

CARPENTARIA SHIRE

Outback by the Sea

ORDINARY MEETING

MINUTES

21 FEBRUARY, 2018

CONFIRMED MINUTES

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CONFIRMED MINUTES

1 OPENING OF MEETING

The Mayor welcomed members and declared the meeting open at 9:09am..

2 RECORD OF ATTENDANCE

Councillors

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

Staff

Mr Michael Hayward	Chief Executive Officer
Ms Angeline Pascoe.	Executive Assistant
Mr Oliver Pring	Director Corporate Services

The following officers attended the meeting as indicated in the minutes

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

LEAVE OF ABSENCE

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Wells

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

Resolution No. 0218/001

CARRIED 6/0

3 CONDOLENCES

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

- ❖ Ms Georgina Barr
- ❖ Ms Heather Bynoe
- ❖ Mr Lawrence West

CONFIRMED MINUTES

4 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

Confirmation of Minutes from the Ordinary Council Meeting held 24 January 2018, as previously circulated to Councillors.

COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Young

That the Minutes of the Ordinary Council Meeting held 24 January 2018 be confirmed.

Resolution No. 0218/002

CARRIED 6/0

5 BUSINESS ARISING FROM PREVIOUS MEETINGS

Topic:	Mosquito Control
Discussion:	Council discussed engaging an appropriately qualified person to review Council's Mosquito Control Program. The Chief Executive Officer advised that two people have been identified who are able to travel to Normanton and discuss mosquito control with Council. Council agreed to engage the services of Mr Darryl McGinn – Managing Director Mosquito Consulting Services Pty Ltd.
Action:	Engage Darryl McGinn to review Council's Mosquito Control Program.

6 RECEPTION OF PETITIONS & DEPUTATIONS

Nil.

7 MAYORAL MINUTES

Topic:	NWQROC Meeting – Richmond 13 February 2018
Discussion:	The Mayor updated Council on matters discussed at the NWQROC meeting held in Richmond on 13 February 2018. Matters considered included: <ul style="list-style-type: none"> • Appointment of Mr Greg Hoffman as NWQROC Chief Executive Officer • National Heavy Vehicle – Chain of responsibility • North West Minerals Province Strategic Blueprint • Southern Gulf NRM

CONFIRMED MINUTES

Topic:	Main Roads Meeting – Cloncurry
Discussion:	<p>The Mayor advised that he and the Director of Engineer met with the District Engineer of Department of Transport and Main Roads in Cloncurry on Friday 16 February 2018 to discuss upcoming shoulder works on the Croydon Road.</p> <p>Matters discussed included:</p> <ul style="list-style-type: none"> • scope of works • quality of materials • use of Council's TIDS allocation on TMR roads

DECLARATION OF INTEREST (Cr Gallagher)

Cr Gallagher declared that he may have a perceived conflict of Interest in relation to Agenda 8.1.(Rates Based Financial Assistance).

Cr Gallagher advised that he is a member of the Normanton Rodeo Association.
Cr Gallagher further advised that he is not an office holder for the organisation.

Cr Gallagher dealt with the interest by stating that it was his determination that the perceived personal interest was not of sufficient significant that it would lead to him providing information upon the matter that is contrary to the public interest.

Cr Gallagher remained in the meeting and participated in the discussion and subsequent vote.

DECLARATION OF INTEREST (Director Corporate Services)

The Director Corporate Service, Mr Oliver Pring declared that he has a conflict of interest in relation to item 8.1 (Rates Based Financial Assistance).

Mr Pring advised that he is the Treasurer for the Carpentaria Kindergarten Association.

Mr Pring dealt with the conflict of interest by stating that it was his determination that the personal interest was not of sufficient significant that it would lead to him providing information upon the matter that is contrary to the public interest.

Mr Pring remained in the meeting but did not participate in the discussion.

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 Young

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 Rates Based Financial Assistance

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.

Resolution No. 0218/003

CARRIED 6/0

CLOSURE OF MEETING:

The meeting was closed to the public at **9:28pm**.

The Manager Finance and Administration entered the meeting at **9:30am**

The Manager Finance and Administration left the meeting at **9:45am**

COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Murphy

That Council open the meeting to the public.

