



**MINUTES OF THE ORDINARY MEETING  
OF THE BOULIA SHIRE COUNCIL  
HELD ON Friday 19 November 2021  
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 09:04 pm.

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)  
Mr Robert (Rob) Bottger (Director of Works and Operations)  
Mr Michael Pickering (Director of Works and Operations Relief)  
Ms Estelle van Tonder (Acting Executive Assistant)

Apology: Ms Kayleen Sloman (Director of Corporate Services)

## **3 Apologies / Leave of Absence**

It was noted that an apology was received from Ms Kaylene Sloman for the Council meeting held on 19 November 2021.

## **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 Norton

**Seconded:** Cr Neilson

*That the minutes of the Ordinary Meeting held on 22nd October 2021 be accepted.*

**Resolution No.:** 2021/11.1

**Carried**

## **9 Reports**

### **9.1 Works and Operations**

<b>TITLE:</b>	Engineering Services News Brief for October 2021	<b>DOC REF:</b> 9.1.1
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**PURPOSE:**

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

**Moved:** Cr Beauchamp

**Seconded:** Cr Edgar

*That the Engineering Services Report – Newsbrief for October 2021 be noted.*

**Resolution No.:** 2021/11.2

**Carried**

<b>TITLE:</b>	NDRRA Flood Damage Works Department October 2021 Information Report	<b>DOC REF:</b> 9.1.2
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**PURPOSE:**

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

**Moved:** Cr Neilson

**Seconded:** Cr Britton

*That the NDRRA Flood Damage Works Department October 2021 report be received for information.*

**Resolution No.:** 2021/11.3

**Carried**

<b>TITLE:</b>	Foreman, Road Maintenance and Utility Services October 2021 Report	<b>DOC REF:</b> 9.1.3
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**PURPOSE:**

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

**Moved:** Cr Norton

**Seconded:** Cr Beauchamp

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

**Resolution No.: 2021/11.4**

**Carried**

<b>TITLE:</b>	Foreman Roads Maintenance and Construction October 2021	<b>DOC REF:</b> 9.1.4
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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 Beauchamp

**Seconded:** Cr Edgar

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

**Resolution No.: 2021/11.5**

**Carried**

<b>TITLE:</b>	Rural Lands Protection Officer October 2021 Report	<b>DOC REF:</b> 9.1.5
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**PURPOSE:**

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

**Moved:** Cr Neilson

**Seconded:** Cr Norton

*That the Rural Lands Protection Officer October 2021 Report be received.*

**Resolution No.: 2021/11.6**

**Carried**

<b>TITLE:</b>	Grants Work Status Summary – October 2021	<b>DOC REF:</b> 9.1.6
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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 Neilson

**Seconded:** Cr Britton

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

**Resolution No.: 2021/11.7**

**Carried**

## **9.2 Office of the Chief Executive**

<b>TITLE:</b>	Chief Executives Report for October 2021	<b>DOC REF:</b> 9.2.1
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**PURPOSE:**

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

**Moved:** Cr Norton

**Seconded:** Cr Britton

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

**Resolution No.:** 2021/11.8

**Carried**

<b>TITLE:</b>	1st Quarter Operational Plan Report July to Sep 2021-2022	<b>DOC REF:</b> 9.2.2
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**PURPOSE:**

To present the first quarter Operational Report for July to September 2021

**Moved:** Cr Beauchamp

**Seconded:** Cr Britton

- *That Council receive for information the first quarter report from July to September 2021 in relation to the adopted Operational Plan 2021-2022.*
- *That the report be displayed on the Council website*

**Resolution No.:** 2021/11.9

**Carried**

The meeting was adjourned for Morning Tea at 10:03 am.

The meeting resumed at 10:25am.

