



CARPENTARIA SHIRE

Outback by the Sea

ORDINARY MEETING

MINUTES

15 NOVEMBER, 2023

CONFIRMED MINUTES

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CONFIRMED MINUTES

1 OPENING OF MEETING

The Mayor welcomed members and declared the meeting open at **9:08am**.

2 RECORD OF ATTENDANCE

Councillors

Cr LV Bawden	Mayor
Cr BJ Hawkins	Deputy Mayor
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
Ms Anne Andrews	Director Community Development, Tourism & Regional Prosperity
Mr Michael Wanrooy	Director of Engineering

The following officers attended the meeting as indicated in the minutes

Ms Jade Nacario	Manager Finance & Administration
Mr Tom Loadsman	Asset Manager
Mr John Martin	Consultant Engineer - ERSCON

APOLOGY

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Young

That Council accept the apology from Councillor Gallagher and leave of absence be granted.

CARRIED 6/0

Resolution No. 1123/001

3 CONDOLENCES

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

- ❖ Mr Steven Kennedy

CONFIRMED MINUTES

4 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

Confirmation of Minutes from the Ordinary Council Meeting held 11 October 2023, as previously circulated to Councillors.

COUNCIL RESOLUTION

Moved Cr Thomas

Seconded Cr Hawkins

That the Minutes of the Ordinary Council Meeting held 11 October 2023 be confirmed.

CARRIED 6/0

Resolution No. 1123/002

5 BUSINESS ARISING FROM PREVIOUS MEETINGS

Nil.

6 RECEPTION OF PETITIONS & DEPUTATIONS

Nil.

7 MAYORAL MINUTES

Annual LGAQ Conference - Gladstone

Councillor Bawden informed of his, the Deputy Mayor and Chief Executive Officer's attendance at the Annual LGAQ Conference held recently at Gladstone.

Discussions were held on:

- There were no Director-General's (DG's) on the floor at the booth's as has been the practice in previous years, those DG's that did attend were only in attendance briefly and no one had an opportunity to engage.
- Carpentaria Shire Council's motion was debated and passed.

Fishing Consultation – Proposed Gill Net Closure

Councillor Bawden informed of a verbal extension of time proposed to 10 December 2023. Consideration for letters of support from the NWQROC Member Councils.

Industry Representatives have a meeting scheduled with the Minister in Brisbane on Friday 17th November 2023.

Mayor and others met with Minister Furner during the recent Community Cabinet Meeting held in Townsville.

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 Scott

Seconded Cr Young

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- 1 Dutton Street, Normanton
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 Overdue Rates and Charges - 7 Beard Crescent, Normanton 4890
This item is classified CONFIDENTIAL under the provisions of clause 254J(3)(f) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to matters that may directly affect the health and safety of an individual or a group of individuals.
- 8.3 Update - Overdue Rates and Charges - 26-28 Col Kitching Drive, Karumba 4891
This item is classified CONFIDENTIAL under the provisions of clause 254J(3)(e) (f) 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; AND matters that may directly affect the health and safety of an individual or a group of individuals.

CARRIED 6/0

Resolution No. 1123/003

CLOSURE OF MEETING:

The meeting was closed to the public at 9:31am.

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 8.1 – Request to Pay Rates by Arrangement – 1 Dutton Street, Normanton. The nature of my interest is as follows:

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(i) I am related to the party seeking concession;

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

ATTENDANCE:

Councillor Thomas left the meeting room at **9:32am**.
Councillor Thomas re-entered the meeting at **9:33am**.

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Scott

That Council open the meeting to the public.

CARRIED 6/0

Resolution No. 1123/004

REOPENING OF MEETING:

The meeting was reopened to the public at **9:51am**.

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 8.1 – Request to Pay Rates by Arrangement – 1 Dutton Street, Normanton. The nature of my interest is as follows:

(ii) I am related to the party seeking concession;

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

ATTENDANCE:

Councillor Thomas left the meeting room at **9:51am**.

CONFIRMED MINUTES

8.1 REQUEST TO PAY RATES BY ARRANGEMENT- 1 DUTTON STREET, NORMANTON

Executive Summary:

This report is presented to Council to consider whether to grant a concession to the ratepayer that has asked for a concession in terms of section 121(1)(b) of the *Local Government Regulation 2012* by way of 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 Hawkins

Seconded Cr Scott

That Council resolves to agree to grant a concession to the applicant under section 121(a)(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 1 Dutton Street, Normanton, (Assessment: A889; Lot 170 RP909865) subject to the following conditions:

- (a) Payment of instalments of \$1,000.00 per month (commencing on 31/10/2023);*
- (b) The ratepayer providing Council with an update of their financial circumstances on a quarterly basis (commencing from the date of this resolution to the satisfaction of the Chief Executive Officer);*
- (c) This concession concluding, if monthly instalments are not paid on the due date.*

CARRIED 5/0

Resolution No. 1123/005

ATTENDANCE:

Councillor Thomas re-entered the meeting room at 9:53am.

