



**MINUTES OF THE ORDINARY MEETING  
OF THE BOULIA SHIRE COUNCIL  
HELD ON Friday 23 February 2024  
COMMENCING AT 9:00 am**

**1 Meeting Opening with the Acknowledgement of Traditional Owners**

*Please note:*

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

The Mayor opened the meeting at 9.01 am.

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

The Mayor also acknowledged past and present service personnel.

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

**2 Present**

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

Officers: Ms Lynn Moore (Chief Executive Officer)  
Mrs Kaylene Sloman (Acting Chief Executive Officer)  
Mr Trent Marshall (Director of Works and Operations)  
Mr Michael Pickering (Acting Director of Works and Operations)  
Miss Pearl Pocock (Administration Officer)

**3 Apologies / Leave of Absence**

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

#### **4 Declaration of Interests**

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

#### **5 Mayoral Minutes**

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

#### **6 Notice of Motion**

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

#### **7 Request to Address Council in a Public Forum**

There were no requests to address the Council.

#### **8 Petitions**

There were no petitions presented to Council.

#### **9 Deputations**

There were no deputations to Council.

#### **10 Confirmation of Minutes from Previous Meetings**

**Moved: Cr Norton**

**Seconded: Cr Beauchamp**

That the minutes of the Ordinary Meeting held on 19th January 2024 be accepted subject to the following changes:

- a) Councillor Edgar is noted as an apology, not Councillor Neilson
- b) Councillor Neilson is noted as being present via telephone

**Resolution No.: 2024/02.1**

**Carried**

## **11 Reports**

### **11.1 Works and Operations**

<b>TITLE:</b>	Director of Works and Operations January 2024 Report	<b>DOC REF:</b> 11.1.1
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**PURPOSE:**

To inform Council of the current utilisation and activities of the Works and Operations Department in line with all works and operations being undertaken for January 2024.

**Moved:** Cr Beauchamp

**Seconded:** Cr Norton

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

**Resolution No.:** 2024/02.2

**Carried**

Councillor Edgar left the meeting at 9.12 am and returned at 9.17 am.

<b>TITLE:</b>	Engineering Service Report – Newsbrief for January 2024	<b>DOC REF:</b> 11.1.2
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**PURPOSE:**

To inform Council on the progress of various projects by George Bourne & Associates on behalf of Council through an information update.

**Moved:** Cr Neilson

**Seconded:** Cr Britton

That the Engineering Services Report – Newsbrief for January 2024 be noted.

**Resolution No.:** 2024/02.3

**Carried**

<b>TITLE:</b>	Foreman Roads, Utilities and Services Report January 2024	<b>DOC REF:</b> 11.1.3
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**PURPOSE:**

To inform Council of the current utilisation and activities of the Town Department during the month of January 2024.

**Moved:** Cr Norton

**Seconded:** Cr Britton

That Council receive the Foreman Roads, Utilities and Services January 2024 Report for information.

**Resolution No.:** 2024/02.4

**Carried**

<b>TITLE:</b>	Foreman Road Maintenance and Construction Report January 2024	<b>DOC REF:</b> 11.1.4
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**PURPOSE:**

To inform Council of the current utilisation and activities of the Works Department in line with the Council works program for January 2024.

**Moved: Cr Neilson**

**Seconded: Cr Beauchamp**

That Council receive the Foreman Roads, Construction and Maintenance January 2024 Report for information.

**Resolution No.: 2024/02.5**

**Carried**

<b>TITLE:</b>	Rural Lands Protection Officer December 2023/January 2024 Report	<b>DOC REF:</b> 11.1.5
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**PURPOSE:**

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

**Moved: Cr Edgar**

**Seconded: Cr Neilson**

That the Rural Lands Protection Officers Report for January 2024 be received for information.

**Resolution No.: 2024/02.6**

**Carried**

## **11.2 Office of the Chief Executive**

<b>TITLE:</b>	Chief Executives Report January 2024	<b>DOC REF:</b> 11.2.1
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**PURPOSE:**

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

**Moved: Cr Norton**

**Seconded: Cr Britton**

That the CEO Report for January 2024 be received for information.

**Resolution No.: 2024/02.8**

**Carried**

Mr Pickering left the meeting at 10.33 am.

Mr Marshall left the meeting at 10.34 am.

Meeting adjourned at 10.34 am for morning tea.

Meeting resumed at 11.01 am.

<b>TITLE:</b>	Action List Update January 2024	<b>DOC REF:</b> 11.2.2
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**PURPOSE:**

To present to Council an updated Action List.

**Moved: Cr Britton**

**Seconded: Cr Norton**

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

**Resolution No.: 2024/02.9**

**Carried**

<b>TITLE:</b>	Natural Disaster Risk Management Strategy and LDMG Risk Register Review	<b>DOC REF:</b> 11.2.3
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**PURPOSE:**

To propose to Council amendments to the Natural Disaster Risk Management Strategy 2024-2025 and request Council's review of the LDMG Risk Register.

