



**MINUTES OF THE ORDINARY MEETING  
OF THE BOULIA SHIRE COUNCIL  
HELD ON Friday 18 June 2021  
COMMENCING AT 9:00 am**

**1 Meeting Opening with the Acknowledgement of Traditional Owners**

Due to Councillor Britton being required to attend a RAPAD teleconference at 9 am and Councillor Beauchamp being an apology to the meeting, Councillor Neilson took the chair.

Councillor Neilson opened the meeting at 09:09 am.

Councillor Neilson 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.

Councillor Neilson also acknowledged past and present service personnel.

It has been noted that Councillor Neilson 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 Tim Edgar  
Councillor Jack Neilson  
Councillor Jan Norton

Officers: Ms Lynn Moore (Chief Executive Officer)  
Mr Harin Karra (Director of Works and Operations)  
Mrs Kaylene Sloman (Director of Corporate Services)  
Mrs Nicole Tonkies (Executive Assistant)

Absent: Councillor Sam Beauchamp

Mr Gordon Stumbris entered the meeting at 9.09 am.

**3 Apologies / Leave of Absence**

**Moved: Cr Neilson**

**Seconded: Cr Edgar**

That the apology from Councillor Beauchamp be accepted and that he be granted leave of absence from the 18th June 2021 Council meeting.

**Resolution No.: 2021/6.1**

**Carried**

#### **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 Deputations**

There were no deputations made to Council.

#### **9 Confirmation of Minutes from Previous Meetings**

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

*That the minutes of the Ordinary Meeting held on 21st May 2021 be accepted.*

**Resolution No.:** 2021/6.2                      **Carried**

#### **10 Reports**

##### **10.1 Works and Operations**

<b>TITLE:</b>	NDRRA Flood Damage Works Department May 2021 Report	<b>DOC REF:</b> 10.1.5
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<b>PURPOSE:</b> To inform Council of the current utilisation and activities of the Flood Damage Program.
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**Moved:** Cr Edgar                      **Seconded:** Cr Neilson

*That the NDRRA Flood Damage Works Department May 2021 Report be received for information.*

**Resolution No.:** 2021/6.3                      **Carried**

Mr Stumbris left the meeting at 9.26 am.

<b>TITLE:</b>	Engineering Services Report – Newsbrief for May 2021	<b>DOC REF:</b> 10.1.1
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**PURPOSE:**

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

**Moved: Cr Edgar**

**Seconded: Cr Norton**

*That the Engineering Services Report – News brief May 2021 be noted.*

**Resolution No.: 2021/6.4**

**Carried**

<b>TITLE:</b>	Grants Work Status Summary – May 2021	<b>DOC REF:</b> 10.1.2
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**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: Cr Edgar**

**Seconded: Cr Norton**

*That the Grants Work Status Summary – May 2021 report on the progress of the funded projects be received for information.*

**Resolution No.: 2021/6.5**

**Carried**

<b>TITLE:</b>	Statements of Intent - Review	<b>DOC REF:</b> 10.1.3
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**PURPOSE:**

To review the Statements of Intent (SOI) for Council's Local Roads of Regional Significance (LRRS).

**Moved: Cr Neilson**

**Seconded: Cr Norton**

*That Council consider and endorse the Statements of Intent, attached to the Statements of Intent - Review Report, for Council's Local Roads of Regional Significance.*

**Resolution No.: 2021/6.6**

**Carried**

<b>TITLE:</b>	Local Roads and Community Infrastructure Program Phase 2	<b>DOC REF:</b> 10.1.4
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**PURPOSE:**

To advise Council of funding received under the Local Roads and Community Infrastructure Program Phase 2.

**Moved: Cr Neilson**

**Seconded: Cr Edgar**

1. That Council accept funding under the Local Roads and Community Infrastructure Program Phase 2 and enable the CEO to execute the necessary paperwork to accept the grant.
2. That the full amount of funding be allocated to the installation of services at the Boulia Industrial Estate.

