



**MINUTES OF THE ORDINARY MEETING  
OF THE BOULIA SHIRE COUNCIL  
HELD ON Friday 18 August 2023  
COMMENCING AT 8:00 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 8.14 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 (Director of Corporate & Financial Services)  
Mr Trent Marshall (Director of Works and Operations)  
Ms Karen Haer (Executive Assistant)

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

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

## **4 Declaration of Interests**

Councillor Edgar declared a Prescribed Conflict of Interest in the report 11.2.4 Contract Cleaning Services - Extension of Contract in accordance with the *Local Government Act 2009* section 150EI(c)(i) due to being the applicant for approval. Due to all other Councillors providing their approval to, Councillor Edgar stayed in the meeting while the matter was discussed but did not vote on the matter.

Councillor Edgar declared a Declarable Conflict of Interest in the report 11.3.4 Boulia Golf Club Rates in accordance with the *Local Government Act 2009* section 150EQ(4)(a) due to being the President of the Boulia Golf Club. In accordance with section 150ES of the *Local Government Act 2009* Councillor Edgar was allowed to stay in the meeting while the matter was discussed and voted on.

## **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 Edgar

**Seconded:** Cr Norton

*That the minutes of the Ordinary Meeting held on Friday 28th July 2023 be accepted.*

**Resolution No.: 2023/8.1**

**Carried**

## **11 Reports**

### **11.1 Works and Operations**

<b>TITLE:</b>	Rural Lands Protection Officer July 2023 Report	<b>DOC REF:</b> 11.1.1
---------------	---	---------------------------

**PURPOSE:**

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

**Moved:** Cr Britton

**Seconded:** Cr Edgar

*That the Rural Lands Protection Officer's July 2023 Report be received for information.*

**Resolution No.: 2023/8.2**

**Carried**

<b>TITLE:</b>	Engineering Service Report June 2023	<b>DOC REF:</b> 11.1.2
---------------	--------------------------------------	---------------------------

**PURPOSE:**

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

**Moved:** Cr Beauchamp

**Seconded:** Cr Britton

*That the Engineering Services Report – Newsbrief for July 2023 be noted.*

**Resolution No.: 2023/8.3**

**Carried**

<b>TITLE:</b>	Foreman Road Maintenance and Construction Report July 2023	<b>DOC REF:</b> 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 July 2023.

**Moved: Cr Norton**

**Seconded: Cr Neilson**

*That Council receive the Foreman Roads, Construction and Maintenance July 2023 Report for information.*

**Resolution No.: 2023/8.4**

**Carried**

<b>TITLE:</b>	Foreman Roads, Utilities and Services Report for July 2023	<b>DOC REF:</b> 11.1.4
---------------	--	---------------------------

**PURPOSE:**

To inform Council of the current utilisation and activities of the Town Department during the month of August 2023.

**Moved: Cr Britton**

**Seconded: Cr Neilson**

*That Council receive the Foreman Roads, Utilities and Services July 2023 Report for information.*

**Resolution No.: 2023/8.5**

**Carried**

<b>TITLE:</b>	QRA Flood Damage Works Department July 2023	<b>DOC REF:</b> 11.1.5
---------------	---	---------------------------

**PURPOSE:**

To inform Council of the current utilisation and activities of the Flood Damage Program for July 2023.

**Moved: Cr Neilson**

**Seconded: Cr Britton**

*That the QRA Flood Damage Works Department July 2023 Report be received for information.*

**Resolution No.: 2023/8.6**

**Carried**

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

<b>TITLE:</b>	Chief Executives Report July 2023	<b>DOC REF:</b> 11.2.1
---------------	-----------------------------------	---------------------------

**PURPOSE:**

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

**Moved: Cr Norton**

**Seconded: Cr Britton**

*That the CEO for July 2023 report be received for information.*

**Resolution No.: 2023/8.7**

**Carried**

<b>TITLE:</b>	Action List Update July 2023	<b>DOC REF:</b> 11.2.2
---------------	------------------------------	---------------------------

**PURPOSE:**

To present to Council an updated Action List.

**Moved: Cr Edgar**

**Seconded: Cr Britton**

*That Council receive the Action List update for July 2023 for information.*

**Resolution No.: 2023/8.8**

**Carried**

<b>TITLE:</b>	Policy Reviews	<b>DOC REF:</b> 11.2.3
---------------	----------------	---------------------------

**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 reviews to four policies.

**Moved: Cr Beauchamp**

**Seconded: Cr Neilson**

1. *That Policy 102 Advertising Spending Policy as presented be adopted.*
2. *That Policy 111 Councillors Expenses Policy as presented be adopted.*
3. *That Policy 121 Confidentiality (Use of Information) Procedure Policy as presented be adopted.*
4. *That Policy 127 Complaints Management Policy and Process as presented be adopted.*

**Resolution No.: 2023/8.9**

**Carried**

<b>TITLE:</b>	Contract Cleaning Services - Extension of Contract	<b>DOC REF:</b> 11.2.4
---------------	--	---------------------------

**PURPOSE:**

To seek Council's endorsement to extend the current Contract Cleaning Services agreement.

