

BOULIA SHIRE COUNCIL



ORDINARY MEETING

Friday 24 February 2023



Photo by: Tarsha Shaw

ALL COMMUNICATIONS MUST
BE ADDRESSED TO
THE CHIEF EXECUTIVE OFFICER,
BOULIA SHIRE COUNCIL,
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BOULIA SHIRE COUNCIL

21st February 2023

NOTICE FOR AN ORDINARY MEETING OF COUNCIL

NOTICE is hereby given that an **ORDINARY MEETING** of the Boulia Shire Council will be held on **Friday 24 February 2023** at the **Boulia Shire Hall** commencing at **9 am** for the transaction of the following business.

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

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Ms Lynn Moore
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
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
NDRP	Natural Disaster Resilience Program
NDRRA	Natural Disaster Relief and Recovery Arrangements
OHDC	Outback Highway Development Council
ORRG	Outback Regional Road Group
ORRTG	Outback Regional Roads and Transport Group
OQTA	Outback Queensland Tourism Association
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 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 Karen Haer (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.



**MINUTES OF THE ORDINARY MEETING
OF THE BOULIA SHIRE COUNCIL
HELD ON Friday 20 January 2023
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 09:01 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

Officers: Ms Lynn Moore (Chief Executive Officer)
Mr Ajay Agwan (Director of Works and Operations)
Ms Karen Haer (Relief Executive Assistant)

Absent: Councillor Jack Neilson
Councillor Jan Norton
Mrs Kayleen Sloman

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

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 requests to petition the Council

9 Deputations

There were no deputations to Council.

10 Confirmation of Minutes from Previous Meetings

Moved: Cr Edgar

Seconded: Cr Britton

That the minutes of the Ordinary Meeting held on 16th December 2022 be accepted.

Resolution No.: 2023/1.2

Carried

11 Reports

11.1 Works and Operations

TITLE:	Director of Works and Operations December 2022 Report	DOC REF: 11.1.1
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PURPOSE:

To inform Council of the current utilisation and activities of the entire Works Department in line with all works and operations being undertaken each month.

Moved: Cr Edgar

Seconded: Cr Beauchamp

That Council receive the Director of Works and Operations December 2022 Report for information.

Resolution No.: 2023/1.3

Carried

11.2 Office of the Chief Executive

TITLE:	Chief Executives Report for December 2022	DOC REF: 11.2.1
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PURPOSE:

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

Moved: Cr Britton

Seconded: Cr Edgar

That the CEO for December 2022 report be received for information.

Resolution No.: 2023/1.4

Carried

TITLE:	Action List Update December 2022	DOC REF: 11.2.2
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PURPOSE:

To present to Council an updated Action List.

Moved: Cr Britton

Seconded: Cr Beauchamp

That Council receive the Action List update for December 2022 for information.

Resolution No.: 2023/1.5

Carried

TITLE:	Annual Report 2021-2022	DOC REF: 11.2.3
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PURPOSE:

To present Council's Annual Report 2021-2022 to Council before submission to Division of Local Government.

Moved: Cr Britton

Seconded: Cr Edgar

That Council adopt the Annual Report for the financial year 2021-2022 including Financial Statements.

Resolution No.: 2023/1.6

Carried

TITLE:	Local Disaster Management Plans 2023-2024 review	DOC REF: 11.2.4
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PURPOSE:

To advise council of the reviewed Local Disaster Management Plan 2023-2024, Natural Disaster Risk Management Strategy 2023-2024 and the Local Disaster Evacuation Sub-plan 2023-2024 which has been reviewed and amended by the Local Disaster Management Group at its meeting on 6th December 2022

Moved: Cr Beauchamp

Seconded: Cr Edgar

That the council adopt the following:

- Local Disaster Management Plan 2023-2024
- Natural Disaster Risk Management Strategy 2023-2024
- Evacuation Sub-Plan 2023-2024

Resolution No.: 2023/1.7

Carried

TITLE:	LGW Safety Audit Results	DOC REF: 11.2.5
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PURPOSE:
To inform Council of progressions in regards to the LGW – Safety Audit.

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

That Council receive the Workplace Health and Safety - Audit report for information.

Resolution No.: 2023/1.8 **Carried**

TITLE:	Policy review - Model Meeting Procedures Policy (Policy 151)	DOC REF: 11.2.6
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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 will review the Model Meeting Procedures which the council adopted in 2018 with a review completed when COVID restrictions happened in 2020. These COVID restrictions expired in July 2021

Moved: Cr Britton **Seconded:** Cr Edgar

- *That Model Meeting Procedures Policy (Policy 151) as presented be adopted.*

Resolution No.: 2023/1.9 **Carried**

TITLE:	2024 LG Quadrennial Election - Postal vote	DOC REF: 11.2.7
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PURPOSE:
The Local Government Quadrennial Elections are due in 2024. There is an opportunity to have these conducted via postal vote. Council is required to apply to the Minister for Local Government by 30th April of their intention for the future 2024 election.

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

- *That the council consider the application to the Minister for Local Government to have the 2024 Local Government Elections completed via postal vote.*
- *Council to continue with the traditional polling system and not proceed with a postal vote for the entire Shire.*

Resolution No.: 2023/1.10 **Carried**

11.3 Corporate Services

TITLE:	Financial Report for December 2022	DOC REF: 11.3.1
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PURPOSE:
Financial Summary as at 31st December 2022

Moved: Cr Britton **Seconded:** Cr Edgar

That the Finance Report for December 2022 Report be received for information.

Resolution No.: 2023/1.11 **Carried**

11.4 Community Services- NIL

12 Late Reports-NIL

13 Closed Session

CLOSED MEETING AT 11.13 AM

Moved: Cr Britton

Seconded: Cr Beauchamp

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

(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;

Resolution No.: 2023/1.13

Carried

OUT OF CLOSED SESSION AT 11.16 AM

Moved: Cr Britton

Seconded: Cr Edgar

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

Resolution No.: 2023/1.14

Carried

The following recommendations were resolved from the closed session: 2023/01.01 Adopt the Tender T2022-23.1 Slashers Creek and Coorabulka Road Structures is awarded to NQES Industries.

14 General Business

The following items were discussed in general business at this meeting and are to be noted on the monthly Action List:

Hose reel at the airport is not working and handle is leaking- Councillors discussed this issue.

15 Meeting Closure

The Mayor closed the meeting at 11:17 am.

16 Confirmed

11 Reports

11.1 Works and Operations

TITLE:	Director of Works and Operations January 2023 Report	DOC REF: 11.1.1
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REPORT BY:	Ajay Agwan Director of Works and Operations	DATE: 21/02/2023
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CORPORATE PLAN REFERENCE:

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

6.2.2: Maintain a high quality 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

6.2.4: Facilitate health and medical service provision for Boulia and Urandangi

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To inform Council of the current utilisation and activities of the entire Works Department in line with all works and operations being undertaken each month.

CONTENT: Projects

Truck Bay

Project Scope: Construction of truck bay on the Winton town entry

Current Status: Contract documents have been approved by TMR. Procurement for materials and equipment has begun. Waiting on Telstra to relocate cables, this is expected to be completed by early April 2023. Actual construction to start early April after Telstra relocation is finalised.

Slashers Creek Concrete Works

Project Scope: Concrete Margins and Floodway on Slashers Creek

Current Status: Work has been awarded to NQES Pty Ltd and work will begin as soon as flooding subsides.

Industrial Estate Services Installation

Project Scope: Installation of Power, Water and Sewer to the Industrial Estate

Current Status: Waiting on a permit from TMR to excavate the road to be able to lay sewer piping. Looking at the possibility of an under bore.

New Staff Housing Project

Project Scope: Installation of new staff houses at Pituri Street

Current Status: The tender is closed. Negotiation is required with the successful tenderer for maximum number of units in available budget.

Salt Water Chlorinator

Project Scope: Installation of a Saltwater Chlorinator at the Boulia Water Treatment Plant

Current Status: Tender is closed and is currently under evaluation, likely to start mid-March.

Pump Station Upgrade

Project Scope: Installation of a new sewerage pump station adjacent to the existing structure

Current Status: Tender is now closed. Evaluation is now complete and is currently awaiting approval from council.

CONSULTATION:

Chief Executive Officer as required.

GOVERNANCE IMPLICATIONS:

All work to be completed within guidelines and budget allocations.

RECOMMENDATION:

That Council receive the Director of Works and Operations January 2023 Report for information.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations

Mr Ajay Agwan

Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	QRA Flood Damage Works Department January 2023 Report	DOC REF: 11.1.2
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REPORT BY:	Alan Pilsworth Consultant Works Overseer	DATE: 21/02/2023
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CORPORATE PLAN REFERENCE:

Key Priority 2: Built Environment

2.1: Fit for purpose - roads, airport infrastructure

2.1.1: Develop, manage and maintain Council controlled roads and airport infrastructure to sustain and improve connectivity and safety

Key Priority 4: Natural Environment

4.2: Resilient management plans which support the community in times of crisis

4.2.1: Implement initiatives for flood responses 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.

CONTENT:

Dec/Jan 2023 Flood Damage Emergent Works Event:

- Flood Damage Photos were taken by BSC and also GBA on the following roads to identify any damage from rain event Dec/Jan 2023;
- Coorabulka Rd, Elrose Rd, Headingly Rd, North Urandangi Rd, Border Rd, South Urandangi Rd, Pathungra Rd, Toolebuc Rd, Toolebuc Middleton Rd, Slashers Creek Rd, Warra Rd, Springvale Rd, Selwyn Rd, Selwyn Connection Rd
- Donohue Hwy, Linda Downs Rd, Linda Downs Link Rd and Cravens Peak Road were still flooded, no photos were taken on these roads as we couldn't get to them due to flooding.
- Boulia Shire has over the last 2 weeks experienced heavy rain falls in this region and this has left us with majority of our local roads having restrictions placed on them for traffic movement with roads still closed.
- GBA have been contacted and when water levels drop we will have to carry out another survey to identify additional damage to various sites.
- BSC and Mix Crew Subcontractors did start with Safety Grades for Flood Damage but were forced to stop work due to heavy rain.
- Springvale Road RRUPP Ch10.00 o Ch21.00 Resheet Road.
- Harrison Crew B Built Sidetrack on Springvale Road
- Harrison Crew A carried out Subgrade Preparation ready for Gravel
- Contracting crews started work on the 31/01/2023 and managed to create side track, and start on subgrade preparation in readiness for importing Road Base Material, unfortunately this work has had some rain in various areas and we have only just started carting gravel to site over the last two days. Crews will return to site today and try to endeavour to make up time lost due to weather.

CONSULTATION:

GBA as project officers on NDRRA Flood damage work.

GOVERNANCE IMPLICATIONS:

All work completed within NDRRA guidelines and budget allocations.

RECOMMENDATION:

That the NDRRA Flood Damage Works Department January 2023 Report be received for information.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations	Mr Ajay Agwan
Approved by Chief Executive Officer	Ms Lynn Moore

TITLE:	Foreman Roads Maintenance and Construction Report January 2023	DOC REF: 11.1.3
REPORT BY:	Jimmy Newman Roads and Construction Foreman	DATE: 21/02/2023

CORPORATE PLAN REFERENCE:

Key Priority 2: Built Environment
 2.1: Fit for purpose - roads, airport infrastructure
 2.1.1: Develop, manage and maintain Council controlled roads and airport infrastructure to sustain and improve connectivity and safety
 2.1.2: Deliver quality outcomes on all roads (Shire and State) within quality assurance guidelines

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT: Current and upcoming projects are as follows:

- Some RMPC work including erecting signs have been started
- Completed some training at Start Up
- Monitored flooded roads and reported back to DWO to assist with up-to-date Road Reports
- Repaired some Flood Damage on the Winton Road
- Tidied up around the sewerage ponds
- Assisted in towing Stage Trailer into town for the Australia Day Street Parade



CONSULTATION:

Director of Works and Operations as required.

