

CARPENTARIA SHIRE

*Outback by the Sea*

***ORDINARY MEETING***

***MINUTES***

***20 APRIL, 2022***

## **CONFIRMED MINUTES**

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## CONFIRMED MINUTES

### 1 OPENING OF MEETING

The Mayor welcomed members and declared the meeting open at **9:19am**.

### 2 RECORD OF ATTENDANCE

#### Councillors

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

#### Staff

Mr Mark Crawley	Chief Executive Officer
Ms Angeline Pascoe	Executive Assistant
Ms Julianne Meier	Director Corporate Services
Mr Michael Wanrooy	Director of Engineering

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

Mr Ben Hill	Manager Water & Waste
Ms Amanda O'Malley	Manager - Les Wilson Barramundi Discovery Centre
Mrs Cherie Schafer	Manager Economic and Community Development
Mr John Martin	Consultant Engineer - ERSCON

### 3 CONDOLENCES

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

❖ Mr Arthur England

### 4 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

Confirmation of Minutes from the Ordinary Council Meeting held 16 March 2022, as previously circulated to Councillors.

#### COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Gallagher

***That the Minutes of the Ordinary Council Meeting held 16 March 2022 be confirmed.***

**CARRIED 7/0**

***Resolution No. 0422/001***



## CONFIRMED MINUTES

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<b>5 BUSINESS ARISING FROM PREVIOUS MEETINGS</b>
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Nil.

<b>6 RECEPTION OF PETITIONS &amp; DEPUTATIONS</b>
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Nil.

<b>7 MAYORAL MINUTES</b>
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<b>Book Publishing</b>
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Cr Bawden informed that book publishing request received recently by Council to be left to publishers.
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<b>ROC Assembly</b>
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Cr Bawden informed of his attendance at the ROC Assembly held recently in Townsville. Discussions were held on the following issues raised:
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- |   |
|---|
| <ul style="list-style-type: none"><li>• Waste Levy - Review to be completed in September 2022</li><li>• Solar and Wind – End of Life treatment of equipment i.e. solar panels</li></ul> |
|---|

<b>LGAQ Natural Resource Management Workshop</b>
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Cr Bawden informed of his attendance at the LGAQ Natural Resource Management Workshop. Cr Bawden advised of the following
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- |   |
|---|
| <ul style="list-style-type: none"><li>• Richmond – charcoal from prickly acacia</li><li>• Company will visit Carpentaria Shire sometime in the near future</li><li>• Introduction of bug to treat pest weeds.</li></ul> |
|---|

<b>Etheridge Agriculture Forum – 29<sup>th</sup> to 30<sup>th</sup> March 2022 (Georgetown)</b>
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Cr Gallagher informed of his and Cr Hawkins attendance at the Etheridge Agriculture Forum held recently in Georgetown. The Forum explored the future of agriculture in the whole region, whilst acknowledging the barriers that many graziers face in making the transition, and realising the opportunities that lay ahead in the diversification of the region's economy.
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## CONFIRMED MINUTES

Cr Gallagher also informed of the following:

- visit to St Ronans where soil sampling was undertaken
- Cropping - production of 5 tonne to Ha
- Cotton – production of 16 tonne to Ha
- Trim red tape to assist development.
- Grape trial at Tonk's Camp

### 8 CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION

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

#### COUNCIL RESOLUTION

Moved Cr Scott

Seconded Cr Hawkins

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

#### 8.1 Auditor General - Report to Parliament

*This item is classified CONFIDENTIAL under the provisions of clause 275(1)(i) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.*

CARRIED 7/0

Resolution No. 0422/002

#### CLOSURE OF MEETING:

The meeting was closed to the public at 9:47am.

#### COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Thomas

*That Council open the meeting to the public*

CARRIED 7/0

Resolution No. 0422/003

#### REOPENING OF MEETING:

The meeting was reopened to the public at 10:19am.

## CONFIRMED MINUTES

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### 8.1 AUDITOR GENERAL - REPORT TO PARLIAMENT

**Executive Summary:**

The Draft Audit Report is presented on behalf of the Mayor for Council for information, unless you specifically choose to provide a response.

#### COUNCIL RESOLUTION

Moved Cr Scott

Seconded Cr Murphy

*That Council note the contents of the Draft - 2021 Auditor General's Report to Parliament.*

**CARRIED 7/0**

**Resolution No. 0422/004**

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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.

##### Outback by the Sea Festival

It was proposed that the Outback by the Sea Festival be moved to September to extend the season.

**Notation:** Mayor and CEO to meet with Tourism Champion to discuss dates for Festivals

#### COUNCIL RESOLUTION

Moved Cr Scott

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 7/0**

***Resolution No. 0422/005***

#### ADJOURNMENT:

The meeting adjourned for morning at **10:45am**.

The meeting resumed at **11:19am**.

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## CONFIRMED MINUTES

### 9.2 GULF SAVANNAH NRM WEED PROJECT - CSC

#### Executive Summary:

The DRFA funded Stage 1 and 2 – Carpentaria Shire Weeds Program is now complete and the Gulf Savannah NRM Land Protection Officer has submitted his reports in relation to the projects undertaken.

#### COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Gallagher

***That Council acknowledge the reports provided by the Gulf Savannah NRM Land Protection Officer in relation to the Carpentaria Shire Weeds Program funded under the DRFA for Stage 1 and 2.***

**CARRIED 7/0**

***Resolution No. 0422/006***

### 9.3 GRANT MANAGEMENT PROPOSAL

#### Executive Summary:

The grant management services provided by Peak Services are due to come to an end on 30 June 2022 and Council has been provided with a proposal to extend the service for a further 12 months.

#### COUNCIL RESOLUTION

Moved Cr Thomas

Seconded Cr Young

***That Council extend the Grant Management Services provided by Peak Services for a further 12-month period from 1 July 2022 to 30 June 2023.***

**CARRIED 7/0**

***Resolution No. 0422/007***

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## CONFIRMED MINUTES

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### 9.4 DEPARTMENT OF EDUCATION - FENCING REQUEST

**Executive Summary:**

Request has been received for the installation of Type 1 Security Fencing at teachers' residence in Thompson Street, Normanton.

**COUNCIL RESOLUTION**

Moved Cr Gallagher

Seconded Cr Scott

*That Council accept the installation of type 1 security fencing as proposed by the Department of Education.*

**CARRIED 5/2**

**Resolution No. 0422/008**

**FOR the motion:** Cr Gallagher, Cr Murphy, Cr Scott, Cr Thomas and Cr Young

**AGAINST the motion:** Cr Bawden and Cr Hawkins

### 9.5 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 Murphy

Seconded Cr Young

*That Council accepts the Human Resources Report for information.*

**CARRIED 7/0**

**Resolution No. 0422/009**

**NOTATION:**

Councillors to be provided with an updated listing of housing allocated and currently available for allocation.

