



CARPENTARIA SHIRE

Outback by the Sea

ORDINARY MEETING

MINUTES

24 JANUARY, 2018

CONFIRMED MINUTES

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CONFIRMED MINUTES

1 OPENING OF MEETING

The Mayor welcomed members and declared the meeting open at **9:02am**.

2 RECORD OF ATTENDANCE

Councillors

Cr LV Bawden	Mayor
Cr JC Young	Deputy Mayor
Cr AT Gallagher	
Cr JD Beard	
Cr BJ Hawkins	
Cr AM Murphy	
Cr PF Wells	

Staff

Mr Michael Hayward	Chief Executive Officer
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The following officers attended the meeting as indicated in the minutes

Mr Oliver Pring	Director Corporate Services
Mr John Martin	Director of Engineering
Mr Justin Hancock	Manager Finance and Administration
Mrs Cherie Schafer	Manager Economic and Community Development
Mrs Lisa Ruyg	Manager Human Resources

3 CONDOLENCES

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

Mrs Effie George
Mr Bruce Goodsell
Mr Michael Pascoe (Jnr)

4 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

Confirmation of Minutes from the Ordinary Council Meeting held 13 December 2017, as previously circulated to Councillors.

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Young

That the Minutes of the Ordinary Council Meeting held 13 December 2017 be confirmed.

Resolution No. 0118/001

CARRIED 7/0

CONFIRMED MINUTES

5 BUSINESS ARISING FROM PREVIOUS MEETINGS

Topic:	Mosquito Control
Discussion:	Council discussed the Mosquito Control Program in particular the type of product currently used in fogging operations. Council agreed to undertake a review of the current method of delivery of the Mosquito Control Program.

COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Beard

That:

1. ***Council's Environmental Health Officer investigate current mosquito control methods and provide a report to Council; and***
2. ***The preparation of the report be treated as a matter of high priority***

Resolution No. 0118/002

CARRIED 7/0

A0118-01: Arrange for the Environmental Health Officer to undertake review of current mosquito control methods and prepare a report for February meeting.

The Director Corporate Services attended the meeting at 9:27am

6 RECEPTION OF PETITIONS & DEPUTATIONS

Nil

7 MAYORAL MINUTES

Topic:	Auditor-General's Observation Report
Discussion:	Under the provisions of Section 213 of the Local Government Regulation 2012, the Mayor is required to present a copy of the report at the next ordinary meeting of the local government. Cr Bawden advised that a copy of the financial management report on the external audit of Council financial statements for the 2016/2017 financial year was received on 15 December 2017 and presented a copy of the report to Council.

COUNCIL RESOLUTION

Moved Cr Wells

Seconded Cr Hawkins

That Council receive the Auditor-General's Observation Report as presented by the Mayor.

Resolution No. 0118/003

CARRIED 7/0

CONFIRMED MINUTES

COUNCIL RESOLUTION

Moved Cr Bawden

Seconded Cr Gallagher

That Council undertake a review of the Procurement Policy and levels of financial delegations.

Resolution No. 0118/004

CARRIED 7/0

A0118-02: Review Procurement Policy and levels of financial delegations.

Topic:	Building Better Regions
Discussion:	Cr Bawden advised that during the month he meet with Senator McDonald and discussed Council's applications under the Building Better Regions program.

The Manager Human Resources attended the meeting at 10:10am

Topic:	Diploma Early Childhood Services
Discussion:	Mrs Tracy Lord (Group Leader, Normanton Childcare Centre) and her husband attended the meeting at 10:11am . The Mayor presented Mrs Lord with her diploma Early Childhood Services and invited Mrs Lord and her husband to attend morning tea with Council.

The Manager Human Resources left the meeting at 10:15am

Adjournment:

The meeting adjourned for morning tea at **10:15am**

The meeting resumed at **10:50am**

During the adjournment Council met with the winners of the 2017 Council Christmas Lights Competition and presented prizes for the various winning categories.

Topic:	Morgue Facilities
Discussion:	Cr Bawden advised that following the recent renovations to the Normanton Hospital morgue there is no longer the capacity to keep deceased for any extended period of time. Council noted several incident in previous years were deceased had to be kept for periods in excess of 2 weeks, and on one occasion up to 3 months. Council discussed the need for the Normanton morgue to be further modified to accommodate the need for deceased to be kept for extended periods.

