



CARPENTARIA SHIRE

Outback by the Sea

BUSINESS PAPER

13 MARCH, 2024

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NOTICE OF MEETING

COUNCILLORS:

Mayor Jack Bawden Mayor
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

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OPENING OF MEETING	5
2	RECORD OF ATTENDANCE.....	5
3	CONDOLENCES	5
4	CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS	5
5	BUSINESS ARISING FROM PREVIOUS MEETINGS	5
6	RECEPTION OF PETITIONS & DEPUTATIONS.....	5
7	MAYORAL MINUTES.....	5
8	CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION	6
8.1	Concealed Water Leak Concession Request - 18 Philp Street Normanton	6
8.2	Water Consumption Concession Request - 2 Noel Street Normanton	6
9	REPORTS FROM THE CHIEF EXECUTIVE OFFICER	7
9.1	CEO Report.....	7
9.2	Change of Meeting Date - April Ordinary Meeting	17
10	REPORTS FROM DIRECTOR OF CORPORATE SERVICES	19
10.1	DCS Report.....	19
	Attachment 10.1.1 Local Laws Report - February 2024.....	23
10.2	Monthly Financial Report - February 2024.....	25
	Attachment 10.2.1 Monthly Financial Statements February 2024.....	33
	Attachment 10.2.2 Rates and Service Charges Receivables Report.....	38
	Attachment 10.2.3 Cash February 2024	41
	Attachment 10.2.4 Recoverable Works - TMR.....	42
	Attachment 10.2.5 Capital Projects Report	43
10.3	Human Resources Report.....	44
	Attachment 10.3.1 SafePlan Progress Report - YTD Feb 2024.....	47
	Attachment 10.3.2 First Aid and CPR Normanton.....	48
	Attachment 10.3.3 Masterclass - Small Engines EOI 2024.....	49
	Attachment 10.3.4 Masterclass - Vehicle Preparation EOI 2024	50

BUSINESS PAPERS

	Attachment 10.3.5 North West Schedule 2024	51
11	REPORTS FROM DIRECTOR COMMUNITY DEVELOPMENT, TOURISM & REGIONAL	53
11.1	Monthly report Community Development, Tourism and Regional Prosperity	53
11.2	Community Donations and Support	61
11.3	Advisory Committee Update - Tourism and Economic Development	64
11.4	Normanton Childcare Centre - Transition To Astute Mangement	67
	Attachment 11.4.1 Astute February 2024 Update	69
11.5	Les Wilson Barramundi Discovery Centre Monthly Report	72
11.6	Algae Free Ultrasound Device and Broodstock	75
12	REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES	77
12.1	DOE Report.....	77
12.2	NDRRA/QDRF Report	88
	Attachment 12.2.1 Appendix A - 2021 Expenditure Summary	92
	Attachment 12.2.2 Appendix B - 2021 Completed Works	94
	Attachment 12.2.3 Appendix C - 2022 Expenditure Summary	95
	Attachment 12.2.4 Appendix D - 2022 Completed Works	97
	Attachment 12.2.5 Appendix E - Betterment Projects	98
12.3	Water and Waste Monthly Report	99
12.4	Workshop Report	107
12.5	Building and Planning Report.....	109
12.6	Rural Roads Policy.....	112
	Attachment 12.6.1 Rural Roads Policy 2024.....	113
13	GENERAL BUSINESS	125
14	CLOSURE OF MEETING	125

BUSINESS PAPERS

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

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 21 February 2024 be confirmed.

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

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8 CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION

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

RECOMMENDATION

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

8.1 Concealed Water Leak Concession Request - 18 Philp Street Normanton

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 Water Consumption Concession Request - 2 Noel Street Normanton

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

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9 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

9.1 CEO REPORT

Attachments: NIL
Author: Mark Crawley - Chief Executive Officer
Date: 6 March 2024

Key Outcome: Day to day management of activities within the Office of the CEO
Key Strategy: As per the Departmental Plan for the Office of the CEO

Executive Summary:

This report provides information and updates to Council on various activities and programs that are facilitated within the Chief Executive Officer's portfolio.

RECOMMENDATION:

That Council:

1. receive and note the Chief Executive Officer's report; and
2. that those matters not covered by resolution be noted.

MEETINGS SCHEDULE

Date	Time	Event	Location
Council			
13 March 2024	9:00am	Ordinary Meeting of Council	Boardroom
14 March 2024	8:30am	Workshop – Councillors, CEO, Directors, and Managers	Boardroom
17 April 2024	9:00am	Ordinary Meeting of Council	Boardroom
18 April 2024	8:30am	Workshop – Councillors, CEO, Directors, and Managers	Boardroom
NWQROC and LGAQ			
5 April		NWQROC Meeting	Virtual
8-9 May		NWQROC Meeting F-2-F	Cloncurry
Local Government Managers Australia (LGMA)/International City/County Managers Association (ICMA)			
26 – 30 May		International Volunteer Committee Meeting	Belgium
The above attendance is during my leave of absence			

BUSINESS PAPERS

FINANCIAL REPORT

Governance Income and Expenditure to 29 February 2024

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure	\$2,393,234	1,766,085	96,921	1,863,006
Communications	\$55,400	5,824	8,741	14,565
Community Recovery	\$0	-429	0	-429
Disaster Events	\$4,500	74,540	0	74,540
Disaster Preparedness	\$74,000	80,590	0	80,590
Elected Members	\$572,441	347,421	3,345	350,765
Emergency Response	\$51,400	29,108	0	29,108
Governance	\$1,635,493	1,192,730	78,236	1,270,966
Operational Plan	\$0	36,300	6,600	42,900
Operating Income	-\$24,000	-563,547	0	-563,547
Disaster Events	\$0	-545,908	0	-545,908
Disaster Preparedness	-\$7,000	0	0	0
Emergency Response	-\$17,000	-17,639	0	-17,639
Grand Total	\$2,369,234	1,202,537	96,921	1,299,458

BUSINESS PAPERS

ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

Date:	Ref:	Action	Status	Comment
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	Recommence 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		
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. December 2023 Update - Offer rejected
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
November 23	012	2. Call for Expressions of Interest from interested parties for the agistment of Lot 2 on Crown Plan LS11 at the conclusion of the community feedback and such Expressions of Interest be advertised for 4 weeks;	Progressing	Awaiting feedback from Department in relation to the Land Management Plan
November 23	016	Authorise the Chief Executive Officer to negotiate with the tenderers to ascertain if they are prepared to increase their offer; and delegate authority to the Mayor and the Chief Executive Officer to set sale prices for the remaining lots.	Progressing	Sale prices for the remaining lots have been established and distributed to Colliers. Colliers to contact tenderers.
November 23	GB	Artificial Reef – Community consultation / feedback for names for reef	Progressing	To be undertaken in the New Year Update, will work with Community Services team to progress
November 23	GB	Old Croydon Road Grid – CEO to write to landowners and request that fencing be completed	Progressing	CEO inspection 4/12/2023 - Fencing has commenced
January 24	004	Authorise CEO to negotiate purchase of property in Karumba from the State Government	Complete	Contract signed
January 24	GB	Mayor and CEO to take up lack of communications with residents from Ergon and Telstra	Part Complete	Mayor has spoken to Telstra Regional Manager in relation to

BUSINESS PAPERS

				outages, yet to discuss with Ergon
February 24	005	Council agrees to enter into Section 87A Agreements and Authorise Mayor and CEO to sign Section 87A Agreements and Martin Wright be authorised to sign on behalf of Council	Complete	Advised Moray and Agnew of Council resolution
February 24	Note	CEO to arrange meeting with QR Head of Regional to discuss Gulflander Service	Complete	Mayor and CEO had meeting with QR Head of Regional
February 24	GB	CEO to follow up with State Government in relation to the Gill Net Submission/Consultation	Complete	Report distributed to Councillors 1 st March 2024
February 24	GB	CEO to follow up and ascertain process for reporting radio station outages for members of the public	Progressing	Community Development Officer contacting stations on CEO behalf
February 24	GB	CEO to raise concerns with cricket game being played in Landsborough Street with QPS	Complete	Email to QPS Senior Sargent
February 24	GB	CEO to follow up and request the Town CCTV Infrastructure be removed from the footpaths	Complete	Email to QPS Senior Sargent

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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. Important dates and information for Candidates

An email has been distributed to all the candidates in the LG Election to provide information in relation to training, and inductions, if successful at the polls.

Training and Inductions are being proposed by Council, the Local Government Association of Queensland and the State Government, Department of Local Government.

Dates that have been confirmed have been provided to the candidates. The only date that is yet to be confirmed is the training for the Mayors and accompanying CEO's in Brisbane during the third week of April (the usual Council meeting week).

We are also yet to set and confirm a date for the training on offer from Queensland Treasury Corporation, this is proposed in June and a date can be worked out with the successful candidates following the election.

Recommendation: For information

3. Queensland Connects

Council lodged an application for funding through the Queensland Connects program at the invitation of the State Government to progress the Carpentaria Collective.

Council received advise on Monday 4th March advising that we have been successful with our application, and we have been provided with \$80,000 to develop a First Nations Peoples engagement framework through a co-design process with First Nations community leaders and organisations supported by the Queensland Connects Community Capacity Building Cohort 4 Team.

The First Nations engagement framework will be the first step in developing meaningful partnerships with First Nations people and organisations to build capacity to support a review of the Carpentaria Local Disaster Management Plan to identify opportunities to include traditional local indigenous knowledge to inform disaster management practices, bridging the gap between Indigenous knowledge of Traditional Owners and Local Disaster Management Planning.

Recommendation: For information

BUSINESS PAPERS

4. Rent to Buy

The Rent to Buy Scheme of Council Housing for staff has been drafted and is almost ready for submission to the Department and Treasury in accordance with the proposal / request from Council.

Once complete this will be forwarded to the Department and Treasury for review and approval, or otherwise, and brought back to Council for further consideration.

Recommendation: For information

5. Establishment of a Company Limited by Shares

A copy of the draft constitution and associated documents have been forwarded to the Department for review and feedback prior to formal adoption by the Council following the March LG Election.

Any feedback provided by the Department will be included in a future report to Council for consideration.

Recommendation: For information

6. Meeting with QR

Mayor Jack and I met with Scott and Louise from QR in relation to the Gulflander Service, recruitment and incidents that have occurred at the Railway Station over the past 12 months. Below is the response received from Scott following the meeting.

"Thanks for taking the time to discuss the Gulflander service and connection to the Normanton community with Louise and myself yesterday. As discussed QR is committed to providing a great service and experience for our customers. We continue to make improvements in the operation and believe we have a robust base to begin operations this season on a planned opening date of the 10th of April. We share the same concerns regarding the vandalism that has occurred at the station and damage to the fleet."

Recommendation: For information

BUSINESS PAPERS

ACTIONS FROM STRATEGIC INTENT DOCUMENT

Action	Status	Comment
<u>Departmental Plans</u> CEO to work with Senior Leadership Team to complete documents for adoption.	65%	The Water and Waste Departmental Plan has been updated recently. Office of the CEO Departmental Plan review is complete Director Community Development, Tourism and Regional Prosperity has completed the Draft for Department
<u>Business Cases</u> CEO to work with Senior Leadership Team to ensure the Business Case and Project Plans are completed in preparation for future grant opportunities.	5%	The draft Business Case and Project Plan have been completed for the School Dam Project. The estimates for the works required and the Cost Benefit Analysis are yet to be completed, there are other Business Cases and Project Plans that are required to be completed. Recent feedback from Peak Services in relation to preparing the grant application for infrastructure for the School Dam project – <i>“the Business Case and Project Plans provided for the School Dam Project assisted in being able to provide the necessary information into the application within the turnaround time provided for the submission of the application”</i> . CEO Forum Feedback – the Deputy Director General Local Government advised that Councils should start working on grants now as the turnaround times will be quick soon. Local Governments are also advised that they should be working on completing and finalising existing programs
<u>SurePact</u> CEO to work with the Senior Leadership Team to ensure the use of SurePact system becomes part of the day-to-day operations within Council ensuring that projects are well managed, and grants acquitted and managed in accordance with Milestones contained in the Grant Agreements.	25%	CEO has met with DOE to ensure the use of SurePact is taken up to manage the many projects and contracts under the Engineering Department SurePact provided further training for staff. SurePact provided presentation of system to Councillors Commitment from Team to progress finance and document management integration SurePact currently working on the Magiq Document integration with our ECM System
<u>Workforce Strategy and Plan</u> CEO to continue to progress the actions/recommendations contained in the Implementation Plan and regularly update outstanding items as a standard agenda item at the Senior Leadership Team Meetings.	65%	In the documents provided through the engagement of Davidson’s we were provided with an implementation plan to progress where we want to be as an organisation. Some of this work is being undertaken in-house and through support from Peak Services.
<u>Accountability</u> Senior Leadership Team to take a more proactive role in ensuring all staff are treated fairly.	10%	Some training has been provided to the leadership team in relation to managing people under the new Psychosocial Guidelines.
<u>Position Descriptions</u> CEO and Manager Human Resources to	400%	The new Position Descriptions have been completed by Peak Services and are uploaded

BUSINESS PAPERS

<p>distribute new PDs to all staff throughout the organisation. New PD's to be utilised for all new recruitment for vacancies as advertised.</p>		<p>into the records management system and old PDs are being archived</p>
<p><u>Performance Reviews</u> Senior Leadership Team to sign off on their individual Performance Plans prior to Christmas Closedown and a first performance review meeting to be held prior to June 2024.</p>	<p>90%</p>	<p>Peak Services will move onto this work following to completion of the current body of work. This was listed as project five of five of the work to be undertaken by Chris Leek</p> <p>Chris has now started this work in January</p> <p>The draft performance plans have been provided by Chris</p> <p>Planning for Chris to attend Council in February/March to complete works assigned to Peak Services</p> <p>Performance Plans worked through in late February while Chris was on site</p>
<p><u>Governance and Policy Review</u> CEO to work with the EO – GPC and the Senior Leadership Team to ensure all the outstanding governance issues are cleared up and completed prior to the hand over to the new CEO.</p>	<p>65%</p>	<p>The EO-GPC has completed the “quick wins” from the recent review, and we are progressing through the remainder of the items identified in the Governance Review</p> <p>Two more policies are presented for adoption this month</p> <p>HR Policies are currently being reviewed and will be distributed for consultation with staff when complete</p>
<p><u>Governance Framework</u> CEO to prepare a Governance Framework for formal adoption and inclusion on the Council Website.</p>	<p>100%</p>	<p>CEO has drafted the Governance Framework and will present to the January 2024 Council Meeting</p>
<p><u>LHAP Housing Strategy</u> CEO to continue to provide the secretarial role for the Advisory Committee and has responsibility for many of the response actions contained in the LHAP Implementation Tracker and continue to progress these in accordance with direction from the Advisory Committee and Council.</p>	<p>60%</p>	<p>Carpentaria Shire Council has progressed further than the other member council of the WQAC.</p> <p>The Carpentaria Shire Council Housing Strategy is complete and included on the Council Website.</p> <p>Implementation Tracker is updated prior to each meeting of the LHAP Advisory Committee.</p> <p>Next LHAP Advisory Committee meeting to be scheduled following the LG Election</p>
<p><u>Rent to Buy Scheme</u> CEO to meet with the Department to progress this initiative and obtain support from the Department to progress</p>	<p>90%</p>	<p>CEO has met with the Department in relation to this. Obtained examples of what some other Councils are doing in this space.</p> <p>CEO commenced drafting of the documentation to support scheme.</p> <p>Document is now completed in Draft for the majority</p> <p>Draft has been sent to the Department for review and feedback before formal adoption following the LG election</p>
<p><u>Residential Subdivision</u> CEO to work with surveyor and the Department to progress this parcel of land for further development to provide</p>	<p>50%</p>	<p>Draft survey layouts have been provided and the CEO has commenced discussions with the Department in relation to the acquisition of land for future urban expansion.</p>

BUSINESS PAPERS

<p>additional residential lots in the Normanton community.</p>		<p>Further discussed with Department during recent visit to Carpentaria Shire Council 25th October 2023</p> <p>Application has been lodged with Department to purchase the land from the State Government.</p>
<p><u>Gough Street – Units (planning)</u> CEO will continue to work with the architects to ensure the plans are provided to Council to allow for the development of a further scope of works to prepare tender documents that will allow for the calling of tenders for a design and construct for the multi-unit development for further staff accommodation when funds become available to progress this important initiative.</p>	<p>80%</p>	<p>Architect has been engaged and visited site. Also held discussions with Councillors to ascertain input into the layout, yield, and possible design</p> <p>First draft distributed to Councillors for feedback. Feedback sent to Architect for inclusion and amendment of first draft. Further plans provided by architect and forwarded to Councillors on 22 November 2023</p> <p>Further update from Council at December Meeting – One bedroom units reduced to 4 only. Balance as two bedroom units Architect advised of proposed change New drawings provided with 4x1 Bedroom units and balance as two bedroom (20)</p> <p>Now moving to obtain QS report to ascertain estimate to complete the build QS Report has been received</p>
<p><u>Candidate Information Session</u> CEO to prepare a presentation and conduct an information session for intending candidates prior to the close of nominations for the 2024 local government election.</p>	<p>400%</p>	<p>This information session will be held in conjunction with Departments Information Sessions on 6th and 7th December.</p>
<p><u>Councillor Induction Handbook</u> CEO to prepare the Induction Handbooks for the incoming Councillors and present at the Induction. Also, to prepare a presentation for the Induction Workshop with new elected members following the declaration of the poll and the Post-Election Meeting.</p>	<p>80%</p>	<p>The template from the Handbook provided to the Councillors following the 2020 Election will be updated to ensure the latest information is available to the 2024 cohort of Councillors following the March/April 2024 Local Government Election</p>
<p><u>Company Limited by Guarantee/Shares</u> CEO to meet with the Department to ascertain if the establishment of a company limited by guarantee will be supported including the transfer of assets from Council to the newly established Company. CEO to also commence, following confirmation from the Department, the development of Policies and Procedures and the other Governance arrangements for the Company's establishment.</p>	<p>80%</p>	<p>The CEO has met with the Department and progressed discussions with King and Company Solicitors. In discussions with King and Company an option will be provided in relation to a Company Limited by Shares, pros, and cons for both will be provided for consideration.</p> <p>King and Company have been advised to progress with the development of the constitution for the Company Limited by Shares following the resolution at the November meeting</p> <p>King and Company have now provided the draft constitution for the Company Limited by Shares</p>

BUSINESS PAPERS

		Draft Constitution and other Documents have been distributed to the Department for review prior to formal adoption following the LG Election
<u>WH&S and Psychosocial Health</u> CEO and Senior Leadership Team to ensure that WH&S continues to remain front of mind and we continue to strive to achieve the identified targets set in the WH&S Safety Management System.	50%	We are implementing good practices in relation to WH&S and training has been provided to Supervisors in relation to Psychosocial Health. A new system – SkyTrust has been installed and rolled out throughout Council. Additional information as received is distributed through to the Senior Leadership Team
<u>Small Business Friendly</u> CEO to work with the Director Community Services, Tourism and Regional Prosperity and the Manager Economic and Community Development to progress the Accelerator Program as part of the Small Business Friendly program	25%	Charter has been signed and we are working through the documentation provided by the Office of the Small Business Commissioner in relation to the Accelerator Program. First draft of Accelerator Program has been submitted to Small Business Commissioner for review and feedback.
<u>Recruitment of new CEO</u> CEO to prepare a report and advertise a Special Meeting with agenda item to include the recruitment for new CEO as soon as possible following the Post-Election Meeting.	95%	A report will be drafted for the Special Meeting to follow the Post-Election Meeting to allow the elected members to decide on the recruitment of the new CEO. Draft report commenced
<u>New CEO – Handover Notes</u> CEO to prepare detailed handover notes to provide to the new CEO as part of the smooth transition between current CEO and incoming CEO.	95%	Draft Report ready for Special Meeting Agenda The compilation of Hand-Over Notes for the incoming CEO have been started and is largely compiled to date. Additional items are added to the hand over notes as required.

BUSINESS PAPERS

9.2 CHANGE OF MEETING DATE - APRIL ORDINARY MEETING

Attachments:	NIL
Author:	Mark Crawley - Chief Executive Officer
Date:	6 March 2024
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:

Due to the scheduling of a Special Mayors Forum at Parliament House on 17th April 2024, Council may need to consider the change to the meeting date for the scheduled April Meeting.

RECOMMENDATION:

That Council:

1. Delegate authority to the Chief Executive Officer to set a date for the April Ordinary meeting in consultation with the Mayor following the confirmation of dates for the AICD Training to coincide with the LGAQ Mayors Forum in Brisbane when dates for the training have been set and confirmed; and
2. Provide the prescribed notice to the Councillors and public of the new dates.

Background:

Following the Local Government Election, a series of workshops, inductions, training, and other sessions are booked for the new Councillors. One such session, in Brisbane, for the Mayor and Chief Executive Officer will coincide with the scheduled April Ordinary Meeting of the Council. The Local Government Association of Queensland (LGAQ) have arranged a Special Mayors Forum in Brisbane at Parliament House, also to coincide with this event two days training has been scheduled with the Australian Institute of Company Directors (AICD), although the days for this training are yet to be confirmed.

To facilitate the attendance of the Mayor and Chief Executive Officer at these sessions a change will be required for the scheduled April Ordinary Meeting. It is proposed that once the dates for the AICD training are advised we schedule the Ordinary Meeting based on the attendance requirements, we may be able to schedule the Ordinary Council meeting in the same week, just a different day.

Consultation (Internal/External):

- Local Government Association of Queensland (LGAQ)
- Australian Institute of Company Directors (AICD)
- Candidates (advice provided to all candidates in email of 4 March 2024)

Legal Implications:

- *Local Government Regulation 2012* section 254(B)(4)
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BUSINESS PAPERS

Financial and Resource Implications:

- Travel expenses for Mayor and Chief Executive Officer to attend the sessions in Brisbane

Risk Management Implications:

- Work 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

10 REPORTS FROM DIRECTOR OF CORPORATE SERVICES

10.1 DCS REPORT

Attachments: 10.1.1. Local Laws Report - February 2024 [↓](#)
Author: Julianne Meier - Director Corporate Services
Date: 6 March 2024

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:	Ref:	Action	Status	Comment
		Liaise with relevant parties to improve connectivity at Normanton Rodeo Grounds	Ongoing	Ongoing – reported fault with Telstra about service dropouts. Officers to discussed issue with Telstra to see if we can increase bandwidth during specific events, however, have been advised we already have the maximum bandwidth. Officers are preparing to submit another grant for connectivity.
Apr 23		Raw Water Policy	In Progress	In liaison with MWW, the policy is now in draft. We do not expect to finalise until the Declared Service Areas have been mapped by the Water and Waste team.
Jan 23		Waste behind Karumba Transfer Station in Karumba	Ongoing	Hoping to secure funding to support the clean-up of waste behind the Karumba Transfer Station that has accumulated over several years. Discussing options with DOE, may consider moving part of this with the cyclone clean up.

BUSINESS PAPERS

Mar 23	0323/004	Agistment Agreements	In Progress	5/3/2024 Have draft agreements, but still in discussions as some lots are owned by the State and the use is inconsistent with the purpose of the Reserve. This will require Departmental approval so will take some time. In the meantime, Council will still invoice for the fixed amount per the resolution.
Aug 23	GB	Cemetery Masterplan	In Progress	The Karumba Cemetery is under State Management Land and subject to Native Title. This process has not commenced. 5/3/2024 Community Consultation planned to occur after the Council elections.
Aug 23		Weed spraying around Karumba Transfer Station	Ongoing	Working on an annual plan to clear some infestations from Karumba.
Sep 23		Wi-Fi Access point in Council's Boardroom	In Progress	5/3/2024 Reviewing proposals, planning to resolve in the next two months.

2. Budget Update

The 2023/2024 budget was adopted at the 22nd 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
Operating Expenditure	\$2,128,458	1,066,080	60,554	1,126,634
Animal Control	\$85,237	25,883	0	25,883
Cemeteries	\$54,900	63,577	6,912	70,489
Corporate Services	\$50,000	32,450	19,525	51,975
Environmental Health	\$19,400	6,395	0	6,395
Information Technology	\$735,932	565,440	12,332	577,773
Local Laws	\$120,206	46,716	339	47,055
Major Opex	\$0	10	0	10
Mosquito Control	\$51,000	13,500	0	13,500
Pensioner Housing	\$43,000	32,301	0	32,301
Pest Management Operations	\$143,881	129,884	6,823	136,706
Property And Leases	\$5,000	910	2,500	3,410
Stores & Purchasing	\$453,631	91,617	3,023	94,641
Wages On-Costs	\$0	3,722	5,100	8,822
Weed Control	\$366,272	53,674	4,000	57,674
Operating Income	-\$415,500	-306,353	0	-306,353
Animal Control	-\$2,000	-1,475	0	-1,475
Cemeteries	-\$20,000	-7,318	0	-7,318
Environmental Health	-\$2,500	-2,300	0	-2,300
Information Technology	\$0	-300	0	-300
Local Laws	-\$27,500	-79,361	0	-79,361
Pensioner Housing	-\$27,000	-20,311	0	-20,311
Property And Leases	-\$83,000	-39,343	0	-39,343
Staff Housing	-\$253,500	-155,945	0	-155,945
Grand Total	\$1,712,958	759,727	60,554	820,281

BUSINESS PAPERS

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure	\$866,367	966,969	130,708	1,097,677
Admin And Customer Service	\$553,997	330,449	15,927	346,376
Financial Services	\$1,263,068	686,282	112,213	798,495
Payroll	\$50,000	50,203	0	50,203
Rates Management	\$206,385	157,192	2,284	159,476
Records Management	\$193,533	69,853	284	70,137
Wages On-Costs	-\$1,400,617	-327,009	0	-327,009
Operating Income	-\$10,696,584	-6,191,118	0	-6,191,118
Admin And Customer Service	-\$500	-3,313	0	-3,313
Financial Services	-\$5,997,084	-1,240,382	0	-1,240,382
Rates Management	-\$4,699,000	-4,947,422	0	-4,947,422
Grand Total	-\$9,830,217	-5,224,148	130,708	-5,093,441

3. Program Update

Local Laws

The local laws statistics to February are attached.

Abandoned Vehicles

Councils secure lot at the Normanton waste facility is full of abandoned vehicles that have been towed to the secure area. The next step is to hold an auction to dispose of these vehicles. Officers are in the process of liaising with the auctioneers to obtain some dates.

If the vehicles are not sold at auction Council may dispose of the abandoned vehicles as it sees fit.

