

# **BOULIA SHIRE COUNCIL**



**Post Election Meeting**  
**Thursday 28 March 2024**

ALL COMMUNICATIONS MUST  
BE ADDRESSED TO  
THE CHIEF EXECUTIVE OFFICER,  
BOULIA SHIRE COUNCIL,  
18 HERBERT ST,  
BOULIA. QLD. 4829



TELEPHONE: (07) 4746 3188  
FACSIMILE: (07) 4746 3136

EMAIL: [admin@boulia.qld.gov.au](mailto:admin@boulia.qld.gov.au)  
ABN: 20 492 088 398

## BOULIA SHIRE COUNCIL

25th March 2024

### NOTICE FOR A POST ELECTION MEETING OF COUNCIL

NOTICE is hereby given that a Post Election Meeting of the Boulia Shire Council will be held on **Thursday 28 March 2024** at the **Boulia Shire Hall** commencing at **10 am**.

Councillor attendance via teleconference is deemed to be in attendance at the meeting with full voting rights (as per Council resolution 2015/4.9).

1 Declaration of Office .....	3
2 Meeting Opening with the Acknowledgement of Traditional Owners .....	5
3 Present .....	5
4 Reports .....	5
4.1 Office of the Chief Executive .....	5
4.1.1 Nomination of Deputy and Acting Mayor .....	5
4.1.2 Councillor Portfolio Nominations .....	7
4.1.3 Council Meeting Dates 2024 .....	16

Ms Lynn Moore  
Chief Executive Officer

# **1 Declaration of Office**

## **PURPOSE:**

To record the elected representatives taking of the Declaration of Office after the election on 16<sup>th</sup> March 2024.

## **BACKGROUND:**

The *Local Government Act 2009* sets out the obligations required to be fulfilled by Councillors before they can begin acting in an official Council capacity -

### *169 Obligations of councillors before acting in office*

- (1) A councillor must not act in office until the councillor makes the declaration of office.*
- (2) The declaration of office is a declaration prescribed under a regulation.*
- (3) The chief executive officer is authorised to take the declaration of office.*
- (4) The chief executive officer must keep a record of the taking of the declaration of office.*
- (5) A person ceases to be a councillor if the person does not comply with subsection (1) within -
  - (a) 30 days after being appointed or elected; or*
  - (b) a longer period allowed by the Minister.**

Under the *Local Government Regulation 2012* s254, the declaration of office prescribed is -

*'I, (insert name of councillor), having been elected/appointed as a councillor of the (insert name of local government), declare that I will faithfully and impartially fulfil the duties of the office, in accordance with the local government principles and code of conduct for councillors under the Local Government Act 2009, to the best of my judgment and ability.'*

## **TAKING OF THE DECLARATION OF OFFICE:**

1. Mayor Eric (Rick) Britton took the declaration of office under section 169(2) of the *Local Government Act 2009* in front of the Chief Executive Officer by reading in confirming the following:

*I, Eric Britton, having been elected as a Councillor of the Boulia Shire Council, declare that I will faithfully and impartially fulfil the duties of the office, in accordance with the local government principles and code of conduct for councillors under the Local Government Act 2009, to the best of my judgment and ability.'*
2. Councillor George Samuel Beauchamp took the declaration of office under section 169(2) of the *Local Government Act* in front of the Chief Executive Officer by reading in confirming the following:

*I, George Samuel Beauchamp, having been elected as a Councillor of the Boulia Shire Council, declare that I will faithfully and impartially fulfil the duties of the office, in accordance with the local government principles and code of conduct for councillors under the Local Government Act 2009, to the best of my judgment and ability.'*
3. Councillor Jack Neilson took the declaration of office under section 169(2) of the *Local Government Act* in front of the Chief Executive Officer by reading in confirming the following:

*I, Jack Neilson, having been elected as a Councillor of the Boulia Shire Council, declare that I will faithfully and impartially fulfil the*

*duties of the office, in accordance with the local government principles and code of conduct for councillors under the Local Government Act 2009, to the best of my judgment and ability.'*

4. Councillor Jan Norton took the declaration of office under section 169(2) of the Local Government Act in front of the Chief Executive Officer by reading in confirming the following:

