



CARPENTARIA SHIRE

Outback by the Sea

BUSINESS PAPER

16 MARCH, 2022

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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

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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 23 February 2022 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 Rates Based Financial Assistance Application - Normanton Rodeo Association**
This item is classified CONFIDENTIAL under the provisions of clause 275(1)(d) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to rating concessions.
- 8.2 Review & Waiver of Excess Water A374 - Dept of Agriculture & Fisheries**
This item is classified CONFIDENTIAL under the provisions of clause 275(1)(d) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to rating concessions.:

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9 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

9.1 CEO REPORT

Attachments: 9.1.1. Departmental Plan - Office of the CEO [↓](#)
Author: Mark Crawley - Chief Executive Officer
Date: 7 March 2022

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			
15 March 2022	8:30am	Workshop – Councillors, CEO, Directors and Managers	Boardroom
16 March 2022	9:00am	Ordinary Meeting of Council	Shire Hall
20 April 2022	9:00am	Ordinary Meeting of Council	Karumba
21 April 2022	8:30am	Workshop – Councillors, CEO, Directors and Managers	Boardroom
NWQROC and LGAQ			
5-6 May		NWQROC Meeting	Georgetown
7-8 July		NWQROC Meeting	Cloncurry
6-7 October		NWQROC Meeting	Julia Creek
17-19 October		LGAQ Annual Conference	Cairns
8-9 December		NWQROC Meeting	Hughenden

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Date	Time	Event	Location
Local Government Professionals Australia			
2nd half of 2022		Local Government Professionals Aust – National Congress	Queensland or N.T. (TBC)
6-8 September		Local Government Managers Australia – State Conference	Gladstone

FINANCIAL REPORT

Governance Income and Expenditure to 28 February 2022

Row Labels	Sum of Original Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure	2,045,544	1,228,628	91,883	1,320,511
Communications	50,000	62,380	5,184	67,564
Community Recovery Officer	0	17,429	3,021	20,451
Disaster Events	0	57,552	0	57,552
Disaster Preparedness	7,000	52,246	8,873	61,119
Elected Members	548,207	333,216	2,833	336,049
Emergency Response	110,000	24,341	270	24,611
Governance	1,185,337	681,463	27,815	709,279
Operational Plan	145,000	0	43,886	43,886
Operating Income	-35,000	-91,213	0	-91,213
Disaster Preparedness	-7,000	-73,904	0	-73,904
Emergency Response	-18,000	-17,059	0	-17,059
Governance	0	-250	0	-250
Operational Plan	-10,000	0	0	0
Grand Total	2,010,544	1,137,415	91,883	1,229,298

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Tourism Budget – LWBDC Centre Manager Discovery Centre

Row Labels	Sum of Original Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure	1,095,648	709,777	80,192	789,969
Les Wilson Barramundi Discovery Centre	709,747	529,645	40,659	570,304
Tourism Events	120,000	70,998	28,682	99,680
Visitor Information	265,901	109,135	10,850	119,985
Operating Income	-336,500	-327,878	0	-327,878
Les Wilson Barramundi Discovery Centre	-316,500	-317,733	0	-317,733
Tourism Events	-10,000	-5,000	0	-5,000
Visitor Information	-10,000	-5,146	0	-5,146
Grand Total	759,148	381,899	80,192	462,091

Hatchery

Row Labels	Sum of Original Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure	399,565	288,951	1,595	290,546
Hatchery	399,565	288,951	1,595	290,546
Operating Income	-13,000	-35,234	0	-35,234
Hatchery	-13,000	-35,234	0	-35,234
Grand Total	386,565	253,718	1,595	255,312

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ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

Date:	Ref:	Action	Status	Comment
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
May 21	007	Recommend the process to finalise the Water Supply Easements in negotiation with Landholders and finalise all agreements for the water supply at Glenore.	Progressing	Met with Preston Law on 10/2/2022 to progress.
August 21	009	Advisory Committee Policy and Terms of Reference for Advisory Committees adopted	Progressing	Drafts underway for the various Advisory Committees of Council
August 21	GB	Pipeline Easement	Progressing in conjunction with Item from May Meeting	Contact made with Dean Patchett to progress the inclusion of the northern section of the easement/road in our asset register
December 21	9.2	Adoption of Capability Statement and Regional Priorities and Opportunities Documents and include on Council Website	Complete	Capability Statement loaded, finalised the Priorities and Opportunities Document awaiting loading to website
December 21	GB	Promotional Material – development of a booklet for new residents	Progressing	Have engaged the consultant working on the Get-Ready works to prepare a booklet for Council for distribution to new residents and will also have other content for the website.
February 22	9.2	Seeking Councils views on lease, no objection on condition that the purpose remains the same for the same applicant	Complete	Emailed response to Department as required

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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. Office of the CEO Departmental Plan

With the changes to the Corporate Plan and Operational Plan layout and inclusions we mentioned that we would need to develop Departmental Plans for each of the Council Departments to capture the day-to-day (business as usual) services provided.

The attached is a draft of the Departmental Plan for the Office of the CEO, seeking feedback from Councillors in relation to content, layout and if there is any missing information that should be included.

Recommendation: For feedback

3. Organisational Values

The organisations values are those key values that will govern our behaviour as a Council. Carpentaria Shire has many values that would be somewhat difficult for all to remember. Our Values are listed below: -

- Strong leadership (including integrity, unity and consistency)
- Respect and Teamwork
- Good governance
- Pride in our work
- Positive and professional
- Informed decision making
- Realistic goals

Will also listed/suggested a review of the Values with staff in my next newsletter. Values are easily identified when allocated within an acronym for example the corporate values of Melbourne City Council are integrity, courage, accountability, respect, and excellence or by adding an acronym from the first letter of each value – i care.

Recommendation: For feedback

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4. Staff Newsletter

Upon returning to work in 2022 the Office of the CEO commenced the distribution of a monthly Newsletter to keep staff informed on important items and providing feedback on the decisions and direction of Council.

The monthly newsletter has been introduced because of some of the feedback from the staff survey where it was relayed to us that communication (or lack of) was one of the matters that needed to be addressed.

Recommendation: For information

5. COVID Active Cases

Information in relation to active COVID cases and the statistics for each of the Regions and Local Government areas can be found at the link below.

[Queensland COVID-19 statistics | Health and wellbeing | Queensland Government \(www.qld.gov.au\)](https://www.qld.gov.au/health-and-wellbeing/queensland-covid-19-statistics).

Recommendation: For information

6. WQAC Assembly Attendance

Mayor Bawden, Deputy Mayor Hawkins and the CEO will be travelling to Charleville to attend the Western Queensland Alliance of Councils Assembly. Verbal report will be provided at the Meeting. The Assembly has been arranged during this time of year to allow input and advocacy effort into the upcoming Federal Election via a Federal Election Policy Platform and invitation of appropriate delegates to the Assembly.

Recommendation: For information

7. Training – Financial Sustainability – New Date

New date has been arranged for the training. Training will now be conducted face-to-face at the Shire Hall on 7 April 2022.

Please mark diaries to ensure attendance.

Recommendation: For information

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Tourism Champions Update

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CARPENTARIA SHIRE

Outback by the Sea®

Departmental Plan

Office of the CEO

March 2022

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1.0 Introduction

In early 2021 the Council worked on the development of a new Corporate Plan and introduced and adopted the new Corporate and Operational Plan from the 2021-2022 financial year, this new Plan provides focus on the larger projects to be undertaken and delivered for and on behalf of the community.

This left the business-as-usual items to be covered off in another reporting document process – the Departmental Plan was considered the most appropriate form of providing feedback on the individual Departments within Council and progress in delivering “Business as Usual” or the day-to-day activities within the Departments.

This Departmental Plan is prepared for the Office of the CEO and covers off the legislative requirements delivered as well as the other day-to-day operations and service delivery. The Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) provides checklists for local government compliance, and these will be reflected in the Plan.

Council undertook a series of service reviews throughout 2021 and the Office of the CEO reviews were presented in December 2021. The Departmental Plan picks up the business-as-usual activities identified in the service review and provides information in relation to the service delivery provided by the Office of the CEO.

The Service Review identified the following

OCE023	Governance
OCE024	Elected Members
OCE025	Communications
OCE026	Major Op Ex (projects managed within the Office of the CEO – occasionally)
COR027	Disaster Preparedness
COR028	Emergency Response
COR029	Disaster Events
COR030	Community Recovery



2.0 Legislative Requirements delivered by Office of the CEO

Based on the Compliance checklist from DSDILGP the following in the table below are those delivered and managed by the Office of the CEO

Policies

Item	Requirements	Mandatory elements	When	Comment
Acceptable Request Guidelines	<ul style="list-style-type: none"> Adopt acceptable request guidelines (by resolution) 	<ul style="list-style-type: none"> How a councillor may ask for advice to help them carry out their responsibilities Reasonable limits on requests a councillor may make 	Ongoing	Updated August 2021
Guidelines for administrative support staff	<ul style="list-style-type: none"> CEO may make guidelines about councillor administrative support staff 	<ul style="list-style-type: none"> When a councillor may be provided with support How and when a councillor can give a direction to administrative staff State that councillors can only give direction in accordance with the guidelines 	Ongoing	Not yet developed for CSC
Entertainment and Hospitality Policy	<ul style="list-style-type: none"> Adopt a policy about council spending on entertainment and hospitality 	<ul style="list-style-type: none"> N/A 	Ongoing	Reviewed and adopted August 2021
Advertising spending policy	<ul style="list-style-type: none"> Adopt a policy about council spending on advertising 	<ul style="list-style-type: none"> N/A 	Ongoing	Reviewed and adopted August 2021
Expenses reimbursement policy	<ul style="list-style-type: none"> Adopt an expenses reimbursement policy Publish a public notice of the policy 	<ul style="list-style-type: none"> Reasonable expenses incurred by councillors that will be reimbursed Facilities that will be provided for councillors to fulfil their duties 	Ongoing	Reviewed and adopted August 2021
Meeting procedures	<ul style="list-style-type: none"> Adopt the Model Meeting Procedures Or Adopt other procedures consistent with the Model Meeting Procedures 	<ul style="list-style-type: none"> State how the chairperson may deal with a councillor's unsuitable meeting conduct State how suspected inappropriate conduct referred by the Independent Assessor will be dealt with at a meeting 	Ongoing	Standing orders have been adopted. Due for review at December 2022
Investigations Policy	<ul style="list-style-type: none"> Adopt an investigations policy 	<ul style="list-style-type: none"> Procedure for investigating suspected inappropriate conduct referred to by the Independent Assessor State when another entity may investigate State that councillors and complaints must be given a notice of the outcome of investigations 	Ongoing	Available on website under policies, based on departments template

Processes

Item	Requirements	Mandatory elements	When	Comment
Local law making	<ul style="list-style-type: none"> Decide process for making a local law 	<ul style="list-style-type: none"> Ensure that process is consistent with LGA (local laws chapter 3, part 1) 	Ongoing	Local laws are now again being last reviewed 2015
Administrative action complaints process	<ul style="list-style-type: none"> Adopt a process that effectively manages all administrative action complaints from their receipt to resolution Adopt written policies and procedures to support the process 	<ul style="list-style-type: none"> State that council must respond quickly and efficiently in a fair and objective way The criteria that will be considered when assessing whether to investigate a complaint State that council will inform an affected person of the decision and the reasons for the decision 	Ongoing	Process, policies and procedures are available on website. Not many complaints are ever received through the appropriate channels

Registers

Item	Requirements	Mandatory elements	When	Comment
Local law register (in support with DCS)	<ul style="list-style-type: none"> Keep a register of local laws Make the register available for inspection at the local government's public office and displayed on its website 	<ul style="list-style-type: none"> Name of each local law Its purpose and general effect 	Ongoing	Local Laws are available on Council and Departments websites
Councillor conduct register	<p>Keep an up-to-date councillor conduct register about:</p> <ul style="list-style-type: none"> Orders made about unsuitable meeting conduct Decisions about suspected inappropriate conduct referred to council Decisions of the Councillor Conduct Tribunal about whether or not councillors engaged in misconduct or inappropriate conduct 	<p>Complaints dismissed by the Independent Assessor must include:</p> <ul style="list-style-type: none"> Date the complaint was made A summary of the complaint A statement why it was dismissed <p>All other complaints must include:</p> <ul style="list-style-type: none"> A summary of the decision and reasons for the decision Name of the councillor Date of the decision 	Ongoing	Maintained by EA and includes information provided by OIA and CCT

	<ul style="list-style-type: none"> Complaints dismissed by the Independent Assessor Decisions of the Independent Assessor to take no further action 			
Register of interests of councillors, councillor advisors, chief executive officers and related persons	<ul style="list-style-type: none"> Keep up-to-date registers of interest Prepare an annual return for registers of interest within 30 days of end of financial year 	<ul style="list-style-type: none"> Particulars noted in Schedule 5 LGR 	Ongoing, kept until 10 years after term or appointment ends	Maintained by Councillors, copies provided to CEO and EA and then uploaded to Website

Other Records

Item	Requirements	Mandatory elements	When	Comment
Record of unsuitable meeting conduct orders	Record of unsuitable meeting conduct orders	<ul style="list-style-type: none"> Must include details of the order 	Within 10 calendar days of the meeting	No unsuitable conduct referred at time of drafting Plan
Record of the taking of declaration of office	<ul style="list-style-type: none"> The CEO must keep a record of the taking of declaration of office 	<ul style="list-style-type: none"> Councillor's name Confirmation that councillor took declaration within 30 days after being appointed or elected 	Within 30 days of being appointed or elected	Declarations are kept in the cupboard in the Office of the CEO
Records about conflicts of interest at meetings	<ul style="list-style-type: none"> Record in the minutes any conflict of interest matters raised by councillors, including conflicts they have themselves or suspected conflicts of other councillors 	<ul style="list-style-type: none"> Councillor name Particulars of the conflict of interest and how it relates to the councillor Whether the councillor leaves the meeting and when (before or after the vote) If the councillor decides to stay, how each councillor voted and the reasons for the final decision of all councillors If the councillor participated in deciding the matter or was present under the approval of the Minister 	Ongoing	Captured in Minutes when advised by Councillors
Record of directions given to the CEO	<ul style="list-style-type: none"> CEO must keep record of each direction given to them by the mayor, and it must be made available to the local government 	N/A	Ongoing	No formal register is in existence, mainly done with diary notes

Record of administrative action complaints	<ul style="list-style-type: none"> • Keep a record of all administrative action complaints • Ensure internal reports are occasionally provided to senior management about the operation of the complaints' management process • Ensure the public can inspect the complaints management process (including related policies and procedures) on its website and at your public office • Ensure mechanisms are in place to identify, analyse and respond to complaint trends and monitor effectiveness of the process 	N/A	Ongoing	No formal complaints have been received by council in the past three years
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Other Matters

Item	Requirements	Mandatory elements	When	Comment
CEO Performance Appraisal	<ul style="list-style-type: none"> • Mayor must conduct a CEO performance appraisal at least annually 	N/A	At least annually	Is done annually with the full council



In addition, the following documents must be made available, and or published and the following notices published also

Documents that must be published and/or made available

Item	Requirement	When	Comment
Five Year Corporate Plan	<ul style="list-style-type: none"> On website Available at public office Available to purchase 	Always	New corporate plan adopted and in place for 2021-2025
Local Law Register	<ul style="list-style-type: none"> On website Available at public office 	Always	On website under Governance – Local Laws
Councillor Conduct Register	<ul style="list-style-type: none"> On website Available at public office Available to purchase 	Always	Updated when new matters are provided for update
Process for resolving administrative action complaints	<ul style="list-style-type: none"> On website Available at public office Includes related policies and procedures 	Always	All on website
Investigations Policy	<ul style="list-style-type: none"> On website 	Always	Available on website
Register of Interest of Councillors	<ul style="list-style-type: none"> On website (councillors only, not including registers for related persons) Available at public office (councillors only, not including registers for related persons) 	Extract of current registers always available on website, updated within five business days after the CEO is notified of any change, and records of all current registers of interest available at public office until 10 years after the Councillor leaves office	ROI are available on Council website
Expenses reimbursement policy	<ul style="list-style-type: none"> On website Available at public office Available to purchase 	Always, updated as soon as practicable after adopted or amended	Policy available as required
Council and committee minutes	<ul style="list-style-type: none"> On website Available at public office Available to purchase once confirmed Includes all reports not published with agenda 	Draft minutes within five business days after the meeting (unless confirmed sooner) Confirmed minutes within 1 business day after being confirmed	We endeavour to have these available within the timeframes required in legislation. We don't sell many copies over the counter.

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

Notices that must be published and/or made available

Item	Requirement	When	Comment
Notice of days and times of all ordinary and committee meetings	<ul style="list-style-type: none"> In local newspaper On website Displayed at public office 	At least once in each year, and re-notified if days and times are changed	Report presented to Council in November prior to calendar year to arrange next year meetings dates
Meeting agendas	<ul style="list-style-type: none"> On website Available at public office Includes all reports or documents For full Council and committee meetings 	Agendas and all reports and documents – published within one business day after the agenda is made available to councillors or committee members	Managed through the systems in place at Council. InfoCouncil business agenda software and Magiq – records management system
Notice of discretionary funds budgeted for each financial year	<ul style="list-style-type: none"> On website Displayed at public office 	Within 20 business days of adopting the budget	No discretionary funds provided to Councillors
Notice of allocation of discretionary funding	<ul style="list-style-type: none"> On website Displayed at public office Publish a notice for each time new discretionary funding is allocated 	Within seven business days after the CEO is notified	No discretionary funds provided to Councillors
Notice of making a local law	<ul style="list-style-type: none"> In gazette On website 	Within one month of making the local law	May need to be reviewed in the near future
Invitation to fill councillor vacancy in final 12 months of term	<ul style="list-style-type: none"> On website, and advertised in other ways the CEO considers appropriate Does not apply if vacancy must be filled by a party appointee 	Within 14 calendar days of the vacancy	Aware of required process
If directed, publish Minister remedial actions	<ul style="list-style-type: none"> On website 	As directed by the Minister	No directions have been received



3.0 Business as usual services provided within the Office of the CEO

The service provided and outlined in the various sections below are those not covered under the legislative requirements in the previous section. These have been broken down into the various cost centres within the financial reporting of Council.

OCE023 Governance

Provide the good rule and government of the Carpentaria Shire in accordance with the principles of the *Local Government Act 2009*.

Ensure good governance principles are understood and maintained across the organisation in line with legislative requirements

Provide leadership and management of resources to deliver services to the community

Develop and report against a 5-year Corporate Plan to ensure organisation achieves medium to long-term vision and objectives

Develop and report against a 1-year Operational Plan to ensure organisation achieves its short-term goals.

BAU – Service	Current Service Provision	Service Delivery	Comments
Monthly general meetings of council	Reports are completed by officers in the system and the monthly agenda is compiled on receipt of the final report. Reports for the agenda are due the Tuesday before the meeting and it has become customary for reports to be received as late as Friday mid-morning	We have an electronic agenda/minutes program to assist with compiling the agenda and subsequently the minutes of council meetings Two meetings each year are held in Karumba	On many occasions the compilation of the agenda is delayed due to the non-receipt of reports from Officers
Leadership of the organisation and the ELT	ELT meets every two weeks on average. Occasionally meetings are postponed due to other commitments	In-house delivery Minutes for these meetings are often left for the CEO to record and compile	Training is being arranged for the ELT and supervisors and coordinators
Support to the mayor and councillors as required	CEO is available to provide support and advice to mayor and councillors as required. Distribution of information is done mostly via email and if the matter is urgent is followed with a text message	Additional service provided by CEO through use of text messaging to alert councillors to important information	This appears to have been effective and should be continued
Briefing to Ministers for deputations as required	Development of deputation briefs following a templated solution provided by the CEO	In-House development by the CEO with assistance from relevant Managers/Directors for subject matter	CEO has a template that provides a logical capture of the required information to present when deputations are arranged with Ministers
Ensure compliance with legislation	Please note earlier section in the Departmental Plan that covers all the legislative requirements that are under the oversight of the Office of the CEO	As required in legislation as time permits, we strive to ensure we are meeting compliance. This is not always the case due to limited human resource to meet the increasing demands of meeting compliance	External audit has picked up a few instances where we have not met compliance in the past couple of years since losing staff within the Office of the CEO

Development of, and oversee implementation of, policies of the council	Policies are developed in the main by the director or manager who will administer the policy following formal adoption and implementation	Assistance is available using a consultant based on the east coast.	Policies in recent times have been amended to remove the review dates. Policies are to be reviewed in future in accordance with legislation and when changes are requested by council
Administrative support for councillors	CEO EA provides service to councillors as required, accommodation and travel arrangements are undertaken through the EA	EA arranges the accommodation and travel and advised Councillors as required	This appears to be working for the present and we will continue with this process
Management of Delegations from Council to CEO and CEO to Council Officers	Delegations have been loaded into the Delegations Register and are updated following the reviews undertaken by King and Company and these are then uploaded, and Officers receive advise through their email.	Transferred the management of delegations into the system purchased by council two years ago.	The computer system appears to be working well in relation to the ongoing management of the many delegations
Community Engagement and consultation	We added a "have your say" to the Council website to allow people who can't attend meetings to provide feedback. We have used this on three separate occasions last year and no one used the facility, we will continue to use it though.	Community meetings are valuable in garnering community support for a council project. The best engagement locally has been through identifying the key stakeholder and approaching them individually, relying on people to turn up to a public meeting does not work.	Council should attempt to encourage additional engagement from the community during regular discussions with Community members. This is part of the democratic process by increasing community participation in .
Tourism Champion liaison maintained by the Office of the CEO in conjunction with Centre Manager - LWBDC	Monthly reports are provided by the Tourism Champion	Tourism Champion has been engaged to maintain some of the social media channels for tourism and attend trade shows on behalf of Council and liaise with tourism bodies.	This service to be reviewed following the first 12 months of delivery
Funeral arrangements are made through the CEO EA along with other matters relating to death certificate	Members of the public requiring to plan for funerals for their families are done through the Office of the CEO - EA	Funeral arrangements, transfer of bodies and other associated paperwork for funerals are managed through the Office of the CEO – mainly the EA	Service will continue under the Office of the CEO; cemetery maintenance will be moved to the Manager Economic and Community Development

OCE024 Elected Members

Seven councillors, including the mayor, represent the community at Council. A portfolio system has been drafted and adopted by Council providing councillors with a dedicated area of responsibility within Council.

BAU – Service	Current Service Provision	Service Delivery	Comments
Portfolio consultation and engagement with community groups as required	The portfolio system is yet to be put into practice at CSC. Portfolios were allocated based on the experience that the councillors bring to the table.	Limited at present due to the	Still provides a good opportunity for the councillors to share some of the workload in discussing larger projects directly with ELT to inform discussion in the Boardroom.
Attendance at meetings, workshops, and community meetings. Also, attendance at official engagements such as Australia Day, ANZAC Day	12 Ordinary meetings are scheduled each calendar year, workshops are “pencilled” in for one each month also, mainly workshops are held leading up to budget adoption	Meeting attendance by councillors is good.	Made good use of workshops during the current and previous term to workshop matters that need review and implementation. I.e. Rates and Charges, water, sewer and garbage to name a few.
Conference attendance as required. Mayor and Deputy Mayor attendance is usually higher than other Councillors	LGAQ and other agencies run a series of conferences during the year and attendance is minimal to ensure representation but not being overrepresented.	Not oversubscribed, councillors’ attendance at conferences and workshops is as required and must always add value being in attendance	Conference attendance is arranged through the OCEO EA
Provision of advice and information in relation to specific matters as required	Usually undertaken and provided in accordance with advice guidelines	Councillor may approach members of the ELT to seek advice on matters that will assist in making good decisions	No instances of inappropriate requests
Aid councillors in relation to their roles and advice in relation to obligations as requested	There is a lot of additional responsibility on councillors to maintain registers etc. and CEO is available to provide advice as required	CEO is available either via email or mobile to assist with enquiries and provide assistance	Assistance provided in relation to technical assistance to complete and lodge forms.
A room is provided in the Office for councillors and mail is distributed into the pigeonholes for collection. An office is also provided for Mayor	Mail distribution for councillors in office off the Boardroom. Office space provided for mayor to use for meetings and to undertake official duties as required	From time to time the mail builds up in the pigeonholes and staff occasionally use the room as a dumping ground of obsolete equipment.	This appears to be working well. Regular clean up necessary for councillors’ room to ensure it is able to be fully utilised as required.

OCE025 Communications

Provision of information in multiple formats to promote council activities, operations, events, deliverables and seek feedback

Portray a positive corporate image through effective communication channels including Media Releases and the Website

BAU – Service	Current Service provision	Service Delivery	Comments
Development and distribution of Media Releases	Only as time permits are media releases developed and distributed. Also included and promoted on website and Facebook	Currently provided through the CEO as required then uploaded to the Council Website and distributed to ABC and Northwest Star	We don't do enough promotion through the use of media releases due to the time constraints on the CEO.
Introduction of Monthly Newsletter from the Office of the CEO to Staff	To assist with improving communication throughout the organisation the CEO has introduced a monthly newsletter for distribution to all staff	Distributed via email to staff with access and printed for noticeboards and the smoko rooms for staff without email access	Two staff newsletters have been produced at the time of developing this Plan. These will continue for the remaining term of the CEO's tenure/contract
Community Newsletter for distribution to community through letterbox	This is now being provided as a Message from the Mayor as time allows for the mayor to produce	Photocopied & distributed through the office and the Post Office to all community PO Boxes in Normanton and Karumba	The newsletter is unfortunately not a regular occurrence and is left to the mayor to produce as a "Message from the Mayor"
Website – available as the point of truth for communications with Council	Most of the postings to the website are unfortunately left for the CEO to update. This can be delayed due to time constraints on the CEO. Staff have been provided training to be able to update	Updated as required when time allows. We have instances where the information has been dated and Audit have mentioned this in Management Report	More staff need to ensure they are utilising the website and keeping the information updated
Social Media channels	Facebook is the main media being utilised at the present CEO has set up LinkedIn, YouTube and Twitter accounts for use by Council, however the channels are not optimised due to the time constraints on the CEO	Mainly CEO with some assistance from other staff. Tourism social media is maintained by Barra Centre staff and Tourism Champion	May need to consider a outsourced service for media and communications, have had approaches in the past to provide assistance/service to council.
Intranet – CRIS (Carpentaria's Reliable Information Service) is available for distribution of information for staff members	Staff have been trained in relation to loading information into the Intranet. Includes policies, procedures forms etc, all WH&S information and the Safety Management System	Available to keep staff up to date and informed of matters relevant to our staff. Not all have access, but computers are available for those staff without access.	Is one avenue to get information to staff. Also utilise the noticeboards and staff rooms to distribute information for staff without digital access.



OCE026 Major Op Ex (projects within the OCEO – occasionally)

Details of programs and projects initiated within the Office of the CEO. From time to time the CEO may take on a specific project and this is managed through this service.

BAU – Service	Current Service Provision	Service Delivery	Comments
Town Planning – development of a new Planning Scheme	Engaged Jenny Roughan from Rough Plan to commence the process to compile and complete a new Planning Scheme for CSC.	Jenny has provided Council with a proposal for the 2021-2022 financial year to commence the process	This will be delivered over the next two – three years

COR027 Disaster Preparedness

Ensures compliance with all legislative and policy requirements in relation to disaster management.

BAU – Service	Current Service Provision	Service Delivery	Comments
Inform the community in relation to how to best prepare through provision of information	Brochures and information distributed to mailboxes on a regular basis. Information also on website	Trying to keep the community engaged with new sources and avenues of distributing information	The community, by and large, are aware of the impacts of disasters in the Region due to them living here for some time. Try to engage with the children at schools could be great opportunity
Training for councillors and staff in relation to their individual roles in disaster management & community recovery	QFES training in various modules of the Queensland Disaster Management Training Framework	Arrange training with QFES in Mount Isa. Elliott Dunn is always willing to assist	Councillors and staff seeking training in the Disaster Management Framework should advise OCEO so arrangements can be made to progress
Training of staff in relation to the use of Guardian IMS software to assist in times of disaster events	QIT+ can provide training in the system either remotely on in-house.	Training is arranged as required; no regular schedule is prepared for training	Training was provided a couple of years ago and should be scheduled for towards the end of the 2022 calendar year
Review and maintain Local Disaster Management Plan and various associated subplans	Review plan annually and as other matters are brought to council attention	Plans are distributed to LDMG Members.	Plans are desktop reviewed annually Contacts are not always provided to key the key stakeholders list up to date.
Guardian IMS Software licencing and Disaster Dashboard	Council pays an annual license fee for the two systems in place that assist with Disaster Management	Annual renewal of licensing with QIT+	Software has been utilised in the past for Cyclone Imogen and for the COVID-19 Pandemic
Local Disaster Management Group meetings	Meetings are arranged as required. No fixed schedule for meeting of the LDMG	Core group and specialist members Plans are available on the Council website	Held as requested by Mayor who is also the Chair of the LDMG

COR028 Emergency Response

Provision of facilities and support (financial and in-kind) for the effectiveness and efficiency of the local SES groups within the community (Incl. depreciation of buildings, plant, and equipment)

BAU – Service	Current Service Provision	Service Delivery	Comments
Assistance to the community in the event of a disaster	Assistance is provided to community as requested	Usually clean up of debris from the streets and footpaths. Council is not able to enter residence yards and carry out works, this is best done by SES	Always available to assist the community where and when required
QFES are available to assist with preparation and during the events	QFES have information that is available for distribution to community to assist with preparing. Information also available from Get Ready Queensland	New Disaster Coordination Centre being built with QRRRA funding at Depot. Can be used to house QFES personnel when assisting with Disaster Event Management	QFES only a phone call away
QIT+ provide the Guardian IMS software which is utilised to record assistance and other information during a disaster event	Software is cloud based and can be utilised provided there is an internet connection. Also, can be used on mobile device	report and requests for assistance can also be generated through the system	Good service since re-establishing service provision from QIT+
Support to the Local SES from small grant provided by the State Government which assists with training and incidental expenses	SES training (usually organised with Mount Isa) Facilities provided by Council	Requests come from the local controller and occasionally from Mount Isa.	MOU signed between Council and SES

COR029 Disaster Events

This service is for the provision of support to the community following declared disasters within the local government area.

Job codes are established to capture costs associated with disaster events that are covered under DRFA funding.

BAU – Service	Current Service Provision	Service Delivery	Comments
Assistance to community members during the disaster events experienced in the Gulf	Clean up prior to cyclone season (when we remember) Take calls from members of the community during events – direct to SES as required	Lives are restored to as near pre-event as quickly as possible following the event to allow the community to get back to day-to-day living and interaction	Need to better plan prior to cyclone season to affect the community clean up
QIT+ provide the Guardian IMS software which is utilised to record assistance and other information during a disaster event	Subscription to the software is up to date	Utilisation of the Guardian IMS system during events to manage requests for assistance from the community and requests for support from district and state and reporting	May need to schedule a new training round to upskill staff
Disaster Dashboard is available to members of the public to receive disaster advice as it becomes available	Information in the dashboard is obtained for a variety of sources and is constantly kept up to date during disaster events	Dashboard effectively runs all year round and can continue to relay information about road conditions and power outages	This has proven to be a valuable resource to inform the community of disaster event warnings and other alerts (power, road, weather warnings etc.)

DRFA funding assistance	Cost centres are established following the declaration of natural disasters in the Region.	Restoration of essential public assets through funding received under DRFA arrangements	Disaster Events have become annual event in recent times with events in 2018, 2019, 2020 and 2021
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COR030 Community Recovery

Assistance for the community to recover from natural disaster events. Councillors and senior staff are available to work through the recovery process to assist the community to recover and return to as close to normal following natural disasters.

BAU – Service	Current Service Provision	Service Delivery	Comments
Community Recovery Sub Plan has been developed to assist with community recovery	Recovery is usually locally led across the following aspects of community recovery Human and Social Recovery Economic Recovery Environmental Recovery Infrastructure Recovery	A few different aspects are covered in the plan and councillors and ELT members have additional responsibilities during the recovery	The recovery sub-plan should be reviewed on a regular basis to ensure it remains relevant and up to date
Inform the community of progress	Importantly the community needs to be informed that council is progressing in the recovery and the return to pre-event day-to-day activity	Regular notices and updates for the key stakeholder so they in turn can advise community of progress	Need to do better in this space, we often get involved in getting the work done we forget to tell our community what we are doing and how we will get back to normal



4.0 Visual Display Board – Office of the CEO

The following are projects from the White Board in the CEO Office that the CEO has oversight or is currently progressing.

CEO - Current Projects Visual Display Board		
Project Description	Delegation / Assist	Comments
Karumba 150 Years	CEO/MECD	A committee has been established in Karumba to work through a program
Karumba Port	CEO	Need to commence discussions with Townsville Port and others in relation to the future of the Karumba Port. This would be best suited under management of the Townsville Port as the two ports could be linked and provide a better use of port resources and export potential.
Get-Ready Funding	NWQROC	Encouraged all 8 member Councils to pool funding and provide a regional approach to delivering for the NW
ROSI Money	CEO	Council has put in a lot of advocacy work in relation to this funding from the Commonwealth Government - awaiting announcement on balance of funding
WH&S	WHS A/Advisor	Preparing for Audit in 2022
Service Review	ELT	CEO Service Reviews provided to Council - December 2021. Various other reviews were provided to Council during the course of the year.
Carpentaria Shire - Planning Scheme	Outsourced	Consultant engaged to work with Council to develop a new Planning Scheme
COVID 19 - Economic Recovery	State Government	Various Government Departments are providing funding and assistance to small & medium business and funding to Council to stimulate the economy
Glenore Weir	Mike Pickering	GHD have provided a copy of the Glenore Weir Remedial Works detailed design of the right abutment erosion protection
Contractor - Code of Conduct	CEO	Session included with Mandatory Contractor Briefing

Asset Management	DOE	Consultants engaged to progress and completed the development of Asset Management Plans for the various classes of assets. Condition Assessments were undertaken previously and will inform the 10-year plans within the Asset Management Plans
Monitor - Computer Program	Finance	Some work done in relation to this program which was purchased with Delegations Management. Monitor can assist with management of Policy, Leases, grants etc. - basically anything that required follow-up or be Monitored
Major Projects Listing	Peak Services	Peak Services have been engaged to undertake a bureau service to progress the projects captured by the ELT
Grant Management - Support Service	Peak Services	Bureau service provided by Peak Services to provide information to Council on possible grant opportunities and prepare applications as required
Karumba Point Foreshore	CEO	There are a variety of projects that are now being undertaken to assist with the foreshore and its ongoing protection CHAS PACP
Monsoon Funding - eligible Councils	Tourism	Carpentaria Shire is included as an eligible Council for various funding programs as they are released by the other levels of government
Rating Category Review	Mead Perry	Water, Sewer and Garbage completed, General Rates differential Rating to be reviewed also
Monsoon Centre		Applications for funding for this project have been submitted to various funding rounds and it may be worthwhile undertaking a review of the Business Case and costings and resubmit following a review.
Pipeline Access Road	Preston Law	CEO working with Preston
SurePact System Implementation	SurePact	New system to manage projects, risks and Grant Management across the Council

Regional Priorities and Opportunities	CEO	Development of a document to highlight the major economic opportunities that are available in the Carpentaria Shire for promotion and inclusion in other Regional Publications (i.e. RDA)
Remote Roads Upgrade Program	Grant Opportunity	New funding program released by the Commonwealth Government
Youth Strategy Development	MECD	Funding received from the State Government through the North West Mineral Province
Karumba Point to Town Walk	LRCIP R3	Allocation of funding from Round Three of the LRCIP program to undertake works and signage along the Karumba Point to Town walk
Disaster Coordination Centre	Depot	Construction of a new Disaster Coordination Centre at the Normanton Depot on the site of the old Trades Shed
New Park - Karumba	LRCIP R3	DOE to arrange concept plan and estimates
Qcoast2100 Reference Panel	CEO	Accepted as representative on the new Reference Panel established
PACP Application - Commonwealth Government	Peak Services	Grant application developed over the Christmas - New Year period to apply for \$1.5m to create rock revetment wall at Karumba Point
Workforce Planning	MHR	Task undertaken by MHR
Performance Management Framework	MHR	Task undertaken by MHR (Complete - outdoor & indoor staff)
Housing Policy Review	MHR	Task undertaken by MHR (complete)
Advisory Committee TOR - Housing	MHR	Task undertaken by MHR
C.O.W.S. CEO's of Western Shires	CEO	Re-established by LGAQ - no movement for months. Couple of initial meetings but nothing further.
Western Queensland Alliance of Councils	CEO	Group formed through the three ROC's of the West, NWQROC, RAPAD and SWQROC
QTC Financial Review - Deep Dive	CEO	Advised LGAQ that Carpentaria Shire would like to work with QTC to undertake a deep dive into our financials and the financial sustainability of Council.
Old Barramundi Discovery Centre Site	CEO/Amanda	Some of the older building could be tendered for sale for removal. Also, one of the sheds could be repurposed for a new Pound in Normanton

		One larger shed and a smaller should/could be retained on site for future use
Further Industrial Estate Land	CEO	Creation of additional Industrial Land in the vicinity of the Normanton Airport. Spoken with AusNorth (Brian Lane) to provide some options and indicative layouts for some additional industrial land for resale
Main Street Upgrade Program (Landsborough Street - Normanton)	CEO/DOE	Provided a copy of concepts to Kyle Peterson from TMR to include Normanton in a future Round of the Main Street Funding program from TMR. The Federal Government has approved Council's application for two new statues at the Normanton Cenotaph.
Land Tenure Issue - Karumba Council Depot	CEO	Council's depot in Karumba takes in a portion of road and discussions have commenced with Department of Resources to progress
Nature Based Tourism - Bush Camping	CEO / DOE / Tourism / Southern Gulf NRM	Approach from Southern Gulf NRM to progress an area within the Carpentaria Shire for Nature Based Tourism Suggestion for the Lots 1 & 2 on CTH1 be considered the appropriate areas to progress with this initiative



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9.2 PREPARATION OF NEW PLANNING SCHEME

Attachments:	NIL
Author:	Mark Crawley - Chief Executive Officer
Date:	10 March 2022
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 had agreed last year to progress the development of a new Planning Scheme over the next couple of years.

