



CARPENTARIA SHIRE

*Outback by the Sea*

***BUSINESS PAPER***

***17 AUGUST, 2022***

## **BUSINESS PAPERS**

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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**

3:00pm Presentation by Peak Services on the Karumba Point Shoreline Protection & Revitalisation Project.

## BUSINESS PAPERS

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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 20 July 2022 be confirmed.*

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

## BUSINESS PAPERS

### 8 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

#### 8.1 CEO REPORT

**Attachments:** 8.1.1. GSD Membership Strategy [↓](#)  
**Author:** Mark Crawley - Chief Executive Officer  
**Date:** 10 August 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
<b>Council</b>			
<b>17 August 2022</b>	9:00am	Ordinary Meeting of Council	Boardroom
<b>18 August 2022</b>	8:30am	Workshop – Councillors, CEO, Directors and Managers	Boardroom
<b>21 September 2022</b>	9:00am	Ordinary Meeting of Council	Boardroom
<b>22 September 2022</b>	8:30am	Workshop – Councillors, CEO, Directors and Managers	Boardroom
<b>NWQROC and LGAQ</b>			
<b>11-12 August</b>		Coastal Leaders and QCoast Forum	Gladstone
<b>6-7 October</b>		NWQROC Meeting	Cloncurry
<b>17-19 October</b>		LGAQ Annual Conference	Cairns
<b>7-8 December</b>		NWQROC Meeting	Hughenden

## BUSINESS PAPERS

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

### FINANCIAL REPORT

#### Governance Income and Expenditure to 31 July 2022

Row Labels	Sum of Original Budget	Sum of YTD Actual	Sum of Order Value	Sum of Actual Bal
<b>Operating Expenditure</b>				
Communications	167,680	0	7,184	0
Community Recovery	15,100	0	3,021	0
Disaster Events	4,500	3,077	0	3,077
Disaster Preparedness	7,050	0	14,819	0
Elected Members	525,130	1,448	4,908	1,448
Emergency Response	48,750	82	270	82
Governance	1,154,891	127,240	54,813	127,240
Operational Plan	0	0	19,584	0
Regional Economic Development	4,000	0	0	0
<b>Operating Expenditure Total</b>	<b>1,927,101</b>	<b>131,847</b>	<b>104,599</b>	<b>131,847</b>
<b>Operating Income</b>				
Governance	0	-5,240	0	-5,240
<b>Operating Income Total</b>	<b>0</b>	<b>-5,240</b>	<b>0</b>	<b>-5,240</b>
<b>Grand Total</b>	<b>1,927,101</b>	<b>126,607</b>	<b>104,599</b>	<b>126,607</b>

## BUSINESS PAPERS

### Tourism Budget – LWBDC Centre Manager Discovery Centre and Hatchery

Row Labels	Sum of Original Budget	Sum of YTD Actual	Sum of Order Value	Sum of Actual Bal
<b>Operating Expenditure</b>				
Barra Bites Café	19,502	5,523	1,355	5,523
Hatchery	376,677	273	2,663	273
Les Wilson Barramundi Discovery Centre	796,981	7,871	94,969	7,871
Visitor Information	116,790	1,988	14,145	1,988
<b>Operating Expenditure Total</b>	<b>1,309,949</b>	<b>15,655</b>	<b>113,133</b>	<b>15,655</b>
<b>Operating Income</b>				
Barra Bites Café	0	-6,308	0	-6,308
Hatchery	-35,000	0	0	0
Les Wilson Barramundi Discovery Centre	-390,000	-96,940	0	-96,940
Visitor Information	-10,000	-4,286	0	-4,286
<b>Operating Income Total</b>	<b>-435,000</b>	<b>-107,533</b>	<b>0</b>	<b>-107,533</b>
<b>Grand Total</b>	<b>874,949</b>	<b>-91,878</b>	<b>113,133</b>	<b>-91,878</b>

### Tourism

Row Labels	Sum of Original Budget	Sum of YTD Actual	Sum of Order Value	Sum of Actual Bal
<b>Operating Expenditure</b>				
Tourism Events	155,000	41,380	9,749	41,380
<b>Operating Expenditure Total</b>	<b>155,000</b>	<b>41,380</b>	<b>9,749</b>	<b>41,380</b>
<b>Operating Income</b>				
Tourism Events	-25,000	0	0	0
<b>Operating Income Total</b>	<b>-25,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>130,000</b>	<b>41,380</b>	<b>9,749</b>	<b>41,380</b>

## BUSINESS PAPERS

### ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

Date:	Ref:	Action	Status	Comment
October 20	012	Concessions not granted. Upgrade the signage to provide passcode to airside traffic.	Part complete	Signage yet to be arranged. Someone scratched code on gate post.
February 21	023	approve the request subject to the conditions outlined in the Subordinate Local Law No. 1.2 Commercial use of LG controlled areas and roads	Progressing	Initial letter advising of Council support for use as requested. Follow up to be provided in relation to Local Law conditions
May 21	007	Recommend the process to finalise the Water Supply Easements in negotiation with Landholders and finalise all agreements for the water supply at Glenore.	Progressing (see below)	Met with Preston Law on 10/2/2022 to progress.
August 21	009	Advisory Committee Policy and Terms of Reference for Advisory Committees adopted	Complete for O/CEO.	TOR for the Office of the CEO Completed
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	GB	Promotional Material – development of a booklet for new residents	Progressing	Work is progressing on the Welcome booklet for Council.
May 22	GB	Prepare EOI for desexing program for Carpentaria Shire	Progressing	Reached out to Burke Shire in relation to their recent program. No EOI called.
July 22	8.1	Note report from Preston Law and authorise Andrew Kerr to sign on behalf of Council	Completed	Advised Preston Law of outcome
July 22	9.2	Note the correspondence from the Department in relation to the process for the new planning scheme	Completed	Note Town Planning process. Advised Consultant
July 22	9.3	New uniforms for Council staff. Partnership with TradeMutt	Completed	Purchase order raised
July 22	9.4	Special Holiday request for Friday 9 <sup>th</sup> June 2023 for Normanton Show	Completed	Documents submitted
July 22	GB	Distribute Related Parties Disclosure forms to Councillors and Executive	Completed	Forms distributed

## **BUSINESS PAPERS**

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### **MATTERS FOR COUNCIL CONSIDERATION**

#### **1. Covered in separate reports**

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

**Recommendation:** NIL

### **MATTERS FOR COUNCIL INFORMATION**

#### **2. QRA – Trigger Point FY 2022-2023**

Advise has been received from the QRA that the Trigger Point for Council for the 2022-2023 financial year will be \$29,070.00.

**Recommendation:** For information

#### **3. GSD Membership Strategy**

Attached is a copy of the Membership Strategy for GSD for the 2022-2023 financial year. Council is asked to please review the Membership Strategy and provide feedback to the Chief Executive Officer so he can take to the next Committee Meeting of GSD.

As Council is aware there are only two financial member Councils of GSD at this point in time, those being Carpentaria and Burke Shires, a position that has been supported for the past couple of years.

**Recommendation:** For feedback

#### **4. Foot and Mouth Disease and Lumpy Skin Disease**

Mayor and CEO have attended briefings for the diseases that are causing concern within the grazing and agriculture industries.

Work is also progressing through the District Disaster Management Group (DDMG) in preparation of any potential outbreaks of the diseases in our District/Region. The DDMG have requested information from the Council and this has been provided to District in accordance with request.

Council has distributed information as it has been received to the rural landowners on our contact database.

**Recommendation:** For information

## **BUSINESS PAPERS**

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### **5. QRA – GRQ Funding**

The Queensland Reconstruction Authority (QRA) have advised that the Get Ready Queensland (GRQ) Funding has been approved for the 2022-2023 financial year. Council will receive \$7,600.00 to use for approved projects, the projects submitted are as follows: -

- Guardian Training
- Welcome Booklet – inclusion of relevant information in relation to preparing for cyclone and storm seasons for new residents, building on the work done with NWQROC.
- Website refresh – building on the NWQROC work again to update our website
- Engage with Department and the local business community

**Recommendation:** For information

### **6. Bush Councils Convention**

Towards the end of July I attended the Bush Councils Convention in Barcaldine to represent Council at the event. Of the 44 eligible member Councils 29 Councils were represented.

It was an interesting program with topics of relevance to the rural and remote Councils, some of the similar topics covered with the Western Queensland Alliance of Councils WQAC.

**Recommendation:** For information

### **7. Karumba Telescopes**

A search of Council records has established that the two telescopes at Karumba Point were to be provided to VMR - Karumba. I will arrange for a cheque to be drawn for the Karumba VMR and paid to them as we have already received the funds collected from the telescopes.

As per Minutes of the Ordinary Meeting held 20 March 2013, "*Council resolved that proceeds from the use of the telescopes remain the property of Volunteer Marine Rescue – Karumba*".

**Recommendation:** For information

### **8. Coastal Leaders**

I have been invited to present on the Coastal Hazard Adaptation Strategy (CHAS) at the Coastal Leaders Forum in Gladstone on Thursday and Friday 11<sup>th</sup>-12<sup>th</sup> August. Will provide a verbal update at the Council Meeting.

## **BUSINESS PAPERS**

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**Recommendation:** For information

### **9. Grant Management Service**

As Council is aware we have re-engaged Peak Services to continue to provide the grant management service to Council for the current year. During a recent visit to Carpentaria Shire I was approached by the team to discuss the possibility of utilizing some of the service to assist community groups with sourcing and writing grant applications. Council may need to support this initially to get it established and the community used to the difference in the service delivery.

We already provide significant service to the community through waivers and in-kind and financial support. On review of some of the support provided last year the team believe that some of this could have been covered with Grant funds. i.e. Community groups could receive grant money and pay Council for the use of the facilities rather than council continually waiving fees and charges.

Worthy of further exploration.

**Recommendation:** For feedback

### **10. CEO Performance Review**

The annual performance review of the Chief Executive Officer is due in accordance with section 12(4)(d) of the *Local Government Act 2009*.

(d) conducting a performance appraisal of the chief executive officer, at least annually, in the way that is decided by the local government (including as a member of a committee, for example).

**Recommendation:** For information

### **11. COVID Active Cases - Update**

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/covid-19-statistics).

**Recommendation:** For information

## **BUSINESS PAPERS**

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### **Tourism Champions Update**

#### **Influencers in Region**

Social media influencer, Jessica Nguyen who was hosted during the Outback by the Sea Festival continues to deliver content over and above her contracted requirements.

Date	Medium	Outlet	Deliverable	Angle	UI/Reac h	Tags/Handle s	Image	Dropbox Link
26-Jul	Instagram	Jessica Nguyen	1 x Static Instagram Reel	Outback By The Sea Festival Famil	92K	Y	Y	<a href="#">Here</a>
26-Jul	Instagram	Jessica Nguyen	1 x Instagram Story	Outback By The Sea Festival Famil	92K	Y	Y	 <a href="#">Here</a>
26-Jul	Instagram	Jessica Nguyen	1 x Instagram Story	Outback By The Sea Festival Famil	92K	Y	Y	 <a href="#">Here</a>
26-Jul	Instagram	Jessica Nguyen	1 x Instagram Story	Outback By The Sea Festival Famil	92K	Y	Y	 <a href="#">Here</a>

Planning for the Kidspot journalist famil was completed in July and the two documents were produced for this purpose, attachments to be provided to Councillors as handout at meeting.

#### **Experience and Event Development**

Acquittal processes are in place to finalise the Outback by the Sea Festival for 2022. The funding application for the 2023 event scheduled for September is now open and closes on October 5<sup>th</sup> 2022.

During this month it was confirmed that the Barramundi Discovery Centre has maintained their position as a Best of Queensland Experience, and this will be promoted in future tourism marketing initiatives.



Membership Strategy

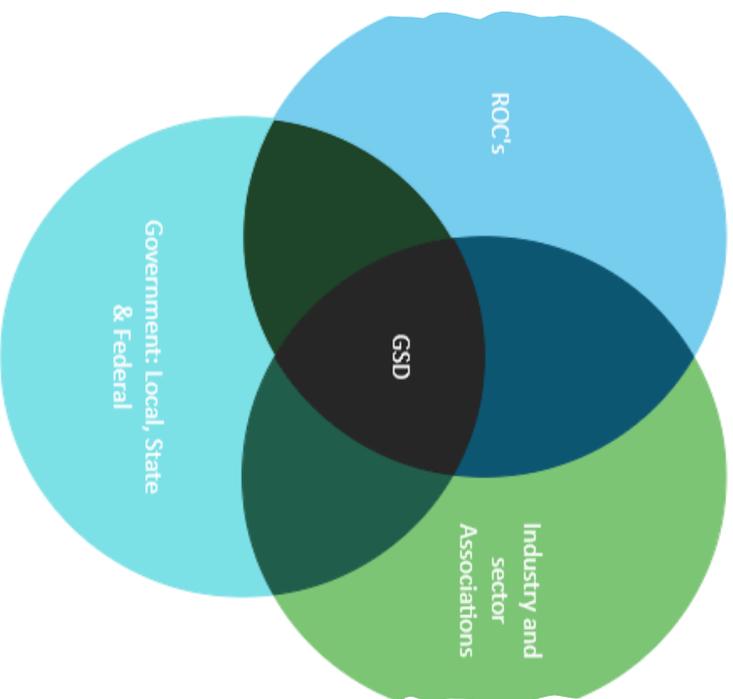
Mark Forbes – CEO

August 2022

# What is a Membership Model?

- A Membership Model is a type of Business Plan where individuals pay a recurring fee to access the value an organisation creates.
- It provides the design for different membership levels, revenue sources, marketing activities, events, conferences, and finances.
- What is a Membership Website?
  - A Membership Website is a platform that offers exclusive content to Members Only.
  - In exchange for signing up for the site, Members can access gated content to information and resources that are not available elsewhere.
  - Pricing for a Membership Site can be tiered.

# Why does GSD need a new membership model?



Subscription Membership is a key element of GSD's future success, as it will enable GSD to grow, and influence with a powerful voice for the change, growth and economic development that is so vital for the Gulf Savannah Region. However, that Membership Model needs to be different from the past, as that is a key element in the Reinvention and Reinvigoration of GSD. It will also enable GSD to act as an independent enterprise and make the most of its structure as an Incorporated Association and Registered Charity, whilst still working with, and for the benefit all levels of Government but not dependant upon them.

However, to achieve that position in the market, we must first know how and where we will add current and perceived value to our Members and be seen to claim the space that we intend to own. That is **Reinvention, Phase One**. That 'space' will be similar, but also new and different from the past.

Considering question such as:

- Where do we fit now and how do we add value?
- Looking back from 5 years hence, what does our successful GSD look and feel like? What were the key decisions and milestones that were pivotal in our success along the way?
- What is our online presence and how do we reach, attract, and deliver value to existing Members and attract new Members?
- Are we in Tourism, and what role should we play?
- What is our Brand and how do we claim or reclaim the gap that we can add meaningful value within?
- How do we continue to operate GSD, deliver on the projects that will support GSD's reinvigoration, while we reposition its Brand and perceived value so that new members, partners and stakeholders will be excited to become part of what we are doing?

# Initial GSD Website Design – Phase One Membership

## Phase One: Re-invention:

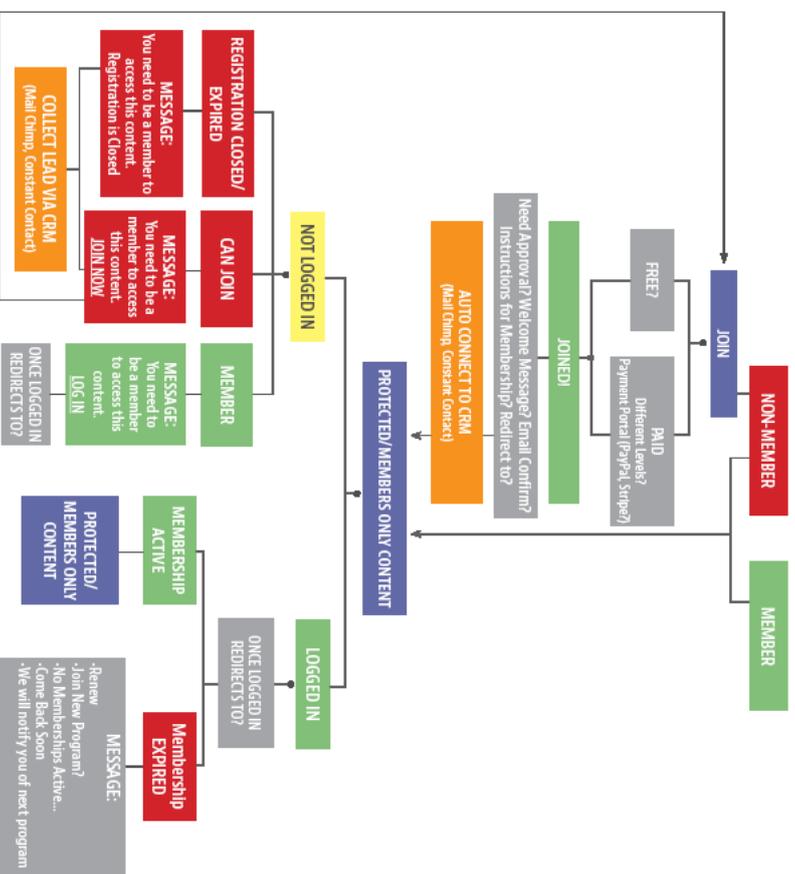
- Build Complementary Membership
- Build Online Membership platform

## Phase Two: Re-invigoration:

- Based on value added, introduce subscription model.
- Development of an Economic Agency Platform

## Examples: Economic Development Agencies:

- Brisbane: <https://www.choosebrisbane.com.au>
- Cairns: <https://www.advanc Cairns.com/economic-development/>
- Adelaide: <https://www.aedasa.com.au/about-aeda/>
- CEDA
  - (AUS): <https://www.ceda.com.au/>
  - (NZ): <https://ceda.nz/>



# Why would GSD not propose a paid Membership strategy immediately?

Imagine that we started offering and promoting Paid Membership, right now, based on the previous Membership Prospectus and structure, would that work?

No, I do not believe so, not yet. GSD is at a tipping point in its history, hence my Re-invention and Reinvigoration engagement brief.

In order to build a strong membership value pipeline and proposition, we need to describe and reinforce to, and in our potential members' their reason for considering membership of GSD, and what's in it for them?. Talking to their underlying needs, desires, and aspirations as Members, not just benefits.

We also need to overcome some barriers, primarily around the perceived value that we have 'actually' added to members (or not) in recent years.

That is **Re-invigorator, Phase Two**. We are not in that position yet, but we will be by the end of 2022/23 FY.

**Definition:** Membership organisations typically have a particular purpose, which involves connecting people together around a particular profession, industry, activity, interest, mission or geographical location. This might simply be to encourage or facilitate interaction and collaboration, but it also often involves promoting and enhancing the Organisations purpose itself. (Source: Wikipedia), For GSD Members some key elements are:

- A shared understanding of the economic challenges and opportunities in the Gulf Savannah Region
- The wellbeing of our communities and their aspirations for the future.
- An opportunity to connect with others, and collaborate at signature events and conferences
- Sector Specific Investment and International Market Connectivity
- Cluster Development Opportunities
- Collective Voice and Leadership with Government
- Regional – State & Federal Facilitation on Infrastructure Development & Advocacy
- Inward Investment and Strategic Growth Support

# So, when will GSD be ready for new paying Members?

When we can have a realistic level of confidence that people will pay a reasonable fee to belong to GSD, which will be when they envisage that they will get Value for Money. In other words, when we have these things in place:

- 1. Recurring revenue potential:**  
We will build credibility and Membership based on adding value. Initially offering a Complementary Membership for the 2022/23 Financial Year, however, we will certainly accept donations and in-kind support if offered.
- 2. Consistent site traffic:**  
This is especially true as we will run a Membership Site and an Online Community/Resource Center where Members can access exclusive content/services. We will regularly release content to our Members. This will help to build the credibility referred to above.
- 3. Positive feedback from our customers and Members:**  
Having a direct line of communication to our customers allows us access to data that we otherwise wouldn't get with a standard business model. Our Complementary Members will be treated as if they were paying members, that is the only way to build the experience of Value for Money that will convert our Complementary Members into a new, paid membership structure from 1 July 2023.
- 4. More opportunities to grow GSD as a business:**  
With the member audience that we will build, we can engage, workshop ideas and market more products or services on our site.
- 5. Creation of a community:**  
Inspiring events/opportunities to connect with both online and at Event Venues.

# Reciprocity (as a Model)

## What is it?

### There are three recognised types of Reciprocity

- **Generalised reciprocity:** This form often involves exchanges within families or friends. There is no expectation of a returned favor; instead, people simply do something for another person based on the assumption that the other person would do the same thing for them. This type of reciprocity is related to altruism.
- **Balanced reciprocity:** This type involves a calculation of the value of the exchange and an expectation that the favor will be returned within a specified time frame. For example, someone might exchange something they have, whether it is a skill or tangible item, for something of perceived equal value.
- **Negative reciprocity:** This form of reciprocity happens when one party involved in the exchange is trying to get more from the exchange than the other person. Selling a much-needed item at an inflated price is one example of negative reciprocity.

GSD will engage in a hybrid model of a Generalised and Balanced Approach to Reciprocity in terms of our Member activity and the online Business Model and Platform created. GSD will facilitate with Members who will be encouraged to:

- Communicate
- Collaborate
- Cooperate
- Co-design

# What does GSD look like in the future?

I see that a key part of GSD's role will be to encourage, promote, highlight investment opportunities into key New Economy Sectors and stimulate the interest of international talent across a range of disciplines, who will recognise the potential of locating into the Gulf Savannah Region to drive these new innovative opportunities forward.

This strategy will set the foundation for GSD's ability to measurably, and sustainably contribute to the Gulf Savannah Region and operate in a 'Space' that no other single organisation can.

GSD will promote New Economy Sectors that will add to Queensland and the Gulf Savannah Region's Future Economic Value including supporting:

- New Economy Minerals and Rare Earth Elements
- Bio-Futures and Bio-Products
- Future Foods and Proteins
- Cultural and Adventure Tourism, and
- Agri and Aqua Culture
- New Energy Systems & Microgrids

Further, Many of the towns and communities across the Gulf Savannah Region were once thriving boom settlements where Gold and Precious Metals supported prosperous communities. Now, a number of those communities are struggling, economically declining and their young people are experiencing a lack of hope and future.

This strategy forms part of GSD's purpose to Reinvigorate and Reinvent its Value Proposition and contribution to the Gulf Savannah Region ultimately, supporting those communities into prosperous futures once again.

The goal is to develop a balance between the land, people, culture and investment opportunities, based on the existing, established industries of Agriculture, Cattle, Mining and Fishing, and enhancing and supporting that economic base in parallel with establishing New Economy Sectors.

These new sectors will diversify the economy, help to meet some of the Global demand and attract excited, highly qualified people to locate and work in the Region.

These activities will over time, transform the Gulf Savannah Region and once again inspire hope within its proud communities.

**Gulf Savannah Region**  
A Unique land of Vibrancy, Promise and Opportunity

**The transformational Economic Potential of the Gulf Savannah Region**

**Untapped Investment Potential**

New economy minerals are essential in the manufacture of many emerging technologies, including electric vehicles, renewable energy products, low-emission power sources or well as developing and testing New Energy Systems such as Microgrids. The Gulf Savannah Region presents an abundance of investment opportunities for those looking to support the decarbonisation of global energy markets.

**Abundance of Land for Future Foods**

Global food security increasingly relies on the development and delivery of new technologies and land to increase food production. The Gulf Savannah Region has an abundance of natural resources, land and feedstocks, which, when combined with world-class scientific and research institutions provides a platform for investors to harness the emerging opportunities in future food & plant-based proteins.

**Investment Friendly Government**

The Queensland Government seeks innovative and dynamic businesses to establish and expand in Queensland and is acting to make that reality. By providing a supportive policy and regulatory environment, Queensland offers business owners and investors many advantages, including the lowest rate of payroll tax in Australia, competitive labour costs, low cost of living, simple development approval, project finalisation processes and strong private sector investment.

**New Economy Investment Sectors**

- New Economy Minerals
- Bio-Futures and Bio-Products
- Future Foods & Proteins
- Cultural & Adventure Tourism
- New Energy Systems & Microgrids

**Key Value Proposition**

Untapped Investment Potential	Abundance of Land	Investment Friendly
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**Contact:**  
Mark Peber  
CEO - Gulf Savannah Development  
Gairns, Queensland, Australia

**Queensland's Value - 2022**

New Economy & Rare Earth Minerals	7b
Bio-Futures & Bio-Products	1.8b
Future Foods and Proteins	13b
Cultural & Adventure Tourism	30b
New Energy Systems & Microgrids	19b

**www.gulf-savannah.com.au**  
**info@gsd.com.au**  
**+61 0458 801 789**

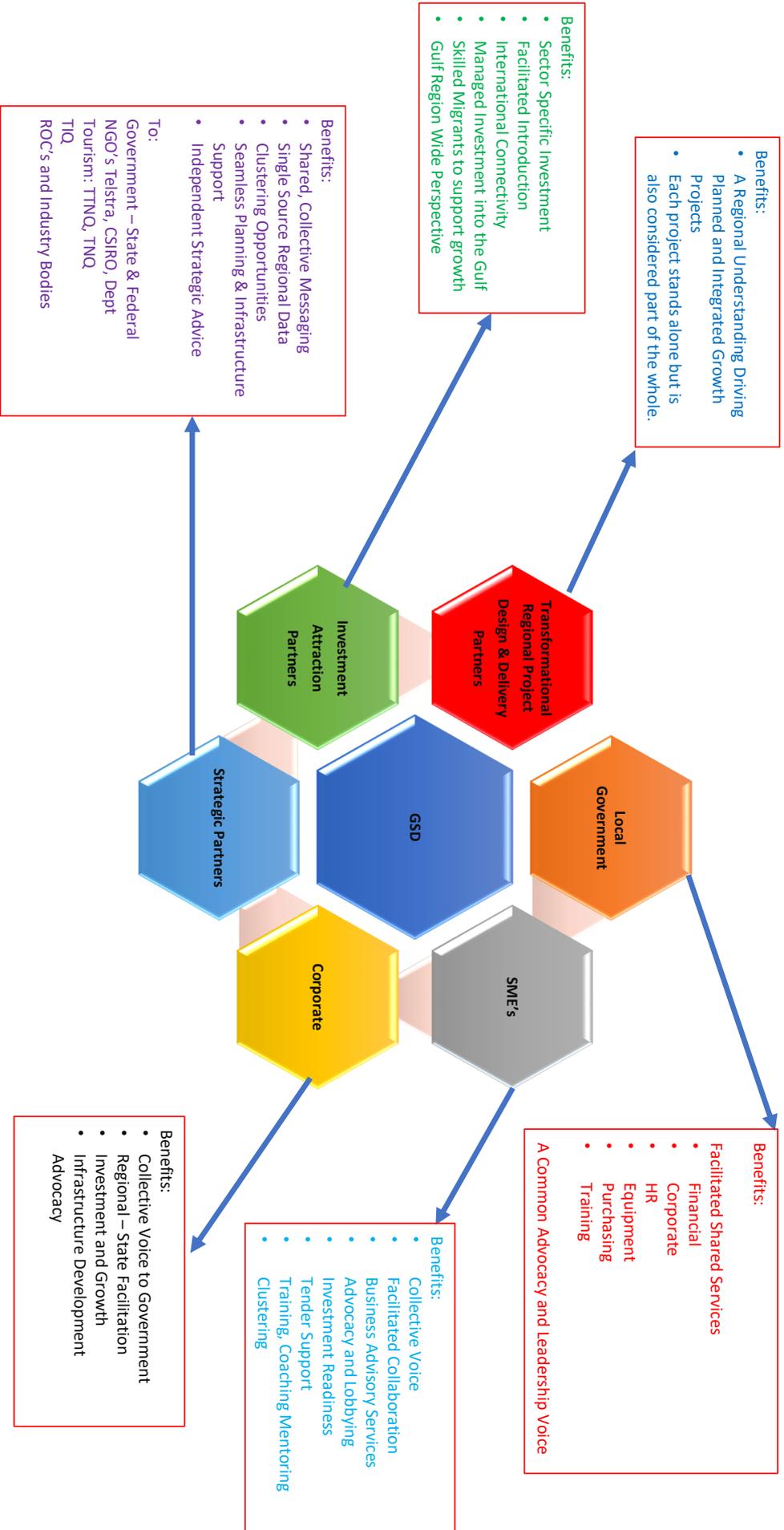
## Reciprocal Membership Model

- The proposed and initial GSD Membership model that will convert into paid Membership later
- I want GSD Membership to be seen as an essential club and family to belong to
- An example of this model could be Bartercard <https://bartercard.com.au/> which has a similar exchange Membership Model which uses Trade Dollars. I am not necessarily suggesting we do that immediately or even at all. The Bartercard motto is: 'Imagine what we can do together'!
- I believe that a Brand Promise like that could work for GSD and the Gulf Savannah Region as well.
- What about?

