

**CARPENTARIA SHIRE**  
*Outback by the Sea*

***CONFIRMED  
MINUTES***

***12 December, 2012***

## **CONFIRMED MINUTES**

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#### **WEDNESDAY**

<b>9.00am</b>	
<b>10.00am – 10.30am</b> <b>Morning Tea</b>	Citizenship Ceremony for Mr Eric Findlay
<b>12.30pm – 1.30pm</b>	<b>Lunch</b>
<b>3.00pm - 3.30pm</b>	<b>Afternoon Tea</b>

<b>1.</b>	<b>Opening of Meeting – 9.00am</b> A Minute's silence for Community Members who have passed away since the last Council Meeting.
<b>2.</b>	<b>Record of Attendance</b>
<b>3.</b>	<b>Confirmation of Minutes</b> 3.1 Minutes of the Ordinary Meeting of Council held on 21 and 22 November 2012
<b>4.</b>	<b>Business Arising from Previous Minutes</b>
<b>5.</b>	<b>Public Question Time</b>
<b>7.</b>	<b>Engineering - Services</b> 7.1 Planning and Building Report 7.2 Water Status Report – October 2012
<b>8.</b>	<b>Chief Executive Officer</b> 8.1 Landfill Compactor for Normanton Waste Facility 8.2 Request Guidelines 8.3 Human Resources Report
<b>11.</b>	<b>Confidential Reports</b> 11.1 Recognition of Service
<b>6.</b>	<b>Engineering - Roads</b> 6.1 Works Report
<b>9.</b>	<b>Corporate Services</b> 9.1 Monthly Finance Report for period ending 2012
<b>10.</b>	<b>Community &amp; Cultural Services Reports</b> 10.1 Community & Cultural Services Monthly Report 10.2 Community Donations and Support 10.3 Starting Blocks at Normanton Swimming Pool
<b>12.</b>	<b>General Business</b>
<b>13.</b>	<b>Closure of Meeting</b>

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### 1. OPENING OF MEETING

The Mayor welcomed members and declared the meeting open at 8.55am.

### 2. RECORD OF ATTENDANCE

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

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

Cr Zahner left the meeting at 8.57am.

*Moved Cr Gallagher*

*Seconded Cr Beard*

*That leave of absence be granted to Councillors Johnson and Schneekloth.*

**CARRIED**

*Resolution No.1212/001*

### CONDOLENCES

A minute's silence was held for the passing of Councillor Johnson's mother, Mrs Doris Lonsdale. The Executive Assistant informed the meeting that a wreath and card was sent on behalf of Council.

### 3. CONFIRMATION OF MINUTES

Confirmation of Minutes from the Ordinary Meeting of Council held on the 21 and 22 November 2012 as previously circulated to Councillors.

*Moved Cr Beard*

*Seconded Cr Gallagher*

*That the Minutes of the Ordinary Meeting held on 21 and 22 November 2012 be confirmed.*

**CARRIED**

*Resolution No. 1212/002*

### 4. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

### 5. PUBLIC QUESTION TIME

No members of the public were present at the meeting.

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## **CONFIRMED MINUTES**

### **CHANGE IN STANDING ORDERS**

**Moved Cr Gallagher**

**Seconded Cr Gurney**

**That Council resolve to amend the Standing Orders to commence dealing with the Director of Engineering Services reports.**

**CARRIED**

**Resolution No.1212/003**

### **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 November 2012.

**Moved Cr Gurney**

**Seconded Cr Gallagher**

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

**CARRIED**

**Resolution No.1212/004**

#### **Planning Applications**

Nil.

#### **Building Applications**

Nil.

#### **Building Permits issued**

<b>IDAS No</b>	<b>Address</b>	<b>Type</b>	<b>Value</b>
I/0730	9 Simpson Street, Normanton	New Dwelling	\$299,136
I/0735	23 Noel Street, Normanton	Covered Area	\$22,000

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**Applications pending waiting on further information (Applicants advised)**

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

**7.2 Water Status Report for November 2012**

During, November 2012, 93.3 ML of water was pumped from Glenore Weir. Bore water pumped was a total of 4.7 ML. Total water received at the water treatment plant was 99.9 ML. This was less than last month.

Back-pumping at the Glenore Weir was discontinued on 30 November 2012 due to breakage with the pump hoses.

Glenore Weir level on 30 November 2012 was 4.91 AHD, the level of the weir on 31 October 2012 was 5.54 AHD.

Consumption for Normanton was 3.31 kL/day per connection and Consumption for Karumba was 3.31 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 November 2012. No E-coli was detected.