**Resolution No.: 2021/6.7**

**Carried**

<b>TITLE:</b>	Foreman, Road Maintenance and Utility Services May 2021 Report	<b>DOC REF:</b> 10.1.6
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**PURPOSE:**

To inform Council of the current utilisation and activities of the Town Department during the month of May 2021.

**Moved: Cr Neilson**

**Seconded: Cr Edgar**

*That Council receive the Foreman, Road Maintenance and Utility Services May 2021 report for information.*

**Resolution No.: 2021/6.8**

**Carried**

<b>TITLE:</b>	Foreman Roads Maintenance and Construction May 2021 Report	<b>DOC REF:</b> 10.1.7
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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 Edgar**

*That Council receive the Foreman Roads Maintenance and Construction May 2021 Report for information.*

**Resolution No.: 2021/6.9**

**Carried**

<b>TITLE:</b>	Rural Lands Protection Officer May 2021 Report	<b>DOC REF:</b> 10.1.8
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**PURPOSE:**

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

**Moved:** Cr Norton

**Seconded:** Cr Neilson

*That the Rural Lands Protection Officer's May 2021 Report be received for information.*

**Resolution No.: 2021/6.10**

**Carried**

The meeting was adjourned for morning tea at 10:21 am.

The meeting resumed at 10:38 am.

## **10.2 Office of the Chief Executive**

<b>TITLE:</b>	Chief Executives Report for May 2021	<b>DOC REF:</b> 10.2.1
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**PURPOSE:**

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

**Moved:** Cr Edgar

**Seconded:** Cr Norton

*That the Chief Executive Officer May 2021 report is received for information.*

**Resolution No.: 2021/6.11**

**Carried**

<b>TITLE:</b>	Marmanya - request for shade structures	<b>DOC REF:</b> 10.2.2
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**PURPOSE:**

To advise Council of a request for the repurposing of shade structures at Marmanya facility in Urandangi.

**Moved:** Cr Neilson

**Seconded:** Cr Edgar

1. That Council approve to donate two identified shade structures to Ms Pam Forster for her continued use for community benefit.
2. Considering the intended purpose of the structures being of a benefit to the community in the long term it is not proposed to advertise to a wider audience.

**Resolution No.: 2021/6.12**

**Carried**

<b>TITLE:</b>	Workplace Health and Safety Policy Statement Review	<b>DOC REF:</b> 10.2.4
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**PURPOSE:**

To review Council's Workplace Health and Safety Policy Statement.

**Moved:** Cr Neilson

**Seconded:** Cr Edgar

*That Council adopt the Workplace Health and Safety Policy Statement as presented.*

**Resolution No.: 2021/6.13**

**Carried**

<b>TITLE:</b>	Policy Review - Workplace Health, Safety, Environment and Quality	<b>DOC REF:</b> 10.2.5
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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. This report deals with a review of the Workplace Health, Safety, Environment and Quality policy.

**Moved:** Cr Norton

**Seconded:** Cr Edgar

1. That policy 116 Workplace Health, Safety, Environment and Quality Policy as presented be adopted.
2. That a copy of the policy be loaded into the Councillor Hub.

**Resolution No.:** 2021/6.14

**Carried**

<b>TITLE:</b>	Workplace Health and Safety May 2021 Report	<b>DOC REF:</b> 10.2.6
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**PURPOSE:**

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

**Moved:** Cr Norton

**Seconded:** Cr Edgar

*That Council receive the Work Health and Safety May 2021 report for information.*

**Resolution No.:** 2021/6.15

**Carried**

## **10.3 Corporate Services**

<b>TITLE:</b>	Director of Corporate Services May 2021 Report	<b>DOC REF:</b> 10.3.1
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**PURPOSE:**

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

**Moved:** Cr Edgar

**Seconded:** Cr Neilson

*That the Director of Corporate Services May 2021 Report be received for information.*

**Resolution No.:** 2021/6.16

**Carried**

<b>TITLE:</b>	Asset Management Plan Buildings and Structures	<b>DOC REF:</b> 10.3.2
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**PURPOSE:**

Council has commenced developing strong planning coordination through the business from the strategic to the operational level, including Asset Management Plans (AMPs) for tactical asset management planning. The AMPs provide the means for driving Council's corporate

strategic and operational objectives and long-term financial sustainability focus through to the day to day activities of Council in managing its assets.