*Gulf Savannah Development – Imagine!*



# Gulf Savannah Development - Membership Model



## What does membership look like in practical terms?

- GSD will develop an online Membership Platform and structure that encourages members to join from all segments on the previous chart.
- That Membership proposition will be based on what can sell right now, as well as what we are growing and evolving into as an organisation, including:
  - Our fantastic, landscape and Region
  - GSD's Leadership and a commitment to Regional growth, prosperity and community wellbeing
  - Celebrating a unique part of the Australia
  - A First Nation Knowledge Base that goes back 60,000 years, caring for the land, the wildlife that we share it with, and the plants, herbs and foods that come from it
  - A Region with limitless economic and lifestyle potential for growth
  - The Cultural and Adventure Tourism experiences that we can share with the World
  - A Region of hard working, authentic, family people
  - Our key sectors, our raw materials and strategic partnerships
  - GSD's National and International Connections and Interests in New Economy Sectors and Investment Attraction
- Vision will be important in our Member engagement and conversion journey, as will be an ability to inspire others to join that journey by connecting and sharing stories, ideas, vision and narrative.
- Members will not be charged for this financial year through to June 30, 2023, although donations and in-kind contributions would be gratefully accepted.
- The plan is to build a significant complementary online Membership base and Website Platform that enables all six components of the Matrix Structure (above) to engage and interact, with GSD at the centre, communicating, continuously adding new Members, facilitating and enabling connectivity across the entire model and with the Members within it.
- Then, in the 2023/24 FY, converting as many of those current members into a new, paid membership structure and proposition, based of their experience of the value they have experienced.

## When and how will this roll out occur?

- The reinvention of GSD began when I was engaged as CEO of GSD in February 2022. I am viewing GSD effectively as a Start-up.
- The development of a new website will be segmented into Phase one (Membership) and Phase two (strategy and growth). Both phases will develop simultaneously.
- I am hoping to secure funding to achieve the website and online Membership Platform build, I am in discussion with a provider and have commenced the re-design of the online platform.
- The revenue required to operate GSD for the 2022/23 FY will come from Project Management Fees and the delivery of Consultancy Services for some of the Projects to be secured through RAB funding and potentially other grant-based opportunities, or other GSD consulting work, should that present and be a fit with my skill set.
- My Professional Skills and Capabilities Include: (if anyone hears of a need for these services)
  - Tender formulation, Systems Design, Economic Development and Tourism Strategy and implementation
  - Sport, Leisure and Aquatic Facilities technical design and operating systems
  - Delivering sport, tourism, leisure and active recreation sector consultancy and management services to and on behalf of Government.
  - Consultancy experience in Systems Design, operating manuals, Health & Safety Manuals & Systems, Aquatic Facilities & Fitness Centre Systems
  - International Trade and Investment (former International Trade Advisor (ITA) and Head of Innovation for UK Trade and Investment, Bristol)
  - Strategic Planning, Organisational Strategy and Change Management and Development Workshops
  - Hugh Growth Business Coaching & Consultancy to Business Owners, Organisations, CEO's, MD's, senior management teams/staff, guiding them to achieve their long-term & short term strategic and financial objectives based on the Vision they have set, or could set with me guiding them.
  - Gazelles Systems of Coaching and the 'One Page Strategic Plan'
  - Extended DISC, 360 Management and Team Analysis, Workshop Facilitation, Implementation
- By the 2023/24 FY, GSD should have been re-positioned on a powerful platform to drive forward, owning its own place in the Gulf Savannah Region – Reinvented and Reinvigorated.

## **BUSINESS PAPERS**

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### **8.2 HUMAN RESOURCES REPORT**

**Attachments:** 8.2.1. Safeplan Progress Report July 2022 [↓](#)

**Author:** Lisa Ruyg - Manager Human Resources

**Date:** 10 August 2022

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**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.

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#### **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 & Safety Report**

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The Safeplan progress report to July 2022 is attached.

### **2. Staff Movements**

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#### **a) Arrivals**

- |      |                                  |                           |
|------|----------------------------------|---------------------------|
| i)   | Community Support Officer        | Commencing November 2022  |
| ii)  | ICT Officer                      | Commencing 25 August 2022 |
| iii) | Attendants x 2– Barra Bites Café | Commenced 8 August 2022   |
| iv)  | Cleaner – Barra Centre           | Commenced 6 August 2022   |

#### **b) Departures**

- |     |                        |                       |
|-----|------------------------|-----------------------|
| i)  | Apprentice Electrician | Successful completion |
| ii) | Pool Attendants x 3    | Pools outsourced      |

#### **c) Internal Movements**

- |    |  |
|----|--|
| i) | Rubin Hill has been appointed as Leading Hand in the Workshop. |
|----|--|

### **3. Current Recruitments**

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#### **a) Trainee Store person**

Closing 24 August 2022.

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## BUSINESS PAPERS

**b) Graduate Accountant**

Recruitment outsourced to Hays Recruitment Townsville.

**c) Qualified Educators**

Visa sponsored recruitment outsourced to Astute Childcare Services.

### 4. Workforce Demographics as of 30 June 2022

**Award Based Headcount: 90** This number includes all full time, part time and casual employees.

**Contract Based Headcount: 6** Chief Executive Officer  
Director of Engineering  
Director of Corporate Services  
Manager Finance & Administration  
Manager Water & Waste  
Engineer

**Age Profile**

<b>16 – 20 years</b>	7
<b>21 – 29 years</b>	11
<b>30 – 44 years</b>	29
<b>45 – 55 years</b>	25
<b>56 + years</b>	24

**Unplanned Departures: 21** Excludes casual, limited tenure, redundant and retiring employees.

**Areas of Highest turnover** Outdoor operational roles and childcare

**New Entrants to Workforce: 13** Includes casual, full time, and part time employees.

**Employees identifying as**

<b>ATSI</b>	44
<b>NESB</b>	3

### 5. Budget Report

Row Labels	Sum of Original Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
<b>Operating Expenditure</b>				
Apprenticeships / Traineeship	67,000	2,258	148	2,258
Enterprise Bargaining	35,000	0	546	0
Human Resource Operations	341,764	7,477	12,419	7,477
Learning & Development	206,000	0	57,302	0
Workplace Health And Safety	644,840	19,179	6,406	19,179
<b>Operating Expenditure Total</b>	<b>1,295,103</b>	<b>28,914</b>	<b>76,821</b>	<b>28,914</b>
<b>Operating Income</b>				

## BUSINESS PAPERS

Apprenticeships / Traineeship	(53,000)	0		0
Workplace Health & Safety		(12,439)		(12,439)
<b>Operating Income Total</b>	<b>(53,000)</b>	<b>(12,439)</b>		<b>(12,439)</b>
<b>Grand Total</b>	<b>1,242,103</b>	<b>16,476</b>	<b>76,821</b>	<b>16,476</b>

### Consultation (Internal/External):

- Executive Leadership Team
- The Drug Detection Agency
- WHS Advisor
- Local Government Workcare

### 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 - July 2022 (Report for year 2022-2023)

Key Performance Indicators (KPIs)		Scheme		CSC YTD July 2021		CSC YTD July 2022		SP 2021 - KPI 2021		YTD 2022-2023 compared to SP KPI	
Note:	LGW data, legislation requires LGW to count part days as full days										
Average Scheme Frequency Rate YTD	(Formula = Number of LTI for every million hrs worked)	2.46	0	0	0	5 (annual)					
Average Scheme Duration Rate YTD	(Formula = Average Number of days lost per LTI)	7.44	0	0	0	112 (annual)					
Progressive Frequency Rate YTD	(B) good = wages greater than \$5 million less than \$10 million	0.00	0.00	0.00	0.00	20.6 (annual)					
Progressive Duration Rate YTD	(B) good = wages greater than \$5 million less than \$10 million	0.00	0.00	0.00	0.00	19.93 (annual)					
% of hazard inspections completed as per Maroon's notices		N/A	91%	91%	90%	90%					
No. RA's outstanding vs. No. RA's completed by EMTD - (93 outstanding vs 6 completed)		N/A	0%	0%	12.12%	12.12%					
Delivery of Take 5 information papers and student sit completion of assessments		N/A	60%	60%	82.00%	82.00%					
% of Quarterly Action Plan (QAP) items completed		N/A	N/A	N/A	70%	70%					

Mechanism of injury for claims submitted	YTD 2020/2021	Days Lost	YTD 2021/2022	Days Lost
28 Being hit by moving object	1	0	1	2
21 Being hit by falling objects	0	0	1	73
42 Muscular stress while handling objects	3	0	1	73
43 Muscular stress with no objects being handled	2	284	2	75
41 Muscular stress while lifting	3	54	2	75
01 Falls from a height	0	0	1	2
26 Being trapped between static objects	2	7	1	2
84 Work pressure/stress	0	0	2	2
92 Vehicle/Accident	0	0	2	2
<b>Total</b>	<b>11</b>	<b>345</b>	<b>11</b>	<b>345</b>
<b>Statutory Paid</b>	<b>\$134,300.77</b>		<b>\$26,229.50</b>	

Mechanism of injury for claims submitted	YTD 2022/2023	Days Lost
28 Being hit by moving object	1	2
21 Being hit by falling objects	0	73
42 Muscular stress while handling objects	3	0
43 Muscular stress with no objects being handled	2	284
41 Muscular stress while lifting	3	54
01 Falls from a height	0	0
26 Being trapped between static objects	2	7
92 Vehicle/Accident	0	0
<b>Total</b>	<b>11</b>	<b>345</b>
<b>Statutory Paid</b>	<b>\$134,300.77</b>	

LGW Data: 2021 - 2023 YTD	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
CSC LTR YTD LGW Data	0	0	0	0	0	0	0	0	0	0	0	0
CSC LTR YTD LGW Data	0	0	0	0	0	0	0	0	0	0	0	0
Group B LTR YTD (Councils with wages < \$5 m)	0	0	0	0	0	0	0	0	0	0	0	0
Group B LTR YTD (Councils with wages > \$5 m)	0	0	0	0	0	0	0	0	0	0	0	0
CSC LTR (each month)	0	0	0	0	0	0	0	0	0	0	0	0

There have been 0 Incident Reports submitted where an injury was sustained from last report 11<sup>th</sup> July to the current date of this Report. Submitted for July were 7 incidents reports, that were for Plant and Windscreen Damage.

There have been 0 Incident Reports submitted where an injury was sustained from last report 11<sup>th</sup> July to the current date of this Report. Submitted for July were 7 incidents reports, that were for Plant and Windscreen Damage.

There was an adjustment of the payout figures to the 2020/2021 of plus \$5 Days and \$12,438.80.00 and for 2021/2022 of plus 0 Days and \$0. (Also, there is now included on the report a \$415,000.00 Estimate for 2019-2020)

There was an adjustment of the payout figures to the 2020/2021 of plus 55 Days and \$12,438.80.00 and for 2021/2022 of plus 0 Days and \$0. (Also, there is now included on the report a \$415,000.00 Estimate for 2019-2020)

Report Completed on Friday, August 5th, 2022

Report Completed on Friday, August 5th, 2022

## BUSINESS PAPERS

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

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

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#### Executive Summary:

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

#### RECOMMENDATION:

That Council:

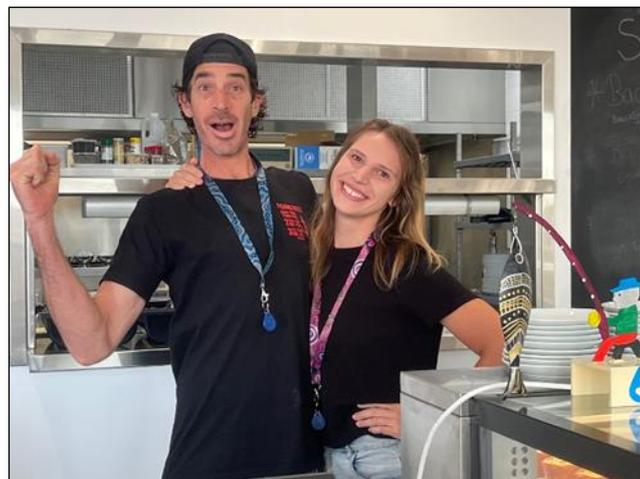
1. receive the report; and
2. that those matters not covered by resolution be noted.

#### Background:

##### Les Wilson Barramundi Discovery Centre

##### Barra Bites Café

- Three staff are now on duty to facilitate 7 day per week operations commencing 08/08/2022. Hot food is being served consistently.



Wayne & Erika

## **BUSINESS PAPERS**

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### **Hatchery**

- A seminar to be delivered by James Cook University students has been moved to August 2022 to drive recruitment of volunteers amongst veterinary, zoology, marine biology and aquaculture students.

### **Merchandise and tours:**

- More staff have been recruited to sustain 7 day per week operations, with the current team consisting of 1 hatchery technician, 3 guides, 1 gardener and 1 cleaner. A fourth guide is expected to commence on 22/08/2022.

### **Interpretive centre:**

- A pig nosed turtle has been added to the interpretive centre. This has proven to be a popular attraction with visitors and driven online engagement.



### **Art gallery:**

- Verbal biographies are being created for each artist to feature on the TV in the art gallery. The art gallery Facebook page will be live from 10/08/22.

## BUSINESS PAPERS

### Visitor Information Centres:

#### Attendance

1-30 <sup>th</sup> June 2022	
Normanton VIC	Karumba VIC
<b>1,539</b>	<b>6,451</b>
Average of 50 people per day	Average of 208 people per day

	2022			TOURS		
	Visitors	Tours #	Sales (POS)	RTBS (API)	Sunlover/ INV	Total Sales
JAN	93	15	\$ 1,192.93	\$ 246.00	\$ -	\$ 1,438.93
FEB	57	13	\$ 1,577.66	\$ 116.00	\$ -	\$ 1,693.66
MAR	238	72	\$ 5,146.90	\$ 1,731.00	\$ -	\$ 6,877.90
APR	1572	474	\$ 28,595.10	\$ 3,126.00	\$ 390.25	\$ 32,111.35
MAY	2559	1009	\$ 56,416.81	\$ 8,347.00	\$3,013.25	\$ 67,777.06
JUN	4434	1347	\$ 87,360.67	\$ 16,324.00	\$2,577.00	\$ 106,261.67
JULY	6489	1588	\$ 100,705.00	\$ 13,701.00	\$2,551.00	\$ 116,957.00
AUG						\$ -
SEPT						\$ -
OCT						\$ -
NOV						\$ -
DEC						\$ -
<b>TOTAL</b>	6489	1588	\$ 280,995.07	\$ 43,591.00	\$8,531.50	\$ 333,117.57

- VIC accreditation fees are due.
  - Proposed benefits of renewing:

## **BUSINESS PAPERS**

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- Branded yellow on blue italicised 'I' sign & service badges can be displayed to indicate to visitors that the VIC meets quality standards in service provision and operational standards (public toilets, maps, event information, brochures, road conditions, knowledgeable staff).
  - Audit conducted up to once per year to evaluate performance and improve quality of operations.
  - Access to tourist signposting policy, including warning road signage on Council and state-controlled roads (these have been installed already).
  - Access to marketing and promotional activities, such as listing as a accredited VIC on maps and printed materials.
  - Can nominate for awards e.g., Tiny Tourism Town (at a cost).
  - Can nominate for Queensland Tourism Association awards for 50% discount (\$360/\$180).
  - Inclusion of monthly statistics in domestic tourism analyses.
- Realised benefits:
    - Research indicates that accredited VICs generate a modest net increase in visitor nights and expenditure in the region. Their influence on the trip-planning process prior to leaving for the trip appears to be minimal.
    - Key drivers of visitation to VICs are the ability to use restrooms, stretch, obtain refreshments, obtain local information & select brochures.
    - Once in the region VICs play an important and influential role in assisting visitors to decide what to see and do. Given that Karumba and Normanton are small towns with only one VIC in each there is no competition for patronage.
  - Cost of accreditation: \$910 per VIC per year.
- Recruitment is underway for Normanton VIC staff to facilitate 7 day per week operation. One casual staff member has resigned, leaving one permanent staff member and one casual.
  - Clear vinyl curtains have been installed in the Normanton VIC/Library.
  - No signs of bird entry have been detected this month.
  - Town walk books and revised maps are a continued work in progress, as we are understaffed and prioritising maintenance of hours of operation.
  - A community survey is being developed for the Normanton VIC layout revision. This is a priority.

## **BUSINESS PAPERS**

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### **NORMANTON CAMP STATISTICS**

<b>1 – 30<sup>th</sup> June 2022</b>
667 bookings*

\*Statistics are unavailable for previous years for comparison, due to the paper forms not being filed or tallied.

### **Digital marketing**

- Trip Advisor – maintaining top experience in Karumba and 4.5-star rating.
- Facebook and Instagram are consistent, and efforts are being made to promote the 'Discover Carpentaria' Facebook page.
- Facebook page for the Art Gallery is live from 10/08/22.
- A scout from 'Getaway' visited Karumba, including the LWBDC on 06/07/22. A determination on whether the region is likely to be showcased is expected this month.

### **Grants & Awards:**

- LWBDC & Hatchery has been identified as a Best of Queensland Experience in 2022 as administered by Tourism Events Queensland. LWBDC received a score of 91.2 against a benchmark of 88 for Queensland. This is a measure of visitor experience and online presence, using statistics from social media including Facebook and Instagram, as well as Google and Trip Advisor, paired with the status of online booking platforms. This was achieved despite losing points for not having a RTO membership and we would have maintained the award if points were lost for not being an accredited VIC. The benefits are: Best of Queensland Experiences are prioritised across TEQ marketing activities, including placement on Queensland.com. A stamp of recognition is also available to showcase on digital marketing channels.

### **Outback by the Sea Festival:**

- 356 tickets were sold for the Concert. The concert was booked out by midday the day of the concert.
- Tickets were capped at 350 due to security, safety compliance and food capabilities.
- The Karumba Recreation Club ran the bar and food, along with Julie Whitakers Food Van and the C2K Coffee Van. One food vendor was unable to attend as planned.
- The shuttle bus was not well utilised, with approximately 36 people using the service to attend the festival.
- 92% of the festival experiences were sold at the LWBDC service desk in person, and 8% online.
- 99% of patrons visiting the LWBDC advised that they had not viewed the marketing material or advertising and were unaware of the festival before arriving in town.

## BUSINESS PAPERS

- 12% advised that they had seen the posters and schedules around town.

Outback by the Sea Festival Attendance 2022		2020
Activity	Number of people that attended	Number of people that attended
Concert	343 <ul style="list-style-type: none"> <li>6 tickets were sold at the door as people exited.</li> <li>6 people exited before the main act, 2 due to cold weather and 4 due to tired children.</li> <li>13 people that booked tickets did not attend, follow up phone calls revealed that 4 felt the weather was too cold, 7 advised that they had planned to come but couldn't make it, 2 were unable to be contacted.</li> <li>Four people that presented on the night were unable to enter as the concert was sold out and no patrons had left.</li> </ul>	225
Beading workshop by Sylvia Hammann	44	N/A
Plant Doctor by Roger Goebel	275	N/A
Art Workshop by Rod Lucas	68	N/A
Indigenous Land & Sea Ranger Program	459	125
Safe Solar Astronomy by Night Sky Secrets	160	N/A
Star Gazing by Night Sky Secrets	105	N/A
Group Feed A Barra Tour	111	10
Public Feed A Barra Tour	139	14
Free Camp in Normanton	175	Unmonitored

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Outdoor Family Movie Night	Unmonitored* – estimate TBA	N/A
Mega Cent sale	Unmonitored – estimate TBA	N/A
Twilight Markets	Unmonitored – estimate TBA	N/A
Welcome the C2K Riders into Karumba	Unmonitored – estimate TBA	N/A
Cocktails and Canapes	Booked out – TBA final numbers	Unmonitored
High Tea	Unmonitored – TBA final numbers	N/A
Ferryman Morning Tea Cruise	Booked out – TBA final numbers	N/A
Croc and Crab Port Tour	Booked out (1 trip cancelled due to poor weather) – TBA final number	N/A

\*Unmonitored indicates that attendance was not monitored by the LWBDC staff and attendance is being taken from Tourism Champion or direct from operators for reporting.

### Improvements for 2023 Outback by the Sea Festival

- Experiences were overwhelming booked in person at the LWBDC service desk, with many booking out within hours of delivery. Patronage in peak season was a key factor in the success of the festival.
- The timeliness of marketing and acquisition of both experiences and food vendors needs to be improved.
- The survey is being emailed out this week to gather feedback to drive improvements for 2023 from a visitor perspective and results will be featured in the next Council report.
- Based on feedback from visitors and staff the experiences that are sought for addition in 2023 include: camp oven cook-off (e.g. in the free camping area in Normanton to promote visitation to Normanton), an online photography competition to drive social media content (e.g. best sunset and bird hunt), kids and adults stargazing sessions (a world renowned professor has agreed to donate his time for the 2023 festival and specialises in kid and adult tailored sessions), the presence of the rangers over the entire festival due to demand, the presence of Department of Agriculture and Fisheries (able to attend with advance notice to discuss all things fishing), and the presence of the Department of Environment and Science (able to attend with advance notice to discuss all things crocodile and plants alongside the local rangers).
- Other tweaks that will be proposed include moving the art workshops to the Civic Centre to cater for demand (the limiting factor was space in the LWBDC conference room and demand exceeded availability).
- Food vendors expressed a desire to participate in the festival and require more notice, several have registered an interest for 2023 to allow capacity to increase.

## **BUSINESS PAPERS**

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- Staff recruitment has been low this year, a trend observed interstate. LWBDC tours were impacted by the festival, due to limitations on staff that were diverted to festival promotion and organisation. However, the increased offerings throughout the festival drove a diversity in social media postings that will promote visitation to the region.

## BUSINESS PAPERS

### 9 REPORTS FROM DIRECTOR OF CORPORATE & COMMUNITY SERVICES

#### 9.1 DCS REPORT

**Attachments:** 9.1.1. Local Laws Report - July 22 [↓](#)  
 9.1.2. 1080 Baiting Schedule [↓](#)  
 9.1.3. Diesel Reconciliation P02 2022/2023 [↓](#)

**Author:** Julianne Meier - Director Corporate Services

**Date:** 9 August 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
	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. Officers are preparing to submit another grant for connectivity.
Jan-20	Abandoned Vehicles – Identify and secure a site.	In Progress	There are 30+ abandoned vehicles to be relocated to the Normanton refuse facility. Notices have been placed on vehicles and things within the township of Normanton and Karumba. The Local Laws Officer will organise relocation of the vehicles to Normanton Landfill during the month.

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Jan-21	Lease / Water Agreements	In Progress	Awaiting meter location maps, to finalise water agreements. Agreements currently being finalised.
Nov-21	Walkers Creek – Tourism Signage	In Progress	Engineer organising works crew has advised the Llyod Clark Way sign should get installed this week or next.

### 2. Budget

The 2022/2023 budget was adopted at the 16 June 2022 Budget Meeting. An extract of the budget areas of responsibility are shown below.

Row Labels	Sum of Original Budget	Sum of YTD Actual	Sum of Order Value	Sum of Actual Bal
<b>Operating Expenditure</b>				
Animal Control	89,727	537	0	537
Cemeteries	43,880	2,930	12,280	2,930
Corporate Services	50,000	0	0	0
Environmental Health	11,900	0	0	0
Information Technology	524,294	82,867	10,828	82,867
Local Laws	89,787	8,025	7,727	8,025
Major Opex	0	0	202,491	0
Mosquito Control	51,000	0	0	0
Pest Management Operations	138,918	0	26,669	0
Property And Leases	5,000	0	500	0
Stores & Purchasing	377,883	-9,351	329	-9,351
Weed Control	202,918	234	0	234
<b>Operating Expenditure Total</b>	<b>1,585,306</b>	<b>85,241</b>	<b>260,825</b>	<b>85,241</b>
<b>Operating Income</b>				
Animal Control	-4,000	-367	0	-367
Environmental Health	-1,500	-1,700	0	-1,700
Local Laws	0	-970	0	-970
Property And Leases	-83,000	-11,129	0	-11,129
<b>Operating Income Total</b>	<b>-88,500</b>	<b>-14,166</b>	<b>0</b>	<b>-14,166</b>
<b>Grand Total</b>	<b>1,496,806</b>	<b>71,075</b>	<b>260,825</b>	<b>71,075</b>

The above budget of \$1,496,806 is net of revenue.

At the time the budget was prepared in May there was one project anticipated to carryover due to late rains – Lilyvale Subdivision Sliplane. The project cost was estimated at \$400,000 which was fully funded by LRCIP, so the outlay for Council was expected to be nil. The other project relates to the installation of flood cameras, which is expected to be fully funded by QRA. This expenditure typically includes operational projects, that are not business as usual. These projects may also have a funding component to offset expenditure.

Cost Account	Job Description	Actual	Orders	Total	CSC	Comments
OPEX2201	Lrcip - Tmr - Lilyvale Subdivision Sliplane	132	57,228	57,360	0	Fully Funded by LRCIP
OPEX2210	Curry PM - Flood Warning Infrastructure Network	0	145,263	145,263	0	Fully Funded by QRA Flood Warning Infrastructure
		132	202,491	202,623	0	

Information Technology - ICT items such as laptops, desktop computers and monitors have not been replaced at estimated end of life and have lasted beyond expected lives. The largest expenditure to date is for software licensing and service contracts

## **BUSINESS PAPERS**

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Local Laws - Outstanding purchase order mostly relates to consulting fees for the Local Laws Officer to utilise on an as required basis.