The Manager Finance & Administration attended the meeting at 10:57am

CONFIRMED MINUTES

Topic:	Karumba Medical Services
Discussion:	<p>Cr Bawden raised the issue of patient referral and travel costs from Karumba Medical Clinic.</p> <p>Cr Bawden advised that currently patients are being referred to Mt Isa hospital and travel and accommodation costs are covered by Qld Health.</p> <p>Cr Bawden further advised that where patients wished to be referred to Cairns Hospital or another medical facility, patients are required to meet their own travel and accommodation expenses.</p>

COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Beard

That Council raise concerns with Qld Health regarding:

- ***long term storage of deceased at the Normanton Hospital Morgue; and***
- ***Patient travel and accommodation issues where patients are referred from Karumba Medical Clinic to medical facilities other than Mt Isa Hospital.***

Resolution No. 0118/005

CARRIED 7/0

A0118-03: Raise morgue storage and Karumba patient referral issues with Queensland Health representatives

This space left blank intentionally

CONFIRMED MINUTES

8 CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION

In accordance with the *Local Government Act 2009*, and the *Local Government Regulation 2012*, in the opinion of the General manager, the following business is of a kind as referred to in clause 275(1) of the Regulation, and should be dealt with in a Confidential Session of the Council meeting closed to the press and public.

COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Murphy

That Council adjourn into Closed Session and members of the press and public be excluded from the meeting of the Closed Session, and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld unless declassified by separate resolution. This action is taken in accordance with clause 275(1) of the Local Government Regulation 2012 as the items listed come within the following provisions

8.1 Request For Discount - L Wills

This item is classified CONFIDENTIAL under the provisions of clause 275(1)(d) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to rating concessions.

8.2 Karumba Aerodrome Lease Proposal

This item is classified CONFIDENTIAL under the provisions of clause 275(1)(e) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to contracts proposed to be made by it.

8.3 Glenore Weir Rectification Works Update

This item is classified CONFIDENTIAL under the provisions of clause 275(1)(h) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

Resolution No. 0118/006

CARRIED 7/0

CLOSURE OF MEETING:

The meeting was closed to the public at 11:08am

The Manager Finance & Administration left the meeting at 11:17am

The Director Engineering attended the meeting at 11:27am

CONFIRMED MINUTES

COUNCIL RESOLUTION

Moved Cr Beard

Seconded Cr Young

That Council open the meeting to the public

Resolution No. 0118/007

CARRIED 7/0

REOPENING OF MEETING:

The meeting was reopened to the public at 12:21pm

8.1 REQUEST FOR DISCOUNT - L WILLS

Executive Summary:

Pursuant to Section 130 of the Local Government Regulation 2012, Carpentaria Shire Council resolved at its budget meeting to continue with the rates discount policy offering a rate discount of 10% for the 2017/2018 year where:

- Payment is received at the Shire Office on or before the date of close of discount stipulated on the rate notice (being 30 days from the issue date of the notice); and
- Payment received above, is equal to the net amount owing as stipulated on the rates notice.

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Beard

That Council write off rate and charges in the amount of \$159.52 being discount forgone plus interest charges levied since the close of discount.

Resolution No. 0118/008

CARRIED 7/0

A0118-04: Write off discount forgone and Interest charges levied since close of discount.

8.2 KARUMBA AERODROME LEASE PROPOSAL

Executive Summary:

Council has been approach by Hinterland Aviation to lease land at the Karumba Aerodrome to establish a fuel site for aircraft refuelling. Their proposal is contained within an attachment which details the lease size, fuel types and infrastructure requirements. As part of sound contracting principles, Council would be required to undertake a process of advertising expressions of interest.

COUNCIL RESOLUTION

Moved Cr Beard

Seconded Cr Young

That:

- 1. Council call expressions of interest for the lease of land at the Karumba Aerodrome for the purpose of establishing an aircraft refueling facility; and***

CONFIRMED MINUTES

2. ***The terms of reference include the provision of both avgas and jet A1 fuel facilities.***

Resolution No. 0118/009

CARRIED 7/0

A0118-05: Call expressions of Interest for establishment of a aircraft refuelling facility at Karumba Aerodrome.

8.3 GLENORE WEIR RECTIFICATION WORKS UPDATE

Executive Summary:

Koppens finalised the Temporary/Fortification Works in November 2017 following the failure of the right hand embankment in early 2017. Recent assessment of the SMEC calculations identified a number of errors in the information provided to Council that resulted in significant increases to afflux and erosion potential along the right hand embankment.

