1 items being undertaken. Council may also assist with the provision of a laptop or other computer if one is available for use for study at home.

Textbooks and other expenses

Council will meet the full cost of prescribed texts associated with the course and any incidental expenses directly related to the training/seminar/webinar.

Category 2 - Identified Training, Seminars/Webinars and Study

Council will generally assist with the cost of reasonable out of pocket expenses associated with the training course, seminar/webinar or study as detailed below.

Fees

Council will reimburse the employee up to 50% of all compulsory course fees, including HECS-HELP fees, for approved employees undertaking such training upon satisfactory completion of each unit of study. A higher reimbursement percentage (e.g. 75% or 100%) may be authorised by the CEO upon taking into account such factors as (but not limited to):

- The employee being able to successfully complete their studies in a shorter time frame than the maximum study period allowed by the training/education provider
- Whether or not the training/seminar/webinar was conducted entirely online (no accommodation or travel fees incurred)

For example, if a tertiary course that would normally take five years to complete is finished in half the time, 100% of course fees may be covered, if it is finished in 75% of the time allowed, 75% of course fees may be covered.

Approval of a higher reimbursement rate will be considered on a case by case basis.

Travel and Accommodation

Where attendance at identified training, seminars/webinars and study is approved, Council will reimburse costs associated with travel, accommodation and out of pocket expenses, in accordance with Policy 115 Employee Travel Policy. All travel and accommodation bookings will be arranged by the Executive Assistant. Employees are not to make their own booking arrangements.

Special Leave

- a) Council will grant leave with pay to a staff member to allow attendance at relevant training or seminars/webinars to a maximum of three (3) days per annum.
- b) Council will grant leave with pay of one day to sit for examinations. Where a subject is being repeated no such leave with pay will be granted.
- c) The employee may utilise other approved leave for any additional time required for attendance or study, graduation ceremony attendance etc.

Use of Council facilities

The employee may make arrangements with their supervisor to utilise Council offices, printers, internet and computers etc for out of hours study or assignments as part of the course/training being undertaken. Council may also assist with the provision of a laptop or other computer if one is available for use for study at home.

Textbooks and other expenses

Council will reimburse up to 50% of the cost of prescribed texts associated with the course and any incidental expenses directly related to the training/seminar/webinar.

Category 3 - Employee self education and development

Council will generally assist with the cost of reasonable out of pocket expenses associated with the training course, seminar/webinar or study as detailed below.

Fees

Council will reimburse up to 25% towards course fees, including HECS-HELP fees, for approved employees undertaking such training upon satisfactory completion of each unit of study. A higher reimbursement amount may be authorised by the CEO upon taking into account such factors as (but not limited to):

- The employee being able to successfully complete their studies in a shorter time frame than the maximum study period allowed by the training/education provider
- Whether or not the training/seminar/webinar was conducted entirely online (no accommodation or travel fees incurred)

For example, if a tertiary course that would normally take five years to complete is finished in half the time, 75% of course fees may be covered, if it is finished in 75% of the time allowed, 50% of course fees may be covered.

Approval of a higher reimbursement rate will be considered on a case by case basis.

Travel and Accommodation

Where attendance at identified training, seminars/webinars and study is approved, Council will reimburse costs associated with travel, accommodation and out of pocket expenses, in accordance with Policy 115 Employee Travel Policy. All travel and accommodation bookings will be arranged by the Executive Assistant. Employees are not to make their own booking arrangements.

Special Leave

The employee may utilise approved leave for any time required for attendance at training or study etc.

Use of Council facilities

The employee may make arrangements with their supervisor to utilise Council offices, printers, internet and computers etc for out of hours study or assignments as part of the course being undertaken. Subject to CEO approval

on a case by case basis, Council may also assist with the provision of a laptop or other computer if one is available for use for study at home.

Textbooks and other expenses

Council will reimburse up to 25% of the cost of prescribed texts associated with the course and any incidental expenses directly related to the training/seminar/webinar.

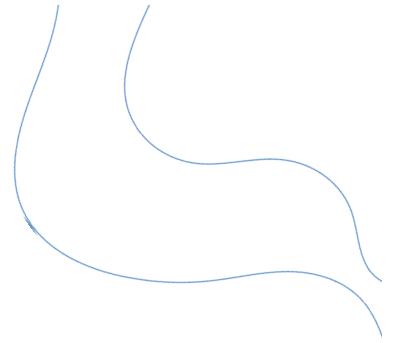
Repayment of Study Assistance

Where Boulia Shire Council provides financial assistance toward an employee's study or training, the following conditions apply regarding repayment:

- Employees who receive study assistance under Category 1 (Required Training) or Category 2 (Identified Training) are expected to remain employed with Council for a minimum period of 12 months following the completion of the approved course, training or study.
- If an employee voluntarily resigns or is terminated due to misconduct within this 12-month period, Council may require repayment of the study assistance provided, in accordance with the following scale:

Time elapsed since course completion	Repayment required
0-3 months	100%
4-6 months	75%
7-9 months	50%
10-12 months	25%
After 12 months	Nil

- The requirement to repay, and the employee's acknowledgement of this clause, must be documented and agreed to in writing prior to the commencement of the approved study.
- Should the last pay not be sufficient to cover the repayment, an invoice will be issued for the balance and if it remains unpaid Council will action as per the Debt Collection Policy (Policy 106).



STUDY ASSISTANCE AGREEMENT

This Study Assistance Agreement ("Agreement") is made on this ___ day of _____, 20___, between:

Boulia Shire Council ("the Council"), and

[Employee Name] ("the Employee"), employed in the position of **[Job Title]**.

1. PURPOSE

The Council agrees to provide study assistance to the Employee to support professional development that enhances the Employee's ability to contribute to the Council's objectives. This assistance is subject to the terms and conditions outlined below.

2. APPROVED STUDY AND FINANCIAL ASSISTANCE

The Council will provide financial support for the following study program:

Course Name: [Insert Course Title]

Institution: [Insert Institution Name]

Study Category: (Select one)

Category 1 - Required Training

Category 2 - Identified Training

Category 3 – Employee Self Education & Development

Financial Assistance Provided:

Tuition Fees: \$____

Textbooks/Materials: \$____

Travel/Accommodation (if applicable): \$____

3. EMPLOYEE COMMITMENTS

The Employee agrees to:

- Complete the approved study to the best of their ability and provide proof of satisfactory completion.
- Remain employed with Boulia Shire Council for a minimum period of 12 months following the completion of the funded study.
- Repay the Council in accordance with the repayment terms below if they resign voluntarily or are dismissed due to misconduct before completing this service period.

“A progressive shire creating opportunities for all”

P (07) 4746 3188 | F (07) 4746 3136 | admin@boulia.qld.gov.au | 18 Herbert Street, Boulia QLD 4829 | ABN 20 492 088 398

All communications must be addressed to: The Chief Executive Officer, Boulia Shire Council, 18 Herbert St, Boulia QLD 4829



BOULIA SHIRE COUNCIL



4. REPAYMENT CONDITIONS

If the Employee leaves the Council within 12 months of completing the study, repayment of financial assistance will be required as follows:

Time Elapsed Since Completion	Repayment Required
0–3 months	100%
4–6 months	75%
7–9 months	50%
10–12 months	25%
After 12 months	Nil

This agreement as signed by Boulia Shire Council employee at the time of committing to undertaking of above study serves as written consent in agreement that any repayment outstanding required may be deducted from the Employee’s final pay at the time of termination. If there is no final amount owing to the employee, the Council will issue an invoice for the amount due, which must be paid within 30 days. If this invoice remains unpaid exceeding the 30 day period Council will follow procedure as per Debt Policy (107)

5. SPECIFICS TO NOTE

{Insert any specific conditions to note here}

6. ACKNOWLEDGMENT AND AGREEMENT

By signing this Agreement, the Employee acknowledges that they have read, understood, and agree to comply with the terms outlined above.

Employee Signature:

Date:

Employee Name (Printed):

Manager/Director Signature:

Date:

Manager/Director Name (Printed):

Position:

“A progressive shire creating opportunities for all”

P (07) 4746 3188 | F (07) 4746 3136 | admin@boulia.qld.gov.au | 18 Herbert Street, Boulia QLD 4829 | ABN 20 492 088 398

All communications must be addressed to: The Chief Executive Officer, Boulia Shire Council, 18 Herbert St, Boulia QLD 4829

TITLE:	3rd Quarter Operational Plan Report Jan to Mar 2025	DOC REF: 11.2.5
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REPORT BY:	Kaylene Sloman Acting Chief Executive Officer	DATE: 16/04/2025
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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 third quarter Operational Report for January to March 2025.

CONTENT:

The third quarter review of the Operational Plan from January to March 2025 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 third quarter report from January to March 2025 in relation to the adopted Operational Plan 2024-2025.

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

ATTACHMENTS:

1. Quarterly Operational Review Traffic Light system [**11.2.5.1** - 47 pages]

Acting Chief Executive Officer	Mrs Kaylene Sloman
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Bouliā Shire Council

Operational Plan 2024-2025

3rd Quarterly review



Not Progressing
Completed
Progressing
Not Due To Start

Key Priority 1: Social License

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


1.1: Enhance sporting, recreational & cultural facilities and activities

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

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


1.2: Respecting our culture and heritage

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

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


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

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


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

1.3: Boulia Shire to have active inclusive communities

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


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

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

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

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

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





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



Key Priority 2: Built Environment

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



2.1: Fit for purpose - roads, airport infrastructure

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

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



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

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



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






2.2: Sustainable - housing, buildings and community infrastructure

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

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



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

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

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



2.3: Well planned - land, open spaces and assets

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

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





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

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

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




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

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


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

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

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

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

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


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

Key Priority 3: Economic Development


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

3.1: Facilitate housing and investment to support employment opportunities

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


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

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





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



3.2: Advocate for the region through regional networks

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

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


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

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

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





3.3: Innovate and explore opportunities

3.3.1: Identify economic opportunities and enablers for the Shire

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

3.4: Promote tourism as an economic driver for the shire

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




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

Key Priority 4: Natural Environment

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

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

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


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


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

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

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

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




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


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


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

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



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.3.1.4	Town common is managed within the limits set and stockholders are encouraged to participate in any muster arranged by council. Weed control completed this quarter? Stock levels this quarter -as a percentage of carrying capacity.	<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. 	<p>The feed on the common is holding up after some fair falls of rain at the start of the cooler months.</p> <p>The numbers of stock on the common are at a level that the feed will carry this amount of stock through the hotter months of the year.</p>	
4.3.1.5	Primary Stock route bores are maintained as per council's instructions. If appropriate funding applied for as needed. Other bores are maintained as funding allows. Number of primary stock route bores N=..... Other bores N=....	Stock route bores are maintained in accordance with funding received.	There has been some funding applied for and once council receives the funding the work of replacing the soil around the troughs and fence around the turkey nest will be carried out. The other water facilities are being inspected on a regular basest.	
4.3.1.6	Support the local land-care groups to achieve pest and weed control in conjunction with Desert Channels Queensland.	Bi-annual meetings are attended to review progress	I have attended meetings and field days when I can.	

