

**CARPENTARIA SHIRE**

*Outback by the Sea*

***ORDINARY MEETING***

***MINUTES***

***17 MAY, 2023***

**CONFIRMED MINUTES**

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## CONFIRMED MINUTES

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### 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 CJ Young     |              |
| 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 |
| Ms Jacinda Sceresini | Executive Officer                                |
| Ms Jade Nacario      | Manager Finance and Administration               |
| Mrs Natasha Glaskin  | Manager Water & Waste                            |
| Mr Tom Loadsman      | Assets Manager                                   |
| Mr John Martin       | Consultant Engineer - ERSCON                     |
| Mr Nick Lennon       | Consultant Engineer - ERSCON                     |

#### APOLOGY

#### COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Scott

***That Council accept the apology from Cr Murphy and leave of absence be granted.***

**CARRIED 6/0**

***Resolution No. 0523/001***

## **CONFIRMED MINUTES**

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### **3 CONDOLENCES**

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

- ❖ Mr Keith (Herb) Evans

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

Confirmation of Minutes from the Ordinary Council Meeting held 19 April 2023, as previously circulated to Councillors.

#### **COUNCIL RESOLUTION**

Moved Cr Young

Seconded Cr Thomas

***That the Minutes of the Ordinary Council Meeting held 19 April 2023 be confirmed.***

**CARRIED 6/0**

***Resolution No. 0523/002***

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

Nil.

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

12:00pm Normanton State School Council Meeting Excursion.

#### **ATTENDANCE:**

**The Director Corporate Services left the meeting room at 9:16am.**

**The Director Corporate Services re-entered the meeting room at 9:18am.**

## CONFIRMED MINUTES

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### 7 MAYORAL MINUTES

#### Biosecurity Workshop - Cloncurry

Cr Bawden informed of his and the Chief Executive Officer's attendance at the Biosecurity Workshop held at Cloncurry recently.

Discussion were held on the following issues:

- Contacts in the event of an outbreak of Lumpy Skin Disease and whose responsibilities
- DAF position in Cloncurry is currently vacant

#### NWQROC Meeting – Hughenden (3 & 4 May 2023)

Cr Bawden informed of his and the Chief Executive Officer's attendance at the NWQROC Meeting held at Hughenden recently.

Discussion were held on the following issues:

- SGNRM are coordinating experiments or biocontrol exercises – Gall Thrip for Prickly Acacia and Leaf Miner targeting Belly Ache bush.
- Housing – Awaiting local committee to be finalised. It was suggested that all builders attend the first meeting of the Advisory Committee.
- Regional Waste Plan – identifies the issues and opportunities specific to the North West Queensland region of Councils (NWQROC) and its nine local government areas (LGAs).
- Glenore Bridge – Raising of the road on the other side of the Glenore bridge is in TMR's works program.

#### Meeting with Main Roads - Cairns

Cr Bawden informed of his and Mayors from Croydon and Etheridge attendance at a meeting with the Main Roads Minister held at Cairns recently.

Discussion were held on the Gilbert River bridge in Etheridge Shire.

#### ATTENDANCE:

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

The Executive Assistant re-entered the meeting room at 9:36am.

The Director Corporate Services left the meeting room at 9:36am.

## 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 Request to Pay Rates by Arrangement - Variation of Council Resolutions dated 16 November 2022  
***This item is classified CONFIDENTIAL under the provisions of clause 254J(3)(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 Request to Pay Rates by Arrangement - Variation of Council Resolutions dated 14 December 2022  
***This item is classified CONFIDENTIAL under the provisions of clause 254J(3)(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 Request to Pay Rates by Arrangement - Variation of Amount  
***This item is classified CONFIDENTIAL under the provisions of clause 254J(3)(d) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to rating concessions.***
- 8.4 Request to Pay Rates by Arrangement - Variation of Council Resolutions dated 16 November 2022  
***This item is classified CONFIDENTIAL under the provisions of clause 254J(3)(d) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to rating concessions.***
- 8.5 Waste Operations  
***This item is classified CONFIDENTIAL under the provisions of clause 254J(3)(e) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.***

CARRIED 6/0

Resolution No. 0523/003

## CONFIRMED MINUTES

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### CLOSURE OF MEETING:

The meeting was closed to the public at **9:38am**.

### ATTENDANCE:

The Director Corporate Services re-entered the meeting room at 9:42am.

