



CARPENTARIA SHIRE

*Outback by the Sea*

***BUSINESS PAPER***

***19 JULY, 2023***

## **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**

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

**RECOMMENDATION**

*That the Minutes of the Ordinary Council Meeting held 21 June 2023 be confirmed.*

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

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### **8 CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION**

In accordance with the *Local Government Act 2009*, and the *Local Government Regulation 2012*, in the opinion of the General manager, the following business is of a kind as referred to in clause 254J(3) of the Regulation, and should be dealt with in a Confidential Session of the Council meeting closed to the press and public.

#### **RECOMMENDATION**

*That Council adjourn into Closed Session and members of the press and public be excluded from the meeting of the Closed Session, and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld unless declassified by separate resolution. This action is taken in accordance with clause 254J(3) of the Local Government Regulation 2012 as the items listed come within the following provisions*

#### **8.1 Compulsory Acquisition - Karumba Point**

*This item is classified CONFIDENTIAL under the provisions of clause 254J(3)(e) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.*

#### **8.2 Request to Provide Concession**

*This item is classified CONFIDENTIAL under the provisions of clause 254J(3)(f) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to matters that may directly affect the health and safety of an individual or a group of individuals.:*

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### 9 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

#### 9.1 CEO REPORT

**Attachments:** 9.1.1. Grant Management Report from Peak Services [↓](#)  
**Author:** Mark Crawley - Chief Executive Officer  
**Date:** 12 July 2023

**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>			
19 July 2023	9:00am	Ordinary Meeting of Council	Boardroom
20 July 2023	8:30am	Workshop – Councillors, CEO, Directors, and Managers	Boardroom
16 August 2023	9:00am	Ordinary Meeting of Council	Boardroom
17 August 2023	8:30am	Workshop – Councillors, CEO, Directors, and Managers	Boardroom
<b>NWQROC and LGAQ</b>			
5-6 September 2023		NWQROC Meeting	Mount Isa
26-28 September 2023		Western Queensland Alliance of Councils	Winton
16 October 2023		LGAQ Annual Conference	Gladstone

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Date	Time	Event	Location
29-30 November 2023		NWQROC Meeting	Burketown
<b>Local Government Professionals Australia</b>			
29-31 August 2023		Annual Local Government Conference	Caloundra
23 November 2023		CEO Forum	Brisbane

### FINANCIAL REPORT

Governance Income and Expenditure to 30 June 2023

Row Labels	Sum of Current Budget	Sum of Actual Bal
<b>Operating Expenditure</b>		
Communications	167,680	4,262
Community Recovery	15,100	36
Disaster Events	58,000	108,280
Disaster Preparedness	72,050	8,123
Elected Members	525,130	507,343
Emergency Response	48,750	49,553
Governance	1,156,391	1,341,856
Operational Plan	0	67,461
Regional Economic Development	4,000	3,500
<b>Operating Expenditure Total</b>	<b>2,047,101</b>	<b>2,090,414</b>
<b>Operating Income</b>		
Disaster Events	0	-15,000
Disaster Preparedness	-7,000	-64,578
Emergency Response	-17,000	-17,059
Governance	0	-5,240
<b>Operating Income Total</b>	<b>-24,000</b>	<b>-101,877</b>
<b>Grand Total</b>	<b>2,023,101</b>	<b>1,988,536</b>

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

Row Labels	Sum of Current Budget	Sum of Actual Bal
Operating Expenditure		
Barra Bites Café	24,502	134,951
Hatchery	376,677	241,883
Les Wilson Barramundi Discovery Centre	735,148	750,585
Visitor Information	136,790	188,039
<b>Operating Expenditure Total</b>	<b>1,273,116</b>	<b>1,315,459</b>
Operating Income		
Barra Bites Café	-20,000	-76,831
Hatchery	-135,000	0
Les Wilson Barramundi Discovery Centre	-250,000	-264,312
Visitor Information	-10,000	-14,011
<b>Operating Income Total</b>	<b>-415,000</b>	<b>-355,154</b>
<b>Grand Total</b>	<b>858,116</b>	<b>960,304</b>

Row Labels	Sum of Current Budget	Sum of Actual Bal
Operating Expenditure		
Tourism Events	155,000	136,374
<b>Operating Expenditure Total</b>	<b>155,000</b>	<b>136,374</b>
Operating Income		
Tourism Events	-25,000	0
<b>Operating Income Total</b>	<b>-25,000</b>	<b>0</b>
<b>Grand Total</b>	<b>130,000</b>	<b>136,374</b>

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### ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

<b>Date:</b>	<b>Ref:</b>	<b>Action</b>	<b>Status</b>	<b>Comment</b>
October 20	012	Concessions not granted. Upgrade the signage to provide passcode to airside traffic.	Part complete	Signage yet to be arranged. Someone scratched code on gate post.
February 21	023	approve the request subject to the conditions outlined in the Subordinate Local Law No. 1.2 Commercial use of LG controlled areas and roads	Progressing	Initial letter advising of Council support for use as requested. Follow up to be provided in relation to Local Law conditions
May 21	007	Recommend the process to finalise the Water Supply Easements in negotiation with Landholders and finalise all agreements for the water supply at Glenore.	Progressing	Met with Preston Law on 10/2/2022 to progress.  Contact made with Dean Patchett to progress the inclusion of the northern section of the easement/road in our asset register
August 21	GB	Pipeline Easement		
November 22	018	Engage with the Department, the Small Business Commissioner to sign a Small Business Friendly Charter	Progressing	Advised the Department that we will be ready to sign off in August 2023
February 23	013	Authorise CEO to engage Astute to compile a 5-year Business Plan for Childcare Centre	Progressing	Astute presented final report, presentation at July Workshop
June 23	004	Authorise the Chief Executive Officer to make a global offer to settle the claim brought by the Landholder up to the amount of \$100,000 ex GST plus agreed interests and agreed legal costs.	Progressing	Advice provided to Solicitors to progress
June 23	007	Endorsement of the Local Disaster Management Plan and the Evacuation Plan and provide the public with access to the documents on the Council's Website.	Progressing	Documents being finalised for inclusion on the website. Some cosmetic changes required in formatting
June 23	008	Extend the Grant Management Services provided by Peak Services for a further 12-month period from 1 July 2023 to 30 June 2024	Complete	Purchase order to be raised to continue service
June 23	010	Special Holiday for the Normanton Show for the whole of the Carpentaria Shire Council area to be held on Friday 7 June 2024	Complete	CEO has advised Department of requested date for the 2024 Show Holiday
June 23	013	Endorses the changes proposed to the draft planning scheme and agrees to resubmit the revised draft to DSDILGIP to progress to step 6 of the agreed scheme preparation process under the chief executive's section 18 notice; and  Endorses the revised Natural Hazard and Risk Assessment and	Complete	CEO advised Town Planning consultant of resolution

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		Feasible Alternative Report and agrees to resubmit the revised draft to DSDILGIP
June 23	GB	Noted, thanks will be passed onto the committee members
June 23	GB	when final plans are available a meeting is to be arranged in Karumba and residences and business informed
June 23	GB	The Chief Executive Officer is to source quotes/EOI through Vendor Panel from firms in the Cairns Region
June 23	GB	The Chief Executive Officer is to prepare a report for a future Council Meeting for consideration by Councillors

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### MATTERS FOR COUNCIL CONSIDERATION

#### 1. Covered in separate reports

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

**Recommendation:** NIL

### MATTERS FOR COUNCIL INFORMATION

#### 2. Peak Services – Grant Management

At the June Meeting the Council endorsed the extension of the Grant Management Services provided by Peak Services and requested an update of the success of the service and what is provided. A report is attached for the information of Councillors

**Recommendation:** For information

#### 3. Get Ready – Business Information Sessions – Mentoring for Growth

Two business mentors were engaged by the Department of Youth Justice, Employment, Small Business and Training to visit Normanton and Karumba recently to discuss Business Sustainability, Business Growth, and the support available to small business. Two representatives from the Department were also in attendance for the couple of days.

An evening session was conducted in Normanton at the Council Boardroom and was attended by seven business owners and the team attended the K150 Community Day and set up in the Civic Centre and also took some one-on-one booking with local business owners while in Karumba.

**Recommendation:** For information

#### 4. Small Business Friendly Council

Council resolved to become a Small Business Friendly Council and the signing of the Charter will be undertaken during the August Council Meeting. The Queensland Small Business Commissioner Dominique Lamb <https://qsbq.qld.gov.au/about/> will be in Normanton and Karumba from Monday 14<sup>th</sup> August until Wednesday 16<sup>th</sup> August leaving after signing the Small Business Friendly Charter.

<https://qsbq.qld.gov.au/>

**Recommendation:** For information

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### 5. Business Queensland – Future Directions Project

I have been put in contact with the team working on the “Business Queensland Futures Directions” project that will review the channels that Queenslanders use to access Government services. It is an interesting project that will identify the frameworks and approaches that the Queensland Government can take and how services can be enhanced, with a focus on digital channels.

However, as we are very aware in the Gulf there are challenges that businesses and communities in the Cape / FNQ / NWQ face when they are cut off due to severe weather events for extended periods and there is a definite need for complementary services including on-the-ground support (e.g. door knocking and face to face connections and support to help complete Govt forms etc.), noting that business owners and the community may not have access to digital channels for extended periods, and that business owners are often so busy getting back to work and open for business that they have little time to complete online forms etc..

The team have contacted me, and a meeting is scheduled so I can enlighten them on the difficulties that will be experienced if all Government services are focused onto a digital only platform. This was made possible due to the involvement with the Queensland Connects Program I have been attending.

**Recommendation:** For information

### 6. Queensland Connects – Longreach Workshop

During the week commencing 3<sup>rd</sup> July I attended the first workshop of three in relation to the Queensland Connects – Disaster Resilience Cohort Four facilitated by Queensland University of Technology (QUT) and Advance Queensland.

The next workshop will be held in Cairns from 11<sup>th</sup> to 13<sup>th</sup> September.

**Recommendation:** For information

### 7. Comments from the Council Website

The comments below have been received through the Council website and feedback is sought from the Councillors in relation to the removal, or otherwise, of the sign mentioned in the feedback from a member of the public.

*“I am concerned about the sign erected at the southern approach to Normanton that reads... ‘Kill your Speed...not us’ My question is ...’ Does Council issue approvals for signage in Shire, and if so, did Council approve this sign?”*

*As an annual visitor to the Shire, and I stay for about four months, I am offended by the attitude that the promoters of this message are trying to impart.*

*It implies that only those who visit speed and kill. In the interests of promoting an inclusive community it would be beneficial for the sign to be removed.”*

**Recommendation:** For feedback

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### **8. Officer's Report – Council Owned Enterprises**

The report requested by Councillors from the June Meeting is progressing and will be presented at the August Meeting.

It is evident from the entities contained in the Financial Audit Report – Local Government 2022 that many Councils in Queensland have other entities.

**Recommendation:** For information

### **9. Development of Business Cases**

During the past couple of months, I have been awaiting quotes from two separate entities to prepare business cases for the Council from the MIPP2 Projects. I requested pricing for the development of Business Cases for eight projects.

Two separate prices have now been received and the estimates vary from \$10,000 per business case through to \$41,050 for one of the more detailed business cases. Without significant funding from the State or Commonwealth Government this is beyond the resources of the Council, we should start to produce these in-house

**Recommendation:** For information

### **10. Stanbroke – Survey Plans and Place Names Correspondence**

Email sent to seek feedback from Elected Members in relation to two separate matters. The Executive Leadership Team were also requested to provide information on the Place Names Correspondence, at the time of preparing this report no feedback was received. Follow up email sent to request feedback, will collate any received however will also raise with my report. (one response received 12 July 2023)

**Recommendation:** For feedback

**Report to Carpentaria Shire Council**

Report prepared by Leanne Tu'ipulotu, Senior Advisor, Peak Services  
 Date: 30 June 2023

**Topic: Grants Management Services – Carpentaria Shire Council**

**Purpose:**

The purpose of this report is to inform Carpentaria Shire Council about the Grants Management Service provided by Peak Services.

**Achievements:**

Peak Services have been engaged by Council to provide Grants Management services over the past two years to work with Council to strengthen their grants program and to increase access to essential grant funds. During this time Peak's Grants Team have prepared 19 competitive funding applications that have included developing detailed responses to grant assessment criteria, mapping strategic alignment to local, regional and statewide strategies, preparation of cost benefit analysis and project plans. This partnership has proven to be successful with funding approved for 11 projects with a combined value of approximately \$6 million, and a further 5 applications are currently waiting on funding outcome decisions.

In addition, Peak has provided professional services, through project support and management services and the development of the Carpentaria Youth Strategy.

The focus of 2021/2022 was on securing funding for critical infrastructure to improve water assets and to undertake works to protect the Karumba Point Foreshore from coastal hazards. \$5,635,994 was successfully secured through five separate grants for Council to undertake these works. An additional \$305,804 was secured to develop the Youth Strategy, improve fish stocks in the waters off Karumba and to construct a commemorative sculpture in Normanton.

Period	No. of Grants Applications	Total funding value	Successful Grants Total	Success Rate
2021/2022	11	\$6,092,423	\$5,941,798	98%

In light of securing significant infrastructure funds, the focus for 2022/2023 has shifted to seeking funds for community projects such as employing a Youth Officer to deliver on the Youth Strategy, community art activities in Karumba to reduce social isolation, supporting Sister House to secure funds to concrete the driveway. Grants have also been prepared to continue the Karumba Foreshore Protection works and to improve the internet in Normanton in partnership with NBN Local.

Period	No. of Grants Applications	Total funding value	Successful Grants Total	Awaiting Funding Outcome	Number of Grants waiting on outcome
2022/2023	8	\$2,794,972	\$120,000	\$2,250,800	5

In addition to grant writing Peak's Grants Team have also undertaken the following:

- Provision of a weekly Grants Register that provides up to date information on Federal, State and Philanthropic grants available. Each week the Grants Register is reviewed, and Council's

Executive Leadership Team is informed of funding opportunities that match the Council's project priorities.

- A monthly Community Grants Register is prepared providing up to date information about Federal, State and Philanthropic grants that are suitable for community groups and businesses. The Community Grants Register is provided to Council on a monthly basis for Council to distribute to local community stakeholders.
- Assisted Council's Senior Officers to review and update the Carpentaria Project Wishlist that identifies a diverse range of projects to meet community needs. This Project Wishlist is used to track potential funding opportunities.
- Provided strategic advice regarding potential funding opportunities to meet Council identified community needs for example, Growing Regions and QCoast2100 funding to progress the Karumba Foreshore protection and revitalization works.
- Provided regular strategic advice to Council's Manager Economic and Community Development. For example: Applying for funds to prepare the Youth Strategy, then identifying various funding opportunities to employ a Youth Engagement Officer to deliver on the Youth Strategy. Three grant applications have been prepared, one was successful, one is waiting on the funding outcome, and one was unsuccessful.
- Reviewed, edited, and provided advice on various Council prepared grant applications eg Qld Mental Health Week.
- Provided advice to support Council to seek grant variations to respond to emerging issues impacting on the delivery of funded projects.
- Identified the opportunity for Council to participate in the Queensland Connects Program: Cohort 4 and facilitated this engagement. Queensland Connects is a regional entrepreneurship acceleration program that brings together regional leaders to solve regional challenges and opportunities that will help connect and grow the sector or region. Carpentaria Shire Council is participating in the Community Capacity Building stream to build preparedness for future disasters.
- Work is currently now commencing on preparing a Growing Regions grant application to seek funds for the next stage of the Karumba Point Foreshore protection and revitalisation works which will include construction of an artificial headland and two more groynes. Seeking approximately \$4.5 million.

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### 9.2 COUNCILLOR CODE OF CONDUCT AND AUDIT COMMITTEE POLICIES

- Attachments:**
- 9.2.1. Audit Committee Policy - [POL\\_I\\_CSA\\_016](#)
  - 9.2.2. Code of Conduct for Councillors Policy - [POL\\_E\\_EXGC\\_011](#)
  - 9.2.3. Department LG code-of-conduct-for-queensland-councillors

**Author:** Mark Crawley - Chief Executive Officer

**Date:** 12 July 2023

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**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

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#### Executive Summary:

The purpose of this report is for Council to consider repealing the Councillor Code of Conduct and Audit Committee Policies as they are legislatively and operatively not required.

#### RECOMMENDATION:

That Council:

1. Repeal the Audit Committee Policy (POL\_I\_CSA\_016);
2. Repeal the Councillor Code of Conduct Policy (POL\_E\_EXGC\_011); and
3. Acknowledge the Queensland Government's 'Code of Conduct for Councillors in Queensland' that sets out the standards of behaviour for Councillors in performing their functions as Councillors.

#### Background:

Council has recently engaged the LGMA Qld Governance Advisory Service to assist with a Governance review, specifically focusing on governance compliance relating to policies, implementation of policies and other related governance protocols. This review includes ensuring compliance with legislative requirements, as well as best practice and contemporary governance.

Several opportunities for improvement, compliance and best practice have been identified, which can be progressed immediately.

This includes two (2) policies that have been identified as either redundant or not required. These being the Audit Committee Policy and Councillor Code of Conduct Policy. The following provides an overview of the rationale for the proposals to repeal these policies.

#### Audit Committee Policy

Council currently has an Audit Committee Policy, which was adopted on 18 February 2015 (Resolution 0215/023).

As per the *Local Government Act 2009* (s105) (extract to follow):

- (2) "Each large local government must also establish an audit committee".
  - (3) "A **large local government** is a local government that belongs to a class prescribed under a regulation".
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As per the *Local Government Regulation 2012* (s209):

*For the Act, section 105(3), definition large local government, a large local government is a local government belonging to a remuneration category of 3 or a higher number mentioned in the remuneration schedule.*

Carpentaria Shire Council is a Category 1 Council, as per the remuneration schedule.

At its meeting held in March 2023, Council adopted an updated Internal Audit Policy and Internal Audit Charter. It was noted that an Audit Committee could be established in accordance with Queensland Audit Office recommendations, to provide independent professional advice to Council on various matters. This is a matter for Council consideration, but at this stage there is no legislative requirement to establish an Audit Committee. However Council does have an internal audit function and engages the services of an internal auditor to carry out internal audit in accordance with the three-year audit plan.

At the present time, Council does not have an established or operating Audit Committee Function. There are references to the Audit Committee in the Internal Audit Charter. In accordance with Section 207(4) of the *Local Government Regulation 2012* if a local government does not have an audit committee, a reference to the committee in subsection (3) is taken to be a reference to the chief executive officer. It is noted that audit matters are raised and dealt with at full Council, as required.

Attached for reference is the Audit Committee Policy that was adopted in 2015. Noting the above, it is proposed for Council to repeal this policy. This can be revisited should Council determine, in the future, to establish an Audit Committee.

### Councillor Code of Conduct Policy

Following many local government reforms over several years, on 30 August 2018, the Minister for Local Government, Minister for Racing and Minister for Multicultural Affairs (the Minister) made the 'Code of Conduct for Councillors in Queensland' (Code) which applied in relation to the performance of functions of Councillors in Queensland local governments. Reference is made to the *Local Government Act 2009* (s150D):

*"The Minister must make a code of conduct that sets out the standards of behaviour for Councillors in performing their functions as Councillor".*

The code has been developed to set out the standards of behaviour for Councillors in performing their official functions as elected representatives consistent with the local government principles and when carrying out their role as elected representatives.

The Code is available online on the relevant Queensland Government's Department webpage (Local Government Division), a copy is also attached to this report:

[Code of Conduct for Councillors in Queensland \(dlgrma.qld.gov.au\)](https://www.dlgrma.qld.gov.au) or

[https://www.dlgrma.qld.gov.au/data/assets/pdf\\_file/0017/45170/code-of-conduct-for-queensland-councillors.pdf](https://www.dlgrma.qld.gov.au/data/assets/pdf_file/0017/45170/code-of-conduct-for-queensland-councillors.pdf)

Attached for reference is Council's current 'Councillor Code of Conduct Policy' that was last adopted in 2021. It is noted that Council's Policy provides a more succinct (summary) version of the Code, however there is a level of risk of conflict or duplication; especially if the government update the Code.

As there is a model Code developed by the Queensland Government, which is readily available online, it is proposed to repeal Council's Policy and direct all stakeholders to the

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Queensland Government's Code of Conduct for Councillors in Queensland' as the single point of truth.

Upon Council's consideration of the above proposals and final resolution the relevant corporate registers and published documents will be updated.

**Consultation (Internal/External):**

External – Governance Advisor, LGMA Qld

**Legal Implications:**

- Neither of these policies are legislatively required, noting that:
  - Council does not have, or is required to have, to establish an Audit Committee function (*Local Government Regulations s209*); and
  - As per the *Local Government Act 2009 (s150D)*, the Queensland Government have developed, approved and published a Code of Conduct for Councillors in Queensland.

**Financial and Resource Implications:**

- Not applicable.

**Risk Management Implications:**

Workplace Health and Safety Risk is assessed as low

Financial Risk is assessed as low

Public Perception and Reputation Risk is assessed as medium



## CORPORATE POLICY

POL\_I\_CSA\_016  
Executive Services  
Governance

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### AUDIT COMMITTEE POLICY

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*Version 1 Adopted on 18 february 2015 by Council Resolution 0215/023.*

#### 1. PURPOSE

Section 105 of the *Local Government Act 2009* provides the legislative grounds to implement an “audit committee” within Council. It is now a requirement for all councils to have an “audit committee”; however the existence of an independent audit committee is recognized internationally as an important feature of good corporate governance.

Carpentaria Shire Council’s policy is to establish an Internal Audit Committee by Council resolution in accordance with *Local Government Regulation 2012*, section 209,210 & 211 and *Local Government Act 2009*, section 105.

#### 2. SCOPE

This policy repeals Council’s Audit Policy (last updated on January 2009).

The Audit Committee is established in accordance with the *Local Government Act 2009*, section 105.

The Audit Committee is an advisory Committee as determined by the *Local Government Act 2009*. It has no line authority in itself and does not replace the responsibilities of Executive Management, but acts as a source of independent advice to the Council and to the Chief Executive Officer.

The Audit Committee does not replace existing reporting lines of either the Internal or External Audit.

The overall objective of the Audit Committee is to assist the Council and the Chief Executive to discharge financial management and operational responsibilities imposed under the *Financial Accountability Act 2009*, the *Local Government Act 2009* and other relevant legislation.

In addition, the Audit Committee will:

- make recommendation as to the adequacy of Council’s financial, administrative and operating controls;
- maintain by scheduling regular meetings, open lines of communications with Council, Executive Management, External Audit and Internal Audit,
- oversee and appraise the quality and cost of audits conducted by both the External and Internal Audit functions;
- ensure both the Internal and External Audit functions are independent and effective;
- review and address the risks to which the Council’s operations are exposed;

- make recommendations on the adequacy of the governance and management reporting mechanisms within Council;
- review Council's organisational structure and its systems and procedures for carrying out its functions and legislative duties;
- maintain an independent and objective forum.

### 3. RESPONSIBILITIES

- 3.1 The administration of this policy is the responsibility of the Chief Executive Officer.
- 3.2 Minutes of the Audit Committee meetings are to be provided to Council for endorsement.
- 3.3 To avoid any doubt, this policy may only be amended by resolution of Council.

### 4. DEFINITIONS

- 4.1 **Internal Audit** is the assessment and evaluation of the control measures that the local government has adopted, or is to adopt, to manage the risks (**operational risks**) to which the local government's operations are exposed.
- 4.2 **External Auditor** is the Auditor General's Representative engaged to undertake the annual audit function on behalf of the Auditor General.
- 4.3 **Audit Committee** are members of the audit committee selected to be representative of the committee

### 5. POLICY STATEMENT

#### Composition of the Audit Committee

In accordance with section 210 of the *Local Government Regulation 2012*, the Audit committee of a local government must -

- a) consist of at least 3 and no more than 6 members; and include -
  - (i) 2, but no more than 2, councillors appointed by the local government; and
  - (ii) at least 1 member who has significant experience and skills in financial matters.
- b) The chief executive officer can not be a member of the audit committee but can attend meetings of the committee.
- c) The local government must appoint 1 of the members of the audit committee as chairperson.

Executive Management (or nominee) will attend each meeting but are not members of the Audit Committee and do not have voting rights. Executive Management being:

- Councillors;
- Chief Executive Officer;
- Director Engineering Services;
- Other staff by invitation.

Compilation and membership of the Audit Committee may be changed by Council at its discretion.

Internal and External Audit are not members of the Audit Committee and have no voting rights. Both may attend Audit Committee meetings.

### **Quorum**

In accordance with section 211 (2) of the *Local Government Regulation 2012*

At a meeting of the audit committee -

- a) a quorum is at least half the number of members of the committee; and

*Examples—*

1. If the committee consists of 4 members, a quorum is 2.
2. If the committee consists of 5 members, a quorum is 3.

- b) either—

- (i) the chairperson presides; or
- (ii) if the chairperson is absent, the member chosen by the members present as chairperson for the meeting, presides.

### **Meetings**

The Director Corporate & Community Services will prepare the Agenda.

The Agenda and attachments will be distributed to the Audit Committee members and to Executive Management at least five (5) business days prior to the meetings.

Minutes of meetings will be distributed to members for confirmation in accordance with Council's meeting protocols.

Due to the confidential nature of information and the high level of independence of Internal and External Audit, Committee meetings will be closed to the public in accordance with the *Local Government Regulation 2010*, section 275.

The release of information considered by the Audit Committee shall be undertaken in accordance with Council policy (Confidentiality Policy & Code of Conduct for Councillors).

The Committee will meet at least twice per annum in accordance with *Local Government Regulation 2012*, section 211(1)(a) or at other times as determined by the Committee.

### **Access**

The Audit Committee shall have the authority to seek information it requires from any person employed by Council, or employees of business units controlled by Council.

The Committee is authorised to consult with and seek advice from independent experts as it considers necessary to execute its duties and responsibilities. Requests by the Audit Committee for information and advice shall be undertaken through the Director Corporate & Community Services or nominee.

Requests for Council officers, employees of business units and independent experts to attend an Audit Committee Meeting or provide information shall be undertaken through the Director Corporate & Community Services or nominee.

### **Duties**

The Audit Committee shall consider any matters relating to the financial operations and business activities of Council and that of External and Internal Audit. The specific duties and responsibilities include, among others:

#### **a. Control and Policies**

- evaluate and monitor the integrity, adequacy and effectiveness of finance, administrative and operating systems, policies and procedures through communication with, and reports from Management, External and Internal Audit;
- monitor the standard of corporate conduct in areas such as arm's-length dealings, likely conflicts of interest, and take an active interest in ethical considerations regarding Council policies and practices;
- monitor compliance with statutory and regulatory obligations.

#### **b. Financial Reporting**

- review and make recommendations as to issues in relation to the finalization of financial statements, context of monthly reports, accounting policy changes, and the External Auditor's Report;
- review the Council's financial status, and performance as it deems necessary.

#### **c. Risk Management**

- review and monitor Council's risk management strategies, policies and processes including Codes of Conduct, complaints management and management reporting mechanisms.

#### **d. Governance**

- review and monitor Council's governance strategies, policies and processes; monitor the standard of corporate conduct in areas such as arm's-length dealings, likely conflicts of interest and take an active interest in ethical considerations regarding Council's policies and practices.

#### **e. Internal and External Audit**

- review Internal and External Audit Work Plans and make recommendations to maximise the overall cost effectiveness of the audit process; review Internal and External Audit reports and monitor the action taken.

#### **f. Other Matters**

- review and monitor major projects, systems and services of Council.

### **Reporting Requirements**

The Audit Committee must report to Council as required by the *Local Government Regulation 2012*, section 211(4). To this end, the Minutes of the Audit Committee Meetings are to be endorsed by Council.

Internal and External Audit may be requested to address Council to provide detailed explanation of the issues reported or raised within the Audit Committee meetings. It is imperative that Audit's independence is not compromised or seen to be compromised. To maintain this high level of independence, it may be necessary to resolve that the Council meeting be closed when Audit addresses Council (*Local Government Regulation 2012*, section 275).

### **Staff**

An Advisory Committee of the Council has no delegated authority to employ staff.

### **Finances**

An Advisory Committee of the Council has no delegated authority to expend monies.

## **6. ASSOCIATED DOCUMENTS**

6.1 This policy should be read in conjunction with the following documents:

- *Local Government Regulation 2012*;
- *Local Government Act 2009*;
- *Financial Accountability Act 2009*;
- Carpentaria Shire Council Confidentiality Policy;
- Carpentaria Shire Council Code of Conduct for Councillors;
- Carpentaria Shire Council Internal Audit Policy;
- Carpentaria Shire Council Internal Audit Committee Charter;
- Any other relevant Acts, Regulations or Standards

## **7. NEXT REVIEW**

This policy remains in force until amended or repealed by resolution of Council. Council will determine review dates as required.

## **8. RESOLUTION**

Adopted by Council on the 18 February 2015 by Council Resolution 1502/023.

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date



## Code of Conduct for Councillors

### Policy Details

<b>Policy Category</b>	Council Policy
<b>Date Adopted</b>	18/08/2021
<b>Endorsed by</b>	Chief Executive Officer
<b>Approval Authority</b>	Council
<b>Effective Date</b>	18 <sup>th</sup> August 2021
<b>Policy Version Number</b>	5.00
<b>Policy Owner</b>	Executive Services
<b>Contact Officer</b>	Chief Executive Officer

### Supporting documentation

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

### Version History:

Version	Adopted	Comment	eDRMS #
3.00	20/01/2016	Review	
4.00	12/12/2018	Model Code of Conduct for Councillors in QLD	
5.00	18/08/2021	Model Code of Conduct for Councillors in QLD 4/8/2020. Resolution 0821/010	



## **1. Purpose of the Code of Conduct**

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

## **2. Background**

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

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

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

## **3. The Local Government Principles and Values**

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

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

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

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



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

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

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

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

#### **4. Standards of behaviour**

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

## **6. Unsuitable meeting conduct**

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

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



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

## **7. Inappropriate conduct**

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

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

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

## **8. Misconduct**

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

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

The conduct of a Councillor is misconduct if the conduct:

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



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

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

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

## 9. Corrupt conduct

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

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

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

The OIA has entered into a section 40<sup>2</sup> arrangement with the CCC which allows the OIA to commence investigation into some allegations of corrupt conduct and report the matters to the CCC on a monthly basis, to provide the CCC with the opportunity to assume responsibility for or monitor an investigation, should the CCC consider that appropriate.

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

Adopted by Council a8 August 2021 by Resolution 0821/010

**Mark Crawley**  
Chief Executive Officer

**Queensland Government**

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# **Code of Conduct for Councillors in Queensland**

**Approved on 4 August 2020**

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## Purpose of the Code of Conduct

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

## Background

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

Before assuming public office, Councillors must understand and commit to complying with the local government principles and obligations of Councillors in accordance with section 169 of the LGA and 169 of the *City of Brisbane Act 2010* (CoBA), as well as the standards of behaviour set out in this Code of Conduct.

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

## The Local Government Principles and Values

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

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

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

1. In making decisions in the public interest, Councillors will:
  - make decisions in open council meetings
  - properly inform relevant personnel of all relevant information
  - make decisions in accordance with law and policy
  - commit to exercising proper diligence, care and attention.
2. To ensure the effective and economical delivery of services, Councillors will:
  - manage council resources effectively, efficiently and economically

- foster a culture of excellence in service delivery.
3. In representing and meaningfully engaging with the community, Councillors will:
    - show respect to all persons
    - clearly and accurately explain Council's decisions
    - accept and value differences of opinion.
  4. In exercising good governance, Councillors are committed to:
    - the development of open and transparent processes and procedures
    - keeping clear, concise and accessible records of decisions.
  5. To meet the community's expectations for high level leadership, Councillors will:
    - be committed to the highest ethical standards
    - uphold the system of local government and relevant laws applicable.

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

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

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

## Standards of Behaviour

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

The standards of behaviour are summarised as the three Rs, being:

1. **RESPONSIBILITIES**
2. **RESPECT**
3. **REPUTATION.**

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

### 1. Carry out RESPONSIBILITIES conscientiously and in the best interests of the Council and the community

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

- 1.1 Attend and participate meaningfully in all Council meetings, committee meetings, informal meetings, briefings, relevant workshops and training opportunities to assist them in fulfilling their roles other than in exceptional circumstances and/or where prior leave is given
- 1.2 Respect and comply with all policies, procedures and resolutions of Council
- 1.3 Use only official Council electronic communication accounts (e.g. email

accounts) when conducting Council business

- 1.4 Report any suspected wrongdoing to the appropriate entity in a timely manner
- 1.5 Ensure that their behaviour or capacity to perform their responsibilities as a Councillor is not impaired by the use of substances that may put them or others at risk while performing their duties (for example, alcohol, illegal drugs or prescribed/non-prescribed and/or restricted substances)
- 1.6 Cooperate with any investigation being undertaken by the local government or other entity
- 1.7 Ensure that the Councillor's Advisor is aware of their obligations to comply with the standards of behaviour in the Code of Conduct for Councillor Advisors in Queensland.

### 2. Treat people in a reasonable, just, RESPECTFUL and non-discriminatory way

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

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

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

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

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

## Consequences of Failing to Comply with the Code of Conduct

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

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

### Unsuitable Meeting Conduct

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

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

### NOTE

Chairpersons of meetings are carrying out a statutory responsibility under the legislation to manage and lead the meeting. As such, where a Chairperson behaves inappropriately in a meeting this involves a serious breach of the

trust placed in them as the Chairperson of the meeting and may be dealt with as misconduct.

### Inappropriate Conduct

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

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

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

### Misconduct

Councillors are required to comply with all laws that apply to local governments, this includes refraining from engaging in **misconduct**.

The OIA is responsible for assessing and investigating instances of suspected

misconduct. The OIA may make an application to the Councillor Conduct Tribunal to be heard and determined.

The conduct of a Councillor is misconduct if the conduct:

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

- is a failure by the Councillor to comply with:
  - an order made by the Council or the Councillor Conduct Tribunal
  - any acceptable request guidelines of the Council made under the legislation
  - the reimbursement of expenses policy of the Council.

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

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

### Corrupt Conduct

**Corrupt conduct** is defined by, and dealt with, under the *Crime and Corruption Act 2001*<sup>1</sup> and must be referred to the Crime and Corruption Commission (CCC). For a Councillor, corrupt conduct involves behaviour that:

- adversely affects or could adversely affect the performance of the Councillor's responsibilities, and
- involves the performance of the Councillor's responsibilities in a way that:
  - is not honest or impartial, or
  - involves a breach of the trust placed in the Councillor, or
  - involves the misuse of information acquired by the Councillor, and

<sup>1</sup> Section 15, Crime and Corruption Act 2001

- is engaged in for the purpose of providing a benefit or a detriment to a person, and
- if proven would be a criminal offence.

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

The OIA has entered into a section 40<sup>2</sup> arrangement with the CCC which allows the OIA to commence investigation into some allegations of corrupt conduct and report the matters to the CCC on a monthly basis, to provide the CCC with the opportunity to assume responsibility for or monitor an

investigation, should the CCC consider that appropriate.

Further information about the CCC's jurisdiction and other topics in relation to local government is available at

<https://www.ccc.qld.gov.au/sites/default/files/Docs/Publications/CCC/Corruption-in-focus-Guide-2020.pdf> (Chapter 4).

## More Information

For any further enquiries on this matter please contact the department.

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<sup>2</sup> Section 40, Crime and Corruption Act 2001

## BUSINESS PAPERS

### 9.3 POLICY UPDATES - COMPLAINTS ABOUT THE PUBLIC OFFICIAL, COUNCILLOR REMUNERATION AND CARETAKER PERIOD

- Attachments:**
- 9.3.1. Complaints about the Public Official Policy - [POL\\_E\\_CSA\\_014](#)
  - 9.3.2. Councillor Remuneration Policy - [POL\\_I\\_ADM\\_001](#)
  - 9.3.3. Caretaker Period Policy - [POL\\_E\\_EXGC\\_012](#)

**Author:** Mark Crawley - Chief Executive Officer

**Date:** 12 July 2023

**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:

The purpose of this report is for Council to consider updates to policies relating to the Complaints about the Public Official, Councillor Remuneration and Caretaker Period Policies.

#### RECOMMENDATION:

That Council:

1. adopt the updated 'Complaints about the Public Official Policy' (POL\_E\_CSA\_014);
2. adopt the updated 'Councillor Remuneration Policy' (POL\_I\_ADM\_001); AND
3. adopt the updated 'Caretaker Period Policy' (POL\_E\_EXGC\_012).

#### Background:

Council has recently engaged the LGMA Qld Governance Advisory Service to assist with a Governance review, specifically focusing on governance compliance relating to policies, implementation of policies and other related governance protocols. This review includes ensuring compliance with legislative requirements, as well as best practice and contemporary governance.

The following three policies have been identified as timely for a review and opportunities for enhancement, compliance and/or best practice.

Minor amendments and clarifications are proposed in all three updated draft policies, which are presented for consideration.

Policy	Proposed
Complaints about the Public Official Policy <i>(last adopted December 2018)</i>	Statutorily required under the <i>Crime and Corruption Act 2001</i> .  Minor amendments to reflect updated model by Crime and Corruption Committee (CCC).  Proposed amendments in markup.
Councillor Remuneration Policy <i>(last adopted July 2020)</i>	Minor administrative amendments, including additional definitions and clarity on remuneration payment schedule.

## **BUSINESS PAPERS**

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Caretaker Period Policy <i>(last adopted December 2019)</i>	Minor proposed wording inclusions and administrative amendments, including proposed amendment to duplication of the definition of Major Policy Decisions.
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Upon Councils' consideration of the above proposals and final resolution the relevant corporate registers and published documents will be updated.

**Consultation (Internal/External):**

- External – Governance Advisor, LGMA Qld

**Legal Implications:**

- Support legislative requirements and best practice and subsequently ensure awareness and familiarisation of Council's policies, including opportunities to review.

**Financial and Resource Implications:**

- Not applicable

**Risk Management Implications:**

- Ensure awareness and familiarisation of councils policies, including opportunities to review



## Complaints about the Public Official

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

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

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

### Policy Details

Policy Category	Council Policy
Date Adopted	12/12/2018
Endorsed by Resolution number	Chief Executive Officer
Approval Authority	Council
Effective Date	12 <sup>th</sup> December 2018
Policy Version Number	2.0100
Policy Owner	Executive Services
Contact Officer	Chief Executive Officer
Review Date	2020

### Supporting documentation

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

### Version History:

Version	Adopted	Comment	eDRMS #
1.00	15/10/2014	Original	
2.00	12/12/2018	Review by CCC	
<a href="#">2.01</a>	<a href="#">xxxx</a>	<a href="#">Minor updates in reference to CCC model template</a>	

[Complaints about the Public Official Policy](#)

Policy Number: POL\_E\_CSA\_014

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## 1. Purpose

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

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

## 2. Objectives

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The objectives of this policy are to:

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

## 3. Scope

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This policy applies:

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

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

## 4. Nominated person

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

## 5. Complaints about the Chief Executive Officer

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- 5.1. Where a complaint may involve an allegation of corrupt conduct of the CEO, the complaint may be reported to:
  - the Mayor of the Carpentaria Shire Council; or
  - a person to whom there is an obligation to report to the CCC under an Act (this does not include an obligation imposed by s37, 38 and 39(1) of the CC Act).

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

[Complaints about the Public Official Policy](#)

[Policy Number: POL\\_E\\_CSA\\_014](#)

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

## **6. Confidentiality**

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

## **7. Resourcing the Mayor**

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

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- (ii) the consent of the Mayor
  - the Mayor must, at all times, use their best endeavours to act independently, impartially and fairly having regard to the:
    - (i) purposes of the CC Act;
    - (ii) the importance of promoting public confidence in the way suspected corrupt conduct in the Council is dealt with, and
    - (iii) the Council's statutory, policy and procedural framework.
- 7.2. If the Mayor has responsibility to deal with the complaint, they;
- are delegated the same authority, functions and powers as the CEO to direct and control staff of the Council as if the Mayor is the CEO of the Council for the purpose of dealing with the complaint only;
  - are delegated the same authority, functions and powers as the CEO to enter into contracts on behalf of the Council for the purpose of dealing with the complaint;
  - do not have any authority, function or power not ordinarily held by the Mayor or that cannot – under the law of the Commonwealth or the State – be delegated by the CEO to the Mayor.

## 8. Liaising with the CCC

- 8.1. The CEO is to keep the CCC informed of:
- the contact details for CEO and the Mayor
  - any proposed changes to this policy.

## 9. Consultation with the CCC

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

## 10. Recordkeeping requirements

- 10.1. [Should the Mayor decide that a complaint, or information or matter, about alleged corrupt conduct of the CEO is not required to be notified to the CCC under s. 38 of the CC Act, the nominated person must make a record of the decision that complies with s. 40A of the CC Act.](#)

## 10.11. Definitions

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

**CC Act** means *Crime and Corruption Act 2001*

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

[Complaints about the Public Official Policy](#)

Policy Number: POL\_E\_CSA\_014

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**Contact details**

**Mayor**

Telephone: 0429 960 319  
Email: mayor@carpentaria.qld.gov.au  
Postal address: PO Box 31, Normanton QLD 4890

**CEO**

Telephone: 0428 520 255  
Email: ceo@carpentaria.qld.gov.au  
Postal address: PO Box 31, Normanton QLD 4890

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List out for update of policy post election

**Corruption** see Schedule 2 (Dictionary) of the *Crime and Corruption Act 2001*  
**Corrupt conduct** see s15 of the *Crime and Corruption Act 2001*  
**Deal with** see Schedule 2 (Dictionary) of the *Crime and Corruption Act 2001*  
**Nominated person** see item 4 of this policy  
**Public Official/CEO** see Schedule 2 (Dictionary) and also s48A of the *Crime and Corruption Act 2001*  
**Unit of public administration (UPA)** see s20 of the *Crime and Corruption Act 2001*

Adopted by Council [12-December-2018xxxxx](#) by Resolution [1218/018xxxxx](#)  
  
[Michael Hayward](#)[Mark Crawley](#)  
Chief Executive Officer



## Councillor Remuneration Policy

### Policy Details

Policy Category	Council Policy
Date Adopted	<a href="#">15 July 2020</a>
Resolution Number	<a href="#">0720/016</a>
Endorsed by	<a href="#">Chief Executive Officer</a>
Approval Authority	Council
Effective Date	<a href="#">15 July 2020</a>
Policy Version Number	<b>9</b>
Policy Owner	Director Corporate Services

### Supporting documentation

Legislation	<ul style="list-style-type: none"> <li>Local Government Act 2009</li> <li>Local Government Regulation 2012</li> <li>Taxation Administration Act 1953</li> </ul>
Policies	<ul style="list-style-type: none"> <li>Expenses Reimbursement Policy</li> </ul>
Delegations	<ul style="list-style-type: none"> <li>Nil</li> </ul>
Forms	<ul style="list-style-type: none"> <li>Nil</li> </ul>
Supporting Documents	<ul style="list-style-type: none"> <li>The Local Government Remuneration Commission's Annual Report</li> </ul>

### Version History:

Version	Adopted	Comment	eDRMS #
8	07/12/2016	Council Resolution 1216/013	
9	15/07/2020	Council Resolution 0720/016	
		<a href="#">Council Resolution xxxx</a>	

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## Intent

To define the parameters surrounding the application of Councillor [remuneration and](#) meeting attendance fees as determined by the Local Government Remuneration Commission.

## Scope

This policy applies to all Councillors.

## Policy Statement

On an annual basis, the Local Government Remuneration Commission reviews and establishes the level of remuneration to be paid to Mayors, Deputy Mayors and Councillors for the following financial year.

This policy establishes the processes adopted by Council to ensure compliance with the Local Government Remuneration Commission's determination on remuneration payments.

## The Local Government Remuneration Commission

In accordance with Section 177 of the *Local Government Act 2009*, the Local Government Remuneration Commission (the Commission) is responsible for:

- a) establishing the categories of local governments;
- b) deciding in which category each local government belongs;
- c) deciding the maximum amount of remuneration that is payable to the Councillors in each of the categories; and
- d) any other function related to remuneration of councillors directed, in writing, by the Minister.

The Commission must annually decide and publish the maximum amount of remuneration payable from 1 July of the following year to a Mayor, Deputy Mayor or a Councillor of a local government in each category. Carpentaria Shire Council is a Category 1 Council.

The remuneration fixed by the Commission is all inclusive and no additional remuneration is payable for sick leave, annual leave or any other benefits otherwise applicable to employees other than superannuation.

Remuneration paid to a Councillor does not include any expenses reimbursement or facilities provided to Councillors. This information is contained in the Expenses Reimbursement Policy.

The maximum amount of remuneration payable to a Councillor, as determined by the Commission, must be paid to the Councillor unless the local government decides, by resolution, not to pay the maximum amount.

Any resolution not to pay the maximum amount must be effected prior to the 1<sup>st</sup> July of the year that the remuneration is to take effect. Apart from a resolution not to pay the maximum amount, there are no other resolutions required of Council in relation to remuneration and the schedules published by the Commission apply automatically from 1 July each year.



## Basis of Remuneration Payment

The Commission has determined that remuneration payments to Councillors of Category 1 Councils, excepting the Mayor and Deputy Mayor, will be paid on the following basis:

- Mayors and deputy mayors:
  - to receive the full annual remuneration level shown Annual or base remuneration component; and
- Councillors:
  - Annual or base remuneration component (66.7%), as determined by the Commission, will be paid to Councillors regardless of attendance at council meetings; and
  - Meeting Fee, (the remaining 33.3% of annual remuneration, is divided into equal calendar monthly meeting fees) and is payable for attendance and participation in the scheduled (ordinary) council meetings of Council, subject to certification by the Mayor and/or Chief Executive Officer.

As the monthly meeting fee is dependent on Councillors attending and participating in schedule Council Meetings, should Councillors be absent from scheduled meetings, without prior notification and approval, they may forego this component of their remuneration.

When a Councillor becomes aware that they will be absent and temporarily unable to fulfil their Council responsibilities, which may or may not include attendance at a scheduled Council Meeting, they should immediately notify the Mayor in writing of their absence. This advice should include:

- the period of time and dates that they will be unable to fulfil their Councillor duties; and
- the reasons for their absence.

The Mayor will consider each request on its merits and without unreasonably withholding approval, will advise the Councillor of their determination. When a period of absence has been approved, the Councillor's apology will be formally submitted to any scheduled Council Meetings and will not impact on receipt of their monthly meeting fee.

For clarity should a Councillor link into the meeting by teleconference then that Councillor is deemed to have attended the meeting. Attendance by way of teleconference will be considered in extenuating circumstances and will be at Council's discretion.

## Recording of Councillor Attendance at Meetings

The Chief Executive Officer will certify the attendance of a Councillor at a monthly meeting by recording the Councillor's name in a register and signing a certification statement stating that either the Councillor attended the meeting or was granted a leave of absence.

Relevant Councillors will be paid the monthly meeting fee component of the Councillor's remuneration depending on their meeting attendance or by being granted a leave of absence.

## Eligible Local Governing Body

Under section 446 Schedule 1 of the *Taxation Administration Act 1953*, Council can elect to be treated as an eligible local governing body. This election can only be achieved by an unanimous resolution of Council.



Once Council has resolved to become an eligible local governing body and provided written notice to the Commissioner, the remuneration payments to Councillors can be captured within the PAYG and FBT provisions. This effectively treats Councillors in a similar way as employees for tax and superannuation purposes.

**Superannuation**

With Council previously resolving to be treated as an eligible local governing body allows for the payment of superannuation to Councillors. The same principles apply to Councillor superannuation as to employees being:

- If a Councillor elects not to contribute superannuation from their remuneration then Council will pay into their nominated fund the amount of superannuation equivalent to the Super Guarantee Percentage. This percentage in the 2020/2021 financial year is 9.50%.
- If a Councillor elects to contribute 6% of their remuneration to superannuation, then Council will contribute an amount equivalent to 12% of the Councillors remuneration.

Percentage 10.5% 2022/23

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Councillors can nominate any Australian superannuation fund for payment of their superannuation contributions. Should a nomination not be received from a Councillor then the superannuation contributions will be directed to the default superannuation fund, being LGIA Super.

**Definitions**

TERM	DEFINITION
<b>Councillor</b>	Includes Mayor, Deputy Mayor and Councillors
<u>Ordinary Council Meeting</u>	<u>refers to the regular Ordinary Council Meeting held each month under section 257 of the Local Government Regulation 2012. An ordinary council meeting expressly excludes Special Meetings, Committee Meetings or Portfolio meetings held by Council</u>
<u>Remuneration</u>	<u>means the remuneration determined by the Local Government Remuneration Commission in accordance with section 246 of the Local Government Regulation 2012</u>

Adopted by Council 15 July 2020 by Resolution 0720/016.