8.2 OVERDUE RATES AND CHARGES - 7 BEARD CRESCENT, NORMANTON 4890

Executive Summary:

This report concerns the overdue rates or charges on 7 Beard Crescent, Normanton (Assessment: A532, Lot 32 on SP202656) ("the land").

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Young

This item to lay on the table.

CARRIED 6/0

Resolution No. 1123/006

CONFIRMED MINUTES

**8.3 UPDATE - OVERDUE RATES AND CHARGES - 26-28 COL KITCHING DRIVE,
KARUMBA 4891**

Executive Summary:

On 26 July 2023, pursuant to its powers under Chapter 4, Part 12, Division 3 of the *Local Government Regulation 2012*, Council sold the land by way of public auction for overdue rates or charges. This report provides an update on the sale proceeds.

COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Hawkins

That Council notes the update provided by this report and be provided with a further update once all sale proceeds have been distributed in accordance with section 146 of the Local Government Regulation 2012.

CARRIED 6/0

Resolution No. 1123/007

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CONFIRMED MINUTES

9 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

9.1 CEO REPORT

Executive Summary:

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

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 6/0

Resolution No. 1123/008

9.2 NOTICE OF INTENTION TO REPEAL RESOLUTION

Executive Summary:

Following receipt of advice from King and Company Solicitors with the establishment of a company to consider the pros and cons of a Company Limited by Shares rather than a Company Limited by Guarantee.

COUNCIL RESOLUTION

Moved Cr Bawden

Seconded Cr Murphy

That Council resolves to repeal Resolution No. 0823/012 made at its Ordinary Council Meeting on Wednesday, 16th August 2023.

CARRIED 6/0

Resolution No. 1123/009

ATTENDANCE:

The Executive Assistant left the meeting room at 10:05am.

The Executive Assistant re-entered the meeting room at 10:06am.

CONFIRMED MINUTES

9.3 DELEGATION REVIEW - COUNCIL TO CEO

Executive Summary:

Advice has been received in relation to the changes to delegations required from the Council to Chief Executive Officer for several acts and regulations.

COUNCIL RESOLUTION

Moved Cr Scott

Seconded Cr Murphy

That Council delegate authority to the Chief Executive Officer in accordance with the reports provided in the Officer's Report.

CARRIED 6/0

Resolution No. 1123/010

9.4 COMPANY STRUCTURE FOR PROPOSED ENTITY

Executive Summary:

Following the engagement of King and Company to progress the establishment of a company for the enterprises under Council control we were advised of a further option to establish the Company Limited by Shares rather than a Company Limited by Guarantee was a more beneficial option.

COUNCIL RESOLUTION

Moved Cr Thomas

Seconded Cr Young

That Council:

- 1. authorize the Chief Executive Officer to continue to work with King and Company Solicitors to establish a Company Limited by Shares as an overarching Company for the Normanton Child Care: and*
- 2. provide regular updates to Council on the progress of establishing the new company.*

CARRIED 6/0

Resolution No. 1123/011

CONFIRMED MINUTES

9.5 RECREATION RESERVE (LOT 2 ON CROWN PLAN LS11)

Executive Summary:

The Land Management Plan has been drafted for the Recreation Reserve Lot 2 on Crown Plan LS11. It is proposed to release the Land Management Plan for consultation prior to the calling of Expressions of Interest.

COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Scott

That Council:

- 1. Advertise the draft Land Management Plan developed for Lot 2 on Crown Plan LS11 for community feedback for a period of 1 month; and*
- 2. Call for Expressions of Interest from interested parties for the agistment of Lot 2 on Crown Plan LS11 at the conclusion of the community feedback and such Expressions of Interest be advertised for 4 weeks; and*
- 3. Allow Inverleigh Pastoral Company and Heslin Cattle Co to occupy the paddock at an agistment rate of \$1,000.00 per week and such agistment is available until the Expressions of Interest process is concluded.*

CARRIED 6/0

Resolution No. 1123/012

ADJOURNMENT:

The meeting adjourned for morning tea at 10:36am.
The meeting resumed at 11:01am.

9.6 PUBLIC INTEREST DISCLOSURE POLICY

Executive Summary:

It has been a couple of years since the Public Interest Disclosure Policy was originally adopted and has been reviewed and is presented to Council, with track changes, for formal consideration and adoption.

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Young

That Council note the minor changes to the draft policy and adopt the Public Interest Disclosure Policy POL_E_EXGC_006.

