



**MINUTES OF THE ORDINARY MEETING  
OF THE BOULIA SHIRE COUNCIL  
HELD ON Friday 22 April 2022  
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 09:00 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 Sam Beauchamp  
Councillor Tim Edgar  
Councillor Jack Neilson  
Councillor Jan Norton

Officers: Ms Lynn Moore (Chief Executive Officer)  
Mrs Kaylene Sloman (Director of Corporate Services)  
Mr Ajay Agwan (Director of Works and Operations)  
Ms Estelle van Tonder (Executive Assistant Relief)

Absent: Councillor Eric (Rick) Britton

## **3 Apologies / Leave of Absence**

It was noted that an apology was received from Mayor Rick Britton and was granted leave of absence from the 22 April 2022 Council meeting. Deputy Mayor Sam Beauchamp chaired the meeting.

## **4 Declaration of Interests**

Councillor Tim Edgar declared a Declarable Conflict of Interest in the matter in accordance with the *Local Government Act 2009* section 9.1.2, due to having an interest in the tender, as a

contractor. In accordance with section 150EM of the Local Government Act 2009, Cllr Tim Edgar was excluded from the discussion.

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

**Moved:** Cr Edgar

**Seconded:** Cr Neilson

*That the minutes of the Ordinary Meeting held on 18 March 2022 be accepted.*

**Resolution No.:** 2022/04.00

**Carried**

## **9 Reports**

### **9.1 Works and Operations**

<b>TITLE:</b>	Engineering Service Report – Newsbrief for March 2022	<b>DOC REF:</b> 9.1.1
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<b>PURPOSE:</b> To inform Council on the progress of various items through an information update.
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**Moved:** Cr Beauchamp

**Seconded:** Cr Norton

*That the Engineering Services Report – Newsbrief for March 2022 be received.*

**Resolution No.:** 2022/04.1

**Carried**

<b>TITLE:</b>	Action Report – Assessment of T2021-22.10 Boulia Industrial Subdivision Installation of Water, Sewer and Power	<b>DOC REF:</b> 9.1.2
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<b>PURPOSE:</b> To provide a summary and a recommendation for the award of T2021-22.10 Installation of Water, Sewer and Power.
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**Moved:** Cr Neilson

**Seconded:** Cr Beauchamp

*That for T2021-22.10 Boulia Industrial Subdivision - Installation of Water, Sewer and Power, eight (8) tenders were received. KABZS Plumbing and Quality Electrical has been assessed against*

weighted criteria as the most suitable tenderer who may be engaged under the existing T2019-20-11 Panel of Pre-Qualified Suppliers Plant Hire and Trader Services.

**Resolution No.: 2022/04.2** **Carried**

<b>TITLE:</b>	Action Report – Assessment of T2021-22.14 Supply and Delivery of Precoated Cover Aggregate Supply and Delivery of Precoated Cover Aggregate	<b>DOC REF:</b> 9.1.3
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**PURPOSE:**

To provide a summary and a recommendation for the award of T2021-22.14 Supply and Delivery of Precoated Cover Aggregate.

**Moved:** **Cr Neilson** **Seconded:** **Cr Norton**

*That for T2021-22.14 Supply and Delivery of Precoated Cover Aggregate, one (1) tender was received. PE & GC Harris has been assessed against weighted criteria. As only one submission was received pricing was compared to past tenders for the purposes of benchmarking. It is recommended that the contract be awarded to PE & GC Harris.*

**Resolution No.: 2022/04.3** **Carried**

<b>TITLE:</b>	Action Report – Assessment of T2021-22.15 'All Services' Supply and Install Bituminous Products Supply and Install Bituminous Products	<b>DOC REF:</b> 9.1.4
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**PURPOSE:**

To provide a summary and a recommendation for the award of T2021-22.15 'All Services' Supply and Install Bituminous Products

**Moved:** **Cr Edgar** **Seconded:** **Cr Beauchamp**

*That for T2021-22.15 'All Services' Supply and Install Bituminous Products, three (3) tenders were received. RPQ Spray Seal have been assessed against the weighted criteria as the most suitable tenderer. It is Recommended that the contract be awarded to RPQ Spray Seal.*

**Resolution No.: 2022/04.4** **Carried**

<b>TITLE:</b>	Foreman Roads Maintenance and Construction Report March 2022	<b>DOC REF:</b> 9.1.5
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**PURPOSE:**

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

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

*That Council receive the Foreman Roads Maintenance and Construction March 2022 Report for information.*

**Resolution No.: 2022/04.5** **Carried**

<b>TITLE:</b>	Foreman Road Maintenance and Utility Services Report March 2022	<b>DOC REF:</b> 9.1.6
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**PURPOSE:**

To inform Council of the current utilisation and activities of the Town Department during the month of March 2022.

**Moved: Cr Norton**

**Seconded: Cr Edgar**

*That Council receive the Foreman, Road Maintenance and Utility Services March 2022 report for information.*

**Resolution No.: 2022/04.6**

**Carried**

<b>TITLE:</b>	Plant Replacement 2021/22	<b>DOC REF:</b> 9.1.7
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**PURPOSE:**

To inform the councillors the outcome of the plant purchases of the 2021-2022 budget.