### **3. Program Update**

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#### **Local Laws**

##### Local Laws Report

The statistics for local laws are attached. There were no bounties paid for July. Some no parking signage has been installed in the Karumba township. The Police have been issuing some fines on the weekends. The Local Laws Officer will travel on to Karumba every second weekend in future, while tourist season is on, or when he is called out.

Several vehicles and other things on the roads/footpaths have been identified and in two weeks the Local Laws Officer shall liaise with the contractor to relocate these vehicles to the Normanton tip.

There has not been any illegal dumping that we are aware of. Seven cameras have been placed in various hotspots. The cameras are all working as intended. The Local Laws Officer allocates approximately 1 day per week to illegal dumping patrols.

#### **Pest and Weed Management**

##### 1080 Baiting Program

Carpentaria Land Council will facilitate the 2<sup>nd</sup> Round of baiting in September/October. The proposed dates have been attached.

#### **Environmental Health**

No further updates.

#### **TV Radio Services**

On the 4th January 2021, Karumba TV Transmission site telemetry system reported loss of all TV and FM radio services due to weather that was a result of Tropical Cyclone Imogen crossing the coast at Karumba. Staff performed a site wide rest and all TV Channels came back on without any initial issues present. Over the coming months, we received consistent complaints that the TV reception was faulty with site inspections failing to identify issues as all items continued to function as required. In February 2022, council staff attended and noticed bizarre transmissions across multiple channels with two of the transmitters stuck in setup mode. Upon conversation with Glen (N-Com), two loan transmitters were sent up to help with diagnosis. Once these two transmitters were replaced, the Karumba site started to operate normally again with all channels returning to normal transmission. The two UHF TV transmitters were sent away and Glen found that they had sustained significant electrical surges, likely caused by a lightning strike in very close proximity to the antenna.

We are now no longer receiving reports regarding the issues that were prevalent over the period described above, however we still do receive complaints that are more consistent with the poor signal strength delivered from the site coupled with the heavy tree coverage around residents homes. To help alleviate this issue Glen has been able to apply to ACMA to increase the transmitted power to improve signal coverage in Karumba. The existing transmitters can be increased to the new output power level at "no cost" as they are well and truly capable of it. This change will occur on the next maintenance run, and the viewers of

## **BUSINESS PAPERS**

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Karumba will notice improved signal strength and reliability. Glens team has also replaced the two existing 1.8m satellite dishes with much larger 4m dishes and this will drastically improve incoming signal strength, particularly during inclement weather periods.

The repairs and improvements should see the number of resident complaints reduce significantly however as with all constantly running electrical equipment, there are still times where site wide resets are needed to revert the receivers and transmitters to the default state. The good news is this can be done remotely with council access to this reset platform currently being configured for times when N-comm are unavailable. The repairs and improvements mentioned above should drastically reduce unplanned site visits and give extra life to the transmission site for minimal cost.

#### **4. Other Items**

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##### Stores Stocktake – Fuel

A fuel stocktake was conducted at the end of the 10/4 and period 2. The result of the stocktake is a surplus quantity of 501 litres valued at \$1,719.64. We believe this surplus offset some of the loss written off previously.

##### Audit Management Letter

Council's external auditors have issued the Final Management Letter in Draft. Management shall respond to the issues prior to the Management Letter being sent directly to the Mayor.

##### **Consultation (Internal/External):**

- Mark Crawley - Chief Executive Officer
- Carpentaria Land Council Aboriginal Corporation
- Environmental Health Officer - Contract

##### **Legal Implications:**

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

##### **Financial and Resource Implications:**

- Contained within the report.

##### **Risk Management Implications:**

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

2022/2023 Local Laws Reporting														
Month	New Animal Registrations				Impounded Animals				Euthanized Animals					
	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba		
	Dogs		Other		Dogs		Cats		Euth. Dogs		Euth. Cats		Euth. Other	
Jul	12	1	0	0	6	0	33	15	0	0	33	15	0	0
Aug														
Sep														
Oct														
Nov														
Dec														
Jan														
Feb														
Mar														
Apr														
May														
Jun														
<b>Total</b>	<b>12</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>33</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>33</b>	<b>15</b>	<b>0</b>	<b>0</b>

2022/2023 Local Laws Reporting														
Month	Illegal Campers		Snakes removed		Overgrown Allotment notices		Abandoned Vehicles		Pound Release fees		Infringements Issued		Fines Collected	
	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba
Jul			2						-	-	-	-	-	-
Aug									-	-	-	-	-	-
Sep									-	-	-	-	-	-
Oct									-	-	-	-	-	-
Nov									-	-	-	-	-	-
Dec									-	-	-	-	-	-
Jan									-	-	-	-	-	-
Feb									-	-	-	-	-	-
Mar									-	-	-	-	-	-
Apr									-	-	-	-	-	-
May									-	-	-	-	-	-
Jun									-	-	-	-	-	-
<b>Total</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



**CLCAC** CARPENTARIA LAND COUNCIL  
ABORIGINAL CORPORATION

*United we stand.*

## Normanton Rangers Contract Program - 2022 1080 Baiting - Round 2

### Proposed Dates & Locations

PROPOSED:	DATES	Properties	Baiting Station
TBC		Delta Downs , Karumba Holdings , Maggeville	Delta Downs
Monday	19 <sup>th</sup> September	Miranda Downs	Miranda Downs
Tuesday	20 <sup>st</sup> September	Stirling/ Lotusvale	Stirling
Tuesday	20 <sup>st</sup> September	Vanrook Dorunda	Vanrook
Wednesday	21 <sup>nd</sup> September	Inkerman	Inkerman
Thursday	22 <sup>rd</sup> September	Rutland Plains	Rutland Plains
Thursday	22 <sup>th</sup> September	Dunbar, Koolata	Dunbar
Tuesday	27 <sup>th</sup> September	Donors Hill, Talwanta ,Neumeyer Valley, Cowan Downs ,McAllister	Donors Hill (Borrow pit) Neumeyer Valley Road
Tuesday	27 <sup>th</sup> September	Lorraine	Lorraine
Thursday	29 <sup>th</sup> September	Iffley ,Warren Vale ,Glenore ,Wondoola	Glenore
Tuesday	4 <sup>th</sup> October	Magowra,Milgarra Inverleigh & Inverleigh West	Magowra, Inverleigh & Inverleigh West- TBC
Wednesday	5 <sup>th</sup> October	Double Lagoon	Double Lagoon
Thursday	6 <sup>th</sup> October	Wernadinga, Augustus Downs	Wernadinga, Augustus Downs
Friday	7 <sup>th</sup> October	Mutton Hole	Mutton Hole
Tuesday	11 <sup>th</sup> October	Broad Water	Broad Water
Wednesday	TBC	Haydon ,Timora,	Haydon
Thursday	13 <sup>TH</sup> October	Mundurro	Mundurro

**SDSL TANKS AND PODS IN SYNERGY – Reconciliation for Period 02 (15 July – 28 July 2022)**

TANK	POD	LITRES	SYNERGY LOCATION	Period 2 Start Stock	Period 2 Receipts	Period 2 Usage by sheets	Physical Stock by calculation	Physical Stock indicated on final sheet	Synergy Stock	Variance Physical compared to 'Book' (Synergy) Stock	Camp/Comments
DSL9760		12,000	3	0	0	0	0		0	0	
DSL9761		12,000	4	3,481	9,282	5,239	7,524	7714	7,524	+190	McAllister/7 Mile
DSL9762		12,000	5	7,000		4,559	2,441	2,678	2,439	+239	Bang Bang <i>First sheet started 19 July</i>
DSL9763	**	12,000	6	2,078	1,371	1,203	2,246	1,882	2,399	-517	Wondoola
DSL9764		12,000	7	5,433		3,991	1,442	1,453	1,442	+11	Alexandra
DSL9765		12,000	8	3,226	9,148	3,984	8,390	8,390	8,390		Sterling
	6902	1,000	9	0	0	0	0	0	0		Alexandra
	6906	800	10	65	2,135	1,476	724	724	724		McAllister / 7 Mile
	6907	800	11	800	3,489	3,964	325	353	324	+29	Wondoola
	6909	800	13	384	2,707	3,020	71	72	26	+46	Inkerman
	6011	400	16	0	1,288	1,268	20	20	662	-642	Inkerman
	6018	400	18	17	643	911	-251	132	-251	+383	Stabiliser <i>No sheets prior to 23 July</i>
	358	6,000	24	2,359	5,411	3,358	4,412	4,414	3,771	+643	Inkerman
	6930	600	35	160	2,629	2,323	466	466	417	+43	Delta
	6920	600	36	309	2,275	2,392	192	192	192		Stabiliser
	6911	600	38	336	2,663	2,851	148	147	71	+76	Broadwater
<b>TOTAL</b>				25,648	43,041	40,539	28,150	28,637	28,130	+501	

\*\* 1,371 Litres issued from Pod 6909 to tank DSL 9763.

## POD 6018 finished with 17 Litres for Period 01. No sheets provided until 23 July. The sheet for 23 July started with opening quantity of 400 Litres. Suspect Pod filled but sheet not provided indicating this fill?

Inkerman balance discrepancies cancel each other out. POD 6011 and POD 358.

Smaller discrepancies can be accounted for by dip variances.

DSL 9763 – The starting quantity for period 02 was equal to the finish quantity for period 01 however the end balance after all sheets provided were processed indicates as 517 litres less than the Synergy stock quantity and 364 Litres less than the balance calculated using the issue sheets.

Discrepancy sheet calculation 28,150 compared to Synergy 28,130 is +20 Litres

Discrepancy sheet final quantities 28,637 compared to Synergy 28,130 is +487

Discrepancy individual PODs and Tanks plus and minus is +501

DATE: *3/08/2022*

Prepared by: *Richard Agan (Perpetrator)*

Signature: *[Signature]*

Works Coordinator: *[Signature]*

Signature: *[Signature]*

Director Corporate Services: *[Signature]*

Signature: *[Signature]*

Synergy Balances updated by: *RA [Signature]*

## **BUSINESS PAPERS**

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### **9.2 MONTHLY FINANCIAL REPORT - JULY 2022**

<b>Attachments:</b>	9.2.1. Monthly Financial Statements - July 2022 <a href="#">↓</a> 9.2.2. Cash - July 2022 <a href="#">↓</a>
<b>Author:</b>	Jade Nacario - Manager Finance and Administration
<b>Date:</b>	11 August 2022
<b>Key Outcome:</b>	A well governed, responsive Council, providing effective leadership and management, and respecting community values
<b>Key Strategy:</b>	Maintain a focus on integrity, Accountability and Transparency in all that we do

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#### **Executive Summary:**

Presentation of the financial report for 31 July 2022 as required under section 204 of the *Local Government Regulation 2012*. The report is presented for noting and indicates whether Council is progressing satisfactorily against its current budget.

#### **RECOMMENDATION:**

That Council accepts the Monthly Financial Report, as required under section 204 of the *Local Government Regulation 2012* for the period ended 31 July 2022.

#### **FINANCIAL REPORT**

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

The following reports for 31 July 2022 are attached for Council's information.

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

## BUSINESS PAPERS

### Sustainability Ratios

Indicator	Target	Formula	31 July 2022	Comment
<b>Current Ratio</b> Is Council able to pay off its short-term liabilities with its current assets?	1.5-3.0	Current Assets/Current Liabilities	2.16	Council has 2.16 times more current assets than current liabilities
<b>Operating Surplus Ratio</b> Does Council have sufficient operating revenue to meet Council operating costs?	Between 0 & 10%	Surplus/(Deficit) from council operations / Revenue generated from Council	-8.27%	The budget projection is at -9%. The ratio for the month of July 2022 is significantly lower due to timing issue of income and expenditures.
<b>Cash Expense Ratio</b> Has Council properly planned for when payments associated with Council activities are due? Indicates the number of months council can continue paying its immediate expenses without additional cash flows	3 months	Cash at Bank / Expected cash operating costs for one month	6.65	Indicates council can continue in paying its immediate expenses without additional cash flows in the next six months. Please note that this is based on the 22.23 budget

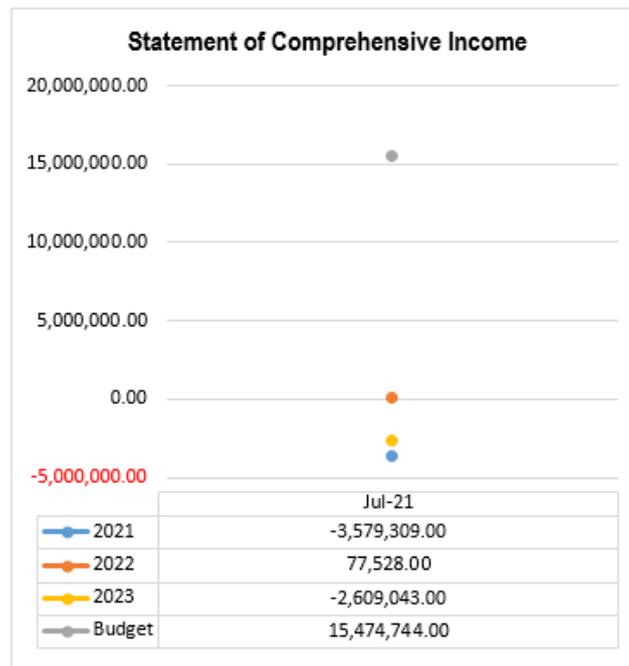
### Statement of Comprehensive Income

For the first month of the financial year 2022/2023, the financial year had elapsed 8.33% for the Operating Revenues and Expenditures budget. The comprehensive income statement indicated a net result of \$2,609,043 in deficit which is the sum of \$389,061 in recurrent revenue, \$3,607,239 in recurrent expenditure and \$609,135 in capital revenue. The net income does not include the depreciation expense for July 2022, the 2021/2022 asset year is yet to be finalized. The estimated depreciation expenses for the month of July 2022 is \$825,628.

	Actual (from 1 July 2022 to 31 July 2022)	Budget (from 1 July 2022 to 30 June 2023)
Recurrent Revenue	389,061	69,037,903
Recurrent Expenses	3,607,239	75,185,377
<b>Net Operating</b>	<b>(3,218,178)</b>	<b>(6,147,474)</b>
Capital Revenue	609,135	21,622,218
Capital Expense	0	0
<b>Net Result</b>	<b>(2,609,043)</b>	<b>15,474,744</b>

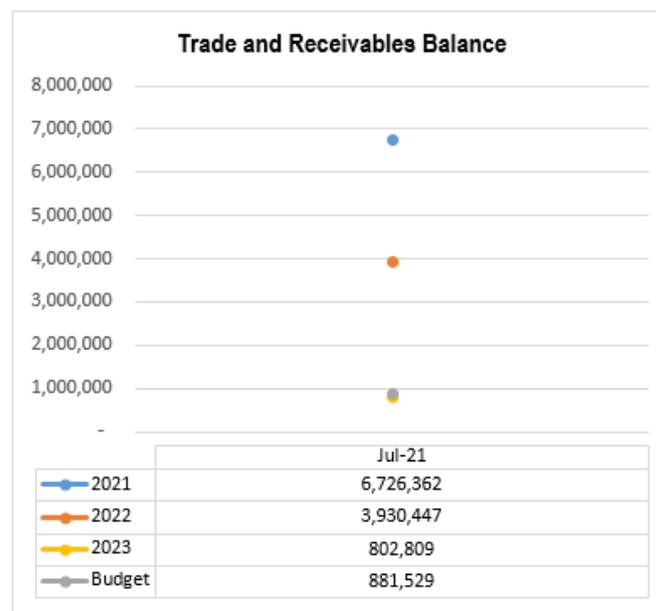
\*Please see attached Comprehensive Income Statement for details.

## BUSINESS PAPERS



### Financial Position Reports

The graph below shows Council's *Trade and Receivables* balance of \$802,809. The receivables balance is made up of rates receivable \$685,944 and the remaining balances are receivables from community loans, Main Roads recoverable works and airport charges.



## BUSINESS PAPERS

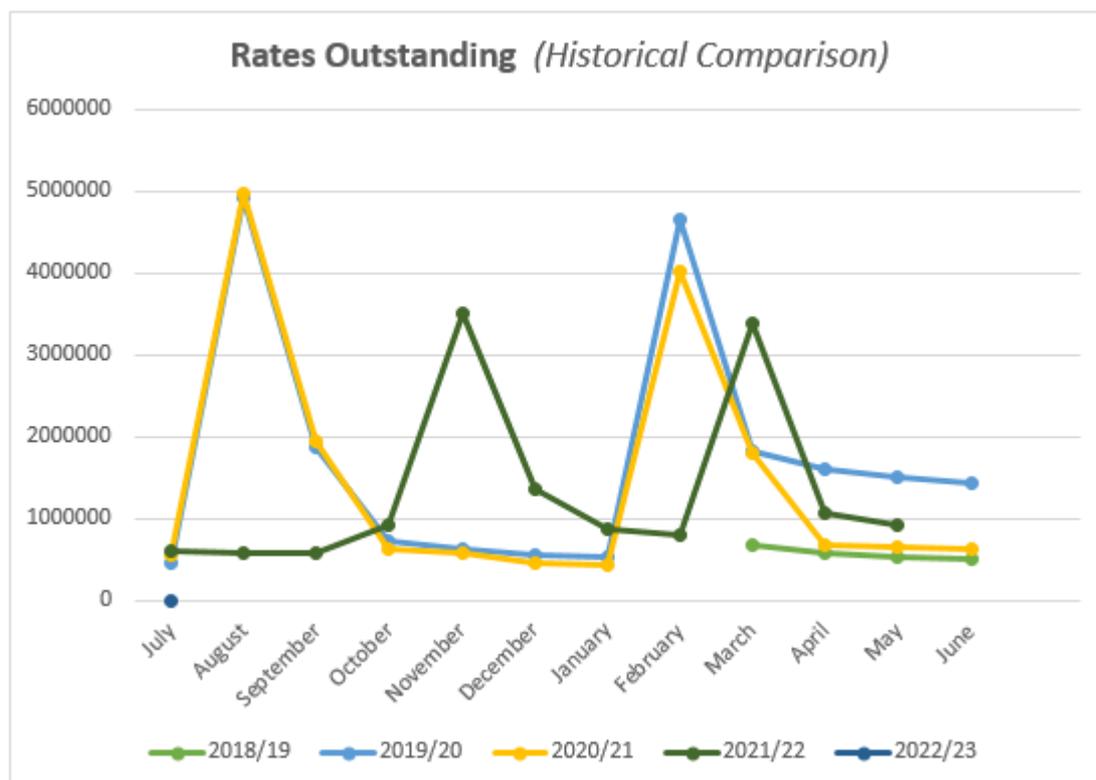
### Rates and Service Charges Receivables

The Rates End of Financial year has been completed. Collection of outstanding rates has commenced with the first assessments being sent to Collection House for initial contact. The decrease of the credits balances in the month of June 2022 from May 22 is due to applying payments to the correct assessments for ratepayers with multiple properties.

The water usage readings have been completed by the Water Department and are currently under review.

The proposed issue date for the Rates Notices is 23 August 2022. This is dependent on an ongoing issue being resolved within the system. The matter has been referred to IT Vision.

Rates Outstanding					
	%	Jul-22	Jun-22	May-22	Jul-21
Current Year	0%	-	320,485	423,388	-
1 Year Arrears	32%	234,496	137,915	163,862	288,201
2 Year Arrears	18%	128,107	91,453	105,971	120,262
3+ Year Arrears	29%	213,412	166,758	170,659	197,754
Interest	21%	155,249	192,704	198,148	138,458
Credits		(101,106)	(83,907)	(140,171)	(137,968)
<b>Balance</b>	<b>100%</b>	<b>630,158</b>	<b>825,409</b>	<b>921,857</b>	<b>606,707</b>



### QTC Loans

## BUSINESS PAPERS

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

<b>Loan Purpose</b>	<b>Balance</b>	<b>Maturity Date</b>
Glenore Weir	4,405,976	15 March 2035
Karumba Sewerage	1,659,631	15 June 2030
Normanton Water	919,560	15 March 2031
<b>TOTAL</b>	<b>6,985,167</b>	

### **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.

**Carpentaria Shire Council**  
**Statement of Comprehensive Income**  
 for the period ended 31 July 2022

	Actual 31-Jul-22	Budget 30-Jun-23	%
<b>Income</b>			
<b>Revenue</b>			
<b>Operating revenue</b>			
Net rates, levies and charges	-	8,918,000	0.00%
Fees and charges	77,125	547,000	14.10%
Rental income	35,370	600,000	5.90%
Interest received	20,439	219,903	9.29%
Sales revenue	53,953	7,275,000	0.74%
Other income	21,415	-	-
Grants, subsidies, contributions and donations	180,757	51,478,000	0.35%
<b>Total operating revenue</b>	<b>389,061</b>	<b>69,037,903</b>	<b>0.56%</b>
<b>Capital revenue</b>			
Grants, subsidies, contributions and donations	609,135	21,622,218	2.82%
<b>Total revenue</b>	<b>998,196</b>	<b>90,660,121</b>	<b>1.10%</b>
<b>Capital income</b>			
Total Capital Income	-	-	0.00%
<b>Total income</b>	<b>998,196</b>	<b>90,660,121</b>	<b>1.10%</b>
<b>Expenses</b>			
<b>Operating expenses</b>			
Employee benefits	650,083	10,105,910	6.43%
Materials and services	2,927,735	54,874,000	5.34%
Finance costs	29,420	357,920	8.22%
Depreciation and amortisation	-	9,847,547	0.00%
<b>Total operating expenses</b>	<b>3,607,239</b>	<b>75,185,377</b>	<b>4.80%</b>
<b>Capital expenses</b>			
Total Capital expenses	-	-	0.00%
<b>Total expenses</b>	<b>3,607,239</b>	<b>75,185,377</b>	<b>4.80%</b>
<b>Net result</b>	<b>(2,609,043)</b>	<b>15,474,744</b>	<b>-16.86%</b>
<b>Operating result</b>			
Operating revenue	389,061	69,037,903	
Operating expenses	3,607,239	75,185,377	
<b>Operating result</b>	<b>(3,218,178)</b>	<b>(6,147,474)</b>	

## Statement of Financial Position

as at 31 July 2022

	Actual	Budget
<b>Assets</b>		
<b>Current assets</b>		
Cash and cash equivalents	36,016,895	35,975,943
Trade and other receivables	802,809	4,199,014
Inventories	1,035,441	1,143,000
Contract Assets	7,486,656	6,037,000
ATO Receivables	283,742	718,000
<b>Total current assets</b>	<b>45,625,543</b>	<b>48,072,957</b>
<b>Non-current assets</b>		
Trade and other receivables	90,571	91,000
Property, plant & equipment	268,874,661	286,552,295
Right of use assets	143,171	65,000
<b>Total non-current assets</b>	<b>269,108,402</b>	<b>286,708,295</b>
<b>Total assets</b>	<b>314,733,945</b>	<b>334,781,252</b>
<b>Liabilities</b>		
<b>Current liabilities</b>		
Trade and other payables	2,099,778	1,544,298
Contract Liabilities	17,344,723	14,162,000
Borrowings	502,189	561,513
Other current liabilities	100,000	100,000
Provisions	1,083,211	950,000
<b>Total current liabilities</b>	<b>21,129,900</b>	<b>17,317,811</b>
<b>Non-current liabilities</b>		
Contract Liabilities	-	5,000,000
Borrowings	6,482,978	5,653,032
Provisions	1,373,775	2,536,000
Other non-current liabilities	68,152	100,000
<b>Total non-current liabilities</b>	<b>7,924,905</b>	<b>13,289,032</b>
<b>Total liabilities</b>	<b>29,054,806</b>	<b>30,606,843</b>
<b>Net community assets</b>	<b>285,679,139</b>	<b>304,174,409</b>
<b>Community equity</b>		
Asset revaluation surplus	171,429,127	171,681,649
Retained surplus	114,250,013	132,492,760
<b>Total community equity</b>	<b>285,679,139</b>	<b>304,174,409</b>

**Statement of Cash Flows**  
 for the period ended 31 July 2022

**Actual**                      **Budget**  
 31-Jul-22                      30-Jun-23

**Statement of Cash Flows**

**Cash flows from operating activities**

Receipts from customers	1,899,740	16,870,654
Payments to suppliers and employees	(7,368,872)	(70,295,612)
Interest received	20,439	219,750
Rental income	35,370	603,064
Non-capital grants and contributions	180,757	56,903,269
Borrowing costs	(29,420)	(307,920)
<b>Net cash inflow from operating activities</b>	<b>(5,261,985)</b>	<b>3,993,205</b>

**Cash flows from investing activities**

Payments for property, plant and equipment	-	(25,405,227)
Grants, subsidies, contributions and donations	609,135	21,622,218
<b>Net cash inflow from investing activities</b>	<b>609,135</b>	<b>(3,783,009)</b>

**Cash flows from financing activities**

<b>Net cash inflow from financing activities</b>	<b>-</b>	<b>(534,252)</b>
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**Total cash flows**

<b>Net increase in cash and cash equivalent held</b>	<b>(4,652,851)</b>	<b>(324,056)</b>
Opening cash and cash equivalents	40,669,745	36,300,000
Closing cash and cash equivalents	36,016,895	35,975,944



Statement of Comprehensive Income by Category  
 for the period ended 31 July 2022

	Core \$	QRA \$	Non-Core \$	Total \$	Budget \$
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent revenue</b>					
Rates, levies and charges	-	-	-	-	8,918,000
Fees and charges	18,523	-	58,603	77,125	547,000
Rental income	11,129	-	24,242	35,370	600,000
Interest received	20,439	-	-	20,439	219,903
Sales revenue	4,817	-	49,137	53,953	7,275,000
Other income	21,415	-	-	21,415	-
Grants, subsidies, contributions and donations	175,863	-	4,895	180,757	51,478,000
	<u>252,185</u>	<u>-</u>	<u>136,876</u>	<u>389,061</u>	<u>69,037,903</u>
<b>Capital revenue</b>					
Grants, subsidies, contributions and donations	609,135	-	-	609,135	21,622,218
<b>Total revenue</b>	<u>861,320</u>	<u>-</u>	<u>136,876</u>	<u>998,196</u>	<u>90,660,121</u>
Capital income	-	-	-	-	-
<b>Total income</b>	<u>861,320</u>	<u>-</u>	<u>136,876</u>	<u>998,196</u>	<u>90,660,121</u>
<b>Expenses</b>					
<b>Recurrent expenses</b>					
Employee benefits	(468,053)	(118,450)	(63,580)	(650,083)	(10,105,910)
Materials and services	(1,814,433)	(1,098,286)	(15,017)	(2,927,735)	(54,874,000)
Finance costs	(29,420)	-	-	(29,420)	(357,920)
Depreciation	0	-	-	-	(9,847,547)
	<u>(2,311,907)</u>	<u>(1,216,735)</u>	<u>(78,597)</u>	<u>(3,607,239)</u>	<u>(75,185,378)</u>
<b>Capital expenses</b>					
-	-	0	0	-	-
<b>Total expenses</b>	<u>(2,311,907)</u>	<u>(1,216,735)</u>	<u>(78,597)</u>	<u>(3,607,239)</u>	<u>(75,185,378)</u>
<b>Net result</b>	<u>(1,450,587)</u>	<u>(1,216,735)</u>	<u>58,279</u>	<u>(2,609,043)</u>	<u>15,474,743</u>
<b>Other comprehensive income</b>					
<b>Items that will not be reclassified to net result</b>					
Increase / (decrease) in asset revaluation surplus	-	-	-	-	-
<b>Total other comprehensive income for the year</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total comprehensive income for the year</b>	<u>(1,450,587)</u>	<u>(1,216,735)</u>	<u>58,279</u>	<u>(2,609,043)</u>	<u>15,474,743</u>