Negotiations with PDR/SMEC for the finalisation of the project have identified time, cost and quality issues that have not been well managed.

COUNCIL RESOLUTION

Moved Cr Wells

Seconded Cr Gallagher

That Council:

1. ***Accept the report as submitted.***
2. ***Authorise officers to seek detailed legal advice with regard to risk and liability in the event of further weir failures.***
3. ***Council liaise with the relevant state department regarding assistance with the development of a concept design based on the original PDR design to better assess the likely "Betterment" costs; and***
4. ***Council officers receive and review appropriate legal and engineering advice and provide a further report to Council detailing engineering options and legal recommendations as soon as practicable.***

Resolution No. 0118/010

CARRIED 7/0

A0118-06: Seek detailed legal advice with regard to risk and liability in the event of further weir failures

A0118-07: Liaise with the relevant state department regarding assistance with the development of a concept design based on the original PDR design to better assess the likely "Betterment" costs

A0118-08: Review appropriate legal and engineering advice and provide a further report to Council detailing engineering options and legal recommendations as soon as practicable.

CONFIRMED MINUTES

Adjournment:

The meeting adjourned for lunch at 12:25pm

The meeting recommenced at 1:26pm

9 REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES

9.1 DOE REPORT

Executive Summary:

This report provides information and updates to Council on various activities and programs that are facilitated within the Acting Director Engineering portfolio.

Topic:	Brown Street Parking Design
Discussion:	Council gave consideration to design requirements for car parking in Brown Street, Normanton. The Director Engineer advised that a condition of the Development Approval for the extensions to the Gulf Christian College and construction of the Sports Complex included a requirement for car parking.

A0118-09: Prepare parking design for Brown Street in compliance with Gulf Christian College DA conditions and prepare report for February meeting

Topic:	Karumba Truck Stop
Discussion:	Council enquired about pavement failures and parking restrictions at the Karumba Truck Stop.

A0118-10: Investigate Karumba Truck Stop pavement failure and prepare a report for February meeting

A0118-11: Prepare a report on regulating parking at Karumba Truck Stop for February meeting

Topic:	Clarina Street Carpark
Discussion:	The Director Engineering provided a detailed design for the construction of the Clarina Street Carpark. The existing carpark is proposed to be extended by approximately 10 metres and sealed. The finished carpark will allow for approximately 70 parking spaces to accommodate car and boat trailers to an average length of 14 metres Council endorsed the proposed design.

A0118-12: Finalise design & specifications and include in 2017/2018 Capital Works Program.

CONFIRMED MINUTES

Topic:	Carron Creek Causeway
Discussion:	The Director Engineering provided a design concept for the Carron Creek causeway. Council gave consideration to increasing the width of the crossing to a double lane. Council also discussed access issues in relation to Shady Lagoon Road.

A0118-13: Prepare design and costings for options of either a single lane or double lane crossing for consideration at the February meeting.

A0118-14: Investigate regularising of Shady Lagoon Road.

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Hawkins

- 1. That Council receive the Acting Director of Engineering Report; and**
- 2. That those matters not covered by resolution be noted.**

Resolution No. 0118/011

CARRIED 7/0

9.2 WORKS REPORT

Executive Summary:

Civil works within the Shire are progressing in accordance with program and budget including works completed by the Town Crew, RMPC, Capital Works, TIDS and R2R.

COUNCIL RESOLUTION

Moved Cr Beard

Seconded Cr Hawkins

That Council accepts the Works Report as presented.

Resolution No. 0118/012

CARRIED 7/0

CONFIRMED MINUTES

9.3 NDRRA REPORT

Executive Summary:

Approximately \$52.3 million (89% complete) of construction work has been completed for the QRA16 Project.

Inkerman (west of Dunbar), Dinah Island, Glencoe to Miranda, Dunbar to Koolatah and minor accesses are programmed to be reconstructed prior to 30 June 2018. Inkerman and Dinah Island roads are awaiting further resolution with land owners prior to construction.

Principal Roads and Southern Secondary Roads (CSC.35.16 & CSC.33.16) have reached the 90% payment trigger and are currently undergoing the closeout process to receive the final 10% payment.

All 2017 submissions have now been approved by QRA with a total recommended value of approximately \$18.5 million (\$13.8 million construction). The 30% prepayment (\$5,548,902.90) for all submissions has been paid to Council.

