



**CARPENTARIA SHIRE**

*Outback by the Sea*

***ORDINARY MEETING***

***MINUTES***

***17 JANUARY, 2024***

**CONFIRMED MINUTES**

**TABLE OF CONTENTS**

<b>ITEM</b>	<b>SUBJECT</b>	<b>PAGE NO</b>
1	OPENING OF MEETING .....	6898
2	RECORD OF ATTENDANCE.....	6898
3	CONDOLENCES .....	6898
4	CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS .....	6898
5	BUSINESS ARISING FROM PREVIOUS MEETINGS .....	6899
6	RECEPTION OF PETITIONS & DEPUTATIONS .....	6899
7	MAYORAL MINUTES.....	6899
8	REPORTS FROM THE CHIEF EXECUTIVE OFFICER.....	6901
8.1	CEO Report.....	6901
8.2	Adoption of Governance Framework .....	6901
8.3	Adoption of Communications Strategy and Communications Action Plan .....	6902
8.4	Adoption of Brand Strategy .....	6902
8.5	Social Media Policy .....	6903
9	REPORTS FROM DIRECTOR OF CORPORATE SERVICES .....	6904
9.1	Monthly Financial Report - December 2023.....	6904
9.2	2023/2024 Operational Plan 2nd Quarter Review (December 2023) ...	6904
9.3	Invoice Fraud Policy.....	6905
9.4	Cyber Security Policy .....	6905
10	REPORTS FROM DIRECTOR COMMUNITY DEVELOPMENT, TOURISM & REGIONAL .....	6906
10.1	CDTRP Monthly Report .....	6906
10.2	Community Donations and Sponsorship Report .....	6907
10.3	Les Wilson Barramundi Discovery Centre, Karumba and Normanton Visitor Information Centres.....	6908
11	REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES ....	6909
11.1	DOE Report.....	6909
11.2	NDRRA/QDRF Report .....	6910

**CONFIRMED MINUTES**

---

11.3	Water and Waste Monthly Report .....	6911
11.4	Carpentaria Water Reservoir Upgrades .....	6911
11.5	Drinking Water Quality Policy .....	6912
11.6	Building and Planning Report .....	6912
11.7	Mentana Creek Causeway Tender – Late Item .....	6913
11.8	RFT 23-0018 - Supply and Delivery of Tipper Truck – Late Item .....	6914
11.9	RFT 23-0019 - Karumba Boat Ramp Groyne – Late Item .....	6915
11.10	RFT 23-0020 - Karumba Revetment Wall – Late Item .....	6916
11.11	RFT 24-0007 - ROPS Trades and Professional Services 2024 – Late Item .....	6917
11.12	ROPS Wet Hired Plant 2024 - Late Tender .....	6918
<b>12</b>	<b>GENERAL BUSINESS .....</b>	<b>6919</b>
<b>13</b>	<b>CLOSURE OF MEETING .....</b>	<b>6923</b>

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## **CONFIRMED MINUTES**

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### **1 OPENING OF MEETING**

The Mayor welcomed members and declared the meeting open at **9:00am**.

### **2 RECORD OF ATTENDANCE**

#### **Councillors**

Cr LV Bawden	Mayor
Cr BJ Hawkins	Deputy Mayor
Cr AT Gallagher	
Cr AJ Scott	
Cr CJ Young	
Cr AM Murphy	
Cr DB Thomas	

#### **Staff**

Mr Mark Crawley	Chief Executive Officer
Ms Angeline Pascoe	Executive Assistant
Ms Jade Nacario	Manager Finance and Administration
Ms Anne Andrews	Director Community Tourism & Regional Prosperity
Mr Michael Wanrooy	Director of Engineering

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

Mr Kerrod Giles	Technical Engineer
Mr John Martin	Consultant Engineer - ERSCON

#### **APOLOGY:**

An apology was received from the Director Corporate Services.

### **3 CONDOLENCES**

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

- ❖ Ms Thelma Johnson

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

Confirmation of Minutes from the Ordinary Council Meeting held 13 December 2023, as previously circulated to Councillors.