*I, Jan Norton, having been elected as a Councillor of the Boulia Shire Council, declare that I will faithfully and impartially fulfil the duties of the office, in accordance with the local government principles and code of conduct for councillors under the Local Government Act 2009, to the best of my judgment and ability.'*

5. Councillor Julie Woodhouse took the declaration of office under section 169(2) of the Local Government Act in front of the Chief Executive Officer by reading in confirming the following:

*I, Julie Woodhouse, having been elected as a Councillor of the Boulia Shire Council, declare that I will faithfully and impartially fulfil the duties of the office, in accordance with the local government principles and code of conduct for councillors under the Local Government Act 2009, to the best of my judgment and ability.'*

Chief Executive Officer	Ms Lynn Moore
-------------------------	---------------

## **2 Meeting Opening with the Acknowledgement of Traditional Owners**

The Mayor will acknowledge the traditional carers of the land on which Council meets, the 'Pitta Pitta' people, and pay Council's respects to the elders past and present.

The Mayor will also acknowledge past and present service personnel.

## **3 Present**

Councillors: Councillor Eric (Rick) Britton  
Councillor Sam Beauchamp  
Councillor Jack Neilson  
Councillor Jan Norton  
Councillor Julie Woodhouse

Officers: Ms Lynn Moore (Chief Executive Officer)  
Miss Pearl Pocock (Administration Officer)

## **4 Reports**

### **4.1 Office of the Chief Executive**

<b>TITLE:</b>	Nomination of Deputy and Acting Mayor	<b>DOC REF:</b> 4.1.1
<b>REPORT BY:</b>	CEO (Lynn Moore) Chief Executive Officer	<b>DATE:</b> {date}25/03/2024

#### **CORPORATE PLAN REFERENCE:**

Key Priority 8: Proactive and responsible leadership

8.2: Strong representation

8.2.1: To represent and collectively make decisions to benefit the entire community

#### **RISK MANAGEMENT:**

The risk associated with the recommendations of the report have been assessed as Insignificant (Consequence) and Rare (Likelihood) giving an overall assessment as **Low L-1**.

#### **PURPOSE:**

Following the elected representatives having taken the Declaration of Office and now holding the position of Councillor, the first duty of the new Council is to elect a Deputy Mayor and Acting Mayor in the absence of both the Mayor and the Deputy Mayor.

#### **CONTENT:**

In accordance with the *Local Government Act 2009* (the Act) s175, a Post Election Meeting must be held by a local government within 14 days after -

- (a) the conclusion of each quadrennial election; and
- (b) the conclusion of a fresh election of its councillors.

In addition, the Act notes the duty of the Council to elect a Deputy Mayor and Acting Mayor at this Post Election Meeting -

- (2) *The local government must, by resolution, appoint a deputy mayor from its councillors (other than the mayor) -*
  - (a) at that meeting; and
  - (b) *at the first meeting after the office of the councillor who is the deputy mayor becomes vacant.*

In relation to the Acting Mayor, under the *Local Government Act 2009* s165 -

- (1) *The deputy mayor acts for the mayor during -*
  - (a) *the absence or temporary incapacity of the mayor; or*
  - (b) *a vacancy in the office of mayor.*
  
- (2) *If -*
  - (a) *the office of mayor is vacant and the deputy mayor is prevented, by absence or temporary incapacity, from acting as the mayor; or*
  - (b) *the mayor and deputy mayor are both prevented, by absence or temporary incapacity, from performing the role of mayor; or*
  - (c) *the offices of both the mayor and deputy mayor are vacant;*

*the local government may, by resolution, appoint an acting mayor from its councillors.*

For Council's reference, in the previous term of Councillors, the role of Deputy Mayor was split between two Councillors (each Councillor serving as Deputy Mayor for half the nominated term (two years)) and no Acting Mayor was nominated at the Post Election Meeting.

This report seeks Council appointment of Councillors to these roles.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** That the Council is duly represented.

**RECOMMENDATION:**

1. That in accordance with section 175 of the *Local Government Act 2009* Councillor \*\*\* be appointed Deputy Mayor or That in accordance with section 175 of the *Local Government Act 2009* appointment of the role of Deputy Mayor be in accordance with the following schedule:
  - 2024 (one year term) Councillor \*\*\*
  - 2025 (one year term) Councillor \*\*\*
  - 2026 (one year term) Councillor \*\*\*
  - 2027 (one year term) Councillor \*\*\*
  
2. That in accordance with section 165(2) of the *Local Government Act 2009* Councillor \*\*\* be appointed as Acting Mayor in the absence of both the Mayor and the Deputy Mayor or That at this point in time no Acting Mayor is nominated.