**Moved Cr Gurney**

**Seconded Cr Gallagher**

**That Council receives and notes the Water Status report as presented for the period ending 30 November 2012.**

**CARRIED**

**Resolution No.1212/005**

## CONFIRMED MINUTES

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### 8. CHIEF EXECUTIVE OFFICER REPORTS

#### 8.1 Landfill Compactor for Normanton Waste Facility

Council requires plant to properly maintain the Normanton Landfill site. It was originally proposed to purchase a dozer for this purpose. The dozer could then have been used for other jobs as well. Given the recent complaints to the regulator, it is apparent that a compactor is needed to reduce the incidence of fires at the site. Council has been able to locate a suitable second hand machine that will represent significant savings and be more suited to the purpose.

**Moved Cr Beard**

**Seconded Cr Gallagher**

***That Council accept the supply offer of \$99,000 (exclusive of GST and ex Brisbane) from Hastings Deering, Mt Isa for the Caterpillar 936E Wheel Loader with Factory CAT Waste configuration, subject to reaching agreement on a 3 month warranty from the supplier.***

**CARRIED**

**Resolution No.1212/006**

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**ATTENDANCE: 9.25am** Councillor Zahner returned to the meeting.

#### 8.2 Request Guidelines

The Chief Executive Officer previously had the power to make guidelines about the ways Councillors could ask officers for information or advice. The previous guidelines were made available at two meetings of Council for discussion purposes. The new draft guidelines are based generally on the previous guidelines prepared by the Chief Executive Officer. A copy of the draft guidelines were provided to Councillors by email in late November for comment. No comments were received at the time of preparing this report.

With the recent amendments to the *Local Government Act 2009*, Council is given the power to adopt Acceptable Request Guidelines (the "Guidelines") by resolution. The purpose of the Guidelines is to set out the way in which a Councillor may ask a local government employee for advice. Council is not bound by the draft Guidelines and may amend them as it sees fit. However, some caution is required due to potential operational implications of any proposed amendments.

**Moved Cr Gurney**

**Seconded Cr Beard**

***That Council adopt the Acceptable Requests Guidelines as presented.***

**CARRIED**

**Resolution No.1212/007**

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**ATTENDANCE: 9.30am** The Manager Human Resources attended the meeting.

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### 8.3 Human Resources Report

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

*Moved Cr Beard*

*Seconded Cr Gallagher*

*That Council accept the report as presented.*

**CARRIED**

*Resolution No.1212/008*

### CITIZENSHIP CEREMONY

**9.55am** The Mayor officiated and performed the Citizenship Ceremony and presented Mr Eric Findlay with his Certificate and gift from Council. Council welcomed Mr Findlay to our community and thanked him for his commitment to Australia through becoming a citizen.

**RECESS: 10.10am - 10.30am** The Mayor called a recess for morning tea.

### CHANGE IN STANDING ORDERS

*Moved Cr Beard*

*Seconded Cr Zahner*

*That Council resolve to amend the Standing Orders to commence dealing with the confidential report.*

**CARRIED**

*Resolution No.1212/009*

*Moved Cr Gurney*

*Seconded Cr Zahner*

*That Council move into closed session to discuss confidential employment matters pursuant to section 72 of the Local Government (Operations) Regulation 2010.*

**CARRIED**

*Resolution No.1212/010*

*Moved Cr Gurney*

*Seconded Cr Zahner*

*That Council resolve to open the meeting to the public.*

**CARRIED**

*Resolution No.1212/011*

## CONFIRMED MINUTES

### 11. CONFIDENTIAL REPORTS

#### 11.1 Recognition of Service

The report provides information to Council on a recent request in regard to Council's Recognition of Service Policy.

**Moved Cr Zahner**

**Seconded Cr Gurney**

***That Council notes Mr Grieve's Service under the Recognition of Service Policy as 10 years continuous service. Council also recognise Mr Grieve's total service of 25 years and provide a certificate and letter of appreciation of this effect, together with a gift for 25 years service.***

**CARRIED**

**Resolution No.1212/012**

**ATTENDANCE: 11.00am** The Manager Human Resources left the meeting.

**11.10am** The Director of Engineering Roads, Mr John Martin; Works Manager, Mr Jack Parry and the Senior Engineer, Mr Steve Houston entered the meeting.