**Mark Crawley**  
 Chief Executive Officer



## Caretaker Period Policy

### Policy Details

<b>Policy Category</b>	Council Policy
<b>Date Adopted</b>	11 <sup>th</sup> December 2019
<b>Resolution Number</b>	1219/018
<b>Endorsed by</b>	Chief Executive Officer
<b>Approval Authority</b>	Council
<b>Effective Date</b>	11 <sup>th</sup> December 2019
<b>Policy Version Number</b>	1
<b>Policy Owner</b>	Executive Services
<b>Contact Officer</b>	Chief Executive Officer

### Supporting documentation

<b>Legislation</b>	<ul style="list-style-type: none"> <li>Local Government Act 2009</li> <li>Local Government Regulation 2012</li> <li>Public Sector Ethics Act 1994</li> </ul>
<b>Policies</b>	<ul style="list-style-type: none"> <li>Code of Conduct for Councillors</li> <li>Code of Conduct for Employees</li> <li>Fraud and Corruption Prevention Policy</li> <li>Media Policy</li> </ul>
<b>Delegations</b>	Nil
<b>Forms</b>	Nil
<b>Supporting Documents</b>	<ul style="list-style-type: none"> <li>Acceptable Request Guidelines</li> </ul>

### Version History:

Version	Adopted	Comment	eDRMS #
1	11/12/2019	Council Resolution 1219/018	
2		Council Resolution xxxxx	

Caretaker Period Policy  
 Policy Number:  
 Document ID: 556902  
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## Intent

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To inform Councillors and Council staff of their responsibilities during the mandatory caretaker period preceding the quadrennial Queensland Local Government Elections.

## Scope

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This policy applies to all Councillors and Council Staff during the Caretaker Period however it does not extend to by-elections or fresh elections.

## Policy Statement

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During each quadrennial Queensland Local Government Elections there is a Caretaker Period in which there are certain restrictions that apply to Council, Councillors and Council Staff.

This policy will assist Council to fulfil its statutory obligations and provide guidance to Councillors and Council Staff to ensure that the ordinary business of Council continues in a responsible and transparent manner during the Caretaker Period.

The Caretaker Period is determined by the Queensland Electoral Commission and will extend from:

- the date the Returning Officer for the Council Elections publishes the notice of election, calling for nominations, as defined by Section 25 of the *Local Government Electoral Act 2011*; to
- the date of the conclusion of the election as defined by Section 7 of the *Local Government Electoral Act 2011*.

Council reaffirms its commitment during the lead up to the election and particularly during the Caretaker Period to:

- The effective and efficient continuation of all Council's activities and functions;
- Transparent actions and decision-making;
- Actions and/or decisions that do not, or cannot be perceived to, bind an incoming Council;
- Adherence to all legislative requirements during the Caretaker Period;
- The neutrality of Council staff; and
- The continuation of the principle that the use of public funds for electoral purposes is unacceptable.

Councillors should take particular care in any campaign activity to ensure that use of Council provided resources and/or facilities, including seeking advice or information from staff, cannot be perceived, real or otherwise, as giving them an electoral advantage.

## Legislative Restrictions During the Caretaker Period

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Chapter 3, Part 5 of the *Local Government Act 2009* defines the restrictions placed on Council whilst in the Caretaker Period.

## Major Policy Decision

During this period, Council is prohibited from making a major policy decision. A major policy decision is defined as:

- a) about the appointment of a chief executive officer of the local government; or
- b) about the remuneration of the chief executive officer of the local government; or

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- c) to terminate the employment of the chief executive officer of the local government; or
- d) to enter into a contract the total value of which is more than the greater of the following—
  - i. \$200,000;
  - ii. 1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report.
- e) relating to making or preparing an arrangement, list, plan or register in the way provided under a regulation made under this Act that can be used to establish an exception to obtaining quotes or tenders when entering into a contract; or
- f) to make, amend or repeal a local law; or
- g) to make, amend or repeal a local planning instrument under the Planning Act; or
- h) under the Planning Act, chapter 3, part 3, division 2 on a development application that includes a variation request under that Act if the application proposes to—
  - i. vary the category of development or category of assessment of development; or
  - ii. vary the assessment benchmarks or criteria for accepted development that would apply to development; or
  - iii. facilitate development that would result in a greater demand on infrastructure than the demand anticipated in the local government's local government infrastructure plan; or
- i) under the Planning Act, chapter 3, part 5, division 2, subdivision 2 on a change application under that Act that includes a change to a variation approval if the application is being assessed under section 82 of that Act and the application proposes to—
  - i. further vary the category of development or category of assessment of development; or
  - ii. further vary the assessment benchmarks or criteria for accepted development that would apply to development; or
  - iii. facilitate development that would result in a greater demand on infrastructure than the demand anticipated in the local government's local government infrastructure plan.

Note—Change application assessments for minor changes under the Planning Act, section 81 are not subject to paragraph (i).

Should Council reasonably consider that exceptional circumstances, in the public interest, exist on a matter that requires a decision during the Caretaker Period, then Council may apply to the Minister for approval to make this decision. Without Ministerial approval or non-compliance to the conditions of the Minister's approval, any major policy decision made by Council during this period will be invalid.

A contract is void if it is subject to an invalid major policy decision. Any person who suffers a loss due to the invalidity of the decision has the right to be compensated and may commence court proceedings for damages.

### Election Material

During the Caretaker Period Council must not publish or distribute any election material. Election material is defined as anything that is able to or intended to:

- influence an elector about voting at an election; or
- affect the result of an election.

This prohibition on election material does not extend to making a how-to-vote card available under section 179(6) of the *Local Government Electoral Act 2011*.

[POLICY TITLE]  
Policy Number:  
Document ID:  
Document accurate and up to date at time of printing

Version #  
Page 4 of 8

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## Other Requirements During the Caretaker Period

Although there are some statutory restrictions placed on Council during the Caretaker Period, it is imperative that the ordinary business of Council is maintained during this period. It is important that Councillors differentiate their roles as Councillor or Candidate during this period to ensure that their actions cannot be perceived, either real or otherwise, as obtaining an unfair electoral advantage due to their role as Councillor.

Similarly, Council staff shall focus on maintaining operational functions during this period and ensure their actions do not adversely impact on the impartiality of the organisation to serve any incoming Council following an election.

### Council Meetings

It is a legislative requirement under the *Local Government Act 2009*, that Council is to meet at least once every month. Therefore, Council Meetings will continue during this period subject to:

- [restrictions relating to major policy decisions and any other limitations provided within this policy; and](#)
- [could be perceived to unreasonably bind an incoming Council in its operational delivery.](#)

### Use of Council Resources

It is acknowledged that Councillors have access to Council facilities and resources to undertake their duties as an incumbent Councillor and the administration will continue to provide support to enable Councillors undertake routine activities to fulfil their roles.

Councillors are to ensure that there is a clear separation between Council business and electioneering when seeking help, advice or support from Council staff. This includes requests for information that are received through Council's Acceptable Requests Guidelines.

However, any requests received that are or could be perceived for electioneering purposes and that will provide Councillors with an unfair election advantage, will not be supported. Council staff are encouraged to escalate any concerns for support to their Director or the Chief Executive Officer.

### Civic and Community Events

Any civic and community events that are traditionally held during the first three (3) months of the calendar year (January to March) will continue to be held during this period.

Any requests for new civic or community events during this period should seek approval via the normal approval processes, but in doing so recognise the particular political circumstances that prevail during this period. For any new events the following criteria must be met:

- It is a planned event endorsed by Council's current Operational Plan;
- It is, or plans to be, routinely held at the same time of year;
- It is a commemorative or anniversary event held on or near the anniversary date;
- It demonstrates a clear community benefit, or serves an educational or welfare purpose; and/or
- It contributes to cultural development, social awareness or sense of community identity.

Councillors when participating in these events should refrain from any actions and/or comments that could be perceived to be electioneering.



### Community Grants

Activities approved under community grants prior to the commencement of the Caretaker Period may continue during a caretaker period in accordance with the approvals granted.

However, any funding round for community grants that is open during the Caretaker Period may remain open but applications received during this time will not be determined until after the election.

### Sponsorship

No new sponsorship will be approved or entered into during the Caretaker Period. This includes providing sponsorship, in-kind sponsorship, or seeking sponsorship from external entities. Any sponsorship approved prior to the commencement of the Caretaker Period may continue in accordance with the approvals granted.

Sponsorship applications may continue to be received during the Caretaker Period however no decisions on sponsorships will be made until after the election.

### Media Releases

Media releases or advertisements prepared by Council during the Caretaker Period will be restricted to those required to maintain the necessary, customary and routine operations of Council and must not be reasonably interpreted as being for political purposes.

During the Caretaker Period, Council will respond to media enquiries that relate to operational matters only. Councillors may respond to media questions in their individual capacity as a candidate and should distinguish their individual opinion and the majority view of the elected Council.

Media events may continue to be held during a Caretaker Period provided the media event relates to core Council business or an ongoing project and is not used for political purposes.

### Council's Website

Council's website will continue to be maintained and updated during the Caretaker Period to ensure the community is fully informed of Council's normal operational activities and functions.

Any new material published during this period will be scrutinised to ensure it does not inadvertently promote an individual or group of Councillors.

No response will be made to any political comments posted to any of Council's social media sites and any such comments will be removed.

### Council Employees

Council employees shall maintain the normal business activities of Council during the caretaker period. Employees shall undertake their duties in an appropriate way and take all steps to avoid any real or perceived partisanship in order to protect the organisation's ability to impartially serve any incoming Council following an election.

Employees shall not fulfil any request that is, or could be perceived to be, an electioneering activity.

Any Council employee proposing to stand as a candidate for the election must complete an Election Management Plan. A Council officer who nominates as a candidate is entitled to a leave of absence from their appointment during the election period in accordance with section 203 of the Local Government Electoral Act 2011.



**Definitions**

TERM	DEFINITION
<b>By-election</b>	Means an election to replace a councillor after the councillor's office becomes vacant.
<b>Caretaker Period</b>	As per section 90A of the Local Government Act 2009: The period during an election for a local government that starts on the day when the public notice of the holding of the election is given and ends at the conclusion of the election.
<b>Councillors</b>	Any elected representative who has held office with Council either current or past.
<b>Council Staff</b>	Any person who has been an employee of Council (permanent, part-time and/or casual), volunteers, work experience, contractors or consultants either current or past.
<b>Election Material</b>	Means anything able to, or intended to, influence an elector about voting at an election or affect the result of an election.
<b>Fresh Election</b>	Means an election of all the councillors of a local government that is not a quadrennial election.
<b>Major Policy Decision</b>	Is defined <u>above and as per in the Schedule 4</u> Dictionary of the <i>Local Government Act 2009</i> , and refers to: <del>(a) about the appointment of a chief executive officer of the local government; or</del> <del>(b) about the remuneration of the chief executive officer of the local government; or</del> <del>(c) to terminate the employment of the chief executive officer of the local government; or</del> <del>(d) to enter into a contract the total value of which is more than the greater of the following—</del> <del>(i) \$200,000;</del> <del>(ii) 1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report.</del> <del>(e) relating to making or preparing an arrangement, list, plan or register in the way provided under a regulation made under this Act that can be used to establish an exception to obtaining quotes or tenders when entering into a contract; or</del> <del>(f) to make, amend or repeal a local law; or</del> <del>(g) to make, amend or repeal a local planning instrument under the Planning Act; or</del> <del>(h) under the Planning Act, chapter 3, part 3, division 2 on a development application that includes a variation request under that Act if the application proposes to—</del> <del>(i) vary the category of development or category of assessment of development; or</del> <del>(ii) vary the assessment benchmarks or criteria for accepted development that would apply to development; or</del>

**Commented [LP2]:** Mark/Jacinda: This definition is used in the policy twice. Consider only one location to reduce risk of conflict if one is updated and the other is not.



TERM	DEFINITION
	<p><del>(iii) facilitate development that would result in a greater demand on infrastructure than the demand anticipated in the local government's local government infrastructure plan; or</del></p> <p><del>(i) under the Planning Act, chapter 3, part 5, division 2, subdivision 2 on a change application under that Act that includes a change to a variation approval if the application is being assessed under section 82 of that Act and the application proposes to—</del></p> <p><del>(i) further vary the category of development or category of assessment of development; or</del></p> <p><del>(ii) further vary the assessment benchmarks or criteria for accepted development that would apply to development; or</del></p> <p><del>(iii) facilitate development that would result in a greater demand on infrastructure than the demand anticipated in the local government's local government infrastructure plan.</del></p> <p><del>Note—Change application assessments for minor changes under the Planning Act, section 81 are not subject to paragraph (i).</del></p>

Adopted by Council 11 December 2019 by Resolution 1219/018

**Mark Crawley**  
 Chief Executive Officer

## **BUSINESS PAPERS**

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### **9.4 MEDIA POLICY**

<b>Attachments:</b>	9.4.1. Draft Media Policy <a href="#">↓</a>
<b>Author:</b>	Mark Crawley - Chief Executive Officer
<b>Date:</b>	12 July 2023
<b>Key Outcome:</b>	Day to day management of activities within the Office of the CEO
<b>Key Strategy:</b>	As per the Departmental Plan for the Office of the CEO

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#### **Executive Summary:**

The purpose of this report is for Council to consider the adoption of a Media Policy.

#### **RECOMMENDATION:**

That Council:

1. Adopt the Media Policy (POL\_E\_EXGC\_013);
2. Note the progress on developing an appropriate social media policy/protocol which will be presented to Council at a future meeting for consideration;
3. Note the Chief Executive Officer will roll out an awareness campaign to all staff to ensure compliance with the Media Policy.

#### **Background:**

Council has recently engaged the LGMA Qld Governance Advisory Service to assist with a Governance review, specifically focusing on governance compliance relating to policies, implementation of policies and other related governance protocols. This review includes ensuring compliance with legislative requirements, as well as best practice and contemporary governance.

Several opportunities for improvement, compliance and best practice have been identified, which can be progressed immediately.

A best practice policy for organisations, both public and private, is to clearly define the responsibilities for communicating to external parties such as media entities.

The attached draft Media Policy aims to formalise current protocols, which also replicates and supports the Code of Conduct for Employees.

The draft policy has been developed to support best practice and to provide guidance to staff and the organisation in managing media enquiries, requests for comment and general release of information. This specifically is aimed to guide the release of external facing information/statements to media or similar organisations and manage reputational risk and employee exposure, whilst also meeting legislative obligations.

Councillors are advised that work is being progressed, with the assistance of LGAQ to develop a Social Media Policy and Guidelines. We are working to become more proactive in relation to what is appropriate content for the social media channels in use by Council. To date we have been reacting to content when it is considered inappropriate rather than giving the staff the necessary guidelines and tool to post what is acceptable.

Upon Council's consideration of the above proposals and final resolution the relevant corporate registers and published documents will be updated.

## **BUSINESS PAPERS**

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**Consultation (Internal/External):**

External

Governance Advisor, LGMA Qld

**Legal Implications:**

- Code of Conduct for Councillors in Queensland
- Code of Conduct for Employees

**Financial and Resource Implications:**

- Not applicable

**Risk Management Implications:**

Workplace Health and Safety Risk is assessed as low

Financial Risk is assessed as low

Public Perception and Reputation Risk is assessed as low



# Media Policy

## Policy Details

<b>Policy Category</b>	Council
<b>Date Adopted</b>	19 July 2023
<b>Resolution Number</b>	
<b>Endorsed by</b>	Council
<b>Approval Authority</b>	Council
<b>Effective Date</b>	19 July 2023
<b>Policy Version Number</b>	V1
<b>Policy Owner</b>	Chief Executive Officer
<b>Contact Officer</b>	Mark Crawley

## Supporting documentation

<b>Legislation</b>	<i>Information Privacy Act 2009</i> <i>Local Government Act 2009</i> <i>Local Government Regulations 2012</i> <i>Public Sector Ethics Act 1994</i>
<b>Policies</b>	<ul style="list-style-type: none"> <li>• Caretaker Period Policy</li> <li>• Confidential Information Policy</li> <li>• Disciplinary Procedure</li> <li>• Information Privacy Policy</li> <li>• Records Management Policy (when developed)</li> <li>• Social Media Policy (when developed)</li> </ul>
<b>Delegations</b>	
<b>Forms</b>	
<b>Supporting Documents</b>	<ul style="list-style-type: none"> <li>• Code of Conduct for Councillors in Queensland</li> <li>• Code of Conduct for Employees</li> <li>• Caretaker Period Policy</li> </ul>

## Version History:

Version	Adopted	Comment	eDRMS #



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## Intent

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The purpose of the Policy is to establish protocols for managing communication between the Council, the media and the community so as to ensure coordinated, coherent, accurate and reliable presentation of Council information, so that Council maintains credibility, integrity and customer confidence, and Council's corporate values and brand are reinforced,.

## Scope

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This policy applies to all elected members, employees (staff, contractors, consultants and volunteers) when responding to media enquiries or when seeking to make comment on behalf of Council or otherwise by a Councillor on a particular matter.

This policy specifies who is authorised to act as a Designated or Lead Spokespersons and the procedures to be followed for issuing of any proactive or reactive media statement or publication of any public facing document.

## Policy Statement

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Council encourages open, prompt and accurate communication with the media and the community to promote a positive, progressive and professional image of Council.

It is the policy of Council to provide relevant, timely and accurate comment and information to media outlets when requested.

### Guiding principles

All media requests will be managed as per this Policy and are to be coordinated through the Office of the CEO. Councillors and Employees are required to advise the Office of the CEO immediately when approached by the media for information or comment, even when a previous delegation has been authorised.

The Office of the CEO will release approved media statements and media releases to communicate matters including, but not limited to:

- Approved policy and organisational decisions;
- Clarifying organisational strategic direction;
- Protecting the reputation and upholding the integrity of Council or the region as a whole;
- To ensure transparency with the community;
- To promote the achievements and activities of Council and the wider region which are in the public interest; and
- Ensure all personal information is collected, handled or released as per councils policies and procedures, adhering to the privacy principles outlined in the *Information Privacy Act 2009*.

Nothing in these guidelines shall prevent councillors or staff in the course of their normal engagements/work responsibilities from issuing general promotional material and information relating to the activities and events for the programs and services under their jurisdiction, and that have been published or approved as per council's processes.

### Interacting with the media

The Mayor is the official spokesperson for the Council. No other Council personnel may assume this responsibility unless specifically authorised by the Mayor (or CEO).



The Mayor will be responsible for communication Council's Policy, Strategy, Service Levels and political responses to, or on behalf of, community advocacy issues.

Elected members who wish to initiate a Council media release or respond to an enquiry must first obtain approval of the Mayor, and content must be authorised by the Mayor and CEO prior to release.

The Chief Executive Officer will be responsible for communicating with the media on operational matters including events and programs.

The Chief Executive Officer is responsible for and must authorise paid advertisements, social media pages, community notices and promotional material prepared by Council.

Council employees (staff, contractors, consultants and volunteers) are not permitted to talk to the media about any Council-related matter without authority from the Chief Executive Officer (CEO).

This policy is not intended to limit a Councillor from communicating with or engaging with their constituents. Councillors are actively encouraged to do this, provided that the Councillor Code of Conduct requirements are complied with.

This policy does not preclude Councillors from making their own statements or comments which may conflict with Council's position, or on matters that are not current Council programs or initiatives. In these scenarios, Councillors must be aware of their Code of Conduct obligations by ensuring that their comments are not portrayed by them as the official view of Council.

### Record-Keeping

All media releases, responses to media or external requests for statements, information etc, must be recorded and stored according to Council's records management policy and procedures.

### Non-Compliance

Non-compliance with the provisions of this policy may result in disciplinary action being taken in accordance with Council's policies and procedures.

## Definitions

TERM	DEFINITION
Council	Carpentaria Shire Council
Communication	will include all forms of communication to both the media and public including, but not limited to, interviews, press statements, emails, facsimiles, letters, phone calls etc
Councillor	means an elected member of Carpentaria Shire Council
Employee/s	includes a person who carries out work in any capacity for a person conducting a business or undertaking (i.e. temporary or permanent employee, contractor, sub-contractor, employee of a labour hire company, outworker, trainee, apprentice, volunteer, work experience student, or a person of a prescribed class.  for the purposes of this policy, employee is based on the definition of "worker" is as defined by the <i>Work Health and Safety Act 2011</i> ,



TERM	DEFINITION
LGA	<i>Local Government Act 2009</i>
LGR	<i>Local Government Regulation 2012</i>
Media	all forms of published content such as newspapers, radio, television, magazines, media releases, social media and online. All organisations involved in publishing (external) media contact, including freelancers
Spokesperson	a person who speaks as a designated representative of Council.

Adopted by Council on "Date" by Resolution "Number".

**Mark Crawley**  
Chief Executive Officer

## BUSINESS PAPERS

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### 9.5 DELEGATION REVIEW - COUNCIL TO CEO

<b>Attachments:</b>	9.5.1. Animal Care and Protection Act - Delegations <a href="#">↓</a>
	9.5.2. Industrial Relations Act - Delegations <a href="#">↓</a>
	9.5.3. Land Act - Delegations <a href="#">↓</a>
	9.5.4. Nature Conservation (Animals) Regulation - Delegations <a href="#">↓</a>
	9.5.5. Nature Conservation (Plants) Regulation - Delegations <a href="#">↓</a>
	9.5.6. Nature Conservation Act - Delegation <a href="#">↓</a>
	9.5.7. Transport Infrastructure Act - Delegation <a href="#">↓</a>

**Author:** Mark Crawley - Chief Executive Officer

**Date:** 12 July 2023

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**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

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#### Executive Summary:

Advice has been received in relation to the changes to delegations required from the Council to Chief Executive Officer for the *Animal Care and Protection Act 2001*, *Industrial Relations Act 2016*, *Land Act 1994*, *Nature Conservation (Animals) Act 2020*, *Nature Conservation (Plants) Act 2020*, *Nature Conservation Act 1992* and the *Transport Infrastructure Act 1994*.

#### RECOMMENDATION:

That Council delegate authority to the Chief Executive Officer in accordance with the reports provided in the Officer's Report.

#### Background:

As part of the service provided by King and Company to the Local Government Association of Queensland two reviews are undertaken annually to review changes to delegations as a consequence of legislation changes.

As part of this service the information is picked up by Reliansys and these are uploaded to our Delegations Register and able to be reported to Council as per the attached reports.

#### Consultation (Internal/External):

- King and Company Solicitors
- Local Government Association of Queensland
- Reliansys – computer system holding the delegation register for Council

#### Legal Implications:

- *Animal Care and Protection Act 2001*
  - *Industrial Relations Act 2016*
  - *Land Act 1994*
  - *Nature Conservation (Animals) Act 2020*
-

## **BUSINESS PAPERS**

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- *Nature Conservation (Plants) Act 2020*
- *Nature Conservation Act 1992*
- *Transport Infrastructure Act 1994**Building Act 1975*

**Financial and Resource Implications:**

- Not applicable

**Risk Management Implications:**

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

## CARPENTARIA SHIRE COUNCIL

### RELIANSYS® DELEGATIONS - EXPORT OF UPDATES BY REGISTER - NEW & CHANGED

### ANIMAL CARE AND PROTECTION ACT 2001 COUNCIL TO CEO

Note - Exported provisions are separated into NEW and CHANGED groupings, sorted by Delegation Source and Section.

28 JUNE 2023

Carpentaria Shire Council

**NEW Provisions**

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
669734	Animal Care and Protection Act 2001	Section 28(4)	Power, as the operator of a pound or animal shelter, to give a person a certificate stating that the dog had the debarking procedure performed on it before the pound or animal shelter took possession of the dog.		
669735	Animal Care and Protection Act 2001	Section 29(4)	Power, as the operator of a pound or animal shelter, to give a person a certificate stating that the animal had the regulated procedure performed on it before the pound or animal shelter took possession of the animal.		
669736	Animal Care and Protection Act 2001	Section 29A	Power to keep a certificate for a supplied animal and if required by an inspector, make the certificate available for inspection.		

## CARPENTARIA SHIRE COUNCIL

### RELIANSYS® DELEGATIONS - EXPORT OF UPDATES BY REGISTER - NEW & CHANGED

### INDUSTRIAL RELATIONS ACT 2016 COUNCIL TO CEO

Note - Exported provisions are separated into NEW and CHANGED groupings, sorted by Delegation Source and Section.

28 JUNE 2023

Carpentaria Shire Council

**NEW Provisions**

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
669768	Industrial Relations Act 2016	Section 63(3)(a)	Power, as the employer, to require the employee to provide sufficient evidence to satisfy a reasonable person that the employee is pregnant and the expected date of birth		
669769	Industrial Relations Act 2016	Section 64(3)(a)	Power, as the employer, to require the employee to provide sufficient evidence to satisfy a reasonable person that the employee's spouse is pregnant and the expected date of birth		
669770	Industrial Relations Act 2016	Section 179A(2)	Power, as one of the negotiating parties, to consent to the full bench referring arbitration of the matter to a commissioner sitting alone.		
669771	Industrial Relations Act 2016	Section 483B	Power, as an employer, to apply to the Commission for an order declaring an entity, other than an organisation, to be an ineligible entity.		

Carpentaria Shire Council

**CHANGED Provisions**

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596348	Industrial Relations Act 2016	Section 52 <del>(1)(3)</del> .	Power, as the employer, to agree to an employee taking additional unpaid domestic and family violence leave.	CEO, DCS- P0200, DE- P0800, E- P0850, W/PM- P0802, W/C- P0803, MWW- P0815, MECD- P0500, MHR- P0700, GMT- P0600, MFA- P0201	
596353	Industrial Relations Act 2016	Section 74 <del>(2)(3)</del> .	Power, as the employer, to agree to an employee on parental leave, making more than 1 application under subsection (1) within a 12-month period.	CEO, DCS- P0200, DE-	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596362	Industrial Relations Act 2016	Section 89	<p>Power, as the employer of <del>a female</del> <u>an</u> employee whose present work is, because of <del>her</del> pregnancy or breastfeeding, a risk to the health or safety of the employee or <del>her</del> <u>their</u> unborn or newborn child, to:-</p> <p><u>(a) temporarily adjust the employee's working conditions or hours of work, or</u>  <u>(b) transfer the employee to other appropriate work; or</u>  <u>(c) in the circumstances in subsection 89(5), grant the employee birth-related leave, or any available paid sick leave.</u></p>	P0800, E- P0850, W/PM- P0802, W/C- P0803, MWVW- P0815, MECD- P0500, MHR- P0700, GMT- P0600, MFA- P0201	
				CEO, DCS- P0200, DE- P0800, E- P0850, W/PM- P0802, W/C- P0803, MWVW- P0815,	



## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596468	Industrial Relations Act 2016	Section 473(1)	Power, as a person under section 474, to apply to the commission for the commission to grant an injunction:-  (a) to compel compliance with an industrial instrument, a permit or this Act; or  (b) to restrain or prevent a contravention, or continuance of a contravention, of an industrial instrument, a permit or this Act; <u>or</u> <u>(c) for the prevention or settlement of an industrial dispute involving allegations of sexual harassment or sex or gender-based harassment.</u>	CEO, DCS- P0200, DE- P0800, MHR- P0700	
596471	Industrial Relations Act 2016	Section 529(1)(a)(e)	Power, as a party to proceedings, to appoint in writing, an agent to represent Council in the proceedings.	CEO, DCS- P0200,	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				DE- P0800, MHR- P0700	

## CARPENTARIA SHIRE COUNCIL

### RELIANSYS® DELEGATIONS - EXPORT OF UPDATES BY REGISTER - NEW & CHANGED

### LAND ACT 1994 COUNCIL TO CEO

Note - Exported provisions are separated into NEW and CHANGED groupings, sorted by Delegation Source and Section.

28 JUNE 2023

Carpentaria Shire Council

**NEW Provisions**

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
669796	Land Act 1994	Sections 50(1)(b) and 50(2)	Power, as trustee, to resign by signed notice of resignation given to the Minister and agree with the Minister on the day the resignation takes effect		

Carpentaria Shire Council

**CHANGED Provisions**

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596581	Land Act 1994	Section 13A(4)	Power, as a person who may take water under the Water Act 2000, section 96, to exercise a right of access, a right of grazing and a right to bring action for trespass over the adjacent land.	CEO	
596582	Land Act 1994	Section 13AC(1)(a)	Power, as an adjacent owner for the land, to consent to the dedication of non-tidal watercourse land or non-tidal lake land as a reserve.	CEO	
596583	Land Act 1994	Section 13B(1)	Power, as owner of land having a non-tidal boundary (watercourse) (the relevant land), to apply to the chief executive (water) to have land adjoining the relevant land (the watercourse land) declared to be former watercourse land.	CEO	
596584	Land Act 1994	Section 13B(2)	Power to give notice of the person's intention to make an application pursuant to section 13B to the owners of any land that adjoins the watercourse land	CEO	
596585	Land Act 1994	Section 13B(6)	Power, as an applicant under section 13B(1), to appeal against the refusal of the application.	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596586	Land Act 1994	Section 18(1)	Power, as registered owner of land, to enter an agreement with the Governor in Council to exchange all or part of the freehold land for the grant of unallocated State land.	CEO	
596587	Land Act 1994	Section 18(2)	Power, as lessee of a freeholding lease, to enter an agreement with the Governor in Council to exchange all or part of the freeholding lease for a freeholding lease over unallocated state land.	CEO	
596588	Land Act 1994	Section 18(3)	Power, as lessee of a term lease (other than a State lease or a perpetual lease), to enter an agreement with the Minister to exchange all or part of the term lease for a lease of unallocated State land for a term of years or in perpetuity.	CEO	
596589	Land Act 1994	Section 23A(1)	Power, as a person seeking to have a plan of subdivision registered in relation to the land contained in a deed of grant, deed of grant in trust or lease, to apply to the chief executive for the allocation of a floating reservation to some or all of the lots created by the plan.	CEO	
596590	Land Act 1994	Section 23A(6)	Power, as an applicant under section 23A(1), to appeal against the chief executive's decision.	CEO	
596591	Land Act 1994	Section 24(3)	Power, as registered owner of the deed of grant or lessee of a freeholding lease of a reservation for a public purpose to be sold under section 24(1), to apply to the Governor in Council to buy the land.	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596592	Land Act 1994	Section 25(2)	Power to appeal against the Minister's determination of the unimproved value of land to be sold under section 24(1) of the Land Act 1994.	CEO	
596593	Land Act 1994	Section 26(2)	Power, as trustee, lessee or registered owner, to agree to the Minister's proposal to change the boundaries of a lease, deed of grant or deed of grant in trust where the Governor in Council is resuming possession of all or part of a reservation and the boundaries of the reservation are not stated in the lease, deed of grant or deed of grant in trust.	CEO	
596594	Land Act 1994	Section 26(4)	Power, as lessee, registered owner or trustee, to appeal the Minister's decision to change the boundaries of a lease, deed of grant or deed of grant in trust where the Governor in Council is resuming possession of all or part of a reservation and the boundaries of the reservation are not stated in the lease, deed of grant or deed of grant in trust.	CEO	
596595	Land Act 1994	Section 26B(2)	Power, as lessee or registered owner, to buy a forest entitlement area under sections 24 and 25.	CEO	
596596	Land Act 1994	Section 26B(8)	Power, as lessee or registered owner, to appeal against the value decided by the Minister for commercial timber on a forest entitlement area that the local government is buying.	CEO	
596597	Land Act 1994	Section 31C(1)	Power, to apply to the Minister for the dedication of a reserve.	CEO	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596598	Land Act 1994	Sections 31C(2) and 31C(3)	Power to give notice of the intention to apply for the dedication of a reserve.	CEO	
596599	Land Act 1994	Section 31D(1)	Power, as trustee, to apply to the Minister to change the boundary of a reserve or the purpose of a reserve.	CEO	
596600	Land Act 1994	Sections 31D(2) and 31D(3)	Power to give notice of the intention to change the boundary of a reserve or the purpose of a reserve.	CEO	
596601	Land Act 1994	Section 32	Power, as trustee, to consult with the Minister in response to a proposed State lease over a reserve.	CEO	
596602	Land Act 1994	Section 34(1)	Power to apply to the Minister to revoke the dedication of all or part of a reserve.	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596603	Land Act 1994	Sections 34(2) and 34(3)	Power to give notice of the intention to apply to the Minister to revoke the dedication of all or part of a reserve.	CEO	
596604	Land Act 1994	Section 34H(1)	Power, as owner of improvements on a reserve the dedication to which has been revoked, to apply, in writing to the chief executive, to remove improvements on the reserve.	CEO	
596605	Land Act 1994	Section 34H(2)	Power, as owner of improvements on a reserve the dedication to which has been revoked, to remove improvements with the written approval of the chief executive.	CEO	
596606	Land Act 1994	Section 34I(1)	Power, as trustee of an operational reserve, to apply for a deed of grant over the reserve.	CEO	
596607	Land Act 1994	Sections 34I(3) and 34I(4)	Power, as trustee of an operational reserve, to give notice of the intention to apply for a deed of grant over the reserve.	CEO	
596608	Land Act 1994	Section 38A(1)	Power, as trustee, to apply for an additional community purpose or to amalgamate land with common purposes.	CEO	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596609	Land Act 1994	Section 38A(2)	Power, as trustee, to apply for the cancellation of a deed of grant in trust under section 38.	CEO	
596610	Land Act 1994	Sections 38A(3) and 38A(4)	Power, as trustee, to give notice of the intention to apply under section 38A.	CEO	
596611	Land Act 1994	Section 38G(1)	Power, as owner of improvements on a deed of grant in trust that has been cancelled, to apply, in writing to the chief executive, to remove the improvements on the deed of grant in trust.	CEO	
596612	Land Act 1994	Section 38G(2)	Power, as owner of improvements on a deed of grant in trust that has been cancelled, to remove the improvements with the chief executive's approval.	CEO	
596613	Land Act 1994	Section 44	Power to accept appointment as trustee.	CEO	
596614	Land Act 1994	Section 45	Power, as trustee, to advise the chief executive of change in details.	CEO, DCS- P0200, DE-	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596615	Land Act 1994	Sections 46 and 47	Power, as trustee, to comply with the administrative, accounting function and other directions provided by Minister.	CEO, DCS- P0200, DE- P0800, MFA- P0201, SFO- P0300	
596616	Land Act 1994	Section 48	Power, as trustee, to:- (a) comply with a request of the chief executive to apply for the approval of a management plan for the trust land; and (b) comply with a request of the chief executive to make all records available for inspection by the chief executive and allow copies and notes of the records to be made; register any management plan in the appropriate register	CEO, DCS- P0200, DE- P0800, MFA- P0201, SFO- P0300	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596617	Land Act 1994	Section 49	Power, as trustee, to:- (a) allow the auditor-general, a person mentioned in section 47(1)(a) to (d), or a person authorised by the chief executive of a department, to audit the trust's financial accounts; and help the conduct of the audit, including the disclosure of financial institution accounts necessary for the audit.	CEO, DCS- P0200, DE- P0800, MFA- P0201, SFO- P0300	
596618	Land Act 1994	Sections 52(1)	Power to take all necessary action for the maintenance and management of trust land.	CEO, DCS- P0200, DE- P0800, MFA- P0201, SFO- P0300	
596619	Land Act 1994	Section 55(1)	Power, as trustee, to surrender all or part of a deed of grant in trust on terms agreed with the Minister and with the Minister's written approval.	CEO	
596620	Land Act 1994	Section 55A(1)	Power, as trustee, to apply to surrender all or part of a deed of grant in trust.	CEO	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596621	Land Act 1994	Sections 55A(2) and 55A(3)	Power, as trustee, to give notice of the intention to apply to surrender all or part of a deed of grant in trust.	CEO	
596622	Land Act 1994	Section 55H(1)	Power, as owner of improvements on a deed of grant in trust that has been surrendered, to apply, in writing to the chief executive; to remove the improvements on the deed of grant in trust.	CEO	
596623	Land Act 1994	Section 55H(2)	Power, as owner of improvements on a deed of grant in trust that has been surrendered, to remove the improvements on the deed of grant in trust with the written approval of the chief executive.	CEO, DCS- P0200, DE- P0800, MFA- P0201, SFO- P0300	
596624	Land Act 1994	Section 57(1)	Power, as trustee, to lease all or part of the trust land if the trustee first obtains the Minister's written "in principle" approval to the lease.	CEO	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596625	Land Act 1994	Section 57(3)	Power as trustee to, without the Minister's approval, grant a trustee lease (construction) or a trustee lease (State or statutory body) over all or part of the trust land.	CEO	
596626	Land Act 1994	Section 57(7)	Power, as trustee, to register a trustee lease in the appropriate register.	CEO	
596627	Land Act 1994	Section 57A(1)	Power to seek the Minister's approval to amend a trustee lease.	CEO	
596628	Land Act 1994	Section 58(1)	Power, as trustee lessee, to transfer, mortgage or sublease a trustee lease subject to the written approval of:- (a) the Minister for a sublease; or otherwise, the chief executive.	CEO	
596629	Land Act 1994	Section 58(7)	Power to appeal against the Minister's or chief executive's decision to refuse to allow a transfer, mortgage or sublease of a trustee lease.	CEO	
596630	Land Act 1994	Section 60(1)	Power, as trustee, to issue a trustee permit to use all or part of the trust land.	CEO	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596631	Land Act 1994	Section 60(3)	Power to lodge a trustee permit in the appropriate register.	CEO, DCS- P0200, DE- P0800, MFA- P0201, SFO- P0300	
596632	Land Act 1994	Section 62	Power to seek consent to group trust land reserved for similar purposes together.	CEO	
596633	Land Act 1994	Section 63(3)	Power to seek the Minister's approval for rent from a trustee lease or trustee permit to be applied to costs other than on maintenance and enhancement of the trust land.	CEO	
596634	Land Act 1994	Section 64(1)	Power, as a relevant person, to apply to the Minister for written authority dispensing with the need to obtain the Minister's or chief executive's approval for relevant leases.	CEO	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596635	Land Act 1994	Section 64(4)	Power, as a relevant person, to apply for approval to lease, sublease or sub-sublease trust land even if an authority is in force.	CEO	
596636	Land Act 1994	Section 65(1)	Power, as trustee, to cancel a trustee lease or trustee permit if the lessee or permittee does not comply with the conditions of the lease or permit.	CEO	
596637	Land Act 1994	Section 66(1)	Power to allow the trustee lessee or trustee permittee to remove the trustee lessee's or trustee permittee's improvements on the land within a reasonable time stated by the trustee.	CEO	
596638	Land Act 1994	Section 67(2)	Power, as trustee of a deed of grant in trust, to mortgage a deed of grant in trust issued prior the commencement of the Land Act 1994, subject to the Minister's approval under section 67(4).	CEO	
596639	Land Act 1994	Section 67(3)	Power to mortgage a deed of grant in trust issued after the commencement of the Land Act 1994 subject to section 67(3)(a) and (b) and the Minister's approval under section 67(4).	CEO	
596640	Land Act 1994	Section 80(1)	Power, as trustee of trust land for cemetery purposes, to repair or remove structures, monuments or tombstones from a cemetery on trust land.	CEO	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596641	Land Act 1994	Section 81(1)	Power to ask the Minister that a cemetery on trust land be closed to further burials.	CEO	
596642	Land Act 1994	Section 81(4)	Power to ask the Minister to re-open a cemetery previously closed for further burials.	CEO	
596643	Land Act 1994	Section 82	Power to agree to take on the trusteeship of a cemetery from trustees of the cemetery, and to agree on the terms of the transfer.	CEO	
596644	Land Act 1994	Section 83(1)	Power to seek approval from the Minister to exhume a body from a cemetery, in the absence of any local law covering the matter.	CEO, DCS- P0200, DE- P0800, MFA- P0201, SFO- P0300	
596645	Land Act 1994	Section 84(1).	Power to apply to the Minister seeking approval to surrender land granted for an estate in fee simple for some community, public or similar purpose, the land to the State, and for the issue of a deed of grant in trust under this Act for a community or public purpose.	CEO	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596646	Land Act 1994	Section 94(2)	Power to apply for land to be dedicated as a road for public use.	CEO	
596647	Land Act 1994	Section 99(1)	Power to apply to the Minister to permanently close a road.	CEO	
596648	Land Act 1994	Section 99(3)	Power to apply to the Minister to temporarily close a road.	CEO	
596649	Land Act 1994	Section 99(4)	Power, as an adjoining owner of land who makes an application to permanently close a road pursuant to section 99(1) of the Land Act 1994, to ask that the land be amalgamated with the adjoining owner's adjoining land upon its closure.	CEO	
596650	Land Act 1994	Section 100	Power to object to a road closure application in response to a public notice.	CEO	
596651	Land Act 1994	Section 105(3)	Power, as a road licensee, to surrender all or part of a road licence.	CEO	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596652	Land Act 1994	Section 109A(1)	Power, as registered owner of land, to apply for the simultaneous opening and closing of roads subject to the conditions in section 109A(1)(a), (b) and (c).	CEO	
596653	Land Act 1994	Section 109A(2)	Power, as registered owner, to ask the Minister to include certain matters in the deed of grant in trust issued under section 358.	CEO	
596654	Land Act 1994	Section 109A(3)	Power, as registered owner, to appeal against any conditions the Minister imposes under section 420L.	CEO	
596655	Land Act 1994	Section 109B(1)	Power, as trustee or lessee, to apply for the simultaneous opening or closing of roads subject to section 109B(1)(a), (b) and (c).	CEO	
596656	Land Act 1994	Section 109B(2)	Power to ask the Minister to include certain matters in the deed of grant in trust issued under section 358 or dedicated as a reserve under section 31A (whichever is applicable).	CEO	
596657	Land Act 1994	Section 109B(3)	Power, as lessee, to ask that the land in the road being closed be amalgamated in accordance with section 109B(3)(a) or (b) (whichever is applicable).	CEO	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596658	Land Act 1994	Section 109B(4)	Power, as trustee or lessee, to appeal against any conditions the Minister imposes under section 420I.	CEO	
596659	Land Act 1994	Section 120A(1)	Power to apply for an interest in land that may be granted without competition.	CEO	
596661	Land Act 1994	Section 155A(2)	Power, as lessee, to apply for extension of a term lease (40 years).	CEO	
596662	Land Act 1994	Section 155B(2)	Power, as lessee, to apply for extension of a term lease (50 years).	CEO	
596663	Land Act 1994	Section 155BA(2)	Power, as lessee, to apply for extension of a term lease (75 years).	CEO	
596664	Land Act 1994	Section 158	Power, as lessee, to apply for an offer of a new lease (a renewal application).	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596665	Land Act 1994	Section 160(3)	Power, as an applicant for a renewal application, to appeal against the chief executive's decision to refuse the renewal application if the only reason for the refusal was that the applicant had not fulfilled the conditions of the lease.	CEO	
596666	Land Act 1994	Section 164C(1)	Power, as a lessee under a rolling term lease, to apply to the Minister for an extension of the term.	CEO	
596667	Land Act 1994	Section 164C(7)	Power, as a lessee under a rolling term lease, to appeal to the Minister's refusal of an extension of the term.	CEO	
596668	Land Act 1994	Section 166(1)	Power, as lessee, to apply to convert a perpetual lease to freehold land and a term lease to a perpetual lease or to freehold land.	CEO	
596669	Land Act 1994	Section 168(5)	Power, as applicant for a conversion application, to appeal against the chief executive's decision to refuse the conversion application if the only reason for the refusal was that the applicant had not fulfilled the conditions of the lease.	CEO	
596670	Land Act 1994	Section 170(2)	Power to appeal against the chief executive's decision on the purchase price for the conversion of a lease to a deed of grant.	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596671	Land Act 1994	Section 176(1)	Power, as lessee, to apply for approval to subdivide the lease.	CEO	
596672	Land Act 1994	Section 176(2)(b)	Power to provide a statement of Council's views on the proposed subdivision.	CEO	
596673	Land Act 1994	Section 176E	Power to appeal against the Minister's decision to refuse an application for approval to subdivide a lease.	CEO	
596674	Land Act 1994	Section 176K(1)	Power, as lessee of 2 or more leases, to apply to the Minister for approval to amalgamate the leases.	CEO	
596675	Land Act 1994	Section 176K(3)(b)	Power, as a local government, to prepare a statement of Council's views on the amalgamation of 2 or more leases.	CEO	
596676	Land Act 1994	Section 176N	Power to give the chief executive an opinion in respect of a proposed road closure.	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596678	Land Act 1994	Section 177A(1)	Power to apply for a permit to occupy unallocated State land, a reserve or a road.	CEO	
596679	Land Act 1994	Section 177A(2)	Power to give notice of an intention to apply for a permit to occupy unallocated State land, a reserve or a road.	CEO	
596680	Land Act 1994	Section 179	Power, as an applicant for a permit, to enter an agreement with an adjoining owner about the maintenance of a fence.	CEO	
596681	Land Act 1994	Section 180(2).	Power, as a permittee, to surrender a permit to occupy on terms agreed to between the chief executive and the permittee and with the chief executive's written approval.	CEO	
596682	Land Act 1994	Section 180A	Power, as a relevant entity, to apply to surrender or cancel a permit to occupy.	CEO	
596683	Land Act 1994	Section 180H(1)	Power, as a permittee for a permit that is cancelled or surrendered, to apply to remove the permittee's improvements on the permit land.	CEO	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596684	Land Act 1994	Section 180H(2)	Power, as a permittee, to remove improvements with the chief executive's written approval.	CEO	
596685	Land Act 1994	Section 201	Power, as lessee, licensee or permittee, to give the Minister or chief executive the information asked for about the lease, licence or permit.	CEO	
596686	Land Act 1994	Section 210	Power, as lessee, licensee or permittee, to apply to change an imposed condition of the lease, licence or permit.	CEO	
596687	Land Act 1994	Section 212(3)	Power to appeal against the Minister's decision to change an imposed condition about the protection and sustainability of the lease land.	CEO	
596688	Land Act 1994	Section 214A	Power to make submissions to the Minister in response to a warning notice.	CEO	
596689	Land Act 1994	Section 214B	Power, as a lessee or licensee to whom a remedial action notice has been given, to appeal against the decision to give the notice.	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596690	Land Act 1994	Section 214D	Power, as a lessee or licensee to whom a remedial action notice has been given, to comply with the notice.	CEO	
596691	Land Act 1994	Section 214F(3)	Power, as lessee, to appeal against the Minister's decision to reduce the term of, or impose additional conditions on, a lease.	CEO	
596692	Land Act 1994	Section 219(3)	Power, as a person who has a lawful interest in the matters listed at section 219(3)(a), (b) and (c), to claim compensation as prescribed by the Acquisition of Land Act 1967.	CEO	
596693	Land Act 1994	Section 222(6)	Power, as a compensation claimant, to appeal the Minister's decision about the amount of loss, costs and expenses the claimant is entitled to claim.	CEO	
596694	Land Act 1994	Section 225(2)	Power, as owner of lawful improvements on a lease or part of lease resumed under the division, to claim compensation.	CEO	
596695	Land Act 1994	Section 226(5)	Power, as lessee, to appeal against the Minister's decision on compensation payable.	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596696	Land Act 1994	Section 230(2)	Power, as owner of lawful improvements on all or part of a reservation resumed, to claim compensation.	CEO	
596697	Land Act 1994	Section 232(5)	Power, as owner, to appeal against the Minister's decision on compensation payable.	CEO	
596698	Land Act 1994	Section 239(4)	Power, as a relevant local government of a term or a perpetual lease, to appeal against a decision under subsection (2)(b)(iv) to allow an entity other than the relevant local government to sell the lease.	CEO	
596699	Land Act 1994	Section 240E(1)	Power, after receiving a notice under section 235(1) or 238(3), as a lessee of a lease, to apply in writing to the chief executive for permission to sell the lease.	CEO	
596700	Land Act 1994	Section 240G	Power, as a local government, to apply to the chief executive to sell a lease.	CEO	
596701	Land Act 1994	Section 243(1A)	Power, as lessee of a forfeited lease, to apply, in writing to the chief executive, to remove the lessee's improvements on the lease.	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596702	Land Act 1994	Section 243(1)	Power, as lessee of a forfeited lease, to remove the improvements with the written approval of the chief executive.	CEO	
596703	Land Act 1994	Section 288(1)	Power, as a transferor or a person creating the interest, or the transferee or the person in whose favour the interest is to be created, to sign a document transferring a lease, sublease or licence or creating an interest in a lease or sublease.	CEO	
596704	Land Act 1994	Section 288(1)(b)	Power, as a transferee or the person in whose favour the interest is to be created, to authorise a legal practitioner to sign a document transferring a lease, sublease or licence or creating an interest in a lease or sublease on Council's behalf.	CEO	
596705	Land Act 1994	Sections 318 319	Power to lodge a standard terms document and amend the standard terms document by lodging a further document.	CEO	
596706	Land Act 1994	Section 322(3)	Power, as a lessee, licensee or the holder of a sublease, to apply to transfer a lease, sublease or licence under the Act with the approval of the chief executive.	CEO	
596707	Land Act 1994	Section 322(5)	Power, as a lessee, licensee or the holder of a sublease, to apply to the chief executive to extend the time mentioned in subsection 322(4).	CEO	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596708	Land Act 1994	Section 322(8)	Power, as a lessee, licensee or the holder of a sublease, to appeal a decision of the chief executive not to grant the transfer of a lease, sublease or licence.	CEO	
596709	Land Act 1994	Section 327	Power to surrender freehold land on terms agreed between the chief executive and the registered owner and with the chief executive's written approval.	CEO	
596710	Land Act 1994	Section 327A	Power to surrender a lease or part of a lease on terms agreed between the chief executive and the lessee and with the chief executive's written approval.	CEO	
596711	Land Act 1994	Section 327B	Power, as a registered owner, to apply in writing to the chief executive to surrender freehold land.	CEO	
596712	Land Act 1994	Section 327C(1)	Power, as a lessee, to apply in writing to the chief executive to surrender all or part of a lease.	CEO	
596713	Land Act 1994	Sections 327C(2)	Power, as a lessee, to give notice of an intention to apply to any other person with a registered interest in the lease.	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
		and 327C(3)			
596714	Land Act 1994	Section 327I(1)	Power, as owner of improvements on a lease that has been surrendered, to apply in writing to the chief executive to remove the owner's improvements on the lease.	CEO	
596715	Land Act 1994	Section 327I(2)	Power, as owner of improvements on a lease that has been surrendered, to remove the owner's improvements with the chief executive's written approval.	CEO	
596716	Land Act 1994	Section 329(1)	Power, as lessee, to give notice of the intention to surrender a lease.	CEO	
596717	Land Act 1994	Sections 332(1) and 332(2)	Power to seek the Minister's approval to sublease a lease issued under the Act.	CEO	
596718	Land Act 1994	Section 332(7)	Power to appeal against the Minister's refusal to approve the sublease of a lease issued under the Act.	CEO	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596719	Land Act 1994	Section 336	Power to seek the Minister's approval to amend a sublease.	CEO	
596720	Land Act 1994	Section 339F	Power, as party to a sublease, to give another party to the sublease a dispute notice and ask the responder to give information reasonably required for resolving the dispute.	CEO	
596721	Land Act 1994	Section 339G	Power, as a party to a sublease who has received a dispute notice, to respond to the dispute notice and ask for further information reasonably required for resolving the dispute.	CEO	
596722	Land Act 1994	Section 339H(2)	Power, as a party to a sublease and where the circumstances of section 339H(1) apply, to attempt to resolve the dispute by mediation.	CEO	
596723	Land Act 1994	Section 339I(1)	Power, as a party to a sublease and a party to a dispute, to jointly appoint a mediator to mediate the dispute.	CEO	
596724	Land Act 1994	Section 339I(2)	Power, as a party to a sublease and a party to a dispute, and where the circumstances of section 339I(2) apply, to request the prescribed dispute resolution entity to appoint a mediator to mediate the dispute.	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596725	Land Act 1994	Section 339J(1).	Power, as a party to a sublease and a party to a dispute, to agree to a time for the mediation.	CEO	
596726	Land Act 1994	Section 339J(2)	Power, as a party to a sublease and a party to a dispute, and where the circumstances of section 339J(2) apply, to request the prescribed dispute resolution entity to set a time for the mediation of the dispute.	CEO	
596727	Land Act 1994	Section 339K	Power, as a party to a sublease and a party to a dispute that is the subject of mediation, to participate in the mediation, agree to adjourn the mediation, and agree to a later time for the mediation.	CEO	
596728	Land Act 1994	Section 339L	Power, as a party to a sublease and a party to a dispute that is the subject of mediation, to pay Council's share of the mediator's costs of the mediation or otherwise agree with the other parties to the dispute how the costs of the mediator will be paid.	CEO	
596729	Land Act 1994	Section 339O(1)	Power, as a party to a sublease and a party to a dispute, to jointly appoint an arbitrator to decide the dispute.	CEO	
596730	Land Act 1994	Section 339O(2)	Power, as a party to a sublease and a party to a dispute, and where the circumstances of section 339O(2) apply, to request the prescribed dispute resolution entity to appoint an arbitrator to decide the dispute.	CEO	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596731	Land Act 1994	Section 339Q(3)(c)	Power, as a party to a sublease and a party to a dispute, to agree to extend the period for the arbitrator to decide the dispute by issuing an award.	CEO	
596732	Land Act 1994	Section 339R(1)(b)	Power, as a party to a sublease and a party to a dispute, and where the arbitrator has required, to give an appointed expert access to or copies of any relevant information, documents or other property.	CEO	
596733	Land Act 1994	Section 339R(2)	Power, as a party to a sublease and a party to a dispute, to request that an appointed expert participate in a hearing.	CEO	
596735	Land Act 1994	Section 339U	Power, as a party to a sublease and a party to a dispute that is the subject of arbitration, to pay Council's share of the arbitration costs or otherwise agree with the other parties to the dispute how the arbitration costs will be paid.	CEO	
596736	Land Act 1994	Section 358(1)	Power, as the registered owner or trustee, to surrender land if the description of the land is no longer correct, because of the reasons listed in section 358(1)(a) to (f).	CEO	
596737	Land Act 1994	Section 358(2)	Power, as registered owner or trustee, to surrender the land contained in the registered owner's deed of grant or trustee's deed of grant in trust if, on resurvey of the land, the boundaries of the	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			land do not agree with the boundaries described in the existing deed or appropriate plan, and no doubt exists about the boundaries of the land, with the written approval of the chief executive.		
596738	Land Act 1994	Section 360C(1)	Power to apply to amend the description in a freeholding lease if the description of the lease may be amended under section 360(1)(a) or (d).	CEO	
596739	Land Act 1994	Section 360C(2)	Power to apply to amend the description in a term lease or a perpetual lease, other than a State lease, if the description of the lease may be amended under section 360A(2)(a), (b) or (c).	CEO	
596740	Land Act 1994	Section 360C(3)	Power to apply to amend the description in a State lease if the description of the lease may be amended under section 360B(1)(a), (b), (c) or (d).	CEO	
596741	Land Act 1994	Section 360D	Power, as a lessee or a person acting for a lessee, to give notice of an intention to make an application under section 360C to amend the description of a lease.	CEO	
596743	Land Act 1994	Section 371(2)	Power to sign a document surrendering an easement in favour of Council, where Council is one or more of the entities listed in subsections 371(2)(a) to (c).	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596744	Land Act 1994	Section 372(2)	Power to apply to the Minister for approval for a public utility easement to continue over unallocated State land when the deed of grant in trust, lease or licence ends or the dedication of the reserve is revoked.	CEO	
596745	Land Act 1994	Section 372(5)	Power to apply to the Minister for approval for a public utility easement to continue over unallocated State land when the freehold land is surrendered.	CEO	
596746	Land Act 1994	Section 373A	Power, as the trustee, lessee or sublessee of nonfreehold land the subject of a trust, lease or sublease, to consent to the creation of a covenant on the land.	CEO	
596747	Land Act 1994	Section 415	Power, as trustee of trust land, or as a lessee, licensee or permittee to start a proceeding in the Magistrates Court for unlawful occupation or trespass of the trust land, or a lease, licence or permit.	CEO	
596748	Land Act 1994	Section 420CB	Power to make a submission in response to a notice received under the Act about a proposed application.	CEO	
596749	Land Act 1994	Section 420E	Power to respond to a request from the Chief Executive for information listed in sections 420E(1)(a) and 420E(1)(b).	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596750	Land Act 1994	Section 423	Power to apply to the Minister for a review of a decision.	CEO	
596751	Land Act 1994	Section 427	Power to appeal to the Court against a decision.	CEO	
596752	Land Act 1994	Section 431V(2)	Power to consult with the Minister about whether Council wishes to be the manager of a declared beach area. NB, this power only applies to the proposed easements A, B and C on SP143259 situated in lots 69, 71 and 72 on plan FD395, which are in the Gladstone Regional Council area (see section 79 of the Land Regulation 2020).	CEO	
596753	Land Act 1994	Section 431V(3)	Power to consult with the public and the owner of the lot about the use conditions to be contained in a local law applying to a declared beach area. NB, this power only applies to the proposed easements A, B and C on SP143259 situated in lots 69, 71 and 72 on plan FD395, which are in the Gladstone Regional Council area (see section 79 of the Land Regulation 2020).	CEO	
596754	Land Act 1994	Section 431ZG	Power, as an interested person and owner of adjacent land, and where the circumstances of section 431ZG(1) apply, to give the chief executive written notice of the damage.	CEO	
596755	Land Act 1994	Section 431ZH(2)	Power, as an interested person and owner of adjacent land, and where the circumstances of section 431ZH(1) apply, to enter a remediation agreement with the chief executive.	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596756	Land Act 1994	Section 431ZH(5)	Power, as an interested person and owner of adjacent land, and where the circumstances of section 431ZH(1) apply and a remediation agreement has not been made, to apply to the court to decide what remediation action, if any, will be taken.	CEO	
596757	Land Act 1994	Section 481A	Power, as licensee, to surrender all or part of an occupation licence, on terms agreed to between the Minister and the licensee and with the Minister's written approval.	CEO	
596758	Land Act 1994	Section 481B(1) and 481B(2)	Power, as a public utility provider or a licensee to apply to cancel or surrender all or part of an occupation licence.	CEO	
596759	Land Act 1994	Section 481B(4) and 481B(5)	Power, to give notice of an intention to, as a public utility provider or a licensee, apply to cancel or surrender all or part of an occupation licence.	CEO	
596760	Land Act 1994	Section 481J(1)	Power, as a licensee of an occupation licence that is cancelled or surrendered absolutely, to apply to remove the licensee's improvements on the licence.	CEO	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
596761	Land Act 1994	Section 481J(2)	Power, as a licensee, to remove the licensee's improvements on the licence with the written approval of the Minister.	CEO	
596763	Land Act 1994	Section 492(1)	Power, as a local government, to apply to exchange the conditional deed for a reserve or deed of grant in trust with the local government as trustee or a lease granted under the Land Act 1994.	CEO	
596764	Land Act 1994	Section 505(2)	Power to agree to an allocation or dedication of land from the State, where the land has become an asset of the State by virtue of section 231 (repealed) of the Transport Infrastructure Act 1994.	CEO	

