



**MINUTES OF THE ORDINARY MEETING  
OF THE BOULIA SHIRE COUNCIL  
HELD ON Friday 22 October 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 9:04 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 Jan Norton

Officers: Ms Lynn Moore (Chief Executive Officer)  
Mrs Kaylene Sloman (Director of Corporate Services)  
Mr Michael Pickering (Acting Director of Works and Operations)  
Ms Estelle van Tonder (Acting Executive Assistant)

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

It was noted that an apology was received from Councillor Jack Neilson for the Council meeting held on 22 October 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 Edgar

**Seconded:** Cr Beauchamp

*That the minutes of the Ordinary Meeting held on 24 September 2021 be accepted.*

**Resolution No.: 2021/10.1**

**Carried**

## **9 Reports**

### **9.1 Works and Operations**

<b>TITLE:</b>	Engineering Services Report – Newsbrief for September 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 September 2021 be noted.*

**Resolution No.: 2021/10.2**

**Carried**

<b>TITLE:</b>	Grants Work Status Summary – September 2021	<b>DOC REF:</b> 9.1.2
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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 Britton

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

**Resolution No.: 2021/10.3**

**Carried**

<b>TITLE:</b>	NDRRA Flood Damage Works Department September 2021 (Information Report)	<b>DOC REF:</b> 9.1.3
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**PURPOSE:**

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

**Moved:** Cr Norton

**Seconded:** Cr Beauchamp

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

**Resolution No.: 2021/10.4**                      **Carried**

<b>TITLE:</b>	Boulia Work Camp September 2021 Report	<b>DOC REF:</b> 9.1.4
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**PURPOSE:**

To advise of the activities of the Boulia Work Camp from 1<sup>st</sup> to 29<sup>th</sup> September 2021.

**Moved:**    *Cr Beauchamp*                      **Seconded:**    *Cr Edgar*

*That the Boulia Work Camp September 2021 Report is received for information.*

**Resolution No.: 2021/10.5**                      **Carried**

<b>TITLE:</b>	Foreman Roads Maintenance and Construction September 2021	<b>DOC REF:</b> 9.1.5
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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 Norton*                      **Seconded:**    *Cr Edgar*

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

**Resolution No.: 2021/10.6**                      **Carried**

<b>TITLE:</b>	Foreman, Road Maintenance and Utility Services September 2021 Report	<b>DOC REF:</b> 9.1.6
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**PURPOSE:**

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

**Moved:**    *Cr Edgar*                      **Seconded:**    *Cr Britton*

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

**Resolution No.: 2021/10.7**                      **Carried**

<b>TITLE:</b>	Rural Lands Protection Officer September 2021 Report	<b>DOC REF:</b> 9.1.7
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**PURPOSE:**

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

**Moved:**    *Cr Britton*                      **Seconded:**    *Cr Beauchamp*

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

**Resolution No.: 2021/10.8**                      **Carried**

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

<b>TITLE:</b>	Risk Management Framework	<b>DOC REF:</b> 9.2.1
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**PURPOSE:**

For the council to review the suggested Risk Management Framework as a guideline for all Council activities.

**Moved:** Cr Norton

**Seconded:** Cr Edgar

*That the Risk Management Framework as presented be endorsed by Council.*

**Resolution No.: 2021/10.9**

**Carried**

<b>TITLE:</b>	POLICIES REVIEW	<b>DOC REF:</b> 9.2.2
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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 minor changes to existing reports which does not have any material effect on the intent of the documents.

**Moved:** Cr Britton

**Seconded:** Cr Beauchamp

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

POLICY	NO.	OFFICER	TYPE
Community Engagement Policy	120	Estelle van Tonder	
Dealing with a Complaint involving a Public Official (CEO)	130	Estelle van Tonder	
Statement of Business Ethics	140	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.: 2021/10.10**

**Carried**

<b>TITLE:</b>	WHSA / Insurance / Risk Management September 2021 Report	<b>DOC REF:</b> 9.2.3
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**PURPOSE:**

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

**Moved:** Cr Edgar

**Seconded:** Cr Norton

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

**Resolution No.: 2021/10.11**

**Carried**

<b>TITLE:</b>	Action List - September 2021	<b>DOC REF:</b> 9.2.4
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**PURPOSE:**

To present to Council an updated Action List.