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

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

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

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



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

Key Priority 5: Governance


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

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



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

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

5.1.2: Effective internal and external communication and records management


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

5.1.3: Adopt an integrated risk management approach

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




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






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





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






5.1.5: Workplace Health and Safety focus





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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
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>	<p>Council is continuing to provide all necessary requirements to provide staff with a safe environment.</p> <p>Training on emotional health is planned once we have a full complement of senior staff to support the initiative. This will occur during start up 2025</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.</p> <p>Regular reports to council on activities and safety results for council staff and contractors.</p>	<p>As a part of ManEx meeting held each week, the Management team review any incidents and any changes that arise for Staff and Management to deal with. An action plan is worked out to implement / update the Staff.</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 	<p>All incidents are reported and followed up with staff and supervisors.</p> <p>Regular reports to council on activities and safety results for council staff and contractors.</p>	<p>All incidents have been recorded and investigated. Staff training to be completed to assure ALL incidents are reported.</p>	

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

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


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






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

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




5.2: It is clearly evident in how council does business

5.2.1: Councils financial activities are monitored and managed well


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



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

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

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


5.2.3: Financial accountability for new projects

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

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



5.2.4: Transparency and accountability through management reporting

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


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



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

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


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


5.3.2: Optimise performance of council business units using available technology

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



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

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

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

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

5.3.4: Implement good practice in managing and maintaining our assets


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

Key Priority 6: Lifestyle and Community


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

6.1: Facilitate opportunities for community development


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


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

6.1.2: Assist local community groups and support local events

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

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

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





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





Key Priority 7: Our Team - Our People


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

7.1: An accountable and innovative culture




7.1.1: Support practices that develop a motivated and focused workforce

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

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



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

7.1.2: Keeping pace with technological changes in the workplace environment



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

7.2: A great place to work


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

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





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







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

7.2.3: Provide access to external support networks for emotional assistance

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



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

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

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



7.3: Living our values

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

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

7.4: Develop new employment opportunities

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

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

Key Priority 8: Leadership




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

8.1: Genuine community engagement



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

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

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

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

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

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

TITLE:	WHS Report March 2025	DOC REF: 11.2.6
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REPORT BY:	David Parker Workplace Health and Safety Officer	DATE: 26/03/2025
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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	Toolbox talks have recommenced Hep B Vaccinations, Upcoming Projects, Training were all discussed and a video on Driver Aware – know your vehicle’s safety equipment.
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: 2 • Drug testing of contractors and staff that missed out on the first round has commenced – 5 staff and 15 contractors tested – 2 staff and 2 contractors produced not negative results – chasing QML for results.
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 – 0 • Incidents – 1 		
Category	Description	Site	Outcome
Hazards	Nil		
Damage	Nil		
Incidents	1		
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 Boullia 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). • Incident Reports are still very much hit and miss – the incident report listed here, actually occurred in December '24, and has resulted in a Workers Comp Claim being lodge. • iAuditor checklist for Event Preparation – completed 30 days out to be conducted by Ronnie for Camp Draught/Rodeo ASAP. • 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			

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

ATTACHMENTS: Nil

Reviewed and Approved by Acting Chief Executive Officer	Mrs Kaylene Sloman
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TITLE:	Policy Review - Motor Vehicle Policy and Respect in the Workplace Policy	DOC REF: 11.2.7
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REPORT BY:	David Parker Workplace Health and Safety Officer	DATE: 19/04/2025
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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.

The Motor Vehicle Policy was lacking a WHS component and has now been written to be added to the policy.

Policy 149 – Respect in the Workplace Policy

This policy outlines Council's stance on workplace discrimination, harassment and bullying.

The Respect in the Workplace Policy needed to be updated due to a change in legislation surrounding Sexual and Gender Based Harassment.

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 149 Respect in the Workplace Policy, as presented be adopted.

ATTACHMENTS:

1. Motor Vehicle Policy (1) [11.2.7.1 - 7 pages]
2. Respect in the Workplace Policy Bullying and Harassment Policy 149 Dr (1) [11.2.7.2 - 10 pages]

Reviewed and Approved by Acting Chief Executive Officer	Mrs Kaylene Sloman
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BOULIA SHIRE COUNCIL

Motor Vehicle Policy

Category:	Policy
Policy Number:	134
Document Version:	1.0.4 1.0.5
Obsolete Version:	Version 2 adopted 19 November 2024 21 February 2025
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:	
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 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 Chief Executive Officer.
 - g. If the Chief Executive Officer requests retention of the vehicle for periods of paid and unpaid leave in excess of ten weeks within any twelve-month period it must be negotiated with the Mayor.

Work Health and Safety:

Boulia Shire Council takes the safety of our staff extremely seriously. Using council vehicles incorrectly, can put staff at risk of serious injury or death.

Before using a council vehicle, staff should familiarize themselves with the vehicle's safety features, and where all vehicle features are located on the dashboard/steering wheel. This is important, as council vehicles are different makes and models – Toyota and Isuzu, and vehicle features, whilst similar, do differ between the makes and models.

Features of the vehicle staff should familiarize themselves with include:

Cruise Control	how to set, engage, disengage and reengage.
Duress Button	where is it located on the dashboard of the vehicle?
First Aid/Snake Bite Kit	where are they located within the vehicle?
Lights	is there an auto mode for the vehicle's headlights, or are they operated manually?
Spare Tyre/Jack	where are these located on the vehicle, and where are the correct points on the vehicle to use the jack?
Fire Extinguisher	where in the vehicle is this located?

When an individual is using a council vehicle, outside of Boulia, the individual using the vehicle must ensure that they are contactable and are able to contact the works depot, should an emergency occur. There are satellite phones available for usage by individuals – and it is up to the individual to contact the Stores Officer to ensure they have one.

A Travel Movement Form must be filled in when a Council Vehicle is to be taken from Boulia during working hours (Mon – Fri 6:30am-5pm, or overnight if required for work purposes) – giving details of the driver (any passengers) time of departure, journey being undertaken, satellite phone number being used on the trip and approx. time of arrival at both the destination, and return to Boulia, and sent to the WHS Advisor, and their Supervisor via email. The individual must let the WHS Advisor and/or their supervisor know when they have arrived back in Boulia.

When using a council vehicle, the individual must carry at a minimum, a 5l water flask, with iced water – Flask and Ice Available at Stores in the Depot. If staff do not have a water flask, they can ask for one from Stores, or provide a 5l Filtered water cask, for their vehicle – this option is at the staff member's expense. Given the climate of Boulia, should the vehicle run into trouble, the individual will have enough water to maintain their fluid levels, until help arrives.

During rain events, no Council Vehicle is permitted to drive on a road that has been advised as being closed. Council Vehicles are not permitted to drive through any water over the road, unless instructed to by the Director of Works (after a full risk assessment has been undertaken and recorded for each road/rain event – 200mm water over the road is the maximum level acceptable for a council vehicle to drive through) to check the road for the Boulia Shire Road Report.

Should an individual using a Council Vehicle, encounter a mechanical issue/vehicle incident, the individual must contact the Works Manager, WHS Advisor and their Supervisor immediately, so that arrangements can be made to assist in staff/vehicle retrieval.

If the vehicle you are using is assigned to the CEO, Director of Works, or any other person designated to use their vehicle for full private use, and you encounter a mechanical issue/vehicle incident, contact the RACQ Breakdown line, for assistance from the RACQ. (details in glove box)



BOULIA SHIRE COUNCIL

Respect in the Workplace Policy (Bullying and Harassment)

Category:	Policy
Policy Number:	149
Document Version:	1.0.2 1.0.3
Obsolete Version:	22 nd May 2019 – Equal Employment Opportunity Policy 31 st May 2024
Keyword Classification:	Workplace discrimination, harassment, bullying, psychosocial hazard
Summary:	This policy outlines Council's stance on workplace discrimination, harassment and bullying
Adoption Date:	
Resolution:	
Due for Revision:	Three years unless otherwise impacted by legislation
Revision date:	
Date revoked:	
Related documents:	Equal Employment Opportunity Statement Boulia Shire Council Enterprise Bargaining Agreement Policy 116 Workplace Health, Safety, Environment and Quality Policy 121 Confidentiality (Use of Information) Procedure Policy Policy 127 Complaints Management Policy and Process Policy 129 Councilor Code of Conduct Policy 137 Employee Assistance Program Policy Policy 140 Statement of Business Ethics Policy 146 Code of Conduct
Responsible Section:	Executive
Responsible Officer:	Chief Executive Officer
Legislation:	Anti-discrimination Act 1991 Australian Human Rights Commission Act 1986 Information Privacy Act 2009 Public Interest Disclosure Act 2010 Industrial Relations Act 2016 Work Health and Safety Act 2011 WHS (Psychosocial Hazard) Legislation 2023

AIMS

Boulia Shire Council (Council) is committed to providing a safe, flexible and respectful environment for staff and clients free from all forms of discrimination, bullying, sexual harassment and psychosocial hazards in the workplace.

All Boulia Shire Council staff and contractors are required to treat others with dignity, courtesy and respect. We seek to employ and engage a workforce that values the individual contribution of people irrespective of gender, sexual orientation, age, marital status, disability, race, colour, ethnic or national origin and creed. We promote a work environment that is socially inclusive, which values diversity and allows employees to realise their full potential without fear of discrimination or harassment.

By effectively implementing this policy we will retain talented staff and create a positive environment for staff.

SCOPE

This policy applies to anyone who carries out work in any form or capacity for Council including but not limited to all staff (full-time, part-time or casual, temporary or placement staff), contractors, sub-contractors and volunteers.

It concerns staff treatment of other staff, of clients and of other members of the public encountered in the course of their Boulia Shire Council duties and applies wherever and whenever staff may be as a result of their Boulia Shire Council duties (e.g. on-site, off-site or after-hours work; work-related social functions; conferences).

STAFF RIGHTS AND RESPONSIBILITIES

All staff members:

- Are entitled to a work environment free from discrimination, bullying and sexual harassment.
- have the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised.
- are entitled to reasonable flexibility in working arrangements especially where needed to accommodate their family responsibilities, disability, religious beliefs or culture.

Staff must:

- follow the standards of behaviour outlined in this policy.
- offer support to people who experience discrimination, bullying or sexual harassment, including providing information about how to make a complaint.
- avoid gossip and respect the confidentiality of complaint resolution procedures.
- treat everyone with dignity, courtesy and respect.

In addition, Managers and supervisors must also:

- model appropriate standards of behaviour.
- take steps to educate and make staff aware of their obligations under this policy and the law/various Acts and legislation.
- intervene quickly and appropriately when they become aware of inappropriate

behaviour.

- act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard.
- help staff resolve complaints informally.
- refer formal complaints about breaches of this policy to the appropriate complaint handling officer for investigation.
- ensure staff who raise an issue or make a complaint are not victimised.
- seriously consider requests for flexible work arrangements where the request does not hinder the delivery of core business and meets Work Health and Safety Regulations.

UNACCEPTABLE WORKPLACE CONDUCT

Discrimination, bullying and sexual harassment are unacceptable at Bouliia Shire Council and are unlawful under the following legislation:

- *Anti-discrimination Act 1991* (State)
- *Australian Human Rights Commission Act 1986* (Cth).
- *Sexual and Gender Based Harassment Act 2023* (State)

Staff (including managers) found to have engaged in such conduct might be counselled, warned or disciplined. Severe or repeated breaches can lead to formal discipline up to and including dismissal.

Discrimination

Discrimination is treating, or proposing to treat, someone differently because of an attribute protected by the law such as:

- a disability, disease or injury, including work-related injury
- parental status or status as a carer, for example, because they are responsible for caring for children or other family members
- race, colour, descent, national origin, or ethnic background
- age, whether young or old, or because of age in general
- industrial activity, including being a member of an industrial organisation like a trade union or taking part in industrial activity, or deciding not to join a union
- religion
- pregnancy and breastfeeding
- sexuality or gender identity
- marital status
- political opinion
- social origin
- medical record
- an association with someone who has, or is assumed to have, one of these characteristics, such as being the parent of a child with a disability.

Discrimination can occur:

- Directly, when a person or group is treated less favourably than another person or group in a similar situation because of a personal characteristic protected by law (see list below). For example, a worker is bullied and humiliated because of their race, or a worker is refused promotion because they are 'too old'.

- Indirectly, when an unreasonable requirement, condition or practice is imposed that has, or is likely to have, the effect of disadvantaging people with a personal characteristic protected by law (see list below). For example, redundancy is decided based on people who have had a worker's compensation claim rather than on merit.

It is also against the law to treat someone less favourably because you assume they have an attribute or may have it at some time in the future.

Bullying

This policy defines workplace bullying as behaviour by a worker that intimidates, offends, degrades or humiliates another worker, possibly in front of co-workers, clients or customers. Bullying behaviour can be direct or indirect and is a behaviour that creates a risk to the health and safety of the employee.

This section does not apply to reasonable management action carried out in a reasonable manner.

Behaviours that may constitute bullying include:

- sarcasm and other forms of demeaning language
- aggressive behaviours e.g. threats, abuse or shouting
- coercion
- isolation
- inappropriate blaming
- ganging up
- constant unconstructive criticism
- unreasonable work demands
- deliberately withholding information or equipment that a person needs to do their job or access their entitlements
- unreasonable refusal of requests for leave, training or other workplace benefits.