GOVERNANCE IMPLICATIONS:

All work completed within guidelines and budget allocations.

RECOMMENDATION:

That Council receive the Foreman Roads Maintenance and Construction January 2023 Report for information.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations

Mr Ajay Agwan

Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	Engineering Service Report - Newsbrief for January 2023	DOC REF: 11.1.4
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REPORT BY:	Stuart Bourne GBA - Senior Civil Engineer	DATE: 21/02/2023
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CORPORATE PLAN REFERENCE:

Key Priority 2: Built Environment
 2.3: Well planned - land, open spaces and assets
 2.3.1: Develop and implement a robust Asset Management Strategy to support effective long-term asset management

Key Priority 3: Economic Development
 3.2: Advocate for the region through regional networks
 3.2.1: Advocate and support the development of the Outback Highway

Key Priority 4: Natural Environment
 4.2: Resilient management plans which support the community in times of crisis
 4.2.1: Implement initiatives for flood responses 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 on the progress of various items through an information update.

CONTENT:

1. Visits to the Shire

31st Jan – 5th Feb Nathan Raasch	Working from Depot – General Duties Flood Damage – TMR (Bouli Bedourie, Bouli Winton)
13th Feb Stuart Bourne	Progress Inspections and meeting

2. Flood Damage Works

For a detailed summary of all Flood Damage events and their status, see attachment.

Activated for the ‘Western Qld Low Pressure Trough 19 Jan – 4th Feb 2022’.

This event will be for Emergent works and REPA. Data collection complete. Submission has been approved by QRA for a total value of \$2,445,193.96. Works Completed, Acquittal complete, waiting on approval.

Activated for the ‘Northern and Central Western Queensland Rainfall and Flooding event 21 April – 12 May 2022’. This event will be for Emergency works and REPA. Data collection is complete. Submission has been approved by QRA for a total value of \$1,750,892.06. Works to start in Feb 2023.

January 2023 Flooding to be activated once event has been confirmed by QRA
 Damage pick had commenced, however, due to recent rain, all roads are to be picked up again due weather.

3. Other

Donohue Highway: Outback Way Funding Package 3

There is 76.1 km left to seal which is about 30% (locations left are Lake Wanditti and Pituri to Kelly's Ck and 2.7km near the emergency airstrip).
Design and CH clearance is complete for Stage 7 and 8.

4. Industrial Subdivision

All earth works completed. Works awarded to KABZ Plumbing & Quality Electrical. Procurement of materials has been completed. KABZ has commenced on site. Procurement of underbore for sewer crossing Mt Isa highway commenced.

CONSULTATION:

Nil – information update only

GOVERNANCE IMPLICATIONS:

All programmed works allocated within budget guidelines and/or new grant allocation

RECOMMENDATION:

That the Engineering Services Report – Newsbrief for January 2023 be received for information.

ATTACHMENTS:

1. CONFIDENTIAL REDACTED - Flood Damage Events - Detailed Summary (ID 449595) [11.1.4.1 - 1 page]
2. CONFIDENTIAL REDACTED - Donohue Priorities (ID 449561) [11.1.4.2 - 1 page]

Reviewed by Director of Works and Operations

Mr Ajay Agwan

Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	Foreman Road Maintenance and Utility Services Report for January 2023	DOC REF: 11.1.5
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REPORT BY:	Ron Callope Road Maintenance & Utility Services Foreman	DATE: 21/02/2023
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CORPORATE PLAN REFERENCE:

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
6.2.2: Maintain a high quality 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
6.2.4: Facilitate health and medical service provision for Boulia and Urandangi

RISK MANAGEMENT:

Information Report only - not applicable

PURPOSE:

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

CONTENT:

Race Course:

Arena and grounds	General maintenance of the grounds has continued by the Racecourse Caretaker. A leak has been located in the bottom of the ground tank, a new tank is currently waiting to be installed. The concrete slab for this tank has been completed. Installation will be complete within a week.
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Town water testing and Depot maintenance:

Chlorine level testing	Plant is running to desired chlorine levels within town. We currently have one bore off due to low water usage at the moment, caused by the cooler weather and rain events.
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Town Entrances:

Three Mile Campground	All tourist we have had are keeping the area in a tidy condition. Gardens have been looking great due to the constant rain, and have been maintained by our parks and gardens crew.
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Parks and Gardens:

Council, Min Min Encounter, ANZAC and Airport gardens	<p>All garden areas are continuing being worked on to ensure they are kept in good order. We are currently working on upgrading the entrances to town.</p> <p>Recent rain has the town looking great, however mowing & whipper snipping have increased immensely.</p>
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Mowing/Whipper Snipping	<p>Our crew was kept busy with mowing and whipper snipping being completed in the following areas on these days throughout January 2023:</p> <ul style="list-style-type: none"> - 17th of January – Robinson Park, Council Depot - 18th of January – Medium Strips - 19th of January – Main Office, Stone House - 23rd of January – Pensioner Units, Melrose - 24th of January – Post Office, Herbert St - 25th of January – Sports Centre, School Safety Park, Mulligan St - 30th of January – Fire Station, Council Depot, Diamantina St, Wills St - 31st of January – Hamilton St, Moonah St
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RMPC/Works crew:

RMPC signage is still an ongoing project.

Concrete batching is an ongoing interruption to RMPC Works.

RMPC crew have been working alongside the Road Construction crew to complete emergent works and flood damage.

Urundangi:

Urundangi	<p>Regular Council services continued over the month of January (mowing, whipper snipping and rubbish collection etc.).</p> <p>The Urundangi town man is in charge of cleaning and rubbish collection at the new rest area on Dajarra/Mount Isa Road with regular servicing twice weekly.</p> <p>Chlorine testing has been conducted on a weekly basis. The new control box has arrived and is waiting on settlement tests to be able to be installed. We are currently using the generator and a larger pump which is also helping flush silt out of the bore hole. This is ongoing.</p>
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Water and Sewerage:

Boulia Township

Call outs – water	Two
Call outs – sewer	Nil
Broken mains	Nil

Urandangi Township

Call outs – water	Nil
Call outs – sewer	Nil
Broken mains	Nil

Boulia Airport activity: *Please see attachment for graph 1 reference.*

Number of call outs: RFDS/Lifeflight Rescue	1
Avgas/Jet Refuelling	A1 Total 13 – 13 self-fuelled through Compac.

Boulia Feral Animal Bounty Claims: *Please see attachment for graphs 2 and 3 reference.*

Feral Pigs	0
Feral Dogs	0

Road Closure Statistics: *Please see attachment for further information.*

CONSULTATION: Director of Works and Operations as required.

GOVERNANCE IMPLICATIONS: All work completed within budget allocations.

RECOMMENDATION:

That Council receive the Foreman, Road Maintenance and Utility Services January 2023 Report for information.

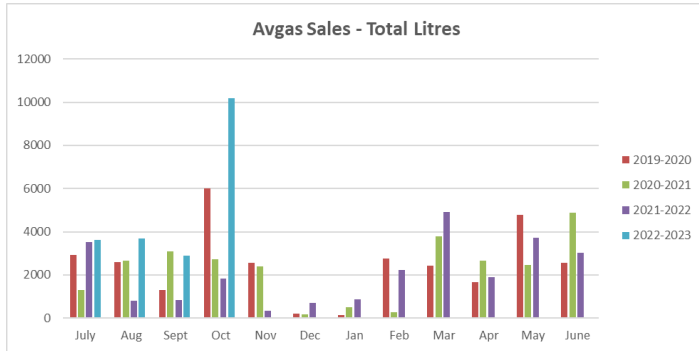
ATTACHMENTS:

1. Attachment Document for Foreman Road Maintenance and Utility Services Report January 2023 [11.1.5.1 - 2 pages]

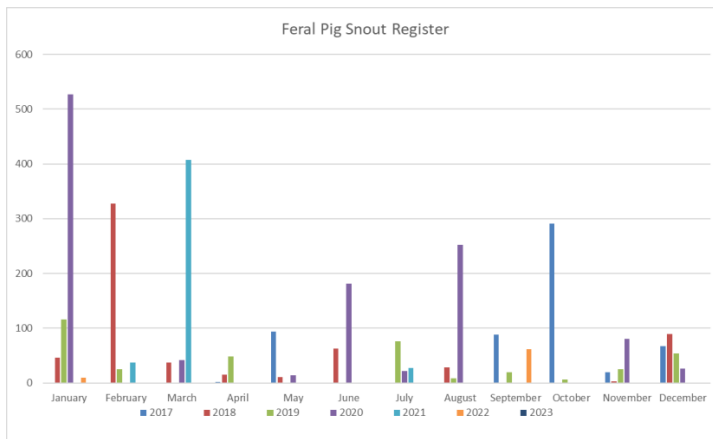
Reviewed by Director of Works and Operations	Mr Ajay Agwan
Approved by Chief Executive Officer	Ms Lynn Moore

Attachment Document for Foreman Road Maintenance and Utility Services Report January 2023

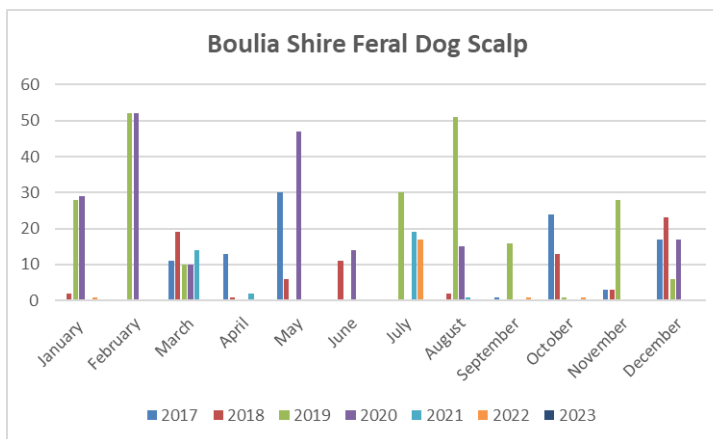
Graph 1:



Graph 2:



Graph 3:



Road Closure Statistics:

Jan 2023	Boulia/Dajarra	Dajarra/MtIsa	Boulia/Winton	Boulia/Bedourie	Boulia/Qld Bord.
Open	30	31	20	0	0
Closed	1	0	7	28	31
Restricted	0	0	4	3	0

Jan 2023	Dangi Sth	Dangi Nth	Dangi Border	Toolebuc	Coorabulka	Slashers Ck	Springvale	Selwyn
Open	0	0	0	0	0	0	0	8
Closed	29	16	29	31	24	23	31	23
Restricted	2	15	2	0	7	8	0	0

11.2 Office of the Chief Executive

TITLE:	Chief Executives Report for January 2023	DOC REF: 11.2.1
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REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 21/02/2023
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CORPORATE PLAN REFERENCE:

Key Priority 5: Governance

5.2: It is clearly evident in how Council does business

5.2.4: Transparency and accountability through management reporting

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Donohue Highway – Commonwealth Government Funding

We have received confirmation of funding approval letters that our submission was successful for the Package 3 PPR1 (A/B) for \$3.9m. This work will be delayed due to unforeseen flooding on the Donohue Highway restricting our access. In the interim required engagement with TMR will take place. This will be unlike previous Donohue Hwy funding with extra reporting requirements to be delivered monthly to the Commonwealth and TMR.

