



**CARPENTARIA SHIRE**

*Outback by the Sea*

***ORDINARY MEETING***

***MINUTES***

***21 FEBRUARY, 2024***

**CONFIRMED MINUTES**

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## CONFIRMED MINUTES

### 1 OPENING OF MEETING

The Mayor welcomed members and declared the meeting open at **9:03am**.

### 2 RECORD OF ATTENDANCE

#### Councillors

Cr LV Bawden	Mayor
Cr BJ Hawkins	Deputy Mayor
Cr AT Gallagher	
Cr AJ Scott	attended at 2:24pm
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 and Regional Prosperity
Mr Michael Wanrooy	Director of Engineering

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

Ms Jade Nacario	Manager Finance and Administration
Mr John Martin	Consultant Engineer - ERSCON

#### APOLOGY

#### COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Murphy

***That Council accept the apology from Councillor Scott for the first part of the meeting.***

**CARRIED 6/0**

***Resolution No. 0224/001***

### 3 CONDOLENCES

Nil.

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**CONFIRMED MINUTES**

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**4 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS**

Confirmation of Minutes from the Ordinary Council Meeting held 17 January 2024, as previously circulated to Councillors.

**COUNCIL RESOLUTION**

Moved Cr Young

Seconded Cr Thomas

***That the Minutes of the Ordinary Council Meeting held 17 January 2024 be confirmed.***

**CARRIED 6/0**

***Resolution No. 0224/002***

**5 BUSINESS ARISING FROM PREVIOUS MEETINGS**

**Page 29: Karumba Transfer Station**

Councillor Young informed a correction is required - it should read "that a considerable amount of rubbish is being dumped inside of the Karumba Transfer Station".

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

**Page 19: Agenda Item 11.7 – Mentana Creek Causeway Tender**

Councillor Gallagher requested that the pricing be included in the resolution for the tender awarded to Wren Construction for the construction of a concrete causeway.

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

**6 RECEPTION OF PETITIONS & DEPUTATIONS**

10:00am Recognition of Service Award

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**CONFIRMED MINUTES**

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<b>7 MAYORAL MINUTES</b>
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<b>Telstra Update</b>
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Councillor Bawden provided latest update on Telstra services in Normanton and Karumba as provided by Rachel Cliffe and advised of a further update early next week regarding ADSL and 3G services.

Followed up with Regional Manager re: Karumba Outages since 17<sup>th</sup> or 18<sup>th</sup> February, on hold due to flooding, rang locally and arrange local technician to attend Karumba.

<b>Australia Day Celebrations</b>
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Councillor Bawden discussed the best time to continue with the Australia Day ceremony with Council and it was decided to give a weeks' notice after the roads open and conduct the awards ceremony as soon as possible. This has to be conveyed to the remainder of the committee as well.

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## CONFIRMED MINUTES

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### 8 CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION

In accordance with the *Local Government Act 2009*, and the *Local Government Regulation 2012*, in the opinion of the General manager, the following business is of a kind as referred to in clause 275(1) of the Regulation, and should be dealt with in a Confidential Session of the Council meeting closed to the press and public.

#### COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Gallagher

*That Council adjourn into Closed Session and members of the press and public be excluded from the meeting of the Closed Session, and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld unless declassified by separate resolution. This action is taken in accordance with clause 275(1) of the Local Government Regulation 2012 as the items listed come within the following provisions*

- 8.1 Native Title Determination Application QUD673/2014 – Cape York United #1  
*This item is classified CONFIDENTIAL under the provisions of clause 254J(3)€ of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.*

CARRIED 6/0

*Resolution No. 0224/003*

#### CLOSURE OF MEETING:

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

#### COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Gallagher

*That Council open the meeting to the public.*

CARRIED 6/0

*Resolution No. 0224/004*

#### REOPENING OF MEETING:

The meeting was reopened to the public at 9.51am.

**CONFIRMED MINUTES**

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**8.1 NATIVE TITLE DETERMINATION APPLICATION QUD673/2014 – CAPE YORK UNITED #1**

**Executive Summary:**

Advice has been received from Moray and Agnew in relation to the Native Title Determination Application QUD673/2014 – Cape York United #1, and enclose the Draft s87 Agreements.