## CARPENTARIA SHIRE COUNCIL

### RELIANSYS® DELEGATIONS - EXPORT OF UPDATES BY REGISTER - DELETED

### NATURE CONSERVATION (ANIMALS) REGULATION 2020 COUNCIL TO CEO

Note - Exported provisions are sorted by ID#.

28 JUNE 2023

**DELETED PROVISIONS**

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
549982	Nature Conservation (Animals) Regulation 2020	Section 379(1)	Power, as an affected person, to apply to the chief executive for a review of the decision.	CEO	As per schedule 2
549983	Nature Conservation (Animals) Regulation 2020	Section 379(2)	Power, as an affected person, to ask the chief for an information notice for the decision.	CEO	As per schedule 2
549984	Nature Conservation (Animals) Regulation 2020	Section 381(2)	Power to agree to a longer period for the chief executive to comply with section 381(1).	CEO	As per schedule 2
549985	Nature Conservation (Animals) Regulation 2020	Section 382	Power, as an affected person, to apply to QCAT for a stay of the operation of a decision.	CEO	As per schedule 2

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
549986	Nature Conservation (Animals) Regulation 2020	Section 383	Power to apply to QCAT for a review of an internal review decision.	CEO	As per schedule 2

## CARPENTARIA SHIRE COUNCIL

### RELIANSYS® DELEGATIONS - EXPORT OF UPDATES BY REGISTER - DELETED

### NATURE CONSERVATION (PLANTS) REGULATION 2020 COUNCIL TO CEO

Note - Exported provisions are sorted by ID#.

28 JUNE 2023

Carpentaria Shire Council

**DELETED PROVISIONS**

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
550014	Nature Conservation (Plants) Regulation 2020	Section 190(1)	Power, as an affected person, to apply for a review of a decision.	CEO	As per schedule 2
550015	Nature Conservation (Plants) Regulation 2020	Section 190(2)	Power, as an affected person, to ask the chief executive for an information notice for the decision.	CEO	As per schedule 2
550016	Nature Conservation (Plants) Regulation 2020	Section 192	Power to agree to a longer period for the chief executive to comply with section 192.	CEO	As per schedule 2
550017	Nature Conservation (Plants) Regulation 2020	Section 193	Power, as an affected person, to apply to QCAT for a stay of the operation of a decision.	CEO	As per schedule 2

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
550018	Nature Conservation (Plants) Regulation 2020	Section 194	Power, in the circumstances set out in subsection 194(1), to apply to QCAT for a review of an internal review decision.	CEO	As per schedule 2

## CARPENTARIA SHIRE COUNCIL

### RELIANSYS® DELEGATIONS - EXPORT OF UPDATES BY REGISTER - NEW & CHANGED

### NATURE CONSERVATION ACT 1992 COUNCIL TO CEO

Note - Exported provisions are separated into NEW and CHANGED groupings, sorted by Delegation Source and Section.

28 JUNE 2023

Carpentaria Shire Council

**NEW Provisions**

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
669822	Nature Conservation Act 1992	Section 143E(1)	Power, as an affected person for an original decision, to apply to the chief executive for a review of the decision.		
669823	Nature Conservation Act 1992	Section 143E(2)	Power, as an affected person for an original decision, to ask the chief executive for an information notice for the decision.		
669824	Nature Conservation Act 1992	Section 143G(2)	Power, as an affected person, to agree with the chief executive to a longer period for the chief executive to comply with section 143G(1).		
669825	Nature Conservation Act 1992	Section 143H(2)	Power, as an affected person, to apply to QCAT for a stay of the operation of the decision.		
669826	Nature Conservation Act 1992	Section 143I(2)	Power, as an affected person, to apply to QCAT for a review of the internal review decision.		

## CARPENTARIA SHIRE COUNCIL

### RELIANSYS® DELEGATIONS - EXPORT OF UPDATES BY REGISTER - NEW & CHANGED

### TRANSPORT INFRASTRUCTURE ACT 1994 COUNCIL TO CEO

Note - Exported provisions are separated into NEW and CHANGED groupings, sorted by Delegation Source and Section.

28 JUNE 2023

Carpentaria Shire Council

**CHANGED Provisions**

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598242	Transport Infrastructure Act 1994	Section 11 (4)	Power to consult with the chief executive concerning the development of a roads implementation program if the chief executive believes that Council would be affected by the program.	CEO, DCS- P0200, DE- P0800, E- P0850, WPM- P0802, W-C- P0803	
598243	Transport Infrastructure Act 1994	Section 14(3)(a)	Power to consult with the chief executive concerning the development of a rail implementation program if the chief executive believes that Council would be affected by the program.	CEO, DCS- P0200, DE- P0800, E- P0850, WPM- P0802, W-C- P0803	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598244	Transport Infrastructure Act 1994	Section 17(4)	Power to consult with the chief executive concerning the development of implementation programs for miscellaneous transport infrastructure if the chief executive believes that Council would be affected by the programs.	CEO, DCS- P0200, DE- P0800, E- P0850, W/PM- P0802, WC- P0803	
598245	Transport Infrastructure Act 1994	Section 25(b)	Power to prepare and make submissions to the Minister in relation to any declaration, or revocation of a declaration that a road or route, or part of road or route, is a State-controlled road.	CEO	
598246	Transport Infrastructure Act 1994	Section 26	Power, as a railway manager, to:- (a) consult with, and make submissions to, the Minister before a declaration is made making a road or route, or part of a road or route, that crosses rail corridor land and continues on the other side of the rail corridor land a State-controlled road; (b) construct, maintain and operate a railway on a declared common area in a way not inconsistent with its use as a State-controlled road; (c) make an agreement with the chief executive regarding the State-controlled road on the common area.	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598247	Transport Infrastructure Act 1994	Section 27(3)(b)	Power to prepare and make submissions to the Minister in relation to any declaration or revocation of declaration that the whole or a part of a State-controlled road is a motorway.	CEO	
598248	Transport Infrastructure Act 1994	Section 29	Power to enter into contracts with the chief executive in respect of road works, other works or the operation of State-controlled roads within and outside Council's local government area.	CEO, DCS- P0200, DE- P0800, E- P0850	
598249	Transport Infrastructure Act 1994	Section 32	Power to make a sharing arrangement with the chief executive for the costs of:- (a) acquisition of land for transport infrastructure; (b) road works on a State-controlled road; (c) other works that contribute to the effectiveness and efficiency of the road network; or (d) the operation of a State-controlled road; including all necessary preliminary costs associated with acquisition, works, or operation.	CEO	
598250	Transport Infrastructure Act 1994	Section 33(2)	Power to apply for an approval to carry out road works on a State-controlled road or interfere with a State-controlled road or its operation.	CEO	
598251	Transport Infrastructure Act 1994	Section 36(1)	Power, as an owner or occupier of land, to provide written approval agreeing to the proposed temporary occupier occupying or using the land under section 35.	CEO, DCS- P0200, DE-	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598252	Transport Infrastructure Act 1994	Section 36(4)	Power, as an owner or occupier of land, to make submissions to the proposed temporary occupier about the accommodation works or land management activities proposed to be carried out on the land.	CEO	
598253	Transport Infrastructure Act 1994	Section 37	Power, as an owner of land, to give notice to the chief executive claiming compensation for physical damage caused by the temporary entry, occupation, or use, or for the taking or consumption of material.	CEO, DCS- P0200, DE- P0800, E- P0850	
598254	Transport Infrastructure Act 1994	Section 40	Power to enter into agreements with the chief executive in relation to funding for road works on Council's roads.	CEO, DCS- P0200, DE- P0800, E- P0850	
598255	Transport Infrastructure Act 1994	Section 41	Power to enter into a financial arrangement with the chief executive for improvements to State&#8209;controlled roads that would be beneficial to Council's road network.	CEO, DCS- P0200, DE-	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598256	Transport Infrastructure Act 1994	Section 42	Power to obtain the chief executive's written approval for consent to carry out road works or make changes to the management of a Council road if conditions under subsection (1) apply and exceptions under subsections (2) or (5) do not apply.	CEO, DCS- P0200, DE- P0800, E- P0850	
598257	Transport Infrastructure Act 1994	Section 42(5)	Power to apply and enforce conditions to proposed road works or changes to the management of a Council road.	CEO, DCS- P0200, DE- P0800, E- P0850	
598258	Transport Infrastructure Act 1994	Section 43	Power to obtain the chief executive's written consent to the erection, alteration or operation of an advertising sign or device that would be:- (a) visible from a motorway; (b) beyond the boundaries of the motorway; and (c) reasonably likely to create a traffic hazard; and on conditions that comply with fixed criteria.	CEO, DCS- P0200, DE- P0800, E- P0850, WPM- P0802, WC- P0803	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598259	Transport Infrastructure Act 1994	Section 43(4)	Power to apply conditions to the erection, alteration or operation of an advertising sign or device.	CEO, DCS- P0200, DE- P0800, E- P0850, W/PM- P0802, WC- P0803	
598260	Transport Infrastructure Act 1994	Section 45	Power to exercise all the powers Council may exercise for a local government road in its area in relation to State-controlled roads in its area.	CEO, DCS- P0200, DE- P0800, E- P0850	
598261	Transport Infrastructure Act 1994	Section 50(3)	Power to apply for an approval to construct, maintain, operate or conduct ancillary works and encroachments on a State-controlled road.	CEO, DCS- P0200, DE- P0800, E- P0850, W/PM- P0802, WC- P0803	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598262	Transport Infrastructure Act 1994	Section 52(6)	Power, as an owner of ancillary works and encroachments, to enter into an agreement with the chief executive for a contribution towards the cost of the alteration, relocation, making safe or removal of the ancillary works and encroachments.	CEO, DCS- P0200, DE- P0800, E- P0850	
598263	Transport Infrastructure Act 1994	Section 55	Power to make submissions to the chief executive concerning a proposal to publish a gazette notice to make, amend or revoke a declaration or to make, amend or replace a policy for limited access roads.	CEO, DCS- P0200, DE- P0800, E- P0850	
598264	Transport Infrastructure Act 1994	Section 62(1)	Power to make an application to the chief executive to make a written decision stating any of the matters provided in sub-sections (a)-(k) concerning access between 1 or more State-controlled roads and particular adjacent land which Council has an interest in.	CEO, DCS- P0200, DE- P0800, E- P0850	
598265	Transport Infrastructure Act 1994	Section 67A	Power to ask the chief executive, in writing, to give Council a copy of any decision in force under section 62(1) for land that Council has an interest in.	CEO, DCS- P0200, DE- P0800, E- P0850	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598266	Transport Infrastructure Act 1994	Section 72(2)	Power, as an owner or occupier of land, to enter into an agreement with the chief executive for:- (a) the supply by the chief executive of, or a contribution towards the supply by the chief executive of, alternative road access works between a State-controlled road and Council's land or between Council's land and another road; or (b) the carrying out, or contributions towards the carrying out of, other works in relation to Council's land.	CEO, DCS- P0200, DE- P0800, E- P0850	
598267	Transport Infrastructure Act 1994	Section 73(4)	Power, as an owner or occupier of land, to recover, as a debt from the chief executive, compensation for the diminution in land value because of the prohibition or change made to the access between a State-controlled road and Council's land.	CEO, DCS- P0200, DE- P0800, E- P0850	
598268	Transport Infrastructure Act 1994	Section 76	Power to enter into an agreement with the chief executive for the supply of roadside service centres, roadside rest facilities and other roadside businesses adjacent to or near State-controlled roads.	CEO	
598269	Transport Infrastructure Act 1994	Section 81	Power, as the owner of a public utility plant, to give the chief executive written notice of Council's intention to take action mentioned in section 80 on a State controlled road.	CEO	
598270	Transport Infrastructure Act 1994	Section 83	Power, as the owner of a public utility plant (whether existing or proposed), to arrange with the chief executive for the sharing of the costs, including preliminary costs, of all or any of the following:- (a) acquisition of land associated with the plant; or	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			(b) construction, augmentation alteration or maintenance of the plant; or (c) construction of road works affected by the plant.		
598271	Transport Infrastructure Act 1994	Section 84B(2)	Power, as a railway manager, to consult with, and make submissions to, the Minister about an intended declaration under section 84A.	CEO	
598272	Transport Infrastructure Act 1994	Section 84B(4)	Power, as a railway manager for a rail corridor land that has been declared to be part of a common area, to construct, maintain and operate a railway on the common area in a way not inconsistent with its use as a toll road.	CEO	
598273	Transport Infrastructure Act 1994	Section 84B(5)	Power, as a railway manager for rail corridor land that has been declared to be part of a common area, to enter into an agreement with chief executive, or the lease holder for the particular State toll road corridor land, regarding the following:- (a) responsibility for maintaining a toll road, and the transport infrastructure relating to a toll road, on the common area; and (b) responsibility for the cost of removing road transport infrastructure from the common area and restoring the railway.	CEO	
598274	Transport Infrastructure Act 1994	Section 84D	Power to claim compensation regarding land, in which Council has an interest but has been declared to be State toll road corridor land under section 84A, under the Acquisition of land Act 1967, section 12(5A) and (5B), and part 4 as if the interest were land taken by the State under that Act.	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598275	Transport Infrastructure Act 1994	Section 85A	Power, as a railway manager, to:- (a) consult with, and make submissions to, the Minister regarding the construction, maintenance or operation of a road, or part of a road, that crosses rail corridor land and continues on the other side of the rail corridor land; (b) construct, maintain and operate a railway on the common area in a way not inconsistent with its use as a franchised road; (c) enter into an agreement with the franchisee regarding the franchised road on the common area.	CEO	
598276	Transport Infrastructure Act 1994	Section 94(2)	Power, as a toll road operator, to recover, as a debt, from the driver the amount of any unpaid toll or user administration charge, subject to any applicable agreement made by Council.	CEO	
598277	Transport Infrastructure Act 1994	Section 95(2)	Power, as a toll road operator, to enter into an agreement with a person regarding the liability of a designated vehicle's driver for the toll payable at a toll plaza.	CEO	
598278	Transport Infrastructure Act 1994	Section 99	Power, as a toll road operator, to give the registered operator of a vehicle a written notice requiring the registered operator, within the prescribed time for the notice— (a) to pay Council the deferred toll amount; or (b) to give Council the registered operator's statutory declaration containing the required information.	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598279	Transport Infrastructure Act 1994	Section 99AA	Power, as a toll road operator, to give a single notice to a registered operator for notices under section 99 and 105ZH.	CEO	
598280	Transport Infrastructure Act 1994	Section 100	Power, as a toll road operator, to give written notice, in the approved form, under this section if Council has not received a deferred toll amount and it considers, on reasonable grounds, that a person other than the vehicle's registered operator has information that could help the toll road operator establish the name and address of the driver.	CEO	
598281	Transport Infrastructure Act 1994	Sections 100(2) and 105ZJ(2)	Power to give a statutory declaration complying with subsection (3).	CEO	
598282	Transport Infrastructure Act 1994	Section 101	Power, as a toll road operator, to give a written notice, in the approved form, under this section if Council has not received a deferred toll amount and it considers, on reasonable grounds, that Council has correctly identified the person who was the driver.	CEO	
598283	Transport Infrastructure Act 1994	Section 101A	Power, as a toll road operator, to give a single notice to a person for notices under section 101 and 105ZK.	CEO	
598284	Transport Infrastructure Act 1994	Sections 104(2) and 105ZN(2)	Power to disclose, allow access to, record or use personal information under certain circumstances.	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598285	Transport Infrastructure Act 1994	Chapter 6, Part 8	Power to exercise all the powers of Council, including applying for the Minister's consent for a local government tollway, under Part 8 (Local Government Tollways).	CEO	
598286	Transport Infrastructure Act 1994	Section 105I	Power— (a) as a railway manager, to consult with, and make submissions to, the Minister about an intended declaration under section 105H; (b) to construct, maintain and operate a railway on a declared common area in a way not inconsistent with its use as a local government tollway; (c) to make an agreement with the chief executive regarding the local government tollway on the common area.	CEO	
598287	Transport Infrastructure Act 1994	Section 105J(9) and (10)	Power to enter into a lease or sublease of local government tollway corridor land to another person, for use as a tollway.	CEO	
598288	Transport Infrastructure Act 1994	Section 105JA(3)	Power, as a person with an interest in land declared to be a local government tollway corridor land under section 105H, to claim compensation under the Acquisition of Land Act 1967, section 12(5A) and (5B) and part 4 as if the interest were land taken by the State under that Act.	CEO	
598289	Transport Infrastructure Act 1994	Section 105N	Power, as a public utility provider, to do the following on local government tollway corridor land— (a) build, replace or take away, or alter, other than for maintenance or repair, its public utility plant;	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			(b) maintain or repair, or alter, for maintenance or repair, its public utility plant; (c) take reasonable steps to stop obstruction or potential obstruction to, or interference or potential interference with, its public utility plant; (d) seek written agreement from the local government for whom the declaration of the local government tollway corridor land was made; (e) in the interests of public safety, carry out urgent maintenance of its public utility plant on local government tollway corridor land without the written agreement of the local government.		
598290	Transport Infrastructure Act 1994	Section 105O(1)	Power, as a public utility provider, to ask another local government for information about lines and levels for planned local government tollway infrastructure on local government tollway corridor land.	CEO	
598291	Transport Infrastructure Act 1994	Section 105X(4)	Power, as a public utility provider, to make an agreement with a local government regarding the reduction in cost of replacing or reconstructing a public utility plant.	CEO	
598292	Transport Infrastructure Act 1994	Section 105Y	Power to enter into a local government tollway franchise agreement with another local government.	CEO	
598293	Transport Infrastructure Act 1994	Section 109A(4)(a)	Power, as an owner or occupier of land, to allow the chief executive to enter the land by giving written consent to the chief executive.	CEO, DCS- P0200, DE-	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598294	Transport Infrastructure Act 1994	Section 110	Power to apply to the chief executive for a rail feasibility investigator's authority for an area of land.	CEO	
598295	Transport Infrastructure Act 1994	Section 114(3)(a)	Power:- (a) as an owner or occupier of land, to consent to an investigator or an associated person to enter onto land; or (b) as an authorised investigator, to enter land, with the owner's or occupier's consent; for the purpose of investigating the land's potential and suitability as a rail corridor.	CEO, DCS- P0200, DE- P0800, W/PM- P0802, WC- P0803	
598296	Transport Infrastructure Act 1994	Section 115(1)	Power, as an authorised investigator, to allow an associated person to act under the investigator's authority.	CEO, DCS- P0200, DE- P0800, E- P0850, W/PM- P0802, WC- P0803	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598297	Transport Infrastructure Act 1994	Sections 115(4) and 408(4)	Power, as an owner or occupier of land, to ask person who has entered, is entering, or is about to enter Council's land under an authority for the person's identification or about the person's authority to enter Council's land.	CEO, DCS- P0200, DE- P0800, E- P0850, W/PM- P0802, WC- P0803	
598298	Transport Infrastructure Act 1994	Section 117(b)	Power, as an authorised investigator, to do anything necessary or desirable to minimise damage to the land or inconvenience to the land's owner or occupier.	CEO, DCS- P0200, DE- P0800, E- P0850, W/PM- P0802, WC- P0803	
598299	Transport Infrastructure Act 1994	Section 118 (1)	Power, as an owner or occupier of land, to:- (a) claim compensation from the relevant person for the loss or damage arising out of an entry onto land, any use made of the land, anything brought onto the land, or anything done or left on the land in connection with the relevant person's authority; (b) require the relevant person to carry out works to rectify, within a reasonable time, the damage after the relevant person has finished investigating the land under the authority; or	CEO, DCS- P0200, DE- P0800, E- P0850	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			(c) require the relevant person to carry out works to rectify the damage and claim compensation from the investigator for any loss or damage not rectified.		
598300	Transport Infrastructure Act 1994	Section 118(4)(a)	Power:- (a) as an owner or occupier of land, to make an agreement with the relevant person with regards to the amount of compensation; or (b) as an authorised investigator, to make an agreement with owner or occupier of the land with regards to the amount of compensation.	CEO, DCS- P0200, DE- P0800, E- P0850	
598301	Transport Infrastructure Act 1994	Section 126(2)(d)(i)	Power, as an owner of land, to agree to allow an applicant for accreditation as a railway manager and/or operator to access the land where the railway is constructed or is proposed to be constructed.	CEO, DCS- P0200, DE- P0800, E- P0850	
598302	Transport Infrastructure Act 1994	Section 165(c)	Power, as an owner or occupier of land, to agree to allow the chief executive or an accredited person to take or use the material on Council's land.	CEO, DCS- P0200, DE- P0800, E- P0850, WPM- P0802, WC- P0803	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598303	Transport Infrastructure Act 1994	Section 166(1)	Power, as an owner or occupier of land, to give written notice to the chief executive or an accredited person regarding:-  (a) a claim for compensation for the loss or damage caused by the entry or railway works <a href="#">or accommodation works</a> carried out on Council's land;  (b) a claim for compensation for the taking or use of materials;  (c) a requirement that the accredited person carry out works in restitution for the damage; or  (d) a requirement that the accredited person carry out works in restitution for the damage and a claim for compensation for any loss or damage not restituted.	CEO, DCS- P0200, DE- P0800, E- P0850	
598304	Transport Infrastructure Act 1994	Section 168	Power to seek the chief executive's written approval to carry out works near a railway.	CEO, DCS- P0200, DE- P0800, E- P0850, W/PM- P0802, W/C- P0803	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598305	Transport Infrastructure Act 1994	Section 168(7)(b)	Power, as an owner or occupier of land, to make an agreement with an authorised person to allow the authorised person to enter Council's land and inspect railway works.	CEO, DCS- P0200, DE- P0800, E- P0850, W/PM- P0802, WC- P0803	
598306	Transport Infrastructure Act 1994	Section 169	Power, as a railway manager, to— (a) temporarily close or regulate a railway crossing if satisfied it is necessary because of an immediate threat to— (i) the safety of the railway; or (ii) the public using it or who may use it; (b) construct a substitute crossing if Council decides to close or regulate a crossing.	CEO, DCS- P0200, DE- P0800, E- P0850	
598307	Transport Infrastructure Act 1994	Section 178(1)(a)	Power, as an occupier of a place, to consent to the entry of a rail safety officer into the place.	CEO, DCS- P0200, DE- P0800, E- P0850	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598308	Transport Infrastructure Act 1994	Section 179(3) and (5)	Power, as an occupier of a place, to sign an acknowledgement of Council's consent to allow a rail safety officer to enter the place.	CEO, DCS- P0200, DE- P0800, E- P0850	
598309	Transport Infrastructure Act 1994	Section 240(4)	Power, as a railway manager, to enter into a sublease with the chief executive for rail corridor land or non-rail corridor land.	CEO	
598310	Transport Infrastructure Act 1994	Section 240B(2A)	Power, as a railway manager, to make an agreement with the chief executive to renew a sublease for a section of rail corridor land before or immediately after its expiry.	CEO	
598311	Transport Infrastructure Act 1994	Section 240B (5)-(7)	Power to make an agreement with the chief executive, or commence proceedings in a court, for compensation to be paid to Council because of the revocation of an unregistered right in a railway manager's sublease for a section of rail corridor land.	CEO, DCS- P0200, DE- P0800, E- P0850	
598312	Transport Infrastructure Act 1994	Section 240D	Power to enter into a sublease with the chief executive for a section of non-rail corridor land.	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598313	Transport Infrastructure Act 1994	Section 240E(2) and (3)	Power, as an owner of land, to seek and negotiate with the railway manager a right of access across a proposed railway if Council's land is adjacent to the relevant land or Council has access over the relevant land.	CEO	
598314	Transport Infrastructure Act 1994	Section 240E(5)	Power, as a railway manager or as an owner of land, to ask the chief executive, if an agreement regarding right of access cannot be made, to decide whether a right of access across the proposed railway should be granted.	CEO	
598315	Transport Infrastructure Act 1994	Section 240E(7)	Power, as a railway manager or an owner of land, to give the chief executive the information the chief executive requires in deciding whether to grant a right of access across the proposed railway.	CEO, DCS- P0200, DE- P0800, E- P0850	
598316	Transport Infrastructure Act 1994	Section 240F(3)(a)	Power, as a railway manager of a rail corridor land or as a right of access holder, to agree to cancel the right of access to the land.	CEO	
598317	Transport Infrastructure Act 1994	Section 240F(4)	Power, as a railway manager of a rail corridor land or as an owner of land, to enter into an agreement in relation to the compensation payable for the cancellation of a right of access across a rail corridor land.	CEO	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598318	Transport Infrastructure Act 1994	Section 240F(6)	Power, as an owner of land, to commence proceedings in the Land Court for compensation.	CEO	
598319	Transport Infrastructure Act 1994	Section 241(3)	Power, as a railway manager, to grant a sublicence in relation to an easement described in schedule 4 to a railway operator.	CEO	
598320	Transport Infrastructure Act 1994	Sections 244(2)(b) and 244A(2)(b)	Power, as a railway manager, to— (a) alter the rail transport infrastructure; and (b) manage the railway using the rail transport infrastructure, whether or not altered; and (c) operate, or authorise a railway operator to operate, rolling stock on the railway.	CEO	
598321	Transport Infrastructure Act 1994	Section 249(3)(a) and (b)	Power:- (a) as a railway manager for rail corridor land or future railway land, to construct, maintain and operate a railway on the common area in a way not inconsistent with its use as a relevant road; (b) to construct, maintain and operate a local government tollway corridor land within a declared common area in a way not inconsistent with its use as a railway	CEO	
598323	Transport Infrastructure Act 1994	Section 250	Power:- (a) as a railway manager, to:- (i) in constructing or managing a railway, to alter the level of a road or require the authority responsible for the road to alter its level; (ii) make an agreement with the authority responsible for the road with regards to the responsibility for the payment of all reasonable expenses incurred in altering the road level; (iii) make an agreement with a person, whose land is directly affected by the road alteration,	CEO, DCS- P0200, DE- P0800, E- P0850	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598324	Transport Infrastructure Act 1994	Section 253(1)	<p>regarding the amount of compensation payable to the person;</p> <p>(iv) if an agreement cannot be reached with the person directly affected by the road alteration, make an application to a court with jurisdiction to make a decision on the amount of compensation; or</p> <p>(b) as an authority responsible for a road, to make an agreement with the railway manager with regards to the responsibility for the payment of all reasonable expenses incurred in altering the road level; or</p> <p>(c) as an occupier or owner of land that has been directly affected by the road alteration, to:-</p> <p>(i) make an agreement with the railway manager regarding the amount of compensation payable to Council;</p> <p>(ii) make an application to a court with jurisdiction to make a decision on the amount of compensation.</p>	CEO, DCS- P0200, DE- P0800, E- P0850, WPM- P0802, WC- P0803	
598325	Transport Infrastructure Act 1994	Section 253(3)	Power, as a railway manager of rail corridor land or as a sublessee of non-rail corridor land, to consult with the chief executive before the chief executive makes a decision on proposed relevant infrastructure on rail corridor land or non-rail corridor land.	CEO, DCS- P0200, DE-	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598326	Transport Infrastructure Act 1994	Section 253(4)	Power, as a railway manager of rail corridor land or as a sublessee of non-rail corridor land, to continue to use the land and the airspace above the land, other than any land and airspace excluded by a condition of the permission.	CEO, DCS- P0200, DE- P0800, E- P0850, W/PM- P0802, W/C- P0803	
598327	Transport Infrastructure Act 1994	Section 253(7)	Power to enter into an agreement with the chief executive concerning the maintenance of a road and a bridge, structure or crossing constructed on rail corridor land or non-rail corridor land, as well as the costs of removing the bridge, structure or crossing when the road is no longer in use and the subsequent restoration of the relevant infrastructure on the land.	CEO, DCS- P0200, DE- P0800, E- P0850, W/PM- P0802, W/C- P0803	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598328	Transport Infrastructure Act 1994	Section 255(1)	Power:- (a) as a railway manager, to give written approval to a person seeking to interfere with the railway; or (b) to seek written approval from a railway's manager to interfere with the railway; and (c) to interfere with a railway provided that the interference is:- (i) with the railway manager's written approval; (ii) permitted or authorised under a right of access under sections 240E or 253; or under the Transport (Rail Safety) Act 2010; or (iii) otherwise approved, authorised or permitted under this Act or another Act.	CEO, DCS- P0200, DE- P0800, E- P0850	
598329	Transport Infrastructure Act 1994	Section 256	Power, as a railway manager, to require, by written notice, a person who has contravened section 255(1) to rectify the interference within a stated reasonable time, or to rectify the interference if the person fails to comply with the requirement.	CEO, DCS- P0200, DE- P0800, E- P0850	
598330	Transport Infrastructure Act 1994	Section 258A	Power to make an application to the chief executive to make a change to the management of a local government road if the change would require work on a railway or would have a significant adverse impact on the safety and operational integrity of a railway or future railway.	CEO, DCS- P0200, DE- P0800, E- P0850	
598331	Transport Infrastructure Act 1994	Section 260(3)	Power, as a railway manager, to construct and maintain a fence of substantially similar quality to any fence around the neighbouring land when the railway was constructed in order to satisfy its obligation under subsection (2)(b).	CEO, DCS- P0200,	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598332	Transport Infrastructure Act 1994	Section 260(4)(b)	Power, as an owner or occupier of land next to existing railway, or as a railway manager of the existing railway, to enter into an agreement for compensation for railway works with the railway manager or the owner or occupier of the land, respectively.	DE- P0800, E- P0850, W/PM- P0802, W/C- P0803	
598333	Transport Infrastructure Act 1994	Section 260(6) and (7)	Power:- (a) as an owner or occupier of land adjacent to an existing railway, to carry out further works at Council's expense, with the railway manager's agreement, if Council considers that the works carried out under section 260 are insufficient for the convenient use of the land; or (b) as a railway manager of an existing railway:- (i) to agree to the further works proposed to be carried out by the owner or occupier of land adjacent to the existing railway at its expense; (ii) to require, by written notice given to the owner or occupier, the further works to be carried out under the supervision of a person nominated by Council and according to plans and specifications approved by Council.	CEO, DCS- P0200, DE- P0800, E- P0850	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598334	Transport Infrastructure Act 1994	Section 260(9) and (11)	Power, as an owner or occupier of land adjacent to an existing railway, to cross the existing railway with Council's, and its employees' and agents', vehicles and livestock until the railway manager carries out the works pursuant to subsection (2), unless Council has received compensation for the works.	CEO, DCS- P0200, DE- P0800, E- P0850	
598335	Transport Infrastructure Act 1994	Section 266A(2)(a)	Power, as a railway manager, to give written notice to the chief executive, at least 2 months before a preserved train path is allocated to a person, stating details of the proposed allocation.	CEO	
598336	Transport Infrastructure Act 1994	Section 266D	Power, as a railway manager, to make a submission against the imposition of a penalty pursuant to section 266C(2) in the way stated in the proposed penalty notice.	CEO	
598337	Transport Infrastructure Act 1994	Section 266F	Power, as a railway manager, to appeal a penalty notice to the Supreme Court against the chief executive's decision to impose a penalty.	CEO	
598338	Transport Infrastructure Act 1994	Section 273	Power to exercise all the powers and functions of a port authority under Chapter 8 if Council is given management of a port under Chapter 8.	CEO	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598339	Transport Infrastructure Act 1994	Section 279A	Power— (a) as a port lessor, port lessee or port manager of the Port of Brisbane, to impose charges in relation to port services and port facilities; (b) as a port user, to make an agreement with the port lessor, port lessee or port manager regarding subsection (1).	CEO	
598340	Transport Infrastructure Act 1994	Section 279B	Power, as a port lessor, port lessee or port manager of the Port of Brisbane, to enter into a port agreement with the Minister about charges imposed pursuant to section 279A.	CEO	
598341	Transport Infrastructure Act 1994	Section 281C	Power, as a port lessor, port lessee or port manager of the Port of Brisbane, to— (a) decide a reasonable time for payment of a charge imposed pursuant to section 279A and a reasonable interest rate to be applied to any unpaid amount; and (b) recover a charge, or part of a charge, and any interest payable in relation to the charge, as a debt payable to Council.	CEO	
598342	Transport Infrastructure Act 1994	Section 281F	Power, as a port lessor, port lessee or port manager of the Port of Brisbane, to (a) by written notice, require a person to give Council a security deposit as a security for a liability or debt incurred, or that may be incurred, by it under chapter 8, part 3A in relation to the payment of a charge or damage caused, or that may be caused, to port facilities; (b) appropriate, or partly appropriate, a security deposit to meet the liability or indebtedness of the person if the liability or debt is unpaid after becoming due; (c) by written notice, require the person to give Council a further security deposit subsequent to the appropriation, or part appropriation, of a security deposit; and (d) by written notice, require the person to give Council a security deposit in a greater amount, or in a different form, or both, if Council considers that the person's liability or indebtedness, or	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			potential liability or indebtedness, to Council under chapter 8, part 3A should be more adequately guaranteed.		
598343	Transport Infrastructure Act 1994	Section 282	Power, as a port lessor of the Port of Brisbane, to display or publish a port notice to control activities or conduct in its port area if Council reasonably considers the activities or conduct may— (a) affect the port's operation; or (b) cause damage to the port authority's strategic port land or Brisbane core port land; or (c) cause damage to the environment.	CEO	
598344	Transport Infrastructure Act 1994	Section 282AA	Power, as a port lessor of the Port of Brisbane, to display or publish a port notice requiring a person or class of persons to produce to the port lessor or port lessor's delegate, information relevant to the matters listed in sub-subsections (a)-(e).	CEO	
598345	Transport Infrastructure Act 1994	Section 282A	Power, as a port lessor of the Port of Brisbane, to control by port notice— (a) the movement or mooring of ships at its port facilities; or (b) the movement or mooring of ships if the movement or mooring may affect the port's operation; or (c) activities on or by ships moored at its port facilities or in its port if the activities may affect the port's operation.	CEO	
598346	Transport Infrastructure Act 1994	Section 282C	Power, as a port lessor of the Port of Brisbane, to control, by port notice, the movement, handling or storage of goods loaded, waiting to be loaded, unloaded or transhipped to or from ships at its port facilities.	CEO	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598347	Transport Infrastructure Act 1994	Section 282D	Power, as a port lessor of the Port of Brisbane, to control, by port notice, the movement of persons at its facilities including, for example, where the movement of members of the public, or another identified group, is restricted or prohibited.	CEO	
598348	Transport Infrastructure Act 1994	Section 282E	Power, as a port lessor of the Port of Brisbane, to control by port notice the parking or stopping of vehicles at or on its port facilities, strategic port land or Brisbane core port land including, for example, by indicating a place where parking or stopping of a vehicle is restricted or prohibited.	CEO	
598349	Transport Infrastructure Act 1994	Section 282F	Power, as a port lessor of the Port of Brisbane, to control by port notice the movement, stopping or parking of rolling stock at its port facilities including, for example, by indicating where parking of rolling stock is restricted or prohibited.	CEO	
598350	Transport Infrastructure Act 1994	Section 282K	Power, as a port lessor of the Port of Brisbane, to appoint a person as an authorised officer for Council.	CEO	
598351	Transport Infrastructure Act 1994	Section 283ZJ	Power, as a port operator, to consult with the Minister before the Minister gives a direction under subsection (2).	CEO	
598352	Transport Infrastructure Act 1994	Section 283ZZ	Power, as an assessment manager for a development application for development on Brisbane core port land under the Sustainable Planning Act 2009, to impose a condition on the development approval for the application requiring a contribution only in relation to the following infrastructure provided by the Brisbane City Council or a service provider—	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			(a) drainage; (b) public transport; (c) roads; (d) sewerage and water supply headworks.		
598353	Transport Infrastructure Act 1994	Section 283ZZB	Power to apply to the planning chief executive for a planning and development certificate for premises on Brisbane core port land.	CEO	
598354	Transport Infrastructure Act 1994	Section 283ZZJ	Power, as an assessment manager for a development application for development on land that becomes Brisbane core port land, to give the application to the planning chief executive and respond to any request for information from the planning chief executive.	CEO	
598355	Transport Infrastructure Act 1994	Section 283ZZN	Power, as a port lessor, port lessee or port manager of the Port of Brisbane, to grant a licence to enter and use port land, if leased by Council under the Land Act 1994, or trade lease of land, if subleased to Council.	CEO	
598356	Transport Infrastructure Act 1994	Section 285C	Power to make written submissions in respect of a statement of proposal under section 285A or draft plan under section 285B made by a port authority over land in or adjoining Council's area.	CEO	
598357	Transport Infrastructure Act 1994	Section 289C	Power to apply to a port authority for approval to perform a controlled activity in a port authority's port area.	CEO	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598358	Transport Infrastructure Act 1994	Section 289G	Power, if Council's interests are affected by a decision mentioned in section 289F(1), to ask the port authority to review the decision or, pursuant to the Transport Planning and Coordination Act 1994, part 5, division 2, make an application to the Queensland Civil and Administrative Tribunal to have the original decision stayed.	CEO	
598359	Transport Infrastructure Act 1994	Section 289I(2)(b)	Power, as a port operator, to have abandoned property found at the port facility moved to a place Council considers appropriate.	CEO	
598360	Transport Infrastructure Act 1994	Section 289J	Power to seek the return of abandoned property from a port authority or port operator.	CEO	
598361	Transport Infrastructure Act 1994	Section 289K	Power, as a port operator, to sell property that has remained unclaimed 28 days after the publication of a notice under section 289I about the abandoned property.	CEO	
598362	Transport Infrastructure Act 1994	Section 289L	Power, as a port operator, to sell abandoned property if it is perishable and it is impracticable for Council to keep it having regard to its nature and condition.	CEO	
598363	Transport Infrastructure Act 1994	Section 289N	Power, as a port operator, to dispose of abandoned property that is insufficient value property in the way Council considers appropriate.	CEO	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598364	Transport Infrastructure Act 1994	Section 289Z	Power, as a port lessor of the Port of Brisbane, to delegate a function under Chapter 8, other than under part 3A, to a port lessee or port manager.	CEO	
598365	Transport Infrastructure Act 1994	Section 289ZA	Power:- (a) as a port lessor of the Port of Brisbane, to appoint an entity as a port manager for the Port of Brisbane; or (b) as a port lessee— (i) to seek written approval from the port lessor to appoint an entity as a port manager for the Port of Brisbane; and (ii) with the written approval of the port lessor, appoint an entity as a port manager for the Port of Brisbane.	CEO	
598366	Transport Infrastructure Act 1994	Section 299(4)(a)	Power, as an owner or occupier of land, to give permission to a person proposing to enter Council's land for purposes other than for the performance of urgent remedial work to facilitate or maintain the operation of busway transport infrastructure.	CEO	
598367	Transport Infrastructure Act 1994	Section 300(2)	Power, as an owner or occupier of land, to claim compensation from the chief executive for loss or damage caused by the entry, occupation, or use, including by the taking or consumption of materials, of Council's land by the chief executive or a person authorised by the chief executive for purposes relating to busway transport infrastructure.	CEO	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598368	Transport Infrastructure Act 1994	Section 300(4)	Power, as an owner or occupier of land, to commence proceedings in the Land Court against the chief executive for compensation in the absence of a prior agreement between Council and the chief executive for compensation.	CEO	
598369	Transport Infrastructure Act 1994	Section 303AAA	Power, as a person given a written notice under section 303(2D), to claim compensation under the Acquisition of Land Act 1967, section 12(5A) and (5B) and part 4.	CEO	
598370	Transport Infrastructure Act 1994	Section 303AA	Power to enter into a sublease with the State for an established busway, or a proposed busway, on busway land, including the power to negotiate, and agree upon, the terms of the sublease.	CEO	
598371	Transport Infrastructure Act 1994	Section 303AB(1)	Power to seek a licence from the chief executive in relation to busway land or busway transport infrastructure for any of the following purpose:- (a) construction, maintenance or operation of any thing on the land; (b) the use of the land or infrastructure for any purpose; (c) maintenance, management or operation of the land or infrastructure.	CEO	
598372	Transport Infrastructure Act 1994	Section 303AB(3A) and (4)	Power, in relation to a licence granted under section 303AB(1), to:- (a) surrender the licence; and (b) mortgage, sublicense or transfer the licence with the consent of the chief executive.	CEO	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598373	Transport Infrastructure Act 1994	Section 303AC(2) and (4)	Power, as an owner or occupier of busway land or busway transport infrastructure that is subject to a licence granted under section 303AB, to:- (a) claim compensation from the chief executive for loss or damage caused by a relevant activity, including by the taking or consumption of materials; and (b) enter into an agreement with the chief executive about the payment of compensation; or (c) in the absence of an agreement about the payment of compensation, commence proceedings in the Land Court for payment of compensation.	CEO	
598374	Transport Infrastructure Act 1994	Section 303B(d)	Power to construct, maintain and operate a non-#8209;State controlled road on a busway common area.	CEO	
598375	Transport Infrastructure Act 1994	Section 305(2)	Power to:- (a) consult with the chief executive concerning the nature and extent of the alteration of the level of the road for busway transport infrastructure works, or the management or operation of a busway, before the alteration is commenced; and (b) make an agreement regarding the amount payable to Council for costs incurred by Council in altering the road level.	CEO	
598376	Transport Infrastructure Act 1994	Section 307(1)	Power to construct, maintain, and operate a road located on busway land, if permitted by the chief executive, by way of a bridge or other structure that allows traffic to pass over or under the level at which buses use the busway land.	CEO	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598377	Transport Infrastructure Act 1994	Section 307(5)	Power to make an agreement with the chief executive concerning the maintenance of a road and a bridge or other structure located on busway land, and the costs of removing the bridge or other structure once it is no longer in use and the subsequent restoration of the busway land.	CEO	
598378	Transport Infrastructure Act 1994	Section 308	Power to enter into a contract with the chief executive for the following:-- (a) carrying out busway transport infrastructure works on a busway or on land that is intended to become a busway; or (b) carrying out other works that contribute to the effectiveness and efficiency of the busway network; or (c) carrying out the operation of a busway; or (d) which powers of Council are to be exercised by the chief executive and which powers are to be exercised by Council for the busway – even though the contracted works or operations, as stated in (a), (b) or (c), relate to areas outside Council's area.	CEO	
598379	Transport Infrastructure Act 1994	Section 308(5)	Power, as an owner of land adjacent to a busway, to make a request to the chief executive for work to be carried out on the land and enter into a contract with the chief executive for the chief executive to carry out works on the land.	CEO	
598380	Transport Infrastructure Act 1994	Section 308(10)	Power to enter into an arrangement with the chief executive for the sharing of costs, including preliminary costs, of— (a) acquiring land for busway transport infrastructure; or (b) busway transport infrastructure works on a busway; or (c) other works that contribute to the effectiveness and efficiency of the busway network; or (d) the operation of a busway.	CEO	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598381	Transport Infrastructure Act 1994	Section 309	Power to obtain the chief executive's written approval if Council intends to approve the erection, alteration or operation of any advertising sign or device that is visible from a busway and may reasonably create a traffic hazard, and the conditions applied by Council to the erection, alteration or operation of the sign or device do not comply with the chief executive's permission criteria.	CEO	
598382	Transport Infrastructure Act 1994	Section 318(1)	Power, as a public utility provider, to do the following things on busway land:- (a) build, replace or take away, or alter, other than for maintenance or repair, its public utility plant; (b) maintain or repair, or alter, for maintenance or repair, its public utility plant; (c) take reasonable steps to stop obstruction or potential obstruction to, or interference or potential interference with, its public utility plant.	CEO	
598383	Transport Infrastructure Act 1994	Section 318(2)	Power, as a public utility provider, to seek written agreement from the chief executive for Council to do the things mentioned in subsection (1).	CEO	
598384	Transport Infrastructure Act 1994	Section 318(4)	Power, as a public utility provider, to carry out urgent maintenance of its public utility plant on busway land without the written agreement of the chief executive, if acting in the interests of public safety and Council:- (a) makes all reasonable attempts to obtain the chief executive's oral agreement to the carrying out of the maintenance; and (b) whether or not the chief executive's oral agreement is obtained, acts as quickly as possible to advise the chief executive of the details of the maintenance being carried out.	CEO	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598385	Transport Infrastructure Act 1994	Section 319	Power, as a public utility provider, to make a request to the chief executive to give Council information about lines and levels for planned busway transport infrastructure on busway land necessary to enable Council to minimise possible adverse effects of the establishment of the infrastructure on Council's works.	CEO	
598386	Transport Infrastructure Act 1994	Section 328(2)(b)	Power, as a public utility provider, to enter into an agreement with the chief executive for the reduction of the cost to the chief executive for the replacement or reconstruction of a public utility plant owned by Council on busway land.	CEO	
598387	Transport Infrastructure Act 1994	Sections 332, 333 and 335	Power to seek compensation from the chief executive for interference caused to land in which Council has an interest, or Council occupied land, by the establishment of busway transport infrastructure on busway land.	CEO	
598388	Transport Infrastructure Act 1994	Section 334(1)	Power, as an owner or occupier of land, to enter into an agreement with the chief executive, with regards to the establishment or proposed establishment of busway transport infrastructure on busway land, for:- (a) the supply by the chief executive, or a contribution by the chief executive towards the supply, of works for alternative access for Council's land; or the carrying out, or a contribution towards carrying out, of other works in relation to Council's land for the purpose of access for Council's land.	CEO	
598389	Transport Infrastructure Act 1994	Section 335(3)	Power to:- (a) enter into an agreement with the chief executive concerning the period upon which an agreement for compensation is to be entered into between the parties; (b) enter into an agreement with the chief executive for compensation within 60 days of the	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			compensation application or within an agreed period; and (c) make an application to the Land Court for compensation.		
598390	Transport Infrastructure Act 1994	Section 335AC	Power to apply to the chief executive for accreditation as the busway manager for a busway.	CEO	
598391	Transport Infrastructure Act 1994	Section 335AJ	Power, as a busway manager, to apply to the chief executive for an amendment of the conditions of Council's accreditation as a busway manager.	CEO	
598392	Transport Infrastructure Act 1994	Section 335AO	Power, as a busway manager, to surrender Council's accreditation by written notice given to the chief executive.	CEO	
598393	Transport Infrastructure Act 1994	Section 337	Power to apply to the chief executive for authorisation as an authorised busway user for a busway.	CEO	
598394	Transport Infrastructure Act 1994	Section 346V	Power, as an owner of a thing seized by a busway safety officer, to inspect the seized thing and, if it is a document, to copy it.	CEO	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598395	Transport Infrastructure Act 1994	Section 346Z	Power to claim compensation from the State if Council incurs loss or expense because of the exercise, or purported exercise, of a power under relevant busway legislation, including, for example in complying with a requirement made of Council under chapter 9, part 6.	CEO	
598396	Transport Infrastructure Act 1994	Section 350(4)(a)	Power, as an owner or occupier of land, to give permission to the chief executive, or a person authorised by the chief executive, to enter, occupy, or use Council's land in order to perform work other than urgent remedial work to facilitate or maintain the operation of light rail transport infrastructure.	CEO	
598397	Transport Infrastructure Act 1994	Section 351(2)	Power, as an owner or occupier of land, to make a claim for compensation from the chief executive for loss or damage caused by the entry, occupation, or use, including by the taking or consumption of materials, of Council's land by the chief executive or a person authorised by the chief executive for purposes relating to light rail transport infrastructure.	CEO	
598398	Transport Infrastructure Act 1994	Section 351(4)	Power, as an owner or occupier of land, to commence proceedings in the Land Court against the chief executive for compensation in the absence of a prior agreement between Council and the chief executive for compensation.	CEO	
598399	Transport Infrastructure Act 1994	Section 355	Power, as a light rail manager, to:- (a) enter into a sublease with the State for an established light rail, or a proposed light rail, on light rail land, including the power to negotiate, and agree upon, the terms of the sublease, such as an option to renew; and (b) if Council attaches light rail transport infrastructure to the land subject of the original sublease, and subsequent subleases, enter into an agreement with the chief executive concerning ownership of the infrastructure.	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598400	Transport Infrastructure Act 1994	Section 355A(1)	Power to seek a licence from the chief executive in relation to light rail land or light rail transport infrastructure for any of the following purposes— (a) construction, maintenance or operation of anything on the land; (b) the use of the land or infrastructure for any purpose, including, for example, a commercial or retail purpose; (c) maintenance, management or operation of the land or infrastructure.	CEO	
598401	Transport Infrastructure Act 1994	Section 355A(3A) and (4)	Power, in relation to a licence granted under section 355A(1), to:- (a) surrender the licence; and (b) mortgage, sublicense or transfer the licence with the consent of the chief executive.	CEO	
598402	Transport Infrastructure Act 1994	Section 355B(2) and (4)	Power, as an owner or occupier of light rail land or light rail transport infrastructure that is subject to a licence granted under section 355A, to:- (a) claim compensation from the chief executive for loss or damage caused by a relevant activity, including by the taking or consumption of materials; and (b) enter into an agreement with the chief executive about the payment of compensation; or (c) in the absence of an agreement about the payment of compensation, commence proceedings in the Land Court for payment of compensation.	CEO	
598403	Transport Infrastructure Act 1994	Section 357(2)	Power to:- (a) consult with the chief executive concerning the nature and extent of the alteration of the level of the road for light rail transport infrastructure works, or the management or operation of a light rail, before the alteration is commenced; and (b) make an agreement regarding the amount payable to Council for costs incurred by Council in altering the road level.	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598404	Transport Infrastructure Act 1994	Section 358(1)	Power to construct, maintain, and operate a road located on light rail land, if permitted by the chief executive, which consists of a bridge or other structure to allow traffic to pass over the level at which light rail vehicles use the light rail land or a structure that allows traffic to pass under the level that light rail vehicles use the light rail land.	CEO	
598405	Transport Infrastructure Act 1994	Section 358(2)	Power, as a light rail manager, to consult with the chief executive before the chief executive makes a decision regarding whether to give permission under subsection (1).	CEO	
598406	Transport Infrastructure Act 1994	Section 358(6)	Power to make an agreement with the chief executive in relation to the following:- (a) maintenance of a road and a bridge or other structure located on light rail land; (b) the costs of removing the bridge, or other structure, once it is no longer in use; and (c) restoring the light rail land following the removal of the bridge or other structure.	CEO	
598407	Transport Infrastructure Act 1994	Section 359(3)	Power, as a light rail manager, to consult with the chief executive before a designation under subsection (1) is made.	CEO	
598408	Transport Infrastructure Act 1994	Section 359(6)	Power to consult with the chief executive before the chief executive includes any directions in the gazette notice designating light rail land as light rail land that is to be used as a road under the control of Council.	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598409	Transport Infrastructure Act 1994	Section 360(3)	Power, as a light rail manager, to consult with the chief executive before a designation under subsection (1) is made.	CEO	
598410	Transport Infrastructure Act 1994	Section 360A	Power to enter into a contract with the chief executive for the following:-- (a) carrying out light rail transport infrastructure works on a light rail or on land that is intended to become a light rail; or (b) carrying out works on land affected by a light rail or proposed light rail, including, for example, road works on a road; or (c) carrying out other works that contribute to the effectiveness and efficiency of the light rail network; or (d) carrying out the operation of a light rail; or (e) carrying out the operation of a public passenger service using light rail transport infrastructure; or (f) which powers of Council are to be exercised by the chief executive and which are to be exercised by Council for the light rail -- even though the contracted works or operations, as stated in (a)-(e), relate to areas outside Council's area.	CEO	
598411	Transport Infrastructure Act 1994	Section 360A(5)	Power, as an owner of land adjacent to a light rail, to make a request to the chief executive for work to be carried out on the land and enter into a contract with the chief executive for the chief executive to carry out works on the land.	CEO	
598412	Transport Infrastructure Act 1994	Section 360A(10)	Power to enter into an arrangement with the chief executive for the sharing of costs, including preliminary costs, of:- (a) acquiring land for light rail transport infrastructure; or (b) light rail transport infrastructure works on a on a light rail or land that is intended to become a light rail; or	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598413	Transport Infrastructure Act 1994	Section 362(1)(a) and (4)	Power, as a light rail manager, to:- (a) give written approval to allow a person to interfere with light rail transport infrastructure or light rail transport infrastructure works; and (b) consult with the chief executive before approval is given.	CEO	
598414	Transport Infrastructure Act 1994	Section 363(2) and (3)	Power, as a light rail manager, to give a written notice to a person who has interfered with light rail transport infrastructure, or light rail transport infrastructure works, requiring the person to rectify the interference, following consultation with the chief executive.	CEO	
598415	Transport Infrastructure Act 1994	Section 363(6) and (8)	Power, as a light rail manager, to:- (a) rectify an interference with light rail transport infrastructure or light rail transport infrastructure works; and (b) recover the reasonable costs of rectifying the interference as a debt from the person who was given written notice of the interference.	CEO	
598416	Transport Infrastructure Act 1994	Section 366(1)	Power, as a public utility provider, to do the following on light rail land:- (a) build, replace or take away, or alter, other than for maintenance or repair, its public utility plant; (b) maintain or repair, or alter, for maintenance or repair, its public utility plant;	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			(c) take reasonable steps to stop obstruction or potential obstruction to, or interference or potential interference with, its public utility plant.		
598417	Transport Infrastructure Act 1994	Section 366(2)	Power, regarding the matters mentioned in subsection (1) of the section:- (a) as a public utility provider, to seek written agreement from each light rail authority for the light rail land for Council to undertake the activities; or (b) as a light rail authority, to agree in writing to activities a public utility provider seeks to undertake.	CEO	
598418	Transport Infrastructure Act 1994	Section 366(4)	Power, as a public utility provider, to carry out urgent maintenance of its public utility plant on light rail land without written agreement of each light rail authority for the light rail land, if acting in the interests of public safety and if Council:- (a) makes all reasonable attempts to obtain each authority's oral agreement to the carrying out of the maintenance; and (b) whether or not each authority's oral agreement is obtained, acts as quickly as possible to advise each authority of the details of the maintenance being carried out.	CEO	
598419	Transport Infrastructure Act 1994	Section 367	Power, as a public utility provider, to make a request to the chief executive to give Council information about lines and levels for planned light rail transport infrastructure on light rail land necessary to enable Council to minimise possible adverse effects of the establishment of the infrastructure on Council's works.	CEO	
598420	Transport Infrastructure Act 1994	Section 368	Power, as a light rail authority for light rail land, to consult with a public utility provider regarding a proposal by the provider to replace the whole or a substantial proportion of its public utility plant on light rail land.	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598421	Transport Infrastructure Act 1994	Section 369(2)	Power, as a light rail authority, to require a public utility provider, at the provider's cost and within the time stated in a written notice, to take action to remedy an action undertaken by the provider pursuant to section 366(1) of the Act:- (a) without the written or oral agreement of Council; or (b) in a way inconsistent with an agreement between Council and the provider.	CEO	
598422	Transport Infrastructure Act 1994	Section 369(5)	Power, as a light rail authority, to arrange for action the authority considers necessary to remedy the action undertaken by a public utility provider pursuant to section 366(1), should the provider fail to comply with subsection (2) notice.	CEO	
598423	Transport Infrastructure Act 1994	Section 371(2)	Power, as a light rail authority, to ask a public utility provider owning public utility plant located on light rail land to give information defining the location of the plant.	CEO	
598424	Transport Infrastructure Act 1994	Sections 372, 373 and 374	Power, as a light rail authority, to agree to be liable for any damage to public utility plants located on light rail land.	CEO	
598425	Transport Infrastructure Act 1994	Section 376(2)(b)	Power, regarding replacement or reconstruction of a public utility plant on light rail land:- (a) as a light rail manager, to enter into an agreement with a public utility provider for the reduction of the cost to Council of the replacement or reconstruction of public utility plant owned by the provider; or (b) as a public utility provider, to enter into an agreement with a light rail authority for the reduction of the cost to the authority of the replacement or reconstruction of a public utility plant owned by Council.	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598426	Transport Infrastructure Act 1994	Section 377	Power, as a light rail manager, to give permission to a person to be on light rail, light rail land, light rail transport infrastructure or light rail transport infrastructure works site.	CEO	
598427	Transport Infrastructure Act 1994	Section 377B	Power to enter into a light rail franchise agreement with the Minister.	CEO	
598428	Transport Infrastructure Act 1994	Section 377D(2)(a)	Power to give the Minister a written notice claiming that part of a light rail franchise agreement or an amendment to the agreement should be treated as confidential on the grounds of commercial confidentiality.	CEO	
598429	Transport Infrastructure Act 1994	Section 377R	Power to:- (a) apply to the chief executive for compensation for compensable taking of overhead wiring easement or compensable overhead wiring damage; or (b) make an agreement with the chief executive to:- (i) allow a longer period during which a compensation application can be settled; or (ii) settle a compensation application; or (c) apply to the Land Court for the compensation.	CEO	
598430	Transport Infrastructure Act 1994	Sections 380 and 383(1)	Power to seek compensation from the chief executive for an interference with access to land, in which Council has an interest, caused by the establishment of light rail transport infrastructure.	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598431	Transport Infrastructure Act 1994	Section 382(1)	Power, as an owner or occupier of land, to enter into an agreement with the chief executive, with regards to the establishment or proposed establishment of light rail transport infrastructure on light rail land, for:- (a) the supply by the chief executive, or a contribution by the chief executive towards the supply, of works for alternative access for Council's land; or (b) the carrying out, or a contribution towards carrying out, of other works in relation to Council's land for the purpose of access for Council's land.	CEO	
598432	Transport Infrastructure Act 1994	Section 383(3)	Power to enter into an agreement with the chief executive with regards to the period of time during which an agreement for compensation can be made for an act done under chapter 10, part 4, division 5.	CEO	
598433	Transport Infrastructure Act 1994	Section 383(3)(a)	Power to apply to the Land Court to decide a compensation claim under subsection (1).	CEO	
598434	Transport Infrastructure Act 1994	Section 403(1)	Power, as an affected person, to enter into negotiations with the person proposing a development under Chapters 9 or 10 with regards to the entry to Council land.	CEO	
598435	Transport Infrastructure Act 1994	Section 403(2)	Power to apply to the chief executive for an investigator's authority for the land.	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598436	Transport Infrastructure Act 1994	Section 404(1)(a)	Power, as an affected person, to consult with the chief executive about the proposed entry onto Council's land by a person proposing a development under Chapters 9 or 10.	CEO	
598437	Transport Infrastructure Act 1994	Section 407(3)	Power:- (a) as an affected person, to give written consent to an investigator or an associated person of the investigator to enter Council's land; or as an authorised investigator, to enter land with the affected person's written consent.	CEO	
598438	Transport Infrastructure Act 1994	Section 408(1)	Power, as an authorised investigator, to allow an associated person of Council to act under Council's authority.	CEO	
598439	Transport Infrastructure Act 1994	Section 408(4)	Power, as an affected person, to ask an individual who has entered, is entering or is about to enter Council's land under an investigator's authority for identification or about the individual's authority to enter the land.	CEO	
598440	Transport Infrastructure Act 1994	Section 410(b)	Power, as an investigator under chapter 11, to do anything necessary or desirable to minimise the damage or inconvenience to an affected person's land.	CEO	
598441	Transport Infrastructure Act 1994	Section 411(1)	Power, as an affected person, to require the investigator, once the investigator has finished investigating, to rectify loss or damage suffered by Council as a consequence of:- (a) the investigator entering the land;	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			(b) the use made of the land by the investigator; (c) anything brought onto the land by the investigator; or (d) anything done or left on the land by the investigator under its authority.		
598442	Transport Infrastructure Act 1994	Section 411(2)	Power, as an affected person, to give the investigator a compensation notice for the loss or damage to Council's land that was not rectified.	CEO	
598443	Transport Infrastructure Act 1994	Section 412(2)	Power, as an affected person or as an investigator under chapter 11, to:- (a) make an agreement with the other party in relation to the compensation payable as a result of the failure to rectify the affected person's land; or (b) make an application to the Land Court to decide the compensation amount.	CEO	
598444	Transport Infrastructure Act 1994	Section 420	Power, as an operational licensee, to:- (a) apply for an approval by a responsible entity to construct, maintain, use or operate miscellaneous transport infrastructure stated in the licensee's operational licence across, over or under an intersecting area and (b) subject to any approval conditions, construct, maintain, use or operate the miscellaneous transport infrastructure identified in the application across, over or under the area.	CEO, DCS- P0200, DE- P0800, E- P0850	
598445	Transport Infrastructure Act 1994	Section 420(3)	Power, as a responsible entity for an intersecting area, to grant or refuse an approval for an application by a licensee to construct, maintain, use, or operate miscellaneous transport infrastructure stated in the licensee's operational licence across, over, or under an intersecting area.	CEO, DCS- P0200, DE- P0800, E- P0850	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598446	Transport Infrastructure Act 1994	Section 422	Power, as an operational licensee, to apply in writing to the Minister for an approval under section 420 should the responsible entity refuse the application or fail to grant the application within 20 business days after the application is made.	CEO, DCS- P0200, DE- P0800, E- P0850	
598447	Transport Infrastructure Act 1994	Section 423	Power to impose reasonable conditions on an approval given to a licensee's application made by Council or the Minister.	CEO, DCS- P0200, DE- P0800, E- P0850	
598448	Transport Infrastructure Act 1994	Section 426(1)	Power to jointly, with a licensee applicant, appoint an independent arbitrator to resolve a dispute concerning approval conditions.	CEO, DCS- P0200, DE- P0800, E- P0850	
598449	Transport Infrastructure Act 1994	Section 426(2)	Power to make an application to the Minister and the Minister administering the Sustainable Planning Act 2009, if Council and the licensee applicant do not appoint an arbitrator within 10 business days of the giving of a dispute notice, to appoint an independent arbitrator to resolve a dispute concerning approval conditions.	CEO, DCS- P0200, DE- P0800, E- P0850	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598450	Transport Infrastructure Act 1994	Section 431	Power, as an operational licensee, to make an agreement with the State regarding the ownership of miscellaneous transport infrastructure.	CEO, DCS- P0200, DE- P0800, E- P0850	
598451	Transport Infrastructure Act 1994	Section 432(3)	Power to commence proceedings against a licensee to claim an amount incurred by Council for the cost, damage, liability, or loss because of the existence, construction, maintenance, use or operation of the miscellaneous transport infrastructure by the licensee.	CEO, DCS- P0200, DE- P0800, E- P0850	
598452	Transport Infrastructure Act 1994	Section 434	Power, as an owner or occupier of land, to give permission to the chief executive, or a person authorised by the chief executive, to occupy or use Council's land for the purposes of Chapter 12.	CEO, DCS- P0200, DE- P0800, E- P0850	
598453	Transport Infrastructure Act 1994	Section 435	Power, as an owner of land, to claim compensation from the chief executive for physical damage caused to Council's land by the entry, occupation, use, or for the taking or consumption of materials from the land under Chapter 12.	CEO, DCS- P0200, DE- P0800, E- P0850	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598454	Transport Infrastructure Act 1994	Section 443(1)	Power to apply to the chief executive for an exemption from complying with a provision of a regulation about transporting dangerous goods by rail	CEO, DCS- P0200, DE- P0800, E- P0850	
598455	Transport Infrastructure Act 1994	Section 458	Power to help, or attempt to help, in a situation in which an accident or emergency involving dangerous goods happens or is likely to happen.	CEO, DCS- P0200, DE- P0800, E- P0850	
598456	Transport Infrastructure Act 1994	Section 459(2)	Power to consent to Council's appointment as a manager of a public marine facility.	CEO, DCS- P0200, DE- P0800, E- P0850	
598457	Transport Infrastructure Act 1994	Section 462	Power, as the manager of a public marine facility, to exercise all its functions, powers and obligations under the Local Government Act 2009, and do anything Council considers necessary or convenient for the facility's effective and efficient management.	CEO, DCS- P0200, DE- P0800, E- P0850	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598458	Transport Infrastructure Act 1994	Section 466	Power, as the manager of a public marine facility, to impose fees for the use of the facility, whether as a condition of an approval to use the facility or otherwise, and recover the fee as a debt owing to Council.	CEO, DCS- P0200, DE- P0800, E- P0850	
598459	Transport Infrastructure Act 1994	Section 467	Power, as the manager of a public marine facility, to resign.	CEO, DCS- P0200, DE- P0800, E- P0850	
598460	Transport Infrastructure Act 1994	Section 468	Power, as the manager of a public marine facility, to remove, within 3 months of its resignation or the revocation of the appointment, any improvements to the facility added by Council that do not form an integral part of the facility.	CEO, DCS- P0200, DE- P0800, E- P0850	
598461	Transport Infrastructure Act 1994	Section 475I	Power, as an occupier of a place, to give consent to an authorised person under Chapter 15 to enter the place.	CEO, DCS- P0200, DE- P0800, E- P0850	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598462	Transport Infrastructure Act 1994	Section 475J(3) and (5)	Power, as an occupier of a place, to sign an acknowledgement of the consent given to an authorised person under Chapter 15 to enter the place.	CEO, DCS- P0200, DE- P0800, E- P0850	
598464	Transport Infrastructure Act 1994	Section 475ZJ	Power to enter into a transport interface agreement for a transport interface.	CEO, DCS- P0200, DE- P0800, E- P0850	
598465	Transport Infrastructure Act 1994	Section 476B(7)(b)	Power, as an owner or occupier of land, to provide written agreement to a person authorised by the chief executive to enter the land and inspect Council works that threaten, or are likely to threaten, the safety or operational integrity of transport infrastructure.	CEO, DCS- P0200, DE- P0800, W/PM- P0802, W/C- P0803	
598466	Transport Infrastructure Act 1994	Section 476C(2)	Power, as an owner or occupier of land, to undertake the following concerning the entry onto Council land pursuant to section 476B(7):- (a) claim compensation for loss or damage caused by the entry on Council land; or	CEO, DCS- P0200,	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			(b) claim compensation for the taking or use of materials; or (c) require the chief executive to carry out works in restitution for the damage; or (d) require the chief executive to carry out works in restitution for the damage and then claim compensation for any loss or damage not restituted.	DE- P0800, E- P0850	
598467	Transport Infrastructure Act 1994	Section 476C(4)(a)	Power, as an owner or occupier of land, to enter into an agreement with the chief executive with regards to the amount of compensation to be claimed by Council pursuant to subsection (2).	CEO, DCS- P0200, DE- P0800, E- P0850	
598468	Transport Infrastructure Act 1994	Section 477(4)	Power to appeal to the Minister against a notice requiring Council to give to the chief executive, or to a specified person, information on a particular issue relevant to the discharge of functions or the exercise of powers under the Act or the Sustainable Planning Act 2009.	CEO, DCS- P0200, DE- P0800, E- P0850	
598469	Transport Infrastructure Act 1994	Section 477C	Power, as a relevant entity under this section and lease holder under the Land Act 1994 of port land or land relating to a declared project that has been subleased to a person, to grant a concurrent sublease of all or part of the land to another person for all or part of the term of the lease.	CEO	
598470	Transport Infrastructure Act 1994	Section 477E	Power, as a relevant entity under this section and lease holder of land under the Land Act 1994 in relation to a declared project, to grant a licence to enter and use the land.	CEO	

## Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598471	Transport Infrastructure Act 1994	Section 477G	Power, as a holder, or proposed holder, of a licence to construct or establish transport infrastructure under the Act, to:- (a) seek consent from the chief executive allowing Council to submit a compliance management plan; and (b) submit a compliance management plan addressing 1 or more compliance matters for the licence.	CEO, DCS- P0200, DE- P0800, E- P0850	
598472	Transport Infrastructure Act 1994	Section 480(4)	Power to retain penalties received or recovered by Council in relation to Council's tolling enforcement.	CEO	
598473	Transport Infrastructure Act 1994	Section 480(8)	Power, as the manager of a public marine facility, to retain fees or other amounts recovered by Council pursuant to section 466 and not paid into the consolidated fund.	CEO, DCS- P0200, DE- P0800, E- P0850	
598474	Transport Infrastructure Act 1994	Section 485	Power to ask the chief executive to review a decision described in schedule 3 that has affected Council's interests.	CEO, DCS- P0200, DE- P0800, E- P0850	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598476	Transport Infrastructure Act 1994	Section 485B	Power to enter an appeal to the Planning and Environment Court against the chief executive's decision on a review under section 485.	CEO, DCS- P0200, DE- P0800, E- P0850	
598477	Transport Infrastructure Act 1994	Section 576(2)(b)	Power, as a railway manager, to make an agreement with the chief executive regarding the period in which it must give the chief executive a written notice identifying the preserved train paths relating to Council's railway.	CEO, DCS- P0200, DE- P0800, E- P0850	

## BUSINESS PAPERS

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### 9.6 ADDITIONAL SERVICE TO LOCAL BUSINESS - FOLLOW UP MENTORING

<b>Attachments:</b>	9.6.1. Scope of works from Business Mentor <a href="#">↓</a>
<b>Author:</b>	Mark Crawley - Chief Executive Officer
<b>Date:</b>	12 July 2023
<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:**

A proposal has been received from one of the Business Mentors who attended Normanton and Karumba recently with the Department for the Mentoring for Growth sessions.

#### **RECOMMENDATION:**

That Council authorize the Chief Executive Officer to engage the services under the Local Buy arrangement and promote to the Business Community and provide a report back in relation to the ROI, number of businesses engaged, etc.

#### **Background:**

Council has received a proposal to engage one of the mentors to run some Do It Yourself no cost/low-cost marketing workshops for Council staff and local business owners.

Identified as a recurring issue within remote and isolated areas not all business owners know how to market to people outside the region and so are reactive, often dependent on local trade holding their business together.

The proposal is to run a workshop or split it into 2 separate workshops – 1 would be primarily about Facebook, how to better create posts that are engaging including the use of hashtags and posting to other groups that they're not connected with to specifically target people travelling to the area (workers and tourists). The other session would be about other areas of marketing – i.e., understanding more about websites and Google Search Engine Optimisation (SEO) and what they can do themselves very easily without paying a cent to google or Facebook.

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

- Small Business Operators
- Carpentaria Shire Council Staff

#### **Legal Implications:**

- Not applicable

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

- Financial costs of \$3,750 (ex GST) plus travel and accommodation

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

- Workplace Health and Safety Risk is assessed as low

## **BUSINESS PAPERS**

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- Financial Risk is assessed as low
- Public Perception and Reputation Risk is assessed as low

Building skills, capability and capacity through education, empowerment, connectivity and collaboration.



- Government Grant & Tender Writing
  - Business Coaching
  - Small Business Advice
  - Marketing & Social Media
  - Business Growth & Diversification
  - Economic Development
  - HR & Inductions
  - People Performance
  - Leadership Training
  - Professional Development Workshops
  - Disaster Management & Crisis Recovery
  - NDIS HSQF Aged Care Accreditation
- 
- Capability Statements
  - Feasibility Studies
  - Market Research Projects
  - Strategic Planning
  - Policies & Procedures
  - Business Management Systems
  - Enterprise Resource Planning
  - Legislative Compliance
  - Corporate Governance
  - Workplace Health & Safety
  - Risk Management
  - Internal Audits & Inspections
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- Startup Mentoring
  - Pitch Practice & Networking Events
  - Low Cost Incubator Hub
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# OUR GOVERNMENT EXPERIENCE

Throughout our careers, we have worked with and/or consulted to:

- Advance Queensland
- Australian Customs Service (Border Protection)
- Australian Securities and Investments Commission
- Australian Taxation Office
- Cairns Regional Council
- Centrelink
- Child Support Agency
- City of Gold Coast
- Cook Shire Council
- Department of Aboriginal and Torres Strait Islander Partnerships
- Department of Defense
- Department of Education
- Department of Employment, Small Business and Training
- Department of Environment and Science QLD
- Department of Foreign Affairs and Trade
- Department of Industry, Innovation and Science
- Department of Jobs and Small Business
- Department of Justice and Attorney General
- Department of Prime Minister & Cabinet
- Department of State Development Infrastructure
- Department of Tourism, Innovation and Sport
- Doomadgee Aboriginal Shire Council
- Douglas Shire Council
- Energy and Water Ombudsman QLD



- Environmental Protection Agency
- Federal Court of Australia
- Geo Science Australia
- Gold Coast Light Rail
- Gold Coast Water
- Hopetown Aboriginal Shire Council
- Indigenous Business Australia
- Indigenous Land and Sea Corporation
- Kowanyama Aboriginal Shire Council
- Livingstone Shire Council
- Local Government Association Queensland
- Logan City Council
- Northern Peninsula Area Regional Council
- NSW Rail Authority
- Queensland Police Service
- Queensland Small Business Commissioner
- Office Redlands City Council
- Regional Development Australia
- Supply Nation Sydney Olympic Park Authority
- Torres Strait Island Regional Council
- Torres Strait Regional Authority
- Warrambool City Council
- Wet Tropics Management Authority Wujal
- Wujal Aboriginal Shire Council

# PETINA TIEMAN – Indigenous Owner Profile

- Appointed to Queensland Small Business Advisory Council
- Appointed to Department of Justice and Attorney General
- Appointed to QTIC Indigenous Champions Network
- Global Regional Impact Gold Award
- Global First Nation's Leadership Silver Award
- National Indigenous Businesswoman of the Year
- National Indigenous Business Leader of the Year
- National Indigenous Supplier Diversity
- 100 Faces of Small Business
- Deadly Faces of Business (Indigenous)
- Cairns Chamber of Commerce BEX awards
- Vocational Education and Training (VET) Sector Trainer of the Year
- Mentor for Mentoring for Growth
- Mentor for Queensland Tourism Industry Council
- Mentor for Indigenous Business Australia
- Mentor for Institute of Managers and Leaders



LINKEDIN: petina-tieman-fiml-76554953/  
FACEBOOK: PetinaTieman.Coach

- Managing Director of Complete Business Solutions (QLD) Pty Ltd
- Managing Director of Australian Women In Business Pty Ltd
- Director of Holiday Letting Cairns Pty Ltd
- Hold 14 x VET Qualifications



Globally recognised Indigenous Business Specialist and Small Business Growth Exper



## **BUSINESS PAPERS**

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### **9.7 CONFERENCE MOTION - LGAQ ANNUAL CONFERENCE**

<b>Attachments:</b>	NIL
<b>Author:</b>	Mark Crawley - Chief Executive Officer
<b>Date:</b>	12 July 2023
<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 Association of Queensland (LGAQ) has called for motions to be considered at the Annual Conference to be held in Gladstone in October 2023.

#### **RECOMMENDATION:**

That Council authorize the Chief Executive Officer to submit a motion for consideration at the Annual Conference in relation to the need for an urgent review of the Industrial Relations Act as it relates to enterprise bargaining.

#### **Background:**

Council will recall that my report for the June meeting mentioned the call for motions for the Annual Conference of the LGAQ to be held in Gladstone in October this year. The Motions portal is currently open, and Councils are asked to submit their motions through the portal.

The LGAQ has commenced work on the development of a Workforce Strategy for Local Government in Queensland and has started a campaign in relation to local government being a good place to work and start a career, we are also required to remain financially sustainable in the longer term and the current enterprise bargaining is centered around additional wages and benefits and not so much about productivity improvement which has an impact on the Council's ability to maintain services and provide for the community while balancing the reward paid to its employees who also live in the area.

The proposed motion to be submitted from Carpentaria Shire Council is in relation to the urgent need for a review of the enterprise bargaining provisions within the *Industrial Relations Act* in the first instance and other amendments to provide a modern approach to industrial relations.

If Council has any additional motions that it would like submitted, please provide advice and background of the proposed motions to the CEO before the cut off date of 9<sup>th</sup> August 2023.

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

- LGAQ
- Mayor Jack Bawden
- Chief Executive Officer – Mark Crawley

#### **Legal Implications:**

- Not applicable
-

## **BUSINESS PAPERS**

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**Financial and Resource Implications:**

- Not applicable

**Risk Management Implications:**

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

## BUSINESS PAPERS

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### 9.8 HUMAN RESOURCES REPORT

**Attachments:** 9.8.1. Safeplan Progress Report to June 2023 [↓](#)

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

**Date:** 11 July 2023

---

**Key Outcome:** 1.1 – Responsive and effective service delivery

**Key Strategy:** 1.1.1 Foster appropriate corporate culture that aligns with Council's Mission, Values and Behaviours.

---

#### **Executive Summary:**

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

#### **RECOMMENDATION:**

That Council accepts the report for information.

### 1. Work, Health & Safety Report

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The Safeplan progress report to June 2023 is attached.

### 2. Staff Movements

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#### **Arrivals**

Dean Bond                      Leading Hand Town Crew (6 months)

#### **Departures**

Sid Lane                         Resignation effective 31 July 2023

Raymond Tully                Termination on medical grounds effective 11 July 2023

Terry Casey                    Resignation effective 5 July 2023

#### **Extended Leave**

Joshua Grieve                 On leave at half pay to December 2023

#### **Staff Movements**

Peter Casey                    From Leading Hand, RMPC Crew to Foreman, RMPC Crew  
Ashley Monaghan             Acting Foreman Town Crew in Joshua's absence.

### 3. Current Recruitments

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- Lead Educator
- Part-time Library Attendant
- Casual VIC Attendant
- Trades Assistant

## BUSINESS PAPERS

### 4. Random Drug & Alcohol Testing Program

- Testing conducted 23 June 2023 – 29 June 2023      4 drug detections.
- Testing conducted 6 July 2023 – 11 July 2023      Nil detection recorded.

### 5. Operating Budget

Expenditure	Current Budget	YTD Actual	Orders	Total
Apprenticeships / Traineeship	67,000	52,087	9,281	61,368
Enterprise Bargaining	35,200	882	0	882
Human Resource Operations	348,764	534,727	112,502	647,229
Learning & Development	206,300	130,311	39,351	169,662
Workplace Health & Safety	651,640	555,989	154,845	710,834
<b>Operating Expenditure Total</b>	<b>1,308,903</b>	<b>1,273,996</b>	<b>315,979</b>	<b>1,589,975</b>
<b>Operating Income</b>				
Apprenticeships / Traineeship	-53,000	-50,008	0	-50,008
Human Resource Operations	0	0	0	0
Learning & Development	0	-2,695	0	-2,695
Workplace Health & Safety	0	-39,500	0	-39,500
<b>Income Total</b>	<b>-53,000</b>	<b>-92,203</b>		<b>-92,203</b>
<b>Total</b>	<b>1,255,903</b>	<b>1,181,792</b>	<b>315,979</b>	<b>1,497,772</b>

#### Consultation (Internal/External):

- Executive Leadership Team
- WHS Advisor
- The Drug Detection Agency

#### Legal Implications:

- Within normal operational parameters.

## **BUSINESS PAPERS**

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**Financial and Resource Implications:**

- Within allocated budget.

**Risk Management Implications:**

- Within normal operational parameters.



CSC Safety Management Plan Progress Report – June 2023 (Report for year 2022-2023)

Safety Plan		Key Performance Indicators (KPIs)		Scheme		Safe Plan KPI 2022 - 2023		YTD 2022-2023 compared to SP KPI	
Note* LGW data, legislation requires LGW to count part days lost as full days									
Average Scheme Frequency Rate ( Formula = Number of LTI for every million hrs worked)		10.83		2		5 (annual)		1	
Average Scheme Duration Rate (Formula = Average Number of days lost per LTI)		26.85		75		112 (annual)		5	
Progressive Frequency Rate YTD (B) group = wages greater than \$5 million – less than \$10 million		10.44		10.41		20.6 (annual)		5,20	
Progressive duration rate YTD (B) group = wages greater than \$5 million – less than \$10 million		19.91		37.50		19.93 (annual)		5,00	
% of hazard inspections completed as per Matrices		N/A		75.00%		100.00%		98.33%	
Action Statistics from Skytrust – (*11 added June, 0 overdue, 6 completed, 5 in process June)		N/A		12.00%		90%		41.16% (MTD Average)	
Delivery of Take 5 courses on Skytrust		N/A		90.38%		85%		81.00%	
% of Quarterly Action Plan (QAP) items completed Quarter April – June 2023		N/A		88.49%		97.07%		89.35%	

Mechanism of Injury/for claims submitted	YTD 2021/2022	Days Lost	Mechanism of Injury/for claims submitted	YTD 2022/2023	Days Lost
28 Being hit by moving object			28 Being hit by moving object		
21 Being hit by falling objects	1	73	21 Being hit by falling objects		
42 Muscular stress while handling objects			42 Muscular stress while handling objects	1	5
43 Muscular stress with no objects being handled			43 Muscular stress with no objects being handled		
41 Muscular stress while lifting			41 Muscular stress while lifting		
01 Falls from a height			01 Falls from a height		
26 Being trapped between Static objects	1	2	26 Being trapped between Static objects		
92 Vehicle Accident			92 Vehicle Accident		
	<b>Total</b>	<b>75</b>		<b>Total</b>	<b>5</b>
	<b>Statutory Paid</b>	<b>\$26,229.50</b>		<b>Statutory Paid</b>	<b>\$1,321.20</b>

\*Note – Actions now reported from Skytrust – Old RAP stats are 7 overdue, 1 completed in June 4 moved to Skytrust.

Mechanism of Injury for claims submitted	YTD 2023/2024	Days Lost
28 Being hit by moving object		
21 Being hit by falling objects		
42 Muscular stress while handling objects		
43 Muscular stress with no objects being handled		
41 Muscular stress while lifting		
01 Falls from a height		
26 Being trapped between Static objects		
92 Vehicle Accident		
	<b>Total</b>	
	<b>Statutory Paid</b>	

LGW Data, 2022 - 2023 YTD	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
CSC LTIHR YTD LGW Data	0	0	0	0	0	10.41	8.92	7.80	6.94	6.24	5.68	5.20
Group B LTIHR YTD (Councils with wages > \$5 mil < \$10 mil)	0	5.45	9.08	8.17	10.90	11.80	10.90	9.53	10.29	9.97	10.40	10.44
CSC LTIs each month	0	0	0	0	1	0	0	0	0	0	0	0

LGW Data, 2022 - 2023 YTD	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
CSC Duration Rate YTD LGW Data	0	0	0	0	0	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Average duration rate for Group B (Councils with wages > \$5 mil < \$10 mil)	0	4.00	9.60	13.17	14.20	16.94	18.07	20.07	18.94	19.39	19.14	19.91

There was 2 Incident Reports submitted where an injury was sustained in June, 1 was a worker bitten by a dog and one was a labour hire worker falling from the back of a Utility Tray (2 weeks off). A safety Alert was issued for this incident.  
Our Long-Term Claim from 20/21 has been closed by LGWC. Report shows 394 days lost with a stat paid of \$150,056.78. The reporting figures from 21/22 and 22/23 are final.

Report Completed on 6 July 2023 – WHSA - A Bristow-Stagg

## BUSINESS PAPERS

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### 9.9 DRUG & ALCOHOL POLICY

<b>Attachments:</b>	9.9.1. Drug and Alcohol Policy - Amended V12 <a href="#">↓</a>
<b>Author:</b>	Lisa Ruyg - Manager Human Resources
<b>Date:</b>	12 July 2023
<b>Key Outcome:</b>	1.1 – Responsive and effective service delivery
<b>Key Strategy:</b>	1.1.1 Foster appropriate corporate culture that aligns with Council's Mission, Values and Behaviours.

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#### Executive Summary:

The Drug & Alcohol Policy has been amended to acknowledge the potential risk of impairment to a worker when using legal drugs (prescribed or over the counter drugs).

#### RECOMMENDATION:

That Council adopts the amended Drug & Alcohol Policy as presented.

#### Background:

With prescriptions for medicinal cannabis increasing in Council's workforce and in general, Council needs to consider the impact this may have on a worker's fitness for duty.

The Drug and Alcohol Policy has been amended to require all workers using legal drugs to obtain a letter from their doctor stating the impact on their ability to safely perform their work duties.

If the doctor concludes there is a risk a worker may be impaired by legal drugs, Council will attempt to redeploy employees to alternative, safe duties while they are taking the drugs. If no safe duties can be provided, the Council employee will be required to be absent on sick leave or other leave.

Contract workers at risk of being impaired by legal drugs will be required to remain offsite until it is safe for them to return to duty.

#### Consultation (Internal/External):

- The Drug Detection Agency
- Safe Work Australia
- WorkSafe Queensland
- Ports North

#### Legal Implications:

- Nil.

#### Financial and Resource Implications:

- Any financial and/or resource implications associated with the administration of the Drug & Alcohol Policy have been included in Council's Annual Budget.

## **BUSINESS PAPERS**

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### **Risk Management Implications:**

- Council has a statutory obligation to provide a safe workplace and through the administration of the Drug & Alcohol Policy, it will ensure that all workers are fit for duty and therefore assist in the mitigation of personal injury risk.



Style Definition: No Spacing,Policy Normal

## Drug and Alcohol Policy

### Policy Details

Policy Category	Council Policy
Date Adopted	
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	
Policy Version Number	12
Policy Owner	Manager Human Resources
Contact Officer	Lisa Ruyg

### Supporting documentation

Legislation	<ul style="list-style-type: none"> <li>Industrial Relations Act 2016</li> <li>Local Government Act 2009</li> <li>Local Government Regulation 2012</li> <li>Public Sector Ethics Act 1994</li> <li>Work Health and safety Act 2011</li> </ul>
Policies	<ul style="list-style-type: none"> <li>Code of Conduct for Employees</li> <li>People Management Framework</li> <li>Workplace Health and safety Policy</li> </ul>
Delegations	<ul style="list-style-type: none"> <li>Nil</li> </ul>
Forms	<ul style="list-style-type: none"> <li>Nil</li> </ul>
Supporting Documents	<ul style="list-style-type: none"> <li>AS3547 – Australian Standard for Alcohol Breath Testers</li> <li>AS/NZS 4308:2008 – Urine Drug Testing Standard</li> <li>AS/NZS 4760:2019 – Oral Fluid Drug Testing Standard</li> <li>Specimen Collection Procedure</li> </ul>

### Version History:

Version	Adopted	Comment	eDRMS #
10	19/08/2020	Council Resolution No. 0820/017	
11	16/06/2021	Council Resolution No. 0621/011	
12			



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## **Intent**

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The purpose of this policy is to ensure systems and procedures are in place to promote and maintain a worker's ability to perform their tasks safely and efficiently.

Carpentaria Shire Council (Council) acknowledges that the adverse effects of illicit drug use and/or alcohol can be a significant factor in workplace incidents and injuries, therefore all workers must be always fit for work.

## **Scope**

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This policy applies to all workers including employees, contractors, employees of contractors, consultants, volunteers and work experience persons at all Council workplaces and work sites. This policy does not apply to elected representatives of Council.

This policy is not intended to apply to individuals consuming alcohol at authorised social events, functions and ceremonies conducted at Council workplaces.

Alcohol consumption is permitted in the accommodation blocks at Council's remote worksites. Alcohol consumption is not permitted in or around the actual worksite where machinery may be operating. Such sites are deemed high risk and have zero alcohol tolerance. Workers in high risk workplaces must always have a breath alcohol concentration level of 0.00%.

## **Policy Statement**

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Council is committed to minimising the harm to members of the Council workforce and the wider community associated with the use of alcohol and other drugs, and to provide the community with a responsible model of behaviour.

Council recognises that the inappropriate use of alcohol and other drugs can adversely affect workplace safety and performance and can significantly contribute to absenteeism and reduced morale.

## **Responsibilities**

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Council will:

Ensure this policy and the procedures contained herein meet duty of care obligations and comply with legislation and best practice;

Ensure this policy is appropriate, relevant and communicated to workers;

Provide a confidential Employee Assistance Program to help workers deal with personal or work related issues that could impair fitness for work;

Ensure any drug and alcohol testing equipment used by an authorised person is maintained in accordance with the relevant Australian Standard;

Ensure any authorised Specimen Collector is qualified to implement this policy as required in the relevant Australian Standard;

Consider refusal to undertake a Drug and Alcohol Test to be a breach of this policy and a breach of a condition of employment or contract.

Workers are responsible for:

- Reporting to work in a fit state. Where a worker feels they are not fit for duty they should immediately notify their supervisor or manager;
- Remaining in a fit state while on-call;
- Assessing their own fitness for duty prior to attending an emergency call-out;



- Consenting to drug and alcohol testing as part of a random testing program, where they have been involved in an incident or near miss in the workplace or where there is reasonable cause to believe they may not be in a fit state for work;
- Disclosing details of all medication being taken prior to undergoing drug and alcohol testing;
- Familiarising themselves with the contents of this policy and complying with the policy.

## **Drug and Alcohol Testing**

### Pre Employment Testing

A urine drug screen will be conducted prior to an individual being offered employment with Council.

### Random Testing

Random drug and alcohol testing will take place on a regular basis without notice. A worker or group of workers may be requested to provide a breath sample and/or a saliva sample and/or a urine sample to an authorised person of Council at any time without notice.