NBN – Rollout to commence March 2023

The initial process of rolling out the NBN to Boulia Township will begin in March with community consultation and information sessions to be arranged by NBN.

Social benefits for Boulia cover improving access to health and education services, improving public safety and improving regional amenity, community connections and inclusion.

Examples of how this NBN project delivery to Boulia will increase social benefits:

- a. facilitating provision of more efficient and effective health or education services.
- b. improving public safety.
- c. improving community connections and inclusion.
- d. improving affordability, providing services that help to attract and retain a workforce or enhancing cultural heritage.
- e. addressing disadvantage within the community.

Marmanya Land transfer

Transfer signed by Mayor January 21st 2023, documentation finalising details before sending to solicitors. Valuation has been requested to enable the transfer to proceed.

Start Up 2023

Our workforce commenced on 16th with an interrupted Start up process due to WH&S invited presenter being unable to attend. This will be arranged sometime in the future.

Future training to be provided will include First Aid, Cultural Heritage training and WH&S reviews. All staff were advised of their obligations under the Code of Conduct, Public Sector Ethics and our Deed of Confidentiality along with a systematic review of Standard Operating Procedures. The Mayor presented to the workforce information about the current

works and projects the council are undertaking.

Sales Permits for gravel – Native Title and the Futures Act.

The council has been advised that the sales permits we are currently using to support the delivery of rural roads in our shire will expire in December 2023. Of the 105 gravel pits currently in use, which have been cleared under Cultural heritage clearance, only four, which are on privately owned 'freehold' land, will continue. This has been raised as a major issue with both the Outback Regional Roads Group and through LGAQ via Barcoo who had an existing issue from last year. Other western councils will be greatly affected, and we will work through the process to resolve. Noting that no new legislation has come into effect simply a change in the interpretation of existing legislation.

Electronic Road Closure Signage- funding application

An application has been submitted to NBN for the initial selection process through the RCP program to provide funding for the electronic road closure signage for the:

- Donohue Highway – Mt Isa Intersection and the NT Border
- Urandangi North Rd – Mt Isa intersection and Urandangi township
- Urandangi South Rd- Mt Isa intersection and Urandangi township

These roads are problematic because of their distance from Boulia and the risk associated when sending staff to open/close those roads. The electronic signage which can be operated and monitored from the Boulia Shire base already works well on the Winton Roads and Top Limestone Creek etc.

Positions Vacant:

DWO Technical Officer	First round unsuccessful - An employment agency has been engaged to locate suitable applicants.
RMPC /Leading Hand	Initial applicants are being referred for interview.
Sports Centre Casual/part-time	<i>This position will be filled by existing casual employees. However, a casual position is still available.</i>

Positions filled:

Finance Manager	I am extremely pleased to advise the Marie Chan who came to work with us as our interim Finance Manager, has accepted the position for three years. Welcome Marie.
Human Resources /Payroll	Successful filled - February.
Librarian (Casual)	Two casual employees have been engaged-successful.
Sports Centre Casual/part-time	This position will be filled by existing casual employees. <i>However, a casual position is still available.</i>

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

NIL

RECOMMENDATION:

That the CEO for January 2023 report be received for information.

ATTACHMENTS: Nil

Chief Executive Officer

Ms Lynn Moore

TITLE:	Action List Update January 2023	DOC REF: 11.2.2
REPORT BY:	Ms Lynn Moore Chief Executive Officer	DATE: 21/02/2023
CORPORATE PLAN REFERENCE: Key Priority 5: Governance 5.2: It is clearly evident in how Council does business 5.2.4: Transparency and accountability through 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 December 2022 for information.		
ATTACHMENTS: 1. CEO Action List - February 2023 [11.2.2.1 - 5 pages]		
Chief Executive Officer		Ms Lynn Moore

Bouliia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
Friday 26th March 2021				
26/3/2021		Investigate the 'speed advisory signs' (solar) with smiley faces for both the Herbert St and outside the school.	DWO/ CSM Remove after installation	18-1-2023 - Still waiting on TMR approval 10/11/2022 – TMR confirmation of location requested. 13/10/22 Signs have arrived -depot staff to arrange installation. Location on town entry sports.
Friday 27 August 2021				
27/08/2021		Look at creating a bigger passing-pad at the give-way sign and possibility of moving the sign to the Town side. 1. Waverley Creek 2. Burke River (Bouliia)	DWO	18-1-2023 – Waiting on TMR approval and funding 10/11/2022 – road marking has been completed. RMPC to increase gravel footprint. 13/10/2022 Waiting on TMR approval- possible RMPC project no separate funding.,
Friday 21 January 2022				
21/01/2022		Review all air-conditioning requirements at Depot and Stores. Min Min	DWO	18-1-2023 - No response to tender advert- will source elsewhere. 12/12/2022 No response from tender request – will contact individuals privately. 13/10/2022 Report received. Under investigation, short term and long-term solutions have been proposed. An Air-Conditioning Technician needs to be employed now to finalise the issues. Sam to be involved in project.
18/03/2022		Parking spaces at LPO required – angle parking so more cars can park, Wills St as well angle parking. Disabled parking for PO also required 21/10/2022 – It was asked if we could please investigate the Disabled Parking option for Post Office: - Requires line marking - Line marking for caravans in Main Street - Parking in Wills Street - Caravan Parking in Pituri Street	DWO	20-2-2023- Not yet completed due to recent flooding, shortage of manpower and constant lawn mowing etc 18-1-2023 - Will be completed by end of the month


Bouliia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
Friday 19 th August 2022				
19/08/2022		Diamantina Street guttering – investigate	DWO	18/1/2023 - have been included in TIDS scope 12/12/2022 potential TIDS funding useage. 12/09/2022 Under investigation- would need to be done in conjunction with town re-seals.
19/08/2022		Washdown Bay double gantry – what is the current status	DWO	18/1/2023 - still waiting on DabFab to install - advised a further 3-4 weeks required 23/12/2022 Should be finished in January 2023 12/09/2022 DabFab has been issued a PO.
19/08/2022		Cost of NBN line from town to Rodeo Grounds – look into costing	DCS	15/2/2023 – will provide when they visit in March. 6/12/2022 Re-emailed, waiting on quote. 8/11/2022 Waiting on quotation from nbn provider.
Friday 16 th September 2022				
16/09/2022	2022/09.10	Resolve that Council investigate implementing a systematic inspection for dog registration in Bouliia town area.	RLPO	10/11/2022 Under review by RLPO-delayed
Friday 21 st October 2022				
21/10/2022		Meeting to be held regarding Urandangi and Racecourse Reserve Bore. Potential Silt/Bore Clean. 16/12/22 - In regards to the Urandangi Bore, existing bore to be blown out so that it can still be used for road works in the area.	DWO	18/1/2023 - Under consideration 10/11/2022 - Meeting has not been organised yet. Likely to happen within next two weeks. 20-2-2023- Will be looked into after flooding issue
21/10/2022		Cr Norton: Can we put in a 40km speed sign for Road Trains only – talk to TMR about this for the main street	DWO	10/11/2022 ...The request has been sent to TMR. Awaiting response
21/10/2022		Cr Beauchamp: MME Aircon – organise to get the urgent things done before Summer. Then Sam to talk to Ajay about organising a refrigeration mechanic.	DWO	10/11/2022 ...Discussed with Tim. Report has been sent to him. PO will be issued once we receive the quote. Tender for rest of the works is under review
Friday 18 th November 2022				
18.11.2022	2022/11.20	That Council advise on the type of artworks if required on Outback Way and the replacement of Tropic of Capricorn signage/sculpture.	CSM	15/2/23 Waiting for council confirmation on what is required. 12/12/2022 not to commence until 2023.

Bouliia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
Friday 16th December 2022				
16.12.2022	General Business	Continued untidy state of the Waverly Toilets on the Mount Isa Road - Councillors discussed the ongoing issue of the toilets at the Waverly rest stop on the Mount Isa Road still being unclean (including broken door, blockages). As this is a TMR controlled rest stop, it was suggested that Council approach TMR to suggest that a local contractor be considered to be appointed to ensure the cleanliness of these toilets is maintained. As the Dajarra rest stop toilets would be passed when going to Waverly, it was further suggested that Council could also approach Cloncurry Shire about the same cleaning subcontractor servicing the Dajarra rest stop on the same run to take advantage of potential costs savings. It is to be noted that Councillor Edgar declared a Prescribed Conflict of Interest should this suggestion be carried out as he is engaged as a local cleaning contractor.	DWO /CEO	20.02.2023 – DWO - Still waiting on response from Cloncurry 23/12/2022 DWO – to investigate the Cloncurry cleaning connection, then advise CEO of outcome CEO- will await advices from DWO progress before negotiating an offer of extension to our existing contractor to take over the site.
16.12.2022	General Business	Min Min Encounter Entrance - the concrete entrance to the Encounter is showing noticeable signs of cracking which is a presentation issue for the tourist attraction. For action by DWO, options and costings CSM: Council to consider applying a cover (further clarification reqd) For action by DCS: budget inclusion / review.	DWO-primary CSM-Info DCS- Budget	20.02.2023 - Not yet investigated due to ongoing important issues 23/12/2022 – DWO to commences investigation and provide options and costings.

Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
16.12.2022	General Business	Solar Energy - Council to conduct a survey regarding their solar energy - what buildings do we have working panels on now, which buildings could we add solar panels onto?	DWO	<p>20.02.2023 - Not yet investigated due to current ongoing important issues.</p> <p>23/12/2022 DWO to Investigate the current solar systems, Min Min, Poo & Depot</p> <p>16.12.2022 – Presentation by Ergon</p> <div style="text-align: center;">  Ergon Energy - Boulia Shire Council </div>
16.12.2022	General Business	Purchase of a stabilizer machine - Given the pending road works schedule and the potential for further rehab works on the Boulia to Winton Road, Council to put together a business case on purchasing a stabilizer for road works.	DWO	18-1-2023 With Donohue Package approved now, this can be a viable option

COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS

DATE	Staff Member	PROJECT – OR ISSUE:	RESPONSE
18/12/2019		Cllr Beauchamp: Future idea – Drone Park	9-6-2022 Meeting with Droneamics in June. Future of drone flights here.
19/6/2020	DWO	Cllr Edgar: Dam/recreational water park (boating etc)	9-6-2022 This project will be moved to the 'visioning' project 26/02/2021 Alternative dam location - obtain drone footage to identify potential location. This has been raised several times.
19/06/2020	Julie/DWO	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	26/02/2021 Street signage (i.e., Street names) currently is only on one side of the street. Consider both sides in future? 14/10/2020. Revised street maps with coloured markers on street signs are to be implemented. This will be delivered in conjunction with the DWO.
26/02/2021	CEO/DWO	Cllr Britton: Long Term Business Case/Study to be undertaken regarding artesian bore to support future community growth. Eg. where will drilling have to be done? Costs involved?	9-6-2022 Water Engineer to consider the options available for Boulia. 7/12/2021 to be reviewed during the 'visioning project' 20/01/2022
27/08/2021	DWO	Cllr Neilson - Cooridgee end of the Town Common – consider adding a tank and trough	07/12/2021 to be reviewed during the 'visioning project' 20/01/2022 and 22-23 budget

26/02/2021	DWO	Cllr Edgar – water at the Rodeo Grounds, consider installing automated sprinkling system	07/12/2021 to be reviewed during the ‘visioning project’ 20/01/2022 and 22-23 budget	
17/08/2020	CSM	Cllr Edgar: Consider possibility of installing a walking track from the Sports Centre (Burke River Bridge - suggested) to the Rodeo Grounds		<p>15/2/23 No costings to date, but looking into funding.</p> <p>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, guide posts/labour and plant. Indigenous story signs to be developed with locals.</p> <p>9/11/2022 Meeting with Pitta Pitta – very interested. Work Camp are also interested as a project.</p> <p>7/10/2021 Work Camp interested in developing an indigenous bush tucker walking track from Burke River to the Racecourse Reserve. Will need strong consultation with Pitta Pitta</p>
Date	Agreed by majority	Suggestion	Staff Member/ Dept	Action

TITLE:	Policy review - Best practice meeting standing orders (Policy 148)	DOC REF: 11.2.3
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REPORT BY:	Lynn Moore Chief Executive Officer	DATE: {date}
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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

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 the Standing Orders for Council Meetings Policy.