**ATTACHMENTS:** Nil

Chief Executive Officer	Ms Lynn Moore
-------------------------	---------------

<b>TITLE:</b>	Councillor Portfolio Nominations	<b>DOC REF:</b> 4.1.2
<b>REPORT BY:</b>	CEO (Lynn Moore) Chief Executive Officer	<b>DATE:</b> 25/03/2024

**CORPORATE PLAN REFERENCE:**

Key Priority 8: Proactive and responsible leadership

8.2: Strong representation

8.2.1: To represent and collectively make decisions to benefit the entire community

**RISK MANAGEMENT:**

The risk associated with the recommendations of the report have been assessed as Insignificant (Consequence) and Rare (Likelihood) giving an overall assessment as **Low L-1**.

**PURPOSE:**

To determine Council's Portfolio Representatives.

**CONTENT:**

Council is a complex and diverse statutory body that is responsible for the good rule and local governance of the Boulia Shire. In the process of delivering good governance, Councillors and senior staff attend and represent Council on a variety of committees. These committees have been grouped into the following portfolio system:

- Communities, Housing & Public Open Spaces
- Economic Development & Planning
- Tourism & Events
- Rural Services & Environmental Management
- Infrastructure & Asset Management
- Finance & Governance

While Council has adopted this portfolio system, it does not diminish a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009* (the Act). The portfolio requirements are in addition to the roles, responsibilities and obligations of Councillors, as set out in the Act.

Council's Portfolio Representative Policy (Policy 164) outlines the functions of each of the portfolios and provides clear guidelines on the roles and responsibilities of the Mayor and Councillors as portfolio representatives. The portfolios are focused at the strategic level of Council and are not intended to detract from any Councillor's responsibility to represent all constituents on day to day issues. The policy is attached for Council's reference.

Also attached is a quick reference spreadsheet to the portfolio system. This report seeks Council's appointment of Councillors to each of the listed portfolios which will then become a responsibility for that Councillor to provide information back to the other Councillors when meetings in their portfolio occur. It is a preferable that a primary and a secondary Councillor be nominated along with a supporting staff member.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** That the Council is duly represented.

**RECOMMENDATION:**

That membership in the portfolio system be noted as follows:

Portfolio	Primary Councillor Representative	Secondary Councillor Representative	Supporting Staff Member
Communities, Housing & Public Open Spaces	Cllr ***	Cllr ***	<ul style="list-style-type: none"> <li>• Office of CEO (CEO)</li> <li>• Community Services (CSM)</li> </ul>
Economic Development & Planning	Cllr ***	Cllr ***	<ul style="list-style-type: none"> <li>• Office of CEO (CEO)</li> <li>• Works and Operations Directorate (DWO)</li> </ul>
Tourism & Events	Cllr ***	Cllr ***	<ul style="list-style-type: none"> <li>• Office of CEO (CEO)</li> <li>• Community Services (CSM)</li> </ul>
Rural Services & Environmental Management	Cllr ***	Cllr ***	Works and Operations Directorate (DWO)
Infrastructure & Asset Management	Cllr ***	Cllr ***	<ul style="list-style-type: none"> <li>• Works and Operations Directorate (DWO)</li> <li>• Corporate and Financial Services Directorate (DCS)</li> </ul>
Finance & Governance	Cllr ***	Cllr ***	<ul style="list-style-type: none"> <li>• Corporate and Financial Services Directorate (DCS)</li> <li>• Partial Office of CEO (CEO)</li> </ul>

**ATTACHMENTS:**

1. 164 Portfolio Representative Policy [4.1.2.1 - 6 pages]
2. Spreadsheet of Councillor Portfolios [4.1.2.2 - 1 page]