#### **COUNCIL RESOLUTION**

Moved Cr Gallagher

Seconded Cr Scott

***That the Minutes of the Ordinary Council Meeting held 13 December 2023 be confirmed.***

## CONFIRMED MINUTES

CARRIED 7/0

Resolution No. 0124/001

### 5 BUSINESS ARISING FROM PREVIOUS MEETINGS

#### Page 25: Parks and Gardens Contract

Councillor Gallagher queried the Parks and Gardens Contract.

The Chief Executive Officer informed that Bynoe CACS Ltd handed back the Parks and Gardens Contract and these works are currently being undertaken by Council employees. Continue on a trial basis for 3 months and provide a report to Council for further consideration.

Action: The Director of Engineering to prepare a report and present to Council in April.

### 6 RECEPTION OF PETITIONS & DEPUTATIONS

Nil.

### 7 MAYORAL MINUTES

#### Funds from 2019 Floods

Councillor Bawden informed that representatives from the NWQROC were meeting with the Premier and Federal Minister for Emergency Management in Townsville today to discuss flood recovery funding to be distributed to eligible Councils impacted by the 2019 Monsoon flooding event.

Allocative funding for portion of the funding and managed by DAF & QRIDA

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**CONFIRMED MINUTES**

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**COUNCIL RESOLUTION**

Moved Cr Murphy

Seconded Cr Hawkins

*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 item listed come within the following provisions*

**CARRIED 7/0**

**Resolution No. 0124/002**

**CLOSURE OF MEETING:**

The meeting was closed to the public at **9:19am**.

**COUNCIL RESOLUTION**

Moved Cr Thomas

Seconded Cr Young

*That Council open the meeting to the public.*

**CARRIED 7/0**

**Resolution No. 0124/003**

**REOPENING OF MEETING:**

The meeting was reopened to the public at **10:04am**.

**COUNCIL RESOLUTION**

Moved Cr Scott

Seconded Cr Murphy

*That Council authorise the Chief Executive Officer to negotiate the purchase of property in Karumba from the State Government.*

**CARRIED 7/0**

**Resolution No. 0124/004**

## CONFIRMED MINUTES

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### 8 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

#### 8.1 CEO REPORT

**Executive Summary:**

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

#### COUNCIL RESOLUTION

Moved Cr Thomas

Seconded Cr Scott

***That Council:***

- 1. receive and note the Chief Executive Officer's report; and***
- 2. that those matters not covered by resolution be noted.***

**CARRIED 7/0**

***Resolution No. 0124/005***

#### 8.2 ADOPTION OF GOVERNANCE FRAMEWORK

**Executive Summary:**

The Carpentaria Shire Council Governance Framework has been prepared to provide an insight into the operations of Council and how the community can best interact with Council including references to various sections of legislation relevant to local government. It ensures standards of accountability and transparency that should be met on behalf of the community we serve.

#### COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Young

***That Council adopts the Carpentaria Shire Council Governance Framework and makes a copy available on the Council website for members of the community.***

**CARRIED 7/0**

***Resolution No. 0124/006***

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**CONFIRMED MINUTES**

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**8.3 ADOPTION OF COMMUNICATIONS STRATEGY AND COMMUNICATIONS ACTION PLAN**

**Executive Summary:**

The attached Communications Strategy 2024-2028 and Communications Action Plan 2024-2028 have been developed to provide a strategy, and action plan, for effective communications with the community, locally and more broadly across the Region, keeping our community informed.

**COUNCIL RESOLUTION**

Moved Cr Hawkins

Seconded Cr Murphy

*That Council adopts the Communications Strategy 2024 – 2028 and Communications Action Plan 2024 – 2028 and uploads copies onto the Council Website.*

**CARRIED 7/0**

*Resolution No. 0124/007*

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**8.4 ADOPTION OF BRAND STRATEGY**

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**Executive Summary:**

Identified in the Workforce Strategy and Workforce Plan, the creation of a brand strategy was recommended as one of the actions to move to our desired future state as a Council. The attached draft is provided for consideration by Council.

**COUNCIL RESOLUTION**

Moved Cr Young

Seconded Cr Thomas

*That Council adopts the Brand Strategy attached to the Chief Executive Officer's report, including suggested amendments, and provides a copy on the Council website.*

**CARRIED 7/0**

*Resolution No. 0124/008*

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**CONFIRMED MINUTES**

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**8.5 SOCIAL MEDIA POLICY**

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**Executive Summary:**

Work has concluded on the drafting of the Social Media Policy and associated Social Media Community Guidelines and are presented for consideration and adoption by Council.

