



CARPENTARIA SHIRE

Outback by the Sea

BUSINESS PAPER

18 AUGUST, 2021

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NOTICE OF MEETING

COUNCILLORS:

Mayor Jack Bawden	Chairperson
Cr Ashley Gallagher	
Cr Bradley Hawkins	
Cr Andrew Murphy	
Cr Craig Young	
Cr Amanda Scott	
Cr Douglas Thomas	

Please find attached the Agenda for the Ordinary Council Meeting to be held in the Council Chambers, Haig Street, Normanton commencing at 9:00am.

Mark Crawley
CHIEF EXECUTIVE OFFICER

Deputation: Alan Gurney

- REX Flights to Karumba
- Les Wilson Barramundi Discovery Centre
- Telstra

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- 1 OPENING OF MEETING**
- 2 RECORD OF ATTENDANCE**
- 3 CONDOLENCES**
- 4 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS**

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 21 July 2021 be confirmed.

- 5 BUSINESS ARISING FROM PREVIOUS MEETINGS**
- 6 RECEPTION OF PETITIONS & DEPUTATIONS**
- 7 MAYORAL MINUTES**

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8 CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION

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

RECOMMENDATION

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 Re-Opening of the Normanton and Karumba Pool Precincts

This item is classified CONFIDENTIAL under the provisions of clause 275(1)(c) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to the local government's budget.

8.2 Lamberr Wungarch Group Youth Safe House

This item is classified CONFIDENTIAL under the provisions of clause 275(1)(f) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to matters that may directly affect the health and safety of an individual or a group of individuals.:

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9 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

9.1 CEO REPORT

Attachments: NIL
Author: Mark Crawley - Chief Executive Officer
Date: 12 August 2021

Key Outcome: Day to day management of activities within the Office of the CEO
Key Strategy: As per the Departmental Plan for the Office of the CEO

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.

RECOMMENDATION:

That Council:

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

MEETINGS SCHEDULE

Date	Time	Event	Location
Council			
18 August 2021	9:00am	Ordinary Meeting of Council	Boardroom
19 August 2021	8:30am	Workshop – Councillors, CEO, Directors and Managers	Boardroom
15 September 2021	9:00am	Ordinary Meeting of Council	Boardroom
16 September 2021	8:30am	Workshop – Councillors, CEO, Directors and Managers	Boardroom
NWQROC and LGAQ			
9-10 September 2021		NWQROC meeting in person	Karumba
25 - 27 October 2021		Annual Conference	Mackay

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Date	Time	Event	Location
Local Government Professionals Australia			
23 – 25 August 2021		National Assembly and Business Expe (attempt to run a live event) Postponed to possible November	Canberra
7-9 September 2021		Annual State Conference – LGMA	Shangri-La Cairns

FINANCIAL REPORT

Governance Income and Expenditure to 30 June 2021

Row Labels	Sum of Original Budget	Sum of Actual Bal	Sum of Order Value	Sum of Total
Operating Income Total	-45,000	0	0	0
Disaster Preparedness	-7,000	0	0	0
Emergency Response	-18,000	0	0	0
Operational Plan	-10,000	0	0	0
Tourism Events	-10,000	0	0	0
Operating Expenditure Total	2,165,544	225,228	141,135	366,364
Communications	50,000	25,334	33,300	58,634
Community Recovery Officer	0	2,609	12,629	15,238
Disaster Events	0	4,709	0	4,709
Disaster Preparedness	7,000	0	8,873	8,873
Elected Members	548,207	42,109	940	43,049
Emergency Response	110,000	2,806	0	2,806
Governance	1,185,337	147,661	9,030	156,691
Operational Plan	145,000	0	0	0
Tourism Events	120,000	0	76,364	76,364
Grand Total	2,120,544	225,228	141,135	366,364

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Tourism Budget – Manager Tourism

Row Labels	Sum of Original Budget	Sum of Actual Bal	Sum of Order Value	Sum of Total
Operating Expenditure Total	1,375,213	141,303	83,912	225,215
Hatchery	399,565	26,789	13,047	39,836
Les Wilson Barramundi Discovery Centre	709,747	95,668	69,299	164,967
Visitor Information	265,901	18,846	1,567	20,412
Operating Income Total	-339,500	-145,940	0	-145,940
Hatchery	-13,000	-1,346	0	-1,346
Les Wilson Barramundi Discovery Centre	-316,500	-142,468	0	-142,468
Visitor Information	-10,000	-2,126	0	-2,126
Grand Total	1,035,713	-4,637	83,912	79,275

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ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

Date:	Ref:	Action	Status	Comment
June 20		Advised Preston Law of Council desire to conduct a session with Contractors.	Progressing	Possibility of including a Contractor Induction as part of 2022 construction season start
October 20	012	Concessions not granted. Upgrade the signage to provide passcode to airside traffic.	Part complete	Signage yet to be arranged. Someone scratched code on gate post.
February 21	023	approve the request subject to the conditions outlined in the Subordinate Local Law No. 1.2 Commercial use of LG controlled areas and roads	Progressing	Initial letter advising of Council support for use as requested. Follow up to be provided in relation to Local Law conditions
April 21	002	That Council call expressions of interest from Interested Persons for the café operations at the Les Wilson Barramundi Discovery Centre from 1 November 2021 for a period of 2 – 3 years with a further option of extension.	Progressing	EOI being developed for a call within the next month
May 21	007	Recommence the process to finalise the Water Supply Easements in negotiation with Landholders and finalise all agreements for the water supply at Glenore.	Progressing	Sent advice to Preston Law to recommence.
June 21	GB	CEO to follow up in relation to meeting between RDA TNWQ and WQAC Executive Officers	Complete	Update provided at last meeting.
July 21	007	That Council submit a conference motion to the LGAQ	Complete	Motion submitted
July 21	006	That Council advise the Office of Industrial Relations that the nominated show holiday for Carpentaria Shire Council area is Friday 10 June 2022 for the Normanton Show.	Complete	Show holiday request submitted as requested
July 21	005	That Council confirm and endorse the actions of the Chief Executive Officer in advising QRA of the replacement of cameras	Complete	Confirmed priority for additional cameras to Project Manager
July 21	004	That Council offer no objection to the conversion of Lot 7 on N14837 having an area of 2.023ha and note that the proposed use of the land is residential.	Complete	Department advised via email

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MATTERS FOR COUNCIL CONSIDERATION

1. Covered in separate reports

A separate Report will be provided for all matters for Council consideration.

Recommendation: NIL

MATTERS FOR COUNCIL INFORMATION

2. Rural and Remote Councils Compact - LGAQ

Have received correspondence from the LGAQ through Member Update in relation to the Compact and it appears that road policy is the first issue being looked at because of the Compact.

LGAQ Policy Executive members that have been allocated as Compact Guardians are currently seeking input on road policies and/or legislation that may be having adverse impacts for rural and remote Councils.

The Guardians will use the Compact to bring state-based road items before the committee, which will consider issues, options and/or alternative approaches that the State Government could take.

Recommendation: For feedback

3. Savannah Way Limited

Following Council's agreement to financially contribute to the proposal submitted on an annual basis, I asked Savannah Way to send through their MOU and this was received in last week. Based on the MOU provided it would appear we are contributing to the work of a Local Tourist Organisation rather than contributing to the promotion of Savannah Way – one of the top 10 Adventure Drives in Australia.

Mayor Jack is arranging for a follow up discussion with Savannah Way Limited.

Recommendation: For information

4. EMU – Elected Member Update

LGAQ have advised that due to the COVID lockdown in SEQ, they have postponed all the EMU sessions. Burketown has been postponed for 10 August for a date to be advised. We had three Councillors registered to attend. All have been advised.

Recommendation: For information

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5. Major Projects for inclusion with RDA Townsville North West

Regional Development Australia Townsville North West Queensland has, from time to time, a listing of significant projects from across the Region.

In researching and looking for past resolutions I came across a resolution of Council in November 2017 to amend the Corporate Plan to include the development of a rail link from Cloncurry to Karumba.

Council should consider the larger strategic projects for the Region for inclusion in the next round of strategic projects when called for by RDA Townsville North West Queensland.

Recommendation: For feedback

6. Acting on receipt of Complaints

Council is starting to receive several complaints in relation to planning, building and amenity matters. These are being progressed through Preston Law due to limited resources locally and we have reasonable reaction to find a solution when people are receiving the solicitors letter.

Recommendation: For information

7. Regional Telecommunications Independent Review Committee (RTIRC)

I attended the Zoom Meeting at 11am on Friday 30 July 2021. Submissions for the Regional Telecommunications Review will be accepted until 30 September 2021. A draft submission has been compiled and distributed to Councillors and the ELT on Saturday 7 August 2021.

LGAQ has advised that they are also preparing a submission and have requested a copy of the Council submission. They have also requested any video that could be prepared in relation to the Telecommunications Review is also of interest to the LGAQ as part of their submission.

Recommendation: For information

8. Telstra – visit to Karumba

Telstra have advised that they have now locked in the dates of the 10th and 11th of August. Telstra plan to bring a Telstra Store on Wheels with them so will be able to assist the community with the latest technology in handsets and coverage extension devices, Telstra will also be able to assist the community with any service concerns that they may have. Telstra are also looking to visit the local primary school and gift them with an educational robotics kit.

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Recommendation: For information

Tourism Champions Update

As the Tourism Champion role has been evolving over the past two months, structure and processes have also been developed. To reflect this outcome, tourism reporting will be broken into sections consistent with the tourism strategy and these include:

Destination Marketing

- drive digital media, including Facebook and Instagram
- destination website development and maintenance – possibly part of the CSC site, links to Barra Centre
- tradeshows
- Gulf Country booklet – rename ‘Outback by the Sea’

Industry Development

- advocate and advise in an ongoing process to deliver the vision, mission and strategic goals of the destination
- Building capabilities, i.e. delivery of digital toolkit

Experience and Event Development

- more product on to ADTW and Best of Queensland
- coordinate event timings
- assist in project managing the Normanton Monsoon Centre (fingers crossed...)

Economic Development

- Lead tourism strategy and actions
- access and drive grant opportunities
- work with council on supporting infrastructure priorities such as roads/access
- align strategies with DMO's

Destination Marketing Activity

In the past month the social media assets of the Shire have been consolidated under the Council's business account. This included the newly created Facebook and Instagram pages for tourism under @discovercarpentaria and #discovercarpenataria respectively. It would be appreciated if all Councillors followed the new accounts pages and asked others to follow them as well. Future activity will include initiatives that encourage the local businesses and tourism operators to follow and promote the use of these hashtags and handles for visitors to use.

The new social assets complement the Discover Carpentaria website, the Carpentaria Shire Council website and Facebook page, and the Barra Centre website, Facebook and Instagram pages. With multiple communication channels and multiple target audiences and users of these digital assets it would be highly beneficial to create and implement a Council wide digital strategy that outlines who will post what content on each asset.

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Ideally this strategy would also include the storage and use of imagery that is new, or currently housed in multiple locations across the Council departments, and in some instances has completely disappeared from their regular storage locations. eg after the new tourism photography shoot being undertaken has been completed, how and where will this imagery be stored, who will have access to it and for what purpose? Also, I have lost access to all the imagery that was provided by the previous Financial Controller and CEO via dropbox and imagery that could be previously accessed by Verena Olesch cannot be accessed by Amanda O'Malley.

Industry Development Activity

Memberships with OQTA and TTNQ are being progressed for 21/22 to ensure that Carpentaria Council continues to receive the support of its state mandated RTO, which is TTNQ, while the strategic partnership with OQTA is being structured.

OQTA have also been asked to advise how Carpentaria will be supported in their publications. Editorial and advertising in these publications is grouped by region and currently there is no region that includes Normanton or Karumba. The outcome of this discussion will provide direction for Council as well other tourism operators in the Carpentaria region who may wish to align themselves with OQTA.

Experience and Event Development Activity

Outback by the Sea Festival planning is progressing cautiously in light of COVID restrictions. Another Queensland based performer, [Camille Trail](#) is in the process of being contracted in the event that the interstate headline acts cannot travel due to lockdowns. Advertising for the event and ticket sales will commence when the Barra Centre website is updated in the next week.

An audit of the Australian Tourism Data Warehouse (ATDW) highlighted significant opportunity to increase the profile and listings of Carpentaria tourism product.

ATDW is Australia's national platform for digital tourism marketing in Australia, jointly owned and managed by all Australian state and territory government tourism bodies. It supports over 90,000 tourism listings whose content is published to over 400 different travel websites and an expanding distributor network across Australia. The only listings for Carpentaria include the ones shown below which is approx. 10% of the known tourism product in the region.

KARUMBA

- Karumba - destination
- Les Wilson Barramundi Discovery Centre
- Karumba Visitor Information Centre
- Outback by the Sea Festival
- Gee Dee's Cabins
- Karumba Point Holiday Tourist Park
- End Of the Road Motel
- Ashs Holiday Units and Ashs at the Point Cafe

NORMANTON

- Normanton - destination
- Normanton Visitor Information Centre and Library
- Working on Cattle Stations: Indigenous Women's Stories
- Gulflander

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Major events like the Rodeo, Fishing Classic, Annual Show etc can all list for free and a strategy will be put in place to increase these listing to include the key tourism assets at least.

Economic Development Activity

Provided input to the tourism photo shoot being undertaken to create the Discover Carpentaria website and provided imagery and video footage for same.

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9.2 ADVISORY COMMITTEE - POLICY, TERMS OF REFERENCE ETC.

Attachments:	9.2.1. Advisory Committee Policy ↓ 9.2.2. Draft Terms of Reference Template ↓
Author:	Mark Crawley - Chief Executive Officer
Date:	10 August 2021
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Maintain a focus on integrity, Accountability and Transparency in all that we do

Executive Summary:

In accordance with legislation (section 265 – 269) Council may establish Advisory Committees to provide Council with recommendations for consideration and decision. The attached Policy and Terms of Reference provides a structure for the establishment of Advisory Committees.

RECOMMENDATION:

That Council adopt the attached Advisory Committee Policy and the Draft Terms of Reference Template for Advisory Committees.

Background:

Council may need, from time to time, to establish committees to provide recommendations to Council for consideration and decision on a variety of issues. Advisory committees provide Council with the opportunity to include members of the community on certain committees.

Legislation in accordance with section 265 of the *Local Government Regulation 2012* provides for the establishment of advisory committees. It is proposed that a draft Terms of Reference is established for each of the advisory committees formed to provide recommendations to Council.

Advisory Committees will be resourced with Council staff to ensure that notes are taken and any recommendations from the Advisory Committee are presented back to Council through a Committee Report (similar to an Officer's Report) for consideration and decision.

Consultation (Internal/External):

- Mayor - Jack Bawden
- Councillor Doug Thomas
- Chief Executive Officer - Mark Crawley

Legal Implications:

- **265 Advisory committees**
 - (1) An advisory committee—
 - (a) must not be appointed as a standing committee; and
 - (b) may include in its members persons who are not councillors.

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- (2) A member of an advisory committee (whether or not they are a councillor) may vote on business before the committee.

Financial and Resource Implications:

- Not applicable

Risk Management Implications:

- Workplace Health and Safety Risk is assessed as low
- Financial Risk is assessed as low
- Public Perception and Reputation Risk is assessed as low



Advisory Committee Policy

Policy Details

Policy Category	Council Policy
Date Adopted	18/08/2021
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	18 th August 2021
Policy Version Number	1
Policy Owner	Executive Services
Contact Officer	Chief Executive Officer
Review Date	November 2023

Supporting documentation

Legislation	<ul style="list-style-type: none">Local Government Act 2009Local Government Regulation 2012
Policies	<ul style="list-style-type: none">Code of Conduct for CouncillorsCode of Conduct for Employees
Delegations	<ul style="list-style-type: none">Nil
Forms	<ul style="list-style-type: none">Nil
Supporting Documents	<ul style="list-style-type: none">Advisory Committee Terms of Reference

Version History:

Version	Adopted	Comment	eDRMS #
1	18/08/2021	Council Resolution	



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1. Authority

- 1.1 It is in the best interests of council and the community that consistent practice is followed for the formation and operation of Advisory Committees.

2. Scope

- 2.1 This policy applies to all Advisory Committees.
- 2.2 Advisory Committees are appointed to provide input and overview to council on a specific topic on an ongoing basis.
- Advisory Committees:
- promote the awareness of a specific topic within council and the community;
 - advise council on current and emerging issues;
 - provide a process for input into the planning and provision of services and facilities;
 - and
 - provide a process for feedback from council to the community.
- 2.3 This policy provides guidelines for consistent practice in the way Advisory Committees are formed and operate.

3. Responsibility

- 3.1 Appointed Chairpersons of Advisory Committees and council personnel of the relevant sections for each Advisory Committee are responsible for ensuring this policy is adhered to.

4. Policy

- 4.1 Council may appoint an Advisory Committee to address a specific topic for the current term of council.
- 4.2 An Advisory Committee will report to council as detailed in the Terms of Reference adopted by council.
- 4.3 The Chairperson of an Advisory Committee will, in most instances, be a councillor appointed by council.
- 4.4 Advisory Committees will be resourced by council personnel of the relevant council department.
- 4.5 Membership of Advisory Committees will include councillors and members of the community, both individual members and member organisations.
- 4.6 Advisory Committees will meet in accordance with their terms of reference.

5. Recommendations from Advisory Committees

- 5.1 Recommendations of Advisory Committee will be by consensus. The Secretariat of the Advisory Committee will present a Committee Report to Council for consideration and decision.



6. Terms of Reference of Advisory Committees

6.1 Terms of Reference for each Advisory Committee will be finalized and adopted by Council.

7. Definitions

Advisory Committee - in this policy a reference to advisory committee is a reference to an advisory committee of the council.

Committee Member - an individual or organisation represented by a delegated person who is appointed for the term of the Advisory Committee.

Individual Member - a Committee Member independent of an organisation who has a skill set or knowledge base relevant to the specific topic of the Committee.

Member Organisation - an organisation appointed as a Committee Member represented by a delegated person. The organisation provides a skill set or knowledge base relevant to the specific topic of the committee.

Member Organisation Representative - a person representing a Member Organisation with delegated authority to represent the organisation in decision making

Adopted by Council ?????? by Resolution ???????

Mark Crawley
Chief Executive Officer



XYZ Advisory Committee

<DATE>

*It's a great place to work,
live and play*



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Postal Address: PO Box 31 Normanton QLD 4890

Carpentaria Shire Council would like to respectfully acknowledge the Gkuthaarn, Kukatj and Kurtijar peoples as the traditional owners of the lands and waters that form the Region. Council pays its respect to elders' past, present and emerging and welcomes the ongoing role that indigenous people play within the Carpentaria community.



Name

The committee will be known as the Carpentaria Shire Council <name> Advisory Committee (??????).

Purpose

The purpose of the committee is to provide:

- > ;
- > ;
- > ; and
- > .

References

<Insert relevant information>

Membership

In the interest of operational efficiency, membership of the committee will generally be limited to <insert committee structure>:

Agency

Representative/s

A quorum will exist if at least five (?) representatives are in attendance and the chair deems there is adequate representation. Recommendations to Council will not be made without a quorum.

Where the membership is unable to reach a majority decision on any particular issue, the chairperson may make a determination.

From time to time, the committee may consult with other agencies or staff and Council on specific issues and/or invite a representative to attend a working group meeting.

Tenure

<insert who will chair> will be the chairperson.

All members should hold a position within their respective agencies that allows them to:

- >
- >



Key Responsibilities of Members

All members are responsible for being an active committee member by:

- a. attending meetings
- b. providing timely advice to the chairperson about non-attendance at meetings together with the name of your proxy
- c. ensuring your proxy is adequately prepared for meetings by providing all relevant documentation and comprehensive advice about current activities and this Terms of Reference
- d. working collaboratively with other team members to accomplish desired outcomes
- e. raising awareness within your agency to foster increased support for initiatives and improve opportunities for synergies across agencies

In addition, the Chairperson will be responsible for:

- a. insert additional requirements>
- b. ensuring that the minutes and a Committee Report containing any recommendations is presented to the Council for consideration.

Meetings

- Meetings will generally be held <insert meeting schedule requirements>.
- Meetings will generally be held at the <insert location of the meetings>.
- Out of session meetings between specific members are encouraged to progress actions and take advantage of opportunities for presentation of reports for the consideration of the <name> committee.

Secretariat

Secretariat support will be provided by Council.

Agendas and Minutes

The secretariat will be responsible for the following:

- Distributing the agenda and any relevant papers to all members at least two full working days prior to the meeting date.
- Accurate minutes including key discussion points, recommendations and actions to be distributed to all members within 15 working days of the meeting date.
- Minutes and any recommendations from the Committee are to be presented back to Council by way of a Committee Report immediately following the Meeting.



Review

The operation of the committee, this Terms of Reference and the overall effectiveness of the committee will be reviewed annually to ensure efficiency is maintained. This review will be carried out by the committee. The review will include, but is not limited to:

- effectiveness of the committee
- effectiveness of this Terms of Reference
- a review of the committee membership

Contact Details

All communications should be addressed to:

Secretariat
<Name>
<Title>
PO Box 31
Normanton, Queensland, 4890
Telephone: 4745 <EXT>
Email: <email>@carpentaria.qld.gov.au

Document control sheet

Contact for enquiries and proposed changes

If you have any questions regarding this document or if you have a suggestion for improvements, please contact:

<Council Officer>

<Job Title>

4745<Ext>

Version History

Version No.	Date	Changed by	Nature of Amendment	Review Date
1		Committee	Approved document	
2				
3				
4				

Document sign off

This Document was approved by: <Insert who endorses>



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9.3 POLICY REVIEW

Attachments:	9.3.1. Advertising Spending Policy ↓ 9.3.2. Code of Conduct for Councillors Policy ↓ 9.3.3. Complaints about the Public Official Policy ↓ 9.3.4. Entertainment and Hospitality Policy ↓ 9.3.5. Expenses Reimbursement ↓ 9.3.6. Investigation Policy ↓
Author:	Mark Crawley - Chief Executive Officer
Date:	10 August 2021
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Maintain a focus on integrity, Accountability and Transparency in all that we do

Executive Summary:

Policies due for review are provided for the consideration and adoption by Council.

RECOMMENDATION:

That Council:

1. adopt the following Policies as presented and attached to the Minutes as appendix "A":
 -
 - Advertising Spending Policy
 - Code of Conduct for Councillors
 - Complaints about the Public Official
 - Councillor's Expenses Reimbursement and Provision of Resources Policy
 - Entertainment and Hospitality Policy
 - Investigations Policy and;
2. That Council acknowledge that regular reviews of policies will not be undertaken, and future policies will be amended following changes to legislation or guidelines provided by the Department.

Background:

Attached to this report are six policies that are due for review or have been amended following changes to legislation. The six policies attached to the report include the Advertising Spending Policy required under section 197 of the *Local Government Regulation 2012*, the Code of Conduct for Councillors required under section 150D of the *Local Government Act 2009*, which had a few changes flowing amendments to the guidelines provided by the Department, the Complaints about the Public Official Policy required under section 48A of the *Crime and Corruption Act 2001*, the Councillors Expenses Reimbursement and Provision of Resources Policy required under Chapter 8 Part 1, Division 2 of the *Local Government Regulation 2012*, Entertainment and Hospitality Policy required

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under section 196 of the *Local Government Regulation 2012* and Investigations Policy required under section 150AE of the *Local Government Act 2009*.

Considering the lack of resources within the Governance Section of the Office of the CEO it is proposed that policies are not reviewed on a regular basis as has been the practice in previous years, albeit we have not kept up with reviews in accordance with policy review.

Whilst it is best practice to regularly review policy to ensure they are current we do not have the resources available to provide best practice in this area. Policies in the future if the proposal is accepted is to amend only when legislation changes, or new guidelines are released by the Department.

It is proposed that future policies presented to Council do not contain a review date except for the Councillor's Expenses Reimbursement and Provision of Resources Policy which should be reviewed within six months of the quadrennial local government elections.

The Auditors have picked up in the last Audit visit that there was a significant deficiency in policies being out of date. Upon review of even much larger Councils in Queensland they have policies that have been in place for seven years without a review date. The Legislation requires that Council has a policy in relation to several matters, the legislation does not require that Council review them on a regular basis.

Most of the policies presented to Council have a review date every two years, it is proposed that policies do not contain a review date and are only reviewed when necessary, around the time that legislation changes.

Consultation (Internal/External):

- Executive Leadership Team

Legal Implications:

- Policies required under different sections of legislation (covered in the background of the report)

Financial and Resource Implications:

- May be a saving if parts of the recommendation are adopted

Risk Management Implications:

- Workplace Health and Safety Risk is assessed as low
- Financial Risk is assessed as low
- Public Perception and Reputation Risk is assessed as medium



ADVERTISING SPENDING POLICY

Policy Details

Policy Category	Council Policy
Date Adopted	18/08/2021
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	18 th August 2021
Policy Version Number	5.00
Policy Owner	Executive Services
Contact Officer	Chief Executive Officer
Review Date	November 2023

Supporting documentation

Legislation	<ul style="list-style-type: none"> Local Government Regulation 2012
Policies	<ul style="list-style-type: none"> Procurement Policy Delegations Policy
Delegations	<ul style="list-style-type: none"> As per Financial Delegations
Forms	<ul style="list-style-type: none"> Nil
Supporting Documents	<ul style="list-style-type: none"> Nil

Version History:

Version	Adopted	Comment	eDRMS #
5.0	18/08/2021	Changes as per Resolution No. ?????	
4.0	24/10/2018	Changes as per Resolution No.1018/011	
3.0	23/06/2010	Changes as per Resolution No. 0610/008	
2.0	20/05/2009	Changes as per Resolution No. 0509/005	
1.0	16/06/2006	Changes as per Resolution No. 0606/027	



1. Purpose of the Advertising Spending Policy

The intent of this policy is to provide direction for managing advertising expenditure, including the types, appropriate use of funds, and conditions on expenditure during the three months before a local government election and advertising approval processes.

2. Background

Section 197 of the Local Government Regulation 2012 (the regulation) requires Council to prepare and adopt a policy about Council's spending on advertising. The regulation defines advertising as 'promoting an idea, goods or services to the public for which a fee is paid'.

The regulation states that Council may spend money on advertising only if the advertising is to 'provide information or education to the public; and the information or education is provided in the public interest'.

The purpose of this policy is to provide guidelines regarding the use of Council resources for advertising pursuant to the regulation.

3. Policy

This policy applies to any paid advertisement or notice in any media to promote goods, services, or facilities provided by Council.

Expenditure on advertising may be incurred if:

- 1) the advertising is for providing information or education to the public, and the information or education is provided in the public interest; or
- 2) the advertising falls into one of the following categories:
 - a) To advise the public of a new or continuing community service, facility or event provided by Council, or of changes to an existing community service, facility or event provided by Council;
 - b) To increase the use of a service, facility or event provided by Council on a commercial basis with a view to achieving a commercial return;
 - c) To advise the public of the time, place and content of scheduled Council meetings, and decisions made at Council meetings;
 - d) To request comment on proposed policies or activities of Council; or
 - e) To advertise matters required by legislation to be advertised.

Advertising expenditure must comply with Council's purchasing and procurement policies and be authorised in accordance with relevant financial delegations.

4. Responsibilities

This policy applies to all advertising expenditure undertaken by Councillors and Council Officers.



Code of Conduct for Councillors

Policy Details

Policy Category	Council Policy
Date Adopted	18/08/2021
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	18 th August 2021
Policy Version Number	5.00
Policy Owner	Executive Services
Contact Officer	Chief Executive Officer
Review Date	November 2023 or as review by the Minister Local Government

Supporting documentation

Legislation	<ul style="list-style-type: none"> Local Government Act 2009 Local Government Regulation 2012 Crime and Corruption Act 2001
Policies	<ul style="list-style-type: none"> Investigation Policy Standing Orders for Council Meetings Policy
Delegations	<ul style="list-style-type: none"> Nil
Forms	<ul style="list-style-type: none"> Nil
Supporting Documents	<ul style="list-style-type: none"> Nil

Version History:

Version	Adopted	Comment	eDRMS #
3.00	20/01/2016	Review	
4.00	12/12/2018	Model Code of Conduct for Councillors in QLD	
5.00	18/08/2021	Model Code of Conduct for Councillors in QLD 4/8/2020	



1. Purpose of the Code of Conduct

The Code of Conduct sets out the principles and standards of behaviour expected of Councillors and Mayors when carrying out their roles, responsibilities and obligations as elected representatives for their communities. By adhering to the behaviours set out below, Councillors will increase public confidence in Local Government and Council decisions.

2. Background

Under section 150D of the *Local Government Act 2009* (the Act), the Minister for Local Government must make a Code of Conduct stating the standards of behaviour for Councillors in the performance of their responsibilities as Councillors. In addition to this, the Code of Conduct may contain anything the Minister considers necessary for, or incidental to, the standards of behaviour.

Before assuming public office, Councillors must understand and commit to complying with the Local Government principles and obligations of Councillors in accordance with section 169 of the Act, as well as the standards of behaviour set out in this Code of Conduct.

All Councillors are required to make a declaration of office under the applicable legislation. As part of that declaration, Councillors must declare that they will abide by this Code of Conduct.

3. The Local Government Principles and Values

The legislation is founded on five Local Government principles with which Councillors must comply while performing their roles as elected representatives. These principles are listed below:

1. Transparent and effective processes, and decision-making in the public interest
2. Sustainable development and management of assets and infrastructure, and delivery of effective services
3. Democratic representation, social inclusion and meaningful community engagement
4. Good governance of, and by, Local Government
5. Ethical and legal behaviour of Councillors and Local Government employees.

This Code of Conduct provides a set of values that describe the types of conduct Councillors should demonstrate to ensure their compliance with the local government principles. These values are listed below:

1. In making decisions in the public interest, Councillors will:
 - make decisions in open council meetings
 - properly inform relevant personnel of all relevant information
 - make decisions in accordance with law and policy
 - commit to exercising proper diligence, care and attention.
2. To ensure the effective and economical delivery of services, Councillors will:
 - manage Council resources effectively, efficiently and economically
 - foster a culture of excellence in service delivery.
3. In representing and meaningfully engaging with the community, Councillors will:
 - show respect to all persons
 - clearly and accurately explain Council's decisions



- accept and value differences of opinion.
- 4. In exercising good governance, Councillors are committed to:
 - the development of open and transparent processes and procedures
 - keeping clear, concise and accessible records of decisions.
- 5. To meet the community's expectations for high level leadership, Councillors will:
 - be committed to the highest ethical standards
 - uphold the system of Local Government and relevant laws applicable.

This Code of Conduct also sets out standards of behaviour aimed at helping Councillors understand how the principles and values are put into practice while performing their official duties as elected representatives.

Each standard of behaviour is not intended to cover every possible scenario. However, they provide general guidance about the manner in which Councillors are expected to conduct themselves.

It is important to note that the principles, values and standards set out in the Code of Conduct are of equal importance.

4. Standards of behaviour

This Code of Conduct sets out the standards of behaviour applying to all Councillors in Queensland. The behavioural standards relate to, and are consistent with, the Local Government principles and their associated values.

The standards of behaviour are summarised as the three R's, being:

- **RESPONSIBILITIES**
- **RESPECT**
- **REPUTATION**

Each standard of behaviour includes, but is not limited to, several examples to guide Councillors in complying with the Code of Conduct when carrying out their role as elected officials. Councillors are to understand and comply with the following standards of behaviour as set out in the Code of Conduct listed below.

