



**CARPENTARIA SHIRE**

*Outback by the Sea*

***ORDINARY MEETING***

***MINUTES***

***24 APRIL, 2024***

**UNCONFIRMED MINUTES**

**TABLE OF CONTENTS**

ITEM	SUBJECT	PAGE NO
1	OPENING OF MEETING .....	4
2	RECORD OF ATTENDANCE.....	4
3	CONDOLENCES .....	4
4	CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS .....	5
5	BUSINESS ARISING FROM PREVIOUS MEETINGS.....	5
6	RECEPTION OF PETITIONS & DEPUTATIONS.....	5
7	MAYORAL MINUTES.....	6
8	CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION .....	7
8.1	Internal Audit Special Project - Heavy Vehicle Safety Management Practices .....	7
8.1	Internal Audit Special Project - Heavy Vehicle Safety Management Practices .....	8
9	REPORTS FROM THE CHIEF EXECUTIVE OFFICER .....	9
9.1	CEO Report.....	9
9.2	Code of Conduct for Councillors .....	9
9.3	Policy Adoption .....	10
9.4	LGAQ Policy Executive Representation.....	10
10	REPORTS FROM DIRECTOR OF CORPORATE SERVICES .....	11
10.1	DCS Report.....	11
10.2	Monthly Financial Report - March 2024 .....	11
10.3	Human Resources Report.....	12
10.4	2024-2025 Revenue Policy .....	12
10.5	Heavy Vehicle Audit Policy .....	13
10.6	Annual Valuation - 2025.....	14
10.7	Approval to Keep Animal - More than Two Dogs .....	14
11	REPORTS FROM DIRECTOR COMMUNITY DEVELOPMENT, TOURISM & REGIONAL .....	15
11.1	Monthly Report Community Development, Tourism, Regional Prosperity .....	15

**UNCONFIRMED MINUTES**

---

11.2	Community Donations and Support .....	15
11.3	Advisory Committee Updates Tourism and Economic Development.....	16
11.4	Normanton Childcare Centre - Transition To Astute Mangement .....	16
11.5	Monthly Report Les Wilson Barramundi Discovery Centre .....	17
<b>12</b>	<b>REPORTS FROM DIRECTOR OF ENGINEERING - ROADS &amp; SERVICES .....</b>	<b>18</b>
12.1	DOE Report.....	18
12.2	NDRRA/QDRF Report .....	19
12.3	Water and Waste Monthly Report .....	20
12.4	Workshop Report .....	20
12.5	Building and Planning Report.....	21
12.6	Development Application - Operational Works Stage 1 Shoreline Protection Works - Boat Ramp Groyne and River Groyne Karumba - I/2329 .....	21
12.7	Reallocation of W4Q Funds .....	23
12.8	RFT 24-0001 - Late Submission for Wet Hire Tender.....	23
12.9	24-0004 ROPS Prequalified Suppliers of Dry Hire Plant .....	25
12.10	24-0002 ROPS Prequalified Suppliers of Construction Material .....	26
<b>13</b>	<b>GENERAL BUSINESS .....</b>	<b>27</b>
<b>14</b>	<b>CLOSURE OF MEETING .....</b>	<b>29</b>

## **UNCONFIRMED MINUTES**

---

### **1 OPENING OF MEETING**

The Mayor welcomed members and declared the meeting open at **8:59am**.

### **2 RECORD OF ATTENDANCE**

#### **Councillors**

Cr LV Bawden	Mayor
Cr BJ Hawkins	Deputy Mayor
Cr GW Smerdon	
Cr CP Schafer	
Cr LJ Henry	
Cr AM Murphy	
Cr JE O'Brien	

#### **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*

Mr Chris O'Keefe	Manager Les Wilson Barramundi Discovery Centre
Mr Kerrod Giles	Technical Engineer
Mr John Martin	Consultant Engineer - ERSCON

### **3 CONDOLENCES**

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

- ❖ Mr Kevin McDonell
- ❖ Mr Dylan Leschke
- ❖ Ms Daphne McGilvary

The Late Mr McDonell was declared a Councillor at the Post-Election Meeting held 20 March 1997. He served as a Councillor until 13 March 2008.

## **UNCONFIRMED MINUTES**

---

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

Confirmation of Minutes from the Ordinary Council Meeting held 13 March 2024, as previously circulated to Councillors.