CONTENT:

The 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 policy as listed below, is due for review.

Policy 148 – Standing Orders for Council Meetings Policy

Only minor changes have been made and highlighted in the attached document in yellow for your information.

It is recommended that the updated policy version as presented, be adopted.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

The policy is consistent with the guidelines and legislation as issued.

RECOMMENDATION:

That Best Practice Meeting Standing Orders Policy (Policy 148) as presented be adopted.

ATTACHMENTS:

1. 148 - Standing Orders for Council Meetings Policy.pdf [11.2.3.1 - 17 pages]

Chief Executive Officer	Ms Lynn Moore
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BOULIA SHIRE COUNCIL

Standing Orders for Council Meetings Policy

Category:	Policy
Policy Number:	148
Document Version:	1
Obsolete Version:	21st December 2018
Keyword Classification:	Standing Orders for Council Meetings, Council Meeting Procedures
Summary:	To provide written rules for the orderly conduct of Council Meetings
Adoption Date:	20 th November 2020
Resolution:	2020/11.14
Due for Revision:	Three years unless otherwise impacted by legislation
Revision date:	20 th November 2023
Date revoked:	n/a
Related documents:	Policy 122 - Councillor Interaction Policy (Acceptable Request Guidelines) Policy 129 - Councillor Code of Conduct Policy 146 - Code of Conduct
Responsible Section:	Executive
Responsible Officer:	Chief Executive Officer
Legislation:	Local Government Act 2009 Local Government Regulation 2012 Information Privacy Act 2009

OBJECTIVE:

To provide written rules for the orderly conduct of Council Meetings

To assist local governments, the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) provides best practice standing orders that local governments can choose to adopt to provide written rules for the orderly conduct of local government meetings. These best practice standing orders incorporate the DSDILGP model meeting procedures that deal with matters during council meetings that must be adhered to under the *Local Government Act 2009* (LGA) including the [model meeting procedures](#) and the *Local Government Regulation 2012* (LGA). Local governments can revise their standing orders to incorporate the model meeting procedures or adopt the model meeting procedures.

1. STANDING ORDERS:

- These standing orders apply to local government meetings including standing committee meetings. These standing orders do not apply to meetings of the audit committee.
- A provision of these standing orders may be suspended by resolution of any meeting of the local government except those sections that are mandatory under the model meeting procedures. A separate resolution is required for any suspension and must specify the application and duration of each suspension.
- Where a matter arises at the local government meeting that is not provided for in these standing orders, the matters shall be determined by resolution of the local government upon a motion which may be put without notice but otherwise conforming with these standing orders.

PROCEDURES FOR MEETINGS OF LOCAL GOVERNMENT:

2. Presiding Officer

- The Mayor will preside at a meeting of local government.
- If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside.
- If both the Mayor and the Deputy Mayor, or the Mayors' delegate, are absent or unavailable to preside, a Councillor chosen by the Councillors present at the meeting will preside at the meeting.
- The local government will choose the Chairperson for a Committee meeting. This Chairperson will normally preside over meetings of the Committee.
- If the Chairperson of a Committee is absent or unavailable to preside, a Councillor chosen by the Councillors present will preside over the Committee meeting.
- Before proceeding with the business of the local government meeting, the person presiding at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the local government.

3. Order of Business

- The order of business will be determined by resolution of the local government from time to time. The order of business may be altered for a particular meeting where the Councillors at that meeting pass a procedural motion to that effect. A motion to alter the order of business may be moved without notice.
- Unless otherwise altered, the order of business will be as follows:

- attendances
- apologies and granting of leaves of absence
- confirmation of Minutes
- business arising out of previous meetings
- Officers Reports.

Note: The minutes of a preceding meeting, whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of the local government, in order that the minutes may be confirmed. No discussion will be permitted about these minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All Councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting.

4. Agendas

- The Agenda may contain:
 - Notice of meeting
 - Minutes of the previous meetings
 - Business arising out of previous meetings
 - Business which the Mayor wishes to have considered at that meeting without notice
 - Matters of which notice has been given
 - Committees' reports referred to the meeting by the Chief Executive Officer (CEO)
 - Officers' reports referred to the meeting by the CEO
 - Deputations and delegations from the community that are approved to attend
 - Any other business the Council determines by resolution be included in the agenda.
- Business not on the agenda or not fairly arising from the agenda, will not be considered at any Council Meeting unless permission for that purpose is given by the local government at the meeting. Business must be in accordance with the adopted terms of reference for each committee.
- The notice of the meeting and the agenda must be given to each Councillor at least 2 days before the meeting and in the cast of indigenous regional councillors, at least four days prior to the meeting unless it is impracticable to give the notice before that time. The agenda for the local government must be made publicly available by 5pm on the business day after the notice of meeting is given to the Councillors. The related reports for the local government meeting must also be included and available to the public excluding confidential reports. If the related report is made available to Councillors or Committee numbers during the period starting immediately after notice of the meeting is given and ending immediately before the meeting is held, then these reports must be made available to the public as soon as practicable after it is made available to the councillors or committee members.
- Matters on the agenda that will require the meeting to be in a closed session consistent with the provisions under section 254J LGR, will be clearly identified on the agenda including the reasons why the session will be closed.

5. Quorum

- A quorum at a local government meeting is a majority of its Councillors. If the number of Councillors is even then one half of the number is a quorum.
- If a quorum is not present within 15 minutes after the time set for the meeting to begin, it may be adjourned to a later hour or a later day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of councillors present, or if only one Councillor is present, then that Councillor, or if no Councillors are present then the Chief Executive Officer.

6. Petitions

- Any petition presented to a meeting of the local government will:
 - be in legible writing or typewritten and contain a minimum of ten (10) signatures
 - include the name and contact details of the principal petitioner (i.e., the key contact)
 - include the postcode of all petitioners, and
 - have the details of the specific request/matter appear on each page of the petition.
- Where a Councillor presents a petition to a meeting of the local government, 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.
- The local government will respond to the principal petitioner in relation to all petitions deemed valid.

7. 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.

8. Public participation at meetings

- 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. **An appropriate time period shall be allowed (e.g. 15minutes)** 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 Chairperson to be inappropriately presenting may be directed by the Chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

9. Prescribed conflict of interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a Council or committee meeting (other than ordinary business matters as prescribed under 150EF of the LGA). When dealing with a prescribed conflict of interest, Councillors must abide by the following procedures:

- A Councillor who has notified the Chief Executive Officer in writing, including all the particulars, of a prescribed conflict of interest in a matter to be discussed in a Council meeting must also give notice during the meeting.
- A Councillor who first becomes aware of a prescribed conflict of interest in a matter during a Council meeting must immediately inform the meeting of the conflict of the interest and the particulars.
- When notifying the meeting of a prescribed conflict of interest, the following particulars must be provided:
 - for a gift, loan or contract – the value of the gift, loan or contract
 - for an application for which a submission has been made – the matters the subject of the application and submission
 - the name of any entity other than the Councillor that has an interest in the matter
 - the nature of the Councillor's relationship to the other entity
 - details of the Councillor's and any other entity's interest in the matter.
- The Councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject Councillor has written notice from the Minister to participate in deciding the matter in a meeting including participating in the discussion and the vote.

Note: Ministerial approval may be obtained when a quorum is lost due to the number of councillors with a conflict of interest in the matter, and the matter cannot be delegated. The Councillor with the conflict of interest must apply to the Minister for approval to participate. The Minister may give the approval subject to the conditions stated in the notice of approval.

- Once the Councillor has either left the area where the meeting is being conducted or remains in the meeting under ministerial approval, the Council can continue discussing and deciding on the matter at hand. However, if the prescribed conflict of interest was reported to the meeting by a Councillor other than the subject Councillor, then the

Councillor must disclose their belief or suspicion to the chairperson and the processes, duty to report another Councillors conflict of interest under section 150EW of the LGA, will apply. If the Councillor with the suspected COI considers there is no conflict of interest then the eligible Councillors must make a decision whether or not the subject Councillor has a prescribed conflict of interest under 150EX(2) of the LGA.

10. Declarable conflict of interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at Council or committee meetings that might lead to a decision that is contrary to the public interest (other than interests that are not declarable conflicts of interest prescribed under section 150EO of the LGA and ordinary business matters prescribed under 150EF of the LGA).

A Councillor may raise their personal interests in a matter at the meeting to canvas the view of the other Councillors prior to deciding to declare a conflict of interest. If the other Councillors suspect the personal interest might be a conflict of interest, the Councillor or Councillors may disclose their belief or suspicion to the Chairperson and the processes, duty to report another Councillors conflict of interest under section 150EW of the LGA will apply. The eligible Councillors must then make a decision under 150EX(2) of the LGA.

When dealing with a declarable conflict of interest, Councillors must abide by the following procedures:

- 1.1. A Councillor who has notified the Chief Executive Officer of a declarable conflict of interest in a matter to be discussed at a Council meeting must also give notice during the meeting.
- 1.2. A Councillor who first becomes aware of a declarable conflict of interest in a matter during a Council meeting must stop participating in the decision on the matter and must inform the meeting of the conflict of interest including the particulars.
- 1.3. When notifying the meeting of a declarable conflict of interest, Councillors should provide sufficient detail to allow the other Councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
 - the nature of the declarable conflict of interest
 - if it arises because of the Councillors relationship with a related party:
 - i. the name of the related party to the Councillor; and
 - ii. the nature of the relationship of the related party to the Councillor; and
 - iii. the nature of the related party's interest in the matter
 - if it arises because of a gift or loan from another person to the Councillor or a related party:
 - i. the name of the other person
 - ii. the nature of the relationship of the other person to the Councillor or related party; and
 - iii. the nature of the other person's interest in the matter; and
 - iv. the value of the gift or loan and the date the gift or loan was made.
- 1.4. After a Councillor has declared a conflict of interest, the Councillor should consider leaving the meeting while the matter is discussed unless they have ministerial approval to participate, or they would have reasons why their participation would improve making the decision in the public interest.

1.5. If the Councillor chooses not to leave the meeting, the Councillor may advise the other Councillors of their reasons for seeking permission to participate in making the decision as prescribed in section 150ES of the LGA. In deciding on a Councillors declarable conflict of interest in a matter, only Councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of eligible Councillors is less than a majority or do not form a quorum for the meeting or is a single eligible Councillor consistent with the section 150ET of the LGA. If there is a single eligible Councillor deciding, then a seconder for the resolution is not required.

Note: The ability to make a resolution without a seconder applies when making a resolution under 150ES of the LGA.

