



CARPENTARIA SHIRE

*Outback by the Sea*

***ORDINARY MEETING***

***MINUTES***

***16 JANUARY, 2019***

**CONFIRMED MINUTES**

**TABLE OF CONTENTS**

<b>ITEM</b>	<b>SUBJECT</b>	<b>PAGE NO</b>
1	OPENING OF MEETING.....	5031
2	RECORD OF ATTENDANCE .....	5031
3	CONDOLENCES .....	5031
4	CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS.....	5032
5	BUSINESS ARISING FROM PREVIOUS MEETINGS .....	5032
6	RECEPTION OF PETITIONS & DEPUTATIONS .....	5032
7	MAYORAL MINUTES .....	5032
8	<b>CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION ...</b>	<b>5034</b>
8.1	Revision of Excess Water Charges - L15 N14821, Parish of Norman ..	5034
8.2	Application for Excess Water Remission - L18 N14839 Parish of Norman.....	5034
8.3	Application for Excess Water Remission - L3 RP744000 Parish of Kimberley .....	5034
8.4	Consideration of application for Concealed Water Leak Concession - Matilda's End Holiday units.....	5034
8.5	Request for Rates Based Financial Assistance.....	5034
8.6	Catholic Diocese of Cairns - Request for refund of Excess Water Charge.....	5034
8.7	Sale of Land for Unpaid Rates & Charges .....	5035
8.8	Write off of interest from Excess Water Charges- 00374-27500-000....	5035
8.9	Excess Water & Interest Charges Write Off - 00512-00000-000 .....	5035
8.10	Chief Executive Officer's Employment Contract .....	5035
8.11	Karumba Childrens Centre Financial Contribution .....	5035
8.1	Revision of Excess Water Charges - L15 N14821, Parish of Norman ..	5036
8.2	Application for Excess Water Remission - L18 N14839 Parish of Norman.....	5036
8.3	Application for Excess Water Remission - L3 RP744000 Parish of Kimberley .....	5037
8.4	Consideration of application for Concealed Water Leak Concession - Matilda's End Holiday units.....	5037

**CONFIRMED MINUTES**

8.5	Request for Rates Based Financial Assistance.....	5038
8.6	Catholic Diocese of Cairns - Request for refund of Excess Water Charge.....	5038
8.7	Sale of Land for Unpaid Rates & Charges .....	5039
8.8	Write off of interest from Excess Water Charges- 00374-27500-000....	5040
8.9	Excess Water & Interest Charges Write Off - 00512-00000-000 .....	5040
8.11	Karumba Childrens Centre Financial Contribution .....	5041
8.10	Chief Executive Officer's Employment Contract.....	5043
<b>9</b>	<b>REPORTS FROM THE DIRECTOR OF ENGINEERING – ROADS &amp; SERVICES .....</b>	<b>5044</b>
9.6	Works Report.....	5044
9.1	DOE Report.....	5045
9.2	NDRRA Report.....	5046
9.3	Water and Wastewater - December 2018 .....	5047
9.4	Electrical Trades Unit Report - September 2018.....	5048
9.5	Plumbing Report.....	5048
9.7	Building and Planning Report – Late Item.....	5049
9.8	Works 4 Queensland Program – Late Item .....	5049
	General Business – Director of Engineering .....	5050
10.1	CEO Report.....	5051
10.2	Application for Permanent Road Closure over part of Glenore Weir Access Road .....	5052
<b>1</b>	<b>OPENING OF MEETING.....</b>	<b>5054</b>
<b>2</b>	<b>RECORD OF ATTENDANCE .....</b>	<b>5054</b>
10	Reports From The Chief Executive Officer.....	5055
10.3	Human Resources Report .....	5055
10.4	Delegation to the Chief Executive Officer.....	5055
10.5	Tourism Report - November 2018.....	5056
<b>11</b>	<b>REPORTS FROM DIRECTOR OF CORPORATE &amp; COMMUNITY SERVICES .....</b>	<b>5057</b>
11.1	Monthly Financial Report - December 2018 .....	5057
11.2	Approved Inspection Program.....	5057
11.3	2018-19 Commercial and Regulatory Fees and Charges - Amendment .....	5059
11.4	Community Development.....	5059

**CONFIRMED MINUTES**

---

<b>12</b>	<b>GENERAL BUSINESS.....</b>	<b>5060</b>
<b>13</b>	<b>CLOSURE OF MEETING.....</b>	<b>5060</b>

## CONFIRMED MINUTES

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### 1 OPENING OF MEETING

The Mayor welcomed members and declared the meeting open at **9:08am**.

### 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
Ms Angeline Pascoe	Executive Assistant
Mr Justin Hancock	Director Corporate Services

*The following officers attended the meeting as indicated in the minutes*

Mr John Martin	Director of Engineering
Mr Michael Wanrooy	Senior Engineer
Mr Lawrence Amato	Senior Finance Officer
Mr Ben Hill	Manager Water and Wastewater
Mrs Lisa Ruyg	Manager Human Resources

### 3 CONDOLENCES

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

- ❖ Mr Lee Kampf
- ❖ Mr Kevin Mclver
- ❖ Mr Lance Owens
- ❖ Mr Rohan Kahn

## CONFIRMED MINUTES

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### 4 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

Confirmation of Minutes from the Ordinary Council Meeting held 12 December 2018, as previously circulated to councillors.