CARRIED 6/0

Resolution No. 1123/013

CONFIRMED MINUTES

9.7 STANDING ORDERS FOR COUNCIL MEETINGS POLICY

Executive Summary:

The Department of State Development, Infrastructure, Local Government and Planning has released the latest version of the Standing Orders and Meeting Conduct Best Practice for Local Government. Latest version for Carpentaria Shire Council is based on the Best Practice Example.

COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Thomas

***That Council adopt the Standing Orders for Council Meetings Policy –
POL_I_CSA_017.***

CARRIED 6/0

Resolution No. 1123/014

9.8 2024 COUNCIL MEETING DATES

Executive Summary:

The *Local Government Act 2009* requires a Shire Council to meet at least once a month.

The proposed meeting dates for 2024 are presented for Council's consideration and adoption.

Carpentaria Shire Council meetings are traditionally held on the third Wednesday and following Thursday (if required) of each month. These dates have been recommended for the 2024 year with the exception of the December meeting. The December meeting has been brought forward due to the Christmas close down period and to allow any follow up items after the meeting to be actioned prior to the close down.

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Hawkins

That Council adopt the 2024 Council Meeting dates as presented:

- ***17 & 18 January;***
- ***21 & 22 February;***
- ***13 & 14 March;***
- ***17 & 18 April (at Karumba);***
- ***15 & 16 May;***
- ***19 & 20 June; (Budget Meeting)***
- ***17 & 18 July (at Karumba);***
- ***21 & 22 August;***
- ***18 & 19 September;***
- ***16 & 17 October (at Karumba);***
- ***20 & 21 November; and***

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- **11 & 12 December (earlier due to Christmas)**

CARRIED 6/0

Resolution No. 1123/015

9.9 TENDER REPORT – LILYVALE – LATE ITEM

Executive Summary:

Tenders for the sale of the Lilyvale Rural Residential Land closed on Wednesday 8th November 2023 and a copy of the evaluation report is attached for consideration.

COUNCIL RESOLUTION

Moved Cr Scott

Seconded Cr Thomas

That Council:

- 1. authorise the Chief Executive Officer to negotiate with the tenderers to ascertain if they are prepared to increase their offer; and***
- 2. delegate authority to the Mayor and the Chief Executive Officer to set sale prices for the remaining lots.***

CARRIED 6/0

Resolution No. 1123/016

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CONFIRMED MINUTES

10 REPORTS FROM DIRECTOR OF CORPORATE SERVICES

10.1 DCS REPORT

Executive Summary:

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

COUNCIL RESOLUTION

Moved Cr Scott

Seconded Cr Thomas

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. 1123/017

ATTENDANCE:

The Director Corporate Services left the meeting room at 11:28am.

The Director Corporate Services re-entered the meeting room at 11:29am.

The Manager Finance and Administration entered the meeting room at 11:30am.

Councillor Thomas left the meeting room at 11:45am.

Councillor Thomas re-entered the meeting room at 11:49am.

The Manager Finance and Administration left the meeting room at 11:49am.

10.2 MONTHLY FINANCIAL REPORT - OCTOBER 2023

Executive Summary:

Presentation of the financial report for 31 October 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 31 October 2023.

CARRIED 6/0

Resolution No. 1123/018

CONFIRMED MINUTES

10.3 EXTERNAL AUDIT - CLOSING REPORT

Executive Summary:

Queensland Audit Office (QAO) contract auditors Crowe Australasia have conducted an audit in accordance with the external audit plan issued 3 April 2023. The closing report for the financial year ended 30 June 2023 was attached, and included the results of the audit, identified audit misstatements, and other matters.

The Closing Report was presented on behalf of the Mayor for Council for information.

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Scott

That Council note the contents of the 2023 Closing Report.

CARRIED 6/0

Resolution No. 1123/019

10.4 2022/2023 ANNUAL REPORT

Executive Summary:

Pursuant to Section 182 of the *Local Government Regulation 2012*, a local government must prepare an annual report and it must be presented to Council for adoption. The Annual Report must provide information about how Council progressed the implementation of the five-year corporate plan during the period, its financial performance and other specific information required by legislation is presented for adoption.

COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Scott

That Council adopt the Carpentaria Shire Council Annual Report for 2022/2023.

CARRIED 6/0

Resolution No. 1123/020

CONFIRMED MINUTES

10.5 APPROVED INSPECTION PROGRAM

Executive Summary:

The purpose of this report is to seek Council's approval to implement approved inspection programs for compliance with the *Public Health Act 2005* (mosquito breeding sites), *Animal Management (Cats and Dogs) Act 2008* (dog registrations) and *Local Law No. 2 (Animal Management) 2015*.