- 1.6. The other eligible Councillors or Councillor at the meeting must then decide, by resolution, whether the Councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible Councillors. The eligible Councillors may impose conditions on the Councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The Councillor must comply with any decision or condition imposed by the eligible Councillors.
- 1.7. The Councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the Chairperson to assist the eligible Councillors in making their decision. The subject Councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decisions is declared by the Chairperson, on whether the Councillor may remain in the meeting and participate in deciding the matter in which the Councillor has a declarable conflict of interest.
- 1.8. When deciding whether a Councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the eligible Councillors should consider the particular circumstances of the matter including, but not limited to:
- how does the inclusion of the Councillor in the deliberation affect the public trust,
 - how close or remote is the Councillors relationship to the related party,
 - if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received,
 - will the benefit or detriment the subject Councillor or their related party stands to receive from the decision have major or minor impact on them,
 - how the benefit or detriment the subject Councillor stands to receive compares to others in the community,
 - how this compares with similar matters that Council has decided and have other Councillors with the same or similar interests decided to leave the meeting
 - whether the subject Councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 1.9. If the eligible Councillors cannot decide about the declarable conflict of interest of a Councillor, they are taken to have decided that the Councillor must leave and stay away from the meeting while the eligible Councillors discuss and vote on the matter as prescribed in 150ET(3) of the LGA.
- 1.10. A decision about a Councillor who has a declarable conflict of interest in a matter will apply to participating in the decision, and all subsequent decisions, about the same matter as prescribed in 150ET(4) of the LGA, unless there is a change to the Councillors personal interests and/or the nature of the matter being discussed. If the eligible Councillors decide

that the Councillor can act in the public interest on the matter, then the Councillor may participate in the meeting and be involved in processes occurring outside of a Council meeting about the same matter e.g. briefing sessions or workshops.

- 1.11. In making the decision it is irrelevant how the subject Councillor intended to vote on the issue or any other issue (if known or suspected).
- 1.12. A Councillor does not contravene the above procedures if the Councillor participates in a decision under written approval from the Minister **as prescribed in 150EV of the LGA.**

2. Reporting a suspected conflict of interest

If a Councillor at a meeting reasonably believes or suspects that another Councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that Councillor is participating in a decision on that matter, the **informing Councillor who believes that a conflict of interest exists** must immediately inform the Chairperson of the meeting of their belief or suspicion and the facts and circumstances that led to their belief or suspicion.

- 2.1. The Chairperson then should ask the relevant Councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the Councillor agrees they have a conflict of interest, the Councillor must follow the relevant procedures above **for prescribed and declarable conflicts of interest.**
- 2.2. If the Councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 2.3. The **eligible Councillors** must then decide whether the **relevant Councillor** has a prescribed conflict of interest, a declarable conflict of interest or that the Councillor does **not have any** conflict of interest in the matter. If the meeting decides the Councillor has a conflict of interest, the Councillor must follow the relevant procedures above. **If a Councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible Councillors must make a decision about the Councillors participation.**
- 2.4. If the **eligible Councillors at the meeting cannot make a decision, about whether a Councillor has a declarable conflict of interest under 150ER of the LGA, or whether the Councillor may or may not participate in the decision despite the subject Councillors declarable conflict of interest under 150ES of the LGA, then they are taken to have determined that the Councillor must leave the meeting and stay away while the matter is being decided under 150ET(3) of the LGA. A decision under these provisions about a Councillor participating in the meeting applies to the matter and subsequent decision, about the same matter unless there is a change to the Councillors personal interests and/or the nature of the matter being discussed. If the eligible Councillors decide that the subject Councillor can act in the public interest on the matter, then the Councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. workshops.**

3. Loss of quorum

- 3.1. In the event where one or more Councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the Council must resolve to:
 - **delegate the consideration and decision on the matter, pursuant to section 257 of the LGA unless the matter cannot be delegated under this section**
 - **decide by resolution to defer the matter to a later meeting**
 - **decide by resolution not to decide the matter and take no further action in relation to the matter.**

- 3.2. All Councillors including the conflicted Councillors, may participate in deciding to delegate or defer a matter.
- 3.3. The Council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 3.4. If the matter cannot be delegated under an Act, the **Councillors with a conflict of interest** should seek ministerial approval to be able to consider and vote on the matter, subject to any conditions the Minister may impose.

MOTIONS:

4. Motion to be moved

- 4.1. A Councillor is required to 'move' a motion and then another Councillor is required to 'second' the motion.
- 4.2. When a motion has been moved and seconded, it will become subject to the control of the Council and cannot be withdrawn without the consent of the Council meeting.
- 4.3. Other Councillors can propose amendments to the motion, which must be voted on before voting on the final motion.
 - A motion brought before a meeting of the local government in accordance with the LGA or these standing orders will be received and put to the meeting by the Chairperson.
 - The Chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
 - The Chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.
- 4.4. The Chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is **raised** to a motion being taken as a formal motion, and the motion is then seconded, the Chairperson may put the motion to the vote without discussion and the vote occur.
- 4.5. Not more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.

5. Absence of Mover of Motion

- 5.1. Where a Councillor who has given notice of a motion is absent from the meeting of the local government at which the motion is to be considered, the motion may be:
 - moved by another Councillor at the meeting, or
 - deferred to the next meeting.

6. Motion to be seconded

- 6.1. A motion or an amendment to a motion shall not be debated at a meeting of the local government unless or until the motion or the amendment is seconded.
- 6.2. **Procedural motions are an exception to this rule and do not need to be seconded.**

7. Amendment of Motion

- 7.1. An amendment to a motion **should** maintain or further clarify the intent of the original motion and do not contradict the motion.
- 7.2. Where an amendment to a motion is before a meeting of the local government, no other amendment to the motion will be considered until after the first amendment has been voted on.

- 7.3. Where a motion is amended, the original motion **cannot be re-introduced as** a subsequent **amendment to the first** amended motion.

8. Speaking to motions and amendments

- 8.1. The mover of a motion or amendment will read it and state that it is so moved but will not speak to it until it is seconded.
- 8.2. The Chairperson will manage the debate by allowing the Councillor who proposed the motion the option of speaking first on the motion. The Chairperson will then call on any other Councillors who wish to speak against the motion and then alternatively for and against the motion as available, until all Councillors who wish to speak have had the opportunity.
- 8.3. A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded.
- 8.4. The mover of a motion or amendment has the right to reply. Each Councillor will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 8.5. Each speaker will be restricted to not more than five (5) minutes unless the Chairperson rules otherwise.
- 8.6. Where two or more Councillors indicate they may wish to speak at the same time, the Chairperson will determine who is entitled to priority.
- 8.7. In accordance with section 254H of the LGR, if a decision made at the Council meeting is inconsistent with a recommendation or advice given to the Council by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

Note: *If a report contains distinct recommendations, the decision of the council may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give reasons for the decision.*

9. Method of taking vote

- 9.1. The Chairperson will call for all Councillors in favour of the motion to indicate their support. The Chairperson will then call for all Councillors against the motion to indicate their objection.
- 9.2. A Councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the **minutes of the meeting** will record the names of Councillors voting in the affirmative and of those voting in the negative. The Chairperson will declare the result of a vote or a division as soon as it has been determined.
- 9.3. Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.
- 9.4. Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

10. Withdrawing a motion

- 10.1. A motion or amendment may be withdrawn by the mover with the consent of the Council, which will be without debate, and a Councillor will not speak to the motion or amendment after the mover has been granted permission by the Council meeting for its withdrawal.

11. Repealing or amending resolutions

- 11.1. A resolution of the local government may not be amended or repealed unless notice of motion is given in accordance with the requirements of the legislation.

11.2. Councillors present at the meeting at which a motion to repeal or amend a resolution is put, may defer consideration of that motion. The deferral will not be longer than three (3) months.

12. Procedural motions

12.1. A Councillor at a meeting of the local government may, during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:

- 12.1.1. that the question/motion be now put before the meeting;
- 12.1.2. that the motion or amendment now before the meeting be adjourned;
- 12.1.3. that the meeting proceeds to the next item of business;
- 12.1.4. that the question lie on the table;
- 12.1.5. a point of order;
- 12.1.6. a motion of dissent against the Chairperson's decision;
- 12.1.7. that this report/document be tabled;
- 12.1.8. to suspend the rule requiring that (insert requirement);
- 12.1.9. that the meeting stands adjourned.

12.2. A procedural motion, that 'the question be put', may be moved and where the procedural motion is carried, the Chairperson will immediately 'put the question to the motion' or amendment to that motion under consideration. Where the procedural motion is lost, debate on the motion or amendment to that motion will resume.

12.3. A procedural motion that the motion or amendment now before the meeting be adjourned, may specify a time or date to which the debate will be adjourned. Where no date or time is specified:

- a further motion may be moved to specify a time or date; or
- the matter about which the debate is to be adjourned, will be included in the business paper for the next meeting.

12.4. Where a procedural motion that the meeting proceed to the next item is carried, debate on the matter that is the subject of the motion will cease and may be considered again by the local government on the giving of notice in accordance with the standing orders.

12.5. A procedural motion that the question lie on the table, will only be moved where the Chairperson or a Councillor requires additional information on the matter before the meeting (or the result of some other action of the Council or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the Council will proceed with the next matter on the business paper. A motion that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.

12.6. Any Councillor may ask the Chairperson to decide on a point of order where it is believed that another Councillor:

- 12.6.1. has failed to comply with proper procedures;
- 12.6.2. is in contravention of the legislation; or
- 12.6.3. is beyond the jurisdiction power of the Council meeting.

Note: *Points of order cannot be used as a means of contradicting a statement made by the Councillor speaking. Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended. The Chairperson will determine whether the point of order is upheld.*

- 12.7. Upon the question of order suddenly arising during the process of a debate, a Councillor may raise a point of order, and then the Councillor against whom the point of order is raised, will immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.
- 12.8. A Councillor may move a motion of dissent in relation to a ruling of the Chairperson on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made. For example:
- 12.9. Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made will proceed as though that ruling had not been made. **Where the opposite ruling is made, that** the matter was discharged as out of order, it will be restored to the business paper and be dealt with in the normal course of business.
- 12.10. The motion that **a** report/document be tabled may be used by a Councillor to introduce a report or other document to the meeting only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.
- 12.11. A procedural motion, 'to suspend the rule requiring that.', may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of the suspension.
- 12.12. A procedural motion, that the meeting stands adjourned, may be moved by a Councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a Councillors time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting, the Council meeting will continue with the business before the meeting at the point where it was discontinued on the adjournment.

13. QUESTIONS:

- 13.1. At a local government meeting, a Councillor may ask a question for reply by another Councillor or an officer regarding any matter under consideration at the meeting.
- 13.2. Questions will be asked categorically and without argument and no discussion will be permitted at the Council meeting in relation to a reply or a refusal to reply to the question.
- 13.3. A Councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.
- 13.4. A Councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 13.5. The Chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a Councillor may move a motion that the Chairperson's ruling be disagreed with, and if carried the Chairperson will allow the question.

MEETING CONDUCT

14. Process for dealing with Unsuitable Meeting Conduct

The conduct of a Councillor is unsuitable meeting conduct if the conduct happens during a Council meeting and contravenes a behavioural standard of the code of conduct for Councillors. When dealing with an instance of unsuitable conduct by a Councillor in a meeting, the following process must be followed:

- 14.1. The Chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a Councillor at a meeting.