#### COUNCIL RESOLUTION

Moved Cr Wells

Seconded Cr Beard

***That the Minutes of the Ordinary Council Meeting held 12 December 2018 be confirmed.***

**CARRIED 7/0**

***Resolution No. 0119/001***

### 5 BUSINESS ARISING FROM PREVIOUS MEETINGS

Nil.

### 6 RECEPTION OF PETITIONS & DEPUTATIONS

Nil.

### 7 MAYORAL MINUTES

#### Road Closed Signage

The Mayor requested that where roads are closed due to wet weather, a message board be erected on the edge of town to advise of the location of the closure.

**Action:** Update Council operating procedures to ensure that where roads are closed due to wet weather, Visual Message Boards be erected to identify the location of the road closure.

#### Proposed Dam on Flinders River

The Mayor commented on reports of recent fish kills in the Murray/Darling and the proposal to dam the Flinders River. Council agreed to investigate the effects that potential reduced water flows in the Flinders River would have on fish stock.

**CONFIRMED MINUTES**

**New Century Resources**

The Mayor informed Council that New Century Resources representatives will be visiting Normanton during the week of 25 – 31 March 2019 to provide an update on their activities.

**Heritage Signage - Karumba**

The Mayor advised of various issues regarding the location of heritage signage in Karumba. Council resolved to relocate the following heritage signage:

- Karumba Gun Club – remove Gun Club Sign.
- Bunratty Cottage – relocate from front of house to a more appropriate location.
- Karumba Airport – move sign closer to the road.

Action: Advise Karumba Gun Club to remove their signage from the heritage sign framework.

Action: Relocate Karumba Gun Club, Bunratty Cottage & Karumba Airport Heritage Signage.

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## 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 Beard

Seconded Cr Gallagher

***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 **Revision of Excess Water Charges - L15 N14821, Parish of Norman**  
***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 **Application for Excess Water Remission - L18 N14839 Parish of Norman**  
***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.***
- 8.3 **Application for Excess Water Remission - L3 RP744000 Parish of Kimberley**  
***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.***
- 8.4 **Consideration of application for Concealed Water Leak Concession - Matilda's End Holiday units**  
***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.***
- 8.5 **Request for 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.***
- 8.6 **Catholic Diocese of Cairns - Request for refund of Excess Water Charge**  
***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.***



## CONFIRMED MINUTES

**8.7 Sale of Land for Unpaid Rates & Charges**

*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.*

**8.8 Write off of interest from Excess Water Charges- 00374-27500-000**

*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.*

**8.9 Excess Water & Interest Charges Write Off - 00512-00000-000**

*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.*

**8.10 Chief Executive Officer's Employment Contract**

*This item is classified CONFIDENTIAL under the provisions of clause 275(1)(a) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to the appointment, dismissal or discipline of employees.*

**8.11 Karumba Childrens Centre Financial Contribution**

*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.*

**CARRIED 7/0**

**Resolution No. 0119/002**

**CLOSURE OF MEETING:**

The meeting was closed to the public at **9:23am**.

**ATTENDANCE:**

The Senior Finance Officer entered the meeting room at **9:24am**.

**COUNCIL RESOLUTION**

Moved Cr Young

Seconded Cr Murphy

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

**CARRIED 7/0**

**Resolution No. 0119/003**

**REOPENING OF MEETING:**

The meeting was reopened to the public at **9:56am**.

## CONFIRMED MINUTES

### 8.1 REVISION OF EXCESS WATER CHARGES - L15 N14821, PARISH OF NORMAN

#### Executive Summary:

Carpentaria Shire Council levies water charges in accordance with Council's adopted Revenue Statement. Water charges are not based on the value of land, they are levied to cover the costs associated with the operation and maintenance of services. Where water is used in excess of the classification allocation, an excess water charge of \$2.50 per kilolitre or part thereof will be charged.

#### COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Gallagher

***That Council refund the excess water charges of \$5,647.20 levied against L15 N14821, Parish of Norman for the period 30/06/2015 – 30/06/2016.***

CARRIED 7/0

***Resolution No. 0119/004***

**Action:** Refund excess water charges L15 N14821, Parish of Norman, in accordance with Council resolution.

### 8.2 APPLICATION FOR EXCESS WATER REMISSION - L18 N14839 PARISH OF NORMAN

#### Executive Summary:

Carpentaria Shire Council provides assistance to qualifying residential and not-for-profit water customers who have excess water accounts due to the existence of a concealed leak. Provision of assistance is subject to conditions and the level of assistance is calculated using a defined methodology as contained in Council's Concealed Water Leak Policy.

#### COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Beard

#### ***That Council:***

- ***advise FAF Investments Pty Ltd of L18 N14839, Parish of Norman that the application for concession of excess water is not accepted as it does not comply with Council's Concealed Water Leak Policy;***
- ***That the excess water charges for the period 30 June 2017 to 30 June 2018 be payable on or before 28 February 2018; and***
- ***That all interest charges directly attributable to the excess water charges for the period 30 June 2017 to 30 June 2018 be exempt and credited from L18 N14839, Parish of Norman up to and including 28 February 2018.***

CARRIED 7/0

***Resolution No. 0119/005***

## CONFIRMED MINUTES

**Action:** Advise FAF Investments that application is not accepted and excess water charges payable as per Council resolution.

