



**CARPENTARIA SHIRE**

*Outback by the Sea*

***ORDINARY MEETING***

***MINUTES***

***20 MAY, 2020***

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**CONFIRMED MINUTES**

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## CONFIRMED MINUTES

### 1 OPENING OF MEETING

The Deputy Mayor welcomed members and declared the meeting open at **9:12am**.

### 2 RECORD OF ATTENDANCE

#### Councillors

|                 |              |
|-----------------|--------------|
| Cr BJ Hawkins   | Deputy Mayor |
| Cr AT Gallagher |              |
| Cr AJ Scott     |              |
| Cr CJ Young     |              |
| Cr AM Murphy    |              |
| Cr PF Wells     |              |

#### Staff

|                    |                             |
|--------------------|-----------------------------|
| Mr Mark Crawley    | Chief Executive Officer     |
| Ms Angeline Pascoe | Executive Assistant         |
| Mr Justin Hancock  | Director Corporate Services |
| Mr Michael Wanrooy | Director of Engineering     |

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

|                    |  |
|--------------------|--|
| Ms Verena Olesch   | General Manager - Tourism                  |
| Mrs Cherie Schafer | Manager Economic and Community Development |
| Mr Ben Hill        | Manager Water & Waste                      |

#### APOLOGY

#### COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Young

***That Council accept the apology from Cr Bawden and that leave of absence from the meeting be granted.***

**CARRIED 6/0**

***Resolution No. 0520/001***

### 3 CONDOLENCES

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

❖ Mr Neil Cresswell

## **CONFIRMED MINUTES**

### **4 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS**

Confirmation of Minutes from the Post-Election Meeting held 15 April 2020 and the Ordinary Council Meeting held 15 April 2020, as previously circulated to Councillors.

#### **COUNCIL RESOLUTION**

Moved Cr Murphy

Seconded Cr Scott

***That the Minutes of the Post-Election Meeting held 15 April 2020 and the Ordinary Council Meeting held 15 April 2020 be confirmed.***

**CARRIED 6/0**

***Resolution No. 0520/002***

### **5 BUSINESS ARISING FROM PREVIOUS MEETINGS**

#### **TIE Constructions Pty Ltd**

Cr Gallagher queried the tender from TIE Constructions Pty Ltd for Contract 20-0509. The Chief Executive Officer informed that this was a late agenda item.

#### **Frontline Staff**

Cr Gallagher queried the process for protection of Council's frontline from abuse from members of the public similar to Queensland Government staff.

### **6 RECEPTION OF PETITIONS & DEPUTATIONS**

Mr Scott Middleton – Land Protection Officer from Northern Gulf Resource Management Group.

- Update on the project plans outlining NGRMG project proposals. Agenda Item 9.3 refers.

Ms Alicia Tempany – Gulf Country Caravan Park

Miss Beck Tempany – Gulf Country Caravan Park

Mr Stephen Wright – Karumba Point Holiday and Tourist Park

Mr Barry Harris – Chief Operating Officer – Karumba Point Sunset Caravan Park

- Caravan park owners to meet with Councillors regarding rates during the luncheon adjournment.

### **7 MAYORAL MINUTES**

#### **Premier's Update - COVID-19**

Cr Hawkins informed of the various teleconferences held during the month, most related to COVID – 19.

## 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 Wells

***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 Outstanding Rates over 3 years- Pause of debt collection proceedings due to COVID-19**

***This item is classified CONFIDENTIAL under the provisions of clause 275(1)(f) (h) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to starting or defending legal proceedings involving it; AND 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.***

**8.2 Post Revaluation Rates Refund on Rutland Plains Station**

***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.***

**8.3 For information only - Write off of Landing fees**

***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.***

**8.4 World Fuel Services (Australia) Pty Ltd - Rental Relief**

***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.***

**8.5 Pensioner Housing - Rental Review**

***This item is classified CONFIDENTIAL under the provisions of clause 275(1)(h)***

## CONFIRMED MINUTES

*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.*

CARRIED 6/0

Resolution No. 0520/003

### CLOSURE OF MEETING:

The meeting was closed to the public at 9:33am.

### COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Wells

*That Council open the meeting to the public.*

CARRIED 6/0

Resolution No. 0520/004

### REOPENING OF MEETING:

The meeting was reopened to the public at 9:47am.

### 8.1 OUTSTANDING RATES OVER 3 YEARS- PAUSE OF DEBT COLLECTION PROCEEDINGS DUE TO COVID-19

#### Executive Summary:

The debt collection process that may culminate in 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 August Levy with the actual Sale probably occurring no sooner than July 2020. By involving Council's Debt Collection Agency in the process almost all legal risk can be avoided.

Following advise from "Restorations and Recoveries Legal" the process was delayed to include the February Levy.

With the COVID-19 Pandemic, permission to pause the sale of land process is sought until all restrictions have been lifted. This is currently scheduled for 3 July 2020 which could see a resumption of the Sale of land process.

### COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Wells

*That Council:-*

- 1. Pause the recovery of unpaid rates and charges by Sale of Land process due to the COVID-19 Pandemic;*
- 2. Instruct the recovery agent of this "pause";*

## CONFIRMED MINUTES

3. **Resume recovery action for unpaid rates and charges by Sale of Land once the COVID-19 restrictions have been lifted or sufficiently eased;**
4. **That Council delegate to the Chief Executive Officer it's power to determine when the recovery action can resume.**

**CARRIED 6/0**

**Resolution No. 0520/005**

**Action:** Pause the recovery of unpaid rates and charges by Sale of Land;  
Instruct recovery agent of pause; and  
Resume recovery action once COVID-19 restrictions have lifted or eased.

### 8.2 POST REVALUATION RATES REFUND ON RUTLAND PLAINS STATION

#### Executive Summary:

In early April Council received information that indicated that Rutland Plains had been revalued and that these valuations were considered effective as early as 9 February 2015.

Council contacted the Department of Natural Resources Mining and Energy as well as State Valuation Services to determine what had happened and, as the parcel had shrunk, what had happened to the extra land.

Council also sought legal advice on any limitations or requirements (such as interest) on refunding overpaid Rates.

Council was advised that:

the revaluation was the result of the renewal of the pastoral lease and it was found that the land parcel had been smaller than originally recorded;

- A refund would need to be effective as at 9 February 2015 as this was the effective day of the valuation.
- Interest is not payable
- The old land Parcel was removed and a new Land Parcel has been recorded to replace it.

The refund due has been calculated at \$37,369.63.

#### COUNCIL RESOLUTION

Moved Cr Scott

Seconded Cr Young

**That Council authorise a credit to the assessment L1796 SP271701 previously recognised as L1796 PH1651, being Rutland Plains Station owned by MDH Holdings for the amount of \$37,369.63 being a refund of overpaid rates due to the resurveying and reduction in rateable value of the land.**

**CARRIED 6/0**

**Resolution No. 0520/006**

**Action:** Authorise credit for the amount of \$37,369.63 to Assessment L1796 SP271701 being refund of overpaid rates due to resurveying and reduction in rateable value of the land.



## CONFIRMED MINUTES

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### 8.3 FOR INFORMATION ONLY - WRITE OFF OF LANDING FEES

#### Executive Summary:

Council's Policy POL\_C\_CFF "SUNDRY DEBT RECOVERY POLICY" provides the Manager Finance and Administration with delegation to write off up to \$100 in debts that are considered unrecoverable. Avdata regularly provides information relating to outstanding accounts for landing fees.

The report of May 4 shows Cape York Country Club Pty. Ltd. As still owing \$34 from 2 November 2017.

As this balance is uneconomical to recover and Council has written it off.

#### COUNCIL RESOLUTION

Moved Cr Wells

Seconded Cr Gallagher

*That Council note the information as presented.*

**CARRIED 6/0**

**Resolution No. 0520/007**

### 8.4 WORLD FUEL SERVICES (AUSTRALIA) PTY LTD - RENTAL RELIEF

#### Executive Summary:

The World Fuel Services (Australia) Pty Ltd (WFS) lease at Normanton Airport – executed and extended from June 2017 out to 30th June 2022 - by and between WFS and Carpentaria Shire Council (CSC).