Carry out **RESPONSIBILITIES** conscientiously and in the best interests of the Council and the community

For example, Councillors will, at a minimum, have the following responsibilities:

- ❖ Attend and participate meaningfully in all Council meetings, committee meetings, informal meetings, briefings, relevant workshops and training opportunities to assist them in fulfilling their roles other than in exceptional circumstances and/or where prior leave is given
- ❖ Respect and comply with all policies, procedures and resolutions of Council
- ❖ Use only official Council electronic communication accounts (e.g. email accounts) when conducting Council business
- ❖ Report any suspected wrongdoing to the appropriate entity in a timely manner
- ❖ Ensure that their behaviour or capacity to perform their responsibilities as a Councillor is not impaired by the use of substances that may put them or others at risk while performing



their duties (for example, alcohol, illegal drugs or prescribed/non-prescribed and/or restricted substances)

- ❖ Cooperate with any investigation being undertaken by the Local Government or other entity
- ❖ Ensure that the Councillor's Advisor is aware of their obligations to comply with the standards of behaviour in the Code of Conduct for Councillor Advisors in Queensland.

Treat people in a reasonable, just, **RESPECTFUL** and non-discriminatory way

For example, Councillors will, at a minimum, act in the following ways:

- ❖ Treat fellow Councillors, Council employees and members of the public with courtesy, honesty and fairness
- ❖ Not use abusive, obscene or threatening language (either oral or written) or behaviour towards other Councillors, Council employees and members of the public
- ❖ Have proper regard for other people's rights, obligations, cultural differences, safety, health and welfare.

Ensure conduct does not reflect adversely on the **REPUTATION** of Council

For example, Councillors will, at a minimum, conduct themselves in the following manner:

- ❖ When expressing an opinion dissenting with the majority decision of Council, respect the democratic process by acknowledging that the Council decision represents the majority view of the Council
- ❖ When making public comment, clearly state whether they are speaking on behalf of Council or expressing their personal views
- ❖ At all times strive to maintain and strengthen the public's trust and confidence in the integrity of Council and avoid any action which may diminish its standing, authority or dignity.

5. Consequences of failing to comply with the Code of Conduct

Failure to comply with the standards of behaviour in this Code of Conduct, or other conduct prescribed in this Code of Conduct may give rise to a complaint against a Councillor's conduct and subsequent disciplinary action under the Act.

A complaint about the conduct of a Councillor must be submitted to the Office of the Independent Assessor (OIA), who will assess the complaint and determine the category of the allegation. In order of least to most serious, the categories of complaint are **unsuitable meeting conduct**, **inappropriate conduct**, **misconduct**, and then **corrupt conduct**.

6. Unsuitable meeting conduct

Under the legislation, any conduct by a Councillor that is contrary to the standards of behaviour in the Code of Conduct that occurs within a meeting of Council (including standing committee meetings), is dealt with as **unsuitable meeting conduct**.

Unsuitable meeting conduct by a Councillor is dealt with by the Chairperson of the meeting. It is important that the Chairperson deal with matters of unsuitable meeting conduct locally, and as efficiently and effectively as possible so that Council can continue with their business of making effective decisions in the public interest.



Note: Chairpersons of meetings are carrying out a statutory responsibility under the Act to manage and lead the meeting. As such, where a Chairperson behaves inappropriately in a meeting this involves a serious breach of the trust placed in them as the Chairperson of the meeting and may be dealt with as misconduct (see below).

7. Inappropriate conduct

Under the legislation, any conduct by a Councillor that is contrary to the standards of behaviour in the Code of Conduct or a policy, procedure or resolution of a Council, and is not unsuitable meeting conduct, misconduct or corrupt conduct (i.e. occurs outside of a meeting of Council) is dealt with as *inappropriate conduct*.

The conduct of a Councillor is also inappropriate conduct if the conduct contravenes an order by the Chairperson of a meeting of Council for the Councillor to leave the meeting or is a series of conduct at Council meetings that leads to orders for the Councillor's unsuitable meeting conduct being made on three occasions within a period of one year. The local government is not required to notify the OIA and may deal with the conduct under section 150AG of the LGA.

The OIA is responsible for assessing allegations of suspected inappropriate conduct other than those arising from unsuitable meeting conduct. If the OIA chooses to refer the matter to the Council to deal with, the Council must deal with the matter as quickly and effectively as possible.

8. Misconduct

Councillors are required to comply with all laws that apply to Local Governments, this includes refraining from engaging in misconduct.

The OIA is responsible for assessing and investigating instances of suspected misconduct. The OIA may make an application to the Councillor Conduct Tribunal to be heard and determined.

The conduct of a Councillor is misconduct if the conduct:

- adversely affects, directly or indirectly, the honest and impartial performance of the Councillor's functions or exercise of the Councillor's powers, or
- is, or involves:
 - a breach of trust placed in the Councillor, either knowingly or recklessly
 - misuse of information or material acquired by the Councillor, whether the misuse is for the benefit of the Councillor or for the benefit or to the detriment of another person
 - a Councillor giving a direction to any Council employee (other than the Mayor giving direction to the Chief Executive Officer)
 - a release of confidential information outside of the Council
 - failure to declare a conflict of interest or appropriately deal with a conflict of interest in a meeting
 - attempting to influence a decision maker about a matter in which the Councillor has a conflict of interest
 - failure by a Councillor to report a suspected prescribed conflict of interest of another Councillor
 - failure to submit, update or renew your registers of interest, or
- is a failure by the Councillor to comply with:



- an order made by the Council or the Councillor Conduct Tribunal
- any acceptable request guidelines of the Council made under the legislation
- the reimbursement of expenses policy of the Council.

The conduct of a Councillor is also misconduct if the conduct leads to the Councillor being disciplined for inappropriate conduct on three occasions within a period of one year or is conduct that is identified in an order of Council that will be dealt with as misconduct if the Councillor engages in the conduct again.

The conduct of a Councillor may also be misconduct if a Councillor purports to direct a Chief Executive Officer in relation to disciplinary action regarding the conduct of a Councillor Advisor.

9. Corrupt conduct

Corrupt conduct is defined by, and dealt with, under the *Crime and Corruption Act 2001* and must be referred to the Crime and Corruption Commission (CCC). For a Councillor, corrupt conduct involves behaviour that:

- adversely affects or could adversely affect the performance of the Councillors responsibilities, and
- involves the performance of the Councillors responsibilities in a way that:
 - is not honest or impartial, or
 - involves a breach of the trust placed in the Councillor, or
 - involves the misuse of information acquired by the Councillor, and
- is engaged in for the purpose of providing a benefit or a detriment to a person, and
- if proven would be a criminal offence.

Councillors are reminded of their obligations under section 38 of the Crime and Corruption Act 2001 to report suspected corrupt conduct.

The OIA has entered into a section 40² arrangement with the CCC which allows the OIA to commence investigation into some allegations of corrupt conduct and report the matters to the CCC on a monthly basis, to provide the CCC with the opportunity to assume responsibility for or monitor an investigation, should the CCC consider that appropriate.

Further information about the CCC's jurisdiction and other topics in relation to local government is available at <https://www.ccc.qld.gov.au/sites/default/files/Docs/Publications/CCC/Corruption-in-focus-Guide-2020.pdf> (Chapter 4).

Adopted by Council ?????? by Resolution ??????

Mark Crawley
Chief Executive Officer



Complaints about the Public Official

Section 48A of the *Crime and Corruption Act 2001* requires a public official to prepare a policy about how the unit of public administration, for which the official is responsible, will deal with a complaint that involves or may involve corruption of the public official.

The Chief Executive Officer is the public official of the Carpentaria Shire Council within the meaning of the *Crime and Corruption Act 2001*.

Unless otherwise stated, all statutory references are to the *Crime and Corruption Act 2001*

Policy Details

Policy Category	Council Policy
Date Adopted	18/08/2021
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	18 th August 2021
Policy Version Number	3.00
Policy Owner	Executive Services
Contact Officer	Chief Executive Officer
Review Date	November 2023

Supporting documentation

Legislation	<ul style="list-style-type: none">• Crime and Corruption Act 2001
Policies	<ul style="list-style-type: none">• Nil
Delegations	<ul style="list-style-type: none">• Nil
Forms	<ul style="list-style-type: none">• Nil
Supporting Documents	<ul style="list-style-type: none">• Nil

Version History:

Version	Adopted	Comment	eDRMS #
1.00	15/10/2014	Original	
2.00	12/12/2018	Review by CCC	
3.0	18/08/2021	Review due date for review	



1. Purpose

The Chief Executive Officer (CEO) is the public official of the Carpentaria Shire Council within the meaning of the Crime and Corruption Act 2001 ("CC Act").

This policy sets out how the Council will deal with a complaint that involves or may involve corrupt conduct of the Chief Executive Officer, as defined in the *Crime and Corruption Act 2001*.

2. Objectives

The objectives of this policy are to:

- ensure compliance with section 48A of the Crime and Corruption Act 2001;
- promote public confidence in the way suspected corrupt conduct of Council's public official is dealt with; and
- promote accountability, integrity and transparency in the way the Council deals with a complaint that is suspected to involve, or may involve, corrupt conduct of its Chief Executive Officer.

3. Scope

This policy applies:

- if there are grounds to suspect that a complaint may involve corrupt conduct of the Council's Chief Executive Officer.
- to all persons who hold an appointment in or are employees or contractors of the Council.

For the purpose of this policy a complaint includes information or matter involving corrupt conduct.

4. Nominated person

- 4.1. Having regard to s48A(2) and (3) of the CC Act, this policy nominates the Mayor as the nominated person to notify the Crime and Corruption Commission (CCC) of the complaint and to deal with the complaint under the CC Act.
- 4.2. The CC Act applies as if a reference about notifying or dealing with the complaint to the public official/CEO is a reference to the Mayor.

5. Complaints about the Chief Executive Officer

- 5.1. Where a complaint may involve an allegation of corrupt conduct of the CEO, the complaint may be reported to:

- the Mayor of the Carpentaria Shire Council; or
- a person to whom there is an obligation to report to the CCC under an Act (this does not include an obligation imposed by s37, 38 and 39(1) of the CC Act).

If there is uncertainty about whether or not a complaint should be reported, it is best to report it to the Mayor.



- 5.2. If the Mayor reasonably suspects the complaint may involve corrupt conduct of the CEO, the Mayor will:
- notify the CCC of the complaint, and
 - deal with the complaint, subject to the CCC's monitoring role, when —
 - (i) directions issued under s40 apply to the complaint, if any, or
 - (ii) pursuant to s46, the CCC refers the complaint to the Mayor to deal with.
- 5.3. If the CEO reasonably suspects that a complaint may involve corrupt conduct on their part, the CEO must:
- report the complaint to the Mayor as soon as practicable and may also notify the CCC; and
 - take no further action to deal with the complaint.
- 5.4. If directions issued under s40 of the CC Act apply to the complaint:
- the Mayor is to deal with the complaint, and
 - the CEO is to take no further action to deal with the complaint.

6. Confidentiality

- 6.1. The CEO, the Mayor, and persons responsible for dealing with the complaint about corrupt conduct (including contracted investigators) have a duty to maintain confidentiality in relation to the complaint.
- 6.2. The duty to maintain confidentiality extends to the identity of the person making the complaint, the person who is subject of the complaint, and sometimes even the existence of the complaint.
- 6.3. Consideration will also need to be given to whether the complainant is making a public interest disclosure, and is therefore subject to the provisions of the Public Interest Disclosure Act 2010.
- 6.4. In particular the following should be kept confidential:
- The identity of the source of information (including the names of any disclosers).
 - The identity of those involved in the investigation including witnesses.
 - The nature and content of oral and documentary evidence gathered during the investigation

7. Resourcing the Mayor

- 7.1. If pursuant to s40 or 46, the Mayor has responsibility to deal with the complaint:
- the Council will ensure that sufficient resources are available to the Mayor to deal with the complaint appropriately, and
 - the Mayor is to ensure that consultations, if any, for the purpose of securing resources sufficient to deal with the complaint appropriately are confidential and are not disclosed, other than to the CCC, without:
 - (i) authorisation under a law of the Commonwealth or the State, or
 - (ii) the consent of the Mayor



- the Mayor must, at all times, use their best endeavours to act independently, impartially and fairly having regard to the:
 - (i) purposes of the CC Act;
 - (ii) the importance of promoting public confidence in the way suspected corrupt conduct in the Council is dealt with, and
 - (iii) the Council's statutory, policy and procedural framework.

7.2. If the Mayor has responsibility to deal with the complaint, they;

- are delegated the same authority, functions and powers as the CEO to direct and control staff of the Council as if the Mayor is the CEO of the Council for the purpose of dealing with the complaint only;
- are delegated the same authority, functions and powers as the CEO to enter into contracts on behalf of the Council for the purpose of dealing with the complaint;
- do not have any authority, function or power not ordinarily held by the Mayor or that cannot – under the law of the Commonwealth or the State – be delegated by the CEO to the Mayor.

8. Liaising with the CCC

8.1. The CEO is to keep the CCC informed of:

- the contact details for CEO and the Mayor
- any proposed changes to this policy.

9. Consultation with the CCC

9.1. The CEO will consult with the CCC when preparing any policy about how the Council will deal with a complaint that involves or may involve corrupt conduct of the CEO.

10. Definitions

Crime & Corruption Commission (CCC) means the Commission continued in existence under the *Crime and Corruption Act 2001*

CC Act means *Crime and Corruption Act 2001*

Complaint includes information or matter. See definition provided by s48A(4) of the *Crime and Corruption Act 2001*

Contact details

Mayor

Telephone: 0427 459 424

Email: mayor@carpentaria.qld.gov.au

Postal address: PO Box 31, Normanton QLD 4890

CEO

Telephone: 0417 996 567

Email: ceo@carpentaria.qld.gov.au

Postal address: PO Box 31, Normanton QLD 4890



Corruption see Schedule 2 (Dictionary) of the *Crime and Corruption Act 2001*

Corrupt conduct see s15 of the *Crime and Corruption Act 2001*

Deal with see Schedule 2 (Dictionary) of the *Crime and Corruption Act 2001*

Nominated person see item 4 of this policy

Public Official/CEO see Schedule 2 (Dictionary) and also s48A of the *Crime and Corruption Act 2001*

Unit of public administration (UPA) see s20 of the *Crime and Corruption Act 2001*

Adopted by Council ?????? by Resolution ??????

Mark Crawley
Chief Executive Officer



ENTERTAINMENT AND HOSPITALITY POLICY

Policy Details

Policy Category	Council Policy
Date Adopted	18/08/2021
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	18 th August 2021
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Policy Owner	Executive Services
Contact Officer	Chief Executive Officer
Review Date	November 2023

Supporting documentation

Legislation	<ul style="list-style-type: none"> Local Government Regulation 2012
Policies	<ul style="list-style-type: none"> Procurement Policy Expense Reimbursement Policy Passenger Vehicle Fleet Policy
Delegations	<ul style="list-style-type: none"> As per Financial Delegations
Forms	<ul style="list-style-type: none"> Nil
Supporting Documents	<ul style="list-style-type: none"> Nil

Version History:

Version	Approval Date	Comment	eDRMS #
6.0	18/08/2021	Changes as per Resolution No. ?????	
5.0	24/10/2018	Changes as per Resolution No. 1018/012	
4.0	23/06/2010	Changes as per Resolution No. 0610/008	
3.0	20/05/2009	Changes as per Resolution No. 0509/005	
2.0	02/04/2008	Adoption of model Expenses Reimbursement Policy	
1.0	16/06/2006	Changes as per Resolution No. 0606/027	



1. Background

Section 196 of the *Local Government Regulation 2012* (the Regulation) requires Council to prepare and adopt a policy about Council's spending on entertainment or hospitality.

The purpose of this policy is to provide clarity and direction to all Carpentaria Shire Council Councillors and employees who may incur hospitality and/or entertainment expenses in performance of their work to ensure legislative and community standards are achieved.

This policy also applies to all entertainment and hospitality arrangements undertaken by Councillors and Council Officers.

2. Policy

General Principles

The *Local Government Regulation 2012* provides examples of spending on entertainment and hospitality. Examples include:

- entertaining members of the public in order to promote a local government project
- providing food or beverages to a person who is visiting the local government in an official capacity
- providing food or beverages for a conference, course, meeting, seminar, workshop or another forum that is held by the local government for its councillors, local government employees or other persons
- paying for a councillor or local government employee to attend a function as part of the councillor's or employee's official duties or obligations as a councillor or local government employee

Entertainment and hospitality expenditure will be considered appropriate if it meets the following criteria:

- it is considered reasonable and cost effective;
- it can be supported by a specific approved budget allocation;
- it is able to withstand public scrutiny;
- it is for official purposes; and
- It complies with legal, financial, audit and ethical requirements.

Entertainment and hospitality expenditure must be pre-authorised. Council officers must not authorise their own entertainment and hospitality expenditure. Expenditure by the Chief Executive Officer (CEO) must be authorised by the Mayor. Expenditure by a Director must be authorised by the CEO or nominee. Expenditure by a Manager or officer must be authorised by the CEO, relevant Director or Manager respectively.

Officers incurring and authorising the expenditure must demonstrate that the expenditure will benefit Council and has been authorised for official purposes.

Expenditure deemed by the CEO to be inappropriate or unreasonable must be repaid to Council within 21 days (3 weeks) of being notified.

Entertainment and hospitality expenditure must be properly documented and accounted for so as to satisfy audit, legislative and reporting requirements.

Entertainment and Hospitality Expenditure

Entertainment and hospitality expenditure includes entertaining visitors (where the Council has an interest in, or a specific obligation towards, facilitating the visit) such as intrastate, interstate and overseas delegates, representatives of business, industry, recognised community organisations, and other levels of Government. Such entertainment and hospitality should not be a substitute for meetings as part of normal Council business. Attendees must ensure that there is no conflict of interest or breach of the Employees' Code of Conduct by their attendance or participation.



Council will meet the cost of food and drinks provided to Council officers but generally only in the following circumstances:

- A light meal may be provided for officers who are required to work during a meal time and an alternative meal break is not available. This includes committee and working group meetings, conferences, seminars and training sessions where the cost is met by the Council;
- If an officer is required to attend a meeting or other function attended by external persons where food and drink may be provided for all attendees, provided it is in accordance with this policy.

Other types of expenses considered reasonable as official expenditure include:

1. Tea / coffee or similar for official visitors;
2. Breakfast / lunch / dinner for official visitors;
3. Light refreshments for internal meetings, conferences, workshops, seminars and other business purposes approved by relevant Director / CEO;
4. Charges for attendance at official functions;
5. Employer reward and recognition presentations, such as recognition of Council officers for above and beyond achievement;
6. Visits by overseas delegates;
7. Annual Christmas celebrations;
8. Other specific celebrations authorised by the CEO (including social club events); and
9. Civic Functions and receptions.

The number of staff attending official functions should be kept to a minimum and should only include those who will be able to advance Council business by their attendance. Expenditure should not be incurred for attendance of partners except when the prior approval of the Mayor in the case of Councillors and the CEO in relation to officers has been obtained.

Alcohol Provision and Consumption

Alcohol may only be provided at an official Council function if it has been approved prior to the function by the Mayor, CEO or their nominee. Alcohol must not be provided during meetings or training courses provided by the Council, unless approved by the CEO or nominee.

Alcoholic drinks may not be provided for officers except where the officer attends a function at which alcoholic drinks are provided for other persons under this policy. As officers at such a function represent the Council they must consume alcohol in a responsible manner.

Unreasonable and Inappropriate Expenditure

Examples of expenditure which is generally considered not to be reasonable and appropriate and therefore to be treated as private expenditure include:

- Tips or gratuities;
- Alcoholic drinks;
- Stocking of bar fridges (unless otherwise approved by the Mayor or CEO);
- Mini bar expenses; and
- Morning or afternoon tea outside of Council premises (attended only by Council officers).

3. RESPONSIBILITIES

The following responsibilities apply to all Councillors and Council officers:

- Be aware of and comply with this Policy;
- Ensure the expenditure is appropriate and would pass the public accountability test;
- Report suspected breaches of policy in accordance with the Code of Conduct;
- A tax invoice must be obtained for all costs, and fringe benefits tax declarations must be completed. Where a tax invoice cannot be provided, the Council officer incurring the expense must provide a detailed list of items of expenditure, together with a statutory declaration certifying that the expenditure was incurred for official purposes; and
- Ensure all expenditure for entertainment and hospitality is correctly recognised in the financial system to ensure reporting obligations are fulfilled.



COUNCILLOR'S EXPENSES REIMBURSEMENT AND PROVISION OF RESOURCES POLICY

Policy Details

Policy Category	Council Policy
Date Adopted	18/08/2021
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	18 th August 2021
Policy Version Number	5.00
Policy Owner	Executive Services
Contact Officer	Chief Executive Officer
Review Date	Within 6 months of the Quadrennial Elections

Supporting documentation

Legislation	<ul style="list-style-type: none"> Local Government Act 2009 Local Government Regulation 2012
Policies	<ul style="list-style-type: none"> Procurement Policy Entertainment and Hospitality Policy Passenger Vehicle Fleet Policy
Delegations	<ul style="list-style-type: none"> N/A
Forms	<ul style="list-style-type: none"> Claims for reimbursement
Supporting Documents	<ul style="list-style-type: none"> Taxation Rulings issued by the Australian Taxation Office

Version History:

Version	Approval Date	Comment	eDRMS #
8.0	18/08/2021	Changes as per Resolution No. ???????	
7.0	24/10/2018	Changes as per Resolution No. 1810/013	
6.0	18/04/2018	Changes as per Resolution No. 0418/026	
5.0	20/06/2016	Changes as per Resolution No. 0716/012	
4.0	23/06/2010	Changes as per Resolution No. 0610/008	
3.0	20/05/2009	Changes as per Resolution No. 0509/005	
2.0	02/04/2008	Adoption of model Expenses Reimbursement Policy	
1.0	16/06/2006	Changes as per Resolution No. 0606/027	



1. POLICY STATEMENT

- 1.1. The Carpentaria Shire Council is committed to ensuring that Councillors are provided with the facilities required to enable them to perform their duties.
- 1.2. Councillors should not be financially disadvantaged when carrying out their roles, and should be fairly and reasonably compensated in accordance with statutory requirements and community expectations.

2. PRINCIPLES

- 2.1. This policy ensures that the council's reimbursement of expenses incurred by councillors is consistent with the local government principles and financial sustainability criteria as defined in the *Local Government Act 2009*.
- 2.2. In addition the principles that underpin this policy are:
 - Councillors should not receive a private benefit through their role as a councillor;
 - the use of public monies in the public interest by responsible budgeting and accounting;
 - fair and reasonable allocation of council resources (allowances, facilities and other benefits) to enable all councillors to conduct the duties of their office;
 - transparent decision-making by public disclosure of policy and resolutions; and
 - accountability for expenditure and use of facilities through full justification and acquittal.

3. POLICY

Scope

- 3.1. Chapter 8 Part 1 Division 2 of the *Local Government Regulation 2012* sets out the requirements for the payment of reasonable expenses incurred, or to be incurred, by councillors for discharging their duties and responsibilities as councillors and the provision of facilities to councillors for that purpose.
- 3.2. This policy applies to all councillors for the reimbursement of expenses incurred, or to be incurred, by them in undertaking their responsibilities.
- 3.3. Council will reimburse councillors for eligible expenses as set out in this policy. Any expenses not provided for by this policy will not be reimbursed without express approval from the Chief Executive Officer.
- 3.4. Councillor remuneration is not covered by this policy. Councillor remuneration is determined annually by the Local Government Remuneration and Disciplinary Tribunal.
- 3.5. Spouses, partners and family members of councillors are not entitled to reimbursement of expenses or have access to facilities allocated to councillors.
- 3.6. Failure to comply with this policy, falsifying claims or the misuse of facilities may breach the Councillors' Code of Conduct and/or represent an offence under the Criminal Code and may be referred to the Crime and Misconduct Commission.

PART 1 - FACILITIES

Category	Facilities Provided
Secretarial Support	The Mayor's office will be assisted with secretarial support by Council's Executive Assistant. Limited secretarial support will be provided to Councillors with prior approval by the Chief Executive Officer.
Administrative Tools	Councillors are entitled to use Council facilities as required to assist in discharging their duties and responsibilities including (but not limited to): <ul style="list-style-type: none">• Shared office space and meeting rooms;



Category	Facilities Provided
	<ul style="list-style-type: none"> • Shared access to photocopiers; • Shared access to printers; • Stationery; • Promotional material necessary for official Council business • Other resources as approved by the Mayor or Chief Executive Officer.
IT Equipment	<p>Councillors are provided with the following IT equipment to assist in discharging their duties and responsibilities:-</p> <ul style="list-style-type: none"> • A laptop or iPad and necessary software; • Printer, as required; • equipment to enable wireless internet access.
Mobile Tablets	<p>Councillors will be provided with a mobile tablet device of their own choice to enable them to carry out their duties and responsibilities in an efficient and effective manner.</p> <p>A maximum value of the mobile tablet purchased shall not exceed \$1,000 in total.</p> <p>Where a Councillor wishes to be provided with a tablet device with a value greater than \$1,000; the Councillor may enter into an agreement to retain the device at the end of the 4 year term.</p> <p>Where a Councillor has entered into an agreement to be provided with a tablet device with a value greater than the nominal value; the agreement will provide for the payment of the excess over the balance of the 4 year term.</p> <p>Due to the high rate of depreciation of mobile tablet devices and the low residual value after 4 years, Council considers the devices to be valueless at the end of the 4 year Council term and Councillors will have the option to retain the tablet at the end of the term at no cost.</p> <p>Councillor will be allowed private use of the tablet device.</p>
Software	<p>Council will provide all software necessary to enable Councillors to carry out their duties as elected members.</p> <p>All software is licensed to the Carpentaria Shire Council and remains the property of Council at the end of the term.</p> <p>All software licensed to council that has been installed on a councillor's tablet device will be removed prior to the end of the Councillor term.</p>
Telephone and Data	<p>The Mayor will be provided with a mobile phone by Council for Approved Council Business. Reasonable private use of the telephone is permitted.</p> <p>The Mayor may elect to use a private mobile phone.</p> <p>Where the Mayor has elected to use a private mobile phone, Council will pay an annual allowance of \$1,000.00 to cover the costs of council related calls.</p> <p>Councillors will be paid an annual allowance of \$600.00 to cover the costs of telephone calls and rental for a home and/or mobile telephone which are associated with the performance of their duties as Councillor. Actual expenses above this amount may be reimbursed upon the production of receipts.</p>



Category	Facilities Provided
	<p>The Mayor and Councillors telephone allowance shall be paid monthly in conjunction with Councillor meeting fees.</p> <p>Council will be responsible for any Fringe Benefit Tax Payable.</p>
Safety Equipment	<p>Council will provide all the necessary safety equipment for use on official Council business e.g. safety helmet/boots, safety vests.</p>
Corporate Uniform	<p>Council will provide each Councillor with –</p> <ul style="list-style-type: none">• A name badge;• Shirts embroidered with Council's logo (up to three shirts per annum if requested);• Jacket or blazer embroidered with Council's logo (1 per term).
Corporate Credit Card	<p>The Mayor will be provided with a corporate credit card for business expenses in accordance with this Policy and the Corporate Credit Card Policy.</p>
Council Motor Vehicles	<p>The Mayor will be provided with a suitable vehicle as determined by Council.</p> <p>Other Councillors may use the Mayor's vehicle for Approved Council Business with the prior approval of and at the discretion of the Mayor.</p> <p>Council will pay all costs associated with the vehicle, including fuel, servicing, repairs, maintenance and insurance.</p> <p>The Mayor's vehicle may be used for all Approved Council Business, together with incidental private use.</p> <p>If there is any doubt, the Chief Executive Officer will determine if any use is incidental private use.</p> <p>Limited private use of Council owned vehicles that is not incidental private use, is permitted if prior approval has been granted by resolution of Council. Council will, in its resolution authorising private use, set out the terms for the Councillor to reimburse Council for such private use.</p>
Fuel Costs	<p>Fuel for Council owned vehicles used for official Council business will be provided or paid for by Council.</p> <p>The CEO may approve the issue of a fuel card to a Councillor.</p> <p>A Councillor who is issued a fuel card must keep all receipts and/or tax invoices for any purchases on the card and provide the documents to the Manager Finance and Administration or other designated officer in a timely manner.</p> <p>Where no fuel card has been provided, Council will reimburse actual costs incurred by a Councillor. Original documents sufficient to verify the actual expenditure must be provided.</p>

Maintenance of Facilities Provided

- 3.7. Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of Council-owned equipment that is supplied to Councillors for official business use.
- 3.8. All facilities provided to Councillors, with the exception of mobile devices, remain the property of Council and must be returned to Council when a Councillor's term expires.



Private Use of Council Facilities

- 3.9. Based on the principle that no private benefit is to be gained, the facilities provided to Councillors by Council (except for mobile tablet devices) are to be used only for official Council business unless prior approval has been granted by resolution of Council.
- 3.10. A Council resolution authorising private use of Council owned facilities must set out the terms under which the Councillor will reimburse Council for the percentage of private use.