<b>TITLE:</b>	POLICIES REVIEW	<b>DOC REF:</b> 9.2.3
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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 Beauchamp

**Seconded:** Cr Britton

*1. That the policies as presented be adopted.*

POLICY	NO.	OFFICER	TYPE
Public Interest Disclosure Policy and Procedure	128	Estelle van Tonder	
Motor Vehicle Policy	134	Estelle van Tonder	

*2. That a copy of the changes to the policy and plan be forwarded to the Councillors electronically via email and the Councillor Hub.*

**Resolution No.:** 2021/11.10

**Carried**

<b>TITLE:</b>	Workplace Health and Safety October 2021 Report	<b>DOC REF:</b> 9.2.4
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**PURPOSE:**

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

**Moved:** Cr Neilson

**Seconded:** Cr Norton

That Council receive the Workplace Health and Safety - WHSA / Insurance / Risk Management October 2021 Report for information.

**Resolution No.:** 2021/11.11

**Carried**

<b>TITLE:</b>	Action List - October 2021	<b>DOC REF:</b> 9.2.5
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**PURPOSE:**

To present to Council an updated Action List.

**Moved:** Cr Norton

**Seconded:** Cr Britton

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

**Resolution No.:** 2021/11.12

**Carried**

### **9.3 Corporate Services**

<b>TITLE:</b>	Director of Corporate Services October 2021 Update	<b>DOC REF:</b> 9.3.1
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**PURPOSE:**

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

**Moved:** Cr Edgar

**Seconded:** Cr Britton

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

**Resolution No.:** 2021/11.13

**Carried**

<b>TITLE:</b>	Naming of Public Assets Policy	<b>DOC REF:</b> 9.3.2
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**PURPOSE:**

To review and update Council's Policies in accordance with the adopted procedure to ensure that Policies made by Council are compliant with legislation and are reviewed in a timely manner.

**Moved:** Cr Beauchamp

**Seconded:** Cr Britton

That the Policy 159 Naming of Public Assets (Buildings and structures) be endorsed as presented and are loaded on the Councillor hub.

**Resolution No.:** 2021/11.14

**Carried**

<b>TITLE:</b>	Audit & Risk Management Committee Report	<b>DOC REF:</b> 9.3.3
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**PURPOSE:**

To present Council with the Audit and Risk Management Meeting Minutes held on 12 November 2021.

**Moved:** Cr Neilson

**Seconded:** Cr Beauchamp

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

**Resolution No.:** 2021/11.15

**Carried**

<b>TITLE:</b>	Finance Manager Report October 2021	<b>DOC REF:</b> 9.3.4
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**PURPOSE:**

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

**Moved:** Cr Britton

**Seconded:** Cr Beauchamp

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

**Resolution No.:** 2021/11.17

**Carried**

## **9.4 Community Services**

<b>TITLE:</b>	Community Services October 2021 Report	<b>DOC REF:</b> 9.4.1
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**PURPOSE:**

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

**Moved:** Cr Neilson

**Seconded:** Cr Beauchamp

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

**Resolution No.:** 2021/11.18

**Carried**

<b>TITLE:</b>	Library October 2021 Report	<b>DOC REF:</b> 9.4.2
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**PURPOSE:**

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

**Moved:** Cr Beauchamp

**Seconded:** Cr Norton

*That Council receive the Library October 2021 report for information.*

**Resolution No.:** 2021/11.19

**Carried**

<b>TITLE:</b>	Boulia Sports and Aquatic Centre October 2021 Report	<b>DOC REF:</b> 9.4.3
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**PURPOSE:**

To inform Council of the current utilisation and activities of the Boulia Sports and Aquatic Centre.

**Moved: Cr Neilson**

**Seconded: Cr Edgar**

That Council receive the Boulia Sports and Aquatic Centre October 2021 Report.

**Resolution No.: 2021/11.20**

**Carried**

## **10 Late Reports**

<b>TITLE:</b>	GNSS Lease partial area - Boulia Airport	<b>DOC REF:</b> 10.1
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**PURPOSE:**

To advise council of the intent for DNRME to formalise a lease for the continued use of the Global Navigation Satellite System at the Boulia Airport. This will be in conjunction with Geoscience Australia (GA) who will be the lead agency.

