



**CARPENTARIA SHIRE**

*Outback by the Sea*

***CONFIRMED  
MINUTES***

***18 July, 2012***

## **CONFIRMED MINUTES**

### **AGENDA**

#### **WEDNESDAY**

<b>9.00am</b>	
<b>10.00am – 10.30am</b>	<b>Morning Tea</b> New Staff to morning tea
<b>12.30pm – 1.30pm</b>	<b>Lunch</b>
<b>3.00pm - 3.30pm</b>	<b>Afternoon Tea</b>

#### **THURSDAY**

<b>9.00am</b>	
<b>10.00am – 10.30am</b>	<b>Morning Tea</b>
<b>12.30pm – 1.30pm</b>	<b>Lunch</b>
<b>3.00pm - 3.30pm</b>	<b>Afternoon Tea</b>

<b>1.</b>	<b>Opening of Meeting – 11.00am</b> A Minute's silence for Community Members who have passed away since the last Council Meeting.
<b>2.</b>	<b>Record of Attendance</b>
<b>3.</b>	<b>Confirmation of Minutes</b> 3.1 Minutes of the General Meeting of Council held on 20 & 21 June 2012
<b>4.</b>	<b>Business Arising from Previous Minutes</b>
<b>5.</b>	<b>Public Question Time</b>
<b>6.</b>	<b>Engineering - Roads</b> 6.1 Works Report
<b>7.</b>	<b>Engineering - Services</b> 7.1 Building and Planning Report 7.2 Water Status Report – June 2012
<b>8.</b>	<b>Chief Executive Officer</b> 8.1 Tagalaka Native Title Claim 8.2 Renewal of Special Lease (Grazing Purposes) 8.3 Karumba Recreation Club – Application for Lease of Unallocated Land 8.4 Karumba Children Centre – Lease 8.5 Enterprise Risk Management Policy 8.6 Human Resources Report 8.7 Corporate Plan Report
<b>11.</b>	<b>Confidential Reports</b> 11.1 Enforcement of Building Covenants – Lots 20 & 21 Noel Street West and Lot 26 Travers Street 11.2 Cleaning Contract 11.3 Gulf Christian College – Purchase of Land
<b>9.</b>	<b>Corporate Services</b> 9.1 Monthly Finance Report for period ending 31 May 2012
<b>10.</b>	<b>Community &amp; Cultural Services Reports</b> 10.1 Community & Cultural Services Monthly Report 10.2 Community Donations and Support 10.3 Community Donations and Support Policy
<b>12.</b>	<b>General Business</b>
<b>13.</b>	<b>Closure of Meeting</b>

## CONFIRMED MINUTES

### 1. OPENING OF MEETING

The Deputy Mayor welcomed members and declared the meeting open at 9.14am.

### 2. RECORD OF ATTENDANCE

Deputy Mayor: Cr AJ Gurney.  
Members: Cr MD Johnson; Cr JC Zahner; Cr JD Beard; Cr ATJ Gallagher.

Staff:  
Chief Executive Officer; Mr Bob Owen,  
Director of Engineering – Services; Mr Peter Watton,  
Civil Engineer; Mr John Martin,  
Executive Assistant; Ms Angeline Pascoe.

### LEAVE OF ABSENCE

**Moved Cr Gallagher**

**Seconded Cr Beard**

***That Council grant leave of absence to Crs Pascoe and Simmons for the Ordinary Meeting of July 2012.***

**CARRIED**

**Resolution No.0712/001**

### 3. CONFIRMATION OF MINUTES

Confirmation of Minutes from the Ordinary Meeting of Council held on the 20 & 21 June 2012 as previously circulated to Councillors.