PART 2 - EXPENSES

Category	Expense Reimbursement
Insurance Cover	<p>Council will indemnify or insure Councillors in the event of injury sustained while discharging their civic duties.</p> <p>Council will pay the excess for injury claims made by a Councillor resulting from conducting official Council business.</p>
Professional Development	<p>Council encourages Councillors to undertake relevant professional development and will reimburse expenses incurred for:</p> <ul style="list-style-type: none">• Mandatory professional development, and• Discretionary professional development deemed essential for the Councillor's role. <p>Mandatory Training</p> <p>Council will reimburse expenses for attendance and will pay for or reimburse Councillors for all associated reasonable costs (including registration, travel, accommodation, meals etc) at the following subject to attendance being approved by Council:</p> <ul style="list-style-type: none">• Training courses or workshops for skill development related to a Councillors role or portfolio;• Training courses or workshops relating to their legislative obligations i.e. Councillor Induction, Code of Conduct.• Regional, State or National Local Government associated conferences, symposiums, workshops and training courses. <p>Note: Registrations should be made in sufficient time to take advantage of any 'early bird' discounts.</p> <p>Discretionary Training</p> <p>Where a Councillor identifies the need to attend a conference, workshop or training to improve skills relevant to their role as a Councillor, other than mandatory professional development as above, the Councillor may request Council's approval to attend.</p> <p>The funding limit for discretionary training is \$5,000 for each councillor during their four (4) year term in office.</p> <p>All professional development activities must be approved in advance by resolution by Council or by the Mayor and later ratified by resolution of Council.</p>
Out of Pocket Expenses	<p>Councillors are entitled to reimbursement of reasonable out of pocket expenses incurred in the conduct of official Council business.</p> <p>The maximum amount of out-of-pocket expenses (excluding reimbursement of expenses for professional development and as approved by Council) that may be claimed is:</p>



Category	Expense Reimbursement
	<ul style="list-style-type: none">• Mayor \$2,000 per annum.• Councillors \$500 per annum. <p>The Mayor may approve the reimbursement of reasonable out of pocket expenses by other councillors at official Council business at which the Mayor is not in attendance.</p> <p>Non-Council related expenditure or expenditure in relation to partners, spouses or family members is not permitted.</p> <p>To comply with s186 of the <i>Local Government Regulation 2012</i>, which requires Council to publish expenses incurred by each Councillor during the year under Council's Expenses Reimbursement Policy in its Annual Report, Councillors incurring hospitality expenses are required to maintain documentary evidence of all such expenditure which will be recorded in a register maintained by the Chief Executive Officer on a monthly basis.</p> <p>Where any conflict exists between this policy and Council's Entertainment and Hospitality Policy, this policy will take precedence.</p> <p>Councillors' expenses will be reported in Council's Annual Report.</p>
Travel Required to Represent Council	<p>All travel to represent the Council must be approved by Council or the CEO prior to any expenses being incurred. Councillors are to travel via the most direct route, using the most economical and efficient mode of transport.</p> <p>Overseas Travel</p> <p>Overseas travel can only be approved by a Council resolution.</p> <p>Accommodation</p> <p>All Councillor Accommodation for Council business will be booked and paid for by Council. Council will pay for the most economical deal best suited to the needs of Council business. Where possible, the maximum standards for Councillors' accommodation should be four (4) star rating.</p> <p>Where accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient to the event.</p> <p>Incidental Costs</p> <p>Council will reimburse any reasonable incidental costs incurred by Councillors required to travel, and who are away from home overnight, for official Council business upon provision of receipts.</p> <p>Meals</p> <p>Council will reimburse reasonable costs of meals and refreshments for a Councillor when:</p> <ul style="list-style-type: none">• the Councillor incurs the cost personally and can produce original documents sufficient to verify the actual meal cost; and• the meal was not provided within the registration costs of the approved activity/event; or during an approved flight. <p>Reasonable costs of meals and refreshments will be calculated with reference to Australian Taxation Office Guidelines for Reasonable Allowances set for each income tax year.</p> <p>Should the cost be for a greater value than those listed above and the cost is deemed reasonable by the CEO, then reimbursement for the full cost may be provided.</p>



Category	Expense Reimbursement
	<p>Travel Bookings</p> <p>All Councillor travel, approved by Council, will be booked and paid for by Council.</p> <p>Economy class is to be used where possible although the CEO and/or Mayor may approve business class if the particular circumstances warrant it.</p> <p>Airline tickets are not transferable and can only be procured for the Councillor's travel on official Council business. They cannot be used to offset other unapproved expenses (eg cost of partner or spouse accompanying the Councillor).</p> <p>Frequent Flyer points or other loyalty program benefits accrued on Council business must not be used for personal travel and, where possible, should be utilised to offset future Council travel expenses.</p> <p>Travel Transfer Costs</p> <p>Any travel transfer expenses associated with Councillors travelling for Council approved business will be reimbursed eg trains, taxis, buses and ferry fares.</p>
Use of Private Vehicle	<p>Councillors will be reimbursed for private vehicle usage on official Council business. Reimbursement calculations will be based on the relevant Australian Tax Office published rate for the vehicle type.</p> <p>Where a Councillor elects to use their private vehicle instead of other forms of travel, such as a plane travel, the total amount of reimbursement must be the lower of the calculated amounts plus the cost of taxi transfers.</p> <p><i>Example: if an airfare costs \$1,000.00, then the kilometric claim for the vehicle cannot exceed \$1,000.00 even if the actual kilometric claim was, say, \$1,300.00.</i></p> <p>Where a Councillor utilises their own aircraft or helicopter to attend approved Council business, Council will reimburse expenses equivalent to the ATO kilometric rates for the largest class of motor vehicle.</p> <p>If another Councillor travels in the aircraft or helicopter, a claim may also be submitted by the owner equivalent to the number of Councillors travelling.</p> <p><i>Example: the Councillor and one other Councillor travel in the aircraft or helicopter on approved Council business. The owner may claim the kilometric rate equivalent to travel by two motor vehicles. The passenger is not entitled to any claim</i></p>
Fines and Penalties	<p>Any fines or penalties incurred while travelling in Council owned vehicles or privately owned vehicles when attending to official Council business, will not be reimbursed and are the responsibility of the Councillor incurring the fine.</p>



Claims for Reimbursement

- 3.11. All claims for reimbursement of expenses must be made on the approved form and submitted with original receipts to the Office of the CEO. Claims certified by a Councillor as complying with this policy will be authorised for payment by the Chief Executive Officer.
- 3.12. Claims must be presented within 3 months of incurring the expense.
- 3.13. When considering an application for approval of any matter related to this policy, the council or the Chief Executive Officer must have regard to the limits outlined in this policy and any relevant budget allocation.

4. RESPONSIBILITIES

Reporting

Pursuant to section 186 of the *Local Government Regulation 2012*, Council's Annual Report must contain the particulars of the expenses incurred by, and the facilities provided to, each Councillor during the financial year under this policy.

5. DEFINITIONS

To assist in interpretation of this policy and associated guidelines, the following definitions shall apply:

Approved Council Business - includes-

- a) Formal meetings of Council, including Ordinary, Statutory and Special Meetings;
- b) Official committee meetings, including advisory committee meetings of which a Councillor is a member;
- c) Formal public consultation meetings;
- d) Civic functions at which a Councillor is attending in his/her official capacity as a Councillor;
- e) Community functions to which a Councillor has been invited in his/her official capacity as a Councillor;
- f) Official inspections;
- g) Formal training, professional development and conferences approved by Council;
- h) Other activities approved by the Mayor and ratified at a subsequent meeting of Council.

Council - means the Carpentaria Shire Council.

Councillors - means the Mayor, Deputy Mayor and Councillors unless otherwise specified.

Expenses - mean costs reasonably incurred, or to be incurred, in connection with Councillors discharging their duties. The expenses may be either reimbursed to Councillors or paid direct by Council for something that is deemed a necessary cost or charge. Expenses are not included as remuneration.

Entertainment and hospitality - means the cost to council of providing entertainment or hospitality as outlined in council's Entertainment and Hospitality Expenditure Policy.

Facilities - mean the facilities deemed necessary to assist Councillors in their role.

Incidental private use includes use incidental to Approved Council Business. (example - stopping at a shop on the way to or from Approved Council Business).

Professional development –includes activities undertaken by Councillors to improve their understanding, competence and knowledge of matters that specifically relate to local government functions, or to improve their competence and knowledge of matters that will assist them in carrying out their role as a Councillor.

Examples of professional development include (but are not limited to): Local Government industry training, conferences, workshops, seminars or specific events that are relevant to a Councillors role; or that are relevant to the development of a Councillor's individual knowledge and competence in conducting their role



Reasonable - shall mean Council must make sound judgements and consider what is prudent, responsible and acceptable to the community when determining reasonable levels of facilities and expenditure.

Training – any facilitated learning activity which is considered by council to be a requirement for councillors to discharge their duties and responsibilities as councillors.



Investigation Policy

Policy Details

Policy Category	Council Policy
Date Adopted	18/08/2021
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	18 th August 2021
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Policy Owner	Executive Services
Contact Officer	Chief Executive Officer
Review Date	November 2023

Supporting documentation

Legislation	<ul style="list-style-type: none"> Local Government Act 2009 Local Government Regulation 2012
Policies	<ul style="list-style-type: none"> Code of Conduct for Councillors Expense Policy
Delegations	<ul style="list-style-type: none"> Nil
Forms	<ul style="list-style-type: none"> Nil
Supporting Documents	<ul style="list-style-type: none"> Nil

Version History:

Version	Adopted	Comment	eDRMS #
3	18/08/2021	Example Policy updated by Department in May 2021. Council Resolution ???????	
2	11/12/2019	Council Resolution 1219/017	
1	12/12/2018	Council Resolution 1218/016	



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1. Authority

- 1.1 This is Carpentaria Shire Council investigation policy for how complaints about the inappropriate conduct of Councillors will be dealt with as required by the section 150AE of the *Local Government Act 2009* (the LGA). However, this policy does not relate to more serious Councillor Conduct.

2. Scope

- 2.1 This investigation policy applies to investigations and determinations of a complaint about the alleged inappropriate conduct of a Councillor/s which has been referred by the Independent Assessor.

3. Confidentiality

- 3.1 Matters of suspected inappropriate conduct of a councillor are confidential except as otherwise specifically provided for either in the LGA or this investigation policy.

Note: It must be kept in mind that the matter is an allegation only and not yet proven. Further, there will be circumstances where the detail of the referral will need to remain confidential to the local government. Any release of information that a councillor knows, or should reasonably know, to be confidential to the local government, may be contrary to section 171(3) of the LGA and dealt with as misconduct.

4. Natural Justice

- 4.1 Any investigation of suspected inappropriate conduct of a Councillor/s must be carried out in accordance with natural justice. An overview of the principles of natural justice follows.

"Natural justice" or procedural fairness, refers to three key principles:

- that the person being investigated has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken (fair hearing)
 - that the investigator(s) should be objective and impartial (absence of bias), and
 - that any action taken is based on evidence (not suspicion or speculation).
- 4.2 A fair hearing means the Councillor who is the subject of the suspected inappropriate conduct matter must be told of the case against them including any evidence and be provided with an opportunity to put their case in writing with the investigation report provided to the Councillors as part of the meeting agenda.
- 4.3 An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.
- 4.4 Ensuring decisions are based on evidence requires that the investigation should not be based on mere speculation or suspicion but instead must be based upon evidence material. A proper examination of all issues means the investigation must give a proper and genuine consideration to each party's case.



5. Assessor's referral

- 5.1 The council will receive from the assessor a referral notice about the suspected inappropriate conduct of a Councillor/s. The referral notice will include details of the conduct and any complaint received about the conduct, state why the assessor reasonably suspects that the Councillor has engaged in inappropriate conduct, and include information about the facts and circumstances that form the basis of the assessor's reasonable suspicion.
- 5.2 The referral notice may be accompanied by a recommendation from the assessor about how the local government may investigate or deal with the conduct. The recommendation of the assessor may be inconsistent with this policy.
- 5.3 The investigation must be conducted in a way consistent with:
 - (i) any recommendation of the assessor
 - (ii) to the extent that this policy is not inconsistent with the recommendation of the assessor – this investigation policy, or
 - (iii) in another way the local government decides by resolution.
- 5.4 A resolution under subsection (iii) must state the decision and the reasons for the decision.

6. Receipt of Assessor's referral

- 6.1 On receipt of a referral notice about the suspected inappropriate conduct of a Councillor/s from the Assessor, the Council's Chief Executive Officer will forward a copy of that referral notice to the Mayor and all Councillors, other than the Councillor who is the subject of the complaint, or the complainant if the complainant is a Councillor, as a confidential document.
- 6.2 Should the Mayor or a Councillor/s disagree with any recommendation accompanying the Assessor's referral notice, or form the opinion that the complaint should be dealt with in a way other than under this policy, the Mayor or Councillor may request the matter be placed on the agenda of the next Council meeting to decide, by resolution, on the appropriate process to investigate the complaint. Such a request must be made in accordance with the Council's meeting procedure requirements.

7. Investigator

- 7.1 Unless otherwise resolved by Council, the Mayor will manage the investigation of suspected inappropriate conduct of other Councillors.
- 7.2 If the suspected inappropriate conduct involves conduct where, in the circumstances, the Mayor believes it is in the best interests of the investigation to refer the matter for external investigation, then the Chief Executive Officer must refer the suspected inappropriate conduct to the President of the Councillor Conduct Tribunal (the Tribunal) or other entity to investigate and make recommendations to the Council about dealing with the conduct.
- 7.3 If the suspected inappropriate conduct involves an allegation about the conduct of the Mayor, or the Mayor as the complainant, then the Chief Executive Officer must refer the suspected inappropriate conduct to the President of the Tribunal, or another entity, to investigate and make recommendations to the Council about dealing with the conduct.

8. Early resolution

- 8.1 Before beginning an investigation, the investigator must consider whether the matter is appropriate for resolution prior to the investigation. This consideration can include any



recommendation made by the Assessor.

- 8.2 A matter is only appropriate for early resolution if the parties to the matter both voluntarily agree to explore early resolution. The investigator may engage an independent person with suitable qualifications or experience to facilitate this process.
- 8.3 If the matter cannot be resolved, the matter will then be investigated as outlined in this investigation policy.
- 8.4 If the matter is resolved prior to investigation, the investigator will advise the chief executive officer of this outcome. In turn, the chief executive officer will advise the mayor (if the mayor is not the investigator) and all councillors that the matter has been resolved. The chief executive officer will also update the councillor conduct register to reflect this.

9. Timeliness

- 9.1 The investigator will make all reasonable endeavors to complete the investigation and provide a report for inclusion on the agenda of a Council meeting no more than eight weeks after the receipt of the complaint.

Note: If the investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the Mayor (if the Mayor is not the investigator) to seek an extension of time.

10. Assistance for investigator

- 10.1 If the Mayor, or another Councillor appointed by Council resolution, is the investigator of a matter of suspected inappropriate conduct, the Mayor or Councillor may use section 170A of the LGA to seek assistance during the investigation.
- 10.2 The Mayor is authorised by Council to expend money as reasonably needed to engage contractors in accordance with the Council's procurement policy.

11. Possible misconduct or corrupt conduct

- 11.1 If during the course of an investigation the investigator obtains information which indicates a Councillor/s may have engaged in misconduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Assessor of the possible misconduct.
- 11.2 If during the course of an investigation, the investigator obtains information which indicates a Councillor/s may have engaged in corrupt conduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Crime and Corruption Commission of the possible corrupt conduct.
- 11.3 Instances of suspected misconduct or corrupt conduct may be referred back to the Council if determined by the Assessor or Crime and Corruption Commission to be inappropriate conduct.

12. Completion of investigation

- 12.1 On the completion of an investigation, the investigator will provide a report to the Council outlining as appropriate:
 - the investigation process



- any witnesses interviewed
 - documents or other evidence obtained
 - a statement of the relevant facts ascertained
 - confirmation that the subject councillor has been provided with an opportunity to respond to the complaint and the evidence gathered
 - the investigation findings
 - a statement of any relevant previous disciplinary history
 - any recommendations about dealing with the conduct
 - a record of the investigation costs.
- 12.2 The council (with the exception of the councillor the subject of the investigation and the complainant, if another councillor) will consider the findings and recommendations of the investigator's report and decide whether the councillor has engaged in inappropriate conduct and, if so, what action it will take under section 150AH of the LGA.
- 12.3 The chief executive officer is also required to ensure the details are entered into the councillor conduct register.
- 12.4 If there is a risk to the health and safety of the complainant, under s 254J of the LGR the council may resolve that the meeting be closed to the public for the councillors to consider the investigation report and any recommendations. In accordance with s254J(6) of the LGR, the resolution in relation to what action is to be taken as a result of the investigation must be made after the meeting has been re-opened to the public and the decision recorded in the meeting minutes.

13. Disciplinary action against councillors

- 13.1 If the council decides at the completion of the investigation that the councillor has engaged in inappropriate conduct, the council may:
- (i) order that no action be taken against the councillor, or
 - (ii) make an order outlining action the councillor must undertake in accordance with section 150AH(1)(b) of the LGA.

14. Notice about the outcome of investigation

- 14.1 After an investigation is finalised, the Council must give notice about the outcome of the investigation to the person who made the complaint about the Councillor/s' conduct that was the subject of the investigation and the subject Councillor.

15. Councillor conduct register

- 15.1 The Chief Executive Officer must ensure decisions about suspected inappropriate conduct of a Councillor/s must be entered into the Councillor Conduct register.
- 15.2 Where a complaint has been resolved under section 8 of this policy, or otherwise withdrawn by the complainant, the Chief Executive Officer will update the register to reflect that the complaint was withdrawn.



16. Expenses

16.1 Council must pay any reasonable expenses of Council associated with the investigation of suspected inappropriate conduct of a Councillor including any costs of:

- the president of the Tribunal in undertaking an investigation for Council
- an independent investigator engaged on behalf of, or by the Tribunal
- an independent investigator engaged on behalf of or by the Council
- travel where the investigator needed to travel to undertake the investigation, or to interview witnesses
- seeking legal advice
- engaging an expert.

*Note: Council may order the subject Councillor reimburse it for all or some of the costs arising from the Councillor's inappropriate conduct. Any costs incurred by complainants or the subject Councillors **will not** be met by Council.*

17. Definitions

Assessor means the Independent Assessor appointed under section 150CV of the LGA

Behavioural standard means a standard of behaviour for councillors set out in the Code of Conduct for Councillors in Queensland approved under section 150E of the LGA

Conduct includes—

- (a) failing to act; and
- (b) a conspiracy, or attempt, to engage in conduct

Councillor conduct register means the register required to be kept by Council as set out in section 150DX of the LGA

Inappropriate conduct see section 150K of the LGA

Investigation policy, refers to this policy, as required by section 150AE of the LGA

Investigator means the person responsible under this investigation policy for carrying out the investigation of the suspected inappropriate conduct of a councillor or mayor

LGA means the *Local Government Act 2009*

Local government meeting means a meeting of—

- (a) a local government; or
- (b) a committee of a local government

Misconduct see section 150L of the LGA

Model procedures see section 150F of the LGA

Referral notice see section 150AC of the LGA

Tribunal means the Councillor Conduct Tribunal as established under section 150DK of the LGA

Unsuitable meeting conduct see section 150H of the LGA



Adopted by Council ?????? by Resolution ????????

Mark Crawley
Chief Executive Officer

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9.4 BUILDINGS CONDITION REPORT - ASSET MANAGEMENT PLANNING

Attachments:	NIL
Author:	Mark Crawley - Chief Executive Officer
Date:	10 August 2021
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Develop a 5-year plan towards meeting the Financial Sustainability targets

Executive Summary:

Council engaged CT Management Group to undertake a building condition assessment of the buildings and facilities under Council control to inform the Asset Management Plans in development.

RECOMMENDATION:

That Council note the Buildings Condition Report.

Background:

In accordance with section 167 and 168 of the *Local Government Regulation 2012* Council is required to prepare and adopt a long-term asset management plan, Council has identified separate classes of assets and CT Management Group were engaged to undertake a condition assessment of the buildings and facilities and water and sewer assets.

The Building Condition Assessment documentation provided by CT Management Group is very comprehensive and has been provided in three parts – Part A – Building Summary Report (24 Pages), Part B – Building Summaries and Maintenance (625 pages) and Part C – Maintenance Summary (309 pages), also attached is a series of six separate appendixes. A total of 401 building were assessed.

From the work provided by CT Management Group we can include the identified necessary financial investment in maintenance, upgrades and capital works into the long-term financial plans and we can also continue to develop the necessary asset management plans required under legislation.

Condition ratings were applied to all the buildings assessed from 0 – a new asset or recently rehabilitated back to new through to 10 – an asset that has failed, is no longer serviceable and should not remain in service.

25% of our buildings are in condition 5 or above, noting that most of the assets are in very good condition.

Consultation (Internal/External):

- Executive Leadership Team
- CT Management Group

Legal Implications:

- **167 Preparation of long-term asset management plan**
-

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- (1) A local government must prepare and adopt a long-term asset management plan.
- (2) The long-term asset management plan continues in force for the period stated in the plan unless the local government adopts a new long-term asset management plan.
- (3) The period stated in the plan must be 10 years or more.

Financial and Resource Implications:

- CT Management Group have provided two separate tables in relation to the necessary 10-year investment.

BLD CLASS	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Amenities Blocks	\$7,150	\$272,400	\$132,300	\$20,650	\$35,600	\$12,250	\$1,500	\$31,950	\$28,000	\$32,350
Community Facilities (General)	\$36,950	\$38,600	\$59,200	\$19,400	\$15,950	\$129,025	\$30,600	\$174,500	\$59,950	\$3,400
Heritage Buildings	\$24,050	\$247,900	\$1,900	\$36,900	\$19,000	\$31,900	\$6,900	\$51,900	\$12,500	\$56,900
Housing	\$226,350	\$747,800	\$670,400	\$564,800	\$213,750	\$365,800	\$198,100	\$265,200	\$201,250	\$308,300
Minor Buildings	\$105,401	\$151,550	\$121,000	\$278,250	\$158,850	\$75,900	\$337,500	\$34,200	\$35,100	\$56,150
Municipal Buildings	\$125,900	\$724,250	\$274,500	\$52,850	\$153,050	\$65,850	\$104,200	\$107,850	\$94,050	\$61,350
Sporting Facilities	\$105,500	\$198,450	\$102,400	\$219,400	\$85,250	\$86,900	\$31,200	\$67,400	\$85,250	\$66,400
TOTAL	\$631,301	\$2,378,950	\$1,361,700	\$1,192,250	\$681,450	\$749,625	\$708,000	\$733,000	\$516,100	\$584,850

Table 3.4.2 - 10 Year Forecast Expenditure by Building Classification

Expenditure Type	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Capital Renewal	\$141,000	\$644,000	\$568,000	\$341,500	\$178,500	\$116,500	\$306,000			
Cyclic Program	\$283,900	\$883,400	\$722,500	\$793,850	\$489,450	\$630,125	\$397,000	\$733,000	\$516,100	\$584,850
Operational	\$201,001	\$220,550	\$71,200	\$56,900	\$13,500	\$3,000	\$6,000			
TOTAL	\$605,901	\$1,747,950	\$1,361,700	\$1,192,250	\$681,450	\$749,625	\$708,000	\$733,000	\$516,100	\$584,850

Table 3.11: Estimated Cost of Renewals and Maintenance Program for a 10 Year Period

The above identified maintenance/renewals indicates that an average of \$888,083 per year is required to maintain (or bring up to) a “typical” level of service standard excluding compliant access to key buildings.

Risk Management Implications:

- Workplace Health and Safety Risk is assessed as low
- Financial Risk is assessed as medium
- Public Perception and Reputation Risk is assessed as low

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9.5 HUMAN RESOURCES REPORT

Attachments: NIL
Author: Lisa Ruyg - Manager Human Resources
Date: 12 August 2021

Key Outcome: 1.1 – Responsive and effective service delivery
Key Strategy: 1.1.1 Foster appropriate corporate culture that aligns with Council's Mission, Values and Behaviours.

Executive Summary:

This report provides information on the progress of SAFEPLAN, Council's safety management system, and an update on general human resource matters.

RECOMMENDATION:

That Council accepts the Human Resources Report for information.

1. Work, Health and Safety Report

- Safeplan Progress Report July 2021

KPI	Average Group B Councils	CSC YTD July 2020	CSC YTD July 2021	Safe Plan Target Annual
Lost Time Injuries	4.47	1	0	5
Lost Time Days YTD	6.63	0	0	112 total days
Hazard Inspections	-	82%	91%	90%
Take 5's Completed	-	90%	60%	85%

Mechanism of Injury for Claims Submitted FYTD

		Days Lost #
i) Being hit by a moving object	0	0
ii) Hitting stationary objects	0	0
iii) Muscular stress while handling objects	0	0
iv) Muscular stress with no objects being handled	1	31
v) Muscular stress while lifting	0	0
vi) Being stuck between static objects	0	0
vii) Fall from a height	1	0

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viii)	Work related harassment and stress	0	0
			31

2. Update – Certified Agreement 2021

Peak Services are currently verifying the financial impact of staff potentially reverting to Award based hours.

Also being taking into consideration (if working hours do not revert to Award hours) is the potential cost of backpay and future wage increases for staff.

3. Staff Housing Committee

Following the departure of Nicole Jones on parental leave, the position of Staff Tenant Representative on the Staff Housing Committee became available.

In accordance with the provisions of the Staff Housing Policy, nominations for the position were called and an election for a new representative was held. Four nominations were received with all tenants of Council housing being invited to vote.

Robert Beard was the duly elected representative.

4. Recruitment Update

○ Revenue Officer	In progress
○ Lifeguard – Normanton Pool	In progress
○ Hatchery Technician – Barra Centre (Internal)	In progress
○ Customer Service Officer – Normanton	Appointed
○ Water Treatment Plant Operator	On hold.

Potential Redeployment Opportunity

- Labourer – Karumba Water & Waste to Labourer – Karumba Town Crew

5. Drug and Alcohol Testing

Random Drug and Alcohol testing took place from 2 August 2021 to 9 August 2021. A total of 132 tests were conducted.

There was one non-negative test for prescription medication and over the counter medication, which had been declared prior to testing and was within prescribed limits.

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6. Human Resources Operating Income & Expenditure to 31 July 2021

Row Labels	Sum of Original Budget	Sum of Actual Bal	Sum of Order Value	Sum of Total
Operating Income	-85,000	-28,116	0	-28,116
Apprenticeships / Traineeship	-85,000	0	0	0
Workplace Health And Safety	0	-28,116	0	-28,116
Operating Expenditure	1,461,060	44,649	150,619	195,269
Apprenticeships / Traineeship	67,000	2,707	23,884	26,591
Enterprise Bargaining	35,000	0	8,559	8,559
Human Resource Operations	561,885	30,944	103,531	134,475
Learning & Development	185,000	1,075	12,591	13,665
Workplace Health And Safety	612,175	9,923	2,055	11,978
Grand Total	1,376,060	16,533	150,619	167,152

Consultation (Internal/External):

- Peak Services
- The Drug Detection Agency
- Executive Leadership Team
- Finance Team
- WHS Advisor

Legal Implications:

- Within normal operational parameters.

Financial and Resource Implications:

- Within allocated budget.

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Risk Management Implications:

- Within normal operational parameters.

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10 REPORTS FROM DIRECTOR OF CORPORATE & COMMUNITY SERVICES

10.1 DCS REPORT

Attachments: 10.1.1. Local Laws Report [↓](#)
10.1.2. 1080 Baiting Schedule [↓](#)

Author: Julianne Meier - Director Corporate Services

Date: 12 August 2021

Key Outcome: 7.3 - Strategic management of Council

Key Strategy: 7.3.2 Implement integrated strategic planning approaches across Council, including efficient and effective risk management.

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.

RECOMMENDATION:

That Council:

1. receive and note the Director of Corporate Services Report; and
2. that those matters not covered by a resolution be noted.

Background:

.1 Actions Outstanding from Previous Meetings

Date:	Action	Status	Comment
	Review the water allocation on all non-profit and sport and recreation users.	In Progress	A review of General Rates and Utility Charges has been undertaken. However it was decided not to change the water methodology for the coming year. The allocations have not changed, some users will be able to use the raw water.
	Liaise with relevant parties to improve connectivity at Normanton Rodeo Grounds	Ongoing	Ongoing – reported fault with Telstra about service dropouts. Officers to discussed issue with Telstra to see if we can increase bandwidth during specific events, however, have been advised we already have the maximum bandwidth. Liaising with ICT and Electrician to investigate opportunities to optimise wi-fi capacity at Rodeo Grounds.

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May-20	Enter into lease agreement with World Fuels and IOR for supply of avgas at Karumba Aerodrome.	Ongoing	Council to provide a small bitumen turnaround area to the bowsers, fill where the bowsers to be placed and a new electrical meter box to supply power to the bowsers. The survey has been completed and Council has received the Registered Plans. Preston Law are in the process of finalising the lease agreements.
Jan-20	Abandoned Vehicles	In Progress	Abandoned vehicles cannot be towed unless to a secure site. There is little room at Council Depot so engineering are identifying a suitable site at the Normanton tip and will obtain quotations to fence so the area can be secured. A site has been identified and cleared on the eastern side of the tip. An area to secure 30 vehicles is able to be fenced. Awaiting outcome of Waste Facility Report.
Jan 21	Lease Agreements	In Progress	Will commence after budget adoption.

.2 Budget

The 2021/2022 budget was adopted at the 30 June 2021 Special Meeting. There is only the first month of the year's transactions to report, but there are no budgetary concerns at this time.

The budget below is included for review.

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Row Labels	Sum of Original Budget	Sum of Actual Bal	Sum of Order Value	Sum of Total
Operating Expenditure	1,482,281	128,878	218,728	347,607
Animal Control	108,216	5,738	0	5,738
Environmental Health	73,481	0	0	0
Information Technology	458,759	46,038	25,271	71,309
Local Laws	162,716	5,028	0	5,028
Major Opex	400,000	71,749	73,358	145,107
Mosquito Control	67,083	325	0	325
Pest Management Operations	77,943	0	15,253	15,253
Property And Leases	15,000	0	0	0
Weed Control	119,083	0	104,846	104,846
Operating Income	-559,000	-6,848	0	-6,848
Animal Control	-2,000	-407	0	-407
Environmental Health	0	-1,182	0	-1,182
Local Laws	-89,000	-1,259	0	-1,259
Major Opex	-400,000	0	0	0
Property And Leases	-68,000	-4,000	0	-4,000
Grand Total	923,281	122,030	218,728	340,759

.3 Program Updates

Local Laws

The local laws report for the month of July is attached. The numbers of illegal campers have decreased for July, as travelers are being advised to move to the 5km boundary where they are not able to find a site at the caravan parks and campgrounds.

Council has received a grant for Illegal Dumping that is required to be expended by the end of October 2021. An officer was appointed to conduct patrols, however, has not been replaced. There have been and continue to be challenges to recruiting another officer and spending the grant in the time period.

The Local Laws Officer will in the meantime conduct patrols of identified hotspot areas and determine any new hotspots. The funding also provides for the

- purchase of up to 10 cameras with hives to be installed in hotspot areas; and
- signage; and
- training.

1080 Baiting

I met with Mark Hogno from Carpentaria Land Council Aboriginal Corporation (CLCAC) to discuss the programs 1080 Baiting and Weed Management.

Round two of the 1080 Baiting Program is being scheduled and planned for September. The proposed dates are attached.

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Mark will attend the Pest Taskforce meeting Karumba, and provide an update on the baiting program in the Shire.

In May CLCAC conducted weed spraying in the Karumba area along the Karumba walking track, across from the Civic Centre, along Karumba Developmental Road and on Allan Howie Road past the Truck Stop.

I've asked Mark to conduct a follow up inspection of the area and provide some feedback to Council on the effectiveness of the program. I've also advised CLCAC it is unlikely there will be further weed control conducted for the remainder of the financial year.

Audit

Council's external auditors have provided an Interim Management Report and it is attached as a separate report.

Depreciation Review

The review has been finalized, and discussions have been held with Council's external auditors, Crowe Horwath in respect of the findings. They now have a position paper in hand and will hold independent discussions with the AssetVal, the valuers, and Council's engineers.

ICT Strategy

The ICT Strategy project has been completed following a consultation process with GWI and numerous officers. The following documents have been developed:

- A Current State Brief
- ICT Vision
- ICT Strategy

There have been a number of opportunities presented in the current state brief. I will work with ELT to prioritise these opportunities and identify the costs to implement over a five-year period. From this we expect to prepare a report to Council.

There is a small budget for ICT consultants, which is intended to be utilized to progress the ICT Governance Framework. This is considered an important step in controlling the IT environment to ensure business needs and costs are optimized.

Consultation (Internal/External):

- Local Laws Officer
- Director of Engineering
- Engineer
- Chief Executive Officer
- Manager of Finance and Administration

Legal Implications:

- *Local Government Regulation 2012*
- *Local Government Act 2009*

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Financial and Resource Implications:

- Within Budget.

Risk Management Implications:

- Risk is considered low and Council will be advised if major items deviate from the adopted budget and forecasts.

In respect of audit matters, risk is dependent on the rating provided in the audit reports.

2021/2022 Local Laws Reporting												
Month	New Animal Registrations			Impounded Animals			Euthanized Animals					
	Ntn	Kba	Other	Dogs	Cats	Other	Euth. Dogs	Euth. Cats	Euth. Other			
Jul	3	4	0	7	2	45	30	5	0	45	30	0
Aug												
Sep												
Oct												
Nov												
Dec												
Jan												
Feb												
Mar												
Apr												
May												
Jun												
Total	3	4	0	7	2	45	30	5	0	45	30	0

2021/2022 Local Laws Reporting														
Month	Illegal Campers		Snakes removed		Overgrown Allotment notices		Abandoned Vehicles		Pound Release fees		Infringements Issued		Fines Collected	
	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba
Jul	10	12	1											
Aug														
Sep														
Oct														
Nov														
Dec														
Jan														
Feb														
Mar														
Apr														
May														
Jun														
Total	10	12	1	0	0	0	0	0	0	0	0	0	0	0



CLCAC CARPENTARIA LAND COUNCIL
 ABORIGINAL CORPORATION

United we stand.

