



CARPENTARIA SHIRE

Outback by the Sea

BUSINESS PAPER

19 JANUARY, 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

Presentation
9:45am – 10:30 am Gayle De La Cruz (Gulf Academy)

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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 08 December 2021 be confirmed.

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

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8 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

8.1 CEO REPORT

Attachments: NIL
Author: Mark Crawley - Chief Executive Officer
Date: 14 January 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			
19 January 2022	9:00am	Ordinary Meeting of Council	Boardroom
20 January 2022	8:30am	Workshop – Councillors, CEO, Directors and Managers	Boardroom
16 February 2022	9:00am	Ordinary Meeting of Council	Boardroom
17 February 2022	8:30am	Workshop – Councillors, CEO, Directors and Managers	Boardroom
NWQROC and LGAQ			
3-4 February		NWQROC Meeting	Mount Isa
8-10 March		LGAQ Waste Forum	Brisbane
9-11 March		WQAC Meeting	Charleville
5-6 May		NWQROC Meeting	Georgetown

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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 31 December 2021

Not much has changed in the expenses from the previous month

Tourism Budget – LWBDC Centre Manager

Discovery Centre

Hatchery

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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
April 21	002	That Council call expressions of interest from Interested Persons for the café operations at the Les Wilson Barramundi Discovery Centre from 1 November 2021 for a period of 2 – 3 years with a further option of extension.	Progressing	Documentation being prepared by Centre Manager for release
May 21	007	Recommence the process to finalise the Water Supply Easements in negotiation with Landholders and finalise all agreements for the water supply at Glenore.	Progressing	Sent advice to Preston Law to recommence.
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	9.1	Provide further report to Council on the Gulf Academy Meeting outcomes and request	Complete	Separate report included in agenda
December 21	9.2	Adoption of Capability Statement and Regional Priorities and Opportunities Documents and include on Council Website	50% Complete	Capability Statement loaded, awaiting a final comment for the other Document before uploading 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.

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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. Protecting Australian Communities – Local Stream

Over the Christmas – New Year period I worked with Peak Services to prepare the application for funding through the PACP program. The closing date for applications was 6 January 2022 and most of the work in preparing the application was required over the closedown.

Letters of support were provided by the two NRM Groups and the businesses on the Point foreshore where we are planning the infrastructure upgrade.

It is proposed, and included in our application, that rock revetment works are undertaken on a 230metres section of the foreshore in front of the Sunset Tavern, End of the Road Motel and Jay Seas Holiday Units.

Recommendation: For information

3. Break-in at Council Office and the Burns Philp Building (18-19 December)

Over the Christmas break there was a break-in at the Council Administration and Burns Philp Buildings. Some items were identified as missing from both locations and have been reported to Police. On return to the Office staff were asked to check what was missing from their workstations and these have been followed up.

The culprits have been caught and some of the items stolen have been retrieved.

Recommendation: For information

4. Peak Services – Grant Applications

As advised at the December 2021 meeting the next round of QRRRF funding has been called for Expression of Interest by Queensland Reconstruction Authority.

Suggest lodging an EOI for the establishment of a Groyne adjacent to the Point boat ramp in Karumba in accordance with CHAS recommendations, to further progress foreshore protection and beach nourishment.

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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. Pickles Auctions

A verbal report will be provided to Council next week when the final results are known of the auction of plant items at Pickles.

Recommendation: For information

7. Annual Closedown

The CEO will be working over the 2022-2023 closedown Christmas Period to remain on site in the Shire. It is envisaged that the senior executives will share this responsibility and one of the Directors will take the following year and it will be rotated each year among the three senior executives, someone will remain in the Shire over the closedown.

Recommendation: For information

8. Photo Shoot

Friendly reminder to wear your Outback by the Sea Festival Shirts for the next meeting so we can get individual and a group photo for the Annual Report.

Recommendation: For information

9. Training – Financial Sustainability - Cancellation

Due to COVID cases increasing across the State, QTC have postponed the delivery of a Financial Sustainability training session in consultation with myself. We have reaffirmed that the delivery should be face-to-face and with that a postponement is better than a full day via Zoom or Teams. Dates will be re-confirmed when we settle on new dates.

Recommendation: For information

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Tourism Champions Update

Prepared by: Julie Cullen

Date: 11/01/22

Destination Marketing Activity

Social media continues to underpin the destination marketing activity for Carpentaria region with consistent unpaid organic posts from the Barra Centre and Discover Carpentaria prior to, and during, the holiday period. The Barra Centre growth in followers and engagement is strong while Discover Carpentaria is slowly attracting new followers.

Matilda Way social media lapsed across this period due to staff changes in other Councils however this has been ramped up again with the 2022 calendar of activity starting this month. Normanton/Karumba will post 3-4 times per month in rotation with other Councils on this route.

The regional Visitor Guide "Welcome to Gulf Country" is a little out of a date but will still be used at the upcoming Townsville Expo in May, however there is no desire to print another hard copy version. Instead, the desire is to produce the Visitor Guide in digital format only and this can then be loaded onto all Council owned websites that are deemed to be suitable to carry this publication. This is a common strategy being rolled out across the Australian tourism regions as digital format keeps production costs low and changes can be made as frequently as required.

While there is ongoing discussion about which Regional Tourism Organisation and which Local Tourism Organisation provides the best representation for Carpentaria and other Gulf Councils, for many reasons there does not seem to be much traction being made at the grass roots level.

However, there are several low-cost destination marketing activities that the Councils that would be represented by an LTO like Gulf Savannah Development could be collaborating on, and I would like to suggest that Carpentaria Council considers scheduling a forum/meeting for the Tourism Managers who represent these Councils to discuss and agree what this might look like. This meeting could be scheduled prior to the peak travel season e.g. in Feb/March and I would be happy to coordinate this if it is considered to be of value. Having the RTO included in the meeting/planning would also be extremely valuable as they then have an in depth understanding of the issues at hand.

I believe that taking the proactive approach to create a collaborative destination marketing plan is the first step of engaging an RTO to secure funding, regardless of LTO representation, it creates faster outcomes and is also beneficial for budget setting in 2022/23.

Industry Development

The tourism operator database for the region is growing and this was used to communicate the changes to the dates for the Outback by the Sea Festival to Karumba businesses. This database is key to communicating a range of initiatives anticipated in 2022 including new grants, cooperative marketing campaigns from both TTNQ and Outback Queensland, and industry training initiatives both online and in-person.

The next communication to be sent will introduce the concept of the Australian Tourism Data Warehouse (ATDW) to tourism and event operators to grow awareness of their products.

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Experience and Event Development

The musicians for the rescheduled Outback by the Sea Festival are currently being re-contracted with Adam Harvey and 3-piece band, Raechel Whitchurch and her partner confirmed, with final confirmation of Cooktown band the Roadtrippers pending.

Both Adam and Raechel have increased their fees from the 2020 fee negotiated, but they remain below normal market rates. To offset costs an approach has been made to Rex Air to sponsor the flight costs and we expect an answer on TTNQ funding for marketing support this month (January).

All other plans for the event are progressing well although it has been challenging finding suitable accommodation for the musicians as the Cairns to Karumba bike ride ends at Karumba on the Friday night before the Festival Concert and accommodation on that night is scarce.

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8.2 GULF ACADEMY REQUEST

Attachments:	8.2.1. Summary report of Gulf Academy Meeting ↓
	8.2.2. Request for Support - Gulf Academy ↓
	8.2.3. Letter of Support from Council for Gulf Academy ↓
	8.2.4. Community Donations and Support Guidelines Policy ↓

Author: Mark Crawley - Chief Executive Officer

Date: 12 January 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:

Request received for support from Council to support the establishment and Co-design project of the Gulf Academy.

RECOMMENDATION:

That Council consider the seven items requested from Bynoe CACS in relation to the support for the establishment and Co-design project of the Gulf Academy and authorize the Chief Executive Officer to advise of the outcome of Council's decision to Bynoe.

Background:

The summary report of the Gulf Academy Meeting held in Cairns is attached for the information of Councillors. At that meeting we suggested that Bynoe write to Council outlining the level of support sought to progress the establishment and Co-design project of the Gulf Academy.

The partnership contributions sought from Council to support the establishment and Co-design project of the Gulf Academy are listed below: -

1. Accommodation when Gulf Academy workers or co-design team members visit the community
2. Access to vehicles when Gulf Academy workers or Co-design team members visit the community
3. Financial contribution of \$15,000 to support wages of Gulf Academy Project Manager
4. Access to meeting rooms or venues to hold community meetings and information sessions
5. Use of Council administrative resources to support the organization of Gulf Academy meetings
6. Advocate to, and seek support from, Queensland Government Ministers and Department Director Generals when visiting your communities. Demonstrating the regional voice to key Government representatives may be the key element to securing Co-design funding
7. Provide a letter of support for the Gulf Academy and indicate your commitment to employ local graduates and participate in work placements

To provide some input in relation to the request I offer the following comment on each of the items requested.

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1. Accommodation - while Council does have some vacant houses currently these would be taken up with recruitment soon.
2. Access to vehicles – Council has sold its surplus vehicles at the recent auction and would not have a spare vehicle to allocate.
3. Financial contribution – there is no maximum amount within the Community Donation and Support Guidelines, however donations over \$1,000 do require the submission of an acquittal.
4. Access to meeting rooms or venues – this could be provided at the Shire Hall or Training Room in Normanton.
5. Use of Administrative Resources – this should be available at Bynoe, I appreciate this is a letter sent to all the Councils in the Region to be covered by the Gulf Academy.
6. Advocacy – this is a given as Council advocates on behalf of the community on a regular basis.
7. Letter of support – Council has provided these to groups on a regular basis and is supported.

Consultation (Internal/External):

- Bynoe CACS Ltd

Legal Implications:

- Allocation of donations and community support is in accordance with Council Policy GDL_E_CSC Community Donation and Support Guidelines.

Financial and Resource Implications:

- At least \$15,000 in cash and other in-kind support as indicated in the request for support.

Risk Management Implications:

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



GROWING OUR PEOPLE TO GROW OUR COMMUNITY

Regional Leaders forum - summation

Attendees:

Carpentaria Shire Council – Dep. Mayor Bradley Hawkins, CEO Mark Crawley, MECD Cherie Schafer

Burketown Shire Council – Mayor Ernie Camp, Dep. Mayor Tonya Murray, ECPO Kim Chan

Gulf Savannah Development – Paul Poole

Kowanyama Shire Council – Cr. Ted Bernard

On Common Country – Noel Gertz

Bynoe CACS – Board Members – Fred Pascoe and Wade Richardson, Jack Reis

Bynoe CACS – CEOs – Letitia Rainbow and Owen Richardson, Project Manager – Gayle de la Cruz

Apologies: Rachel Amini-Yanner, Troy Fraser, Mayor Yanner, Brian Arnold

Session One: Overview Gulf Academy Elements

Key components:

* Foundation Program

*Alcohol & Other drug treatment program

*Senior boarding facility

*Economic Development, education, training & employment Board

Commentary:

- Establish contact with Qld opposition
- Difficult to get staff now in Normanton, vacancies in the tourism sector (cafes), plant operators, childcare centre and at the pool.
- Need to do things differently, have had a situation in previous times where a Yr.2 student was suspended from the local school for (6) months
- 5 satellite communities – how will selectin of children take place?

- 160 places for the Foundation program doesn't seem enough.
- Query with children currently not attending school, how will they fit into the Foundation Program
- Gulf Christian have, over the years developed a good transition program for students going away for boarding, start in Yr.5 – worth looking at.
- Important not to allow agencies to use Academy for their own purposes i.e., QPS or Justice Groups, needs to be a strength based model.
- Strong focus on the children also supporting those children doing well and succeeding and not only those at risk.
- Potentially tiered approach e.g., group of students transitioning to boarding school out of the Gulf, some will not refer to the Academy. Foundation Program will provide best opportunity for students to succeed whether they enrol into the Academy or not.
- Important to communicate with all Families before any referrals are made. Families need to understand the criteria for enrolment and support their children.
- Frustration people in community can't develop small business ideas due to land tenure.
- Capacity to develop Foundation Program in each community in the longer term; develop over the next 20-30 years to assist children and young people.
- Academy can provide 'best tools' for our kids to help them into the future.
- Need overall support with education and training to succeed.
- Academy will be a valuable contributor to the Community.
- Work experience opportunities will be really important/critical. Identify student interests and make it real. Opportunity to link to jobs and work.
- School based apprenticeships and traineeships linked to labour market.
- Seek Qld Government to gift old TAFE facility to the Academy.
- Young parents of children now not always providing best positive parenting for their kids and may not have had a positive experience or environment growing up themselves. Consider working with young Mums and Dads- parenting programs.
- Parents being socially responsible will assist with kids going to school now and into the future.
- There is a risk waiting until Yr.5 – how do we capture and identify children at risk now.
- First 1,000 days we know is critical – Academy long after that stage.
- Discussion on supporting current schools in each community – long term project
- Focus on kids in Kindy and specialist support as needed.
- Leverage off the establishment of the Gulf Academy Board to build capacity over the longer term in schools/ kindy and using existing resources to get best results.
- Placements – study recommended 40, won't be enough, need to double.
- Vocational, education and training pathways has strong support. Look at alternative campuses – Delta could be pastoral, Carpentaria Shire – machinery and operators.

Session Two: Co-design and community involvement

- Do presentation to full council meetings early in 2022.
- Consultation will take time with communities and industry, don't rush it, understand the importance now of doing Co-design and working with Families and Communities as well as Government.



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- Occupations need to align with industry.
- Start at Yr. 5 with exposure to VET programs e.g., why PPE, give a taste of what it's about.
- Co-design team will consist of 21 people, including 18 positions across the 6 communities, male, female and a young person.
- In community consultation between now and Feb 2022 to identify local people and start the conversation locally.
- Co-design Community Facilitator position to be recruited – hopefully based in Normanton.
- Process and planning will kick in once funding is confirmed.
- Discussed different working groups and timeframes.
- Share information provided at the workshop across community, families and organisations.

Session Three: Gulf Academy Economic Development, Education, Employment and Training Board

- While Academy has been led by Bynoe needs to have every Council on board to make it a regional project.
- Boards need to be manageable and practical, e.g., numbers of representatives.
- Should "industry" replace "economic" as Gulf Savannah Development also has economic focus. Other commentary suggested not to change – role of Gulf Academy has strong education focus. Other comment stated important to leave economic in the title.
- Not in competition, want to compliment. Co-design will provide opportunity to work through best model, constitution, membership and rules of engagement.
- Do presentations with both Cairns and Townsville RDA forums to provide insight but also lobby Federal Government.
- Opportunity to look at potential funding from NIAA around development of a local and regional representative voice.

Final Comments:

- Council contributions – can be in-kind or financial. Project Manager write with a list of what contributions could be.
- One of the top 3 programs/concepts in terms of architecture that he has seen.
- Once in a lifetime you get an opportunity to work as part of an initiative like this.

- Proposal much clearer after workshop. Enormous project, 2 years will be minimum required for development. GSD is currently recruiting a new CEO; CEO will work in with this project. A heap of existing projects can work in with this towards economic improvement in the Lower Gulf.
- First time seem the concept, badly needed and can't wait to see how it goes.
- Great for all of our Communities. Giving youth an opportunity to change the cycle and grow up with change.
- Need something different and kids need something to look forward and aspire to. Can't fill jobs now.
- Eye opener, savings to communities in long term, justice, health, education. First step in the journey.
- Eager to start, it's about children and their future. Need to include economic and small business in the Academy.
- Grateful to attend and opportunity to hear about the Academy. Most of us here are children of the Gulf and have not always had positive experiences. You know when you walk in the kitchen and smell something good, this is it and excited to be a part of it.
- Lot of potential in this project
- Look forward to the project, need to make sure information remains with the Academy, our Intellectual Property and it's not a Government initiative.
- Great team more to come.
- Unity with purpose.



Mayor Bawden
Carpentaria Shire Council
PO Box 31
NORMANTON QLD 4890

Dear Mayor

I write to express my gratitude at the attendance of representatives from your Council to the recent Gulf Leaders workshop held to discuss the establishment of a Gulf Academy in our region. Attached is a short summary of the commentary from the participants.

It was a defining point in the development of the Academy to have such strong participation from our Local Government Councils, building on the support from Gulf Savannah Development during the feasibility phase of the project. Support from within the region for the Academy has been clearly demonstrated.

As noted at the workshop, the Gulf Academy Project Manager and I attended a series of meetings (virtual) last week with the Federal Government and relevant agencies including Minister Wyatt, the National Indigenous Australians agency, the Coalition of Peaks and the Dept. of Education, Skills and Employment. All parties expressed their support and interest in the Gulf Academy, and we are now following up on a range of actions to maintain momentum and leverage off this commitment.

Bynoe has made significant investment to progress the Gulf Academy to this point and post the completion of the feasibility study in May 2021. We are determined to continue however we also seek support from our Gulf partners while the process of negotiation continues with Government.

Attachment A includes a list of suggestions your Council may consider to provide support to the ongoing work in establishing the Gulf Academy. This list is not finite, and any contribution would be greatly appreciated.

I would be interested in attending a full Council meeting early in 2022 to further communicate information on the Gulf Academy and provide opportunity for input from constituents and the wider community.

Please contact me on the details below or the Gulf Academy Project Manager, Gayle de la Cruz on 0427 016 130 or wgm@bynoecacs.org.au to confirm our attendance at Council and to discuss any contribution you could make for us to continue this critical work for the establishment of the Gulf Academy.

Yours faithfully

Wade Richardson
Chair
Bynoe Community Advancement Co-operative Society Ltd (CACS)
E: wade.richardson@bynoecacs.org.au M: 0487 796 184

cc: Mark Crawley, CEO

Attachment A

Partnership contributions to support the establishment and Co-design project of the Gulf Academy.

- Accommodation when Gulf Academy workers or Co-design team members visit your community.
- Access to vehicles when Gulf Academy workers or Co-design team members visit your community.
- Financial contribution of \$15,000 to support wages of Gulf Academy Project Manager.
- Access to meeting rooms or venues to hold community meetings and information sessions.
- Use of Council administrative resources to support the organisation of Gulf Academy meetings.
- Advocate and share information on the Gulf Academy to community residents and visitors to further demonstrate regional commitment and unity in the establishment of the Gulf Academy.
- Advocate to, and seek support from, Queensland Government Ministers and Departmental Director Generals when visiting your communities. Demonstrating the regional voice to key Government representatives may be the key element to securing Co-design funding.
- Provide a letter of support for the Gulf Academy and indicate your commitment to employ local graduates and participate in work placements.

Company logo

Mr. Wade Richardson
Chair
Bynoe Community Advancement Cooperative Society Ltd (CACS)
PO Box 414
NORMANTON 4890

Dear Wade

I write to express support for the establishment of the Gulf Academy in Normanton. Such a facility would bring great benefit to our region, not least of which is providing a pathway from school to work for our young people.

There is a shortage of labour in key areas of our towns including retail, hospitality, and machine operators in our Council depot.

Council is committed to working with you on the development of this initiative and commend Bynoe for taking the lead on such an important venture.

We would be interested in placing Council representatives on the Co-design working groups once they are established.

I look forward to hearing of the progress of the Academy and please call to discuss further if needed.

Yours Faithfully

Mayor Jack Bawden
Carpentaria Land Council

....December, 2021



GUIDELINES

GDL_E_CSC
Corporate Services
Community and Economic Development

COMMUNITY DONATION AND SUPPORT GUIDELINES

Version 1 Last Updated 09/12/2015

1. PURPOSE

The purpose of this guideline is to provide a consistent process when applying to Council for Community Donations and Support.

2. SCOPE

The guidelines apply to all Community Donation and Support applications, including Financial Support and In-Kind support, requested by community groups, clubs, committees and other community organisations within Carpentaria Shire.

3. OBJECTIVE

To allocate funding to not-for-profit community groups to enhance their capacity to provide services, leisure activities and opportunities within the Carpentaria Shire communities.

4. GUIDELINES

1. Community Donations over \$500

- (a) There will be two rounds per financial year:
 - (i) Round one – opening July of each year;
 - (ii) Round two – opening January each year.
- (b) All applications must be received by close of business on the closing date otherwise the application may not be considered.
- (c) Limited funds are available through a competitive process, with applications determined according to funding criteria and merit. Applicants must use the correct form and adhere to the Community Donations Policy. Submission of an application is not a guarantee of success. All decisions are at Council's absolute discretion.

2. Community Donations under \$500

- (a) One-off donations can be accessed all year round. Wherever possible applications must be received eight weeks prior to the event occurring and must meet the criteria of these guidelines. Before applying, quotes from Council must be obtained to ensure the total cost of donation is under \$500.

3. Application Process

- (a) All applications must be made in the approved Community Donation and Support program application form and signed by the applicant. *(Note: letters or verbal requests will not be accepted);*
- (b) Only one application may be submitted per organisation per funding round. Organisations wishing to apply for more than one event per funding round are only required to complete one application form detailing all events;
- (c) Community Donations under the value \$500 must be received by Council eight (8) weeks prior to proposed event or activity.
- (d) Application for Community Donations over \$500 must:
 - (i) be made within the funding round timeframes notified by Council. Applications received outside the funding round may not be considered; and
 - (ii) have two (2) quotes submitted with the application.
- (e) Applications involving the use of Council facilities and/or equipment may require the applicant to attach evidence of a Certificate of Currency as well as a copy of their Public Liability Insurance Policy when requested. Council's insurance policy does not cover persons or property in activities or events not organised by Council.
- (f) Any Council equipment must be returned in good, clean and undamaged condition or charges may be imposed as outlined in the conditions of use.

4. Eligibility Criteria

- (a) The requested support must provide a direct benefit to the Carpentaria Shire community.
- (b) The applicant must be based in the Carpentaria Shire Council region, have a membership base within the Carpentaria Shire, or be delivering a service which will be of a direct benefit to members of the Carpentaria Shire community.
- (c) Applicants must agree to comply with conditions which Council may apply to the support provided; for example, provision of a not-for-profit organisation's financial statements or evidence of public acknowledgement of Council's support.