Chief Executive Officer	Ms Lynn Moore
-------------------------	---------------





# BOULIA SHIRE COUNCIL

## Portfolio Representative Policy

---

<b>Category:</b>	Policy
<b>Policy Number:</b>	164
<b>Document Version:</b>	V.1.0
<b>Obsolete Version:</b>	n/a
<b>Keyword Classification:</b>	Councillor portfolio representation
<b>Summary:</b>	The purpose of this policy is to provide clear guidelines on the roles and responsibilities of the Mayor and Councillors as portfolio representatives
<b>Adoption Date:</b>	18th November, 2022
<b>Resolution:</b>	2022/11.13
<b>Due for Revision:</b>	Bi-annually or in conjunction with any changes to the roles of the councillors
<b>Revision date:</b>	18 <sup>th</sup> November, 2024
<b>Date revoked:</b>	n/a
<b>Related documents:</b>	Councillor Code of Conduct Acceptable request guidelines.
<b>Responsible Section:</b>	Office of the Chief Executive
<b>Responsible Officer:</b>	Chief Executive Officer
<b>Legislation:</b>	S12 Local Government Act 2009

## **1. POLICY STATEMENT**

The purpose of this policy is to provide clear guidelines on the roles and responsibilities of the Mayor and Councillors as portfolio representatives. Council is complex and diverse statutory body that is responsible for the good rule and local government of the Boulia Shire.

## **2. PRINCIPLES**

While Council has adopted a portfolio system, the system does not diminish a Councillor's statutory responsibilities and obligations under the Local Government Act 2009 (the Act), whereby the portfolio requirements are in addition to the roles, responsibilities and obligations of Councillors, as set out in the Act. The portfolios are focused at the strategic level of Council. The policy is not intended to detract from any Councillor's responsibility to represent all constituents on day to day issues.

## **3. SCOPE**

This policy applies to:

- the Mayor and Councillors of the Boulia Shire Council and
- the Senior Leadership Group consisting of the Chief Executive Officers and Directors will implement and consult with portfolio Councillors.

## **4. RESPONSIBILITY**

Councillors must represent the current and future interests of the residents of the Shire. Assigning Councillors' to Portfolios ensures:

- a) The workload associated with being an elected member is shared across all Councillors;
- b) Informed discussion is generated by the whole of Council; and
- c) Councillors act as sounding boards for strategic issues and suggestions from the Senior Leadership Group, members of the public, and other Councillors relating to their portfolio.

The portfolio system is a way of spreading responsibility and profile across all Councillors.

## **5. DEFINITIONS**

Senior Leadership Group – consists of the Chief Executive Officer and two Directors

## **6. POLICY**

### **6.1 Councillor Portfolios**

Council has adopted a portfolio system where each Councillor has been assigned as a representative for a specific portfolio. The portfolios are as follows:

- 6.1.1 Councillor representation of portfolios may be reviewed as Council deems appropriate.
- 6.1.2 Council will be better informed by the portfolio holder who will have a more intimate understanding of the portfolio's strategic activities and issues.
- 6.1.3 The Portfolio Councillor will be able to speak with knowledge on strategic matters and projects in his/her portfolio at Council meetings and publicly, if requested to by the Mayor.
- 6.1.4 The advantage from the Officer perspective is that the Portfolio Councillor will be better

able to represent and understand the topical or pending issues of the portfolio area.

- 6.1.5 Council's Senior Leadership Group will consult with the Portfolio Councillor/s regarding issues, to help inform policy direction for presentation to Council.

## **6.2 Role of Portfolio Councillors**

- 6.2.1 For clarity, the responsibilities of a Portfolio Councillor do not include:

- a) Involvement in operational matters of the organisation.
- b) Giving directions to staff. For example: Portfolio Councillors cannot independent of Council set policy or direct Officers in carrying out their duties, including report preparation. Portfolio Councillors may discuss the proposed content of reports with Directors, but the report preparation and content will always remain the Officers responsibility. It is most important that reports presented to Council are written by Officers reflecting their professional judgement.
- c) Committing Council funds or promise to fund or resource any project or matter.
- d) Making strategic or policy decisions on behalf of Council; or
- e) Portraying personal views when representing or speaking on behalf of Council.

- 6.2.2 The role of a Portfolio Councillor is to:

- a) To liaise with the community and attend meetings, forums or deputations, as required.
- b) To keep the Mayor abreast of issues and to liaise with other Councillors regarding matters that may affect their portfolio areas.
- c) To comply with the Media Policy when engaging with the media.
- d) To request further information from Council officers in accordance with Council's Acceptable Request Guidelines.

