CARPENTARIA SHIRE

Outback by the Sea

ORDINARY MEETING MINUTES

15 MARCH, 2023

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CONFIRMED MINUTES

1 OPENING OF MEETING

The Mayor welcomed members and declared the meeting open at **9:05am**.

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 DB Thomas	

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
Ms Amanda O'Malley	Manager – Les Wilson Barramundi Discovery Centre
Mrs Cherie Schafer	Manager Economic and Community Development
Mr Tom Loadsman	Assets Manager
Mr John Martin	Consultant Engineer - ERSCON

3 CONDOLENCES

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

- Mr Harold Banjo
- Ms Glenda Bumble

4 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

Confirmation of Minutes from the Ordinary Council Meeting held 15 February 2023, as previously circulated to Councillors.

COUNCIL RESOLUTION

Moved Cr Gallagher Seconded Cr Young

That the Minutes of the Ordinary Council Meeting held 15 February 2023 be confirmed.

CARRIED 7/0 ***Resolution No. 0323/001***

5 BUSINESS ARISING FROM PREVIOUS MEETINGS

Page 8 : 8.1 – Concealed Water Leak Concession Request – A790

Cr Murphy informed a correction regarding the time he left the meeting is required from "9:26am to "10:26am".

Action: Make the amendment to the February 2023 Minutes to reflect the change.

6 RECEPTION OF PETITIONS & DEPUTATIONS

Nil.

7 MAYORAL MINUTES

Thanks to Council

Cr Bawden relayed a message of thanks from Greg Campbell of Carpentaria Freight for Council's help over the last 3 months.

Acknowledgement and thanks

Cr Bawden acknowledged the effort put in by all involved with the resupply including volunteers and Council staff. In particular, a letter of thanks will be sent to Brett Hawkins for his critical part in the exercise.

NWQROC – Richmond (1 & 2 March 2023)

Cr Bawden informed of his, Cr Hawkins and the Chief Executive Officer's attendance at the NWQROC Meeting held recently. Discussion were held on the following issues:

- Concerns raised regarding the Regional Drought Resilience Funding and the likely abolishment of drought committees and the need to follow up.

- Review from IGEM putting QFES under the stewardship of QPS. This was not received well by everyone in attendance.
  Councillors were advised that IGEM will be visiting in the future.

ATTENDANCE:

The Director of Engineering left the meeting room at 9:23am
The Director of Engineering re-entered the meeting room at 9:33am

Western Queensland Alliance of Councils Meeting – Brisbane & Canberra (8 & 9 March 2023)

Cr Bawden informed of his attendance at the Western Queensland Alliance of Councils Meeting held recently. Discussion were held on the following issues:

- Housing, Health, Water, Roads, Disaster Management and Connectivity.

- Mark Bailey the Minister for Transport and Main Roads informed that the TIDS Funding is being reviewed. It is the same bucket of money but more aimed towards the Western Councils. The reason given was because we have our priorities aligned and can actually deliver with a proven track record. Hopefully they can get it over the line as planned regardless of the pushback they will definitely get.

- The trip was to introduce ourselves to the new Parliament and we found everyone surprisingly attentive. Hopefully more Ministers will be present at the next one, though the old saying goes, 'you have to start somewhere' holds true in this case.

Aged Persons Hostel - Normanton

Cr Bawden informed that the organisation looking at taking over the APH will be in town on Monday 3rd April 2023 to check the asset and meet with Council from 5:00pm – 7:00pm. They will also be meeting with other organisations such as Bynoe CACS Ltd during the day. The Mayor will be attending another event out of town that day but other Councillors indicated they would be attending.

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 Murphy 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 Lease Agreements
This item is classified CONFIDENTIAL under the provisions of clause 254J(3) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to .

8.2 Normanton Sports Centre Operations
This item is classified CONFIDENTIAL under the provisions of clause 254J(3) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to .

CARRIED 7/0 ***Resolution No. 0323/002***

CLOSURE OF MEETING:

The meeting was closed to the public at **9:42am.**

ATTENDANCE:

The Mayor left the meeting room at **9:46am.**
The Manager of Economic and Community Development entered the meeting room at 9:46am.
The Mayor re-entered the meeting room at **9:48am.**

DECLARATION OF INTEREST:

I, Councillor Gallagher, inform this meeting that, pursuant to section 150EQ(3)(b) and 150EQ(3)(c) of the Local Government Act 2009, I have a conflict of interest in relation to Agenda Item 8.2 – Normanton Sports Centre Lease. The nature of my interest is as follows:

(i) My wife works for Bynoe CACS Ltd.

In accordance with section 150EM of the Local Government Act 2009 I will now leave the meeting room while this matter is discussed and voted on.

ATTENDANCE:

Councillor Gallagher left the meeting room at **9:59am**
Councillor Gallagher re-entered the meeting room at **10:30am.**
The Manager of Economic and Community Development left the meeting room at 10:30am.

COUNCIL RESOLUTION

Moved Cr Thomas — Seconded Cr Young

That Council open the meeting to the public.