Normanton Rangers Contract Program - 2021
1080 Baiting - Round 2 - Proposed Dates & Locations

PROPOSED:	DATES	Properties	Baiting Station
TBC		Delta Downs, Karumba Holdings, Maggeville	Delta Downs
Monday	20 th September	Miranda Downs	Miranda Downs
Tuesday	21 st September	Stirling / Lotusvale	Stirling
Tuesday	21 st September	Vanrook	Vanrook
Wednesday	22 nd September	Inkerman	Inkerman
Thursday	23 rd September	Rutland Plains	Rutland Plains
Thursday	24 th September	Dunbar, Koolata	Dunbar
Tuesday	28 th September	Donors Hill, Talwanta, Neumeyer Valley, Cowan Downs, McAllister	Donors Hill (Borrow pit) Neumeyer Valley Road
Tuesday	28 th September	Lorraine	Lorraine
Thursday	30 th September	Iffley, Warren Vale, Glenore, Wondoola	Glenore
Tuesday	5 th October	Magowra, Inverleigh & Inverleigh West	Magowra, Inverleigh & Inverleigh West- TBC
Wednesday	6 th October	Double Lagoon	Double Lagoon
Thursday	7 th October	Wernadinga, Augustus Downs	Wernadinga, Augustus Downs
Friday	8 th October	Mutton Hole	Mutton Hole
Tuesday	12 th October	Broad Water	Broad Water
Wednesday	TBC	Haydon, Timora,	Haydon
Thursday	14 th October	Mundurro	Mundurro



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10.2 MONTHLY FINANCIAL REPORT - JULY 2021

Attachments:	10.2.1. Monthly Financial Statements - July 2021 ↓ 10.2.2. Cash - July 2021 ↓ 10.2.3. Capital Expenditures - July 2021 ↓ 10.2.4. Major Operating Expenditures - July 2021 ↓ 10.2.5. Local Spend - July 2021 ↓
Author:	Jade Nacario - Manager Finance and Administration
Date:	12 August 2021
Key Outcome:	7.3 - Strategic management of Council
Key Strategy:	7.3.3 Implement sustainable financial management and effective procurement practices.

Executive Summary:

Presentation of the financial report for July 2021 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.

RECOMMENDATION:

That Council accepts the Monthly Financial Report, as required under section 204 of the *Local Government Regulation 2012* for the period ended 31 July 2021.

FINANCIAL REPORT

The Monthly Finance Reports are prepared in accordance with the reporting requirements of the *Local Government Act 2009* and *Local Government Regulation 2012 s204*.

The following reports for 31 July 2021 are attached for Council's information.

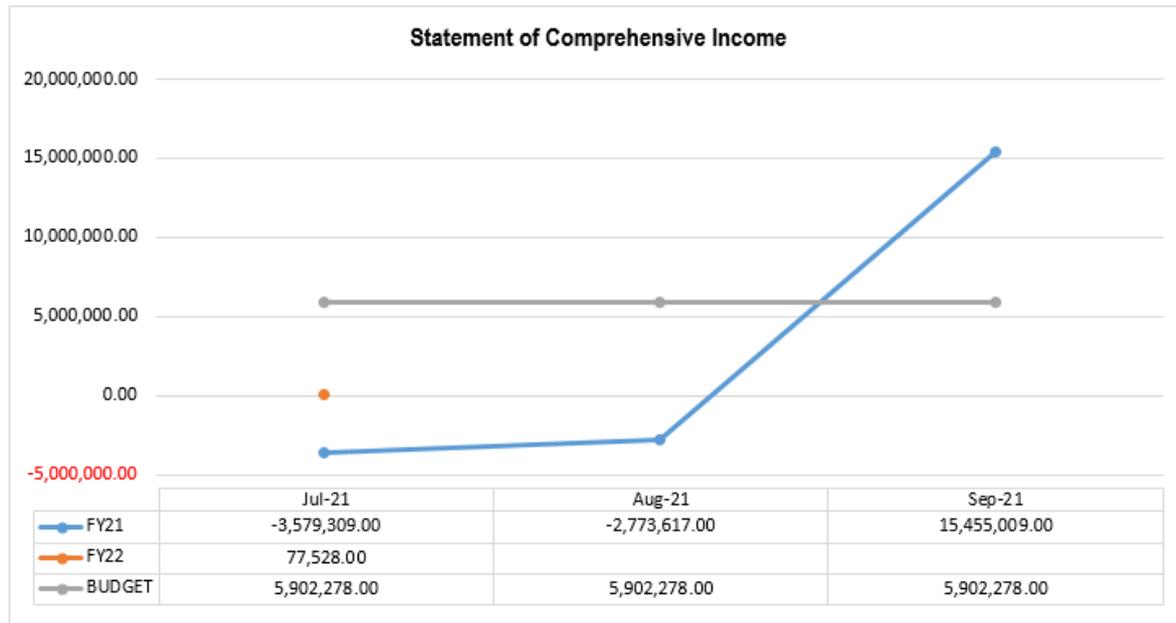
- Statement of Comprehensive Income
- Statement of Comprehensive Income by Category
- Statement of Financial Position
- Cashflow Statement
- Accounts Summary

Operating Statement

For the first month of the financial year 2021/2022, the comprehensive income statement indicated a net result of \$77K in surplus. For this first month, council has posted \$3,211,003 in recurrent revenue, \$4,109,279 in recurrent expenditure and \$975,804 in capital income. Depreciation expenditure for this month is not included in the report as the 2020/2021 asset year is not yet finalized. As per budget, the estimated depreciation expense for this month is \$828,857.

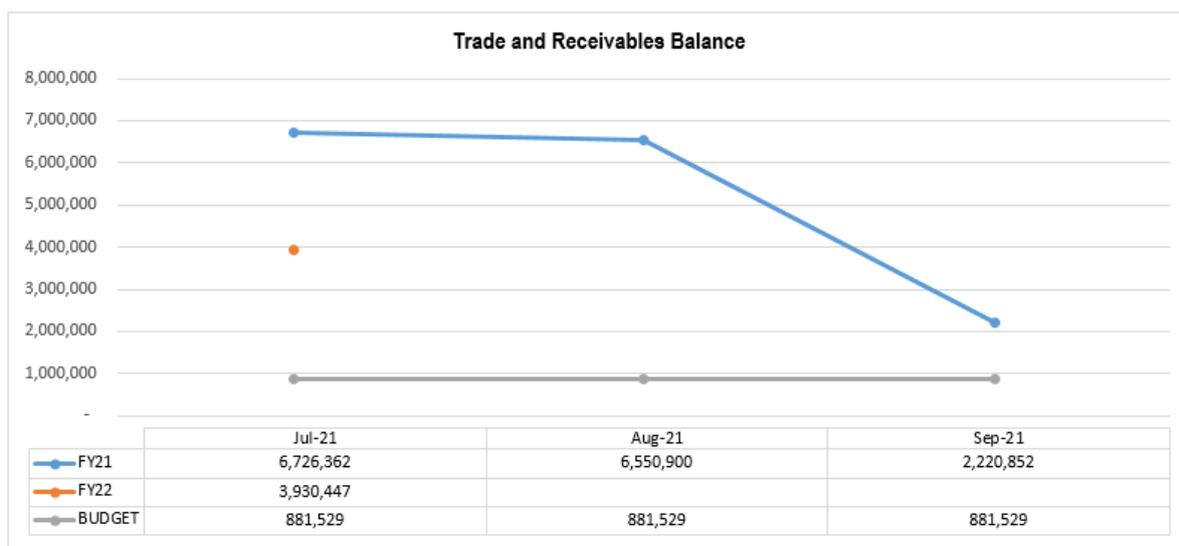
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Recurrent revenue is expected to increase on the second month of the financial year due to rates 1st levy and operating grants. We expect at year end the Net Result will move closer to the budget \$5.9 million.



Financial Position Reports

The graph below shows Council's *Trade and Receivables* balance of \$ 3,930,447. The receivables balance is made up of rates receivable \$606,707 and the remaining balances are receivables from community loans, Main Roads recoverable works and airport charges.



Cash

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Council's cash position appears quite healthy at \$29.066 million. It is important to understand that a significant portion of this balance is required to settle liabilities as they fall due, and to maintain the contract asset and liability shortfalls. Please see attached graph titled Cash to show comparison of cash from 2019 to present. The accounts summary sheet shows the actual cash balance is just \$1 million taking into account the nett contract balances \$6.5 million, provisions and reserves. This is a good position as it includes a \$7.2 million sustainability reserve. Council should be mindful of spending additional cash and consider each new project on a case by case basis.

Rates and Service Charges Receivables

The outstanding rates for the first month of the financial year is 6% higher compared to the balance of July last year. The balance is decreasing every month due to payment arrangements in place.

Council is scheduled to process the first rates levy in August 2021. This levy will include excess water consumption for the period 1 July 2020 to 30 June 2021. This income will be accrued back to the 2020/2021 financial year as the accounting treatment requires it to be recognised in the year it was earned.

A review on the rates system is ongoing, both for the new levy and to verify data integrity prior to the August levy.

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Rates Outstanding					
	%	Jul-21	Jun-21	May-21	Jul-20
Current Year	0%	-	293,888	310,116	-
1 Year Arrears	39%	288,201	121,564	121,713	292,675
2 Year Arrears	16%	120,262	51,692	51,715	75,706
3+ Year Arrears	27%	197,754	147,801	149,079	166,897
Interest	19%	138,458	140,167	141,167	178,052
Credits		(137,968)	(126,183)	(115,604)	(147,188)
Balance	100%	606,707	628,928	658,186	566,141



Operational Projects Report 2021/2022

This report shows operational projects, some of which are grant funded, Council funded or a combination of both.

Capital Expenditure Report 2021/2022

Council has a capital budget of \$16.1 million for the 2021/2022 financial year. The attached capital expenditure report shows some projects are multi-year projects and identifies how the project is funded and how the project is tracking against the budget. Council is heavily reliant on grant funding for most capital expenditure, however the following items are fully funded by Council:

- Fleet and Plant Replacement \$1,557,699
- Gilbert St Pontoon Repairs \$ 15,000
- Disability Access Footpaths in Karumba and Normanton \$ 105,000

The following projects are partly funded by Council:

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- Disaster Coordination Centre
- Normanton-Burketown Sealing
- Glenore Weir Rectification Stage 2
- Raw Water Irrigation
- Shire Office – External Repaint

For capital works that are externally funded, work shall not commence, other than minor preliminary costs, until the funding agreements have been executed. It is noted that any preliminary works are not able to be acquitted against the grant.

The Capital Expenditure budget will be continually assessed to ensure the projects are managed within the budget. Where savings from under expenditure are achieved, it is likely this saving will be offset against other unplanned works. Failure of critical assets is an example of reallocation of budgetary resources. Ideally Council would maintain assets to a standard and spend an amount equivalent to its annual depreciation to achieve this.

Council total capital expenditure for the month of July 2021 was \$572,362 of the \$16.1m budget.

QTC Loans

Council currently has three loans with Queensland Treasury Corporation (QTC), the details are shown below:

Loan Purpose	Balance	Maturity Date
Glenore Weir	4,665,274	15 March 2035
Karumba Sewerage	1,814,029	15 June 2030
Normanton Water	996,332	15 March 2031
TOTAL	7,475,635	

Consultation (Internal/External):

- Executive Leadership Team, Managers and relevant officers

Legal Implications:

- *Local Government Regulation 2012*, section 204:
 1. The local government must prepare a financial report.
 2. The chief executive officer must present the financial report –
 - a. if the local government meets less frequently than monthly—at each meeting of the local government; or
 - b. otherwise — at a meeting of the local government once a month.
 3. The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.

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Local Government Act 2009

Financial and Resource Implications:

- The report identifies how Council is tracking against the adopted operational and capital budgets for the financial year.

Risk Management Implications:

- Risk is considered low and Council will be advised if major items deviate from the adopted budget and forecasts.



Statement of Comprehensive Income by Category
 for the period ended 31 July 2021

	Core \$	QRA \$	Non-Core \$	Total \$	Budget \$
Income					
Revenue					
Recurrent revenue					
Rates, levies and charges	-	-	-	-	8,183,000
Fees and charges	40,099	-	170,146	210,245	539,000
Rental income	4,000	-	23,030	27,030	581,000
Interest received	14,244	-	-	14,244	200,000
Sales revenue	2,911,888	-	-	2,911,888	10,408,500
Other income	28,116	-	-	28,116	20,000
Grants, subsidies, contributions and donations	1,818	-	17,661	19,480	46,487,331
	<u>3,000,165</u>	<u>-</u>	<u>210,838</u>	<u>3,211,003</u>	<u>66,418,831</u>
Capital revenue					
Grants, subsidies, contributions and donations	975,804	-	-	975,804	11,143,759
Total revenue	<u>3,975,969</u>	<u>-</u>	<u>210,838</u>	<u>4,186,807</u>	<u>77,562,590</u>
Capital income	-	-	-	-	-
Total income	<u>3,975,969</u>	<u>-</u>	<u>210,838</u>	<u>4,186,807</u>	<u>77,562,590</u>
Expenses					
Recurrent expenses					
Employee benefits	(599,107)	(136,475)	(56,833)	(792,415)	(10,852,910)
Materials and services	(1,160,191)	(1,939,554)	(181,146)	(3,280,891)	(50,491,285)
Finance costs	(35,973)	-	-	(35,973)	(369,824)
Depreciation	1	-	-	1	(9,946,292)
	<u>(1,795,270)</u>	<u>(2,076,029)</u>	<u>(237,979)</u>	<u>(4,109,279)</u>	<u>(71,660,312)</u>
Capital expenses	0	0	0	0	-
Total expenses	<u>(1,795,270)</u>	<u>(2,076,029)</u>	<u>(237,979)</u>	<u>(4,109,279)</u>	<u>(71,660,312)</u>
Net result	<u>2,180,700</u>	<u>(2,076,029)</u>	<u>(27,142)</u>	<u>77,528</u>	<u>5,902,278</u>
Other comprehensive income					
Items that will not be reclassified to net result					
Increase / (decrease) in asset revaluation surplus	-	-	-	-	-
Total other comprehensive income for the year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total comprehensive income for the year	<u>2,180,700</u>	<u>(2,076,029)</u>	<u>(27,142)</u>	<u>77,528</u>	<u>5,902,278</u>

Non Core activities include Les Wilson Barra Discovery Centre, Hatchery, Child Care, Gym, Staff Housing and Prisoner Housing



Statement of Comprehensive Income
 for the period ended 31 July 2021

	31 July 2021	2021.2022
	Actual	Adopted Budget
	\$	\$
Income		
Recurrent Revenue		
Rates and Charges	0	8,183,000
Fees and Charges	210,245	539,000
Rental Income	27,030	581,000
Interest Received	14,244	200,000
Sales & Recoverable Works	2,911,888	10,408,500
Other Recurrent Income	28,116	20,000
Grants, Subsidies and Contributions	19,480	46,487,331
Total Recurrent Revenue	3,211,003	66,418,831
Capital Revenue		
Grants, Subsidies and Contributions	975,804	11,143,759
Capital Income	0	0
Total Income	4,186,807	77,562,590
Expenses		
Recurrent Expenses		
Administration and Governance	(650,754)	(5,040,129)
Community	(280,670)	(2,907,107)
Engineering	(311,645)	(4,474,418)
Fleet and Plant	416,676	4,877,878
Recoverable Works	(934,834)	(9,096,300)
Environment	(48,549)	(1,283,144)
DRFA	(2,076,029)	(40,031,791)
Tourism	(131,274)	(1,254,213)
Water and Sewerage	(56,228)	(2,134,971)
Finance Costs	(35,973)	(369,824)
Depreciation	0	(9,946,292)
Total Expenses	(4,109,279)	(71,660,312)
Capital Expenses		
	-	-
Total Expenses	(4,109,279)	(71,660,312)
Net Result	77,528	5,902,278



Statement of Financial Position
 as at 31 July 2021

	31 July 2021 Actual \$	2021.2022 Adopted Budget \$
Current Assets		
Cash and Equivalents	29,066,133	36,376,615
Trade and Other Receivables	3,930,447	881,529
Inventories	454,733	424,693
Other Financial Assets	433,982	433,982
ATO Receivable	505,701	0
Contract Assets	14,435,566	14,435,566
Total Current Assets	48,826,562	52,552,385
Non-Current Assets		
Receivables	159,534	90,571
Property, Plant and Equipment	352,659,429	344,165,589
Capital Works in Progress	5,184,698	16,157,389
Total Non-Current Assets	358,003,661	360,413,549
TOTAL ASSETS	406,830,224	412,965,934
Current Liabilities		
Trade and Other Payables	1,308,657	7,530,468
ATO Payable	0	198,786
Interest Bearing Liabilities	479,017	512,809
Provisions	1,359,290	1,285,765
Other Accounts Payable	100,000	100,000
Contract Liabilities	20,935,948	20,415,906
Total Current Liabilities	24,182,912	30,043,734
Non-Current Liabilities		
Interest Bearing Liabilities	6,996,618	6,439,150
Provisions	1,590,595	1,937,954
Other Accounts Payable	100,000	100,000
Total Non-Current Liabilities	8,687,213	8,477,104
TOTAL LIABILITIES	32,870,125	38,520,838
NET COMMUNITY ASSETS	373,960,099	374,445,096
Community Equity		
Asset Revaluation Reserve	269,535,722	269,621,280
Retained Surplus	104,424,377	104,823,816
TOTAL COMMUNITY EQUITY	373,960,099	374,445,096



Cash Flow Statement
 for the period ended 31 July 2021

	31 July 2021	2021-2022
	Actual	Adopted Budget
	\$	\$
Cash Flows From Operating Activities:		
Receipts From Customers	2,553,388	19,185,439
Payments to Suppliers and Employees	(10,684,808)	(61,444,195)
	<u>(8,131,420)</u>	<u>(42,258,756)</u>
Interest Received	14,244	200,000
Rental Income	27,030	581,000
Non Capital Grant and Contributions	19,480	46,487,331
Borrowing Costs	(35,973)	(369,824)
Net Cash Flows From Operating Activities	<u>(8,106,639)</u>	<u>4,639,751</u>
Cash Flows From Investing Activities:		
Payments for Property, Plant and Equipment	(572,362)	(16,157,389)
Proceeds From Sale of Property, Plant and Equipment	0	2,184,000
Grants, Subsidies and Contributions	975,804	11,143,759
Net Cash Flows From Investing Activities	<u>403,442</u>	<u>(2,829,630)</u>
Cash Flows From Financing Activities		
Repayment of Borrowings	0	(487,349)
Net Cash Flows From Financing Activities	<u>0</u>	<u>(487,349)</u>
Net Increase (Decrease) in Cash Held	(7,703,197)	1,322,772
Cash at Beginning of Reporting Period	36,769,331	35,053,843
Cash at End of Reporting Period	<u>29,066,133</u>	<u>36,376,615</u>

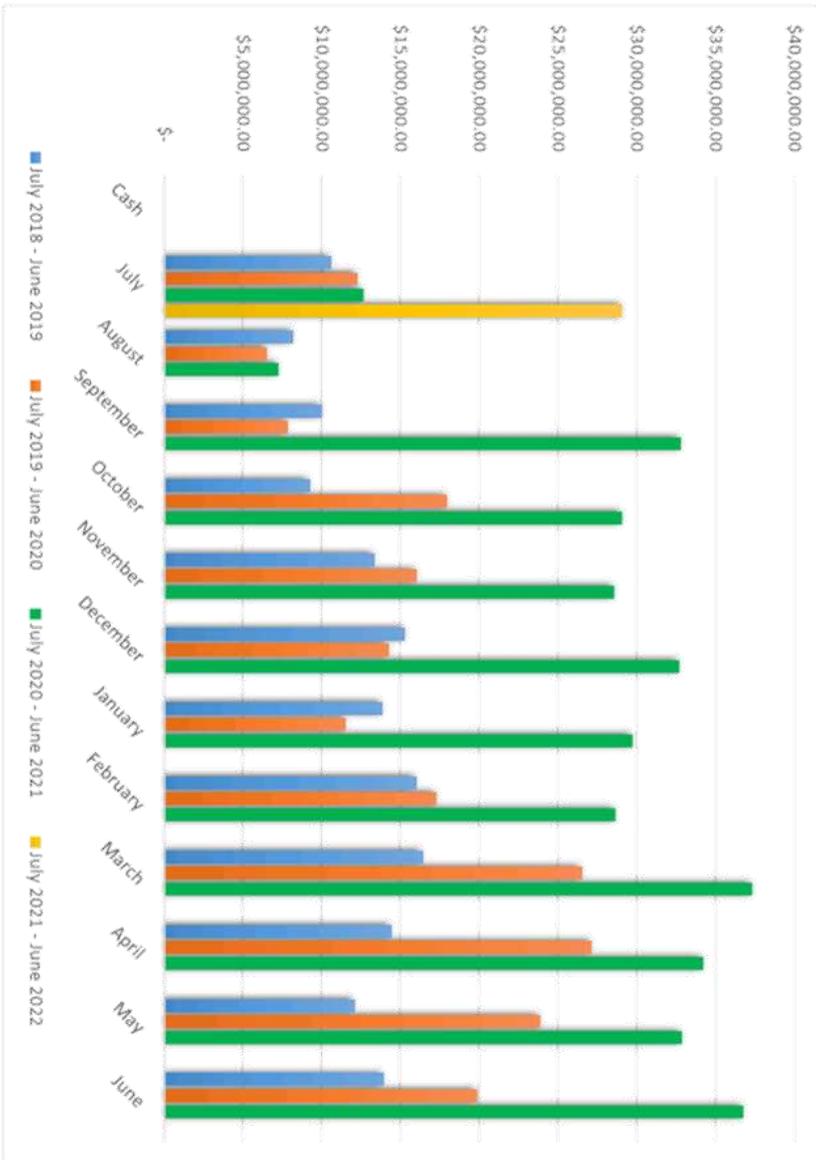


Accounts Summary

	31 July 2021 \$	30 June 2021 \$
General Accounts		
Westpac General Operating Accounts	584,391	1,026,962
QTC General Fund	25,552,402	32,822,326
QTC Sewerage Reserve	477,745	477,745
QTC Airport Reserve	144,728	144,728
QTC Water Supply Reserve	716,313	716,313
QTC Land Development Reserve	0	0
QTC Plant Replacement Reserve	1,577,306	1,577,306
QTC Flood Damage Event 2021 Reserve	0	0
Total balance held in banks	29,052,885	36,765,380
Trust Accounts		
Queensland Treasury Corporation	91,378	91,378
Westpac Bank	34,319	34,319
Total balance held in trust	125,697	125,697
Other Balances		
** CSC Reserves	11,570,235	11,070,235
CSC Provisions	2,949,885	3,247,476
Net of Contract Assets and Liabilities	6,500,382	6,263,150
Total balance reserves, provisions and contract liabilities	21,020,502	20,580,861
*** QTC Borrowings		
Karumba Sewerage	1,814,029	1,804,355
Normanton Water Upgrade	996,333	991,134
Raise Glenore Weir	4,665,274	4,649,476
Total balance QTC borrowings	7,475,635	7,444,965
Net Council Position	556,748	8,739,554
** CSC Reserves consists of the following		
Land Development	12,453	
Sewerage Reserve	477,745	
Plant Replacement	1,577,306	
Future Capital Works	1,247,180	
Water Supply	716,313	
Airports	132,275	
Capital Grants	61,984	
Operating Expenditures	80,000	
Sustainability	7,264,979	

CASH

Cash	July	August	September	October	November	December	January	February	March	April	May	June
2019	\$10,624,212.00	\$8,210,979.00	\$10,052,874.00	\$9,230,314.00	\$13,365,287.00	\$15,294,953.00	\$13,866,629.00	\$16,004,746.00	\$16,406,721.00	\$14,429,103.00	\$12,076,778.00	\$13,940,891.00
2020	\$12,280,567.00	\$6,538,396.00	\$7,802,385.00	\$17,986,246.00	\$16,045,726.00	\$14,253,941.00	\$11,534,551.00	\$17,310,350.00	\$26,505,321.00	\$27,149,119.00	\$23,891,105.00	\$19,895,041.00
2021	\$12,668,763.00	\$7,267,828.00	\$32,799,197.00	\$29,061,031.00	\$28,569,461.00	\$32,701,782.00	\$29,755,429.00	\$28,656,349.42	\$37,318,356.00	\$34,226,338.00	\$32,854,549.00	\$36,769,988.00
2022	\$29,066,133.00											



Carpentaria Shire Council - Capital Expenditure Budget - 2021-2022

Job No	Project Description	Type	Funding Body	Project Start	Project Finish	Grant Compn'n Date	Project Expense Budget	Project Funding Sources			Councils Contribution to Project	Actuals from Prior Years	Original Budget 2021-2022	Additional Items 2021-2022	YTD Expenses 2021-2022	Committed Orders	Total Expenses 2021-2022
								Project Grant Funding	Asset Sale / Trade-In								
QR88F1	Disaster Coordination Centre - Construct, Demolish Depot Shed	R	QR88F	01-Jul-21	30-Apr-22	30-Jun-22	426,259	376,259	0	50,000	0	0	0	0	0	0	0
CO2106	John Henry Oval - New Change Rooms/3 Bay Shed/Undercover Area	U	DSR	01-Aug-21	15-Dec-21	31-Dec-21	900,000	900,000	0	0	0	0	900,000	0	0	0	0
CP2101	P4138 - Graco Linelazer IV 250595 (linemarket)	R	CSC	01-Jul-20	30-Sep-21		36,000	0	0	36,000	0	0	30,000	0	0	0	0
CP2102	CATERPILLAR 140M MOTOR GRADER (Sell P3018 & P3131) P1673 - Toyota Landcruiser Prado GXL Wagon (M Picketing)	R	CSC	01-Jul-20	31-Jul-21		516,000	0	320,000	196,000	0	0	516,000	0	0	0	0
CP2115	P1653 - Toyota Hilux Single Cab - Electrician	R	CSC	30-Aug-21	30-Sep-21		0	0	30,000	-30,000	0	0	0	0	0	0	0
CP2104	P1680 - Toyota Hilux SR Dual Cab 4x4 Utility	R	CSC	01-Jul-20	30-Sep-21		62,370	0	15,000	47,370	0	0	62,370	0	0	62,370	62,370
CP2119	P1665 - Toyota Landcruiser Single Cab Workmate - Plumber	R	CSC	01-Jul-20	30-Sep-21		60,000	0	15,000	45,000	0	0	60,000	0	0	0	0
CP2112	P1770 - Ford Ranger Extra Cab 4x4 Utility - Local Laws	R	CSC	01-Jul-20	30-Sep-21		78,000	0	25,000	53,000	0	0	78,000	0	0	87,355	87,355
CP2116	P1604 - Toyota Hilux SR Dual Cab 4x4 Utility - Engineer Works	R	CSC	01-Jul-20	30-Sep-21		56,890	0	15,000	41,890	0	0	56,890	0	0	56,890	56,890
CP2117	P1604 - Toyota Hilux SR Dual Cab 4x4 Utility - Engineer Works	R	CSC	01-Jul-20	30-Sep-21		78,000	0	15,000	63,000	0	0	78,000	0	0	58,491	58,491
CP2114	P1605 - Toyota Hilux SR 4x4 Single Cab Utility - Carpenter	R	CSC	01-Jul-20	30-Sep-21		75,754	0	25,000	50,754	0	0	75,754	0	0	75,754	75,754
CP2113	P1568 - Toyota Hilux SR DC Styleside Ute - WPHS	R	CSC	01-Jul-20	30-Sep-21		72,273	0	7,000	65,273	0	0	72,273	0	0	72,273	72,273
CP2120	P1608 - Toyota Landcruiser Workmate Utility - Workshop	R	CSC	01-Jul-20	30-Sep-21		58,726	0	5,000	53,726	0	0	58,726	0	0	58,726	58,726
CP2107	P1781 - Toyota Hilux SR TD 4x4 Dual Cab Utility - Foreman	R	CSC	01-Jul-20	30-Sep-21		72,745	0	5,000	67,745	0	0	72,745	0	0	0	0
CP2108	P1789 - Toyota Hilux SR TD 4x4 Dual Cab Utility - Foreman	R	CSC	01-Jul-20	30-Sep-21		59,438	0	0	59,438	0	0	59,438	0	0	59,438	59,438
CP2109	P1750 - Toyota Hilux SR 4x4 Dual Cab Utility - Foreman	R	CSC	01-Jul-20	30-Sep-21		59,438	0	8,000	51,438	0	0	59,438	0	0	59,438	59,438
CP2110	P1771 - Toyota Hilux SR 4x4 Dual Cab Utility - Foreman	R	CSC	01-Jul-20	30-Sep-21		59,438	0	8,000	51,438	0	0	59,438	0	0	59,438	59,438
CP2111	P1774 - Toyota Hilux SR TD 4x4 Dual Cab Utility - Foreman	R	CSC	01-Jul-20	30-Sep-21		59,438	0	8,000	51,438	0	0	59,438	0	0	59,438	59,438
CP2118	P4016 - Jacobsen R.311T Wide area Mower P4013 - Kubota F3680 Front Deck Mower P1772 - Toyota Landcruiser Dual Cab - Mayor P6500 Cardboard Shredder - Karumba Transfer St P4139 Vermeer BC1200XL Wood Chipper P3136 Caterpillar 936E Landfill Compactor New Forklift - Karumba Sewerage Treatment Plant	R	CSC	01-Jul-20	not required		60,000	0	6,000	54,000	0	0	60,000	0	0	0	0
CR2102	Garbage Truck (disposal) Fleet Budget 2021-2022 (Priorities to be Identified) Normanton-Burketown Seal Project 11/12 CSC 0017.1819E REC (Prev CR2004)	R	CSC	01-Jul-21	31-Dec-21		80,751	0	45,000	35,751	0	0	80,751	0	0	80,751	80,751
		R	CSC	01-Jul-20	30-Sep-21		0	0	7,000	-7,000	0	0	0	0	0	0	0
		R	CSC	01-Jul-20	31-Aug-21		0	0	6,000	-6,000	0	0	0	0	0	0	0
		R	CSC	01-Jul-20	31-Aug-21		0	0	13,000	-13,000	0	0	0	0	0	0	0
		R	CSC	01-Jul-21	30-Sep-21		60,000	0	0	60,000	0	0	60,000	0	0	0	0
		R	CSC	19-Jul-21	30-Sep-21		500,000	0	100,000	400,000	0	0	500,000	0	0	0	0
		U	QBA	19-Jul-21	30-Sep-21		744,059	717,649	0	26,410	10,260	10,260	744,059	0	25,542	330,019	355,562