The Director Corporate Services left the meeting room at 10:02am.

The Director Corporate Services re-entered the meeting room at 10:04am.

The Director Corporate Services left the meeting room at 10:24am.

The Manager Water and Waste entered the meeting room at 10:27am.

The Director Corporate Services re-entered the meeting room at 10:30am.

The Director Corporate Services left the meeting room at 10:31am.

The Director Corporate Services re-entered the meeting room at 10:35am.

The Manager Water and Waste left the meeting room at 10:37am.

### COUNCIL RESOLUTION

Moved Cr Thomas

Seconded Cr Hawkins

*That Council open the meeting to the public.*

CARRIED 6/0

*Resolution No. 0523/004*

### REOPENING OF MEETING:

The meeting was reopened to the public at **10:37am**.

### ADJOURMENT:

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

The meeting resumed at **11:05am**.

### ATTENDANCE:

The Executive Officer entered the meeting room at 11:05am.

### SUSPENSION OF STANDING ORDERS

#### COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Gallagher

*That standing orders be suspended to commence dealing with the Chief Executive Officer's Report.*

CARRIED 6/0

*Resolution No. 0523/005*



## 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 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. 0523/006***

#### 9.2 ELECTION GUIDELINES - STAFF, CONTRACTORS AND VOLUNTEERS

**Executive Summary:**

The attached Guidelines and Election Management Plan (template) have been developed to assist staff, contractors, and volunteers (Council) with governance and managing conflicts if standing for candidacy for the upcoming local government elections in March 2024.

**COUNCIL RESOLUTION**

Moved Cr Thomas

Seconded Cr Young

***That Council note the content of the Chief Executive Officers Report.***

**CARRIED 6/0**

***Resolution No. 0523/007***

**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 9.3 – Seeking Council Views. The nature of my interest is as follows:

- (i) My parents owns the property.

## CONFIRMED MINUTES

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 **11:25am**.

### **9.3 SEEKING COUNCIL VIEWS**

#### **Executive Summary:**

Council has received correspondence from the Department of Resources in relation to the Term Lease on Lot 96 on NM129 (new lot description is Lot 29 on NR69) seeking Council's views on the continuation of the Term Lease.

#### **COUNCIL RESOLUTION**

Moved Cr Hawkins

Seconded Cr Young

***That Council offer no objection to the renewal of the lease for the land described as Lot29 on NR69.***

**CARRIED 5/0**

***Resolution No. 0523/008***

### **ATTENDANCE:**

Councillor Gallagher re-entered the meeting room at **11:27am**.

### **9.4 ORGANISATIONAL STRUCTURE**

#### **Executive Summary:**

Continuing the progress of the actions contained in the Workforce Plan, the development of an appropriate organisational structure to deliver the strategies of Council is now presented for consideration and adoption.

#### **COUNCIL RESOLUTION**

Moved Cr Thomas

Seconded Cr Scott

***That Council:***

- 1. adopt the new Organisational Structure presented in the Chief Executive Officer's Report; and***
- 2. authorise the recruitment of the new proposed Director of Community Development, Tourism and Regional Prosperity through an executive recruitment agency.***

**CARRIED 6/0**

***Resolution No. 0523/009***

## CONFIRMED MINUTES

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### ATTENDANCE:

The Chief Executive Officer left the meeting room at 11:36am.  
The Chief Executive Officer re-entered the meeting room at 11:38am.  
The Manager Human Resources entered the meeting room at 11:38am.

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### 9.5 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 Scott

Seconded Cr Gallagher

*That Council accepts the report for information.*

CARRIED 6/0

*Resolution No. 0523/010*

### ATTENDANCE:

The Manager Human Resources left the meeting room at 11:38am.

### DEPUTATION:

**11:55am – 12:30pm** Mr Lachlan Hill, Ms Emma Dawson and Year 7/8 students from the Normanton State School attended the meeting to observe a Council meeting as part of their learning of different levels of governments.

The Chief Executive Officer provided students with information on Local government.

### ATTENDANCE:

The Manager – Les Wilson Barramundi Discovery Centre entered the meeting room at 12:00pm.

### DECLARATION OF INTEREST:

I, **Councillor Bawden**, inform this meeting that I have a prescribed conflict of interest in relation to Agenda Item 9.6 – Les Wilson Barramundi Discovery Centre, Karumba and Normanton Visitor Information Centres. The nature of my interest is as follows:

- (i) I am related to Jeff Horn;

As the report is for noting only, I will remain in the meeting room.