CARRIED 7/0 — ***Resolution No. 0323/003***

REOPENING OF MEETING:

The meeting was reopened to the public at **10:40am**

8.1 LEASE AGREEMENTS

Executive Summary:

This report relates to five agreements, with four that have annual increments that relate to the differential rating category six for rural areas, minimum charge. All arrangements have expired and Council are asked to give consideration to the lease fees.

COUNCIL RESOLUTION

Moved Cr Gallagher — Seconded Cr Thomas

That Council:

1. ***authorise the Director Corporate Services to review the land trusteeship of the parcels to ensure they are still under the control of Carpentaria Shire Council; and***
2. ***create a standard approach to all lots to bring them all into a single form, rather that some being licences and others leases with charges tied to differential rating categories; and***
3. ***call expressions of interest from the community in relation to those which may be put back out to Expressions of Interest and present to a future meeting of Council.***
4. ***That credits be arranged for current levy and at set and levy a fee of $630.00 until this new agreement are arranged.***

CARRIED 7/0 — ***Resolution No. 0323/004***

DECLARATION OF INTEREST:

I, Councillor Gallagher, inform this meeting that, pursuant to section 150EQ(3)(b) and 150EQ(3)(c) of the Local Government Act 2009, I have a conflict of interest in relation to Agenda Item 8.2 – Normanton Sports Centre Lease. The nature of my interest is as follows:

(i) My wife works for Bynoe CACS Ltd.

In accordance with section 150EM of the Local Government Act 2009 I will now leave the meeting room while this matter is discussed and voted on.

ATTENDANCE:

Councillor Gallagher left the meeting room at **10:42am.**

8.2 NORMANTON SPORTS CENTRE OPERATIONS

Executive Summary:

This report provides information to Council around recent consultation with Bynoe CACS Ltd and options around future service delivery of the Normanton Sports Centre.

COUNCIL RESOLUTION

Moved Cr Murphy Seconded Cr Young

That Council terminate the management agreement in accordance with the terms of the agreement and call Expressions of Interest for a new Management Agreement.

CARRIED 6/0 ***Resolution No. 0323/005***

ATTENDANCE:

Councillor Gallagher re-entered the meeting room at **10:43am.**

ADJOURNMENT:

The meeting adjourned for morning tea at **10:43am.**
The meeting resumed at **11:14am.**

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 Scott 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 7/0 ***Resolution No. 0323/006***

ATTENDANCE

Cr Gallagher left the meeting room at **11:28am.**
Cr Gallagher re-entered the meeting room at **11:29am.**

9.2 ALGA CONFERENCE ATTENDANCE

Executive Summary:

Council has received notification of the Annual Australian Local Government Association (ALGA) National General Assembly (NGA) to be held in Canberra from 13 – 16 June 2023

COUNCIL RESOLUTION

Moved Cr Murphy Seconded Cr Scott

That Council authorise the attendance of the Mayor, Deputy Mayor and Chief Executive Officer to attend the 2023 ALGA National General Assembly in Canberra from 13th – 16th June 2023 and also attend the Australian Council of Local Government meeting immediately following the National General Assembly.

CARRIED 7/0 ***Resolution No. 0323/007***

9.3 TERMS OF REFERENCE - LOCAL HOUSING ACTION PLAN COMMITTEE

Executive Summary:

The Carpentaria Shire Local Housing Action Plan (LHAP) has now been formally endorsed and is available on the Council website for the community and others to avail themselves and the next action from the LHAP is to establish the Advisory Committee and progress actions.

COUNCIL RESOLUTION

Moved Cr Gallagher Seconded Cr Hawkins

That Council endorse the Terms of Reference for the Local Housing Action Plan Advisory Committee and authorise the Chief Executive Officer to contact the key stakeholders and call Expressions of Interest from interested persons from the community to sit on the committee.

CARRIED 7/0 ***Resolution No. 0323/008***

NOTATION:

Councillors Scott, Thomas and Hawkins to be added to the Local Housing Action Plan Advisory Committee as Council representatives.

DECLARATION OF INTEREST:

I, **Councillor Scott**, inform this meeting that, pursuant to section 150EQ(3)(b) and 150EQ(3)(c) of the Local Government Act 2009, I have a declarable conflict of interest in Agenda Item 9.4 – Fuel Levy Review. The nature of my interest is as follows:

(i) I own plant and equipment and undertake works for Council.

In accordance with section 150EM of the Local Government Act 2009, I will now leave the meeting room while this matter is discussed and voted on.

ATTENDANCE

Councillor Scott left the meeting room at **11:35am.**

DECLARATION OF INTEREST:

I, **Councillor Hawkins**, inform this meeting that, pursuant to section 150EQ(3)(b) and 150EQ(3)(c) of the Local Government Act 2009, I have a declarable conflict of interest in Agenda Item 9.4 – Fuel Levy Review. The nature of my interest is as follows:

(i) I own plant and equipment and undertake works for Council.

In accordance with section 150EM of the Local Government Act 2009, I will now leave the meeting room while this matter is discussed and voted on.