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

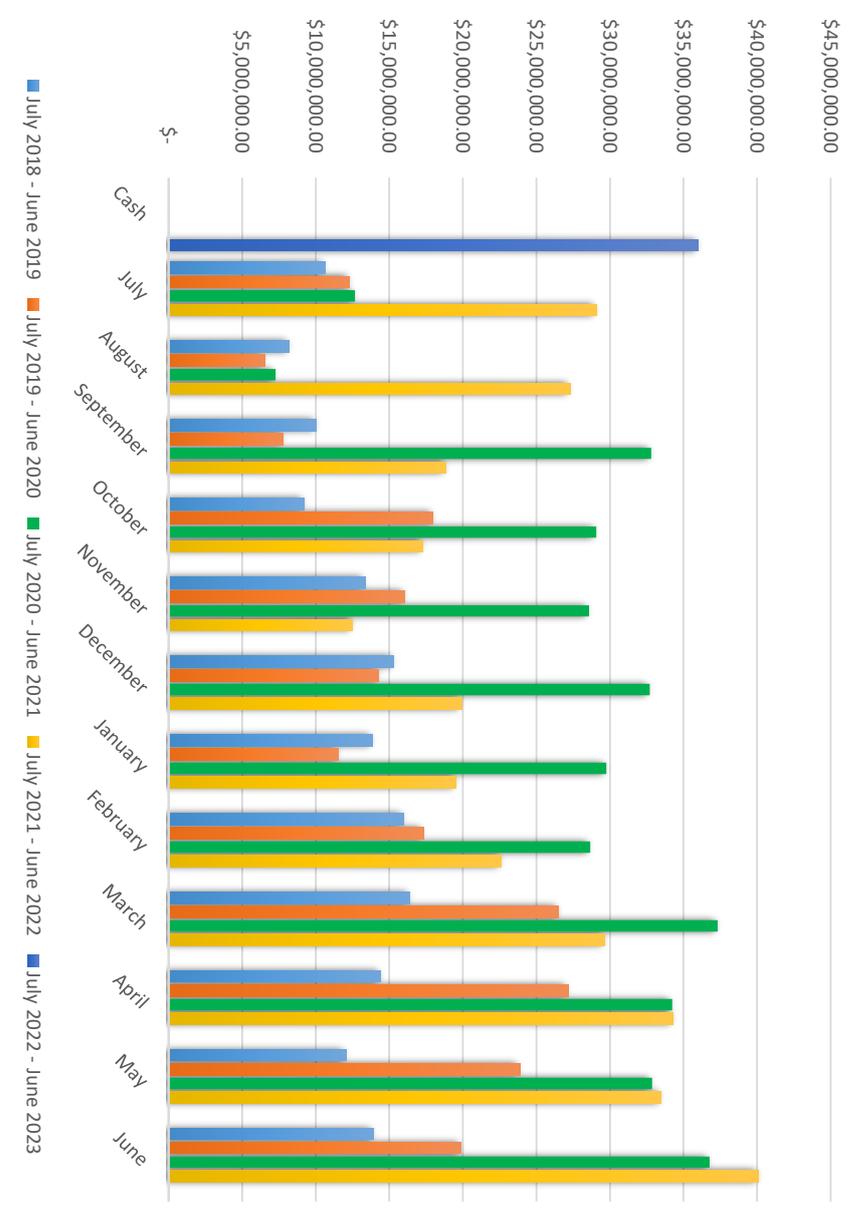


### Accounts Summary

	31 July 2022	30 June 2022
	\$	\$
<b>General Accounts</b>		
Westpac General Operating Accounts	513,434	2,680,233
QTC General Fund	29,339,862	31,274,387
QTC Sewerage Reserve	477,745	477,745
QTC Airport Reserve	132,275	132,275
QTC Water Supply Reserve	716,313	716,313
QTC Land Development Reserve	12,453	12,453
QTC Plant Replacement Reserve	3,650,508	3,650,508
QTC Future Capital Grants	150,000	150,000
QTC Sustainability Reserve	1,000,000	1,000,000
<b>Total balance held in banks</b>	<b>35,992,590</b>	<b>40,093,914</b>
<b>Trust Accounts</b>		
Queensland Treasury Corporation	91,378	91,378
Westpac Bank	40,649	38,009
<b>Total balance held in trust</b>	<b>132,027</b>	<b>129,387</b>
<b>Other Balances</b>		
CSC Reserves	11,070,235	11,070,235
CSC Provisions	2,456,986	2,442,071
Net of Contract Assets and Liabilities	9,858,066	10,604,821
<b>Total balance reserves, provisions and contract liabilities</b>	<b>23,385,287</b>	<b>24,117,127</b>
<b>QTC Borrowings</b>		
Karumba Sewerage	1,659,631	1,650,780
Normanton Water Upgrade	919,560	914,762
Glenore Weir	4,405,976	4,391,057
<b>Total balance QTC borrowings</b>	<b>6,985,167</b>	<b>6,956,600</b>
<b>Net Council Position</b>	<b>5,622,136</b>	<b>9,020,188</b>

CASH

Cash	July	August	September	October	November	December	January	February	March	April	May	June
2019	\$10,624,212.00	\$8,210,979.00	\$10,052,874.00	\$9,230,314.00	\$13,365,287.00	\$15,294,953.00	\$13,866,629.00	\$16,004,746.00	\$16,406,721.00	\$14,429,103.00	\$12,076,778.00	\$13,940,891.00
2020	\$12,280,567.00	\$6,538,396.00	\$7,802,385.00	\$17,986,246.00	\$16,045,726.00	\$14,253,941.00	\$11,534,551.00	\$17,310,350.00	\$26,505,321.00	\$27,149,119.00	\$23,891,105.00	\$19,895,041.00
2021	\$12,668,763.00	\$7,267,828.00	\$32,799,197.00	\$29,061,031.00	\$28,569,461.00	\$32,701,782.00	\$29,755,429.00	\$28,656,349.42	\$37,318,356.00	\$34,226,338.00	\$32,854,549.00	\$36,769,988.00
2022	\$29,066,133.00	\$27,305,252.00	\$18,876,147.00	\$17,306,164.00	\$12,501,484.00	\$19,906,129.00	\$19,521,847.00	\$22,627,835.00	\$29,625,892.00	\$34,300,881.00	\$33,474,702.00	\$40,097,628.00
2023	\$36,016,895.12											



## BUSINESS PAPERS

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### 9.3 2021/2022 OPERATIONAL PLAN 4TH QUARTER REVIEW (JUNE 2022)

<b>Attachments:</b>	9.3.1. 2021/2022 Operational Plan 4th Quarter Report (June) <a href="#">↓</a>
<b>Author:</b>	Julianne Meier - Director Corporate Services
<b>Date:</b>	10 August 2022

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<b>Key Outcome:</b>	A well governed, responsive Council, providing effective leadership and management, and respecting community values
<b>Key Strategy:</b>	Maintain a focus on integrity, Accountability and Transparency in all that we do

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#### Executive Summary:

The *Local Government Regulation 2012* requires that a local government must for each financial year prepare and by resolution adopt an Annual Operational Plan. A report on the Operational Plan is to be prepared and presented to Council on a regular basis outlining the progress towards implementing the key initiatives therein.

#### RECOMMENDATION:

That Council notes the fourth quarter review of the 2021 – 2022 Operational Plan to the 30<sup>th</sup> June 2022.

#### Background:

The Annual Operational Plan 2021/2022 was adopted at the Special Budget meeting held on the 30<sup>th</sup> June 2021. The Operational Plan is an annual document which outlines activities and actions Council will undertake for the financial year.

Section 174 of the *Local Government Regulation 2012* states:

- (1) *A local government must prepare and adopt an annual operational plan for each financial year.*
- (2) *The local government may, but need not, adopt the annual operation plan for a financial year at the same time the local government adopts its budget for the financial year.*
- (3) *The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.*
- (4) *A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year.*
- (5) *A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.*

The attached report shows the progress towards implementing the Annual Operational Plan for 2021/2022.

## **BUSINESS PAPERS**

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**Consultation (Internal/External):**

- Chief Executive Officer
- Executive Leadership Team

**Legal Implications:**

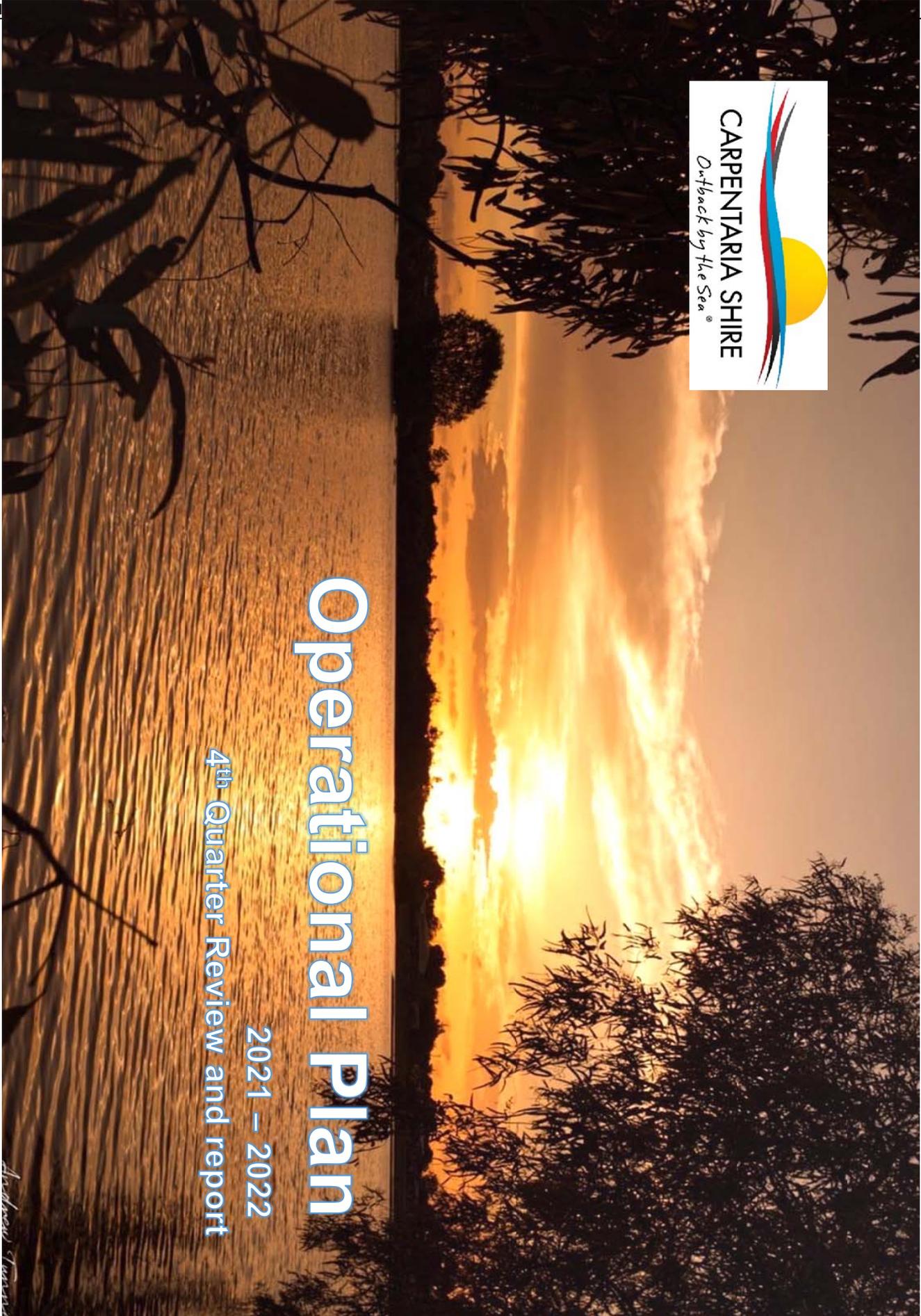
- *Local Government Act 2009*
- *Local Government Regulation 2012*

**Financial and Resource Implications:**

- The Operational Plan identifies the annual objectives as defined in Council's Corporate Plan

**Risk Management Implications:**

- Risks are within normal operational parameters.



# Operational Plan

2021 – 2022  
4<sup>th</sup> Quarter Review and report

*Archievale Thomas*

## 1 Carpentaria Community

Corporate Outcomes		2021-2022 Key Initiative	
1.1 A safe, healthy, and equitable community that celebrates diversity and enjoys a quality lifestyle.	1.1.1	Development of, and implementation of, a Youth Strategy for the Shire.	
	1.1.2	Development of standard leases for the community groups who utilise Council facilities.	
	1.1.3	Develop an action plan from the recommendations contained in the Carpentaria Sport and Recreation Plan.	
	1.1.4	Annual review the Local Disaster Management Plan.	

Program	Service	Link	Key Initiative	Performance Measure	Budget	% Complete	Status Commentary	RO
Community and Cultural Development	Community Development	1.1.1	Development of a Youth Strategy for the Shire.	Youth Strategy implemented	Grant Funding	70%	Peak Services have completed community surveys and consultation. A draft Strategy has been established which needs to be workshopped with the Elected members in September.	MECD
		1.1.2	Development of standard leases for the community groups who utilise Council facilities.	Draft leases are presented to Council for formal adoption before May 2022	Operational Budget	80%	One lease outstanding and is still in negotiations.	MECD
	1.1.3	Develop an action plan from the recommendations contained in the Carpentaria Sport and Recreation Plan.	Undertake an in-house review of the Plan Present recommendations to Council for consideration	In-house	30%	Planning has commenced. MECD to provide status updates on the 35 recommendations, and present to Council to consider and prioritise.	MECD	
	1.1.4	Annual review the Local Disaster Management Plan.	Undertake a desktop review of	In-house	100%	As information is provided to Council the plan is checked to ensure	CEO	

Operational Plan 2021-2022  
 4<sup>th</sup> Quarter report to Council

Program	Service	Link	Key Initiative	Performance Measure	Budget	% Complete	Status Commentary	RO
				the plan with QFES			Inclusion. Annual review undertaken with QFES	

## 2 Carpentaria Environment

Corporate Outcomes		2021-2022 Key Initiative	
2.1 The region's environmental assets including natural areas and resources, open spaces, and agricultural land, are conserved and enhanced for future generations.	2.1.1 Advocate with various government departments on initiatives identified in the Coastal Hazard Adaptation Study and including Karumba Levee pre-feasibility.	2.1.2 Participation in the development of a Regional Biosecurity Plan.	

Program	Service	Link	Key Initiative	Performance Measure	Budget	% Complete	Status Commentary	RO
Coastal Management	Foreshore Protection	2.1.1	<ul style="list-style-type: none"> <li>Advocate with various government departments on initiatives identified in the Coastal Hazard Adaptation Study and including Karumba Levee pre-feasibility.</li> </ul>	<ul style="list-style-type: none"> <li>Funding provided to Council secured the necessary approvals to move on the recommendation provided</li> </ul>	In-house Grant Funding	100%	<p>Council has been successful in obtaining funding through QRRRF for the Detailed Design and Approvals for work identified in the CHAS</p> <p>Application successful under the PACP Commonwealth grant for infrastructure works</p> <p>Council also successful in a further round of QRRRF Funding to construct additional infrastructure at foreshore.</p>	CEO
Natural Resource Management	Pest Management Operations	2.1.2	<ul style="list-style-type: none"> <li>Participation in the development of a Regional Biosecurity Plan.</li> </ul>	<ul style="list-style-type: none"> <li>Councils concerns are adequately addressed in the proposed Regional Plan</li> </ul>	In-house	100%	<p>Council is working with the other member councils of the NWQROC and Southern Gulf NRM group to prepare a Regional Plan. Draft provided for review.</p>	CEO

### 3 Carpentaria Economy

Corporate Outcomes		2021-2022 Key Initiative	
3.1 A dynamic and diverse economy creating industry development and employment opportunities.	3.1.1	Promote and encourage support from interested parties to pursue initiatives in the Economic Development Strategy.	
	3.1.2	Continued participation in the North West Minerals Provenance with other councils and state government.	
	3.1.3	Promote and encourage support from interested parties to pursue initiatives in the Tourism Strategy.	

Program	Service	Link	Key Initiative	Performance Measure	Budget	% Complete	Status Commentary	RO
Economic Development	Regional Economic Development	3.1.1	<ul style="list-style-type: none"> <li>Promote and encourage support from interested parties to pursue initiatives in the Economic Development Strategy.</li> </ul>	<ul style="list-style-type: none"> <li>10% of initiatives identified in the EDS are progressed before fourth quarter</li> </ul>		10%	<ul style="list-style-type: none"> <li>Lilly Vale Subdivision is in progress</li> <li>Gulf Academy is in consultation stage</li> <li>Improving digital connectivity</li> <li>Tourism Manager is working towards tourism objective</li> </ul>	MECD
		3.1.2	<ul style="list-style-type: none"> <li>Continued participation in the North West Minerals Provenance with other councils and state government.</li> </ul>	<ul style="list-style-type: none"> <li>Attendance at 90% of all meetings called and held in relation to the NWMIP</li> </ul>		5%	No meetings have been scheduled recently that required our attendance	CEO MECD
		3.1.3	<ul style="list-style-type: none"> <li>Promote and encourage support from interested parties to pursue initiatives in the Tourism Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Workshop held in Region with representatives from within the Industry</li> </ul>		25%	The Tourism Champion has scheduled a trip to the Gulf to work with the Tourism operators in the Shire to progress initiative in the Tourism Strategy	CEO Tourism Champion Barra Hatcher Manager

## 4 Carpentaria Governance

Corporate Outcomes		2021-2022 Key Initiative	
4.1 A well governed, responsive Council, providing effective leadership and management, and respecting community values.	4.1.1	Development of Strategic Risk Register and Operational Risk Register.	
	4.1.2	Development of individual asset class management plans.	
	4.1.3	Update the Long-Term Financial Sustainability indicators and develop a sustainability plan highlighting the assumptions that make up the strategy.	
	4.1.4	Regional representation on the NWQROC and WQAC.	

Program	Service	Link	Key Initiative	Performance Measure	Budget	% Complete	Status Commentary	RO
Corporate Governance	Financial Services	4.1.1	<ul style="list-style-type: none"> <li>Development of Strategic Risk Register and Operational Risk Register.</li> </ul>	<ul style="list-style-type: none"> <li>Registers are developed, presented for formal adoption and implemented by reporting period end</li> </ul>		100%	Workshops scheduled with Pacifica to be onsite February and March to conduct workshops and finalise Registers. Documents adopted In June.	DCS
Engineering	Asset Management	4.1.2	<ul style="list-style-type: none"> <li>Development of individual asset class management plans.</li> </ul>	<ul style="list-style-type: none"> <li>All classes of assets have a detailed plan</li> </ul>		25%	Contractor engaged, to conduct site visit and prepare individual AMP's. AMP for Buildings currently in Draft for review, prior to the other AMP's being finalised.	CEO DOE
Corporate Governance	Financial Services	4.1.3	<ul style="list-style-type: none"> <li>Update the Long-Term Financial Sustainability indicators and develop a sustainability plan highlighting the assumptions that make up the strategy.</li> </ul>	<ul style="list-style-type: none"> <li>Updated following the completion of the detailed asset management plans for the individual asset classes</li> </ul>		25%	QTC training for the Elected Members and the Executive Leadership Team. Training conducted in April. AMP's being finalised. QTC model completed, a date to be scheduled to work with Council.	CEO DCS DOE

Operational Plan 2021-2022  
 4<sup>th</sup> Quarter report to Council

Economic Development	Business Development	4.1.4	<ul style="list-style-type: none"> <li>Regional representation on the NWQROC and WQAC.</li> <li>100% attendance at all NWQROC and WQAC meetings</li> </ul>	100%	Mayor, Deputy Mayor and CEO attend these meetings as scheduled. Some face to face, others virtually.	CEO
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*It's a great place to work,  
 live and play*

## **BUSINESS PAPERS**

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### **9.4 PROCUREMENT POLICY**

<b>Attachments:</b>	9.4.1. Procurement Policy <a href="#">↓</a>
<b>Author:</b>	Julianne Meier - Director Corporate Services
<b>Date:</b>	8 August 2022
<b>Key Outcome:</b>	A well governed, responsive Council, providing effective leadership and management, and respecting community values
<b>Key Strategy:</b>	Maintain a focus on integrity, Accountability and Transparency in all that we do

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#### **Executive Summary:**

Pursuant to section 198 of the *Local Government Regulation 2012*, Council has a statutory obligation to have a Procurement Policy and this policy is to be reviewed annually. The revised Procurement Policy is presented for adoption.

#### **RECOMMENDATION:**

That Council adopts the Procurement Policy as presented.

#### **Background:**

Pursuant to section 198 of the *Local Government Regulation 2012*, Council has a statutory obligation to have a Procurement Policy and this policy is to be reviewed annually. In addition, Chapter 6 of the *Local Government Regulation 2012*, details Council's statutory obligations that must be maintained when contracting for goods and services.

Whilst the legislation covers contracts which have a value of \$15,000 or more, Council's Procurement Policy covers all procurement activities regardless of the value.

In undertaking the review of the Procurement Policy, it has been confirmed that this policy complies with legislative requirements and there have been changes to the Policy.

The most notable change is from now on, where exceptions are not being utilised and it is decided to go to tender, the evaluation will need to be processed through the Vendor Panel portal using the multi-party evaluation functionality. Any exceptions to this process will first need to be approved by the CEO.

This requirement is to ensure probity, protect staff, contractors and other parties and is good governance as the software records all parties to the evaluation, individual scoring, comments etc. and all records are available for retrieval in future.

Included as an appendix to the policy is the financial thresholds that have been delegated to the selected roles within Council.

#### **Consultation (Internal/External):**

- This policy has been reviewed and endorsed by relevant Procurement and Finance personnel together with ELT prior to presentation to Council.

## **BUSINESS PAPERS**

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### **Legal Implications:**

- Section 198 of the *Local Government Regulation 2012*, states the following:
  - 1) A local government must prepare and adopt a policy about procurement (a procurement policy).
  - 2) The procurement policy must include details of the principles, including the sound contracting principles, that the local government will apply in the financial year for purchasing goods and services.
  - 3) A local government must review its procurement policy annually.

The Procurement Policy presented to Council for adoption complies with the above statutory requirements.

### **Financial and Resource Implications:**

- By applying the Sound Contracting Principles within the Procurement Policy, enables staff to achieve the most beneficial outcomes for Council through standard procurement activities and ultimately assists in reducing implications on finances and resources.

### **Risk Management Implications:**

- The mitigation of procurement risks is enhanced by:
  - following the legislative requirements associated with contracting; and
  - having a robust Procurement Policy; and
  - having strong internal controls through sound purchasing processes/procedures based on integrity, transparency and accountability.



# Procurement Policy

<b>Policy Category</b>	Council Policy
<b>Date Adopted</b>	20 July 2022
<b>Endorsed by</b>	Chief Executive Officer
<b>Approval Authority</b>	Council
<b>Effective Date</b>	1/8/2022
<b>Policy Version Number</b>	8
<b>Policy Owner</b>	Director of Corporate Services
<b>Contact Officer</b>	Procurement Coordinator
<b>Review Date</b>	June 2023

## Supporting documentation

<b>Legislation</b>	<ul style="list-style-type: none"> <li>• <i>Local Government Act 2009</i></li> <li>• <i>Local Government Regulation 2012</i></li> <li>• <i>Public Sector Ethics Act 1994</i></li> <li>• <i>ISO 26000 Guidance on Social Responsibility</i></li> </ul>
<b>Policies</b>	<ul style="list-style-type: none"> <li>• Code of Conduct for Officers</li> <li>• Corporate Credit Card Policy</li> <li>• Local Preference Policy</li> <li>• Procurement Procedure</li> <li>• Gifts and Benefits Policy</li> <li>• Fraud and Corruption Prevention Policy</li> </ul>
<b>Delegations</b>	<ul style="list-style-type: none"> <li>• Financial Delegations to Staff</li> </ul>
<b>Forms</b>	<ul style="list-style-type: none"> <li>• Authority to Tender Form</li> </ul>
<b>Supporting Documents</b>	<ul style="list-style-type: none"> <li>• Corporate Plan 2021 - 2025</li> </ul>

## Version History:

Version	Adopted	Comment	eDRMS #
8	20/07/2022	Council Resolution xxxxx	
7	16/06/2021	Council Resolution 0621/018	
6	26/02/2020	Council Resolution 0220/023	
5	7/12/2016	Council Resolution 1216/011	

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## Intent

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To satisfy Council's statutory obligations under Section 198 of the *Local Government Regulation 2012* and to establish Council's intent with respect to Procurement. This document sets out Council's policy for the procurement of goods and services, construction, and services contracts.

Council's procurement activities aim to achieve advantageous procurement outcomes by:

- Promoting value for money with probity and accountability; and
- Advancing Council's economic, social, and environmental policies; and
- Providing reasonable opportunity for competitive local business that comply with relevant legislation to supply to Council;
- Adhering to the sound contracting principles; and
- Promoting compliance with relevant legislation.

In accordance with Section 198 of the *Local Government Regulation 2012*, this policy incorporates relevant requirements regarding the procurement of goods and services and the carrying out of the sound contracting principles.

## Scope

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This policy applies to employees, agents and contractors (including temporary contractors) of Council, collectively referred to in this policy as "officers".

## Policy Statement

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### Sound Contracting Principles

Council officers must have regard to the following sound contracting principles when procuring goods and services on behalf of Council:

- a) Value for money;
- b) Open and effective competition;
- c) Development of competitive local business and industry;
- d) Environmental protection; and
- e) Ethical behaviour and fair dealing.

### Value for Money

Council must harness its purchasing power to achieve the best value for money. The concept of value for money is not restricted to price alone. The value for money assessment must include consideration of:

- (i) Contribution to the advancement of Council's priorities;
- (ii) Fitness for purpose, quality, services and support; and whole-of-life costs including costs of acquiring, using and maintaining and disposal;
- (iii) Internal administration costs;

- (iv) Technical compliance issues;
- (v) Risk exposure;
- (vi) The value of any associated environmental benefits; and
- (vii) Advantages of local knowledge, networks and relationships, availability and access to after sales servicing and support.

Obtaining value for money does not mean Council is obliged to accept the lowest price, but rather the one most advantageous to it having regard to the sound contracting principles. Not all the above factors will be relevant to all procurement activity, but all relevant factors are to be considered. Wherever the lowest price is not accepted, a documented justification from the delegate will be provided.

### **Open and Effective Competition**

Purchasing should be open and result in effective competition in the provision of goods and services. Council must give fair and equitable consideration to all prospective suppliers.

### **Development of Competitive Local Business and Industry**

In accordance with Section 104(3)(c) of the *Local Government Act 2009*, Council wishes to pursue the principle of development of competitive local business and industry as part of the process of making its purchasing decisions.

