



**CARPENTARIA SHIRE**

*Outback by the Sea*

***ORDINARY MEETING***

***MINUTES***

***18 JUNE, 2025***

## **CONFIRMED MINUTES**

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## CONFIRMED MINUTES

### 1 OPENING OF MEETING

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

### 2 RECORD OF ATTENDANCE

#### Councillors

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

#### Staff

Ms Anne Andrews	Chief Executive Officer
Ms Angeline Pascoe	Executive Assistant
Mr Andrew Shaw	Chief Operating Officer
Ms Amanda Faraway	Executive Manager Community Development and Tourism
Mr Michael Wanrooy	Director of Engineering

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

Mr Peter Ryan	Manager Human Resources
Mr Abdul Shahid	Accounting Advisor
Mr John Martin	Consultant Engineer - ERSCON

#### APOLOGY

Moved Cr Murphy

Seconded Cr Hawkins

***That Council accept the apology from Councillor Henry and leave of absence be granted.***

**CARRIED 6/0**

***Resolution No. 0625/001***

### 3 CONDOLENCES

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

- ❖ Mrs Jean Smerdon



## CONFIRMED MINUTES

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### 4 DISCLOSURE OF INTERESTS

I, **Councillor Hawkins** inform this meeting that, pursuant to section 150EQ(3)(b) and 150EQ(3)(c) of the Local Government Act 2009, I have a prescribed conflict of interest in relation to Agenda Item 10.2 - Register of Pre-Qualified Suppliers – Wet Hire Plant C & K Burns and Agenda Item 10.3 – Register of Pre-Qualified Suppliers – Wet Hire Plant Warusam Contracting. The nature of my interest is as follows:

- (i) I, Hawkins TPT (QLD) have a dozer tender.

In accordance with section 150EM of the Local Government Act 2009, Councillor Hawkins dealt with this prescribed conflict of interest by leaving the meeting when this matter was dealt with and did not participate in any debate or decision making relating to this matter.

I, **Councillor O'Brien** inform this meeting that, pursuant to section 150EQ(3)(b) and 150EQ(3)(c) of the Local Government Act 2009, I have a prescribed conflict of interest in relation to Agenda Item 10.2 - Register of Pre-Qualified Suppliers – Wet Hire Plant C & K Burns and Agenda Item 10.3 – Register of Pre-Qualified Suppliers – Wet Hire Plant Warusam Contracting. The nature of my interest is as follows:

- (i) My family have equipment tendered in the ROPS list.

In accordance with section 150EM of the Local Government Act 2009, Councillor O'Brien dealt with this prescribed conflict of interest by leaving the meeting when this matter was dealt with and did not participate in any debate or decision making relating to this matter.

### 5 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

Confirmation of Minutes from the Ordinary Council Meeting held 21 May 2025, as previously circulated to Councillors.

#### COUNCIL RESOLUTION

Moved Cr O'Brien

Seconded Cr Schafer

***That the Minutes of the Ordinary Council Meeting held 21 May 2025 be confirmed.***

**CARRIED 6/0**

***Resolution No. 0625/002***

## CONFIRMED MINUTES

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<b>6 BUSINESS ARISING FROM PREVIOUS MEETINGS</b>
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**Page 6: Amendment to Agenda Item 6 – Business Arising**

Councillor Bawden advised that an amendment is required to Agenda Item 6 – Business Arising. The amendment is to insert the following item:

- Number of attendees – for and against

Action: The Minutes of the May 2025 Council Meeting are to be amended accordingly to reflect the inclusion of this item.

**Page 10: Amendment to Agenda Item 10.1 – Normanton Aerodrome – Airservices Australia**

Councillor Bawden informed that an amendment is required to Agenda Item 10.1 – Normanton Aerodrome – Airservices Australia. The amendment is to insert the following item:

- Number of attendees – for and against

Action: The Minutes of the May 2025 Council Meeting are to be amended accordingly to reflect the above changes.

**Page 10: Amendment to Agenda Item 10.2 – Register of Pre-Qualified Trade and Professional Services Suppliers – Hilda Toby**

Councillor Bawden informed that an amendment is required to Agenda Item 10.2 – Register of Pre-Qualified Trade and Professional Services Suppliers – Hilda Toby. The amendment is to insert the following item:

- Number of attendees – for and against

Action: The Minutes of the May 2025 Council Meeting are to be amended accordingly to reflect the above changes.