RECOMMENDATION:

That Council:

1. Commence the preparation of a new planning scheme in accordance with the requirements of the Planning Act 2016 but does not propose to prepare a local government infrastructure plan for inclusion in the planning scheme; and
2. Give notice of the intention to make a new planning scheme to the Chief Executive of the Department of State Development, Local Government, Infrastructure and Planning in accordance with section 18(2) of the Planning Act 2016.

Background:

Under the Planning Act 2016, local governments are required to review their planning schemes at least every 10 years. By contrast, Carpentaria Shire Council's current scheme was prepared under the Integrated Planning Act 1997 and commenced in 2008. It is out of date and overdue for renewal.

The planning and development assessment framework within which the planning scheme operates has changed considerably since the current scheme was prepared. New terms, processes and decision-making rules now apply. This affects the operational efficacy of the current planning scheme.

In addition, the scheme does not reflect contemporary state interests and associated policy settings. As a consequence, it no longer meets Council's obligations under the Planning Act 2016.

A new planning scheme provides the opportunity to better respond to current local circumstances, opportunities and development requirements, including:

- implementing or supporting key directions from Council's new economic development strategy 2020-2025, the North West Queensland Economic Diversification Strategy and the Western Queensland Alliance of Council's Housing Study;
 - establishing meaningful development requirements to respond to natural hazards, including the CHAS work and significant flood impacts;
 - managing a potential increase in tourism related development, including various forms of accommodation, attractions and activities that may arise in the future;
 - managing the demand for worker accommodation;
-

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- ensuring appropriate approval requirements for extractive industries and associated truck and transport operations;
- appropriately addressing the intended use of land which has or will come under the control of traditional owners;
- ensuring the availability of land for future industrial growth and new housing, as required;
- establishing appropriate engineering and operational works standards for new development; and
- ensuring an effective interface between the planning scheme, Council's local laws and the Building Regulations.

Overall, a new planning scheme would establish an integrated contemporary policy framework and a development assessment system that provides greater clarity and simplicity for the community, applicants and Council. Regulation can be targeted to where it can add value, while removing unnecessary impediments and complexity.

The planning scheme is proposed to be prepared without a local government infrastructure plan (LGIP) component. A LGIP is only required if Council were intending to levy infrastructure charges from new development in the Shire.

Consultation (Internal/External):

- Jenny Roughan – Rough Plan

Legal Implications:

- *Planning Act 2016*

Financial and Resource Implications:

- Has been budgeted to undertake the development of a new Planning Scheme over the next couple of years

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

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9.3 HUMAN RESOURCES REPORT

Attachments: 9.3.1. Safeplan Progress Report February 2022 [↓](#)
Author: Lisa Ruyg - Manager Human Resources
Date: 10 March 2022

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 and Safety Matters/ Health and Well Being

a. Skin Checks, 'Flu Shots and General Health Checks

A doctor will be on-site in Normanton and Karumba to conduct skin checks, 'flu shots and general health checks from 5 – 7 April, 2022.

All staff can book into the health checks.

b. Safe Plan Progress Report

The report to February 2022 is attached.

2. Upcoming Training Timetable

14 March 2022	Enter and Work in Confined Spaces
15 March 2022	Work Safely at Heights
	CPR for Child Care Staff (After Hours)
16 March 2022	Low Voltage Rescue
	CPR Refresher
17 & 18 March 2022	Full First Aid Training
22 March 2022	Tyre Changing Competencies (Remove, Inspect & Fit Earthmoving & Off Road Tyres)
23 - 24 March 2022	Operate and Maintain a 4WD
29 – 31 March 2022	Traffic Management Implementation & Setups
5 & 6 April 2022	Fraud Awareness Workshops
27 – 29 April 2022	Traffic Management Implementation & Setups

3. Budget Report

	Sum of Original Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual

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Operating Expenditure	1,461,060	693,926	280,586	974,512
Apprenticeships / Traineeship	67,000	21,009	13,857	34,866
Enterprise Bargaining	35,000	7,326	546	7,872
Human Resource Operations	561,885	345,286	21,568	366,853
Learning & Development	185,000	32,986	71,144	104,130
Workplace Health And Safety	612,175	287,319	173,472	460,791
Operating Income	-85,000	147,814	0	-147,814
Apprenticeships / Traineeship	-85,000	-94,759	0	-94,759
Human Resource Operations	0	-474	0	-474
Learning & Development	0	-1,773	0	-1,773
Workplace Health	0	-50,808	0	-50,808
Grand Total	1,376,060	546,112	280,586	826,698

Consultation (Internal/External):

- Executive Leadership Team
- Advanced Industry Training
- Civil Safety and Training
- Peak Services
- Bowen Hills Medical Centre.

Legal Implications:

- Within normal operational parameters.

Financial and Resource Implications:

- Within allocated budget.

Risk Management Implications:

- Within normal operational parameters.

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9.4 LES WILSON BARRAMUNDI DISCOVERY CENTRE, KARUMBA AND NORMANTON VISITOR INFORMATION CENTRES

Attachments:	NIL
Author:	Amanda O'Malley - Centre Manager - LWBDC
Date:	10 March 2022
Key Outcome:	A dynamic and diverse economy creating industry development and employment opportunities
Key Strategy:	Provision of support for a sustainable Tourism sector

Executive Summary:

This report provides a summary of the operational and promotional activities surrounding the Les Wilson Barramundi Discovery Centre, as well as activities in relation to the Visitor Information Centres.

RECOMMENDATION:

That Council:

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

Background:

Les Wilson Barramundi Discovery Centre – Hatchery Operations

Merchandise and tours

- Tour bookings for 2022:
 - Group bookings have increased by 115% compared to the same period last year
 - Individual bookings are largely obtained as walk ins
- Interactive TVs will be installed by 16/03/21, with educational programs to be created in house using Powtoon and other animation software, mixed with real life footage of operations. Once finalized these sessions will be tested via video link to American school children via a tutor panel. Payment for services will be sought once testing phase is complete.

Interpretive center:

- Northern saratoga (*Scleropages jardinii*) expected to be on display by 16/03/22.
- Non match funding application has been submitted to create a display honoring the people that started and contributed toward the hatchery. Application outcome expected by September 2022. Information gathering will occur in preparation via social media platforms and using existing contacts.

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Art gallery

Non-match funding has been verbally awarded to purchase display stands for the Karumba Art Gallery. Formal notification expected within 1-2 months. Proposed purchases include art rail and hanging accessories, as well as a television to allow visitors to access engaging verbal biographies of each artist being featured.

Café

Staff are being recruited to man the Barra Bites Café. Interest is strong and staff are expected to be onboarded mid-March. We are working with local seafood suppliers to source stock and are engaging Bidvest to supply ready made products and consumables. Proposed menu to feature cooked prawns, fried barramundi, hot chips, cakes, scones and coffees. Menu may expand once the cafe is operational. Expected opening date is April 2022.

Visitor Information Centres

- Visitation is rising this month, indicating the start of the tourist season.
- We intend to increase operating hours from 01/04/22 in both Normanton and Karumba to cater for demand.
- Normanton VIC will also receive art rail and tv installation under non matched funding to promote local artists.

Digital marketing

- We propose to create a new listing on Trip Advisor for 'Karumba Art Gallery' to attract a wider audience to the LWBDC, including to enhance patronage through the café.
- We propose to create a new listing on Trip Advisor for 'Barra Bites Café'.
- We are working with CQU to develop a social media platform to promote the Savannah Way Arts Trail.
- Trip Advisor – we are maintaining top experience in Karumba.
- Facebook and Instagram engagement continuing to increase.

Grants & Awards

Signage grant:

- LWBDC entry and hatchery signs ordered, expected arrival April 2022.

Savannah Way Arts Trail:

- Awaiting confirmation of installation date of dancing broлга statue. Unlikely to be included in the festival, as many designs have yet to be confirmed for other towns and CQU would like all statues delivered together. Awaiting engineering design in June/July 2022 to install footings.

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- Awaiting determination if RADF funding can be used to complement existing funding, to cover the cost of footings and / or ensuring the scale of the sculpture is appropriate.
- We are proposing to include a QR code on the name plate of the sculpture. This will allow relevant stories and videos to be shared and is aimed at enhancing community ownership. We are applying for additional funding for this portion of the project. We aim to include schools, such as by incorporating this portion of the project into the upcoming digital curriculum.

Top Tourism Town:

- Outcome of Queensland Tourism Industry Council (QTIC) Top Tourism Town Awards expected in June 2022, following public vote in May.

Planting trees for the Queen's Jubilee:

- There is an opportunity to apply for funding for community-based tree planting events in Karumba and Normanton. Funding between \$2,500 and \$20,000 is available. Would Council like to consider this? Locations proposed for planting by the Karumba community include: behind the Karumba metal art sign located at the turn off to Karumba Point.

Individual artist grants

- Applications to be submitted following Outback by the Sea Festival 2022, to compliment festival funding in 2023.

Outback by the Sea Festival

- Survey monkey closed for local expression of interest. Over 15 responses were obtained from local suppliers in Normanton and Karumba. The schedule is being drafted before reaching out to confirm bookings.
- We are applying for funding under Festivals Australia for an arts project to be incorporated into the 2022 festival. Proposals at this stage include a workshop to discuss the design of a statue for the foreshore in Karumba. There is strong community desire for a statue in the township, to compliment the offerings at Karumba Point. It is possible to incorporate the theme of 'honouring women in the fishing industry', including a memorial bench seat dedicated to Maggie, a well-known and loved local of Karumba.

Consultation (Internal/External):

- Mark Crawley – Chief Executive Officer

Legal Implications:

- Nil.

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Financial and Resource Implications:

- Nil.

Risk Management Implications:

- Within acceptable risk parameters.

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10 REPORTS FROM DIRECTOR OF CORPORATE & COMMUNITY SERVICES

10.1 DCS REPORT

Attachments: 10.1.1. Normanton Airport - Proposed Lease Area [↓](#)
10.1.2. Temporary Food Stalls [↓](#)
10.1.3. Normanton Rodeo Grounds Proposal [↓](#)

Author: Julianne Meier - Director Corporate Services

Date: 10 March 2022

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:

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. A workshop was conducted in December, and options have been considered. Impact on non-profit and recreational users still to be assessed. No update for March, expect next update in May.

BUSINESS PAPERS

	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. A grant has been submitted to set up cameras and wi-fi facilities at the Grounds. The funding is expected to be announced in January 2022. Grant was unsuccessful. A further updated provided in the report.
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 bowzers. Fill has been placed at the bowser location. New electrical meter box to supply power to the bowzers has been installed. Preston Law are in the process of finalising the lease agreements. So far only World Fuels have shown interest and they will install an Avgas bowser in the next few weeks. With DOE, no update provided.
Jan-20	Abandoned Vehicles – Identify and secure a site.	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 contractor has been engaged.
Jan-21	Lease Agreements	In Progress	Awaiting meter location maps, to finalise water agreements.
Nov-21	Walkers Creek – Tourism Signage	In Progress	It seems an information sign has been stolen from the Walkers Creek area. The Karumba Progress Association members were disappointed that it was taken, and suggested funding may be sought to replace the sign with a larger sign so it could not be stolen. On discussing the matter with officers, a replacement sign would cost \$350 as we still have proofs, so it was decided to replace with the same sign, from the maintenance budget. The signs have arrived, and expected installation when crews can access site.
Nov-21	Karumba Progress Association	In Progress	Karumba Progress Association have requested Council consider the following projects: 1. Karumba Walking Track Improvements 2. Footpath – Karumba Town to Barra Centre ELT have considered these projects can be progressed under the LRCIP Grant Program. In the meantime, the engineering team are considering some temporary directional signage.

2. Budget

The 2021/2022 budget was adopted at the 30 June 2021 Special Meeting. An extract of the budget areas of responsibility are shown below.

BUSINESS PAPERS

Row Labels	Sum of Original Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure	1,430,281	1,214,380	378,139	1,592,518
Animal Control	108,216	45,760	339	46,099
Environmental Health	73,481	371	0	371
Information Technology	406,759	269,116	16,594	285,710
Local Laws	162,716	63,067	6,083	69,150
Major Opex	400,000	586,894	354,623	941,517
Mosquito Control	67,083	3,561	0	3,561
Pest Management Operations	77,943	25,127	0	25,127
Property And Leases	15,000	3,215	500	3,715
Regional Economic Development	0	3,500	0	3,500
Weed Control	119,083	213,769	0	213,769
Operating Income	-559,000	-240,311	0	-240,311
Animal Control	-2,000	-2,404	0	-2,404
Environmental Health	0	-2,532	0	-2,532
Local Laws	-89,000	-55,146	0	-55,146
Major Opex	-400,000	-10,651	0	-10,651
Pest Management Operations	0	-40,000	0	-40,000
Property And Leases	-68,000	-61,445	0	-61,445
Records Management	0	-1,133	0	-1,133
Weed Control	0	-67,000	0	-67,000
Grand Total	871,281	974,069	378,139	1,352,207

The above budget of \$871,281 appears significantly overspent with total expenditure of just over \$1.3 million. At the time the budget was prepared in May there was only one project anticipated – Lilyvale Subdivision Sliplane. The project cost was estimated at \$400,000 which was fully funded by LRCIP, so the outlay for Council was expected to be nil. However, some projects were not quite finalised at 30 June 2021, so they have carried over to the new budget. Additionally, extra grants have been sourced. More detail is provided in the Major Op Ex line below.

Animal Control - Tracking well against Budget.

Cemeteries - Tracking well against Budget.

Environmental Health - Budget not yet expended but will need to use a contractor for various food business and caravan park inspections prior to 30 June.

Information Technology - Budget expected to be fully expended. ICT items such as laptops, desktop computers and monitors have not been replaced at estimated end of life and have lasted beyond expected lives. This may result in greater than usual purchases in the current year as several computers, monitors and printers have failed and have had to be replaced.

Local Laws - Some wages shall be offset against the Illegal Dumping Grant Round 2, for monitoring illegal dumping. The total grant is for 0.25 of an FTE and is only able to fund wages.

Major Op Ex - This expenditure typically includes operational projects, that are not business as usual. These projects may also have a funding component to offset expenditure. We would usually include these projects in the Operational Projects Budget as a separate attachment. Projects included in the Major Op Ex line include:

BUSINESS PAPERS

Job Description	Actual	Orders	Total	CSC	Comments
Karumba Foreshore Sand Replacement	13,793	0	13,793	13,793	Carryover Partially funded by LRCIP, Council
Shire Office - External Repaint	108,000	0	108,000	58,000	Contribution \$58,000
ITvision Synergy Soft Implementation	71,749	0	71,749	71,749	Carryover
Major Op Ex - The Energy Project	1,496	0	1,496	1,496	Carryover
Tv & Radio Transmission Project	350	6,924	7,274	7,274	Carryover
Lrcip - Tmr - Lilyvale Subdivision Sliplane	210,893	118,550	329,442		Fully Funded by LRCIP Carryover, partially funded by savings from
Gwip Infrastructure (Telstra To Terrecom Migration)	31,767	9,975	41,742	41,742	Telstra
Ict Governance Strategy	13,000	0	13,000	13,000	Carryover Fully Funded by QRA Flood Warning Infrastructure
Curry PM - Flood Warning Infrastructure Network	124,839	219,174	344,013		
Surepact System Implementation	10,000	0	10,000	0	Funded from Telstra TIF
	585,886	354,623	940,509	207,054	

There is a carryover project IT Vision Synergy Soft Implementation - Definitiv (Online Timesheet Program), where current expenditure is \$71,749. Unfortunately, due to Covid delays this project was not fully implemented prior to June 30.

Two projects impacting the budget are Lilyvale Subdivision Sliplane and Curry PM, but these projects are expected to be fully funded, so grants will be received as milestones are met and the net cost will be nil.

Whilst the carryover's amount to \$207,054, at this stage officers anticipate these costs may be able to be absorbed into the current budget, and no further budget is requested at this time.

Mosquito Control - Budget not yet expended but will need to use a contractor to carry out fogging work regularly during wet season.

Pest Management Operations - Budget not yet expended but will need to use a contractor to carry out 1080 Baiting Program.

Weed Control - Budget fully expended, due to works carried out in Karumba to clear woody weeds and pest from Col Kitching Drive and Walker St areas. Most of the expenditure related to cultural monitoring of the areas during the clearing period.

3. Program Update

Local Laws

Approved Inspection Program

The Local Laws officer has commenced the Approved Inspection Program for:

- Dog Registration – to ensure dogs are registered.
- Keeping of Animals – to ensure compliance with Local Law No. 2
- Mosquito Breeding Sites – to ensure residences to not have breeding grounds for mosquitos.

The inspections commenced on 1st February 2022 and shall continue in the townships of Normanton and Karumba, for three months until 30th April 2022.

The inspection program has commenced and to date 10 unregistered dogs have been identified, and owners have been advised they have 14 days to register their dogs.

BUSINESS PAPERS

One property in Normanton has three dogs, and the owners have been advised the required process.

The public have been quite diligent at keeping items in their yards free of water, but the Local Laws Officer will continue to inform and educate.

However, there are some yards that will receive overgrown allotment notices in due course.

Local Laws Report

The statistics for local laws are attached.

The Local Laws officer has been busy carrying out the Approved Inspection Program and continues to do some illegal dumping patrols.

Pest and Weed Management

The first-round of 1080 baiting is in planning. There is no update on weeds. There was a \$6,500 budget for wild dog scalps and 49 have been claimed to date, amounting to payments of \$2,450.

Month	Bounty Scheme 2021/2022		
	Wild dogs (Qty claimed)	Monthly Total	Budget Remaining
Jul		0	6,500
Aug		0	6,500
Sep		0	6,500
Oct	3	150	6,350
Nov		0	6,350
Dec	37	1,850	4,500
Jan	6	300	4,200
Feb	3	150	4,050
Mar		0	4,050
Apr		0	4,050
May		0	4,050
Jun		0	4,050
Total	49	2,450	4,050

4. Other Items

Normanton Airport

Gulf District Enterprises (GDE) have expressed interest in leasing an area at the Normanton Airport (marked in yellow on the attached map) for the purpose of having a secure long term parking area close to the Normanton Airport to enhance their existing business.

Currently GHD have a secure parking area, but it is located some distance from the Airport.

There is an existing fence on three sides, and GDE would be prepared to fence off the front and install a gate at their expense.

Whilst there is currently a designated long term parking area, there is no security fencing.

BUSINESS PAPERS

For feedback.

Temporary Food Business Licences

A number of people have contacted Council over recent weeks to enquire about temporary food business licences. As Council no longer has an Environmental Health Officer, I have sourced the attached document and made a number of amendments to suit Carpentaria. I'm currently seeking feedback from some of the not-for-profit volunteers to see if it answers their queries.

The guideline sets out several low-risk foods, and items that do not require food business license. It is proposed this document be published on Council's website.

Not for profits may apply for an exemption of fees on completion and approval of the relevant application form.

Council subscribes to I'm Alert Food Safety Training program which is an online food safety program which provides free online training on safe food handling for constituents from the Council. Users are able to conduct training and print certificates following the training.

Council encourages food handlers to take advantage of the free offer.

Connectivity at Normanton Rodeo Grounds

Council has been unsuccessful with a recent grant application to improve connectivity at Normanton Rodeo Grounds. Officers have sought a proposal from Airbridge that can possibly be tweaked to reduce the cost. A copy of the proposal is attached.

For feedback.

Consultation (Internal/External):

- Michael Wanrooy - Director of Engineering
- Mark Crawley - Chief Executive Officer
- Carpentaria Land Council Aboriginal Corporation

Legal Implications:

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

Financial and Resource Implications:

- Any capital expenditure will need a new budget provided; however operational expenditure is expected to be managed within budget.

Risk Management Implications:

- Risk is considered low, to ordinary operations of Council.





TEMPORARY FOOD STALLS

LICENCE, STRUCTURE AND OPERATION GUIDE

21/02/2022

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



Temporary Food Stalls – Licence, Structure and Operation Guide

About this Guide

This guide is for individuals, businesses, charities and community organisations involved in the operation of temporary food stalls. It aims to provide a minimum standard of operational and structural requirements for Temporary Food Stalls, either used in the preparation or handling of food for sale to the public at markets, fetes and other like events.

www.carpentaria.qld.gov.au

Enquiries:

Email: council@carpentaria.qld.gov.au

Telephone: 07 4745 2200

Fax: 07 4745 1340

Street Address: 29 – 33 Haig Street Normanton

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.

Temporary Food Stalls – Licence, Structure and Operation Guide

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Temporary Food Stalls – Licence, Structure and Operation Guide

INTRODUCTION

Temporary food stalls have become important features at many festivals, fetes and markets held all year round in the Carpentaria Shire. Food stalls play an important role at these events by offering a variety of tasty and exotic foods.

Temporary food stalls can pose a higher risk to consumers than takeaways and restaurants due to their temporary nature. Therefore it is important to ensure you follow these guidelines closely when setting up and operating a temporary food stall. That way you can ensure you are providing your customers with safe food.

Carpentaria Shire Council licenses temporary food stalls in accordance with Queensland's food legislation including:

- the Food Standards Code which includes Australia New Zealand (FSANZ) Food Safety Standards:
 - 3.1.1 Interpretation and Application
 - 3.2.2 Food Safety Practices and General Requirements
 - 3.2.3 Food Premises and Equipment; and
- the *Food Act 2006*.

Copies of these documents are available on the internet at www.legislation.qld.gov.au and www.foodstandards.gov.au

The set up and operation of a food stall must always comply with this legislation. This guide is based on these standards and will provide adequate information to set up and operate your food stall.



Temporary Food Stalls – Licence, Structure and Operation Guide

DO I NEED A TEMPORARY FOOD STALL LICENCE?

All food businesses where food is intended to be sold for profit require to be licensed under the *Food Act 2006*. Any person intending to sell food for profit from a temporary food stall is therefore required to apply to Council for a Temporary Food Stall Licence.

The following do not require a temporary food stall licence:

- The production of primary produce under an accreditation granted under the *Food Production (Safety) Act 2000* – including meat, dairy, seafood and egg schemes;
- Handling or sale of fisheries resources under a buyers licence issued under the *Fisheries Regulation 1995*, except where the seafood is cooked;
- Sale of unpackaged non potentially hazardous snack foods, such as biscuits, cakes, confectionary, nuts and potato chips;
- Sale of whole fruit or vegetables;
- Sale of seeds, spices, dried or glazed fruit, dried herbs, tea leaves, coffee beans or ground coffee, grinding of coffee beans;
- Sale and preparation of drinks such as tea, coffee, soft drinks and alcohol (other than drinks that consist wholly or partially of fruit or vegetable juice processed at the place of sale);
- Sale of ice, including flavoured ice, such as slurpees and snow cones or bags of party ice (manufacturing of ice is not exempt from food licensing);
- Sale of meals by a non-profit organisation* that operates less than 12 days in a financial year;
- Sale of food, by a non-profit organisation*, that consists of low risk food (e.g. fruits, cereals, toast or similar food);
- Sale of food, by a non-profit organisation*, that is prepared as part of an educational or training activity conducted by the organisation involving food preparation, hospitality or catering;
- Provision of meals by a non-profit organisation* that are prepared by another organisation and are stored and heated or otherwise prepared by the non-profit organisation in accordance with the directions of the meal's manufacturer.

Although exempt from licensing and other provisions, such as food safety supervisors and food safety programs, these businesses are still required to comply with all other aspects of the *Food Act 2006* and the Food Standards Code and are equally subject to inspections and enforcement for non-compliance as licensed food businesses. It is therefore recommended that you read this document to assist you in ensuring compliance.

* **Non-profit organisations** are organisations in which all money raised is distributed to charitable or community purposes and does not provide any personal benefit, gain or profit for any individual member or person.

Low Risk Foods

A low-risk snack food end-product is not potentially hazardous, is self-stable and doesn't require heating or refrigeration to keep it food safe. Such foods are included in the Act and Regulations Extracted below. While the sale of unpackaged snack food is not considered to attract a food licence State Health Department say the "manufacture" of food from a home domestic kitchen is a licensable

Temporary Food Stalls – Licence, Structure and Operation Guide

activity hence the reason why domestic kitchens still require licence even if the only make low risk snack food.

Section 48 Meaning of licensable food business, of the *Food Act 2006* states:

1. Licensable food business means a food business that—
 - (a) involves the manufacture of food; or
 - (b) is carried on by an entity other than a non-profit organisation and involves the sale of unpackaged food by retail; or

Examples—

- *a restaurant or delicatessen*
- *a catering business*
- *a takeaway pizza shop*
- *a motel supplying meals with accommodation*
- *a food business that involves selling hamburgers from a motor vehicle or unpackaged food from a food vending machine*

- (c) is carried on by a non-profit organisation and involves the sale, on at least 12 days each financial year, of meals prepared by the organisation at a particular place.

Examples—

- *a restaurant, open daily to the public, operated by a sporting club to raise revenue for the club*
- *a non-profit organisation preparing and selling meals to homeless persons at a homeless persons' hostel*
- *the preparation of meals by Meals on Wheels*

2. However, a **licensable food business** does not include a food business that consists only of 1 or more of the following—
 - (a) the production of primary produce under an accreditation granted under the *Food Production (Safety) Act 2000*, part 5;
 - (b) the sale of unpackaged snack food;
 - (c) the sale of whole fruit or vegetables;
 - (d) the sale of seeds, spices, dried herbs, tea leaves, coffee beans or ground coffee;
 - (e) the grinding of coffee beans;
 - (f) the sale of drinks (other than fruit or vegetable juice processed at the place of sale) including, for example, tea, coffee, soft drinks and alcoholic drinks;
 - (g) the sale of ice including flavoured ice;
 - (h) the sale of meals by a non-profit organisation if—
 - (i) the meal consists only of fruit, cereal, toast, or similar food; or
 - (ii) the consumer of the meal helps to prepare it;
 - (i) the sale of meals by a non-profit organisation that—
 - (i) are pre-prepared by an entity other than the organisation; and
 - (ii) are stored and heated or otherwise prepared by the organisation in accordance with directions of the meal's manufacturer;

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Example—

- *the sale of a frozen meal, at the canteen of an independent school, after the meal is microwaved in accordance with instructions on the meal's packaging*
- (j) the sale by a non-profit organisation of a meal prepared as part of an educational or training activity conducted by the organisation involving food preparation, hospitality or catering;
- (k) the sale of other food prescribed under a regulation.

3. In this section—

snack food means any of the following food that is not potentially hazardous food—

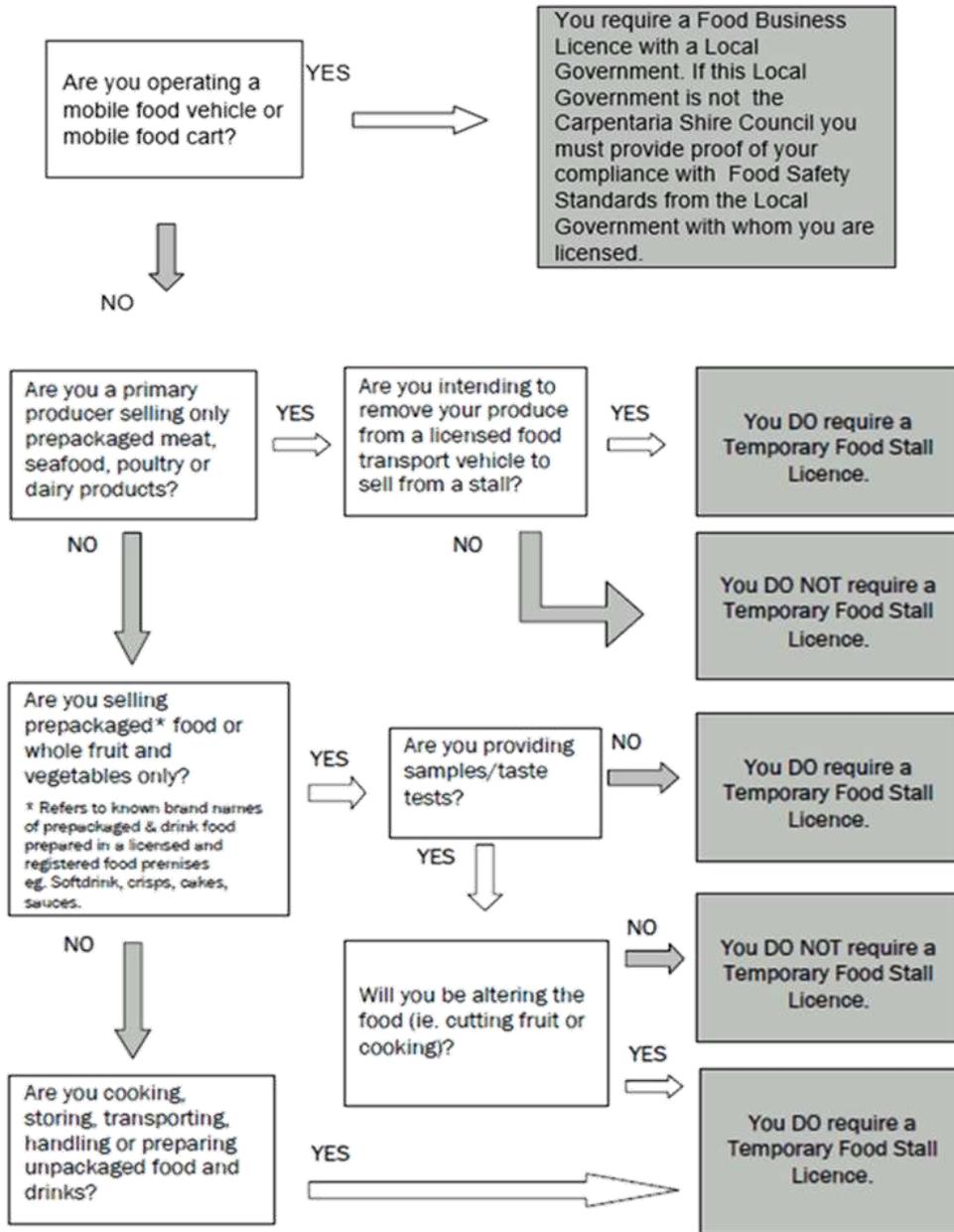
- (a) biscuits or cakes;
- (b) confectionery, corn chips, potato chips or nuts;
- (c) dried or glazed fruit;
- (d) other food prescribed under a regulation.

Further guidance can be found in the *Food Regulation 2016*. Some additional snack foods are listed below:

- Carob
- Chocolate bars
- Chocolates
- Churros
- Crackers
- Croissants
- Doughnuts
- Dried vegetable chips
- Friands
- Meat jerky
- Museli bars
- Muffins
- Popcorn
- Pretzels
- Puffed rice
- Soy chips
- Toasted corn

Temporary Food Stalls – Licence, Structure and Operation Guide

This flow chart will help you to determine whether you need to a temporary food stall licence.



Temporary Food Stalls – Licence, Structure and Operation Guide

APPLICATION PROCESS

1. Obtain a Temporary Food Stall Application Form from
 - Carpentaria Shire Council, P O Box 31 Normanton QLD 4890
 - phone Council on (07) 4745 2200
 - Council's web site www.carpentaria.qld.gov.au
2. When submitting your application you must provide:
 - the completed and signed application form;
 - copies of qualifications of the nominated food safety supervisor/s; and
 - a floor plan demonstrating the layout of your food stall.

Applications must be submitted for approval prior to payment being made. Once the application has been assessed, Council will provide you with a licence to display for public viewing. Remember you can access free training on Council's website. Refer to section non Free Training.

Applications must be submitted to Council by:

- visiting the Customer Service Centre at 29-33 Haig Street, Normanton QLD
- mail to Carpentaria Shire Council, P O Box 31 Normanton QLD 4890;
- e-mail council@carpentaria.qld.gov.au

An example of a floor plan is provided at the back of this guide.

3. Council will then assess your application and contact the applicant to advise that the application has been approved or declined.
4. If approved, the applicant will be required to pay the relevant fee. See below in Fees and Charges, an exemption is available to Not for Profit groups.
5. Upon payment, a licence will be issued and posted to the licensee at the postal address provided on the application.

If you want to operate on Council parkland you must apply in writing justifying your reasons for commercial use of Council parkland.

Please ensure that your temporary food stall application is submitted at least 10 business days before the event to allow time to process the application.

If you have any questions about your application, please contact Council on (07) 4745 2200.

Fees and Charges

The regulatory fees and charges are set by Council each year and are available on Council's website. Not for profits may apply for an exemption of fees on completion and approval of the relevant application form.

Temporary Food Stalls – Licence, Structure and Operation Guide

FOOD SAFETY SUPERVISORS

All licensed food businesses, including temporary ones, must have an approved food safety supervisor. The licensee of the food business may be the food safety supervisor and a business may have more than one food safety supervisor. A food safety supervisor is a person who has undertaken training in safe food handling and/or has sufficient experience in working in the food industry. The food safety supervisor needs to be reasonably contactable by Council when the business is operating.

Copies of formal qualifications of the nominated food safety supervisor/s must accompany the Temporary Food Licence Application when submitted to Council.

SKILLS AND KNOWLEDGE OF FOOD HANDLERS

All food handlers are required to have appropriate skills and knowledge commensurate with the activities proposed to be conducted and the type of food proposed to be prepared.



NON-PROFIT ORGANISATIONS

Charities and community organisations are exempt from licensing and skills & knowledge requirements if:

- There is no personal financial gain, that is, all money raised is used for charitable or community purposes; and
- The food sold is shelf stable e.g. biscuits, cakes without cream, jams or chutneys; or
- The food is consumed immediately after thorough cooking e.g. sausages sold straight from the barbecue at a sausage sizzle.

Temporary Food Stalls – Licence, Structure and Operation Guide

STALL DESIGN AND STRUCTURAL STANDARDS

If you are planning to operate a food stall, visit the proposed site to ensure it is suitable for preparing, storing, handling and selling food, before you commence operation.

Structure

- The stall should consist of:
 - a floor
 - three fully enclosed walls (sides & rear);
 - a barrier between the public and the servery; and
 - a roof.

This will help to protect the food from contamination. The material used should be something that will not absorb grease and can be easily cleaned, ie 'polytarp'.

- The floor of the stall should be non-slip and easy to keep clean. In some instances, if the ground will not pose a risk to food safety, such as concrete or paving then no additional flooring will be necessary.
- Tables and benches are to have good support and be covered with a material that is easy to keep clean.
- No part of the structure should be able to flap in the breeze.
- For pre-packaged and low-risk foods, there may be exemptions from certain construction requirements due to the reduced food safety risk. Please contact Carpentaria Shire Council. Examples of pre-packaged and low-risk foods are:
 - pre-bottled/sealed jams, honey, pickles and drinks;
 - pre-wrapped and sealed cakes, toffees and biscuits; and
 - whole fruit, vegetables and nuts intended to be washed or peeled before eating.

Washing facilities

- Separate hand washing and utensil washing facilities are to be provided. Set up two containers (around 20 litres by volume) fitted with taps. Label each container, one 'Hand washing only' and the other 'utensil washing only'.
- Hot water and/or sanitiser must be available for cleaning.
- Liquid soap and paper towels must be provided for hand washing.
- All cooking utensils are to be removed from the site at the end of the day and thoroughly cleaned and sanitised in dishwashing facilities connected to hot water.

Cooking

- All cooking and hot food storage equipment is to be located under cover.
- If cooking equipment is located at the front of the stall, provide a sneeze barrier to protect the food. Locate any BBQs away from close proximity to the public, i.e. at the back of the stall.

Waste

- Provide a refuse container with a fitted lid and bin liner for the disposal of waste and label 'refuse only'. Clean and empty the bin daily or when full.
- All waste oil must be placed into a suitable container and removed at the end of the event. Larger amounts should be removed by a licensed waste contractor.

Temporary Food Stalls – Licence, Structure and Operation Guide

- Waste water is to be stored in a container and labelled 'Waste water only' and disposed into a sewer under a trade waste approval.