Consideration will be given to the benefits of utilising local suppliers when undertaking procurement activities. These benefits include:

- To assist local businesses enhance their competitive standards and performance;
- To assist local suppliers and ultimately the communities Council serve to achieve financial sustainability and continuation of local services;
- Creation of new and/or maintenance of existing local employment opportunities;
- More responsive and readily available servicing and ongoing maintenance support;
- Closer and more convenient communications regarding progress, performance and measurement to enable effective and efficient contract administration and management;
- Encouragement for the relocation of established businesses from outside the region to physically enter, establish and maintain a physical ongoing presence in the region;
- Support for economic growth within the local area; and
- Returning value-added benefits to Council and its ratepayers from the associated local commercial transactions.

See Council's Local Preference policy.

### **Environmental Protection**

Consideration must be given to support and promote sustainable outcomes through ensuring the necessary balance between environmental, economic and social aspects to maintain a high-quality environment as a source of competitive advantage such as:

- Prevention or minimisation of waste;
- Use of recycled products and recycling facilities;

- Conservation of energy in buildings and use of equipment;
- Control of order of quantities to avoid stock build-up, minimise storage requirements and reduce possible obsolescence;
- Promote the purchase of environmentally friendly goods and services that satisfy value for money criteria;
- Foster the development of products and processes of low environmental and climatic impact;
- Encourage environmentally responsible activities.

### Ethical Behaviour and Fair Dealing

All procurement related activities are to be conducted with impartiality, fairness, independence, openness, integrity and professionalism with particular focus on:

- Identifying, declaring and seeking advice on any perceived and/or actual situation that may give rise to a conflict of interest by any Officer involved in the end-to-end procurement process, and ensuring perceived conflicts of interest are documented and recorded;
- Council officers involved in purchasing are to behave with impartiality, fairness, independence, openness, integrity and professionalism in their discussions and negotiations with suppliers and their representatives.
- Officers are to facilitate the ethical procurement of goods and services for Council in the timeliest and cost effective manner and ensure that all procurement activities are within Council's legal and statutory obligations.

### Goods and Services Tax

All values quoted in this policy are exclusive of GST.

### Optimisation of Value in Procurement - Aggregation

To optimise value in procurement, where applicable, Council will establish annualised or bi-annual purchasing arrangements. This is generally to occur where multiple similar purchases are likely to be required, the total value of goods for the financial year is expected to exceed \$50,000, and the cost of obtaining quotes for each purchase is high in value of time and effort. This may include entering into arrangements for, **preferred suppliers**.

An **approved contractor list** may be compiled after inviting expressions of interest from suitably qualified persons and assessing those expressions based on sound contracting principles as required under Section 231 of the *Local Government Regulation 2012*.

A **pre-qualified supplier register** may be compiled only after inviting tenders in accordance with Section 232 of the *Local Government Regulation 2012*.

A **preferred supplier arrangement** may be enacted only after inviting tenders in accordance with Section 233 of the *Local Government Regulation 2012*.

### Order Splitting

Council Officers are prohibited from splitting purchase orders to avoid financial procurement thresholds of quotes or in any way attempting to split the full purchase cost across different or multiple requisitions or budget items.

### Recurring Operational Expenditure

In some cases, it can be considered impractical to issue a requisition or purchase order where such purchasing activities are recurring and operational in nature. Recurring operational expenditure is limited to certain categories of spend, see definitions for examples.

Any queries regarding recurring operational expense should be directed to the Procurement Coordinator.

### Acquisition of Goods and Services

The process and procedures to be used for entering into contracts for the acquisition of goods and services are as follows:

- a) maintaining **confidentiality** and respect for commercial-in-confidence material;
- b) maintaining appropriate **records** available for inspection at any time;
- c) inviting **quotations** from suppliers that can meet Council's requirements at competitive prices;
- d) ensuring selection and appointment of contractors is evidenced by the issuing of a **letter of appointment** and purchase order;
- e) Purchase orders are to be generated for all purchases of goods and services other than those that meet the definition of recurring operational expenditure;
- f) other purchases where a director or the CEO has determined that a genuine emergency has occurred.

If a Local Government Arrangement is used, the LocalBuy contract number must be stated on the order requisition for entering onto Council's Purchase Order.

In the event the Council's Register of Pre-Qualified Suppliers (RoPS) is used the RoPS category number/s must be stated on the order requisition for entering onto Council's Purchase Order.

### Purchasing Thresholds

Purchasing thresholds recognise that different values of procurement carry differing levels of risk. The *Local Government Regulation 2012* details procurement requirements for contracts with a value in excess of \$15,000.

Where the value of the purchase or the value of the contract over the full contract period (including options to extend) is, or is expected to be, the following table must be followed:

**Table 1: Purchasing Thresholds (excluding GST)**

Amount excl. GST	Policy
Up to \$2,000	<ul style="list-style-type: none"> <li>For purchases under the value of \$2,000 at least one verbal quote must be obtained.</li> <li>Where the officer believes (or reasonably should believe) that the quote does not represent a fair price, additional quotes should be sought.</li> </ul>
\$2,000 or more but less than - \$15,000	<ul style="list-style-type: none"> <li>Purchases between \$2,000 and \$15,000 requires two (or more) written quotes be sought.</li> <li>Copies of the quotes and/or the requests for quotes must be attached to Council's copy of the Purchase Order. If not possible to obtain a second quote, record of suppliers approached must be recorded.</li> </ul>
\$15,000 or more but less than \$200,000  s104 LGA s225 LGR s230-s235 LGR	<ul style="list-style-type: none"> <li>Council cannot enter into a <b>medium sized contract</b> unless Council first invites written quotes for the contract. Refer s225 LGR.</li> <li>The invitation must be to at least three (3) persons who Council considers can meet Council's requirements, at competitive prices.</li> <li>Council may decide not to accept any quotes it receives.</li> <li>If Council does decide to accept a quote, Council must accept the quote most advantageous to it having regard to the sound contracting principles. Refer s104 LGA.</li> <li>There are limited exceptions to this requirement. Refer s230 to 235 LGR)</li> </ul>
\$200,000 and above  S226 LGR	<ul style="list-style-type: none"> <li>Council cannot enter into a <b>large-sized contract</b> unless Council first invites written tenders for the contract under s228 LGR.</li> <li>Vendor Panel is to be utilised for the tender process, unless written exception provided by the CEO due to exceptional circumstances.</li> <li>Pursuant to s228(2), Council must either invite written tenders under section 228(4) or invite expressions of interest under s228(5) before considering whether to invite written tenders under s228(7)(b).</li> <li>There are limited exceptions to this requirement. Refer s230 to 235 LGR)</li> </ul>

### Acceptance of Quotations

There is no requirement to accept the lowest quotation. However, where a staff member chooses a quotation other than the lowest quotation, they must provide a brief written justification which must be kept with the order.

### Tender Process

Section 228 of the *Local Government Regulation 2012* sets out how a local government must invite written tenders for —

- a) a large-sized contract; or
- b) a valuable non-current asset contract.

The invitation for tenders must —

- a) be published on the local government's website for at least 21 days; and
- b) allow written tenders to be given to the local government for at least 21 days after the advertisement is published.

Where an exception is not utilised, Council Policy requires all procurement > \$200,000 to be released via the Vendor Panel portal and be evaluated using Multi-Party evaluation functionality. Where relevant departments believe the circumstances are exceptional and the tender process would be disadvantaged by the Vendor Panel process, they may seek an exception from the CEO. This must be in writing and the process shall still be overseen by Procurement.

Records of tender must be kept on file and registered in council electronic record management system, Magiq.

### Vendor Panel

To ensure tenders meet probity requirements, and protections are afforded to Council officers and respondents, all procurement with a value greater than \$200,000 where exceptions are not utilised, shall be released and evaluated via Council's procurement software Vendor Panel.

The multi-party evaluation shall be utilised for all requests for tender. The quick response can be utilised where a list exists, such as a RoPS, or for any procurement under \$200,000. Where the quick response option is utilised, all records must be maintained, referenced, and attached to the Purchase Order.

There are two types of evaluations that can be utilised within the software:

- Multi Party Evaluations – suitable for procurement over \$200,000 – RFT (Tenders)
- Quick Response – suitable of procurement under \$200,000 – RFQ (Quotations)

Officers will be required to complete the Authority to Tender Form and forward to the Procurement Coordinator to commence the tender process.

The Procurement Coordinator shall oversee the procurement processes.

### Exceptions

Section 236 of the LGR identifies exceptions for medium and large-sized contracts. The exceptions are —

- a) if quote or tender consideration plan and adopted by Council - s230 of the LGR; or
- b) the contract is made with a person who is on an approved contractor list established by Council - s231 of the LGR; or
- c) the contract is entered into with a supplier from a register of pre-qualified suppliers established by Council - s232 of the LGR; or
- d) the contract is entered into with a preferred supplier under a preferred supplier arrangement - s233 of the LGR; or
- e) a contract under an LGA arrangement - s234 of the LGR; or
- f) entering into a medium-sized contract or a large-sized contract if —
  - i. Council resolves that it is satisfied that there is only one supplier who is reasonably available; or
  - ii. Council resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for Council to invite quotes or tenders; or

- iii. a genuine emergency exists; or
- iv. the contract is for purchase of goods and is made by auction; or
- v. the contract is for the purchase of second-hand goods; or
- vi. the contract is made with, or under an arrangement with, a government agency  
(See s235 of the LGR).

Legislation obligates Council to utilise a public tender process or an expression of interest before entering into a contract for the carrying out of work, or the supply of goods or services, involving a cost of \$200,000 or more, unless there is a legislative exception.

### **Local Buy Arrangements**

A range of LGA arrangements has been put in place by Local Buy. When assessing the most effective method of obtaining goods and/or services, Council officers should consider the administrative and price costs to Council of seeking tenders or quotations independently, and the reduction of these costs which may be achieved by use of Local Buy arrangements.

If a Local Government Arrangement is used, the Local Buy contract number must be stated on the order requisition for entering onto Council's Purchase Order.

## **Sustainable and Social Procurement**

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### **Sustainable Procurement**

Sustainable procurement is the purchase of goods or services that have a reduced negative impact on the environment when compared with competing products or services that serve the same purpose.

When compiling any procurement documentation including tenders, contracts, quotes or purchasing arrangements, Council's sustainability (environmental policy) requirements must be clearly identified.

Priority areas should give consideration but not be limited to the following:

- wood and paper products from sustainable sources;
- safe chemical-based products, e.g. cleaning products, pesticides or soil enhancers; products with a high degree of durability, i.e. avoiding disposable products where possible, and
- energy efficient products.

### **Social Procurement**

Social Procurement focuses on human aspects and social equity. Social procurement considers diversity, ethics, acceptance, fairness, compassion, inclusiveness and access for people of diverse abilities. It generates positive outcomes for people and contributes towards building stronger and more resilient communities.

Priority areas should give consideration but not be limited to the following:

- products and services that can improve the overall quality of life in the local community; and
- products and services that improve equity of access to services and opportunities.

Any sustainable and social procurement must be conducted in line with consideration to the sound contracting principles and legislative requirements.

## **Financial Delegations**

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In accordance with section 257 of the *Local Government Act 2009*, Council delegates the Chief Executive Officer (CEO) the power to enter into a contract on behalf of Council under the following provisions:

- The expenditure has been provided for in the approved annual budget; or
- The contractual action has been taken because of genuine emergency or hardship.

Council officers listed in Appendix B are entitled to sign orders up to their stated purchasing limit. Council officers are responsible for ensuring all required paperwork (including if applicable, the required number of written quotes) as per this policy is provided to them by the requisitioning officer prior to signing the order.

Officers with a financial delegation are authorised to order / approve orders for goods and services (up to their financial delegation) against jobs over which they have clear operational authority and budget responsibility. For example:

- Plant parts should only be procured at the request of the Workshop Manager;
- ICT Items should only be procured by the ICT Officer.

It is a requirement as an officer with a purchasing limit that you are aware of, and apply, Council's Procurement Policy. Failure to do so may lead to disciplinary action.

## **Local Preference**

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Please refer to Council's Local Preference Policy.

## **Segregation of Duties**

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The accounting functions of authorisation, custody and recording must be separated to minimise the opportunity or ability to commit fraud. The separation of assigned duties and responsibilities is necessary so that no single Officer can both perpetrate and conceal errors or irregularities.

### **Goods Receipts**

Council officers must ensure there is a separation of duties between the officer who orders goods and materials and the officer who certifies receipt of those goods or materials. Ideally the officer who certifies receipt of the goods should be the person who physically inspects the items.

## **State or Federal Government Grants**

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Where Council expenditure is funded from State or Federal Government grant monies, the requirement to comply with Section 224 to 235 of the regulation remains unless there are grant conditions which provide alternative arrangements. This may arise where Council's role in the

funding arrangement is that of “fund manager” and passes on funds from another level of government or other body.

## **Conflict of Interest**

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Any matter that may result in a conflict or perceived conflict of interest should be referred to the Chief Executive Officer for an appropriate resolution as soon as the conflict arises.

All officers must perform their duties in a fair and unbiased way, ensuring that decisions made are not impacted by self-interest, private affiliations, or the likelihood of gain or loss for them or others that they may wish to benefit or disadvantage.

A conflict of interest occurs when private interests interfere or appear to interfere with the performance of official duties.

Private interests include personal, professional or business interests, as well as the interests of individuals that you associate with, such as family, dependants and friends.

Conflicts of interest fall into three categories.

- Actual – there is a direct conflict between your current duties and your existing private interests
- Potential – your duties and private interests could conflict in the future.
- Perceived – it could appear that your private interests could improperly influence the performance of your duties.

All procurement transactions with related persons must be notified immediately to the Director Corporate Services to provide for appropriate disclosure under AASB 124.

## **Responsibilities**

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It is the responsibility of the Director Corporate Services to monitor the adequacy and effectiveness of this policy and recommend appropriate changes to Council.

All Council officers responsible for purchasing goods and services of any kind must comply with this policy. It is the responsibility of Council officers involved in the procurement process to understand the meaning and intent of the policy.

Officers are responsible for familiarising themselves with Council’s policies, guidelines and procedures, as a failure to do so may be accepted as grounds for breach.

Council officers are required to:

- a) adhere to the “Sound contracting principles” as stipulated in the *Local Government Act 2009*;
- b) preserve Council’s integrity in the procurement process to ensure that Council may be seen to have acted beyond reproach in all dealings;
- c) abide by Council’s Code of Conduct and all applicable policies and instructions; and
- d) source quotations and raise purchase orders prior to receiving goods and services.

Roles	Responsibilities
<b>Council officers</b>	It is the responsibility of Council officers involved in the procurement process to understand the meaning and intent of this policy.
<b>DCS</b>	Monitor the adequacy of this policy and recommend appropriate changes.
<b>Procurement</b>	<p>For procurement greater than \$ \$200,000 where a Tender is required:</p> <ul style="list-style-type: none"> <li>• review the scope and provide advise where relevant and as requested</li> <li>• act as administrator in the Vendor Panel (VP) Portal</li> <li>• invite or guide new suppliers to VP as requested or refer to VP support</li> <li>• oversee the tender process and ensure probity is followed</li> <li>• process the Authority to Tender document and set up VP</li> <li>• prepare the advertisement for Tender</li> <li>• collate tender documents and seek legal advice on terms and conditions in liaison with relevant departments</li> <li>• release Tender in VP</li> <li>• monitor any queries and encourage responses</li> <li>• ensure Conflict of Interest Declarations are completed prior to release of Tenders for evaluation</li> <li>• oversee the evaluation process and provide advice and guidance if required</li> <li>• review the submissions and assist with the identification of any non-conformances</li> <li>• clarify any departures from the terms and conditions to achieve optimal outcomes</li> <li>• release VP report to for preparation of Council Report</li> </ul> <p>Following Council Resolution, in liaison with Relevant Department:</p> <ul style="list-style-type: none"> <li>• prepare successful and unsuccessful letters</li> <li>• prepare contract documents</li> <li>• organise signing and distribution of contracts to contractor and relevant department</li> <li>• close out VP tender</li> </ul> <p>Recordkeeping</p> <ul style="list-style-type: none"> <li>• ensure all documentation is saved in Council's electronic document management system Magiq in the relevant Tender folder.</li> </ul>
<b>Relevant Department</b>	<p>For procurement greater than \$ \$200,000 where a Tender is required:</p> <ul style="list-style-type: none"> <li>• complete an Authority to Tender prior to Tender Release</li> <li>• request appropriate templates from procurement and track changes to amendments to terms and conditions</li> <li>• preparation of scope, general and/or special conditions, attachments etc.</li> <li>• return contract documents to procurement for collation and release via Vendor Panel</li> <li>• monitor any queries in VP and provide timely responses</li> </ul>

Roles	Responsibilities
	<ul style="list-style-type: none"> <li>• complete Conflict of Interest Declarations when requested</li> <li>• perform tender evaluations in VP</li> <li>• prepare the Council Report</li> </ul> <p>Following Council Resolution:</p> <ul style="list-style-type: none"> <li>• ensure relevant officers are provided with contract and rates</li> </ul> <p>Recordkeeping:</p> <ul style="list-style-type: none"> <li>• ensure all documentation in respect of the tender, where it has not been processed electronically through the VP portal, is saved in Council's electronic document management system Magiq in the relevant Tender folder.</li> <li>• ensure all conversations, notes etc. where not in writing are recorded and saved in Magiq. Preferably all correspondence in respect of the tender should be in writing.</li> </ul>

## Compliance with this Policy

Compliance with Council's Procurement Policy is mandatory. Any instances of non-compliance shall be brought to the attention of appropriate Manager and Director for remedial action. Appendix A contains examples of what constitutes policy breaches.

## Definitions

Term	Definition
<b>Approved contractor</b>	Approved contractor is a person or company who Council considers to be appropriately qualified to provide the services. Quotes are still required.
<b>Authority to Tender Form</b>	Identifies the requirement for the RFQ/RFT, budget, funding, justification, evaluation criteria and is approved by the relevant authority responsible for the budget. The form with accompanying documents (scope/specification/brief/drawings/pricing schedule, and other supporting information), is forwarded to Procurement for actioning by the user department.
<b>Contract</b>	An agreement, written or otherwise, that creates an obligation that is enforceable by law.
<b>Financial Delegation</b>	means a formal delegation allowing an officer to authorise / approve expenditure or reimbursement of money within an approved budget and delegation limit
<b>Genuine Emergency</b>	Includes: <ul style="list-style-type: none"> <li>(a) a critical or emergency incident, that a reasonable person could not have planned or foreseen, and requires the supply of goods or services to reduce the immediate risk; or</li> </ul>

Term	Definition
	(b) any time that the Local Disaster Coordinator is performing a function under the Disaster Management Act 2003; or (c) any time an event occurs resulting in actual or likely loss of life or serious injury to person/s and where action from Council may prevent or reduce the actual or likely loss of life or serious injury to person/s, or aid and assist in response to the event; or (d) any time an event occurs resulting in actual or likely serious damage to property and where action from Council may prevent or reduce the actual or likely serious damage, or aid and assist in response to the event.
<b>Goods</b>	means an inherently useful and tangible item (article, commodity, material, merchandise)
<b>Government Agency</b>	Government agency includes: <ul style="list-style-type: none"> <li>• The State, a government entity, a corporatised business entity, or another local government; or</li> <li>• The Australian Federal government or an entity of the Australian Government; or</li> <li>• A local government of another State.</li> </ul>
<b>Large-Sized Contract Arrangement</b>	Is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$200,000 or more in a financial year, or over the proposed term of the contractual arrangement.
<b>Local Supplier</b>	As defined in the Carpentaria Shire Council Local Preference Policy
<b>LGA</b>	<i>Local Government Act 2009</i>
<b>LGR</b>	<i>Local Government Regulation 2012</i>
<b>Medium-Sized Contractual Arrangement</b>	Is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$15,000 or more but less than \$200,000 in a financial year, or over the proposed term of the contractual arrangement.
<b>Pre-qualified supplier</b>	Pre-qualified supplier is a supplier who has been assessed as having the financial, technical, and managerial capability to perform on time and within agreed requirements. Quotes are still required.
<b>Preferred Supplier Arrangement</b>	Preferred supplier arrangement (PSA) means an arrangement set up by Council to allow contracts to be entered into with one or more suppliers (the preferred suppliers) for the supply of goods or services. The PSA is a contract for a period, usually 12 months with options for a further two periods of 12 months each. The contract locks in the rates for the goods and services for the first 12 months. The review after 12 months includes the supplier's performance and, if considered suitable for the continuing of the arrangement, an opportunity for the supplier to adjust their rates is offered. This is usually based on the CPI unless the supplier can justify a larger increase.

Term	Definition
<b>Procurement</b>	The purchase, hire, lease, rental, exchange or any other commercial transaction involving the outlay of funds in return for the provision of goods, equipment and related services, construction contracts and service contracts to Council, Council officers and agents unless specifically exempted under the provisions of this policy.
<b>Probity</b>	is the evidence of ethical behaviour in a particular process.
<b>Request for Quotation (RFQ)</b>	Request for Quotation (RFQ) - a request for quotation is used for medium-sized contracts and is by invitation unless an exception applies.
<b>Recurring Operational Expenditure</b>	It can be considered impractical to issue a requisition or purchase order where such purchasing activities are recurring and operational in nature. Examples of recurring expenditure are: <ul style="list-style-type: none"> <li>• Payments to regularity authorities such as QAO, ATO</li> <li>• DNRME – valuation rolls, lease</li> <li>• Legal Fees</li> <li>• Subscriptions, Software Licenses</li> <li>• Insurance and Registration</li> <li>• Utilities</li> <li>• Bank fees and direct payments</li> <li>• Travel and accommodation</li> <li>• Credit card, fuel card and petty cash</li> </ul>
<b>Request for Tender (RFT)</b>	Request for Tender (RFT) - a request for tender is used for large-sized contracts and is by public tender unless an exception applies.
<b>Services</b>	means intangible products including but not limited to accounting, banking, cleaning, consultancy, education, expertise, medical treatment and transportation
<b>Sound Contracting Principles</b>	means the sound contracting principles set out in section 104(3) of the Local Government Act 2009
<b>Vendor Panel VP</b>	VendorPanel (VP) is a web-based eProcurement platform used by public and private sector organisations to increase transparency and compliance in tenders and quotation-based purchasing processes.
<b>Whole of life cost</b>	Total cost of a good or service over its entire lifecycle. This may include acquisition costs (associated with the initial procurement), operating costs, maintenance costs, cleaning costs, refurbishment costs, support costs and disposal costs.

Adopted by Council by Resolution **XXX/XXXX**

**Mark Crawley**  
**Chief Executive Officer**

## **Appendix A – Common examples of a Breach of this Policy**

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The following list represents examples of common procurement practices that constitute a breach of this policy. This list is not intended to be exhaustive and provides guidance only.

- Procuring items without a purchase order – Subsequently creating or directing the creation of a purchase order after the invoice has been received. This example does not apply to recurring operational expenditure.
- Requisition/Order splitting – Where the total value of a procurement transaction is broken into smaller pieces (“split”) to bring the value under a certain level, to remain within an officer’s delegation limit, or fall into a less rigorous procurement category.
- Invoice Splitting by Suppliers – Where the total value of the work of a supplier is expected to be above the payment frequency threshold or the line manager’s delegation of authority. Yet officers are complicit and signing off invoices for the supplier that can result in a more favourable outcome for the supplier/contractor than ought to have been the case if Council procedures had been followed as intended. This type of supplier preferential treatment is not appropriate.
- Failure to utilise stock, consumables and standardised equipment acquired by Council. In an attempt to achieve value for money and standardise equipment, Council aggregates common use items to the extent possible. Common use items may be acquired in bulk, such as stationery, for all officers to utilise on an as needed basis. Failure to use the items already procured by Council and acquire similar items to suit individual preferences represents unnecessary, inappropriate expenditure (irrespective of whether a budget exists for such items) and does not represent a legitimate business need.
- Inaccurate/inappropriate use of sole supplier provision – The use of the term “sole supplier” to justify procurement where an officer feels that there is only one qualified supplier in the market is inaccurate and inappropriate and fails to abide by the sound contracting principles within this policy. Sole supplier status can usually only be demonstrated by testing the market through request for quotations or tenders from various parties.
- Inappropriate use of “emergency” procurement provisions – Failure to adequately plan or schedule projects and procurement needs resulting in the inability to undertake formal tendering and quotations due to time pressure does not constitute “emergency” procurement.
- Deliberately avoiding the use of procurement software Vendor Panel Multi Party Evaluation for procurement over \$200,000.
- Historical or informal contracting arrangements – Ad hoc, informal or historical supplier arrangements that have developed over many years are likely to be a breach of this policy. All arrangements with suppliers must be contracted either through quotation or tender or satisfy the tests for exceptions detailed in the policy.
- Unauthorised or implicit contract extensions – Failure to track and renew contracts that have expired, whilst continuing to utilise the supplier’s services. All contracting arrangements entered by Council have expiry dates including preferred supplier and

pre-qualified supplier arrangements. The expiry dates may be detailed within the contract or cease when a specific procurement activity or project is fulfilled.