## CONFIRMED MINUTES

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### 9.6 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 Scott

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

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

**CARRIED 6/0**

***Resolution No. 0523/011***

#### **ATTENDANCE:**

The Manager – Les Wilson Barramundi Discovery Centre left the meeting room at 1:16pm.

#### **ADJOURNMENT:**

The meeting was adjourned for lunch at 1:16pm.  
The meeting resumed at 2:18pm.

#### **RESUMPTION OF STANDING ORDERS**

#### **COUNCIL RESOLUTION**

Moved Cr Scott

Seconded Cr Young

***That Standing Orders resume to commence dealing with Agenda Item 8 - Confidential Reports.***

**CARRIED 6/0**

***Resolution No. 0523/012***

## CONFIRMED MINUTES

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### 8 CONFIDENTIAL BUSINESS

#### 8.1 REQUEST TO PAY RATES BY ARRANGEMENT - VARIATION OF COUNCIL RESOLUTIONS DATED 16 NOVEMBER 2022

##### Executive Summary:

This report concerns rating concessions which were granted to the following ratepayers by Council resolutions dated 16 November 2022:

- A203; Lot 13 on K36415, Karumba
- A949; Lot 1 on RP808170, Normanton
- A732; Lot 34 on N14812, Normanton

Council is asked to consider whether to resolve to vary the terms of each resolution to allow each ratepayer additional time to provide an update on their financial circumstances.

##### COUNCIL RESOLUTION

Moved Cr Scott

Seconded Cr Gallagher

***That Council resolves to conclude the concession granted by its previous resolution dated 16 November 2022 with respect to 4 Carron Street, Karumba (A203; Lot 13 on K36415) and further resolve as follows:***

***“That Council resolves to agree to grant a concession to the applicant under section 121(b) of the Local Government Regulation 2012 by way of an agreement to defer payment of rates and charges levied on the land located at 4 Carron Street, Karumba (A203; Lot 13 on K36415) subject to the following conditions:***

- (a) ***payment of fortnightly instalments necessary to reduce the amount of the overdue rates or charges to \$Nil by 30 June 2024 with Council’s Chief Executive Officer to provide the ratepayer with a repayment schedule required to be complied with;***
- (b) ***this concession concluding if:***
- (i) ***fortnightly instalments are not paid by the due date set out in the repayment schedule; or***
  - (ii) ***the amount of the overdue rates or charges is not reduced to \$Nil by 30 June 2024.***

**AND**

***That Council resolves to conclude the concession granted by its previous resolution dated 16 November 2022 with respect to 4 Swan Street, Normanton (A949; Lot 1 on***

## CONFIRMED MINUTES

**RP808170) and further resolve as follows:**

***“That Council resolves to agree to grant a concession to the applicant under section 121(b) of the Local Government Regulation 2012 by way of an agreement to defer payment of rates and charges levied on the land located at 4 Swan Street, Normanton (A949; Lot 1 on RP808170) subject to the following conditions:***

- (a) *payment of weekly instalments necessary to reduce the amount of the overdue rates or charges to \$Nil by 30 June 2024 with Council’s Chief Executive Officer to provide the ratepayer with a repayment schedule required to be complied with;***
- (b) *this concession concluding if:***
  - (i) *weekly instalments are not paid by the due date set out in the repayment schedule; or***
  - (ii) *the amount of the overdue rates or charges is not reduced to \$Nil by 30 June 2024.***

**AND**

***That Council resolves to conclude the concession granted by its previous resolution dated 16 November 2022 with respect to 43 Dutton Street, Normanton (A732; Lot 34 on N14812) and further resolve as follows:***

***“That Council resolves to agree to grant a concession to the applicant under section 121(b) of the Local Government Regulation 2012 by way of an agreement to defer payment of rates and charges levied on the land located at 43 Dutton Street, Normanton (A732; Lot 34 on N14812) subject to the following conditions:***

- (a) *payment of weekly instalments necessary to reduce the amount of the overdue rates or charges to \$Nil by 30 June 2024 with Council’s Chief Executive Officer to provide the ratepayer with a repayment schedule required to be complied with;***
- (b) *this concession concluding if: b***
  - (i) *weekly instalments are not paid by the due date set out in the repayment schedule; or***
  - (ii) *the amount of the overdue rates or charges is not reduced to \$Nil by 30 June 2024.***

