



**Minutes of the ORDINARY MEETING  
of the Boulia Shire Council  
held on Friday 21 February 2025  
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 Deputy Mayor opened the meeting at 9.29 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 Sam Beauchamp  
Councillor Jack Neilson  
Councillor Jan Norton  
Councillor Julie Woodhouse

Officers: Ms Lynn Moore (Chief Executive Officer)  
Mr Ray Geraghty (Acting Chief Executive Officer)  
Mrs Kaylene Sloman (Director of Corporate & Financial Services)  
Mr Henry Mascarenhas (Director of Works and Operations)  
Miss Lily Williams (Executive Assistant)

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

**Moved: Cr Norton**

**Seconded: Cr Woodhouse**

That the apology from Eric Britton be accepted and he be granted leave of absence from the 21st February 2025 Council meeting.

**Resolution No.: 2025/02.1**

**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 Petitions**

There were no petitions presented to Council.

#### **9 Deputations**

David Royston-Jennings from JLT Risk Solutions discussed with Council the latest risks Council's are now needing to review.

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

**Moved:** *Cr Beauchamp*

**Seconded:** *Cr Neilson*

That the minutes of the Ordinary Meeting held on 24th January 2025 be accepted.

**Resolution No.: 2025/02.2**

***Carried***

## **11 Reports**

### **11.1 Works and Operations**

<b>TITLE:</b>	Director of Works and Operations January 2025 Report	<b>DOC REF:</b> 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 January 2025.

**Moved:** Cr Norton

**Seconded:** Cr Woodhouse

That Council receive the Director of Works and Operations January 2025 Report for information.

**Resolution No.: 2025/02.3**

**Carried**

<b>TITLE:</b>	Policy Review - Motor Vehicle Policy and Shire Roads Classification Policy	<b>DOC REF:</b> 11.1.2
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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 two policies.

**Moved:** Cr Norton

**Seconded:** Cr Neilson

1. That policy 134 Motor Vehicle Policy, be adopted as presented with the following changes on page 5 (4.):
  - Letter D – Remove ‘The Mayor’ and leave approval to the CEO only.
  - Letter F – Remove ‘Mayor’ and leave approval to the CEO only.
  - There be a letter G added, reading; If the CEO requests retention of the vehicle for periods of paid and unpaid leave in excess of ten weeks within any twelve-month period it must be negotiated with the Mayor
2. That policy 136 Shire Roads Classification Policy, as presented be adopted.

**Resolution No.: 2025/02.4**

**Carried**

<b>TITLE:</b>	Works Manager - January 2025 Report	<b>DOC REF:</b> 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 January 2025.

**Moved:** Cr Beauchamp

**Seconded:** Cr Neilson

That Council receive the Works Manager - January 2025 Report for information.

**Resolution No.: 2025/02.5**

**Carried**

<b>TITLE:</b>	Foreman Town Services and Utilities Report January 2025	<b>DOC REF:</b> 11.1.4
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**PURPOSE:**

To inform Council of the current utilisation and activities of the Town Department during the month of January 2025.

**Moved:** Cr Woodhouse

**Seconded:** Cr Norton

That Council receive the Foreman Town Services and Utilities January 2025 Report for information.

**Resolution No.: 2025/02.6**

**Carried**

<b>TITLE:</b>	Foreman Roads, Construction and Maintenance Report for January 2025	<b>DOC REF:</b> 11.1.5
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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 January 2025.

**Moved:** Cr Neilson

**Seconded:** Cr Beauchamp

That Council receive the Foreman Roads, Construction and Maintenance January 2025 Report for information.

**Resolution No.: 2025/02.7**

**Carried**

<b>TITLE:</b>	QRA Flood Damage Works Department January 2025	<b>DOC REF:</b> 11.1.6
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**PURPOSE:**

To inform Council of the current utilisation and activities of the Flood Damage Program for January 2025.

**Moved:** Cr Neilson

**Seconded:** Cr Beauchamp

That the QRA Flood Damage Works Department January 2025 Report be received for information.

**Resolution No.: 2025/02.8**

**Carried**

<b>TITLE:</b>	Rural Lands Report January 2025	<b>DOC REF:</b> 11.1.7
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**PURPOSE:**

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

**Moved:** *Cr Woodhouse*

**Seconded:** *Cr Norton*

That the Rural Lands Report January 2025 be received for information.

**Resolution No.: 2025/02.9**

**Carried**

## **11.2 Office of the Chief Executive**

<b>TITLE:</b>	Chief Executive Officers Report January 2025	<b>DOC REF:</b> 11.2.1
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**PURPOSE:**

To advise Council of relevant activities undertaken through the office of the CEO.

**Moved:** *Cr Beauchamp*

**Seconded:** *Cr Woodhouse*

That the CEO Report for January 2025 be received for information.

**Resolution No.: 2025/02.10**

**Carried**

The meeting was adjourned for Morning Tea at 10.25 AM.  
The meeting resumed at 10:45 AM.

<b>TITLE:</b>	Action List Update January 2025	<b>DOC REF:</b> 11.2.2
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**PURPOSE:**

To present to Council an updated Action List.

