

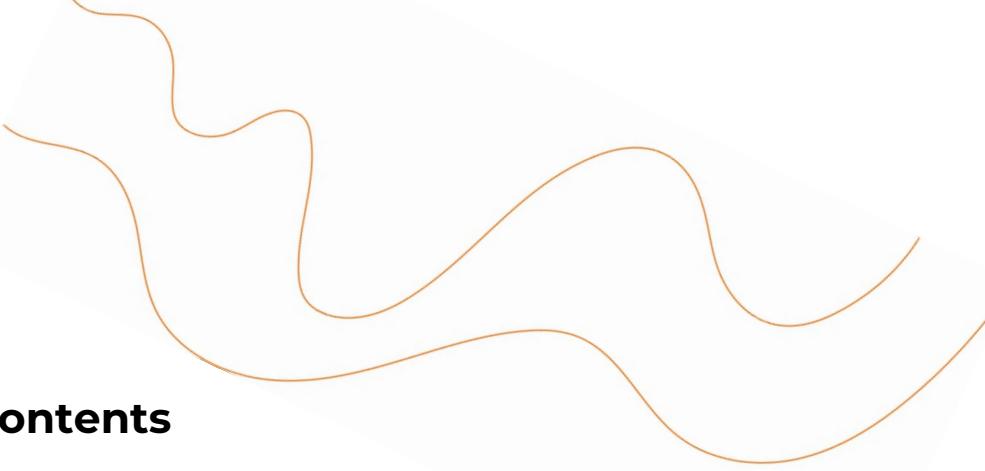


BOULIA SHIRE COUNCIL

ORDINARY MEETING Agenda

Wednesday 29 October 2025





Agenda Table of Contents

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

1	Meeting Opening with the Acknowledgement of Traditional Owners	6
2	Present.....	6
3	Apologies / Leave of Absence.....	6
4	Declaration of Interests	6
5	Mayoral Minutes	6
6	Notice of Motion	7
7	Request to Address Council in a Public Forum	7
8	Petitions.....	7
9	Deputations.....	8
10	Confirmation of Minutes from Previous Meetings	9
11	Reports	18
11.1	Works and Operations.....	18
11.1.1	Director of Works and Operations September 2025 Report.....	18
11.1.2	Rural Lands Protection Officer September 2025 Report	23
11.1.3	QRA Flood Damage Department September 2025.....	25
11.2	Office of the Chief Executive	28
11.2.1	Chief Executive Officers Report September 2025	28
11.2.2	Decision to Discontinue Offensive Place Names	32
11.2.3	Action List Update September 2025	37
11.2.4	Manager - People & Culture September 2025.....	52
11.3	Corporate Services.....	54
11.3.1	Director of Corporate Services & Financial Services September 2025	54
11.3.2	Audit & Risk Management Committee Meeting Update 25th September 2025.....	58
11.3.3	Policy Review - Audit & Risk Management Committee Policy	197
11.3.4	Banking Signatories Update	202
11.3.5	Financial Report for September 2025.....	204
11.3.6	Budget Review Operational and Capital Budgets as at 30th September 2025	211
11.4	Economic and Community Development	213
11.4.1	Economic & Community Development Report - September 2025.....	213
11.4.2	Min Min Encounter & Boulia Heritage Complex Report September 2025	218
12	Closed Session	222

13 Late Reports	222
14 General Business.....	222

Shane Gray

Mr Shane Gray
Chief Executive Officer

Please note:

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

COMMONLY USED ACRONYMS

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

RISK MANAGEMENT

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

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

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

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

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

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

1 Meeting Opening with the Acknowledgement of Traditional Owners

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

The Mayor will also acknowledge past and present service personnel.

2 Present

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

Officers: Mr Shane Gray (Chief Executive Officer)
Mrs Kaylene Sloman (Director of Corporate & Financial Services)
Mr Gordon Magaan (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 Wednesday 17 September 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 Deputy Mayor opened the meeting at 9.10 am.

The Deputy 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 Deputy Mayor also acknowledged past and present service personnel.

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

2 Present

Councillors: Councillor Sam Beauchamp
Councillor Jack Neilson
Councillor Jan Norton
Councillor Julie Woodhouse

Officers: Mr Shane Gray (Chief Executive Officer)
Mrs Kaylene Sloman (Director of Corporate & Financial Services)
Miss Lily Williams (Executive Assistant)

3 Apologies / Leave of Absence

Moved: Cr Norton

Seconded: Cr Neilson

That the apology from Councillor Rick Britton be accepted and he be granted leave of absence from the 17th September 2025 Council meeting.

Resolution No.: 2025/09.1

Carried

4 Declaration of Interests

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

5 Mayoral Minutes

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

6 Notice of Motion

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

7 Request to Address Council in a Public Forum

There were no requests to address the Council.

8 Petitions

There were no petitions presented to Council.

9 Deputations

There were no deputations to Council.

10 Confirmation of Minutes from Previous Meetings

Moved: *Cr Woodhouse*

Seconded: *Cr Neilson*

That the minutes of the Ordinary Meeting held on 22nd August 2025 be accepted.

Resolution No.: 2025/09.2

Carried

11 Reports

11.1 Works and Operations

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

PURPOSE:

To advise Council of relevant activities undertaken through the Works and Operations Directorate.

Moved: *Cr Beauchamp*

Seconded: *Cr Norton*

That the A/Director Works and Operations Report for August 2025 be received for information.

Resolution No.: 2025/09.3

Carried

TITLE:	Foreman Town Services and Utilities Report August 2025	DOC REF: 11.1.2
---------------	--	---------------------------

PURPOSE:

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

Moved: *Cr Neilson*

Seconded: *Cr Beauchamp*

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

Resolution No.: 2025/09.4

Carried

TITLE:	Foreman Roads, Construction and Maintenance Report for August 2025	DOC REF: 11.1.3
---------------	--	---------------------------

PURPOSE:

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

Moved: *Cr Woodhouse*

Seconded: *Cr Norton*

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

Resolution No.: 2025/09.5

Carried

TITLE:	RLPO Monthly Report August 2025	DOC REF: 11.1.4
---------------	---------------------------------	---------------------------

PURPOSE:

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

Moved: *Cr Beauchamp*

Seconded: *Cr Neilson*

That the RLPO report for August 2025 be accepted as presented for information.

Resolution No.: 2025/09.6

Carried

TITLE:	QRA Flood Damage Department August 2025	DOC REF: 11.1.5
---------------	---	---------------------------

PURPOSE:

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

Moved: *Cr Norton*

Seconded: *Cr Neilson*

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

Resolution No.: 2025/09.7

Carried

11.2 Office of the Chief Executive

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

PURPOSE:

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

Moved: *Cr Beauchamp*

Seconded: *Cr Neilson*

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

Resolution No.: 2025/09.8

Carried

TITLE:	Manager - People & Culture - August 2025	DOC REF:
		11.2.2

PURPOSE:

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

Moved: *Cr Norton*

Seconded: *Cr Beauchamp*

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

Resolution No.: 2025/09.9

Carried

TITLE:	4th Quarter Operational Plan Review (April to June 2025) with Annual Comment	DOC REF:
		11.2.3

PURPOSE:

To present the fourth quarter Operational Plan Review for April to June 2025.

Moved: *Cr Beauchamp*

Seconded: *Cr Norton*

1. That Council receive for information the fourth quarter Operational Plan review from April to June 2025 in relation to the adopted Operational Plan 2024-2025.
2. That the report be displayed on the Council website.

Resolution No.: 2025/09.10

Carried

11.3 Corporate Services

TITLE:	Director of Corporate & Financial Services August 2025	DOC REF:
		11.3.1

PURPOSE:

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

Moved: *Cr Woodhouse*

Seconded: *Cr Neilson*

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

Resolution No.: 2025/09.11

Carried

The meeting was adjourned for Morning Tea at 10.52 am.

The meeting resumed at 11.11 am.

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

PURPOSE:

To present Council with the Audit and Risk Management Meeting Minutes held on 24th April 2025.

Moved: *Cr Woodhouse*

Seconded: *Cr Neilson*

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

Resolution No.: 2025/09.12

Carried

TITLE:	Audit & Risk Management Committee Update August 2025	DOC REF: 11.3.3
---------------	---	---------------------------

PURPOSE:

To present Council with the Audit and Risk Management Special Meeting Minutes held on 29th August 2025.

Moved: *Cr Woodhouse*

Seconded: *Cr Norton*

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

Resolution No.: 2025/09.13

Carried

TITLE:	Financial Report for August 2025	DOC REF: 11.3.4
---------------	----------------------------------	---------------------------

PURPOSE:

To present Council with the Financial Summary as at 31st August 2025.

Moved: *Cr Woodhouse*

Seconded: *Cr Neilson*

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

Resolution No.: 2025/09.15

Carried

11.4 Economic and Community Development

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

PURPOSE:

To provide Council with an update on the activities associated with the Economic and Community Development roles.

Moved: *Cr Neilson*

Seconded: *Cr Beauchamp*

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

Resolution No.: 2025/09.15

Carried

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

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 Norton

Seconded: Cr Neilson

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

Resolution No.: 2025/09.16

Carried

Kaylene Sloman and Lily Williams left the meeting at 11.55 am and did not return.

13 Late Reports

There was one late report presented to Council.

TITLE:	Action List Update August 2025	DOC REF:
		11.2.2

PURPOSE:

To present to Council an updated Action List.

Moved: Cr Neilson

Seconded: Cr Woodhouse

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

Resolution No.: 2025/09.17

Carried

14 General Business

There was no general business to be noted at this meeting.

15 Meeting Closure

The Deputy Mayor closed the meeting at 3.00 pm.

16 Confirmed

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

UNCONFIRMED

11 Reports

11.1 Works and Operations

TITLE:	Director of Works and Operations September 2025 Report	DOC REF:
REPORT BY:	Gordon Magann A/ Director Works and Operations	DATE: 29/10/2025

CORPORATE PLAN REFERENCE:

Key Priority 6: Supporting local services and facilities
6.2 Supporting an active healthy community
6.2.1: Encourage and promote community wellbeing, including healthy and active lifestyles
6.2.2: Maintain a high level 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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To advise Council of relevant activities undertaken through the Works and Operations Directorate.

CONTENT:

I am pleased to present my report for the September 2025 meeting representing a period of discovery and thinking about how we position and manage the directorate to deliver compliant and efficient services to our community.

Operations:

Health and Safety

Toolbox meetings are scheduled on a fortnightly basis and generally well attended by both outdoor work crews and administration staff. Each toolbox meeting commences with a safety theme and conversation to improve safety awareness and compliance.

Water Supply Services

The annual SWIM report was lodged with Regulator to meet the specified timeframe. In addition, actions have been undertaken to amend the Council's Drinking Water Quality Management Plan (DWQMP) to reflect the changes made to the Australian Drinking Water Guideline (ADWG) for Iron and Manganese.

The Regulator has reviewed Council's water quality data for bore 10 and has provided their support for commissioning. However, a DWQMP amendment is

required before commissioning the bore that must be approved prior to the bore being brought online.

Bore No 9 testing for Gross Alpha radiation has been completed and the Regulator has approved the re-commissioning of the bore supply.

Council's Expression of Interest application to increase water extraction has been submitted to the Regulator for approval, this will supplement the current extraction level.

Quarry Management

Council has made an EOI application to the Department of Primary Industries (DPI) to amend the current quarrying operations approvals (extraction and screening) at Glenormiston 9, Glenormiston 11 and Glenormiston 12 to support future road restoration and maintenance planning activities.

Projects:

Industrial Subdivision

Work to remove the remaining quantities of soil stockpile, pre coated aggregate and mass concrete blocks have been completed or programmed to be completed by the end of October.

An additional scope to improve the 'open' swale leading from the estate to discharge overland flows into the drainage easement at the Boulia to MT Isa road is currently being planned. The works include swale and scour protection works to minimise the impact of stormwater discharges and has been tasked to the Contract Works Manager to coordinate approvals for construction.

Councillors have received an e-mail from the Director Works and Operations on the 25th August 2025 regarding the street naming for the industrial subdivision including layout options. Following a decision on the street names, signage will be ordered and installed along with subdivision allotment and service signage.

ERGON will be visiting the estate on the 22nd October 2025 to inspect the electrical installation and service infrastructure including truncations to meet for compliance requirements, as well as the nominated locations for ERGON equipment. Following this inspection ERGON delegates will advise Council of their work program to install their equipment and energise the system.

Residential Subdivision

The progress of the residential subdivision ("Diamantina Street Residential Subdivision Stage 1") continues with the design drawing at 80% complete and programmed for release at the end of October.

Robinson Park Shade Structures

The Request for Tender (RFT) documents has been completed for release to the market on Vendorpanel (VP482515). Subsequent to the closing of the RFT request an evaluation phase will be undertaken to assess the Respondent submissions to progress the project.

Contracts:

Outback Way Stage 7

The Outback Way Stage 7 project is progressing with the release of the GBA technical and commercial documents to Council for review. The RFT package will be released to the market for pricing following the review stage, and subject to ensuring funding the RFT will be released to the market for pricing.