**Page 23: Amendment to Council Resolution – Councillors Hawkins and O'Brien**

Councillor Bawden informed that an amendment is required to the Council Resolution allowing Councillors Hawkins and O'Brien to remain in the meeting room. The amendment is to insert the following item:

- Number of attendees – for and against

Action: The Minutes of the May 2025 Council Meeting are to be amended accordingly to reflect the above changes.

## **CONFIRMED MINUTES**

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<b>7</b>	<b>RECEPTION OF PETITIONS &amp; DEPUTATIONS</b>
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Nil.

<b>8</b>	<b>MAYORAL MINUTES</b>
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<b>REX Airlines</b>
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The Mayor has confirmed that REX Airlines has assured regional areas will not be left behind. However, we are still awaiting the final outcome.
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<b>Camp Induction</b>
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The Mayor confirmed he has completed the camp induction.
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<b>9</b>	<b>COUNCILLOR MONTHLY UPDATE</b>
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**Councillor Schafer:**

- Reported having spoken with Robbie Katter regarding the Dialysis Unit. A timeframe for the project is still pending.

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## CONFIRMED MINUTES

### 10 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 Murphy

Seconded Cr Smerdon

*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:*

##### 10.1 Lilyvale Update

*This item is classified CONFIDENTIAL under the provisions of clause 254J(3)(g) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*

##### 10.2 Register of Pre-Qualified Suppliers - Wet Hire Plant C & K Burns

*This item is classified CONFIDENTIAL under the provisions of clause 254J(3)(g) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*

##### 10.3 Register of Pre-Qualified Suppliers - Wet Hire Plant Warusam Contracting

*This item is classified CONFIDENTIAL under the provisions of clause 254J(3)(g) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*

CARRIED 6/0

Resolution No. 0625/003

#### CLOSURE OF MEETING:

The meeting was closed to the public at 9:12am.

#### COUNCIL RESOLUTION

Moved Cr Smerdon

Seconded Cr Schafer

*That Council open the meeting to the public.*



## CONFIRMED MINUTES

CARRIED 6/0

Resolution No. 0625/004

### ATTENDANCE:

Councillor Hawkins left the meeting room at 9:22am.

Councillor O'Brien left the meeting room at 9:22am.

Councillor Hawkins re-entered the meeting room at 9:25am.

Councillor O'Brien re-entered the meeting room at 9:25am.

### REOPENING OF MEETING:

The meeting was reopened to the public at 9:25am.

## 10.1 LILYVALE UPDATE

### **Executive Summary:**

In January 2023, the titles for the individual lots at the Lilyvale subdivision were finalised and subsequently Council offered 14 lots (stage one) for sale via a tender process that closed on Wednesday 8 November 2023. The process failed to secure a sale, and subsequent offers have either been rejected by Council or not pursued by the proposed purchaser. Ongoing discussion with Councillors has resulted in the option for opening Stage 2 to encourage a broader range of options for purchasers.

### **COUNCIL RESOLUTION**

Moved Cr O'Brien

Seconded Cr Smerdon

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

- 1. Notes the information in the report and;***
- 2. Opens Stage 2 of Lilyvale subdivision.***

CARRIED 6/0

Resolution No. 0625/005

### ATTENDANCE:

Councillor Hawkins left the meeting room at 9:26am.

Councillor O'Brien left the meeting room at 9:26am.

## CONFIRMED MINUTES

### 10.2 REGISTER OF PRE-QUALIFIED SUPPLIERS - WET HIRE PLANT C & K BURNS

#### Executive Summary:

Council has received a letter from C & K Burns to consider a hire D7 Dozer to be included in the "Register of Prequalified Suppliers (ROPS) - Wet Hire".

#### COUNCIL RESOLUTION

Moved Cr Schafer

Seconded Cr Murphy

***That Council does not approve the hire D7 Dozer as the plant is hired, costly and is not locally based.***

**CARRIED 4/0**

***Resolution No. 0625/006***

### 10.3 REGISTER OF PRE-QUALIFIED SUPPLIERS - WET HIRE PLANT WARUSAM CONTRACTING

#### Executive Summary:

Council has received a request from Warusam Contracting to consider a late tender for their 8-wheeler water truck to be included in the "Register of Prequalified Suppliers (ROPS) - Wet Hire". The 8-wheeler was previously included in the ROPS under a different owner but has been bought by Warusam Contracting with new registration details.

#### COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Schafer

***That Council approve Warusam Contracting 8-wheeler water truck with registration XB95NU to be included on the Pre-Qualified Suppliers Register for the Wet Hire of Plant 2025.***

**CARRIED 4/0**

***Resolution No. 0625/007***

#### ATTENDANCE:

Councillor Hawkins re-entered the meeting room at **9:27am**.

Councillor O'Brien re-entered the meeting room at **9:27am**.

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## CONFIRMED MINUTES

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### 11 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

#### 11.1 MONTHLY REPORT - CEO OFFICER

**Executive Summary:**

This report provides Councillors with an update of the business of the Department of the CEO for April/May 2025.

**Recommendation:**

*For information only.*

#### 11.2 ANNUAL DELEGATIONS REGISTER REVIEW

**Executive Summary:**

Council is required to conduct an annual review of delegations granted from Council to the Chief Executive Officer (CEO). This report provides the reviewed Delegations Register for Councillors to consider. It provides the reasons for the process of delegating powers and outlines the ability of Councillors to impose conditions on the exercise of the delegated powers. A Delegations Register is prepared and updated by King and Company and is provided to Council via the subscription service of the LGAQ. Council's Delegations Register is consistent with that register. Due to the size of the document, a hard copy of the draft register will be provided at the Council meeting and was emailed to Councillors prior to the meeting.

**COUNCIL RESOLUTION**

Moved Cr O'Brien

Seconded Cr Smerdon

***That Council delegates the powers nominated in the Delegations Register to the Chief Executive Officer in accordance with section 257(1)(b) of the Local Government Act 2009.***

**CARRIED 6/0**

***Resolution No. 0625/008***

## CONFIRMED MINUTES

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### **ATTENDANCE:**

The Accounting Advisor entered the meeting room at **9:41am**.

### **11.3 HUMAN RESOURCES REPORT**

#### **Executive Summary:**

This report provides information on the general Human Resource matters and Work Health and Safety matters relevant to the team's daily business.

#### ***Recommendation:***

***For information only.***

### **11.4 LES WILSON DISCOVERY CENTRE BARRAMUNDI CENTRE MONTHLY REPORT**

#### **Executive Summary:**

The Les Wilson Barramundi Discovery Centre is Carpentaria Shire's primary tourism asset and is a business unit of Council. The LWBDC is a state-of-the-art Interpretive Centre that provides the history, stories, lifecycle and habits barramundi. The Centre includes interpretive displays, theatre, saltwater lagoon, café, art gallery and provides visitors with guided tours throughout the Centre and Hatchery. It is the only hatchery in the world to breed the Southern Gulf strain of the barramundi. Diversity is the key to operations, managing multi-focal assets to satisfy demands of tourism/culture/retail/café, animal husbandry/ecology, legislative compliance, deliver community /events, meet the issues of seasonal demand and resultant employee management diversification/implication.

#### ***Recommendation:***

***For information only.***

### **ATTENDANCE:**

Councillor Schafer left the meeting room at **9:58am**.



## CONFIRMED MINUTES

### 12 REPORTS FROM CHIEF OPERATING OFFICER

#### 12.1 MONTHLY FINANCIAL REPORT - MAY 2025

##### Executive Summary:

Presentation of the financial report for 31 May 2025 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. The contents of the report include:

1. Key Highlights
2. Operating Result
3. Cash Position
4. Trade and Receivables
5. Investments
6. QTC Loans
7. Sales, contracts and recoverable works

##### 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 May 2025.***

**CARRIED 5/0**

***Resolution No. 0625/009***

##### ATTENDANCE:

The Accounting Advisor left the meeting room at **10:00am**.  
Councillor Schafer re-entered the meeting room at **10:05am**.

#### 12.2 CHIEF OPERATING OFFICER REPORT – LATE ITEM

##### Executive Summary:

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

##### ***Recommendation:***

***For information only.***

## CONFIRMED MINUTES

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

#### 13.1 COMMUNITY DEVELOPMENT, TOURISM & REGIONAL PROSPERITY MATTERS OF INTEREST REPORT

**Executive Summary:**

This report provided information only updates to Council on various activities and programs that are facilitated within the Community Development, Tourism and Regional Prosperity portfolio of Council.