Bullying can take many forms, including jokes, teasing, nicknames, emails, pictures, text messages, social isolation or ignoring people, or unfair work practices. If someone is being bullied because of a personal characteristic protected by equal opportunity law, it is a form of discrimination. Under Federal law, this behaviour does not have to be repeated to be discrimination – it may be a one-off event.

Bullying is unacceptable in Boulia Shire Council and may also be against occupational health and safety law. Any incidents of bullying will be treated seriously by Council and may be grounds for disciplinary action including dismissal. Where bullying involves assault or threat of assault it may become a police matter.

Bullying can sometimes be difficult to define and to prove. To support the allegation of bullying, a worker is recommended to keep a diary detailing any bullying as well as any witnesses to the incidents. Refer also to 'Resolving Issues at Boulia Shire Council' below.

Sexual harassment

Sexual harassment is a specific and serious form of bullying. It is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated. Sexual harassment can be physical, spoken or written. It can include:

- comments about a person's private life or the way they look
- sexually suggestive behaviour, such as leering or staring
- brushing up against someone, touching, fondling or hugging
- sexually suggestive comments or jokes
- displaying offensive screen savers, photos, calendars or objects
- repeated unwanted requests to go out
- requests for sex
- sexually explicit posts on social networking sites
- insults or taunts of a sexual nature
- intrusive questions or statements about a person's private life
- sending sexually explicit emails or text messages
- inappropriate advances on social networking sites
- accessing sexually explicit internet sites
- behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Just because someone does not object to inappropriate behaviour in the workplace at the time, it does not mean that they are consenting to the behaviour. A single incident is enough to constitute sexual harassment – it doesn't have to be repeated.

Sexual harassment is covered in the workplace when it happens at work, at work-related events, between people sharing the same workplace, or between colleagues outside of work.

All staff and volunteers have the same rights and responsibilities in relation to sexual harassment. All incidents of sexual harassment – no matter how large or small or who is involved – require employers and managers to respond quickly and appropriately.

Boulia Shire Council recognises that comments and behaviour that do not offend one person can offend another. This policy requires all staff and volunteers to respect other people's limits.

Sexual harassment can sometimes be difficult to define and to prove. To support the allegation of sexual harassment, it is recommended the worker keep a diary detailing any incidents as well as any witnesses to the incidents. Refer also to 'Resolving Issues at Boulia Shire Council' below.

Sex or gender-based harassment

Sex or gender-based harassment is the harassment of a person on the basis of the person's sex or gender, by unwelcome conduct of a demeaning nature, with the intention of offending, humiliating or intimidating the person or in circumstances

where a reasonable person would have anticipated the person would be offended, humiliated or intimidated by the conduct.

Sex or gender-based harassment can take various forms—a singular incident, repeated behaviour, or conduct that is obvious or subtle. The most serious acts, such as sexual assault, may also be criminal offences. Acts of sexual harassment include unwelcome touching or physical contact, suggestive comments or jokes, sexually offensive pictures, unwanted invitations to go on dates, requests for sex, sexually explicit emails, text messages or online interactions such as social media posts. Sex or gender-based harassment includes denying opportunities or promotions to an individual based on their gender or perceived gender, or excluding someone from social events or team building activities based on their gender or perceived gender. Harassment may come from co-workers, subordinates, supervisors, or managers, or from third parties such as customers, clients, patients, students, visitors, or other businesses (for example, suppliers). Acts of harassment may also be experienced indirectly. For example, a person may experience harassment by overhearing a conversation or witnessing harassment that is directed at someone else.

Examples of harassment include:
a caller uses offensive sexual language towards a call centre operator
a manager makes negative comments about a worker's sexual orientation
workers normalize inappropriate sexual jokes and innuendo as part of their accepted workplace culture
suggestive posters displayed at a workplace
a team of male workers make fun of their female colleague by questioning whether she is 'tough enough' for the job
workers joke about homosexual relationships and use slurs to describe persons who identify as LGBTIQ+
a pub owner tells female workers to wear short skirts to look sexy for patrons
a manager makes sexually suggestive comments on her male assistant's muscular physique
a worker receives unwanted sexually explicit texts from a colleague
a customer inappropriately touches a worker while they are being served

Victimisation

Victimisation is subjecting or threatening to subject someone to a detriment because they have asserted their rights under equal opportunity law, made a complaint, helped someone else make a complaint, or refused to do something because it would be discrimination, sexual harassment or victimisation. Victimisation is against the law.

It is also victimisation to threaten someone (such as a witness) who may be involved in investigating an equal opportunity concern or complaint.

Victimisation is a very serious breach of this policy and is likely (depending on the severity and circumstances) to result in formal discipline against the perpetrator.

Boulia Shire Council has a zero-tolerance approach to victimisation. Any person who victimises another person will be subjected to disciplinary action, including possible termination of employment. In addition, they may be liable for criminal proceedings under the relevant legislation.

Psychosocial Hazard

Psychosocial hazards are anything in the design or management of work that increases the risk of psychological or physical harm (e.g. harm someone's mental health). Council endeavours to apply general principles to aid in the prevention and management of psychosocial hazards in the workplace. Specific areas include:

- High and/or low job demands - A job can involve a combination of high and/or low physical, mental and emotional demands, which can create risks to the health and safety of workers.
- Low job control - A job can involve a combination of high and/or low physical, mental and emotional demands, which can create risks to the health and safety of workers.
- Poor support - Poor support refers to tasks or jobs where workers have inadequate emotional and/or practical support from their supervisors and/or co-workers, inadequate training or information to support their work performance, or inadequate tools, equipment or resources to do their job.
- Low role clarity - Low role clarity refers to jobs where there is uncertainty about, or frequent changes to tasks and work standards; where important task information is not available to workers; or where there are conflicting job roles, responsibilities or expectations.
- Poor organisational change management – Poor organisational change management refers to organisational change management that is poorly planned, communicated, supported or managed.
- Low reward and recognition – Low reward and recognition refers to work where there is an imbalance between workers' efforts and recognition or rewards, they receive in return – both formal and informal.
- Poor organisational justice – Poor organisational justice refers to work where there is a lack of procedural fairness (fair processes to reach decisions), informational fairness (keeping relevant people informed) or interpersonal fairness (treating people with dignity and respect).
- Poor workplace relationships including interpersonal conflict - Poor workplace relationships or interpersonal conflict can occur between managers, supervisors, co-workers or others with whom workers are required to interact. It can appear as frequent or excessive disagreements, or rude comments - either from one person to another or between multiple people.
- Remote or isolated work – Remote work refers to work that is isolated from the assistance of other people because of location, time, or the nature of the work. It can involve working in locations where there is difficulty in immediate rescue or attendance of emergency services (where required).
- Poor environmental conditions – Poor environmental conditions are those where workers are exposed to unpleasant, poor quality, or hazardous physical environments or conditions that create a stress response.
- Traumatic events – Workers may be exposed to this hazard at work through investigating, witnessing or being directly exposed to traumatic events or situations. This may include reading, hearing or seeing accounts of traumatic events. A person is more likely to experience an event as traumatic when it is unexpected or is perceived as uncontrollable, where there is a threat to life or safety, or where it is the result of intentional cruelty.
- Violence and aggression – Violence or aggression at work refers to any incident

in which a person is abused, threatened or assaulted in circumstances relating to their work. This includes abuse, threats or assaults by workers, clients, patients, visitors or others.

- Bullying and Harassment including sexual harassment – as covered within this policy.
- Fatigue - Fatigue is more than feeling tired and drowsy. At work, fatigue is a state of mental and/or physical exhaustion that reduces your ability to work safely and effectively.

RESOLVING ISSUES AT BOULIA SHIRE COUNCIL

All workplace participants are required to comply with this policy, at all times. If an employee breaches this policy, they may be subject to disciplinary action. Some forms of severe harassment (e.g. sexual assault, stalking, indecent exposure, obscene phone calls) may constitute criminal conduct.

Boulia Shire Council strongly encourages any staff member who believes they have been discriminated against, bullied, sexually harassed, victimised or other, to take appropriate action by speaking to their immediate supervisor or if they are part of the problem, then refer to the Human Resources Officer or the Chief Executive Officer. Staff who do not feel safe or confident to take such action may seek assistance from Council's Employee Assistance provider for advice and support or action their behalf.

Where required, formal complaints may also be taken to the Queensland Human Rights Commission or the Industrial Relation Commission for resolution.

All investigations of complaints/allegations will be conducted in a confidential and impartial manner. Employees and contractors will not be disadvantaged in their employment conditions or opportunities as a result of raising an issue or supporting another employee raising an issue. All parties involved in a complaint must maintain confidentiality. While it may be necessary to speak with other workers in order to conduct an investigation, breaching the confidentiality of a formal complaint investigation or inappropriately disclosing personal information obtained in a professional role (for example, as a manager) is a serious breach of this policy and the Confidentiality Agreement signed by employees with their acceptance of any employment contract and may lead to formal discipline. Spreading rumours or gossip may expose workers to a defamation claim. Workers may discuss the complaint with a designated support person or representative (who is not a workplace participant employed or engaged by Council).

The Council undertakes to investigate and attempt to resolve complaints in a manner that does not generate further discrimination or victimisation of individuals involved in making, supporting or resolving the complaint.

All information generated as a result of this policy will be safeguarded according to the normal requirements for confidential Human Resource information. The information will only be provided to those people in the Council who have a legitimate need to know to ensure safety, health or performance. No information relating to this policy and identifying a particular individual will be released to any third party except with the individual's written consent or to obtain professional or legal advice if required by law.

Where a manager judges that the issue involves an allegation of unlawful behaviour, they must:

- Reinforce the employee's right to be free from harassment and victimisation, and confirm the Council's commitment to the principles within this policy; and
- Advise the employee of their rights under the relevant legislation, including the right without prejudice, to contact the relevant statutory body for more information, advice or assistance.

Regardless of whether the employee wishes to have the matter pursued internally or externally, the Human Resources Officer must be notified of all issues pertaining to this policy. The employee must be advised that this will occur. Any action resulting from this advice should be handled in such a way as to best maintain the confidentiality of the employee.

While the Council is committed to treating most harassment complaints within the organisation, criminal behaviour is not suited to internal resolution and should be referred to the criminal justice system. In relation to alleged criminal offences the matter should be referred to an external counsellor. Employees will then be advised of their option of police support or intervention. It is not the obligation of the Council to report such matters to the police on behalf of the complainant.

If a complaint/allegation is not upheld, the complaint will be dismissed and the parties to the complaint will be advised of that outcome in writing. If the allegation is upheld, the action will depend on the severity of the case and may include one or more of the following:

- an apology
- a formal warning
- counselling
- transfer to another area of operations
- suspension from the workplace
- demotion
- dismissal
- another form of disciplinary action deemed necessary.

Complaints made in bad faith or as a practical joke to create problems for a work colleague will not be tolerated. If false accusations are found to have occurred disciplinary action may be taken against the perpetrator(s).

Employees who believe they have been subjected to any form of inappropriate behaviour covered by this policy are encouraged to make use of the professional counselling services available through the Employee Assistance Program (EAP).

Employee Assistance Program (EAP)

Boulia Shire Council staff are entitled to a certain amount of free, professional counselling from our Employee Assistance Program. To access the Employee Assistance Program, you are able to call directly or refer to the Human Resources Officer.

Employee Assistance Program counselling is confidential, and nothing discussed with a counsellor will be communicated back to Bouliā Shire Council. EAP counselling is available free to Bouliā Shire Council staff regardless of whether the issue is related to a workplace problem or some other issue for the staff member.

Further information about the EAP can be found in the Employee Assistance Program Policy.

RESPONSIBILITY AND AUTHORITY

Human Resources will monitor the day-to-day compliance of this policy and provide guidance to the CEO, who holds ultimate responsibility and authority relating to matters within this policy.

Questions or comments regarding this policy can be made by contacting the Human Resources Officer.

11.3 Corporate Services

TITLE:	Director Corporate & Financial Services February 2025 Report	DOC REF: 11.3.1
REPORT BY:	Rada Robey Acting Director of Corporate & Financial Services	DATE: 19/04/2025

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, with our working group scheduled for Thursday, January 23rd has been postponed due to flooding events. New workshop date will be advised once known.