The Project team will be looking into developing a pre-construction (early works package) to support the project. This purpose of this strategy is to deliver a clear roadway corridor and to reduce the contractor's scope and schedule by completing detour road works, grids and a culvert section.

A preliminary review of the current position of Quarry management has been initiated, and a separate briefing is proposed to inform Council of the proposed next phase of this project including standardisation for the identification and presentation of Sales Permit pit areas.

Cycleway project

Following the completion of DTM survey work to document road and footpath features, the preliminary cycleway design has been documented. Subsequent to documenting the preliminary design the project team (Council and GBA representatives) met to inspect the streets nominated in the design documents to determine the scope of work required to successfully complete the project.

The inspection highlighted a number of concerns that may not have been considered when the project was first conceptualised, including the relocation of electrical infrastructure (poles and wires) trees, service pits, directional signage and guard rails in order to meet the technical requirements for a DTMR cycleway approval.

Consequently, the Consultant has been requested to:

- Build an L5 cost estimate (Order of Magnitude) based on the preliminary design and field excursion review, and
- Prepare a report for executive team of the findings of the field excursion and Order of Magnitude costing.

Then, it proposed to bring this information to a Council Workshop for discussion and consideration of a 'Go No Go' decision.

Council has received DTMR approval (**Project Number: 3730958**) under QRA funding to undertake urgent reconstruction of the flood damaged pavement section at the Bellview Floodplain. The Works Manager will lead the planning effort to undertake the permanent repair involving insitu stabilisation pavement works in consultation with the RCM Supervisor who will be responsible for the execution of the project.

RMPC

The responsibility for the RMPC has been transferred to the Contract Works Overseer (CWO) to drive greater value for the Principal (DTMR) the road use and the Community. The DWO and the CWO held a meeting the DTMR representatives on Wednesday 8th October 2025 to plan for a new way of

delivering performance and value from the arrangement including finalising outstanding acquittals.

In order to achieve improved RMPC outcomes, we are currently revising the RMPC schedules to align with identified improvements that will achieve value out of the remaining 25/26 RMPC arrangement. This process may require implementing a work crew structure that is effective and more responsive to unplanned events, such as damaged signage and flood damage management.

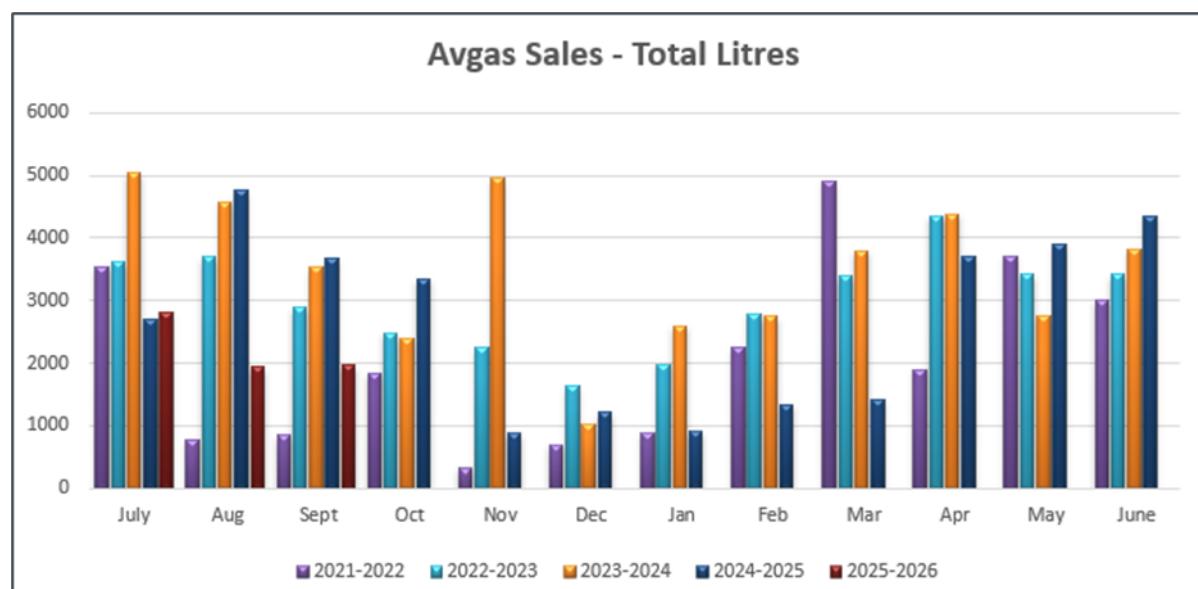
Town Services:

1. September was busy in Boulia for the Parks and Gardens crew as hot weather starts in the spring months. With plans for a tourism film crew to visit town in October, the team is focused on ensuring the grounds, parks and gardens are well-presented and maintained.
2. To improve the aesthetics of the airport area, the fibre cable reels have been removed from the boundary fence of the water treatment plant area, and it is proposed to relocate the shipping container to another suitable location.
3. The Works Manager has been requested to program works to maintain and improve street and asset appearance, as well as to review street signage condition and re-establish line-marking.

Airport:

The Airport facility has been operating normally including airside operations including refuelling activities. However, a review of the storage, handling and containment of fuel containers requires review.

- Sixteen (16) refuelling activities with no after hour requests.
- One (1) Jet A1 refuelling activity.



Shire Roads:

Traffic Counters for the month of September 2025

Month	Road	Location	AADT	Total All Vehicles	Total HV	AADT % HV
Sept 2025	Burke St (Pool)	Boulia	167	4857	88	1.8
	Coorabulka Rd	Ch 1.20km	13	356	31	8.7
	Donohue Hwy	Ch 2.50km	43	1244	161	12.9
	Donohue Hwy	Ch 201.00km (Kelly Ck)	21	597	110	18.4
	Headingly Rd	Ch 24.64km (Toby Ck)		Sent for repairs		#DIV/0!
	Selwyn Rd	Ch 2.50km	27	796	57	7.2
	Toolebuc Rd	Ch 0.10km	8	241	23	9.5
	Urandangie North Rd	Ch 0.04km	21	610	77	12.6
From 16.9	Urandangie Border Rd	Ch 9.22km	11	155	3	1.9
No Data	Urandangie South Rd			Tube has been cut		#DIV/0!

September Planned Meetings/Events/Conferences/Training attended:

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

Future Events/Conferences/Training

Date	Activity	Attendees	Location
September	No training recorded		

CONSULTATION: CEO and Council staff

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the A/Director Works and Operations Report for September 2025 be received for information.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer	Mr Shane Gray
--	---------------

TITLE:	Rural Lands Protection Officer September 2025 Report	DOC REF: 11.1.2
REPORT BY:	Graham Smerdon Rural Lands Protection Officer	DATE: 02/10/2025

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 activates relating to weed management, pest control, animal management and stock routes.

CONTENT:

RLPO:

The month was spent slashing Approx 8kms along the sides of the Boulia to Dajarra Rd and Approx 18kms along the sides Boulia to Bedourie Rd, doing some 1080baiting animal control and water facility inspections on the stock routes.

TOWN COMMON:

The feed on the common is holding up for the number of stock running there.

PONY/CAMEL PADDocks:

The new water trough has been installed in the small camel paddock; there are horses in the pony paddock and what feed that is there is holding up for now.

DOMESTIC ANIMAL CONTROL:

The street patrols are still being carried out which is working as there has been no complaints about stray/roaming dogs.

I received a phone call about a dog that had either been bitten by a snake or by the Paralysis or Brown Dog tick the dog was so sick the owner asked me to humanly put the dog down.

I had a call from someone who wanted to surrender their dog which had to be humanly put down.

CWRPPG(TECHGROUP):

I have not heard anything for the last month when i have some news i will let the council know.

WEED SPRAYING SHIRE ROADS:

Will start doing some weed spraying in the next couple of weeks on those roads that need doing.

RMPC:

Waiting for the new spray unit to be mounted in the correct location, when it was mounted the first time it has put all the weight over the front axle and not over the back axle.

GRAVELL/BURROW PITS:

Have noticed that the pits that I have revisited are showing signs of getting a good kill rate of the bushes that I had trouble getting to the first time, I will be doing more visits to follow up if more pellets need to be put out.

STOCK ROUTE:

After checking on the water facilities along the stock routes there was only the one that has a problem and that is Spring Bore where the turkeys nest bank has scoured, and the nest is empty, I have emailed the works manager and the DWO about getting the machinery to go out and do the repairs so the turkeys nest is once again useable.

1080 BAITING:

There were two properties that did some baiting this month with a total of 1583.5 kgs of meat being treated with pig strength 1080 solution.

There are another three properties that are going to be baiting in October who will be supplying their own meat, with one other property who is looking at buying in some meat to do their 1080 baiting.

CONSULTATION:

NIL

GOVERNANCE IMPLICATIONS:

NIL

RECOMMENDATION:

That the Rural Lands Protection Officer report for September 2025 be received for information.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations	Mr Gordon Magann
Approved by Chief Executive Officer	Mr Shane Gray

TITLE:	QRA Flood Damage Report	DOC REF: 11.1.3
REPORT BY:	Gordon Stumbris Consultant Works Overseer	DATE: 22/10/2025

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 September 2025

CONTENT: Flood Damage Works Completed on Boulia Shire Local Roads

REPA Works – Kirrily – BoSC.0042.2324U.REC (Western Submission)

\$5,667,317.91

Works for this submission are scheduled for completion December 2025.

Mixed Crew 1 – Donohue Highway

The crew has been actively engaged in wet mixing the gravel on the Donohue highway, with thirty-eight (38) defects remaining of heavy formation grading. This brings this package of road work activity to 65% completed.

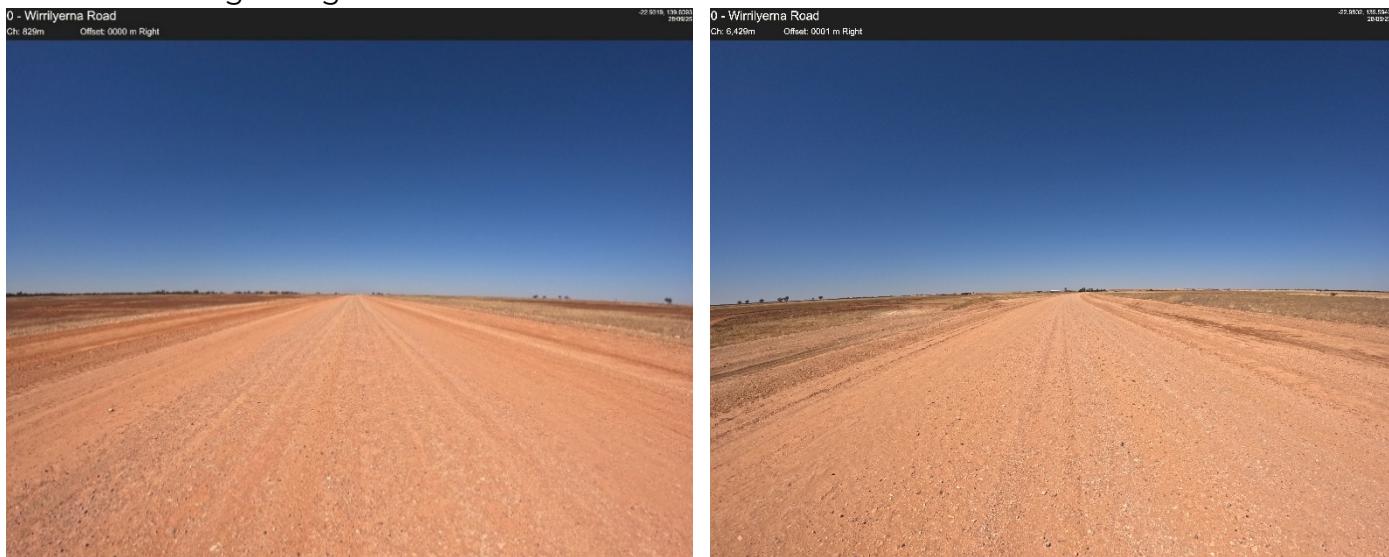
Harris A & B – Urandangi North Road

Work is now almost completed on the Urandangi North Road, with eleven (11) defects remaining of heavy formation grading.

Crusher Crew

The team has been busy stockpiling at the Glenormiston 9 gravel pit to provide gravel to feed the Donohue highway. The crushing plant will move onto Urandangi Border Road to the Headingly 7 pit which will then wrap up our Western Submission gravel quantities. The crushing crew have completed an outstanding job in rehabilitation to ensure the pits are left to the required standard.

Mixed Crew 2 - have now completed works on Wirriyerna Road, which had a total of 9 defects, eight (8) being medium formation grading and 1 heavy formation grading.



REPA Works – Kirrily – BoSC.0038.2324U.REC (South Submission) \$1,091,734.44

- Coorabulka Road
- Slashes Creek Road
- Montague Road
- Springvale Road
- Warra Road

Construction and final completion photos have been accomplished, the submission is now in the final stages of the close out process.