**COUNCIL RESOLUTION**

Moved Cr Scott

Seconded Cr Hawkins

***That Council adopts the Social Media Policy and associated Social Media Community Guidelines and lists same on the Council website.***

**CARRIED 7/0**

***Resolution No. 0124/009***

**ATTENDANCE:**

The Director Community Development, Tourism and Regional Prosperity left the meeting room at 10:11am.

The Director Community Development, Tourism and Regional Prosperity re-entered the meeting room at 10:12am.

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**CONFIRMED MINUTES**

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**9 REPORTS FROM DIRECTOR OF CORPORATE SERVICES**

**9.1 MONTHLY FINANCIAL REPORT - DECEMBER 2023**

**Executive Summary:**

Presentation of the financial report for 31 December 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 Young

***That Council accepts the Monthly Financial Report, as required under section 204 of the Local Government Regulation 2012 for the period ended 31 December 2023.***

**CARRIED 7/0**

***Resolution No. 0124/010***

**9.2 2023/2024 OPERATIONAL PLAN 2ND QUARTER REVIEW (DECEMBER 2023)**

**Executive Summary:**

The *Local Government Regulation 2012* requires that a local government must for each financial year prepare and by resolution adopt an Annual Operational Plan. A report on the Operational Plan is to be prepared and presented to the Council on a regular basis outlining the progress towards implementing the key initiatives therein.

**COUNCIL RESOLUTION**

Moved Cr Murphy

Seconded Cr Thomas

***That Council notes the second quarter review of the 2023 – 2024 Operational Plan to the 31<sup>st</sup> December 2023.***

**CARRIED 7/0**

***Resolution No. 0124/011***

## CONFIRMED MINUTES

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### 9.3 INVOICE FRAUD POLICY

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**Executive Summary:**

The purpose of this report is for Council to consider the adoption of an Invoice Fraud Policy.

**COUNCIL RESOLUTION**

Moved Cr Scott

Seconded Cr Murphy

*That Council adopt the Invoice Fraud Policy.*

**CARRIED 7/0**

**Resolution No. 0124/012**

### 9.4 CYBER SECURITY POLICY

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**Executive Summary:**

The purpose of this report is for Council to consider the adoption of a Cyber Security Policy.

**COUNCIL RESOLUTION**

Moved Cr Bawden

Seconded Cr Young

*That Council adopt the Cyber Security Policy as presented.*

**CARRIED 7/0**

**Resolution No. 0124/013**

**ADJOURNMENT:**

The meeting adjourned for morning tea at **10:30am**.

The meeting resumed at **11:00am**.

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**CONFIRMED MINUTES**

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**10 REPORTS FROM DIRECTOR COMMUNITY DEVELOPMENT, TOURISM & REGIONAL**

**10.1 CDTRP MONTHLY 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 7/0**

***Resolution No. 0124/014***

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

- (i) My wife is on the Board of the applicant;

In accordance with section 150EM of the Local Government Act 2009 I wish to remain for the discussion and voting, therefore I wish to remain in the meeting while this matter is discussed and voted on.

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

- (i) I am an employee of Gulf Christian College;

In accordance with section 150EM of the Local Government Act 2009 I wish to remain for the discussion and voting, therefore I wish to remain in the meeting while this matter is discussed and voted on.

**CONFIRMED MINUTES**

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**COUNCIL RESOLUTION**

Moved Cr Bawden

Seconded Cr Young

***That Councillors Gallagher and Thomas remain in the meeting room for Agenda Item 10.2 – Community Donations and Sponsorship Report, as the report is for noting purposes only.***

**CARRIED 7/0**

***Resolution No. 0124/015***

**ATTENDANCE:**

Councillor Gallagher and Councillor Thomas remained in the meeting room.