5. Ineligibility Criteria

The applications which will generally be considered ineligible for consideration under this Policy include where:

- (a) The applicant is a political organisation;
- (b) The applicant has previously received support and has failed to meet the conditions of that support;
- (c) The applicant has an outstanding debt with Council (including rates and excess water bills);
- (d) The project is for a private commercial (for profit) activity;

- (e) The project does not provide a direct benefit to the Carpentaria Shire community;
- (f) The application is for retrospective support;
- (g) The request is for maintenance of community facilities that are owned by Carpentaria Shire Council. (These requests are to be referred to the relevant operational area of Council);
- (h) The community organisation has a lease agreement or Memorandum of Understanding (MOU) where support is included as a term of that agreement or MOU; or
- (i) Projects do not involve the Carpentaria Shire Council regional community.

6. Assessment Criteria

- (a) Preference will be given to applicants that demonstrate strong community benefit, including to local businesses or need and support for a project or activity;
- (b) Consideration will be given to whether the applicant sought funding from a variety of sources or demonstrate a commitment to contribute funding towards the project;
- (c) Each application will be considered on its merits having regard to the community benefit and funding available from Council's operational budget; and
- (d) The assessment of applications will be conducted in a transparent and accountable manner in accordance with the Community Donations and Support Policy.

7. Acquittals

- (a) Recipients who receive a cash donation above \$1,000 are required to complete an acquittal report no later than six (6) weeks after completion of the project, activity or event. If an applicant fails to complete and lodge the acquittal report to the satisfaction of Council or delegate, Council reserves the right to recover the granted funds.
- (b) Notwithstanding condition 7(a), Council reserves the right to request an acquittal be completed on requests below \$1,000.
- (c) It is recommended that applicants refer to a copy of the original application they sent to Council in order to fill out the Acquittal Report.

Further information:

For further information please contact:

Community Services Assistant at Carpentaria Shire Council.

Phone: (07) 4745 2200
Email: csa@carpentaria.qld.gov.au
Website: <http://www.carpentaria.qld.gov.au/>

SCHEDULE 1 – Conditions of Approval Ordinarily Imposed on Successful Applications.

The following conditions apply to requests for Council assistance under the Community Donations and Support program and will ordinarily be imposed on an approval:

1. The use of any part of the donation for purposes other than specified in the letter of approval is not permitted without prior approval in writing by Council;
2. The recipient must ensure that Council is appropriately recognised as a supporter or sponsor to the satisfaction of Council;
3. Where an applicant requests cash to purchase goods council may choose to order the goods on the applicants behalf;
4. Council accepts no responsibility for ensuring the safety or security of persons attending or participating in the event. The recipient indemnifies and releases Council from any and all liability relating to any financial loss, physical injury or damage however incurred in relation to the supported event or activity;
5. Council donations to community organisations do not include GST;
6. All equipment must be returned in good, clean and undamaged condition in accordance with Council's usual terms of hire. Failure to return equipment in a good, clean and undamaged condition will result in cleaning or replacement charges being applied.

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8.3 TENDER EVALUATION - KARUMBA FORESHORE QRRRF FUNDED PROJECT

Attachments: 8.3.1. Tender Evaluation Report [↓](#)

Author: Mark Crawley - Chief Executive Officer

Date: 14 January 2022

Key Outcome: The region's environmental assets including natural areas and resources, open spaces, and agricultural land, are conserved and enhanced for future generations

Key Strategy: Seek funding to assist with the implementation of the recommendations contained in the Carpentaria Shire Coastal Hazard Adaptation Study

Executive Summary:

Tenders were sought from suitably qualified companies to provide services in accordance with the requirements outlined in Council's application for funding under the Queensland Resilience and Risk Reduction Fund.

RECOMMENDATION:

That Council award the tender to Haskoning in accordance with the scoring in the Tender Evaluation Report.

Background:

As per the Tender Evaluation Report.

The tender pricing from Haskoning is the lowest of both tenderers, however both tenderers have also submitted provisional items with their tender responses. Haskoning provisional items are indicative at \$375,000 and SMEC have identified three items; two totaling \$9,200 with the third item to be confirmed post-site visit, if required.

Engineering staff have reviewed the tender submissions in relation to the possibility of using any provisional items and advise that it is unlikely that additional provisional items will be required.

Alluvium were the consultants engaged to undertake and deliver the Coastal Hazard Adaptation Strategy (CHAS). They have partnered with SMEC to undertake this works and have submitted as part of a joint submission.

Consultation (Internal/External):

- Peak Services
- Mark Crawley – Chief Executive Officer
- Julianne Meier – Director Corporate Services
- Michael Wanrooy – Director of Engineering

Legal Implications:

- In accordance with purchasing provisions in Act and Regulation

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Financial and Resource Implications:

- Is within budget and funding applied for this project

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



Tender Summary Report for Design and Approvals Consultant		
To:	Mark Crawley – Chief Executive Officer, Carpentaria Shire Council	Date: 12 January 2022
From:	Matthew Britz – Senior Procurement Advisor, Peak Services	

This Tender Summary and Evaluation Report ('Report') is intended to support the Council's evaluation of tenders received for the Karumba Point Shoreline Protection and Revitalisation Project ('Project') and the Council's decision to award a contract for the services. Carpentaria Shire Council ('Council') requested assistance facilitating the tender process to procure a suitably experienced and qualified consultant to undertake design, modelling, studies, reports, phasing and approvals for the Project.

The project includes the design and approvals for the proposed Kurumba Seawall at Kurumba in the Shire of Carpentaria, Queensland. The consulting services have been tendered via the pre-qualified LocalBuy panel (**Engineering and Environmental Consultancy Services – BUS262**) and **Australia Standard AS4122- 2010 General Conditions of Contract for Consultants**.

A formal tender process was required for contract expenditure greater than \$200k in line with government tendering thresholds. Accordingly, a tender was released on 02 December 2021. It closed on 17 December 2021 after 15 days in the market, with a total of 140 businesses reviewing the invitation to tender on VendorPanel and subsequently, two submissions were received from the market. On completion of the tender evaluations, both tenderers submitted fully compliant proposals, and both priced submissions were lower than the approved budget.

Project Budget:

The Project is being funded through State Government grant funding with a contribution by the Council. The Principal Consultant was required to provide a Lump-Sum price in their tender response. Tenderers were made aware that the maximum funding available is **\$400,000.00 excluding GST**.

Tender Administration Tasks		Timeline
1	Pre-market approval of the tender package by the Council	November 2021
2	Tender released to the market	02 December 2021
3	Clarifications from the Tenderers	December 2021
4	Tender closing	17 December 2021
5	Evaluations completed	10 January 2022
6	Tender Summary and evaluation Report submitted to Council (Tender Results)	12 January 2022
7	Council approval	January 2022
8	Negotiate contract terms and conditions (Council Legal to approve departures)	
9	Check financial capacity (Council to complete)	
10	Contract drafting and preparation completed	
11	Contract awarded and tenderers notified of the outcome via VendorPanel	

Carpentaria Shire Council
 Karumba Point Shoreline Protection and Revitalisation Project.

Passed vs Disqualified Chart					
Tenderer		Submitted Financials and Insurances	Submitted Five or Fewer Departures to the Contract Terms and Conditions	Submitted all documentation for WHS, Technical, Local Content Evaluations and Pricing	Comments
1	Haskoning Australia	✓	✓	✓	Passed
2	SMEC Australia	✓	✓	✓	Passed

Tender Evaluation Results and Weightings:

Measure for Assessment	Assessed By	Weighting	Haskoning	SMEC
			Scoring = 0 to 5 points	
Expertise and Past Experience	Council	20%	4.0	4.0
Capability		5%	3.7	4.0
Management, CV's, Organisation Chart, Licences and Qualifications of Key Personnel		2%	4.0	4.7
Methodology and Approach to Project		2%	3.7	4.3
Outline Issues, Risks and Proposed Solutions		2%	2.3	3.0
Details of sub-contractors (if any)		2%	2.0	2.0
Current Contractual Commitments		2%	3.3	3.3
Local Content and Community Benefits		10%	1.0	1.0
Workplace Health, Safety and Environment		10%	3.0	4.3
Lump-Sum Pricing Offered		Peak Services	40%	5.0
Compliance to the Contract Terms & Conditions	5%		3.0	3.0
There were multiple independent assessors for each measure evaluated by the Council. The scores were reviewed by Peak Services with averages applied and then populated into the Master Evaluation Matrix, with final combined scores shown in this table.		Total = 100%	76.8% / 100%	56.5% / 100%

Key Stakeholders for the Procurement Process:

Entity	Representative	Evaluation Tasks
Peak Services	Matthew Britz	Pricing and Contract Terms and Conditions Assessments
	Paul Renals	Technical and Specification Advisor (non-voting member)
Council	Tender Evaluator # 1	Council Representative (Technical, Health and Safety, Local Content)
	Tender Evaluator # 2	Council Representative (Technical, Health and Safety, Local Content)
	Tender Evaluator # 3	Council Representative (Technical and Local Content)
	Legal Advisor	Negotiate/approve departures to the Contract Terms and Conditions

Carpentaria Shire Council
 Karumba Point Shoreline Protection and Revitalisation Project.

Scoring Guidelines for Tender Responses	
Award 0 to 1 Point if:	Tenderer did not address the question and/or did not provide supporting document requested.
	Tenderer provided information, but it was wrong or did not satisfy the requirement.
	Tenderer acknowledges it does not comply or disagrees with the requirement/question.
Award 2 Points if:	Tenderer provided limited information that goes only partway of addressing the requirement/question.
	You have no confidence in the Tenderer's statements and information submitted.
Award 3 to 4 Points if:	Tenderer's statements and information meet the requirement and you have confidence in the Tenderer's approach and response.
Award 5 Points if:	Tenderer's statement and information submitted is an excellent response and addresses all needs and exceeds the requirements and standards sought.
Decision Process for Draw:	If two or more Tenderers score the same number of points out of a potential 100%, then the winning Tenderer will be determined with a final interview facilitated by the Council via a face-to-face meeting or online via (Microsoft Teams, Zoom or Skype).
Winning Tenderer	The tenderer that scores the highest points out of a 100% is the successful tenderer.

17 Documents Were Supplied by Each Tenderer for the Council's Assessment	
Financials and Insurances	Past Two Years Financial Statements (Tax Returns)
	Insurance Certificates
Technical Capabilities, Expertise and Previous Experience	Past and Similar Provision of Supply/Service (Work History)
	Capability Statement (delivering requirements of this project type for a local authority)
	Management, Org Chart, CV's, Licences and Qualifications of Key Personnel
	Outline Methodology and Approach
	List of critical issues, risks and proposed solutions
	List of Subcontractors and the Services each Subcontractor will provide
	Current contractual commitments and capacity to complete the scope
Workplace Health, Safety and Environment	Health, Safety and Environment Policy
	Training and Competency
	Work Health and Safety Consultation and Communication
	Work Health and Safety Reporting
	Work Health and Safety Management System
	Third-Party Certification of the Safety Management System
	Auditing and Quality Assurance
Subcontractor Engagement	

Financial Stability and Insurances		Passed or disqualified
If a tenderer cannot demonstrate their financial stability or obtain the required insurances in line with the scope, they would be disqualified. The Council should complete a financial assessment before the final contract is awarded.		
Compliance with the Contract Terms and Conditions		Passed or disqualified
If a tenderer submitted more than five departures (amendments) to the Contract Terms and Conditions, they would be disqualified from the tender process as they want to redraft too many sections of the contract that legally, commercially and operationally protects the Council during the term of the contract.		
Compliance to the Contract Terms and Conditions	Did the Tenderer accept all Contract Terms and Conditions? More than five departures, the Tenderer must be disqualified from the tender process. a) Four or five departures = award 1 point b) One, two or three departures = award 3 points c) Accepted all Terms and Conditions without departures = award 5 points.	

Carpentaria Shire Council
 Karumba Point Shoreline Protection and Revitalisation Project.

Evaluation for Pricing and Compliance with the Contract Terms and Conditions	
Pricing	<p>a) Most Competitive Offer (Best Pricing) = 5 points was awarded</p> <p>b) Within 5% of best pricing = 4.5% points</p> <p>c) Within 10% = 4.0% point</p> <p>d) Within 15% = 3.5% points</p> <p>e) Within 20% = 3.0% points</p> <p>f) Within 21-25% = 2.0% points</p> <p>g) More than 25% = award 1 point</p>
<p>Points were deducted for each percent that the other offer was more expensive by. This ensured the pricing analysis was sensitive and the points awarded matched the percentage price difference. I.e. 0.1 point equals a variation of 1% in the price difference and in line with the overall weightings.</p>	

Pricing Comparison:

Haskoning Australia (Lump-Sum Pricing)		
1	Stage 1: Project Initiation and Mobilisation	\$20,130
2	Stage 2: Confirm Concept Design	\$49,060
3	Stage 3: Preliminary Design	\$18,617
4	Stage 4: Developed Design	\$18,617
5	Stage 5: Detailed Documentation	\$18,616
6	Stage 6: Tender Documentation:	\$21,380
7	Stage 7: Tender Support/Construction Documentation	(\$9,100 - estimate)
Total		\$155,520
G.S.T		\$15,552
Price Including (GST)		\$171,072 (Best Lump-Sum Priced Offer)

SMEC Australia (Lump-Sum Pricing)		
1	Stage 1: Project Initiation and Mobilisation	\$22,830
2	Stage 2: Confirm Concept Design	\$54,265
3	Stage 3: Preliminary Design	\$53,120
4	Stage 4: Developed Design	\$22,715
5	Stage 5: Detailed Documentation	\$17,030
6	Stage 6: Tender Documentation:	\$14,665
7	Stage 7: Tender Support/Construction Documentation	\$9,100
Total		\$193,725
G.S.T		\$19,372
Price Including (GST)		\$213,097 (+25% more expensive)

Ad-hoc Rates for Additional Services Outside of the Tendered Scope (if required) Per Hour (excluding GST)			
	Position/Title	Haskoning Australia	SMEC Australia
1	Project Director	\$231 (Best Rate)	\$350 (+52%)
2	Project Manager	\$168 (Best Rate)	\$230 (+37%)
3	Technical Director - Coastal	\$294 (+12%)	\$260 (Best Rate)
4	Coastal Engineer	\$94.50 (Best Rate)	\$150 (+57%)
5	Structural Engineer	\$178.50 (Best Rate)	\$180 (+1%)
6	Drafter	\$220.50 (+34%)	\$145 (Best Rate)
<p>Haskoning Australia stipulated their personnel rates for additional 'ad-hoc services' outside of the tendered scope will increase by 5% on 01 January 2022 and the 5% rate increase has been included in the above rates.</p>			Average Increase = +17%

Carpentaria Shire Council
 Karumba Point Shoreline Protection and Revitalisation Project.

Pricing Summary:

- Savings against the approved budget (\$440K Incl GST) awarding the Contract to **Haskoning Australia** = **\$268,928**
- Savings awarding the Contract to **Haskoning Australia** instead of **SMEC Australia** = **\$42,025**
- **SMEC Australia** lump-sum price is **25% more expensive** than **Haskoning Australia** lump-sum price
- On average, the ad-hoc personnel rates that could be compared for the same job position/title. **Haskoning Australia** rates are **17% more competitive** than rates offered by **SMEC Australia**, as shown in the table above.

Contract Term:

12 months with the lump-sum rate fixed and firm for the term of the Contract.

Contractor's Insurance Requirements Under the Contract:

1. Public liability(at least \$10 million cover)
2. Workers' compensation (per legislated requirements).
3. Professional Indemnity (at least \$1 million cover).

Submitted By:		Approved By:	
Name: Matthew Britz (Peak Services) Position/Title: Senior Procurement Advisor		Name: Mark Crawley Position: Chief Executive Officer	
Sign: Matthew Britz	Date: 12 January 2022	Sign:	Date:

Appendix:

Master Evaluation Matrix showing the combined scores for Technical, Health, Safety, Environment, Local Content, Pricing Analysis and Compliance to the Contract Terms and Conditions.

DISCLAIMER

Neither Peak Services, nor any officers, employees, agents or advisors of Peak Services, warrant guarantee or make any representation, or assume any duty of care, or (to the extent permitted by law) accept any liability with respect to the completeness, accuracy, adequacy or correctness of tenders received and information subject to this Report.

Peak Services has not acted as an evaluation panel member for any tenderer's technical expertise or experience, insurances or financial capacity assessments. It has in good faith and in the interest of supporting Council's tender assessment processes, offered evaluation support at Council's request. All opinions, statements, analyses and forecasts expressed in this Report are based on information from sources which Peak Services believes to be authentic. This Report is intended only to provide a summary of the subject matter covered. It does not intend to be comprehensive or to provide financial, legal, engineering or other advice. Accordingly, specific professional advice should be considered and, where considered necessary, obtained before acting on the basis of any matter covered in this Report. Peak Services issues no invitation to anyone to rely on this Report and intends by this statement to exclude any and all liability for any such opinions, analyses and forecasts.

Carpentaria Shire Council
Karumba Point Shoreline Protection and Revitalisation Project.

BUSINESS PAPERS

8.4 HUMAN RESOURCES REPORT

Attachments: 8.4.1. Safe Plan Progress Report December 2021 [↓](#)
Author: Lisa Ruyg - Manager Human Resources
Date: 14 January 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, Health and Safety Matters

a. COVID-19 Restrictions for Unvaccinated Staff

As of 23 January 2022, the Normanton Child Care Centre and Normanton and Karumba Airports are deemed high risk workplaces for the purposes of mandatory COVID-19 vaccinations. Employers are now required to keep vaccination records or medical exemption records for any staff working at a high risk workplace.

Council has fulfilled this requirement and is storing the relevant employees' vaccination records in accordance with the *Information Privacy Act 2009* and *Public Records Act 2002*.

b. Update of COVID-19 Procedure

The COVID-19 Procedure has been revised and distributed to all staff. The revised procedure specifies the requirements in dealing with staff related issues associated with COVID-19, particularly in relation to vaccinations. Revisions in the procedure recognise the societal shift in responding to the pandemic from dealing with COVID-19 to living with COVID-19.

The revised procedure is aligned with QLD Health protocols and recommendations of best practice from the Local Government Association of QLD.

c. Safe Plan Progress Report

The report to December 2021 is attached.

2. Update – Certified Agreement 2021

An update will be given at the Council meeting.

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3. Apprentices and Trainees

a. Trainee Intake 2022

Council is currently advertising for a Treatment Plant Trainee Operator (Karumba) and a Finance and Admin Trainee. Both positions will be partially funded by the Skilling Queenslanders funding program.

Once the positions are recruited, Council will have a total of eight apprentices and trainees.

b. Wages Subsidies for Apprentice and Trainees

Council is continuing to claim subsidies through the Boosting Apprenticeships Commencement Wage Subsidy and the Continuing and Completing Apprenticeships Wage Subsidy. Both subsidies are an initiative of the Federal Government in response to the COVID-19 pandemic.

Consultation (Internal/External):

- Executive Leadership Team
- The Drug Detection Agency
- Peak Services/ LGAQ
- Queensland Health.

Legal Implications:

- Within normal operational parameters.

Financial and Resource Implications:

- Within allocated budget.

Risk Management Implications:

- Within normal operational parameters.



CSC Safety Management Plan Progress Report – December 2021 (Report for year 2021-2022)

Safety Plan		Key Performance Indicators (KPIs)			
Note: LGW data, legislation requires LGW to count paid days lost as full days					
Progressive number of LTIs (Lost Time Incidents) YTD (Year to Date)	11.04	5	1	5 (annual)	YTD 2021-2022 compared to SP KPI
* Scheme = Number of LTIs per million hrs worked					
Progressive number of days Lost YTD	19.10	14	2	112 (annual)	
** Scheme = Avg days lost per LTI					
Progressive LTR R (Lost Time Injury Frequency Rate) YTD	9.89	9.97	10.41	20.6 (annual)	
Progressive duration rate	16.18	14.00	2.80	19.93 (annual)	
(B) group = wages greater than \$5 million – less than \$10 million	N/A	87.7%	100%	90%	98%
% of hazed inspections completed as per Matrixes	N/A	18%	14%	90%	(24 completed since 1/07/2021)
No. RAPs outstanding vs. No. RAPs completed by EMTD – (14 outstanding, 2 completed Nov/Dec)	N/A	75.05%	80%	85%	70%
Delivery of Take 5 information papers and successful completion of assessments	N/A	91.8%	93%	70%	93%
% of Quarterly Action Plan (QAP) items completed	N/A				

Mechanism of injury for claims submitted	YTD 2019/2020	Days Lost	Mechanism of injury for claims submitted	YTD 2020/2021	Days Lost
28 Being hit by moving object	2	97	28 Being hit by moving object	1	0
12 Hiding Moving Objects	1	0	12 Hiding Moving Objects	0	0
42 Muscular stress while handling objects	2	4	42 Muscular stress while handling objects	3	0
43 Muscular stress with no objects being handled	1	0	43 Muscular stress with no objects being handled	2	60
41 Muscular stress while lifting	0	0	41 Muscular stress while lifting	3	54
01 Falls from a height	4	189	01 Falls from a height	0	0
26 Being trapped between Static objects	0	0	26 Being trapped between Static objects	2	7
84 Work pressure	1	0	84 Work pressure	0	0
Total	11	290	Total	11	130
Statutory Paid	\$195,925.33		Statutory Paid	\$52,077.01	

Mechanism of injury for claims submitted	YTD 2021/2022	Days Lost
28 Being hit by moving object		
12 Hiding Moving Objects		
42 Muscular stress while handling objects		
43 Muscular stress with no objects being handled		
41 Muscular stress while lifting		
01 Falls from a height		
26 Being trapped between Static objects		
52 Vehicle Accident		
Total	1	2
Statutory Paid	\$534.40	

LOW DATE 2021 - 2022 YTD	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
CSC LTFR YTD/GW DATA	0	0	0	15.81	12.49	16.41						
CSC LTFR YTD	5.54	6.17	9.58	9.33	9.49	9.99						
CSC LTFR each week	0	0	0	1	0	0						

LOW DATE 2021 - 2022 YTD	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
CSC DURATION BHM YTD LGW DATA	0	0	0	2.00	2.00	2.90						
CSC DURATION BHM YTD	6.96	8.67	8.89	16.80	15.33	16.18						
average duration (hrs) per incident												

There have been 1 Incident Reports submitted where an injury was sustained from 1 July 2021 to the current date of this Report. 1 of those incidents have resulted in loss time from work. There was an adjustment of the payout figures to the 2019/2020 of plus \$0, for 2020/2021 of plus \$2,489.05 and for 2021/2022 of plus \$0

Report Completed on Monday, January 10, 2022

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8.5 ORGANISATIONAL STRUCTURE

Attachments:	NIL
Author:	Lisa Ruyg - Manager Human Resources
Date:	14 January 2022

Key Outcome: A well governed, responsive Council, providing effective leadership and management, and respecting community values

Key Strategy: Ensure that workforce planning is in place and the safety of employees is maintained and improved

Executive Summary:

An organisation's structure is essential for the direction and control of operations and to ensure alignment with an organisation's goals and objectives.

