



**CARPENTARIA SHIRE**

*Outback by the Sea*

***CONFIRMED  
MINUTES***

***19 September, 2012***

## **CONFIRMED MINUTES**

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#### **WEDNESDAY**

9.00am	
10.00am – 10.30am	<b>Morning Tea</b>
12.30pm – 1.30pm	<b>Lunch</b>
3.00pm - 3.30pm	<b>Afternoon Tea</b>

#### **THURSDAY**

9.00am	
10.00am – 10.30am	<b>Morning Tea</b>
12.30pm – 1.30pm	<b>Lunch</b>
3.00pm - 3.30pm	<b>Afternoon Tea</b>

1.	<b>Opening of Meeting – 9.00am</b> A Minute's silence for Community Members who have passed away since the last Council Meeting.
2.	<b>Record of Attendance</b>
3.	<b>Confirmation of Minutes</b> 3.1 Minutes of the Ordinary Meeting of Council held on 22 August 2012
4.	<b>Business Arising from Previous Minutes</b>
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11.	<b>Confidential Reports</b>
12.	<b>General Business</b>
13.	<b>Closure of Meeting</b>

## 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,  
Director of Engineering – Services; Mr Peter Watton,  
Executive Assistant; Ms Angeline Pascoe.

#### APOLOGIES

Nil.

#### CONDOLENCES

A minute's silence was held for the following community members:

Mrs Karen Doherty  
Mr Alex Sailor

### 3. CONFIRMATION OF MINUTES

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

*Moved Cr Gurney*

*Seconded Cr Gallagher*

*That the Minutes of the Ordinary Meeting held on 22 August 2012 be confirmed.*

**CARRIED**

*Resolution No. 0912/001*

### 4. BUSINESS ARISING FROM PREVIOUS MINUTES

Christmas close down - childcare  
Cr Johnson queried the public holidays for 2013 – community events and the Procurement Policy.  
*Community organisations are still to be provided with roster dates for 2013*  
Local Preference Policy  
*Workshop to be held 20 September 2012.*

### 5. PUBLIC QUESTION TIME

There were no members of the public in the gallery.

## **CONFIRMED MINUTES**

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**ATTENDANCE: 9.15am** Mr John Martin, Consultant Engineer, entered the meeting.

### **6. DIRECTOR OF ENGINEERING ROADS REPORTS**

#### **6.1 Works Report**

Budget areas are performing generally within their specified variance range. A summary of the works achieved can be found in the body of the report.

Workshop on Roads – Wednesday 3 October 2012 at 3.30pm.

QRA meeting with Councillors – Thursday 4 October 2012 at 9.30am.

Council noted the summary of the works undertaken for the month of August 2012.

#### **GENERAL BUSINESS**

Cr Zahner

Queried the walking track at Karumba  
*The Director of Engineering Services gave an update on the walking track.*

Cr Pascoe

Mitchell river - settled dispute with contractor.

**RECESS: 9.40am - 10.59am** The Mayor called a recess for morning tea.

**ATTENDANCE: 10.59am** Mr John Martin left the meeting.

## **CONFIRMED MINUTES**

### **7. DIRECTOR OF ENGINEERING SERVICES REPORTS**

#### **7.1 Building & Planning Report**

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

#### **Planning Applications**

Nil

#### **Building Applications**

<b>IDAS No</b>	<b>Address</b>	<b>Type</b>	<b>Value</b>
I/0723	24-30 Brown St	Staff Room, Toilets and Accommodation Units	\$400,000
I/0724	17 Haig St	Shed	\$50,000
I/0725	Iffley Station	House	\$83,000
I/0726	Burke Development Rd	Shelter for Interpretive Signs	\$11,000

#### **Building Permits issued**

<b>IDAS No</b>	<b>Address</b>	<b>Type</b>	<b>Value</b>
I/0723	24-30 Brown St	Staff Room, Toilets and Accommodation Units	\$400,000
I/0724	17 Haig St	Shed	\$50,000
I/0725	Iffley Station	House	\$83,000

#### **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

**Moved Cr Beard**

**Seconded Cr Gallagher**

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

**CARRIED**

**Resolution No.0912/002**

## CONFIRMED MINUTES

**ATTENDANCE:** 11.10am The Mayor returned to the meeting and resumed the role of chair.

### 7.2 Water Status Report for August 2012

During, August 2012, 92.9 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 97.8 ML. This was more than last month.