The auctioneer has been contacted to provide some dates. Council will then need to publicly advertise the auction for two weeks prior to the auction being held.

For information.

Approved Inspection Programs

Council continues to carry out the approved inspection program, and the program was advertised and commenced in early February and shall continue for three months, through to the end of April 2024.

The local laws officer has now carried out most inspections in Normanton and will commence inspections in Karumba when the water levels drop.

For information.

Pest and Weed Management

1080 Baiting

A schedule for round one has been prepared, however not all stations have yet provided responses. Officers will follow up with the stations closer to the scheduled start date. The round is expected to commence in June through to early July.

Weeds

Due to the rains the rural lands officer has focussed on treatment of bellyache bush around the Normanton township, including the golf course, rodeo grounds, and land around Normanton Airport.

For information.

BUSINESS PAPERS

Consultation (Internal/External):

- Mark Crawley - Chief Executive Officer
- Local Laws Officer – Phil Grieve
- 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	Dogs	Ntn	Kba	Dogs	Cats	Other	Ntn	Kba	Euth. Dogs	Ntn	Kba	Euth. Cats	Ntn	Kba
Jul-23	3	10		6	0	62	30		5	0	62	30				
Aug-23	0	0		8	0	45	25		6	0	45	25				
Sep-23	3	0		5	0	45	18		4	0	45	18				
Oct-23	3	0		6	0	35	4		3	0	35	4				
Nov-23	3	0		4	0	52	25	224 rats	3	0	52	25				
Dec-23	1	0		7	0	14	2	2500 rats	7	0	14	2				
Jan-24	4	0		0	0	0	holiday		0	0	0	0				
Feb-24	3	2		7	0	42	1 horse		3		42					
Mar-24	3															
Apr-24																
May-24																
Jun-24																
Total	23	12	0	0	0	295	104	1	0	31	0	295	104	0	0	0

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	0	1	5	2										
Aug-23	0	2	4	1					-	-			-	-
Sep-23	0	1	7	1					-	-			-	-
Oct-23	0	0	3	0					-	-			-	-
Nov-23	0	0	5	2					-	-			\$629.00	-
Dec-23	2	0	4	0					-	-			-	-
Jan-24	0	0	0	0					-	-			-	-
Feb-24	0	0	12	0		2			-	-			-	-
Mar-24									-	-			-	-
Apr-24									-	-			-	-
May-24									-	-			-	-
Jun-24									-	-			-	-
Total	2	4	40	6	0	0	2	0	0	0	0	0	629	0

BUSINESS PAPERS

10.2 MONTHLY FINANCIAL REPORT - FEBRUARY 2024

Attachments: 10.2.1. Monthly Financial Statements February 2024 [↓](#)
10.2.2. Rates and Service Charges Receivables Report [↓](#)
10.2.3. Cash February 2024 [↓](#)
10.2.4. Recoverable Works - TMR [↓](#)
10.2.5. Capital Projects Report [↓](#)

Author: Jade Nacario - Manager Finance and Administration

Date: 7 March 2024

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:

Presentation of the financial report for 29 February 2024 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 29 February 2024.

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 29 February 2024 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	29 February 2024	Comment
Current Ratio Is Council able to pay off its short-term liabilities with its current assets?	1.5-3.0	Current Assets/Current Liabilities	1.79	Council has 1.79 more current assets than current liabilities
Operating Surplus Ratio Does Council have sufficient operating revenue to meet Council operating costs?	Between 0 & 10%	Surplus/(Deficit) from Operations / Recurrent Revenue	(25.68%)	The budget projection is at -9.4%.
Cash Expense Ratio 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	3	Indicates Council can pay its operating expenses on the next three months with current cash balance. Note: Based on 23.24 budget and using Council total cash at bank less cash reserves
EBITDA Ratio (Earnings Before Income Tax, Depreciation and Amortisation)	Breakeven	Operating Result + Depreciation + QTC Finance Costs / Operating Revenue	\$(2,464,511)	The EBIDA Ratio indicates Council's revenue is lower than operating expenses by \$2,464,511

Statement of Comprehensive Income

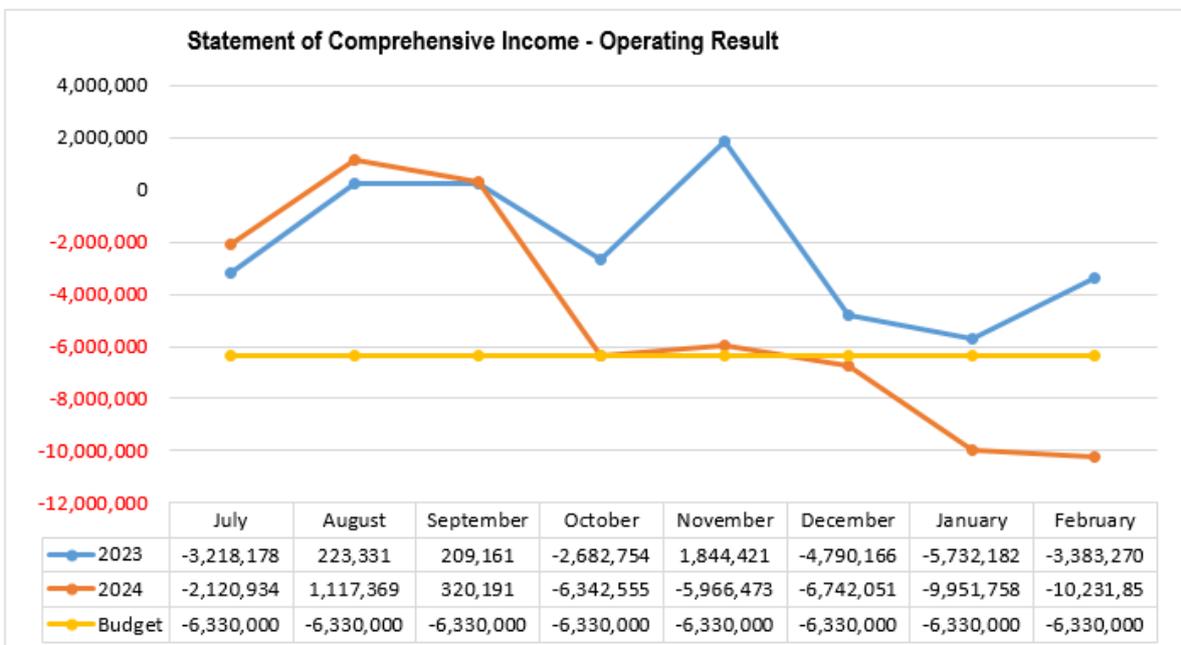
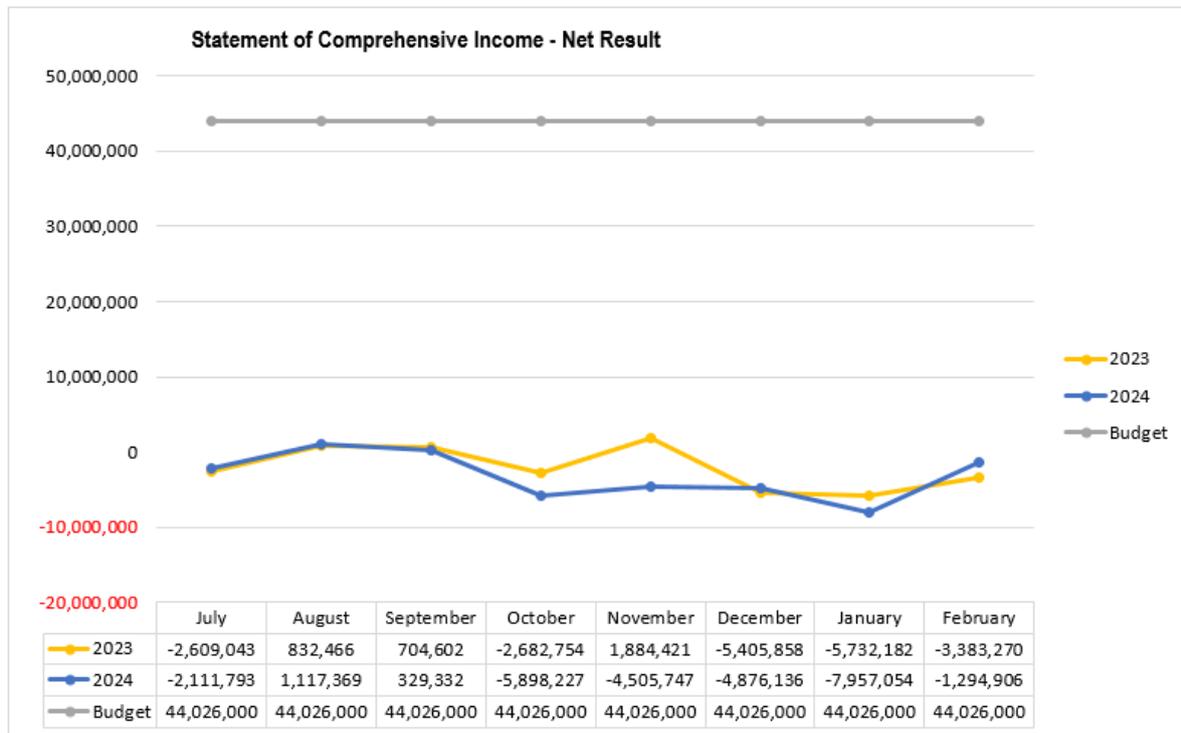
For the eight month of the financial year 2023/2024, the comprehensive income statement net result indicated a deficit of \$1,294,906. This is the sum of \$39,848,968 in recurrent revenue, \$50,080,823 in recurrent expenditure and \$8,936,949 in capital revenue.

	Actual (1 July 2023 to 29 February 2024)	Budget (1 July 2023 to 30 June 2024)
Recurrent Revenue	39,848,968	67,539,000
Recurrent Expenses	50,080,823	73,689,000
Net Operating	(10,231,855)	(6,150,000)
Capital Revenue	8,936,949	50,356,000
Capital Expense	0	0
Net Result	(1,294,906)	44,026,000

*Please see attached Comprehensive Income Statement for details.

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



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The Statement of Comprehensive Income shows a variance column which is only an indicator of where Council's operational budget is.

Item	Actual	Budget	%	Analysis								
Rates	8,740,798	8,918,000	98%	<p>↑ Actual is higher than budgeted amount.</p> <p>Council levies rates and service charges twice yearly, in August (covering the period 1 January to 30 June) and February (covering the period 1 July to 31 December). The actual amount is the revenue for the first and second levy issued in August 23 and February 2024. The figures include the water consumption charges for the period 1 July to 31 December 2023.</p> <p>It is expected that there will be approximately \$280,000 in discounts yet to be taken that will reduce actual revenue, but the water consumption for the period 1st January 2024 to 30 June 2024 to be levied in August 2024 will be charged back to this financial year. That amount is expected to be around \$600,000. Therefore, we expect the rates revenue is on track to meet the budget forecast.</p>								
Interest Income	1,088,260	300,000	363%	<p>↑ Actual is significantly higher than budgeted amount.</p> <p>The favourable variance is a result of increase interest rates this financial year and due to Council maintaining higher cash balance on its QTC Investment account.</p>								
Income from Operations and Sales	4,377,065	14,665,000	29.91%	<p>↓ Actual is significantly lower than budgeted amount.</p> <p>The variance is mainly due to unclaimed Main Roads Projects.</p> <table border="1"> <thead> <tr> <th></th> <th>Actuals</th> <th>Budget</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>TMR Recoverable</td> <td>2,178,289</td> <td>12,500,000</td> <td>17.43% ●</td> </tr> </tbody> </table> <p>Please refer to the attached workings for the TMR Projects Income and Expenditures.</p> <p>There is \$5,022,415.88 of TMR expenditure that has been incurred, and corresponding review has not yet been received. Of the \$5.022m expenditure:</p> <ul style="list-style-type: none"> \$4.345m is TMR projects; and \$676k is RMPC <p>The engineering team are working on outstanding claims.</p>		Actuals	Budget	%	TMR Recoverable	2,178,289	12,500,000	17.43% ●
	Actuals	Budget	%									
TMR Recoverable	2,178,289	12,500,000	17.43% ●									
Operating Grants	24,760,282	42,450,000	58.33%	<p>↓ Actual is lower than budgeted amount.</p> <p>Operating grants are mostly made up of Disaster Recovery Funding Arrangements (DRFA) received for restoration of road assets. Other operating grants include financial assistance</p>								

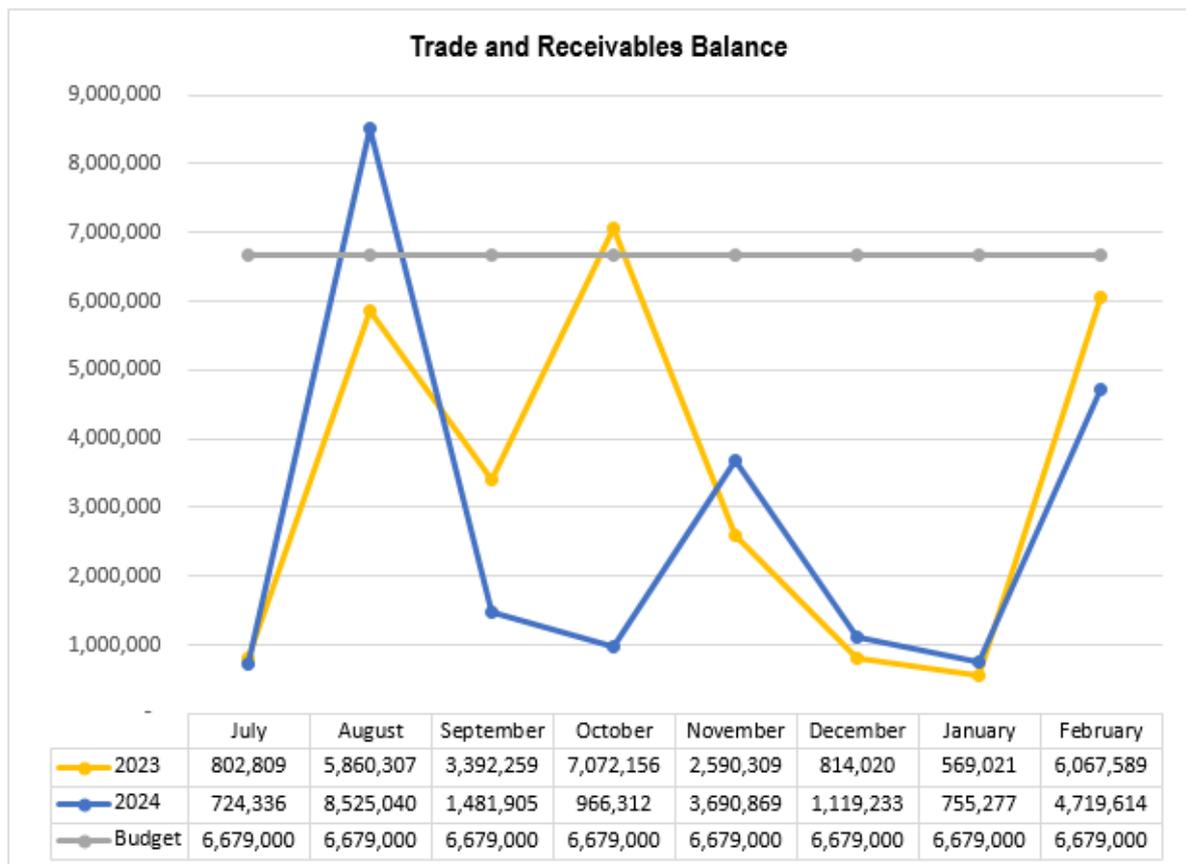
BUSINESS PAPERS

Item	Actual	Budget	%	Analysis
				<p>grants and other program grants.</p> <p>Council received an early payment of its financial assistance grant, and this was recognized in 2023. The payment for 2024 is forecasted to be paid later in the financial year.</p>
Non-Operating Grants	7,328,606	50,356,000	14.55%	<p>↓ Actual is significantly lower than budgeted amount.</p> <p>Non-operating grants are funding received for the purpose of constructing roads, buildings, and other infrastructure assets, and purchasing equipment. Due to the nature of this income, the timing of the funding receipt depends on project approval or progress claims and project completion.</p> <p>The project team meets regularly to discuss the progress of capital jobs to monitor any risk such as project overruns.</p>
Employee Costs	6,254,397	11,283,000	55.47%	<p>↓ Actual is Lower than budgeted amount. Council is carrying several vacant positions which accounts for some of the budgetary shortfall. Sometimes depending on the position, it may be filled with contractors and/or labour hire. Where this occurs the expense is costed to the Materials and Services line item, not Employee Costs.</p> <p>A significant amount of labour hire is being utilised by Council, so this would also impact employee costs.</p> <p>A review of the organizational structure and budget is currently in progress as of time of writing this report.</p>

Financial Position Reports

The graph below shows the Council's *Trade and Receivables* balance of \$4,719,614, against a budget of \$6,679,000. A significant portion of the trade receivables is made up of RMPC claims.

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Rates and Service Charges

Please see attached detailed Rates and Service Charges Receivables Report showing outstanding rates and charges of \$4,803,337. Council has received payments in advance for rates of \$25,852. Some long outstanding rates and charges have been recovered from recent payment arrangements, and payments in full of outstanding amounts. The second levy for the financial year was issued last 20th February 2024 and the discount period ends on the 21st of March 2024.

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 February 2024 investment performance.

Investment Accounts	Financial Institutions	Funds Available Balance*	February 2024 Interest Received	YTD Interest Earned
QTC General Fund	QTC	15,279,818	58,006	732,979
QTC Reserves Fund	QTC	8,056,338	30,079	249,739
TOTAL		23,336,156	88,085	982,718

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

BUSINESS PAPERS

Gross Earnings Rate	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Annual Rate Payable Monthly	4.98%	4.92%	4.70%	4.40%	5.13%	5.05%	5.04%	4.86%
Annual Effective Rate*	5.10%	5.04%	4.80%	4.49%	5.26%	5.17%	5.16%	4.97%

*To allow comparison to industry benchmarks, Council monthly earnings rate has been converted to an annual effective rate.

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	4,010,415	15 March 2035
Karumba Sewerage	66,099.08	1,416,384	15 June 2030
Normanton Water	34,031.88	799,233	15 March 2031
TOTAL	210,543.13	6,226,032	

Consultation (Internal/External):

- Mark Crawley – Chief Executive Officer
- Erscon – Consulting Engineers
- 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*

BUSINESS PAPERS

Financial and Resource Implications:

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

Risk Management Implications:

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

Carpentaria Shire Council
Statement of Comprehensive Income
 for the period ended 29 February 2024

	Actual 29-Feb-24	Budget 30-Jun-24	% Variance 58.33%
Income			
Revenue			
Operating revenue			
Net rates, levies and charges	8,740,798	8,918,000	98.01%
Fees and charges	633,134	568,000	111.47%
Rental income	244,843	450,000	54.41%
Interest received	1,088,260	300,000	362.75%
Sales revenue	4,377,065	14,665,000	29.85%
Other income	4,586	8,000	57.32%
Grants, subsidies, contributions and donations	24,760,282	42,450,000	58.33%
Total operating revenue	39,848,968	67,359,000	57.91%
Capital revenue			
Grants, subsidies, contributions and donations	8,936,949	50,356,000	17.75%
Total revenue	48,785,917	117,715,000	44.87%
Capital income			
Total Capital Income	-	-	0.00%
Total income	48,785,917	117,715,000	44.87%
Expenses			
Operating expenses			
Employee benefits	6,254,397	11,283,000	55.43%
Materials and services	36,059,082	51,825,000	69.58%
Finance costs	216,014	320,000	67.50%
Depreciation and amortisation	7,551,330	10,261,000	73.59%
Total operating expenses	50,080,823	73,689,000	67.96%
Capital expenses			
Total Capital expenses	-	-	0.00%
Total expenses	50,080,823	73,689,000	67.96%
Net result	(1,294,906)	44,026,000	-2.94%
Operating result			
Operating revenue	39,848,968	67,359,000	
Operating expenses	50,080,823	73,689,000	
Operating result	(10,231,855)	(6,330,000)	161.64%

Statement of Financial Position

as at 29 February 2024

	Actual	Budget
	29-Feb-24	30-Jun-24
Assets		
Current assets		
Cash and cash equivalents	23,858,330	25,221,000
Trade and other receivables	4,719,614	6,679,000
Inventories	1,251,184	1,218,000
Contract Assets	18,612,654	5,690,000
ATO Receivables	-	508,000
Total current assets	48,441,781	39,316,000
Non-current assets		
Trade and other receivables	25,522	91,000
Property, plant & equipment	328,685,943	349,385,000
Total non-current assets	328,711,466	349,476,000
Total assets	377,153,247	388,792,000
Liabilities		
Current liabilities		
Trade and other payables	298,534	2,414,000
Contract Liabilities	24,847,557	17,070,000
Borrowings	526,632	572,000
ATO Receivables	19,621	-
Provisions	1,405,650	1,371,000
Total current liabilities	27,078,373	21,427,000
Non-current liabilities		
Borrowings	5,699,400	5,398,000
Provisions	1,037,783	1,127,000
Total non-current liabilities	6,737,183	6,525,000
Total liabilities	33,815,557	27,952,000
Net community assets	343,337,690	360,840,000
Community equity		
Asset revaluation surplus	229,432,845	189,438,000
Retained surplus	113,904,845	171,402,000
Total community equity	343,337,690	360,840,000

Statement of Cash Flows
 for the period ended 29 February 2024

Actual **Budget**
 29-Feb-24 30-Jun-24

Statement of Cash Flows

Cash flows from operating activities

Receipts from customers	1,533,310	23,708,000
Payments to suppliers and employees	(47,077,020)	(63,208,000)
Interest received	1,088,260	300,000
Rental income	244,843	450,000
Non-capital grants and contributions	24,760,282	42,450,000
Borrowing costs	(216,014)	(299,000)
Net cash inflow from operating activities	(19,666,338)	3,401,000

Cash flows from investing activities

Payments for property, plant and equipment	(12,611,957)	(57,307,000)
Grants, subsidies, contributions and donations	8,936,949	50,356,000
Net cash inflow from investing activities	(3,675,008)	(6,951,000)

Cash flows from financing activities

Net cash inflow from financing activities	(216,686)	(543,000)
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Total cash flows

Net increase in cash and cash equivalent held	(23,558,032)	(4,093,000)
Opening cash and cash equivalents	47,416,360	29,314,000
Closing cash and cash equivalents	23,858,330	25,221,000



Statement of Comprehensive Income by Category
 for the period ended 29 February 2024

	Core \$	QRA \$	Non-Core \$	Total \$	Budget \$
Income					
Revenue					
Recurrent revenue					
Rates, levies and charges	8,740,798	-	-	8,740,798	8,918,000
Fees and charges	447,079	-	186,055	633,134	568,000
Rental income	39,934	-	204,910	244,843	450,000
Interest received	1,088,260	-	-	1,088,260	300,000
Sales revenue	4,263,484	-	113,581	4,377,065	14,665,000
Other income	4,586	-	-	4,586	8,000
Grants, subsidies, contributions and donations	1,244,161	23,336,997	179,124	24,760,282	42,450,000
	<u>15,828,300</u>	<u>23,336,997</u>	<u>683,670</u>	<u>39,848,968</u>	<u>67,359,000</u>
Capital revenue					
Grants, subsidies, contributions and donations	5,966,988	2,969,961	-	8,936,949	50,356,000
Total revenue	<u>21,795,289</u>	<u>26,306,958</u>	<u>683,670</u>	<u>48,785,917</u>	<u>117,715,000</u>
Capital income	-	-	-	-	-
Total income	<u>21,795,289</u>	<u>26,306,958</u>	<u>683,670</u>	<u>48,785,917</u>	<u>117,715,000</u>
Expenses					
Recurrent expenses					
Employee benefits	(4,978,533)	(650,020)	(625,844)	(6,254,397)	(11,283,000)
Materials and services	(12,376,563)	(22,686,977)	(995,542)	(36,059,082)	(51,825,000)
Finance costs	(216,014)	-	-	(216,014)	(320,000)
Depreciation	(6,866,938)	-	(684,393)	(7,551,330)	(10,261,000)
	<u>(24,438,047)</u>	<u>(23,336,997)</u>	<u>(2,305,778)</u>	<u>(50,080,823)</u>	<u>(73,689,000)</u>
Capital expenses	-	-	-	-	-
Total expenses	<u>(24,438,047)</u>	<u>(23,336,997)</u>	<u>(2,305,778)</u>	<u>(50,080,823)</u>	<u>(73,689,000)</u>
Net result	<u>(2,642,759)</u>	<u>2,969,961</u>	<u>(1,622,108)</u>	<u>(1,294,906)</u>	<u>44,026,000</u>
Other comprehensive income					
Items that will not be reclassified to net result					
Increase / (decrease) in asset revaluation surplus	-	-	-	-	-
Total other comprehensive income for the year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total comprehensive income for the year	<u>(2,642,759)</u>	<u>2,969,961</u>	<u>(1,622,108)</u>	<u>(1,294,906)</u>	<u>44,026,000</u>

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



Accounts Summary

	29 February 2024 \$	31 January 2024 \$
General Accounts		
Westpac General Operating Accounts	518,973	5,533,939
QTC General Fund	15,279,818	12,086,125
QTC Reserves Fund	8,056,338	8,056,338
Total balance held in banks (excl Reserves)	23,855,130	25,676,402
Other Balances		
QTC Reserves Fund	8,056,338	8,056,338
CSC Provisions	2,443,433	2,352,403
Net of Contract Assets and Liabilities	6,234,904	10,711,748
Total balance reserves, provisions and contract liabilities	16,734,675	21,120,489
Net Council Position before QTC Borrowings	7,120,454	4,555,914
QTC Borrowings		
Karumba Sewerage	1,416,384	1,409,278
Normanton Water Upgrade	799,233	795,309
Glenore Weir	4,010,415	3,997,615
Total balance QTC borrowings	6,226,032	6,202,202
Net Council Position after Borrowings	894,422	-1,646,288
RESERVES		
Cashed Back Reserves Accounts		
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	2,693,104	2,693,104
QTC Future Capital Grants	1,389,164	1,389,164
QTC Road Reseals Reserve	2,579,517	2,579,517
QTC Disaster Relief Reserve	55,767	55,767
Total Reserves held in QTC	8,056,338	7,528,458
<i>*QTC Road Reseals Reserve was previously QTC Sustainability Account of 1,150,000 as per Council Resolution</i>		
TRUST		
Trust Accounts		
Queensland Treasury Corporation	91,378	91,378
Westpac Bank	39,949	39,949
Total balance held in trust	131,327	131,327

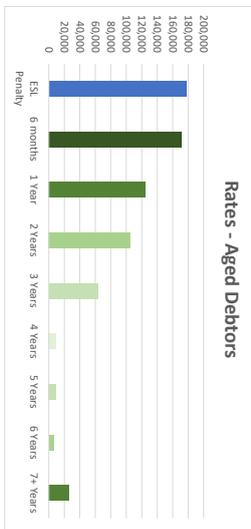
Rates and Service Charges Receivables Report 29/2/2024

Number of Assessments
 Total Active 1205
 Non Valued 361
 Valued 844
 Non-Rateable, but Utility charges & ESL may still apply:
 Valuations issued by State Valuations Office

Payment Arrangements
 No. of Assesses 6
 Amount 93,102

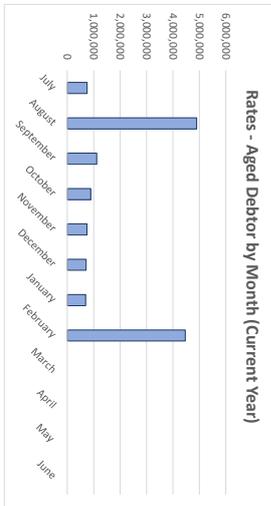
Aged Debtor Breakdown

TOTAL	Legal fees	ESL Penalty	Current	6 months	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years	7+ Years
4,803,337	0	177,788	4,108,730	17,152	125,191	105,491	63,451	9,007	9,391	5,998	26,278



Aged Debtor by Month

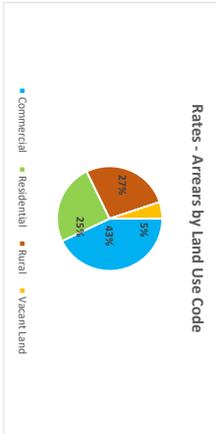
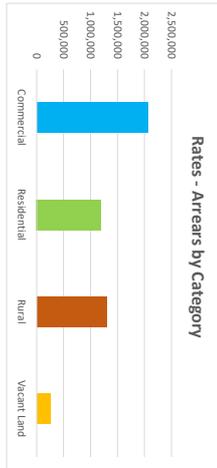
July	August	September	October	November	December	January	February	March	April	May	June
752,191	4,897,044	1,116,188	886,847	745,547	711,371	698,922	4,469,737				



Interest by Month											
July	August	September	October	November	December	January	February	March	April	May	June
7,566	5,656	10,382	9,285	6,521	6,061	14,725	1,977				

Aged Debtor Breakdown by Category											
	Total	EST Penalty	Current	6 months	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years	7+ Years
Commercial	2,063,324	64,317	1,728,522	73,570	58,188	67,969	47,275	3,941	3,876	3,778	11,887
Residential	1,194,504	72,056	960,987	68,148	56,662	27,445	9,206	0	0	0	0
Rural	1,298,154	959	1,284,585	12,610	0	0	0	0	0	0	0
Vacant Land	247,356	40,456	134,696	17,625	10,342	10,077	6,969	5,066	5,515	2,220	14,391
Totals	4,803,337	177,788	4,108,790	171,952	135,191	109,491	69,451	9,007	9,391	5,998	26,278

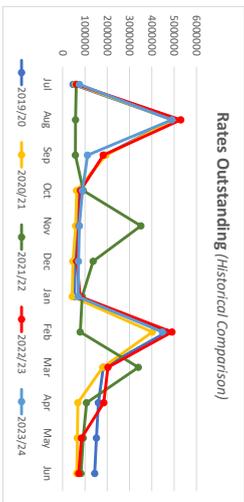
** The GL Account balance and Outstanding Debtors Report show a difference of \$25,852.13 This is the Rates Paid in Advance Total.