**Moved Cr Gurney**

**Seconded Cr Zahner**

***That Council amends the Standing Orders to commence dealing with the Director of Engineering Roads reports.***

**CARRIED**

**Resolution No.1212/013**

### 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.

**Moved Cr Gurney**

**Seconded Cr Beard**

***That Council accept the report as presented.***

**CARRIED**

**Resolution No.1212/014**



## CONFIRMED MINUTES

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### GENERAL BUSINESS

Cr Gurney

Update on queries raised at November meeting regarding gates and gravel.  
*No further updates from the November meeting.*

Asbestos pipe found along walkway.  
*The Chief Executive Officer advised that Council staff are working on it, subject to access from tides and wet ground.*

Cr Zahner

Work on Green Street to dam.  
*The Works Manager informed this was done under flood damage.*

Asset Register

Cultural Heritage procedures.

John Martin

Proposed Footpath route at Karumba Point.

Queried why contractors finished earlier than Council staff?

Cr Gallagher

Good work on the footpath in front of bank.

Cr Pascoe

Discussion on Noel St West project.

Discussion on Queensland Reconstruction Authority visit.

**ATTENDANCE: 12.25pm** - Mr John Martin, Mr Jack Parry and Mr Steve Houston left the meeting.

**ADJOURNMENT: 12.30pm – 1.30pm** The meeting was adjourned for lunch.  
Upon resumption all members were present.

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### **9. CORPORATE SERVICES REPORTS**

#### **9.1 Monthly Financial Report for Period Ending 30<sup>th</sup> November 2012**

The Monthly Financial Report has been prepared for the period ending 30<sup>th</sup> November 2012.

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

**Income Statement:**

There is a significant variance between recoverable works revenue of \$13.7m (a \$300k increase from the prior month) and recoverable works costs of \$24.7m (an increase of \$4.5m). This is primarily caused by timing differences between the work being performed and the claims submitted. No claims have yet been submitted during December.

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 receiving half of allocation in advance. An adjust back from the surplus is made at year-end to allow for this but it will not show in the Income Statement.

Administration and Governance is showing a negative expense due to oncost recoveries. A review will be conducted once the QRA benchmarking is complete as we will then be aware of the values that the QRA will accept.

Environmental costs are well below budget due to the pest management program not having properly started and the refuse collection costs tracking well below normal costs.

**General Notes:**

Council auditors arrived in early October and conducted the onsite audit of the Annual Financial Statements. This has still not yet been quite finalised which has caused a delay to the Annual Report.

During November approximately \$8.8m of recoverable works debtors were collected. This has been a huge improvement on prior months and will assist in increasing interest revenues.

<b>Financial Indicators:</b>	<b>Target</b>	<b>2011/12</b>	<b>Nov-12</b>
Current Ratio	> 3.0	8.61	20.63
Operating Result (% of total operating expenditure)	0-15%	23.06%	( 25.1%)
Debt to Asset Ratio	< 2.0%	1.88%	1.48%
Capital Expenditure Ratio	> 1.1	0.81	1.48

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(capital purchases / depreciation  
expense)

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 Beard**

**Seconded Cr Gurney**

**That the Finance Report for the period ending 30<sup>th</sup> November 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.1212/015**

**ATTENDANCE: 2.10pm** The Director Community and Cultural Services entered the meeting.

### 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.

**Moved Cr Beard**

**Seconded Cr Gurney**

**That Council note and accept the report as presented.**

**CARRIED**

**Resolution No.1212/016**

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### 10.2 Community Donations and Support

During the period since the November 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 Zahner**

**That Council—**

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

**CARRIED**

**Resolution No.1212/017**

Cr Zahner congratulated staff on the condition of the Normanton Childcare Centre.

### 10.3 Starting Blocks at Normanton Swimming Pool

At the November 2012 Ordinary Meeting of Carpentaria Shire Council, Councillor Gallagher raised the matter of removal of the starting blocks at the Normanton Swimming Pool during General Business applicable to the Community & Cultural Services portfolio. Councillors requested that a report be presented at the December 2012 Ordinary Meeting of Council in relation to this matter.

Normanton Swimming Pool is a public pool. Operation of Public Pools falls within various legislative areas including the *Environmental Protection Act, Building Act 1975, Local Government Act 2009, Dangerous Goods Safety Management Act 2001, Workplace Health & Safety Act 1995, Carpentaria Shire Council Local Law 19*. There are also best practice guidelines which include Queensland Health Swimming and Spa Pool Water Quality and Operational Guidelines 2004 and Royal Life Saving Society of Australia (RLSSA) Guidelines for Safe Pool Operations.