**ATTENDANCE:**

The Centre Manager entered the meeting room at 12:05pm.

## CONFIRMED MINUTES

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<b>9.6 LES WILSON BARRAMUNDI DISCOVERY CENTRE, KARUMBA AND NORMANTON VISITOR INFORMATION CENTRES</b>
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**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.

<p><b>COUNCIL RESOLUTION</b></p>
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Moved Cr Murphy

Seconded Cr Gallagher

***That Council:***

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

**CARRIED 7/0**

***Resolution No. 0422/010***

**ATTENDANCE:**

The Centre Manager left the meeting room at 12:41pm.

**ADJOURNMENT:**

The meeting adjourned for lunch at 12:41pm.

The meeting resumed at 1:43pm.

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## CONFIRMED MINUTES

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### 10 REPORTS FROM DIRECTOR OF CORPORATE & COMMUNITY SERVICES

#### 10.1 DCS REPORT

##### Executive Summary:

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

##### COUNCIL RESOLUTION

Moved Cr Scott

Seconded Cr Young

##### *That Council:*

1. *receive and note the Director of Corporate Services Report; and*
2. *resolve that there is only one supplier who is reasonably available to conduct follow up on ground weed spraying treatment in Karumba township and another supplier who is reasonably available for aerial treatment.*
3. *pursuant to Chapter 6 Contracting section 235 Other Exceptions, Council resolve that there is only one supplier who is reasonably available in the north western region to carry out internal audits of heavy plant on Council worksites to confirm compliance with the Transport Operations (Road Use Management-Vehicle Standards and Safety) Regulation 2021 and Heavy Vehicle National Law and Regulations; and*
4. *that those matters not covered by a resolution be noted.*

CARRIED 7/0

Resolution No. 0422/011

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## CONFIRMED MINUTES

### 10.2 MONTHLY FINANCIAL REPORT - MARCH 2022

#### Executive Summary:

Presentation of the financial report for March 2022 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 2022.***

**CARRIED 7/0**

***Resolution No. 0422/012***

### 10.3 FEES AND CHARGES - 2022/2023

#### Executive Summary:

As part of Council's annual budget setting process, the fees and charges for the next financial year need to be developed and set by Council. This report recommends that Council set the fees and charges effective from the next financial year (from 1 July 2022) in accordance with the attached fees and charges schedule.

#### COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Scott

***That Council***

***1. Adopts the Fees and Charges for the 2022/2023 financial year, effective from 1 July 2022, by:***

- a. Fixing the cost-recovery fees as indicated in the 2022/2023 Fees and Charges Schedule in accordance with section 97(1) of the Local Government Act 2009; and***
- b. Fixing all other fees and charges contained in the 2022/2023 Fees and Charges Schedule.***

***2. Delegates authority to the Chief Executive Officer to set or vary any fee or charge, other than those that are cost-recovery fees, in accordance with section 257(1)(b) of the Local Government Act 2009.***

**CARRIED 7/0**

***Resolution No. 0422/013***



## CONFIRMED MINUTES

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### 10.4 2022 - 2023 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 Scott

Seconded Cr Young

*That Council adopts the Revenue Policy for the 2022 - 2023 financial year.*

**CARRIED 7/0**

**Resolution No. 0422/014**

**ATTENDANCE:**

Cr Murphy left the meeting room at **2:48pm**.

Cr Murphy re-entered the meeting room at **2:51pm**.

### 10.5 DIGITISATION POLICY

**Executive Summary:**

A Digitisation Policy has been developed and is presented to Council for adoption.

**COUNCIL RESOLUTION**

Moved Cr Gallagher

Seconded Cr Thomas

*That Council adopts the Digitisation Policy.*

**CARRIED 7/0**

**Resolution No. 0422/015**

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## CONFIRMED MINUTES

### 10.6 STORES FUEL STOCKTAKE VARIANCE

#### Executive Summary:

An annual stocktake of diesel fuel has been conducted and this report is presented to explain and write off the variance of 13,158.50 litres of fuel, with an average value of \$23,948.47.

#### COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Scott

#### *That Council;*

- 1. writes off 13,158.50 litres of fuel, with an average value of \$23,948.47; and*
- 2. request that processes are put in place and procedures followed to ensure controls are monitored regularly and discrepancies rectified.*

CARRIED 7/0

Resolution No. 0422/016

#### DECLARATION OF INTEREST:

I, **Councillor Gallagher**, inform this meeting that, pursuant to section 150EQ(3)(b) and 150EQ(3)(c) of the Local Government Act 2009, I have a declarable conflict of interest in relation to Agenda Item 10.7 – RFT 22-0551 PSA Gras Cutting Services. The nature of my interest is as follows:

- (i) My wife is an employee of the applicant;

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

#### ATTENDANCE:

Cr Gallagher left the meeting room at 3:05pm.

The Chief Executive Officer left the meeting room at 3:07pm.

## CONFIRMED MINUTES

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### 10.7 RFT 22-0551 PSA GRASS CUTTING SERVICES

#### Executive Summary:

A Request for Tender was called for the Supply of Grass Cutting Services. The tender has now been evaluated and a Preferred Supplier is presented to Council for approval.

#### COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Murphy

*That Council resolve to enter into a Preferred Supplier Arrangement with Bynoe CACS Ltd for the Supply of Grass Cutting Services for a period of three years.*

CARRIED 6/0

Resolution No. 0422/017

#### ATTENDANCE:

The Chief Executive Officer re-entered the meeting room at 3:12pm.

#### ADJOURNMENT:

The meeting adjourned for afternoon tea at 3:12pm.

The meeting resumed at 3:31pm.

Upon resumption of the meeting the Executive Assistant was not in attendance.

#### ATTENDANCE:

The Manager Economic Community Development entered the meeting room at 3:31pm.

The Executive Assistant re-entered the meeting room at 3:33pm.

The Manager Water and Waste entered the meeting room at 3:33pm.

The Consultant Engineer entered the meeting room at 3:35pm.

The Chief Executive Officer left the meeting room at 3:55pm.

The Chief Executive Officer re-entered the meeting room at 3:56pm.

## CONFIRMED MINUTES

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### 10.8 COMMUNITY DEVELOPMENT REPORT

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#### Executive Summary:

This report provides information and updates to Council on various activities and programs that are facilitated within the Community, Cultural Services and Economic Development portfolio of Council.

#### COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Murphy

#### *That Council:*

1. *note the Community Development Report; and*
2. *that those matters not covered by resolution be noted.*

CARRIED 7/0

*Resolution No. 0422/018*

#### ATTENDANCE:

The Manager Economic Community Development left the meeting room at 4:06pm.  
The Chief Executive Officer left the meeting room at 4:14pm.  
The Chief Executive Officer re-entered the meeting room at 4:18pm.

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## CONFIRMED MINUTES

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### 11 REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES

#### 11.1 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.

**Lillyvale Subdivision**

Discussions was held in relation to the marketing sales plan for the lots and the options for sale of land, auction v tender. Preference should be given to tender.

**ATTENDANCE:**

The Executive Assistant left the meeting room at 4:46pm

**COUNCIL RESOLUTION**

Moved Cr Young

Seconded Cr Thomas

***That Council:***

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

**CARRIED 7/0**

***Resolution No. 0422/019***

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## CONFIRMED MINUTES

### 11.2 NDRRA/QDRF REPORT

#### Executive Summary:

**QRA19:** The QRA19 project is approximately 99.8% complete. Submissions 1 to 5 were completed ahead of their deadlines. Submission 6 (Mitchell River and Town Streets) is the only active submission within the QRA19 Project and currently has an EOT until 30 June 2022. Submission 3 has been acquitted and Council have received the final payment. Three (3) submissions have been submitted for acquittal.

**QRA20:** The QRA20 project is approximately 54.4% complete. Setout and construction has commenced on the remaining roads with five (5) crews progressively mobilising to camps over the next month. The deadline for the QRA20 works is 30 June 2022. An EOT request until 30 September 2022 has been submitted to QRA for two (2) submissions containing northern roads due to restricted access from flood waters.

**QRA21:** Four (4) submissions have now been approved by QRA and Council has received the 30% prepayments. The remaining submission has been lodged on QRA MARS system and is awaiting approval. Construction work will commence once all QRA20 scope has been completed with the deadline for the QRA21 works being 30 June 2023.

**QRA22:** Carpentaria Shire Council was activated for REPA, Emergency Works and CDO relief measures for two (2) flooding events Ex-Tropical Cyclone Seth and Far North Queensland Low Pressure Trough. Damage pickup and emergency works are in progress throughout the Shire on roads that are currently accessible from Normanton. Damage assessment has commenced, and submissions are currently being prepared in the QRA MARS system.

**OTHER:** The Desilting of the Normanton Sewerage Lagoons and Normanton to Burketown Road betterment projects are in the process of being acquitted. The Monsoon Trough Flood Impact Study project has been acquitted and Council has received the final payment. Armstrong Creek Causeway Betterment Project has been approved with a deadline of 30 June 2023 and Council has received the 30% prepayment.

#### COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Thomas

#### *That Council:*

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

CARRIED 7/0

Resolution No. 0422/020

#### ATTENDANCE:

The Consultant Engineer left the meeting room at 5:09pm

The Executive Assistant re-entered the meeting room at 5:09pm.



**CONFIRMED MINUTES**

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**ADJOURNMENT FOR NEXT DAY**

**COUNCIL RESOLUTION**

Moved Cr Bawden

Seconded Cr Gallagher

***That Council adjourn the meeting at 5:10pm to resume on Thursday 21 April 2022 at 9:00am.***

**CARRIED 7/0**

***Resolution No. 0422/021***

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## CONFIRMED MINUTES

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Thursday 21 April 2022

<b>1 OPENING OF MEETING</b>
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The Mayor welcomed members and declared the meeting open at **9:03am**.

<b>2 RECORD OF ATTENDANCE</b>
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**Councillors**

Cr LV Bawden	Mayor
Cr BJ Hawkins	Deputy Mayor
Cr AT Gallagher	
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

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

Mr Ben Hill	Manager Water & Waste
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<b>APOLOGY</b>
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<b>COUNCIL RESOLUTION</b>
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Moved Cr Gallagher
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Seconded Cr Young
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<i><b>That Council accept the leave of absence from Cr Scott.</b></i>
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<b>CARRIED 6/0</b>
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<i><b>Resolution No. 0422/022</b></i>
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**ATTENDANCE:**

The Manager Water and Waste was in the meeting room upon resumption at 9:03am.

## CONFIRMED MINUTES

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### 11 REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES

#### 11.3 WATER AND WASTE REPORT

**Executive Summary:**

The report is to advise Council on the operations of the Normanton Water Treatment Plant (WTP), Karumba Sewage Treatment Plant (STP) and Normanton STP for the month of March 2022.

**COUNCIL RESOLUTION**

Moved Cr Murphy

Seconded Cr Thomas

***That Council:***

- 1. accepts the Water and Wastewater Report as presented for the period ending 31<sup>st</sup> March 2022; and***
- 2. that those matters not covered by resolution be noted.***

**CARRIED 6/0**

***Resolution No. 0422/023***

#### 11.4 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 Hawkins

Seconded Cr Young

***That Council:***

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

**CARRIED 6/0**

***Resolution No. 0422/024***

## CONFIRMED MINUTES

### 11.5 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 2022.

#### COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Murphy

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

**CARRIED 6/0**

**Resolution No. 0422/025**

### 11.6 TOWN PLANNING APPLICATION – BUILDING WORK ACCESSABLE AGAINST THE PLANNING SCHEME – REQUEST FOR A SITING DISPENSATION

#### Executive Summary:

Council is in receipt of an application for Reconfiguring a Lot at 29 Col Kitching Drive, Karumba. The site is more properly described as Lot 1 on SP223904, Parish of Norman, County of Norman. The application is Code Assessable.

Council approved a previous application on the same site for reconfiguration (1 lot into 2 lots) in 2018. This application did not proceed.

The application is generally in accordance with the Carpentaria Shire Planning Scheme and is recommended for approval subject to conditions.

#### COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Murphy

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

***In accordance with the Planning Act 2016, as amended, that the applicant be notified that the application for a Development Permit for Reconfiguring a Lot (one (1) lot into three (3) lots) at 29 Col Kitching Drive, Karumba, more properly described as Lot 1 on SP223904, is approved, subject to the conditions detailed below:***

#### **A. ASSESSMENT MANAGER CONDITIONS (COUNCIL)**

##### **General**

- 1. The development shall be undertaken substantially in accordance with the Survey Plan showing the proposed new reconfiguration, creating three (3) Lots, except as modified by any conditions below, to the satisfaction of the Chief Executive Officer or delegate.***



## CONFIRMED MINUTES

2. *Any future building work on each newly created lot shall be carried out generally in accordance with any relevant Council requirements.*
3. *The Home-based business currently operating on the site is required to be contained wholly within Proposed Lot 1, to the satisfaction of the Chief Executive Officer or delegate.*
4. *This approval, granted under the provisions of the Planning Act 2016, shall lapse four (4) years from the day the approval takes effect, in accordance with the Planning Act 2016, if the development has not been commenced.*

### Site Access

5. *The three (3) new lots created, shall each have formed, sealed access to a standard satisfactory to Council and completed prior to the Council endorsement of the Plan of Survey, to the satisfaction of the Chief Executive Officer or delegate.*

### Urban Services and On Street Works

6. *All stormwater and runoff from the new lots created is to drain to a lawful point of discharge and drain in such a way that it does not concentrate flow on any abutting properties, nor does it create ground erosion problems on adjoining properties, to the satisfaction of the Chief Executive Officer or delegate.*
7. *The applicant is to meet any cost of any connections or upgrades required to all urban services (water, sewer, electricity, telecommunications, drainage) for Proposed Lots 4 and 5. If required, water supply, sewerage and on street works are to be constructed to the relevant standards stated in Schedule 1, Part 3 of the Shire of Carpentaria Planning Scheme.*
8. *Any work associated with connecting to urban services and constructing on street works for each of the proposed lots, shall be undertaken in accordance with an approved plan and shall be established/connected, prior to the Council endorsement of the Plan of Survey, to the satisfaction of the Chief Executive Officer or delegate.*
9. *Should any of the Council's assets be damaged during the construction of any crossovers and driveways servicing each lot, or associated works, the cost of the reinstatement of all such assets shall be met by the applicant and completed prior to the Council endorsement of the Plan of Survey, to the satisfaction of the Chief Executive Officer or delegate.*
10. *A notation is to be placed on the Rates Notice of the three (3) new lots,*



## CONFIRMED MINUTES

*stating that any new dwelling house is required to have a minimum finished floor level of 4.0 metres and to be sited towards the front of the lot, with a setback of 6.0 metres to the road frontage. Only Class 10 buildings (non-habitable) are permitted to be located towards the rear of the lots with the understanding that short-term inundation may potentially occur in the future; to the satisfaction of the Chief Executive Officer or delegate.*

### *Plan of Survey*

- 11. The Plan of Survey creating the three (3) proposed lots must be lodged with Council for endorsement and then with the State government for registration, following completion, to Council specifications and standards, of any Urban Services and On Street Works required under Conditions 5, 6, 7, 8 and 9, above.*

**B. REFERRAL AGENCY CONDITIONS – NIL**

**C. SUBMISSIONS- NIL**

**D. FURTHER DEVELOPMENT PERMITS REQUIRED – NIL**

**E. APPLICABLE CODES FOR SELF ASSESSABLE DEVELOPMENT**

- *Shire of Carpentaria Planning Scheme*
- *Standard Building Regulation 1993*
- *Building Act*
- *Building Code of Australia*
- *Water and Sewerage Act 1949*

**F. RIGHT OF APPEAL**

*Appeal Rights from the Planning Act 2016.*

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### **TOWN PLANNING REPORT**

*This report has been prepared by Council's Town Planning Consultant, Liz Taylor.*

### **RECONFIGURATION OF A LOT – CODE ASSESSMENT**

#### **1.0 SITE AND APPLICATION SUMMARY**

**File Number:** **I/2204**

## CONFIRMED MINUTES

<b>Applicant:</b>	<b>Mark &amp; Julieanne Grunske C/- AusNorth Consultants Pty Ltd PO Box 38 MACHANS BEACH QLD 4878</b>
<b>Registered Land Owners:</b>	<b>Mark &amp; Julieanne Grunske</b>
<b>Location:</b>	<b>29 Col Kitching Drive, Karumba QLD 4891</b>
<b>Real Property Description:</b>	<b>Lot 1 SP223904</b>
<b>Site Area:</b>	<b>5,719 m<sup>2</sup></b>
<b>Existing Use:</b>	<b>Residential dwelling and Home- based business</b>
<b>Proposed Use:</b>	<b>Three (3) Lots for residential development</b>
<b>Type of Application:</b>	<b>Reconfiguring a Lot – Code Assessment</b>
<b>Town Planning Zoning:</b>	<b>Residential Zone</b>
<b>Submissions:</b>	<b>Not Applicable</b>
<b>Referral Agencies:</b>	<b>Nil</b>
<b>Concurrence Agency:</b>	<b>Nil</b>
<b>Advice Agency</b>	<b>Nil</b>

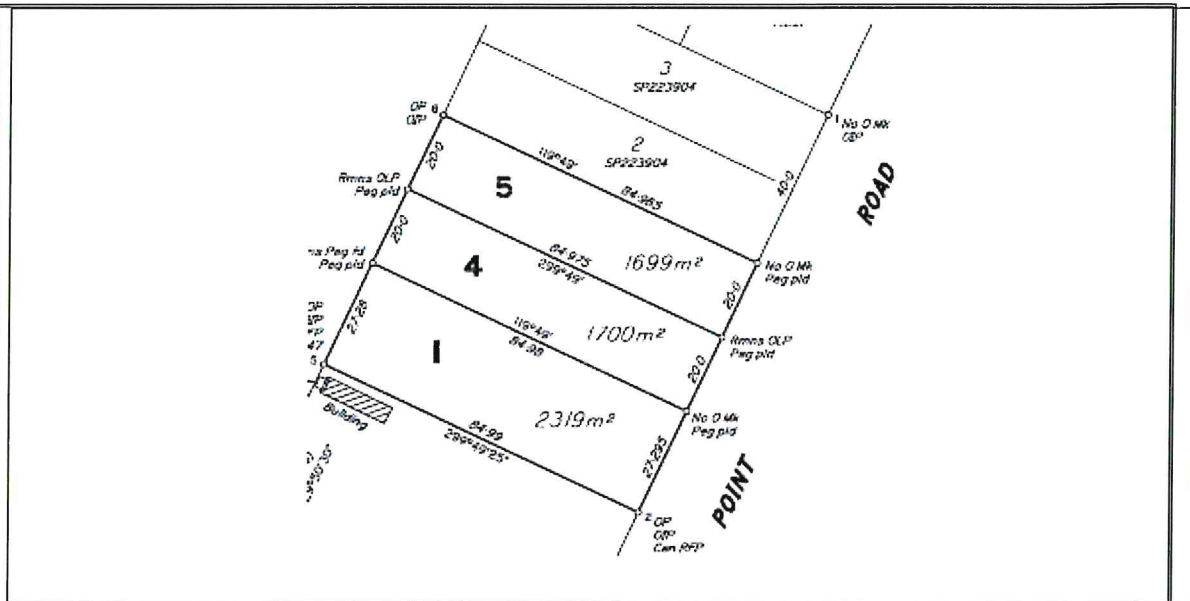
### 2.0 PROPOSAL

**The application is for reconfiguration to subdivide existing Lot 1 SP223904 with an area of 5,719m<sup>2</sup> into three (3) residential lots, as follows:**