Equipment

- **Mobile refrigerators/cold rooms** will be needed to store the bulk of your high-risk food for the day.
- Insulated containers such as **esbies** packed with ice can be used for storing small amounts of food waiting to be cooked.
- A **probe thermometer** must be kept on site and used to regularly check the temperature of hot and cold foods. Electricity supplies at temporary events can be unstable and cut out without operators knowing. Checking the thermometer regularly and recording temperatures will alert you to any potential problems.
- A valid **dry chemical fire extinguisher** and a **fire blanket** must be kept on sites where cooking is taking place.

Food found not being stored at the correct temperature may be investigated by a Council Officer and seized to prevent sale. Therefore, temperature records are essential to prove your food has been kept at the correct temperature.

OPERATIONAL REQUIREMENTS

Food Preparation

- Food preparation should be organised to ensure that time spent handling and preparing food in the food stall is kept to a minimum. Any preparation that can be done prior to holding the food stall should be done in an environment that complies with food safety legislation.
- All food prepared at the time of the stall operation must be prepared on tables inside the stall ie. not behind the stall or in the back of a car.
- Raw meat, cooked meats, and salads & vegetables should be kept separate until served.
- At all times food must be protected from contamination by dust, pests, foreign objects and germs.

Temperature Control

Effective temperature control is one of the most important ways to minimise the growth of bacteria and the risk of food poisoning. **All temporary food business MUST have a probe thermometer in the food stall to regularly check and log food temperatures.**



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- **Delivery:** Always check that food is at the correct temperature when delivered, either below 5°C or above 65°C. Use a thermometer, such as one with a metal probe.
- **Storage:** NEVER reheat food in a bain marie. These should only be used to store hot food, which should have an internal temperature of above 60°C.
- **Regularly check and record temperatures** of refrigerators, freezers and refrigerated display units.
- **Preparation:** Keep food temperatures out of the danger zone (5 – 60°C) by planning your time, menu, cooking, and storage in advance.
- **Thawing:** Never thaw food at room temperature. Food should be thawed in a refrigerator or cold room at 5°C. If time is limited, thaw food in a microwave. Always thoroughly thaw food such as poultry before cooking.
- **Cooking:** Thoroughly cook meat and poultry dishes. Bacteria found naturally in meat and poultry, such as Salmonella, will be destroyed when cooked to temperatures over 60°C.
- **Cooling:** Cool food rapidly to 5°C within four hours. Cool food slightly at room temperature for no more than 20 minutes, then place in the cold room below 5°C.
- **Reheating:** Reheat food quickly, and in small quantities, to at least 70°C to stop bacteria growing.
- **Display:** Ensure cold food is at or below 5°C, and hot food is at or above 60°C, before placing in the display unit or salad bar. Do not overload the display unit and do not display sandwiches and cream cakes on the counter or at room temperature.

Personal Hygiene

It is essential that people handling food use high standards of personal hygiene.

Hand washing is a vital part of personal hygiene. Personal hygiene tips when working with food include:

- Wash hands regularly even if you use gloves and utensils, you still must wash your hands and keep them clean;
- Have a separate hand wash basin in every food preparation area;
- Don't wear jewellery on hands and wrists, as bacteria can become caught in jewellery and contaminate food;
- Tie back or cover hair;
- Keep fingernails short, clean and without nail polish: cracked and long nails can harbour bacteria and nail polish can flake into food;
- Wash uniforms, smocks or aprons daily;
- Cover cuts and sores with waterproof, brightly coloured bandaids. They can be seen in the food if they fall off and the food can then be disposed of;
- Don't prepare food when you are ill, particularly if you have cold symptoms, vomiting, diarrhoea, or skin infections on the hand.

Food Storage

- Food should be stored at least 150 mm above the floor or in suitable impervious containers.
- Food should be kept out of direct sunlight.

Temporary Food Stalls – Licence, Structure and Operation Guide

- Chemicals such as sanitisers and cleansers must be kept separate from food and must not contact food preparation surfaces.
- Potentially hazardous foods, ie. poultry, meat, dairy products, seafood and egg-based products, must be stored in temperature controlled facilities.

Operators must ensure that all food is stored in such a way that it is protected from contamination:

- (a) through contact with other foods which will result in cross-contamination,
- (b) from unsafe food handling practices, and
- (c) from environment conditions that may result in contamination.

Cross Contamination

Cross contamination occurs when food becomes contaminated with bacteria from another source. Cross contamination causes about 20% of all food borne illness outbreaks. Some ways to prevent cross contamination include:

- Use separate cutting boards for raw and cooked food (colour or label boards to remember their purpose);
- Prepare raw and cooked foods in separate areas;
- Wash raw fruits and vegetables thoroughly to remove soil and contaminants before cutting;
- Clean and sanitise equipment and utensils after cutting raw meat and before preparing cooked or raw food;
- Clean and sanitise preparation benches and sinks between different tasks and at the end of each day;
- On cold room shelves, store raw meats beneath and separate to cooked meats, vegetables and fruits;
- Always wash your hands with soap and water or change gloves after carrying out different tasks;
- Cover all food to prevent contamination;
- Allow dishes to air dry rather than using a tea towel that could be contaminated;
- Throw away cracked or chipped crockery as bacteria can hide in cracks and contaminate food;
- Taste testing is conducted using single serve utensils and displaying signs stating 'No double dipping; Single serve only'.



Temporary Food Stalls – Licence, Structure and Operation Guide

Cleaning

Cleaning and sanitising cooking utensils and equipment used to prepare food is essential for the safe operation of any food business.

Cleaning is the removal of visible dirt, grease and other material. Sanitising is the use of heat or chemicals to reduce bacteria. Neither method removes or kills all bacteria.

- Clean and sanitise all cutting boards and preparation benches after each use, particularly when changing from preparing raw to cooked foods;
- Store cleaning products away from food;
- Use different cloths for cleaning different types of food areas and equipment;
- Soak cleaning cloths in sanitiser on a daily basis.

Waste Management

It is important to ensure your rubbish is adequately protected from pests and does not create an odour problem. Some waste management tips include:

- Choose bins large enough to hold all of your rubbish;
- Make sure your bin has a fitting lid. This will prevent pests from accessing the waste and transferring dirt and diseases from the bin to clean benches or crockery in your kitchen;
- Don't let your rubbish sit rotting. Waste should be removed regularly.

CHILDREN AND ANIMALS

- For health and safety reasons children are not permitted in food stalls.
- Animals* are not permitted in any food premises.

* 'Assistance animals' may be permitted in 'customer only' areas such as dining/ drinking areas.

SERVING TASTE SAMPLES?

When serving, it is important to keep the food protected from all the different types of contamination.

Ways to protect food from contamination include:

- Provide single serves of the food sample. Use disposable products such as cups, spoons, toothpicks to minimise handling by the customer;
- Provide a physical barrier, such as perspex, between the customer and the food;
- Display small quantities, so food samples have less time to become contaminated;
- If required, keep the food samples hot or cold. Some samples may be kept out of temperature control if the time and temperatures are carefully monitored;
- Supervise to ensure that customers do not re-dip spoons or other items;
- Provide litter containers so customers can dispose of single use items;
- Use tongs and gloves when you handle samples;
- Have a sign stating "no double dipping, single serve only".

Temporary Food Stalls – Licence, Structure and Operation Guide

LABELLING

Under the Australian New Zealand Food Authority (ANZFA), all packaged food must be labelled. Exemptions apply to:

- unpackaged food;
- whole or fresh cut fruit and vegetables;
- food sold at fundraising events;
- food packaged in the presence of the purchaser;
- food made and packed on the premises from which it is sold.

Although these exemptions apply, businesses must be able to inform the public of the contents of food either verbally or in writing if requested. For further information on labelling requirements contact Queensland Health on (07) 4753 9000

STALLS FROM PRIMARY FOOD BUSINESSES OUTSIDE CARPENTARIA SHIRE COUNCIL BOUNDARIES

The *Food Act 2006* and the Food Standards Code are applicable and enforceable throughout Queensland and are not unique to Carpentaria Shire Council. Should you intend to conduct a temporary food stall within Carpentaria Shire, you must comply with the requirements of the Food Act 2006 and the Food Standards Code regardless of in which city or shire your primary food business is located. Written notice from your relevant Local Government confirming that your primary food business is compliant with these standards (eg. a copy of your Food Business Licence) **MUST** accompany your application.

TEMPORARY FOOD STALL CHECKLIST

A checklist has been developed to assist food stall operators in the set up and operation of a temporary food stall. A copy of this checklist is at the back of this guide. Use the checklist each time you set up and operate your stall. It will help to ensure that you have the correct equipment, adequate structure and facilities, and exercise good hygiene practices.

Please note this checklist is a guide only and it is not an exhaustive representation of the requirements of the *Food Act 2006* or the Food Standards Code. It is the stall operator's responsibility to ensure full compliance with this legislation.

If you are unsure about anything, please refer back to this guide or contact Council on 4745 2200 (business hours).

Temporary Food Stalls – Licence, Structure and Operation Guide

NON-COMPLIANCE WITH LEGISLATION

Non-compliance with food safety legislation is a threat to public health and is considered a serious offence. Penalties for non-compliance which incur a Local Government issued Penalty Infringement Notice include:

- S39(1) Failure to comply with a provision of the food standards code in relation to the conduct of a food business or to food intended for sale – 5 penalty unit (\$500)
- S39(2) Failure to comply with a provision of the food standards code that relates to the sale of food – 5 penalty unit (\$500)
- S39(3) Failure to comply with a provision of the food standards code in relation to the packaging or labelling of food for sale - 5 penalty units (\$500)
- S39(4) Failure to comply with a provision of the food standards code in relation to the sale or advertising of food – 5 penalty units (\$500)
- S49(1) Failure to hold a licence to carry on a food business – 10 penalty units (\$1000).

FREE TRAINING

The I'M ALERT Food Safety Training program is an online food safety program that the Carpentaria Shire Council has a subscription to which provides free online training on safe food handling for constituents from the Carpentaria Shire Council. The program is supported by Environmental Health Australia.

The link to Carpentaria is www.carpentaria.imalert.com.au

Users are able to conduct training and print certificates at the end. Council encourages food handlers to take advantage of this offer. You may attach these certificates to your application.

* * * * *

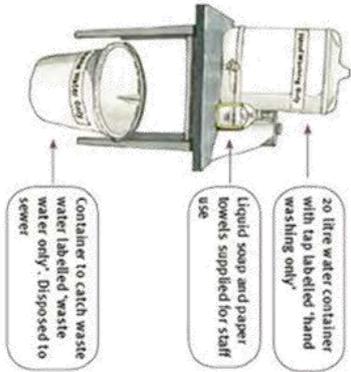
Temporary Food Stalls – Licence, Structure and Operation Guide

APPENDIX

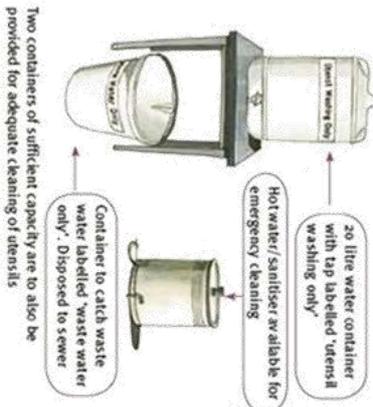
Temporary Food Stalls – Licence, Structure and Operation Guide

EXAMPLES OF TEMPORARY FOOD STALL EQUIPMENT

Minimum hand washing facilities



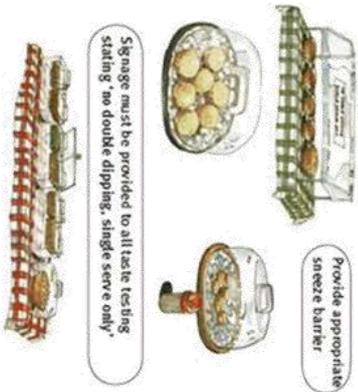
Minimum utensil washing facilities



Food handlers



Food display, food protection, taste testing



Sauces, condiments and single serve utensils



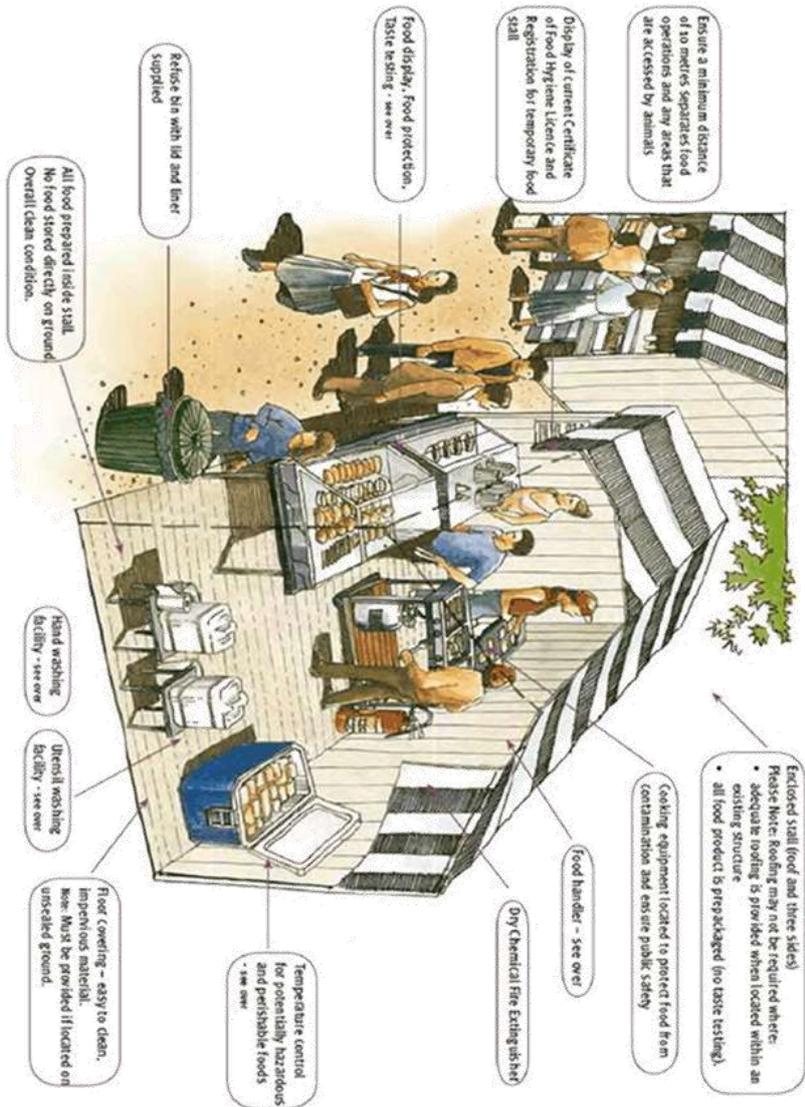
Temperature control of potentially hazardous food



Temporary Food Stalls – Licence, Structure and Operation Guide

EXAMPLE OF TEMPORARY FOOD STALL SET UP

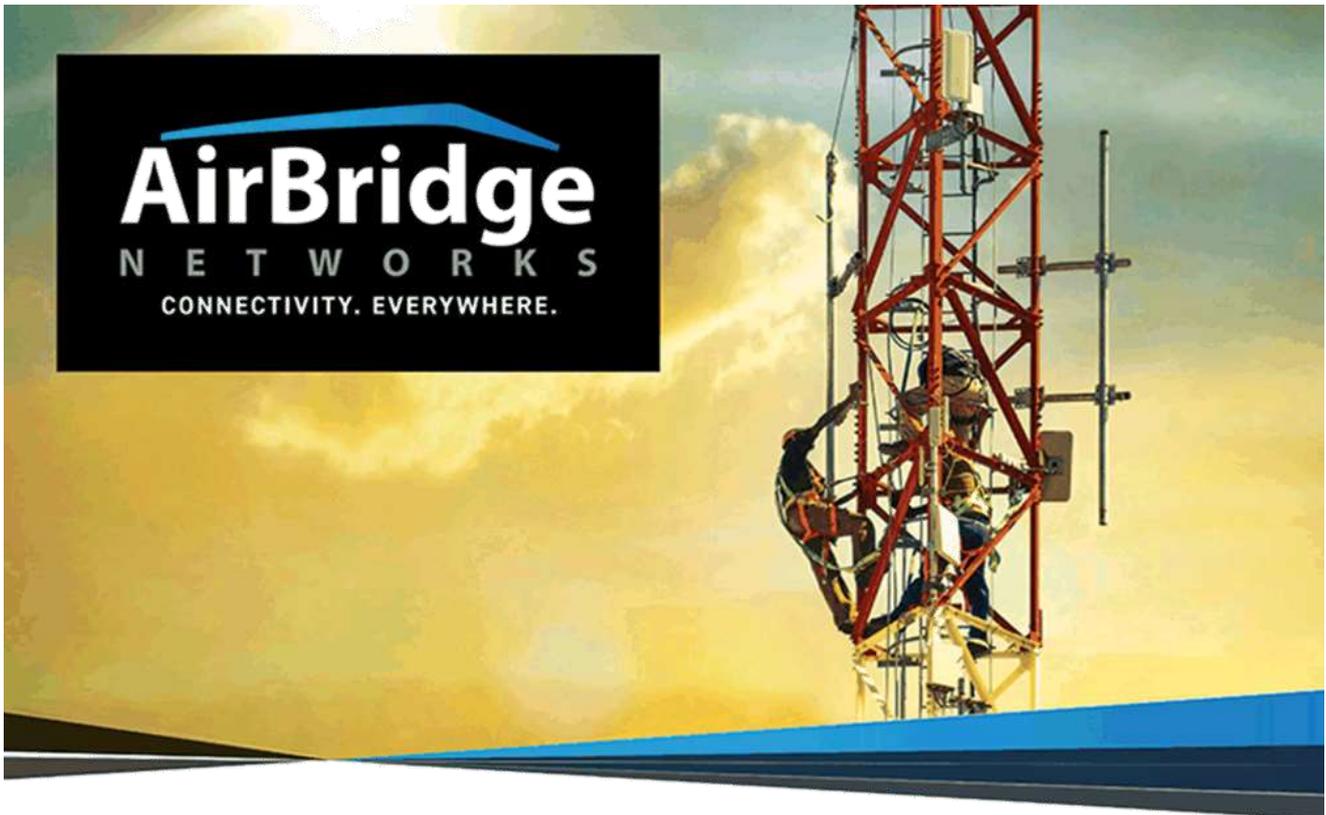
ARTIST'S IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL



Temporary Food Stalls – Licence, Structure and Operation Guide

TEMPORARY FOOD STALL CHECKLIST

Licence	Food Storage
Operator has obtained a current temporary food licence <input type="checkbox"/>	Food is covered & kept free from pests <input type="checkbox"/>
The licence is displayed for public viewing <input type="checkbox"/>	Raw & cooked foods are kept separate <input type="checkbox"/>
Food Safety Supervisor & Food Handlers Skills & Knowledge	Meat is kept separate from other food <input type="checkbox"/>
Food Safety Supervisor/s have been nominated & approved by Council <input type="checkbox"/>	Food is kept out of direct sunlight, and in impervious containers or at least 150 mm above the floor <input type="checkbox"/>
Food handlers have proper skills & knowledge <input type="checkbox"/>	Food is stored in 'food grade' containers <input type="checkbox"/>
Structure & Equipment	Cross Contamination
Walls (3 sides) <input type="checkbox"/>	Raw & cooked foods, and salads & vegetables are kept separate during preparation <input type="checkbox"/>
Roof <input type="checkbox"/>	Food is protected from contamination <input type="checkbox"/>
Barrier between public & servery <input type="checkbox"/>	Disposable eating & drinking utensils used <input type="checkbox"/>
Floor covering <input type="checkbox"/>	Sauces & condiments are in squeeze type dispensers or sealed packs <input type="checkbox"/>
Dry chemical fire extinguisher <input type="checkbox"/>	Cleaning
Fire blanket <input type="checkbox"/>	Walls, floors & ceilings are kept clean <input type="checkbox"/>
Food Preparation	Cleaning facilities include a 20 litre container of potable water labelled 'utensil washing only', a waste bucket and sanitiser <input type="checkbox"/>
All food is prepared on tables inside the stall <input type="checkbox"/>	Utensils & equipment are regularly washed <input type="checkbox"/>
Preparation times are minimised <input type="checkbox"/>	Waste Management
Temperature Control	Bins provided are of sufficient size <input type="checkbox"/>
Probe Thermometer <input type="checkbox"/>	Bins have liners & firmly fitting lids <input type="checkbox"/>
Temperature log <input type="checkbox"/>	Waste water containers are clearly labelled <input type="checkbox"/>
Personal Hygiene	Waste oil container is clearly labelled <input type="checkbox"/>
No food handlers are unwell or have uncovered wounds <input type="checkbox"/>	Taste Testing / Display
All food handlers are appropriately attired <input type="checkbox"/>	Single serve utensils are used & bins provided <input type="checkbox"/>
Full hand washing facilities include a 20 litre potable water container labelled 'hand washing only', a waste water collection bucket, liquid soap and paper towels <input type="checkbox"/>	Signage displayed saying 'No double dipping; single serve only' <input type="checkbox"/>



Your AirBridge Connectivity Solution

Community Rodeo Grounds Security Proposal

Quote # AB000979
Version 3

Prepared for:

Carpentaria Shire Council

Julianne Meier
dcs@carpentaria.qld.gov.au



Thursday, 03 March, 2022

Carpentaria Shire Council
Julianne Meier
29 - 33 Haig Street, PO Box 31
-17.668609,141.080129
NORMANTON, QLD 4890
dcs@carpentaria.qld.gov.au

Dear Julianne,

Thank you for your time and the opportunity to present a tailored AirBridge connectivity solution.

AirBridge Networks specialise in the holistic architecture of enterprise-grade networks and solutions that deliver a superior and reliable compute experience across numerous industry verticals.

With over 80 years combined experience our staff have held senior roles in local government, telecommunications and private industries nationally and internationally.

We uniquely cross-pollinate skills to ensure all staff are equipped for the unforeseen. This means our technicians are qualified for working at heights, are certified cablers, are security cleared, trained in first aid and operate with focus, direction and autonomy.

It is with a truly pragmatic approach that our networks are constructed and managed.



Doug Stephens
Chief Executive Officer
AirBridge Networks Australia



▶ Executive Summary

Carpentaria Shire Council - Normanton Rodeo Grounds Connectivity

Problem Statement:

Currently there is limited connectivity options available at the Normanton Rode Grounds. Carpentaria Shire Council would like to explore the options for installing a WiFi system with potential expansion opportunities as they present. The planned experience is to provide WiFi only during major events onsite.

Proposed Solution:

AirBridge Networks proposes a Wireless link from the Council Network available from the Normanton Water Tower to the Rodeo Grounds Main Building. Main Building to a second site known as Rodeo Grounds Pole 1 connected by second wireless link. (See Figure 1.)

WiFi will be distributed from the Main Building and the Rodeo Grounds Pole 1. A projected coverage map for wifi is provided in Figure 4.

To comply with the scope of work, AirBridge has selected equipment to provide future expansion capabilities to allow for better WiFi coverage and CCTV Camera support in the future.

Hardware:

- 1 x 3m Guyed Tower
- 1 x 6m Mono Pole
- 2 x 60Ghz Radio
- 1 x 5Ghz Sector
- 1 x 5Ghz Station
- 1 x Rack and Power Kit
- 2 x Switches
- 1 x Pole Mounted Communications Cabinet

Logistics:

Equipment not in stock will need to be ordered after approvals
All equipment to be pre configured and tested
Large Bulky items to be dropshipped to client site
Pending weather conditions access to Normanton could be limited

Communications:

All proposal communications with Doug Stephens at AirBridge Networks
Post approval AirBridge Networks will hold a client meeting to discuss projected delivery dates and necessary site requirements.

Safety:

Technicians will operate under a safe work practice with JSA, SWMS available prior to operations.
All work performed under OHS guidelines and carried out to AS 9001 Standard

- Site is going to require access to heights and will require working at heights certification.
- AirBridge will provide full PPE for heights work
- Site will require exclusion zones where wireless bridge installation is occurring.

NOTE:

It is assumed power will be available at all installation sites.
There maybe a need to trim trees as line of sight is required for successful installation of wireless links.
If Elevated Work Platform (EWP) required additional costs will be passed onto client.



Figure 1. Overall Link Plan

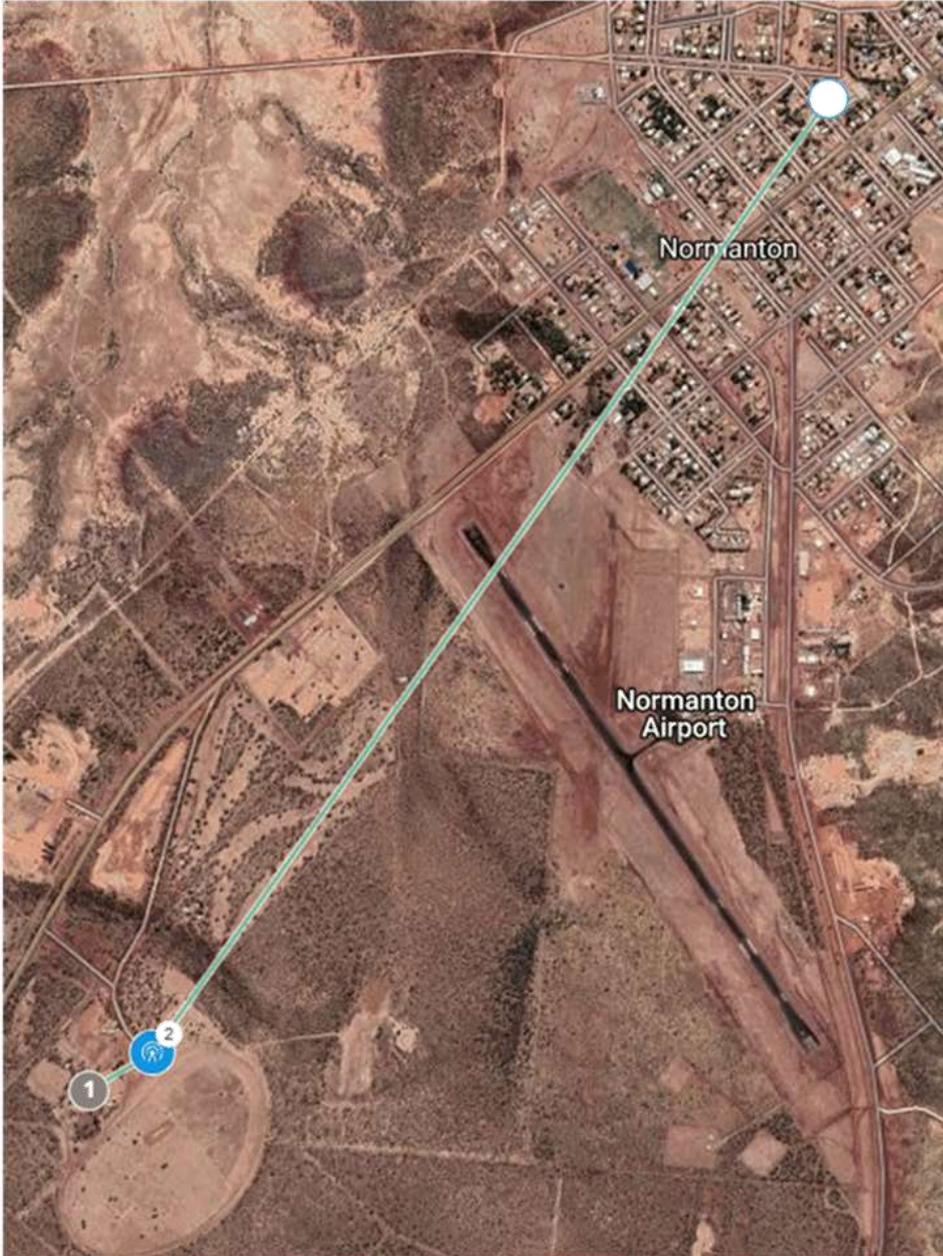




Figure 2. Main Network link - Water Tower to Rodeo Grounds

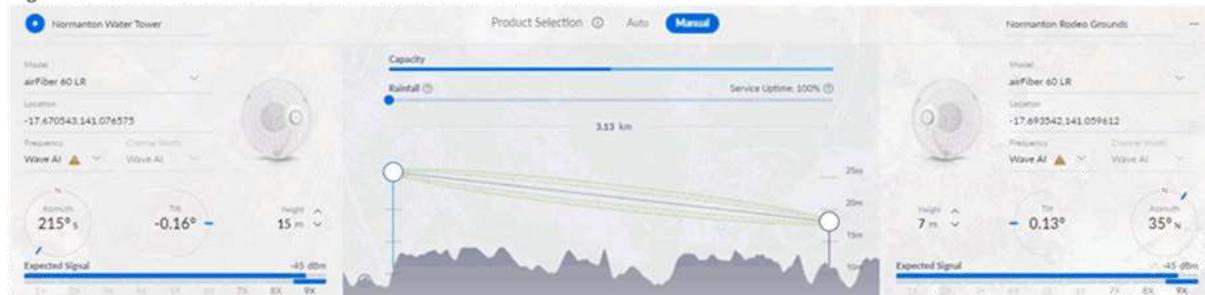


Figure 3. Secondary Link Rode Grounds WiFi

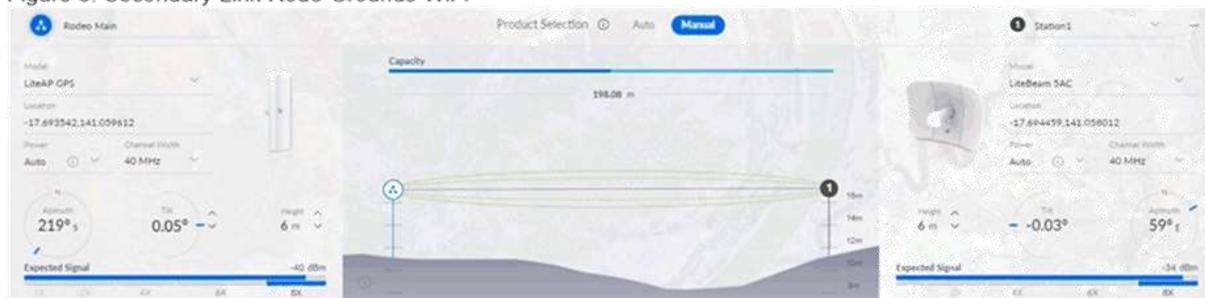


Figure 4. Projected WiFi Coverage Map





Normanton Water Tower

Description	Price	Qty	Ext. Price
<p>ABAF60LR AirBridge PTP AF60LR Supply and Install</p> <p>The ABAF60LR enables a high-speed connection between buildings allowing all network services to be shared. The 60GHz radio is designed for high-throughput connectivity over an extended range. The transmitter features the integrated high-gain dish antenna for high speed, long-range performance Point-to-Point (PTP) links. New WaveTechnology enables incredible long-range performance within the 60GHz spectrum. In a PTP configuration up to 12km can be achieved with throughput of up to 1Gb. The product is a fixed price which includes supply, configuration, and installation.</p> <p>Offering includes:</p> <ul style="list-style-type: none"> • 2x Certified technicians onsite for installation and alignment • Certified working in confined spaces • Certified working at heights • Experienced and insured • Necessary fittings and fasteners for mast erection, roof penetration and weatherproofing • All necessary 20mm conduit where required • Shielded UTP Cabling from transmission head to customer data cabinet up to 100m including cable termination, testing and report. • Professional handover documentation including granular networking information • Customer technical training where required. • Configuration backup to secure online repository 	\$5,200.00	1	\$5,200.00

Subtotal: **\$5,200.00**



Rodeo Grounds Main Building

Description	Price	Qty	Ext. Price
<p>ABAF60LR AirBridge PTP AF60LR Supply and Install</p> <p>The ABAF60LR enables a high-speed connection between buildings allowing all network services to be shared. The 60GHz radio is designed for high-throughput connectivity over an extended range. The transmitter features the integrated high-gain dish antenna for high speed, long-range performance Point-to-Point (PTP) links. New WaveTechnology enables incredible long-range performance within the 60GHz spectrum. In a PTP configuration up to 12km can be achieved with throughput of up to 1Gb. The product is a fixed price which includes supply, configuration, and installation.</p> <p>Offering includes:</p> <ul style="list-style-type: none"> • 2x Certified technicians onsite for installation and alignment • Certified working in confined spaces • Certified working at heights • Experienced and insured • Necessary fittings and fasteners for mast erection, roof penetration and weatherproofing • All necessary 20mm conduit where required • Shielded UTP Cabling from transmission head to customer data cabinet up to 100m including cable termination, testing and report. • Professional handover documentation including granular networking information • Customer technical training where required. • Configuration backup to secure online repository 	\$5,200.00	1	\$5,200.00
<p>ABUNIFIAPPO AirBridge Unifi Wi-Fi Pro Outdoor</p> <p>"The AirBridge Unifi AC Mesh Pro Wi-Fi Outdoor is a powerful rugged outdoor wireless access point suitable for parks, concerts, entertainment areas, RV parks and community wifi</p>	\$1,300.00	1	\$1,300.00
<p>ABRKKIT AirBridge Power and Rack Base Kit</p> <p>AirBridge Power Protection and Rack Base Kit</p>	\$1,350.00	1	\$1,350.00
<p>ABLB5S AirBridge LB5 AC All-in-one, 120 Degree Sector Site</p> <p>The AirBridge ABLB5S is an endpoint designed for lightweight PTMP deployments. It is best suited as simple connectivity for CCTV, IoT, semi-critical network data and small offices through an AC All-in-one, 802.3AC AirMax Radio with 16dBi 120 deg 5GHz Sector Antenna</p>	\$1,400.00	1	\$1,400.00
<p>ABTOWER2003 Tower 200mm faced 3M Serviceable Guyed</p> <p>Communications Tower 3M 200mm Faced Serviceable, Guyed Installed.</p>	\$1,950.00	1	\$1,950.00

Subtotal: \$11,200.00



Rodeo Grounds Pole 1

Description	Price	Qty	Ext. Price
ABTOWERF56AL 6m monopole AL with S600 footing freestanding Freestanding AL 6M communications tower. lightweight 100x100x6 aluminium box section 500 mm wide base to suit the surefoot s400/600 or custom ground cage custom designs available 12mm aluminium base plate and gussets Low maintenance aluminium construction Mated to a S600 Concrete free footing. Bolting Pattern: 350-400 PCD x 4 x 26mm holes 432-500 PCD x 4 x 32mm holes Micro Piles: 16 x 32NB (Nominal Bore) 42.4OD Galvanised Pile Light, Medium, Heavy Load Capacity: Up to 360kN	\$4,125.00	1	\$4,125.00
ABLB5 AirBridge LB5 Connected Site The AirBridge ABLB5 is an endpoint transmitter capable of 10Km and is used for Simple PTP and PTMP deployments. It is best suited as simple connectivity for CCTV, IoT, semi-critical network data and small offices	\$1,400.00	1	\$1,400.00
ABUNIFIAPPO AirBridge Unifi Wi-Fi Pro Outdoor "The AirBridge Unifi AC Mesh Pro Wi-Fi Outdoor is a powerful rugged outdoor wireless access point suitable for parks, concerts, entertainment areas, RV parks and community wifi	\$1,300.00	1	\$1,300.00
ABES8150 AirBridge 8 Port Edge Switch AirBridge 8 Port Edge Switch. 150W POE	\$449.00	1	\$449.00
Miscellaneous Pole Mounted Communications Box FIELD CABINET 650H X 450W X 325D IP55 SMOKE-BLUE, VENTILATED	\$1,214.29	1	\$1,214.29

Subtotal: \$8,488.29



Monthly Support Agreement

Description	Recurring	Price	Qty	Ext. Recurring	Ext. Price
ABMAINTNET AirBridge Maintenance - Network Platform Device AirBridge Maintenance - Network Platform Device	\$20.00	\$20.00	4	\$80.00	\$80.00
ABMAINTBRIL AirBridge Monthly Maintenance - Bridging Device Large AirBridge Monthly Maintenance - Bridge Device Large	\$50.00	\$50.00	2	\$100.00	\$100.00
ABMAINTBRIS AirBridge Monthly Maintenance - Bridging Device Small AirBridge Monthly Maintenance - Bridge Device Small	\$25.00	\$25.00	2	\$50.00	\$50.00
				Monthly Subtotal:	\$230.00
				Subtotal:	\$230.00

Supporting Services and Logistics

Description	Price	Qty	Ext. Price
ABTRAVELEX Travel Costs P/Technician -Daily Daily rate for technician for regional work. Includes Meals, Accommodation and remote allowance	\$400.00	10	\$4,000.00
ABTRAVELVEH AirBridge Travel - Vehicle Charge AirBridge Travel - Vehicle Charge	\$1.50	1356	\$2,034.00
ABPSSDD AirBridge PS - Stand Down Day AirBridge Technician Travel - Stand down Day.	\$675.00	2	\$1,350.00
ABPMD1 Project Management and Documentation L1 Project Management and Documentation - L1	\$0.00	1	\$0.00
Miscellaneous Discount on Stand Down Day Discount for Stand Down Days - Travel Time from Cairns to Normanton and Return	-\$675.00	2	-\$1,350.00
FREIGHT Freight costs - Large / Bulky Items Freight Costs Large / Bulky Items E.G. Communications Mono Pole / Tower	\$280.00	1	\$280.00
Miscellaneous Promotional Opportunity Client to allow provision for promotional activity (Interview, Photos) Free signage at Rodeo Grounds and Events	-\$3,000.00	1	-\$3,000.00
			Subtotal: \$3,314.00



Community Rodeo Grounds Security Proposal



Prepared by:
AirBridge Networks Australia
 Doug Stephens
 1300825410
 doug.stephens@airbridge.net.au

Prepared for:
Carpentaria Shire Council
 29 - 33 Haig Street, PO Box 31
 -17.668609,141.080129
 NORMANTON, QLD 4890
 Julieanne Meier
 (074) 745-2200
 dcs@carpentaria.qld.gov.au

Quote Information:
Quote #: AB000979
 Version: 3
 Delivery Date: 03/03/2022
 Expiration Date: 30/03/2022

Quote Summary

Description	Amount
Normanton Water Tower	\$5,200.00
Rodeo Grounds Main Building	\$11,200.00
Rodeo Grounds Pole 1	\$8,488.29
Monthly Support Agreement	\$230.00
Supporting Services and Logistics	\$3,314.00
Subtotal:	\$28,432.29
Estimated Tax:	\$2,430.77
Total:	\$30,863.06

Monthly Expenses Summary

Description	Amount
Monthly Support Agreement	\$230.00
Monthly Subtotal:	\$230.00
Estimated Tax:	\$23.00
Monthly Total:	\$253.00

Thank you for the opportunity to present this carefully prepared technology solution. All Proposals are strictly commercial in confidence and not for distribution. Acceptance of this proposal is subject to the AirBridge Group Terms and Conditions.