Carpentaria Shire Council - Capital Expenditure Budget - 2021-2022

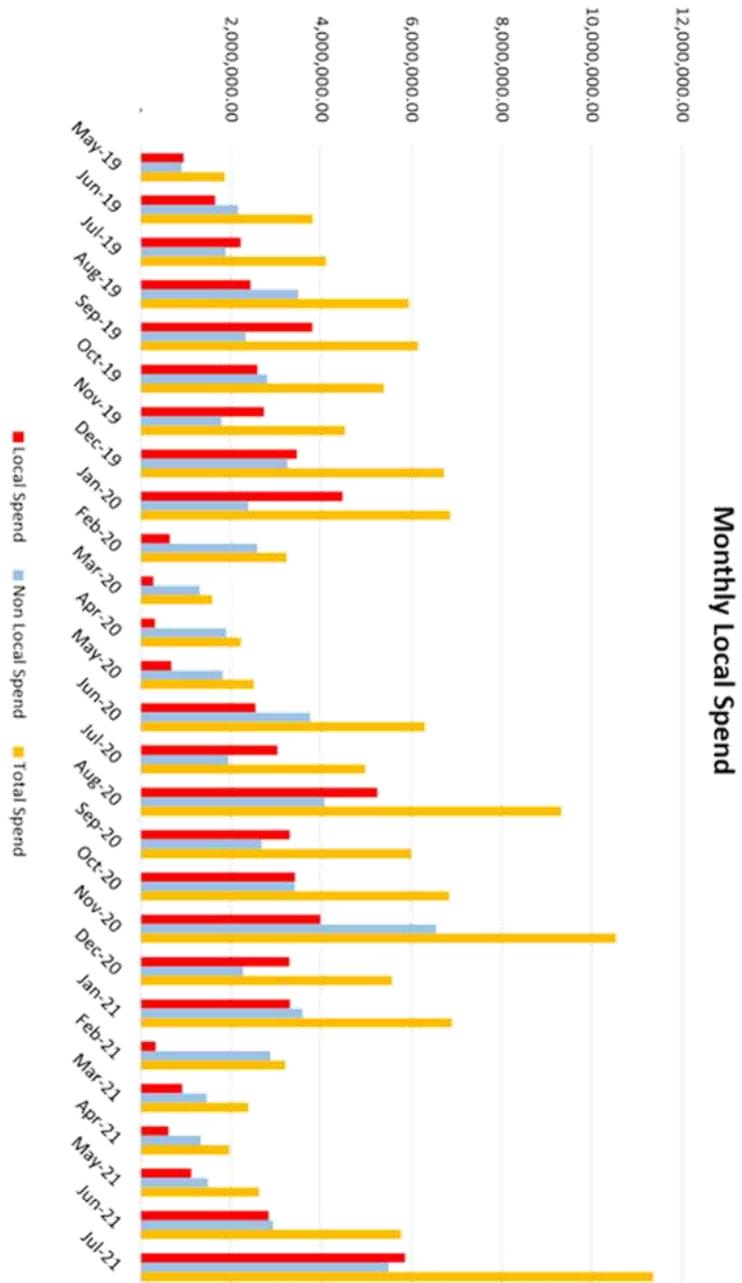
Job No	Project Description	Type	Funding Body	Project Start	Project Finish	Grant Compn Date	Project Expense Budget	Project Funding Sources			Councils Contribution to Project	Actuals from Prior Years	Original Budget 2021-2022	Additional Items 2021-2022	YTD Expenses 2021-2022	Committed Orders	Total Expenses 2021-2022
								Project Grant Funding	Asset Sale / Trade-In	Concessions							
CR2103	Normanton-Burketown Seal Project 13 CSC 0016 1819E REC (Prev CR2003)	U	QRA	19-Jul-21	30-Sep-21	30-Sep-21	2,657,714	2,549,004	0	0	108,710	4,893	2,657,714	0	4,952	56,844	61,796
CW1902	Genore Weir Rectification Stage 2 (LGSSP) De-sludging of Sewerage Lagoon (NDRP)	U	LGSSP	01-Jul-19	31-May-22	30-Jun-22	2,800,000	1,680,000	0	0	1,120,000	1,540,758	1,500,000	0	25,168	110,385	135,553
QRBP2001	CSC 0040 1819E DWS	U	QRA	01-Nov-20	30-Sep-21	31-Oct-21	974,558	974,558	0	0	0	533	974,558	0	533	0	533
QRBP2002	Replace Damaged Manholes	R	QRA	01-Nov-20	30-Sep-21	31-Oct-21	8,000	6,000	0	0	2,000	0	8,000	0	0	0	0
CW2007	BBRF - Raw Water Irrigation Karumba Pool Filtration Pumps (Replace existing pumps to increase efficiency)	N	BBRF	01-Jul-19	30-Nov-21	30-Nov-21	906,000	679,500	0	0	226,500	759,213	187,000	0	0	0	0
LRCP6	LRCP6	R	LRCP	01-Jul-21	15-Dec-21	31-Dec-21	20,000	20,000	0	0	0	0	20,000	0	0	0	0
WQ2201	Town Beautification - Landborough St Development	N	DSDLGP	01-Jul-21		30-Jun-24	200,000	200,000	0	0	0	0	10,000	0	0	0	0
WQ2202	Town Beautification - School Dam Precinct Development Council Staff Housing - Renewals - Prioritised per condition assessments	N	DSDLGP	01-Jul-21		30-Jun-24	300,000	300,000	0	0	0	0	5,000	0	0	3,843	3,843
WQ2203	assessments	R	DSDLGP	01-Jul-21		30-Jun-24	400,000	400,000	0	0	0	0	135,000	0	0	0	0
WQ2204	Onsite Chlorine Generators - Normanton & Karumba Pools Water Treatment Plant Controls/Monitoring - Priorities to be established	U	DSDLGP	01-Jul-21		30-Jun-24	320,000	320,000	0	0	0	0	320,000	0	0	0	0
WQ2205	Water Treatment Plant Controls/Monitoring - Priorities to be established	R	DSDLGP	01-Jul-21		30-Jun-24	180,000	180,000	0	0	0	0	15,000	0	0	0	0
WQ2206	Karumba Airport Power Supply Upgrade	U	DSDLGP	01-Sep-21	30-Sep-21	30-Jun-24	60,000	60,000	0	0	0	0	60,000	0	0	0	0
WRP207	Water Treatment Plant - Normanton - Reservoir Repairs Genore Weir Emergency Intake and Infrastructure	R	DSDLGP	01-Jul-22	30-Jun-24	30-Jun-24	210,000	210,000	0	0	0	0	0	0	0	0	0
RRF001	Genore Weir Emergency Intake and Infrastructure	R	QRA	01-Jul-21	01-Dec-23	31-Dec-23	320,000	320,000	0	0	0	0	320,000	0	0	0	0
RRF002	Karumba Water Tower/Reservoirs On site Chlorine Generator	U	QRA	01-Jul-21	30-Jun-22	31-Dec-23	180,000	180,000	0	0	0	0	180,000	0	0	0	0
RRF003	Normanton Water Treatment Plant - Study & Design (increase potable supply)	N	QRA		30-Jun-22	31-Dec-23	40,000	40,000	0	0	0	0	40,000	0	0	0	0
RRF004	Karumba Sewerage System - System Review & Master Plan Water Treatment Plant - Normanton - Diversion of Pipework to improve operational efficiency	N	QRA		01-Dec-23	31-Dec-23	80,000	80,000	0	0	0	0	10,000	0	0	0	0
RRF005	Water Treatment Plant - Normanton - Diversion of Pipework to improve operational efficiency	N	QRA		30-Jun-23	31-Dec-23	150,000	150,000	0	0	0	0	0	0	0	0	0
RRF006	Karumba Airport Weather Station	N	QRA		01-Dec-23	31-Dec-23	87,000	87,000	0	0	0	0	0	0	0	0	0
CR2104	Gilbert Street Pontoon Repairs	R	CSC	01-Jul-21	30-Jun-22	30-Jun-22	15,000	0	0	0	15,000	0	15,000	0	0	0	0
CR2105	Disability Access Normanton - Footpaths	R	CSC	01-Jul-21	30-Jun-22	30-Jun-22	60,000	0	0	0	60,000	0	60,000	0	0	0	0
CR2106	Disability Access Karumba - Footpaths	R	CSC	01-Jul-21	30-Jun-22	30-Jun-22	45,000	0	0	0	45,000	0	45,000	0	0	0	0
CR2108	ATSI TIDS Dunbar Kowanyama Road Floodway	U	ATSI/TIDS	01-Jul-21	16-Jul-21	31-Dec-21	925,000	925,000	0	0	0	412,628	844,600	0	428,919	83,465	512,384
LRCP5	Normanton Entry Signage (Similar to Karumba Signage)	N	LRCP	31-May-21	01-Dec-21	31-Dec-21	55,000	55,000	0	0	0	13,500	41,500	0	0	31,364	31,364
LRCP6	Shire Office - External Repair	R	LRCP	01-Jul-21	01-Dec-21	31-Dec-21	108,000	50,000	0	0	58,000	0	108,000	0	0	0	0
CR2201	Shire Office - Photocopier Roads of Strategic Importance (Ntn to Burketown Rd) (Sealing)	R	CSC	15-Jul-21	01-Dec-21	30-Jun-22	17,000	0	0	0	17,000	0	17,000	0	0	16,547	16,547
RR201	TIDS/R/R/Council - Normanton to Burketown - Sealing Works	U	ROSI				0	0	0	0	0	0	0	0	0	0	0
			TIDS/R2R	01-Jul-21	30-Jun-22	30-Jun-22	1,820,000	1,621,924	0	0	198,076	0	1,820,000	0	80,669	60,874	141,543

Carpentaria Shire Council - Capital Expenditure Budget - 2021-2022

Job No	Project Description	Type	Funding Body	Project Start	Project Finish	Grant Compt'n Date	Project Expense Budget	Project Grant Funding	Asset Sale / Trade-In	Councils Contribution to Project	Actuals from Prior Years	Original Budget 2021-2022	Additional Items 2021-2022	YTD Expenses 2021-2022	Committed Orders	Total Expenses 2021-2022	
CR2201	Magnificent Creek (Plains Creek) Causeway Upgrade Kowinyama Rd	U	ATSI/TIDS	01-Jul-21	31-Dec-21	30-Jun-22	975,000	975,000	0	0	0	975,000		0	0	0	
CL1801	Lilyvale Subdivision Stage 1 Water Infrastructure	N	CSC	01-Jul-21	30-Jun-22		1,500,000	0	1,500,000	0	0	1,500,000		6,579	12,240	18,819	
New	Road Construction - Access Road	N					228,882	218,882		10,000	0		228,882	0	0	0	
New	Normanton Stormwater Upgrade	U	QRA		30-Jun-23		530,000	500,000		30,000	0		530,000	0	0	0	
New	Karumba Point Shoreline	N	QRA		30-Jun-23						0			0	0	0	
							20,467,171	14,775,776	2,184,000	3,507,395	2,741,785	16,157,389	758,882	572,362	1,555,382	2,127,745	
Capital Expenditure by Asset Class							Project Expense Budget	Project Grant Funding	Asset Sale / Trade-In	Councils Contribution to Project	Original Budget 2021-2022						
Roads							7,226,773	6,788,577	0	438,196		7,146,373					
Plant and Equipment							2,241,699	0	684,000	1,557,699		2,235,699					
Land							1,500,000	0	1,500,000	0		1,500,000					
Sewer							1,291,440	1,279,440	0	12,000		992,558					
Water							4,786,000	3,439,500	0	1,346,500		2,242,000					
Other							2,427,000	2,362,000	0	45,000		1,311,500					
Buildings							994,259	886,259	0	108,000		729,259					
							20,467,171	14,775,776	2,184,000	3,507,395		16,157,389					
Capital Expenditure by Type							Project Expense Budget	Project Grant Funding	Asset Sale / Trade-In	Councils Contribution to Project	Original Budget 2021-2022						
U							12,585,213	11,122,017	0	1,463,196		10,975,931					
N							3,908,000	2,091,500	1,500,000	316,500		1,853,500					
R							3,973,958	1,562,259	684,000	1,727,699		3,527,958					
							20,467,171	14,775,776	2,184,000	3,507,395		16,157,389					

Carpentaria Shire Council - Operational Projects Budget - 2021-2022

Job No	Project Description	Project Sponsor	Funding Body	Project Start	Project Finish	Grant Com'n Date	Project Funding Sources				Prior Actuals	Original Budget 2021-2022	Additional Items 2021-2022	YTD Expenses 2021-2022	Committed Orders	Total Expenses 2021-2022
							Project Expense Budget	Project Grant Funding	Other Revenue	Councils General Revenue						
GRANTS2002	Tyre Shredding at Normanton Landfill (DSOMIP)	DOE	DES	01-Jul-20	30-Nov-21	30-Jun-21	330,000	195,000	0	135,000	123,401	205,500	0	0	0	0
	Community Childcare Fund - Open Competitive Act	DCS	AG	01-Jul-19	30-Jun-23		375,000	375,000	0	0	0	75,000	0	0	0	0
	Apprenticeship/Training x 3	CEO	Qld	01-Jul-21	30-Jun-22		45,000	45,000	0	0	0	45,000	0	0	0	0
	RADP - Regional Arts Development Fund - Priorities Identified by Committee	DCS	AQ	01-Jul-21	30-Jun-22		29,500	24,500	0	5,000	29,500	29,500	0	0	0	0
UB001	Libraries - First 5 Forever	DCS	SLQ	01-Jul-21	30-Jun-22		4,249	4,249	0	0	9,405	4,249	0	0	0	0
450432	Illegal Dumping Grant	DCS	FNQRDC	27-Jul-20	30-Nov-21	30-Nov-21	123,000	123,000	0	0	2,476	85,000	0	0	0	0
RMPC+	RMPC - Road Maintenance Performance Contracts	DOE	TMR	01-Jul-21	30-Jun-22		1,836,000	2,040,000	0	-204,000	1,177,281	1,836,000	0	0	0	1,957
TM884A	TMR 884 Karumba Development Road	DOE	TMR										1,957	0	0	1,957
TM889A	TMR 89A Burda Development Road	DOE	TMR										6,921	0	0	6,921
TM898	TMR 898 Burke Development Road (Sealed)	DOE	TMR										0	0	0	0
TM892A	TMR 92A Gulf Development Road	DOE	TMR										157	0	0	157
TR898U	TR898U TMR EW 898 Burke Development Road (Unsealed)	DOE	TMR										2,735	0	0	2,735
TM8055	Recoverable Works - TMR - Projects	DOE	TMR	01-Jul-21	30-Jun-22		7,200,000	8,000,000	0	-800,000	13,318,858	7,200,000	0	0	0	286,580
TM8067	CN16065 - 89A Walkers Bend Pavement and Culvert Works	DOE	TMR										212,701	0	0	212,701
TM8218	CN16067 - 89A Bang Pavement Works	DOE	TMR										3,202	0	0	3,202
TM8288	CN16288-89B Pavement and Seal Works Stage 2	DOE	TMR										10,572	0	0	10,572
TM8386	CN15386 89B Paving and Sealing (Xm to Dimbulah) Cn 30 68 to	DOE	TMR										18	0	0	18
LRCP17	Recoverable Works - TMR - Lilyvale Subdivision Slipane	DOE	LRCP										0	0	0	0
UB004	TIDS - 899 Culvert	DCS	TMR										0	0	0	0
CEN2201	Mental Health	DCS		01-Jul-21	30-Jun-22		75,000	75,000	0	0	384	75,000	0	0	0	0
CEN2202	Funny Mummies Livin Ove	DCS											0	0	0	0
	Move it NO	DCS		01-Jul-21	30-Jun-22		10,320	10,320	0	0	10,320	10,320	0	0	0	0
	ICT Projects from the Strategy	DCS	CSC	01-Jul-21	30-Jun-22		30,000	0	0	30,000	30,000	30,000	0	0	0	0
	ICT Governance Framework	DCS	CSC	01-Aug-21	30-Sep-21		75,000	0	0	75,000	75,000	75,000	0	0	0	11,818
	Asset Management Plan	CEO	CSC	01-Jul-21	31-Dec-21		15,000	0	0	15,000	15,000	15,000	0	0	0	0
	Revenue Review - Water Charges	DCS	CSC	15-Oct-21	31-Mar-22		30,000	0	0	30,000	30,000	30,000	0	0	0	0
	New WO	DCS	CSC	01-Nov-21	30-Jun-22		20,000	0	0	20,000	20,000	20,000	0	0	0	0
	Risk Management - Strategic and Operational Risk Registers	DCS	CSC	01-Jul-21	30-Jun-22		10,000	0	0	10,000	10,000	10,000	0	0	0	0
	Develop and implement a Youth Strategy for the Shire	CEO	CSC	01-Oct-21	30-Jun-22		20,000	0	0	20,000	20,000	20,000	0	0	0	0
	Long Term Financial Sustainability Strategy	DCS	CSC	01-Jul-21	30-Jun-22		11,000	11,000	0	0	11,000	11,000	0	0	0	0
	Sisters of the North	DCS											0	0	0	0
200634	Outback by the Sea Festival 2021	CEO	TEQ	01-Jul-21	10-Oct-21		69,000	10,000	9,000	50,000	108,989	69,000	0	0	0	0
							10,765,069	11,390,069	9,000	-634,999	14,740,794	10,304,669	0	0	0	524,943
																1,352,092
																1,777,035



Suppliers	Jul-20	Jul-21
Local Spend %age	56%	41%

Suppliers	Jul-20	Jul-21
Local Spend	5,247,013	4,133,367
Non Local Spend	4,082,517	6,037,608
Total Spend	9,329,531	10,170,975
Local Spend %age	56%	41%



BUSINESS PAPERS

10.3 EXTERNAL AUDIT - INTERIM MANAGEMENT LETTER

Attachments:	10.3.1. 2021 Interim Management Letter ↓
Author:	Julianne Meier - Director Corporate Services
Date:	12 August 2021
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Develop systems that promote continuous improvement

Executive Summary:

Council's external auditors Crowe Australasia have conducted an interim audit in June 2021. The attached interim management letter details the results of their interim work performed to 30 April 2021

RECOMMENDATION:

That Council note the contents of the Interim Management Letter 2021.

Background:

Section 213 of the *Local Government Regulation 2012* states:

Presentation of auditor-general's observation report

1. This section applies if the auditor-general gives the mayor of a local government a copy of the auditor-general's observation report about an audit of the local government's financial statements.
2. An auditor-general's observation report, about an audit of a local government's financial statements, is a report about the audit prepared under section 54 of the *Auditor-General Act 2009* that includes observations and suggestions made by the auditor-general about anything arising out of the audit.
3. The mayor must present a copy of the report at the next ordinary meeting of the local government.

Crowe Australasia were onsite in June for a week, conducting their audit. The process is after the audit is conducted and the relevant information has been provided, a management letter is prepared by the auditors and dates are agreed to by management to resolve any matters raised. The letter is then presented to the Mayor.

There have been a number of matters raised and these are categorized in accordance to the risk matrix (explained in the management letter). A number of the matters raised have been addressed, but audit are reviewing the financial year 2020/2021 not the subsequent year.

The main issues raised are:

- Significant Deficiency
 - Rates Levied in Accordance with the Revenue Statement & Rating Practices (Re-Raised)
 - Procurement Cycle Deficiencies
 - Deficiency
-

BUSINESS PAPERS

- Register of Interests
- Other Matters
 - Local Government Website Publications
 - Annual Operational Plan Not Reviewed

In addition to the above matters there are a significant number of prior year matters that are still yet to be resolved. Some of these are expected to be resolved over the coming months, may be resolved without additional resources and some will require additional resources to resolve. These matters are identified on page 9 of the Interim Management Letter.

Consultation (Internal/External):

- Altius Advisory Services
- Crowe Australasia
- Chief Executive Officer
- Manager Finance and Administration
- Relevant Officers

Legal Implications:

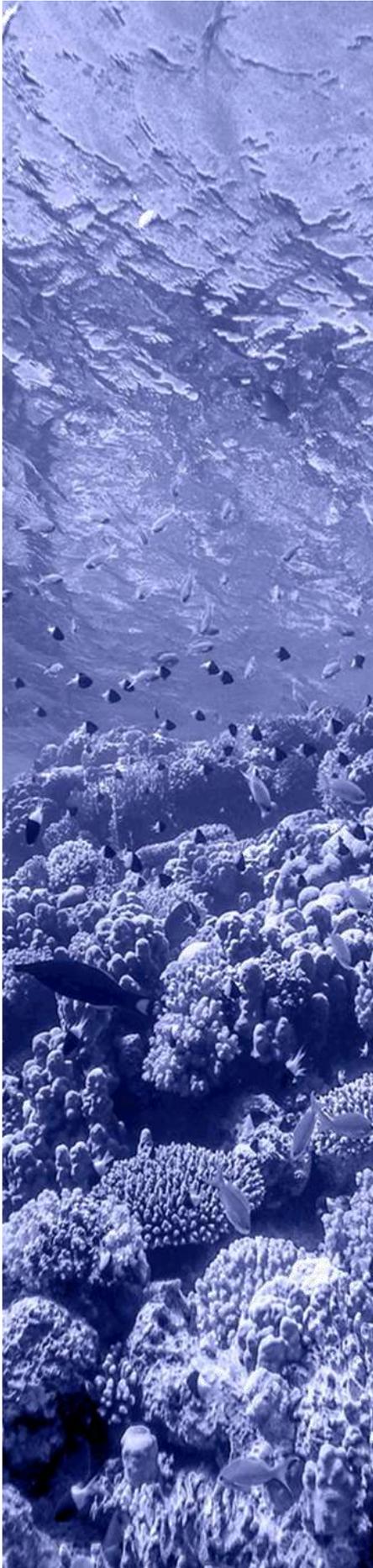
- Non-compliance with the Local Government Regulation 2012

Financial and Resource Implications:

- There may be some additional expenses in respect on consulting expenses to resolve some issues. However, the overall financial risk is assessed as low.

Risk Management Implications:

- Public Perception and Reputation Risk is assessed as low



Carpentaria Shire Council

2021 Interim report to the
Mayor

10 August 2021



Our ref: MA:SH

10 August 2021

Mayor Jack Bawden
Carpentaria Shire Council
PO Box 31
NORMANTON QLD 4890

Dear Cr Bawden

2021 Interim report

We present to you our interim report for Carpentaria Shire Council for the financial year ending 30 June 2021. This report details the results of our interim work performed to 30 April 2021. In this phase we assess the design and implementation of your internal controls, and whether they are operating effectively. To date our work has identified significant deficiencies in your internal controls. These have been discussed in detail in this report.

Please note that under section 213 of the *Local Government Regulation 2012*, you must present a copy of this report at your council's next ordinary meeting.

The *Auditor-General Act 2009* requires the Auditor-General to report to parliament on an issue raised during an audit if he considers it to be significant. The results of your entity's audit will be included in our report to parliament on results of local government.

If you have any questions or would like to discuss the audit report, please contact me on 4722 9566 or Team Leader, Sarah Hooper, on 4722 9750.

Yours sincerely

A handwritten signature in black ink, appearing to read "Mark Andrejic", is written over a light blue horizontal line.

Mark Andrejic
Engagement Partner

Enc.
cc. Mark Crawley, Chief Executive Officer

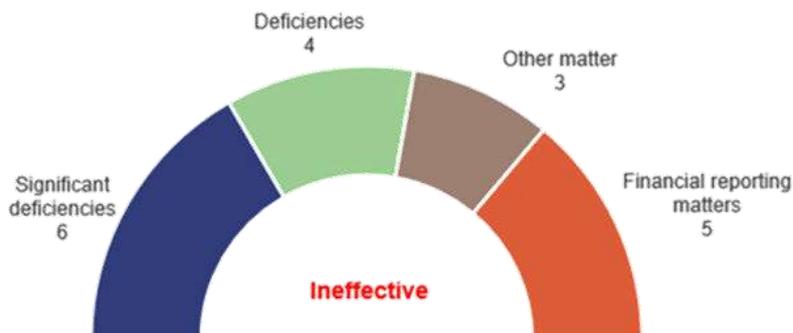
1. Summary



We have completed our audit planning phase and an external audit plan was issued on 25 May 2021.

This report details our audit findings from the work performed on the key controls over revenue, expenditure, and payroll that were identified during the interim audit planning phase.

Summary of findings – Action required



Significant deficiencies were identified in relation to:

- Rates revenue cycle (refer 21IR-1)
- Procurement cycle (refer 21IR-2)
- Masterfile change reporting (refer 20IR-3)
- Asset management plans (refer 20CR-1)
- Fraud risk frameworks and assessments (refer 20CR-2)
- ICT governance (refer 20CR-3)

Details of our audit findings are explained further in this report. Refer to section on *Internal control* and *Financial reporting issues and other matters*

Based on the results of our testing completed to date and the resolution of prior year issues, we have determined your internal control environment does not support an audit strategy that can rely upon these controls.



2. Internal control deficiencies



The following table summarises our reporting on deficiencies in internal controls. Further in this section, you will find details of these deficiencies identified during our interim audit. Refer to *Section 4* for the status of prior year deficiencies.

Internal control issues by COSO element	Number of significant deficiencies		Number of deficiencies		Rating
	Current year issues	Prior year unresolved issues	Current year issues	Prior year unresolved issues	
 Control environment Structures, policies, attitudes and values that influence daily operations	-	1	-	1	
 Risk assessment Processes for identifying, assessing and managing risk	-	1	-	1	
 Control activities Implementation of policies and procedures to prevent or detect errors and safeguard assets	2	1	-	-	
 Information and communication Systems to capture and communicate information to achieve reliable financial reporting	-	1	-	-	
 Monitoring activities Oversight of internal controls for existence and effectiveness	-	-	1	1	

Our ratings

- 
Effective
 No significant deficiencies identified
- 
Partially effective
 One significant deficiency identified
- 
Ineffective
 More than one significant deficiency identified



2. Internal control deficiencies (continued)



The following table details control deficiencies identified as at 25 June 2021. It includes a response from management.

Our risk ratings are as follows—refer to [Our rating definitions](#) for more detail.



Significant deficiency



Deficiency



Significant deficiency

21IR-1 Rates Levied in Accordance with the Revenue Statement & Rating Practices (Re-Raised) Control Activities

Rates Levied in Accordance with the Revenue Statement

As per our audit strategy issued on 25 May 2021, the below issue was advised by management as having been on track for resolution by agreed date of 30 June 2021. Through our testing procedures it was identified that this area still requires management attention. The results of our testing are outlined below.

Based on our initial walkthrough and testing over Council's rating cycle, it was identified that we could not rely on the control environment and thus we reverted to substantive testing over 14 assessment numbers. The following observations were made regarding our sample of 14.

- 1 instance where the assessment number was incorrectly classified within the differential rating categories, by definition;
- 7 instances where the assessment number was allocated the incorrect water units per class and thus was levied the incorrect water charge;
- 10 instances where the assessment number was levied the incorrect sewerage utility charge;
- 7 instances where the assessment number was levied the incorrect waste management utility charge due to the incorrect number of cleansing units applied based on minimum number of bins allocated to the assessment number; and
- 1 instance where the parcel on an assessment number was incorrectly classed in a levy group under the Fire and Emergency Services Regulation 2011 and thus was levied the incorrect Fire and Emergency Services Levy.

Where assessment numbers have two parcels of land attached, one of which is vacant land, rates levied against the assessment number is inconsistent. In some instances, the vacant land has no charges attached to this parcel, whereas others have levy charges assigned to the vacant land.

If quantified against the population, the above errors could result in a material error and reflect an overall undercharging of rates revenue.

Current practice is to assign each parcel of land, on each assessment number a category as per the Revenue Statement for differential rates, water, sewerage in Karumba and garbage, however, it was noted that all charging categories do not have definitions, except for the differential rates categories. The current Revenue Statement is open to interpretation and is not clear.

The current revenue statement reads that waste management utility charges, in both Karumba and Normanton are charged based on minimum number of bins allocated to each category, not actual number of bins that the assessment number currently has. Therefore, in all properties tested, except for the seven instances identified above, they are being undercharged as some properties have more than the allocated minimum number of bins per the revenue statement.



2. Internal control deficiencies (continued)



Rating Practices

As per our audit strategy issued on 25 May 2021, the below issue was advised by management as having been resolved. Testing performed over Council's rating cycle noted the following observations.

- Currently, the Synergy Soft provided checklist regarding the rates levying process is utilised, however, there is no evidence that this was followed prior to the rates notices being issued.
- In our sample of 5 pensioner concessions we noted 1 instance whereby the pensioners card was not retained on file and thus we could not verify that this was sighted by Council;
- We were unable to evidence that an annual verification check, with Centrelink, was performed during the current financial year to validate pensioner status;
- Whilst reviewing the reconciliation performed between the general ledger and subsidiary rates module we noted:
 - In our sample of 3, we were unable to evidence that this reconciliation was reviewed by an independent employee; and
 - December 2020 was selected in our sample and it was identified that the general ledger and subsidiary module did not reconcile. While the difference was explained, by the preparer, there was no evidence of review to confirm the reasonableness of the explanation.

Implication

The above findings and observations represent significant deficiencies in Council's rating function and demonstrate widespread non-compliance with internal policies and prescribed requirements.

As mentioned above, we have revised our initial risk assessment with respect to the rating cycle and were required to undertake additional substantive testing.

Management have been requested to demonstrate if the above errors would result in a material misstatement in rates revenue, the outcome of which may impact the audit opinion for 30 June 2021.

QAO recommendation

We recommend a review of current processes be undertaken and updated as necessary to reduce the risk of errors in the completeness and accuracy of levies raised or non-compliance with prescribed requirements.

It is recommended that management ensure processes are implemented to ensure an appropriately authorised and experienced staff member, other than the preparer, review the trial rates levy prior to it being levied, and review the monthly reconciliations as and when they are produced. These documents should be signed by both the preparer and the reviewer.

With respect to the Synergy Soft provided generic checklist, it is recommended that at a minimum this checklist is followed in the next biannual rates levy issue with evidence to support. The checklist can also be adapted to suit Councils needs and preferences and should be signed as completed and reviewed by an independent employee.

Management response

The revenue statement has been revised and adopted at the 30 June 2021 special budget meeting. The revised revenue statement harmonises the sewerage charging methodology for both Normanton and Karumba which we expect will simplify the application of these charges in future. The cleansing categories have been significantly reduced to remove confusion. Council plans to review the water charging methodology in 2021/2022 financial year.



2. Internal control deficiencies (continued)



An audit of the rating database is underway, and we expect revisions to be made prior to the August 21 levy. Whilst we are concerned about the audit findings, we don't consider it would be reasonable to extrapolate the data to form an assumption about a material misstatement. For example, residential ratepayers make up the majority of the rates base and are mostly correct. There are some properties that have 2 parcels of land that are being levied for 1 service charge, so an adjustment will be made in due course. There is little risk with the rural ratepayer category given they have no services attached. The largest risk will like with commercial and industrial properties due to the complexity of calculating the applicable units.

Whilst Council may be collecting more bins than the minimum number of bins allocated, this is difficult to audit bin lifts due to presentation rates and seasonal changes affecting accommodation and tourism type businesses. At this time the priority rests with water and sewerage unit allocations, but we may address this as part of a process improvement moving forward.

Council has increased resources allocated to the rating function to assist with processing the audit findings, and to develop and maintain processes.

We are in the processes of allocating additional resources to the rating function and providing adequate training to ensure records are kept and maintained for each rate card. Additionally, an independent review and health checks shall be conducted by a third party

Responsible officer:	Director Corporate Services
Status:	Work in progress
Action date:	31 March 2022



Significant deficiency

211R-2 Procurement Cycle Deficiencies Control Activities

Testing performed over Council's procurement and payments cycle noted the following observations. Our sample size was 28 creditor transactions, with each transaction potentially made up of multiple invoices.

- 4 instances where purchases were not supported by the required number of quotes as per Council's procurement policy;
- 4 instances where a purchase order was not available to support the invoice;
- 2 instances where the purchase order was raised after the invoice date;
- 1 instance where the invoice amount was greater than the original purchase order and there was no amendment made;
- In relation to preferred supplier arrangements:
 - 1 instance where we were unable to determine if the rates charged for the vehicles/equipment utilised agreed to the approved rates per the preferred supplier list due to the quote and invoice being for a lump sum amount;
 - 2 instances where purchases were made from a preferred supplier, however, the rates charged on the vehicles/equipment utilised did not agree to the approved rates per the preferred supplier list; and
 - 4 instances where the invoice included items and/or services which did not form part of the tender submission and Council had not obtained alternative quotes.
- We have analysed creditor purchase history and identified 1 instance where year to date spend with a creditor, for the provision of same or similar goods and services, is in excess of \$200,000 (excluding GST) thereby constituting a large contractual arrangement. In this instance, Council had not undertaken a tender process, or a valid exemption to undertaking a tender process under Division 3 did not apply.