### 8.3 APPLICATION FOR EXCESS WATER REMISSION - L3 RP744000 PARISH OF KIMBERLEY

Carpentaria Shire Council provides assistance to qualifying residential and not-for-profit water customers who have excess water accounts due to the existence of a concealed leak. Provision of assistance is subject to conditions and the level of assistance is calculated using a defined methodology as contained in Council's Concealed Water Leak Policy.

#### COUNCIL RESOLUTION

Moved Cr Wells

Seconded Cr Hawkins

#### *That Council:*

- *advise Mr Peter Boscarin of L3 RP744000, Parish of Kimberley that the application for concession of excess water is not accepted as it does not comply with Council's Concealed Water Leak Policy.*
- *That the excess water charges for the period 30 June 2017 to 30 June 2018 be payable on or before 28 February 2018; and*
- *That all interest charges directly attributable to the excess water charges for the period 30 June 2017 to 30 June 2018 be exempt and credited from L18 N14839, Parish of Norman up to and including 28 February 2018.*

CARRIED 7/0

Resolution No. 0119/006

**Action:** Advise Mr Peter Boscarin that application is not accepted and excess water charges payable as per Council resolution.

### 8.4 CONSIDERATION OF APPLICATION FOR CONCEALED WATER LEAK CONCESSION - MATILDA'S END HOLIDAY UNITS

#### Executive Summary:

"Matilda's End Holiday Units" recorded an excess water bill. On testing the water meter was found to be accurate. The owner is requesting a concession under the "Concealed Leak Policy". The policy, as written, obligates Council to provide a concession to qualifying residential and not for profit organisations. As "Matilda's End Holiday units" are a commercial entity Council does not have to provide a concession under the policy. However Council may choose to provide a concession outside the policy.

## CONFIRMED MINUTES

### RECOMMENDATION:

To be held over for further consideration at the February 2019 Council Meeting.

Action: Include Application for Concealed Water Leak Concession (Matilda End Holiday Units) in February 2019 meeting agenda.

Action: Review Concealed Water Leak Policy to include both Residential and Commercial properties.

### 8.5 REQUEST FOR RATES BASED FINANCIAL ASSISTANCE

#### Executive Summary:

Normanton Bowls Club has applied for a Rates concession for 1/7/2018 to 31/12/2018. The club has met the eligibility criteria for the granting of a Rates Based Concession under Council's "Rates based Financial Assistance" Policy. The value of the concession is a maximum of \$580.45.

#### COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Murphy

***That Council consider approving the request by Normanton Bowls Club for Rates Based Financial assistance for the period of 1/7/2018 to 31/12/2018 to the value of \$580.45 being 50% of the charges for Water, Sewer and Garbage.***

**CARRIED 7/0**

**Resolution No. 0119/007**

Action: Advise Normanton Bowls Club that request approved for Rates Based Assistance, in accordance with Council resolution.

### 8.6 CATHOLIC DIOCESE OF CAIRNS - REQUEST FOR REFUND OF EXCESS WATER CHARGE

#### Executive Summary:

The Catholic Archdiocese of Cairns has requested that the outstanding Excess Water Charge, of \$1,815 (plus interest) for the Karumba Community Church be forgiven. The Church does not fulfil the eligibility requirements of the "Rates Based Financial Assistance Policy" under a number of criteria, nor is it likely that Council could forgive the debt on the grounds of hardship. However Council may forgive the debt if it believes that the property is of cultural, environmental, historic, heritage or scientific significance to the local government area and providing the concession will encourage the property to be preserved, restored or maintained.

**CONFIRMED MINUTES**

**COUNCIL RESOLUTION**

Moved Cr Young

Seconded Cr Hawkins

***That Council consider to not excuse the Catholic Archdiocese of Cairns the Excess Water Charge or any interest (accrued or owing) for the Karumba Community Church located at 59 Yappar Street, Karumba.***

**CARRIED 7/0**

**Resolution No. 0119/008**

**Action:** Advise Catholic Archdiocese of Cairns that request is not accepted and Excess water charges payable as per Council resolution.

**8.7 SALE OF LAND FOR UNPAID RATES & CHARGES**

**Executive Summary:**

The "Sale of Land for Unpaid Rates or Charges" (Sale) is highly regulated and must follow certain prescribed procedures and timelines. Management has applied these regulations to plan a sale of land following the February Levy with the actual Sale probably occurring no sooner than November 2019. By involving Council's Debt Collection Agency in the process almost all legal risk can be avoided.

Council may consider initiating the process of selling properties eligible for sale of land proceedings for overdue rates and charges, pursuant to the Local Government Act 2009 and Local Government Regulation 2012.