Resolution No. 0218/004

CARRIED 6/0

REOPENING OF MEETING:

The meeting was reopened to the public at **10:29am**

CONFIRMED MINUTES

COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Murphy

That Council grant a rates based financial assistance concession in accordance with its Rates Based Financial Assistance Policy to:

- ***Karumba Recreation Club for the rates period 01/01/2018 – 30/06/2018 for the amount of \$4,038.44;***
- ***Karumba Children's Centre for the rates period 01/01/2018 – 30/06/2018 for the amount of \$1,557.13;***
- ***Normanton Rodeo Association for the rates period 01/01/2018 – 30/06/2018 for the amount of \$747.94; and***
- ***Carpentaria Kindergarten for the rates period 01/01/2018 – 30/06/2018 for the amount of \$1,301.06.***

Resolution No. 0218/005

CARRIED 6/0

PRESENTATION:

Miss Zoe O'Brien and Mrs Brenda Schneekloth attended the meeting at **10:30am**.

The Mayor presented Miss O'Brien with the Mayor's Award for 2018 in recognition of her dedication in pursuit of higher education and attainment of her Ph.D in veterinary science.

The Mayor invited Miss O'Brien and Ms Schneekloth to join Council for morning tea.

ADJOURNMENT:

The meeting adjourned for morning tea at **10:34am**

The meeting resumed at **11:05am**

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CONFIRMED MINUTES

The Director of Engineering entered the meeting at 11:09am.

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.

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. 0218/006

CARRIED 6/0

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 Young

Seconded Cr Gallagher

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

Resolution No. 0218/007

CARRIED 6/0

PRESENTATION:

Messrs Brian Atherinos, Graham Locke and Don Sutherland from the Department of State Development attended the meeting at **12:29pm**.

The Department of State Development representatives gave a brief outline of current activities being undertaken in the region by their Department including:

- The need for Council to identify projects ahead of time to improve the likelihood of successful funding applications;
- Update on the North West Mineral Province strategy;
- Increased focus on Economic Development; and
- DSD becoming more involved in Chamber of Commerce Groups.

CONFIRMED MINUTES

The Department of State Development representatives left the meeting at **12:45pm**.

ADJOURNMENT:

The meeting adjourned for lunch at **12:46pm**

The meeting recommenced at **1:33pm**

9.3 NDRRA REPORT

Executive Summary:

Approximately \$33.3 million of construction was completed throughout 2017 with the project reaching 89% completion. A total of \$52.3 million of construction has been completed since construction commenced.

Principal Roads and Southern Secondary roads (CSC.35.16 & CSC.33.16) have recently reached the maximum payment amount (90% of estimated final expenditure) and are currently undergoing the closeout process to receive the final 10% payment.

All 2017 submissions have been approved with a total recommended value of \$18,496,343.00. The 30% prepayment (\$5,548,902.90) for all submissions has been paid to Council.

COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Hawkins

That Council accepts the NDRRA Report as presented.

Resolution No. 0218/008

CARRIED 6/0

9.4 WORKSHOP REPORT - JANUARY TO FEBRUARY 2018

Executive Summary:

Wet season preventative maintenance, servicing and repairs to Plant & Equipment continues as well as normal breakdown repairs as required.

COUNCIL RESOLUTION

Moved Cr Wells

Seconded Cr Gallagher

That Council accepts the Workshop Report as presented.

Resolution No. 0218/009

CARRIED 6/0

CONFIRMED MINUTES

9.5 FLEET REPORT

Executive Summary:

Following discussions with officers the following adjustments to the 2017-18 Plant Replacement Program are requested:

1. Purchase a forklift to assist removal of E1 pumps at Karumba
2. Replace Land Cruiser Dual Cab vehicles rather purchase 4x4 Job Truck.

COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Murphy

That Council receive the Report and that the contents be noted.

Resolution No. 0218/010

CARRIED 6/0

9.6 BUILDING AND PLANNING REPORT

Executive Summary

This report is to advise Council of relevant planning and building activities within the Shire for the month of January 2018. One (1) Building Application was received and we are awaiting further information to be submitted.

COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Young

- 1. That Council receive the Building and Planning Report; and***
- 2. That those matters not covered by resolution be noted***

Resolution No. 0218/011

CARRIED 6/0

CONFIRMED MINUTES

9.7 WATER AND WASTEWATER REPORT

Executive Summary:

Water demand decreased during January due to recent rainfall, with 56.1ML of raw water treated and distributed to the two townships.

The Water Treatment Plant (WTP) production exceeded demand during the month and by the end of the month was running at about 50 percent capacity. Water quality was very good throughout the month with filter turbidity levels being regularly below 0.10 NTU. (0.5 NTU maximum)

The Karumba STP continued 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 effluent quality is compliant with license requirements prior to irrigation.

COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Gallagher

That Council accepts the Water and Wastewater Report as presented for the period ending 31 January 2018.

Resolution No. 0218/012

CARRIED 6/0

9.8 BUILDING SERVICES REPORT

Executive Summary:

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

COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Wells

That Council accepts the Building Services Report as presented.

Resolution No. 0218/013

CARRIED 6/0

CONFIRMED MINUTES

GENERAL BUSINESS – DIRECTOR OF ENGINEERING

Topic:	Karumba Transfer Station
Discussion:	Cr Wells queried the current operations at the Karumba Transfer Station and asked if the cardboard shredder was still intended to be used and if so when will it be installed. The Director of Engineering advised that a full review of the Transfer Station operations is currently scheduled and a full report including recommendations on the future operations of the Transfer Station will be provided to the March meeting.
Action:	Prepare report on Transfer Station operations for March 2018 Council meeting

The Executive Assistant, Ms Angeline Pascoe left the meeting at 2:35pm

Topic:	New Toilet Facilities – Normanton Rodeo Grounds
Discussion:	Cr Bawden advised that fittings are missing from several of the doors at the new toilet facilities at the Normanton Rodeo Grounds
Action:	Investigate and liaise with builder to have handles and locks fitted to new toilet facilities at Normanton Rodeo Grounds.

Topic:	Croc watch Signs
Discussion:	Cr Bawden advised that the newly erected Croc watch signs at the Normanton boat ramp were not clearly visible.
Action:	Relocate sign closer to the Normanton boat ramp and review installation of all other croc watch signs.

Topic:	Normanton Public Weighbridge
Discussion:	Cr Bawden advised that he had received several complaints regarding the accuracy of the newly installed public weighbridge.
Action:	Test and recalibrate public weighbridge scales

CONFIRMED MINUTES

10 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

10.1 CEO REPORT

Executive Summary:

This report provides information and updates to Council on various activities and programs that are facilitated within the Chief Executive Officers portfolio.

COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Young

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

Resolution No. 0218/014

CARRIED 6/0

10.2 PRIVATE USE OF COUNCIL FLEET VEHICLES

Executive Summary:

At the January 2018 ordinary meeting of Council, the Workshop & Fleet Manager presented a report on a recent review of private usage of Council owned motor vehicles. The report identified various irregularities in relation to the *Passenger Vehicle Fleet Policy*. Council gave consideration to the report and resolved to undertake a review of the Passenger Vehicle Fleet Policy.

The purpose of this report is to advise that a review of the policy has been undertaken and to recommend endorsement of the amended Passenger Vehicle Fleet Policy.

COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Murphy

That Council adopt the amended Passenger Vehicle Fleet Policy as presented.

Resolution No. 0218/015

CARRIED 6/0

The Executive Assistant returned to the meeting at 2:56pm

ADJOURNMENT:

The meeting adjourned for afternoon tea at 3:26pm

The meeting recommenced at 3:36pm

CONFIRMED MINUTES

The Manager Human Resources and the Manager Finance and Administration entered the meeting at 3:37pm.

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 Gallagher

Seconded Cr Wells

That Council accepts the report for information.

Resolution No. 0218/016

CARRIED 6/0

10.4 REVIEW OF DRUG AND ALCOHOL POLICY

Executive Summary:

The Drug and Alcohol Policy has been reviewed in accordance with Council's policy review cycle and to ensure compliance with employment related legislation.

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Wells

That Council adopt the reviewed Drug and Alcohol Policy as presented.

