



CARPENTARIA SHIRE

Outback by the Sea

ORDINARY MEETING

MINUTES

08 DECEMBER, 2021

CONFIRMED MINUTES

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CONFIRMED MINUTES

1 OPENING OF MEETING

The Mayor welcomed members and declared the meeting open at **9:07am**.

2 RECORD OF ATTENDANCE

Councillors

Cr LV Bawden	Mayor
Cr BJ Hawkins	Deputy Mayor
Cr AT Gallagher	
Cr AJ Scott	
Cr JC Young	
Cr AM Murphy	

Staff

Mr Mark Crawley	Chief Executive Officer
Ms Angeline Pascoe	Executive Assistant
Ms Julianne Meier	Director Corporate Services
Mr Michael Wanrooy	Director of Engineering

The following officers attended the meeting as indicated in the minutes

Mrs Lisa Ruyg	Manager Human Resources
Mr Ben Hill	Manager Water & Waste
Mrs Cherie Schafer	Manager Economic and Community Development
Mr Nick Lennon	Consultant Engineer – ERSCON
Ms Amanda O'Malley	Manager – Les Wilson Barramundi Discovery Centre

APOLOGY

COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Murphy

That Council accept the apology from Cr Thomas.

CARRIED 6/0

Resolution No. 1221/001

3 CONDOLENCES

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

- ❖ Ms Carolyn Casey

CONFIRMED MINUTES

4 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

Confirmation of Minutes from the Ordinary Council Meeting held 17 November 2021, as previously circulated to councillors.

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Gallagher

That the Minutes of the Ordinary Council Meeting held 17 November 2021 be confirmed.

CARRIED 6/0

Resolution No. 1221/002

5 BUSINESS ARISING FROM PREVIOUS MEETINGS

Nil.

6 RECEPTION OF PETITIONS & DEPUTATIONS

Nil.

7 MAYORAL MINUTES

Community Forum

Cr Bawden informed of his attendance at the Community Forum held at Mt Isa recently. Cr Bawden stated that this was the existing committee's last meeting and that nominations were being called. It was not necessarily for Councillors but someone from within the community and the Mayor should continue to receive an invitation as the NWQROC Chair.

NWROC Meeting – 02/12/2021 & 03/12/2021

Cr Bawden informed of his, Cr Hawkins and the Chief Executive Officer's attendance at the NWQROC meeting held at Doomadgee and Burketown.

Cr Bawden informed of the following:

- Health Directive regarding the vaccine mandate –State Government should regulate COVID-19 requirements.
- Flood gauge installation – discussion in relation to on-going maintenance for devices not in the Shire.

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 Young

Seconded Cr Scott

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 **Concealed Water Leak Concession Request - 2 Hannam Street**
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 **Rates Based Financial Assistance Application - Carpentaria Kindergarten**
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 **Karumba Childcare Centre Financial Contribution**
This item is classified CONFIDENTIAL under the provisions of clause 275(1) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to.

CARRIED 6/0

Resolution No. 1221/003

CLOSURE OF MEETING:

The meeting was closed to the public at 9:37am.

ATTENDANCE:

The Director Corporate Services left the meeting room at 9:37am.
The Director Corporate Services re-entered the meeting room at 9:39am.
The Manager Finance and Administration entered the meeting room at 9:39am.

CONFIRMED MINUTES

COUNCIL RESOLUTION

Moved Cr Scott

Seconded Cr Gallagher

That Council open the meeting to the public.

CARRIED 6/0

Resolution No. 1221/004

REOPENING OF MEETING:

The meeting was reopened to the public at **9:52am**.

8.1 CONCEALED WATER LEAK CONCESSION REQUEST - 2 HANNAM STREET

Executive Summary:

Assessment A2011 being located at 2 Hannam Street, Normanton recorded an excess water bill for the 2020/21 year. The owner is requesting a concession under the "Concealed Leak Policy". The Policy, as written, allows Council to provide a concession to qualifying owners.

COUNCIL RESOLUTION

Moved Cr Scott

Seconded Cr Hawkins

That Council:

- 1. accept the "Concealed Water Leak Application" for Assessment A2011 located at 2 Hannam Street, Normanton; and***
- 2. provide a concession of \$2,111.92 in line with Council's Concealed Water Leak Policy for the 2020/21 excess water charges upon presentation of invoice from Barto's Construction.***

CARRIED 6/0

Resolution No. 1221/005

ATTENDANCE:

The Manager Finance and Administration left the meeting room at **9:46am**.

