



CARPENTARIA SHIRE

Outback by the Sea

BUSINESS PAPER

16 NOVEMBER, 2022

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NOTICE OF MEETING

COUNCILLORS:

Mayor Jack Bawden	Chairperson
Cr Ashley Gallagher	
Cr Bradley Hawkins	
Cr Andrew Murphy	
Cr Craig Young	
Cr Amanda Scott	
Cr Douglas Thomas	

Please find attached the Agenda for the Ordinary Council Meeting to be held in the Council Chambers, Haig Street, Normanton commencing at 9:00am.

Mark Crawley
CHIEF EXECUTIVE OFFICER

10:00am	Presentation for Jesse Callope
10:15am	Citizenship Ceremony for Mr Pedro Carmo Aires De Moura
3:00pm	Presentation by Future Bus

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

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 13 October 2022 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 Sale of Land for Rate Arrears

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

8.2 Request to Pay Rates by Arrangement

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

8.3 Request to Pay Rates by Arrangement - A607

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

8.4 Request to Provide Concession

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

8.5 Request for Rates Based Financial Assistance - The Corporation of the Synod of the Diocese of Carpentaria

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.

8.6 Request for Rates Based Financial Assistance - Normanton Christian Fellowship Ltd (Normanton H.O.P.E)

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.:

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9 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

9.1 CEO REPORT

Attachments:	9.1.1. Off Street Parking Option ↓ 9.1.2. Emergency Housing - Planning Amendment ↓ 9.1.3. Correspondence in relation to new Explorer Portal ↓ 9.1.4. Progress Report - New Town Plan development ↓
Author:	Mark Crawley - Chief Executive Officer
Date:	8 November 2022

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

Executive Summary:

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

RECOMMENDATION:

That Council:

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

MEETINGS SCHEDULE

Date	Time	Event	Location
Council			
16 November 2022	9:00am	Ordinary Meeting of Council	Boardroom
17 November 2022	8:30am	Workshop – Councillors, CEO, Directors and Managers	Boardroom
14 December 2022	9:00am	Ordinary Meeting of Council	Boardroom
15 December 2022	8:30am	Workshop – Councillors, CEO, Directors and Managers	Boardroom
NWQROC and LGAQ			
7-8 December		NWQROC Meeting	Julia Creek

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Date	Time	Event	Location
Local Government Professionals Australia			
Now in 2023		Local Government Professionals Aust – National Congress	

FINANCIAL REPORT

Governance Income and Expenditure to 30 October 2022

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure				
Communications	167,680	4,710	6,784	11,494
Community Recovery	15,100	0	3,021	3,021
Disaster Events	58,000	30,680	0	30,680
Disaster Preparedness	72,050	0	15,459	15,459
Elected Members	525,130	152,933	4,565	157,498
Emergency Response	48,750	3,125	2,042	5,167
Governance	1,156,391	390,533	35,991	426,524
Operational Plan	0	30,221	0	30,221
Regional Economic Development	4,000	3,500	0	3,500
Operating Expenditure Total	2,047,101	615,703	67,861	683,565
Operating Income				
Disaster Preparedness	-7,000	-6,984	0	-6,984
Emergency Response	-17,000	-17,059	0	-17,059
Governance	0	-5,240	0	-5,240
Operating Income Total	-24,000	-29,283	0	-29,283
Grand Total	2,023,101	586,420	67,861	654,281

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Tourism Budget – LWBDC Centre Manager Discovery Centre and Hatchery

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure				
Barra Bites Café	24,502	66,562	0	66,562
Hatchery	376,677	65,130	1,271	66,401
Les Wilson Barramundi Discovery Centre	935,148	245,266	28,841	274,107
Visitor Information	136,790	81,384	5,620	87,004
Operating Expenditure Total	1,473,116	458,342	35,733	494,074
Operating Income				
Barra Bites Café	-20,000	-36,528	0	-36,528
Hatchery	-135,000	0	0	0
Les Wilson Barramundi Discovery Centre	-450,000	-275,945	0	-275,945
Visitor Information	-10,000	-8,724	0	-8,724
Operating Income Total	-615,000	-321,197	0	-321,197
Grand Total	858,116	137,145	35,733	172,877

Tourism

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure				
Tourism Events	155,000	106,692	6,827	113,519
Operating Expenditure Total	155,000	106,692	6,827	113,519
Operating Income				
Tourism Events	-25,000	0	0	0
Operating Income Total	-25,000	0	0	0
Grand Total	130,000	106,692	6,827	113,519

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ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

Date:	Ref:	Action	Status	Comment
October 20	012	Concessions not granted. Upgrade the signage to provide passcode to airside traffic.	Part complete	Signage yet to be arranged. Someone scratched code on gate post.
February 21	023	approve the request subject to the conditions outlined in the Subordinate Local Law No. 1.2 Commercial use of LG controlled areas and roads	Progressing	Initial letter advising of Council support for use as requested. Follow up to be provided in relation to Local Law conditions
May 21	007	Recommend the process to finalise the Water Supply Easements in negotiation with Landholders and finalise all agreements for the water supply at Glenore.	Progressing (see below)	Met with Preston Law on 10/2/2022 to progress.
August 21	009	Advisory Committee Policy and Terms of Reference for Advisory Committees adopted	Complete for O/CEO.	TOR for the Office of the CEO Completed See update in report
August 21	GB	Pipeline Easement	Progressing in conjunction with Item from May Meeting	Contact made with Dean Patchett to progress the inclusion of the northern section of the easement/road in our asset register
December 21	GB	Promotional Material – development of a booklet for new residents	Part complete	First draft of the Welcome booklet has been provided for input from Council.
May 22	GB	Prepare EOI for desexing program for Carpentaria Shire	Progressing	Council to ascertain if funding is available for such a program
Sept 22	GB	Calculation of fuel levy	Complete	Calculations have been made and payments made
Oct 22	GB	CEO to discuss options for Off-Street parking with surveyor	Progressing	AusNorth have provided a plan of the proposed area for consideration of options (Copy attached to report)
Oct 22	GB	CEO to take up water pooled outside the LWBDC with the Centre Manager	Complete	The water is the overflow from the pond when we pump into the pond from the river

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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. Emergency Housing

The Department (DSDILGP) is committed to the ongoing and continual improvement to the planning framework to actively address critical housing issues that Queensland is facing. Amendments have been made to the *Planning Regulation 2017* through the *Planning (Emergency Housing) Amendment Regulation 2022* which commenced on 21 October 2022.

A copy of the correspondence is attached to the Report.

Recommendation: For information

3. Queensland's Urban Water Explorer

As a water and sewerage service provider the Council is required to publish an Annual Performance Report and provide the report to the Department of Regional Development, Manufacturing and Water. The data is published on Council's website and available through the Queensland Government Open Data Portal.

A new online interactive dashboard is being developed to present the data in a more contemporary and user-friendly way. The Explorer dashboard will be released later this year.

The Explorer will be able to show:

- A state-wide snapshot of the urban water sector (water and sewerage services)
- The performance of a single water and sewerage service provider (Carpentaria)
- A comparison of two service providers' performance (us and another Council)
- Information on each indicator, service provider and how to interpret the data.

The Explorer will be available to service providers (Council), customers and the public to explore, visualize and compare the data provided by Council as a service provider.

The Explorer will raise the profile of the urban water sector, highlighting the important role Council plays in delivering these essential services.

A copy of the full correspondence is attached for the information of Councillors.

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Recommendation: For information

4. Town Planning – Feedback from Elected Members

On 25th October 2022 Consultant Jenny Roughan presented the draft Planning Scheme to Councillors for review and seeking feedback before moving to the next stage.

Could Councillors forward any feedback in relation to the draft Scheme through so these can be incorporated, and the draft scheme formally adopted by resolution so it can be forwarded to the State for its First State Interest Check. As was discussed the State interest check can take up to three months to complete and be returned to Council for further consideration.

A copy of the Consultants progress report is attached for the information of Councillors.

Recommendation: For feedback

5. Discover Carpentaria Website

Following feedback from the community and Council the new font has been selected and will be rolled out through the Discover Carpentaria website.

Recommendation: For information

6. Data and Analytics - LGAQ

During the Annual LGAQ Conference I met with the Digital Team to discuss the incorporation of this type of reporting into the Council website. It provides an opportunity for the Council to continue its journey of being more open and transparent to the community.

This will provide the development and presentation of dashboards of information relevant to the Carpentaria Shire. Information in relation to our demographic and user specific information in relation to Council operations to inform the Community.

Some of the examples of dashboard information would include:

- Community Overview
- Financial Sustainability Indicators
- Business by Industry
- Employment
- Housing and construction
- COVID-19 Summary Statistics, and

- Council Operations
 - Human Resource
 - Local Laws

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- Grants / support to community groups
- Visitor Information statistics
- Library statistics / visitor usage

Recommendation: For information

7. New Flood Cameras

A new LGAQ LAB has been set up in Local Government House in Newstead in Brisbane. The purpose of the LAB is to provide a space for innovation for Queensland's 77 Councils.

The LGAQ Lab will be a place where start-ups, not-for-profits, university students and LGAQ team members can come together to develop digital solutions to Queensland councils' biggest issues, and Carpentaria Shire is working in this space.

The showcase has work being done with our very own Tom Loadsman where through the availability of AI (Artificial Intelligence) and new cameras, they are teaching the cameras the difference between an "It's Flooded" road and a "It's not Flooded" road crossing.

The cameras are currently on trial in Carpentaria Shire and the technology will assist with identifying those areas that are a good distance from the townships allowing us to check remotely if roads are flooded and need to be closed, or not flooded and can remain open, without having to travel long distances to check on them and drive back.

The showcase presented to delegates at the Conference was met with a great deal of interest and many Councillors could see the advantages that the cameras will provide to all Councils across the State. This also addresses a safety issue with sending staff remotely to check on road and water crossings.

Well done Tom. Another showcase of the great work being done by Carpentaria Shire Council.

Recommendation: For information

8. COVID Active Cases - Update

Information in relation to active COVID cases and the statistics for each of the Regions and Local Government areas can be found at the link below.

[Queensland COVID-19 statistics | Health and wellbeing | Queensland Government \(www.qld.gov.au\).](https://www.qld.gov.au/health/active-cases)

Case, hospitalisation and death data as at midnight 1 November 2022. Vaccination data as at 26 October 2022.

4,427New cases (7days)

1,668,438Cases (total)

105In hospital

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91.5% Fully vaccinated

Recommendation: For information

Other Projects currently under the Office of the CEO

Project	Assistance/Delegate	Comments
QCoast ₂₁₀₀ Reference Group	CEO	Part of LGAQ Reference Group for Coastal Management
Queensland Climate Resilient Councils	CEO	Council registered to become part of the Climate Resilient Council
Liquor Accord	CEO	Member of Liquor Accord with QPS and Hoteliers
Staff Newsletter	CEO	Produced and distributed monthly to all staff to update on happenings at Council
Tourism Champion	CEO	CEO has picked up the work in this area following the completion of the Tourism Champions contract
Lilyvale	CEO / DOE / Mike Pickering	CEO is working on the sale of land and the development of a Buyers Booklet Plans have been signed and submitted to department to create lots on plan.
Get-Ready 2022-2023	CEO	Four projects were submitted for the funding for this year
Welcome Booklet	CEO	Working with Consultant to produce a Welcome Booklet for new residents
Town Planning / Planning Scheme	CEO / Consultant	CEO has lead in the development of the new Planning Scheme with the assistance of the Consultant
Development of a Workforce Plan	CEO/MHR/Consultants	Working with Davidson's to develop a Workforce Plan and Strategy to deliver on the many strategies for Council and the Community
Dinah Island	CEO	On-going issue with the road into Dinah Island. Has paused, but sure it will rise again
RTI Applications	CEO	Processing of the RTI Applications are undertaken by CEO due to no Governance Staff. Assisted by Legal advice.
State Government Small Business Taskforce	CEO / MECD	Receipt of information to assist Small to Medium Enterprises with assistance from Government
Karumba Rec Club	CEO	Long standing MOU for works at the Rec Club. Contact with new President – still to

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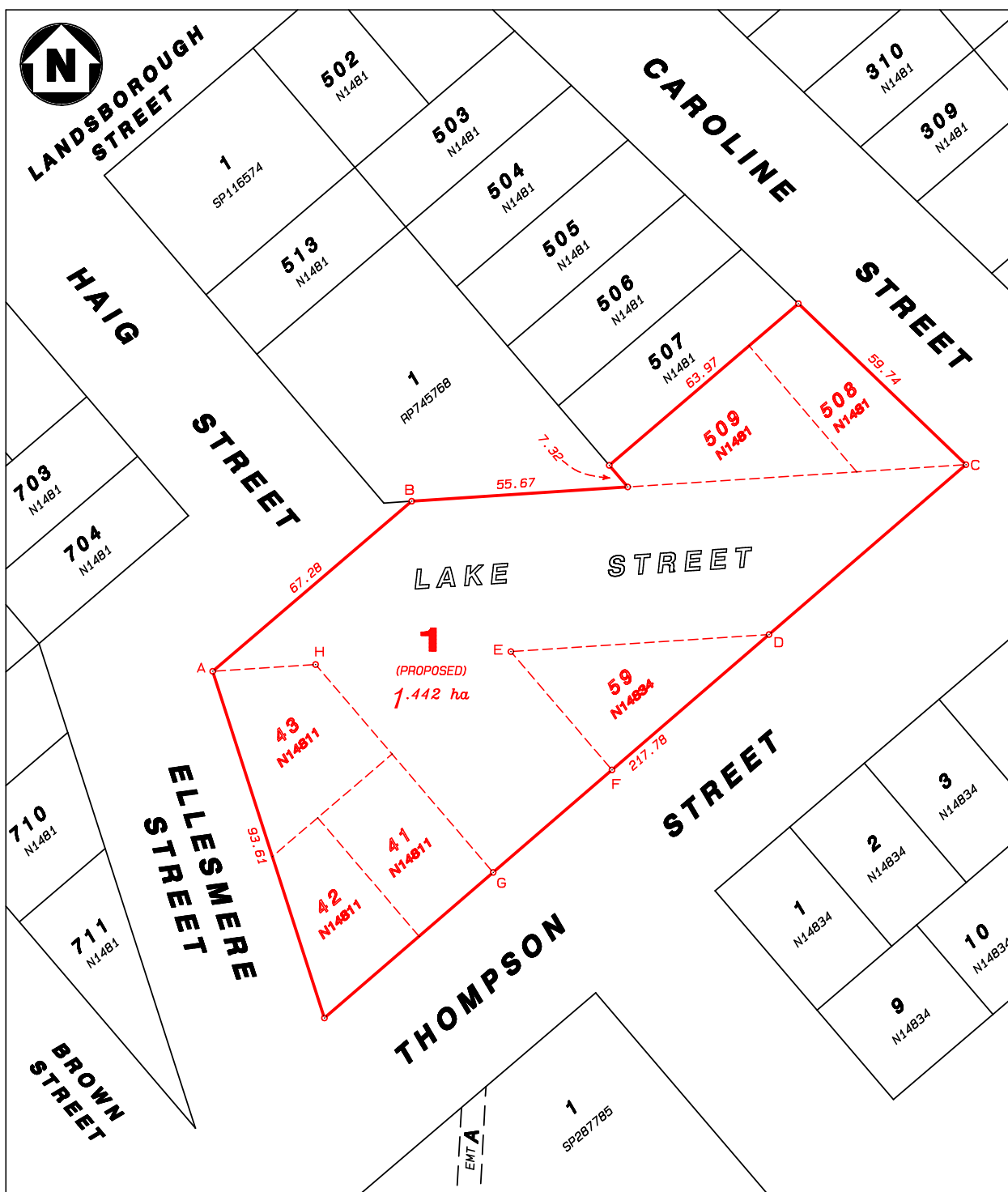
		meet and progress options.
Karumba Point to Town Walk	CEO/DOE/ENG	Funding has been allocated from Phase Three of the LRCIP program to undertake improvement works on the walking track
Asset Management	ELT	Work has commenced on the development of Asset Management Plans for each of the individual Asset Classes
Website/Intranet/Discover Carpentaria	CEO / LGAQ / WH&S / Other Staff	CEO has been doing a major share of the updates to the Website. WH&S have updated a major portion of the WH&S information on the Intranet. Other staff have access and update some sections of site
Karumba Point Foreshore	CEO/DOE	Funding has been acquired through grants submitted with assistance of Peak Services and the Detailed Design is almost complete and infrastructure works can then commence
Karumba 150 Celebrations	CEO/Committee	This is mainly being run by Committee, minimal input required from CEO at this time
Council Depot Karumba	CEO	Commenced discussions with Department in relation to closure of road to include in depot area
Nature Based Tourism	CEO	Area identified at Dunbar/Koolatah in Camping and Water Reserve and Aircraft Landing Ground to maybe introduce Nature Tourism. Approach from Southern Gulf NRM
Regional Priorities and Opportunities	CEO	Identification of projects for Economic Recovery and Growth. More work required to develop Business Cases and Project Plans
Youth Strategy	MECD	The implementation plan from the Youth Strategy will need to be considered and additional funding sought to deliver on projects identified
Chief of Navy	CEO	Opportunity to provide Freedom of Entry to Chief of Navy
Pipeline Easement	CEO	Working with Preston Law to progress the development of agreements for the easement with landowners
Monsoon Centre	CEO	A new Business Case is required to update and modernise the opportunities for the development of a Monsoon Centre in the BP Building.
Housing	CEO	Working with WQAC to collate information to assist with the advocacy for

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		additional funding and construction of new housing in the West.
Further Industrial Estate	CEO	Working with surveyor to develop options for the development of additional industrial land in Normanton
Old Barramundi Discovery Centre	CEO/Amanda O'Malley	Working on options for the old Barramundi Discovery Centre site in Karumba. Some buildings will need to be disposed of.
Disaster Coordination Centre – Stage Two	CEO/DOE/Peak	Looking for additional grants to complete the Disaster Coordination Centre at the Council Depot – requires fit-out
Off-Street – Truck / Caravan Parking Area	CEO	Working with Surveyor to identify potential sites for off-street parking
Flood Risk Management Program	CEO/Erscon	Working up an application for funding to obtain reliable flood information to include in the new Planning Scheme. Funding available from QRA.
Flexible Funding Program	CEO/Peak	Have decided to hold off applying for funding in Round One until additional project plans and business cases have been prepared. Applications will be submitted for Round two
Residential Land Development – Future Township Expansion	CEO	Working with Department in relation to identified land for future residential development. Also working with Surveyor and planner to ensure planning is completed in parallel to ensure the best opportunity to deliver in timely manner.
Social Media Postings	CEO and others	Also doing social media posts to inform community and spread message.
Outback Masters - Golf	CEO and Karumba Recreation Club and Karumba Golf Club	Council has provided a financial contribution towards the Outback Masters event which includes Karumba on the 15 th and 16 th July 2023. https://www.outbackqldmasters.com/passes/
Housing Project – Gough Street	CEO	Council has purchased the adjoining parcel of land and plans and a planning application to amalgamate the lots is being prepared. CEO is working with the surveyor to arrange for the application and survey plan of amalgamation. Additional survey work is being incorporated to assist the architect with design for the proposed development of

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		units on the amalgamated lot.
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EXPLANATORY NOTES:

1. Boundaries shown hereon are approximate only and are shown here for planning purposes only.

2. Final bearings, distances and areas subject to field survey.

3. Area of (Proposed) Road to be Closed (A-B-C-D-E-F-G-H-A) Abt 7982m²

4. This plan has been prepared to aid in the Local Government evaluation of a Permanent Road Closure/State Land Application and must not be used for any other purposes.

