



CARPENTARIA SHIRE

Outback by the Sea

ORDINARY MEETING

MINUTES

15 OCTOBER, 2025

CONFIRMED MINUTES

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CONFIRMED MINUTES

1 OPENING OF MEETING

The Mayor welcomed members and declared the meeting open at **1:00pm**.

2 RECORD OF ATTENDANCE

Councillors

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

Staff

| | |
|--------------------|---|
| Ms Anne Andrews | Chief Executive Officer |
| Ms Angeline Pascoe | Executive Assistant |
| Mr Andrew Shaw | Chief Operating Officer |
| Ms Amanda Farraway | 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 Sean D'Souza | Interim Finance Manager |
| Mr Chris O'Keefe | Manager – Les Wilson Barramundi Discovery Centre |
| Mr John Martin | Consultant Engineer – ERSCON |
| Mr Trent Balke | Civil Engineer - ERSCON |

2025 Institute of Public Works Engineering Queensland and Northern Territory (IPWEAQ & NT) State Excellence Awards

The Mayor acknowledged the outstanding achievements within the Engineering works sector for their nominations in three (3) categories of the 2025 IPWEA-QNT Excellence Awards and for winning the following:

Carpentaria Shire Council – Best Coastal Engineering Project: The Karumba Point Shoreline Protection and Revitalisation Project.

Michael Wanrooy – Winner of the Best Paper Award: For the Karumba Community Sea Wall Resilience Project.

Robert Beard - Team Member of the Year Award.

CONFIRMED MINUTES

3 CONDOLENCES

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

- ❖ Mr Rolly Beasley (Jnr)
- ❖ Mr Ian Chaloner

4 DISCLOSURE OF INTERESTS

Nil.

5 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

Confirmation of Minutes from the Ordinary Council Meeting held 15 September 2025, as previously circulated to Councillors.

COUNCIL RESOLUTION

Moved Cr Smerdon

Seconded Cr Hawkins

That the Minutes of the Ordinary Council Meeting held 15 September 2025 be confirmed.

CARRIED 7/0

Resolution No. 1025/001

6 BUSINESS ARISING FROM PREVIOUS MEETINGS

Amendment to September 2025 Minutes – Page 19

Councillor O'Brien advised that a correction is required on Page 19 of the September 2025 Minutes under General Business – Normanton Dump.

- **Original wording:**
"queried whether the contractor was paid to dispose of the old Normanton Hospital materials at the Normanton Dump"
- **Amended wording:**
"was Council paid fees from the contractor to dispose of the old Normanton Hospital materials at the Normanton Dump".

Action: Update the September 2025 Minutes to reflect the corrected wording.

7 RECEPTION OF PETITIONS & DEPUTATIONS

Nil.

CONFIRMED MINUTES

8 MAYORAL MINUTES

Mitchell River Bridge Visit

The Mayor provided an update on the recent visit to the Mitchell River Bridge, which included discussions with the Queensland Reconstruction Authority (QRA). The visit also encompassed inspections of the 89B works at Clarke Creek.

Disaster Management Meeting

The Mayor reported on his and the Chief Executive Officer's attendance at the Disaster Management Meeting held with the Queensland Police Service. Key topics of regional preparedness and coordination were discussed.

Visit by NWQROC Officer

The Executive Officer of the North West Queensland Regional Organisation of Councils (NWQROC) visited to discuss regional priorities, with a focus on railway infrastructure, transport needs, and housing challenges.

Gulf Savannah Development Meeting

The Mayor reported on the Gulf Savannah Development meeting and noted the upcoming Cruise Ship Forum held in November at Karumba.

9 COUNCILLOR MONTHLY UPDATE

Nil.

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 Schafer

Seconded Cr Henry

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 ROPS Supply & Delivery of Bulk Fuel

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 7/0

Resolution No. 1025/002

CLOSURE OF MEETING:

The meeting was closed to the public at 1:18pm.

COUNCIL RESOLUTION

Moved Cr Schafer

Seconded Cr O'Brien

That Council open the meeting to the public.