Construction of the remaining QRA16 and QRA17 projects is programmed to commence in mid-April 2018.

COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Wells

That Council accepts the NDRRA Report as presented.

Resolution No. 0118/013

CARRIED 7/0

9.4 BUILDING AND PLANNING REPORT

The report is to advise Council of relevant planning and building activities within the Shire for the month of December 2017. There have been one (1) Building Application received, four (4) Building Approvals issued and one (1) Building Application awaiting further information.

COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Hawkins

That Council note and accept the content of the Building and Planning Report as presented.

Resolution No. 0118/014

CARRIED 7/0

CONFIRMED MINUTES

9.5 WATER AND WASTEWATER REPORT - DECEMBER 2017

Executive Summary:

Water demand decreased during December due to recent rainfall, with 72.9ML of raw water treated and distributed to the two townships.

The Water Treatment Plant (WTP) production exceeded demand during the month of December and by the end of the month was running at about 60 percent capacity. Water quality was very good throughout the month with filter turbidity levels being regularly below 0.10NTU. (0.5NTU maximum)

The Karumba STP continues to operate well this month, with samples meeting regulatory requirements. Normanton STP has shown positive early signs following initial chlorine dosing and efforts will continue to ensure that effluent quality becomes compliant with licence requirements.

COUNCIL RESOLUTION

Moved Cr Beard

Seconded Cr Murphy

That Council accepts and notes the Water and Wastewater Status Report as presented for the period ending 31 December 2017.

Resolution No. 0118/015

CARRIED 7/0

9.6 WORKSHOP REPORT JANUARY 2018

Executive Summary:

With the finalisation of the construction season all plant and vehicles have been returned to the depot. Minor maintenance and condition assessments have been completed on most items in preparation for major servicing.

COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Wells

That Council accepts the Workshop Report as presented.

Resolution No. 0118/016

CARRIED 7/0

CONFIRMED MINUTES

9.7 DISPOSAL OF PLANT - TOYOTA LANDCRUISER GXL WAGON

Executive Summary:

Expression of interest (Tender) were called for the sale of Toyota Landcruiser GXL Wagon #1675. A total of five (5) tenders were received.

This report recommends that Council accept the highest tender received.

COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Hawkins

That Council accept the tender from Warren G Fry in the amount of \$77,000 (Inc GST) for the purchase of Toyota Landcruiser GXL Wagon #1675.

Resolution No. 0118/017

CARRIED 7/0

A0118-15: Advise all tenderers of decision and arrange transfer of vehicle.

9.8 PRIVATE USE OF COUNCIL FLEET VEHICLES

Executive Summary:

A review of usage of various Council owned passenger fleet vehicles has been undertaken and various irregularities in relation to Councils *Passenger Vehicle Fleet Policy* have been identified

This report recommends that a review of the Passenger Vehicle Fleet Policy be undertaken to identify and include those positions where Council considers limited commuter usage is warranted.

COUNCIL RESOLUTION

Moved Cr Beard

Seconded Cr Murphy

That Council undertake a review of the Passenger Vehicle Fleet Policy.

Resolution No. 0118/018

CARRIED 7/0

GENERAL BUSINESS – DIRECTOR OF ENGINEERING

Topic:	Normanton Airport Fence
Discussion:	Cr Gallagher advised that overland flow during heavy rain events is causing scouring under the airport fence. Cr Gallagher further advised that since the new fence has been erected and the soil disturb, the erosion is increased and is becoming an issue.

CONFIRMED MINUTES

A0118-16: The Director of Engineering to investigate drainage diversions options to minimise scouring under the fence.

Topic:	Karumba Transfer Station – Cardboard Shredding Machine
Discussion:	Cr Young enquired when the cardboard shredding machine at the Karumba Transfer Station will be installed. Director of Engineer advised that the matter was currently being reviewed in conjunction with green waste issues at the transfer station.

A0118-17: The Director of Engineering to provide a report detailing long term operation of the Karumba Transfer Station.