**CARRIED 6/0**

**Resolution No. 0523/013**

## CONFIRMED MINUTES

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### 8.2 REQUEST TO PAY RATES BY ARRANGEMENT - VARIATION OF COUNCIL RESOLUTIONS DATED 14 DECEMBER 2022

#### Executive Summary:

This report concerns rating concessions which were granted to the following ratepayers by Council resolutions dated 14 December 2022:

- A607 - Lot 5 on SP 112907, Normanton

Council is asked to consider whether to resolve to vary the terms of each resolution to allow each ratepayer additional time to provide an update on their financial circumstances.

#### COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Hawkins

***That Council resolves to conclude the concession granted by its previous resolution dated 14 December 2022 with respect to Assessment: A607 (Lot 5 on SP112907) and further resolve as follows:***

***“That Council resolves to agree to grant a concession to the applicant under section 121(b) of the Local Government Regulation 2012 by way of an agreement to defer payment of rates and charges levied on A607 (Lot 5 on SP112907) subject to the following conditions:***

- (a) ***payment of weekly instalments necessary to reduce the amount of the overdue rates or charges to \$Nil by 30 June 2024 with Council’s Chief Executive Officer to provide the ratepayer with a repayment schedule required to be complied with;***
- (b) ***this concession concluding if:***
- (i) ***weekly instalments are not paid by the due date set out in the repayment schedule; or***
  - (ii) ***the amount of the overdue rates or charges is not reduced to \$Nil by 30 June 2024.***

CARRIED 6/0

Resolution No. 0523/014

## CONFIRMED MINUTES

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### 8.3 REQUEST TO PAY RATES BY ARRANGEMENT - VARIATION OF AMOUNT

#### Executive Summary:

This report is presented to Council to consider whether to grant a variation to a concession to the below ratepayer who has made an oral application in terms of section 121(b) of the *Local Government Regulation 2012* for an agreement to defer payment of rates and charges levied on the land.

Council is asked to consider this request and recommendation and provide guidance to officers on how to proceed.

#### COUNCIL RESOLUTION

Moved Cr Bawden

Seconded Cr Gallagher

***That Council note for A853 – Lot 54 on CP N14850, the changes to amounts paid of \$400 per fortnight, not \$500 per fortnight in line with the payment arrangement from 10<sup>th</sup> February 2023 through to 23<sup>rd</sup> March 2023, and continue to monitor payments.***

***Accordingly, it is necessary that Council resolve to vary its resolution with respect to Assessment: A853 (Lot 54 on N14850) dated 16 November 2022 to read as follows:***

***That Council resolves to agree to grant a concession to the applicant under section 121(b) of the Local Government Regulation 2012 by way of an agreement to defer payment of rates and charges levied on the land located at 35 Noel Street, Normanton (Assessment: A853; Lot 54 on CP N14850) subject to the following conditions:***

- (a) payment of instalments of \$500.00 per fortnight (commencing from the date of this resolution);***
- (b) this concession concluding, if fortnightly instalments are not paid on the due date.***

CARRIED 6/0

Resolution No. 0523/015



## CONFIRMED MINUTES

### 8.4 REQUEST TO PAY RATES BY ARRANGEMENT - VARIATION OF COUNCIL RESOLUTIONS DATED 16 NOVEMBER 2022

#### Executive Summary:

This report is presented to Council to consider whether to grant a concession to the below ratepayer who has asked for a concession in terms of section 121(b) of the *Local Government Regulation 2012* by way of an agreement to defer payment of rates and charges levied on the land. It is noted that this property is currently subject to Council's resolution to sell land for overdue rates made on 16 November 2022. Council's Chief Executive Officer may commence sale procedures (i.e. issue an auction notice) for the property at any time from and including 12 April 2023.

Council is asked to consider this request and recommendation and provide guidance to officers on how to proceed.