- 6.2.3 Portfolio Councillors are not responsible for the operational performance or outcomes of the portfolio area.

- 6.2.4 The communication of information to Councillors in general will not change, with all Councillors being abreast of major issues requiring all Councillors' knowledge for possible future Council action. Portfolio holders may advise what extra information should be communicated to Council.

- 6.2.5 Formal Community engagement activities are to be approved by the Mayor and a member of the Senior Leadership Group - planned and documented as per the Community Engagement Policy and Procedure.

## **7 LEGAL PARAMETERS**

S12 Local Government Act 2009 – Role of Councillors

## **8 ASSOCIATED DOCUMENTS**

- Acceptable Request Guidelines
- Media Policy (including Social media)
- Councillor Code of Conduct
- Employee Code of Conduct
- Community Engagement Policy

### 10. Schedule of Councillor Portfolios

Portfolio	Portfolio Purpose	Portfolio inclusion areas	Portfolio Councillor support Officers and Committees
<b>Communities, Housing &amp; Public Open Spaces</b>	<ul style="list-style-type: none"> <li>• To support the provision of council housing to attract and support staff to Boulia.</li> <li>• To pursue active and healthy lifestyles where cultures, traditions and the arts are celebrated.</li> <li>• The provision of safe and welcoming spaces to connect, engage and learn</li> </ul>	<ul style="list-style-type: none"> <li>➤ Community Development &amp; Wellbeing</li> <li>➤ Community Safety (SES)</li> <li>➤ Libraries</li> <li>➤ Indigenous inclusion</li> <li>➤ Sport &amp; Recreation</li> <li>➤ Healthy Active Lifestyles</li> <li>➤ Multicultural inclusion</li> <li>➤ Community grants</li> <li>➤ Council Housing Management</li> </ul>	<p><b>Representatives:</b></p> <ul style="list-style-type: none"> <li>• 2 Councillors</li> <li>• CEO</li> <li>• CSM</li> </ul> <p><b>Committees:</b></p> <ul style="list-style-type: none"> <li>• Community Advisory Committee</li> <li>• Housing committee</li> <li>• Local State emergency Service (SES)</li> </ul>
<b>Economic Development &amp; Planning</b>	<p>Strong economic growth and effective town planning where small to medium enterprises and agriculture-related business thrive, with a focus on improved connectivity, skilling, diversification and innovation</p>	<ul style="list-style-type: none"> <li>➤ Agriculture and Horticulture – growth and diversification</li> <li>➤ Regional Partnerships</li> <li>➤ Town Planning</li> <li>➤ Investment attraction</li> <li>➤ Innovation &amp; diversification</li> <li>➤ Digital Connectivity</li> <li>➤ Building &amp; Development</li> </ul>	<p><b>Representatives:</b></p> <ul style="list-style-type: none"> <li>• Mayor</li> <li>• 1 Councillor</li> <li>• CEO</li> <li>• DWO</li> </ul> <p><b>Committees:</b></p> <ul style="list-style-type: none"> <li>• Outback Highway Development Committee (OHDC)</li> <li>• Regional Area Promotion and Development (RAPAD)</li> <li>• Western Qld Local Government Association. (WQLGA)</li> </ul>

<b>Tourism &amp; Events</b>	Tourism Events play in the long-term economic development and sustainability of communities in the Shire. Tourism Events can stimulate the local economy and employment through increased visitation, length of stay and expenditure while simultaneously encouraging business partnerships, creating a positive destination image of a region and building a sense of pride within the community.	<ul style="list-style-type: none"> <li>➤ Tourism Development</li> <li>➤ Events &amp; Tourism Grants Program</li> <li>➤ Marketing and Promotion</li> <li>➤ Local community events</li> <li>➤ Event Planning</li> <li>➤ Event Traffic Management Plans</li> <li>➤ Arts &amp; Culture promotion</li> </ul>	<p><b>Representatives</b></p> <ul style="list-style-type: none"> <li>• Councillors</li> <li>• CEO</li> <li>• CSM</li> </ul> <hr/> <p><b>Committees:</b></p> <ul style="list-style-type: none"> <li>• Outback Qld Tourism Association (OQTA)</li> <li>• Regional Arts Development Fund Reference Panel (RADF)</li> <li>• Tourism Operators Meetings</li> <li>• Boulia Historical Society</li> </ul>
<b>Rural Services &amp; Environmental Management</b>	To enhance, protect and sustain the environment, ensuring a triple bottom line approach of balancing social and economic needs with environmental goals	<ul style="list-style-type: none"> <li>➤ Native Title</li> <li>➤ Biosecurity (including pest management)</li> <li>➤ Town Common and Stock Route Reserves</li> <li>➤ Animal Management and Compliance</li> <li>➤ Weed Management (including gravel pits and landfills)</li> <li>➤ Environmental Health</li> <li>➤ Work Camp</li> <li>➤ Renewable Energy Solutions</li> <li>➤ Rural Fire Service</li> </ul>	<p><b>Representatives</b></p> <ul style="list-style-type: none"> <li>• Mayor</li> <li>• 1 Councillor</li> <li>• DWO &amp; CEO</li> </ul> <hr/> <p><b>Committees:</b></p> <p>CWRPMG- Central West Regional Pest Management Group</p>

