



# BOULIA SHIRE COUNCIL

**Minutes of the ORDINARY MEETING  
of the Boulia Shire Council  
held on Wednesday 23 April 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 Mayor opened the meeting at 9.06 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 Jack Neilson  
Councillor Jan Norton  
Councillor Julie Woodhouse

Officers: Mrs Kaylene Sloman (Acting Chief Executive Officer)  
Mr Henry Mascarenhas (Director of Works and Operations)  
Miss Lily Williams (Executive Assistant)

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

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

### **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**

There were no deputations to Council.

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

**Moved:** Cr Woodhouse

**Seconded:** Cr Britton

That the minutes of the Ordinary Meeting held on 28th March 2025 be accepted.

**Resolution No.:** 2025/04.1

**Carried**

## **11 Reports**

### **11.1 Works and Operations**

<b>TITLE:</b>	Director of Works and Operations March 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 March 2025.

**Moved:** Cr Neilson

**Seconded:** Cr Norton

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

**Resolution No.:** 2025/04.2

**Carried**

<b>TITLE:</b>	Works Manager - March 2025 Report	<b>DOC REF:</b> 11.1.2
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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 March 2025.

**Moved:** Cr Beauchamp

**Seconded:** Cr Norton

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

**Resolution No.:** 2025/04.3

**Carried**

The meeting was adjourned for morning tea at 10.15 am.

The meeting resumed at 10.44 am.

<b>TITLE:</b>	Foreman Town Services and Utilities Report March 2025	<b>DOC REF:</b> 11.1.3
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**PURPOSE:**

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

**Moved: Cr Neilson**

**Seconded: Cr Britton**

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

**Resolution No.: 2025/04.4**

**Carried**

<b>TITLE:</b>	Foreman Roads, Construction and Maintenance Report for March 2025	<b>DOC REF:</b> 11.1.4
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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 March 2025.

**Moved: Cr Woodhouse**

**Seconded: Cr Britton**

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

**Resolution No.: 2025/04.5**

**Carried**

<b>TITLE:</b>	QRA Flood Damage Works Department March 2025	<b>DOC REF:</b> 11.1.5
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**PURPOSE:**

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

**Moved: Cr Norton**

**Seconded: Cr Beauchamp**

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

**Resolution No.: 2025/04.6**

**Carried**

<b>TITLE:</b>	Rural Lands Protection Officer March Report 2025	<b>DOC REF:</b> 11.1.6
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**PURPOSE:**

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

**Moved: Cr Britton**

**Seconded: Cr Neilson**

That the Rural Lands Protection Officer March 2025 Report be received for information.

**Resolution No.: 2025/04.7**

**Carried**

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

<b>TITLE:</b>	Chief Executive Officers Report March 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 Neilson**

**Seconded: Cr Norton**

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

**Resolution No.: 2025/04.8**

**Carried**

The meeting was adjourned for lunch at 12.27 pm.

The meeting resumed at 12.50 pm.

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

To present to Council an updated Action List.

**Moved: Cr Neilson**

**Seconded: Cr Norton**

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

**Resolution No.: 2025/04.9**

**Carried**

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

To provide Council an update on progress for the Boulia Community Hub project and endorse the establishment of a Project Reference Group.

**Moved: Cr Neilson**

**Seconded: Cr Britton**

1. That Council receive the Community Hub - March 2025 Update report for information.
2. That Council endorse the establishment of a Project Reference Group and Project Working Group for the Boulia Community Hub Project.

**Resolution No.: 2025/04.10**

**Carried**

<b>TITLE:</b>	Policy Review - Study Policy	<b>DOC REF:</b> 11.2.4
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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 Council's Study and Training Policy.

**Moved: Cr Britton**

**Seconded: Cr Norton**

That policy 132 Study and Training Policy, be adopted with a changes to category 3. In order for Boulia Shire Council to offer a 25% contribution to a course, the employee must commit to 2 years employment with Council. If the employee leaves within 2 years of commencement they must pay the 25% contribution back to Council.