Glenore Weir level on 31 July 2012 was 6.48 AHD, the level of the weir on 31 August 2012 was 6.10 AHD.

Consumption for Normanton was 2.89 kL/day per connection and Consumption for Karumba was 3.49 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 July 2012. No E-coli was detected.

*Moved Cr Gurney*

*Seconded Cr Johnson*

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

**CARRIED**

**Resolution No.0912/003**

### 7.3 Normanton Wastewater Sludge Lagoon Cleaning Contract with Arkwood

The report is to advise Council that specialist de-sludging works are required for the Normanton Wastewater Sludge Lagoons as a part of the upgrade and critical maintenance operation needed to keep the Normanton sanitary sewer system running at optimum performance. The lagoons receive all residential and commercial wastewater in Normanton.

*Moved Cr Gallagher*

*Seconded Cr Pascoe*

*That Council –*

- 1. engages Arkwood Organic Recycling to remove sludge from lagoons #1 and #2 pursuant to quote dated 30<sup>th</sup> May 2012, for the amount of \$174,720.00; and*
- 2. enters into the contract without first inviting further written quotes or tenders pursuant to section 184(b) of the Local Government (Finance, Plans, and Reporting) Regulation 2010 as, because of the specialised nature of the services that are sought, it would be impractical or disadvantageous for Council to invite additional quotes or tenders for this work.*

**CARRIED**

**Resolution No.0912/004**

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## CONFIRMED MINUTES

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**7.4 Request for approval to let tender for the Mosquito Adulticide Program & Control Service at Normanton and Karumba for a three 3 year period.**

The report is to request Council to approve the letting of the Mosquito Adulticide Program & Control Service (MAPCS) at Normanton and Karumba for a three 3 year period.

*Moved Cr Gallagher*

*Seconded Cr Johnson*

*That Council award the Mosquito Adulticide Program & Control Service contract for a period of 3 years to DC Quirk Contracting of Normanton for an estimated amount of \$100,000 per annum, totaling approximately \$300,000 (plus GST) over the 3 year period.*

**CARRIED**

**Resolution No.0912/005**

### GENERAL BUSINESS

Cr Johnson

PC boards  
Switchboards at caravan parks

Cr Pascoe

Transfer Station

Cr Gurney

- Council workers have been good at Karumba and should be congratulated.
- Odour from sewerage treatment plant.
- Employment of tradesmen

**ATTENDANCE:** 11.47am The Director of Engineering Services left the meeting.

## CONFIRMED MINUTES

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### 8. CHIEF EXECUTIVE OFFICER REPORTS

#### 8.1 Residential Rehabilitation Facility

Council lodged submissions in relation to the Community Infrastructure Designation of the land for the Drug and Alcohol Residential Rehabilitation Facility at Normanton. A copy of the submissions was attached.

*Moved Cr Zahner*

*Seconded Cr Johnson*

*That Council note and endorse the submissions to Project Services as presented.*

**CARRIED**

**Resolution No.0912/006**

#### 8.2 Karumba Unallocated State Land ("USL")

Council previously agreed with the Department of Natural Resources and Mines ("DNRM") to accept trusteeship of USL at Karumba once such land was converted to a Reserve for Strategic Land Management purposes by the State.

The State has advised that the survey plan has been finalised and that they will proceed to dedicate the Reserve.

Council noted the information as presented.

#### 8.3 Councillor remuneration

Council is able to make submissions on the remuneration paid to Councillors for the 2013 calendar year.

Council noted the information as presented and decided not to make a submission.