<b>Infrastructure &amp; Asset Management</b>	<p>Effective infrastructure design to support the Shire's needs with a focus on visionary planning to suit changing needs into the future. The shires assets are supportive of the long term plans of council.</p>	<ul style="list-style-type: none"> <li>➤ Roads, Transport</li> <li>➤ Aerodromes</li> <li>➤ Water (Supply, Security, Planning)</li> <li>➤ Storm water drainage</li> <li>➤ Waste Water &amp; Sewerage services</li> <li>➤ Community Infrastructure</li> <li>➤ Council Facilities (including showgrounds)</li> <li>➤ Workplace Health and Safety</li> <li>➤ Fleet and Plant</li> <li>➤ Work Camp</li> <li>➤ Town beautification</li> <li>➤ Disaster Management</li> </ul>	<p><b>Representatives:</b></p> <ul style="list-style-type: none"> <li>• Mayor (LDMG Chair)</li> <li>• Dep Mayor</li> <li>• 1 Councillor</li> <li>• DWO &amp; CEO</li> <li>• DCS</li> </ul> <p><b>Committees:</b></p> <ul style="list-style-type: none"> <li>• Plant Committee</li> <li>• RAPADWSA-RAPAD water and sewerage alliance</li> <li>• ORRTG-Strategic group</li> <li>• Local Disaster Management Group</li> </ul>
<b>Finance &amp; Governance</b>	<p>To develop effective governance framework that drives enhanced organisational performance through project management, financial sustainability, performance management and community engagement</p>	<ul style="list-style-type: none"> <li>➤ Financial Management &amp; Sustainability</li> <li>➤ Rates/Budgets</li> <li>➤ Audit</li> <li>➤ Information Technology</li> <li>➤ Corporate Planning</li> <li>➤ Performance Management</li> <li>➤ Risk Management</li> <li>➤ Governance</li> <li>➤ Policy</li> <li>➤ Delegations</li> <li>➤ Land matters, leases, legal matters</li> </ul>	<p><b>Representatives:</b></p> <ul style="list-style-type: none"> <li>• Mayor</li> <li>• Dep Mayor</li> <li>• CEO</li> <li>• DCS</li> </ul> <p><b>Committees:</b></p> <ul style="list-style-type: none"> <li>• Audit &amp; Risk Committee</li> <li>• Enterprise Bargaining Committee</li> </ul>

**Abbreviations:**

- CEO – Chief Executive Officer
- DWO – Director of Works and Operations
- DCS- Director of Corporate and Financial Services
- CSM- Community Services Manager