**Moved: Cr Norton**

**Seconded: Cr Neilson**

*That Council receive the Plant Replacement Report for information.*

**Resolution No.: 2022/04.7**

**Carried**

The meeting was adjourned for morning tea at 10:27 am

The meeting resumed at 10:45 am

<b>TITLE:</b>	Rural Lands Protection Officer March 2022 Report	<b>DOC REF:</b> 9.1.8
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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 Beauchamp**

*That Council receive the Rural Lands Protection Officer Report for March 2022.*

**Resolution No.: 2022/04.8**

**Carried**

<b>TITLE:</b>	NDRRA Flood Damage Works Department March 2022 Report	<b>DOC REF:</b> 9.1.9
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**PURPOSE:**

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

**Moved: Cr Beauchamp**

**Seconded: Cr Neilson**

*That the NDRRA Flood Damage Works Department March 2022 report be received for information.*

**Resolution No.: 2022/04.9**

**Carried**

## **9.2 Office of the Chief Executive**

<b>TITLE:</b>	Chief Executives Report for March 2022	<b>DOC REF:</b> 9.2.1
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**PURPOSE:**

To advise Council of the activities of the Chief Executive Office.

**Moved: Cr Neilson**

**Seconded: Cr Norton**

*That the Chief Executive Officer March 2022 report be received for information.*

**Resolution No.: 2022/04.10**

**Carried**

<b>TITLE:</b>	Action List - Update March 2022	<b>DOC REF:</b> 9.2.2
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**PURPOSE:**

To present to Council an updated Action List.

**Moved: Cr Neilson**

**Seconded: Cr Norton**

*That Council receive the Action List update for March 2022 for information.*

**Resolution No.: 2022/04.11**

**Carried**

<b>TITLE:</b>	WH&S April 2022 Report	<b>DOC REF:</b> 9.2.3
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**PURPOSE:**

To inform Council of progressions and or issues of concern regarding WH&S

**Moved: Cr Neilson**

**Seconded: Cr Edgar**

*That Council receive the Workplace Health and Safety - WHSA / RRTW March 2022 report for information.*

**Resolution No.: 2022/04.12**

**Carried**

<b>TITLE:</b>	NEW POLICY – 161 Verification of Competency	<b>DOC REF:</b> 9.2.4
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**PURPOSE:**

The Bouliia Shire Council recognises its obligations and responsibilities and is committed to achieving and maintaining a work environment which promotes and protects the health, safety, and welfare of all staff, contractors, and visitors. This Verification of Competency policy will deliver guidelines for managers, supervisors and operators to ensure plant operators are suitably qualified to operate machinery.

**Moved: Cr Beauchamp**

**Seconded: Cr Norton**

*That Council adopt the new Verification of Competency Policy and include it into the Council's policy document register, place on the web and distribute to managers and supervisors.*

**Resolution No.: 2022/04.13**

**Carried**

<b>TITLE:</b>	3rd Quarter Operational Plan Report Jan to March 2022	<b>DOC REF:</b> 9.2.5
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**PURPOSE:**

To present the first quarter Operational Report for January to March 2022

**Moved: Cr Edgar**

**Seconded: Cr Neilson**

- That Council receive for information the third quarter report from January to March 2022 in relation to the adopted Operational Plan 2021-2022.
- That the report be displayed on the Council website.

**Resolution No.: 2022/04.14**

**Carried**

### **9.3 Corporate Services**

<b>TITLE:</b>	Director of Corporate Services March 2022 Report	<b>DOC REF:</b> 9.3.1
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**PURPOSE:**

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

**Moved: Cr Neilson**

**Seconded: Cr Beauchamp**

*That the Director of Corporate Services March 2022 monthly report be received.*

**Resolution No.: 2022/04.15**

**Carried**

<b>TITLE:</b>	Write off of Sundry Debts Deemed Uncollectable	<b>DOC REF:</b> 9.3.2
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**PURPOSE:**

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

**Moved: Cr Edgar**

**Seconded: Cr Norton**

*That approval be granted for the write off, of \$4,469.06 of Accounts Receivable debts as per hand-out.*

**Resolution No.: 2022/04.16**

**Carried**

<b>TITLE:</b>	Finance Manager March 2022 Report	<b>DOC REF:</b> Item FM1
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**PURPOSE:**

Financial Summary as at 31<sup>st</sup> March 2022

**Moved: Cr Beauchamp**

**Seconded: Cr Neilson**

*That the Finance Report for March 2022 Report be received for information.*

**Resolution No.: 2022/04.17**

**Carried**

<b>TITLE:</b>	Post Office - Write off old Stock	<b>DOC REF:</b> 9.3.4
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**PURPOSE:**

To advise Council of the write off of obsolete / old stock holdings for the Post Office prior to the end of year stock take.