2. Internal control deficiencies (continued)



In addition to the 4 instances identified above that did not have the required number of quotes, an additional 4 instances were identified for which no quotes/tenders were provided to demonstrate how Council sought value for money. Upon investigation and discussions with relevant staff members it was determined that the supplier was on the local buy listing, therefore according to Council's procurement policy no quotes are required to be sought. While this is a permissible practice under the Council's procurement policy and in accordance with Local Government Legislation, there is no evidence available to audit to confirm that Council sought this supplier through Local Buy.

Implication

The above findings represent significant deficiencies within the procurement cycle and demonstrate widespread non-compliance with internal policies and prescribed requirements.

QAO recommendation

We acknowledge Council have appointed a Senior Purchasing & Procurement Officer to centralise and achieve greater control over the procurement function. It is recommended appropriate resources are dedicated to undertaking a thorough review of the procurement function, areas of non-compliance and opportunities for efficiency and improvement. Training should be conducted with all staff on a regular basis to ensure they are aware of the requirements under the *Local Government Regulation 2012* and Council policies.

Management response

A detailed Procurement Procedure is currently being developed to assist officers involved in the procurement function. Once this is in place, training will be provided to all employees, and compliance checking shall be introduced in the accounts section, with non-compliance identified and further training provided as required.

Responsible officer:	Director Corporate Services
Status:	Work in progress
Action date:	30 June 2022



Deficiency

21IR-3 Register of Interests

Monitoring Activities

In accordance with section 290 of the *Local Government Regulation 2012*, the Chief Executive Officer must maintain a register of interests for Councillors and Senior Executive Employees. The register of interests of a councillor must be available to the public at the local government's public office and on its website.

A councillor, the CEO or a senior executive employee must ensure that their register and the register of any related person is updated within 30 days, however, it was identified the register of interests of a Councillor and Senior Executive had not been completed within this timeframe.

Implication

The above finding represents non-compliance with the *Local Government Regulation 2012* and other prescribed requirements.

QAO recommendation

It is recommended that all employees required to complete a register of interests complete and sign their register as soon as possible. All Councillor register of interest extracts, in accordance with section 295(3), should be made available on the website.

Management response

Registers of Interest are now up to date and the relevant ROI's are available on the Council Website

Responsible officer:	Chief Executive Officer
Status:	Resolved
Action date:	30 July 2021



3. Financial reporting issues and other matters

This table summarises our financial reporting and business improvement opportunities (other matters) identified in the current year. Refer to *Section 4* for the status of prior year financial reporting and other matters.

Our risk ratings are as follows—refer to [Our rating definitions](#) for more detail.



	Financial reporting issues—risk ratings			Other matters*
	High	Moderate	Low	
Current year				
Unresolved	-	-	-	2
Resolved	-	-	-	-
Prior year				
Unresolved	1	3	1	1
Resolved	-	-	1	-

*Queensland Audit Office only tracks resolution of other matters where management has committed to implementing action.

Other matters

21FR-1 Local Government Website Publications Control Environment

Upon review of what is required to be published on Carpentaria Shire Council’s website, per the *Local Government Regulation 2012* and the *Local Government Act 2009*, the following was identified as at 18 June 2021:

- The Councillor Expenses Reimbursement & Provision of Resources Policy, as published on the website, was due for renewal in June 2018;
- Councillor material personal interest at a meeting is published as at 30 June 2019;
- Council conflict of interest at a meeting is published as at 30 June 2019; and
- Councillor conduct register is published as at 30 June 2019.

QAO recommendation

We recommend that a formal review of the requirements under both the *Local Government Regulation 2012* and the *Local Government Act 2009*, in regard to website publications be reviewed to ensure compliance. A formal review of all policies should take place to ensure they have been updated and reviewed in line with the relevant policy, laws and regulations.

Management response

Management concur with the Audit findings and due to staff shortages within the Office of the CEO this has been overlooked. A review will be undertaken over the next six months to ensure the information is brought up to date in accordance with legislative requirements.

Responsible officer: Chief Executive Officer
 Status: Work in Progress
 Action date: 31 December 2021



3. Financial reporting issues and other matters (cont.)



Other matters

21FR-2 Annual Operational Plan Not Reviewed Monitoring Activities

During our review of legislative requirements, it was identified that Council have failed to comply with section 174(3) of the *Local Government Regulation 2012*, in that the Chief Executive Officer has failed to present a written assessment of the Council's progress towards implementing the annual operational plan at meetings of the Council held at regular intervals of not more than 3 months.

Implication

The above finding represents non-compliance with the *Local Government Regulation 2012* and other prescribed requirements.

QAO recommendation

We recommend the Operational Plan report be presented to Council on a quarterly basis.

Management response

Management agrees with the Audit Finding in this regard and Quarterly Reports will be presented to Council for acknowledgement.

Responsible officer: Chief Executive Officer/Directors/Managers

Status: Work in Progress

Action date: 30 September 2021



4. Prior year issues



The following table summarises the status of deficiencies and other matters reported in prior years.

Internal control issues

Financial reporting issues

Internal control issues			Financial reporting issues		
Significant deficiency	Deficiency	Other matters	High	Medium	Low
Reference	Rating	Issue	Status / Comment Action Date		
Internal control issues					
20IR-1		Rates levied in accordance with the revenue statement	Prior year issue closed. Re-raised 21IR-1.		
20IR-2		Rating practices	Prior year issue closed. Re-raised 21IR-1.		
20IR-3		Masterfile change reports	Work in progress Masterfile change reports have not been consistently produced and reviewed throughout the financial year, for other debtors, rates and payroll <i>Original action date: 1 July 2020</i> <i>Revised action date: 31 December 2021</i>		
20CR-1		Asset management plans	Work in progress <i>Original action date: 30 June 2022</i> <i>Revised action date: 30 June 2023</i>		
20CR-2		Fraud risk frameworks and assessments	Work in progress <i>Original action date: 31 December 2021</i> <i>Revised action date: 30 June 2022</i>		
20CR-3		ICT Governance	Work in progress Currently no formal process for onboarding and offboarding employees, meaning there is limited monitoring of current access rights, nor a formal process for the removal of access rights for terminated staff or contractors <i>Original action date: 30 June 2021</i> <i>Revised action date: 31 March 2022</i>		
20IR-4		Procurement cycle deficiencies	Prior year issued closed. Re-raised as a significant deficiency at 21IR-2.		
20CR-4		Risk management	Work in progress <i>Original action date: 31 December 2021</i> <i>Revised action date: 30 June 2022</i>		
20CR-5		Policies and processes out of date or not adopted	Work in progress A number of policies remain due for review and subsequent adoption <i>Original action date: 30 June 2021</i> <i>Revised action date: 30 September 2021</i>		

4. Prior year issues (cont.)



Reference	Rating	Issue	Status / Comment Action Date
20CR-6		Review of trust account balances	Work in progress On track for resolution by agreed date Action date: 30 June 2021
Financial reporting issues			
20FR-1		Application of new accounting standards	Work in progress On track for resolution by agreed date Action date: 31 August 2021
20FR-2		Provision for landfill restoration	Work in progress On track for resolution by agreed date Action date: 30 June 2021
20FR-3		Related party disclosures	Work in progress On track for resolution by agreed date Action date: 30 June 2021
20FR-4		End of year cut-off procedures	Work in progress On track for resolution by agreed date Action date: 30 August 2021
19FR-2		Superannuation assessed on annual leave loading	Resolved.
20FR-5		Provision for employee entitlements	Work in progress On track for resolution by agreed date Action date: 30 June 2021
Other matters			
20OM-1		Local Government website publications	Prior year issued closed. Re-raised 21FR-1.
19OM-2		Excessive employee leave entitlement balance	Work in progress On track for resolution by agreed date Action date: 30 June 2021



Appendix A—Our rating definitions



Internal control issues

	Definition	Prioritisation of remedial action
Significant deficiency 	<p>A significant deficiency is a deficiency, or combination of deficiencies, in internal control that requires immediate remedial action.</p> <p>Also, we increase the rating from a deficiency to a significant deficiency based on:</p> <ul style="list-style-type: none"> the risk of material misstatement in the financial statements the risk to reputation the significance of non-compliance with policies and applicable laws and regulations the potential to cause financial loss including fraud, or where management has not taken appropriate timely action to resolve the deficiency. 	<p>This requires immediate management action to resolve.</p>
Deficiency 	<p>A deficiency arises when internal controls are ineffective or missing, and are unable to prevent, or detect and correct, misstatements in the financial statements. A deficiency may also result in non-compliance with policies and applicable laws and regulations and/or inappropriate use of public resources.</p>	<p>We expect management action will be taken in a timely manner to resolve deficiencies.</p>
Other matter 	<p>An other matter is expected to improve the efficiency and/or effectiveness of internal controls, but does not constitute a deficiency in internal controls. If an other matter is not resolved, we do not consider that it will result in a misstatement in the financial statements or non-compliance with legislative requirements.</p>	<p>Our recommendation may be implemented at management's discretion.</p>

Financial reporting issues

	Potential effect on the financial statements	Prioritisation of remedial action
High 	<p>We assess that there is a high likelihood of this causing a material misstatement in one or more components (transactions, balances and disclosures) of the financial statements, or there is the potential for financial loss including fraud.</p>	<p>This requires immediate management action to resolve.</p>
Medium 	<p>We assess that there is a medium likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	<p>We expect management action will be taken in a timely manner.</p>
Low 	<p>We assess that there is a low likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	<p>We recommend management action to resolve; however, a decision on whether any action is taken is at management's discretion.</p>



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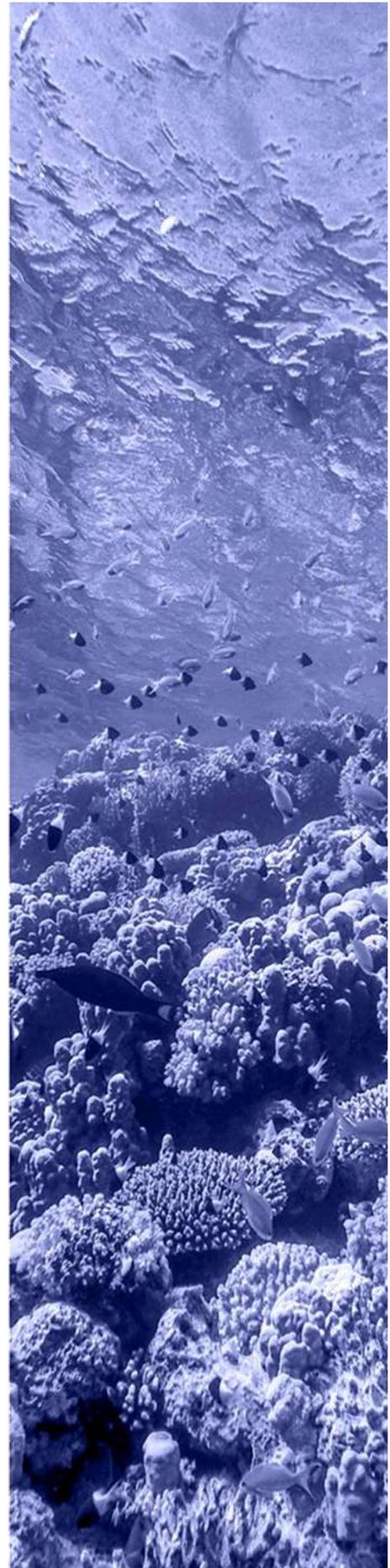
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10.4 COMMUNITY DEVELOPMENT REPORT

Attachments:	10.4.1. Monthly Library report ↓
Author:	Cherie Schafer - Manager Economic & Community Development
Date:	12 August 2021
Key Outcome:	2.1 - A creative, educated community
Key Strategy:	2.1.3 Provide contemporary library facilities and services across the region to meet the needs of the community.

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.

RECOMMENDATION:

That Council:

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

1. MATTERS FOR INFORMATION:

1.1 Normanton and Karumba Library Statistics

Statistics have been provided on the statistics and general information for the Normanton and Karumba Libraries for the month of July (attached).

1.2 Normanton Childcare

The Normanton Childcare Centre provides an important service to the community and is operated by Council Monday to Friday from 7.30am to 5.30pm. Updates around this month's activities are as per below:

- Staff and the Parent Committee have started to fundraise so that if the Community Gambling fund is approved to install solar at the Childcare, they will have \$1500 cash to contribute towards the project.
 - The Gulf Trust funding has been received of \$10,000 which was applied for late last year. Staff have used this funding to replace art and craft supplies and purchase new resources to run activities with the children.
-

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- Staff and children dressed up in their best pj's for pj's day to help raise awareness for children in foster care.
- Other activities ran over the month included teaching children around their emotions, sharing with others and the importance of patience.
- The Childcare had a spot audit from the Department of Early Childhood Education and Care during the month of July. The audit outcomes were very positive and there were no improvement plans required to be put in place. There has been no indication of when the major audit will be completed however the Director feels that it will be later this year or early next.

1.3 Community Donations approved under the CEO delegation

Council receives numerous requests for donations throughout the year to assist not for profit community groups with their sporting activities/community events. The applications listed below are applications that have been received outside of the grant funding round and have been approved under the Chief Executive Officer's delegation.

- Normanton Hope Family Markets: Requests the fees to be waived for the use of the Council's three marquees each month for the family markets. Council has approved the use for a period of three months providing time for Normanton Hope to purchase their own marquees. (Estimated cost to Council \$300).

1.4 General updates

Community Gambling Fund 2022:

Council has received a letter from the Attorney General and Minister for Justice encouraging Councils to apply for funding to work on addressing representation of women in Queensland memorials and monuments and improving gender equality. The next CBF round in February 2022 and funding will be increased to \$100,000.00 to assist with larger scale projects.

Council looks to complete the Stockwoman's display at the Burns Philip building in the coming weeks which would meet the criteria of addressing representation for women in Queensland.

The above funding is for Council's consideration and feedback as to what they would like to apply for if anything.

Normanton Entry Sign:

The Normanton Entry sign is scheduled to be installed on the 23rd August in the current location of the existing Normanton sign across the road from the cemetery.

A contractor has been awarded to install the footings before construction of the sign and the back wall once the sign has been completed.

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Radios, torches, and batteries for school children:

Council purchased through the Monsoon through funding enough small torches, radios and batteries to go out to each family of each of the three schools in the Shire. This was something that the youth requested as they thought these were important items for a family to have in the time of a disaster. The items went out to each of the schools the first week in August.

Events:

- The Discover Carpentaria website photoshoot has taken place the first week of August. Photos will be used on the new website as well as any tourism or marketing that the Council sees fit for purpose.
- Funny Mummies Comedy Gala night funded by Queensland Mental Health. This event is due to be held 3rd September 2021 at the Normanton Shire Hall.
- Walter Whip workshop and performance funded by RADF. This event has previously been partnered with the Normanton State School Fete; however, this year's Fete has been downsized due to COVID. Walter Whips performance in 2021 has now been partnered with The Normanton Sprint Races.
- Council through RADF funding was looking to engage Sean Choolburra to visit the Shire in September to work with the schools around Comedy, dance and performances. Due to the extensive lock down in Sydney this workshop has been cancelled and the committee will need to look at making other arrangements for the allocated funding.

Consultation (Internal/External):

- Chief Executive Officer – Mark Crawley
- Director Corporate Services – Julianne Meier

Legal Implications:

- Nil

Financial and Resource Implications:

- Within budget.

Risk Management Implications:

- Risks are relatively low - supports Council's aim of engaging with the community as well as providing key activities and facilities.



Library Services Monthly Report July 2021

<u>Statistics</u>	Normanton			Karumba		
	Jul-19	Jul-20	Jul-21	Jul-19	Jul-20	Jul-21
Monthly Walk-Ins	131	74	94	371	177	162
Number of library loans	228	251	173	130	226	212
Number of people utilising the internet	29	15	31	17	41	35
Number of new members	6	7	8	13	3	5
Total Hours Public Internet Usage	12	7.5	15.5	3.5	2	4
Total hours open to the public	69	69	66	92	92	88

Activities

Normanton Library

- Tourists – the number of tourists using our Library services has gone up a little bit since last month. Tourist have been appreciating the quiet workspaces and power-recharging stations we have at the Normanton Library. A few have joined in with our regular daily activities.
- Arts & Crafts – we've had a regular local attendance of about 3 people each Wednesday morning plus a few additional tourists join in.
- Short Films – We have a regular attendance of 2-3 local's each Thursday morning come to watch a short film.
- Internet – Our free Wi-Fi is a major drawcard with a lot of tourists and locals using the library to use the free Wi-Fi. They also tend to buy tea or coffee or a cold drink or borrow a book while they're here.
- First 5 Forever – we have a small regular group that comes each Friday and a few tourist children have sat in the story time as well.

Karumba Library

First 5 is continuing every Monday. This month saw some older children than join the activities as there have been families traveling with school age children doing home schooling. One family came in every day and learnt about fossils. The Karumba Library has a small collection that came from the Flinders River at Walker Bend and one larger one from Richmond. Three out of the four reading sessions were held outside on the grass due to numbers.



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10.5 COMMUNITY DONATIONS AND SUPPORT

Attachments: NIL
Author: Cherie Schafer - Manager Economic & Community Development
Date: 11 August 2021

Key Outcome: 2.2 – Council supports our community organisations
Key Strategy: 2.2.2 Council provides support for local community organisations.

Executive Summary:

Council receives numerous requests for donations throughout the year. The applications listed in the recommendation are applications that have been received in the month of July.

RECOMMENDATION:

That Council approves the following requests for Donations and Support and waivers of fees and charges:

1. Normanton Rodeo Association request the waiver the following fees and charges for the Shitbox Rally:
 - a. Community Donation Trailer - \$1160
 - b. Additional 29 tables - \$406
 - c. 80 chairs - \$400
 - d. Bins – currently at the rodeo grounds
 - e. Use of the kitchen and bar facilities \$250

 2. Normanton Rodeo Association request the waiver of the following fees and charges for the Normanton Sprint Races:
 - a. Community Donation Trailer \$580
 - b. Additional 10 tables - \$ 140
 - c. 50 chairs - \$250
 - d. Bins – currently at the rodeo grounds
 - e. Use of the kitchen and bar facilities and cold rooms - \$250
 - f. Use and delivery of the stage - \$360
 - g. Printing and folding of 200 race books @ 5 pages per book colour and black and white - \$780

 3. Gulf Christian College requests the waiver of the following fees and charges for the Karumba Hockey Carnival:
 - a. Line marking of the Hockey fields - \$1500
 - b. Use of the Karumba Sports Centre - \$250
 - c. 4 Tables \$56
 - d. 20 chairs - \$100
-

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- e. 6 Bins \$390

Background:

Council holds Community Donations and Support funding program for events held in the Carpentaria Shire. The table below contains a list of the expenditure \$33,518 against the budget of \$96,000 related to local non-profit groups.

Acct Code	Account	Current Budget	Actual
IK1000	In Kind - Bynoe	0.00	6907.28
IK1020	In Kind - Country Womans Association	0.00	1418.18
IK1040	In Kind - Gulf Christian College	0.00	2118.18
IK1130	In Kind - Normanton State School	0.00	5927.62
IK1140	In Kind - Normanton Stingers	0.00	5526.04
IK1230	In Kind - Kurtijar Aboriginal Corporation	0.00	153.44
IK1250	In Kind - Riverside Christian College	0.00	1136.36
IK1252	In Kind - Junior Rugby League	0.00	3000.00
IK1258	In Kind - Normanton Athletics Club	0.00	3418.18
IK1260	In Kind - Mount Isa School of the Air	0.00	2604.54
IK1263	In Kind - Normanton Hope	0.00	272.73
IK1558	In Kind - Mougibi Buddaries	0.00	227.27
IK1559	In Kind - Department of Seniors and Disability Services	0.00	354.55
14002310	Community Donations - In Kind Support	96000.00	33518.92

1. Normanton Rodeo Association have submitted a request to waive fees and charges incurred to host the Shitbox Rally. The Shitbox Rally brings a large amount of people to the Shire which benefits local businesses and exposure to the Shire. The request to waiver the fees and charges include:

a.	Community Donation Trailer	\$1160
b.	Additional 29 tables	\$ 406
c.	80 chairs	\$ 400
d.	Bins – currently at the rodeo grounds	
e.	Use of the kitchen and bar facilities	\$ 250
	Total cost to Council	\$ 2216

2. Normanton Rodeo Association have submitted a request to waive fees and charges incurred to host the Normanton Sprint Races. The Normanton Sprint Race has been a successful event ran for over 10 years in Normanton. The event attracts people from out of town who stay overnight and purchase supplies, food and drinks, fuel from local businesses. The request to waiver the fees and charges include:

a.	Community Donation Trailer	\$ 580
b.	Additional 10 tables	\$ 140
c.	50 chairs -	\$ 250
d.	Bins – currently at the rodeo grounds	
e.	Use of the kitchen and bar facilities and cold rooms	\$ 250

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f.	Use and delivery of the stage	\$ 360
g.	Printing and folding of 200 race books black and white	\$ 780
Total cost to Council		\$2360

3. Gulf Christian College have submitted a request to waive fees and charges to run the Hockey Carnival in Karumba. This event is well attended by the local and surrounding schools of the Shire. This event provides opportunities to the Shire's youth to be selected to play in Regional and State games. The request to waiver the fees and charges include:

a.	Line marking of the Hockey fields	\$1500
b.	Use of the Karumba Sports Centre	\$ 250
c.	4 Tables	\$ 56
d.	20 chairs	\$ 100
e.	6 Bins	\$ 390
Total cost to Council		\$2296

Consultation (Internal/External):

- Chief Executive Officer
- Director of Corporate Services
- Manager Economic and Community Services
- External Stakeholders (applicants)

Legal Implications:

- Community Donation and Support Policy

Financial and Resource Implications:

- Within budget.

Risk Management Implications:

- Risks are within normal operational parameters.

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11 REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES

11.1 DOE REPORT

Attachments: NIL

Author: Michael Wanrooy - Director of Engineering

Date: 12 August 2021

Key Outcome: 5.1 - Integrated and timely provision and management of sustainable infrastructure and assets

Key Strategy: 5.1.3 Plan and implement urban improvement works which enhance local character and identify, conserve and improve the region's streetscapes and provide iconic parkland.

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:

That Council:

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

1. Actions Arising from Previous Meetings

Reference	Action	Status
A0318-18	Liaise with TMR to obtain approval to install a pedestrian crossing on Landsborough Street in the vicinity of the Stop Shop ➤ This project has been approved for the 2022 - 2023 financial year. TMR have approved Council's request to fast forward this project to the current financial year. TMR are preparing Contract Documents. To be part of the works program.	Completed
1/11/2018	Investigate and prepare a report including scope of works and estimate of costs to reinstate the grid on the Old Croydon Road for Councils consideration. ➤ Put on Works Program	In Progress
9/12/20	Install no boat trailer signs along Massey Drive to Carina Street ➤ Signs have just arrived from Artcraft. Put in works program to install	In Progress
17/03/21	Install bin at Corduroy ➤ Personally, ensured bin post was ordered through stores. Ordered a few extras as well.	In Progress
17/03/21	Repair/reinstall fallen guideposts on Col Kitchener Drive ➤ Guide posts reinstated	Completed

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Reference	Action	Status
21/04/21	10 year inspection for Cherry Picker due ➤ Picker in Townsville. Parts to make picker compliant have been ordered and awaiting arrival to Australia.	In Progress
21/07/21	Investigate aerator for the LWBDC pond ➤ Design/site meeting held with Paul/Amanda and aerator system under order	Completed
21/07/21	Inspect dump point in Normanton to ensure it is compliant. ➤ Inspected dump point with Councils Plumber and Engineer. Existing dump point exceeds minimum requirements – Concrete base tray has larger capacity 600x900x130mm compared to standard 600x600x150mm. Two drain inlets provided with one at 150 dia with cap and pull chain and the other at 100 dia. Minimum required is 100 dia. There is also a flush installed. ➤ A grey nomad using the dump point during our visit gave it the thumbs up. He said it is one of the better ones he has used, and he has travelled around Australia a few times and has seen many worse ones. He mentioned it was better than Karumba's. He commended that it was easy to access the dump point	Completed

2. Miscellaneous Projects

- 2.1. The 2021-2022 TIDS Normanton - Burketown Road (5km new sealed section between Inverleigh and Inverleigh West). Council's stabilising crew have started this project. 100% of the subgrade works have been trimmed, shaped and compacted. Extra material has been brought in for the base course where the existing pavement is too thin. Stabilisation works have started, and the first round of seal is expected to take place around 24th of August. Overall, the works is approximately 35%complete.
- 2.2. CN1605 – Widening works at the Flinders River on 89A. Line marking works are being arranged for this month. This will complete the project.
- 2.3. CN1607 – Widening works on 89A near Donors Hill Station. Line marking works are being arranged for this month. This will complete the project.
- 2.4. CN-12688 – Ch.35.80km to 40.80km Australian Government Stimulus Package for new bitumen works on 89B. Line marking works are being arranged for this month. This will complete the project.
- 2.5. Burketown Road Betterment Works (Flinders River to Armstrong Creek). John Person and John O'Brien are completing this section of existing gravel road to a new 7.2m wide seal standard. Subgrade works are almost completed. Additional pavement material is being carted to areas where there is not enough pavement depth. 3.5km of stabilisation have been completed. Overall, the works is approximately 40%complete.
- 2.6. Terry's crew are undertaking new RMPC works on the State Controlled network. They cleaned up the Normanton depot and stacked items for auction. They have also spent

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a week on the Dunbar Kowanyama road undertaking potholes and pavement repairs at the grid approaches

- 2.7. Federal Safety Audit: Council - A desktop review has been undertaken to review Council's response to the 16 minor non-conformances from its first Federal Safety Audit. We have not been officially notified of the results but were informed that there would be good news. I have received an email from the Department which indicates that we are part of the certified group through a group email for certified participants, however this is by no means a confirmation.
- 2.8. 89B Emergent works – Council have been carting Lillyvale rock between Dorunda and Dunbar to treat numerous boggy sites of the road that road trains and heavy vehicles can't access. Most of this work is completed. The emergent works closes 9th September 2021.
- 2.9. 89B – Shane Stark is supervising road maintenance for carting operations. He is using 3 x graders and 5 x semiwater tankers who are working in between Rocky Creek and Dunbar. They have a camp at Dunbar.
- 2.10. ATSI-TIDS Dunbar Crossing upgrade on the Dunbar Kowanyama Road. This project is fully completed, and the new concrete crossing has been opened. The raised crossing is much more comfortable, wider and safer for all light and heavy vehicles and will contribute to minimising road closure times.
- 2.11. ATSI-TIDS Magnificent Creek Crossing upgrade on the Dunbar Kowanyama Road. Council have just released the tender documents via Vendor Panel. The crossing is located near the Kowanyama and Carpentaria Shire boundary.
- 2.12. Council Engineers and the CEO travelled last month to the Chillagoe Boundary inspecting 89B with TMR representatives from Townsville and Brisbane who are responsible for delivering flood damage related projects. There was a lot of discussion on emergent, restoration and future betterment works.
- 2.13. TMR designer have visited 89B to investigate and design floodway upgrades for Clark Creek, Mentana Creek, Tea Tree Creek and two large gullies between the Smithburne River and Gilbert River on 89B. I will also prepare a report for TMR requesting more sites to be added for future funded works to include Vanrook Ck and the raising of a couple of channels in the Smithburne River.

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Table: TMR Projects progress report for 2021 – 2022

TMR Projects started in 2020 – 2021 Financial Year and nearly completed

Projects	Value	Previously claimed to June 2021	Claimed after end of June	Total Claimed	Progress
2019 TMR DRFA REPA Works on 84A, 89A, 89B and 92A	\$2,146,085.20	\$1,997,841.66	\$148,243.54	\$2,146,085.20	Works Completed
ATSI TIDS - Dunbar Creek - New Causeway and approach on the Kowanyama Road	\$925,000.00	\$157,430.12			100% Works Completed claim being prepared
89B CN-15386 Aus. Government Stimulus - Ch. 30680 - Ch. 35800	\$2,215,489.68	\$2,090,163.68	\$106,500.00	\$2,196,663.68	Linemarking to be done
2021 TMR Emergent Works	\$450,000.00				
Additional variation approved.	\$1,000,000.00	\$336,225.13	\$606,469.29	\$942,694.42	Work in Progress
89B – CN16288 Aus. Government Stimulus - Ch. 35800 - Ch. 40800	\$2,568,735.00	\$1,372,600.00	\$972,835.00	\$2,345,435.00	Linemarking and new grid to be done
89A – CN16065 (North and South Approach of Flinders River)	\$5,433,960.70	\$4,812,778.69	\$533,867.01	\$5,346,645.70	Linemarking to be done
89A – CN1607 (South of Bang Bang, Approx. 130km south of Normanton)	\$4,516,126.80	\$3,999,438.60	\$439,205.20	\$4,438,643.80	Linemarking to be done
89A – Variation to CN1607 (Augustus Downs Intersection seal upgrade)	\$374,838.00	\$262,386.60	\$112,451.40	\$374,838.00	Works Completed
Total	\$19,630,235.38	\$15,028,864.48	\$2,919,571.44	\$17,791,005.80	91%

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TMR Projects started in 2021 – 2022 Financial Year

Projects	Value	Claimed	Progress
2021 - 2022 RMPC	\$2,044,550.00	\$112,370.00	Work in progress
2020 - 2021 TIDS (TMR Contribution) - Burketown Road Sealing	\$910,000.00		Work in progress
ATSI-TIDS Magnificent Creek			Tender out in Vendor Panel
Pedestrian Crossing at Stop Shop	\$440,000.00		Contract being arranged
CN-17218 - Pave and Seal AG Stimulus Package 3 on 89B	\$2,458,065.00		September Start
Total	\$5,852,615.00	\$112,370.00	2%



Photo: Burketown Road – TIDS work at Inverleigh

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Photo: Burketown Road – TIDS work at Inverleigh



Photo: Burketown Road – Betterment Works between the Flinders and Armstrong Ck

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Photo: Burketown Road – Betterment Works between the Flinders and Armstrong Ck



Photo: Burketown Road – Betterment Works between the Flinders and Armstrong Ck

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3. Update on Shire Flood Damage Works

3.1. DRFA construction season

- Karl Pickering's crew – At the Middle Camp. They are now undertaking works on the Kowanyama Road mixing, laying out and compacting the imported gravel.
- Colin Charger's crew – At the Oriners Camp. The crew are working on the Koolatah Dixie Road. They will finish the current emergent works by the end of this swing, before moving onto restoration works.
- Brenton Murray's crew – At the Donors Hill Camp. Working on the Donors Hill to Augustus Road 2020 restoration works and the Neumayer Valley Road.
- Cameron Young's crew – At the Deadcalf Camp. Working on the Broadwater to Iffley Road 2020 restoration works.
- Gavin Delacour's crew – At the Pioneer Camp. Working on the Trenton Road and Pioneer Access Road 2020 restoration works.



Photo: Works done on the Nuemayer Valley Road

4. Trades Report

- 4.1. Completed shed over irrigation controls and installed new pumps at the Normanton Oval.
- 4.2. Fix ablation block sewer issues at Middlecamp and blocked dump points in Karumba.
- 4.3. Set up camps.

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- 4.4. Investigated unknown water metres sizes required for replacement.
- 4.5. Standard housing, electrical and plumbing maintenance
- 4.6. On-going installations to new smoke detectors as required by legislation to all Council buildings.

5. New Projects/Grant Applications

- 5.1. CN-17218, Council have signed a conditional agreement with TMR to undertake \$2,458,065 of new bitumen works on 89B. Council stabilising crew will undertake this works. This will complete the last remaining gravel section between the Karumba intersection and Glencoe.