ATTENDANCE

Councillor Hawkins left the meeting room at **11:35am.**

9.4 FUEL LEVY REVIEW

Executive Summary:

Council has received several requests for a review of the fuel levy provided to contractors between 1st July and December 2022.

COUNCIL RESOLUTION

Moved Cr Bawden Seconded Cr Murphy

That Council advise the correspondents that payments will remain as calculated with no further payments are to be provided.

CARRIED 5/0 ***Resolution No. 0323/009***

ATTENDANCE

Cr Scott re-entered the meeting room at **11:47am.**
Cr Hawkins re-entered the meeting room at **11:47am.**

9.5 USE OF ESPLANADE - KARUMBA

Executive Summary:

Request has been received from the new owners of the Sunset Tavern in relation to the use of the Esplanade for dining in conjunction with the Business.

COUNCIL RESOLUTION

Moved Cr Scott Seconded Cr Thomas

That Council grant a permit for the commercial use of the land at the front of the Sunset Tavern and End of the Road Motel for the purposes of dining and that the Conditions contained in the Subordinate Local Law 1.2 (Commercial use of Local Government Controlled Areas and Roads) 2015 be advised and that the term of the permit be for a period of five years.

CARRIED 7/0 ***Resolution No. 0323/010***

ATTENDANCE:

The Chief Executive Officer left the meeting room at 11:52am.

The Chief Executive Officer re-entered the meeting room at 11:53am.
The Manager Human Resources entered the meeting room at 11:53am.

9.6 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 Hawkins — Seconded Cr Murphy

That Council accepts the report for information.

CARRIED 7/0 — ***Resolution No. 0323/011***

ATTENDANCE:

The Manager Human Resources left the meeting room at 12:10pm.
The Manager - Barra Centre entered the meeting room at 12:11pm.

9.7 LES WILSON BARRAMUNDI DISCOVERY CENTRE, KARUMBA AND NORMANTON VISITOR INFORMATION CENTRES

Executive Summary:

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

COUNCIL RESOLUTION

Moved Cr Thomas — Seconded Cr Young

That Council:

1. receive the report; and

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

CARRIED 7/0 — ***Resolution No. 0323/012***

ATTENDANCE:

The Manager – Barra Centre left the meeting room at 12:55pm.

ADJOURNMENT:

The meeting adjourned for lunch at **12:55pm.**

The meeting resumed at **2:00pm.**

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 Young Seconded Cr Scott

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 7/0 ***Resolution No. 0323/013***

ATTENDANCE:

The Chief Executive Officer left the meeting room 2:19 pm.
The Chief Executive Officer left the meeting room 2:21pm.
The Mayor left the meeting room at **2:39pm.**
The Mayor re-entered the meeting room at **2:40pm.**

10.2 MONTHLY FINANCIAL REPORT - FEBRUARY 2023

Executive Summary:

Presentation of the financial report for 28 February 2023 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 Hawkins

That Council accepts the Monthly Financial Report, as required under section 204 of the Local Government Regulation 2012 for the period ended 28 February 2023.

CARRIED 7/0 ***Resolution No. 0323/014***

10.3 RFT 23-0004 DRFA PROJECT MANAGEMENT SERVICES

Executive Summary:

A Request for Tender was called for the provision of project management services. to coordinate and deliver Council's Emergency Works, Reconstruction of Essential Public Assets and Betterment programs under the Disaster Recovery Funding Arrangements (DRFA).

COUNCIL RESOLUTION

Moved Cr Gallagher Seconded Cr Young

That Council resolve to enter into a Preferred Supplier Arrangement for RFT 23-0004 DRFA Project Management Services with ERSCON, as per the evaluation presented in the Officers Report".

CARRIED 7/0 ***Resolution No. 0323/015***

10.4 EXTERNAL AND INTERNAL AUDIT MATTERS - STATUS REPORT

Executive Summary:

External and internal audits are conducted during the year in accordance with the *Local Government Regulation 2012* (Regulation). Officers present the external audit interim and closing reports to Council for review in accordance with section 213 of the Regulation, and also present the findings from internal audit reports. The External and Internal Audit Matters Status Report combines all outstanding matters from previous audits that have not yet been resolved. This report provides an update from management in terms of the progress of outstanding matters.

COUNCIL RESOLUTION

Moved Cr Scott Seconded Cr Young

That Council:

1. ***receive for consideration the current status reports on external and internal audit matters;***
2. ***note all works being undertaken to date in finalising these outstanding audit matters; and***
3. ***endorse the removal of audit matters deemed to be resolved.***

CARRIED 7/0 ***Resolution No. 0323/016***

ATTENDANCE:

The Chief Executive Officer left the meeting room at 3:10pm.

The Chief Executive Officer re-entered the meeting room at 3:12pm.

10.5 2023-2025 INTERNAL AUDIT PLAN

Executive Summary:

Council is required to prepare an internal audit plan for each financial year. A Strategic Internal Audit Plan for 2023-2025 has been prepared, reviewed by the Executive Leadership Team and is now presented for Council to review.

COUNCIL RESOLUTION

Moved Cr Gallagher Seconded Cr Scott

That Council note the contents of the 2023-2025 Strategic Internal Audit Plan.