The programs can be undertaken pursuant to s134 of the *Local Government Act 2009* and s113 *Animal Management (Cats and Dogs) Act 2008* respectively. The proposed inspection programs are for the systematic inspection of dog registrations, mosquito breeding sites and to ensure community safety hazards are not present on an allotment.

COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Thomas

That Council approve the following inspection programs:

In accordance with s113 of the Animal Management (Cats and Dogs) Act 2008:

1. Dog Registration Inspection Program

(a) Purpose

To ensure that dogs in residence in the Shire are registered in accordance with s44(2) and s46 of the Animal Management (Cats and Dogs) Act 2008.

(b) Commencement

The program is to start on 1 February 2024.

(c) Type of Program

The Dog Registration Inspection Program will be a systematic program which will include all properties in Normanton and Karumba townships.

(d) Duration

This program will run for three (3) months from the commencement date.

2. Local Law No. 2 (Keeping of Animals) 2015

(a) Purpose

To ensure compliance with sections 5 and 6 of the Local Law 2 (Keeping of Animals) 2015 which prescribes animals that are prohibited, restricted or require local government approval. This program will include an inspection of properties to identify any non-compliance.

(b) Commencement

This program will commence on 1 February 2024.

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(c) **Type of Program**

The Keeping of Animals Compliance Program is a systematic program which will include all properties in Normanton and Karumba.

(d) **Duration**

This program will run for three (3) months from the commencement date.

In accordance with s427 of the Public Health Act 2005:

3. Mosquito Breeding Sites Program

(a) **Purpose**

To ensure that residences do not have breeding grounds for mosquitos as required under s17 of the Public Health Regulation 2018.

(b) **Commencement**

This program will commence on 1 February 2024.

(c) **Type of Program**

The mosquito breeding sites program is a systematic program which will include all properties in Normanton and Karumba townships.

(d) **Duration**

This program will run for three (3) months from the commencement date.

CARRIED 6/0

Resolution No. 1123/021

10.6 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 Young

That Council accept and approve the application to keep more than two (2) dogs for the property located at 93 Developmental Road, Karumba.

CARRIED 6/0

Resolution No. 1123/022

CONFIRMED MINUTES

ADJOURNMENT:

The meeting adjourned for lunch at **12:09pm**.
The meeting resumed at **12:51pm**.

DECLARATION OF INTEREST:

I, **Councillor Bawden**, 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 11.2 – Community Donations and Support. The nature of my interest is as follows:

(i) my partner operates a souvenirs and gift business;

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

ATTENDANCE:

Councillor Bawden left the meeting room at **12:53pm**.

Councillor Hawkins assumed the role of Chair.

Councillor Bawden re-entered the meeting room at **1:04pm**.

Councillor Bawden resumed the role of Chair.

The Director Corporate Services left the meeting room at 1:11pm

The Director Corporate Services re-entered the meeting room at 1:12pm.

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CONFIRMED MINUTES

11 REPORTS FROM DIRECTOR COMMUNITY DEVELOPMENT, TOURISM & REGIONAL

11.1 DCDTRP REPORT

Executive Summary:

This report provides and updates Council on various activities and programs that are facilitated within the Community Development, Tourism and Regional Prosperity portfolio of Council.

COUNCIL RESOLUTION

Moved Cr Scott

Seconded Cr Thomas

That Council:

- 1. notes the Community Development, Tourism and Regional Prosperity report; and***
- 2. that those matters not covered by resolution be noted.***

CARRIED 6/0

Resolution No. 1123/023

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

- I am a Director of Normanton Christian Fellowship; and
- I am an employee of 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.

ATTENDANCE:

Councillor Thomas left the meeting room at **1:12pm**.

CONFIRMED MINUTES

11.2 COMMUNITY DONATIONS AND SUPPORT

Executive Summary:

During the period since the October 2023 meeting of Council, the requests listed in this report have been received for consideration in the Carpentaria Shire Council Community Donations and Support program.

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Young

That Council notes the fee waivers approved under the delegations of the Chief Executive Officer since the October 2023 meeting of Council.

1. ***Normanton Christian Fellowship***
Normanton Shire Hall on November 28, 2023, for a games evening run by the Go Gulf Team.
TOTAL IN KIND VALUE: \$150.00
2. ***Gulf Christian College***
Normanton Shire Hall on November 30, 2023, for the school's annual celebration and awards night.
TOTAL IN KIND VALUE: \$390.00
3. ***Lynette Russell***
Karumba Mayor's Room for free introductory QiGong classes to be held on November 3,4 and 10, 11, 2023.
TOTAL IN KIND VALUE: \$252.00
4. ***Carpentaria Kindergarten***
Community trailer on November 23, 2023, for the graduation and break up party.
TOTAL IN KIND VALUE: \$580.00
5. ***Normanton State School***
Normanton Shire Hall on November 27, 2023, for the school awards night which celebrate academic and sporting achievement.
TOTAL IN KIND VALUE: \$390.00
6. ***Kurtijar Aboriginal Corporation***
Normanton Shire Hall and kitchen on November 29, 2023 for the Corporation's Annual Meeting.
Normanton Shire Hall and kitchen x NFP rate: \$200.00
7. ***Karumba State School requested a cash donation of \$300 towards the school annual awards celebration.***
CASH DONATION: \$300.00