### Post Incident Testing

A worker will be required to provide a breath sample and/or a saliva sample and/or a urine sample to an authorised person of Council or law enforcement agency when they have been involved in any incident which causes a threat, near miss or actual harm to the health and safety of workers in the workplace.

### Reasonable Cause

Where abnormal workplace behaviour has been observed, or if there is other information or circumstances which indicates that an individual may not be fit for work, the worker may be required to provide a breath sample and/or saliva sample and/or a urine sample to an authorised person of Council.

## **Drug and Alcohol Testing – Methodology and Results**

### Drug Testing

All workers at all work sites must test negative for ~~illicit illegal drugs, and within prescribed levels for prescription and over the counter drugs.~~ If a worker is taking or is prescribed legal drugs (prescription or over the counter medication) they must provide a letter from their doctor stating the impact on their ability to safely perform their work duties.

If the doctor concludes there is a risk the worker may be impaired by the drugs, Council will attempt to redeploy Council employees to alternative, safe duties while they are taking legal drugs. If no safe duties can be provided, the Council employee will be required to be absent from work on sick leave or other leave as agreed to with their manager or human resources. Contract workers at risk of being impaired by legal drugs will be required to remain offsite until it is safe for them to return to duty.

- Initial Testing – a saliva sample will be taken from the worker to detect the presence of an illicit drug. A Council employee producing a non-negative result will be required to take a confirmatory urine test to confirm the presence of the drug identified in the saliva sample.



A contract worker producing a non-negative result will be given the option of taking a confirmatory urine test to confirm the presence of the drug identified in the saliva sample. The contract worker, or their primary contractor, is responsible for all costs associated with the confirmatory test.

A consultant, volunteer or work experience student producing a non-negative result to the saliva test will be removed from the workplace.

- Confirmatory Testing – a confirmatory test will be taken via a urine test. If the confirmatory urine test returns a negative result for the drug identified in the saliva test, the drug screening is deemed negative.

Should the confirmatory urine test produce a non-negative result for the drug identified in the saliva test, part of the urine sample will be forwarded to a National Association of Testing Authorities accredited laboratory for further analysis and report. The worker will be given safe passage home. A Council employee will be stood down with pay until the laboratory report is received by Council. A contract worker will be removed from site until the laboratory report is received by Council.

#### **Alcohol Testing**

All workers in high risk workplaces must always have a breath alcohol concentration level of 0.00%. All workers in low risk workplaces must have a breath alcohol concentration level no more than that of being able to drive an ordinary vehicle in Queensland.

- i) Initial Testing – a breath sample will be taken from the worker to detect the presence of alcohol. Any worker producing a positive reading, above the applicable workplace requirement (Appendix A), will be required to undertake a confirmatory test. The confirmatory test will take place twenty (20) minutes after the initial test.
- ii) Confirmatory Testing – the confirmatory test will consist of a further breath sample being taken from the worker. A Council employee producing a positive confirmation reading, above the applicable workplace requirement (Appendix A), will be stood down with pay for the remainder of the day. A contract worker producing a positive confirmation reading will be stood down for the remainder of the day. Both Council employees and contract workers will be required to undergo a breath alcohol reading prior to commencing work the next day. The Council employee is now considered to be in breach of this policy and disciplinary action, as described below, will be taken against them.

Council employees located at a remote worksite will be required to remain in the accommodation blocks. Council employees located in Normanton or Karumba will be given safe passage home.

#### **Consequences of a Breach of Policy – Discipline Process**

Disciplinary action will be taken against anyone who breaches this policy. Discipline may involve counselling, formal warning, termination of engagement, termination of employment or other disciplinary action as set out in the Local Government Act 2009. Any worker found to be manufacturing, possessing, selling, or distributing illicit drugs at any Council worksite or workplace will be referred to the appropriate law enforcement or regulatory agencies for independent investigation.

#### **Refusal, Avoidance or Falsification of Tests**

- i) Any worker refusing, avoiding, or falsifying a test will be stood down immediately;
- ii) A Council employee will be requested to show cause as to why their employment should not be terminated. Termination will result in the employee being unable to work on any



- future Council projects for a period of twelve months;
- iii) A contract worker refusing, avoiding, or falsifying a test will be unable to work on any future Council projects for a period of twelve months.

**Over Prescribed Alcohol Limit**

The following actions are a guide and the actual action taken when an “over prescribed alcohol reading” is recorded will depend on the individual circumstances, the risk posed to other workers and the public and the reading level.

- i) First Offence – Council Employees and Contract Workers
  - A Council employee will be issued with a formal warning;
  - A Council employee will be reminded of the availability of, and given access to, Council’s Employee Assistance Program;
  - A contract worker, or their primary contractor, will be issued with a breach of policy notice.
- ii) Second Offence – Council Employees and Contract Workers
  - The Council employee will be issued with a final warning;
  - The Council employee will be strongly encouraged to access counselling and rehabilitation support services;
  - A contract worker will be removed from site and will be unable to work on any Council projects for a period of twelve months.
- iii) Third Offence – Council Employees
  - The Council employee will be requested to show cause as to why their employment should not be terminated. Termination will result in the employee being unable to work for Council or on any Council projects for a period of twelve months.

**Confirmed Positive Drug Test**

- i) A Council employee will be requested to show cause as to why their employment should not be terminated. Termination will result in the employee being unable to work for Council or on any Council projects for a period of twelve months.
- ii) A contract worker will be removed from site and will be unable to work on any Council projects for a period of twelve months.
- iii) Second or third offences by either a Council employee or contract worker will result in the individual being disqualified to work on any Council projects indefinitely.

**Definitions**

TERM	DEFINITION
<b>Abnormal Workplace Behaviour</b>	In the context of this policy, means when other people notice that a person displays unusual workplace behaviour that is not the norm for that person.
<b>Authorised Person</b>	In the context of this policy, means a person authorised by the Chief Executive Officer or delegate to conduct a drug and alcohol test on Council’s behalf. An authorised person may be a Council employee, who



TERM	DEFINITION
	is qualified as a specimen collector, a drug and alcohol testing provider or a health practitioner.
<b>Employee Assistance Program (EAP)</b>	Work-based early intervention programme aimed at the early identification and/or resolution of both work and personal issues that may adversely affect performance.
<b>High Risk Workplace</b>	A workplace where activities in the opinion of Council are recognised to pose a high level of risk to the health and safety of workers and other people. High risk workplaces are zero drug and alcohol tolerance sites. Refer Appendix A.
<b>Illicit Drugs</b>	Includes, but is not limited to, heroin, cocaine, barbiturates, cannabis, amphetamines, methylenedioxy methamphetamine (MDMA, Ecstasy), non-prescribed pharmaceutical drugs including painkillers such as codeine, amphetamines, methadone, other opiates and steroids and the inappropriate use of volatile substances and other substances like ketamine or inhalants.
<b>Low Risk Workplace</b>	A workplace where activities in the opinion of Council do not pose a high level of risk to the health and safety of workers and other people. Low risk workplaces have an alcohol tolerance equivalent to being fit to drive an ordinary vehicle in Queensland. Low risk workplaces are zero drug tolerance sites. Refer Appendix A.

Adopted by Council by resolution .

**Mark Crawley**  
Chief Executive Officer



**APPENDIX A**

<u>HIGH RISK WORKPLACES</u>	<u>LOW RISK WORKPLACES</u>
<ul style="list-style-type: none"> <li>• Zero Drug Tolerance</li> <li>• Zero Alcohol Tolerance.</li> </ul>	<ul style="list-style-type: none"> <li>• Zero Drug Tolerance</li> <li>• Alcohol Tolerance Equivalent to Driving an Ordinary Car in Queensland.</li> </ul>
Road Work Sites – construction, maintenance, traffic control. All plant and equipment used in roads construction and maintenance.	Normanton Council Administration Offices.
Water and Waste Water Facilities – including all buildings and reservoirs. Any worksite where plumbing, trench work, confined spaces work or chemical usage is undertaken.	Karumba Customer Service Centre.
Aquatic Facilities.	Library and Visitor Information Centres Normanton and Karumba.
Works Depots Normanton and Karumba – any area within the Depot fence line.	
Airports Normanton and Karumba.	
Child Care Centre, Sports Centre or any location where child care activities are being undertaken.	
Barramundi Discovery Centre and Hatchery.	
Worksites and activities associated with Local Laws, Environmental Health, Building Surveying and Compliance functions.	
Waste Transfer Stations Normanton and Karumba.	

## BUSINESS PAPERS

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### 9.10 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>	11 July 2023
<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.

#### Les Wilson Barramundi Discovery Centre

##### Hatchery

##### BROODSTOCK

- The hatchery is running well.
- The JCU veterinary student is currently completing their placement.



## BUSINESS PAPERS

### Merchandise and tours:

- No major updates, all lines are selling well.

### Interpretive centre:

- No major updates.

### Karumba Art Gallery

- Three additional local artists (from Normanton) have commenced display of works in the gallery, free of charge.

### Information Centres:

#### Attendance

1-30 <sup>th</sup> June 2023	
Normanton VIC	Karumba VIC
<b>2815</b>	<b>3806</b>
Average of 93.8 people per day (open 7 days per week 9am to 4pm)	Average of 126.8 people per day (open 7 days per week 9am to 4pm)
(May average was 13 people per day)	(May average was 48.1 people per day)

	2022-2023			TOURS		
	Visitors	Tours #	Sales (POS)	RTBS (API – Online payment)	Sunlover/ Invoice	Total Sales
FEB 22	57	13	\$1,577.66	\$116.00	\$0	\$1,693.66
MAR 22	238	72	\$5,146.90	\$1,731.00	\$0	\$6,877.90
APR 22	1572	474	\$28,595.10	\$3,126.00	\$390.25	\$32,111.35
MAY 22	2559	1009	\$56,416.81	\$8,347.00	\$3,013.25	\$67,777.06
JUN 22	4434	1347	\$87,360.67	\$16,324.00	\$2,577.00	\$106,261.67
JULY 22	6489	1588	\$100,705.00	\$13,701.00	\$2,551.00	\$116,957.00
AUG 22	4308	1373	\$ 104,104.74	\$15,133.00	\$1,726.50	\$120,964.24
SEP 22	2875	1083	\$77,977.89	\$8,122.00	\$738.00	\$86,837.89
OCT	1189	233	\$19,397.60	\$804.00	\$652.50	\$20,854.10

## BUSINESS PAPERS

<b>22</b>						
<b>NOV 22</b>	168	0	\$2,421.90	\$0	\$0	\$2,421.90
<b>DEC 22</b>	93	0	\$2,933.95	\$0	\$0	\$2,933.95
<b>JAN 23</b>	4	0	\$178.00	\$0	\$0	\$178.00
<b>FEB 23</b>	0	0	\$28.00	\$0	\$0	\$0
<b>MAR 23</b>	150	15	\$1,943.00	\$1,290	\$0	\$3,233
<b>APR 23</b>	972	394	\$29,088.90	\$3,000	\$130.50	\$32,219.40
<b>MAY 23</b>	1494	682	\$51,279.10	\$1,950	\$217.50	\$53,446.60
<b>JUN 23</b>	3806	950	\$80,147.36	\$4,405.00	\$217.50	\$84,769.86
<b>TOTAL</b>	26,100	7,860	\$545,197.84	\$62,916.00	\$10,488	\$739,537.58

### KARUMBA

- School holidays saw an increase of 220% visitation over the first week (June 2022).

### NORMANTON

- Normanton VIC/Library is open 9am to 4pm, 7 days per week.
- The second bay has been cleaned and re-opened to the public.
- Flooring is in the process of being quoted for the library end of the centre, to match the laminate VIC flooring, this will be put forward for consideration.
- Clothing production is underway, with an existing merchandiser developing an exclusive line for the Normanton VIC.
- Local businesses will be consulted regarding their interest in being featured as part of the town walk.
- Utilization of library services has increased by 900% since hours have stabilized. New staff have taken an active approach to ensuring patrons are aware of access options.
- Sales of merchandise have increased by 24,900% since hours have stabilized. New staff have taken an active approach to sale of goods within the VIC, as well as the recommendation of other businesses to visit in Normanton for souvenir purchases.

### NORMANTON CAMP STATISTICS

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1-30 <sup>th</sup> November 2022	1-31 <sup>st</sup> December 2022	1-31 <sup>st</sup> Jan 2023	1-28 <sup>th</sup> Feb 2023	1-31 <sup>st</sup> Mar 2023	1-30 <sup>th</sup> Apr 2023	1-31 <sup>st</sup> May 2023	1-30 <sup>th</sup> June 2023
0 (closed)	0 (closed)	0 (closed)	0 (closed)	0 (closed due to wet weather)	0 (closed due to risk of bogging)	61	360

- \*Statistics are unavailable for previous years for comparison, due to the paper forms not being filed or tallied. The free camp was closed due to rain from 2<sup>nd</sup> July – 11<sup>th</sup> July due to rain and boggy conditions. QR codes have also been placed on Normanton VIC doors to facilitate permit issuing outside of hours, and a QR code will also be placed on the entry sign to the site.

### Digital marketing

- Trip Advisor – maintaining top experience in Karumba and 4.5-star rating.
- Facebook - consistent, post engagements are up 65%.
- Instagram - up 12% on last month.
- Tik Tok viewings - slowly growing, with an average of 745 views.
- The Karumba Art Gallery Facebook page will be reinstated soon.

### Outback by the Sea Festival 2023:

- To be held from 25-29<sup>th</sup> September 2023.
- Regional Arts Services Network (RASN)/Topology are contributing toward the festival schedule.
- Engagement with local businesses is continuing.
- Marketing and media is being developed.

### Tourism

The Today Show (aka I wake up with Today) live daily weather crosses were well attended by locals given the early starts in Karumba and Normanton. Feedback from TTNQ, the producers and local business was positive.

## **BUSINESS PAPERS**

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### **9.11 BURIAL FEES FOR CHILDREN - NORMANTON AND KARUMBA CEMETERIES**

<b>Attachments:</b>	NIL
<b>Author:</b>	Angeline Pascoe - Executive Assistant
<b>Date:</b>	12 July 2023
<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 excellence in customer service and improvements in service delivery

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#### **Executive Summary:**

Council owns, manages and is responsible for the cemeteries in Normanton and Karumba.

Within the Normanton Cemetery, there are a number of children graves. However, Council does not have a set fee for children's graves in the Schedule of Fees and Charges.

#### **RECOMMENDATION:**

That Council amend the 2023-2024 schedule of fees and charges to include the following: -

Burial Fee – Child Grave (2 years to 8 years)	\$1,930.00
Burial Fee – Infant Grave (Under 2 years)	\$965.00

#### **Background:**

Council owns, manages and is responsible for the cemeteries in Normanton and Karumba. The Statement of Principles – Cemeteries sets appropriate standards for the services provided at Carpentaria Shire Council's operated cemeteries, which enables the effective delivery of services to meet the community needs.

Within the Normanton Cemetery, there are several children's graves. Currently there are no fees for children's burials in the Schedule of Fees and Charges.

In the schedule of Fees and Charges for 2023-2024 under Cemeteries the Carpentaria Shire Council has a single burial fee of \$3,860.00 (which includes two viewing, additional viewings attract an additional expense of \$310.00 per additional viewing)

The Schedule of Fees and Charges will need to be amended to include additional fees for Children graves. The following fees below are from other local governments around Carpentaria Shire.

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<b>Mount Isa City Council</b>		
Monday to Friday (8:00am to 3:30pm) – excluding public holidays	Child Grave (1 year to Under 8 Years) Baby Grave (Under 1 Year)	\$1,550.00 \$ 740.00
Monday to Friday (After 3:30pm) – excluding public holidays	Child Grave (1 year to Under 8 Years) Baby Grave (Under 1 Year)	\$1,710.00 \$ 815.00
<b>Cloncurry Shire Council</b>		
	Grave (13 Years and up) Child's Grave (Under 13 Years)	\$1,680.00 FREE
<b>Cairns Regional Council</b>		
No charge made for the grave for any child 1 year old and under. (When interred in designated children's section.	Burial (Internment Fee) Children's section	\$ 557.00
<b>Townsville City Council</b>		
Infant Lawn Burials	New Plot with internment (Plot includes first burial – accommodates infant coffin less than 1 year old)	\$1,500.00
Lawn/Monumental Burials	New Plot with internment	\$3,670.00
<b>Tablelands Regional Council</b>		
Monday to Friday (6:30am to 3:30pm) – standard operating hours	Child Burial (child less than 12 years old – in an occupied grave or a reserved plot)	\$1,420.00
Monday to Friday Outside of standard operating hours	Child Burial	\$1,740.00

### Consultation (Internal/External):

- Mark Crawley – Chief Executive Officer
- Phillip Grieve – Council Ranger/Undertaker
- Joshua Grieve – Town Foreman

### Legal Implications:

- Council Local Law.

### Financial and Resource Implications:

- Additional revenue may be realised through the adoption of the additional Fees and Charges.

### Risk Management Implications:

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

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

#### 10.1 DCS REPORT

**Attachments:** 10.1.1. Local Laws Report - June 2023 [↓](#)  
**Author:** Julianne Meier - Director Corporate Services  
**Date:** 12 July 2023

**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.
Apr 23	Raw Water Policy	In Progress	In liaison with MWW, the policy is now in draft. We do not expect to finalise until the Declared Service Areas have been mapped by the Water and Waste team.
Jan 23	Waste behind Karumba Transfer Station in Karumba	Ongoing	Hoping to secure funding to support the clean up of waste behind the Karumba Transfer Station that has accumulated over several years.
Apr 23	Agistment Agreements	In Progress	Modernise agreements, confirm tenure and capacity to lease, go to market.

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### 2. Budget Update

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

Row Labels	Sum of Current Budget	Sum of Actual Bal	Sum of Budget Variance
<b>Operating Expenditure</b>			
Animal Control	90,277	41,399	-48,877
Cemeteries	43,880	166,990	123,110
Corporate Services	50,000	9,500	-40,500
Environmental Health	14,400	9,206	-5,194
Information Technology	524,294	781,914	257,621
Local Laws	89,787	97,365	7,578
Major Opex	0	-121,316	-121,316
Mosquito Control	51,000	29,148	-21,852
Pensioner Housing	12,100	34,533	22,433
Pest Management Operations	138,918	100,223	-38,695
Property And Leases	5,000	9,457	4,457
Stores & Purchasing	382,683	135,836	-246,847
Weed Control	277,918	64,213	-213,705
<b>Operating Expenditure Total</b>	<b>1,680,256</b>	<b>1,358,468</b>	<b>-321,787</b>
<b>Operating Income</b>			
Animal Control	-4,000	-5,445	-1,445
Cemeteries	-20,000	-46,513	-26,513
Environmental Health	-5,500	-8,375	-2,875
Local Laws	-25,000	-92,381	-67,381
Pensioner Housing	-27,000	-28,378	-1,378
Property And Leases	-83,000	-98,918	-15,918
Weed Control	0	587	587
<b>Operating Income Total</b>	<b>-164,500</b>	<b>-279,422</b>	<b>-114,922</b>
<b>Grand Total</b>	<b>1,515,756</b>	<b>1,079,046</b>	<b>-436,710</b>

Most budget areas are on track, while there are some underspends, and overspends the total expenditure at the end of the year is not expected to exceed the budget. There are no commitments showing in this months report as they have now transferred to July, however there may be some more expenses posted to the 22/23 financial year as more invoices are received in July for works that were completed by year end. Additionally, there may be some adjustments performed by the finance team which is typical at year end.

Some areas are discussed below.

Cemetery - Initially we had not budgeted to have ground penetrating radar works conducted at Normanton and Karumba Cemeteries and Normanton Old Aboriginal Cemetery and Normanton Baby Burial Sites. After community consultation it was decided that this body of work was important and could be overlaid on the Cemetery Masterplans for Normanton and Karumba Cemeteries. This will greatly assist with planning future development and future gravesites. There is some more minor design work to be completed.

Information Technology – There has been a significant amount of hardware upgrades this year as Council moves away from old Windows 7 hardware. It was also evident many desktops and monitors were more than four years old. There is now a replacement program

## BUSINESS PAPERS

for ICT hardware. There is also a Cybersecurity Certification Program Council has entered into. The program involves a number of initiatives to become accredited, however it is anticipated this will reduce Council's exposure to cyber risks.

Major Operating Expenditure – The negative is representing some grants that have been received to offset expenditure.

Local Laws – Whilst this budget is close to fully expended, Council was fortunate to receive another grant for a percentage of full-time employee to conduct illegal dumping expenses, and routine patrols.

Row Labels	Sum of Current Budget	Sum of Actual Bal	Sum of Budget Variance
<b>Operating Expenditure</b>			
Arts & Culture	24,500	24,011	-489
Child Care	790,665	565,902	-224,763
Community Development	303,880	157,957	-145,924
Community Donations	21,100	111,319	90,219
Community Events	192,664	161,904	-30,760
Cultural & Natural Heritage	151,950	118,348	-33,602
Gym	81,170	57,477	-23,693
Halls	189,500	247,350	57,850
Libraries	232,466	129,552	-102,914
Recreational Sports Centre	433,910	549,866	115,956
Rodeo Grounds	116,070	141,720	25,650
Sports & Recreation	157,220	239,098	81,878
Swimming Pools	631,840	691,541	59,701
Youth Services	0	1,550	1,550
<b>Operating Expenditure Total</b>	<b>3,326,935</b>	<b>3,197,594</b>	<b>-129,341</b>
<b>Operating Income</b>			
Arts & Culture	-24,500	-24,500	0
Child Care	-360,000	-247,650	112,350
Community Development	0	-10,146	-10,146
Community Events	-100,000	-36,797	63,203
Gym	-35,000	-37,868	-2,868
Halls	-18,000	-53,134	-35,134
Libraries	-5,000	-9,986	-4,986
Recreational Sports Centre	0	-675	-675
Rodeo Grounds	0	-664	-664
Sports & Recreation	0	-38,096	-38,096
Swimming Pools	0	-136	-136
<b>Operating Income Total</b>	<b>-542,500</b>	<b>-459,652</b>	<b>82,848</b>
<b>Grand Total</b>	<b>2,784,435</b>	<b>2,737,942</b>	<b>-46,493</b>

Child Care – There was a temporary closure of the facility during the year, due to challenges staffing the centre with suitably qualified staff. This led to a reduction in child card fees collected and did also have a corresponding reduction in expenditure.

Halls – The increase in expenses at the Karumba hall appears to be internally charged rating expenses.

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Row Labels	Sum of Current Budget	Sum of Actual Bal	Sum of Budget Variance
<b>Operating Expenditure</b>			
Admin And Customer Service	476,602	528,367	51,765
Financial Services	1,283,067	960,380	-322,687
Payroll	53,805	-141,002	-194,807
Rates Management	242,273	291,561	49,288
Records Management	138,608	158,510	19,901
Wages On-Costs	-1,532,714	-872,796	659,918
<b>Operating Expenditure Total</b>	<b>661,641</b>	<b>925,019</b>	<b>263,378</b>
<b>Operating Income</b>			
Admin And Customer Service	-500	-2,029	-1,529
Financial Services	-4,672,000	-10,590,497	-5,918,497
Rates Management	-4,748,000	-4,620,277	127,723
Wages On-Costs	0	-8,872	-8,872
<b>Operating Income Total</b>	<b>-9,420,500</b>	<b>-15,221,674</b>	<b>-5,801,174</b>
<b>Grand Total</b>	<b>-8,758,859</b>	<b>-14,296,655</b>	<b>-5,537,796</b>

### 3. Program Update

#### Local Laws

The stats are attached for review.

#### Wild Dog Bounty

There were 108 wild dog bounties claimed during the year, amounting to \$5,400 of the \$10,000 budget. The bounty is \$50 per dog.

#### Overgrown Allotments

A number of properties have commenced cleaning up, however there were a few government properties that were unable to find a local supplier that was available, so we have allowed extra time.

For information.

#### Abandoned Vehicles

The local laws officer has been placing notices on abandoned vehicles and will remove to the secure area, if the vehicles are not removed from their location. A total of 28 abandoned vehicles have been towed to the compound in Normanton. The secure compound is now almost full. The relevant legislation Council needs to follow to deal with abandoned vehicles is in the *Transport Operations (Road Use Management) Act 1995* section 100 Removal of things from roads. Officers would like to auction the vehicles within the compound at the next Council auction, but are first required to follow a process.

Having regard to the legislation below, Council often does not know who the owner of the vehicle is, and places a notice on the window of the vehicle to advise that the vehicle will be relocated to Council's secure area after 14 days. At this point the owners, or people who claim to own the vehicle object to the Local Laws Officer. They are then verbally advised of the process, and given an Abandoned Vehicle Fact Sheet.

Council officers are still to compile a register describing the vehicles, so they can be advertised prior to auction.

I had sought legal advice to confirm the process below was necessary. Some Councils have a Local Law that can override this legislation. For example if a vehicle is totally worthless,

## BUSINESS PAPERS

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instead of following this process they may deal with under their Local Law, and take to the dump without following the process set out below.

Our Local Laws do not specifically deal with Abandoned Vehicles and we would have to go through a Local Laws amendment process which would take up to six months and is costly. It was not advisable, so we shall proceed to auction after advertising as per the process below. It is anticipated in future there may not be as many vehicles as there have been in the past 18 months.

### 100 Removal of things from roads

- (1) *Subsections (3) to (11) apply if the chief executive officer of a local government considers on reasonable grounds that a vehicle, tram or animal in the local government's area has been abandoned on a road, other than a busway, by the person who last drove or used it, or that—*
  - (a) *a vehicle, tram or animal in the local government's area has been—*
    - (i) *left on a road unattended whether temporarily or otherwise for a time or in a place, condition, way or circumstances where its presence is hazardous; or*
    - (ii) *found on a road in a place, condition, way or circumstances where its presence is hazardous or in contravention of this Act; and*
  - (b) *the driver of the vehicle, tram or animal—*
    - (i) *can not readily be located; or*
    - (ii) *has failed to immediately remove the vehicle, tram or animal when required by the local government to do so.*

*Note—*

*Also see section 51G, which deals with the chief executive's power to move a vehicle, load or other thing on a road.*

- (2) *For subsection (1), the presence of a vehicle, tram or animal on a road is hazardous if it is causing, or is likely to cause, danger, hindrance or obstruction to traffic or is preventing, hindering or obstructing, or is likely to prevent, hinder or obstruct, the use of the road or a part of the road for a lawful purpose.*
- (3) *The local government may remove the vehicle, tram or animal from the road and detain it at a place for safe keeping.*
- (4) *As soon as practicable after removal of the vehicle, tram or animal, the chief executive officer of the local government concerned shall cause notice in writing to be given to the owner thereof, if the owner can be ascertained, of such removal and of the place at which the vehicle, tram or animal is then detained.*
- (5) *Such notice shall, if practicable, be served upon the owner personally, but if it is not so served within 14 days from the date of such removal it may be given by public advertisement in a newspaper circulating in the locality in which the vehicle, tram or animal was found.*
- (6) *If within 1 month from the date of service or advertisement of such notice the owner of the vehicle, tram or animal or a person acting on the owner's behalf or a person claiming a right to the possession of the vehicle, tram or animal, has not obtained possession of the vehicle, tram or animal in accordance with the provisions of subsection (10), the chief executive officer of the local government may—*

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- (a) *by notice published in a newspaper circulating in the locality in which the vehicle, tram or animal was found, advertise that it will offer the vehicle, tram or animal for sale by public auction at the place and time stated in the advertisement; and*
- (b) *at the time on the day stated in the advertisement (which day shall be not earlier than 14 days after the date when the advertisement was published) and at the place stated in the advertisement, offer the vehicle, tram or animal for sale by public auction unless the owner thereof or a person acting on the owner's behalf or a person claiming a right to possession thereof has sooner obtained possession of the vehicle, tram or animal in accordance with the provisions of subsection (10); and*
- (c) *if no offer for the vehicle, tram or animal is received at such auction—dispose of the same in such manner and on such terms as the chief executive officer of the local government may determine.*
- (7) *The proceeds of the sale or disposal of the vehicle, tram or animal shall be applied in the following order—*
- (a) *in payment of the expenses of the sale or disposal;*
- (b) *in payment of the cost of removal and detention of the vehicle, tram or animal and the service and advertisement of any notice served or advertised under subsection (5);*
- (c) *if there is an amount owing to an entity under a security interest registered for the vehicle, tram or animal under the Personal Property Securities Act 2009 (Cwlth)—the amount owing under the security interest;*
- (d) *in payment of the balance of such proceeds to the owner of the vehicle, tram or animal or, if after reasonable inquiry, the owner can not be ascertained, into the general fund of the local government.*
- (7A) *A secured party can not enforce any security interest in the proceeds of sale against an entity to whom an amount is payable under subsection (7)(a) or (b).*
- (8) *The local government may deal with any goods, equipment or thing contained in, on or about the vehicle, tram or animal at the time of its removal in the same manner as it may deal with the vehicle, tram or animal pursuant to this section.*

*Not all legislation has been included here, only the relevant items at the time of this report.*

### **Pest and Weed Management**

The Rural Lands Officer has been doing weed spraying in Karumba using a backpack. Over the coming weeks spraying is planned for the large area across from the Karumba Recreation Club. It is anticipated the RLO shall use the 4 wheeler in future for spraying of weeds. The bike has been sent to Cairns to have a roll bar fitted, and servicing.

The dates below were spent spraying with a back pack:

- 21-23<sup>rd</sup> June sprayed weeds in Karumba
- 28-29<sup>th</sup> June sprayed weeds in Karumba
- 4-6<sup>th</sup> July sprayed weeds in Normanton and Karumba

### **1080 Baiting**

Carpentaria Land Council Aboriginal Corporation are assisting with first round of Council's 1080 Baiting program, which has now commenced. Two large properties to the North of the

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## **BUSINESS PAPERS**

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Shire have put out baits, however one property was not able to be accessed due to the road closure. The RLO has participated in the following:

- 20<sup>th</sup> June 1080 baiting out at Cowan Downs
- 27<sup>th</sup> June 1080 baiting out at Inverleigh station
- 7<sup>th</sup> July 1080 baiting out at Double Lagoon station

For information.



# **BUSINESS PAPERS**

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## **BUSINESS PAPERS**

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### **4. Other Items**

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#### Stores Stocktake – Fuel

A stock take of fuel has been completed during the month of June. The variances for the final period were minimal with a variance of negative 107 liters for all tanks and pods.

For information.

#### Water Meter Readings

Council previously had a consultant conduct the bi-annual water meter readings; however, the consultant advised earlier in the year they no longer had the resourcing to continue this. To avoid the delay in getting the rate notices out, the Local Laws Officer has conducted most of the readings, and taken photographs as evidence.

The water and waste team did not have available resources to conduct the water meter readings. However, having the local laws officer conduct the readings has provide opportunities to review processes and confirm some data.

On completion, any action items (such as meters not reading, or leaking meters) either have been or will be forwarded to the water and waste team to address.

For information.

#### Annual Budget Preparation 2023/2024

The Budget has now been finalised and management is aware of their obligations. Monthly reporting to Council shall continue, and I expect at least monthly capital catch up meetings to occur with project managers.

As plant hire revenue exceeds rate revenue it has been decided to form a Plant Advisory Committee to monitor plant utilisation and timesheet bookings. At ELT it was decided to hold the first meeting after the Council meeting in August.

For feedback.

### **5. Environmental Health**

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#### Annual Food Business and Caravan Park Inspections

Each year inspections are carried out prior to issuing food business licences. Council has engaged a contract Environmental Health Officer to provide advice as required and conduct annual inspections.

Unfortunately, the Environmental Health Officer has been delayed, and the only update is the actual inspections may not be conducted until late July or August. I am hoping to have confirmation on the dates this month.

For information.

#### Internal Audit

The Internal Audit Plan for financial years 2023 to 2025 sets out what areas Council intends to audit over the next three years. In the 2023/24 year there are the following phases:

1. Procurement Policy Review
  2. Process mapping workflows, including internal control gateways
  3. Business practice re-alignment
    - a. Procurement Compliance – batch testing
    - b. Purchase requisitioning and goods receipting practices
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## **BUSINESS PAPERS**

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Items 1 and 3 are in progress, but there is no formal report yet, though I have reviewed a Draft report for Procurement Compliance, and expect to circulate this internally for comment prior to presenting the report to Council.

For information.

### External Audit

A separate report has been prepared for the External Audit Interim Report.

### Sale of Land

A notice of sale of land for overdue rates or charges has been placed on a property in Karumba. The auction is scheduled for 10am on the 26<sup>th</sup> July 2023 at the Karumba Civic Centre.

For information.

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

- Mark Crawley - Chief Executive Officer
- Local Laws Officer – Phil Grieve
- Environmental Health Officer – Contract
- Internal Auditor – Pacifica
- Rural Lands Officer – Carl Casey

### **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	Ntn	Kba
Jul-22	12	1			6	0	33	15	0	0	33	15	0	0
Aug-22	0	1			3	2	45	30	3	1	45	30	0	0
Sep-22	4	4			4	0	42	25	3	0	42	25	0	0
Oct-22	0	2			6	1	39	22	3	0	39	22	0	0
Nov-22	0	0			6	0	18	10	3	0	18	10	0	0
Dec-22	1	0			holidays									
Jan-23	1	0			holidays									
Feb-23	19	3			1	0	43	0	1	0	43	0	0	0
Mar-23	18	10			6	0	61	12	2	0	61	12	0	0
Apr-23	15	1			5	0	124	20	2	0	124	20	0	0
May-23	1				6		62	12	2	0	62	12	0	0
Jun-23	104	48			4		35	10	2		35	10	0	0
<b>Total</b>	<b>175</b>	<b>70</b>	<b>0</b>	<b>0</b>	<b>47</b>	<b>3</b>	<b>502</b>	<b>156</b>	<b>0</b>	<b>0</b>	<b>502</b>	<b>156</b>	<b>0</b>	<b>0</b>

2022/2023 Local Laws Reporting														
Month	Illegal Campers		Snakes removed		Overgrown Aliotment 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	0	0	0	2					-	-	-	-	-	-
Aug	0	0	0	2					-	-	-	-	-	-
Sep	0	0	2	1					-	-	-	-	-	-
Oct	0	0	2	1					-	-	-	-	-	-
Nov	0	0	2	0					-	-	-	-	-	-
Dec									-	-	-	-	-	-
Jan									-	-	-	-	-	-
Feb	0	0	1	0					-	-	-	-	-	-
Mar	0	0	8	1					-	-	-	-	-	-
Apr	0	0	10	2	6	20	11	5	-	-	-	-	-	-
May	0	0	16	1	0	0	12	0	-	-	-	-	-	-
Jun	0	0	6	1	0	0			-	-	-	-	-	-
<b>Total</b>	<b>0</b>	<b>0</b>	<b>47</b>	<b>11</b>	<b>6</b>	<b>20</b>	<b>23</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **BUSINESS PAPERS**

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### **10.2 MONTHLY FINANCIAL REPORT - JUNE 2023**

**Attachments:** 10.2.1. Monthly Financial Statements - June 2023 [↓](#)  
10.2.2. Cash - June 2023 [↓](#)  
10.2.3. Rates and Service Charges Receivables [↓](#)  
10.2.4. Capital Projects - Work in Progress [↓](#)

**Author:** Jade Nacario - Manager Finance and Administration

**Date:** 12 July 2023

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**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

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#### **Executive Summary:**

Presentation of the financial report for 30 June 2023 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 30 June 2023.

#### **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 30 June 2023 are attached for Council's information.

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

## BUSINESS PAPERS

### Sustainability Ratios

Indicator	Target	Formula	30 June 2023	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	1.89	Council has 1.89 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 Operations / Recurrent Revenue	-8.78%	The budget projection is at -9%.
<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 to 6 months	Cash at Bank / Expected cash operating costs for one month	8.77	Indicates Council can pay its operating expenses on the next eight months with current cash balance. <b>Note:</b> Based on 22.23 budget and using Council total cash at bank
<b>EBITDA Ratio</b> (Earnings Before Income Tax, Depreciation and Amortisation)	Breakeven	Operating Result + Depreciation + QTC Finance Costs / Operating Revenue	\$6,201,369 or 10.83%	The EBIDA Ratio indicates Council's revenue is higher than operating expenses by \$6,201,369.

### Statement of Comprehensive Income

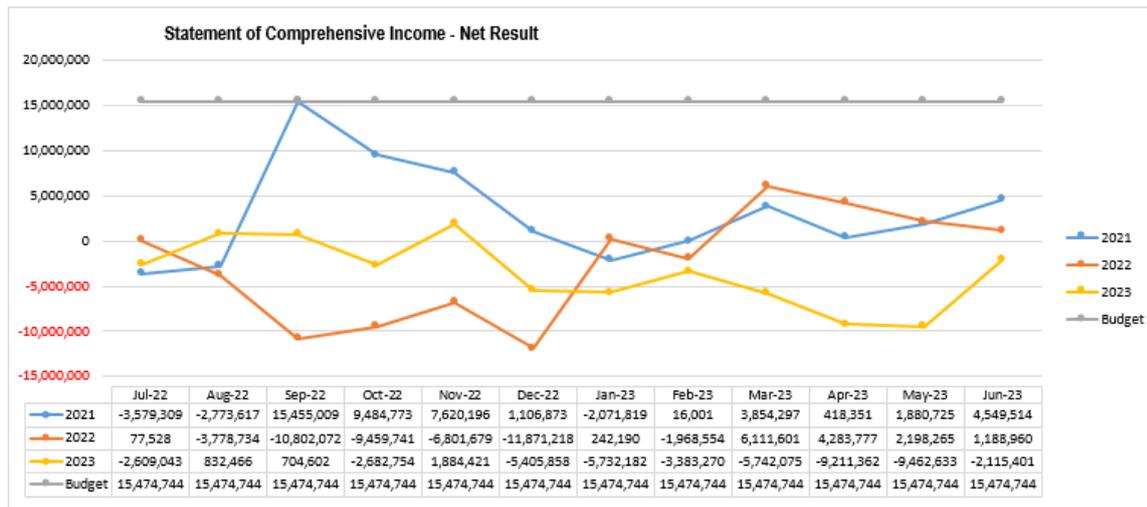
For the financial year 2022/2023, the comprehensive income statement net result indicated a deficit of \$2,115,401. This is the sum of \$57,236,637 in recurrent revenue, \$62,264,800 in recurrent expenditure and \$2,912,762 in capital revenue. This is expected to change as the year end processing, which includes the review of the revenue recognition, and the accrual of both income and expenditures, is finalised. Further analysis is provided below.

	Actual (1 July 2022 to 30 June 2023)	Budget (1 July 2022 to 30 June 2023)
Recurrent Revenue	57,236,637	69,037,903
Recurrent Expenses	62,264,800	75,185,377
<b>Net Operating</b>	<b>(5,028,163)</b>	<b>(6,147,474)</b>
Capital Revenue	2,912,762	21,622,218
Capital Expense	0	0
<b>Net Result</b>	<b>(2,115,401)</b>	<b>15,474,744</b>

\*Please see attached Comprehensive Income Statement for details.

## BUSINESS PAPERS

The graph below shows the Net Result for the period, with prior year comparatives, against the budget.



### Comprehensive Income Budgets Vs Actuals Variance Analysis

The items noted below are the items with significant variance between actual amounts and the forecasted budget at the start of the financial year.

Item	Actual	Budget	%	Analysis
Rates	7,991,570	8,918,000	90%	<p>↓ Actual is lower than budgeted amount.</p> <p>Council rates levy and service charges are issued twice a year, the first levy covers the first six months of the year, and the second levy is for the last six months of the financial year. The current actual amount is for the total annual income of Rates and Service Charges. The shortfall in Net rates, levies and charges is due to water consumption not yet being billed yet. When the next Rate Notice is issued in August 2023, it will include water consumption for the prior year, and the accounting treatment will be to accrue the water consumption back to the 2022/2023 financial year.</p>
Interest Income	978,778	220,000	445%	<p>↑ Actual is higher than budgeted amount.</p> <p>The favourable variance is a result of increase interest rates this financial year and of Council maintaining higher cash balance on its QTC</p>

## BUSINESS PAPERS

Item	Actual	Budget	%	Analysis																
				Investment account.																
Income from Operations and Sales	6,696,672	7,275,000	92%	<p>↓ Actual is Lower than budgeted amount.</p> <p>The variance is mainly due to Main Roads Projects. The actual income received is based on the council's eligibility to process claims. Based on the information we gathered from Council Engineer, additional claims will be processed in the month of July 2023.</p> <p>More information about TMR projects will be provided in the Director of Engineering report.</p>																
Operating Grants	40,141,323	51,478,000	78%	<p>↓ Actual is Lower than budgeted amount.</p> <p>Operating grants are mostly made up of Disaster Recovery Funding Arrangements (DRFA) received for restoration of road assets. Other operating grants include financial assistance grants and other program grants.</p> <table border="1"> <thead> <tr> <th></th> <th>Actuals</th> <th>Budget</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>DRFA</td> <td>28,426,152</td> <td>45,000,000</td> <td>63%</td> </tr> </tbody> </table> <p><b>DRFA</b> - \$45 million dollars of the total operating grants annual budget is for DRFA restoration works. Council had paused its DRFA restoration works due to the wet season for three months. As of the end of this month, the total income recognised for DRFA works is \$28,426,152 which is 63% of the annual budget. DRFA expenses is expected to be lower compared to its annual budget for the same reason.</p> <p><b>FAGS</b> – Financial assistance grants for the 2023/2024 financial year was received last 29<sup>th</sup> June 2023 and was recognized as an operating income for the year.</p> <table border="1"> <thead> <tr> <th>Commonwealth Grant</th> <th>\$</th> </tr> </thead> <tbody> <tr> <td>General Purpose</td> <td>7,039,126</td> </tr> <tr> <td>Local Road</td> <td>1,662,424</td> </tr> <tr> <td>Total Grants</td> <td>8,701,550</td> </tr> </tbody> </table>		Actuals	Budget	%	DRFA	28,426,152	45,000,000	63%	Commonwealth Grant	\$	General Purpose	7,039,126	Local Road	1,662,424	Total Grants	8,701,550
	Actuals	Budget	%																	
DRFA	28,426,152	45,000,000	63%																	
Commonwealth Grant	\$																			
General Purpose	7,039,126																			
Local Road	1,662,424																			
Total Grants	8,701,550																			
Non-Operating Grants	2,912,762	21,622,218	13.47%	<p>↓ Actual is Lower than budgeted amount.</p> <p>Non-operating grants are funding received for</p>																

## BUSINESS PAPERS

Item	Actual	Budget	%	Analysis
				<p>the purpose of constructing roads, buildings, and other infrastructure assets, and purchasing equipment. Due to the nature of this income, the timing of the funding receipt depends on project approval or progress claims.</p> <p>The project team meets regularly to discuss the progress of capital jobs. The risk of project overruns is low.</p> <p>This budgeted item of \$21.6 million is significant, and has been impacted by seasonal rains, as extensions of time have been sought for some projects, there is likely to be a carry over budget.</p>
Employee Costs	8,793,085	10,105,910	87%	<p>↓ Actual is Lower than budgeted amount.</p> <p>The significant variance on Employee Costs are due to the following:</p> <ul style="list-style-type: none"> <li>• There are few positions that were budgeted but were not filled until the middle of the financial year (i.e. Asset Manager, Governance Officer, Rural Lands Officer, Graduate Accountant, Childcare Staff)</li> <li>• Operational crew who had left employment with council were not replaced. However, these positions were filled by labour hire and this resulted to an increase in the cost of labour hire, which is under the Materials and Services expenses.</li> <li>• All employees wages were budgeted against operational expenditures. From 1 July to date a total of \$340,107 wages was costed against Capital Projects and which is not included in the operating employee costs.</li> </ul>

### Net Operating Result

The simple profit and loss statement (P&L) below represents operating income and operating expenditures only and shows what is called a Net Operating Result. The budgeted net operating result is a deficit of \$6,147,286.

## BUSINESS PAPERS

Row Labels	Sum of Actual Bal	Sum of Current Budget
<b>Operating Income</b>	<b>(57,236,637.26)</b>	<b>(69,037,250.00)</b>
Fees & Charges	(808,117.08)	(546,750.00)
Income From Operations / Sales	(6,696,671.51)	(7,275,000.00)
Interest Earnings	(978,777.71)	(220,000.00)
Operating Grants, Subsidies And Contributions	(40,141,322.73)	(51,477,500.00)
Other Revenue Summary	(73,513.17)	-
Rates	(7,991,569.63)	(8,918,000.00)
Rental Income Summary	(546,665.43)	(600,000.00)
<b>Operating Expenditure</b>	<b>62,264,799.87</b>	<b>75,184,536.35</b>
Depreciation On Non-Current Assets	10,884,867.90	9,846,940.00
Employee Costs	8,793,084.85	10,105,551.19
Interest Expenses	344,663.33	357,363.81
Materials & Services	41,967,933.60	54,766,181.35
Other Expenditure	274,250.19	108,500.00
<b>Grand Total</b>	<b>5,028,162.61</b>	<b>6,147,286.35</b>

There are still a number of financial transactions to occur as per the previous commentary. However it is important some significant transactions that could impact the overall result, once all of the adjustments have been processed. These are itemized below.

- Early payment of an additional 50% of Financial Assistance Grant. Council already receives a 50% advance payment, but the Federal Government has announced it will bring forward the early payment to 100%. This means Council have received an additional \$4,350,775 that was not in Original Budget. You might then say well the budget deficit should be \$1,796,511 and the actual deficit should be a lot less than the \$5,028,162, however there are additional transactions below that have also impacted the budget.
- Fuel increases during the year have had an impact of \$653,658 on the budget. In other words fuel cost \$653,658 more than budgeted.
- There have been some unanticipated increases in chemicals and other items that have also affected some budgets.
- Unbilled water is budgeted at \$650,858. This transaction relates to water consumption that has been utilised, but will be billed in the coming weeks and posted back to the previous financial year. This will have the impact of recognizing additional revenue and reducing the deficit.
- Depreciation expense was \$1,037,928 more than budgeted. Depreciation is a non-cash expense that highlights the consumption of Council assets. Council is currently reviewing Asset Management Plans, and future revaluations may see some changes.
- Fleet Revenue or plant hire was budgeted at \$6,549,467.81, but to date Council has only received \$5,135,720.84, which may increase a little if there are some transactions to be posted to the previous year, however at this time the shortfall is \$1,413,746.97. This means the deficit will increase by \$1,413,746.97. During the year Plant Hire Rates were reviewed by the Engineering Team who worked with

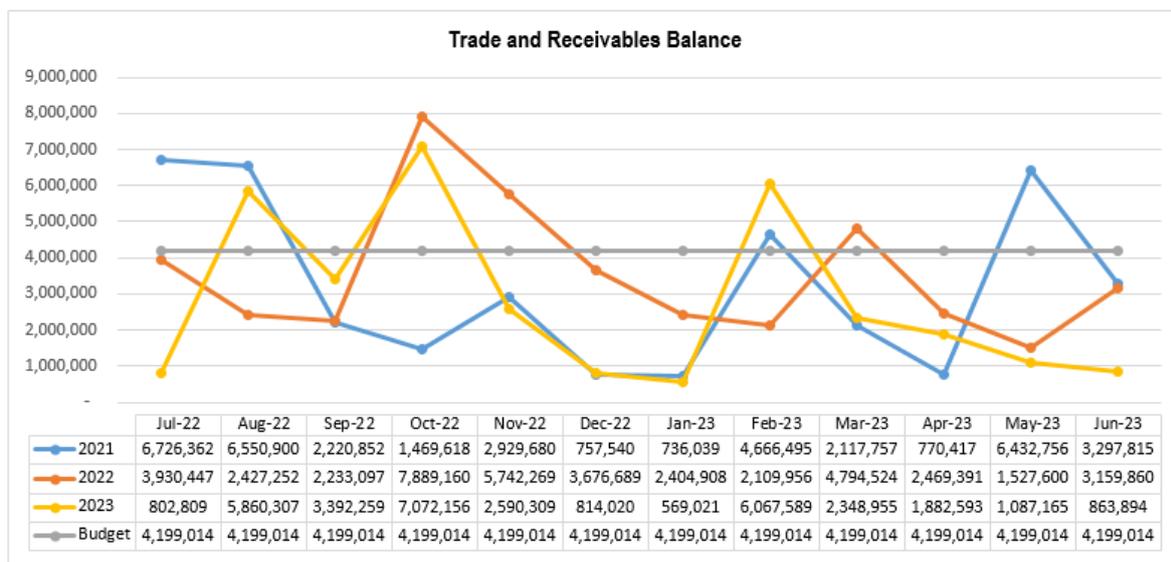
## BUSINESS PAPERS

Council's DRFA consultants, and external consultants to review and revise these rates. The revised Plant Hire Rates have now been updated in Council's finance system. The Asset Manager has been working with finance and the works team to improve knowledge and processes. Failure to accurately record plant on timesheets on funded jobs is money out the door for Council. Officers are working towards more training for staff, and reviewing of timesheet entries. In 23/24 the Plant Revenue is budgeted at \$9 million, so without scrutiny this budget line item carries a lot of risk. Therefore, it has been decided to establish a Plant Advisory Committee that meets several times during the year to scrutinize plant utilisation.