#### **COUNCIL RESOLUTION**

Moved Cr Murphy

Seconded Cr Smerdon

***That the Minutes of the Ordinary Council Meeting held 13 March 2024 be confirmed.***

**CARRIED 7/0**

***Resolution No. 0424/001***

Confirmation of Minutes from the Post-Election Meeting held 08 April 2024, as previously circulated to Councillors.

#### **COUNCIL RESOLUTION**

Moved Cr Murphy

Seconded Cr Smerdon

***That the Minutes of the Post-Election Meeting held 08 April 2024 be confirmed.***

**CARRIED 7/0**

***Resolution No. 0424/002***

Confirmation of Minutes from the Special Council Meeting held 08 April 2024, as previously circulated to Councillors.

#### **COUNCIL RESOLUTION**

Moved Cr Murphy

Seconded Cr Smerdon

***That the Minutes of the Special Council Meeting held 08 April 2024 be confirmed.***

**CARRIED 7/0**

***Resolution No. 0424/003***

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

Nil.

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

Nil.

**UNCONFIRMED MINUTES**

**7 MAYORAL MINUTES**

**Recruitment of Chief Executive Officer**

Councillor Bawden informed that Elite Executive are currently recruiting and the package and advertising has been released.

**Mayors Forum – Brisbane (17 April 2024)**

Councillor Bawden informed of his and the Chief Executive Officer's attendance at the Mayors Forum held recently.

The following was noted:

- 44 new Mayors in Queensland – some returned from previous years
- Politicians in attendance – Leader of the Opposition, Treasurer and other Ministers from Labor.

**Gulf Development Road**

Councillor Bawden informed that he had spoken to the Director General – Transport & Main Roads in regards to the Gulf Development Road works and requested that this be put off until September. Transport & Main Roads are currently reviewing the scheduling of works on the road.

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## UNCONFIRMED 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 Hawkins

Seconded Cr Schafer

***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 Internal Audit Special Project - Heavy Vehicle Safety Management Practices**  
***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.***

CARRIED 7/0

Resolution No. 0424/004

#### CLOSURE OF MEETING:

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

#### 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 8.1 – Internal Audit Special Report – Heavy Vehicle Safety Management Practices. The nature of my interest is as follows:

- (i) I have experience in Heavy Vehicles;

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 Murphy

Seconded Cr Smerdon

***That Councillor Hawkins remain in the meeting room for Agenda Item 8.1 - Internal Audit Special Report – Heavy Vehicle Safety Management Practices.***

CARRIED 7/0

Resolution No. 0424/005

## UNCONFIRMED MINUTES

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### NOTATION:

The Chief Executive Officer to arrange training for Councillors from NHVR.

### **COUNCIL RESOLUTION**

Moved Cr Henry

Seconded Cr Murphy

***That Council open the meeting to the public.***

**CARRIED 7/0**

***Resolution No. 0424/006***

### REOPENING OF MEETING:

The meeting was reopened to the public at **9:50am**.

### ATTENDANCE:

Councillor Schafer left the meeting room at **9:50am**.

### **8.1 INTERNAL AUDIT SPECIAL PROJECT - HEAVY VEHICLE SAFETY MANAGEMENT PRACTICES**

#### **Executive Summary:**

Section 105 of the *Local Government Act 2009* and Section 207 of the *Local Government Regulation 2012* set out the legislative requirement to establish an internal audit function. This report is not part of the adopted Internal Audit Plan, but has been requested as a result of concerns raised in respect of a lack of compliance with the *Heavy Vehicle National Law Act 2012*. This report sets out the audit findings and makes recommendations and management comments responding to those recommendations and is now presented to Council to note.

### **COUNCIL RESOLUTION**

Moved Cr Smerdon

Seconded Cr Henry

***That Council note the Internal Audit Special Project – Heavy Vehicle Safety Management Practices and management’s responses to those recommendations.***

**CARRIED 6/0**

***Resolution No. 0424/007***

### ATTENDANCE:

Councillor Schafer re-entered the meeting room at **9:54am**.

## UNCONFIRMED 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 O'Brien

Seconded Cr Schafer

***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. 0424/008***

**NOTATION:**

Copy of Housing Committee Minutes to be provided for Councillors.

#### 9.2 CODE OF CONDUCT FOR COUNCILLORS

**Executive Summary:**

In accordance with the legislation the Minister has developed the Code of Conduct for Councillors and the attached is the recently approved version as of 22 February 2024.