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**SURVEYING
PLANNING
MAPPING
PROPERTY
ENGINEERING**

This plan depicts a proposed subdivision design only and as such is not registered. Subsequent registered or other surveys in the area may affect the boundary definition shown on the plan. Any such boundary definition differences are beyond the control of Ausnorth Consultants Pty Ltd who can accept no responsibility or liability for such differences.



MGA94 (ZONE 54)
VIDE SCDB
MERIDIAN

1 OF 2
SHEET

CONTOUR
INTERVAL
N/A

7162-43132
MAP REF

1: 1000
(A3)
SCALE

2022/22072
HAIG 1610
ARCHIVED

PROPOSED LOT 1
CANCELLING LOTS 508 & 509 on N1481,
LOTS 41-43 on N14811, LOT 59 on N14834
& PART OF USL (BEING CLOSED ROADS)

NORMANTON

COUNTY NORMAN
LOCALITY NORMANTON
LGA CARPENTARIA
SHIRE COUNCIL

DWG. No

22072/ROL/01

REV.

16/10/2022
Date

B J LANE
Cadastral Surveyor/
Director



EXPLANATORY NOTES:

1. Boundaries shown hereon are approximate only and are shown here for planning purposes only.
2. Final bearings, distances and areas subject to field survey.
3. Area of (Proposed) Road to be Closed (A-B-C-D-E-F-G-H-A) Abt 7982m²
4. This plan has been prepared to aid in the Local Government evaluation of a Permanent Road Closure/State Land Application and must not be used for any other purposes.

16/10/2022

B J LANE
Cadastral Surveyor/
.....

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**SURVEYING
PLANNING
MAPPING
PROPERTY
ENGINEERING**

This plan depicts a proposed subdivision design only and as such is not registered. Subsequent registered or other surveys in the area may affect the boundary definition shown on the plan. Any such boundary definition differences are beyond the control of Ausnorth Consultants Pty Ltd who can accept no responsibility or liability for such differences.



MGA94 (ZONE 54)
VIDE SCDB
MEDITAN

2 OF 2
SHEET

PROPOSED LOT 1
CANCELLING LOTs 508 & 509 on N1481,
LOTs 41-43 on N14811, LOT 59 on N14834
& PART OF USL (BEING CLOSED ROADS)

NORMANTON

CONTOUR
INTERVAL
N/A

7162-43132
MAP REF

1: 1000
(A3)
SCALE

2022/22072
06 1610
APPROVED

COUNTY NORMAN
LOCALITY NORMANTON
LGA CARPENTARIA
SHIRE COUNCIL

DWG. No

22072/ROL/01

DEF

Our ref: WR22/25903

24 October 2022

Mr Mark Crawley
Chief Executive Officer
Carpentaria Shire Council
ceo@carpentaria.qld.gov.au



Department of
**State Development, Infrastructure,
Local Government and Planning**

Dear Mr Crawley

As you would be aware, the Department of State Development, Infrastructure, Local Government and Planning (the department) is committed to the ongoing and continual improvement of the planning framework to actively address critical housing issues that Queensland is facing.

I am writing to advise that amendments to the Planning Regulation 2017 (the Planning Regulation) have been made through the Planning (Emergency Housing) Amendment Regulation 2022. The amendments commenced on 21 October 2022.

The amendments will allow the state or a local government to deliver emergency housing in response to an event (as defined under the *Disaster Management Act 2003*) without seeking a material change of use approval through the development assessment process. It also allows the use of the infrastructure designation pathway for development of social and affordable housing by a community housing provider or under a state government funded program.

The amendments do not remove the requirement to obtain any other relevant approvals, including the requirement to obtain building approvals or comply with requirements under other legislation, such as in relation to fire safety.

These amendments will play a part in addressing the current housing affordability and supply challenges that communities are facing all across Queensland.

I would encourage your council to identify sites in your local government area that may meet the needs of your community if they are affected by an event, and to engage with community and key stakeholders about these sites.

If you require any further information, please contact bestplanning@dsgilp.qld.gov.au.

Yours sincerely

A handwritten signature in blue ink, appearing to read "C. Aston".

Christopher Aston
Acting State Planner
Planning Group

1 William Street
Brisbane Queensland 4000
PO Box 15009
City East Queensland 4002
Telephone 13 QGOV (13 74 68)
Website www.statedevelopment.qld.gov.au
ABN 29 230 178 530



Our ref: CTS 17292/22:

19 October 2022

Mr Mark Crawley
CEO
Carpentaria Shire Council
PO Box 31
NORMANTON QLD 4890

Department of
**Regional Development,
Manufacturing and Water**

Email: ceo@carpentaria.qld.gov.au
Cc: mwas@carpentaria.qld.gov.au

Dear Mr Crawley

Currently, under the *Water Supply (Safety and Reliability) Act 2008*, your organisation, as a water and sewerage service provider, must publish an Annual Performance Report (the Report) and provide the Report to the Department of Regional Development, Manufacturing and Water (the Department). This data is published on your organisation's website and available through the Queensland Government Open Data Portal.

The Department is currently developing an online, interactive dashboard to present this data in a more contemporary and user-friendly way. It is anticipated that the online dashboard, which will be called Queensland's Urban Water Explorer (Explorer), will be released later this year. The Explorer will be able to show:

- a state-wide snapshot of the urban water sector (i.e. water and sewerage services).
- the performance of a single water and sewerage service provider.
- a comparison of two service providers' performance.
- information on each indicator, service provider and how to interpret the data.

The Explorer will allow users (i.e. service providers, customers, and the public) to explore, visualise and compare the data provided by urban water and sewerage service providers across the State. It will include information about service delivery, water supply security, demand management and other key areas, allowing for transparency across the water sector. For your customers, the Explorer will provide insights into your performance as well as build an understanding on how urban water is managed in Queensland. For service providers, the Explorer will raise the profile of the urban water sector, highlighting the important role that your organisation plays in delivering these essential services.

1 William Street
Brisbane QLD 4000
GPO Box 2247 Brisbane
Queensland 4001 Australia
Telephone 13 QGOV (13 74 68)
Website www.rdmw.qld.gov.au
ABN 51 242 471 577

The Explorer will also enable individual providers to monitor and compare their performance with others. This is an important step for some service providers, where access to data and analytics may be limited.

A working group of voluntary service providers and industry representatives has been engaged throughout the design and development of the Explorer.

Prior to public release of the Explorer, your organisation will have the opportunity to view the online dashboard and get familiar with the data and information contained within it. The Department will provide your organisation's representative (who has been cc'd into this correspondence) with password protected access for four weeks to review the interactive dashboard, check and update data and provide the Department with information needed for your provider profile. During this time, the Department will also be offering support via online information sessions and a Question and Answer support package.

Next Steps

- *Early November - Pre-Release* - the Department will send out further information on the upcoming information sessions, including how to register, and the password protected access to your organisation's representative. If, the nominated representative (cc'd above) is not the correct contact, please email the correct details to adele.mellon@rdmw.qld.gov.au by close of business on Friday 28 October 2022.
- *December - Public Release Ready* - there will be a two-week embargo period established. This embargo period will allow your water and sewerage business to provide briefings to you and to prepare any communication materials. The Department is currently working with water and sewerage service provider representatives to develop materials which may be of use to you.
- *December - Soft Launch* - it is anticipated that the Explorer will be released to the public in December with a 'soft launch'. The impact of the Explorer will be monitored, and support will be offered to you if required.

If you require any further information, please contact Mr Daniel Harris, Director, Water Sector Policy and Legislation, the Department of Regional Development, Manufacturing and Water, on 0467 802 338 or daniel.harris@rdmw.qld.gov.au who will be pleased to assist.

Yours sincerely



Linda Dobe
A/Director-General

PROGRESS REPORT 30.10.22

ROUGH PLAN

Summary – Stage 3 near to completion – further revisions of draft scheme and mapping to be completed for Council adoption

TASKS	DESCRIPTION	DELIVERABLES	Immediate tasks	Timing	Progress
STAGE 1 – PROJECT INCEPTION					
1.1	Start-up and stage inception meeting	Initial meeting by video conference (assuming earlier visit to Council in July 2021) to commence the project. Obtain relevant documents and data from Council.	<ul style="list-style-type: none"> Set date Prep data list 	Week of Feb 7th	Completed
1.2	Initial review of material	Review of available information to understand context.	<ul style="list-style-type: none"> Collate and review 	All Feb	On-going
1.3	Discussion with DSDILGP	Early contact (by telephone and email) with DSDILGP to appraise them of the work and agree approach to state involvement.	<ul style="list-style-type: none"> Set date 	Week of Feb 14th	Completed
1.4	Draft Communications Strategy (required by MGR)	We will prepare a communications strategy for review by Council and submission to the State Government (as required) with the notice to the chief executive.	<ul style="list-style-type: none"> Prep draft Prep final 	Draft by week of 28th	Completed
1.5	Draft section 18 notice to chief executive	We will prepare a draft notice outlining proposed approach to the scheme process, for finalisation and submission by Council officers.	<ul style="list-style-type: none"> Prep draft Prep final 	Draft by week of 28th	Completed
1.6	Scheme document / structure set up	Establishment of scheme structure for review by Council and informed by the regulated requirements and DSDILGP guidelines. It will include an initial review of existing provisions and an initial outline of all components and their content.	<ul style="list-style-type: none"> Review scheme Review state guidance Prep structure 	Complete by end March	Completed
1.7	Mapping / data set up	This task will involve collation of all relevant data, establishment of templates and mapbooks and translation of existing zones to new agreed suite. Mapping will be produced at all stages of the project in A3 PDF format for Council's review.	<ul style="list-style-type: none"> Collate data Set up 	Complete by end March	Completed

ROUGH PLAN

TASKS	DESCRIPTION	DELIVERABLES	Immediate tasks	Timing	Progress
STAGE 2 – STRATEGIC PLAN AND DRAFT PLANNING SCHEME					
2.1	Preparation of first draft strategic framework	An initial draft of the strategic framework will be prepared to provide a foundation for other elements. However, the development of the strategic framework will involve an iterative process informed by the other components. The initial draft will be based on an integration of the key directions established by the current scheme, relevant documents (including economic development strategy and CHAS) and the SPP.	<ul style="list-style-type: none"> Prepare draft 	By end April /May 2022	Completed
2.2	Discussions with key officers and State agencies (video conferencing)	Discussions will confirm and refine key policy directions and discuss potential implications to inform refinement of the first draft. This might include a video conference workshop with state agencies (co-ordinated through DSDILGP to introduce the scheme process and discuss key directions and the intersection of state interests. This will help to refine state expectations and any data gaps.	<ul style="list-style-type: none"> Discussions with Council officers Discussions with DSDILGP / state agencies 	Early / mid May 2022	Completed
2.3	Revision of first draft strategic framework	The draft strategic framework will be reworked with the benefit of discussions above. However, the framework will necessarily continue to evolve through iterations as the implications of zone, overlay and code provisions emerge during the next phase. Draft strategic mapping will also be produced at this stage.		By end May 2022	Completed
2.4	Scheme mapping, including cross analysis of zones and overlay values/constraints	This will include and assessment of the relationship between zone designations and overlay mapping, which will inform required policy response and potential adjustments to designations. It will also inform the risk assessment task outlined in task 3.1.		May - August 2022	On-going
2.5	Detailed review of current scheme and state guidance on code content	Further to the foundational work undertaken in stage 1A, we will review the content and operation of the current planning scheme, the local and state mapping inputs (see task above), the implications of detailed state guidance material and any further outputs of Council's other strategy work. We will identify issues, gaps and options for the new planning scheme for workshoping with Council officers.		By end May 2022	Completed

ROUGH PLAN					
TASKS	DESCRIPTION	DELIVERABLES	Immediate tasks	Timing	Progress
2.6	Preparation of zones and assessment tables	Drafting of the various scheme components will be undertaken in parallel.		June – Sept 2022	Completed
2.7	Preparation of overlays and assessment tables				On-going
2.8	Preparation of other codes and schedules				
2.9	Discussions with: Councillors Aboriginal community and native title holders Other key stakeholders	A visit to Carpentaria will be undertaken at this stage to confirm and refine policy directions and issues before finalising a draft scheme. Workshopping is proposed with councillors and key officers, in addition to discussions with Aboriginal community and native title holders other key stakeholders as appropriate.		October 2022	On-going
2.10	Revision of draft planning scheme content	We will revise the scheme components to reflect discussions and directions gained from the preceding tasks. This will result in a draft planning scheme suitable for submission for state review.	Revision to be undertaken based on councillor and informal DSDILGP comments + shire visit	Nov-Dec 2022	
2.11	Adoption of draft scheme for state review	This is a formal step for Council.		Nov -Dec 2022	

ROUGH PLAN

TASKS	DESCRIPTION	DELIVERABLES	Immediate tasks	Timing	Progress
STAGE 3 – FIRST STATE INTEREST CHECK					
3.1	Risk assessment reporting (required by SPP)	During this stage, we will formally document draft risk assessment reporting for natural hazards, as required by the SPP. We propose that this will be a relatively simple documentation of the extent of hazard and interface with existing or likely future development and the planning scheme measures that address how this is to be managed. We do not envisage at this stage that this would include a feasible alternatives assessment report, which is only required where Council proposes to down zone or otherwise significantly reduce development potential.			
3.2	State interest reporting, including finalisation of risk assessments	We will prepare other reporting to accompany the draft planning scheme for state review. This will identify how the various state interests have been addressed in the draft scheme.			
3.3	Review of state comments	We will review the feedback received by the state and negotiate any points of disagreement with DSDILGP. We would suggest seeking draft state review comments to provide an opportunity to address any emerging issues prior to a formal response from the Minister. In our experience, it is important to incorporate state review comments in a way that does not diminish the clarity and user-friendliness of the draft scheme.			
3.4	Revision of planning scheme	We will revise the scheme components, including mapping, to reflect discussions and directions gained from the preceding tasks. This will result in a draft planning scheme suitable for public notification.			
3.5	Refinement of communications strategy	The communications strategy prepared in stage 1 will be updated and refined to confirm approach to public notification period activities.			
3.6	Adoption of draft scheme for public notification	This is a formal step for Council.			

TASKS	DESCRIPTION	DELIVERABLES			
		STAGE 4 - PUBLIC NOTIFICATION			
			Immediate tasks	Timing	Progress
4.1	Preparation of fact sheets and engagement material, as required	This content would be aimed at making it easy for the community to understand the key policy directions and the way in which the planning scheme may affect them. <i>For confirmation</i>			
4.2	Engagement activities	We note Council's current intention to take a simple approach to consultation. The specific range of activities to be undertaken would be developed through the development of the communications strategy. We have allowed for one visit to Carpentaria of a week's duration in the project budget. The engagement process should include material and activities which provide the opportunity for communities to be informed about and comment on natural hazard issues in order to properly address the state's risk assessment expectations. It is likely this could be achieved through production of appropriate maps and targeting engagement opportunities and stakeholders in specific areas of risk.			
4.3	Review and reporting on submissions	We will review submissions (assuming up to 50) and prepare a summary report and recommended response. However, we anticipate that Council officers will issue actual correspondence to submitters. Our assessment will include recommendations for change to the draft scheme, within the limitations created by the "no substantial change" requirements under the MGR. Where issues raised give rise to more substantive change, we will identify the options available to Council for possible re-notification or future amendments.			
4.4	Discussions with: Councilors Key officers	Issues arising from submissions will be presented and proposed changes will be workshopped with Council and DSDJLGP as required. We have planned for a third visit to Carpentaria at this stage.			
4.5	Revisions of planning scheme content	We will revise all scheme components to reflect discussions and directions gained from the preceding tasks. This will result in a			

ROUGH PLAN

ROUGH PLAN					
TASKS	DESCRIPTION	DELIVERABLES	Immediate tasks	Timing	Progress
4.6	Consultation report (required by Minister's Guidelines and Rules)	We will prepare a consultation report to document engagement activities and outcomes for submission to the state with the revised planning scheme.			
4.7	Adoption of draft scheme for second state interest check	This is a formal step for Council.			

ROUGH PLAN

TASKS	DESCRIPTION	DELIVERABLES	Immediate tasks	Timing	Progress
STAGE 5 – SECOND STATE INTEREST CHECK					
5.1	Review of second state interest comments	We will again review the feedback received by the state and negotiate any points of disagreement with DSDILGP.			
5.2	Discussions, as required (video conferencing)	Issues arising from the state review and any ministerial conditions will be identified and proposed changes workshopped as required.			
TASKS	DESCRIPTION	DELIVERABLES			
5.3	Revisions of planning scheme content	We will revise all scheme components to reflect discussions and directions gained from the preceding tasks. This will result in a planning scheme suitable for adoption and commencement			
STAGE 6 – ADOPTION AND COMMENCEMENT					
6.1	Action plan to support	We will identify any implications for the commencement of the planning scheme to be actioned by Council, including possible publishing or training requirements.			
6.2	Handover of final documents	We will provide Council with the full suite of documents and mapping (including digital map packages).			
6.3	Adoption of final scheme and commencement	This is a formal step for Council. We could attend and present to Council meeting if required.			

