



**MINUTES OF THE ORDINARY MEETING
OF THE BOULIA SHIRE COUNCIL
HELD ON Friday 24 February 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 9:03 am.

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

The Mayor also acknowledged past and present service personnel.

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

2 Present

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

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

3 Apologies / Leave of Absence

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

4 Declaration of Interests

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 Beauchamp

Seconded: Cr Edgar

That the minutes of the Ordinary Meeting held on 20th January, 2023 be accepted.

Resolution No.: 2023/2.1

Carried

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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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 Neilson

Seconded: Cr Britton

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

Resolution No.: 2023/2.2

Carried

TITLE:	QRA Flood Damage Works Department January 2023 Report	DOC REF: 11.1.2
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PURPOSE:

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

Moved: Cr Norton

Seconded: Cr Neilson

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

Resolution No.: 2023/2.3

Carried

TITLE:	Foreman Roads Maintenance and Construction Report January 2023	DOC REF: 11.1.3
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PURPOSE:

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

Moved: Cr Neilson

Seconded: Cr Britton

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

Resolution No.: 2023/2.4

Carried

TITLE:	Engineering Service Report - Newsbrief for January 2023	DOC REF: 11.1.4
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PURPOSE:

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

Moved: Cr Beauchamp

Seconded: Cr Norton

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

Resolution No.: 2023/2.5

Carried

TITLE:	Foreman Road Maintenance and Utility Services Report for January 2023	DOC REF: 11.1.5
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PURPOSE:

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

Moved: Cr Edgar

Seconded: Cr Britton

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

Resolution No.: 2023/2.6

Carried

11.2 Office of the Chief Executive

TITLE:	Chief Executives Report for January 2023	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 Edgar

Seconded: Cr Britton

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

Resolution No.: 2023/2.7

Carried

TITLE:	Action List Update January 2023	DOC REF: 11.2.2
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PURPOSE:

To present to Council an updated Action List.

Moved: Cr Britton

Seconded: Cr Neilson

That Council receive the Action List update for January 2023 for information.

Resolution No.: 2023/2.8**Carried**

TITLE:	Policy review - Best practice meeting standing orders (Policy 148)	DOC REF: 11.2.3
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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 deals with reviews to the Standing Orders for Council Meetings Policy.

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

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

Resolution No.: 2023/2.9**Carried**

TITLE:	LGW Safety Audit Results	DOC REF: 11.2.4
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PURPOSE:

To inform Council of progressions in regards to the LGW – Safety Audit.

Moved: Cr Neilson**Seconded: Cr Edgar**

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

Resolution No.: 2023/2.10**Carried**

TITLE:	Councillor conferences and training opportunities	DOC REF: 11.2.5
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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.

Moved: Cr Britton**Seconded: Cr Neilson**

- *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.*

Resolution No.: 2023/2.11**Carried****11.3 Corporate Services**

TITLE:	Director of Corporate Services January 2023 Report	DOC REF: 11.3.1
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PURPOSE:

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

Moved: Cr Norton

Seconded: Cr Neilson

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

Resolution No.: 2023/2.12

Carried

TITLE:	Financial Report for January 2023	DOC REF: 11.3.2
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PURPOSE:

Financial Summary as at 31st January 2023

Moved: Cr Neilson

Seconded: Cr Edgar

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

Resolution No.: 2023/2.13

Carried

TITLE:	Audit & Risk Management Committee Report	DOC REF: 11.3.3
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PURPOSE:

To present Council with the Audit and Risk Management Meeting Minutes held on 17 January 2023.

Moved: Cr Britton

Seconded: Cr Norton

That the Director of Corporate Services Audit and Risk Management Report for January 2023 be received for information.

Resolution No.: 2023/2.14

Carried

TITLE:	Updated Banking Signatories	DOC REF: 11.3.4
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PURPOSE:

To update changes to banking signatories for appointment of Finance Manager.

Moved: Cr Edgar

Seconded: Cr Neilson

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 Finance Manager position.

CHEQUE SIGNATORIES

PRIMARY ACCOUNT SIGNATORY: Type 'A'

- Mayor - Eric Britton
- Chief Executive Officer - Lynn Moore
- Director of Works and Operations - Ajay Agwan
- 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.

Resolution No.: 2023/2.15

Carried

TITLE:	Budget Review Operational and Capital Budgets as at 31st December 2022	DOC REF: 11.3.5
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PURPOSE:

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

Moved: Cr Edgar

Seconded: Cr Neilson

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

Resolution No.: 2023/2.16

Carried

TITLE:	Write off of Stores Stock	DOC REF: 11.3.6
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PURPOSE:

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

Moved: Cr Britton

Seconded: Cr Beauchamp

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

Resolution No.: 2023/2.17

Carried

11.4 Community Services

TITLE:	Community Services Report for January 2023	DOC REF: 11.4.1
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PURPOSE:

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

Moved: Cr Norton

Seconded: Cr Britton

That Community Services January 2023 report be received for information.