**Resolution No.: 2025/04.11**

**Carried**

<b>TITLE:</b>	3rd Quarter Operational Plan Report Jan to Mar 2025	<b>DOC REF:</b> 11.2.5
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**PURPOSE:**

To present the third quarter Operational Report for Janury to March 2025.

**Moved: Cr Britton**

**Seconded: Cr Neilson**

That Council receive the 3rd Quarter Operational Plan as presented for information.

**Resolution No.: 2025/04.12**

**Carried**

<b>TITLE:</b>	WHS Report March 2025	<b>DOC REF:</b> 11.2.6
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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 Britton**

**Seconded: Cr Beauchamp**

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

**Resolution No.: 2025/04.13**

**Carried**

<b>TITLE:</b>	Policy Review - Motor Vehicle Policy and Respect in the Workplace Policy	<b>DOC REF:</b> 11.2.7
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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 Britton**

**Seconded: Cr Norton**

1. That policy 134 Motor Vehicle Policy, as presented be adopted.
2. That policy 149 Respect in the Workplace Policy, as presented be adopted.

**Resolution No.: 2025/04.14**

**Carried**

### **11.3 Corporate Services**

<b>TITLE:</b>	Director Corporate & Financial Services February 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 Neilson**

**Seconded: Cr Britton**

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

**Resolution No.: 2025/04.15**

**Carried**

<b>TITLE:</b>	Financial Report for March 2025	<b>DOC REF:</b> 11.3.2
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**PURPOSE:**

Financial Summary as at 31<sup>st</sup> March 2025.

**Moved: Cr Beauchamp**

**Seconded: Cr Britton**

That the Financial Report for March 2025 be received for information.

**Resolution No.: 2025/04.16**

**Carried**

<b>TITLE:</b>	Banking Signatories Update	<b>DOC REF:</b> 11.3.3
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**PURPOSE:**

To update changes to banking signatories adding Director of Works and Operations, Relief Finance Manager, and Administration Supervisor and remove CEO and Senior Administration Officer. To add view access to Acting Director of Corporate and Financial Services.

**Moved: Cr Britton**

**Seconded: Cr Woodhouse**

1. 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.
2. That the Acting Chief Executive Officer action the changes to signatories and electronic devices for the change in Director of Works and Operations, Relief Finance Manager, Administration Supervisor and Acting Director of Corporate and Financial Services positions.

**Resolution No.: 2025/04.17**

**Carried**

<b>TITLE:</b>	Budget Review Q3 31 March 2025	<b>DOC REF:</b> 11.3.4
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**PURPOSE:**

To provide a Budget Review to 31 March 2025 based on trends to date.

**Moved: Cr Britton**

**Seconded: Cr Woodhouse**

That the Budget Review to 31 March 2025 as presented to Council be received and that the revised budget variations for Operational and Capital Budgets as shown be adopted.

**Resolution No.: 2025/04.18**

**Carried**

## **11.4 Economic and Community Development**

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

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

**Moved: Cr Norton**

**Seconded: Cr Britton**

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

**Resolution No.: 2025/04.19**

**Carried**

<b>TITLE:</b>	Min Min Encounter & Boulia Heritage Complex Report March 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 Britton**

**Seconded: Cr Beauchamp**

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

**Resolution No.: 2025/04.20**

**Carried**

## **12 Closed Session**

**CLOSED MEETING AT 3.44 pm.**

**Moved: Cr Neilson**

**Seconded: Cr Norton**

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

- (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.: 2025/04.21**

**Carried**

**OUT OF CLOSED SESSION AT 4.32 pm.**

**Moved: Cr Britton**

**Seconded: Cr Neilson**

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

**Resolution No.: 2025/04.22**

**Carried**

The following recommendations were resolved from the closed session: 2025/04.23, 2025/04.24 and 2025/04.25.

The Director of Works and Operations Mr Henry Mascarenhas and Executive Assistant Miss Lily Williams left the room at 3.44 pm

<b>TITLE:</b>	Appointment of the Chief Executive Officer	<b>DOC REF:</b> 12.2.1
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**PURPOSE:**

Appointment of the Chief Executive Officer, following a comprehensive recruitment process and in accordance with Section 194 of the Local Government Act 2009.