**COUNCIL RESOLUTION**

Moved Cr Murphy

Seconded Cr Smerdon

***That Council acknowledge the Minister's Code of Conduct for Councillors – Approved 22 February 2024.***

**CARRIED 7/0**

***Resolution No. 0424/009***

## **UNCONFIRMED MINUTES**

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### **9.3 POLICY ADOPTION**

**Executive Summary:**

The Department have reviewed and made some changes to the Standing Orders for Council Meetings and Investigations Policy and Guidelines and released these for Council to use.

**COUNCIL RESOLUTION**

Moved Cr O'Brien

Seconded Cr Henry

***That Council adopt the Standing Orders for Council Meetings and Investigations Policies as attached to the Chief Executive Officers Report and provide copies on the website.***

**CARRIED 7/0**

***Resolution No. 0424/010***

### **9.4 LGAQ POLICY EXECUTIVE REPRESENTATION**

**Executive Summary:**

LGAQ have advised that in accordance with Rule 5.4 of the Association's Constitution and Rules, nominations are now being called for the election of District Representatives of the Associations Executive for the period 2024-2028.

**COUNCIL RESOLUTION**

Moved Cr Hawkins

Seconded Cr Bawden

***That Council advises the LGAQ that it wishes to nominate Greg Campbell, Mayor Cloncurry Shire Council, as the policy executive representative for District 11 North West.***

**CARRIED 7/0**

***Resolution No. 0424/011***

**ADJOURNMENT:**

The meeting adjourned for morning tea at **10:10am**.  
The meeting resumed at **10:40am**.

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## UNCONFIRMED MINUTES

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### 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 O'Brien

Seconded Cr Schafer

***That Council:***

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

**CARRIED 7/0**

***Resolution No. 0424/012***

**ATTENDANCE:**

**The Chief Executive Officer left the meeting room at 11:36am.**

**Councillor Schafer left the meeting room at 11:39am.**

**The Chief Executive Officer re-entered the meeting room at 11:40am.**

**Councillor Schafer re-entered the meeting room at 11:41am.**

### 10.2 MONTHLY FINANCIAL REPORT - MARCH 2024

**Executive Summary:**

Presentation of the financial report for 31 March 2024 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 March 2024.***

**CARRIED 7/0**

***Resolution No. 0424/013***

## **UNCONFIRMED MINUTES**

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### **10.3 HUMAN RESOURCES REPORT**

**Executive Summary:**

This report provides information on the progress of SAFEPLAN, Council's safety management system, and an update on general human resource matters.

**COUNCIL RESOLUTION**

Moved Cr Henry

Seconded Cr Smerdon

***That Council accepts the report for information.***

**CARRIED 7/0**

***Resolution No. 0424/014***

### **10.4 2024-2025 REVENUE POLICY**

**Executive Summary:**

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

**COUNCIL RESOLUTION**

Moved Cr O'Brien

Seconded Cr Murphy

***That Council adopts the Revenue Policy for the 2024/2025 financial year as amended and distributed to Councillors***

**CARRIED 7/0**

***Resolution No. 0424/015***

**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 10.5 – Heavy Vehicle Audit Policy. The nature of my interest is as follows:

- (i) I own and operate a heavy vehicle business that provides services to the Carpentaria Shire Council.

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 room at **12:10pm**.

## **UNCONFIRMED MINUTES**

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### **DECLARATION OF INTEREST:**

I, **Councillor O'Brien**, 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 10.5 – Heavy Vehicle Audit Policy. The nature of my interest is as follows:

- (i) My parents have businesses engaged by Council, these have heavy vehicles in their fleet.

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 O'Brien left the meeting room at **12:10pm**.

## **10.5 HEAVY VEHICLE AUDIT POLICY**

### **Executive Summary:**

The purpose of the Heavy Vehicle Audit Policy is to provide a framework for Council officers to implement internal controls and carry out inspections to mitigate the risks of non-compliance with the National Heavy Vehicle Laws. This Policy is also intended to create an environment where Council officers involved in the Chain of Responsibility supply chain are encouraged to carry out their duties in such a way that they adhere to the laws and regulations. This is a new Policy.

### **COUNCIL RESOLUTION**

Moved Cr Bawden

Seconded Cr Henry

***That Council adopt the Heavy Vehicle Audit Policy as amended in defects section.***

**CARRIED 5/0**

***Resolution No. 0424/016***

### **ATTENDANCE:**

Councillor Hawkins re-entered the meeting room at **12:22pm**.

Councillor O'Brien re-entered the meeting room at **12:22pm**.