Breakdown by Land Usage			
Land Usage	No. of Assess	Total	Percentage
Commercial	209	2,063,324	43%
Residential	646	1,194,504	25%
Rural	57	1,298,154	27%
Vacant Land	293	247,356	5%
Totals	1,205	4,803,337	

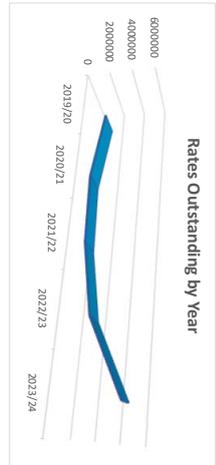
Historical Comparison by Month

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019/20	\$ 470,641	\$4,926,161	\$1,880,488	\$ 717,757	\$ 630,432	\$ 559,597	\$ 530,335	\$4,665,873	\$1,822,510	\$1,602,662	\$ 1,513,610	\$ 1,437,098
2020/21	\$ 566,141	\$4,971,460	\$1,944,130	\$ 626,507	\$ 582,667	\$ 459,510	\$ 428,312	\$4,020,974	\$1,799,963	\$ 682,334	\$ 658,186	\$ 623,928
2021/22	\$ 606,708	\$80,412	\$ 573,791	\$ 925,817	\$3,508,592	\$1,367,235	\$ 873,592	\$ 788,448	\$3,594,719	\$1,072,555	\$ 921,857	\$ 825,409
2022/23	\$ 630,158	\$5,295,845	\$1,820,687	\$ 796,847	\$ 735,637	\$ 633,310	\$ 778,159	\$4,901,807	\$2,028,993	\$1,843,638	\$ 843,598	\$ 718,600
2023/24	\$ 752,191	\$4,897,044	\$1,116,188	\$ 886,847	\$ 745,547	\$ 711,371	\$ 698,922	\$4,469,737				



Historical Comparison by Year

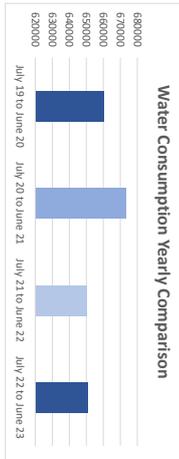
2019/20	\$ 1,437,098
2020/21	\$ 628,928
2021/22	\$ 825,409
2022/23	\$ 1,943,638
2023/24	\$ 4,803,337



All water consumption started being leaved from July, 2022.

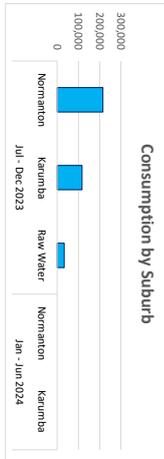
Water Consumption Comparison

Year	Total Cons	\$ Rated
July 18 to June 19	660249	\$ 226,556
July 19 to June 20	673160	\$ 384,477
July 20 to June 21	650686	\$ 507,505
July 21 to June 22	651262	\$ 662,887



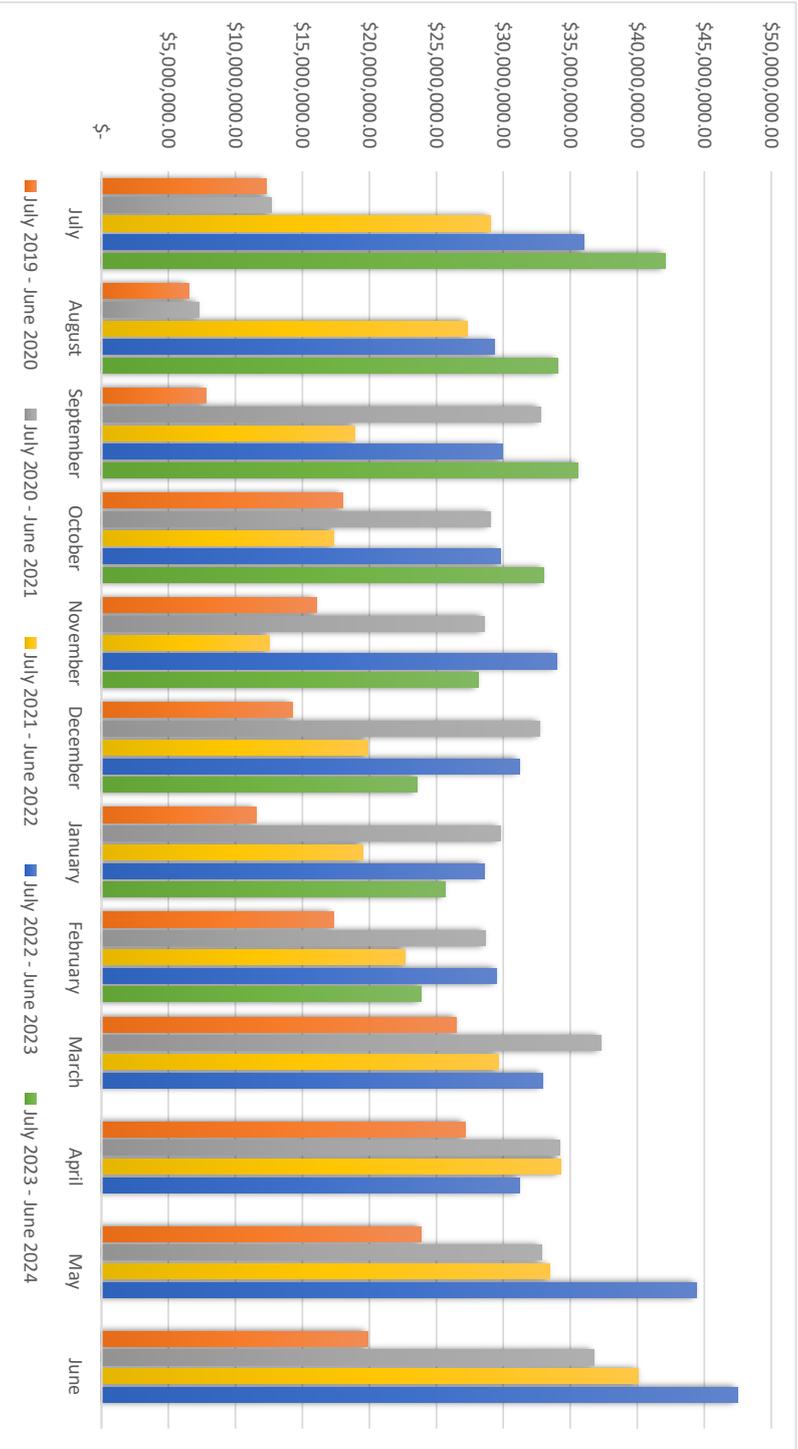
Water Consumption Comparison by Suburb

Cons Period	Suburb	Total Cons	\$ Rated
Jul - Dec 2023	Normanton	215,295	\$168,016
	Karumba	117,292	\$134,968
	Raw Water	33,363	\$7,630
Jan - Jun 2024	Normanton		
	Karumba		
	Raw Water		



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	\$34,068,431.00	\$35,589,540.00	\$32,999,885.49	\$28,118,105.00	\$23,538,245.00	\$25,679,602.00	\$23,858,330.00				



Total TMR Unclaimed Expenditures

TMR Recoverable Works \$ 4,345,926.82
 RMPC \$ 676,489.06
\$ 5,022,415.88

TMR Recoverable Works

Contract		Operating Income		Total	Operating Expenditure		Total	Unclaimed
		2023	2024		2023	2024		
TMR123	TMR Emergent Works January 2023	698,652.83	3,211,347.17	3,910,000.00	2,084,023.86	3,413,541.82	5,497,565.68	1,587,565.68
TMR599	Mentana Creek Causeway	-	-	-	-	66,959.55	66,959.55	66,959.55
TMR602	CN602 - 89B Formation Works	-	-	-	-	646,583.48	646,583.48	646,583.48
TMR924	TMR DRFA 2023 REPA Works	-	-	-	-	2,044,818.11	2,044,818.11	2,044,818.11
Total Unclaimed Expenditures								\$ 4,345,926.82

RMPC

TMR84A	TMR 84A KBA Dev	42,160.88
TMR89A	TMR 89A Burke Dev	1,292,895.92
TMR89B	TMR 89B Burke Dev Sealed	1,328,447.71
TMR92A	TMR 92A Gulf Dev	46,837.01
TR89BU	TMR 89B Burke Dev Rd Unsealed	35,120.21
Total RMPC Expenditures		2,745,461.73
RMPC Claims Submitted to TMR		2,068,972.67
Total Unclaimed Expenditures		\$ 676,489.06

Capital Projects Report
 29 February 2024

Type	Description	2023	2024	TOTAL
Housing	Capex - Buildings - 17 Palmer Street - Internal Repaint	\$0.00	\$4,533.70	4,533.70
Housing	Capex - Buildings - 52 Green Street - Replace Kitchen	\$0.00	\$36,059.78	36,059.78
Housing	Capex - 17 Palmer Street Demolition And Clean Up	\$0.00	\$4,748.28	4,748.28
Housing	Capex - W4Q - 23 Woodward Street	\$0.00	\$2,727.27	2,727.27
Housing	Capex - W4Q (21-24) Buildings - 2 Norman Street - Roof Renewal	\$0.00	\$71,154.65	71,154.65
Housing	Capex - 140 Yappar Street - Restump Under House And Repair Damaged Internal Walls	\$0.00	\$5,100.00	5,100.00
		\$0.00	\$124,323.68	\$124,323.68
Other Structure	Capex - Other - Normanton Water Park - Control System	\$0.00	\$2,213.52	2,213.52
Other Structure	Capex - Lrcip - Phase 3 - Karumba Park (Closing Of Barnett St) - Design And Construct	\$8,080.00	\$1,745.00	9,825.00
Other Structure	Capex - Lrcip - Phase 3 - Karumba Point To Town Walking Track (Signage, Designate Path)	\$0.00	\$2,392.00	2,392.00
Other Structure	Capex - Pacp - Karumba Point Shoreline Protection & Revitalisation Project	\$0.00	\$248,105.29	248,105.29
Other Structure	Capex - Qrrf-Karumba Foreshore Engineering Design And Approvals	\$118,223.33	\$328,308.75	446,532.08
Other Structure	Capex - Qrrf - Karumba Foreshore Groyne And Sand	\$0.00	\$144,268.28	144,268.28
Other Structure	Capex - Town Beautification - School Dam Precinct Development	\$0.00	\$4,342.50	4,342.50
Other Structure	Ntn Cemetery Columbarium	\$0.00	\$18,571.20	18,571.20
Other Structure	Karumba Swimming Pool Shade	\$0.00	\$4,132.77	4,132.77
Other Structure	Capex - Waste - New Fencing And Repair Fencing At Normanton Landfill	\$0.00	\$15,910.71	15,910.71
Other Structure	Capex - Store Shelving	\$18,210.01	\$0.00	18,210.01
		\$144,513.34	\$769,990.02	\$914,503.36
Plant	Capex - Replace P1877 Dual Cab Colorado	\$0.00	\$70,991.56	70,991.56
Plant	Capex - New Generator For The Ntn Wtp	\$0.00	\$36,816.00	36,816.00
Plant	Capex - Fleet - Small Generators And Plant Replacements	\$0.00	\$2,637.29	2,637.29
Plant	Capex - Fleet - P1150 Replace Damaged Dual Cab Hilux	\$0.00	\$69,733.01	69,733.01
Plant	Adas Calibration Machine	\$0.00	\$32,855.60	32,855.60
Plant	Capex - Generator (Pump Station 3)	\$0.00	\$25,903.00	25,903.00
Plant	Capex - Generator (Pump Station 2)	\$0.00	\$22,911.40	22,911.40
		\$0.00	\$261,847.86	\$261,847.86
Roads	Capex - Shire Grid Installations	\$9,100.00	\$0.00	9,100.00
Roads	Capex - Qra - Mitchell River Crossing - Bridge Design	\$861.00	\$416,488.09	417,349.09
Roads	Capex - Rrup - Iffley Road - Gravel Upgrade	\$0.00	\$1,932,602.89	1,932,602.89
Roads	Capex - Rrup - Koolatah - Dixie Road Widening	\$0.00	\$273,820.22	273,820.22
Roads	Capex - Qra - Inverleigh West Causeway Upgrade - Betterment	\$40,609.25	\$623,424.40	664,033.65
Roads	Capex - Atsi Tids - Plains/Topsy Creek & Cabbage Tree Creek Causeways	\$56,172.44	\$1,343,328.14	1,399,500.58
Roads	Capex - Savannah Way Art Trail - Footings And Traffic Island Upgrade	\$0.00	\$12,800.00	12,800.00
Roads	Capex - Footpaths - Normanton - 2M Wide Footpath - Cafe To Pharmacy	\$0.00	\$9,831.79	9,831.79
Roads	Capex - Roads - Tids/R2R/Council - Priorities To Be Determined On Lrrs Network	\$0.00	\$4,670.00	4,670.00
Roads	Capex - Roads - Atsi Tids - Days Creek Causeways	\$0.00	\$50,171.80	50,171.80
Roads	Capex - Roads - Betterment - Dunbar-Kowanyama Road Sealing Qra	\$0.00	\$3,312,320.79	3,312,320.79
Roads	Capex - Roads - Mitchell River Crossing - Bridge Construction	\$0.00	\$71,136.23	71,136.23
Roads	Normanton - Burketown Road Sealing (Tids / R2R)	\$0.00	\$13,538.69	13,538.69
		\$106,742.69	\$8,064,133.04	\$8,170,875.73
Sewerage	Capex - Karumba Sewer - Membrane Replacement	\$96.33	\$1,092.50	1,188.83
Sewerage	Capex - Karumba Sewer - Pump Replacement (Eone).	\$89,296.37	\$131,205.78	220,502.15
Sewerage	Capex - Sewer - Pump Replacement Program	\$0.00	\$30,676.59	30,676.59
Sewerage	Karumba Sewerage Upgrades	\$0.00	\$39,447.37	39,447.37
		\$89,392.70	\$202,422.24	\$291,814.94
Water	Capex - Ntn Water - Refurbish Clarifier	\$6,405.28	\$3,442.00	9,847.28
Water	Capex - Ntn Water - Glenore To Normanton Pipe Replacement Planning Project	\$7,487.74	\$138,119.39	145,607.13
Water	Capex - Nwtp Reservoir Upgrades (2 Concrete Inground Storage Tanks)	\$0.00	\$75,072.33	75,072.33
Water	Capex - Water - Meter Replacement Program - Pending Advice In Smart Metering Business Case	\$0.00	\$11,877.50	11,877.50
Water	Capex - Water - Scada / Telemetry Renewals	\$0.00	\$40,352.00	40,352.00
Water	Capex - Water - Analyser Upgrades / Replacement Program	\$0.00	\$24,212.73	24,212.73
Water	Capex - Water - Pump Replacement Program	\$0.00	\$28,025.77	28,025.77
Water	Capex - Glenore Weir Emergency Intake And Infrastrure	\$118.61	\$33,045.10	33,163.71
Water	W4Q - School Dam Water/ Family Precinct	\$0.00	\$2,400.00	2,400.00
Water	Capex - Daf - Coast Reef Habitats - Karumba	\$52,935.97	\$61,604.24	114,540.21
		\$66,947.60	\$418,151.06	\$485,098.66
		\$407,596.33	\$9,840,867.90	\$10,248,464.23

BUSINESS PAPERS

10.3 HUMAN RESOURCES REPORT

Attachments: 10.3.1. SafePlan Progress Report - YTD Feb 2024 [↓](#)
 10.3.2. First Aid and CPR Normanton [↓](#)
 10.3.3. Masterclass - Small Engines EOI 2024 [↓](#)
 10.3.4. Masterclass - Vehicle Preparation EOI 2024 [↓](#)
 10.3.5. North West Schedule 2024 [↓](#)

Author: Julianne Meier - Director Corporate Services

Date: 5 March 2024

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

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

Executive Summary:

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

<p>RECOMMENDATION:</p> <p>That Council accepts the report for information.</p>

1. Work, Health & Safety Report

The SafePlan progress report to February 2024 is attached.

2. Staff Movements

Arrivals

Nil

Departures

Nil

3. Current Recruitments

Human Resources Manager	In progress
Community Development Coordinator	In progress

4. Current Vacancies

Asset Manager	
Human Resources Manager	Consultants utilised until filled.
Manager of Water and Waste	
Graduate Accountant	Filled by consultant, housing required.
Hatchery Technician Karumba	
Gardener and Maintenance Officer Karumba	LWBDC

BUSINESS PAPERS

5. Random Drug & Alcohol Testing Program

Discussions are in progress with The Drug Detection Agency, to schedule testing for the 2024 year.

6. Training Activities

The annual training plan has been compiled and is scheduled to take place in March, with some training in April and May. Some other training will need to take place during the year. We generally try to schedule our training in March, so the 10/4 workers are able to attend prior to the commencement of the construction season.

We have now received a training schedule from TAFE Queensland but unfortunately it was not timely enough for us to utilise to deliver Council training. Below is a list of courses TAFE are planning to deliver:

- SSHLT0031 – First Aid and CPR Skill Set
- SSHLT0029 – CPR Skill Set
- Basic Digital Literacy
- Work Preference Workshop
- NDIS Workforce Fundamentals
- Pre-Employment Workshop
- Funding Information Session
- Job Seeker Support Seminar
- TAFE QLD Scholarships
- Recruitment for Small Business
- Back to Work - Employer Information Session
- SSHLT0031 – First Aid and CPR Skill Set
- Rural Electrical Safety Awareness
- Cultural inclusiveness: Aboriginal and Torres Strait Islander peoples in the workplace
- Workforce management
- Resume Writing
- Effective workplace leadership
- Vehicle Preparation
- Small Engines
- SITSS00071 Responsible Service of Alcohol
- SITSS00068 Food Handling

Now that TAFE have reached out, we will be liaising with them in future to see what requirements can be delivered by them, and also if they are amenable to delivering specific training.

BUSINESS PAPERS

7. Operating Budget and Expenditure

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure	\$1,288,438	703,820	192,768	896,588
Apprenticeships / Traineeship	\$67,000	29,826	7,993	37,819
Enterprise Bargaining	\$35,000	982	0	982
Human Resource Operations	\$449,344	310,874	64,488	375,362
Learning & Development	\$208,800	60,556	95,057	155,613
Workplace Health And Safety	\$528,294	301,582	25,230	326,811
Operating Income	-\$53,000	-4,545	0	-4,545
Apprenticeships / Traineeship	-\$53,000	-4,545	0	-4,545
Grand Total	\$1,235,438	699,275	192,768	892,042

Consultation (Internal/External):

- Executive Leadership Team
- WHS Advisor
- External training providers
- The Drug Detection Agency
- TAFE Qld

Legal Implications:

- Within normal operational parameters.

Financial and Resource Implications:

- Within allocated budget.

Risk Management Implications:

- Within normal operational parameters.



CSC WHSMP Progress Report – Feb 2024 (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 Scheme Frequency Rate (* Formula = Number of LTI for every million hrs worked)	10.45	1	2	<5 LTI	2
Average Scheme Duration Rate (*Formula = Average Number of days lost per LTI)	19.41	5	9	<112 Days	9
Progressive Frequency Rate YTD (B) group = wages greater than \$5 million – less than \$10 million	12.80	7.80	16.65	<20.60 Annual	16.65
Progressive duration rate YTD (B) group = wages greater than \$5 million – less than \$10 million	16.53	5.00	4.50	<19.93 Annual	4.50
Percentage of hazard inspections completed as per Matrices		100.00%	100.00%	95%	94.87%
Action Statistics from Skytrust – Percentage of actions completed against number added YTD from July 1st		33.33%	70.97%	90%	70.97%
Delivery of Take 5 courses on Skytrust		95.40%	61.19%	90%	87.98%
Percentage of Quarterly Action Plan items completed - Jan to March 2024		Due end March	Due end March	70%	89.63%
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
Total	1	5
Statutory Paid	\$1,321.20	

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	1	7
41 Muscular stress while lifting	1	2
01 Falls from a height		
26 Being trapped between Static objects		
92 Vehicle Accident		
Total	2	9
Statutory Paid	\$2,612.91	

LGW Data: 2022 – 2023 YTD	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
CSC LTIFR YTD LGW Data.	0	0	22.20	16.65	26.64	22.20	19.03	16.65				
Group B LTIFR YTD (Councils with wages > \$5 mil-< \$10 mil)	5.39	8.08	10.78	10.78	10.78	13.47	13.86	12.80				
CSC LTI's each month	0	1	0	0	1	0	0	0				

LGW Data: 2022 – 2023 YTD	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
CSC Duration Rate YTD LGW data	0	0	2.00	2.00	4.50	4.50	4.50	4.50				
Average duration rate for Group B (Councils with wages > \$5 mil-< \$10 mil)	8.00	16.67	16.50	16.88	19.00	15.47	17.39	16.53				
CSC Days lost YTD (Progressive)	0	2	2	2	9	9	9	9				

There was 0 Incident Reports submitted where an injury was sustained in January. There were 1 x electrical shock incident report, no injury and Ergon rectified and 1 x damage incident report where rear car window broken by rock thrown up by brushcutter/or mower.



Provide CPR Skill Set SSHLT0029

Ensure your CPR skills are up-to-date and be ready to confidently provide cardiopulmonary resuscitation in the workplace or community.

Core unit:

Provide cardiopulmonary resuscitation HLTAID009

STARTS: Tuesday 19 March 2024 | 8.30am-12 noon
COST: \$50

Provide First Aid and CPR Skill Set SSHLT0031

Advance your first aid knowledge or update your current certification. This course will add value to your existing certification/s, giving you the skills to confidently provide assistance in a medical emergency in the workplace or in the community.

Core units:

Provide cardiopulmonary resuscitation HLTAID009

Provide first aid HLTAID011

STARTS: Tuesday 19 March 2024 | 8am-4.30pm
COST: \$160

Students are required to complete a study guide prior to class.
Study guides can be collected from campus.

TRAINING LOCATION: Normanton campus, 20 Green Street, Normanton

APPLY NOW

For more information email FirstAid.North@tafeqld.edu.au

📞 **1300 308 233** (extension 5)

🌐 tafeqld.edu.au/firstaid





EXPRESSION OF INTEREST

FULL DAY NON-ACCREDITED SHORT COURSE SMALL ENGINES

Delivered over a full day, this short course is designed for individuals interested in gaining foundation skills to operate and maintain small engines.

Training topics include:

- Safe operation of both 2-stroke and 4-stroke engines
- Starting and operating procedures
- Best practice for maintenance and cleaning
- Differentiation of 2-stroke and 4-stroke engines
- Fuel and oil recommendations for optimal performance
- Overview and understanding of wattage and power demands
- Best practice for storage
- Fault finding

DURATION: One day training (six hours)

LOCATION: TBC (dependant on demand/interest received)

REGISTER YOUR INTEREST

Contact Justine Cole
Business Development/TAFE at School Engagement Officer
TAFE Queensland

📞 0439 307 513

✉️ Justine.Cole@tafeqld.edu.au

MAKE
GREAT
HAPPEN

tafe
Queensland



EXPRESSION OF INTEREST

FULL DAY NON-ACCREDITED SHORT COURSE VEHICLE PREPARATION & RECOVERY

Delivered over a full day, this short course is designed for individuals interested in acquiring the appropriate skills to safely navigate long haul and remote driving.