AirBridge Networks Australia

Carpentaria Shire Council

Signature: 
 Name: Doug Stephens
 Title: Chief Executive Officer
 Date: 03/03/2022

Signature: _____
 Name: Julieanne Meier
 Date: _____

AirBridge Networks Terms and Conditions

1. **Payment terms**
 - 1.1. The proposal price in item 3 of the reference schedule remains valid and open for acceptance from the proposal date (specified in item 2 of the reference schedule) for a period of 30 days only. After this time, AirBridge may revise the proposal or choose not to put forward a proposal for the project again.
 - 1.2. AirBridge requires the customer to pay the deposit outlined in item 4 of the reference schedule prior to any supply or delivery of the project.
 - 1.3. The balance payment outlined in item 5 of the reference schedule is due on completion of the project or by instalments as invoiced by AirBridge from time to time, the customer must pay in full the price together with any GST as stated in any invoice rendered by AirBridge to the customer by the time stated in the invoice ("the due date").
 - 1.4. If the customer fails to pay any monies payable to AirBridge on the due date, the customer must pay default interest at the default interest rate on that money or so much of it as remains unpaid from and including the due date, accruing day to day.
2. **Terms of provision of services**
 - 2.1. This proposal is based on the project being completed during the ordinary business hours of AirBridge (Monday to Friday, 8 am to 5 pm). If the customer requires services to be completed outside of ordinary business hours additional charges may apply.
 - 2.2. The services will be carried out at the site address as outlined in item 6 of the reference schedule. If the customer notifies AirBridge of an alternative site address, additional fees and charges may apply.
 - 2.3. The project timeline (specified in item 9 of the reference schedule) of the project and this proposal is subject to the availability of the goods from AirBridge's manufacturers, suppliers or agents.
 - 2.4. AirBridge makes no warranty, representation or guarantee that:
 - 2.4.1. the services and project will provide any minimum level of performance, stability, reliability, security, accessibility or serviceability;
 - 2.4.2. the services and project will be free of performance anomalies or errors or be operational without interruption, restriction or limitations;
 - 2.4.3. the services and project will provide any function or serve any purpose for which they are not specifically designed; and
 - 2.4.4. the services and project will deliver or achieve any specific outcome or standard.
 - 2.5. The customer acknowledges and agrees that the level of performance, stability, reliability, security, accessibility and serviceability of the services and project may be subject to variables out of the reasonable control of AirBridge, including but not limited to, the location of the site, elevation, weather and environmental factors, obstructions, third party activity or non-activity, interference and force majeure.
3. **Exclusions**
 - 3.1. This proposal does not include (unless specified otherwise):
 - any costs associated with carbon pricing and emission trading schemes, including but not limited to costs associated with the trading of carbon and taxation or levying of carbon in any form;
 - the costs associated with the provision of an elevated work platform;
 - stand down time for delays that have occurred as a result of any event not caused by AirBridge;
 - the costs associated with installation of cable tray and/or major conduit service works or trenching;
 - the 240V GPO to be supplied to head end control equipment;
 - any services required to make good (by way of painting and patching) at the site; and
 - the costs of any required permits, statutory, regulatory body or government approvals to carry out the services or deliver the goods.
4. **Variation**
 - 4.1. AirBridge reserves the right to vary the proposal price and/or the proposal timeline, including, but not limited to situations where an event outlined in clause 20 occurs or an exclusion listed in this proposal occurs.
 - 4.2. AirBridge will undertake the project for the proposal price specified excluding GST. Where services are undertaken beyond the scope specified in this proposal, then those services shall be charged at the hourly rates of \$180.00 per hour, per technician (unless otherwise agreed in writing).
 - 4.3. The customer acknowledges and agrees that in the event that the customer requests any amendment, variation or alteration to this proposal which results in additional services and/or costs of goods, then AirBridge reserves its right to recover from the customer all additional costs involved.
 - 4.4. The customer acknowledges and agrees that in the event of riots or civil unrest or commotion at the site addresses that cause delay or require additional services, AirBridge reserves its right to recover from the customer all additional costs involved, including travel costs, wages and any loss as a result of the riot or civil commotion.
5. **Customer warranties**
 - 5.1. The customer warrants that:
 - 5.1.1. the site at which the project is to be delivered does not contain any "dangerous substances" (as that term is defined in the Work Health and Safety Regulation 2011);
 - 5.1.2. a source of continuous and reliable electricity is available to the site address at all times at and following the delivery of the project;
 - 5.1.3. in the vicinity of the site address, there is no physical, continuous barrier, blockage or obstruction (including but not limited to large trees or mountains) that may impede the functionality of the goods;
 - 5.1.4. AirBridge is permitted to access the site addresses and any traditional owner consent, native title owner consent or other land access consent has been obtained by the customer to allow AirBridge access to the site address.
 - 5.2. The customer acknowledges and agrees that:
 - 5.2.1. if it does not request AirBridge to undertake a physical feasibility assessment for the project and chooses to proceed with the project; and
 - 5.2.2. if upon attendance at the site by AirBridge (or its representatives) the project is found to be no longer feasible (as reasonably determined by AirBridge in its discretion) due to factors not within the knowledge of AirBridge or not disclosed by the customer, then:
 - 5.2.3. the customer must pay to AirBridge upon demand, as a liquidated debt, the following costs upon the provision of an invoice by AirBridge to the Customer:
 - 5.2.4. all costs incurred and associated with travelling to the project site and freight of the equipment required to the site;
 - 5.2.5. the cost of technicians and employees of AirBridge attending the site and travelling to the site; and
 - 5.2.6. 10% of the costs of the goods (excluding GST) specified in item 6 of the reference schedule.
- 5.3. If clause 5.2 applies and the goods have been ordered by AirBridge for the project, the deposit is forfeited by the customer to AirBridge to cover the costs outlined in clause 5.2.
- 5.4. The customer acknowledges and agrees that the reimbursement costs contained in clause 5.2 are an accurate representation of the loss that AirBridge would suffer as a result of the project being found to be no longer feasible on attendance by AirBridge at the project site following the customer's acceptance of this proposal.
6. **GST**
 - 6.1. All amounts specified in this proposal exclude GST unless otherwise specified.
 - 6.2. Subject to clause 6.3, if AirBridge should make a taxable supply to the customer under this proposal, the customer must pay to AirBridge the GST arising on the taxable supply at the time the consideration for it falls due for payment.
 - 6.3. AirBridge must give the customer a tax invoice relating to the taxable supply in exchange for the payment of GST under clause 6.2.
 - 6.4. As a separate and distinct obligation, the customer indemnifies AirBridge from liability for the payment of GST arising on taxable supplies made to the customer under this proposal, subject to the provision of a tax invoice by AirBridge under clause 6.2.
 - 6.5. In this clause, words and phrases that are defined in A New Tax System (Goods and Services Tax) Act 1999 have, so far as the context permits, the corresponding meaning.
7. **Default and termination**
 - 7.1. If at any time the customer suffers an insolvency event, AirBridge may immediately terminate this proposal by notice in writing to the customer.
 - 7.2. AirBridge may terminate the proposal in whole or in part and with immediate effect, by notice to the customer, if:
 - 7.2.1. the customer fails to pay any amount required pursuant to this proposal on the due date for payment;
 - 7.2.2. the customer commits an act of gross negligence, wilful misconduct, fraud or dishonesty in respect of any matter undertaken or required to be undertaken;
 - 7.2.3. the customer commits a breach of any provision of the proposal (incorporating these terms and conditions) which is capable of remedy and fails to remedy that breach at its own expense and to the reasonable satisfaction of AirBridge within seven (7) days of a notice by AirBridge specifying the nature of the breach;
 - 7.2.4. the customer commits a breach of any provision of the proposal (incorporating these terms and conditions) which is not capable of remedy;
 - 7.2.5. AirBridge is expressly entitled to exercise a right of termination under any other provision of the proposal.
 - 7.3. AirBridge may at any time terminate the proposal in whole or in part, without cause by giving the customer no less than fourteen (14) days' notice in writing and the effective date thereof.
 - 7.4. In the event of termination under clause 7.3 the customer shall pay to AirBridge (less any amounts previously paid) the price for the goods and services provided to the customer prior to the effective date of termination and not included in any previous payment by the customer.
 - 7.5. In the event of default by the customer under these terms and conditions, the customer must pay all costs and expenses incurred by AirBridge arising as a direct or indirect consequence of the default including but not limited to legal fees calculated on a solicitor and own client/full indemnity basis.
 - 7.6. Without detracting from any other right or power of AirBridge under this clause or at law, if the customer fails to pay any sum of money ("the default sum") as and when it falls due for payment under these terms and conditions, the customer must pay interest on the default sum (or sums) at the default interest rate, accruing day to day, until the default sum or sums have been paid in full.
8. **Liability**
 - 8.1. All conditions and warranties expressed or implied by statute, the common law, equity, trade custom or usage or otherwise howsoever are expressly excluded to the maximum extent permitted by law. Where so permitted, the liability of AirBridge for a breach of a condition or warranty that cannot be excluded, is limited to AirBridge's option to the replacement of the goods or the supply of equivalent goods or the cost of replacing the goods or of acquiring equivalent goods.
 - 8.2. So far as the law permits, AirBridge shall not be liable in any way whatsoever for any indirect or consequential loss or loss of profit including in particular but not limited to any loss by reason of delay, negligence or any act, matter or thing done or permitted or omitted to be done by AirBridge.
 - 8.3. AirBridge will not under any circumstances be liable on account of indirect, consequential or economic loss the customer sustains by reason of any defect in the goods provided by AirBridge in accordance with these terms and conditions.
9. **Cancellation**

- 9.1. Subject to clause 9.3, the customer will not be entitled to cancel or renege on the proposal.
- 9.2. If the customer cancels or reneges on the proposal, the deposit is deemed to be forfeited by the customer to AirBridge.
- 9.3. If AirBridge is unable to source any of the goods which are the subject of the proposal on terms satisfactory to AirBridge within 30 days of the date the proposal is entered into, the proposal will be deemed to be cancelled and neither party will have any liability to the other as a direct or indirect consequence of the cancelled order.
- 10. Dispute Resolution**
- 10.1. AirBridge and the customer must follow the requirements of this clause if a dispute arises in connection with the proposal including a dispute concerning a claim in tort, under statute, or on any other basis in law or equity available under the law governing the proposal ("Dispute") and then, only after a period of twenty eight (28) days after receipt of such Dispute Notice has elapsed may either party commence legal proceedings (with the exception of seeking injunctive or urgent declaratory relief).
- 10.2. If a dispute arises either party may by hand or registered post give the other party a written notice of dispute ("Dispute Notice") identifying and detailing the Dispute including notice that it is a notice under this clause 10.
- 10.3. Within seven (7) days of receipt of a Dispute Notice, representatives of the parties having authority to bind the parties shall confer to resolve the Dispute or agree on a method of doing so and whether that method shall be binding.
- 11. Risk**
- 11.1. The risk of the goods shall pass to the customer upon delivery or supply of the goods to the customer or its agent or to a carrier, freight or transport provider, and the customer indemnifies AirBridge against all claims demands suits actions for loss or damage howsoever caused by or arising from the handling, storage, transport or use of goods after they have been delivered or supplied to the customer.
- 12. No Representation**
- 12.1. The customer has not in entering this proposal relied upon any statement, representation, undertaking, warranty or condition made or given by or on behalf of AirBridge in respect of the subject matter of this agreement other than those that are expressly contained in this agreement.
- 13. Guarantee and Indemnity**
- 13.1. If item 9 of the reference schedule is completed, the guarantor must execute annexure A of this proposal.
- 14. Reservation of Title**
- 14.1. All property in and title to the goods sold to the customer remains with AirBridge until the price for goods sold has been paid in full. Until that time, the customer is bailee of the goods (where the customer has taken possession of it prior to payment of the price).
- 14.2. Title in the goods will pass to the customer when the price for them has been paid in full.
- 14.3. Pending payment of the price, the customer:
- 14.3.1. must retain possession of the goods;
- 14.3.2. must not allow any person to have or acquire a security interest in the goods;
- 14.3.3. must insure the goods for their full insurable or replacement value (whichever is the higher);
- 14.3.4. must not remove, deface or obliterate any identifying plate, mark or number on any packaging in which the goods are contained (if applicable) or any part of it.
- 14.4. Despite clause 14.3, if the customer:
- 14.4.1. supplies the goods or any part of them to a third party (the "on-supply"); and
- 14.4.2. receives money or other consideration for the on-supply;
- 14.4.3. prior to paying the price for those goods to AirBridge, the customer will:
- 14.4.4. hold all money (or other consideration) received in respect of the on-supply on trust and as agent for AirBridge as and from receipt; and
- 14.4.5. pay all proceeds arising from the on-supply to AirBridge immediately upon receipt.
- 14.5. If the customer fails to pay the price for goods sold by the due date for payment, AirBridge may recover possession of those goods at any site owned, possessed or controlled by the customer and the customer grants AirBridge an irrevocable licence to do so.
- 14.6. The customer must not permit the goods to become commingled with other goods until the price for the goods has been paid to AirBridge in full.
- 15. Security interest**
- 15.1. By way of security for the due and proper performance by the customer of its obligations under these terms and conditions, including the obligation of a customer to pay all or any part of the proposal price for goods and services performed by AirBridge to the customer, the customer grants AirBridge a security interest over and in respect of:
- 15.1.1. the goods sold by AirBridge to the customer pursuant to this proposal; and
- 15.1.2. all present and after acquired property of the customer and other property, if applicable, over which the customer is entitled under PPSA (or other legislation) to grant a security interest (notwithstanding the Customer may not be the owner of that property).
- 16. Charge**
- 16.1. Without detracting from clause 15 (and in addition thereto), the customer charges the customer's property with the performance of its obligations under these terms and conditions including a customer's obligation for the payment of the price for the sale of goods by AirBridge to the customer from time to time.
- 16.2. The charge created under clause 16.1:
- 16.2.1. will be a floating charge in respect of circulating assets and will retain its character as a floating charge unless the customer receives written notice from AirBridge that;
- 16.2.2. the customer has made default under these terms and conditions; or
- 16.2.3. AirBridge, acting reasonably, believes that the circulating assets (or any of them) are in danger of:
- being seized; or
 - becoming subject to any sort of distress or execution; or
 - becoming subject to the powers of a receiver,
- in which case (and subject to clause 16.3), the floating charge over the circulating assets will crystallise and will become a fixed charge over those assets.
- 16.2.4. in respect of all other assets of the customer, the charge will be fixed.
- 16.3. Where a charge over circulating assets is fixed by the operation of clause 16.2 the grantee may, at its discretion, and by written notice given to the grantor, convert that charge from a fixed charge to a floating charge.
- 17. Money Secured**
- For the purpose of clauses 15 and 16:
- 17.1. the sum secured under the security interest and/or charge include:
- 17.1.1. the price for the goods sold by AirBridge to the customer from time to time;
- 17.1.2. all costs and expenses incurred by AirBridge directly or indirectly in connection with any default of the customer under these terms and conditions (including legal costs calculated on a full indemnity basis);
- 17.1.3. interest payable by the customer in accordance with these terms and conditions;
- 17.1.4. any other sum of money payable by the customer (whether directly or under indemnity) to AirBridge under or in connection with these terms and conditions.
- 18. PPSA**
- 18.1. The customer acknowledges that:
- 18.1.1. these terms and conditions give rise or may give rise to a security interest;
- 18.1.2. to the extent that any security interest can be perfected by control, the customer must do anything required by AirBridge to enable it to perfect the security interest by control;
- 18.1.3. to the extent that any such security interest is over personal property of a type referred to in Section 304(5) PPSA, the customer must do anything required by AirBridge to enable it to control that property for the purpose of Section 340(2)(b) PPSA;
- 18.2. Nothing in these contract terms may be taken as an agreement that any security interest attaches later than the time contemplated by section 19(2) PPSA.
- 18.3. The customer acknowledges that AirBridge has not agreed to subordinate any security interest provided for by these contract terms in favour of any person, except to the extent (if any) exclusively herein provided.
- 18.4. If, in breach of these terms and conditions, the customer attempts to dispose of or otherwise deal with the goods or personal property of the customer that is subject to a security interest in favour of AirBridge, the customer acknowledges that, despite the disposal or dealing:
- 18.4.1. AirBridge has not authorised the disposal or agreed that the dealing will extinguish its security interest; and
- 18.4.2. the security interest of AirBridge continues in the goods and that property.
- 18.5. The customer acknowledges that AirBridge may, at the cost of the customer, register one or more financing statements in relation to any security interest provided for under these terms and conditions. If permitted by PPSA, the customer waives its rights under section 157, PPSA to receive notice of any verification statement relating to the registration of any such financing statement or any related financing change statement.
- 18.6. To the extent that Chapter 4, PPSA would otherwise apply to an enforcement by AirBridge of any security interest provided for under these terms and conditions, the parties agree that the following provisions of PPSA do not apply:
- 18.6.1. to the extent that Section 115(1), PPSA allows them to be excluded – Sections 95, 118, 124(4), 125, 130, 132(3)(b), 132(4), 135, 138(4), 142 and 143; and
- 18.6.2. to the extent that Section 115(7), PPSA allows them to be excluded – Sections 127, 129(2), 129(3), 132, 134(2), 135, 136(5) and 137.
- 18.7. Words and phrases that are defined in PPSA have the corresponding meanings in this clause, to the extent that the context permits.
- 19. Force Majeure**
- 19.1. A party will not be liable for any delay or failure to perform any of its obligations under this proposal (other than an obligation to pay money) if as soon as possible after the beginning of the force majeure affecting the ability of the party to perform any of its obligations under the proposal, it gives a notice to the other party that complies with clause 19.2.
- 19.2. A notice given under clause 19.1 must:
- 19.2.1. specify the obligations the party cannot perform;
- 19.2.2. fully describe the force majeure;
- 19.2.3. estimate the time during which the force majeure will continue; and
- 19.2.4. specify the measures proposed to be adopted to remedy or abate the force majeure.
- 19.3. The party prevented from carrying out its obligations under the proposal as a result of force majeure must:
- 19.3.1. remedy the force majeure to the extent reasonably practicable and resume performance of its obligations as soon as reasonably possible; and
- 19.3.2. take all action reasonably practicable to mitigate any liabilities suffered by the other party as a result of its failure to carry out its obligations under the proposal.
- 20. Intellectual property**
- 20.1. AirBridge and the customer acknowledge ownership of all Background Intellectual Property ("IP") remains vested in its creator.
- 20.2. AirBridge gives the customer a non-exclusive, royalty free licence to use all AirBridge's Background IP to the extent necessary to enable the customer to exercise rights in the Project IP.
- 20.3. AirBridge warrants that it owns the IP Rights in AirBridge's Background IP and that the supply of the goods and services does not and will not infringe the rights (including IP Rights) of any third party.

- 20.4. The customer indemnifies AirBridge, and AirBridge's personnel against any loss or damage (including fees and other legal costs in defending any action) arising out of or in connection with any breach and shall be liable to AirBridge for all costs associated with providing any equivalent goods which do not infringe any IP Rights of any third party
- 20.5. The customer agrees to provide all reasonable assistance AirBridge may request to protect the IP Rights in the Project IP and/or AirBridge's Background IP.
- 20.6. The customer must not disclose, reproduce or otherwise deal with the IP, or allow any other person to do the same, for any purpose other than in connection with the goods/services pursuant to this proposal.
21. **Dictionary**
 In these terms and conditions:
- 21.1. **Background IP** means IP Rights in existence at the date of this proposal or came into existence after the date of this proposal other than in connection with this proposal.
- 21.2. **circulating assets** has the meaning given to that expression in section 340, PPSA;
- 21.3. **customer's property** means all and each separate part of:
 21.3.1. the present and after acquired property of the Customer;
 21.3.2. all property over which the Customer is entitled under PPSA (or other legislation) to grant a security interest; and
 21.3.3. any other assets or property of the Customer, including assets and property of the customer in the nature of interest of the type described in section 8, PPSA;
- 21.4. **default interest rate** means the percentage rate which is equivalent to the then current bank overdraft rate charged to AirBridge by AirBridge's bank plus 2%;
- 21.5. **equipment costs** means the cost of the equipment to be installed as part of the project (excluding service charges, installation charges, freight charges and technician charges);
- 21.6. **force majeure** means an event which is not within the control of the party claiming force majeure relief, and which by the exercise of reasonable care, that party is not able to prevent or overcome, including without limitation:
 21.6.1. an Act of God, lightning, storm, flood, fire, earthquake or explosion, cyclone, tidal wave, landslide, adverse weather conditions, epidemics and pandemics;
 21.6.2. embargo, inability to obtain any necessary materials, equipment, facilities, or qualified employees, power or water shortage, lack of transportation;
 21.6.3. the effect of any applicable laws, orders, rules, regulations or actions or any government or other competent authority;
 21.6.4. an act of war, riots or civil commotion and acts of public enemy's; but specifically excludes:
 21.6.5. any occurrence which results from the wrongful act or wrongful omission of the affected party or the failure by the affected party to act in a prudent and proper manner; or
 21.6.6. any failure by the affected party to reach agreement with any third party necessary to enable the affected party to perform its obligations under this proposal.
- 21.7. **goods** means all the products, equipment, materials, plant, fixtures to be provided and/or supplied by AirBridge in accordance with the proposal including:
 21.7.1. the goods outlined in item 7 of the reference schedule;
 21.7.2. the goods listed in the First Schedule to this proposal
- 21.8. **GST** has the meaning given to that term under the A New Tax System (Goods and Services Tax) Act 1999 (Cth).
- 21.9. **insolvency event** means the happening of any one of the following events in relation to the customer:
 21.9.1. the customer voluntarily or involuntarily suspends the payment of its debts;
 21.9.2. where the customer is a body corporate, it becomes an externally administered body corporate under the Corporations Act 2001 or steps are taken towards it becoming an externally administered body corporate which are not withdrawn or dismissed within 14 days, or a controller (as that expression is defined by the Corporations Act 2001) is appointed to the customer or steps are taken for the appointment of a controller which are not reversed or abandoned within 14 days, or the customer is taken to have failed to comply with the statutory demand within the meaning of section 459F of the Corporations Act 2001;
 21.9.3. where the customer is a natural person the customer commits an "act of bankruptcy" as that expression is defined by the Bankruptcy Act 1966.
- 21.10. **IP Rights** means all copyright and analogous rights in relation to inventions (including patent rights), registered and unregistered trademarks (including service marks), registered designs, confidential information (including trade secrets), know-how, circuit layouts and all other rights throughout the world resulting from intellectual activity in the industrial, scientific or artistic fields;
- 21.11. **physical feasibility assessment** means engagement by the customer of AirBridge to attend the proposed project site:
 21.11.1. at the cost of the customer pursuant to a separate agreement between AirBridge and the customer; and
 21.11.2. prior to the delivery of the project services as outlined in any proposal or quotation provided by AirBridge to the customer, to assess if there are any physical barriers or particular issues of the proposed project site that would render the project no longer feasible;
- 21.12. **PPSA** means Personal Property Securities Act 2009;
- 21.13. **PPSR** means Personal Property Securities Regulations 2010;
- 21.14. **project** means the goods and services to be provided by AirBridge to the customer pursuant to this proposal and particularised in the First Schedule;
- 21.15. **project IP** means all intellectual property and intellectual property rights created arising or in any way coming into existence in connection with the project or the supply of goods/services pursuant to this proposal;
- 21.16. **proposal** means a document entitled 'Proposal' and issued by AirBridge to the customer for the supply of the goods/services;
- 21.17. **proposal date** means the date of this agreement;
- 21.18. **proposal price** means the cost of the project as outlined in item 2 of the reference schedule;
- 21.19. **services** means all work to be carried out, provided and/or supplied by AirBridge in accordance with the proposal including:
 21.19.1. services set out in items 8 of the reference schedule and particularised in the First Schedule to this proposal;
 21.19.2. any services, installation or other service as specified in this proposal (including as set out in any subsequent proposal, agreement or variation);
 21.19.3. other services, functions responsibilities and obligations the proposal provides that AirBridge has, or will perform or supply;
 21.19.4. all services, responsibilities, and functions not specifically described in the proposal but which are incidental to, or otherwise necessary for AirBridge to provide the goods and services under the proposal;
 21.19.5. includes where applicable, the supply, hire or provision of any goods or services.
- 21.20. **site address** means the site(s) at which AirBridge is required to attend to deliver the goods and services and listed in the Second Schedule.

EXECUTION

To accept this proposal (which includes the terms and conditions), please sign and date below and return this agreement to AirBridge. Alternatively, should you instruct AirBridge to proceed with the proposal, whether by email, verbally or by way of the provision of a purchase order you are deemed to have accepted the terms and conditions outlined in this proposal.

AirBridge will not proceed with the proposal until AirBridge receives confirmation to proceed and payment of the deposit.

The Customer agrees as evidenced by execution of this document, that this proposal (including the terms and conditions) will take effect as a legally binding agreement between AirBridge and the customer.

Dated as an agreement day of 20

..... ☐

Signed by [name of signatory]

who warrants his/her authority to sign for and on behalf of the customer.

Position

..... ☐

Signed by AirBridge Networks

ANNEXURE A

GUARANTEE AND INDEMNITY

TO: AirBridge Networks Pty Ltd ("AirBridge")

In consideration of AirBridge agreeing at the request of the Guarantors to supply goods and services to the Customer (referred to below), I/we being the persons identified below as a guarantor ("the Guarantor") hereby irrevocably guarantee jointly and severally the due payment by the Customer of all moneys, interest and charges which are or may become payable by the Customer to AirBridge on any account whatsoever and we agree to indemnify and keep AirBridge indemnified from and against all losses, damages, costs and expenses suffered or incurred by AirBridge arising out of any dealings with the Customer.

The Guarantor hereby agrees with AirBridge:

1. This Guarantee and Indemnity ("Guarantee") shall be a continuing Guarantee and shall not be prejudiced or affected by:
 - a. any arrangement with or release of the Customer or any other Guarantor or person by AirBridge or by operation of law, whether the consent of the Guarantor shall have been obtained or notice thereof given to the Guarantor or not or any omission or delay on the part of AirBridge;
 - b. the fact that the money payable by the Customer or any part thereof may cease to be recoverable from the Customer or from any other Guarantor or person or for any other reason and in this regard, this Guarantee shall be treated as an indemnity;
 - c. any change in the membership of or termination of any partnership or firm or company of which the Customer or a Guarantor is a member or the death, liquidation or bankruptcy of the Customer or the consent by AirBridge to any composition, arrangement or scheme in respect of the Customer or the acceptance by AirBridge of any dividend or sum of money thereunder;
 - d. the failure of any other person named as a party to execute this instrument;
 - e. any variation of the terms upon which the goods and/or services are supplied to the Customer and paid for by the Customer;
 - f. any claim the Customer or Guarantor may have against AirBridge;
 - g. any act or omission by AirBridge which may result in prejudice to the Guarantor;
 - h. any payment that is or becomes voidable under any law and no discharge or release consequent upon such payment shall discharge the liability of the Guarantor in terms of this Guarantee;
 - i. the death of a Guarantor;
 - j. the granting of any time, credit, any indulgence, concession to, composition with, release or discharge by novation of the Customer, any Guarantor or any other person whatsoever by AirBridge;
 - k. any provision of this Guarantee is rendered void, unenforceable or otherwise ineffective by operation of law;
 - l. Until AirBridge shall have received 100 cents in the dollar in respect of the money guaranteed, the Guarantor agrees;
 - m. In the event of any bankruptcy or other administration of the Customer's estate or any winding up, official management or scheme of arrangement of the Customer, the Guarantor will not without the prior consent of AirBridge, lodge any proof of debt or similar claim in respect of any debt or liability due by the Customer on any account whatsoever, nor enforce any security held by the Guarantor in respect of the Customer and shall hold any such debt, liability or security and any rights or benefits in respect thereof in trust for AirBridge;
 - n. If requested by AirBridge to lodge a Proof of Debt or similar claim in any such administration and enforce any such security as aforesaid, and to execute all such documents and do all such things as AirBridge may require to enable AirBridge to have and receive the benefit of or arising from any such proof, claim or security;
 - o. The Guarantor's liability hereunder shall be that of principal debtor.
2. The Guarantor further agrees that they:
 - a. have signed this Guarantee voluntarily;
 - b. they have understood the nature and effect of this Guarantee, and that they have agreed to guarantee all amounts presently owed and all amounts that the Customer may in the future owe to AirBridge;
 - c. they have considered the consequences to themselves, should the Customer or other Guarantors default in those obligations and responsibilities;
 - d. their liability to AirBridge arises without any demand having been made upon the Customer or the Guarantor;
 - e. any credit limit granted to the Customer will not limit the Guarantor's liability.
3. As further security for payment of all moneys which are or may become payable by the Customer to AirBridge ("Secured Money") and as security for the observance and performance of the Customer's obligations under the proposal terms and conditions, all title and interest which the Guarantor now has or thereafter acquires in any chattels, goods, plant, machinery, fixtures, fittings and any other equipment of whatsoever description and wherever located and also in any freehold or leasehold property will, as and from the date of this guarantee, be charged by the Guarantor with payment of the Secured Money and the observance and performance of the Customer's obligations under the proposal terms and conditions.
4. **General:**
 - a. words denoting the singular number include the plural and vice versa;
 - b. words denoting natural persons include body corporates and unincorporated and their permitted assigns;
 - c. reference to any party to this agreement includes the parties successors and permitted assigns;
 - d. Guarantor means the Guarantor jointly and each person who is a Guarantor severally and their respective successors and assigns;
 - e. any notice or demand to be made by AirBridge upon the Guarantor shall be deemed to be duly made and given if same is in writing, signed by a representative of AirBridge and is left in an envelope addressed to the Guarantor at the address of the Guarantor shown below or posted or faxed to the Guarantor at that address; and
 - f. this Guarantee and Indemnity shall be governed by the law applicable in the State of Queensland and the parties submit to the jurisdiction of the Courts of Queensland;
 - g. a certificate signed by AirBridge stating the amount of money due is prima facie proof of that amount;
 - h. if a Guarantor is a Trustee of a Trust, he declares that he has power and authority under the Trust Instrument and at law to give this Guarantee and to charge its property in accordance with these terms and conditions; and
 - i. the Guarantor must when requested by AirBridge, provide a current statement of its financial position, including taxation returns, profit and loss and income statements.

IF YOU DO NOT UNDERSTAND YOUR LIABILITY UNDER THIS GUARANTEE AND INDEMNITY YOU SHOULD SEEK INDEPENDENT LEGAL ADVICE PRIOR TO SIGNING AS YOU MAY BE REQUIRED TO PAY THE CUSTOMER'S DEBTS.

The Customer is:		
Guarantor's Full Name	Address	Signatures

ITEM	DESCRIPTION	PARTICULARS
1.	Name and business address of customer	(a) _____ <small>Name of customer (including ACN if applicable)</small> (b) _____ <small>Customer ABN</small> (c) _____ <small>Address of customer</small> (d) _____ <small>Email address of customer</small>
2.	The services	(a) the monitoring of devices to ensure connectivity; (b) updating firmware and configuration of devices where necessary; (c) provision of business hours telephone support and email (d) provision of network diagrams and configuration augmentation where required; (e) host device configuration in online secure repository for the term; (f) supply of replacement devices where a piece of equipment has failed (in accordance with clause 2 and 4 of this agreement). (g) Warranty gap coverage for the term of the agreement
3.	Devices	Type: _____ Sales Order: _____
4.	Service fee <small>The service fee is expressed as a GST exclusive amount - see clause 4</small>	_____
5.	Term and Commencement	_____
6.	Service address	_____ _____
7.	Guarantor <small>See annexure A (if applicable)</small>	_____

EXECUTION

Those signing on behalf of the Customer warrant their authority to bind the Customer to this agreement. Each of the parties agree to be bound by the terms and conditions which follow:

Dated as an agreement:
 signed by AirBridge
 Signed by [name of signatory]
 who warrants his/her authority to sign for and on behalf of the customer.
 Position signed by guarantor

SERVICE SUPPORT AGREEMENT

TERMS AND CONDITIONS

1. Definitions

In this agreement, unless the context otherwise requires:

- 1.1. **AirBridge** means one of the parties to this agreement, namely AirBridge Networks Pty Ltd ACN 613 656 723;
- 1.2. **AirBridge representative** means all officers, employees, agents, contractors and other authorised representatives of AirBridge;
- 1.3. **business day** means a day other than a Saturday, Sunday and public holiday in Cairns;
- 1.4. **business hours** means the hours between 9:00 am and 5:00 pm on a business day;
- 1.5. **claim** means any allegation, debt, cause of action, proceeding, suit or demand of any nature however arising and whether present or future, fixed or unascertained, actual or contingent and whether at law, in equity, under statute or otherwise;
- 1.6. **customer** means the party identified in item **1** of the reference schedule;
- 1.7. **customer representative** means the person signing this document on behalf of the customer or alternatively, such other person who has full authority to bind and act for and on behalf of the customer, as nominated by the customer from time to time;
- 1.8. **device** described in item **3** of the reference schedule means the AirBridge devices more particularly described in the Schedule to this agreement and does not include any monitoring equipment or the cabling to the device;
- 1.9. **force majeure event** means any act, omission or matter or thing beyond the reasonable control of AirBridge, including without limitation:
 - 1.9.1. an act of god, lightning, storm, flood, fire, earthquake or explosion, cyclone, tidal wave, landslide, adverse weather conditions, epidemics and pandemics;
 - 1.9.2. embargo, inability to obtain any necessary materials, equipment facilities or qualified employees, power or water shortage or lack of transportation;
 - 1.9.3. the effect of any applicable laws, orders, rules, regulations or actions or any government or other competent authority; or
 - 1.9.4. an act of war, riots or civil commotion and acts of public enemies;
- 1.10. **insolvency event** means:
 - 1.10.1. unless the customer is a company, the customer commits an "act of bankruptcy" as that expression is defined in the Bankruptcy Act 1996; or
 - 1.10.2. where the customer is a company, the customer becomes an "externally-administered body corporate" (as that expression is defined in the Corporations Act 2001) or steps are taken towards the customer becoming an externally-administered body corporate that are not dismissed within 21 days,

and/or in either case, the customer is unable to pay its debts as and when those debts fall due for payment;
- 1.11. **reference schedule** means the schedule appearing at the commencement of this agreement;
- 1.12. **service address** means the address at which the devices are installed as specified in item **6** of the reference schedule;
- 1.13. **service fee** means the sum specified in item **4** of the reference schedule;
- 1.14. **services** means the services specified in item **2** of the reference schedule;
- 1.15. **specified rate** means 12% per annum;
- 1.16. **term** means the period specified in item **4** of the reference schedule.

2. The Services

- 2.1. AirBridge will provide the services for and on behalf of the customer in consideration of the payment of the service fee, for the term.
- 2.2. If AirBridge continues to provide the services after the term expires, it will do so subject to the terms of this agreement (so far as those terms are capable of application) and either the customer or AirBridge may terminate this agreement by written notice given to the other at any time, in which case, this agreement will end 21 days after the recipient of that notice receives it.
- 2.3. AirBridge will choose the manner in which the services are provided to the customer in its absolute discretion.
- 2.4. AirBridge makes no warranty, representation or guarantee that:
 - 2.4.1. the services and device will provide any minimum level of performance, stability, reliability, security, accessibility or serviceability;
 - 2.4.2. the services and device will be free of performance anomalies or errors or be operational without interruption, restriction or limitations;
 - 2.4.3. the services and device will provide any function or serve any purpose for which they are not specifically designed; and
 - 2.4.4. the services and device will deliver or achieve any specific outcome or standard.
- 2.5. The customer acknowledges and agrees that the level of performance, stability, reliability, security, accessibility and serviceability of the services and device may be subject to variables out of the reasonable control of AirBridge, including but not limited to, location, elevation, weather and environmental factors, obstructions, third party activity or non-activity, interference and force majeure.