#### 8.4 Barramundi Hatchery

Council has by resolution supported, on an in-principle basis, taking over responsibility for the barramundi hatchery at Karumba. Some expenditure may be required as this process continues. No allocation has been made in the 2012-2013 budget for such expenditure as the matter was not raised until after the budget was completed.

If Council wishes to expend funds, it is required to do so in accordance with the approved budget and a budget variation is required.



## CONFIRMED MINUTES

**Moved Cr Gurney**

**Seconded Cr Gallagher**

***That Council approves an initial budgetary amount of up to \$100,000 for the Barramundi Discovery Centre and Hatchery and undertakes a budget variation to account for these funds.***

**CARRIED**

**Resolution No.0912/007**

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

**ATTENDANCE: 1.30pm** The Manager Human Resources entered the meeting.

### 8.5 Code of Conduct for Employees & Disciplinary Policy

Council regularly reviews and updates its policies to ensure, among other things, that policies remain current and incorporate best practice approaches.

Council last reviewed its Code of Conduct for Employees in 2010 which still related to the *Local Government Act 1993*.

The Manager Human Resources, after consultation with Senior Management, Unions, and Employees has drafted a replacement Code policy for consideration by Council. This Code as well as the accompanying Disciplinary Policy has been based on best practice policy created through the Local Government Association of Queensland's ("LGAQ") HR Advance.

**Moved Cr Gurney**

**Seconded Cr Gallagher**

***That Council adopts the amended Code of Conduct for Employees and the accompanying Disciplinary Policy as presented.***

**CARRIED**

**Resolution No.0912/008**

### 8.6 Recruitment and Selection Policy

Council regularly reviews and updates its policies to ensure, among other things, that policies remain current and incorporate best practice approaches.

Council reviewed its Employment Policy early in 2012 and it is now necessary to again review the Policy, to include details on pre-employment testing that is to be undertaken as part of the recruitment and selection process.

The Manager Human Resources has drafted proposed amendments to the policy for consideration by Council.

## CONFIRMED MINUTES

Moved Cr Schneekloth

Seconded Cr Zahner

That Council adopts the proposed amendments to the Employment Policy and renames the Policy to "Recruitment & Selection Policy".

CARRIED

Resolution No.0912/009

**ATTENDANCE:** 2.30pm The Manager Human Resources left the meeting.

**TELECONFERENCE:** 2.40pm - Mr James Gauvin, Corporate Services Consultant.  
2.42pm - The Mayor left the meeting. The Deputy Mayor assumed the role of chair.

### 9. CORPORATE SERVICES REPORTS

#### 9.1 Monthly Financial Report for Period Ending 31<sup>st</sup> August 2012

The Monthly Financial Report has been prepared for the period ending 31<sup>st</sup> August 2012.

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

#### Income Statement

Rates Income is above budget (55%) due to the bi-annual rates being issued in late August and little discount having been applied. At the end of September we expect this to be showing 50% raised until the January levy.

Interest Received is slightly low as a result of lower cash balances. With the recoverable works funds collected and rates received this will bring this revenue back in line with budget.

There is a significant variance between recoverable works revenue (\$1.2m) and recoverable works costs (\$8.2m). This is primarily due to timing differences between the work being performed and the claims submitted. Several million dollars in claims have been completed in September so far. The other part of the reason is the significant advance funds we received in last financial year.

Administration and Governance is showing a very small expense due to very high oncost recoveries. Council's oncost rates have been too high and will probably need to be adjusted back.

#### General Notes

The Annual Financial Statements have been completed and Council's auditors are due onsite in early October.

All of Council's assets were revalued for Financial Statement and insurance purposes. There have been some delays in finalising the results of these valuations but they are still due to be finished by mid September.

## **CONFIRMED MINUTES**

<b>Financial Indicators</b>	<b>Target</b>	<b>2011/12</b>	<b>Aug-12</b>
Current Ratio	> 3.0	8.61	14.70
Operating Result (% of total operating expenditure)	0-15%	23.06%	(40.4)%
Debt to Asset Ratio	< 2.0%	1.88%	1.92%
Capital Expenditure Ratio (capital purchases / depreciation expense)	> 1.1	0.81	0.75

It is too early in the year for these ratios to have much meaning. From about October onwards the results should be monitored closely.