The Manager Economic & Community Development attended the meeting at 4:40pm

SUSPENSION OF STANDING ORDERS	
COUNCIL RESOLUTION	
Moved Cr Beard	Seconded Cr Young
That:	
<ol style="list-style-type: none"> 1. <i>Standing Orders be suspended: and</i> 2. <i>The Community Services reports be the next items for consideration.</i> 	
Resolution No. 0118/019	CARRIED 7/0

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CONFIRMED MINUTES

11 REPORTS FROM THE DIRECTOR CORPORATE & COMMUNITY SERVICES

11.5 COMMUNITY DEVELOPMENT

Executive Summary:

This report provides information and updates to Council on various activities and programs that are facilitated within the Community, Cultural Services and Economic Development portfolio of Council.

COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Wells

That Council:

1. *Receive the Community Development report; and*
2. *That those matters not covered by resolution be noted.*

Resolution No. 0118/020

CARRIED 7/0

11.6 COMMUNITY DONATIONS AND SUPPORT

Executive Summary:

Council receives numerous requests for donations throughout the year. The applications listed in the recommendation are applications that have been received outside of the grant funding round.

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Beard

That Council approve the application from the Normanton Social Fishing Club for assistance under councils Grants to Community Organisations Policy; and

The grant be in the form of:

<i>Use of 20 Tables & 150 Chairs</i>	<i>In Kind</i>
<i>Printing of Black & White Programs (Maximum 300 copies)</i>	<i>In Kind</i>
<i>Cash donation of \$1000.00</i>	<i>Direct Cash Grants</i>

Resolution No. 0118/021

CARRIED 7/0

A0118-18: Advise Normanton Social Fishing Club of approval of grant application.

CONFIRMED MINUTES

11.7 NORMANTON TAFE FACILITY

Executive Summary:

Council has been approved by TAFE Queensland to consider a re-negotiation in regards to the transfer of the ownership of TAFE Normanton Campus to Carpentaria Shire Council.

COUNCIL RESOLUTION

Moved Cr Bawden

Seconded Cr Gallagher

That TAFE Queensland be advised that Council does not wish to accept transfer of ownership of the TAFE Normanton Campus.

Resolution No. 0118/022

CARRIED 7/0

A0118-19: Advise TAFE that Council does not wish to accept transfer of ownership of TAFE Normanton Campus.

GENERAL BUSINESS – CORPORATE & COMMUNITY SERVICES

Topic:	Karumba & Normanton Gym
Discussion:	The Manager Economic & Community Development advised that Council has received several applications for gym membership from members of the public who are under the age of 16 years and sought Council direction on what age Council considered appropriate before a person utilising the gym need to be accompanied by an adult.

COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Young

That Council develop a Gym Usage Policy.

Resolution No. 0118/023

CARRIED 7/0

A0118-20: Prepare draft Gym Usage Policy for Council's consideration.

Topic:	Normanton Hall Chairs
Discussion:	The Manager Economic & Community Development advised that suitable chairs have been identified for use at the Normanton Hall to replace those chairs utilised in the community trailer and sought Council's decision on what colour of chair should be ordered. Council agreed that the chairs needed to be a distinctive colour to clearly identify chairs as belonging to Carpentaria Shire Council.

CONFIRMED MINUTES

	Council resolved that the colour of the new chairs for the Normanton Hall should be bright Orange.
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A0118-21: Order bright orange chairs for Normanton Hall.

Topic:	Normanton 150 T-Shirt
Discussion:	The Manager Economic & Community Development advised that the Normanton 150 Committee are organising T-Shirts to commemorate the Normanton 150 and requested direction from Council on T-Shirt design. Council agreed that the T-Shirt should be of a Polo design, preferably with 2 pockets with N150 emblem on the left above pocket. The rear of the T-Shirt is to have an image appropriate to the 150 theme.

A0118-22: Liaise with N150 committee to develop suitable design for Council's consideration

Topic:	Normanton 150 Ball Committee
Discussion:	The Manager Economic & Community Development enquired if Council wished to establish a committee to help facilitate the Normanton 150 Ball. Council agreed that the following persons should be members of the Normanton 150 Ball Committee: <ul style="list-style-type: none"> • Cherie Schafer • Crystal Ploenges • Cathy Bawden • Shannon Gallagher • Esther Murphy

A0118-23: Invite Cathy Bawden, Shannon Gallagher & Ester Murphy to be members of the Normanton 150 Ball Committee

The Manager Economic & Community Development left the meeting at 5:20pm

RESUMPTION OF STANDING ORDERS	
COUNCIL RESOLUTION	
Moved Cr Murphy	Seconded Cr Young
<i>That Standing Orders be resumed.</i>	
Resolution No. 0118/024	CARRIED 7/0

CONFIRMED MINUTES

ADJOURNMENT FOR NEXT DAY

ADJOURNMENT FOR NEXT DAY

COUNCIL RESOLUTION

Moved Cr Bawden

Seconded Cr Murphy

That Council adjourn the meeting at 5:25pm to resume on Thursday 25 January 2018 at 8:00am.