#### COUNCIL RESOLUTION

Moved Cr Scott

Seconded Cr Gallagher

*That Council approve the reduction in rent for World Fuel Services (Australia) Pty Ltd for Lease C on L50 SP202656 by 50% for the period 1 May 2020 – 30 September 2020.*

**CARRIED 6/0**

**Resolution No. 0520/008**

**Action: Approved the reduction in rent for World Fuel Services for Lease C on L50 SP202656 by 50% for the period 1 May 2020-30 September 2020.**

## CONFIRMED MINUTES

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### 8.5 PENSIONER HOUSING - RENTAL REVIEW

#### Executive Summary:

An initial report was tabled to Council on 19 June 2019 in which Council resolved "that the report be noted and additional information be presented for budget considerations in the 2020/2021 financial year". A further report was tabled to Council on 9 October 2019 in which Council resolved "For Council further consideration prior to 1 July 2020". Subsequently, the matter was raised as part of Council's final External Audit in 2019 and was also identified in Councils recent Property and Leasing Management Internal Audit. It has identified that no such increase has occurred to pensioner rent since 2006.

#### COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Wells

#### *That Council:-*

- 1. Endorse the 5 year Pensioner Rental Schedule tabled with reviews to be undertaken on an annual basis; and***
- 2. Apply an increase to the Pensioner Housing Rent to \$181.35 per fortnight (excluding DHS collection fee) effective 1 September 2020.***

**CARRIED 6/0**

***Resolution No. 0520/009***

**Action:** endorse the 5 year Pensioner Rental Schedule with reviews to be undertaken on an annual basis;  
apply an increase to the Pensioner Housing Rent to \$181.35 per fortnight effective 1 September 2020.

This space left blank intentionally

## **CONFIRMED MINUTES**

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### **9 REPORTS FROM THE CHIEF EXECUTIVE OFFICER**

#### **9.1 CEO REPORT**

**Executive Summary:**

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

**COUNCIL RESOLUTION**

Moved Cr Murphy

Seconded Cr Young

***That Council:***

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

**CARRIED 6/0**

***Resolution No. 0520/010***

#### **9.2 COUNCIL TO CEO DELEGATIONS**

**Executive Summary:**

Contained within section 257 of the *Local Government Act 2009*, is the broad power for Council to delegate certain powers under legislation to the Chief Executive Officer (CEO), with or without conditions. These delegated powers can then be further delegated by the CEO to relevant officers therefore enabling the effective and efficient delivery of services to the community.

These delegations of power are contained within the "Council to CEO Delegation Register" which was last reviewed and adopted by Council at its Ordinary Meeting on 17 July 2019.

The Local Government Association of Queensland's (LGAQ) Delegations Register Service provides regular updates of amendments to legislation and delegations. Since July 2019 further updates have been received and these amendments have been incorporated into the "Council to CEO Delegation Register" which is now presented to Council for review and adoption.

**COUNCIL RESOLUTION**

Moved Cr Gallagher

Seconded Cr Wells

***That Council:***

## CONFIRMED MINUTES

- *notes the legislative updates effected to the “Council to CEO Delegations Register” that was previously adopted by Council 17 July 2019;*
- *delegates the exercise of power under section 257 of the Local Government Act 2009 contained within Schedule One of the Delegations Register to the Chief Executive Officer. These powers must be exercised subject to the conditions and limitations contained in Schedule Two; and*
- *confirms it has reviewed the delegations to the Chief executive Officer pursuant to section 257(5) of the Local Government Act 2009*

CARRIED 6/0

Resolution No. 0520/011

Action: Note the legislative updates effected to the “Council to CEO Delegations Register”;  
Delegates the exercise of power to the Chief Executive Officer; and  
Confirms it has reviewed the delegations to the Chief Executive Officer.

### ATTENDANCE:

Mr Scott Middleton – Land Protection Officer from Northern Gulf Resource Management Group attended the meeting at 10:15am.

Mr Middleton provided Council with an update on the project plans outlining NGRMG project proposals and estimated expenditure for Council to consider under its five-year program.