**COUNCIL RESOLUTION**

Moved Cr Thomas

Seconded Cr Young

*That Council authorise the execution of the S87A Agreements and provides authorisation to the Mayor and Chief Executive Officer to authorise any amendments that occur to the attached Agreements prior to execution.*

- (a) subject to (b) below, that Council agrees to enter into the S87A Agreements;*
- (b) the Mayor and Chief Executive Officer be authorised to agree to any minor amendments required to be agreed prior to the execution of the Agreements;*
- (c) subject to (b) above, that Martin Wright from Moray & Agnew Lawyers be authorised to sign the Section 87A Agreements on Council's behalf.*

**CARRIED 6/0**

**Resolution No. 0224/005**

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## CONFIRMED MINUTES

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### 9 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

#### 9.1 CEO REPORT

**Executive Summary:**

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

#### COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Gallagher

***That Council:***

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

**CARRIED 6/0**

***Resolution No. 0224/006***

**NOTATION:**

The Chief Executive Officer to arrange meeting with QR Head of Regional to discuss Gulflander Service

**ADJOURNMENT:**

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

During the recess, the Mayor presented Mrs Cherie Schafer with a recognition of service for her 10 years of service to Council.

The meeting resumed at **10:38pm**.

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## CONFIRMED MINUTES

### 9.2 COMMITTEE RECOMMENDATIONS - HOUSING ADVISORY COMMITTEE

#### Executive Summary:

The following is presented for the consideration of Council from the Housing Advisory Committee.

#### COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Hawkins

***That Council endorse the Housing Advisory Committee Recommendations as contained in the Committee Report***

***Attendance: Crs. Gallagher and Murphy, Mayor Bawden, Deputy Mayor Hawkins, CEO Mark Crawley, DCS Julianne Meier, Heather Jensen, and Robert Beard***

***Recommendation one (SHAC01/2024) Allocate current vacant 3-bedroom houses to the vacant positions – Manager Human Resources and Manager Water and Waste, advise Diesel Fitter and Garbage Truck Operators that Council is unable to support their request for accommodation due to availability.***

***Recommendation two (SHAC02/2024) CEO to draft a one-page checklist and one-page obligations for tenants occupying council accommodation based on the Housing Policy.***

***Recommendation three (SHAC03/2024) Work with BlueCHP to progress an application/submission for funding through the Housing Australia Future Fund Facility for the Gough Street Unit Development.***

***Recommendation four (SHAC04/2024) Note the current vacancies within the organization and limited housing to support recruitment.***

***Recommendation five (SHAC05/2024) CEO to continue to draft the Rent-to-Buy Scheme for presentation to the Department and Treasury for approval.***

***Meeting commenced at 1:57 pm and concluded at 3:00pm***

**CARRIED 6/0**

***Resolution No. 0224/007***

## CONFIRMED MINUTES

### **NOTATION:**

There has been no response to enquiries from Colliers to locals. Discussion held and it was agreed to look at others to market Lots. The Chief Executive Officer to prepare an application for power supply for Lot at Lilyvale Rural Residential Estate.

## 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 Young

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. 0224/008***

### **ATTENDANCE:**

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

The Director Corporate Services re-entered the meeting room at 11:12am.

The Manager Finance and Administration entered the meeting room at 11:13am.

## 10.2 MONTHLY FINANCIAL REPORT - JANUARY 2024

#### **Executive Summary:**

Presentation of the financial report for 31 January 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 Hawkins

Seconded Cr Gallagher

***That Council accepts the Monthly Financial Report, as required under section 204 of the Local Government Regulation 2012 for the period ended 31 January 2024.***

**CARRIED 6/0**

***Resolution No. 0224/009***

## CONFIRMED MINUTES

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### **ATTENDANCE:**

The Manager Finance and Administration left the meeting room at 11:32am.

### **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 Thomas

Seconded Cr Young

*That Council accepts the report for information.*

**CARRIED 6/0**

**Resolution No. 0224/010**

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**CONFIRMED MINUTES**

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

**11.1 COMMUNITY DEVELOPMENT, TOURISM, REGIONAL PROSPERITY 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 Young

Seconded Cr Murphy

***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. 0224/011***

**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) 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 **11:53am**.