CARRIED 7/0

Resolution No. 1025/003

REOPENING OF MEETING:

The meeting was reopened to the public at 1:34pm.

ATTENDANCE:

The Manager Les Wilson Barramundi Discovery Centre entered the meeting room at 1:35pm.

CONFIRMED MINUTES

10.1 ROPS SUPPLY & DELIVERY OF BULK FUEL

Executive Summary:

A request for tender for the Register of Pre-Qualified Suppliers for the Supply & Delivery of Bulk Fuel (Contract 25-0015) closed on 3 October 2025 with two (2) conforming tenders received. The tenders have been assessed against three mandatory categories: Technical Capability, Financial Capability and Managerial Capability.

COUNCIL RESOLUTION

Moved Cr Bawden

Seconded Cr Smerdon

That Council accepts the tender from Gulf Engineering and Constructions Pty Ltd and rejects the tender from Lowes Petroleum Services as it is non-conforming.

CARRIED 7/0

Resolution No. 1025/004

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CONFIRMED MINUTES

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 September - October 2025.

Recommendation:

For information only.

11.2 ORGANISATIONAL STRUCTURE - REQUEST FOR ADDITIONAL WORK, HEALTH AND SAFETY OFFICER

Executive Summary:

This report recommends a change to the current organisational structure to include a workplace health and safety officer to support the workplace health and safety coordinator based on the commitment of Council to provide a safe work environment.

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Schafer

That Council approves an additional resource to the Workplace Health and Safety (WHS) function by creating the position of a WHS Officer to support the WHS Coordinator.

CARRIED 7/0

Resolution No. 1025/005

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:

That Council accepts the Human Resources Report for information.

CONFIRMED MINUTES

11.4 CHRISTMAS SHUT DOWN

Executive Summary:

Christmas closure dates are set by Council on an annual basis to allow for advertising of the shutdown period and to provide staff with sufficient notice of the shutdown occurring. A skeleton staff will be rostered during the shutdown to ensure essential and emergency services are maintained.

The proposed closure for the 2025 Christmas shutdown is from Friday 19 December 2025 until Monday the 5 January 2026.

COUNCIL RESOLUTION

Moved Cr O'Brien

Seconded Cr Schafer

That Council approves the annual closure of Council for the 2025 Christmas shutdown from Friday 19 December 2025 until Monday 5 January 2026.

CARRIED 7/0

Resolution No. 1025/006

NOTATION:

Council Christmas Party will be held on 12 December 2025.

11.5 LES WILSON BARRAMUNDI DISCOVERY 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/cafe, 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:

The Manager Les Wilson Barramundi Discovery Centre entered the meeting room at Manager left the meeting 2:20pm.

CONFIRMED MINUTES

11.6 2026 COUNCIL MEETING DATES

Executive Summary:

The *Local Government Act 2009* requires a Shire Council to meet at least once a month.

The proposed meeting dates for 2026 are presented for Council's consideration and adoption.

Carpentaria Shire Council meetings are traditionally held on the third Wednesday and following Thursday (if required) of each month. These dates have been recommended for the 2026 year with the exception of the January, October and December meetings. The January meeting is one week later to provide report writers returning from leave time to collate the reports, October's meeting has been brought forward one week to accommodate the annual LGAQ Conference which is being held from 19 – 21 October, 2026 and the December meeting has been brought forward due to the Christmas shut down period and to allow any follow up items after the meeting to be actioned prior to the shutdown.

COUNCIL RESOLUTION

Moved Cr Henry

Seconded Cr O'Brien

That Council adopt the 2026 Council Meeting dates as presented:

- **28 & 29 January**
- **18 & 19 February**
- **18 & 19 March**
- **22 & 23 April (at Karumba)**
- **20 & 21 May**
- **17 & 18 June (Budget Meeting)**
- **22 & 23 July (at Karumba)**
- **19 & 20 August**
- **23 & 24 September**
- **14 & 15 October (at Karumba)**
- **18 & 19 November; and**
- **9 & 10 December (earlier due to Christmas)**

CARRIED 7/0

Resolution No. 1025/007

NOTATION:

The Karumba Community Meeting will be held on 22 April 2026.