3. Troubleshooting

- 3.1. In the event a device fails to operate or operate properly, AirBridge may require the assistance of the customer representative to undertake basic troubleshooting at the direction of an AirBridge representative. The customer must provide all reasonable assistance required by AirBridge.
- 3.2. If steps taken under clause 3.1 fail to correct the problem, the customer will return the device to AirBridge and subject to force majeure event and clause 5, AirBridge will promptly thereafter supply a replacement device to the customer.

4. Service fee

- 4.1. The customer must pay the service fee to AirBridge in arrears on the first day of each calendar month (or as AirBridge otherwise directs from time to time).
- 4.2. The service fee is expressed as a GST exclusive amount.
- 4.3. If AirBridge should make a taxable supply to the customer under this agreement, the customer must pay to AirBridge the GST arising on the taxable supply at the time the consideration for it falls due for payment.
- 4.4. AirBridge must give the customer a tax invoice relating to taxable supplies it makes to the customer under this agreement.
- 4.5. In this clause, words and phrases that are defined in A New Tax System (Goods and Services Tax) Act 1999 (AUST) have, so far as the context permits, the corresponding meaning.

5. Devices

The devices are the property of the customer from the time of installation at the service address.

6. Exclusions

- 6.1. The services and the service fee expressly excludes:
 - 6.1.1. costs associated with onsite maintenance by an AirBridge representative at the service address during the term and costs of travel of any AirBridge representative to and from the service address; and
 - 6.1.2. damage caused to the devices, cabling or monitoring equipment:
 - 6.1.2.1. as a consequence of the negligent or willful acts or omissions of the customer; or

3

- 6.1.2.2. which are brought about by force majeure event (including but not limited to wildlife and vermin, damage due to weather, electrical or power surges, acts of God, natural disaster or vandalism).
- 6.2. If required by AirBridge, the customer must pay costs and expenses arising under clause 6.1 before onsite maintenance or replacement devices, cabling or monitoring equipment are provided in accordance with those provisions.
- 6.3. Any services required by the customer outside the scope of this agreement is to be the subject of a further agreement between the parties.
- 7. Duties of AirBridge**
- 7.1. AirBridge warrants that it will:
- 7.1.1. provide the services diligently and in a professional and competent manner;
- 7.1.2. provide the customer with 24 hours notice (except in the case of an emergency) of scheduled maintenance of the devices requiring AirBridge to take the devices offline;
- 7.1.3. subject to force majeure event, respond to customer support requests within 4 business hours of receipt.
- 8. Customer's covenants**
- 8.1. AirBridge is authorised and directed to provide the services in such a way as AirBridge considers appropriate and which, in the opinion of AirBridge, is necessary or desirable to adequately and efficiently provide all aspects of the services.
- 8.2. The customer:
- 8.2.1. warrants and assures AirBridge that it has full power and authority to engage AirBridge to provide the services;
- 8.2.2. warrants that it will make use of the equipment only for purposes for which it is supplied and, save for fair wear and tear, keep and maintain the devices in good working order and condition throughout the term;
- 8.2.3. must ensure that the customer representative is available to provide such assistance and cooperation as AirBridge reasonably requires under clause 3 and otherwise, to give full and proper effect to the terms of this agreement;
- 8.2.4. releases and discharges AirBridge from claims, loss or liability it sustains through the performance of the services where the services have been provided in reliance of relevant information;
- 8.2.5. accepts liability and/or responsibility for any act or omission necessarily undertaken (or not undertaken) by the customer to facilitate the performance of the services by AirBridge; and
- 8.2.6. indemnifies AirBridge from all claims, loss or liability arising out of or in any way connected with a negligent or unsafe step taken by the customer or the failure of the customer to take any step that ought to have been taken to facilitate the performance of the services by AirBridge.

9. AirBridge representatives

- 9.1. Every exemption from or limitation to liability and each right, defence and immunity which is available to AirBridge or to which AirBridge is entitled is also available and extends to all AirBridge representatives while acting in the course of or in connection with their employment or engagement.
- 9.2. Other than the directors of AirBridge, AirBridge representatives do not have authority on behalf of AirBridge to vary this agreement.

10. Limited Liability

- 10.1. To the maximum extent permitted by law, AirBridge shall not be liable for incidental, consequential, indirect, special or punitive damages or loss of any kind including loss of revenue, loss of business or other financial loss arising out of or in connection with the provision of the services (whether based in contract, tort (including negligence) or otherwise, even if AirBridge has been advised of the possibility of such damages and even if any limited remedy specified in this agreement is deemed to have failed its essential purpose).
- 10.2. Without limiting anything contained in clause 9.1 AirBridge will have no liability to the customer occasioned through loss of or interruption to network connectivity and to the maximum extent permitted by law, AirBridge's entire liability shall be limited to refund of the service fee attributable to a period of defect in or failure to provide the service during the term.

11. Default

- 11.1. Without limiting the rights and powers of AirBridge at law or in equity, if the customer:
- 11.1.1. fails to observe and perform any term of this agreement;
- 11.1.2. commits an insolvency event;
- (each called a "breach") AirBridge may, at its election:
- 11.1.3. terminate this agreement; or
- 11.1.4. affirm this agreement but suspend the performance of the services under it (until the breach has been rectified).
- without prejudice to any other right of AirBridge under this agreement, at law or in equity.
- 11.2. The customer must indemnify AirBridge from loss, damage or liability it sustains as a consequence of any breach or default on the part of the customer and in addition, the customer must pay all costs and expenses incurred by AirBridge arising as a direct or indirect consequence of the default including but not limited to legal fees calculated on a solicitor and own client/full indemnity basis.
- 11.3. Without detracting from any other right or power of AirBridge under this clause or at law, if the customer fails to pay any sum of money ("the default sum") as and when it falls due for payment, the customer must pay interest on the default sum (or sums) at the specified rate, calculated daily and capitalised monthly in arrears, until the default sum or sums have been paid in full.

12. Jurisdiction

This agreement are governed by the laws of Queensland, Australia and the parties hereby submit to the jurisdiction of the Courts of Queensland, Australia and the Courts entitled to hear appeals from those Courts.

ANNEXURE A – GUARANTEE AND INDEMNITY

1. The guarantors acknowledge and agree that:
 - 1.1. AirBridge has entered into this agreement at their request;
 - 1.2. the guarantor will derive a direct and/or indirect benefit or reward by the performance by AirBridge of its obligations under this agreement;
 - 1.3. AirBridge would not have entered into this agreement in the absence of the guarantors having given the guarantee and indemnity which follows; and
 - 1.4. consequently, the following guarantee and indemnity is granted by the guarantors for valuable consideration.
2. The guarantors guarantees the due and punctual performance by the customer of each and every obligation on its part under this agreement.
3. As a separate and distinct obligation, the guarantor indemnifies AirBridge from loss, damage and legal costs and expenses (calculated on a full indemnity basis) sustained directly or indirectly because of any failing of the customer to strictly observe and perform its obligations under this agreement.
4. The guarantee and indemnity contained in this clause is a continuing guarantee and indemnity and:
 - 4.1. extends to all of the services, irrespective of when they are performed; and
 - 4.2. will be treated as a principal obligation on the part of the guarantors which may be enforced against either or both of them (where there is more than one guarantor) without AirBridge being obliged to make demand or commence legal proceedings against the customer.

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10.2 MONTHLY FINANCIAL REPORT - FEBRUARY 2022

Attachments: 10.2.1. Monthly Financial Statements February 2022 [↓](#)
10.2.2. Cash February 2022 [↓](#)
10.2.3. Capital Project Expenditures [↓](#)
10.2.4. Major Initiatives and Operational Expenditures [↓](#)

Author: Jade Nacario - Manager Finance and Administration

Date: 10 March 2022

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 February 2022 as required under section 204 of the *Local Government Regulation 2012*. The report is presented for noting and indicates whether Council is progressing satisfactorily against its current budget.

RECOMMENDATION:

That Council accepts the Monthly Financial Report, as required under section 204 of the *Local Government Regulation 2012* for the period ended 28 February 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 28 February 2022 are attached for Council's information.

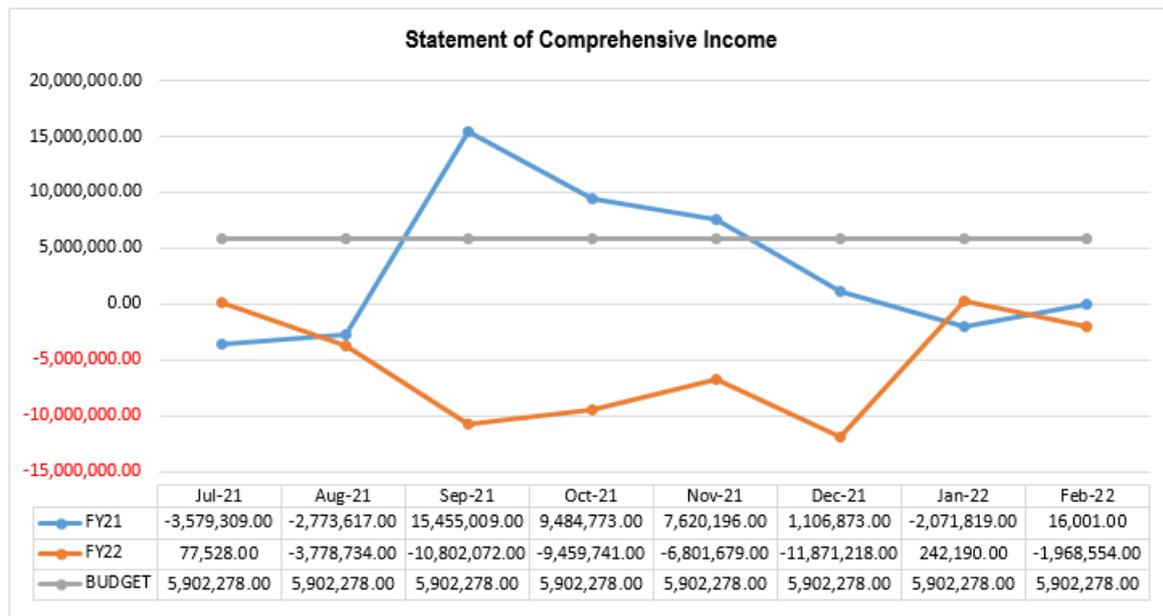
- Statement of Comprehensive Income
- Statement of Comprehensive Income by Category
- Statement of Financial Position
- Cashflow Statement
- Accounts Summary

Statement of Comprehensive Income

For the eight month of the financial year 2021/2022, the comprehensive income statement indicated a net result of \$1,968,554 in deficit which is the sum of \$ 38,472,643 in recurrent revenue, \$ 47,044,837 in recurrent expenditure and \$6,603,639 in capital income.

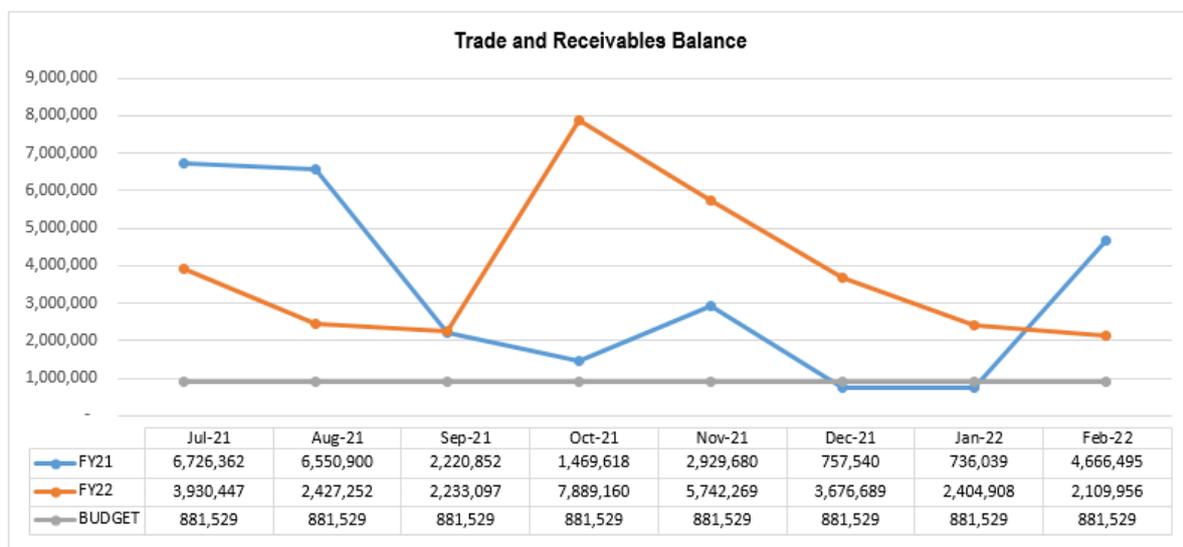
The rates revenue currently recognized is from the first levy issued in November 2021 which is half of the annual budget. The second rates levy was processed and mailed to ratepayers on the first day of March 2022. As a result, the \$4 million increase in revenue won't appear until next month. The overall operating expenditure appears to be on track, however a detailed report shall be provided separately in managers reports.

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Financial Position Reports

The graph below shows Council's *Trade and Receivables* balance of \$ 2,109,956. The receivables balance is made up of rates receivable \$788,448 and the remaining balances are receivables from community loans, Main Roads recoverable works and airport charges.



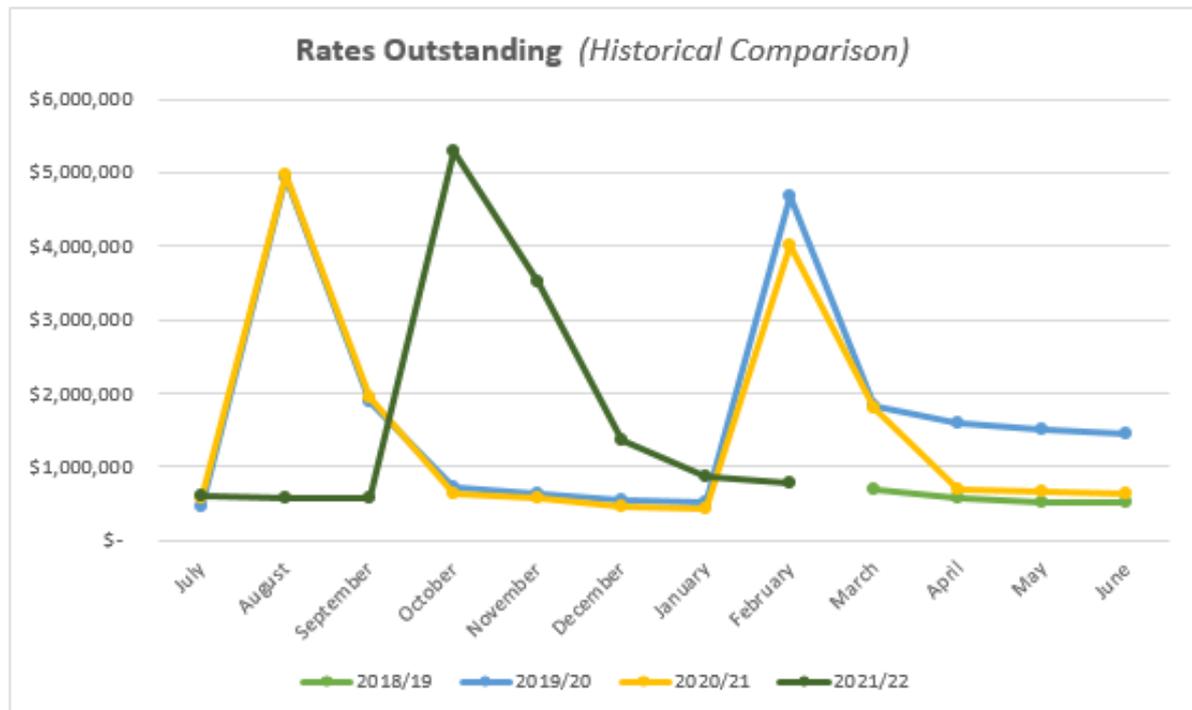
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Rates and Service Charges Receivables

The outstanding rates for the month of February 2022 is lower compared to the balance of February last year. This is due to the timing difference of the second levy between the two years.

The second rates levy for the financial year was issued on the 1st day of March 2022 with discount date closing on the 7th April 2022. Public notices were posted on Council's Facebook account on the website and on public notice boards.

Rates Outstanding					
	%	Feb-22	Jan-22	Dec-21	Feb-21
Current Year	29%	262,769	337,193	797,069	3,587,811
1 Year Arrears	20%	186,779	189,997	209,550	137,540
2 Year Arrears	12%	111,977	111,977	111,977	59,229
3+ Year Arrears	19%	173,533	173,533	193,632	155,093
Interest	19%	176,108	175,536	156,010	153,977
Credits		(122,718)	(114,644)	(101,003)	(73,265)
Balance	100%	788,448	873,592	1,367,236	4,020,385



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Operational Projects Budget 2021/2022

The operational projects budget is a list of projects that are not routine operations and maintenance. Many of these projects are grant funded or may be operational initiatives. This report just tracks the progress of these items against the budget.

Capital Expenditure Report 2021/2022

Council has a capital budget of \$16.1 million for the 2021/2022 financial year. Some projects have been added since the original budget, and these also have a Council contribution. 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:

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

Additional Items represents grants sourced during the year that have been added to the capital report, and items requested by Council resolution.

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's capital expenditure for the month of February 2022 was almost \$10.3m of the \$16.1m budget. Additionally, there is \$681k in commitments shows works on those projects

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are underway. This suggests just over 60% of the capital expenditure budget has been completed.

There are some projects in the capital expenditure budget that don't have whole of project costs, and many of these represent carryover amounts from the prior year budget. An assessment shall be conducted in the coming weeks to determine whether these projects are finished and can be closed out.

QTC Loans

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

Loan Purpose	Balance	Maturity Date
Glenore Weir	4,552,125	15 March 2035
Karumba Sewerage	1,747,220	15 June 2030
Normanton Water	963,488	15 March 2031
TOTAL	7,262,834	

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.

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.

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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 28 February 2022

	Core \$	QRA \$	Non-Core \$	Total \$	Budget \$
Income					
Revenue					
Recurrent revenue					
Rates, levies and charges	4,108,827	-	-	4,108,827	8,183,000
Fees and charges	338,568	-	346,596	685,164	539,000
Rental income	62,952	-	295,376	358,328	581,000
Interest received	132,275	-	-	132,275	200,000
Sales revenue	9,861,097	-	60,155	9,921,253	10,408,500
Other income	208,800	-	-	208,800	20,000
Grants, subsidies, contributions and donations	2,654,149	20,236,654	167,194	23,057,997	46,487,331
	17,366,669	20,236,654	869,320	38,472,643	66,418,831
Capital revenue					
Grants, subsidies, contributions and donations	5,031,363	1,572,276	-	6,603,639	11,143,759
Total revenue	22,398,032	21,808,930	869,320	45,076,283	77,562,590
Capital income	-	-	-	-	-
Total income	22,398,032	21,808,930	869,320	45,076,283	77,562,590
Expenses					
Recurrent expenses					
Employee benefits	(4,966,061)	(771,670)	(613,785)	(6,351,516)	(10,852,910)
Materials and services	(12,432,265)	(20,739,919)	(529,811)	(33,701,995)	(50,491,285)
Finance costs	(266,459)	-	-	(266,459)	(369,824)
Depreciation	(6,101,912)	-	(622,954)	(6,724,866)	(9,946,292)
	(23,766,697)	(21,511,590)	(1,766,551)	(47,044,837)	(71,660,312)
Capital expenses	0	0	0	0	-
Total expenses	(23,766,697)	(21,511,590)	(1,766,551)	(47,044,837)	(71,660,312)
Net result	(1,368,664)	297,340	(897,230)	(1,968,554)	5,902,278
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	-	-	-	-	-
Total comprehensive income for the year	(1,368,664)	297,340	(897,230)	(1,968,554)	5,902,278

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 28 February 2022

	28 February 2022	2021.2022
	Actual	Adopted Budget
	\$	\$
Income		
Recurrent Revenue		
Rates and Charges	4,108,827	8,183,000
Fees and Charges	685,164	539,000
Rental Income	358,328	581,000
Interest Received	132,275	200,000
Sales & Recoverable Works	9,921,253	10,408,500
Other Recurrent Income	208,800	20,000
Grants, Subsidies and Contributions	23,057,997	46,487,331
Total Recurrent Revenue	38,472,643	66,418,831
Capital Revenue		
Grants, Subsidies and Contributions	6,603,639	11,143,759
Capital Income	0	0
Total Income	45,076,283	77,562,590
Expenses		
Recurrent Expenses		
Administration and Governance	(4,694,516)	(5,040,129)
Community	(1,368,179)	(2,907,107)
Engineering	(2,993,224)	(4,474,418)
Fleet and Plant	1,303,220	4,877,878
Recoverable Works	(8,321,982)	(9,096,300)
Environment	(707,810)	(1,283,144)
DRFA	(21,511,590)	(40,031,791)
Tourism	(704,098)	(1,254,213)
Water and Sewerage	(1,055,334)	(2,134,971)
Finance Costs	(266,459)	(369,824)
Depreciation	(6,724,866)	(9,946,292)
Total Expenses	(47,044,838)	(71,660,312)
Capital Expenses		
	-	-
Total Expenses	(47,044,838)	(71,660,312)
Net Result	(1,968,554)	5,902,278



Statement of Financial Position
 as at 28 February 2022

	28 February 2022 Actual \$	2021.2022 Adopted Budget \$
Current Assets		
Cash and Equivalents	22,627,835	36,376,615
Trade and Other Receivables	2,109,956	881,529
Inventories	913,482	424,693
Other Financial Assets	501,050	433,982
Contract Assets	7,254,546	14,435,566
Total Current Assets	33,406,868	52,552,385
Non-Current Assets		
Receivables	90,571	90,571
Property, Plant and Equipment	259,353,764	344,165,589
Capital Works in Progress	14,221,204	16,157,389
RUA Accumulated Depreciation	143,171	0
Total Non-Current Assets	273,808,710	360,413,549
TOTAL ASSETS	307,215,578	412,965,934
Current Liabilities		
Trade and Other Payables	199,640	7,530,468
ATO Payable	1,224,378	198,786
Interest Bearing Liabilities	502,189	512,809
Provisions	1,016,460	1,285,765
Other Accounts Payable	100,000	100,000
Contract Liabilities	9,214,607	20,415,906
Lease Liabilities	78,000	0
Total Current Liabilities	12,335,273	30,043,734
Non-Current Liabilities		
Interest Bearing Liabilities	6,760,645	6,439,150
Provisions	1,387,669	1,937,954
Other Accounts Payable	100,000	100,000
Lease Liabilities	68,152	0
Total Non-Current Liabilities	8,316,466	8,477,104
TOTAL LIABILITIES	20,651,740	38,520,838
NET COMMUNITY ASSETS	286,563,838	374,445,096
Community Equity		
Asset Revaluation Reserve	171,309,710	269,621,280
Retained Surplus	115,254,128	104,823,816
TOTAL COMMUNITY EQUITY	286,563,838	374,445,096



Cash Flow Statement
 for the period ended 31 January 2022

	28 February 2022	2021-2022
	Actual	Adopted Budget
	\$	\$
Cash Flows From Operating Activities:		
Receipts From Customers	18,644,408	19,185,439
Payments to Suppliers and Employees	(52,904,433)	(61,444,195)
	<u>(34,260,025)</u>	<u>(42,258,756)</u>
Interest Received	132,275	200,000
Rental Income	358,328	581,000
Non Capital Grant and Contributions	23,057,997	46,487,331
Borrowing Costs	(266,459)	(369,824)
Net Cash Flows From Operating Activities	<u>(10,977,885)</u>	<u>4,639,751</u>
Cash Flows From Investing Activities:		
Payments for Property, Plant and Equipment	(9,557,759)	(16,157,389)
Proceeds From Sale of Property, Plant and Equipment	0	2,184,000
Grants, Subsidies and Contributions	6,603,639	11,143,759
Net Cash Flows From Investing Activities	<u>(2,954,119)</u>	<u>(2,829,630)</u>
Cash Flows From Financing Activities		
Repayment of Borrowings	(209,491)	(487,349)
Net Cash Flows From Financing Activities	<u>(209,491)</u>	<u>(487,349)</u>
Net Increase (Decrease) in Cash Held	(14,141,495)	1,322,772
Cash at Beginning of Reporting Period	36,769,331	35,053,843
Cash at End of Reporting Period	<u>22,627,835</u>	<u>36,376,615</u>

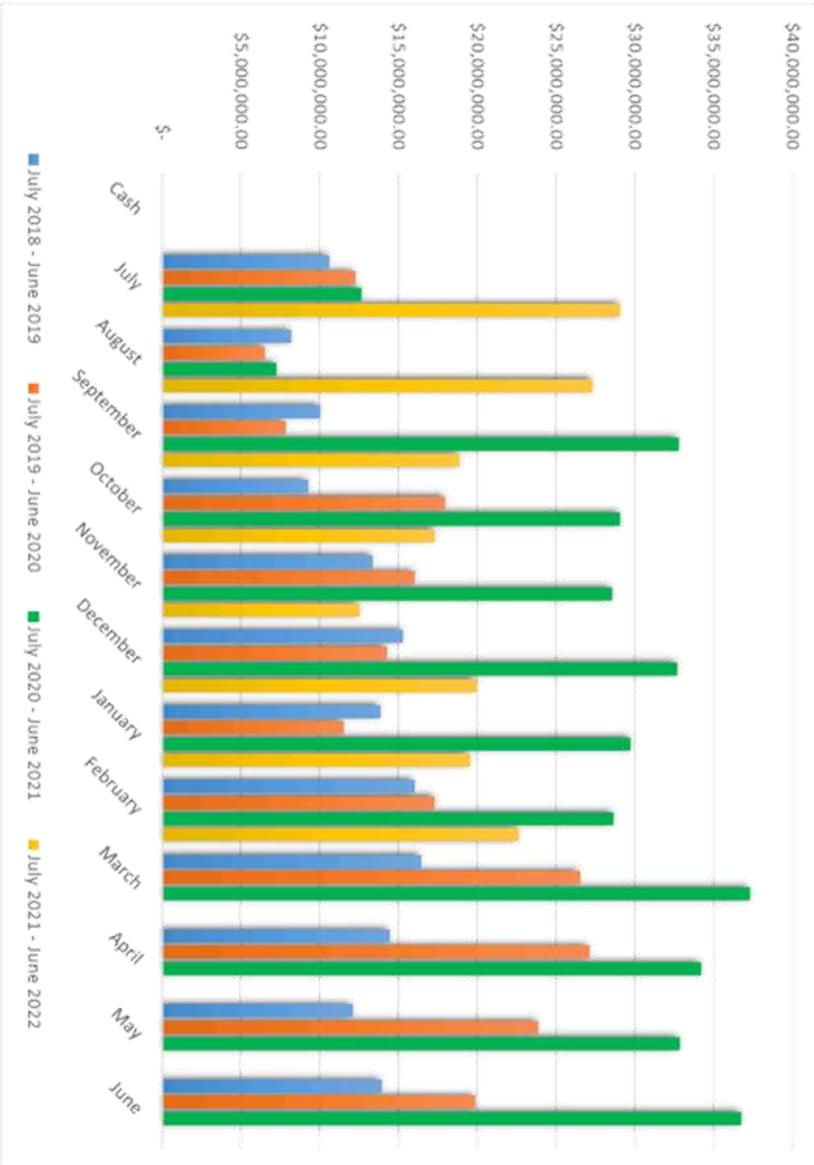


Accounts Summary

	28 February 2022	31 January 2022
	\$	\$
General Accounts		
Westpac General Operating Accounts	318,712	358,993
Westpac Term Deposit	100,000	100,000
QTC General Fund	19,288,817	16,142,549
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	22,623,621	19,517,634
Trust Accounts		
Queensland Treasury Corporation	91,378	91,378
Westpac Bank	36,029	36,029
Total balance held in trust	127,407	127,407
Other Balances		
CSC Reserves	11,070,235	11,070,235
CSC Provisions	2,404,130	2,404,130
Net of Contract Assets and Liabilities	1,960,061	1,960,061
Total balance reserves, provisions and contract liabilities	15,434,425	15,434,425
QTC Borrowings		
Karumba Sewerage	1,747,220	1,738,663
Normanton Water Upgrade	963,488	958,870
Glenore Weir	4,552,125	4,537,941
Total balance QTC borrowings	7,262,834	7,235,474
Net Council Position	-73,638	-3,152,266

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	\$27,305,252.00	\$18,876,147.00	\$17,306,164.00	\$12,501,484.00	\$19,906,129.00	\$19,521,847.00	\$22,627,835.00				



Carpentaria Shire Council - Capital Expenditure Budget - 2021-2022

Job No	Project Description	Type	Project Funding Sources					Councils Contribution to Project	Actuals from Prior Years	Original Budget 2021-2022	Grant 2021-2022	Asset Sale / Trade-In 2021-2022	Council Contribution 2021-2022	Additional Items 2021-2022	YTD Expenses 2021-2022	Committed Orders	Total Expenses 2021-2022
			Project Expenditure Budget	Project Grant Funding	Asset Sale / Trade-In	Councils Contribution to Project	Actuals from Prior Years										
WQ2203	Buildings - Council Staff Housing - Renewals - Prioritized per condition assessments	R	400,000	400,000	0	0	0	0	135,000	135,000	0	0	0	0	0	6,268	6,268
WQ2NORM	Buildings - Staff Housing - Renew Roof - 2 Norman St, Normanton	R															
WQPHUP	Buildings - Staff Housing - Internal Upgrade and Remove Asbestos, Philip Street	R	50,000	0	0	50,000	0	0	50,000	0	0	0	0	0	41,049	0	41,049
CO2220	Buildings - Demolition of Old Trades Shed	R															
QR8RF1	Buildings - Disaster Coordination Centre - Construct; Demolish Depot Shed	R	376,259	376,259	0	0	0	0	376,259	376,259	0	0	0	0	6,000	0	6,000
CO2106	Buildings - John Henry Oval - New Change Rooms/3 Bay Shed/Undercover Area	U	900,000	900,000	0	0	0	0	900,000	900,000	0	0	0	0	360,557	24,600	385,157
WQ2206	Buildings - Karumba Airport Power Supply Upgrade	U	60,000	60,000	0	0	0	0	60,000	60,000	0	0	0	0	57,006	2,994	60,000
n/a	Fleet - Budget 2021-2022 (Priorities to be Identified)	R	2,560	0	-1,000	3,560	0	0	2,560	0	-1,000	0	0	0	0	0	0
CP2102	Fleet - Caterpillar 140M Motor Grader (Sail 23018 & P3131)	R	516,000	0	320,000	196,000	0	0	516,000	0	0	0	0	0	516,000	0	516,000
CP2213	Fleet - New Forklift - Karumba Sewerage Treatment Plant	R	60,000	0	5,000	60,000	0	0	60,000	0	0	0	0	0	0	0	0
CP2113	Fleet - P1568 - Toyota Hilux SR DC Styluside Ute - WPHS	R	58,726	0	5,000	53,726	0	0	58,726	0	0	0	0	0	58,720	0	58,720
CP2116	Fleet - P1604 - Toyota Hilux SR Dual Cab 4x4 Utility - Engineer	R	78,000	0	15,000	63,000	0	0	78,000	0	15,000	0	0	0	58,426	0	58,426
CP2114	Fleet - P1605 - Toyota Hilux SR 4x4 Single Cab Utility - Carpenter	R	72,273	0	7,000	65,273	0	0	72,273	0	7,000	0	0	0	72,265	0	72,265
CP2120	Fleet - P1608 - Toyota Landcruiser Workmate Utility - Workshop	R	72,745	0	5,000	67,745	0	0	72,745	0	5,000	0	0	0	72,737	0	72,737
CP2115	Fleet - P1653 - Toyota Landcruiser Single Cab - Electrician	R	62,370	0	15,000	47,370	0	0	62,370	0	15,000	0	0	0	62,364	0	62,364
CP2117	Fleet - P1664 - Toyota Landcruiser Dual Cab Utility - Lone Patrol - Works	R	75,754	0	25,000	50,754	0	0	75,754	0	25,000	0	0	0	75,754	0	75,754
CP2119	Fleet - P1665 - Toyota Landcruiser Single Cab Workmate - Plumber	R	78,000	0	25,000	53,000	0	0	78,000	0	25,000	0	0	0	87,346	0	87,346
n/a	Fleet - P1673 - Toyota Landcruiser Prado GXL Wagon (M Pickering)	R	0	0	30,000	-30,000	0	0	0	0	0	-30,000	0	0	0	0	0
CP2104	Fleet - P1680 - Toyota Hilux SR Dual Cab 4x4 Utility	R	60,000	0	15,000	45,000	0	0	60,000	0	15,000	0	0	0	59,432	0	59,432
CP2108	Fleet - P1750 - Toyota Hilux SR 4x4 Dual Cab Utility - Foreman	R	59,438	0	8,000	51,438	0	0	59,438	0	8,000	0	0	0	59,432	0	59,432
CP2109	Fleet - P1769 - Toyota Hilux SR TD 4x4 Dual Cab Utility - Foreman	R	59,438	0	8,000	51,438	0	0	59,438	0	8,000	0	0	0	59,432	0	59,432
CP2112	Fleet - P1770 - Ford Ranger Extra Cab 4x4 Utility - Local Laws	R	56,890	0	15,000	41,890	0	0	56,890	0	15,000	0	0	0	53,409	0	53,409
CP2118	Fleet - P1771 - Toyota Hilux SR 4x4 Dual Cab Utility - Foreman	R	59,438	0	8,000	51,438	0	0	59,438	0	8,000	0	0	0	59,432	0	59,432
CP2111	Fleet - P1772 - Toyota Landcruiser Dual Cab - Mayor	R	80,751	0	45,000	35,751	0	0	80,751	0	45,000	0	0	0	79,712	0	79,712
CP2111	Fleet - P1774 - Toyota Hilux SR TD 4x4 Dual Cab Utility - Foreman	R	59,438	0	8,000	51,438	0	0	59,438	0	8,000	0	0	0	59,432	0	59,432
CP2107	Fleet - P1781 - Toyota Hilux SR TD 4x4 Dual Cab Utility - Foreman	R	59,438	0	8,000	51,438	0	0	59,438	0	8,000	0	0	0	59,432	0	59,432
n/a	Fleet - P3136 Caterpillar 936E Landfill Compactor	R	0	0	13,000	-13,000	0	0	0	0	13,000	0	0	0	0	0	0
CP2212	Fleet - P4013 - Kubota F1680 Front Deck Mower	R	60,000	0	6,000	54,000	0	0	60,000	0	6,000	0	0	0	26,364	0	26,364
CP2101	Fleet - P4016 - Jacobsen R-311T Wide Area Mower	R	60,000	0	6,000	54,000	0	0	60,000	0	6,000	0	0	0	0	0	0
n/a	Fleet - P4138 - Graco Linealaser IV 250SP5 (line marker)	R	36,000	0	0	36,000	0	0	30,000	0	0	0	0	0	38,825	0	38,825
n/a	Fleet - P4139 Vermeer BC1200XL Wood Chipper	R	0	0	6,000	-6,000	0	0	0	0	6,000	0	0	0	0	0	0
CP2211	Fleet - P6500 Carboard Shredder - Karumba Transfer St	R	0	0	7,000	-7,000	0	0	0	0	7,000	0	0	0	0	0	0
CP2211	Fleet Budget - Plumbers Issu Job Truck	N	145,000	0	0	145,000	0	0	145,000	0	0	0	0	0	0	0	0
CP2207	Fleet Budget - Replace P1512 Town Services - 4x2 Workmate Hilux Single Cab Ute (Cleaners)	R	35,000	0	8,000	27,000	0	0	35,000	0	8,000	0	0	0	0	0	0
CP2205	Fleet Budget - Replace P1582 WTP - Hilux SR 4x2 Single Cab Ute	R	35,000	0	8,000	27,000	0	0	35,000	0	8,000	0	0	0	0	0	0
CP2205	Fleet Budget - Replace P1605 WTP 4x4 Single Cab Hilux Utility	R	55,000	0	18,000	37,000	0	0	55,000	0	18,000	0	0	0	0	0	0
CP2206	Fleet Budget - Replace P1653 Electrician - Hilux 4 x 4 Single Cab	R	55,000	0	18,000	37,000	0	0	55,000	0	18,000	0	0	0	0	0	0
CP2203	Fleet Budget - Replace P1710 CEO - LC Military GXL 4 SL T Diesel Dual Cab Landcruiser	R	82,440	0	35,000	47,440	0	0	82,440	0	35,000	0	0	0	82,322	0	82,322
CP2210	Fleet Budget - Replace P2402 WTP - Isuzu N Series NPR Tipper	R	65,000	0	12,000	53,000	0	0	65,000	0	12,000	0	0	0	0	0	0
CP2208	Fleet Budget - Replace P4136 Quad UTV with 2 seats	R	25,000	0	2,000	23,000	0	0	25,000	0	2,000	0	0	0	0	0	0
CP2106	Footpaths - Disability Access Karumba	R	45,000	0	0	45,000	0	0	45,000	0	0	0	0	0	0	0	0
CP2105	Footpaths - Disability Access Karumba	R	60,000	0	0	60,000	0	0	60,000	0	0	0	0	0	1,770	0	1,770
CP2202	ICT - Depot - Switchboard 48 Port	R	9,000	0	0	9,000	0	0	9,000	0	0	0	0	0	8,735	0	8,735
CP2201	ICT - Shire Office - Photocopier	R	17,000	0	0	17,000	0	0	17,000	0	0	0	0	0	16,547	0	16,547
CP2204	ICT - TV Radio - Satellite Infrastructure Upgrade Karumba	R	50,000	0	0	50,000	0	0	0	0	0	0	0	25,000	0	22,687	