- Knowingly creating inaccurate purchase orders - To generate a purchase order number simply to provide to a supplier and then amending/varying the purchase order at a later time to reflect the actual price on the invoice.
- Acceptance of low value gifts, promotional material, items of interest, giveaways, hospitality, loyalty bonuses, prizes, supplier events, free or discounted tickets etc – Could be perceived to engender favour or promote bias when inviting quotations or awarding contracts, irrespective of value, or when aggregated these items exceed the dollar thresholds for declaration in Council's Gifts and Interests register. Refer Council's Gifts and Benefit's Policy

## Appendix B – Financial Delegations

CARPENTARIA SHIRE COUNCIL - Financial Delegations Schedule - Ver 8

Position	Financial Authority Procurement Section 198 LGR / Entering into Contracts Section 224-235 LGR	Comments
<b>Governance &amp; Executive Services</b>		
Chief Executive Officer	Unlimited	Council resolution to support procurement above \$200,000
Manager Human Resources	15,000	
Manager of Barra & Hatchery	15,000	
<b>Corporate &amp; Community Services</b>		
Director of Corporate Services	100,000	
Manager Economic & Community Development	15,000	
Manager Finance & Administration	15,000	
Stores Officer / Stores Business Support	25,000	Stores/Inventory purchases only
<b>Engineering</b>		
Director of Engineering	100,000	
Engineer	50,000	
Works Coordinator	50,000	
Senior Foreman	25,000	
Town Foreman	1,000	
Karumba Town Crew Leading Hand	1,000	
Manager Water and Sewerage	50,000	
Karumba Senior Water Treatment Plant Operator	1,000	
Normanton Senior Water Treatment Plant Operator	1,000	
Workshop Foreman	15,000	Workshop & Fleet items only
Electrician	1,000	
Carpenter	1,000	
Plumber	1,000	

Approved by:

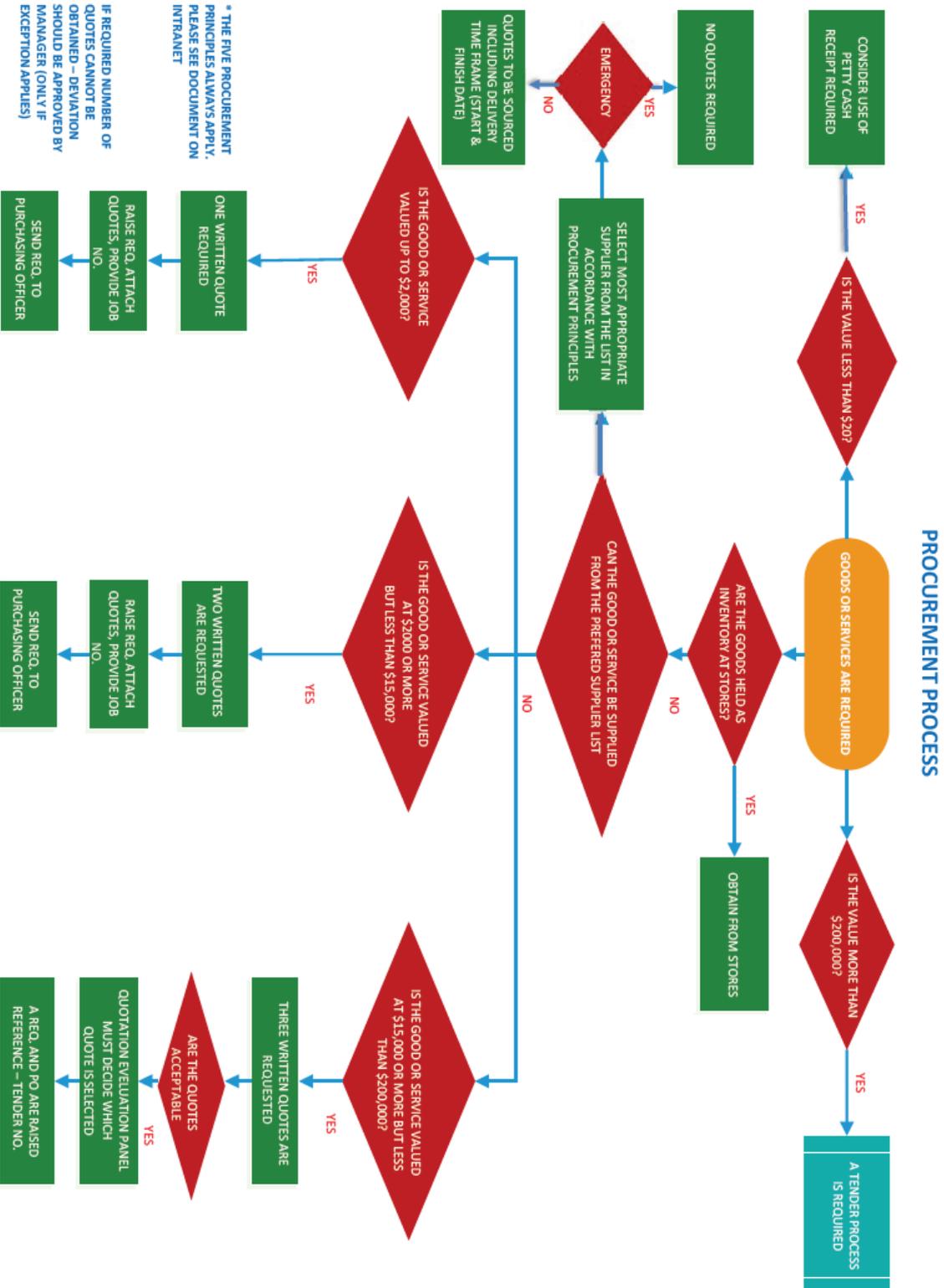
Mark Crawley  
 Chief Executive Officer

Date

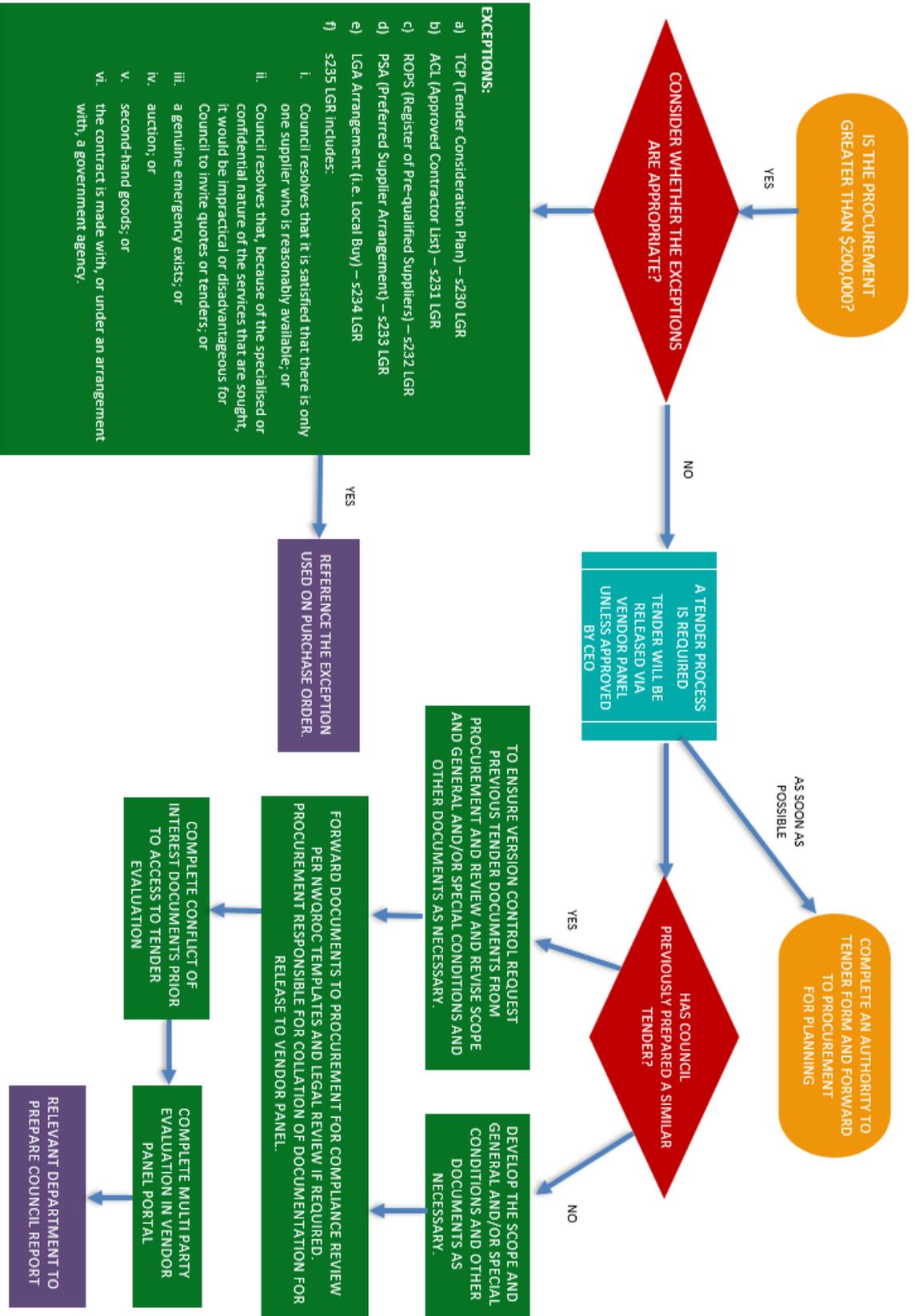
## Appendix C – Authority to Tender

<b>AUTHORITY FORM – TENDERS / EXPRESSIONS OF INTEREST</b>		
1) Tender/EOI title		
2) Contract term (Where applicable eg. 2 yrs, 3yrs etc) and include any options		
3) Approximate Value of Tender/EOI (including GST and for the full term of the Contract)	\$	
4) Have funds been approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If No, funds need to be approved by Council</b>		
5) Funding approved through Budget	<input type="checkbox"/> Yes <i>Details:</i>	
<b>OR</b> through a Council Resolution	<input type="checkbox"/> Yes <i>Details:</i>	
6) Are the Specifications / drawings complete?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If NO, please specify the date when they will be available:		
7) Are there any other parties involved in this Tender/EOI process?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8) Have all necessary approvals been obtained from the statutory organisation(s)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Description of Engagement</b>		
<b>Selection Criteria</b>		<b>Weighting</b>
(a) <insert criteria>	%	
(b) <insert criteria>	%	
(c) <insert criteria>	%	
(d) <insert criteria>	%	
(e) Price	%	
<b>Proposed Timetable</b>		
10) Proposed tender release date		
11) Proposed Tender Closing Time: Note: Close of Tenders MUST be at least 21 days from the first advertising date		
12) Proposed pre-tender / probity & evaluation plan briefing		
13) Evaluation completed by		
14) Council approval		
13) Award of Contract		
<b>Evaluation Team Members (Note: at least three (3) required)</b>		<b>Title/Organisation</b>

Appendix D – Procurement Flowchart



Appendix E – Procurement – \$200,000



## **BUSINESS PAPERS**

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### **9.5 COMMUNITY DEVELOPMENT REPORT**

**Attachments:** 9.5.1. Normanton Sports Centre monthly report [↓](#)  
**Author:** Cherie Schafer - Manager Economic & Community Development  
**Date:** 9 August 2022

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**Key Outcome:** A safe, healthy, and equitable community that celebrates diversity and enjoys a quality lifestyle

**Key Strategy:** Continue to support activities and programs that provide for the youth within the Shire

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#### **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 Budget**

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An extract of the Community Development 2022/2023 budget and balances are shown below.

## BUSINESS PAPERS

Row Labels	Sum of Original Budget	Sum of YTD Actual	Sum of Order Value	Sum of Actual Bal
<b>Operating Expenditure</b>				
Arts & Culture	0	5,318	11,864	5,318
Child Care	785,765	343	300	343
Community Development	303,880	0	619	0
Community Donations	1,100	2,098	0	2,098
Community Events	500	4,954	14,337	4,954
Cultural & Natural Heritage	150,950	0	0	0
Gym	81,170	1,141	146	1,141
Halls	188,100	9,945	11,828	9,945
Libraries	149,299	1,060	3,450	1,060
Recreational Sports Centre	428,510	1,547	1,622	1,547
Rodeo Grounds	110,170	37	2,660	37
Sports & Recreation	178,220	79	0	79
Swimming Pools	515,194	15,682	7,652	15,682
<b>Operating Expenditure Total</b>	<b>2,892,858</b>	<b>42,205</b>	<b>54,477</b>	<b>42,205</b>
<b>Operating Income</b>				
Child Care	-260,000	-7,477	0	-7,477
Community Events	0	-2,382	0	-2,382
Gym	-35,000	-6,527	0	-6,527
Halls	-18,000	-527	0	-527
Libraries	0	-242	0	-242
Sports & Recreation	0	-982	0	-982
Swimming Pools	-12,000	0	0	0
<b>Operating Income Total</b>	<b>-325,000</b>	<b>-18,137</b>	<b>0</b>	<b>-18,137</b>
<b>Grand Total</b>	<b>2,567,858</b>	<b>24,068</b>	<b>54,477</b>	<b>24,068</b>

### 1.2 Normanton and Karumba Library Statistics

Statistics and general information for the Normanton and Karumba Library's for the month of July have been provided in the table below.

- Library activities have not been run this month due to lack of staffing. The focus of the current staff member being that of the Visitors Information Centre as it is peak tourism season.

## BUSINESS PAPERS

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<b>Statistics</b>	<b>Normanton</b>			<b>Karumba</b>		
	<b>Jul-20</b>	<b>Jul-21</b>	<b>Jul-22</b>	<b>July-20</b>	<b>July-21</b>	<b>July-22</b>
Monthly Walk-Ins	131	94	63	177	75	171
Number of library loans	266	173	174	226	385	206
Number of people utilising the internet	29	31	13	41	53	69
Number of new members	6	8	0	3	6	2
Total Hours Public Internet Usage	12	15.5	6.5	2	15.5	16
Total hours open to the public	69	66	60	92	92	60

### 1.3 Normanton and Karumba Cemetery Beautification

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Council has engaged Hywel Jones to develop concept designs to beautify both the Normanton and Karumba Cemetery.

During the month of June Hywel Jones visited both cemeteries to review the area. Consultation notes from the meeting held with relevant staff and community members in Normanton has been provided to Hywel Jones.

The first draft of concept designs for both Normanton and Karumba have been provided for review and feedback. Feedback has not yet been finalised.

### 1.4 Normanton Sports Centre Monthly Report

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Council entered into a management agreement for the Normanton Sports Centre with Bynoe CACS Ltd in July 2021 for a period of two years.

Attached is the monthly report of operations and attendance for the month of July 2022.

## **BUSINESS PAPERS**

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### **General updates:**

- New flag poles matching those placed in front of the Council main office have been ordered to be placed out the front of the Karumba Civic Centre. Poles have also been ordered to be placed around the ANZAC/Shire Hall area. A works order will be raised for installation once the poles arrive.
- The “We Are One” project - Council has been successful in its application for \$150,000 under the project name “We are One”. The funding will be used to erect two life size bronze statues of soldiers, one indigenous and one non-Indigenous soldier at the Normanton Cenotaph.

Works have started on two statues which is due to be completed late November 2022 to early December.

### **Events organised by Council:**

#### Carpentaria Shire RFDS Charity Ball - August

The Carpentaria Charity Ball was held on the 6<sup>th</sup> August, 2022 which 190 residents and sponsors purchased tickets to attend.

Council is very pleased to advise that the successful event raised \$42,320 which was donated to the Royal Flying Doctor Service (RFDS) for the lower Gulf region.

This would be a good time for Council to consider if they will run a standard ball next year or look to run another Charity Ball. If this is to be a charity, what Charity would Council like to support. Knowing in advance will assist when it comes time to looking for grants to offset costs.

The Manager of Economic and Community Services has organised the events that will be taking place during the three months while she is on long service leave. A list of the event organised, and background is listed below.

#### Day For Daniel

Walk for Daniel is held on Friday 28<sup>th</sup> October and will kick off at 2.30pm from each of the school in Normanton and Karumba.

The youth will walk from their school to the sports centre/pools where the police will do a short stranger danger talk which will be followed by a BBQ and free swim at the pool.

Council has provided Day for Daniel red balloons and stickers to each of the school for the day.

## **BUSINESS PAPERS**

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### Little Red Riding Hood - kids production

Little Red Riding Hood performed by Jally Entertainment is a kid's production for children between the ages of 3- and 11-year-olds.

The performance goes for amount 40mins and finishes with the youth being able to get a photo with the performers.

All the schools, childcare and kindergartens have been invited the event. A flyer is due to go out a few weeks before the event so that parents in the community may bring their children.

### Remembrance Day

11 November at 11am held in both Normanton and Karumba. A flyer will come out for the community at the end of October to advertise this event. All three schools in the shire have personally been invited to attend this event, which is capped at around 20 mins due to the heat this time of the year.

### Seniors Christmas lunch

24<sup>th</sup> November 11am held in Normanton. A flyer will come out early November to advertise this event to the community. Bynoe will also be provided 50 printed copies of the flyer and deliver them around the houses while picking children up for school in the mornings.

Both the schools have been approached to get involved by assisting with waiter services and going a shirt kids' performance.

There will be a hot meal provided and prizes and gifts to each of the seniors who attend.

### Light up our community Christmas Light

Light up our Christmas flyers will go out to the community at the end of November. Each town can win a between 1<sup>st</sup> and 3<sup>rd</sup>.

#### Prize money:

1<sup>st</sup>: \$300

2<sup>nd</sup> \$200

3<sup>rd</sup> \$100

#### Categories:

Residential display

Commercial display

## **BUSINESS PAPERS**

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Community group display

### Events in June/July 2023

There is a possibility of several large events taking place in June and July next year which Council will need to look at future planning, especially in relation to tables and chairs required and venues available. The events that I am aware of are listed below:

Cairns to Karumba Bike Ride	1 <sup>st</sup> to 2 <sup>nd</sup> July dates based on previous years
Karumba 150 years	25 <sup>th</sup> June to the 2 <sup>nd</sup> July
Outback By the Sea Festival	possibly June/July 2023 date not confirmed
Masters Golf Tournament	15 <sup>th</sup> and 16 <sup>th</sup> July

### **Consultation (Internal/External):**

- Chief Executive Officer – Mark Crawley
- Director Corporate Services – Julianne Meier
- Manager of Economic and Community Development – Cherie Schafer

### **Legal Implications:**

- Nil

### **Financial and Resource Implications:**

- Within budget.

### **Risk Management Implications:**

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



**CARPENTARIA SHIRE**  
*Outback by the Sea<sup>®</sup>*

# Normanton Sports Centre

MONTHLY REPORT – JULY

### **EXECUTIVE SUMMARY**

*The month of July was a busy one with School Holidays and also NAIDOC (3<sup>RD</sup> – 10<sup>TH</sup>), the School Holiday program saw the youth having many different activities which included NAIDOC banner prep, NAIDOC march to Sports Centre, raising of the flag, Indigenous Games, Colour Fun Run, Family Fun Night, T-Shirt decorating, Boomerang decorating, NAIDOC Ball Prep + NAIDCOC Ball and many other activities that were also planned for the School Holidays.*

*The kids took a further interest in the Indigenous Games and have continued to play a few of those during the afternoons after school along with touch football and basketball, while the much younger kids took interest in doing some arts and crafts or board games in the media room.*

*We encourage the kids to the keep the Sports Centre tidy inside and out before they head home with rewarding them with Icy Cups that are made by Staff Members the day before.*

*We are also in the process of having new stock delivered (Basketballs, Footballs + other stuff). Will also be holding a Staff Meeting in the next week or two to discuss September holidays.*

**ATTENDANCES**

Total Attendances for Centre Programs Weekdays: 50  
 Total Attendances for Centre Programs Weekends: 0  
 Total Attendances for Community Events: 100+  
 Partnership Programs for this month included: 5+  
**Total Attendances for the Month: 200+**  
**Total Attendances for Last Month: 150+**

**Impacts on service delivery:**

Hours of operation

Monday to Friday: 2:30-6:00pm

additional hours during the school holidays with the center opening at 10am and closing at 6pm

- The center was closed 22<sup>nd</sup> July 2022, due to being short staffed and a staff member being on bereavement leave.

Incidence occurred: We had an incident on Friday 5<sup>th</sup> August with two people arguing in the Centre, closed early at 5:45pm due to not listening to the Staff Members that were rostered on. An incident report is yet to be filled out by the staff who were on.

- The sports center was broken into, the below items were damaged/stolen and has been reported to the police.

**GRANT APPLICATIONS Applied / Received**

Grant	Program	Amount	Status
1	First nations grant	\$25,000	Approved

**MEETINGS ATTENDED IN RELATION TO SPORTS CENTRE OPERATIONS**

<b>Meeting</b>	<b>Outcomes / Action Items</b>
NAIDOC MEETING	Discussed what needed to be done with events.

**CALENDAR - Upcoming Events**

- 26<sup>th</sup> August 2022: Disco at the Sports Centre (6:30pm-9:30pm)

## **BUSINESS PAPERS**

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### **9.6 COMMUNITY DONATIONS AND SUPPORT**

**Attachments:** NIL

**Author:** Cherie Schafer - Manager Economic & Community Development

**Date:** 11 August 2022

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**Key Outcome:** 2.2 – Council supports our community organisations

**Key Strategy:** 2.2.2 Council provides support for local community organisations.

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#### **Executive Summary:**

Council receives numerous requests for donations throughout the year. The applications for donations and fee waivers listed in this report are presented for Council consideration, or advising those applications already approved by the CEO delegation.

#### **RECOMMENDATION:**

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

1. A fee waiver of \$1,360 to be provided to the Karumba Recreation Club for:
  - The community donation trailer \$580
  - Additional 20 tables and 100 chairs \$780
  
2. A fee waiver of \$2,760 be provided to the Normanton Sprint Races for:
  - The community donation trailer \$580
  - Additional 10 tables and 50 chairs \$390
  - Stage for fashions to be delivered and picked up from the event \$360
  - Water truck and Driver to water the grounds, arena, and track Friday the 9<sup>th</sup> and Saturday morning of the event. \$1,430
  
3. A fee waiver of \$1,880 to be provided to Aspire Cairns for the Karumba Festival of Sports for:
  - Use of the Karumba Sports Centre, toilets, showers and courts \$780
  - Marking of the Karumba Recreation Clubs oval for Hockey \$1,100
  
4. A fee waiver of \$900 to be provided to Bynoe CACS Ltd for the Deadly Choices Touch Competition for:
  - Use of the John Henry Oval x 6 \$900

## **BUSINESS PAPERS**

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### **Background:**

Council has a Community Donations and Support funding program for events held in the Carpentaria Shire. There has been expenditure \$1,100 against the budget of \$96,000 related to local non-profit groups for the financial year.

### **Donations and Fee Waivers for Council's Consideration**

1. Karumba Recreation Club will be supplying breakfast for the variety Bash 25 August, 2022. This is a great fundraiser for the Recreation Club as well and a great community event bringing a large group of people from out of town to boost the economy.
  - The Karumba Recreation Club requests the waiver of fees and charges for:
  - The community donation trailer
  - Additional 20 tables and 100 chairs

#### **Officers Recommendation:**

A fee waiver of \$1,360 to be provided to the Karumba Recreation Club for:

- The community donation trailer \$580
- Additional 20 tables and 100 chairs \$780

2. Normanton Sprint Races held 10 September 2022 is a great event for the community bringing members from out of town increasing the visitation to Normanton. The Normanton Sprint Races request the waiver of fees and charges for:
  - The community donation trailer
  - Additional 10 tables and 50 chairs
  - Stage for fashions to be delivered and picked up from the event
  - Water truck and Driver to water the grounds, arena, and track Friday the 9<sup>th</sup> and Saturday morning of the event.

#### **Officers Recommendation:**

A fee waiver of \$2,760 be provided to the Normanton Sprint Races for:

- The community donation trailer \$580
- Additional 10 tables and 50 chairs \$390
- Stage for fashions to be delivered and picked up from the event \$360
- Water truck and Driver to water the grounds, arena, and track Friday the 9<sup>th</sup> and Saturday morning of the event. \$1,430

3. Aspire Cairns delivers the Karumba festival of sports which brings children from all over to compete. The event is held in Karumba from Monday 12<sup>th</sup> to Wednesday 14<sup>th</sup> September and the group's request waiver of fees and charges for the below:
  - Use of the Karumba Sports Centre, toilets, showers, and courts
  - Marking of the Karumba Recreation Clubs oval for Hockey

## **BUSINESS PAPERS**

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**Officers Recommendation:**

A fee waiver of \$1,880 to be provided to Aspire Cairns for the Karumba Festival of Sports for:

- Use of the Karumba Sports Centre, toilets, showers and courts \$780
- Marking of the Karumba Recreation Clubs oval for Hockey \$1,100

4. Bynoe CACS Ltd are looking to run a Deadly choices Touch Competition for a period of six weeks to engage the community in sports. Bynoe CACS Ltd request the fee waiver for the below items over the six-week period:

- Use of the John Henry Oval
- Use of the oval lights

**Officers Recommendation:**

A fee waiver of \$900 to be provided to the Bynoe CACS for:

- Use of the John Henry Oval x 6 \$900

**Donations and Fee Waivers approved under the Chief Executive Delegation.**

1. Northwest Remote Health community consultation held Tuesday 7<sup>th</sup> June to discuss health priorities for aboriginal and Torres Strait Islander people. Fees and charges waived for:

- Use of the Normanton Shire Hall \$390

**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.

## BUSINESS PAPERS

### 10 REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES

#### 10.1 DOE REPORT

**Attachments:** NIL

**Author:** Michael Wanrooy - Director of Engineering

**Date:** 10 August 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. ➤ The Grid is programed to start in conjunction with the Lilyvale Estate roadworks.	In Progress
9/12/20	Install "No boat trailer" signs along Massey Drive to Clarina Street ➤ Signs installed.	Completed
October Meeting	Undertake a sign audit on Carpentaria LRRS network and present at December Meeting ➤ Audit is completed for Burketown Road. ➤ Wet season delaying audits on Iffley Road, Kowanyama Road and the Dunbar to Koolatah to Oriners Road.	In Progress
December Meeting	Add Premix to grooves at the Scruton River Floodway.	Not Started
January Meeting	Repair copper log fencing at NTN Cemetery ➤ A replacement for the existing dilapidated copper log barrier made from composite materials has been ordered and will be	In Progress

## BUSINESS PAPERS

Reference	Action	Status
	installed by Malcolm when the materials arrive. A wallaby proof fence to replace the existing old perimeter fence at the back and sides has been ordered. Rotunda kit ordered. Materials for the project is expected to land in Normanton by the end of July.	
March Meeting	Are there alternatives to repair scour on the footpath in Philp Street besides filling with gravel as every wet season it erodes repeatedly ➤ Council to investigate and undertake solutions	Not Started
July Meeting	Add additional bins at the dump point ➤ 2 additional bins installed at the location	Completed
July Meeting	Queried the hours of the public toilets, appear to be locked and not able to be used by the travelling public ➤ Public toilets will be left open after morning cleans. Cleaners have been informed	Completed

### 2. Miscellaneous Projects

- 2.1. Lilyvale Subdivision Intersection works – The water main works are in progress. Cameron Young will undertake internal road works after the water main works. The linemarking has been completed at the intersection.
- 2.2. TMR Emergent works is underway on various sections of 89B.
- 2.3. CN-17815 - 2021 DRFA works on 89B Ch. 0 to Ch. 180 km. Works have been completed to CH 140km.
- 2.4. CN-17937 89B (Ch. 63.49km to Ch. 69.37km Package 4). The only outstanding works is line marking which will be added as a defect to be completed during the liability period. Linemarking is expected to be completed within the next few weeks.
- 2.5. CN-18809 – (Pave and seal 89B Ch 70.40 Km to Ch 77.70 Km Package 5) This final package of the Australian Stimulus Package is now complete with all sealing done. Linemarking is expected to be completed within the next few weeks.
- 2.6. Stop Shop Crossing – The work is now completed with all remaining linemark done in the last few weeks.
- 2.7. Reef Project: Council is working with Catchment Solutions to obtain approvals and required reports for the delivery of the reef project. The project includes installing 10 habitat concrete reef structures 20km of shore.
- 2.8. Terry's RMPC crew are starting the new 2022-2023 maintenance work on State Controlled Roads.
- 2.9. Repairs are being made at the Mitchell River crossing; however, the latest rain has caused the river to rise again delaying works. The road is closed to all traffic currently.