For several years, Council has had a number of positions within its structure which were not filled following the resignations of the incumbents.

It is proposed several of the vacant positions now be recruited, with some vacancies being reconfigured to better support existing staff and the overall operations of Council.

RECOMMENDATION:

That Council adopt the Organisational Structure as presented.

Background:

The additions and deletions to Council's structure are as follows:

<i>Position to be Filled or Advertised</i>	<i>Positions Not Being Replaced</i>
Asset Engineer	Works Program Manager
Technical Officer – Water & Waste	Technical Officer - Engineering
Assistant Building & Property Officer	GIS Officer
CEO Support/ Project Officer	Manager – Governance & Executive Support
Rural Lands Officer	Environmental Health Officer
Business Support Officer - Purchasing	Project Officer - Governance
Assistant Records Officer (Part time)	Fleet Manager
Community Support Officer	WHS Field Officer
	HR & Training Officer
	Media & Communications Officer

Consultation (Internal/External):

- Executive Leadership Team

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Legal & Risk Management Implications:

- Leaving positions unfilled may lead to Council failing to comply with the provisions of the *Local Government Act 2009* and *Local Government Regulations 2012* and may also cause significant disruption to community service delivery.

Financial and Resource Implications:

- Positions absorbed into the existing labour budget.

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9 REPORTS FROM DIRECTOR OF CORPORATE & COMMUNITY SERVICES

9.1 DCS REPORT

Attachments: 9.1.1. 3G Network shutting down in 2024 [↓](#)
Author: Julianne Meier - Director Corporate Services
Date: 14 January 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.

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	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.
May-20	Enter into lease agreement with World Fuels and IOR for supply of avgas at Karumba Aerodrome.	Ongoing	Council to provide a small bitumen turnaround area to the bowsers. Fill has been placed at the bowser location. New electrical meter box to supply power to the bowsers 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. No update for January.
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 site has been identified and cleared on the eastern side of the tip. An area to secure 30 vehicles is able to be fenced. Awaiting outcome of Waste Facility Report. A suitable site has been agreed at the tip, and quotations are being sought. No responses have been received to date. No update for January.
Jan-21	Lease Agreements	In Progress	Have commenced liaising with Preston in respect of finalising Draft for review. The Water Agreement has been circulated to Councillor's for comment and is attached to a separate report. To be finalised after the water methodology review in December 21. DCS to finalise with Preston following December discussions.
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. 1/12/21 An order has been placed and the sign is expected to arrive in the New Year. The signs have arrived, and expected installation in January.

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Nov-21	National Ethernet Migration	Complete.	An ICT project is currently underway to take the available bandwidth from 20Mbit to 200Mbit. TerreCom has been engaged to deliver this project. TerreCom are planning to switch over to the 200Mb connection on Monday 6th December. As the Karumba site order is pending feasibility investigation the option to turn Normanton onto the 200 mb connection sooner shall be taken up. There will be minor interruption to Council network services during the upgrade.
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.
Nov-21	External Audit	Complete	An extension to finalise the audit to 31st December 2021 has been granted. The request for extension of one month was a risk mitigation strategy for any unknown impacts which may arise during preparation of Council's 2021 general purpose financial statements. We anticipate at this time that Council will achieve sign off by QAO by 17 th of December.

2. Budget

The 2021/2022 budget was adopted at the 30 June 2021 Special Meeting. There are not a lot of changes since the December meeting, and given the shutdown period and staff absences, the budget reports shall be picked up in the February reports.

2022/2023 Budget

Planning has commenced for the 2022/2023 budget. A budget framework and calendar was presented to the Executive Leadership Team in December, proposing a number of workshop dates and timelines for preparation of the Budget. It is critical to ensure staff are available at the required times to ensure delays are kept to a minimum.

The dates below are the proposed Council workshops. The content of the works may change slightly; however, it is important to present various items for feedback in a timely manner:

- Thursday, 17th February 2022
 - Fees and Charges
 - Operational Plan Initiatives
 - Review Revenue Policy
- Thursday, 17th March 2022
 - Rates Policies
 - Operational Policies
 - Finalise DRAFT Fees and Charges for adoption of Fees and Charges in April

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- Finalise Operational Plan Initiatives for adoption of Operational Plan in April
- Thursday, 21st of April 2022
 - General Rate Review following Land Revaluations
 - Review Revenue Statement - Water Charging Methodology
 - Capital Works Budget
 - Discuss Long Term Financial Forecast Assumptions
- Thursday, 19th May 2022
 - Review Operational Budget
 - Finalise Capital Budget
 - Review Long Term Financial Forecast
 - Community Consultation
- Wednesday, 15th June 2022 – Budget Adoption at the Ordinary Meeting.

3. Program Update

Local Laws

No report for December, a program update will be provided in February.

Pest and Weed Management

No report for December, a program update will be provided in February.

4. Other Items

Correspondence received from Telstra to say the 3G Network is shutting down in June 2024. Most individuals will simply upgrade phone services, however it is important for businesses that may have a number of services, that they start understanding the impact this change may have, because transitioning to the new technology may not be a smooth process. The attached letter is for information only.

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.

BUSINESS PAPERS

9.2 MONTHLY FINANCIAL REPORT - DECEMBER 2021

Attachments:	9.2.1. Monthly Financial Statement - December 2021 ↓ 9.2.2. Capital Projects Expenditures - December 2021 ↓ 9.2.3. Cash - December 2021 ↓
Author:	Jade Nacario - Manager Finance and Administration
Date:	17 January 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 December 2021 as required under section 204 of the *Local Government Regulation 2012*. The report is presented for noting and indicates whether Council is progressing satisfactorily against its current budget.

RECOMMENDATION:

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

FINANCIAL REPORT

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

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

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

Statement of Comprehensive Income

For the fifth month of the financial year 2021/2022, the comprehensive income statement indicated a net result of \$11,871,218 in deficit which is the sum of \$ 22,705,629 in recurrent revenue, \$ 39,090,512 in recurrent expenditure and \$4,513,665 in capital income.

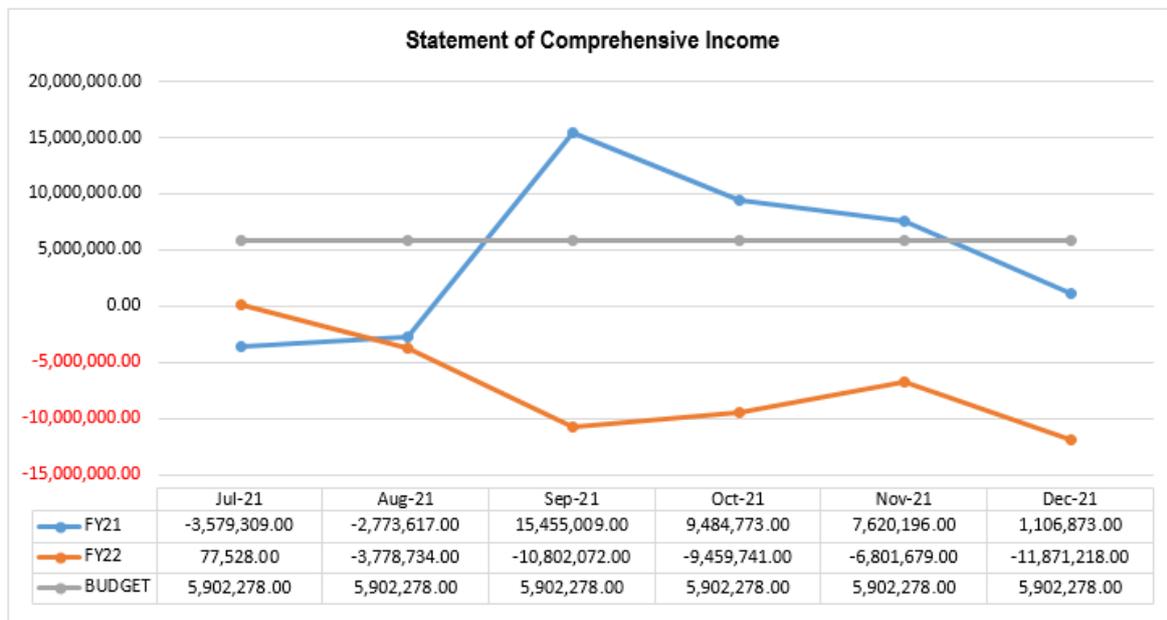
The rates and charges line item shows the first rates levy has been issued and is approximately half of the budget.

Sales and recoverable works have been budgeted at \$10,405,500 and revenue is almost at budget halfway through the year. At budget the revenue estimate is conservative and subject to change as more works are contracted during the year. This is not expected to

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have a negative impact on Council's deficit as recoverable works are carried out with the view to a conservative profit.

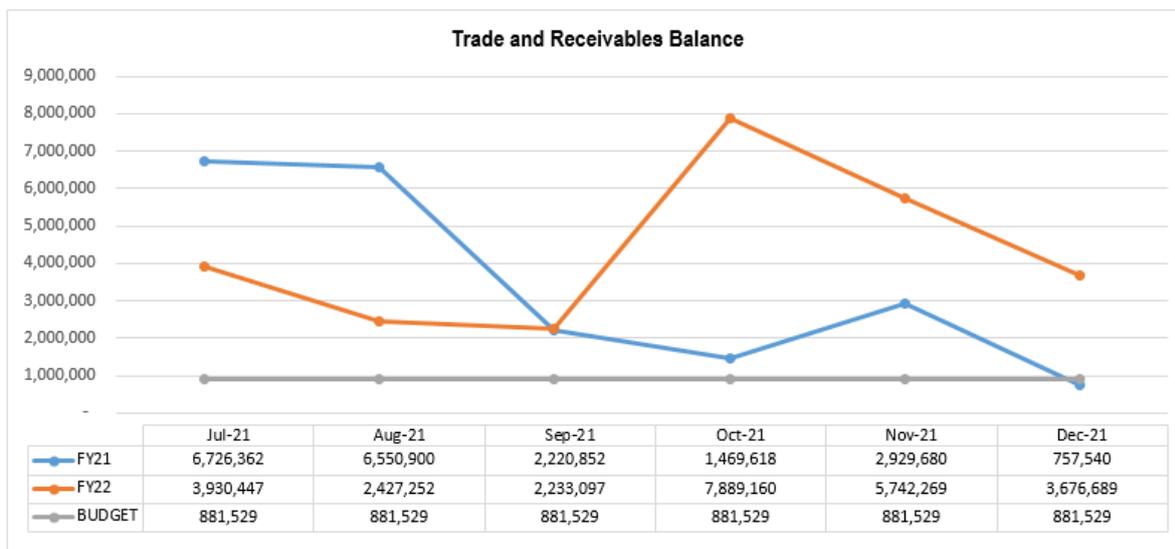
Whilst the large deficit is concerning, some of it results from sales and recoverable works performed and expenditure incurred. Additionally, flood damage works that have been performed with expenses of \$20,367,860 and associated revenue of \$4,935,919. A large portion of this shortfall has been recognised as a contract liability and the deficit will reduce once the works are signed off and the revenue subsequently recognized. It is expected Council's deficit by year end shall be within budget of \$5,902,278.



Financial Position Reports

The graph below shows Council's *Trade and Receivables* balance of \$ 3,676,689. The receivables balance is made up of rates receivable \$1,367,236 and the remaining balances are receivables from community loans, Main Roads recoverable works and airport charges.

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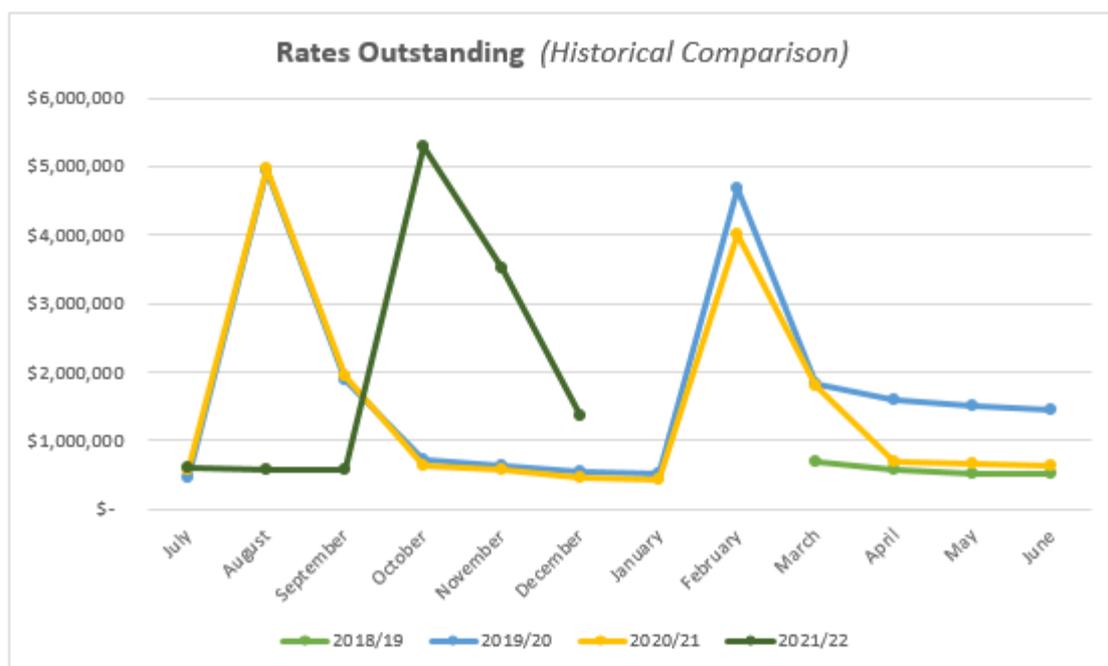


Rates and Service Charges Receivables

The outstanding rates for the month of December 2021 is higher compared to the balance of December last year. This is due to the timing difference of the first levy between the two years. The Rates team is currently preparing reminder letters. These were not completed after two weeks of due date, as per Council's Debt Recovery Policy. This is due to the period being very close to Christmas.

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Rates Outstanding					
	%	Dec-21	Nov-21	Oct-21	Dec-20
Current Year	54%	797,069	2,899,751	4,575,622	200,353
1 Year Arrears	14%	209,550	234,643	280,274	147,915
2 Year Arrears	8%	111,977	112,141	117,997	63,023
3+ Year Arrears	13%	193,632	193,697	195,492	157,392
Interest	11%	156,010	156,499	154,575	158,380
Credits		(101,003)	(88,140)	(58,343)	(267,552)
Balance	100%	1,367,236	3,508,592	5,265,616	459,510



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 have a Council contribution of \$40,000. 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

BUSINESS PAPERS

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

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 December 2021 was \$9.67m of the \$16.1m budget. Additionally, there is \$888,065 in commitments shows works on those projects are underway.

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	4,522,237	15 March 2035
Karumba Sewerage	1,729,188	15 June 2030
Normanton Water	953,758	15 March 2031
TOTAL	7,205,183	

Council is currently paying down debt, and no new borrowings are planned. The illustration below shows Council's debt from 2017 through to 2031. The financial year for 2022 indicates the expected borrowings at 30 June 2022 will be \$6.439,000.

Council can decide to borrow funds for infrastructure projects at any time and if this occurred, these projected balances would change.

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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.

Risk Management Implications:

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



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

	Core \$	QRA \$	Non-Core \$	Total \$	Budget \$
Income					
Revenue					
Recurrent revenue					
Rates, levies and charges	4,197,786	-	-	4,197,786	8,183,000
Fees and charges	778,245	-	303,850	1,082,095	539,000
Rental income	175,400	-	79,342	254,742	581,000
Interest received	94,335	-	-	94,335	200,000
Sales revenue	9,898,779	-	72,134	9,970,913	10,408,500
Other income	207,336	-	-	207,336	20,000
Grants, subsidies, contributions and donations	1,830,346	4,935,919	132,156	6,898,421	46,487,331
	<u>17,182,228</u>	<u>4,935,919</u>	<u>587,482</u>	<u>22,705,629</u>	<u>66,418,831</u>
Capital revenue					
Grants, subsidies, contributions and donations	4,513,665	-	-	4,513,665	11,143,759
Total revenue	<u>21,695,893</u>	<u>4,935,919</u>	<u>587,482</u>	<u>27,219,294</u>	<u>77,562,590</u>
Capital income	-	-	-	-	-
Total income	<u>21,695,893</u>	<u>4,935,919</u>	<u>587,482</u>	<u>27,219,294</u>	<u>77,562,590</u>
Expenses					
Recurrent expenses					
Employee benefits	(3,054,881)	(678,171)	(450,749)	(4,183,801)	(10,852,910)
Materials and services	(9,883,972)	(19,689,890)	(357,524)	(29,731,186)	(50,481,285)
Finance costs	(202,279)	-	-	(202,279)	(369,824)
Depreciation	(4,559,140)	-	(414,008)	(4,973,148)	(9,946,292)
	<u>(17,500,372)</u>	<u>(20,367,861)</u>	<u>(1,222,279)</u>	<u>(38,090,512)</u>	<u>(71,660,312)</u>
Capital expenses	0	0	0	0	-
Total expenses	<u>(17,500,372)</u>	<u>(20,367,861)</u>	<u>(1,222,279)</u>	<u>(38,090,512)</u>	<u>(71,660,312)</u>
Net result	<u>4,195,521</u>	<u>(15,431,941)</u>	<u>(634,797)</u>	<u>(11,871,218)</u>	<u>5,902,278</u>
Other comprehensive income					
Items that will not be reclassified to net result					
Increase / (decrease) in asset revaluation surplus	-	-	-	-	-
Total other comprehensive income for the year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total comprehensive income for the year	<u>4,195,521</u>	<u>(15,431,941)</u>	<u>(634,797)</u>	<u>(11,871,218)</u>	<u>5,902,278</u>

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



Statement of Comprehensive Income
 for the period ended 31 December 2021

	31 December 2021	2021.2022
	Actual	Adopted Budget
	\$	\$
Income		
Recurrent Revenue		
Rates and Charges	4,197,786	8,183,000
Fees and Charges	1,082,095	539,000
Rental Income	254,742	581,000
Interest Received	94,335	200,000
Sales & Recoverable Works	9,970,913	10,408,500
Other Recurrent Income	207,336	20,000
Grants, Subsidies and Contributions	6,898,421	46,487,331
Total Recurrent Revenue	22,705,629	66,418,831
Capital Revenue		
Grants, Subsidies and Contributions	4,513,665	11,143,759
Capital Income	0	0
Total Income	27,219,294	77,562,590
Expenses		
Recurrent Expenses		
Administration and Governance	(2,837,108)	(5,040,129)
Community	(986,188)	(2,907,107)
Engineering	(2,065,937)	(4,474,418)
Fleet and Plant	1,353,770	4,877,878
Recoverable Works	(7,132,248)	(9,096,300)
Environment	(583,419)	(1,283,144)
DRFA	(20,367,860)	(40,031,791)
Tourism	(515,056)	(1,254,213)
Water and Sewerage	(781,040)	(2,134,971)
Finance Costs	(202,279)	(369,824)
Depreciation	(4,973,146)	(9,946,292)
Total Expenses	(39,090,512)	(71,660,312)
Capital Expenses	-	-
Total Expenses	(39,090,512)	(71,660,312)
Net Result	(11,871,219)	5,902,278



Statement of Financial Position
 as at 31 December 2021

	31 December 2021 Actual \$	2021.2022 Adopted Budget \$
Current Assets		
Cash and Equivalents	19,906,129	36,376,615
Trade and Other Receivables	3,676,689	881,529
Inventories	948,928	424,693
Other Financial Assets	501,050	433,982
ATO Receivable	1,348,868	0
Contract Assets	6,036,520	14,435,566
Total Current Assets	32,418,183	52,552,385
Non-Current Assets		
Receivables	90,782	90,571
Property, Plant and Equipment	262,458,117	344,165,589
Capital Works in Progress	13,717,487	16,157,389
Total Non-Current Assets	276,266,386	360,413,549
TOTAL ASSETS	308,684,569	412,965,934
Current Liabilities		
Trade and Other Payables	201,362	7,530,468
ATO Payable	0	198,786
Interest Bearing Liabilities	502,189	512,809
Provisions	1,106,289	1,285,765
Other Accounts Payable	100,000	100,000
Contract Liabilities	15,269,380	20,415,906
Lease Liabilities	78,000	0
Total Current Liabilities	17,257,219	30,043,734
Non-Current Liabilities		
Interest Bearing Liabilities	6,702,994	6,439,150
Provisions	1,399,302	1,937,954
Other Accounts Payable	100,000	100,000
Lease Liabilities	68,152	0
Total Non-Current Liabilities	8,270,448	8,477,104
TOTAL LIABILITIES	25,527,667	38,520,838
NET COMMUNITY ASSETS	283,156,902	374,445,096
Community Equity		
Asset Revaluation Reserve	171,678,796	269,621,280
Retained Surplus	111,478,106	104,823,816
TOTAL COMMUNITY EQUITY	283,156,902	374,445,096



Cash Flow Statement
 for the period ended 31 December 2021

	31 December 2021	2021-2022
	Actual	Adopted Budget
	\$	\$
Cash Flows From Operating Activities:		
Receipts From Customers	22,094,280	19,185,439
Payments to Suppliers and Employees	<u>(40,620,620)</u>	<u>(61,444,195)</u>
	(18,526,339)	(42,258,756)
Interest Received	94,335	200,000
Rental Income	254,742	581,000
Non Capital Grant and Contributions	6,898,421	46,487,331
Borrowing Costs	<u>(202,279)</u>	<u>(369,824)</u>
Net Cash Flows From Operating Activities	<u>(11,481,120)</u>	<u>4,639,751</u>
Cash Flows From Investing Activities:		
Payments for Property, Plant and Equipment	(9,776,133)	(16,157,389)
Proceeds From Sale of Property, Plant and Equipment	0	2,184,000
Grants, Subsidies and Contributions	4,513,665	11,143,759
Net Cash Flows From Investing Activities	<u>(5,262,468)</u>	<u>(2,829,630)</u>
Cash Flows From Financing Activities		
Repayment of Borrowings	<u>(119,613)</u>	<u>(487,349)</u>
Net Cash Flows From Financing Activities	<u>(119,613)</u>	<u>(487,349)</u>
Net Increase (Decrease) in Cash Held	(16,863,201)	1,322,772
Cash at Beginning of Reporting Period	36,769,331	35,053,843
Cash at End of Reporting Period	<u>19,906,129</u>	<u>36,376,615</u>