Training topics include:

- **Safety**
Emergency contacts, appropriate food and water rations/supplies, phone/UHF capability, vehicle safety equipment, equipment schedules, knowing the terrain, vehicle suitability and driver competency.
- **Wildlife on country roads**
Education and knowledge of local animals, and best practice for avoiding animals or escaping with minimal damage.
- **Tyres**
Pressure, load rating, tread depth and condition, tyre placard, changing tyres and more.
- **Engine bay and inspections**
When to use an engine bay, what tests can be carried out as part of fault finding and protective personal equipment (PPE).
- **Vehicle features**
Understanding and safely operating your vehicle.

- **Typing down for utes and Trailers**
Overview of ratchet straps, truckie know and cargo nets. Overview of where to load from.
- **Vehicle break down**
What to do, where to go and contacting for help.
- **Electronic keys**
Manual key blade, immobilisers, steering locks and stopping in an emergency.
- **Overheating engine**
Gauge checks and possible causes.
- **Slow engine crank not starting**
Checks and possible causes.
- **Fuses**
Owner's manual, where to locate spares and identifying blocks.

DURATION:

One day training (six hours)

LOCATION:

TBC (dependant on demand/interest received)

REGISTER YOUR INTEREST

Contact Justine Cole
Business Development/TAFE at School Engagement Officer
TAFE Queensland

📞 0439 307 513

✉️ Justine.Cole@tafeqld.edu.au

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Upcoming dates for short courses with TAFE Queensland in the North West region.

FEBRUARY – MARCH 2024

Please see page 2 for more information and descriptions.

MOUNT ISA

- MONDAY 26 FEBRUARY**
 - Basic Digital Literacy
 - Pre-Employment Workshop
 - Funding Information Session
- TUESDAY 27 FEBRUARY**
 - Work Preference Workshop
 - Back to Work – Employer Information Session
- FRIDAY 1 MARCH**
 - Identification Workshop – Funding and Applications
- WEDNESDAY 13 MARCH**
 - First Aid and CPR Skill Set SSHLT0031
- THURSDAY 14 MARCH**
 - CPR Skill Set SSHLT0029
 - Provide Early Childhood Education and Care (ECEC) First Aid and CPR Skill Set SSHLT0037
- MONDAY 18 MARCH**
 - Developing your Training and Employment Plan
 - Work Preference Workshop
 - Pre-Employment Workshop

- TUESDAY 19 MARCH**
 - Funding Information Session
 - Job Seeker Support Seminar
- MONDAY 25 MARCH**
 - Developing Your Training and Employment Plan
 - Work Preference Workshop
 - Pre-Employment Workshop
- TUESDAY 26 MARCH**
 - Funding Information Session
 - Job Seeker Support Seminar
- EVERY MONDAY IN FEBRUARY AND MARCH**
 - Back To Work – Sessions (Applications, Career Quiz, Information, JSP)

DOOMADGEE

- TUESDAY 5 MARCH**
 - Developing your Training and Employment Plan
 - Work Preference Workshop
 - Strength and Confidence Session
- WEDNESDAY 6 MARCH**
 - Pre-Employment Workshop
 - Funding Information Session
 - Strength and Confidence Session
- THURSDAY 7 MARCH**
 - Job Seeker Support Seminar
 - Resumes and Interview Fundamentals

CLONCURRY

- THURSDAY 29 FEBRUARY**
 - Basic Digital Literacy
 - Work Preference Workshop
 - Pre-Employment Workshop
 - Funding Information Session
 - Back to Work – Employer Information Session

THE GULF (NORMANTON)

- TUESDAY 20 FEBRUARY**
 - Responsible Service of Alcohol SITSS00071
- THURSDAY 22 FEBRUARY**
 - Food Handling SITSS00068
- MONDAY 18 MARCH**
 - First Aid and CPR Skill Set SSHLT0031
- TUESDAY 19 MARCH**
 - First Aid and CPR Skill Set SSHLT0031
 - CPR Skill Set SSHLT0029

ONLINE

- TUESDAY 12 MARCH**
 - Online Sessions 123
 - Back to Work Jobs Club

APPLY NOW

BACK TO WORK



Pre-Employment Workshop

The Pre-employment Program is designed to assist eligible jobseekers in defining their employment objectives and securing a job aligned with their skill set in the local area.

The program encompasses the creation of a preemployment short course and a set of resources to aid jobseekers in personal goal setting, establishing online profiles, navigating the local job market, identifying relevant job vacancies, crafting résumés and cover letters, and receiving support in honing interview skills.

Job Seeker Support Seminar

The TAFE Queensland Back to Work team assists job seekers in securing funding for short courses and extensive employment support, backed by the Department of Employment, Small Business, and Training.

Eligible individuals gain access to diverse services like work readiness sessions, certification, licensing, accredited short courses (machinery, construction, hospitality), driving lessons, personal identification, and essential work items, expediting their path to employment.

Funding Information Session

Discover the various funding opportunities available to support your training or employment journey, whether you are an individual, employed, unemployed, a business owner, or a parent.

TAFE Queensland Orientation

We aim to ensure you have everything necessary for a successful beginning. Our student orientation events and sessions at TAFE Queensland provide essential information for a positive study experience.

tafeqld.edu.au/current-students/new-students/orientation

Basic Digital Literacy

Proficiency in digital skills is vital for being employable, productive, and proficient in communication.

This course delves into essential aspects of communication and collaboration across various devices, outlining the advantages and disadvantages of each. It also imparts knowledge about different types of hardware, software, and operating systems, elucidating their roles in enhancing productivity.

Work Preference Workshop

Take the Harrison Work Preference Questionnaire to guide a discussion with Luella Kay, your Regions Jobseeker Officer, and receive three reports for a personalised career path. Answer honestly in the 30-minute questionnaire to uncover strengths and find a successful and enjoyable way forward based on your interests, motivations, work values, and task preferences.

Online Sessions 123

1. BKSB – Access instructions, understanding its purpose, and ways to engage in practice.
2. Student Support – If you are enrolled with us and have questions.
3. Course Options and Availabilities – Identifying the right course for you.

FOR MORE INFORMATION

Visit your local campus or contact:

> **THE GULF:** Charles McShane, Business Support Officer Customer Service

 charles.mcshane@tafeqld.edu.au |  07 3712 5485

> **MOUNT ISA, DOOMAGEE and CLONCURRY:** Luella Kay, Back to Work Training Officer

 luella.kay@tafeqld.edu.au |  0409 764 626

APPLY NOW

tafeqld.edu.au
1300 308 233 (Extension 5)

BACK TO WORK

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BUSINESS PAPERS

11 REPORTS FROM DIRECTOR COMMUNITY DEVELOPMENT, TOURISM & REGIONAL

11.1 MONTHLY REPORT COMMUNITY DEVELOPMENT, TOURISM AND REGIONAL PROSPERITY

Attachments:	NIL
Author:	Anne Andrews - Director Community Development, Tourism & Regional Prosperity
Date:	5 March 2024
Key Outcome:	Day to day management of activities within the Economic and Community Development Department
Key Strategy:	As per the Departmental Plan for Economic and Community Development

Executive Summary:

This report updates Council on various activities and programs that are facilitated within the Community Development, Tourism and Regional Prosperity portfolio of Council.

RECOMMENDATION:

That Council:

1. Notes the Community Development, Tourism and Regional Prosperity report; and
2. That those matters not covered by resolution be noted.

Background:

1. ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

DATE	Ref:	Action	Status	Comment
January 17, 2024	GB	Director CDTRP to progress the operations of the Barra Bites Café in preparation for the season.	In progress.	Council has appointed a new manager and coordinator to the Centre with start date of mid-March. The new coordinator is experienced in retail and hospitality and will manage the Café as a part of their role.
January 17, 2024	GB	Director CDTRP arrange for the installation of new gym equipment as soon as is possible.	In progress.	Waiting for parts for equipment and once arrived the contractor will return to finalise maintenance of equipment and install the treadmills.
November 15, 2024	9.2 9.4	Council resolved to repeal Resolution No. 0823/012 made at	In progress.	March 2024: Draft Constitution and next

BUSINESS PAPERS

		its Ordinary Council Meeting on Wednesday, 16 th August 2023 to authorise the Chief Executive Officer establish a Company Limited by Guarantee as an overarching Company for the Normanton Child Care and the Les Wilson Barramundi Discovery Centre and resolved to establish the new Company Limited by Shares.		steps have been provided by King and Company Solicitors to CEO.
November 15, 2023	GB	Director CDTRP to obtain quotes for the reprint of the Outback By The Sea tourism brochure and distribute to other VICs.	In progress.	Plan to advertise by end of March 2024.
October 11, 2023	GB	Tourism Advisory Committee. The Director CDTRP to arrange EOIs from interested persons to form the Tourism Advisory Committee.	In progress	March 2024: Applications closed Feb 29, 2024. Refer to Council report. Terms of Reference endorsed at November meeting.
October 11, 2023	GB	Town Walk Maps: The Director CDTRP to ascertain if maps are still available for the Normanton and Karumba Walks.	In progress	March 2024: Small print run underway, 1,000 of each. Small print run underway, 1,000 of each. Maps to be reviewed and updated.
October 11, 2023	GB	Souvenir sales at the Normanton Visitor Information Centre. The Director CDTRP to work with the local businesses on this matter and develop local souvenir policy.	In progress	March 2024 update: Draft Souvenir Policy in progress.

Recommendation: For information.

BUSINESS PAPERS

2. FINANCIAL REPORT

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure	\$5,716,163	3,425,237	266,359	3,691,596
Arts & Culture	\$29,500	2,831	909	3,740
Barra Bites Café	\$173,308	68,515	614	69,130
Business Development	\$0	4,268	0	4,268
Child Care	\$819,281	508,260	21,105	529,364
Community Development	\$306,227	46,370	0	46,370
Community Donations	\$96,000	40,132	0	40,132
Community Events	\$116,000	77,372	20,476	97,848
Community Sponsorship	\$0	286	0	286
Cultural & Natural Heritage	\$129,000	61,617	0	61,617
Gym	\$57,000	35,357	20,687	56,044
Halls	\$244,300	152,290	434	152,724
Hatchery	\$340,748	280,220	14,330	294,551
Les Wilson Barramundi Discovery Centre	\$735,816	563,975	19,051	583,026
Libraries	\$140,777	108,230	1,594	109,824
Recreational Sports Centre	\$727,400	352,142	3,511	355,653
Regional Economic Development	\$4,000	3,500	0	3,500
Rodeo Grounds	\$147,000	75,182	7,827	83,010
Sports & Recreation	\$160,400	196,938	4,320	201,258
Swimming Pools	\$685,800	502,044	147,281	649,325
Tourism Events	\$500,210	178,861	2,582	181,443
Visitor Information	\$303,397	166,433	1,639	168,072
Youth Services	\$0	411	0	411
Operating Income	-\$796,500	-828,203	0	-828,203
Arts & Culture	-\$24,500	-1,500	0	-1,500
Barra Bites Café	-\$50,000	-61,356	0	-61,356
Child Care	-\$137,500	-242,288	0	-242,288
Community Events	-\$52,000	-58,131	0	-58,131
Gym	-\$30,000	-35,282	0	-35,282
Halls	-\$21,500	-44,392	0	-44,392
Hatchery	-\$20,000	0	0	0
Les Wilson Barramundi Discovery Centre	-\$320,000	-252,125	0	-252,125
Libraries	-\$8,000	-1,049	0	-1,049
Sports & Recreation	\$0	-4,941	0	-4,941
Swimming Pools	\$0	0	0	0
Tourism Events	-\$118,000	-341	0	-341
Visitor Information	-\$15,000	-17,708	0	-17,708
Youth Services	\$0	-109,091	0	-109,091
Grand Total	\$4,919,663	2,597,034	266,359	2,863,393

Recommendation: For information.

BUSINESS PAPERS

3. MONTHLY REPORT FOR VISITOR INFORMATION CENTRES AND LIBRARIES

Attendance

1-29 th February 2024	
Normanton VIC	Karumba VIC
21	16
Average of 1 person per day (open Wed – Sun each week 9am to 12pm for a total of 21 days)	Average of 0.80 people per day (open Fri – Tues each week 9am to 12pm for a total of 20 day)
(January average was 1.8 people per day open 5 days per week 9am to 12pm)	(January average was 2.81 people per day open 5 days per week 9am to 12pm)
Road Closures Cairns to Normanton Road closed from 17/02/24 – 29/02/24	Road Closures Cairns to Normanton Road closed from 17/02/24 – 29/02/24 Normanton to Karumba Road closed 18/02/2024 – 29/02/24

	2023-2024			TOURS		
	Visitors	Tours #	Sales (POS)	RTBS (API – Online payment)	Sunlover/ Invoice	Total Sales
FEB 23	0	0	\$28.00	\$0	\$0	\$0
MAR 23	150	15	\$1,943.00	\$1,290	\$0	\$3,233
APR 23	972	394	\$29,088.90	\$3,000	\$130.50	\$32,219.40
MAY 23	1494	682	\$51,279.10	\$1,950	\$217.50	\$53,446.60
JUN 23	3806	950	\$80,147.36	\$4,405	\$217.50	\$84,769.86
JUL 23	4115	1346	\$117,000.90	\$9,979	\$3171.25	\$126,979.90
AUG 23	3245	1207	\$105,651.70	\$6,457	\$1,773.00	\$113,881.70
SEP 23	1925	845	\$50,230.18	\$4,387	\$5,411.50	\$60,028.68
OCT 23	782	336	\$16,460.20	\$2,359	\$445.50	\$19,264.70
NOV 23	279	62	\$7,273.85	\$196.00	\$0.00	\$7,469.85
DEC	106	27	\$2,916.65	\$0.00	\$0.00	\$2,916.65

BUSINESS PAPERS

23						
JAN 24	62	24	\$1,559.50	\$176.00	\$0.00	\$1,735.50
FEB 24	16	0	\$1,389.80	\$0.00	\$0.00	\$1,389.80

KARUMBA

- Visitation has increased 23.07% compared to February last year. In 2023, the roads closed on the 1st of January until mid-March, contributing toward this trend.
 - The Cairns to Normanton Road re-opened on the 29th of January, not closing again until the 17th of February with flooding on the Norman River at Glenore.
 - Normanton to Karumba re-opened on the 29th of January, not closing again until the 18th February.
 - Mount Isa to Normanton Road remained closed due to the Flinders River from the 3rd of February and re-opening again on the 28th of February.

NORMANTON VIC

- Accurate comparative statistics will be available from June 2023.
- Regular hours of operation are planned to resume in the week leading up to Easter holidays, or sooner if patronage necessitates.

NORMANTON LIBRARY (for comparison)

- 63.8% of patronage to Burns Philp Building is for library services and 36.2% is for VIC services.

1-29 th February 2024				
Normanton Library				
37				
	Date	Adult	Child	Total
	Date	Ad	Ch	Total
Friday	02/02/24	3	2	5
Wednesday	07/02/24	2	0	2
Thursday	08/02/24	3	2	5
Wednesday	14/02/24	3	4	7
Thursday	15/02/24	2	2	4
Friday	16/02/24	2	0	2
Saturday	17/02/24	1	0	1
Wednesday	21/02/24	4	1	5
Thursday	22/02/24	3	3	6
Friday	23/02/24	6	3	9

BUSINESS PAPERS

Total	37
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NORMANTON CAMP STATISTICS

	2022 – Nights booked	2023 – Nights booked
APRIL	30	0 (closed due to risk of bogging)
MAY	117	61
JUNE	474	360
JULY	667	461 (closed 2-11 July, due to risk of bogging)
AUGUST	452	469
SEPTEMBER	133	171
OCTOBER	17	22

Normanton free camp closed for the season on the 31st October 2023. The campgrounds are due to reopen around April 2024 or sooner depending on the wet season.

Recommendation: For information.

4. MONTHLY REPORT FOR NORMANTON AND KARUMBA POOLS - FEBRUARY 2024.

TOTAL ENTRIES			
	Adult	Child	Total
Normanton	75	300	375
Karumba	40	30	70

General Update

- The current weather conditions are keeping numbers low
- Water quality is great and pools are hardly using chemicals with the repairs still holding
- School swimming lessons are going with Gulf Christian College
- Swim club is running well but numbers are down due to the weather
- New grant swim packs are being given out and the community is appreciative of them
- Pool shade has been repaired but with the weather and it going to get colder the decision was made to save it for next season so hopefully the water will stay pleasant in April and May
 - With the weather now starting to clear up we are hoping to start to see numbers increase before the weather cools. The sports centre will be opening up next month so that should also boost pool numbers with the kids coming down for basketball.

Recommendation: For information.

BUSINESS PAPERS

5. DEPARTMENT APPOINTMENTS

- Community Development Coordinator offered to applicant.

Recommendation: For information.

6. DEPARTMENT MEETINGS / CONFERENCE / WORKSHOP ATTENDANCE

- Tourism and Events Officer has been meeting with both schools to discuss the calendar of events and Clean Up Australia Day activities.

Recommendation: For information.

7. EVENTS

- Waiting for roads to open to host the Australia Day Award ceremony at Karumba
- Call for committee members to assist with hosting the 2024 Gala Ball
- New sport program funded by Sport and Recreation - Department of Tourism, Innovation and Sport has started at Normanton Sport Centre on Thursdays and Fridays.

Recommendation: For information.

8. OUTBACK BT THE SEA FESTIVAL PLANNING

- Marketing plan completed.
- Calendar of events in draft form with expansion of activities to include Karumba and Normanton.
- Advertising in REX Magazine, Camping and Caravanning Magazine and Matilda Way magazine finalised. Council's social media platforms updated.
- Discussions being held with artist management on opportunities for entertainment for finale concert. In final stages.
- Planning with Film Festivals Australia on short film festival ongoing.

Recommendation: For information.

9. GRANT APPLICATIONS FINALISED

8a. In progress:

Australian Festivals Funding for Outback By The Sea

8b. Waiting outcome:

- Queensland Tourism Events Fund – Outback by The Sea Festival - \$25,000.00
- Building Bush Tourism Fund – School Dam barbecues and bird hatches - \$200,000.00
- North-West Queensland Economic Diversification Strategy – Explorers Experience - \$98,325.00

Recommendation: For information.

BUSINESS PAPERS

Consultation (Internal/External):

- Chief Executive Officer
- Mayor
- Director Corporate Services
- Tourism and Events Officer
- Executive Officer
- Manager Les Wilson Barramundi Discovery Centre
- Carpentaria Shire Pool Manager
- Library Coordinators
- Astute Early Years Specialist Pty Ltd ATF The Comerford Family Trust
- Peak Services
- James Cook University
- Centra Queensland University
- Childcare Centre Director
- CEO Gulf Savannah Development
- Local Schools
- Police
- Bynoe CACS Ltd
- Deadly Choices
- Gidgee Healing
- Sport and Recreation - Department of Tourism, Innovation and Sport
- Elder Abuse Prevention Unit
- Stingers Rugby League Club
- Empire Touring
- Film Festivals Australia
- AusTruly REX Magazine
- Caravan and Camping Magazine

Legal Implications:

- Local Government Regulation 2012
- Local Government Act 2009

Financial and Resource Implications:

- Within allocated budget.

Risk Management Implications:

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

BUSINESS PAPERS

11.2 COMMUNITY DONATIONS AND SUPPORT

Attachments: NIL
Author: Anne Andrews - Director Community Development, Tourism & Regional Prosperity
Date: 6 March 2024

Key Outcome: Day to day management of activities within the Economic and Community Development Department

Key Strategy: As per the Departmental Plan for Economic and Community Development

Executive Summary:

Since the February 2024 meeting of Council, the requests listed in this report have been received for consideration under the Carpentaria Shire Council Community Donations and Support program.

RECOMMENDATION:

That Council:

1. Considers the fee waivers presented for approval in this report and;
2. Notes the fee waivers approved under the delegation of the Chief Executive Officer since the February 2024 meeting of Council.

Background:

Council has a Community Donations and Support program for events held in the Carpentaria Shire. There has been an expenditure of \$63,082.07 against the budget of \$96,000.00 related to local non-profit groups for the financial YTD which are displayed in the table. The requests listed for consideration in this report total \$4,440.00.

Acct Code	Account	Current Budget	Actual
14002310	Community Donations - In Kind Support	96,000.00	63,082.07
IK1000	In Kind - Bynoe	0.00	4,772.72
IK1010	In Kind - Carpentaria Kindergarten	0.00	527.27
IK1040	In Kind - Gulf Christian College	0.00	1,345.44
IK1070	In Kind - Karumba Recreation Club	0.00	2,746.49
IK1120	In Kind - Normanton Rodeo	0.00	4,742.32
IK1130	In Kind - Normanton State School	0.00	3,610.83
IK1140	In Kind - Normanton Stingers	0.00	2,367.93
IK1200	In Kind - Normanton Cricket Club	0.00	768.16
IK1230	In Kind - Kurtijar Aboriginal Corporation	0.00	181.81
IK1256	In Kind - Carpentaria Kindergarten Association	0.00	580.00
IK1265	In Kind - Normanton Christian Centre	0.00	354.55
IK1557	In Kind - Centacare NQ	0.00	3900.00
IK1722	In Kind - Aspire Cairns Community	0.00	1,205.47
IK1723	In Kind - Deadly Choices	0.00	10,590.90
IK1724	In Kind - NAIDOC Dinner/Ball	0.00	799.99
IK1728	In Kind - Doomadgee State School	0.00	709.10

BUSINESS PAPERS

IK1729	In Kind - Lynette Russell	0.00	229.09
	Approved fee waivers to be receipted post event	0.00	23,650.00
	Total	96,000.00	63,082.07

Adjustment to reporting

An analysis of the budget during February 2024, found that previous Council donation reports were only reporting what had been receipted. This report has included a line in the budget table that calculates approved fee waivers but unreceipted expenditure as the events have not taken place.

Donations and Fee Waivers for Council Consideration

- Normanton State School has requested a fee waiver for the use of the John Henry Memorial Oval on 18/19 July, 2024 for the Gulf District Athletics Carnival.

Oval hire x 2 days	\$ 300.00
Amenities Hire	\$ 150.00
4 x bins	\$ 260.00
Line marking	\$1,400.00
Total	\$2,110.00
- Gulf Christian College has requested line marking for the hire of the John Henry Memorial Oval for the school athletic carnival to be held on 19/20 June, 2024. Council has previously approved a fee waiver under CEO delegation (\$580.00) for the hire of the facility on these dates for the carnival.

Line marking	\$1,400.00
Total	\$1,410.00

Donations approved under the delegation of the Chief Executive Officer

- Gulf Country Christian College has requested a fee waiver for the hire of the Normanton Golf Course and Hall on 22 April, 2024 for a cross country event.

Golf course hire	\$ 150.00
Amenities	\$ 150.00
2 x bins	\$ 130.00
Total	\$ 430.00
- The Normanton Social Fishing Club has requested a \$500.00 cash donation for prizes for the Normanton Barra Fishing Competition to be held on 31 March, 2024. Council recommends \$500.00 of merchandise to be provided as part of the prize pool.

Total:	\$500.00 merchandise
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Amendment to previous donation.

A previous fee waiver of \$2,150.00 for use of the Normanton Sports Centre by Bynoe CACS Ltd to run a school holiday program with the Deadly Choices, RSAS and FACE teams on weekdays from 2 – 15 January 2024 is unspent as the program did not proceed at the Sport Centre.

Approved donations for 2024/2025 budget:

- Gulf Christian College fee waiver for \$580.00 for the hire of the table and chair trailer for the Year 6 graduation to be held on 2 December 2024.
- Gulf Christian College fee waiver of \$390.00 for the hire of the Normanton Shire Hall for on 5 December 2024 for the annual awards night.
- Normanton State School fee waiver of \$390.00 for the hire of the Normanton Shire Hall on 25 November 2024 for the end of year awards ceremony.

BUSINESS PAPERS

Consultation (Internal/External):

- Chief Executive Officer
- Finance Manager
- Tourism and Events Officer
- Customer Service Officer
- External stakeholders (applicants)

Legal Implications:

- Community Donations and Support Policy.

Financial and Resource Implications:

- The requests in this report total \$4,440.00.

Risk Management Implications:

- Risks are within the normal operations parameters
-

BUSINESS PAPERS

11.3 ADVISORY COMMITTEE UPDATE - TOURISM AND ECONOMIC DEVELOPMENT

Attachments:	NIL
Author:	Anne Andrews - Director Community Development, Tourism & Regional Prosperity
Date:	5 March 2024
Key Outcome:	Day to day management of activities within the Economic and Community Development Department
Key Strategy:	As per the Departmental Plan for Economic and Community Development

Executive Summary:

At the November 2023 meeting of Council, Council endorsed the recommendations of the Economic Development Strategy and Outback By The Sea[®] Tourism Strategy to establish Advisory Committees to assist Council to deliver the recommendations and actions from the two strategies. Expressions of Interest closed on February 29, 2024 and this report considers the options for Council to action the committees.

RECOMMENDATION:

That Council;

1. Notes the information and considers options for the committees including:
 - a. Keep both committees and plan for inaugural meetings in the first week of May 2024 once the new Council is established.
 - b. Merge the two committees into one, being the Economic Development Advisory Committee with a tourism industry sub-committee. This will require an assessment of the Terms of Reference and membership base with a report being returned to the April meeting of Council for consideration.
 - c. Council defers the decision for the new Council.
2. Writes to applicants advising them of the above outcome.

Background:

At the November 2023 meeting of Council, Council endorsed to establish a Tourism Advisory Committee and Terms of Reference. (Resolution No: 1123/026). The Advisory Committee was a recommended action from the Outback By The Sea[®] Tourism Strategy in 2021 and further endorsed by Council in 2023 to implement actions.

At the same meeting, Council endorsed to establish an Economic Development Advisory Committee as recommended in the October 2020 Economic Development Strategy and updated 2023 strategy and action plan. The report also endorsed Terms of Reference for the committee. (Resolution No: 1123/028).

Subsequently, calls for Expressions of Interest for both committees were advertised in the Council newsletter, on social media and on community noticeboards across December 2023 and January 2024 and extended to include February 2024. Applicants were notified by email that the Expression of Interest period had been extended by one month. EOIs closed on February 29, 2024.