CARRIED 7/0 ***Resolution No. 0323/017***

10.6 INTERNAL AUDIT POLICY AND CHARTER

Executive Summary:

Section 105 of the *Local Government Act 2009* and Section 207 of the *Local Government Regulation 2012* set out the legislative requirement to establish an internal audit function. Council are asked to adopt the Internal Audit Policy and Internal Audit Charter.

COUNCIL RESOLUTION

Moved Cr Gallagher Seconded Cr Murphy

That Council adopts the Internal Audit Policy and Internal Audit Charter as presented.

CARRIED 7/0 ***Resolution No. 0323/018***

10.7 2023-2024 REVENUE POLICY

Executive Summary:

Council is required to review its Revenue Policy on an annual basis and this review is to be completed in sufficient time to inform the budget for the forthcoming year. This review has now been completed and the revised policy is presented to Council for adoption.

COUNCIL RESOLUTION

Moved Cr Thomas Seconded Cr Scott

That Council adopts the Revenue Policy for the 2023/2024 financial year.

CARRIED 7/0 ***Resolution No. 0323/019***

ATTENDANCE:

The Manager of Economic and Community Development entered the meeting room at 3:22pm.
Councillor Murphy left the meeting room at **3:22pm.**
The Director Corporate Services left the meeting room at 3:22pm.
The Director Corporate Services re-entered the meeting room at 3:23pm.
Councillor Murphy re-entered the meeting room at **3:24pm.**

10.8 APPROVAL TO KEEP ANIMAL - MORE THAN TWO DOGS

Executive Summary:

The purpose of *Subordinate Local Law No. 2 (Animal Management) 2015* local law is to supplement Local Law No. 2 (Animal Management) 2015, which provides for regulation of the keeping and control of animals within the local government's area.

COUNCIL RESOLUTION

Moved Cr Hawkins Seconded Cr Thomas

That Council accept and approve the application to keep more than two (2) dogs for the property located at 69 Matilda Street, Normanton.

CARRIED 7/0 ***Resolution No. 0323/020***

ATTENDANCE:

The Director Corporate Services left the meeting room at 3:26pm.

10.9 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 Young Seconded Cr Scott

That Council:

1. note the Community Development Report; and

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

CARRIED 7/0 ***Resolution No. 0323/021***

DECLARATION OF INTEREST:

I, Councillor Gallagher, inform this meeting that, pursuant to section 150EQ(3)(b) and 150EQ(3)(c) of the Local Government Act 2009, I have a declarable conflict of interest in relation to Agenda Item 10.10 - Community Donations & Support. The nature of my interest is as follows:

(i) My wife is an executive of the Normanton Rodeo Association Inc. Committee.

In accordance with section 150EM of the Local Government Act 2009 I will now leave the meeting room while this matter is discussed and voted on.

ATTENDANCE:

Councillor Gallagher left the meeting room at **3:27pm.**

DECLARATION OF INTEREST:

I, **Councillor Thomas**, inform this meeting that, pursuant to section 150EQ(3)(b) and 150EQ(3)(c) of the Local Government Act 2009, I have a declarable conflict of interest in relation to Agenda Item 10.10 – Community Donations and Support. The nature of my interest is as follows:

(i) I am an employee of the Gulf Christian College.

In accordance with section 150EM of the Local Government Act 2009, I will now leave the meeting room while this matter is discussed and voted on.

ATTENDANCE:

Councillor Thomas left the meeting room at **3:27pm.**

DECLARATION OF INTEREST:

I, **Councillor Scott**, inform this meeting that I have a prescribed conflict of interest in relation to Agenda Item 10.10 – Community Donations and Support Report. The nature of my interest is as follows:

(i) I am the President of the Normanton Social Fishing Club;

In accordance with section 150EM of the Local Government Act 2009 I will now leave the meeting and stay away from the meeting while this matter is discussed and voted on.

ATTENDANCE:

Councillor Scott left the meeting room at **3:27pm.**
The Director Corporate Services re-entered the meeting room at 3:30pm.

10.10 COMMUNITY DONATIONS AND SUPPORT

Executive Summary:

Council receives numerous requests for donations throughout the year. Council advertised a community donation round for any events between now and August. The applications received during the round for donations and fee waivers are listed in this report for Council's consideration.

COUNCIL RESOLUTION

Moved Cr Young Seconded Cr Hawkins

That Council approves the following requests for Donations and Support and waivers of fees and charges:

1. ***A fee waiver of $580.00 to be provided to the Normanton Social Fishing Club for:***
   - ***The community donation trailer $580***
2. ***A fee waiver of $580 be provided to Gulf Christian College family fun day for:***
   - ***Community Donation trailer $580***
3. ***A fee waiver of $580 be provided to Gulf Christian College NAIDOC night for:***
   - ***Community Donation trailer $580***
4. ***A fee waiver of $1,750 to be provided to Riverside Christian College for:***
   - ***Use of the Normanton Rodeo Grounds including the kitchen $1,750***
5. ***A fee waiver of $2,340 to be provided to Normanton Country Women's Association for:***
   - ***Use of the Normanton Shire Hall x 6 days $2,340***
6. ***A fee waiver of $17,030 to be provided to Normanton Rodeo committee:***
   - ***Printing 300 Black and white plus 20 colour copies $ 150.00***
   - ***Table and chair trailer plus additional chairs $ 680.00***
   - ***Road closure for the street parade $ 1,000.00***
   - ***Grade fire Break $ 1,800.00***
   - ***Rubbish Collection/ Slashing / lighting tower $ 2,000.00***
   - ***Mowing of the Rodeo grounds***