Carpentaria Shire Council - Capital Expenditure Budget - 2021-2022

Job No	Project Description	Type	Project Expenditure Budget	Project Funding Sources				Councils Contribution to Project	Actuals from Prior Years	Original Budget 2021-2022	Grant 2021-2022	Asset Sale / Trade-In 2021-2022	Council Contribution 2021-2022	Additional Items 2021-2022	YTD Expenses 2021-2022	Committed Orders	Total Expenditure 2021-2022
				Project Grant Funding	Asset Sale / Trade-In	Councils Contribution to Project	Trade-In										
CR2104	Other - Gilbert Street Footcote Repairs	R	15,000	0	0	15,000	0	0	15,000	0	0	0	15,000	0	0	0	0
RRF006	Other - Karumba Airport Weather Station	N	87,000	87,000	0	0	0	0	0	0	0	0	0	0	0	0	0
QR8R2	Other - Karumba Point Shoreline Detailed Design	N	530,000	500,000	0	30,000	0	0	0	0	0	0	530,000	0	0	0	530,000
LACI99	Other - Karumba Pool Filtration Pumps (Replace existing pumps to increase efficiency)	R	20,000	20,000	0	0	0	0	20,000	0	0	0	0	0	0	0	20,000
WQ204	Other - Normanton Entry Signage (Similar to Karumba Signage)	N	55,000	55,000	0	0	0	13,500	41,500	0	0	0	0	0	0	0	41,500
WQ204	Other - Onsite Chlorine Generators - Normanton & Karumba Pools	N	320,000	320,000	0	0	0	0	320,000	0	0	0	0	0	0	0	320,000
WQ201	Other - Town Beautification - Landsborough St Development	N	200,000	200,000	0	0	0	0	10,000	0	0	0	0	0	0	0	10,000
WQ202	Other - Town Beautification - School Dam Precinct Development	N	300,000	300,000	0	0	0	0	5,000	0	0	0	0	0	0	0	5,000
n/a	Project - Lilyvale Subdivision Stage 1 - Access Road	N	1,500,000	0	1,500,000	0	0	0	1,500,000	0	1,500,000	0	0	0	0	0	1,500,000
CL1201	Project - Lilyvale Subdivision Stage 1 - Access Road	N	925,000	925,000	0	0	0	412,628	844,600	0	0	0	0	0	0	0	412,628
CL1801	Project - Lilyvale Subdivision Stage 1 - Water Infrastructure	N	925,000	925,000	0	0	0	0	844,600	0	0	0	0	0	0	0	844,600
CR2108	Roads - ATSI T105 Dunbar Kowanyama Road Floodway	U	228,882	218,882	0	10,000	0	0	0	0	0	0	0	0	0	0	228,882
QR8R23	Roads - Keith and Challen across from Christian College, Thompson St	U	975,000	975,000	0	0	0	0	975,000	0	0	0	0	0	0	0	975,000
CR2201	Roads - Magnificent Creek (Frans Creek) Causeway Upgrade Kowanyama Rd	U	975,000	975,000	0	0	0	0	744,059	0	0	0	0	0	0	0	744,059
CR2102	Roads - Normanton-Burketown Seal Project 11/12 CSC 0017 1819E REC (Prep CR2004)	U	744,059	717,649	0	26,410	0	10,260	744,059	0	0	0	0	0	0	0	744,059
CR2103	Roads - Strategic Importance (Ntn to Burketown Rd) [Sealing]	U	2,657,714	2,549,004	0	108,710	0	4,893	2,657,714	0	0	0	0	0	0	0	2,657,714
RR2201	Roads - TDS/28/Council - Normanton to Burketown - Sealing Works	U	1,820,000	1,621,924	0	198,076	0	0	1,820,000	0	0	0	0	0	0	0	1,820,000
QR8P2001	Sewerage - Desludging of Sewerage Lagoon - (NDR) CSC 0040 1819E DHS	U	974,558	974,558	0	0	0	533	974,558	0	0	0	0	0	0	0	974,558
QR8P2005	Sewerage - Desludging of Sewerage Lagoon - Purchase And Install Amenities Block	U	974,558	974,558	0	0	0	0	0	0	0	0	0	0	0	0	0
QR8P2002	Sewerage - Desludging of Sewerage Lagoon - Replace Damaged Manholes	R	8,000	6,000	0	2,000	0	0	8,000	0	0	0	0	0	0	0	8,000
RRF004	Sewerage - Karumba Sewerage System - System Review & Master Plan	N	80,000	80,000	0	0	0	0	10,000	0	0	0	0	0	0	0	10,000
LACI96	Buildings - Shire Office - External Repaint	R	108,000	50,000	0	58,000	0	0	108,000	0	0	0	0	0	0	0	108,000
CW2007	Water - BBRF - Raw Water Irrigation	N	906,000	679,500	0	226,500	0	759,213	187,000	0	0	0	0	0	0	0	187,000
CW2007A	Water - BBRF - Raw Water Irrigation - Delivery Line Replacement	R	906,000	906,000	0	0	0	0	112,200	0	0	0	0	0	0	0	112,200
RRF001	Water - Glenore Weir Emergency Intake and Infrastructure	R	320,000	320,000	0	0	0	0	320,000	0	0	0	0	0	0	0	320,000
RRF001A	Water - Glenore Weir Raw Water Upgrade - Emergency Intake Structure	R	320,000	320,000	0	0	0	0	0	0	0	0	0	0	0	0	0
RRF001B	Water - Glenore Weir Raw Water Upgrade - Pipework Installation	R	320,000	320,000	0	0	0	0	0	0	0	0	0	0	0	0	0
CW1302	Water - Glenore Weir Rectification Stage 2 (GSSP)	U	2,800,000	1,680,000	0	1,120,000	0	1,540,758	1,500,000	0	0	0	0	0	0	0	1,500,000
RRF002	Water - Karumba Water Tower/Reservoirs On site Chlorine Generator	U	180,000	180,000	0	0	0	0	180,000	0	0	0	0	0	0	0	180,000
RRF003	Water - Normanton Water Treatment Plant - Study & Design (increase potable supply)	N	40,000	40,000	0	0	0	0	40,000	0	0	0	0	0	0	0	40,000
RRF005	Water - Treatment Plant - Normanton - Diversion of Pipework to improve operational efficiency	N	150,000	150,000	0	0	0	0	0	0	0	0	0	0	0	0	0
WQ2207	Water - Treatment Plant - Normanton - Reservoir Repairs	R	210,000	210,000	0	0	0	0	0	0	0	0	0	0	0	0	0
WQ2205	Water - Treatment Plant Controls/Monitoring - Priorities to be established	R	180,000	180,000	0	0	0	0	15,000	0	0	0	0	0	0	0	15,000
CP2214	Abandoned Vehicles Funding at Normanton Refuse Facility	N	20,200	180,000	0	20,200	0	0	0	0	0	0	0	0	0	0	20,200
			20,546,371	14,775,776	2,184,000	3,586,595	2,741,785	16,157,389	11,143,759	2,184,000	0	0	2,840,830	813,082	10,368,145	681,214	11,049,359

Carpentaria Shire Council - Capital Expenditure Budget - 2021-2022

Job No	Project Description	Type	Project Funding Sources				Actuals from Prior Years	Original Budget				Additional Items 2021-2022	YTD Expenses 2021-2022	Committed Orders	Total Expenses 2021-2022	
			Project Expense Budget	Project Grant Funding	Asset Sale / Trade-In	Councils Contribution to Project		2021-2022	Grant 2021-2022	Asset Sale / Trade-In 2021-2022	Council Contribution 2021-2022					2021-2022
Capital Expenditure by Asset Class																
Roads			7,226,773	6,788,577	0	438,196	7,146,373	6,708,157	0	438,216						61%
Plant and Equipment			2,300,699	0	684,000	1,616,699	2,235,699	0	684,000	1,551,699						
Land			1,500,000	0	1,500,000	0	1,500,000	0	1,500,000	0						
Sewer			1,291,440	1,279,440	0	12,000	992,558	990,558	0	2,000						
Water			4,786,000	3,439,500	0	1,346,500	2,242,000	1,567,200	0	674,800						
Other			2,427,000	2,382,000	0	45,000	1,311,500	1,255,000	0	56,500						
Buildings			994,259	886,259	0	108,000	729,259	622,844	0	106,415						
			20,526,171	14,775,776	2,184,000	3,566,395	16,157,389	11,143,759	2,184,000	2,829,630						
Capital Expenditure by Type																
U			12,585,213	11,122,017	0	1,463,196	10,975,931	10,042,715	0	933,216						
N			4,073,200	2,091,500	1,500,000	481,700	1,998,500	177,200	1,500,000	341,500						
R			3,887,958	1,562,259	684,000	1,641,699	3,182,958	923,844	684,000	1,575,114						
			20,546,371	14,775,776	2,184,000	3,586,595	16,157,389	11,143,759	2,184,000	2,849,830						

Carpentaria Shire Council - Operational Projects Budget - 2021-2022

Job No	Project Description	Project Expenditure Budget	Project Funding Sources				Prior Actuals	Original Budget 2021-2022	Grants 2021-2022	Other Revenue 2021-2022	Council Contribution in 2021-2022	Additional Items 2021-2022	YTD Expenses 2021-2022	Committed Orders	Total Expenses 2021-2022
			Project Grant Funding	Other Revenue	Councils General Revenue	Other Revenue									
GRANTS002	Tyre Shredding at Normanston Landfill (OSDMIP)	330,000	195,000	0	135,000	123,401	206,600	123,960	0	0	0	191,456	0	191,456	
	Community Childcare Fund - Open Competitive Act	375,000	375,000	0	0	0	75,000	75,000	0	0	0	0	0	0	
	Apprenticeships/Traineeship x 3	45,000	45,000	0	0	0	45,000	45,000	0	0	0	0	0	0	
	RAoF - Regional Arts Development Fund - Priorities Identified by	29,500	24,500	0	5,000	29,500	29,500	24,500	0	5,000	0	0	0	0	
LIB001	Libraries - First 5 Forever	4,249	4,249	0	0	9,405	4,249	4,249	0	0	0	0	0	0	
450432	Illegal Dumping Grant	123,000	123,000	0	0	2,476	86,000	86,000	0	0	0	13,931	15,188	29,119	
RMPC-*	RMPC - Road Maintenance Performance Contracts	1,836,000	2,040,000	0	-204,000	1,177,281	1,836,000	2,040,000	0	-204,000	0	72,653	0	72,653	
RMPC8A2	TMAR 84A Karumba Development Road											72,653	0	72,653	
RMPC89A1	TMAR 89A Burke Development Road											440,842	0	440,842	
RMPC89B2	TMAR 89B Burke Development Road (Sealed)											14,079	0	14,079	
RMPC92A2	TMAR 92A Gulf Development Road											14,882	0	14,882	
RMPC89B3	TR89BU TMAR EW 89B Burke Development Road (Unsealed)											61,364	0	61,364	
	Emergent Works - TMAR														
TMRE84A21	Trmr 2021 Emergent Works 84A											16,381	0	16,381	
TMRE89A21	Trmr 2021 Emergent Works 89A											2,345	0	2,345	
TMRE89B21	Trmr 2021 Emergent Works 89B											1,234,200	0	1,234,200	
	Recoverable Works - TMAR - Projects	7,200,000	8,000,000	0	-800,000	13,318,858	7,200,000	8,000,000	0	-800,000	0	0	0	0	
TMR655	CN16065 - 89A Walkers Bend Pavement and Culvert Works											858,864	94,115	952,979	
TMR657	CN16067 - 89A Bang Bang Pavement Works											787,455	150,240	937,695	
TMR218	89B Pave and Seal Stage 3 (CN 17218)											2,515,826	21,033	2,536,859	
TMR288	CN16288-89B Pavement and Seal Works Stage 2											35,201	0	35,201	
TMR386	CN-15386 89B Paving and Sealing (Mtn to Dimbulan) Ch 30 68 to											45,299	0	45,299	
OPEX2201	Recoverable Works - TMAR - Ulyvale Subdivision Slipline	400,000	400,000	0	0	400,000	400,000	400,000	0	0	0	210,893	118,550	329,442	
LIB004	TIDS - 89B Culvert	67,000	67,000	0	0	67,000	67,000	67,000	0	0	0	0	0	0	
CEN2201	Mental Health	75,000	75,000	0	0	384	75,000	75,000	0	0	0	9,415	0	9,415	
CEN2202	Funny Mummies											6,000	0	6,000	
	Uvin Drg	10,320	10,320	0	0	10,320	10,320	10,320	0	0	0	0	0	0	
	Move it NO!	30,000	0	0	30,000	0	30,000	0	0	0	0	0	0	0	
OPEX2203	ICT Projects from the Strategy	75,000	0	0	75,000	0	75,000	0	0	0	0	13,000	0	13,000	
	ICT Governance Framework	15,000	0	0	15,000	0	15,000	0	0	0	0	0	0	0	
	Asset Management Plan	30,000	0	0	30,000	0	30,000	0	0	0	0	0	0	0	
	Revenue Review - Water Charges	20,000	0	0	20,000	0	20,000	0	0	0	0	0	0	0	
OP12201	Risk Management - Strategic and Operational Risk Registers	10,000	10,000	0	0	10,000	10,000	10,000	0	0	0	0	0	0	
OP12203	Develop and Implement a Youth Strategy for the Shire	20,000	0	0	20,000	0	20,000	0	0	0	0	0	0	0	
OP12202	Long-Term Financial Sustainability Strategy	338,351	338,351	0	0	338,351	338,351	338,351	0	0	0	124,839	219,174	344,013	
OPEX2210	Curry Mtl - Flood Warning Infrastructure Network	10,000	0	0	10,000	0	10,000	0	0	0	0	10,000	0	10,000	
OPEX2220	Surfact Implementation - Contract Management Software	42,000	0	0	42,000	0	42,000	0	0	0	0	31,767	9,975	41,742	
OP1901	GWIP Infrastructure - (Teistra to Terrecom Migration)	71,748	0	0	71,748	0	71,748	0	0	0	0	71,749	0	71,749	
CN1120	IT Vision Synergy Soft Implementation	11,000	11,000	0	0	11,000	11,000	11,000	0	0	0	1,549	36	1,585	
	Sisters of the North														
200634	Outback by the Sea Festival 2021	69,000	10,000	9,000	50,000	108,939	69,000	10,000	9,000	50,000	0	0	0	0	
TLGRAN2201	First for Illegal Dumping Partnerships Program Round 2A	50,000	50,000	0	0	0	0	0	0	0	50,000	0	0	0	
		11,277,168	11,778,420	9,000	-510,232	14,740,794	10,504,659	10,982,029	9,000	-688,348	501,867	6,856,641	693,299	7,549,940	

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10.3 COMMUNITY DEVELOPMENT REPORT

Attachments:	10.3.1. 2010 Sport and Recreation Plan ↓
Author:	Cherie Schafer - Manager Economic & Community Development
Date:	10 March 2022
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 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. The Centre is licensed for 29 children, 8 in the babies end and 21 in the big kids end. Over the past 12 months there has been several staff leave the shire and these positions have not been able to be filled due to lack of applicants.

The Childcare Centre is currently not taking on any new children as there currently isn't the staff available to meet the child to staff member ratio requirements.

Updates around the current measures that have been put in place while Council fills the vacant positions.

- The children in the two rooms have been moved between rooms, within allowable parameters, so that there is sufficient staff to meet ratio requirements. This means that Council is not able to take on any more children and new enrolments are required to go on a waiting list until vacancies are filled. The baby's end is operating at 4 and the big kids' room is at 13.

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- The Director of Childcare is in a room fulltime to make up the staff to child ratio required.
- Council is looking to reduce the current opening hours from 7.30 am to 5.30pm to 8am to 5.15pm temporarily until additional staff can be secured. This will reduce the amount of overtime being paid and reduce the long hours for staff.

1.2 Normanton and Karumba Library Statistics

Statistics and general information have been provided for the Normanton and Karumba Libraries for the month of February (refer to the table below).

<u>Statistics</u>	Normanton			Karumba		
	Feb-20	Feb-21	Feb-22	Feb-20	Feb-21	Feb-22
Monthly Walk-Ins	67	138	48	145	82	32
Number of library loans	149	167	156	87	131	166
Number of people utilising the internet	32	48	13	7	2.5	20
Number of new members	3	2	1	1	1	2
Total Hours Public Internet Usage	9	24.5	5	4.5	4.5	4
Total hours open to the public	60	80	80	80	80	80

1.3 Normanton and Karumba Pool Statistics

Statistics and general information for the Normanton and Karumba Pools for the month of February have been provided in the table below.

Presently Council's operating hours for both pools are 3pm to 6pm seven days a week including school holidays.

Council has been informed that there are members of the Karumba community starting a partition to keep the Karumba pool open this year during the winter periods. Council to provide some consideration around hours of operation over the winter months for both pools in 2022.

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Monthly Statical report	Karumba		Normanton	
	3pm-6pm 7 days a week		3pm – 6pm 5 Days a week	
	January	February	January	February
Adults	138	131	46	19
Youth	169	122	328	148
Total	307	253	374	167

1.4 General updates

Events organised by Council in February:

Clean Up Australia Day

The three schools in the shire participated in Clean up Australia day again this year. Each school had a designated area which they cleaned up before heading for a free BBQ and swim. Unfortunately, Normanton free swim has been postponed due to the pool being closed while works were being completed.

Bynoe assisted with the cooking of the BBQ in Normanton, while Rose and Jockey Bowens volunteered to cook the BBQ in Karumba which was greatly appreciated.

Upcoming Events:

Livin Org Event, Funded through QLD Health – 16th March

The Livin Org event will bring guest speakers to the community to talk about mental health by sharing stories and education programs. Guest speakers from Livin Org Alex Glen former rugby league footballer and Disability advocate John Coutis will run a series of talks with the school children followed by a community event.



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TRAIC Project – Your life, Your Story:

Funded by the Queensland Health tackling Regional Adversity through Integrated Care scheme, the \$66,000.00 funding is given to one regional council each year to target a mental health issue in the shire. Carpentaria Shire held a workshop with a steering committee in 2021 and decided that the target group would be elders and bridging the stigma around mental health in the older generation.

The project will consist of a series of interviews with elders and seniors in the community, which will then be put together in a film and showcased at the visitor information centre. Various services and clinicians will be on hand during the interviews to provide support for any traumatic memories and feelings that may come up and can provide ongoing care or a referral if they feel it is needed.

Carpentaria Shire Sport and Recreational Plan 2010

During 2010 the Carpentaria Shire developed a Sport and Recreation plan. The purpose of the plan was to maintain and build upon the shires existing facilities, parks for locals and visitors, play spaces for children and young people.

The attached Sport and Recreation action plan contains all the items identified in 2010 for actioning. Highlighted in yellow is the items that the works have been completed or the task has been tested.

There are several items listed to upgrade non-for-profit facilities and Council facilities where the need may have changed over the years.

The attachment also identifies items such as the upgrade of the school dam and the Karumba foreshore. These items are in progress however have not yet been completed so are still an active item in the document.

Council is to review the attached Sports and Recreation plan and provide direction on the outstanding items and any new projects they would like added.

Savannah Way Arts Trail Concept designs:

Manning Daly Art is a collaborative and creative designer of significant public art and have been engaged to design the Savannah Way art trail public pieces across the six sites. Community consultation has been conducted at each Shire to give the artist an idea of what sorts of public art that the community thinks will sit well in each community along the Savannah Way.

On the 23 February the last round of community consultation was held to determine which of the two designs were more favourable.

The artists and QC University met with:

- Bynoe staff and participants
- Both the schools and the youth
- Council elected members and staff
- The original members who attended previous community consultation
- Members from each TO group were among the organisations visited and the original community consultation.

There below design was the most popular of the two and has been selected and approved to go ahead.

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Consultation (Internal/External):

- Chief Executive Officer
- Director Corporate Services
- Manager of Economic and Community Services

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.

Viability of Sport and Recreation Groups

No.	Recommendation	Priority	Indicative Cost	Potential Sources of Funding
1	Facilitate a program of education and training for sport and recreation groups focusing on identified training needs. Training and club development should initially focus on: <ul style="list-style-type: none"> • funding and grant applications • strategic and business planning. Contact should be made with Sport and Recreation Services (Department of Communities) to explore the full range of available opportunities, including funding options.	High and Ongoing	\$5,000 (per course)	Sport and Recreation Services
2	Formalise an email (fax and postal) list to rapidly distribute information that may be of interest to sport and recreation organisations (e.g. announced funding programs or training opportunities). Council should encourage clubs to set up club email addresses rather than use the personal email addresses of club members (such as secretaries) who are likely to close the email account if they move on. Further, if gmail or yahoo accounts are established then the key members of the executive can all access the emails.	High	Staff time only	
3	Continue discussions with the Police-Citizens Welfare Association with regard to the future management of the indoor sports centre (and potentially the pool) in Normanton. Under this model, it may be possible to extend the opening hours of the pool. Additionally, a focus of any new manager should be to both program the facility for afternoon, night-time and weekend activities and look to develop formal sporting opportunities. Finally, new management should look to reconfigure the entry to the facility to have a single point of entry to the indoor sports centre, pool and new playground facility (under construction).	High	Dependant on agreed management model	Sport and Recreation Services (program delivery)
4	Council should assist the Karumba P&C or Karumba Children's Centre to conduct a bronze medallion course to ensure enough appropriate pool supervisors are available in the town. Programs (such as learn-to-swim and aqua aerobics) should then be implemented. Finally, set times for public access to the pool and ensure staff are rostered on at these times.	High	\$10,000	Sport and Recreation Services

Council Policies, Coordination and Management Arrangements

No.	Recommendation	Priority	Indicative Cost	Potential Sources of Funding
5	<p>Consider making future budget allocations to subsidise applications to Sport and Recreation Services' Minor Facilities Program.</p> <p>Under this program, applicants (must be incorporated not-for-profit clubs) must have one-quarter of the total project cost while Sport and Recreation Services will contribute up to three quarters of the project cost. Budget permitting, Council should consider providing 50% of the contribution of the club (one-eighth of total project cost) subject to the club providing the same, and being successful in their final application.</p> <p>This process ensures the club takes responsibility for the project by financially contributing, but the majority of project costs (seven-eighths) are still borne by Council (one-eighth) and the State Government (six-eighths), minimising the operational impact on the club. As an example, by contributing \$5,000 under this system, Council would see the completion of a significant community project to the value of \$40,000.</p> <p>To ensure the equity and transparency of this process, it is recommended that Council invites clubs to submit proposals for their consideration under this scheme. Submissions should be evaluated against criteria similar to that of the Minor Facilities Program (such as community benefit, ability to deliver, project viability, etc) to determine which project(s) will be supported.</p>	High and ongoing	\$50,000 to \$100,000 (annually)	Sport and Recreation Services
6	Review annual budget allocations for sport and recreation purposes to ensure adequate funding is available for the development and management of facilities and program provision. Council funding should also be used to attract external funding from sources such as the Department of Communities.	High	Budget to be allocated	
7	<p>Consider employing a Sport and Recreation Development Officer to assist sports clubs with issues such as club governance and facility planning and in the preparation of funding applications for clubs and Council.</p> <p>Council should investigate opportunities to fund this position through the State Government's Local Sport and Recreation Jobs Plan (where up to \$52,000 per annum is available for up to three years).</p>	High	\$10,000 to \$15,000	Sport and Recreation Services
8	Review the achievement of the recommendations of this Plan annually and undertake a major review in five years.	Medium and ongoing	Staff time only	

Maintenance and Improvement of Existing Facilities and Programs

No.	Recommendation	Priority	Indicative Cost	Potential Sources of Funding
9	Trial 'permanently' opening the outdoor multi-use court in Karumba and the rugby league field, cricket field and cricket practice nets in Normanton to allow public access (outside formal training and competition). Monitor any vandalism and re-assess the trial if necessary.	High	Staff time only	
10	Improve off-road walking and cycling opportunities in Karumba. Construct a shell grit track 'on top of' the sewerage line linking the Recreation Centre and The Point. Look to link this track with the indoor sports centre and residential areas. The link with the indoor sports centre should follow the existing desire line. If practical, provide markings at regular distances to designate different length circuits (or adopt the 10,000 step markings).	High	\$180,000	Sport and Recreation Services
11	Investigate opportunities to extend the gym in the Normanton indoor sports centre into the existing void at the front of the building. This change may require providing alternate emergency access to the building off either Burke Developmental Road or the rear of the indoor sports centre.	High	\$40,000	Gambling Community Benefit Fund
12	Prepare a master plan for the Normanton Showgrounds. Prioritise future facility development according to the adopted master plan.	High	\$15,000-\$25,000 (plan preparation) Additional budget requirements depending on master plan outcomes	User Groups
13	Develop a suitable skate facility and small bmx jump facility at the skate facility site in Karumba forming a precinct with the indoor sports centre.	High	\$110,000	Sport and Recreation Services
14	Investigate opportunities to improve ventilation in the indoor sports centres in both Karumba and Normanton. It is likely that the addition of large extraction fans would be beneficial.	High	\$20,000	
15	If the Police-Citizens Youth Welfare Association (PCYC) takes over the management of the indoor sports centre in Normanton, facilitate discussions between PCYC and the Bee Stingers Cheerleading group with a view to providing simple equipment (such as tumbling mats) to enhance the operations of the group. Additionally, the Cheerleading group should look at opportunities to become incorporated (perhaps under the PCYC banner) so that they can access funding for equipment and for coach education and accreditation.	High	\$10,000 to \$20,000	Gambling Community Benefit Fund
16	Assist the Karumba Recreation Club to construct a small amenities facility for all users of the facility.	High	\$80,000	Sport and Recreation Services
17	Install seating, fencing and potentially a pathway in Sunderland Park.	High	\$25,000 to \$35,000	
18	Assist the Normanton Bowls Club to replace the synthetic green.	High	\$180,000	Sport and Recreation Services User Group
19	Assist the Normanton Cricket Club to develop a second cricket practice net adjoining the existing net at the Normanton Recreation Reserve.	High	\$12,000	Gambling Community Benefit Fund User Group
20	Assist the Normanton Gun Club to construct a second amenities facility.	High	\$45,000	Gambling Community Benefit Fund User Group

carpentaria shire council sport and recreation plan

No.	Recommendation	Priority	Indicative Cost	Potential Sources of Funding
21	Erect a small storage facility in the north west corner of the Normanton pool for the storage of pool blankets.	High	\$8,000	Gambling Community Benefit Fund User Group
22	Look at opportunities to conduct a program of holiday activities in both Normanton and Karumba. One of the primary target groups of this program should be teenagers (e.g. movie nights, skate and bmx demonstrations and competitions).	High	\$5,000	Sport and Recreation Services
23	Prepare a foreshore master plan for The Point (Karumba). A focus of the plan should be the foreshore and include key sites such as the new boat ramp (to be constructed), Andy Donald Memorial Park (and the adjoining vacant land) and the vacant land along the foreshore north of the Karumba Tavern. The Plan should include consideration of developing a walking path and designating car movements and parking along the foreshore to the north of the Karumba Tavern.	Medium	\$30,000 to \$40,000 (plan development)	
24	Develop appropriate playing lights at the cricket field in Normanton. Any field lighting should be designed so that it does not restrict the ability to develop additional fields for rugby league (or a new sport such as football) training and matches in the future.	Medium	\$165,000	Sport and Recreation Services User Groups
25	Identify a site at the Normanton Recreation Reserve to develop a skate facility (potentially in the area between the end of the pool and the cricket practice nets).	Medium	\$100,000	Sport and Recreation Services
26	Encourage BYNOE to re-establish BYNOE Park as a community facility and to ensure appropriate ongoing maintenance.	Medium	Staff time only	
27	Install simple play equipment at L.E.W. Henry Park.	Medium	\$45,000	
28	Develop an off-road concrete walking/cycling loop around Normanton.	Medium	\$300,000	Sport and Recreation Services
29	Investigate the installation of rubber matting on the tee blocks and the conversion of the sand greens to synthetic greens on the golf course at the Karumba Recreation Club.	Medium	\$40,000 to \$60,000	Sport and Recreation Services Gambling Community Benefit Fund
30	Complete general facility upgrades at the Karumba Recreation Club clubhouse.	Medium	\$30,000	User Groups
31	Consider assisting the Normanton Golf Club to identify key developments that could enhance the quality of the course (and in promoting the facility to residents and tourists). Prepare suitable funding applications.	Medium	Dependant on identified developments	Sport and Recreation Services Gambling Community Benefit Fund
32	Conduct a range of facility upgrades at the Normanton Gun Club including upgrade to the existing water supply, providing power and lighting to the fourth down-the-line layout and erecting shade covers over the down-the-line and trench layouts.	Medium	\$40,000 to \$50,000	Sport and Recreation Services Gambling Community Benefit Fund User Group

carpentaria shire council sport and recreation plan

No.	Recommendation	Priority	Indicative Cost	Potential Sources of Funding
33	Consider the development of a range of recreation opportunities at the dam on the southern side of Normanton. Appropriate facilities may include picnic tables and benches. Additionally, the site may be appropriate for the development of an informal bmx facility. Any works in this area must be sympathetic of flooding. An appropriate crocodile risk assessment should be undertaken before any development is considered.	Medium	\$10,000 to \$15,000	
34	Seal the car park that services the Normanton Bowls Club and Normanton Rugby League facility.	Low	\$25,000 to \$30,000	
35	Extend the Normanton Gun Club clubhouse toward the down-the-line layouts and develop a sporting clay facility.	Low	\$50,000 to \$60,000	Sport and Recreation Services Gambling Community Benefit Fund User Group

New Facilities, Programs and Initiatives

No.	Recommendation	Priority	Indicative Cost	Potential Sources of Funding
36	Construct a multi-use sports oval for use by residents and the school at the rear of the Karumba indoor sports centre further enhancing this precinct.	High	\$50,000	
37	During peak tourist time, designate an officer to 'police' illegal camping in Karumba (particularly along the foreshore directly to the north and south of the Karumba Tavern).	High	Staff time only	
38	Work with the local police and youth to identify an area on the outskirts of each town suitable for unsupervised motorbike riding. This may require the allocation of a dedicated route for riders to use to access each site.	High	Staff time only	
39	Identify a site on the southern side of Normanton (potentially the land on the corner of Woodward and Thompson Streets) to develop a simple local park (with play and picnic facilities).	High (investigate) Medium (develop)	\$100,000 (does not include land purchase)	
40	Identify a site at the Highbanks in Karumba to develop a simple local park (with play and picnic facilities).	High (investigate) Medium (develop)	\$100,000 (does not include land purchase)	
41	In developing new parks in the Shire, Council should consider opportunities to provide a range of age-appropriate play rather than similar 'off-the-shelf' elements. Additionally, these new parks should be kept as local parks only and not over-embellished with facilities such as barbecues.	High	Staff time only	
42	Develop the 'park' on Karumba Development Road with simple play and picnic facilities.	Medium	\$100,000	

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10.4 COMMUNITY DONATIONS AND SUPPORT

Attachments: NIL
Author: Cherie Schafer - Manager Economic & Community Development
Date: 10 March 2022

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 February.

RECOMMENDATION:

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

1. A fee waiver of \$3,830 be provided to Normanton Rodeo Association for the annual four-day event held in June 2022, for:
 - Printing 300 Black and white plus 20 colour copies \$ 150.00
 - Table and chair trailer plus additional chairs \$ 680.00
 - Road closure for the street parade \$ 1,000.00
 - Rubbish Collection/ Slashing / lighting tower \$ 2,000.00
2. A fee waiver of \$1,950 be provided to Karumba Town Christmas Tree for the use of the Karumba Civic Centre to hold a cent sale.

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 \$62,795 against the budget of \$96,000 related to local non-profit groups for the financial year.

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Acct Code	Account	Current Budget	Actual
IK1000	In Kind - Bynoe	0.00	9541.56
IK1020	In Kind - Country Womans Association	0.00	1418.18
IK1040	In Kind - Gulf Christian College	0.00	6997.92
IK1070	In Kind - Karumba Recreation Club	0.00	1409.09
IK1080	In Kind - Karumba State School	0.00	21.82
IK1090	In Kind - Normanton Bowls Club	0.00	784.05
IK1120	In Kind - Normanton Rodeo	0.00	2289.44
IK1130	In Kind - Normanton State School	0.00	7309.44
IK1140	In Kind - Normanton Stingers	0.00	6698.59
IK1150	In Kind - Normanton Swim Club	0.00	90.91
IK1200	In Kind - Normanton Cricket Club	0.00	2727.27
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	3580.00
IK1254	In Kind - Go Gulf	0.00	354.55
IK1258	In Kind - Normanton Athletics Club	0.00	3418.18
IK1259	In Kind - Karumba Social Netball	0.00	2727.27
IK1260	In Kind - Mount Isa School of the Air	0.00	2604.54
IK1263	In Kind - Normanton Hope	0.00	272.73
IK1268	In Kind - Savannah Guides Limited	0.00	970.00
IK1290	In Kind - Karumba Markets Chair Installation	0.00	347.00
IK1558	In Kind - Mougibi Buddaries	0.00	227.27
IK1559	In Kind - Department of Seniors and Disability Services	0.00	354.55
IK1660	In Kind - Normanton Arts Council	0.00	527.27
IK1661	In Kind - Queenslanders with Disability Network	0.00	1236.37
IK1662	In Kind - Gulf Savanna NRM	0.00	709.10
IK1663	In Kind - Sister House	0.00	3980.00
IK1710	In Kind - Normanton Hospital COVID	0.00	909.09
	* Total *	96000.00	62795.22

Donations and Fee Waivers for Council consideration.

1. The Normanton Rodeo Association holds an annual Rodeo which brings thousands of people to community over four days. The event has a massive impact on the Economy for the shire as well donation going back to all the not-for-profit groups who assist over the weekend.

The committee has requested Council provide fees waivers and plant for the below items:

- Printing 300 Black and white plus 20 colour copies \$ 150.00
- Table and chair trailer plus additional chairs \$ 680.00
- Road closure for the street parade \$ 1,000.00
- Water Truck for 5 x days \$ 6,500.00

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• Grader and Water Truck for road works	\$ 3,100.00
• Grade fire Break/ Rip both arenas	\$ 3,600.00
• Rubbish Collection/ Slashing / lighting tower	\$ 2,000.00
Total	\$17,030.00

The committee has also requested Council participate in the street parade by entering large machines and a float.

Recommendation:

A fee waiver of \$3,830 be provided to Normanton Rodeo Association for:

• Printing 300 Black and white plus 20 colour copies	\$ 150.00
• Table and chair trailer plus additional chairs	\$ 680.00
• Road closure for the street parade	\$ 1,000.00
• Rubbish Collection/ Slashing / lighting tower	\$ 2,000.00
Total	\$ 3,830.00

The tables and chairs are to be collected by the committee. Lighting tower to be provided if available.

2. The Karumba Town Christmas Tree in partnership with Gulf Bingo and the Chamber of Commerce would like to hold a mega cent sale the week of the Outback by the Sea Festival (28th June to the 2nd of July).

The event will bring the community together as well as assist the not-for-profit groups fundraise to hold events during the year.

Recommendation:

A fee waiver of \$1,950 be provided to Karumba Town Christmas Tree for the use of the Karumba Civic Centre to hold a cent sale.

Donations and Fee Waivers approved under the CEO delegation.

1. The Normanton State school has requested to conduct a school excursion on the 10 March 2022 at the Les Wilson Barramundi Discovery Centre (LWBDC). The 28 students along with the 4 teachers will do a tour LWBDC and the hatchery.

A fee waiver of \$672 has been approved under the Delegation of the Chief Executive Officer as requested.