#### COUNCIL RESOLUTION

Moved Cr Bawden

Seconded Cr Thomas

***That Council resolves to conclude the concession granted by its previous resolution dated 14 December 2022 with respect to Assessment: A566 (Lot 101 & 102 on CP N1481) and further resolve as follows:***

***That Council resolves to agree to grant a concession to the applicant under section 121(b) of the Local Government Regulation 2012 by way of an agreement to defer payment of rates and charges levied on A566 (Lot 101 & 102 on CP N1481) subject to the following conditions:***

- (a) payment of weekly instalments necessary to reduce the amount of the overdue rates or charges to \$Nil by 30 June 2024 with Council's Chief Executive Officer to provide the ratepayer with a repayment schedule required to be complied with;***
- (b) this concession concluding if:***
  - (i) weekly instalments are not paid by the due date set out in the repayment schedule; or***
  - (ii) the amount of the overdue rates or charges is not reduced to \$Nil by 30 June 2024.***

CARRIED 6/0

Resolution No. 0523/016

## CONFIRMED MINUTES

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### 8.5 WASTE OPERATIONS

#### Executive Summary:

Council is authorised under Permit EPPR00239813 for Waste disposal at the Normanton Landfill, and has a number of requirements which must be adhered to at the closed Karumba Landfill Facility. Karumba Transfer Station does not currently meet the thresholds to require a permit, however, under the Environmental Protection Act, Council must ensure that waste streams are managed in a way that does not impact the environment.

Council has an existing contract for the operations of the active Landfill site in Normanton and the Transfer Station in Karumba. The Contract is due to cease in 2024 and has the option for a 3 year extension.

The current contract does not adequately protect Council's rights, nor does it support Council to meet its legislative obligations concerning the Normanton and Karumba refuse sites.

It is recommended that Council continue the current contract without variation or extension, and proceed with actions to undertake a detailed assessment of current operations required to inform and develop a new Tender.

#### COUNCIL RESOLUTION

Moved Cr Scott

Seconded Cr Young

#### *That Council:*

- 1. Continue the current contract without variation or extension; and***
- 2. Proceed with actions to undertake a detailed assessment of current operations required to inform a new procurement process, by engaging a suitably qualified consultant and legal professional experienced in Waste Management Contracts.***

CARRIED 6/0

*Resolution No. 0523/017*

#### ATTENDANCE:

The Chief Executive Officer left the meeting room at 2:49pm.

The Chief Executive Officer re-entered the meeting room at 2:51pm.

The Manager Human Resources entered the meeting room at 2:51pm.

The Manager Human Resources left the meeting room at 3:15pm.

## CONFIRMED MINUTES

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### 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 Hawkins

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 6/0

*Resolution No. 0523/018*

##### ATTENDANCE:

The Chief Executive Officer left the meeting room at 3:28pm.

The Manager Finance and Administration entered the meeting room at 3:31pm.

The Chief Executive Officer re-entered the meeting room at 3:32pm.

The Manager Finance and Administration left the meeting room at 3:41pm.

### 10.2 MONTHLY FINANCIAL REPORT - APRIL 2023

##### Executive Summary:

Presentation of the financial report for 30 April 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 Scott

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 30 April 2023.*

CARRIED 6/0

*Resolution No. 0523/019*

## CONFIRMED MINUTES

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### 10.3 RESERVES POLICY

**Executive Summary:**

The Reserves Policy has been developed to establish guidelines for the management of existing cash reserves, and to ensure there are controls over the expenditure of internally restricted cash.

**COUNCIL RESOLUTION**

Moved Cr Bawden

Seconded Cr Gallagher

***That Council adopts the Reserves Policy as presented.***

**CARRIED 6/0**

***Resolution No. 0523/020***

### 10.4 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 Gallagher

Seconded Cr Thomas

***That Council accept and approve the application to keep more than two (2) dogs for the property located at 23 Matilda Street, Normanton.***

**CARRIED 6/0**

***Resolution No. 0523/021***

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## CONFIRMED MINUTES

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### 10.5 COMMUNITY DEVELOPMENT REPORT

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#### 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 Thomas

#### *That Council:*

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

CARRIED 6/0

**Resolution No. 0523/022**

#### 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 10.6 – Community Donations and Support. The nature of my interest is as follows:

- (i) My wife is an employee of the applicant.

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 **4:04pm**.

#### 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 10.6 – Community Donations and Support. The nature of my interest is as follows:

- (i) I am an employee of the Gulf Christian College, who is also to benefit from attendance associated with the donation/fee waiver request from the Normanton State School for Jute Theatre Company.

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.

## CONFIRMED MINUTES

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### ATTENDANCE:

Councillor Thomas left the meeting room at **4:04pm**.  
Councillor Bawden left the meeting room at **4:08pm**.  
Councillor Bawden re-entered the meeting room at **4:09pm**.