Payroll Implementation Project - Definitiv

Council's Project Team of 5 Staff is working 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. 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. Council's Project Team attended three-day online training, provided by ReadyTech Consultants, during the last week of March 2025.

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

We have engaged 'We Are Peak' services 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 was released at 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 on Monday, 30th June 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 businesses coming into the area and or willing to work in the Boullia region.

Tender T2024-25.7 has been released as planned on the 13th of January 2025.

This Tender closed at 2pm, Friday 14th March 2025, with assessment currently in progress.

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.

As a part of the process, Council has had to advertise the IT position for 45 days on paid public recruitment sites, to ascertain the interest in qualified candidates that would be prepared to work remotely.

Staff Movements / Changes

Director of Corporate & Financial Services

Upon completion of the interview process for the temporary Director of Corporate and Financial Services, Rada Robey commenced at Bouliia Shire Council on Monday, 17th March 2025.

Finance Manager

Graeme Gillam has taken 6 weeks off, starting 3rd March 2025.

A temporary Finance Manager has been appointed, Colin Duffy. Colin has now agreed to stay for a 6-month period and Graeme can do full handover.

Community Hub

Attended weekly meetings with representatives for construction of the new Bouliia Community Hub: Kaylene Sloman – A/CEO; Adam Britton – Director, Alison Stout – Associate Director, People Oriented Design (POD).

Meetings

I have attended the following meetings during March:

- SynergySoft Finance Integration – Chad Tiet – Teams
- Bouliia Community Hub Project – Kaylene Sloman, A/CEO, Adam Britton, Director and Alison Stout, Associate Director – Teams

Future Approved Travel

- Nil

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

ATTACHMENTS: Nil

Acting Chief Executive Officer	Mrs Kaylene Sloman
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TITLE:	Financial Report for March 2025	DOC REF: 11.3.2
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REPORT BY:	Graeme Gillam Finance Manager	DATE: 17/04/2025
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

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

5.2.2: Maintain high standards of Corporate Governance through effective audits

5.2.3: Decisions on new or enhanced community assets or facilities are viewed with the future financial impact on Council

5.2.4: Ensure transparency and accountability through integrated performance management reporting

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

Financial Summary as at 31st March 2025.

CONTENT:

Cash Position:

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

	31-Mar-25	28-Feb-25
Cash at Hand	23,371,789	21,174,425
Net Cash Equivalent (Debtors-Creditors)	297,861	(126,831)
Total	\$23,669,650	\$21,047,594

Income

Total revenues to 31st March 2025 are \$26,088,529. This equates to approx. 129% of this year's budget.

Expenditure

Operating expenses to 31st March 2025 are \$12,880,081. This equates to approx. 65% of this year's budget.

Liquidity

CBA		\$1,515,269
Floats		\$1,240
<u>Investments</u>		
CBA At Call 4.35%	\$9,691,264	
QTC 5.05%	\$12,164,016	\$21,855,280
	Total	\$23,371,789

Additional Information on Cash Position:

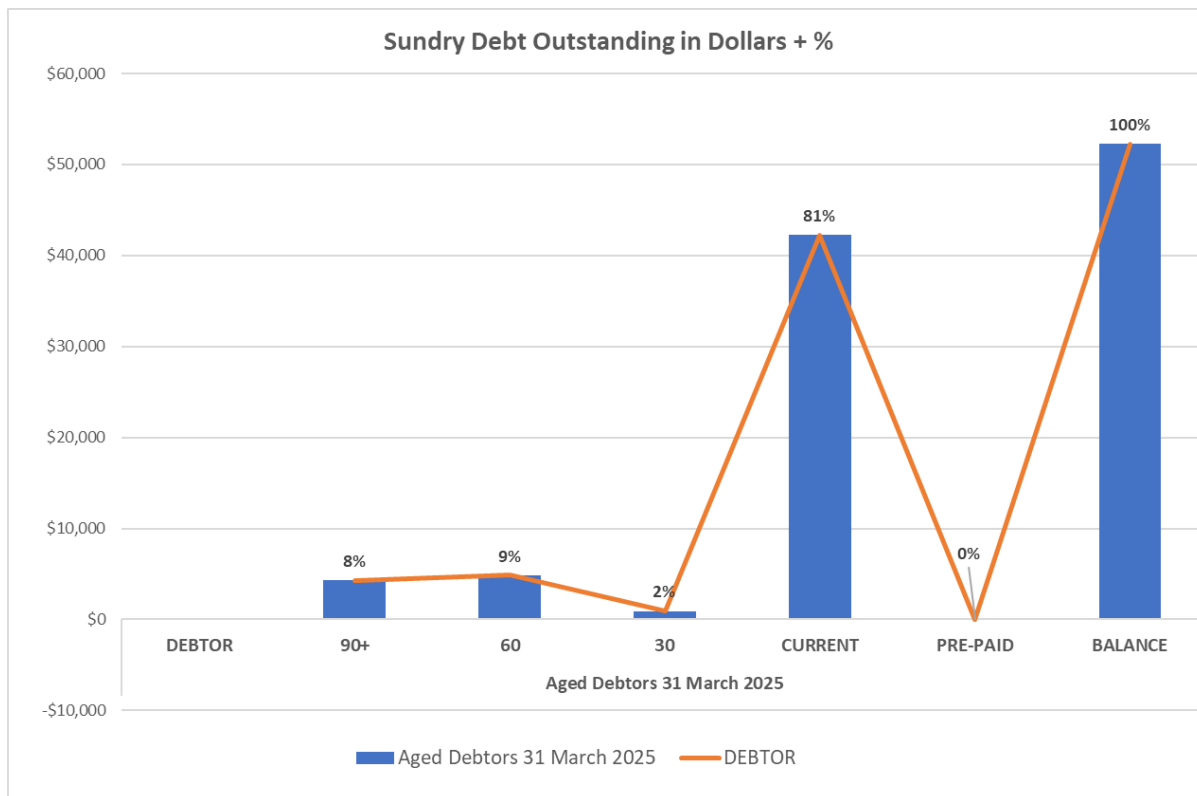
Cash Balances as at 31 March 2025		23,371,789
The following items need to be backed by cash		
Reserves 30th June		2,328,551
Funded Depreciation		3,808,424
Less Depreciation accrued		
Funded		
Funded Employee Entitlements (Current and Non-Current)		(1,311,841)
Grant Funding (paid in Advance)		1,472,841
Working Capital Cash		1,500,000
Capital Grants		10,805,527
Operating Result for 2024/2025		2,402,921
Less Capital Expenditure 2024/2025		(7,009,093)
Backed by Cash		13,997,330
Cash unallocated as at 31 March 2025		9,374,458

**Aged Debtors 31
March 2025**

DEBTOR	90+	60	30	CURREN T	PRE- PAID	BALANC E
	\$ 4,276	\$ 4,850	\$ 925	\$ 42,257	(\$30)	\$ 52,277

**90+ Days
Outstanding**

For this month, amounts greater than 90+ days total \$4,276, which constitute 8% of the total debtors. Payment arrangements are in place.



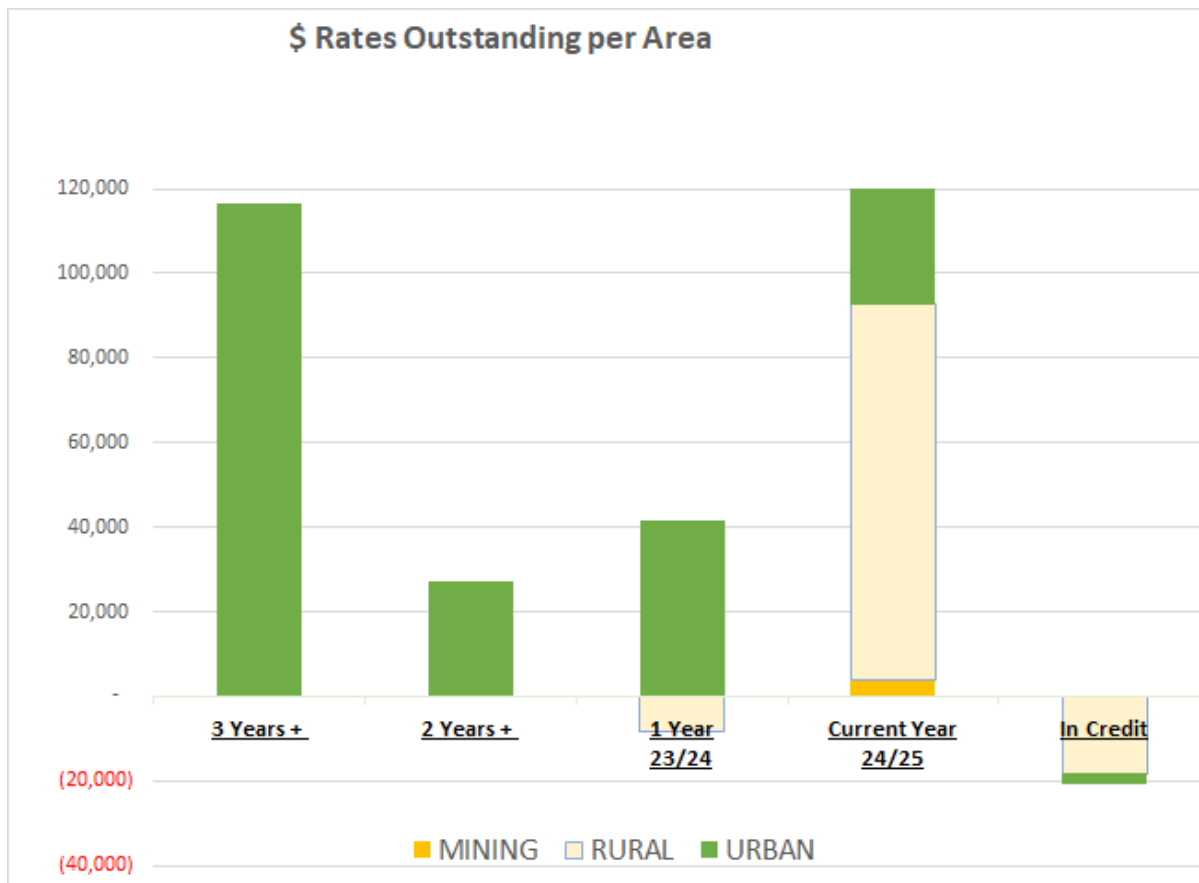
Creditors 31st March 2025

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

Rates 31st March 2025

Total outstanding \$338,472

RATES	3 Years +	2 Years +	1 Year 22/23	Current Year 23/24	In Credit	Total Outstanding
URBAN	\$116,386	\$27,066	\$41,691	\$89,382	\$(2,422)	\$272,104
RURAL	-	-	(8,141)	\$89,097	\$(18,284)	\$62,672
MINING	-	-	-	\$3,696	-	\$3,696
ALL	\$116,386	\$27,066	\$33,550	\$182,175	\$(20,706)	\$338,472



CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Financial Report for March 2025 be received for information.