Consultation (Internal/External):

- Mark Crawley - Chief Executive Officer
 - Julianne Meier - Director Corporate Services
 - Cherie Schafer - Manager Economic and Community Services
 - External Stakeholders (applicants)
-

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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: 10 March 2022

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
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 Council's consideration. ➤ Put on Works Program – Grid is at the Depot	In Progress
9/12/20	Install "No boat trailer" signs along Massey Drive to Clarina Street ➤ Terry Casey's crew has installed the boat trailer parking signs advertising the new boat trailer park.	In Progress
17/03/21	Install bin at Corduroy ➤ Installed by Malcolm	Completed
October Meeting	Undertake a sign audit on Carpentaria LRRS network and present at December Meeting ➤ Audit is completed for Burketown Road. Audits ➤ Wet season delaying audits on Iffley Road, Kowanyama Road and the Dunbar to Koolatah to Oriners Road.	In Progress
December Meeting	Add Premix to grooves at the Scrutton River Floodway.	Not Started
December	Design for Armstrong Creek to include straightening	In

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Reference	Action	Status
Meeting	➤ Will present design to Council	Progress
January Meeting	Repair copper log fencing at NTN Cemetery ➤ Council made an inspection and most of the copper log fence is in poor condition. A replacement fence is being organised.	In Progress
January Meeting	Investigate the existing street lighting luminaires to be able to convert to LED ➤ Council is in discussion with an electrical consultant to examine costings and power consumption comparison savings by switching to LED ➤ A report on the number of existing luminaires in Normanton and Karumba that we have in our Shire is presented in a table in item 6.1	In Progress

2. Miscellaneous Projects

- 2.1. Lilyvale subdivision intersection works – Culverts have been installed at the intersection. Internal road has been pegged and is ready for gravel pavement works to start once the weather allows. We have checked the availability of power and there are enough power poles at each block to be used as a connection. The connection to the power poles will be arranged between the new owners and Ergon.
- 2.2. CN-17815 - 2021 DRFA works on 89B Ch. 0 to Ch. 180. One third of the works have been completed. Looking to restart this works within the next few weeks depending on the weather.
- 2.3. Stop Shop Crossing – Prior to the start of the project Council had to meet TMR condition that there is sufficient street lighting to meet Australian Standards to light up the pedestrian refuge at the centre of Landsborough and Philp Streets. The existing streetlight at the corner of the tennis courts needed its luminaire to be upgraded to LED with an additional outreach luminaire required to point towards Landsborough Street. Council have arranged with Ergon via an electrical consultant to undertake the upgrade to the pole. TMR also confirmed that they will be receiving the electrical bill and this was arranged with Ergon as well. Council will have a prestart meeting with TMR next week with a face-to-face meeting in Cloncurry. The work predominantly consists of asphalt, concrete islands and linemarking.
- 2.4. Reef project: Council has been notified by the Fisheries and Forestry Department that we were successful in obtaining 100K through the Fishing Infrastructure Grant 2021/22. The project includes installing 10 habitat concrete reef modules at a location to be determined in Karumba. The project will include a considerable time negotiating our way to obtain the necessary permits from the relevant State Government Agencies.
- 2.5. Weather Station in Karumba – Council will look to install the Weather Station at a location not determined as yet, but possibly at the Karumba Point on Council land or at the Council depot. The weather station will monitor wind speed, wind direction, temperature, relative humidity, air pressure, solar radiation, and rainfall. The rain gauge will include a tipping bucket and all the multi-parameter weather sensors will be connected to a 4G telemetry communications system. The sensors will be mounted on a 3m BOM ALERT galvanised prefab tower and will include a 100W solar panel with

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- controller and batteries. Council is trying to determine which is the best avenue for public access to display the data – we could use the Council’s Guardian dashboard.
- 2.6. Works for the new Traders site has commenced. Even though this project is a private project, Council have received copies of TMR road corridor permit to allow an awning to be built over the footpath and a pedestrian access around the footpath on the bitumen with temporary fencing whilst works are progressing. The contractor has advised that during concrete works there may be night works for concrete pour between 6pm and 3am to minimize concrete failure due to the high temperatures during the day. They have asked Council if they can pour during the night.
 - 2.7. Terry’s crew have used the Council tractor and slasher, whipper sniped around guideposts and headwalls, and sprayed herbicide between Normanton to Karumba. They are currently slashing using Council’s tractor on the Normanton to Croydon Road. Greg Brooks is currently slashing 89A from Boundary to Normanton. He started on March 8. RPMC Crew also have patched a blow out on the bitumen running lane at the Jenny Lind area (charged to emergent works).
 - 2.8. Town Services – Starkey/Joshua and Karumba Crew have finish patching Karumba Point Road, mowed the Karumba Airport, slash / mow Karumba township and golf course. Efficiencies have improved by doing majority of the work using the slasher rather than the ride on mower creating time to undertake other works such as pothole patching.
 - 2.9. Stabiliser Crew - Weather dependent, Council could start the Stabilizer crew within two to three weeks on the CN-17937 Project on 89B (Ch.63.49 to 69.37) approx. 6km past the Glencoe turnoff. 89B is currently wet past the shoulders. Council is arranging with TMR to undertake 550K of stabilisation works on 89A to repair pavement ruts. Hopefully the decision to proceed will be made by the 11 March. The Stabiliser crew can than start earlier on this works.

Table: TMR Projects progress report for 2021 – 2022

Projects	Value	Claimed	Progress
2019 TMR DRFA REPA Works on 84A, 89A, 89B and 92A - Total Value \$2,146,085.20, claimed to June 2021 \$1997,841.66	\$ 148,243.54	\$ 148,243.54	100% completed
ATSI TIDS - Dunbar Creek - New Causeway and approach on the Kowanyama Road - Total Value \$925,000, claimed to June 2021 \$157,430.12	\$ 767,569.88	\$ 767,569.88	100% completed
89B CN-15386 Aus. Government Stimulus - Ch. 30680 - Ch. 35800 - Total Value \$2,215,489.68, claimed to June 2021 \$2,090,163.68	\$ 125,326.00	\$ 125,326.00	100% Completed
2021 TMR Emergent Works - Total Value \$1,450,000, claimed to June 2021 \$336,225.13	\$1,113,774.87	\$ 1,113,774.87	100% Completed

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Additional 2021 TMR Emergent variation approved.	\$ 591,532.71	\$ 591,532.71	100% Completed
89B – CN16288 Aus. Government Stimulus - Ch. 35800 - Ch. 40800- Total Value \$2,387,935.00, claimed to June 2021 \$1,372,600.00	\$1,015,335.00	\$ 1,015,335.00	100% Completed
89A – CN16065 (North and South Approach of Flinders River)- Total Value \$5,433,960.70, claimed to June 2021 \$4,812,778.69	\$ 621,182.01	\$ 621,182.01	100% Completed
89A – CN1607 (Donors Hill, Approx. 130km south of Normanton) - Total Value \$4,516,126.80, claimed to June 2021 \$3,999,438.60	\$ 439,205.20	\$ 439,205.20	100% Completed
89A – Variation to CN1607 (Augustus Downs Intersection seal upgrade)- Total Value \$374,838, claimed to June 2021 \$262,386.60	\$ 112,451.40	\$ 112,451.40	100% completed
2021 - 2022 RMPC	\$2,044,550.00	\$1,463,788.00	72% Completed
2021 - 2022 TIDS (TMR Contribution) - Burketown Road Sealing	\$910,000.00	\$861,434.43	100% Completed Claims being Prepared
ATSI-TIDS Magnificent Creek	\$989,212.00	\$989,212.00	100% completed.
TIDS - 2/1200x450 new culverts at gully 1 to 2km past the Gilbert River	\$67,000.00	\$24,315.40	Culverts ordered
CN-17673 Pedestrian Crossing at Stop Shop	\$439,913.10		Not started
CN-17218 - Pave and Seal AG Stimulus Package 3 on 89B (Last remaining 4.8km section between the Karumba turnoff and Glencoe)	\$2,393,605.80	\$2,318,080.80	99% Complete. Linemarking remaining
CN-17815 - 2021 DRFA works on 89B Ch. 0 to Ch. 180	\$2,551,476.10	\$829,180.30	32% Completed
Variation to CN-17815 - 2021 DRFA works on 89B Ch. 180 to Ch. 303	\$606,412.60		Not Started
CN-17937 - Pave and Seal AG Stimulus Package 4 on 89B (Ch.63.49 to 69.37) approx. 6km past the Glencoe turnoff	\$2,924,640.60		Not Started
Total	\$17,861,430.81	\$11,420,631.54	64%

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Photo: Pot hole patching on Col Kitching Drive

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Photo: Patching and slashing at the Point.

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Photo: Turnaround slab constructed at Karumba Bowser



Photo: Installing culverts at the Lilyvale intersection

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Photo: Installing culverts at the Lilyvale intersection



Photo: Internal Road pegged and being formed up at the Lilyvale subdivision

3. Update on Shire Flood Damage Works

- 3.1. Council have started Shire 2020 DRFA Works from Monday 7 March on McAllister Road, using Colin Charger and Crew
- 3.2. From 14 March a second crew led by Brenton will be sent to work on the 2020 DRFA Works on the Normanton Burketown Road

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4. Trades Report

4.1. Plumbing

- General housing plumbing, electrical and carpentry maintenance in Normanton and Karumba
- Cleaning out Fire Hydrants
- Installed new flood camera at the Corduroy Crossing
- Completed the Normanton Dump point relocation
- Karumba pool internet repairs
- Water plant fibre upgrades
- Tradies office wire up
- Replace doors at the weir pump station



Photo: Improved imagery at the Corduroy Crossing

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Photo: New turrets at the Karumba pool – before they just had some timber over the existing electrical pits

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Photo: New turrets at the Karumba pool – before they just had some timber over the existing electrical pits

5. New Projects/Grant Applications

- 5.1. Council is currently working with TMR for a Contract in mid-March for a 6km section on 89B approximately 70km North of Normanton which will become package 5 of the Australian Government Stimulus package.
- 5.2. Council submitted an application for \$1.34 Million for a new causeway at Plains Creek and a nearby creek for ATSI-TIDS funding on the Kowanyama Road.
- 5.3. Council is working on a submission with the RAUP round 9 to undertake additional yellow line marking required at the turning nodes as required by CASA for both aerodromes and apron upgrade for Karumba. A transformer in Karumba to run the aerodrome lights is also required to be upgraded. Council is seeking approximately a total of 40K to complete all the works which will be 50% funded. As this is mandatory works Council will need to budget \$20,000 for the 2022-23 financial year.
- 5.4. Council has been working for the last 6 months collecting field reports and photos to request a variation to the RMPC for 550K to repair ruts on 89A. We are hopeful this will be approved by 11 March.

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6. Reports

6.1. FYI – Table below indicates the number of Street Lighting in Carpentaria Shire that is charged to Council

Current Exist. Luminaire	Qld Code	Total in Normanton	Total in Karumba	Watt per light	Pole Owner	Account	Rate
LED	LED34	15		34	Ergon	CSC	1
CFL 32W (Compact Fluorescent)	C1x32	1	1	32	Ergon	CSC	1
Mercury Vapour	M125	1		139.2	Ergon	CSC	1
Mercury Vapour	M250	1		273.3	Ergon	CSC	1
Mercury Vapour	M50	72	55	65	Ergon	CSC	1
Mercury Vapour	M50	6	7	65	CSC	CSC	3
Mercury Vapour	M80	8		92.4	Ergon	CSC	1
Mercury Vapour	M80	5		92.4	CSC	CSC	3
Mercury Vapour	M400		1	431	Ergon	CSC	1
High Pressure Sodium	S150	11	6	173	Ergon	CSC	1
High Pressure Sodium	S150	3		173	CSC	CSC	3
High Pressure Sodium	S250	17	18	273	Ergon	CSC	1
High Pressure Sodium	S250		2	273	CSC	CSC	3
High Pressure Sodium	S70	98	45	85.2	Ergon	CSC	1
High Pressure Sodium	S70	15	14	85.2	CSC	CSC	3
Total		253	149				

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6.2. Budget

Row Labels	Sum of Original Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure	16,203,467	14,871,651	2,109,594	16,981,245
Airports	352,782	292,619	63,153	355,772
Asset Management	46,000	38,564	59,961	98,525
Building Services	212,239	160,673	21,477	182,151
Depots & Workshop	563,826	618,589	23,308	641,897
Engineering Services	1,075,064	666,552	206,692	873,244
Fleet & Plant	-3,907,878	-689,744	887,304	197,561
Main Roads (Rmpc And Pw)	9,096,300	8,321,982	653,745	8,975,727
Parks & Gardens	1,244,181	698,853	24,703	723,556
Pensioner Housing	304,000	138,186	8,116	146,301
Private Works	-10,000	764	0	764
Public Conveniences	204,618	123,364	7,867	131,231
Quarries	83,000	129,790	0	129,790
Reserves	6,000	9,254	5,030	14,284
Road	6,078,811	3,893,293	59,303	3,952,596
Staff Housing	823,012	450,252	30,330	480,582
Stormwater Maintenance	0	789	0	789
Town Planning	31,512	17,871	58,605	76,476
Operating Income	-11,958,000	-9,643,910	0	-9,643,910
Airports	-230,000	-125,370	0	-125,370
Building Services	0	-7,725	0	-7,725
Fleet & Plant	-100,000	-24,077	0	-24,077
Main Roads (Rmpc And Pw)	-10,107,000	-9,033,303	0	-9,033,303
Pensioner Housing	-63,000	-51,044	0	-51,044
Road	-1,043,000	-132,152	0	-132,152
Roads (Tids)	0	-22,105	0	-22,105
Staff Housing	-410,000	-245,073	0	-245,073
Town Planning	-5,000	-3,061	0	-3,061
Grand Total	4,245,467	5,227,741	2,109,594	7,337,335

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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 Projects ↓
	11.2.6. Appendix F - EOT Approvals ↓

Author: John Martin - Consultant Engineering

Date: 10 March 2022

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 99.1% complete. Submissions 1 to 5 were completed ahead of their deadlines. Submission 6 (Mitchell River and Town Streets) is the only active submission within the QRA19 Project and currently has an EOT until 30 June 2022. Three (3) submissions have now been submitted for acquittal.

QRA20: The QRA20 project is approximately 52.7% complete. Setout has commenced and construction will recommence on the remaining roads once accessible during the 2022 construction season. The deadline for the QRA20 works is 30 June 2022.

QRA21: Three submissions have now been approved by QRA and Council has received the 30% prepayment. The remaining two submissions have all been lodged on QRA MARS system. Construction work will commence once all QRA20 scope has been completed with the deadline for the QRA21 works being 30 June 2023.

QRA22: Carpentaria Shire Council has been activated for REPA, Emergency Works and CDO relief measures on 17 February 2022 in response to flooding caused by Ex-Tropical Cyclone Seth. Damage pickup and emergency works have begun throughout the Shire on roads that are currently accessible from Normanton.

OTHER: The Desilting of the Normanton Sewerage Lagoons and Normanton to Burketown Road betterment projects are in the process of being acquitted. The Monsoon Trough Flood Impact Study project has been submitted to QRA for acquittal.

2022 CONSTRUCTION SEASON TENDERS: Tenders for Wet Hire Plant, Dry Hire Plant and Gravel Pit Packages have now closed and are currently being assessed for presentation to the meeting. The Tender for Civil Construction Materials was released on 23 February 2022 and closes on 17 March 2022.

REMOTE ROADS UPGRADE PILOT PROGRAM: Two (2) applications have been submitted for funding under the Remote Roads Upgrade Pilot Program.

QUEENSLAND RESILIENCE AND RISK REDUCTION FUND: Two (2) expression of interest (EOI) have been submitted for funding under the Queensland Resilience and Risk Reduction Funding Program.

NORTH QUEENSLAND NATURAL DISTASTERS MITIGATION PROGRAM: One (1) expression of interest (EOI) has been submitted for funding under the North Queensland Natural Disasters Mitigation Program.

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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. \$68million (construction budget of \$54.2million).
2. Approximately 99.1% of the project has been completed with an estimated Expenditure Ratio of 0.96. Refer to Appendix A and B for construction progress.
3. Construction on Dunbar - Kowanyama Road and Dunbar – Koolatah Road were completed ahead of the 31 December 2021 EOT deadline. Dunbar - Kowanyama Road is aligning closely with recommended value and has a current expenditure ratio of 0.90.
4. Submissions 1 to 5 were completed ahead of their deadlines between 30 September and 31 December 2021. Submission 6 (Mitchell River and Town Streets) is the only active submission within the QRA19 Project with an EOT until 30 June 2022. The full list of projects is detailed in Appendix F.
5. Three (3) submissions have now been submitted for acquittal with audits currently taking place at the request of QRA. Acquittal documentation for the remaining completed submissions within the QRA19 project are currently being prepared.

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 52.7% of the project has been completed with an estimated Expenditure Ratio of 0.90. Refer Appendix C and D for construction progress.
3. A total construction RV of approximately \$18million is remaining to be constructed before the 30 June 2022 deadline. Setout for remaining roads within the QRA20 project is currently underway and construction will recommence once accessible by heavy vehicles during March.
4. QRA has approved a total of twelve (12) betterment projects for construction. The full list of projects is provided in Appendix E.

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2021 QRA Event

1. Submission 4 (Far Northern Roads), Submission 3 (Northern Roads) and Submission 5 (Koolatah – Dixie Road) have now been approved by QRA and Council has received the prepayment for the submissions. Remaining submissions have been lodged on QRA MARS system.
2. QRA21 construction work will commence once all QRA20 scope has been completed in the 2022 construction season to ensure that submission deadlines for the QRA20 project are met.
3. The QRA21 program of work has a deadline of 30 June 2023.

2022 QRA Event

1. Carpentaria Shire Council was activated for REPA, Emergency Works and CDO relief measures on 17 February 2022 in response to flooding caused by Ex-Tropical Cyclone Seth.
2. Emergency works have commenced throughout the Shire on roads that are currently accessible and will continue in the upcoming months to restore access where required.
3. Damage pickup has begun throughout the Shire on roads that are currently accessible from Normanton. Damage pickup will continue in the upcoming months as areas of the Shire become accessible.

Other

1. The Desilting of the Normanton Sewerage Lagoons and Normanton to Burketown Road betterment projects are in the process of being acquitted. The Monsoon Trough Flood Impact Study project has been submitted to QRA for acquittal.
2. The Monsoon Trough Flood Impact Study (RV \$60,000) has been submitted to QRA for acquittal with \$60,443 expended.

2022 Construction Season Tenders

1. The tender for Pre-qualified Suppliers of Wet Hire Plant (CN22-0549) closed on 22 February 2022. The tenders are currently under assessment with a report to be tabled at the meeting for discussion.
2. The tender for Pre-qualified Suppliers of Dry Hire of Plant (CN22-0550) closed on 25 February 2022. The tenders are currently under assessment with a report to be tabled at the meeting for discussion.

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3. The Request for Tender for Gravel Pit Packages (CN22-0548) closed on 1 March 2022. The tenders are currently under assessment with a report to be tabled at the meeting for discussion.
4. The Request for Tender for Pre-qualified Suppliers of Civil Construction Materials (CN 22-0551) was released on 23 February 2022 and closes on 17 March 2022.

Remote Roads Upgrade Pilot Program (RRUPP)

1. Two (2) applications have been submitted for funding under the Remote Roads Upgrade Pilot Program (Table 1 below).

Table 1: RRUPP Projects

Priority	Project Name	Project Description	Requested Funding
1	Iffley Road Gravel Upgrade	Import and place gravel on black soil sections of Iffley Road from chainages 42.299km to 81.276km	Approx. \$4.2million
2	Koolatah – Dixie Road Widening	Widen Koolatah - Dixie Road (6m to 8m) from the beginning of the road to the Alice River (0.007km to 30.307km)	Approx. \$2.5million

Queensland Resilience and Risk Reduction Fund (QRRRF)

1. Two (2) expression of interest (EOI) have been submitted for funding under the Queensland Resilience and Risk Reduction Funding Program (Table 2 below).

Table 2: QRRRF EOI Projects

Priority	Project Name	Project Description	Requested Funding
1	Karumba Shoreline Protection & Revitalisation - Beach Sand Retention Project	This project aims to construct a Groyne at the Karumba Point Boat Ramp. The purpose of the Groyne is to reduce the risk of sand erosion caused by natural coastal hazards and to maintain sand retention. In addition, this project will increase safety for people that use the Karumba boat ramp, such as Fishing Charters, by providing some wash protection and reduce the risk of accidents. The sand collected in the Groyne will assist in providing beach nourishment for this area of the Karumba foreshore.	Approx. \$800,670
2	Inverleigh West Causeway Upgrade	Upgrade the Inverleigh West crossing to incorporate reinforced concrete box culverts and construct an associated concrete crossing.	Approx. \$500,000

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North Queensland Natural Disasters Mitigation Program (NQNDMP)

1. One (1) expression of interest (EOI) was submitted for funding under the North Queensland Natural Disasters Mitigation Program (Table 3 below).

Table 3: NQNDMP EOI Project

Priority	Project Name	Project Description	Requested Funding
1	Mitchell River Crossing Upgrade	Investigation into the upgrade of the existing Mitchell River Crossing. Scope for the project includes a flood intelligence study, flood mitigation options analysis and a detailed design of the best option to upgrade the Mitchell River Crossing	Approx. \$300,000

Consultation (Internal/External):

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

Legal Implications:

- Nil.

Financial and Resource Implications:

- QRA 19 Trigger Point contribution - \$32,408
- QRA 20 Trigger Point contribution - \$29,363
- QRA 21 Trigger Point contribution - \$30,180

Risk Management Implications:

- Moderate – QRA20 – Construction has a deadline of 30 June 2022. There is a moderate risk that work will not be completed by this deadline based on current programing and anticipated wet season.

CARPENTARIA SHIRE COUNCIL
 SUMMARY OF QRA19 EXPENDITURE

CURRENT
Project Completed
Forecast Project Expenditure to RV Ratio

28/02/2022
99.1%
0.96



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	\$ 1,535,818.45	100%	1.06	
Ifley Road	\$ 7,360,093.97	\$ 6,159,575.18	100%	0.84	Overlapping camp and establishment costs with QRA20 Ifley Road. When assessing roads together, expenditure expected to align closer to combined RV.
Normanton to Burketown Road	\$ 7,225,068.50	\$ 6,377,390.70	100%	0.88	Cost savings incurred due to reduced gravel haul distances as a result of utilising several gravel pits along the road. Scope was unable to be completed before the approved deadline. Expenditure aligns closer to RV of the completed scope.
TOTAL	\$ 16,071,267.11	\$ 14,128,340.33			

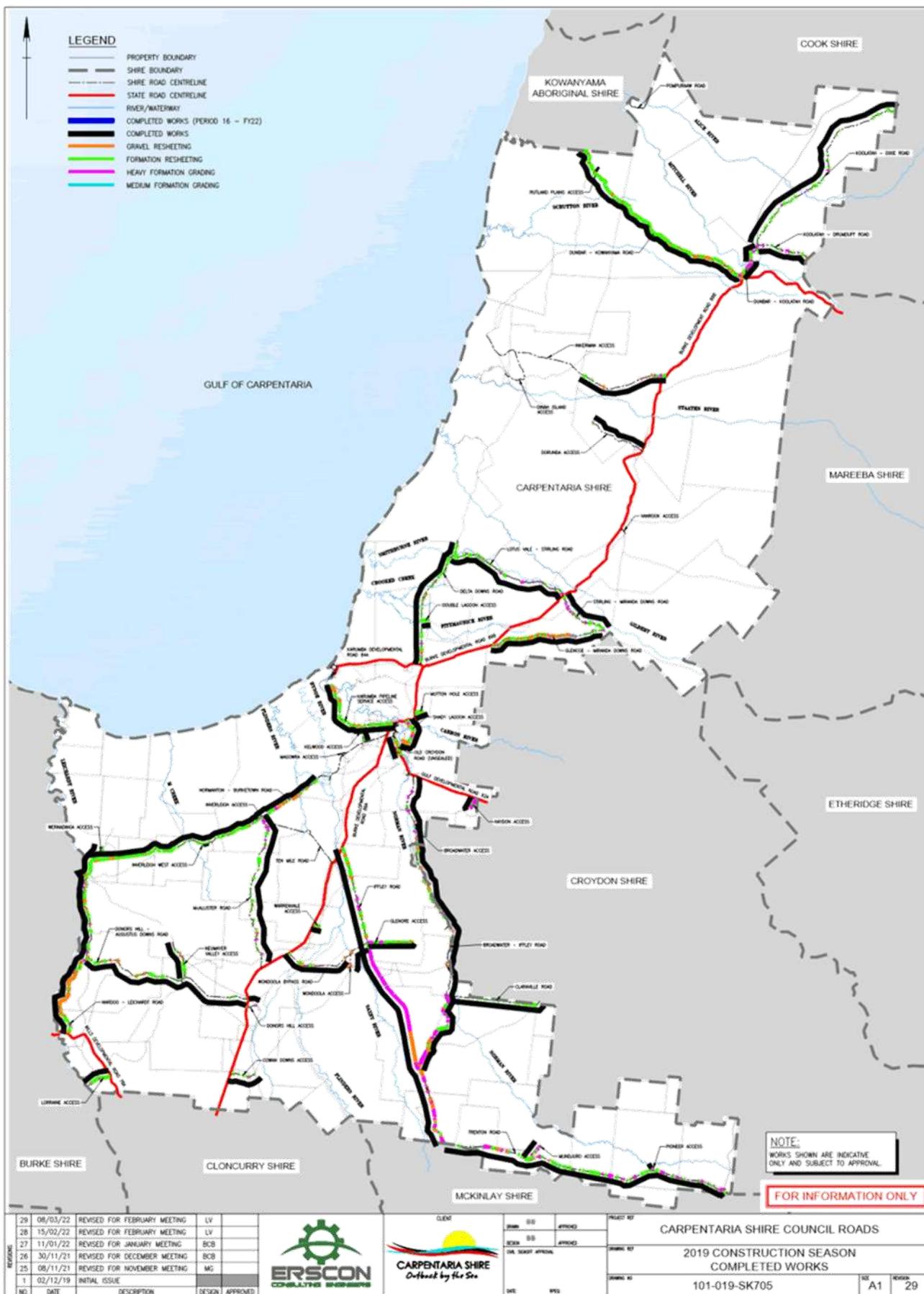
*Expected expenditure ratio is the ratio of final expenditure divided by the recommended value. (i.e. 1.5 is 50% over budget, 0.8 is 20% under budget)

Submission 3 - CSC_0008_1819_REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Koolatah to Dixie Road	\$ 926,965.19	\$ 1,138,759.03	100%	1.23	Overlapping camp and establishment costs with Koolatah - Drumduff Road. When assessing roads together, expenditure aligns closely with the combined RV.
Nardoo to Leichardt Road	\$ 5,141,264.01	\$ 3,695,517.57	100%	0.72	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	\$ 2,796,987.71	\$ 2,962,733.54	100%	1.06	
TOTAL	\$ 8,867,216.91	\$ 7,797,012.54			

Submission 5 CSC_0015_1819_REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Stirling to Miranda Downs	\$ 619,559.74	\$ 1,236,859.79	100%	2.00	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	\$ 767,991.85	100%	2.34	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	\$ 789,866.77	100%	0.89	Some savings expected as costs for pushing up gravel booked to Stirling to Miranda Downs Road.
Glencoe to Miranda Downs	\$ 2,147,220.96	\$ 1,595,013.87	100%	0.74	Some savings expected as costs for pushing up gravel booked to Stirling to Miranda Downs Road.
Inkerman Access	\$ 496,648.83	\$ 760,964.00	100%	1.53	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	\$ 152,280.02	\$ 84,872.76	100%	0.43	Cost savings as camp and mobilisation costs booked to Delta Downs Road.
Delta Downs Road	\$ 1,109,261.09	\$ 1,670,170.21	100%	1.69	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	\$ 687,326.20	\$ 499,431.99	100%	0.73	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	\$ 129,496.94	100%	0.73	Costs saving incurred due to no camp establishment costs required as the crew worked from town.
Rutland Plains Access	\$ 122,507.79	\$ 23,117.60	100%	0.19	Overlapping camp and establishment costs with Dunbar - Kowanyama Road. When assessing roads together, expenditure aligns closely with combined RV.
Dorunda Access	\$ 82,878.62	\$ 9,263.84	100%	0.28	Costs saving incurred due to no camp establishment costs required and a reduced crew size to complete the small scope of works.
Dunbar to Koolatah	\$ 695,191.97	\$ 527,893.29	100%	0.76	Overlapping camp and establishment costs with Dunbar - Kowanyama Road. When assessing roads together, expenditure aligns closely with combined RV.
TOTAL	\$ 7,455,550.33	\$ 8,274,962.91			

Submission 4 CSC.0019.1819F_REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Glenore Access	\$ 909,509.81	\$ 996,811.47	100%	1.10	
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	\$ 521,767.79	\$ 592,898.65	100%	1.14	Camp and establishment overlaps with simultaneously constructed Nardoo to Leichardt, when assessing roads together expenditure aligns closer to combined RV.
McAlister	\$ 807,881.37	\$ 913,616.35	100%	1.13	Overlapping camp and establishment costs for the remaining QRA18 Ten Mile scope booked to this road.
Mundjuro Access	\$ 249,585.28	\$ 306,648.19	100%	1.23	Overlapping camp and establishment costs with Tranton Road and Pioneer Access. When assessing roads together, expenditure aligns closely with combined RV.
Pioneer Access	\$ 43,026.66	\$ 41,464.03	100%	0.96	
Warrenvale Access	\$ 116,685.20	\$ 156,498.87	100%	1.34	Cost savings as construction was completed simultaneously with QRA18 scope of work with overlapping camp and mobilisation costs.
Wernadings Access	\$ 358,899.18	\$ 197,117.92	100%	0.55	Cost savings from simultaneous construction with QRA18 Wernadings Access Scope of work.
Wondoola Bypass	\$ 364,937.20	\$ 454,607.18	100%	1.25	Cost overlaps with simultaneously constructed Wondoola Access. When assessing roads together, expenditure aligns closer to RV.
Wondoola Access	\$ 224,681.17	\$ 251,321.21	100%	1.12	Cost overlaps with simultaneously constructed Wondoola Bypass. When assessing roads together, expenditure aligns closer to RV.
Broadwater to Ifley	\$ 2,980,296.59	\$ 3,437,835.41	100%	1.15	Overlapping camp and establishment costs with Claraville Road, Haydon Access and Broadwater Access. Cost savings due to proximity of road from Normanton.
Claraville	\$ 554,687.54	\$ 604,058.82	100%	1.09	
Broadwater Access	\$ 7,458.24	\$ 7,218.54	100%	0.97	
Haydon Access	\$ 157,107.01	\$ 157,880.88	100%	1.00	
Neumayer Valley Access	\$ 346,224.08	\$ 368,745.11	100%	1.07	
Old Croydon (Unsealed)	\$ 407,684.35	\$ 209,049.49	100%	0.51	Costs saving incurred due to no camp establishment costs required as the crew worked from town.
Cowan Downs Access	\$ 154,166.61	\$ 59,744.94	100%	0.39	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	\$ 44,232.75	\$ 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	\$ 31,867.33	\$ 19,755.24	100%	0.62	Overlapping camp and establishment costs with simultaneously constructed Cowan Downs, Neumayer Valley Access and Donors Hill to Augustus Downs, when assessing roads together expenditure is expected to align closely with the combined RV.
Karumba Pipeline Service Access	\$ 1,631,989.21	\$ 1,442,706.39	100%	0.88	Overlapping camp and establishment costs with simultaneously constructed QRA20 Karumba Pipeline Service Access. When assessing roads together expenditure is expected to align closely with the combined RV.
TOTAL	\$ 9,953,599.54	\$ 10,295,198.22			

Submission 6 CSC.0025.1819F_REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Wondoola Access (Flood Gauge)	\$ 50,000.00	\$ 36,383.00	100%	0.73	Market rate to be adjusted to reflect the actual cost of Flood Gauge.
Carl 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)	\$ 505,158.00	\$ -	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	Expenditure incorrectly booked, no construction has commenced.
Palmer Street KBA	\$ 6,025.50	\$ 1,958.07	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	Expenditure incorrectly booked, no construction has commenced.
TOTAL	\$ 567,850.69	\$ 41,921.62			



CARPENTARIA SHIRE COUNCIL

SUMMARY OF QRA20 EXPENDITURE

CURRENT

Project Completed

Forecast Project Expenditure to RV Ratio

28/02/2022

52.7%

0.90



Submission 3 - CSC.0038.1920E_REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Magovra Access	\$ 83,030.08	\$ 56,625.38	100%	0.68	Savings incurred due to crew working from town and no camp establishment required.
Cowan Downs Access	\$ 295,151.76	\$ 290,955.99	100%	0.99	
Donors Hill Access	\$ 205,044.23	\$ 149,183.38	100%	0.73	Overlapping camp and establishment costs with simultaneously constructed QRA19/20 Cowan Downs, QRA19/20 Donors Hill to Augustus Downs and QRA19 Donors Hill Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Kelwood Access	\$ 327,771.72	\$ 1,451.21	100%	0.00	All expenditure booked to the simultaneously constructed QRA19 Kelwood Access.
Ten Mile Road	\$ 540,570.23	\$ 364,124.49	100%	0.67	Savings incurred due to crew working from town and no camp establishment required.
Karumba Pipeline Service Access	\$ 168,026.92	\$ 98,185.18	100%	0.58	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	\$ 335,979.52	100%	0.90	Overlapping camp and establishment costs with simultaneously constructed Donors Hill - Augustus Downs Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Inverleigh Access	\$ 27,275.28	\$ 2,405.86	100%	0.09	Overlapping camp and establishment costs with simultaneously constructed Ten Mile Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Donors Hill - Augustus Downs Road	\$ 4,556,053.77	\$ 3,818,612.71	100%	0.84	Overlapping camp and establishment costs with simultaneously constructed Neumayer Valley Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Augustus Downs Access	\$ 28,213.06	\$ 4,675.13	100%	0.17	Overlapping camp and establishment costs with simultaneously constructed Nardoo to Leichardt Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Nardoo - Leichardt Road	\$ 1,169,208.38	\$ 905,066.27	95%	0.81	Road partially constructed before wetseason shutdown, re-establishment costs required to construct remaining works are expected to increase expenditure and align closer to RV.
Lorraine Access	\$ 43,982.34	\$ 194.73	0%	1.00	
McAllister Road	\$ 2,474,714.58	\$ 313,758.87	0%	1.00	
Normanton - Burketown Road	\$ 1,630,691.51	\$ 508,519.96	0%	1.00	
TOTAL	\$ 11,921,189.43	\$ 6,849,738.68			

*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.0037.1920E_REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Shady Lagoon Access	\$ 73,713.47	\$ 33,938.70	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	\$ 577,049.15	0%	1.00	
Dorunda Access	\$ 1,288,533.76	\$ 3,704.99	0%	1.00	
Glencoe - Miranda Downs Road	\$ 516,884.05	\$ 6,208.10	0%	1.00	
Inkerman Access	\$ 1,804,651.21	\$ 119,453.54	0%	1.00	
Lotus Vale - Stirling Road	\$ 1,627,249.38	\$ 144,015.33	0%	1.00	
Stirling - Miranda Downs Road	\$ 389,425.85	\$ 1,724.19	0%	1.00	
Vanrook Access	\$ 149,018.33	\$ 659.78	0%	1.00	
TOTAL	\$ 7,667,710.00	\$ 888,753.78			

Submission 4 CSC.0038.1920E_REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Koolatah - Dixie Road	\$ 4,041,152.28	\$ 2,795,703.36	67%	1.03	Road partially constructed before wetseason shutdown, remaining works will be completed as soon as accessible in the 2022 construction season.
Dunbar - Koolatah Road	\$ 217,384.80	\$ 47,083.82	0%	1.00	
Koolatah - Drumduff Road	\$ 793,815.29	\$ 6,293.33	0%	1.00	
TOTAL	\$ 5,052,352.37	\$ 2,847,080.51			

Submission 2 - CSC 09/06/19/20/ REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Woodview Access	\$ 27,893.25	\$ 12,173.40	100%	0.44	Savings incurred due to crew working from town and no camp establishment required.
Beard Access	\$ 25,561.73	\$ 7,809.22	100%	0.31	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	\$ 31,310.36	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	\$ 13,417.00	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	\$ 41,893.69	100%	1.20	Overlapping camp and establishment costs with simultaneously constructed Trenton Road and Mundjuro Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Clarville Road	\$ 1,229,536.07	\$ 752,562.35	100%	0.61	Overlapping camp and establishment costs with simultaneously constructed Broadwater - Ifley Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Trenton Road	\$ 2,751,917.36	\$ 1,802,365.81	100%	0.65	Overlapping camp and establishment costs with simultaneously constructed Mundjuro Access and Pioneer Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Mundjuro Access	\$ 94,246.86	\$ 17,504.33	100%	0.40	Overlapping camp and establishment costs with simultaneously constructed Trenton Road and Pioneer Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Yappari River Access	\$ 72,257.77	\$ 43,336.63	100%	0.60	Overlapping camp and establishment costs with simultaneously constructed Broadwater - Ifley Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Yappari River Access (Secondary Access)	\$ 43,445.97	\$ 883.17	100%	0.02	Overlapping camp and establishment costs with simultaneously constructed Broadwater - Ifley Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Broadwater - Ifley Road	\$ 3,524,272.79	\$ 2,359,426.48	86%	0.37	Road partially constructed before wetseason shutdown, re-establishment costs required to construct remaining works are expected to increase expenditure and align closer to RV.
Ifley Road	\$ 4,365,707.86	\$ 2,097,654.17	47%	1.02	Road partially constructed before wetseason shutdown, remaining works will be completed as soon as accessible in the 2022 construction season.
Glenore Access	\$ 52,564.27	\$ 1,019.93	0%	1.00	
Wondoola Access	\$ 471,158.12	\$ 223,574.26	0%	1.00	
Wondoola Bypass Road	\$ 1,021,560.02	\$ 11,795.57	0%	1.00	
TOTAL	\$ 13,768,124.21	\$ 7,446,686.61			

Appendix E - Approved Betterment Projects

Project	Value
Normanton to Burketown Pavement Improvements and Sealing (Project 11/12)	Project RV \$3.1million Construction value \$2.5million
Normanton to Burketown Pavement Improvements and Sealing (Project 13)	Project RV \$0.96million Construction value \$0.76million
Desludging of the Normanton Sewerage Lagoon	\$974,558
Disaster Coordination Shed	\$375,000
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

Project has been completed

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	6	31-Dec-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	6	31-Dec-21
CSC.0025.1819E.REC	QRA19 REPA	Submission 6	30-Jun-21	12	30-Jun-22
CSC.0016.1819E.REC	2018-19 Betterment	Normanton to Burketown Sealing P11/12	30-Jun-21	4	31-Oct-21
CSC.0017.1819E.REC	2018-19 Betterment	Normanton to Burketown Sealing P13	30-Jun-21	4	31-Oct-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

Attachments: NIL
Author: Ben Hill - Manager Water and Sewerage
Date: 10 March 2022

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 3.86m (AHD).
- Total treated water was 53.8ML for the month.
- Initial phase of SCADA upgrades complete with minor issues still being smoothed out.
- Council's amended DWQMP was approved by the regulator.
- Burst main in Karumba main was repaired.
- Valves installed under the W4Q (Covid) funding reduced the impact significantly to the township.
- Fifteen low pressure sewer pumps were replaced in Karumba.