**Moved Cr Gallagher**

**Seconded Cr Zahner**

***That the Minutes of the Ordinary Meeting held on 20 & 21 June 2012 be confirmed.***

**CARRIED**

**Resolution No. 0612/002**

### 4. BUSINESS ARISING FROM PREVIOUS MINUTES

1. Cr Gallagher queried whether the Engineering and Building Administration officer position was advertised internally.

*The position was advertised internally. A separate Engineering position was advertised externally.*

2. Councillors raised the issue of free camping.

### 5. PUBLIC QUESTION TIME

There were no members of the public present.



## CONFIRMED MINUTES

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### CHANGE IN STANDING ORDERS

**Moved Cr Zahner**

**Seconded Cr Johnson**

***That Council amend the Standing Orders to receive a deputation from a member of the public.***

**CARRIED**

**Resolution No.0712/003**

**ATTENDANCE: 10.20am** Ms Talei McKeen from Centacare attended the meeting and addressed the issue of a building at 39 Dutton Street, Normanton and queried if Council was interested in relocating the building.

**RECESS: 10.00am -** The Deputy Mayor called a recess for morning tea.

New Staff to morning tea: Stephanie Owens – Sports Centre Manager/Project Officer (Fixed Term) and Kylie Snaith - Local Laws Officer (Fixed Term)

### CHANGE IN STANDING ORDERS

**Moved Cr Johnson**

**Seconded Cr Zahner**

***That Council amend the Standing Orders to commence dealing with the Engineering Reports.***

**CARRIED**

**Resolution No.0712/004**

### **6. DIRECTOR OF ENGINEERING ROADS REPORTS**

#### **6.1 Works Report**

Budget areas are performing generally within their specified variance range. A summary of the works undertaken for the month of June 2012 was presented.

**Moved Cr Beard**

**Seconded Cr Gallagher**

***That Council note and accept the content of the report.***

**CARRIED**

**Resolution No.0712/005**

## **CONFIRMED MINUTES**

### **7. DIRECTOR OF ENGINEERING SERVICES REPORTS**

#### **7.1 Planning & Building**

The report is to advise Council of relevant Planning and Building Activities within the Shire for the month of May 2012.

##### **Planning Applications**

Nil

##### **Building Applications**

<b>IDAS</b>	<b>Address</b>	<b>Type</b>	<b>Value</b>
I/0715	62 Karumba Rd	Shed	\$60,000
I/0716	65 Karumba Rd	House	\$60,000

##### **Building Permits issued:**

I/0714	Normanton Racecourse	Construct new stables	\$ 90,000
I/0716	65 Karumba Rd	House	\$60,000

##### **Applications pending waiting on further information. (Applicants advised)**

<b>IDAS</b>	<b>Address</b>	<b>Type</b>	<b>Date Received</b>
I/0688	1 Lynch Close Karumba	Extension/Pool	26/8/11
I/0715	62 Karumba Rd	Shed	31/5/12

**Moved Cr Johnson**

**Seconded Cr Beard**

**That Council accept the content of the report**

**CARRIED**

**Resolution No.0712/006**

## CONFIRMED MINUTES

### 7.2 Water Status Report for June 2012

During, June 2012, 77.4 ML of water was pumped from Glenore Weir. 1.44 ML was pumped from the Norman Wharf. 4.7 ML of water was pumped from the town bore. Total water received at the water treatment plant was 86.2 ML. This was less than last month.

Glenore Weir level on 31 May 2012 was 6.33 AHD, the level of the weir on 30 June 2012 was 5.97 m AHD.

Consumption for Normanton was 2.80 kL/day per connection and Consumption for Karumba was 3.04 kL /day per connection.

A total of 10 tests were conducted on water samples from the reticulation system for E-Coli during the month of February 2012. No E-coli was detected.

**Moved Cr Beard**

**Seconded Cr Johnson**

***That Council receives and notes the Water Status report for the period ending 30 June 2012.***

**CARRIED**

**Resolution No.0712/007**

**ATTENDANCE:** 11.35am The Director of Engineering – Services and the Civil Engineer left the meeting.

### 8. CHIEF EXECUTIVE OFFICER REPORTS

#### 8.1 Native Title Claim

Council is a party to Native Title Determination Application: QUD6020/01 Tagalaka People No. 2. The purpose of this report is to provide Council with an update in relation to the progress of this matter.