Resolution No. 0118/025

CARRIED 7/0

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CONFIRMED MINUTES

1 OPENING OF MEETING

The Mayor welcomed members and declared the meeting open at **8:15am**.

2 RECORD OF ATTENDANCE

Councillors

Cr LV Bawden	Mayor
Cr JC Young	Deputy Mayor
Cr AT Gallagher	
Cr JD Beard	
Cr BJ Hawkins	
Cr AM Murphy	

Staff

Mr Michael Hayward	Chief Executive Officer
Mr Oliver Pring	Director Corporate Services

The following officers attended the meeting as indicated in the minutes

Mrs Lisa Ruyg	Manager Human Resources
Mr Justin Hancock	Manager Finance and Administration

LEAVE OF ABSENCE

COUNCIL RESOLUTION

Moved Cr Beard Seconded Cr Murphy

That the apology of Cr Wells be accepted and leave of absence from the meeting be granted.

Resolution No. 0118/026

CARRIED 6/0

CONFIRMED MINUTES

10 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

10.5 CEO REPORT

Executive Summary:

The purpose of the report is to provide Council with information and updates on various activities and programs that are facilitated within the Chief Executive Officers portfolio. .

LOCAL LAW NO: 2 (ANIMAL MANAGEMENT)

COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Young

That Council undertake a review of Subordinate Local Law No: 2 (Animal Management).

Resolution No. 0118/027

CARRIED 6/0

A0118-24: Review Subordinate Local Law No: 2 to reduce number of dogs from 4 dogs per property to 2 dogs per property.

KARUMBA POINT SUNSET CARAVAN PARK – FISH CLEANING AREA

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Young

That Mr Arch Armstrong of Karumba Point Sunset Caravan Park be advised that:

- 1. Council do not wish to accept his offer to donate fish cleaning equipment and plant towards the establishment of a public fish cleaning facility and***
- 2. That Mr Armstrong be advised that the reason for declining his offer is that Council cannot justify the expenditure of ratepayer funds on a public fish cleaning facility at this point time.***

Resolution No. 0118/028

CARRIED 6/0

A0118-25: Advise Mr Armstrong of Council decision to not accept his offer to donate fish cleaning equipment and plant.

CONFIRMED MINUTES

CEO REPORT

COUNCIL RESOLUTION

Moved Cr Beard

Seconded Cr Hawkins

That:

1. **Council receive the Chief Executive Officers Report; and**
2. **those matters not covered by resolution be noted.**

Resolution No. 0118/029

CARRIED 6/0

ADJOURNMENT:

The meeting adjourned for morning tea at **10:05am**

The meeting resumed at **10:20am**

10.1 REVIEW OF STAFF HOUSING POLICY

Executive Summary:

To ensure the efficient delivery of Council operations and compliance with legislation, a review of Council policy must be undertaken on a regular basis.

This report recommends endorsement of amendments to the following policies:

- Staff Housing Policy (HR_002).

COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Beard

That Council endorse the revised Staff Housing Policy (HR_002) as presented, subject to the following amendments:

Section 2.5	Delete
Section:4.3	Pest control for all pests is the responsibility of Council
Section 4.4	Delete
Section 4.5	Delete
Section 5.2	Council mowers are available on weekends for use by staff free of charge. Staff are responsible for picking up and returning the mowers from stores during normal business hours
Section 8.2	Delete
Section 9.4	Delete
Section 11.1	Council will be responsible for testing and cleaning smoke alarms and replacement of any flat or nearly flat batteries within 30 days before the start or renewal of a tenancy

CONFIRMED MINUTES

Section 11.2	<p>Tenants must:</p> <ul style="list-style-type: none"> • test and clean (by vacuuming or dusting) smoke alarms at least once every 12 months • replace any flat or nearly flat batteries • advise the property owner/manager if there is any issue with the alarm (apart from batteries) • allow the property owner/manager right of entry to install smoke alarms. • not remove a smoke alarm or the battery (other than to replace it), or do anything to reduce the effectiveness of the alarm e.g. paint it.
Section 11.3	Delete
Section 11.4	Delete

Resolution No. 0118/030 **CARRIED 6/0**

A0118-26: Make amendments to staff housing policy and update policy register.