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**10.2 COMMUNITY DONATIONS AND SPONSORSHIP REPORT**

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**Executive Summary:**

During the period since the December 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 December 2023 meeting of Council which include:***

- 1. Normanton State School fee waiver of \$560.00 for hire of the Golf Club Oval, amenities and bins on April 4, 2024, for the school's cross-country event.***
- 2. Normanton State School fee waiver of \$390.00 for the hire of the Normanton Shire Hall on 25 November 2024 for the end of year awards ceremony.***
- 3. Gulf Christian College fee waiver of \$390.00 for the hire of the Normanton Shire Hall for on 5 December 2024 for the annual awards night.***
- 4. Gulf Christian College fee waiver for \$580.00 for the hire of the table and chair trailer for the Year 6 graduation to be held on 2 December 2024.***

**CARRIED 7/0**

***Resolution No. 0124/016***

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**CONFIRMED MINUTES**

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**10.3 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 Gallagher

***That Council:***

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

**CARRIED 7/0**

***Resolution No. 0124/017***

**NOTATION:**

Council to be provided with details of the last spawn and ensure that a stocktake is undertaken prior to the upcoming tourist season in addition to the annual financial year stocktakes.

**ATTENDANCE:**

The Technical Engineer entered the meeting room at 11:29am.  
The Consultant Engineer entered the meeting room at 11:29am.

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## CONFIRMED MINUTES

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<b>11    REPORTS FROM DIRECTOR OF ENGINEERING - ROADS &amp; SERVICES</b>
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<b>11.1    DOE REPORT</b>
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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 Thomas

***That Council:***

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

**\CARRIED 7/0**

***Resolution No. 0124/018***

**NOTATION:**

Director of Engineering to review the street lighting at the Philp Street intersection.

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## CONFIRMED MINUTES

### 11.2 NDRRA/QDRF REPORT

#### Executive Summary:

**QRA21:** The QRA21 project is approximately 98.6% complete, an extension of time has been requested on remaining scope that was not completed before the December 31, 2023, deadline. Acquittal documentation is being prepared for completed submissions.

**QRA22:** The QRA22 project is approximately 84.7% complete. The QRA22 program of work has a deadline of 30 June 2024. No construction is currently being undertaken due to the wet season shutdown.

**QRA23:** Submission 5 (Iffley Road Incl Rollover) has now been approved and Council has received prepayment. Submission 1 (Far Northern Roads) and Submission 2 (Northern Roads) have now been lodged in the QRA MARS system. QRA21 and QRA22 scope that received significant additional damage will 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 in conjunction with QRA23 scope as per the funding agreement was partially completed before the wet season shutdown. Works on the Dixie Road and remaining works on Iffley Road will take place in the 2024 calendar year.

**MITCHELL RIVER BRIDGE:** The Mitchell River Bridge options analysis has been finalised and final costings are under review. The detailed design is currently being completed by others.

**OTHER:** Dunbar – Kowanyama (pavement stabilization and sealing) betterment project is near completion with seal works to be completed in the 2024 construction season. The Poingdestre Creek Causeway is now fully complete. Additional funding (\$880k) has been approved for the Dunbar – Kowanyama Road Betterment project.

#### COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Gallagher

#### *That Council:*

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

CARRIED 7/0

Resolution No. 0124/019

#### ATTENDANCE:

The Consultant Engineer left the meeting room at 12:09pm.



## CONFIRMED MINUTES

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### 11.3 WATER AND WASTE MONTHLY REPORT

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**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 December 2023.

**COUNCIL RESOLUTION**

Moved Cr Thomas

Seconded Cr Young

***That Council:***

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

**CARRIED 7/0**

***Resolution No. 0124/020***

### 11.4 CARPENTARIA WATER RESERVOIR UPGRADES

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**Executive Summary:**

Carpentaria Shire Council has been awarded funding through the Building our Regions Round 6 to upgrade the Water Reservoirs in Normanton. To ensure the solution addresses both quality and quantity of the water supply, additional investigations have been completed considering the recently updated Drinking Water Quality Management Plan guidelines and extensive works undertaken by Council Officers in previous years.

Under the renewed guidelines, Council's water supply catchment is a Category 4 and it is critical that works undertaken at the site are scalable and can be added to in the future to support compliant operations.

**COUNCIL RESOLUTION**

Moved Cr Murphy

Seconded Cr Thomas

***That Council endorse the variation to be submitted to the Funding administrator, pursuing an alternative scope which increases available storage and improves water quality for the Carpentaria Shire.***

**CARRIED 7/0**

***Resolution No. 0124/021***

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## CONFIRMED MINUTES

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### 11.5 DRINKING WATER QUALITY POLICY

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#### Executive Summary:

Carpentaria Shire Council's Governance establishes the framework for policies to be developed and reviewed. This policy has been developed to enhance Council's Drinking Water Quality Management System ahead of the formal review of the Drinking Water Quality Management Plan formal review, due to be submitted to the DRDMW following the release of new guidelines.