**Moved Cr Zahner**

**Seconded Cr Gallagher**

***That Council note and accept the content of the report.***

**CARRIED**

**Resolution No.0712/008**

#### 8.2 Renewal of Special Lease (Grazing Purposes)

Council has received correspondence from the State Government seeking Council's view on an application for renewal of a Special Lease 34/45689 over the whole of the reserve R23 Police Paddock described as Lot 88 on Crown Plan N1483.

Council is able to advise the Department of Natural Resources and Mines (the Department) of its views and requirements that should be considered when assessing the application for renewal.



## CONFIRMED MINUTES

**Moved Cr Gallagher**

**Seconded Cr Zahner**

***That Council advises the Department of Natural Resources that it has no objection to the application for renewal of Special Lease 34/45689 over the whole of reserve R23 Police Paddock described as Lot 88 on CP N1483.***

**CARRIED**

**Resolution No.0712/009**

### **8.3 Karumba Recreation Club Inc - Application for Lease of Unallocated State Land (USL)**

Council has received correspondence from the State Government seeking Council's view on an application by the Karumba Recreation Club Incorporated (KRC) to lease USL being part of Lot 1 on AP17373 and shown as Lots 1 and 2 on Drawing CNS10/093.

The proposed use of the additional leased area is for recreational activities. The proposed leased area adjoins KRC's lease being Lot 76 on SP217477. It is understood that KRC has undertaken improvements on adjoining USL, such improvements being part of a golf course fairway and part of a sporting field. The application seeks to have the improvements included in a leased area under the control of KRC.

Council is able to advise the Department of Natural Resources and Mines of its views and requirements that should be considered when assessing the application for renewal.

**Moved Cr Gallagher**

**Seconded Cr Beard**

***That Council advises the Department of Natural Resources and Mines that it fully supports the application by the Karumba Recreation Club Incorporated to lease unallocated State land being part of Lot 1 on AP17373 and shown as Lots 1 and 2 on Drawing CNS10/093.***

**CARRIED**

**Resolution No.0712/010**

### **8.4 Karumba Children's Centre Lease/Funding**

The Karumba Children's Centre has been seeking a trustee lease from Council for some years. Approval for the lease has now been received from the State. However, the State requires the Centre to pay a commercial rate of rent as it considers the Centre to be a commercial operation. The Centre is unable to afford the rent. This report sets out a way that Council can support the Centre and at the same time satisfy the requirements for the payment of rent, so that the Centre does not breach the terms of its lease.

**Moved Cr Beard**

**Seconded Cr Gallagher**

***That Council delegates to the Chief Executive Officer the power to negotiate and execute an agreement suitable to Council and the Karumba Children's Centre regarding the payment of annual rent under the trustee lease recently agreed between the parties. The terms of the agreement are to be generally in accordance with the matters outlined in this report.***

**CARRIED**

**Resolution No.0712/011**

## CONFIRMED MINUTES

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### 8.5 Enterprise Risk Management Policy

Following the enactment of the *Local Government Act 2009* (LGA), Councils across Queensland have been provided with assistance through the Local Government Association Queensland to review risk management procedures. As part of this initiative, Carpentaria Shire Council has been working with insurance and Enterprise Risk Management (ERM) consultant, Ian Barton of JLT.

**Moved Cr Zahner**

**Seconded Cr Gallagher**

***That Council adopts the Enterprise Risk Management Policy as presented.***

**CARRIED**

***Resolution No.0712/012***

**ATTENDANCE:** The Manager Human Resources entered the meeting.

### 8.6 Human Resources Report

The report provides information to Council on recent and upcoming activities within the Human Resources Department.