**Moved Cr Gurney**

**Seconded Cr Gallagher**

**That the Finance Report for the period ending 31<sup>st</sup> August 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**
- **Grants and Subsidies**

**CARRIED**

**Resolution No.0912/010**

## CONFIRMED MINUTES

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**ATTENDANCE:** 2.55pm 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 Johnson*

*Seconded Cr Gurney*

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

**CARRIED**

**Resolution No.0912/011**

#### 10.2 Community Donations and Support

During the period since the August 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 Zahner*

*Seconded Cr Gallagher*

*That Council—*

- 1. consider and decide the requests for support;*
- 2. note and accept the report as presented; and*
- 3. note the Community Donations and Support Financial Summary September 2012.*

**CARRIED**

**Resolution No.0912/012**

#### 10.3 Queensland Music Festival Concert 2013

Council has received an invitation to participate in the 2013 Queensland Music Festival (QMF). The organisers of the festival have proposed an event in Normanton on Thursday 18 July 2013. The QMF is a biennial state-wide celebration of music and has worked with 66 communities across the state, engaging participants and audiences through a programme that seeks to build capacity, tell local stories and provide opportunities for community members to work hand in hand with leading professional artists.

In July 2013 the festival is touring with musicians Simon Tedeschi and Ian Cooper, in a light plane, travelling from Cape York to Birdsville and along the New South Wales border back to Brisbane. The tour is sponsored by the Local Government Association of Queensland. The organisers seek to incorporate the involvement of schools and community workshops where possible.

The festival is seeking a partnership with Council through support and a financial contribution of \$5,000 plus GST for a concert and workshop. The project would also be eligible for Regional Arts Development

## CONFIRMED MINUTES

Fund ("RADF") funding. The organisers are also seeking advice on the best local venue for the performance. A Council facility such as the Burns Philp Building or the Shire Hall may be required.

**Moved Cr Gurney**

**Seconded Zahner**

**That Council—**

- 1. approve the request for support from Queensland Music Festival and refer the event to the Carpentaria Shire RADF Committee for further liaison, and**
- 2. approve the use of a Council facility for the concert and workshop.**

**CARRIED**

**Resolution No.0912/013**

**RECESS: 3.30pm – 3.45pm** The Mayor called a recess for afternoon tea.

### 10.4 Heritage Agreement for the Burns Philp Building

The Burns Philp Building was recognised as a place of cultural heritage significance and entered into the Queensland Heritage Register on 14 October 2011 under the *Queensland Heritage Act 1992*. In recognition of the commitment of Carpentaria Shire Council to the preservation of the structure as an important element of both Normanton and Queensland's Heritage, the Queensland Heritage Council resolved that a Heritage Agreement be entered into in relation to the ongoing management of the building by Carpentaria Shire Council.

In brief, the Heritage Agreement (Attachment 10.4.1) recognises the heritage and cultural values of the building and provides for it to be utilised for the benefit of the community within the heritage framework. The current operations of the library, visitor information and interpretative centre and proposed Monsoon Centre have been provided for in the Agreement. In verbal discussions with representatives from the Department of Environment and Heritage Protection (DEHP) and the Queensland Heritage Council, their overall philosophy is that if a heritage building is used in a manner sympathetic to and consistent with its heritage values then this will enhance and add to the preservation of the asset.

Carpentaria Shire Council engaged Ms Gayle Plunkett, Heritage Architect, to carry out an assessment of the Burns Philp Building. This was received by Council in March 2012 and was forwarded to DEHP for comment. The report has also been provided to Mr Gordon Grimwade, Heritage Consultant, and the Normanton Heritage Committee for comment. Changes have been made to the final documents provided by Ms Plunkett as per recommendations from the DEHP Heritage Officer, Ms Margaret Lawrence-Drew and are included as Attachment 10.4.2.