Resolution No. 0218/017

CARRIED 6/0

The Manager Human Resources left the meeting at 3.55pm.

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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 Hawkins

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

Resolution No. 0218/018

CARRIED 6/0

GENERAL BUSINESS – DIRECTOR CORPORATE SERVICES

Topic:	Burns Philp Building Floor
Discussion:	Cr Bawden enquired about the possibility of installing plywood flooring at the Burns Philp Building..
Action:	Enquire with EHP regarding heritage and conservation issues in relation to the Burns Philp Building

Topic:	Weed Management Plan
Discussion:	Cr Young enquired about the progress in developing a weed management plan for the Shire. The Director Corporate Services advised that rangers and GIS staff are currently mapping weed infestation areas.
Action:	Facilitate a workshop the develop of a weed management plan.

CONFIRMED MINUTES

11.2 MONTHLY FINANCIAL REPORT - JANUARY 2018

Executive Summary:

The Monthly Financial Report has been prepared for the period ending 31 January 2018. The Background section provides a summary of major variances and points to note.

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Hawkins

That Council accepts the reports for the period ending 31 January 2018 as presented.

Resolution No. 0218/019

CARRIED 6/0

11.3 DEBTORS - BAD DEBTS

Executive Summary:

In line with recent reviews of Councils Sundry Debt Recovery Policy, the following debt has been identified as doubtful and recommended for write off.

COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Hawkins

That Council write off invoices 16355, 16356 & 16357 for the amount of \$56,937.66.

Resolution No. 0218/020

CARRIED 6/0

The Manager Finance and Administration left the meeting at 4:40pm.

The Manager Economic and Community Development entered the meeting at 4:44pm.

11.4 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 Hawkins

Seconded Cr Young

That Council:

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

CONFIRMED MINUTES

Resolution No. 0218/021

CARRIED 6/0

DECLARATION OF INTEREST (Cr Gallagher)

Cr Gallagher declared that he may have a perceived conflict of Interest in relation to Agenda Item 11.5 (Community Donations and Support).

Cr Gallagher advised that he is a member of the Normanton Rodeo Association.

Cr Gallagher further advised that he is not an office holder for the organisation.

Cr Gallagher dealt with the interest by stating that it was his determination that the perceived personal interest was not of sufficient significant that it would lead to him providing information upon the matter that is contrary to the public interest.

Cr Gallagher remained in the meeting and participated in the discussion and subsequent vote.

DECLARATION OF INTEREST (Cr Murphy)

Cr Murphy declared that he may have a perceived conflict of Interest in relation to Agenda Item 11.5 (Community Donations and Support).

Cr Murphy advised that his wife is an office holder of the Normanton Swimming Club.

Cr Murphy dealt with the interest by stating that it was his determination that the perceived personal interest was not of sufficient significant that it would lead to him providing information upon the matter that is contrary to the public interest.

Cr Murphy remained in the meeting and participated in the discussion and subsequent vote.

11.5 COMMUNITY DONATIONS AND SUPPORT

Executive Summary:

Council previously amended the process and procedures for allocating and approving community donations and support.

The applications listed in the recommendation were received in the second annual application round.

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Gallagher

That Council approves the following requests for donation and support :

- 1. Request from Milboe Ltd - Cairns to Karumba Bike ride. Hire fee waivers on the tables, chairs, bins and use of the Rodeo Grounds and Karumba Sports Centre for one night each.***