- Unbilled TMR or Recoverable Works will hopefully have a favorable impact on the result. The engineering team are working on measure ups and raising invoices for completed works to 30 June 2023. It should be noted there may be some expenditure still to come that may offset some of this revenue.
- Grant adjustments may also have a favorable impact on the result as well. This is due to a final reconciliation of grants against expenditure.

### Financial Position Reports

The graph below shows the Council's *Trade and Receivables* balance of \$863,894.



### Rates and Service Charges

The shortfall in Net rates, levies and charges is due to water consumption not yet being billed yet. When the next Rate Notice is issued in August 2023, it will include water consumption for the prior year, and the accounting treatment will be to accrue the water consumption back to the 2022/2023 financial year. The water meter readings are now complete, and review is in progress on the time of writing this report. Council is currently on track with issuing the first levy in August 2024.

Rate arrears amount to \$718,600 and are currently being managed by reference to Councils Debt Recovery Policy and Financial Hardship Policy. During the year Council has

## BUSINESS PAPERS

commenced action for Sale of Land for some properties. Officers will continue to follow processes to work towards reducing rate debtors.

The historical comparison by month, shows the 22/23 rates outstanding in June, is significantly less than the outstanding balance in 19/20. This is likely when the impact of Covid happened, and you can see now that for the following three years the June balance has been less than \$1million.

Please see attachment for the detailed rates and services charges receivables.

### Investments

As per Council Investment Policy, available funds were invested in Queensland Treasury Corporation – Cash Fund, including the cash back of all Council reserves. The table below shows the month of June 2023 investment performance.

Investment Accounts	Financial Institutions	Funds Available Balance*	June 2023 Interest Earned	YTD Interest Earned
QTC General Fund	QTC	38,388,286	114,804	823,119
QTC Reserves Fund	QTC	7,528,458	24,761	205,919
<b>TOTAL</b>		<b>45,916,744</b>	<b>139,565</b>	<b>1,029,037</b>

\*The funds available balance excludes accrued interest and accrued administration charges.

The significant favorable variance between the budgeted amount of \$150,000 to the actual interest earned is a result of increase interest rates this financial year and of Council maintaining higher cash balance on its QTC Investment account.

### QTC Loans

Council has no planned borrowings over the next ten years and is committed to paying down existing debt. Council currently has three loans with Queensland Treasury Corporation (QTC), the details are shown below:

Loan Purpose	Quarterly Repayments	Balance	Maturity Date
Glenore Weir	110,412.17	4,122,038	15 March 2035
Karumba Sewerage	66,099.08	1,487,169	15 June 2030
Normanton Water	34,031.88	833,511	15 March 2031
<b>TOTAL</b>	<b>210,543.13</b>	<b>6,442,718</b>	

### Capital Projects Expenditures

The report shows various capital projects and their stages of completion. Only 13% of projects were completed, however it is important to note that some significantly large projects were not commenced during the year.

## BUSINESS PAPERS

Grant funded projects are not commenced until approvals have been granted and funding agreements signed. Generally they are not included in the capital works program until this has occurred.

Some projects have also been delayed due to the late rains, and challenges in sourcing contractors. As at 30 June 2023, the following projects had been completed and capitalized.

Asset Code	Asset Description	Project Commencement Date	Project Completion Date	Total Value
222301	P1210 - CEO Toyota Landcruiser	20/09/2022	11/10/2022	81,951.87
222302	Gilbert Steet Pontoon Rubber	7/06/2022	13/09/2022	12,392.83
222303	Glenore Weir Rectification LGSSP	02/07/2022	06/12/2022	84,173.39
222304	Karumba Airport Weather Station	14/04/2022	01/07/2022	65,048.22
222305	Connect Trunk Main to Lilyvale	30/09/2021	01/07/2022	37,000.01
222306	CSC-01 Rain Guage Brennan's Knob	20/05/2022	30/06/2022	22,097.16
222307	CSC-02 Rain Guage Claraville	20/05/2022	30/06/2022	20,347.16
222308	CSC-03 Rain Guage Fish Hole Creek	20/05/2022	30/06/2022	20,347.16
222309	CSC-04 Rain Guage Fog Creek	20/05/2022	30/06/2022	21,974.92
222310	CSC-05 Flood Camera Gilbert River	20/05/2022	30/06/2022	39,026.08
222311	CSC-06 Rain Guage Mundjuro	20/05/2022	30/06/2022	21,974.92
222312	CSC - 07 Flood Monitoring Device and Rain Guage Neumeyer Valley	20/05/2022	30/06/2022	54,332.16
222313	CSC- 08 Rain Guage Oakland Park	20/05/2022	30/06/2022	20,777.35
222314	CSC - 09 Rain Guage Prospect	20/05/2022	30/06/2022	20,347.16
222315	CSC- 10 Rain Guage Savannah	20/05/2022	30/06/2022	21,974.92
222316	CSC - 11 Flood Monitoring Device Saxby River LDR	20/05/2022	30/06/2022	38,895.00
222317	CSC - 12 Rain Guage Strathpark	20/05/2022	30/06/2022	21,974.92
222318	CSC - 13 Walker Creek Flood Cameras	20/05/2022	30/06/2022	57,281.28
222319	TV Radio - Satellite Infrastructure Upgrade Dish 2 - Karumba	11/07/2022	30/08/2022	20,272.00
222321	Lilyvale Sub Stage 1 - Road Constructuon - Internal Access Road	24/02/2022	08/11/2022	675,073.14
222322	TV Radio - Satellite Infrastructure Upgrade Dish 1 - Karumba	28/03/2022	06/12/2022	32,664.62
222323	Disaster Coordination Centre - Construct and Demolish Depot Shed	14/04/2021	30/06/2022	390,090.91
222324	BENQ Interactive Display Tourism Signage	2/09/2021	03/03/2021	13,470.00
222325	W4Q 34 Philp Street - Internal Upgrade - Repaint, Renew Kitchen, Bathroom and Flooring	28/08/2022	06/12/2022	104,252.78
222326	Logitech Ultra HD Conference Camera	2/09/2021	03/03/2021	6,493.30
222327	Lilyvale Subdivison Stage 1 - Water Infrastructure	30/06/2021	06/07/2022	1,415,530.20
222328	Abandoned Vehicles Fencing at Normanton Refuse Facility	21/06/2022	01/07/2022	22,220.00

Please see attached report for the Capital Projects that are still work in progress as at 30 June.

## **BUSINESS PAPERS**

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

- Julianne Meier - Director of Corporate Services
- 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 30 June 2023

	Actual 30-Jun-23	Budget 30-Jun-23	% Variance 91.67%
<b>Income</b>			
<b>Revenue</b>			
<b>Operating revenue</b>			
Net rates, levies and charges	7,991,570	8,918,000	89.61%
Fees and charges	808,117	547,000	147.74%
Rental income	546,665	600,000	91.11%
Interest received	978,778	219,903	445.10%
Sales revenue	6,696,672	7,275,000	92.05%
Other income	73,513	-	0.00%
Grants, subsidies, contributions and donations	40,141,323	51,478,000	77.98%
<b>Total operating revenue</b>	<b>57,236,637</b>	<b>69,037,903</b>	<b>57.91%</b>
<b>Capital revenue</b>			
Grants, subsidies, contributions and donations	2,912,762	21,622,218	13.47%
<b>Total revenue</b>	<b>60,149,399</b>	<b>90,660,121</b>	<b>44.87%</b>
<b>Capital income</b>			
Total Capital Income	-	-	0.00%
<b>Total income</b>	<b>60,149,399</b>	<b>90,660,121</b>	<b>44.87%</b>
<b>Expenses</b>			
<b>Operating expenses</b>			
Employee benefits	8,793,085	10,105,910	87.01%
Materials and services	42,242,184	54,874,000	76.98%
Finance costs	344,663	357,920	96.30%
Depreciation and amortisation	10,884,868	9,847,547	110.53%
<b>Total operating expenses</b>	<b>62,264,800</b>	<b>75,185,377</b>	<b>82.82%</b>
<b>Capital expenses</b>			
Total Capital expenses	-	-	0.00%
<b>Total expenses</b>	<b>62,264,800</b>	<b>75,185,377</b>	<b>82.82%</b>
<b>Net result</b>	<b>(2,115,401)</b>	<b>15,474,744</b>	<b>-13.67%</b>
<b>Operating result</b>			
Operating revenue	57,236,637	69,037,903	
Operating expenses	62,264,800	75,185,377	
<b>Operating result</b>	<b>(5,028,163)</b>	<b>(6,147,474)</b>	<b>81.79%</b>

## Statement of Financial Position

as at 30 June 2023

	Actual 30-Jun-23	Budget 30-Jun-23
<b>Assets</b>		
<b>Current assets</b>		
Cash and cash equivalents	47,514,968	35,975,943
Trade and other receivables	805,588	4,199,014
Inventories	1,111,413	1,143,000
Contract Assets	8,713,859	6,037,000
ATO Receivables	35,820	718,000
Total current assets	58,181,648	48,072,957
<b>Non-current assets</b>		
Trade and other receivables	58,306	91,000
Property, plant & equipment	280,484,098	286,552,295
Right of use assets	70,084	65,000
Total non-current assets	280,612,488	286,708,295
<b>Total assets</b>	<b>338,794,136</b>	<b>334,781,252</b>
<b>Liabilities</b>		
<b>Current liabilities</b>		
Trade and other payables	307,107	1,544,298
Contract Liabilities	28,336,489	14,162,000
Borrowings	526,632	561,513
Other current liabilities	171,500	100,000
Provisions	1,392,409	950,000
Total current liabilities	30,734,137	17,317,811
<b>Non-current liabilities</b>		
Contract Liabilities	-	5,000,000
Borrowings	5,916,086	5,653,032
Provisions	997,772	2,536,000
Other non-current liabilities	-	100,000
Total non-current liabilities	6,913,858	13,289,032
<b>Total liabilities</b>	<b>37,647,995</b>	<b>30,606,843</b>
<b>Net community assets</b>	<b>301,146,141</b>	<b>304,174,409</b>
<b>Community equity</b>		
Asset revaluation surplus	188,906,478	171,681,649
Retained surplus	112,239,663	132,492,760
<b>Total community equity</b>	<b>301,146,141</b>	<b>304,174,409</b>

**Statement of Cash Flows**  
 for the period ended 30 June 2023

**Actual**  
30-Jun-23      **Budget**  
30-Jun-23

**Statement of Cash Flows**

**Cash flows from operating activities**

Receipts from customers	15,146,933	16,870,654
Payments to suppliers and employees	(46,665,365)	(70,295,612)
Interest received	978,778	219,750
Rental income	546,665	603,064
Non-capital grants and contributions	40,141,323	56,903,269
Borrowing costs	(344,663)	(307,920)
<b>Net cash inflow from operating activities</b>	<b>9,803,671</b>	<b>3,993,205</b>

**Cash flows from investing activities**

Payments for property, plant and equipment	(5,412,500)	(25,405,227)
Grants, subsidies, contributions and donations	2,912,762	21,622,218
<b>Net cash inflow from investing activities</b>	<b>(2,499,738)</b>	<b>(3,783,009)</b>

**Cash flows from financing activities**

<b>Net cash inflow from financing activities</b>	<b>(513,882)</b>	<b>(534,252)</b>
--	------------------	------------------

**Total cash flows**

<b>Net increase in cash and cash equivalent held</b>	<b>6,790,051</b>	<b>(324,056)</b>
<b>Opening cash and cash equivalents</b>	40,724,917	36,300,000
<b>Closing cash and cash equivalents</b>	<b>47,514,968</b>	<b>35,975,944</b>



**Statement of Comprehensive Income by Category**  
 for the period ended 30 June 2023

	Core \$	QRA \$	Non-Core \$	Total \$	Budget \$
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent revenue</b>					
Rates, levies and charges	7,991,570	-	-	7,991,570	8,918,000
Fees and charges	519,654	-	288,463	808,117	547,000
Rental income	108,372	-	438,294	546,665	600,000
Interest received	978,778	-	-	978,778	219,903
Sales revenue	6,540,895	-	155,776	6,696,672	7,275,000
Other income	73,323	-	190	73,513	-
Grants, subsidies, contributions and	11,547,749	28,426,152	167,422	40,141,323	51,478,000
	27,760,341	28,426,152	1,050,145	57,236,637	69,037,903
<b>Capital revenue</b>					
Grants, subsidies, contributions and	975,410	1,937,352	-	2,912,762	21,622,218
<b>Total revenue</b>	28,735,751	30,363,503	1,050,145	60,149,399	90,660,121
Capital income	-	-	-	-	-
<b>Total income</b>	28,735,751	30,363,503	1,050,145	60,149,399	90,660,121
<b>Expenses</b>					
<b>Recurrent expenses</b>					
Employee benefits	(6,983,546)	(980,141)	(829,398)	(8,793,085)	(10,105,910)
Materials and services	(13,770,153)	(27,446,011)	(1,026,020)	(42,242,184)	(54,874,000)
Finance costs	(344,663)	-	-	(344,663)	(357,920)
Depreciation	(9,889,826)	-	(995,042)	(10,884,868)	(9,847,547)
	(30,988,188)	(28,426,152)	(2,850,460)	(62,264,800)	(75,185,378)
<b>Capital expenses</b>	-	-	-	-	-
<b>Total expenses</b>	(30,988,188)	(28,426,152)	(2,850,460)	(62,264,800)	(75,185,378)
<b>Net result</b>	(2,252,437)	1,937,352	(1,800,315)	(2,115,401)	15,474,743
<b>Other comprehensive income</b>					
<b>Items that will not be reclassified to net result</b>					
Increase / (decrease) in asset revaluat	-	-	-	-	-
<b>Total other comprehensive income f</b>	-	-	-	-	-
<b>Total comprehensive income for the</b>	(2,252,437)	1,937,352	(1,800,315)	(2,115,401)	15,474,743

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

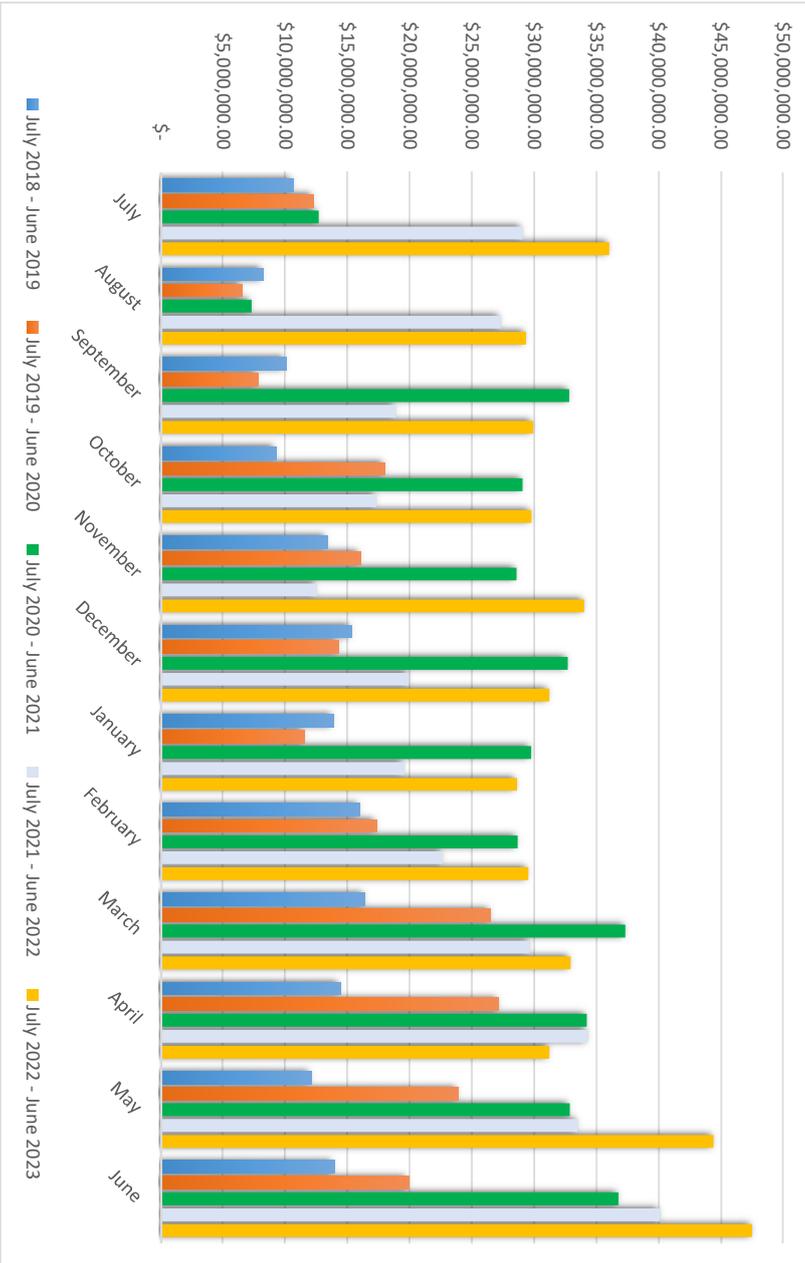


### Accounts Summary

	30 June 2023 \$	31 May 2023 \$
<b>General Accounts</b>		
Westpac General Operating Accounts	1,595,261	386,445
QTC General Fund	38,388,286	36,485,949
QTC Reserves Fund	7,528,458	7,528,458
<b>Total balance held in banks (excl Reserves)</b>	<b>47,512,004</b>	<b>44,400,852</b>
<b>Other Balances</b>		
QTC Reserves Fund	7,528,458	7,528,458
CSC Provisions	2,390,181	2,366,457
Net of Contract Assets and Liabilities	19,622,630	21,323,997
<b>Total balance reserves, provisions and contract liabilities</b>	<b>29,541,270</b>	<b>31,218,912</b>
<b>Net Council Position before QTC Borrowings</b>	<b>17,970,734</b>	<b>13,181,940</b>
<b>QTC Borrowings</b>		
Karumba Sewerage	1,487,169	1,545,444
Normanton Water Upgrade	833,511	863,259
Glenore Weir	4,122,038	4,218,784
<b>Total balance QTC borrowings</b>	<b>6,442,718</b>	<b>6,627,487</b>
<b>Net Council Position after Borrowings</b>	<b>11,528,017</b>	<b>6,554,453</b>
<b>RESERVES</b>		
<b>Cashed Back Reserves Accounts</b>		
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	1,389,164	1,389,164
QTC Sustainability Reserve	1,150,000	1,150,000
<b>Total Reserves held in QTC</b>	<b>7,528,458</b>	<b>7,528,458</b>
<b>TRUST</b>		
<b>Trust Accounts</b>		
Queensland Treasury Corporation	91,378	91,378
Westpac Bank	39,949	39,779
<b>Total balance held in trust</b>	<b>131,327</b>	<b>131,157</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	\$29,324,952.00	\$29,916,342.00	\$29,764,622.00	\$34,019,634.00	\$31,208,774.91	\$28,614,115.00	\$29,516,827.00	\$32,925,760.00	\$31,205,087.00	\$44,404,416.00	\$47,514,968.00



**Rates and Service Charges Receivables Report**  
 Jun-23

**Number of Assessments**

Total Active 1184

Non Valued 349 Non-Rateable, but Utility charges & ESL may still apply.

Valued 834 Valuations issued by State Valuations Office

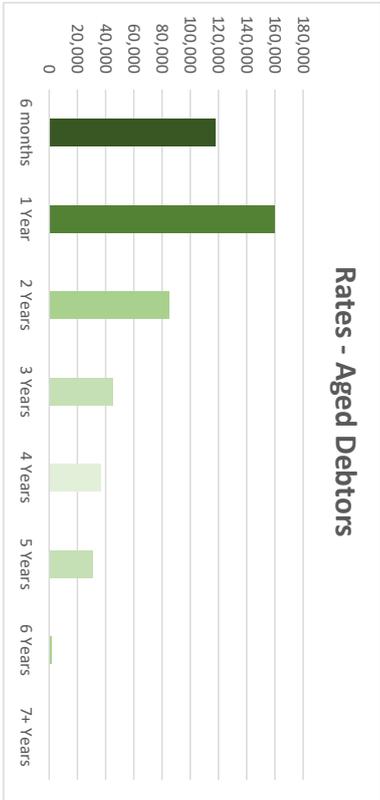
**Payment Arrangements**

No. of Assess

6 110,387

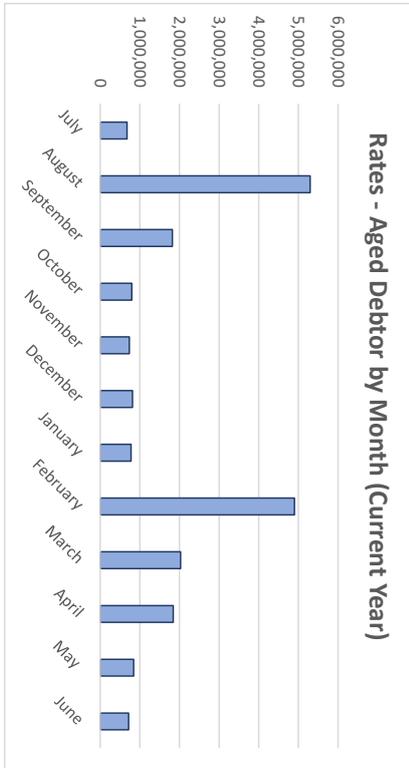
**Aged Debtor Breakdown**

TOTAL	Legal Fees	Current	6 months	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years	7+ Years
718,600	0	240,830	117,713	159,680	84,955	45,549	36,974	31,278	1,622	0



Rates and Service Charges Receivables Report  
 Jun-23

Aged Debtor by Month											
July	August	September	October	November	December	January	February	March	April	May	June
678,953	5,296,730	1,820,687	796,847	733,638	814,405	778,159	4,901,807	2,028,993	1,843,638	843,598	718,600



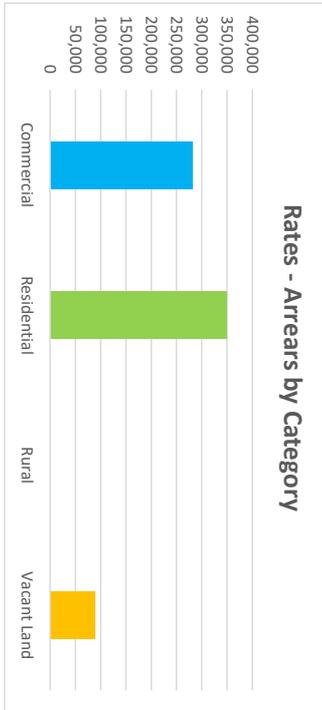
Interest by Month											
July	August	September	October	November	December	January	February	March	April	May	June
4,899	2,972	8,115	6,632	1,670	8,733	6,170	4,242	5,805	13,558	5,638	5,696

Rates and Service Charges Receivables Report  
 Jun-23

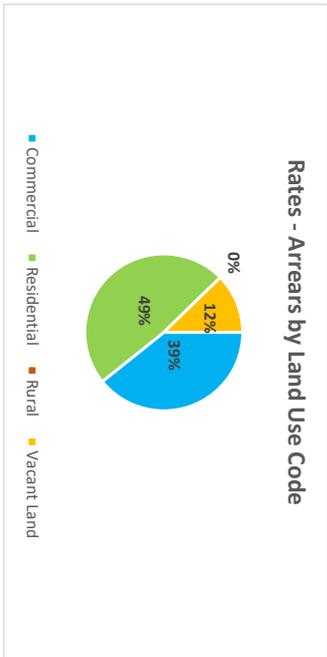
Aged Debtor Breakdown by Category

	Total	Current	6 months	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years	7+ Years
Commercial	281,826	77,393	50,554	84,733	49,407	6,193	6,613	6,932	0	0
Residential	348,282	129,389	60,021	61,368	29,342	30,697	20,914	16,552	0	0
Rural	0	0	0	0	0	0	0	0	0	0
Vacant Land	88,492	34,048	7,138	13,578	6,206	8,659	9,447	7,794	1,622	0
<b>Totals</b>	<b>718,600</b>	<b>240,830</b>	<b>117,713</b>	<b>159,680</b>	<b>84,955</b>	<b>45,549</b>	<b>36,974</b>	<b>31,278</b>	<b>1,622</b>	<b>0</b>

Rates - Arrears by Category



Rates - Arrears by Land Use Code



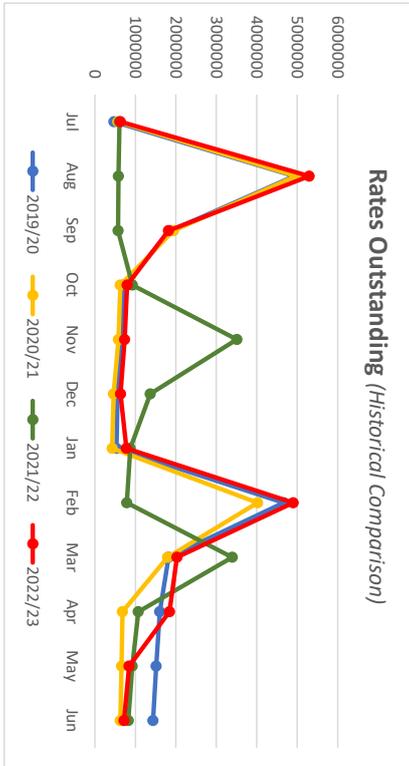
Breakdown by Land Usage

Land Usage	No. of Asses	Total	Percentage
Commercial	206	281,826	39%
Residential	645	348,282	48%
Rural	55	0	0%
Vacant Land	277	88,492	12%
<b>Totals</b>	<b>1,183</b>	<b>718,600</b>	

Rates and Service Charges Receivables Report  
 Jun-23

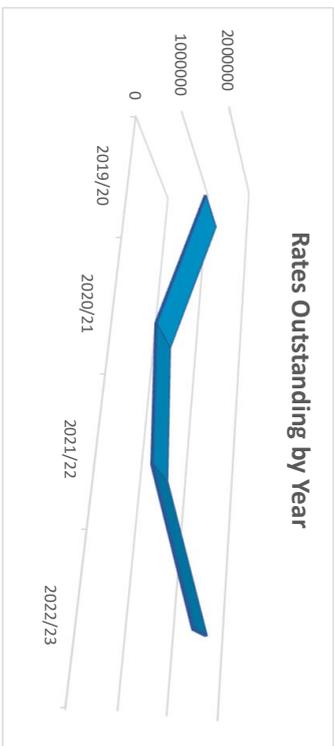
Historical Comparison by Month

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019/20	\$ 470,641	\$ 4,926,161	\$ 1,880,488	\$ 717,757	\$ 630,432	\$ 559,597	\$ 530,335	\$ 4,665,873	\$ 1,822,510	\$ 1,602,662	\$ 1,513,610	\$ 1,437,098
2020/21	\$ 566,141	\$ 4,971,460	\$ 1,944,130	\$ 626,507	\$ 582,667	\$ 459,510	\$ 428,312	\$ 4,020,974	\$ 1,799,963	\$ 682,334	\$ 658,186	\$ 628,928
2021/22	\$ 606,708	\$ 580,412	\$ 573,791	\$ 925,817	\$ 3,508,592	\$ 1,367,235	\$ 873,592	\$ 788,448	\$ 3,394,719	\$ 1,072,555	\$ 921,857	\$ 825,409
2022/23	\$ 630,158	\$ 5,295,845	\$ 1,820,687	\$ 796,847	\$ 733,637	\$ 633,310	\$ 778,159	\$ 4,901,807	\$ 2,028,993	\$ 1,843,638	\$ 843,598	\$ 718,600



Historical Comparison by Year

2019/20	\$ 1,437,098
2020/21	\$ 628,928
2021/22	\$ 825,409
2022/23	1843638



**Carpentaria Shire Council - Capital Expenditure Budget - 2022-2023**

20/06/2023 Data Updated		Total Project Budget										Financial Year Budget				
Job or WO No	Project Description	Type	Project Expense Budget	Project Grant Funding	Asset Sale / Trade-In	Loan	Reserves	Councils Contrib'n to Project	Original Budget 2022-2023	Grant 2022-2023	Asset Sale / Trade-In 2022-2023	Council Contribution 2022-2023	YTD Expenses 2022-2023	Committed Orders	Total Expenses 2022-2023	Stage of Comp'n %
WQ2203	Buildings - Staff Housing - Renewals - Prioritised per condition assessments	R	0	0	0	0	0	0	20,000	20,000	0	0	1,200	0	1,200	0%
WQSH12	Buildings - 23 Woodward Street	R	20,000	20,000	0	0	0	0	20,000	20,000	0	0	0	0	0	0%
WQSH13	Buildings - 1/150 Yappari Street	R	45,000	45,000	0	0	0	0	45,000	45,000	0	0	0	0	0	0%
WQSH14	Buildings - 1/72 Thompson Street	R	65,000	65,000	0	0	0	0	0	0	0	0	0	0	0	0%
WQSH15	Buildings - 36 Woodward Street - External Repair	R	15,000	15,000	0	0	0	0	15,000	15,000	0	0	0	0	0	0%
CH2201	Buildings - Normanton Pensioner Unit - U1/72 Thompson St- Disabled Access Toilet, Showers, Laundry, Internal Refit	R	100,000	0	0	0	0	100,000	100,000	0	0	100,000	51,373	131	51,503	0%
WQSH17	Buildings - Staff Housing - Internal Upgrade, Henrietta Street	R	125,000	125,000	0	0	0	0	0	0	0	0	0	0	0	0%
WQSH19	Buildings - Internal Upgrade - 16 Henrietta Street, Normanton	R							125,000	125,000			123,322	4,912	128,234	99%
WQ2NONM	Buildings - Renew Roof - 2 Norman St, Normanton	R							65,000	65,000			1,200	0	1,200	0%
CO2301	Buildings - Store Shelving	R	50,000	0	0	0	0	50,000	50,000	0	0	50,000	23,906	0	23,906	75%
CO2202	Buildings - Normanton Cemetery Rotunda Construction	N											15,623	0	15,623	100%
CW2203	Water - Normanton - Build-in under-Water Tower	N	20,000	0	0	0	0	20,000	20,000	0	0	20,000	13,647	0	13,647	99%
CH2202	Buildings - 1 Brodie Street - Replaced galvanized plumbing pipework	R	10,000	0	0	0	0	10,000	10,000	0	0	10,000	0	0	0	100%
CH2203	Buildings - Residential Development - Gough Street	N	50,000	0	0	0	0	50,000	50,000	0	0	50,000	60,997	0	60,997	100%
CH2301	Design and Construct Staff Housing in Gough Street	N							0	0	0	0	0	0	0	0%
WQ2206	Capex - Karumba Airport Power Supply Upgrade	U							0	0	0	0	0	0	0	100%
WQSH18	Buildings - WAQ 34 Philip Street - Internal Upgrade - Repair, renew Kitchen, Lighting, Bathroom, Flooring	R							0	0	0	0	0	0	0	100%
QR2001	Capex - Sewerage - Ora Betterment Program 2020	R							0	0	0	0	0	0	0	100%
QRBP2001	Desliting Of Lagoons	R							0	0	0	0	0	0	0	100%
QRBP2005	Sewerage - Purchase And Install Amenities Block	N							0	0	0	0	0	0	0	100%
n/a	Lilyvale subdivision Stage 1	N	1,500,000	0	1,500,000	0	0	0	0	0	0	0	0	0	0	5%
CP2204	ICT - TV Radio - Satellite Infrastructure Upgrade Dish 1 - Karumba	R	25,000	0	0	0	0	25,000	25,000	0	0	25,000	-21,293	0	-21,293	100%
QRRRF	Karumba Point Shoreline Protection and Revitalisation - Beach Sand Retention Project (Groynes)	N	592,473	500,000	0	0	0	92,473	592,473	500,000	0	92,473	0	0	0	50%
PACP	Karumba Point Shoreline Protection and Revitalisation - Revetment Wall	N	1,592,473	1,592,473	0	0	0	0	0	0	0	0	0	0	0	0%
LRCP17	LRCP - Phase 3 - Allocation of \$1m funding towards Restoration of Karumba Foreshore - Revetment Wall	R	1,000,000	1,000,000	0	0	0	0	1,000,000	1,000,000	0	0	0	0	0	0%

20/06/2023 Data Updated

**Carpentaria Shire Council - Capital Expenditure Budget - 2022-2023**

Job or WO No	Project Description	Type	Total Project Budget						Financial Year Budget								
			Project Expense Budget	Project Grant Funding	Asset Sale / Trade-in	Loan	Reserves	Councils Contribution to Project	Original Budget 2022-2023	Grant 2022-2023	Asset Sale / Trade-in 2022-2023	Council Contribution 2022-2023	YTD Expenses 2022-2023	Committed Orders	Total Expenses 2022-2023	Stage of Comp'n %	
LRCP18	LRCP - Phase 3 - Karumba Park (closing of Barnett St) - Design and Construct	N	350,000	350,000	0	0	0	0	350,000	350,000	0	0	0	8,080	0	8,080	10%
LRCP10	LRCP - Phase 3 - Karumba Point to Town Walking Track (Signage, Designated Path, Bridges)	U	73,848	73,848	0	0	0	0	73,848	73,848	0	0	0	67,000	67,000	67,000	10%
RRF006	Other - Karumba Airport Weather Station	N	87,000	87,000	0	0	0	0	87,000	87,000	0	0	0	0	0	0	100%
QRRR2	Other - Karumba Point Shoreline - Detailed Design	N	530,000	500,000	0	0	0	30,000	330,000	330,000	0	0	132,208	0	132,208	80%	
WQ2204	Other - Onsite Chlorine Generators - Normanton & Karumba Pools	U	320,000	320,000	0	0	0	0	320,000	320,000	0	0	224,336	94,537	318,873	90%	
WQ2201	Other - Town Beautification - Landsborough St Development	N	200,000	200,000	0	0	0	0	10,000	10,000	0	0	0	0	0	5%	
WQ2202	Other - Town Beautification - School Dam Precinct Development	N	300,000	300,000	0	0	0	0	5,000	5,000	0	0	0	0	0	5%	
QL2301	Project - Lilyvale Subdivision Entrance Statement	N	85,000	0	0	0	85,000	0	85,000	0	0	85,000	38,739	0	38,739	90%	
DAE22	Coast Reef Habitats - Karumba	N	100,000	100,000	0	0	0	0	100,000	100,000	0	0	52,936	12,120	65,056	50%	
CO201	Other - Centolph Upgrade - Two statues "We are one"	U	150,000	150,000	0	0	0	0	150,000	150,000	0	0	42,058	15,600	57,658	70%	
CO2104	Capex - Gilbert Street Pontoon Repairs	R	15,000	0	0	0	15,000	0	0	0	0	0	1,500	0	1,500	100%	
CP2115	ICT - TV Radio - Satellite Infrastructure Upgrade Dish 2 - Karumba	R	25,000	0	0	0	25,000	0	0	0	0	0	0	0	0	100%	
CP2203	Fleet - Replace P1710 CEO - GXL 4.5L T Diesel Dual Cab	R	82,440	0	35,000	0	47,440	82,440	0	35,000	47,440	81,952	0	81,952	100%		
CP2205	Fleet - Replace P1605 WTP 4x4 Single Cab Utility	R	55,000	0	18,000	0	37,000	55,000	0	18,000	37,000	0	0	0	0	0%	
CP2206	Fleet - Replace P1653 Electrician - 4 x 4 Landcruiser Ute (RLO) Single Cab	R	55,000	0	18,000	0	37,000	55,000	0	18,000	37,000	0	0	0	0	0%	
CP2207	Fleet - Replace P1512 Town Services - 4x2 Single Cab Ute (Cleaners)	R	35,000	0	8,000	0	27,000	35,000	0	8,000	27,000	0	0	0	0	0%	
CP2208	Fleet - Replace P4136 Quad UTV with 2 seats	R	25,000	0	2,000	0	23,000	25,000	0	2,000	23,000	0	0	0	0	0%	
CP2209	Fleet - P1582 WTP - SR 4x2 Single Cab Ute	R	35,000	0	8,000	0	27,000	35,000	0	8,000	27,000	0	0	0	0	0%	
CP2210	Fleet - Replace P2402 WTP - N-Series NPR Tipper	R	65,000	0	12,000	0	53,000	65,000	0	12,000	53,000	0	129,938	129,938	129,938	0%	
CP2211	Fleet - Plumbers Isuzu Job Truck	N	145,000	0	0	0	145,000	145,000	0	0	145,000	0	157,128	157,128	157,128	0%	
CP2310	Water - Normanton - WTP Generator	R	60,000	0	0	0	60,000	60,000	0	0	60,000	0	36,816	36,816	36,816	10%	
CP2301	Fleet - P2036 Fuso Tipper	R	70,000	0	0	0	70,000	70,000	0	0	70,000	0	69,751	69,751	69,751	0%	
CP2302	Fleet - P1664 Dual Cab Cruiser	R	80,000	0	0	0	80,000	80,000	0	0	80,000	0	0	0	0	0%	
CP2303	Fleet - P1877 Dual Cab Colorado	R	50,000	0	0	0	50,000	50,000	0	0	50,000	0	0	0	0	0%	
CP2304	Fleet - P1784 2WD Hilux Single Cab	R	40,000	0	0	0	40,000	40,000	0	0	40,000	0	0	0	0	0%	

**Carpentaria Shire Council - Capital Expenditure Budget - 2022-2023**

20/06/2023 Data Updated		Total Project Budget										Financial Year Budget				
Job or WO No	Project Description	Type	Project Expense Budget	Project Grant Funding	Asset Sale / Trade-In	Loan	Reserves	Councils Contribution to Project	Original Budget 2022-2023	Grant 2022-2023	Asset Sale / Trade-In 2022-2023	Council Contribution 2022-2023	YTD Expenses 2022-2023	Committed Orders	Total Expenses 2022-2023	Stage of Comp'n %
CP2305	Fleet - P3516 140M Grader	R	300,000	0	0	0	0	300,000	300,000	0	0	300,000	0	0	0	75%
CP2306	Fleet - P2529 Crane Truck	R	185,000	0	0	0	185,000	185,000	185,000	0	0	185,000	0	245,491	245,491	0%
CP2307	Fleet - P4502 Vermeer VACTrailer	R	80,000	0	0	0	80,000	80,000	80,000	0	0	80,000	0	119,824	119,824	0%
CP2308	Fleet - P1566 KBA Triton Dual Cab, replace with Dual Cab	R	60,000	0	0	0	60,000	60,000	60,000	0	0	60,000	0	0	0	0%
CP2309	Fleet - Replace P1711 Dual Cab 4WD Hilux	R	65,000	0	0	0	65,000	65,000	65,000	0	0	65,000	0	0	0	0%
CR2106	Footpaths - Maintenance and Disability Access Karumba	R	45,000	0	0	0	45,000	45,000	45,000	0	0	45,000	841	0	841	0%
CR2106	Footpaths - Normanton - 2m wide footpath - Cafe to Pharmacy	N	60,000	0	0	0	60,000	60,000	60,000	0	0	60,000	0	30,000	30,000	0%
CR2105	Footpaths - Maintenance and Disability Access Normanton	R	60,000	0	0	0	60,000	60,000	60,000	0	0	60,000	0	0	0	0%
CL2201	Lilvale Subdivision Stage 1 - Road Construction - Internal Access Road	N	0	0	0	0	0	0	0	0	0	0	-13,162	0	-13,162	100%
ORRRF3	Roads - Kerb and Channel across from Christian College, Thompson Street	U	228,882	228,882	0	0	10,000	228,882	228,882	0	0	10,000	155,071	18,532	173,603	95%
CR2107	Roads - Roads of Strategic Importance (Nin to Burketown Rd) (Sealing) ROSI	U	20,000,000	16,000,000	0	0	4,000,000	5,000,000	4,000,000	0	0	1,000,000	0	0	0	0%
Parent	Roads - Shire Grid Installations	N	20,000	0	0	0	20,000	20,000	20,000	0	0	20,000	9,100	0	9,100	100%
RR2301	Roads - TIDS/R2R/Council - Normanton to Burketown - Sealing Works	U	1,820,000	1,621,924	0	0	198,076	1,820,000	1,621,904	0	0	198,096	0	0	0	0%
RR2301	Roads - TIDS/R2R/Council - Concrete Causeway before Armstrong	N	800,000	800,000	0	0	0	800,000	800,000	0	0	0	253,418	95,222	348,640	90%
RR2302	Roads - TIDS/R2R/Council - Armstrong (Funding top up road realignment) (Includes Betterment)	N	1,513,339	1,465,263	0	0	48,076	1,513,339	1,465,263	0	0	48,076	1,243,806	270,382	1,514,188	80%
CR2301	Roads - TIDS/R2R/Council - Normanton to Burketown - Reseal	R	300,000	150,000	0	0	150,000	300,000	150,000	0	0	150,000	0	290,041	290,041	100%
CR2302	Roads - Betterment - Inverleigh West Causeway Upgrade (Prolongstre Creek)	U	500,000	450,000	0	0	50,000	50,000	50,000	0	0	50,000	104,950	0	104,950	2%
CR2203	Roads - Mitchell River Crossing - Bridge Design	U	300,000	300,000	0	0	0	300,000	300,000	0	0	0	16,616	0	16,616	2%
RRUP	Roads - Ifley Road - Gravel Upgrade	U	4,206,687	4,206,687	0	0	0	4,206,687	4,206,687	0	0	0	0	0	0	0%
RRUP	Roads - Koolalah - Dixie Road Widening	U	2,477,642	2,477,642	0	0	0	2,477,642	2,477,642	0	0	0	0	0	0	0%
CR2303	Roads - AT19 TIDS - Plains/Toppy Creek & Cabbage Tree Creek Causeways	N	1,340,000	1,340,000	0	0	0	1,340,000	1,340,000	0	0	0	430,885	0	430,885	10%
CR2202	Other - Savannah Way Art Trail - Footings and Traffic Island Upgrade	U	35,000	0	0	0	35,000	35,000	0	0	0	35,000	0	11,000	11,000	25%
CR2102	Capex - Normanton-Burketown Seal Project 11/12 Ccc0017.4819E Rec	U	0	0	0	0	0	0	0	0	0	0	0	0	0	100%
CR2103	Capex - Normanton-Burketown Seal Project 13 Csc.0016.1819E Rec	U	0	0	0	0	0	0	0	0	0	0	0	0	0	100%
RRF004	Sewerage - Karumba Sewerage System - System Review & Master Plan	N	80,000	80,000	0	0	0	40,000	40,000	40,000	0	0	40,655	0	40,655	100%

**Carpentaria Shire Council - Capital Expenditure Budget - 2022-2023**

20/06/2023 Data Updated		Total Project Budget							Financial Year Budget							
Job or WO No	Project Description	Type	Project Expense Budget	Project Grant Funding	Asset Sale / Trade-In	Loan	Reserves	Councils Contrib'n to Project	Original Budget 2022-2023	Grant 2022-2023	Asset Sale / Trade-In 2022-2023	Council Contribution 2022-2023	YTD Expenses 2022-2023	Committed Orders	Total Expenses 2022-2023	Stage of Comp'n %
CS2201	Sewer - Karumba - Membrane Replacement	R	250,000	0	0	0	0	250,000	250,000	0	0	250,000	160	0	160	0%
CS2202	Sewer - Karumba - Pump Replacement (eone)	R	100,000	0	0	0	0	100,000	100,000	0	0	100,000	89,296	0	89,296	100%
CL1801	Lilyvale Subdivision Stage 1 - Water Infrastructure	N	0	0	0	0	0	0	400,000	0	0	400,000	-220,618	0	-220,618	100%
RRF001A	Water - Glenore Weir Raw Water Upgrade - Emergency Intake Structure	U	150,000	150,000	0	0	0	0	150,000	150,000	0	0	119	0	119	0%
RRF001	Capex - Glenore Weir Emergency Intake And Infrastructure												119	0	119	0%
RRF002	Water - Karumba Water Tower/Reservoirs On site Chlorine Generator	U	180,000	180,000	0	0	0	0	180,000	180,000	0	0	509	0	509	90%
RRF003	Water - Normanton Water Treatment Plant - Study & Design (Increase potable supply)	N	40,000	40,000	0	0	0	0	40,000	40,000	0	0	1,157	0	1,157	5%
WQ2205	Water - Treatment Plant - Controls/Monitoring - Priorities to be established	R	180,000	180,000	0	0	0	0	60,000	60,000	0	0	64,192	6,905	71,097	75%
RRF005	Water - Treatment Plant - Normanton - Replacement of Soda Ash Dosing System	R	150,000	150,000	0	0	0	0	100,000	100,000	0	0	0	99,192	99,192	30%
WQ2207	Water - Treatment Plant - Normanton - Reservoir Repairs	R	210,000	210,000	0	0	0	0	210,000	210,000	0	0	240	0	240	0%
CW2007	Capex - Bbrf - Raw Water Irrigation								0	0	0	0	858	0	858	100%
CW2201	Water - Normanton - Refurbish Clarifier	R	75,000	0	0	0	0	75,000	75,000	0	0	75,000	6,437	75,757	82,194	10%
CW2202	Water - Normanton - Manifold (for old Clarifier)	U	20,000	0	0	0	0	20,000	20,000	0	0	20,000	240	0	240	0%
CW2301	Water - 4x Osecl 120 Hypochlorite Generating Systems												0	0	0	100%
CW2204	Glenore Weir Water Pipe Replacement Planning Project	R	295,000	295,000	0	0	0	0	295,000	295,000	0	0	41,888	176,328	218,217	20%
CW2302	Water - Normanton Water Treatment Plant Reservoir Upgrades (2 concrete inground storage tanks)	U	1,992,916	1,992,916	0	0	0	0	1,992,916	1,992,916	0	0	8,876	0	8,876	1%
CW1902	Capex - Glenore Weir Rectification (UGSP)								0	0	0	0	84,173	0	84,173	100%
RAUPK9	Cap Ex - Litemarking And Transformer Aerodrome (Karumba)	R	0	0	0	0	0	0	0	0	0	0	15,547	10,453	26,000	85%
RAUPN9	Cap Ex - Litemarking Aerodrome (Normanton)	R	0	0	0	0	0	0	0	0	0	0	12,426	0	12,426	85%
CR2304	CSC-01 Rain Gauge Brennan's Kn	N	22,097	22,097	0	0	0	552	22,097	22,097	0	0	22,097	0	22,097	100%
As above	CSC-02 Rain Gauge Charville	N	20,347	20,347	0	0	0	509	20,347	20,347	0	0	20,347	0	20,347	100%
As above	CSC-03 Rain Gauge Fish Hole Cr	N	20,348	20,348	0	0	0	509	20,348	20,348	0	0	20,348	0	20,348	100%
As above	CSC-04 Rain Gauge Fog Creek	N	21,975	21,975	0	0	0	549	21,975	21,975	0	0	21,975	0	21,975	100%
As above	CSC-05 Flood Camera Gilbert River	N	39,026	39,026	0	0	0	976	39,026	39,026	0	0	39,026	0	39,026	100%
As above	CSC-06 Rain Gauge Mundjuro	N	21,975	21,975	0	0	0	549	21,975	21,975	0	0	21,975	0	21,975	100%

**Carpentaria Shire Council - Capital Expenditure Budget - 2022-2023**

20/06/2023 Data Updated			Total Project Budget						Financial Year Budget							
Job or WO No	Project Description	Type	Project Expense Budget	Project Grant Funding	Asset Sale / Trade-In	Loan	Reserves	Councils Contribution to Project	Original Budget 2021-2022	Grant 2021-2022	Asset Sale / Trade-In 2021-2022	Council Contribution 2021-2022	YTD Expenses 2022-2023	Committed Orders 2022-2023	Total Expenses 2022-2023	Stage of Completion %
As above	CSC-07 Flood Monitoring Device	N	54,332	54,332	0	0	0	1,358	4,332	4,332	0	0	4,332	0	4,332	100%
As above	CSC-08 Rain Gauge Oakland Park	N	20,777	20,777	0	0	0	519	20,777	20,777	0	0	20,777	0	20,777	100%
As above	CSC-09 Rain Gauge Prospect	N	20,347	20,347	0	0	0	509	20,347	20,347	0	0	20,347	0	20,347	100%
As above	CSC-10 Rain Gauge Savannah	N	21,975	21,975	0	0	0	549	21,975	21,975	0	0	21,975	0	21,975	100%
As above	CSC-11 Flood Monitoring Device	N	38,895	38,895	0	0	0	972	38,895	38,895	0	0	38,895	0	38,895	100%
As above	CSC-12 Rain Gauge Strathpark	N	21,975	21,975	0	0	0	549	21,975	21,975	0	0	21,975	0	21,975	100%
As above	CSC-13 Walkers Creek Flood Camera	N	57,276	57,276	0	0	0	1,432	2,541	2,541	0	0	2,541	0	2,541	100%
<b>Total Project Budget</b>			<b>46,684,046</b>	<b>38,132,981</b>	<b>1,601,000</b>	<b>0</b>	<b>0</b>	<b>6,959,599</b>	<b>27,501,838</b>	<b>23,120,753</b>	<b>101,000</b>	<b>4,280,085</b>	<b>3,476,666</b>	<b>2,041,497</b>	<b>5,518,163</b>	<b>13%</b>
<b>Capital Expenditure by Asset Class</b>			<b>Project Expense Budget</b>	<b>Project Grant Funding</b>	<b>Asset Sale / Trade-In</b>	<b>Loan</b>	<b>Reserves</b>	<b>Councils Contribution to Project</b>	<b>Original Budget 2021-2022</b>	<b>Grant 2021-2022</b>	<b>Asset Sale / Trade-In 2021-2022</b>	<b>Council Contribution 2021-2022</b>				
Roads			33,646,550	29,030,398	0	0	0	4,616,152	18,196,550	16,580,378	0	1,616,172				
Plant and Equip.			1,487,440	0	101,000	0	0	1,386,440	1,487,440	0	101,000	1,386,440				
Land			1,500,000	0	1,500,000	0	0	0	0	0	0	0				
Sewer			430,000	80,000	0	0	0	350,000	390,000	40,000	0	350,000				
Water			3,292,916	3,197,916	0	0	0	95,000	3,572,916	3,027,916	0	495,000				
Other			5,827,140	5,554,667	0	0	0	282,007	3,404,932	3,202,459	0	202,473				
Buildings			500,000	270,000	0	0	0	230,000	500,000	270,000	0	230,000				
<b>Total</b>			<b>46,684,046</b>	<b>38,132,981</b>	<b>1,601,000</b>	<b>0</b>	<b>0</b>	<b>6,959,599</b>	<b>27,501,838</b>	<b>23,120,753</b>	<b>101,000</b>	<b>4,280,085</b>				
<b>Capital Expenditure by Type</b>			<b>Project Expense Budget</b>	<b>Project Grant Funding</b>	<b>Asset Sale / Trade-In</b>	<b>Loan</b>	<b>Reserves</b>	<b>Councils Contribution to Project</b>	<b>Original Budget 2021-2022</b>	<b>Grant 2021-2022</b>	<b>Asset Sale / Trade-In 2021-2022</b>	<b>Council Contribution 2021-2022</b>				
U			32,454,975	28,141,899	0	0	0	4,313,076	17,004,975	15,691,879	0	1,313,096				
N			9,726,631	7,736,082	1,500,000	0	0	500,083	6,204,423	5,343,874	0	860,549				
R			4,502,440	2,255,000	101,000	0	0	2,146,440	4,292,440	2,085,000	101,000	2,106,440				
<b>Total</b>			<b>46,684,046</b>	<b>38,132,981</b>	<b>1,601,000</b>	<b>0</b>	<b>0</b>	<b>6,959,599</b>	<b>27,501,838</b>	<b>23,120,753</b>	<b>101,000</b>	<b>4,280,085</b>				

## BUSINESS PAPERS

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### 10.3 EXTERNAL AUDIT - 2023 INTERIM REPORT

<b>Attachments:</b>	10.3.1. 2023 Interim Report <a href="#">↓</a>
<b>Author:</b>	Julianne Meier - Director Corporate Services
<b>Date:</b>	12 July 2023
<b>Key Outcome:</b>	A well governed, responsive Council, providing effective leadership and management, and respecting community values
<b>Key Strategy:</b>	Develop systems that promote continuous improvement

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#### Executive Summary:

Queensland Audit Office (QAO) contract auditors Crowe Australasia have conducted an audit in accordance with the external audit plan issued 3 April 2023. The attached interim report details the results of the interim audit conducted in May 2023.