TIMETABLE

ROUGH PLAN

TASKS		DESCRIPTION		2022												2023												2024				
		2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5			
STAGE 1 – PROJECT INCEPTION																																
1.1	Start-up meeting																															
1.2	Initial review																															
1.3	Discussions w DSDILGP																															
1.4	Draft comms strategy																															
1.5	Notice to chief executive																															
1.6	Scheme set up																															
1.7	Mapping/data set up																															
STAGE 2 – STRATEGIC PLAN AND DRAFT PLANNING SCHEME																																
2.1	Draft strategic plan																															
2.2	Discussions																															
2.3	Revision strategic plan																															
2.4	Scheme mapping																															
2.5	Review of inputs/scheme																															
2.6	Preparation of zones																															
2.7	Preparation of overlays																															
2.8	Prep other codes & sched																															
2.9	Visit and engagement																															
2.10	Revision scheme content																															
2.11	Adoption for state review																															
STAGE 3 – FIRST STATE REVIEW																																
3.1	Risk assessment't reporting																															
3.2	Final Reporting																															

TASKS	DESCRIPTION	2022												2023												2024				
		2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	
	State review																													
3.3	Review state comments																													
3.4	Revision scheme																													
3.5	Refine comms strategy																													
3.6	Adoption for notification																													
STAGE 4 - PUBLIC NOTIFICATION																														
4.1	Preparation of material																													
4.2	Engagement activities																													
4.3	Review of submissions																													
4.4	Discussions																													
4.5	Revisions of scheme																													
4.6	Final consultation report																													
4.7	Adoption for 2 nd review																													
STAGE 5 – SECOND STATE REVIEW																														
	State review																													
5.1	Review state comments																													
5.2	Discussions																													
5.3	Revise scheme																													
STAGE 6 – ADOPTION & COMMENCEMENT																														
6.1	Action plan to support																													
6.2	Handover																													
6.3	Adoption of final scheme																													

ROUGH PLAN

BUSINESS PAPERS

9.2 DELEGATION REVIEW - COUNCIL TO CEO

Attachments:	9.2.1. Environmental Protection Act review of delegations ↓ 9.2.2. Public Health (Infection Control for Personal Appearance Services) legislation delegation review ↓ 9.2.3. Public Health Act delegations review ↓ 9.2.4. State Penalties Act delegation review ↓
Author:	Mark Crawley - Chief Executive Officer
Date:	9 November 2022
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Maintain a focus on integrity, Accountability and Transparency in all that we do

Executive Summary:

Advice has been received in relation to the changes to delegations required from the Council to Chief Executive Officer for the *Environmental Protection Act 1994*, *Public Health (Infection Control for Personal Appearance Services) Act 2003*, *Public Health Act 2005* and the *State Penalties Enforcement Act 1999*.

RECOMMENDATION:

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

Background:

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

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

Consultation (Internal/External):

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

Legal Implications:

- *Environmental Protection Act 1994*
- *Public Health Act (Infection Control for Personal Appearance Services) Act 2003*
- *Public Health Act 2005*
- *State Penalties Enforcement Act 1999*

Financial and Resource Implications:

- Not applicable
-

BUSINESS PAPERS

Risk Management Implications:

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

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

ENVIRONMENTAL PROTECTION ACT 1994 COUNCIL TO CEO

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

26 OCTOBER 2022

NEW Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
602582	Environmental Protection Act 1994	Section 130(3)(b)	Power, as an administering authority, to make a requirement under Chapter 5 relating to an application made by joint applicants, to the principal applicant nominated in the application.		
602585	Environmental Protection Act 1994	Section 181	Power, as an administering authority after making a decision under division 2, subdivision 2, to give written notice of the decision.		
602586	Environmental Protection Act 1994	Section 194A	Power, as an administering authority, to make a final decision on an application for an environmental authority.		
602587	Environmental Protection Act 1994	Section 227AAB(2)	Power, as an administering authority where an amendment application is not a properly made amendment application, to give the applicant a notice stating all the matter contained in the subsection.		
602588	Environmental Protection Act 1994	Section 227AAC(2)	Power, as an administering authority where a notice has been issued under subsection 227AAB(2), to agree to a further period to take the action mentioned in subsection 227AAB(2)(c).		
602589	Environmental	Section 248	Power, as an administering authority that decides to approve an amalgamation application, to		

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Protection Act 1994		amalgamate the existing authorities, issue it to the applicant and include a copy of it in the relevant register.		
602590	Environmental Protection Act 1994	Section 275	Power, as an administering authority, after deciding a surrender application to take the steps listed in subsections 275(a) or 275(b) as applicable.		
602591	Environmental Protection Act 1994	Section 284AA(2)	Power, as an administering authority in the circumstances set out in subsection 284AA(1), to cancel an environmental authority if the procedure in Chapter 5, Part 11, Division 2 is followed.		
602592	Environmental Protection Act 1994	Section 316D	Power, as an administering authority in the circumstances referred to in 316C, to make a claim on or realise a financial assurance.		
602593	Environmental Protection Act 1994	Section 316E	Power, as an administering authority in the circumstances set out in subsection 316E(1) and (2) give written notice to the entity who gave the EPA assurance or the entity who paid the surety.		
602594	Environmental Protection Act 1994	Section 316G	Power, as an administering authority, to decide whether to make a claim on, or realise, the EPA assurance, or to ask for payment of the costs and expenses mentioned in subsection 316D(2)(b) and give an information notice about the decision		
602595	Environmental	Section	Power, as the administering authority, to give an annual notice.		

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Protection Act 1994	316I(2)			
602596	Environmental Protection Act 1994	Section 316I(4)	Power, as the administering authority, to recover from the holder of an environmental authority as a debt, outstanding annual fees.		
602597	Environmental Protection Act 1994	Sections 316L and 316M	Power, as an administering authority, to change the anniversary day for an environmental authority for which an annual fee is prescribed, in the circumstances provided for by section 316L(1)(a) and 316L(1)(b).		
602598	Environmental Protection Act 1994	Section 316N	Power, as an administering authority, to give the holder:- (a) if the decision is the change the day – written notice of the decision; or if the decision is not to change the day – an information notice for the decision.		
602599	Environmental Protection Act 1994	Section 316P	Power, as an administering authority to, in the circumstances specified in section 316P(1)(a) and 316P(1)(b):- (a) require the holder of the environmental authority to make a site-specific application for a new environmental authority under Chapter 5 Part 2 or make an amendment application for the authority under Chapter 5 Part 7; give written notice of the proposed requirement prior to making it.		
602600	Environmental Protection Act	Section	Power, as an administering authority, to ask any entity for advice, comment or information about an		

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	1994	316Q	application made under Chapter 5.		
595955	Environmental Protection Act 1994	Section 521(1)	Power, as a dissatisfied person, to apply for a review of an original decision.		
602601	Environmental Protection Act 1994	Section 526	Power, as a party to an appeal, to ask the Land Court to conduct or provide mediation for the appeal, participate in the mediation and attempt to settle the appeal at mediation.		
602602	Environmental Protection Act 1994	Section 539A(1)	Power, as an applicant for internal review of an original decision mentioned in schedule 2, part 1 or 2, to apply for a stay of the decision.		

CHANGED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
595880	Environmental Protection Act 1994	Section 308_	Power, as the administering authority, to recover <u>impose</u> from the holder of <u>an</u> an environmental authority requiring the holder to give financial assurances, as a security debt for outstanding compliance annual fees the environmental authority and for costs or expenses mentioned in section 31 6C._	CEO, DCS- P0200, DE- P0800, EHO- P0401	
595881	Environmental Protection Act 1994	Section 310_	Power, as an administering authority, to change <u>decide</u> the annual <u>amount</u> yearly <u>and</u> perform of financial assurance required under a condition of an environmental authority for which an annual fee is prescribed in the circumstances provided for by section 310(1)(a) and 310(1)(b).	CEO, DCS- P0200, DE- P0800	
595882	Environmental Protection Act 1994	Section 311_	Power, as an administering authority, to change <u>give</u> an notice <u>an</u> of a day <u>the</u> for decision <u>an</u> under environmental <u>section</u> authority <u>310_</u> .	CEO, DCS- P0200, DE- P0800	
595883	Environmental Protection Act 1994	Section 314_	Power, as an administering authority that receives an application under section 312, to <u>to</u> approve or refuse the circumstances specified in section 314(1)(a) application and 314(1)(b)- (a) require <u>give</u> the holder of the environmental authority to make a site-specific application for a new environmental authority under Chapter 5 Part 2 or make an amendment application for the authority	CEO, DCS- P0200, DE-	

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			under Chapter 5 Part 7; (b)give written applicant notice of the proposed requirement prior to making a decision.	P0800, E- P0850, WPM- P0802, WC- P0803, MMWW- P0815, EHO- P0401	
595884	Environmental Protection Act 1994	Section 315_	Power, as an administering authority, to ask require any the entity holder of an environmental authority for advice which financial assurance has been given to change the amount of the financial assurance, comment including information written about notice application made under Chapter 5holder.	CEO, DCS- P0200, DE- P0800, EHO- P0401	

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

PUBLIC HEALTH (INFECTION CONTROL FOR PERSONAL APPEARANCE SERVICES) ACT 2003 COUNCIL TO CEO

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

26 OCTOBER 2022

NEW Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
639325	Public Health (Infection Control for Personal Appearance Services) Act 2003	Section 46A	Power to consider an application for restoration of a licence and decide to:- (a) restore the licence; or (b) restore the licence subject to conditions; or (c) refuse to restore the licence.		
639326	Public Health (Infection Control for Personal Appearance Services) Act 2003	Section 46B	Power to give the applicant a notice requiring the applicant to give further information or a document reasonably required to decide the application for restoration of a licence.		

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

PUBLIC HEALTH ACT 2005 COUNCIL TO CEO

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

26 OCTOBER 2022

NEW Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
639343	Public Health Act 2005	Section 362MAF(4)	Power, as a relevant person, to take all reasonable steps to ensure a person who works at a business, activity or undertaking owned, controlled or operated by the relevant person does not disclose the relevant information to anyone else, or use the relevant information, unless the relevant information is disclosed in compliance with the subsection.		
639344	Public Health Act 2005	Section 362MAH(2)	Power, as a relevant person in the circumstances listed in subsection 362MAH(1), to disclose the relevant information in compliance with the subsection.		

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

STATE PENALTIES ENFORCEMENT ACT 1999 COUNCIL TO CEO

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

26 OCTOBER 2022

NEW Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
639361	State Penalties Enforcement Act 1999	Section 33(3)	Power, as administering authority who has given a default certificate under subsection 33(1), to pay the registration fee.		
639362	State Penalties Enforcement Act 1999	Section 33(7)	Power, as administering authority who has given a default certificate under subsection 33(1), to give an amended default certificate to the State Penalties Enforcement Registry.		

CHANGED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
602687	State Penalties Enforcement Act 1999	Section 33(1)	Power, as administering authority <u>in the circumstances listed in subsections 33(1)(a) to (d)</u> , to give the State Penalties Enforcement Registry a default certificate for registration in respect of any <u>recipient of an</u> infringement notice <u>who has not taken action within the time period provided by the infringement notice</u> <u>offence</u> .	CEO, DCS- P0200, DE-P0800	
602689	State Penalties Enforcement Act 1999	Section 57 (e) <u>(4)</u>	Power, as administering authority, to _____ (a) commence proceedings against an applicant for an offence; or (e) accept payment of the fine in full; or (e) <u>(b) issue a fresh infringement notice where the registrar has cancelled an enforcement notice and referred the matter back to Council.</u>	CEO, DCS- P0200, DE-P0800	

BUSINESS PAPERS

9.3 SMALL BUSINESS FRIENDLY COUNCIL

Attachments:	9.3.1. Small Business Friendly Program ↓ 9.3.2. Small Business Friendly Charter (Sample) ↓
Author:	Mark Crawley - Chief Executive Officer
Date:	9 November 2022
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:

During the LGAQ Annual Conference I met with the Queensland Small Business Commissioner following a presentation from Bruce Billson the Australian Small Business and Family Enterprise Ombudsman who recommended such a meeting in his presentation.

RECOMMENDATION:

That Council engage with the Department, the Small Business Commissioner and sign a Small Business Friendly Charter.

Background:

There are a range of programs and assistance available for small business that many are likely not aware of, this program and the benefits to Council and to small business from participating and signing up.

Further information is available in the attached information sheet in relation to the Small Business Friendly Charter and there is also more information on the Small Business Commissioners website at the link below:

<https://www.business.qld.gov.au/running-business/support-assistance/qsbc>

Consultation (Internal/External):

- Local Government Association of Queensland
- State Government
- Queensland Small Business Commissioner

Legal Implications:

- Not applicable

Financial and Resource Implications:

- Minimal costs, however, resources will be required to actively engage with the small business sector to ensure they are well supported, especially during times of recovery from natural disasters and other impacts for small business in the area.

Risk Management Implications:

- Workplace Health and Safety Risk is assessed as low
-

BUSINESS PAPERS

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



Queensland Government

Business Queensland

The Small Business Friendly program

The Small Business Friendly (SBF) program aim is to reduce barriers between large organisations and small businesses and to enhance the operating environment for small business by:

- engaging the whole organisation, not just the customer service team or a specific function
- creating a journey of continuous learning and improvement, not a tick-box or a compliance exercise
- presenting a tool, not a penalty, to make better organisational decisions for the short, medium and long-term
- freeing up resources to deliver more value to your community and stakeholders
- connecting you with other like-minded organisations to share knowledge and ultimately improve the efficiency and effectiveness of all member organisations.

This guide describes the benefits of being small business friendly for participating local councils, and the benefits to small businesses and the Queensland economy.

Participating Small Business Friendly organisations

There are 41 organisations who have joined the SBF program to enhance the operating environment for small businesses. By signing the SBF charter they are working to fulfill the commitments set out in the charter:

Small Business Friendly organisations

- Ipswich City Council
- Scenic Rim Regional Council
- Gympie Regional Council
- Mackay Regional Council
- Whitsunday Regional Council
- Toowoomba Regional Council
- Cairns Regional Council
- Tablelands Regional Council
- Somerset Regional Council
- Barcoo Shire Council
- South Burnett Regional Council
- Southern Downs Regional Council
- Isaac Regional Council
- Moreton Bay Regional Council
- Fraser Coast Regional Council
- Logan City Council
- Rockhampton Regional Council
- Townsville City Council
- Western Downs Regional Council
- Charters Towers Regional Council
- Richmond Shire Council
- Douglas Shire Council
- Mareeba Shire Council
- Banana Shire Council

- Mount Isa City Council
- Cook Shire Council
- Burke Shire Council
- Cloncurry Shire Council
- Flinders Shire Council
- Sunshine Coast Council
- Redland Shire Council
- Cassowary Coast Regional Council
- Brisbane City Council
- Burdekin Shire Council
- Hinchinbrook Shire Council
- Winton Shire Council
- Balonne Shire Council
- Bulloo Shire Council
- Murweh Shire Council
- Paroo Shire Council
- Quilpie Shire Council.

Find out how your organisation can be Small Business Friendly [<https://www.business.qld.gov.au/running-business/support-assistance/qsbc/how>].

Why be Small Business Friendly

Small businesses are the lifeblood of our communities. They define our identity as a place, as a region, and as a destination. Small businesses create local jobs and provide essential goods and services, both to the community and to large organisations. They make up the backbone of the supply chains of larger projects and drive regional development.

In Queensland, small businesses are defined as having less than 20 employees. A small business can take many forms and one size does not fit all, and the services and support we provide to them must reflect that.

They may be small in size, but they make a big impact, and their value cannot be ignored. Small businesses are significant job creators, employers, and contributors to our economy, so it makes sense that we help them to succeed.

In Queensland:

- there are more than 452,000 small businesses (i.e. over 97% of all Queensland businesses)¹
- small businesses employ more than 914,000 people – around 42% of the private sector workforce²
- small businesses contributed around \$120 billion to the Queensland economy.³

Role in small business success

Local governments, Queensland Government agencies and large enterprise all play a part in either enabling or restricting the growth and prosperity of small businesses throughout Queensland.

Now, due to unprecedented natural disasters and the economic effects of the COVID-19 global pandemic, it's important that we support small businesses within our local communities.

To achieve real and lasting impact, we need to understand the small business customer and what they need to thrive in these uncertain times. Hard economic times are placing a greater strain on

government and community resources. With a larger volume of requests, increased pressure for support and small businesses under stress, now is the time to get involved.

The key to economic recovery lies in our small businesses. Changing the way we do things to align with these customers and what they need, will make government and enterprise more efficient and effective. This is known as a 'customer-led organisation'.

References

- ABS 8165 Counts of Australian Business, including entries and exits as of 30 June 2020, Australian Bureau of Statistics, Canberra.¹
- ABS 8155 (Unpublished data) Queensland Treasury.²
- Derived from ABS 8155 (2018–19) Australian Industry, 2018–19 and ABS 5220 (2018–19) Australian National Accounts: State Accounts, 2018–19 Australian Bureau of Statistics, Canberra.³

Small Business Friendly organisational benefits

Governments and enterprises that are customer-led enjoy greater community trust and confidence, lower avoidable contact and resource waste, enhanced public reputation, and higher employee satisfaction and engagement.

Challenges for small businesses

Small business owners face many challenges and must navigate a range of complexities. They struggle with economic impacts outside their control, increased competition, finding customers and dealing with government red tape.

A recent government survey¹ revealed that these are 3 of the top 4 priority challenges for small businesses that revolve around local and state government functions:

- **Government communication:** Small businesses reported being confused by multiple government websites and communication channels, and find it difficult to locate and understand what's available. They would like to have a single point of contact to get information and advice that applies to their individual business needs.
- **Awareness of support:** Many businesses are unaware of government support available for small business and believe better promotion of programs and services is needed.
- **Access to support:** Accessing government support programs and services is often complex and time consuming for small business. Small businesses asked for more support outside of standard business hours and from people with local knowledge of small business issues.

¹Big Plans for Small Business Strategy [<https://desbt.qld.gov.au/small-business/strategic-documents/small-business-strategy>] (Department of Employment, Small Business and Training), 2021.

For local government, state government and large enterprise, there's a clear opportunity to change what you're doing today and put the small business customer at the heart of your operations and decisions to help set up them up for success.

