

**CARPENTARIA SHIRE**

*Outback by the Sea*

***CONFIRMED  
MINUTES***

***20 & 21 November,  
2013***

## **CONFIRMED MINUTES**

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## 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 and Cr BS Schneekloth.

Staff:  
Chief Executive Officer; Mr Bob Owen,  
Director of Corporate Services; Mr Oliver Pring,  
Executive Assistant; Ms Angeline Pascoe.

### CONDOLENCES

A minute's silence was held for the passing of the following community member:

Mr Paul Richardson (Snr)

### 3. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

Confirmation of Minutes from the Ordinary Meeting of Council held on the 16 October 2013 as previously circulated to Councillors.

*Moved Cr Gurney*

*Seconded Cr Gallagher*

*That the Minutes of the Ordinary Meeting held on 16 October 2013 be confirmed.*

**CARRIED**

*Resolution No. 1113/001*

### 4. BUSINESS ARISING FROM PREVIOUS MINUTES

Cr Beard

Queried the progress of digital television transmission.

### 5. PUBLIC QUESTION TIME

There were no members of the public present.

## CONFIRMED MINUTES

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**ATTENDANCE: 9.15am** The Director of Engineering Services, Mr Peter Watton, Engineering Officer, Mr Travis Mitchell, Consultant Engineers, Mr John Martin and Mr Heath Jones entered the meeting.

### 6. DIRECTOR OF ENGINEERING ROADS REPORTS

#### 6.1 Works Report

Budget areas for ongoing maintenance and construction works are performing generally within their specified variance range. A summary of the works that have been completed for the month of October 2013 was presented.

*Moved Cr Beard*

*Seconded Cr Gallagher*

*That Council accepts the report as presented.*

**CARRIED**

**Resolution No.1113/002**

**ATTENDANCE: 10.00am** – The Mayor left the meeting. The Deputy Mayor assumed the role of Chair.

**RECESS: 10.15am – 10.30am** The Deputy Mayor called a recess for morning tea. The Mayor returned to the meeting and resumed the role of Chair. Cr Zahner left the meeting.

#### 6.2 NDRRA Report

Budget areas for ongoing maintenance and construction works are performing generally within their specified variance range. A summary of the NDRRA works that have been completed for the month of October 2013 was presented.

*Moved Cr Gurney*

*Seconded Cr Beard*

*That Council accepts the report as presented.*

**CARRIED**

**Resolution No.1113/003**

**ATTENDANCE: 10.50am** - Cr Zahner returned to the meeting.

## CONFIRMED MINUTES

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### 6.3 TIDS Project Program 2014/15 to 2017/18

North West Queensland Regional Road and Transport Group (NWQRRTG) requested programs from Council for projects within their respective road networks, preferably within the Local Roads of Regional Significance (LRRS) network, for 2014/15 through to 2017/18 and beyond. The submitted program consisted of installing improved crossings at identified floodways along Burketown Road to improve accessibility and reduce time that road closures affect road users as a continuation of Council's recent history of similar projects.

*Moved Cr Beard*

*Seconded Cr Gallagher*

*That Council endorse and approve the proposed TIDS program as amended to also include sealing works between the nominated causeways from 2014/15 to 2017/18.*

**CARRIED**

**Resolution No.1113/004**

### 6.4 Burketown Sealing Program

Council resolved in July to perform sealing works on 3 sections of the Burketown Road at Inverleigh, Inverleigh West and Wernadinga which were being repaired under QldRA funding. The sealing works were to be completed under the TIDS funding source. Due to a communication breakdown the Wernadinga section wasn't prepared to sealing standard and will not be able to be sealed. The Inverleigh sections have not yet undergone repairs and will be prepared for sealing when the construction crews recommence in 2014. The TIDS funding that was to be utilised for the sealing works had been earmarked previously for the Big M and Little M creek crossings and therefore another funding source will need to be chosen to complete the works.

*Moved Cr Schneekloth*

*Seconded Cr Beard*

*This item to lie on the table for further investigation.*

**CARRIED**

**Resolution 1113/005**

## CONFIRMED MINUTES

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### 6.5 Additional Engineering Report

Construction works are progressing on the various projects, with tight but achievable time frames on the Palmer Street boat ramp, and the Karumba Seawall.

The Normanton and Gilbert Street boat ramp planning and design have progressed from the previous reports, with Council input requested for the boat ramp design, car park layout and pontoons prior to finalising design and the development application process.