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

- (i) My wife is on the Board of the applicant, Gulf Christian College;

## 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 Thomas left the meeting room at **11:53am**.

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

- (i) I am a major sponsor of the applicant, Normanton Stingers;

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 room at **11:57am**.

Councillor Thomas re-entered the meeting room at **11:57am**

Councillor Gallagher re-entered the meeting room at **11:57am**

Crs. Thomas and Gallagher participated in the item, as it was for noting only.

## 11.2 COMMUNITY DONATIONS AND SUPPORT

### **Executive Summary:**

During the period since the January 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 Hawkins

Seconded Cr Gallagher

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

- 1. Considers the fee waivers presented for approval in this report and;***
- 2. Notes the fee waivers approved under the delegation of the Chief Executive Officer since the January 2024 meeting of Council.***

**CARRIED 5/0**

**Resolution No. 0224/012**

### ATTENDANCE:

Councillor Murphy re-entered the meeting room at **12:11pm**.

## CONFIRMED MINUTES

Councillor Bawden left the meeting room at 12:11pm.  
Councillor Bawden re-entered the meeting room at 12:12pm.

### 11.3 NORMANTON CHILDCARE CENTRE - TRANSITION TO ASTUTUE 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 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.

#### COUNCIL RESOLUTION

Moved Cr Thomas

Seconded Cr Murphy

*That Council notes the attached information and report.*

CARRIED 6/0

*Resolution No. 0224/013*

#### ATTENDANCE:

Councillor Murphy left the meeting room at 12:20pm.  
Councillor Murphy re- entered the meeting room at 12:21pm.

### 11.4 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 Gallagher

Seconded Cr Murphy

*That Council:*

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

CARRIED 6/0

*Resolution No. 0224/014*

#### ADJOURNMENT:

The meeting adjourned for lunch at 12:26pm.  
The meeting resumed at 1:09pm.

## CONFIRMED MINUTES

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### ATTENDANCE:

The Consultant Engineer entered the meeting room at 1:25pm.

### 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 Gallagher

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 6/0**

***Resolution No. 0224/015***

### NOTATION:

The Director of Engineering to make arrangements for gravel fill to be placed in front of double gate at Fuel Depot in Karumba.

### ATTENDANCE:

The Director Corporate Services left the meeting room at 1:59pm.

The Director Corporate Services re-entered the meeting room at 2:10pm.

The Director Corporate Services left the meeting room at 2:14pm.

The Director Corporate Services re-entered the meeting room at 2:15pm.

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## CONFIRMED MINUTES

### 12.2 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 and an updated construction programme is being prepared.

**QRA23:** Submission 5 (Iffley Road Incl Rollover) and Submission 1 (Far Northern Roads) have now been approved and Council has received prepayment. Submission 2 (Northern Roads) has 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.

**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.

**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 this 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 fit out of the Disaster Coordination Centre (approx. \$800k) has been submitted for QRRRF funding. Two (2) projects are being prepared for submission under 2024 Betterment funding.

#### 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 6/0

Resolution No. 0224/016

#### ATTENDANCE:

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

The Chief Executive Officer left the meeting room at 2:23pm.

The Chief Executive Officer re-entered the meeting room at 2:24pm.

Councillor Scott attended the meeting at 2:24pm.

## CONFIRMED MINUTES

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### 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 January 2024.

#### COUNCIL RESOLUTION

Moved Cr Thomas

Seconded Cr Young

#### *That Council:*

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

CARRIED 7/0

*Resolution No. 0224/017*

### 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 Murphy

Seconded Cr Young

#### *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. 0224/018*

## CONFIRMED MINUTES

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### 12.5 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 January 2024.

**COUNCIL RESOLUTION**

Moved Cr Thomas

Seconded Cr Young

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

**CARRIED 7/0**

*Resolution No. 0224/019*

**ATTENDANCE:**

Councillor Thomas left the meeting room at **2:40pm**.