*Councillor Edgar declared a Prescribed Conflict of Interest in the report 11.2.4 Contract Cleaning Services - Extension of Contract in accordance with the Local Government Act 2009 section 150E1(c)(i) due to being the applicant for approval. Due to all other Councillors providing their approval to, Councillor Edgar stayed in the meeting while the matter was discussed but did not vote on the matter.*

**Moved: Cr Neilson**

**Seconded: Cr Britton**

*That the 'Contract Cleaning Services' agreement with Quality Electrical be extended for a further 12 months to 1/7/2024.*

**Resolution No.: 2023/8.10**

**Carried**

<b>TITLE:</b>	Review of CEO InKind approval limit	<b>DOC REF:</b> 11.2.5
---------------	-------------------------------------	---------------------------

**PURPOSE:** Council have previously indicated that they wish for the Chief Executive Officer to hold a higher Inkind Assistance approval amount. This report makes changes to the Community Grants policy to be able to carry out this change.

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

*That Policy 103 Community Grants Policy as presented be adopted and that the associated internal Inkind Assistance form be updated.*

**Resolution No.: 2023/8.11                      Carried**

<b>TITLE:</b>	4th Quarter Operational Plan Report April to June 2023 with Annual Comment	<b>DOC REF:</b> 11.2.6
---------------	--	---------------------------

**PURPOSE:**

To present the fourth quarter Operational Report for April to June 2023.

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

1. That Council receive for information the fourth quarter report from April to June 2023 in relation to the adopted Operational Plan 2022-2023.
2. That the report be displayed on the Council website.

**Resolution No.: 2023/8.12                      Carried**

The meeting was adjourned for Elected Member Training at 9 am.  
The meeting resumed at 12.35 pm.

<b>TITLE:</b>	WHS Report for July 2023	<b>DOC REF:</b> 11.2.7
---------------	--------------------------	---------------------------

**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 Beauchamp**

*That the Workplace Health and Safety for July 2023 report be received for information.*

**Resolution No.: 2023/8.13                      Carried**

## **11.3 Corporate Services**

<b>TITLE:</b>	Director of Corporate and Financial Services July 2023 Report	<b>DOC REF:</b> 11.3.1
---------------	---	---------------------------

**PURPOSE:**

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

**Moved: Cr Edgar**

**Seconded: Cr Britton**

*That the Director of Corporate & Financial Services July 2023 report be received for information purposes.*

**Resolution No.: 2023/8.14**

**Carried**

<b>TITLE:</b>	Fees and Charges 2023/24 Amendment	<b>DOC REF:</b> 11.3.2
---------------	------------------------------------	---------------------------

**PURPOSE:**

To amend and update Council's register of cost-recovery fees for the financial year, 2023/2024, in accordance with the Local Government Act s97 and s98.

**Moved: Cr Beauchamp**

**Seconded: Cr Britton**

*That in accordance with section 97 of the Local Government Act 2009, the 2023/2024 Fees and Charges amendments:*

<b>Page No.</b>	<b>Description</b>	<b>What needs to change</b>	<b>Change made</b>
5	Certification, Building & Town Planning	New charge –	Town Planning Application / Lodgement Fee \$125.00 11005500.156
10	Right to Information	Changed web address	<a href="http://www.rti.qld.gov.au/fees-and-charges">www.rti.qld.gov.au/fees-and-charges</a>

*As presented in August 2023 Agenda be hereby adopted by Boulia Shire Council.*

**Resolution No.: 2023/8.15**

**Carried**

<b>TITLE:</b>	Financial Report for July 2023	<b>DOC REF:</b> 11.3.3
---------------	--------------------------------	---------------------------

**PURPOSE:**

Financial Summary as at 31<sup>st</sup> July 2023

**Moved: Cr Edgar**

**Seconded: Cr Neilson**

*That the Finance Report for July 2023 be received for information.*

**Resolution No.: 2023/8.16**

**Carried**

<b>TITLE:</b>	Boulia Golf Club Rates	<b>DOC REF:</b> 11.3.4
---------------	------------------------	---------------------------