**Moved: Cr Norton**

**Seconded: Cr Edgar**

*That approval be granted to write off \$1,520.06 of Post Office stock that cannot be sold due to damage.*

**Resolution No.: 2022/04.18**

**Carried**

<b>TITLE:</b>	2021/2022 Budget Review - Operational March 2022	<b>DOC REF:</b> 9.3.5
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**PURPOSE:**

To provide a Budget Review to 31<sup>st</sup> March 2022 based on trends to date.

**Moved: Cr Edgar**

**Seconded: Cr Neilson**

*That the Budget Review to 31<sup>st</sup> March 2022 as presented to Council be received and that the revised budget variations as shown be adopted.*

**Resolution No.: 2022/04.19**

**Carried**

<b>TITLE:</b>	Good Shepherd Parish Catholic Church Rates	<b>DOC REF:</b> 9.3.6
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**PURPOSE:**

To advise Council of the request to waiver the rates relating to the Good Shepherd Parish Catholic Church.

**Moved: Cr Neilson**

**Seconded: Cr Edgar**

*1. That Council with the exemption as per the Act and Regulations, not charge general rates and subsidise the utility charges for garbage (no charge) and water (50% of normal charge) to Good Shepherd Parish.*

*2. Council to then pay the Water and Sewerage charges as a donation.*

*3. That the Director of Corporate Services write to the Good Shepherd Parish and advise that Council will pay and exempt all charges that Council is responsible for.*

*4. Action to be completed by Finance to change the Assessment, to maintain the exemption for general rates and utility charges to reflect no charge for garbage services, water be charged at 50% of the normal rate, sewerage to be charged as normal for the 2021/22 financial year and future years until such time as a change of use is reported from Department of Resources.*

*Council to then pay for the Water and Sewerage and ESL charges only at the time of the Rates being issued, this payment to be recognised as a donation.*

*Notation to be made in the rates system for future years transactions and records.*

**Resolution No.: 2022/04.20**

**Carried**

<b>TITLE:</b>	Bouliia Golf Club Rates	<b>DOC REF:</b> 9.3.7
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**PURPOSE:**

To advise Council of the request to waiver the rates relating to the Bouliia Golf Club.

**Moved: Cr Beauchamp**

**Seconded: Cr Norton**

1. That all rates payable (general rates plus all services and the Emergency Services Levy) by the Bouliia Golf Club Inc (Assessment A244) for the 2021/2022, 2022/23 financial years, be paid by Council as a donation on the basis that the association is a volunteer association responsible for providing a recreational facility.
2. That the DCS write to the Golf Club and advise them of the outcome.
3. Action to be completed by Finance to make the donation to the Golf Club to cover the 2021/2022, 2022/2023 financial years. Notation to be made in the rates system for future records.

**Resolution No.: 2022/04.21**

**Carried**

## **9.4 Community Services**

<b>TITLE:</b>	Community Services Manager March 2022 Report	<b>DOC REF:</b> 9.4.1
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**PURPOSE:** To provide Council with an update of the activities associated with Council's community development activities.

**Moved: Cr Norton**

**Seconded: Cr Neilson**

*That the Community Services March 2022 Report be received for information.*

**Resolution No.: 2022/04.22**

**Carried**

<b>TITLE:</b>	Min Min Encounter Report & Bouliia Heritage Centre – March 2022	<b>DOC REF:</b> 9.4.2
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**PURPOSE:**  
To report on the day-to-day operations of the Min Min Encounter and to promote tourism in the Shire and surrounding region.

**Moved: Cr Edgar**

**Seconded: Cr Neilson**

*That the Min Min Encounter March 2022 Report be received for information.*

**Resolution No.: 2022/04.23**

**Carried**

The meeting was adjourned for lunch at 12:10 pm  
The meeting resumed at 1:05 pm

## **10 Late Reports**

There were no late reports

## **11 Closed Session**

**CLOSED MEETING AT 1:05pm**

**Moved: Cr Beauchamp**

**Seconded: Cr Neilson**



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

*(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.*

**Resolution No.: 2022/04.24**

**Carried**

**OUT OF CLOSED SESSION AT 1:17 pm**

**Moved: Cr Neilson**

**Seconded: Cr Edgar**

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

**Resolution No.: 2022/04.25**

**Carried**

The following recommendations were resolved from the closed session: 2022/04.26

**Moved: Cr Beauchamp**

**Seconded: Cr Norton**

That the following be conveyed to the Office of Liquor and Gaming Regulations:

That the Council have the following opinions on the removal of the licence conditions:

3509926 – Increase time period to 10 pm  
3509928 – remove  
3509930 – remove  
3509932 – to remain  
3509934 – remove  
3509936 – to remain  
3509938 – to remain  
3509940 – remove

**Resolution No.: 2022/04.26**

**Carried**

## **12 General Business**

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

## **13 Confirmed**

Minutes confirmed: 20 May 2022  
Resolution No.: 2022/05.1

## **14 Meeting Closure**

The Mayor closed the meeting at 1:21 pm.