**Recommendation:**

*For information only*

#### 13.2 COMMUNITY DONATIONS & SUPPORT

**Executive Summary:**

During the period since the May 2025 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 O'Brien

Seconded Cr Schafer

1. *That Council notes the fee waivers under the delegation of the Chief Executive Officer since the May 2025 meeting of Council.*
2. *That Council approves the request for the 2025 Karumba Seniors Christmas Luncheon.*
3. *That Council considers the request from the Carpentaria Horse Sports.*

CARRIED 6/0

*Resolution No. 0625/010*

#### ADJOURNMENT:

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

The meeting resumed at **10:48am**.

## CONFIRMED MINUTES

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### **ATTENDANCE:**

The Consultant Engineer entered the meeting room at **10:48am**.

Councillor Murphy left the meeting room at **10:56am**.

Councillor Murphy re-entered the meeting room at **11:04am**.

<b>14    REPORTS FROM DIRECTOR OF ENGINEERING - ROADS &amp; SERVICES</b>
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<b>14.1    DOE REPORT</b>
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**Executive Summary:**

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

<b><i>Recommendation:</i></b>
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<b><i>For information only.</i></b>
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## **CONFIRMED MINUTES**

### **14.2 NDRRA/QDRF REPORT**

#### **Executive Summary:**

**QRA22:** Acquittal documentation for three (3) submissions has been lodged. QRA has been requested to finalise the assessment and payment of final 10% to allow Council to close out these projects. A further EOT has been approved for Submission 6 (Dunbar – Kowanyama Road REPA and Betterment) to extend the completion deadline until 30 September 2025.

**QRA23:** Three (3) submissions have been approved for EOTs to extend submission deadlines from 30 June 2025 to 31 December 2025 to help alleviate deadline pressures. A total RV of approx. \$89.0million (construction budget of \$66.5million) has been approved with completion deadlines ranging from 30 June to 31 December 2025. Approximately \$11.3million in scope remains to be constructed with approximately 78% complete. Crews have been progressively mobilising to camps around the Shire to construct remaining works, with a full six (6) crews expected to be mobilised shortly. Remaining QRA23 scope is being prioritised ahead of QRA24 scope to ensure deadlines are met. The current QRA Cash Flow for road restoration/betterment is approximately \$13million in advance. The total QRA (including Mitchell River Bridge) cash flow is approximately \$24.7million in advance.

**QRA24:** Carpentaria Shire Council was activated for REPA, Emergency Works and CDO relief measures on 29 December 2023 and 7 March 2024 in response to the Tropical Cyclone Jasper and Tropical Cyclone Kirrily respectively. Approximately 2% of the scope has been completed with an Expenditure Ratio of 1.00. Betterment Submissions have been lodged on QRA MARS system which include realignment, sealing and floodway upgrades on Normanton – Burketown Road and Dunbar – Koolatah Road. The estimated RV for all QRA24 REPA and Betterment submissions will be approx. \$70million (construction budget of \$52million). All approved QRA24 submissions have a completion deadline of 30 June 2026.

**QRA25:** Carpentaria Shire Council was activated for REPA, Emergency Works and CDO relief measures on 10 February 2025 and 11 April 2025, in response to two (2) rainfall and flooding events. Damage pickup and Emergency Works are in progress on roads that are accessible and will continue in the upcoming months as areas North of the Mitchell River become accessible. Damage assessments are in progress with submissions currently being prepared in the QRA MARS system, with scope to be rolled over into QRA25 submissions due to significant additional damage from the recent events.

**OTHER:** A final outcome has been received for six (6) concrete floodways on Normanton - Burketown Road (\$1million) under Local Recovery and Resilience Grants (LRRG) funding, with approval and prepayment to Council expected shortly. Two (2) pavement and sealing projects on Normanton - Burketown Road (\$5million each) have been submitted under Country Roads Connect (CRC) and Disaster Ready Fund (DRF) Round 3 funding, with outcomes expected during June and September 2025.

**Recommendation:**

**For Information Only.**



## CONFIRMED MINUTES

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### **ATTENDANCE:**

The Consultant Engineer left the meeting room at **11:31am**.  
Councillor O'Brien left the meeting room at **11:39am**.  
Councillor O'Brien re-entered the meeting room at **11:41am**.

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### **14.3 WATER AND WASTE MONTHLY REPORT**

#### **Executive Summary:**

This report has been prepared to provide Council with an overview of actions completed and underway within the Water and Waste Department throughout May 2025.