CONFIRMED MINUTES

2. ***Request from North West Remote Health - International Women's day. Hire fee waivers on the tables, chairs and Normanton Shire Hall, black table cloths and chair covers.***
3. ***Request from Karumba Progress Association - Karumba Seniors Lunch for cash contribution of \$600.00.***
4. ***Request from Normanton Gun Club – 2018 Annual Shoot. Contribution of \$500.00 to go towards cash prizes.***
5. ***Request from Normanton Arts Council - Bush Gothic performance. Hire fee waivers on the use of 100 chairs.***
6. ***Request from Gulf Barramundi Restocking Association – 2018 Annual Fishing Competition. Contribution of \$1,000. Hire fee waivers on photo copying of 240 flyers (along with letterbox drop charges), tables, chairs, cleaning of the boat ramp and sectioning off an area at the boat ramp.***
7. ***Request from Normanton Rugby League – 2018 Stingers Football Season and Carnivals. Hire fee waivers on the tables and chairs, bins and line marking of the oval for the home games at the Normanton Sports Oval.***
8. ***Request from Normanton Rodeo Association – 2018 Annual Rodeo and Campdraft. Hire fee waivers on the tables, chairs, bins, cleaning of toilets and showers, provision of water truck driver to be available Monday 5th June and a second truck driver available from 9th June until 11th June (two in total). Along with ripping of both Campdraft arenas, grading of the race track and all other maintenance and works to assist the event. All other items to be agreed between Council and the committee.***
9. ***Request from Normanton Bowls Club – Hire fee waivers on the mowing and trimming of the Bowls Club as required over the wet.***
10. ***Request from Gulf Christian College - Regional Rugby League trials. Hire fee waivers on the tables, chairs and bins along with use of the Normanton Sports Oval and line marking.***
11. ***Request from Gulf Christian College – District Cross Country. Hire fee waivers on the use of the race track, bins and the toilets.***
12. ***Request from Gulf Christian College – Schools Sports Day. Hire fee waivers on the use of the oval, toilets and marking of the tracks.***
13. ***Request from Gulf Christian College – Family Fun Night. Hire fee waivers on the tables and chairs, bins, stage, Council generator to run 3 phase power, use of the Normanton Sports Oval and waiver of any fees applicable for fireworks.***
14. ***Request from Karumba State School – School Athletic Carnival. Hire fee waivers on the line marking at the school oval.***
15. ***Request from Karumba State School – Movie Nights. Hire fee waivers on the use of the Karumba Civic Centre and tables and chairs to run 5 movie nights.***
16. ***Request from the QCWA – Markets waiver of Shire Hall fees and tables and chairs hire.***

CONFIRMED MINUTES

Resolution No. 0218/022	CARRIED 6/0
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Topic:	Gym Policy
Discussion:	Cr Gallagher enquired if parents are allowed to take their children with them with utilising the Normanton or Karumba Gym
Action:	Prepare a policy regarding conditions of use of the Normanton and Karumba Gyms

The Manager Economic and Community Development left the meeting at 5:09pm.

12 GENERAL BUSINESS

Topic:	PCYC
Discussion:	<p>Cr Bawden advised Council that he has been informed that an officer from the Normanton Police station has been assigned to the Normanton PCYC and that the officer was to work under the direction of the current PCYC manager.</p> <p>Cr Bawden further advised that during previous discussions with Qld Police Service, it had been explained that Council was seeking to have an officer assigned to the PCYC to manage the facility and to provide clear direction and oversight of the PCYC operations.</p> <p>Despite the previous consultation the current option proposed by QPS is not in accordance with Council's preferred method of operation.</p> <p>Council discussed the matter and agreed that the option proposed by QPS would not satisfactorily deliver the outcomes that Council is seeking in relation to the effective operations of the PCYC and gave consideration to returning the management and operation of all sport and recreation and youth programs currently provided by PCYC to Council's control.</p>

COUNCIL RESOLUTION

Moved Cr Wells

Seconded Cr Murphy

- 1. That in accordance with the provisions of the Service Agreement dated 19 March 2012 between the Carpentaria Shire Council and PCYC, Council exercise their rights under Clause 7 of the Service Agreement and advise PCYC that Council will be withdrawing from the agreement effective from 1 July 2018; and**
- 2. That PCYC be advised that Council's grounds for terminating the agreement are that Council do not believe the current arrangements are delivering value for money to Council's ratepayers.**

Resolution No. 0218/023

CARRIED 6/0

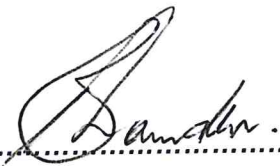
CONFIRMED MINUTES

13 CLOSURE OF MEETING

The Chair of the meeting, Cr Lyall Bawden, Mayor, declared the meeting closed at 5:26pm.

MINUTES CERTIFICATE

These Minutes are Confirmed.



Councillor LV Bawden
Mayor

21, 02, 2018

Date