



**CARPENTARIA SHIRE**

*Outback by the Sea*

***BUSINESS PAPER***

***17 AUGUST, 2023***

## **BUSINESS PAPERS**

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<b>NOTICE OF MEETING</b>
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**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**

## BUSINESS PAPERS

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## **BUSINESS PAPERS**

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

**RECOMMENDATION**

*That the Minutes of the Ordinary Council Meeting held 19 July 2023 be confirmed.*

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

## BUSINESS PAPERS

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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 Update - Long Outstanding Rate Arrears**

*This item is classified CONFIDENTIAL under the provisions of clause 254J(3)(d) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to rating concessions.*

#### **8.2 Revise Resolution - Request to Pay Rates by Arrangement - Assessment A566**

*This item is classified CONFIDENTIAL under the provisions of clause 254J(3)(d) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to rating concessions.*

#### **8.3 Concealed Water Leak Application - Assessment A172 - 32 Clarina Street Garbage Utility Charges - Assessment A72 - 63 Yappar Street**

*This item is classified CONFIDENTIAL under the provisions of clause 254J(3)(d) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to rating concessions.:*

## BUSINESS PAPERS

### 9 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

#### 9.1 CEO REPORT

**Attachments:** 9.1.1. Conference Motion - LGAQ [↓](#)  
 9.1.2. Get-Ready Queensland Activities 2024 [↓](#)  
 9.1.3. Finalisation of Demand Letter [↓](#)

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

**Date:** 10 August 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>			
<b>17 August 2023</b>	9:00am	Ordinary Meeting of Council	Boardroom
<b>18 August 2023</b>	8:30am	Workshop – Councillors, CEO, Directors, and Managers	Boardroom
<b>20 September 2023</b>	9:00am	Ordinary Meeting of Council	Boardroom
<b>21 September 2023</b>	8:30am	Workshop – Councillors, CEO, Directors, and Managers	Boardroom
<b>NWQROC and LGAQ</b>			
<b>5-6 September 2023</b>		NWQROC Meeting	Mount Isa
<b>26-28 September 2023</b>		Western Queensland Alliance of Councils	Winton

## BUSINESS PAPERS

Date	Time	Event	Location
16 October 2023		LGAQ Annual Conference	Gladstone
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 31 July 2023

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
<b>Operating Expenditure</b>				
Communications	55,400	100	9,341	9,441
Disaster Events	4,500	11,516	0	11,516
Disaster Preparedness	74,000	0	13,000	13,000
Elected Members	572,441	40,310	3,148	43,459
Emergency Response	51,400	3,779	0	3,779
Governance	1,635,493	292,669	105,444	398,113
Operational Plan	0	31,018	42,900	73,918
Regional Economic Development	4,000	0	0	0
<b>Operating Expenditure Total</b>	<b>2,397,234</b>	<b>379,393</b>	<b>173,833</b>	<b>553,226</b>
<b>Operating Income</b>				
Disaster Preparedness	-7,000	-635	0	-635
Emergency Response	-17,000	0	0	0
<b>Operating Income Total</b>	<b>-24,000</b>	<b>-635</b>	<b>0</b>	<b>-635</b>
<b>Grand Total</b>	<b>2,373,234</b>	<b>378,758</b>	<b>173,833</b>	<b>552,591</b>

## BUSINESS PAPERS

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

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
<b>Operating Expenditure</b>				
Barra Bites Café	173,308	30,733	3,242	33,975
Hatchery	340,748	31,975	3,266	35,241
Les Wilson Barramundi Discovery Centre	735,816	157,497	24,765	182,262
Visitor Information	303,397	35,345	15,964	51,310
<b>Operating Expenditure Total</b>	<b>1,553,269</b>	<b>255,550</b>	<b>47,237</b>	<b>302,788</b>
<b>Operating Income</b>				
Barra Bites Café	-50,000	-26,286	0	-26,286
Hatchery	-20,000	0	0	0
Les Wilson Barramundi Discovery Centre	-320,000	-88,991	0	-88,991
Visitor Information	-15,000	-5,456	0	-5,456
<b>Operating Income Total</b>	<b>-405,000</b>	<b>-120,734</b>	<b>0</b>	<b>-120,734</b>
<b>Grand Total</b>	<b>1,148,269</b>	<b>134,816</b>	<b>47,237</b>	<b>182,053</b>

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
<b>Operating Expenditure</b>				
Tourism Events	500,210	256	0	256
<b>Operating Expenditure Total</b>	<b>500,210</b>	<b>256</b>	<b>0</b>	<b>256</b>
<b>Operating Income</b>				
Tourism Events	-118,000	-150	0	-150
<b>Operating Income Total</b>	<b>-118,000</b>	<b>-150</b>	<b>0</b>	<b>-150</b>
<b>Grand Total</b>	<b>382,210</b>	<b>106</b>	<b>0</b>	<b>106</b>

## BUSINESS PAPERS

### 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	Complete	Signing conducted 16 August 2023
February 23	013	Authorise CEO to engage Astute to compile a 5-year Business Plan for Childcare Centre	Complete	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	Solicitors have prepared offer and sent.
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
July 23	005	Compulsory acquisition process commenced for parcel of land Karumba Point	Complete	Solicitor advised of resolution and instructed to commence process
July 23	008	Repealed Policies – Audit Committee and Councillor Code of Conduct. Adopted new Code of Conduct for Councillors – State Government Model	Complete	Website to be updated with new Code and repealed policies removed
July 23	009	Adopted amended policies, Complaints about the Public Official, Councillor Remuneration and Caretaker Period	Complete	Website to be updated with new Policies
July 23	010	Adoption of new Media Policy	Complete	Website to be updated with new Policy
July 23	011	Updated delegations – Council to CEO	Complete	Delegations Software program updated with new delegations

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July 23	012	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 to coincide with the Outback by the Sea Festival.	Progressing	Have advised Mentor of the approach from Council in relation to this initiative. Survey businesses to ascertain interest in participating
July 23	013	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 and authorise the Mayor, Deputy Mayor and Chief Executive Officer to attend the conference.	Complete	Draft motion submitted via portal Conference registration arranged for Mayor, Deputy Mayor and CEO
July 23	GB	CEO to advise the enquirer that no commemoration would be undertaken for the 1974 floods	Complete	Advised via email
July 23	GB	CEO to advise the Department of the Councils views in relation to the application in relation to conversion from leasehold to freehold of lot in Yapper Street Karumba	Complete	Advised via email
July 23	GB	CEO to arrange for the link via Zoom to attend the virtual presentation at 8:00am for meeting with Astute Early Learning	Complete	Calendar invite amended and link provided
July 23	GB	CEO to provide advice to staff to allow them to attend future NAIDOC week celebrations	Progressing	Will be addressed in next CEO Staff Newsletter
July 23	GB	CEO to write to QPS Normanton and request an update on the security cameras and what is proposed for re-instatement or when they will be removed from the footpaths	Complete	Email sent to Senior Sargent
July 23	GB	Chief Executive Officer to contact Colliers to come to Normanton to obtain photos to commence the marketing of the lots in the subdivision	Complete	Collier have attended site and obtained additional photos
July 23	GB	CEO to discuss with Discovery Centre Manager to ascertain if booking system can be amended for the Normanton Free Camp	Complete	As the sites are free a lot of people were booking multiple sites and days and there were no sites for others to book. Booking for single days has eliminated this practice. Will continue to monitor
July 23	GB	CEO to arrange for the public notice to be provided on Facebook and notice boards in Karumba to thank everyone involved in the K150	Complete	Notice completed and posted

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celebration				
July 23	GB	CEO to arrange for the auction items as requested for the Charity Ball. DOE to arrange the repairs to the scouring at the back of the building and the watering of the area. CEO to arrange interviews for the Mayor on ABC and Blackstar Radio. DCS & CEO to check and arrange additional promotion for the Ball with posters, Facebook posts etc as indicated above and send email to station owners	Complete	Auction items secured and in mail Interviews arranged for Mayor with ABC and Blackstar Radio

## BUSINESS PAPERS

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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. LGAQ Conference Motion

A copy of the proposed motion to the LGAQ Conference is attached for the information of Councillors.

**Recommendation:** For information

#### 3. Get-Ready Queensland 2023-2024 Activities

This year Council will be working with the Queensland Reconstruction Authority (QRA) to deliver the Get-Ready schedule of activities. We are also working with the QRA Get-Ready team to develop some co-branded material for use in future years.

See email advice attached.

**Recommendation:** For information

#### 4. Queensland Connects – Cairns Workshop

Work continues to progress on the initiative that I have been invited to join along with the CEO from Kowanyama to assist with Disaster Recovery and Resilience with the University and others.

Since the Longreach workshop, the group has elected myself as the Group Leader.

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

**Recommendation:** For information

#### 5. Department of Agriculture and Fisheries

Outstanding debt to the Department is now finalized. Copy of letter attached.

**Recommendation:** For information

**From:** [LGAQ Notifications](#)  
**To:** [Mark Crawley](#)  
**Subject:** Confirmation of Motion Submission  
**Date:** Friday, 21 July 2023 9:45:44 AM  
**Importance:** Low

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Please do not reply to this email. This is an automated message.

**Thank you for submitting your motion.**

All submitted motions will be reviewed following the motion submission period.

The Local Government Association of Queensland will contact you on the provided emailed address: **Mark.Crawley@carpentaria.qld.gov.au**

Your submitted motion has been captured as follows:

**Submitter name:**

Mark Crawley

**Submission time:**

7/21/2023 9:45 AM

**Submitter council:**

Carpentaria Shire Council

**Motion title:**

Urgent Review of Industrial Relations Legislation

**Council resolution #:**

0723/013

**Council resolution date:**

2023-07-19

**I want LGAQ to:**

The LGAQ calls on the State government to undertake an urgent review of the Industrial Relations legislation in Queensland to modernise the legislation in particular reference to enterprise bargaining and negotiations.

**Background:**

What is enterprise bargaining agreement? An Enterprise Agreement (EA) is an agreement between an employer and a group of employees that provides terms and conditions of employment, for example rates of pay, including some mandatory terms such as flexibility and consultation provisions, and dispute resolution processes. Well not really in Queensland Local Government, it is an agreement between the Employer and the Unions, not the employees. Our current Enterprise Agreement is titled "Carpentaria Shire Council - Certified Agreement 2011" Matter No. CA/2011/365 dated 24 January 2012. Since this time, we have managed increases for our employees through Administrative Arrangements. Industrial Relations needs to be modernised to allow employers and employees to negotiate payment and reward, conditions of employment and flexibility to support and provide a modern approach to service delivery and long-term financial

sustainability.

**Case Study or Example:**

There would be many examples and case studies that could be included in relation to this, and we understand that the Local Government Association of Queensland (LGAQ) is in the process of developing a new workforce strategy for the sector and there may be an opportunity to include/identify the need for the IR review as part of the new overall strategy.

**Desired outcome:**

A modern approach to providing payment and reward to staff working in the local government sector.

Please feel free to contact us at [ask@lgaq.asn.au](mailto:ask@lgaq.asn.au) or on **1300 542 700**

**From:** [GetReady](#)  
**To:** [Mark Crawley](#)  
**Cc:** [submissions](#); [Kate Retzki](#); [Dean Patchett](#); [Louise Robertson](#)  
**Subject:** 2023-24 GRQ Grant - QRA led activity  
**Date:** Monday, 17 July 2023 1:57:50 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

**[External Email]** This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Dear Mark,

Thank you for submitting your council's Get Ready Queensland Plan of Activities and Project Funding Schedule Agreement.

We note that your council has selected a QRA-led activity. We will be glad to deliver this work on Carpentaria Shire Council's behalf.

Just a reminder that under this arrangement, QRA will deliver these activities using funding that would otherwise be sent to council for expenditure. This means the allocated amount for the QRA-led activity won't be deposited into your Council's nominated bank account.

If you have any questions or want to chat, please do not hesitate to reach out to us at [getready@qra.qld.gov.au](mailto:getready@qra.qld.gov.au) or contact your Resilience and Recovery Officer.

Best Regards,  
Get Ready Queensland



**Faye Gibson**  
Senior Communications and Engagement Officer  
Strategy and Engagement

**Queensland Reconstruction Authority**

E [Faye.Gibson@qra.qld.gov.au](mailto:Faye.Gibson@qra.qld.gov.au)

Level 06, 400 George Street, Brisbane QLD 4000  
PO Box 15428, City East QLD 4002

[www.qra.qld.gov.au](http://www.qra.qld.gov.au)

Connect with us via social media – [Facebook](#) [LinkedIn](#) [YouTube](#)

I acknowledge the traditional custodians of the lands and waters of Queensland. I offer my respect to elders past, present and emerging as we work towards a just, equitable and reconciled Australia.



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Reference: CSC\_FP201718-17

8 August 2023



Mr Mark Crawley  
Chief Executive Officer  
Carpentaria Shire Council  
PO Box 31  
Normanton Qld 4890

Dear Mr Crawley

**Removal of State-owned quarry material from multiple Crown holdings– Finalisation of Demand under Section 91(1) *Forestry Act 1959***

Following receipt of the July 2023 instalment under Carpentaria Shire Council's approved repayment plan, I advise that the full amount of \$517,020.20 has now been receipted and the terms of the Department of Agriculture and Fisheries (the Department) letter of demand dated 28 May 2019 have now been met in full.

The Department advises this matter is now finalised and I thank you and Council for your co-operation.

Should you have any further enquiries, please do not hesitate to contact Mr David Jardine on telephone 0427 000 171 or email [David.Jardine@daf.qld.gov.au](mailto:David.Jardine@daf.qld.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to read "John Ludlow". The signature is written in a cursive style with a large, looping initial "J".

John Ludlow  
**Manager, Quarry Material**  
**A delegated officer under the *Forestry Act 1959***

Forest Products – DAF  
LMB 383  
GYMPIE QLD 4570  
Mobile 0428 983 341  
Website [www.daf.qld.gov.au](http://www.daf.qld.gov.au)

## **BUSINESS PAPERS**

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### **9.2 LOCAL HOUSING ACTION PLAN ADVISORY COMMITTEE MEETINGS**

**Attachments:** 9.2.1. Committee Meeting Minutes 8th June 2023 [↓](#)  
9.2.2. Committee Meeting Minutes 1st August 2023 [↓](#)  
9.2.3. LHAP Implementation Tracker - June 2023 [↓](#)

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

**Date:** 7 August 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 Local Housing Action Plan (LHAP) Advisory Committee has now met on two separate occasions and the minutes from the meetings and the LHAP Implementation Tracker are attached for the information of Councillors

#### **RECOMMENDATION:**

*That Council note the contents of the minutes of the two committee meetings and the work progressed against the Response Opportunities contained in the LHAP*

#### **Background:**

Following the adoption of the Local Housing Action Plan and the establishment of the Terms of Reference for the Advisory Committee the work to progress the Response Opportunities identified in the LHAP have been progressed. The EOI was sent out for local representatives on the Advisory Committee and following that EOI the first Committee was called and held on the 8<sup>th</sup> June 2023.

At the first meeting it was agreed that meeting would be held at least monthly with the second meeting to coincide with the availability of Q-Build representatives to present the new Modern Method of Construction (MMC), we were advised that the team could present on 1<sup>st</sup> August and the second meeting was called for 1<sup>st</sup> August.

A copy of the minutes are attached to the report for the information of Councillors. Also attached is a copy of the Implementation Tracker which is provided to keep a regular update of progress of the Actions identified in the Response Opportunities section of the LHAP.

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

- Local Housing Action Plan Advisory Committee
- Department of Communities, Housing and Digital Economy

#### **Legal Implications:**

- Not applicable

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

- Not applicable

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

- Workplace Health and Safety Risk is assessed as low
-

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



## Carpentaria Shire Local Housing Action Plan Advisory Committee

### Meeting Minutes 8 June 2023

Conducted at *Council Boardroom* (and via Teams) - commencing at 2:03pm

Presiding Chair: *Mayor Jack Bawden*.

Agency	
	<b>Welcome and Apologies</b>
	The Chair opened the meeting at 2:03pm, noting no apologies
	Attendance: Mayor, Crs. Hawkins, Scott, Thomas, CEO Mark and Peter Watton (representing Wren Construction) and Rebecca Kenny and Chris Limpus via Teams
	<b>1. Minutes and business arising from previous meeting</b>
<i>Chair</i>	<b>Resolution/s:</b> As this is the first meeting there were no previous minutes or business arising
	<b>2. LHAP Advisory Committee Terms of Reference</b>
<i>Council CEO</i>	<i>All in attendance were happy with the Terms of Reference adopted by Council and distributed.</i> <b>Resolution: N/A</b>
	<b>3. Committee Representation – Community Members EOI – (General Discussion)</b>
<i>Council CEO</i>	<i>Council called for expressions of interest from the communities and received no nominations. Council invited the local builders in the Region to the first meeting.</i> <i>Rebecca advised that Carpentaria Shire were the early adopters in the WQAC, with being the first Council to establish a committee.</i> <i>Maybe consider younger representatives on the Committee (QPS, Teachers, health workers)</i> <i>GEH – Govt employees can't have investment property in the town they also have access to Government Employee Housing</i> <i>The costs for building make it sometime prohibitive to build, there are vacant lots in town that could have houses built on them. What about tiny homes. \$200-300k for kit homes (5 years ago). What are the regulations for tiny home development.</i> <i>Access to funding from banks is an issue, we need to encourage growth.</i> <i>Wren constructions are to build two x two-bedroom units in Normanton.</i> <i>Need to encourage additional private investment.</i> <i>Bynoe are looking at building a new residence on a lot, however old ATSIC caveat exists and needs to be lifted.</i> <i>Planning support needed for tiny home development in Normanton.</i> <i>Prefab construction – if on wheels, is not considered a dwelling – covered under the Transport legislation.</i> <i>Q-Build may put new factory in Cairns to build modular homes. 1,000 trades and apprentices to be employed by Q-Build</i>

Last Updated: 08 June 2023



<p><i>Temporary Local Planning Instrument could be used to assist with planning changes while waiting for the planning scheme changes to be approved and adopted.</i></p> <p><b>Resolution: N/A</b></p>	
<p><b>4. Presentation Q-Build – Modern Methods of Construction</b></p>	
<p>Chris apologised for the team and advised that a presentation would be provided to the next meeting. Department can only also sell to Council not available to members of the public. Maybe an opportunity for Council to purchase and then on-sell (need to clarify).</p> <p>Longreach and Boulia – Ollie Homes – Relocatable style homes an option</p> <p>Reduction in transport costs if facility established in Cairns.</p> <p>Better pricing in bulk purchasing.</p>	<p><i>Chris Limpus</i></p>
<p><b>5. Agency/organisation Updates</b></p> <p><b>5.1</b> CEO provided handout on work Council is doing in land development and housing space.</p> <p><b>5.2</b> All 22 LHAP's from the WQAC Councils have now been endorsed. Currently in implementation mode, LGAQ working with another 38 Councils to develop LHAP's. Gympie Council also another with Local Housing Action Plan. All Councils will have access to compile and complete LHAP's, whole of state view on housing, 2 members in the team now and cracking on. A lot of vacancies in rural and remote areas can't be filled due to the lack of housing.</p> <p>Case Studies, time, and effort to work through. Rebecca attended the RAPAD meeting – top 10 issues presented to next meeting.</p> <p>Funding and Finance piece (Quilpie Shire – Housing and land)</p> <p>Queensland Housing Finance Loan (Mortgage Lending Service) – information available on the Queensland Government website and on Open Data.</p> <p><b>5.3</b> 5 houses to be built for GEH, tender closed – commencing in July with 44-week construction timeline. Two on each lot with one on a third lot.</p>	<p><i>CEO</i></p> <p><i>Rebecca Kenny</i></p> <p><i>Chris Limpus</i></p>
<p><b>6. Inward/Outward Correspondence</b></p>	
<p><i>No other inwards and outwards correspondence for consideration</i></p>	
<p><b>7. Other Business</b></p>	
<p><i>No other business arising</i></p>	
<p><b>8. Next Meeting</b></p>	
<p><i>Chris Limpus to advise when Q-Build can provide presentation and make that next meeting date.</i></p>	<p>All members</p>

**Meeting Closed: 3:25pm**



## Carpentaria Shire Local Housing Action Plan Advisory Committee

### Meeting Minutes 01 August 2023

Conducted at *Council Boardroom* (and via Teams) - commencing at 2:35pm

Presiding Chair: *Chief Executive Officer Mark Crawley.*

	Agency
<b>Welcome and Apologies</b>	
The Chair opened the meeting at 2:03pm, Noting the following apologies: - Mayor Jack Bawden Deputy Mayor Bradley Hawkins Bynoe CEO Letitia Rainbow	
Attendance: Crs. Scott, Thomas, CEO Mark Crawley, Chris Limpus, Luke and Tim from the Modern Method of Construction (MMC) Team and Rebecca Kenny via Teams	
<b>1. Minutes and business arising from previous meeting</b>	
<b>Resolution/s:</b> That the minutes as distributed be accepted	<i>Chair</i>
<b>2. Business Arising</b>	
<i>No matters were raised.</i>	<i>Council CEO</i>
<b>Resolution: N/A</b>	
<b>3. Presentation Q-Build – Modern Methods of Construction</b>	
<i>Luke provided a presentation on the Modern Methods of Construction being adopted by Q-Build to address the housing situation in the State.</i>	<i>Luke and Tim from MMC</i>
<b>Resolution: A copy of the presentation was provided to Council and Luke if to provide a link to website for virtual view of the housing in Brisbane</b>	
<b>4. Scope of Works</b>	
CEO advised that a Scope of Works had been prepared for the calling of expressions of interest from Cairns Based Architects to provide a representation of the unit style development for the Council Staff Units on the Gough Street Lot. A copy of the Scope of Works is available on the Council Website	<i>CEO</i>
<b>5. LHAP Response Opportunities</b>	
CEO advised that he had populated the spreadsheet distributed containing the action items from the Local Housing Action Plan. A lot of the actions have Council responsibility. Rebecca advised that this was the most populated of all the Housing Action Plans, Carpentaria Shire leading the way once more in relation to progress against the LHAP. Rebecca advised lots of work being done to examine land opportunities at the moment, with a surplus site being identified on the state land register at 25 Noel Street, Normanton. CEO advised that Council was not interested in this site at present and would instead proceed with planned development.	<i>CEO                      Rebecca                      Kenny</i>

Last Updated: 08 June 2023



<p>The Spreadsheet is to be continually updated as we work through the actions identified in the Local Housing Action Plan and presented to the Advisory Committee to keep the committee informed.</p> <p><b>Action: Lead and Contacts to keep relevant sections updated.</b></p>	
<p><b>6. Agency/organisation Updates</b></p> <p><b>6.1</b> CEO provided update on the Council activities as they relate to housing and land development. The EOI for the Gough Street Land, the land development is on the website and with regard to the Lilyvale Rural Residential Subdivision – Colliers have been engaged to market and the Marketing Strategy is due to come back to Council this week.</p> <p><b>6.2</b> Looking at the variety of projects coming, looking at Julia Creek currently as a pilot area, especially in the housing space, lot of economic pressure with CopperString 2.0, Vanadium Mining deposits, Cotton Gin, and Major Roads projects – all requiring new housing for staff etc. (potentially doubling the current population). Using Julia Creek pilot area to have conversations across government about what can be done differently, e.g. costs of sub-divisions – compared to the price of land when released to market makes land development unviable, with a view to applying learnings for housing across Northern and Western Queensland.</p> <p>Queensland Housing Finance Loan – currently looking at the upper threshold for income limits to understand potential to open up to opportunities to more people. Scheme is now 20 years old and not a lot of people are aware of it.</p> <p><b>6.3</b> Some new future housing planned for Normanton for GEH for Queensland Health.</p>	<p>CEO</p> <p>Rebecca Kenny</p> <p>Chris Limpus</p>
<p><b>7. Other Correspondence</b></p> <p><i>No other inwards and outwards correspondence for consideration</i></p>	
<p><b>8. Other Business</b></p> <p><i>No other business arising</i></p>	
<p><b>9. Next Meeting</b></p> <p><i>As we were trying to meet monthly the CEO advised that he will find some possible dates and distribute to arrange the next meeting date.</i></p>	<p>All members</p>

**Meeting Closed:** 3:53pm

Action Group	Action #	Action Description	Timing (months)	Lead	Contact names	Key Deliverables	Timeframe for Delivery	Status	Progress update
Land and Development	1.10	Census data shows that 20% of dwellings are unoccupied – this level of vacancy needs further investigation.	0	Local Housing Action Plan Committee	Mark Crawley	Update of the census data to reflect reality	31-Dec-23	Early stages	
Land and Development	1.1	Conduct detail assessment of current Council and state owned residential land and buildings to support immediate development of temporary housing provision including repurposing of existing buildings to address the present housing crisis.	6	Local Housing Action Plan Committee	Mark Crawley Chris Jimpos Rebecca Henry	Present details of current land and buildings to future committee meeting	31-Dec-23	Early stages	
Land and Development	1.2	Review other land holdings (vacant or disused buildings) to identify lots that would be suitable for permanent development and/or redevelopment/repurposing to support short and long-term housing outcomes.	12	Local Housing Action Plan Committee	Mark Crawley	Review of the rating system to identify on potential sites	30-Jun-24	Early stages	
Land and Development	1.3	Council continue development of Livable and consider possible increase in number of lots in balance area.	0	Council	Mark Crawley	Marketing of the 1st stage of the development is currently underway	30-Jun-24	Progressing	Colliers have been engaged by Council to market the 1st stage of the development consisting of 14 lots
Land and Development	1.4	Council to progress its proposed development at Gough Street – 10 units, a mix of 1 and 2 bedroom units.	0	Council	Mark Crawley	Architect drawings to be sourced and presented to Council for consideration	30-Jun-25	Early stages	Amalgamation of lots progressing. Seeking potential architects to provide plans
Land and Development	1.5	Council to encourage further infill subdivision to smaller lots in existing residential areas.	Ongoing	Council	Mark Crawley	The new planning scheme will support smaller lot sizes within the town areas	Ongoing	Progressing	New Planning Scheme is currently in draft and has just completed the first State Interest Review
Land and Development	1.6	Council to investigate development of the Gooli reserve near the hospital in Normanton.	12	Council	Mark Crawley	Source proposed plan of development for lots within the area	30-Jun-24	Progressing	Early discussions with Aurouth to look at alternatives for creating lots within the parcel of land
Land and Development	1.7	Council encourage more short term accommodation options in unit blocks, motels, and caravan (cabin) type accommodation.	Ongoing	Council Developers	Mark Crawley	Develop a fact sheet for potential developers / investors	Ongoing	Early stages	
Land and Development	1.8	Council to recommence discussions with Department of Resources regarding a take over of land available near the Ergon depot for future urban expansion or some other development opportunities, following an offer to purchase in 2017.	6	Council Department of Resources	Mark Crawley	Discussions have commenced with Department of Resources in this regard	31-Dec-23	Progressing	
Land and Development	1.9	As new stock is developed, WQAC and State Government consider development of a major marketing strategy to highlight the housing affordability advantages and other lifestyle and employment opportunities offered by the regions.	12	WQAC	Greg Hoffman	Development of an appropriate Marketing Strategy	30-Jun-24	Early stages	
Planning	2.1	Undertake, in conjunction with the Queensland Treasury Corporation (QTC) and WQAC, an analysis of the LHAP Data Collection for Carpentaria Shire to assist in the assessment of housing needs and the identification of opportunities in relation to local density aspirations, opportunities for secondary dwellings on existing blocks, mixed use development options, repurposing unused commercial space, types of construction permitted and any other specific initiatives to address future housing need for both public and private sectors.	6	Local Housing Action Plan Committee WQAC QTC	Mark Crawley	Preparation of detailed analysis that could be factored into the Housing Strategy at item 2.2	31-Dec-23	Early stages	
Planning	2.2	Prepare a draft Carpentaria Shire Council Housing Strategy with targeted action for the next 10 years in consultation with the community, business sector and government agencies and informed by other policy settings such as, infrastructure and servicing, transport, economic development and environmental management	12	Local Housing Action Plan Committee	Mark Crawley	Development of a 10-year Housing Strategy for the Carpentaria Shire	30-Jun-24	Early stages	
Planning	2.3	Consider new minimum lot size of 400m <sup>2</sup> in residential zone to increase density in existing areas and allow increased density in new developments during the current preparation of the new Carpentaria Shire Council Planning Scheme.	6	Council	Mark Crawley	Include in discussions in the development of the new Planning Scheme	31-Dec-23	Progressing	New Planning Scheme is currently in draft and has just completed the first State Interest Review
Planning	2.4	Review Livable rural residential density and prepare new Development Application (DA) to increase density, if appropriate.	6	Council	Mark Crawley	About to go to market on lots, prefer to sell rather than hold up and prepare an additional DA for assessment	31-Dec-23	On-hold	Leave the subdivision of lots to individuals
Planning	2.5	Undertake planning work and prepare required DA's for developments at Gooli Reserve, Gough Street and Ergon depot land, if viable.	12 to 24	Council	Mark Crawley	Plans are currently being developed to ascertain potential developments for the sites	30-Jun-25	Early Stages	Working with Aurouth to develop potential draft plans for development within the current parcels
Optimisation	3.1	Council and the State Government investigate and coordinate options to develop under-utilised sites in partnership with the not-for-profit sector, private sector including employer housing providers and with Federal Government assistance, having regard to the assessment of underutilised land and buildings and the housing needs assessment.	12	Council Department of Resources	Mark Crawley	Progress following release of data from item 1.2	30-Jun-24	Early stages	
Optimisation	3.2	Assess use of possible lease, purchase, new for old land exchange, redevelopment, change of use or renovation of existing buildings to optimise community outcomes that support housing need.	12	Council Department of Resources	Mark Crawley	Develop a fact sheet for potential developers / investors	30-Jun-24	Early stages	
Master Planning	4.1	Consider master planning of identified options to ensure resilient development meets community expectations of how its town acknowledges its heritage. The planning may be at allotment, street, or locality level.	12 to 24	Council	Mark Crawley Planning Consultant	Heritage layer in Planning Scheme	30-Jun-25	Early Stages	

Master Planning	4.2	Undertake Master Planning as part of preparation of new Capentaria Shire Council Planning Scheme.	6	Council	Mark Crawley Planning Consultant	Incorporate into draft Planning Scheme	31-Dec-23	Early Stages	
Supports	5.1	Federal Governments provide programs/funding/incentives to encourage and assist local youth to take on trades in the local building industry.	12 to 24	Federal Government	T.B.A.	Distribute information on Federal Government initiatives to interested parties	30-Jun-25	Early stages	
Supports	5.2	State and Federal Governments provide financial assistance in grants for rural and remote LGAs to support provision of employee housing to reduce the financial burden on communities of meeting these additional costs and obtaining equitable access to essential services.	12	State Government	Rebecca Kenny	Identification of funding sources	30-Jun-24	Early stages	
Supports	5.3	State Government to consider providing interest free loans to council for the development of serviced land for sale.	12	State Government	Rebecca Kenny	Arrangement established for interest free loans to Council	30-Jun-24	Early stages	
Supports	5.4	State Government ensure there is sufficient housing of an acceptable standard in rural and remote LGAs for State Government agency and service staff to minimise the impact on the general housing markets.	60	State Government	Rebecca Kenny		30-Jun-28	Early stages	
People in need	6.1	Consider how Specialist Disability Accommodation (SDA) can be incorporated into existing where required and future developments.	12 to 24	State Government	Chris Limpus	Develop a fact sheet for potential developers/ investors	30-Jun-25	Early stages	
People in need	6.2	Undertake a detailed needs assessment, having regard to the Data Collection Tool findings, and identify necessary action for any specific cohorts such as young people, individuals and households in response to domestic and family violence situations by way of immediate support for crisis housing on a temporary or more permanent basis.	12 to 24	Local Housing Action Plan Committee	Mark Crawley		30-Jun-25	Early stages	
Construction	7.1	Identify opportunities to enable housing construction in the private market and social housing sector including the use of non-traditional housing options in response to emergent needs, however, in the longer term the built form needs to be reflective of the traditional housing character but using more sustainable and resilient materials.	12 to 24	Local Housing Action Plan Committee	Mark Crawley		30-Jun-25	Early stages	
Construction	7.2	Encourage housing developments which may repurpose existing commercial properties for specific cohorts to address emerging needs.	12	Council	Mark Crawley		30-Jun-24	Early stages	
Capital Solutions	8.1	Develop capital solutions in partnership with the State and Federal Governments through land provision and funding partnerships to construct and manage delivery of current and future housing needs having regard to the recommendations of the P4WQALC Western Queensland Housing Solutions Report – September 2021.	12 to 24	Local Housing Action Plan Committee WQALC	Mark Crawley Greg Hoffmann		30-Jun-25	Early stages	
Capital Solutions	8.2	Develop funding partnerships with not-for-profit social housing providers to deliver short term outcomes for specific cohorts in the interim with longer term arrangements being incorporated in the arrangements.	12 to 24	Local Housing Action Plan Committee	Mark Crawley		30-Jun-25	Early stages	
Capital Solutions	8.3	Engage with private land owners and developers with land opportunities to maximise use of existing underutilised land.	12 to 24	Local Housing Action Plan Committee	Mark Crawley	Develop a fact sheet for potential developers/ investors	30-Jun-25	Early stages	
Capital Solutions	8.4	Consider incentives to encourage rent to buy options for housing sales.	12 to 24	Department Treasury	T.B.A.	Development of a robust rent to buy scheme that could be picked up by Council and other employers in the Region	30-Jun-25	Early stages	
Capital Solutions	8.5	Engage the Federal and State governments on the issue of home ownership in remote localities and the difficulty associate with obtaining finance through the normal means because of banking industry regulations and policy specifically related to the deposit required to support a loan application.	12 to 24	Local Housing Action Plan Committee	Mark Crawley	Confirmation that postcode description is not a practice from banking institutions in Regional Australia	30-Jun-25	Early stages	

## **BUSINESS PAPERS**

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### **9.3 ADOPTION OF HOUSING STRATEGY**

**Attachments:** 9.3.1. Housing Strategy Adoption [↓](#)  
**Author:** Mark Crawley - Chief Executive Officer  
**Date:** 9 August 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:**

One of the actions in the Response Opportunities contained in the Local Housing Action Plan was the adoption of a Shire Housing Strategy, the draft Strategy is presented for consideration and adoption.

#### **RECOMMENDATION:**

That Council adopt the Carpentaria Shire Housing Strategy as presented and release for public consultation.

#### **Background:**

The action listed below is identified in the Local Housing Action Plan that was adopted by Council in December 2022.

Under the Planning Section of the actions in the Response Opportunities the following action was proposed: -

Item	Action	Timeframe
2.2	Prepare a draft Carpentaria Shire Council Housing Strategy with targeted action for the next 10 years in consultation with the community, business sector and government agencies and informed by other policy settings such as, infrastructure and servicing, transport, economic development, and environmental management	12 months

Following the adoption of the draft Strategy by Council, it will be released to the community and key stakeholder (including the Local Housing Action Plan Advisory Committee) for review and input. Upon completion of the consultation period the Strategy will be presented back before Council for formal adoption.

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

- Western Queensland Alliance of Councils
- North West Queensland Regional Organisation of Councils

#### **Legal Implications:**

- Not Applicable

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

- Part of Council operations, allocation of budget will be required for the land development and housing development proposed in the Strategy – most tied to funding.

## **BUSINESS PAPERS**

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**Risk Management Implications:**

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



# Housing Strategy (Draft)

Carpentaria Shire Council

[www.carpentaria.qld.gov.au](http://www.carpentaria.qld.gov.au)

September 2023



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## Introduction

The development of a Carpentaria Shire Council Housing Strategy was identified in the Local Housing Action Plan (LHAP) and this Strategy has been developed to capture and monitor the outcomes and actions needed from the Carpentaria Shire Council to address the housing issues that face the Carpentaria Region.

## Introduction

Like many Councils in Western Queensland, and to a larger extent across the Nation, Carpentaria Shire Council is greatly concerned by the housing crisis. The housing crisis is having a significant impact on the social and economic fabric of the community and requires action by all levels of government as well as the broader community. The Carpentaria Shire has a finite supply of developable urban land and housing supply is almost non-existent with evident of overcrowding within the community.

Council understands that it has a role in engaging with others to work towards a housing solution before these social and economic impacts worsen. In December 2022 Carpentaria Shire Council (the first of the Western Queensland Alliance of Council (WQAC) member Councils) endorsed the Local Housing Action Plan (LHAP), a comprehensive plan that identified key focus areas and response opportunities in relation to housing in the Shire. The LHAP identified the need for a Carpentaria Shire Council Housing Strategy and the development of this strategy sets the focus for Council as it related to its role in the housing crisis.

This Housing Strategy seeks to set a clear plan for Councils involvement in relation to housing in Carpentaria Shire and provides for regular monitoring and review to ensure our outcomes and actions as set out in this strategy are achieved, to enable investment, housing choice (there must be other options to single dwellings on large lots), diversity, and affordability to meet the current and future needs of the community and we provide for our own needs for housing in the process.

Critical to the success of this strategy will be ongoing partnerships and frank and open conversations with the State and Federal Government, with other community housing providers, (all of whom are members of the LHAP Advisory Committee) and with the Carpentaria community. In essence this can be summarized as ensuring there is the right amount of housing, of the right type and size, in the right place and with the right tenure for our community and is affordable.

As we have mentioned the Carpentaria Shire Council is not alone in the struggle to assist its residents with the availability of basic housing needs and acknowledges the challenges other surrounding Councils are also facing. Council recognises it is going to take commitment and partnerships at all levels of Government as well as industry and community groups to address the housing challenges.

All the documents in relation to the Housing Challenges and what the Council is doing are available on the Council website at <https://www.carpentaria.qld.gov.au/advocacy>

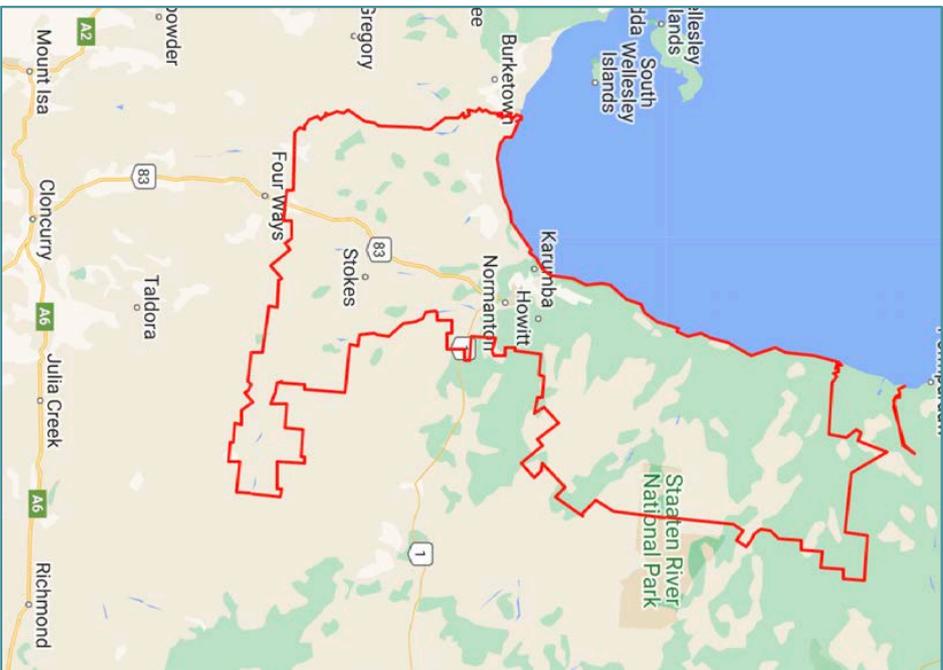
## Carpentaria Shire Council key details

- Carpentaria Local Government Area (LGA) has a total land area of 64,121 km<sup>2</sup>.
- Normanton is the main population centre and is located approximately 2,066km, or 22.5-hours' drive, north-west of Brisbane. Cairns is 678km to the east, an 8-hour drive.
- Karumba is the shire's other centre north of Normanton located at the mouth of the Norman River on the Gulf of Carpentaria.
- The community supports a mix of industries with agriculture, being a primary focus through beef production and commercial fishing.
- The region also has a growing tourism sector, with visitors drawn to coastal areas, scenic landscapes, cultural experiences, recreational fishing, and spectacular sunsets.

## Why have a Housing Strategy

The purpose of this strategy is to set a clear vision and establish key outcomes and an action plan for Carpentaria Shire Council, about accommodating residents now and into the future. It is a statement to the community of how committed Council is to being part of the housing solution.

The strategy will guide Council decision making, inform planning policy and Council actions and investment regarding planning for and achieving the necessary housing across the Shire, to ensure we cater for all housing needs and particularly those of the most vulnerable in our community. An increased level of commitment, resourcing and investment is necessary if Council is to have some impact on addressing the housing challenges.





## Clarifying Housing Terminology

It is important to be clear about terminology and what is meant by each type of housing, there is often confusion or misunderstanding of these terms. Some are defined through State legislation and for clarity, throughout this document have the meaning outlined below.

Terminology	Clarification
Affordable Housing	Housing that is appropriate to the needs of households with low to moderate incomes, if the members of the households will spend no more than 30% of gross income on housing costs. (Defined in the Planning Regulation 2017) As an example, housing subsidised through the National Rental Affordability Scheme (NRAS) Households spending greater than 30% of gross income on housing costs are living in housing stress
Affordable Living	Affordable living means the total cost of living, including the dwelling cost or cost of renting a dwelling in addition to, the costs of living, including accessing employment, services, open space, family, and friends. (Defined in the Qld State Planning Policy 2017) Transport costs are a significant component of living costs, especially for residents further from established centres.
Social Housing	Housing for a residential use, other than crisis accommodation, that is either provided by: <ul style="list-style-type: none"> <li>• the state as public housing, as defined in the Planning Regulation 2017; or</li> <li>• an entity other than the state (e.g., a not-for-profit organisation or local government) as community housing.</li> </ul> (Defined in the Qld State Planning Policy 2017)
Public Housing	Housing provided by, or for, the State or a statutory body representing the State: - <ul style="list-style-type: none"> <li>• for short- or long-term residential use; and</li> <li>• totally or partly subsidised by the State or a statutory body representing the State.</li> </ul> It includes services provided mainly for residents of the housing. (Defined in the Planning Regulation 2017)
Accessible Housing	Dwellings/ designed to Liveable Housing Australia - Liveable Housing Design Guidelines Platinum level or National Disability Insurance Scheme (NDIS) Specialist Disability Accommodation Design Standard of fully accessible or high physical support.
Crisis Housing	Provision of short-term accommodation to people who are homeless or at risk of homelessness, individuals or families escaping domestic violence or in crisis, to assist them to move towards independent living. It is not a replacement or duplication of other forms of social housing.



Terminology	Clarification
Build-to-Rent	Residential developments focussed on providing secure, long-term rental tenancies rather than upfront sales. Build-to-rent provides an opportunity for discounted rental housing this can be achieved by the private sector or through partnering with government.
Key Worker	Any employees in services that are essential to the functioning of Noosa Shire but who earn low to moderate incomes, and whose work role requires them being physically present at a place of work rather than being able to work from home. This includes health workers, teachers, emergency services, personal support workers, transport workers, hospitality and accommodation workers, retail workers, tradespeople, and many others.





## Community Snapshot

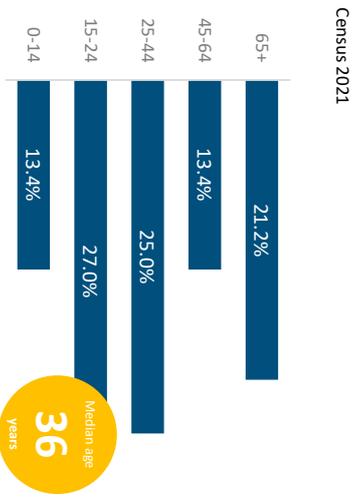
The information to follow provides a snapshot of the demographic characteristics and housing characteristics that have been obtained from the Census and other sources. Some of this needs to be further reviewed for accuracy and will be undertaken as part of the Local Housing Action Plan (LHAP) Advisory Committee's work.