Future REPA Works

1. Cravens Peak Road – 162 Defects – scheduled October 2025
2. Urandangi Border Road – 55 Defects – Scheduled October 2025
3. Pathungra Road - 119 Defects – scheduled early 2026
4. Toolebuc Road – 141 Defects scheduled 2026
5. Toolebuc – Middleton Road – 181 Defects – scheduled 2026

March 2025 Western Low Event – GK3

REPA Submissions for this event have divided into 4 submissions, they are currently in progress, and we are hoping for some approval of works in early 2026.

Morcom Surveys – Information as requested

Morcom surveys went out onto the Donohue Highway to get the heights for the flood study.

Height of Longreach Channel - 134.48m

Height of Georgina Bridge - 133.81m

Therefore, the Georgina bridge is 0.67 lower than the Longreach channel.

**CONSULTATION:**

GBA as Project Managers for Council QRA Flood damage work & Gravel Pits and GK3 as Project Managers for Council QRA Flood damage work and Betterment projects

Morcom Surveys provide survey support services.

GOVERNANCE IMPLICATIONS:

All work completed within QRA guidelines and budget allocations.

RECOMMENDATION:

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

ATTACHMENTS: Nil

Approved by Director of Works and Operations	Mr Gordan Magann
Approved by Chief Executive Officer	Mr Shane Gray

11.2 Office of the Chief Executive

TITLE:	Chief Executive Officers Report September 2025	DOC REF:
---------------	--	-----------------

REPORT BY:	Shane Gray Chief Executive Officer	DATE: 09/10/2025
-------------------	---------------------------------------	----------------------------

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4: Ensure transparency and accountability through integrated performance management reporting

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

I am pleased to share my report for the October 2025 meeting.

This month has continued with organisational review and health check, workforce and project planning, and staff engagement.

Councils external audit and audit and risk committee meetings has been for Council executive and staff as part of our statutory reporting requirements.

- **Staff payroll and training update**
 - Council continues with parallel time sheets as part of the change to the new payroll platform. A comprehensive testing regime has been implemented to ensure compliance and accuracy as part of that transition.
- **Department meeting on sales permits and ILUA's**
 - Ongoing meetings with department staff to update existing agreements and process with Sales permits, dialogue continues around Councils current and future gravel needs.
 - Councils updating works programs and gravel requirements including locations and estimates of materials.
- **Outback Highway meeting with Mayor and committee**
 - CEO and Mayor attended teams meetings for Outback way.
- **Business Improvement meetings with Councils Works and Infrastructure.**
 - DWO is continuing with planning and reporting, the TMR projects and RMPC program has been transferred to the contracted works area, to manage delivery in consultation with supervisors.

- **Community Hub meetings with POD and Project Manager with (CEO, DCS, DWO, Mayor).**
 - Boulia Community Hub meetings continue with progressing the project and updates from project manager, architects to understand delivery of the project and establish timelines.
- **RMPC and TMR mobilisation planning session including meeting with TMR representatives.**
 - Meeting with TMR representatives to better understand project status, Council use of technology such as reflect. current and future defect and reporting including claims and acquittals. TMR representatives followed up with DWO status with acquittals and ongoing reporting and communications.
- **OORTG and RAPAD meetings**
 - Regular meetings with RAPAD groups including Acting DWO, technical group reviewing projects, progress and funding opportunities.
- **Meeting with FRMP /QRA coordinators and DWO on flood study**
 - Met with QRA to better understand Councils progress with flood studies and requirements to deliver the project.
 - Meeting with QRA in relation to flood damage and resilience opportunities.
- **Organisation Health check with ADO and Co including update with Audit and Risk committee / Councillors**
 - The overview of the report has been presented to Council and the Chairman of the Audit and Risk Committee, with the full report now with CEO for Councillor workshop.
 - Staff workshops will be undertaken from 14th October for all staff, in relation to expectations, workplace culture, communication, working together, team building/wellbeing.
- **LGAQ visit Elected Member Training**
 - LGAQ delivered update to Councillors and CEO on state issues and upcoming
- **Local Laws workshop and review**
 - A review of current local laws and subordinate laws to amend existing if necessary. Good discussion with Council and staff in relation to emerging issues and options.
- **Budget Ownership Workshop**
 - The executive team met to better understand budget evaluation and monthly management and reporting. Following initial discussions, a review of our organisational budget preparation, staff awareness and management reporting will be updated which will include training provided across the council.

- **Boulia Swimming Pool**

- The lessee has taken leave during October, the decision not to open pool complex was due to no available of suitably trained persons to supervise. The current pool water temperature remains at 18 degrees. The lessee has advised pool to open to the public early November. All other facilities including splash park, and sport centre open as per the usual arrangements. Notices were posted advising of the change.

- **Psychological first aid training**

- RFDS provided inhouse training and awareness sessions to staff in relation to supporting community because of a disaster event.

Council staff and contractors are fully engaged with works across the shire, regular contact in relation to main roads projects, emergent works, flood damage, community infrastructure and shire roads are assisting in development and delivery of programs.

I would like to acknowledge the efforts of all our staff and local contractors for their efforts in delivering for the Boulia Shire Community.

Meetings/Events/Conferences/Training attended:

- RAPAD board meetings via Teams
- RAPAD Roads and Water groups Teams meeting - DWO and CEO
- Boulia Hub with DCS, CEO, DWO, Project Manager
- Internal Audit and Risk committee meeting/discussion
- LGMA CEO webinar
- Site visits to current projects
- Meetings with DWO, DCS projects, budgets
- Meetings with QRA
- September general meeting
- Payroll audit and new system configuration testing

Future Events/Conferences/Training

Date	Activity	Attendees	Location/completed
October	LGAQ Conference	Mayor/Deputy Mayor/CEO	SEQ
	Community hub	CEO/DCS/DWO/Project Team	teams
	External audit	Auditors/CEO/DCS	
	Rural and remote WHS and wellbeing (LGAQ)	CEO	teams
	RAPAD Climate Alliance	RAPAD councils	teams
	Urandangi Site visit and roads inspection	Councillors/CEO /DWO/DCS	Shire Tour

CONSULTATION: Councillors, staff and government representatives

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

ATTACHMENTS: Nil

Chief Executive Officer	Mr Shane Gray
-------------------------	---------------

TITLE:	Decision to Discontinue Offensive Place Names	DOC REF: 11.2.2
REPORT BY:	Shane Gray Chief Executive Officer	DATE: 22/10/2025

CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment
 1.2: Respecting our culture and heritage, past, present and future
 1.2.2: To maintain, preserve, develop and provide access to our region's history

RISK MANAGEMENT:

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

PURPOSE:

To advise Council of the formal notification received from the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development regarding the decision to discontinue offensive place names.

CONTENT:

In July 2023 the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development (the Department) completed a state-wide audit of place names that may cause offense or harm. The audit identified a list of place names that included clearly offensive derogatory, racist or sexist terms and consultation with key stakeholders was subsequently undertaken in June 2024 regarding the Department's intention to remove these identified place names.

'Blackgin Creek' (Watercourse), located within the Boulia Shire, was identified as an offensive name and Council was therefore contacted for their feedback regarding the intention to remove this place name. Following clarification that:

- The names were at that stage only going to be removed and not replaced;
- Communication had been sent by the Department to the known registered Native Title Bodies or Cultural bodies in the respective area advising the same;

a reply letter was sent to the Department advising that Council had no objection to the offending name being removed.

Council has since received formal notification from the Department that the identified place name noted above is discontinued effective 22nd August 2025. The correspondence received regarding the decision is attached to this report for Council's reference.

As noted in the correspondence, moving forward, Council may wish to suggest a new name to the Department or the site (geographical feature) can remain as an unnamed geographical feature.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

Compliance with the *Place Names Act 1994*

RECOMMENDATION:

1. That Council note the decision by the Honourable Dale Last MP, Minister for Natural Resources and Mines, Minister for Manufacturing and Minister for Regional and Rural Development to remove the identified place name of 'Blackgin Creek' (Watercourse) located within the Boulia Shire.
2. Council consider the process to assign a new name to the identified site or leave the site as an unnamed geographical feature.

ATTACHMENTS:

1. Department Letter [**11.2.2.1** - 1 page]
2. Letter Attachment 1. Decision Plan QP N 1424 - Queensland Map [**11.2.2.2** - 1 page]
3. Letter Attachment 2. List of discontinued offensive place names [**11.2.2.3** - 1 page]

Chief Executive Officer	Mr Shane Gray
-------------------------	---------------



Ref CTS 17583/25

22 August 2025

Department of
**Natural Resources and Mines,
Manufacturing and Regional
and Rural Development**

Eric Britton
Mayor
Boulia Shire Council
18 Herbert Street
BOULIA QLD 4829

admin@boulia.qld.gov.au

Dear Mayor

I am writing to advise you of a recent decision under the *Place Names Act 1994* (the Act) by the Honourable Dale Last MP, Minister for Natural Resources and Mines, Minister for Manufacturing and Minister for Regional and Rural Development, to discontinue the 39 place names listed in the attached table and shown on Decision Plan QPN1424.

The 39 place names were all for geographical features – mostly creeks – which are located across Queensland and contained words that were considered offensive. One or more of these geographical features listed in the attachments are located within your council area. The Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development (NRMMRRD) undertook consultation with key stakeholders in June 2024, which included writing to your council seeking input.

In accordance with the Act, the decision was published on 22 August 2025 in the Queensland Government Gazette and is effective from that date. Information on the decision is available on the Queensland Government website at [Current proposals and decisions](#).

Should your council wish to suggest a new name to NRMMRRD for the now unnamed geographical feature(s), information is available at [Naming places in Queensland | Environment, land and water | Queensland Government](#) or you can call the contact officer listed below. Alternatively, the geographical feature can remain as an unnamed geographical feature.

Should you have any further enquiries, please contact Mr Daniel Leo, Manager, NRMMRRD on telephone 5451 2287.

Yours sincerely

Anita Haenfler
Executive Director
Natural Resource Operations

Att: Decision Plan QPN1424 – Queensland Map
Table of discontinued place names

1 William Street Brisbane
PO Box 15216 City East
Queensland 4002 Australia
Telephone +61 7 3330 4109
Website www.nrmmrrd.qld.gov.au
ABN 59 020 847 551



These geographical features have been prioritised for removal; however, the department is aware of other names that require further investigation.

Places on these maps were named many years ago and some are considered offensive and are unacceptable today. We apologise for any offence reading such language might cause.

© The State of Queensland (Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development) 2025

Prepared by the Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development to show place names and boundaries under the provisions of the *Place Names Act 1994*. Unless indicated otherwise, locality boundaries follow cadastral boundaries or the centrelines of roads and watercourses. Based on or contains data provided by the State of Queensland (Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development) 2025.

Take Notice that the Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development does not guarantee the reliability of this information nor of it being suitable for any particular purpose and disclaims any liability for any loss or damage caused by reliance upon this information.

Copyright protects this publication. Except for purposes permitted by the Copyright Act 1968 (Cth) reproduction by whatever means is prohibited without the prior written permission of the Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development.

Discontinuation of Offensive Names within Queensland

0 100 200 300 400 500
Kilometres

Scale: 1:6,750,000
at A3 size
Datum: GDA2020



QPN1424
Sheet: 1 of 21

List of discontinued offensive place names

Place Names Act 1994

22 August 2025

No.	Place Name	Description	Local Government Name
1	Big Black Gin Creek	Watercourse	Mareeba Shire
2	Black Gin Creek	Watercourse	Central Highlands Regional
3	Black Gin Creek	Watercourse	Central Highlands Regional
4	Black Gin Creek	Watercourse	Charters Towers Regional
5	Black Gin Creek	Watercourse	Charters Towers Regional
6	Black Gin Creek	Watercourse	Charters Towers Regional
7	Black Gin Creek	Watercourse	Charters Towers Regional
8	Black Gin Creek	Watercourse	Etheridge Shire
9	Black Gin Creek	Watercourse	Hinchinbrook Shire
10	Black Gin Creek	Watercourse	Mackay Regional
11	Black Gin Creek	Watercourse	Mareeba Shire
12	Black Gin Creek	Watercourse	North Burnett Regional
13	Black Gin Creek	Watercourse	North Burnett Regional
14	Black Gin Creek	Watercourse	Quilpie Shire
15	Blackgin Creek	Watercourse	Boulia Shire
16	Blackgin Creek	Watercourse	Cook Shire
17	Chinkey Creek	Watercourse	Cook Shire
18	Chinkie Creek	Watercourse	Gympie Regional
19	Coolie Amber Creek	Watercourse	Burke Shire
20	Coolieman Creek	Watercourse	South Burnett Regional
21	Gin Arm Creek	Watercourse	Burke Shire
22	Gin Creek	Watercourse	Carpentaria Shire
23	Gin Creek	Watercourse	Cloncurry Shire
24	Gin Creek	Watercourse	Etheridge Shire
25	Gin Creek	Watercourse	Mount Isa City
26	Gin Creek	Watercourse	Western Downs Regional
27	Gin Hills	Hill	Charters Towers Regional
28	Gin Lagoon	Waterhole	Carpentaria Shire
29	Jap Creek	Watercourse	Hinchinbrook Shire
30	Little Black Gin Creek	Watercourse	Mareeba Shire
31	Little Gin Creek	Watercourse	Hinchinbrook Shire
32	Little Lubra Creek	Watercourse	McKinlay Shire
33	Lubra Creek	Watercourse	Flinders Shire
34	Lubra Creek	Watercourse	McKinlay Shire
35	Rocky Gin Creek	Watercourse	Charters Towers Regional
36	Two Mile Gin Creek	Watercourse	Charters Towers Regional
37	Uncle Tom Creek	Watercourse	Maranoa Regional
38	Wog Hill	Hill	Mareeba Shire
39	Yard Gin Creek	Watercourse	Charters Towers Regional

TITLE:	Action List Update September 2025	DOC REF: 11.2.3
REPORT BY:	Shane Gray Chief Executive Officer	DATE: 21/10/2025

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4: Ensure transparency and accountability through integrated performance management reporting

RISK MANAGEMENT:

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

PURPOSE:

To present to Council an updated Action List.