**Moved Cr Gurney**

**Seconded Cr Beard**

1. ***That Council endorses and approves the engagement of DJ and F Wren to undertake the emergency restoration of the Karumba Seawall; and***
2. ***That Council accepts the report as presented.***

**CARRIED**

**Resolution No.1113/006**

**ATTENDANCE:** 12.10pm – Cr Johnson excused herself and left the meeting.

**Moved Cr Beard**

**Seconded Cr Schneekloth**

1. ***That Council proceed with the following projects –***
  - ***Normanton Boat Ramp pontoon;***
  - ***Extension of the Gilbert Street pontoon (option 3);***
  - ***Replacement of 2 piles at the Karumba Depot wharf; and***
  - ***Installation of 2 piles adjacent to the Les Wilson Barramundi Discovery Centre.***
2. ***The above projects are approved at the indicative costs outlined in the report. Officers will investigate alternative prices using a local barge and the crane hire service from Mount Isa.***

**CARRIED**

**Resolution No.1113/007**

**ATTENDANCE:** 12.25pm – Mr John Martin and Mr Heath Jones left the meeting.

**ADJOURNMENT:** 12.25pm – 1.30pm The Mayor adjourned the meeting for lunch.

Upon resumption all members were present.

The Director of Engineering Services, Mr Peter Watton entered the meeting.

1.35pm - Cr Schneekloth entered the meeting.

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## CONFIRMED MINUTES

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### GENERAL BUSINESS – ROADS

Director of Engineering Services

Karumba Cemetery project update.

### CHANGE IN STANDING ORDERS

*Moved Cr Gurney*

*Seconded Cr Zahner*

*Council resolved to amend the Standing Orders to commence dealing with an update on the Water Supply investigations from PDR Engineers.*

**CARRIED**

*Resolution No.1113/008*

TELECONFERENCE – 1.35 – 2.35 with Peter De Roma of PDR Engineers.

### CHANGE IN STANDING ORDERS

*Moved Cr Gurney*

*Seconded Cr Zahner*

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

*Resolution No.1113/009*

## **CONFIRMED MINUTES**

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

#### **7.1 Planning and Building Report**

This report is to advise Council of relevant Planning and Building Activities within the Shire for the month of October 2013.

#### **Planning Applications received**

Nil.

#### **Planning Applications Approved**

Nil.

#### **Building Applications received**

<b>IDAS No.</b>	<b>Address</b>	<b>Application Type</b>	<b>Value</b>
I/0766	8 Noel Street West, Normanton	New Dwelling	250,000
I/0767	18 Henry St, Karumba	Dwelling, Awning, Shed	160,000

#### **Building Permits issued**

<b>IDAS No.</b>	<b>Address</b>	<b>Application Type</b>	<b>Value</b>
I/0760	58 Riverview Dr, Karumba	Class 10 Shed	75,110
I/0767	18 Henry St, Karumba	Dwelling, Awning, Shed	160,000

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

<b>IDAS No.</b>	<b>Address</b>	<b>Application Type</b>	<b>Date Received</b>
I/0765	2 Riverview Dr, Karumba	Visitors Quarters	17/09/2013
I/0766	8 Noel Street West, Normanton	New Dwelling	09/10/2013

**Moved Cr Gallagher**

**Seconded Cr Beard**

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

**Resolution No.1113/010**



## CONFIRMED MINUTES

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### 7.2 Water Status Report for October 2013

During October 2013, 65.3 ML of water was pumped from Glenore Weir. Bore water pumped was a total of 0.5 ML. Total water received at the water treatment plant on 31 October 2013 was 65.8 ML. This was more than last month.

Glenore Weir level on 31 October 2013 was -0.10 AHD, the level of the weir on 30 October 2011 was -0.059 AHD.

Consumption for Normanton was 2.44 kL/day per connection and Consumption for Karumba was 1.89 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 2013. No E-coli was detected.

Water restrictions in place on comparison with the same period September 2011 to October 2013 was a significant drop from 96ML to the current 65.1ML, a total drop in supply of 30.9ML. However the level of the weir for the same period is approximately 450ml higher than the same period in October 2011. Figure for 2011 were used for comparison owing to late rains increasing weir height in 2012.

Owing to significant changes in the processing of the raw water in the clarifier, water loss in the processing has dropped from 8% to 3% for the same period last month. This is a saving of approximately 3 litres per second.

It would appear that the water restrictions are having a significant effect on consumption.

***Moved Cr Gallagher***

***Seconded Cr Beard***

***That Council receives and notes the Water Status report as presented for the period ending 31 October 2013.***

***CARRIED***

***Resolution No.1113/011***

### GENERAL BUSINESS – ENGINEERING SERVICES

Director of Engineering Services

Provided an update on the water reservoir

**RECESS: 3.20pm – 3.30pm** The Mayor called a recess for afternoon tea.

**MATERIAL PERSONAL INTEREST: – 3.42pm** Cr Pascoe declared a material personal interest and left the meeting. Cr Pascoe's sibling is an employee. Cr Pascoe remained out of the meeting until the discussion was completed. Cr Gurney assumed the role of Chair.