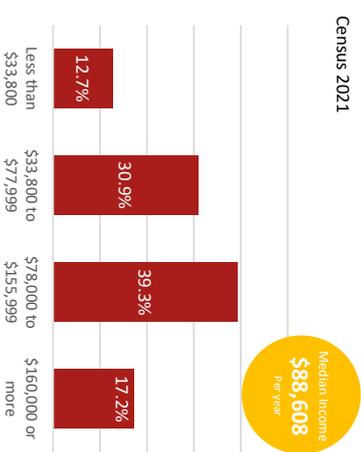
# Key Demographic Characteristics

Estimated resident population is **2090** and is projected to reduce to **2078** by 2041 (-0.57%)

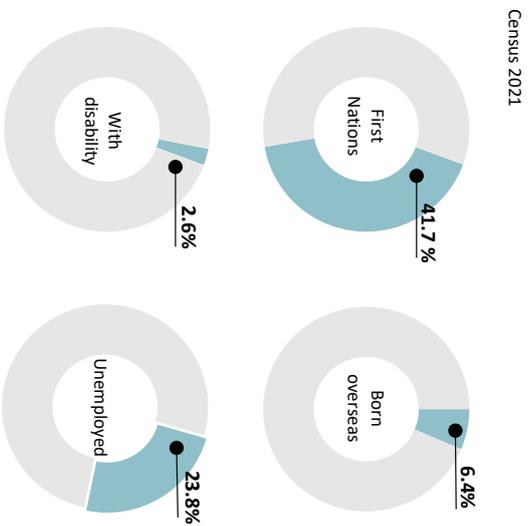
## Age



## Family Income



## Other characteristics



## Household composition



## Family composition

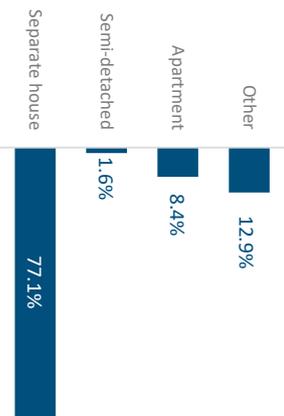




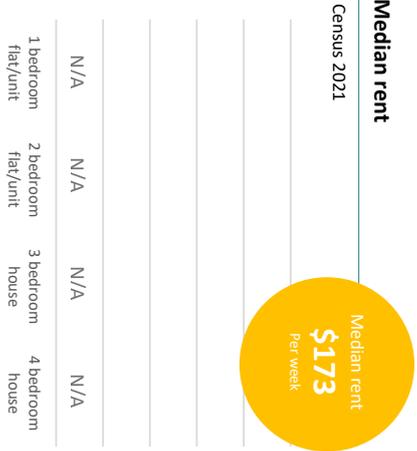
# Key Housing Characteristics

**Total Occupied dwellings (2021) 759**

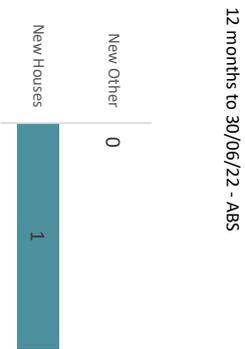
## Dwellings by Structure



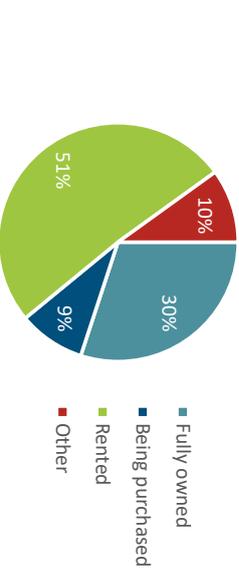
## Median rent



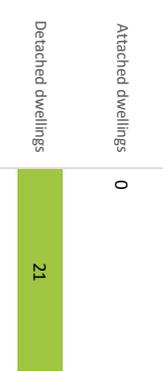
## Building approvals



## Dwellings by Tenure



## Number of sales



## Median Sales Price





## Councils Role

Council has a variety of roles when it comes to housing; some of which are undertaken as a provider of last resort; Council sees its role as the following, Advocacy, Planning / Regulation, Partnering and Delivering in relation to the Housing Issue facing the Nation. Council will continue to work with the Local Housing Action Plan Advisory Committee to address the actions identified in the Response Opportunities section of the Plan.

## 1. Advocacy

The Council, as a member of the North West Queensland Regional Organisation of Council (NWQROC) and Western Queensland Alliance of Councils (WQAC), participated in the development of the Local Housing Action Plan (LHAP). Carpentaria Shire Council was the first of the member Councils to adopt the Local Housing Action Plan, establish Terms of Reference for the Committee and hold the inaugural meeting.

Carpentaria Shire Council will advocate to other levels of government for increased investment in and the supply of affordable housing in Carpentaria Shire. Council will advocate for other levels of government to review their land holdings and make suitable land available for the provision of social and community housing. Council will also advocate for changes to policy and planning regulations to assist in the implementation of the outcomes and action identified in this Housing Strategy. Council together with the stakeholder reference group, will raise awareness about the need for social and community housing to meet the needs of our community.

## 2. Planning / Regulation

The Council is in the process of developing a new planning scheme as the current planning scheme is dated. The timelines for the new planning scheme should have it completed by April 2024, given the election year it may be held over until the conclusion of the local government elections in 2024 and formally adopted then.

## 3. Partnering

Carpentaria Shire Council's LHAP Advisory Committee includes representatives from the State Government, Q-Build and Bynoe CACS, who are also a large local housing providers within the Region. Council will proactively partner with State and Commonwealth governments in the increased provision of social and community housing within Carpentaria Shire Council area. Council will partner with community housing providers, the not-for-profit sector, and the private sector to collectively address the housing challenges our Shire faces.

## 4. Delivering

**Council will not become a direct housing provider**, except for its own needs, however Council will partner with Housing Providers and other levels of government in the delivery of housing by reviewing and making available suitable land holdings and other resources to facilitate delivery of social and affordable housing.

### Land availability - Subdivision

#### *Lilyvale Rural Residential Estate*

The Lilyvale Rural Residential Subdivision is now complete, and work is progressing on the marketing of the lots to members of the public. A potential buyers guide has been produced and an entry statement has been erected at the entrance to the Estate. The twenty-eight lots will be sold through a public auction and tender process over two or three stages. With the first four to six lots being sold via auction.

Colliers have been engaged by Council to progress the marketing and sale of lots. This was delayed due to the extended wet season and road closures. The internal roads are currently of a gravel construction and may be sealed at some time in the future when additional funds are available to allow for the increased level of service for the lots. Crossovers will be constructed by Council when the building locations have been sorted to allow for direct access onto the parcels from the road in locations that suit the buyer's residential development.

*Ellis Street Residential Subdivision*

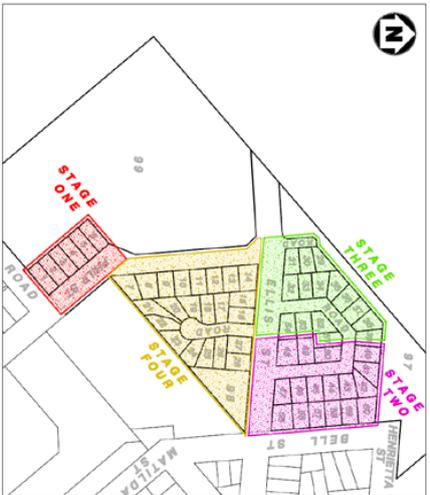
The last remaining land for residential development is available within the Normanton Township. As indicated on the plan below it is envisaged that the development will be done in four stages with stage one being developed quite quickly due to services in the vicinity of the proposed stage one, this may facilitate the construction of housing as required by State Government. The proposed development will provide an additional 60 residential lots in the Normanton community. Water, Sewer, and the streets will need to be planned and developed as the project is completed in stages and then released to the community through an auction or tender process.

*Goal Reserve*

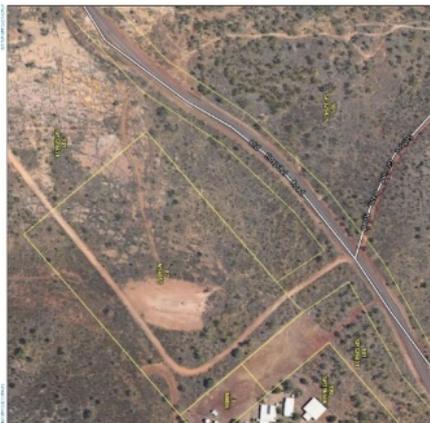
Council purchased the Goal Reserve as freehold land from the State Government following the announcement that it was surplus to the requirements of Queensland Police. The former Goal Reserve is an area of 3.892ha and described as Lot 87 on CP N14855. The area is in the vicinity of the hospital and would allow for larger residential lots on higher ground off Old Hospital Road. Planning and an assessment of the availability of services (water and Sewer) would need to be undertaken.



**Liljvale Rural Residential Estate**



**Ellis Street Residential Sub-Division**



**Goal Reserve (Near Hospital)**



#### *Industrial Land - subdivision*

Requests have been received by Council from members of the public for the further development of industrial land in the vicinity of the airport and current industrial estate.

Council is looking at options available to the Council for land in this vicinity and these will be progressed and presented to Council for further consideration. There are a couple of options that could be developed in the future.

### Aged Accommodation

Council provides aged pensioner housing in the area. A total of 8 units are provided in Normanton and 8 in Karumba. With the aged population increasing there is likely to be a need for additional accommodation. More research is needed in this area.

### Employee Housing (Council and State Government)

To employ appropriately skilled and suitable employees, employers are required to prioritise attraction and retention incentives such as housing when housing stock is limited, and the standards do not match accommodation expectations.

Relocating an employee's family away from more populated areas creates stress, therefore, availability of good standard housing assists in the transition and performance. Council provides houses for 33 staff including 3 contractors and 4 childcare staff – these are leased with a variety of subsidy levels, generally depending on the negotiations to attract the right staff at a reasonable cost. Increasingly, the need is to provide free or heavily subsidised rental arrangements.

The State Government supplies housing for its employees under 2 systems. GEH provides a range of housing types for government employees in government owned dwellings. The majority are provided for Police, Health, and Education. In addition, these departments provide "operational housing" for staff where located on operational sites e.g., police stations, hospitals and schools. They also rent housing in the private market.

Recent advice from GEH indicates their intention to provide a further 14 residences in Normanton (3 houses and 11 units) to provide accommodation for health, education, and ambulance staff over the next 5 years. Six of these have been handed over to Q-Build for delivery over the next 6 months. Also, GEH is currently in discussion with Council about any future land available for the balance of their needs over the 4 vacant lots plus underutilised land they currently hold.

Private rentals for employee housing are also in use throughout the towns.

#### *Council Housing*

The Carpentaria Shire Council has a variety of housing currently available for rental to staff. The housing is broken up into the following units of accommodation:

#### Normanton

- 3 x 4 Bedroom houses
- 18 x 3 Bedroom houses
- 11 x 2 Bedroom houses
- 4 x 1 Bedroom single quarters (Norman Street)
- 1 x 1 Bedroom Caretakers Unit



**Karumba**

- 3 x 3 Bedroom houses
- 5 x 1 Bedroom single quarters (Karumba Depot)
- 2 x 1 Bedroom units

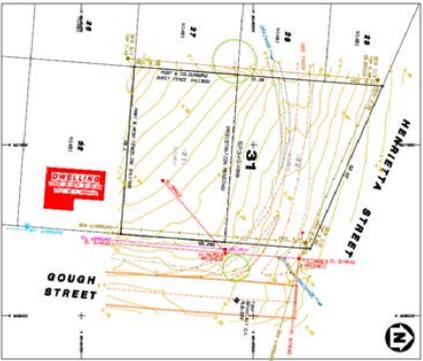
**Council Housing – Rent to Buy Scheme**

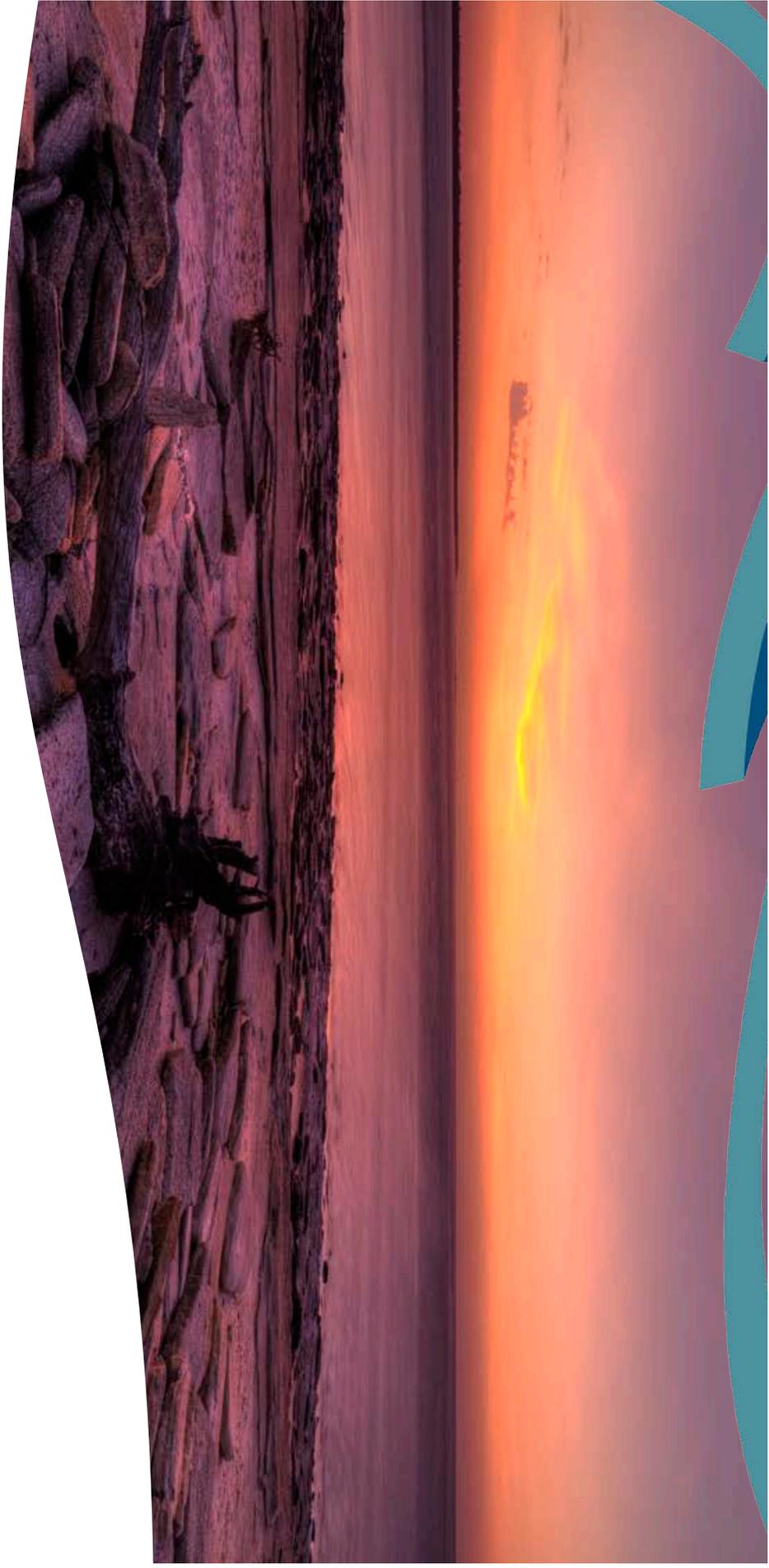
Council has resolved to commence investigating a scheme where long term staff can take out an option to rent to buy the residence they are occupying. Council Officers have met with Officers from the Department to progress this as an option for staff. To progress this Council will need to develop a range of policies and guidelines and seek ministerial and treasury approval before progressing further in offering to staff.

As Council receives funds from this initiative the funds will be re-invested into producing new housing stock to assist with the attraction and retention of staff to the Region.

**Unit Development – 1 and 2 bedroom – Gough Street Normanton**

Council has a parcel of land located at 5 Gough Street and has acquired the neighbouring lot from a private landowner and will amalgamate the two lots to form a single parcel of 3,111 m<sup>2</sup>. The intention is to build up to 10 units of accommodation (or more) in 1- and 2-bedroom formats to rent to staff. The amalgamation of the lots is proceeding with plans about to be registered, and two Cairns architects have responded to the FOI to undertake works to progress. Part of the parcel is in a low area, maybe car parking could be placed in this area.





## Outcomes and Actions

A local housing action plan enables engagement across all levels of government, and benefits from partnerships between private and not-for-profit organisations. An initial set of tactical actions has been developed, enabling refinement through an ongoing iterative process. These actions provide for a targeted response and outcomes that will seek to either create immediate benefit or establish a foundation for the next phase of actions. More specific responses then can be determined that provide flexibility in delivery and support each of the broad areas identified.

## Outcomes and Actions

The Carpentaria Shire Council with the support of the Queensland Government through the Queensland Housing and Homelessness Action Plan 2021-2025 is committed to engage in the delivery of its initial Local Housing Action Plan through a set of actions, developed to target immediate to longer term housing responses. One of those actions, was the development of a Carpentaria Shire Council Housing Strategy, the outcomes and actions listed below are what the Carpentaria Shire Council will deliver on behalf of the community.

1.0 Advocacy			
	Action	Timing	Comments
<b>1.1 LHAP Advisory Committee</b>	Establish the LHAP Advisory Committee and commence works to address and progress the actions identified in the LHAP and provide regular reports to Council	Last Quarter 2022-2023 financial year	2 committee meetings have been conducted in June and early August. CEO has provided comments on the Action Items identified in the LHAP and distributed to Committee
	Provide an update of the progress against actions identified in the LHAP and include in the Carpentaria Shire Council Annual Report	Commencing with the 2022-2023 Annual Report.	Little to report in the first financial year but will provide a commencement to the process of providing annual report to the community

2.0 Planning / Regulation			
	Action	Timing	Comments
<b>2.1 Carpentaria Shire Planning Scheme</b>	Continue the process to develop a new planning scheme for the Carpentaria Shire Council to assist in facilitation of development within the Carpentaria Shire Communities	Finalise Planning Scheme by June 2024	First State Interest Check has been conducted.
	Provide regular updates to the Councilors, through the Planning Consultant, regarding the progress of the new scheme	On-Going	Consultant provides a regular update on progress against the timelines for the development of the new Planning Scheme



<b>3.0 Partnering</b>			
	<b>Action</b>	<b>Timing</b>	<b>Comments</b>
<b>3.1 State Government</b>	Ascertain housing numbers to be constructed for social/community housing and government employee housing (GEH), also whether the individual departments have any housing stock plans	On-Going	State government is represented on the LHAP AG and Q-Build are also members
	Maintain a watching brief in relation to the Modified Method of Constructions (MMC) proposed by Q-Build and the development of a centre in Cairns	On-Going	Continue to liaise with Q-Build in relation to this initiative
<b>3.2 Federal Government</b>	Ascertain if funding is available for the development of residential land for subdivision	On-Going	Ascertain if Council is eligible for funding that may be available from the Federal Government to progress sub-divisions
<b>3.3 Investors</b>	Some investors have been identified as part of the work being undertaken by the Western Queensland Alliance of Councils (WQAC)	On-Going	Maintain a watching brief on the progress of the WQAC in relation to this initiative
<b>3.4 Financial Institutions</b>	Lending institutions acceptance to lend to potential investors in the Carpentaria Postcodes of 4890 and 4891	On-Going	Further advocacy will be required within this area as we progress through the actions identified in the LHAP.

<b>4.0 Delivery</b>			
<b>4.1 Land Development</b>	<b>Action</b>	<b>Timing</b>	<b>Comments</b>
<b>4.1.1 Lityvale Rural Residential Estate</b>	Engage the services of a real estate agency to market the available lots via a call for expressions of interest from the public  Commence the works necessary to bring the second stage of the development to market	January 2023  2024-2025 first quarter	Colliers in Cairns have been engaged to market the lots. Stage one to sell 14 lots  Engineering to prepare a program of works and ensure budget funds are allocated to undertake the necessary works
<b>4.1.2 Ellis Street</b>	Commence discussions with the Department of Resources to purchase the land identified for future urban expansion  Work with surveyor to prepare plans for lodgement for development application to affect the new parcels required within the proposed development	Commenced  Commenced	CEO has made contact with the Department and commenced discussions to  Ausnorth Consultants have provided options for the proposed subdivision
<b>4.1.3 Goal Reserve</b>	Ascertain the intention of the Councillors in relation to the Lots and the potential lot sizes desired for the development  Engage the services of surveyor to provide indicative lots for the proposed development	First quarter 2023-2024 financial year  January 2024	These could be developed as lifestyle lots closer to the CBD for those members of the public seeking larger lot sizes close to town  Initial discussions have been held between CEO and Ausnorth Consultants regarding this and potential for future development
<b>4.1.4 Industrial Land</b>	Engage surveyor to provide options for parcels of land in the vicinity of the airport to open more land for industrial purposes	Commenced	Ausnorth Consultants have been requested to provide two options for land within the vicinity of the aerodrome near the current industrial estate



4.0 Delivery (Con't)			
4.2 Aged Accommodation	Action	Timing	Comments
	Investigate the need for additional units of accommodation as the public continues to age in place.	Second quarter of the 2024-2025 financial year	Undertake a community survey of demand for unit accommodation for our aged citizens.
4.3 Employee Housing	Action	Timing	Comments
4.3.1 Council Housing	Ensure a program of regular maintenance and upgrades are undertaken on the current stocks of Council houses to ensure they are well maintained and provide	On-going	Condition assessment have been carried out on all the Council houses and facilities. Asset management and programs will be established to ensure priority is applied where needed
4.3.2 Rent to buy	Commence discussions with the Department of State Development, Infrastructure, Local Government and Planning on possibility of implementing such a scheme and if there is sufficient support for Council to submit to Minister and Treasurer	A.S.A.P.	CEO has had preliminary discussions with the Department, and this is supported as it has been used by Councils previously. Council has endorsed actions to progress.
	Commence the development of policies for the establishment of the Rent to Buys scheme for Council employees	First quarter 2023-2024 financial year	CEO to approach other Councils that have provided similar initiatives to draft policies that will suit the Carpentaria Shire Council
	Call for expressions of interest from current employees renting accommodation from Council		





<b>4.0 Delivery (Con't)</b>			
<b>4.3.3 Unit Development</b>			
	Call for expressions of interest from interested architects based in Cairns to provide indicative drawing of possible layouts	July 2023	EOI released via Vendor Panel in July to firms based in Cairns and two EOIs were received. These have been assessed and will be presented to the August Council Meeting for consideration.
	Engage architects to provide options to allow for the development of a scope of works for the calling of tenders for design and construct when funding becomes available to progress this initiative.	Second quarter 2023-2024 financial year	Architects engaged and design options provided to Council for consideration.
	As funds are identified – call Tender for design and construct of units for staff accommodation	2025 possibly – depending on funding	This may be progressed earlier than indicated of funds are identified and this project realised.



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

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

Carpentaria Shire Council  
PO Box 31  
NORMANTON QLD 4890  
(07) 4745 2200

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### **9.4 ENGAGEMENT OF ARCHITECTS**

<b>Attachments:</b>	9.4.1. Multi Party Evaluation Report <a href="#">↓</a>
<b>Author:</b>	Mark Crawley - Chief Executive Officer
<b>Date:</b>	9 August 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:**

Council released an Expression of Interest for the provision of architect services for the Gough Street Units via Vendorpanel to companies listed on LocalBuy in the Cairns Region, two expressions were received.

#### **RECOMMENDATION:**

That Council acknowledge the attached multi-party evaluation report and engage the services of Humac Design to provide the drawings for Council for the Unit Development proposed for Gough Street.

#### **Background:**

The Expression of Interest was released based on the information provided by the Chief Executive Officer to attract interest from Cairns based architectural firms. Two expressions were received and were assessed by the assessment panel.

A copy of the Multi-Party Evaluation Report is attached for the information of Councillors.

The scores are close (within 10points) and the submission from Bau Design provided a copy of their terms for engagement when the engagement was to be through the LocalBuy arrangement.

The submission from Humac Design included a detailed staged approach and included solar and gathering of rainwater and waste management in the approach which was requested in the EOI.

Humac Design will also offer complimentary 3D Renders

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

- Council Procurement Team
- Julianne Meier – Director Corporate Service
- Michael Wanrooy – Director of Engineering

#### **Legal Implications:**

- In accordance with procurement policy

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

- Budget for service to \$20,000

## **BUSINESS PAPERS**

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**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

# Multi-party evaluation report (DRAFT)

NOT FINAL REPORT - SUBJECT TO CHANGE

## [VP370220] EOI 23-0012 Design Options for Housing Development

### Summary

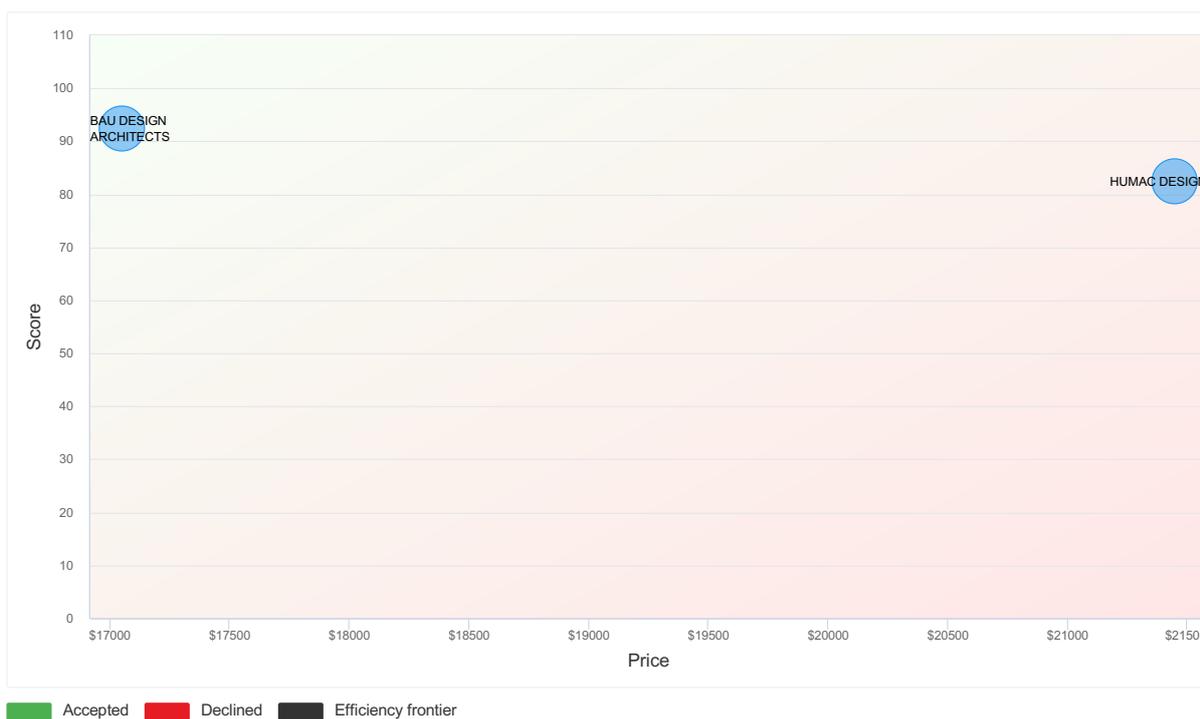
OpportunityId	370220
Reference	VP370220
Name	EOI 23-0012 Design Options for Housing Development
Estimated value	100,000 to 150,000
Created	2023-08-02 08:07:58 AEST
Modified	2023-08-08 07:08:16 AEST
Status	Results

### Buyer

UserId	56459
Name	Karen Troy
Email	<a href="mailto:karen.troy@carpentaria.qld.gov.au">karen.troy@carpentaria.qld.gov.au</a>
Phone	0747472235
Created	2021-09-14 17:21:58 AEST
Modified	2023-08-04 07:51:50 AEST

## Value for money

This chart plots vendor response prices against their calculated score, click on each response for more information.  
 The background gives you an idea about the cost-effectiveness of each response - top left is better & cheaper, bottom right is worse & more expensive.  
 The efficiency frontier (if present), shows you the set of responses that form the 'best' options - where there is nothing better for that price.



NOT FINAL REPORT

## Vendor responses summary

A summary of the available vendor responses and their status - full categorisation & notes are below.

Vendor / response	Indicated price	Score	Outcome
BAU DESIGN ARCHITECTS / VPR633119	\$17,050.00	92.50	Undecided
HUMAC DESIGN / VPR631229	\$21,450.00	82.50	Undecided

NOT FINAL REPORT

## Criteria

The criteria and levels configured by the buyer for this evaluation. Contribution refers to the score a categorisation of this level would give a vendor response (with all the highest levels totalling 100%)

Criterion / category	Weight (%)	Contribution
<b>Price</b>	<b>70.00 (70.00%)</b>	
Very poor		0.00%
Poor		17.50%
Fair		35.00%
Good		52.50%
Very good		70.00%
<b>Capability and Capacity</b>	<b>30.00 (30.00%)</b>	
Very poor		0.00%
Poor		7.50%
Fair		15.00%
Good		22.50%
Very good		30.00%

## Evaluation matrix

The evaluation matrix shows the number of times individual evaluators categorised a vendor response with a specific criterion/level.

Criteria / categories	BAU DESIGN ARCHITECT. VPR633119	HUMAC DESIGN VPR631229
<b>Price</b>		
Very poor	0	0
Poor	0	0
Fair	0	0
Good	0	2
Very good	3	1
<b>Capability and Capacity</b>		
Very poor	0	0
Poor	0	0
Fair	1	0
Good	0	0
Very good	2	3

 Indicates the final choice by the buyer for this criterion

## Vendor response consensus categorisation

The final categorisations for each included vendor response, as used in the results and selection process, as well as any notes for each response.

Vendor / response	Total score	Price	Capability and Capacity
BAU DESIGN ARCHITECTS / VPR633119	92.50	Very good	Good
HUMAC DESIGN / VPR631229	82.50	Good	Very good

## Evaluators

All evaluators added to the multi-party process, regardless of status or exclusion.

Name	Email	Status
Mark Crawley	mark.crawley@carpentaria.qld.gov.au	Finished
Julianne Meier	julianne.meier@carpentaria.qld.gov.au	Finished
Michael Wanrooy	michael.wanrooy@carpentaria.qld.gov.au	Finished
Karen Troy	karen.troy@carpentaria.qld.gov.au	Excluded

## Evaluator categorisation / comments

Individual evaluator categorisations and comments for each vendor response.

Evaluator / Response	Criterion	Category
<b>Julianne Meier (julianne.meier@carpentaria.qld.gov.au)</b>		
BAU DESIGN ARCHITECTS / VPR633119	Capability and Capacity	Very good
	Price	Very good
	<i>Proponents have significant experience, and experience designing in remote areas. Have quoted for 3 options, and pricing may change depending on additional requests.</i>	
HUMAC DESIGN / VPR631229	Capability and Capacity	Very good
	Price	Good
	<i>Proponents have significant experience, and some experience designing in remote areas. They've provided a price for a value added cultural service.</i>	
<b>Mark Crawley (mark.crawley@carpentaria.qld.gov.au)</b>		
BAU DESIGN ARCHITECTS / VPR633119	Capability and Capacity	Fair
	Price	Very good
	-	
HUMAC DESIGN / VPR631229	Capability and Capacity	Very good
	Price	Good
	<i>Tender response included a structured approach to the engagement for the delivery of the service. The offer to include complimentary 3D renders will provide additional benefit.</i>	
<b>Michael Wanrooy (michael.wanrooy@carpentaria.qld.gov.au)</b>		
BAU DESIGN ARCHITECTS / VPR633119	Capability and Capacity	Very good
	Price	Very good
	<i>Qualified. Cheapest price, however the gap is close with their competitor.</i>	
HUMAC DESIGN / VPR631229	Capability and Capacity	Very good
	Price	Very good
	<i>Better overall presentation, very qualified, however slightly more in quote for the design.</i>	

## **BUSINESS PAPERS**

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### **9.5 LEASE OF LOT 2 ON LS11 - RESERVE FOR RECREATION PURPOSES - NORMANTON RODEO ASSOCIATION**

<b>Attachments:</b>	NIL
<b>Author:</b>	Mark Crawley - Chief Executive Officer
<b>Date:</b>	9 August 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 lease of the 51.7 square kilometre Reserve for Recreation Purposes located on the Burke Development Road and currently leased to the Normanton Rodeo Association is due to expire on 30 November 2023.

#### **RECOMMENDATION:**

That Council call expressions of interest from interested parties for the lease of Lot 2 on Crown Plan LS11 for a term of 20 years.

#### **Background:**

The Normanton Rodeo Association Inc. has a 20-year lease of the Reserve for Recreation Purposes described as Lot 2 on LS11 and located on the Burke Development Road. The lease commenced on the 1<sup>st</sup> December 2003 and is due to expire on the 30 November 2023.

Council has received enquiries in relation to the lease and the possibility of being able to lease the land from Council if it were to become available.

Council could call for Expressions of Interest from interested parties and evaluate the EOI's when received and presented to Council for further consideration.

To allow for the calling of an EOI and the evaluation of any received the report is provided for consideration at the August meeting to affect the process prior to the end of the current lease arrangements.

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

- Council
- Members of the public – expressing interest in the lease

#### **Legal Implications:**

- Under the *Land Act 1994*

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

- Resources to affect a new lease agreement and in-house resources to facilitate the calling of the EOI

## **BUSINESS PAPERS**

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**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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### **9.6 ESTABLISHMENT OF COMPANY LIMITED BY GUARANTEE**

<b>Attachments:</b>	NIL
<b>Author:</b>	Mark Crawley - Chief Executive Officer
<b>Date:</b>	9 August 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:**

Council has requested that the Chief Executive Officer prepare a report in relation to the establishment of a Company Limited by Guarantee to transfer the operations of the Normanton Child Care and the Les Wilson Barramundi Discovery Centre from Council to the new Company.

#### **RECOMMENDATION:**

That Council:

1. Authorise the Chief Executive Officer to continue the work to establish a Company Limited by Guarantee as an overarching Company for the Normanton Child Care and the Les Wilson Barramundi Discovery Centre; and
2. Commence discussions with the Department in relation to the process for transferring assets from the Council into the Company for the two Centres; and
3. In developing the Company Charter for the Company (Carpentaria Shire Council Owned Enterprises - CSCOE) the Board will initially be made up of the current Carpentaria Shire Councillors and the Director of Corporate Services as the Company Secretary; and
4. Provide regular reports to Council on the progress of establishing the new Company Limited by Guarantee

#### **Background:**

Several Company structures exist within other local governments in Queensland and similar structures exist for tourism operations and childcare facilities. A review of the Queensland Auditor General's report shows the number of similar company structures at Councils across Queensland.

For example, the Outback at Isa tourist centre is part of the Mount Isa Council Owned Enterprise and the Moranbah Early Learning Centre Pty Ltd sit under the Isaac Regional Council.

The Chief Executive Officer will engage with the Department to establish the process for the transfer of assets to the new company.

## **BUSINESS PAPERS**

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It is proposed that initially the current Councillors will be the Board members of the new Company, this will to be reflected in the draft Company Charter that is to be workshopped with the Councillors.

New arrangements will need to be established for employees that are currently engaged through the Council Certified Agreement to allow a smooth transition to employees under the new Company structure.

There may also be an opportunity to move housing stock into the new company structure (under Carpentaria Housing Trust or similar) to make use of possible funding and investment options to progress some of the initiatives in the LHAP. This will be well researched before making any transfer and will be included with discussions with the Department in relation to transfer of assets.

The transfer of the Normanton Child Care to a structure that is provided under a Company Limited by Guarantee was one of the recommendations contained in the Business Plan presented by Astute Early Years Specialists last month.

New policies and governance arrangements will need to also be put in place to ensure good governance is available to the new Company from its inception. This will ensure the company is well established and well-structured for success.

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

- Mayor Jack Bawden
- Councillors
- Astute Early Years Specialists

### **Legal Implications:**

- Establishing a Company Limited by Guarantee, new Charter, transfer of assets and the transfer of employees from Council to the Company.

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

- Legal fees to establish and prepare the Company Limited by Guarantee Charter

### **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

## BUSINESS PAPERS

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### 9.7 NOTICE OF INTENTION TO REPEAL RESOLUTION

<b>Attachments:</b>	NIL
<b>Author:</b>	Mark Crawley - Chief Executive Officer
<b>Date:</b>	10 August 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:

Council Officer became aware of potential issue with the Development Application presented to Council at the July Meeting, which has been presented early, and prior to all the development application requirement being met until 15 August 2023.

#### RECOMMENDATION:

*That Council resolves to repeal Resolution No. 0723/028 made at its Ordinary Council Meeting on Wednesday, 19<sup>th</sup> July 2023*

#### Background:

Following Council's Ordinary Meeting on Wednesday, 19 July 2023 in which Resolution No. 0723/028 was passed, Council Officers became aware of a potential issue regarding the Council Report dated 14 July 2023 ("**the Report**") in respect of "*Development Application I/2308 – MCU for Multiple Dwellings BPK Wren Pty Ltd, 18 Philp Street, Normanton (Lot 5 on SP136532)*" ("**the Development Application**").

Further investigation of the issue revealed that this Report was drafted prematurely as the Public Consultation Period for the impact assessable development was not due to be finalised until Tuesday, 15 August 2023. The Development Assessment Rules make it clear that Council, as the assessment management for the development application, cannot decide the application until the Public Consultation Period has ended (including the preceding Parts 1 -3). Additionally, section 60(3) of the *Planning Act 2016* provides that for an impact assessable application, Council must decide, after carrying out the assessment, to approve all or part of the application, impose conditions or refuse the application.

As such, it is Council Officers' view that Council Resolution No. 0723/028 ("**the Resolution**") has been made on the provision of incomplete information being provided to it within the Report and not in accordance with the required statutory process. Had this relevant information been available to Council when considering the Report, it is likely that Council would have deferred its decision pending finalisation of the public consultation period and Council Officers being able to carry out and finalise their assessment of the Development Application.

Council's Planning Consultant has been in contact with the Applicant's planning consultant to advise of this administrative error, and to ensure that Council's process in seeking to correct that error remains open and transparent.

Additionally, in taking the steps to address this error and by recommending the proposed resolution within this Council Report, Council Officers are of the view that there will be no

## **BUSINESS PAPERS**

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adverse effect to the community or their ability to make properly made submissions in response to the Development Application within the Public Consultation Period.

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

- Elizabeth Browning – Building, Planning and Property Admin Officer
- Mayor Jack Bawden
- Jenny Roughan - Planning Consultant
- Preston Law

### **Legal Implications:**

- Section 262 *Local Government Regulation 2012*

*A resolution of a local government may be repealed or amended only if notice of intention to propose the repeal or amendment is given to each councillor at least five days before the meeting at which the proposal is to be made.*

### **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 REGIONAL DEVELOPMENT AUSTRALIA BOUNDARY REVIEW**

**Attachments:** 9.8.1. Regional Development Australia Boundary Review [↓](#)

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

**Date:** 9 August 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:**

Correspondence received from the Chair of the Tropical North Regional Development Australia in relation to the Boundary Review that is currently underway for the Regional Development Australia boundaries.

#### **RECOMMENDATION:**

That Council advise the Tropical North Regional Development Australia that Carpentaria Shire wish to remain part of the Townsville and North West Regional Development Australia.

#### **Background:**

Correspondence attached and self-explanatory.

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

- Tropical North Regional Development Australia

#### **Legal Implications:**

- Not applicable

#### **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



PO Box 2738  
Cairns, QLD 4870  
p: 07 4041 1729  
e: info@rdatropicalnorth.org.au

07 August 2023

Mark Crawley  
Chief Executive Officer  
Carpentaria Shire Council  
PO Box 31  
NORMANTON QLD 4890  
via email: ceo@carpentaria.qld.gov.au

Dear Mark

**RE: Regional Development Australia (RDA) Network Boundary Review 2023**

I hope this finds you well as I reach out to you in the capacity as the newly appointed Chair of the RDA Tropical North, based in Cairns.

In late June 2023 the Australian Government Minister for Regional Development, Local Government and Territories, The Hon Kristy McBain MP advised that the Department was to conduct a review into the effectiveness of several jurisdictions across NSW, ACT and QLD that would identify potential opportunities to improve the efficiency and effectiveness of service delivery of the RDA Program.

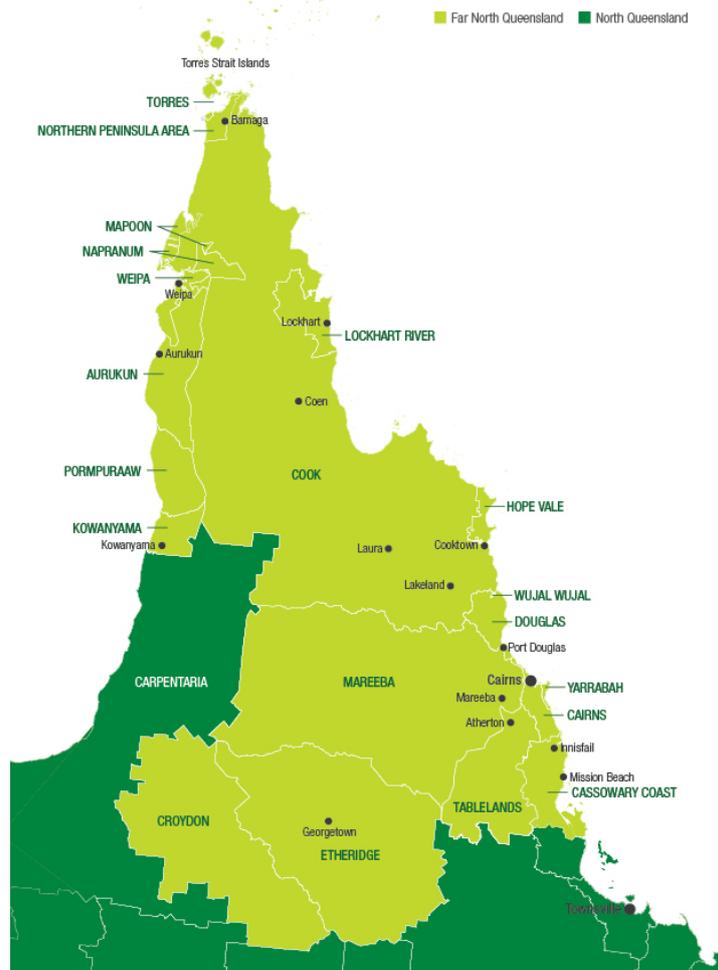
The review has been conducted in consultation with RDAs, state governments and local governments in these areas with the outcome expected to be announced later in the year. In the meantime, this has also prompted RDA Tropical North Board Members to assess its own current remit across Far North Queensland.

The Shire of Carpentaria currently sits within neighbouring RDA Townsville and North-West Queensland remit. Given the geographical nature of the Shire of Carpentaria, in relation to the RDA Tropical North boundary, I invite the Carpentaria Shire Council to share their consideration, opinion and position on being included in the RDA Tropical North remit. (See Map)

During our internal review, we have also consulted with Torres Cape Indigenous Council Alliance (TCICA); Far North Queensland Regional Organisation of Councils (FNQROC) and the Queensland State Government Department of State Development, Infrastructure, Local Government and Planning. We received differing opinions from each of these organisations and are eager to understand the Shire's position directly.



An Australian Government Initiative



The RDATN Board recognize the alignment of Carpentaria Shire Council to the North-West Minerals Province but also see great benefit in alignment with the FNQROC remit and the potential to leverage off this positioning and to have additional line-of-sight across the entire Cape York region.

I understand this may not be an option previously considered and I would welcome an opportunity to explore this further via virtual/MS Teams meeting if appropriate. If preference of the Shire is to remain in the RDA Townsville and North-West Queensland remit, I respectfully accept that feedback with thanks.

Of course, any changes to an RDA Boundary would require Federal Government approval and we would investigate the steps involved. I trust the above details are clear. Please do not hesitate to contact me should you have any queries at all. I thank you for your consideration and look forward to receiving your feedback in due course.

Kind regards

Prof Hurriyet Babacan AM  
**Chair**  
**Regional Development Australia Tropical North Inc.**



## BUSINESS PAPERS

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### 9.9 ADOPTION OF ADMINISTRATIVE ACTION COMPLAINTS POLICY AND PROCEDURE

<b>Attachments:</b>	9.9.1. AAC Policy for review <a href="#">↓</a> 9.9.2. AAC Procedure for review <a href="#">↓</a>
<b>Author:</b>	Mark Crawley - Chief Executive Officer
<b>Date:</b>	9 August 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:**

The Administrative Action Complaints Policy and Procedure are due for a review, the proposed changes for the Policy and Procedure are highlighted with the track changes in the documents

#### **RECOMMENDATION:**

That Council adopt the Administrative Actions Complaint Policy and the Administrative Actions Complaints Procedure as presented in the Officer Report.

#### **Background:**

The Administrative Actions Complaints Policy and Procedure are required under legislation, the policy and procedure were due for review and are presented for consideration and adoption by Council, the changes to the documents are highlighted with track changes.

