



CARPENTARIA SHIRE

Outback by the Sea

***CONFIRMED
MINUTES***

***21 & 22 November,
2012***

CONFIRMED MINUTES

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WEDNESDAY

9.00am	
10.00am – 10.30am Morning Tea	Presentation of the North Queensland Sports Foundation Bursary
10.30am – 11.00am	Visit to Childcare Centre
12.30pm – 1.30pm	Lunch
3.00pm - 3.30pm	Afternoon Tea

THURSDAY

9.00am	
10.00am – 10.30am	Morning Tea
12.30pm – 1.30pm	Lunch
3.00pm - 3.30pm	Afternoon Tea

1.	Opening of Meeting – 9.00am A Minute's silence for Community Members who have passed away since the last Council Meeting.
2.	Record of Attendance
3.	Confirmation of Minutes 3.1 Minutes of the Ordinary Meeting of Council held on 17 and 18 October 2012
4.	Business Arising from Previous Minutes
5.	Public Question Time
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10.	Community & Cultural Services Reports 10.1 Community & Cultural Services Monthly Report 10.2 Community Donations and Support

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	10.3 Memorandum of Understanding – Karumba Children’s Centre
12.	General Business
13.	Closure of Meeting

CONFIRMED MINUTES

1. OPENING OF MEETING

The Mayor welcomed members and declared the meeting open at 9.00am.

2. RECORD OF ATTENDANCE

Mayor: Cr FC Pascoe.
Members: Cr AJ Gurney; Cr MD Johnson; Cr JC Zahner; Cr JD Beard;
Cr ATJ Gallagher; Cr BS Schneekloth.

Staff:
Chief Executive Officer; Mr Bob Owen,
Executive Assistant; Ms Angeline Pascoe.

APOLOGIES

Nil.

3. CONFIRMATION OF MINUTES

Confirmation of Minutes from the Ordinary Meeting of Council held on the 17 & 18 October 2012 as previously circulated to Councillors.

Moved Cr Beard

Seconded Cr Zahner

That the Minutes of the Ordinary Meeting held on 17 and 18 October 2012 be confirmed, subject to the following amendments:

- 1. That it be noted that Reports 7.5; 7.6 and 7.7 dealing with the purchase of rollers were discussed on Wednesday 17 October 2012 and were left to lie on the table for a decision on Thursday 18 October 2012.***

CARRIED

Resolution No. 1112/001

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Cr Gallagher stated that Council cannot direct staff to do something illegal by grading Old Croydon Road which he states was not on Council land. *Clarification is to be sought from Ausnorth Consultants who have conducted surveys and historical searches on the gazetted road reserve.*

Cr Gallagher requested that the Unconfirmed Minutes be distributed to Councillors within 10 days of the meeting.

CONFIRMED MINUTES

5. PUBLIC QUESTION TIME

Mr Calvin Gallagher entered the public gallery. Mr Gallagher raised the following matters:

1. Council is leaving gates open during road works. He had spoken to the Police and Stock Squad. It is an offence to leave gates open. An officer assured him it would be rectified and it hasn't been looked at.
2. A gate was broken on Haydon by a contractor – this is a bad look for Council.
3. Work along pipeline to Karumba – through our block, dirt has been dumped at every turn off and crossing. This is petty and spiteful.

Verbal reports were provided to Council on each of the above matters during the course of the meeting.

CONFIRMED MINUTES

ATTENDANCE: 9.12am - Mr John Martin, Mr Steven Houston and Mr Jack Parry entered the meeting.

6. DIRECTOR OF ENGINEERING ROADS REPORTS

6.1 Works Report

Budget areas are performing generally within their specified variance range, with the exception of the 2011 Shire Roads Flood Damage restoration works. These works are currently going through a "re-scoping and budget benchmarking" assessment. A summary of the works achieved can be found in the body of this report.

Council noted the summary of the works that have been completed for the month of October 2012.

ATTENDANCE: The Senior Engineer, Works Manager and Director of Engineering Roads left the meeting.

RECESS: 10.15am – 11.15am The Mayor called a recess for the presentation of the BHP Billiton's North Queensland Sports Foundation Bursary to Kelean Logan and Courtney Gray. Courtney was unable to be at Council today. Her presentation is being held at the Spinifex Junior Campus in Mount Isa where she attends school.

Following the presentation, the Mayor and Councillors left to attend the Normanton Childcare Centre for morning tea.

ATTENDANCE: The Senior Engineer and Director of Engineering Roads returned to the meeting.