ATTACHMENTS:

1. FS Income Statement ME March-25 [11.3.2.1 - 1 page]
2. FS Balance Sheet as at March-25 [11.3.2.2 - 1 page]
3. FS Cash Flow Statement ME March-25 [11.3.2.3 - 1 page]
4. CONFIDENTIAL REDACTED - CONFIDENTIAL Income and Expenditure Report ME March-25 [11.3.2.4 - 3 pages]
5. CONFIDENTIAL REDACTED - CONFIDENTIAL Capital Report ME March-25 [11.3.2.5 - 5 pages]

Reviewed by Acting Director of Corporate Services	Mrs Rada Robey
Approved by Acting Chief Executive Officer	Mrs Kaylene Sloman

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

	<i>2024/2025</i>	<i>2024/2025</i>
	<i>Actual</i>	<i>Budget</i>
		<i>(Reviewed)</i>
Income		
Revenue		
Recurrent Revenue		
Net rate and utility charges	1,942,686	1,409,740
Fees and charges	406,122	1,276,050
Rental income	208,965	333,500
Interest received	703,792	820,500
Sales - contract and recoverable works	3,566,022	6,800,000
Other Income	272,802	25,900
Grants, subsidies, contributions and donations	8,396,065	9,321,944
Total Recurrent Revenue	<u>15,496,454</u>	<u>19,987,634</u>
Capital Revenue		
Grants, subsidies, contributions and donations	10,805,527	0
Sale of property, plant and equipment	-	-
Total Capital Revenue	<u>10,805,527</u>	<u>0</u>
Total Revenue	<u>26,301,981</u>	<u>19,987,634</u>
Total Income	<u>26,301,981</u>	<u>19,987,634</u>
Expenses		
Recurrent Expenses		
Employee benefits	(4,014,998)	(7,558,180)
Materials & Services	(5,244,844)	(7,451,250)
Finance Costs	(25,267)	(45,100)
Depreciation	(3,808,424)	(4,895,950)
Total Recurrent Expenses	<u>(13,093,533)</u>	<u>(19,950,480)</u>
Capital Expenses	-	-
Sale of property, plant and equipment	0	-
Total Expenses	<u>(13,093,533)</u>	<u>(19,950,480)</u>
Net Result Attributable to Council	<u><u>13,208,448</u></u>	<u><u>37,154</u></u>

BOULIA SHIRE COUNCIL**Balance Sheet****as at 31 March 2025***2024/2025 Actuals***Current Assets**

Cash and cash equivalents	23,371,789
Trade and other receivables	564,683
Inventories	452,903

Total Current Assets 24,389,375**Non-current Assets**

Property, plant and equipment	211,340,368
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Total Non-current Assets 211,340,368**TOTAL ASSETS** 235,729,743**Current Liabilities**

Trade and other payables	(266,822)
Borrowings	(48,033)
Provisions	(1,183,605)
Contract Liabilities	(1,017,280)

Total Current Liabilities (2,515,740)**Non-current Liabilities**

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

Total Non-current Liabilities (1,203,499)**TOTAL LIABILITIES** (3,719,239)**NET COMMUNITY ASSETS** 232,010,505**Community Equity**

Asset revaluation reserve	104,340,954
Other reserves	2,328,551
Retained surplus	125,341,000

TOTAL COMMUNITY EQUITY 232,010,505

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

	<i>2024/2025</i>	<i>Reviewed Budget</i>
	<i>Actuals</i>	<i>2024-25</i>
Cash Flows from Operating activities:		
Receipts from customers	5,828,488	5,726,000
Payments to suppliers and employees	(9,633,451)	(11,867,400)
	<u>(3,804,964)</u>	<u>(6,141,400)</u>
Interest received	703,792	715,000
Rental income	208,965	357,000
Non-capital grants and contributions	8,396,065	6,413,511
Borrowing costs	(25,267)	(36,000)
Net Cash Inflow (Outflow) from Operating Activities	<u>5,478,590</u>	<u>1,308,111</u>
Cash Flows from Investing activities:		
Payments for property, plant and equipment	(7,009,093)	(45,968,000)
Proceeds from sale of property, plant and equipment		
Grants, subsidies, contributions and donations	10,805,527	40,829,000
Net Cash Inflow (Outflow) from Investing activities	<u>3,796,434</u>	<u>(5,139,000)</u>
Cash Flows from Financing activities		
Proceeds from borrowings		2,000,000
Repayment of borrowings	(45,906)	(631,000)
Net Cash Inflow (Outflow) from Financing activities	<u>(45,906)</u>	<u>1,369,000</u>
Net Increase (Decrease) in Cash and Cash Equivalents held	<u>9,229,119</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>\$ 23,371,789</u></u>	<u><u>\$ 18,113,789</u></u>

TITLE:	Banking Signatories Update	DOC REF: 11.3.3
REPORT BY:	Kaylene Sloman Acting Chief Executive Officer	DATE: 19/04/2025

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:

Information Report only - not applicable.

PURPOSE:

To update changes to banking signatories adding Director of Works and Operations, Relief Finance Manager, and Administration Supervisor and remove CEO and Senior Administration Officer. To add view access to Acting Director of Corporate and Financial Services.

CONTENT:

To ensure that Council has the best protection and ensuring the activities of Council's Finance Department are not impeded, the following recommendations are made. The following officers are recommended as signatories to any bank accounts which will include electronic transfers for the bank selected by Council. They are divided into primary, secondary signatories and view only access.

ELECTRONIC FUND TRANSFERS:

PRIMARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'A'

- *Chief Executive Officer - ~~Lynn Moore~~ **Vacant***
- *Director of Corporate & Financial Services – Kaylene Sloman*
- ***Director of Works and Operations – Henry Mascarenhas***

SECONDARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'B'

- *Finance Manager – Graeme Gillam*
- ***Relief Finance Manager – Colin Duffy***
- *Senior Finance Officer – Carol Smith*
- *Senior Administration Officer – Kelli Chatfield*
- ***Administration Supervisor – Karen McGrath***

VIEWING ACCESS ONLY

- ***Acting Director of Corporate & Financial Services – Rada Robey***

CHEQUE SIGNATORIES

PRIMARY ACCOUNT SIGNATORY: Type 'A'

- *Mayor - Eric Britton*
- *Chief Executive Officer – ~~Lynn Moore~~ **Vacant***

- *Director of Corporate and Financial Services – Kaylene Sloman*
- ***Director of Works and Operations – Henry Mascarenhas***

SECONDARY ACCOUNT SIGNATORY: Type ‘B’

- *Finance Manager – Graeme Gillam*
- ***Relief Finance Manager – Colin Duffy***
- *Senior Finance Officer – Carol Smith*
- ***Administration Supervisor – Karen McGrath***
- *Senior Administration Officer – Kelli Chatfield*

The method of signing/authorising electronic transactions will be as follows:

- Any two type ‘A’ signatories OR
- Any two signatories: consisting of at least one primary ‘A’ signatory and one secondary ‘B’ signatory.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

1. That Council confirm that the following authorised signatories be authorised to operate on any new or existing bank accounts Council may open in the future and all previous signatories if held with the same bank be made obsolete.
2. That the Acting Chief Executive Officer action the changes to signatories and electronic devices for the change in Director of Works and Operations, Relief Finance Manager, Administration Supervisor and Acting Director of Corporate and Financial Services positions.

ATTACHMENTS: Nil

Acting Chief Executive Officer	Mrs Kaylene Sloman
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TITLE:	Budget Review Q3 31 March 2025	DOC REF: 11.3.4
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REPORT BY:	Kaylene Sloman Acting CEO	DATE: 15/01/25
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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

Key Priority 5: Governance

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

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

RISK MANAGEMENT:

Information Report only – not applicable.

PURPOSE:

To provide a Budget Review to 31 March 2025 based on trends to date.

CONTENT:

The Budget review has been completed based on the best estimate of income and expenditure as known to 31 March 2025 for both Operational and Capital.

The review examines each line item and highlights changes based on trend or known variations as approved by Council or anticipated based on best estimate. A short comment against each item provides a brief outline of the basis for the revision and the summary on the last page provides an overall anticipated result, based on the information current at the time of preparation.

The budget review is recommended to Council for adoption.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

Revision of Budget requires Council's endorsement.

RECOMMENDATION:

That the Budget Review to 31 March 2025 as presented to Council be received and that the revised budget variations for Operational and Capital Budgets as shown be adopted.

ATTACHMENTS:

1. Op 24-25 Budget Review 31-3-2025 [11.3.4.1 - 15 pages]
2. Cap 24-25 Budget Review as at 31 March 2025 [11.3.4.2 - 5 pages]

Approved by Acting Chief Executive Officer	Mrs Kaylene Sloman
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Governance as at 31st March 2025 Operational Budget Review

Row Labels	2024/25 Budget as adopted 31 Dec 2024	2024/25 Actuals as at 31/3/2025	Percentage of Budget used	Budget Change	2024/25 Proposed Budget Review 31/03/2025	Comments
Civic Reception - Councillor Expenses	(2,500)	(361)	14.4%		(2,500)	
Council Collaboration	(102,000)	(95,205)	93.3%		(102,000)	
Council Meeting Expenses	(3,300)	(1,626)	49.3%		(3,300)	
Councillor Remuneration	(367,400)	(257,182)	70.0%		(367,400)	
Councillors Operational Expenses	(58,500)	(41,304)	70.6%		(58,500)	
Executive & Support Expenses	(1,468,880)	(974,877)	66.4%		(1,468,880)	
Reimbursement of Councillor Expenses Third parties	0	5,712			0	No budget set as unknown amount, dependent on outside sources
SES Expenses	(19,500)	(10,600)	54.4%		(19,500)	
SES Operational Subsidies	17,200	16,036	93.2%		17,200	
Town Planning & Development Services Expenses	(20,000)	(12,742)	63.7%		(20,000)	
Town Planning & Development Services Income	2,000	20,573	1028.7%	20,000	22,000	Unknown at time of budget being set the number of applications
W/HSA Expenses	(183,000)	(53,709)	29.3%		(183,000)	
Grand Total	(2,205,880)	(1,405,283)		20,000	(2,185,880)	

Corporate & Finance as at 31st March 2025 Operational Budget Review

Row Labels	2024/25 Budget as adopted 31 Dec 2024	2024/25 Actuals as at 31/3/2025	Percentage of Budget used	Budget Change	2024/25 Proposed Budget Review 31/03/2025	Comments
Administration Sundry Income (Fees & Charges)	15,700	19,377	123.4%	6,000	21,700	
Administration Support Expenses	(397,000)	(299,809)	75.5%		(397,000)	
Advertising Expenses	(25,000)	(15,581)	62.3%		(25,000)	
Allowance and Bonus Expenses	(240,000)	(158,289)	66.0%		(240,000)	
Annual Leave Expenses	(380,000)	(436,813)	115.0%	(80,000)	(460,000)	Paid out on resignation a large leave balance
Asset Management Plan	0	(3,503)			0	
Assets - Revaluations	(100,000)	0	0.0%		(100,000)	
Bad Debts Expense	(5,000)	(11)	0.2%		(5,000)	
Bereavement Leave Expenses	(2,500)	(1,039)	41.6%		(2,500)	
Butcher's Paddock Expenses	(25,350)	(20,902)	82.5%		(25,350)	
Butcher's Paddock Income	40,000	0	0.0%		40,000	
CBA Interest Received Income	250,000	249,123	99.6%		250,000	
Central Petroleum (CPL) Shed Expenses	(750)	0	0.0%		(750)	
Civic Reception - Councillor Expenses	(2,500)	(361)	14.4%			
Commissions Post Office Income	70,000	43,520	62.2%		70,000	
Cooridgee Paddock Expenses	(31,600)	(13,625)	43.1%		(31,600)	
Cooridgee Paddock Income	93,000	95,974	103.2%	3,000	96,000	CPI Increase to rate

Corporate & Finance as at 31st March 2025 Operational Budget Review

Row Labels	2024/25 Budget as adopted 31 Dec 2024	2024/25 Actuals as at 31/3/2025	Percentage of Budget used	Budget Change	2024/25 Proposed Budget Review 31/03/2025	Comments
Corporate Office Operating Expenses	(263,400)	(210,667)	80.0%		(263,400)	
Creditors On-Cost Recovery	770,000	304,510	39.5%		770,000	
Discount Allowed - Rates	(90,000)	(32,403)	36.0%		(90,000)	
Employee Assistance Program Expenses	(36,500)	(10,043)	27.5%		(36,500)	
Enerdrill Shed Income	17,500	15,136	86.5%		17,500	
External Audit Expenses	(65,000)	(8,800)	13.5%		(65,000)	
FBT Expenses	(10,000)	0	0.0%		(10,000)	
Federal Government Grants-General (FAGS)	7,099,649	6,746,480	95.0%		7,099,649	
Federal Government Grants-Special (FAGS)	1,205,095	1,240,934	103.0%		1,205,095	
Finance Charges	(10,000)	(4,798)	48.0%		(10,000)	
Finance Operation Expenses	(410,000)	(392,766)	95.8%		(410,000)	
Finance Suspense Expense	0	(45,984)			0	Allocation issue to be corrected
Fire Services Collection Fee	500	0	0.0%		500	
Funding Operational Expense	(450,000)	(163,146)	36.3%		(450,000)	
General Rates	1,500,000	1,529,924	102.0%		1,500,000	
Gifts & Entertainment Expenses	(10,000)	(8,481)	84.8%		(10,000)	