Element one of the *Australian Drinking Water Guidelines* describes the development of a drinking water quality policy as an important step in formalising the organisations commitment and highlights the importance of ensuring the policy is visible, communicated and understood.

Carpentaria Shire Council's Engineering Department have developed the Drinking Water Quality Policy (the Policy) and present for Council's consideration.

#### COUNCIL RESOLUTION

Moved Cr Scott

Seconded Cr Young

***That Council endorse the Drinking Water Quality Policy to demonstrate its commitment to implementation and maintenance of the Drinking Water Supply to the Carpentaria Shire Communities.***

**CARRIED 7/0**

***Resolution No. 0124/022***

### 11.6 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 December 2023.

#### COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Murphy

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

**CARRIED 7/0**

***Resolution No. 0124/023***

#### ADJOURNMENT:

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

The meeting resumed at **1:12pm.**

## CONFIRMED MINUTES

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### DECLARATION OF INTEREST:

I, **Councillor Murphy**, 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 11.7 – Mentana Creek Crossing Causeway Tender. The nature of my interest is as follows:

- (i) I do the casual work for Wren Construction;
- (ii) I have no financial interest in these works.

In accordance with section 150EM of the Local Government Act 2009 I wish to remain for the discussion and voting, therefore I wish to remain in the meeting while this matter is discussed and voted on.

### COUNCIL RESOLUTION

Moved Cr Scott

Seconded Cr Young

***That Councillor Murphy remain in the meeting room for Agenda Item 11.7 – Mentana Creek Causeway Tender.***

**CARRIED 7/0**

***Resolution No. 0124/024***

### ATTENDANCE:

Councillor Murphy remained in the meeting room.

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### 11.7 MENTANA CREEK CAUSEWAY TENDER – LATE ITEM

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#### **Executive Summary:**

This report provides information received from RFT24 – 0008 for the construction of a new concrete causeway for Mentana Creek on 89B.

### COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Gallagher

***That Council award the Mentana Creek Causeway Tender to to Wren Construction for the value of \$534,080.00 excluding GST.***

**CARRIED 7/0**

***Resolution No. 0124/025***

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**CONFIRMED MINUTES**

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**11.8 RFT 23-0018 - SUPPLY AND DELIVERY OF TIPPER TRUCK – LATE ITEM**

**Executive Summary:**

This report is recommending the purchase of a new Water/Tipper Truck. Council in its 2023-24 budget has proposed to replace P2512 Isuzu C Series CXZ 455 805VNF Water Truck. Council has tendered for a new similar truck and has received responses from four suppliers.

**COUNCIL RESOLUTION**

Moved Cr Murphy

Seconded Cr Scott

***That Council purchase a new Tipper Truck from Isuzu Australia Limited to the value of \$271,244.29.***

**CARRIED 7/0**

***Resolution No. 0124/026***

**DECLARATION OF INTEREST:**

I, **Councillor Murphy**, 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 11.9 – RFT 230019 - Karumba Boat Ramp Groyne and Agenda Item 11.10 - RFT 23-0020 – Karumba Revetment Wall. The nature of my interest is as follows:

- (i) I, on the odd occasion to gas jobs for Wren Construction;
- (ii) I will in no way gain or lose anything , either way it goes.

In accordance with section 150EM of the Local Government Act 2009 I wish to remain for the discussion and voting, therefore I wish to remain in the meeting while this matter is discussed and voted on.

**COUNCIL RESOLUTION**

Moved Cr Scott

Seconded Cr Gallagher

***That Councillor Murphy be allowed to remain in the meeting room for Agenda Item 11.9 – RFT 230019 - Karumba Boat Ramp Groyne and Agenda Item 11.10 - RFT 23 - 0020 – Karumba Revetment Wall.***

**CARRIED 7/0**

***Resolution No. 0124/027***

**ATTENDANCE:**

Councillor Murphy remained in the meeting room.