- 14.2. If the Chairperson decides the unsuitable meeting conduct has occurred, the Chairperson may consider the severity of the conduct and whether the Councillor has **been issued** any previous warnings for unsuitable meeting conduct. If the Chairperson decides the conduct is of a serious nature or another warning is unwarranted, proceed to step 23.7.
- 14.3. If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:
- ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;
 - apologising for their conduct; **and/or**
 - withdrawing their comments.
- 14.4. If the Councillor complies with the Chairperson's request for remedial action, no further action is required.
- 14.5. If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request could result in an order **for unsuitable meeting conduct** being issued.
- 14.6. If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.
- 14.7. If the Councillor still continues to fail to comply with the Chairperson's request for remedial action or the Chairperson decided a warning was not appropriate under 22.3, the Chairperson may make one or more of the orders below:
- an order reprimanding the Councillor for the conduct; **and/or**
 - an order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 14.8. If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting.
- 14.9. Following the completion of the meeting, the Chairperson must ensure:
- details of any order issued is recorded in the minutes of the meeting
 - if it is the third or more order made within a 12-month period against a Councillor, or the Councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next meeting of the Council and treated as inappropriate conduct
 - the Council's Chief Executive Officer (CEO) is advised to ensure details of any order made is updated in the Council's Councillor conduct register.
- 14.10. Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for parts **23.2, 23.3, 23.7 and 23.8** above.

Note: Chairpersons of a meeting are carrying out a statutory responsibility under the LGA to manage and lead the meeting. As such, where a Chairperson behaves inappropriately in a meeting this involves a serious breach of the trust placed in them as the Chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent Assessor (OIA) to be dealt with. However, breaches of trust don't arise because Councillors disagree with the Chairperson's decision or ruling during the meeting.

15. General conduct during meetings

- 15.1. After a meeting of the Council has been formally constituted and the business commenced, a Councillor will not enter or leave from the meeting without first notifying the Chairperson.
- 15.2. Councillors will speak to each other or about each other during the local government meeting by their respective titles ('Mayor' or 'Councillor'), and when speaking of or addressing officers will call them by their respective official or departmental title and will confine their remarks to the matter under consideration.
- 15.3. No Councillor who is speaking will be interrupted except upon a point of order being raised either by the Chairperson or by another Councillor.
- 15.4. When the Chairperson speaks during the process of a debate, the Councillor speaking or offering to speak will immediately cease speaking, and each Councillor present will observe strict silence so that the Chairperson may be heard without interruption.

16. Meeting process for dealing with suspected inappropriate conduct which has been referred to a local government by the Independent Assessor (IA)

Pursuant to Chapter 5A, Division 5 of the LGA (Referral of conduct to a local government) a referral from the (IA) of inappropriate conduct or an instance of suspected inappropriate conduct may arise from circumstances under paragraph 23.9 dot point two of this document.

- 25.1 When dealing with an instance of suspected inappropriate conduct which has been referred to a local government by the IA:
 - 25.1.1. Consistent with the local government principle of transparent and accountable decision making in the public interest, a local government must deal with suspected inappropriate conduct in an open meeting of the Council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the Council may resolve to go into closed session under section 254J(f) of the LGR to discuss the allegation.
 - 25.1.2 The subject Councillor has a declarable conflict of interest in the matter but is permitted to remain in the meeting during the debate about whether the Councillor engaged in the inappropriate conduct and answer questions from the Chairperson to assist the other Councillors in making a decision. This permission to remain in the meeting for the debate is conditional on the subject Councillor leaving the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the Councillor is found to have committed inappropriate conduct.
 - 25.1.3 If the complainant is a Councillor, that Councillor also has a declarable conflict of interest in the matter and must follow the declarable conflict of interest meeting procedures in section 10. If the complainant Councillor wishes to remain in the meeting during the debate and vote on the matter, the other Councillors must decide how to deal with the conflict of interest under section 10. The complainant Councillor can be ordered to leave the meeting place or conditions maybe applied to allow that Councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.

- 25.1.4 The Council must debate the issue and decide whether the **subject** Councillor engaged in inappropriate conduct. If the Council has lost quorum due to the number of conflicted Councillors or another reason, the matter must be delegated consistent with section 257 of the LGA or deferred to another date when a quorum will be present.
- 25.1.5 If a decision is reached that the **subject** Councillor has engaged in inappropriate conduct, then the Councillors must decide what penalty or penalties from the orders detailed **below**, if any, to impose on the Councillor. In deciding what penalty to impose, the Council may consider any previous inappropriate conduct of the Councillor and any allegation made in the investigation that was admitted, or not challenged, and that the Council is reasonably satisfied is true.
- 25.2 The Council may order that no action be taken against the Councillor or make one or more of the following:
- an order that the Councillor make a public admission that the Councillor has engaged in inappropriate conduct;
 - an order reprimanding the Councillor for the conduct;
 - an order that the Councillor attend training or counselling to address the Councillors conduct, including at the Councillors expense;
 - an order that the Councillor be excluded from a stated Council meeting;
 - an order that the Councillor is removed, or must resign, from a position representing the local government, other than the office of Councillor, for example that the Councillor is ordered to resign from an appointment representing the local government on a state board or committee
 - an order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct;
 - an order that the Councillor reimburse the Council for all or some of the costs arising from the Councillors inappropriate conduct.
- 25.3 **In relation to a person who is no longer a Councillor**, a local government may not make an order that the **former** Councillor attend training/counselling, be suspended from a meeting, be removed or resign from a position or that the same conduct will be treated as misconduct in future.
- 25.4 The subject Councillor, and where relevant, the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the Chairperson must advise them of the details of the decision.
- 25.5 The Chairperson must ensure the meeting minutes reflect the resolution made.

MAINTENANCE OF GOOD ORDER:

26 Disorder

- 26.1 The Chairperson may adjourn the meeting of the local government, where disorder arises at a meeting other than by a Councillor.
- 26.2 On resumption of the meeting, the Chairperson will move a motion, to be put without debate, to determine whether the meeting will proceed. Where the motion is lost, the Chairperson shall declare the meeting closed and any outstanding matters referred to a future meeting.

ATTENDANCE AND NON-ATTENDANCE:

27 Attendance of public and the media at meeting

- 27.1 An area shall be made available at the place where any meeting of the local government is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.
- 27.2 When the local government is sitting in Closed Session, the public and representatives of the media will be excluded **from the meeting**.

28 Closed session

- 28.1 Council and standing committee meetings may resolve that a meeting be closed to the public if its Councillors consider it necessary to discuss any of the following matters:

- appointment, dismissal or discipline of the CEO
- industrial matters affecting employees;
- the Council's budget **which does not include the monthly financial statements;**
- rating concessions;
- legal advice obtained by the Council, including legal proceedings that may be taken by or against the Council;
- matters that may directly affect the health and safety of an individual or a group of individuals;
- negotiations relating to a commercial matter involving the Council for which a public discussion could prejudice the interests of the Council;
- negotiations relating to the taking of land by the Council under the Acquisition of Land Act 1967;
- **a matter that the Council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State.**

- 28.2 A Council or committee meeting cannot resolve that a meeting be closed where the meeting is informed of a Councillors personal interest in the matter by another person and the eligible Councillors at the meeting must decide whether the Councillor has a declarable conflict of interest in the matter.

- 28.3 Further, the meeting must not be closed if a quorum is lost due to the number of conflicted Councillors who leave the meeting and the Council must;
- delegate the matter
 - decide by resolution to defer to a later meeting
 - decide by resolution to take no further action on the matter.

Note: *None of the above will be voted on or made during a closed session.*

If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting.

- 28.4 To take a matter into a closed session the Council must abide by the following:
- pass a resolution to close the meeting;
 - the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered;
 - if the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into Closed session must be stated;
 - **no resolution can be made while in a closed meeting** (other than a procedural resolution).

29 Teleconferencing of meetings

29.1 If a Councillor wishes to be absent from a Council meeting place during a meeting, the Councillor must apply to the **local government** to participate by teleconference, at least three (3) business days prior to the meeting or as soon as practicable once the Councillor becomes aware of their intended absence. The **local government** may allow a Councillor to participate in a Council or committee meeting by teleconference **of the LGR**.

Note: *There is no legislative requirement for a resolution by council to allow a Councillor to participate by audio link or audio-visual link. This means the council may delegate the matter. For example, council may delegate to the chairperson of the council or a committee meeting the ability to decide whether a Councillor can attend a meeting by audio link or audio-visual link.*

29.2 **The** Councillor taking part by teleconference is taken to be present at the meeting if the Councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the Councillor must be recorded in the minutes as present at the meeting.

Note: *Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.*

TITLE:	LGW Safety Audit Results	DOC REF: 11.2.4
REPORT BY:	Cindy Reimers WHSA/RRTWC	DATE: 21/02/2023
CORPORATE PLAN REFERENCE: Key Priority 5: Governance 5.1: Ensure a high level of governance, accountability and compliance 5.1.5: Workplace Health and Safety focus Key Priority 7: Our Team - Our People 7.2: A great place to work 7.2.4: Provide a safe, healthy working environment and be proactive in all Work Health Safety matters		
RISK MANAGEMENT: Information Report only - not applicable.		
PURPOSE: To inform Council of progressions in regards to the LGW – Safety Audit.		
CONTENT:		
LGW – (TMR Audit requirements)	<ul style="list-style-type: none"> • Complete risk registers to address conformances with observations in a timely manner • We received 22 Conformances (C), 6 Conformances with observations (CO), 4 Non-applicable (NA), 1 not able to be verified (NAV) and 0 Non-Conformances (NC) • TMR Traffic Management Registration Scheme will now be extended to March 2026. 	
Completed Tasks and / or Achievements	<ul style="list-style-type: none"> • Completed start-up 2023 for all staff and contractors • WHSA attended the annual WHS conference • All required staff completed First Aid and CPR • Commence toolbox talks with office staff monthly. • Required equipment purchased for batching plant has arrived, awaiting installing. • Safety Advocate Michael Garris presented his story. 	
WHS Alerts and Updates	<ul style="list-style-type: none"> • Adopt various alerts/updates into regular toolbox talks and training. • Review WHSQ website and alert board where relevant. • Receive WHS alerts from Workplace Australia. • WHS Advisor attending Brisbane 26th February to 13th March 2023 for certification 	
Identified future work required and/or improvement areas	<ul style="list-style-type: none"> • Address conformances with recommendations. • Adam Stevenson from LGW will assist in addressing gap outcomes from Audit results. 	

CONSULTATION:

Adam Stevenson LGW

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

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

ATTACHMENTS:

Nil

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	Councillor conferences and training opportunities	DOC REF: 11.2.5
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REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 21/02/2023
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.3.1: Provide a working environment for all in which risk is managed and monitored in all Council areas and facilities

Key Priority 5: Robust Governance

5.5.2: To have Councillor representation and actively involved in regional forums

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To advise councillors of the upcoming opportunities for engagement with other councils in advocacy forums and conferences and training opportunities offered by various Queensland departments.