Corporate & Finance as at 31st March 2025 Operational Budget Review

Row Labels	2024/25 Budget as adopted 31 Dec 2024	2024/25 Actuals as at 31/3/2025	Percentage of Budget used	Budget Change	2024/25 Proposed Budget Review 31/03/2025	Comments
Grant Funding Income	1,000,000	11,196,134	1119.6%	10,500,000	11,500,000	Increase amount of funding than planned for.
Information & Technology Expenses	(233,000)	(224,858)	96.5%		(233,000)	
Interest from Rates	20,500	18,236	89.0%		20,500	
Internal Audit Expenses	(25,000)	0	0.0%		(25,000)	
Labour Oncosts Reallocated to Works & Services	2,200,000	1,719,614	78.2%		2,200,000	
Legal Expenses	(18,500)	(24,582)	132.9%	(10,000)	(28,500)	Increase number of consultations required
Licencing IT Information Technology	(180,000)	(114,464)	63.6%		(180,000)	
Loan - Interest	(45,100)	(25,267)	56.0%		(45,100)	
LSL Expenses	(70,000)	(79,864)	114.1%	(20,000)	(90,000)	Paid out on resignation a large leave balance
Old Butcher Shop Expenses	(10,800)	(6,113)	56.6%		(10,800)	
Old Butcher Shop Income	2,500	2,045	81.8%		2,500	
Other Employee Benefits Expenses	0	(2,437)		(3,000)	(3,000)	Unplanned expense

Corporate & Finance as at 31st March 2025 Operational Budget Review

Row Labels	2024/25 Budget as adopted 31 Dec 2024	2024/25 Actuals as at 31/3/2025	Percentage of Budget used	Budget Change	2024/25 Proposed Budget Review 31/03/2025	Comments
Post Office Expenses	(167,700)	(154,211)	92.0%	(20,000)	(187,700)	Increased number of casual hours required
Post Office Sales Income	20,500	18,893	92.2%		20,500	
Professional Membership Expenses	(4,500)	0	0.0%		(4,500)	
Public Holidays Expenses	(110,000)	(81,461)	74.1%		(110,000)	
QTC Interest Received Income	550,000	436,432	79.4%		550,000	
Rate Searches Income	500	0	0.0%		500	
Rates Valuation Expenses	(24,000)	0	0.0%		(24,000)	
Recruitment & Selection Expenses	(247,000)	(108,912)	44.1%		(247,000)	
Rodeo Paddock Income	5,000	1,920	38.4%		5,000	
Security Cameras Operational Expense	(9,500)	(1,191)	12.5%		(9,500)	
Sick Leave Expenses	(165,000)	(122,530)	74.3%		(165,000)	
Subscription Expenses	(200,000)	(109,634)	54.8%		(200,000)	
Superannuation Expense	(420,000)	(366,739)	87.3%		(420,000)	
Telecommunication Expenses	(75,000)	(26,998)	36.0%		(75,000)	
TOLL / RDO Expense	(10,000)	(3,631)	36.3%		(10,000)	
Training & Development Expenses	(125,000)	(132,249)	105.8%	(25,000)	(150,000)	Increased training for Staff in specialist fields

Corporate & Finance as at 31st March 2025 Operational Budget Review

	2024/25 Budget as adopted 31 Dec 2024	2024/25 Actuals as at 31/3/2025	Percentage of Budget used	Budget Change	2024/25 Proposed Budget Review 31/03/2025	Comments
Row Labels						
Uniforms & PPE Expenses	(40,000)	(16,502)	41.3%		(40,000)	
Grand Total	10,128,244	20,209,953		10,351,000	20,479,244	

Economic and Community Development as at 31st March 2025 Operational Budget Review

Row Labels	2024/25 Budget as adopted 31 Dec 2024	2024/25 Actuals as at 31/3/2025	Percentage of Budget used	Budget Change	2024/25 Proposed Budget Review 31/03/2025	Comments
Aquatic Facilities Expense	(66,000)	(51,351)	77.8%		(66,000)	
Café Rental Income	0	2,856		2,900	2,900	
Civic Reception - Councillor Expenses	(2,500)	(361)	14.4%		(2,500)	
Community Bus	10,000	4,682	46.8%		10,000	
Community Celebrations Expenses	(8,000)	(4,319)	54.0%		(8,000)	
Community Contribution (Events) Expenses	(150,000)	(110,373)	73.6%		(150,000)	
Community Development Expenses	(5,500)	(4,070)	74.0%		(5,500)	
Gym / Casual Memberships Income	7,300	4,291	58.8%		7,300	
Heritage Complex Expenses	(160,100)	(109,516)	68.4%		(160,100)	
Library Expenses	(153,400)	(116,869)	76.2%		(153,400)	
Min Min Encounter Expenses	(653,000)	(332,998)	51.0%	150,000	(503,000)	Re-allocation of wages being drawn from different area
Police Barracks	(7,000)	(6,020)	86.0%		(7,000)	
Recreation Reserve Boullia (behind Sports Centre)	(32,400)	(23,497)	72.5%		(32,400)	

Economic and Community Development as at 31st March 2025 Operational Budget Review

Row Labels	2024/25 Budget as adopted 31 Dec 2024	2024/25 Actuals as at 31/3/2025	Percentage of Budget used	Budget Change	2024/25 Proposed Budget Review 31/03/2025	Comments
Regional Arts Development Fund (RADF) Expenses	(2,500)	(2,575)	103.0%		(2,500)	Includes missed amount from prev year
Sales Income Library	200	138	69.0%		200	
Sales Merchandise Min Min Encounter	60,000	46,487	77.5%		60,000	
Sports Centre Expense	(678,200)	(588,627)	86.8%		(678,200)	
Tourism Expenses	(181,000)	(229,338)	126.7%	(150,000)	(331,000)	Re-allocation of wages being drawn from different area
Welcome to Pita Pitta Signage	(10,000)	0	0.0%		(10,000)	
Youth Development Expenses	(2,000)	0	0.0%		(2,000)	
Grand Total	(2,199,300)	(1,675,310)		2,900	(2,196,400)	

Housing as at 31st March 2025 Operational Budget Review

Row Labels	2024/25 Budget as adopted 31 Dec 2024	2024/25 Actuals as at 31/3/2025	Percentage of Budget used	Budget Change	2024/25 Proposed Budget Review 31/03/2025	Comments
Civic Reception - Councillor Expenses	(2,500)	(361)	14.4%			
Council Housing Expense	(207,750)	(234,760)	113.0%	(50,000)	(257,750)	Additional unplanned maintenance required.
Council Housing Income	51,000	44,311	86.9%		51,000	
Council Staff Housing Expenses	(444,500)	(467,203)	105.1%	(70,000)	(514,500)	Additional unplanned maintenance required.
Council Staff Housing Income	250,000	139,634	55.9%		250,000	
Furniture Rental Income	5,500	7,159	130.2%	4,500	10,000	
Housing General Expenditure	(81,500)	(86,684)	106.4%	(30,000)	(111,500)	Fenced area for Housing CPL shed
Moonah Street Complex Expenses (was Pensioners)	(44,700)	(55,408)	124.0%	(30,000)	(74,700)	Additional unplanned maintenance required.
Pensioner Unit Income	7,000	680	9.7%		7,000	
Grand Total	(464,950)	(652,272)		(175,500)	(640,450)	

Infrastructure as at 31st March 2025 Operational Budget Review

Row Labels	2024/25 Budget as adopted 31 Dec 2024	2024/25 Actuals as at 31/3/2025	Percentage of Budget used	Budget Change	2024/25 Proposed Budget Review 31/03/2025	Comments
Airport Expenses	(365,500)	(314,979)	86.2%		(365,500)	
Avgas Sales Income	103,750	63,606	61.3%		103,750	
Boullia Shire Hall Expense	(83,000)	(62,051)	74.8%		(83,000)	
Boullia Town Common Income	12,000	8,100	67.5%		12,000	
Bridge & Culvert Maintenance Expense	(50,000)	(3,591)	7.2%		(50,000)	
Bulk Water Income	1,000	0	0.0%		1,000	
Burke Street Hall Expense	(7,900)	(1,573)	19.9%		(7,900)	
Burke Street Hall Income	11,000	0	0.0%		11,000	
Cemetery Operations	(61,500)	(4,572)	7.4%		(61,500)	
Cemetery Operations Income	5,000	0	0.0%		5,000	
Civic Reception - Councillor Expenses	(2,500)	(361)	14.4%		(2,500)	
CN-22774 MWPC TMR Works	(5,000,000)	(1,377,362)	27.5%		(5,000,000)	
Communication Services Expenses	(27,300)	(4,410)	16.2%		(27,300)	
Depot Operations General Expenses	(644,000)	(528,635)	82.1%		(644,000)	
Depreciation	(500,000)	(394,260)	78.9%		(500,000)	
Diesel Fuel Rebate	75,000	48,767	65.0%		75,000	
Domestic Animal Control-Expenses	(45,050)	(24,660)	54.7%		(45,050)	
Domestic Animal Control-Fees and Charges	5,200	3,017	58.0%		5,200	
Environmental Service Expenses	(197,050)	(116,289)	59.0%		(197,050)	
Environmental Service Income	2,200	951	43.2%		2,200	
Flood Damage (NDRRA) Operating Expense	0	(194,209)			0	Emergent Works - Shire Roads
Footpath Maintenance Expense	(10,750)	(563)	5.2%		(10,750)	

Infrastructure as at 31st March 2025 Operational Budget Review

Row Labels	2024/25 Budget as adopted 31 Dec 2024	2024/25 Actuals as at 31/3/2025	Percentage of Budget used	Budget Change	2024/25 Proposed Budget Review 31/03/2025	Comments
Fuels & Oils Expenses	(490,000)	(372,821)	76.1%		(490,000)	
Garbage Rates & Charges	109,000	108,567	99.6%		109,000	
General Workshop Administration Expenses	(53,100)	(34,357)	64.7%		(53,100)	
Gravel Pit Expense	(27,000)	(27,665)	102.5%	(10,000)	(37,000)	Increase in documentation required
Hamilton Toilets Public Convenience Expenses	(1,500)	(741)	49.4%		(1,500)	
MWPC De-coupling Pad Dajarra Mt Isa Road HVSP Productivity	0	(49,257)			0	Previous year works completed
MWPC Minor Works Program Contracts Income	5,000,000	2,306,418	46.1%		5,000,000	
Parks & Gardens Expenses	(702,000)	(779,595)	111.1%	(200,000)	(902,000)	Increase number of staff doing P&G works
Pest Management Income	4,700	3,190	67.9%		4,700	
Pest Management Operational Expenses	(58,000)	(18,372)	31.7%		(58,000)	
Plant Maintenance Expenses	(153,500)	(137,145)	89.3%		(153,500)	
Plant Operation Costs allocated to Works & Services	3,000,000	2,515,275	83.8%		3,000,000	
Plant Parts and Repairs	(235,500)	(237,678)	100.9%	(30,000)	(265,500)	Increase in cost of parts

Infrastructure as at 31st March 2025 Operational Budget Review

Row Labels	2024/25 Budget as adopted 31 Dec 2024	2024/25 Actuals as at 31/3/2025	Percentage of Budget used	Budget Change	2024/25 Proposed Budget Review 31/03/2025	Comments
Private Works Operations (includes income)	39,750	14,097	35.5%		39,750	
Racecourse Reserve Expense	(400,000)	(247,131)	61.8%		(400,000)	
Racecourse Reserve Income	13,500	6,427	47.6%		13,500	
Recreation Reserve Boullia (behind Sports Centre)	(32,400)	(23,497)	72.5%		(32,400)	
Refuelling Fees Income	500	91	18.2%		500	
Refunded Registrations	0	900			0	
Rego, Insurance Expenses	(150,000)	(56,520)	37.7%		(150,000)	
RMPC 2024/25 Maintenance Program	(1,799,500)	(1,602,455)	89.0%		(1,799,500)	
Routine Maintenance Performance Contract (RMPC) Income - Main Roads	1,800,000	1,259,604	70.0%		1,800,000	
Rural Shire Road Maintenance Expense	(3,590,000)	(2,379,997)	66.3%		(3,590,000)	
Sewerage Operational Expenses	(206,300)	(150,137)	72.8%		(206,300)	
Sewerage Operational Income	6,200	0	0.0%		6,200	
Sewerage Rates	120,600	121,086	100.4%		120,600	
Shire Hall Income	8,000	8,692	108.6%	2,000	10,000	
Stock Route Manage Expenses	(46,000)	(2,738)	6.0%		(46,000)	
Stock Route Management Regulatory Fees	1,600	1,001	62.6%		1,600	
Stock Route Network Capital Works Income	0	5,294			0	Works unplanned and reimbursed for