Tourism Advisory Committee

The Tourism Advisory Committee is to be made up of the following representatives.

- Mayor
-

BUSINESS PAPERS

- All Councillors
- Chief Executive Officer
- Director Community Development, Tourism and Regional Prosperity
- Manager Les Wilson Barramundi Discovery Centre
- Carpentaria Land Council Aboriginal Corporation
- Bynoe CACS Ltd
- Member from each Traditional Owner Group
- Tourism product / experience
- Accommodation
- Retail/Food
- Transport
- Business Representative

At the end of the advertising period, Council had received six Expressions of Interest from industry representing retail/food, transport, visitor experience, accommodation and property management. Applicants will be tabled at the meeting.

Economic Development Advisory Committee

The Economic Development Advisory Committee makeup includes representatives from:

- Bynoe CACS Ltd
- Carpentaria Shire Council
- Carpentaria Land Council Aboriginal Corporation
- Member from each Traditional Owner Group
- Agriculture representative
- Fishing representative
- Tourism representative
- Business representative
- Chief Executive Officer of Gulf Savannah Development (GSD).

At the end of the Expression of Interest period, Council had received four applications for membership of the Tourism Advisory Committee representing retail/food, accommodation transport and community. Applicants will be tabled at the meeting

Crossover

Of the 10 applicants for the two committees, two have nominated for both committees. Given the difficulty in filling all positions, Council has the opportunity to reassess the makeup of the committees, including maintaining both or merging the two.

Consultation (Internal/External):

- Mayor
- Chief Executive Officer
- Applicants

Legal Implications:

- Advisory Committees may be established in accordance with section 265 Local Government Regulation 2012.
 - (1) An advisory committee—
 - a) must not be appointed as a standing committee; and
 - b) may include in its members persons who are not Councillors.
 - (2) A member of an advisory committee (whether or not they are a Councillor) may vote on business before the committee.

BUSINESS PAPERS

Financial and Resource Implications:

- Within normal operational parameters.

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

11.4 NORMANTON CHILDCARE CENTRE - TRANSITION TO ASTUTE MANGEMENT

Attachments: 11.4.1. Astute February 2024 Update [↓](#)
Author: Anne Andrews - Director Community Development, Tourism & Regional Prosperity
Date: 5 March 2024

Key Outcome: Day to day management of activities within the Economic and Community Development Department

Key Strategy: As per the Departmental Plan for Economic and Community Development

Executive Summary:

In March 2023, the Carpentaria Shire Council engaged Astute Early Years Specialist Pty Ltd ATF The Comerford Family Trust (Astute) to create a business plan for the Normanton Child Care Centre and in September 2023, resolved that pursuant to s235 (b) of the Local Government Regulation 2012, enter into an agreement with Astute to support Council with the implementation of the business plan over a period of five years to be reviewed annually. Astute and Council meets weekly to ensure the successful transition of the centre.

RECOMMENDATION:

That Council notes the attached information and monthly report.

Background:

Astute has met weekly with the Director Community Development, Tourism and Regional Prosperity and Childcare Centre Director to address issues of human resourcing, policy development and non-compliance and meetings with the Chief Executive Officer and Director CDTRP have been held as required to address governance and management issues. This has included management control of the centre being transitioned to Chief Executive Officer and Director CDTRP as required under the Childcare Legislation.

The operational management of the Centre transitioned to Astute on January 1, 2024 with the Governance arrangements to continue to be co-managed until the Company Limited by Shares is established as endorsed at the November 2023 meeting of Council. Operational and governance meetings are continuing in 2024.

The focus for February has been the roll out of the policies and procedures and the implementation of the Operations Card has enabled the tracking of operational matters.

National Quality Assessment

The centre director and staff should also be congratulated for the significant improvement in the Assessment and Rating report which gave the service an overall service rating of Working Towards the National Quality Standard (NQS) following an audit by the Early Childhood Regulatory Authority in November, 2023. The NQS sets the national benchmark for early childhood education and care and outside school hours care services in Australia and includes seven quality areas that are important outcomes for children. Services are assessed and rated by their regulatory authority against the NQS and given a rating for each of the seven quality areas and an overall rating based on these results. The Regulatory Authority will provide support in the areas identified as working towards to provide support and guidance to enable the service to be reassessed.

Attached for Councillor information is the report from Astute on the transition's progress.

BUSINESS PAPERS

Consultation (Internal/External):

- Chief Executive Officer
- Director Community Development, Tourism and Regional Prosperity
- Director Normanton Childcare Centre and staff
- Astute Early Years Specialist Pty Ltd ATF The Comerford Family Trust

Meeting Dates

- 2 February
- 9 February
- 16 February
- 23 February

Legal Implications:

National Law	The National law sets a national standard for children's education and care across Australia
National Regulations	The National Regulations support the National Law by providing detail on a range of operational requirements for an education and care service.
National Quality Standards	The National Quality Standard (NQS) sets a high national benchmark for early childhood education and care and outside school hours care.
Approved Learning Frameworks	Under the National Law and Regulations, services are required to base their educational program on an approved learning framework
Early Years Learning Framework (EYLF)	National approved learning framework under the NQF for young children from birth to 5 years of age.
Queensland Kindergarten Learning Guideline (QKLG)	The QKLG provides advice for planning, documenting and assessing children's learning and development – service funded under QLD Kindy.

Financial and Resource Implications:

- Within approved budget.

Risk Management Implications:

- Medium risk. Council must continue to work towards mitigating the non-compliance issues and establish a management and governance framework that aligns with the legislation.



Astute Early Years Specialists
Monthly Report – FEBRUARY 2024



Summary

Achievements

The month of February has seen a great start for the service, with families on our waiting list being offered places and enrolments being completed. We have had a positive outcome from our recent recruitment advertising, with a diploma qualified educator commencing in March and we are in the process of finalising a second qualified team member.

The Workforce grant has been submitted to provide funding for team members to access professional development. An audit was conducted regarding the government portal for Child Care Subsidy, this has now been updated.

Following receiving the Assessment and Rating report, the Regulatory Authority has contacted the service to provide support in the areas identified as ‘working towards’. This support will be invaluable to the service, the regulatory authority will provide support and guidance to enable the service to be reassessed

Challenges / Issues for consideration

The service continues to address the issues raised by the Regulatory Authority in 2023, outlined below are the issues and actions to date.

Issue	Action	Status
Nursery Fence	Quote and approval for new fence	Installation date to be confirmed
Sand in sandpit needs replacing	Sand to be replaced	Lodged with facilities – needing clarification regarding the type of sand

Projects update

The focus for February has been the roll out of the policies and procedures is well underway and the implementation of the Ops Card has enabled the tracking of operational matters.

Workstreams

Transition to Astute Management	<ul style="list-style-type: none"> ● Policy and Procedures
Operational Support	<ul style="list-style-type: none"> ● Operational support ● Systems support and training ● Mandatory Training ● Assessment and Rating Action Plan
CCMS Admin and Enrolment Management	<ul style="list-style-type: none"> ● PRODA have been updated
Marketing	<ul style="list-style-type: none"> ● Rebranding and logo development in progress
Human Resource Operations	<ul style="list-style-type: none"> ● To follow up on outstanding contract



Astute consultation

Meetings

Ops Meeting Dates: attended by Paula and Nicole and/or Peta

- 2nd February
- 9th February
- 16th February
- 23rd February

Operations

February Occupancy

	Utilisation/Capacity	Waiting List	Occupancy %
Nursery	78/168	6	39%
Kindy	161/420	7	

Incidents

Child fell on the softfall while playing	minor scratch to cheek
Child had a pre-existing scratch which re-opened	First aid applied.

People

Staffing update:

- Diploma qualified educator commenced in March
- During Centre Manager leave the service will be managed by internal educator stepping up.

BUSINESS PAPERS

11.5 LES WILSON BARRAMUNDI DISCOVERY CENTRE MONTHLY REPORT

Attachments: NIL
Author: Amanda O'Malley - Centre Manager - LWBDC
Date: 6 March 2024

Key Outcome: A dynamic and diverse economy creating industry development and employment opportunities

Key Strategy: Provision of support for a sustainable Tourism sector

Executive Summary:

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

RECOMMENDATION:

That Council:

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

ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

Date:	Ref:	Action	Status	Comment
LWBDC - Hatchery				
September 20	002	Cannulation of broodstock	Complete	Hormone delivery is expected at the end of March 2024. Spawning attempts will resume pending advice from the newly appointed Manager.
November 15	018	Hormone, supplement & water treatment trials	Ongoing	Hormone is due to enter the country at the end of March 2024. All permits have been submitted and three different sources of hormone have been secured. Hormone ordered will be sufficient to cover spawning activities for 2-3 years to ensure that any short-term shortages can be overcome. Water testing for metals will be performed when the river runs saline again. The bottles have been delivered and the lab is awaiting submission for analysis. The treatment equipment will be quoted once the samples have been analyzed. A scientific report is prepared for hand over to the new manager and hatchery

BUSINESS PAPERS

February 13 2024	025	Secure water supply to hatchery	Complete	<p>technician, including a long-term spawning plan.</p> <p>Ancillary river spearpoint pump is on site.</p> <p>An adequate supply of lay flat and fixings are kept in stock in the hatchery.</p> <p>A heavy-duty alternative to lay flat is also being trialed that may be more resistant to damage.</p> <p>The electrician is installing lockable power points to prevent the need for regular monitoring during exchanges.</p>
February 13 2024	026	Exhibition tank drum filter fix	Complete	<p>A spare drive motor, pump and sprayer heads have been ordered. A timer has been temporarily installed to overcome the fault in the system. This may extend the life of the unit further at lower cost comparative to ordering a new drum.</p>
LWBDC - Merchandise & Tours				
September 20	004	Develop new merchandise	Hold	No orders have been placed, suggested order of merchandise pending approval.
November 15	021	Secure additional funding for purchase of an outdoor projector and initiate stargazing experience	Ongoing	<p>Purchase of the projector is proceeding and will be used across a range of community events. Funding includes: Queensland Day Grant 2024, RADF grant and via general tourism expenditure.</p> <p>Stargazing experience is pending approval.</p>
LWBDC – Interpretive Centre				
September 20	006	Create new broilga display for the bird hut	Ongoing	<p>Concept finalized and animation work underway.</p> <p>The original display is in place and the new projector has been installed.</p>
November 15	020	Algae-free ultrasound trial in pond	Complete	Special report attached.
November 15	023	Create new display 'Ode to the originals'	Ongoing	Project is being outsourced by GBRA to an external designer to expedite delivery.
LWBDC – Karumba Art Gallery				

BUSINESS PAPERS

September 20	007	Flooded with Art project delivery	Hold	Insufficient staff and prioritization of hatchery duties has led to this project being placed on hold.
Barra Bites Cafe				
February 26	0025	2024 Operational plan	Ongoing	Recommendation has been proposed for 2024 season.
Visitor Information Centres				
September 20	009	Crocodile warning stencil to be used across Normanton and Karumba	Complete	Final sites to be selected in coordination with LLO and community. The stencil is being stored for LLO use and has been granted to CSC to keep.
September 20	012	Release EOI for QR code content on Karumba Town Walk	Complete	Content being gathered, response is minimal.
October 7	015	Normanton town map to be revised	Complete	Small print run underway, 1,000 of each.
October 7	016	Karumba town map to be revised	Complete	Small print run underway, 1,000 of each.
November 15	022	Installation of Savannah Way Art Trail signs	Ongoing	Signs have been delivered and are awaiting installation. The Normanton sign will be installed on the concrete plinth. The Karumba sign will be installed once it is moved to accommodate the rock pool construction.
November 15	024	State Library of Queensland stock worker interviews and short film.	Ongoing	Funding has been offered, however, lack of response from potential participants has slowed the process.
Digital marketing				
September 20	013	Develop media policy and instigate enhancement plan	Hold	Division of duties to be refined in consultation with DCDTRP and newly appointed Tourism Officer. On hold pending the appointment of the new LWBDC Manager & Coordinator.

BUSINESS PAPERS

11.6 ALGAE FREE ULTRASOUND DEVICE AND BROODSTOCK

Attachments: NIL
Author: Amanda O'Malley - Centre Manager - LWBDC
Date: 6 March 2024

Key Outcome: A dynamic and diverse economy creating industry development and employment opportunities

Key Strategy: Provision of support for a sustainable Tourism sector

Executive Summary:

This report provides a recommendation to purchase the algae free ultrasound device that has been on loan, free of charge, during the testing period in the Les Wilson Barramundi Discovery Centre Pond and for a specialised broodstock tank.

RECOMMENDATION:

That Council:

1. Receives the report as presented; and
2. Approves purchase of an algae free ultrasound device at a cost of \$31,680.00 to reduce harmful algal blooms and fouling in the Les Wilson Barramundi Discovery Centre Pond following successful trials of the equipment; and
3. Approves the purchase of new broodstock tank designed for long term conditioning to facilitate replicate hormone treatments and conditioning of more fish simultaneously.

Background:

Since in November 2023 and completed in February 2024, has been conducting a trial of an algae free ultrasound device to reduce harmful algal blooms and fouling in the Les Wilson Barramundi Discovery Centre pond.

The trial was undertaken to address ongoing concerns regarding the colour and clarity of pond water. Historically, cyanobacterial blooms have also occurred in the pond. These blooms lead to deteriorated water quality, such as an increase in turbidity, a decrease in visibility and a decrease in dissolved oxygen concentration. A variety of methods have been developed and applied to address unexpected cyanobacterial blooms, including nutrient restriction (via regular pumping on and out of the water) and biological inhibition via the introduction of 'good bacteria'. These methods are somewhat effective in controlling algae growth. The addition of the ultrasound device has resulted in increased water clarity, prevention of cyanobacteria blooms that can be harmful to fish and further stabilised oxygen levels during the trial period.

How does it work?

Ultrasonic treatment is a suitable strategy for algal remediation in the pond because it employs sound energy to control blooms. Algae move to the water surface for photosynthesis to grow, and to the bottom of the water column for nutrients. Ultrasonic waves generated by the ultrasound device blocks the algae's access to sunlight and nutrients. The device emits low-power ultrasound waves that interfere with buoyancy regulation, preventing them from accessing sunlight and nutrients. As a result, they can't perform photosynthesis and sink to the bottom, where they decompose.

A new unit costs \$31,680 including, two AlgaeFree Ultrasound MAX single 4 ways, two antifouling kits and two cables (with a standard 2-year warranty). To obtain 100% visibility in the pond this set up is recommended.



BUSINESS PAPERS

Comparatively, we can purchase the second-hand unit that we have been trialing for \$5,940.00 including, one AlgaeFree Ultrasound single ALPHA 2-way and 25mm cable (with a 2-year warranty granted from February 2024). This unit has been sufficient at preventing cyanobacteria blooms and has cleared algal blooms associated with pumping in water, within 3 days. Hence, visibility is not expected to be 100% but the protection from harmful cyanobacteria blooms is granted.

Centre management has also requested consideration be given to the purchase of a new broodstock tank designed for long term conditioning. The current broodstock and quarantine tanks are designed for short term conditioning. Allocation of funds for a long-term storage tank would facilitate replicate hormone treatments and conditioning of more fish simultaneously. The proposed cost of the tank is \$30,000.00.

Consultation (Internal/External):

- CEO Mark Crawley (initially placed on a two year waiting list to trial the unit)
- Director community Development, Tourism and Regional Prosperity
- Other staff – Hatchery Technician
- Supplier (external)
- Water Quality Solutions
- Various aquaculture facilities that have trialled the unit
- Scientific literature review

Legal Implications:

- Nil. Advice meets Australian standards.

Financial and Resource Implications:

- Ongoing costs associated with electricity supply to unit
- Two-year warranty only.

Risk Management Implications:

- In the absence of addressing the algal blooms in the pond there is ongoing risk of fish kills resulting from cyanobacteria blooms.

BUSINESS PAPERS

12 REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES

12.1 DOE REPORT

Attachments: NIL
Author: Michael Wanrooy - Director of Engineering
Date: 6 March 2024

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

Date:	Ref:	Action	Status	Comment
December Meeting		Add Premix to grooves at the Scrutton River Floodway.	In Progress	➤ In works program.
January Meeting		New fence on three sides of NTN Cemetery	In Progress	➤ Quote to be received from fencers. ➤ Delayed by Flood
March Meeting		Are there alternatives to repair scour on the footpath in Philp Street besides filling with gravel as every wet season it erodes repeatedly.	In Progress	➤ Repairs put in works program as per plan submitted in December 2022 Meeting ➤ In works program – took foreman out to site to show scope of works ➤ Scouring along footpath repaired. Premix to lay at median strip to divert water is put into works program
August Meeting		Shorten median island at Intersection of Landsborough and Caroline St. to tree line at Curley's end.	Completed	➤ Contractor has been engaged ➤ Works 90% completed. Require kerbing only to complete shortening of island.

BUSINESS PAPERS

Date:	Ref:	Action	Status	Comment
				➤ Works to start this week
August Meeting		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	In Progress	<ul style="list-style-type: none"> ➤ Discussed with TMR briefly – Getting plans drawn up to help push it along with TMR ➤ Will look at improving site distance in the road reserve at Walkers Creek bend ➤ 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. ➤ Undertaking Safety audit and collected a statement. ➤ Awaiting Black Spot funding
November Meeting		Council to obtain quote to do minor repairs and possible fresh up paint job on Krys.	In Progress	<ul style="list-style-type: none"> ➤ Met with Nick De Jong from Karumba Marine Services to look at Chris to repair fibreglass damage. He is working on options for repair. ➤ Flooding delaying works
May Meeting		Street lights at Palmer Street	Completed	➤ Installation of solar light Completed
June Meeting		Look at solar lights for footpath to Rodeo Grounds	In Progress	<ul style="list-style-type: none"> ➤ Inspected site ➤ Quotes and designs being arranged.
September Meeting		Install toilet signage in median strip directing to Burns Philp public toilets	Completed	➤ New signage have arrived and RMPC crew have installed
September Meeting		Can the Savannah Art sculpture outside the Burns Philp Building can be raised to 500mm for better photo opportunity	Completed	➤ Council will construct a concrete plinth under the sculpture to raise it by 500mm. This is being

BUSINESS PAPERS

Date:	Ref:	Action	Status	Comment
				arranged. New stainless steel hold down bolts being arranged. ➤ Concrete works completed.
September Meeting		Chase up the no scooter/skating/riding signage for installation on the footpath in the vicinity of the shops in Karumba	In Progress	➤ Signage have been ordered and have arrived in Normanton. Peter Casey RMPC crew to install. ➤ Delayed by flood waters
September Meeting		Burketown Road - call points at the Flinders, Bynoe & Little Bynoe Rivers and 92A - Norman River at Glenore.	In Progress	➤ Call point signs for the Bynoe, Little Bynoe, Flinders R, Armstrong Ck, Station Ck and L Ck have arrived. RMPC crew to install. ➤ TMR has held up the call point signs at 92A - Norman R at Glenore and 89A Flinders River until they have completed the designs. They will also fund those signs.
December Meeting		Clean up Karumba Transfer Station	In Progress	➤ Look at cleaning sites after the wet season
December Meeting		Remove stoppers at Karumba Point Boat ramp as they are starting to degrade, and bolts are being exposed – Seek TMR's permission as they own the infrastructure.	In Progress	➤ TMR has approved. ➤ Applying for funding from TMR to undertake works.
December Meeting		Parking line marking in Normanton main street needs to be repainted	In Progress	Put in Works Program
December Meeting		Southerland Street needs to be bitumen sealed	In Progress	➤ Put in Works program to be sealed ➤ Site inspected with foremans.
December Meeting		Check lighting at the Karumba Town boat ramp to see if there is sufficient lighting	In Progress	➤ More lighting is required ➤ Council is obtaining quotes for more solar lights. ➤ Applying for funds with TMR
January Meeting		Council look at a design for a Fish Attraction Device mould for future additional areas.	Not Started	➤

BUSINESS PAPERS

Date:	Ref:	Action	Status	Comment
January Meeting		Faded 'No Standing" sign for Haig Street to be replaced	In Progress	➤ Council has ordered the new signs.
January Meeting		Flood markers at Alexandria Crossing needs to be set at correct levels	In progress	➤ Council has arranged to go out and reset the flood markers to correct once we can gain access to the site.
January Meeting		New Normanton columbarium wall	In progress	<ul style="list-style-type: none"> ➤ New columbarium has arrived. ➤ Malcolm will install the new columbarium ASAP ➤ We can use the existing plaques by gluing it onto the granite caps supplied with the new columbarium. ➤ Awaiting good weather to install
January Meeting		Needs a light at the intersection of Philp's and Old Croydon Road	Completed	➤ New solar street light installed.
February Meeting		Yapper Street – Water Supply upgrade to Raptis to be looked at	In Progress	<ul style="list-style-type: none"> ➤ Council undertook site visit to look at existing infrastructure ➤ Council is looking at options
February Meeting		Walkway and lighting is required along Yapper Street to the Barramundi Discovery Centre.		➤ Council are preparing costings and design
February Meeting		Can metre marker at the bridge (Glenore) be moved to the other side of the road.		➤ It can be moved. Council will install after the flooding
February Meeting		Can rural addressing be updated for rural areas		➤ Council is preparing rural address for properties
February Meeting		Can the Swimming pool access toilets		<ul style="list-style-type: none"> ➤ Council will construct new fencing to access new toilets adjacent to the pool. ➤ Fencing materials have been ordered.

2. Miscellaneous Projects

2.1. Road closures and wet weather throughout the Shire have delayed progress.

BUSINESS PAPERS

- 2.2. Karumba Revetment Wall and Rock Groyne – Rock are being stockpiled near the end of the Karumba Aerodrome. Bigger rocks are being made and have been delayed due to road closures. Acceptance letters have been sent out to Wren Constructions. They have ordered the reinforcements for the precast wall component of the wall and are having it galvanised.
- 2.3. ATSI TIDS - Floodway upgrade on the Dunbar - Kowanyama Road. Days Creek is between the Scrutton River and Rutland Plains Station and near Middle Camp. Culverts have been ordered by Council for Days creek.
- 2.4. Mentana Creek – Council have been awarded the construction for Mentana Creek Causeway. The works will include the installation of four (4) 2700 x 1200 box culverts and the construction of concrete batter protection. Council have ordered the culverts. Council will undertake earthworks and road works for the project. Wet weather have delayed works
- 2.5. RMPC Crew – undertaking patching / road patrols / herbicide / guideposts / signs / mowing as required.
- 2.6. 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. Council have been formally notified that the funding will not be removed as part of the Federal Government review which is great news.
- 2.7. Kowanyama Road Betterment Works – Sealing Works. This project has been put on hold until after the flood season. Shaun Henry’s stabilising Crew are working to complete 10km of new sealing works under betterment on the Kowanyama Road between the Scrutton River and Rutland Plains. The crew have completed the first 5km of stabilised pavement which was sealed by two (14/10) coat bitumen mid-November by Borals. They have completed the cement stabilisation of the gravel pavement for the second 5km. Council is planning to seal the last 5km early 2024 access depending.
- 2.8. Council have been awarded a contract from TMR to undertake 23-24 reconstruction works on 84A Karumba Developmental Road and 89A Burke Developmental Road valued at \$1,038,059.82
- 2.9. Emergency Supplies Request - Council have received requests for help to deliver emergency supplies to isolated properties due to road closures by helicopter. To date Council have assisted Koolatah, Dunbar, Inkerman, Vanrook, Lotusvale, Delta Downs, Miranda Downs, Broadwater and Dinah Island. Most of the stations received assistance more than twice.
- 2.10. Council have been awarded a contract from TMR to undertake 23-24 reconstruction works on 89B valued at \$12,690,197.57.

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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	\$891,893.13	100%
ATSI TIDS Dunbar Kowanyama Road - Variation request (Cabbage Tree and Plains Ck)	\$250,000.00	\$250,000.00	100%
ATSI-TIDS Dunbar Kowanyama Road - Days Creek	\$960,000.00	\$0.00	0%
TIDS 2023-2024 - 100% completed, claims being arranged	\$835,000.00	\$835,000.00	100%
CN-21081 2023-24 RMPC	\$2,655,500.00	\$2,068,972.67	78%
CN-20676 2023 TMR Emergent Works - Working to verify estimated total with TMR. \$698,652.83 claimed prior to June	\$3,910,000.00	\$3,910,000.00	100%
CN-21599 Mentana Creek Floodway	\$1,799,265.48	\$0.00	0%
CN-21602 89B Formation	\$1,900,000.00	\$0.00	0%
CN-21603 89A and 84A Repa Works	\$1,038,059.82		0%
CN-22267 Remote Roads Upgrade Pilot program (RRUPP)Iffley Road Resheeting - gravel from Ch. 42.299km to 81.276km	\$5,258,359.00	\$2,103,343.00	40%
CN-22267 Remote Roads Upgrade Pilot program (RRUPP)Koolatah Road widening 0.007km to 30.307km	\$3,097,053.00	\$0.00	0%
CN-22446 89B REPA Works	\$12,690,179.57		
Total	\$35,285,310.00	\$10,059,208.80	29%

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Photo: Solar streetlight at intersection of Philp and Old Croydon Rd



Photo: Toilet Signs to Burns Philp Building

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Photo: New concrete works for Savannah Art Sculpture

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**WORLDS No. 1
Solar Bollard Light**

- ✓ BRIGHTER FOR LONGER
- ✓ CHARGES IN SHADE
- ✓ IK10 IMPACT RESISTANT
- ✓ IP68 SUBMERSIBLE
- ✓ 10 YEAR PRODUCT AND PERFORMANCE WARRANTY
- ✓ AUSTRALIAN MADE
- ✓ MULTI AWARD WINNING
- ✓ 100% RECYCLABLE
- ✓ 100% CLEAN ENERGY
- ✓ EASY TO INSTALL

Photo: Bollards proposed for walkway to the rodeo grounds

3. Update on Shire Flood Damage Works

3.1. All camps back in Depot

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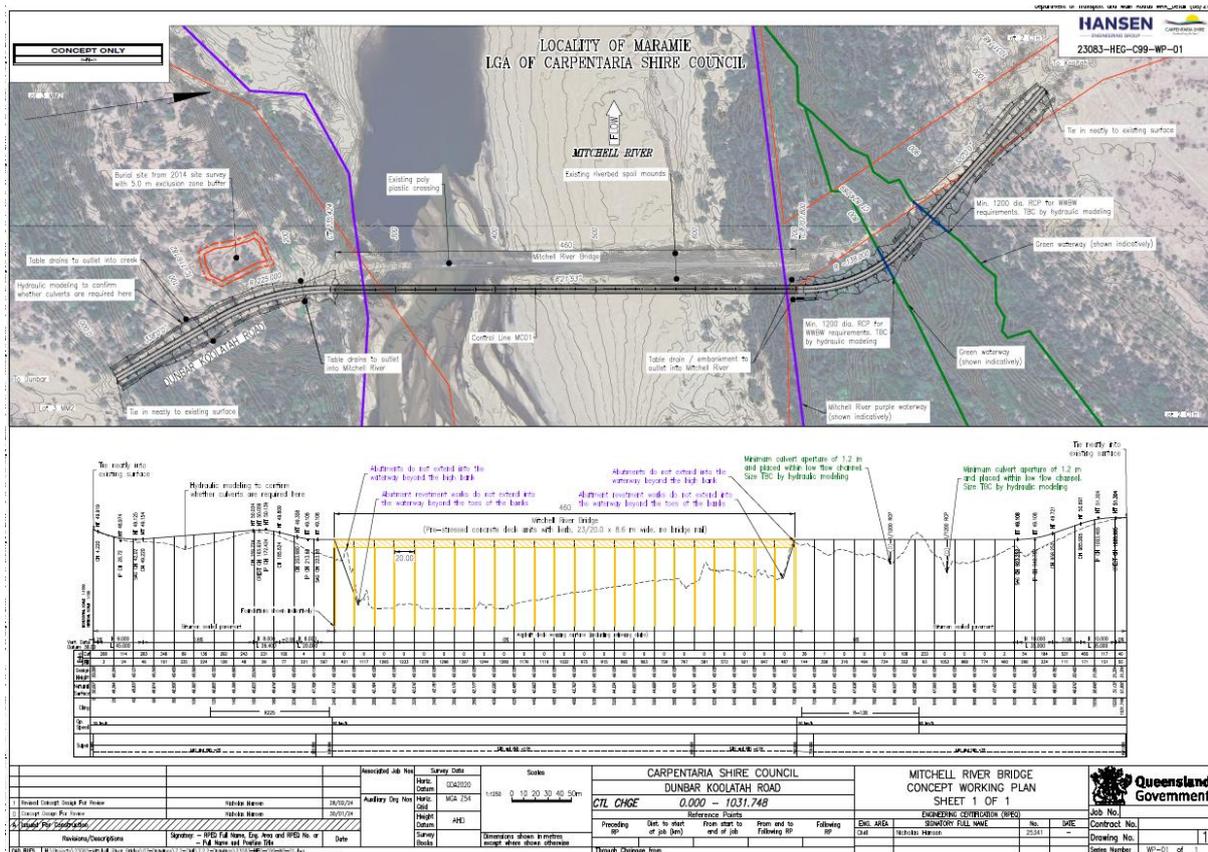
3.2. Council have applied and activated due to flooding from Cyclone Jasper – 13 to 28 December 2023.