Cr Zahner declared a material personal interest and left the meeting. Cr Zahner's spouse is an employee. Cr Zahner remained out of the meeting until after the discussion was completed.

## CONFIRMED MINUTES

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### 9. CORPORATE SERVICES REPORTS

#### 9.1 Monthly Financial Report for Period Ending

The Monthly Financial Report has been prepared for the period ending 31 October 2013.

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

##### Income Statement:

As at 31 October 2013, 33.3% of the financial year has elapsed, and whilst the Income Statement indicates a deficit in the *Net Operating Surplus*, the bulk of this relates to yet to be reimbursed NDRRA Flood Damage Restoration works (approx \$7.3 million) and ongoing Council Capital Expenditure projects.

First half rate levy has been processed with the notices issued on the 26 August 2013, as at the discount closing on the 24 September 2013 approximately 10% remains outstanding from current levy.

##### General Notes:

Year end reconciliations are still being undertaken and the finalisation of the financials for the year ended 30 June 2013 will be reflected into the revised budget (tabled to Council at a later date). The Draft 2012/2013 Annual Financial Statements have been lodged with the Queensland Audit Office and we are awaiting signing so that they can be included in the 2012/2013 Annual Report.

**Moved Cr Gurney**

**Seconded Cr Zahner**

***That the Finance Report for the period ending 31 October 2013, incorporating the following reports, be received:***

- ***Income Statement***
- ***Statement of Financial Position***
- ***Statement of Cash Flow***
- ***30 Day Cash Flow Estimate***

**CARRIED**

**Resolution No.1113/015**

## CONFIRMED MINUTES

### 9.2 Roller Hire/Replacement Report

This report is intended to provide Council with relevant information to assist in differentiating advantages/disadvantages between owning outright and leasing.

A report to be brought back to the January 2014 meeting.

### 9.3 Annual Report & Audited Financial Statements

Pursuant to Section 181 of the *Local Government Regulation 2012*, a Local Government must prepare an annual report and must be presented to Council for adoption by the 30 November annually (unless upon receipt of approval by the Minister for extension). The content of the Annual Report is made up of a number of documents including the Mayor and Chief Executive Officer reports and the audited Annual Financial Statements for the year ended 30 June 2013 along with the Independent Auditors Report.

*Moved Cr Gurney*

*Seconded Cr Zahner*

*That Council endorses the General Purpose Financial Statements for the year ended 30 June 2013 and Independent Auditors Report and adopts the Carpentaria Shire Council Annual Report for 2012/2013 as presented.*

**CARRIED**

**Resolution No.1113/016**

### 9.4 Human Resources Report

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

*Moved Cr Gurney*

*Seconded Cr Schneekloth*

*That Council—*

- 1. accept the report as presented; and*
- 2. approve the implementation of the drug and alcohol testing programme for 2014 for 22 visits totalling 110 days.*

**CARRIED**

**Resolution No.1113/017**

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## **CONFIRMED MINUTES**

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### **9.5 Organisational Structure**

Pursuant to section 196(1) of the *Local Government Act 2009*, Council must, by resolution, adopt an organisational structure that is appropriate to the performance of the local government's responsibilities.

The Chief Executive Officer with the Executive Leadership Team has undertaken a review of the current organisational structure and proposes some amendments for Council's consideration.

**Moved Cr Gurney**

**Seconded Cr Gallagher**

***That Council adopt the revised organisational structure as attached to this resolution.***

**CARRIED**

**Resolution No.1113/018**

## CONFIRMED MINUTES

### 10. COMMUNITY AND CULTURAL SERVICES REPORTS

#### 10.1 Monthly Report

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

*Moved Cr Gurney*

*Seconded Cr Zahner*

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

**CARRIED**

*Resolution No.1113/019*

**MATERIAL PERSONAL INTEREST: 5.47pm** Cr Pascoe declared a material personal interest and left the meeting. Cr Pascoe is the Chief Executive Officer of Bynoe CACS Ltd. Bynoe CACS Ltd was seeking support from Council for a future community project. Cr Pascoe remained out of the meeting until the discussion was completed. Cr Gurney assumed the role of Chair.