Infrastructure as at 31st March 2025 Operational Budget Review

Row Labels	2024/25 Budget as adopted 31 Dec 2024	2024/25 Actuals as at 31/3/2025	Percentage of Budget used	Budget Change	2024/25 Proposed Budget Review 31/03/2025	Comments
Stock Route Network Expenditure	0	(2,627)			0	
Stores - Overheads allocated to works & services	168,700	115,557	68.5%		168,700	
Stores & Purchasing Expenses	(168,700)	(156,344)	92.7%	(20,000)	(188,700)	Increase in costs
Stormwater Maintenance Expenditure	(12,000)	0	0.0%		(12,000)	
Street Lighting Operation Expense	(25,500)	(3,369)	13.2%		(25,500)	
Town Commons Expenses	(38,000)	(11,598)	30.5%		(38,000)	
Town Street Maintenance Expense	(63,500)	(106,904)	168.4%	(44,000)	(107,500)	Works increased due to reseals
Traffic Counters Shire Roads	(25,000)	0	0.0%		(25,000)	
Tyres, Tubes, Batteries Expenses	(80,000)	(60,794)	76.0%		(80,000)	
Urandangi Community Hall Expense	(10,000)	(5,530)	55.3%		(10,000)	
Vacant Land	(29,500)	(34,040)	115.4%	(6,000)	(35,500)	Increase in vacant land
Waste Management Facility Levy (to 30KM Radius)	28,000	28,920	103.3%	1,000	29,000	
Waste Management Income	5,000	0	0.0%		5,000	
Waste Management Operational Expenses - Boullia	(208,500)	(135,773)	65.1%		(208,500)	
Waste Management Operational Expenses - Urandangi	(1,500)	(477)	31.8%		(1,500)	
Water Operational Expense Boullia	(513,250)	(448,887)	87.5%		(513,250)	
Water Operational Expense Urandangi	(96,000)	(22,023)	22.9%		(96,000)	

Infrastructure as at 31st March 2025 Operational Budget Review

Row Labels	2024/25 Budget as adopted 31 Dec 2024	2024/25 Actuals as at 31/3/2025	Percentage of Budget used	Budget Change	2024/25 Proposed Budget Review 31/03/2025	Comments
Water Rates & Charges	185,000	186,951	101.1%	2,000	187,000	
Weed Management Expenses	(5,000)	(11,365)	227.3%	(6,500)	(11,500)	RAPAD Support for Weed program, unplanned when budget set
Grand Total	(4,869,800)	(2,811,845)		(311,500)	(5,181,300)	

Boulia Shire Council
Capital Budget 2024-2025
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Capital Expenditure Item	Amended Budget 24-25 as at Dec 24	Proposed Changes as at 31st March 2025	Amended Budget 24-25 as at March 2025	Pending Grants	Grant Funding	Proposed Sales Revenue	Reserves	General Revenue	Other Sources	Carried Forward Actual Cost 20/21 + 21/22 + 22/23 + 23/24	Committed Costs 20/21/22 + 2022/23 + 23/24 + 24/25	Current Expenditures	Balance	% of Budget used	Comments
Plant & Equipment - subject to change															
R/PO - Truck Issue for replacement of Ute	83,500		83,500				83,500	0			75,862		7,638	0.0%	
Prado DMC	0		0				158,000	0			14,773		14,277	0.0%	
Utes - X2	158,000		158,000				80,000	0					80,000	0.0%	Plant Clearing approved
Roller snail	0	80,000	80,000				40,000	0					0		
Sale of R/PO Ute King Cab			0			40,000	(60,000)	0					0		
Sale of 2 x Ute Dual Cab			0			100,000	(100,000)	0					0		
Trailer P235 - Sale of LYONHILL 12.5M DRGP DECK TRAILER			0			30,000	(60,000)	0					0		
2008 Trekar Trailer Semi 30000L Water possible camp supply			0			5,000	(5,000)	0					0		
Plant Replacement to be allocated by Plant Committee	376,500	(80,000)	296,500				296,500	0			344		296,500	0.0%	Re-allocation between jobs
Tools Workcamp	10,000		10,000				10,000	0					344	0.0%	
	628,000	0	628,000	0	0	775,000	453,000	0	0	0	219,979	6,213	401,809	1.0%	
Land															
Boulia Industrial Estate - Both funded	1,119,800		1,119,800		994,800			125,000		1,052,429	8,250	10,382	48,738	94.9%	Works completed. Finalising project.
Industrial Subdivision - Installation of sewer & concrete services - LRCI Funding phase 2	1,190,090		1,190,090		390,090			800,000		852,289	33,505	484,630	(181,164)	112.6%	Works completed. Finalising project.
Industrial Estate - Pave & Seal - LRCI Phase 3 Funding	1,661,413		1,661,413		1,358,912			524,501		280,031	844,850	131,961	404,571	24.8%	
Industrial Subdivision - Pave & Seal - LRCI Funding phase 4 part		496,380	496,380		496,380			0					496,380	0.0%	Subject to approval from Funding body.
Boulia Residential Estate - Services / Access (Power, Water, Sewerage) - Subject to grant funding	1,500,000		1,500,000	1,500,000				0				0	1,500,000	0.0%	
Boulia Residential Estate - 4 blocks - Services / Access (Power, Water, Sewerage)	1,000,000		1,000,000		1,000,000			0			32,900	11,839	952,261	12%	
WAGS															
Rubbish Tip Relocation / Site / recycling - Subject to grant funding	1,000,000		1,000,000	1,000,000				0				0	1,000,000	0.0%	
Furniture & Equipment	7,477,103	496,380	7,967,683	2,500,000	4,018,182	0	0	1,449,501	0	2,187,750	919,304	638,813	4,227,815	35.5%	
IT Replacements	150,000		150,000		0			150,000		0		0	150,000	0.0%	
	150,000	0	150,000	0	0	0	0	150,000	0	0	0	0	150,000	0.0%	
Buildings & Structures															
Administration															
The Community Hub - pending grant funding	13,000,000		13,000,000	11,000,000				0	2,000,000			0	13,000,000	0.0%	Agreement in process of being signed
Post Office - Shade over verandah	30,520		30,520					30,520				0	30,520	0.0%	

Capital Expenditure Item	Amended Budget 24-25 as at Dec 24	Proposed Changes as at 31st March 2025	Amended Budget 24-25 as at 31st March 2025	Pending Grants	Grant Funding	Proposed Sales Revenue	Reserves	General Revenue	Other Sources	Carried Forward Actual Cost 20/21 + 21/22 + 22/23 + 23/24	Committed Costs 2021/22 + 2022/23 + 23/24 + 24/25	Current Expenditures	Balance	% of Budget used	Comments
Sports & Aquatic Centre															
Heating pool system - Subject to grant funding	150,000		150,000	150,000				0				0	150,000	0.0%	
Upgrade Chemical Dosing Units	11,000		11,000					11,000					11,000	0.0%	
Splash park chemical dosing units Upgrade			0					0					0		
Upgrade Air-Conditioning system		150,000	150,000					150,000					150,000	0.0%	Works unknown at Budget planning time
Replacement of filtration units		83,000	83,000					83,000					83,000	0.0%	Increase in cost for goods
Pool Electrical works	0		0					0					0		
Rubber surround for pool	0		0					0					0		
Upgrade Chemical Pump House include repainting exterior	209,000		209,000					209,000					209,000	0.0%	
Housing															
Council Staff House	550,000		550,000					550,000					550,000	0.0%	
Council Housing Renovations															
22 Moonah St - Electrical Re-wiring	15,000		15,000					15,000			5845	1,406	72,748	9.4%	
24 Moonah St - Bathroom Refurb	30,000		30,000					30,000			0	29,907	93	99.7%	
24 Moonah St - Electrical re-wiring	15,000		15,000					15,000		55	0	0	14,945	0.4%	
26 Moonah St - Electrical Re-wiring	15,000		15,000					15,000					15,000	0.0%	
54 Moonah St - Bathroom Reno	30,000		30,000					30,000					30,000	0.0%	
54 Moonah St - Carpet upgrade	18,000		18,000					18,000				10,888	7,112	60.5%	
56 Moonah St - Electrical Re-wiring	15,000		15,000					15,000				9,547	15,000	0.0%	
58 Moonah St - Carpet upgrade / shed	18,000		18,000					18,000				4,784	15,216	23.9%	
29 Pfluri St - Bathroom Reno	30,000		30,000					30,000				8,453	30,000	0.0%	
41 Pfluri St - Bathroom Refurb	30,000		30,000					30,000				4,784	30,000	0.0%	
54 Pfluri St - Bathroom Refurb	30,000		30,000					30,000				4,784	30,000	0.0%	
63 Herbert St - Outdoor area	20,000		20,000					20,000				4,784	15,216	23.9%	
7 Wills St - Shed	0	50,000	50,000					50,000			0	43,456	6,544	86.9%	transfer budget allocation
35 Wills St Bathroom Refurb	30,000		30,000					30,000					30,000	0.0%	
35 Wills St Kitchen Refurb	30,000		30,000					30,000					30,000	0.0%	
Urandangi - Kitchen painting doors, screens	15,000	(15,000)	0					0					0		Works not required
Parks & Gardens - Boulia															
Install new shade structure over the state park and playground (Robinson Park) - WAGS	200,000		200,000		200,000			0					200,000	0.0%	
Footpath replacements as per design plan	100,000		100,000					100,000					100,000	0.0%	
Kerbs & Channel replacements as per design plan	100,000		100,000					100,000					100,000	0.0%	
Install Shade structure over play equipment Robinson Park AND Scaffall under play equipment - WAGS	320,000		320,000		320,000			0				0	320,000	0.0%	
Min Min Encounter															
Ceiling in theatre (stage lights) subject to grant funding	100,000		100,000	100,000				0		5,396			100,000	0.0%	
Min Min Encounter - Front steps / concrete seats / planter boxes	26,000		26,000					26,000					13,065	71.0%	