### 12.6 TELSTRA PROPOSAL - MONOPOLE INSTALLATION KARUMBA – LATE ITEM

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**Executive Summary:**

Telstra is proposing a 20m monopole installation at Karumba to improve mobile service at Karumba Point. Telstra's consultant would like Council to review the Heads of Agreement document and the location. The monopole would take up an area of 10.24 sqm and be situated at 38 Palmer Street which is on Council parkland.

**COUNCIL RESOLUTION**

Moved Cr Bawden

Seconded Cr Young

*That Council recommends Telstra uses a location further from the house towards the southern boundary of the park as outlined by Council and is agreeable to the Heads of Agreement.*

**CARRIED 6/0**

*Resolution No. 0224/020*

**NOTATION:**

Check the annual fee and increase the annual % increase from 2% to 4%

**ATTENDANCE:**

Councillor Thomas re-entered the meeting room at **2:45pm**.

## CONFIRMED MINUTES

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### 13 GENERAL BUSINESS

#### Yappar Street Water Supply

Councillor Hawkins informed that the Yappar Street water supply to Raptis needs to be looked at.

**Action:** The Director of Engineering to prepare letter from Council providing alternatives for Raptis at their cost for upgrades.

#### Walkway to the Barra Centre & Lighting

Councillor Hawkins stated a walkway and lighting is required along Yappar Street to the Barramundi Discovery Centre.

**Action:** Executive to ascertain if funding is available for the works. Check if available from LRCIP Phase 4 funding.

#### Weeds

Councillor Young stated the Rural Lands Officer will need assistance after the flooding to control the spread of weeds at Karumba following the recent rains.

#### Lighting along Walkway

Councillor Young informed the walkway at Karumba Point from the caravan park to the Tavern needs lighting

CEO advised this was one of the Actions outstanding from the Asset Managers report.

#### Gill Net

Councillor Young queried the government's position on the gill net fishing.

**Action:** The Chief Executive Officer to follow up with government.

#### Metre Marker at Bridge (Glenore)

Councillor Gallagher requested that the metre marker at the bridge (Glenore) be moved to the other side of the road.

**Action:** The Director of Engineering to follow up.

## CONFIRMED MINUTES

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### Rural Addressing

Councillor Gallagher requested that rural addressing be updated for rural areas.

Action: The Director of Engineering to provide a report to Council for consideration.

### Radio Stations Contact

Councillor Gallagher informed that several radio stations are not working and asked who do you report it to.

Action: The Chief Executive Officer to follow up and ascertain process for reporting for members of the public.

### Lighting along walkway to Rodeo Grounds

Councillor Thomas queried the progress of the lighting along the walkway to the Rodeo Grounds.

Action: The Director of Engineering to chase up.

### Recognition for Long Term Residents

Councillor Thomas requested consideration be given for recognition of the Shire's long term residents.

Action: Executive to research and present for consideration a Policy for a form of recognition.

### Sunday Cricket Game in Landsborough Street

Councillor Thomas informed of a game of cricket being held in Landsborough Street.

Action: The Chief Executive Officer to raise with Queensland Police Service.

### Town CCTV Infrastructure

Councillor Thomas asked if all CCTV infrastructure around Normanton be removed as they are no longer functional.

The Mayor informed this matter has been discussed with Queensland Police Service.

Action: The Chief Executive Officer to follow up and request the infrastructure be removed from the footpaths.

**CONFIRMED MINUTES**

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**Normanton Swimming Pool Toilets**

Councillor Murphy queried the progress of the swimming pool toilets.  
Informed that fence to toilet block in oval with two gates to allow lock off when various events are on.

Action: The Director of Engineering to arrange for the installation of fencing and gates to facilitate the access to the toilets as suggested.

**Town Walking Maps**

Councillor Murphy queried the progress of the Town Walking Maps.

Action: The Director Community Development, Tourism & Regional Prosperity to follow up.

**14 CLOSURE OF MEETING**

The Chair of the meeting, Cr Lyall Bawden, Mayor, declared the meeting closed at 3:31pm.

**MINUTES CERTIFICATE**

*These Minutes are Confirmed.*



Councillor LV Bawden  
Mayor

*21, 02, 2024*

Date