**COUNCIL RESOLUTION**

Moved Cr Hawkins

Seconded Cr Beard

***That Council consider:-***

***(a) that pursuant to section 140(2) of the Local Government Regulation 2012 Council sell the land described below in the schedule for overdue rates and charges; and***

***Schedule 1 – Properties with unpaid rates greater than 3 years outstanding.***

ASSESSMENT	Total<3Yrs (exc. Interest)	Total>3Yrs (exc. Interest)	INTEREST	TOTAL	LAST PMT. (\$)	LAST PMT. DATE
00782-98000-000	5,487.85	12,491.70	12,748.97	30,728.52	625	12/05/2009
00240-16000-000	20,490.35	15,800.01	15,063.01	51,353.37	200	11/01/2017
00374-30000-000	6,519.65	1,573.94	1,724.38	9,817.97	2,000	29/01/2016
00849-96000-000	7,083.10	8,816.83	10,422.80	26,322.73	150	9/11/2018
00457-00000-000	11,272.75	18,490.19	16,560.74	46,323.68	100	8/08/2018
00133-99000-000	16,237.81	4,612.50	1,954.36	22,804.67	1,383	12/09/2014
00133-97000-000	8,141.69	6,023.82	7,593.87	21,759.38	500	31/07/2018
00145-25200-000	8,383.46	7,642.53	6,245.01	22,271.00	1,200	17/07/2018
00534-00000-000	13,960.10	22,271.70	20,299.71	56,531.51	2,896	26/11/2018

**CONFIRMED MINUTES**

00374-29000-000	9,137.60	8,425.47	7,230.40	24,793.47	80	19/10/2018
00374-31000-000	5,428.95	922.52	1,527.47	7,878.94	200	5/11/2018
	<b>112,143.31</b>	<b>107,071.21</b>	<b>101,370.72</b>	<b>320,585.24</b>		

(b) that Council delegate to the Chief Executive Officer its power to take all further steps under Chapter 4, Part 12, Division 3 of the Local Government Regulation 2012 to effect sale of the land (including, for avoidance of doubt, the power to end sale procedures).

**CARRIED 7/0**

**Resolution No. 0119/009**

**Action: Commence Sale of Land for Arrears of Rates proceedings.**

**8.8 WRITE OFF OF INTEREST FROM EXCESS WATER CHARGES- 00374-27500-000**

**Executive Summary:**

The water meters at assessment 00374-27500-000 returned an excess water read which was levied on 01/08/2018. The meters were then tested on 5/10/2018 (a period of 2 months).

The Water Meters both passed the accuracy test and the Excess Water Fee was paid, in full, on 12/11/2018. The interest on the excess water charge remains unpaid.

When a rate or Charge of Council is being disputed, payment of that charge is generally postponed without penalty. Particularly where Council's inaction contributes to that penalty.

**COUNCIL RESOLUTION**

Moved Cr Young

Seconded Cr Wells

***That Council consider approving the write off interest charges on excess water for assessment 00374-27500-000 (estimated at \$44.42).***

**CARRIED 7/0**

**Resolution No. 0119/010**

**Action: Write off interest charges for excess water (Assess 00374-27500-000) in accordance with Council resolution.**

**8.9 EXCESS WATER & INTEREST CHARGES WRITE OFF - 00512-00000-000**

**Executive Summary:**

A water meter at assessment 00512-00000-000 was found to be faulty as it failed completely during testing.

In line with Council's adopted "Water Charge Remissions for Faulty Meters Policy" and Council Resolution no.0818/026 (b) Where a water meter is found to be faulty Council will replace the water meter and write off excess water charges permission is sought to write off the Excess Water charges and applicable interest.

## CONFIRMED MINUTES

### COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Beard

***That Council consider approving the write off of excess water charges for assessment 00512-00000-000 debts to the amount of \$26,792.50 and to also write off any interest charges due and or payable on the excess water charges (estimated at \$506.87).***

**CARRIED 7/0**

**Resolution No. 0119/011**

**Action:** Write off interest charges for excess water (Assess 00512-00000-000) in accordance with Council resolution.

### 8.11 KARUMBA CHILDRENS CENTRE FINANCIAL CONTRIBUTION

#### Executive Summary:

This report provides information for Council on the Memorandum of Understanding (MOU) between Council and Karumba Children's Centre which is due to expire.

### COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Gallagher

***That Council renew the Memorandum of Understanding with the Karumba Children's Centre and continues to fund the amount of \$30,000.00 for 2018/2019 financial year.***

**CARRIED 7/0**

**Resolution No. 0119/012**

**Action:** Renew Karumba Children's Centre MOU.

**Action:** Make payment to Karumba Children's Centre in accordance with current MOU.

#### ADJOURNMENT:

The meeting adjourned for morning tea at **9:58am**.

- During the adjournment Council met with the winners of the 2018 Council Christmas Lights Competition and presented prizes for the various winning categories.

The meeting resumed at **10:28am**.

**The Manager Finance & Administration and Senior Finance Officer were not in attendance at the recommencement of the meeting.**

#### ATTENDANCE:

The Acting Sergeant, Ms Lisa Mansfield attended the meeting from **10:28am – 11:12am**.

## CONFIRMED MINUTES

Sgt Mansfield provided Council with an update on the present policing issues and discussed police actions in addressing the numerous criminal offences that occurred over the Christmas holiday period.