**Moved Cr Gallagher**

**Seconded Cr Beard**

***That Council accept the report as presented.***

**CARRIED**

***Resolution No.0712/013***

### 8.7 Corporate Plan 2012 -2017

Council is required to adopt a new Corporate Plan that aligns with the Community Plan that was adopted in January 2012.

The final draft Plan was attached for Council's consideration.

**Moved Cr Johnson**

**Seconded Cr Zahner**

***That Council adopts the Corporate Plan 2012 -2017, including community and corporate progress indicators, as presented.***

**CARRIED**

***Resolution No.0712/014***

**ADJOURNMENT:** 12.39pm – 1.40pm The Deputy Mayor adjourned the meeting for lunch. Upon resumption all members were present.



## CONFIRMED MINUTES

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Moved Cr Beard

Seconded Cr Gallagher

*That Council move into closed session pursuant to section 72 of the Local Government (Operations) Regulation 2010 to discuss contracts proposed to be made by Council and other business for which a public discussion would be likely to prejudice the interests of Council.*

CARRIED

Resolution No.0712/015

Moved Cr Beard

Seconded Cr Johnson

*That Council move out of closed session.*

CARRIED

Resolution No.0712/016

### 11. CONFIDENTIAL REPORTS

#### 11.1 Enforcement of Building Covenants - Lots 20 & 21 Noel Street West & Lot 26 Travers Street

Moved Cr Gallagher

Seconded Cr Beard

*That Council—*

- 1. re-purchase Lots 24 and 26 Travers Street and Lots 20 and 21 Noel Street West (on Survey Plan 136532) from the current registered owners due to a breach of the building covenants under contracts dated 15 May 2010; and*
- 2. refund the purchase price to the registered owners less any expenses and costs incurred by Council in the transfer of the titles.*

CARRIED

Resolution No.0712/017

#### 11.2 Cleaning of Council's Buildings

Moved Cr Johnson

Seconded Cr Zahner

*That Council call for tenders for the cleaning of Council facilities at Normanton and Karumba.*

CARRIED

Resolution No.0712/018

## CONFIRMED MINUTES

### 11.3 Gulf Christian College - Offer to purchase land from Council

Moved Cr Zahner

Seconded Cr Gallagher

That Council—

1. *accepts the offer from Gulf Christian College to purchase land at Normanton from Council described as—*
  - a) *Lot 35 Thompson Street being Lot 35 on N14811;*
  - b) *Lot 36 Thompson Street being Lot 36 on N14811;*
  - c) *Lot 21 Thompson Street being Lot 21 on N14811;*
  - d) *Lot 22 Thompson Street being Lot 22 on N14811;*
  - e) *Lot 34 Brown Street being Lot 34 on N14811;*
  - f) *Lot 23 Haig Street being Lot 23 on N14811; and*
  - g) *Lot 24 Haig Street being Lot 24 on N14811;*

*for the sum of \$15,000.00 + GST; and*
2. *confirms that each party is to bear their own legal costs in relation to the sale; and*
3. *agrees that the subject land will not be rateable after disposal; and*
4. *notes that the connection and service costs of any services and infrastructure on the land, such as water infrastructure and charges, will be payable by the purchaser if and when provided in future; and*
5. *advises the prospective purchaser that it is Council's view that the land is unsuitable for the construction of buildings and possibly other infrastructure due to periodic inundation of the land during flood events, and that the purchaser should make its own independent enquiries prior to the purchase to establish the suitability of the land for its purposes; and*
6. *advises the prospective purchaser that Council has no intention to construct streets to those lots that do not have formed street access.*

CARRIED

Resolution No.0712/019

## **CONFIRMED MINUTES**

**ATTENDANCE:** The Director Corporate Services and Executive Assistant entered the meeting.

### **9. CORPORATE SERVICES REPORTS**

#### **9.1 Monthly Finance Report for Period Ending 30 June 2012**

The Monthly Financial Report for the period ending 30 June 2012 provides an overview of Council's finances and is prepared based on the Amended Budget for the 2011-12 financial year.