- *(this is included in the mowing schedule and not costed)*

Total $5,630.00

7. *A fee waiver of $780 to be provided Normanton State School for:*
   - *Use of the Normanton Shire Hall x 2 days $780*
8. *A fee waiver of $390 to be provided DATSIP for:*
   - *Use of the Normanton Shire Hall $390*
9. *A fee waiver of $9,600 to be provided Normanton Stingers for:*
   - *Use of the Normanton John Henry Oval for 4 nights up to 30th June $9,600.*

CARRIED 4/0 *Resolution No. 0323/022*

ATTENDANCE:

Councillor Gallagher re-entered the meeting room at **3:32pm.**
Councillor Thomas re-entered the meeting room at **3:32pm.**
Councillor Scott re-entered the meeting room at **3:32pm.**
The Assets Manager entered the meeting room at 3:33pm.
The Consultant Engineer entered the meeting room at 3:33pm.

10.11 K150 TERMS OF REFERENCE - ADVISORY COMMITTEE

Executive Summary:

At the August 2021 General Meeting the Council adopted a new Policy in relation to Advisory Committees and draft Terms of Reference for each of the committees in use by Council. The Terms of Reference for the K150 Advisory Committee are attached for adoption by Council.

COUNCIL RESOLUTION

Moved Cr Thomas Seconded Cr Murphy

That Council adopt the Terms of Reference for the K150 Advisory Committee.

CARRIED 7/0 *Resolution No. 0323/023*

10.12 RADF TERMS OF REFERENCE - ADVISORY COMMITTEE

Executive Summary:

At the August 2021 General Meeting the Council adopted a new Policy in relation to Advisory Committees and draft Terms of Reference for each of the committees in use by Council. The Terms of Reference for the RADF Advisory Committee are attached for adoption by Council.

COUNCIL RESOLUTION

Moved Cr Gallagher Seconded Cr Scott

That Council adopt the Terms of Reference for the RADF Advisory Committee.

CARRIED 7/0 ***Resolution No. 0323/024***

10.13 NORMANTON HERITAGE TERMS OF REFERENCE - ADVISORY COMMITTEE

Executive Summary:

At the August 2021 General Meeting the Council adopted a new Policy in relation to Advisory Committees and draft Terms of Reference for each of the committees in use by Council. The Terms of Reference for the Normanton Heritage Advisory Committee are attached for adoption by Council.

COUNCIL RESOLUTION

Moved Cr Young Seconded Cr Hawkins

That Council adopt the Terms of Reference for the Normanton Heritage Advisory Committee.

CARRIED 7/0 ***Resolution No. 0323/025***

This space left blank intentionally

10.14 CARPENTARIA K150 EVENT

Executive Summary:

This report provides information and updates to Council around the Carpentaria Shire K150 Event, and the activities organised and those that require a resolution.

COUNCIL RESOLUTION

Moved Cr Murphy Seconded Cr Scott

That Council:

1. ***Confirm and endorse the actions of the Chief Executive Officer to procure services on behalf of the committee as listed in the Officers Report; and***
2. ***Note the other items and actions contained in the Committee Minutes included in the Officer's Report and authorise expenditures proposed in accordance with budget for the Event.***
3. ***Council to provide guidance on third party events that Council is to supporting financially around:***
   a. ***If Council staff are to assist organizing the event, and***
   b. ***Is there an expectation to give back to the K150 event***

CARRIED 7/0 ***Resolution No. 0323/026***

ATTENDANCE:

The Assets Manager left the meeting room at 3:56pm.

10.15 REGIONAL ARTS DEVELOPMENT FUND (RADF)

Executive Summary:

This report provides information and updates to Council around the Carpentaria Shire RADF funding, and the activities organised and those projects approved by the RADF committee that require Council approval.

COUNCIL RESOLUTION

Moved Cr Thomas Seconded Cr Young

That Council approves the recommendation allocations from the RADF committee.

CARRIED 7/0 ***Resolution No. 0323/027***

ATTENDANCE:

The Director Corporate Services left the meeting room at 4:02pm.
The Director Corporate Services re-entered the meeting room at 4:03pm.

The Assets Manager re-entered the meeting room at 4:03pm.

DECLARATION OF INTEREST:

I, Councillor Gallagher, inform this meeting that, pursuant to section 150EQ(3)(b) and 150EQ(3)(c) of the Local Government Act 2009, I have a perceived conflict of interest in relation to Agenda Item 10.16 – User Agreement – Normanton Rodeo Association Incorporation. The nature of my interest is as follows:

(i) My daughter is an executive of the Normanton Rodeo Association Inc. Committee.