About the Small Business Friendly program

The Small Business Friendly (SBF) program, led by the Queensland Small Business Commissioner, was established in Queensland to recognise and support local governments

(councils) that actively support small businesses in their community and to help small business recover and build resilience when faced with economic challenges.

Economic prosperity is everyone's business, so we are now including Queensland Government agencies and large enterprise in the program.

The SBF program provides the framework, support and tools to help local governments, Queensland Government agencies and large enterprise to realise their role in supporting small business. By bringing people together around a common goal, the program aims to enhance the operating environment for small businesses and provide the opportunities they need to thrive.

The program is driven by a series of simple, yet powerful, commitments by SBF members to improve the way they transact, interact, and support small businesses across Queensland. It is designed to create tangible and practical improvements and outcomes that help SBF members deliver on their commitments and become more efficient and effective.

If your organisation works with, interacts with or supports small businesses, then this program is designed for you.

Benefits of the SBF program

The benefits of the SBF program are wide-reaching, including thriving communities, stronger businesses and sustainable livelihoods.

Participation in the SBF program provides members with many tangible and actionable benefits including:

- access to a community of like-minded members who provide support and experience-based guidance to inform your own efforts
- access to tools and resources to support small business resilience, recovery and growth within your community
- access to regular forums to learn more about what others are doing and how you might do the same
- recognition as a SBF member by the Queensland Small Business Commissioner demonstrating your commitment to your small business community
- opportunities to showcase your local programs [<https://www.business.qld.gov.au/running-business/support-assistance/qsbc/showcasing-activities>], to raise awareness of your efforts and provide inspiration to others
- use of the SBF brand identifier to promote your commitment and raise awareness of your involvement in the program
- dedicated advice and support from the Office of the Queensland Small Business Commissioner.

Join the SBF program

By joining the SBF program, you commit to recognise and consider small businesses as an important customer, recipient and supplier of your services.

It means you'll:

- consider small businesses when making key decisions that impact them, such as purchasing and payment practices, tender processes and legislative and policy decisions
- be mindful of small businesses, their issues and priorities when making decisions for your community and for Queensland

- agree to and sign a Small Business Friendly Charter which outlines your commitments to improve your organisation for your small business community. View a sample charter of commitment [<https://www.publications.qld.gov.au/dataset/queensland-small-business-commissioner/resource/037be626-b496-43fd-833a-752020d37898>].
- keep a log of your improvements and report on progress each financial year. This is a simple process that is part of our 5-step approach to being small business friendly. In return, you will be able to access a range of experience, practical support and resources from our team and from other members.

Contact us [<https://www.business.qld.gov.au/running-business/support-assistance/qsbc/contact>] to find out more, or to join the SBF program.

SBF identifier symbol

The branding symbolises the SBF program as a partnership of continuous improvement.

The SBF symbol:

- signifies the process of continuous improvement to enhance the operating environment for small businesses
- uses 2 different colours to represent SBF members and small businesses
- represents the SBF members working together, in partnership with small businesses by its intertwined symbol.



Participating Small Business Friendly organisations

View the participating organisations [<https://www.business.qld.gov.au/running-business/support-assistance/qsbc/sbf-program#participating>] that have joined the SBF program to enhance the operating environment for small businesses.

Find out how your organisation can be Small Business Friendly [<https://www.business.qld.gov.au/running-business/support-assistance/qsbc/how>].

Contact: General enquiries 13 QGOV (13 74 68)

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Small Business Friendly Program Charter



◁Organisation▷

Small businesses are at the heart of the Queensland economy and our regional communities. They create jobs, grow local economies, and provide essential goods and services. Thriving small businesses help create attractive, liveable communities and foster civic pride.

The Small Business Friendly (SBF) Program provides the framework, support and tools required to help organisations improve the way they transact, interact and support small business across Queensland. By bringing people together around a common goal, the program aims to enhance the operating environment for small businesses and provide the opportunities they need to thrive.

Our commitment to small business

We agree to be small business friendly and make the following commitments (detailed overleaf):

We will actively communicate and engage with small businesses

We will raise the profile and capability of small businesses

We will promote and showcase small businesses

We will develop and promote place-based programs for small businesses

We will simplify administration and regulation for small business (red tape reduction)

We will ensure fair procurement and prompt payment terms for small businesses

We will support small business resilience and recovery

We will measure and report on our performance.

Mayor

Dated:

Chief Executive Officer

Dated:

Maree Adshead, Small Business Commissioner

Dated:

Chamber of Commerce (optional)

Dated:



Logo





What our commitments mean

We will actively communicate and engage with small businesses

- Actively engage and be mindful of small businesses, their issues and priorities when making decisions.
- Communicate clearly in a timely manner both formally and informally.
- Engage with statewide partners where appropriate on matters affecting small businesses.
- Publish clear service standards stating what small businesses can expect from us.

We will raise the profile and capability of small businesses

- Publicly recognise and value the importance of small businesses to our community and local economy.
- Encourage campaigns to promote small business and local spending.
- Help small businesses develop networks, access education, and increase their capabilities.
- Assist small businesses to access government, business and industry programs and resources.

We will promote and showcase small businesses

- Encourage and promote small business engagement via marketing and communication channels (e.g., engaging with local small businesses, collaborating with local chamber of commerce etc.).
- Create awareness by promoting the Small Business Friendly (SBF) program (e.g. using the SBF identifier online, in marketing collateral and in communication materials).
- Share successes, ideas and learnings with Small Business Friendly members and other stakeholders.
- Allow the Queensland Small Business Commissioner to promote our Small Business Friendly activities and achievements.

We will develop and promote place-based programs for small businesses

- Identify, develop, promote and deliver at least two existing or new place-based programs to support businesses to start, grow and become more resilient.

We will simplify administration and regulation for small business (red tape reduction)

- Limit unnecessary administration and take steps to ensure continuous business improvement.
- Make it easier for small businesses to comply with administrative and/or regulatory requirements.
- Administer requirements in a consistent manner in collaboration with key stakeholders.
- Regularly review and streamline administrative and/or regulatory arrangements to reduce red tape.
- Maintain a simple, timely and cost-effective internal review and complaints management system.

We will ensure fair procurement and prompt payment terms for small businesses

- Implement a procurement policy that gives small businesses a 'fair go' to supply goods and services.
- Help small businesses find local procurement opportunities and make tendering quick and easy.
- Pay all valid invoices from small business suppliers within a stated reasonable period. (e.g., 20 calendar days from receipt of invoice).

We will support small business resilience and recovery

- With support from statewide partners, deliver short, medium, and long-term activities to support small business recovery and resilience following significant business disruption and disasters.
- Implement policies and practices for managing business disruption (e.g., supporting and working with small businesses to minimise disruption during capital works projects, transformational change etc).

We will measure and report on our performance

- Seek regular feedback from small businesses to help drive continuous business improvement.
- Monitor our performance against this charter and ensure we are meeting our commitments.
- Publish a report about our performance in relation to this charter within six months of signing the Charter and once every financial year thereafter.

A Queensland Small Business Commissioner program

BUSINESS PAPERS

9.4 VIEWS REQUEST - CONVERSION TO FREEHOLD - LOT 3 SP284255

Attachments: 9.4.1. Views Request - Department of Resources [↓](#)
9.4.2. QGlobe Map of area [↓](#)
9.4.3. Gravel Pit Locations - Goat Creek and Inverleigh [↓](#)

Author: Mark Crawley - Chief Executive Officer

Date: 9 November 2022

Key Outcome: Day to day management of activities within the Office of the CEO

Key Strategy: As per the Departmental Plan for the Office of the CEO

Executive Summary:

The Department has received an application for conversion to freehold of lot 3 on SP284255 and is seeking the views of Council before proceeding with consideration of the application.

RECOMMENDATION:

That Council advise the Department it has objection to the conversion to freehold and that all roads within the parcel are surveyed on their current alignment and provided with any survey plans provided for the conversion.

Background:

Background is available in the attached correspondence to the report and a map reference is also provided.

Any roads within the parcel will be identified on their current alignment as has been the practice and requirement of Council in the past.

Information has been requested from the Engineering Department in relation to any other concerns for Council (i.e. Gravel pits and other roads not captured currently).

Gravel pits (Goat Creek and Inverleigh Pits) are located on the opposite side of the road (Normanton – Burketown) in Lot 3 SP284255. A pipeline easement also transverses the parcel in Lot 1. (See below)



BUSINESS PAPERS

Consultation (Internal/External):

- Director of Engineering – Michael Wanrooy
- Engineer – Kerrod Giles
- Nick Lennon - ERSCON

Legal Implications:

- In accordance with Land Act

Financial and Resource Implications:

- Not applicable

Risk Management Implications:

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

Mark Crawley

From: Records
Sent: Tuesday, 1 November 2022 4:09 PM
To: Mark Crawley
Subject: FW: Views Request - Conversion to Freehold - Land described as Lot 3 on Survey Plan 284255 - Carpentaria Shire Council - Our Ref 2021/004289
Attachments: QGlobe map.pdf

Records

Records & Complaints Coordinator
CARPENTARIA SHIRE COUNCIL
Ph: 07 4745 2228 | Fax: 07 4745 1340
PO Box 31, NORMANTON QLD 4890
records@carpentaria.qld.gov.au
<http://www.carpentaria.qld.gov.au>



Find us on Facebook



From: Rowena Greenland <Rowena.Greenland@resources.qld.gov.au>
Sent: Thursday, 27 October 2022 11:54 AM
To: Records <records@carpentaria.qld.gov.au>
Subject: Views Request - Conversion to Freehold - Land described as Lot 3 on Survey Plan 284255 - Carpentaria Shire Council - Our Ref 2021/004289

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

Good afternoon,

The department has received the above application. The proposed use of the land is pastoral.

The attached map from Queensland Globe shows the subject land and the surrounding locality.

When a property is converted to freehold the survey plan must show the correct boundaries as well as define roads on their correct alignment. Council may be aware of roads or other issues and its views should address these and give guidance as to any issues a licenced cadastral surveyor would need to address, were they engaged by the lessee to satisfy requirements of an approved conversion.

Please advise the department of your views or requirements including any local non-indigenous cultural heritage values that the department should consider when assessing this application.

Objections to the application, and any views or requirements that may affect the future use of the land should be received by close of business on 16 January 2023. If you offer an objection to the application, a full explanation stating the reason for the objection should be forwarded to this Office.

If you wish to provide a response but are unable to do so before the due date, please contact the author before the due date to arrange a more suitable timeframe. An extension to this due date will only be granted in exceptional circumstances.

If a response is not received by the due date and no alternative arrangements have been made, it will be assumed you have no objections or requirements in relation to this matter.

This information has been provided to you in confidence for the purpose of seeking your views on this matter. It is not to be used for any other purpose, or distributed further to any person, company, or organisation, without the express written permission of the department unless required.

If you wish to discuss this matter, please contact Rowena Greenland on 07 4745 4109.

All future correspondence relative to this matter is to be referred to the contact Officer at the address below or by email to LASSLsteam1enq@resources.qld.gov.au. Any hard copy correspondence received will be electronically scanned and filed. For this reason, it is recommended that any attached plans, sketches or maps be no larger than A3-sized.

Please quote reference number 2021/004289 in any future correspondence.

Kind regards,
Rowena.



Rowena Greenland
Land Officer
Land Services | Land & Surveying Services
Department of Resources

P: 07 4745 4109

E: rowena.greenland@resources.qld.gov.au

A: 13 Isa Street, MOUNT ISA QLD 4825 | PO Box 937 Cairns QLD 4870

W: www.resources.qld.gov.au

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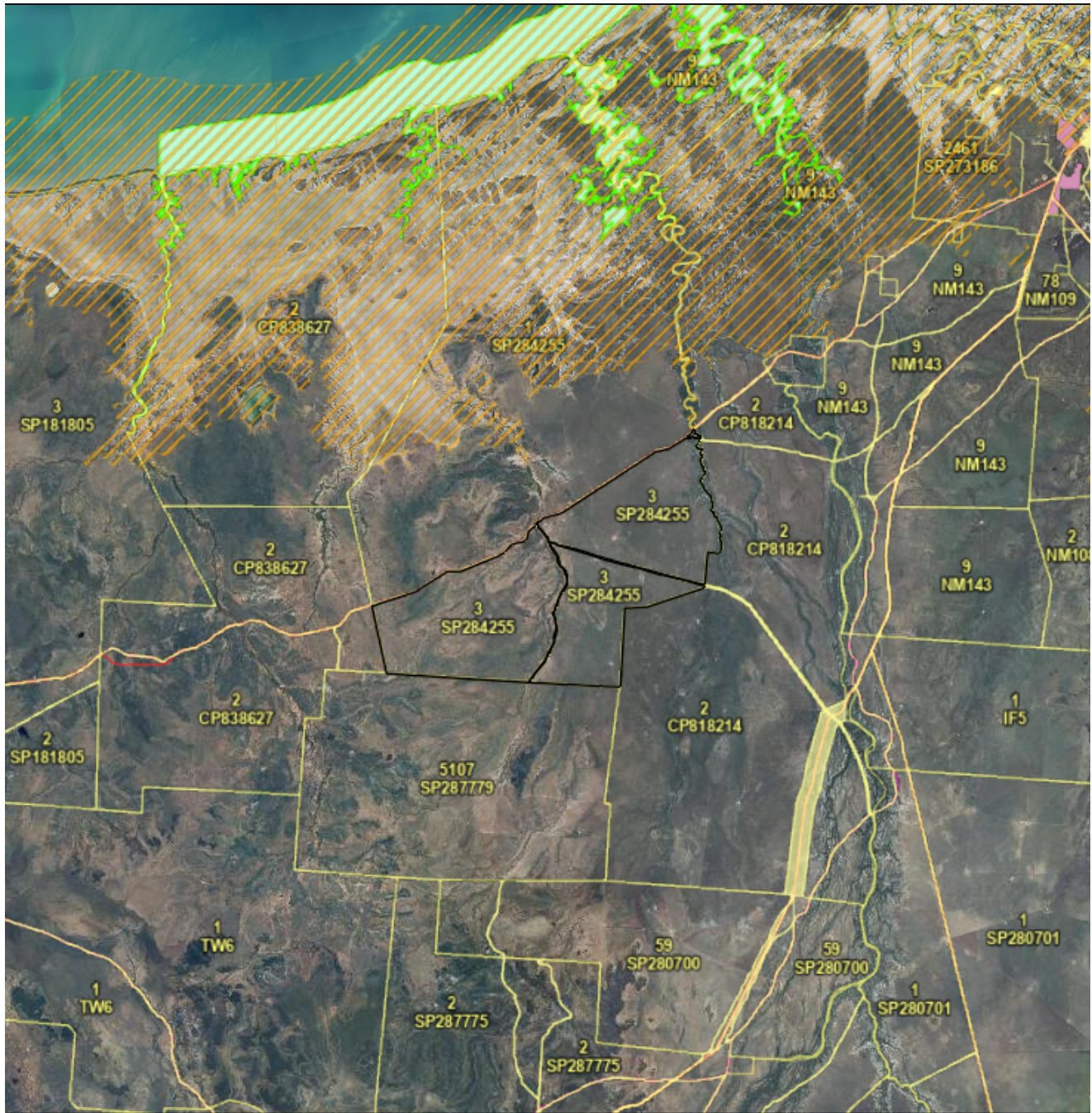
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13°17'S 140°3'32"E

17°33'17"S 141°5'1"

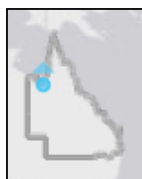


11°53'S 140°3'32"E

18°31'53"S 141°5'1"

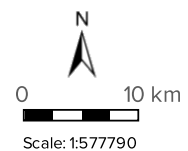
A product of
Queensland Globe

Legend located on next page



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For more information, visit
<https://qldglobe.information.qld.gov.au/help-info/Contact-us.html>