## BUSINESS PAPERS

Table: TMR Projects progress report for 2022 – 2023

Projects	Value	Claimed	Progress
TIDS - 2/1200x450 new culverts at gully 1 to 2km past the Gilbert River. Total Value \$67,000. Claimed to June 2022 \$24,315.40. Remaining \$42,684.60	\$42,684.60	\$42,684.60	Completed
CN-17815 - 2021 DRFA works on 89B Ch. 0 to Ch. 180. Total Value \$2,551,476.10. Claimed to June 2022 \$879,185.30. Remaining \$1,672,290.80	\$1,672,290.80		32% Completed
Variation to CN-17815 - 2021 DRFA works on 89B Ch. 180 to Ch. 303	\$606,412.60		Not Started
CN-17937 - Pave and Seal AG Stimulus Package 4 on 89B (Ch.63.49 to 69.37) approx. 6km past the Glencoe turnoff. Total Value \$2,924,640.60. Claimed to June 2022 \$2,859,372.60. Remaining \$65,268.80	\$65,268.00		Linemark remaining
CN-18809 Pave and Seal AG Stimulus Package 5 on 89B Ch. 70.4km to 77.70km. Total Value \$3,416,320.60. Claimed to June 2022 \$2,241,886.80. Remaining \$1,174,433.80	\$1,174,433.80	\$1,121,448.60	Linemark remaining
CN-18939 - 2022 89B DRFA Emergent Works - to the Gilbert River - requesting variation to 850K. Total Value \$850,000. Claimed \$126,071.19. Remaining \$723,928.81	\$723,928.81	\$217,388.40	
TIDS 2022-2023	\$910,000.00		
CN-16542 2022-23 RMPC	\$2,044,550.00		
<b>Total</b>	<b>\$7,239,568.61</b>	<b>\$1,381,521.60</b>	<b>19%</b>

## **BUSINESS PAPERS**

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**Photo:** Completed line marking at the refuge crossing.



**Photo:** Completed line marking at the refuge crossing.

## **BUSINESS PAPERS**

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**Photo:** Linemarking at the Lilyvale intersection.



**Photo:** 89B – Completed concrete rats wall and stone pitching and patch repair work at the old seal just around the bend from the Glencoe turn-off.

## **BUSINESS PAPERS**

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**Photo:** 89B Undertook patch repair at floodway just before Rocky Creek

### **3. Update on Shire Flood Damage Works**

- 3.1. **Gavin Delacour - Alexandra Camp** - Continuing works on the Nardoo to Leichhardt Road and Lorraine Station access. On 16<sup>th</sup> August they will take over works from M Creek to Wernadinga to complete the Normanton - Burketown Road. They will then move camp from Alexandra to Augustus to complete the Nardoo to Augustus Road and Lorraine Road. Load and cart out of Bullock Paddock
- 3.2. **Brenton Murray - 7 Mile Camp** – Currently working from M Creek to Wernadinga and expected to hand over works to Gavin Delacour’s crew. The 7 Mile camp will shift to Cockburn Camp on 17 /8/22 to start QRA 20 works Dorunda access.
- 3.3. **Karl Pickering - Pioneer Camp** - Continue working from Pioneer end towards Iffley, also doing the doing Mundjuro access road. Load and cart out of Mundjuro Pit.
- 3.4. **Josie Bond - Bang Bang Camp** - Working Wondoola bypass and Wondoola access undertaking QRA 20 | 21 works. The Bang Bang camp will shift to Inkerman on 20/8/22 to start QRA works on the Inkerman access. Shaun Henrys crew will complete QRA 20 works at the Wondoola bypass and access travelling from Normanton.
- 3.5. **Shaun Henry - Normanton based** – Currently working on the 10 Mile road. The crew will move to Wondoola bypass and Wondoola access roads by 16/8/22 to complete QRA 20 works. When completed they will be back to finish the 10 Mile road or RMPC shoulder work on 89A.
- 3.6. **Cameron Young - Normanton Based** – undertaking 89B Emergent and REPA works.
- 3.7. **John Person - Koolatah Camp** - Koolatah works all roads, load and cart out of Alice Pit. Access to Koolatah Camp through Hugh’s crossing, as the Mitchell River crossing is closed.

## **BUSINESS PAPERS**

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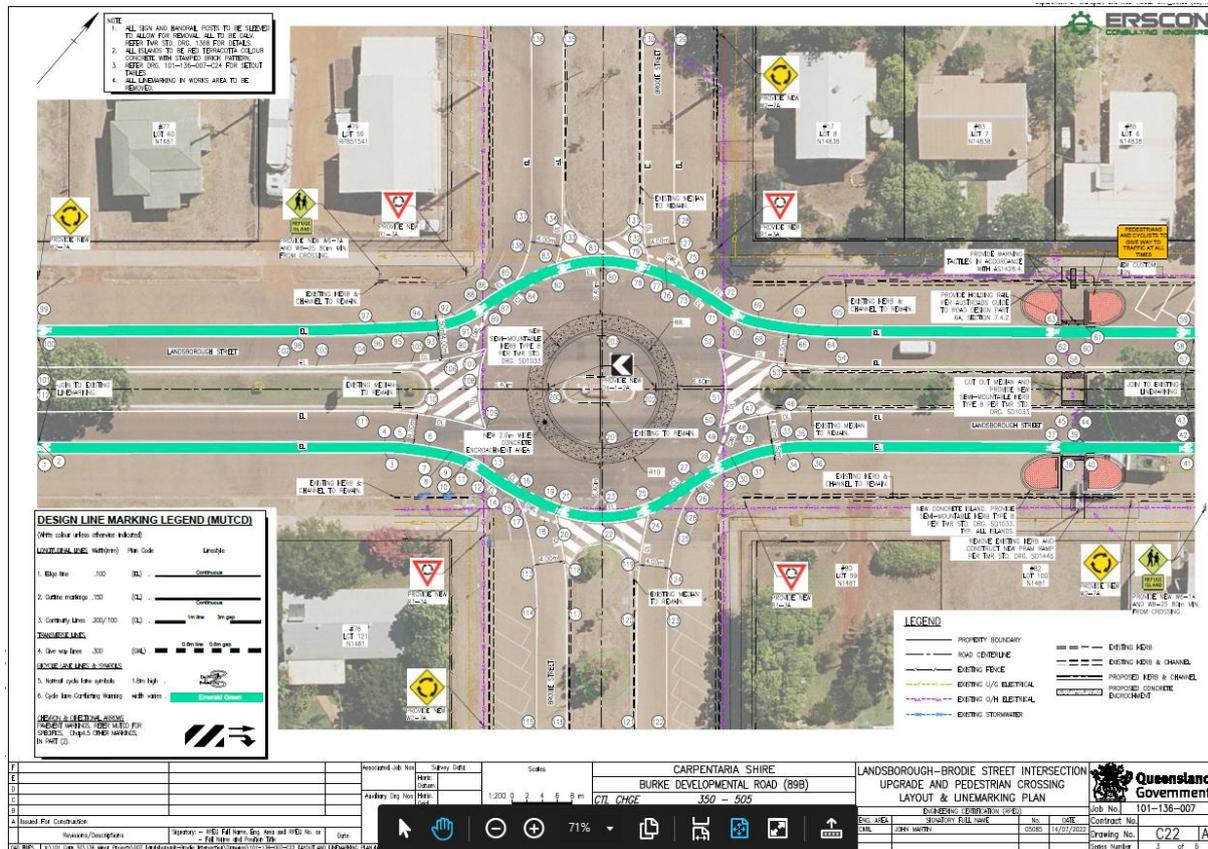
### **4. Trades Report**

- Undertook camp shifts and other camp maintenance activities.
- Checked and serviced sewerage pumps in Karumba.
- Undertook numerous call outs for housing maintenance repairs.
- Airconditioning repairs.
- Repaired watermain and water meter leaks.
- Standard Housing maintenance jobs
- IT support work – Fixing various computer issues, replace batteries and reprogram Salto locks where necessary.
- Inspect and measure up vacant houses for upcoming renovations.

### **5. New Projects/Grant Applications**

- Council have been successful in obtaining \$20,000 in Remote Airstrip Upgrade Program (RAUP) round 9 funding for additional compulsory line marking as required by CASA at the Karumba and Normanton aerodrome including new apron marking for the new Karumba fuel bowsers. Total project costs is \$40,000.
- Round-a-bout and children/pedestrian refuge crossing. – TMR have submitted the round-a-bout including a children crossing refuge for funding through the Safer Roads Sooner (SRS) program. An A3 size plan will be provided at the meeting.

# BUSINESS PAPERS



## 6. Reports

### 6.1. Budget

Row Labels	Sum of Original Budget	Sum of YTD Actual	Sum of Order Value	Sum of Actual Bal
<b>Operating Expenditure</b>				
Airports	290,500	3,552	79,474	3,552
Asset Management	259,383	138	49,589	138
Building Services	229,282	1,630	1,279	1,630
Coastal Management	200,000	0	0	0
Depots & Workshop	584,045	6,690	13,748	6,690
Engineering Services	750,951	19,828	185,878	19,828
Fleet & Plant	-1,295,709	-122,456	2,677,898	-122,456
Main Roads (RMPC And PW)	5,766,042	1,443,815	122,778	1,443,815
Parks & Gardens	442,240	30,761	8,540	30,761
Pensioner Housing	211,830	2,182	7,714	2,182
Private Works	0	-426	0	-426
Public Conveniences	63,150	4,256	7,661	4,256
Quarries	52,000	0	0	0
Reserves	8,000	719	3,630	719

## BUSINESS PAPERS

Road	5,050,369	27,651	13,600	27,651
Staff Housing	512,310	4,467	11,805	4,467
Town Planning	54,749	9,750	70,219	9,750
<b>Operating Expenditure Total</b>	<b>13,179,142</b>	<b>1,432,555</b>	<b>3,253,814</b>	<b>1,432,555</b>
<b>Operating Income</b>				
Airports	-220,000	-10,310	0	-10,310
Building Services	-4,000	0	0	0
Engineering Services	0	-2,355	0	-2,355
Fleet & Plant	-50,000	7,275	0	7,275
Main Roads (RMPC And PW)	-7,190,000	0	0	0
Pensioner Housing	-63,000	-4,641	0	-4,641
Road	-1,400,000	-228,000	0	-228,000
Roads (TIDS)	0	44,862	0	44,862
Staff Housing	-433,500	-7,584	0	-7,584
Town Planning	-5,750	0	0	0
<b>Operating Income Total</b>	<b>-9,366,250</b>	<b>-200,752</b>	<b>0</b>	<b>-200,752</b>
<b>Grand Total</b>	<b>3,812,892</b>	<b>1,231,803</b>	<b>3,253,814</b>	<b>1,231,803</b>

## **BUSINESS PAPERS**

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### **10.2 NDRRA/QDRF REPORT**

<b>Attachments:</b>	10.2.1. Appendix A - 2020 Expenditure Summary <a href="#">↓</a>
	10.2.2. Appendix B - QRA20 Completion Sketch <a href="#">↓</a>
	10.2.3. Appendix C - 2021 Expenditure Summary <a href="#">↓</a>
	10.2.4. Appendix D - QRA21 Completion Sketch <a href="#">↓</a>
	10.2.5. Appendix E - Betterment Projects <a href="#">↓</a>

**Author:** John Martin - Consultant Engineering

**Date:** 11 August 2022

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**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.

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#### **Executive Summary:**

**QRA19:** Submission 4 has been submitted for acquittal with audits currently taking place. Submission documents are currently being prepared for the acquittal of Submission 6 with a deadline of September 30.

**QRA20:** The QRA20 project is approximately 77% complete. Setout and construction have commenced on the remaining roads with six (6) crews currently mobilised in camps, with a temporary seventh crew currently working from Normanton. The QRA20 project has an original deadline of June 30, 2022. EOT's have been approved for three (3) submissions until 30 September 2022. Submission 1 was completed ahead of its 30 June 2022 deadline.

**QRA21:** The QRA 21 Project construction has begun in preliminary stages (7.4% complete). Submission 2 construction works have commenced in conjunction with the QRA20 projects to reduce mobilisation costs. The deadline for the QRA21 works is 30 June 2023.

The total construction budget for the project is \$31.1million and \$39.9million including indirect costs.

**QRA22:** Carpentaria Shire Council was activated for REPA, Emergency Works and CDO relief measures for three (3) flooding events. Damage pickup within the Shire has been completed and damage assessments in progress with submissions currently being prepared in the QRA MARS system. Emergency works have been completed throughout the Shire.

**OTHER:** Normanton to Burketown Road Betterment Project 11/12 has been fully acquitted and final payment received. Three (3) QRRRF projects have been approved with a project deadline of 30 June 2024. Betterment Projects are currently being prepared for lodgment to QRA.

#### **RECOMMENDATION:**

That Council:

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

#### **Background:**

##### **2019 QRA Event**

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## **BUSINESS PAPERS**

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1. Four (4) submissions have been acquitted by QRA and Council have received the final payments. Submission 4 has been submitted for acquittal with audits currently taking place. Submission documents are currently being prepared for the acquittal of Submission 6.

### **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 77% of the project has been completed with an estimated Expenditure Ratio of 0.92. Refer Appendix A and B for construction progress.
3. The QRA20 project has an original deadline of June 30, 2022. EOT's have been approved for three (3) submissions until 30 September 2022. Submission 1 was completed ahead of its 30 June 2022 deadline.
4. Setout for remaining roads within the QRA20 project is currently underway and construction has commenced on accessible roads to Normanton. Six (6) crews have mobilised in camps around the Shire to construct works within the QRA20 program. A temporary seventh crew is currently working from Normanton.

### **2021 QRA Event**

1. All five (5) lodged QRA21 REPA submissions have now been approved with a total RV of approx. \$39.9million (construction budget of \$31.1million).
2. The project has been completed with an estimated Expenditure Ratio of 0.82. Refer to Appendix C and D for construction summaries.
3. QRA21 construction work has commenced in conjunction with QRA20 scope where suitable to reduce mobilisation costs. Submission 2 works have begun construction, and overall completion is at 7.4%. QRA20 scope is being prioritised to ensure that submission deadlines for the project are met.
4. The QRA21 program of work has a deadline of 30 June 2023.

### **2022 QRA Event**

1. Carpentaria Shire Council was activated for REPA, Emergency Works and CDO relief measures for three (3) flooding events on the 17 February 2022 (Ex-Tropical Cyclone Seth), 18 February 2022 (Far North Queensland Low Pressure Trough) and 20 May 2022 (Northern and Central Western Queensland Rainfall and Flooding).
  2. Approx. \$160k has been expended on Emergency Works throughout the Shire on roads that are currently accessible and will continue in the upcoming months to restore access where required.
-

## **BUSINESS PAPERS**

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3. Damage pickup of all roads within the Shire has now been completed. Damage assessments are in progress with submissions currently being prepared in the QRA MARS system.

### **Other**

1. Normanton to Burketown Road Betterment Project 11/12 has been fully acquitted, and the final payment has been received.
2. Three (3) QRRRF Projects have been approved with a project deadline of 30 June 2024. Karumba Shoreline Protection and Revitalisation (\$1.3million), Inverleigh West Causeway Upgrade (\$500,000.00) and Mitchell River Crossing Upgrade (\$300,000.00).
3. Short listed betterment projects have been assessed against the guidelines and are currently being prepared for submission to QRA.
4. A full list of active betterment projects is provided in Appendix E

### **Consultation (Internal/External):**

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

### **Legal Implications:**

- Nil.

### **Financial and Resource Implications:**

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

### **Risk Management Implications:**

- Moderate – QRA20 – EOT's have been approved for two (3) submissions until 30 September 2022. There is a moderate risk that work will not be completed by the deadlines based on current programming and number of crews.
- Moderate – QRA21 – Construction has a deadline of 30 June 2023. There is a moderate risk that work will not be completed by this deadline based on current programming the number of crews.

**CARPENTARIA SHIRE COUNCIL**

**SUMMARY OF QRA20 EXPENDITURE**

**CURRENT**

**1/08/2022**

**Project Completed**

**77%**

**Forecast Project Expenditure to RV Ratio**

**0.92**



Submission 1 - CSC.0039.1920E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Magowra Access	\$ 83,030.08	\$ 57,567.40	100%	0.69	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	\$ 150,138.72	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	\$ 365,435.84	100%	0.68	Savings incurred due to crew working from town and no camp establishment required.
Karumba Pipeline Service Access	\$ 168,026.92	\$ 100,430.79	100%	0.60	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	\$ 344,797.15	100%	0.93	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	\$ 3,931,559.66	100%	0.86	Overlapping camp and establishment costs with simultaneously constructed Neumayer Valley Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Augustus Downs Access	\$ 28,213.06	\$ 4,675.13	100%	0.17	Overlapping camp and establishment costs with simultaneously constructed Nardoo to Leichardt Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Nardoo - Leichardt Road	\$ 1,169,208.38	\$ 949,445.97	100%	0.81	Overlapping camp and establishment costs with simultaneously constructed Augustus Downs Access and Lorraine Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Normanton - Burketown Road	\$ 1,630,691.51	\$ 1,592,827.49	100%	0.98	Accrued costs processing.
Lorraine Access	\$ 43,982.34	\$ 58,631.23	100%	1.33	Accrued costs processing.
McAllister Road	\$ 2,474,714.58	\$ 1,634,368.22	100%	0.66	Accrued costs processing.
<b>TOTAL</b>	<b>\$ 11,921,389.43</b>	<b>\$9,484,690.66</b>			

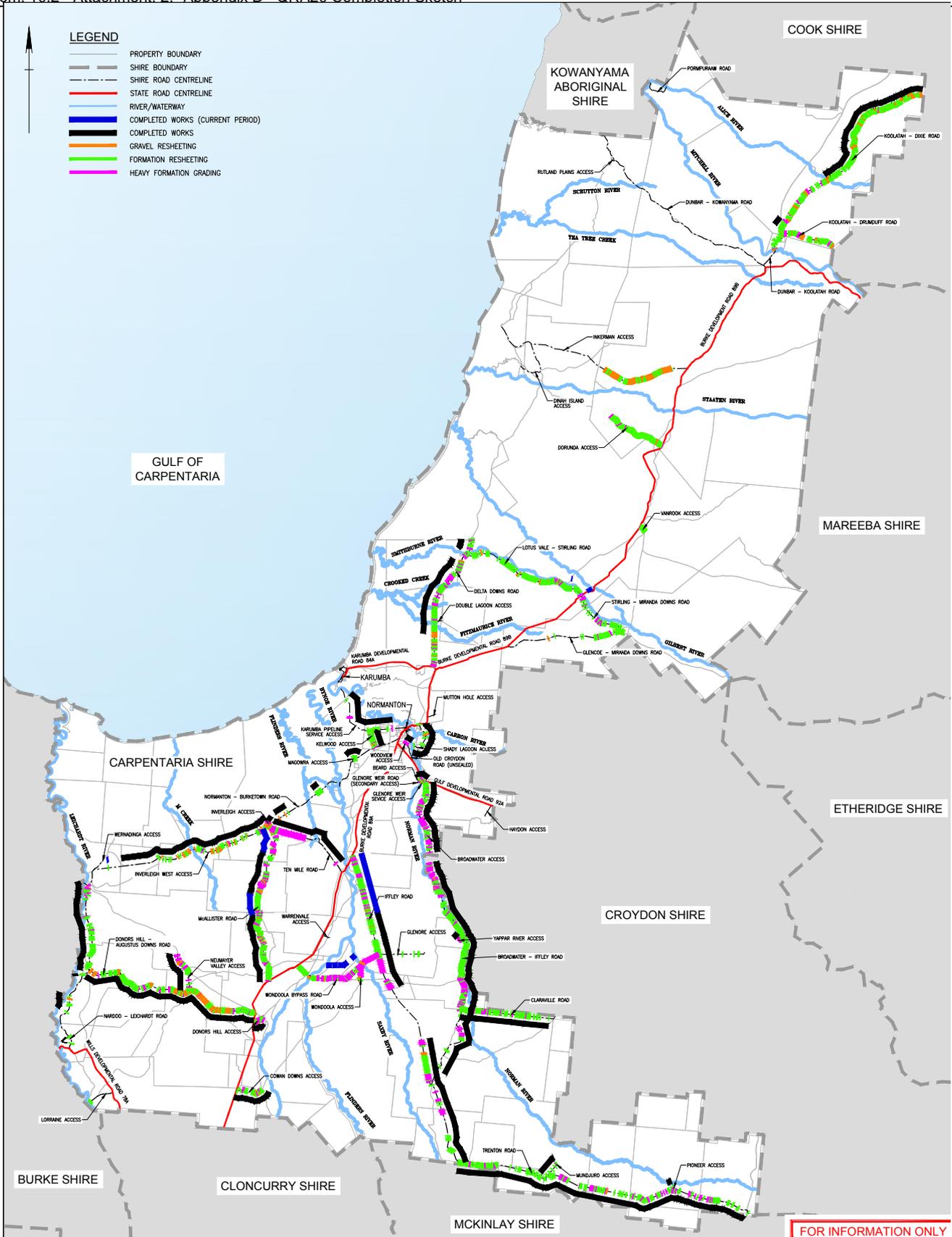
\*Expected expenditure ratio is the ratio of final expenditure divided by the recommended value. (i.e. 1.5 is 50% over budget, 0.8 is 20% under budget)

Submission 3 CSC.0037.1920E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Shady Lagoon Access	\$ 73,713.47	\$ 38,902.73	100%	0.53	Overlapping camp and establishment costs with simultaneously constructed QRA19 Shady Lagoon Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Delta Downs Road	\$ 1,598,239.95	\$ 2,100,659.59	100%	1.31	Accrued costs processing, construction has been recently completed, Expenditure is slightly higher than the Recommended Value due to longer than average gravel hauls
Dorunda Access	\$ 1,288,533.76	\$ 6,439.06	0%	1.00	Preliminary costs booked, no construction has commenced.
Glencoe - Miranda Downs Road	\$ 516,884.05	\$ 9,681.86	0%	1.00	Preliminary costs booked, no construction has commenced.
Inkerman Access	\$ 1,804,651.21	\$ 120,982.10	0%	1.00	Preliminary costs booked, no construction has commenced.
Lotus Vale - Stirling Road	\$ 1,627,243.38	\$ 278,634.52	16%	1.05	Accrued costs processing, currently under construction.
Stirling - Miranda Downs Road	\$ 389,425.85	\$ 3,890.95	0%	1.00	Preliminary costs booked, no construction has commenced.
Vanrook Access	\$ 149,018.33	\$ 659.78	0%	1.00	Preliminary costs booked, no construction has commenced.
<b>TOTAL</b>	<b>\$ 7,447,710.00</b>	<b>\$2,559,850.59</b>			

Submission 4 CSC.0038.1920E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Koolatah - Dixie Road	\$ 4,041,152.28	\$ 2,906,780.51	67%	1.07	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	\$ 48,686.23	0%	1.00	Accrued costs processing, currently under construction.
Koolatah - Drumduff Road	\$ 793,815.29	\$ 6,488.34	0%	1.00	Accrued costs processing, currently under construction.
<b>TOTAL</b>	<b>\$ 5,052,352.37</b>	<b>\$2,961,955.08</b>			

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	\$ 25,561.73	\$ 7,809.22	100%	0.31	Construction completed in less than one day, savings incurred due to crew working from town and no camp establishment required.
Glenore Weir Service Access	\$ 41,470.85	\$ 31,310.36	100%	0.75	Overlapping costs with adjacent Glenore Weir Road (Secondary Access), when assessing together expenditure is expected to align closely with the combined RV.
Glenore Weir Road (Secondary Access)	\$ 11,743.38	\$ 13,417.00	100%	1.14	Overlapping costs with adjacent Glenore Weir Service Access, when assessing Assets together expenditure is expected to align closely with the combined RV.
Pioneer Access	\$ 34,977.91	\$ 44,640.35	100%	1.28	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	\$ 776,801.90	100%	0.63	Overlapping camp and establishment costs with simultaneously constructed Broadwater - Iffley Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Trenton Road	\$ 2,751,917.36	\$ 1,854,996.64	100%	0.67	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	\$ 38,273.42	100%	0.41	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	\$ 43,886.93	100%	0.61	Overlapping camp and establishment costs with simultaneously constructed Broadwater - Iffley Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Yappar River Access (Secondary Access)	\$ 43,445.97	\$ 1,158.33	100%	0.03	Overlapping camp and establishment costs with simultaneously constructed Broadwater - Iffley Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Broadwater - Iffley Road	\$ 3,524,272.79	\$ 2,790,575.65	100%	0.79	Accrued costs processing.
Iffley Road	\$ 4,365,707.86	\$ 3,219,890.16	100%	0.74	Accrued costs processing, construction has been recently completed
Glenore Access	\$ 52,564.27	\$ 1,019.93	0%	1.00	Accrued costs processing, currently under construction.
Wondoola Access	\$ 471,158.12	\$ 464,897.09	18%	5.35	Accrued costs processing, currently under construction. Overlapping costs with adjacent Wondoola Access 21, Wondoola Bypass 20/21 works, when assessing Assets together expenditure is expected to align closely with the combined RV. The Road was also subject to late rainfall which resulted in flooding and a delay to works that had already commenced
Wondoola Bypass Road	\$ 1,021,560.02	\$ 396,895.83	46%	0.84	Accrued costs processing, currently under construction.
<b>TOTAL</b>	<b>\$ 13,768,314.21</b>	<b>\$9,697,746.21</b>			



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REVISIONS	17	08/08/22	REVISED FOR AUGUST MEETING	MG		CLIENT	 CARPENTARIA SHIRE <i>Defining the Sun</i>	DATE	OFFICER	PROJECT REF	CARPENTARIA SHIRE COUNCIL ROADS		
	16	07/07/22	REVISED FOR JULY MEETING	DM				DESIGN	APPROVED		DRAWING REF	2020 CONSTRUCTION SEASON COMPLETED WORKS	
	15	07/06/22	REVISED FOR JUNE MEETING	AB						DRAWING NO	101-020-SK713	SIZE	A1
	14	10/05/22	REVISED FOR MAY MEETING	MG								REVISION	17
	13	13/04/22	REVISED FOR APRIL MEETING	MG									
	1	08/04/21	INITIAL ISSUE FOR APRIL MEETING	MG									
	NO.	DATE	DESCRIPTION	DESIGN	APPROVED								



**SUMMARY OF QRA21 EXPENDITURE**

**CURRENT**

**Project Completed**

**Forecast Project Expenditure to RV Ratio**

**1/08/2022**

**7.4%**

**0.82**

Submission 1 - CSC.0052.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Broadwater - Iffley Road	\$ 3,253,190.35	\$ -	0%	1.00	
Broadwater Access	\$ 15,718.68	\$ -	0%	1.00	
Jaraville Road	\$ 802,925.42	\$ 5,304.78	0%	1.00	Preliminary costs booked, no construction has commenced.
Kowan Downs Access	\$ 109,883.67	\$ -	0%	1.00	
Lenore Access	\$ 954,142.42	\$ -	0%	1.00	
Laydon Access	\$ 294,418.51	\$ -	0%	1.00	
Iffley Road	\$ 48,565.72	\$ -	0%	1.00	
Mundjuro Access	\$ 269,163.15	\$ -	0%	1.00	
Old Croydon Road (Unsealed)	\$ 410,198.93	\$ -	0%	1.00	
Pioneer Access	\$ 43,477.20	\$ -	0%	1.00	
Sawtell Creek Access	\$ 46,052.54	\$ -	0%	1.00	
Trenton Road	\$ 2,759,624.32	\$ 833.32	0%	1.00	
Warrenvale Access	\$ 112,183.94	\$ -	0%	1.00	
Mondoola Access	\$ 145,923.99	\$ -	54%	0.00	
Mondoola Bypass Road	\$ 335,719.59	\$ -	44%	0.00	
<b>TOTAL</b>	<b>\$ 9,601,188.43</b>	<b>\$ 6,138.10</b>			