CARRIED 5/0

Resolution No. 1123/024

CONFIRMED MINUTES

ATTENDANCE:

Councillor Thomas re-entered the meeting room at 1:13pm

11.3 COMMUNITY GRANTS, DONATIONS AND SUPPORT POLICY ACQUITTAL FORM

Executive Summary:

The revised Community Grants, Donations and Support Policy was endorsed by Council in August 2023 with the recommendation that a new Acquittal Form be developed and implemented. Attached to this report is a draft acquittal form for Council's consideration.

COUNCIL RESOLUTION

Moved Cr Thomas

Seconded Cr Scott

That Council:

- 1. Endorse the attached Community Grants, Donations and Support Program Acquittal Form.***
- 2. That the form be distributed to recipients of grants, donations and sponsorship over the value of \$1,000 from January 1, 2024.***
- 3. That Council email the new policy and acquittal form to Council's current list of organisations that access Council support explaining the new requirements and when it is required.***

CARRIED 6/0

Resolution No. 1123/025

ATTENDANCE:

The Asset Manager entered the meeting room at 1:29pm.

This space left blank intentionally

CONFIRMED MINUTES

11.4 ECONOMIC DEVELOPMENT STRATEGY UPDATE AND ACTION PLAN

Executive Summary:

The Carpentaria Shire Economic Development Strategy 2020–2025 was adopted in October 2020 and contains projects to be delivered in the five-year timeframe to expand and diversify the region's economy. It outlines industries, local agencies and tourism initiatives and all play a role in influencing economic success for the Shire. This report provides an updated action plan for consideration and Terms of Reference for the establishment of an Advisory Committee to support a collaborative approach to economic success and to drive future projects and actions.

COUNCIL RESOLUTION

Moved Cr Thomas

Seconded Cr Scott

That Council:

- 1. Adopts the updated Economic Development Action Plan;*
- 2. Endorses the Terms of Reference for the Economic Development Advisory Committee;*
- 3. Endorses that membership of the Advisory Committee be amended to include the Chief Executive Officer of Gulf Savannah Development and remove the Gulf Chamber of Commerce;*
- 4. Endorses the Mayor or nominated delegate as the Chair of the Committee; and*
- 5. Nominates all Councillors as representatives of Carpentaria Shire.*

CARRIED 6/0

Resolution No. 1123/026

ATTENDANCE:

The Director Corporate Services left the meeting room at 1:38pm.

The Director Corporate Services re-entered the meeting room at 1:41pm.

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CONFIRMED MINUTES

11.5 OUTBACK BY THE SEA PLANNING - 2024

Executive Summary:

In March 2023, Council endorsed the Outback By The Sea[®] Tourism Strategy which promotes the key strategic objective to develop and deliver quality experiences and events as a driver to increase visitation, length of stay and average spend.

The Outback By The Sea[®] (OBTS) Festival is the flagship event aligned with the Strategy and was launched into market in 2020, expanding on the former Karumba Barra and Blues Festival concept in 2019.

The stop – start delivery of the annual festival has impeded its potential growth and reputation as a potential star of the Queensland event calendar and this report assesses the opportunity to collaborate with festival developers - Film Festivals Australia - to grow the OBTS festival and incorporate a community-driven film festival into the event which will attract national interest, provide access to a national marketing platform, develop local content to promote the region and provide the local community, including young people with experience in producing short-films and promoting their own community.

COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Young

That Council;

- 1. Enters into an agreement with Film Festivals Australia to incorporate the Top End Film Festival into the Outback By the Sea Festival as an opportunity to grow the skills and experience of local film makers and as a national drawcard for visitors.*
- 2. That \$50,000 be approved from the 2023-2024 Festival budget to engage Film Festivals Australia.*
- 3. That the Outback By The Sea Festival Committee be established as a sub-committee of the proposed Tourism Advisory Committee.*
- 4. That Council note that event coordinators of Winton's Vision Splendid Film Festival have confirmed that the concept does not impact on their June Festival.*

CARRIED 6/0

Resolution No. 1123/027

ATTENDANCE:

Councillor Murphy left the meeting room at 1:43pm.

Councillor Murphy re-entered the meeting room at 1:44pm.