### CLOSED SESSION

#### COUNCIL RESOLUTION

Moved Cr Hawkins

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*

CARRIED 7/0

*Resolution No. 0119/013*

### CLOSURE OF MEETING:

The meeting was closed to the public at 11:13am.

### ATTENDANCE:

The Chief Executive Officer, the Executive Assistant, the Manager of Finance & Administration and the Senior Finance Officer left the meeting room at 11:13am.

The Manager Human Resources entered the meeting room at 9:54am.

### MOTION TO OPEN

#### COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Beard

*That Council open the meeting to the public.*

CARRIED 7/0

*Resolution No. 0119/014*

### REOPENING OF MEETING:

The meeting was reopened to the public at 11:59am.

### ATTENDANCE:

The Manager Human Resources left the meeting room at 11:59am.  
The Chief Executive Officer, the Executive Assistant and the Manager of Finance & Administration re-entered the meeting room at 12:00pm.



**CONFIRMED MINUTES**

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**8.10 CHIEF EXECUTIVE OFFICER'S EMPLOYMENT CONTRACT**

**Executive Summary:**

This report provides for discussion relating to the upcoming completion of the Chief Executive Officer's current contract of employment.

**COUNCIL RESOLUTION**

Moved Cr Bawden

Seconded Cr Young

***That Council:***

- 1. resolve not to review the employment contract expiring 28 February 2019 of the Chief Executive Officer, Mr Michael Hayward; and***
- 2. to commence advertising for a suitably qualified replacement.***

**CARRIED 7/0**

***Resolution No. 0119/015***

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## CONFIRMED MINUTES

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### 9 REPORTS FROM THE DIRECTOR OF ENGINEERING – ROADS & SERVICES

#### ATTENDANCE:

The Director of Engineering and Senior Engineer entered the meeting room at **12:02pm**.

#### CHANGE IN STANDING ORDERS

##### COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Gallagher

*That Council change the Standing Orders to commence dealing with Agenda item 9.6.*

CARRIED 7/0

*Resolution No. 0119/016*

### 9.6 WORKS REPORT

#### **Executive Summary:**

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

#### **Garbage Collection on Public Holidays**

Cr Gallagher queried the necessity to provide garbage collection services on public holidays.

#### MOTION

##### COUNCIL RESOLUTION

Moved Cr Wells

Seconded Cr Gallagher

*That until further reviewed, Council not undertake refuse collection services on public holidays.*

CARRIED 7/0

*Resolution No. 0119/017*

## CONFIRMED MINUTES

### COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Murphy

***That Council:***

1. ***receive the Works report; and***
2. ***those matters not covered by resolution be noted.***

**CARRIED 7/0**

**Resolution No.  
0119/018**

### RESUMPTION OF STANDING ORDERS

#### COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Beard

***That Standing Orders be resumed.***

**CARRIED 7/0**

**Resolution No. 0119/019**

## 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's portfolio.

### Karumba Point Road and Col Kitching Drive Intersection Signage

The Director of Engineering provided a report on improved delineation and preliminary warning signage to improve safety at the Karumba Point Road and Col Kitching Drive Intersection.

### MOTION

#### COUNCIL RESOLUTION

Moved Cr Wells

Seconded Cr Young

***That Council:***

1. ***adopt the signage plan as presented by the Director of Engineering for the Karumba Point Road Intersection Signage; and***
2. ***that rumble strips be installed on the Col Kitching Drive approach to the Intersection.***

## CONFIRMED MINUTES

**CARRIED 7/0**

**Resolution No. 0119/020**

Action: Install new signage and rumble strips at Karumba Point Road and Col Kitching Drive Intersection as per adopted signage plan.

### ADJOURNMENT:

The meeting adjourned for lunch at **12:35pm**.

The meeting recommenced at **1:14pm**.

**The Senior Engineer was not in attendance at the recommencement of the meeting.**

### **COUNCIL RESOLUTION**

Moved Cr Murphy

Seconded Cr Gallagher

***That Council:***

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

**CARRIED 7/0**

**Resolution No. 0119/021**

### ATTENDANCE:

**The Manager Finance and Administration entered the meeting room at 3:30pm.**

## 9.2 NDRRA REPORT

### **Executive Summary:**

All QRA16 Program closeout documents have been submitted to QRA for review/approval. The final closeout audits have been completed and QRA have progressed the assessment to the approval phase.

The QRA17 Program has an approved total RV of \$18.5 million (\$14 million construction) and a pre-payment of \$5.5 million (30%) has been received. Construction is currently paused due to the Christmas shutdown and is approximately 82% complete.

The first ten submissions of QRA18 have been submitted to QRA with two submission approved with Council in receipt of the 30% pre-payment. The total estimated QRA18 RV has been estimated at approximately \$21 million. Construction of Submission 1 has been completed with the acquittal process to take place over the wet season.

## CONFIRMED MINUTES

### COUNCIL RESOLUTION

Moved Cr Beard

Seconded Cr Murphy

***That Council:***

- 1. accepts the NDRRA Report as presented; and***
- 2. that those matters not covered by resolution be noted.***

CARRIED 7/0

*Resolution No. 0119/022*

### ATTENDANCE:

The Manager Water and Wastewater entered the meeting room at 4:12pm.

