

### MINUTES OF THE GENERAL MEETING OF THE BOULIA SHIRE COUNCIL HELD ON FRIDAY 19<sup>TH</sup> JUNE 2020 COMMENCING AT 9 AM

### Attendance:

- Councillors: Councillor Eric (Rick) Britton Councillor Sam Beauchamp Councillor Timothy Edgar Councillor Jack Neilson Councillor Jan Norton
- Officers: Ms Lynn Moore (Chief Executive Officer) Mrs Nicole Tonkies (Executive Assistant)

### **Opening:**

The Mayor opened the meeting at 9.00 am.

Mr Harin Karra and Mr Gordon Stumbris entered the meeting at 9.00 am.

### Acknowledgement of Traditional Owners

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.

### 2020/6.1 MINUTES OF THE MAY 2020 ORDINARY MEETING

| Moved:     | Councillor Edgar               | Seconded:                        | Councillor Neilson |
|------------|--------------------------------|----------------------------------|--------------------|
| That the m | inutes of the Ordinary Meeting | held on 25 <sup>th</sup> May 202 | 20 be accepted.    |
|            |                                | •                                | Carried            |

### 2020/6.2 PROCESSING OF COUNCILLOR DECLARATION OF INTERESTS – JUNE 2020 ORDINARY MEETING OF COUNCIL

<u>Moved:</u> Councillor Britton <u>Seconded:</u> Councillor Beauchamp Council acknowledged receipt of the following Councillor Declaration of Interests relevant to reports in the June 2020 Ordinary Meeting of Council and resolved to handle the declaration as follows:

| Councillor | Agenda Item Number       | Type of Declaration  | How the interest will be handled  |  |  |
|------------|--------------------------|----------------------|-----------------------------------|--|--|
| Tim Edgar  | Item DWO Late Report:    | Material Personal    | Councillor Edgar has a Material   |  |  |
|            | Panel of Prequalified    | Interest             | Personal Interest in the matter   |  |  |
|            | Suppliers Plant Hire and |                      | however, because this report is   |  |  |
|            | Trades and Services –    |                      | for the endorsement of Council    |  |  |
|            | Tender T2019/20-11       |                      | only, Councillor Edgar will       |  |  |
|            |                          |                      | remain in the room but not vote   |  |  |
|            |                          |                      | on the matter.                    |  |  |
| Jack       | Item CEO5: Boulia Golf   | Conflict of Interest | Councillor Neilson has a          |  |  |
| Neilson    | Club Rates               |                      | perceived conflict of interest in |  |  |
|            |                          |                      | the matter and, notwithstanding   |  |  |
|            |                          |                      | the conflict, may participate in  |  |  |
|            |                          |                      | the matter, discuss and vote      |  |  |
|            | upon it.                 |                      |                                   |  |  |
|            | Carried                  |                      |                                   |  |  |

Ms Karen Savage from the Boulia Primary Health Clinic (PHC) entered the meeting at 9.02 am. Ms Savage discussed with Council emergency response times at the Boulia PHC.

Ms Savage left the meeting at 9.18 am.

### 2020/6.3 ENGINEERING SERVICES REPORT – NEWS BRIEF FOR MAY 2020

| PURPOSE:  |  |
|---|--|
| To inform Council on the progress of various items through an information update. |  |

| Moved:     | Councillor Neilson              | Seconded:           | Councillor Britton |
|------------|---------------------------------|---------------------|--------------------|
| That the E | ngineering Services Report – Ne | ws brief for May 20 | 20 be noted.       |
|            |                                 |                     | Carried            |

### 2020/6.4 GRANTS WORK STATUS SUMMARY – MAY 2020

PURPOSE: To advise Council of the progress of projects being completed with the assistance of either funding provided by Council, State or Federal Grants.

| Moved: | Councillor Beauchamp                                       | Seconded:           | Councillor Norton         |
|--------|--|---------------------|---------------------------|
|        | rants Work Status Summary - Mage received for information. | y 2020 report on th | ne progress of the funded |

**Carried** 

Item DWO2 - Boulia Works Program 2018/21 was presented to Council for information only.

### 2020/6.5 NDRRA FLOOD DAMAGE WORKS DEPARTMENT MAY 2020 REPORT

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

Moved:Councillor EdgarSeconded:Councillor BrittonThat the NDRRA Flood Damage Works Department May 2020 report be received for<br/>information.Councillor Britton

**Carried** 

### Mr Stumbris left the meeting at 10.04 am.

### FOREMAN. ROAD MAINTENANCE AND UTILITY SERVICES MAY 2020 2020/6.6 REPORT

**PURPOSE:** To inform Council of the current utilisation and activities of the Town Department.

Moved: Councillor Neilson Seconded: **Councillor Beauchamp** That Council receive the Foreman, Road Maintenance and Utility Services May 2020 report for information.