**Moved Cr Zahner**

**Seconded Beard**

**That Council enter in to the Heritage Agreement (as provided in Draft form – Reference 602781) for the Burns Philp Building with the Department of Environment and Heritage Protection, with the inclusion of the Final Building Condition Report as provided by Gayle Plunkett Architect.**

**CARRIED**

**Resolution No.0912/014**

### 10.5 Carpentaria Shire Council Australia Day Advisory Committee

## **CONFIRMED MINUTES**

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Carpentaria Shire Council organises and hosts the Australia Day Awards ceremonies in Normanton and Karumba on 26 January each year. Each year nominations are called for the Australia Day Committee whose role has been to choose the recipient of each Award category. The Committee has operated without any Terms of Reference and has not been recognised as an Advisory Committee of Council.

It is proposed that the Australia Day Committee be formally recognised as an Advisory Committee of Council with a term of 2 years. The draft Terms of Reference are included as Attachment 10.5.1

**Moved Cr Beard**

**Seconded Cr Johnson**

***That Council adopt the Carpentaria Shire Council Australia Day Advisory Committee Terms of Reference as presented.***

**CARRIED**

**Resolution No.0912/015**

### **GENERAL BUSINESS**

Cr Gurney  
Cr Johnson

Queried the Childcare close down  
Pensioner Housing

Director Community and Cultural Services

Volunteers Recognition Function - to be held late  
November

Cr Gallagher

Cat and dog amnesty

**Moved Cr Gurney**

**Seconded Cr Gallagher**

***That Council implements and extends the animal management amnesty to permits for keeping more than 2 dogs on a property until December 2012 subject to inspections and compliance with local laws conditions (no more than 4 dogs) and reimburses the fee paid by applicants since 1 July 2012.***

**CARRIED**

**Resolution No.0912/016**

Cr Zahner

Issues regarding the swimming pool.

Director Community and Cultural Services

Request a workshop with Councillors and park owners for the influx of tourists.  
*Cr Pascoe informed the meeting that TTNQ was in the process of developing a regional policy.*

Director Community and Cultural Services

Numbering of houses

**ATTENDANCE:** The Director Community and Cultural Services and the Executive Assistant left the meeting.

## CONFIRMED MINUTES

### 11. CONFIDENTIAL REPORTS

Nil.

### 12. GENERAL BUSINESS

Cr Pascoe

- 4KZ reception
- Update from Community Cabinet meeting at Cairns
- Update from last Gulf Savannah Development meeting
- Savannah Way – status as highway
- Water Licences – Gilbert River
- Karumba Port meeting
- LGAQ Policy Executive meeting update
- Appointments to Ports North Board
- Compensation – marine parks
- Regional Development Australia visit late August
- Regional Roads Group meeting
- Fatigue Management legislation exemption

Cr Gurney

- Attended Karumba Port development meeting at Cairns
- Discussions with Ports North

Cr Zahner

- Purchase of alcoholic beverages with meals when on official business

Cr Johnson

- When does new Engineer commence?  
*Informed that he will commence late October*

Cr Schneekloth

- Distribute weekly what's on
- IT issues

Chief Executive Officer

- Request to waive rates.

**Moved Cr Gurney**

**Seconded Cr Johnson**

***That Council waive the rates for the current period for Jasmin Barlow for Lots 20 and 21 Noel Street West, Normanton subject to the lots being transferred back to Council by the owner within 14 days.***

**CARRIED**

**Resolution No.0912/017**

## **CONFIRMED MINUTES**

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- Roads workshop to be held 3 October 2012 at 3.30pm
- Subsidy scheme open for capital works and flood issues through Department of Local Government. Applications close 12 October 2012.

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

*The Chair of the meeting, Cr Fred Pascoe, Mayor, declared the meeting closed at 6.15pm.*

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### **MINUTES CERTIFICATE**

*These Minutes are Confirmed.*

  
.....  
Councillor F C Pascoe  
Mayor

*19.09.2012*  
.....  
Date