8.2 RATES BASED FINANCIAL ASSISTANCE APPLICATION - CARPENTARIA KINDERGARTEN

Carpentaria Kindergarten Association (Assessment A431) has applied for a rebate on rates and charges for 01/07/2021 to 30/06/2022 and has met the eligibility criteria set out in the Rates Based Financial Assistance for Community Organisations Policy 2021/2022.

CONFIRMED MINUTES

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Gallagher

That Council grant a rebate for part of the rates and charges in accordance with the Rates Based Financial Assistance for Community Organisations Policy 2021/2022 and sections 120 to 122 of the Local Government Regulation 2012, to Carpentaria Kindergarten Association (Assessment A431) – being for 50% of the rates and charges, totaling \$2,634.35 for the financial year 2021/2022, as calculated in the table below.

<i>Assessment – A431</i>	<i>Original</i>	<i>Rebate (50%)</i>
<i>01 July 2021 – 30 June 2022</i>	<i>Annual Rates</i>	<i>Rebate Amount</i>
<i>General Rates</i>	<i>\$599.00</i>	<i>\$299.50</i>
<i>Water</i>	<i>\$2,196.60</i>	<i>\$1,098.30</i>
<i>Commercial Pedestal Charge 1.5 units</i>	<i>\$982.50</i>	<i>\$491.25</i>
<i>Base Non Residential - Normanton</i>	<i>\$1,256.00</i>	<i>\$628.00</i>
<i>Garbage</i>	<i>\$820.00</i>	<i>\$410.00</i>
<i>Gross Total</i>	<i>\$5,854.10</i>	<i>\$2,927.05</i>
<i>Less Discount Applicable</i>	<i>-\$585.41</i>	<i>-\$292.70</i>
<i>Total Payable if Discount Applied</i>	<i>\$5,268.69</i>	<i>\$2,634.35</i>

CARRIED 6/0

Resolution No. 1221/006

8.3 KARUMBA CHILDCARE CENTRE FINANCIAL CONTRIBUTION

Executive Summary:

This report provides information for Council on the one-off financial co-contribution provided to Karumba Childcare Centre each year for continuity in service delivery which is due to expire.

COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Young

That Council:

- 1. considers the Karumba Childcare Centre donation for financial contribution of \$45,000.00 ex GST for the 2021/2022 financial year; and**
- 2. resolve an annual resolution for the donation is sufficient, rather than a formal memorandum of understanding.**

CARRIED 6/0

Resolution No. 1221/007

CONFIRMED MINUTES

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.

Gulf Academy Meeting

Deputy Mayor Hawkins, the Manager Economic and Community Development and the Chief Executive Officer attended the Gulf Academy Meeting held in Cairns as requested. Further consultation will be undertaken as part of the engagement for this initiative.

A report will be presented to the January 2022 meeting.

COUNCIL RESOLUTION

Moved Cr Hawkins

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. 1221/008

9.2 ADOPTION OF CAPABILITY STATEMENT AND REGIONAL PRIORITIES AND OPPORTUNITIES DOCUMENTS

Executive Summary:

To assist with highlighting the capability and capacity of the Council works crew a Capability Statement has been prepared along with a document that highlights the Regional priorities and opportunities within the Carpentaria Shire

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Young

That Council:

- 1. adopts the Capability Statement as presented and attached to the officer's report, and***
- 2. adopts the Regional Priorities and Opportunities document and requests that both documents are uploaded to the appropriate places on the Council website.***

CONFIRMED MINUTES

CARRIED 6/0

Resolution No. 1221/009

ATTENDANCE:

Cr Gallagher left the meeting room at **10:13am**.

Cr Gallagher re-entered the meeting room at **10:14am**.

The Manager - Les Wilson Barramundi Discovery Centre entered the meeting room at 10:14am.

She provided an update on the tourism operations of the Les Wilson Barramundi Discovery Centre and the Hatchery.

The Manager - Les Wilson Barramundi Discovery Centre left the meeting room at 10:35am.

RECESS:

The meeting adjourned for morning tea at **10:37am**.

The meeting resumed at **10:55am**.

ATTENDANCE:

The Manager Human Resources entered the meeting room at 10:55am.

9.3 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 Murphy

Seconded Cr Young

That Council accepts the Human Resources Report for information.

CARRIED 6/0

Resolution No. 1221/010

CONFIRMED MINUTES

9.4 STAFF HOUSING POLICY

Executive Summary:

The Staff Housing Policy has been amended to allow for the formation of a Staff Housing Advisory Committee to replace the existing Staff Housing Committee.