CONTENT:

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

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

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

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

ATTACHMENTS:

1. CEO Ordinary Council Meeting Action September Review [11.2.3.1 - 14 pages]

Chief Executive Officer	Mr Shane Gray
-------------------------	---------------

Boulia Shire Council Action List

	DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS	Close
Friday 22nd August 2025						
1.	22/08/2025		Identify activities and projects work camp cannot provide. Who runs it, who is the go to? Etc.	DWO, CEO, HR	Subject to any organisation alignment review to create a single point of responsibility for coordination and management of work activities	
2.	22/08/2025		Replenish the green waste wheelie bins. – Broken lids etc.	DWO	16/9/2025 – We do not have green waste wheelie bins We will check and repair any wheelie bin lids over the month of September (this was last performed in July for the township)	Close
Wednesday 23rd July 2025						
3.	23/07/2025		Request for Tree lopping in Robinson Park and The Stonehouse Complex.	DWO	14/10/2025 – On Hold, Subject Skate Park Post Project 16/9/2025 – WIP for quotations and actioning	
Wednesday 18th June 2025						
4.	18/06/2025	All Councillors	Speed Bumps, (Yellow Bollards) to be put in place as carparks to avoid people parking in the wrong spots in town. E.g. in front of Bob's shop.	DWO	14/10/2025 – Next Steps: Understand Councillors Outcome so that DTMR can be brought into the conversation regarding the outcomes Council wish to achieve.	
5.	18/06/2025		3D crossing in front of the school needs to be updated.	CEO	14/10/2025 – Both School Crossings completed 15/07/2025 sent to Workcamp	Close
Friday 23rd May 2025						
6.	23/05/2025	All Councillors	Industrial Estate plans to be brought to Council meeting re: re-align of washdown bay.	DCS – Gather Info	15/07/2025 Met with various consulting firms to finalise the survey planning.	Close

7.	23/05/2025	All Councillors	Residential Estate back planning. Road corridor. Liaise with Tony and Gideon the road access points. (Bring the whole package for Councillors to review.)	DWO DCS – Gather Info	<p>20/10/2025 – DTMR acknowledging that Councils SARA Application has been “properly” made. Design documentation is 80% complete and completion of the soil survey work was completed on 16.10.25.</p> <p>29/09/2025 – Digital Terrain Model, (DJM) Survey Completed. Detail Design Commenced with GBA</p> <p>15/07/2025 Met with various consulting firms to finalise the survey planning.</p>	
8.	23/05/2025	Cllr Woodhouse	Media and Communication Policy to be reviewed and re-worked	CEO – To action	15/07/2025 in progress	

Wednesday 23rd April 2025

9.	23/04/2025	Councillor Sam Beauchamp	CPL Shed to be painted with heat resistance paint	DWO	20/10/2025 – Council to advise what they wish to achieve with the proposed works – benefits v ongoing maintenance liability & loss of manufacturers warranty.	
10.	23/04/2025		Aerodrome, Business Case, Budget request for 1 million dollars	DWO, DCS, CEO	<p>20/10/2025 – ATI & ETI works have been completed.</p> <p>14/10/2025 – Annual Technician Inspection (ATI), Electrical Technician Inspection (ETI) Has Been Completed for 2025.</p> <p>11/09/2025 – Jasko preliminary report advised not required.</p> <p>23/04/2025 - To investigate with RAPAD/COWS for the 2025/2026 Budget.</p>	
11.	23/04/2025		Water, Business Case, Budget request for \$750,000	DWO, DCS, CEO	<p>11/09/2025 – contact being made with cleaning Diver, to speak to Council about Reservoir options.</p> <p>23/04/2025 - To investigate with RAPAD/COWS for the 2025/2026 Budget.</p>	
12.	23/04/2025		Corporate Plan Study, Plan for Boulia to 2032, 1 million dollars – Business Plan	DCS, CEO	15/07/2025 Yet to be actioned.	

13.	23/04/2025		Residential Estate Exec Housing, GK3 Project manage, EOI on costing market exercise	CEO, DWO, DCS	<p>20/10/2025 I now believe GBA are project managing this.</p> <p>15/07/2025 Met with various consulting firms to finalise the survey planning.</p> <p>12/05/2025 underway.</p> <p>23/04/2025 - CEO to raise at RAPAD / COWS meeting</p> <p>Amended State Assessment and Referral Agency (SARA) application has been completed.</p> <p>SGA have completed the DTM for the subdivision to inform the design documentation.</p>	
14.	23/04/2025		Banks supporting Western Regions for loans	CEO	<p>15/07/2025 has been raised in meetings including WQAC as part of LHAP with Greg Hoffman.</p> <p>23/04/2025 - CEO to raise at RAPAD / COWS meeting</p>	
15.	23/04/2025		Eazyjacks (or brand similar) to be placed in all Council Vehicles to assist when tires need to be changed.	DWO	<p>23/04/2025 - DWO to investigate eazyjacks for all vehicles and to liaise with DCS for budget purposes</p>	
16.	23/04/2025		A letter to be sent to QLD Housing about overgrown yards, and car bodies – QLD Housing to advise tenants they need to clean up their yards or Council will do it and send QLD Housing the invoice for works done.	Exec Assist, CEO	<p>15/07/2025 Sent</p> <p>03/06/2025 – EA waiting for approval from CEO to send.</p> <p>02/05/2025 – EA sent letter to CEO</p> <p>23/04/2025 – EA to write letter and send to CEO for approval to send</p>	

Friday 28 th March 2025						
17.	28/03/2025		Review of possible relocation for Wash Down Bay	Action – DCS (budget), DWO, RUS	15/07/2025 At this time, it will not be moved, due to number of extenuating factors to be considered.	Close
18.	28/03/2025	Councillor Jan Norton	Community Garden Support – Council to contribute \$5500 + GST, per annum. Work Camp is to assist with this.	DWO, CEO	20/10/2025 – To be re-assigned subject to organisational re-alignment project. 14/04/2025 budget inclusion 25/26 done. 28/03/2025 – DWO to update monthly on the progress.	
19.	28/03/2025	Councillor Jan Norton	Annual LGAQ Meeting Agenda Item / motion. Rural and Remote fuel, groceries, liveability advocate for a subsidy.	Action – CEO, Exec Assist	15/09/2025 - Council resolved at August general meeting the motions for LGAQ conference. Has been actioned with LGAQ	Close
20.	28/03/2025		Water Leak (House on 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.	Close
21.	28/03/2025		Racecourse Committee Reserve/ Strategic Planning. <ul style="list-style-type: none"> • Review of toilet block / temporary mobile toilets • Playground • Kitchen • 600m Mark on track 	Action – ECDM, DWO, FM (budget)	15/07/2025 Review of Committee setup being considered. 1/05/2025 – Site inspection arranged to confirm scoping of works. 28/03/2025 – ECDM to liaise with DWO / WM / RUS about improvements and investigate possible outcomes. ERGON have completed main supply electrical works including new poles and pole mounted transformer.	
Friday 21 st February 2025						
22.	21/02/2025		Pitta Pitta Bush Tucker Signs - Councillor Woodhouse suggested the Pitta Pitta	Action - ECDM	10/08/2025 It has not been possible to access the original design and wording. Seek Councils guidance on the theme and character of signage that could link to wider visitor themes and participation of the Pitta Pitta.	

			Bush Tucker signs at the Burke River need replacing.		26/03/2025 Signs have been inspected and efforts are being made to identify the original signage text.	
23.	21/02/2025		Pallet Racks in CPL Shed - Councillor Beauchamp suggested Pallet Racks or a similar option be investigated and purchased to be placed in the CPL Shed for more storage.	DWO	<p>20/10/2025 – This activity to be aligned with activity to masterplan depot site subject to organisational re-alignment approval.</p> <p>15/09/2025 - DWO is reviewing all Council storage requirements for appropriate racking solutions</p> <p>26/03/2025 WIP</p>	

Friday 24th January 2025

24.	24/01/2025	Cllr Beauchamp	Hazard Signage for Local Land Owners - Councillor Beauchamp suggested that Council establish a process with Land Owners to supply them with temporary signage to display on roads with hazards until Council is able to be on site.	Action - DWO	18/2/2025 Pricing up the activity, so that appropriate budget can be allocated to order items, then get this delivered to Landowners.	
25.	24/01/2025	Cllr Neilson	Potential Social Media Growth Opportunity - Councillor Neilson suggested Council engages in other social media avenues to boost our online presence and spread more knowledge about Boulia Shire.	Action – ECDM/DCS / CEO	<p>10/08/2025 Linking to Action 10 propose to arrange a workshop with Councillors to address both best practice and local opportunities.</p> <p>06/05/2025 – Importance of growth in this area has been noted. Staff are reviewing training opportunities that can better utilise the potential of social media across the Council's responsibilities.</p> <p>10/3/2025 Media webinar that staff were hoping to attend is not free as initially anticipated. Costings for potential courses sent to ECDM/DCS for consideration</p> <p>13/2/2025 Media webinar to be attended to by 3 staff members.</p>	
26.	24/01/2025	Cllr Norton	Softfall at Splash Park - Councillor Norton raised that the softfall at the	Action - DWO	20/10/2025 – DWO to Liaise with Pool Caretaker Contractor to develop SOW and Source suitable contractors.	

			splash park is a Work Place Health and Safety issue and needs to be replaced as soon as practical.		15/09/2025 - Acting DWO has inspected Sports centre with CEO and Pool Lessee with a view to scheduling maintenance and replacement schedules. 18/2/2025 DWO to discuss options with Vendors and find appropriate solution	
27.	24/01/2025	2025/01.4	(Re Artwork from the Outdoor Billboard Gallery) 2. That the Billboard locations be Coorabulka truck pull off, Donohue Highway truck pull off and Burke River truck pull off.	Action – DWO/WMgr	15/07/25 – Signs are at the depot; however do not have frames or posts. 28/03/2025 – Signage was delivered by mayor, and Willie unloaded them at the depot. 18/2/2025 Will be Installed before the start of the Tourist season.	