4. New Projects/Grant Applications

4.1. Council is working with TMR on Betterment projects on 89B to continue sealing. Council is working with TMR to fund the widening of 89A around the narrow sections at Warrenvale. Council has submitted through ATSI-TIDS funding for another causeway upgrade at Plains Creek for the Kowanyama Road at Burkes Lagoon.

5. Reports

5.1. Concept Drawing of Mitchell River Bridge



BUSINESS PAPERS

5.2. Budget

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure	\$18,912,338	13,856,335	1,250,976	15,107,311
Airports	\$464,808	378,329	27,465	405,793
Asset Management	\$279,341	100,226	0	100,226
Building Services	\$1,283,496	183,800	530	184,330
Coastal Management	\$200,000	3,604	0	3,604
Depots & Workshop	\$583,329	409,932	13,356	423,288
Engineering Services	\$851,025	870,075	82,769	952,844
Fleet & Plant	-\$2,787,713	-2,787,627	369,373	-2,418,255
Main Roads (RMPC And PW)	\$10,658,347	8,920,183	540,044	9,460,228
Parks & Gardens	\$924,455	1,201,768	109,952	1,311,720
Pensioner Housing	\$188,400	129,833	4,046	133,879
Private Works	\$0	4,786	0	4,786
Public Conveniences	\$122,162	123,139	2,866	126,004
Quarries	\$52,000	7,684	0	7,684
Reserves	\$2,719	32,182	0	32,182
Road	\$5,453,471	3,795,259	92,864	3,888,122
Staff Housing	\$556,500	421,453	0	421,453
Town Planning	\$80,000	61,709	7,713	69,422
Operating Income	-\$16,263,612	-7,347,275	0	-7,347,275
Airports	-\$252,500	-258,635	0	-258,635
Building Services	-\$3,660	-28,275	0	-28,275
Coastal Management	\$0	-611,736	0	-611,736
Engineering Services	\$0	1,908	0	1,908
Fleet & Plant	-\$50,000	-39,325	0	-39,325
Main Roads (RMPC And PW)	-\$14,540,000	-6,350,605	0	-6,350,605
Pensioner Housing	-\$30,000	-23,213	0	-23,213
Road	-\$1,365,452	-33,547	0	-33,547
Staff Housing	-\$20,000	0	0	0
Town Planning	-\$2,000	-3,848	0	-3,848
Grand Total	\$2,648,726	6,509,060	1,250,976	7,760,036

BUSINESS PAPERS

12.2 NDRRA/QDRF REPORT

Attachments:	12.2.1. Appendix A - 2021 Expenditure Summary ↓
	12.2.2. Appendix B - 2021 Completed Works ↓
	12.2.3. Appendix C - 2022 Expenditure Summary ↓
	12.2.4. Appendix D - 2022 Completed Works ↓
	12.2.5. Appendix E - Betterment Projects ↓

Author: John Martin - Consultant Engineering

Date: 6 March 2024

Key Outcome: 5.2 - A safe and sustainable road network

Key Strategy: 5.2.1 Plan and deliver a safe, sustainable and efficient road network.

Executive Summary:

QRA21: The QRA21 project is now 100% complete. Remaining scope that was not completed before the December 31, 2023, deadline will be submitted to be rolled over into the QRA24 submissions. Acquittal documentation is currently being prepared for all QRA21 submissions.

QRA22: The QRA22 project is approximately 86.2% complete. The QRA22 program of work has a deadline of 30 June 2024. No construction is currently being undertaken due to the wet season shutdown and an updated construction programme is being prepared.

QRA23: Submission 5 (Iffley Road Incl Rollover) and Submission 1 (Far Northern Roads) have now been approved and Council has received prepayment. A final outcome report for Submission 2 (Northern Roads) has been received and approval is expected shortly. QRA21 and QRA22 scope that received significant additional damage will be rolled over into the QRA23 submissions.

QRA24: Carpentaria Shire Council was activated for REPA, Emergency Works and CDO relief measures on 29 December 2023 in response to the Tropical Cyclone Jasper event. Damage pickup has begun throughout the Shire on roads that are currently accessible from Normanton.

RRUPP: Two (2) Remote Roads Upgrade Pilot Program (RRUPP) projects have been approved for construction. Construction on the Iffley Road project in conjunction with QRA23 scope as per the funding agreement was partially completed before the wet season shutdown. Works on the Dixie Road and remaining works on Iffley Road will take place this year.

MITCHELL RIVER BRIDGE: The Mitchell River Bridge options analysis has been finalised and final costings are under review. The detailed design is currently being completed by others.

OTHER: Dunbar – Kowanyama (pavement stabilization and sealing) betterment project is near completion with seal works to be completed in the 2024 construction season. The fit out of the Disaster Coordination Centre (approx. \$800k) has been submitted for QRRRF funding. Two (2) projects are being prepared for submission under 2024 betterment funding.

RECOMMENDATION:

That Council:

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

Background:

2021 QRA Event

BUSINESS PAPERS

1. All five (5) QRA21 REPA submissions have been approved with a total RV of approx. \$39.9million (construction budget of \$31.1million).
2. The project is now 100% complete with an estimated Expenditure Ratio of 0.90. Refer Appendix A and B for final construction summaries.
3. Remaining scope on Old Croydon Road, Dunbar – Kowanyama Road and Yappar Street will be submitted to be rolled over into the QRA24 submissions due to significant additional damage.
4. All QRA21 submissions are being prepared for acquittal pending the finalisation of expenditure.

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.
3. Approximately 86.2% of the project has been completed with an estimated Expenditure Ratio of 1.03. Refer to Appendix C and D for construction progress summaries.
4. There is currently no construction work being undertaken due to the wet season shutdown. The 2024 construction season programme is currently being prepared.
5. 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 the Northern and Central Queensland Monsoon and Flooding event.
2. 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.
3. Submission 5 (Iffley Road Incl Rollover) and Submission 1 (Far Northern Roads) have both now been approved and Council has received the prepayment. A final outcome report has been received for Submission 2 (Northern Roads) and approval is expected shortly.

2024 QRA Event

1. Carpentaria Shire Council was activated for REPA, Emergency Works and CDO relief measures on 29 December 2023 in response to the Tropical Cyclone Jasper event.
2. Damage pickup has begun throughout the Shire on roads that are currently accessible from Normanton. Damage pickup will continue in the upcoming months as areas of the Shire become accessible.

Remote Roads Upgrade Pilot Program

BUSINESS PAPERS

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. The Iffley Road project was partially constructed before the wet season shut down, it is being built in conjunction with the QRA23 Iffley Road scope. Remaining works will be constructed in the 2024 construction season.
3. The Koolatah – Dixie Road Widening project is to be constructed in conjunction with the QRA23 Koolatah - Dixie Road scope during the 2024 construction season.

Mitchell River Bridge

1. The Mitchell River Bridge (NQNDMP) options analysis has been finalised including the preliminary design of three (3) bridge and two (2) alignment options. Costs for precast items, piling and insitu construction work have been sourced and the final costings are under review.
2. 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. The detailed design is currently being completed by others.

Other

1. Construction for the Dunbar – Kowanyama (pavement and sealing) betterment project is near completion with remaining scope (seal works) being scheduled for the 2024 construction season. A full list of betterment projects can be seen in Appendix E.
2. One (1) project has been submitted for funding under the Queensland Resilience and Risk Reduction Funding Program (Table 1 below), with an outcome from QRA expected by 28 June 2024.

Table 1: QRRRF Project Details

Priority	Project Name	Project Description	Requested Funding
1	Disaster Coordination Centre Fit out	Fit out of the Disaster Coordination Centre to allow for increased capacity and utilization of the centre during disaster recovery, allowing for increased resilience within the local community.	Approx. \$800,400

3. Two (2) projects are being prepared for submission under 2024 betterment funding. The projects include the upgrade of a causeway and seal section on Normanton to Burketown Road. (The seal section will comprise of REPA, gravel supply under betterment and ROSI funding for the seal).

BUSINESS PAPERS

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 21 Trigger Point contribution - \$30,180
- QRA 22 Trigger Point contribution - \$30,015
- QRA 23 Trigger Point contribution - \$29,070
- QRA 24 Trigger Point contribution - \$33,293

Risk Management Implications:

- Low – QRA22 – All submissions have a construction deadline of 30 June 2024. An updated construction programme is currently being prepared to ensure submission deadlines are met.

CARPENTARIA SHIRE COUNCIL

SUMMARY OF QRA21 EXPENDITURE

CURRENT

Project Completed

Forecast Project Expenditure to RV Ratio

1/03/2024

100.0%

0.90



Submission 1 - CSC.0052.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Pioneer Access	\$ 43,477.20	\$ 2,545.40	100%	0.06	Overlapping camp and establishment costs with simultaneously constructed Trenton Road. When assessing roads together expenditure is expected to align well with the combined RV.
Wondoola Access	\$ 145,923.99	\$ 93,239.01	100%	0.64	Overlapping camp and establishment costs with simultaneously constructed QRA20 Wondoola Access and QRA20/21 Wondoola Bypass Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Wondoola Bypass Road	\$ 335,719.59	\$ 165,292.28	100%	0.49	Overlapping camp and establishment costs with simultaneously constructed QRA20 Wondoola Bypass Road and QRA20/21 Wondoola Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Glenore Access	\$ 954,142.42	\$ -	100%	0.00	Road marked at 100% due to significant additional damage incurred from 2023 event. All scope is expected to rollover into QRA23 works.
Haydon Access	\$ 294,418.51	\$ 171,847.17	100%	0.58	Significant cost savings were achieved due to the construction crew working from town with no camp establishment and ongoing camp costs required during construction.
Sawtell Creek Access	\$ 46,052.54	\$ 31,371.31	100%	0.68	Significant cost savings were achieved due to the construction crew working from town with no camp establishment and ongoing camp costs required during construction.
Warrenvale Access	\$ 112,183.94	\$ 71,178.92	100%	0.63	Overlapping camp and establishment costs with simultaneously constructed QRA21 Donors Hill Access. When assessing the roads together expenditure is expected to align closely with the combined RV.
Mundjuo Access	\$ 269,163.15	\$ 917.73	100%	0.00	Road marked at 100% due to significant additional damage incurred from 2023 event. All scope is expected to rollover into QRA23 works.
Trenton Road	\$ 2,759,624.32	\$ 1,818,405.82	100%	0.66	Road partially constructed before wet season shutdown, remaining scope will be rolledover into QRA23 scope
Iffley Road	\$ 48,565.72	\$ 50,989.60	100%	1.05	Road marked at 100% due to significant additional damage incurred from 2023 event. All scope is expected to rollover into QRA23 works.
Broadwater Access	\$ 15,718.68	\$ 12.05	100%	0.00	Overlapping camp and establishment costs with simultaneously constructed Broadwater - Iffley Road and Claraville Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Broadwater - Iffley Road	\$ 3,253,190.35	\$ 2,706,692.15	100%	0.83	Overlapping camp and establishment costs with simultaneously constructed Claraville Road and Broadwater Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Cowan Downs Access	\$ 109,883.67	\$ 17,172.96	100%	0.16	Overlapping camp and establishment costs with simultaneously constructed QRA22 Cowan Downs Access scope. When assessing roads together expenditure is expected to align closely with the combined RV.
Claraville Road	\$ 802,925.42	\$ 41,677.43	100%	0.05	Overlapping camp and establishment costs with simultaneously constructed Broadwater - Iffley Road and Broadwater Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Old Croydon Road (Unsealed)	\$ 410,198.93	\$ 201,474.78	100%	0.49	Road partially constructed before wet season shutdown, remaining scope will be rolledover into QRA24 scope
TOTAL	\$ 9,601,188.43	\$ 5,372,816.61			

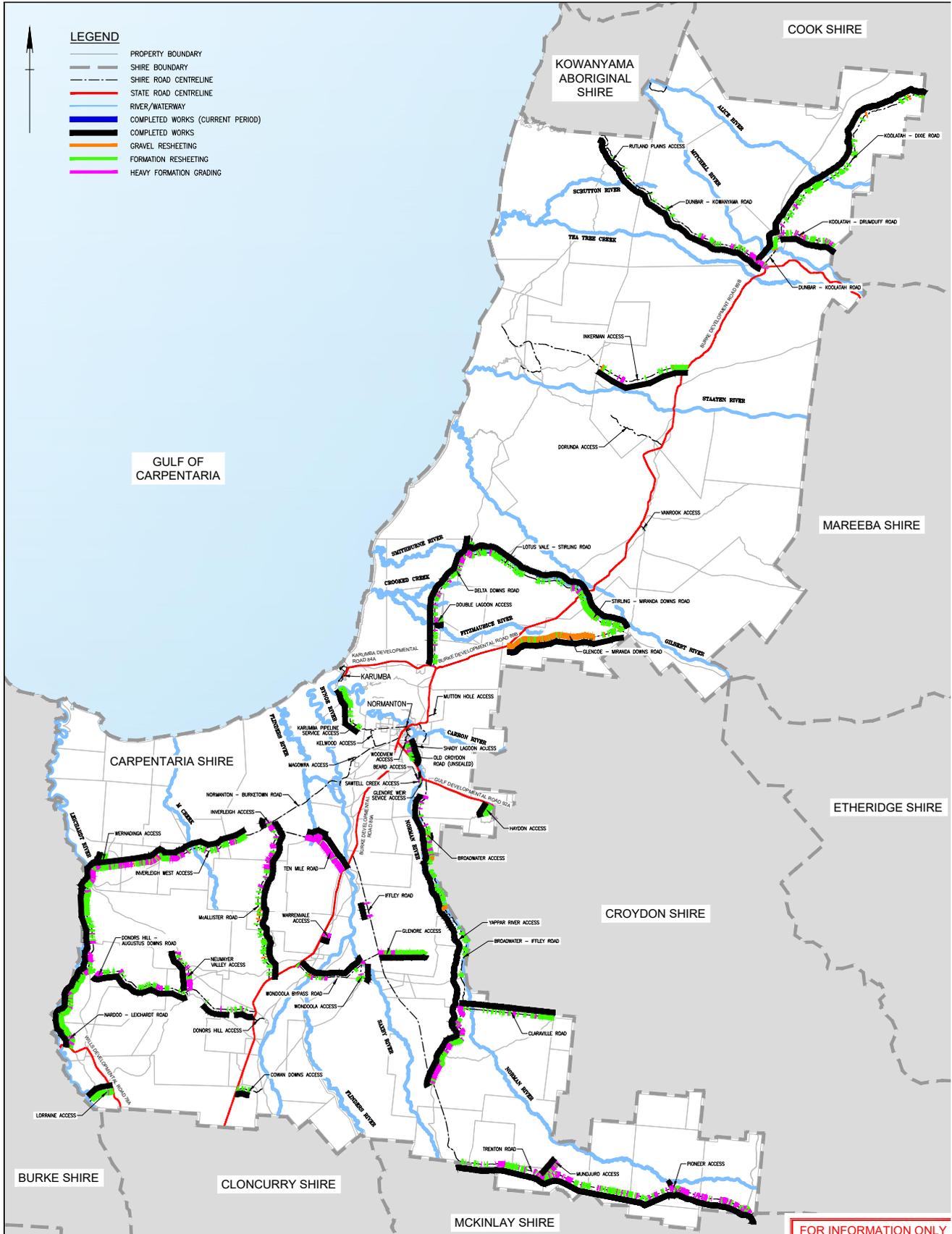
*Expected expenditure ratio is the ratio of final expenditure divided by the recommended value. (i.e. 1.5 is 50% over budget, 0.8 is 20% under budget)

Submission 2 - CSC.0054.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Wernadinga Access	\$ 408,403.56	\$ 206,933.00	100%	0.51	Overlapping camp and establishment costs with simultaneously constructed Normanton - Burketown. When assessing roads together expenditure is expected to align well with the combined RV.
Lorraine Access	\$ 537,639.45	\$ 549,594.98	100%	1.02	
Ten Mile Road	\$ 812,165.79	\$ 577,623.55	100%	0.71	Significant cost savings were achieved due to the construction crew working from town with no camp establishment and ongoing camp costs required during construction.
Neumayer Valley Access	\$ 408,933.45	\$ 128,648.64	100%	0.31	Overlapping camp and establishment costs with simultaneously constructed QRA21 Donors Hill - Augustus Downs Access and QRA22 Neumayer Valley Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Inverleigh Access	\$ 2,341.08	\$ 3,237.50	100%	1.38	Overlapping camp and establishment costs with simultaneously constructed QRA21 Inverleigh Access (Secondary Access) and QRA22 Inverleigh and Inverleigh West Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Normanton - Burketown Road	\$ 3,384,537.60	\$ 2,127,501.51	100%	0.63	Road partially constructed before wet season shutdown, remaining scope will be rolledover into QRA23 scope
McAllister Road	\$ 1,111,966.62	\$ 58,503.91	100%	0.05	Road partially constructed before wet season shutdown, remaining scope will be rolledover into QRA23 scope
Inverleigh Access (Secondary Access)	\$ 6,577.32	\$ -	100%	0.00	Significant cost savings were achieved due to the construction crew working from town with no camp establishment and ongoing camp costs required during construction.
Donors Hill - Augustus Downs Road	\$ 1,141,343.18	\$ 1,647,012.23	100%	1.44	Overlapping camp and establishment costs with simultaneously constructed QRA21 and QRA22 Nardoo - Leichardt Road and Neumayer Valley Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Karumba Pipeline Service Access	\$ 732,792.98	\$ 627,124.71	100%	0.86	Cost savings were achieved due to the construction crew working from town with no camp establishment and ongoing camp costs required during construction.
Nardoo - Leichardt Road	\$ 4,089,855.77	\$ 3,027,534.95	100%	0.74	Overlapping camp and establishment costs with simultaneously constructed QRA22 Nardoo - Leichardt Road, QRA21 Donors Hill - Augustus Downs Road and QRA21 and QRA22 Neumayer Valley Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Yappar Street	\$ 32,194.71	\$ -	100%	0.00	Road marked at 100% due to significant additional damage incurred from 2024 event. All scope is expected to rollover into QRA24 works.
TOTAL	\$ 12,668,751.51	\$ 8,953,714.98			

Submission 3 - CSC.0048.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Inkerman Access	\$ 562,783.25	\$ 488,934.26	100%	0.87	Overlapping camp and establishment costs with simultaneously constructed 2020 Inkerman Access. When assessing roads together expenditure is expected to align well with the combined RV.
Glencoe - Miranda Downs Road	\$ 3,529,821.76	\$ 2,577,328.41	100%	0.73	Overlapping camp and establishment costs with simultaneously constructed Lotus Vale - Stirling Road and Stirling - Miranda Downs Road. When assessing roads together expenditure is expected to align well with the combined RV.
Stirling - Miranda Downs Road	\$ 924,687.03	\$ 231,518.96	100%	0.25	Road partially constructed before wet season shutdown, remaining scope will be rolledover into QRA23 scope
Delta Downs Road	\$ 1,121,390.34	\$ 211,719.55	100%	0.19	Road marked at 100% due to significant additional damage incurred from 2023 event. All scope is expected to rollover into QRA23 works.
Lotus Vale - Stirling Road	\$ 1,128,254.06	\$ 518,820.87	100%	0.46	Road partially constructed before wet season shutdown, remaining scope will be rolledover into QRA23 scope
Double Lagoon Access	\$ 165,580.92	\$ 68,314.46	100%	0.41	Significant cost savings were achieved due to the construction crew working from town with no camp establishment and ongoing camp costs required during construction.
TOTAL	\$ 7,432,517.36	\$ 4,096,636.51			

Submission 4 - CSC.0042.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Dunbar - Koolatah Road	\$ 254,319.58	\$ 378,030.26	100%	1.49	Overlapping camp and establishment costs with simultaneously constructed 2020/21 Koolatah - Drumduff Road, 2020/21 Koolatah - Dixie Road and 2021 Dunbar - Koolatah Road. When assessing roads together expenditure is expected to align well with the combined RV.
Koolatah - Drumduff Road	\$ 408,762.84	\$ 378,959.21	100%	0.93	Overlapping camp and establishment costs with simultaneously constructed 2020/21 Koolatah - Dixie Road, 2020/21 Dunbar - Koolatah Road and 2021 Koolatah - Drumduff Road. When assessing roads together expenditure is expected to align well with the combined RV.
Dunbar - Kowanyama Road	\$ 254,319.58	\$ 1,602,438.75	100%	1.72	Overlapping camp and establishment costs with simultaneously constructed QRA22 Dunbar - Kowanyama Road scope. When assessing roads together expenditure is expected to align closely with the combined RV. Road partially constructed before wet season shutdown, remaining scope will be rolledover into QRA24 scope
TOTAL	\$ 917,402.00	\$ 2,359,428.22			

Submission 5 - CSC.0049.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Koolatah - Dixie Road	\$ 1,359,200.81	\$ 1,847,570.85	100%	1.36	Road partially constructed before wet season shutdown, remaining scope will be rolledover into QRA23 scope
TOTAL	\$ 1,359,200.81	\$ 1,847,570.85			



FOR INFORMATION ONLY

NO.	DATE	DESCRIPTION	DESIGN	APPROVED
22	04/03/24	REVISED FOR MARCH MEETING	AB	
21	12/02/24	REVISED FOR FEB MEETING	AB	
20	09/01/24	REVISED FOR JAN MEETING	AB	
19	05/12/23	REVISED FOR DEC MEETING	AB	
18	06/11/23	REVISED FOR NOV MEETING	AB	
1	19/11/21	INITIAL ISSUE		



CLIENT	DESIGN	DESIGN	DATE	APPROVED	APPROVED
	MG	MG			

PROJECT REF	CARPENTARIA SHIRE COUNCIL ROADS
DRAWING REF	2021 CONSTRUCTION SEASON COMPLETED WORKS
DRAWING NO	101-021-SK703
SIZE	A1
REVISION	22

CARPENTARIA SHIRE COUNCIL

SUMMARY OF QRA22 EXPENDITURE

CURRENT

Project Completed

Forecast Project Expenditure to RV Ratio

1/03/2024

86.2%

1.03



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
TOTAL	\$ 4,005,053.81	\$ -			

*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)