GENERAL BUSINESS – ENGINEERING ROADS

- | | |
|-------------|--|
| Cr Pascoe | Requested an update on the construction works in Noel St West, Travers and Philp Streets.
<i>An update was provided by John Martin which indicated that there are initial issues with the works, but that works would be back on schedule in the next day or two.</i> |
| Cr Beard | Asked if future sealing works were being done by the same contractors who had done the recent work?
<i>John Martin stated that this was correct.
Discussion followed on works on Shire streets.</i> |
| John Martin | Provided updates to Councillors on the matters raised by Mr Gallagher during Public Question Time. |

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Provided Councillors with updates on the use of triple and quad trailers in town, together with information on the Main Roads permit system.

Cr Beard

Asked for information on the basis for contractors being paid on the school dam job.
John Martin advised that a single rate was being paid.

ATTENDANCE: 12.20pm The Senior Engineer and Director of Engineering Roads left the meeting.

CONFIRMED MINUTES

7. DIRECTOR OF ENGINEERING SERVICES REPORTS

7.1 Planning & Building

The report is to advise Council of relevant Planning and Building Activities within the Shire for the month of October 2012.

Moved Cr Gurney

Seconded Cr Gallagher

That Council note and accept the content of the report as presented.

CARRIED

Resolution No.1112/002

Planning Applications

File	Address	Application Type	Status
I/0736	105 Landsborough St, Normanton	MCU, Pharmacy	Pending

Building Applications

IDAS No	Address	Type	Value
I/0733	Catalina St, Karumba	Expansion of Broadcasting Site	\$40,000
I/0734	100 Philp St, Normanton	Ablution Block and Training Centre	\$124,700

Building Permits issued

IDAS No	Address	Type	Value
I/0733	Catalina St, Karumba	Expansion of Broadcasting Site	\$40,000
I/0731	7 Riverview Dr, Karumba	Extension	\$65,000

Applications pending waiting on further information (Applicants advised)

IDAS No	Address	Type	Date Received
I/0688	1 Lynch Close, Karumba	Extension / Pool	26/08/2011

CONFIRMED MINUTES

7.2 Water Status Report for October 2012

During, October 2012, 98.8 ML of water was pumped from Glenore Weir. Bore water pumped was a total of 4.9 ML. Total water received at the water treatment plant was 103.7 ML. This was more than last month.

Due to the increased water consumption and the drop in water level at the Glenore Weir, back-pumping was started again on 29 October 2012.

Glenore Weir level on 30 October 2012 was 5.54 AHD. The level of the weir on 30 September 2012 was 6.08 AHD.

Consumption for Normanton was 3.30 kL/day per connection and Consumption for Karumba was 3.53 kL /day per connection.

A total of 10 tests were conducted on water samples from the reticulation system for E-Coli during the month of October 2012. No E-coli was detected.

Moved Cr Gallagher

Seconded Cr Johnson

That Council receives and notes the Water Status report as presented for the period ending 31 October 2012.

CARRIED

Resolution No.1112/003

GENERAL BUSINESS – ENGINEERING SERVICES

Cr Zahner

Are we pumping from the wharf at Normanton?
Pumping at 2 litres per second has been occurring during November. The pumps at Glenore have been unable to keep up with demand. Safe water drinking guidelines, including 750ppm of salt are being observed. (Note: pumping from the wharf was stopped upon commissioning of the new 18.5kw pump at Glenore).

CONFIRMED MINUTES

8. CHIEF EXECUTIVE OFFICER REPORTS

8.1 Alcohol Management Plans ("AMP")

The Queensland Government is reviewing Alcohol Management Plans. While Carpentaria Shire is not bound by an AMP, it has previously been suggested that one effect of the AMPs is that indigenous peoples have moved to towns such as Normanton to access alcohol.

The State is seeking feedback from Council about how the AMPs have impacted on Council's local government area.

Moved Cr Zahner

Seconded Cr Beard

That Council makes a submission to the Minister in relation to Alcohol Management Plans.

CARRIED

Resolution No.1112/004

ADJOURNMENT: 12.30pm – 1.25pm The Mayor adjourned the meeting for lunch.
Upon resumption all members were present except Cr Schneekloth.

ATTENDANCE: 1.55pm Councillor Schneekloth returned to the meeting.

8.2 Application for road closure – Landsborough Street, Karumba

The owners of the Karumba Point Sunset Caravan Park have applied to close part of Landsborough Street at Karumba for commercial purposes.