CONFIRMED MINUTES

11.6 TOURISM ADVISORY COMMITTEE

Executive Summary:

The Outback By The Sea® Tourism Strategy is Carpentaria Shire's endorsed strategy to manage the destination in which tourism, industry, government, and community leaders plan for the future, facilitate the economic growth attached to tourism and market and promote the Outback By The Sea® brand.

A key action in this strategy is to establish an Advisory Committee to promote a collaborative culture to deliver actions and outcomes. This report presents draft Terms of Reference for a Tourism Advisory Committee for Council's consideration.

COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Murphy

That Council:

- 1. Endorses the Terms of Reference for the Tourism Advisory Committee.*
- 2. Nominates all Councillors to represent Council on the Committee.*

CARRIED 6/0

Resolution No. 1123/028

ATTENDANCE:

The Consultant Engineer entered the meeting room at 1:47pm.

The Director Corporate Services left the meeting room at 1:48pm.

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CONFIRMED MINUTES

**11.7 NORMANTON CHILD CARE CENTRE - TRANSITION TO ASTUTE
MANAGEMENT**

Executive Summary:

In March 2023, the Carpentaria Shire Council engaged Astute Early Years Specialist Pty Ltd ATF The Comerford Family Trust (Astute) to create a business plan for the Normanton Child Care Centre. Astute has been meeting weekly with the Director Community Development, Tourism and Regional Prosperity to address issues of non-compliance and with the Chief Executive Officer and Director CDTRP as required to address governance and management issues. This has included management control being transitioned to Chief Executive Officer and Director CDTRP as required under the Childcare Legislation.

Attached for Councillor information are the minutes of those meetings and a report from Astute on progress.

It is also noted that on November 1 and 2, 2023, the Centre was fully audited by the North Queensland Region/Early Childhood Regulatory Authority/Department of Education and a full assessment and rating audit was undertaken against all seven Quality Areas under the National Quality Standard (NQS). The results of this audit are pending.

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. 1123/029

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CONFIRMED MINUTES

11.8 DRAFT POLICY - CHILDCARE STAFF DISCOUNT ON CHILDCARE FEES - RECRUITMENT INCENTIVE

Executive Summary:

In March 2023, the Carpentaria Shire Council engaged Astute Early Years Specialist Pty Ltd ATF The Comerford Family Trust (Astute) to create a business plan for the Normanton Child Care Centre. As a part of implementing the business plan and ongoing management meetings with Astute, recruitment and retention has been identified as one of the most significant issues in facing the viability of the Child Care Service. This report addresses a policy opportunity to provide Normanton Child Care staff with a 50% discount of childcare fees as a part of Council's recruitment and retention program.

COUNCIL RESOLUTION

Moved Cr Bawden

Seconded Cr Scott

That Council:

- 1. Endorses the Draft Normanton Child Care Centre Employee Fee Discount Policy.*
- 2. Incorporates the discounted rate into Councils Commercial and Regulatory Fees and Charges schedule from the 2024 Financial Year.*

CARRIED 6/0

Resolution No. 1123/030

ATTENDANCE:

The Director Community Development, Tourism & Regional Prosperity left the meeting room at 1:55pm.

The Director Community Development, Tourism & Regional Prosperity re-entered the meeting room at 1:56pm.

The Director Corporate Services re-entered the meeting room at 1:56pm.

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CONFIRMED MINUTES

**11.9 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 Young

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. 1123/031

NOTATION:

Contact New Century Mine regarding discharge into the Norman River.

ATTENDANCE:

The Executive Assistant left the meeting room at 2:05pm.

The Executive Assistant re-entered the meeting room at 2:07pm.

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CONFIRMED MINUTES

12	REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES
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12.1	DOE 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 Director Engineering's portfolio.

COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Hawkins

That Council:

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

CARRIED 6/0

Resolution No. 1123/032

ATTENDANCE:

The Asset Manager left the meeting room at 2:26pm.

The Asset Manager re-entered the meeting room at 2:27pm.

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CONFIRMED MINUTES

12.2 NDRRA/QDRF REPORT

Executive Summary:

QRA21: The QRA21 project is approximately 97.1% complete. Construction is currently underway with the QRA21 scope being prioritised to ensure deadlines are met. The current construction program has been compiled to complete all submissions prior to the EOT deadline of 31 December 2023.

QRA22: The QRA22 project is approximately 74.6% complete. Roads with both QRA21 and QRA22 scope having been programmed together where possible to reduce camp and establishment costs. The QRA22 program of work has a deadline of 30 June 2024.

QRA23: Emergency Works are now complete. Both CDO and Emergent Works acquittal documentation has been submitted to QRA prior to their 30 September deadlines. A final outcome report, approval and prepayment for Submission 5 (Iffley Road Incl Rollover) has now been received. QRA21 and QRA22 scope that received significant additional damage will be submitted to be rolled over into the QRA23 submissions.