6. Reports

- 6.1. The new Capital Works program is under development.
- 6.2. Engineering Budget

Row Labels	Sum of Original Budget	Sum of Actual Bal	Sum of Order Value	Sum of Total
Operating Income	-11,958,000	-2,945,796	0	-2,945,796
Airports	-230,000	0	0	0
Building Services	0	-1,870	0	-1,870
Fleet & Plant	-100,000	0	0	0
Main Roads (Rmpc And Pw)	-10,107,000	-2,919,571	0	-2,919,571
Pensioner Housing	-63,000	-556	0	-556
Road	-1,043,000	0	0	0
Staff Housing	-410,000	-22,474	0	-22,474
Town Planning	-5,000	-1,325	0	-1,325

Operating Expenditure	16,203,467	897,949	3,146,605	4,044,555
Airports	352,782	22,302	29,645	51,947
Asset Management	46,000	4,453	33,933	38,387
Building Services	212,239	7,205	3,018	10,223
Depots & Workshop	563,826	61,730	6,068	67,798
Engineering Services	1,075,064	46,070	140,178	186,248
Fleet & Plant	-3,907,878	-422,459	1,405,638	983,179
Main Roads (Rmpc And Pw)	9,096,300	929,148	1,485,032	2,414,181
Parks & Gardens	1,244,181	87,711	5,185	92,896
Pensioner Housing	304,000	19,129	2,100	21,229
Private Works	-10,000	-219	0	-219
Public Conveniences	204,618	8,386	5,060	13,446
Quarries	83,000	0	0	0
Reserves	6,000	1,408	0	1,408

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Road	6,078,811	72,017	19,457	91,473
Staff Housing	823,012	60,511	9,844	70,355
Town Planning	31,512	556	1,447	2,004
Grand Total	4,245,467	-2,047,847	3,146,605	1,098,758

6.3. TIDS Article

Please find below the second article I submitted for the TIDS Annual Progress Report for your leisurely perusal about our journey towards TMR prequalification.

The Road to TMR Prequalification – Carpentaria Shire Council

Carpentaria Shire Council has a vision to have the gravel sections between Normanton and Burketown (Savannah Way) sealed into a two-lane bitumen road. Other priorities include widening the narrow single sealed lane sections between Normanton and Cloncurry, and to improve the opening times of the Burke Developmental Road from Normanton to Chillagoe which is annually affected by wet weather. Attention to those roads would provide economic prosperity and employment to the region, improve road safety and flood immunity, increase tourism, and allow safe transport of freight and livestock.

It was recognised very early on that Council had to modernise its thinking on how to build better roads of higher quality, be more time efficient and be more cost effective. It was hoped that this would lead to additional funding and enhance Council's reputation as a quality road builder especially to TMR.

Part of the journey was to introduce a stabiliser to improve the quality of road building. Council had been discussing the need for a stabiliser and there was no movement on this front for 10 years. In early 2019 driven by Mayor Jack Bawden, Council asked for a report regarding the comparisons of constructing modern roads with the assistance of a stabiliser versus traditional methods.

The report was well received by Council and a decision was made to purchase a stabiliser. By September 2019, a brand-new Wirtgen stabiliser joined Council's construction fleet. A Council crew was built around the stabiliser. The crew successfully practised and completed 6km of stabilisation works on the Normanton Burketown Road using the 2019/20 TIDS funding. New works soon followed by 2020 with 15km of new sealing works on the Burke Developmental Road. The works fostered an excellent relationship with TMR and Council. The confidence in building quality roads improved and Council was offered more works.

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Photo: Training session on the new stabiliser

There is a certain point that triggers a need to achieving TMR prequalification. Richmond Shire Council was the first in the NWQRRTG to achieve this milestone. Due to uncertainty of road funding caused by the Global Financial meltdown of 2009, Richmond Shire decided to pursue the prequalification route so they could tender for works outside the Shire to keep their road construction crew busy and intact. Even though the opportunity never arose to tender outside, having TMR prequalification meant Richmond was able to easily achieve Federal Safety accreditation in 2021 to secure increased value of works on the Richmond Winton Road.

Finders Shire Council also part of the NWQRRTG, was just as determined to achieve TMR Prequalification and were the first to obtain Federal Safety Accreditation from our group to secure high value works on the Hann Highway.

Carpentaria Shire Council realised the urgency for TMR prequalification and Federal Safety certification when Mayor Jack Bawden pushed for funding to seal the remaining gravel sections on the Savannah Way between Cairns and Doomadgee. With the announcement of the Roads of Strategic Importance (ROSI) funding was announced early 2019, the commitment to obtain prequalification was highlighted.

The NWQRRTG was approached to endorse Councils application for 50% funding through the Statewide Capability Development Fund (SCDF) which is administered by TMR. Gerard Read the Technical Coordinator for the NWQRRTG from GWR Civil Engineering Management was successful in obtaining the funding from SCDF.

Whilst Council had in place processes and procedures developed over a long period, we identified a clear requirement to modernise our systems and upgrade our processes in order to ensure that the processes followed would not be affected by changes in staff. We also needed to ensure that our systems could be certified against the following universally recognised ISO Standards which a prerequisite for applying for TMR Prequalification:

- **ISO 9001:2015:** Quality Management Systems Standard
- **ISO 14001:2015:** Environmental Management Systems Standard

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- **ISO 45001:2018:** Occupational Health and Safety Management Systems Standard
- **AS/NZS 4801:2001:** Occupational Health and Safety Management Systems Standard

Whilst we knew how to deliver projects successfully the process to gain ISO Certification and TMR Prequalification was a little outside of our comfort zone and Council engaged QSolutions Group to offer assistance.



Photo: From left, QSolution - Nick Dunn, CEO - Mark Crawley, Mayor - Jack Bawden and Director of Engineering - Michael Wanrooy posing with the Certificate of Prequalification

QSolutions Group embarked on a structured and phased approach to achieve our goal of TMR Prequalification:

Phase 1 – GAP Analysis

The first step was to get a clear understanding of our Quality, Safety and Environmental Management System to determine not only the gaps in the system in respect to legislative requirements, specific ISO Standards requirements and TMR Requirements but also whether we should 'fix' the system we had or completely restructure the system into a structure and format that not only met the requirements of the relevant areas but also was simple and effective to use in an ongoing sense and meet Councils requirements. Ultimately we chose a complete redevelopment of the system.

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Phase 2 – System Development and Implementation

Whilst a new system structure was developed, in general the biggest change was the formal documentation of processes and the inclusion of processes to not only meet the requirements of the legislation, TMR and the ISO Standards but to also ensure we had developed processes that met the requirements of the Federal Safety Commission. This requirement in particular and a proven track record in developing systems for Councils and commercial construction companies was the primary reason why we chose to partner with QSolutions Group to achieve our goals.

During this phase, QSolutions Group worked closely with all levels of Council staff to ensure effective system development and implementation and to ensure effective knowledge transfer to the staff for ongoing and general daily management of the system.

Phase 3 – JAS-ANZ Accredited ISO Certification

Council used a North Queensland JAS-ANZ accredited certification body QSERC Pty Ltd based in Townsville to undertake our third-party audits. They had also certified Richmond Shire Council and numerous civil contractors working both in North Queensland and across Australia. The key to this element is ensuring that the system is fully implemented and records support this implementation. Many of the records were in place from the previous management system that had been brought across into the new structure so this also allowed us to achieve this certification in a compressed timeframe. From final implementation of the new structure to achieving certification took a period of three months. By March 2021, Council achieved our certification for Workplace Health and Safety, Quality and Environment.

Phase 4 – TMR Prequalification Application

Council were able to submit our application to TMR immediately once we had received our certification certificates. A significant amount of detail is required for the TMR Prequalification Application which required the development of individual resumes for all key appointments within council. It is essential that all those personnel have the required qualifications, competencies and experience associated with the R2, B1 levels being applied for. The development of the application and the associated collection of information and development of relevant resumes and response statements took approximately 4 weeks and was managed and driven by key council staff and the team of QSolutions Group. By March 31, 2021 Council achieved full prequalification.

Phase 5 – Federal Safety Certification

At the time of writing this paper Carpentaria Shire Council was in the final stages of preparation for Federal Safety Certification and our initial audit is scheduled for mid-June 2021. Council is confident of attaining the Federal Safety Certification.

Carpentaria Shire Council are proud to say they have achieved TMR Prequalification and are on a clear path to achieving Federal Safety Certification. The journey so far has improved our management systems and more effectively captures our management processes across Council. We also understand that although we have achieved a number of key milestones we must maintain focus on the ongoing management of our projects and the effective and uniform application of our management systems.

Council is now one of nine Councils having achieved prequalification's with TMR, with three Council being members of the NWQRRTG. When Carpentaria Shire Council gets Federal

BUSINESS PAPERS

Safety Certification, we will become the sixth Council to receive it, with three from the NWQRRTG.

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11.2 NDRRA/QDRF REPORT

Attachments:	11.2.1. Appendix A - 2019 Expenditure Summary ↓
	11.2.2. Appendix B - QRA19 Completion Sketch ↓
	11.2.3. Appendix C - 2020 Expenditure Summary ↓
	11.2.4. Appendix D - QRA20 Completion Sketch ↓
	11.2.5. Appendix E - Betterment Project ↓
	11.2.6. Appendix F - EOT Approvals ↓

Author: John Martin - Consultant Engineering

Date: 11 August 2021

Key Outcome: 5.2 - A safe and sustainable road network

Key Strategy: 5.2.1 Plan and deliver a safe, sustainable and efficient road network.

Executive Summary:

QRA19: The QRA19 project is approximately 96% complete. Five (5) crews are currently working with QRA19 works being prioritised over QRA20 works to ensure deadlines are met. Deadlines for the QRA19 works are between September 30 and December 30, 2021. An EOT request has been submitted for Dunbar to Kowanyama Road, Rutland Plains Access and Dunbar to Koolatah Road due to the poor condition of 89B delaying the programmed start date for gravel haulage.

QRA20: The QRA20 project is approximately 16.4% complete. Assets with both QRA19 and QRA20 scope have been programmed simultaneously where feasible to reduce camp and mobilisation costs. The QRA20 scope has a deadline of 30 June 2022.

QRA21: All assessments have been completed within the Shire except for the Mitchell River Crossing which has recently been cleared to allow the assessment to be completed. An infield assessment has been requested with QRA, however due to COVID restrictions a date is yet to be confirmed.

OTHER: The Desilting of the Normanton Sewerage Lagoons and Normanton to Burketown Road betterment (pavement and sealing) projects are both in progress

RECOMMENDATION:

That Council:

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

Background:

2019 QRA Event

1. The QRA19 REPA submissions have a total RV of approx. \$68.6million (construction budget of \$54.7million).

BUSINESS PAPERS

2. Approximately 96% of the project has been completed with an estimated Expenditure Ratio of 0.97. Refer to Appendix A and B for construction progress.
3. Five (5) crews are currently working within the Shire. The QRA19 scope of work is being prioritised to ensure deadlines are met.
4. An extension of time request has been submitted for Dunbar to Kowanyama Road, Rutland Plains Access and Dunbar to Koolatah Road from 30 September 2021 to 31 December 2021 as the condition of 89B has restricted the start date of gravel. Negotiations are still in progress and no outcome has been achieved.
5. Expenditure for the Gravel Haulage to Dunbar to Kowanyama Road is aligning closely to the forecast budget. The project expenditure is currently 56% complete and 60% of the total gravel has been delivered (approximately 54,000t). Haulage of gravel recommenced on 13 July.
6. QRA has approved a total of fifteen (15) betterment projects for construction. The full list of projects is provided in Appendix E.
7. Extensions of time have been approved for six (6) QRA19 REPA submissions. The full list of projects is detailed in Appendix F.

2020 QRA Event

1. Four (4) REPA submissions have been approved with a total RV of \$48.7million (construction budget of \$38.2million).
2. Approximately 16.4% of the project has been completed with an estimated Expenditure Ratio of 0.95. Refer Appendix C and D for construction progress.
3. Construction is currently underway simultaneously with the QRA19 project. The QRA19 scope is being prioritised to ensure deadlines are met, however roads with both QRA19 and QRA20 scope have been programmed together where possible to reduce camp and mobilisation costs, which is reflected in the current Expenditure Ratio.
4. The QRA20 program of work has a deadline of 30 June 2022.

2021 QRA Event

1. On January 4, 2021 Carpentaria Shire Council was activated for REPA and CDO relief measures in response to Tropical Cyclone Imogen and the Associated Low-Pressure System.
2. Emergency work on Southern Roads and close Northern roads has been completed. Emergency work on roads North of the Mitchell River is currently underway due to access being restricted. Approximately \$751k has been expended on Emergency Works to date.
3. All shire roads have been picked up and damage assessments have been completed (excluding a detailed pickup of the Mitchell River Crossing).

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4. All submissions have been uploaded within the QRA MARS system and an infield assessment has been requested with QRA to further progress the submissions. Due to COVID restrictions, a date for the infield assessment is yet to be confirmed.

Construction

1. Plant breakdowns have been less frequent in the last month than earlier in the year which is very beneficial as crews move further away from Normanton.
2. Productivities are increasing across the board compared to earlier in the year and are reaching the benchmark productivity rates expected.

Other

1. The desilting of the Normanton sewerage lagoons commenced on 6 July and will reach completion in mid-August. Approximately 1274 m³ of material has been removed from the lagoons and transported to the Normanton landfill.
2. Works on the Normanton-Burketown betterment projects has commenced with 3.5km of road stabilised. Sealing is scheduled to commence in late August.

Consultation (Internal/External):

- Chief Executive Officer – Mark Crawley
- Director of Engineering – Michael Wanrooy
- ERSCON Consulting Engineers – John Martin and Nick Lennon

Legal Implications:

- Nil.

Financial and Resource Implications:

- QRA 19 Trigger Point contribution - \$32,408
- QRA 19 10% Council contribution to day labour - \$188,894.95
- QRA 20 Trigger Point contribution - \$29,363
- QRA 20 10% Council contribution to day labour - \$4,097.45
- QRA 21 Triger Point contribution - \$30,180

Risk Management Implications:

- Moderate – QRA19 – An extension of time has been granted for requested submissions due to productivity losses from COVID-19.
- Moderate – QRA19 Dunbar to Kowanyama Road – The extension of time to 30 December 2021 has not been approved by QRA and further evidence will be provided now that trucks have commenced gravel haulage.
- Moderate – QRA20 – Construction has commenced with a deadline of 30 June 2022.

CARPENTARIA SHIRE COUNCIL
SUMMARY OF QRA19 EXPENDITURE

CURRENT

Project Completed

Forecast Project Expenditure to RV Ratio

31/07/2021

96.3%

0.97



Submission 1 - CSC.0006.1819_REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Dunbar Koolatah Road	\$ 40,500.00	\$ 15,456.00	100%	0.38	Market rate to be adjusted to reflect the actual cost of Mitchell River Flood Camera.
Donors Hill to Augustus Downs Road	\$ 1,445,604.64	\$ 1,080,239.54	100%	0.75	Overlapping camp and establishment costs with simultaneously constructed Cowan Downs, Donors Hill Access and QRA20 Donors Hill to Augustus Downs, when assessing roads together expenditure is expected to align closely with the combined RV.
Iffley Road	\$ 7,360,093.97	\$ 5,930,341.80	100%	0.80	Overlapping camp, establishment and gravel push up costs with QRA20 Iffley Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Normanton to Burketown Road	\$ 7,225,068.50	\$ 10,233,547.08	92%	1.54	Gravel push up costs for Washpool pit (used for Normanton to Burketown and Nardoo to Leichardt Road) booked to this road. When assessing both simultaneously expenditure is predicted to be less than the combined RV.
TOTAL	\$ 16,071,267.11	\$ 17,239,584.42			

*Expected expenditure ratio is the ratio of final expenditure divided by the recommended value. (i.e. 1.5 is 50% over budget, 0.8 is 20% under budget)

Submission 3 - CSC.0009.1819_REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Koolatah to Dixie Road	\$ 926,965.19	\$ 1,047,216.38	100%	1.13	Overlapping camp and establishment costs with Koolatah - Drumduff Road and Dunbar - Koolatah Road. When assessing roads together, expenditure expected to align closer to RV.
Nardoo to Leichardt Road	\$ 5,141,264.01	\$ 3,267,134.73	100%	0.64	Gravel push up costs for Washpool pit (used for Normanton to Burketown and Nardoo to Leichardt Road) booked to Normanton to Burketown Road. When assessing both simultaneously expenditure is predicted to be less than the combined RV.
Trenton Road	\$ 2,798,987.71	\$ 2,932,120.82	100%	1.05	
TOTAL	\$ 8,867,216.91	\$ 7,246,471.93			

Submission 5 CSC.0015.1819_REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Stirling to Miranda Downs	\$ 619,559.74	\$ 1,522,152.18	100%	2.46	Costs for pit establishment, pushing up of gravel and stockpiling for Glencoe to Miranda and Lotusvale to Stirling booked to this road. When assessing all roads together the expenditure aligns closer to the RV.
Koolatah to Drumduff	\$ 328,481.44	\$ 726,651.03	100%	2.21	Overlapping camp and establishment costs with Koolatah - Dixie Road and Dunbar - Koolatah Road. When assessing roads together, expenditure expected to align closer to RV.
Lotusvale to Stirling	\$ 886,520.02	\$ 824,287.11	100%	0.93	Some savings expected as costs for pushing up gravel booked to Stirling to Miranda Downs Road.
Glencoe to Miranda Downs	\$ 2,147,220.96	\$ 1,130,342.50	100%	0.53	Some savings expected as costs for pushing up gravel booked to Stirling to Miranda Downs Road.
Inkerman Access	\$ 496,648.83	\$ 707,871.64	100%	1.43	Significant costs to push up material at Clarke Pit solely booked to this road, despite being utilised by other roads within the Shire.
Double Lagoon Access	\$ 152,260.02	\$ 64,872.76	100%	0.43	Cost savings as camp and mobilisation costs booked to Delta Downs Road.
Delta Downs Road	\$ 1,109,261.09	\$ 1,680,489.11	100%	1.51	Costs to push up material at Lilyvale Pit booked to this road, despite being utilised by several roads within the Shire. Excessive gravel haul distance.
Shady Lagoon Access	\$ 687,126.20	\$ 452,091.17	100%	0.66	Overlapping camp and establishment costs with simultaneously constructed QRA20 Shady Lagoon Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Mutton Hole Access	\$ 177,693.65	\$ 100,429.11	100%	0.57	Costs saving incurred due to no camp establishment costs required as the crew worked from town.
Dunbar to Koolatah	\$ 695,191.97	\$ 221,275.40	48%	0.67	Scope North of the Mitchell River has been completed, remaining works to be completed next year. Costs expected to increase closer to align with RV.
Darunda Access	\$ 32,878.62	\$ -	0%	1.00	
Rutland Plains Access	\$ 132,507.79	\$ -	0%	1.00	
TOTAL	\$ 7,455,550.33	\$ 7,830,462.01			

Submission 4 CSC.0019.1819F_REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Glenore Access	\$ 909,509.81	\$ 849,701.90	100%	0.93	
Inverleigh Access	\$ 5,671.11	\$ 1,006.35	100%	0.18	Construction completed in less than one day, majority of costs booked to adjacent Normanton to Burketown Road
Inverleigh Access (Secondary)	\$ 6,592.06	\$ -	100%	0.00	Construction completed in less than one day, majority of costs booked to adjacent Normanton to Burketown Road
Inverleigh West Access	\$ 26,659.05	\$ 2,164.49	100%	0.08	Construction complete. Costs booked to adjacent Normanton to Burketown road as construction was completed in less than one day.
Lorraine Access	\$ 521,767.89	\$ 331,612.04	100%	0.64	Camp and establishment overlaps with simultaneously constructed Nardoo to Leichardt, when assessing roads together expenditure aligns closer to combined RV.
McAlister	\$ 807,881.47	\$ 1,049,775.21	100%	1.30	Overlapping camp and establishment costs for the remaining QRA18 Ten Mile scope booked to this road.
Mundjuro Access	\$ 249,585.28	\$ 272,947.09	100%	1.09	
Pioneer Access	\$ 41,036.66	\$ 21,435.99	100%	0.50	Cost savings as camp and mobilisation costs booked to adjacent Trenton Road.
Warremole Access	\$ 116,685.30	\$ 71,374.32	100%	0.61	Cost savings as construction was completed simultaneously with QRA18 scope of work with overlapping camp and mobilisation costs.
Wernadings Access	\$ 358,899.18	\$ 184,957.42	100%	0.52	Cost savings from simultaneous construction with QRA18 Wernadings Access Scope of work.
Wundoola Bypass	\$ 864,937.20	\$ 392,033.47	100%	1.07	
Wundoola Access	\$ 434,387.84	\$ 156,958.20	100%	0.36	Cost overlaps with simultaneously constructed Wundoola Bypass. When assessing roads together, expenditure aligns closer to RV.
Broadwater to Ifley	\$ 2,980,296.69	\$ 2,605,675.81	100%	0.87	Overlapping camp and establishment costs for Claraville, Hayden Access and Broadwater Access booked to Broadwater to Ifley Road. When assessing roads together, expenditure expected to align closer to combined RV.
Claraville	\$ 554,687.64	\$ 677,722.82	100%	1.22	Overlapping camp and establishment costs with Broadwater to Ifley Road. When assessing roads together, expenditure expected to align closer to combined RV.
Broadwater Access	\$ 7,458.24	\$ 14,200.36	100%	1.90	Overlapping camp and establishment costs with Broadwater to Ifley Road. When assessing roads together, expenditure expected to align closer to combined RV.
Haydon Access	\$ 157,107.11	\$ 135,883.38	100%	0.86	Overlapping camp and establishment costs with Broadwater to Ifley Road. When assessing roads together, expenditure expected to align closer to combined RV.
Neumayer Valley Access	\$ 346,224.08	\$ 282,920.11	100%	0.82	Overlapping camp and establishment costs with Donors to Augustus Downs Road. When assessing roads together, expenditure expected to align closer to combined RV.
Old Croydon (Unsealed)	\$ 739,052.69	\$ 188,414.49	100%	0.25	Costs saving incurred due to no camp establishment costs required as the crew worked from town.
Cowan Downs Access	\$ 154,166.71	\$ 52,304.21	100%	0.34	Overlapping camp and establishment costs with simultaneously constructed Donors Hill Access and Donors Hill to Augustus Downs, when assessing roads together expenditure is expected to align closely with the combined RV.
Kelwood Access	\$ 44,232.85	\$ 74,048.69	100%	1.67	QRA19 and QRA20 scope were constructed together and booked to the same QRA19 job number. When assessing together expenditure is expected to align below the combined RV due to reduced scope.
Donors Hill Access	\$ 31,867.43	\$ 9,834.26	100%	0.29	Overlapping camp and establishment costs with simultaneously constructed Cowan Downs and Donors Hill to Augustus Downs, when assessing roads together expenditure is expected to align closely with the combined RV.
Earumba Pipeline Service Access	\$ 1,631,989.21	\$ 1,250,582.01	100%	0.77	Overlapping camp and establishment costs with simultaneously constructed QRA20 Earumba Pipeline Service Access. When assessing roads together expenditure is expected to align closely with the combined RV.
TOTAL	\$ 10,494,695.45	\$ 8,625,552.62			

Submission 6 CSC.0025.1819F_REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Wundoola Access (Flood Gauge)	\$ 50,000.00	\$ 36,381.00	100%	0.73	Market rate to be adjusted to reflect the actual cost of Flood Gauge.
Col Kitching Drive	\$ 5,611.27	\$ 1,958.07	100%	0.35	Expenditure incorrectly booked, expected to align closer to RV.
Dunbar - Koolatah Road (Mitchell River Crossing)	\$ 503,158.00	\$ -	0%	1.00	
Ellis Street	\$ 88.56	\$ -	0%	1.00	
Jubilee Way	\$ 239.11	\$ -	0%	1.00	
Old Hospital Road	\$ 1,434.10	\$ 811.24	0%	1.00	
Palmer Street KBA	\$ 6,025.50	\$ 1,568.07	0%	1.00	Expenditure incorrectly booked, no construction has commenced.
Russell Street	\$ 1,176.50	\$ -	0%	1.00	
Simpson Street	\$ 117.65	\$ 811.24	0%	1.00	
TOTAL	\$ 567,850.69	\$ 41,921.62			

CARPENTARIA SHIRE COUNCIL

SUMMARY OF QRA20 EXPENDITURE

CURRENT

Project Completed

Forecast Project Expenditure to RV Ratio

31/07/2021

16.4%

0.95



Submission 1 - CSC.0038.1920E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Magawra Access	\$ 81,030.08	\$ 56,257.71	100%	0.68	Savings incurred due to crew working from town and no camp establishment required.
Cowan Downs Access	\$ 295,151.76	\$ 275,569.00	100%	0.93	
Donors Hill Access	\$ 205,044.23	\$ 132,781.20	100%	0.65	Overlapping camp and establishment costs with simultaneously constructed Cowan Downs and Donors Hill to Augustus Downs. When assessing roads together expenditure is expected to align closely with the combined RV.
Kelwood Access	\$ 327,771.72	\$ -	100%	0.00	All expenditure booked to the simultaneously constructed QRA19 Kelwood Access.
Ten Mile Road	\$ 540,570.23	\$ 310,339.67	100%	0.57	Savings incurred due to crew working from town and no camp establishment required.
Karumba Pipeline Service Access	\$ 168,026.92	\$ 93,030.78	100%	0.55	Overlapping camp and establishment costs with simultaneously constructed QRA19 Karumba Pipeline Service Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Neumayer Valley Access	\$ 371,655.57	\$ 35,236.42	48%	0.20	Accrued expenditure processing, road currently under construction.
Donors Hill - Augustus Downs Road	\$ 4,556,053.77	\$ 1,620,347.86	48%	0.74	Accrued expenditure processing, road currently under construction.
Augustus Downs Access	\$ 28,213.06	\$ -	0%	1.00	
Inverleigh Access	\$ 27,275.28	\$ 2,285.10	0%	1.00	
Lorraine Access	\$ 43,982.34	\$ -	0%	1.00	
McKilister Road	\$ 2,474,714.58	\$ 3,973.21	0%	1.00	
Nardoo - Leichardt Road	\$ 1,169,208.38	\$ 2,438.58	0%	1.00	
Normanton - Burketown Road	\$ 1,630,691.51	\$ 35,474.91	0%	1.00	
TOTAL	\$ 11,921,389.43	\$ 2,564,744.64			

*Expected expenditure ratio is the ratio of final expenditure divided by the recommended value. (i.e. 1.5 is 50% over budget, 0.8 is 20% under budget)

Submission 2 - CSC.0036.1920E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Woodview Access	\$ 27,893.25	\$ 12,049.88	100%	0.43	Savings incurred due to crew working from town and no camp establishment required.
Beard Access	\$ 25,561.73	\$ 7,696.03	100%	0.30	Construction completed in less than one day, savings incurred due to crew working from town and no camp establishment required.
Glenore Weir Service Access	\$ 41,470.85	\$ 31,126.71	100%	0.75	Overlapping costs with adjacent Glenore Weir Road (Secondary Access), when assessing together expenditure is expected to align closely with the combined RV.
Glenore Weir Road (Secondary Access)	\$ 11,743.38	\$ 13,365.00	100%	1.14	Overlapping costs with adjacent Glenore Weir Service Access, when assessing Assets together expenditure is expected to align closely with the combined RV.
Pioneer Access	\$ 34,977.91	\$ 3,619.79	100%	0.10	Accrued expenditure processing, construction recently completed.
Claraville Road	\$ 1,229,536.07	\$ 430,823.16	69%	0.51	Accrued expenditure processing, road currently under construction.
Trenton Road	\$ 2,751,917.36	\$ 629,813.88	37%	0.63	Accrued expenditure processing, road currently under construction.
Broadwater - Iflley Road	\$ 3,524,272.79	\$ 327,122.60	6%	1.57	Accrued expenditure processing, road currently under construction.
Glenore Access	\$ 52,564.27	\$ 787.20	0%	1.00	
Iflley Road	\$ 4,365,707.86	\$ 734,836.90	0%	1.00	
Mandjuro Access	\$ 84,246.86	\$ -	0%	1.00	
Wondoola Access	\$ 471,158.12	\$ 3,875.00	0%	1.00	
Wondoola Bypass Road	\$ 1,021,560.02	\$ 17,272.60	0%	1.00	
Yappar River Access	\$ 72,257.77	\$ -	0%	1.00	
Yappar River Access (Secondary Access)	\$ 43,445.97	\$ -	0%	1.00	
TOTAL	\$ 13,768,324.21	\$ 2,212,388.75			

Submission 3 CSC.0037.1920E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Shady Lagoon Access	\$ 73,713.47	\$ 31,612.33	100%	0.46	Overlapping camp and establishment costs with simultaneously constructed QRA19 Shady Lagoon Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Delta Downs Road	\$ 1,598,239.95	\$ 419,769.69	0%	1.00	
Dorunda Access	\$ 1,288,533.76	\$ -	0%	1.00	
Glenore - Miranda Downs Road	\$ 516,884.05	\$ 3,919.59	0%	1.00	
Inkerman Access	\$ 1,804,651.21	\$ 2,497.44	0%	1.00	
Lotus Vale - Stirling Road	\$ 1,627,243.38	\$ -	0%	1.00	
Stirling - Miranda Downs Road	\$ 389,425.85	\$ -	0%	1.00	
Vanhook Access	\$ 149,018.33	\$ -	0%	1.00	
TOTAL	\$ 7,647,710.00	\$ 459,799.05			

Submission 4 CSC.0038.1920F_REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Dunbar - Koolatah Road	\$ 217,384.80	\$ 21,887.71	0%	1.00	
Koolatah - Dixie Road	\$ 4,041,152.28	\$ 66,137.53	0%	1.00	
Koolatah - Drumduff Road	\$ 793,815.29	\$ 1,475.63	0%	1.00	
TOTAL	\$ 5,052,352.37	\$ 89,500.87			



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 DATE: 08/04/21 2:46:30 PM

NO.	DATE	DESCRIPTION	DESIGN	APPROVED
5	05/08/21	REVISED FOR AUGUST MEETING	BCB	
4	07/07/21	REVISED FOR JULY MEETING	MG	
3	07/06/21	REVISED FOR JUNE MEETING	MG	
2	10/05/21	REVISED FOR MAY MEETING	BCB	
1	08/04/21	INITIAL ISSUE FOR APRIL MEETING		



DATE:	18/08/2021	TIME:	10:30 AM
BY:	MG	APPROVED:	
DATE:	18/08/2021	TIME:	10:30 AM
BY:	MG	APPROVED:	
DATE:	18/08/2021	TIME:	10:30 AM
BY:	MG	APPROVED:	

PROJECT NO:		101-020-SK713	
PROJECT NAME:		CARPENTARIA SHIRE COUNCIL ROADS	
PROJECT DESCRIPTION:		2020 CONSTRUCTION SEASON COMPLETED WORKS	
ISSUE NO:	A1	ISSUE DATE:	18/08/2021

Appendix E - Approved Betterment Projects

Previously Approved Projects:

Project	Value
Normanton to Burketown Pavement Improvements and Sealing (CH37.458 – 43.185)	Project RV \$3.1million Construction value \$2.5million
Normanton to Burketown Pavement Improvements and Sealing (CH53.218 – 55.742)	Project RV \$0.96million Construction value \$0.76million
Burke and Wills Monument Road pavement improvements	\$138,000
Monsoon Trough Flood Impact Study	\$60,000
Desludging of the Normanton Sewerage Lagoon	\$974,558
Disaster Coordination Shed	\$375,000

Recently Approved Projects:

Project	Value
Karumba Airport Weather Station	\$87,000
Karumba Chlorine Generator	\$180,000
Normanton Water Treatment Plant Pipework Upgrades	\$150,000
Normanton Water Treatment Plant Storage Upgrades	\$40,000
Investigation into New Karumba Sewage System	\$80,000
Glenore Weir Intake, Pipework and Valve Set Upgrades	\$320,000
Karumba Foreshore	\$500,000
Normanton Stormwater Upgrades	\$228,882

Appendix F – EOT Approvals

Submission Reference	Funding Type	Project	Previous Time Limit	EOT Duration (months)	EOT approval
CSC.0006.1819E.REC	QRA19 REPA	Submission 1	30-Jun-21	3	30-Sep-21
CSC.0010.1819E.REC	QRA19 REPA	Submission 2	30-Jun-21	3	30-Sep-21
CSC.0009.1819E.REC	QRA19 REPA	Submission 3	30-Jun-21	3	30-Sep-21
CSC.0019.1819E.REC	QRA19 REPA	Submission 4	30-Jun-21	3	30-Sep-21
CSC.0015.1819E.REC	QRA19 REPA	Submission 5	30-Jun-21	3	30-Sep-21
CSC.0025.1819E.REC	QRA19 REPA	Submission 6	30-Jun-21	6	31-Dec-21
CSC.0016.1819E.REC	2018-19 Betterment	Normanton to Burketown Sealing P11/12	30-Jun-21	3	30-Sep-21
CSC.0017.1819E.REC	2018-19 Betterment	Normanton to Burketown Sealing P13	30-Jun-21	3	30-Sep-21
CSC.0011.1819E.DWS	2018-19 Betterment	Desilting of the Normanton Sewer Lagoons	30-Jun-21	3	30-Sep-21

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11.3 WATER AND WASTE REPORT - JULY 2021

Attachments: NIL
Author: Ben Hill - Manager Water and Sewerage
Date: 12 August 2021

Key Outcome: 5.3 - A safe and sustainable water network
Key Strategy: 5.3.1 Plan, deliver and manage efficient and sustainable, high quality, water supply systems.