Carried

### FOREMAN ROADS MAINTENANCE AND CONSTRUCTION MAY 2020 2020/6.7 REPORT

### PURPOSE:

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

**Councillor Neilson Councillor Britton** Moved: Seconded:

That Council receive the Foreman Roads Maintenance and Construction May 2020 Report for information.

Carried

#### 2020/6.8 **RURAL LANDS PROTECTION OFFICER MAY 2020 REPORT**

### **PURPOSE:**

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

**Councillor Britton** Moved: Seconded: **Councillor Beauchamp** 

That the Rural Lands Protection Officer's May 2020 Report be received for information.

Carried

### 2020/6.9 2020-21 COVID WORKS FOR QUEENSLAND FUNDING

### PURPOSE:

To obtain formal endorsement of the projects to be completed with 2020-21 COVID Works for Queensland funding.

#### Moved: **Councillor Neilson** Seconded: **Councillor Edgar**

That the list of projects, as presented in the 2020-21 COVID Works for Queensland funding report, be approved by Council.

Carried

### 2020/6.10 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM FUNDING

### **PURPOSE:**

To seek approval of projects proposed for completion under the Local Roads and Community Infrastructure (LRCI) Program.

| <u>Moved:</u> | Councillor | Norton |
|---------------|------------|--------|
|---------------|------------|--------|

Seconded:

**Councillor Neilson** 

That the list of projects, as presented in the Local Roads and Community Infrastructure Program funding report, be approved by Council.

Carried

### 2020/6.11 CLOSED MEETING AT 10.26 AM

| Moved:      | Councillor Britton | Seconded: | Councillor Beauchamp |
|-------------|--------------------|-----------|----------------------|
| inte v e ai |                    | occontaca | eeunen Beudenamp     |

Closed Session - Local Government Regulation 275 (e) contracts proposed to be made by it;

**Carried** 

### 2020/6.12 OUT OF CLOSED SESSION AT 10.43 AM

| Moved: | Councillor Britton | Seconded: | Councillor Edgar |  |
|--------|--------------------|-----------|------------------|--|
|--------|--------------------|-----------|------------------|--|

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

**Carried** 

The following recommendations were resolved from the closed session: 2020/6.13, 2020/6.14, 2020/6.15.

### 2020/6.13 TENDER T2019/20-15 GRAVEL CRUSHING AND STOCKPILE

PURPOSE: To evaluate submissions received in Council's call for tenders under Tender T2019/20-15 Gravel Crushing and Stockpile.

Moved:Councillor BeauchampSeconded:Councillor EdgarThat PE & GC Harris Road Contractors Pty Ltd be awarded as the successful tenderer for<br/>tender number T2019/20-15 Gravel Crushing and Stockpile.Councillor Edgar

**Carried** 

### 2020/6.14 GEORGE BOURNE & ASSOCIATES HOURLY RATES AND EXPENSES

### PURPOSE:

The purpose of this report is to seek approval to accept George Bourne & Associates hourly rates and expenses for the financial year 2020-21.

<u>Moved:</u> Councillor Britton <u>Seconded:</u> Councillor Edgar That Boulia Shire Council accepts the George Bourne & Associates Hourly Rates, Expenses & Capability Statement 2020/2021 as attached to the George Bourne & Associates Hourly Rates and Expenses Report for the 2020/2021 Financial Year.

**Carried** 

Councillor Edgar declared a Material Personal Interest in the Item DWO Late Report: Panel of Prequalified Suppliers Plant Hire and Trades and Services – Tender T2019/20-11 due to being a Contractor to Council. In accordance with the resolution made under 2020/6.2, Councillor Edgar will stay in the room but not vote on the matter.

### 2020/6.15 PANEL OF PREQUALIFIED SUPPLIERS PLANT HIRE AND TRADES AND SERVICES – TENDER T2019/20-11

### PURPOSE:

To provide a summary and a recommendation for the award of Tender T2019/20-11 Panel of Prequalified Suppliers Plant Hire and Trades and Services.

<u>Moved:</u> Councillor Neilson <u>Seconded:</u> Councillor Norton That Council, under Tender T2019/20-11 Panel of Prequalified Suppliers Plant Hire and Trades and Services, endorses the list of Prequalified Suppliers for Plant Hire and Trades and Services with a validity period of twelve (12) months with an option to extend for up to an additional twelve (12) months.

**Carried** 

### Mr Karra left the meeting at 10.43 am.

The meeting was adjourned for morning tea at 10.43 am. Meeting resumed at 10.52 am.