### 9.3 WATER AND WASTEWATER - DECEMBER 2018

#### Executive Summary:

Normanton Water Treatment Plant (WTP), Karumba Sewage Treatment Plant (STP) and Normanton STP are operating effectively. The following items of interest are discussed in further detail within the report:

- Water consumption has increased further to 89.3ML.
- Reservoir 3 in Normanton has been inspected, cleaned and returned to use.
- The inspection found the internal wall to be peeling and in need of re-coating.
- Aniba Waianga has commenced employment with Council.
- A replacement operator at Normanton WTP is yet to be determined.
- Karumba STP operated within EA requirements throughout the month.
- Steel is being removed from Normanton Landfill and taken to Sims Metals in Brisbane.

### COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Hawkins

***That Council:***

- 1. accepts the Water and Wastewater Report as presented for the period ending 30 December 2018; and***
- 2. that those matters not covered by resolution be noted.***

CARRIED 7/0

*Resolution No. 0119/023*

### ATTENDANCE:

The Manager Water and Wastewater left the meeting room at 4:22pm.

## CONFIRMED MINUTES

### 9.4 ELECTRICAL TRADES UNIT REPORT - SEPTEMBER 2018

#### Executive Summary:

The purpose of this report is to provide Council with an update on activities and projects undertaken during the month by the Electrical Trades Unit.

December workload continued to be high with camps demobilising and various service contract work being performed. Whilst I was away on leave, Shaun continued to perform preventative maintenance on our houses and flood cameras. I made myself available for the Christmas period however no major issues were reported.

Shaun Petersen has been progressing well with his apprenticeship, core work targets have been met and exceeded. Shaun returned from 7 weeks away in Mt Isa where he successfully passed his first year block at Tafe.

#### COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Murphy

#### *That Council:*

- 1. accepts the Electrical Trades Unit Report; and*
- 2. that those matters not covered by resolution be noted.*

CARRIED 7/0

*Resolution No. 0119/024*

### 9.5 PLUMBING REPORT

#### Executive Summary:

The purpose of this report is to provide Council with and update on activities and projects undertaken during the month by the Plumbing Unit.

#### COUNCIL RESOLUTION

Moved Cr Wells

Seconded Cr Hawkins

#### *That Council:*

- 1. accepts the Plumber's Report; and*
- 2. that those matters not covered by resolution be noted.*

CARRIED 7/0

*Resolution No. 0119/025*

## CONFIRMED MINUTES

### 9.7 BUILDING AND PLANNING REPORT – LATE ITEM

#### Executive Summary:

The report is to advise Council of relevant planning and building activities within the Shire for the month of December 2018.

#### COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Beard

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

CARRIED 7/0

*Resolution No. 0119/026*

### 9.8 WORKS 4 QUEENSLAND PROGRAM – LATE ITEM

#### Executive Summary:

The Honourable Stirling Hinchliffe MP, Minister for Local Government, Minister for Racing and Minister for Multicultural Affairs has announced that an amount of \$1,740,000 under the 2019-21 round of the W4Q Program has been made available to the Carpentaria Shire Council.

All projects under the current 2017-19 W4Q program are progressing and are on track with the exception of the School Dam project which is effected by land tenure issues and the possibility that the project may be ineligible if Council is unable to secure approval to construct the project on Queensland government-owned land.

#### COUNCIL RESOLUTION

Moved Cr Bawden

Seconded Cr Beard

#### *That Council:*

- 1. reallocate the school dam project from the 2017-2019 W4Q program and include in the 2019-2021 program; and*
- 2. that the Clarina Street carpark project budget estimate be increased by \$50,000; and*
- 3. the balance of funds from the school dam project be reallocated to the Normanton Cemetery/Rodeo Grounds footpath project.*

CARRIED 7/0

*Resolution No. 0119/027*

## CONFIRMED MINUTES

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### GENERAL BUSINESS – DIRECTOR OF ENGINEERING

#### Motorcycle Crossings

Cr Bawden advised that he had received a request from junior members of the Karumba community for Council to consider establishing appropriately signed crossings at various locations around Karumba to allow for motor bike riders to safely push their motor bikes across the road.

Council discussed the matter and resolved that the Director of Engineering investigate the location and installation of appropriate signage and prepare a report for consideration at the February meeting.

**Action:** Investigate installation of motor bikes crossing points around Karumba and prepare a report for February meeting.

#### Trucks – Unsecured Loads

Cr Beard advised that he had received several reports of gravel material falling from contractors trucks and enquired what could be done to ensure loads are secured.

Council discussed the matter and gave consideration to the chain of responsibility legislation and resolved that the Director of Engineering investigate the matter and prepare a report for consideration.

**Action:** Investigate procedures to reduce incidences of gravel material falling from contractors trucks and prepare a report for February meeting.

#### Noxious Weeds

Cr Murphy advised that since the installation of kerb and channelling it has been noticed that noxious weeds are growing from the material imported as part of the kerb and channelling process.

**Action:** Inspect and spray weeds at all locations where new kerb and channelling have been installed.

#### Relocation of Weigh Bridge Toilet Facilities

Cr Hawkins queried when the relocation of the weigh bridge toilet facilities would occur.