RRUPP: Two (2) Remote Roads Upgrade Pilot Program (RRUPP) projects have been approved for construction. Construction on the Iffley Road project has commenced in conjunction with QRA23 scope as per the funding agreement. Works on the Dixie Road will take place in the 2024 calendar year.

MITCHELL RIVER BRIDGE: The Mitchell River Bridge project is progressing well with preliminary design and options analysis now finalised.

OTHER: Dunbar – Kowanyama (pavement stabilization and sealing) betterment project and the Poingdestre Creek Causeway upgrade have both commenced.

COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Hawkins

That Council:

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

CARRIED 6/0

Resolution No. 1123/033

ATTENDANCE:

The Consultant Engineer left the meeting room at 2:50pm.

The Chief Executive Officer left the meeting room at 2:54pm.

The Chief Executive Officer re-entered the meeting room at 2:55pm.

Councillor Murphy left the meeting room at 2:55pm.

Councillor Murphy re-entered the meeting room at 2:56pm.

CONFIRMED MINUTES

12.3 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 for the month of October 2023.

COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Murphy

That Council:

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

CARRIED 6/0

Resolution No. 1123/034

ATTENDANCE:

The Director Corporate Services left the meeting room at 3:09pm.
The Director Community Development, Tourism and Regional Prosperity left the meeting room at 3:14pm
The Director Corporate Services re-entered the meeting room at 3:14pm.
The Director Community Development, Tourism and Regional Prosperity re-entered the meeting room at 3:16pm
Councillor Scott left the meeting room at 3:16pm.

12.4 ASSET MANAGEMENT REPORT

Executive Summary:

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

COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Thomas

That Council:

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

CARRIED 5/0

Resolution No. 1123/035

ATTENDANCE:

Councillor Scott re-entered the meeting room at 3:18pm.

CONFIRMED MINUTES

12.5 WORKSHOP REPORT

Executive Summary:

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

COUNCIL RESOLUTION

Moved Cr Scott

Seconded Cr Hawkins

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. 1123/036

ATTENDANCE:

The Mayor left the meeting room at 3:23pm.

The Mayor re-entered the meeting room at 3:25pm.

The Director Corporate Services left the meeting room at 3:25pm.

The Director Corporate Services re-entered the meeting room at 3:26pm.

12.6 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 October 2023.

COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Young

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

CARRIED 6/0

Resolution No. 1123/037

CONFIRMED MINUTES

12.7 RFT 23-0014 - SUPPLY AND DELIVERY OF MOTOR GRADER

Executive Summary:

This report is recommending the purchase of a new Motor Grader from Hastings Deering as per the information provided.

Council has received tenders from Hastings Deering, RDO Equipment and Brown and Hurley Group (Case).

Council has asked the tenderers to meet our minimum requirements. Both Hastings Deering and RDO Equipment has provided a detailed response to those requirements.

The CAT 150 replaces the 140M and is comparable to a John Deere 770GP.

The CAT 140 replaces the 12M and is comparable to a John Deere 670GP.

CASE 885B does not meet specifications and is lever controlled.

COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Hawkins

That Council purchase a new motor grader from Hastings Deering to the value of \$650,000.00.

CARRIED 6/0

Resolution No. 1123/038

ATTENDANCE:

Councillor Murphy left the meeting room at **3:35pm**.

Councillor Murphy re-entered the meeting room at **3:39**.

12.8 SUPPLY AND DELIVERY OF NEW PLANT AND FLEET

Executive Summary:

This report provides information received from RFT24-006 and quotations for a separate vehicle for the new director's position.

COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Murphy

That Council:

- 1. Award the tender to John Cole Toyota for 7 Vehicles at a total of \$501,382.41***
- 2. Award the quotation for Fortuner vehicle to Pacific Toyota to the value of \$64,722.99***

CARRIED 6/0

Resolution No. 1123/039

CONFIRMED MINUTES

12.9 PURCHASE OF TWO 20 KVA PUMP STATION GENERATORS

Executive Summary:

This report provides information on the operational requirements of maintain the Normanton sewer network during expected and unexpected power outages. The current situation is outlined as well as the preferred solution. Quotation and recommendations are provided for the supply of two pump station generators to reduces council's overall risk to health, safety, and compliance.

COUNCIL RESOLUTION

Moved Cr Bawden

Seconded Cr Scott

That Council purchase two 20KVA Generators for Pump Station 3 for \$22,000 each.

CARRIED 6/0

Resolution No. 1123/040

12.10 17 PALMER STREET, NORMANTON - HOUSE FIRE

Executive Summary:

This report provides information in relation to the loss of 17 Palmer Street, Normanton due to a house fire. Financial commitments from recent capital works are detailed alongside clean-up efforts and future options for the parcel for land.