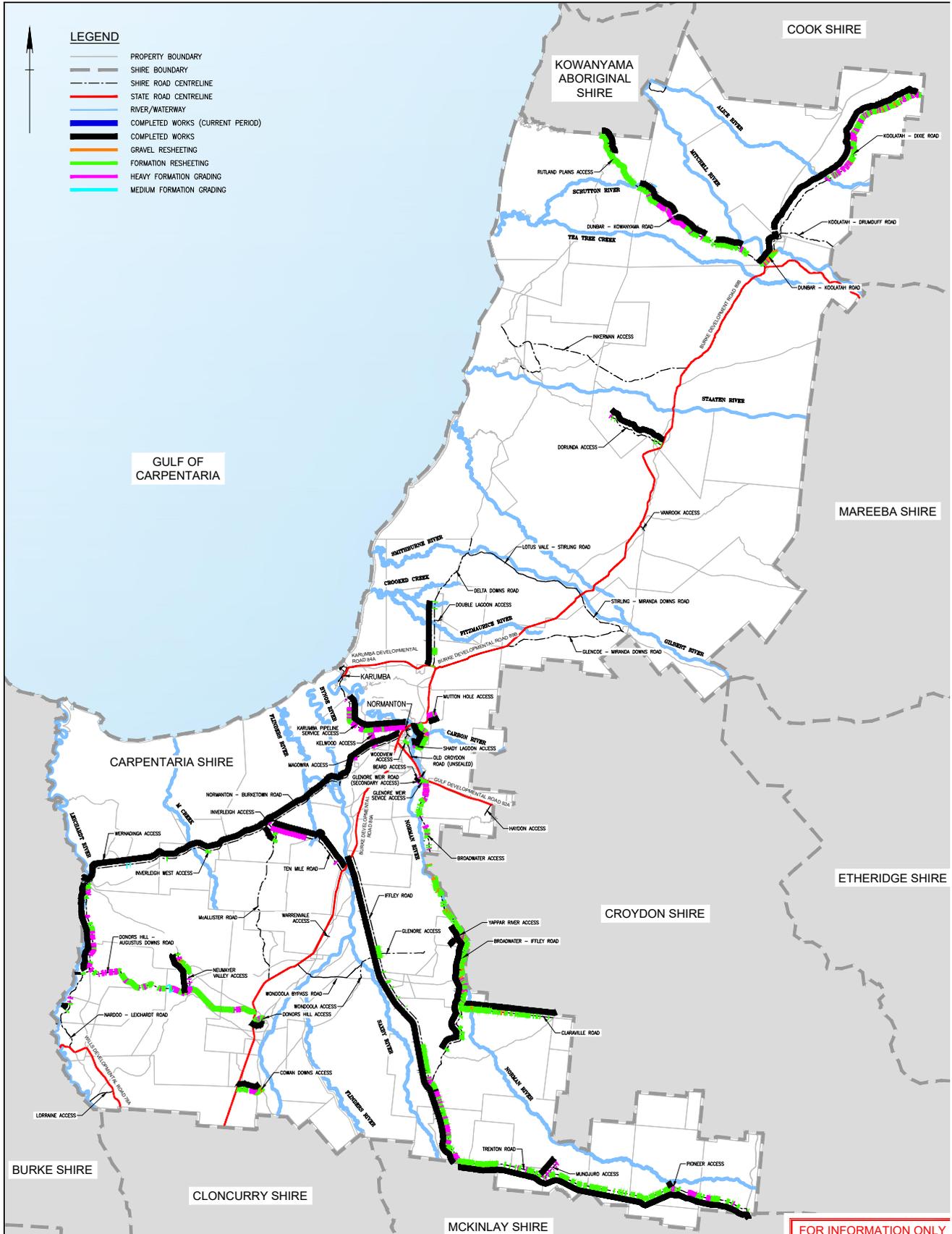
Submission 1 - CSC.0060.2122D.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Yappar River Access	\$ 96,778.87	\$ 90,508.65	100%	0.94	Overlapping camp and establishment costs with simultaneously constructed Yappar River Access (Secondary Access) and QRA21 Broadwater - Iffley Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Yappar River Access (Secondary Access)	\$ 39,976.45	\$ -	100%	0.00	Overlapping camp and establishment costs with simultaneously constructed Yappar River Access and QRA21 Broadwater - Iffley Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Beard Access	\$ 21,971.41	\$ -	100%	0.00	Overlapping camp and establishment costs with simultaneously constructed Glenore Weir Road, Glenore Weir Secondary Access and Glenore Weir Service Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Iffley Road	\$ 4,856,868.60	\$ 1,680.00	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	Overlapping camp and establishment costs with simultaneously constructed Beard Access, Glenore Weir Secondary Access and Glenore Weir Service Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Glenore Weir Road (Secondary Access)	\$ 5,146.14	\$ -	100%	0.00	Overlapping camp and establishment costs with simultaneously constructed Beard Access, Glenore Weir Road and Glenore Weir Secondary Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Glenore Weir Service Access	\$ 63,999.36	\$ 34,877.56	100%	0.54	Overlapping camp and establishment costs with simultaneously constructed Beard Access, Glenore Weir Road and Glenore Weir Secondary Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Claraville Road	\$ 1,665,824.70	\$ 1,150,290.43	100%	0.69	Overlapping camp and establishment costs with simultaneously constructed QRA21 and QRA22 Broadwater - Iffley Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Broadwater - Iffley Road	\$ 4,346,661.50	\$ 2,637,177.91	54%	1.12	Accrued costs processing, road was partially constructed before wet season shutdown, remaining works will be undertaken in 2024 construction season
TOTAL	\$ 10,970,016.36	\$ 3,856,012.93			

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	\$ 399,507.93	100%	0.47	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	\$ 3,522.40	100%	0.01	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	\$ 1,706.25	100%	0.66	Asset marked at 100% due to significant extra damage being identified, a rollover is expected
Rutland Plains Access	\$ 97,628.71	\$ -	100%	0.00	Asset marked at 100% due to significant extra damage being identified, a rollover is expected
TOTAL	\$ 4,635,031.35	\$ 480,094.61			

Submission 2 (CSC.0063.2122D.REC)					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Neumayer Valley Access	\$ 432,541.55	\$ 393,490.85	100%	0.91	Overlapping camp and establishment costs with simultaneously constructed QRA21 Donors Hill - Augustus Downs Access and QRA21 Neumayer Valley Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Donors Hill Access	\$ 289,892.91	\$ 149,116.83	100%	0.51	Overlapping camp and establishment costs with simultaneously constructed with QRA21 Warrenvale Access and QRA21 Donors Hill - Augustus Downs Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Inverleigh Access	\$ 27,124.21	\$ 1,718.26	100%	0.06	Significant cost savings were achieved due to the construction crew working from town with no camp establishment and ongoing camp costs required during construction.
McAllister Road	\$ 146,560.60	\$ 571.48	100%	0.00	Asset marked at 100% due to significant extra damage being identified, a rollover is expected
Normanton - Burketown Road	\$ 162,302.51	\$ 1,921.48	100%	0.01	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	\$ 401,662.50	100%	0.78	Overlapping camp and establishment costs with simultaneously constructed with QRA21 Cowan Downs Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Karumba Pipeline Service Access	\$ 1,125,778.01	\$ 848,119.32	100%	0.75	Significant cost savings were achieved due to the construction crew working from town with no camp establishment and ongoing camp costs required during construction.
Augustus Downs Access	\$ 31,886.54	\$ 21,528.19	100%	0.68	Overlapping camp and establishment costs with simultaneously constructed QRA21 Donors Hill - Augustus Downs Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Nardoo - Leichardt Road	\$ 853,337.09	\$ 1,163,374.80	100%	1.36	Overlapping camp and establishment costs with simultaneously constructed QRA21 Nardoo - Leichardt Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Kelwood Access	\$ 287,341.93	\$ -	100%	0.00	Asset marked at 100% due to significant extra damage being identified, a rollover is expected
Donors Hill - Augustus Downs Road	\$ 4,133,078.25	\$ 2,176,037.56	0%	1.00	Preliminary costs booked for gravel push-up, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction.
Inverleigh West Access	\$ 29,980.97	\$ 58,040.05	0%	1.00	Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction.
Magowra Access	\$ 55,471.26	\$ -	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.
TOTAL	\$ 8,673,780.64	\$ 5,216,498.83			

Submission 4 (CSC.0064.2122D.REC)					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Dunbar - Kowanyama Road	\$ 3,499,367.68	\$ 7,758,710.72	100%	2.22	Overlapping camp and establishment costs with simultaneously constructed QRA21 Dunbar - Kowanyama Road scope. When assessing roads together expenditure is expected to align closely with the combined RV.
TOTAL	\$ 3,499,367.68	\$ 7,758,710.72			

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
TOTAL	\$ 15,000,000.00	\$ -			



FOR INFORMATION ONLY

NO.	DATE	DESCRIPTION	DESIGN	APPROVED
12	04/03/24	REVISED FOR MARCH MEETING	AB	
11	12/02/24	REVISED FOR FEB MEETING	AB	
10	09/01/24	REVISED FOR JAN MEETING	AB	
9	05/12/23	REVISED FOR DEC MEETING	AB	
8	06/11/23	REVISED FOR NOV MEETING	AB	
1	08/05/23	INITIAL ISSUE		



CLIENT	APPROVED
DESIGN	APPROVED
DATE	ISSUE

PROJECT REF	CARPENTARIA SHIRE COUNCIL ROADS
DRAWING REF	2022 CONSTRUCTION SEASON COMPLETED WORKS
DRAWING NO	101-022-SK701
SIZE	A1
REVISION	12

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)	Soda Ash Batching Machine	\$180,000	01/12/2023
Recovery and Resilience Grants (RRG)	Normanton WTP Chlorine Generator Cell Upgrade & Karumba Sewerage 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 Sewerage 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
Flood Mitigation Infrastructure (FMI)	Armstrong Creek Causeway	\$793,339	31/12/2023
Queensland Resilience and Risk Reduction Fund (QRRRF)	Inverleigh West Causeway Upgrade	\$500,000	30/06/2024
Queensland Resilience and Risk Reduction Fund (QRRRF)	Karumba Foreshore	\$500,000	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)	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
Flood Risk Management Program (FRMP)	WP3 Flood studies, risk assessments, management studies and intelligence systems	\$171,785	30/06/2024

Project has been completed

BUSINESS PAPERS

12.3 WATER AND WASTE MONTHLY REPORT

Attachments: NIL
Author: Joe Beddows - Technical Officer - Water and Waste
Date: 7 March 2024

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

Key Strategy: Provision of safe and reliable infrastructure (roads, water and sewer, buildings and facilities, etc.)

Executive Summary:

This report has been prepared to provide Council with an overview of actions completed and underway within the Water and Waste Department throughout February.

The following items of interest are presented in further detail within the report:

- Total treated water consumption (Normanton and Karumba) was 42.1ML for the month.
- Reservoir cleaning planned to recommence mid march.
- Eight eOne pump replacements occurred for the month of February.

RECOMMENDATION:

That Council:

1. receive and note the Water and Waste Monthly Report for January 2024; and
2. that those matters not covered by resolution be noted.

Background:

Water Industry Update

The next NW-QWRAP is scheduled for 30 of May 2024.

- Reservoir cleaning activities in Normanton and Karumba are set to resume following further delays caused by flooding in Central and North West Queensland. The program has recommenced with ongoing works in Julia Creek, and upcoming cleaning efforts are scheduled to begin in Normanton and Karumba in late May – early June.

Operations

Normanton-Karumba Water Supply Scheme

- Wet season precautions continue and chemical supplies are being maintained as required with varying road closures during the month.
- New generator slab and footpath constructed at Normanton Water Treatment Plant
- Two minor leaks were reported for the Karumba water main distribution network, no major leaks reported.

The water level at Glenore Weir was measured at 8.84m on the last day of the month. The Bureau of Meteorology recorded 244.2mm of rain at Normanton Airport during the month.

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Figure 1 – Glenore Weir River Height at end of month

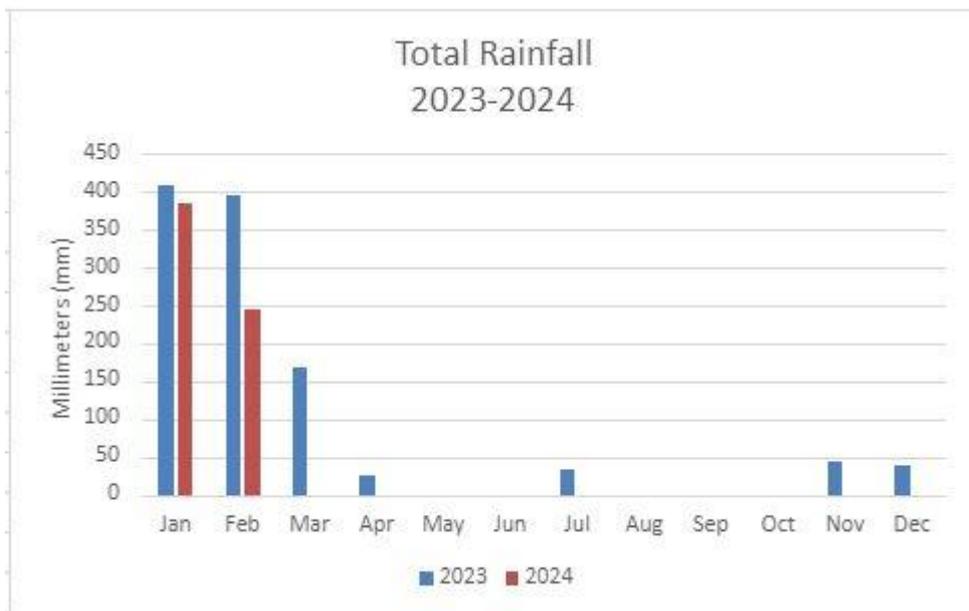


Figure 2 – Monthly Rainfall

For the month of January, approximately 45.8ML was pumped from Glenore Weir and 2.4ML from the Normanton bore for a total of 48.2ML of raw water.

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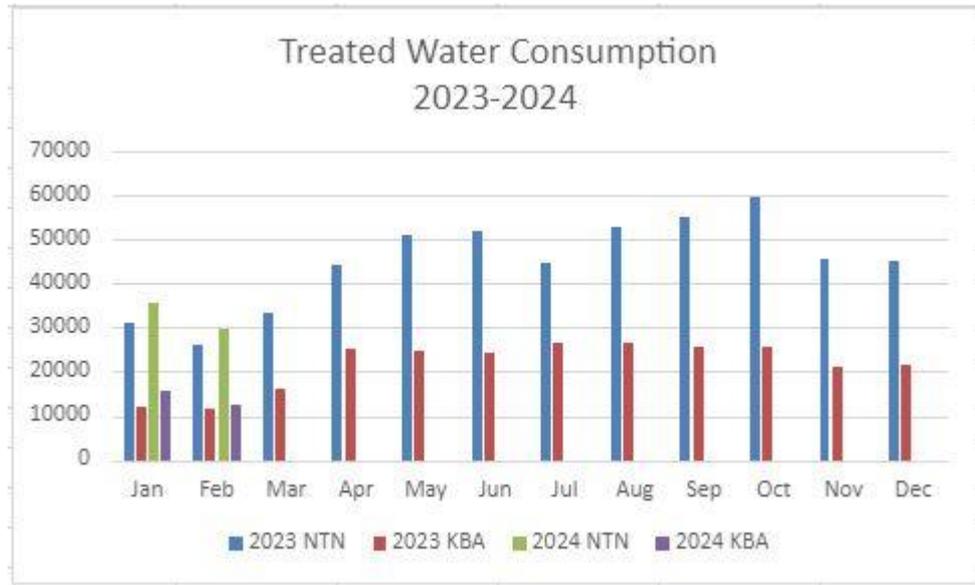


Figure 3 – Treated Water Consumption by Zone

Normanton Sewerage Scheme

Normanton STP continues to operate effectively since the renewal works completed for the inlet in November. Access to the sewer lagoons during the wet season is restricted, operators attend periodically to maintain aerators and grit screen.

Karumba Sewerage Scheme

- During February, eight (8) low pressure pumps were replaced.
- 36 e-one pumps and 7 new Aquatec pumps remain in stock for Karumba
- Both Membrane's are not running on their full capacity to produce permeate for the month of February. Extensive de-ragging and inspection of the membranes was carried out again during February. Both membranes have lost 12 filter straws within the last 3 years, contributing to their loss of performance.



Photo: Membrane Filter Straws

- Karumba Sewage Treatment facility treated approximately 7.2ML during January.

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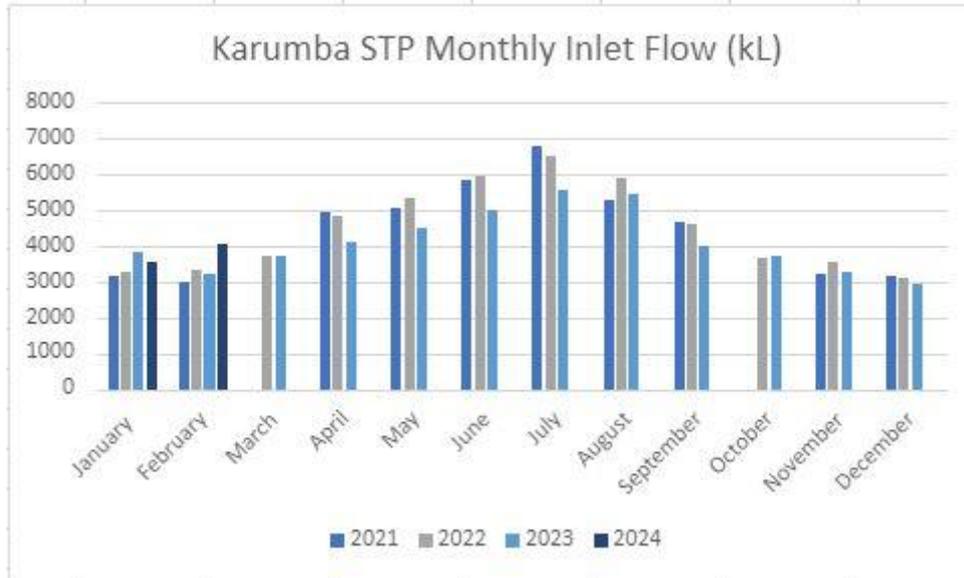


Figure 4 – Total Monthly inlet flow for Karumba STP

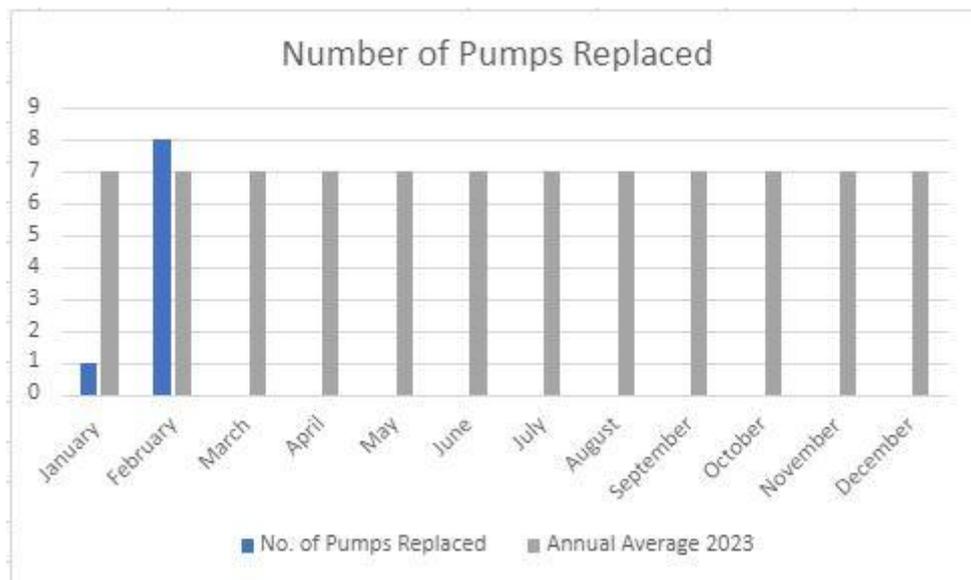


Figure 5 – Sewer Reticulation Pump Replacements

Waste Services

New signage was installed at Normanton Transfer Station, and new signage ready to be installed at Karumba Transfer station once the road re-opens.

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Photo: New signage at Normanton Transfer Station

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

Compliance

The Drinking Water Quality Management Plan amendment has been submitted. Water and Waste have engaged a suitably qualified consultant to support the team to meet this legislative requirement.

Item	Description	Due	Status	Comment
1	Service Provider Annual Registration	July 23	✓	<u>Complete.</u>
2	Waste Annual Data Survey	Aug 23	✓	<u>Complete.</u> Data has been estimated as Councils systems do not support data management for the indicators.
3	Queensland Government Key Performance Indicator Reporting	Oct 23	✓	<u>Complete.</u> Some data has been estimated as Councils systems do not support data management for all indicators.
4	Waste Environmental Permit Report	Nov 23	○	Report has been written.
5	Sewerage Environmental Permit Report	Nov 23	○	Report has been written.
6	Drinking Water Quality Management Plan Annual Report	Dec 23	✓	<u>Complete.</u>
7	Fluoride Public Health Report - March, June, September, December	Dec 23	✓	<u>Complete.</u>

BUSINESS PAPERS

Item	Description	Due	Status	Comment
8	Drinking Water Quality Management Plan Review	Jan 24	✓	Complete

Projects – Capital & Funded Works Underway

Project No.	Project Name	On Time	On Budget	Comment
CO2411	Waste - New fencing and repair fencing at Normanton Landfill	✓	✓	Complete.
CO2410	Waste - Security System Design and install - Karumba	✓	✓	Complete.
CO2409	Waste - Security System Design and install - Normanton	✓	✓	Complete.
CS2403	Sewer - Analyser Upgrades / Replacement Program	✓	✓	To be completed this calendar year.
CS2401	Sewer - Generator for Pump Station 3	○	○	Pending install.
CS2202	Sewer - Karumba - Pump Replacement (eOne)	✓	✓	Stage 2 complete.
CS2405	Sewer - Karumba Sewerage Upgrades and Renewals	○	○	Progressing.
CS2201	Sewer - Karumba STP - Membrane Replacement & Skid Renewal	○	○	Options analysis and specification being finalized and will be presented to Council once options are received from the market.
CS2404	Sewer - Pump Replacement Program	✓	✓	Complete.
CS2402	Sewer - STP – Aerators	✓	✓	Complete.
CW2406	Water - Analyser Upgrades / Replacement Program	✓	✓	Quotes being sought for remainder of scope.
RRF001A	Water - Glenore Weir Raw Water Upgrade - Emergency Intake Structure	○	○	On track.
CW2204	Water - Glenore Weir Water Pipe Replacement Planning Project	✓	✓	On track.
CW2405	Water - Karumba Chlorination Renewal	✓	✓	Commenced. Quotes being sought to extend the Chemical storage area and dosing arrangement updates to ensure compliance.
RRF002	Water - Karumba Water Tower/Reservoirs On site Chlorine Generator	✓	✓	Complete.
CW2402	Water - Meter Replacement Program - Pending advice in Smart Metering Business Case	○	○	Ongoing.
RRF005	Water - Normanton Treatment Plant - Replacement of Soda Ash Dosing system	✓	✓	Complete.
CW2401	Water - Normanton Water Treatment Plant Storage Upgrades	○	✓	Ongoing.

BUSINESS PAPERS

<u>Project No.</u>	<u>Project Name</u>	<u>On Time</u>	<u>On Budget</u>	<u>Comment</u>
CW2408	Water - Pump Replacement Program	✓	✓	Ongoing.
CW2403	Water - SCADA / Telemetry Renewals	✓	✓	Awaiting install.
WQ2205	<i>Water - Treatment Plant - Controls/Monitoring - Priorities to be established.</i>	✓	✓	<u>Complete.</u>

Operational Works / Projects raised by Council

<u>Date</u>	<u>Ref</u>	<u>Description</u>	<u>On Time</u>	<u>On Budget</u>	<u>Comment</u>
21/06/23	3	Customer Service Standards	✓	✓	Report is being presented to Council in March Meeting.
20/11/23	4	Water and Waste Resourcing Investigate alternate arrangements to deliver services.	○	✓	<ul style="list-style-type: none"> - Onboarding for the 2x Trainees continues. - eOne Service agreement (On Hold) - recruitment for Karumba Operator (On Hold pending Housing)

Consultation (Internal/External):

- Michael Wanrooy - Director of Engineering
- Joe Beddows – Technical Officer (Water and Waste)
- Matthew Brennan – Project Engineer
- Trades and operational staff
- *qldwater*
- *Viridis Consultants*
- *AgNr Consultants*
- *Wanless Pty Ltd*
- Department of Environment and Science

Legal Implications:

- Low.

Financial and Resource Implications:

- Medium.

Financial

BUSINESS PAPERS

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure	\$6,724,388	3,555,429	667,848	4,223,276
Landfill/ Waste Transfer Operations	\$979,853	532,553	317,194	849,747
Raw Water Network	\$55,000	1,117	473	1,590
Refuse Collection	\$203,083	151,515	0	151,515
Sewerage	\$1,923,140	924,149	122,846	1,046,994
Water	\$3,563,313	1,946,095	227,335	2,173,431
Operating Income	-\$4,284,500	-3,912,647	0	-3,912,647
Landfill/ Waste Transfer Operations	-\$737,000	-778,992	0	-778,992
Refuse Collection	\$0	-4,101	0	-4,101
Sewerage	-\$1,695,000	-1,550,630	0	-1,550,630
Water	-\$1,852,500	-1,578,924	0	-1,578,924
Grand Total	\$2,439,888	-357,218	667,848	310,630

Risk Management Implications:

- Continue to monitor.

BUSINESS PAPERS

12.4 WORKSHOP REPORT

Attachments: NIL
Author: William Bollen - Workshop Foreman
Date: 7 March 2024

Key Outcome: 5.1 - Integrated and timely provision and management of sustainable infrastructure and assets

Key Strategy: 5.1.1 Develop a Strategic Infrastructure and Asset Management Plan to guide the provision, maintenance, decommissioning, replacement and enhancement of Council assets and infrastructure.

Executive Summary:

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

RECOMMENDATION:

That Council:

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

Background:

Service, Repairs and Maintenance

Completed Tasks:

Below is the works carried out over the last month.

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

Current and Completed Tasks	
P3118 Grader	Complete Wet Season Maintenance. Oils. Tandems. Adjustments engine.
P3515 Grader	Replace 2 tyres, replace batteries, prep for service
P1169 Hilux	Replace 2x by tyres and Service
P3717 Grader	Complete Wet Season Maintenance. Oils. Tandems. Adjustments engine.
P1909 Hilux	Replace tyre
P2403 Western Star	Replace Throttle and EGR Actuator and complete burn off
P2703 RMPC HINO	Complete Service, replace exhaust valve solenoid and replace cabin fan
Current and Completed Tasks (contd.)	
P1164 Cruiser	Check Steering, replace steering dampener and repair fuel line leak
P2001 Garbage Truck	Replaced 8x tyres

BUSINESS PAPERS

P1170 Hilux	Service and replace 4x tyres
P2903 Job Truck	Replaced Alternator, repaired wiring loom to cluster, re-gas A/C system.
P3516 Grader	Complete Wet Season Maintenance. Oils. Tandems. Adjustments engine. Replaced transmission hose
P4511 Mower	Replace tyres
P1181 Hilux	Replace 2x tyres and front brake pads
P1174 Cruiser	Service and replace 2x tyres
NTN Generators	All generators started and refuelled
KBA Generators	All Generators started and refuelled
Toro Mowers	Serviced and blades replaced
Pioneer Camps x2	Wheel Bearings Repacked and seals replaced, brakes adjusted
P1164 Cruiser	Currently being serviced
P1877 Colorado	Full service and
P2902 Job Truck	Transmission with Irelands Isuzu for Repairs
Fitter in Karumba While Roads are closed	Perform maintenance to plant and operate plant

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

- P1877- Colorado Aircon alloy pipe replacement and full service
- P3609- Backhoe hoping to commence installation of replacement engine on 13th of March

Consultation (Internal/External):

- Nil.

Legal Implications:

- Nil.

Financial and Resource Implications:

- Nil.