Council discussed the matter and resolved that the toilet/shower block be moved to Critters Camp and a new toilet/shower block be installed at the weigh bridge site.

**Action:** Purchase new toilet/shower facility and install at weigh bridge site.

**Action:** Relocate existing toilet facility from weigh bridge site to Critters Camp.



## CONFIRMED MINUTES

### Kath Alexander Park Shade Sail

Cr Young noticed that the shade sail at the Kath Alexander Park has been removed and enquired when the shade sail would be reinstalled.

**Action:** Reinstall shade structure over Kath Alexander Park.

### ATTENDANCE:

The Director of Engineering left the meeting room at 5:29pm.

### 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 Gallagher

Seconded Cr Wells

#### ***That Council:***

- 1. receive the Chief Executive Officer's report; and***
- 2. those matters not covered by resolution be noted.***

**CARRIED 7/0**

***Resolution No. 0119/028***

### DECLARATION OF INTEREST:

Cr Beard made the following declaration –

"I declare that I have a material personal interest in this matter (as defined by *Local Government Act 2009*, section 175B) as follows\*:-

- (i) I stand to gain a benefit or suffer a loss depending on the outcome of Council's consideration of this matter.
- (ii) I stand to gain a benefit or suffer a loss because I am the owner of Leichhardt Lagoons Camping Grounds.

I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on."

## CONFIRMED MINUTES

### ATTENDANCE:

Councillor Beard left the meeting room at 5:45pm.

### DECLARATION OF INTEREST:

Cr Gallagher made the following declaration –

“I declare that I have a material personal interest in this matter (as defined by *Local Government Act 2009*, section 175B) as follows\*:-

- (i) I stand to gain a benefit or suffer a loss depending on the outcome of Council's consideration of this matter.
- (ii) I stand to gain a benefit or suffer a loss because I am the owner of land adjacent to the applicant.

I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on.”

### ATTENDANCE:

Councillor Gallagher left the meeting room at 5:45pm.

## 10.2 APPLICATION FOR PERMANENT ROAD CLOSURE OVER PART OF GLENORE WEIR ACCESS ROAD

### Executive Summary:

John and Midge Beard (Leichardt Lagoon Camping Ground) have advised that they are making application to the Department Natural Resources, Mines and Energy (DNRME) for the permanent closure of part of Glenore Weir Access Road for the purposes of extending their existing camping grounds.

As part of the application process, notice of the application must be first provided to the road manager to determine the impacts of the application.

### COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Wells

***That John and Violet Beard be advised that Council does not object to the permanent closure over portion of the Glenore Weir access road in accordance with the application subject to a minimum clearance of 30 metres from the Glenore Weir access road centreline to the proposed road closure boundary.***

**CARRIED 7/0**

**Resolution No. 0119/029**

**Action: Advise John & Violet Beard that Council has no objection to permanent road closure over portion of the Glenore Weir access road.**

**CONFIRMED MINUTES**

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**ATTENDANCE:**

Councillor Beard re-entered the meeting room at 6:01pm.  
Councillor Gallagher re-entered the meeting room at 6:03pm.

<b>ADJOURNMENT FOR NEXT DAY</b>	
<b>COUNCIL RESOLUTION</b>	
Moved Cr Bawden	Seconded Cr Young
<b><i>That Council adjourn the meeting at 6:02pm to resume on Thursday 17 January 2019 at 8:00am.</i></b>	
<b>CARRIED 7/0</b>	<b><i>Resolution No. 0119/030</i></b>

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**CONFIRMED MINUTES**

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**Thursday  
17 January 2019**

**1 OPENING OF MEETING**

The Mayor welcomed members and declared the meeting open at **8:17am**.

**2 RECORD OF ATTENDANCE**

**Councillors**

Cr LV Bawden	Mayor
Cr AT Gallagher	
Cr JD Beard	
Cr BJ Hawkins	
Cr PF Wells	

**Staff**

Mr Michael Hayward	Chief Executive Officer
Ms Angeline Pascoe	Executive Assistant

*The following officers attended the meeting as indicated in the minutes*

Mr Justin Hancock	Director Corporate Services
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**APOLOGIES**

**COUNCIL RESOLUTION**

Moved Cr Beard	Seconded Cr Wells
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***That Council accepts the apologies from Cr Young and Cr Murphy and that Leave of Absence from the meeting be granted.***

**CARRIED 5/0**

***Resolution No. 0119/031***

## CONFIRMED MINUTES

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### 10 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

#### 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 Beard

***That Council accepts the Human Resources Report for information.***

**CARRIED 5/0**

***Resolution No. 0119/032***

#### 10.4 DELEGATION TO THE CHIEF EXECUTIVE OFFICER

**Executive Summary:**

Under s257 of the *Local Government Act 2009*, delegations to the Chief Executive Officer should be reviewed on an annual basis.

Delegations under the *Plumbing and Drainage Act 2002* (Qld) are presented for Council's consideration.