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

- Jacinda Sceresini – Executive Officer – Projects, Governance and Communications
- LGMA Governance Officer

#### **Legal Implications:**

- As per legislation provisions

#### **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



# Administrative Actions Complaints Policy

## Policy Details

Policy Category	Statutory
Date Adopted	<del>14 October 2020</del> <a href="#">16 August 2023</a>
Endorsed by <b>Resolution #</b>	<del>Chief Executive Officer</del> <a href="#">TBA</a>
Approval Authority	Council
Effective Date	<del>14 October 2020</del> <a href="#">16<sup>th</sup> August 2023</a>
Policy Version Number	<del>4</del> <a href="#">2</a>
Policy Owner	Chief Executive Officer
<b>Contact Officer</b>	<a href="#">Mark Crawley</a>
<b>Review Date</b>	<del>13 October 2023</del>

## Supporting documentation

Legislation	<ul style="list-style-type: none"> <li>Local Government Act 2009</li> <li>Local Government Regulation 2012</li> <li>Information Privacy Act 2009</li> </ul>
Policies	<ul style="list-style-type: none"> <li>Information Privacy Policy</li> <li>Management of Fraud and Corruption Policy</li> <li>Complaints about a Public Official Policy</li> <li>Public Interest Disclosure Policy</li> <li>Information Privacy Complaint Policy</li> <li>Human Rights Policy</li> <li>Code of Conduct for Employees</li> <li>Administrative Action Complaints Procedure</li> </ul>
Delegations	<ul style="list-style-type: none"> <li></li> </ul>
Forms	<ul style="list-style-type: none"> <li>Form 312 – Customer Feedback Form</li> </ul>
Supporting Documents	<ul style="list-style-type: none"> <li>Administrative Actions Complaints Procedure</li> </ul>

## Version History:

Version	Adopted	Comment	eDRMS #
<del>4</del> <a href="#">2</a>	<del>14/10/2020</del> <a href="#">16/08/2023</a>	<del>Council Resolution No. 1020/010</del> <a href="#">Council Resolution No. ?????/???</a>	
<a href="#">1</a>	<a href="#">14/10/2020</a>	<a href="#">Council Resolution No. 1020/010</a>	

<Name> Policy

Administration Actions Complaints Policy

Policy Number: POL\_E\_CSA\_002

Document ID: TBA

Document accurate and up to date at time of printing

Version 2

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## Policy Statement

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### WHAT IS AN ADMINISTRATIVE ACTION COMPLAINT

Pursuant to s268 of the LG Act an administrative action complaint is a complaint that:

- a) is about an administrative action of a local government, including the following, for example;
  - i) a decision, or failure to make a decision, including a failure to provide a written statement of reasons for a decision;
  - ii) an act, or a failure to do an act;
  - iii) the formulation of a proposal or intention;
  - iv) the making of a recommendation; and
- b) is made by an affected person.

Pursuant to s306(5) of the LG Reg; to remove any doubt, it is declared that, in deciding if a complaint is an administrative action complaint, it is irrelevant:

- a) how quickly the complaint was resolved;
- b) to which area of a local government the complaint was made; or
- c) whether or not the complaint was made anonymously.

### WHAT AN ADMINISTRATIVE ACTION COMPLAINT IS NOT

An administrative action complaint does not apply to:

- a) complaints about a councillor's conduct;
- b) disputes regarding infringement or fines;
- c) complaints about a neighbour, business or community group;
- d) requests for service or information;
- e) complaints made under the *Public Interest Disclosure Act 2010*;
- f) complaints of faulty infrastructure;
- g) complaint about an employees' conduct; or
- h) requests for service, which includes initial enquiries about;
  - i. barking or dogs at large;
  - ii. leaking water pipe;
  - iii. overgrown allotments;
  - iv. pot holes or other issues on roads;
  - v. or any other issue requiring Council services.

Where a complaint has been assessed as a request for service or information, the enquiry shall be forwarded to our Customer Services team to process.

### BENEFITS OF MANAGING COMPLAINTS ABOUT COUNCIL

Council is committed to accepting and processing complaints from the community and providing efficient and impartial review and investigation of complaints. By effectively identifying, receiving and managing complaints against Council steps can be taken to:

- a) improve products and services to the community;
- b) increase community confidence in Council's ability to make effective decisions;
- c) promote transparency and accountability;
- d) implement continual improvement strategies; and
- e) ensure Council employees are appropriately trained.

### WHO CAN MAKE AN ADMINISTRATIVE ACTION COMPLAINT?

As prescribed in s268(2)(b) of the LG Act, an administrative action complaint may only be made by an affected person.



A complaint may be submitted on behalf of an affected person; however, Council will only respond to the affected person. The affected person may provide a letter of authority confirming they wish for an agent to act on their behalf, where this occurs, Council will correspond directly with the agent only.

### **MAKING AN ADMINISTRATIVE ACTION COMPLAINT**

Complaints about Council can be made to Council in a variety of ways including:

- a) In person at Council's administration building at 29-31 Haig Street, Normanton QLD;
- b) by telephone to 07) 4745 2200;
- c) by email to [council@carpentaria.qld.gov.au](mailto:council@carpentaria.qld.gov.au) ; or
- d) in writing, addressed to the CEO at PO Box 31, Normanton QLD 4890.

While it is not compulsory, to ensure Council can provide a fair and efficient response to complaints, complainants are encouraged to complete a Customer Feedback Form as this will assist in facilitating a more efficient complaint handling process.

As a minimum, all complaints should contain the following information:

- a) The nature of the complaint with as much detail as possible;
- b) Details of any loss or detriment the affected person has suffered;
- c) If the incident has been reported to another agency;
- d) If the incident has been previously reported to Council with the date and name of the receiving officer;
- e) The remedy the affected person is seeking;
- f) Any supporting information including details of anyone else who is able to support the complaint; and
- g) Contact details of the affected person.

### **ANONYMOUS COMPLAINTS**

An affected person may make an anonymous complaint, however, for Council to respond to, properly investigate and report on the outcome, contact details are required. Council may refuse to investigate anonymous complaints if insufficient information is provided.

### **RECORDING OF ADMINISTRATIVE ACTION COMPLAINTS**

All administrative action complaints will be recorded in Council's Administrative Action Complaint Register.

### **ASSESSMENT OF COMPLAINT CRITERIA**

On receipt of a complaint Council will assess if it is an administrative action complaint, considering clause 4 of this policy. Where the complaint is assessed as an administrative action complaint, Council will then determine the appropriate complexity according to the criteria outlined in Table 1.



**Table 1. Complaint Complexity Criteria**

Type of Complaint	Criteria	Decision Timeframe
Low complexity	Low complexity complaints require no investigation and can be easily addressed through the provision of information, or through negotiating a mutually satisfactory outcome.	10 business days from receipt of complaint
Medium complexity	Medium complexity complaints may require some research into the matter; it may also require some negotiation with the complainant or consultation with other areas of Council. Some investigation or fact finding will be required internally. Typically, medium complexity complaints contain a small number of issues.	30 business days from receipt of complaint
High complexity	High complexity complaints are matters where there are a large number of complaint issues; or where the complaint issues may refer to possible systemic concerns. These matters will typically involve complainants providing very detailed and lengthy background information that requires time to address. The matters can be of a complex nature which may involve working with a number of parties in order to reach an outcome. Formal investigations may be required, involving assessment of information, and may involve interviews or discussions with staff and other relevant persons, including external people or organisations.	45 business days from receipt of complaint

Where the relevant Director deems it necessary, Council may engage an external investigator to conduct the investigation. Where Council has made the decision to engage an external investigator there may be some delays due to availability and as such Council may require additional time to complete the investigation. Where this occurs, Council will notify the complainant in writing and advise the expected timeframe.

When assessing a complaint, consideration must also be given to the following the Council policies:

1. Management of Fraud and Corruption Policy;
2. Complaints about a Public Official Policy;
3. Public Interest Disclosure Policy;
4. Human Rights Policy
5. Information Privacy Policy; and
6. Information Privacy Complaint Policy.

**FINES AND INFRINGEMENT NOTICES**

Where the matter is regarding a Council issued fine or infringement notice, the customer is required to contact the issuing department who will advise the process should they wish to dispute the fine or infringement.

Where the customer remains dissatisfied with the outcome of their dispute, they may then lodge an administrative complaint about the Council decision.



All fines and infringement notice disputes must first go through this dispute process before being escalated to an administrative action complaint.

### **REFUSAL TO INVESTIGATE A COMPLAINT**

Council reserves the right to refuse to investigate an administrative action complaint, or if already commenced an investigation, refuse to continue to investigate the administrative action complaint where it is reasonably believed that:

- a) The complaint is trivial or concerns a frivolous matter or was made vexatiously (as outlined in "Definitions"); or
- b) The complainant was found to not be an affected person and no written authority was received by Council from the actual affected person; or
- c) Council was unable to contact the complainant for further information or insufficient details were provided to Council to commence or continue an investigation; or
- d) It is impractical to investigate a matter due to the length of time that has passed since it occurred; or
- e) The complainant is pursuing the complaint through an alternate review process (e.g. disputing an infringement, liability claims, or where a previous enquiry/application is currently being processed and is within the set timeframe); or
- f) The complaint is made by a complainant that is the same or substantially the same as a previous complaint processed under this policy; or
- g) In situations of unreasonable complainant conduct as detailed later in this policy.

### **COMPLAINT REMEDY**

In resolving an administrative action complaint, Council may consider any of the following or a combination of the following remedy options:

- a) an explanation of how or why the matter occurred, and the action Council will take to prevent a reoccurrence;
- b) an admission of fault;
- c) a change of decision;
- d) the provision of a service;
- e) the provision of information;
- f) a correction of records;
- g) waiving of a penalty;
- h) a review or creation of a policy or procedure;
- i) employee training;
- j) and apology; or
- k) any other mutually agreeable, reasonable resolution.

The decision of which remedy, if any, is to be actioned is at the discretion of the relevant Director and should include a timeframe and a mechanism to report back once the recommendation is complete.

### **INTERNAL REVIEW OF COMPLAINT OUTCOME**

Where the complainant is not satisfied with the outcome of their complaint they may apply for an internal review. An internal review is a way for Council to review the complaint process and outcome. The internal review should be conducted to ensure Council's policies and procedures have been followed and that the right outcome has been reached. An internal review is not a re-investigation into the original complaint.

Please refer to Council's Administrative Action Complaints Procedure ("AAC Procedure") for more information.



Where the complainant remains dissatisfied with the outcome of Council's internal review, the complainant may refer the matter on to an external organisation such as the Queensland Ombudsman.



## REPORTING OF ADMINISTRATIVE ACTION COMPLAINTS

Pursuant to s187 of the LG Reg, Council's Annual Report will include statistical details of all administrative action complaints and will include:

- a) a statement about Council's commitment to dealing fairly with administrative action complaints; and
- b) a statement about how the Council has implemented its complaints management process, including an assessment of Council's performance in resolving complaints under this process.
- c) the number of administrative action complaints made to Council during the financial year;
- d) the number of administrative action complaints resolved by Council during the financial year;
- e) the number of administrative action complaints not resolved by Council during the financial year; and
- f) the number of administrative action complaints not resolved by Council that were made in a previous financial year.

## UNREASONABLE COMPLAINANT CONDUCT

It can be expected that a customer may be frustrated or angry when complaining to Council however where a complainant's conduct raises substantial health, safety or resource issues for Council or individual employees of Council, their conduct may be considered unreasonable. Examples of unreasonable conduct may include, but are not limited to:

- a) unreasonable persistence or contact regarding a complaint;
- b) unreasonable demands that are not proportionate to the complaint;
- c) unreasonable lack of cooperation; or
- d) unreasonable behaviour including aggression, violence or threats of violence.

A complainant's conduct will not preclude there being a valid complaint nor negate Council's obligation to properly process a complaint.

The decision that a complainant's conduct is unreasonable will only be made at an executive management level and will not be used as a quick solution to avoid a complainant's contact. Where the conduct is considered unreasonable, the following steps shall be taken:

1. In the first instance, Council will advise the complainant in writing of:
  - a) the conduct that is considered unreasonable;
  - b) what conduct is expected moving forward; and
  - c) that if the unreasonable conduct continues, Council will restrict the complainant's access to our services.
2. Where this action does not result in cessation of the unreasonable conduct, Council will advise the complainant in writing that we will be restricting their access to our services and what is expected from the complainant moving forward.
3. Where the unreasonable conduct continues Council may consider refusing to respond to any future communication from the complainant. (This step will only be considered in extreme cases of unreasonable complainant conduct and with the approval of the Chief Executive Officer).

Unreasonable complainant conduct will generally be managed by restricting the complainant's access to our services, which may include:

- a) limiting the complainants contact to one specific employee in Council;
- b) restricting the subject matter that Council will respond to; or
- c) restricting the way in which the complainant can communicate with Council.



Before restricting a complainant's access to our services the executive manager shall take into consideration the complainant's personal circumstances, including:

- a) level of competency; and
- b) their access to communication methods.

#### **PRIVACY AND CONFIDENTIALITY**

Council is committed to the privacy principles under the Information Privacy Act 2009. Council will endeavour to ensure that the details of the complaint, the complainant and the investigation and related decisions are kept confidential.

#### **COMMUNICATION AND DISTRIBUTION**

Council will make available to the public the AAC Policy and AAC Procedure on our website at [www.carpentaria.qld.gov.au](http://www.carpentaria.qld.gov.au)

All Council employees will be advised of Councils administrative action complaints process at the time of their pre-employment induction and at their refresher inductions.

Council employees involved in the administrative action complaints process may have a key performance indicator included in the position description which will be evaluated on an annual basis.

All Council employees involved in the administrative action complaint process will be provided with regular and specific training on the entire complaints management process and will be recorded on Councils Training Matrix.

Supervisors will ensure the policy is distributed to employees.

#### **VARIATIONS**

This policy will be reviewed and updated on an annual basis giving consideration to Council's performance in resolving complaints under this process. The annual review will also focus on any improvement measures Council may adopt to reduce future AAC's.

#### **BREACH OF POLICY**

Where Council reasonably believes an employee has breached this policy, the matter will be dealt with under the Code of Conduct for Employees.

#### **DEFINITIONS**

**Affected Person** – is a person who is apparently directly affected by an administrative action of a local government.

**CEO** – is the Chief Executive Officer or their delegate.

**Complainant** – is the affected person or affected persons authorised agent who has lodged the complaint with Council.

**Executive Management Level** – includes the relevant director or chief executive officer.

**Frivolous Complaint** – is a complaint that has no serious purpose or value. It may have little merit and be trivial.

**Receiving Officer** – is a Council employee to whom a complainant has lodged a complaint with.

**Vexatious Complaint** – is a complaint reasonably considered to be;

- i) a complaint without merit and is made with the intention of causing inconvenience, annoyance or expense to Council; or
- ii) a complaint made maliciously to damage a person's career or reputation or reputation of Council; or



- iii) a collusion between more than one person or complainant in an attempt to discredit or take retribution against an Officer, Councillor or Council.

Adopted by Council ~~14 October 2020~~ 16<sup>th</sup> August 2023 by Resolution ~~1020/010????/???~~.

**Mark Crawley**  
Chief Executive Officer



**CARPENTARIA SHIRE**  
*Outback by the Sea®*

Administrative Action Complaints  
Procedure

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## 1.0 INTRODUCTION

Carpentaria Shire Council's ("Council") Administrative Action Complaints Procedure has been established to support the Administrative Action Complaints Policy ("AAC Policy") and provide further detail on how Council will receive, record, assess, process, respond and report on administrative action complaints.

## 2.0 COMMENCEMENT

This procedure will commence on and from ~~01 October 2020~~<sup>16<sup>th</sup> August 2023</sup>. It replaces all other procedures or arrangements governing administrative action complaints (whether written or not).

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## 3.0 EARLY RESOLUTION

In the first instance, Council's frontline staff will attempt to resolve the complaint through discussions with the affected person to the satisfaction of both parties. Where this is successful, the receiving officer shall ensure the complaint and resolution is recorded in Council's Administrative Action Complaint Register by providing all information to the Office of the CEO.

Where the complainant is not satisfied through discussions the complainant may lodge an administrative action complaint by completing the Customer Feedback Form.

## 4.0 RECEIPT OF ADMINISTRATIVE ACTION COMPLAINT

Complainants may lodge an administrative action complaint verbally, or in writing. Where Council receives the complaint verbally or by other means where insufficient information is provided, complainants will be requested to complete a Customer Feedback Form.

Completion of the Customer Feedback Form is not mandatory however it does ensure Council receives all the relevant information regarding the complaint and will assist in a more efficient complaint resolution. Where the complainant chooses not to complete a Customer Feedback Form, the receiving officer shall record as much information as possible, on a form, including:

- a) the complainants name and contact details; and
- b) details of the complaint; and
- c) what the complainant would like to see as a result of their complaint.

## 5.0 ENQUIRIES INTO OPEN COMPLAINTS

Once Council commences an investigation of a complaint, enquiries/further complaints regarding the original complaint will not be processed other than to discuss the complaints process.

## 6.0 INTERNAL ASSESSMENT

All administrative action complaints received by Council will be forwarded to the Office of the CEO in the first instance for assessment.

The Office of the CEO will make an assessment of the complaint to determine:

*Administrative Action Complaints Procedure*

[Policy Number Reference: POL\\_E\\_CSA\\_002](#)

[Document ID: TBA](#)

[Document accurate and up to date at time of printing.](#)

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- a) If the complaint is an administrative action complaint (by referring to Council's AAC Policy);
- b) The complexity level of the complaint (as per Table 1 of the AAC Policy);
- c) If Council will investigate the complaint or not, giving consideration to whether the complaint is considered to be vexatious or frivolous, as defined in the AAC Policy;
- d) If the complaint is substantially the same as a complaint the person has previously made; and
- e) Who shall investigate the complaint.

Where the assessment indicates another matter separate to the complaint about Council (e.g. where the complaint triggers a compliance matter), the receiving officer shall advise the complainant in the Receipt and Assessment of Complaint letter that the matter will be looked into by the relevant section outside of the complaints process.

#### 7.0 INITIAL RESPONSE TO COMPLAINTS

Council will issue a written acceptance of all complaints within 5 business days of receipt. This notice will advise:

- a) confirmation of receipt of complaint;
- b) the complaint reference number;
- c) where insufficient details have been provided, Council may request additional information;
- d) the complexity level of the complaint; and
- e) if Council will be investigating and the timeframe as detailed in the AAC Policy.

#### 8.0 INTERNAL INVESTIGATION

Where an employee is chosen to undertake the investigation, they shall be appropriately qualified and shall not be less senior than the officer who took the action that is being investigated. The investigating officer shall remain neutral and have no conflict of interest or perceived conflict of interest in the matter.

The internal investigation is conducted to establish and evaluate the facts to determine whether the complaint has merit or not.

Where the complaint is about the action or inaction of a Council officer, the investigating officer shall review if the matter being complained about is covered by a Council policy or procedure and if so, were they followed correctly.

Where the complaint is about a Council decision or failure to make a decision, the investigating officer shall investigate what led to the decision, or failure to make a decision.

The investigating officer shall record all the information in a confidential investigation report which is to be provided to the relevant Director for review along with the original complaint, keeping to the timeframes set in clause 9 of this procedure.

The investigating officer shall always maintain confidentiality of the complaint and complainant and adhere to Council's Information Privacy Policy and the privacy principles prescribed in the *Information Privacy Act 2009*.

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## 9.0 TIMEFRAMES FOR INVESTIGATIONS

Council will endeavour to meet the following timeframes for dealing with a complaint:

- a) Low complexity complaints should be investigated, and a written outcome of complaint provided to the complainant within 10 business days from receipt of the complaint.
- b) Medium complexity complaints should be investigated, and a written outcome of complaint provided to the complainant within 30 business days from receipt of the complaint.
- c) High complexity complaints should be investigated, and a written outcome of complaint provided to the complainant within 45 business days from receipt of the complaint.
- d) Where these timeframes cannot be met due to the complexity of the complaint or due to other matters outside of Council's control, Council will issue a written notice to the complainant advising of an extension to the timeframe for the investigation. This notice will include a new timeframe for Council to respond.

## 10.0 NOTICE OF OUTCOME

On the completion of the investigation, Council will issue a written notification to the complainant of Council's decision regarding the complaint and reasons for the decision. Council will also provide options for the complainant if they are not satisfied with Council's response.

## 11.0 WHERE THE COMPLAINANT IS NOT SATISFIED WITH COUNCILS RESPONSE

### 11.1 INTERNAL REVIEW

- 11.1.1 Complainants may request an internal review be conducted where they have reason to believe Council's policies and or procedures have not been followed in the original investigation or where they believe the right outcome has not been reached, by submitting an application in writing to the CEO, within 15 business days of Council's notice of outcome. This application must include:
  - a) specific details of what policies or procedures the complainant believes were not followed during the investigation; or
  - b) details as to why the complainant believes the outcome was incorrect.
- 11.1.2 Council may refuse to conduct an internal review where the criteria in clause 11.1.1 has not been met.
- 11.1.3 Council will notify the complainant in writing within 5 business days of receiving the written request of the outcome of their request.
- 11.1.4 An internal review is not an investigation or a re-investigation of the complaint; it is a review of how Council processed the complaint and Council's decision on the outcome of the complaint.
- 11.1.5 All internal reviews shall be conducted by an officer:
  - a) who did not conduct the original investigation; and

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*Administrative Action Complaints Procedure*

[Policy Number Reference: POL\\_E\\_CSA\\_002](#)

[Document ID: TBA](#)

[Document accurate and up to date at time of printing.](#)

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- b) who is either equal to or more senior than the officer involved in the original decision of the complaint.

11.1.6 When conducting the internal review, the Council officer shall:

- a) review the information provided in the request for internal review;
- b) review the entire investigation and subsequent confidential report; and
- c) determine if Council policies and procedures were followed correctly in the processing of the complaint.

11.1.7 The reviewer is to provide a written confidential report to the CEO within 10 business days of receipt of the internal review request detailing:

- a) their findings and if they agree with the original outcome; and
- b) a recommendation of how to proceed and what remedial action should be taken, if any; and
- c) reasons to support their recommendation (what policy/procedure was or was not followed during the investigation) and also what remedy they believe is appropriate.

11.1.8 The CEO shall make the final decision regarding the internal review and shall communicate the outcome in writing to the complainant within 15 business days from the date of the internal review request.

11.1.9 The outcome of the internal review is final, Council will not accept any further requests for review on the matter in the absence of exceptional circumstances as decided by the CEO.

11.1.10 Where the internal review cannot be completed within the set timeframe the complainant will be notified in writing advising the new proposed date of completion.

## 11.2 EXTERNAL REVIEW

Where the complainant remains dissatisfied with Council's internal review, they may make an application for external review to an external organisation.

## 12.0 REPORTING

A monthly report will be provided to the CEO and Executive Leadership Team advising:

- a) the number of complaints received;
- b) the types of complaints;
- c) outstanding complaints;
- d) the number of complaints resolved and unresolved;
- e) complaints being finalised within the timeframes stipulated and if not, reasons for timeframes not being met; and
- f) remedial action completed and not completed.

## 13.0 BREACH OF PROCEDURE

Where Council reasonably believes an employee has breached this procedure, the matter will be dealt with under the Code of Conduct for Employees.

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*Administrative Action Complaints Procedure*

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#### 14.0 COMMUNICATION AND DISTRIBUTION

Council will make available to the public, the Administrative Action Complaints Procedure on our website at [www.carpentaria.qld.gov.au](http://www.carpentaria.qld.gov.au)

The responsible officer shall liaise with the Manager Human Resources to create and deliver internal appropriate and regular training to relevant Council employees.

Supervisors will ensure this procedure is distributed as per the Distribution and Dissemination table on this procedure.

#### 15.0 DEFINITIONS

- a) **Complainant** – is the affected person or affected persons authorised agent who has lodged the complaint with Council.
- b) **Frivolous Complaint** – is a complaint that has no serious purpose or value. It may have little merit and be trivial.
- c) **Receiving Officer** – is a Council employee to whom a complainant has lodged a complaint with.
- d) **Vexatious Complaint** – is a complaint reasonably considered to be;
  - I. a complaint without merit and is made with the intention of causing inconvenience, annoyance or expense to Council; or
  - II. a complaint made maliciously to damage a person's career or reputation or reputation of Council; or
  - III. a collusion between more than one person or complainant in an attempt to discredit or take retribution against an Officer, Councillor or Council.

#### 16.0 ASSOCIATED LEGISLATION AND POLICIES

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- Administrative Action Complaints Policy
- Code of Conduct for Employees

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## **BUSINESS PAPERS**

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### **9.10 INVESTIGATION POLICY**

**Attachments:** 9.10.1. Investigation Policy review [↓](#)

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

**Date:** 9 August 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

---

#### **Executive Summary:**

The current Investigation Policy is due for review and the attached policy with track changes is provided for review and formal adoption.

#### **RECOMMENDATION:**

That Council adopt the Investigations Policy – POL\_E\_EXGC\_012 as presented.

#### **Background:**

The Investigation Policy was due for a review and this has been carried out with our Governance Executive Officer and Liza Perrett – Governance Advisor - LGMA Governance Service. The document includes the proposed amendments with track changes.

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

- Jacinda Sceresini – Executive Officer Governance, Projects and Communications
- LGMA Governance Service

#### **Legal Implications:**

- Required under legislation

#### **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



## Investigation Policy

### Policy Details

Policy Category	Council Policy
Date Adopted	<del>18<sup>th</sup> August 2021</del> <sup>16<sup>th</sup> August 2023</sup>
Resolution Number	<del>0821/010</del>
Approval Authority	Council
Effective Date	<del>18<sup>th</sup> August 2021</del> <sup>16<sup>th</sup> August 2023</sup>
Policy Version Number	<del>3</del> <sup>4</sup>
Policy Owner	Executive Services
Contact Officer	Chief Executive Officer

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### Supporting documentation

Legislation	<ul style="list-style-type: none"> <li>Local Government Act 2009</li> <li>Local Government Regulation 2012</li> </ul>
Policies	<ul style="list-style-type: none"> <li>Code of Conduct for Councillors</li> <li>Expense 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>Nil</li> </ul>

### Version History:

Version	Adopted	Comment	eDRMS #
<del>3</del> <sup>4</sup>	<del>18/08/2021</del> <sup>16/08/2023</sup>	<del>Example Policy updated by Department in May 2021. Council Resolution 0821/010</del> <sup>Council Resolution ???/???</sup>	
3	18/08/2021	Example Policy updated by Department in May 2021. Council Resolution 0821/010	
2	11/12/2019	Council Resolution 1219/017	
1	12/12/2018	Council Resolution 1218/016	



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## 1. Authority

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

## 2. Scope

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

## 3. Confidentiality

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

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

## 4. Natural Justice

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

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

- that the person being investigated has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken (fair hearing)
- that the investigator(s) should be objective and impartial (absence of bias), ~~and~~
- that any action taken is based on evidence (not suspicion or speculation).

- 4.2 A fair hearing means the Councillor who is the subject of the suspected inappropriate conduct matter must be told of the case against them including any evidence and be provided with an opportunity to put their case in writing with the investigation report provided to the Councillors as part of the meeting agenda.

- 4.3 An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

- 4.4 Ensuring decisions are based on evidence requires that the investigation should not be based on mere speculation or suspicion but instead must be based upon evidence material. A proper examination of all issues means the investigation must give a proper and genuine consideration to each party's case.



## 5. Assessor's referral

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

## 6. Receipt of Assessor's referral

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

## 7. Investigator

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

## 8. Early resolution

- 8.1 Before beginning an investigation, the investigator must consider whether the matter is



appropriate for resolution prior to the investigation. This consideration can include any recommendation made by the Assessor.

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

## **9. Timeliness**

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

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

## **10. Assistance for investigator**

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

## **11. Possible misconduct or corrupt conduct**

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

## **12. Completion of investigation**

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

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

### **13. Disciplinary action against councillors**

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

### **14. Notice about the outcome of investigation**

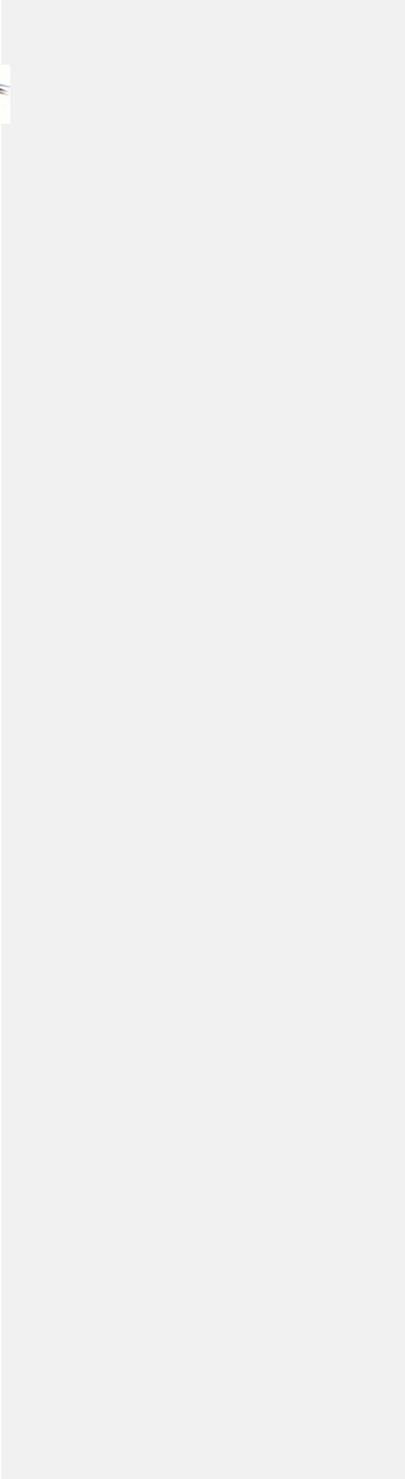
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- 14.1 After an investigation is finalised, the Council must give notice about the outcome of the investigation to the person who made the complaint about the Councillor/s' conduct that was the subject of the investigation and the subject Councillor.

### **15. Councillor conduct register**

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



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## 16. Expenses

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

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

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

## 17. Definitions

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

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

**Conduct** includes—

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

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

**Inappropriate conduct** see section 150K of the LGA

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

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

**LGA** means the *Local Government Act 2009*

**Local government meeting** means a meeting of—

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

**Misconduct** see section 150L of the LGA

**Model procedures** see section 150F of the LGA

**Referral notice** see section 150AC of the LGA

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

**Unsuitable meeting conduct** see section 150H of the LGA



Adopted by Council ~~18 August 2024~~<sup>16<sup>th</sup> August 2023</sup> by Resolution ~~0824/010????/???~~

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**Mark Crawley**  
Chief Executive Officer

## **BUSINESS PAPERS**

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### **9.11 COMMUNITY GRANTS, DONATIONS AND SUPPORT POLICY**

<b>Attachments:</b>	9.11.1. Community Grants, Donations and Support Policy <a href="#">↓</a>
<b>Author:</b>	Mark Crawley - Chief Executive Officer
<b>Date:</b>	10 August 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 Community Grants, Donations and Support Policy is due for review and is presented to Councillors for consideration in marked up version to highlight the proposed changes.

#### **RECOMMENDATION:**

That Council adopt the Community Grants, Donations and Support Policy as presented and requests that the Application for Community Donations and Support Form and the Community Donations and Support Guidelines be reviewed as a matter of urgency to align with the new Policy and a new Acquittal Form be developed and implemented.

#### **Background:**

The Community Grants, Donations, and Support Policy was due for review and has been updated to remove the requirement of two rounds of applications. Council has attempted to do application rounds, however applications for assistance are received monthly and presented to Council, we are not adhering to the Policy, so the policy has been reviewed to more align with the current practice.

There has been a change to the application process to ensure applicants can demonstrate the benefit to the community for events etc. that are seeking Council support. The acquittal process has also been amended to require the successful applicants to provide evidence upon completion of the event.

Council has not received acquittals for the support it has provided for some time.

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

- Jacinda Sceresini – Executive Officer Governance, Projects, and Communications
- Liza Perrett – Governance Advisor – LGMA Queensland Governance Service

#### **Legal Implications:**

- There is a statutory requirement to Council to adopt a policy for Community Grants and Donations

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

- Applications and support provided by Council amount to approx. \$90,000.00 per year.

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

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



# Community Grants, Donations and Support Policy

## Policy Details

<b>Policy Category</b>	<del>Council Policy</del> <u>Statutory</u>
<b>Date Adopted</b>	<del>18th July 2012</del> <u>16th August 2023</u>
<b>Resolution Number</b>	0220/026
<b>Approval Authority</b>	Council
<b>Effective Date</b>	<del>26th February 2020</del> <u>16th August 2023</u>
<b>Policy Version Number</b>	<del>3</del> <u>4</u>
<b>Policy Owner</b>	Manager Economic and Community Development
<b>Contact Officer</b>	<del>Cherie Schafer</del>
<b>Review Date</b>	<del>February 2023</del>

## Supporting documentation

<b>Legislation</b>	<ul style="list-style-type: none"> <li>Local Government Act 2009</li> <li>Local Government Regulation 2012</li> </ul>
<b>Policies</b>	<ul style="list-style-type: none"> <li>Nil</li> </ul>
<b>Delegations</b>	<ul style="list-style-type: none"> <li>Delegated authority for one-off <del>requests</del> <u>applications</u> for In-Kind assistance of less than \$1,000, <del>outside of normal funding rounds</del>, is provided to the Chief Executive Officer.</li> </ul>
<b>Forms</b>	<ul style="list-style-type: none"> <li><u>Grant, Donation and Support Program Application</u></li> <li><u>Acquittal</u></li> <li><u>Community Donations and Support Guidelines</u></li> </ul>
<b>Supporting Documents</b>	<ul style="list-style-type: none"> <li>Corporate Plan <del>2017-2020</del> - <u>2022-2025</u></li> </ul>

## Version History:

Version	Adopted	Comment	eDRMS #
1	18/07/2012	Council Resolution 0712/024	
2	09/12/2015	Council Resolution 1215/024	
3	26/02/2020	Council Resolution 0220/026	



4	<u>TBA 16th August 2023</u>	Council Resolution <u>TBA????/???</u>	
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## Intent

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To guide the delivery of Council's Community Grant, Donations and Support Program which provides financial and in-kind assistance to ~~community-based~~community-based groups and organisations ~~including low interest loans to sporting clubs.~~

## Scope

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The policy applies to all Council community grants, donations, including financial and in-kind support, provided to community ~~groups, clubs, committees, other community~~ organisations ~~and sporting clubs that provides activities for a public purpose~~ within Carpentaria Shire.

Applications for Regional Arts Development Funds are outside the scope of this Policy.

## Policy Statement

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- Council acknowledges the very important role that community groups/clubs, sporting clubs, committees and other community organisations play in the social fabric of the communities within the Shire.
- Therefore, supporting the community through financial and in-kind assistance is necessary for the provision of a diverse range of programmes and projects that enhances the cultural, social, sporting, education and economic development aspirations of organisations and individuals.
- The amount of assistance, financial or otherwise, available in any given financial year will be dependent on Council's budget decisions and priorities. Whilst all ~~requests~~applications received from eligible entities will be considered on their individual merits and the current circumstances, there is no guarantee that ~~requests~~applications will be automatically approved.

## Grants, Donations and In-Kind Support

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- In the administration of its Grants Program, Council will consider applications and distribute funds and in-kind support in an equitable, transparent and responsible manner. Approval will only be forthcoming when Council is satisfied that the application:
  - Aligns with themes and goals in Council's Corporate Plan or other strategic plans
  - Addresses an identified need in the community;
  - Benefits the community and is in the public interest; and
  - Meets eligibility criteria outlined in this policy.

## Community Grants, Donations and Support Program

- Council has two separate streams of its Community Grants, Donations and Support Program which consist of:
  1. Community Grants, Donations and Support in excess of \$1,000
    - ~~— There are two rounds each financial year with the first round opening in July and the second round opening in January. All applications must be received by the close of business on the closing date otherwise the application may not be considered.~~



- There are limited funds available through a competitive process with applications being assessed on individual merit and the criteria established in this policy. Applications can be submitted at any time during the financial year and wherever possible applications are to be received eight (8) weeks prior to the event occurring. Applications are still required to meet all criteria and conditions stated in this policy.
- Submission of an application does not guarantee approval and all decisions are at Council's absolute discretion.

## 2. Community Grants, Donations and Support less than \$1,000

- ~~One-off~~ Application requests can be submitted at anytime any time during the financial year and wherever possible applications are to be received eight (8) weeks prior to the event occurring. Applications are still required to meet all criteria and conditions stated in this policy.

### Eligibility Criteria

- Community groups/clubs, sporting clubs, committees and other community organisations may apply for assistance under Council's Grant Program if they satisfy the following criteria:
- The program and/or project for which funding is requested must provide a direct benefit to the Carpentaria Shire community and align with Council's corporate goals and objectives.
- Must be based in the Carpentaria Shire Council region, have a membership base within the Carpentaria Shire, or be delivering a service which will be of a direct benefit to members of the Carpentaria Shire community.
- Be able to demonstrate viability and ongoing sustainability.
- Have no debt to council, or have entered into an acceptable repayment arrangement with Council which is being adhered to, and/or have met acquittal conditions for previous Council grants.
- Must agree to comply with any reasonable conditions which Council may apply to the support provided.

### Ineligibility Criteria

- Applications which will generally be considered ineligible for consideration under Council's Grant Program where one or a number of the following conditions apply:
- The applicant is a political organisation;
- The applicant has previously received support and has failed to meet the conditions of that support;
- The applicant has an outstanding debt with Council (including rates and excess water bills) and an approved repayment arrangement has not or is not being adhered to;
- The project is for a private commercial (for profit) activity;
- The project does not provide a direct public purpose benefit to the Carpentaria Shire community;
- The application is for retrospective support;



- The request is for maintenance of community facilities that are owned by Carpentaria Shire Council. (These requests/applications are to be referred to the relevant operational area of Council);
- The community organisation has a lease agreement or Memorandum of Understanding (MOU) or Management Agreement where support is included as a term of that agreement or MOU.
- Requests/Applications for payment of service fees such as water access and sewerage access fees.

### **Application Process**

To ensure consistency within the application process, entities are required to submit applications on the following basis:

- All applications must be submitted in the approved Community Grant, Donation and Support program application form and signed by the applicant. (Note: letters or verbal Applications will not be accepted);
- Organisations wishing to apply for more than one event or activity are only required to complete one application form detailing all events or activities;
- Application for Community Grants, Donations and Support under the value \$1,000 are required to be received by Council eight (8) weeks prior to proposed event or activity.
- Application for Community Grants, Donations and Support over \$1,000 must demonstrate:
  - How the grant/support will benefit the Carpentaria Shire;
  - How the grant/support will strengthen the Carpentaria community;
  - Justification of how the in-kind application will be applied to the budget for the activity;
  - That the organisation is incorporated, and a copy of the Certificate of Incorporation is to be attached with the application. A copy of the latest audited financial statement may be required also;
  - If the organisation is not incorporate, a sponsoring organisation must be obtained with relevant evidence supplied;
  - That the applicant has all insurances, including public liability and Health and Safety requirements are abided by; and
  - A clear need for support and show that other avenues of support have been explored (e.g., other grant funding, sponsorship etc.)

### **Application Process**

~~—To ensure consistency within the application process, entities are required to submit applications on the following basis:~~

- ~~• All applications must be submitted in the approved Community Grant, Donation and Support program application form and signed by the applicant. (Note: letters or verbal requests will not be accepted);~~
- ~~• Only one application may be submitted per organisation per funding round. Organisations wishing to apply for more than one event or activity per funding round are only required to complete one application form detailing all events or activities;~~
- ~~• Application for Community Grants, Donations and Support under the value \$1,000 are required to be received by Council eight (8) weeks prior to proposed event or activity.~~



- ~~• Application for Community Grants, Donations and Support over \$1,000 must:~~
  - ~~i. be made within the funding round timeframes notified by Council. Applications received outside the funding round may not be considered; and~~
  - ~~ii. have two (2) quotes submitted with the application.~~
- Should the application, either in part or wholly, be requesting in-kind support from Council then the application must include a Council quote for value of assistance sought.
- Applications involving the use of Council facilities and/or equipment may require the applicant to provide evidence of their insurance coverage with a Certificate of Currency as well as a copy of their Public Liability Insurance Policy. Council's insurance policy does not cover persons or property in activities or events not organised by Council.
- Any Council equipment must be returned in good, clean and undamaged condition or charges may be imposed as outlined in the conditions of use.

### Assessment Criteria

- All applications received will be assessed on their individual merits and the capacity of the applicant to satisfy the conditions and criteria of Council's Community Grants, Donations and Support Program as established in this policy. As Council has limited budget and it is a competitive process preference will be afforded to applications that:
  - Demonstrate a strong community benefit either through support of local business/industry or the need for the particular project or activity;
  - Provide a financial commitment from the applicant to, or demonstrate the attempts at obtaining additional funding to, co-contribute with Council towards the project or activity;
  - Confirm the continued viability of the applicant entity and its capacity to successfully deliver on the project or activity.

### Approval Process

- All applications ~~received under the formal Community Grants, Donations and Support Program funding rounds will~~ be presented to Council for determination, unless done via delegation and all applications approved under delegation are to be reported monthly to Council.
- ~~• One-off requests that are less than \$1,000 and outside normal funding rounds will be subject to the following approval process:~~
  - If the applicant is seeking a financial ~~contribution~~contribution, then the application is to be presented to Council for determination.
  - If the applicant is seeking in-kind ~~support~~support, then this request may be approved under delegated authority by the Chief Executive Officer or their delegate. These approved ~~requests~~applications are to be reported to an ordinary meeting of Council for information by the Manager of Economic and Community Development.

### Acknowledgement of Council

- ~~• Where requested, All applicants successful in obtaining support under the Community Grants, Donations and Support Program must acknowledge Council's contribution in all publicity relating to events or activities to which the grant/support applies. Council will expect acknowledgement of support in an appropriate manner. For example, use of Council logo on promotional material or acknowledgement of Council support in media releases.~~



## Acquittals

- ~~Entities who receive a contribution under Council's Community Grants, Donations and Support Program that has value in excess of \$1,000 will be required to complete an acquittal report no later than six (6) weeks after the completion of the project or activity. This report must include invoices or other acceptable evidence to substantiate how Council's contribution was utilised. provision of the following information: -~~
  - ~~Evidence that the monies were expended as intended;~~
  - ~~Event or activity attendance figures and visitation statistics; and~~
  - ~~Detailed briefing of event or activity~~
- If the applicant fails to complete and lodge the acquittal report to the satisfaction of Council or delegate, Council reserves the right to recover the granted funds.
- Depending on the circumstances, Council, at its discretion, may request an acquittal be submitted for a contribution with a value less than \$1,000.
- To assist in providing the acquittal report to Council, it is recommended that applicants refer to a copy of the original application they sent to Council.
- Council reserves the right to recover any contribution or part thereof, should after the receipt and review of the acquittal report, it is determined that funds and/or assistance provided by Council were utilised for purposes that does not align with the original application.

## ~~Low Interest Loans to Sporting Clubs~~

- ~~To assist in fostering the goodwill provided by sporting clubs, Council will consider advancing low interest loans to clubs, in certain circumstances and subject to the individual club's capacity to meet the eligibility criteria established in this policy.~~
- ~~This policy provides a framework within which these loan arrangements can be applied for, approved and administered, whilst giving consideration to the following:~~
  - ~~Social Objectives — Council encourages the development of sustainable, new and innovative sporting facilities for the community at minimal cost to ratepayers. Council is looking to empower sporting organisations to take a lead role in developing and funding these developments where possible.~~
  - ~~Financial Management Objectives — Assessment of loan requests must be made within a structured framework and proper consideration given to minimising Council's exposure to loss. This can be achieved by a thorough assessment of the applicant club's capacity to service the debt, the availability of security and the impact of the loan facility on Council's financial sustainability.~~

## ~~Circumstances for Loan Consideration~~

- ~~All requests for a low interest loan must be submitted in writing and Council will consider providing a loan to a sporting club when the following criteria is satisfied:~~
  - ~~The club can demonstrate that the need for a loan exists.~~
  - ~~The purpose of the loan is to fund a capital project~~
  - ~~The applicant club can demonstrate that there is an identifiable benefit to the Carpentaria Shire Community.~~



- ~~d) Council considers the project as reasonable with regards to impacts on the community within the immediate and surrounding area.~~
- ~~e) The club can demonstrate that they have made reasonable endeavours to secure other available sources of funding (e.g. Grant funding, sponsorship, financial institution loan etc.).~~

### **Sporting Club Eligibility**

~~Prior to Council considering any loan requests, clubs must be able to fulfil the following eligibility criteria:~~

- ~~• Be an incorporated sporting club based within the Carpentaria Shire boundaries.~~
- ~~• Be able to demonstrate that the club broadly caters for and benefits the general community not just a specific interest group.~~
- ~~• Be able to demonstrate that the club's aims and objectives are consistent with the Council's corporate goals and objectives as contained in Council's Corporate Plan.~~

### **Documentation to Support Loan Request**

~~— Sporting clubs will be required to provide Council with the following documentation before consideration will be given to advance loan funds:~~

- ~~• Loan submission detailing all aspects of the purpose for the loan request and addressing the criteria specified in the "Circumstances for Loan Consideration" and "Sporting Club Eligibility";~~
  - ~~• Detailed plans for the proposed infrastructure/development;~~
  - ~~• The details of the land tenure on which the proposed infrastructure/development will be situated and the availability of this land for security of the loan should this land not be owned or under the control of Council.~~
  - ~~• Current balance sheet detailing the club's financial position including the monetary contribution the club will be investing into the purpose of the loan request;~~
  - ~~• Provide copies of three years of audited financial statements for the period immediately prior to the application date;~~
  - ~~• Detailed 10 year cash flow projection demonstrating the club's capacity to service loan borrowing and all other commitments; and~~
  - ~~• Current membership details and member numbers for the prior three years. If there have been any significant fluctuations in membership over this period, reasons must be supplied to substantiate these fluctuations and what can be expected for future membership.~~
- ~~— As each application will be assessed on its own merits, Council reserves the right to request any additional information it deems necessary to ensure that due diligence is applied to the assessment of the loan request.~~
- ~~— Considering that any loans provided to sporting clubs from Council will actually be public monies, it is imperative that Council applies due diligence in its thorough assessment of the loan request and in particular the applicant club's capacity to service all its commitments including the loan borrowing.~~
- ~~— Therefore any decision on the loan request will be reached in the public interest, based on the information supplied by the club and assessed against the criteria established in this policy.~~



### Loan Parameters

- ~~— Any approved loans for sporting clubs will generally be on the following basis:~~
- ~~• The maximum loan borrowing considered by Council will be \$100,000 however if exceptional circumstances exist, Council may consider advancing a higher amount.~~
- ~~• The interest rate applied to any loan will be equivalent to 50% of the appropriate Queensland Treasury Corporation fixed loan rate as at the date of drawdown of the loan.~~
- ~~• Loans will be restricted to a repayment period of an absolute maximum of 15 years for principal and interest repayments and an earlier repayment schedule may be applied to loan amounts below the maximum.~~

### Definitions

TERM	DEFINITION
<b>Community Organisation</b>	Defined in schedule 8 of the <i>Local Government Regulation 2012</i> as: <ul style="list-style-type: none"> <li>a) an entity that carries on activities for a public purpose; or</li> <li>b) another entity whose primary object is not directed at making a profit.</li> </ul>
<b>Donation</b>	Is any charitable contribution made by Council to assist a person or entity. This charitable contribution may or may not be subject to conditions being met by the recipient.
<b>Financial Support</b>	Is a monetary contribution which includes grants, donations and low interest loans to sporting clubs.
<b>Grant</b>	Is an amount of money or in-kind value that is contributed by Council to a person or organisation, to achieve a specific purpose or outcome. This form of assistance may or may not be subject to conditions being met by the recipient.
<b>In-kind Support</b>	Is the provision of goods and services by Council that is of a non-financial value.
<b>Queensland Treasury Corporation Fixed Loan Rate</b>	<del>The rate of interest that would be applied to a Council loan borrowing should Council have sought finance at that time.</del>

Adopted by Council ~~26 February 2020~~ by Resolution ~~0220/026~~.