Accounts Summary

	31 December 2021	30 November 2021
	\$	\$
General Accounts		
Westpac General Operating Accounts	948,851	384,201
QTC General Fund	16,036,673	9,196,677
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	19,901,616	12,496,971
Trust Accounts		
Queensland Treasury Corporation	91,378	91,378
Westpac Bank	36,029	35,529
Total balance held in trust	127,407	126,907
Other Balances		
CSC Reserves	11,070,235	11,070,235
CSC Provisions	2,505,591	2,580,624
Net of Contract Assets and Liabilities	9,232,860	9,231,976
Total balance reserves, provisions and contract liabilities	22,808,685	22,882,834
QTC Borrowings		
Karumba Sewerage	1,729,188	1,785,763
Normanton Water Upgrade	953,758	982,656
Glenore Weir	4,522,237	4,616,921
Total balance QTC borrowings	7,205,183	7,385,341
Net Council Position	-10,112,252	-17,771,204

Carpentaria Shire Council - Capital Expenditure Budget - 2021-2022

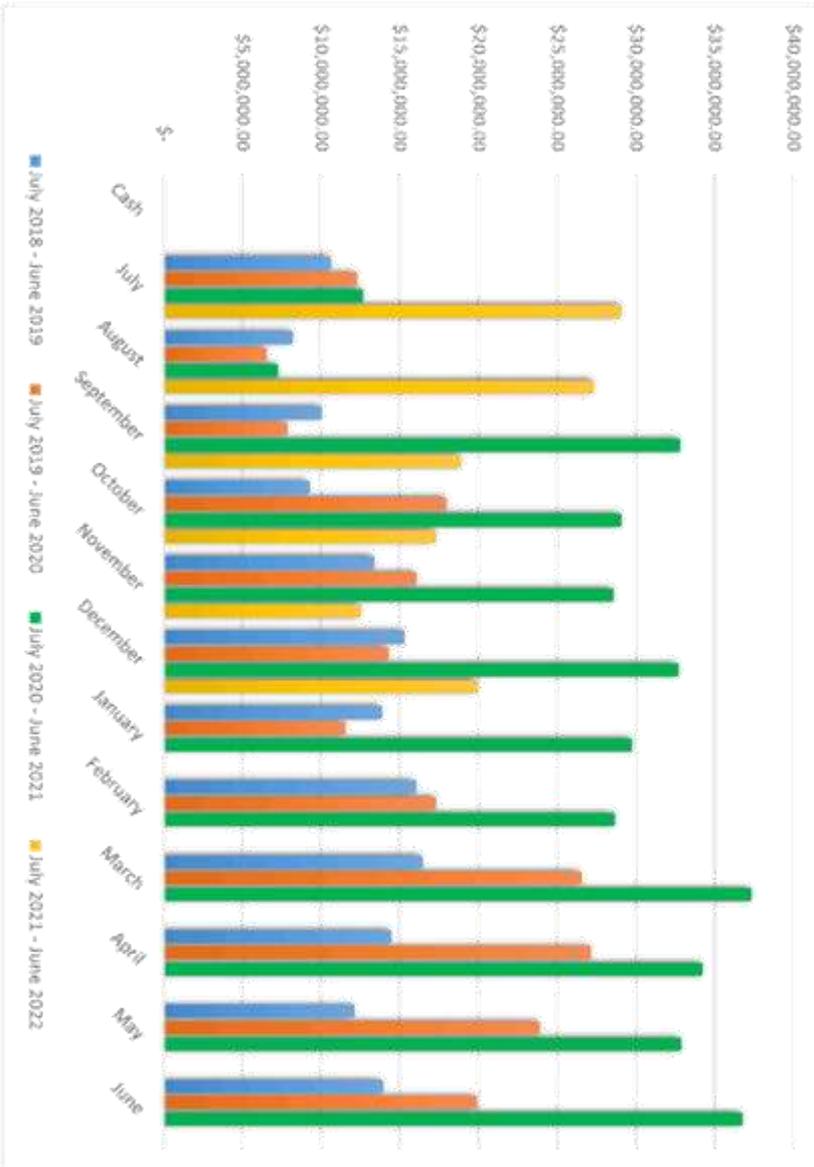
Job No	Project Description	Type	Project Expenditure Budget	Project Funding Sources				Council's Contribution to Project	Actuals from Prior Years	Original Budget 2021-2022	Grant 2021-2022	Asset Sale / Trade-In 2022	Council Contribution 2021-2022	Additional Items 2021-2022	YTD Expenses 2021-2022	Committed Orders	Total Expenses 2021-2022
				Project Grant Funding	Asset Sale / Trade-In												
088091	Shed Disaster Coordination Centre - Construct, Demolish Depot	R	426,259	376,259	0	50,000	0	426,259	0	0	0	50,000	0	0	0	0	0
002105	John Henry Oval - New Change Rooms/3 Bay Shed/Undercover Area	U	900,000	900,000	0	0	0	900,000	0	900,000	0	0	0	355,419	422,773	778,192	
02101	PA138 - Gravel Lorry/Trailer (V350595 (Irenehaker))	R	36,000	0	0	36,000	0	30,000	0	0	0	30,000	0	0	0	0	
02102	CATERPILLAR 140M MOTOR GRADER (Serial P91018 & P91311)	R	516,000	0	320,000	196,000	0	516,000	0	0	320,000	196,000	0	516,252	0	516,252	
02115	P1673 - Toyota Landcruiser Prado GXI (Wagon (M Pickering))	R	0	0	30,000	-30,000	0	0	0	0	30,000	-30,000	0	0	0	0	
02115	P1653 - Toyota Hilux Single Cab - Electrician	R	62,370	0	15,000	47,370	0	62,370	0	0	15,000	47,370	0	0	0	0	
02104	P1680 - Toyota Hilux SR Dual Cab 4x4 Utility	R	60,000	0	15,000	45,000	0	60,000	0	0	15,000	45,000	0	187	0	187	
02119	P1665 - Toyota Landcruiser Single Cab Workmate - Plumber	R	78,000	0	25,000	53,000	0	78,000	0	0	25,000	53,000	0	87,346	0	87,346	
02112	P1770 - Ford Ranger Extra Cab 4x4 Utility - Local Laws	R	56,890	0	15,000	41,890	0	56,890	0	0	15,000	41,890	0	53,409	0	53,409	
02116	P1604 - Toyota Hilux SR Dual Cab 4x4 Utility - Engineer Works	R	78,000	0	15,000	63,000	0	78,000	0	0	15,000	63,000	0	58,426	0	58,426	
02117	P1604 - Toyota Hilux SR Dual Cab 4x4 Utility - Engineer Works	R	75,754	0	25,000	50,754	0	75,754	0	0	25,000	50,754	0	75,754	0	75,754	
02114	P1603 - Toyota Hilux SR 4x4 Single Cab Utility - Carpenter	R	72,273	0	7,000	65,273	0	72,273	0	0	7,000	65,273	0	72,265	0	72,265	
02113	P1568 - Toyota Hilux SR DC Styelocke Lite - WPHS	R	58,726	0	5,000	53,726	0	58,726	0	0	5,000	53,726	0	58,720	0	58,720	
02120	P1608 - Toyota Landcruiser Workmate Utility - Workshop	R	72,745	0	5,000	67,745	0	72,745	0	0	5,000	67,745	0	72,737	0	72,737	
02107	P1781 - Toyota Hilux SR TD 4x4 Dual Cab Utility - Foreman	R	59,438	0	0	59,438	0	59,438	0	0	0	59,438	0	59,432	0	59,432	
02108	P1769 - Toyota Hilux SR TD 4x4 Dual Cab Utility - Foreman	R	59,438	0	0	59,438	0	59,438	0	0	0	59,438	0	59,432	0	59,432	
02109	P1750 - Toyota Hilux SR 4x4 Dual Cab Utility - Foreman	R	59,438	0	8,000	51,438	0	59,438	0	0	8,000	51,438	0	59,432	0	59,432	
02110	P1771 - Toyota Hilux SR 4x4 Dual Cab Utility - Foreman	R	59,438	0	8,000	51,438	0	59,438	0	0	8,000	51,438	0	59,432	0	59,432	
02111	P1774 - Toyota Hilux SR TD 4x4 Dual Cab Utility - Foreman	R	59,438	0	8,000	51,438	0	59,438	0	0	8,000	51,438	0	59,432	0	59,432	
02118	PA016 - Jacobsen R-3117 Wide Area Mower	R	60,000	0	6,000	54,000	0	60,000	0	0	6,000	54,000	0	0	0	0	
02118	PA013 - Kubota F3680 Front Deck Mower	R	60,000	0	6,000	54,000	0	60,000	0	0	6,000	54,000	0	0	0	0	
02118	P1772 - Toyota Landcruiser Dual Cab - Mayor	R	80,751	0	45,000	35,751	0	80,751	0	0	45,000	35,751	0	79,712	0	79,712	
02118	PA1500 Cardboard Squeezer - Karumba Transfer St	R	0	0	7,000	-7,000	0	0	0	0	7,000	-7,000	0	0	0	0	
02118	PA119 Vermeer BC120DL Wood Chipper	R	0	0	6,000	-6,000	0	0	0	0	6,000	-6,000	0	0	0	0	
02118	PA135 Caterpillar 936E Landfill Compactor	R	0	0	13,000	-13,000	0	0	0	0	13,000	-13,000	0	0	0	0	
02118	New Forklift - Karumba Sewerage Treatment Plant	N	60,000	0	0	60,000	0	60,000	0	0	0	60,000	0	0	0	0	
02102	Garbage Truck (disposal) Fleet Budget 2021-2022 (Priorities to be identified) Normanton Burketown Seal Project 11/12 CSC 001.7.1819E REC (Prev CR2004)	U	500,000 746,059	0 717,649	100,000 0	400,000 26,410	0 0	500,000 746,059	0 0	500,000 746,059	0 717,649	100,000 0	400,000 26,410	0 0	2,990,235	118,176	3,108,411

Carpentaria Shire Council - Capital Expenditure Budget - 2021-2022

Job No	Project Description	Type	Project Expenditure Budget	Project Funding Sources				Actuals from Prior Years	Original Budget 2021-2022	Grant 2021-2022	Asset Sale / Trade-In 2022	Council Contribution 2021-2022	Additional Items 2021-2022	YTD Expenses 2021-2022	Committed Orders	Total Expenses 2021-2022
				Project Grant Funding	Asset Sale / Trade-In	Council Contribution to Project										
CR2103	Normanton-Burketown Seal Project 13 CSC 0016.1819E REC (Rev) (CR2003)	U	2,637,714	2,549,004	0	108,710	4,893	2,637,714	2,549,004	0	108,710	0	412,770	23,336	436,106	
CR1902	Genore Weir Rectification Stage 2 (UGCP)	U	2,300,000	1,600,000	0	1,120,000	1,540,758	1,500,000	900,000	0	600,000	0	330,982	65,334	396,317	
CR892001	De-silting of Sewerage Lagoon (MORP)	U	974,558	974,558	0	0	533	974,558	974,558	0	0	0	773,350	19,320	792,670	
CR892002	CSG 0040.1819E DWS	R	8,000	6,000	0	2,000	0	8,000	6,000	0	2,000	0	7,091	0	7,091	
CR2007	RR887 - Raw Water Irrigation Karumba Flood Filtration Pumps (Replace existing pumps to increase efficiency)	N	906,000	679,500	0	228,500	759,213	187,000	112,200	0	74,800	0	145,500	44,800	190,300	
LRCP9		R	20,000	20,000	0	0	0	20,000	20,000	0	0	0	10,164	885	11,049	
WD2201	Town Beautification - Lambdrough St Development	N	200,000	200,000	0	0	0	10,000	10,000	0	0	0	0	0	0	
WD2202	Town Beautification - School Dam Precinct Development Council Staff Housing - Renewals - Prioritised per condition assessments	N	300,000	300,000	0	0	0	5,000	5,000	0	0	0	3,843	0	3,843	
WD2203		R	400,000	400,000	0	0	0	135,000	135,000	0	0	0	0	0	0	
WD2204	Onsite Chlorine Generators - Normanton & Karumba Pools	U	320,000	320,000	0	0	0	320,000	320,000	0	0	0	0	0	0	
WD2205	Water Treatment Plant Controls/Monitoring - Provision to be established	R	180,000	180,000	0	0	0	15,000	15,000	0	0	0	10,107	0	10,107	
WD2206	Karumba Airport Power Supply Upgrade	U	60,000	60,000	0	0	0	60,000	60,000	0	0	0	14,393	42,798	57,191	
WR0207	Water Treatment Plant - Normanton - Reservoir Repairs	R	210,000	210,000	0	0	0	0	0	0	0	0	0	0	0	
RRF001	Genore Weir Emergency Inlet and Inleture Karumba Water Tower/Reservoirs On site Chlorine Generator	R	320,000	320,000	0	0	0	320,000	320,000	0	0	0	100,000	101,160	201,160	
RRF002		U	180,000	180,000	0	0	0	180,000	180,000	0	0	0	0	0	0	
RRF003	Normanton Water Treatment Plant - Study & Design (increase potable supply)	N	40,000	40,000	0	0	0	40,000	40,000	0	0	0	0	2,750	2,750	
RRF004	Karumba Sewerage System - System Review & Master Plan Water Treatment Plant - Normanton - Diversion of Pipework to improve operational efficiency	N	80,000	80,000	0	0	0	10,000	10,000	0	0	0	0	34,630	34,630	
RRF005		N	150,000	150,000	0	0	0	0	0	0	0	0	0	0	0	
RRF006	Karumba Airport Weather Station	R	87,000	87,000	0	0	0	0	0	0	0	0	0	0	0	
CR2104	Gilbert Street Portoon Repairs	N	13,000	0	0	13,000	0	13,000	0	0	0	0	13,000	0	13,000	
CR2105	Disability Access Normanton - Footpaths	R	60,000	0	0	60,000	0	60,000	0	0	0	0	1,770	0	1,770	
CR2106	Disability Access Karumba - Footpaths	R	45,000	0	0	45,000	0	45,000	0	0	0	0	45,000	0	45,000	
CR2108	ATS TDS Dunbar Kowenyahna Road Hoopway	U	925,000	925,000	0	0	412,628	844,600	844,600	0	0	0	512,384	0	512,384	
LRCP9	Normanton Entry Signage (similar to Karumba Signage)	N	55,000	55,000	0	0	13,500	41,500	0	0	41,500	0	41,064	0	41,064	
LRCP6	Shire Office - External Repaint	R	106,000	50,000	0	56,000	0	106,000	51,385	0	54,615	0	0	0	0	
CP2201	Shire Office - Photocopier Roads of Strategic Importance (John to Burketown Rd) (Sealing)	R	17,000	0	0	17,000	0	17,000	0	0	17,000	0	16,547	0	16,547	
RR2201	TDS/R2/R/Council - Normanton to Burketown - Sealing Works	U	1,820,000	1,621,924	0	198,076	0	1,820,000	1,621,904	0	198,096	0	1,671,076	1,782	1,672,858	

CASH

Cash	July	August	September	October	November	December	January	February	March	April	May	June
2019	\$10,624,212.00	\$8,210,919.00	\$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	\$6,538,386.00	\$7,802,385.00	\$7,986,246.00	\$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	\$12,799,197.00	\$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	\$36,789,988.00
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						



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9.3 EXTERNAL AUDIT - CLOSING REPORT

Attachments:	9.3.1. Auditor General 2020/2021 Closing Report ↓ 9.3.2. 2020/2021 QAO Transmittal Letter ↓
Author:	Julianne Meier - Director Corporate Services
Date:	14 January 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:

Queensland Audit Office (QAO) contract auditors Crowe Australasia have conducted an audit in accordance with the external audit plan issued 25 May 2021. The attached closing report for the financial year ended 30 June 2021, includes the results of the audit, identified audit misstatements, and other matters.

The Closing Report is presented on behalf of the Mayor for Council for information.

RECOMMENDATION:

That Council note the contents of the 2021 Closing Report.

Background:

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

Presentation of auditor-general's observation report

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

QAO have issued an unmodified audit opinion. The process is after the audit is conducted and the relevant information has been provided, a closing report is prepared by QAO. The letter is then presented to the Mayor.

The closing report highlights areas for improvement and efficiency, including:

- Good quality pro-forma financial statements with evidence of disclosures being tailored
 - Well considered year end process to ensure timely engagement with key stakeholders and completion of year end processes
 - Clearly defined roles and responsibilities within finance team
 - Timely month-end financial reporting processes including preparation of reconciliations for most balance sheet areas
-

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- Management and those charged with governance challenging assumptions with respect to the methodology adopted and underlying data for valuing property, plant and equipment
- Management accounts to include variance and root cause analysis to inform decision making
- Continued investment in training for financial services staff, including cross skilling within the team
- Investment in technology to increase the level of automation in the preparation of interim and statutory financial statements.

A list of deficiencies (refer Appendix 1) is listed below:

Identified in 2020/2021 audit

- Timeliness and Quality of Supporting Workpapers Information and Communication
- Management Scrutiny and Collaboration of Revaluation Results Control Activities
- General Journals
- Rate Debtors
- Property, Plant and Equipment Accounting
- Standard Trial Balance

Matters previously reported are set out on page 18 of the Closing Report.

The year has been somewhat challenging with resourcing of staff, so contractors were utilised to support the finance team. Due to Covid the work was performed offsite, which in hindsight has impacted efficiency.

There has been an increased focus on reviewing rating methodologies and the significant resources involved in the comprehensive revaluation of road and drainage assets which will benefit future years. Unfortunately, some matters raised (such as rates) take more than one year to resolve and involve significant policy decisions.

Officers shall continue to work through all audit matters and towards continuous improvement of our processes.

Consultation (Internal/External):

- Crowe Australasia
- Mark Crawley - Chief Executive Officer
- Jade Nacario - Manager Finance and Administration
- Relevant Officers

Legal Implications:

- Non-compliance with the *Local Government Regulation 2012*

Financial and Resource Implications:

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

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Risk Management Implications:

- Public Perception and Reputation Risk is assessed as low.



Your ref:
Our ref: 2021-4030
Sri Narasimhan 3149 6208

OFFICIAL

17 December 2021

Mr M Crawley
Chief Executive Officer
Carpentaria Shire Council
PO Box 31
NORMANTON QLD 4890

Dear Mr Crawley

General Purpose Financial Statements—2020–21
Current-year Financial Sustainability Statement—2020–21

- Carpentaria Shire Council

The certified General Purpose Financial Statements are enclosed. I have issued an unmodified opinion.

Also enclosed is the Current Year Financial Sustainability Statement. Consistent with prior years and with all other councils, I have included an emphasis of matter paragraph in my auditor's report to highlight the use of the special purpose basis of accounting.

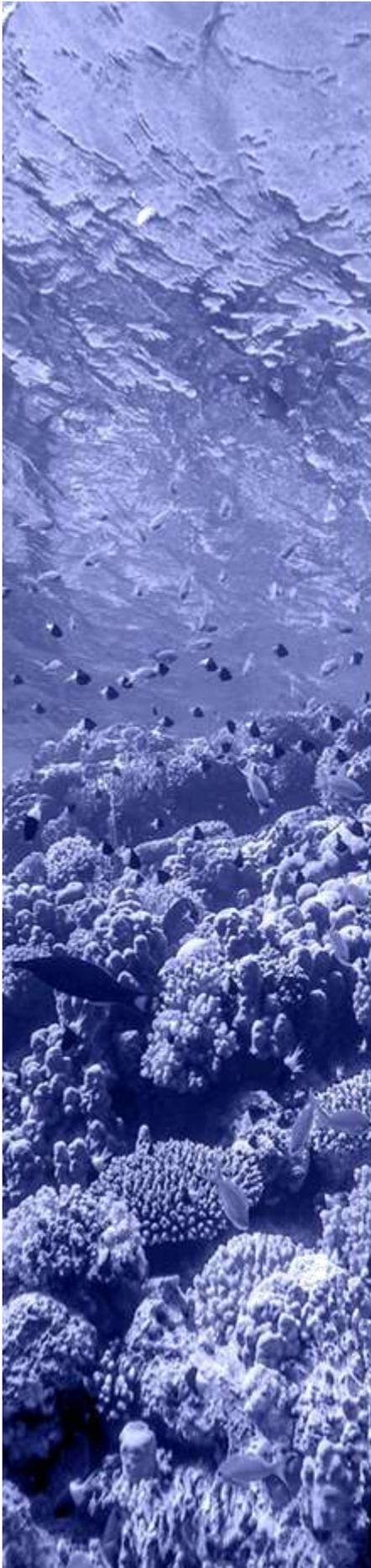
A copy of the General Purpose Financial Statements and Current year Financial Sustainability Statement has also been forwarded to the Minister for Local Government.

Yours sincerely

Sri Narasimhan
Director

Enc.

cc: Councillor J Bawden, Mayor, Carpentaria Shire Council



**Carpentaria Shire
Council**

2021 Closing Report

15 December 2021



Our ref: MA SH

SENSITIVE

15 December 2021

Mr Mark Crawley
Chief Executive Officer
Carpentaria Shire Council
PO Box 31
NORMANTON QLD 4890

Dear Mr Crawley

2021 Closing report

We present to you our closing report for Carpentaria Shire Council ("council") for the financial year ended 30 June 2021. It includes the results of our audit, identified audit misstatements, and other matters.

Our audit was conducted in accordance with our external audit plan issued 25 May 2021. We confirm that up to the date of this report we have maintained our independence obligations in relation to our conduct of this audit.

Based on the information that has been assessed as part of our audit, we expect to issue an unmodified audit opinion.

The results of our audit of Carpentaria Shire Council's financial statements will be included in our report to parliament. This report will also include comments on performance and sustainability matters, significant internal control issues, major transactions and events and the overall results of the Local Government sector. This report is prepared in accordance with the *Auditor-General Act 2009*.

QAO is keen to hear your views about the audit services we provide and will seek your feedback via an online survey. This survey will help us understand what is working well and where there are opportunities for us to improve our engagement with you.