- Proposed Lot 1 - residential lot with an existing dwelling and an area of 2,319m<sup>2</sup> and a frontage of 27.3 metres; and**
- Proposed Lot 4 – residential vacant lot with an area of 1,700m<sup>2</sup> and a 20.0 metre frontage; and**
- Proposed Lot 5 – residential vacant lot with an area of 1,699m<sup>2</sup> and a 20.0 metre frontage.**

**Refer Proposal Plan of the three (3) proposed Lots, below.**

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### 3.0 STATUTORY PLANNING CONSIDERATIONS

*Under the provisions of the Shire of Carpentaria Planning Scheme, the site is located within the Residential Zone. The intent and objective of this zone are as follows: -*

#### *The Residential Zone*

*The intent and objective of this zone are as follows: -*

*The Residential Zone is intended to develop as the residential area, in the towns of Normanton and Karumba, with little intrusion of non-residential uses. The acceptable non-residential uses are Home-based Industries, Community Facilities or uses that provide a local or community service to the residents of the area.*

#### *Residential Objectives*

- (a) *The primary uses in the Residential Zone will be for Dwelling Houses and supporting Community Infrastructure that needs to locate within or adjacent to the residential areas;*
- (b) *Other residential buildings and residential uses should be located and designed to minimize any adverse impacts and to maximize the impacts on, and the benefits to, the built environment; and*
- (c) *The health and safety of residents and visitors are maintained.*

*The proposed development is compliant with the Intent and Objectives of the*

**CONFIRMED MINUTES**

***Residential Zone.***

## 4.0 DEVELOPMENT REQUIREMENTS

***The application requires assessment against the following Codes:***

- **Reconfiguring a Lot Code; and**
- **General Development Code.**

***As no development is proposed on the site in association with this application it is not necessary to undertake an extensive assessment of this application against all relevant provisions of the Planning Scheme.***

#### 4.1 Reconfiguring a Lot Code

<b>Column 1</b> <b>Specific Outcomes</b>	<b>Column 2</b> <b>Probable Solutions for Assessable Development<sup>1</sup></b>	<b>Comments</b>
<b>RESIDENTIAL ZONE</b>		
<b>Vehicular Access</b>  <i>Lot reconfigurations must allow for good access to the proposed defined use or use class and assist in the implementation of the road hierarchy.</i>	<p><i>Each new lot or separate part of a lot has appropriate and practical vehicular access to a road such that the access does not significantly detract from the function of the road.</i></p> <p><i>Any new road has a carriageway width of 8m within a road reserve of 20m.</i></p>	<p><b>Complies</b></p> <p><b>N/A</b></p>



## CONFIRMED MINUTES

<p><b>On-site Services and Facilities</b></p> <p><i>A range of adequate, safe and reliable on-site services and facilities must be provided.</i></p>	<p><i>Each new lot or separate part of a lot is capable of being connected to, or providing for within the lot, an appropriate level of the following:-</i></p> <ul style="list-style-type: none"> <li>(i) water supply;</li> <li>(ii) sewage treatment;</li> <li>(iii) drainage;</li> <li>(iv) power supply; and</li> <li>(v) telecommunications.</li> </ul>	<p><i>Can comply</i></p>
<p><b>Residential Use</b></p> <p><i>Each new lot or separate part of a lot has adequate useable area to allow for:-</i></p> <ul style="list-style-type: none"> <li>(i) a dwelling unit and ancillary buildings to be erected in a location that is convenient and, as far as practicable, avoids placing people and works at risk from flooding and other hazard;</li> <li>(ii) adequate useable open space for the occupants;</li> <li>(iii) parking for at least one car; and</li> <li>(iv) reasonable vehicular access for a car from the road to a site for the dwelling unit.</li> </ul>	<p><i>Each new lot or separate part of a lot has the following:-</i></p> <ul style="list-style-type: none"> <li>(i) a minimum area of 800m<sup>2</sup>;</li> <li>(ii) minimum dimensions within the lot or separate part of a lot of 14m by 20m;</li> <li>(iii) if not a rear lot, a minimum road frontage of 20m; and</li> <li>(iv) if a rear lot, an access strip with the following:- <ul style="list-style-type: none"> <li>• a minimum width of 3.5m and a 1m chord flare at the road reserve; and</li> <li>• a maximum</li> </ul> </li> </ul>	<p><i>Complies</i></p>

## CONFIRMED MINUTES

	length of 35m.	
<p><b>4.2 General Development Code</b></p> <p><i>The assessment against this Code is set out below:-</i></p>		
Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development <sup>1</sup>	Comments
<p><b>Boundary Roads</b></p> <p><i>Proposals aid in the orderly and proper acquisition of land.</i></p>	<p><i>A new road having one half the width of any other road in that locality is provided where a proposal for such a road occurs at the boundary of the land and the land is in two or more ownerships. Concrete kerb and channel is required along the frontage or frontages in urban areas.</i></p>	N/A
<p><b>Electricity</b></p> <p><i>Residential, Commercial and Industrial uses are supplied with electricity where supply is practical.</i></p>	<p><i>The proposal demonstrates that a supply of electricity is approved, where a supply is practical, prior to Council's endorsement on the plan of survey.</i></p>	Can comply
<p><b>External Works</b></p> <p><i>Any defined uses or use classes are to provide for external works relative to its size and scale and location in an urban or rural area.</i></p>	<p><i>Proposals include:-</i></p> <p>(i) <i>in non-urban areas the construction of concrete kerb and channel is to be for the full length of the frontage or frontages of the site if such standard of kerb and channel exists within</i></p>	Can comply

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	<p><b>100m of the development;</b></p> <p><b>(ii) grading of the footpath for the full length of the frontage or frontages of the site;</b></p> <p><b>(iii) crossings over channel and footpath;</b></p> <p><b>(iv) a constructed footpath for the full length of the frontage or frontages of the site if such standard of constructed footpath exists within 100m of the development;</b></p> <p><b>(v) where the road is not fully paved, the paving of the road with bitumen between the existing pavement and the channel if such standard of paved road exists within 100m of the development; and</b></p> <p><b>(vi) where the road is not paved, the construction of the carriageway and the paving with bitumen from the lip of the channel to the centre-line for half the width of the carriageway or for a width of 6 metres, whichever is greater. Where concrete kerb and channel is not</b></p>	
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## CONFIRMED MINUTES