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

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

**Moved: Cr Norton**

**Seconded: Cr Woodhouse**

That Council:

1. Appoint Mr Shane Gray to the position of Chief Executive Officer in accordance with s194 of the Local Government Act 2009;
2. Commencement date from 1st May 2025;
3. Delegate to the Mayor, Power to:
  - a. Finalise the employment terms with the contract of employment; and
  - b. Enter a contract of employment with Mr Shane Gray.

**Resolution No.: 2025/04.23**

**Carried**

The Director of Works and Operations Mr Henry Mascarenhas and Executive Assistant Miss Lily Williams joined the room at 3.59 pm.

<b>TITLE:</b>	Industrial Sub-Division Lessons Report	<b>DOC REF:</b> 12.1.2
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**PURPOSE:**

To document & discuss the challenges Officers encountered during the Design & Build phase of the Industrial Sub-Division. Identify the Lessons that have been learnt and highlight items that will ensure such a chaotic process does not eventuate in the future Projects.

*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 Britton**

**Seconded: Cr Beauchamp**

Council accept the Lessons Learnt Report and endorse the Way Forward recommendations for future works for Boulia Shire Council Projects, especially the Residential Estate.

**Resolution No.: 2025/04.24**

**Carried**

<b>TITLE:</b>	Boulia Residential Estate Mid to Long Term Strategy Discussion Document	<b>DOC REF:</b> 12.1.3
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**PURPOSE:**

To provide Council with information which can be utilized to form the Mid/Long Term Strategy regarding Housing within the Shire. This will be applicable for both the Council Staff and members of the Community that would be interested in buying & building their home within the Diamantina Residential Sub-Division.

*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 Woodhouse**

1. Council endorses the Officers to submit a Grant Application for Stage2 and Stage3 of the Diamantina Street Residential Sub-Division under the Residential Activation Fund (RAF).
2. Council invest time in engaging with Housing Australia to better understand the Scope/Impact of the two Initiatives rolled out as a part of the Federal Budget March 2025.
3. Council authorizes the CEO to discuss with RAPAD group, local banks the opportunity to provide preferential/priority lending opportunity to RAPAD region including Boulia Staff/Community.
4. Council authorises a Teams meeting be set up with Queensland Housing Finance for a presentation for the May 2025 Council meeting.

**Resolution No.: 2025/04.25**

**Carried**

## **13 Late Reports**

<b>TITLE:</b>	Manager - People & Culture - February 2025	<b>DOC REF:</b> 11.2.3
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### **PURPOSE:**

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

**Moved: Cr Neilson**

**Seconded: Cr Beauchamp**

That the Manager of People and Culture report for March 2025 be received for information.

**Resolution No.: 2025/04.26**

**Carried**

## **14 General Business**

**Incinerator at the Dump** - Councillor Norton requested an Incinerator for burning of confidential documents be located at the local landfill. It was decided for this suggestion to not be taken further due to EPA laws and regulations.

**Advertisement of the Min Min Encounter** - Councillor Neilson and Councillor Woodhouse suggested a new Advertisement campaign to advertise the Boulia Min Min Encounter which show cases the famous Min Min Light.

**Advertisement of Boulia Township and Shire** - Councillor Woodhouse suggested a new Television Advertisement be recorded to showcase the Boulia Town itself. The suggestion was made to conduct mini interviews with local businesses and the general public to advertise and attract visitors to Boulia. The current Television ad is on Channel 7.

**Reuse of Current Office Furniture in the Community Hub** - Councillor Woodhouse suggested that the newer furniture in the current Boulia Shire Council office be reused in the new Community Hub.

**Thanking the Current Staff** - Mayor Rick Britton thanked Mrs Kaylene Sloman for all of her hard work as Acting Chief Executive Officer, he also thanked Mr Henry Mascarenhas and all of the staff of Boulia Shire Council for assisting Kaylene during this time.

## **15 Meeting Closure**

The Mayor closed the meeting at 4.38 pm.

## **16 Confirmed**

Minutes confirmed 23rd May 2025.  
Resolution No.: 2025/05.1

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