The 2023 Interim Report is presented on behalf of the Mayor for Council for information.

#### RECOMMENDATION:

That Council note the contents of the 2023 Interim Report.

#### Background:

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

##### *Presentation of auditor-general's observation report*

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

#### Interim Audit Summary

Whilst no new deficiencies or financial reporting matters have been raised, there are still a number of outstanding matters yet to be resolved.

##### *Significant Deficiencies (unresolved from prior years)*

- |                                       |                               |
|---------------------------------------|-------------------------------|
| 1. General Journals                   | WIP – Revised date 30/6/2023  |
| 2. Rates Levied per Revenue Statement | WIP – Revised date 30/6/2024  |
| 3. Procurement Cycle Deficiencies     | WIP – Revised date 31/3/2024  |
| 4. Masterfile Changes Reports         | WIP – Revised date 30/11/2023 |
| 5. Asset Management Plans             | WIP – Revised date 30/6/2024  |
| 6. ICT Governance                     | WIP – Revised date 30/11/2023 |
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## **BUSINESS PAPERS**

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General journals are on track to be resolved this year when audit attend in September for their final visit. Item 2 is outstanding from prior years, and there remain some adjustments to be finalised, such as a property in the >4,000m<sup>2</sup> differential that need to move to the <4,000m<sup>2</sup> differential. Whilst there has been significant headway in resolving these issues, there are also some matters from prior years to be finalised, though these are not significant in units or value.

QAO conducted a separate procurement audit in 2022 and the findings have been included in this report. Whilst we have made significant progress with procurement, there is still quite a bit of training to be rolled out. Additionally, the Internal Audit has a focus on procurement, that should enable us to bring the staff along on the journey of accountability and transparency.

Training will need to be conducted, and it may take 3 to 6 months to monitor compliance. This item is on track to be resolved by the revised date of March 2024.

Asset management plans are underway, with all the draft plans provided to relevant officers for review. The plans are expected to be finalised in the next six months. The resolution date has been moved to 2024.

It takes some time to implement changes required to resolve the abovementioned matters, so unfortunately it is not possible to resolve them in one year.

### *Deficiencies*

1. Lack Of Agreement on Contractual Terms with Suppliers Prior to Work Commencing  
Action Date: 30/4/2023
2. Lack of Systematic Review of Services Delivered by Suppliers During Annual Construction Season  
Action Date: 30/4/2023
3. Property, plant and equipment accounting  
Resolved pending audit clearance
4. Review of Trust Account Balances  
Resolved pending audit clearance

The first matter above has been largely resolved, and contractors had all signed contracts prior to commencing work, except one for wet hire where the terms have changed. Still this is a significant improvement on prior years. The second matter may not be resolved at audit, due to the lack of review by Council's contracted DRFA project managers over invoices prior to payment. The idea would be that invoices are sent to the PMs to verify contract rates and correct costing, rather than to administration. It is expected this may be further addressed in an internal audit report regarding processing efficiencies.

It is unlikely the review of trust account balances will be resolved in time for audit clearance this year. I have provided guidance to the team on how to carry out this review and expect it will progress after audit.

### *Other Matters*

1. Opportunities for greater transparency in the allocation of work across suppliers for the annual construction season  
Resolved pending audit clearance
  2. Proactive management of probity risks relating to the procurement process  
Resolved pending audit clearance
  3. LG Website Publications  
WIP – Revised date 30/4/2024
  4. Excessive Employee Leave Balances  
WIP – Action date 30/6/23
  5. Standard Trial Balance  
WIP – 30/6/2024
  6. Related Party Disclosures  
Resolved pending audit clearance
-

## **BUSINESS PAPERS**

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7. Provision for employee entitlements Resolved pending audit clearance

The first matter has been resolved with the implementation of the Order of Engagement Policy. The second matter shall be ongoing and requires further training of those involved in engagement of suppliers for large sized contracts. We shall continue to raise matters with the management team where there are probity risks.

Keeping on top of website publications has been somewhat challenging, but it is anticipated now there are more resources that this will be better managed in future.

Excessive leave balances are reducing compared to prior years with several officers taking payouts of excessive leave, and others expected to retire or take leave in the near future. There are only a handful of staff with excessive balances, and these will be addressed in due course.

The matter regarding a standard trial balance is related to Council's finance software and is beyond officers' control to fix. The issue will only be fixed when Council moves to a new software program. Officers will work towards resolving other matters by the end of 2023.

The remaining matters are resolved pending audit clearance.

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

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

### **Legal Implications:**

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

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

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

### **Risk Management Implications:**

- Public Perception and Reputation Risk is assessed as low.



## 2023 INTERIM REPORT

# Carpentaria Shire Council

20 June 2023

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

Dear Cr Bawden

### 2023 Interim report

We represent our interim report for Carpentaria Shire Council for the financial year ending 30 June 2023. This report details the results of our interim work performed to 31 March 2023. Under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your council's next ordinary meeting

#### Results of our interim audit

In this phase, we assessed the design and implementation of your internal controls relevant to the financial report, and whether they are operating effectively. We assessed the key controls we intend to rely on in auditing your financial statements. Our audit does not assess all controls that management has implemented across the organisation.

#### Significant deficiencies:

- None raised in the current year
- 6 unresolved from prior years

#### Deficiencies:

- None raised in the current year
- 4 unresolved from prior years

#### Other matters:

- None raised in the current year
- 4 unresolved from prior years

#### Financial reporting matters:

- None raised in the current year
- 3 unresolved from prior years

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

Refer to *section 1* and *2* for further details.

#### Areas of audit focus

We have also performed work over the areas of audit focus we identified in our external audit plan. Our progress against the areas of audit focus is on track. Through our interim processes we have discussed all areas of audit focus with management of Council and have not identified any issues. Council is on track to provide all required supporting information by the agreed upon milestone dates. Audit testing procedures will be conducted at our final attendance in line with those outlined in the external audit plan.

#### Milestones – On track

All agreed financial reporting and audit deliverable milestones to date have been met.



If you have any questions or would like to discuss the audit report, please contact me on (07) 4722 9559 or Sarah Trende on (07) 4722 9750.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D Sinanian'.

Donna Sinanian  
Partner

Enc.

Cc Mark Crawley, Chief Executive Officer

2023 Interim report

# 1. Status of issues

## Internal control issues

The following table identifies the number of deficiencies in internal controls and other matters we have identified. Refer to *section 2 Matters previously reported* for the status of previously raised issues.

Issues	Significant deficiencies	Deficiencies	Other matters*
Current year issues	-	-	-
Prior year issues – resolved pending QAO clearance	-	4	2
Prior year issues – unresolved	6	-	2
<b>Total issues</b>	<b>6</b>	<b>4</b>	<b>4</b>

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

Our ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: [www.gao.qld.gov.au/information-internal-controls](http://www.gao.qld.gov.au/information-internal-controls) or scan the QR code.



## Financial reporting issues

This table identifies the number of financial reporting issues we raised. Refer to *section 2 Matters previously reported* for the status of previously raised financial reporting issues.

Year and status	High risk	Moderate risk	Low risk
Current year issues	-	-	-
Prior year issues – resolved pending QAO clearance	-	1	1
Prior year issues – unresolved	-	1	-

Our risk ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: [www.gao.qld.gov.au/information-internal-controls](http://www.gao.qld.gov.au/information-internal-controls) or scan the QR code.



2023 Interim report

## 2. Matters previously reported

The following table summarises the status of deficiencies, financial reporting issues, and other matters previously reported to you.

Ref.	Rating	Issue	Status
21CR-3		<b>General journals</b> 2022 Final: No evidence is able to be sighted by audit to confirm independent review over manual journal entries.	Work in progress On track for resolution by agreed date Responsible officer: Director of Corporate Services, Manager Finance and Administration Original action date: 31 January 2022 Revised action date: 30 June 2023
21IR-1		<b>Rates levied in accordance with the revenue statement &amp; rating practices</b>	Work in progress 2023 Interim: Whilst it is acknowledged Council have dedicated a large amount of resources and time into the rating function of Council, significant deficiencies remain in Council's rating function and demonstrate widespread noncompliance with internal policies and prescribed requirements. Responsible officer: Manager Finance and Administration Original action date: 31 March 2022 Revised action date: 30 November 2022 New revised action date: 30 June 2024.
21IR-2		<b>Procurement cycle deficiencies</b>	Work in progress 2023 Interim: Significant deficiencies remain in Council's procurement function and demonstrate widespread noncompliance with internal policies and prescribed requirements. Responsible officer: Director of Corporate Services Original action date: 30 June 2022 Revised action date: 30 April 2023 New revised action date: 31 March 2024
20IR-3		<b>Review of masterfile changes</b>	Work in progress 2023 Interim: Masterfile change reports have not been consistently produced and reviewed throughout the financial year for other debtors, rates, and payroll. Responsible officer: Manager Finance and Administration Original action date: 31 December 2021 Revised action date: 30 September 2022 New revised action date: 30 November 2023
20CR-1		<b>Asset management plans</b> 2022 Interim: Asset Management Plans appear to be significantly out of date.	Work in progress On track for resolution by agreed revised date Responsible officer: Chief Executive Officer / Asset Manager Action date: 30 June 2023 Revised action date: 30 June 2024

2023 Interim report

Ref.	Rating	Issue	Status
20CR-3	<b>S</b>	<b>ICT governance</b>	<p>Work in progress</p> <p><i>2023 Interim:</i> One terminated employee still active on user list within the Windows system.</p> <p>Responsible officer: Finance (Payroll)</p> <p><i>Original action date:</i> 31 March 2022</p> <p><i>Revised action date:</i> 30 September 2022</p> <p><i>New revised action date:</i> 30 November 2023</p>
22CR-1	<b>D</b>	<p><b>Lack Of Agreement on Contractual Terms With Suppliers Prior to Work Commencing</b></p> <p><i>2022 Final:</i> Some contractors requested departures from the standard terms and conditions included in the tender documents. However, due to the limited time between receiving responses to the tender and Council awarding of the contract via resolution at a Council meeting, Council did not obtain appropriate input from its procurement team or legal advice.</p> <p>Where these departures were not resolved in a timely manner, it lead to contracts being signed only after work had commenced, or in some instances, not at all.</p>	<p>Resolved pending audit clearance</p> <p>To be verified during final attendance</p> <p>Responsible officer: Director of Corporate Services</p> <p><i>Action date:</i> 30 April 2023</p>
22CR-2	<b>D</b>	<p><b>Lack of Systematic Review of Services Delivered by Suppliers During Annual Construction Season</b></p> <p><i>2022 Final:</i> Before payment is made to contractors for work delivered during the annual construction season, Council employees perform ad hoc checks on a sample basis, however it was found that these checks are not sufficient.</p>	<p>Resolved pending audit clearance</p> <p>To be verified during final attendance</p> <p>Responsible officer: Director of Corporate Services and Director of Engineering</p> <p><i>Action date:</i> 30 April 2023</p>
21CR-5	<b>D</b>	<p><b>Property, plant &amp; equipment accounting</b></p> <p><i>2022 Final:</i> It was identified that depreciation was not calculated on asset additions throughout the financial year. Consequently, depreciation expense is understated. A calculation was provided by Council and reviewed by audit to determine that depreciation was not materially misstated.</p>	<p>Resolved pending audit clearance</p> <p>To be verified during final attendance</p> <p>Responsible officer: Director of Corporate Services, Manager Finance and Administration</p> <p><i>Original action date:</i> 30 June 2022</p> <p><i>Revised action date:</i> 30 November 2022</p>

2023 Interim report

Ref.	Rating	Issue	Status
		<p>No impairment reviews have been undertaken over capital projects that have been ongoing for multiple years.</p> <p>Council internal process of Asset Purchase Authorisation Form, containing important information about each separately identifiable asset, is not always filled out or authorised by the responsible employee.</p>	
20CR-6		<p><b>Review of trust account balances</b></p> <p><i>2022 Final:</i> No consistent review process performed over the balances in the trust account. A significant number of old balances still remain within the trust account.</p>	<p>Resolved pending audit clearance                      To be verified during final attendance                      Responsible officer: Manager Finance and Administration  <i>Original action date: 30 June 2022</i>  <i>Revised action date: 30 April 2023</i></p>
22CR-3		<p><b>Opportunities for greater transparency in the allocation of work across suppliers for the annual construction season</b></p> <p><i>2022 Final:</i> Council applies a model where almost all tender responses for recovery works are listed on a pre-qualified supplier list. The work is then allocated based on the 'order-of-engagement'. We noted that there is no established policy for this process and based on our review performed and discussions held, appears to have been based purely on price for the 2022 construction season</p>	<p>Resolved pending audit clearance                      To be verified during final attendance                      Responsible officer: Director of Corporate Services and Director of Engineering  <i>Action date: 30 November 2022</i></p>
22CR-4		<p><b>Proactive management of probity risks relating to the procurement process</b></p> <p><i>2022 Final:</i> Due to Council's remote location, there are times when only a single supplier is able to supply certain types of machinery during the annual construction season.</p> <p>While suppliers outside of Normanton are able to respond to Council's tenders, we did not see evidence of Council proactively seeking quotes from alternative suppliers in other areas.</p>	<p>Resolved pending audit clearance                      To be verified during final attendance                      Responsible officer: Director of Corporate Services and Director of Engineering  <i>Action date: 30 April 2023</i></p>
21FR-1		<p><b>Local government website publications</b></p>	<p>Work in progress.</p>

2023 Interim report

Ref.	Rating	Issue	Status
		<p><i>2022 Interim:</i> The following publications on the Council's website remain due for renewal:</p> <ul style="list-style-type: none"> <li>The Councillor Expenses Reimbursement &amp; Provision of Resources Policy, as published on the website, was due for renewal in June 2018;</li> <li>Contracts worth \$200,000 or more (exclusive of GST) have not been updated since 31 January 2022.</li> <li>Councillors conduct register is published as at 30 June 2021.</li> </ul>	<p>Whilst it is noted that dot points one and three have been updated on the Council website, the following was noted:</p> <ul style="list-style-type: none"> <li>Contracts worth \$200 000 or more (exclusive of GST) has not been updated since January 2023 and is therefore not considered current</li> <li>Community grants policy; as published on the website was due for renewal in February 2023</li> <li>Revenue policy; website copy to be updated based on revised Revenue Policy for 2023/2024 adopted per resolution no. 0323/019</li> </ul> <p>Responsible officer: Executive Officer  <i>Action date: 30 April 2024</i></p>
19OM-2	<b>O</b>	<p><b>Excessive employees leave entitlement balance</b></p> <p><i>2022 Final:</i> Annual leave: 3 employees with more than 10 weeks entitlement</p> <p>Long service leave: 1 employee with more than 13 weeks entitlement</p>	<p>Work in progress</p> <p>On track for resolution by agreed date</p> <p>Responsible officer: Manager Human Resources  <i>Action date: 30 June 2023</i></p>
21CR-6	<b>M</b>	<p><b>Standard trial balance</b></p> <p><i>2022 Final:</i> Synergy system has a number of options for printing a trial balance as a standard system report. Unfortunately, none of these options produce a trial balance with the level of account detail that is required for the preparation of financial statements.</p>	<p>Work in progress</p> <p>On track for resolution by revised action date</p> <p>Responsible officer: Manager Finance and Administration  <i>Original action date: 30 June 2022</i>  <i>Revised action date: 30 June 2024</i></p>
20FR-3	<b>M</b>	<p><b>Related party disclosures</b></p> <p><i>2022 Final:</i> Two versions of the related party workbook were provided to audit due to numerous omissions from the original calculation.</p>	<p>Resolved pending audit clearance</p> <p>To be verified during final attendance</p> <p>Responsible officer: Manager Finance and Administration  <i>Original action date: 30 June 2022</i>  <i>Revised action date: 30 April 2023</i></p>
20FR-5	<b>L</b>	<p><b>Provision for employee entitlements</b></p> <p><i>2022 Final:</i> It was identified in three instances that the employee had accrued more than their annual leave entitlement in one year, due to transferring to camp workers accrual. On change over additional hours were added to the employee's accrual entitlement. This appears to be a system error.</p>	<p>Resolved pending audit clearance</p> <p>To be verified during final attendance</p> <p>Responsible officer: Manager Finance and Administration  <i>Original action date: 30 June 2022</i>  <i>Revised action date: 30 April 2023</i></p>



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## **BUSINESS PAPERS**

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### **10.4 COMMUNITY DONATIONS AND SUPPORT**

**Attachments:** NIL  
**Author:** Rosie Callope - Community Support Officer  
**Date:** 13 July 2023

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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 Chief Executive Officer's delegation.

#### **RECOMMENDATION:**

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

1. Note the donations approved under the delegation of the Chief Executive Officer.

#### **Background:**

Council has a Community Donations and Support funding program for events held in the Carpentaria Shire. There has been an expenditure of \$89,125.68 against the budget of \$96,000 related to local non-profit groups for the financial year are displayed in the table below.

## BUSINESS PAPERS

Acct Code	Account	Actual
IK1000	In Kind - Bynoe	9,209.09
IK1010	In Kind - Carpentaria Kindergarten	618.18
IK1020	In Kind - Country Womans Association	3,300.00
IK1030	In Kind - Gidgee Healing	1,100.00
IK1040	In Kind - Gulf Christian College	4,879.12
IK1050	In Kind - Karumba Fishstocking	527.27
IK1070	In Kind - Karumba Recreation Club	2,353.51
IK1110	In Kind - Normanton Police	872.73
IK1120	In Kind - Normanton Rodeo	17,458.37
IK1130	In Kind - Normanton State School	16,952.64
IK1140	In Kind - Normanton Stingers	13,352.88
IK1180	In Kind - Ntn Barra Classic	2,935.68
IK1230	In Kind - Kurtijar Aboriginal Corporation	354.55
IK1250	In Kind - Riverside Christian College	1,590.91
IK1260	In Kind - Mount Isa School of the Air	3,490.91
IK1264	In Kind - VMR Karumba	409.09
IK1265	In Kind - Normanton Christian Centre	354.55
IK1721	In Kind - NWHHS	390.00
IK1722	In Kind - Aspire Cairns Community	2,621.65
IK1723	In Kind - Deadly Choices	4,400.00
IK1724	In Kind - NAIDOC Dinner/Ball	1,245.45
IK1725	In Kind - Ntn Career & Boarding School Expo	354.55
IK1726	In Kind - Queensland Stories Topology Inc	354.55
	<b>* Total *</b>	<b>89,125.68</b>

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

No community donations were put in for Council's consideration this month.

### Donations approved under the delegation of the Chief Executive Officer

1. DSDSATSIP is holding a 2-day Tourism Workshop and 1 day Tour Guide Workshop on the 18-20<sup>th</sup> of July, delivering to Indigenous Tourism participants (operating and/or aspiring). There is opportunity for Indigenous locals of Normanton and surrounding to receive guided workshops in the Tourism Industry.

The 2-day Tourism Workshop is expected to provide a direct benefit to the community as it supports current and new tourism ventures grow to become viable Indigenous tourism businesses in our area.

The 1-day Tour guide workshop is valuable for existing guides and those thinking of entering Tour Guiding. The majority of participants are from Normanton.

The below items have been approved as part of Council sponsorship towards the event under the delegation of the Chief Executive Officer.

- o Conference Room and Facilities at the Barramundi Discovery Centre \$390 per day

## **BUSINESS PAPERS**

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2. Normanton Cricket Club is holding a 'Normanton Super 6's come and try Cricket" event on the 12<sup>th</sup> of July and the 22<sup>nd</sup> of July – All day. This event will engage community members of all ages in a sporting event.

The event consists of Cricket come and try days for juniors, and a Cricket knockout day for seniors. It is expected to provide a direct benefit to the community by providing opportunities for new players to try cricket young and old, with an opportunity to start up a regular junior/senior competition.

The below items have been approved as part of Council sponsorship towards the event under the delegation of the Chief Executive Officer.

- \$300 for use of the Cricket oval at the John Henry oval for two days. \$300
  - \$440 10 bins, \$44 per bin with collection
3. Youth Trek held a movie night at the Sports Centre on the 30<sup>th</sup> of June for community children. This event is expected to provide a direct benefit to the community by giving young people a fun, alcohol free event to engage young people.

The below items have been approved as part of Council sponsorship towards the event under the delegation of the Chief Executive Officer.

- \$390 for the use of the Sports Centre

**Consultation (Internal/External):**

- Mark Crawley - Chief Executive Officer
- 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

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

#### 11.1 DOE REPORT

**Attachments:** NIL

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

**Date:** 14 July 2023

**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
October Meeting	Undertake a sign audit on Carpentaria LRRS network and present at December Meeting <ul style="list-style-type: none"> <li>➤ Signs for Little Bynoe, Bynoe and Flinders River including no parking on bridge are being ordered from the signs manufacturer as per the plan submitted to Council December 2022 meeting.</li> <li>➤ Signage arrived in Normanton. Preparing crew to install. Location plans provided to works.</li> </ul>	In Progress
December Meeting	Add Premix to grooves at the Scruton River Floodway.	Not Started
January Meeting	Repair copper log fencing at NTN Cemetery <ul style="list-style-type: none"> <li>➤ Malcolm will undertake copper log replacement starting Monday 14th. Materials in Normanton.</li> <li>➤ Heritage documents sent to Department for approval to undertake rotunda and wallaby fence construction</li> <li>➤ Heritage documents accepted and works can proceed. Copper log fencing replacement nearly completed.</li> <li>➤ The rotunda construction completed.</li> </ul>	In Progress

## BUSINESS PAPERS

Reference	Action	Status
March Meeting	<p>Are there alternatives to repair scour on the footpath in Philp Street besides filling with gravel as every wet season it erodes repeatedly</p> <ul style="list-style-type: none"> <li>➤ Repairs put in works program as per plan submitted in December 2022 Meeting</li> <li>➤ In works program – took foreman out to site to show scope of works</li> </ul>	In Progress
August Meeting	<p>Shorten median island at Intersection of Landsborough and Caroline St. to tree line at Curley's end.</p> <ul style="list-style-type: none"> <li>➤ In works program</li> <li>➤ Contractor has been engaged</li> <li>➤ Works 90% completed. Require kerbing only to complete shortening of island.</li> </ul>	In Progress
August Meeting	<p>Discuss with TMR for slip lane at: Right turn from 92A to Glenore Weir – Near miss incident Right turn to 89B towards Dunbar at Walkers Creek Shady Lagoon turnoff</p> <ul style="list-style-type: none"> <li>➤ Discussed with TMR briefly – Getting plans drawn up to help push it along with TMR</li> <li>➤ Will look at improving site distance in the road reserve at Walkers Creek bend</li> <li>➤ Had meeting with TMR about extra slip lanes. They have tried to get funding for similar projects in the region without success. They won't be able to get funding for slip lanes here. I will try to get funding through blackspot into Glenore Weir. Will require a safety report, including near miss accident statements.</li> <li>➤ Undertaking Safety audit and collected a statement.</li> </ul>	In Progress
October Meeting	<p>Move existing football posts in Karumba to Hockey fields.</p> <ul style="list-style-type: none"> <li>➤ Being arranged with Peter Wells</li> </ul>	In Progress
November Meeting	<p>Council to obtain quote to do minor repairs and possible fresh up paint job on Krys.</p>	Not Started
January Meeting	<p>Normanton Town Dump. Construct a ramp near the transfer bins.</p> <ul style="list-style-type: none"> <li>➤ There are minimum guidelines to meet: Council will construct a tyre retaining wall at the face approx. 750mm below the top of the bin, then construct a narrow 150mm thick slab on top of the tyre wall to hold the hand rail. A gravel pad will be constructed to meet the slab. A conveyor belt will be placed between the face and to the top of the bins to prevent any falls between the gap. Council is working with Wanless. This is not a permanent solution and is considered temporary.</li> </ul>	In Progress
February Meeting	<p>Entry spring loaded gate as a second entrance to the playground in Karumba – gate to face sports centre.</p>	Not started
March Meeting	<p>Depth gauge and flood marker would need to be erected at the boat/barge ramp (at Burns Philp Building).</p>	Not Started
May Meeting	<p>Street lights at Palmer Street</p> <ul style="list-style-type: none"> <li>➤ Discussions with electrical designers</li> </ul>	In Progress

## BUSINESS PAPERS

Reference	Action	Status
May Meeting	Construct 2 ramps at Gidgee Healing ➤ Locations worked out with Gidgee Healing. ➤ Ramps under construction	In Progress
June Meeting	Look at solar lights for footpath to Rodeo Grounds	Not Started

### 2. Miscellaneous Projects

- 2.1. Thompson St Kerb and Channel Project – New Kerb and Channel complete. Bitumen works has been pushed back to around July 24<sup>th</sup> to coincide with the Armstrong sealing works.
- 2.2. ATSI TIDS - Floodway upgrade on the Dunbar - Kowanyama Road. Two raised causeways are planned for Plains Creek and Cabbage Tree Creek. Survey, design drawings and DAF approvals have been completed. Culverts have been ordered and are being delivered to site. Council has a crew set up at Middle Camp. They will undertake bulk earthworks to raise the causeway.
- 2.3. 2022-2023 TIDS/Betterment Works – Armstrong Realignment. Council has completed designs and approvals. Attempts have been made to construct the base slab for the culverts prior to the Christmas break, but early flooding have disrupted works. New alignment has been cleared and unsuitable materials are being excavated and removed. The site is very wet. Rock bridging was used where unsuitable material are found. Cameron Young's crew have completed the earthworks. Culverts have been installed at three locations on site. One culvert set installed at the overflow, another at Armstrong creek and another smaller set towards Inverleigh. The stabiliser crew have completed the pavement stabilisation to be ready for bitumen sealing around July 24<sup>th</sup>. Concrete armour for the floodway's is in progress. The TIDS portion is now complete.
- 2.4. 2022-2023 TIDS – Reseal on the Normanton - Burketown Road. Approximately 8km of the existing bitumen have been resealed starting from the intersection with 89A. This completes the 2022-2023 TIDS works.
- 2.5. Matilda Street reseal works between Landsborough St and Thompson St is complete.
- 2.6. RMPC Crew – undertaking patching / road patrols / herbicide / guideposts / signs / mowing as required.
- 2.7. Emergent works Corduroy Creek. Council have been given approval to undertake repair works to the damaged areas. Shaun Henry's stabilizer crew have completed the damaged areas by stabilizing the existing pavement and restoring shoulder work. The restored works have been sealed using a 14mm seal. TMR have instructed that only a 14mm seal will apply for the emergent works. A second coat will be done once restoration work has been approved.

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- 2.8. ROSI Funding – Council has provided a starting timeframe of August 2023 to the Federal Government. Council is awaiting financial approval to start.
- 2.9. 89A patch repairs – TMR have provided an additional variation to RMPC for Council to undertake repairs to existing damage caused by rutting on the road to Cloncurry. Most of the works are undertaken south of the Flinders River and south of Donors Hill. Some of those patches caused by the recent flooding was done under emergent works as approved by TMR. All this works is now complete and sealed with 14/10mm seal.
- 2.10. Reef Project. - We've finally got the sites locked away; Northern Prawn Fishery has provided us with a location for the offshore site within the polygon area we sent them, and this has now been confirmed by the Harbour Master, David Ferguson at MSQ in terms of navigation. He said the project is a great idea, and he fully supports it and hopes that it goes well. He's happy that there will be a yellow special marker buoy (FAD) to denote where the modules are. Final inspection of sites with DAF to be made 18<sup>th</sup> July

The final 2 sites are located at:

- Inshore site – 8 nm/15 kms offshore from the Boat ramp at Karumba - approx. 5-6 m at LAT
- Offshore site – 18 nm/32 kms offshore, approx. 10-12 m at LAT

**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	100% 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	\$1,454,514.60	\$1,454,514.60	100% Completed
Variation to CN-17815 - 2021 DRFA works on 89B Ch. 180 to Ch. 303	\$132,440.60	\$132,440.60	100% Completed
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	\$65,268.00	100% Completed
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	\$1,174,433.80	100% Completed

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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	\$723,928.81	100% Completed
ATSI TIDS Dunbar Kowanyama Road - EOT granted to end August 2023. Original budget is \$1,340,000. TMR wants remaining balance of \$891,893.13 to be claimed after June 30th	\$448,106.87	\$448,106.87	100%
CN-18939 - 2022 89B DRFA Emergent Works variation	\$982,000.00	\$982,000.00	100% Completed
TIDS 2022-2023 (Preparing new claims)	\$910,000.00	\$635,508.15	70%
CN-16542 2022-23 RMPC	\$2,044,550.00	\$2,044,550.00	100%
CN-16542 2022-23 RMPC Variation at the Norman River Bridge	\$103,800.00	\$103,800.00	100%
CN-16542 2022-23 RMPC Variation Stabilised Patch Repairs on 89A (New Entry)	\$499,995.00	\$499,995.00	100%
2023 TMR Emergent Works - Working on further claims	\$750,000.00	\$750,000.00	100%
Variation on 2023 TMR Emergent Works - Getting approval for additional increase	\$253,454.23	\$253,454.23	100%
<b>Total</b>	<b>\$9,585,176.51</b>	<b>\$9,310,684.66</b>	<b>97%</b>



**Photo:** Stabiliser at work - Armstrong Creek

## **BUSINESS PAPERS**

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**Photo:** Armstrong Creek - Road ready for seal 24 July.



**Photo:** Armstrong Ck – completing concrete batter protection.

## **BUSINESS PAPERS**

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**Photo:** Completed first coat seal on the Corduroy Crossing.



**Photo:** Completed reseal on Matilda Street between Landsborough St and Thompson St.

## **BUSINESS PAPERS**

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**Photo:** Completed reseal work on the Burketown Road



**Photo:** Patchwork completed at Fools Lagoon awaiting sealing for 24 July

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

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## BUSINESS PAPERS

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- 3.1. ERSCON are out and about doing pickups when they can access roads.
- 3.2. Brenton Murray – At Middle Camp undertaking works on the Dunbar Kowanyama Road.
- 3.3. Josie Bond – Inkerman camp undertaking 89B Emergent Works between the Gilbert River and Dunbar.
- 3.4. Colin Charger – Donors Hill Camp – working on the Donors Hill to Augustus Road.
- 3.5. Gavin Delacour – Deadcalf camp working on the Broadwater Iffley Road.
- 3.6. Emergent works - moving sand from Leichhardt River crossing on the Burketown Road still underway. To be finished this swing.
- 3.7. Cameron Young – finished works at the Armstrong Creek realignment and are working on the Karumba road repairing damaged shoulders.
- 3.8. Shaun Henry and crew – Completed stabilised patches on 89A. Completed stabilised patches on the Burketown Road. Completed the cement stabilization works on the Armstrong Creek realignment project. Are currently working at the Lilyvale entrance, Thompson St kerb and channel project and will move to undertake stabilised patch repairs on 89B.

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

- 4.1. Nil
- 4.2. Council is working on a 4.5 million of betterment works to continue sealing towards the Gilbert River. Nothing on this project has been confirmed at this stage.

#### **5. Reports**

- 5.1. Nil
- 5.2. Budget

Row Labels	Sum of Current Budget	Sum of Actual Bal
Operating Expenditure		
Airports	435,825	422,420
Asset Management	238,383	94,324
Building Services	229,282	255,803
Coastal Management	111,240	0
Depots & Workshop	669,512	771,226
Engineering Services	750,951	1,190,478
Fleet & Plant	-1,204,059	407,033
Main Roads (Rmpc And Pw)	5,543,892	6,408,547
Parks & Gardens	1,213,593	1,410,784
Pensioner Housing	360,164	292,339

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Private Works	0	7,168
Public Conveniences	194,995	189,535
Quarries	52,000	374
Reserves	8,000	39,595
Road	5,293,070	5,595,322
Staff Housing	678,544	772,789
Town Planning	114,749	102,832
<b>Operating Expenditure Total</b>	<b>14,690,141</b>	<b>17,960,572</b>
Operating Income		
Airports	-229,000	-305,521
Building Services	-4,000	-10,125
Coastal Management	0	-52,936
Engineering Services	0	-2,600
Fleet & Plant	-50,000	-22,896
Main Roads (Rmpc And Pw)	-7,010,000	-6,529,589
Pensioner Housing	-36,000	-35,600
Private Works	0	-3,099
Road	-1,400,000	-1,511,295
Roads (Tids)	0	44,901
Staff Housing	-414,000	-359,505
Town Planning	-5,750	-8,421
<b>Operating Income Total</b>	<b>-9,148,750</b>	<b>-8,796,685</b>
<b>Grand Total</b>	<b>5,541,391</b>	<b>9,163,887</b>

## BUSINESS PAPERS

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### 11.2 NDRRA/QDRF REPORT

<b>Attachments:</b>	11.2.1. Appendix A - 2021 Expenditure Summary <a href="#">↓</a>
	11.2.2. Appendix B - QRA21 Completion Sketch <a href="#">↓</a>
	11.2.3. Appendix C - 2022 Expenditure Summary <a href="#">↓</a>
	11.2.4. Appendix D - QRA22 Completion Sketch <a href="#">↓</a>
	11.2.5. Appendix E - Betterment Projects <a href="#">↓</a>

**Author:** John Martin - Consultant Engineering

**Date:** 14 July 2023

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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:

**QRA20:** The QRA20 project is 100% complete. One (1) submission has been acquitted and Council has received the final payment. The remaining three (3) submissions have been lodged for acquittal and audits are currently being undertaken.

**QRA21:** The QRA21 project is approximately 78% complete. Construction has now recommenced with the QRA21 scope being prioritised to ensure deadlines are met. The 2023 construction program has been compiled to complete all submissions prior to the EOT deadline of 31 December 2023.

**QRA22:** The QRA22 project is approximately 60% complete. Six (6) REPA Submissions have been approved and Council has received the 30% pre-payments from QRA. Submission 4 (Dunbar – Kowanyama Road) has been approved for construction.

**QRA23** Carpentaria Shire Council has been activated for REPA, Emergency Works and CDO relief measures. Emergency will continue in the upcoming months to restore access where required. Damage pickup has been completed within the Shire and submissions are currently being prepared. QRA21 and QRA22 scope that received significant additional damage will be included with the QRA23 submissions to be rolled over.

**OTHER** The QRA Betterment project on Dunbar – Kowanyama Road has been approved and has a current deadline of 30 June 2024. The QRA Community and Recreational Asset project on Burke and Wills Monument Access Road (Pavement and Sealing) has been approved and has a current deadline of 30 June 2024. Armstrong Creek Causeway and Karumba Foreshore betterment projects received an EOT until 31 December 2023.

#### RECOMMENDATION:

That Council:

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

#### Background:

##### 2020 QRA Event

1. Acquittal documentation for all four (4) submissions has been lodged on QRA MARS system. Submission 1 has been fully approved and the final payment has been

## **BUSINESS PAPERS**

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received by Council. Audits by are currently being undertaken on the remaining three (3) submissions.

### **2021 QRA Event**

1. All five (5) QRA21 REPA submissions have been approved with a total RV of approx. \$39.9million (construction budget of \$31.1million).
2. Approximately 78% of the project has been completed with an estimated Expenditure Ratio of 0.90. Refer to Appendix A and B for construction progress summaries.
3. Construction has now recommenced with four (4) crews mobilised in camps around the Shire. The QRA21 scope is being prioritised to ensure submission deadlines are met.
4. All QRA21 submissions now have a deadline of 31 December 2023, with Council recently receiving approval on EOT requests from the previous deadline of 30 June 2023.

### **2022 QRA Event**

1. All six (6) QRA22 REPA submissions have been approved with a total RV of approx. \$66.8million (construction budget of \$46.8million).
2. Construction has now recommenced with the QRA21 scope being prioritised to ensure deadlines are met. Roads with both QRA21 and QRA22 scope have been programmed together where possible to reduce camp and establishment costs.
3. Approximately 60% of the project has been completed with an estimated Expenditure Ratio of 0.99. Refer to Appendix C and D for construction progress summaries.
4. The QRA22 program of work has a deadline of 30 June 2024.

### **2023 QRA Event**

1. Carpentaria Shire Council was activated for REPA, Emergency Works and CDO relief measures on 6 January 2023 in response to flooding caused by Ex-Tropical Cyclone Ellie / Monsoon Trough.
2. Emergency works are ongoing throughout the Shire on roads that are currently accessible and will continue in the upcoming months to restore access where required. Works are continuing on the Leichardt crossing in the south of the Shire and along the State controlled roads in the north.
3. Damage pickup has been completed on all roads within the Shire and damage assessments are in progress with submissions currently being prepared in the QRA MARS system. It has been identified that scope within QRA21 and QRA22 projects have received significant additional damage during the most recent flood event. The identified

## **BUSINESS PAPERS**

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scope will be included within the QRA23 submissions to be rolled over to enable treatments to be upgraded to adequately restore additional damage.

4. Significant damage has been identified on the Burke Developmental Road (89B) which is expected to impact heavy vehicle access to the North of the Shire for some time.

### **Other**

1. The QRA Betterment project on Dunbar – Kowanyama Road has been approved with a total RV of approx. \$5.25million and a 250k contribution from Council. The project has a current deadline of 30 June 2024.
2. The QRA Community and Recreational Asset project on Burke and Wills Monument Access Road (Pavement and Sealing) has been approved with a total RV of approx. \$364k and has a current deadline of 30 June 2024. The Normanton Racetrack Lighting Upgrade project was unsuccessful in receiving funding.
3. Armstrong Creek Causeway and Karumba Foreshore betterment projects were approved for an EOT from 30 June 2023 to 31 December 2023. See Appendix E for full list of approved betterment projects.
4. Preliminary investigations for the design of the Mitchell River Bridge are currently underway. A progress update for the project will be presented during the Council meeting.

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

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

### **Legal Implications:**

- Nil.

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

- QRA 20 Trigger Point contribution - \$29,363
- QRA 21 Trigger Point contribution - \$30,180
- QRA 22 Trigger Point contribution - \$30,015
- QRA 23 Trigger Point contribution - \$29,070

### **Risk Management Implications:**

- Nil.

**CARPENTARIA SHIRE COUNCIL**

**SUMMARY OF QRA21 EXPENDITURE**

**CURRENT**

**Project Completed**

**Forecast Project Expenditure to RV Ratio**

**1/07/2023**

**78.00%**

**0.90**



Submission 1 - CSC.0052.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Pioneer Access	\$ 43,477.20	\$ 2,545.40	100%	0.06	Overlapping camp and establishment costs with simultaneously constructed Trenton Road. When assessing roads together expenditure is expected to align well with the combined RV.
Wondoola Access	\$ 145,923.99	\$ 93,239.01	100%	0.64	Overlapping camp and establishment costs with simultaneously constructed QRA20 Wondoola Access and QRA20/21 Wondoola Bypass Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Wondoola Bypass Road	\$ 335,719.59	\$ 164,608.83	100%	0.49	Overlapping camp and establishment costs with simultaneously constructed QRA20 Wondoola Bypass Road and QRA20/21 Wondoola Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Glenore Access	\$ 954,142.42	\$ -	100%	0.00	Road marked at 100% due to significant additional damage incurred from 2023 event. All scope is expected to rollover into QRA23 works.
Haydon Access	\$ 294,418.51	\$ 167,206.70	100%	0.57	Accrued costs processing, construction recently completed
Sawtell Creek Access	\$ 46,052.54	\$ 1,988.10	100%	0.04	Accrued costs processing, construction recently completed
Warrenvale Access	\$ 112,183.94	\$ 11,215.82	100%	0.10	Accrued costs processing, construction recently completed
Mundjuro Access	\$ 269,163.15	\$ 917.73	100%	0.00	Road marked at 100% due to significant additional damage incurred from 2023 event. All scope is expected to rollover into QRA23 works.
Trenton Road	\$ 2,759,624.32	\$ 1,814,367.35	100%	0.66	Road partially constructed before wet season shutdown, remaining scope will be rolledover into QRA23 scope
Iffley Road	\$ 48,565.72	\$ 45,319.60	100%	0.93	Road marked at 100% due to significant additional damage incurred from 2023 event. All scope is expected to rollover into QRA23 works.
Cowan Downs Access	\$ 109,883.67	\$ 4,417.79	40%	0.10	Accrued costs processing, road is currently under construction
Broadwater - Iffley Road	\$ 3,253,190.35	\$ 1,111,873.21	36%	0.96	Accrued costs processing, road is currently under construction
Broadwater Access	\$ 15,718.68	\$ 12.05	0%	1.00	Preliminary costs booked, no construction has commenced.
Clarville Road	\$ 802,925.42	\$ 5,304.78	0%	1.00	Preliminary costs booked, no construction has commenced.
Old Croydon Road (Unsealed)	\$ 410,198.93	\$ 2,443.59	0%	1.00	Preliminary costs booked, no construction has commenced.
<b>TOTAL</b>	<b>\$ 9,601,188.43</b>	<b>\$ 3,425,459.96</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
Wernadinga Access	\$ 408,403.56	\$ 206,933.00	100%	0.51	Overlapping camp and establishment costs with simultaneously constructed Normanton - Burketown. When assessing roads together expenditure is expected to align well with the combined RV.
Lorraine Access	\$ 537,639.45	\$ 549,594.98	100%	1.02	
Ten Mile Road	\$ 812,165.79	\$ 577,623.55	100%	0.71	Significant cost savings were achieved due to the construction crew working from town with no camp establishment and ongoing camp costs required during construction.
Neumayer Valley Access	\$ 408,933.45	\$ 127,155.54	100%	0.31	Accrued costs processing, construction recently completed
Inverleigh Access	\$ 2,341.08	\$ -	100%	0.00	Accrued costs processing, construction recently completed
Normanton - Burketown Road	\$ 3,384,537.60	\$ 2,104,279.46	100%	0.62	Road partially constructed before wet season shutdown, remaining scope will be rolledover into QRA23 scope
McAllister Road	\$ 1,111,966.62	\$ 58,503.91	100%	0.05	Road partially constructed before wet season shutdown, remaining scope will be rolledover into QRA23 scope
Inverleigh Access (Secondary Access)	\$ 6,577.32	\$ -	100%	0.00	Accrued costs processing, construction recently completed
Karumba Pipeline Service Access	\$ 732,792.98	\$ 623,644.71	73%	1.17	Road partially constructed before wetseason shutdown, remaining works will be completed in the 2023 construction season.
Nardoo - Leichardt Road	\$ 4,089,855.77	\$ 2,031,556.89	65%	0.76	Road partially constructed before wetseason shutdown, remaining works will be completed in the 2023 construction season.
Donors Hill - Augustus Downs Road	\$ 1,141,343.18	\$ 161,769.56	3%	4.38	Preliminary costs booked, construction has recently commenced a high expected expenditure ratio due to camp establishment
Yappar Street	\$ 32,194.71	\$ -	0%	1.00	
<b>TOTAL</b>	<b>\$ 12,668,751.51</b>	<b>\$ 6,441,061.60</b>			

Submission 3 - CSC.0048.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Inkerman Access	\$ 562,783.25	\$ 485,977.89	100%	0.86	Overlapping camp and establishment costs with simultaneously constructed 2020 Inkerman Access. When assessing roads together expenditure is expected to align well with the combined RV.
Glencoe - Miranda Downs Road	\$ 3,529,821.76	\$ 2,569,510.61	100%	0.73	Overlapping camp and establishment costs with simultaneously constructed Lotus Vale - Stirling Road and Stirling - Miranda Downs Road. When assessing roads together expenditure is expected to align well with the combined RV.
Stirling - Miranda Downs Road	\$ 924,687.03	\$ 224,488.96	100%	0.24	Road partially constructed before wet season shutdown, remaining scope will be rolledover into QRA23 scope
Delta Downs Road	\$ 1,121,390.34	\$ 204,939.55	100%	0.18	Road marked at 100% due to significant additional damage incurred from 2023 event. All scope is expected to rollover into QRA23 works.
Lotus Vale - Stirling Road	\$ 1,128,254.06	\$ 1,009,141.46	100%	0.89	Road partially constructed before wet season shutdown, remaining scope will be rolledover into QRA23 scope
Double Lagoon Access	\$ 165,580.92	\$ -	0%	1.00	
<b>TOTAL</b>	<b>\$ 7,432,517.36</b>	<b>\$ 4,494,058.47</b>			

Submission 4 - CSC.0042.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Dunbar - Koolatah Road	\$ 254,319.58	\$ 369,000.09	100%	1.45	Overlapping camp and establishment costs with simultaneously constructed 2020/21 Koolatah - Drumduff Road, 2020/21 Koolatah - Dixie Road and 2021 Dunbar - Koolatah Road. When assessing roads together expenditure is expected to align well with the combined RV.
Koolatah - Drumduff Road	\$ 408,762.84	\$ 367,867.21	100%	0.90	Overlapping camp and establishment costs with simultaneously constructed 2020/21 Koolatah - Dixie Road, 2020/21 Dunbar - Koolatah Road and 2021 Koolatah - Drumduff Road. When assessing roads together expenditure is expected to align well with the combined RV.
Dunbar - Kowanyama Road	\$ 254,319.58	\$ 3,664.13	0%	1.00	Accrued costs processing, construction has recently commenced
<b>TOTAL</b>	<b>\$ 917,402.00</b>	<b>\$ 740,531.43</b>			

Submission 5 - CSC.0049.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Koolatah - Dixie Road	\$ 1,359,200.81	\$ 1,840,570.85	100%	1.35	Road partially constructed before wet season shutdown, remaining scope will be rolledover into QRA23 scope
<b>TOTAL</b>	<b>\$ 1,359,200.81</b>	<b>\$ 1,840,570.85</b>			



**CARPENTARIA SHIRE COUNCIL**

**SUMMARY OF QRA22 EXPENDITURE**

**CURRENT**

**Project Completed**

**Forecast Project Expenditure to RV Ratio**

**1/07/2023**

**60.00%**

**0.99**



Submission 5 - CSC.0059.2122D.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Mundjuro Access	\$ 63,144.41	\$ -	100%	0.00	Asset marked at 100% due to significant extra damage being identified, a rollover is expected
Pioneer Access	\$ 11,827.88	\$ -	100%	0.00	Asset marked at 100% due to significant extra damage being identified, a rollover is expected
Trenton Road	\$ 3,930,081.52	\$ -	100%	0.00	Asset marked at 100% due to significant extra damage being identified, a rollover is expected
<b>TOTAL</b>	<b>\$ 4,005,053.81</b>	<b>\$ -</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)