**Moved: Cr Britton**

**Seconded: Cr Beauchamp**

- *The MOU between DNRME for the access to the Global Navigation Satellite system which is located at the Boulia Airport be acknowledged with the commencement period 30/4/2020 and the expiry date 30/6/2029*
- *That the Sub Lease over Lot 21 on W141, SP 314791, T/Ref 49005370 commencing on 15th December 2021 and expiring on 14th December 2051 be granted by council and signed by the Mayor.*
- *That the signed lease be registered in our document management system and three copies returned to Geoscience Australia for signing, one of which is to be returned for our records.*

**Resolution No.: 2021/11.16**

**Carried**

<b>TITLE:</b>	Walluwarra request for mediation meeting	<b>DOC REF:</b> 10.2
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**PURPOSE:**

To meet with the representatives of the Waluwarra Traditional Owners of the land known as Marmanya and discuss previous signed Indigenous Land Use Agreement 2002 and the future ownership of the property.  
(insert report purpose here)

**Moved: Cr Edgar**

**Seconded: Cr Britton**

*That the Walluwarra mediation meeting report be received for information for background for future meetings.*

**Resolution No.: 2021/11.21**

**Carried**

<b>TITLE:</b>	Drought Support 2021 Funding - Amendment to Resolution 2021/9.16	<b>DOC REF:</b> 10.3
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**PURPOSE:**

The purpose of this report is to provide Council with sufficient information to consider approval of an amendment of resolution 2021/9.16 pertaining to the Drought Support 2021 Funding.

**Moved: Cr Britton**

**Seconded: Cr Edgar**

*That Council arrange for 500 (five hundred) cards to be uploaded with \$200 (two hundred dollars) each. These cards will be allocated to persons over the age of 18 with proof of residency in Boulia or Urandangi for 6 months prior to 24 September; with proof of address reflected on either their drivers' license, passport, utility bill (electricity / phone) or rental agreement; or letter from Employer or Centrelink as at 24 September 2021. These cards are only to be used for purchases at local stores and valid until December 2022.*

**Resolution No.: 2021/11.22**

**Carried**

<b>TITLE:</b>	Flying Minute in regard to "All Services' Supply and Installation of Bituminous Products" T2021-22.4	<b>DOC REF:</b> 10.4
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**PURPOSE:**

A flying minute be circulated to councillors for the approval of the recommended supplier in accordance with the tender T2021-22.4.

**Moved: Cr Beauchamp**

**Seconded: Cr Britton**

1. "That the decision to appoint Boral Resources Ltd in accordance with the recommendation be endorsed today and adopted and the council meeting on 19<sup>th</sup> November 2021'
2. "That the Director of Works advise GBA of the successful tender approval and to advise all unsuccessful tender applicants".

**Resolution No.: 2021/11.23**

**Carried**

The meeting was adjourned for lunch at 12:00pm.

The meeting resumed at 12:25pm.

## **11 Closed Session**

**CLOSED MEETING AT 12:30 pm**

**Moved: Cr Britton**

**Seconded: Cr Neilson**

*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.: 2021/11.24**

**Carried**



## OUT OF CLOSED SESSION AT 1:00 pm

**Moved:** Cr Beauchamp

**Seconded:** Cr Britton

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

**Resolution No.: 2021/11.26**

**Carried**

The following recommendations were resolved from the closed session: 2021/11.25

<b>TITLE:</b>	Plant Hire and Trade Services Register of Pre-Qualified Suppliers Tender BSC T2019-20-11 (2)	<b>DOC REF:</b> 11.1.1
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**PURPOSE:**

The purpose of this report is to document the contract extension rates refresh of tenders associated with Plant Hire and Trade Services Register of Pre-Qualified Suppliers (Project), leading to the recommendation for extending the Panel by a 12-month term for the Plant Hire and Trade Services Register of Pre-Qualified Suppliers.

*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 approves the four (4) suppliers previously missed in Tender T2019/20-11 Prequalified Suppliers who will also have a validity period of twelve (12) months with an option to extend for up to twelve (12) months from 01/07/2021 to 30/06/2022 as presented per the attached list.*

**Resolution No.: 2021/11.25**

**Carried**

## **12 General Business**

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

## **13 Meeting Closure**

The Mayor closed the meeting at 1:15 pm.

## **14 Confirmed**

Minutes to be confirmed at the next Ordinary Meeting of Council.