



**MINUTES OF THE ORDINARY MEETING
OF THE BOULIA SHIRE COUNCIL
HELD ON Friday 21 January 2022
COMMENCING AT 9:00 am**

1 Meeting Opening with the Acknowledgement of Traditional Owners

Please note:

In some instances, due to unforeseen circumstances, the sequence of the Ordinary Meeting of Council on the meeting day may vary from the order of the agenda issued. The corresponding meeting minutes will follow the outline of the originally issued agenda, however the resolution numbers noted will be in accordance with the actual sequence of the meeting on the day.

The Mayor opened the meeting at 08:26 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

Apology: Councillor Jan Norton

Officers: Ms Lynn Moore (Chief Executive Officer)
Mrs Kaylene Sloman (Director of Corporate Services)
Ms Estelle van Tonder (Executive Assistant Relief)

3 Apologies / Leave of Absence

Councillor Jan Norton's apology is accepted and she is granted leave of absence from the 21 January 2022 Council 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 Confirmation of Minutes from Previous Meetings

Moved: Cr Edgar

Seconded: Cr Beauchamp

That the minutes of the Ordinary Meeting held on 17 December 2021 be accepted.

Resolution No.: 2022/01.1

Carried

9 Reports

9.1 Works and Operations

9.2 Office of the Chief Executive

TITLE:	Chief Executives Report for December 2021	DOC REF: 9.2.1
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PURPOSE:

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

Moved: Cr Beauchamp

Seconded: Cr Neilson

That the Chief Executive Officer December 2021 report be received for information.

Resolution No.: 2022/01.2

Carried

TITLE:	Delegations from CEO to Staff	DOC REF: 9.2.2
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PURPOSE:

Council as a Local Authority is required to undertake a wide range of powers and functions that are prescribed in legislation and necessary for the good governance of the Shire. Council is required to determine the functions of a Local Authority that are to be delegated to the CEO and to review those delegations on an annual basis.

Moved: Cr Britton

Seconded: Cr Edgar

1. That Council note in the Register of Delegations current delegations from the CEO to other staff and contractors.
2. That the new delegation for Technical Officer be updated in the register to reflect the changes, accepted by delegates and then published on the website

Resolution No.: 2022/01.3

Carried

TITLE:	Local Laws Officer	DOC REF: 9.2.3
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PURPOSE:

The purpose of this report is to advise council of the addition of a Local Laws Officer role to the position of Rural Lands Protection Officer (RLPO) position. There will not be a change to the Organisational Chart as this role will be encompassed within the existing RLPO position.

Moved: Cr Neilson Seconded: Cr Beauchamp

That the council receive this report for information.

Resolution No.: 2022/01.4 Carried

TITLE:	Policies Review	DOC REF: 9.2.4
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PURPOSE:

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

Moved: Cr Britton Seconded: Cr Beauchamp

POLICY	NO.	OFFICER	TYPE
Community Grants	103	CSM	Administration
Asset Management and Services Policy	118	Finance	Statutory
Shire Roads Classification Policy	136	DWO	Statutory

1. *That the policies as presented be adopted.*
2. *That a copy of the changes to the policy and plan be forwarded to the Councillors electronically via email and the Councillor Hub.*
3. *That the typing error on page 34 of Policy 118 - Asset Management and Services Policy, be corrected by adding a "m" to the amount of \$139.4 to read "The total replacement value of assets held for the delivery of services to meet the community's needs is currently \$139.4m".*

Resolution No.: 2022/01.5 Carried

TITLE:	Heat Stress Policy	DOC REF: 9.2.5
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PURPOSE:

The Boulia Shire Council recognises its obligations and responsibilities and is committed to achieving and maintaining a work environment which promotes and protects the health, safety, and welfare of all staff, contractors, and visitors. This heat Stress Policy will deliver guidelines for supervisors and workers in extreme heat situations.

Moved: Cr Beauchamp Seconded: Cr Edgar

That council adopted the new Heat Stress Policy and include it into the council's policy document register, place on the web and distribute to supervisors.

Resolution No.: 2022/01.6 Carried

TITLE:	Action List - December 2021	DOC REF: 9.2.6
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PURPOSE:

To present to Council an updated Action List.

Moved: Cr Britton

Seconded: Cr Neilson

That the Action List update for December 2021 be received for information.

Resolution No.: 2022/01.7

Carried

9.3 Corporate Services

TITLE:	Director of Corporate Services Monthly Update - December 2021	DOC REF: 9.3.1
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PURPOSE:

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

Moved: Cr Beauchamp

Seconded: Cr Britton

That the Director of Corporate Services report for December 2021 be received as information only.

Resolution No.: 2022/01.8

Carried

TITLE:	Updated Banking Signatories	DOC REF: 9.3.3
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PURPOSE:

To update changes to banking signatories for Director of Works and Operations position.

Moved: Cr Neilson

Seconded: Cr Edgar

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 Relief – vacant-remove Harin Karra**
- Director of Corporate Services – Kaylene Sloman

SECONDARY ACCOUNT SIGNATORY: Type 'B'

- Finance Manager – Rahul Bhargava
- 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 Relief – vacant-remove Harin Karra**
- Director of Corporate Services – Kaylene Sloman

SECONDARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'B'

- Finance Manager – Rahul Bhargava
- 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.: 2022/01.9

Carried

9.4 Community Services

TITLE:	Community Services Report - December 2021	DOC REF: 9.4.1
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PURPOSE:

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

Moved: Cr Britton

Seconded: Cr Edgar

That the Community Services December 2021 Report be received for information.

Resolution No.: 2022/01.10

Carried

TITLE:	Boulia Sports & Aquatic Centre December Report	DOC REF: 9.4.2
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PURPOSE:

To inform Council of the current utilisation and activities of the centre

Moved: Cr Beauchamp

Seconded: Cr Neilson

That Council receive the Boulia Sports and Aquatic Centre December 2021 Report for information.

Resolution No.: 2022/01.11

Carried

TITLE:	Boulia Library December 2021 Report	DOC REF: 9.4.3
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PURPOSE:

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

Moved: Cr Neilson

Seconded: Cr Britton

That Council receive the Boulia Library December 2021 Report for information.

Resolution No.: 2022/01.12

Carried

The outgoing Financial Manager and the Financial Manager (Relief) joined the meeting to present to Council the Finance Report and Budget Review for December 2021.

The CEO, Lynn Moore, welcomed Mark Willis to the meeting and introduced him to each of the Councillors.

TITLE:	Monthly Finance Report December 2021	DOC REF: 9.3.2
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PURPOSE:

Financial Summary as at 31st December 2021

Moved: Cr Edgar

Seconded: Cr Beauchamp

That the Finance Report for December 2021 be received for information.

Resolution No.: 2022/01.13

Carried

TITLE:	Budget Review to 31st December 2021	DOC REF: 9.3.4
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PURPOSE:

To provide a Budget Review to 31st December 2021 based on trends to date.

Moved: Cr Beauchamp

Seconded: Cr Britton

That the Budget Review to 31st December 2021 as presented to Council be received and that the revised budget variations as shown be adopted.

Resolution No.: 2022/01.14

Carried

The CEO, thanked the outgoing Financial Manager for his excellent service to Boulia Shire Council and wished him well on his future endeavors.

10 Late Reports

Nil

11 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.

12 General Business

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

13 Meeting Closure

The Mayor closed the meeting at 10:03 am.

14 Confirmed

Minutes to be confirmed at the next Ordinary Meeting of Council