The four project plans and linking project partner agreements for weed projects on Council lands are:

- Bellyache Bush Project (targeting Normanton and Karumba township areas).
- Burke and Wills Camp 119 Rubber Vine Project.
- Water Hyacinth Project (targeting Council lands and landholdings where water hyacinth is present in the Norman River catchment).
- Invasive Pest Plants (targeting all weeds in the Normanton and Karumba Urban districts).

The Deputy Mayor thanked him for his presentation and Mr Middleton joined Council for morning tea.

### RECESS:

The meeting adjourned for morning tea at 10.37am.  
The meeting resumed at 11:04am

### ATTENDANCE:

Mr Middleton was not in attendance upon resumption of the meeting and left at 10:57am.  
The General Manager – Tourism entered the meeting room at 11:04am.

## CONFIRMED MINUTES

The Manager Economic Community Development entered the meeting room at 11:04am.

### 9.3 WEED PROJECTS - CARPENTARIA SHIRE LAND

#### Executive Summary:

Correspondence, via email, has been received from the Land Protection Officer of the Northern Gulf Resource Management Group along with a number of proposed project plans to undertake works on Council lands.

#### COUNCIL RESOLUTION

Moved Cr Wells

Seconded Cr Young

***That Council note the details contained in the project plans and advise the Chief Executive Officer of any concerns with the proposed projects.***

**CARRIED 6/0**

***Resolution No. 0520/012***

**Action:** Note the details contained in the project plans and advise of any concerns with the proposed projects.

### 9.4 HUMAN RESOURCES REPORT

#### Executive Summary:

This report provides information on the progress of SAFEPLAN, Council's safety management system, and an update on general human resource matters.

#### COUNCIL RESOLUTION

Moved Cr Scott

Seconded Cr Gallagher

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

**CARRIED 6/0**

***Resolution No. 0520/013***

This space left blank intentionally

## CONFIRMED MINUTES

### 9.5 STAFF HOUSING POLICY

#### Executive Summary:

As stated in Council's Corporate Plan 2017-2022, a key priority under the strategic theme of Culture is the "attraction and retention of a safe and skilled workforce". Like all remote local governments, Council has to be innovative in offering employment conditions that attract suitably qualified staff.

One of the employment conditions offered to eligible staff at Carpentaria is staff housing and the reviewed Staff Housing Policy establishes the terms and conditions for the supply of staff housing.

#### COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Murphy

***That Council adopts the Staff Housing Policy as presented.***

**CARRIED 6/0**

***Resolution No. 0520/014***

**Action: Update Policy Register - Staff Housing Policy**

#### ATTENDANCE:

The Chief Executive Officer left the meeting room at 11:16am.

The Chief Executive Officer re-entered the meeting room at 11:18am.

### 9.6 TOURISM REPORT - APRIL 2020

#### 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.

#### Official Opening of The Les Wilson Barramundi Discovery Centre

Councillors discussed the Official Opening of the Les Wilson Barramundi Discovery Centre and requested the following:

- Invite the original hatchery set up committee/founders
- Erect a honour board to acknowledge their efforts
- Invitation to Hon Stirling Hinchcliffe MP Minister for Local Government, Racing and Multicultural Affairs for the official opening.

#### COUNCIL RESOLUTION

**CONFIRMED MINUTES**

Moved Cr Scott

Seconded Cr Murphy

***That Council:***

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

**CARRIED 6/0**

***Resolution No. 0520/015***

**9.7 RE-OPENING OF LWBDC AND VISITOR INFORMATION CENTRES**

**Executive Summary:**

As the COVID-19 restrictions are relaxed Council will need to consider the process for re-opening of facilities to the public.

**COUNCIL RESOLUTION**

Moved Cr Gallagher

Seconded Cr Young

***That Council:-***

- Approve the Mandatory procedures outlined in the Officer's Report to Council for the facilities; and***
- Approve the temporary opening hours and request the Officer provide regular reports on numbers and general comments received.***

**CARRIED 6/0**

***Resolution No. 0520/016***

**Action:** approve the mandatory procedures for the facilities as outlined in the Officer's report to Council; and  
Approve the temporary opening hours and Manager Economic and Community Development officer to provide regular reports on numbers and general comments received.