As the report is for noting changes previously agreed, I will remain in the meeting room.

Councillor Gallagher remained in the meeting room while the matter was discussed and voted on.

COUNCIL RESOLUTION

Moved Cr Bawden Seconded Cr Hawkins

The Councillor Gallagher remain in the room as the report is for noting changes already agreed only.

CARRIED 7/0 ***Resolution No. 0323/028***

10.16 USER AGREEMENT - NORMANTON RODEO ASSOCIATION INCORPORATED

Executive Summary:

The User Agreement between the Normanton Rodeo Association Incorporated and Council for the Normanton Showgrounds, had expired, and has been renegotiated and is now presented to Council for adoption.

COUNCIL RESOLUTION

Moved Cr Thomas Seconded Cr Murphy

That Council:

1. ***note the marked-up version of the user agreement; and***
2. ***provide feedback in relation to draft User Agreement; and***
3. ***delegate to the Chief Executive Officer the power to make amendments as discussed and finalise this User Agreement.***

CARRIED 7/0 ***Resolution No. 0323/029***

ATTENDANCE:

The Manager Economic and Community Development left the meeting room at 4:19pm.

ADJOURNMENT:

The meeting adjourned for afternoon tea at **4:20pm.**
The meeting resumed at **4:33pm.**

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 and note the Director of Engineering Report as presented; and

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

CARRIED 7/0 — ***Resolution No. 0323/030***

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11.2 NDRRA/QDRF REPORT

Executive Summary:

QRA20: The QRA20 project is 100% complete. Acquittal documentation has been lodged for the approval of all four (4) submissions and audits are currently being undertaken.

QRA21: The QRA21 project is approximately 52% complete. There is currently no construction work being undertaken due to the wet season shutdown, construction will recommence once floodwaters have subsided. The 2023 construction programme is being compiled to complete all submissions prior to the 30 June 2023 deadline utilising five (5) construction crews.

QRA22: Three (3) REPA Submissions have been approved and Council has received the 30% pre-payments from QRA. Two (2) REPA Submissions are currently awaiting approval. QRA22 construction work will commence once all QRA21 scope has been completed to ensure that submission deadlines are met.

QRA23 Carpentaria Shire Council has been activated for REPA, Emergency Works and CDO relief measures for flooding related to ex Tropical Cyclone Ellie / Monsoon Trough. Initial reports indicate significant damage to Council's transport infrastructure. Emergency works have commenced on accessible roads from Normanton.

OTHER:

All outstanding Fuel Levy adjustments have now been calculated and paid to Contractors.

The Mitchell River Crossing Investigation project is progressing with preliminary geotechnical investigations being performed to guide options analysis and structural design.

COUNCIL RESOLUTION

Moved Cr Thomas 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 7/0 ***Resolution No. 0323/031***

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11.3 WATER AND WASTE REPORT

Executive Summary:

This 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 February 2023.

COUNCIL RESOLUTION

Moved Cr Murphy — Seconded Cr Scott

That Council:

1. ***accepts the Water and Wastewater Report as presented for the period ending 28th February 2023; and***
2. ***that those matters not covered by resolution be noted.***

CARRIED 7/0 — ***Resolution No. 0323/032***

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 Hawkins — Seconded Cr Gallagher

That Council:

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

CARRIED 7/0 — ***Resolution No. 0323/033***

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11.5 ASSET MANAGEMENT REPORT

Executive Summary:

This report provides information and updates to Council on various tasks that are facilitated within the Asset Managers team. The following items of interest are discussed in further detail within the report:

- Normanton Admin Office – Box guttering damaged
- Normanton and Karumba Television issues
- Flood gauge maintenance funding

COUNCIL RESOLUTION

Moved Cr Scott Seconded Cr Hawkins

That Council:

1. receive the Asset Managers Report as presented; and

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

CARRIED 7/0 ***Resolution No. 0323/034***

ATTENDANCE:

The Consultant Engineer left the meeting room at 5:27pm.

11.6 SUPPLY AND DELIVERY OF NEW PLANT AND FLEET

Executive Summary:

This report provides information received from RFT23-006 and quotations received for the acquisition of a new UTV and vacuum trailer.

COUNCIL RESOLUTION

Moved Cr Young Seconded Cr Thomas

That Council:

1. Award the tender to John Cole Toyota for 6 Vehicles at a total of $308,839.91

2. Award the tender to Pacific Toyota for 3 Vehicles at a total of $208,315.89

3. Purchase a new Kubota UTV from Qmac at a cost of $ 30,363.64

4. Purchase a new Vacuum Trailer from RDO at a cost of $119,823.96

CARRIED 7/0 ***Resolution No. 0323/035***

ATTENDANCE:

The Assets Manager left the meeting room at 5:35pm.

11.7 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 January 2023.

COUNCIL RESOLUTION

Moved Cr Scott Seconded Cr Hawkins

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

CARRIED 7/0 ***Resolution No. 0323/036***

ADJOURNMENT FOR NEXT DAY

COUNCIL RESOLUTION

Moved Cr Murphy Seconded Cr Hawkins

That Council adjourn the meeting at 5:42pm to resume on Thursday 16 March 2023 at 8:00am.