## CONFIRMED MINUTES

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### 11.9 RFT 23-0019 - KARUMBA BOAT RAMP GROUYNE – LATE ITEM

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#### Executive Summary:

Carpentaria Shire Council (Council) is undertaking construction of the Point Karumba Boat Ramp Groyne located in Karumba, QLD.

Council has embarked on a procurement process to procure a suitably qualified, experienced and capable Contractor to construct the Centre via a single stage approach. In accordance with the Local Government Act (2009) and Section 228 of the Local Government Regulation 2012, the single stage procurement process consists of an open market request for tender (RFT 23-0019)

A Request for Tender (RFT 23-0019) was issued to the open market via Vendor Panel on Tuesday 28 November 2023 and closed at 2:00pm on Wednesday 20 December 2023.

#### COUNCIL RESOLUTION

Moved Cr Thomas

Seconded Cr Gallagher

***At the conclusion of the evaluation process the Panel agreed that the preferred Tenderer and most advantageous offer for the Project would be Wren Construction Pty Ltd.***

***Prior to confirming acceptance of Wren Construction Pty Ltd Tender, the Panel recommends Council to resolve to:***

- 1. Clarify minor technical and commercial terms of Wren Construction Pty Ltd.'s Tender.***
- 2. Carry out investigations with the contractor to confirm material quantities under contract and the Contract lump sum (in accordance with the provisions of tendered contract).***
- 3. Set aside a sufficient Project budget allocation for construction of the Project.***
- 4. Subject to satisfactory outcome of the above, delegate authority to the Chief Executive Officer to:***
  - a. Issue a letter of acceptance to Wren Construction Pty Ltd. for Contract No. RFT23-0019, and***
  - b. Form a contract with Wren Construction Pty Ltd. to deliver the Project.***

CARRIED 7/0

Resolution No. 0124/028

## CONFIRMED MINUTES

### 11.10 RFT 23-0020 - KARUMBA REVETMENT WALL – LATE ITEM

#### Executive Summary:

Carpentaria Shire Council (Council) is undertaking construction of a revetment wall located at Karumba point.

Council has embarked on a procurement process to procure a suitably qualified, experienced and capable Contractor to construct the Centre via a single stage approach. In accordance with the Local Government Act (2009) and Section 228 of the Local Government Regulation 2012, the single stage procurement process consists of an open market request for tender (RFT 23-0019)

A Request for Tender (RFT 23-0019) was issued to the open market via Vendor Panel on Tuesday 28 November 2023 and closed at 2:00pm on Wednesday 20 December 2023.

#### COUNCIL RESOLUTION

Moved Cr Bawden

Seconded Cr Young

***At the conclusion of the evaluation process the Panel agreed that the preferred Tenderer and most advantageous offer for the Project would be Wren Construction Pty Ltd.***

***Prior to confirming acceptance of Wren Construction Pty Ltd Tender, the Panel recommends Council to resolve to:***

- 1. Clarify minor technical and commercial terms of Wren Construction Pty Ltd Tender.***
- 2. Carry out investigations with the contractor to confirm material quantities under contract and the Contract lump sum (in accordance with the provisions of tendered contract).***
- 3. Set aside a sufficient Project budget allocation for construction of the Project.***
- 4. Subject to satisfactory outcome of the above, delegate authority to the Chief Executive Officer to:***
  - a. Issue a letter of acceptance to Wren Construction Pty Ltd. for Contract No. RFT23-0020, and***
  - b. Form a contract with Wren Construction Pty Ltd. to deliver the Project.***

CARRIED 7/0

Resolution No. 0124/029

#### DECLARATION OF INTEREST:

I, **Councillor Murphy**, 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 11.11 – RFT 24-0007 – ROPS Trades and Professional Services 2024. The nature of my interest is as follows:

- (i) I have submitted a tender in this RFT;
- (ii) I have a direct interest

## CONFIRMED MINUTES

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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 Murphy left the meeting at **1:35pm**.

### **DECLARATION OF INTEREST:**

I, **Councillor Scott**, inform this meeting that, pursuant to section 150EQ(3)(b) and 150EQ(3)(c) of the Local Government Act 2009, I have a declarable conflict of interest in relation to Agenda Item 11.11 – RFT 24-0007 – ROPS Trades and Professional Services 2024. The nature of my interest is as follows:

- (i) I have submitted a tender in this RFT;
- (ii) I have a direct interest

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 Scott left the meeting at **1:35pm**.