Legend

Coastal management district



Fish habitat area



Management A boundary



Management B boundary

State controlled road



Stock route



Primary, Open



Secondary, Open



Minor and Unused, Open



Primary, Conditional



Secondary, Conditional



Minor and Unused, Conditional



Primary, Closed



Secondary, Closed



Minor and Unused, Closed

Proposed stock routes



Primary



Secondary



Inactive use by negotiation



Reserve

Road parcel



Stock route reserve



Primary, Open



Secondary, Open



Minor and Unused, Open



Primary, Conditional



Secondary, Conditional



Minor and Unused, Conditional



Primary, Closed



Secondary, Closed



Minor and Unused, Closed

Land parcel



Parcel

Land parcel - gt 1 ha



Parcel

Land parcel - gt 10 ha



Parcel

Easement parcel



Strata parcel



Volumetric parcel



Attribution

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Legend

Land parcel - gt 1000 ha

 Parcel

Land parcel label

Land parcel label - gt 1 ha

Land parcel label - gt 10 ha

Land parcel label - gt 1000 ha

Places: Search Results

 3SP284255

Road crossing

 Bridge

 Tunnel

Railway



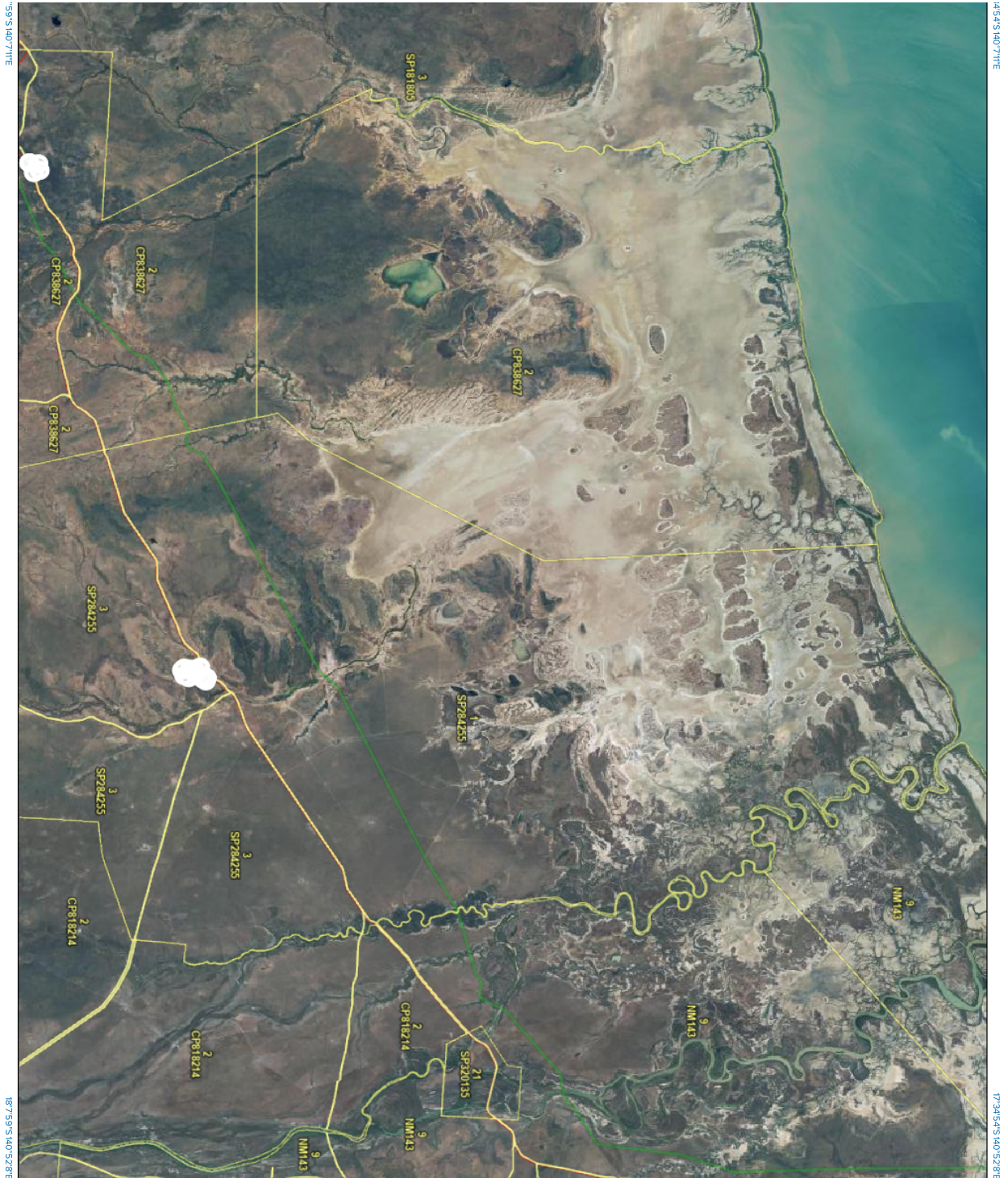
Road

 Highway

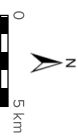
 Main

 Local

 Private



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Printed at: A3
Print date: 4/11/2022
Projection: Web Mercator EPSG:3857 (QZ200 (9857))
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Legend			
Bullock Paddock Pit.gpx - point	Pixie Pit.gpx - point	Inverleigh East Pit.gpx - point	Land parcel label - gt 1 ha
Christmas Pit.gpx - point	Reaphook Pit.gpx - point	Road parcel	Land parcel label - gt 10 ha
Cow Creek Pit.gpx - point	Wash Pool A Pit.gpx - point	Land parcel	Land parcel label - gt 1000 ha
Dismal Pit.gpx - point	Wash Pool B Pit.gpx - point	Parcel	Cities and Towns
Glencoe Pit.gpx - point	Stirling Pit.gpx - point	Parcel	Road Crossing
Iffley Road 1 Pit.gpx - point	Clarke Pit.gpx - point	Parcel	Bridge
Iffley Road 2 Pit.gpx - point	Cockburn Pit.gpx - point	Easement parcel	Tunnel
Lilivale Pit.gpx - point	Happy Valley A Pit.gpx - point	Strata parcel	Road
M Creek Pit.gpx - point	Happy Valley B Pit.gpx - point	Volumetric parcel	Highway
Packsaddle Creek Pit.gpx - point	Goat Creek Pit.gpx - point	Land parcel - gt 1000 ha	Main
		Parcel	Local
		Land parcel label	Private
			Railway

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BUSINESS PAPERS

9.5 CONFIRMATION - FUEL LEVY

Attachments:	NIL
Author:	Mark Crawley - Chief Executive Officer
Date:	9 November 2022
Key Outcome:	Day to day management of activities within the Office of the CEO
Key Strategy:	As per the Departmental Plan for the Office of the CEO

Executive Summary:

Seeking clarification on the application of the Fuel Levy introduced following the adoption of resolution at Special Meeting held 28 June 2022.

RECOMMENDATION:

That Council confirm that the fuel levy introduced from 1 July 2022 is to apply to those contractors who submitted tender (RFT 22-0549) at the commencement of the 2022 Construction Season only.

Background:

Council will recall that we introduced a fuel levy at the Special Meeting held in Normanton on 28 June 2022. The resolution passed at the Special Meeting is below: -

COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Thomas

That Council, subject to Queensland Reconstruction Authority approval, introduce a Diesel Fuel Levy - Rise and Fall based on the following principles:

- 1. The rates are averaged for each Plant Category Rates to calculate adjusted Plant Hire rate;***
- 2. The average Brisbane Terminal Gate Price is used to calculate the Rise and Fall adjustment;***
- 3. Council will review the Average Brisbane Terminal Gate Price on a monthly basis;***
- 4. Reference date for pricing is 5th April 2022;***
- 5. Introduction of Fuel Levy applies from the first full invoice period after 1st July 2022;***
- 6. Fuel Levy is calculated by Council and paid to Contractors at the start of each month by 10th day following the start of the month.***

CARRIED 4/0

Resolution No. SM0622/001

BUSINESS PAPERS

In the original resolution we were not clear on the application of the levy. The July payment of the levy was calculated for all contractors, including those that had joined the construction program after the commencement in March/April and in engaged in accordance with resolution SM0622/002, delegation to Mayor and CEO to accept other quotations for additional plant. The September payment is for those contractors who submitted pricing at the start of the season only. Those contractors who have joined in the past couple of months have had the opportunity to adjust their pricing to include the fuel increases and would be obtaining additional benefit if the fuel levy was applied.

This report is prepared to clarify the application of the fuel levy.

Consultation (Internal/External):

- Mayor
- Councillors
- Finance Team
- ERSCON Consulting

Legal Implications:

- Not applicable

Financial and Resource Implications:

- Not applicable

Risk Management Implications:

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

BUSINESS PAPERS

9.6 GULF SAVANNAH NRM - AGM AND GENERAL MEETING

Attachments: 9.6.1. AGM Notice and Order of Business[↓](#)
9.6.2. AGM Agenda[↓](#)
9.6.3. General Meeting Agenda[↓](#)
9.6.4. Proxy and Voting Form[↓](#)

Author: Mark Crawley - Chief Executive Officer

Date: 9 November 2022

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

Key Strategy: Continue to represent the community through active Advocacy efforts - (State and Federal Government, regional bodies and others)

Executive Summary:

Notice has been provided in relation to the AGM and General Meeting of the Gulf Savannah NRM Group to be held in Mareeba at 9am Thursday 24th November 2022.

RECOMMENDATION:

That Council consider the information and advise the Chief Executive Officer if any are available to attend and represent Council or allocation of our proxy to others.

Background:

Council is a financial member of the Gulf Savannah Natural Resource Management Group and information has been received in relation to the AGM and General Meetings of the group.

Council to advise if attendance is required and if not do we wish to allocate our proxy vote and indicate the preference for our vote on the matters to be decided.

All information received is attached for the information of Councillors.

Consultation (Internal/External):

- Gulf Savannah Natural Resource Management Group

Legal Implications:

- Not applicable

Financial and Resource Implications:

- Travel and accommodation for attendance at Mareeba

Risk Management Implications:

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



NOTICE OF

Annual General Meeting

for Northern Gulf Resource Management Group Ltd t/a
Gulf Savannah NRM

9:00am Thursday 24th November 2022

Block H, 28 Peters Street, Mareeba
followed by a General Meeting

To RSVP or for more information please contact us on (07) 4092 1088
or email corporate@gulfsavannahnrm.org



[Gulf Savannah NRM](#)
[AGM & General Meeting, 24th November 2022](#)
[Order of Business](#)

8:30 am Registration

9:00 am AGM Commences

- Welcome, acknowledgement of country
- 2021 Minutes
- Chair Report
- Directors Report
- Audited Financials & Report
- Appointment of Auditor
- Review Director Remuneration
- Review Membership Subscription
- Report by Independent Selection Committee
- Appointment of Directors

10: 30 am General Meeting Commences after morning tea

- Welcome, confirm quorum
- Minutes review
- CEO's report
- Guest Speaker – Kevin Macneill, CEO, EQ Resources
- Gulf Savannah Project Updates & Staff introductions
- Matters from the floor
- NRM Plan workshop

12:45 pm Lunch and networking

We would love to see you there!

Notice of Annual General Meeting

Thursday 24th November 2022



AGENDA

Location:	Gulf Savannah NRM Office, Block H, 28 Peters Street, Mareeba	
Time:	8:30 am Registration	
	9:00 am Meeting Commences	
	Item	Time
1.	a. Welcome and call to order – Ellen Weber, Chair b. Apologies and Proxies c. Confirm quorum	9.00 am (5 min)
2.	Acknowledgement of Country	9.05 am (5 min)
3.	2021 AGM Minutes (circulated to Members) Rule 11.2.(a) Proposed Resolution: <i>"That the minutes of the Annual General Meeting held at Mount Surprise on the 25th November 2021 be adopted as a true and correct record of that meeting"</i>	9.10 am (5 min)
4.	Chair's Report – Ellen Weber Proposed Resolution: <i>"That the Chair's report to members be accepted as presented"</i>	9.15 am (10 min)
5.	Receive Directors Report to members Proposed resolution: <i>"That the Director's report to members be accepted as received"</i>	9.25 am (5 min)
6.	Receive and consider the Audited Financial Statement and Auditors Report Rule 11.2.(c) Presented by Geoff Davis, Grubers Beckett Proposed Resolution: <i>"That the Audited Financial Statement be accepted as received"</i>	9.30 am (15 min)
7.	Appointment of Auditor - Rule 11.2(d) Proposed Resolutions: <i>"That Grubers Beckett (Mareeba) be appointed as Auditor of the Company for the financial year 2022-2023."</i>	9.45 am (5 min)

AGENDA – AGM: 24-11-2022

1 of 2

NORTHERN GULF RESOURCE MANAGEMENT GROUP T/A GULF SAVANNAH NRM | 28 PETERS STREET |
PO BOX 2077 MAREEBA, QLD 4880 ABN: 94 106 450 355
ph: (07) 4092 1088 email: corporate@gulfsavannahnrm.org web: www.gulfsavannahnrm.org

8.	Review Director Remuneration (See Notes to Agenda) Rule 15.4(c) Proposed resolution: <i>"That the Director Remuneration Policy remain unchanged"</i>	9.50 am (5 min)
9.	Membership Subscriptions (See Notes to Agenda) Rule 11.2(g) Proposed Resolution: <i>"That the fees for Annual Membership Subscriptions remain unchanged"</i>	9.55 am (5 min)
10.	Appointment of Directors – ISC Recommendations Rule 15.2(b) A. Report by ISC Chair Russell Boswell including recommendation to members for the Appointment of two new Directors. Proposed resolution: <i>"That the Independent Selection Committee report be accepted as received"</i> B. Appointment of Directors <i>"That Anne Clarke be appointed to the position of Director as recommended by the Independent Selection Committee"</i> <i>"That Emeritus Professor Chris Cocklin be appointed to the position of Director as recommended by the Independent Selection Committee"</i>	10.00 am (10 min)
	Meeting Close	10.10 am

Next:

10:15 am Morning Tea
10:30 am General Meeting commences
12:45pm: Lunch

NOTES TO AGENDA

Agenda Item 8. Director Remuneration Policy

It is proposed that Director remuneration, as outlined in the attached *Director Remuneration and Reimbursement Policy*, remain unchanged.

Agenda Item 9. Annual Membership Subscriptions

It is proposed that the rates for Annual Membership Subscriptions remains unchanged at eleven dollars including GST (\$11) for an initial membership subscription for both General and Associate membership categories, that the fee for annual renewal of membership continues to be waived.



2021 Annual General Meeting Minutes Bedrock Village Caravan Park, Garnet Street, Mount Surprise		
Date	Thursday, 25 th November 2021	
Time	9:30am Registration 10:23am Meeting Commenced	
Agenda	Item	Time
10:23am	A. Welcome and call to order – Ellen Weber, Chair Ellen declared meeting open 10.23am. B. Apologies and Proxies List of apologies and proxies read by Zoe (attendance sheet) C. Confirm quorum: 3 proxies to Robert Frazer (NG Secretary): - Ewamian Aboriginal Corporation - Savannah Guides - North Qld Mining Association - Croydon Shire Council 3 attendees: - John Brisbin, Riki Gunn, Greg Ryan	5 min
1.	Acknowledgement of Country Welcome to all and individual introductions of those attending	5 min
2.	2020 AGM Minutes (circulated to Members) Rule 11.2.(a) Noting item 7 that was missed recording a moved/seconder for the motion. <u>Resolution:</u> “That the minutes of the Annual General Meeting held at Mareeba on the 19 November 2020 as distributed with the notice of this meeting be adopted as a true and correct record of that meeting” Moved: Riki Gunn Seconded: Robert Frazer	5 min
3.	Receive and consider the Audited Financial Statement and Auditors Report Rule 11.2.(c) Presented by Donna Sinanian, Crowe Audit North Queensland via zoom (10.30am- 10.38am) - Donna, confirm and qualify the results of audit as circulated– a fantastic result. Quick turnaround and efficient process. - Results show small deficit due to changes in accounting standards which makes things tricky to compare. - Nothing special for members to note, a lot of projects completed in the year shown through higher expenses	15 min

AGENDA – AGM: 25-11-2021

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	<ul style="list-style-type: none"> - Ellen Weber, Chair, confirmed Terrain loan has been repaid. <p>Resolution: “That the Audited Financial Statement and Auditor’s Report for 2020-2021 Financial Year be accepted as received”</p> <p>Moved: Ellen Weber Second: Greg Ryan (Gulf Cattleman’s)</p>	
4.	<p>Chair’s Report – Ellen Weber</p> <ul style="list-style-type: none"> - NQ NRM Alliance – services returned to NRM entities, lot of work in transitioning staff to individual NRM’s. Still working together on delivering Regional Land Partnership (RLP) and advocacy role. - Gulf Savannah’s Organisational Performance Excellence Review (OPE) recently completed. Last one in 2013 and the progress made is very positive, the result of years of progress from multiple boards and staff. - NRM Plan. Wayne Young has been employed to develop the next NRM plan and will be working on this over this financial year through engagement and feedback from stakeholders. - Acknowledgement of the Directors that are not re-standing for the positions. Jess Fealy left in February due to family and business commitments, but is a great advocate for us. Kelly not able to continue due to commitments and will be sadly missed. Brian has done a lot of work with the re-branding. Thanks to all. - Thanks to Bob Frazer’s counsel to date and going forward. <p>Resolution: Chairs Report be accepted.</p> <p>Moved: Ellen Second: Riki Gunn</p>	10 min
5.	<p>Receive Directors Report to members</p> <p>Ellen directed members to the Board Report, page 26 of Annual Report 2021</p> <ul style="list-style-type: none"> - Noting end of RLP funding reflective in forecast, and board actively looking for future funding and diversifying of funding base <p>Resolution: “That the Director’s report to members as tabled in the Gulf Savannah Annual Report 2021, be accepted as received”</p> <p>Moved: Ellen Seconded: NQMA via proxy Robert Frazer</p>	5 min
6.	<p>Appointment of Auditor (see notes to Agenda) Rule 11.2(d)</p> <ul style="list-style-type: none"> - Board have discussed changing auditors, being good practice and wanting a firm more familiar with industry requirements - Have followed required process – Crowe notified and given a chance to respond as required which they have not taken up. <p>Resolutions:</p> <p>A. “That the members consider and, if thought fit, pass a resolution that Crowe Audit Australia be removed as auditor of the company”</p> <p>Moved: Ellen Weber Seconded: Greg Ryan</p>	10 min

	<p>B. "That, Grubers Beckett (Mareeba) having consented in writing and been duly nominated in accordance with Section 328B(1) of the Corporations Act 2001, be appointed as Auditor of the Company."</p> <p>Moved: John Brisbin Seconded: Ewamian Aboriginal Corporation via proxy Robert Frazer</p>	
7.	<p>Review Director Remuneration (See Notes to Agenda) Rule 15.4(c)</p> <ul style="list-style-type: none"> - Review of policy as required under the Constitution, not proposing any changes. <p>Resolution: "That the Director Remuneration Policy remain unchanged"</p> <p>Moved: Ellen Weber Second: Savannah Guides via proxy Robert Frazer</p>	5 min
8.	<p>Membership Subscriptions (See Notes to Agenda) Rule 11.2(g)</p> <ul style="list-style-type: none"> - Review of fees required under the Constitution, no changes proposed. <p>Resolution: "That the fees for Annual Membership Subscriptions remain unchanged"</p> <p>Moved: Riki Gunn Second: John Brisbin</p>	5 min
9.	<p>Appointment of Directors – Independent Selection Committee (ISC) Recommendations Rule 15.2.(b)</p> <p>A. Report by ISC Chair Russell Boswell including recommendation to members for the Appointment of two new Directors.</p> <ul style="list-style-type: none"> - Riki addressed the members as part of the panel overview of process and committee also recommending a few changes to smooth process - Noted: moving to skills based board tricky, but one of the reasons we scored better on OPE. - Note John Brisbin's comment re: publishing Director's skills matrix as part of Director's Report in Annual Report - Bood Hickson introduced himself to members - Nick Hardy introduced himself to members <p>Resolution: "That the Independent Selection Committee report be accepted as received"</p> <p>Moved: Riki Gunn Seconded: John Brisbin</p> <p>B. Appointment of Directors</p> <p>Resolution: "That Nick Hardy be appointed to the position of Director as recommended by the Independent Selection Committee"</p> <p>Moved: Riki Gunn Seconded: John Brisbin</p> <p>Resolution: "That Bood Hickson be appointed to the position of Director as recommended by the Independent Selection Committee"</p> <p>Moved: Riki Gunn Seconded: Greg Ryan</p> <p>Ellen Weber, Chair, formally welcomed Bood & Nick to team and look forward to productive working relationship.</p>	10 min

AGENDA – AGM: 25-11-2021

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11:36am	Meeting Closed	
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NOTES TO AGENDA/MINUTES

Agenda Item 6. Appointment of Auditor

Crowe Audit Australia have been the company's auditors for a number of years, and have completed their audit of the company for the Financial Year 2020-2021. In terms of governance, a change in auditor from time to time (usually 3 to 5 years) is a good and accepted practice.