The Normanton Community Meeting will be held on 20 May 2026.

ATTENDANCE:

Councillor Schafer left the meeting room at 2:37pm.

CONFIRMED MINUTES

12 REPORTS FROM CHIEF OPERATING OFFICER

12.1 CHIEF OPERATING OFFICER REPORT

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.

12.2 MONTHLY FINANCIAL REPORT - SEPTEMBER 2025

Executive Summary:

Presentation of the financial report for 30 September 2025 is 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 O'Brien

That Council accepts the Monthly Financial Report, as required under section 204 of the Local Government Regulation 2012 for the period ended 30 September 2025.

CARRIED 6/0

Resolution No. 1025/008

ATTENDANCE:

Councillor Schafer re-entered the meeting room at 2:41pm.
The Consultant Engineer entered the meeting room at 2:44pm.
The Civil Engineer entered the meeting room at 2:44pm.

CONFIRMED MINUTES

12.3 OPERATIONAL PLAN 2025/2026 - 1ST QUARTER REVIEW (SEPT 2025)

Executive Summary:

The *Local Government Regulation 2012* requires that a local government must for each financial year prepare and by resolution adopt an Annual Operational Plan. A report on Council's progress towards implementing the Operational Plan must be presented to the Council meeting at regular intervals of not more than three months.

Recommendation:

For information only.

12.4 APPROVAL TO KEEP ANIMAL - MORE THAN TWO DOGS

Executive Summary:

The purpose of *Subordinate Local Law No. 2 (Animal Management) 2015* local law is to supplement Local Law No. 2 (Animal Management) 2015, which provides for regulation of the keeping and control of animals within the local government's area.

COUNCIL RESOLUTION

Moved Cr Smerdon

Seconded Cr O'Brien

That Council approve the application to keep more than two (2) dogs at the property located at 105 Landsborough Street, Normanton.

CARRIED 7/0

Resolution No. 1025/009

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CONFIRMED MINUTES

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| 13 REPORTS FROM DIRECTOR COMMUNITY DEVELOPMENT, TOURISM & REGIONAL |
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| 13.1 COMMUNITY DEVELOPMENT, TOURISM & REGIONAL PROSPERITY MATTERS OF INTEREST REPORT |
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Executive Summary:

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

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| <i>Recommendation:</i> |
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| <i>For information only</i> |
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ADJOURNMENT:

The meeting adjourned for afternoon tea at 3:00pm.

The meeting resumed at 3:20pm.

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CONFIRMED MINUTES

14 REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES

14.1 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.

Recommendation:

For information only.

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CONFIRMED MINUTES

14.2 NDRRA/QDRF REPORT

Executive Summary:

QRA22: Submission 6 (Dunbar – Kowanyama Road REPA and Betterment) has been completed and acquittal documentation is currently being prepared.

QRA23: QRA23 REPA and Betterment has a current total RV of approx. \$73million (construction budget of \$53.2million) and is 95% complete with an expenditure ratio of 0.96. Approximately \$2.4million (construction) remains to be constructed which is being prioritised ahead of QRA24 scope to ensure the 31 December 2025 deadlines are met. Acquittal documentation for two (2) submissions were lodged prior to deadlines. The current QRA Cash Flow for road restoration/betterment is approximately \$1.1million in advance. The total QRA (including Mitchell River Bridge) cash flow is approximately \$1.5million in advance. A grant advance payment of \$25million has been requested to give Council sufficient cash flow stability.

QRA24: QRA24 REPA and Betterment has a total RV of approx. \$69million (construction budget of \$51.8million). Approximately 23% of the scope has been completed with an Expenditure Ratio of 1.02. QRA24 scope is being constructed in conjunction with remaining QRA23 scope to help reduce camp and mobilisation costs. QRA24 submissions have completion deadlines of 30 June 2026 (REPA) and 30 June 2027 (Betterment).