It is intended the Staff Housing Advisory Committee will provide advice regarding staff housing applications and associated matters to an Ordinary Meeting of Council for their determination.

COUNCIL RESOLUTION

Moved Cr Scott

Seconded Cr Young

That Council adopts the amended Staff Housing Policy as presented and further amended.

CARRIED 6/0

Resolution No. 1221/011

ATTENDANCE:

The Manager Human Resources left the meeting room at 11:28am.

Cr Murphy left the meeting room at 11:36am.

Cr Murphy re-entered the meeting room at 11:38am.

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CONFIRMED MINUTES

10 REPORTS FROM DIRECTOR OF CORPORATE & COMMUNITY SERVICES

10.1 DCS REPORT

Executive Summary:

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

COUNCIL RESOLUTION

Moved Cr Scott

Seconded Cr Young

That Council:

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

CARRIED 6/0

Resolution No. 1221/012

10.2 MONTHLY FINANCIAL REPORT - NOVEMBER 2021

Executive Summary:

Presentation of the financial report for November 2021 as required under section 204 of the *Local Government Regulation 2012*. The report is presented for noting and indicates whether Council is progressing satisfactorily against its current budget.

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Gallagher

That Council accepts the Monthly Financial Report, as required under section 204 of the Local Government Regulation 2012 for the period ended 30 November 2021.

CARRIED 6/0

Resolution No. 1221/013

ATTENDANCE:

Cr Gallagher left the meeting room at **11:57am**.

Cr Gallagher re-entered the meeting room at **11:58am**.

The Manager Economic and Community Development entered the meeting room at 11:58am.

The Director Corporate Services left the meeting room at 12:05pm.

CONFIRMED MINUTES

The Director Corporate Services re-entered the meeting room at 12:08pm.

10.3 COMMUNITY DEVELOPMENT REPORT

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 Gallagher

Seconded Cr Scott

That Council:

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

CARRIED 6/0

Resolution No. 1221/014

ATTENDANCE:

The Manager Economic and Community Development left the meeting room at 12:30pm.

RECESS:

The meeting adjourned for lunch at 12:30pm.
The meeting resumed at 1:44pm.

During the recess, staff joined Councillors for lunch.

ATTENDANCE:

The Manager Water and Waste entered the meeting room at 12:32pm.
The Consultant Engineer entered the meeting room at 12:32pm.
The Manager Water and Waste left the meeting room at 1:52pm.
The Manager Water and Waste re-entered the meeting room at 1:53pm.
The Director Corporate Services left the meeting room at 2:12pm.
The Director Corporate Services re-entered the meeting room at 12:15pm.

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 Murphy

Seconded Cr Hawkins

That Council:

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

CARRIED 6/0

Resolution No. 1221/015

ATTENDANCE:

Mrs Julianne Gilbert MP – Assistant Minister Health, Mr Craig Carey – Chief Executive Officer - North West Hospital Health Services and Olivia Winchester - Assistant to Assistant Minister Julianne Gilbert MP entered the meeting room at **2:43pm**.

This space left blank intentionally

CONFIRMED MINUTES

11.2 NDRRA/QDRF REPORT

Executive Summary:

QRA19: The QRA19 project is approximately 99.0% complete. Construction on Dunbar - Kowanyama Road is now complete and expenditure is projected to align closely to the forecast budget. Deadlines for the QRA19 works are between September 30 and December 31, 2021.

QRA20: The QRA20 project is approximately 47.4% complete. Four (4) crews are currently working within the Shire with crews to be brought in progressively over the coming weeks for the end of season shutdown. Assets with both QRA19 and QRA20 scope have been programmed simultaneously where feasible to reduce camp and mobilisation costs. The QRA20 scope has a deadline of 30 June 2022. Work productivities have reduced due to wet weather days and reduced crew sizes.

QRA21: All assessments have been completed within the Shire. QRA have now approved Submission 4 (Far Northern Roads) and Council has received the prepayment. Submission 3 (Northern Roads) and Submission 5 (Koolatah – Dixie Road) have been lodged and an infield assessment for Submission 5 is currently in progress. The remaining roads will be progressively submitted to QRA. CDO and Emergency Works claims have been submitted to QRA for acquittal.

OTHER: The Desilting of the Normanton Sewerage Lagoons and Normanton to Burketown Road betterment projects (pavement and sealing) are now complete and undergoing the acquittal process. The Glenore Weir Scouring Project and the Monsoon Trough Flood Impact Study have been submitted to QRA for acquittal. Burke and Wills Monument Road has been acquitted and Council has received the final payment.

COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Hawkins

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. 1221/016

ATTENDANCE:

The Consultant Engineer left the meeting room at 2:48pm.

Mr Carey provided Council with an update on his recent appointment to the North West and his plans as Chief Executive Officer of NWHHS.

Matters discussed included:

- health and hospital matters with Council.
- Council provided an update on requests for the Morgue; and
- Dialysis Services required for Normanton Hospital.

CONFIRMED MINUTES

Mr Carey, Mrs Gilbert MP and Ms Winchester left the meeting at **3:08pm**.

ATTENDANCE:

Cr Scott left the meeting room at **3:08pm**.

Cr Scott re-entered the meeting room at **3:10pm**.

11.3 WATER AND WASTE REPORT - NOVEMBER 2021

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 November 2021.

COUNCIL RESOLUTION

Moved Cr Scott

Seconded Cr Hawkins

That Council:

- 1. accepts the Water and Wastewater Report as presented for the period ending 30th November 2021; and***
- 2. that those matters not covered by resolution be noted.***

CARRIED 6/0

Resolution No. 1221/017

ATTENDANCE:

The Manager Water and Waste left the meeting room at **3:29pm**.

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 Murphy

Seconded Cr Young

That Council:

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

CARRIED 6/0

Resolution No. 1221/018

CONFIRMED MINUTES

ATTENDANCE:

The Manager Water and Waste re-entered the meeting room at 3:34pm.

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 November 2021.

COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Murphy

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

CARRIED 6/0

Resolution No. 1221/019

This space left blank intentionally

CONFIRMED MINUTES

12 GENERAL BUSINESS

Grants Commission Methodology Review

The Chief Executive Officer informed of the increase of funding for NWQROC Councils. Council has been advised that the

Annual Valuation

The Chief Executive Officer informed that the Annual Valuation will be done in March 2022. The Valuation will have an applicable date on 30 June 2022.

QRRRF Grants

The Chief Executive Officer advised that the next round of funding has been called for the Queensland Resilience and Risk Reduction Fund 2021-2022 with expressions of interest closing 18 February 2022.

Rates Letter

The Chief Executive Officer informed that a letter had been received from Kerry Sturmfels regarding rates and the correspondence will be referred to the Rates Officer for action

Tenders for Helicopters

Cr Murphy queried if the Tender for Helicopters for the Disaster Season had been advertised. The Chief Executive Officer informed the tender has been advertised and is on the website.

Lilyvale subdivision

Cr Murphy queried the sale of parcels of land in the Lilyvale Subdivision. The CEO advised that all development conditions needed to be satisfactorily addressed prior to the lodgement of survey plans. Development Conditions were being assessed and when complete the survey plans will be lodged.

Work on the sale and marketing of the land has been worked upon for the past three – four months with approached made to real estate agents to assist in marketing the sale of land.

CONFIRMED MINUTES

Plant Tenders

Cr Murphy queried the release of tenders for the 2022 Construction Season.

Tax File Number Application

Cr Murphy informed that you can't do a Tax File Application in town as the service is unavailable.

Cyclone Clean Up

Cr Young queried the cyclone clean up.

The Chief Executive Officer advised that we missed this with the extension of the construction season and that it is now too late to undertake due to lack of staff and maybe done early next year.

Action: The Director of Engineering to chase up and advise suitable time to commence clean up

Koppers Log – Normanton Cemetery

Cr Young informed the koppers log at the Normanton Cemetery still need attention.

Sprinklers at Normanton Cemetery

Cr Gallagher informed that the sprinklers are on at the Normanton Cemetery at night and the water is running down the road.

Action: The Director of Engineering to chase up and rectify

Fence at Karumba – Delta Downs

Cr Scott queried the fence at Karumba.

The Director of Engineering advised that this had been investigated and people will need to talk to the Landowner as it is their property fence.

Karumba Library

The Director Corporate Services informed of a change in the opening hours at the Library and Service Centre Karumba from 9:00am – 1:00pm.

CONFIRMED MINUTES

Promotional Material

Cr Bawden requested that promotional material be collated to assist with recruitment into the Region.

The Chief Executive Officer advised that a Booklet could be produced for new residents and other promotional material has been produced and is included on Council's YouTube channel.

13 CLOSURE OF MEETING

The Chair of the meeting, Cr Lyall Bawden, Mayor, declared the meeting closed at 4.15pm.

MINUTES CERTIFICATE

These Minutes are Confirmed.



Councillor LV Bawden
Mayor

8 / 12 / 2021

Date