**Moved:** *Cr Beauchamp*

**Seconded:** *Cr Neilson*

That Council receive the Action List update for January 2025 for information.

**Resolution No.: 2025/02.11**

**Carried**

<b>TITLE:</b>	New Project Community Hub	<b>DOC REF:</b> 11.2.3
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**PURPOSE:**

To advise Council of the pre-work being completed prior to the grant funding contract being received by Council for the Community Hub building.

**Moved: Cr Neilson**

**Seconded: Cr Beauchamp**

1. That the Council receive this report for information and support the initial planning process.
2. That Council support the engagement of P.O.D. Architects and Britton Project Management Services Pty Ltd for the project.
3. That Council approve the engagement of Michael Shave to complete the assessment of the proposal including a report to Council on current whole of life costings.

**Resolution No.: 2025/02.21**

**Carried**

Adam Britton joined the meeting at 12:05 PM.

Adam Britton left the meeting at 12:20 PM.

<b>TITLE:</b>	2nd Quarter Operational Plan Report Oct to Dec 2024	<b>DOC REF:</b> 11.2.4
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**PURPOSE:**

To present the second quarter Operational Report for Oct to Dec 2024.

**Moved: Cr Neilson**

**Seconded: Cr Beauchamp**

1. That Council receive for information the second quarter report from Oct to Dec 2024 in relation to the adopted Operational Plan 2024-2025.
2. That the report be displayed on the Council website.

**Resolution No.: 2025/02.12**

**Carried**

<b>TITLE:</b>	2025 National General Assembly	<b>DOC REF:</b> 11.2.5
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**PURPOSE:**

To advise Council of the 2025 National General Assembly details and seek confirmation of which Councillor/s are to attend.

**Moved: Cr Beauchamp**

**Seconded: Cr Norton**

That Council consider attendance at the 2025 National General Assembly and nominate which Councillor/s are to attend so early bookings can be made.

**Resolution No.: 2025/02.13**

**Carried**

<b>TITLE:</b>	New Agreement for the CUC MOU	<b>DOC REF:</b> 11.2.6
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**PURPOSE:**

To provide Council with a copy of the proposed MOU between CUC RAPAD CWQ and Boulia Shire Council for consideration.

**Moved:** Cr Woodhouse

**Seconded:** Cr Neilson

That Council endorse the Memorandum of Understanding (MOU) between Boulia Shire Council and Country Universities Centre RAPAD Central Western Queensland, as attached to the 'New Agreement for the CUC MOU' report, for a Regional University Study Hub in Boulia.

**Resolution No.: 2025/02.14**

**Carried**

<b>TITLE:</b>	Manager - People & Culture - January 2025	<b>DOC REF:</b> 11.2.7
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**PURPOSE:**

To provide Council with an update of the activities of the Manager – People & Culture for the month of January 2025.

**Moved:** Cr Neilson

**Seconded:** Cr Beauchamp

That the Manager – People & Culture January 2025 report is received for information.

**Resolution No.: 2025/02.15**

**Carried**

<b>TITLE:</b>	WHS Report January 2025	<b>DOC REF:</b> 11.2.8
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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 Beauchamp

**Seconded:** Cr Norton

That the Workplace Health and Safety Report for January 2025 be received for information.

**Resolution No.: 2025/02.16**

**Carried**

<b>TITLE:</b>	Policy Review - Heat Stress Policy	<b>DOC REF:</b> 11.2.9
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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 policy 160 – Heat Stress Policy.

**Moved:** Cr Neilson

**Seconded:** Cr Woodhouse

That policy 160 Heat Stress Policy as presented, be adopted.

**Resolution No.: 2025/02.17**

**Carried**

### **11.3 Corporate Services**

<b>TITLE:</b>	Director Corporate & Financial Services January 2025 Report	<b>DOC REF:</b> 11.3.1
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**PURPOSE:**

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

**Moved:** Cr Beauchamp

**Seconded:** Cr Woodhouse

That the Director of Corporate & Financial Services January 2025 report be received for information purposes.

**Resolution No.: 2025/02.18**

**Carried**

<b>TITLE:</b>	Audit & Risk Management Committee Update February 2025	<b>DOC REF:</b> 11.3.2
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**PURPOSE:**

To present Council with the Audit and Risk Management Meeting Minutes held on 14<sup>th</sup> February 2025.

**Moved:** Cr Norton

**Seconded:** Cr Neilson

That the Director of Corporate & Financial Services Audit and Risk Management Report for February 2025 be received for information.

**Resolution No.: 2025/02.19**

**Carried**

<b>TITLE:</b>	Financial Report for January 2025	<b>DOC REF:</b> 11.3.3
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**PURPOSE:**

Financial Summary as at 31 January 2025.

**Moved:** Cr Beauchamp

**Seconded:** Cr Woodhouse

That the Finance Report for January 2025 be received for information.

**Resolution No.: 2025/02.20**

**Carried**



The meeting was adjourned for lunch at 12:32 PM.  
The meeting resumed at 1:15 PM.