**Mark Crawley**  
 Chief Executive Officer

## **BUSINESS PAPERS**

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### **9.12 PROCUREMENT OF ROCK ARMOUR MATERIAL FOR REVETMENT WALL - KARUMBA POINT**

**Attachments:** 9.12.1. Quarry Assessment - Karumba Point Foreshore [↓](#)

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

**Date:** 10 August 2023

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

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

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#### **Executive Summary:**

To progress the procurement of the rock armour for the Karumba Point Foreshore Protection works the supplier for the material has been identified and there is only one supplier reasonably available to Council.

#### **RECOMMENDATION:**

That Council resolves that it is satisfied that the only supplier in the Region that is reasonably available to supply the rock armour required for the Karumba Point Foreshore Revetment is Jubilee Quarry for the core and underlayer material and Castlreagh Quarry for the suitable primary armour stone and that this engagement is provided under section 235 of the Local Government Regulation 2012.

#### **Background:**

As part of the work undertaken by the consultants engaged to prepare the detailed design for the Karumba Point Foreshore Protection works they carried out an inspection and undertook testing of the material available at several quarries for use in the revetment wall at Karumba Point.

A copy of the section of the report is attached for the information of Councillors

As the identified rock material for the core and underlayer material is only reasonably available from one location in the Region and the suitable primary armour stone available from one other supplier, a resolution in accordance with the provisions in the *Local Government Regulation 2012*, namely section 235(a) – Other exemptions is required to allow for the procurement of the rock armour for the project.

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

- Royal Haskoning DHV
- Peak Services
- Michael Wanrooy – Director of Engineering

#### **Legal Implications:**

- *Local Government Regulation 2012* provides exemptions for the calling of tenders and quotations.

## **BUSINESS PAPERS**

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**Financial and Resource Implications:**

- Funding for the project has been approved

**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

Project related



## 6 Quarry Assessment

### 6.1 Rock Properties

Armour and core rock supplied for the project should comply with:

- AS2758.6 Aggregates and rock for engineering purposes Part 6: Guidelines for the Specification of Armourstone; and,
- The Rock Manual – The use of rock in hydraulic engineering, 2nd Edition (CIRIA C683, 2007).

AS2758.6 states:

*Armourstone is most likely to be recovered from massive rock of igneous or high-grade thermal metamorphic origin. Regional metamorphic rocks are prone to cleavage and foliation, which may eliminate them from consideration.*

*Sedimentary rock, with the possible exception of some limestone, is considered unsuitable for any risk category above low (risk category for salt water environments is moderate to high). Fissile sedimentary and metamorphic rocks such as shales, mudstones, claystones, bedded sandstones or slates are unsuitable for armourstone applications.*

*Note: Caution is required in using limestone as some limestones are prone to scour, erosion or may be dissolved in marine environments causing the formation of voids in the structure.*

**Table 6-1** specifies preliminary rock properties for the Karumba Point. These would be refined following identification of a suitable source of rock and during the detailed design phase.

Table 6-1: Preliminary rock properties (to be confirmed during detailed design).

Property	Test Method	Unit	Criteria
General Rock Type and Properties	Petrographic		Rocks shall be un-weathered without significant quantities of: <ul style="list-style-type: none"> <li>• deleterious minerals such as analcime, pyrite, olivine and expansive clay materials;</li> <li>• unfavourable delineations within the microfabric such as cleavage planes and foliation; or,</li> <li>• secondary alteration such as chloritisation</li> </ul>
	Visual Examination		Individual rocks shall be hard, durable and clean and should be free from cracks, cleavage planes, joints, seams and other defects which would result in the breakdown of the rock in the marine environment.
			Rock shall be rough and angular.
			Rocks shall exhibit no signs of stress relief.
	Aspect ratio - Max/Min dimension		The ratio of the maximum dimension of a rock, measured at right angles to the minimum dimension, shall not exceed 2.5. he ratio of the

Project related



			maximum dimension of a rock, measured at right angles to the minimum dimension, shall not exceed 2.5.
Strength (Saturated) <sup>1</sup>	Is(50) Point Load (Wet) (AS4133.4.1)	MPa	>4
	Unconfined compressive strength (UCS) (AS1141.51)	MPa	>80
Density	Dry Unit Weight	t/m <sup>3</sup>	>2.6
Soundness	Sodium Soundness Loss of Mass (AS 1141.24)	%	<9
Block Integrity	Drop Test (CIRIA 2007 and/or EN13383)	Breakage Rate (Bn) %	<10
		Relative decrease in mass (Im) %	<5
Armour Mass and Dimension <sup>2</sup>	Median Mass	kg	Armour: Underlayer:
	Nominal Diameter (D <sub>n50</sub> )	m	Armour: Underlayer:

Note:

1. Tests are interchangeable. Test specimens should be soaking in water for 48 ± 4 hours to achieve saturated condition (CIRIA, CUR, & CETMEF, 2007).
2. Assuming 2 layer structure, design, dimensions and armour size to be confirmed during detailed design phase.

We note that several rock properties specified in AS2758.6 are not applicable to armour rock and have been excluded from **Table 6-1**. These include:

- Wet Dry Strength Variation (AS1141.22) - the test is applicable to breakdown of aggregate less than 52 mm under traffic loads when wetted (i.e. aggregates in pavement subgrades). It is not applicable to armour rock. Previous guideline documents specified wet/dry strength variation defined as UCS<sub>wet</sub>/UCS<sub>dry</sub> (guideline values typically >50-75%). It would appear wet dry strength variation (AS1141.22) has inadvertently been specified in AS2758.6. However, the wet/dry strength variation is somewhat irrelevant as the wet (saturated) strength governs the properties of rock in a marine environment.
- Los Angeles (LA) Abrasion (AS1141.23) – the test is applicable to abrasion of aggregates, typically less than 19 mm, under traffic loads (i.e. aggregates in pavement subgrades). LA Abrasion is not entirely applicable to armour rock. The test may provide some indication of resistance to erosion caused by sand or gravel being washed against the rock armour surface or the rubbing action of one rock against another. However, past performance of rock armour in the marine environment or assessing the rate of regression of an exposed cliff face provides a better indication of resistance to erosion (Douglas & Partners, 1989).

## Project related



- Water absorption (AS1141.6.1) – as per CIRIA (2007), low water absorption is indicative of low porosity material, which is less prone to salt penetration and salt attack. The water absorption test is recommended as a screening test for durability against salt crystallisation and to determine apparent density for hydraulic stability calculations. If water absorption is high (>0.5%) then the sodium sulfate weight loss test (AS 1141.24) should be undertaken to determine resistance to salt crystallisation of armour rock. Water absorption itself is not a relevant test parameter for armour rock.

Ideally, the rock sources should be as close as practical to Karumba Point to minimise cost and environmental impacts associated with transporting rock armour over large distances.

## 6.2 Overview of Assessment

RHDHV investigated the quarries within 800km of Karumba Point. The locations of all quarries within the area are provided in **Figure 6-1** below.

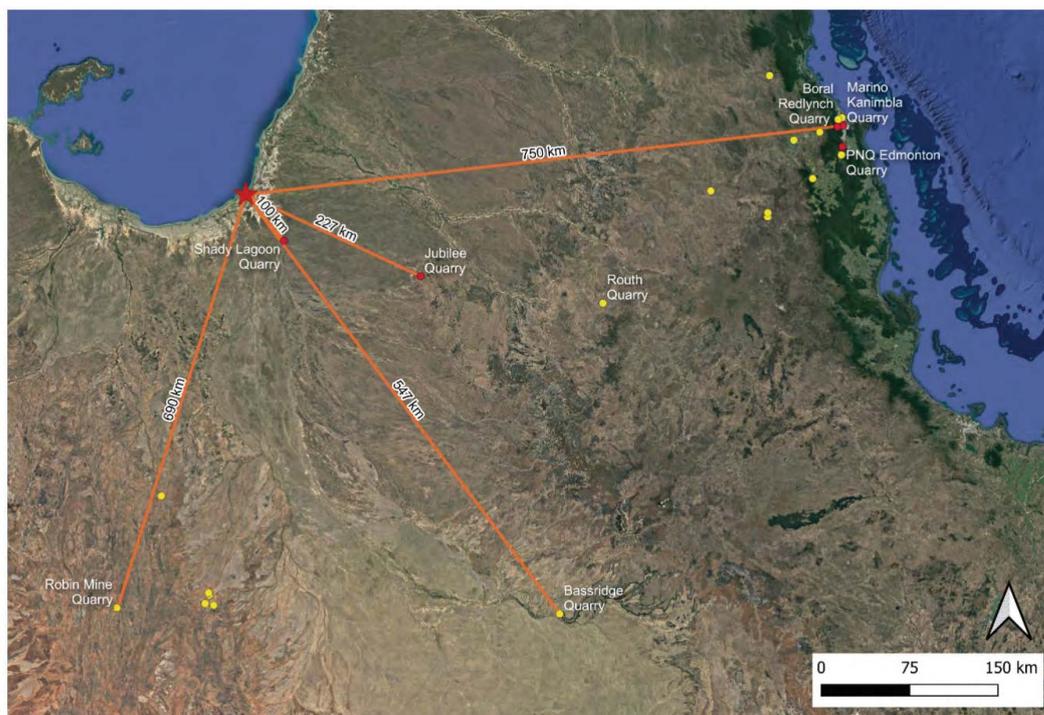


Figure 6-1: Quarry locations and distances from Karumba Point (Red Star)

RHDHV has investigated five (5) quarries within this area:

1. Wells Plant Hire – Shady Lagoon Quarry
2. Bolwarra Enterprises Pty Ltd – Jubilee Quarry
3. Wagners Quarries Pty Ltd – Castlereagh Quarry
4. Lawlor Contracting Pty Ltd – Robin Mine Quarry
5. Qcrush – Bluff Quarry

## Project related



These quarries are located within approximately 6.5 hour drive of Karumba Point. Rock would be delivered to site using conventional land based equipment (i.e. road trains). An example of a quad side tipper road train at Castlereagh Quarry is shown in **Figure 6-2**. Capacity of the road train is 100t (25t per dog trailer). Depending on the location of the quarry and access to local roads, some quarries are only capable of accepting triple road trains.



*Figure 6-2: Side tipper road train at Cloncurry. Capacity 100t (25t per dog trailer).*

Quarries on the east coast of Cape York Peninsular, near Cairns and Townsville, were also considered. However, rock from these quarries would typically be barged to Karumba Point from either Cairns, Townsville or Mourilyan Harbour. While there are numerous suitable quarries within close proximity to the port infrastructure at these locations, the cost associated with barging rock is relatively high. A Contractor may elect to source rock from the east coast. However, the investigation herein does not consider these quarries.

### 6.3 Wells Plant Hire Shady Lagoon Quarry

Shady Lagoon Quarry is 100km from Karumba Point by road.

#### 6.3.1 Desktop Investigation

The Normanton 1:100,000 Geological Series Sheet 7162 (2018).is shown in **Figure 6-2**. The geological formation at the location of the quarry is the Normanton Formation (Kn(w)) described as deeply weathered labile sandstone, siltstone, minor mudstone and cone-in-cone limestone. However, the surrounding

Project related



geology is flood-plain alluvium (Qa) including clay, silt, sand and gravel and Claraville Formation (Tpc) described as clayey quartzose sand and sandy mud.

The quarry has advised that the rock is not suitable in salt water. This source will not be considered further.



SYMBOL	LITHOLOGY SUMMARY
Qa	Clay, silt, sand and gravel; flood-plain alluvium
Tpc	Clayey quartzose sand and sandy mud; minor gravel
TQw	Red and grey clay, silt and sand
TQr	Clay, silt, sand, gravel and soil; colluvial and residual deposits (generally on older land surfaces)
TQa	Locally red-brown mottled, poorly consolidated sand, silt, clay, minor gravel; high-level alluvial deposits (generally related to present stream valleys but commonly dissected)
Td	Duricrusted palaeosols at the top of deep weathering profiles, including ferricrete and silcrete; duricrusted old land surfaces
Kn	Labile sandstone, siltstone, minor mudstone and cone-in-cone limestone
Kn(w)	Deeply weathered labile sandstone, siltstone, minor mudstone and cone-in-cone limestone

Figure 6-3: Normanton 1:100,000 Geological Series Sheet 7162 (2018).

### 6.4 Bolwarra Enterprises Pty Ltd – Jubilee Quarry

Jubilee Quarry is 230km from Kaumba Point by road.

## Project related



### 6.4.1 Desktop Investigation

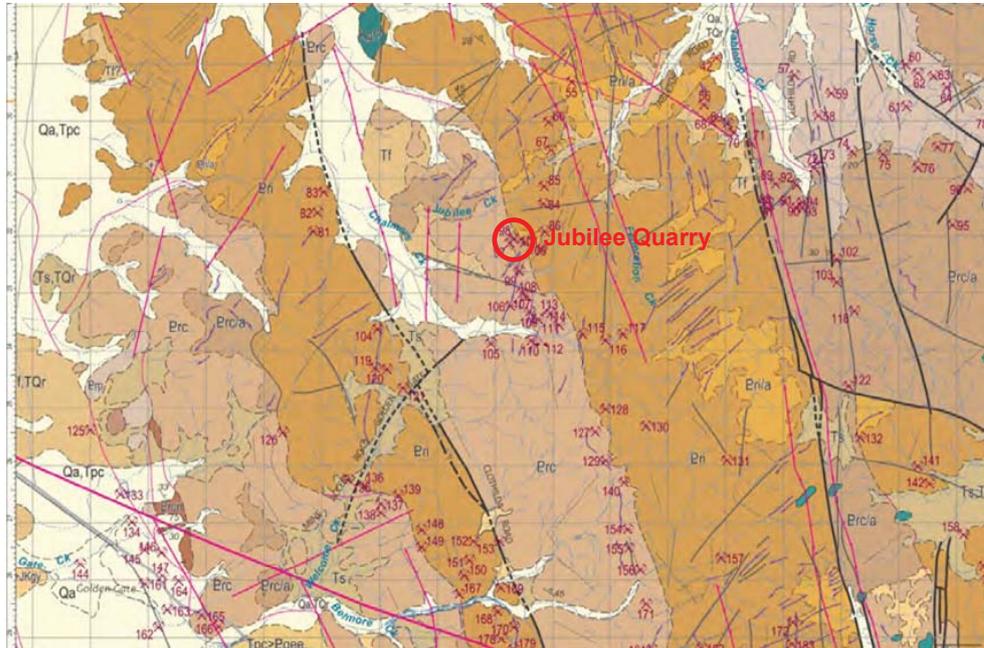
The Croydon 1:100,000 Geological Series Sheet 7361 (2018) is shown in **Figure 6-3**. The geological formation at the location of the quarry is the Carron Rhyolite (Prc) described as bluish-grey to very dark grey crystal-poor rhyolite ignimbrite and (Prc/a) indicates intense alteration, mainly sericitic. Nearby to the east, the geological formation is Idalia Rhyolite (Pri) described as moderately crystal rich rhyolitic to rhyodacitic ignimbrite.

The available test certificates indicate that the rock is relatively low density (2.4-2.5 t/m<sup>3</sup>) with high water absorption (2-3%) and the sodium sulphate soundness mass loss is relatively high (14-17%). The petrographic report states:

*Erosion stone - this sample presents a suitable lithology for small erosion stone applications in its current weathered form. Where fresh, it may also be suitable for armourstone applications pending mass defect analysis on the larger scale rock product. The former devitrified glass and fine grain size of the matrix will provide higher rates of weathering in the wet-dry splash zone of marine or dam wall structures compared with coarser grained rock.*

It is understood that the rock has been used at Glenore Wier Project, which required similar size rock armour. Rock quality at Glenore Wier is variable. The Jubilee Quarry would be able to produce suitable rock armour. However, production rate is expected to be low for the larger size armour.

Project related



SYMBOL	LITHOLOGY SUMMARY
Qha	Sand, gravel, silt and clay; active stream channels and low terraces
Qa	Clay, silt, sand and gravel; flood-plain alluvium
Tpc	Clayey quartzose sand and sandy mud, minor gravel
TQriq	Quartzose sand and gravel, largely residual
TQr	Clay, silt, sand, gravel and soil, colluvial and residual deposits (generally on older land surfaces)
TQr	Soil, silt, sand, colluvium, outwash fan deposits, lag gravels; some laterite
TQa	Locally red-brown mottled, poorly consolidated sand, silt, clay, minor gravel; high-level alluvial deposits (generally related to present stream valleys but commonly dissected)
Ti	White to pale grey or reddish brown, poorly indurated, clayey quartzose to feldspathic sandstone, poorly sorted granule to (locally) pebble conglomerate and sandy claystone; commonly ferruginised
Ts	Ferruginised poorly sorted sand and gravel, nodular ferricrete and laterite; deep weathering zones and valley fill or piedmont deposits
Tl	Nodular ferricrete/lateite; lateritised lag gravels or soil
Erc	Bluish-grey to very dark-grey crystal-poor rhyolite ignimbrite with 1cm crystals, fine eutaxitic texture; flow-banded/laminated phenocryst-poor rhyolite; minor rhyolitic tuff; graphite pellets common
Erc/a	Intense alteration, mainly sericitic
Eriin	Yellow-brown to purple, thin-bedded, medium to coarse quartzofeldspathic sandstone, pink-buff banded fine micaceous quartzofeldspathic sandstone, minor laminated siltstone and silicified sandstone
Eri	Green-grey, bluish-grey or dark grey moderately crystal-rich rhyolitic to rhyodacitic ignimbrite, 1-3mm crystals and 1-5mm graphite pellets; eutaxitic texture in places

Figure 6-4: Croydon 1:100,000 Geological Series Sheet 7361 (2018).

### 6.4.2 Site Inspection

A site inspection was undertaken on the 23<sup>rd</sup> May 2023. The quarry is operating at the site of a former gold mine. The current rock is sourced from the gold mines overburden stockpile. At such, the size of rock sourced from the site is uncontrolled and dependant on what is encountered in the stockpile.

## Project related



Figure 6-5: Jubilee Quarry overburden stockpile, currently sorted for rock supply.

Various stockpiles of rock were available, including:

- Mattress rock (75-150mm diameter);
- Gabion rock (120-200mm diameter);
- 150-400mm diameter – approx. 7,000t currently stockpiled;
- 500-800mm diameter – approx. 6,000t currently stockpiled; and,
- 1000+mm diameter – approx. 1,500-2,000t currently stockpiled.

The stockpiles, less than 400mm diameter, are sorted with sieves. Larger rock is individually sorted. Production rate is variable. However, in general, the production rate is:

- 500-800mm diameter – approx. 20t per day; and,
- 1000+mm diameter – approx. 6t (3 rocks) per day.

It is unclear when the rock was quarried. However, it is assumed that it was quarried approx. 50 years ago. As such, stress relief etc. from the rock would not be an issue. The rock has been handled a number of times (loaded into dump trucks, placed in overburden stockpile, excavated from stockpile and sorted into individual stockpiles). As such, planes of weakness are expected to have failed. However, fracturing of rock in the 1000+mm stockpile was observed (refer **Figure 6-6**). Further, there were numerous planes of weakness observed in the rock. However, they did not appear to affect the strength of the rock. There may be some breakdown during handling and placement. Following placement in a coastal structure, the planes of weakness are not expected to affect integrity of the rock armour.

Project related



Figure 6-6: Fractures rock in the 1000+mm diameter stockpile.

Significant work would be required to work the previous quarry pit. The quarry pit is benched and flooded. Without expanding the footprint of the quarry (blasting the top bench), it is not feasible to operate the existing quarry pit (refer **Figure 6-7**).

Project related



*Figure 6-7: Jubilee Quarry pit - former gold mine.*

A secondary face, to the side of the main pit, has been recently worked. However, the quarry face is heavily fractured, and it is not suitable for sourcing rock armour (refer **Figure 6-8**).

Project related



Figure 6-8: Jubilee Quarry current working face - heavily fractured and not suitable for rock armour.

A rock measurement exercise was undertaken to estimate mass of the individual rocks and grading of the stockpile/s. The size of the rock armour (length, width and height) was converted to a volume assuming a shape factor of ~0.6 and the volume was converted to a mass assuming a rock density of 2.45t/m<sup>3</sup>. The rock measurement exercise included 8 rocks in the 500-800mm diameter and 1000+mm diameter class and 3 rocks in the 150-400mm diameter class (selected to be representative of the minimum, median and maximum mass). The mass distribution curve from the rock measurement exercise is provided in **Figure 6-9**. The median mass of the rock in the stockpiles is:

- 150-400mm diameter – approx. 35kg;
- 500-800mm diameter – approx. 300kg; and,
- 1000+mm diameter – approx. 2,300kg.

Jubilee Quarry can supply core material and potentially underlayer rock. However, beyond the stockpile of rock currently available, it is not recommended to pursue Jubilee Quarry for the supply of the primary armour. The rock density is low and the production rate is expected to be unreliable.

Project related

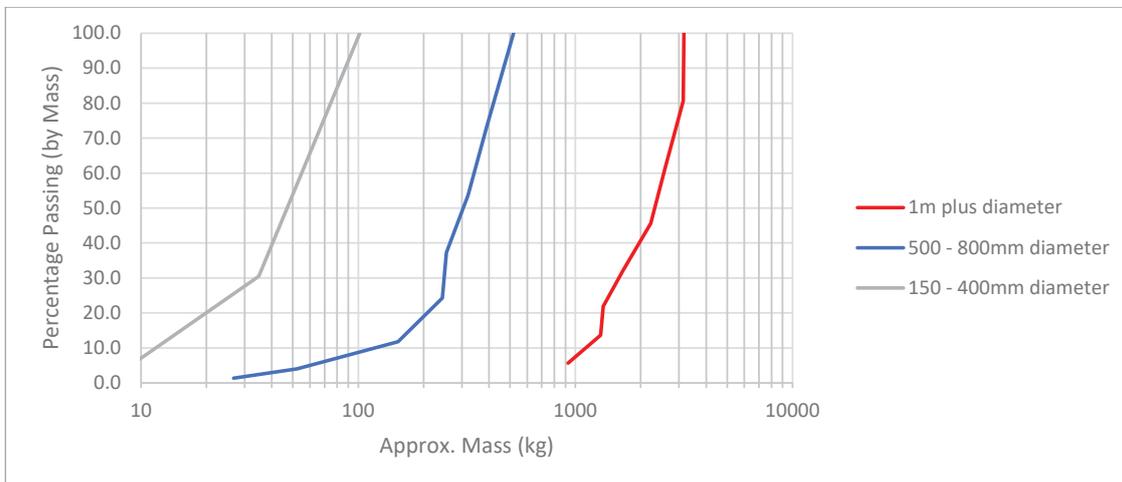


Figure 6-9: Jubilee Quarry mass distribution curve.

## 6.5 Wagners Quarries Pty Ltd – Castlereagh Quarry

Castlereagh Quarry is 460km from Karumba Point by road.

### 6.5.1 Desktop Investigation

The Cloncurry 1:100,000 Geological Series Sheet 7056 (2018).is shown in **Figure 6-4**. The geological formation at the location of the quarry is the Corella Formation (Pkc) described as calcareous siltstone, sandstone and minor limestone, passing into granofels and marble, local breccia. Nearby, the geology is described as colluvial and residual deposits (TGr) including clay, silt, sand and gravel.

The available test certificates indicate that the rock is suitable. However, petrographic report notes that the rock is brecciated and veined and it states:

*Erosion stone - the fresh (non-weathered) lithology is likely suitable for small to medium non-structural erosion stone applications pending mass defect analysis on the larger scale rock product. The fine grain size, inherent porosity, and moderate levels of carbonate veining may reduce the service life of the rock in wet-dry splash zone of structures causing instability and resettlement within a 40 year service life (both fresh and marine water environments).*

Given the rock is brecciated and veined, it may not be feasible to source the required size armourstone.

Project related

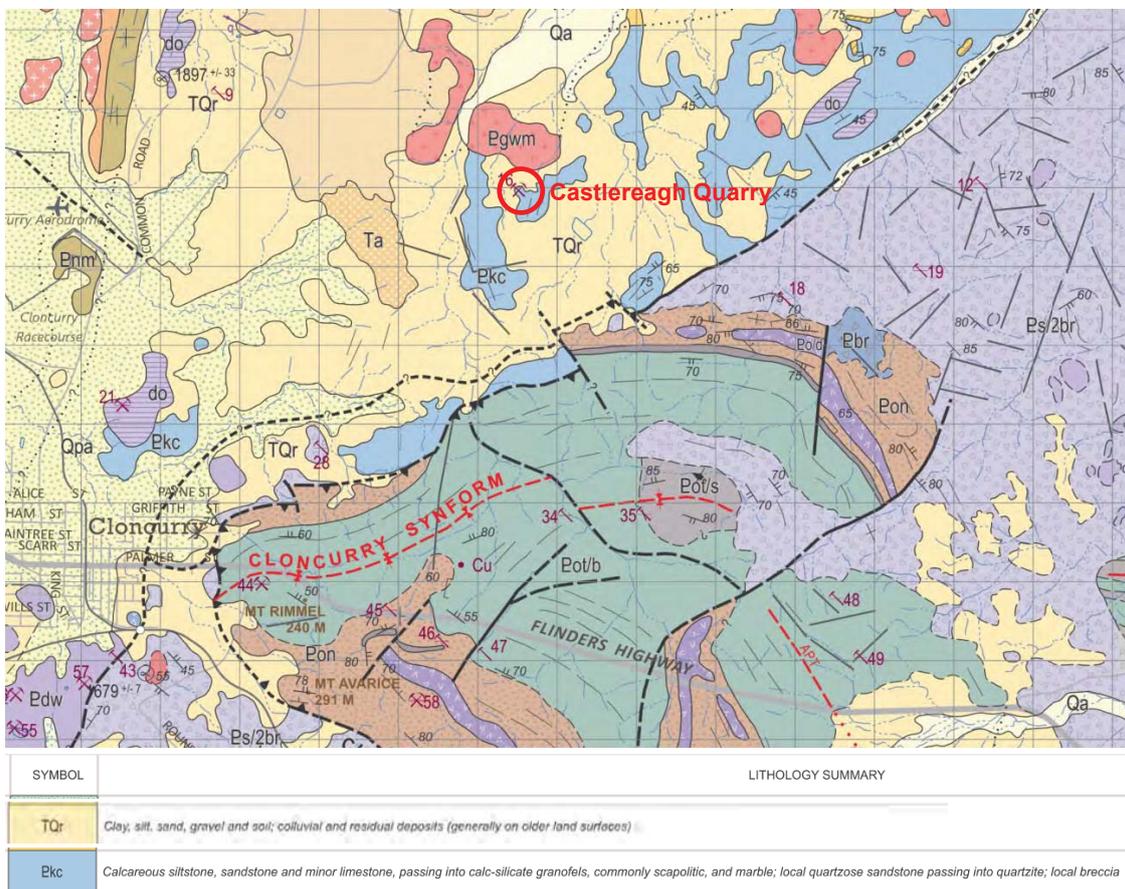


Figure 6-10: Cloncurry 1:100,000 Geological Series Sheet 7056 (2018).

### 6.5.2 Site Inspection

A site inspection was undertaken on the 24<sup>th</sup> May 2023. The quarry was the largest of the three quarries inspected.

The quarry primarily produces rail ballast and road base. Oversize rock is broken down and crushed. As such, the drill and blast hole pattern and spacing has been developed to suit production of smaller rock (refer Figure 6-11).

The top bench of the quarry is weathers while the lower benches and floor of the pit is fresh rock (refer Figure 6-12). The rock is brecciated and veined. However, there were pockets of the quarry with fresh and unfractured rock, which would be suitable for armour stone applications.

Project related



*Figure 6-11: Jubilee Quarry overburden stockpile, currently sorted for rock supply.*

A small stockpile of oversized rock was currently available in the quarry pit (refer **Figure 6-12**). The quarry operator indicated that approximately 15,000t of suitable rock armour could be produced in 90 days. However, a refined and targeted drill and blast pattern would be required. Excess rock would be crushed for the quarry's normal operations. The section of the quarry production of rock armour would need to be carefully selected to avoid fracturing in the rock mass.

Project related



Figure 6-12: Stockpile of oversized rock armour.

A rock measurement exercise was undertaken to estimate mass of the individual rocks and grading of the stockpile/s. The size of the rock armour (length, width and height) was converted to a volume assuming a shape factor of ~0.6 and the volume was converted to a mass assuming a rock density of 2.7t/m<sup>3</sup>. The rock measurement exercise included 8 rocks. The mass distribution curve from the rock measurement exercise is provided in **Figure 6-13**. The median mass of rock in the stockpiles is 1,600kg.

As the quarry is currently working a relatively large pit and daily production rate is high, the quarry operator would be able to source suitable rock armour for most applications.

Project related

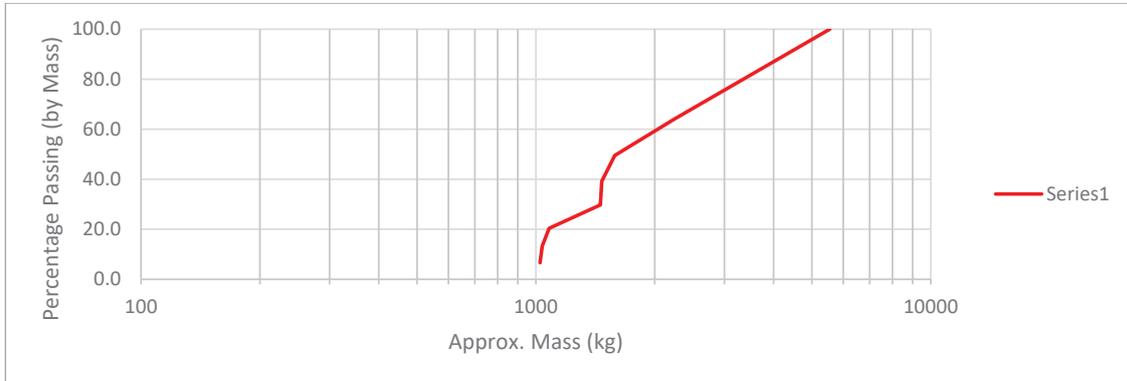


Figure 6-13: Castlereagh Quarry mass distribution curve.

## 6.6 Lawlor Contracting Pty Ltd - Robin Mine Quarry

Robin Mine Quarry is 550km from Karumba Point by road.

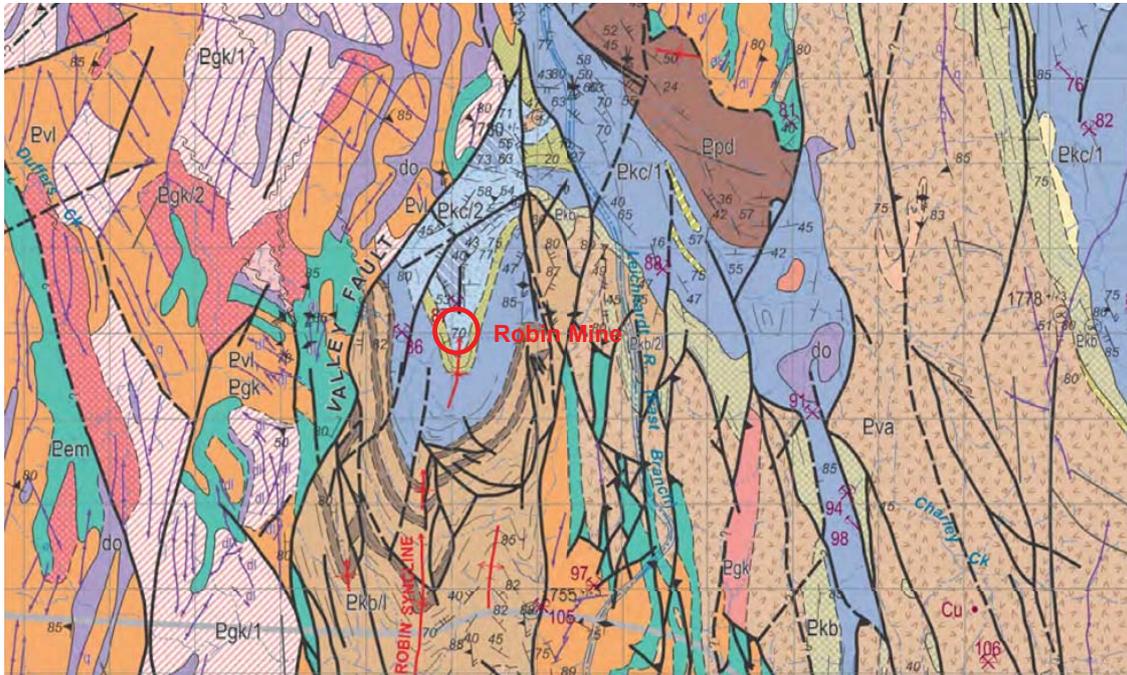
### 6.6.1 Desktop Investigation

The Mary Kathleen 1:100,000 Geological Series Sheet 6856 (2018) is shown in **Figure 6-5**. The geological formation at the location of the quarry is the Corella Formation (Pkc/3) described as laminated calcareous siltstone and limestone; pass into calcareous scapolitic granofels and laminated feldspathic quartzite; minor metabasalt at top. The nearby, the geology is complex due to synclines and faults. However, in the immediate vicinity of the quarry, the geology comprises various members of the Corella Formation (Pkc/1, Pkc/2 and Pkc/2q), all of which have a similar description (sandstone and quartzites)

The available test certificates indicate that the rock is feldspathic quartzite, which is suitable. However, limited detail on erosion stone was included in the petrographic report.

A quarry inspection was not undertaken.

Project related



SYMBOL	LITHOLOGY SUMMARY
Ekc	Calcareous siltstone, sandstone and minor limestone, passing into calc-silicate granofels, commonly scapolitic, and marble; local quartzose sandstone passing into quartzite; local breccia
Ekc3e	Black laminated shale, siltstone, slate and limestone; pyrrhotite-bearing locally
Ekc3	Laminated calcareous siltstone and limestone, pass into calcareous scapolitic granofels and laminated feldspathic quartzite; minor metabasalt at top
Ekc2e	Quartz-muscovite-biotite-sillimanite schist
Ekc2l	Siltstone and micaceous siltstone grading into mica schist, local laminated calcareous siltstone and sandstone grading into calc-silicate rocks; some impure marble
Ekc2q	Quartzite and feldspathic quartzite; locally calcareous
Ekc2	Limestone and calcareous granofels with diopside, vesuvianite, wollastonite and garnet
Ekc2	Calcareous sandstone, slate grading into pelitic (andalusite-sillimanite) schist, quartzite, micaceous quartzite and meta-arenite (locally scapolitic), metasiltstone, limestone and marble, and calc-silicate granofels
Ekc1q	Quartzite
Ekc1c	Cordierite and andalusite schist
Ekc1	Laminated calcareous metasiltstone and fine-grained feldspathic sandstone, limestone and siltstone; pass into calcareous scapolitic granofels, calc-silicate (hornblende-diopside) granofels and quartz-feldspathic gneiss
Ekc0	Schist, phyllite and phyllonite
Ekc0c	Calcareous sandstone, conglomerate, marble and granofels
Ekc0q	Quartzose to feldspathic sandstone and locally calcareous quartzite, grade into schistose quartzite in places
Ekc0fs	Feldspathic sandstone
Ekc0s	Calcareous sandstone
Ekc0	Cordierite-biotite schist, mica schist and cordierite-anthophyllite-talc rocks
Ekc-d	Laminated calc-silicate granofels; topographically resistant, mostly low magnetic response (some more highly magnetic linear features), high potassium radiometric response
Ekc-b	Laminated calc-silicate granofels; local calc-silicate breccia; moderate to high magnetic response, high potassium response in radiometrics
Ekc-a	Laminated calc-silicate granofels; common to pervasive redox-style alteration and locally extensive calc-silicate breccia; moderate to strong magnetic response; low in all radiometric channels

Figure 6-14: Mary Kathleen 1:100,000 Geological Series Sheet 6856 (2018).

Project related



### 6.7 QCrush - Bluff Quarry

Bluff Quarry is 590km from Karumba Point.

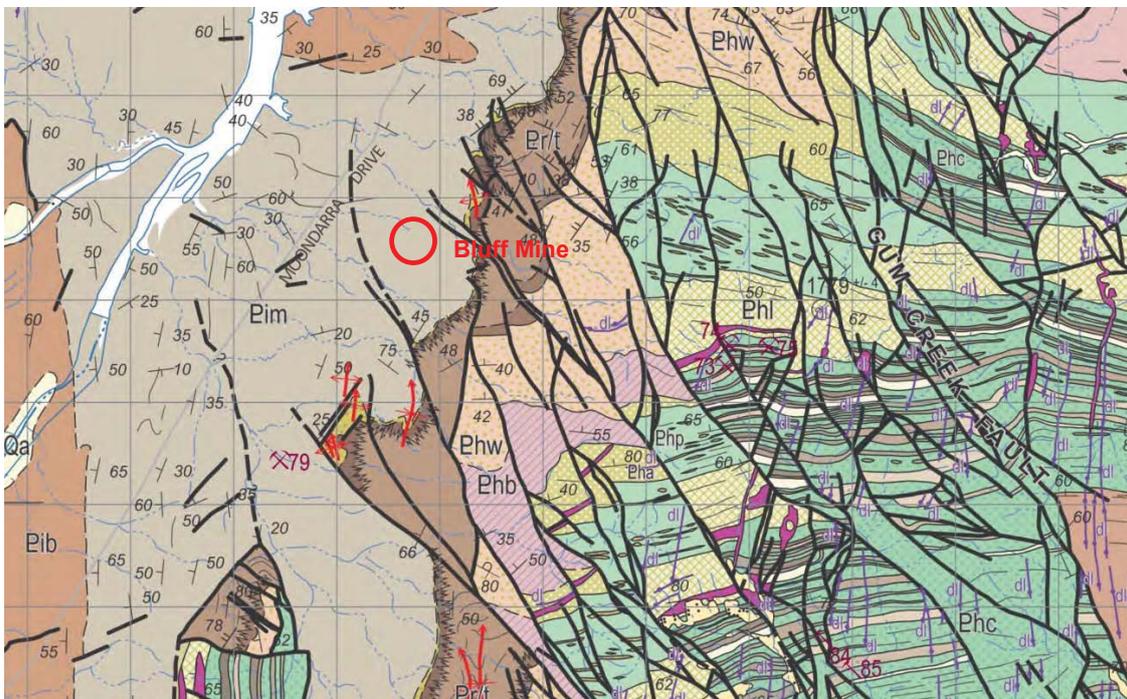
#### 6.7.1 Desktop Investigation

The Mary Kathleen 1:100,000 Geological Series Sheet 6856 (2018).is shown in **Figure 6-6**. The geological formation at the location of the quarry is the Moondarra Siltstone (Pim) described as cream to red-brown laminated siltstone, fine grained sandstone, dolomitic siltstone and dolomite. The formation to the east is Surprise Creek Formation (Pr/t) described as siltstone and shale. Further to the east, the rock is highly variable, with volcanics and numerous fractures.

The available test certificates indicate that the rock is quartzite with minor metasiltsone interbeds, which is suitable. However, the petrographic states:

*Erosion Stone - the fresh (unweathered) lithology is likely suitable for small to medium non-structural erosion stone applications pending mass defect analysis on the larger scale rock product in lieu of mineralised fracture. The grain size, porosity, and moderate proportion of potentially labile siltstone may reduce the service life of the rock in the wet-dry splash zone of structures causing instability post 40 year service life.*

Mass defect analysis would be required to confirm that suitable sized armour could be produced.



Project related



SYMBOL	LITHOLOGY SUMMARY
E <sub>im</sub>	<i>Cream to red-brown laminated siltstone, fine-grained sandstone, dolomitic siltstone and dolomite</i>
E <sub>w</sub>	<i>White medium-grained feldspathic to predominantly quartzose sandstone, pebbly sandstone and minor conglomerate; minor siltstone</i>
E <sub>w/3</sub>	<i>Feldspathic to predominantly quartzose sandstone; PL<sub>w/0-3</sub> correspond to successive barrier coastline positions</i>
E <sub>w/2p</sub>	<i>Feldspathic to predominantly quartzose sandstone; PL<sub>w/0-3</sub> correspond to successive barrier coastline positions</i>
q	<i>Quartz-filled fault zones and quartz veins</i>
He	<i>Hematite dyke or vein</i>
dc	<i>Metadolerite and metagabbro of various ages passing into amphibolite and local biotite or chlorite schist; rare pyroxene-bearing dolerite</i>
dc/4	<i>Medium to coarse-grained dolerite or gabbro, pyroxene-bearing, commonly olivine-bearing, ophitic texture; minor amphibolite and metadolerite</i>
Er	<i>Quartzite, sandstone, calcareous sandstone, conglomerate, siltstone, shale</i>
Er/l	<i>Siltstone and shale</i>

Figure 6-15: Mary Kathleen 1:100,000 Geological Series Sheet 6856 (2018).

### 6.7.2 Site Inspection

A site inspection was undertaken on the 22<sup>nd</sup> May 2023. The quarry primarily produces road base. Oversize rock is stockpiled onsite, for use as required. The drill and blast hole pattern and spacing has been refined to suit production of smaller rock (refer **Figure 6-16**).

The working face of the quarry was folded and fractured. The spacing of bedding planes and fractures would limit armour size. One of the bedding planes appeared to be suitable for supply of armourstone. However, yield and production rate is expected to be low.

Project related



Figure 6-16: Bluff Quarry working face.

The quarry operator mentioned that an alternate part of their lease area could be accessed to source core stones / floaters, which would be suitable for armour stone (refer **Figure 6-17**). Yield and production rate is expected to be variable.

Project related



*Figure 6-17: Alternate source for armour stone - core stone / floaters.*

A stockpile of oversized rock was currently available (refer **Figure 6-18**). It is estimated that the stockpile contained approximately 5,500t of rock armour. However, approximately 25% of the rock armour showed signs of fracturing and defects (refer **Figure 6-19**) and only ~7% of the rock armour would be suitable for armour stone. As such, approximately 400t of the rock was expected to be suitable for armour stone applications.

Project related



Figure 6-18: Stockpile of oversized rock armour.



Figure 6-19: Defects in the rock units.

A rock measurement exercise was undertaken to estimate mass of the individual rocks and grading of the stockpile/s. Rock that was suitable for armour stone applications was selected from the stockpile. The size of the rock armour (length, width and height) was converted to a volume, assuming a shape factor of  $\sim 0.6$  and the volume was converted to a mass assuming a rock density of  $2.5\text{t/m}^3$ . The rock measurement

Project related



exercise included 8 rocks. The mass distribution curve from the rock measurement exercise is provided in **Figure 6-20**. The median mass of the rock in the stockpile is 1,540kg.



Figure 6-20: Castlereagh Quarry mass distribution curve.

Beyond the stockpile of rock currently available, it is not recommended to pursue Bluff Quarry for the supply of the primary armour. Production rate is expected to be unreliable.

### 6.8 Summary

Rock properties from the four (4) quarries (not including Shady Lagoon Quarry) are provided in **Table 6-3**.

Table 6-2: Rock Properties.