Resolution No.: 2023/2.18

Carried

TITLE:	Report on Volunteer recognition for Australia Day	DOC REF: 11.4.2
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PURPOSE:

To inform Council on the inclusion of an acknowledgment for volunteers in the Australia Day ceremonies in the future.

Moved: Cr Britton

Seconded: Cr Norton

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.

Resolution No.: 2023/2.19

Carried

12 Late Reports

There were no late reports presented to Council.

13 Closed Session

CLOSED MEETING AT 11.59

Moved: Cr Neilson

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.: 2023/2.20

Carried

OUT OF CLOSED SESSION AT 12:05 pm

Moved: Cr Norton

Seconded: Cr Britton

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

Resolution No.: 2023/2.21

Carried

The following recommendations were resolved from the closed session: 2023/2.22, 2023/2.23, 2023/2.24.

TITLE:	Recommendation and Action Report - T2022-23.5 Supply and Installation of Boulia Sewer Pump Station 1	DOC REF: 14.1.1
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PURPOSE:

To provide a summary and a recommendation for the award of T2022-23.5 Pump Station 1 Refurbishment.

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

(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;

Moved: Cr Neilson

Seconded: Cr Beauchamp

That for T2022-23.5 Pump Station 1 Refurbishment, four (4) tenders were received. Complex Civil Infrastructure Services Pty Ltd have been assessed against the weighted criteria as the most suitable tenderer. It is Recommended that the contract be awarded to Complex Civil Infrastructure Services Pty Ltd.

Resolution No.: 2023/2.22

Carried

TITLE:	Action Report - Assessment of T2022-23.8 Design. Supply, Delivery, Installation and Commissioning a Sodium Hypochlorite Generation and Dosing System Water Infrastructure Upgrade	DOC REF: 14.1.2
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PURPOSE:

To provide a summary and a recommendation for the award of T2022-23.8 Design, Supply, Delivery, Installation and Commissioning a Sodium Hypochlorite Generation and Dosing System.

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

(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;

Moved: Cr Norton

Seconded: Cr Edgar

That for T2022-23.8 Design, Supply, Delivery, Installation and Commissioning a Sodium Hypochlorite Generation and Dosing System, four (4) tenders were received. One of the

tenderers offered a complying and non-complying tender offer. TRILITY Solutions Australia Pty Ltd have been assessed against a weighted criteria as the most suitable tenderer. It is recommended that the contract be awarded to TRILITY Solutions Australia.

Resolution No.: 2023/2.23

Carried

TITLE:	Action Report - Assessment of T2022-23.7 Panel of Providers Materials	DOC REF: 14.1.3
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PURPOSE:

To provide a summary and a recommendation for the award of T2022-23.7 Panel of Providers.

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

(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;

Moved: Cr Britton

Seconded: Cr Neilson

That for T2022-23.7 Panel of Providers, twelve (12) tenders were received. All responses have been recorded in the assessment spreadsheet. The usefulness of the responses varies. For instance, the bitumen pricing excludes delivery and 'All Services' such as sweeping, spreading and rolling which is necessary to have the product installed.

It is recommended that all submissions for the Quarry and Miscellaneous categories be accepted with a letter to each supplier stating they have been accepted on the panel of providers. The acceptance letter shall also state that this does not indicate any guarantee of future materials purchase.

Further that the responses received for the bitumen schedule are advised that 'All Services' bitumen works will be tendered separately as required in the future.

Resolution No.: 2023/2.24

Carried

14 General Business

Creek and Crossing Signs: Recommendation for Cr Sam Beauchamp to GPS the Creek and Crossing Signs - Boulia to Mount Isa with assistance by the Council. And new signs to have the GPS co-ordinates. Council to investigate barcode tracking for signs. - Mayor Rick Britton

Widening of Road: Council to talk to Cloncurry TMR RE: Widening the hilly section between Mount Guide and Mount Isa. - Mayor Rick Britton

Federal Budget Submission Requests 2023 - 2024: CEO Lynn Moore discussed submitting the following:

1. New council building \$10m
2. Development of residential estate \$5m
3. Upgrade to water treatment at Boulia and Urandangi \$1.5m

15 Meeting Closure

The Mayor closed the meeting at 12:47 pm.

16 Confirmed

Minutes confirmed: 24th March 2023
Resolution No.: 2023/3.4