### 10.6 COMMUNITY DONATIONS AND SUPPORT

#### **Executive Summary:**

Council receives numerous requests for donations throughout the year. The applications for donations and fee waivers listed in this report are presented for Council consideration, or advising those applications already approved by the Chief Executive Officer's delegation.

#### **COUNCIL RESOLUTION**

Moved Cr Young

Seconded Cr Scott

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

- 1. provide a fee waiver of \$2080 to Normanton Stingers for the purpose of preparing for the Gulf Cluster on the 20<sup>th</sup> May 2023.***
- 2. provide a fee waiver of \$1170 for the hire of the Normanton Shire Hall to Normanton State School for the purpose of hosting Jute Theatre Company workshops from the 19/06/2023 – 22/06/2023 with cleaning to be undertaken by the hirer.***
- 3. provide a fee waiver of \$1560 for the hire of the Normanton Shire Hall to Bynoe CACS Ltd to run dance lessons every Friday fortnight, between 19th May and the 23rd of June 2023 with cleaning to be undertaken by the hirer.***

**CARRIED 4/0**

**Resolution No. 0523/023**

#### **NOTATION:**

The request for fee waiver for the Barra Bash is to be deferred for the June meeting with additional information provided to Council for consideration.

### **ATTENDANCE:**

Councillor Thomas re-entered the meeting room at **4:12pm**.  
**The Consultant Engineers entered the meeting room at 4:12pm.**

**CONFIRMED MINUTES**

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**10.7 CARPENTARIA SHIRE MANAGEMENT OF THE NORMANTON SPORTS CENTRE  
TENDER RFT23-0010**

**Executive Summary:**

During the February 2023 Ordinary Council meeting, Council passed a resolution to terminate the Management Agreement between Council and Bynoe CACS Ltd with the last day of operation being 30<sup>th</sup> June 2023.

Council released a Tender for the Management of the Normanton Sports Centre for a period of 21 days which closed on the 4<sup>th</sup> of May 2023.

Council received one application for the Management of the Normanton Sports Centre and the relevant information is listed below for Council's consideration.

**COUNCIL RESOLUTION**

Moved Cr Thomas

Seconded Cr Hawkins

***That Council:***

- 1. declines the Tender submission and the applicants offer of \$189,000 excluding GST; and***
- 2. Council take on the operations of the Normanton Sports Centre.***

**CARRIED 5/0**

**Resolution No. 0523/024**

**ATTENDANCE:**

Councillor Gallagher re-entered the meeting room at **4:17pm**.

**The Manager of Water and Waste entered the meeting room at 4:22pm.**

**The Assets Manager entered the meeting room at 4:22pm.**

**ADJOURNMENT:**

The meeting adjourned for afternoon tea at **4:17pm**.

The meeting resumed at **4:38pm**.

## CONFIRMED MINUTES

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### 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 6/0**

***Resolution No. 0523/025***

#### ATTENDANCE:

The Director Corporate Services left the meeting room at 5:12pm.

The Assets Manager left the meeting room at 5:17pm.

The Director Corporate Services re-entered the meeting room at 5:18pm.

The Assets Manager re-entered the meeting room at 5:19pm.

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## **CONFIRMED MINUTES**

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

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#### **Executive Summary:**

**QRA20:** The QRA20 project is 100% complete. Acquittal documentation has been lodged for the approval of all four (4) submissions. One (1) submission has been acquitted and Council has received the final payment. Audits are currently being undertaken on the remaining submissions.

**QRA21:** The QRA21 project is approximately 52% complete. Construction has now recommenced, the QRA21 scope is being prioritised to ensure deadlines are met. The 2023 construction program has been compiled to complete all submissions prior to the 30 June 2023 deadline utilising five (5) construction crews.

**QRA22:** Five (5) REPA Submissions have been approved and Council has received the 30% pre-payments from QRA. One (1) REPA Submission is currently awaiting approval. Submission 6 (Mitchel River Crossing) has been approved for construction.

**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. Damage pickup has begun throughout the shire. Damage assessments are currently being undertaken and submissions care being prepared in the MARS system.

