

# MINUTES OF THE GENERAL MEETING OF THE BOULIA SHIRE COUNCIL HELD ON MONDAY 20<sup>TH</sup> APRIL 2020 COMMENCING AT 10 AM

# Attendance:

Councillors: Councillor Eric (Rick) Britton

Councillor Sam Beauchamp Councillor Timothy Edgar Councillor Jack Neilson Councillor Jan Norton

Officers: Ms Lynn Moore (Chief Executive Officer)

Mrs Nicole Tonkies (Executive Assistant)

# **Opening:**

The Mayor opened the meeting at 10.10 am.

Mr Harin Karra, Mr Ronnie Callope and Mr Daniel Kirk entered the meeting at 10.10 am.

## **Acknowledgement of Traditional Owners**

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.

### 2020/4.1 MINUTES OF THE MARCH 2020 ORDINARY MEETING

<u>Moved:</u> Councillor Beauchamp <u>Seconded:</u> Councillor Neilson

That the Minutes of the General Meeting held on 16<sup>th</sup> March 2020 be accepted.

**Carried** 

# 2020/4.2 PROCESSING OF COUNCILLOR DECLARATION OF INTERESTS – APRIL 2020 ORDINARY MEETING OF COUNCIL

Moved: Councillor Neilson Seconded: Councillor Britton

Council acknowledged receipt of the following Councillor Declaration of Interests relevant to reports in the April 2020 Ordinary Meeting of Council and resolved to handle the declaration as follows:

Councillor	Agenda Item Number	Type of Declaration	How the interest will be handled	
Jan Norton	Item DWO5 - Applications for Work Camp Assistance	Conflict of Interest	Councillor Jan Norton has a perceived conflict of interest in	
			the matter and, notwithstanding the conflict, may participate in	
			the matter, discuss and vote upon it.	
	Carried			

### 2020/4.3 ENGINEERING SERVICES REPORT – NEWS BRIEF FOR MARCH 2020

# **PURPOSE:**

To inform Council on the progress of various items through an information update.

Moved: Councillor Edgar Seconded:

**Seconded:** Councillor Beauchamp

That the Engineering Services Report – News Brief for March 2020 be received for information.

**Carried** 

### 2020/4.4 GRANTS WORK STATUS SUMMARY

### **PURPOSE:**

To advise Council of the progress of projects being completed with the assistance of either funding provided by Council, State or Federal Grants.

Moved: Councillor Britton <u>Seconded:</u> Councillor Edgar

That the Grants Work Status Summary on the progress of the funded projects be received for information.

Carried

Item DWO2 - Boulia Works Program 2018/21 was presented to Council for information only.

# 2020/4.5 DROUGHT COMMUNITIES PROGRAMME - EXTENSION: UPDATED PROJECT LIST

### **PURPOSE:**

To provide Council with an updated list of projects to be undertaken with funding from the Drought Communities Programme – Extension.

# Moved: Councillor Britton <u>Seconded:</u> Councillor Edgar

That the Drought Communities Programme – Extension: Updated Project List report is received for information and the following list of projects be endorsed:

Project	Scope of Works	Estimated cost
Community Hall	Painting exterior of the hall	\$40,000
Burke Street Hall (RSL)	Painting exterior of the Burke Street Hall	\$30,000
Urandangi Accommodation	Refurbishment of kitchen, roof and stairs	\$25,000
Rodeo Grounds planning and design for future development	Planning for future development	\$60,000
Rodeo Grounds Amenities	Installation of additional toilets	\$25,000
Town Footpath	As per Asset Management Plan	\$100,000
CPL yard and shed refurbishment	Repair driveways, drains and seal entrance and exit for the shed	\$120,000

Landscape and fence for the old Jail house	Install power, gidgee fence and landscape for the old Jail house	\$30,000
Rodeo Grounds Sound System, Fans and Wi-Fi network, switch board upgrade and cameras	Upgrade Sound system - Wi-Fi mixer, Wi-Fi camera, speakers, fans, electrical switch board and upgrade security cameras	\$180,000
Urandangi SCADA	Install new water monitoring system	\$10,000
Min Min Encounter PLC Script system upgrade	Upgrade PLC software script into newer language	\$100,000
Sports Centre Eaves	Sport Centre eaves refurbishments and repair leaks	\$120,000
Tennis Courts lighting, fencing and shade extension and upgrade	Upgrade fencing and lighting. Upgrade between swimming pool and courts (concrete works to stop weed growing and dirt blowing into the pool. Extend shade structure)	\$50,000
Small Cell Network Co- contribution		\$70,000
Shed at Heritage Complex for the Truck (50%)	Construct new shed for the Norris Truck. 50% funding from other source (Goodwood Pastoral)	\$40,000
	Total Estimated cost	\$1,000,000
		<b>Carried</b>

# 2020/4.6 FOREMAN, ROAD MAINTENANCE AND UTILITY SERVICES MARCH 2020 REPORT

### **PURPOSE:**

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

Moved: Councillor Neilson Seconded: Councillor Britton

That Council receive the Foreman, Road Maintenance and Utility Services March 2020 report for information.