Council has until 13 December 2012 to advise the Department of Natural Resources and Mines ("DNRM") of its views in relation to the application

Moved Cr Beard

Seconded Cr Pascoe

That Council advise the Department of Natural Resources and Mines that it objects to the application to close part of Landsborough Street at Karumba comprising an area of approximately 1835m² abutting Lot 12 on Crown Plan NM843281 as Council is of the view that the proposed closure, among other things—

- 1. would adversely affect the amenity of surrounding residential land uses; and*
- 2. would detrimentally impact Council's future plans and intentions for the area, including beautification of the entrance to the newly constructed Karumba Walkway;*
- 3. is not supported by sufficient grounds to justify the closure.*

CARRIED

Resolution No.1112/005

CONFIRMED MINUTES

8.3 Barramundi Hatchery

Council and the Gulf Barramundi Restocking Association Inc have both resolved that Council take over the operations and management of the barramundi hatchery at Karumba.

This report provides Council with an update on progress.

Moved Cr Gurney

Seconded Cr Beard

That Council receives and notes the report as presented.

CARRIED

Resolution No.1112/006

8.4 Document Signing Policy

The Chief Executive Officer is currently required to sign all documents on behalf of Council. This approach reduces efficiency in the organisation. The attached Policy is designed to provide guidelines on circumstances where directors may sign relevant documents.

Moved Cr Gallagher

Seconded Cr Zahner

That Council adopt the Document Signing Policy as amended.

CARRIED

Resolution No.1112/007

8.5 2013 Council Meeting Dates

The *Local Government Act 2009* requires a Shire Council to meet at least once in each three month period. The proposed meeting dates for 2013 are presented for Council's consideration and adoption.

The Carpentaria Shire Council Meetings are traditionally held on the third Wednesday and following Thursday (if required) of each month. These dates have been recommended for the 2013 year with the exception of the December meeting which has been brought forward a week due to the Christmas closedown period.

CONFIRMED MINUTES

Moved Cr Johnson

Seconded Cr Zahner

That Council adopts the 2013 Council Meeting dates as amended.

Month	Agenda Due	Meeting Date	Meeting Type
January	22	30 31	Ordinary Meeting Ordinary Meeting
February	12	20 21	Ordinary Meeting Ordinary Meeting
March	12	20 21	Ordinary Meeting Ordinary Meeting
April	9	17 18 9	Ordinary Meeting - Karumba Ordinary Meeting Kba Civic Centre Public Consultation
May	7	15 16 7	Ordinary Meeting Ordinary Meeting Ntn Shire Hall Public Consultation
June	11	19 20	Ordinary Meeting Ordinary Meeting
July	9	17 18	Ordinary Meeting Budget Meeting
August	13	21 22	Ordinary Meeting Ordinary Meeting
September	10	18 19	Ordinary Meeting Ordinary Meeting
October	8	16 17	Ordinary Meeting Ordinary Meeting
November	12	20 21	Ordinary Meeting Ordinary Meeting
December	3	11 12	Ordinary Meeting Note: 1 week earlier due to Christmas

CARRIED

Resolution No.1112/008

CONFIRMED MINUTES

8.6 Human Resources Report

The report provides information to Council on recent and upcoming activities within the Human Resources Department.

Moved Cr Gurney

Seconded Cr Zahner

That Council accept the report as presented.

CARRIED

Resolution No.1112/009

GENERAL BUSINESS – CHIEF EXECUTIVE OFFICER

Cr Beard

Can we investigate whether we should get defibrillators for Council workplaces?
This issue will be referred to the Manager Human Resources to investigate.

Cr Zahner

What is happening with the supply of the water truck trailers?
The matter is in the hands of Council's solicitors.

RECESS: 3.20pm - The Mayor called a recess for afternoon tea.

CHANGE IN STANDING ORDERS

Moved Cr Gurney

Seconded Cr Johnson

That Council resolve to amend the Standing Orders to commence dealing with the Confidential reports.

CARRIED

Resolution No.1112/010

Moved Cr Gurney

Seconded Cr Johnson

That Council resolve to, in accordance with section 72 of the Local Government (Operations) Regulation 2010 to close the meeting to the public to discuss confidential matters.

CARRIED

Resolution No.1112/011

Moved Cr Gurney

Seconded Cr Johnson

That Council resolve to open the meeting to the public.

CARRIED

Resolution No.1112/012

CONFIRMED MINUTES

11. CONFIDENTIAL REPORTS

11.1 Fuel Tender 12/300

One tender for the fuel supply contract for Council for the next one year has been received and is presented for Council's consideration.