### **ADJOURNMENT:**

The meeting adjourned for lunch at **12:22pm**.

The meeting resumed at **1:57pm**.

### **ATTENDANCE:**

**The Manager – Les Wilson Barramundi Discovery Centre entered in the meeting room at 1:57pm.**

**The Technical Engineer entered the meeting room at 1:57pm.**

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## UNCONFIRMED MINUTES

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### 10.6 ANNUAL VALUATION - 2025

**Executive Summary:**

The purpose of this report is to advise that correspondence has been received from the Valuer-General seeking Council's opinion on whether a valuation of the Carpentaria Shire should be undertaken this year.

**COUNCIL RESOLUTION**

Moved Cr O'Brien

Seconded Cr Henry

***That Council request the Valuer-General to undertake a valuation of the Carpentaria Shire area to be effective on 30 June 2025.***

**CARRIED 7/0**

***Resolution No. 0424/017***

### 10.7 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 Murphy

Seconded Cr Smerdon

***That Council approve the application to keep more than two (2) dogs for the property located at 13 Ellis Street, Normanton.***

**CARRIED 7/0**

***Resolution No. 0424/018***

**ATTENDANCE:**

The Technical Engineer left the meeting room at 2:23pm.

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## UNCONFIRMED MINUTES

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### 11 REPORTS FROM DIRECTOR COMMUNITY DEVELOPMENT, TOURISM & REGIONAL

#### 11.1 MONTHLY REPORT COMMUNITY DEVELOPMENT, TOURISM, REGIONAL PROSPERITY

**Executive Summary:**

This report 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 Murphy

Seconded Cr Hawkins

***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. 0424/019***

#### ATTENDANCE:

The Technical Engineer re-entered the meeting room at 2:27pm.

### 11.2 COMMUNITY DONATIONS AND SUPPORT

**Executive Summary:**

During the period since the March 2024 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 Schafer

Seconded Cr Henry

***That Council:***

- 1. Considers the fee waivers presented for approval in this report;***
- 2. Does not approve the request to waive gym fees for six members of the Mougibi Football club valued at \$1170 and;***
- 3. Notes the fee waivers approved under the delegation of the Chief Executive Officer since March 2024 meeting of Council.***

**CARRIED 7/0**

***Resolution No. 0424/020***

## **UNCONFIRMED MINUTES**

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### **11.3 ADVISORY COMMITTEE UPDATES TOURISM AND ECONOMIC DEVELOPMENT**

#### **Executive Summary:**

At the November 2023 meeting of Council, Council endorsed the recommendations of the Economic Development Strategy and Outback by The Sea<sup>®</sup> Tourism Strategy to establish Advisory Committees to assist Council to deliver the recommendations and actions from the two strategies. Expressions of Interest closed on February 29, 2024. This report was presented to Council at the March 2024 meeting but was deferred for consideration of the new Council. The report considers the options for Council to action the committees.

#### **COUNCIL RESOLUTION**

Moved Cr O'Brien

Seconded Cr Schafer

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

- 1. *Notes the information and considers options for the committees including:***
  - a. *Merge the two committees into one, being the Economic Development Advisory Committee with a tourism industry sub-committee. This will require an assessment of the Terms of Reference and membership base with a report being returned to the May meeting of Council for consideration; and***
- 2. *Write to applicants advising them of the above outcome.***

**CARRIED 7/0**

***Resolution No. 0424/021***

### **11.4 NORMANTON CHILDCARE CENTRE - TRANSITION TO ASTUTE MANGEMENT**

#### **Executive Summary:**

In March 2023, 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 and in September 2023, resolved that pursuant to s235 (b) of the Local Government Regulation 2012, enter into an agreement with Astute to support Council with the implementation of the business plan over a period of five years to be reviewed annually. Astute and Council meets weekly to ensure the successful transition of the centre.

#### **COUNCIL RESOLUTION**

Moved Cr Henry

Seconded Cr O'Brien

***That Council notes the attached information and monthly report.***

**CARRIED 7/0**

***Resolution No. 0424/022***

**UNCONFIRMED MINUTES**

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**ATTENDANCE:**

The Technical Engineer left the meeting room at 2:48pm.  
The Director Corporate Services left the meeting room at 2:48pm.