If you have any questions or would like to discuss the audit report, please contact me on 07 4722 9566 or Sarah Hooper on 07 4722 9750.

Yours sincerely

Mark Andrejic
Partner

Enc.

cc. Cr. Jack Bawden, Mayor

1. Summary

This closing report summarises the results our audit of Carpentaria Shire Council's financial statements for the year ended 30 June 2021, including how we responded to significant financial reporting risks.

Our final audit opinion is subject to completion of the financial statement audit process. Key aspects to be finalised are included below.

Highlights



Expected audit opinion
 We expect to issue an unmodified opinion on the financial statements.



Financial statement preparation maturity
● Established/Integrated
 Refer to *Section 6 Financial statement maturity* for further details.



Internal control environment

Control environment	Risk assessment	Control activities	Information and communication	Monitoring controls
● Partially effective	● Partially effective	● Ineffective	● Ineffective	● Effective

Refer to *Section 6 Audit issues* for further details.



Materiality \$642k
 Decrease of \$131k to planning materiality based on actual balances at 30 June 2021.



Estimated final fees
 Our estimate of final fees will be communicated in our final management letter.

Outstanding audit matters

Item	Responsibility
Financial statements review—quality check over final version	Audit
Subsequent events update—review of transactions to date of signing	Management and Audit
Management representation letter—to be signed with the financial statements	Management
Financial report certification—signing of the financial statements by management following adoption by the committee/board	Management and Audit
Any additional matters to be discussed by and amendments arising from the forthcoming Audit and Risk Committee (to be tailored) meeting	Management and Audit

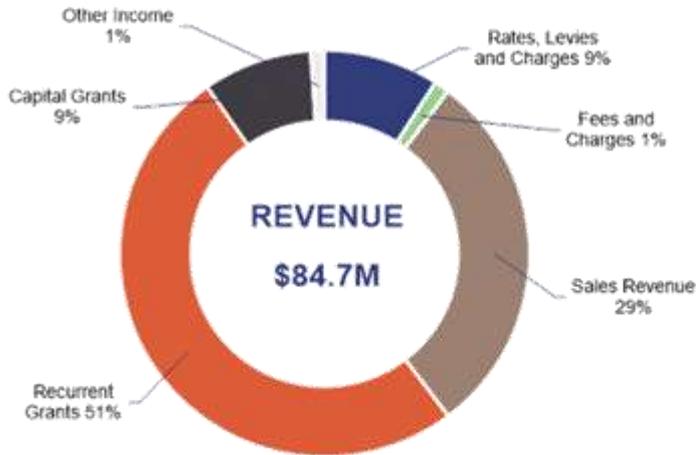


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2. Key insights

A comparison of Carpentaria Shire Council's financial results and is highlighted below.



The most significant movements year on year relate to:

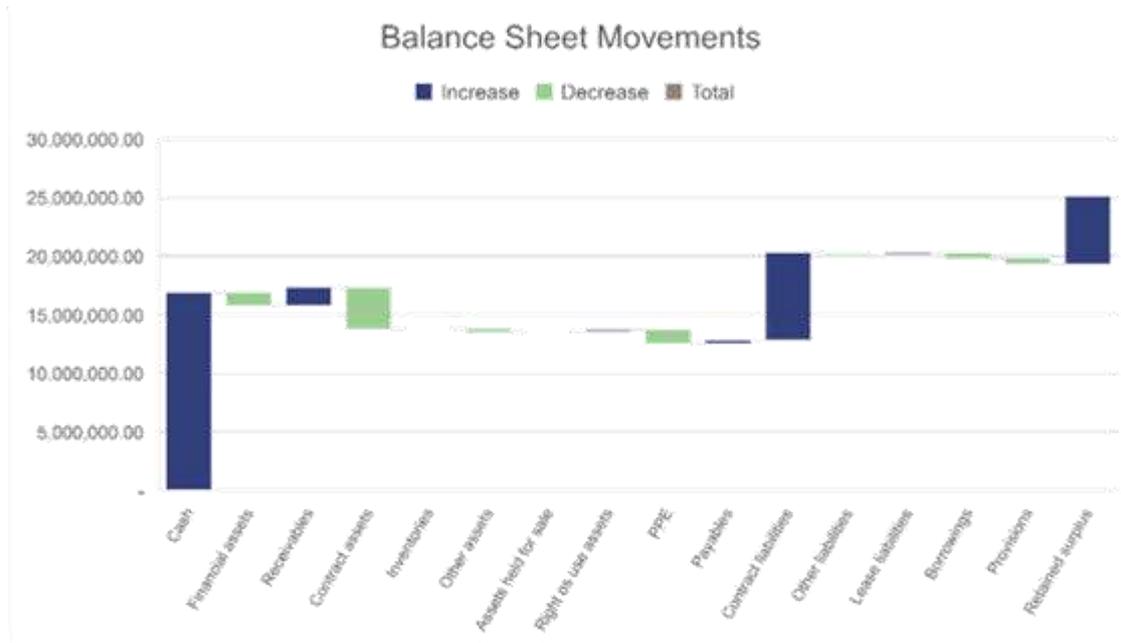
- Additional contracts obtained with the Department of Transport and Main Roads department to conduct recoverable works on State owned roads across the Shire. This resulted in an increase of \$19M in sales revenue from the previous year.
- The additional contracts obtained to conduct recoverable works on State owned roads has also seen a significant increase in materials and services of \$18.5M from the previous year.
- Council continues to receive funding under the Queensland Reconstruction Authority's Disaster Recovery Funding Arrangements to assist with ongoing repairs to Council owned roads as a result of natural disaster events.



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2. Key insights (cont.)



The most significant movements in Council's assets and liabilities are summarised below:

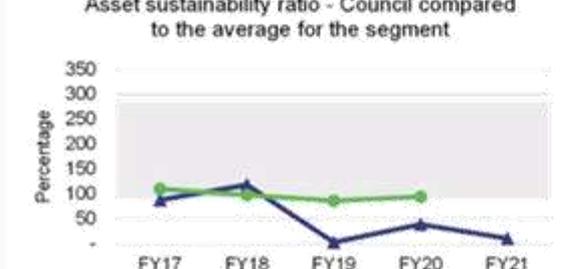
- An increase of \$16.8M to cash reserves which is the result of grant monies being received prior to being works occurring. This has been offset by the corresponding increase in contract liabilities which is an adjustment to reflect the timing differences between these events.
- Fluctuations in contract balances were also recognised, with a decrease of \$3.5M in contract assets and a increase of \$7.5M in contract liabilities being recorded. These balances are expected to fluctuate based on the timing of grant revenue received relative to the timing of works being undertaken in relation to associated performance obligations.



3. Financial sustainability assessment

The table below details our assessment of your financial sustainability and is based on the three ratios that council is required to report under the *Local Government Regulations*. Our assessment of council's overall financial sustainability is **high risk**.

Refer to Appendix C for guidance on how these ratios are calculated and our financial sustainability risk rating definitions.

Operating surplus ratio	Commentary																								
<p data-bbox="258 555 821 622">Operating surplus ratio - Council compared to the average for the segment</p>  <table border="1" data-bbox="258 638 821 907"> <caption>Operating surplus ratio - Council compared to the average for the segment</caption> <thead> <tr> <th>Fiscal Year</th> <th>Target (%)</th> <th>Council (%)</th> <th>Segment Average (%)</th> </tr> </thead> <tbody> <tr> <td>FY17</td> <td>10</td> <td>5</td> <td>5</td> </tr> <tr> <td>FY18</td> <td>10</td> <td>(20)</td> <td>(15)</td> </tr> <tr> <td>FY19</td> <td>10</td> <td>(25)</td> <td>(10)</td> </tr> <tr> <td>FY20</td> <td>10</td> <td>(15)</td> <td>(15)</td> </tr> <tr> <td>FY21</td> <td>10</td> <td>(10)</td> <td>(10)</td> </tr> </tbody> </table>	Fiscal Year	Target (%)	Council (%)	Segment Average (%)	FY17	10	5	5	FY18	10	(20)	(15)	FY19	10	(25)	(10)	FY20	10	(15)	(15)	FY21	10	(10)	(10)	<p data-bbox="853 555 1316 627">Council's five-year average operating surplus ratio is (14.75%). This is outside the target range.</p> <p data-bbox="853 649 1332 974">The average operating surplus ratio indicates that Council is unable to generate enough funding from its own source revenue. There is significant reliance on grants and contributions from various sources, in the absence of which council may not be able to sustain the same level of ongoing operations. This also indicates that council has limited ability to fund any capital projects without capital grants and contributions. Council should prioritise looking at options to increase its revenue and reduce its spending levels in the short-term.</p>
Fiscal Year	Target (%)	Council (%)	Segment Average (%)																						
FY17	10	5	5																						
FY18	10	(20)	(15)																						
FY19	10	(25)	(10)																						
FY20	10	(15)	(15)																						
FY21	10	(10)	(10)																						
<p data-bbox="258 1003 821 1070">Net financial liabilities ratio - Council compared to the average for the segment</p>  <table border="1" data-bbox="258 1086 821 1355"> <caption>Net financial liabilities ratio - Council compared to the average for the segment</caption> <thead> <tr> <th>Fiscal Year</th> <th>Target (%)</th> <th>Council (%)</th> <th>Segment Average (%)</th> </tr> </thead> <tbody> <tr> <td>FY17</td> <td>50</td> <td>30</td> <td>(50)</td> </tr> <tr> <td>FY18</td> <td>50</td> <td>40</td> <td>(60)</td> </tr> <tr> <td>FY19</td> <td>50</td> <td>45</td> <td>(55)</td> </tr> <tr> <td>FY20</td> <td>50</td> <td>35</td> <td>(50)</td> </tr> <tr> <td>FY21</td> <td>50</td> <td>30</td> <td>(45)</td> </tr> </tbody> </table>	Fiscal Year	Target (%)	Council (%)	Segment Average (%)	FY17	50	30	(50)	FY18	50	40	(60)	FY19	50	45	(55)	FY20	50	35	(50)	FY21	50	30	(45)	<p data-bbox="853 1003 1364 1075">Council's net financial liabilities ratio as at 30 June 2021 is (22.19%). This is within the target range.</p> <p data-bbox="853 1097 1348 1332">The net financial liabilities ratio indicates that Council's capital structure appears adequate for its size. If council intends to obtain debt funding for future capital projects, its negative operating surplus ratio suggests council may experience difficulty in repaying this debt.</p>
Fiscal Year	Target (%)	Council (%)	Segment Average (%)																						
FY17	50	30	(50)																						
FY18	50	40	(60)																						
FY19	50	45	(55)																						
FY20	50	35	(50)																						
FY21	50	30	(45)																						
<p data-bbox="258 1440 821 1507">Asset sustainability ratio - Council compared to the average for the segment</p>  <table border="1" data-bbox="258 1523 821 1792"> <caption>Asset sustainability ratio - Council compared to the average for the segment</caption> <thead> <tr> <th>Fiscal Year</th> <th>Target (%)</th> <th>Council (%)</th> <th>Segment Average (%)</th> </tr> </thead> <tbody> <tr> <td>FY17</td> <td>100</td> <td>100</td> <td>100</td> </tr> <tr> <td>FY18</td> <td>100</td> <td>120</td> <td>110</td> </tr> <tr> <td>FY19</td> <td>100</td> <td>20</td> <td>80</td> </tr> <tr> <td>FY20</td> <td>100</td> <td>40</td> <td>90</td> </tr> <tr> <td>FY21</td> <td>100</td> <td>20</td> <td>90</td> </tr> </tbody> </table>	Fiscal Year	Target (%)	Council (%)	Segment Average (%)	FY17	100	100	100	FY18	100	120	110	FY19	100	20	80	FY20	100	40	90	FY21	100	20	90	<p data-bbox="853 1440 1316 1512">Council's average asset sustainability ratio is 51.83%. This is outside the target range.</p> <p data-bbox="853 1534 1348 1769">The average asset sustainability ratio indicates that Council may not be in a position to replace its assets as they near the end of their useful life. As such, council may encounter a reduction in the asset's service levels and/or useful lives previously expected.</p>
Fiscal Year	Target (%)	Council (%)	Segment Average (%)																						
FY17	100	100	100																						
FY18	100	120	110																						
FY19	100	20	80																						
FY20	100	40	90																						
FY21	100	20	90																						



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4. Audit conclusions

Areas of audit focus

Our external audit plan identified the areas of your financial report that we considered to be at greatest risk of material error. These areas of focus are reflected in the map below, together with any changes in our assessment of the risk of material error during the audit period.



Our overall conclusions on these areas of audit focus are outlined in the table below.

Risk	Description	Audit conclusion
1	Valuation of Infrastructure Assets <ul style="list-style-type: none"> Property plant and equipment is the most material balance in the financial statements at \$271 million Valuation involves significant estimates and judgements There is no market-based evidence of fair value due to the specialised nature of the assets (comparable items are rarely sold) Infrastructure assets generally have long lives which require significant estimation Separation between renewals and additions may not be clear and may affect reliability of sustainability ratio reporting Management may have motivation to manipulate financial sustainability ratios as they are publicly included in sustainability statements 	We assessed the following: <ul style="list-style-type: none"> The appropriateness of valuation techniques and assumptions adopted in determining fair value The appropriateness of useful life assumptions used in the calculation of depreciation The competency, objectivity and qualification of management experts Consideration was also given to Council's methodology for ensuring completeness of asset information, identification of asset renewals and additions, and associated financial statement disclosures. A significant deficiency has been raised in relation to the processes undertaken by Council with respect of their comprehensive revaluations. Refer to Appendix A for more information.
2	Financial Sustainability <ul style="list-style-type: none"> Separate audit opinion issued Key inputs dependent on management judgement Public interest in financial sustainability of Councils 	We assessed the appropriateness of assumptions used in determining the relevant financial information for these calculations, including renewals, depreciation and operating and capital classifications. No issues were identified as a result of audit testing.



4. Audit conclusions (cont.)

Risk	Description	Audit conclusion
3	<p>Disclosure of Related Party Transactions</p> <ul style="list-style-type: none"> • Council is required to disclose related party relationships, transactions and outstanding balances, including commitments, in the annual financial statements • Council may not have established relevant internal controls to effectively manage conflicts of interest or to identify, capture and record related party transactions • Public interest in related party transactions of Councils 	<p>We performed the following procedures:</p> <ul style="list-style-type: none"> • Obtained and reviewed Council assessment (identification) of related parties. Reviewed assessment of officers considered Key Management Personnel • Reviewed Council's systems and controls in place for the collection of the related party information to assess their reliability through system walkthrough • Reviewed controls in place to authorise and approve significant transactions and arrangements with related parties • Obtained Council assessment of those related party transactions which require disclosure and understand rationale for disclosing/not disclosing • Reviewed revised registers of interests and key management personnel declarations provided by the councillors following the election • Designed audit CAAT's to search for unidentified, unrecorded related party transactions <p>Adjustments to disclosed amounts were required as a result of audit testing.</p>



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4. Audit conclusions (cont.)

Other audit opinions

In conjunction with our 2020-21 audit of Council, we will issue an audit opinion on special purpose financial reports for the following:

- Roads to Recovery grant acquittal (due 31 October 2021). This special purpose financial report is yet to be issued at the date of this report.
- Local Roads and Community Infrastructure Annual Report (due 31 October 2021). This special purpose financial report is yet to be issued at the date of this report.

Materiality

Our audit materiality thresholds were reassessed based on your year-end financial statement balances and were changed since we communicated them in the external audit plan due to a reduction in actual balances compared to budget.

We used these thresholds in assessing misstatements.

Overall materiality	Performance materiality	Clearly trivial threshold	Specific—property, plant & equipment
\$803,000	\$642,000	\$80,000	\$13.45m
per external audit plan \$966,900	per external audit plan \$773,500	per external audit plan \$96,700	per external audit plan \$18.25m

Evaluation of misstatements

At the date of this report, we have identified misstatements of \$35,709,527. These misstatements were corrected by management resulting in an decrease in net assets and an increase in the operating result.

At the date of this report, we have identified misstatements of \$378,776 that remain uncorrected by management. If corrected these would result in a decrease in net assets and a decrease in the operating result.

Details of these corrected and uncorrected misstatements are included in Appendix B to this closing report.

Evaluation of disclosure misstatements

At the date of this report, we have identified misstatements in disclosures that required correction to the financial statements.

We have not identified misstatements in disclosures that have not been corrected in the financial statements.



5. Audit issues

Internal controls

This table summarises our reporting on significant deficiencies/deficiencies in internal controls. See Appendix A3 for details.

	Number of significant deficiencies		Number of deficiencies		Rating
	Current year	Prior year unresolved	Current year	Prior year unresolved	
 Control environment <i>Structures, policies, attitudes and values that influence daily operations</i>	-	1	-	1	
 Risk assessment <i>Processes for identifying, assessing and managing risk</i>	-	1	-	1	
 Control activities <i>Implementation of policies and procedures to prevent or detect errors and safeguard assets</i>	4	1	1	-	
 Information and communication <i>Systems to capture and communicate information to achieve reliable financial reporting</i>	1	1	1	-	
 Monitoring activities <i>Oversight of internal controls for existence and effectiveness</i>	-	-	1	1	

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

Financial reporting issues and other matters

This table summarises our financial reporting and other issues raised in the current year and those carried forward from prior years. See Appendix A3 for details.

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

* We only track resolution of other matters where management has committed to address the item raised.



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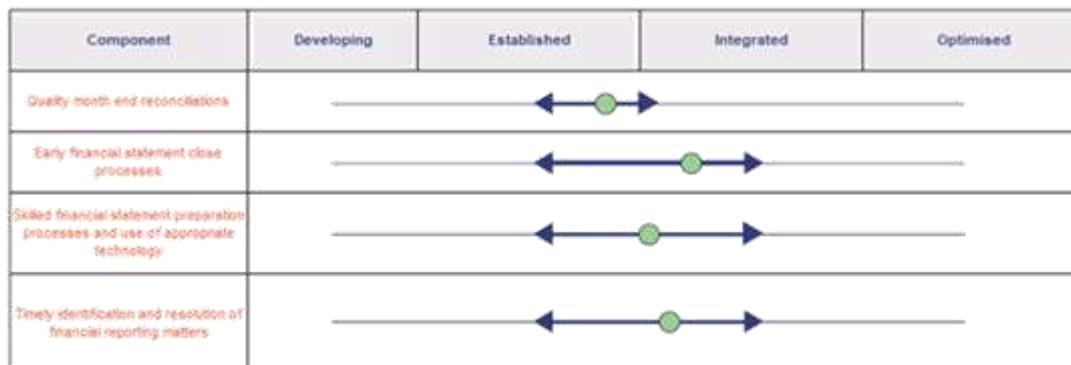
6. Financial statement maturity

Financial statement preparation maturity assessment

We have developed a financial statement preparation maturity model and we have shared this with our clients. As a part of the audit process, we worked with management as they self-assessed their financial statement preparation processes.

While we have not audited the basis for management’s self-assessed ratings, given the issues experienced in finalising the current year audit, management might wish to reflect or re-evaluate self-assessed ratings and what might be needed to achieve the determined levels.

The graph below shows the range of responses for each component (arrows) and the average score (dots).



Areas for improvement of efficiency include:

- Good quality pro-forma financial statements with evidence of disclosures being tailored
- Well considered year end process to ensure timely engagement with key stakeholders and completion of year end processes
- Clearly defined roles and responsibilities within finance team
- Timely month-end financial reporting processes including preparation of reconciliations for most balance sheet areas
- Management and those charged with governance challenging assumptions with respect to the methodology adopted and underlying data for valuing property, plant and equipment
- Management accounts to include variance and root cause analysis to inform decision making
- Continued investment in training for financial services staff, including cross skilling within the team
- Investment in technology to increase the level of automation in the preparation of interim and statutory financial statements.

The cost versus benefits of moving up into higher categories should be carefully considered.

In future years, we will continue to revisit the self-assessment with management and consider the results of our audit work in comparison to this assessment. Where relevant, we will identify further strengths and areas for improvement within these dimensions in our reporting.



7. Other required information

We are required to report certain matters to those charged with governance. The table below provides a summary of the matters usually communicated at the end of our audit.

Matters for QAO to consider	How these were addressed
Disagreements with management	During our audit, we received full co-operation from management and had no unresolved disagreements over the application of accounting principles and the scope of our audit.
Significant difficulties	Refer to Appendix A1 to A3 and Appendix B for issues, audit adjustments and uncorrected misstatements identified during the course of the audit process. The information within these appendices highlights significant deficiencies with respect to the year-end process which has resulted in delays in finalising the audit.
Compliance with laws and regulations	We did not identify any instances of non-compliance with laws and regulations having a material effect on the financial report.
Matters significant to related parties	We did not identify any significant matters in relation to related parties during the audit.
Changes to accounting policies	We confirm there were no significant changes to accounting policies during the period.
Other matters significant to the oversight of the financial reporting process	Refer to Appendix A1 to A3 and Appendix B for issues, audit adjustments and uncorrected misstatements identified during the course of the audit process. The information within these appendices highlights significant deficiencies with respect to the year-end process which has resulted in delays in finalising the audit.
Fraud and illegal acts	We enquired of management regarding: <ul style="list-style-type: none"> • knowledge of any fraud or suspected or alleged fraud affecting the entity involving management, employees who have significant roles in internal control, or others where fraud could have a material effect on the financial report • knowledge of any allegations of fraud, or suspected fraud, affecting the financial information. We are not aware of any fraud or illegal acts during our audit.
Other information in the entity's annual report	We have not yet undertaken audit procedures to verify other information in the entity's annual report as required by Australian Auditing Standard ASA 720 <i>The Auditor's Responsibilities Relating to Other Information</i> . Our review will examine whether annual report financial information and non-financial information is consistent with the financial report.



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Appendix A1—Internal control deficiencies

The following table outlines control deficiencies and other matters identified since our last interim report dated 10 August 2021. It includes a response from management.

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

 Significant deficiency  Deficiency  Other matters

Significant deficiencies

21CR-1 Timeliness and Quality of Supporting Workpapers Information and Communication

In our External Audit Plan, we agreed a number of key milestone dates with management relating to the provision of audit critical information and dates for audit feedback. These milestones, particularly the milestone for provision of draft financial statements, includes providing the necessary supporting documentation and workpapers. It was noted that draft financial statements were received on 8 September 2021 (with the date per External Audit Plan of 30 August 2021). Another subsequent six versions of financial statements were received. Furthermore, delay in receiving the financial statements along with supporting workpapers resulted in our final attendance being rescheduled. The quality of the financial statements, audit file and the supporting workpapers did not enable us to conduct the audit in a timely or efficient manner.