CONTENT:

Councillors are now engaged in the representation of their community via the portfolio arrangement and opportunities now exist for a more targeted approach with attendance at conferences and various training opportunities. (F2F= face to face, C=Conference, TC=Teleconference, T=Training)

RURAL SERVICES & ENVIRONMENTAL MANAGEMENT

Portfolio owner:

- Councillor - Sam Beauchamp
- Mayor - Rick Britton

Date	Conference / Training	Attendee (approved by council)
	See RAPAD meetings	

ECONOMIC DEVELOPMENT & PLANNING

Portfolio owner:

- Councillor - Jack Neilson (Dep Mayor)
- Mayor - Rick Britton

Date	Conference/Training	Attendee (approved by council)
<i>Monthly</i>	<i>RAPAD-standing meeting (TC)</i>	<i>Rick Britton/Lynn Moore (CEO)</i>
27/2/23 to 02/03/23	RAPAD Board, CWRPMG, ORRTG, RAPADWSA (F2F – Winton)	<ul style="list-style-type: none"> • Mayor-Rick Britton, • Dep Mayor-Jack Neilson, • CEO-Lynn Moore
22/05/23 to 25/05/23	RAPAD Board CWRPMG, ORRTG, RAPADWSA (F2F-Longreach)	<ul style="list-style-type: none"> • Mayor-Rick Britton, • Dep Mayor-Jack Neilson (TBA) • CEO-Lynn Moore
24/07/23 to 28/07/23	LGAQ Bush Councils Convention (F2F- Goondiwindi)	<ul style="list-style-type: none"> • Mayor-Rick Britton, • Dep Mayor-Jack Neilson (TBA) • CEO-Lynn Moore
21/08/23 to 24/08/23	RAPAD Board CWRPMG, ORRTG, RAPADWSA (F2F-Boulia)	<ul style="list-style-type: none"> • Mayor-Rick Britton, • CEO-Lynn Moore • All Councillors

27/11/23 to 1/12/23	RAPAD Board CWRPMG, ORRTG, RAPADWSA (F2F-Brisbane)	<ul style="list-style-type: none"> • Mayor-Rick Britton, • 3rd Cllr- TBA • CEO-Lynn Moore
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INFRASTRUCTURE & ASSET MANAGEMENT

Portfolio Owner:

- Councillor – Jack Neilson (Dep Mayor)
- Councillor – Sam Beauchamp
- Councillor – Tim Edgar
- Mayor – LDMG Chair

Date	Conference / Training	Attendee (approved by council)
Monthly	OHDC-Outback Way-standing mtg (TC)	• Rick Britton/Lynn Moore (CEO)
28/03/2023	Training- DSDILGP -Service Planning (F2F- Longreach)	• Rick Britton
25/05/23	Asset Management	• TBA- 3hrs 9-00 – 12 noon
1/06/23	Asset Management	• TBA – 3hrs 9-00 to 12 noon

TOURISM & EVENTS

Portfolio Owner:

- Councillor - Jan Norton
- Councillor – Sam Beauchamp

Date	Conference / Training	Attendee (approved by council)
19/02/23 to 22/02/23	Travel Famil - Charleville	Workshop cancelled.

FINANCE & GOVERNANCE

Portfolio Owner:

- Councillor – Jack Neilson (Dep Mayor)
- Mayor- Rick Britton

Date	Conference / Training	Attendee (approved by council)
28/04/23	Budget workshop (F2F-Boulia)	• All Councillors
19/05/23	Budget workshop (F2F-Boulia)	• All Councillors
11/05/23	Financial Literacy and Sustainability (Pt 1) (TC)	• All Councillors
18/05/23	Financial Literacy and Sustainability (Pt2) (TC)	• All Councillors

COMMUNITIES, HOUSING & PUBLIC OPEN SPACES

Portfolio Owner:

- Councillor – Jan Norton
- Councillor -Tim Edgar

Date	Conference / Training	Attendee (approved by council)
01/06/23	Community Meeting	• All Councillors
25/09/23 to 29/09/23	WQAC Assembly 2023 (F2F –Winton) 3 places available.	<ul style="list-style-type: none"> • Mayor-Rick Britton, • Dep Mayor-Jack Neilson • CEO-Lynn Moore

CONSULTATION: Previously agreed portfolio allocation in 2022

GOVERNANCE IMPLICATIONS:

- Accommodation, travel and conference costs to be allocated in annual budget each year.
- RAPAD meeting, travel and accommodation to be re-imbursed by RAPAD

RECOMMENDATION:

- That the report with current meetings, conference and training requirements be accepted. This document will form the basis of future training and conference attendance to be approved by council and updated monthly.
- That councillors confirm their ability to attend nominated meetings/conference/training.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

11.3 Corporate Services

TITLE:	Director of Corporate Services January 2023 Report	DOC REF: 11.3.1
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 21/02/2023
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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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

SurePact

Is a system to keep a track of all of Council's projects both funded externally by grant funding as well as Council funded programs. The system has been established to ensure transparency throughout all stages of a project, integrated with SynergySoft Council's financial business system.

Implementation is in progress, currently setting in the base data of current projects being funded so Officer's will then be able to project manage their projects from this system.

Reporting on projects and their progress will also come from this system.

NexGEN / Vendor Panel / Local Buy

This is a site hosted by LGAQ to assist Local Government Council's in Queensland with a site to conduct procurement covering both quotes and tenders.

Implementation is complete, working on procedure guides for users, and training has been scheduled for Officers who purchase on behalf of Council, 14th February 2023.

We will have 2 Officers from Local Buy visiting to cover the training and an overview of where to with NexGen ecosystem.

Building Security Systems

Council has engaged Ruswin to implement a new Security System in our Council buildings that currently have security pads. It was identified that we have 5 buildings with security systems and as part of that, we had 3 different systems.

We are in the process of having one Security system for the 5 buildings. Implementation should be completed shortly.

Appointment of Finance Manager

Marie Chan has agreed to and signed a 3 year contract to be our Finance Manager from the 8th February 2023.

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That the Director of Corporate Services January 2023 report be received for information purposes.

ATTACHMENTS: Nil

Reviewed by Director of Corporate Services

Mrs Kaylene Sloman

Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	Financial Report for January 2023	DOC REF: 11.3.2
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REPORT BY:	Marie Chan Finance Manager	DATE: 21/02/2023
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

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

5.2.4: Ensure transparency and accountability through integrated performance management reporting

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

Financial Summary as at 31st January 2023

CONTENT:

Cash Position

The Cash Position determines the expected money the Council should have after every period.

	31 st Jan-23	31 st Dec-22
Cash at Hand	17,166,242	17,387,212
Net Cash Equivalent (Debtors – Creditors)	528,178	287,664
Total	17,694,420	17,674,876

Income

Total revenues to 31st January 2023 are \$12,122,712. This equates to approx. 79% of this year's budget.

Expenditure

Operating expenses to 31st January 2023 are \$7,095,742. This equates to approx. 40% of this year's budget.

Liquidity

CBA		\$ 574,504
Floats		\$ 1,150
Investments		
CBA At Call 2.45%	\$ 5,397,726	
QTC 2.33%	<u>\$11,192,862</u>	<u>\$16,590,588</u>
Total		\$17,166,242

Additional Information on Cash Position:

Cash Balance as at 31st January 2023	17,166,242
The following items need to be backed by cash	
Reserves 30th June	2,328,551
Funded Depreciation	4,530,869
Less Depreciation accrued	
Funded	
Funded Employee Entitlements (Current and Non-Current)	1,434,604
Grant Funding (paid in Advance)	
Working Capital Cash	1,500,000
Capital Grants	3,337,588

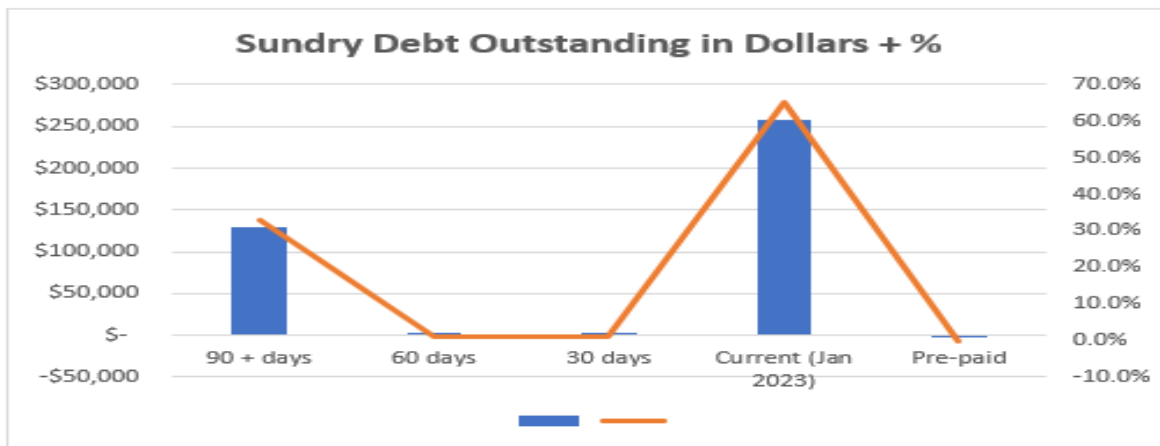
Operating Result for 2022/2023	1,689,381
Less Capital Expenditure 2022/2023	(6,668,919)
	8,152,074
Cash unallocated as at 31st January 2023	9,014,168

Aged Debtors 31st January 2023

DEBTOR	90 +	60	30	CURRENT	PRE-PAID	BALANCE
	130,281	3,544	3,392	257,244	(680)	393,781

90+ Days Outstanding

For this month, amounts greater than 90+ days total \$130,281. \$5,260.00 have been referred to Council's external Collection Agency. The balance either have a payment arrangement in place or are in discussions with Senior Finance Officer to Director of Corporate Services. Current debtor is primarily Main Road for Minor Works Program, \$249,962 due receivable.



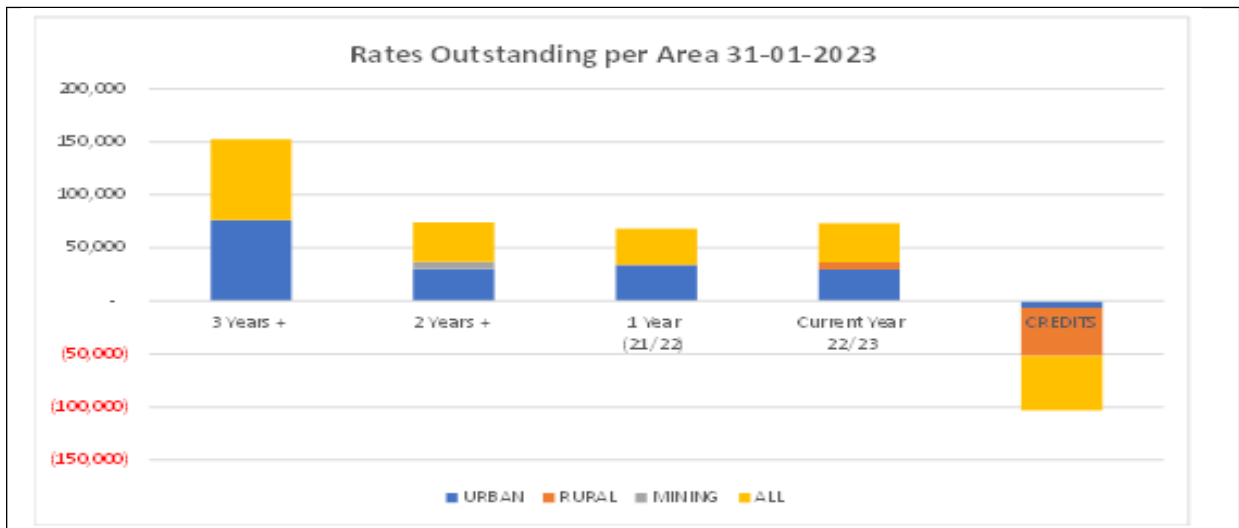
Creditors 31st January 2023

Total amount waiting for payment, not yet due **\$90,843**

Rates 31st January 2023

Total Outstanding **\$132,247**

RATES	3 Years +	2 Years +	1 Year (21/22)	Current Year 22/23	In Credit	Total Outstanding
URBAN	76,310	30,142	33,711	29,425	(6,634)	162,954
RURAL	-	-	327	7,122	(44,987)	(37,538)
MINING	-	6,831	-	-	-	6,831
	76,310	36,973	33,038	36,546	(51,621)	132,247



CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That the Finance Report for January 2023 Report be received for information.