RECOMMENDATION:

That Council:

1. accepts the Water and Wastewater Report as presented for the period ending 28th February 2022; and
2. that those matters not covered by resolution be noted.

Background:

Glenore Weir

The water level at Glenore Weir was measured at 8.16m on the DNRME gauge (3.86m AHD). The Bureau of Meteorology recorded 154.8mm rainfall at Normanton Airport during the month.

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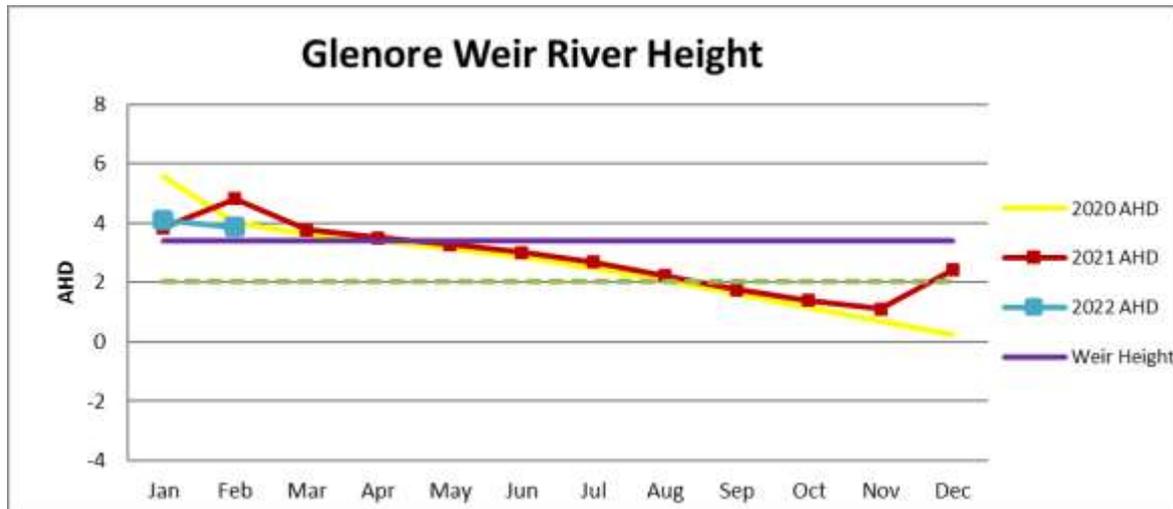


Figure 1: Glenore Weir River Height on the last day of the month.

Normanton Water Treatment Plant

For the month, 51.0ML was pumped from Glenore Weir and 2.8ML from the Normanton bore for a total of 53.8ML of raw water (see Figure 1).

Normanton consumed 28.9ML (53.7%) and 17.8ML (33.1%) was pumped to Karumba, approximately 4.4ML (8.2%) was used for backwashing and bulk water supply/storage. The remaining 0.5% was recorded as systems losses.

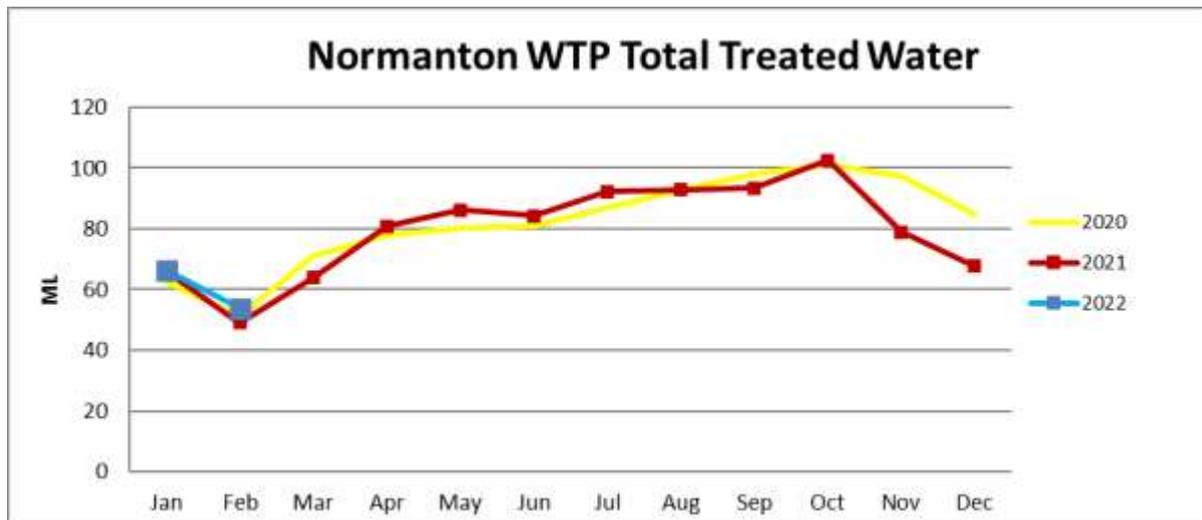


Figure 2: Total raw water treated

Maintenance and Upgrades

A burst pipe occurred in Karumba on the last weekend of January which wasn't covered off in the previous report. Staff shortages were experienced on the day due to a number of issues. Thankfully, the valves installed as part of the Works for Queensland Covid funding meant that only a small number of properties were impacted. Normanton staff members were able to dig up and repair the broken section of pipe during that afternoon, with affected

BUSINESS PAPERS

customers without water for a couple of hours. Prior to the installation of the new valves, the whole town would have needed to be turned off to isolate the damaged section of pipe.

Under the *Water Supply (Safety and Reliability) Act 2008*, as a registered water service provider, Council is required to periodically undertake audits and reviews of the Drinking Water Quality Management Plan (DWQMP). The audit was conducted in September with findings sent to the Department of Regional Development, Manufacturing and Water (RDMW) for approval. Following on from this, a review of the existing DWQMP was undertaken by a third party consultant with an amendment application submitted in November 2021. The application was approved on 23 February, 2022 (see attachment).

Engineers are still working through the system to remove elements no longer required on the upgraded SCADA system. The system previously had many work-arounds and band aids that are now being removed one by one. It is now much more functional and significant improvements have been made, however we are still ironing out some kinks which is to be expected on such a large project. Many thanks go to operations staff for working through this while keeping the systems in operation.

Normanton Sewage Treatment Plant and Reticulation Network

Normanton Sewerage Treatment Plant (STP) received approximately 13.7ML (see Figure 3) of wastewater for the month. The treated effluent has seen improvement since the completion of the de-silting project and met the requirements of Council's Environmental Authority (licence).

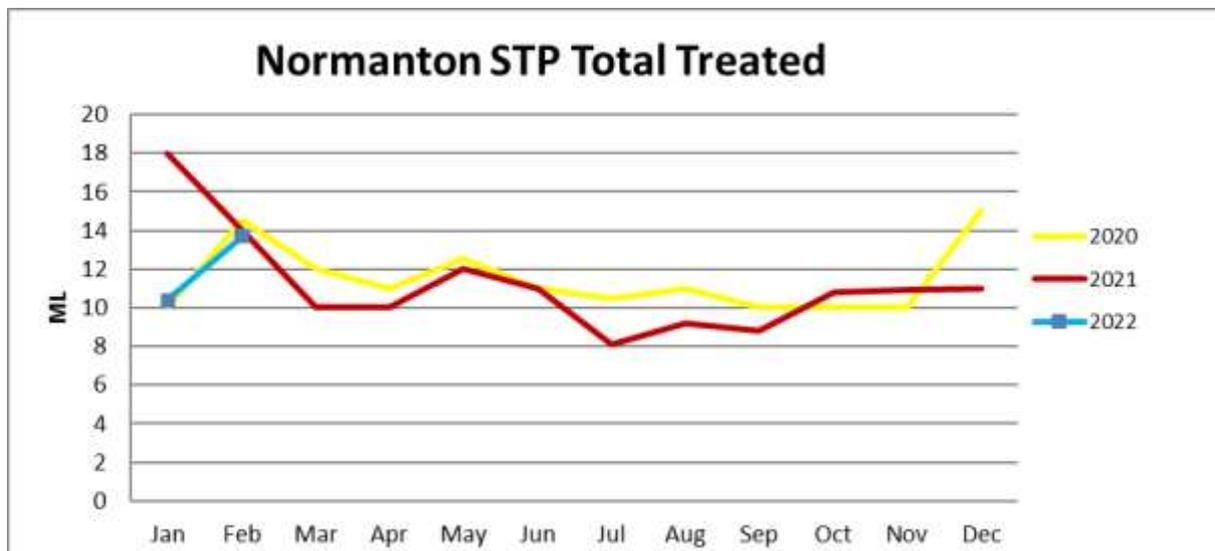


Figure 3: Total volume treated at Normanton STP

Maintenance and Upgrades

Plant performance and clarity continue to improve since the de-silting project has been completed. Additional maintenance work is now being carried out with the new operator being engaged to assist in Normanton.

Karumba STP and Low Pressure Network

Karumba Sewage Treatment facility treated approximately 2.9ML (see Figure 4) for the month.

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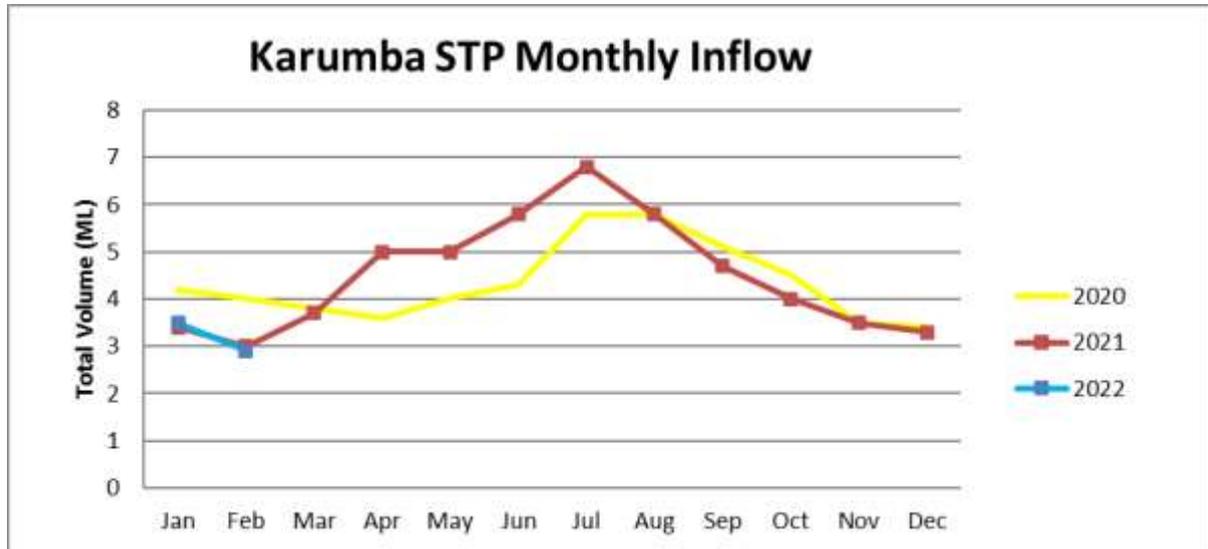


Figure 4: Total Monthly inlet flow for Karumba STP.

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

For the month, fifteen low pressure pumps were replaced after failing. The E-one service technician is scheduled for a quarterly visit in early March. The membranes continue to be nursed through until funding can be allocated for their replacement. Additional work has been carried out on them that has slightly increased their productivity, however they are still running at a significantly reduced capacity which means longer run times, additional maintenance and significant electricity costs.

A new trainee has commenced with Water and Waste and is based at the Karumba STP. He will learn sewage treatment and water treatment processes and will no doubt get plenty of experience with Eone pumps.

Karumba Waste Transfer and Normanton Landfill

Wanless Pty Ltd have taken over the management of the waste operations (excluding rubbish collection) since early October. The facilities are beginning to become cleaner and over time should operate in an efficient manner.

Regular discussions continue with the site supervisors to maintain operations as well as monthly virtual meetings with managers and directors.

Finance

Table 1 below shows the Water and Waste budget and expenditure for the year to date.

Table 1. Finance and budget for the year to date

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Row Labels	Sum of Original Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure	5,092,324	2,989,296	264,853	3,254,149
Landfill/ Waste Transfer Operations	751,328	524,325	161,995	686,319
Refuse Collection	262,536	142,630	0	142,630
Sewerage	1,510,568	796,000	49,869	845,868
Water	2,567,893	1,526,342	52,990	1,579,331
Operating Income	-4,284,960	-2,296,049	0	-2,296,049
Landfill/ Waste Transfer Operations	-845,960	-551,487	0	-551,487
Sewerage	-1,599,000	-754,512	0	-754,512
Water	-1,840,000	-990,050	0	-990,050
Grand Total	807,364	693,247	264,853	958,100

Consultation (Internal/External):

- Michael Wanrooy - Director of Engineering.
- Ben Hill - Manager Water and Waste.
- Trades and operational staff.

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 WORKSHOP REPORT

Attachments: NIL

Author: William Bollen - Workshop Foreman

Date: 10 March 2022

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:

Full wet season work is currently being carried out. The availability of parts has become a hindrance and are currently holding up projects along with attendance interruption because of COVID.

Current and Completed Tasks	
P2001 Garbage Truck	Intermittent power loss to Superior Pak Body, diagnoses was a loose plug in the centre of cab.
P2703 RMPC Truck	Replace radiator, replace water pump, replace thermostat, replace fan clutch, all belts replaced, A/C compressor and drier replaced.
P3531 Case Tractor	Replace radiator, replace water pump, replace thermostat, replace fan clutch, all belts replaced, A/C compressor and drier replaced.
P5056 Pressure cleaner on wash bay	Send away to be rebuilt and refit on arrival.
P4013 Kubota Mower	Remove deck and gear box for repairs.
P4511 Kubota Mower	Fit cutter deck and grease all points.
P4512 Kubota Mower	Remove tail shaft and drain all oil, swap trans plate to seal oil.
P4016 Mower Trailer	Replace plugs, taillights, weld broken bracket after trailer came free during travel.

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P3137 Backhoe KBA	Check A/C operation, check and replace fuses for indicators. Replaced steer left tyre.
P3516 Grader	Clean windscreen washer hoses bowl and check motor operating.
P4016 Jacobsen Tri-Deck	Requires new bonnet assembly approx. \$10,000 and new jockey wheel assemblies approx. \$7000. Will also require deck mount bushing and hydraulic deck spindles in near future.
P3516 Grader	Complete wet season service, trans screens, tandems, trunnions etc.
P3033 Massey Tractor	start dismantling transmission to repair PTO drive and valves, prepare for replacement of fuel injector pump.
P1877 Colorado	Inspect and order parts, Brakes, front suspension.
P1664 Cruiser Dual	Inspect for parts needed, driver's door arm rest, snorkel assembly, replaced windscreen, vehicle has extensive body damage particularly around the doors.
P4501 Forklift	Repaired punctured tyre.
P2403 Prime Mover	Replace air drier and re-kit, repair bull bar, full service, tyres, repair air leaks, replace fuel lines.
P0387 Grader Camp	Trailer has had a second opinion as requested and has also been deemed unsafe for use by TMR inspector.
P3717 Grader	Repair electrical circuit to brakes, test brakes and clean air valves.
P2703 RMPC	Replace failed PTO pump and assembly test hydraulic system.
P5033 Mower	Carry out service and repair filter housing.
P3609 Backhoe NTN	Repair hydraulic leak at ram fitting.
P1784 KBA Cleaners Hilux	Clean chassis, convert rust and paint, replace control arms and oil sump, get wheel alignment done.
P6041 Trailer	Install new axles x2, replace hitch and brake cables.
P2626 Sweeper	Fit parts to body of truck wand and valves.
P2520 Service Truck	Awaiting parts.
P3701 Loader	Drop at Scott's for load rite calibration.
P4800 McAllister Bore Pump	Prepare for installation, test service.
P2511 Giga	Full service completed, front suspension currently being replace, currently awaiting new shackle pins.

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Plant currently on the waiting list for repairs for either parts or diagnosing:
--

Plant not currently being used:
--

All Council Plant currently undergoing Wet Season Maintenance

Consultation (Internal/External):

- Nil.

Legal Implications:

- Nil.

Financial and Resource Implications:

- Nil.

Risk Management Implications:

- Within normal operating parameters.

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11.5 BUILDING AND PLANNING REPORT

Attachments:	NIL
Author:	Elizabeth Browning - Engineering Records Operator
Date:	10 March 2022
Key Outcome:	4.1 - Sustainable urban and rural development
Key Strategy:	4.1.1 Ensure development accords with Carpentaria Shire Council's planning scheme, planning instruments, codes and legislation.

The report is to advise Council of relevant planning and building activities within the Shire for the month of February 2022.

RECOMMENDATION:

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

Background:

Planning Applications Received

DA No.	Applicant	Address	Application Type	Status
I/2202	Australian Parklands Pty Ltd c/- GMA Certification Group	Sunset Caravan Park, 39-53 Palmer Street, Karumba QLD 4891	Boundary Siting Dispensation	Received

Planning Applications Approved

DA No.	Applicant	Address	Application Type	Status
N/A				

Building Applications Received by Building Certifier

DA No.	Applicant	Address	Application Type	Value
I/2203	JK Hoek Building and Maintenance	31 Palmer Street, Karumba QLD 4891	Re-roof and Upgrade Roof Tie Down to existing shed frame (10a)	\$31,882.95

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Building Permits Issued

DA No.	Applicant	Address	Application Type	Value
N/A				

Applications pending waiting on further information (Applicants advised)

DA No.	Applicant	Address	Application Type	Date Received
N/A				

Consultation (internal/external)

- Elizabeth Taylor – Consultant Town Planner
- Michael Pickering – Consultant Town Planner
- Lisa McKay – Director/Principal Planner (LM Planning Solutions Pty Ltd)

Legal implications

- N/A

Policy Implications

- N/A

Financial and Resource Implications

- N/A

Risk Management Implications

- Low – risks are within normal operational parameters

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

Attachments:	11.6.1. Appendix 1 - Proposed Plans ↓ 11.6.2. Karumba+Elevations ↓
Author:	Elizabeth Browning - Engineering Records Operator
Date:	10 March 2022
Key Outcome:	4.1 - Sustainable urban and rural development
Key Strategy:	4.1.1 Ensure development accords with Carpentaria Shire Council's planning scheme, planning instruments, codes and legislation.

Executive Summary:

The Council is in receipt of an Application for Building Work Assessable Against the Planning Scheme, requesting a front boundary siting dispensation for the establishment of 4 additional self- contained Cabins at the Sunset Caravan Park site at Karumba Point.

The siting dispensation has been assessed and is recommended for approval, subject to compliance with siting and landscaping requirements outlined below.

RECOMMENDATION:

That Council resolve:

In accordance with the *Planning Act 2016* as amended, the applicant be notified that the request for a siting dispensation associated with the establishment of 4 additional self-contained Cabins at the Sunset Caravan Park, on land located at 39 – 53 Palmer Street Karumba Point, being Lot 12 CP843281, is approved, subject to compliance with the following requirements:

1. The 4 Cabins are sited, as shown on the submitted Site Plan and the front deck of each Cabin, as shown on the submitted cabin layout plan, addresses the Palmer Street frontage;

and
2. The existing vegetation located along the front boundary of the site, in front of the proposed Cabins, is well maintained and retained, to provide a level of screening and improved amenity to the streetscape in front of the 4 Cabins. Should any of the vegetation reach its end- of- life it is to be replaced with similar screening vegetation.

TOWN PLANNING REPORT

This report has been prepared by Council's Town Planning Consultant, Liz Taylor, in consultation with Council Officers.

1.0 SITE AND APPLICATION SUMMARY

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APPLICANT:	Australian Parklands Pty Ltd
REGISTERED LANDOWNER:	Australian Parklands Pty Ltd
LOCATION:	39-53 Palmer Street Kurumba Point
REAL PROPERTY DESCRIPTION:	Lot 12 C843281
SITE AREA:	2.6 hectares
EXISTING USE:	Caravan Park
APPLICATION:	Building Work Assessable Against the Planning Scheme – Request for Siting Dispensation
TOWN PLANNING ZONING:	Residential
SUBMISSIONS:	N/A
REFERRAL AGENCIES:	None
CONCURRENCE AGENCY	None
ADVICE AGENCY	N/A

2.0 BACKGROUND

The Sunset Caravan Park seeks to construct 4 additional self-contained Cabins on the site. The proposed location of the Cabins cannot meet the 6.0 metre front boundary setback and so an Application for Building Work Assessable Against the Planning Scheme – Request for a Siting Dispensation is required.

3.0 SITE

The site has an area of 2.6 hectares and is bounded by Landsborough Street, Palmer Street and (unformed) Fielding Street. The main access to the caravan park is to and from Palmer Street, The Sunset Caravan Park is currently improved with 167 caravan/camping sites, of which 8 sites are unpowered and 10 self-contained Cabins.

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4.0 PROPOSAL

It is proposed to add 4 additional self-contained Cabins, which can occur without a planning approval as the additional Cabins are not considered to be a “material” change of use to the operation of the caravan park.

The four Cabins are one storey structures, significant less in height than the maximum permitted under the Planning Scheme of 8.5 metres. The 4 Cabins will be separated by distance of 4.0 metres with a setback of 1.0 metre from adjoining caravan/camping sites. Each Cabin is provided with one (1) car space located next to the Cabin.

A copy of the Proposal/Site Plans is attached to this report at **Appendix 1**.

5.0 STATUTORY PLANNING CONSIDERATIONS

The only statutory consideration is whether Council is prepared to accept a reduced front boundary setback of 2.0 metres instead of the specified 6.0 metres, required in the Planning Scheme. This issue is considered below.

6.0 DEVELOPMENT REQUIREMENTS

The proposed development of 4 additional Cabins on an existing/operational caravan park is generally compliant with the relevant Codes of the Planning Scheme with the exception of the front boundary set back.

The site is large and the proposed location of the 4 Cabins is partially screened from the street frontage by existing vegetation, refer photographs below.



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The 4 Cabins are also separated from each other by distance of 4.0 metres and each Cabin has a front deck which will address the street frontage. This provides good separation between Cabins and reduces the visual impact of the Cabins, in terms of the visual bulk and mass of the Cabin structures, when viewed for the street.

One of the objectives of the Residential Zone in the Planning Scheme is to ensure that:

Other residential buildings and residential uses should be located and designed to minimize any adverse impacts and to maximize the impacts on, and the benefits to, the built environment.

In addition, the Tourism Code, includes the following overall outcome:

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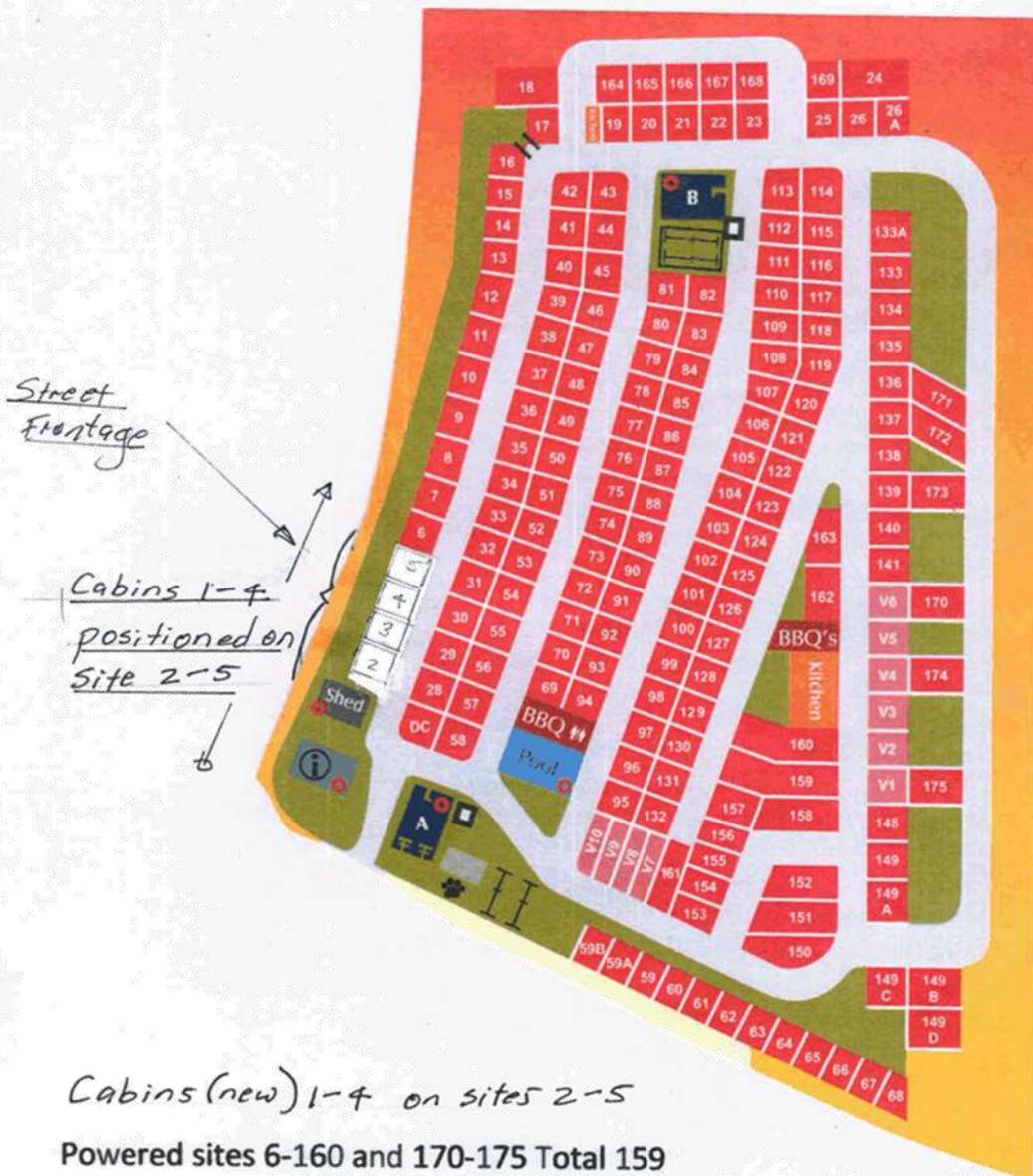
Tourism facilities are consistent with the scale of existing buildings and structures in the vicinity and designed to complement the physical character of the local area.

It is considered that the reduced front boundary setback from 6.0 metres to 2.0 metres for the 4 Cabins will still achieve compliance with the Planning Scheme objectives/overall outcomes listed above.

7.0 CONCLUSION

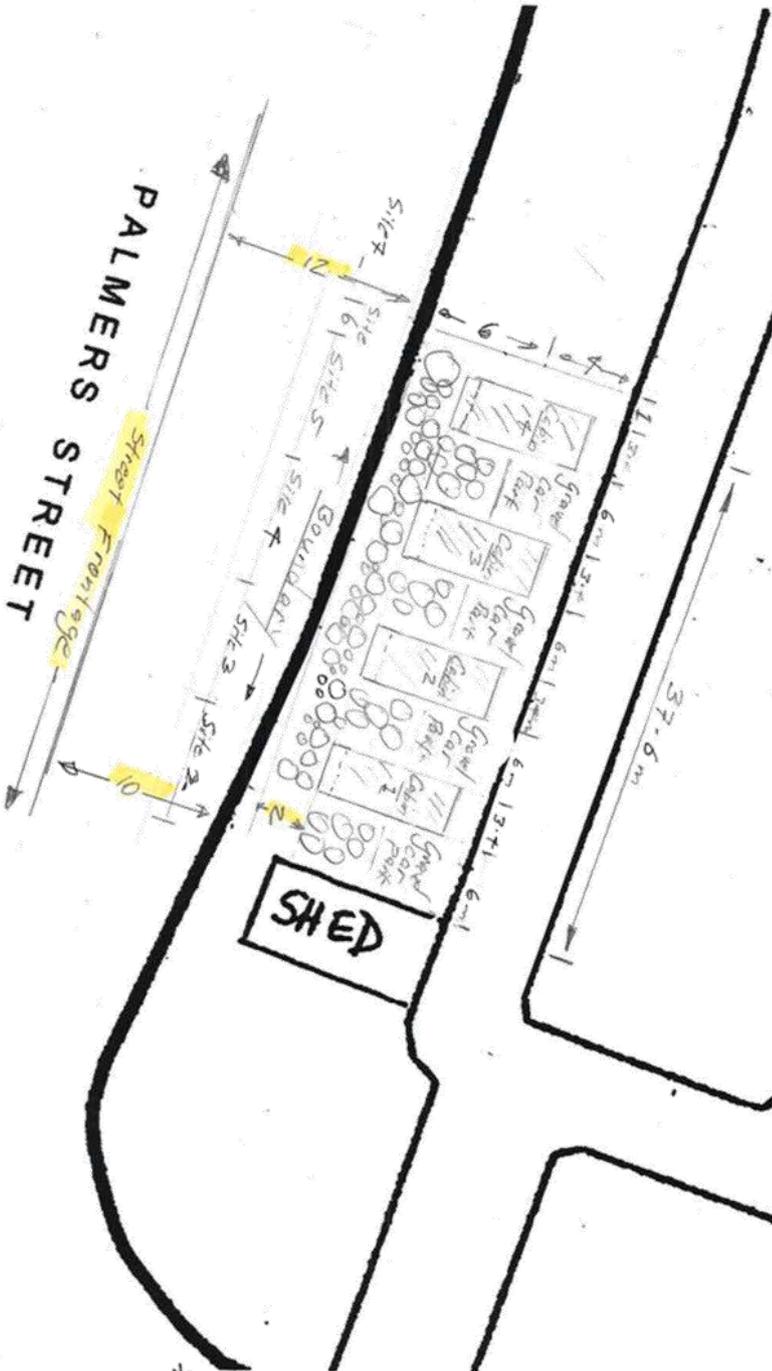
The request for a front boundary siting dispensation from 6.0 metres to 2.0 metres for 4 additional Cabins on the Sunset Caravan Park site at Karumba is supported on the basis that the caravan park site is large and contains mature vegetation along the site frontage in the proposed location of the 4 Cabins and by orientating the cabin decks towards the street frontage, the reduced building setback will not result in any detrimentally impacts to the streetscape.

EA TAYLOR
TOWN PLANNER



Cabins (new) 1-4 on sites 2-5
Powered sites 6-160 and 170-175 Total 159
Unpowered sites 162-169 Total 8
Villas 1-10 Total 10

* Karumba Point
Sunset Caravan Park
Plan A showing
positions of 4 cabins
on site 2-5



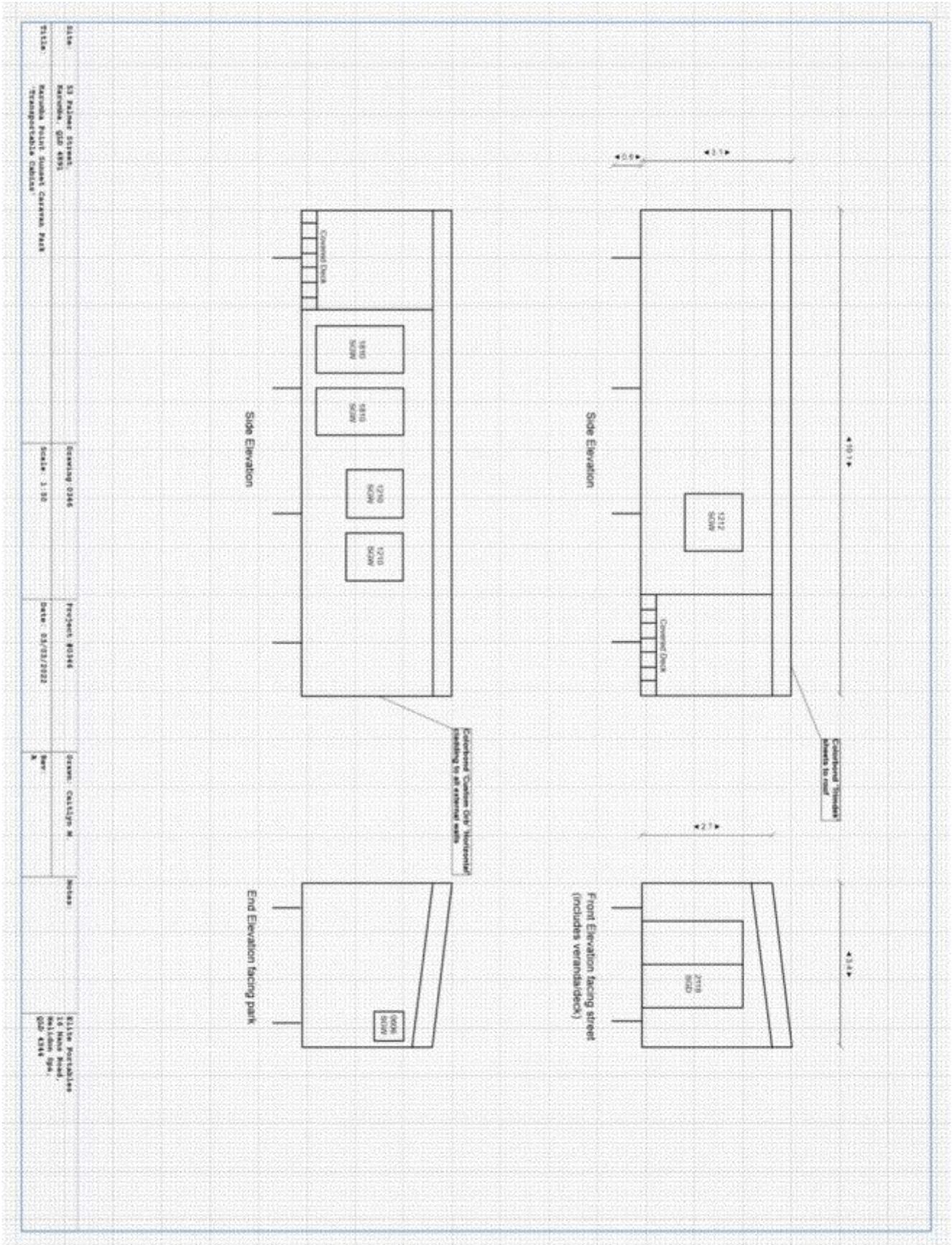
- = Cabin location (see attached cabin floor plan with dimensions)
- = Car Park locations
- Existing bougainvillea plus new natives to enhance

- Distance from boundary to cabin = 2 metres
- Distance from shed to cabin = 1 mtr
- Distance from cabin to neighbouring site = 1 mtr
- Car parks 6 mtrs wide each
- All measurements in metres
- see attached floor plans of park & cabins

* Annotations

- Height of new buildings under 8.5
- Set back from street frontage greater than 6m
- Set back from adjoining street 1metre
- One carpark per cabin
- Gravel hard stand for parking
- Vehicle Egress - exit limited to existing
- Connections of cabins to the reticulated electricity, water & sewer systems prior to occupation of cabins.

* Karumba Point
 Sunset Caravan Park
 Plans showing position
 of 4 new cabins



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