Friday 12th December 2024

28.	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	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.	
-----	------------	-------------------	---	---	--	--

			negotiated prior to the renewal of quarry permits.				
29.	12/12/2024	Cllr Julie Woodhouse	Pool Surrounds - cement area around the public swimming pool is now very slippery and a hazard since the resin has been applied.	Action - ECDM	15/09/2025 - Pool deck has been painted with non slip paint 10/08/2025 As part of the recent maintenance works at the Pool non-slip paint has been applied to all surrounding areas. 1/5/2025 Additional painting of pool surround commissioned. 22/1/2025 signs to be installed	Close	
Friday 29th November 2024							
30.	29/11/2024	2024/11.20	That Council resolves to undertake a review of the Boulia Shire Local Laws.	DCS - Action	20/10/2025 Workshop held 26/9/2025 with key personnel and Councillors. Then met with Peter Mann from Blackall Tambo Regional Council to discuss options and changes. Awaiting information from Peter. 15/07/2025 Teams meeting being organised post Staff / Councillor /workshop 26 th Sept 2025. 12/05/2025 Awaiting workshop date to be set by consulting expert. 7/04/2025 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 27th September 2024							
31.	27/09/2024	Mayor Rick Britton	Roof Painter – painting houses/buildings with heat resistant paint – possibly trial a few places and yearly get done. Review western wall on a house on Herbert St	MPC – Action	10/10/2025 – Budgeted for 2025-2026, Scope of works in development for invitation of quotes. 18/8/2025 – Seeking other quotes RE Procurement Policy 15/07/2025 In 2025/26 budget, prioritisation of housing in progress, carried over a couple of years.		

			to be painted in heat resistant paint.		12/05/2025 received quote for housing, requested quote for other identified buildings. 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 23rd August 2024

32.	23/08/2024	Suggestions made by K. Mc Kelvie (during Deputation to Council)	Improvements to be made to Council's social media platforms (more engagement) and encourage Google Reviews (Refer also to Item 18)	Media - Action ECDM - oversight	11/08/2025 It is proposed to arrange a workshop with Councillors to address both best practice and local opportunities. 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 Three staff to attend media training in March. 26/11/2024 Approaches to improve social media opportunities are being investigated.	
33.	23/8/2024	Suggestions made by K. Mc Kelvie (during Deputation to Council)	Consider turning the dog park on the corner of Herbert and Hamilton Street into a desert botanical garden.	ECDM - oversight	11/08/2025: Cr Beauchamp is scheduling an inspection to include measuring the land. The dog park and amenities are used by community and visitors. A desert botanical garden may benefit from an alternate setting. 23/04/2025 – Councillor Sam Beauchamp and Kim McKelvie to measure the gardens.	
34.	23/08/2024	Cllr Neilson	Investigate possibility of using solar road markers	DWO	15/07/25 They are not TMR approved so can not use on state roads. They cost between \$80 to \$130 each to buy and we could only use them on shire roads if we choose so. 26/11/2024 WIP	Close

28th June 2024

35.	28/06/2024	Cllr Norton	Footpath on Herbert Street where the old pool site used to be (next to	DWO Budget-TIDS/TMR	20/10/2025 – Project to be Re-establish footpaths 'On Hold' until a decision is made on the Cycleway Project.	
-----	------------	-------------	--	--------------------------------------	--	--

			Desert Sands Motel/corner of Herbert and Hamilton Street) - needs repair, is getting worse		15/07/25: Awaiting on direction as told to hold until grant has been approved. 15/07/2025 Grant approved. 24/03/2025: Awaiting feedback on Active Transport Grant Application 10/03/2025 Awaiting outcome from funding body. 26/11/2024 Awaiting outcome on the Active Transport from TMR.	
--	--	--	--	--	--	--

Wednesday 24th April 2024

36.	24/4/2024		Investigations to be made about rating categories for wildlife reserves (currently zoned as nature reserves)	DCS - investigate	20/10/2025 Council's I have contacted do not currently rate any reserves, in November I will be at a meeting to get further clarification on this. 15/07/2025 To date found no council that rates wildlife reserves. 12/05/2025 awaiting information from other parties. 14/04/2025 further discussions underway. 13/2/2025 Have been unable to find any other Local Council that are charging a rating category like this. 20/01/2025 investigating for possible inclusion in 25-26 budget. 10/6/2024 To be investigated.	
37.	24/04/2024	2024/04.3	2. That a future budget allocation be considered in the 2025-2030 budget for Councillor and Management attendance at future Australian Institute of Company Directors AICD (or like) training.	DCS - Budget	12/05/2025 added to training budget for Councillors as an ongoing course. 14/04/2025 Next course is 28 July – 1 Aug 2025, Brisbane, cost is \$8,370/person + GST. 14/04/2025 Included in new budget for 25-26. 20/01/2025 Included in training budget for 25/26 budget.	

					8/11/2024 LGAQ have advised training for 24-28 February 2025 in Brisbane, \$8,280 per person, awaiting Councillor interest to attend, budget review will be done accordingly.	
Friday 19th January 2024						
38.	19/1/24	2024/01.20	<p>Tender: T2023-24.5 Sale of lots L404/B2671 and L405/B2671 Mulligan Street, Boulia (closed)</p> <p>(b) A survey for an access easement across the rear of lots L404/B2671 and L405/B2671 (to Council's requirements) be undertaken and registered by Boulia Shire Council.</p>	DWO – primary DCS-Public Trustee Budget - Land Dev	<p>20/10/2025 Contacting King & Co for clarification on options available to Council.</p> <p>15/07/2025 awaiting further information on actions we can take.</p> <p>14/4/2025 – seeking further advice.</p> <p>13/2/2025 – it appears easement registration cannot proceed until someone can sign the deceased owners consent.</p> <p>22/1/25 Update; no sale enquiry recd.</p> <p>(b) Easement Survey completed and amended to be 8m wide for lots 402-405.</p> <p>Lot 405 on B2671 (block 40)– BSC owned</p> <p>Lot 404 on B2671 (block 34)– Elliott owned (decd)</p> <p>Lot 403 on B2671 (block 30)– BSC owned</p> <p>Lot 402 on B2671 (block 26)– BSC owned</p> <p>8/11/2024 Public Trustee is working on this file to sort last ownership issue.</p>	
39.	19/01/2024		Wash Down Bay Council requested fees for charging to use the washdown bay-payment options to be investigated.	DWO Budget - Gen Res	<p>15/07/25 Discussed with DWO and this is no longer required as councillors do not want to set up a charge system</p> <p>26/11/2024 Investigated with Winton Shire, they use a coin operated system \$1/15min slot.</p>	Close
40.	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 Budget - subject to grant funding	<p>20/10/2025 – This item is subject to the QRA sponsored flood study.</p> <p>15/07/2025 Discussion had with GBA Stuart and CWO.</p> <p>15/4/2025 Discussion had with TMR.</p>	

					24/03/2025 : DWO Identifying potential partners who can carry out 3 tasks within the FRMP3 Grant made available to Boulia 26/11/2024 Project earmarked to commence post current flood season. 10/10/2024 Bridge Study has been approved by QRA.	
41.	19/01/2024		<p>Town Water supply BSC to investigate and advise on:</p> <ol style="list-style-type: none"> 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. <p>Investigate Council getting robotic cleaner to run 6 monthly in ground reservoirs (once old tank relined).</p>	DWO	<p>15/07/2025 Discussion with Contractors to previous works undertaken. 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.</p>	

Friday 18th August 2023

42.	18/08/2023		Shade for Robinson Park – Concept brief to be completed	DWO	<p>20/10/2025 – RFT Package at Market Seeking Designs and Options for consideration. Evaluation and Approval.</p> <p>15/07/2025 Request for a design and construction of 2 shade structures, one for Skate Park, one for Play equipment. 28/04/2025 – Solar on roof to be investigated 24/03/2025: Project engagement has commenced</p>	
-----	------------	--	---	-----	--	--

					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 21st April 2023						
43.	21/04/2023		Cars to be removed from Urandangi after flood event. <i>Ronnie to arrange this asap.</i>	RUS - action	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.	Close

COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS				
NUMBER	DATE	Staff Member	PROJECT ISSUE:	RESPONSE
	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.
	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.
	23/05/2025	Cllr Beauchamp	Drone Park Cllr Beauchamp has requested a Drone Park be installed for residents to be able to comfortably fly their registered drones.	

TITLE:	Manager - People & Culture September 2025	DOC REF: 11.2.4
REPORT BY:	Rebecka Britton Manager People and Culture	DATE: 20/10/2025

CORPORATE PLAN REFERENCE:

Key Priority 3: Economic Development - A sustainable local economy

3.1: Facilitate employment and investment opportunities

3.1.1: Encourage a diverse supply of housing affordability and choices

3.1.2: Council owned housing is managed, is affordable, and which is suitable to meet demands

Key Priority 7: Valuing our greatest asset – people

7.1: An innovative culture

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

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

HOUSING

Occupancy

Houses	Vacant – 24 Moonah, 58 Moonah, 56 Moonah
26 Pituri Units	Vacant – #4 Vacant - awaiting maintenance
47 Pituri Units	Vacant - #1 Vacant – awaiting maintenance
58 Pituri Units	Vacant - #6
61 Moonah Units	Vacant - #1 - awaiting maintenance

Housing standard is something that we would like to implement. Document provisions/exclusions as a standard & amended on an individual basis.

Capital Upgrades

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

Asset Management Plan

Nil to report.

New Residential Estate – Executive Staff Housing

- Nil to report

HUMAN RESOURCES**Available Positions**

- Nil

Recent Engagements

- Records Officer

Resignations

- WHSA

Contract Engagements

- Acting Director of Works & Operations (until 31st December 2025)
- Temporary Finance Manager (Agency – until 31st December 2025)

LEARNING & DEVELOPMENT

- Nil

PEOPLE & CULTURE - MISCELLANEOUS

- Nil

CONSULTATION: CEO – Shane Gray**GOVERNANCE IMPLICATIONS:** Nil**RECOMMENDATION:**

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

ATTACHMENTS: Nil

Reviewed and Approved Chief Executive Officer	Mr Shane Gray
---	---------------

11.3 Corporate Services

TITLE:	Director of Corporate Services & Financial Services September 2025	DOC REF:
REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 22/10/2025

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.

There has been a considerable delay in finalising the local laws review, to ensure that we get the best possible outcome at the workshop information has been sent out to the attendees to review and comment on in preparation.

Workshop was run via Teams, 26th September 2025 with Peter Mann.

Council's key personnel that work within the Local Laws and Councillors and Management had reviewed the current version of local laws and identified possible changes that are required, plus identified additional laws need to be added.

Peter Mann is now pulling this all together in a report for Council.

Altus Definitiv Payroll Implementation Project

A team of 3 Officers (Staff) are working on this project with ReadyTech Consultants to implement a new payroll system that will allow a lot of efficiencies for the Council as well as giving the Employees the ease of electronically applying for leave and putting in timesheets.

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.

Further script testing is underway to ensure accuracy of the system and that the configurations are fully auditable.

All scripts are being checked and signed off by myself for all testing that has been conducted by Rebecka Britton as the main testing Officer of the system.

ReadyTech Officer will be on-site approximately mid to end of September, this has been delayed due to the project timeline being pushed back so all the user activity testing can be completed and documented.

The Internal Auditor will also be reviewing some of the completed test scripts as requested by the Audit and Risk Committee on the 25th September 2025.

Audit and Risk Committee have requested a initial scope of works to be created / documented and presented to the committee at the next meeting, this is also to include the progress on the testing.

A new go live date is yet to be set.

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. Lodgement was made 31st May 2025. Has been approved for Council to be a sponsor.

Stage 2 assistance with the preparation and lodgement of the nomination application will begin once stage 1 application has been lodged. Due to timing, this was worked on at the same time as stage 1 and the application has been lodged on the 31st May 2025. Immigration have advised that Council's initial application has been received, and preliminary checking has been completed.

We have been advised verbally that the Sponsorship of the Employee has been approved. Have not received written notification at this stage.

Community Hub

Weekly updates are continuing for the project with our external project manager Adam Britton and the team from POD (Architects).

Contact has been getting made with several different suppliers, planners and other consulting teams to ensure compliancy.

As a part of this process, it has been identified where Council must procure with a federal safety accreditation business, this is possibly limiting the field.

Discussions are underway with the project team; legal advice sought for contracts as well as discussions with the funding provider.

Regulatory applications have been submitted for several different areas in preparation for the Hub build.

Room data sheets have been completed and submitted to POD for review. The project has now moved into Design phase with the architects.

Antenna for IT communications, delivery and installation including connecting to the Administration office until decanting takes place is currently underway with planning and procuring for the work.

Water flow testing as per regulations for Fire safety have been completed. Soil testing has been ordered, awaiting contractors. Testing for asbestos and lead paint is scheduled for 8th October 2025.

Ergon have sent a scope of works for the connection of electricity to the new build, and this has been accepted, next step is for Ergon to do the work.

Further planning and discussion on decanting options are in progress.

Financial Statements

Hours of work has been done by Graeme Gillam, Finance Manager on the financial statements. This has also included a number of hours of finance staff pulling copies of documentation and supplying this information to our external auditors.

The final audit of the Council for the 2024-25 year is still underway; we are awaiting notification that the Statements can be signed by the CEO and Mayor ready for submission to the QAO.

The statements need to be signed off before 31st October 2025.

Staff Movements / Changes

Finance Manager Graeme Gillam retired 3rd October 2025.

Records Officer, Megan Tribe starts 7th October 2025.

Relief Finance Manager returns 27th October 2025.

Meetings & Training

I have attended the following meetings and training during June:

- Pool Leasing – Dave Karel, Shane Gray
- External Auditors – PKF – TIM Cronin, Erick Mankinn
- Asset Valuations - External Auditors and QAO – PKF – Tim Cronin, Erick Mankinn, Michael Clayton QAO, Shane Gray
- Procurement / contract management – PKF – Erick Mannkinn, Shane Gray
- Managed Tender RPQS – We are Peak – Joneil Palenzuela
- We are Peak, Tender Contracts T2024-25.7, Joneil Palenzuela
- Boulia Community Hub Project Meeting, Adam Britton, Alison Stout (POD), Belinda Allwood (POD) – Teams (weekly)
- Payroll Implementation Strategy - Anthony Ottaway, Karyn Coomber, Rebecka Britton, Shane Gray, Cassie Schultz
- Contract balances – Iris Arciega – Altius
- Assets – Vladislav Lobkov, PKF auditor, Graeme Gillam

- ReadyTech Go No Go Live – Zack Adenwala, Chad Tiet, Anthony Ottaway, Karyn Coomber, Shane Gray, Rebecka Britton, Cassie Schultz
- Definitiv Implementation Meetings – Chad Tiet– ReadyTech, Rebecka Britton
- QRA Monthly meeting – Gavin Williams, Shane Gray
- LRAP – Louise Robertson, Gavin Williams, Shane Gray
- GIS Service Pre-start meeting – Patrick McGuire, Shepherd Services, Craig Smit – Shepherd Services, Shane Gray.
- TMR Monthly Meeting, Garth Kath, Patrick Curtain meeting (daily)
- Organisational Health Check – Anthony Ottaway
- Strengthening budget ownership – Anthony Ottaway, Shane Gray, Gordon Magann
- Local Laws workshop – Peter Mann – Blackall Tambo Regional Council
- Pre- Audit and Risk Management meeting – Michelle Reynolds Chair, Shane Gray, Graeme Gillam
- Audit and Risk Management Committee meeting
- LGFP (Local Government Finance Professionals) Monthly meeting.