**11.5 MONTHLY REPORT LES WILSON BARRAMUNDI DISCOVERY CENTRE**

**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 Murphy

Seconded Cr Henry

***That Council:***

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

**CARRIED 7/0**

***Resolution No. 0424/023***

**ATTENDANCE:**

The Manager Les Wilson Barramundi Discovery Centre left the meeting room at 2:50pm.  
The Technical Engineer re-entered the meeting room at 2:50pm.  
The Director Corporate Services re-entered the meeting room at 2:54pm.  
The Consultant Engineer entered the meeting room at 2:54pm.  
The Director Corporate Services left the meeting room at 3:04pm.  
Councillor Murphy left the meeting room at 3:08pm.  
Councillor Murphy re-entered the meeting room at 3:10pm.  
The Director Corporate Services re-entered the meeting room at 3:11pm.  
The Director Corporate Services left the meeting room at 3:19pm.  
The Director Corporate Services re-entered the meeting room at 3:30pm.

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## **UNCONFIRMED MINUTES**

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### **12 REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES**

#### **12.1 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 Hawkins

Seconded Cr Smerdon

##### ***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. 0424/024***

##### **ADJOURNMENT:**

The meeting adjourned for afternoon tea at **3:35pm**.

The meeting resumed at **3:45pm**.

Councillor Hawkins was not in attendance.

The Technical Engineer was not in attendance.

##### **ATTENDANCE**

**The Technical Engineer entered the meeting room at 3:46pm**

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## UNCONFIRMED MINUTES

### 12.2 NDRRA/QDRF REPORT

#### Executive Summary:

**QRA21:** Acquittal documentation for all five (5) submissions have been lodged to QRA with final approval and payments subject to assurance audits which are currently in progress.

**QRA22:** The QRA22 project is approximately 86.4% complete. Setout for remaining QRA22 roads is currently underway and crews will progressively mobilise to camps over the next month once emergency works have been completed. The first two camps are expected to be established at Donors Hill and Augustus camps during the last week of April. The QRA22 scope will be prioritised to ensure submission deadlines of 30 June 2024 are met. Two (2) submissions have been lodged for acquittal to enable all scope to be rolled over into future submissions.

**QRA23:** All submissions have been lodged on QRA MARS system, with three (3) fully approved and Council has received the prepayments. Remaining submissions are currently being assessed by QRA and approval is expected shortly. Construction of QRA23 scope will commence once QRA22 scope has been completed and have a completion deadline of 30 June 2025.

**QRA24:** Carpentaria Shire Council was activated for REPA, Emergency Works and CDO relief measures on 29 December 2023 in response to the Tropical Cyclone Jasper event. Damage pickup has begun prior to Emergency Works being performed on accessible roads throughout the Shire and damage assessments are currently being prepared in QRA MARS system. Emergency Works will continue in the upcoming months to restore access where required.

**RRUPP:** Two (2) Remote Roads Upgrade Pilot Program (RRUPP) projects have been approved for construction. Construction of remaining Iffley Road works and Dixie Road widening will commence once accessible during the 2024 construction season.

**MITCHELL RIVER BRIDGE:** The options analysis report requires updating to incorporate the damage incurred during the 2024 wet season. Specific damage photos and survey data will need to be sourced for rollover into 2024 submissions. Due to additional damage rectification will significantly exceed the \$25million trigger that necessitates a formal DRFA (federal) review prior to funding approval from QRA. Design (by others) of the 2 lane, 20m TMR deck unit has been completed for the proposed bridge (approx. 460m) and is currently out for tender.

**OTHER:** Dunbar – Kowanyama (pavement stabilization and sealing) betterment project is near completion with seal works to be completed once accessible in the 2024 construction season. A pavement and sealing project on Normanton to Burketown Road (approx. 12km) has been submitted under 2024 betterment funding and the upgrade of Boredrain Creek causeway has been submitted for approval under REPA funding.

#### COUNCIL RESOLUTION

Moved Cr Henry

Seconded Cr Murphy

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

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

## UNCONFIRMED MINUTES

**CARRIED 6/0**

*Resolution No. 0424/025*

### **ATTENDANCE:**

The Consultant Engineer left the meeting room at 3:58pm.  
Councillor Hawkins re-entered the meeting room at 4:01pm.