**Moved:** Cr Britton

**Seconded:** Cr Norton

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

**Resolution No.:** 2021/10.12

**Carried**

### **9.3 Corporate Services**

<b>TITLE:</b>	Director of Corporate Services September 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 Britton

**Seconded:** Cr Norton

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

**Resolution No.:** 2021/10.13

**Carried**

<b>TITLE:</b>	Data Supply Deed with Department of Resources	<b>DOC REF:</b> 9.3.2
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**PURPOSE:**

To seek approval for signing of Data Supply Deed with Department of Resources.

**Moved:** Cr Britton

**Seconded:** Cr Beauchamp

*That Council endorse the signed Data Supply Deed with the Department of Resources.*

**Resolution No.:** 2021/10.14

**Carried**

<b>TITLE:</b>	Finance Manager September 2021 Report	<b>DOC REF:</b> 9.3.3
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**PURPOSE:** Financial Summary as at 30<sup>th</sup> September 2021.

**Moved:** Cr Edgar

**Seconded:** Cr Britton

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

**Resolution No.:** 2021/10.15

**Carried**

<b>TITLE:</b>	Budget Review 30 September 2021	<b>DOC REF:</b> 9.3.4
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**PURPOSE:**

To provide a Budget Review to 30<sup>th</sup> September 2021 based on trends to date.

**Moved:** Cr Britton

**Seconded:** Cr Edgar

That the Budget Review to 30<sup>th</sup> September 2021, as presented to Council, be received and that the revised budget variations as shown be adopted.

**Resolution No.: 2021/10.16**

**Carried**

The meeting was adjourned for lunch at 12:05 pm.

The meeting resumed at 12:55 pm.

## **9.4 Community Services**

<b>TITLE:</b>	Community Services September 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 Council's community development activities.

**Moved: Cr Britton**

**Seconded: Cr Edgar**

That the Community Services September 2021 report be received for information.

**Resolution No.: 2021/10.17**

**Carried**

<b>TITLE:</b>	September Library 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 Norton**

**Seconded: Cr Beauchamp**

That Council receives the September 2021 Library Report for information.

**Resolution No.: 2021/10.18**

**Carried**

<b>TITLE:</b>	Min Min Encounter September 2021 Report	<b>DOC REF:</b> 9.4.3
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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 Norton**

**Seconded: Cr Britton**

That the Min Min Encounter September 2021 Report be received for information.

**Resolution No.: 2021/10.19**

**Carried**

At this point in the meeting, Council attended the Central Queensland Infrastructure Plan Workshop online.

## **10 Late Reports**

There were no Late Reports presented.

## **11 Closed Session**

**CLOSED MEETING AT 1:05 pm.**

**Moved: Cr Britton**

**Seconded: Cr Edgar**

*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.: 2021/10.20**

**Carried**

**OUT OF CLOSED SESSION AT 1:28 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.: 2021/10.21**

**Carried**

The following recommendations were resolved from the closed session: 2021/10.22 and 2021/10.23

<b>TITLE:</b>	Plant Hire and Trade Services Register of Pre-Qualified Suppliers Tender BSC T2019-20-11	<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 Beauchamp**

**Seconded: Cr Britton**

*That Council approves Tender T2019/20-11 Prequalified Suppliers to 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.*

*Staff to investigate Suppliers who are not listed and should have responded.*

**Resolution No.: 2021/10.22**

**Carried**

<b>TITLE:</b>	Boulia Work Camp - The Future	<b>DOC REF:</b> 11.2.1
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**PURPOSE:**

To advise Council of the continued importance of the Boulia Work Camp and the proposal for its future here in Boulia.

*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 Beauchamp**

*That Council continue to support the Queensland Corrections in their involvement with the Work Camp situated at the Racecourse Reserve.*

**Resolution No.: 2021/10.23**

**Carried**

## **12 General Business**

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

## **13 Meeting Closure**

The Mayor closed the meeting at 2:00 pm.

## **14 Confirmed**

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