There is no legislation that pertains solely to the operation of Public Swimming Pools. Coronial inquest findings have recommended that Public Swimming Pools are operated in accordance with the RLSSA Guidelines for Safe Pool Operations.

RLSSA Facility Design Guideline FD24, Design of Starting Blocks (Starting Platforms), states that "Starting Blocks should not be located where water is less than 1.2m deep and in pools with depths between 1.2m and 2.0m should be removed or isolated for recreational swimming."

Council officers have received professional advice from Mr Ken Chandler, Water Safety Consultant, in relation to the placement of starting blocks at the Normanton Swimming Pool. The advice received confirms that the starting blocks should be removed or isolated and placed in situ only for the purposes of competitive swimming. Mr Chandler has provided RLSSA Pool Lifeguard training for Council's staff and other community members at the Normanton Swimming Pool as recently as September 2012.

In accordance with the advice received as per RLSSA Guidelines and consideration of the potential risk and liability which Council would be exposed to in the event of an injury or fatality, the procedure

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was implemented to remove starting blocks for recreational swimming and have in place for competitive swimming.

**Moved Cr Pascoe**

**Seconded Cr Gallagher**

***That Council, having assessed the risks, reinstalls the starting blocks at the Normanton Pool on a permanent basis.***

**Resolution No.1212/018**

### GENERAL BUSINESS

Director Community and Cultural Services

Informed the meeting that repairs will need to be done on Krysa the Croc.

Karumba Recreation Club – Request for Low Interest Loan

**Moved Cr Gurney**

**Seconded Cr Zahner**

***That Council approve the loan request from Karumba Recreation Club for \$25,000 payable over 10 years in accordance with the Low Interest Loans to Sporting Groups Policy.***

**CARRIED**

**Resolution No.1212/019**

Director Community and Cultural Services

Normanton Childcare Centre – accounting system not working due to IT issues. The issues are being addressed.

**ATTENDANCE: 3.10pm** The Director Community and Cultural Services left the meeting.

**RECESS: 3.15pm-3.30pm** The Mayor called a recess for afternoon tea.

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### **12. GENERAL BUSINESS**

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Cr Zahner	The verandah at Aged Person's Housing needs repair.  Can we look into cleaning of gutters at houses?
Cr Gurney	Attended the Gulf Savannah Development meeting in Georgetown and complimented the Chief Executive Officer on his input at the meeting.  Attended the Local Disaster Management Group Meeting with Elliott Dunn and officers.  Attended the Ports North meeting at Karumba.
Cr Gallagher	The Christmas lights look good at the office.
Chief Executive Officer	Road Closure Procedures – Email received from Craig Shepherd.  Water storage application approved - \$1.3m Cameras - \$50,000 flood gauges - \$380,000  New Reserve at Karumba has been created with Council as Trustee.  Letter to Minister requesting further extension of Annual Report to February 2013.  Review of Alcohol Management Plans – Letter to be amended, following feedback from Councillors prior to being sent to the Minister.  Remuneration Tribunal – Councillors to receive 2-5% remuneration increase in 2013.  TIRF grant application being finalised to commence planning and consultation for new Barramundi Discovery Centre. <i>Thanks to Russell Boswell (Savannah Way) and Phil Turner (Senior Advisor at Council) for their work on the application.</i>  Housing – The Chief Executive Officer suggested inviting tenders from pre-qualified suppliers (Oly Homes, Glendale, Australian Portable Buildings and local builders) to construct staff housing at Normanton.

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*Council directed the Chief Executive Officer to proceed with this approach.*

Cr Pascoe

Attended the Gulf Savannah Development meeting at Georgetown with Cr Gurney and the Chief Executive Officer. Informed that Uranium mining has commenced in Queensland.

Informed the meeting that Campbell Newman has planned to visit late January early February.

Attended the Regional Roads Group meeting at Georgetown. A letter will be sent to the Chair of the Roads Alliance Board regarding the Corduroy Creek project

Informed the meeting the LGAQ Policy Executive were making amendments to the Act

Met with Minister Crisafulli

Advanced Fatigue Management – LGAQ to convene meeting in February

Advised of election to the LGAQ Board.


**ATTENDANCE:** The Executive Assistant left the meeting.

### **13. CLOSURE OF MEETING**

*The Chair of the meeting, Cr Fred Pascoe, Mayor, declared the meeting closed at 4.25pm.*

### **MINUTES CERTIFICATE**

**These Minutes are Confirmed.**

  
.....  
Councillor F C Pascoe  
Mayor

*12.12.2012*  
.....  
Date