Council is currently in a strong financial position with significant reserves and surplus for the foreseeable future.

#### **Income Statement**

Generally we are in line with budget expectations for the 2011-12 year except for Recoverable Works which are lower than expected due to some works, particularly RPC jobs, not being carried out. Main Roads funding for these works may be in doubt. While the recoverable works income is lower than budgeted, the expenditure for recoverable works is also lower.

The following receivables were outstanding as at 30 June 2012 –

	\$
Rates	205,042
Debtors	7,323,887

The majority of debts are for recoverable works from the Department of Transport and Main Roads and the Department of Infrastructure and Planning. We are expecting most of this money in the short term.

Outstanding rates constitute 4.07% of rates and charges. Rates recovery is in the hands of our debt collectors.

#### **General Notes**

Budget preparation is underway and it is expected that the final budget will be available during the week commencing 16 July 2012.

The valuations for Buildings, Land and Land Improvements has been received and we are in the process of evaluating and acting on the report. The valuation for Road and Infrastructure assets is yet to be received. This is expected in the next week or so.

<b>Financial Indicators</b>	<b>Target</b>	<b>2010/11</b>	<b>June 2012</b>
Current Ratio	>3.0	31.6	12.51%
Operating Result (% of total operating expenditure)	>.15%	28.95%	5.68%
Debt to Asset Ratio	>2.0%	1.60%	1.94%
Capital Expenditure Ratio	>1.1	2.3	1.18



## CONFIRMED MINUTES

(Capital purchases/depreciation expense)

**Moved Cr Beard**

**Seconded Cr Gurney**

***That the Financial Report for the period ending 30 June 2012, incorporating the following reports, be received –***

- ***Income Statement***
- ***Statement of Financial Position***
- ***Statement of Cash Flows***
- ***30 Day Cash Flow Estimate***
- ***Revenue and Expenditure Report***
- ***Grants Report***
- ***Works in Progress Report***

**CARRIED**

***Resolution No.0712/020***

**ATTENDANCE: 2.40pm** The Director Corporate Services left the meeting. The Director Community & Cultural Services entered the meeting.

### 10. COMMUNITY AND CULTURAL SERVICES REPORTS

#### 10.1 Monthly Report

The report provides information to Council on activities and programmes within the Community and Cultural Services portfolio.

**Moved Cr Gallagher**

**Seconded Cr Zahner**

***That Council note and accept the report as presented.***

**CARRIED**

***Resolution No.0712/021***

#### 10.2 Community Donations and Support

During the period since the June 2012 Ordinary Meeting of Council, the requests listed in this report have been received from the Carpentaria Shire community for Community Donations and Support.

**Moved Cr Gurney**

**Seconded Cr Gallagher**

***That Council note the Community Donations and Support Financial Summary June 2012***

**CARRIED**

***Resolution No.0712/022***

## CONFIRMED MINUTES

### Requests received:

#### *Karumba State School P&C Association:*

The Association requested hire fee waiver, pick up and delivery of the following items for the Karumba State School fete on 21 July 2012:

- 50 tables
- 100 chairs
- 20 wheelie bins
- Bunting

Council has provided support in previous years. The cost of support in 2011 was \$1780. The Chief Executive Officer approved this request for support on 3 July 2012 as time was of the essence.

**Moved Cr Gurney**

**Seconded Cr Beard**

***That Council ratify the decision of the Chief Executive Officer to approve the request for support from the Karumba State School P&C Association on 3 July 2012.***

**CARRIED**

**Resolution No.0712/023**

### 10.3 Community Donations and Support Policy

Carpentaria Shire Council has the following policies, which relate to the Community Donations and Support (CDAS) programme:

- Grants to Community Organisations Policy FIN008 v3 1 January 2010; and
- Donations Policy FIN010 v3 January 2010

The writer proposes that these two policies are combined into one policy for the administration of Council's Community Support Programme. The draft Community Donations and Support Policy CSS004 v1 July 2012 was attached to this report.