#### **COUNCIL RESOLUTION**

Moved Cr Hawkins

Seconded Cr Thomas

#### ***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. 0523/026***

#### **ATTENDANCE:**

**The Consultant Engineers left the meeting room at 5:28pm.**

## CONFIRMED MINUTES

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### 11.3 WATER AND WASTE MONTHLY REPORT

#### Executive Summary:

This report has been prepared to provide Council with an overview of actions completed and underway within the Water and Waste Department. Normanton Water Treatment Plant (WTP), Karumba Sewage Treatment Plant (STP) and Normanton STP for the month of April 2023.

#### COUNCIL RESOLUTION

Moved Cr Scott

Seconded Cr Hawkins

#### *That Council:*

- 1. receive and note the Water and Waste Report for the April 2023 period; and*
- 2. that those matters not covered by a resolution be noted.*

CARRIED 6/0

*Resolution No. 0523/027*

#### DECLARATION OF INTEREST:

I, **Councillor Thomas**, inform this meeting that I have a potential conflict of interest in relation to Agenda Item 11.4 – Raw Water Irrigation Network. The nature of my interest is as follows:

- (i) My employer is connected to the raw water irrigation network;

As the report is for discussion on overall network design only, I will remain in the meeting room.

## **CONFIRMED MINUTES**

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### **11.4 RAW WATER IRRIGATION NETWORK**

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#### **Executive Summary:**

In approximately 2019, Council was successful in its application for funding of a raw water irrigation network for the township of Normanton to reduce the burden on the potable water system and maintain the aesthetics year round.

Utilization of the Raw Water Irrigation Network is primarily Council and the Gulf Christian College's sports oval, despite 12 connections having been installed throughout the township to date.

Ganden were engaged in May 2023 to conduct a review of the system to clearly define the limitations and propose recommendations for future expansion. The system review involved a site visit, however, was predominantly a desktop review of the available data and reports prepared to date.

It is recommended the short-term actions be prioritised for implementation as soon as possible. These actions will inform the recommended long term actions and be required to support investigations as part of the funded projects underway, including the Glenore Weir Raw Water Pipeline Design and Water Reservoir Upgrade.

#### **COUNCIL RESOLUTION**

Moved Cr Young

Seconded Cr Gallagher

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

- 1. accepts the report by Ganden Engineers and Project Managers, endorsing the short-term actions for immediate implementation; and***
- 2. supports investigation into the long-term actions and options.***

**CARRIED 6/0**

**Resolution No. 0523/028**

#### **ATTENDANCE:**

**The Manager Water and Waste left the meeting room at 5:46pm.**

## CONFIRMED MINUTES

### 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 for the month of April 2023.

#### COUNCIL RESOLUTION

Moved Cr Scott

Seconded Cr Thomas

#### *That Council:*

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

CARRIED 6/0

*Resolution No. 0523/029*

### 11.6 SUPPLY AND DELIVERY OF NEW PLANT AND FLEET

#### Executive Summary:

This report provides information received from RFT23-009 Light Truck Tender – Supply and Delivery of Light trucks.

#### COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Thomas

#### *That Council:*

- 1. award the tender to Isuzu Cairns for a Tilt Tray up to the value of \$249,333,99*
- 2. award the tender to Isuzu Cairns for a WTP Tipper up to the value of \$130,879.70.*
- 3. award the tender to Isuzu Cairns for a Works Tipper up to the value of \$67,652.56.*
- 4. award the tender to Isuzu Cairns for a Plumbers Truck up to the value of \$155,557.05.*

CARRIED 6/0

*Resolution No. 0523/030*

## **CONFIRMED MINUTES**

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### **11.7 WORKSHOP REPORT**

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**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 Young

Seconded Cr Gallagher

***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. 0523/031***

### **11.8 BUILDING AND PLANNING REPORT**

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**Executive Summary:**

The report is to advise Council of relevant planning and building activities within the Shire for the month of April 2023.

**COUNCIL RESOLUTION**

Moved Cr Scott

Seconded Cr Young

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

**CARRIED 6/0**

***Resolution No. 0523/032***

**ATTENDANCE:**

**The Assets Manager left the meeting room at 6:32pm.**

## CONFIRMED MINUTES

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### 12 GENERAL BUSINESS

#### Walking Track to Cemetery

Councillor Bawden requested that the gravel on the walking track be removed before the Rodeo.

Action: The Director of Engineering to arrange for path to be cleaned before Rodeo Weekend 9-11 June 2023

#### Rock Revetment Wall

Councillor Bawden queried if approval was obtained for the proposed operational work for a rock revetment wall at Yappar Street, Karumba.