### 2020/6.16 CEO BRIEFING FOR MAY 2020

### PURPOSE:

To summarise activities from the CEO office and progress future options for the shire.

Moved: Councillor Britton

Seconded: Councillor Norton

That the May 2020 CEO report is received for information.

## 2020/6.17 ACTION LIST

### PURPOSE:

To inform Council on the actions taken on the Action List report.

Moved: Councillor Edgar

Seconded: Councillor Britton

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Carried

That the updated Action List report be received for information.

**Carried** 

# 2020/6.18 COUNCILLORS REMUNERATION REPORT INCLUDING EXPERIENCE LEVEL PAYMENTS

### PURPOSE:

Council to consider remuneration levels for 2020-2021 financial year which will consider years of Local Government Experience as a qualifying factor. Review of remuneration is required by Chapter 8, Administration, Part 1 Councillors, Division 1 Councillor remuneration, (s.247[1-7], s.248 [1-4]) of the Local Government Regulation 2012.

Moved:Councillor BrittonSeconded:Councillor Beauchamp1. That the Council determine the Councillor remunerationpayable to the Mayor,Deputy Mayor and Councillors for the 2020-2021 budget to be:

| Position                    | Maximum<br>Payment as per<br>remuneration<br>table | Years of service | Payment as<br>agreed by<br>Council |
|-----------------------------|--|------------------|------------------------------------|
| Mayor, Rick Britton         | \$ 108,222   | Over 12 yrs      | \$108,222                          |
| Dep Mayor, Sam<br>Beauchamp | \$ 62,435  | Over 12 yrs      | \$62,435                           |
| Councillors                 | \$ 54,110  | 60% (2yrs)       | \$32,466                           |

- 2. That CEO advise the Chair of the Tribunal of the new remuneration for 2020-21, via <u>enquiries@lg.remunerationtribunal.qld.gov.au</u>
- 3. That the 2020-2021 budget allocation for Mayor, Deputy Mayor and Councillors be set at \$270,000 (excluding travel and accommodation costs).
- 4. Attendance at meetings by the Mayor, Deputy Mayor or Councillor is taken to be part of the normal remuneration paid and will not be compensated further by Council. Payment of expenses as per the Councillor Remuneration and Expenses Re-imbursement policy (Policy 111) will still apply.

**Carried** 

Councillor Neilson declared a Conflict of Interest in the Item CEO5: Boulia Golf Club Rates due to being a non voting member of the Boulia Golf Club. In accordance with the resolution made under 2020/6.2, Councillor Neilson was able to participate, discuss and vote upon the matter.

### 2020/6.19 BOULIA GOLF CLUB RATES

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

## Moved: Councillor Britton Seconded: Councillor Edgar

- 1. That Council donate the amount of \$4,401.92 to the Boulia Golf Club as a donation towards the General Rates plus garbage services paid and payable for the 2019-2020 financial year on the basis that the association is a volunteer association responsible for providing a recreational facility.
- 2. That the CEO write to the Golf Club and advise them of the outcome.
- 3. Action to be completed by Finance to make the donation to the Golf Club to cover the 2019/2020 financial year. Notation to be made in the rates system for future records.

**Carried** 

### 2020/6.20 COMMUNITY SERVICES MAY 2020 REPORT

### **PURPOSE:**

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

## Moved: Councillor Britton Seconded: Councillor Norton

That the Community Services May 2020 Report is received for information.

**Carried** 

### 2020/6.21 MIN MIN ENCOUNTER MAY 2020 REPORT

### **PURPOSE:**

Moved:

To report on the day to day operations of the Min Min Encounter and to promote tourism in the Shire and surrounding region.

Councillor Britton <u>Seconded:</u> Councillor Neilson

That the Min Min Encounter May 2020 Report be received for information.

**Carried** 

### 2020/6.22 LIBRARY MAY 2020 REPORT

| PURPOS<br>To updat | E:<br>e Council on the visitations an | d activities in the | Elibrary.        |                |
|--------------------|---------------------------------------|---------------------|------------------|----------------|
| Moved:             | Councillor Beauchamp                  | Seconded:           | Councillor Edgar |                |
| That Cou           | ncil receive the Library May 2020     | report for informa  | ition.           |                |
|                    |                                       |                     |                  | <b>Carried</b> |

### 2020/6.23 BOULIA SPORTS AND AQUATIC CENTRE MAY 2020 REPORT

PURPOSE:

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

| Moved: Councillor Britton Seconded: Councillor Neils |
|--|
|--|

That Council receive the Boulia Sports and Aquatic Centre May 2020 Report for information.

Carried

### 2020/6.24 WORK HEALTH AND SAFETY MAY 2020 INFORMATION REPORT

PURPOSE: To inform Council of progressions and or issues of concern regarding Workplace Health and Safety.