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## **11.11 RFT 24-0007 - ROPS TRADES AND PROFESSIONAL SERVICES 2024 – LATE ITEM**

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### **Executive Summary:**

A request for tenders for the ROPS Trades and Professional Services 2024 (Contract No: 24-0007) closed on 1 December 2023 with seventy-four (74) tenders received. Tenderers have been assessed and placed on a Fully Conforming Tenders List.

Approved tenderers from Contract No. 22-0559 are automatically carried over as approved tenderers for Contract No. 24-0007.

### **COUNCIL RESOLUTION**

Moved Cr Hawkins

Seconded Cr Thomas

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

- 1. Approve the suppliers on Attachment A – Carry Over Suppliers from 22-0559. Note: two (2) suppliers have retendered – one with no apparent changes, one with changes to be clarified;***
- 2. Approve the suppliers on Attachment B – Successful Conforming Tenders;***
- 3. Reject the suppliers on Attachment D – Unsuccessful Tenderers; and***
- 4. Consider the suppliers on Attachment C – Requires Clarification Tenders and add them to either of the Attachment B or Attachment D.***

**CONFIRMED MINUTES**

**CARRIED 5/0**

**Resolution No. 0124/030**

**NOTATION:**

Sourceable Talent from Attachment D to Attachment C.  
Outback Pest Control from Attachment D (included in error) and to remain on Attachment C.

**ATTENDANCE:**

Councillor Murphy re-entered the meeting room at **1:56pm**.

**DECLARATION OF INTEREST:**

I, **Councillor Hawkins**, inform this meeting that, pursuant to section 150EQ(3)(b) and 150EQ(3)(c) of the Local Government Act 2009, I have a declarable conflict of interest in relation to Agenda Item 11.12 – RFT 24-0007 – ROPS Wet Hired Plant 2024. The nature of my interest is as follows:

- (i) I have submitted a tender in this RFT;
- (ii) I have a direct interest

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 Hawkins left the meeting at **1:56pm**.

**11.12 ROPS WET HIRED PLANT 2024 - LATE TENDER**

**Executive Summary:**

Council received a late tender for the ROPS Wet Hired Plant 2024 (Contract No: 24-0001) which closed on 17 November 2023. The owners, Dale and Millicent Miller would like Council to consider their late tender for a water truck. The same water truck was previously accepted by Council in the December 2024 Meeting under a different owner.

**COUNCIL RESOLUTION**

Moved Cr Murphy

Seconded Cr Gallagher

***That Council approve the late tender.***

**CARRIED 5/0**

**Resolution No. 0124/031**

**ATTENDANCE:**

Councillor Hawkins re-entered the meeting room at **1:59pm**.



## CONFIRMED MINUTES

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Councillor Scott re-entered the meeting room at 1:59pm.

### 12 GENERAL BUSINESS

#### Fish Attraction Device

Councillor Murphy requested that Council look at a design for a Fish Attraction Device mould for future additional areas.

Action: The Director of Engineering to investigate and report back.

#### Internet at the Depot

Councillor Thomas queried the internet access at the Depot.  
Informed Council is looking at boosting the signal to improve service.

Action: Working on a solution.

#### Queensland Rail - Gulflander

Councillor Thomas queried the tour operations and whether these would continue in 2024.

Action: Monitor and chase up.

#### Driveway at Pharmacy – Footpath Rocks

Councillor Thomas informed the rocks from the driveway at the Pharmacy have been left in Carol Stevenson's residence.

Action: The Director of Engineering to arrange for the removal of rocks from Carol's residence and store at the Depot.

#### Flood Camera at Flinders River

Councillor Gallagher queried the operation of the flood camera at the Flinders River.  
DOE informed Councillors that the signal and modem at the site is the issue.

Action: The Director of Engineering to follow up and find solution as soon as possible.

#### Lilyvale Subdivision

Councillor Gallagher queried if contact with Tenderers were made.  
The Chief Executive Officer provided an update on the progress of Lilyvale and contact with local tenderer.

Action: The Chief Executive Officer to contact Colliers and request monthly updates from Colliers regarding the marketing of Lots.

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## CONFIRMED MINUTES

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### Ergon Energy & Telstra

Councillor Gallagher queried if Council could request additional correspondence/communication when there are outages in the area.

