



**CARPENTARIA SHIRE**

*Outback by the Sea*

***ORDINARY MEETING***

***MINUTES***

***20 JANUARY, 2021***

**CONFIRMED MINUTES**

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## **CONFIRMED MINUTES**

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### **1 OPENING OF MEETING**

The Deputy Mayor welcomed members and declared the meeting open at **9:03am**.

### **2 RECORD OF ATTENDANCE**

#### **Councillors**

Cr LV Bawden	Mayor
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 Michael Wanrooy	Director of Engineering

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

Ms Jade Nacario	Manager Finance & Administration
Mrs Lisa Ruyg	Manager Human Resources
Ms Verena Olesch	General Manager - Tourism
Mr Ben Hill	Manager Water & Waste
Mrs Cherie Schafer	Manager Economic and Community Development
Mr John Martin	Consultant Engineer - ERSCON

### **APOLOGY**

Councillor Bawden is in Cloncurry meeting with the Prime Minister and should join the meeting during the day.

Cr Hawkins assumed the role of Chair.

### **3 CONDOLENCES**

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

- ❖ Ms Sharon Rainbow
- ❖ Mr Garth Logan
- ❖ Mr Malcolm (Chad) Maden

## **CONFIRMED MINUTES**

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

Confirmation of Minutes from the Ordinary Council Meeting held 9 December 2020, as previously circulated to Councillors.

#### **COUNCIL RESOLUTION**

Moved Cr Murphy

Seconded Cr Gallagher

*That the Minutes of the Ordinary Council Meeting held 9 December 2020 in the Council Chambers be confirmed.*

**CARRIED 6/0**

**Resolution No. 0121/001**

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

Nil.

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

Nil.

### **7 MAYORAL MINUTES**

Nil.

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## CONFIRMED MINUTES

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### 8 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

#### 8.1 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 Young

Seconded Cr Gallagher

***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. 0121/002***

#### 8.2 SUPPORT FOR PROPOSAL - CEMC

**Executive Summary:**

Proposal received via email for support from Council for CEMC to submit an application under the Australian Government Initiative – Regional and Remote Communities Reliability Fund Microgrids 2020-2021.

**COUNCIL RESOLUTION**

Moved Cr Scott

Seconded Cr Wells

***That Council confirm and endorse the actions of the Chief Executive Officer in providing support for the lodgment of an application.***

**CARRIED 6/0**

***Resolution No. 0121/003***

**ATTENDANCE:**

The Chief Executive Officer left the meeting room at 9:34am.

The Chief Executive Officer re-entered the meeting room at 9:35am.

The Manager Human Resources entered the meeting room at 9:35am.

## CONFIRMED MINUTES

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### 8.3 HUMAN RESOURCES REPORT

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**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 Young

Seconded Cr Wells

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

**CARRIED 6/0**

***Resolution No. 0121/004***

### 8.4 CODE OF CONDUCT

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**Executive Summary:**

In delivering local government services to the community, Council conducts its business with integrity, honesty and fairness whilst complying with all relevant laws, regulations, codes and corporate standards. The Code of Conduct for Employees defines the standards and behaviours expected of staff when undertaking their Council duties. In doing so, it places a responsibility on each and every staff member to use sound judgement in every aspect of their Council work.

Council actively supports, encourages and develops its employees to work safely, be customer focused, use technology and Council assets effectively, adapt to changes and improve their own capabilities to proactively contribute to the successful achievement of corporate goals and objectives.

A review of the Code of Conduct for Employees has been undertaken which incorporated significant opportunity for staff to provide feedback and the finalised Code of Conduct for Employees is presented to Council for adoption.

**COUNCIL RESOLUTION**

Moved Cr Gallagher

Seconded Cr Murphy

***That Council adopts the Code of Conduct for Employees as presented.***

**CARRIED 6/0**

***Resolution No. 0121/005***

**ATTENDANCE:**

**The Manager Human Resources left the meeting room at 9:45am.**

**The General Manager – Tourism entered the meeting room at 9:46am.**

## CONFIRMED MINUTES

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### 8.5 TOURISM REPORT - DECEMBER 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.

#### COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Young

#### *That Council:*

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

CARRIED 6/0

*Resolution No. 0121/006*

#### ATTENDANCE:

The General Manager – Tourism left the meeting room at 10:25am.

#### ADJOURNMENT:

The meeting adjourned for morning tea at 10:26am.

- During the recess Council met with winners of the 2020 Council Christmas Lights Competition and presented prizes for the various winning categories.

The meeting resumed at 10:56am.

#### ATTENDANCE:

The Manager Finance and Administration entered the meeting room at 10:56am.



## CONFIRMED MINUTES

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

#### 9.1 MONTHLY FINANCIAL REPORT - DECEMBER 2020

##### Executive Summary:

The Monthly Financial Report has been prepared for the period ending 31 December 2020.

##### Arrears of Rates

Discussions were held on the progress of the Sale of Land for Arrears of Rates (3 years+) It was agreed that a report be done for the February Ordinary Meeting.

#### COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Young

##### *That Council:*

- 1. accepts the Monthly Financial Report for the period ending 31 December 2020 as presented; and***
- 2. that those matters not covered by resolution be noted.***

CARRIED 6/0

*Resolution No. 0121/007*

#### 9.2 2019/2020 QUEENSLAND AUDIT OFFICE FINAL MANAGEMENT REPORT

##### Executive Summary:

In accordance with the Local Government Regulation 2012 s213(3), the Mayor must present a copy of the Auditor-General's observation report. This report is about the audit prepared under section 54 of the Auditor-General Act 2009 that includes observations and suggestions made by the auditor-general about anything arising out of the audit.

The Queensland Audit Office had completed their 2020 financial audit for Carpentaria Shire Council and the Auditor-General issued an unmodified audit opinion on Council's financial statements.

#### COUNCIL RESOLUTION

Moved Cr Scott

Seconded Cr Gallagher

***That Council receive the Auditor-General's Final Management Report for the financial year 2019-2020, pursuant to and in accordance with the Local Government Regulation 2012 s213.***

## CONFIRMED MINUTES

CARRIED 6/0

Resolution No. 0121/008

### ATTENDANCE:

The Manager Finance and Administration left the meeting room at 11:05am.  
The Manager Economic and Community Development entered the meeting room at 11:08am.

### 9.3 COMMUNITY DEVELOPMENT

#### Executive Summary:

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

#### COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Gallagher

#### *That Council:*

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

CARRIED 6/0

Resolution No. 0121/009

### ATTENDANCE:

The Consultant Engineer entered the meeting room at 11:20am.  
The Manager Water and Waste entered the meeting room at 11:22am.

### 9.4 REDUCTION OF AGE - GYM MEMBERSHIPS – LATE ITEM

#### Executive Summary:

This report provides information to Council on the request to reduce the age for participants to use the gyms in the Shire.

#### COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Scott

*That Council authorise the reduction of age limit to 16 years for gym members, under the condition that they attend the gym with an adult of 25 years and above of age or a parent.*

CARRIED 6/0

Resolution No. 0121/010

## CONFIRMED MINUTES

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### GENERAL BUSINESS – ECONOMIC AND COMMUNITY DEVELOPMENT

#### User Agreement – Normanton Swim Club

The current two year Agreement between Council and the Normanton Swim Club has expired and is open for review. Preston Law has reviewed the Agreement which has been sent to the Normanton Swim Club for review.

This report was tabled at the December 2020 Ordinary Meeting but was left to lie on the table for further discussions.

#### Playground – Expressions of Interest

The Manager Economic and Community Development requested that Expressions of Interest be called for the removal of the Playground equipment surplus to Council requirements.

**Action: The Manager Economic Community Development to arrange Expressions of Interest from members of the community for the removal of playground equipment**

#### Normanton Childcare Centre – Shade Sails

The Manager Economic and Community Development informed that the shade sails at the Normanton Childcare Centre were destroyed during cyclone Imogen

**Action: The Manager Economic Community Development to arrange pricing for replacement**

#### ATTENDANCE:

The Executive Assistant left the meeting room at 11:38am.

#### DECLARATION OF INTEREST:

I, **Councillor Gallagher**, inform this meeting that I have a prescribed conflict of interest in relation to discussions regarding Gulf Christian College and the proposed use/lease of the Normanton Golf Club as a result of:

- (i) My relationship with Shannon Gallagher, my wife
- (ii) Their interest in this matter is they hold a position on the Board of Gulf Christian College

As a result of my conflict of interest, I will now leave the meeting room while this matter is discussed and voted on.

#### ATTENDANCE:

Cr Gallagher left the meeting room at 11:38am.

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**CONFIRMED MINUTES**

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**Normanton Golf Club**

The Manager Economic and Community Development informed that the Gulf Christian College were interested in a 12 month lease of the Normanton Golf Club to create a school project for students.

Action: The Manager Economic Community Development and Chief Executive Officer to arrange for an Memorandum of Understanding to be developed for the proposed use.

**ATTENDANCE:**

Cr Gallagher re-entered the meeting room at **11:41am.**

**The Executive Assistant re-entered the meeting room at 11:43am.**

**Swimming Pools - Out of Hours**

The Manager Economic and Community Development informed that the Out of Hours for the Swimming Pools is not being utilised.

**ATTENDANCE:**

**The Manager Economic and Community Development left the meeting room at 11:46am.**

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## CONFIRMED MINUTES

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

#### 10.1 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 Wells

***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. 0121/011***

#### 10.2 NDRRA/QDRF REPORT

This report is presented as Agenda Item 10.5. See below

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#### ATTENDANCE:

The Consultant Engineer left the meeting room at 12:06pm.

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## CONFIRMED MINUTES

### 10.3 WATER AND WASTE REPORT - DECEMBER 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 December 2020.

#### Garbage Collection on Public Holidays

Councillor Gallagher queried the garbage service on Christmas and New Year's Day. He informed of Resolution 0119/017 which states: '*That until further reviewed, Council not undertake refuse collection services on public holidays*'.