David Royston-Jennings joined the meeting at 1:15 PM.  
David Royston-Jennings left the meeting at 1:29 PM.

Paul Bawden joined the meeting at 1:40 PM.

## **11.4 Economic and Community Development**

<b>TITLE:</b>	Economic & Community Development Report – January 2025	<b>DOC REF:</b> 11.4.1
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### **PURPOSE:**

To provide Council with an update on the activities associated with Councils' Economic and Community development roles.

**Moved:** *Cr Beauchamp*

**Seconded:** *Cr Norton*

That the Economic and Community Development Report for January 2025 be received for information.

**Resolution No.: 2025/02.28**

**Carried**

<b>TITLE:</b>	Min Min Encounter & Boulia Heritage Complex Report January 2025	<b>DOC REF:</b> 11.4.2
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### **PURPOSE:**

To report on the day-to-day operations of the Min Min Encounter (MME) and Boulia Heritage Complex (BHC) and to promote tourism in the Shire and surrounding region.

**Moved:** *Cr Neilson*

**Seconded:** *Cr Beauchamp*

That the Min Min Encounter & Boulia Heritage Complex Report for January 2025 be received for information.

**Resolution No.: 2025/02.29**

**Carried**

Paul Bawden left the meeting at 1:59 PM.

## **12 Closed Session**

**CLOSED MEETING AT 1:31 PM.**

**Moved:** *Cr Norton*

**Seconded:** *Cr Woodhouse*

That Council move into Closed Session in accordance with the Local Government Regulation 2012 section 254J (3) on the following provision:

- (a) the appointment, discipline or dismissal of the chief executive officer
- (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.: 2025/02.22**

**Carried**

Lily Williams, Kaylene Sloman, Henry Mascarenhas and Lynn Moore left the meeting at 1:36PM.

Lily Williams, Kaylene Sloman, Henry Mascarenhas and Lynn Moore joined the meeting at 1:39PM.

**OUT OF CLOSED SESSION AT 1:38 PM.**

**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.: 2025/02.23**

**Carried**

The following recommendations were resolved from the closed session:  
2025/02.24 and 2025/02.25

<b>TITLE:</b>	Endorsement of Plumbing Contractor on Industrial Estate Works	<b>DOC REF:</b> 13.1
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**PURPOSE:**

To endorse the awarding of a plumbing contract for works at the Industrial Estate Boulia to Local Buy Contractor Auzscot.

*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 Neilson**

**Seconded: Cr Beauchamp**

That Boulia Shire Council approve the engagement of Auzscot to deliver the Installation of Water Services at the Boulia Industrial Sub-Division valued at \$316,081.86 + GST

**Resolution No.: 2025/02.24**

**Carried**

## **12.1 Office of the Chief Executive**

<b>TITLE:</b>	Relocation Expenses for the CEO	<b>DOC REF:</b> 12.1.1
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**PURPOSE:**

The approval of the quote for removal expenses for the outgoing CEO Lynn Moore.

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

*(a) the appointment, discipline or dismissal of the chief executive officer;*

**Moved:** Cr Norton

**Seconded:** Cr Neilson

That the removal quote be approved for payment/re-reimbursement for the CEO removal expenses.

**Resolution No.: 2025/02.25**

**Carried**

## **13 Late Reports**

<b>TITLE:</b>	2025/2026 TIDS base funding	<b>DOC REF:</b> 13.1
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**PURPOSE:**

To seek endorsement to allocate Council funds to TIDS for 2025/2026.

**Moved:** Cr Neilson

**Seconded:** Cr Beauchamp

That the Council endorse the allocation of \$150,000 towards the Infrastructure Development Scheme (TIDS) 2025/2026 program.

**Resolution No.: 2025/02.26**

**Carried**

<b>TITLE:</b>	2025/2026 Discretionary TIDS funding	<b>DOC REF:</b> 13.2
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**PURPOSE:**

To seek endorsement to allocate Council funds to Discretionary TIDS for 2025/2026.

**Moved:** Cr Woodhouse

**Seconded:** Cr Norton

That Council endorse an application for \$90,000 in the 2025/2026 Discretionary Transport Infrastructure Development Scheme (TIDS) and allocate \$90,000 towards the Discretionary TIDS 2025/2026 program.

**Resolution No.: 2025/02.27**

**Carried**

## **14 General Business**

**Pitta Pitta Bush Tucker Signs** - Councillor Woodhouse suggested the Pitta Pitta Bush Tucker signs at the Burke River need replacing.

**Pallet Racks in CPL Shed** - Councillor Beachamp suggested Pallet Racks or a similar option be investigated and purchased to be placed in the CPL Shed for more storage.

**Donation for Catering** - Councillor Norton requested a donation of \$250 worth of food for an event hosting the "Funny Mummies" show. At this event the "Strong Women Award" will be awarded to a member of the community.

## **15 Meeting Closure**

The Deputy Mayor closed the meeting at 2:55 PM.

## **16 Confirmed**

Minutes confirmed 28<sup>th</sup> March 2025  
Resolution No.: 2025/03.2