### **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 throughout March.

#### **COUNCIL RESOLUTION**

Moved Cr O'Brien

Seconded Cr Schafer

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

- 1. receive and note the Water and Waste Monthly Report for February 2024; and***
- 2. that those matters not covered by resolution be noted.***

**CARRIED 7/0**

*Resolution No. 0424/026*

### **12.4 WORKSHOP REPORT**

#### **Executive Summary:**

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

#### **COUNCIL RESOLUTION**

Moved Cr Schafer

Seconded Cr Henry

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

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

**CARRIED 7/0**

*Resolution No. 0424/027*

## UNCONFIRMED MINUTES

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### 12.5 BUILDING AND PLANNING REPORT

#### Executive Summary:

The report is to advise Council of relevant planning and building activities within the Shire for the month of March 2024.

#### COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr O'Brien

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

**CARRIED 7/0**

***Resolution No. 0424/028***

### 12.6 DEVELOPMENT APPLICATION - OPERATIONAL WORKS STAGE 1 SHORELINE PROTECTION WORKS - BOAT RAMP GROUYNE AND RIVER GROUYNE KARUMBA - I/2329

#### Executive Summary:

The application seeks a development permit for prescribed tidal works being the Stage 1 Shoreline Protection Works for Karumba, being boat ramp and river groynes. On the tidal area adjoining esplanade and lots fronting Ward & Palmer Streets, being Lot 11 NM843281, Lot 68 NM98 and esplanade area.

#### COUNCIL RESOLUTION

Moved Cr Bawden

Seconded Cr Henry

***That Council resolve in accordance with the Planning Act 2016, that the applicant be notified Council approves the application for a Development Permit for operational works being prescribed tidal works for Stage 1 Shoreline Protection Works for Karumba, being boat ramp and river groynes at lot 11 NM843281, lot 68 NM98 and esplanade area Karumba, subject to the conditions detailed below and Appendix B – Referral Agency Conditions of approval attached:***

1. ***The prescribed tidal works are to be undertaken generally in accordance with the following plans:***
  - (a) ***Site General Arrangement Plan, prepared by Royal Haskoning DHV dated 29.09.2023, Drawing Number PA3014-RHD-00-XX-DRC005 revision P03, as amended in red by SARA.***
  - (b) ***Boat Ramp Groyne Detail Plan and Longitudinal Section, prepared by Royal Haskoning DHV, dated 29.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C014, revision P03.***
  - (c) ***Boat Ramp Groyne Cross Section Sheet 1, prepared by Royal Haskoning DHV, dated 27.09.2023, Drawing Number PA3014- RHD-00-XX-DR-C015,***

## UNCONFIRMED MINUTES

*revision P03.*

- (d) *Boat Ramp Groyne Cross Section Sheet 2 prepared by Royal Works are undertaken as described in the application material Haskoning DHV, dated 27.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C016, revision P03.*
  - (e) *Boat Ramp Groyne Typical Details and Setout, prepared by Royal Haskoning DHV dated 27.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C017, revision P03.*
  - (f) *River Groyne No.1 Detail Plan and Longitudinal Section, prepared by Royal Haskoning DHV, dated 28.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C018, revision P03.*
  - (g) *River Groyne No.2 Detail Plan and Longitudinal Section, prepared by Royal Haskoning DHV, dated 28.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C020, revision P03.*
  - (h) *River Groyne No.2 Cross Sections, prepared by Royal Haskoning DHV, dated 24.09.2023, Drawing Number PA3014-RHD-00-XXDR-C021, revision P03.*
  - (i) *River Groyne No.3 Detail Plan and Longitudinal Section, prepared by Royal Haskoning DHV, dated 28.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C022, revision P03.*
  - (j) *River Groyne No.3 Cross Sections, prepared by Royal Haskoning DHV, dated 24.09.2023, Drawing Number PA3014-RHD-00-XXDR-C023, revision P03.*
  - (k) *River Groyne No. 1, 2 & 3 Typical Details prepared by Royal Haskoning DHV, dated 28.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C024, revision P03.*
2. *The works are to be designed and constructed in accordance with the standards and other relevant parameters identified in the supporting material for the application.*
  3. *RPEQ certified “for construction” design drawings and rock specification are to be prepared and provided to Carpentaria Shire Council prior to works commencing.*
  4. *A site based environmental management plan is to be prepared and supplied provided to Carpentaria Shire Council prior to works commencing. This is to include a site rehabilitation plan to ensure any land or vegetation damaged or destabilised by the construction of the works is reinstated.*
  5. *Works are to be undertaken in such a way that public access along the foreshore following construction is to be maintained.*
  6. *Beach nourishment is to be undertaken within 3 years of completing the works, in accordance with the approved drawing PA3014-RHD-00-XX-DR-C005 and the existing beach nourishment approval.*

CARRIED 7/0

Resolution No. 0424/029

## UNCONFIRMED MINUTES

### ATTENDANCE:

The Director Corporate Services left the meeting room at 4:10pm.