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. Two (2) CDO submissions (Approx. \$158k) have been approved and council has received the final payments. An Emergency Works submission (approx. \$1.8million) has been lodged for acquittal and a subsequent far northern roads submission is currently being prepared. Submission 4 (Rollover Roads) and Submission 5 (Iffley Road) have been approved and Council will receive the prepayments (30%) shortly. Three (3) submissions are currently being prepared and will be lodged once final reviews have been completed.

OTHER: A project for six (6) concrete floodways on Normanton - Burketown Road (\$990k) has been lodged for acquittal. A project to upgrade the Normanton Jetty (\$250k) has been approved and Council has received the prepayment (30%). A pavement and sealing project on Normanton - Burketown Road (\$5million) has been submitted under Disaster Ready Fund (DRF) Round 3 funding, with an outcome expected shortly.

Recommendation:

For Information Only.

ATTENDANCE:

The Consultant Engineer left the meeting room at 3:45pm.
The Civil Engineer left the meeting room at 3:45pm.

CONFIRMED MINUTES

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 September 2025.

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

- Water Industry Update - DWQMP Audit
- Normanton-Karumba Water Supply Scheme
 - Operations Update
 - Plant Upgrades
- Sewer Update
- Waste Services

Recommendation:

That Council receive and note for information the Water and Waste Monthly Report for September 2025.

14.4 ASSET DISPOSAL REPORT- COUNCIL AUCTION

Executive Summary:

This report seeks Council approval for the disposal of various surplus assets and property that are no longer required for operational use. The items proposed for disposal include replaced assets, decommissioned fleet vehicles, obsolete furniture, plant equipment, and parcels of land identified as surplus to Council's needs.

COUNCIL RESOLUTION

Moved Cr Henry

Seconded Cr Schafer

That Council:

- ***Approves the disposal of surplus assets and property, including replaced assets, decommissioned fleet vehicles, obsolete furniture, plant equipment, and land no longer required for operational purposes.***
- ***Approves the use of public auction as the disposal method, in accordance with Council's Asset Disposal Policy and relevant legislation.***
- ***Approves an auctioneer to conduct the auction on 29 November 2025.***

CARRIED 7/0

Resolution No. 1025/010

CONFIRMED MINUTES

14.5 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 September 2025.

Recommendation:

For Information Only.

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CONFIRMED MINUTES

15 GENERAL BUSINESS

Motions to LGAQ 2026

Councillor Murphy requested that contact be made with the Local Government Association of Queensland (LGAQ) regarding Ergon Energy's exemption from government decisions.

RADF Grant Funding

Councillor O'Brien queried the status of the RADF (Regional Arts Development Fund) grant funding.

The Executive Manager of Community Development & Tourism advised that a meeting notice will be issued in late October 2025 to provide updates on RADF funding matters.

Rural Addressing

Councillor O'Brien raised a query regarding rural addressing.

Letters will be sent to station properties to provide relevant information and updates on rural addressing initiatives.

Defence Housing - Townsville

Councillor O'Brien advised that the Department of Defence has decommissioned a number of defence housing properties in Townsville. These properties are expected to be released for tender in the coming weeks.

Councillor O'Brien queried whether Council should consider submitting an Expression of Interest (EOI) regarding the properties.

It was agreed the matter is to be raised with NWQROC, with a request for them to initiate discussions with Josh Dyke.

Advertising for Community Groups

Councillor Schafer queried whether community groups are able to advertise their events or initiatives on Council's Facebook page.

Small Businesses

Councillor Schafer queried Small Business Activities.

CONFIRMED MINUTES

Equipment & Machinery Maintenance – Normanton Gym

Councillor Schafer queried if regular checks of the gym equipment had been undertaken.
The Asset Manager will be contacted.

16 CLOSURE OF MEETING

The Chair of the meeting, Cr Lyall Bawden, Mayor, declared the meeting closed at 4:10pm.

MINUTES CERTIFICATE

These Minutes are Confirmed.



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Councillor LV Bawden
Mayor



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Date