A0118-27: Investigate requirement for Regulated Current Devices (RCD's) in staff housing.

STAFF HOUSING COMMITTEE	
COUNCIL RESOLUTION	
Moved Cr Bawden	Seconded Cr Young
<i>That Councillor Murphy and Cr Gallagher be appointed as Council's representatives on the Staff Housing Committee.</i>	
Resolution No. 0118/031	CARRIED 6/0

A0118-28: Hold Staff Housing meeting to update committee members on new Policy.

CONFIRMED MINUTES

10.2 DRAFT PLANNING SCHEME PROCESS TO CONVERT A SUSTAINABLE PLANNING ACT 2009 PLANNING SCHEME TO A PLANNING ACT 2016 PLANNING SCHEME

Executive Summary:

The preparation of a new (proposed) planning scheme for the Shire was commenced in August 2016 and it is currently being prepared under the Sustainable Planning Act 2009 (SPA). Several workshops have been held with Councillors and the proposed planning scheme is nearly ready for the first State Interest Check.

In July 2017 the SPA was repealed and the Planning Act 2016 (PA) came into force. It is now proposed to convert the SPA proposed planning scheme to a PA proposed planning scheme, to ensure the new planning scheme for the Shire is an up to date and contemporary statutory document.

The SPA to PA transition process, in accordance with section 18 of the PA, is outlined below and recommended to Council for endorsement.

COUNCIL RESOLUTION

Moved Cr Beard

Seconded Cr Young

That:

1. ***A decision on the matter of converting the proposed plan to a planning scheme under the Planning Act 2016 be held over until the February 2018 meeting of Council; and***
2. ***the consulting Town Planner be requested to provide an update on the progress of the current proposed plan.***

Resolution No. 0118/032

CARRIED 6/0

A0118-29: Make arrangements with Consulting Town Planner to provide Council with an update on progress of new planning scheme.

The Manager Human Resources entered the meeting at 10:43am

GENERAL BUSINESS – CHIEF EXECUTIVE OFFICER

Topic:	Customer Services available – Normanton Police Station
Discussion:	Cr Gallagher advised that at present local residents are unable to obtain a driver's license or license renewal from the Normanton Police station. Other issues raised include the process of reporting of local crime.

A0118-30: The Chief Executive Officer to liaise with the Officer in Charge - Normanton Police regarding services available over the counter at Normanton Police Station.

CONFIRMED MINUTES

10.3 HUMAN RESOURCES REPORT

Executive Summary:

This report provides information on activities occurring within the Human Resources Section of Council.

COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Murphy

That Council accepts the Human Resources Report for information.

Resolution No. 0118/033

CARRIED 6/0

10.4 PROVISION OF DRUG AND ALCOHOL TESTING SERVICES

Executive Summary:

This report provides information on the Random Drug and Alcohol Testing Program undertaken at Council.

COUNCIL RESOLUTION

Moved Cr Bawden

Seconded Cr Beard

That:

- 1. Council resolves to continue with the Random Drug and Alcohol Testing Program; and***
- 2. Until further reviewed council utilise in-house resources to undertake the Drug and Alcohol Testing Program.***

Resolution No. 0118/034

CARRIED 6/0

A0118-31: Identify and resource internal staff to undertake Drug & Alcohol Testing

The Manager Human Resources left the meeting at 11:49am

ADJOURNMENT:

The meeting adjourned for lunch at 12:25pm.

The meeting resumed at 1:25pm.

CONFIRMED MINUTES

11 REPORTS FROM DIRECTOR OF CORPORATE & COMMUNITY SERVICES

11.1 DCS REPORT

Executive Summary:

This report provides information and updates to Council on various activities and programs that are facilitated within the Director of Corporate Services portfolio.

COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Beard

- 1. That Council receive the Director of Corporate Services; and**
- 2. That those matters not covered by resolution be noted.**

Resolution No. 0118/035

CARRIED 6/0

11.2 APPROVED INSPECTION PROGRAM

Executive Summary:

The purpose of this report is to seek Council's approval to implement approved inspection programs for compliance with the *Public Health Act 2005* (mosquito breeding sites), *Animal Management (Cats and Dogs) Act 2008* (dog registrations) and *Local Law No. 2 (Animal Management) 2015*.