CARRIED 7/0 ***Resolution No. 0323/037***

CONFIRMED MINUTES

Thursday

16 March 2023

1 OPENING OF MEETING

The Mayor welcomed members and declared the meeting open at **8:04am**.

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 DB Thomas	

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

Mr John Martin	Consultant Engineer - ERSCON

NOTE:
Councillor Scott and Councillor Hawkins was not in attendance upon resumption of the meeting due to an interest in the first matter on the resumption of the meeting – Agenda Item 11.8 ROPS – Wet Hire Plant.

ATTENDANCE:

Councillor Murphy left the meeting room at **9:01am.**

11.8 ROPS WET HIRE PLANT

Executive Summary:

A request for tenders for the ROPS Wet Hire Plant 2023 Construction Season (CN: 23-0001) closed on 31 January 2023 with forty-two (42) tenders received. Tenderers for each item of Wet Hire Plant have been assessed and placed on a Fully Conforming Tenders List and Request Additional Information list.

COUNCIL RESOLUTION

Moved Cr Thomas — Seconded Cr Young

That Council:

1. ***approve the suppliers on Appendix A - Fully Conforming Tenders for the Wet Hire Plant as presented. An Request For Information (RFI) is to be sent to tenderers on Appendix B – Request Additional Information that have non-conformances with requested information to be provided prior to engagement if it satisfies the conditions of the tender.***
2. ***Note the incorrect pricing provided in the Officers Report and confirm the correct pricing for quad trailers that were provided as part of the Officers updated Report.***

CARRIED 4/0 — ***Resolution No. 0323/038***

11.9 ROPS CIVIL CONTRUCTION MATERIAL TENDER

Executive Summary:

A request for tenders for the supply and delivery of Civil Construction Materials (Contract 23-0002) closed on 24 January 2022 with five (5) tenders received. The tenders have been assessed against three mandatory categories; Technical Capability, Managerial Capability and Financial Capability. Each material type has been assessed separately.

COUNCIL RESOLUTION

Moved Cr Bawden — Seconded Cr Gallagher

That Council approve the list of material suppliers presented:

- ***Bolwarra Enterprises Pty Ltd***
- ***Gulf Concrete Qld Pty Ltd***
- ***Wells Plant Hire Pty Ltd***
- ***MC Group QLD Pty Ltd***

CARRIED 4/0 — ***Resolution No. 0323/039***

ATTENDANCE:

Councillor Murphy re-entered the meeting room at **9:14am.**

11.10 23-0003 PREFERED SUPPLIER ARRANGEMENT FOR GRAVEL PIT PACKAGES

Executive Summary:

A request for tenders for the supply and delivery of gravel pit packages (Contract 23-0003) closed on 24th January 2023 with two (2) tenders received. Each gravel type has been assessed separately under recommendations.

COUNCIL RESOLUTION

Moved Cr Murphy Seconded Cr Young

That Council approve the list of material suppliers presented.

- ***Norwest Consolidated***
- ***Tom's Tonkas Pty Ltd***

CARRIED 5/0 ***Resolution No. 0323/040***

ATTENDANCE:

The Consultant Engineer left the meeting room at 9:18am.
Councillor Scott attended the meeting room at **9:19am.**
Councillor Hawkins attended the meeting room at **9:19am.**

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12 GENERAL BUSINESS

Joint Promotion – Burke and Carpentaria Shire Councils

The Chief Executive Officer informed that Mayor Camp requested a joint promotion between Carpentaria and Burke Shire Council to encourage tourists into the Region following the recent flooding. Some are experiencing cancellations already, need to encourage people to visit.
Action: The Chief Executive Officer to liaise with Burke Shire, TTNQ, OQTA and GSD to work up a promotion.

True Blue Magazine

The Chief Executive Officer informed that he had been approached by the Publisher of True Blue magazine inflight magazine in all REX aircrafts including a feature of the Queensland Outback Masters Golf (QOMG). OQTA and the QOMG are signed up to the promotion along with Mount Isa City Council.
Action: The Chief Executive Officer to progress if value for money.

Mould Treatment

The Chief Executive Officer informed that a local resident had advised that she has mould in her residence and queried what treatment is required and/or assistance from Council.
Action: A fact sheet to be developed and provided on the website.

Gulf Academy

The Chief Executive Officer provided an update on the recent meetings of the Gulf Academy that he had attended on Council's behalf via Teams.

Queensland Reconstruction Authority

The Chief Executive Officer informed of the current DRFA arrangements as per Version 9 and of the disaster assistance for Carpentaria Shire Council from 11 March – 12 March 2023.

- RDA Townsville NWQ are working on further subsidies on behalf of residents.
- The Chief Executive Officer presented a collation of the Road closure information since 4 January

Visit Minister and Coordinator General

The Mayor informed that Brendan Mood and Murray Watt MP will be arriving in Normanton tomorrow at 2:00pm. Nautilus are being arranged to fly enroute to Burketown.