Carried

Mr Callope left the meeting at 11.50 am.

### 2020/4.7 WORK HEALTH AND SAFETY MARCH 2020 INFORMATION REPORT

### **PURPOSE:**

To inform Council of progressions and or issues of concern regarding Workplace Health and Safety.

Moved: Councillor Beauchamp Seconded: Councillor Britton

That Council receive the Work Health and Safety March 2020 Report for information.

Carried

Mr Kirk left the meeting at 12.10 pm.

### 2020/4.8 NDRRA FLOOD DAMAGE WORKS DEPARTMENT MARCH 2020 REPORT

### **PURPOSE:**

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

Moved: Councillor Britton Seconded: Councillor Edgar

That the NDRRA Flood Damage Works Department March 2020 report be received for information.

Carried

# 2020/4.9 FOREMAN ROADS MAINTENANCE AND CONSTRUCTION MARCH 2020 REPORT

### **PURPOSE:**

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

Moved: Councillor Neilson Seconded: Councillor Norton

That Council receive the Foreman Roads Maintenance and Construction March 2020 Report for information.

Carried

### 2020/4.10 RURAL LANDS PROTECTION OFFICER MARCH 2020 REPORT

### **PURPOSE:**

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

Moved: Councillor Britton Seconded: Councillor Beauchamp

That the Rural Lands Protection Officer's March 2020 Report be received for information.

Carried

# 2020/4.11 CLOSED MEETING AT 12.17 PM

Moved: Councillor Britton Seconded: Councillor Neilson

Closed Session - Local Government Regulation 275

(e) contracts proposed to be made by it;

Carried

### 2020/4.12 OUT OF CLOSED SESSION AT 12.27 PM

Moved: Councillor Neilson Seconded: Councillor Britton

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

Carried

The following recommendations were resolved from the closed session: 2020/4.13.

Councillor Norton declared a Conflict of Interest in the Item DWO5 Applications for Work Camp Assistance due to being distantly related to one of the applicants in the report. In accordance with the resolution made under 2020/4.2, Councillor Norton was able to participate, discuss and vote upon the matter.

### 2020/4.13 APPLICATIONS FOR WORK CAMP ASSISTANCE

## **PURPOSE:**

To advise Council of new applications received for Work Camp assistance and to request Council's decision on whether or not the applications are to be approved or denied.

#### **Councillor Edgar Councillor Britton** Moved: Seconded:

That Council acknowledge the assistance for Work Camp as follows:

Applicant	Approved/Denied
Applicant H	Denied
Applicant I	Approved

Carried

Mr Karra left the meeting at 12.28 pm.

Meeting adjourned for lunch at 12.28 pm.

Meeting resumed at 12.51 pm.

#### 2020/4.14 **CEO BRIEFING FOR MARCH 2020**

### **PURPOSE:**

To summarise activities from the CEO office and progress future options for the shire.

Moved: **Councillor Britton** Seconded: **Councillor Neilson** 

That the March 2020 CEO report is received for information.

Carried

#### 2020/4.15 **ACTION LIST**

### **PURPOSE:**

To inform Council on the actions taken on the Action List report.

**Councillor Britton Councillor Neilson** Moved: Seconded:

That the updated Action List report be received for information.

Carried

Mrs Kaylene Sloman entered the meeting at 1.11 pm.

#### **EPIDEMIC/PANDEMIC WORKFORCE MANAGEMENT 2020** 2020/4.16

### **PURPOSE:**

To advise Council of the intended action for leave in relation to COVID-19 and other viral infections which may impact the Council staff.

#### Moved: **Councillor Beauchamp** Seconded: **Councillor Britton**

That Council adopt the Boulia Shire Council Epidemic/Pandemic Workforce Management Plan as a guide to the provision of leave entitlements during any Epidemic/Pandemic outbreak.

Carried

#### 2020/4.17 MANAGER CORPORATE & FINANCIAL SERVICES **MARCH 2020** REPORT

### **PURPOSE:**

Financial Summary as at 31st March 2020.

# Moved: Councillor Neilson Seconded: Councillor Beauchamp

That the Manager of Corporate & Financial Services March 2020 Report be received for information.

Carried

## **2020/4.18 BUDGET REVIEW MARCH 2020**

### **PURPOSE:**

Budget Review to 31st March 2020 based on trends to date.

### Moved: Councillor Britton Seconded: Councillor Norton

That the budget review as presented to Council be received and that the revised budget variations as shown be adopted.

Carried

### **2020/4.19 POLICY REVIEW**

### **PURPOSE:**

Regular review of Council policies ensure that Council maintains an up to date guide for staff to refer to in the day to day management of Council. This report deals with minor changes to existing policies which does not have any material effect on the intent of the documents.