- Demonstrating responsible financial and strategic asset management
- Clearly outlining the measurable service levels
- Communicating and justify funding requirements for the future
- Complying with regulatory requirements

**Moved: Cr Neilson**

**Seconded: Cr Edgar**

*That the Asset Management Plan Buildings and Structures Report and attachments are received for information purposes.*

**Resolution No.: 2021/6.17**

**Carried**

Councillor Britton joined the meeting at 11.36 am and resumed the chair.

<b>TITLE:</b>	Finance Manager May 2021 Report	<b>DOC REF:</b> 10.3.3
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**PURPOSE:**

Financial Summary as at 31<sup>st</sup> May 2021.

**Moved: Cr Neilson**

**Seconded: Cr Norton**

*That the Finance Report for May 2021 be received for information.*

**Resolution No.: 2021/6.18**

**Carried**

## **10.4 Community Services**

<b>TITLE:</b>	Community Services May 2021 Report	<b>DOC REF:</b> 10.4.1
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**PURPOSE:**

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

**Moved: Cr Edgar**

**Seconded: Cr Britton**

*That the Community Services May 2021 Report be received for information.*

**Resolution No.: 2021/6.19**

**Carried**

<b>TITLE:</b>	Min Min Encounter May 2021 Report	<b>DOC REF:</b> 10.4.2
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**PURPOSE:**

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

**Moved:** Cr Neilson

**Seconded:** Cr Norton

*That the Min Min Encounter May 2021 Report be received for information.*

**Resolution No.:** 2021/6.20

**Carried**

<b>TITLE:</b>	May Library Report 2021	<b>DOC REF:</b> 10.4.3
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**PURPOSE:**

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

**Moved:** Cr Edgar

**Seconded:** Cr Neilson

*That Council receive the Library May 2021 Report for information.*

**Resolution No.:** 2021/6.21

**Carried**

<b>TITLE:</b>	May Sports Centre Report 2021	<b>DOC REF:</b> 10.4.4
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**PURPOSE:**

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

**Moved:** Cr Edgar

**Seconded:** Cr Neilson

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

**Resolution No.:** 2021/6.22

**Carried**

## **11 Late Reports**

<b>TITLE:</b>	Action List - May 2021 Update	<b>DOC REF:</b> 11.1
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**PURPOSE:**

To present to Council an updated Action List.

**Moved:** Cr Edgar

**Seconded:** Cr Neilson

*That the Action List update for May 2021 be received for information.*

**Resolution No.:** 2021/6.23

**Carried**

The meeting was adjourned for lunch at 12:16 pm.  
The meeting resumed at 12:41 pm.



<b>TITLE:</b>	Stores Write Offs	<b>DOC REF:</b> 11.2
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**PURPOSE:**

To advise Council of the write off of stock that has been damaged or expired it's use by date.

**Moved: Cr Britton**

**Seconded: Cr Neilson**

*That approval be granted for the write off of \$1,419.11 of Stores stock.*

**Resolution No.: 2021/6.24**

**Carried**

## **12 Closed Session**

### **CLOSED MEETING AT 12.43 PM**

**Moved: Cr Edgar**

**Seconded: Cr Norton**

*That Council moved 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.: 2021/6.25**

**Carried**

### **OUT OF CLOSED SESSION AT 1.00 PM**

**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.: 2021/6.26**

**Carried**

The following recommendations were resolved from the closed session: 2021/6.27, 2021/6.28, 2021/6.29.

<b>TITLE:</b>	George Bourne & Associates Hourly Rates and Expenses 2021-2022	<b>DOC REF:</b> 14.1.1
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**PURPOSE:**

The purpose of this report is to seek approval to accept George Bourne & Associates hourly rates and expenses for the financial year 2021-22.