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

Submission 2 - CSC.0054.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Honors Hill - Augustus Downs Road	\$ 1,141,343.18	\$ 5,459.50	0%	1.00	Preliminary costs booked, no construction has commenced.
Overleigh Access	\$ 2,341.08	\$ -	0%	1.00	
Overleigh Access (Secondary Access)	\$ 6,577.32	\$ -	0%	1.00	
Garumba Pipeline Service Access	\$ 732,792.98	\$ -	0%	1.00	
Corrine Access	\$ 537,639.45	\$ 71,234.50	0%	1.00	Preliminary costs booked, no construction has commenced.
McAllister Road	\$ 1,111,966.62	\$ 6,257.02	0%	1.00	Preliminary costs booked, no construction has commenced.
Wardoo - Leichardt Road	\$ 4,089,855.77	\$ 276,863.69	25%	0.27	Accrued costs processing, road currently under construction.
Woomayer Valley Access	\$ 408,933.45	\$ -	0%	1.00	
Wormanton - Burketown Road	\$ 3,384,537.60	\$ 236,252.98	23%	0.31	Accrued costs processing, road currently under construction.
Ten Mile Road	\$ 812,165.79	\$ 890.81	0%	1.00	Preliminary costs booked, no construction has commenced.
Wernadinga Access	\$ 408,403.56	\$ 180,918.58	100%	0.44	Accrued costs processing, construction recently completed.
Wappar Street	\$ 32,194.71	\$ -	0%	1.00	
<b>TOTAL</b>	<b>\$ 12,668,751.51</b>	<b>\$ 777,877.08</b>			

Submission 3 - CSC.0048.2021E.REC

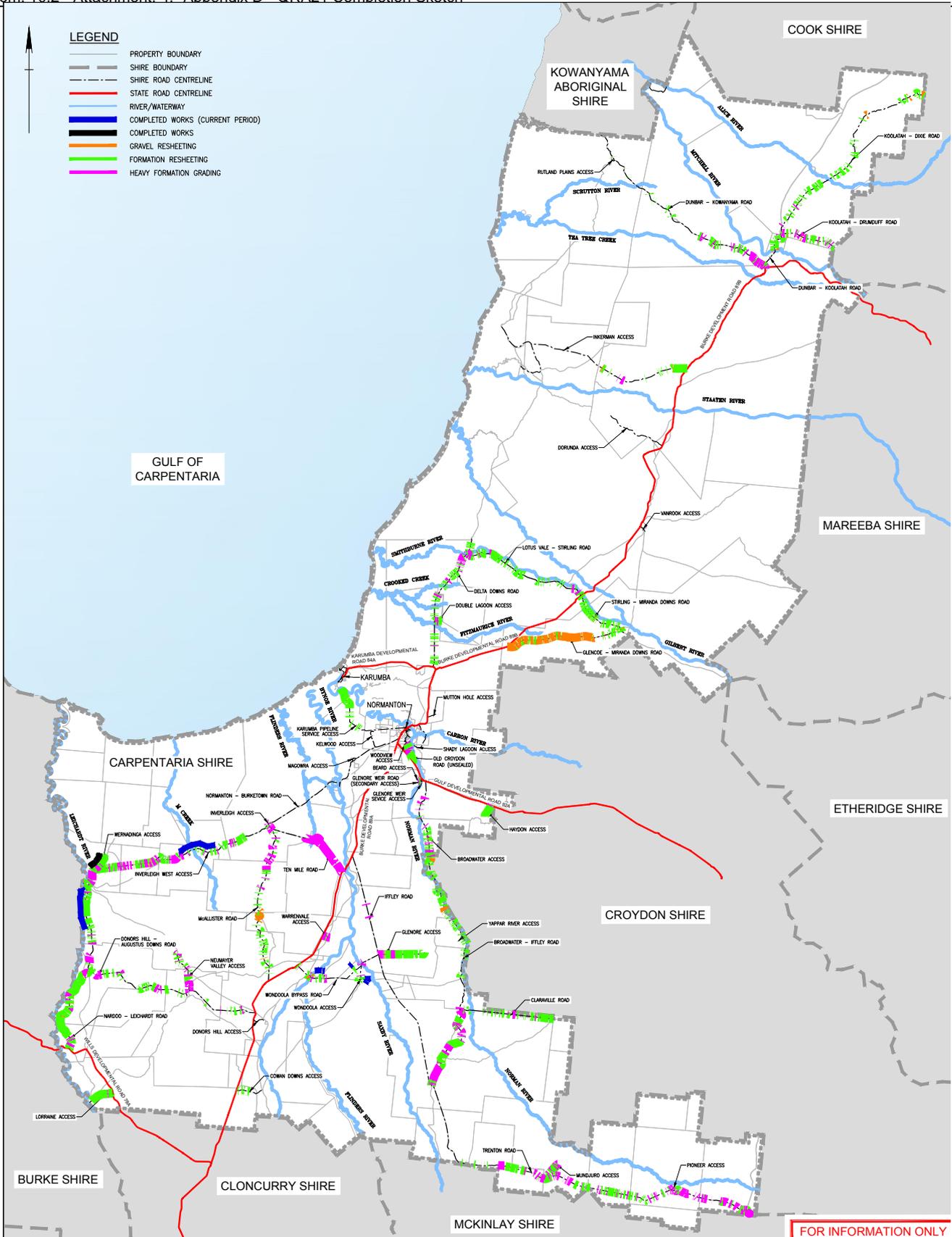
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Delta Downs Road	\$ 1,121,390.34	\$ -	0%	1.00	
Double Lagoon Access	\$ 165,580.92	\$ -	0%	1.00	
Elencoe - Miranda Downs Road	\$ 3,529,821.76	\$ -	0%	1.00	
Winkerman Access	\$ 562,783.25	\$ -	0%	1.00	
Lotus Vale - Stirling Road	\$ 1,128,254.06	\$ -	0%	1.00	
Stirling - Miranda Downs Road	\$ 924,687.03	\$ -	0%	1.00	
TOTAL	\$ 7,432,517.36	\$ -			

Submission 4 - CSC.0042.2021E.REC

Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Junbar - Koolatah Road	\$ 254,319.58	\$ -	0%	1.00	
Junbar - Kowanyama Road	\$ 254,319.58	\$ -	0%	1.00	
Koolatah - Drumduff Road	\$ 408,762.84	\$ -	0%	1.00	
TOTAL	\$ 917,402.00	\$ -			

Submission 5 - CSC.0049.2021E.REC

Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Koolatah - Dixie Road	\$ 1,359,200.81	\$ -	0%	1.00	
TOTAL	\$ 1,359,200.81	\$ -			



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NO.	DATE	DESCRIPTION	DESIGN	APPROVED
3	08/08/22	REVISED FOR AUGUST MEETING	MG	
2	12/07/22	APPROVED SCOPE	MG	
1	19/11/21	INITIAL ISSUE		



CLIENT	MG	APPROVED
DESIGN	MG	APPROVED
CIVIL SKETCH APPROVAL		
DATE:	17/08/22	

PROJECT REF	CARPENTARIA SHIRE COUNCIL ROADS		
DRAWING REF	2021 CONSTRUCTION SEASON COMPLETED WORKS		
DRAWING NO	101-021-SK703	SIZE	A1
REVISION			3

**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
Armstrong Creek Causeway	\$793,339
Iffley Road gravel upgrade	\$4,206,687
Koolatah – Dixie Road widening	\$2,477,642

Project has been completed

## **BUSINESS PAPERS**

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### **10.3 WATER AND WASTE REPORT**

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

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**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.

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#### **Executive Summary:**

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

- Water levels at Glenore Weir are approximately 3.30m (AHD).
- Total treated water was 85.4ML for the month.
- A bulk purchase of forty e-one pumps has arrived.
- Pumps will be installed on a rolling basis.
- Six pressure sewer pumps were replaced in Karumba.

#### **RECOMMENDATION:**

That Council:

1. accepts the Water and Wastewater Report as presented for the period ending 31<sup>st</sup> July 2022; and
2. that those matters not covered by resolution be noted.

#### **Background:**

##### **Glenore Weir**

The water level at Glenore Weir was measured at 7.60m on the DNRME gauge (3.30m AHD). The Bureau of Meteorology recorded 4.2mm rainfall at Normanton Airport during the month.

## BUSINESS PAPERS

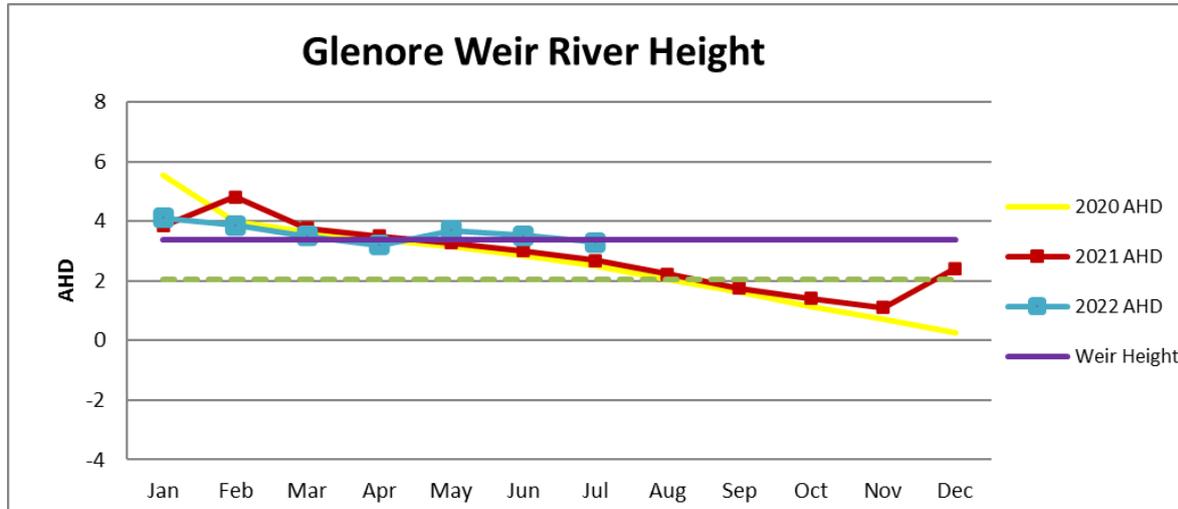


Figure 1: Glenore Weir River Height on the last day of the month.

### Normanton Water Treatment Plant

For the month, 81.0ML was pumped from Glenore Weir and 4.4ML from the Normanton bore for a total of 85.4ML of raw water (see Figure 1).

Normanton consumed 50.1ML (58.7%) and 27.7ML (32.5%) was pumped to Karumba, approximately 4.0ML (4.7%) was used for backwashing and bulk water supply/storage. The remaining 4.1% was recorded as systems losses.

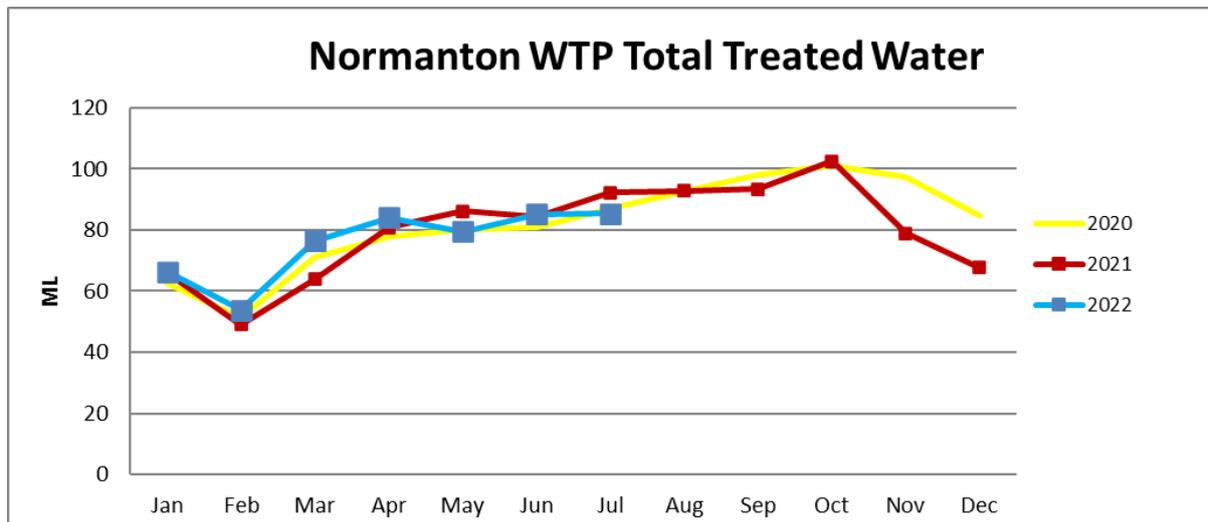


Figure 2: Total raw water treated

### **Maintenance and Upgrades**

The water meter readings have been completed for the end of the year billing period. The data is being collated and ready for the release of the rates notices. Water meters purchased in August last year have finally arrived and will be installed initially on a priority basis followed by a programmed rolling replacement.

## BUSINESS PAPERS

The NWQROC has set up a new Queensland Water Regional Alliance Program (QWRAP) to assist with water and wastewater management in the region. The program is partially funded by the State Government. The group is currently looking into staff and skills shortages in the sector and particularly in our region. Common projects such as smart metering, demand management and joint procurement is also being discussed.

As discussed regularly, there is a reduced number of staff with vacancies slowly becoming filled. The position of Normanton WTP operator has been advertised and prospective employees are being interviewed with selection expected prior to the Council meeting.

### Normanton Sewage Treatment Plant and Reticulation Network

Normanton Sewerage Treatment Plant (STP) received approximately 11.4ML (see Figure 3) of wastewater for the month.

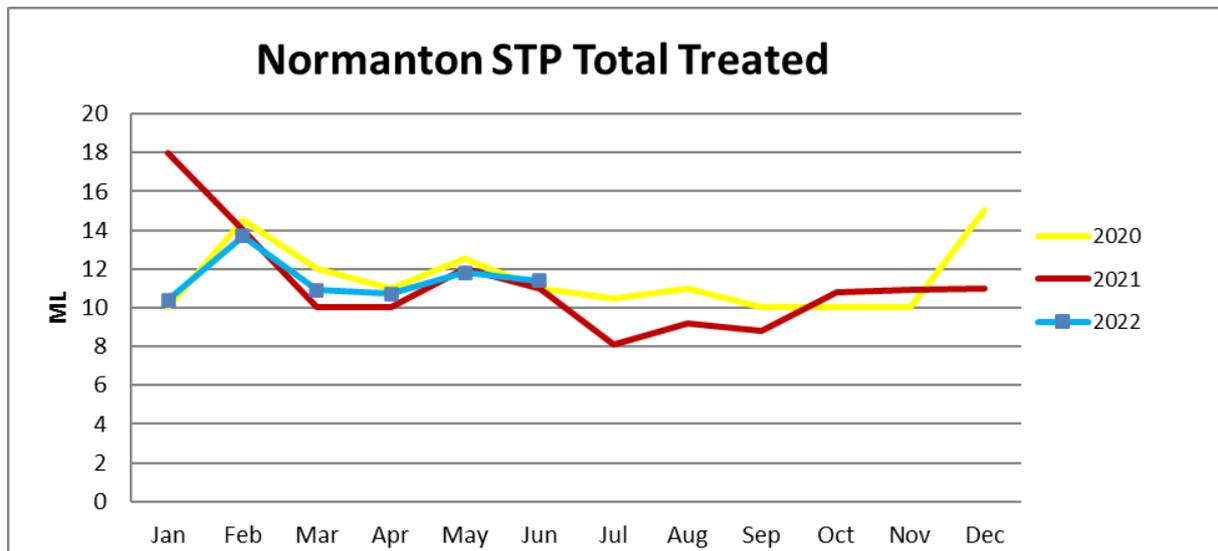


Figure 3: Total volume treated at Normanton STP

### **Maintenance and Upgrades**

While the lagoons have showed signs of improvement since the completion of the de-silting project, Council now has vacancies in the area. A temporary employee has commenced and will work with the new Technical Officer to get the record keeping and maintenance up to date.

### Karumba STP and Low Pressure Network

Karumba Sewage Treatment facility treated approximately 6.5ML (see Figure 4) for the month.

## BUSINESS PAPERS

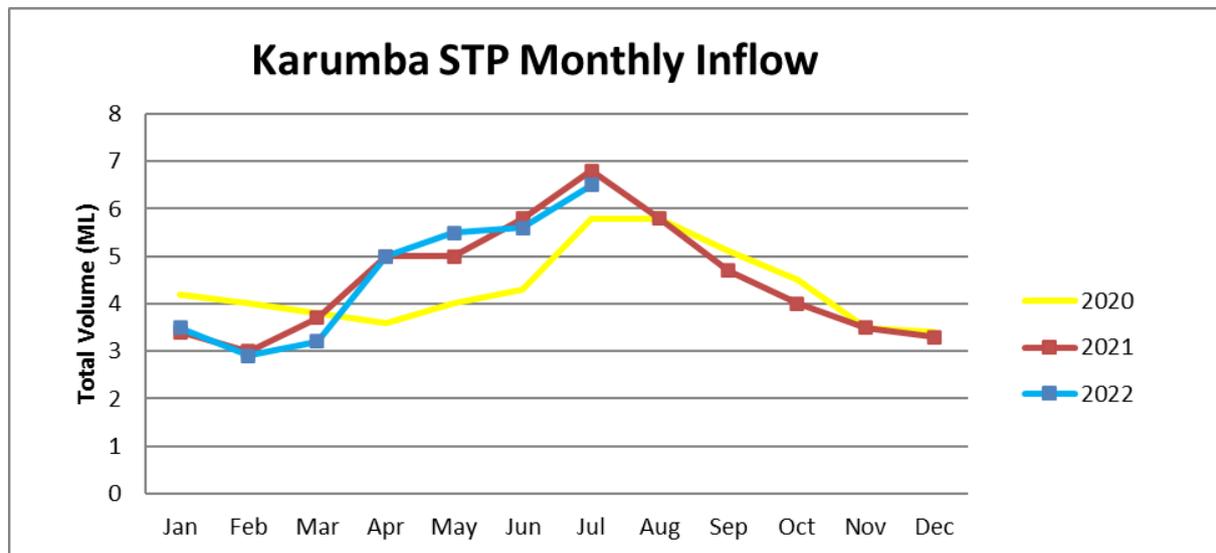


Figure 4: Total Monthly inlet flow for Karumba STP.

### 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, six low pressure pumps were replaced including one at the Gulf Country Caravan Park. The first shipment of 40 new Eone pumps had just arrived at the time of writing and will be installed over time. It is hoped that this will lead to savings in costs in other areas and remaining budget can be put to additional new pumps in the second half of the financial year.

Permeate Partners are coming to site in early August to provide assistance in programming the membrane replacement. Due to the possibility of extended delay times in acquiring the new membranes, other works will be conducted in the interim to prepare for the installation and potentially improve operational efficiency.

### Karumba Waste Transfer and Normanton Landfill

Regular discussions continue with the site supervisors to maintain operations as well as monthly virtual meetings with managers and directors. Work continues in a business as usual fashion.

## BUSINESS PAPERS

### Finance

Table 2 below shows the Water and Waste budget and expenditure for the 2022/23 financial year.

**Table 2. Finance and budget for the year to date**

Row Labels	Sum of Original Budget	Sum of YTD Actual	Sum of Order Value	Sum of Actual Bal
<b>Operating Expenditure</b>				
Landfill/ Waste Transfer Operations	678,457	703	195,748	703
Refuse Collection	86,600	9,491	566	9,491
Sewerage	1,458,220	25,587	31,004	25,587
Water	2,628,747	50,245	51,228	50,245
<b>Operating Expenditure Total</b>	<b>4,852,024</b>	<b>86,027</b>	<b>278,547</b>	<b>86,027</b>
<b>Operating Income</b>				
Landfill/ Waste Transfer Operations	-737,000	0	0	0
Refuse Collection	0	-1,694	0	-1,694
Sewerage	-1,660,000	0	0	0
Water	-1,847,000	-385	0	-385
<b>Operating Income Total</b>	<b>-4,244,000</b>	<b>-2,079</b>	<b>0</b>	<b>-2,079</b>
<b>Grand Total</b>	<b>608,024</b>	<b>83,948</b>	<b>278,547</b>	<b>83,948</b>

#### **Consultation (Internal/External):**

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

#### **Legal Implications:**

- Low – within normal operational parameters.

#### **Financial and Resource Implications:**

- Medium – upgrades required for 2022/23 financial year to remain compliant.

#### **Risk Management Implications:**

- Nil.

## BUSINESS PAPERS

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### 10.4 WORKSHOP REPORT

<b>Attachments:</b>	NIL
<b>Author:</b>	William Bollen - Workshop Foreman
<b>Date:</b>	8 August 2022
<b>Key Outcome:</b>	5.1 - Integrated and timely provision and management of sustainable infrastructure and assets
<b>Key Strategy:</b>	5.1.1 Develop a Strategic Infrastructure and Asset Management Plan to guide the provision, maintenance, decommissioning, replacement and enhancement of Council assets and infrastructure.

#### Executive Summary:

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

#### RECOMMENDATION:

That Council:

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

#### Background:

##### Service, repairs and maintenance

##### Completed Tasks:

Below is the works carried out over the last month.

Please note majority of these service and repairs include travel time and some minor defects are not recorded below.

Current and Completed Tasks	
P3811 Wirtgen Stabiliser	250hr service completed onsite, workshop staff and machine operator have completed machine familiarisation and maintenance recommendations with WIRTGEN coming up and doing onsite training. @ (89B)
P3810 Skid steer	500hr service completed. Replaced alternator and AC belts.
P9930 Fleet Crew Landcruiser Dual Cab Ute	80k service and rear shock absorbers replaced
P9923 Fleet Crew Landcruiser Dual Cab Ute	20k service and checks
P9932 Fleet Crew Landcruiser Dual Cab Ute	60k service and checks

## BUSINESS PAPERS

Current and Completed Tasks (contd.)	
P9101 CAT Hired Grader	uncontrolled articulation, travel to site and inspected, found machine artic sensor and control arm blocked with mud, cleaned out mud and straightened control arm, recalibrated articulation sensor, made note that both tandems are leaking, steer tyres and circle loose, (advised Hastings).
P2036 Isuzu Tipper	rear tyres US, Changed out rear tyres and fit spare to rack
P3137 Karumba Backhoe	replaced bucket edges.
P2512 Isuzu Giga	connect scan tool to do a forced DPF regen, replaced 2x front steer tyres and 2x rear drive tyres, greased all points (awaiting jack shaft to turn up)
P9101 Cat Hired Grader	travel to site to inspect tyres further to give report to Hastings, fit a spare tyre up in workshop in case of tyre failure
P1165 Landcruiser Single Cab Ute	replace rear tyre and re-wire beacons
P6902 Fuel Trailer	re-wire battery harness to include circuit breaker
P1566 Karumba Mitsubishi Triton	fit new battery, wouldn't start, serviced
P1169 Hilux Dual Cab Ute	starting issue, diagnosed starter issue, replaced starter motor, remove and replace all 4 tyres on vehicle
P3118 Cat Grader	hose rubbing on steering, adjusted hoses to clear steer and fit spiral wrap to protect hoses
P2626 Street Sweeper	replace wiring to rear beacons on body, replace plug on side flap harness, reconnect plug on reverse camera, replaced relay and switch on hopper vibration, replace plug and rewire boom control. High pressure water pump failed (awaiting the arrival of new).
P1979 Hilux Dual Cab Ute	replace all 4 tyres.
P4016 Karumba Tri-Deck Mower	inspect machine for oil leak, removed failed return oil line, made hydraulic lines in workshop and fitted, pumped tyres and sealed leaks
P4013 Kubota Mower	remove front deck lift arms, make up new pins and fit new lift arms, refit front mower deck
P1938 Prado	80k service and checks, windscreen cracked (awaiting windscreen)
P1909 Hilux Dual Cab Ute	50k service and checks
P1979 Hilux Dual Cab Ute	130k service and tyres
P1907 Hilux Dual Cab Ute	logbook service and replace 4x tyres

## BUSINESS PAPERS

P2036 Isuzu tipper	AC fan US, replace AC fan and cleaned evaporator
P3011 Karumba Skid steer	accelerator pedal repairs
P3137 Karumba Backhoe	remove and strip bonnet, fit new bonnet, fit new side covers
P3717 Cat Grader	circle adjustment
P4013 Kubota Mower	gearbox output shaft seal replaced
P4500 Karumba Forklift	repairs to steering system and deliver to Karumba
P1582 Hilux	diagnose and repair electrical in the lighting system
P7722 Backup Generator	service, check wheel bearings and adjust, repair trailer wiring harness.
P2626 Street Sweeper	carry out logbook service and checks
P3717 Cat Grader	carry out 250h service and checks
P3811 Wirtgen Stabiliser	fault at water sensor repaired. Air filter and housing assembly ordered
P3531 Case Tractor	LH steer tyre flat replaced and repaired damaged tyre
P5056 Wash Bay	re-fit gernie to wash down bay
P3531 Case Tractor	carry out 250h service and checks, carry out inspection of slasher and blades.
P4016 Jacobsen Mower	complete service and radiator repairs
P4408 Trailer	new bearings grease, pads and tyres
P3811 Stabilizer	repair hydraulic pressure sensor and complete familiarisation with Wirtgen employee
P2402 Isuzu Tipper	replace rear callipers and pads and check engine fault
P3701 Loader	A/C fault replaced compressor and drier
P1955 Prado	logbook service 90K

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

**Plant not currently being used:**

**Consultation (Internal/External):**

- Nil.

**Legal Implications:**

- Nil.

## **BUSINESS PAPERS**

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**Financial and Resource Implications:**

- Nil.

**Risk Management Implications:**

- Within normal operating parameters.

## BUSINESS PAPERS

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### 10.5 BUILDING AND PLANNING REPORT

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

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

#### RECOMMENDATION:

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

#### Background:

##### Planning Applications Received

DA No.	Applicant	Address	Application Type	Status
I/2205	Lyu Family Investments Pty Ltd	67 Yappar Street, Karumba QLD 4891	MCU (New warehouse and Café)	Approved
I/2209	D Wren Pty Ltd & F Wren Pty Ltd c/- RPS Australia East Pty Ltd	132-138 Yappar Street, Karumba QLD 4891 (Lot 84 on SP323732)	Operational Works (Karumba Revetment Wall – Karumba Seawall)	Extension of time granted on 24/06/2022. (SARA advice: Application not properly made. Lot 103 SP118075 to be included as part of the subject site for proposed works.)

##### Planning Applications Approved

DA No.	Applicant	Address	Application Type	Status
N/A				

## BUSINESS PAPERS

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### Building Applications Received by Building Certifier

DA No.	Applicant	Address	Application Type	Value
N/A				

### Building Permits Issued

DA No.	Applicant	Address	Application Type	Value
N/A				

### Applications pending waiting on further information (Applicants advised)

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

### Consultation (internal/external)

- Elizabeth Taylor – Consultant Town Planner
- Jennifer Roughan – Consultant Town Planner
- Ian Doust – Town Planner
- Garry Jeffries – Building Designer
- Peter Watton – Building Certifier

### Legal implications

- N/A

### Policy Implications

- N/A

### Financial and Resource Implications

- N/A

### Risk Management Implications

- Low – risks are within normal operational parameters.

## **BUSINESS PAPERS**

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