**ATTENDANCE:**

The General Manager-Tourism left the meeting room at 11.43am.

## CONFIRMED MINUTES

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

#### 10.1 DCS REPORT - APRIL 2020

**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 Gallagher

***That Council:***

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

**CARRIED 6/0**

***Resolution No. 0520/017***

#### 10.2 MONTHLY FINANCIAL REPORT - APRIL 2020

**Executive Summary:**

The Monthly Financial Report has been prepared for the period ending 30 April 2020.

**COUNCIL RESOLUTION**

Moved Cr Murphy

Seconded Cr Young

***That Council:***

- 1. accepts the Monthly Financial Report for the period ending 30 April 2020 as presented; and***
- 2. that those matters not covered by resolution be noted.***

**CARRIED 6/0**

***Resolution No. 0520/018***



## CONFIRMED MINUTES

### 10.3 KARUMBA AIRPORT - LEASE

#### Executive Summary:

Council has received a request from Sandro and Lisa Tosoni to enter into a Lease at the Karumba Aerodrome (L48 SP127905) for private purposes.

#### COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Scott

#### *That Council:*

- 1. pursuant to section 236(2) of the Local Government Regulation 2012 to apply the exemption set out in section 236(1)(a) to enter into a lease of land at the Karumba Airport with Sandro and Lisa Tosoni; and*
- 2. resolves to delegate authority to the Chief Executive Officer to obtain an independent market valuation and negotiate and finalise the terms of this lease.*

**CARRIED 6/0**

**Resolution No. 0520/019**

Action: Apply exemption to enter into a lease of land at the Karumba Airport with the applicants; and  
Delegate authority to the Chief Executive Officer to obtain an independent market valuation and negotiate and finalise the terms of the lease.

### 10.4 TRUSTEE PERMIT L68 NM98 - CROC AND CRAB CRUISES

#### Executive Summary:

Council's Subordinate Local Law No.: 1.2 – Commercial Use of Local Government Controlled Areas and Roads allows for a prescribed activity to operate from a site, stall or vehicle on Council's controlled areas or roads. Croc and Crab Cruises (Applicant) have made an application under Subordinate Local Law No. 1.2 for the installation of an enduromesh pathway at the Karumba Point Boatramp for the loading and unloading on passengers onto their vessel.

#### COUNCIL RESOLUTION

Moved Cr Wells

Seconded Cr Young

*That Council decline the request for a Trustee Permit for part of Lot 68 on NM98.*

**CARRIED 6/0**

**Resolution No. 0520/020**

Action: Inform applicants that Council declines the request for a Trustee Permit for part of Lot 68 on NM98.

## CONFIRMED MINUTES

### 10.5 RISK MANAGEMENT POLICY AND GUIDELINES

#### Executive Summary:

Council recognises and acknowledges that as a public authority it is exposed to a wide variety of risks that, if not identified and appropriately managed, could adversely impact on the organisation achieving its strategic goals and objectives.

Therefore, there is a need to instil risk management principles throughout the organisation to identify and document mitigating strategies for risks that have the potential to adversely impact on the effectiveness/efficiency on service delivery. There are many benefits in embedding and maintaining a risk management culture throughout the organisation and these benefits include:

- increased community confidence in Council through informed decision making.
- enhancing organisational reputation through sound corporate governance frameworks and prioritising corporate objectives in a systematic manner.
- ability to take advantage of and act on opportunities not previously identified.
- ability to allocate resources to risk in a knowledgeable and prioritised manner.
- integrates risk as a process and practice throughout Council, leading to efficiencies.
- promotes continual improvement.
- assists with legislative compliance and fulfilling audit requirements.
- assists with core business activities by addressing any relevant potential impacts.
- encourages proactive management and empowers employees to take responsibility for risks.

The Risk Management Policy and Risk Management Guidelines presented for adoption establishes the necessary framework for Council to implement sound and best practice risk management activities into Council's operations.

#### COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Scott

***That Council adopts the Risk Management Policy and Risk Management Guidelines as presented.***

**CARRIED 6/0**

***Resolution No. 0520/021***

**Action: Update Policy Register – Risk Management Policy and Risk Management Guidelines.**

**CONFIRMED MINUTES**

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**10.6 2019 - 2020 FINANCIAL STATEMENTS (SHELL ACCOUNTS)**

**Executive Summary:**

Council is required to prepare a general purpose financial statements in accordance to sections 176 and 177 of the Local Government Regulation 2012 (the Regulation) and other prescribed requirements. The draft financial statements are required to be presented to the Council Audit committee for review. As Council do not have an audit committee, these are presented to the Chief Executive Officer and tabled at the Council meeting.

**COUNCIL RESOLUTION**

Moved Cr Murphy

Seconded Cr Young

***That Council note the presentation of Council financial statements (shell accounts) for the financial year 2019-2020 to be submitted for audit to Crowe Auditors on behalf of Queensland Audit Office.***

**CARRIED 6/0**

***Resolution No. 0520/022***

This space left blank intentionally

## CONFIRMED MINUTES

### 10.7 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.

#### Normanton and Karumba Swimming Pool Precinct

The Manager Economic and Community Development requested that the Normanton Pool be closed over the winter months as per previous years and the Karumba Pool be closed to assess if there is adequate use due to the lack of tourists.

Council agreed to close both the Normanton and Karumba Swimming Pool Precincts.

**Action: Public notice to be done.**

#### N150 Bricks

The Manager Economic and Community Development sought Council's direction for either dark or terracotta coloured bench chairs in the N150 Garden.

Council agreed on terracotta coloured bench chairs for the N150 Garden.

#### Active Infrastructure Funding

The Manager Economic and Community Development sought Council's direction on removing the existing playground to the water park and erecting a two-bay storage shed in the existing space.

General discussion was held and Council agreed to erect a two-bay storage shed in the vicinity of the outdoor gym.

#### COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Scott

***That Council:***

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

**CARRIED 6/0**

**Resolution No. 0520/023**

## **CONFIRMED MINUTES**

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### **GENERAL BUSINESS – CORPORATE & COMMUNITY SERVICES**

#### **ANZAC DAY BANNERS**

The Manager Economic and Community Development provided Council with a proposal to acquire banners for ANZAC Day

**Action:** Council approves the proofs provided to establish 4 pull up banners for each library.

#### **ANZAC DAY STATUES**

Council approves works for an application to be submitted for an ANZAC Statue. If within budget Council approves two statues – one of an Indigenous soldier and a non-indigenous soldier.

#### **ANNUAL BALL - NORMANTON**

Council cancelled the Ball which was to be held 1<sup>st</sup> August 2020.

#### **ATTENDANCE:**

The Director Corporate Services and Manager Economic Community Development left the meeting room at 1:00pm

#### **ADJOURNMENT:**

The meeting adjourned for lunch at 1:08pm.  
The meeting resumed at 2:21pm.

#### **ATTENDANCE:**

The Director Corporate Services was present upon resumption of the meeting.  
The Manager Water and Waste entered the meeting room at 2:22pm.

#### **PERMIT SYSTEM**

Discussions were held in relation to the current permit system that Council has in place. The Chief Executive Officer informed that over 1200 applications have been processed over the past few months. The implementation of the system, to keep our elderly and vulnerable population within our Shire safe, meant Council was able to monitor departures and arrivals in the Shire.

**CONFIRMED MINUTES**

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**MOTION**

**COUNCIL RESOLUTION**

Moved Cr Scott

Seconded Cr Wells

***That Council cease the road and air permits as of 12 noon Friday 22 May 2020 as COVID-19 restrictions are eased by the Queensland Government.***

**CARRIED 6/0**

***Resolution No. 0520/024***

**ATTENDANCE:**

The Director Corporate Services and Manager Economic Community Development left the meeting room at 2:47pm.

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## **CONFIRMED MINUTES**

### **11 REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES**

#### **11.1 DOE REPORT**

##### **Executive Summary:**

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

##### **COUNCIL RESOLUTION**

Moved Cr Young

Seconded Cr Gallagher

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

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

**CARRIED 6/0**

***Resolution No. 0520/025***

#### **11.2 NDRRA/QDRF REPORT**

##### **Executive Summary:**

QRA18 REPA is currently 97% complete with only minor roads remaining to be constructed prior to the June 30, 2020 deadline. Two (2) crews commenced construction on the QRA18 project in late April.

