



**MINUTES OF THE ORDINARY MEETING
OF THE BOULIA SHIRE COUNCIL
HELD ON Friday 24 November 2023
COMMENCING AT 09:00 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 9:00 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)
Mr Trent Marshall (Director of Works & Operations)
Ms Nessa Swann (Executive Assistant)

3 Apologies / Leave of Absence

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

4 Declaration of Interests

Moved: Cr Neilson

Seconded: Cr Britton

Councillor Edgar declared a Declarable Conflict of Interest in the report 13.1.1, Housing Report, in accordance with the *Local Government Act 2009* section 150EQ(4)(a) and (b), due to being a related party to the applicant being discussed. In accordance with section 150EM of the *Local Government Act 2009*, it was decided that Councillor Edgar is to leave the meeting while this matter is discussed.

Resolution No.: 2023/11.1

Carried

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 petitions presented to Council.

9 Deputations

Chris Dickinson from Ground and Water Australia provided Council with an update on investigative work undertaken into the GAB as a potential future water supply for Boulia.

10 Confirmation of Minutes from Previous Meetings

Moved: Cr Neilson

Seconded: Cr Britton

That the minutes of the Ordinary Meeting held on 20 October 2023 be accepted.

Resolution No.: 2023/11.2

Carried

11 Reports

11.1 Works and Operations

TITLE:	Director of Works and Operations October 2023 Report	DOC REF: 11.1.1
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PURPOSE:

To inform Council of the current utilisation and activities of the Works and Operations Department in line with all works and operations being undertaken for September 2023.

Moved: Cr Norton

Seconded: Cr Britton

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

Resolution No.: 2023/11.3

Carried

TITLE:	Foreman Roads, Utilities and Services Report for October 2023	DOC REF: 11.1.2
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PURPOSE:

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

Moved: Cr Beauchamp

Seconded: Cr Neilson

That Council receive the Foreman Roads, Utilities and Services October 2023 Report for information.

Resolution No.: 2023/11.4

Carried

TITLE:	Foreman Road Maintenance and Construction Report October 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 Council works program for September 2023.

Moved: Cr Neilson

Seconded: Cr Beauchamp

That Council receive the Foreman Roads, Utilities and Services October 2023 Report for information.

Resolution No.: 2023/11.5

Carried

TITLE:	Rural Lands Protection Officer October 2023 Report	DOC REF: 11.1.4
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PURPOSE:

To advise Council of current activities by Rural Lands Protection Officer (RLPO) relating to weed management, pest control, animal management and stock routes.

Moved: Cr Norton

Seconded: Cr Britton

That Council receive the Rural Lands Protection Officer October 2023 Report for information.

Resolution No.: 2023/11.6

Carried

TITLE:	QRA Flood Damage Works Department October 2023	DOC REF: 11.1.5
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PURPOSE:

To inform Council of the current utilisation and activities of the Flood Damage Program for October 2023.

Moved: Cr Neilson

Seconded: Cr Edgar

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

Resolution No.: 2023/11.7

Carried

TITLE:	Engineering Service Report – Newsbrief for September 2023	DOC REF: 11.1.6
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PURPOSE:

To inform Council on the progress of various projects by George Bourne & Associates on behalf of Council through an information update.

Moved: Cr Edgar

Seconded: Cr Britton

That the Engineering Services Report – Newsbrief for October 2023 be noted.

Resolution No.: 2023/11.8

Carried

11.2 Office of the Chief Executive

TITLE:	Chief Executives Report October 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 Neilson

Seconded: Cr Britton

That the CEO Report for October 2023 be received for information.

Resolution No.: 2023/11.9 **Carried**

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

To present to Council an updated Action List.

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

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

Resolution No.: 2023/11.10 **Carried**

TITLE:	1st Quarter Operational Plan Report July to Sep 2023-2024	DOC REF: 11.2.3
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PURPOSE:

To present the first quarter Operational Report for July to September 2023

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

1. That Council receive for information the first quarter report from July to September 2023 in relation to the adopted Operational Plan 2023-2024.
2. That the report be displayed on the Council website.

Resolution No.: 2023/11.11 **Carried**

TITLE:	WHS Report for October 2023	DOC REF: 11.2.4
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PURPOSE:

To inform Council of progressions and or issues of concerning regarding WH&S. Ongoing monitoring with projects to ensure correct and completed WHS paperwork is submitted and identify potential hazards and any documentation requirement shortfalls with evidentiary documents held in Magiq and Pulse. Adopt various alerts/updates into regular toolbox talks and training.

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

That the Workplace Health and Safety Report for October 2023 be received for information.

Resolution No.: 2023/11.12 **Carried**

TITLE:	New Policy - Children in the Workplace	DOC REF: 11.2.5
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PURPOSE:

To present to Council a new policy for adoption regarding children in the workplace.

Moved: Cr Britton

Seconded: Cr Neilson

That the Children in the Workplace Policy, as presented, be adopted.

Resolution No.: 2023/11.13

Carried

TITLE:	Policy Reviews	DOC REF: 11.2.6
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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 the review of several policies.

Moved: Cr Edgar

Seconded: Cr Britton

That the following policies, as presented, be adopted:

- Policy 105 Entertainment and Hospitality
- Policy 122 Councillor Interaction Policy
- Policy 130 Dealing with a Complaint involving a Public Official (CEO)
- Policy 141 Conflict of Interest Policy (Employee)
- Policy 142 Spelling Yards Policy
- Policy 150 Investigation Policy

Resolution No.: 2023/11.14

Carried

11.3 Corporate Services

TITLE:	Director of Corporate and Financial Services October 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 Britton

Seconded: Cr Neilson

That the Director of Corporate & Financial Services October 2023 report be received for information purposes.