**Action: The Director of Engineering is to follow up.**

#### COUNCIL RESOLUTION

Moved Cr Scott

Seconded Cr Young

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

- 1. accepts the Water and Wastewater Report as presented for the period ending 31<sup>st</sup> December 2020; and***
- 2. that those matters not covered by resolution be noted.***

**CARRIED 6/0**

***Resolution No. 0121/012***

#### ATTENDANCE:

The Manager Water and Waste left the meeting room at 12:27pm.

### 10.4 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 December 2020.

#### COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Scott

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

**CARRIED 6/0**

***Resolution No. 0121/013***

## CONFIRMED MINUTES

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### ADJOURNMENT:

The meeting adjourned for lunch at **12:30pm**.  
The meeting resumed at **1:09pm**.

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### 10.5 NDRRA/QDRF REPORT – LATE ITEM

#### **Executive Summary:**

**QRA18:** The QRA18 project is in the acquittal process and assurance and compliance audits are being prioritised to expediate the acquittal process.

**QRA19:** Work has ceased on the QRA19 REPA during the wet season with completion reaching approximately 80%. Work will recommence on the QRA19 Roads once road conditions allow heavy vehicles to access. Deadlines for the QRA19 works are between June 30 and December 30, 2021.

**QRA20:** REPA submissions have all been approved with a total RV of \$52.8million. Council has received the 30% pre-payment of \$15.8million. Work will commence once the QRA19 program is completed.

QRA have approved approx. \$375k of funding to construct a new Disaster Coordination Shed through the 2019/20 QRRRF program.

**QRA21:** Carpentaria Shire was activated for REPA and CDO relief measures in response to Tropical Cyclone Imogen. Emergency works has commenced in Normanton and Karumba to assist with the clean-up of fallen trees. Road damage inspections have commenced however access is still restricted to many roads throughout the Shire due to flood waters.

**Pre-qualified Suppliers for 2021 Construction Season:** The tenders for pre-qualified suppliers of wet hire plant, dry hire plant and civil construction material were released in December and will close on 29 January. Due to the ongoing floods and road closures, the mandatory contract briefing session was rescheduled to 22 January 2021.

#### **COUNCIL RESOLUTION**

Moved Cr Murphy

Seconded Cr Gallagher

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

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

**CARRIED 6/0**

***Resolution No. 0121/014***

## CONFIRMED MINUTES

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### 11 GENERAL BUSINESS

#### Trailers at Karumba Point Turnoff

Cr Wells queried the removal of the burnt trailers at the Karumba Point turnoff.  
Cr Hawkins informed that they will be removed tomorrow.

#### Casual Event Coordinator Position

Cr Murphy queried the Casual Event Coordinator's position.  
The Chief Executive Officer advised that the position was advertised on the website and noticeboards for 2 weeks as has been the practice for similar positions

#### Forms Online

Cr Gallagher queried the availability of completing forms on-line and submitting same to Council.  
The Chief Executive Officer advised that he would review this and provide a report to Council including pricing for this option.

#### ATTENDANCE:

Cr Bawden entered the meeting room at **1:19pm**.  
Cr Bawden resumed the position of Chair.

#### Sand at Karumba Point

Cr Young informed that most of the sand recently installed at the point in the vicinity of the boat ramp had been washed away.

#### Flood Cameras

Cr Scott queried the flood cameras at the Gilbert and Mitchell Rivers.  
The Director of Engineering informed that the flood cameras at both locations were to be reinstalled, with the Gilbert River station upgraded with the current project for the North West.

#### Cost of Services and Compliance

Cr Murphy requested financial forecasts and costs associated with delivering service and meeting compliance.  
The Chief Executive Officer informed all services that Council provides will be looked at as part of a Service Review being undertaken by the Executive Leadership Team.



## CONFIRMED MINUTES

### Water Pressure Test

Cr Young queried recent water pressure tests shared with Councillors – Raptis  
Advised that the pressure available in Karumba is low and other arrangements need to be considered

### Telescope at the Corduroy

Cr Hawkins requested that the telescope be taken off before the wet season.  
**Action: The Director of Engineering to follow up to ensure this is not missed as part of close down procedures.**

### Meeting with Prime Minister

The Mayor advised of the meeting with the Prime Minister and of the following issues raised:

- Agriculture projects – Richmond and Flinders
- Issues with the major Banks' lending for housing in rural and remote areas.
- Jobkeeper – impact on availability of worker in rural and remote areas.
- No Major announcements except for the Copperstring 2.0 project
- Wi-Fi Network – Federal funding may become available in the future to improve communications via Wi-Fi

## 12 CLOSURE OF MEETING

*The Chair of the meeting, Cr Lyall Bawden, Mayor, declared the meeting closed at 1:47pm.*

## MINUTES CERTIFICATE

***These Minutes are Confirmed.***



Councillor LV Bawden  
Mayor

20, 01, 2021

Date