The initial date outlined within the External Audit Plan for management to sign the financial statements was 8 October 2021, however, due to the delays noted above, an extension was sought until 31 December 2021.

During the course of our final audit procedures we made the following observations:

- First draft pro-forma financial statements provided on 23 June 2021 had not been fully tailored for Council or updated from the prior year disclosures. It was evident the pro-forma financial statements had not been subject to internal quality review.
- Workpapers to support the related party disclosure provided during the course of the final audit visit required subsequent revision for material omitted information. The calculations initially performed were also non-compliant with the requirements of AASB 124 Related Party Disclosures. At least five versions of this workpaper were provided to audit.
- Key Management Personnel workpapers omitted transactions that had occurred in the new payroll system that was changed to during the current financial year. A subsequent revision of this workpaper was provided, whereby it was identified that certain charge codes, within the new payroll software, were omitted (i.e. annual leave, allowances etc.) from calculations. A third revision of this workpaper was provided.
- Long service leave – incorrect classification between current and non-current liabilities was applied.
- The value of salaries and wages accruals had not been assessed prior to queries being raised by audit.
- An aged schedule for payables did not exist until requested by audit and required some manual reperformance prior to testing being able to commence.
- Landfill restoration provision – the useful life of the Normanton open site was incorrectly calculated due to the remediation term being incorrect. A subsequent revision of this workpaper was provided.
- Annual leave and long service leave – incorrect filtering was applied to reports extracted from the financial system which therefore resulted in the incorrect year end balances being calculated per employee. A subsequent revision of these workpapers was provided.
- Errors were identified in Council's reconciliation of asset additions and the breakdown of asset renewals versus other additions. A subsequent revision of this workpaper was provided.
- Errors were identified in Council's reconciliation of work in progress and the movements within. A subsequent revision of this workpaper was provided.
- June 2021 recoverable works claims, submitted in July 2021 were not considered as accrued revenue and therefore a material adjustment to trade receivables and sales revenue was required.



Appendix A1—Internal control deficiencies (cont.)



- AASB 15 & 1058 position papers were not supported by job cost codes. Underlying supporting documentation including grant agreements, bank statements, remittance advices or job cost extracts from the financial system were not saved in a centralised location. Consequently, a significant amount of time was required from the finance staff to locate support for the samples selected. A significant amount of audit time was required in order to collate all required documentation to gain comfort over the accuracy, existence and completeness of grant revenue.
- Formulas in workpapers completed by an external consultant were not made available to audit, even when specifically requested. The workpapers were unable to be easily followed with the omission of critical formulas. Consequently, additional audit time was required to ensure that calculations within were complete and accurate.
- Workpapers completed by an external consultant were not subject to an internal Council review prior to audit receiving the information. This resulted in a number of subsequent revisions.
- A number of disclosures were included in the proforma financial statements and then subsequently removed in the complete draft financial statements, not on QAO instruction. Therefore, it had to be advised that these were to be included in the final draft financial statements. Consequently, additional audit time was spent in rereviewing financial statements.
- Given the quantum of qualitative and quantitative adjustments made during the course of the audit process, it was evident the financial statements provided to audit on 8 September 2021 and drafts and working papers provided subsequent to this were not subject to a thorough internal quality review process.

Implication

We understand Council has faced some challenges over the financial year with the implementation of a new accounting system and shortage of resources. The above highlights significant deficiencies in Council year end close process with resulting significant adjustments to the financial statements. Significant delays were experienced in finalising the 2021 audit, including the required redirection of additional audit resources in order to work through these matters. Failure to make these adjustments within the financial reporting system increases the risk of anomalies between audited financial statements in future periods and compromises the integrity of the financial reporting system.

This exceeds the scope of our normal audit engagement and will incur additional fees.

There does not appear to have been an effective monitoring mechanism to support timely achievement of audit deliverables. The quantum of issues raised and adjustments to the financial statements also raises concerns regarding the accuracy and completeness of interim financial information provided to decision makers.

QAO recommendation

During the course of planning for the 2022 audit, management should consider the appropriateness of audit critical milestones and ensure the appropriate internal resources are deployed to ensure all tasks are completed and quality information is provided to audit in a timely manner. Council should ensure each financial statement balance is adequately supported (inclusive of information to support the origin of numbers used within the disclosure) and recognised in accordance with the underlying accounting standards. It is our expectation that a detailed audit file will be provided as part of the 2022 audit attendance. Furthermore, the above may suggest that monthly and quarterly reconciliations and reporting should be reviewed and refined to reduce the amount of work required at year end.

Management response

Council engaged external support early, to prepare position papers and workpapers, however in hindsight we acknowledge the consultant did not have considerable internal knowledge of the business operations to perform those tasks without a critical review.

Unfortunately, the lack of quality month end processes and internal resources at the time compounded the challenge of time to conduct a quality internal review.

To be fair, we did prepare position papers in time, but did not receive timely feedback allowing changes to final papers. In addition, many of the changes were relatively minor.

We now see greater value in performing the calculations and preparing the workpapers ourselves as we have the business knowledge and having a quality external review and support as required. For this to be effective Council has already agreed to recruit additional accounting resources to support the Manager of Finance and Administration to get the internal processes in place commencing January.

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Appendix A1—Internal control deficiencies (cont.)



Responsible officer:	Manager Finance and Administration
Status:	Work in progress
Action date:	30 June 2022

21CR-2 Management Scrutiny and Collaboration of Revaluation Results Control Activities

Council engaged AssetVal to conduct an independent comprehensive revaluation over Road and Drainage Infrastructure classes held at fair value for the 2021 financial year. The valuation resulted in a number of changes to the inputs and assumptions previously adopted by Council. The detailed valuation schedules, as provided by the external valuers were not formula checked prior to finalising the financial statements and the prior period error calculation. This was despite the valuation schedules going through external engineering consultants, the internal engineering department, external accountant consultants and the internal finance department. Council did not undertake a thorough review of the work of the valuer. As a result, a material error was identified that was required to be adjusted by Council.

Implication

The process undertaken by management was incomplete and inaccurate. Additional work was required to be performed by audit for comfort over fair value of Council's property, plant and equipment.

QAO recommendation

Council should dedicate appropriate resources to ensure the timely completion of the comprehensive revaluation process in the 2022 financial year. This includes the provision of detailed instructions to the valuers, thorough review of valuation results and documented management scrutiny of such and reconciliation and upload of the valuation results into the Synergy Soft fixed asset module.

Management response

Council involved its engineers, consultant engineers and accounting advisory services to conduct a thorough review of the revaluation. There was considerable back and forth communication during this process. The results were not loaded into the SynergySoft fixed asset module, as officers were waiting for confirmation of the position paper. The fact there was a significant error in the paper was extremely unfortunate and somehow missed. The final asset register will be loaded into SynergySoft fixed asset module prior to rolling the assets forward, after audit sign off

Responsible officer:	Manager Finance and Administration
Status:	Work in progress
Action date:	31 January 2022



Appendix A1—Internal control deficiencies (cont.)



21CR-3 General Journals Control Activities

Testing performed over manual general journals noted that review of underlying supporting documentation is not always required when posting general journals to the general ledger. Independent review is not always occurring, as often an employee is instructed to post the general journal on behalf of another employee or external consultant.

The employee is doing the posting on request and is not always provided the supporting documentation and therefore may not understand or check what is being posted. In other instances, an external consultant is instructing Council employees to post journal entries, however, again may not understand or check what they are posting.

Minimal to no evidence is able to be sighted by audit to confirm independent review over all manual journal entries.

Implication

General journals by nature involve an element of risk as the internal control environment can be bypassed, resulting in undetected errors when an adequate review process is not in place. A sound control environment is necessary to ensure the risk of management override of controls is mitigated. The authorisation function is critical to ensure any unauthorised or incorrect entries are not processed in the accounting system.

QAO recommendation

We recommend all general journals are printed and supporting documentation attached. Furthermore, we recommend a second staff member reviews and approves to ensure reasonableness and accuracy.

Management response

We appreciate the need for supporting documentation and shall ensure this occurs in future. We would also seek separate request to transfer from the relevant officer, and have the journal reviewed by a secondary officer

Responsible officer:	Manager of Finance and Administration
Status:	Work in progress
Action date:	31 January 2022



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Appendix A1—Internal control deficiencies (cont.)



Deficiencies

21CR-4 Rate Debtors

Control Activities

A review of rate debtors identified that during the 2021 financial year Council has not actively pursued collection of rate debtors. In relation to rates debtors which have been overdue for more than three years, Council should have commenced legal and/or intention to sell actions in order to recover outstanding rates.

Implication

Council is not complying with its own Rates and Charges internal policies and Chapter 4 of the *Local Government Regulation 2012* regarding the collection of rate debtors.

QAO recommendation

Management should ensure appropriate resources are dedicated to undertaking a thorough review of outstanding rates debtors and commence prescribed collection activities as soon as possible.

Management response

Council was in the process of pursuing outstanding rates when Covid commenced, then Council introduced various policies in response. It is my understanding most Council's and recovery agents ceased debt recovery during these times, excepting larger Councils that were pursuing for Sale of Land.

In June, Council significantly revised its Debt Recovery Policy and introduced a Hardship Policy to prepare for the collection of outstanding rates. As the first-rate levy has been issued for 2021 and the due date has passed, we expect to be issuing reminder letters in January 2022, and subsequently following the timeline within the Debt Recovery Policy. The debt recovery agent has been engaged, and ratepayers will be referred to the recovery agent, in accordance with the Debt Recovery Policy should they not meet the timelines.

Responsible officer:	Revenue Officer
Status:	Not started
Action date:	31 March 2022



Appendix A1—Internal control deficiencies (cont.)



21CR-5 Property, Plant and Equipment Accounting Information and Communication

Observation

Testing performed over property, plant and equipment noted the following weaknesses in Council's asset accounting practices:

- Council do not routinely capitalise assets throughout the financial year, and therefore it was identified that several assets were capitalised as at 30 June 2021 instead of when acquired or completed. Consequently, depreciation expense is understated. A calculation was provided by Council and reviewed by audit to determine that depreciation was not materially misstated.
- Nil evidence is able to be provided to support job costing of managers time to capital projects.
- No impairment reviews have been undertaken over capital projects that have been ongoing for multiple years.
- Council internal process of Asset Purchase Authorisation Form, containing important information about each separately identifiable asset, is not always filled out or authorised by the responsible employee (Director of Engineering).

Implication

Property plant and equipment is the most material balance in the financial statements at \$271M. In the absence of quality underlying records and appropriate internal processes Council's financial statements are at increased risk of misstatement.

QAO recommendation

Management should ensure appropriate resources are dedicated to undertaking a thorough review of asset accounting processes with changes made as necessary to ensure the complete, accurate and timely recording of information.

Management response

We acknowledge additional resources are required to support this function. Council has agreed to provide additional resources to conduct quality month end processes.

Responsible officer:	Manager Finance and Administration
Status:	Work in progress
Action date:	30 June 2022



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Appendix A2—Financial reporting issues



The following table outlines financial reporting issues identified through our audit since our last interim report dated 10 August 2021. It includes a response from management.

Our risk ratings are as follows—refer to Financial reporting issues rating definitions for more detail.



High



Medium



Low



Medium risk issues

21CR-6 Standard Trial Balance

Observation

The Synergy system has a number of options for printing a trial balance as a standard system report. Unfortunately, none of these options produce a trial balance with the level of account detail that is required for the preparation of financial statements. This also impacts external audit as the trial balance is the starting point for lead schedules for income, expenditure and the balance sheet.

Implication

A trial balance with the appropriate level of detail is a fundamental report for financial reporting for any entity. The lack of a standardised trial balance with the required detail is creating significant inefficiencies for the preparation of financial statements and for QAO. At this point in time, data extraction from the system, followed by the creation of pivot tables is required in order to obtain a trial balance with the necessary detail to prepare financial statements.

QAO recommendation

QAO recommend that Council work with Synergy to develop a standardised trial balance with the relevant account level required for Council to prepare financial statements. This would also enable QAO to readily load the trial balance into Caseware and significantly improve efficiency.

QAO are aware that this is an issue at other Councils in Queensland. It may be possible to work in co-ordination with other Councils to resolve this matter.

Management response

This is challenging, as we are limited by the system that we use. The Directors from a number of Council's using Synergy Soft are considering forming a user group that might have more impact in working with IT Vision on system improvements. We will certainly try to progress this matter.

Responsible officer: Director of Corporate Services

Status: Work in progress

Action date: 30 June 2022



Appendix A3—Matters previously reported

The following table summarises previously reported control deficiencies, financial reporting issues and other matters that we reported this year in our interim management letter(s) and unresolved issues raised in in prior years.

Reference	Issue	Status/Comment action date
Internal control issues		
 Significant deficiencies		
21IR-1	Rates Levied in Accordance with the Revenue Statement & Rating Practices <i>Control Activities</i>	Work in progress On track for resolution by agreed date Action date: 31 March 2022
21IR-2	Procurement Cycle Deficiencies <i>Control Activities</i>	Work in progress An additional 10 samples were selected at final, based on revised materiality and final expenditure population. Testing performed over these samples identified: <ul style="list-style-type: none"> • 2 instances where the invoice amount was greater than the purchase order • 1 instance where the invoice amount does not agree with the prequalified agreements • 2 instances where the supplier was procured under Local Buy, however, this contract number was not listed on the purchase order On track for resolution by agreed date Action date: 30 June 2022
20IR-3	Masterfile change reports <i>Control Activities</i>	Work in progress Original action date: 1 July 2020 Revised action date: 31 December 2021
20CR-1	Asset management plans <i>Control environment</i>	Work in progress Original action date: 30 June 2022 Revised action date: 30 June 2023
20CR-2	Fraud risk frameworks and assessments <i>Risk assessment</i>	Work in progress Original action date: 31 December 2021 Revised action date: 30 June 2022
20CR-3	ICT Governance <i>Information and Communication</i>	Work in progress Original action date: 30 June 2021 Revised action date: 31 March 2022
 Deficiencies		
21IR-3	Register of Interests <i>Monitoring Activities</i>	Resolved pending audit clearance



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Appendix A3—Matters previously reported (cont.)

20CR-4	Risk management <i>Risk assessment</i>	Work in progress Original action date: 31 December 2021 Revised action date: 30 June 2022
20CR-5	Policies and processes out of date or not adopted <i>Control environment</i>	Resolved pending audit clearance
20CR-6 	Review of trust account balances <i>Monitoring Activities</i>	Work in progress A significant number of old balances still remain within the trust account. Original action date: 30 June 2021 Revised action date: 30 June 2022
Financial reporting issues		
 High risk		
20FR-1	Application of new accounting standards	Resolved
 Medium risk		
20FR-2	Provision for landfill restoration	Work in progress The original calculation provided to audit in the current year was incorrectly calculated until 2096, however it should have been until 2066. This resulted in additional audit testing to ensure the provision was materially correct and consistent with the anticipated costs to rehabilitate. Multiple versions of the calculation were required from Council. Original action date: 30 June 2021 Revised action date: 30 June 2022
20FR-3	Related party disclosures	Work in progress Multiple versions of the related party workbook were provided to audit due to numerous material omissions from the original calculation. This resulted in additional audit testing to ensure the disclosure in the financial statements was materially correct. Original action date: 30 June 2021 Revised action date: 30 June 2022
20FR-4	End of year cut-off procedures	Work in progress Testing performed over the payables cycle identified multiple invoices relating to the 2021 financial year had not been recorded within the correct period. An uncorrected misstatement has been raised accordingly. Original action date: 30 August 2021 Revised action date: 30 June 2022

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Appendix A3—Matters previously reported (cont.)



 Low risk		
20FR-5	Provision for employee entitlements	Work in progress Incorrect distinction between the current and non-current classifications of long service leave. Council assessed 0-9 years of service as non-current, however, employees, with more than 7 years of service should be classified as current. Two employees remain accruing long service leave, however, they have not worked in three continuous months and therefore continuous service has been broken and the employee is no longer entitled to long service leave. Original action date: 30 August 2021 Revised action date: 30 June 2022
 Other matters		
21FR-1	Local Government Website Publications <i>Control Environment</i>	Work in progress On track for resolution by agreed date Action date: 31 December 2021
21FR-2	Annual Operational Plan Not Reviewed <i>Monitoring Activities</i>	Resolved pending audit clearance
19OM-2	Excessive employee leave entitlement balance <i>Monitoring Activities</i>	Work in progress Annual leave: 2 employees with more than 10 weeks entitlement Long service leave: 3 employees with more than 13 weeks entitlement Original action date: 30 June 2021 Revised action date: 30 June 2023



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Appendix A4—Our rating definitions



Internal controls rating definitions

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

Financial reporting issues rating definitions

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

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Appendix A5—Information on internal controls



What is internal control?

'Internal control' is the processes, systems, records and activities that your entity designs, implements and maintains to provide you with reasonable assurance about the achievement of organisational objectives regarding:

- reliability of financial reporting
- effectiveness and efficiency of operations
- compliance with applicable laws and regulations.

Your governing body and executive management collectively are responsible for preparing reliable financial statements in accordance with generally accepted accounting principles. They are similarly responsible for maintaining effective internal control over financial reporting.

Our assessments of your internal control framework

The auditing standards that we must comply with require us to understand and assess those aspects of your internal control that relate to our financial statement audit objectives. In the planning phase of our audit, we sought to understand and evaluate how controls are designed and implemented. We communicated to you the results of our analysis in our external audit plan.

If we decide that we can rely on your controls, we must then test them to confirm they operated effectively. The results of our testing may highlight deficiencies in your internal controls. We assess whether any identified deficiencies in internal control constitute, individually or in combination, a significant deficiency in internal control.

Limitations of our reporting on internal control deficiencies

No system of internal control can provide absolute assurance about the absence of error or compliance. Even in the absence of identified control weaknesses, inherent limitations in your internal controls over financial reporting may not prevent or detect material misstatements.



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Appendix B—Misstatements

In total, corrected misstatements increased net profit by \$2,033,843 and decreased net assets by \$33,675,684 in the financial statements.

Summary of corrected misstatements

We identified the following misstatements during the audit. They were subsequently corrected by management in the financial statements.

#	Details	Profit or loss	Asset	Liabilities	Equity
		Dr/(Cr)	Dr/(Cr)	Dr/(Cr)	Dr/(Cr)
		\$m/\$'000	\$m/\$'000	\$m/\$'000	\$m/\$'000
Current Year Misstatements					
1	Private Works – DTMR	(1,228)	-	-	-
	Trade Debtors	-	1,228	-	-
	<i>To correctly recognise DTMR June 2021 claims posted in July 2021</i>				
2	Depreciation	(807)	-	-	-
	Roads, Drainage and Bridge Network	-	(48,144)	-	-
	Roads, Drainage and Bridge Network – Accumulated Depreciation	-	13,241	-	-
	Retained Earnings	-	-	-	(1,587)
	Asset Revaluation Reserve Roads, Drainage & Bridge Network	-	-	-	37,297
	<i>To correct property, plant and equipment post valuation error identification</i>				
	Total	(2,035)	(33,675)	-	35,710



Appendix B—Misstatements (cont.)



Prior Year Misstatements

1	Depreciation	(805)	-	-	-
	Roads, Drainage and Bridge Network	-	(47,667)	-	-
	Roads, Drainage and Bridge Network – Accumulated Depreciation	-	12,303	-	-
	Retained Earnings	-	-	-	(782)
	Asset Revaluation Reserve Roads, Drainage & Bridge Network	-	-	-	36,951
<i>To correct property, plant and equipment post valuation error identification</i>					
	Total	(805)	(35,364)	-	36,169

Summary of uncorrected misstatements

Our audit identified the following misstatements which we reported to management. These misstatements have been assessed by management as no material (either to the financial statements as a whole or to individual line item presentations). We concur with management's assessment.

#	Details	Profit or loss	Asset	Liabilities	Equity
		Dr/(Cr)	Dr/(Cr)	Dr/(Cr)	Dr/(Cr)
		\$m/\$'000	\$m/\$'000	\$m/\$'000	\$m/\$'000
1	Trade Payables	-	-	100	-
	Other Liabilities – Non-Current	-	-	(100)	-
<i>To reclassify current portion of other liabilities to non-current based on payment due dates</i>					
2	Trade Debtors	-	123	-	-
	GST on Income	-	(123)	-	-
<i>To correctly recognise DTMR June 2021 claims - GST portion</i>					
3	Long Service Leave – Current	-	-	(308)	-
	Long Service Leave – Non-current	-	-	308	-
<i>To correctly portion the LSL balance between current and non current</i>					
4	Trade Payables	-	-	(378)	-
	Materials and services	378	-	-	-
<i>To recognise omitted liabilities</i>					
	Total	378	-	(378)	-

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Appendix B—Misstatements (cont.)



Summary of corrected / uncorrected disclosure misstatements

Nil.



Appendix C—Assessment of financial sustainability



Assessment of financial sustainability

Section 169(5) of the *Local Government Regulation 2012* outlines the following relevant measures of financial sustainability for all Queensland local governments must report on:

Sustainability measure	Purpose	How is it measured?	Target
Operating surplus ratio	The Operating Surplus Ratio indicates the extent to which operating revenues raised cover operating expenses.	<i>Net operating result/Total operating revenue (excluding capital items)</i>	Between 0% and 10% per annum
Net financial liabilities ratio	The Net Financial Liabilities Ratio indicates the extent to which operating revenues (including grants and subsidies) can cover net financial liabilities (usually loans and leases).	<i>(Total Liabilities—current assets)/Total operating revenue</i>	< 60% per annum
Asset sustainability ratio	The Asset Sustainability Ratio indicates the extent to which assets are being replaced as they reach the end of their useful lives.	<i>Capital Expenditure on replacement of assets (renewals)/Depreciation</i>	> 90% per annum

We assigned a risk rating to each measure using the below criteria.