Executive Summary:

Normanton Water Treatment Plant (WTP), Karumba Sewage Treatment Plant (STP) and Normanton STP are operating effectively. The following items of interest are discussed in further detail within the report:

- Water levels at Glenore Weir are approximately 2.69m (AHD).
- Total treated water was 92.3ML for the month.
- The new Actiflo clarifier installed and awaiting company representative to clear COVID lockdowns.
- New Variable Speed Drives installed at Glenore Weir.
- Glenore Weir pumps due for delivery August/September.
- Scheduled water systems audit to take place in September.
- Water meter replacement program about to get underway.
- Normanton STP de-silting project approximately two-thirds complete.
- Three low pressure sewer pumps were replaced in Karumba.
- Five caravan park pumps failed during the month, with spares installed or a temporary solution put in place.
- Tyre removal has re-commenced at Normanton landfill (RRTAP funding)
- The waste operations tender closed early July with a separate report to be submitted at the August Ordinary Meeting.

RECOMMENDATION:

That Council:

1. accepts the Water and Wastewater Report as presented for the period ending 31st July 2021; and
2. that those matters not covered by resolution be noted.

Background:

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Glenore Weir

The DNRME level gauge at Glenore Weir recorded a level of 6.99m on the 30th of June (2.69m AHD). The Bureau of Meteorology recorded no rainfall at Normanton Airport during the month.

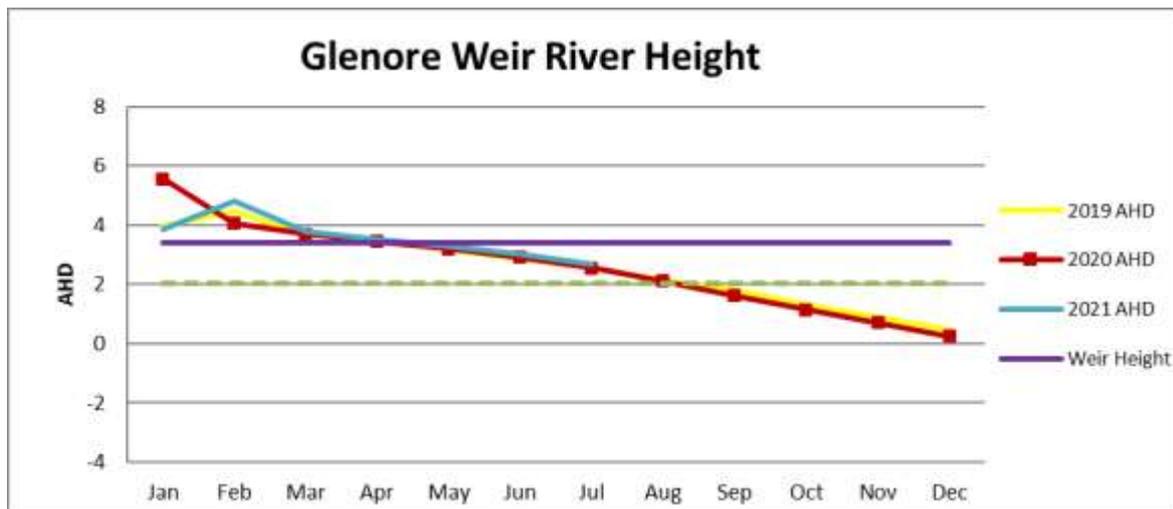


Figure 1: Glenore Weir River Height on the last day of the month.

Normanton Water Treatment Plant

For the month, 88.0ML was pumped from Glenore Weir and 4.2ML from the Normanton bore for a total of 92.3ML of raw water. As can be seen in Figure 1, water consumption is similar to the same as last year.

Normanton consumed 53.1ML (57.5%) and 34.0ML (36.8%) was pumped to Karumba, 3.5ML (3.8%) was used for backwashing and bulk water supply/storage. The remaining 1.9% was recorded as systems losses.

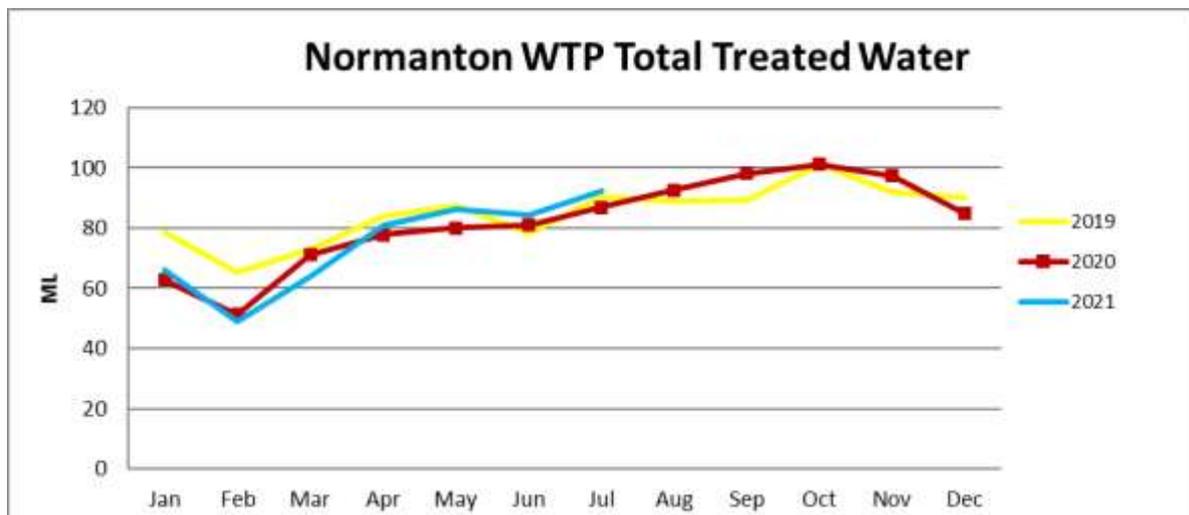


Figure 2: Total raw water treated

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Maintenance and Upgrades

At the time of writing this report, the new Actiflo clarifier is still in cotton wool available to be used if required. As discussed in the July report, a commissioning engineer was unable to attend site due to the COVID lockdown, so an alternative was arranged for a Veolia representative from Brisbane to attend instead. Unfortunately, the Brisbane lockdown came into effect two days before his scheduled visit. This will be re-arranged as soon as possible, it should be noted that Council staff would be capable of getting the equipment operational, however would prefer to err on the side of caution to ensure there are no future warranty issues.

The Variable Speed Drives (VSD) at Glenore Weir were installed and commissioned during July. This was undertaken by plant operators, Council electrician and a SCADA engineer. There were minor disruptions to the treatment plant, but the installation has already smoothed pumping operations. Prior to the installation, the main flow meter failed and is in need of replacement. Spares have been ordered and will be installed once available. These jobs have been completed under the variation of the LGGSP funding program for the Weir. The three replacement pumps that were ordered in February are due for delivery August/September.

Now that the water meter readings have been completed, the annual replacement program will commence in August. According to **Australian Standards**, water meters generally need to be replaced every eight years, with this in mind the program which commenced in 2019 aims to replace approximately 150 meters per year. Council plumbers will replace around 100 meters in the next couple of months, with the remaining 50 to be replaced after the mid-year readings or failure.

The water regulator (Department of Regional Development, Manufacturing and Water) stipulates that each water service provider is required to have a third party audit undertaken every four years. Carpentaria Shire Council is due for its water quality audit in September of this year and have engaged Jeff Ballard of Northern Water Management to undertake the work. The audit is focused on water operations, processes, operators and adherence to the Drinking Water Quality Management Plan (DWQMP).

Normanton Sewage Treatment Plant and Reticulation Network

Normanton Sewerage Treatment Plant (STP) received an estimated 8.1ML (see Figure 5) of wastewater in July. The inlet flow meter is now fully functional again and will provide more accurate flow meter for future reports. Parameters did not meet licence conditions for the samples sent away, however the irrigation system was turned off due to the ongoing desilting project.

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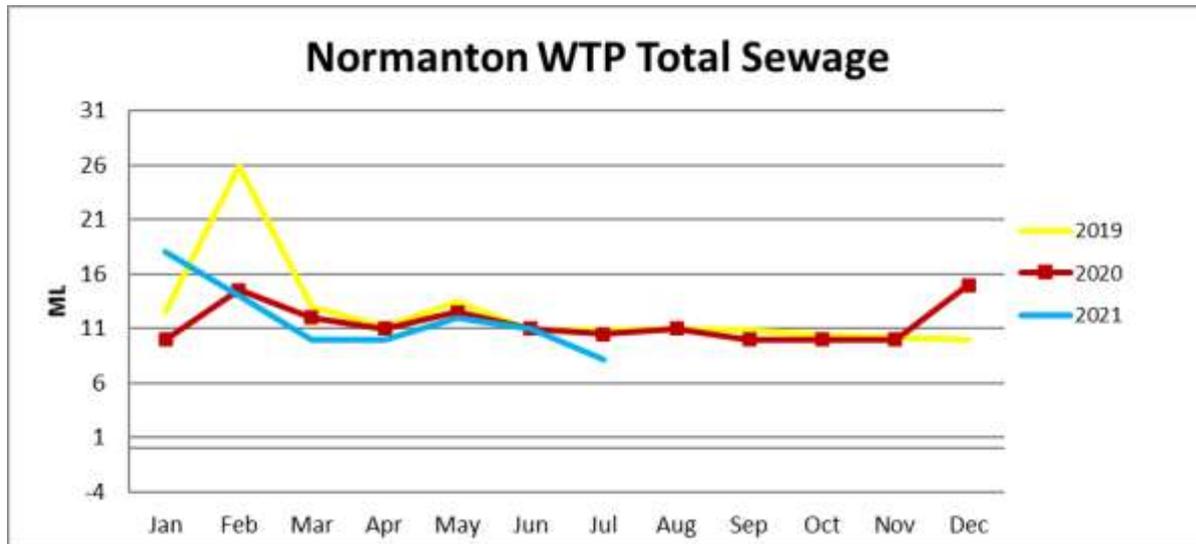


Figure 3: Total volume treated at Normanton STP

Maintenance and Upgrades

Dredging solutions have been dredging and dewatering the sludge at the Normanton Sewage Treatment Plant (see Figures 4 and 5). The project has been going on since the start of July and is expected to be completed by the end of August. The project has been funded under the QRA's 2019 monsoon trough event betterment and resilience funding. The works will improve the quality of the effluent and will remove the silt, sand and grit that entered the treatment plant during the flooding event. Results and further details will be provided in the September Council report.



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Figure 4: Mixer and dredge pump for de-silting project at Normanton STP.



Figure 5: Containerised centrifuge unit (Dredging Solutions).

Karumba STP and Low Pressure Network

Karumba Sewage Treatment facility treated approximately 6.8ML (see Figure 6) for June.

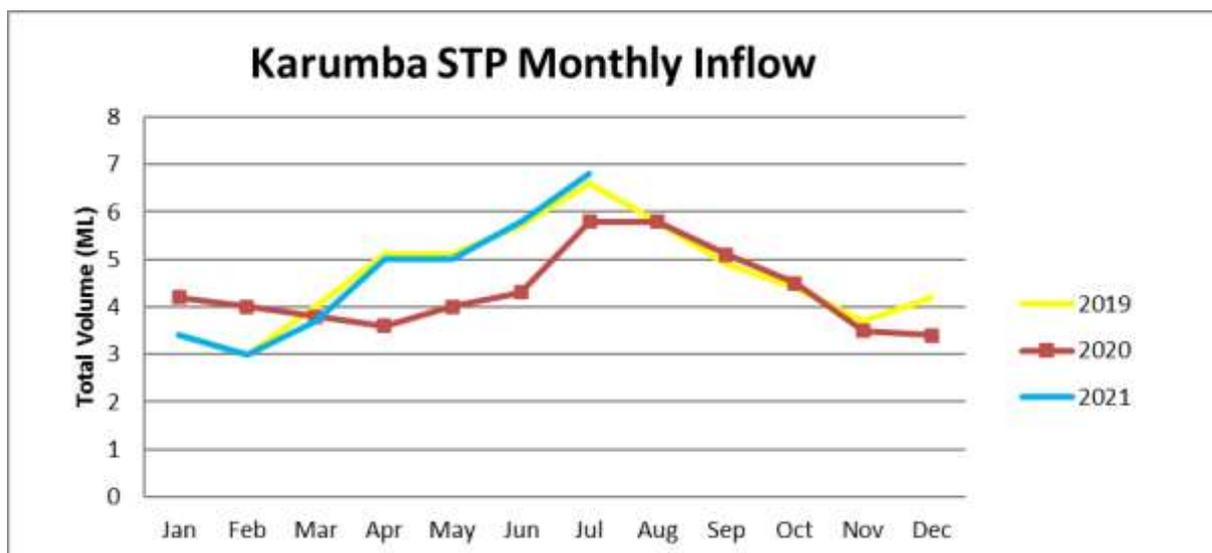


Figure 6: Total Monthly inlet flow for Karumba STP.

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Compliance

Samples from the treatment plant were analysed and found to be within range of all parameters as set out in the Environmental Authority.

Maintenance and Upgrades

Flow rates through the treatment plant are much higher than 2020 which was impacted by COVID and is consistent with the totals from pre-COVID years. The membrane cleaning regime continues and will be an ongoing maintenance issue until they are replaced. They were originally only expected to last up to eight to ten years but have now been in operation for eleven. We expect to get another year or so out of them, but they are now becoming costly to maintain and operate and we will be seeking funding to have them replaced. Cost estimates of the replacement are in the range of approximately \$200,000.

The geobag containing the bio-solids has been split open for drying and will be transported to Normanton Landfill as soon as it becomes dry enough. All other components of the STP are operating with minor maintenance works and a replacement motor installed in the blower. Golf course sprinklers are also being worked on as time is available for operations staff.

During the month, only three e-one pumps were replaced throughout the network, which is a great improvement on previous months. Additionally, Enviro-One Services (the Australian distributor) send two service technicians to Karumba to repair pumps free of charge. They were able to repair twenty pumps while on site and provide additional training and support to the operators. Regular service visits will be scheduled for a technician to perform repairs as required.

While there was a reduction in problems with the e-one pumps, the Aquatec pumps servicing the caravan parks created a number of issues for operators. Pump stations at both the Sunset Point Caravan Park and the Gulf Country Caravan Park failed, mainly due to an excessive amount of rag blocking the pumps. While we had a number of spares on the shelf, the number of breakdowns meant we had to raid operational pump stations and make temporary adaptations to keep the system working.

Karumba Waste Transfer and Normanton Landfill

Normanton Landfill continues to operate as usual, at this stage there are no set staff members based at the landfill. Additional works were undertaken in July to reclaim lost air space. The temporary disposal site outside of the active cell has worked extremely well in terms of cell operation and compaction. As it is unsightly, it could be an option to set up bins similar to Karumba to store the waste and keep the public out of the landfill area.

Australian Scrap Tyre Disposal are currently on site to remove the tyres from the bottom of the pit to be recycled under the RRTAP funding provided by the Department of Environment and Science. This project is due for completion during August/September and should align well with the potential handover of the facility if Council agrees to go out to contract.

The tender for waste operations be presented as a separate item at the August Council meeting for resolution. There was a public notice and advertising through *Vendor Panel*, multiple newspapers and radio.

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Finance and Budget

Row Labels	Sum of Original Budget	Sum of Actual Bal	Sum of Order Value	Sum of Total
Operating Income	-4,284,960	-727	0	-727
Landfill/ Waste Transfer Operations	-845,960	-727	0	-727
Sewerage	-1,599,000	0	0	0
Water	-1,840,000	0	0	0
Operating Expenditure	5,092,324	98,778	249,689	348,466
Landfill/ Waste Transfer Operations	751,328	24,540	121,461	146,001
Refuse Collection	262,536	18,112	0	18,112
Sewerage	1,510,568	23,016	46,123	69,139
Water	2,567,893	33,109	82,105	115,214
Grand Total	807,364	98,050	249,689	347,739

Consultation (Internal/External):

- Director of Engineering - Michael Wanrooy.
- Manager Water and Waste - Ben Hill.
- Trades and operational staff.
- Australian Scrap Tyre Disposal.
- Veolia Water Technology.
- Dredging Solutions.
- Enviro-One Services.
- David Thomas (SCADA Engineering).

Legal Implications:

- Low – within normal operational parameters.

Financial and Resource Implications:

- Medium – upgrades required for 2020/21 financial year to remain compliant.

Risk Management Implications:

- Nil.

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11.4 WATER AND SEWERAGE CONDITION ASSESSMENT REPORT

Attachments:	NIL
Author:	Ben Hill - Manager Water and Sewerage
Date:	12 August 2021
Key Outcome:	Day to day management of activities within the Water and Waste Department
Key Strategy:	As per the Departmental Plan for Water and Waste

Executive Summary:

CT Management recently performed a condition assessment on Council's Water and Sewerage assets. This provided background on the potential issues that Council is facing and a priority list of where to spend future resources. While Council was mostly aware of the major projects that will need to be undertaken, the report also provides a good foundation to set up improved Assets Management Plans and maintenance programs.

RECOMMENDATION:

That Council accepts the Water and Sewerage Condition Assessment Report as provided for information.

Background:

Recently Council commissioned CT Management to undertake condition assessments for all of its water and sewerage assets. Council is well aware that some of its major assets are approaching the end of their useful life and will be quite costly to replace. With this in mind, it is necessary to have a good assets management plan in place to ensure that they are replaced in a timely manner so that large one-off costs are not incurred.

The assessing Engineer inspected each asset and took photos/samples to provide a condition assessment rating. The report also provides a ten year expenditure forecast as well as a priority list and estimated costings for each component. The report also made a point of the highest priority short term works that Council needs to address as soon as practically possible. Table 1 provides this list along with potential costings and the status/notes of where Council is currently situated.

The report also provided detailed assessments and cost estimate forecasts for each component of the systems, these total costs are summarized in Figure 1. It must be noted that the entire cost of the upgrade to the Glenore to Normanton raw water pipeline has been costed to 2021. The reality is that this project will be more likely to take place in future years and may need to be undertaken in smaller chunks or packages and will most likely be completed across a number of financial years.

The intention is to use the information compiled in the report to provide the background for the Asset Management Plan (AMP). The AMP will program maintenance tasks for the assets and along with a commonsense approach to replacement of capital items, ensure that Council's systems are maintained to an appropriate standard.

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Table 1: List of jobs and priorities

Priority List	Status
Replacement of Karumba STP membranes	Quotes received (expected cost of approximately \$250k)
Replacement of Glenore Weir to Normanton raw water pipeline	Seeking funding
Repair (and opening) of seized DN300 valve to Facultative Pond 2 at Normanton STP to bring Facultative Pond 2 into operation	complete
Installation of the two additional aerators (already in Normanton) at Normanton STP Facultative Ponds	to be installed
Construction of concrete sludge drying beds at Normanton STP	earth bund drying beds constructed
Desludging of the two Facultative Ponds at Normanton STP	underway - due for completion in August 2021
Replacement of corroded chemical storage cabinets at Karumba STP	to be purchased
Repair to fencing and clearing of Normanton WTP sludge drying beds	yet to start

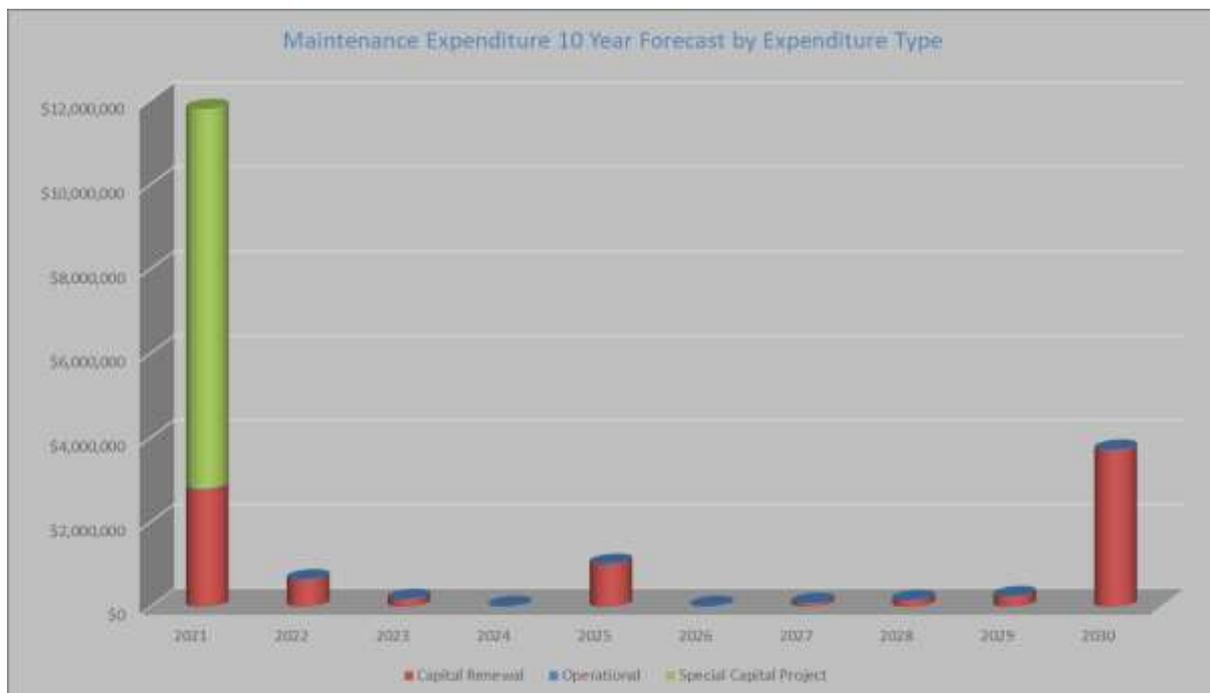


Figure 1: Proposed Water and Sewer assets maintenance and renewal program

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Consultation (Internal/External):

- Executive Leadership Team
- David Cox – CT Management

Legal Implications:

- Legislative requirements under various acts (*Water Safety and Reliability Act 2008*)

Financial and Resource Implications:

- Will be programmed into future spending.

Risk Management Implications:

- Report provided to notify elected members of potential future risks.

BUSINESS PAPERS

11.5 WASTE OPERATIONS TENDER 21-0540

Attachments:	11.5.1. Tender Assessment Matrix 21-0540 ↓
Author:	Ben Hill - Manager Water and Sewerage
Date:	12 August 2021
Key Outcome:	Day to day management of activities within the Water and Waste Department
Key Strategy:	As per the Departmental Plan for Water and Waste

Executive Summary:

The tender assessment panel has reviewed the four (4) tender submissions received for Carpentaria Waste Operations (CN: 21-0540). One (1) tender was received from a local contractor and three (3) tenders were received from non-local contractors.

All tenders received are non-conforming as two tenderers did not attend the mandatory tender briefing and two have been deemed unable to meet the mandatory contract requirements.

The tenders have been assessed with a 60% price weighting and 40% non-price weighting.

RECOMMENDATION:

That Council award the tender to Wanless Waste Management Pty Ltd for their tender of \$44,020.00 ex GST per month initially and \$50,520.00 ex GST per month after Council's current landfill compactor hire period ends in approximately August 2023.

Background:

A request for tender for Waste Operations at Normanton Landfill and Karumba Waste Transfer Station was issued by Carpentaria Shire Council on 26 May 2021 and closed at 4:00pm on 7 July 2021. Four (4) tenders were received.

1. Wanless Waste Management

Wanless Waste Management submitted a non-conforming tender for a total price of \$44,020.00 ex GST per month and \$50,520.00 ex GST per month after Council's current landfill compactor contract expires. This was the lowest price received.

The tender was deemed non-conforming as a representative did not attend the mandatory tender briefing and site inspection. All other information was submitted and conforming.

2. Lumax Waste Management

Lumax Waste Management submitted a non-conforming tender for a total price of \$62,302.44 ex GST per month and \$68,802.44 ex GST per month after Council's current landfill compactor contract expires. This was the second lowest price received. The tender was deemed non-conforming as a representative did not attend the mandatory tender briefing and site inspection. All other mandatory information was submitted and conforming.

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3. 2 Mile Safari

2 Mile Safari submitted a non-conforming tender for a total price of \$127,334.00 ex GST per month and \$145,419.00 ex GST per month after Council's current landfill compactor contract expires. 2 Mile Safari was the only local tenderer. After the tender had closed, 2 Mile Safari provided feedback that they had made an error in their submission which altered their price to \$70,945 ex GST per month.

The tender was deemed non-conforming as they are unable to meet the mandatory contract requirements due to a lack of experience in landfill management.

4. ABC Tarps

ABC Tarps submitted a non-conforming tender. The tender was deemed non-conforming as they did not submit several mandatory details including a price.

Assessment

The tender assessment criteria included a 60% price weighting and a 40% non-price weighting as detailed below in Table 1.

Table 1: Assessment Criteria

	Criteria	Weighting
Price	Price	60%
Non-Price	Experience in Landfill Management	20%
	Experience in Remote Locations	5%
	Understanding of the CSC Waste Sites	5%
	Tenderer is local	5%
	Tenderer is using local subcontractors	5%
TOTAL		100%

These criteria were used to assess and rank each of the tenders received. A summary of the tender assessment scores are provided in Table 2 below. The detailed tender assessment is provided in Appendix A.

Table 2: Tender Assessment Scores

Tenderer	Tendered Price per Month (ex GST)	Tendered Price per Month including Landfill Compactor (ex GST)	Total Score
Wanless Waste Management	\$44,020.00	\$50,520.00	90.00%
Lumax Waste Management	\$62,302.44	\$68,802.44	86.29%
2 Mile Safari	\$127,334.00	\$145,419.00	34.80%
ABC Tarps	N/A	N/A	N/A

Consultation (Internal/External):

- Tender Assessment Panel – Ben Hill, Michael Pickering and Branden Brosseau

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Legal Implications:

- Nil.

Financial and Resource Implications:

- Nil.

Risk Management Implications:

- Nil.

Appendix A - Tender Assessment
Tender 21-0540
CARRENTARIA WASTE OPERATIONS

P1a1 =	Price Weight
\$ 88,247.18	60.00%

Contractor	Total Rate per Month (ex GST)	Total Rate per Month + Landfill Component (ex GST)	Price Score				Non-Price Score				Assessment Ranking
			P1 - Price Score	P1a - Normalised Price Score	P1b - Total Price Score	Tenderer Experience (20%)	Total Community Benefit (20%)	Total Non-Price Score	Total Score		
Marshall Waste Management	\$ 44,629.00	\$ 30,820.00	142.75	100.00%	40.00%	25.00%	5.00%	20.00%	80.00%	5	
Luma Waste Management	\$ 42,501.44	\$ 46,602.44	122.03	85.49%	51.29%	30.00%	5.00%	35.00%	86.29%	2	
2 Mids S&B	\$ 17,754.00	\$ 145,413.00	35.21	24.92%	14.85%	20.00%	10.00%	20.00%	34.85%	3	
ABC Waste	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

Criteria	Weighting
Experience in Landfill Management	20%
Experience in Resource Recovery	5%
Understanding of the CO2, Methane, Other	5%
Tenderer's Score	5%
Tenderer's Rating (0-5) (20% Experience)	5%
TOTAL	100%

Tenderer	NON-PRICE ASSESSMENT			Notes
	Previous Experience of Supplier	Wastebits	2 Mids S&B	
Experience in Landfill Management (20%)	20%	20%	0%	2 Mids S&B has no previous experience in landfill management. Luma and Marshall have current landfill contracts.
Experience in Resource Recovery (5%)	5%	5%	5%	All tenderers have experience in resource recovery.
Understanding of the CO2, Methane, Other (5%)	5%	20%	N/A	2 Mids S&B identified the landfill and Luma have a current contract at the Homington landfill.
TOTAL	35%	45%	5%	

The monthly tender rates for tender evaluation have been normalised and weighted for comparison as follows:

- P1 = Tendered monthly rate
- P1a = Average of all tendered monthly rates
- P1b = Price score = $200 - \left(\frac{100}{P1} \times \frac{P1}{P1a} \right)$
- P1a = Normalised price score = $\frac{P1}{P1a} \times \frac{100}{2}$
- P1b = Total price score = P1 x Price Weight

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11.6 WORKSHOP REPORT

Attachments:	NIL
Author:	William Bollen - Workshop Foreman
Date:	11 August 2021
Key Outcome:	5.1 - Integrated and timely provision and management of sustainable infrastructure and assets
Key Strategy:	5.1.1 Develop a Strategic Infrastructure and Asset Management Plan to guide the provision, maintenance, decommissioning, replacement and enhancement of Council assets and infrastructure.

Executive Summary:

This report provides information and updates to Council on various maintenance and repairs that are facilitated within the Workshop.

RECOMMENDATION:

That Council:

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

Background:

Service, Repair and Maintenance – Completed Task:

Grader P3516- "A" Frame ball retaining bolts have snapped resulting in down time while we swap parts from P3018. The cause is unknown but will question the operator. Excess play has not been identified in previous services or by the operator so possibly way too much force is being applied during operation.

No significant issues have arisen since last report issued.

Workshop has been focused on preventative maintenance to the best of our ability while also assisting outside crews.

Some of our focus towards the end of the month has been on Tutt Bryant Roller failures. The machines still seem to have the same common issues causing down time. Conversation with Tutt Bryant who is working on it.

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Plant currently on the waiting list for repairs for either parts or diagnosing:
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Plant not currently being used:
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Consultation (Internal/External):

- Nil

Legal Implications:

- Nil

Financial and Resource Implications:

- Nil

Risk Management Implications:

- Within normal operating parameters

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- 12 GENERAL BUSINESS**
- 13 CLOSURE OF MEETING**