**ATTENDANCE: 6.06pm** – The Mayor returned to the meeting and resumed the role of Chair.

#### 10.2 Community Donations and Support (CDAS)

During the period since the August 2013 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. note and accept the requests as presented;*
- 2. approve the requests as required; and*
- 3. note the Community Donations and Support received for the period stated.*

**CARRIED**

*Resolution No.1113/020*

*Moved Cr Beard*

*Seconded Cr Schneekloth*

*That the meeting be adjourned to resume on Thursday 21 November 2013 commencing at 8.00am.*

**CARRIED**

*Resolution No.1113/021*

## **CONFIRMED MINUTES**

**Thursday 21 November 2013**

### **1. OPENING OF MEETING**

The Mayor welcomed members and declared the adjourned meeting open at 8.00am.

### **2. RECORD OF ATTENDANCE**

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

Staff:  
Chief Executive Officer; Mr Bob Owen,  
Director of Corporate Services; Mr Oliver Pring,  
Executive Assistant; Ms Angeline Pascoe.

*Moved Cr Gurney*

*Seconded Cr Johnson*

*That the meeting be closed to the public to discuss confidential staffing matters and a request to waive charges.*

**CARRIED**

*Resolution No.1113/022*

**ATTENDANCE: 8.20am** The Executive Assistant left the meeting.

*Moved Cr Gurney*

*Seconded Cr Zahner*

*That the meeting be open to the public.*

**CARRIED**

*Resolution No.1113/023*

**ATTENDANCE: 8.30am** The Executive Assistant returned to the meeting.

## CONFIRMED MINUTES

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### 11. CONFIDENTIAL REPORTS

#### 11.1 Request for Waiving of Charges

Council received correspondence from Mr Dave Neville of 31 Palmer Street, Karumba seeking consideration from Council on waiving the \$2,133.60 in excess water charges (levied from 1 July 2012 to 30 June 2013)

*Moved Cr Zahner*

*Seconded Cr Johnson*

*That Council respond to the applicant (Assessment No.00117-00000-000) and advise that unfortunately given the circumstances of the event, Council is unable to provide any dispensation but can offer a payment plan to allow paying off of the debt.*

**CARRIED**

**Resolution No.1113/024**

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## CONFIRMED MINUTES

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<b>12. GENERAL BUSINESS</b>
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Cr Gurney	Information pack from the LGAQ Conference
Director Corporate Services	<p>Advised that Karumba State School P&amp;C are seeking contributions to fund a secondary education facility. <i>Further information has been requested and a report will be brought back to Council.</i></p> <p>Informed that a request to fund a chaplaincy service is being sought. <i>A report to be brought back to Council for consideration.</i></p> <p>Toilet at Stingers club house Seeking possible contribution to assist in a new ablution connection to the main.</p>
Cr Zahner	Provided an update on the LGAQ Conference
Cr Gallagher	<p>Request that the sprinkler system at the oval be checked. <i>The Manager Economic Community Development to follow up.</i></p> <p>Suggestion about providing SAP bait as part of next year's pest management program.</p>
Cr Johnson	<p>Requested a clean up of the pest trees at the house in Matilda Street.</p> <p>Requested an update on the Rehabilitation Centre.</p> <p>Requested an update on fatigue management.</p>
Cr Beard	<p>Raised concerns of illegal dumping of rubbish and unauthorised use/access of the town common.</p> <p>Informed the meeting of a maintenance issue on the approaches of the Glenore bridge. <i>Passed to Chief Executive Officer to action.</i></p>
Chief Executive Officer	<p>Preferred suppliers list for Plant. <i>Report to January</i></p> <p>Asked Councillors if an invitation to all staff to attend lunch with Councillors at the December meeting should be issued.</p>



## CONFIRMED MINUTES

- Update on the 2013 NDRAA Betterment projects.
- Provided an update on KIK FM.
- Cr Pascoe  
Informed the meeting he is attending the Policy Executive meeting in Brisbane on 5 December 2013.
- Cr Zahner  
The Regional Roads Group and NWQROC meetings are being held at Julia Creek on 4 December 2013 and will be attended by the Deputy Mayor, Chief Executive Officer and Director Corporate Services.  
Informed the meeting that the Gulf Savannah Development meeting is being held on Mornington on 26 November 2013.  
Anzac Day

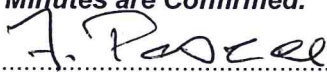
**ATTENDANCE:** 10.54am Cr Beard excused himself and left the meeting.

### 13. CLOSURE OF MEETING

*The Chair of the meeting, Cr Fred Pascoe, Mayor, declared the meeting closed at 10.55 am.*

### MINUTES CERTIFICATE

*These Minutes are Confirmed.*

  
.....  
Councillor FC Pascoe  
Mayor

21.11.2013  
Date