Risk rating measure for Individual Ratios	Operating surplus ratio	Net financial liabilities ratio	Asset sustainability ratio
Higher	Less than negative 10% (i.e. losses) Insufficient revenue is being generated to fund operations and asset renewal	More than 80% Potential long term concern over ability to repay debt levels from operating revenue	Less than 50% Insufficient spending on asset replacement or renewal resulting in reduced service levels and increased burden on future ratepayers
Moderate	Negative 10% to zero A risk of long term reduction in cash reserves and inability to fund asset renewals	60% to 80% Some concerns over the ability to repay debt from operating revenue	50% to 90% Irregular spending or insufficient asset management practices creating a backlog of maintenance/renewal work
Lower	More than zero (i.e. surpluses) Well positioned to fund operations and asset renewals	Less than 60% No concern over the ability to repay debt from operating revenue	More than 90% Likely to be sufficiently replacing or renewing assets as they reach the end of their useful lives



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Appendix D—Assessment of financial sustainability (cont.)



Our assessment of financial sustainability risk factors does not take into account council's long-term forecasts or credit assessments undertaken by Queensland Treasury Corporation. We calculate the overall financial sustainability risk assessment using the ratings determined for each measure using the criteria in the table below.

Risk level	Detail of risk
Higher risk 	Higher risk of sustainability issues arising in the short to medium term if current operating income and expenditure policies continue, as indicated by average operating deficits (losses) of more than 10 per cent of operating revenue.
Moderate risk 	Moderate risk of sustainability issues over the longer term if current debt financing and capital investment policies continue, as indicated by: <ul style="list-style-type: none"> • current net financial liabilities more than 80 per cent of operating revenue or • average asset sustainability ratio over the last 5 years is less than 50 per cent or • average operating deficits (losses) over the last five years of between two and 10 per cent of operating revenue or • realising two or more of the individual ratios for moderate risk assessments (per the table opposite).
Lower risk 	Lower risk of financial sustainability concerns based on current income, expenditure, asset investment and debt financing policies.



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9.4 2020/2021 ANNUAL REPORT

Attachments:	NIL
Author:	Julianne Meier - Director Corporate Services
Date:	13 January 2022

Key Outcome:	7.3 - Strategic management of Council
Key Strategy:	7.3.3 Implement sustainable financial management and effective procurement practices.

Executive Summary:

Pursuant to Section 181 of the *Local Government Regulation 2012*, a local government must prepare an annual report and it must be presented to Council for adoption. The Annual Report must provide information about how Council progressed the implementation of the five year corporate plan during the period, its financial performance and other specific information required by legislation is presented for adoption.

RECOMMENDATION:

That Council adopt the Carpentaria Shire Council Annual Report for 2020/2021.

Background:

The *Local Government Act 2009* and *Local Government Regulation 2012* details the required information that must be included in Council's Annual Report. Section 182 Preparation of Annual Report states:

1. *A local government must prepare an annual report for each financial year.*
2. *The local government must adopt its annual report within 1 month after the day the auditor-general gives the auditor-general's audit report about the local government's financial statements for the financial year to the local government.*
3. *However, the Minister may, by notice to the local government, extend the time by which the annual report must be adopted.*
4. *The local government must publish its annual report on its website within 2 weeks of adopting the annual report.*

The Annual Report is an essential source of information to the community, and includes:

- Council's progress toward achieving its goals and objectives as detailed in the five year Corporate Plan;
- Council's Audited Financial Statements;
- A Community Financial Report that assists community members to obtain a greater understanding of Council's audited financial statements;
- Other information about Council's operations.

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An extension was provided to complete the Financial Statements to 31st December 2021. Queensland Audit Office (QAO) have issued Council with an unmodified audit opinion confirming that Council's financial statements meet all necessary legislative requirements and compliance. The Annual Report is being finalised and shall be presented at the meeting.

Consultation (Internal/External):

- Mark Crawley - Chief Executive Officer
- Julianne Meier - Director of Corporate Services
- Michael Wanrooy - Director of Engineering
- Managers and Staff
- External – Crowe Horwath (QAO appointed auditors)

Legal Implications:

- In compiling the Annual Report, staff have utilised the checklist provided by the Department of Local Government, Racing and Multicultural Affairs to ensure compliance with the *Local Government Act 2009* and *Local Government Regulation 2012*.

Financial and Resource Implications:

- Within budget.

Risk Management Implications:

- Risk is considered low and Council will work through identified matters outlined in the audit report.

BUSINESS PAPERS

9.5 COMMUNITY DEVELOPMENT REPORT

Attachments:	NIL
Author:	Cherie Schafer - Manager Economic & Community Development
Date:	13 January 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 and Karumba Library Statistics

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

- Council has advertised the weekly activities run from the Normanton library to increase attendance. During the month of December, the below items were delivered:

First 5 – We had a steady attendance of six (6) regulars which dropped off by the end of the month.

School Holidays – There was a steady number of kids coming in to enjoy the cool quiet spaces to read and connect to the free Wi-Fi. There are always children's movies available for them to watch.

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Statistics	Normanton			Karumba		
	Dec-19	Dec-20	Dec-21	Dec-19	Dec-20	Dec-21
Monthly Walk-Ins	55	76	49	161	93	37
Number of library loans	93	110	76	145	62	180
Number of people utilising the internet	12	32	13	17	10	32
Number of new members	4	2	3	5	2	0
Total Hours Public Internet Usage	8.5	12	9	2	1	11
Total hours open to the public	45	42	39	92	84	52

1.2 Normanton and Karumba Pool Statistics

Statistics and general information for the Normanton and Karumba Pools for the month of December 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. The opening hours were reduced from 1pm to 6pm (5hrs per day), to 3pm to 6pm (3hrs per day), after monthly stats showed that patrons were using the pools regularly between 3pm to 6pm and the earlier times frames were underutilised.

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Monthly Statical report	Karumba		Normanton	
	3pm-6pm 7 days a week		3pm – 6pm 5 Days a week	
	November	December	November	December
Adults	142	78	69	48
Youth	95	149	275	366
Total	237	227	312	414

1.3 Normanton Childcare

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

- The start of the year has seen the numbers low with several parents still away on holidays.
- The centre has been fully cleaned over the Christmas break and has been set up with a slightly different layout to excite the returning children.
- Council has received one staff resignation in the month of December due to the staff members husband being transferred to another town for work. The position has been advertised on seek and interviews will take place in January.

1.4 General updates

Events organised by Council in December:

- Youth Christmas Party – this event was supported on the day by the Normanton Sports Centre and funding was also provided by Sisters of the North, New Century Mines, Save the Children. The youth Christmas party has always proven to be a very popular event for families. This year seen approximately 130 youth, 50 adults and 10 volunteers.
- Light up our Community Christmas Lights.

John Henry Oval upgrades:

The Carpentaria Shire Council was awarded funding to build a new amenities block/change rooms, three-bay storage shed for not-for-profit sporting groups to use and build an undercover area on the railway side of the football field for players to sit during games days.

The works started in October and are due to be completed in February 2022. The amenities block is almost completed with painting to be done internally and a roller door to be fixed to the canteen area.

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Works have started on the three-bay shed and the seated area is due to start in the coming week.

Please see pictures below of the three-bay shed progress as at the time of writing the report.



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Carpentaria Shire Boundary sign replacement:

Council placed an order to update the signage as you enter the Carpentaria Shire during the month of November, which now arrived. A work order has been placed to have the existing signs replaced with the new signs. Below contains pictures of the new signs. There was a slight alteration to the wording before printing to say, "The significant traditional land of the Gkuthaarn, Kukatj and Kurtijar people.



Normanton Rodeo Grounds Jockey shed:

The Normanton Rodeo grounds Jockey shed was identified as a Hazard some years ago. The Director of Engineering previously submitted a report to Council containing a quote to bring the shed up to high level of standards however the budget was not approved.

Barricading off the shed is not a long-term solution and can only be put in place for a short term while an arrangement is put in place.

The external walls of the jockey shed is in good order and would not require a lot of work. The main area of concern is the internal wooded framed walls as they have been eaten by white ants. The broken toilet/shower area is another area that has been identified in the WH&S audit.

Council needs to provide direction on a longer-term solution. Items are listed below for consideration:

1. Provide a budget to fix the jockey shed and bring to a safe level.
2. Remove the shed (knock down)
3. Provide an alternative solution that meets bringing the Jockey shed to a safe state for members of the public.

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The below pictures shows the wood rot that is occurring internally.



The overall flooring and main structure looks in good order, it is only the timber framework that needs replacing.

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The toilet and shower area has been identified as a risk area that would need to be addressed.



Consultation (Internal/External):

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

Legal Implications:

- Nil

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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.

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9.6 COMMUNITY DONATIONS AND SUPPORT

Attachments:	NIL
Author:	Cherie Schafer - Manager Economic & Community Development
Date:	13 January 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 January.

RECOMMENDATION:

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

1. A fee waiver of \$1,950 be provided to Normanton State School for their annual FETE for the hire of the Normanton Shire Hall 5 days from 15/08 to 19/08/2022.
2. A fee waiver be provided of \$1,890 to Normanton State School for the annual Athletics Carnival for:
 - a. John Henry Oval - \$290
 - b. Line marking and prep long jump pits - \$1,500
 - c. Turn off sprinklers - \$100
3. A waiver be provided to Normanton Hope Sister for recoverable works completed late December 2021 to the estimated value of \$3,980.

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 \$53,541.30 against the budget of \$96,000 related to local non-profit groups for the financial year.

Acct Code	Account	Current Budget	Actual
IK1000	In Kind - Bynoe	0.00	9541.56
IK1020	In Kind - Country Woman's 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

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Acct Code	Account	Current Budget	Actual
IK1120	In Kind - Normanton Rodeo	0.00	2289.44
IK1130	In Kind - Normanton State School	0.00	6809.44
IK1131	In Kind - P & C Normanton State School	0.00	0.00
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
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 - Mounqibi 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	881.82
IK1662	In Kind - Gulf Savanna NRM	0.00	709.10
	* Total *	96000.00	53541.03

Donations and Fee Waivers for Council consideration.

1. Normanton State School FETE is a great event for the school to raise money for the students attending the school while providing an opportunity for community members to come together and get involved. Normanton State School requests the fee waiver of the following fees and charges for their annual FETE:
 - a. Normanton Shire Hall 5 days from 15/08 to 19/08/2022 - \$1,950

Recommendation: A fee waiver of \$1,950 be provided to Normanton State School for the hire of Normanton Shire Hall 5 days from 15/08 to 19/08/2022.
2. Normanton State School requests the fee waiver of the following fees and charges for the State School Athletics Carnival 15/07/2022:
 - a. John Henry Oval - \$290
 - b. Line marking and prep long jump pits - \$1500
 - c. Toilets to be cleaned – no costing as this gets completed daily
 - d. Mow the oval – no charge as this gets completed regularly
 - e. Turn off sprinklers - \$100

Recommendation: A fee waiver be provided of \$1,890 to Normanton State School for the annual Athletics Carnival.

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3. Normanton Hope Sister is a safe place for Domestic Violence victims. The Sister House has been working on improving the facility and have completed several upgrades over the past 18 months. The below items will also enhance the facility and add value.
 - a. Truck and operator to transport crusher dust from concrete plant to the Sister House - \$550
 - b. Bobcat, mini roller, and operators to spread and compact the crusher dust in the driveway and parking area \$3,430

Recommendation: A waiver be provided to Normanton Hope Sister for recoverable works completed late December 2021 to the estimated value of \$3,980.

Donations and Fee Waivers approved under the CEO delegation.

1. Normanton State School Swim Carnival provides the student an opportunity to participate and show off the skills and developments they have learned in swimming during the year. Normanton State School requests the fee waiver of the following fees and charges for the State School Swim Carnival 23/11/2022:
 - a. Use of the Normanton pool and waiver of fees - \$100
 - b. Use of the lane ropes and placing them in the pool
 - c. Use of the Normanton Sports Centre kitchen
 - d. Cleaning of the toilets – no cost as this is completed daily

A fee waiver of \$100 has been approved under the delegation of the CEO as requested.

The lane ropes are owned by Normanton Swimming Club, so Normanton State School need to approach the Swimming Club to discuss options. The Normanton Sports Centre is under the management of a third party so the Normanton State School need to approach them directly for the use of the kitchen.

2. Normanton State School Athletics Carnival is a yearly event delivered by the school to develop the student's skills and love for sports and physical activities. This event has been broken down into two separate events due to COVID.
 - a. Line marking refresh - \$150
 - b. Use of the John Henry Oval - \$290
 - c. Toilets to be cleaned – no costing as this gets completed daily
 - d. Mow the oval – no charge as this gets completed regularly
 - e. Turn off sprinklers - \$100

A fee waiver of \$540 has been approved under the delegation of the CEO as requested.

3. Normanton State School requests the fee waiver of the following fees and charges for The State School Cross Country 22/04/2022:

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- a. Golf Course - \$290
- b. Cleaning of the Golf Course toilets
- c. Use of 4 bins - \$260

A fee waiver of \$550 has been approved under the delegation of the CEO for items a and c as requested. The Normanton State School is to clean the toilets before the event as per last year.

4. Normanton State School Awards is a celebration for students, families, and the teachers for the year. It's also an opportunity to thank those that are leaving for boarding school and those teachers that may be moving on to a new adventure.
 - a. Use of the Normanton Shire Hall - \$390

A fee waiver of \$390 has been approved under the delegation of the CEO as requested.

5. Normanton State School swim lessons provides the opportunity for the students to learn how to swim and enhance their current level of swimming throughout term 4.
 - a. Use of the Normanton pool and reducing fees from \$2 to \$1 per child - \$1,000

A fee waiver of to reduce fees from \$2 to \$1 totalling \$1,000 has been approved under the Delegation of the CEO 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)

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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10 REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES

10.1 DOE REPORT

Attachments: NIL

Author: Michael Wanrooy - Director of Engineering

Date: 14 January 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 to install	In Progress
17/03/21	Install bin at Corduroy ➤ Terry's crew to install	In Progress
18/08/21	Mr Gurney informed of erosion along the fence line at the Airport and that CASA will be in Normanton next month. ➤ Works Completed	Completed
October Meeting	Undertake a sign audit on Carpentaria LRRS network and present at December Meeting ➤ Audit is completed for Burketown Road. Audits are being arranged for the Iffley Road, Kowanyama Road and the Dunbar to Koolatah to Oriners Road.	In Progress
December	Add Premix to grooves at the Scrutton River Floodway.	Not

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Reference	Action	Status
Meeting		Started
December Meeting	Design for Armstrong Creek to include straightening ➤ Will present design to Council	In Progress
December Meeting	Tuff Karumba Civic Centre ➤ Works Completed	Completed

2. Miscellaneous Projects

- 2.1. CN-17218 - Pave and Seal AG Stimulus Package 3 on 89B (Last remaining 4.8km section between the Karumba turnoff and Glencoe) – The stabiliser crew under supervisor Shaun Henry have completed this project with sealing undertaken just prior to the Christmas break. Line marking is the only remaining works to be done.
- 2.2. Lillyvale subdivision intersection works – This works was completed by the Council's stabilising crew. Sealing works was completed on the last day before the Christmas break. Line marking is the only remaining works to be done.
- 2.3. 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.
- 2.4. Terry's crew have undertaken road runs, weed spraying, tidying up rest areas and installing signs and guideposts on the State Controlled Roads.
- 2.5. ATSI-TIDS Magnificent Creek Overflow (Topsy Creek) Crossing upgrade on the Dunbar Kowanyama Road. The causeway works are complete and flood gauges installed. More work needs to be done on the road signage.

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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
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	\$1,292,888.00	63% Completed
2020 - 2021 TIDS (TMR Contribution) - Burketown Road Sealing	\$910,000.00	\$823,061.08	100% Completed Claims being Prepared
ATSI-TIDS Magnificent Creek	\$989,212.00	\$974,596.09	99% Works completed.

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TIDS - 2/1200x450 new culverts at gully 1 to 2km past the Gilbert River	\$67,000.00		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 Glenco)	\$2,458,065.00	\$2,288,830.80	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 Glenco turnoff	\$2,924,640.60		Not Started
Total	\$17,925,890.01	\$11,143,176.88	62%

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Photo: Turf laid at the Civic Centre Karumba

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Photo: Construction works at the Lillyvale Intersection



Photo: Sealing works at the Lillyvale Intersection

3. Update on Shire Flood Damage Works

3.1. DRFA construction season

- All Camps brought in and shut down over the Christmas break. All Fleet Crew vehicles have been returned.

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4. Trades Report

4.1. Plumbing

- Shifted Council Camps to Normanton
- General plumbing maintenance in Normanton and Karumba

4.2. Carpentry

- General housing and property maintenance in Normanton and Karumba
- Camp Shifts – Moved camps to Town.

4.3. Electrical

- Shifting Council Camps to Town
- General housing and property maintenance in Normanton and Karumba

5. New Projects/Grant Applications

- 5.1. Council is working with TMR for a Contract in March for a 6km section on 89B approximately 70km North of Normanton which will become package 5 of the Australian Government Stimulus package.

6. Reports

- 6.1. Nil

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10.2 NDRRA/QDRF REPORT

Attachments:	10.2.1. Appendix A - 2019 Expenditure Summary ↓
	10.2.2. Appendix B - QRA19 Completion Sketch ↓
	10.2.3. Appendix C - 2020 Expenditure Summary ↓
	10.2.4. Appendix D - QRA20 Completion Sketch ↓
	10.2.5. Appendix E - Betterment Projects ↓
	10.2.6. Appendix F - EOT Approvals ↓

Author: John Martin - Consultant Engineering

Date: 13 January 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. Construction on Dunbar - Kowanyama Road is now complete and expenditure is projected to align closely to the forecast budget. Deadlines for the QRA19 works are between 30 September 2021 and 30 June 2022.

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

QRA21: All assessments have been completed within the Shire. QRA have now approved Submission 4 (Far Northern Roads) and Council has received the prepayment. Submission 3 (Northern Roads) and Submission 5 (Koolatah – Dixie Road) have been lodged and an infield assessment for Submission 5 is currently in progress. The remaining submissions will be progressively submitted to QRA. CDO and Emergency Works claims have been submitted to QRA for acquittal and Council has received payment for Emergency Works.

OTHER: The Desilting of the Normanton Sewerage Lagoons and Normanton to Burketown Road betterment projects (pavement and sealing) are now complete and undergoing the acquittal process. The Burke and Wills Monument Road and Glenore Weir Scouring projects have been acquitted and Council has received the final payments. The Monsoon Trough Flood Impact Study project has been submitted to QRA for acquittal.

2022 PLANT HIRE TENDERS: The Request for Tender for Pre-qualified Suppliers of Wet Hire Plant is due to close in early February 2022.

RECOMMENDATION:

That Council:

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

Background:

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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 are now complete ahead of the 31 December 2021 EOT deadline. Dunbar - Kowanyama Road has a current expenditure ratio of 0.86 and is projected to align closely to the forecast budget once lagging invoices are processed.
4. Extensions of time have been approved for six (6) QRA19 REPA submissions. The full list of projects is detailed in Appendix F.
5. A full audit of booking errors has been completed and transfers have been processed within Synergy to correctly reallocate expenditure. Submission 3 has been resubmitted to QRA for acquittal. Documentation for the remaining submissions within the QRA19 project are currently being prepared to be submitted for acquittal.

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 0.88. Refer Appendix C and D for construction progress.
3. QRA20 construction work has ceased for the wet season. A total construction RV of approximately \$18million is remaining to be constructed. Construction will recommence on the remaining roads once accessible during the 2022 construction season.
4. The QRA20 program of work has a deadline of 30 June 2022.
5. QRA has approved a total of twelve (12) betterment projects for construction. The full list of projects is provided in Appendix E.

2021 QRA Event

1. Carpentaria Shire Council has been activated for REPA and CDO relief measures in response to Tropical Cyclone Imogen and the Associated Low-Pressure System.
2. An Emergency Works claim for urgent activities performed in response to the impact of Tropical Cyclone Imogen has acquitted with approximately \$1.3million expended and Council has received the final payment from QRA.

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3. A CDO claim for operational activities performed during Tropical Cyclone Imogen in response to the loss of power has been submitted to QRA for acquittal with approximately \$2,103 expended. A final outcome report has been received from QRA and payment is expected shortly.
4. All submissions have been uploaded within the QRA MARS system. Submission 4 (Far Northern Roads) has now been approved by QRA and Council has received the prepayment for the submission. Submission 3 (Northern Roads) and Submission 5 (Koolatah – Dixie Road) have now been lodged and an infield assessment for Submission 5 is currently in progress.

Other

1. The desilting of the Normanton Sewerage Lagoons reached completion on 3 September 2021. Approximately 2588t of material has been removed from the lagoons and transported to the Normanton landfill. Testing and classification results have been received from the Cairns Water Lab. The material is now dry and ready for reuse where suitable. The project is currently in the process of being acquitted.
2. Work on the Normanton to Burketown betterment projects is now complete. An additional 4km of seal has been delivered (CH70.54 to CH74.54). Both projects are currently in the process of being acquitted.
3. The Glenore Weir Scouring Project (RV \$66,487) has been acquitted and Council has received the final payment from QRA.
4. The Burke and Wills Monument Road (RV \$137,692) has been acquitted and Council has received the final payment from QRA.
5. The Monsoon Trough Flood Impact Study (RV \$60,000) has been submitted to QRA for acquittal with \$60,443 expended.

2022 Plant Hire Tenders

1. The Request for Tender for Pre-qualified Suppliers of Wet Hire Plant is proposed to be released on 14 January 2022 and close on 4 February 2022 allowing presentation to the February Council Meeting.

Consultation (Internal/External):

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

Legal Implications:

- Nil.

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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 commenced with a deadline of 30 June 2022.