Boulia Shire Council
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Capital Expenditure Item	Amended Budget 24-25 as at Dec 24	Proposed Changes as at 31st March 2025	Amended Budget 24-25 as at March 2025	Pending Grants	Grant Funding	Proposed Sales Revenue	Reserves	General Revenue	Other Sources	Carried Forward Actual Cost 20/21 + 2022/23 + 23/24	Committed Costs 2021/22 + 2022/23 + 23/24	Current Expenditures	Balance	% of Budget used	Comments
Heritage Centre															
Repainting Canteen	20,000							0					0		
Storehouse Cracking - subject to funding	35,000		35,000	35,000		0		0					35,000	0.0%	
QRA Resilience Program															
Infrastructure Projects to be allocated QRA funded - Hamilton Channels Upgrade	4,547,831	(200,000)	4,347,831	11,285,000	4,667,831	0	550,000	1,085,520	2,000,000	5,451	5,845	111,054	13,664,007	0.0%	Signage on Donohue project
Airport															
Rejuvenation / Reseal of Airstrip - Boulia including Line Marking - subject to funding	0		0	0				0					0		
Replacement of existing pavement & seal including line marking - subject to funding	8,000,000		8,000,000	8,000,000				0					8,000,000	0.0%	Application not processed
Boulia airport, Line Marking, PA/CAP/PU - Subject to funding	149,125		149,125	149,125				0					149,125	0.0%	
Boulia Airport Carpark - Reseal	7,000		7,000					7,000					7,000	0.0%	
Urundangi Airport Line Marking	35,000		35,000					35,000					35,000	0.0%	
Roads															
Town Streets															
Willis Street Roadway/Culvert - Irig - GRA funded - Local Resilience Grant E05C0302223CIRRG	700,000		700,000		700,000			0		16,467	79,056	571,691	82,786	76.9%	
Reseals Donohue Highway															
Reseal Tobermory Road (Donohue Highway) Ch 70.4 - 74.9 - R2R Funded	0	186,400	186,400		186,400			0			154,928		31,472	0.0%	Resealing works post inspection
Reseal Tobermory Road (Donohue Highway) Ch 74.9 - 77.9 - R2R Funded	0	124,300	124,300		124,300			0			106,975		17,325	0.0%	Resealing works post inspection
Reseal Tobermory Road (Donohue Highway) Ch 77.9 - 83.3 - R2R Funded	0	223,700	223,700		223,700			0			183,495		40,205	0.0%	Resealing works post inspection
Reseal Tobermory Road (Donohue Highway) Ch 83.3 - 87.5 - R2R Funded	0	174,000	174,000		174,000			0			145,725		28,275	0.0%	Resealing works post inspection
Reseal Tobermory Road (Donohue Highway) Ch 87.5 - 90.7 - R2R Funded	0		0		0			0					0		
Reseal Tobermory Road (Donohue Highway) Ch 90.7 - 93.7 - R2R Funded	0		0		0			0					0		
Reseal Tobermory Road (Donohue Highway) Ch 93.7 - 96.7 - R2R Funded	0		0		0			0					0		
Reseal Tobermory Road (Donohue Highway) Ch 96.7 - 100.7 - R2R Funded	0		0		0			0					0		
Reseal Tobermory Road (Donohue Highway) Ch 100.7 - 103.7 - R2R Funded	0		0		0			0					0		
Reseal Tobermory Road (Donohue Highway) Ch 103.7 - 106.45 - R2R Funded	0		0		0			0					0		

Boulton Shire Council
Capital Budget 2024-2025
As At 31st March 2025

Capital Expenditure Item	Amended Budget 24-25 as at Dec 24	Proposed Changes as at 31st March 2025	Amended Budget 24-25 as at March 2025	Pending Grants	Grant Funding	Proposed Sales Revenue	Reserves	General Revenue	Other Sources	Carried Forward Actual Cost 20/21 + 21/22 + 22/23 + 23/24	Committed Costs 2021/22 + 2022/23 + 23/24 + 24/25	Current Expenditures	Balance	% of Budget Used	Comments
Town Resale															
McCrath Street (Depot to Burke St) - TIDS Funded	400,000	(300,000)	100,000		100,000			0			91,671		8,329	0.0%	Resealing works post inspection
Mulligan Street (entire) - TIDS Funded	250,000	(226,000)	25,000		25,000			0			23,409		1,591	0.0%	Resealing works post inspection
Puruit Street (harris - Burke St) - TIDS Funded	300,000	(190,000)	110,000		100,000			10,000			106,357		3,649	0.0%	Resealing works post inspection
Burke Street - TIDS Funded		75,000	75,000		75,000			0			74,506		494	0.0%	Resealing works post inspection
Hamilton to Darnandina (NHR)	250,000	(250,000)	0		0			0			0		0		
Herbert Street (TMR)	400,400	(400,400)	0		0			0			0		0		
TIDS - Base Funding	2,500,400	(582,000)	1,718,400	0	1,708,400	0	0	10,000	0	16,467	966,316	521,697	214,226	31.3%	
See Resale above \$50,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Roads to Recovery															
See Resale above \$703,400	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Flood Warning Systems															
OFF-C Flood Warning structures - FWHN - QRA Funded LRRC \$93k	222,000	0	222,000	0	192,000	0	0	30,000		2,200	104,494	88,808	26,498	41.0%	
Betterment															
South Unandangi Road - Phase 1 BOSC 0031	2,074,222	0	2,074,222	0	1,323,325	0	0	600,000	150,897	2,200	40,960	1,667,668	365,594	80.4%	Reallocation to industrial Estate project awaiting funding body approval with change in scope.
Phase 4 Funded	896,354	(496,350)	399,974	0	896,354	0	0	399,974	150,897	0	40,960	399,974	0	100.0%	
TMR Outback Way Funding															
Outback Way EPR1 D CH 176-182 kms	2,000,000		2,000,000	0	2,000,000	0	0	0	217,445	0	88,107	284,784	1,605,364	15.3%	
Outback Way PPR2 A B CH 220.3-223.5kms	4,000,000		4,000,000	0	4,000,000	0	0	0	452,076	472,821	88,107	350,160	3,197,764	20.1%	
Water Infrastructure															
Bore Pump Replacement, install new bore to supply demand water (located at post side of town) - Boulton	125,000	(90,000)	35,000		0			35,000				25,296	9,704	7.3%	Decreased cost, due to location
Additional bore	0		0		0			0				0	0	0.0%	
Disinfection Maintenance	270,575		270,575		270,575			0				270,575	0	0.0%	
Ground level reservoir Polyurea lining - subject to grant funding	4,000,000		4,000,000		4,000,000			0				4,000,000	0	0.0%	
Town Water Solution - Boulton - subject to grant funding	280,000		280,000		280,000			0				280,000	0	0.0%	
Water Connections for identified Boulton Properties - subject to funding	4,595,575	(790,000)	4,585,575	4,550,575	0	0	35,000	0	0	0	0	25,296	4,560,279	0.6%	

Bouliā Shire Council
 Capital Budget 2024-2025
 As At 31st March 2025

Capital Expenditure Item	Amended Budget 24-25 as at Dec 24	Proposed Changes as at 31st March 2025	Amended Budget 24-25 as at 31st March 2025	Pending Grants	Grant Funding	Proposed Sales Revenue	Reserves	General Revenue	Other Sources	Carried Forward Actual Cost 20/21 + 21/22 + 22/23 + 23/24	Committed Costs 20/22 + 23/24 + 24/25	Current Expenditures	Balance	% of Budget used	Comments
Stormwater Infrastructure															
Stormwater Drains	100,000		100,000	0	0	0	0	100,000	0	0	0	0	100,000	0.0%	
Sewerage Infrastructure															
Caravan dump point relocation - subject to grant funding	200,000		200,000	200,000				0					200,000	0.0%	
Imhoff tank Drain out & clean plan replacement inlet structure, Sewerage ponds desludging	179,950		179,950					179,950					179,950	0.0%	
	379,950	0	379,950	200,000	0	0	0	179,950	0	0	0	0	379,950	0.0%	
	52,850,280	(605,000)	52,205,280	26,684,700	19,006,092	175,000	1,003,000	4,081,945	2,150,897	2,685,688	2,344,805	4,096,460	43,078,326	13.0%	

11.4 Economic and Community Development

TITLE:	Economic & Community Development Report – March 2025	DOC REF: 11.4.1
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REPORT BY:	Paul Bawden Economic & Community Development Manager	DATE: 16/4/2025
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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

6.2: 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 the Economic and Community development roles.

CONTENT:

Tourism:

- MME Tourism Officer: Delivered services during March which has generally been a quiet month for visitation as transition to improved seasonal weather.
- BSC Tourism Officer: Continued maintaining the Bouliá Heritage Complex collection and supporting seasonal visitation.

External Grants:

First Nations Sport & Recreation program: The second event was held on 5th April in Robinson Park and themed as 'Colour Fun Obstacle Day'. It was a major success with over sixty (60) participants. This included a well-received pizza lunch.

This program is funded by State Department of Tourism and Sport.

A further three events are scheduled with potential for an additional one in July, if there are sufficient funds, comprising:

- 19 April Night Golf, Boulia Golf Club – All places have been filled.
- TBA May Skateboarding, Robinson Park
- 13 June Disco Afternoon, Sports Hall.

Performance and related activities at Shire Hall: The Funny Mummies performance, associated Women's Day Awards and dinner needed to be cancelled due to the flood event.

The performance tour is being reorganised across the period 25 May – 15 June. Once a firm date for Boulia is scheduled fresh advertising will be circulated to the community.

Queensland Remembers: Following confirmation of the art-work location at the rotunda in Herbert Street median, liaison has commenced with the manufacturer.

NAIDOC Week: A response is still awaited on the grant application for funding to support artwork and celebrations with Boulia State School.

Community Pool:

The recent flood event caused windblown vegetation and soil to be deposited into the pool. Together with power outages the filters were unable to fully cope, and their subsequent operation has been inadequate to maintain water quality standards. As such it has been necessary to reduce the season by two weeks early.

Significant progress has been achieved in organising the purchase of new filters, alterations to the plant building and replacement of the expansion joints. Four purchase orders have been issued.

As a separate initiative several regional councils have been contacted on their experience using salt in preference to chlorine as the primary product to maintain water quality. This has confirmed advantages including reduced handling of dangerous chemicals and ease of applying salt. A replacement program is proposed to link with the 2025-26 capital works program.

Community Sports Hall:

Due to aircon difficulties, loss of the Sports officer and hot temperatures in March activity in the Sports Hall was limited. Arrangements are in place to accommodate Boulia State School, the walking group and gym members.

The independent assessor has been supplied with information on the second potential location for air-conditioning equipment on the mezzanine roof. This will be included in a tender to identify a contractor able to supply and install the equipment.

Community Committees and Grants:

A report was provided to Councillors at the February 2025 Council Meeting, that included advice on arrangements for several committees and distribution of community funding.

RADF Grants: The recent advertising for community projects resulted in one application for arts funding that is currently being assessed.

Racecourse Reserve Committee: Through the inaugural meeting works and facility needs were identified and are currently being scoped.

Library Activities:

The Library 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 twice weekly First 5 Forever program is continuing.

Completed March Issue of Channel Country Chatter and started on April edition.

This month First 5 Forever held a Harmony Day morning tea, with the school children and community members joining the event.

The Colour Fun event under the First Nations funding was successfully delivered.

Planning is well advanced on the program for ANZAC Day.

There has been a small decline in total visitor numbers this month due to the weather.

Bouliia 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	168	189									

Country University Centre (CUC): Works to transition the Burke Street Hall for use as the Bouliia Country University Centre are complete and the furniture has been assembled.

An official opening ceremony is expected to be announced shortly.

CONSULTATION: A range of consultation techniques have been pursued in preparing this report including dialogue with community members, supporting committees and local advertising.

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

ATTACHMENTS: Nil

Reviewed and Approved by Acting Chief Executive Officer	Mrs Kaylene Sloman
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TITLE:	Min Min Encounter & Boulia Heritage Complex Report March 2025	DOC REF: 11.4.2
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REPORT BY:	Karen Savage Tourism Officer	DATE: 15/04/2025
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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: March 2025

Sales – tickets/merchandise	\$795
MME Total Visitor Stats	62
MME Tickets	7
BHC Tickets	0
COMBO Tickets	1
Rezdy Online Bookings during the month (no payment taken)	2

Social Media Statistics: March 2025

Social media pages	Reached
TripAdvisor Review	Out of Season
Google Business Profile	119 profile views, 72 interactions 20 website visits from the profile

REPORT ON ACTIVITIES HELD FOR MARCH:

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.

March is traditionally a quiet start to the season and this held true this year with a steady increase in numbers until the rain hit! There were no special events held this month.

Group Bookings: None for this month but looking forward to the bookings coming up beginning in April.

Social media: Facebook posts reached 10,968 people this month with 252 interactions.

Explore Queensland Network: n/a

Merchandise: Continuing to restock our branded merchandise. Some new merchandise on order.

Boulia Heritage Complex: Fully open again and ready for the tourists arriving!

Min Min Encounter: Seeing a slow but steady trickle of tourists through this month which is encouraging after last year's very slow start. Numbers were looking up until the rain hit! Many phone enquiries with tourists keen to visit when the roads open again.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Min Min Encounter & Boulia Heritage Complex Report for March 2025 be received for information.

ATTACHMENTS: Nil

Reviewed by Economic and Community Development Manager	Mr Paul Bawden
Approved by Acting Chief Executive Officer	Mrs Kaylene Sloman

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*.

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.