QRA19 REPA submissions 1-6 have all been approved with a total RV in excess of \$66 million. Project specific tenders for Dunbar - Kowanyama Road Gravel and civil construction materials will close in mid-May. Four (4) crews commenced construction on the QRA19 project in late April.

QRA20 has been activated for CDO, EW and REPA. Damage assessments are complete throughout the Shire with two submissions (southern roads) submitted to QRA.

QRA have approved seven (7) betterment projects with a further two (2) under consideration.

Road construction is considered an essential service. Construction of the QRA18 and QRA19 projects has commenced and COVID-19 advice from the State and Federal Government will be monitored closely to ensure all camps meet the requirements. Delays to the construction program are expected.

##### **COUNCIL RESOLUTION**

Moved Cr Young

Seconded Cr Gallagher

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

- 1. accepts the NDRRA/QDRF Report as presented; and***

## CONFIRMED MINUTES

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

CARRIED 6/0

Resolution No. 0520/026

### 11.3 WATER AND WASTE REPORT - APRIL 2020

#### Executive Summary:

The report is to advise Council on the operations of the Normanton Water Treatment Plant (WTP), Karumba Sewage Treatment Plant (STP) and Normanton STP for the month of April 2020.

#### COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Wells

#### *That Council:*

1. *accepts the Water and Wastewater Report as presented for the period ending 30<sup>th</sup> April 2020; and*
2. *that those matters not covered by resolution be noted.*

CARRIED 6/0

Resolution No. 0520/027

#### ATTENDANCE:

The Manager Water and Waste left the meeting room at 3:10pm.

### 11.4 WORKSHOP REPORT

#### Executive Summary:

This report provides information and updates to Council on various maintenance and repairs that are facilitated within the Workshop.

#### COUNCIL RESOLUTION

Moved Cr Scott

Seconded Cr Young

#### *That Council:*

1. *accepts the Workshop Report as presented;*
2. *that those matters not covered by resolution be noted; and*
3. *provide automotive air-con training to obtain R134a handling license for fitters.*

CARRIED 6/0

Resolution No. 0520/028

Action: Investigate the automotive air-conditioning training to obtain R134a handling licenses for fitters.



## CONFIRMED MINUTES

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### DECLARATION OF INTEREST:

**Cr Gallagher** declared a perceived conflict of interest in Agenda Item 11.5 – Building and Planning Report.

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

- (a) *My wife is an employee of the Bynoe CACS Ltd; and*
  - i. *The nature of Shannon Gallagher's interest in the matter is that she is an employee of Bynoe CACS Ltd.*

*I will be dealing with this perceived conflict of interest by staying in the meeting while this matter is discussed and voted on.*

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### 11.5 BUILDING AND PLANNING REPORT

#### **Executive Summary:**

The report is to advise Council of relevant planning and building activities within the Shire for the month of April 2020.

#### **COUNCIL RESOLUTION**

Moved Cr Young

Seconded Cr Murphy

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

**CARRIED 6/0**

***Resolution No. 0520/029***

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## CONFIRMED MINUTES

### LATE ITEMS

#### 11.6 CONTRACT 20-0509 PRE-QUALIFIED SUPPLIER OF DRY HIRE PLANT - TIE CONSTRUCTIONS PTY LTD

##### Executive Summary:

Ian Dale Martin has provided details in the original Tender Documents stating that he is the sole Director of TIE Constructions Pty Ltd.

##### COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Wells

***That Council award TIE Construction as a preferred supplier as Council engage subcontractors without decisions being made by outside parties.***

**CARRIED 6/0**

***Resolution No. 0520/030***

**Action: Award TIE Constructions Pty Ltd as a preferred supplier.**

#### 11.7 LANDSBOROUGH STREET - PEDESTRIAN CROSSING, BRODIE STREET ROUNDABOUT, CENOTAPH CENTRE PARKING

##### Executive Summary:

Council has prepared drawing concepts for review and comments for the following projects:

- pedestrian crossing before the Stop Shop;
- turning conflicts at the intersection of Landsborough Street and Brodie Street; and
- Centre parking next to the cenotaph.