# Moved: Councillor Neilson Seconded: Councillor Britton

1. That the policies as presented be adopted.

POLICY	NO.	OFFICER	TYPE
Debt Policy	107	Manager Corporate & Financial Services	Statutory
Audit & Risk Management Committee			Statutory
Policy	108	Manager Corporate & Financial Services	

Changes to policy – 107 – Debt Policy	Page No	Paragraph
In our 2019/20 budget – updated to current financial year	3	11
Updated column headings	3	11
Updated figures in table	4	
Updated dates for future financial years	4	4

Changes to policy – 108 Audit & Risk Management Committee Policy	Page No	Paragraph
Updated name of committee	2	1
Inserted sentence - 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.	2	4
Inserted sentence - As per Section 210 of the Local Government Regulation 2012, the Committee must comprise of at least 3 and no more than 6 members and of these members two must be Councillors.	2	6
Inserted Manager Corporate & Financial Services	2	7.5
Inserted & Internal	2	7.6
Inserted sentence - Maximum appointment period for external independent persons will be a total of 6 years.	2	8

Inserted sentences –		4.3/4/5
(i) The external audit plan for the external audi	it for the current	
financial year;		
(ii) Any key account position papers being prep	pared by Management	
as a part of the audit		
(iii) Significant project deliverables including but	t not limited to	
valuations of property, plant and equipment		
Inserted sentence –	3	4.9
(ix) Review Council's risk register at least annually and comment on		
Managements progress/rectification of issues		
Inserted sentence –	3	5
<ul> <li>Review any other matter (eg: business or legal in</li> </ul>	risks or legal actions)	
referred to it by the Chief Executive Officer.		
<ul><li>The minutes of each Audit &amp; Risk Management</li></ul>	Committee meeting,	
as soon as practicable after a meeting, will be ta	abled with Council	

2. That a copy of the changes to the policies be forwarded to the Councillors electronically via email and the Councillor Hub.

Carried

### 2020/4.20 ACCOUNTS RECEIVABLE DEBTS TO BE WRITTEN OFF

### PURPOSE:

To advise Council of the write off of uncollectable debts in preparation for end of financial year balancing.

Moved: Councillor Britton Seconded: Councillor Beauchamp

That approval be granted for the write off of \$4,464.37 of Accounts Receivable debts.

Carried

Mrs Sloman left the meeting at 1.51 pm.

### 2020/4.21 COMMUNITY SERVICES MARCH 2020 REPORT

### **PURPOSE:**

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

Moved: Councillor Britton Seconded: Councillor Edgar

That the Community Services March 2020 Report is received for information.

Carried

### 2020/4.22 LIBRARY MARCH 2020 REPORT

### **PURPOSE:**

To update Council on the visitations and activities in the Library.

Moved: Councillor Neilson <u>Seconded:</u> Councillor Beauchamp

That Council receive the Library March 2020 report for information.

**Carried** 

### 2020/4.23 BOULIA SHIRE COUNCIL OFFICIAL AMBASSADOR

### **PURPOSE:**

To notify Council that the current period for the Boulia Shire Council Official Ambassador has finished and to propose the Ambassador arrangement be extended for a further four years.

# Moved: Councillor Neilson <u>Seconded:</u> Councillor Edgar

That Ali S be appointed as the Boulia Shire Council Official Ambassador for the period 20<sup>th</sup> April 2020 to 31<sup>st</sup> December 2024.

Carried

### 2020/4.24 REMOTE COMMUNITIES EPIDEMIC/PANDEMIC SUB PLAN

### **PURPOSE:**

To advise Council of the content of the approved Remote Communities Epidemic/Pandemic Sub Plan intended for action in relation to which may impact the general community.

## Moved: Councillor Britton Seconded: Councillor Norton

That Council endorse the Remote Communities Epidemic/Pandemic Sub Plan put forward by the Boulia Shire Local Disaster Management Group as part of our Disaster Management suite of plans.

Carried

### 2020/4.25 3RD QUARTER OPERATIONAL PLAN REPORT 2019-2020

### **PURPOSE:**

To present the third quarter Operational Report for 2019-2020.

# Moved: Councillor Neilson Seconded: Councillor Britton

- 1. That Council receive the third quarter report for the 2019-2020 Operational Plan for information.
- 2. That the report be displayed on the Council website.

Carried

### 2020/4.26 DEVELOPMENT APPROVAL FOR THE AIRPORT INDUSTRIAL ESTATE

### **PURPOSE:**

To advise Council of the Development Approval that has been finalised for the Airport Industrial Estate.

# Moved: Councillor Britton Seconded: Councillor Neilson

- 1. That the Development Approval for the Airport Industrial Estate be endorsed by Council and received for information.
- 2. That the CEO do all things necessary to finalise the registration of the survey plans.

Carried

### **Meeting Closure**

The Mayor closed the meeting at 2.22 pm.

# **Confirmed:**

Minutes confirmed 25<sup>th</sup> May 2020 Resolution No. 2020/5.1

The full agenda with all reports can be found on the Boulia Shire Council's website under the heading 'Council' with a dropdown box selection of 'Council Meetings'.