Department of Agriculture and Fisheries
The Chief Executive Officer informed of the Draft Biosecurity program which replaces the existing Department of Agriculture and Fisheries surveillance program for Registrable Biosecurity. This information will be emailed to Councillors.

Request for Fodder
The Director of Engineering informed that Neumayer Valley had contacted and requested fodder to be provided. Action: Pass onto Department of Agriculture and Fisheries.

Camp Tenders
Councillor Murphy queried the Camp Tenders. This item was included in the Dry Hire Tenders which was presented previously.

Security around Town
Councillor Thomas stated there is a need for better security around town. - Raised concerns previously about increased lighting on key corners - Cameras at key locations in Town The Chief Executive Officer advised that cameras are being investigated for Council Facilities, namely the Sports Centre, Council Depot, Administration building and Shire Hall)

Toilets at Cemetery
Councillor Gallagher requested that toilets at the Cemetery be added to the list of public toilets that need to be opened and closed. Action: The Director of Engineering to arrange with Parks and Gardens Crew

Request for Additional Information
Councillor Gallagher requested additional information in the form of newsletters from the Local Disaster Management Group.

Cold Room at Rodeo Grounds
Councillor Gallagher informed that the cold room at the rodeo grounds was not working and if it could be looked at. Action: The Director of Engineering to arrange for this to be investigated and carry out necessary repairs

Karumba Sports Centre
Councillor Young informed of a request from the public to expand the room at the Karumba Gym. This request had been received previously and was being considered as part of budget considerations for 2023-2024

Community Consultation
Councillor Young requested a methodology on water be available at the next community consultation. The Chief Executive Officer informed that the Normanton community consultation will be held in the 4th week of April 2023.

Raw Water Scheme
Councillor Scott queried the progress of raw water scheme. Action: The Director of Engineering and Manager Water and Waste to present a report to a future Council meeting.

Dog Registrations
The Director Corporate Services informed of the need for a fee and consideration for allowance of dog registrations for buildings that share a property parcel (duplex) and the registration of dogs. Current fees and charges and process does not allow. Recommendation that the Council Ranger to inspect and authorise if the property and arrangement satisfy animal welfare concerns.

Amalgamation of Properties
The Director Corporate Services informed of the amalgamation of properties owned by Gulf Coast Agricultural Company.

Water Concession
The Director Corporate Services advised that the ratepayer who was denied the concession at last month's meeting has been advised if he was not satisfied with Council's decision he could take the matter to the Ombudsman.

Turn around at the 10 Mile Road
Councillor Hawkins suggested a turnaround at the 10 Mile turnoff past the Flinders River on the Cloncurry Road to allow for transports to turn around when the river is too high to cross during flooding.

ATTENDANCE:

The Chief Executive Officer left the meeting room at 10:06am.

Toilet at Critters Camp
Councillor Hawkins requested that consideration be given to discussing with Transport and Main Roads to install toilets and showers at rest stop near Critters Camp similar to other locations along the road network

ATTENDANCE:

The Chief Executive Officer re-entered the meeting room at 10:12am.

Meeting - 3 April 2023
Councillor Bawden informed that the company looking at taking over the APH will be in town on Monday 3 April 2023 and will be available to meet with Council at 5:30pm and provide a presentation.

Extension for Rates Discount Period
Councillor Bawden advised that he had a request for Council to consider and grant an extension of discount period for Rates and Charges for small businesses. Agreed to not grant the extension request on this occasion.

River Heights – Norman River
Councillor Bawden informed that a depth gauge and flood marker would need to be erected at the boat/barge ramp (at Burns Philp Building). Action: The Director of Engineering to shoot some levels and establish flood markers, so that river heights may be relayed to ascertain if there is enough coverage over the riverbank for barge operators to cross.

Canberra Trip - WQAC
Councillor Bawden advised that he and Scott Buchholz had a good catch up whilst in Canberra.

Plaque at Normanton Cemetery
The Executive Assistant informed a plaque for The Late Ms Molly Dunbar had been purchased however, due to the upgrade of the Normanton Cemetery, it could not be erected. A relative has requested that the plaque be sent to her and will be erected at the Croydon Cemetery as Croydon is her birthplace. The Executive Assistant asked if Council would consider purchasing another plaque to be placed in the Normanton Cemetery as this is where Ms Dunbar is buried.

Councillors agreed that a 2nd plaque be purchase and placed in the Normanton Cemetery once the upgrade is finished.

Council Meeting in Karumba
The Executive Assistant queried at what venue is next month's meeting to be held in Karumba and where do Councillors want to go for lunch. Councillor Bawden informed that the Ordinary Meeting will be held at the Les Wilson Barramundi Discovery Centre and lunch will be at the Sunset Tavern.

13 CLOSURE OF MEETING

*The Chair of the meeting, Cr Lyall Bawden, Mayor, declared the meeting closed at **10:31am**.*

MINUTES CERTIFICATE

These Minutes are Confirmed.

L Bawden ..... 15/03/2023 .....

Councillor LV Bawden **Date**

Mayor