## Moved: Councillor Norton Seconded: Councillor Britton

That Council receive the Work Health and Safety May 2020 Report for information.

Carried

At the Ordinary Meeting of Council on the 25<sup>th</sup> May 2020, Council acknowledged and endorsed that the relief for the CEO leave in July 2020 was to be sourced through an external provider (resolution number 2020/5.27). A suitable candidate for the relief position has been identified and, further to s195 of the Local Government Act 2009, the following resolution of Council seeks to formally acknowledge this appointment.

### 2020/6.25

### Moved: Councillor Britton

Seconded: Councillor Neilson

That Council endorse the appointment of Mr Raymond Geraghty within the role of Acting Chief Executive Officer from the 6<sup>th</sup> July 2020 to 31<sup>st</sup> July 2020.

**Carried** 

Meeting adjourned for lunch at 11.58 am. Meeting resumed at 12.30 pm.

Mrs Kaylene Sloman entered the meeting at 12.30 pm. Mrs Sloman left the meeting at 12.55 pm.

### 2020/6.26 MANAGER CORPORATE & FINANCIAL SERVICES MAY 2020 REPORT

PURPOSE: Financial Summary as at 31<sup>st</sup> May 2020.

## Moved: Councillor Britton

That the Manager of Corporate & Financial Services May 2020 Report be received for information.

Seconded:

Seconded:

Seconded: Councillor Beauchamp

**Councillor Neilson** 

**Councillor Norton** 

**Carried** 

### 2020/6.27 CLOSED MEETING AT 12.56 PM

### Moved: Councillor Britton

Closed Session - Local Government Regulation 275

(b) industrial matters affecting employees; or

(e) contracts proposed to be made by it;

(h) other business for which a public discussion would be likely to prejudice the interests of the local government **Carried** 

## 2020/6.28 OUT OF CLOSED SESSION AT 2.02 PM

| Moved: | Councillor | Edgar |
|--------|------------|-------|
|--------|------------|-------|

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

**Carried** 

### Ms Moore left the meeting at 1.55 pm.

The following recommendations were resolved from the closed session: 2020/6.29, 2020/6.30, 2020/6.31, 2020/6.32.

### 2020/6.29 DIRECTOR CORPORATE SERVICES CONTRACT

| PURPOSE:<br>To advise Council of the new restructured position of Director of Corporate Services<br>(DCS) the associated contract and remuneration (Internal restructure). |                    |           |                  |
|--|--------------------|-----------|------------------|
| Moved:   | Councillor Britton | Seconded: | Councillor Edgar |

- 1. That the new contract as discussed be accepted and the Director of Corporate Services contract be offered to Kaylene Sloman.
- 2. That future training requests be supported under the Study Policy.

Carried

### 2020/6.30 HARIN KARRA – RENEWAL OF CONTRACT AND PERFORMANCE REVIEW

### PURPOSE:

To advise Council of the outcome of the Performance Review and the new contract and remuneration review completed for Director of Works and Operations.

### Moved: Councillor Beauchamp Seconded: Councillor Neilson

- 1. That the new contract as discussed be accepted and the Director of Works and Operations contract be issued for a further 3 years.
- 2. That future training requests be supported under the Study Policy.

**Carried** 

2020/6.31 CEO CONTRACT

### PURPOSE:

To discuss the intention for Council to continue or not to continue the contract of the CEO and the terms of the contract including remuneration and performance parameters for the following twelve months.

### Moved: Councillor Norton

Seconded: Councillor Britton

That Council support the recommendation that:

1. the CEO contract be extended for a further term of 3 years to 30<sup>th</sup> June 2023.

2. that the base salary be increased by the CPI increase as discussed.

**Carried** 

## 2020/6.32 REVIEW OF ORGANISATIONAL STRUCTURE

### PURPOSE:

To present to Council a review of the organisation structure with proposed changes to the positions within the Council office structure.

### Moved: Councillor Britton Seconded: Councillor Edgar

That Council subject to the following changes

- the Workplace Health and Safety and Risk Management Officer to report directly to the Chief Executive Officer
- the Community Services Manager to report directly to the Chief Executive Officer

the proposed organisational structure for 2020-2021, which incorporates the changes as listed in the Organisation Chart and the associated changes to the reporting structure, be adopted.

**Carried** 

### Meeting Closure

The Mayor closed the meeting at 2.16 pm.

### <u>Confirmed:</u>

Minutes confirmed $21^{st}$  July 2020Resolution No.2020/7.1

The full agenda with all reports can be found on the Boulia Shire Council's website under the heading 'Council' with a dropdown box selection of 'Council Meetings'.