**Moved Cr Gurney**

**Seconded Cr Johnson**

***That Council adopt the Community Donations and Support Policy as presented and amended.***

**CARRIED**

**Resolution No.0712/024**

**RECESS:** 3.10pm - The Deputy Mayor called a recess for afternoon tea.

**ATTENDANCE:** The Director Community & Cultural Services left the meeting.

## CONFIRMED MINUTES

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### 12. GENERAL BUSINESS

Chief Executive Officer

There has been a request from some Councillors to have the August meeting postponed to 22 & 23 August.

**Moved Cr Gurney**

**Seconded Cr Beard**

***That Council postpone its August meeting to 22 & 23 August 2012 and that the Karumba Public Meeting remain on the 14 August 2012.***

**CARRIED**

**Resolution No.0712/025**

Procurement Policy

**Moved Cr Zahner**

**Seconded Cr Gurney**

***That Council ratify the decision of the Chief Executive Officer to renew Council's insurance from 1 July 2012 to 30 June 2013 in the amount of \$459,746.31.***

**CARRIED**

**Resolution No.0712/026**

The Chief Executive Officer informed the meeting that he would be taking Annual Leave from 6-10 August and requested that the Director of Engineering Services be appointed as Acting Chief Executive Officer.

**Moved Cr Beard**

**Seconded Cr Gallagher**

***That Council appoint Mr Peter Watton as Acting Chief Executive Officer for the period 6-10 August 2012 and grant leave to the Chief Executive Officer for that period.***

**CARRIED**

**Resolution No.0712/027**

The Chief Executive Officer informed the meeting that the Regional Development Australia dinner will be held at Karumba on 27 August 2012.

Cr Gurney

Requested a review of the Plant Hire Policy.  
*The Chief Executive Officer informed that the review be held in September.*

Queried the progress of the proposed rehabilitation centre.  
*Advised awaiting advice from the Department of Health & Ageing.*

Queried a permit for Peter Wells for quarrying purposes.



## CONFIRMED MINUTES

The Chief Executive Officer informed that a development permit is with Planning Far North and should be done soon.

Informed that commercial boats are being moored at the pontoon.  
Advised that the Local Laws Officer regularly checks the pontoon.

Informed of the issues that were raised at the public meeting held 17 July 2012.

Cr Zahner

Queried the fires at the Normanton Tip  
This issue to be discussed with the Director of Engineering Services.  
Requested leave of absence for the August Meeting.

**Moved Cr Gallagher**

**Seconded Cr Gurney**

**That Cr Zahner be granted leave of absence from the August Meeting.**

**CARRIED**

**Resolution No.0712/028**

Cr Gallagher

Request to have unconfirmed minutes sent to Councillors prior to the meeting.

Review allocation of staff housing.  
It was suggested that a workshop be held September/October.

Cr Johnson

Foreman for Karumba

Queried the seating at the Karumba Airport.  
The Director Community & Cultural Services provided photos of the Karumba Airport terminal.

Stated that Council should have a policy for the artefacts and exhibits at the burns Philp building.  
This issue to be followed up with the Director Community & Cultural Services.

Informed the meeting that she will be attending the ALGWA Conference in Cairns with Cr Zahner and will also visit the Gindaja treatment centre at Yarrabah.

Cr Beard

Request that the Shady Lagoons crossing at the Carron get looked at.  
Chief Executive Officer to follow up with the Director of Engineering Services.

Advised he will not be attending the North Qld Sports Foundation meeting.

## CONFIRMED MINUTES

### 13. CLOSURE OF MEETING

*The Chair of the meeting, Cr Alan Gurney, Deputy Mayor, declared the meeting closed at 4.40pm.*

### MINUTES CERTIFICATE

***These Minutes are Confirmed.***



Councillor A J Gurney  
Deputy Mayor

*18.07.2012*

Date