### 12.7 REALLOCATION OF W4Q FUNDS

#### Executive Summary:

Council has 21-24 W4Q funding that was allocated for the upgrade of the Normanton Treatment Plant. It's unlikely Council will be able to spend that, and at this point in time we don't have any additional scope that we could easily put into motion and complete before June 30<sup>th</sup>.

We have contacted the Funding Body looking after the W4Q to check if we can reallocate the funds to support the new Membrane in Karumba WWTP. They said we can't because the project will not get completed in time. What they suggested is we reallocate that approved funding to one of the existing projects (see below) and also request an extension of time. This could alleviate some of the pressures on one of the remaining three open W4Q projects.

Alternatively, Council is checking with the Funding Body to see if we can refurbish our original water clarifier plant which is the backup to the new one installed last year. The refurbishment would cost \$60,000 which Council can complete prior to June. As this project is related to the reservoir upgrade, we believe that \$60,000 can be approved and the remaining \$150,000 can be reallocated to another available existing project.

#### COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Schafer

***That Council, if approved by the Funding Body - allocate \$60,000 to the Water Clarifier refurbishment and reallocate the remaining \$150,000 to another project so an extension of time can be requested.***

**CARRIED 7/0**

***Resolution No. 0424/030***

### 12.8 RFT 24-0001 - LATE SUBMISSION FOR WET HIRE TENDER

#### Executive Summary:

A request for a late tender has been requested by GOS Constructions PTY LTD for slashing work.

#### COUNCIL RESOLUTION

Moved Cr Smerdon

Seconded Cr Murphy

***That Council allows GOS Constructions PTY LTD to submit a late Tender and added to the Prequalified Suppliers listing following submission of required documents***

**CARRIED 7/0**

***Resolution No. 0424/031***

## **UNCONFIRMED MINUTES**

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### **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 12.9 – 24-0004 ROPS Prequalified Suppliers of Dry Hire Plant. The nature of my interest is as follows:

- (i) I work for one of the tenderers on a hourly rate.

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 **4.21pm**.  
Councillor Hawkins assumed the role of Chair.

### **DECLARATION OF INTEREST:**

I, **Councillor O'Brien**, 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 12.9 – 24-0004 ROPS Prequalified Suppliers of Dry Hire Plant and Agenda Item 12.10 – 24-0002 ROPS Prequalified Suppliers of Construction Material. The nature of my interest is as follows:

- (i) I was involved in the compiling of data for both Dry Hire Plant and Construction Materials Tenders in my other job before becoming a Councillor.

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 O'Brien left the meeting room at **4.21pm**.  
**The Director Corporate Services re-entered the meeting room at 4:21pm.**

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## UNCONFIRMED MINUTES

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### 12.9 24-0004 ROPS PREQUALIFIED SUPPLIERS OF DRY HIRE PLANT

#### Executive Summary:

A request for tenders for the ROPS Dry Hire Plant 2024 & 2025 (CN: 24-0004) closed on 2 November 2023 with twenty-one (21) tenders received. Tenderers for each item of Dry Hire Plant have been assessed and placed on a Fully Conforming Tenders List.

#### COUNCIL RESOLUTION

Moved Cr Henry

Seconded Cr Smerdon

#### *That Council:*

- 1. approve the suppliers on Appendix A – Fully Conforming Tenders for the Dry Hire Plant as presented; and***
- 2. notes that the Contractor listed in Attachment B has provided a non-conforming tender but has been transferred to the Wet Hire Tender (as all the documents supplied were for the Wet Hire).***

**CARRIED 5/0**

**Resolution No. 0424/032**

#### ATTENDANCE:

Councillor Bawden re-entered the meeting room at **4:29pm**.  
Councillor Bawden resumed the role of Chair.

#### 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 12.10 – 24-0002 ROPS Prequalified Suppliers of Construction Material. The nature of my interest is as follows:

- (i) I have submitted a tender for works under this tender.

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 room at **4:32pm**.  
Councillor Schafer left the meeting room at **4:32pm**.