Quarry Name	Criteria	Jubilee Quarry	Castlereagh Quarry	Robin Mine Quarry	Bluff Quarry
Distance from Site		227km	458km	547km	587km
Contact Name		Bolwarra Enterprises Pty Ltd	Wagners Quarries Pty Ltd	Lawlor Contracting Pty Ltd	Qcrush
Rock Type		Rhyolitic lava	Hornfels	Feldspathic Quartzite	Quartzite with minor metasiltstone interbeds
Rock Density (t/m3)	>2.6	2.43, 2.49, 2.48	2.7	2.65	2.5, 2.56, 2.53, 2.53
Water absorption (%)	<1.5	3, 2.2, 2.7	0.4	0.3	1.9, 1.5, 1.7, 1.7
LA Abrasion (%) AS1141.23	B Grade – 30%	19 (Grade F)	19 (Grade B)	13 (Grade G)	
Sodium Sulphaete Soundness (%) AS1141.24	<9	0.5, 16.5 (AS1141.24), 14.7 (AS1141.24)	0.9	2 (26.5-37.5)	1.2
Point Load Strength Index (Is50)	>4		8.39		11.05
Wet/Dry Strength Variation	<30		19		
Wet Strength (kN)			176		

Project related



Petrographic Report		Erosion stone - this sample presents a suitable lithology for small erosion stone applications in its current weathered form. Where fresh, it may also be suitable for armourstone applications pending mass defect analysis on the larger scale rock product. <b><i>The former devitrified glass and fine grain size of the matrix will provide higher rates of weathering in the wet-dry splash zone of marine or dam wall structures compared with coarser grained rock.</i></b>	<b>Brecciated and Veined.</b>  Erosion stone - the fresh (non-weathered) lithology is likely suitable for small to medium non-structural erosion stone applications pending mass defect analysis on the larger scale rock product. <b><i>The fine grain size, inherent porosity, and moderate levels of carbonate veining may reduce the service life of the rock in wet-dry splash zone of structures causing instability and resettlement within a 40 year service life (both fresh and marine water environments).</i></b>	Yes - limited detail for erosion stone - road base sample provided.	Erosion Stone - the fresh (unweathered) lithology is likely suitable for small to medium non-structural erosion stone applications pending mass defect analysis on the larger scale rock product in lieu of mineralized fracture. The grain size, porosity, and moderate proportion of potentially labile siltstone may reduce the service life of the rock in the wet-dry splash zone of structures causing instability post 40 year service life.
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The four (4) quarries include varying rock types (igneous, metamorphic and sedimentary). With the exception of Jubilee Quarry, the material properties are suitable for armourstone applications. However, the Jubilee quarry has been used to supply rock armour for the Glenore Wier project, which was inspected by RHDHV. Some of the rock in the weir appears suitable.

The rock at all quarries is generally weathered with planes of defects (i.e. brecciation, veins, bedding planes, fractures etc.). The drop test should be undertaken to confirm integrity of armour sized blocks.

Obtaining the required armour size may be difficult and the yield could be less than 5%.

If the construction programme dictates, more than one quarry may need to be engaged to ensure that sufficient quantity of suitably sized rock is available for construction. This may also require early engagement of quarries to initiate production in advance of Contractor procurement, with rock being nominated as a 'Principal supplied item' in the works contract.

The concept design was based on a slope of 1V:1.5H, no damage in a design storm event and density of 2.45t/m<sup>3</sup> assuming supply from Jubilee Quarry. The required median mass of the rock was 2.7t, which is larger than the median mass of any stockpile inspected. It is recommended to redesign the structure to suit the available rock armour.

Based on the quarry inspection, it is recommended to:

## Project related



- source core and underlayer material from Jubilee Quarry as the quarry is closer to Karumba Point;
- source suitable primary armour stone from Castlreagh Quarry as the density is higher ( $2.7\text{t/m}^3$ ) and production rate is expected to be higher than the other quarries;
- flatten the slope to 1V:2H; and,
- accept intermediate (~10%) damage of the revetement in a design storm event.

By adopting the recommendations, the mass of the rock armour is reduced to 0.8t, which could be readily sourced from Castlreagh Quarry.

## **BUSINESS PAPERS**

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### **9.13 HUMAN RESOURCES REPORT**

**Attachments:** 9.13.1. Safeplan Progress Report July 2023 [↓](#)

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

**Date:** 9 August 2023

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

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

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#### **Executive Summary:**

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

#### **RECOMMENDATION:**

That Council accepts the report for information.

### **1. Work, Health & Safety Report**

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The Safeplan progress report to July 2023 is attached.

### **2. Staff Movements**

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#### **Arrivals**

Anne Andrews	Director Community Development, Tourism & Regional Prosperity
Garth Bowtell	Trades Assistant – permanent, full time
Skye Burton	Library Officer – permanent, part time
Jen Tucker	Barra Centre Attendant - casual
Gary Ward	Labourer, Normanton Treatment Plant – casual
Merenda Wells	Barra Centre Attendant - casual

#### **Departures**

Jesse Callope	Diesel Fitter -resignation effective 25 July 2023
Joe Kenny	Gardener, Barra Centre – resignation effective 11 July 2023
Bianca Shaw	Barra Centre Attendant – resignation effective 11 July 2023

#### **Extended Leave**

Howard Burnett	Long service leave to 31 October 2023
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#### **Staff Movements**

Sean Glaskin	Normanton WTPO to Electrical Technical Officer
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### **3. Current Recruitments**

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- Lead Educator
  - Garbage Truck Operator
-

## **BUSINESS PAPERS**

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- Apprentice Diesel Fitter
- Water Treatment Plant Operator.

#### **4. Random Drug & Alcohol Testing Program**

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- Testing conducted 2 August 2023 – 7 August 2023      1 drug detection.

#### **5. Training Activities**

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1 & 2 August 2023	Chainsaw Training
3 August 2023	First Aid Training

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

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

#### **Legal Implications:**

- Within normal operational parameters.

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

- Within allocated budget.

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

- Within normal operational parameters.



### CSC WHSMP Progress Report – July 2023 (Report for year 2023-2024)

CSC WHSMP Key Performance Indicators (KPIs)	Scheme Current	CSC Actual YTD 2022	CSC Actual YTD 2023	CSC KPI Year Target	KPI YTD Comparison
Average <b>Scheme</b> Frequency Rate (* Formula = Number of LTI for every million hrs worked)	6.03	0	0	<2 LTI	0.00%
Average <b>Scheme</b> Duration Rate (*Formula = Average Number of days lost per LTI)	4.30	0	0	<19	0.00%
Progressive Frequency Rate YTD <b>(B) group</b> = wages greater than \$5 million – less than \$10 million	5.39	0.00	0	<9.00	0.00%
Progressive duration rate YTD <b>(B) group</b> = wages greater than \$5 million – less than \$10 million	8.00	0.00	0	<19.00	0.00%
Percentage of hazard inspections completed as per Matrices	N/A	90.00%	100.00%	95%	100.00%
Action Statistics from Skytrust – Percentage of actions completed against number added each month	N/A	12.12%	51.85%	90%	51.85%
Delivery of Take 5 courses on Skytrust	N/A	82.00%	66.86%	90%	66.86%
Percentage of Quarterly Action Plan items completed - July to Sept 2023	N/A	Due end Sept	Due end Sept	70%	%
Note* Legislation requires LGW to count part days lost as full days.					

Mechanism of injury for claims submitted	YTD 2022/2023	Days Lost
42 Muscular stress while handling objects	1	5
<b>Total</b>	<b>1</b>	<b>5</b>
<b>Statutory Paid</b>	<b>\$1,321.20</b>	

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 LTIFR YTD LGW Data	0											
Group B LTIFR YTD (Councils with wages > \$5 mil< \$10 mil)	5.39											
CSC LTI's each month	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											
Average duration rate for Group B (Councils with wages > \$5 mil<\$10 mil))	8.00											

There was **0** Incident Reports submitted where an injury was sustained in July. There were 2 x property damage reports, 1 x broken windscreen and 1 x wilful property damage to public toilets.

All past compensation claims are now closed and last month’s previously reported data, was final.

## BUSINESS PAPERS

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

#### 10.1 DCS REPORT

**Attachments:** 10.1.1. Local Laws Report - July 23 [↓](#)  
10.1.2. Gulf Catchments Pest Taskforce Meeting Minutes 23-24 May [↓](#)  
10.1.3. 2022 Financial Report Karumba Childrens Centre [↓](#)

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

**Date:** 9 August 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.

## BUSINESS PAPERS

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.

### 2. Budget Update

The 2023/2024 budget was adopted at the 22<sup>nd</sup> June 2023 Budget Meeting. An extract of the budget areas of responsibility of the Directorate are shown below.

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
<b>Operating Expenditure</b>				
Animal Control	85,237	1,907	459	2,366
Cemeteries	54,900	5,877	8,087	13,964
Corporate Services	50,000	0	0	0
Environmental Health	19,400	0	0	0
Information Technology	735,932	20,903	31,315	52,218
Local Laws	120,206	7,679	0	7,679
Mosquito Control	51,000	0	0	0
Pensioner Housing	43,000	12,745	0	12,745
Pest Management Operations	143,881	13,172	38,177	51,349
Property And Leases	5,000	0	0	0
Stores & Purchasing	453,631	34,442	2,643	37,085
Weed Control	366,272	453	0	453
<b>Operating Expenditure Total</b>	<b>2,128,458</b>	<b>97,178</b>	<b>80,681</b>	<b>177,859</b>
<b>Operating Income</b>				
Animal Control	-2,000	-253	0	-253
Cemeteries	-20,000	-7,018	0	-7,018
Environmental Health	-2,500	-325	0	-325
Local Laws	-27,500	-1,366	0	-1,366
Pensioner Housing	-27,000	0	0	0
Property And Leases	-83,000	-7,343	0	-7,343
Staff Housing	-253,500	-16,763	0	-16,763
<b>Operating Income Total</b>	<b>-415,500</b>	<b>-33,067</b>	<b>0</b>	<b>-33,067</b>
<b>Grand Total</b>	<b>1,712,958</b>	<b>64,111</b>	<b>80,681</b>	<b>144,792</b>

The main areas of expenditure in the Corporate Services Budget are Pest Management Operations where Round 1 of the 1080 Baiting has commenced. New computers have been purchased for officers doing mapping, so that has contributed to the Information Technology budget.

## BUSINESS PAPERS

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
<b>Operating Expenditure</b>				
Apprenticeships / Traineeship	67,000	853	7,993	8,846
Enterprise Bargaining	35,000	0	0	0
Human Resource Operations	449,344	16,146	80,516	96,662
Learning & Development	208,800	13,008	41,411	54,419
Workplace Health And Safety	528,294	30,518	110,457	140,975
<b>Operating Expenditure Total</b>	<b>1,288,438</b>	<b>60,525</b>	<b>240,377</b>	<b>300,902</b>
<b>Operating Income</b>				
Apprenticeships / Traineeship	-53,000	0	0	0
<b>Operating Income Total</b>	<b>-53,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>1,235,438</b>	<b>60,525</b>	<b>240,377</b>	<b>300,902</b>

The Community budget is illustrated below. The large item of expenditure against Swimming Pools relates to the pool operator service contract.

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
<b>Operating Expenditure</b>				
Arts & Culture	29,500	331	909	1,240
Child Care	819,281	74,560	9,625	84,185
Community Development	306,227	7,772	48,000	55,772
Community Donations	96,000	9,533	0	9,533
Community Events	116,000	5,588	40,078	45,666
Community Sponsorship	0	254	0	254
Cultural & Natural Heritage	129,000	5,022	0	5,022
Gym	57,000	3,942	1,195	5,137
Halls	244,300	24,690	434	25,124
Libraries	140,777	17,794	400	18,194
Recreational Sports Centre	727,400	56,565	9,391	65,956
Rodeo Grounds	147,000	17,900	13,473	31,372
Sports & Recreation	160,400	673	4,320	4,993
Swimming Pools	685,800	80,143	191,751	271,894
<b>Operating Expenditure Total</b>	<b>3,658,684</b>	<b>304,768</b>	<b>319,576</b>	<b>624,344</b>
<b>Operating Income</b>				
Arts & Culture	-24,500	0	0	0
Child Care	-137,500	-28,271	0	-28,271
Community Events	-52,000	-6,505	0	-6,505
Gym	-30,000	-4,740	0	-4,740
Halls	-21,500	-6,360	0	-6,360
Libraries	-8,000	-175	0	-175
Sports & Recreation	0	-405	0	-405
Youth Services	0	-81,818	0	-81,818
<b>Operating Income Total</b>	<b>-273,500</b>	<b>-128,275</b>	<b>0</b>	<b>-128,275</b>
<b>Grand Total</b>	<b>3,385,184</b>	<b>176,493</b>	<b>319,576</b>	<b>496,069</b>

## BUSINESS PAPERS

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
<b>Operating Expenditure</b>				
Admin And Customer Service	553,997	46,050	5,263	51,313
Financial Services	1,263,068	140,388	196,038	336,426
Payroll	50,000	1,102	0	1,102
Rates Management	206,385	12,171	13,148	25,319
Records Management	193,533	10,201	284	10,485
Wages On-Costs	-1,400,617	-54,314	0	-54,314
<b>Operating Expenditure Total</b>	<b>866,367</b>	<b>155,599</b>	<b>214,732</b>	<b>370,331</b>
<b>Operating Income</b>				
Admin And Customer Service	-500	-1,266	0	-1,266
Financial Services	-5,997,084	-139,918	0	-139,918
Rates Management	-4,699,000	-8,398	0	-8,398
<b>Operating Income Total</b>	<b>-10,696,584</b>	<b>-149,582</b>	<b>0</b>	<b>-149,582</b>
<b>Grand Total</b>	<b>-9,830,217</b>	<b>6,017</b>	<b>214,732</b>	<b>220,749</b>

### 3. Program Update

#### Local Laws

The stats are attached for review.

The local laws officer has been up to Croydon three times to collect 6 dogs and has euthanised them by order of Croydon Shire Council. The local laws officer has been patrolling routinely for illegal dumping and moving vehicles on illegally parked in front of businesses. There has been three funerals in the last week.

There have also been several meters that required re-reading and the LLO has assisted the team to finalise these readings.

#### Wild Dog Bounty

No bounties have been paid in July.

#### Abandoned Vehicles

The local laws officer is currently obtaining the relevant information required, to advertise the vehicles. Once this information is obtained, a public notice will be placed on local Noticeboards, Facebook and in the Courier Mail. If nobody claims the vehicles they will then be auctioned.

For Information.

#### **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. The 4 wheeler has been serviced and the RLO has a tank to fit to the back of the bike. This is planned to occur in between baiting days.

The dates below were spent spraying with a back pack:

- 11<sup>th</sup> July – Weed spraying in Karumba
- 13<sup>th</sup> & 14<sup>th</sup> July – Weed spraying in Normanton and Karumba
- 18<sup>th</sup> July – Weed spraying in Normanton

## **BUSINESS PAPERS**

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- 20<sup>th</sup> July – Weed spraying in Normanton (belly ache)
- 21<sup>st</sup> July – Weed spraying in Karumba
- 25<sup>th</sup> & 26<sup>th</sup> – Weed spraying in Karumba
- 28<sup>th</sup> – Weed spraying in Karumba

### 1080 Baiting

Carpentaria Land Council Aboriginal Corporation have assisted with first round of Council's 1080 Baiting program, which has now commenced. The RLO participated in a number of baitings with the CLCAC, but has commenced baiting some properties. The RLO has participated in the following:

- 19<sup>th</sup> July – 1080 Baiting – Hayden & Timora Stations
- 4<sup>th</sup> August – 1080 Baiting – Wernadinga, Augustus Downs
- 8<sup>th</sup> August – 1080 Baiting – Iffley (RLO did on his own)

The RLO is now communicating with the stations and planning Round 2.

For information.

### Other

The RLO drove the common fence on the town side of the Norman River to inspect. The fence is in a bad state of repair.

### Grants

Kowanyama Aboriginal Shire was successful in securing a \$75,000 two year grant under the Enhancing Local Govt Biosecurity Capabilities (ELGBC) program. Kowanyama is acting as the Secretariat.

The project is aimed at improving the capabilities and levels of collaboration between Councils in the Southern Gulf and Western Cape York region. Key outcomes include:

- performing an audit of weeds and feral management plans;
- survey of mapping and data collections;
- onsite workshops to develop regionally relevant best-practice standards and processes to re-affirm collaborative efforts ongoing in the region through a knowledge exchange network.

Outcomes will be published equally on the corporate website of all five Councils allowing easy access to background information and a showcase for current activities as they arise.

The five Councils are:

- Kowanyama Aboriginal Shire Council
- Pormpuraaw Aboriginal Shire Council
- Carpentaria Shire Council

## **BUSINESS PAPERS**

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- Mareeba Shire Council
- Cook Shire Council

In summary, the project promises two key activities:

1. that the 5 Councils will each host one meeting, and attend four other meetings, over the course of the next 2 years: this builds or networking capacity; and
2. engage a contractor to undertake a survey/snapshot of our current biosecurity capabilities: this establishes a baseline for future funding proposals

For information.

### Gulf Catchments Pest Task Force

Gulf Catchments Pest Task Force are having their next meeting in Kurumba on Tuesday the 10 of October and Wednesday 11 of October 2023. We encourage you to book your accommodation early.

The minutes from the last meeting in Hughenden are attached.

For information.

## **4. Other Items**

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### Stores Stocktake – Fuel

A stock take of fuel has been undertaken at the end of period 2. There was a minor credit variance. Cyclic stock takes are planned to be conducted each swing, so any significant variances are identified early.

For information.

### Annual Budget Preparation 2023/2024

The Budget has now been distributed to Managers for inclusion in their monthly Council reports.

For feedback.

### Karumba Childrens Centre

The Karumba Childrens Centre Financial Report for the year ended 2022 is presented for information. The centre has made a \$74,344 loss for the year.

For information.

## **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 September now.

For information.

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## **BUSINESS PAPERS**

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### 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

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.

There are no updates to report for the month.

### External Audit

The finance team are preparing final workpapers to present to external audit on the 18<sup>th</sup> August 2023. Our auditors are expected on-site on the week commencing 11<sup>th</sup> of September 2023.

### **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.

2023/2024 Local Laws Reporting																
Month	New Animal Registrations				Impounded Animals				Euthanized Animals							
	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba				
Jul-23	4	10	0	0	9	0	62	30	0	0	7	0	62	30	0	0
Aug-23																
Sep-23																
Oct-23																
Nov-23																
Dec-23																
Jan-24																
Feb-24																
Mar-24																
Apr-24																
May-24																
Jun-24																
<b>Total</b>	<b>4</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>62</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>62</b>	<b>30</b>	<b>0</b>	<b>0</b>

2023/2024 Local Laws Reporting														
Month	Illegal Campers		Snakes removed		Overgrown Allotment notices		Abandoned Vehicles		Pound Release fees		Infringements Issued		Fines Collected	
	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba
Jul-23			8	2										
Aug-23									-	-	-	-	-	-
Sep-23									-	-	-	-	-	-
Oct-23									-	-	-	-	-	-
Nov-23									-	-	-	-	-	-
Dec-23									-	-	-	-	-	-
Jan-24									-	-	-	-	-	-
Feb-24									-	-	-	-	-	-
Mar-24									-	-	-	-	-	-
Apr-24									-	-	-	-	-	-
May-24									-	-	-	-	-	-
Jun-24									-	-	-	-	-	-
<b>Total</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# UNCONFIRMED



## MEETING MINUTES

23-24 May 2023 – Diggers Entertainment Centre Hughenden

Chair	Robyn Young Southern Gulf NRM	Secretariat	Pru Wharton Southern Gulf NRM
<b>Attendees</b>			
Robyn Young	Southern Gulf NRM		
Pru Wharton	Southern Gulf NRM		
Geoff Penton	Southern Gulf NRM		
Emily Larsen	Southern Gulf NRM		
Charles Curry	Southern Gulf NRM		
Russel Jack	DES		
Kim Parker	DES		
Roxane Blackley	Desert Channels Queensland		
Billy Paine	Flinders Shire Council		
Miranda Shepherd	Flinders Shire Council		
Grant Hickmott	Richmond Shire Council		
Colin Malone	McKinlay Shire Council		
Julianne Myer	Carpentaria Shire Council		
Carl Casey	Carpentaria Shire Council		
Moya Calvert	DAF		
Tony Christian	Animal Control Technologies		
<b>Apologies</b>			
Loukas Elgey	Etheridge Shire Council		
Shane Booth	Doomadgee Aboriginal Shire Council		
Graham Wienert	Mareeba Shire Council		
Susan King	NT Government		
Gary Pickering	Croydon Shire Council		
Jeff Newton	Longreach Regional Council		
Tania Strixier-Harvey	Mount Isa Water Board		
Mark Van Ryt	Mount isa Landcare		
Vol Norris	Agforce		
Doug Allpass	Desert Channels Queensland		
<b>Resolution: Apologies be accepted</b>			
<b>Moved: Colin Malone</b>		<b>Seconded: Charles Curry</b>	<b>CARRIED</b>
<b>Meeting commenced Tuesday 23<sup>rd</sup> May 2023 @ 8.15am</b>			
Welcome to Country – Unable to attend.			
Welcome to Flinders Shire Council – Billy welcomed everyone to the Flinders Shire and hoped everyone enjoyed their 2 days visit.			

# UNCONFIRMED

Welcome, housekeeping and attendee introductions – Robyn Young - Chairperson (SGNRM)

## Day 1 – Minutes and actions list of previous meeting (Burketown, October 2022)

- Minutes were read as true and correct.

## Resolution: Minutes of meeting are read as true and correct (Burketown 26-27 October 2022)

Moved: Charles Curry

Seconded: Billy Paine

CARRIED

## Business Arising:

- No business Arising

## Group Update – Robyn Young – Chairperson (SGNRM)

- All 10 LG have now adopted the plan, as of March 2023
- LG should now be looking at reasonable and practical measures section of plan and developing their work plans and budgets for 2023/24 to meet these obligations.
- Discussed the Governance on Page 12 of the Plan and how the snapshot works to improve communication.
- Map of the region will be utilised to add updates and work happening in the LG areas to start to develop regional picture.

## Statewide Pest Distribution Survey 2022aPDS – Moya Calvert (DAF)

- Update of the pest distribution survey for the shires present

## MEMBER UPDATES

### Flinders Shire Council

- 240 rural properties in the shire
- 56 properties participated in April Baiting with 5.5T meat distributed which is 23% participation.
- 119 Trapper Scalps
- 174 Bounty Scalps
- Council has 3 wild dog trappers, 2 are registered for emergency situations.
- Councils Wild Dog Management Plan for 2023-2027 is in draft ready for consultation.
- Scalp bounty is \$50
- Washdown Bay is operational through ABDATA Australia.

### McKinlay Shire Council

- Approx 120 rural properties in the shire
- Baiting completed May with 12300kg meat distributed.
- Wild dog and feral pig population is estimated to be a medium density.
- Issues are arising with Rats currently at medium density.
- Scalp Bounty is \$55
- Shire distributes Doggone and DeK9 Baits
- 63 Days have been spent treating noxious weeds on Reserves, Pony Club paddock, DPI Paddock and shire roads.

### Richmond Shire Council

- 100 Rural Properties in the Shire
- Wild dog and Feral Pig Population is estimated to be at medium density.
- Low Deer population
- Issues arising are Destruction of livestock from wild dogs and crop destruction from feral pigs.
- First round of baiting completed in May.
- 24 properties participated with 24% participation.
- 64 Wild dog scalps submitted.
- Wild dogs causing issues in North of Shire
- Agents sell manufactured baits.

## UNCONFIRMED

- No private baiting contractors

### **Carpentaria Shire Council**

- 1080 baiting completed with 5 properties participating and 10T bait distributed.
- 80 Scalps submitted.
- \$50 Scalp bounty
- Issues with feral cats – Approx 500 trapped
- Weed spraying around local township treating Rubber vine, Neem tree, Chinese Apple and Calatropé
- 2 burns being planned for Karumba on council land. CLC is assisting.

### **STAKEHOLDER UPDATES**

#### **Southern Gulf NRM (SGNRM) – Charles Curry**

- Prickly Acacia Weed Management Program
  - 2020-2024 – \$2,050,000 + GST; Approx 600k to spend in remaining 12 months to complete program.
  - Programs are running in the Lower Gulf; Saxby River; Upper Gilliat-McKinlay; Julia Creek-Nelia; Fullarton-Williams; Hamilton-Frazer-Rupert; Alick-Cassilis-Clare; Wlaker-Warianna; Upper Flinders and Leichhardt.
- South 32 Cannington Mine Community Project
  - \$30K + GST annually
  - Program reimburses landholders in the Yurbi Rail Facility Corridor for herbicides upon completion of weed control projects and inspection by SGNRM.
- Cloncurry Shire Council Projects
  - Treatment of Cloncurry River Eastern Side – Targeting rubber vine, neem, calatropé, cater oil, parkinsonia, mesquite, balsam pear.
  - Mesquite in the township program is now completed.
- DAF Biocontrol
  - SGNRM assisted with the release of the Prickly Acacia Gall thrip. 9 properties across the region in McKinlay, Richmond, Flinders and Winton have now been set up with test sites to see how it performs in our drier climates.
- Bellyache Bush
  - Approval received to release the Jatropha leaf-miner.
  - It has now been released in Gregory River, Stawell River and Spear Creek.

#### **Desert Channels Queensland (DCQ) – Roxanne Blackely**

- APVMA has been extended for 5yrs
- DES approval for 10yrs to work on WONS including Chinese Apple
- Method 240 trials (Basal Bark herbicide mixed with water) are underway, currently treating Prickly Acacia, Rubber vine and Chinese Apple
- 3M hectares Prickly Acacia control since 2015
- NQ Dry Tropics is currently working on high concentration low volume trials with tebuthiuron.
- DCQ are finalising trials with Camels – Field Day this week. Trials included observations on when Camels are eating weeds, overall change in cover and difference in overall coverage.

#### **DES – Russel Jack and Kim Parker**

- Fire – cheapest weed tool and used extensively for infrastructure protection.
- DES has on ground focus and wants to collaborate on on-ground projects.
- Can assist with arranging fire training.
- DES Supported the Cloncurry rubber vine project
- Slashing in Hughenden is managed by a local contractor
- There is a Netflix show called 'Down to earth Wildfires' showing some of DES Work.

## UNCONFIRMED

### Biological Control for Prickly Acacia and Bellyache bush – Dr K Dhileepan and Geoff Penton

- PA biocontrol Gall Thrip (*Acaciothrips ebneri*) has been released in the region on 9 test sites. The idea of the test sites is to determine the thrips effectiveness in our western climate. Landholders have agreed to have the thrip released into a site and they will leave it undisturbed so that it can be monitored for spread, survival and effectiveness.
- Sites have been selected across the region to get a range of differing climate conditions.
- The gall thrip creates galls on the plant and prevents it from producing reproductive material.
- Bellyache Bush has also had a biological approved for release the *Jatropha* Leaf Miner (*Stomphastis* sp. From Peru) and has now been released in 6 sites across the region.

### Animal Control Technologies – Tony Christian

- acta = Animal Control Technologies Australia
- Range of products for feral pig management
  - Feral pigs are now spread across 45% mainland
  - Approx 13.5 million feral pigs nationally
  - Typically gregarious, highly adaptive, mostly nocturnal, wallow daily.
  - Boars generally have larger home ranges
  - Breeding triggered by food availability (opportunistic omnivores), can breed year round, produce up to 2 litters annually, gestation 113 days, average litter 5-6, sexually mature around 7 months of age.
  - Significant crop/pasture damage with only a fraction consumed that is destroyed.
  - Significant infrastructure damage – fences, troughs, irrigation systems etc
  - Significant predation on lambing – up to 30%
  - Environmental damage – eggs and ground nesting species, reptiles and amphibians, invertebrates; Habitat destruction – soil, water, grazing; competition – water, food and shelter.
  - Carriers – Leptospirosis, brucellosis, Panama (plant disease)
  - Potential spread of exotic diseases
  - Disease risk – contact with humans, livestock and wildlife; scavenge carcasses; defecate and urinate in drinking water; infested with parasites; can travel considerable distances.
  - Hoggone™ – commercially available product. Extensively tested. Active ingredient Microencapsulated Sodium Nitrite. Baiting stations are established and carcasses are found within 250m. Minimal non target impact. Use of bait boxes essential for non-target poisoning.
  - Sodium Nitrite = death within 2hrs, inhibits O<sup>2</sup> transport in pigs blood causing organ failure, symptoms short and limited (approx. 30mins), breaks down in environment, very low secondary poisoning risk.
  - Further Information – <http://animalcontrol.com.au/>

### Business Arising and Meeting Wrap

- Moya will contact LG to finalise the species and contact other LG that were not in attendance.

**Next meeting: To be confirmed in Karumba**

**Meeting closed: 4.10pm**

### Day 2 – Fulcrum training and Field trip commenced at 8.00 am

- Roxanne walked attendees through the Fulcrum app and made sure it was correctly installed on devices. We then proceeded out to the Hughenden Town Common to input practice data. Attendees were shown the kinds of data that can be captured and how to do it, and the uses of the data. Talked about how it can be customised to each LG needs and how SGNRM can facilitate its implementation and data outputs.

**Field trip concluded at 11.00 am**

**KARUMBA CHILDRENS CENTRE INCORPORATED**  
**ABN: 52 202 439 178**

**Annual Financial Statements**  
**for the year ended 31 December 2022**



Community Management Solutions  
PO Box 3252, Newmarket QLD 4051

Phone: 07 3852 5177 Fax: 07 3852 5188  
Email: [info@cmsolutions.org.au](mailto:info@cmsolutions.org.au)

**KARUMBA CHILDRENS CENTRE INCORPORATED**  
 ABN: 52 202 439 178

**STATEMENT OF FINANCIAL PERFORMANCE**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

	Notes	2022	2021
<b>INCOME</b>			
CCF Grant Funding		102,750	101,250
Child Care Subsidy (CCS)		65,024	54,451
Donations and Fundraising		30,667	23,593
Interest earned		488	35
Operating grants		30,000	61,339
Kindy uplift funding		2,154	-
QGrants - QKFS		5,412	-
Rental income		15,080	8,146
<b>TOTAL INCOME</b>		<b>251,575</b>	<b>248,814</b>
<b>EXPENSES</b>			
Depreciation Expense		5,866	10,827
Loss on write-off of assets no longer held		-	16,109
Baby Consumables		8	309
Children's consumables		144	87
Craft Resources		473	103
Educational resources		357	439
Electricity		952	875
Equip & Furniture for Centre		78	2,235
Food and Drink		193	-
Kindy uplift expenses		2,069	-
Other children's resources		549	747
Rates		3,954	(2,309)
Rent		45,000	-
Yard, Garden, Cleaning		411	605
Fundraising Expense		11,453	5,291
Insurance expenses		12,436	10,089
Accounting and audit		5,194	11,668
Office and general expenses		68	-
Advertising & Marketing		549	90
Fees and Permits		543	566
Superannuation fees and charges		1,292	-
Printing, stationery & supplies		1,327	1,060
Telephone & internet expenses		1,171	1,409
Repairs and maintenance		12,306	11,363
Leave expenses		4,481	(2,395)
Superannuation		18,843	18,603
Wage expenses		175,656	194,559
Accommodation Expenses		15,080	15,087
Membership/Subscriptions		1,365	1,255
Other staff amenities		336	516
Staff Training Expenses		3,765	8,561
<b>TOTAL EXPENSES</b>		<b>325,919</b>	<b>307,749</b>
<b>NET SURPLUS/(DEFICIT)</b>		<b>(74,344)</b>	<b>(58,935)</b>

The accompanying notes form part of these financial statements.

**KARUMBA CHILDRENS CENTRE INCORPORATED**

ABN: 52 202 439 178

**STATEMENT OF FINANCIAL POSITION  
 AS AT 31 DECEMBER 2022**

	Notes	2022 \$	2021 \$
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	3	172,578	202,626
Trade and Other Receivables	4	6,018	55,445
<b>Total Current Assets</b>		<b>178,596</b>	<b>258,071</b>
<b>Non-Current Assets</b>			
Property, Plant & Equipment	5	49,670	54,976
<b>Total Non-Current Assets</b>		<b>49,670</b>	<b>54,976</b>
<b>TOTAL ASSETS</b>		<b>228,266</b>	<b>313,047</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Trade and Other Payables	6	4,717	19,635
Employee entitlements	7	22,273	25,146
<b>Total Current Liabilities</b>		<b>26,990</b>	<b>44,781</b>
<b>Non Current Liabilities</b>			
Employee entitlements	7	20,692	13,338
<b>Total Non Current Liabilities</b>		<b>20,692</b>	<b>13,338</b>
<b>TOTAL LIABILITIES</b>		<b>47,682</b>	<b>58,119</b>
<b>NET ASSETS</b>		<b>180,584</b>	<b>254,928</b>
<b>ACCUMULATED FUNDS</b>			
Retained Earnings	8	254,928	313,863
Current Year Earnings		(74,344)	(58,935)
<b>TOTAL ACCUMULATED FUNDS</b>		<b>180,584</b>	<b>254,928</b>

The accompanying notes form part of these financial statements.

**KARUMBA CHILDRENS CENTRE INCORPORATED**

ABN: 52 202 439 178

**STATEMENT OF FINANCIAL PERFORMANCE  
 FOR THE YEAR ENDED 31 DECEMBER 2022**

	Notes	2022	2021
<b>Operating Activities</b>			
Receipts From Customers		300,514	201,081
Interest Received		488	35
Payments to Suppliers and Employees		(329,198)	(271,964)
Interest charges & penalties		(1,292)	-
Net Cash Flows from Operating Activities	9a	(29,488)	(70,848)
<b>Investing Activities</b>			
Payment for Property, Plant and Equipment		(560)	(2,518)
Net Cash Flows from Investing Activities		(560)	(2,518)
Net Cash Flows		(30,048)	(73,366)
<b>Cash and Cash Equivalents</b>			
Cash and cash equivalents at beginning of period		202,626	275,992
Cash and cash equivalents at end of period	3	172,578	202,626
Net change in cash for period		(30,048)	(73,366)

The above statement should be read in conjunction with the notes.

**KARUMBA CHILDRENS CENTRE INC**

ABN: 52 202 439 178

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2022**

**NOTE 1: PURPOSE AND SCOPE OF FINANCIAL STATEMENT**

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act Queensland. The committee has determined that the association is not a reporting entity.

The statements have been prepared so as to provide a full disclosure of the financial operations of all of the association's activities during the financial year and the general state of affairs at the end of the financial year.

**NOTE 2: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

**(a) Basis of accounting**

The foregoing financial statements have been prepared on an accrual accounting basis consistent with that which was applied in the previous financial year.

**(b) Cash and cash equivalents**

Cash and cash equivalents include cash on hand, deposits held at-call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts.

**KARUMBA CHILDRENS CENTRE INC**  
**ABN: 52 202 439 178**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**NOTE 2: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**(c) Property, plant and equipment**

Items of plant and equipment are measured at cost less accumulated depreciation and impairment losses. Cost includes expenditure that is directly attributable to the acquisition of the asset. Gains and losses on disposal of an item of property, plant and equipment are determined by comparing the proceeds from disposal with the carrying amount of property, plant and equipment and are recognised net within "other income" in profit and loss.

Depreciation is recognised in profit or loss on a straight-line and/or diminishing basis over the estimated useful lives of each part of an item of plant and equipment.

**(d) Contingent assets/liabilities**

There were no known contingent assets/liabilities of a significant nature at 31 December 2022.

**(e) Revenue and other income**

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Revenue from the sale of goods is recognised at the point of delivery as this corresponds to the transfer of significant risks and rewards of ownership of the goods and cessation of all involvement in those goods.

Grant revenue is recognised when the association obtains control of the grant, it is probable that the economic benefits gained from the grant will flow to the association, and the amount of the grant received can be measured reliably.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument.

**KARUMBA CHILDRENS CENTRE INC**  
**ABN: 52 202 439 178**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**NOTE 2: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**(f) Employee entitlements**

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits have been measured at the amounts expected to be paid when the liability is settled.

**(g) Goods and services tax**

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the taxation authority. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated with the amount of GST included. The net amount of GST recoverable from, or payable to, the ATO is included as a current asset or liability in the balance sheet.

**(h) Income Tax**

The Association is incorporated under the Associations Incorporation Act (Qld) and as such is exempt from income tax under section 50-55 of the Income Tax Assessment Act 1997.

	<b>2022</b>	<b>2021</b>
	\$	\$
<b>NOTE 3: CASH AND CASH EQUIVALENTS</b>		
Fundraising Floats	200	200
Cash on hand	431	467
Fundraising Account	5,109	5,207
Westpac Cash Res 141339	29,448	29,337
Westpac Cash Res 171765	97,905	127,527
Westpac Main Acc 530086	39,485	39,888
	<u>172,578</u>	<u>202,626</u>

**NOTE 4: TRADE AND OTHER RECEIVABLES**

Accounts receivable	184	49,611
Prepayments	5,834	5,834
	<u>6,018</u>	<u>55,445</u>

**KARUMBA CHILDRENS CENTRE INC**  
**ABN: 52 202 439 178**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

<b>NOTE 5: PLANT AND EQUIPMENT</b>	<b>2022</b>	<b>2021</b>	
	<b>\$</b>	<b>\$</b>	
Land and buildings			
At cost	13,500	13,500	
Accumulated depreciation	<u>(3,757)</u>	<u>(3,420)</u>	
	9,743	10,080	
Plant and equipment			
At cost	76,424	75,998	
Accumulated depreciation	<u>(36,497)</u>	<u>(31,102)</u>	
	39,927	44,896	
<b>Total property, plant &amp; equipment</b>	<b><u>49,670</u></b>	<b><u>54,976</u></b>	
	<b>Land &amp; buildings</b>	<b>Plant &amp; equipm't</b>	
	<b>Total</b>		
Opening balance, 1 January 2021	<u>10,418</u>	<u>68,976</u>	<u>79,394</u>
Loss on write-off of assets	-	(16,109)	(16,109)
Additions	-	2,518	2,518
Depreciation	<u>(338)</u>	<u>(10,489)</u>	<u>(10,827)</u>
Opening balance, 1 January 2022	<u>10,080</u>	<u>44,896</u>	<u>54,976</u>
Additions	-	560	560
Depreciation	<u>(337)</u>	<u>(5,529)</u>	<u>(5,866)</u>
Closing balance, 31 December 2022	<u>9,743</u>	<u>39,927</u>	<u>49,670</u>

**KARUMBA CHILDRENS CENTRE INC**  
**ABN: 52 202 439 178**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
<b>NOTE 6: TRADE AND OTHER PAYABLES</b>		
Trade payables	2,755	5,130
Accrued expenses	-	8,000
GST payable	(370)	4,221
Superannuation liability	<u>2,332</u>	<u>2,284</u>
	<u>4,717</u>	<u>19,635</u>
<b>NOTE 7: PROVISION FOR EMPLOYEE ENTITLEMENTS</b>		
<b>CURRENT</b>		
Provision for sick leave	8,886	9,792
Provision for annual leave	<u>13,387</u>	<u>15,354</u>
	<u>22,273</u>	<u>25,146</u>
<b>NON CURRENT</b>		
Provision for long service leave	<u>20,692</u>	<u>13,338</u>
<b>NOTE 8: RETAINED EARNINGS</b>		
Retained earnings at beginning of the financial year	254,928	313,863
Net surplus/(deficit) attributable to association	<u>(74,344)</u>	<u>(58,935)</u>
Retained earnings at end of the financial year	180,584	254,928

**KARUMBA CHILDRENS CENTRE INC**  
**ABN: 52 202 439 178**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
<b>NOTE 9: CASH FLOW</b>		
9(a) <b>Cash flow reconciliation</b>		
<b>Reconciliation of cash and cash equivalents as per</b>		
<b>Cash and cash equivalents as per:</b>		
Cash flow statement	111,813	202,626
Balance sheet	<u>111,813</u>	<u>202,626</u>
<b>Difference</b>	-	-
<b>Reconciliation of net cash from operating activities</b>		
<b>Surplus/(deficit) for the year</b>	(74,344)	(58,935)
<i>Adjustments for non-cash items</i>		
Depreciation	5,866	10,827
Employee entitlements	4,481	(2,395)
Loss on write-off of assets no longer held	-	16,109
<i>Changes in assets and liabilities</i>		
(Increase)/decrease in trade and other receivables	49,427	(49,667)
(Increase)/decrease in other current assets	-	1,969
Increase/(decrease) in trade and other payables	(14,918)	11,244
<b>Net cash from/(used by) operating activities</b>	<u>(29,488)</u>	<u>(70,848)</u>

### STATEMENT BY MEMBERS OF THE COMMITTEE

The committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 2 to the financial statements.

In the opinion of the committee the financial report as set out on pages 3 to 11:

- 1) Presents a true and fair view of the financial position of Karumba Children's Centre Inc as at 31 December 2022 and its performance for the year ended on that date.
  
- 2) At the date of this statement, there are reasonable grounds to believe that Karumba Children's Centre Inc will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the committee and is signed for and on behalf of the committee by:

  
\_\_\_\_\_  
President: Sheryl Glover

  
\_\_\_\_\_  
Treasurer: Beck Tempany

  
\_\_\_\_\_  
Secretary: Beth Atherinos

Dated this 13th day of June 2023.

## **BUSINESS PAPERS**

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

**Attachments:** 10.2.1. Cash July 2023 [↓](#)  
10.2.2. Monthly Financial Statements July 2023 [↓](#)  
10.2.3. Rates and Service Charges Receivables Report [↓](#)

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

**Date:** 10 August 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 31 July 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 31 July 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 31 July 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	31 July 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	-86.72%	The budget projection is at -9.4%. Adjustments are on-going for the year end, including accrual.
<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	6.57	Indicates Council can pay its operating expenses on the next six months with current cash balance. <b>Note:</b> Based on 23.24 budget and using Council total cash at bank less cash reserves
<b>EBITDA Ratio</b> (Earnings Before Income Tax, Depreciation and Amortisation)	Breakeven	Operating Result + Depreciation + QTC Finance Costs / Operating Revenue	\$(2,093,805)	The EBIDA Ratio indicates Council's revenue is lower than operating expenses by \$2,093,805.

### Statement of Comprehensive Income

For the first month of the financial year 2023/2024, the comprehensive income statement net result indicated a deficit of \$2,111,793. This is the sum of \$2,445,777 in recurrent revenue, \$4,566,711 in recurrent expenditure and \$9,141 in capital revenue.

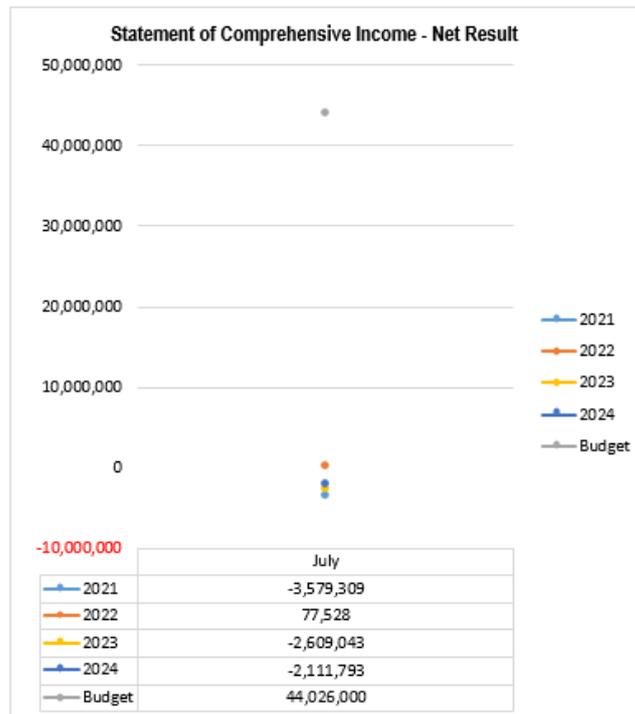
	Actual (1 July 2023 to 31 July 2023)	Budget (1 July 2023 to 31 July 2023)
Recurrent Revenue	2,445,777	67,539,000
Recurrent Expenses	4,566,711	73,689,000
<b>Net Operating</b>	<b>(2,120,934)</b>	<b>(6,150,000)</b>
Capital Revenue	9,141	50,356,000
Capital Expense	0	0
<b>Net Result</b>	<b>(2,111,793)</b>	<b>44,026,000</b>

\*Please see attached Comprehensive Income Statement for details.

## BUSINESS PAPERS

A detailed analysis has not been provided as only one month has passed. Depreciation has not yet been posted to the accounts, due to the way the software system not posting until Councils external audit has been finalised.

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



### Financial Position Reports

The graph below shows the Council's *Trade and Receivables* balance of \$724,336



## BUSINESS PAPERS

### **Rates and Service Charges**

The rates team are currently finalizing the water meter reads at the time of writing this report in preparation for the first rate levy which is scheduled to be issued on the 22nd of August 2023 with the discount date ending on the 21st September 2023.

Please see attached detailed Rates and Service Charges Receivables Report showing outstanding rates and charges of \$752,191. Some long outstanding rates and charges have been recovered from recent payment arrangements, and payments in full of outstanding amounts.

38% of arrears relate to commercial properties, with 46% related to residential properties. 15% of overdue rates and charges relate to vacant land. The actual rates outstanding by historical comparison is comparative at 30 June for the previous 3 years. There was a timing issue in 21/22 with the Rate Notices issued later than usual, but that timing lag has now levelled out.

Council sent Notices of Intention to Sell to 11 ratepayers in December. Three of those ratepayers have now paid in full, and one property has been sold. One ratepayer has paid a significant amount, and others are making payments. The long outstanding rates and charges are expected to reduce over the next twelve months.