	<i>required, for a width of 6 metres if such standard of road exists within 100m of the development.</i>	
<p><b>Landscaping</b></p> <p><i>The visual amenity in any locality is enhanced by proposals that incorporate landscaping appropriate to the area in the density and height of the vegetation proposed.</i></p> <p><i>Visual screening by mounds, screen walls, or the planting of trees and shrubs.</i></p>	<i>Existing vegetation to be retained.</i>	<i>Can comply</i>
<p><b>Lighting</b></p> <p><i>Any proposed lighting has no adverse impacts on the surrounding residential areas.</i></p>	<p><i>The level of illumination at the boundary of the site does not exceed 8 lux measured at any level upwards from the ground level.</i></p> <p><i>Lighting is shielded or screened in a manner that causes minimal impact on adjoining properties.</i></p>	<i>N/A</i>



**CONFIRMED MINUTES**

<p><b>Parking, Loading and Unloading</b></p> <p><i>Car parking does not hinder or obstruct the use of any area by pedestrians or other vehicles.</i></p> <p><i>Parking areas are laid out in such a manner as to provide adequate access to each parking space and to permit free circulation of vehicles entering, leaving and parking.</i></p>	<p><i>Parking spaces comply with Table 6.10 - Areas and Dimensions.</i></p> <p><i>Access to parking spaces is provided from an aisle with an unobstructed width of at least 6.2 metres.</i></p> <p><i>For a parallel parking space the minimum dimensions are 6.2 metres by 2.6 metres.</i></p> <p><i>Car parking spaces for particular uses are in accordance with Table 6.11 - Number of Car Parking Spaces Required.</i></p> <p><i>The gradient of a parking space does not exceed 10 per cent.</i></p> <p><i>Parking areas are:-</i></p> <ul style="list-style-type: none"> <li><i>(i) drained, sealed, marked and signed;</i></li> <li><i>(ii) readily accessible for vehicular use and designed so that vehicles can enter and leave the premises in forward gear;</i></li> <li><i>(iii) not closer than 3 metres from the alignment of any structure;</i></li> </ul>	<p>N/A</p>
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## CONFIRMED MINUTES

	<p>(iv) <i>not closer than 3 metres to any boundary of the site;</i></p> <p>(v) <i>landscaped;</i></p> <p>(vi) <i>provided with trolley bay areas, pedestrian walkways and devices to facilitate safe pedestrian circulation; and</i></p> <p>(vii) <i>provided with motorbike and cycle parking spaces.</i></p> <p><i>Parking areas are located within the site on which the use is to be conducted.</i></p> <p><i>Adequate space is provided for the loading, unloading and fuelling of vehicles, for the parking of trailers and for the picking up and setting down of passengers.</i></p>	
<p><i>Parking of heavy vehicles has no detrimental effect on the amenity of residential areas.</i></p>	<p><i>Heavy vehicles used for the cartage of livestock are not parked in a Residential Zone except for the prime mover exclusive of any trailers.</i></p> <p><i>Where parking a heavy vehicle on land used for residential purposes occurs, provision is made to house the vehicle in a Class 1 or Class 10 building;</i></p> <p><i>Or</i></p> <p><i>The vehicle is parked behind the front building alignment.</i></p>	<p>N/A</p>

**CONFIRMED MINUTES**

<p><b>Provision of Water</b></p> <p><i>Every Residential, Commercial or Industrial building outside the Council service area is provided with an adequate potable water supply.</i></p>	<p><i>Rainwater storage tanks have a minimum capacity of 4,500 litres.</i></p> <p><i>Where rainwater storage tanks are not supplied, a dam, dams or bore supply is available.</i></p>	<p><i>Site is within Council service area and new lot/s can be connected.</i></p>
<p><b>Sewerage</b></p> <p><i>Outside the Council service area acceptable methods of sewage and sullage waste disposal protect the environment and the health of residents.</i></p>	<p><i>Methods of sewage disposal comply with the Department of Natural Resources and Mines On-site Sewerage Code and AS/NZS 1547:2000.</i></p>	<p><i>Site is within Council service area and new lot/s can be connected.</i></p>
<p><b>Storage</b></p> <p><i>Storage of equipment, materials, machinery or tools has no detrimental effect on the visual amenity of a residential area.</i></p>	<p><i>All equipment, materials, machinery or tools of trade in any business, profession, trade or hobby are housed in a Class 1 or Class 10 building or screened.</i></p>	<p><i>N/A</i></p>
<p><b>Vegetation</b></p> <p><i>The visual amenity of the surrounding uses and of the Shire is protected.</i></p> <p><i>A defined use or use class does not adversely impact on the ecological or landscape values of vegetation.</i></p>	<p><i>Trees and shrubs whether natural growth or planted are retained on the site except where on the site of a proposed building construction or posing a fire hazard to the development.</i></p> <p><i>Vegetation is retained within:-</i></p> <p><i>(i) 50 metres of the high bank of a river; and/or</i></p>	<p><i>Can comply</i></p>

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	(ii) 25 metres of the bank of any other watercourse.	
<b>Drainage and Filling</b>  <i>The drainage or filling of land to enable its use.</i>	<b>Council requirements, which will be a condition of development, are met.</b>  <i>The movement of material shall not cause a dust nuisance.</i>  <i>There is no adverse impact on adjacent premises.</i>	Can comply
<b>Site Access</b>  <i>The movement of vehicles, including emergency vehicles, into and out of the site is facilitated.</i>	<i>The site layout facilitates the movement of traffic without impacting on the flow of traffic on the adjoining road or roads.</i>	Can comply
<b>Awnings Over Footpaths</b>  <i>In the Commercial Zone protection for pedestrians from severe climatic conditions is to be provided.</i>	<i>Proposals to provide covered walkways or awnings over pedestrian walkways.</i>	N/A

**5.0 FLOODING/STORM SURGE/EROSION PRONE AREA**

*The local area is shown on mapping as prone to flooding and inundation. Extracts of a site survey showing the contours of each proposed lot are reproduced below.*

*The existing house on proposed lot 1 has a finished floor level of 4.0 metres, with a ground level of RL3.92 at the site frontage, sloping to a drainage channel/depression at RL 2.0 at the rear of the lot.*

*Proposed Lot 4 has a ground level of RL3.92 at the site frontage, sloping to RL 3.7 mid-lot and a drainage channel/depression at RL2.0 at the rear of the lot.*