Future Approved Travel

- 18th - 20th Nov – LGFP Conference - Cairns

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer	Mr Shane Gray
--	---------------

TITLE:	Audit & Risk Management Committee Meeting Update 25th September 2025	DOC REF: 11.3.2
REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 22/10/2025

CORPORATE PLAN REFERENCE:

Key Priority 5: Governance

5.2: It is clearly evident in how Council does business

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

5.2.2: Maintain high standards of Corporate Governance through effective audits

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To present Council with the Audit and Risk Management Committee Meeting Minutes held on 25th September 2025.

CONTENT:

At the 25th September, 2025 meeting, Committee Chair Michelle Reynolds

- Minutes from previous meetings
- Internal Auditor update
- External Auditor update
- Financial reporting
- Assets
- Council risk reports
- Governance reports
- CEO update

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

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

ATTACHMENTS:

1. CONFIDENTIAL REDACTED - DRAFT ARC Meeting Minutes 25-09-2025 v 2
[11.3.2.1 - 10 pages]
2. CONFIDENTIAL REDACTED - Agenda [11.3.2.2 - 135 pages]
3. CONFIDENTIAL REDACTED - BSC Internal audit table of outstanding issues May 2025 [11.3.2.3 - 3 pages]

Reviewed and Approved by Chief Executive Officer	Mr Shane Gray
--	---------------

TITLE:	Policy 108 Audit and Risk Management Committee Policy Review	DOC REF:
REPORT BY:	Kaylene Sloman Director of Corporate and Financial Services	DATE: 21/10/2025

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

RISK MANAGEMENT:

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

PURPOSE:

Regular review of Council policies ensures that Council maintains an up-to-date guide for staff to refer to in the day-to-day management of the Council. This report deals with the review of one 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. The following policy is due for review.

Policy 108 – Audit and Risk Management Committee Policy

This policy establishes the authority and responsibilities of the Audit & Risk Management Committee and its role within Council.

A copy of the policy is attached for Council's review.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

1. That policy 108 Audit and Risk Management Committee Policy, as presented be adopted.

ATTACHMENTS:

1. Policy 108, Audit and Risk Management Committee Policy

Reviewed and Approved by Chief Executive Officer	Mr Shane Gray
--	---------------



BOULIA SHIRE COUNCIL

Audit & Risk Management Committee Policy

Category:	Policy
Policy Number:	108
Document Version:	1.0.5 - 1.0.6
Obsolete Version:	Version 1, 2024/08.18
Keyword Classification:	Audit & Risk Management Committee
Summary:	This policy establishes the authority and responsibilities of the Audit & Risk Management Committee and its role within Council.
Adoption Date:	23rd August
Resolution:	2024/08.18
Due for Revision:	Annually
Revision date:	23rd August 2025
Date revoked:	N/A
Related documents:	N/A
Responsible Section:	Finance
Responsible Officer:	Director of Corporate & Financial Services
Legislation:	Local Government Act 2009 s105 Local Government Regulation 2012 s208 - 211

SCOPE

This document establishes the authority and responsibilities conferred on the Audit & Risk Management Committee by the Boulia Shire Council and explains the role of the Audit & Risk Management Committee within the Council.

PURPOSE

Boulia Shire Council is committed to an open and accountable system of governance. In accordance with s105 of the *Local Government Act 2009*, Council must establish an efficient and effective internal audit function. Council has agreed to have an Audit & Risk Management Committee even though Council is not required to have one due to Council's size.

The Audit & Risk Management Committee's purpose is to provide Council with assistance, advice and oversight with respect to matters of financial reporting, corporate governance, risk and control, internal and external audit functions.

AUTHORITY

The Audit & Risk Management Committee undertakes an advisory function and provides the Chief Executive Officer and Council Management with independent advice on key Council activities.

The Committee will have the right to recommend that independent professional advice be sought when considered necessary and have the power to obtain information from management and to consult directly with auditors. Requests to seek independent professional advice and obtain information from management should be directed through the CEO. The Audit & Risk Management Committee will have the right to question and seek attendance at committee meetings of any staff. Any requests should be directed through the CEO.

Council is to ensure the adequacy of resources and funding is sufficient to allow the Audit & Risk Management Committee to carry out its role.

COMPOSITION AND TENURE

As per Section 210 of the *Local Government Regulation 2012*, the Committee must comprise of:

- at least 3 and no more than 6 members
- include 1, but no more than 2 Councillors
- 1 member who has significant experience and skills in financial matters.

The Committee will consist of –

- Voting Members – appointed for the term of Council:
 - Two Councillors considered by Council to have the necessary qualification or interest in serving on the Committee, and,
 - One external person independent of Council, who shall have extensive skills and experience in financial matters.
 - Two Community Members independent of Council
 - Chair – to be an External Community member appointed by Local Government
- Non-Voting Attendees (Chief Executive Officer, Director of Corporate & Financial Services, Finance Manager).
- Non-Voting Invitees (External & Internal Auditors, Council Officers by invitation)

Maximum appointment period for external independent persons will be a total of 6 years.

ADMINISTRATIVE ARRANGEMENTS

- Meetings – the committee shall meet at least four times a year (based on a financial year) or as determined by the Chair.
- Quorum – shall consist of two voting members.
- Secretariat – shall be provided by CEO and otherwise assisted by Internal Audit.
- Conflicts of Interest – shall be managed in accordance with the *Local Government Act*.
- Review of Terms of Reference – periodically as determined to be necessary.
- Remuneration of external members – will be at the discretions of the Chief Executive Officer.

RESPONSIBILITIES

The functions and responsibilities of the Audit & Risk Management Committee shall include oversight in relation to –

- **Corporate Governance, Compliance, Risk Management and Control Framework:**

- Monitor the effectiveness of the risk management and internal control framework, management policies and key governance processes – including Asset Management and IT governance.
- Review reports on the activities and investigations of any significant Fraud Prevention and Security related matters.

Additionally, the committee must review each of the following matters:

- (i) The internal audit plan for the internal audit for the current financial year;
- (ii) The internal audit progress report for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate;
- (iii) The external audit plan for the external audit for the current financial year;
- (iv) Any key account position papers being prepared by Management as a part of the audit;
- (v) Significant project deliverables including but not limited to valuations of property, plant and equipment;
- (vi) A draft of the local government's financial statements for the preceding year before the statements are certified and given to the Auditor-General under section 212 of the *Local Government Regulation 2012*;
- (vii) The Auditor-General's audit report and Auditor-General's observation report about the local government's financial statements for the preceding financial year; and
- (viii) As soon as practicable after a review is conducted, a written report stating any recommendations the committee has about the matters reviewed;
- (ix) Review Council's risk register at least annually and comment on Managements progress/rectification of issues;
- (vi) Any other matter (eg: business or legal risks or legal actions) referred to it by the Chief Executive Officer.

- Review any other matter (eg: business or legal risks or legal actions) referred to it by the Chief Executive Officer.
- The minutes of each Audit & Risk Management Committee meeting, as soon as practicable after a meeting, will be tabled with Council.
- The Audit & Risk Management Committee will self-assess annually.

- **Financial Statements:**
 - Review a draft of the local government's financial statements for the preceding financial year before the statements are certified and given to the auditor general.
 - Review and consider the financial statements, ratios and other relevant financial reports of Council.
 - Monitor whether the timeliness of preparation of the annual financial statements is appropriate.
 - Review the auditor-general's audit report and auditor-general's observation report about the local government's financial statements for the preceding financial year.
 - Monitor and consider management's compliance with statutory requirements.
 - Review the scope, approach, reports and activities of proposed audit coverage.
- **Internal and External Audit:**
 - Review and monitor whether the audit process is effective.
 - Ensure the objectivity and independence of the audit functions.
 - Monitor and review audit plans, reports and activities.
 - Ensure auditors receive the cooperation of all levels of management.
 - Review and consider differences of opinion between audit and management.
 - Monitor management's implementation of auditor's recommendations.
 - Ensure there are no restrictions placed on the audit function by management.
 - Facilitate the effective cooperation and coordination between external and internal audit.

TITLE:	Banking Signatories Update	DOC REF: 11.3.4
REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 22/10/2025

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 with reference to the Finance Manager leaving Council as at 3rd October 2025.

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 – Shane Gray*
- *Director of Corporate & Financial Services – Kaylene Sloman*

SECONDARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'B'

- ~~*Finance Manager – Graeme Gillam*~~
- *Relief Finance Manager – Colin Duffy*
- *Senior Finance Officer – Carol Smith*

VIEWING ACCESS ONLY

- ~~*Acting Director of Corporate & Financial Services – Rada Robey up to 17/5/2025*~~

CHEQUE SIGNATORIES

PRIMARY ACCOUNT SIGNATORY: Type 'A'

- *Mayor - Eric Britton*
- *Chief Executive Officer – Shane Gray*
- *Director of Corporate and Financial Services – Kaylene Sloman*

SECONDARY ACCOUNT SIGNATORY: Type 'B'

- ~~*Finance Manager – Graeme Gillam*~~
- *Relief Finance Manager – Colin Duffy*
- *Senior Finance Officer – Carol Smith*

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 authorised signatories, as noted in the Banking Signatories Update report, 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 Director of Corporate and Financial Services, action the changes to signatories and electronic devices for the change in Financial Services positions.

ATTACHMENTS: Nil

Reviewed by Director of Corporate & Financial Services	Mrs Kaylene Sloman
Approved by Chief Executive Officer	Mr Shane Gray

TITLE:	Financial Report for September 2025	DOC REF: 11.3.5
REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 22/10/2025

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 30th September 2025.

CONTENT:

Cash Position:

	30-September-25	31-August-25
Cash at Hand	22,968,713	24,745,944
Net Cash Equivalent (Debtors-Creditors)	546,936	553,248
Total	\$23,515,649	\$25,299,192

Income

Total revenues to 30th September 2025 are \$4,234,311. This equates to approx. 15% of this year's budget.

Expenditure

Operating expenses to 30th September are \$3,351,783. This equates to approx. 12% of this year's budget.

Liquidity

CBA		\$177,668
Floats		\$1,105
Investments		
CBA At Call 4.35%		\$10,417,810
QTC 4.40%		\$12,372,129
		\$22,789,939
	Total	\$22,968,713

Additional Information on Cash Position:

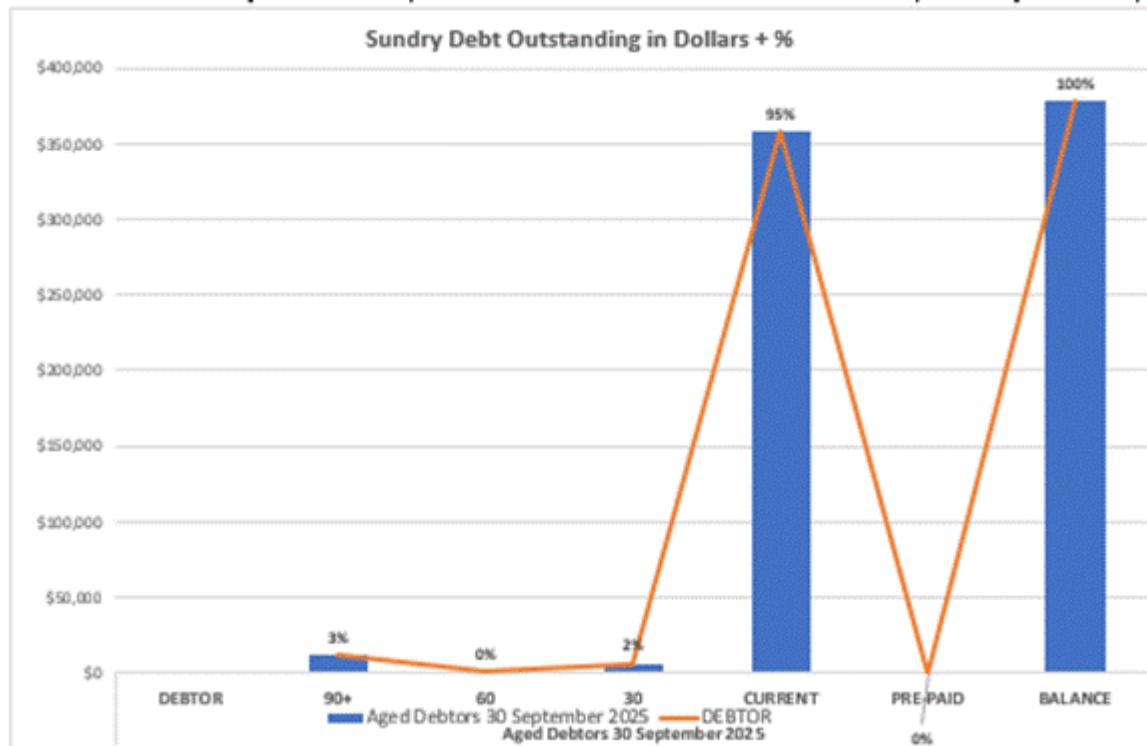
Cash Balances as at 30 th September 2025		22,968,713
The following items need to be backed by cash		
Reserves 30 th September		2,328,551
Funded Depreciation		816,667
Depreciation accrued		
Funded Employee Entitlements (Current and Non-Current)		(1,446,424)
Grant Funding (paid in Advance)		7,244,651
Working Capital Cash		1,500,000
Capital Grants		862,027
Operating Result for 2025/2026		20,501
Less Capital Expenditure 2025/2026		(3,322,573)
Backed by Cash		8,003,400
Cash unallocated as at 30th September 2025		14,965,313

Aged Debtors 30th September 2025

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	\$ 12,144	\$ 1,396	\$ 6,303	\$ 358,235	\$ 0	\$ 378,075

90+ Days Outstanding

For this month, amounts greater than 90+ days total \$12,144, which constitute 3% of the total debtors. Payment arrangements are in place with all outstanding debtors.