The programs can be undertaken pursuant to s134 of the *Local Government Act 2009* and s113 *Animal Management (Cats and Dogs) Act 2008* respectively. The proposed inspection programs are for the systematic inspection of dog registrations, mosquito breeding sites and to ensure community safety hazards are not present on an allotment.

COUNCIL RESOLUTION

Moved Cr Beard

Seconded Cr Hawkins

That Council approve the following inspection programs:

In accordance with s 113 of the Animal Management (Cats and Dogs) Act 2008:

1. Dog Registration Inspection Program

(a) Purpose

To ensure that dogs in residence in the Shire are registered in accordance with s 44(2) and s 46 of the Animal Management (Cats and Dogs) Act 2008.

(b) Commencement

The program is to start on 1 March 2018

CONFIRMED MINUTES

(c) Type of Program

The Dog Registration Inspection Program will be a systematic program which will include all properties in Normanton and Karumba townships.

(d) Duration

This program will run for six (6) months from the commencement date.

2. Local Law No. 2 (Keeping of Animals) 2015

(a) Purpose

To ensure compliance with sections 5 and 6 of the Local Law 2 (Keeping of Animals) 2015 which prescribes animals that are prohibited, restricted or require local government approval. This program will include an inspection of properties to identify any non-compliance.

(b) Commencement

This program will commence on 1 March 2018

(c) Type of Program

The Keeping of Animals Compliance Program is a systematic program which will include all properties in Normanton and Karumba.

(d) Duration

This program will run for three (3) months from the commencement date.

In accordance with s 427 of the Public Health Act 2005:

3. Mosquito Breeding Sites Program

(a) Purpose

To ensure that residences do not have breeding grounds for mosquitos as required under s 2N of the Public Health Regulation 2005.

(b) Commencement

This program will commence on 1 March 2018.

(c) Type of Program

The mosquito breeding sites program is a systematic program which will include all properties in Normanton and Karumba townships.

(d) Duration

This program will run for three (3) months from the commencement date.

Resolution No. 0118/036

CARRIED 6/0

A0118-32: Arrange for Approved Inspections Programs to be advertised.

CONFIRMED MINUTES

11.3 COUNCILLOR REMUNERATION

Executive Summary:

The Local Government Remuneration Tribunal made its determination on the categories of Councils and Councillor remuneration which will take effect on 1 July 2018. This report provides the results of the determination to Council.

COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Young

That:

- 1. Council notes and accepts the outcomes of the 2017 Remuneration Review as presented: and*
- 2. the amount of remuneration payable to Councillors from 1 July 2018 be as per the remuneration schedule as set out in Section 3 of the Local Government Remuneration and Discipline Tribunal – Remuneration Report 2018.*

Resolution No. 0118/037

CARRIED 6/0

The Manager Finance & Administration entered the meeting at 1:42pm

11.4 MONTHLY FINANCIAL REPORT - DECEMBER 2017

Executive Summary:

The Monthly Financial Report has been prepared for the period ending 31 December 2017.

The Background section provides a summary of major variances and points to note.

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Beard

That Council accepts the reports for the period ending 31 December 2017 as presented.

Resolution No. 0118/038

CARRIED 6/0

The Manager Finance & Administration left the meeting at 2:12pm

CONFIRMED MINUTES

11.8 ANNUAL REPORT 2016/2017

Executive Summary:

Pursuant to Section 181 of the *Local Government Regulation 2012*, a local government must prepare an annual report and it must be presented to Council for adoption. The content of the Annual Report is made up of a number of documents, including the audited Annual Financial Statements for the year ended 30 June 2017, along with the Independent Auditor's Report.

COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Beard

That Council:

1. **endorses the General Purpose Financial Statements for the year ended 30 June 2017 and Independent Auditor's Report;**
2. **adopt the Carpentaria Shire Council Annual Report for 2016/2017 as presented; and**
3. **that the Annual Report be published on Council's website in accordance with the requirements of the Local Government Regulation 2012.**

Resolution No. 0118/039

CARRIED 6/0

A0118-33: [Post Annual Report to Council Webpage](#)

13 CLOSURE OF MEETING

The Chair of the meeting, Cr Lyall Bawden, Mayor, declared the meeting closed at **2:40pm**.

MINUTES CERTIFICATE

These Minutes are Confirmed



Councillor LV Bawden

Mayor

24, 01, 2018

Date