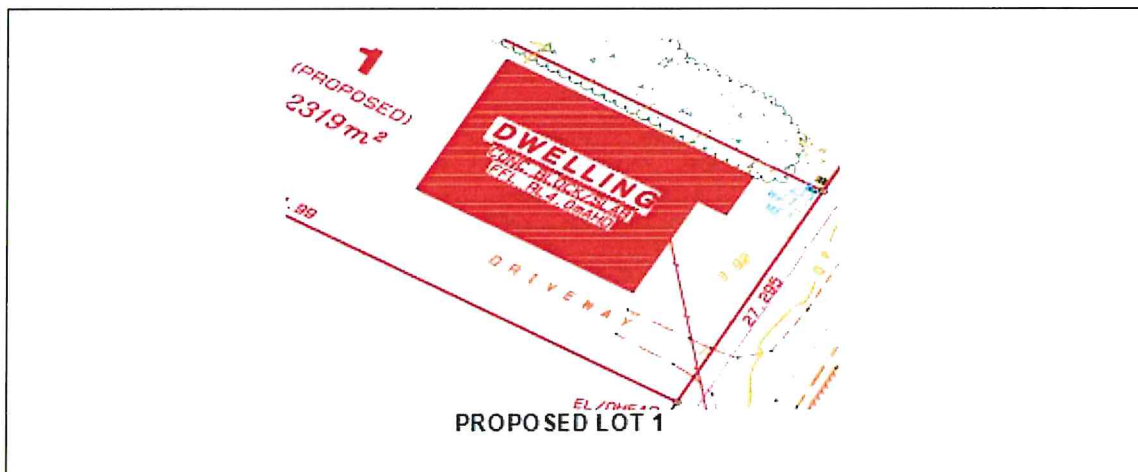


## CONFIRMED MINUTES

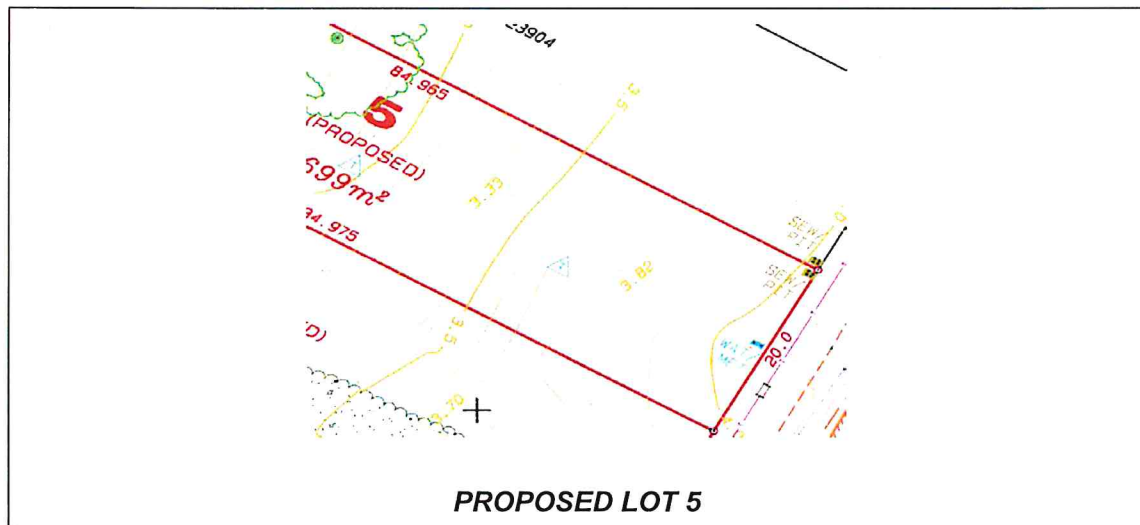
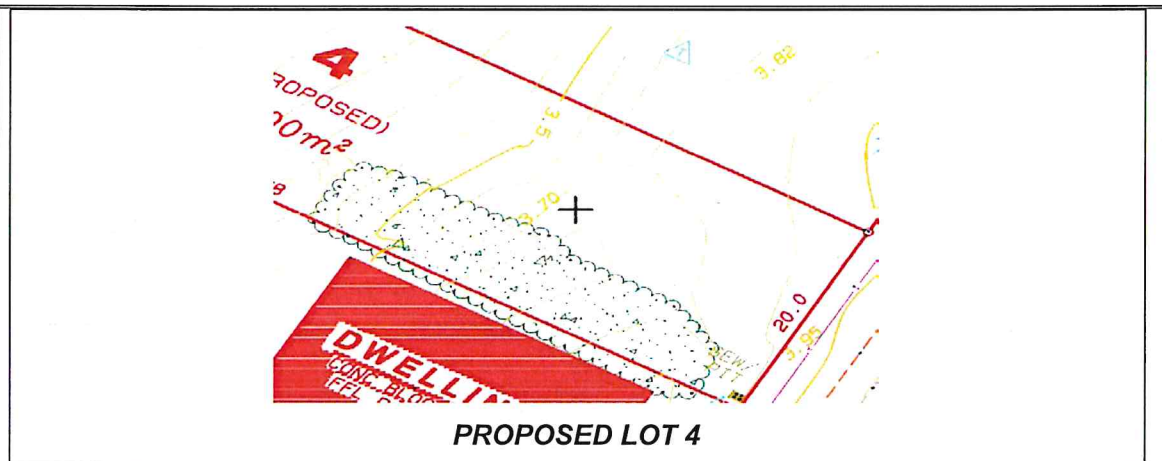
***Proposed Lot 5 has a ground level of RL4.0 metres at the site frontage, sloping to RL3.70 metres mid -lot and a drainage channel/depression at the rear at RL2.0 metres.***

***A telephone conversation was held on 22 March 2022 with Julianne Grunske, one of the landowners, who lives in the existing house on Proposed Lot 1. Julianne has advised that she has lived there for 20 years and has never had any inundation into her house and no flooding. On that basis it is proposed to specify the following by condition on any approval:***

***CONDITION – A notation is to be placed on the Rates Notice of the three (3) new lots, stating that any dwelling house is required to have a minimum finished floor level of 4.0 metres or 250 millimetres above existing ground whichever is the highest level and to be sited towards the front of the lot, with a setback of 6.0 metres to the road frontage. Only Class 10 buildings (non-habitable) are permitted to be located towards the rear of the lots with the understanding that short-term inundation may potentially occur in the future.***



## CONFIRMED MINUTES



### 6.0 CONCLUSION

*The proposed application for reconfiguration (1 lot into 3 lots) can generally comply with the relevant provisions of the Planning Scheme and is recommended for approval.*

**CARRIED 6/0**

**Resolution No. 0422/026**

### DECLARATION OF INTEREST

I, **Councillor Murphy**, inform this meeting that, pursuant to section 150EQ(3)(b) and 150EQ(3)(c) of the Local Government Act 2009, I have a declarable conflict of interest in relation to Agenda Item 11.7 – Lilyvale Subdivision Tender Assessment – 22-0557. The nature of my interest is as follows:

## CONFIRMED MINUTES

- I own and operate a plumbing business in the area; and
- Advise that I did not submit a tender for this work.