There is a formal process (set out by ASIC) involved in changing the company's auditor which includes a formal notice of intent to change from a Director to the Company Secretary, nomination of the new auditor and their formal consent to become the company's auditor. This process has been followed.

The first resolution is to formally remove the current auditor, and the second resolution is to formally nominate and appoint Grubers Beckett (Mareeba).

- Grubers Becket (Mareeba) is well respected local firm with local partners meaning that the site audit can be better scheduled
- The audit will be performed by an experienced audit firm partner, rather than a junior staff member, This should result in a more thorough audit process
- The current auditors do not seem to have a good understanding of the company's business model as demonstrated by their treatment of unspent grant funds in the recent audit
- Grubers Becket estimate of fees provides better value for money

Agenda Item 7. Director Remuneration Policy

It is proposed that Director remuneration, as outlined in the attached *Director Remuneration and Reimbursement Policy*, remain unchanged.

Agenda Item 8 – Annual Membership Subscriptions

It is proposed that the rates for Annual Membership Subscriptions remains unchanged at eleven dollars including GST (\$11) for an initial membership subscription for both General and Associate membership categories, that the fee for annual renewal of membership continues to be waived

BP002: Director Remuneration and Reimbursement

Purpose

Directors are entitled to remuneration and reimbursements for responsibilities associated with Board related activities. It is acknowledged that Directors undertake substantial preparation to participate and incur an opportunity cost in attending Board Meetings and performing special assignments. It is also recognised that the Chair must meet additional responsibilities and duties in fulfilling the requirements of these roles.

Scope

This policy applies to all Directors including the Chair.

Policy

Stipends

The Chair – is entitled to a stipend of \$35,000 per annum.

Directors – are entitled to a stipend of \$4,200 per annum

Sitting Fees

Directors are entitled to a sitting fee of \$400 per day or \$250 per half day for attendance at Board meetings, subcommittee meetings and special assignments on top of their annual stipend. Special Assignments include those activities, as approved by the Board, that fall outside of normal Board Meeting business and attendance.

Note that the Chair is not paid sitting fees for attendance at board meetings, subcommittee meetings or for special assignments as this is covered in the stipend.

Payment of sitting fees requires no prior approval as acknowledgement of entitlement for fees is supported by the meeting's attendance record.

Where approval is required for special assignment fees, the Board Support Officer will approve and process claims if satisfied that appropriate Board approval has been minuted. Where this has not occurred, the claim will be considered for approval at the following Board meeting.

Superannuation

All Directors are eligible for employer-funded superannuation in accordance with the Superannuation Guarantee Act. NGRMG will contribute the amount required into superannuation fund of the Director's choice. To nominate a fund, the Director must complete the Superannuation Form.

Directors can also contribute funds in addition to the organisation's contribution to the fund by way of regular payroll deductions by completing the appropriate superannuation form and submitting it to the Board Support Officer.

Out of Pocket Expenses

Whenever possible, all accommodation, travel requirements and meals will be arranged and prepaid by NGRMG. In cases where this is not possible, Directors are entitled to reasonable out of pocket expenses paid on a receipt basis when submitting expense claim forms.

For each overnight stay, a Director is entitled to one breakfast, one lunch, one dinner and one incidental claim. NGRMG will not be responsible for any personal expenses incurred while travelling, especially any mini bar items or alcohol consumed. All mini bar or alcohol expenses are the responsibility of the Director.

The maximum limit for reimbursement of meals expenses is \$80/day when associated with an overnight stay.

Where a Director stays with a relative or friend, they may contribute to their meal expenses e.g. buying a few groceries, and may seek reimbursement up to the limits identified in this policy for breakfast, lunch and dinner on presentation of a receipt.

NGRMG does not make, and will not make, advance payments for travel, meals, accommodation, meals and/or incidentals, however in cases of genuine need the Director should discuss his/her circumstances with the Chief Executive Officer.

Meal and incidental expenses that are not associated with an approved overnight stay and/or entertainment expenses associated with Board and/or Advisory Panel and Committee members related lunches, will not be reimbursed, unless prior approval has been granted by the Chair or Chief Executive Officer.

Directors are required to return their Expense Claim form to the Board Support Officer for processing.

Vehicle Expenses

When a Director uses their personal vehicle on Company business, NGRMG will provide a reimbursement at the ATO approved rate.

To claim the reimbursement, the Director will need to complete the Mileage section of the Expense Claim Form. The claim will need to be approved by the Board Support Officer. Vehicles belonging to another organisation but used for Company business are eligible for reimbursement of reasonable fuel costs.

Method of Payment

All payments due to Directors will be deposited by electronic funds transfer into an account nominated by the Director. Each pay period the Director will receive a pay slip detailing the full pay transaction including the net amount and any deductions. Payments are processed on the last payments run of the month.

Deductions and variations to pay

Apart from income tax deductions, any deductions will need to be authorised by the Director in writing. For changes to bank account allocations Directors must complete a variation form 6.14

Gulf Savannah NRM Board, Director Recruitment 2022

Report to the Board by its Independent Selection Committee – 7th October 2022

The role of the Independent Selection Committee (ISC) is to facilitate selection processes around the elections and appointments of Directors and Chair of the Board, working in line with the Constitution and rules of Northern Gulf Resource Management Group t/a Gulf Savannah NRM (GSNRM).

The 2021 review of the Independent Selection Committee Manual and associated documents proved very beneficial with a smooth and clear process enabled to keep on time and meet all requirements.

In 2022, two Director positions need to be filled due to the end of term one for Anne Clarke and resignation of Daniel (Bood) Hickson in August 2022.

The recruitment process was initiated with advertising completed over a three-week period across our region and on digital platforms to extend the reach.

The Independent selection Committee was reconfirmed, with Russell Boswell as Chair plus Riki Gunn, Fiona Thomas and Danny Bird continuing in their roles.

At close of Stage 1 applications in mid-September we had four applicants, one of whom had not completed the criteria. The ISC determined that the remaining three eligible candidates would be invited to take part in Stage 2, allowing them to provide more in-depth responses about their governance and NRM skills. At this point one of the Stage 2 applicants decided to withdraw. This left us with two applicants for two positions, so Stage 2 responses were reviewed, interviews held on Monday 26th September, and reference checks completed.

The ISC Recommended Appointments

The ISC is pleased to recommend two high quality candidates for appointment to the Gulf Savannah NRM Board.

Anne Clarke:

Returning to the Board and enthusiastic to continue some ongoing initiatives including reconstituting the Northern Gulf's charitable fund to support environmental projects that benefit our region and our community. Before coming onto the Board Anne worked in the Gulf Savannah region for many years. She extensive natural resource management skills, particularly in the fields of aquatic ecology and fisheries related industries, disaster response and recovery and indigenous engagement. "



Emeritus Professor Chris Cocklin:

Chris brings considerable experience in organizational governance and executive-level management to the Board. He recently retired from his position as Provost of James Cook University and along with many years of senior management experience he has a professional academic and consulting background in NRM. As a new member, Chris looks forward to working with the Board to facilitate sustainable futures for the resources of the Gulf Savannah region.



The membership is now required to accept this nomination at the AGM for the appointments to be finalised. We congratulate the 2021-2022 GSNRM Board and wish them well in their roles in this important organisation.

Russell Boswell, Chair
Independent Selection Committee

Notice of General Meeting

Thursday 24th November 2022



AGENDA

Location:	Gulf Savannah NRM Office, Block H, 28 Peters Street, Mareeba	
Time:	10:30 am	
	Item	Time
1.	A. Welcome and call to order – Chair B. Apologies and Proxies – Chair C. Confirm quorum	<i>10.30 am</i> <i>(5 min)</i>
2.	Accept previous General Minutes (as circulated): 25 th November 2022 – Mt Surprise 26 May 2022 - Dimbulah	<i>10.35 am</i> <i>(5 min)</i>
3.	CEO's Report – Zoe Williams, CEO	<i>10.40 am</i> <i>(10 min)</i>
4.	Speaker – Kevin Macneill, EQ Resources	<i>10.50 am</i> <i>(15 min)</i>
5.	Staff introductions and Project Updates (3 x 10 mins) <ul style="list-style-type: none">- Environment Team- Agriculture Team- Community Partnerships Team	<i>11.05 am</i> <i>(30 min)</i>
6.	Matters from the floor - Members	<i>11.35 am</i> <i>(10 min)</i>
7.	NRM Plan Workshop	<i>11.45 am</i> <i>(60 min)</i>
	Meeting Close & Lunch	<i>12.45 pm</i>

AGENDA – GENERAL MEETING: 24-11-2022

NORTHERN GULF RESOURCE MANAGEMENT GROUP T/A GULF SAVANNAH NRM ABN: 94 106 450 355
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General Meeting Minutes		
Bedrock Village Caravan Park, Garnet Street, Mount Surprise		
Date:	Thursday, 25th November 2021	
Time:	11:45 am	
Agenda	Item	Time
1.	A. Welcome and call to order – Chair B. Apologies and Proxies – per AGM C. Confirm quorum – per AGM	5 min
2.	CEO's Report – Zoe Williams, CEO <ul style="list-style-type: none">- Overview of projects, funding cycles and sources Input from floor <ul style="list-style-type: none">- Positive environment with support for region from multiple levels of government.- Also need to focus on getting more people on-country	10 min
3.	Staff introductions and Project Updates Vickie Mylrea, Community Education <ul style="list-style-type: none">- Remote Food Gardens Project, grown to 11 schools across region with very positive feedback. Natarsha Bell, Indigenous Engagement <ul style="list-style-type: none">- Reconciliation Week at Undara was a great event, played short clip that is now playing at Georgetown Discovery Centre. Theme for 2022 is "More than a word" and about voicing that we are a reconciled region.	60 min

MINUTES – GENERAL MEETING: 25-11-2021

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	<ul style="list-style-type: none"> - Turtles Project – first project to look at freshwater turtles. Looking to secure further funding to continue. <p>Keerah Steele, Project Support</p> <ul style="list-style-type: none"> - Presentation of all the different projects happening across grazing (see annual report) <p>Niilo Gobius, Agriculture Team Leader</p> <ul style="list-style-type: none"> - Overview of other projects within the Ag team not presented by Keerah, including Powerful Pollinators, Healthy Farming Futures etc. - Focus on funding to get more people based in the regional areas. Four proposals in at the moment to build on Wambiana work and provide grazing forums. 	
4.	<p>Drought Hub Update – Zoe Williams, CEO</p> <ul style="list-style-type: none"> - JCU successful bidder for TNQ drought hub, they are now contracting six NRM groups, still in negotiation - John McLaughlin, based at Georgetown is moving into the hub co-ordinator role. 	15 mins
5.	<p>Minutes from 30 July – Accepted Moved: Ellen Weber Second: Riki Gunn</p>	
6.	<p>Matters from the floor – Members</p> <p>Greg Ryan – Carbon opportunities. How to get the facts relevant to area from trustworthy source?</p> <ul style="list-style-type: none"> - NRM's role is broker of knowledge - John McLaughlin a registered carbon adviser - QRIDA funding available to seek advice for carbon farming - CSIRO App – LOOC-C – gives range of options applicable to your property 	15 min
1:45 pm	Meeting Close & Lunch	

MINUTES – GENERAL MEETING: 25-11-2021

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General Meeting Minutes		
Dimbulah Community Hall, Dimbulah		
Date:	Thursday, 26 th May 2022	
Time:	11:10 am	
Agenda	Item	Time
1.	<p>a) Welcome and call to order – Chair</p> <p>b) Apologies:</p> <ul style="list-style-type: none">i) Danny Bird – Mareeba Shire Councilii) Nola Bourne – Irvinebank School of Arts & Progress Associationiii) Riki Gunn <p>c) Confirm quorum & proxies:</p> <ul style="list-style-type: none">i) <u>Voting members present:</u><ul style="list-style-type: none">• John Brisbin (QWALC)• Gaye Taylor (Mitchell River Watershed Management Group)ii) <u>Voting members via Zoom:</u><ul style="list-style-type: none">• Amanda Blazely (North Qld Miners Association Incorporated)• Aisha for CAFNECiii) <u>Proxies:</u><ul style="list-style-type: none">• Kim Gaynor – Croydon Shire – to Anne Clarke• Russell Boswell – Savannah Guides – to Chair	5 min
2.	<p>Minutes: General Meeting 25 November 2021 at Mount Surprise</p> <p>Not enough attending members at this meeting that also attended Nov 2021 General meeting to confirm minutes.</p>	
3.	<p>Chairs Update: Ellen Weber</p> <ul style="list-style-type: none">• Gulf Savannah NRM underwent Organisational Performance Excellence Review late 2021 with a great results. Board will continue to bed the outcomes down.• Federal Election: stability in the North, but changes at Federal level. Job now to secure future funding for upcoming rounds.	10 min

MINUTES – GENERAL MEETING: 25-11-2021

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	<ul style="list-style-type: none">Chairs Meeting: NRM Regions Qld: NRM's nationally looking at how they operate and going through reinvention. Traditionally grassroots but need to become more commercial and work out how we bridge that gap and work in that space. <p>Very important to have an NRM plan as tender process may be different with change in governments. Our next NRM plan in draft, due for public comment soon.</p> <p>Skillset of Board – looking at this with an eye to new commercial environment.</p>	
4.	CEO's Report – Zoe Williams, CEO <ul style="list-style-type: none">Present organisational Profit & Loss as at 31.03.22Overview of projects wrapping up and new projects startingGulf Rivers Riparian Improvement Project – don't know details of next funding round yet.	10 min
11:39 pm	Meeting Close	

MINUTES – GENERAL MEETING: 25-11-2021

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PROXY FORM

Rule 13, Northern Gulf Resource Management Group Ltd. Constitution

Annual General Meeting & General Meeting

**Gulf Savannah NRM Office, Block H, 28 Peters Street, Mareeba
on
Thursday, 24th November 2022**

I, (BLOCK LETTERS)

being a General Member of Northern Gulf Resource Management Group Ltd t/a Gulf Savannah NRM, hereby appoint the following person (does not need to be a member):

..... (BLOCK LETTERS)

OR the Chair, Ellen Weber ☐ (Tick Box)

as my proxy for voting at the Annual General Meeting held at **Mareeba** on 24th November 2022.

Dated this day of 2022

Signature:

You may specify the manner in which the proxy is to vote in respect of a particular resolution and, where an instrument of proxy so provides, the proxy is not entitled to vote on the resolution except as specified on page 2 of this form. If you do not specify the manner in which the proxy is to vote, your proxy may vote or abstain from voting as she or he thinks fit.

This form must be received by the Company Secretary (Mr Robert Frazer) **prior** to 9 am local time on the date of the AGM at which the proxy will participate.

You may post or email the form. If posting the form it must be received in the Northern Gulf Resource Management Group office no later than Close of Business on the day before the meeting (it must be received no later than 5pm on Wednesday 23rd November 2022)

Postal Address: Gulf Savannah NRM
PO Box 2077
MAREEBA QLD 4880

Telephone: 07 4092 1088
Email: secretary@gulfsavannahnrm.org

My proxy is directed to vote for the resolutions as indicated by an X placed in the box beside the resolution, or if not so indicated, my proxy may vote or abstain from voting as she or he thinks fit.

RESOLUTION AGENDA ITEM 3	FOR	AGAINST	ABSTAIN
<i>'That the minutes of the Annual General Meeting held at Bedrock Caravan Park, Mount Surprise on 25 November 2021 be accepted as an accurate record of the meeting'.</i>			
RESOLUTION AGENDA ITEM 4	FOR	AGAINST	ABSTAIN
<i>"That the Chair's report to members be accepted as presented"</i>			
RESOLUTION AGENDA ITEM 5 - Rule 11.2 a)	FOR	AGAINST	ABSTAIN
<i>"That the Board of Directors Report to members be accepted as received"</i>			
RESOLUTION AGENDA ITEM 6 – Rule 11.2 c)	FOR	AGAINST	ABSTAIN
<i>"That the Audited Financial Statement and Auditors Report be accepted as received"</i>			
RESOLUTIONS AGENDA ITEM 7 – Rule 11.2 d)	FOR	AGAINST	ABSTAIN
<i>"That Grubers Beckett (Mareeba) be appointed as Auditor of the Company for the financial year 2022-2023."</i>			
RESOLUTION AGENDA ITEM 8 – Rule 11.2 e)	FOR	AGAINST	ABSTAIN
<i>"That the Directors Remuneration Policy remain unchanged" See Notes to Agenda, Item 8 for detail</i>			
RESOLUTION AGENDA ITEM 9 – Rule 11.2 g)	FOR	AGAINST	ABSTAIN
<i>"That the fees for Annual Membership Subscriptions remain unchanged". See Notes to Agenda, Item 9 for detail</i>			
RESOLUTION AGENDA ITEM 10.A – Rule 15.2 b)	FOR	AGAINST	ABSTAIN
<i>"That the Independent Selection Committee report be accepted as received"</i>			
RESOLUTION AGENDA ITEM 10.B – Rule 15.2 b)	FOR	AGAINST	ABSTAIN
<i>"That Anne Clarke be appointed to the position of Director as recommended by the Independent Selection Committee"</i>			
<i>"That Emeritus Professor Chris Cocklin be appointed to the position of Director as recommended by the Independent Selection Committee"</i>			

Name of General Member.....

Signature: Date:.....

BUSINESS PAPERS

9.7 2023 SARUS CRANE AWARDS

Attachments: 9.7.1. 2023 Sarus Crane Awards Information Sheet [↓](#)
9.7.2. 2023 Sarus Crane Award - Carpentaria Shire [↓](#)
9.7.3. 2023 Sarus Crane Award - Poster [↓](#)

Author: Mark Crawley - Chief Executive Officer

Date: 9 November 2022

Key Outcome: Day to day management of activities within the Office of the CEO

Key Strategy: As per the Departmental Plan for the Office of the CEO

Executive Summary:

Information received from the Southern Gulf NRM Group in relation to the Sarus Crane Awards for 2023.