Creditors 30th September 2025

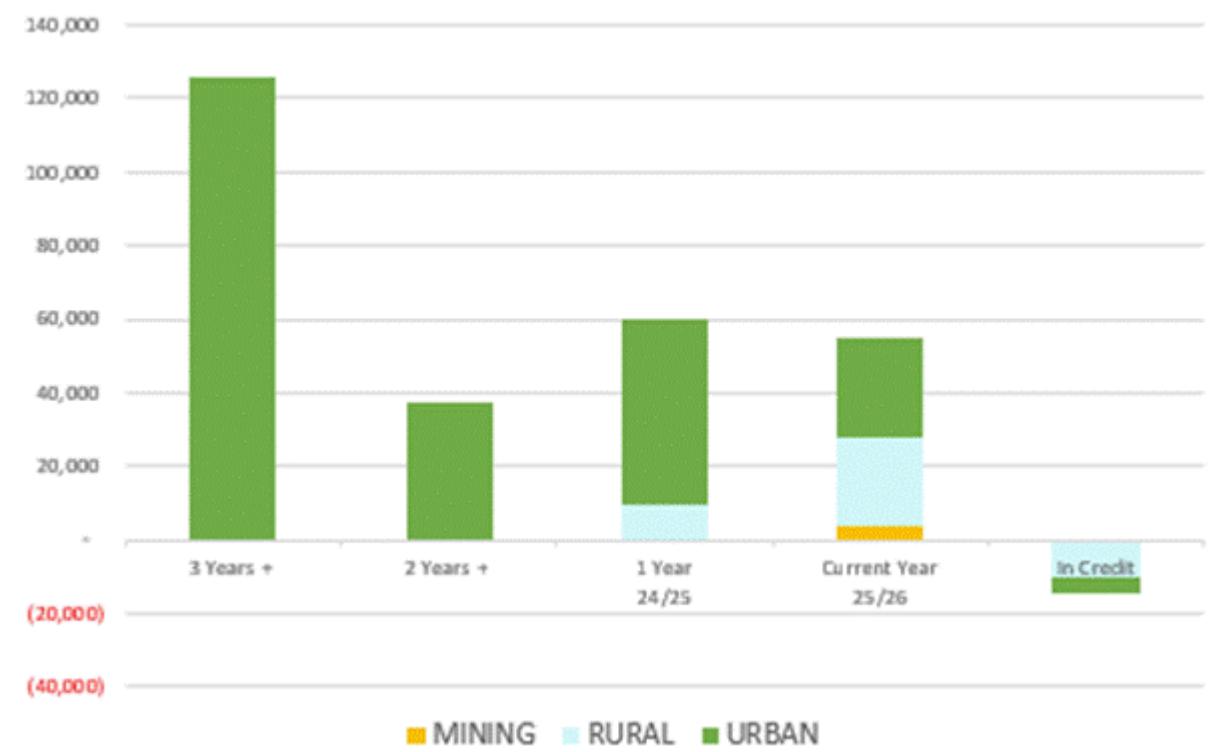
Total amount waiting for payment, not yet due is \$0

Rates 30th September 2025

Total outstanding \$263,165

RATES	3 Years + \$	2 Years + \$	1 Year 23/24 \$	Current Year 24/25 \$	In Credit \$	Total Outstanding \$
URBAN	125,449	37,187	50,876	26,870	(4,338)	236,044
RURAL	-	-	9,210	24,086	(10,107)	23,189
MINING	-	-	112	3,820	-	3,932
ALL	125,449	37,187	60,198	54,776	(14,445)	263,165

Rates Outstanding per Area



CONSULTATION:

NIL

GOVERNANCE IMPLICATIONS:

NIL

RECOMMENDATION:

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

ATTACHMENTS:

1. Income Stat 30 Sep-25 [**11.3.5.1** - 1 page]
2. Balance Sheet 30 Sep-25 [**11.3.5.2** - 1 page]
3. Cash Flow 30 Sep-25 [**11.3.5.3** - 1 page]
4. CONFIDENTIAL REDACTED - Inc Exp Report 30 Sep-25 [**11.3.5.4** - 3 pages]
5. CONFIDENTIAL REDACTED - Capital 30 Sep-25 [**11.3.5.5** - 5 pages]

Reviewed & Approved by Chief Executive Officer	Mr Shane Gray
--	---------------

BOULIA SHIRE COUNCIL
Income Statement
For the period ended 30 September 2025

	2025/2026	2025/2026
	<i>Actual</i>	<i>Budget</i>
		<i>(Reviewed)</i>
Income		
Revenue		
Recurrent Revenue		
Net rate and utility charges	1,002,975	1,971,000
Fees and charges	124,121	240,000
Rental income	58,686	400,000
Interest received	96,893	820,000
Sales - contract and recoverable works	825,754	4,450,000
Other Income	70,125	130,000
Grants, subsidies, contributions and donations	1,219,289	7,600,000
Total Recurrent Revenue	<hr/> 3,397,844	<hr/> 15,611,000
Capital Revenue		
Grants, subsidies, contributions and donations	862,027	27,000,000
Sale of property, plant and equipment	-	-
Total Capital Revenue	<hr/> 862,027	<hr/> 27,000,000
Total Revenue	<hr/> <hr/> 4,259,871	<hr/> <hr/> 42,611,000
Total Income	<hr/> <hr/> 4,259,871	<hr/> <hr/> 42,611,000
Expenses		
Recurrent Expenses		
Employee benefits	(1,133,683)	(4,811,000)
Materials & Services	(2,243,660)	(28,145,000)
Finance Costs	0	(121,000)
Depreciation	0	(4,900,000)
Total Recurrent Expenses	<hr/> <hr/> (3,377,343)	<hr/> <hr/> (37,977,000)
Capital Expenses		
Sale of property, plant and equipment	0	-
Total Expenses	<hr/> <hr/> (3,377,343)	<hr/> <hr/> (37,977,000)
Net Result Attributable to Council	<hr/> <hr/> <hr/> 882,528	<hr/> <hr/> <hr/> 4,634,000

BOULIA SHIRE COUNCIL
Balance Sheet
as at 30 September 2025

2025/2025 Actuals

Current Assets

Cash and cash equivalents	22,968,713
Trade and other receivables	723,680
Inventories	483,354
Contract asset	<u>5,194,378</u>
Total Current Assets	29,370,124

Non-current Assets

Property, plant and equipment	<u>217,569,479</u>
Total Non-current Assets	217,569,479

TOTAL ASSETS	246,939,603
---------------------	--------------------

Current Liabilities

Trade and other payables	(176,744)
Borrowings	(96,295)
Provisions	(1,379,805)
Contract Liabilities	<u>(8,748,115)</u>
Total Current Liabilities	(10,400,958)

Non-current Liabilities

Borrowings	(1,007,834)
Provisions	(93,028)
Total Non-current Liabilities	(1,100,861)

TOTAL LIABILITIES	(11,501,819)
--------------------------	---------------------

NET COMMUNITY ASSETS	235,437,783
-----------------------------	--------------------

Community Equity

Asset revaluation reserve	104,746,798
Other reserves	2,328,551
Retained surplus	<u>128,362,434</u>
TOTAL COMMUNITY EQUITY	235,437,783

BOULIA SHIRE COUNCIL
Statement of Cash Flows
For the period ended 30 September 2025

	<i>2025/2026</i> <i>Actuals</i>	<i>Original Budget</i> <i>2025-26</i>
Cash Flows from Operating activities:		
Receipts from customers	1,466,713	5,726,000
Payments to suppliers and employees	(3,590,178)	(11,867,400)
	<hr/>	<hr/>
	(2,123,466)	(6,141,400)
Interest received	96,893	715,000
Rental income	58,686	357,000
Non-capital grants and contributions	1,219,289	6,413,511
Borrowing costs	0	(36,000)
Net Cash Inflow (Outflow) from Operating Activities	<hr/>	<hr/>
	(748,598)	1,308,111
Cash Flows from Investing activities:		
Payments for property, plant and equipment	(3,322,573)	(45,968,000)
Proceeds from sale of property, plant and equipment	862,027	40,829,000
Grants, subsidies, contributions and donations	<hr/>	<hr/>
Net Cash Inflow (Outflow) from Investing activities	<hr/>	<hr/>
	(2,460,546)	(5,139,000)
Cash Flows from Financing activities		
Proceeds from borrowings	0	2,000,000
Repayment of borrowings	0	(631,000)
Net Cash Inflow (Outflow) from Financing activities	<hr/>	<hr/>
	0	1,369,000
Net Increase (Decrease) in Cash and Cash Equivalents held	<hr/>	<hr/>
	(3,209,144)	(2,461,889)
Cash and Cash Equivalents at beginning of Reporting period	26,177,858	20,575,678
Cash and Cash Equivalents at end of Reporting period	<hr/>	<hr/>
	\$ 22,968,713	\$ 18,113,789

TITLE:	Budget Review Operational and Capital Budgets as at 30th September 2025	DOC REF:
REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 17/10/2025

CORPORATE PLAN REFERENCE:

Key Priority 5: Governance

5.2: It is clearly evident in how Council does business

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

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:

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 provide a Budget Review to 30th September 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 30th September 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 30th September 2025 as presented to Council be received and that the revised budget variations for Operational and Capital Budgets as shown be adopted.

ATTACHMENTS:

1. CONFIDENTIAL REDACTED - Adopted Operational 25-26 Budget Review as at 30 Sept 2025 **[11.3.6.1** - 3 pages]
2. CONFIDENTIAL REDACTED - Adopted Capital Budget 2025-2026 Budget Review 30-09-2025 **[11.3.6.2** - 3 pages]

Reviewed and Approved by Chief Executive Officer	Mr Shane Gray
--	---------------

11.4 Economic and Community Development

TITLE:	Economic & Community Development Report – September 2025	DOC REF:
REPORT BY:	Paul Bawden Economic & Community Development Manager	DATE: 11/10/2025

CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

Key Priority 1: A strong supportive community environment

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

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

Key Priority 3: Economic Development - A sustainable local economy

3.4: Promote Boulia 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 Boulia 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.

CONTENTS:

Tourism:

Visitor numbers were higher than the same period last year.

A major focus has been restocking the merchandise for next season.

External Grants:

First Nations Sport & Recreation program: The final session under this program is scheduled for 18 October 2025 with the Boulia Landcare Group providing a presentation on bush management and supporting a fishing competition.

Queensland Remembers: The memorial artwork has been transported to Boulia and will be installed in the Herbert Street median for the 11 November unveiling.

An invitation has been forwarded to the State Government to confirm attendance of a representative to deliver the unveiling.

Performances and related activities at the Shire Hall:

A range of community activities have been undertaken/are being planned for the Shire Hall in the coming months including:

Carnival: This innovative show was delivered on 11 September, targeted at a broad audience from children of all ages to adults.

The show exceeded expectations with acts including a 'beast from outer space', acrobats, whip cracking, hoopla-hoop display and juggling together with a high level of audience participation.

Following the performance the cast held a workshop with the Boulia State School students which provided fun and group activities.

The visit recognised the isolation of Boulia and was delivered at no cost.

The cast developed a strong rapport with the audience/staff and there is potential for a return visit during the Camel Races in 2026.



CWA Spring Fair: This annual event was held at the Shire Hall on 20 September. This illustrated the amazing range of skills within our community across such areas as art, local produce, and cooking; with the quality of entries providing challenges for the various judges.

Funny Mummies: This performance including comedy and cabaret is scheduled for Sunday 2 November. This will be a special event as it includes four components:

- Provision of refreshments at 6pm.
- First part of the Funny Mummies show.
- Announcing outcome of the Boulia Strong Woman initiative.
- Second part of the Funny Mummies show.