*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 Edgar

**Seconded:** Cr Neilson

*That Bouliia Shire Council accepts the George Bourne & Associates Hourly Rates, Expenses & Capability Statement 2021/2022 as attached to the George Bourne & Associates Hourly Rates and Expenses Report for the 2021/2022 Financial Year.*

**Resolution No.: 2021/6.27**

**Carried**

<b>TITLE:</b>	Tender T2020/21.13 Supply and Installation of Concrete Works	<b>DOC REF:</b> 14.1.2
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**PURPOSE:**

To endorse the awarding of Tender T2020-21.13 Supply and Installation of Concrete Works.

*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 Britton

*That tender T2020-21.13 Supply and Installation of Concrete Works be awarded to Central Hire & Contracting Pty Ltd.*

**Resolution No.: 2021/6.28**

**Carried**

<b>TITLE:</b>	Flood Warning Infrastructure Collaborative Tender	<b>DOC REF:</b> 15.1
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**PURPOSE:**

The commissioning of further flood warning infrastructure (eight [8] new sites with fourteen [14] assets) within the Bouliia Shire Council in collaboration with North West Queensland Regional Organisations of Council and the Queensland Reconstruction Authority - Resilience.

*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 Edgar

- 1. The Director of Works and Operations recommendation is to receive and note the Tender Recommendation report prepared for the full scope of the project, which includes 12 Councils, and flood warning infrastructure (95 assets at 65 sites) across the North West Queensland Region.*
- 2. The Director of Works and Operations recommendation is to authorise the CEO to negotiate the terms and enter a contract with Qteq Pty Ltd to supply and install flood warning infrastructure within Bouliia Shire and advise Council once the final contract amount is confirmed.*

**Resolution No.: 2021/6.29**

**Carried**

## **13 Reports**

### **13.1 Office of the Chief Executive**

<b>TITLE:</b>	Draft Operational Plan 2021-2022	<b>DOC REF:</b> 10.2.3
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**PURPOSE:**

The Operational Plan from 1<sup>st</sup> July 2021 to 30<sup>th</sup> June 2022 has been prepared and is supported by the 2021-2022 budget. It reflects Council's objectives in relation to the Corporate Plan and progress towards goals Council aims to achieve.

**Moved:** Cr Edgar

**Seconded:** Cr Norton

1. That Council adopt the proposed 2021-2022 Operational Plan.
2. That the report be displayed on the Council website.
3. That the actions and deliverables from 2021-2022 Operational Plan be reported to Council on a quarterly basis as per the Local Government Regulation 2012.

**Resolution No.: 2021/6.30**

**Carried**

## **14 Closed Session**

### **CLOSED MEETING AT 2.21 PM**

**Moved:** Cr Britton

**Seconded:** Cr Neilson

That Council moved 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.: 2021/6.31**

**Carried**

### **OUT OF CLOSED SESSION AT 2.25 PM**

**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.: 2021/6.32**

**Carried**

The following recommendations were resolved from the closed session: 2021/6.33.

The CEO discussed with Councillors the possibility of Council looking into the purchase of additional land for the future construction of residential dwellings given the ongoing housing shortage being faced in Boulia at present.

Councillor Norton declared a Declarable Conflict of Interest in accordance with the Local Government Act 2009 section 150EQ(4)(a) and (b) due to her son being an owner of a block of land in the Boulia Shire. Pursuant to section 150ES of the Local Government Act 2009, Councillor Norton was allowed to remain in the meeting but did not vote on the matter.

**Moved:** Cr Neilson

**Seconded:** Cr Edgar

*That the CEO be authorised to investigate further opportunities to purchase land*

**Resolution No.: 2021/6.33**

**Carried**

## **15 General Business**

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

## **16 Meeting Closure**

The Mayor closed the meeting at 03:59 pm.

## **17 Confirmed**

Minutes confirmed      15<sup>th</sup> July 2021  
Resolution No.:        2021/7.1