RECOMMENDATION:

That Council participate in the Sarus Crane Awards for 2023 and promote the nominations from locals to recognize their contribution towards land, water management, conservation or cultural preservation.

Background:

All background is available in the attached correspondence to the report.

Consultation (Internal/External):

- Southern Gulf NRM Group

Legal Implications:

- Not applicable

Financial and Resource Implications:

- Minimal contribution and resources required. Medal, certificates etc. provided by SGNRM

Risk Management Implications:

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

Southern Gulf
NRM



SARUS CRANE AWARD Information Sheet



SOUTHERNGULF.COM.AU

PO Box 2211
112 Camooweal Street,
MOUNT ISA QLD 4825

FREECALL: 1800 676 242
TELEPHONE: 07 4743 1888
FAX: 07 4749 4887

ADMIN@SOUTHERNGULF.COM.AU



The Sarus Crane Award recognises individuals and community efforts to implement sustainable practices or recover and preserve the region's natural resources and cultural history.

Individuals and community groups are eligible for the award by leading various natural resource management initiatives. Eligible activities include, but are not limited to:

- implementing sustainable grazing or land use practices
- improving land or water condition
- yarnning circle and indigenous tucker projects
- young veggie garden projects
- caring for native wildlife
- contributing to conservation efforts
- creating goods from recycled materials
- taking responsibility for clearing weeds of national significance
- individual and community leadership in flood recovery
- preserving the region's history

Since 2007, Southern Gulf NRM has proudly recognised individuals and groups making a significant contribution to land management and the environment by means of the highly sought-after Sarus Crane Award, after it was announced at the Annual General Meeting of Southern Gulf NRM (then known as Southern Gulf Catchments). From 2016, Southern Gulf NRM has offered partnerships with local councils in the region to include the Sarus Crane Award as part of a local ceremony, such as the Australia Day Ceremony or during Reconciliation Week or NAIDOC Week. The objective is to enable wider recognition of achievement across all shires in the Southern Gulf region.

As part of the collaboration, Southern Gulf NRM will supply award medallions, certificates, selection criteria, and ongoing support. Please see further for details.

For further information, please visit the [website](#) or contact Lyndy Skea, Southern Gulf NRM, Communications Coordinator, on 4743 1888 or lyndy.skea@southerngulf.com.au.

Southern Gulf
NRM



Requirements for collaboration

- The award will be known as the Southern Gulf NRM Sarus Crane Award.
- It is awarded to an individual, group, organisation or school that significantly contributes to land management or the environment.
- There will be one recipient per council/shire.
- Southern Gulf NRM (SG NRM) will supply an engraved medallion and a customisable certificate.
- The Council will implement a nomination process that aligns with other existing nomination processes.
- SG NRM will supply potential nomination questions, but these are optional.
- SG NRM staff will be available to present the award upon request.
- The link to SG NRM must be retained and recognised.
- In the interest of maintaining the award's integrity, SG NRM respectfully requests consultation before finalising the award winner.
- SG NRM request timely information suitable to produce media releases and other content regarding the winner and their achievements.

Requirements for nominees

- The nominee can be any individual or group who lives or operate in the Southern Gulf region and has been active in Natural Resource Management (NRM) within the preceding 12 months of the awards.
- Presented to a person or group who contributed significantly to sustainable natural resource management or the environment.
- SG NRM Directors and staff or any advisory group established by SG NRM are ineligible for individual awards. However, the Director or staff membership of a community group does not make the community group ineligible for an award.

Quote for media releases in support of the award

Southern Gulf NRM CEO Geoff Penton *"The Sarus Crane awards provide an opportunity to celebrate success and leadership in environmental and land management sustainability. The awards give people and organisations across our region the opportunity to recognise 'champions efforts' from individuals and groups that have achieved something special within our communities. Including action in conservation, sustainable management, community engagement and education projects with a positive environmental outcome."*



Potential questions for the nomination process

1. Within the last 12 months, what activities has the nominee been involved in that benefit the land, environment, or community NRM? Examples include implementing a weed, fire, or grazing program to benefit land conditions, changing management practices to benefit the environment, coordinating, or starting a group to improve land management, coordinating a community event, conducting cultural heritage protection, and running a school-based awareness-raising activity.
2. As a result of the above activities, what achievements have been made? These achievements can be immediate, i.e., the number of people involved, the number of hectares of weeds treated, or longer-term, such as the number of hectares of land in improved condition, return of species not usually seen, and other community members adopting the same or similar practices.
3. Describe how the activities have contributed to changing the attitude of the nominee and/or other community members towards sustainable land management and the environment.

About Southern Gulf NRM

Southern Gulf NRM is the natural resource management (NRM) organisation for the Southern Gulf region of north west Queensland. The region comprises all the land whose creeks and rivers run north, into the Gulf of Carpentaria. We work with our partners and the community to protect our region's natural resources and maintain the prosperity of industries and communities that rely on them.

Background to the Award's name

The iconic Sarus Crane (*Grus antigone*), pictured in the Southern Gulf NRMs logo, was chosen to represent the environmental award in 2007. The Sarus Crane is the tallest flying bird in the world. The only known breeding area for Australian Sarus Cranes is in the Southern Gulf of Carpentaria. This unique bird represents the Southern Gulf region's iconic flora and fauna. The award signifies the importance of sustainable natural resource management to ensure future generations have the opportunities to experience the diversity of the region's natural assets.

Southern Gulf
NRM



20th October 2022

Cr Jack Bawden
Mayor, Carpentaria Shire Council
PO Box 31
Normanton QLD 4890

Dear Mayor Bawden,

I am writing to you today regarding the Sarus Crane Award. The award serves to recognise members of the regional community who have made significant contributions towards land, water management, conservation, or cultural preservation.

Previous award recipients have included young veggie garden connoisseurs, school yarning circle and indigenous bush tucker projects, organisations dedicated to creating furniture out of recycled materials and community groups taking responsibility for clearing weeds of national significance from various local waterways.

There are several worthy recipients in your shire, and we believe it is important to recognise these important environmental achievements. We would love to work with you on incorporating the award in your shire in a manner consistent with your shire's traditions.

Should you wish to participate in a celebration, Southern Gulf NRM will supply award medallions, certificates, and selection criteria, as well as ongoing support. We would also be available to assist in judging and presenting the award at a ceremony or an event of your choosing, as we aim to adapt to your shire's customs and celebrations. An example is to present the award during NAIDOC Week 2023 celebrations.

If you are willing to participate, please confirm this as soon as possible to ensure we have a medallion ready for your shire. Please also circulate the attached poster as soon as possible.

For further information or a poster customised with your shire's details, please contact Lyndy Skea, Communications, on 4743 1888 or at lyndyskea@southerngulf.com.au.

Thank you for your ongoing support of Southern Gulf NRM's work within our region.

Yours sincerely,

Geoff Penton
Chief Executive Officer

SOUTHERNGULF.COM.AU

PO Box 2211
43 Barkly Highway,
MOUNT ISA QLD 4825

FREECALL: 1800 676 242
TELEPHONE: 07 4743 1888
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ADMIN@SOUTHERNGULF.COM.AU

CALL FOR NOMINATIONS



Sarus Crane Awards 2023

Southern Gulf NRM is proud to work in partnership with Carpentaria Shire Council to present the Sarus Crane Awards for 2023.

The awards are eligible to those who have displayed an outstanding commitment to the environment during 2022.

If you believe this is you, or someone you know, please [contact your local council](#) to ensure a nomination is received.

For more information head to website:
[Southern Gulf NRM -Sarus Crane Awards](#)



Southern Gulf
NRM



BUSINESS PAPERS

9.8 HUMAN RESOURCES REPORT

Attachments: 9.8.1. Safeplan Progress Report October 2022 [↓](#)

Author: Lisa Ruyg - Manager Human Resources

Date: 9 November 2022

Key Outcome: 1.1 – Responsive and effective service delivery

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

Executive Summary:

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

RECOMMENDATION:

That Council accepts the Human Resources Report for information.

1. Work, Health & Safety Report

The Safeplan progress report to October 2022 is attached.

2. Staff Movements

Arrivals

Ali Hassan	ITC Officer
Sean Glaskin	Normanton Water Treatment Plant Operator

Departures

Clarence Bynoe	Plant Operator
----------------	----------------

Movements

Jesse Callope	Now a Qualified Diesel Fitter
---------------	-------------------------------

3. Current Recruitments

- | | |
|---|-------------------------|
| • Graduate Accountant | At offer stage |
| • Executive Officer | At offer stage |
| • Rural Lands Officer | At offer stage |
| • Asset Manager | Closes 18 November 2022 |
| • Graduate Engineer | Closes 18 November 2022 |
| • Assistant Building & Planning Officer | Closes 18 November 2022 |
| • Casual Customer Service Officer | Closes 18 November 2022 |
-

BUSINESS PAPERS

- Lead Educators Update to be provided at meeting

4. Skilling Queenslanders for Work Funding 2022/2023

Council has been allocated a total of \$94, 500.00 under the Skilling Queenslanders for Work Initiative in 2022/2023. The allocation is a contribution towards costs associated with employing and training two apprentices and one trainee prior to March 2023.

The apprenticeships and traineeship will be advertised locally in mid-December 2022.

5. Recognition of Service Awards to be Presented at December 2022 Meeting

Staff Member	Position	Years of Service
Kylie Grieve	Accounts Payable Officer	5 years
Rosalie McDonald	Karumba Town Crew	5 years
Nicole Nash	Child Care Director	10 years
Mandi Kerr	Engineering Admin Officer	10 years
Will Bollen	Workshop Foreman	15 years
Howard Burnett	Plant Operator	20 years
Joshua Grieve	Town Crew Foreman	20 years

6. Random Drug & Alcohol Testing Program

11 October – 17 October 2022

A total of 107 random drug and alcohol tests were performed. Sites tested:

Lilyvale	11 tests
Karumba & Stabilizer	19 tests
Normanton Admin & Depot	18 tests
Pioneer	11 tests
Alexandra & Stirling	22 tests
Inkerman, Dunbar & Koolatah	19 tests
Normanton Depot	7 tests.

26 October – 31 October 2022

A total of 92 random drug and alcohol tests were conducted. Sites tested:

Lilyvale	15 tests
Karumba & Stabilizer	26 tests
Stirling	10 tests
Alexandra	15 tests
Inkerman	11 tests
Normanton Depot	15 tests

BUSINESS PAPERS

7. Budget Report

Row Labels	Sum of Original Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure				
Apprenticeships / Traineeship	67,000	18, 706	9,321	28, 027
Enterprise Bargaining	35,200	0	546	546
Human Resource Operations	341,764	186, 216	68, 833	255,048
Learning & Development	206,00	20, 497	60, 175	80, 672
Workplace Health and Safety	651, 640	266, 262	53, 794	320, 056
Operating Expenditure Total	1, 308, 903	491, 680	192, 668	684, 648
Operating Income				
Apprenticeships / Traineeship	(53,000)	(5, 000)		(5, 000)
Workplace Health & Safety		(27, 649))		(27, 649)
Operating Income Total	(53,000)	(12,439)		(12,439)
Grand Total	1,255, 903	459, 032	192, 668	651, 700

Consultation (Internal/External):

- Department of Employment, Small Business and Training
- Executive Leadership Team
- The Drug Detection Agency
- WHS Advisor

Legal Implications:

- Within normal operational parameters.

Financial and Resource Implications:

- Within allocated budget.

Risk Management Implications:

- Within normal operational parameters.



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

SafePlan Key Performance Indicators (KPIs)					
Note* LGW data, legislation requires LGW to count part days lost as full days (Formula = Number of LTI for every million hrs worked)			Scheme		
Average Scheme Frequency Rate			6.47		
Average Scheme Duration Rate			13.78		
(*Formula = Average Number of days lost per LTI)			2		
Progressive Frequency Rate YTD			8.17		
(B) group = wages greater than \$5 million – less than \$10 million			15.61		
Progressive duration rate YTD			2.00		
(B) group = wages greater than \$5 million – less than \$10 million			0.00		
% of hazard inspections completed as per Matrices			100%		
No. RAPs outstanding vs. No. RAPs completed by EMTD – (18 outstanding, 4 completed Sep/Oct)			33%		
Delivery of Take 5 information papers and successful completion of assessments			61%		
% of Quarterly Action Plan (QAP) items completed			Due End Dec		
Quarter: October – December 2022			Due End Dec		
			N/A		
			N/A		
			N/A		
			70%		
			76.17%		

Mechanism of Injury/for claims submitted	YTD 2020/2021	Days Lost
28 Being hit by moving object	1	0
12 Hitting Moving Objects	0	0
42 Muscular stress while handling objects	3	0
43 Muscular stress with no objects being handled	2	349
41 Muscular stress while lifting	3	54
01 Falls from a height	0	0
26 Being trapped between Static objects	2	7
84 Work pressure	0	0
Total	11	410
Statutory Paid	\$159,349.84	

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

Mechanism of Injury for claims submitted	YTD 2022/2023	Days Lost
28 Being hit by moving object		
21 Being hit by falling objects		
42 Muscular stress while handling objects		
43 Muscular stress with no objects being handled		
41 Muscular stress while lifting		
01 Falls from a height		
26 Being trapped between Static objects		
92 Vehicle Accident		
Total	0	0
Statutory Paid		

LGW Data: 2022 - 2023 YTD	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
CSC LTI/R YTD LGW Data	0	0	0	0								
Group B LTI/R YTD (Councils with wages > \$5 mil-\$10 mil)	0	5.45	9.08	8.17								
CSC LTIs each month	0	0	0	0								

LGW Data: 2022 - 2023 YTD	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
CSC Duration Rate YTD LGW Data	0	0	0	0								
Average duration rate for Group B (Councils with wages > \$5 mil-\$10 mil)	0	4.00	9.60	13.17								

There was 1 Incident Report submitted where an injury was sustained in October. No lost time from work was recorded.

There was an adjustment of the payout figures to the 2020/2021 of plus 65 Days and \$15,210.00 and for 2021/2022 of plus 0 Days and \$0. (A \$175,000.00 Estimate is still recorded for 2019-2020)

Report Completed on Tuesday, November 1st, 2022

BUSINESS PAPERS

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

Attachments:	NIL
Author:	Amanda O'Malley - Centre Manager - LWBDC
Date:	9 November 2022
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. receive the report; and
2. that those matters not covered by resolution be noted.

Les Wilson Barramundi Discovery Centre

HATCHERY

Broodstock

- Spawn is scheduled for early November.

System Enhancement

- Enhancement projects have been completed in preparation for spawn.

Permit

- The Gulf Barramundi Restocking Association meeting was held, with limited attendance.
- The Department of Agriculture and Fisheries workshop was used an opportunity to network with other hatcheries and scientists. Placements have resulted, and several proposals will be considered following the spawn this year.
- Efforts continue to promote an adjustment of restocking permit conditions to permit the release of fertilised eggs into the wild and increase the number of fingerlings released. This will ensure maximum benefit to the local river system per spawn.

BUSINESS PAPERS

Merchandise and tours:

- Patronage is low.
- Due to long lead times orders are being placed to ensure souvenirs are in stock for the 2023 season.

Interpretive centre:

- Maintenance on existing displays is continuing, including repainting, electrical repairs etc where necessary.
- The LWBDC decking is degrading. We are determining what action can be taken based on the statutory warranty specified in the contract. The register is also being checked to confirm that the decking is a conforming product.

Visitor Information Centres:

Attendance

1-31st October 2022	
Normanton VIC	Karumba VIC
224	1,189
Average of 7 people per day	Average of 38 people per day

	2022			TOURS		
	Visitors	Tours #	Sales (POS)	RTBS (API – Online payment)	Sunlover/ Invoice	Total Sales
JAN	93	15	\$ 1,192.93	\$ 246.00	\$ -	\$ 1,438.93
FEB	57	13	\$ 1,577.66	\$ 116.00	\$ -	\$ 1,693.66
MAR	238	72	\$ 5,146.90	\$ 1,731.00	\$ -	\$ 6,877.90
APR	1572	474	\$ 28,595.10	\$ 3,126.00	\$ 390.25	\$ 32,111.35
MAY	2559	1009	\$ 56,416.81	\$ 8,347.00	\$3,013.25	\$ 67,777.06
JUN	4434	1347	\$ 87,360.67	\$ 16,324.00	\$2,577.00	\$106,261.67
JULY	6489	1588	\$ 100,705.00	\$ 13,701.00	\$2,551.00	\$116,957.00
AUG	4308	1373	\$ 104,104.74	\$15,133.00	\$1,726.50	\$120,964.24
SEP	2875	1083	\$ 77,977.89	\$8,122.00	\$ 738.00	\$ 86,837.89
OCT	1189	233	\$ 19,397.60	\$ 804.00	\$ 652.50	\$ 20,854.10

BUSINESS PAPERS

TOTAL						
£	19,506	5,834	\$378,370.56	\$ 52,517.00	\$9,922.00	\$ 561,254.30

- Karumba VIC accreditation is under negotiation to ensure that hours can be regularly adapted to reach maximum visitors for the lowest cost.
- Town walk books and revised maps are a continued work in progress, with a staff member assigned to this project in the low season.

NORMANTON CAMP STATISTICS

1 – 30 th June 2022	1-31 st July 2022	1-31 st Aug 2022	1-30 th Sept 2022	1-31 st October
667	474	452	133	17

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

Camping closed on 01 November 2022 for the wet season and the signage has been updated at the entry point to the site by the Ranger.

Digital marketing

- Trip Advisor – maintaining top experience in Karumba and 4.5-star rating.
- Facebook is consistent but engagement is expected to drop as the season slows.
- Instagram is up 205% via use of reels.
- The art gallery Facebook page is live, and interviews are being converted to digital media files to display in the gallery and on social media.

Grants & Awards:

- The Savannah Way Public Art Trail installations have been completed.
- The official unveiling ceremonies will be held in Normanton on 30 November 2022 and in Karumba on 03 December 2022.