Moved Cr Schneekloth

Seconded Cr Gallagher

That Council accept the tender from Carpentaria Fuels and appoint that company to undertake the contract for an initial period of one year.

CARRIED

Resolution No.1112/013

11.2 Karumba Cleaning Tender 12/301

Four tenders for the cleaning contract for Karumba for the next two years have been received and are presented for Council's consideration.

Moved Cr Zahner

Seconded Cr Beard

That Council appoint Julie-Anne Ward for the Karumba Cleaning Contract for a period of two years.

CARRIED

Resolution No.1112/014

11.3 Normanton Cleaning Tender 12/302

Five tenders for the cleaning contract for Normanton for the next two years have been received and are presented for Council's consideration.

Moved Cr Gurney

Seconded Cr Zahner

That Council appoint Outback Cleaners for the Normanton Cleaning Contract for a period of two years.

CARRIED

Resolution No.1112/015

CONFIRMED MINUTES

11.4 Carpentaria Shire Council

Council is enforcing contracts requiring the re-transfer of two lots back to Council for failure to comply with building covenants. A solicitor's letter has been received requesting that Council allow the owner to transfer the lots to her children and giving them a further 12 months to construct the housing. The solicitors have reserved their rights to proceed with litigation.

Moved Cr Pascoe

Seconded Cr Schneekloth

That Council reasserts its rights under the contracts of sale over Lots 24 and 26 Travers Street, Normanton, and requires the owner to transfer the titles back to Council.

CARRIED

Resolution No.1112/016

CONFIRMED MINUTES

Mr James Gauvin – Acting Director Corporate Services, participated by teleconference.

9. CORPORATE SERVICES REPORTS

9.1 Monthly Financial Report for Period Ending 31st October 2012

The Monthly Financial Report has been prepared for the period ending 31st October 2012.

The following is a summary of major variances and points to note.

Income Statement:

Interest Revenue is showing 22% of total budget. This is well below prorata budget (\$125,000 short) due to the use of fixed term investments which have not yet matured and lower average cash balances due to delays in recoverable works claims being collected.

There is a significant variance between recoverable works revenue (\$13.4m) and recoverable works costs (\$20.1m). This is caused by timing differences between the work being performed and the claims submitted. No claims have yet been submitted during November. This area is being investigated in detail as to what the causes are for the delays in making claims and improvements will be made in the very short term. Engineering is currently involved in a benchmarking process with QRA to find common ground.

There is significant shortfall in grants and subsidies than the average expected for the period. We will receive \$2.3m in Financial Assistance Grant for the full year instead of \$4.7m shown in the budget. This is caused by changes in Federal Government policy with Council receipting half of allocation in advance.

Administration and Governance is showing a negative expense due to very high oncost recoveries. A review will be conducted in November.

Environmental costs are well below budget due to the pest management program not yet being fully implemented and the refuse collection costs tracking well below normal costs.

Net plant operations is showing a greater negative expense than forecast for this time of year. This is directly related to the higher than prorata amount of recoverable works done to date and thus the higher levels of plant utilisation.

General Notes:

Council auditors arrived in early October and conducted the onsite audit of the Annual Financial Statements. This is due to be finalised by end of November.

An amended budget is being prepared and should be presented to Council at the December meeting. While there is unlikely to be major changes to the total operational expenditure, there will be changes to the capital program.

CONFIRMED MINUTES

Recruiting for the new Director of Corporate Services has commenced and we are hopeful of finding a suitable candidate.

Financial Indicators:	Target	2011/12	Oct-12
Current Ratio	> 3.0	8.61	21.02
Operating Result (% of total operating expenditure)	0-15%	23.06%	(16.8%)
Debt to Asset Ratio	< 2.0%	1.88%	1.46%
Capital Expenditure Ratio (capital purchases / depreciation expense)	> 1.1	0.81	1.46

The only ratio that does not conform to the target value is the operating result (which would be within the target if recoverable works revenue were fully claimed).

Moved Cr Gurney

Seconded Cr Johnson

That the Finance Report for the period ending 31st October 2012, incorporating the following reports, be received-

- **Income Statement**
- **Statement of Financial Position**
- **Statement of Cash Flow**
- **Capital Asset Summary**
- **30 Day Cash Flow Estimate**
- **Revenue and Expenditure Report**

CARRIED

Resolution No.1112/017

ATTENDANCE: 4.38pm The Director Community and Cultural Services attended the meeting.