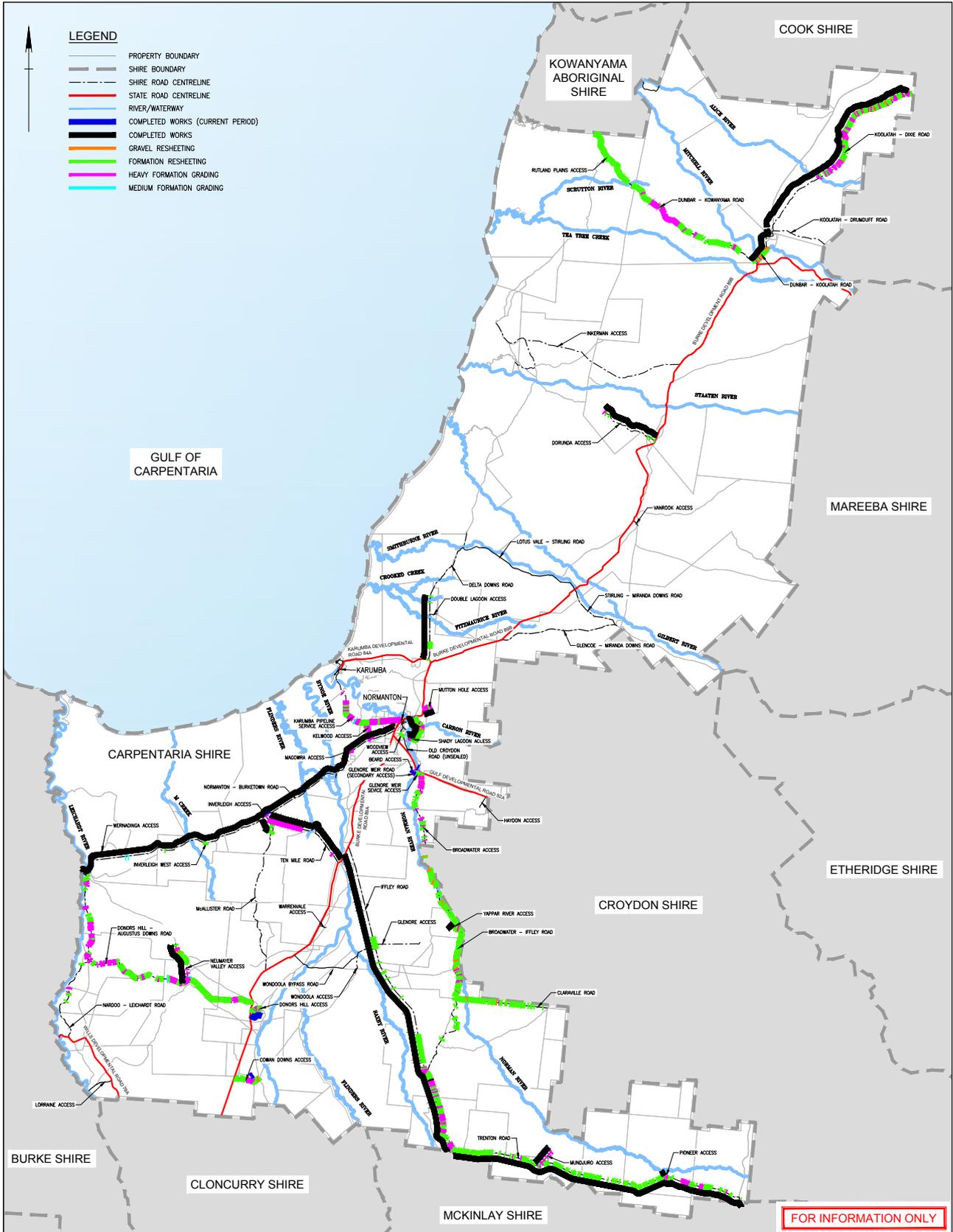
Submission 1 - CSC.0060.2122D.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Yappar River Access	\$ 96,778.87	\$ 79,349.74	100%	0.82	Accrued costs processing, construction recently completed
Yappar River Access (Secondary Access)	\$ 39,976.45	\$ -	100%	0.00	Accrued costs processing, construction recently completed
Beard Access	\$ 21,971.41	\$ -	100%	0.00	Accrued costs processing, construction recently completed
Iffley Road	\$ 4,856,868.60	\$ -	100%	0.00	Asset marked at 100% due to significant extra damage being identified, a rollover is expected
Glenore Weir Road	\$ 9,544.65	\$ 19,373.03	100%	2.03	Accrued costs processing, construction recently completed
Glenore Weir Road (Secondary Access)	\$ 5,146.14	\$ -	100%	0.00	Accrued costs processing, construction recently completed
Glenore Weir Service Access	\$ 63,999.36	\$ 16,906.56	100%	0.26	Accrued costs processing, construction recently completed
Broadwater - Iffley Road	\$ 4,346,661.50	\$ 70,054.19	0%	1.00	Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction.
Claraville Road	\$ 1,665,824.70	\$ -	0%	1.00	
<b>TOTAL</b>	<b>\$ 10,970,016.36</b>	<b>\$ 106,333.78</b>			

Submission 3 - CSC.0061.2122D.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Mutton Hole Access	\$ 136,902.94	\$ 75,358.03	100%	0.55	Accrued costs processing, construction recently completed
Shady Lagoon Access	\$ 851,206.58	\$ 368,172.49	100%	0.43	Accrued costs processing, construction recently completed
Delta Downs Road	\$ 175,940.26	\$ -	100%	0.00	Asset marked at 100% due to significant extra damage being identified, a rollover is expected
Dorunda Access	\$ 51,340.15	\$ -	100%	0.00	Asset marked at 100% due to significant extra damage being identified, a rollover is expected
Dunbar - Koolatah Road	\$ 545,549.26	\$ -	100%	0.00	Asset marked at 100% due to significant extra damage being identified, a rollover is expected
Koolatah - Dixie Road	\$ 2,773,859.17	\$ -	100%	0.00	Asset marked at 100% due to significant extra damage being identified, a rollover is expected
Maggieville Access	\$ 2,604.28	\$ -	0%	1.00	
Rutland Plains Access	\$ 97,628.71	\$ -	0%	1.00	
<b>TOTAL</b>	<b>\$ 4,635,031.35</b>	<b>\$ 443,530.52</b>			

Submission 2 (CSC.0063.2122D.REC)					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Neumayer Valley Access	\$ 432,541.55	\$ 379,483.51	100%	0.88	Accrued costs processing, construction recently completed
Donors Hill Access	\$ 289,892.91	\$ 128,122.92	100%	0.44	Accrued costs processing, construction recently completed
Inverleigh Access	\$ 27,124.21	\$ 458.26	100%	0.02	Accrued costs processing, construction recently completed
McAllister Road	\$ 146,560.60	\$ -	100%	0.00	Asset marked at 100% due to significant extra damage being identified, a rollover is expected
Normanton - Burketown Road	\$ 162,302.51	\$ -	100%	0.00	Asset marked at 100% due to significant extra damage being identified, a rollover is expected
Ten Mile Road	\$ 537,906.53	\$ -	100%	0.00	Asset marked at 100% due to significant extra damage being identified, a rollover is expected
Donors Hill - Augustus Downs Road	\$ 4,133,078.25	\$ 31,822.54	0%	1.00	Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction.
Cowan Downs Access	\$ 516,686.65	\$ 117,140.50	9%	2.46	Accrued costs processing, asset currently under construction
Augustus Downs Access	\$ 31,886.54	\$ -	0%	1.00	
Inverleigh West Access	\$ 29,980.97	\$ -	0%	1.00	
Karumba Pipeline Service Access	\$ 1,125,778.01	\$ 1,269.71	0%	1.00	Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction.
Kelwood Access	\$ 287,341.93	\$ -	0%	1.00	
Magowra Access	\$ 55,471.26	\$ -	0%	1.00	
Nardoo - Leichardt Road	\$ 853,337.09	\$ -	0%	1.00	
Woodview Access	\$ 43,891.63	\$ 917.51	0%	1.00	Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction.
<b>TOTAL</b>	<b>\$ 8,673,780.64</b>	<b>\$ 659,214.95</b>			

Submission 4 (CSC.0064.2122D.REC)					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Dunbar - Kowanyama Road	\$ 3,499,367.68	\$ -	0%	1.00	
<b>TOTAL</b>	<b>\$ 3,499,367.68</b>	<b>\$ -</b>			

Submission 6 (CSC.0066.2122D.REC)					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Mitchell River Crossing	\$ 15,000,000.00	\$ -	100%	0.00	Asset marked at 100% due to significant extra damage being identified, a rollover is expected
<b>TOTAL</b>	<b>\$ 15,000,000.00</b>	<b>\$ -</b>			



FOR INFORMATION ONLY

FILE LOCATION: C:\Users\jsherman\OneDrive\Documents\101\_Carp\_S\_C022\_2022\_Restoration\_Sketches\Drawings\Overall Shire Sketches\101-022-SK701\_2022 Completed Works.dwg  
 PLOT DATE: 08/05/23 10:34:41 AM  
 FILE LOCATION: C:\Users\jsherman\OneDrive\Documents\101\_Carp\_S\_C022\_2022\_Restoration\_Sketches\Drawings\Overall Shire Sketches\101-022-SK701\_2022 Completed Works.dwg

NO.	DATE	DESCRIPTION	DESIGN	APPROVED
4	10/07/23	REVISED FOR JULY MEETING	AB	
3	12/06/23	REVISED FOR JUNE MEETING	AB	
2	09/05/23	REVISED FOR MAY MEETING	AB	
1	08/05/23	INITIAL ISSUE		



DESIGN	AB	APPROVED
DESIGN		APPROVED
CIVIL SKETCH APPROVAL		
DATE:	WFE:	

PROJECT REF	CARPENTARIA SHIRE COUNCIL ROADS		
DRAWING REF	2022 CONSTRUCTION SEASON COMPLETED WORKS		
DRAWING NO	101-022-SK701	SIZE	A1
		REVISION	4

### Appendix E - Approved Betterment Projects

Funding Source	Project Name	Total Project Value	Deadline
Recovery and Resilience Grants (RRG)	Karumba Airport Weather Station	\$87,000	01/12/2023
Recovery and Resilience Grants (RRG)	Karumba Chlorine Generator	\$180,000	01/12/2023
Recovery and Resilience Grants (RRG)	Normanton Water Treatment Plant Pipework Upgrades	\$150,000	01/12/2023
Recovery and Resilience Grants (RRG)	Normanton Water Treatment Plant Storage Upgrades	\$40,000	01/12/2023
Recovery and Resilience Grants (RRG)	Investigation into New Karumba Sewage System	\$80,000	01/12/2023
Recovery and Resilience Grants (RRG)	Glenore Weir Intake, Pipework and Valve Set Upgrades	\$320,000	01/12/2023
Queensland Resilience and Risk Reduction Fund (QRRRF)	Normanton Stormwater Upgrades	\$228,882	30/06/2023
Queensland Resilience and Risk Reduction Fund (QRRRF)	Karumba Foreshore	\$500,000	31/12/2023
Flood Mitigation Infrastructure (FMI)	Armstrong Creek Causeway	\$793,339	31/12/2023
Remote Roads Upgrade Pilot Program (RRUPP)	Iffley Road gravel upgrade	\$4,206,687	
Remote Roads Upgrade Pilot Program (RRUPP)	Koolatah – Dixie Road widening	\$2,477,642	
Queensland Resilience and Risk Reduction Fund (QRRRF)	Karumba Shoreline Protection & Revitalisation – Beach Sand Retention Project	\$1,335,604	30/06/2024
Queensland Resilience and Risk Reduction Fund (QRRRF)	Inverleigh West Causeway Upgrade	\$500,000	30/06/2024
Queensland Resilience and Risk Reduction Fund (QRRRF)	Mitchell River Crossing Upgrade Investigation	\$300,000	30/06/2024
Queensland Betterment Funding	Dunbar - Kowanyama Road (Pavement and Sealing)	\$5,255,089	30/06/2024
Community and Recreational Asset Recovery and Resilience Program	Burke and Wills Monument Access Road (Pavement and Sealing)	\$364,268	30/06/2024

Project has been completed

## **BUSINESS PAPERS**

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### **11.3 WATER AND WASTE MONTHLY REPORT**

<b>Attachments:</b>	NIL
<b>Author:</b>	Natasha Glaskin - Manager Water and Sewerage
<b>Date:</b>	14 July 2023
<b>Key Outcome:</b>	A well governed, responsive Council, providing effective leadership and management, and respecting community values
<b>Key Strategy:</b>	Provision of safe and reliable infrastructure (roads, water and sewer, buildings and facilities, etc.)

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#### **Executive Summary:**

This report has been prepared to provide Council with an overview of actions completed and underway within the Water and Waste Department. Normanton Water Treatment Plant (WTP), Karumba Sewage Treatment Plant (STP) and Normanton STP are operating effectively.

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

- The water level at Glenore Weir on 30 June 2023 was 7.53m with no recorded Rainfall for June.
- Total treated water was 79.0ML for the month.
- A total of 5 pump replacements were required within the Karumba Sewerage network, slightly decreased from the previous month.
- The installation of the chlorine generators at the Pools and Treatment sites are almost complete.
- Green waste continues to be monitored at Karumba Transfer Station. Haulage has been delayed due to the loader being utilised for the Leichhardt River sand removal. Haulage is expected to commence within a week.
- Manhole Overflow Event in Normanton was reported to the Department of Environment and Science on June 30; who advised 11/07/2023 no further action would be taken.

#### **RECOMMENDATION:**

That Council:

1. receive and note the Water and Waste Report for the June 2023 period; and
2. that those matters not covered by a resolution be noted.

## BUSINESS PAPERS

### Background:

#### Glenore Weir

The water level at Glenore Weir was measured at 7.53m on the last day of the month (Figure 1 - Glenore Weir River Height at end of month.). The Bureau of Meteorology recorded no rainfall at Normanton Airport during the month (Figure 2 - Monthly Rainfall.)



Figure 1 - Glenore Weir River Height at end of month.

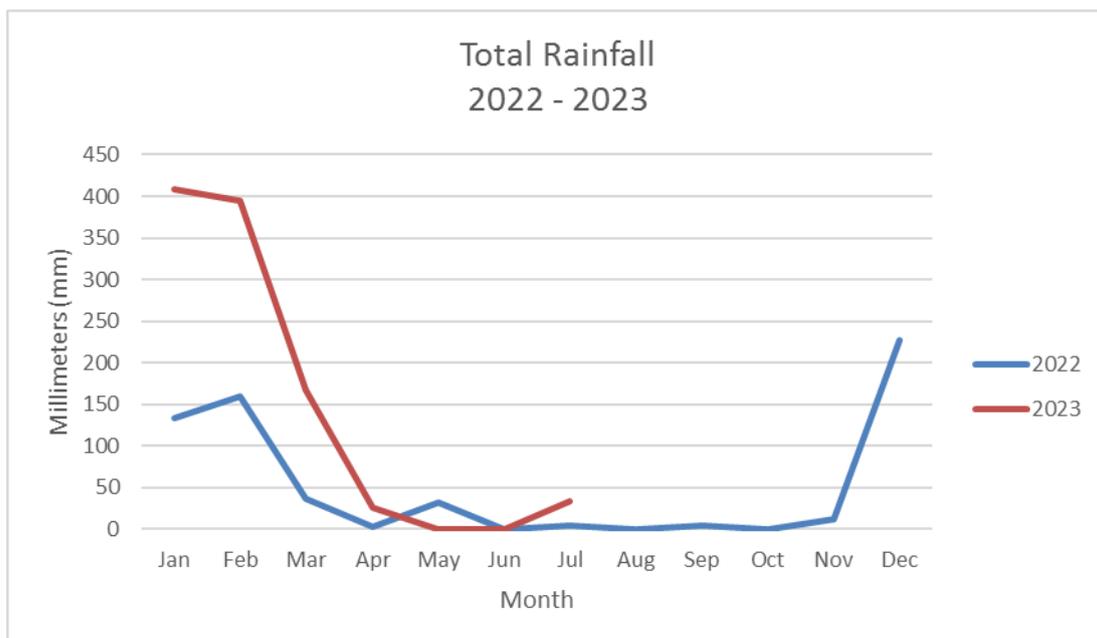


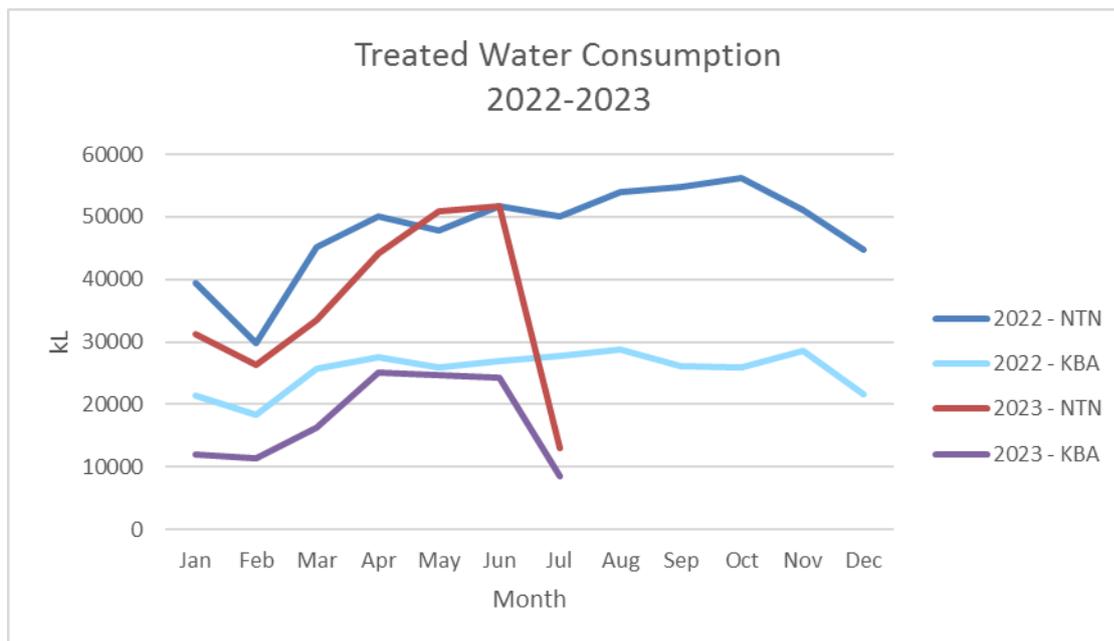
Figure 2 - Monthly Rainfall

## BUSINESS PAPERS

### Normanton Water Treatment Plant (NWTP)

For the month of June, 76.2ML was pumped from Glenore Weir and 4.2ML from the Normanton bore for a total of 80.4ML of raw water (Figure 3 – Volume of treated water at NWTP).

Normanton consumed 51.8ML and 24.3ML was pumped to Karumba, approximately 2.9ML was used for backwashing.



*Figure 3 – Treated Water Consumption by Zone*

### NWTP Maintenance and Upgrades

- Chlorine Generator installations are almost complete, with training expected to be completed the second week of July.
- Water meter reads have concluded for this period, though re-reads are expected.
- Site visits and surveys for the Glenore Weir Pipeline project have been completed. The Draft Options Report has been received and is under review by Council Officers ahead of the workshop scheduled for Thursday 13<sup>th</sup> July.
- The P&ID development for the Water Storage Upgrades at the Normanton WTP has been completed and a thorough Condition Assessment is scheduled for the week commencing 17<sup>th</sup> July.

### Normanton Sewage Treatment and Reticulation Network

Normanton Sewerage Treatment Plant (STP) flow meter is currently in service and performance will be monitored until the contractors next mobilisation.

### Incident Reporting

On June 30, Council reported to the Department of Environment and Science (DES) a breach of Licence Condition P1-G9 - *Other than as permitted within this environmental authority, the release of a contaminant into the environment must not occur* as a result of a

## BUSINESS PAPERS

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manhole overflow. The overflow (1/3) was a result of a blockage (between 1/2 and 1/3) suspected to have been caused by an accumulation of fats, wipes and other materials not compatible with the sewer network. The blockage was promptly cleared by Council staff from 1/2.

Formal advice from the DES was received in response to the report on 11/07/2023 and advised in consideration of the information provided in our notification they would take no further action at this time considering:

- The level of impact on environmental values
- Notification was received within a reasonable timeframe
- No prior similar non-compliances
- Reasonable measures were implemented



*Figure 4 - Locality of Manhole Overflow*

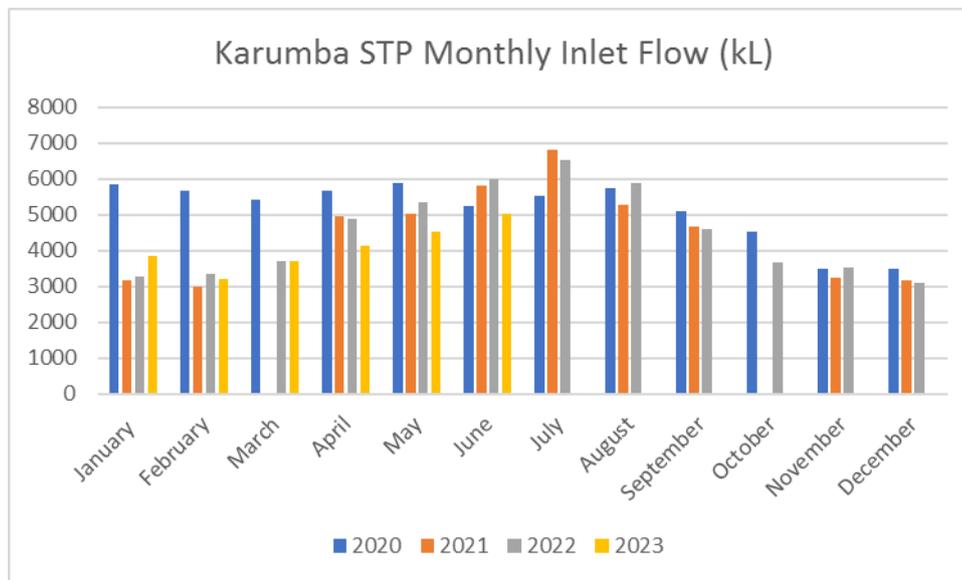
### NSTP Maintenance and Upgrades

- Maintenance of the lagoons continues to be managed by the Operators, occupying a significant portion of time.
- Contractors have been requested to quote on the Aerator installation for the lagoons.

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### Karumba STP and Low Pressure Network

Karumba Sewage Treatment facility treated approximately 5.02ML for the month (Figure 5 - Total Monthly inlet flow for Karumba STP.)



*Figure 5 - Total Monthly inlet flow for Karumba STP*

### KSTP Maintenance and Upgrades

- For the month, five (5) low pressure pumps were replaced due to failure.
- RAS pump failed and replacement procured and installed.
- Increased Membrane maintenance continues with both membranes holding below -20 kPa for the month of June.

### Waste Services

#### Karumba Waste Transfer Station and Normanton Landfill

- Green waste continues to be monitored at Karumba Transfer Station. Haulage has been delayed due to the loader being utilised for the Leichhardt River sand removal. Haulage is expected to commence within a week.
- Promotion of correct disposal practices for Marine Flares continues on Social Media and will continue throughout the season.
- Illegal dumping Social Media Awareness also continues regularly on Council's Social Media platforms.
- Council's Dry Hire Arrangement for the Compactor at Normanton Landfill ceases in July and will be included under the Waste Operations Contract which has existing provisions.

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

- Michael Wanrooy - Director of Engineering
- Natasha Glaskin – Manager Water and Waste
- Michael Sceresini – Works Coordinator

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- Joe Beddows – Technical Officer (Water and Waste)
- Executive Leadership Team
- Trades and operational staff
- TEG Consultants
- Ganden Pty Ltd
- Wanless Pty Ltd.
- Department of Environment and Science (DES)

### Legal Implications:

- Low.

### Financial and Resource Implications:

- Medium.
- Critical upgrades are required in the current and next financial year to remain compliant. Detailed information will be provided to Council as the budget submissions are prepared.
- Upgrades to Wastewater Treatment including Membrane replacement.
- Significant increases to chemicals costs have been advised for the remainder of the Financial Year and will continue into next.

Row Labels	Sum of Current Budget	Sum of Actual Bal
Operating Expenditure		
Landfill/ Waste Transfer Operations	678,457	604,079
Raw Water Network	0	2,400
Refuse Collection	197,419	255,065
Sewerage	1,477,820	1,590,839
Water	2,658,747	3,087,677
<b>Operating Expenditure Total</b>	<b>5,012,443</b>	<b>5,540,059</b>
Operating Income		
Landfill/ Waste Transfer Operations	-737,000	-771,494
Refuse Collection	0	-2,285
Sewerage	-1,660,000	-1,500,732
Water	-1,847,000	-1,229,306
<b>Operating Income Total</b>	<b>-4,244,000</b>	<b>-3,503,816</b>
<b>Grand Total</b>	<b>768,443</b>	<b>2,036,243</b>

### Risk Management Implications:

- Continue to monitor.

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### 11.4 ASSET MANAGEMENT REPORT

<b>Attachments:</b>	NIL
<b>Author:</b>	Tom Loadsman - Assets Manager
<b>Date:</b>	14 July 2023
<b>Key Outcome:</b>	Day to day management of activities within Engineering Services Directorate
<b>Key Strategy:</b>	As per the Departmental Plan for Engineering Services

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#### Executive Summary:

This report provides information and updates to Council on various tasks that are facilitated within the Asset Managers team. The following items of interest are discussed in further detail within the report:

#### RECOMMENDATION:

That Council:

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

#### Background:

#### ASSET MANAGEMENT

##### Plant Replacement Program

- Kubota UTV X900 on order, arrived in the Country, expecting a July Delivery.
- Vermeer Vacuum Trailer has been registered; Delivery expected in July.
- 2 x Dual Cab Hilux – Pacific Toyota – July Production, October Delivery
- Single Cab Hilux – Pacific Toyota – July Production, October Delivery
- Single Cab Hi-rider Hilux – John Cole – Expected in September
- Single Cab petrol Hilux's – John Cole – Expected in September
- Dual Cab Hilux 4x4 – John Cole – No confirmation of dates
- Grader – Hastings – Arrived in the Country, currently being fitted out.
- Isuzu Tilt Tray Truck – Ordered – No ETA
- Isuzu WTP Tipper – Ordered – No ETA
- Isuzu Tipper – Ordered Jan/Feb Expected Delivery
- Plumbers Truck – Ordered – No ETA

## **BUSINESS PAPERS**

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### **Plant and Fuel**

Ongoing tracking of works crew plant hours. This is an ongoing process which is starting to yield results. Ongoing with plant audits and condition assessments of equipment.

### **New Staff Members**

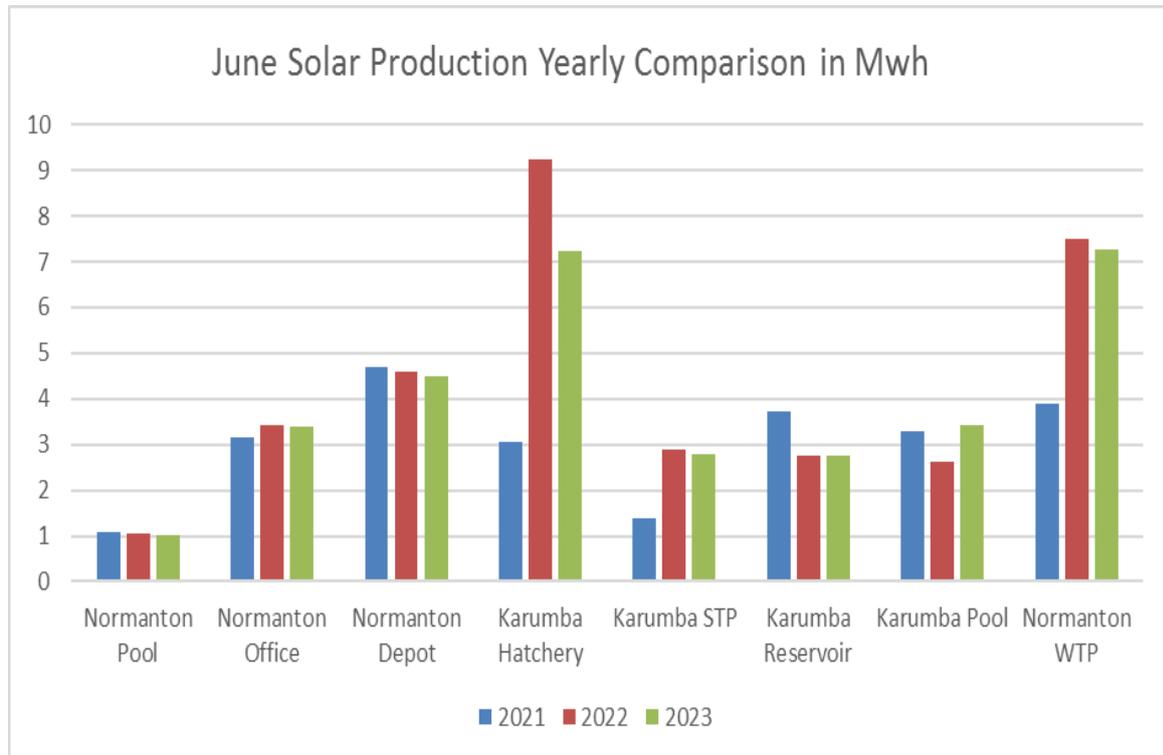
Longstanding vacancies in the workshop and trades department are close to being filled. A new workshop fitter is expected to start in early July which will allow the workshop team to better manage the workload as the works season expands.

Due to the lack of suitable candidates for the Electrician's position, this has been changed to an Electrical Technical role in which we are hoping to fill internally this month. The Electrical apprentice position has also been changed to a Trades Assistant (TA). They will be assisting all trades to experience the different skills required with an aim to apply for an apprenticeship in their chosen field either with council or with a local contractor once available. This position has attracted two applicants and should be filled by mid-July.

### **Solar System Performance**

Solar production for the month of June was consistent with expected targets on 7 out of 8 sites. A local solar contractor has attended the LWBDC site and advised that one inverter is faulty with some software and hardware changes required to bring the site back to full capacity.

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### **Work Order Management**

We have begun the implementation of an interim work order management system to enable the assets team to communicate regarding field maintenance tasks more efficiently. This will also enable better communication with contractors as the system progresses. Work continues selecting a suitable Asset Management System that will enable us to better understand our assets, implement suitable maintenance strategies and plan future capital works in line with conditional assessments.

### **Normanton Playground, Water Park and Pool Precinct**

The damaged section of slide has been ordered and should arrive next month with the trades team tasked with ordering the materials for the front fence. An engineer has been engaged to assess the condition of the Normanton pool with draining planned once ground water levels are determined. Minor works to be completed this year with any identified major works to be assessed once the engineering report is complete.

### **TRADES REPORT**

The team will re-focus on maintenance tasks in the coming months as capital projects are completed. MacKinnley Pollard and Michael Mudd have attended block training in Cairns and have both passed the required assessments. The trades department have performed multiple reactive, preventative, and capital works over the month of June with Notable items are provided in more detail below.

### **Sewer and Water main repairs**

- Glenore water main urgent repair

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- Unblock overflowing sewer main
- Multiple water main repairs and alterations

### Karumba Civic Centre

Removed loose tiles from walls in toilet facilities to ensure safety during the K150 event. Bathrooms will require a renovation as tiles continue to dislodge themselves.

### 1/72 Thompson Street

Renovations have been completed with final inspections due at the beginning of July. Planning stages of the 2/72 Thompson Street renovation will begin in the near future.

### 16 Henrietta Street

Major works completed; tenant has been advised of a move in date.

### 17 Palmer Street

Works to begin on 17 Palmer Street once vacant, including fencing, kitchen and other improvements.

### 1/41 Sutherland Street

Unit has been repainted and freshened up and is now tenanted.

### Camp Mobilisation

- Inkerman Camp expansion
- Middle camp mobilisation
- Pioneer camp kitchen repairs
- Restore communications systems at Middle and Inkerman camps

Pictures below are from the Inkerman Camp setup this month.

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*Figure 1 – Inkerman Camp Ablution and Containers with Starlink communications dish shown on top on the container*



*Figure 2 – Inkerman Camp Pioneer Buildings*

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*Figure 3 – Camp Container with Starlink attached to the roof and power supply inside*

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

- Michael Wanrooy – Director of Engineering
- Executive Leadership Team
- Trades and operational staff

### **Legal Implications:**

- Low – within operational parameters

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

- Low - Within Budget

### **Risk Management Implications:**

- Within normal operating parameters.

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### 11.5 WORKSHOP REPORT

<b>Attachments:</b>	NIL
<b>Author:</b>	William Bollen - Workshop Foreman
<b>Date:</b>	14 July 2023
<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.

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#### 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:

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

<u>Type</u>	<u>Plant Number</u>	<u>Maintenance Task</u>
Hilux	P9922	20,000klm Log Book Service
GIGA	P2511	Replace WILLIAMS Valve
RMPC	P2703	Replace Beacons, tension aircon belt
Low Loader	P0394	Replace tyre
Landcruiser	P9923	Replace 2 tyres
Hilux	P9920	70,00klm Log Book Service
Hilux	P9926	30,000klm Log Book Service
Landcruiser	P9923	70,000klm Log Book Service, replace front wheel bearing and auto hubs.
Landcruiser	P9936	Vehicle check, tension front bearings, repair light bar mount.
Triton	P1566	130,000klm Log Book Service, replace all tyres, replace rear glass.
Grader	P3561	2x Replace O-Rings In tyres and pump up

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Hilux	P1909	Replace 2x tyres
Grader	P3717	Replace O-Ring and repair puncture in tyre and check for further leaks
Pioneer Camp	P6501	Replace Battery and hold down clamp, pump up tyres
Pioneer Camp	P6502	Replace battery and terminals
Hino Truck	P2801	Replace drive belts and check all fluids
Loader	P3701	Grease manually and top up auto greaser
KBA Garbage Truck	P0130	Bring back to NTN as back up
Mower	P4013	Make up new deck skids and replace
Stabiliser	P3811	Replace UHF, Replace cab fans, order new hydraulic valve
Grader	P3516	250hrs Service replace spare tyre
Light Truck	P2736	Replace blown fuse, repair lights
Hilux	P1181	Replace rear shackle rubbers
Hilux	P1979	170,000km Log Book Service, replace front tyres
Forklift	P4500	Replace left wheel seals and bearings, check all fluid levels
WTP Truck	P2402	Replace both clutch cylinders, replace blinker assembly, grease truck, blow out radiator, clean body
Prime Mover	P2403	Complete check over, complete body clean.
Float	P0394	Replace rear mud flaps, replace tyre, adjust brakes, check lights and complete wash
Hilux	P1767	Replace side mirror assembly
Mower	P4513	Replace left tyre
Grader	P3717	250hrs Service MollBoard worn
Stabiliser	P3118	Replace blower motor near seat
RMPC	P2703	Log Book Service grease and fluids topped
Service Truck	P2520	Log Book Service, gear oils topped, park brake adjusted
Hilux	P9933	Log Book Service, Replace Battery, adjust brake, inflate tyres
Landcruiser	P1172	Log Book Service, check wheel bearings, clean and fuel up
Hilux	P9807	Log Book Service replace wipers
Hino	P2801	Dismantle and clean evaporator, condenser, radiator, complete full service
Town Truck	P2534	Replace radiator, replace sump pan, replace front condenser, replace a/c compressor, flush a/c parts individually, service, weld tray floor down, full body clean

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Colorado	P1877	High pressure A/C pipe relaced, vac system, re-gas and check for leaks, repair fuel leak near filter assembly by removing a section of extra filter hose, full body clean and service
Backhoe	P3609	Still waiting for more quotes from external service to rebuild engine
Grader	P3515	Tandem currently being completed

**Consultation (Internal/External):**

- Nil.

**Legal Implications:**

- Nil.

**Financial and Resource Implications:**

- Nil.

**Risk Management Implications:**

- Within normal operating parameters.

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### 11.6 BUILDING AND PLANNING REPORT

<b>Attachments:</b>	NIL
<b>Author:</b>	Elizabeth Browning - Engineering Records Operator
<b>Date:</b>	14 July 2023
<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.

#### Executive Summary:

The report is to advise Council of relevant planning and building activities within the Shire for the month of June 2023.

#### 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/2308	BPK Wren Pty Ltd C/- RPS AAP Consulting Pty Ltd	18 Philp Street Normanton QLD 4890 (Lot 5 SP136532)	MCU (Multiple Dwelling) – 4 duplex units	Information Request

##### Planning Applications Approved

DA No.	Applicant	Address	Application Type	Status
N/A				

##### Building Applications Received by Building Certifier

DA No.	Applicant	Address	Application Type	Value
I/2305	Bynoe CACS	11 Green Street Normanton QLD 4890 (Lot 93 N14850)	1 x 2 Bedroom duplex	Tba
I/2308	BPK Wren Pty Ltd C/- RPS AAP Consulting Pty Ltd	18 Philp Street Normanton QLD 4890 (Lot 5 SP136532)	MCU (Multiple Dwelling) – 4 duplex units	Tba

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### Building Permits Issued

DA No.	Applicant	Address	Application Type	Value
N/A				

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

DA No.	Applicant	Address	Application Type	Date Received
I/2227	Epic Environmental Pty Ltd on behalf of AACo	(Lot 2 TD1, Lot 1 & 2 on TD4, &) Lot 166 SP276509	Assessment Determination – Gulf Irrigation Project	01/12/2022. (Request for Third Party advice)
I/2302	tba	3 Ellis Street, Normanton 4890 (Lot 26 N14849)	Dual occupancy	tba
I/2304	tba	Karumba Point Caravan Park, Karumba QLD 4891	Purchase State Land (boundary realignment – Lot 11 SP258858)	tba

### Consultation (internal/external)

- Jennifer Roughan – Consultant Town Planner
- Peter Watton – Project Manager/Building Certifier
- Stacey Devaney – Senior Planner
- Sam Leggerini - Planner

### Legal implications

- N/A

### Policy Implications

- N/A

### Financial and Resource Implications

- N/A

### Risk Management Implications

- Low – risks are within normal operational parameters.

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### 11.7 DEVELOPMENT APPLICATION I/2308 - MCU FOR MULTIPLE DWELLINGS BPK WREN PTY LTD, 18 PHILP STREET, NORMANTON (LOT 5 ON SP136532)

<b>Attachments:</b>	NIL
<b>Author:</b>	Elizabeth Browning - Engineering Records Operator
<b>Date:</b>	14 July 2023
<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.

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#### **Executive Summary:**

The application seeks development approval for Material Change of Use for Multiple Dwellings on land at 18 Philp Street, Normanton, and described as Lot 5 on SP136532.

#### **RECOMMENDATION:**

That Council resolve to approve the application for Material Change of Use for Multiple Dwellings subject to reasonable and relevant conditions.

#### **Background:**

##### **Reasons for approval**

The subject site is a single regular shaped residential allotment with a total area of 1,265m<sup>2</sup> and frontage to Philp Street of approximately 25 metres. The site is currently vacant and has been historically cleared of vegetation. Topographically, the site is relatively flat and generally drains towards the road reserve. Access to the site is via an unconstructed access from Philp Street. The site is held in freehold.

The proposed development seeks to construct four (4) duplexes on the subject site, with Units 1 and 2 located at the rear of the site and accessed via a driveway from Philp Street and Units 3 and 4 located towards the site frontage and accessed via a proposed dual crossover from Philp Street. Each unit would comprise 2 bedrooms, 1 bathroom, living/dining/kitchen, storage and detached single carport. Three (3) visitor car parks would be provided with access from Philp Street, two (2) immediately adjacent to the carports for Units 3 & 4 and one (1) located adjacent to Units 1 & 2.

The area containing the subject site is characterised by a mix of single detached dwellings, dual occupancies and multiple dwellings. To the north the site adjoins Philp Street, to the south and east residential lots with detached dwellings and to the west a multiple dwelling development is located at 14 Philp Street.

The development would result in the attached dwelling units 3 & 4 being setback 7.80 metres from the outermost projection to the road frontage of Philp Street, a minimum 1.5 metres from the site boundary and 1.875 metres from the rear boundary. The multiple dwelling development would be single storey with an overall maximum building height of 4.6 metres and a site coverage of 40%. The proposed carports from Units 3 & 4 are open Class 10a structures built to boundary, which is permissible under the Planning Scheme.

In accordance with the Tables of Assessment of the Carpentaria Shire Council Planning Scheme 2008, the application is for the Material Change of Use from vacant land to Multiple

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Dwelling and is subject to Impact Assessment. In assessing the application, Council, as Assessment Manager, can have regard to the applicable Assessment Benchmarks and any other relevant planning matter.

This report provides greater detail on the nature of the proposal and provides an assessment of the proposal against the intents and code requirements of relevant statutory planning documents. Based on these assessments the proposal is recommended for approval subject to reasonable and relevant conditions.

### **TOWN PLANNING REPORT**

The attached report has been prepared by RPS AAP Consulting Pty Ltd.

#### **Consultation (internal/external)**

- Jennifer Roughan – Consultant Town Planner
- Mark Crawley – Chief Executive Officer
- Michael Wanrooy – Director of Engineering
- Stacey Devaney – RPS Senior Planner
- Sam Leggerini – RPS Planner

#### **Legal implications**

- N/A

#### **Policy Implications**

- N/A

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

- N/A

#### **Risk Management Implications**

- Low – risks are within normal operational parameters.

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### **11.8 PROPOSED BP SIGN - FOODWORKS**

<b>Attachments:</b>	NIL
<b>Author:</b>	Michael Wanrooy - Director of Engineering
<b>Date:</b>	14 July 2023
<b>Key Outcome:</b>	A well governed, responsive Council, providing effective leadership and management, and respecting community values
<b>Key Strategy:</b>	Provision of safe and reliable infrastructure (roads, water and sewer, buildings and facilities, etc.)

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#### **Executive Summary:**

Council has received a request by Bynoe's building certifier Mr Peter Watton for a new BP sign located at the Landsborough St entrance. Two proposed locations have been nominated.

BP require an approval from Council for Approval in Principle before providing signage designs for the certifiers assessment. Upon approval Peter will then submit a formal building development approval to Council with the appropriate fee including RPEQ Form 15 Engineers Certificate.

#### **RECOMMENDATION:**

That Council accepts:

1. Option 1 – Approve in Principle the sign and location in the Foodworks property as shown in Figure 2; or
2. Option 2 – Approve in Principle the sign and location out on the footpath as shown in Figure 3. The location would also require TMR corridor approval as the sign would be in State Control Road reserve.

#### **Background:**

The following figures below show the sign required at the new Foodworks and the two locations for Council's consideration.

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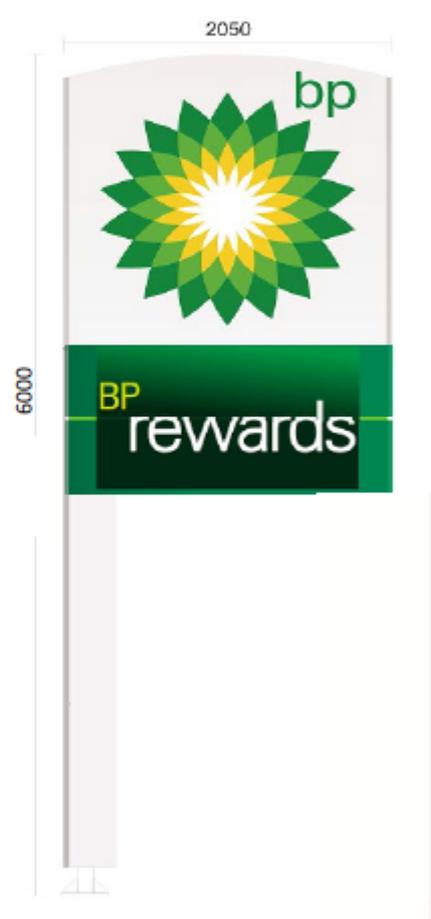
6M BGB FLAG PYLON -	
<u>Job Number:</u>	BP Normanton
<u>Address:</u>	_____
<u>Revision #:</u>	_____
<u>Revision Date:</u>	_____
<u>Revised By:</u>	_____
<i>Select Panels from List:</i>	
Panel 1	BP_Rewards_Double_1
Panel 2	BP_Rewards_Double_2
Panel 3	Flag_Post_Btm_Panel
<div style="text-align: right; margin-top: 20px;">  <p style="font-size: small;">2050 6000</p> </div>	
<ol style="list-style-type: none"> <li>1. Enter Site Information</li> <li>2. Select Panel Layouts</li> <li>3. File &gt; Save As &gt; PDF</li> </ol>	
	

Figure 1 – Proposed Sign



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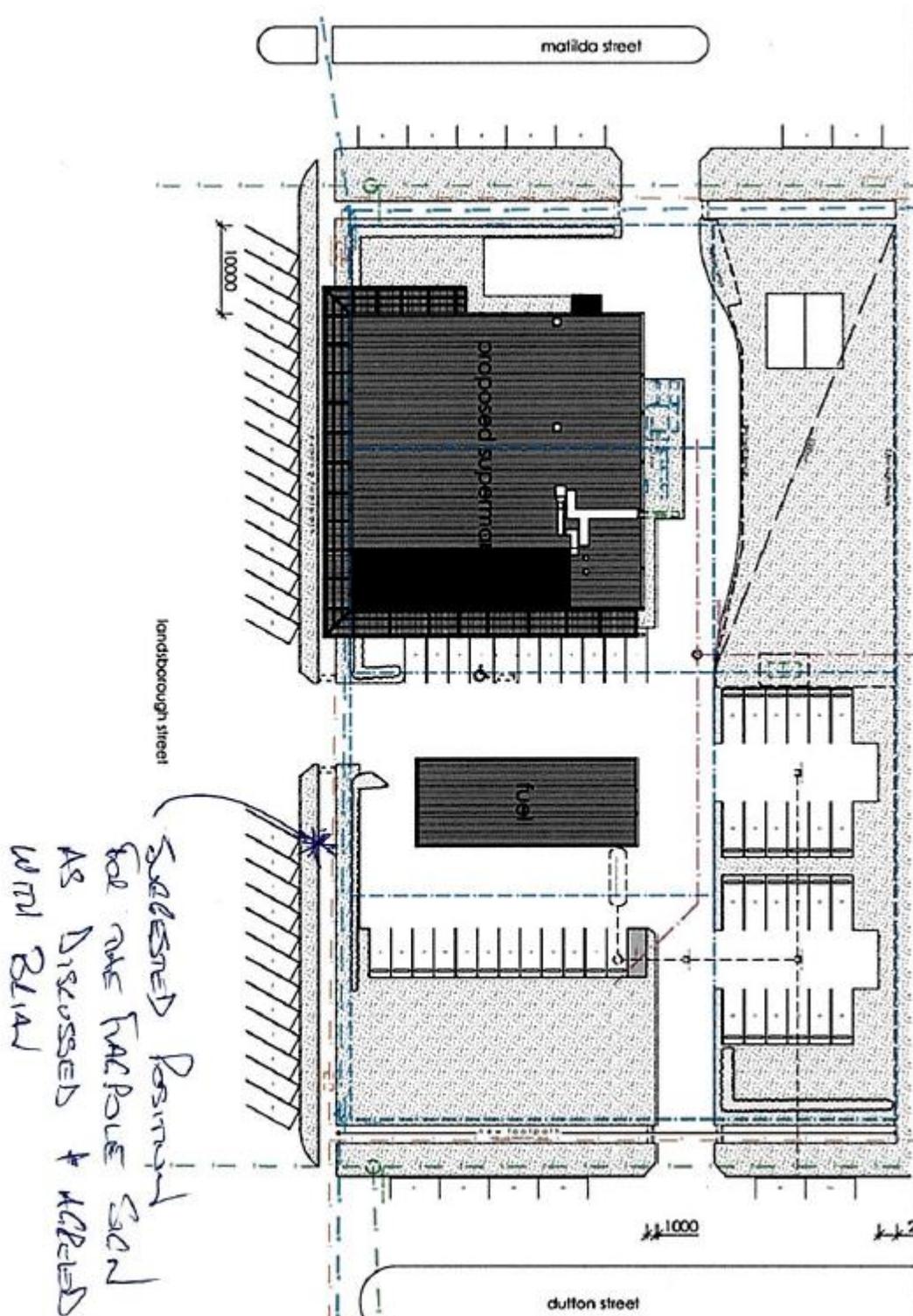


Figure 3 – Sign located on footpath

Consultation (Internal/External):

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- Michael Wanrooy - Director of Engineering
- Kerrod Giles - Engineer
- Peter Watton – Private Building Certifier

**Legal Implications:**

- Nil

**Financial and Resource Implications:**

- Nil

**Risk Management Implications:**

- Nil

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