## UNCONFIRMED MINUTES

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### 12.10 24-0002 ROPS PREQUALIFIED SUPPLIERS OF CONSTRUCTION MATERIAL

#### Executive Summary:

A request for tenders for the supply and delivery of Civil Construction Materials (Contract 24-0002) closed on 1 December 2023 with eight (8) tenders received. The tenders have been assessed against three mandatory categories: Technical Capability, Managerial Capability and Financial Capability. Each material type has been assessed separately.

#### COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Smerdon

*That Council approve the list of material suppliers presented.*

**CARRIED 4/0**

*Resolution No. 0424/033*

#### ATTENDANCE:

Councillor Hawkins re-entered the meeting room at **4:34pm**.

Councillor O'Brien re-entered the meeting room at **4:34pm**.

**The Technical Engineer left the meeting room at 4:34pm.**

Councillor Schafer re-entered the meeting room at **4:35pm**.

**The Technical Engineer re-entered the meeting room at 4:36pm.**

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## **UNCONFIRMED MINUTES**

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### **13 GENERAL BUSINESS**

#### **Karumba Transfer Station**

Councillor Hawkins informed the Karumba Transfer Station requires a general clean up.

#### **Normanton Aboriginal Cemetery**

Councillor Hawkins stated the Normanton Aboriginal Cemetery requires a clean-up as well.

#### **Auction of Vehicles**

Councillor Hawkins mentioned that Bowen River towing may be interested in the abandoned vehicles.

The Chief Executive Officer advised that Council could contact them following the Auction process required.

#### **Water Park Fencing**

Councillor O'Brien queried the state of the Water Park fencing.

#### **Utilisation of TAFE**

Councillor O'Brien informed that courses provided by TAFE can be utilised by Council. The Chief Executive Officer advised that the courses email had been sent to the Manager Human Resources.

#### **Briefing on Proposed Projects**

Councillor O'Brien requested that new Councillors be briefed on proposed projects. The Chief Executive Officer advised that information will be provided.

#### **Car Parking - Karumba**

Councillor Schafer queried the availability of parking spaces at the hotel in town in Gilbert Street.

Council agreed to designate 5 car parks only for motor vehicles with the balance being available for vehicles and boat trailers

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**UNCONFIRMED MINUTES**

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**Local Roads and Community Infrastructure Program (LRCIP 3)**

Councillor Schafer queried the LRCIP funding and what is allocated.  
The Chief Executive Officer advised that funds for Phase Three were allocated to the Revetment Wall and Park in Karumba

**Master Plans for Oval & Rodeo Grounds**

Councillor Schafer queried the master plans for the Normanton Showgrounds and the Sports Oval  
The Director Community Development, Tourism, and Regional Prosperity advised that these are being worked on.

**Rodeo Weekend – 10/4 Roster**

Councillor Schafer requested consideration to changing the roster for Council employees and contractors to allow attendance at the Rodeo.  
As has been the practice for the past couple of years contractor and employees wishing to attend the Rodeo may request time with their supervisor/foreman.

**Overgrown Allotments**

Councillor Smerdon stated that there are a number of overgrown allotments.  
The Director Corporate Services informed the meeting that the Local Laws Officer is in the process of overseeing this.

**Flood Camera at Karumba Point**

Councillor Henry queried a flood camera at the Karumba Point Boat Ramp. Would be useful for people to access river conditions before travelling to the boat ramp to find conditions are not favourable.

**Walkway from the Sunset Caravan Park to Ash's**

Councillor Henry queried a walkway from the Sunset Caravan Park to Ash's.  
Advised that this has been raised previously and is in the Master Plan for Karumba Point.

**UNCONFIRMED MINUTES**

**Acknowledgement on Signage**

Councillor Henry queried the inclusion of an acknowledgement entering the lands of the Traditional Owner.  
The Chief Executive Officer advised that Council had attempted this in previous years. Also advised that all corporate publications include an acknowledgement in the front of the documents and we have an acknowledgement on the Council website home page.

**Flood Camera at Gilbert River**

Councillor O'Brien stated the flood camera at the Gilbert River is not operational. The Director of Engineering informed the camera has not been operational since January this year and could not be repaired due to the prolonged flooding.

**Signage for Australia Day & ANZAC Day**

Councillor Bawden extended thanks to Mick Sceresini and staff for the signage for the Australia Day ceremony and ANZAC Day.

**14 CLOSURE OF MEETING**

*The Chair of the meeting, Cr Lyall Bawden, Mayor, declared the meeting closed at 5:08pm.*

**MINUTES CERTIFICATE**

***These Minutes are Unconfirmed.***

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

**Date**