##### COUNCIL RESOLUTION

Moved Cr Scott

Seconded Cr Wells

***That Council accepts the concepts are suitable to submit to TMR to obtain funding.***

**CARRIED 6/0**

***Resolution No. 0520/031***

**Action: Submit to TMR to obtain funding. Plans submitted for option R5 be submitted**

##### DECLARATION OF INTEREST:

**Cr Gallagher** declared a perceived conflict of interest in relation to discussions on the changing to the Normanton Show Holiday. (General Business)

## CONFIRMED MINUTES

*"I declare that I have a perceived conflict of interest in this matter (as defined by Local Government Act 2009, section 175D) as follows\*:-*

a) *I am a member of the Normanton Rodeo Committee.*

*I will be dealing with this perceived conflict of interest by participating in the meeting while this matter is discussed and voted on."*

### 12 GENERAL BUSINESS

#### Gazetted Public Holiday – Normanton Show Day

The Chief Executive Officer tabled a letter from the Normanton Rodeo Committee requesting a change to the gazetted public holiday for the Normanton Show from 5 June 2020 to Monday 31<sup>st</sup> August 2020.

Action: the Chief Executive Officer to contact the Department to request a change of date.

#### Edwards, Ledlie Lane and Karen Avenue

Cr Gallagher queried if the gazetted streets along Old Croydon Road have been graded.

Action: the Director of Engineering is to investigate and arrange works required

#### Implementation of New Key System

Cr Gallagher requested that notification be given prior to changing the system. Some key holder were not aware of the changes to the system.

#### Contractor Code of Conduct

Cr Gallagher queried the Code of Conduct for contractors

The Chief Executive Officer informed that the Draft Code had been received and will be distributed for comment and feedback.

#### Karumba Point Foreshore

Cr Wells queried the sand for the foreshore.

The Director of Engineering advised that tenders would be called for the supply of sand for the restoration works

#### Intersection at Karumba Point

Cr Murphy informed of sand on the intersection

Action: the Director of Engineering to arrange for the sand to cleaned from the intersection of Ward and Palmer Streets

## CONFIRMED MINUTES

### Free camping

Cr Murphy requested that free camping closure to remain in force for 12 months.

### GENERAL MOTION

#### COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Hawkins

*General Motion that Council endorse the closure of the free camping areas for a period of 12 months.*

CARRIED 6/0

*Resolution No. 0520/032*

### Artificial Reef

Cr Murphy queried the progress of the artificial reef concept.

**Action: the Chief Executive Officer to follow up and provide feedback to Council**

### Commercial fishing boats

Cr Young queried the commercial fishing boats ability to utilise the wharf at the Council Depot

**Action: the Director of Engineering to prepare a plan and provide to Council for consideration.**

### Cardboard crusher

Cr Young informed that the cardboard crusher at the Karumba Transfer Station has not been operational for awhile

**Action: the Director of Engineering to include the Cardboard Crusher in the next Auction of Plant**

### RECESS:

The meeting adjourned for afternoon tea at **4:10pm.**

The meeting resumed at **4:28pm.**

### DECLARATION OF INTEREST:

**Cr Hawkins** declared a material personal interest in the discussions on the RFT 20/0512

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

## CONFIRMED MINUTES

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- (a) *I may provide a tender for the works required on this project or be engaged by Council under a current supply agreement*

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

### ATTENDANCE

**Cr Hawkins left the meeting room at 4:28am.**

### DECLARATION OF INTEREST:

**Cr Scott** declared a material personal interest in the discussions on the RFT 20/0512

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

- (a) *I may provide a tender for the works required on this project or be engaged by Council under a current supply agreement*

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

### ATTENDANCE

**Cr Scott left the meeting room at 4:28am.**

### DECLARATION OF INTEREST:

**Cr Wells** declared a material personal interest in the discussions on Tender No. 20/0512

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

- (a) *I may provide a tender for the works required on this project or be engaged by Council under a current supply agreement*

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

### ATTENDANCE

**Cr Wells left the meeting room at 4:28am.**