Risk Management Implications:

- Within normal operating parameters.

BUSINESS PAPERS

12.5 BUILDING AND PLANNING REPORT

Attachments: NIL
Author: Elizabeth Browning - Engineering Records Operator
Date: 6 March 2024

Key Outcome: 4.1 - Sustainable urban and rural development
Key Strategy: 4.1.1 Ensure development accords with Carpentaria Shire Council's planning scheme, planning instruments, codes and legislation.

Executive Summary:

The report is to advise Council of relevant planning and building activities within the Shire for the month of February 2024.

RECOMMENDATION:

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

Background:

Planning Applications Received

DA No.	Applicant	Address	Application Type	Status
I/2335	Dylan Leschke c/- Gilvear Planning	23 Matilda Street Normanton QLD 4890 (Lot 98 N14812)	MCU (Industry on land)	Public Notification ended; Further advice requested
I/2334	Paul Prenzler, Royal Haskoning DHV	2 Ward Street Karumba QLD 4891 (Lot 60 RP818020); 24-28 Palmer Street Karumba QLD 4891 (Lot 1 SP168781); Esplanade, Karumba QLD 4891 (Lot 56 K3645); 30 Palmer Street Karumba QLD 4891 (Lot 55 K3645); (Lot 54 K3645); (Lot 14 SP252497).	Operational Tidal Works (Coastal protection works, rock revetment wall and groyne) Stage 2 & 3	Response from SARA with Information Request SARA 2312- 38232
I/2329	Paul Prenzler,	Palmer Street	Operational Tidal	Response and

BUSINESS PAPERS

	Royal Haskoning DHV	Karumba QLD 4891 (Lot 11 NM843281 and Lot 68 NM98)	Works (Coastal protection works, rock revetment wall and groyne) Stage1	conditions from SARA 2310-37292
--	------------------------	--	---	---------------------------------------

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/2407	Bartos Construction	32 Landsborough Street Normanton QLD 4890 (Lot 21 RP884163)	Alterations to an existing Awning	Tba
I/2340	Tba	Lot 199 Brown Street Normanton QLD 4890 (Lot 199 SP116566)	New Normanton Hospital	

Applications pending waiting on further information (Applicants advised)

DA No.	Applicant	Address	Application Type	Date Received
I/2227	Epic Environmental Pty Ltd on behalf of AACo	(Lot 2 TD1, Lot 1 & 2 on TD4, &) Lot 166 SP276509	Assessment Determination – Gulf Irrigation Project	01/12/2022. (Request for Third Party advice)
I/2302	tba	3 Ellis Street, Normanton 4890 (Lot 26 N14849)	Dual occupancy	tba
I/2304	tba	Karumba Point Caravan Park, Karumba QLD 4891 (Lot 11 SP258858)	Purchase State Land (boundary realignment – Lot 11 SP258858)	tba

BUSINESS PAPERS

Non-Conformance

DA No.	Applicant	Address	Application Type	Status
N/A				

Consultation (internal/external)

- Jennifer Roughan – Consultant Town Planner
- Harry Baumann – Design Manager Hutchinson Builders (NTN Hospital)
- Emma Meiklejohn – Hutchinson Builders (Normanton Hospital)
- Tim Thompson – Hutchinson Builders (Normanton Hospital)
- Jo Matshazi – Service Stream (upgrade to Mobile Phone Base - 53 Yappar St KBA)
- Elliot Nelson – Town Planner BSA
- Anthony Westbury – Planning Officer (DSDILGP) Carpentaria Shire Council's Planning Scheme (version 6 ref:MC24/53)

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

12.6 RURAL ROADS POLICY

Attachments: 12.6.1. Rural Roads Policy 2024 [↓](#)
Author: Kerrod Giles - Engineer
Date: 6 March 2024

Key Outcome: A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy: Provision of safe and reliable infrastructure (roads, water and sewer, buildings and facilities, etc.)

Executive Summary:

It has been a couple of years since the Rural Roads Policy was originally adopted and has been reviewed and is presented to Council for formal consideration and adoption. Changes to the document have been highlighted in yellow and items to be changed upon resolution are highlighted in green.

RECOMMENDATION:

That Council:

1. note the minor changes and addition of Lilyvale Road and Barlawink Road to the draft policy; and
2. adopt the Rural Roads Policy.

Background:

With the completion of the Lilyvale subdivision roadworks, the new roads need to be added to the Rural Roads Policy. In addition to adding the roads to the policy, a review has been conducted.

Due to safety concerns the seal width on LRRS roads has been updated to 7.2m, previously 6m.

The draft is presented with changes made to the previous policy adopted in 2018 highlighted.

Council is requested to formally consider and adopt the updated Policy.

Consultation (Internal/External):

- Michael Wanrooy – Director of Engineering

Legal Implications:

- Nil

Financial and Resource Implications:

- Not applicable

Risk Management Implications:

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



RURAL ROADS POLICY

Document Details:

Document Reference Number:

Version Number: **2.0**

Responsible Department: Engineering

Next Scheduled Review Date: **February 2026**

Intent: The intent of this policy is to provide definitive guidance to Council staff, contractors, land owners, asset valuers and external auditors on how Council intends to construct and maintain roads under its control within the Carpentaria Shire Council area.

Version History:

Version	Approval Date	Comment	eDRMS #
2.0			
1.0	24/10/2018	Council Resolution 1018/015	

1. OBJECTIVES:

- 1.1. To establish guidelines for the management and administration of rural road networks and road reserves controlled by Carpentaria Shire Council.
- 1.2. To establish a road classification framework supported by current engineering standards.
- 1.3. To enable Council to make an informed decision as to the classification of local rural roads included on the road register.
- 1.4. To define guidelines that can be applied to all requests for maintenance on local rural roads.

2. SCOPE

- 2.1. This policy provides guidance as to the classification of local rural roads and the level of service to provide for the construction and maintenance of local rural roads.
- 2.2. This policy applies to all local rural roads within the Carpentaria Shire Council area.

3. POLICY

Policy Statement

- 3.1. Carpentaria Shire Council controls a large network of local rural roads which are mostly unsealed rural roads. This policy will assist in categorising these roads and providing further guidelines in terms of construction, maintenance and operational activities performed on this road network.
 - 3.2. Council is not legally required to maintain or administer all gazetted road reserves within its council area.
 - 3.3. Council has developed a road register (Appendix A – Local Rural Road Register and Appendix B – Mapping) that lists the roads that are currently maintained by Council. Roads that are maintained on this list are considered public roads open to the public for access, as stated in the *Local Government Act 2009*.
 - 3.4. For a road to be considered on the road register, it has to meet the *Local Government Act 2009* and has to be approved by Council and placed on the road register. The Act states:
“A public road is an area of land dedicated to public use as a road, is open to, or used by the public. A purely private thoroughfare, one made available to and used only by the owner of the area and the owner’s visitors, is not considered a public road.”
“If an off-alignment area satisfies it being public, it does not matter that the area is state-owned or privately owned; it is a road under Council control via the Local Government Act.”
 - 3.5. Roads will only be added to the road register after consideration from Council and taking into account:-
 - the cost to bring the road up to a minimum standard as defined by Council;
 - its impact on the total roads program; and
 - the section of concern has been surveyed by a registered surveyor to ensure the existing or proposed roadway will be contained fully within the existing road reserve and not generate any encroachments or off alignment issues. This will be at the cost of the applicant.
 - 3.6. The following categories of roads will not be maintained by Council:
 - Crown/State Government roads except those covered under Routine Maintenance Performance Contracts (RMPC)
 - Private Roads
 - Unspecified classifications (fire breaks and other private access tracks) Access for the improved management of a property is the responsibility of the landowner.
-

4. STANDARDS

PART 1 – LOCAL RURAL ROAD NETWORK

Road Classification

4.1. The Council's local rural road network is classified into the following categories:-

Table 1: Road Classification Criteria

Category 1: LRRS Roads	The criteria for a LRRS Roads is defined by "The Roads and Transport Alliance: Operational Guidelines" and require approval by the Regional Road Transport Group. They consist of one or more of the following: <ul style="list-style-type: none"> ▪ Provides a primary connecting function across more than one local government area within a regional road network. ▪ Form an important part of the economic development strategy of the region, including access to natural resources, agricultural areas, industrial zones and attractions of regional significance; ▪ Provide access to rail heads, freight depots, ports or major airfields from a higher order road; ▪ Connect shires, towns, cities, and regions and provide travel time and distance savings; ▪ Provide a connecting function across a local government boundary; ▪ Acts as a significant commuter route; ▪ Provide the only access to a remote community
Category 2: Primary Roads	Primary roads have at least one of the following characteristics: <ul style="list-style-type: none"> ▪ Roads that connect between higher order roads within the shire; or ▪ Roads that connect with neighbouring council's roads or interstate roads where these roads are of a comparable standard. ▪ Roads that service more than one property.
Category 3: Access Roads	Access roads have at least one of the following characteristics: <ul style="list-style-type: none"> ▪ No through roads; or ▪ service one property; ▪ a road that is the main access to a property ▪ A secondary access to a town/property where a higher order road exists.
Category 4: Point of Interest	These roads are defined as: <ul style="list-style-type: none"> ▪ A no through road connecting a point of interest (ie lookout, historical site)

Identification

4.2. Each local rural road has a start point at the designated beginning of the road. The starting point for all local rural roads is at either of the following points:

- the major carriageway (starting with the highest order roads); or
- the intersection of major carriageways in urban areas.

4.3. The start and end of the road is defined in Appendix A.

4.4. The end of a category 3 access road will be marked by a "Road Ends" sign.

4.5. This is the point at which Council's responsibility for the maintenance of the road and public access ceases.

4.6. Where a category 3 access road ends at a grid or gate, the road ceases 50 metres prior to the gate or grid and therefore, the gate or grid does not need to be licensed under Subordinate Local Law No: 1.15 (Carrying out Works on a Road or Interfering with a Road or its Operation) 2015.

Landlocked Property

4.7. Council is not obliged to provide road access to a landlocked parcel.

Adopted/Approved: 1018/011
 Version: 2.0
 Next Review Date: February 2026

Department: Engineering
 Section: Roads
 Page No: Page 3 of 8

Rural Roads Policy

- 4.8. The owner of the landlocked parcel may apply to the Supreme Court under the Property Law Act Section 180 for the statutory right of user, e.g. easement, over the land that separates his parcel from the nearest dedicated (and constructed) road.

Subdivision

- 4.9. Where the subdivision of land creates a new road, a condition of the development approval will be that the developer constructs the new road in accordance with Council requirements at the developer cost.
- 4.10. Where the subdivision of land or a new development involves the upgrading of a road within an existing road reserve and the upgrade is solely for the development, a condition of approval will be that the developer, at the developer’s expense, upgrade the existing road to a standard sufficient to service that development.
- 4.11. In other cases, Council may negotiate with the proponent for a contribution to the cost of the upgrade to enable the application to meet the requirements of the development.
- 4.12. The approval of a dwelling on a property, to which no constructed road exists, or the access does not meet a particular standard; does not commit the Council to the construction or repairs of that road. This will be the responsibility of the landowner.
- 4.13. Where an existing lot which currently forms part of a larger aggregation is sold to a third party, access to this land via a gazetted road will be at the new owner’s cost.

Closing of Roads

- 4.14. The Local Government Act 2009 empowers a local government to close any road (not just a dedicated road) permanently to all traffic, if there is another route reasonably available for the use by the traffic.
- 4.15. If Council elects to close a road, then it will be advertised locally and appropriately signed at each end, to inform users that this road is not a public road.

Roads off Alignment

- 4.16. Many of the roads within the Council area are off alignment. These roads will be treated as per the “Roads off Alignment and Undedicated Roads – Guidelines for Local Governments”. This will particularly be the case where a grazing lease is to be renewed.

Budget

- 4.17. The annual budget adopted by Council may include allocations for local rural road maintenance and upgrades in accordance with the Asset Management Plans adopted by Council.
- 4.18. Expenditure against the road budget will be driven by service levels and intervention levels.

PART 2 - DESIGN

Design Criteria

- 4.19. Road design criteria for local rural roads will be in accordance the standard set out in tables 4, 5 and 6 and industry best practice as determined by Council.
- 4.20. Where a road is upgraded, the road will be built to the vision standard set out in Table 4, Table 5 and Table 6. The vision standards below are a future goal for each road category.

Table 4. Width and Running Surface

Road Category	Formation Width	Pavement Width	Running Surface
Cat.1 LRRS	10m	8m	Gravel* and upgrade to seal** where funds permit
Cat.2 Primary Roads	8m	6m	Gravel – Best local quality available
Cat.3 Access Roads	6m	6m	Gravel – Best local quality available

Adopted/Approved: 1018/011
 Version: 2.0
 Next Review Date: February 2026

Department: Engineering
 Section: Roads
 Page No: Page 4 of 8

Rural Roads Policy

Cat.4 Point of Interest	8m	6m	Gravel/Seal
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* Gravel Type 2 Sub Type 2.2 Sourced Locally
 **Seal width is 7.2m wide

Table 5. Road Furniture

Road Category	Signage	Guideposts
Cat.1 LRRS	Fully compliant to MUTCD	Fully compliant to MUTCD
Cat.2 Primary Roads	High risk areas only*	High risk areas only*
Cat.3 Access Roads	High risk areas only*	High risk areas only*
Cat.4 Point of Interest	Fully compliant to MUTCD	Fully compliant to MUTCD

*High risk areas are identified through Risk Assessments or Road Audit.

Table 6. Floodway's

Road Category	High Flow Areas (with records of repeat damage)	Low flow areas
Cat.1 LRRS	Concrete floodways with RCBC or RCP structures	Bound Pavement Gravel* and Sealed**
Cat.2 Primary Roads	Bound Pavement Gravel* and Sealed**	Gravel
Cat.3 Access Roads	Gravel	Gravel
Cat.4 Point of Interest	Gravel	Gravel

* Gravel Type 2 Sub Type 2.2 Sourced Locally
 **Seal width is 7.2m wide

PART 3 – MAINTENANCE STANDARDS

Maintenance Levels

- 4.21. The majority of the local rural road network is unsealed. Consequently, the road condition at any time will be dependent on previous heavy vehicle usage and weather conditions. The level of service for the maintenance of local rural roads is largely dependent on the available budget. The below levels of service are indicative only.
- 4.22. Maintenance levels will also be assessed through asset management condition ratings to determine maintenance levels of rural roads.
- 4.23. The timing of when work is undertaken is dependent on weather conditions and available resources.

Table 3. Maintenance Levels of Service

Road Category	Light Formation Grading (Dry)	Heavy Formation Grading (Wet)	Re-sheeting	Upgrade: Pavement and Seal
Cat.1 LRRS	Annually	Every 1-2 years and based on condition assessment	Every 7 years nominally, sections as required	Based on funding availability from external sources
Cat.2 Primary Roads	Annually	Every 2-3 years and based on condition assessment	Sections as required	
Cat.3 Access Roads	Annually or as determined by condition assessment	Every 5 years and based on condition assessment	Sections as required	

Adopted/Approved: 1018/011
 Version: 2.0
 Next Review Date: February 2026

Department: Engineering
 Section: Roads
 Page No: Page 5 of 8

Rural Roads Policy

Cat.4 Point of Interest	As determined by condition assessment
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PART 4 - ALTERATION OR IMPROVEMENT TO COUNCIL CONTROLLED ROADS

- 4.24. If a property owner wishes to make improvements on a council controlled road, they must make application under Council Subordinate Local Law No. 1.1 Alteration or Improvement to Local Government Controlled Areas and Roads) 2015.
- 4.25. Any proposed roadworks effecting Council infrastructure will require the issue by council of an approved permit in accordance with Council Local Law No: 1 (Administration) 2015 and Subordinate Local Law No: 1.15 (Carrying out Works on a Road or Interfering with a Road or its Operation) 2015.
- 4.26. Sections of roadway improvements undertaken by third parties at their cost will not be maintained or improved by Council unless they are included on the adopted road register.

Grids and Gates

- 4.27. Gates and Grids are managed in accordance with Subordinate Local Law No: 1.15 (Carrying out Works on a Road or Interfering with a Road or its Operation) 2015.
- 4.28. The property owner is responsible for the supply of the grid to Councils standard.
- 4.29. Grid and gates are the responsibility of the property owner adjoining the reserve land (those that obtain benefit from the gate or grid).
- 4.30. The property owner is responsible for all costs associated with the maintenance of an existing gate or grid (including signage) or the construction costs associated with the installation of a new grid or the replacement of an existing gate or grid.
- 4.31. Table 2 sets out the minimum widths where gates and/or grids are allowed on a particular road category.
- 4.32. Where new or replacement grids/gates are to be installed, the minimum widths set out in Table 2 must be met.
- 4.33. The exception to this may be where a road is being realigned requiring the gate/grid to be relocated. Council will make a reasonable contribution towards these costs depending on the condition of the existing grid at the time.

Table 2. Grid/Gate Permitted Options

Road Category	Grids allowed	Gates allowed	Minimum width Required	Comments
Cat.1 LRRS	Yes	No	8m	Two Lane
Cat.2 Primary Roads	Yes	No	4m	Single Lane
Cat.3 Access Roads	Yes	Yes	4m	Single Lane
Cat.4 Point of Interest	Yes	No	4m	Single Lane

5. RESPONSIBILITIES

Compliance, monitoring and review

- The administration of this policy is the responsibility of the Director of Engineering

Reporting

6. DEFINITIONS

To assist in interpretation of this policy and associated standards and procedures, the following definitions shall apply:

Adopted/Approved:	1018/011	Department:	Engineering
Version:	2.0	Section:	Roads
Next Review Date:	February 2026	Page No:	Page 6 of 8

Rural Roads Policy

Council means Carpentaria Shire Council

Local Rural Road means a road open to and used by the public which is under the control of Council in accordance with the Local Government Act 2009 and which is located outside the boundary of a town common.

7. SUPPORTING DOCUMENTATION

Legislation	<ul style="list-style-type: none">Local Government Act 2009Local Government Regulation 2012
Policies	<ul style="list-style-type: none">Gates and Grids Policy (To be drafted)
Delegations	<ul style="list-style-type: none">
Forms	<ul style="list-style-type: none">
Supporting Documents	<ul style="list-style-type: none">ARRB Unsealed Roads Manual – Guidelines to Good PracticeLGAQ Roads off Alignment and Undedicated Roads – Guidelines for Local GovernmentsLocal Government Act 2009MUTCD Works on Roads Part 3

Adopted/Approved: 1018/011
Version: 2.0
Next Review Date: February 2026

Department: Engineering
Section: Roads
Page No: Page 7 of 8

Rural Roads Policy

Appendix A Local Rural Road Register

Adopted/Approved: 1018/011
Version: 2.0
Next Review Date: February 2026

Department: Engineering
Section: Roads
Page No: Page 8 of 8

SHIRE RURAL ROADS REGISTER			
Asset Number	Name	Classification	Length (m)
LRRS Roads (Local Roads of Regional Significance)			
1005	Dunbar - Kowanyama Road	LRRS	96,740.62
1010	Iffley Road	LRRS	130,999.57
1015	Koolatah - Dixie Road	LRRS	89,793.02
1020	Nardoo - Leichhardt Road	LRRS	73,457.78
1025	Normanton - Burketown Road	LRRS	149,054.08
Primary Roads			
2005	Broadwater - Iffley Road	Primary Road	127,947.51
2010	Claraville Road	Primary Road	37,167.32
2015	Delta Downs Road	Primary Road	55,954.30
2020	Donors Hill - Augustus Downs Road	Primary Road	74,827.41
2025	Dunbar - Koolatah Road	Primary Road	18,361.17
2030	Glencoe - Miranda Downs Road	Primary Road	47,809.99
2035	Glenore Weir Road	Primary Road	1,413.19
2040	Koolatah - Drumduff Road	Primary Road	22,551.93
2045	Lotus Vale - Stirling Road	Primary Road	51,437.94
2050	McAllister Road	Primary Road	68,154.53
2055	Old Croydon Road (unsealed)	Primary Road	7,840.00
2060	Pompuraaw Road	Primary Road	10,808.00
2065	Stirling - Miranda Downs Road	Primary Road	23,435.41
2070	Ten Mile Road	Primary Road	36,240.63
2075	Trenton Road	Primary Road	120,995.94
2080	Wondoola Bypass Road	Primary Road	37,952.01
Property Accesses			
3005	Augustus Downs Access	Access Road	686.06
3010	Beard Access	Access Road	615.59
3015	Broadwater Access	Access Road	557.52
3020	Cowan Downs Access	Access Road	11,160.86
3025	Dinah Island Access	Access Road	20,516.93
3030	Donors Hill Access	Access Road	4,902.04
3035	Dorunda Access	Access Road	25,123.32
3040	Double Lagoon Access	Access Road	3,021.90
3045	Glenore Access	Access Road	18,713.50
3050	Glenore Weir Service Access	Access Road	830.64
3055	Haydon Access	Access Road	5,189.13
3060	Inkerman Access	Access Road	83,751.32
3065	Inverleigh Access	Access Road	736.10
3070	Inverleigh West Access	Access Road	933.02
3075	Karumba Pipeline Service Access	Access Road	37,230.86
3080	Kelwood Access	Access Road	6,935.53
3085	Lorraine Access	Access Road	10,363.23
3090	Maggieville Access	Access Road	204.42
3095	Magowra Access	Access Road	2,928.94
3100	Mundjuro Access	Access Road	7,941.94
3105	Mutton Hole Access	Access Road	3,774.73

SHIRE RURAL ROADS REGISTER			
Asset Number	Name	Classification	Length (m)
3110	Neumayer Valley Access	Access Road	16,799.41
3115	Pioneer Access	Access Road	1,885.96
3120	Rutland Plains Access	Access Road	1,884.36
3125	Sawtell Creek Access	Access Road	976.64
3130	Shady Lagoon Access	Access Road	14,389.64
3135	Talawanta Access	Access Road	1,264.42
3140	Vanrook Access	Access Road	2,839.99
3145	Warrenvale Access	Access Road	3,157.05
3150	Wernadinga Access	Access Road	7,646.84
3155	Wondoola Access	Access Road	12,934.35
3160	Woodview Access	Access Road	983.45
3165	Yappar River Access	Access Road	2,820.03
Points of Interest			
4005	Burke and Wills Monument Access	Point of Interest	1,534.24

TOWN STREETS REGISTER			
Asset Number	Name	Classification	Length (m)
Normanton			
5005	Airport Road	Urban	250.41
5010	Balonne Street	Urban	423.80
5015	Beard Crescent	Urban	504.78
5020	Bell Street	Urban	312.27
5025	Brodie Street	Urban	243.64
5030	Brown Street	Urban	1,266.97
5035	Caroline Street	Urban	546.32
5040	Dutton Street	Urban	959.76
5045	Edwards Road	Urban	574.74
5050	Ellesmere Street	Urban	182.05
5055	Ellis Street	Urban	596.35
5060	Esplanade	Urban	287.37
5065	Forsyth Street	Urban	123.26
5070	Gough Street	Urban	166.27
5075	Green Street	Urban	1,133.05
5080	Greenaway Street	Urban	284.91
5085	Greensills Lane	Urban	209.20
5090	Haig Street	Urban	464.57
5095	Hannam Street	Urban	134.39
5100	Henrietta Street	Urban	426.52
5105	Hollingsworth Street	Urban	280.25
5110	Hospital Road	Urban	1,071.67
5115	Jubilee Way	Urban	117.60
5120	Karen Lane	Urban	452.72
5125	Landsborough Street	Urban	1,847.19
5130	Ledlie Lane	Urban	224.68
5135	Little Bynoe Street	Urban	311.99
5140	Macnamara Street	Urban	220.45
5145	Manson Street	Urban	103.70
5150	Matilda Street	Urban	1,174.41
5155	Newman Street	Urban	150.87
5160	Noel Street	Urban	684.51
5165	Noel Street West	Urban	222.48
5170	Norman Street	Urban	279.77
5175	Normanton Gun Club Access	Urban	1,723.06
5180	Normanton Waste Facility Access	Urban	120.28
5185	Normanton Weighbridge Access	Urban	587.44
5190	Old Croydon Road (sealed)	Urban	5,517.00
5195	Palmer Street	Urban	240.74
5200	Philp Street	Urban	1,391.83
5205	Racecourse Access	Urban	222.20
5210	Read Street	Urban	140.44
5215	Resupply Road	Urban	482.34
5220	Robert Walker Avenue	Urban	238.16

TOWN STREETS REGISTER			
Asset Number	Name	Classification	Length (m)
5225	Rodeo Drive Access	Urban	429.97
5230	Russell Street	Urban	207.69
5235	Simpson Street	Urban	170.50
5240	Sutherland Street	Urban	404.21
5245	Swan Street	Urban	186.35
5250	Thompson Street	Urban	1,573.15
5255	Travers Street	Urban	255.56
5260	Wharf Lane	Urban	455.17
5265	Woodward Street	Urban	833.74
5270	Wurrup Street	Urban	670.27
5275	Lilyvale Road	Urban	1,660.13
5280	Barlawink Road	Urban	1,505.28
Karumba			
6005	Allan Howie Way	Urban	1,256.89
6010	Anderson Street	Urban	110.18
6015	Barnett Street	Urban	109.82
6020	Carmo Street	Urban	219.24
6025	Carron Street	Urban	953.65
6030	Clarina Street	Urban	473.78
6035	Col Kitching Drive	Urban	3,661.14
6040	Edmonson Street	Urban	182.52
6045	Fielding Street	Urban	764.44
6050	Gilbert Street	Urban	256.59
6055	Henry Street	Urban	681.25
6060	Karumba Airport Road	Urban	515.63
6065	Karumba Cyclone Green Waste Centre	Urban	598.92
6075	Karumba Gun Club Access	Urban	531.76
6080	Karumba Holdings Access	Urban	1,305.81
6085	Karumba Truck Stop	Urban	287.04
6090	Karumba Waste Transfer Access	Urban	2,290.20
6095	Karumba Water Storage Road	Urban	898.76
6100	Karumba Point Esplanade	Urban	111.54
6105	Landsborough Street	Urban	124.27
6110	Lindley Street	Urban	52.18
6115	Lynch Close	Urban	112.78
6120	Massey Drive	Urban	260.07
6125	McIntosh Street	Urban	187.35
6130	Norman Street	Urban	409.55
6135	Palmer Street	Urban	488.03
6140	Riverview Drive	Urban	609.29
6145	Usher Street	Urban	54.96
6150	Walker Street	Urban	593.90
6155	Ward Street	Urban	245.91
6160	Yappar Street	Urban	2,828.91

BUSINESS PAPERS

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