Resolution No.: 2023/11.15

Carried

TITLE:	Audit & Risk Management Committee Update November 2023 Report	DOC REF: 11.3.2
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PURPOSE:

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

Moved: *Cr Norton*

Seconded: *Cr Beauchamp*

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

Resolution No.: 2023/11.16

Carried

TITLE:	Comparison of Budget versus Actual 2022/2023 Financial Year	DOC REF: 11.3.3
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PURPOSE:

To present the 2022/2023 Adopted Budget figures against the Actual Revenue and Expenditure for 2022/2023.

Moved: *Cr Norton*

Seconded: *Cr Neilson*

That the comparison of Budget versus Actuals for 2022/2023 report be received for information.

Resolution No.: 2023/11.17

Carried

TITLE:	Banking Signatories Update	DOC REF: 11.3.4
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PURPOSE:

To update changes to banking signatories adding Finance Manager, remove Relief Finance Manager.

Moved: *Cr Britton*

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 & Financial Services action the changes to signatories and electronic devices for the change in Finance Manager and Relief Finance Manager positions.

CHEQUE SIGNATORIES

PRIMARY ACCOUNT SIGNATORY: Type 'A'

- Mayor - Eric Britton
- Chief Executive Officer - Lynn Moore
- Director of Corporate Services – Kaylene Sloman

SECONDARY ACCOUNT SIGNATORY: Type 'B'

- **Finance Manager – add Graeme Gillam**

- 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 Corporate & Financial Services – Kaylene Sloman

SECONDARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'B'

- **Finance Manager – add Graeme Gillam**
- 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.

VIEWING ACCESS:

- **Relief Finance Manager – Ian Honour - Remove**

Resolution No.: 2023/11.18

Carried

TITLE:	Plant Recovery and Costing Review as at 30th September 2023	DOC REF: 11.3.5
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PURPOSE:

To report to Council on the running costs and revenue of Council's fleet.

Moved: Cr Beauchamp

Seconded: Cr Edgar

That Council receive the Plant Recovery and Costing Review for information purposes.

Resolution No.: 2023/11.19

Carried

TITLE:	Financial Report for October 2023	DOC REF: 11.3.6
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PURPOSE:

Financial Summary as at 31st October 2023.

Moved: Cr Britton

Seconded: Cr Neilson

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

Resolution No.: 2023/11.20

Carried

11.4 Community Services

TITLE:	Community Services October Report	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

1. That the Community Services Report for October 2023 be received for information.
2. That policy 138 - Council Housing Policy, as presented be adopted.

Resolution No.: 2023/11.21

Carried

TITLE:	Min Min Encounter & Boulia Heritage Centre Report – October 2023	DOC REF: 11.4.2
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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 Britton

That the Min Min Encounter & Boulia Heritage Centre Report October 2023 be received for information.

Resolution No.: 2023/11.22

Carried

12 Late Reports

TITLE:	New Policy - Human Rights Policy	DOC REF: 12.1
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PURPOSE:

To present to Council a new policy for adoption.

Moved: Cr Britton

Seconded: Cr Beauchamp

That the Human Rights Policy, as presented, be adopted.

Resolution No.: 2023/11.23

Carried

The meeting was adjourned for lunch at 11:46.

The meeting resumed at 12:18.

13 Closed Session

13.0 Move into Closed Session

13.0.1 Move into Closed Session

CLOSED MEETING AT 12.18 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:

(f) matters that may directly affect the health and safety of an individual or a group of individuals;

Resolution No.: 2023/11.24

Carried

Councillor Edgar declared a Declarable Conflict of Interest in the report 13.1.1, Housing Report, in accordance with the *Local Government Act 2009* section 150EQ(4)(a) and (b), due to being a related party to the applicant being discussed. In accordance with section 150EM of the *Local Government Act 2009*, it was decided that Councillor Edgar is to leave the meeting while this matter is discussed.

Cllr Edgar left the meeting at 12:18 and returned at 1:23 pm.

13.0.2 Move out of Closed Session

OUT OF CLOSED SESSION AT 1.23pm

Moved: Cr Neilson

Seconded: Cr Beauchamp

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

Resolution No.: 2023/11.25

Carried

The following recommendations were resolved from the closed session: 2023/11.26

13.2 Community Services

TITLE:	Housing Report	DOC REF: 13.2.1
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PURPOSE:

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

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

(f) matters that may directly affect the health and safety of an individual or a group of individuals;

Moved: Cr Britton

Seconded: Cr Neilson

CEO determined allocation of No. 41 Pituri Street in consultation with the Housing Committee.

Resolution No.: 2023/11.26

Carried

14 General Business

Proposed Sculptures

Council to seek clarity on liability matters with the proposed 3-meter-high dinosaur sculpture intended for placement in the central green area of the township.

Bicycle Track

Cllr Norton noted the Bike Track is not being maintained and is possibly dangerous. Council's responsibility to be established.

Remembrance Day 2024

Due to hot weather conditions, Cllr Neilson recommended that the Remembrance Day 2024 ceremony be held in the Shire Hall.

Boulia Primary Health Care Clinic

Mayor Britton advised:

1. The clinic can deal with only one emergency at a time; therefore, further equipment is required. Council will consider a fund-raising event, which Mayor Britton will share with David Arnold.
2. The clinic driveway requires a second sealing.

Boulia Shire Council Dates 2024

Council confirmed acceptance of the scheduled Ordinary Meeting dates for 2024.

Council Ambassador 2024

Unanimous agreement to the suggestion of K. N.

Future Considerations

Spirit of Australia

15 Meeting Closure

The Mayor closed the meeting at 1:56 pm.

16 Confirmed

Minutes confirmed Friday, 24 November 2023
Resolution No.: 2023/12.5