CONFIRMED MINUTES

10. COMMUNITY AND CULTURAL SERVICES REPORTS

10.1 Monthly Report

The report provides information to Council on activities and programmes within the Community and Cultural Services portfolio.

Council noted and accepted the report as presented.

ATTENDANCE: 4.53pm – Mr Darryl Gurski attended the public gallery.

10.2 Community Donations and Support

During the period since the October 2012 Ordinary Meeting of Council, the requests listed in this report have been received from the Carpentaria Shire community for Community Donations and Support.

Moved Cr Gurney

Seconded Cr Johnson

That Council—

- 1. note and accept the report as presented; and*
- 2. note the Community Donations and Support Summary.*

CARRIED

Resolution No.1112/018

10.3 Memorandum of Understanding - Karumba Children's Centre

Council approved an allocation of \$30,000 in the 2012-13 operational budget as a contribution to support the operations of the Karumba Children's Centre.

The Draft Memorandum of Understanding, which is included as Attachment 10.3.1, will provide the reporting and accountability framework to support Council's financial contribution.

Moved Cr Zahner

Seconded Cr Schneekloth

That Council approve the attached draft Memorandum of Understanding between the Karumba Children's, Centre and Carpentaria Shire Council.

CARRIED

Resolution No.1112/019

CONFIRMED MINUTES

GENERAL BUSINESS – COMMUNITY AND CULTURAL SERVICES

Cr Zahner Can people use the pool in the morning?
The pool is not open to the public, but it is available for members of the Swimming Club.

Cr Gallagher Raised the issue of the starting blocks at the pool.
A report will be presented to the December meeting.

Can staff park outside at the Childcare Centre to ensure parents can drop their children off inside?
Informed the meeting that Professor Roley Sussex was the 2013 Australia Day Ambassador.

ATTENDANCE: 5.00pm The Director of Community and Cultural Services left the meeting.

5.00pm – 5.20pm Mr Darryl Gurski addressed Council on the issue of quad road trains.

5.25pm The Director of Engineering Roads, Mr John Martin entered the meeting.

5.45pm - The Director Community and Cultural Services returned to the meeting and the Executive Assistant left the meeting.

CONFIRMED MINUTES

12. GENERAL BUSINESS

Cr Gallagher

The sprinklers are not working at the Normanton Cemetery.
Town crew to investigate.

Bob Walker Avenue is it a Council street and who is supposed to maintain it?

Moved Cr Johnson

Seconded Cr Beard

That Council enter into a tenancy agreement with Mr Col Kemp for the vacant pensioner unit at Karumba.

CARRIED

Resolution No.1112/020

13. ADJOURNMENT OF MEETING

Moved Cr Gurney

Seconded Cr Beard

That the meeting be adjourned to Thursday 22 November 2012.

CARRIED

Resolution No.1112/021

CONFIRMED MINUTES

Thursday 22 November 2012

1. OPENING OF MEETING

The Mayor welcomed members and declared the meeting open at 10.20am.

2. RECORD OF ATTENDANCE

Mayor: Cr FC Pascoe.
Members: Cr AJ Gurney; Cr JC Zahner; Cr JD Beard; Cr BS Schneekloth;
Cr MD Johnson; Cr ATJ Gallagher.

Staff:
Chief Executive Officer; Mr Bob Owen

APOLOGIES

Nil.

GENERAL BUSINESS

Cr Beard

What is happening with the clearing of the Bore Drain?

The Chief Executive Officer stated the drain was being cleaned following previous enquiries from Councillors.

Can repairs be carried out on the water pipeline near 4 Mile Creek?

The dentist wants to use the room at the hospital. *Community Services will put him in touch with Paul Woodhouse.*

Have Hawkins trucks got their permits?

Who is responsible for the 1080 program? *Council has contracted out the service to the Land and Sea Rangers and their Manager has been appointed as an Authorised Person for Council.*


CONFIRMED MINUTES

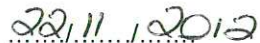
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|--------------|---|
| Cr Gallagher | The wading pool is not being vacuumed. Can this be followed up? |
| Cr Gurney | Provided the meeting with an update on his recent meetings. |
| Cr Pascoe | Reported on his meeting with the operators of 4KZ. |

The Chair of the meeting, Cr Fred Pascoe, Mayor, declared the meeting closed at 11.35pm.

MINUTES CERTIFICATE

These Minutes are Confirmed.


.....
Councillor F C Pascoe
Mayor


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Date