COUNCIL RESOLUTION

Moved Cr Scott

Seconded Cr Young

That Council:

- 1. receive the 17 Palmer Street, Normanton – House fire report as presented; and***
- 2. that those matters not covered by resolution be noted.***

CARRIED 6/0

Resolution No. 1123/041

CONFIRMED MINUTES

13 GENERAL BUSINESS

Call Point Signs

Councillor Hawkins thanked the staff for the installation of the signs.

Action: The Director of Engineering to ensure the signs are maintained and continue to install signs in areas that require call points for heavy vehicles

Australia Day Forms online

Councillor Scott queried if the Australia Day nomination form was online.

The Director Community Development, Tourism & Regional Prosperity informed the form is completed and online.

Action: No further action required

Pest and Weeds

Councillor Young – bellyache bush has been identified in Karumba and the message has been passed onto the Rural Lands Officer.

Stated that the recent 1080 baiting program was a success with a large number of feral pigs found dead, the program appears to have cleaned up a lot of the feral animals. Well done.

Action: The Director Corporate Services and Rural Lands Officer to arrange for the spraying of the Bellyache Bush in Karumba.

Shade Sail - Park

Councillor Young asked about the shade sail for the Park in Karumba.

Action: Shade Sail to be installed when returned from repairs

Norman Street, Normanton

Councillor Thomas informed of a tripping complaint at Norman Street on the footpath area between the kerb and fence.

Action: The Director of Engineering to inspect and carry out necessary repairs

Animal Desexing Program

Councillor Thomas queried the progress of the animal desexing program.

Action: The Chief Executive Officer to follow up and request a proposal from the two vets operating in the Region.

CONFIRMED MINUTES

Ground Penetrating Radar

Councillor Thomas queried the progress of the ground penetrating radar.

Action: The Director Corporate Services to follow up with consultant and provide feedback to the community.

Artificial Reef

Councillor Thomas asked if the artificial reef would be named.

Action: The Chief Executive Officer to arrange for a community consultation/feedback on possible names for the two artificial reefs recently installed.

Old Croydon Road, Normanton

Councillor Thomas stated that lighting is required at the intersection of the corner of Philp Street and Old Croydon Road where the road crosses the train tracks.

Action: The Director of Engineering to inspect and lodge request with Ergon Energy for additional lighting.

Tourism Brochures

Councillor Murphy queried the tourism brochures.

The Director Community Development, Tourism & Regional Prosperity informed the book is being re-done.

Action: The Director Community Development Tourism & Regional Prosperity to obtain quotes for the reprint of the Outback by the Sea tourism booklet and distribute to other VIC's.

Old Croydon Road Grid

Councillor Murphy asked if the grid on Old Croydon Road had been completed due to cattle in town.

Council has completed the works requested of Council with the installation of the grid on the road. The fencing is now the responsibility of the property owners.

CEO advised that people have been chased and damage has been sustained to infrastructure.

Action: The Chief Executive Officer to write to landowners and request that the fencing be completed and the bull restrained from entering the town and causing damage.

The Chief Executive Officer to contact the North Queensland Manager – Queensland Rail.

Karumba Walking Track

Councillor Murphy queried the walking track signage and grading.

Action: The Director of Engineering to inspect signage and ascertain if the appropriate grading is advised on the signage at the commencement of the walk.

CONFIRMED MINUTES

Karumba Sports Centre - Kitchen

Councillor Murphy asked if the kitchen in the Karumba Sports Centre needed an upgrade.
Action: Asset Manager to inspect facility and assess if an upgrade is required.

SES Shed

Councillor Murphy queried the availability of grants for upgrades to the SES building, i.e. installation of toilet facilities.
CEO advised that grants were currently available for facilities and vehicles and community grants were also available for groups to make application.
Action: The Chief Executive Officer to distribute information

Town Streets

Councillor Bawden requested a check of all streets to ensure drainage is working as designed in Normanton and Karumba
Action: The Director of Engineering to carry out inspection and provide a report in relation to any identified areas that will require remedial works to rectify.

NDIS Service

Councillor Bawden informed a representative from NDIS had concerns on getting to a client in Croydon if flooding occurred this wet season.
Action: The Chief Executive Officer to distribute copy of vulnerable persons register to ADA to update for their clients.

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CONFIRMED MINUTES

14 CLOSURE OF MEETING

The Chair of the meeting, Cr Lyall Bawden, Mayor, declared the meeting closed at 4:18pm.

MINUTES CERTIFICATE

These Minutes are Confirmed.



Councillor LV Bawden
Mayor

15, N, 2023

Date