ATTACHMENTS:

1. CONFIDENTIAL REDACTED - FS Income Statement Jan-23 [11.3.2.1 - 1 page]
2. CONFIDENTIAL REDACTED - FS Balance Sheet Jan-23 [11.3.2.2 - 1 page]
3. CONFIDENTIAL REDACTED - FS Cash Flow Statement Jan-23 [11.3.2.3 - 1 page]
4. CONFIDENTIAL REDACTED - Revenue Expenses Jan-23 [11.3.2.4 - 2 pages]
5. CONFIDENTIAL REDACTED - Flood Damage Report 31-01-2023 [11.3.2.5 - 5 pages]
6. CONFIDENTIAL REDACTED - G- 2022 LRCI Progression Table- Phase 3 \$1,136,912 ends 30 th June 23 as at 31-01-23 [11.3.2.6 - 1 page]
7. CONFIDENTIAL REDACTED - G-2021-2024 W 4 Q Progression Table \$1,026,667 31-01-2023 [11.3.2.7 - 1 page]
8. CONFIDENTIAL REDACTED - G-2022 LRCI Progression Table- Phase 2 \$390,090 as at 31-01-2023 [11.3.2.8 - 1 page]
9. CONFIDENTIAL REDACTED - G- LGGSP 2022-24 as at 31-01-2023 [11.3.2.9 - 1 page]
10. CONFIDENTIAL REDACTED - Capital Budget Update as at 31-01-23 v 2 [11.3.2.10 - 4 pages]

Reviewed by Director of Corporate Services

Mrs Kaylene Sloman

Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	Audit & Risk Management Committee Report	DOC REF: 11.3.3
REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 21/02/2023
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 Meeting Minutes held on 17 January 2023.		
CONTENT: The Committee Chair Peter O'Regan ran the meeting, items covered were: <ul style="list-style-type: none"> • Confirmation of minutes of the previous meeting 14th September 2022 • Extension of time requested for Financial Statements • Review of signed Financial Statements 2021/22 • Review of Management letter and External Auditors Closing Report 30/06/2022 • Queensland Audit Office update • Review of Internal Audit Report – Rates and Debtor Recovery Dec 2022 • Review External Audit Register of Issues 2021/2022 • Review of Internal Audit Register of Issues 2021/2022 • Review of Risk Register <p>Further detailed information can be found in the attached minutes of the meeting and associated reports.</p>		
CONSULTATION: Nil		
GOVERNANCE IMPLICATIONS: Nil		
RECOMMENDATION: That the Director of Corporate Services Audit and Risk Management Report for January 2023 be received for information.		
ATTACHMENTS: <ol style="list-style-type: none"> 1. CONFIDENTIAL REDACTED - Audit Risk Management Committee meeting minutes 17-01-2023 [11.3.3.1 - 2 pages] 2. CONFIDENTIAL REDACTED - ___ Agenda 17 Jan 2023 Audit- Risk Management [11.3.3.2 - 92 pages] 		
Approved by Chief Executive Officer		Ms Lynn Moore

TITLE:	Updated Banking Signatories	DOC REF: 11.3.4
REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 21/02/2023
CORPORATE PLAN REFERENCE: Key Priority 5: Governance5.2: It is clearly evident in how Council does business 5.2.1: Council’s financial activities are monitored and managed well.		
RISK MANAGEMENT: Information Report only - not applicable.		
PURPOSE: To update changes to banking signatories for appointment of Finance Manager.		
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 and secondary signatories.		
<u>CHEQUE SIGNATORIES</u>		
<u>PRIMARY ACCOUNT SIGNATORY: Type ‘A’</u>		
<ul style="list-style-type: none"> • Mayor - Eric Britton • Chief Executive Officer - Lynn Moore • Director of Works and Operations – Ajay Agwan • Director of Corporate Services – Kaylene Sloman 		
<u>SECONDARY ACCOUNT SIGNATORY: Type ‘B’</u>		
<ul style="list-style-type: none"> • Finance Manager – Marie Chan – remove Mark Willis • Senior Finance Officer – Carol Smith • Senior Administration Officer – Kelli Chatfield 		
<u>ELECTRONIC FUND TRANSFERS:</u>		
<u>PRIMARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE ‘A’</u>		
<ul style="list-style-type: none"> • Chief Executive Officer - Lynn Moore • Director of Works and Operations – Ajay Agwan • Director of Corporate Services – Kaylene Sloman 		
<u>SECONDARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE ‘B’</u>		
<ul style="list-style-type: none"> • Finance Manager – Marie Chan – remove Mark Willis • Senior Finance Officer – Carol Smith • Senior Administration Officer – Kelli Chatfield 		
The method of signing/authorising electronic transactions will be as follows:		
<ul style="list-style-type: none"> • Any two type ‘A’ signatories OR • Any two signatories: consisting of at least one primary ‘A’ signatory and one secondary ‘B’ signatory. 		

CONSULTATION:

Lynn Moore, CEO

GOVERNANCE IMPLICATIONS:

- Sufficient investigation is completed to ensure Council obtains the best facilities for its banking arrangements.
- All signatories have been informed of the requirements to provide 100 points of ID.

RECOMMENDATION:

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 Services action the changes to signatories and electronic devices for the change in Director of Works and Operations position.

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

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

SECONDARY ACCOUNT SIGNATORY: Type 'B'

- **Finance Manager – Marie Chan – remove Mark Willis**
- 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
- Director of Corporate Services – Kaylene Sloman

SECONDARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'B'

- **Finance Manager – Marie Chan – remove Mark Willis**
- 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.

ATTACHMENTS: Nil

Reviewed by Director of Corporate Services

Mrs Kaylene Sloman

Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	Budget Review Operational and Capital Budgets as at 31st December 2022	DOC REF: 11.3.5
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 21/02/2023
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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:

Information Report only - not applicable.

PURPOSE:

To provide a Budget Review to 31st December 2022 based on trends to date.

CONTENT:

The Budget review has been completed based on the best estimate of income and expenditure as known to 31st December 2022 for both Operational and Capital, please see handouts.

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 31st December 2022 as presented to Council be received and that the revised budget variations as shown be adopted.

ATTACHMENTS:

1. CONFIDENTIAL REDACTED - Capital Budget Review 31-12-2022 [11.3.5.1 - 3 pages]
2. CONFIDENTIAL REDACTED - Operational Budget Review Dec-22 [11.3.5.2 - 4 pages]

Reviewed by Director of Corporate Services	Mrs Kaylene Sloman
Approved by Chief Executive Officer	Ms Lynn Moore

TITLE:	Write off of Stores Stock	DOC REF: 11.3.6
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 21/02/2023
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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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To advise Council of the write off, of stores stock that has aged and deteriorated.

CONTENT:

In preparation for the end of year financial statements a review has been done on all stock kept at the Depot Store.

Electrical stock items that were purchased some time ago have aged and started to perish, this stock was put aside for Council to include in their next auction.

Auction was held and stock has been disposed of.

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That approval be granted for the write off, of \$11,593.26 of Stores Electrical stock/inventory as listed.

ATTACHMENTS:

1. CONFIDENTIAL REDACTED - Stock Valuation Report 14.02.2023 [11.3.6.1 - 2 pages]

Reviewed by Director of Corporate Services	Mrs Kaylene Sloman
Approved by Chief Executive Officer	Ms Lynn Moore

11.4 Community Services

TITLE:	Community Services Report for January 2023	DOC REF: 11.4.1
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REPORT BY:	Julie Woodhouse Community Services Manager	DATE: 21/02/2023
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment
Key Priority 3: Economic Development - A sustainable local economy
Key Priority 6: Supporting local services and facilities
Key Priority 7: Valuing our greatest asset – people

RISK MANAGEMENT: Information Report only - not applicable.

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

CONTENT:

Tourism:

Both tourist centres were closed in January, with the Min Min Encounter re-opening in February with a new employee who has come to us from a medical background, however she is committed to Boulia and its lifestyle and wishes to live here for many years to come. We hope to finally have a refurbishment party which was put on hold whilst we had technical problems with the show, this will go ahead in late April early May?

Sports:

We will soon have casuals working a couple of afternoons a week to do programs with the children and help maintain the facilities in the sports centre. Our swimming pool is being managed by Dave Karel. Visitation numbers for the pool have been 28 adults and 62 children, partly due to the swimming carnival that Council organised in January and private swimming lessons.

LIBRARY ACTIVITIES:

This Month we opened back up for the New Year, restarted our First 5 Forever program and have started to sort everything out for new staff members to start. We have also been working on the community Newsletter again.

Next month we are participating/organising Clean up Australia day in conjunction with Boulia primary school.

There were 51 library visitors for January (3 less than same time in 2022), and 1 New member signed up.

Grant Funding:

- Minor Infrastructure Program will be applied to with a pool heating request
- Other shelf ready ideas are restoration/rejuvenation of jail house for tourism
- River Walk - first stage, with Indigenous signage and bird hide
- Indigenous bush tucker garden in partnership with landscaping of Hamilton Street

corner

Housing:

Two units became vacant last month but will be re-tenanted by new replacement staff. One pensioner unit was also leased out, which leaves one of those 3 units still vacant. The new tourism officer has moved into 77 Herbert Street. Her previous house is still leased by Central West Health.

The new HR/payroll officer employed has private housing so does not require a council house.

Current housing:

Total houses available for occupation currently: 1

Total units available (includes 2 pensioner units): 1

Total Council units are always kept vacant for use by visiting professionals: 1

Total Council furnished units being used by contractors: 0

Houses/units being renovated/painted: 1

Formal applications for rental for January: 1

Enquiries re housing availability for January: 1

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Community Services January 2023 report be received for information.

ATTACHMENTS: Nil

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	Report on Volunteer recognition for Australia Day	DOC REF: 11.4.2
REPORT BY:	Julie Woodhouse Community Services Manager	DATE: 21/02/2023
CORPORATE PLAN REFERENCE: Key Priority 1: A strong supportive community environment 1.3: Boullia Shire to have active inclusive communities 1.3.2: Recognise the outstanding work done by volunteers by partnering with relevant groups to support volunteering services within the shire		
RISK MANAGEMENT: Information Report only - not applicable.		
PURPOSE: To inform Council on the inclusion of an acknowledgment for volunteers in the Australia Day ceremonies in the future.		
CONTENT: In the Operational Plan for 22-23 @ 1.3.2.1 It states that we assist local community organisations to engage volunteers (advertising/administration) and to acknowledge volunteers to these groups by formal recognition during the Australia Day celebrations. This acknowledgment would formally recognise the valuable work each organisation does to assist the community and would take the form of a Certificate of Appreciation to each volunteer organisation.		
CONSULTATION: In consultation with CEO Ms Lynn Moore.		
GOVERNANCE IMPLICATIONS: Nil		
RECOMMENDATION: That Council add the acknowledgment to volunteers as a formal part of the Australia Day Award Ceremony with the delivery of Certificates of appreciation to the volunteer groups.		
ATTACHMENTS: Nil		
Reviewed by Community Services Manager	Mrs Julie Woodhouse	
Approved by Chief Executive Officer	Ms Lynn Moore	

12 Late Reports

Nil

13 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.

14 General Business

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