### **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 July 2023 investment performance.

Investment Accounts	Financial Institutions	Funds Available Balance*	July 2023 Interest Earned	YTD Interest Earned
QTC General Fund	QTC	34,028,151	152,910	152,910
QTC Reserves Fund	QTC	7,528,458	31,131	31,131
<b>TOTAL</b>		<b>41,556,609</b>	<b>184,041</b>	<b>184,041</b>

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

### **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	4,136,043	15 March 2035
Karumba Sewerage	66,099.08	1,495,143	15 June 2030
Normanton Water	34,031.88	837,882	15 March 2031
<b>TOTAL</b>	<b>210,543.13</b>	<b>6,469,068</b>	

## **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:**

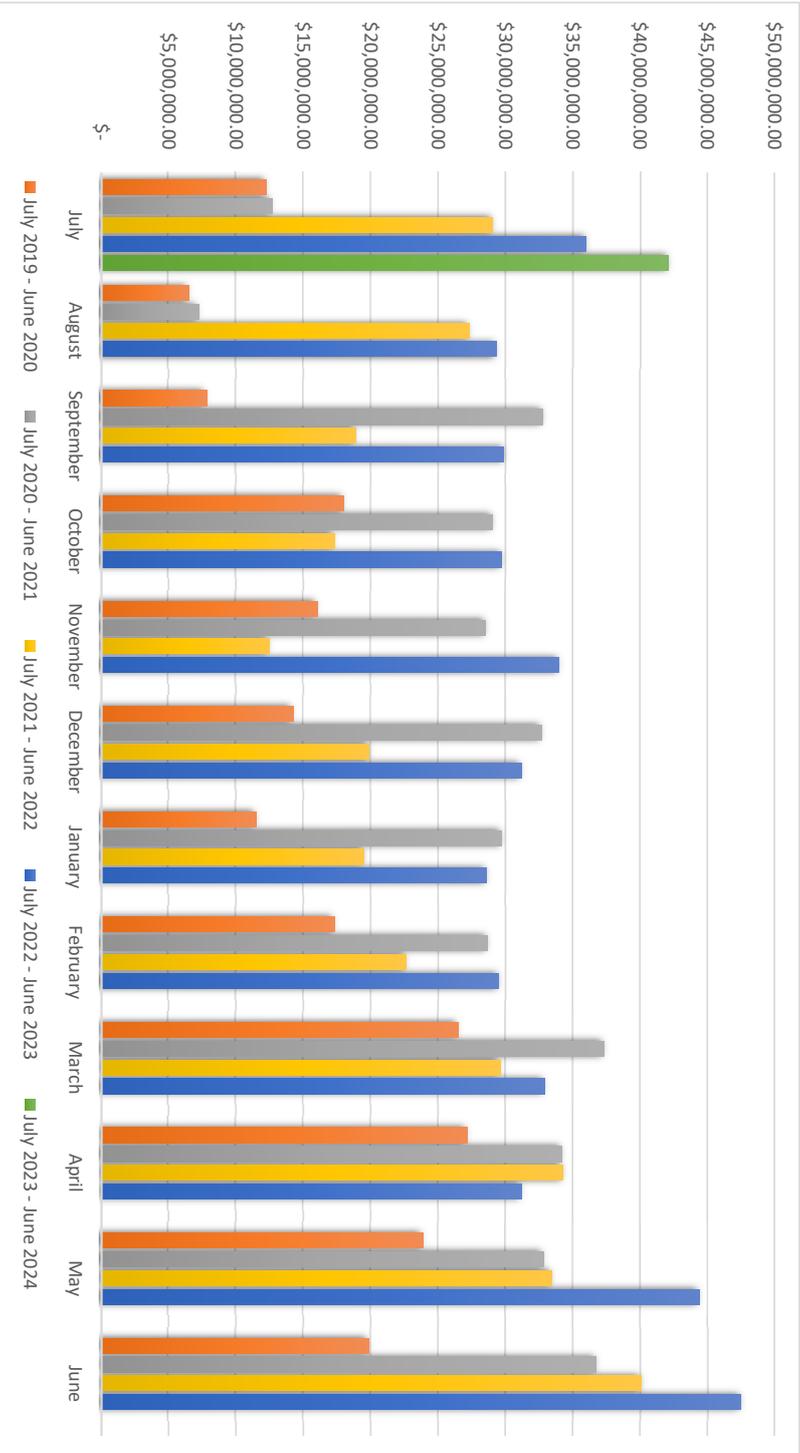
- The report identifies how Council is tracking against the adopted operational and capital budgets for the financial year.

### **Risk Management Implications:**

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

CASH

Cash	July	August	September	October	November	December	January	February	March	April	May	June
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
2024	\$42,100,294.74											



**Carpentaria Shire Council**  
**Statement of Comprehensive Income**  
 for the period ended 31 July 2023

	Actual 31-Jul-23	Budget 30-Jun-24	% Variance 8.33%
<b>Income</b>			
<b>Revenue</b>			
<b>Operating revenue</b>			
Net rates, levies and charges	-	8,918,000	0.00%
Fees and charges	87,355	568,000	15.38%
Rental income	24,106	450,000	5.36%
Interest received	147,484	300,000	49.16%
Sales revenue	11,361	14,665,000	0.08%
Other income	4,291	8,000	0.00%
Grants, subsidies, contributions and donations	2,171,180	42,450,000	5.11%
<b>Total operating revenue</b>	<b>2,445,777</b>	<b>67,359,000</b>	<b>57.91%</b>
<b>Capital revenue</b>			
Grants, subsidies, contributions and donations	9,141	50,356,000	0.02%
<b>Total revenue</b>	<b>2,454,918</b>	<b>117,715,000</b>	<b>44.87%</b>
<b>Capital income</b>			
Total Capital Income	-	-	0.00%
<b>Total income</b>	<b>2,454,918</b>	<b>117,715,000</b>	<b>44.87%</b>
<b>Expenses</b>			
<b>Operating expenses</b>			
Employee benefits	766,858	11,283,000	6.80%
Materials and services	3,772,724	51,825,000	7.28%
Finance costs	27,129	320,000	8.48%
Depreciation and amortisation	-	10,261,000	0.00%
<b>Total operating expenses</b>	<b>4,566,711</b>	<b>73,689,000</b>	<b>6.20%</b>
<b>Capital expenses</b>			
Total Capital expenses	-	-	0.00%
<b>Total expenses</b>	<b>4,566,711</b>	<b>73,689,000</b>	<b>6.20%</b>
<b>Net result</b>	<b>(2,111,793)</b>	<b>44,026,000</b>	<b>-4.80%</b>
<b>Operating result</b>			
Operating revenue	2,445,777	67,359,000	
Operating expenses	4,566,711	73,689,000	
<b>Operating result</b>	<b>(2,120,934)</b>	<b>(6,330,000)</b>	<b>33.51%</b>

## Statement of Financial Position

as at 31 July 2023

	Actual 31-Jul-23	Budget 30-Jun-24
<b>Assets</b>		
<b>Current assets</b>		
Cash and cash equivalents	42,100,295	25,221,000
Trade and other receivables	724,336	6,679,000
Inventories	1,118,001	1,218,000
Contract Assets	8,155,907	5,690,000
ATO Receivables	584,398	508,000
Total current assets	52,682,937	39,316,000
<b>Non-current assets</b>		
Trade and other receivables	58,306	91,000
Property, plant & equipment	290,677,280	349,385,000
Total non-current assets	290,735,586	349,476,000
<b>Total assets</b>	343,418,523	388,792,000
<b>Liabilities</b>		
<b>Current liabilities</b>		
Trade and other payables	1,572,506	2,414,000
Contract Liabilities	24,191,330	17,070,000
Borrowings	526,632	572,000
Provisions	1,501,812	1,371,000
Total current liabilities	27,792,280	21,427,000
<b>Non-current liabilities</b>		
Borrowings	5,942,436	5,398,000
Provisions	1,076,111	1,127,000
Total non-current liabilities	7,018,547	6,525,000
<b>Total liabilities</b>	34,810,827	27,952,000
<b>Net community assets</b>	308,607,696	360,840,000
<b>Community equity</b>		
Asset revaluation surplus	198,030,467	189,438,000
Retained surplus	110,577,229	171,402,000
<b>Total community equity</b>	308,607,696	360,840,000

**Statement of Cash Flows**  
 for the period ended 31 July 2023

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

**Statement of Cash Flows**

**Cash flows from operating activities**

Receipts from customers	412,379	23,708,000
Payments to suppliers and employees	(7,395,977)	(63,208,000)
Interest received	147,484	300,000
Rental income	24,106	450,000
Non-capital grants and contributions	2,171,180	42,450,000
Borrowing costs	(27,129)	(299,000)
<b>Net cash inflow from operating activities</b>	(4,667,957)	3,401,000

**Cash flows from investing activities**

Payments for property, plant and equipment	(670,499)	(57,307,000)
Grants, subsidies, contributions and donations	9,141	50,356,000
<b>Net cash inflow from investing activities</b>	(661,358)	(6,951,000)

**Cash flows from financing activities**

<b>Net cash inflow from financing activities</b>	-	(543,000)
--	---	-----------

**Total cash flows**

<b>Net increase in cash and cash equivalent held</b>	(5,329,315)	(4,093,000)
<b>Opening cash and cash equivalents</b>	47,429,611	29,314,000
<b>Closing cash and cash equivalents</b>	42,100,295	25,221,000



**Statement of Comprehensive Income by Category**  
 for the period ended 31 July 2023

	Core \$	QRA \$	Non-Core \$	Total \$	Budget \$
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent revenue</b>					
Rates, levies and charges	-	-	-	-	8,918,000
Fees and charges	48,659	-	38,696	87,355	568,000
Rental income	7,343	-	16,763	24,106	450,000
Interest received	147,484	-	-	147,484	300,000
Sales revenue	6,752	-	4,609	11,361	14,665,000
Other income	4,291	-	-	4,291	8,000
Grants, subsidies, contributions :	88,035	2,066,289	16,855	2,171,180	42,450,000
	302,565	2,066,289	76,923	2,445,777	67,359,000
<b>Capital revenue</b>					
Grants, subsidies, contributions :	9,141	-	-	9,141	50,356,000
<b>Total revenue</b>	311,706	2,066,289	76,923	2,454,918	117,715,000
Capital income	-	-	-	-	-
<b>Total income</b>	311,706	2,066,289	76,923	2,454,918	117,715,000
<b>Expenses</b>					
<b>Recurrent expenses</b>					
Employee benefits	(621,828)	(65,801)	(79,229)	(766,858)	(11,283,000)
Materials and services	(1,503,732)	(2,000,488)	(268,504)	(3,772,724)	(51,825,000)
Finance costs	(27,129)	-	-	(27,129)	(320,000)
Depreciation	0	-	-	-	(10,261,000)
	(2,152,689)	(2,066,289)	(347,733)	(4,566,711)	(73,689,000)
<b>Capital expenses</b>	-	-	-	-	-
<b>Total expenses</b>	(2,152,689)	(2,066,289)	(347,733)	(4,566,711)	(73,689,000)
<b>Net result</b>	(1,840,983)	0	(270,810)	(2,111,793)	44,026,000
<b>Other comprehensive income</b>					
<b>Items that will not be reclassified to net result</b>					
Increase / (decrease) in asset reval	-	-	-	-	-
<b>Total other comprehensive income</b>	-	-	-	-	-
<b>Total comprehensive income for the</b>	(1,840,983)	0	(270,810)	(2,111,793)	44,026,000

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



### Accounts Summary

	31 July 2023 \$	30 June 2023 \$
<b>General Accounts</b>		
Westpac General Operating Accounts	540,722	1,595,261
QTC General Fund	34,028,151	38,388,286
QTC Reserves Fund	7,528,458	7,528,458
<b>Total balance held in banks (excl Reserves)</b>	<b>42,097,331</b>	<b>47,512,004</b>
<b>Other Balances</b>		
QTC Reserves Fund	7,528,458	7,528,458
CSC Provisions	2,577,923	2,390,181
Net of Contract Assets and Liabilities	16,035,423	19,622,630
<b>Total balance reserves, provisions and contract liabilities</b>	<b>26,141,804</b>	<b>29,541,270</b>
<b>Net Council Position before QTC Borrowings</b>	<b>15,955,527</b>	<b>17,970,734</b>
<b>QTC Borrowings</b>		
Karumba Sewerage	1,495,143	1,487,169
Normanton Water Upgrade	837,882	833,511
Glenore Weir	4,136,043	4,122,038
<b>Total balance QTC borrowings</b>	<b>6,469,068</b>	<b>6,442,718</b>
<b>Net Council Position after Borrowings</b>	<b>9,486,459</b>	<b>11,528,017</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	39,949
<b>Total balance held in trust</b>	<b>131,327</b>	<b>131,327</b>

Rates and Service Charges Receivables Report  
 Jul-23

**Number of Assessments**

Total Active	1183
Non Valued	349
Valued	834

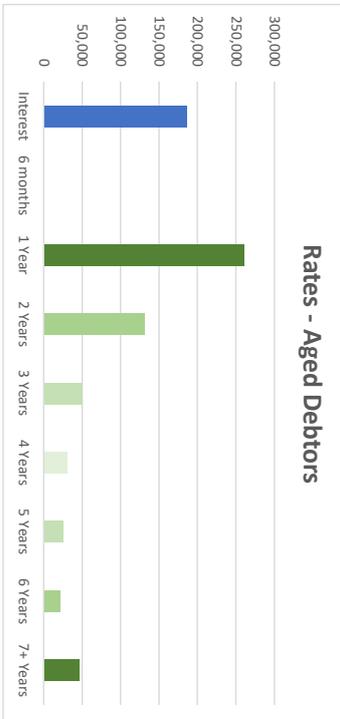
Non-Rateable, but Utility charges & ESL may still apply.  
 Valuations Issued by State Valuations Office

**Payment Arrangements**

No. of Assess	Amount
6	81,055

**Aged Debtor Breakdown**

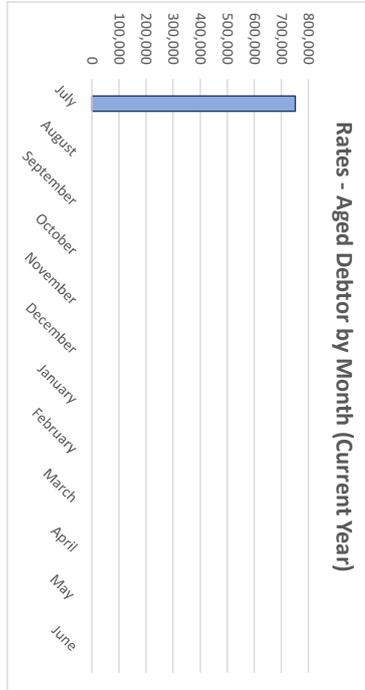
TOTAL	Legal Fees	Interest	Current	6 months	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years	7+ Years
752,191	0	186,159	0	0	260,355	132,023	50,847	30,691	24,978	21,229	45,908



Rates and Service Charges Receivables Report  
 Jul-23

Aged Debtor by Month											
July	August	September	October	November	December	January	February	March	April	May	June
752,191											

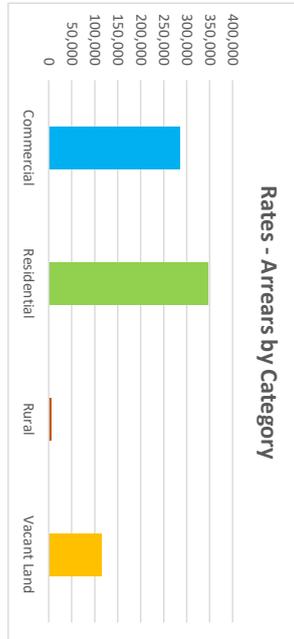
\*\* The GL Account balance and Outstanding Debtors Report show a difference of \$115,067.29. This is the Rates Paid in Advance Total.



Interest by Month											
July	August	September	October	November	December	January	February	March	April	May	June
7,566											

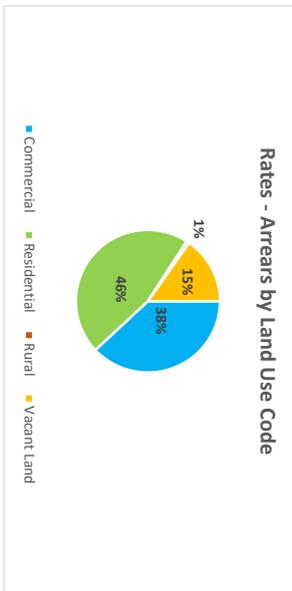
Rates and Service Charges Receivables Report  
 Jul-23

Aged Debtor Breakdown by Category		Interest	Current	6 months	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years	7+ Years
Commercial	285,949	47,581	0	0	114,400	80,652	19,704	3,941	3,876	3,778	12,017
Residential	346,528	103,385	0	0	106,771	41,244	25,620	20,716	15,025	14,263	19,503
Rural	5,043	368	0	0	4,675	0	0	0	0	0	0
Vacant Land	114,672	34,825	0	0	34,509	10,127	5,522	6,035	6,077	3,188	14,388
<b>Totals</b>	<b>752,191</b>	<b>186,159</b>	<b>0</b>	<b>0</b>	<b>260,355</b>	<b>132,023</b>	<b>50,847</b>	<b>30,691</b>	<b>24,978</b>	<b>21,229</b>	<b>45,908</b>



**Breakdown by Land Usage**

Land Usage	No. of Assess	Total	Percentage
Commercial	206	285,949	38%
Residential	645	346,528	46%
Rural	55	5,043	1%
Vacant Land	277	114,672	15%
	<b>1,183</b>	<b>752,191</b>	

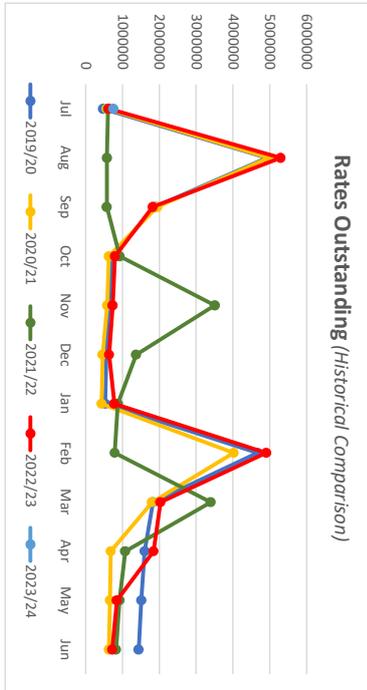


Rates and Service Charges Receivables Report

Historical Comparison by Month

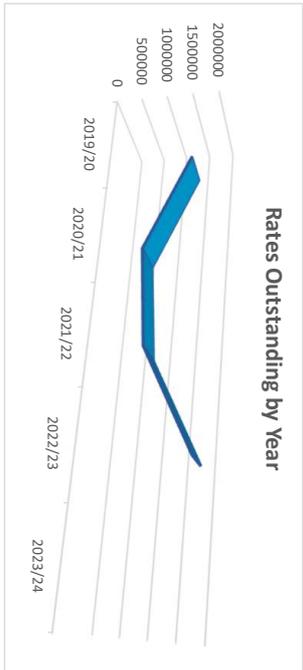
Jul-23

	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
2023/24	\$ 752,191											



Historical Comparison by Year

2019/20	\$ 1,437,098
2020/21	\$ 628,928
2021/22	\$ 825,409
2022/23	\$ 1,843,638
2023/24	



## BUSINESS PAPERS

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### 10.3 COMMUNITY DONATIONS AND SUPPORT

<b>Attachments:</b>	10.3.1. Normanton Rodeo Association <a href="#">↓</a>
	10.3.2. Heels and Reels Pig Hunting Competition <a href="#">↓</a>
	10.3.3. Karumba Seniors Christmas Luncheon <a href="#">↓</a>
	10.3.4. Bynoe Deadly Choices <a href="#">↓</a>
	10.3.5. Normanton State School <a href="#">↓</a>
	10.3.6. Doomadgee State School <a href="#">↓</a>

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

**Date:** 10 August 2023

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

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

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#### Executive Summary:

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 waivers of fees and charges:

1. Normanton Rodeo Association request for In-Kind support at the event for the following:

• Tables and Chairs – Community Trailer with fee waiver inc. additional tables and chairs	Value	\$970
• Facility Hire with fee waiver	Value	\$250
• plus camping fees estimated	Value	\$250
• Toilets and grounds to be cleaned	Value	\$1000
• Stage for fashions on the Field	Value	\$1000
• Printing	Value	\$15
<b>TOTAL EST. IN KIND VALUE</b>		<b>\$3485</b>

2. Heels and Reels request for In-Kind support at the event for the following:

• Tables and Chairs – Community trailer	Value	\$580
• Camping area	Value est	\$500
<b>TOTAL EST. IN KIND VALUE</b>		<b>\$1080</b>

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## BUSINESS PAPERS

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3. Karumba Seniors Christmas Function Coordinator requests a cash donation to the value of \$700
4. Bynoe CACS Ltd are seeking a fee waiver for the hire of the Normanton Sports Centre. The proposed dates are:
- |                                  |       |        |
|----------------------------------|-------|--------|
| • Week 2 – 15th & 17th August    | Value | \$780  |
| • Week 3 – 29th & 31st August    | Value | \$780  |
| • Week 4 - 12th & 14th September | Value | \$780  |
| TOTAL EST IN KIND VALUE          |       | \$2340 |

**AND**

That Council note the Donations and waivers of fees approved under the delegation of the Chief Executive Officer and confirm and endorse the actions of the Chief Executive Officer in authorizing the Normanton State School application (6) which is above the delegation limit:

5. Bynoe CACS Ltd are seeking a fee waiver for the hire of the Normanton Sports Centre. The proposed dates are:
- |   |       |       |
|---|-------|-------|
| • Week 1 – 1 <sup>st</sup> and 3 <sup>rd</sup> August | Value | \$780 |
|---|-------|-------|
6. Normanton State School – The school are holding the Gulf District Athletics at John Henry Oval over two days. The school has requested:
- |   |       |        |
|---|-------|--------|
| • Use of the oval for 2 days  | Value | \$300  |
| • Bins x 4  | Value | \$260  |
| • Toilets cleaned - \$150 per day   | Value | \$300  |
| • Line marking of running track and field events                          | Value | \$1500 |
| The mowing and watering occur in the normal course of Council operations. |       |        |
| TOTAL EST IN KIND VALUE   |       | \$2360 |

7. Doomadgee State School – The school students are participating in the Gulf District Athletics held in Normanton. The school has requested the use of the Normanton Sports Centre for accommodation over two days:
- |  |       |       |
|--|-------|-------|
| • Normanton Sports Centre \$390 for 2 days | Value | \$780 |
|--|-------|-------|

**Background:**

Council has a Community Donations and Support funding program for events held in the Carpentaria Shire. There has been an expenditure of \$9,533.40 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 Co	Account	Actual
IK1040	In Kind - Gulf Christian College	177.27
IK1070	In Kind - Karumba Recreation Club	732.73
IK1130	In Kind - Normanton State School	1,835.98
IK1140	In Kind - Normanton Stingers	2,087.43
IK1557	In Kind-Ventacare NQ	3,900.00
IK1724	In Kind - NAIDOC Dinner/Ball	799.99
	* Total *	9,533.40

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

The following requests community donations were put in for Council's consideration this month.

- On the 9<sup>th</sup> of September the **Normanton Rodeo Association** will be holding the Normanton Sprint Races and Rodeo, at the Normanton Showgrounds.

The direct benefit to the community includes:

- Social engagement and activity for the whole community.
- Sporting competition opportunities for local people.
- Chance to attend a sporting event as a supporter and crowd.
- Increase visitors to community and region benefits local businesses.
- Community groups have opportunity to volunteer to raise funds.

The Normanton Rodeo Association request for In-Kind support at the event for the following:

➤ Tables and Chairs – Community Trailer with fee waiver inc. additional tables and chairs	Value	\$970
➤ Facility Hire with fee waiver	Value	\$250
➤ plus camping fees estimated	Value	\$250
➤ Toilets and grounds to be cleaned	Value	\$1000
➤ Stage for fashions on the Field	Value	\$1000
➤ Printing	Value	\$15
<b>TOTAL EST. IN KIND VALUE</b>		<b>\$3485</b>

- Heels and Reels** are conducting the Normanton Pig Hunting Competition on the 19<sup>th</sup> to the 21<sup>st</sup> of October. The event is proposed to be held at the Normanton Showgrounds.

Heels and Reels request for In-Kind support at the event for the following:

➤ Tables and Chairs – Community trailer	Value	\$580
➤ Camping area 2 days - \$250 / day	Value est	\$500
<b>TOTAL EST. IN KIND VALUE</b>		<b>\$1080</b>

## **BUSINESS PAPERS**

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3. **Karumba Seniors Christmas** Function event is set for the 1st of November 2023 at the Karumba Lodge Hotel.

Gifts and prizes are to be provided for between 50 – 70 people on the day.

The direct benefit to the community includes:

- For some seniors this is the only Christmas they have.

The Karumba Seniors Christmas Function Coordinator request financial support to enable the event for the following:

➤ Cash donation	Value	\$700
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4. **Bynoe CACS Ltd - Deadly Choices** - Indigenous Senior Games Program - An ongoing series of sporting games for Elders in the community. Builds community connection and participation.

The direct benefit to the community includes:

- Supporting physical activity for elders as well as social and cultural connection.

The Indigenous Senior Games Program is expected to run over 4 weeks – every second Tuesday and Thursday. BYNOE are seeking a fee waiver for the hire of the Normanton Sports Centre. The proposed dates are:

➤ Week 1 – 1 <sup>st</sup> and 3 <sup>rd</sup> August	Value	\$780
➤ Week 2 – 15 <sup>th</sup> & 17 <sup>th</sup> August	Value	\$780
➤ Week 3 – 29 <sup>th</sup> & 31 <sup>st</sup> August	Value	\$780
➤ Week 4 - 12 <sup>th</sup> & 14 <sup>th</sup> September	Value	\$780

A fee waiver for the first week has been approved under the CEO delegation. A fee waiver for Week 2 to Week 4 is requested for \$2,340

TOTAL EST IN KIND VALUE	\$3120
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### **Donations approved under the delegation of the Chief Executive Officer**

The following community donations were put in for the Chief Executive Officer's consideration this month.

5. **Normanton State School** – The school are holding the Gulf District Athletics Carnival at John Henry Memorial Oval on the 27<sup>th</sup> July through to the 28<sup>th</sup> July, between 7:30am to 4pm.

The carnival will be track and field events. The school are requesting the use of the oval, toilet facilities and request the oval be mowed, with sprinklers turned the prior evening. They have also requested the lines be painted for the running track and field events.

The direct benefit to the community includes:

- Students from all over the Gulf will be participating in the Carnival.
- Parents and community will be attending and supporting the students.

The school has requested:

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## **BUSINESS PAPERS**

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➤ Use of the oval for 2 days	Value	\$300
➤ Bins x 4	Value	\$260
➤ Toilets cleaned - \$150 per day	Value	\$300
➤ Line marking of running track and field events	Value	\$1500

The mowing and watering occur in the normal course of Council operations.

TOTAL EST IN KIND VALUE \$2360

6. **Doomadgee State School** – The school students are participating in the Gulf District Athletics event held at the John Henry Oval. Students from Doomadgee are travelling to Normanton on Wednesday 26<sup>th</sup> July, arriving at approximately 4pm. They are requesting the use of the Normanton Sports Centre building for accommodation. There was no alternative accommodation for the twelve students that attended the carnival.

The school has requested:

➤ Normanton Sports Centre \$390 for 2 days	Value	\$780
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### **Consultation (Internal/External):**

- Mark Crawley - Chief Executive Officer
- Chris Guthrie – Manager of Economic and Community Development
- 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.

# Form 402 – Application for Community Donation and Support



**Postal Address**  
 PO Box 31  
 Normanton QLD 4890

**Community Services**  
 Ph: 07 4745 2200  
 Fax: 07 4745 1340

**Internet**  
[www.carpentaria.qld.gov.au](http://www.carpentaria.qld.gov.au)  
[council@carpentaria.qld.gov.au](mailto:council@carpentaria.qld.gov.au)

Section A – Applicant Details	
Name/Business Name:	
Normanton Rodeo Association	
Surname:	
Gallagher	
Residential Address:	
1 Racecourse Road	
Suburb:	
Normanton	
Postcode:	
4890	
Postal Address: <input type="checkbox"/> As Above	
PO BOX 108	
Town/Suburb:	Postcode:
Normanton	4890
State:	
QLD	
Home/Work Phone:	
0439679760	
Mobile Phone:	
0439679760	
Email:	
normantonrodeo@outlook.com	
Section B – Event Details	
Name of Event:	
Normanton Sprint Races and Rodeo	
Location of Event:	
Normanton Rodeo Grounds	
Date/s of Event:	
9th September 2023	
Details of Event:	
Sprint Races, Rodeo, Bar & Food Available	

Operating Times of Event (e.g. 5pm – 10pm):
10am - 12am
With the event provide a direct benefit to the community?
<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No
If yes, please give details:
Social engagement and activity for the whole community. Sporting competition opportunities for local people. Chance to attend a sporting event as a supporter and crowd. Increase visitors to community and region benefits local businesses. Community groups have opportunity to volunteer to raise funds.
Section C – Support Requested
Please provide details of support requested from Council in the section below. Complete only those sections that apply to your application.
Cash Donation Amount (complete only if you are requesting a cash contribution):
\$
In Kind Support:
<input checked="" type="checkbox"/> Tables and Chairs - Community Trailer with Fee Waiver (please advise if you require more than 20 tables and/or 100 chairs) <b>Complete Section D</b>
<input checked="" type="checkbox"/> Facility Hire with Fee Waiver <b>Complete Section E</b>
<input checked="" type="checkbox"/> Provisions of Bins <b>Complete Section F</b>
<input type="checkbox"/> Temporary Road Closure <b>Complete Section G</b>
<input checked="" type="checkbox"/> Other Support <b>Complete Section H</b>
Section D – Tables and Chairs – Community Trailer with Fee Waiver
Number of Additional Tables Required (Max 29):
Trailer + 10 extra tables
Number of Additional Chairs Required (Max 170):
Trailer + 50 extra chairs

Advise Pick up Date/Time of Community Trailer:
Friday 8th September
Advise Return Date/Time of Community Trailer:
Monday 11th September

I (the Applicant) acknowledge that the use of the community trailer along with the tables & chairs it contains may pose danger by:

- the serviceability and condition of the trailer and tables and chairs;
- the risk of physical injury involved with the use of the trailer and tables and chairs;
- operations being conducted;
- the actions, intentional or carelessness of persons using the trailer and tables and chairs, including persons not authorised; and
- weather conditions (e.g. lightning or strong winds).

**Supervision for Use of Community Trailer and the Tables & Chairs it Contains**

Further, I acknowledge that:

- Adults must ensure their own safety while using or being near the trailer and tables and chairs.
- The supervision of children and others unable to properly ensure their own safety remains **AT ALL TIMES** the responsibility of their **PARENTS OR GUARDIANS** and **NOT** the responsibility of Carpentaria Shire Council ("Council"), irrespective of whether Council provides an instructor or any other form of monitoring or supervision.

**Section E – Facility Hire with Fee Waiver**

Facility:

Normanton Shire Hall

Normanton Shire Hall Meeting Room

Normanton Show Grounds

Boardroom - Normanton

Karumba Civic Centre

Other – Please specify below:

Start Date:

Friday 8th September

Finish Date:

Monday 11th September

Will alcohol be consumed at the facility?

Yes

No

*If yes, the hirer consents to Council notifying Queensland Police of the event in the interest of public safety.*

**Section F – Provision of Bins**

Number of Bins Required:

Existing bins only - rubbish pick req'd mon 11th Sep

Delivery Time and Date:

Pick Up Time and Date:

Location:

**Section G – Temporary Road Closure**

Do you require Council to deliver and pick up the signs?

Yes

No

Delivery Time and Date:

Pick Up Time and Date:

Location:

**Section H – Other Support**

Details of Other Support:

- Toilets and Showers at grounds - Main bar, arena bar, secretaries office, camping grounds to be cleaned and fully functional by Monday 4th September
- Stage for Fashions on the Field. To be delivered Friday 8th September and collected Monday 11th September
- Printing - 50 A4 copies

<b>Section I – Authorisation</b>
Name of Applicant:
Emmy Gallagher
Date:
2.08.2023
Signature of Applicant:
<b>Section J – Office Use Only</b>
Approved by Delegated Officer:
<input type="checkbox"/> Yes
<input type="checkbox"/> No
Signature:
<input type="checkbox"/> Applicant Advised
<input type="checkbox"/> Internal Advice Given
<input type="checkbox"/> Entered in CDAS Spreadsheet
Job Number:
<b>Section K – Indemnity</b>
The applicant indemnifies Carpentaria Shire Council (the Council) from and against any claim, demand, action, suit or proceedings that may be made or brought by any person, company or body corporate against the Council, the Council's Chief Executive Officer or any servants or agents of the Council in respect of personal injuries to, or death of, any person or loss or damage to any property arising out of, or as a consequence of access approval to the Council controlled area for any purpose; or the use of any Council facility; and also from any costs or expenses that may be incurred with any claim, demand, action, suit or proceeding. The Applicant HEREBY RELEASES AND DISCHARGES the Council, the Council's Chief Executive Officer, and the servants and agents of the Council from any such claim, demand, action, suit or proceedings which, but for this provision, might be brought against or made upon the Council, the Council's Chief Executive Officer, and the servants and agents of the Council, AND this indemnity may be pleaded in bar to any such claim, demand, action, suit or proceeding which may be brought against the Council, the Council's Chief Executive Officer, and the servants and agents of the Council.
I, the Applicant, declare that the information supplied by is true and correct at the time of lodgment of this application with Council. Should any of the details given relating to this application change in the future I shall notify Council in writing prior to the change being implemented. I have read the applicable terms and conditions and agree to abide by these. I further acknowledge and agree that Council at no time makes any claim statement or inference to the suitability or otherwise of the proposed facility or land for our use or intended use. At all times I will, prior to the use of the facility, inspect and establish the suitability or otherwise of the council facility including the approaches to the council controlled area to ensure the proposed activity can be carried out safely.

Collection Notice: Carpentaria Shire Council is collecting your personal information for the purpose of assessing your application to conduct a permitted business in a public place. The collection of this information is authorised under the Local Government Act 2009. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

**Section L – All Approvals Subject to Following Conditions**

- 1) The approval holder must maintain a public liability insurance policy to the value of \$20,000,000 together with an indemnity in the local government's favour executed by the applicant; and
  - a) Evidence of the currency of the public liability insurance policy must be submitted to the local government prior to carrying out the activity; and
  - b) The Chief Executive Officer may decide to approve certain events under Council's public liability policy where the event is in the public interest.
- 2) The approval holder must indemnify and keep indemnified the local government against claims for personal injury (including death) and damage to property (including economic loss) arising by, through or in connection with the approval; and
- 3) If the approval holder or their employee or their agent damages the road, or any public infrastructure within the road or on a local government controlled area, it must
  - a) Take immediate steps to make the area safe and maintain the area in a safe condition until all necessary repairs are effected; and
  - b) Report all damage to the local government; and
  - c) Provide payment to the local government to have all damage rectified or with the local government's prior approval carry out repairs at its own expense to the satisfaction of the local government; and
- 4) If the approval holder abandons the temporary business site or the approval is cancelled, the approval holder must take immediate steps to reinstate the site to a condition which satisfies the local government; and
- 5) The approval holder must keep the temporary business site in a clean and tidy condition and must comply with notices from the local government to clean the site within the time specified within the notice; and
- 6) All goods, equipment, materials and rubbish must be removed from the temporary business site each day at the end of the approved time; and

- 7) Amplified music is not permitted. Any noise associated with the operation of the operator's temporary business site that, in an Authorised Officer's opinion is a nuisance, is not permitted; and
- 8) Approved signage for the temporary business site must be contained wholly within the approved area, and the placement of signage must not obstruct pedestrians or other traffic. Signage is limited to one (1)
- 9) A-frame sign or similar and the area of the sign must not exceed 1.2m<sup>2</sup>; and
- 10) The approval holder must comply with the operating days, hours and dates of operation, and location of the temporary business site specified on the approval; and
- 11) Council reserves the right to prevent access to Local Government Controlled Areas and Roads without notice for any reasonable reason. Compensation is not payable to any permit holder that may suffer loss as a result of such action by Council; and
- 12) The approval holder must comply with any other conditions that the local government considers necessary.

**Section M – Conditions of Hire – Tables and Chairs – Community Trailer**

- 1) The bond shall be paid by the Hirer five (5) working days prior to the date of use of the Tables & Chairs. Carpentaria Shire Council ("Council") reserves the right to hire the tables
- 2) & chairs to other interested parties should this Bond not be received.
- 3) Hire fees shall be paid in full, two (2) working days prior to the date of hire of the tables & chairs.
- 4) Hirers found misusing tables & chairs shall be charged for cleaning and for any damage incurred. Therefore this may jeopardise the future use of Council's equipment and facilities by the Hirer or their organisation. The property must only be used for the purposes described on this Application Form.
- 5) Council will ensure the tables & chairs are in a clean and tidy state prior to the commencement of hire.
- 6) The tables & chairs shall be left by the Hirer in a clean and tidy state. This includes:
- 7) Wiping down each individual table and chair to ensure it is clean.
- 8) Neatly stacking tables & chairs awaiting pick up by Council or on return to designated area.

- 9) All tables & chairs are to be maintained by Council to ensure that they are in a safe and working condition.
- 10) A Council officer will complete a checklist relating to the condition of the tables & chairs once they have been returned. A copy of this report will be available from Council's Head Office. This report will be used to determine whether or not the security deposit will be refunded.
- 11) The Hirer will be responsible for any damage to the tables & chairs during the period of hire and agrees to bear the full cost of reinstatement of such damage or loss.
- 12) Council is entitled to deduct from the security deposit the costs associated with repairing and/or replacing any breakages, or damage to, the tables & chairs
- 13) The Hirer must obtain and maintain in force the following insurances:
- 14) Public liability insurance covering legal liability to pay for personal injury, property damage and any other liability arising out of or in any way connected with the Hirer's use or occupation of Council's tables and chairs; and
- 15) Property damage insurance covering all property for which the Hirer is responsible (including all Plant and Equipment where applicable) for its full replacement value; with a limit of liability of not less than \$10,000,000.00 on a per occurrence basis.
- 16) Each insurance policy must bear an endorsement noting Council as an interested party on each and any policy of insurance obtained by the Hirer. The endorsement of a Certificate of Currency will not comply with this requirement.
- 17) All insurance arranged by the Hirer must be effected with a reputable insurer on terms approved by Council, such approval not to be unreasonably withheld.
- 18) The Hirer must, upon written request, provide Council with copies of any policy of insurance and evidence of its currency within 14 days of receipt of such request.
- 19) The Hirer is responsible for the cost of obtaining insurance, including the payment of any deductible or excess amount, with no contribution from Council.
- 20) The Hirer is responsible for bringing to the attention of all who use the table and chairs of the Conditions of Hire.

**Section N – Catered Event Conditions**

- 1) The provisions of the Food Hygiene Regulations, with particular reference to the Public Health requirements relating to the preparation and storage of food for sale,

are to be conformed with.

- 2) The name and address of any proposed caterers are to be supplied to Council's Environmental Health Officer prior to the event being conducted.
- 3) Caterers are to provide Council's Environmental Health Officers with a completed "Temporary Food Stall" application prior to the event.

A copy of a Liquor Licence relevant for the event is to be provided to Council before the event occurs.

# Form 402 - Application for Community Donation and Support



CARPENTARIA SHIRE

Outback by the Sea®

Postal Address  
PO Box 31  
Normanton QLD 4890

Community Services  
Ph: 07 4745 2200  
Fax: 07 4745 1340

Internet  
[www.carpentaria.qld.gov.au](http://www.carpentaria.qld.gov.au)  
[council@carpentaria.qld.gov.au](mailto:council@carpentaria.qld.gov.au)

## Section A - Applicant Details

Name/Business Name:

Heels + Reels events.

Surname:

Cherie Schaefer

Residential Address:

21 Haig Street

Suburb:

Normanton QLD 4890

Postcode:

Postal Address:

As Above

Town/Suburb:

Postcode:

State:

Home/Work Phone:

Mobile Phone:

0448324911

Email:

Chericschaefer01@gmail.com

## Section B - Event Details

Name of Event:

Normanton Pig hunting Comp.

Location of Event:

Date/s of Event:

19th to 21st October.

Details of Event:

Flyer attached.

Operating Times of Event (e.g. 5pm - 10pm):

5pm Kick off 19th Finishes 5th night

With the event provide a direct benefit to the community?

Yes

No

If yes, please give details:

## Section C - Support Requested

Please provide details of support requested from Council in the section below. Complete only those sections that apply to your application.

Cash Donation Amount (complete only if you are requesting a cash contribution):

\$

In Kind Support:

Tables and Chairs - Community Trailer with Fee Waiver (please advise if you require more than 20 tables and/or 100 chairs)

Complete Section D

Facility Hire with Fee Waiver

Complete Section E

Provisions of Bins ones @ the grounds

Complete Section F

Temporary Road Closure

Complete Section G

Other Support

Complete Section H

## Section D - Tables and Chairs - Community Trailer with Fee Waiver

Number of Additional Tables Required (Max 29):

Number of Additional Chairs Required (Max 170):

Advise Pick up Date/Time of Community Trailer:

Advise Return Date/Time of Community Trailer:

I (the Applicant) acknowledge that the use of the community trailer along with the tables & chairs it contains may pose danger by:

- the serviceability and condition of the trailer and tables and chairs;
- the risk of physical injury involved with the use of the trailer and tables and chairs;
- operations being conducted;
- the actions, intentional or carelessness of persons using the trailer and tables and chairs, including persons not authorised; and
- weather conditions (e.g. lightning or strong winds).

**Supervision for Use of Community Trailer and the Tables & Chairs it Contains**

Further, I acknowledge that:

- Adults must ensure their own safety while using or being near the trailer and tables and chairs.
- The supervision of children and others unable to properly ensure their own safety remains **AT ALL TIMES** the responsibility of their **PARENTS OR GUARDIANS** and **NOT** the responsibility of Carpentaria Shire Council ("Council"), irrespective of whether Council provides an instructor or any other form of monitoring or supervision.

**Section E - Facility Hire with Fee Waiver**

Facility:

- Normanton Shire Hall
- Normanton Shire Hall Meeting Room
- Normanton Show Grounds
- Boardroom - Normanton
- Karumba Civic Centre
- Other - Please specify below:

toilets, Showers, Bar + kitchen area.

Start Date:

Friday 20<sup>th</sup> Oct

Finish Date:

Sunday 22<sup>nd</sup> Oct

Will alcohol be consumed at the facility?

- Yes
- No

If yes, the hirer consents to Council notifying Queensland Police of the event in the interest of public safety.

**Section F - Provision of Bins**

Number of Bins Required:

Delivery Time and Date:

Pick Up Time and Date:

Location:

**Section G - Temporary Road Closure**

Do you require Council to deliver and pick up the signs?

- Yes
- No

Delivery Time and Date:

Pick Up Time and Date:

Location:

**Section H - Other Support**

Details of Other Support:

- Use of the camping area (none electricity sites only).

I have already met with the Police re the event.

**Section I - Authorisation**

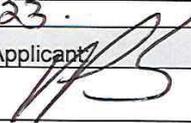
Name of Applicant:

*Chris Schuster*

Date:

*13.7.23*

Signature of Applicant:



**Section J - Office Use Only**

Approved by Delegated Officer:

- Yes  
 No

Signature:

- Applicant Advised  
 Internal Advice Given  
 Entered in CDAS Spreadsheet

Job Number:

**Section K - Indemnity**

The applicant indemnifies Carpentaria Shire Council (the Council) from and against any claim, demand, action, suit or proceedings that may be made or brought by any person, company or body corporate against the Council, the Council's Chief Executive Officer or any servants or agents of the Council in respect of personal injuries to, or death of, any person or loss or damage to any property arising out of, or as a consequence of access approval to the Council controlled area for any purpose; or the use of any Council facility; and also from any costs or expenses that may be incurred with any claim, demand, action, suit or proceeding. The Applicant HEREBY RELEASES AND DISCHARGES the Council, the Council's Chief Executive Officer, and the servants and agents of the Council from any such claim, demand, action, suit or proceedings which, but for this provision, might be brought against or made upon the Council, the Council's Chief Executive Officer, and the servants and agents of the Council, AND this indemnity may be pleaded in bar to any such claim, demand, action, suit or proceeding which may be brought against the Council, the Council's Chief Executive Officer, and the servants and agents of the Council.

I, the Applicant, declare that the information supplied by is true and correct at the time of lodgment of this application with Council. Should any of the details given relating to this application change in the future I shall notify Council in writing prior to the change being implemented. I have read the applicable terms and conditions and agree to abide by these. I further acknowledge and agree that Council at no time makes any claim statement or inference to the suitability or otherwise of the proposed facility or land for our use or intended use. At all times I will, prior to the use of the facility, inspect and establish the suitability or otherwise of the council facility including the approaches to the council controlled area to ensure the proposed activity can be carried out safely.

Collection Notice: Carpentaria Shire Council is collecting your personal information for the purpose of assessing your application to conduct a permitted business in a public place.

The collection of this information is authorised under the Local Government Act 2009.

Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

**Section L - All Approvals Subject to Following Conditions**

- 1) The approval holder must maintain a public liability insurance policy to the value of \$20,000,000 together with an indemnity in the local government's favour executed by the applicant; and
  - a) Evidence of the currency of the public liability insurance policy must be submitted to the local government prior to carrying out the activity; and
  - b) The Chief Executive Officer may decide to approve certain events under Council's public liability policy where the event is in the public interest.
- 2) The approval holder must indemnify and keep indemnified the local government against claims for personal injury (including death) and damage to property (including economic loss) arising by, through or in connection with the approval; and
- 3) If the approval holder or their employee or their agent damages the road, or any public infrastructure within the road or on a local government controlled area, it must
  - a) Take immediate steps to make the area safe and maintain the area in a safe condition until all necessary repairs are effected; and
  - b) Report all damage to the local government; and
  - c) Provide payment to the local government to have all damage rectified or with the local government's prior approval carry out repairs at its own expense to the satisfaction of the local government; and
- 4) If the approval holder abandons the temporary business site or the approval is cancelled, the approval holder must take immediate steps to reinstate the site to a condition which satisfies the local government; and
- 5) The approval holder must keep the temporary business site in a clean and tidy condition and must comply with notices from the local government to clean the site within the time specified within the notice; and
- 6) All goods, equipment, materials and rubbish must be removed from the temporary business site each day at the end of the approved time; and

- 7) Amplified music is not permitted. Any noise associated with the operation of the operator's temporary business site that, in an Authorised Officer's opinion is a nuisance, is not permitted; and
- 8) Approved signage for the temporary business site must be contained wholly within the approved area, and the placement of signage must not obstruct pedestrians or other traffic. Signage is limited to one (1)
- 9) A-frame sign or similar and the area of the sign must not exceed 1.2m<sup>2</sup>; and
- 10) The approval holder must comply with the operating days, hours and dates of operation, and location of the temporary business site specified on the approval; and
- 11) Council reserves the right to prevent access to Local Government Controlled Areas and Roads without notice for any reasonable reason. Compensation is not payable to any permit holder that may suffer loss as a result of such action by Council; and
- 12) The approval holder must comply with any other conditions that the local government considers necessary.

#### **Section M – Conditions of Hire – Tables and Chairs – Community Trailer**

- 1) The bond shall be paid by the Hirer five (5) working days prior to the date of use of the Tables & Chairs. Carpentaria Shire Council ("Council") reserves the right to hire the tables
- 2) & chairs to other interested parties should this Bond not be received.
- 3) Hire fees shall be paid in full, two (2) working days prior to the date of hire of the tables & chairs.
- 4) Hirers found misusing tables & chairs shall be charged for cleaning and for any damage incurred. Therefore this may jeopardise the future use of Council's equipment and facilities by the Hirer or their organisation. The property must only be used for the purposes described on this Application Form.
- 5) Council will ensure the tables & chairs are in a clean and tidy state prior to the commencement of hire.
- 6) The tables & chairs shall be left by the Hirer in a clean and tidy state. This includes:
- 7) Wiping down each individual table and chair to ensure it is clean.
- 8) Neatly stacking tables & chairs awaiting pick up by Council or on return to designated area.

- 9) All tables & chairs are to be maintained by Council to ensure that they are in a safe and working condition.
- 10) A Council officer will complete a checklist relating to the condition of the tables & chairs once they have been returned. A copy of this report will be available from Council's Head Office. This report will be used to determine whether or not the security deposit will be refunded.
- 11) The Hirer will be responsible for any damage to the tables & chairs during the period of hire and agrees to bear the full cost of reinstatement of such damage or loss.
- 12) Council is entitled to deduct from the security deposit the costs associated with repairing and/or replacing any breakages, or damage to, the tables & chairs
- 13) The Hirer must obtain and maintain in force the following insurances:
- 14) Public liability insurance covering legal liability to pay for personal injury, property damage and any other liability arising out of or in any way connected with the Hirer's use or occupation of Council's tables and chairs; and
- 15) Property damage insurance covering all property for which the Hirer is responsible (including all Plant and Equipment where applicable) for its full replacement value; with a limit of liability of not less than \$10,000,000.00 on a per occurrence basis.
- 16) Each insurance policy must bear an endorsement noting Council as an interested party on each and any policy of insurance obtained by the Hirer. The endorsement of a Certificate of Currency will not comply with this requirement.
- 17) All insurance arranged by the Hirer must be effected with a reputable insurer on terms approved by Council, such approval not to be unreasonably withheld.
- 18) The Hirer must, upon written request, provide Council with copies of any policy of insurance and evidence of its currency within 14 days of receipt of such request.
- 19) The Hirer is responsible for the cost of obtaining insurance, including the payment of any deductible or excess amount, with no contribution from Council.
- 20) The Hirer is responsible for bringing to the attention of all who use the table and chairs of the Conditions of Hire.

#### **Section N – Catered Event Conditions**

- 1) The provisions of the Food Hygiene Regulations, with particular reference to the Public Health requirements relating to the preparation and storage of food for sale,

are to be conformed with.

- 2) The name and address of any proposed caterers are to be supplied to Council's Environmental Health Officer prior to the event being conducted.
- 3) Caterers are to provide Council's Environmental Health Officers with a completed "Temporary Food Stall" application prior to the event.

A copy of a Liquor Licence relevant for the event is to be provided to Council before the event occurs.

# NORMANTON PIG HUNTING COMPETITION

**\$5,000  
CASH  
DRAW**

**PRIZES**

**FOOD  
and  
BAR**

*Live*  
**ENTERTAINMENT**

**5PM THURSDAY 19TH**

*to*

**3PM SATURDAY 21ST**

**OCTOBER**



**SCAN THE QR CODE TO JOIN  
OUR FACEBOOK GROUP TO  
STAY UP TO DATE**



**THIS IS A HEELS & REELS EVENT  
FOR ENQUIRES PLEASE CONTACT CHERIE SCHAFER ON  
0448 324 911**

**Form 4B - Request for  
 Community Donation and Support**



Postal Address  
 PO Box 31  
 Normanton QLD 4890

Work Health & Safety  
 Ph: 07 4745 2200  
 Fax: 07 4745 1340

Internet  
 www.carpentaria.qld.gov.au  
 council@carpentaria.qld.gov.au

**Section A - Applicant Details**

Full Name:  
 Karumba Seniors Christmas Luncheon  
 Business / Organisation Name:  
 Karumba Seniors Christmas Luncheon  
 ABN (if applicable):  
 Residential Address:  
 36 Henry St  
 Suburb: KARUMBA Postcode: 4891  
 Postal Address:  
 PO Box 134  
 Suburb: KARUMBA Postcode: 4891  
 Business Hours Phone:  
 04 2885 2912  
 Mobile / Home Phone:  
 04 2885 2912  
 Email:  
 reseforjochey@kugpond.com

**Section B - Event Details**

Name of Event:  
 Christmas Lunch  
 Location of Event:  
 Karumba Lodge Hotel  
 Date/s of Event:  
 1st Nov 2023  
 Details of Event:  
 Christmas lunch with gifts + prizes approx 50-70 people  
 Operating Times of Event (e.g. 9am - 10pm):  
 10am - 2pm approx  
 Will the event provide a direct benefit to the community?  
 Yes  No  
 If yes, please give details:  
 for some seniors this is the only Christmas they have.

**Section C - Support Requested**

Please provide details of support requested from Council in the section below. Complete only those sections that apply to your application.

Cash Donation Amount (complete only if you are requesting a cash contribution):  
 \$700

In Kind Support:  
 Table and Chair Hire with Fee Waiver  
 Complete Section D  
 Facility Hire with Fee Waiver  
 Complete Section E  
 Provision of Bins  
 Complete Section F N/A  
 Temporary Road Closure  
 Complete Section G  
 Other Support  
 Complete Section H

**Section D - Tables and Chairs**

Number of Tables Required (Max 29):

Number of Chairs Required (Max 170):

Do you require Council to deliver and pick up the tables and chairs?  
 Yes  No

If Yes, please complete the below information:  
 Delivery Time:  
 Pick Up Time:  
 Pick Up Location: N/A

I (the Applicant) acknowledge that use of tables & chairs may pose danger by:

- the serviceability and condition of the tables and chairs;
- the risk of physical injury involved with the use of the tables and chairs;

- operations being conducted;
- the actions, intentional or careless, of persons using the tables and chairs, including persons not authorised; and
- Weather conditions (e.g. lightning or strong winds).

**Supervision for Use of Tables & Chairs**  
Further, I acknowledge that:

- Adults must ensure their own safety while using or near the tables and chairs.
- The supervision of children and others unable properly to ensure their own safety remains **AT ALL TIMES** the responsibility of their **PARENTS OR GUARDIANS** and **NOT** the responsibility of Carpentaria Shire Council ("Council"), irrespective of whether Council provides an instructor or any other form of monitoring or supervision.

Name of Applicant:  
Rose Cousins

Signature of Applicant:  
*Rose Cousins*

**Section E - Facility Hire with Fee Waiver**

- Facility:
- Normanton Shire Hall
  - Normanton Shire Hall Meeting Room
  - Normanton Show Grounds
  - Boardroom - Normanton
  - Karumba Civic Centre
  - Other - Please specify below:

Date/s Required:  
Start Date:  
Finish Date:

Will alcohol be consumed at the facility?  
 Yes  No

If Yes, the hirer consents to Council notifying Queensland Police of the event in the interest of public safety.

**Section F - Provision of Bins**

Number of Bins Required:  
Delivery Time and Date:  
Pick Up Time and Date:  
Location:

**Section G - Temporary Road Closure**

Do you require Council to deliver and pick up the signs?  
 Yes  No  
Delivery Time and Date:  
Pick Up Time and Date:  
Location:

**Section H - Other Support**

Details of Other Support:

**Section I - Indemnity**

The applicant indemnifies Carpentaria Shire Council (the Council) from and against any claim, demand, action, suit or proceedings that may be made or brought by any person, company or body corporate against the Council, the Council's Chief Executive Officer or any servants or agents of the Council in respect of personal injuries to, or death of, any person or loss or damage to any property arising out of, or as a consequence of access approval to the Council controlled area for any purpose; or the use of any Council facility; and also from any costs or expenses that may be incurred with any claim, demand, action, suit or proceeding. The Applicant HEREBY RELEASES AND DISCHARGES the Council, the Council's Chief Executive Officer, and the servants and agents of the Council from any such claim, demand, action, suit or proceedings which, but for this provision, might be brought against or made upon the Council, the Council's Chief Executive Officer, and the servants and agents of the Council, AND this indemnity may be pleaded in bar to any such claim, demand, action, suit or proceeding which may be brought against the Council, the Council's Chief Executive Officer, and the servants and agents of the Council.

I, the Applicant, declare that the information supplied by is true and correct at the time of lodgment of this application with Council. Should any of the details given relating to this application change in the future I shall notify Council in writing prior to the change being implemented. I have read the applicable terms and conditions and agree to abide by these. I further acknowledge and agree that Council at no time makes any claim statement or inference to the suitability or otherwise of the proposed facility or land for our use or intended use. At all times I will, prior to the use of the facility, inspect and establish the suitability or otherwise of the council facility including the approaches to the council controlled area to ensure the proposed activity can be carried out safely.

**Applicant Signature**

Name of Applicant:  
MVR Bowens  
Date:  
17/8/23

Signature of Applicant:  
Bowens

**Privacy Statement:**

Carpentaria Shire Council is collecting your personal information for the purpose of assessing your application to conduct a permitted business in a public place.

The collection of this information is authorised under the Local Government Act 2009.

Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

**Office Use Only**

Approved by Delegated Officer:

Yes  No

Signature:

Applicant Advised

Internal Advice Given

Entered in CDAS Spreadsheet

Job Number:

**All Approvals will be Subject to the Following Conditions:**

- 1) The approval holder must maintain a public liability insurance policy to the value of \$25,000,000 together with an indemnity in the local government's favour executed by the applicant; and
  - a) Evidence of the currency of the public liability insurance policy must be submitted to the local government prior to carrying out the activity; and
  - b) The Chief Executive Officer may decide to approve certain events under Council's public liability policy where the event is in the public interest.
- 2) The approval holder must indemnify and keep indemnified the local government against claims for personal injury (including death) and damage to property (including economic loss) arising by, through or in connection with the approval; and
- 3) If the approval holder or their employee or their agent damages the road, or any public infrastructure within the road or on a local government controlled area, it must -

IK1120

8 x \$390 = \$3,120.00

## Form 402 - Application for Community Donation and Support



Postal Address  
PO Box 31  
Normanton QLD 4890

Community Services  
Ph: 07 4745 2200  
Fax: 07 4745 1340

Internet  
[www.carpentaria.qld.gov.au](http://www.carpentaria.qld.gov.au)  
[council@carpentaria.qld.gov.au](mailto:council@carpentaria.qld.gov.au)

### Section A - Applicant Details

Name/Business Name:

Bynoe CACS - Deadly Choices

Surname:

Alyssia Edwards

Residential Address:

35 Old Croydon Road

Suburb:

Normanton

Postcode:

4890

Postal Address:  As Above

PO BOX 414

Town/Suburb:

Postcode:

4890

State:

Home/Work Phone:

0747149030

Mobile Phone:

0499834471

Email:

dccoordinator@bynoecacs.org.au

### Section B - Event Details

Name of Event:

Indigenous Senior Games Program

Location of Event:

Carpentaria Sports Centre

Date/s of Event:

See below

Details of Event:

A program designed to support social and cultural connection as well as supporting physical activity for elders in the community.

Operating Times of Event (e.g. 5pm - 10pm):

9am - 12pm

With the event provide a direct benefit to the community?

Yes

No

If yes, please give details:

Supporting physical activity for elders as well as social and cultural connection.

### Section C - Support Requested

Please provide details of support requested from Council in the section below. Complete only those sections that apply to your application.

Cash Donation Amount (complete only if you are requesting a cash contribution):

\$

In Kind Support:

Tables and Chairs - Community Trailer with Fee Waiver (please advise if you require more than 20 tables and/or 100 chairs)

**Complete Section D**

Facility Hire with Fee Waiver

**Complete Section E**

Provisions of Bins

**Complete Section F**

Temporary Road Closure

**Complete Section G**

Other Support

**Complete Section H**

### Section D - Tables and Chairs - Community Trailer with Fee Waiver

Number of Additional Tables Required (Max 29):

Number of Additional Chairs Required (Max 170):

Bond in Trust:

Advise Pick up Date/Time of Community Trailer:

Advise Return Date/Time of Community Trailer:

I (the Applicant) acknowledge that the use of the community trailer along with the tables & chairs it contains may pose danger by:

- the serviceability and condition of the trailer and tables and chairs;
- the risk of physical injury involved with the use of the trailer and tables and chairs;
- operations being conducted;
- the actions, intentional or carelessness of persons using the trailer and tables and chairs, including persons not authorised; and
- weather conditions (e.g. lightning or strong winds).

**Supervision for Use of Community Trailer and the Tables & Chairs it Contains**

Further, I acknowledge that:

- Adults must ensure their own safety while using or being near the trailer and tables and chairs.
- The supervision of children and others unable to properly ensure their own safety remains **AT ALL TIMES** the responsibility of their **PARENTS OR GUARDIANS** and **NOT** the responsibility of Carpentaria Shire Council ("Council"), irrespective of whether Council provides an instructor or any other form of monitoring or supervision.

**Section E – Facility Hire with Fee Waiver**

Facility:

- Normanton Shire Hall
- Normanton Shire Hall Meeting Room
- Normanton Show Grounds
- Boardroom - Normanton
- Karumba Civic Centre
- Other – Please specify below:

Carpentaria Sports Centre

Start Date:

1/08/2023

Finish Date:

14/09/2023

Will alcohol be consumed at the facility?

- Yes
- No

*If yes, the hirer consents to Council notifying Queensland Police of the event in the interest of public safety.*

**Section F – Provision of Bins**

Number of Bins Required:

Delivery Time and Date:

Pick Up Time and Date:

Location:

**Section G – Temporary Road Closure**

Do you require Council to deliver and pick up the signs?

- Yes
- No

Delivery Time and Date:

Pick Up Time and Date:

Location:

**Section H – Other Support**

Details of Other Support:

ADDITIONAL INFORMATION

Indigenous Senior Games Program  
 4 Weeks - Every second Tuesday and Thursday

Dates Include:

- WEEK 1: 1st and 3rd August
- WEEK 2: 15th and 17th August
- WEEK 3: 29th and 31st August
- WEEK 4: 12th and 14th September

*-\$780.00 ✓ approved by CEO*  
*\$2340.00*

*8 x \$390.00 = \$3,120.00*

*CEO to Approve week 1 due to it being before council meeting.*

**Section I – Authorisation**

Name of Applicant:

Alyssia Edwards

Date:

25/7/2023

Signature of Applicant:

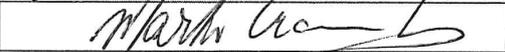


**Section J – Office Use Only**

Approved by Delegated Officer:

- Yes
- No

Signature:



- Applicant Advised
- Internal Advice Given
- Entered in CDAS Spreadsheet

Job Number:

**Section K – Indemnity**

The applicant indemnifies Carpentaria Shire Council (the Council) from and against any claim, demand, action, suit or proceedings that may be made or brought by any person, company or body corporate against the Council, the Council's Chief Executive Officer or any servants or agents of the Council in respect of personal injuries to, or death of, any person or loss or damage to any property arising out of, or as a consequence of access approval to the Council controlled area for any purpose; or the use of any Council facility; and also from any costs or expenses that may be incurred with any claim, demand, action, suit or proceeding. The Applicant HEREBY RELEASES AND DISCHARGES the Council, the Council's Chief Executive Officer, and the servants and agents of the Council from any such claim, demand, action, suit or proceedings which, but for this provision, might be brought against or made upon the Council, the Council's Chief Executive Officer, and the servants and agents of the Council, AND this indemnity may be pleaded in bar to any such claim, demand, action, suit or proceeding which may be brought against the Council, the Council's Chief Executive Officer, and the servants and agents of the Council.

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Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

**Section L – All Approvals Subject to Following Conditions**

- 1) The approval holder must maintain a public liability insurance policy to the value of \$20,000,000 together with an indemnity in the local government's favour executed by the applicant; and
  - a) Evidence of the currency of the public liability insurance policy must be submitted to the local government prior to carrying out the activity; and
  - b) The Chief Executive Officer may decide to approve certain events under Council's public liability policy where the event is in the public interest.
- 2) The approval holder must indemnify and keep indemnified the local government against claims for personal injury (including death) and damage to property (including economic loss) arising by, through or in connection with the approval; and
- 3) If the approval holder or their employee or their agent damages the road, or any public infrastructure within the road or on a local government controlled area, it must
  - a) Take immediate steps to make the area safe and maintain the area in a safe condition until all necessary repairs are effected; and
  - b) Report all damage to the local government; and
  - c) Provide payment to the local government to have all damage rectified or with the local government's prior approval carry out repairs at its own expense to the satisfaction of the local government; and
- 4) If the approval holder abandons the temporary business site or the approval is cancelled, the approval holder must take immediate steps to reinstate the site to a condition which satisfies the local government; and
- 5) The approval holder must keep the temporary business site in a clean and tidy condition and must comply with notices from the local government to clean the site within the time specified within the notice; and
- 6) All goods, equipment, materials and rubbish must be removed from the temporary business site each day at the end of the approved time; and

- 7) Amplified music is not permitted. Any noise associated with the operation of the operator's temporary business site that, in an Authorised Officer's opinion is a nuisance, is not permitted; and
- 8) Approved signage for the temporary business site must be contained wholly within the approved area, and the placement of signage must not obstruct pedestrians or other traffic. Signage is limited to one (1)
- 9) A-frame sign or similar and the area of the sign must not exceed 1.2m<sup>2</sup>; and
- 10) The approval holder must comply with the operating days, hours and dates of operation, and location of the temporary business site specified on the approval; and
- 11) Council reserves the right to prevent access to Local Government Controlled Areas and Roads without notice for any reasonable reason. Compensation is not payable to any permit holder that may suffer loss as a result of such action by Council; and
- 12) The approval holder must comply with any other conditions that the local government considers necessary.

**Section M – Conditions of Hire – Tables and Chairs – Community Trailer**

- 1) The bond shall be paid by the Hirer five (5) working days prior to the date of use of the Tables & Chairs. Carpentaria Shire Council ("Council") reserves the right to hire the tables
- 2) & chairs to other interested parties should this Bond not be received.
- 3) Hire fees shall be paid in full, two (2) working days prior to the date of hire of the tables & chairs.
- 4) Hirers found misusing tables & chairs shall be charged for cleaning and for any damage incurred. Therefore this may jeopardise the future use of Council's equipment and facilities by the Hirer or their organisation. The property must only be used for the purposes described on this Application Form.
- 5) Council will ensure the tables & chairs are in a clean and tidy state prior to the commencement of hire.
- 6) The tables & chairs shall be left by the Hirer in a clean and tidy state. This includes:
- 7) Wiping down each individual table and chair to ensure it is clean.
- 8) Neatly stacking tables & chairs awaiting pick up by Council or on return to designated area.

- 9) All tables & chairs are to be maintained by Council to ensure that they are in a safe and working condition.
- 10) A Council officer will complete a checklist relating to the condition of the tables & chairs once they have been returned. A copy of this report will be available from Council's Head Office. This report will be used to determine whether or not the security deposit will be refunded.
- 11) The Hirer will be responsible for any damage to the tables & chairs during the period of hire and agrees to bear the full cost of reinstatement of such damage or loss.
- 12) Council is entitled to deduct from the security deposit the costs associated with repairing and/or replacing any breakages, or damage to, the tables & chairs
- 13) The Hirer must obtain and maintain in force the following insurances:
- 14) Public liability insurance covering legal liability to pay for personal injury, property damage and any other liability arising out of or in any way connected with the Hirer's use or occupation of Council's tables and chairs; and
- 15) Property damage insurance covering all property for which the Hirer is responsible (including all Plant and Equipment where applicable) for its full replacement value; with a limit of liability of not less than \$10,000,000.00 on a per occurrence basis.
- 16) Each insurance policy must bear an endorsement noting Council as an interested party on each and any policy of insurance obtained by the Hirer. The endorsement of a Certificate of Currency will not comply with this requirement.
- 17) All insurance arranged by the Hirer must be effected with a reputable insurer on terms approved by Council, such approval not to be unreasonably withheld.
- 18) The Hirer must, upon written request, provide Council with copies of any policy of insurance and evidence of its currency within 14 days of receipt of such request.
- 19) The Hirer is responsible for the cost of obtaining insurance, including the payment of any deductible or excess amount, with no contribution from Council.
- 20) The Hirer is responsible for bringing to the attention of all who use the table and chairs of the Conditions of Hire.

**Section N – Catered Event Conditions**

- 1) The provisions of the Food Hygiene Regulations, with particular reference to the Public Health requirements relating to the preparation and storage of food for sale,

are to be conformed with.

- 2) The name and address of any proposed caterers are to be supplied to Council's Environmental Health Officer prior to the event being conducted.
- 3) Caterers are to provide Council's Environmental Health Officers with a completed "Temporary Food Stall" application prior to the event.

A copy of a Liquor Licence relevant for the event is to be provided to Council before the event occurs.

## Form 402 - Application for Community Donation and Support



**Postal Address**  
 PO Box 31  
 Normanton QLD 4890

**Community Services**  
 Ph: 07 4745 2200  
 Fax: 07 4745 1340

**Internet**  
[www.carpentaria.qld.gov.au](http://www.carpentaria.qld.gov.au)  
[council@carpentaria.qld.gov.au](mailto:council@carpentaria.qld.gov.au)

IK1130

Section A - Applicant Details	
Name/Business Name:	
Normanton State School	
Surname:	
Rebecca Bates	
Residential Address:	
6-12 Little Brown Street	
Suburb:	
Normanton	
Postcode:	
4890	
Postal Address:	<input type="checkbox"/> As Above
PO Box 28	
Town/Suburb:	Postcode:
Normanton	4890
State:	
Qld	
Home/Work Phone:	
47697222	
Mobile Phone:	
Email:	
rlbat0@eq.edu.au	
Section B - Event Details	
Name of Event:	
Gulf District Athletics Carnival	
Location of Event:	
John Henry Memorial Oval	
Date/s of Event:	
27/7/23 - 28/7/23	
Details of Event:	
Athletics Carnival - track and field events We request the use of the oval, toilet facilities. Can the council please mow the oval, turn the sprinklers off the night before, and paint the lines for the running track and field events please.	

Operating Times of Event (e.g. 5pm - 10pm):
7.30am-4pm
With the event provide a direct benefit to the community?
<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No
If yes, please give details:
Students from all over the Gulf will be participating in the Carnival. Parents and community attending and supporting students.
Section C - Support Requested
Please provide details of support requested from Council in the section below. Complete only those sections that apply to your application.
Cash Donation Amount (complete only if you are requesting a cash contribution):
\$
In Kind Support:
<input type="checkbox"/> Tables and Chairs - Community Trailer with Fee Waiver (please advise if you require more than 20 tables and/or 100 chairs) <b>Complete Section D</b>
<input checked="" type="checkbox"/> Facility Hire with Fee Waiver <b>Complete Section E</b>
<input checked="" type="checkbox"/> Provisions of Bins <b>Complete Section F</b>
<input type="checkbox"/> Temporary Road Closure <b>Complete Section G</b>
<input checked="" type="checkbox"/> Other Support <b>Complete Section H</b>
Section D - Tables and Chairs - Community Trailer with Fee Waiver
Number of Additional Tables Required (Max 29):
Number of Additional Chairs Required (Max 170):

Advise Pick up Date/Time of Community Trailer:

Advise Return Date/Time of Community Trailer:

I (the Applicant) acknowledge that the use of the community trailer along with the tables & chairs it contains may pose danger by:

- the serviceability and condition of the trailer and tables and chairs;
- the risk of physical injury involved with the use of the trailer and tables and chairs;
- operations being conducted;
- the actions, intentional or carelessness of persons using the trailer and tables and chairs, including persons not authorised; and
- weather conditions (e.g. lightning or strong winds).

**Supervision for Use of Community Trailer and the Tables & Chairs it Contains**

Further, I acknowledge that:

- Adults must ensure their own safety while using or being near the trailer and tables and chairs.
- The supervision of children and others unable to properly ensure their own safety remains **AT ALL TIMES** the responsibility of their **PARENTS OR GUARDIANS** and **NOT** the responsibility of Carpentaria Shire Council ("Council"), irrespective of whether Council provides an instructor or any other form of monitoring or supervision.

**Section E – Facility Hire with Fee Waiver**

Facility:

- Normanton Shire Hall
- Normanton Shire Hall Meeting Room
- Normanton Show Grounds
- Boardroom - Normanton
- Karumba Civic Centre
- Other – Please specify below:

John Henry Memorial Oval

Start Date:

27/7/23

Finish Date:

28/7/23

Will alcohol be consumed at the facility?

- Yes
- No

*If yes, the hirer consents to Council notifying Queensland Police of the event in the interest of public safety.*

**Section F – Provision of Bins**

Number of Bins Required:

4

Delivery Time and Date:

26/7/22

Pick Up Time and Date:

28/7/22

Location:

John Henry Memorial Oval

**Section G – Temporary Road Closure**

Do you require Council to deliver and pick up the signs?

- Yes
- No

Delivery Time and Date:

Pick Up Time and Date:

Location:

**Section H – Other Support**

Details of Other Support:

- Sprinklers be turned off the night before
- Oval mowed and prepared for the carnival
- Lines marked on the running track and for the field events
- Long jump pit prepared
- Toilets be cleaned and opened for the day

**Section I – Authorisation**

Name of Applicant:

Rebecca Bates

Date:

22/11/21

Signature of Applicant:



**Section J – Office Use Only**

Approved by Delegated Officer:

Yes

No

Signature:



Applicant Advised

Internal Advice Given

Entered in CDAS Spreadsheet

Job Number:

**Section K – Indemnity**

The applicant indemnifies Carpentaria Shire Council (the Council) from and against any claim, demand, action, suit or proceedings that may be made or brought by any person, company or body corporate against the Council, the Council's Chief Executive Officer or any servants or agents of the Council in respect of personal injuries to, or death of, any person or loss or damage to any property arising out of, or as a consequence of access approval to the Council controlled area for any purpose; or the use of any Council facility; and also from any costs or expenses that may be incurred with any claim, demand, action, suit or proceeding. The Applicant HEREBY RELEASES AND DISCHARGES the Council, the Council's Chief Executive Officer, and the servants and agents of the Council from any such claim, demand, action, suit or proceedings which, but for this provision, might be brought against or made upon the Council, the Council's Chief Executive Officer, and the servants and agents of the Council, AND this indemnity may be pleaded in bar to any such claim, demand, action, suit or proceeding which may be brought against the Council, the Council's Chief Executive Officer, and the servants and agents of the Council.

I, the Applicant, declare that the information supplied by is true and correct at the time of lodgment of this application with Council. Should any of the details given relating to this application change in the future I shall notify Council in writing prior to the change being implemented. I have read the applicable terms and conditions and agree to abide by these. I further acknowledge and agree that Council at no time makes any claim statement or inference to the suitability or otherwise of the proposed facility or land for our use or intended use. At all times I will, prior to the use of the facility, inspect and establish the suitability or otherwise of the council facility including the approaches to the council controlled area to ensure the proposed activity can be carried out safely.

Collection Notice: Carpentaria Shire Council is collecting your personal information for the purpose of assessing your application to conduct a permitted business in a public place.

The collection of this information is authorised under the Local Government Act 2009.

Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

**Section L – All Approvals Subject to Following Conditions**

- 1) The approval holder must maintain a public liability insurance policy to the value of \$20,000,000 together with an indemnity in the local government's favour executed by the applicant; and
  - a) Evidence of the currency of the public liability insurance policy must be submitted to the local government prior to carrying out the activity; and
  - b) The Chief Executive Officer may decide to approve certain events under Council's public liability policy where the event is in the public interest.
- 2) The approval holder must indemnify and keep indemnified the local government against claims for personal injury (including death) and damage to property (including economic loss) arising by, through or in connection with the approval; and
- 3) If the approval holder or their employee or their agent damages the road, or any public infrastructure within the road or on a local government controlled area, it must
  - a) Take immediate steps to make the area safe and maintain the area in a safe condition until all necessary repairs are effected; and
  - b) Report all damage to the local government; and
  - c) Provide payment to the local government to have all damage rectified or with the local government's prior approval carry out repairs at its own expense to the satisfaction of the local government; and
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- 6) All goods, equipment, materials and rubbish must be removed from the temporary business site each day at the end of the approved time; and

- 7) Amplified music is not permitted. Any noise associated with the operation of the operator's temporary business site that, in an Authorised Officer's opinion is a nuisance, is not permitted; and
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- 11) Council reserves the right to prevent access to Local Government Controlled Areas and Roads without notice for any reasonable reason. Compensation is not payable to any permit holder that may suffer loss as a result of such action by Council; and
- 12) The approval holder must comply with any other conditions that the local government considers necessary.

#### **Section M – Conditions of Hire – Tables and Chairs – Community Trailer**

- 1) The bond shall be paid by the Hirer five (5) working days prior to the date of use of the Tables & Chairs. Carpentaria Shire Council ("Council") reserves the right to hire the tables
- 2) & chairs to other interested parties should this Bond not be received.
- 3) Hire fees shall be paid in full, two (2) working days prior to the date of hire of the tables & chairs.
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- 12) Council is entitled to deduct from the security deposit the costs associated with repairing and/or replacing any breakages, or damage to, the tables & chairs
- 13) The Hirer must obtain and maintain in force the following insurances:
- 14) Public liability insurance covering legal liability to pay for personal injury, property damage and any other liability arising out of or in any way connected with the Hirer's use or occupation of Council's tables and chairs; and
- 15) Property damage insurance covering all property for which the Hirer is responsible (including all Plant and Equipment where applicable) for its full replacement value; with a limit of liability of not less than \$10,000,000.00 on a per occurrence basis.
- 16) Each insurance policy must bear an endorsement noting Council as an interested party on each and any policy of insurance obtained by the Hirer. The endorsement of a Certificate of Currency will not comply with this requirement.
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- 19) The Hirer is responsible for the cost of obtaining insurance, including the payment of any deductible or excess amount, with no contribution from Council.
- 20) The Hirer is responsible for bringing to the attention of all who use the table and chairs of the Conditions of Hire.

#### **Section N – Catered Event Conditions**

- 1) The provisions of the Food Hygiene Regulations, with particular reference to the Public Health requirements relating to the preparation and storage of food for sale,

are to be conformed with.

- 2) The name and address of any proposed caterers are to be supplied to Council's Environmental Health Officer prior to the event being conducted.
- 3) Caterers are to provide Council's Environmental Health Officers with a completed "Temporary Food Stall" application prior to the event.

A copy of a Liquor Licence relevant for the event is to be provided to Council before the event occurs.

390 x 2

## Form 402 - Application for Community Donation and Support



CARPENTARIA SHIRE

*Outback by the Sea®*

**Postal Address**  
PO Box 31  
Normanton QLD 4890

**Community Services**  
Ph: 07 4745 2200  
Fax: 07 4745 1340

**Internet**  
[www.carpentaria.qld.gov.au](http://www.carpentaria.qld.gov.au)  
[council@carpentaria.qld.gov.au](mailto:council@carpentaria.qld.gov.au)

### Section A - Applicant Details

Name/Business Name:

Doomadgee State School

Surname:

Residential Address:

1 Goodeedawa Road

Suburb:

Doomadgee

Postcode:

4830

Postal Address:

As Above

Town/Suburb:

Doomadgee

Postcode:

4830

State:

Queensland

Home/Work Phone:

0747429111

Mobile Phone:

Email:

amars375@eq.edu.au

### Section B - Event Details

Name of Event:

District Athletics

Location of Event:

Normanton Oval

Date/s of Event:

27th - 28th July 2023

Details of Event:

Schools are participating in the Gulf District Athletics event, held at Normanton Oval. Students from Doomadgee State School are travelling to Normanton on Wednesday 26th July, arriving approx 4pm. We are requesting use of the RVC building for accommodation, as all other

Operating Times of Event (e.g. 5pm - 10pm):

4pm 26/7 - 8am 28/7

With the event provide a direct benefit to the community?

Yes

No

If yes, please give details:

### Section C - Support Requested

Please provide details of support requested from Council in the section below. Complete only those sections that apply to your application.

Cash Donation Amount (complete only if you are requesting a cash contribution):

\$

In Kind Support:

Tables and Chairs - Community Trailer with Fee Waiver (please advise if you require more than 20 tables and/or 100 chairs)

**Complete Section D**

Facility Hire with Fee Waiver

**Complete Section E**

Provisions of Bins

**Complete Section F**

Temporary Road Closure

**Complete Section G**

Other Support

**Complete Section H**

### Section D - Tables and Chairs - Community Trailer with Fee Waiver

Number of Additional Tables Required (Max 29):

Number of Additional Chairs Required (Max 170):

Advise Pick up Date/Time of Community Trailer:

Advise Return Date/Time of Community Trailer:

I (the Applicant) acknowledge that the use of the community trailer along with the tables & chairs it contains may pose danger by:

- the serviceability and condition of the trailer and tables and chairs;
- the risk of physical injury involved with the use of the trailer and tables and chairs;
- operations being conducted;
- the actions, intentional or carelessness of persons using the trailer and tables and chairs, including persons not authorised; and
- weather conditions (e.g. lightning or strong winds).

**Supervision for Use of Community Trailer and the Tables & Chairs it Contains**

Further, I acknowledge that:

- Adults must ensure their own safety while using or being near the trailer and tables and chairs.
- The supervision of children and others unable to properly ensure their own safety remains **AT ALL TIMES** the responsibility of their **PARENTS OR GUARDIANS** and **NOT** the responsibility of Carpentaria Shire Council ("Council"), irrespective of whether Council provides an instructor or any other form of monitoring or supervision.

**Section E - Facility Hire with Fee Waiver**

Facility:

- Normanton Shire Hall
- Normanton Shire Hall Meeting Room
- Normanton Show Grounds
- Boardroom - Normanton
- Karumba Civic Centre
- Other - Please specify below:

Normanton PCYC Building.

Start Date:

26/7/23

Finish Date:

28/7/23

Will alcohol be consumed at the facility?

- Yes
- No

*If yes, the hirer consents to Council notifying Queensland Police of the event in the interest of public safety.*

**Section F - Provision of Bins**

Number of Bins Required:

1

Delivery Time and Date:

26/7/23 afternoon

Pick Up Time and Date:

28/7/23

Location:

Normanton PCYC Building

**Section G - Temporary Road Closure**

Do you require Council to deliver and pick up the signs?

- Yes
- No

Delivery Time and Date:

Pick Up Time and Date:

Location:

**Section H - Other Support**

Details of Other Support:

**Section I – Authorisation**

Name of Applicant:

Hayley Elliott-Maclure

Date:

25/07/2023

Signature of Applicant:

Hayley Elliott-Maclure

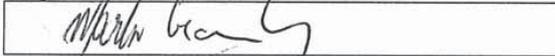
Digitally signed by Hayley Elliott-Maclure  
Date: 2023.07.25 13:05:03 +10'00'

**Section J – Office Use Only**

Approved by Delegated Officer:

- Yes  
 No

Signature:



- Applicant Advised  
 Internal Advice Given  
 Entered in CDAS Spreadsheet

Job Number:

**Section K – Indemnity**

The applicant indemnifies Carpentaria Shire Council (the Council) from and against any claim, demand, action, suit or proceedings that may be made or brought by any person, company or body corporate against the Council, the Council's Chief Executive Officer or any servants or agents of the Council in respect of personal injuries to, or death of, any person or loss or damage to any property arising out of, or as a consequence of access approval to the Council controlled area for any purpose; or the use of any Council facility; and also from any costs or expenses that may be incurred with any claim, demand, action, suit or proceeding. The Applicant HEREBY RELEASES AND DISCHARGES the Council, the Council's Chief Executive Officer, and the servants and agents of the Council from any such claim, demand, action, suit or proceedings which, but for this provision, might be brought against or made upon the Council, the Council's Chief Executive Officer, and the servants and agents of the Council, AND this indemnity may be pleaded in bar to any such claim, demand, action, suit or proceeding which may be brought against the Council, the Council's Chief Executive Officer, and the servants and agents of the Council.

I, the Applicant, declare that the information supplied by is true and correct at the time of lodgment of this application with Council. Should any of the details given relating to this application change in the future I shall notify Council in writing prior to the change being implemented. I have read the applicable terms and conditions and agree to abide by these. I further acknowledge and agree that Council at no time makes any claim statement or inference to the suitability or otherwise of the proposed facility or land for our use or intended use. At all times I will, prior to the use of the facility, inspect and establish the suitability or otherwise of the council facility including the approaches to the council controlled area to ensure the proposed activity can be carried out safely.

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The collection of this information is authorised under the Local Government Act 2009.

Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

**Section L – All Approvals Subject to Following Conditions**

- 1) The approval holder must maintain a public liability insurance policy to the value of \$20,000,000 together with an indemnity in the local government's favour executed by the applicant; and
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- 1) The provisions of the Food Hygiene Regulations, with particular reference to the Public Health requirements relating to the preparation and storage of food for sale,

are to be conformed with.

- 2) The name and address of any proposed caterers are to be supplied to Council's Environmental Health Officer prior to the event being conducted.
- 3) Caterers are to provide Council's Environmental Health Officers with a completed "Temporary Food Stall" application prior to the event.

A copy of a Liquor Licence relevant for the event is to be provided to Council before the event occurs.

## BUSINESS PAPERS

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

#### 11.1 DOE REPORT

**Attachments:** NIL

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

**Date:** 10 August 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> <li>➤ Quotes received for wallaby proof fence</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> <li>➤ Scouring along footpath repaired. Premix to lay at median strip to divert water is put into works program.</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
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
	➤ 2 Solar street lights ordered	
May Meeting	Construct 2 ramps at Gidgee Healing ➤ Locations worked out with Gidgee Healing. ➤ Ramps to be installed within the next few weeks	In Progress
June Meeting	Look at solar lights for footpath to Rodeo Grounds ➤ Inspected site	Not Started
July Meeting	Widen concrete slab at Robert Walker Drive	In Progress

### 2. Miscellaneous Projects

- 2.1. Thompson St Kerb and Channel Project – This project is complete. The remaining bitumen seal was done towards the end of July.
- 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. Sealing was completed end of July. The betterment part of the project is now complete.
- 2.4. 2023-2024 TIDS – The stabiliser crew will undertake new 3km sealing works from the end of the current existing bitumen at Inverleigh on the Burketown Road within the next few weeks.
- 2.5. RMPC Crew – undertaking patching / road patrols / herbicide / guideposts / signs / mowing as required.
- 2.6. Emergent works 89B – Council is undertaking emergent works on 89B. The stabilizer crew is repairing pavement damage between Rocky creek and Glencoe turnoff. Inkerman Camp – under Brendon Wood are repairing damage between Inkerman and Dunbar.

## BUSINESS PAPERS

2.7. ROSI Funding – Council undertook an independent Infrastructure Investment Program (IIP) review and are hoping that the Burketown-Normanton Rd project will be confirmed. Financials and milestones have been updated with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts with a new estimated award date for March 2024 if successful.

2.8. Reef Project. - Final inspection was made at the two sites with DAF to study and video the existing underwater environment prior to the reef habitat installation. The fish attracting devices (FADS) have been attached to each reef structure. The structures are ready for deployment.

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 2023 – 2024

Projects	Value	Claimed	Progress
ATSI TIDS Dunbar Kowanyama Road - EOT granted. Original budget is \$1,340,000. TMR wants remaining balance of \$891,893.13 to be claimed after June 30th	\$891,893.13	\$0.00	0%
ATSI-TIDS Dunbar Kowanyama Road - Days Creek	\$960,000.00		
TIDS 2023-2024	\$835,000.00	\$0.00	0%
CN-21081 2023-24 RMPC	\$2,655,500.00	\$0.00	0%
2023 TMR Emergent Works - Working to verify estimated total with TMR. \$698,652.83 claimed prior to June	\$3,211,350.00	\$0.00	0%
Mentana Creek Floodway	\$1,650,000.00	\$0.00	0%
89B Formation	\$2,000,000.00	\$0.00	0%
<b>Total</b>	<b>\$12,203,743.13</b>	<b>\$0.00</b>	<b>0%</b>

## **BUSINESS PAPERS**

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Hammerhead Shark



## **BUSINESS PAPERS**

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**Photo:** Existing underwater shots of the chosen reef site.

## **BUSINESS PAPERS**

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**Photo:** Armstrong Creek - Sealed.



**Photo:** Burketown Road patch repairs.

## **BUSINESS PAPERS**

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**Photo:** Patchwork sealed at Fools Lagoon



**Photo:** Lilyvale entrance sealed.

## **BUSINESS PAPERS**

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**Photo:** Thompson St Kerb and Channel project sealed.



**Photo:** Karumba Town to Karumba Point new footpath at tidal areas.

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

- 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.

## **BUSINESS PAPERS**

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- 3.3. Brendon Wood – Inkerman camp undertaking 89B Emergent Works between the Gilbert River and Dunbar.
- 3.4. Colin Charger – Donors Hill Camp – Working on the Nardoo to Augustus.
- 3.5. Gavin Delacour – Deadcalf camp – completed the Broadwater Iffley Road works. Started works on the Claraville Road.
- 3.6. Josie Bond – Crew are loading and carting into Double Lagoon Access.
- 3.7. Cameron Young – completed the Karumba road repairing damaged shoulders. Have started the Karumba Pipeline Road.
- 3.8. Shaun Henry and crew – Completed stabilizing works the Lilyvale entrance, completed Thompson St Kerb and channel project, completed Burketown Road patch repairs and are currently undertaking stabilised patch repairs on 89B.

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

- 4.1. Nil
- 4.2. Council is working with TMR on delivering 16 million worth of works on 89B and sharing with RoadTek. Works include Clark, Mentana Ck upgrades, emergency strip at Dunbar and raise formation on the worst sections of the road.

#### **5. Reports**

- 5.1. Nil
- 5.2. Budget

## **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>
<b>Author:</b>	John Martin - Consultant Engineering
<b>Date:</b>	10 August 2023
<b>Key Outcome:</b>	5.2 - A safe and sustainable road network
<b>Key Strategy:</b>	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. Two (2) submissions have been acquitted and Council have received the final payments. A final outcome report has been received for the remaining two (2) submissions and final payments to Council are expected shortly.

**QRA21:** The QRA21 project is approximately 82.9% complete. Construction has now recommenced with the QRA21 scope being prioritised to ensure deadlines are met. The current construction program has been compiled to complete all submissions prior to the EOT deadline of 31 December 2023.

**QRA22:** The QRA22 project is approximately 61.3% complete. Roads with both QRA21 and QRA22 scope have been programmed together where possible to reduce camp and establishment costs. The QRA22 program of work has a deadline of 30 June 2024.

**QRA23** Carpentaria Shire Council has been activated for REPA, Emergency Works and CDO relief measures. Emergency Works will continue to restore access where required within the Shire. Damage pickup has been completed and submissions are currently being prepared in the QRA MARS system. QRA21 and QRA22 scope that received significant additional damage will be submitted to be rolled over into the QRA23 submissions.

**RRUPP** Two (2) Remote Roads Upgrade Pilot Program (RRUPP) projects have been approved for construction. Construction is anticipated to be completed in conjunction with QRA23 scope as per the funding agreement.