Community Pool:

The pool season for 2025-26 season will commence later than in recent years with an opening in early November and extension through to May.

A high-profile community notification will occur once details are confirmed.

Minor Works:

Several minor projects were completed this month with support of Work Camp.

Entry feature to Robinson Park: Recognising the importance of Robinson Park for the local community and visitors to Boulia an entry arch was endorsed by Council to improve its identification. The structure has been installed and most recently painting was undertaken by the Work Camp.



Tennis Courts at Bourke Street: The cyclone fencing to Burke Street has been repaired and the net relocated to the roofed court which reduces the impacts of the summer sun and risk of balls being lost over the cyclone fencing.



Library Activities:

Boulia Library Visitation:

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Se p	Oct	Nov	De c
2024	101	140	237	162	143	240	356	210	305	243	132	179
2025	94	168	189	205	105	217	486	197	236			

Projects and Events

During the month key community initiatives have included the following:

- First 5 Forever:
 - o Organising Christmas/Santa photos.
 - o Arranging Christmas party for the kids.
 - o Compiling the October calendar.
- Working on the October CCC issue.
- Organising Melbourne Cup morning Tea.
- Helping arrange the Boulia Fishing Competition – First Nations. Sports Funding Event.
- Planning the Town's Halloween.
- Organising Remembrance Day Ceremony.
- Starting to plan Seniors Christmas Lunch.



Consultation:

A range of consultation techniques have been pursued across the programs, including dialogue with community members, supporting committees and advertising local events.

Channel Country Chatter (CCC): The October edition of the CCC has been published.

GOVERNANCE IMPLICATIONS: Nil**RECOMMENDATION:**

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

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer	Mr Shane Gray
--	---------------

TITLE:	Min Min Encounter & Boulia Heritage Complex Report September 2025	DOC REF:
REPORT BY:	Karen Savage Tourism Officer	DATE: 11/10/2025

CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment
 1.2: Respecting our culture and heritage, past, present and future
 1.2.1: To preserve and promote the heritage and diverse cultures of our community
 1.2.2: To maintain, preserve, develop and provide access to our region's history
 1.2.3: To promote the heritage, arts and cultures of our communities

Key Priority 6: Supporting local services and facilities

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

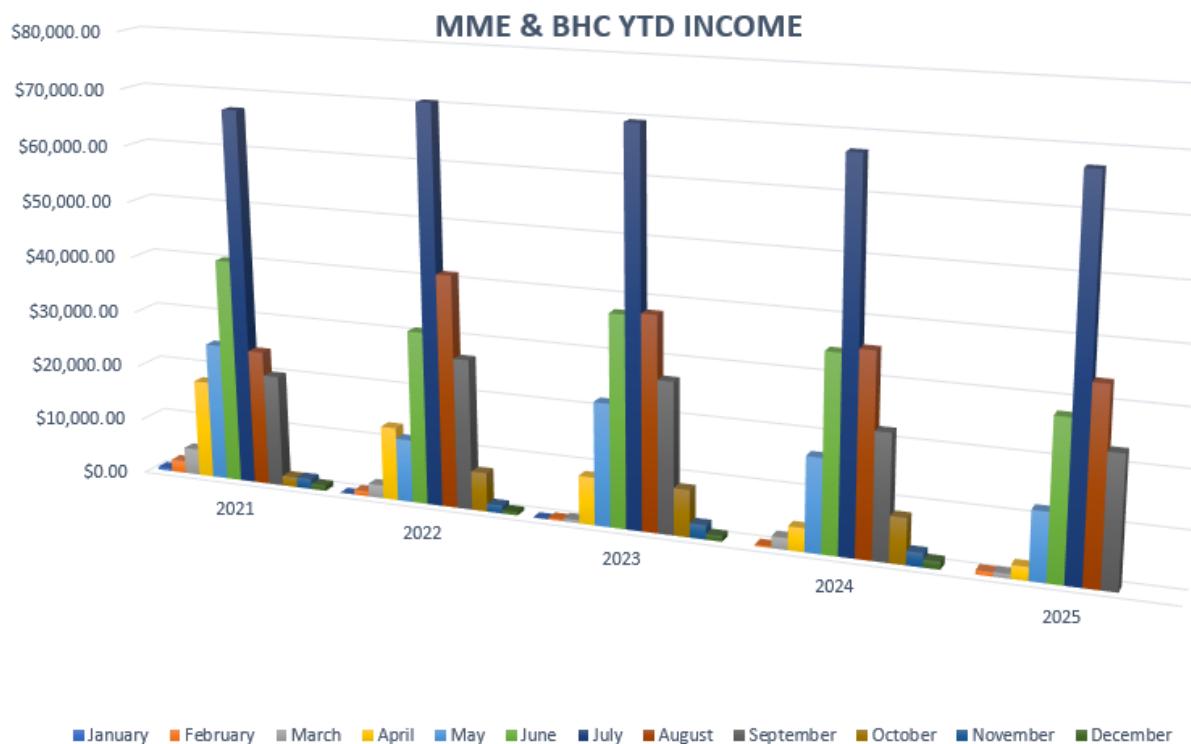
CONTENT:

Monthly Activity Statistics: September 2025

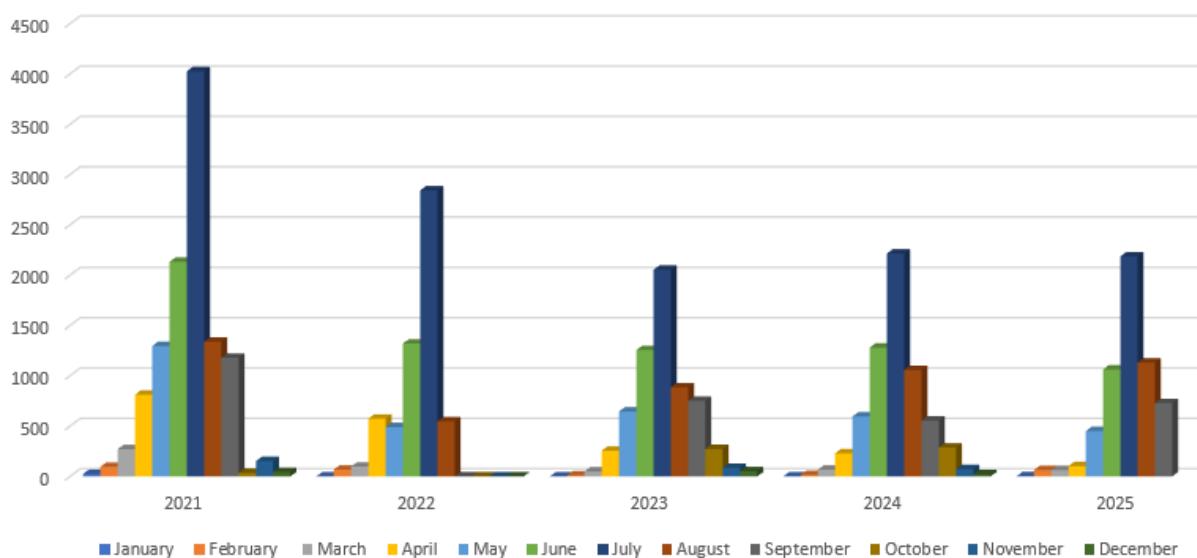
Sales – tickets/merchandise	\$22,949.26
MME Total Visitor Stats	728
MME Tickets	\$10,026.60
BHC Tickets	\$1,291.31
COMBO Tickets	\$6,091.40
Rezdy Online Bookings during the month (no payment taken)	3

Social Media Statistics: August 2025

Social media pages	Reached
TripAdvisor Review	3 x Five-star reviews
Google Business Profile	337 profile views, 119 interactions, 33 website visits from the profile



MME & BHC Visitor Information



REPORT ON ACTIVITIES DURING SEPTEMBER:

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.

Visitor numbers this month were higher than September last year. Income is also greater, likely due to school holiday dates and the late start to the season.

Group Bookings: Group bookings tailing off through the month of September with some changes to bookings due to weather, again wonderful feedback from our tour groups.

Social media: Facebook posts reached 28,525 people this month with 676 interactions.

Explore Queensland Network: n/a

Merchandise: Merchandise restocked after the busy season. Many suppliers now having a 12 week turnaround time so restock carried out this side of the new year ready for next year's season. Murrayviews who have been one of our largest (and longest) suppliers of tourist souvenirs have ceased trading this month. Last order has gone in which will give us time to replace the items they produce for us.

Boulia Heritage Complex: Numbers of visitors increased this month to 170 being an increase of 30% from the same period last year. The reasons for the improvement will be monitored.

Min Min Encounter: Continues to be a major draw, through word-of-mouth recommendations.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

ADDITIONAL INFORMATION: Following Council's request for additional tabulated information an attachment has been added to this report and is expected to evolve over time.

RECOMMENDATION:

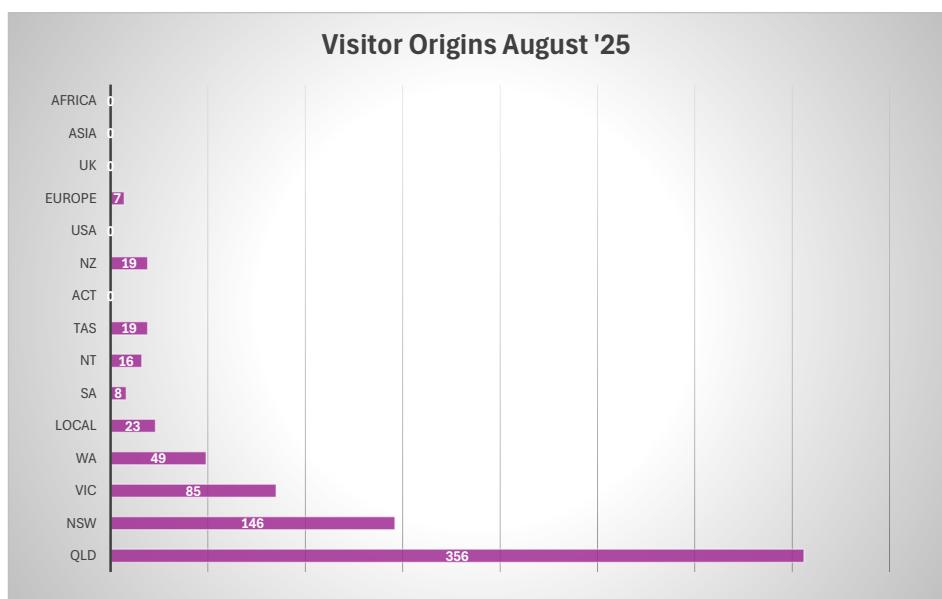
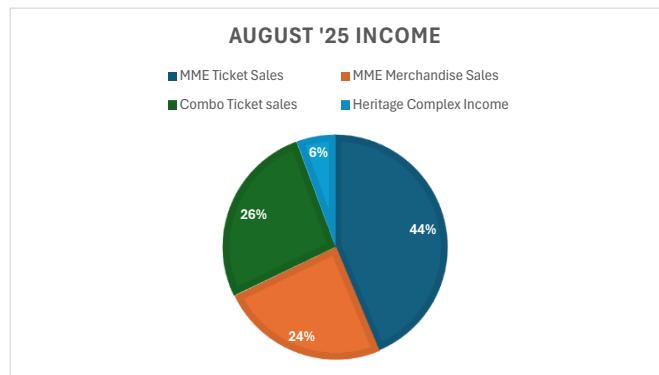
That the Min Min Encounter & Boulia Heritage Complex Report for September 2025 be received for information.

ATTACHMENTS:

1. Council Monthly Stats [11.4.2.1 - 1 page]

Reviewed by Economic and Community Development Manager	Mr Paul Bawden
Approved by Chief Executive Officer	Mr Shane Gray

	JULY	AUGUST	SEP	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE
MME TOTAL VISITORS	2186	1131	728									
ENCOUNTER VISITORS	1051	533	393									
VISITOR INFORMATION	1135	598	457									
HERITAGE VISITORS	383	237	170									
TOTAL INCOME MME	\$67,110.95	\$33,835.20	\$22,949.26									
MME TICKET SALES	\$28,188.50	\$10,454	\$10,026.60									
MME MERCHANDISE SALES	\$21,157.84	\$9,611.50	\$5,539.95									
HERITAGE COMPLEX INCOME	\$2,227.81	\$1,828.10	\$1,291.31									
COMBO TICKET SALES	\$15,536.80	\$8,279.10	\$6,091.40									
VISITOR NUMBERS - LOCAL	17	42	23									
QLD	907	459	356									
NSW	546	192	146									
VIC	313	180	85									
SA	72	29	8									
WA	102	50	49									
NT	13	19	16									
TAS	65	15	19									
ACT	19	11	0									
NZ	22	8	19									
UK	2		0									
USA		6	0									
EUROPE	13	4	7									
ASIA		0	0									
AFRICA		0	0									



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.

15 Meeting Closure

16 Confirmation

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