CARPENTARIA SHIRE COUNCIL
 SUMMARY OF QRA19 EXPENDITURE

CURRENT
Project Completed
Forecast Project Expenditure to RV Ratio

31/12/2021
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	\$ 1,536,201.94	100%	1.06	
Iffley Road	\$ 7,360,093.97	\$ 6,210,253.08	100%	0.84	Overlapping camp and establishment costs with QRA20 Iffley Road. When assessing roads together, expenditure expected to align closer to combined RV.
Normanton to Burketown Road	\$ 7,225,068.50	\$ 6,175,279.30	100%	0.85	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	\$ 13,937,190.32			

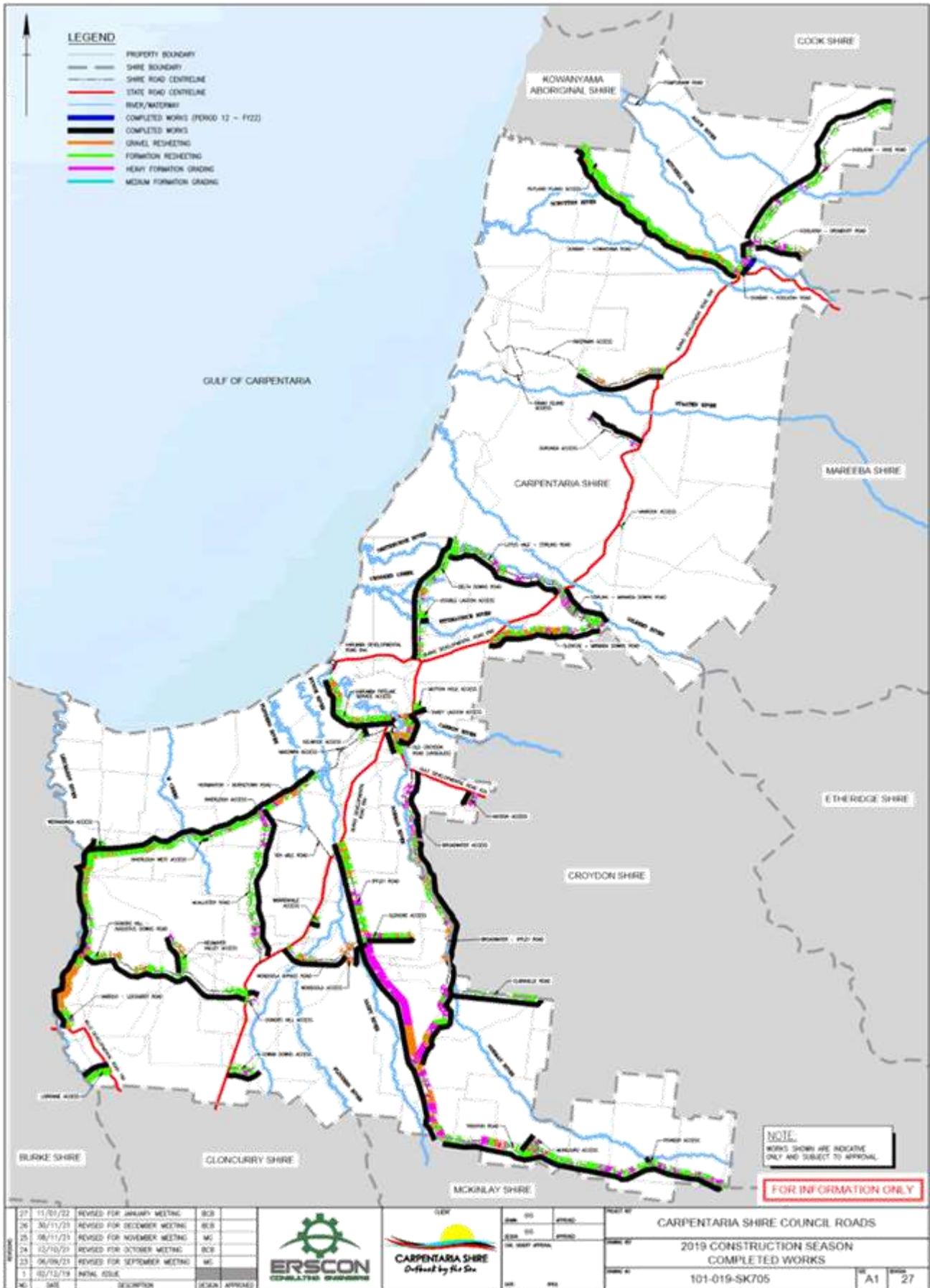
*Expected expenditure ratio is the ratio of final expenditure divided by the recommended value. [i.e. 1.5 is 50% over budget, 0.8 is 20% under budget]

Submission 3 - CSC-0009.1819.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Koolatah to Dixie Road	\$ 926,965.19	\$ 1,138,759.03	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	\$ 3,695,517.87	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	\$ 2,962,735.54	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	\$ 152,260.02	\$ 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	\$ 1,870,170.21	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	\$ 667,326.20	\$ 499,451.99	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.
Darunda 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	\$ 515,763.59	100%	0.74	Overlapping camp and establishment costs with Dunbar - Kowanyama Road. When assessing roads together, expenditure aligns closely with combined RV.
TOTAL	\$ 7,455,550.33	\$ 8,262,833.21			

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	\$ 249,585.23	\$ 306,975.68	100%	1.23	Overlapping camp and establishment costs with Trenton Road and Pioneer Access. When assessing roads together, expenditure aligns closely with combined RV.
Pioneer Access	\$ 43,016.66	\$ 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 Ilfey	\$ 2,980,296.59	\$ 3,438,521.20	100%	1.15	Overlapping camp and establishment costs with Claraville Road 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	\$ 33,867.33	\$ 23,777.64	100%	0.70	Overlapping camp and establishment costs with simultaneously constructed Cowan Downs and Donors Hill to Augustus Downs, when assessing roads together expenditure is expected to align closely with the combined RV.
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	\$ 10,908,233.90			

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.
Col Kitching Drive	\$ 5,611.27	\$ 1,958.07	100%	0.35	Expenditure incorrectly booked, expected to align closer to RV.
Dunbar - Koolatah Road (Mitchell River Crossing)	\$ 509,158.00	\$ -	0%	1.00	
Elis 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	\$ 117.85	\$ 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

31/12/2021

52.7%

0.88



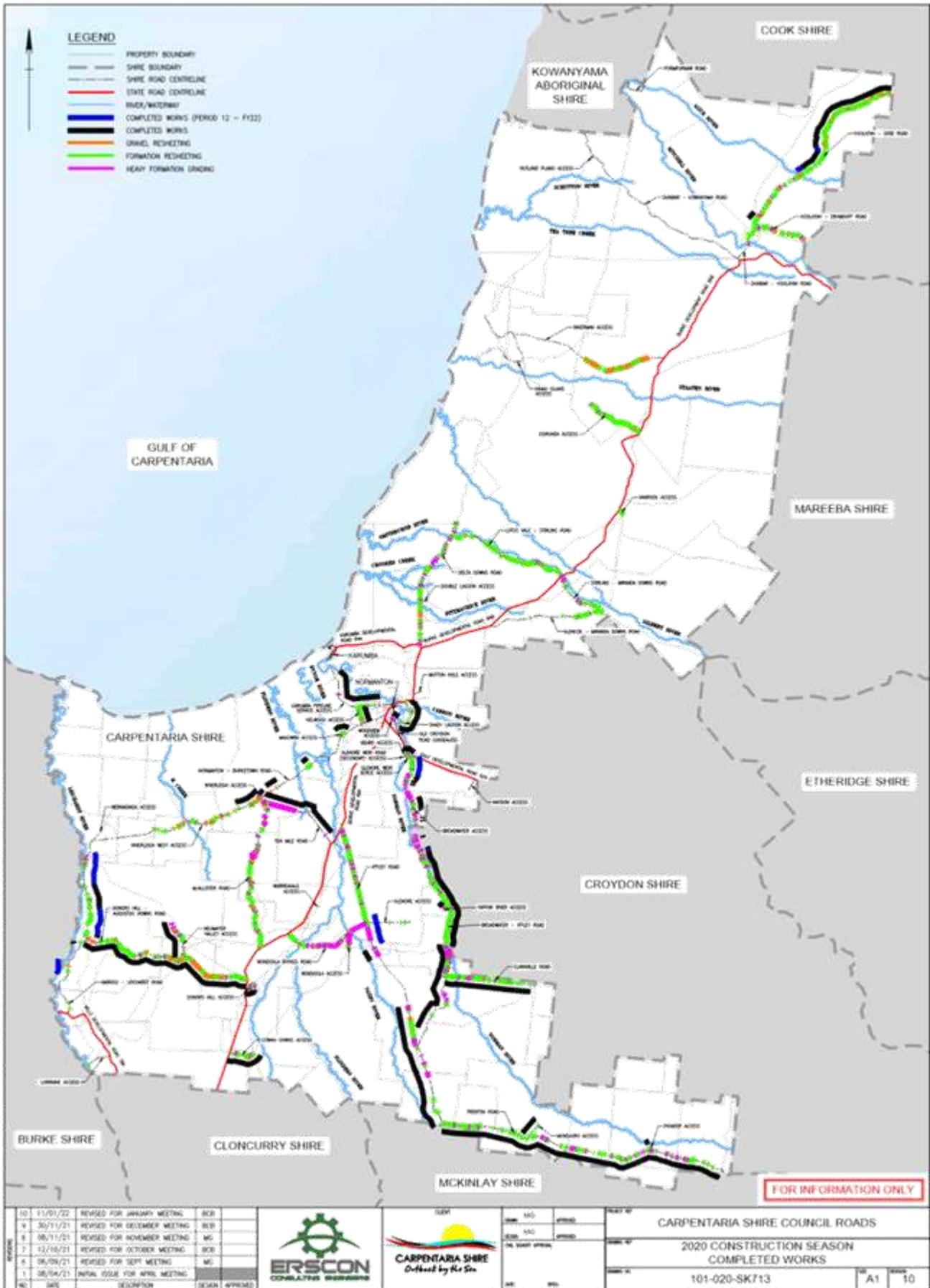
Submission 1 - CSC.0039.1920E_REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Magowra Access	\$ 83,030.08	\$ 56,625.38	100%	0.68	Savings incurred due to crew working from town and no camp establishment required.
Cowan Downs Access	\$ 295,151.76	\$ 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	\$ 3,773,218.71	100%	0.83	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	\$ 1,189,208.38	\$ 733,060.67	95%	0.66	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	
McAlister Road	\$ 2,474,714.58	\$ 312,758.87	0%	1.00	
Normanton - Burketown Road	\$ 1,630,691.51	\$ 508,297.30	0%	1.00	
TOTAL	\$ 11,921,389.43	\$ 6,632,116.42			

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

Submission 3 CSC.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	\$ 1,595,239.95	\$ 520,199.52	0%	1.00	
Dorunda Access	\$ 1,288,533.76	\$ 5,704.99	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	\$ 1,627,243.38	\$ 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	\$ 7,447,710.00	\$ 831,903.15			

Submission 4 CSC.0038.1920E_REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Koolatah - Dixie Road	\$ 4,041,152.28	\$ 2,666,852.63	67%	0.99	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	\$ 45,869.82	0%	1.00	
Koolatah - Drumdoff Road	\$ 793,815.29	\$ 6,293.33	0%	1.00	
TOTAL	\$ 5,052,352.37	\$ 2,719,014.78			

Submission 2 - CSC 0036.1920E 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	\$ 25,541.73	\$ 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	\$ 21,032.69	100%	0.60	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.
Claraville Road	\$ 1,229,536.07	\$ 752,562.59	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	\$ 2,751,517.36	\$ 1,789,990.07	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	\$ 37,504.33	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.
Yappar 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.
Yappar 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	\$ 2,269,974.69	86%	0.74	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	\$ 1,981,569.83	47%	0.97	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	\$ 471,198.12	\$ 223,574.26	0%	1.00	
Wondoola Bypass Road	\$ 1,021,560.02	\$ 21,795.57	0%	1.00	
TOTAL:	\$ 13,768,314.23	\$ 7,207,951.74			



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

BUSINESS PAPERS

10.3 WATER AND WASTE REPORT

Attachments: NIL
Author: Ben Hill - Manager Water and Sewerage
Date: 14 January 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 2.42m (AHD).
- Total treated water was 67.7ML for the month.
- Fourteen low pressure sewer pumps were replaced in Karumba.

RECOMMENDATION:

That Council:

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

Background:

Glenore Weir

The water level at Glenore Weir is estimated to be approximately 6.72m (2.42m AHD). The Bureau of Meteorology recorded 86.2mm rainfall at Normanton Airport during the month.

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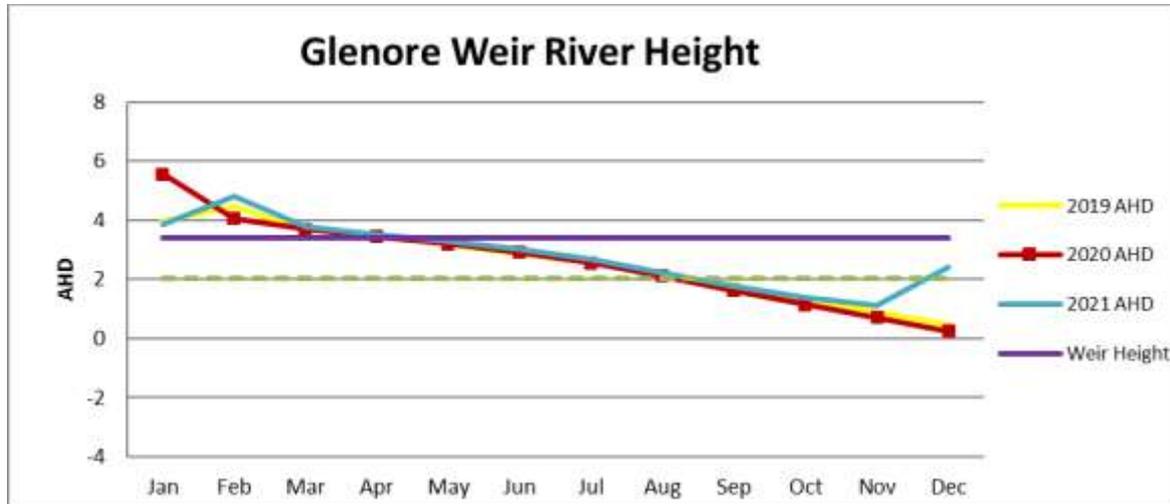


Figure 1: Glenore Weir River Height on the last day of the month.

Normanton Water Treatment Plant

For the month, 64.2ML was pumped from Glenore Weir and 3.5ML from the Normanton bore for a total of 67.7ML of raw water. As can be seen in Figure 1, water consumption is much lower than usual for this time of year due to early rain.

Normanton consumed 42.1ML (62.2%) and 21.4ML (31.6%) was pumped to Karumba, approximately 3.5ML (5.2%) was used for backwashing and bulk water supply/storage. The remaining 1.0% was recorded as systems losses.

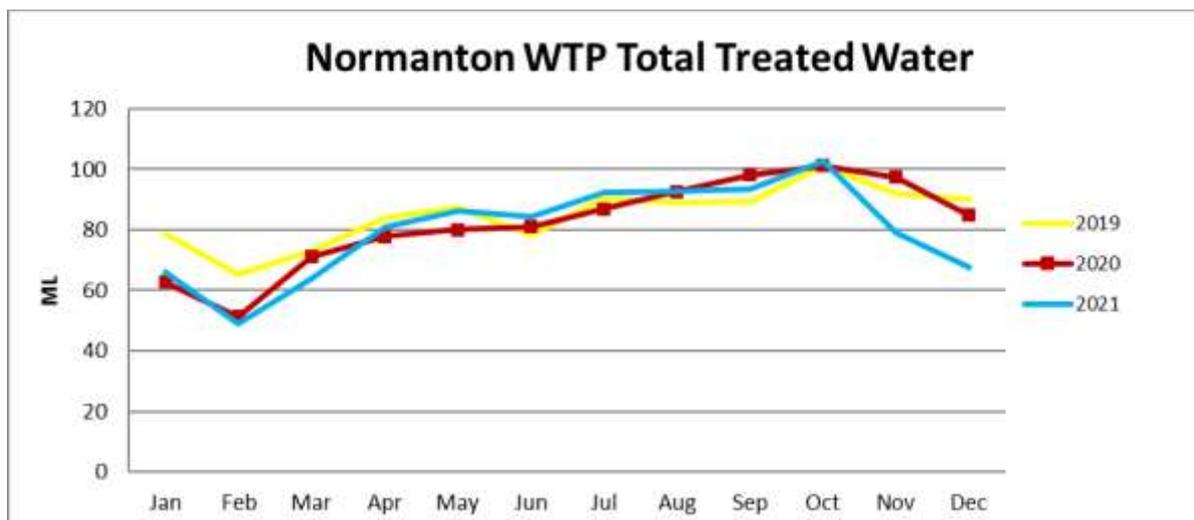


Figure 2: Total raw water treated

Maintenance and Upgrades

Barto's Construction completed the pipe installation funded by the Building Better Regions and North Queensland Recovery and Resilience grants. Road crossings were sealed and will be monitored for any further maintenance requirements.

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With various staff members taking leave over the Christmas break, a relief operator worked in Karumba to cover the area. The assistant operator from Normanton also worked in Karumba to cover the problematic E-One pumps. The Senior Water Plant operator also worked through to ensure the water network operated correctly.

A storm near Glenore Weir caused issues with the power supply and the system was required to operate on generator power for a couple of days. The system was monitored and re-fueled periodically without incident. The doors on the main control room were also damaged and will be replaced in the new year.

An application for funding has been submitted for the Federal Government's Building Our Regions (Round 6). The application is for a Planning Project to assess and design any required upgrades to the raw water supply mains from Glenore to Normanton WTP. This is in addition to the previous application to refurbish and upgrade the two decommissioned reservoirs at Normanton Water Treatment Plant to increase treated water storage.

Normanton Sewage Treatment Plant and Reticulation Network

Normanton Sewerage Treatment Plant (STP) received approximately 11.0ML (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).

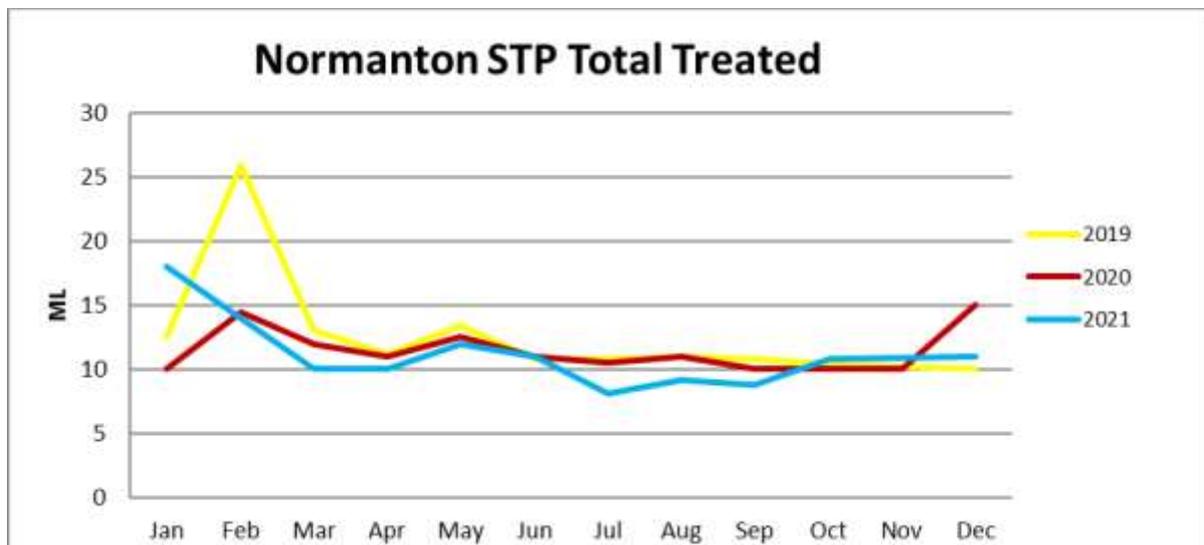


Figure 3: Total volume treated at Normanton STP

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 3.3ML (see Figure 4) for the month.

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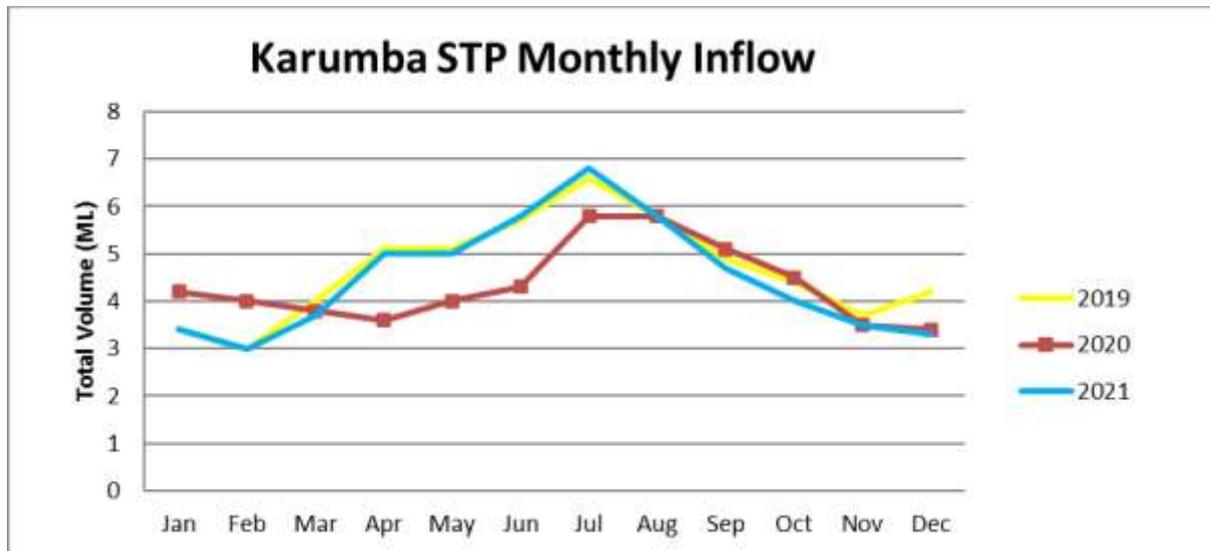


Figure 4: Total Monthly inlet flow for Karumba STP.

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, fourteen low pressure pumps were replaced after failing. This continues to be an ongoing problem that needs to be addressed. A grant has been received through the QRA managed *Recovery and Resilience Grants* program. A consultant engineer who has worked with Carpentaria previously and has provided practical, common sense advice has been engaged to undertake a full review of the sewage pumping system. The study will provide options on how best to rectify the situation and approximate costings which will allow Council to progress forward and seek funding sources if required.

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.

An on-site meeting occurred with the operations supervisor where various topics were discussed, including providing additional assistance to the current landfill operator, disposal of rubbish into the bins and design/construction of ramps to allow people better access to the bins.

Consultation (Internal/External):

- Michael Wanrooy - Director of Engineering.
- Ben Hill - Manager Water and Waste.
- Trades and operational staff.
- Wanless (Nth Qld Pty Ltd)

Legal Implications:

BUSINESS PAPERS

- Low – within normal operational parameters.

Financial and Resource Implications:

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

Risk Management Implications:

- Nil.

BUSINESS PAPERS

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