**OTHER** The Mitchell River Bridge project is progressing with preliminary design and options analysis.

#### **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. Two (2) submissions have been fully acquitted and final payments have been received by Council. A final outcome report has been received for the remaining two (2) submissions and are subject to final endorsement by QRA.
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## **BUSINESS PAPERS**

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### **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 82.9% 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. Scope that received significant additional damage during the most recent flood event will be submitted to be rolled over into QRA23 submissions to enable treatment upgrades to adequately restore additional damage.
4. All QRA21 submissions have a deadline of 31 December 2023, with Council 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. Approximately 61.3% of the project has been completed with an estimated Expenditure Ratio of 0.96. Refer to Appendix C and D for construction progress summaries.
5. 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. Scope that received significant additional damage during the most recent flood event will be submitted to be rolled over into QRA23 submissions to enable treatment upgrades to adequately restore additional damage.
3. 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 continuing where required on the Leichardt River Crossing, Mitchell River Crossing and along state controlled 89B.
  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
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## **BUSINESS PAPERS**

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MARS system. Scope within QRA21 and QRA22 projects that received significant additional damage during the most recent flood event will be submitted to be rolled over into the QRA23 submissions.

### **Remote Roads Upgrade Pilot Program**

1. Two (2) Remote Roads Upgrade Pilot Program (RRUPP) projects have been approved for construction. The Iffley Road Gravel Upgrade project has a RV of approx. 4.2million and Koolatah – Dixie Road Widening project has a RV of approx. 2.5million.
2. Construction has not yet commenced on both projects. It is currently programmed for the Iffley Road Gravel Upgrade project to be constructed in conjunction with the QRA23 Iffley Road scope at the end of the 2023 construction season and the Koolatah – Dixie Road Widening project to be constructed in conjunction with the QRA23 Koolatah - Dixie Road scope during the 2024 construction season.
3. Push-up of material for the Iffley Road project is programmed to commence in August with the mobilisation of the construction crew anticipated in mid-September.

### **Other**

1. The Mitchell River Bridge (NQNDMP) options analysis is progressing with preliminary design of three bridge and three alignment options in progress. Detailed LiDAR, hydraulics and geotechnical investigations are to commence ASAP with bridge design options currently being analysed.

The options analysis report and detailed design have a deadline of 30 June 2024. Cost estimates are to be provided to QRA for confirmation of funding quantum.

### **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:**

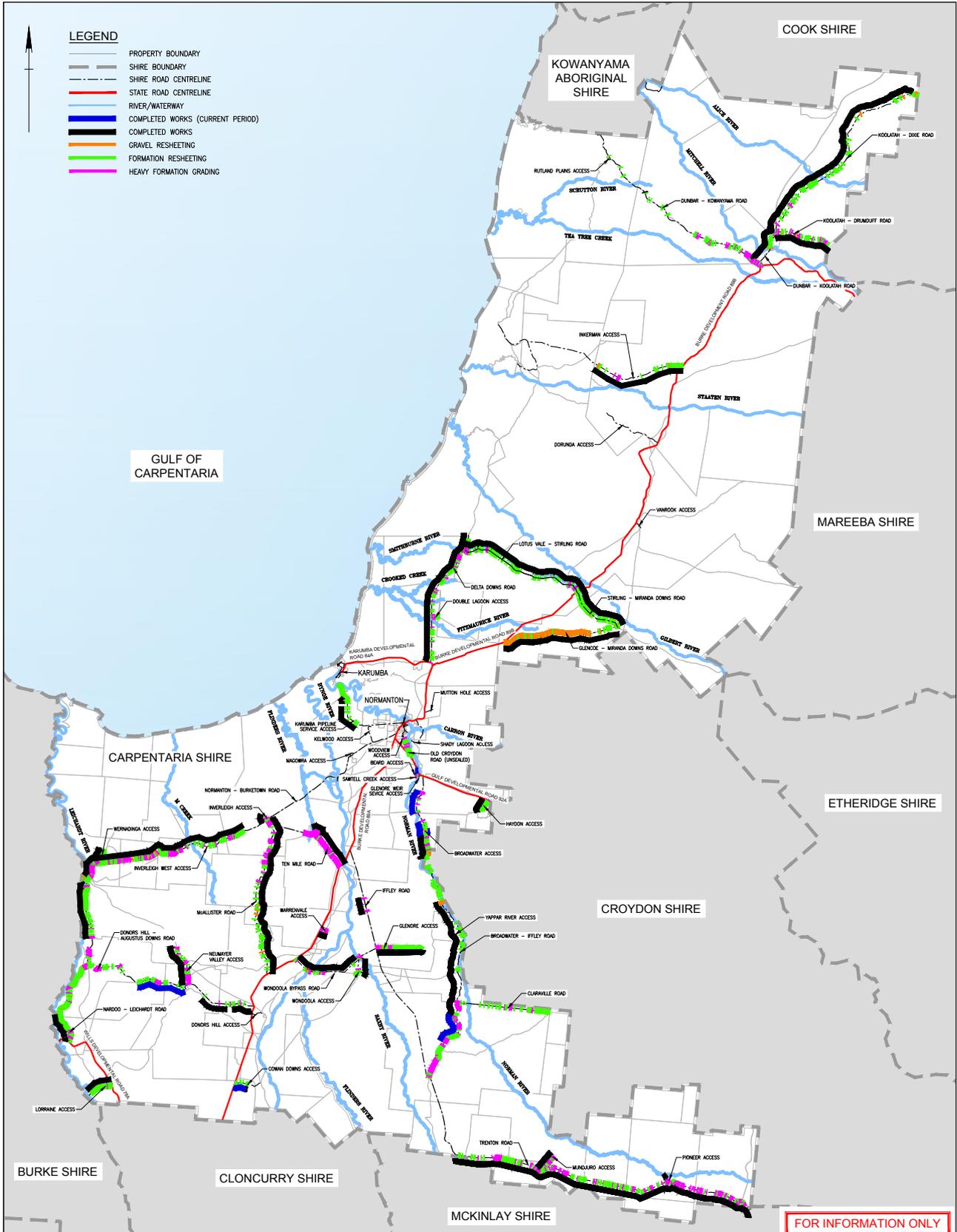
- QRA 20 Trigger Point contribution - \$29,363
- QRA 21 Trigger Point contribution - \$30,180
- QRA 22 Trigger Point contribution - \$30,015
- QRA 23 Trigger Point contribution - \$29,070

## **BUSINESS PAPERS**

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### **Risk Management Implications:**

- Low – QRA21 – All submissions have received an EOT until 31 December 2023. There is a low risk that work will not be completed by this deadline based on the current construction programme.



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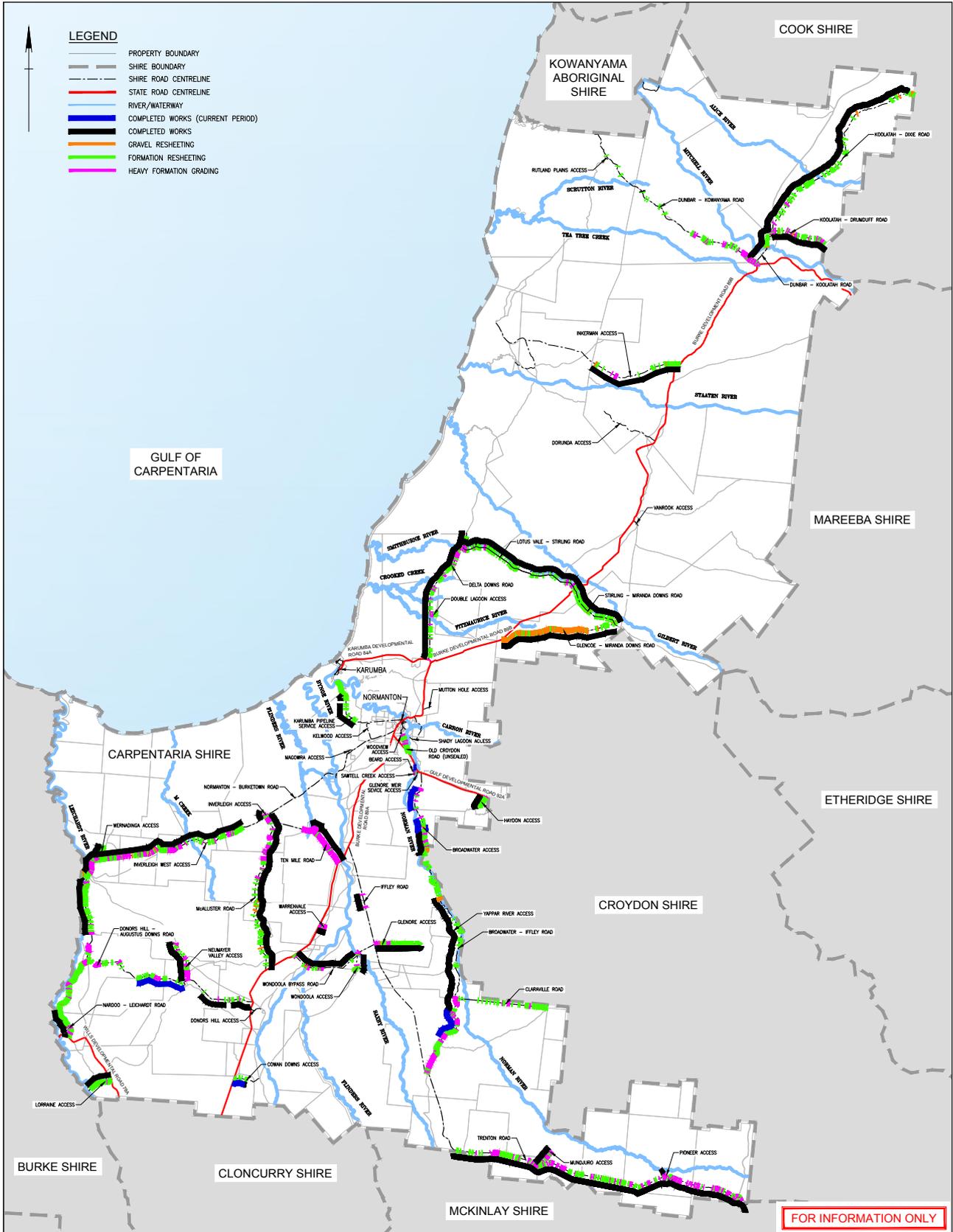
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14	10/07/23	REVISED FOR JULY MEETING	AB	
13	12/06/23	REVISED FOR JUNE MEETING	AB	
12	08/05/23	REVISED FOR MAY MEETING	AB	
11	03/04/23	REVISED FOR APRIL MEETING	AB	
1	19/11/21	INITIAL ISSUE		



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DRAWING NO	101-021-SK703	SIZE	A1
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11	03/04/23	REVISED FOR APRIL MEETING	AB	
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**CARPENTARIA SHIRE COUNCIL**

**SUMMARY OF QRA22 EXPENDITURE**

**CURRENT**

**Project Completed**

**Forecast Project Expenditure to RV Ratio**

**1/08/2023**

**61.3%**

**0.96**



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)

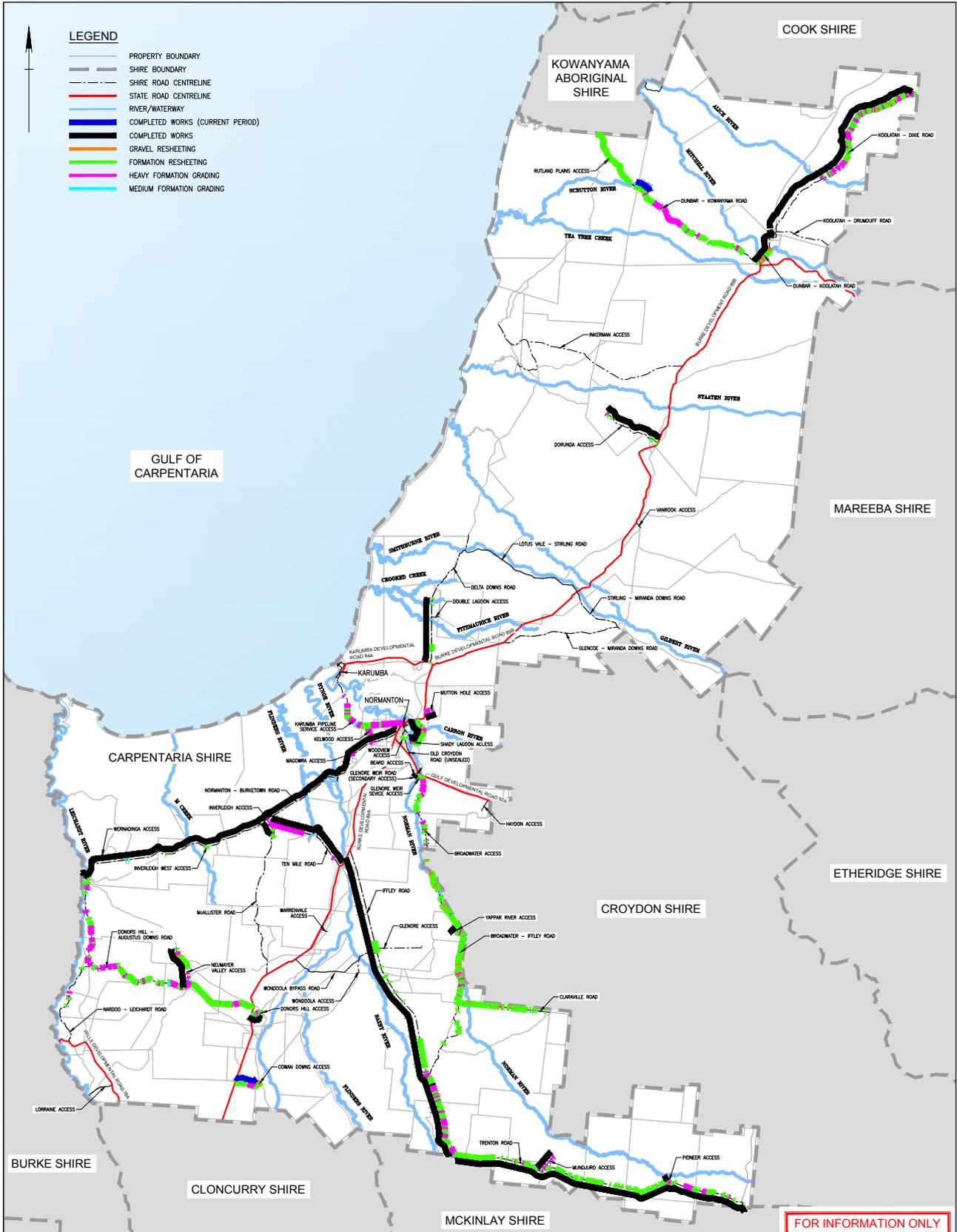
Submission 1 - CSC.0060.2122D.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Yappar River Access	\$ 96,778.87	\$ 90,508.65	100%	0.94	Accrued costs processing, construction recently completed
Yappar River Access (Secondary Access)	\$ 39,976.45	\$ -	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	\$ 31,987.03	100%	3.35	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	\$ 34,877.56	100%	0.54	Accrued costs processing, construction recently completed
Broadwater - Iffley Road	\$ 4,346,661.50	\$ 242,627.03	0%	1.00	Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction.
Clarville Road	\$ 1,665,824.70	\$ -	0%	1.00	
<b>TOTAL</b>	<b>\$ 10,970,016.36</b>	<b>\$ 309,491.62</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	Significant cost savings were achieved due to the construction crew working from town with no camp establishment and ongoing camp costs required during construction.
Shady Lagoon Access	\$ 851,206.58	\$ 368,172.49	100%	0.43	Significant cost savings were achieved due to the construction crew working from town with no camp establishment and ongoing camp costs required during construction.
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	\$ 386,558.42	100%	0.89	Accrued costs processing, construction recently completed
Donors Hill Access	\$ 289,892.91	\$ 149,116.83	100%	0.51	Accrued costs processing, construction recently completed
Inverleigh Access	\$ 27,124.21	\$ 1,718.26	100%	0.06	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
Cowan Downs Access	\$ 516,686.65	\$ 391,070.56	100%	0.76	Accrued costs processing, construction recently completed
Donors Hill - Augustus Downs Road	\$ 4,133,078.25	\$ 65,658.04	0%	1.00	Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction.
Augustus Downs Access	\$ 31,886.54	\$ -	0%	1.00	
Inverleigh West Access	\$ 29,980.97	\$ 57,998.50	0%	1.00	Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction.
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>\$ 1,054,307.83</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	\$ 192,179.78	5%	1.06	
<b>TOTAL</b>	<b>\$ 3,499,367.68</b>	<b>\$ 192,179.78</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>			



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2	09/05/23	REVISED FOR MAY MEETING	AB	
1	08/05/23	INITIAL ISSUE		



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PROJECT REF	CARPENTARIA SHIRE COUNCIL ROADS	
DRAWING REF	2022 CONSTRUCTION SEASON COMPLETED WORKS	
DRAWING NO	101-022-SK701	REVISION 5

### 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>	11 August 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 31 July 2023 was 7.22m with 35.4mm recorded Rainfall for July.
- Total treated water was 64.2ML for the month.
- A total of 6 pump replacements were required within the Karumba Sewerage network.
- Green waste and tyre haulage from Karumba Transfer Station has been completed.
- CSC officers attended the NW-QWRAP Strategic Workshop over 3-4 August.

#### **RECOMMENDATION:**

That Council:

1. receive and note the Water and Waste Report for the July 2023 period; and
2. that those matters not covered by a resolution be noted.

#### **Background:**

##### **Water Industry Update**

##### **NW-QWRAP**

The North-West Queensland Water Regional Alliance Program successfully obtained funding to engage the *UIC Group* to support the development of a strategic plan to facilitate a cohesive approach to water and waste management in the associated regions. Over two days, the member Council's commenced development of a strategic plan to define a clear purpose actionable outcomes to ensure focused progression collectively in the region.

The workshop aims were to:

- establish a shared purpose for the group;
  - to identify ways to achieve the purpose that can be shared strategically;
  - to educate each other about our unique strengths and challenges; and
  - to develop as a supportive and cohesive group.
-

## **BUSINESS PAPERS**

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Five strategic actions were drafted during the workshop, which the group intend to finalise at the next Quarterly Meeting in August:

1. Attraction, Retention and Development Strategy;
2. Communication and Engagement Strategy;
3. Finance Strategy;
4. Asset Strategy; and
5. Building Capability Strategy.

The strategies identified by the NW-QWRAP reinforced a number of themes identified in other water alliances statewide. The draft strategic plan will be finalized over the coming months and a full report will be provided to Council once completed.

### Regulatory

In June, the Department of Regional Development, Manufacturing and Water (DRDMW) informed Council it would be undertaking an assessment of challenges and opportunities for drinking water and sewerage service provision in remote and regional communities. An extract of the advice is provided below:

*DRDMW is committed to a Queensland where communities, businesses and water resources are sustainable and resilient. The \$2.6 million budget announcement for an Urban Water Risk Assessment will be undertaken in two stages, with an initial high-level scan, followed by a detailed assessment to better understand the challenges you face as a water service provider and identify possible opportunities to address the challenges.*

*I recognise the wealth of expertise within local governments and this assessment will provide an opportunity to collaborate with DRDMW to identify long-term solutions which are fit for purpose and place.*

The qldwater Annual Forum is being held in Toowoomba and the sessions are intended to unpack the issues identified as being of strategic importance for the industry. As such, the agenda is largely focused on the Risk Assessment Project and the work of QWRAPs across the state. Attendance by CSC is yet to be confirmed.

### Operations

#### Glenore Weir

The water level at Glenore Weir was measured at 7.22m on the last day of the month (Figure 1 - Glenore Weir River Height at end of month.). The Bureau of Meteorology recorded 35.4mm of rain at Normanton Airport during the month (Figure 2 - Monthly Rainfall)

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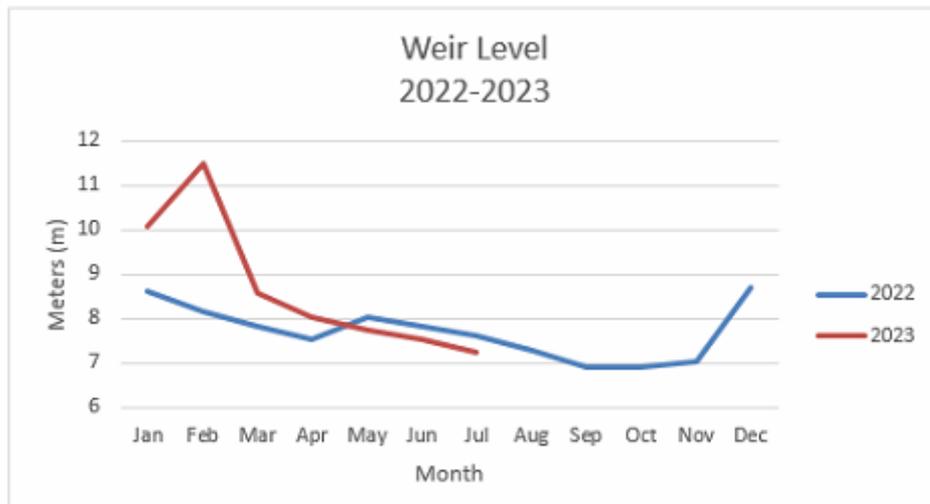


Figure 1 - Glenore Weir River Height at end of month.

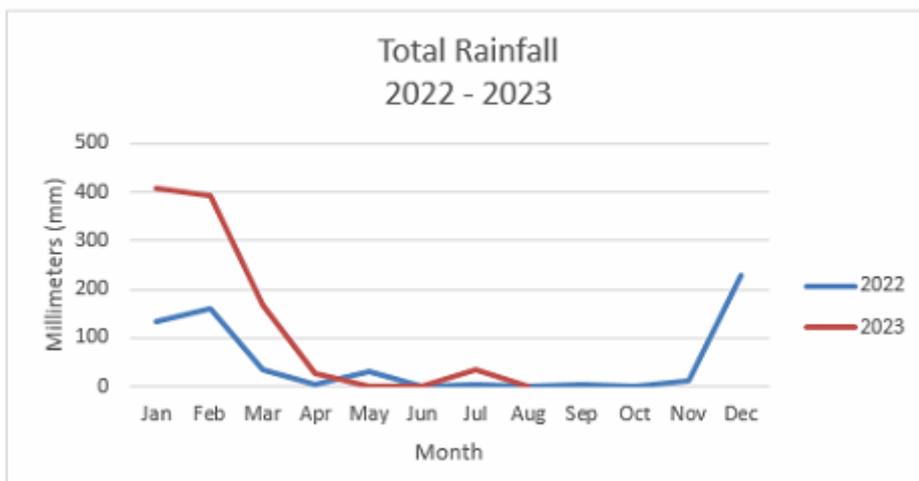


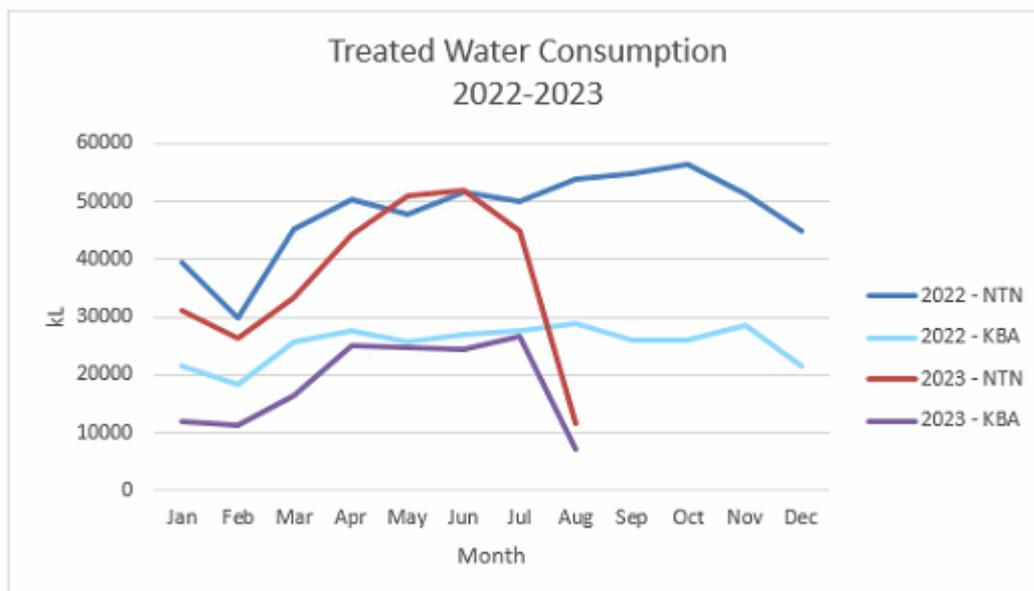
Figure 2 - Monthly Rainfall

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### Normanton Water Treatment Plant (NWTP)

For the month of July, 62.5ML was pumped from Glenore Weir and 3.4ML from the Normanton bore for a total of 65.9ML of raw water (Figure 3 – Volume of treated water at NWTP).

Normanton consumed 38.7ML and 22.8ML was pumped to Karumba, approximately 4.4ML was used for backwashing.



*Figure 3 – Treated Water Consumption by Zone*

### NWTP Maintenance and Upgrades

- Normanton's out of service reservoirs have had a comprehensive condition assessment completed. The draft report has been received and is under review by Council Officers.
- SCADA Engineers are on-site performing various electrical and telemetry interface works and will scope the works required to commission the Soda Ash Dosing in October.
- The backwash manifold required critical repairs in July which the Operators conducted overnight to reduce the likelihood and potential impact to services.

## BUSINESS PAPERS

### 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.

There were no events requiring external reporting during the July period.

### NSTP Maintenance and Upgrades

- Contractors have commenced works associated with the installation of the aerators at the Lagoons.

### Karumba STP and Low Pressure Network

Karumba Sewage Treatment facility treated approximately 5.6ML for the month (Figure 4 - Total Monthly inlet flow for Karumba STP.)

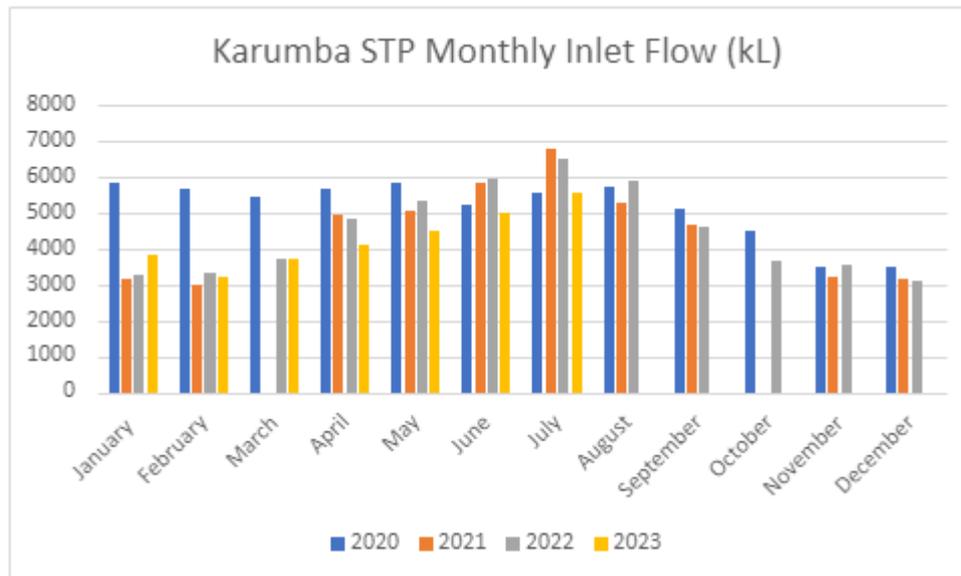


Figure 4 - Total Monthly inlet flow for Karumba STP

### KSTP Maintenance and Upgrades

- For the month, six (6) low pressure pumps were replaced due to failure, a slight increase from the previous month though still trending below the forecasted average.
- Increased Membrane maintenance continues with both membranes holding below -30 kPa for the month of July.
- Scope is being developed for the replacement of the membranes. This is a priority for the Water and Waste team at present.

## **BUSINESS PAPERS**

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### **Waste Services**

#### **Karumba Waste Transfer Station and Normanton Landfill**

- Haulage of Green waste and tyres from Karumba Transfer Station has been completed.
- Steps have been taken to engage services associated with a Waste Operations Audit to inform Council's future operations.

### **Staffing**

- WTP Operator has been appointed to another position within CSC.
- Recruitment is underway for ongoing vacancies.
- A casual has been engaged in a Labouring / Assistant capacity.
- An Operator/Plumber will commence a three-month assignment from the 14th of August.

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

- Michael Wanrooy - Director of Engineering
- Natasha Glaskin – Manager Water and Waste
- Michael Sceresini – Works Coordinator
- Joe Beddows – Technical Officer (Water and Waste)
- Executive Leadership Team
- Trades and operational staff
- TEG Consultants
- Wanless Pty Ltd

### **Legal Implications:**

- Low.

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

- Medium – High.  
With key staff movements and leave, the impact to remaining resources to provide the essential services is increasingly challenging. As a result, budgets will be impacted to maintain continuity of services, with temporary and contract engagements being secured.

### **Risk Management Implications:**

- Continue to monitor.

## BUSINESS PAPERS

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### 11.4 ASSET MANAGEMENT REPORT

<b>Attachments:</b>	NIL
<b>Author:</b>	Tom Loadsman - Assets Manager
<b>Date:</b>	10 August 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:

July has been a busy month for plant with delivery of the new Grader, WTP generator, and Vermeer trailer. These three items have been inspected and are now ready for use/installation, furthermore the plant replacement program is progressing with tenders for 23/24 works currently in development.

Other notable items in this report include, the Normanton pool refurbishment, Barramundi centre fire system inspection, Kris the croc refurbishment, the completion of housing projects and trades activity report.

#### Plant Replacement Program

- Kubota UTV X900 on order, Delivery booked in for Friday the 18<sup>th</sup> of August.
  - Vermeer Vacuum Trailer has been delivered.
  - 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 – Currently at Rydweld for fitout
  - Single Cab petrol Hilux's – John Cole – In the country
  - Dual Cab Hilux 4x4 – John Cole – No confirmation of production dates
  - Grader – Hastings – Delivered with pre inspection complete.
  - 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

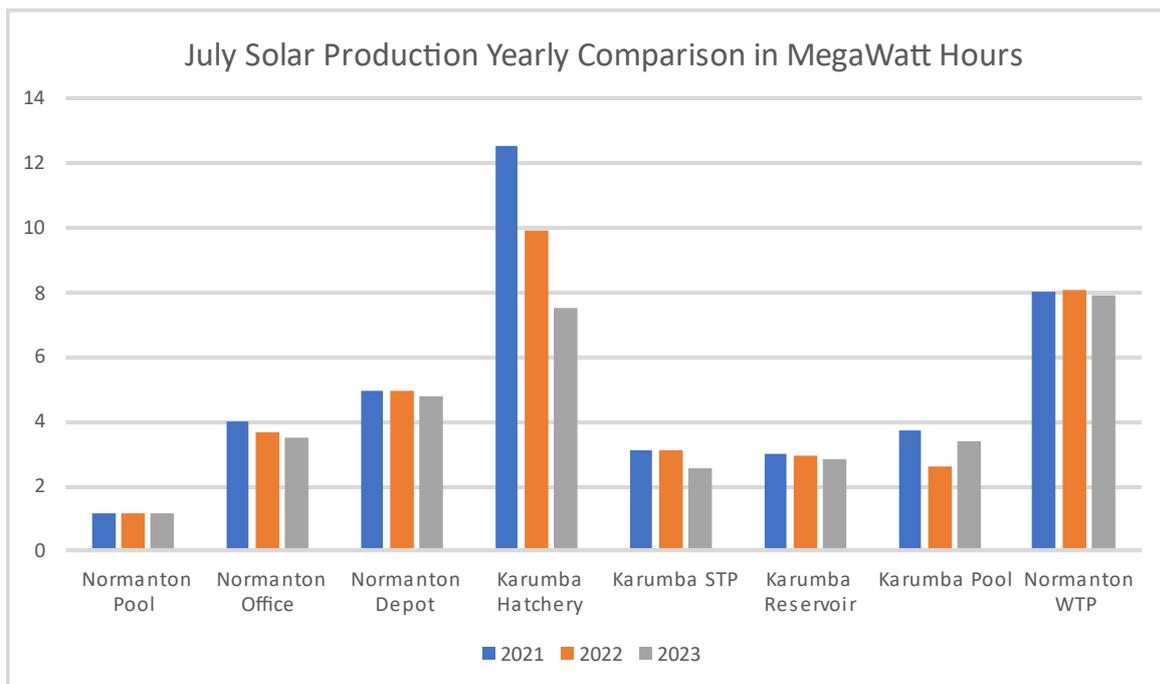
- Replacement Dual cab Hilux P1150 – Ordered, due in October/November
- Documentation for 2024 Grader Tender prepared

### **Plant and Fuel**

Ongoing education and tracking of field crew plant hours in which we are now seeing the results of. Ongoing with plant audits and condition assessments of equipment.

### **Solar System Performance**

The chart below details the solar production for the month of July in comparison to previous years. This is the first month that we see a complete three yearly comparison with results lower than expected targets. Analysis indicates that a higher-than-average amount of July cloudy days impacted production results. The LWBDC continues to have issues, with the solar inverter now in the process of being replaced under warranty.



### **Les Wilson Barramundi Centre Fire System**

The current system is not operating as designed. Engineers were engaged to assess the inaccessibility of alarms and the possibility of removing unservicable alarms. Informal conversations are suggesting that the Alarm system installed may not be suitable for our climate with a redesign/certification most likely required. A report was requested from the Engineer and is due in August.

## **BUSINESS PAPERS**

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### **Krys the Croc Refurbishment**

Krys requires some work to ensure his longevity. The Artist that completed a refurbishment in 2013 has been contacted and asked to provide a quotation to repair damaged sections and repaint.



*Damaged/Worn sections of Krys*

## BUSINESS PAPERS

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### Normanton Pool

The Normanton pool has been drained with an inspection revealing that the grout has deteriorated below the level of the edges of the tiles, and the silicon seals have also let go in multiple locations, resulting in water leaks at both ends of the pools. Quotations have been sought for tilers with pool grouting experience, with their official response to determine the next course of action. Initial discussions give confidence that the works can be completed this month with refilling planned for first week of September however any extended drying time may extend the shutdown further. The shade sail will remain to assist with the grouting process, before being removed and sent away for repairs.



*Normanton Pool – Draining in Progress*

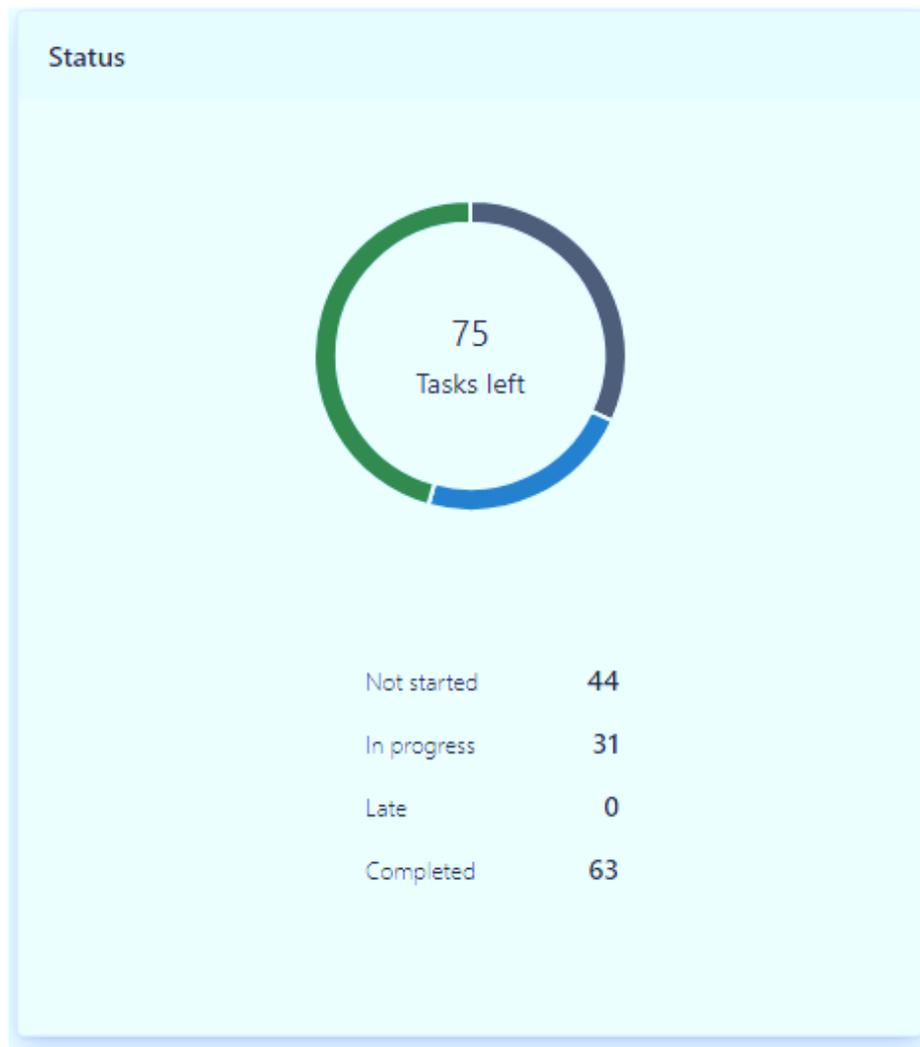


*Normanton Pool – Seals dislodged from groove.*

## BUSINESS PAPERS

### TRADES REPORT

The team will re-focus on maintenance tasks in the coming months whilst capital projects are allocated. The Trades department have performed multiple reactive, preventative, and capital works over the month of July with Notable items are provided in more detail below. Garth and Sean have now come onboard and are working through the backlog of electrical/technical jobs whilst also supporting the water and waste team.



*Asset Works Department Job Status – (July)*

### Notable Works Completed

- Normanton Office sewer pipe excavated and repaired.
- New E-one system installed in Karumba
- New septic system installed at Middle camp.

## **BUSINESS PAPERS**

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### 1/72 Thompson Street

Renovations have been completed, with the unit now much more pensioner friendly. A more accessible layout was achieved with a new kitchen and vinyl wrapped bathroom installed. Unit 2 is currently being scoped for an identical renovation.



*1/72 Thompson Street – Before and After*

### 17 Palmer Street

Bathroom and laundry is currently being removed due to water damage. The kitchen is also in poor condition with plans to replace this if time permits.

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## **BUSINESS PAPERS**

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### Burns Philp Building

The rotten kitchen bench, damaged underlay flooring and unstable wall was removed from bay 2. The Kitchen sink was replaced with a stainless bench and dual sinks to better cater for future functions.



*After – Stainless Steel benchtop with mobile benches for events.*



*Before – Rotten Benchtop, unstable wall*

## **BUSINESS PAPERS**

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### 16 Henrietta Street

Major renovations completed; due to the poor condition of the house, a major internal renovation was required, including the replacement of all wall and ceiling material, a new kitchen & laundry, strengthened flooring, amongst other improvements. The new tenant has now moved in and is enjoying the water views.



*16 Henrietta Street – Internal and External*

## **BUSINESS PAPERS**

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### Plant Delivery

The new 2023 150M Grader has been delivered, with the Workshop team completing a familiarization session with the Hastings Deering delivery team. The new machine is already out to work with our stabilizer crew.



*2023 150M Grader – P3316 – Ready for work.*



*Vermeer Trailer P4302 and Water Treatment Plant Generator 6301*

## **BUSINESS PAPERS**

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**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.

## BUSINESS PAPERS

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### 11.5 WORKSHOP REPORT

**Attachments:** NIL

**Author:** William Bollen - Workshop Foreman

**Date:** 10 August 2023

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

**Key Strategy:** 5.1.1 Develop a Strategic Infrastructure and Asset Management Plan to guide the provision, maintenance, decommissioning, replacement and enhancement of Council assets and infrastructure.

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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>Plant Type</u>	<u>Plant Number</u>	<u>Maintenance Task</u>
Colorado	P1877	Full Service, Repair Radiator mount, Flush Diff, Replace rear tyres
Hilux	P9919	80,000klm Service, replace rear tyres, replace H4 globe.
Landcruiser	P9932	80,000klm Service, replace H4 Globe
Landcruiser	P9923	50,000klm Service, Windscreen Replaced
Landcruiser	P9928	Replace Head light bulb, replace wheel nut
Hilux	P9933	95,000klm Service, Replace battery, Adjust park brake, inflate tyres.
Landcruiser	P1172	50,000klm Service, check wheel bearings and inflate tyres.
Forklift	P4501	Replace tail light bulbs
Giga Truck	P2511	Replace drag links and adjust brakes
Stabilizer	P3811	250hr service, replace rear door pressure regulator valve.
Grader	P3118	250hrs Service, replace left door glass assembly.
Trailer	P9357	Replace rear wheel bearings and adjust front bearings

## BUSINESS PAPERS

Trailer	P9358	Replace trailer plug, supply adapter
Box Trailer/Fuel pod	P4405	Fit bolt to spring, tow to town, springs and hangers worn
Hilux	P9933	95,000km Service, replace battery, Adjust park brake, inflate tyres.
Landcruiser	P1172	50,000km Service, check wheel bearings and inflate tyres.
Forklift	P4501	Replace tail light bulbs
Giga Truck	P2511	Replace drag links and adjust brakes
Stabilizer	P3811	250hr service, replace rear door pressure regulator valve.
Grader	P3118	250hrs Service, replace left door glass assembly.
Trailer	P9357	Replace rear wheel bearings and adjust front bearings
Trailer	P4405	Fit bolt to spring, tow to town, springs and hangers worn
Trailer	P9358	Replace trailer plug, supply adapter
Hilux	P1181	Service, replace both lower control arms, replace front shocks using existing coil, replace rear tyres
Colorado	P1877	Repairs to tray mounts and tension
Fixed Mount Generators	Various	Fuel up, check fluids and run. Return to auto mode
Truck	P2902	Install 2x work lights wired to ignition power with switch, drain water from compressor, replace left mirror, clean water jets, install fuel metre to fuel pod, replace body clips in dash, replace UHF.
Fixed Mount Generators	Various	Fuel up, check fluids and run. Return to auto mode
Kubota Mower	P4512	Replace crank seal in motor, service and repair leak in radiator.
RMPC Truck	P2703	Tray fault. Remove direction valve and clean, clean solenoids and replace oil with DEX III
Loader	P3701	250hrs Service and blow outs
Grader	P3515	Right Tandem housing- bushes, seals etc. all relaced
Grader	P3118	Blow out filters, radiators and coolers
Grader	P3717	Lubricate compressor, replace governor, adjust blades, blow out radiator and condenser
Grader	P3515	Currently replacing blade bushes and blade slide seals.
Hilux	P1168	All 4 tyres replaced
Light Tower	P4507	Fluids checked and fueled
RMPC Truck	P2703	Steer tyres replaced
Fleet Crew	Various	Various tyres repaired

## **BUSINESS PAPERS**

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Cars		
Skid Steer	P3810	Hoses identified and ordered -waiting for parts-
Forklift 4wd	P4500	Possible glazed drums from long distance travel
Grader	P3516	Blade/Joystick fault, inspect possible cause

**Consultation (Internal/External):**

- Nil.

**Legal Implications:**

- Nil.

**Financial and Resource Implications:**

- Nil.

**Risk Management Implications:**

- Within normal operating parameters.

## BUSINESS PAPERS

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### 11.6 BUILDING AND PLANNING REPORT

**Attachments:** NIL  
**Author:** Elizabeth Browning - Engineering Records Operator  
**Date:** 10 August 2023

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**Key Outcome:** 4.1 - Sustainable urban and rural development

**Key Strategy:** 4.1.1 Ensure development accords with Carpentaria Shire Council's planning scheme, planning instruments, codes and legislation.

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**Executive Summary:**

The report is to advise Council of relevant planning and building activities within the Shire for the month of July 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
N/A				

**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/2321	Club Op Pty Ltd Ltd c/-Waymark Hotels	2 Ward Street Karumba QLD 4891 (Lot 60 on RP818020)	FIP Installations	TBA
I/2322	TBA c/- GMA Certification	Augustus Downs Stokes QLD (Lot 4 SP287784)	Workers Accommodation Building	TBA

**Non-Conformance**

## BUSINESS PAPERS

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DA No.	Applicant	Address	Application Type	Status
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	Dual occupancy	tba
I/2304	Tba	Karumba Point Caravan Park, Karumba QLD 4891	Purchase State Land (boundary realignment – Lot 11 SP258858)	tba
I/2304	BPK Wren Pty Ltd c/-RPS AAP Consulting Pty Ltd	18 Philp Street Normanton 4890 (Lot 5 SP136532)	MCU (Multiple Dwelling) 4 duplex units	Pending

### Consultation (internal/external)

- Jennifer Roughan – Consultant Town Planner
- Peter Watton – Project Manager/Building Certifier
- Stacey Devaney – Senior Planner
- Marina Dunstan – Senior Associate, Preston Law

### Legal implications

- N/A

### Policy Implications

- N/A

### Financial and Resource Implications

- N/A

### Risk Management Implications

- Low – risks are within normal operational parameters.

## **BUSINESS PAPERS**

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