**PURPOSE:**

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

*Councillor Edgar declared a Declarable Conflict of Interest in the report 11.3.4 Boulia Golf Club Rates in accordance with the Local Government Act 2009 section 150EQ(4)(a) due to being the President of the Boulia Golf Club. In accordance with section 150ES of the Local Government Act 2009 Councillor Edgar was allowed to stay in the meeting while the matter was discussed and voted on.*

**Moved: Cr Britton**

**Seconded: Cr Neilson**

1. *That all rates payable (general rates plus all services and the emergency services levy) by the Boulia Golf Club Inc (Assessment A244) for the 2023/24 financial year, 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 2023/24 financial year. Notation to be made in the rates system for future records.*

**Resolution No.: 2023/8.17**

**Carried**

<b>TITLE:</b>	Banking Signatories Update	<b>DOC REF:</b> 11.3.5
---------------	----------------------------	---------------------------

**PURPOSE:**

To update changes to banking signatories in preparation for Finance Manager leaving 17/08/2023, remove Ajay Agwan ex-DWO, adding Relief Finance Manager as a view only.

**Moved: Cr Edgar**

**Seconded: Cr Britton**

*That Council confirm that the following authorised signatories be authorised to operate on any new or existing bank accounts Council may open in the future and all previous signatories if held with the same bank be made obsolete.*

*That the Director of Corporate & Financial Services action the changes to signatories and electronic devices for the change in Finance Manager, Director of Works & Operations and Relief Finance Manager position.*

**CHEQUE SIGNATORIES**

**PRIMARY ACCOUNT SIGNATORY: Type 'A'**

- Mayor - Eric Britton
- Chief Executive Officer - Lynn Moore
- **Director of Works and Operations - Ajay Agwan - remove**
- Director of Corporate Services – Kaylene Sloman

**SECONDARY ACCOUNT SIGNATORY: Type 'B'**

- **Finance Manager – remove Marie Chan**
- Senior Finance Officer – Carol Smith
- Senior Administration Officer – Kelli Chatfield

**ELECTRONIC FUND TRANSFERS:**



PRIMARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'A'

- Chief Executive Officer - Lynn Moore
- **Director of Works and Operations - Ajay Agwan - remove**
- Director of Corporate & Financial Services – Kaylene Sloman

SECONDARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'B'

- **Finance Manager – remove Marie Chan**
- Senior Finance Officer – Carol Smith
- Senior Administration Officer – Kelli Chatfield

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

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

**VIEWING ACCESS:**

- **Relief Finance Manager – Ian Honour**

**Resolution No.: 2023/8.18**

**Carried**

## **11.4 Community Services**

<b>TITLE:</b>	Community Services Report July 2023	<b>DOC REF:</b> 11.4.1
---------------	-------------------------------------	---------------------------

**PURPOSE:**

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

**Moved: Cr Britton**

**Seconded: Cr Norton**

*That the Community Services July 2023 report be received for information.*

**Resolution No.: 2023/8.19**

**Carried**

<b>TITLE:</b>	Min Min Encounter & Boulia Heritage Centre Report – July 2023	<b>DOC REF:</b> 11.4.2
---------------	--	---------------------------

**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 Beauchamp**

**Seconded: Cr Norton**

*That the Min Min Encounter & Boulia Heritage Centre Report July 2023 be received for information.*

**Resolution No.: 2023/8.20**

**Carried**

## **12 Late Reports**

There were no late reports presented to Council.

### **13 Closed Session**

#### **CLOSED MEETING AT 1PM**

**Moved:** Cr Britton

**Seconded:** Cr Neilson

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

*(h) negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967;*

**Resolution No.: 2023/8.21**

**Carried**

#### **OUT OF CLOSED SESSION AT 1.45 PM**

**Moved:** Cr Edgar

**Seconded:** Cr Neilson

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

**Resolution No.: 2023/8.22**

**Carried**

The following recommendations were resolved from the closed session: 2023/8.23

<b>TITLE:</b>	Surrender of Land to Council	<b>DOC REF:</b> 113.3.1
---------------	------------------------------	----------------------------

#### **PURPOSE:**

Acquiring land by ratepayer surrendering land in Urandangi.

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

*(h) negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967;*

**Moved:** Cr Britton

**Seconded:** Cr Edgar

1. That Council delegate to the CEO to negotiate with Jane Turner to come to an agreed terms for surrendering the land known as A172, Lot 409 on Crown Plan U4321 in Urandangi.
2. That Council complete all forms and submit to the Registrar to record Council as the registered owner of the land.

**Resolution No.: 2023/8.23**

**Carried**

## **14 General Business**

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

## **15 Meeting Closure**

The Mayor closed the meeting at 2.15 pm.

## **16 Confirmed**

Minutes to be confirmed: 22<sup>nd</sup> September 2023

Resolution No.: 2023/9.1