The following items of interest are presented in further detail within the report:

- Total treated water consumption (Normanton and Karumba) was 84.7ML for the month of May.
- Five (5) eOne pump replacements occurred for the month of May.
- One water mains repair completed in Karumba
- Demolition of below ground has begun at Normanton WTP

#### ***Recommendation:***

***Information only.***

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### **14.4 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 May 2025.

#### ***Recommendation:***

***For Information Only.***

## CONFIRMED MINUTES

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### 15 GENERAL BUSINESS

#### DPI Officer for the Gulf

Councillor Murphy queried the progress of securing a Department of Primary Industries (DPI) presence in the Lower Gulf region.

Council acknowledges the ongoing need for enhanced on-ground support in this area, particularly in relation to biosecurity, fisheries, and agricultural oversight and will continue to actively advocate for the appointment of a dedicated DPI biosecurity officer based in the Lower Gulf.

Further updates will be provided as progress is made in engaging with the relevant government departments.

#### Visitor Information Centre

Councillor Murphy requested that Council investigate how the region is currently being promoted to visitors.

The Chief Executive Officer advised that while she may be able to observe promotional efforts during her travels, a more structured approach will be developed. A run sheet will be prepared ahead of the next tourist season, and Councillors or staff travelling within or outside the region will be encouraged to visit Visitor Information Centres (VICs) to review how the region is being represented and what promotional materials are available.

#### Fish Attracting Devices

Councillor Murphy raised a question regarding the Fish Attracting Devices (FADs) and suggested that identification markers be installed to inform the public of their locations.

#### Youth Advisory Committee

Councillor O'Brien queried the current progress and status of the Youth Advisory Committee.

The Economic Manager Community Development & Tourism advised that few expressions of interest have been received so far, including none from the Gulf Christian College.

However, discussions have taken place with the Principal, and further details are expected. A report on the matter will be prepared and presented to Council at the July 2025 meeting.

#### Plaques on Lawn Cemetery

Councillor Smerdon informed that a number of graves in the Lawn Cemetery remain without plaques.

Council advised that it will recommence contact with the families of the deceased to arrange for the installation of plaques on these graves.

## **CONFIRMED MINUTES**

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<b>Planks for Lowering Device</b>
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<p>Councillor Smerdon raised an issue regarding the planks used over graves for the lowering device.</p> <p>Council advised that the matter will be investigated and appropriate action will be taken to ensure safety and suitability.</p>
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<b>Lawn Cemetery</b>
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<p>Councillor Smerdon informed the lawn cemetery requires attention.</p> <p>Council advised it is currently seeking further information on the matter.</p>
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<b>Signage of Unmarked Graves</b>
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<p>Councillor Smerdon queried whether there is any signage identifying the unmarked graves at the Old Aboriginal Cemetery.</p> <p>Council advised that there is no available information on who is buried in the Old Aboriginal Cemetery.</p>
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<b>Telstra Pits</b>
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<p>Councillor Smerdon informed that the ground has sunken around the Telstra Pit on Simpson Street.</p>
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<b>Security Cameras</b>
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<p>Councillor Smerdon queried the security cameras installed around town and sought clarification on who is responsible for their maintenance.</p> <p>Council advised that the cameras are owned and maintained by the Queensland Police Service (QPS) and any issues or concerns regarding their operation or upkeep should be directed to the local QPS representative.</p>
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<b>K150 Pavers</b>
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<p>Councillor Bawden asked that K150 Pavers be protected against the elements.</p>
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## CONFIRMED MINUTES

### Ground Penetrating Radar (GPR)

Councillor Bawden queried the Ground Penetrating Radar works.  
The Chief Executive Officer advised that Ground Penetrating Radar works were conducted at the Karumba Cemetery, Normanton Cemetery, Old Aboriginal Cemetery, and the area behind the Hospital. Maps are available which show the works undertaken at these locations.

### Charity Ball

Councillor Bawden enquired about the pricing of tickets for the upcoming Charity Ball. The Executive Manager Community Development & Tourism will discuss the matter with the Tourism & Events Officer and provide an update at the meeting scheduled for 23rd June 2025.

### 16 CLOSURE OF MEETING

*The Chair of the meeting, Cr Lyall Bawden, Mayor, declared the meeting closed at 11:49am.*

### MINUTES CERTIFICATE

***These Minutes are Confirmed.***



Councillor LV Bawden  
Mayor

*18, 06, 2025.*

Date