Action: The Mayor and Chief Executive Officer to take up with the Regional Managers of Ergon Energy and Telstra.

### Karumba Transfer Station

Councillor Young advised that a considerable amount of rubbish is being dumped inside of the Karumba Transfer Station.

Action: The Director Corporate Services to follow up with Local Laws Officer to issue fines for illegal dumping.

### Barra Centre Café

Councillor Young queried the operations of the Barra Centre Café.

Action: The Director Community Development, Tourism & Regional Prosperity to progress the operations of the Barra Bites Café in preparation for the season.

### Unightly properties in Karumba

Councillor Young informed of new tenants that have arrived at Karumba. There is an accumulation of objects and materials on the property.

Action: The Local Laws Officer to continue to monitor and address under provisions in the Local Law where necessary

### Karumba Swimming Pool

Councillor Young informed that the Karumba Swimming Pool was broken into by adults. They were quite aggressive and abusive to a Council employee.

Action: Incident need to be reported to the Police and the persons involved should have a penalty or recourse for their behaviour.

### Mosquito Fogging

Councillor Scott queried the commencement of mosquito fogging for Normanton and Karumba.

Action: The Director of Engineering to arrange contact with Dana Quirk for operating times and Chief Executive Officer to arrange a Facebook post to advise residents.

## CONFIRMED MINUTES

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### Street Numbering

Councillor Scott requested consideration be given to the repainting of numbers on the gutters as they are all fading.

**Action:** The Director of Engineering to arrange with works team to review and carry out necessary maintenance

### No Standing Signs

Councillor Scott queried the progress of placement of the 'No Standing' sign for Haig Street, Normanton as discussed previously.

**Action:** The Director of Engineering to follow up and install the necessary signage.

### Abandoned Vehicles

Councillor Scott queried the progress of abandoned vehicles, there appear to be more vehicles that could be removed.

**Action:** The Director Corporate Services to arrange relocation of abandoned vehicles to compound prior to tourist season

### Toilet at the Normanton Cemetery

Councillor Scott queried if the toilet at the Normanton Cemetery is being opened. Informed the toilet is open to the public.

**Action:** No action required.

### Landsborough Street Upgrade

Councillor Scott queried the Landsborough Street Upgrade.

**Action:** The Director of Engineering to bring back to Council.

### Gym Equipment

Councillor Scott queried if the gym equipment had been replaced.

**Action:** The Director Community Development, Tourism & Regional Prosperity to arrange for the installation as soon as possible.

### Alexandria Crossing Flood Markers

Councillor Hawkins informed that the flood marker at Alexandria Crossing needs to be replaced – 200mm edge and 500mm in middle.

**Action:** The Director of Engineering to fix and re-calibrate.

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## CONFIRMED MINUTES

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### Big M Creek

Councillor Hawkins informed of erosion on causeway of Big M Creek.

Action: The Director of Engineering to arrange an inspection and carry out any necessary repairs.

### Mowing of Streets

Councillor Hawkins asked if mowing and snipping to cut grass around town be done while businesses are closed.

Action: The Director of Engineering to liaise with Parks and Gardens crew and review schedule for mowing.

### New Columbarium Wall

Councillor Bawden queried if the new columbarium wall had arrived.

The Director of Engineering informed it has arrived and awaiting to be installed.

Action: The Director of Engineering to arrange the installation of the new wall, advise the families with relatives in the current columbarium, Council to arrange new plaques, and transfer ashes to new wall.

### NOTATION:

The fee to reserve a plot in the columbarium wall is to be the same as the fee to reserve a grave plot and this is to be reflected in the Schedule of Fees and Charges.

### Lilyvale Subdivision Caveat

Councillor Bawden stated that the caveat for Lilyvale Subdivision change from 2 years to 4 years.

Action: The Chief Executive Officer to update Colliers and Preston Law to amend draft contracts.

**CONFIRMED MINUTES**

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**13 CLOSURE OF MEETING**

*The Chair of the meeting, Cr Lyall Bawden, Mayor, declared the meeting closed at 2:57pm.*

**MINUTES CERTIFICATE**

*These Minutes are Confirmed.*

 .....	<i>17, 01, 2024</i> .....
<b>Councillor LV Bawden</b>	<b>Date</b>
<b>Mayor</b>	