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 Hawkins

Seconded Cr Bawden

*That Cr Murphy remain in the meeting room.*

**CARRIED 6/0**

**Resolution No. 0422/027**

### 11.7 LILYVALE SUBDIVISION TENDER ASSESSMENT - 22-0557 – LATE ITEM

#### Executive Summary:

The tender assessment panel has reviewed the five (5) tender submissions received for the construction of the Lilyvale Subdivision Water Supply (CN: 22-0557). One (1) tender was received from a local contractor and four (4) tenders were received from non-local contractors. The tenders have been assessed using Vendor Panel with a 70% price weighting, 20% non-price weighting and 10% development of local business weighting.

### COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Gallagher

#### *That Council:*

1. *Award the tender to NQES Industries Pty Ltd for their conforming tender of \$670,990.99 ex GST.*
2. *Rerelease the tender on Vendor Panel with a reduction in scope to lower the overall price of the project.*

**CARRIED 6/0**

**Resolution No. 0422/028**

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## CONFIRMED MINUTES

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### 12 GENERAL BUSINESS

#### Fuel Levy

Cr Hawkins raised concerns in relation to the fuel pricing and what was the position on a possible levy for contractors during this construction season.

**ACTION:** The Mayor to contact the Chief Executive Officer of Queensland Reconstruction Authority and ascertain the position on this issue as it would impact all across the State.

#### Local Preference Policy - Review

Cr Hawkins queried the Local Preference Policy and asked if it should be reviewed.

#### Department of Agriculture Water and the Environment

The Director Corporate Services informed of a letter received from the Department of Agriculture Water and the Environment seeking permission to visit Carpentaria Shire on the 9<sup>th</sup> -12<sup>th</sup> May 2022 to undertake a plant survey for new plant pests or invasive weeds and other environmental pest.

#### House near Tavern – Parking Issues

Cr Young informed that the owners at the house near the Sunset Tavern have issues getting in and out of yard due to the general public parking near their driveway.

**ACTION:** The Director of Engineering to review signage in the area and address where appropriate.

#### Transfer Station

Cr Young informed that green waste is piling up at the Transfer Station in Karumba.

**ACTION:** The Manager Water & Waste to investigate.

#### Poly Pipe

Cr Young informed of a poly pipe sticking up on left hand of the roadway and while not leaking needs to be removed.

**ACTION:** The Manager Water & Waste to investigate.



## **CONFIRMED MINUTES**

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### **Walking Track at Karumba**

Cr Young queried the Walking Track at Karumba and the proposed works between the Point and Town

The Chief Executive Officer informed that this is LRCIP funded and in for Phase three, the current round and should be completed within next financial year 2022-2023.

### **Boat Ramp – Clarina Street**

Cr Young informed that the concrete slab at the Boat Ramp in Clarina Street is undermined from water.

**ACTION: The Director of Engineering to investigate and carry out rectification works**

### **Singapore Ants at Rodeo Grounds**

Cr Gallagher informed of Singapore ants at the Rodeo Grounds around the kitchen and undercover area.

**ACTION: Area to be treated and monitored**

### **ATTENDANCE:**

The Manager Water & Waste left the meeting room at 10:17am.

The Manager Water & Waste re-entered the meeting room at 10:19am.

### **Tender Documentation**

Cr Gallagher queried why the commencement dates are no longer in tender documents. This issue to be discussed with the Works Coordinator.

### **School Visits – Manager Water and Waste**

Cr Thomas asked if the Karumba State School could be included in the visits by Council staff. The Manager Water & Waste informed that the school is included.

### **Fees and Charges**

Cr Thomas asked if the fees for animals crossing the road be set to nil.

**ACTION: The Director Corporate Services to check the Local Law and its inclusion in the Fees and Charges.**

### **Dogs & cats Desexing Program**

Cr Thomas proposed a dog and cat desexing program.

## **CONFIRMED MINUTES**

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### **Driveway at New Pharmacy**

Cr Thomas queried the outcome of his concerns with the crossover at the new pharmacy.

**ACTION:** The Director of Engineering to advise Council of the design chosen for the crossover.

### **Netting in Norman River**

Cr Thomas queried nets in the river.

Advised that this is lawful in some areas of the river and has been in place for some time

### **Website**

Cr Murphy asked if the contact information for Karumba Clinic contained on the website could be updated.

The Chief Executive Officer advised that this would be undertaken.

### **ATTENDANCE:**

The Manager Water and Waste left the meeting room at 10:35am

### **Morgue Equipment**

The Executive Assistant asked if Council would consider additional morgue equipment to assist the Undertaker.

The Chief Executive Officer informed that the North West Hospital Health Services is looking into this.

### **Local Government Proforma**

The Executive Assistant informed that a proforma of men who served on Council is being collated.

### **Newsletter**

The Chief Executive Officer advised that he had been approached by Peak Services to provide a service for media and a proposal has been requested for consideration by Council when received.

### **RRUP Funding**

Council has received advise that its application for RRUP Funding had been approved for the Iffley Road \$4,206,687 and Koolatah – Dixie Road - \$2,477,642

## **CONFIRMED MINUTES**

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<b>Road and Rail Forum at Cloncurry</b>
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The Chief Executive Officer informed the Mayor is attending the Road and Rail Forum at Cloncurry on 26 April 2022.
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<b>QRRRF Projects</b>
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The Projects submitted for funding under the QRRRF have made it through to detailed submission
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<b>Weekly What's On</b>
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The Chief Executive Officer informed of the weekly update that the Executive Assistant is distributing to Councillors. Councillors agreed for it to continue.
--

<b>North Queensland Natural Disaster Mitigation Program (NQNDMP)</b>
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The Mitchell River Crossing Upgrade has been progressed through to detailed submission under the NQNDMP funding program. Work will now commence on the detailed submission and submitted to QRA for assessment.
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<b>MIPP Projects</b>
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The Chief Executive Officer provided Councillors and the ELT with a document that picks up the projects identified under the works completed under the MIPP2 Funding for further review and identification under the Project Decision Framework and also identified for funding opportunities in the future if to proceed.
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## CONFIRMED MINUTES

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### 13 CLOSURE OF MEETING

*The Chair of the meeting, Cr Lyall Bawden, Mayor, declared the meeting closed at 10:43am.*

### MINUTES CERTIFICATE

*These Minutes are Confirmed.*

  
.....

Councillor LV Bawden  
Mayor

*20, Apr, 2022.*  
.....

Date