'PORTFOLIOS' Policy No 163	Communities, Housing & Public Open Spaces	Economic Development & Planning	Tourism & Events	Rural Services & Environmental Management	Infrastructure & Asset Management	Finance & Governance
<b>Councillor Membership</b>	Councillor – ***	Councillor - ***	Councillor - ***	Councillor - ***	Councillor – ***	Councillor – ***
	Councillor - ***	Mayor - ***	Councillor – ***	Mayor - ***	Councillor – ***	Mayor - ***
					Mayor – LDMG Chair	
<b>Directorates and staff support</b>	<ul style="list-style-type: none"> <li>Office of CEO (CEO)</li> <li>Community Services (CSM)</li> </ul>	<ul style="list-style-type: none"> <li>Office of CEO (CEO)</li> <li>Works and Operations Directorate (DWO)</li> </ul>	<ul style="list-style-type: none"> <li>Office of CEO (CEO)</li> <li>Community Services (CSM)</li> </ul>	<ul style="list-style-type: none"> <li>Works and Operations Directorate (DWO)</li> </ul>	<ul style="list-style-type: none"> <li>Works and Operations Directorate (DWO)</li> <li>Corporate and Financial Services Directorate (DCS)</li> </ul>	<ul style="list-style-type: none"> <li>Corporate and Financial Services Directorate (DCS)</li> <li>Partial Office of CEO (CEO)</li> </ul>
<b>Purpose</b>	<ul style="list-style-type: none"> <li>To support the provision of Council housing to attract and support staff to Boulia.</li> <li>To pursue active and healthy lifestyles where cultures, traditions and the arts are celebrated.</li> <li>The provision of safe and welcoming spaces to connect, engage and learn.</li> </ul>	Strong economic growth and effective town planning where small to medium enterprises and agriculture-related business thrive, with a focus on improved connectivity, skilling, diversification and innovation.	Tourism Events play in the long-term economic development and sustainability of communities in the Shire. Tourism Events can stimulate the local economy and employment through increased visitation, length of stay and expenditure while simultaneously encouraging business partnerships, creating a positive destination image of a region and building a sense of pride within the community.	To enhance, protect and sustain the environment, ensuring a triple bottom line approach of balancing social and economic needs with environmental goals.	Effective infrastructure design to support the Shire's needs with a focus on visionary planning to suit changing needs into the future. The shires assets are supportive of the long term plans of Council.	To develop effective governance framework that drives enhanced organisational performance through project management, financial sustainability, performance management and community engagement.
<b>Key Functional Areas</b>	Community Development & Wellbeing	Agriculture and Horticulture – growth and diversification	Tourism Development	Native Title	Roads, Transport	Financial Management & Sustainability
	Community Safety (SES)	Regional Partnerships	Events & Tourism Grants Program	Biosecurity including pest management	Aerodromes	Rates/Budgets
	Libraries	Town Planning	Marketing and Promotion	Town Common and Stock Route Reserves	Water (Supply, Security, Planning)	Audit
	Indigenous inclusion	Investment attraction	Local community events	Animal Management and Compliance	Storm water drainage	Information Technology
	Sport & Recreation	Innovation & diversification	Event Planning	Weed Management (including pits and landfills)	Waste Water & Sewerage services	Corporate Planning
	Healthy Active Lifestyles	Digital Connectivity	Event Traffic Management Plans	Environmental Health	Community Infrastructure	Performance Management
	Multicultural inclusion	Building & Development	Arts & Culture promotion	Work Camp	Council Facilities (including showgrounds)	Risk Management
	Community grants			Renewable Energy Solutions	Workplace Health and Safety	Governance
	Council Housing Management			Rural Fire Service	Fleet and Plant	Policy
					Work Camp	Delegations
					Town beautification	Land matters, leases, legal matters
					Disaster Management	
<b>Key Strategies</b>	Community Safety Strategy	Economic Development Plan	Tourism & Events Strategy	Biosecurity Plan	Drinking Water Quality Management Plan	ICT Strategy
	Racecourse Master Plan		Welcome Mate promotion	Stock Route Management Plan	Asset Management Plans	CCTV Strategy
	Library Services Strategic Plan			Waste Reduction & Recycling Plan	Service Levels Agreements	Local Disaster Management Plan
				Indigenous Land Use Agreements (ILUA)	10 year Plant Renewal Program	Long Term Financial Plan
					10 year Capital works program	Enterprise Risk Management Framework
<b>Committees:</b>	Community Advisory Committee	Outback Highway Development Committee (OHDC)	Outback Qld Tourism Association	CWRPMG - Central West Regional Pest Management Group	Plant Committee	Audit & Risk Committee
	Housing committee	Regional Area Promotion and Development (RAPAD)	Regional Arts Development Fund Reference Panel		RAPADWSA - RAPAD water and sewerage alliance	Enterprise Bargaining Committee
	Local State Emergency Service (SES)	Western Qld Local Government Association.	Tourism Operators Meetings		ORRTG - Strategic group	
			Boulia Historical Society		Local Disaster Management Group	