The Chief Executive Officer informed that approval was given at the April Meeting and correspondence sent to the applicant.

#### Time limits

Councillor Bawden queried the time limits for parking at the Karumba Lodge.

New signage has been installed in the vicinity of the Lodge in recent times and was being patrolled.

#### Creditor Processing

Councillor Bawden queried the process for Payment Terms and above quote procedures.

Action: The Director Corporate Services to ensure this process will be reviewed as part of internal processing.

#### Policy Executive Meeting – North West Queensland

Councillor Bawden informed that the Policy Executive Meeting – North West Queensland is scheduled to take place on 16 & 17 August 2023 at Cloncurry.

Councillor Bawden stated that the August Ordinary Meeting of Council is also on the 16 & 17 August and requested that the dates be changed to 17 & 18 August 2023.

Action: The Chief Executive Officer and Executive Assistant to arrange for advertising of the meeting date change

#### Iffley Road

Councillor Hawkins queried the opening of the Iffley Road.

## **CONFIRMED MINUTES**

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### **Sand at Leichhardt River**

Councillor Hawkins informed of the sand at the Leichhardt River and asked when would the road be opened.

The Director of Engineering informed that excavation of the sand has started and the road should be open next week.

### **Tier 1 & Tier 2 Contractors for Local Suppliers**

Councillor Hawkins advised that he was continuing to receive enquiries from contractors in relation to local suppliers in the order of engagement.

The Chief Executive Officer advised that due to recent audits and recommendations a new Policy had been developed to clearly define the Order of Engagement for wet hire contractors, and this process is followed in relation to allocation of contractors work schedules. The Councillors are no longer involved in the Order of Engagement as these are now undertaken in accordance with the Policy which was adopted by Council following review by the Auditors who recommended it.

### **Tender Documentation**

The Director Corporate Services advised that tenders and documentation for the issue of contracts is currently under-review for improvement in future tenders.

### **Update on Roads**

Councillor Scott requested that information be monitored and reported to RACQ and TMR as recent road closure information on their sites was incorrect. Council to continue distributing road closures/openings on our social media outlets informing that roads are opened.

### **Outback Golf Masters**

Councillor Young requested assistance for a general clean-up of the Karumba Golf Course prior to the competition which is being held 15 & 16 July 2023.

**Action: The Chief Executive Officer to contact Peter Wells and arrange clean up assistance prior to the Karumba 150 celebrations.**

### **Illegal - Old Croydon road**

Councillor Gallagher informed of more illegal works potentially along Old Croydon Road.

**Action: The Chief Executive Officer to monitor and address complaints as they are received**

## CONFIRMED MINUTES

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### Toilet at Normanton Cemetery

Councillor Gallagher requested a trial to leave the toilet at the Normanton Cemetery open for a month.

Action: The Director of Engineering to arrange for the opening of the toilets for a one month trial

### Workshop Gate

Councillor Gallagher queried the progress on the closure of the Workshop gates. The Chief Executive Officer advised that a personal access gate and sign would be provided at the rear access to the workshop and the double gates would then be locked.

### Doors at Shire Hall

Councillor Thomas queried if the doors at the Shire Hall had been fixed. It was noted that new doors have been installed.

### Railway Station

Councillor Thomas raised concerns in relation to the continuance of service of the Gulflander with the recent resignations from Queensland Rail.

### Ramps at Gidgee Medical Centre

Councillor Thomas informed of a request to have ramps installed across the footpath outside the Gidgee Medical Centre on Thompson and Brown Streets similar to the Pharmacy.

Action: The Director of Engineering to arrange for two ramps to be installed as requested

### Footpath Obstructions

Councillor Thomas informed of rocks and cars on footpath. It was noted that motorcycles are the cause for residents putting obstructions in place.

### RRTG Committee Meeting

The Director of Engineering informed of his attendance at the RRTG Committee Meeting to be held at Richmond next week.



**CONFIRMED MINUTES**

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**13 CLOSURE OF MEETING**


*The Chair of the meeting, Cr Lyall Bawden, Mayor, declared the meeting closed at 7:45pm.*

**MINUTES CERTIFICATE**

***These Minutes are Confirmed.***



.....  
**Councillor LV Bawden**  
**Mayor**



.....  
**Date**