**COUNCIL RESOLUTION**

Moved Cr Hawkins

Seconded Cr Wells

***Under section 257 of the Local Government Act 2009 (Qld), Council resolves to:***

***Delegate the exercise of the powers contained in Schedule 1 of the Instrument of Delegation attached to this resolution as Appendix A, to the Chief Executive Officer. These powers must be exercised subject to any limitations contained in Schedule 2 of the attached Instrument of Delegation.***

**CARRIED 5/0**

***Resolution No. 0119/033***

**Action: Update Delegations Register**

**ATTENDANCE:**

The Manager Finance and Administration entered the meeting room at 8:25am.

## CONFIRMED MINUTES

### 10.5 TOURISM REPORT - NOVEMBER 2018

#### Executive Summary:

This report provides a summary of the operational and promotional activities surrounding the Les Wilson Barramundi Discovery Centre and visitor numbers, as well as activities in relation to the Visitor Information Centres.

#### Les Wilson Barramundi Discovery Centre Restaurant Lease

The tender is currently advertised and will close on 25 January 2019.

Council is required to delegate authority to award the tender for the Lease.

**Action:** Reinstall shade structure over Kath Alexander Park.

#### MOTION

Moved Cr Hawkins

Seconded Cr Beard

***That Council delegate authority to award the tender for the Lease of the Les Wilson Barramundi Discovery Centre restaurant to the Mayor, Cr Gallagher, Cr Murphy, Cr Wells, the Chief Executive Officer and the General Manager – Tourism.***

**CARRIED 5/0**

**Resolution No. 0119/034**

**Action:** Facilitate opening of tenders and circulate copy of tenders received to panel.

#### COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Hawkins

***That Council***

- 1. receive the Tourism Report; and***
- 2. that those matters not covered by resolution be noted.***

**CARRIED 5/0**

**Resolution No. 0119/035**

## CONFIRMED MINUTES

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### 11 REPORTS FROM DIRECTOR OF CORPORATE & COMMUNITY SERVICES

#### 11.1 MONTHLY FINANCIAL REPORT - DECEMBER 2018

**Executive Summary:**

The Monthly Financial Report has been prepared for the period ending 31 December 2018.

**COUNCIL RESOLUTION**

Moved Cr Beard

Seconded Cr Hawkins

***That Council:***

- 1. accepts the Monthly Financial Report for the period ending 31 December 2018 as presented; and***
- 2. that those matters not covered by resolution be noted.***

**CARRIED 5/0**

***Resolution No. 0119/036***

#### 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 Gallagher

Seconded Cr Beard

***That Council approve the following inspection programs:***

***In accordance with s113 of the Animal Management (Cats and Dogs) Act 2008:***

- 1. Dog Registration Inspection Program***

***(a) Purpose***

## CONFIRMED MINUTES

*To ensure that dogs in residence in the Shire are registered in accordance with s44(2) and s46 of the Animal Management (Cats and Dogs) Act 2008.*

**(b) Commencement**

*The program is to start on 1 July 2019.*

**(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 July 2019.*

**(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 s427 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 s2N of the Public Health Regulation 2005.*

**(b) Commencement**

*This program will commence on 1 March 2019.*

**(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.*

**CARRIED 5/0**

**Resolution No. 0119/037**



## CONFIRMED MINUTES

Action: Advertise inspection programs

### 11.3 2018-19 COMMERCIAL AND REGULATORY FEES AND CHARGES - AMENDMENT

#### Executive Summary:

The attached document titled 2018/2019 Carpentaria Shire Council Schedule of Fees and Charges provides a comprehensive schedule of all proposed regulatory and commercial fees and charges for 2018/2019 Financial Year, including cost recovery fees and other charges.

Under Section 98 of the *Local Government Act 2009*, Council must adopt and maintain a register of its cost recovery fees.

#### COUNCIL RESOLUTION

Moved Cr Wells

Seconded Cr Hawkins

***That Council adopt the amended 2018/2019 Carpentaria Shire Council Schedule of Fees and Charges (attached).***

CARRIED 5/0

*Resolution No. 0119/038*

### 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.

#### Gala Ball 2019

Discussion was held to identify a suitable date for the 2019 Gala Ball.

Council gave consideration to the work roster and other events held in the area and resolved that the 2019 Gala Ball be held on Saturday 3 August 2019.

Action: Reinstall shade structure over Kath Alexander Park.

#### COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Hawkins

***That Council:***

- 1. receive the Community Development Report; and***

## CONFIRMED MINUTES

2. *that those matters not covered by resolution be noted.*

CARRIED 5/0

Resolution No. 0119/039

### 12 GENERAL BUSINESS

#### PA System for the Shire Hall and Main Street

Cr Gallagher queried the progress of quotes for the PA system for the Normanton Shire Hall.

Council resolved the matter be held over for further consideration at the February 2019 Council Meeting.

Action: Obtain additional quotes and include in the Community Services Report to the February 2019 Council meeting.

#### Singapore Ants – Council Housing

Cr Beard informed that Singapore ants were present at Council housing in Landsborough Street and enquired what pest control treatment could be undertaken.

Action: Investigate and treat all Council residences where Singapore ants are present.

### 13 CLOSURE OF MEETING

The Chair of the meeting, Cr Lyall Bawden, Mayor, declared the meeting closed at **9:31am**.

### MINUTES CERTIFICATE

*These Minutes are Confirmed*



Councillor LV Bawden

Mayor

16, 01, 2019

Date