<b>TITLE:</b>	Council Meeting Dates 2024	<b>DOC REF:</b> 4.1.3
<b>REPORT BY:</b>	CEO (Lynn Moore) Chief Executive Officer	<b>DATE:</b> 25/03/2024

**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.1: Confidence

5.1.1: Manage Council's operations in an effective manner by clearly defining the functions, services, roles and responsibilities of Council

Key Priority 5: Robust Governance

5.2: Accountability

5.2.1: Ensure Council's financial activities are monitored and well managed

Key Priority 8: Proactive and responsible leadership

8.1: Genuine community engagement

8.1.2: Manage and govern to ensure transparency and responsiveness to the needs and views of our communities in decision making practices

8.1.4: Residents are informed about and involved in Council's decision making

Key Priority 8: Proactive and responsible leadership

8.2: Strong representation

8.2.1: To represent and collectively make decisions to benefit the entire community

**RISK MANAGEMENT:**

The risk associated with the recommendations of the report have been assessed as Insignificant (Consequence) and Rare (Likelihood) giving an overall assessment as **Low L-1**.

**PURPOSE:**

To confirm the intended meeting dates for 2024 for the Ordinary Meetings of the Boulia Shire Council to enable participation in Council Meetings to the general public.

**CONTENT:**

Ordinary meetings of Council are generally held on the third or fourth week of each month on the date specified unless a quorum is not present and the meeting is cancelled/deferred.

Meetings are to be held in a place designated by Council which at present is the Boulia Shire Hall in order to accommodate space for public attendance. A meeting is open to the public unless the local government or committee has resolved that the meeting is to be closed under section 254J of the *Local Government Regulation 2012*.

This report seeks ratification of the proposed 2024 Ordinary Meeting of Council dates attached to this report.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:**

Compliance with the Local Government Regulation 2012

**RECOMMENDATION:**

1. That the dates for the Council meetings from April 2024 until December 2024 noted below are adopted and displayed on Council's website and all other approved distribution methods.



Friday 26 <sup>th</sup> April 2024	Boulia Shire Hall	9 am
Friday, 31 <sup>st</sup> May 2024	Boulia Shire Hall	9 am
Friday, 28 <sup>th</sup> June 2024	Boulia Shire Hall	9 am
Friday, 26 <sup>th</sup> July 2024	Boulia Shire Hall	9 am
Friday, 30 <sup>th</sup> August 2024	Boulia Shire Hall	9 am
Friday, 27 <sup>th</sup> September 2024	Boulia Shire Hall	9 am
Friday, 25 <sup>th</sup> October 2024	Boulia Shire Hall	9 am
Friday, 29 <sup>th</sup> November 2024	Boulia Shire Hall	9 am
Friday, 13 <sup>th</sup> December 2024	Boulia Shire Hall	9 am

2. That the location be the Boulia Shire Hall with the commencement time of 9 am.

**ATTACHMENTS:**

1. Notice of dates of Ordinary Council Meetings 2024 April to Dec [4.1.3.1 - 1 page]

Chief Executive Officer	Ms Lynn Moore
-------------------------	---------------



# PUBLIC NOTICE

## BOULIA SHIRE COUNCIL MEETING DATES, LOCATION AND TIMES

In accordance with section 254B of the *Local Government Regulation 2012* notice is hereby given that the following Ordinary meetings of the Boulia Shire Council will be held on the days and times listed below:

Friday, 26 <sup>th</sup> April 2024	Boulia Shire Hall	9 am
Friday, 31 <sup>st</sup> May 2024	Boulia Shire Hall	9 am
Friday, 28 <sup>th</sup> June 2024	Boulia Shire Hall	9 am
Friday, 26 <sup>th</sup> July 2024	Boulia Shire Hall	9 am
Friday, 30 <sup>th</sup> August 2024	Boulia Shire Hall	9 am
Friday, 27 <sup>th</sup> September 2024	Boulia Shire Hall	9 am
Friday, 25 <sup>th</sup> October 2024	Boulia Shire Hall	9 am
Friday, 29 <sup>th</sup> November 2024	Boulia Shire Hall	9 am
Friday, 13 <sup>th</sup> December 2024	Boulia Shire Hall	9 am

\* *Please note the above meeting dates/times may be changed by resolution of Council if required.*

**Chief Executive Officer**  
**Lynn Moore**