**Moved: Cr Britton**

**Seconded: Cr Neilson**

1. That Council adopt the Natural Disaster Risk Management Strategy 2024-2025 version 6 amendment 1 document as presented.
2. That Council adopt the LDMG Risk Register 2024-2025 as presented.

**Resolution No.: 2024/02.10**

**Carried**

<b>TITLE:</b>	Bouliia Town Water Supply - investigations into future supply	<b>DOC REF:</b> 11.2.4
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**PURPOSE:**

To present to Council progressions made in investigations on the future water supply of the Bouliia township.

**Moved: Cr Edgar**

**Seconded: Cr Britton**

That Council receive the proposal (GWA reference PR23-33b) to further assess Non-GAB, Near-Town Groundwater Supply Options submitted by Ground & Water Australia Pty Ltd but hold making a decision on whether or not to approve or reject the proposal.

**Resolution No.: 2024/02.11**

**Carried**

<b>TITLE:</b>	Environmental Health Officer Staff Sharing Arrangement	<b>DOC REF:</b> 11.2.5
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**PURPOSE:**

To provide to Council an update on the engagement of a shared Environmental Health Officer.

**Moved: Cr Britton**

**Seconded: Cr Beauchamp**

That the Environmental Health Officer Staff Sharing Arrangement Report be received for information.

**Resolution No.: 2024/02.12**

**Carried**

<b>TITLE:</b>	Updates to Policy 151 - Model Meeting Procedures and Standing Orders Policy	<b>DOC REF:</b> 11.2.6
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**PURPOSE:**

To present to Council updates to policy 151 - Model Meeting Procedures and Standing Orders Policy.

**Moved: Cr Edgar**

**Seconded: Cr Norton**

That policy 151 - Model Meeting Procedures and Standing Orders Policy be adopted as presented.

**Resolution No.: 2024/02.13**

**Carried**

<b>TITLE:</b>	Minister approval granted for purchase of loader in Caretaker mode.	<b>DOC REF:</b> 11.2.7
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**PURPOSE:**

To advise Council of approval received to purchase plant (CAT Loader) during the caretaker period.

**Moved: Cr Neilson**

**Seconded: Cr Edgar**

1. That the 'Minister approval granted for purchase of loader' report be received for information.
2. That the Council ratify the decision to proceed with the purchase of the CAT C7.1 ACERT Loader while in Caretaker mode under the Ministers approval.
3. The Council authorise the CEO to do all things necessary to proceed with the normal process of purchasing the CAT C7.1 ACERT Loader.

**Resolution No.: 2024/02.7**

**Carried**

<b>TITLE:</b>	WHS Report	<b>DOC REF:</b> 11.2.8
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**PURPOSE:**

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

**Moved: Cr Neilson**

**Seconded: Cr Britton**

That the Workplace Health and Safety Report for January 2024 be received for information.

**Resolution No.: 2024/02.14**

**Carried**

### **11.3 Corporate Services**

<b>TITLE:</b>	Director of Corporate & Financial Services January 2024 Report	<b>DOC REF:</b> 11.3.1
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**PURPOSE:**

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

**Moved: Cr Neilson**

**Seconded: Cr Norton**

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

**Resolution No.: 2024/02.15**

**Carried**

<b>TITLE:</b>	Financial Report for January 2024	<b>DOC REF:</b> 11.3.2
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**PURPOSE:**

Financial Summary as at 31<sup>st</sup> January 2024.

**Moved: Cr Beauchamp**

**Seconded: Cr Britton**

That the Financial Report for January 2024 be received for information.

**Resolution No.: 2024/02.16**

**Carried**

Ms Moore left the meeting at 11.55 am and returned at 12.03 am.

### **11.4 Community Services**

<b>TITLE:</b>	Community Services Report January 2024	<b>DOC REF:</b> 11.4.1
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**PURPOSE:**

To provide Council with an update of the activities associated with Councils' community development activities.

**Moved: Cr Norton**

**Seconded: Cr Britton**

That the Community Services Report for January 2024 be received for information.

**Resolution No.: 2024/02.17**

**Carried**

## **12 Late Reports**

There were no late reports presented to Council.

## **13 Closed Session**

There were no closed session reports presented to Council.

## **14 General Business**

**Councillor Training** - to be held on 30th April 2024. QCT will holding training from 8 am in the morning with Elected Member Update (EMU) Training to be held in the afternoon.

**Councillor Norton** - looking to hold **Mental Health First Aid course** with RFDS. Would be a free 2 day (weekend) course. Minimum of 8 participants needed. Councillor Norton is looking into this more. Details are to be confirmed.

## **15 Meeting Closure**

The Mayor closed the meeting at 1.05 pm.

## **16 Confirmed**

Minutes confirmed 12<sup>th</sup> March 2024  
Resolution No.: 2024/03.1