10 REPORTS FROM DIRECTOR OF CORPORATE & COMMUNITY SERVICES

10.1 DCS REPORT

Attachments:

- 10.1.1. Local Laws Report October [↓](#)
- 10.1.2. Swimming Pool - October 2022 [↓](#)
- 10.1.3. Karumba Town Development Advisory Committee Minutes [↓](#)
- 10.1.4. Fuel Reconciliation - Period 6 [↓](#)
- 10.1.5. Fuel Reconciliation - Period 7 [↓](#)
- 10.1.6. Fuel Reconciliation - Period 8 [↓](#)

Author: Julianne Meier - Director Corporate Services

Date: 9 November 2022

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

Key Strategy: Maintain a focus on integrity, Accountability and Transparency in all that we do

Executive Summary:

This report provides information and updates to Council on various activities and programs that are facilitated within the Director of Corporate Services portfolio.

RECOMMENDATION:

That Council:

1. receive and note the Director of Corporate Services Report; and
2. that those matters not covered by a resolution be noted.

Background:

1. Actions Outstanding from Previous Meetings

Date:	Action	Status	Comment
	Liaise with relevant parties to improve connectivity at Normanton Rodeo Grounds	Ongoing	Ongoing – reported fault with Telstra about service dropouts. Officers to discussed issue with Telstra to see if we can increase bandwidth during specific events, however, have been advised we already have the maximum bandwidth. Officers are preparing to submit another grant for connectivity.
Jan-21	Lease / Water Agreements	In Progress	Raw Water Agreements have been mailed to ratepayers to sign and return.
Nov-21	Walkers Creek – Tourism Signage	In Progress	The posts have been installed; signage expected in coming weeks.
Oct 22	Contractors Copies of Worksheets	In Progress	Works Department considering possibility of providing yellow copy to Contractor, as the second copy it is likely to be more readable.

2. Budget

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

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure				
Animal Control	90,277	12,214	0	12,214
Cemeteries	43,880	16,142	21,033	37,175
Corporate Services	50,000	0	0	0
Environmental Health	10,900	0	0	0
Information Technology	524,294	236,617	25,917	262,534
Local Laws	89,787	41,147	9,934	51,082
Major Opex	0	149,714	71,827	221,541
Mosquito Control	51,000	0	0	0
Pest Management Operations	138,918	2,060	20,409	22,470
Property And Leases	5,000	0	1,100	1,100
Stores & Purchasing	386,083	-32,975	81,531	48,556
Weed Control	277,918	9,859	0	9,859
Operating Expenditure Total	1,668,056	434,779	231,752	666,531
Operating Income				
Animal Control	-4,000	-712	0	-712
Cemeteries	-20,000	-239	0	-239
Environmental Health	-2,000	-3,025	0	-3,025
Local Laws	-25,000	-2,122	0	-2,122
Property And Leases	-83,000	-20,193	0	-20,193
Weed Control	0	587	0	587
Operating Income Total	-134,000	-25,704	0	-25,704
Grand Total	1,534,056	409,075	231,752	640,827

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

Job Description	Actual	Orders	Total	CSC	Comments
Lrcip - Tmr - Lilyvale Subdivison Sliplane	148	57,228	57,376	0	Fully Funded by LRCIP
Curry PM - Flood Warning Infrastructure Network	149,565	14,599	164,164	0	Fully Funded by QRA Flood Warning Infrastructure
	149,713	71,827	221,540	0	

Community Budget

The table below shows the revenue and expense budget for various community services.

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure				
Arts & Culture	24,500	16,255	5,509	21,764
Child Care	790,665	118,718	2,375	121,093
Community Development	303,880	34,220	619	34,839
Community Donations	21,100	26,899	0	26,899
Community Events	192,664	38,121	45,195	83,316
Cultural & Natural Heritage	151,950	209	0	209
Gym	81,170	10,682	4,024	14,706
Halls	189,500	31,719	3,184	34,903
Libraries	232,466	31,775	1,264	33,040
Recreational Sports Centre	433,910	19,217	1,662	20,879
Rodeo Grounds	116,070	10,138	6,315	16,453
Sports & Recreation	157,220	751	10,080	10,831
Swimming Pools	631,840	128,860	8,713	137,573
Operating Expenditure Total	3,326,935	467,563	88,941	556,504
Operating Income				
Arts & Culture	-24,500	-24,500	0	-24,500
Child Care	-360,000	-70,220	0	-70,220
Community Development	0	-10,146	0	-10,146
Community Events	-100,000	23,441	0	23,441
Gym	-35,000	-13,356	0	-13,356
Halls	-18,000	-14,177	0	-14,177
Libraries	-5,000	-9,425	0	-9,425
Recreational Sports Centre	0	-675	0	-675
Rodeo Grounds	0	-414	0	-414
Sports & Recreation	0	-17,015	0	-17,015
Swimming Pools	0	-45	0	-45
Operating Income Total	-542,500	-136,533	0	-136,533
Grand Total	2,784,435	331,030	88,941	419,971

Finance Budget

The table below shows the revenue and expense budget for financial services.

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure				
Admin And Customer Service	473,602	935,991	7,779	943,770
Financial Services	1,283,067	291,678	95,674	387,352
Payroll	53,805	14,840	31,755	46,595
Rates Management	247,273	91,287	36,190	127,478
Records Management	138,608	38,213	0	38,213
Wages On-Costs	-1,281,906	-246,453	0	-246,453
Operating Expenditure Total	914,449	1,125,556	171,398	1,296,954
Operating Income				
Admin And Customer Service	-500	-610	0	-610
Financial Services	-4,950,000	-781,697	0	-781,697
Rates Management	-4,753,000	-2,331,810	0	-2,331,810
Operating Income Total	-9,703,500	-3,114,117	0	-3,114,117
Grand Total	-8,789,051	-1,988,561	171,398	-1,817,163

3. Program Update

Local Laws

Local Laws Report

The statistics for local laws are attached.

Karumba Town Walk

Cameras have been installed along the Karumba Town Walk to try to reduce the number of vehicles travelling along the Walk at speed, potentially posing a danger to people on the walk. These cameras will also be used for the purpose of monitoring illegal dumping. The Local Laws Officer will monitor the cameras in due course.

Illegal Dumping

Nine cameras have been installed in hotspots, and the Local Laws Officer will move to new areas from time to time. Signage has been erected to warn there are surveillance cameras in place. There have been two known incidents and verbal warnings have been issued.

Bounty Scheme

Twenty-three wild dogs have been eradicated and two people have made claims through the Bounty Scheme during the month of October.

Month	Bounty Scheme 2022/2023		
	Wild dogs (Qty claimed)	Monthly Total	Budget Remaining
Jul		0	10,000
Aug	4	200	9,800
Sep		0	9,800
Oct	23	1,150	8,650
Nov		0	8,650
Dec		0	8,650
Jan		0	8,650
Feb		0	8,650
Mar		0	8,650
Apr		0	8,650
May		0	8,650
Jun		0	8,650
Total	27	1,350	8,650
Total Budget		\$10,000	
Bounty per dog		\$50	
Percentage of Budget Remaining		86.50%	
Percentage of Budget Expended		13.50%	

Brown Dog Tick Ehrlichia Canis (E.Canis)

The LLO continues to provide a handout to educate locals on the seriousness of the disease, and preventative options.

Pest and Weed Management

1080 Baiting Program

There are no further updates.

Gulf Savannah NRM – 10-year plan consultation

Gulf Savannah NRM is currently developing the next 10-year Natural Resource Management (NRM) Plan for the Northern Gulf region. A copy of the Plan is available at <https://gulfsavannahnrm.org/nrm-plan-consultation/>

Karumba Progress Association

I met with members of the Karumba Progress Association on Friday 30th September. The minutes have been attached for information.

Environmental Health

No further updates.

4. Other Items

Stores Stocktake – Fuel

Fuel reconciliations for periods 6, 7 and 8 are attached for review. There is dipping accuracy, however there is an expectation that there is a less than result.

Fuel issues remain a manual process, however, sequentially numbered provided. Staff are now able to identify early whether there are missing sheets asked to explain variances in more detail in future.

5. Swimming Pool

The swimming pool report for the previous month is attached for review.

The operational maintenance items have been discussed and will progress

The capital requests for Normanton Pool, require consideration. No doubt to grant funding:

- Polypipe for Normanton Pool to allow for better temperature control for
- Hill to be converted into a three-tier concrete grandstand;
- Air conditioned and secure kiosk;
- New entry
- Amenities to be considered.

The amenities should be considered due to the challenges posed by having in an area where children should be supervised. There are challenges from a supervisory perspective.

For feedback.

Consultation (Internal/External):

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

Legal Implications:

- Local Government Regulation 2012
- Local Government Act 2009

Financial and Resource Implications:

- Contained within the report.

Risk Management Implications:

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

2022/2023 Local Laws Reporting											
Month	New Animal Registrations			Impounded Animals			Euthanized Animals			Total	
	Ntn	Kba	Dogs	Ntn	Kba	Dogs	Ntn	Kba	Dogs		
Other	Ntn	Kba	Dogs	Ntn	Kba	Cats	Ntn	Kba	Euth. Dogs	Euth. Cats	Euth. Other
Jul	1	1	1	6	0	15	0	0	33	15	
Aug	4	3	2	3	45	30	3	1	45	30	
Sep	4	4	0	39	42	25	3	0	42	25	
Oct	6	6	1	3	39	22	0	0	39	22	4
Nov						4					
Dec											
Jan											
Feb											
Mar											
Apr											
May											
Jun											
Total	19	19	3	159	96	0	1	1	159	96	0

2022/2023 Local Laws Reporting														
Month	Illegal Campers		Snakes removed		Overgrown Allotment notices		Abandoned Vehicles		Pound Release fees		Infringements Issued		Fines Collected	
	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba
Jul	0	0	0	2					-	-	-	-	-	-
Aug	0	0	0	2					-	-	-	-	-	-
Sep	0	0	2	1					-	-	-	-	-	-
Oct	0	0	2	1					-	-	-	-	-	-
Nov									-	-	-	-	-	-
Dec									-	-	-	-	-	-
Jan									-	-	-	-	-	-
Feb									-	-	-	-	-	-
Mar									-	-	-	-	-	-
Apr									-	-	-	-	-	-
May									-	-	-	-	-	-
Jun									-	-	-	-	-	-
Total	0	0	4	6	0	0	0	0	0	0	0	0	0	0

Monthly Report for Normanton and Karumba Pools October 2022

TOTAL ENTRIES

	Adult	Child	Total
Normanton	82	1044	1126
Karumba	203	183	386

General Update

- It has been another very busy month and its great to see the kids coming to the pool.
- Karumba pool is fairly quiet but developing a good base of regular users.
- The equipment and pool pump is working well. The water quality is great.
- The pools have a lot of potential.
- Swim club has started and numbers are about 90 per week which is not included in the figures.
- Morning training has also commenced and we are getting about 10 per session also not included in the figures. So this would add approximately 600 extra entries for the month.



Issues

Normanton

- Still have a large amount of kids coming into the pool area to use the bubbler but the bubbler in the indoor centre should be repaired this month so that should stop.

- We are now using the outside toilets in the sports centre which is working well, but supervision is an issue as there is access to the toilets by anyone as it is not part of the pool.
- Still having issues with parents not satisfactorily supervising their small children and allowing them out of arms reach and out of sight. I have had two more near misses where small non-swimmers have almost fallen in the water unnoticed by their parents.
- We have had two very small children enter the pool without parent supervision at all trying to get in the water. The parent was in the indoor centre and didn't even realise the child was missing.
- Children under the age of 10 are still hanging around the gate harassing people coming in to the pool to try and get someone to watch them. This is stopping other members of the community from coming to use the facility.
- Some adults are bringing in large numbers of small children who are unable to swim, which they are not capable of supervising by themselves causing significant risk.
- Day for Daniel in Normanton was an issue and I would like to request it be addressed for any future years. All children were brought into the pool to sit on the hill whilst being spoken to by the police about the day. Once the speech was over everyone was told that if they are under 10 years old and do not have a supervising adult they must leave the pool area. At this point all teachers left and a lot of the children jumped into the pool even though they did not have a supervisor, creating a huge safety risk. I propose for next year that the speech takes place outside of the pool in order to monitor who is entering the pool for the free swim.
- We are having issues with children breaking into the facility. It is happening approximately once a week. I am going down to the pool every night to check the facility and have access to the security cameras but it doesn't seem to stop them from trying to get in and even after I apprehended one of the kids and reported it to the police they just come back.

Karumba

- Computer system for the pool is still stopping due to dosing issues. We are currently working with council staff to try and fix but it has apparently been an issue for a few seasons.

Maintenance Notes

Normanton

- Old pool cleaners have been disposed of, clearing up the trip hazard.
- The damage to the shade cover seems to have stopped getting worse. There are plans to repair the shade but it needs to be done when the company has time to do it straight away as the pool will heat up very quickly without shade and a lot of swimmers will get sunburnt. We may have to close the pool for the time period the shade is down.



- We are working on some solutions for the cracked tile to repair without draining the pool and hopefully we can try to fix it this month.

Karumba.

- New regulators for CO2 have been purchased and installed.
- The shade sail over the pool need to be reattached to the top pulleys before the rainy season to avoid the breaking under the strain of rain water pooling.
- The pool is getting quite warm we may need to consider putting the other half of the shade sail on the pool.

Maintenance Requests:

Normanton

- Repair or replace the front gate so it shuts immediately after someone enters.
- We are now using the sport centre toilets and should consider fencing them off to the pool so there is only access to them through the pool. The swimmers are getting the blame for mess and damage made by children from the indoor centre.

Major Works Requests

Normanton

- Polypipe for Normanton pool to allow for better temperature control for colder months.
- Request for the hill to be converted into a three tier concrete grandstand. The current hill is not usable for adults to sit on and there is no shade.
- Air conditioned and secure kiosk and new entry to allow the pool to be run properly.

Overall it has been a fantastic month and the community seems very happy at the pools. Swim club is back on and we have a swim meet booked for November 26. School carnivals are booked as well.

KARUMBA TOWN DEVELOPMENT ADVISORY COMMITTEE

DATE: Friday 30th September, 22
VENUE: Karumba Library

Attendees: Rose Bouwens, Jockey Bouwens, Julianne Meier (CSC DCS), Meredith Gunn, Leeanne Crossland

Apologies: Jack Bawden (CSC Mayor), Mark Crawley (CSC CEO), Yvonne Tunney, Cherie Schaefer (CSC MECD)

Meeting commence: 10am

Minutes

Discussion:

1. Grant for shade over water park – apply for funding.
2. Resurfacing Karumba Heritage Walk – CEO has advised funds available in current budget. Only 1 bridge is covered in funding. Discussion held that it is not a Grade 1 track and that the bollards have not been replaced. Vehicles are causing damage to track and bollards required to deter access, as well as. Cameras and signage to be installed to stop this behaviour on the walking track. At town end of walking track – anchor chain has been chipped away and requires reattaching.
3. Cemetery rejuvenation – Site plan inaccurate doesn't reflect current site – survey required. Toilet, cremation wall/s and grave positions incorrect. Suggestion of using one of the walls for a memorial plaque wall to remember loved ones not covered by the Fisherperson's memorial wall at the Rec Club. Queried sizing and the number of holes available in the wall. Suggestions raised to include more parking area and a (?mobile) shade shelter required. Chase up about the Grave key markers same as Normanton Cemetery. Visit to Cemetery site after meeting is concluded. Further consultation with group required.
4. Sunderland Park watering – sprinklers not working properly causing dry patches to appear – to be addressed. Park is used for ANZAC Day and Remembrance Day events.
5. QR signs – not updated regularly and the link to the Council website only repeats information that is contained on the signs. Should create interest in Karumba.
6. Vehicles travelling on beach front – signs required to deter beach destruction. Same issue as walking track.
7. Lloyd Clarke way sign – poles are insitu. Frame to be completed by S Goebel. CSC to followup.
8. Brolga statue – update for the community from CSC Tourism Director.
9. Barnett Park – Council looking at improvements to establish park area.

Meeting closed: 11am

UEL RECONCILIATION END OF PERIOD

DSL Tanks and Pods

Period No. 6

Dates: 09.09.2022 - 22.09.2022

Tank	Pod	Pod Size	Synergy Location	Synergy Opening Stock	Physical Stock	Variance	Camp	Comments
DSL9760		12,000	3	3,256	4,046	790	Koolatah	Plant Nummers not on Sheets
DSL9761		12,000	4	1,380	1,607	227	Cockburn	
DSL9762		12,000	5	5,039	4,424	-615	Inkerman	Some of the plant Hrs not Entered
DSL9763		12,000	6	7,052	7,050	-2	Pioneer	
DSL9764		12,000	7	7,331	7,335	4	Alexandra	
DSL9765		12,000	8	10,653	11,074	421	Stirling	
	6902	1,000	9	0	0	0	Stabiliser	Not Used Period - 6
	6906	800	10	628	627	1	Alexandra	
	6907	800	11	196	116	-80	Cockburn	
	6909	800	13	525	522	-3	Pioneer	
	6011	400	16	-179	0	-179	Koolatah	
	6018	400	18	28	28	0	Curry Road	
	358	6,000	24	5,382	5,755	373	Koolatah	
	6930	600	35	310	175	-135	Stirling	
	6920	600	36	0	0	0	Glencore / Miranda	
	6911	600	38	-477	0	-477	Inkerman	
							NORDEV	

TOTAL 41,124 42,759 325 Prepared By: Ivan Schneekloth

Comments:

IE Stand Pipes And Pumps in a number of camps have not been entered as plant numbers
ily.
standpipe some of the plant hrs are missing and Koolatah Camp has only entered Genset
plant number Plant =9738 ??? Josie Camp not right.

Signature:

Works Coordinator:

Signature:

Director of Corporate

Signature:

Synergy Balances Updated By:

APPROVED

By Julianne Meier at 12:09 pm, Nov 08, 2022

FUEL RECONCILIATION END OF PERIOD

Period No. 7
Dates: 23 / 9 / 22 to 6 / 10 / 22

DSL Tanks and Pods

Tank	Pod	Pod Size	Synergy Location	Synergy Opening Stock	Physical Stock	Variance	Camp	Comments
DSL9760		12,000	3	9,452	10,797	1,345	Koolatah	
DSL9761		12,000	4	9,125	9,069	56	Cockburn	
DSL9762		12,000	5	9,816	9,202	-614	Inkerman	
DSL9763		12,000	6	3,464	3,462	-2	Pioneer	
DSL9764		12,000	7	3,464	3,822	358	Alexandra	
DSL9765		12,000	8	6,102	5,978	-124	Stirling	
	6902	1,000	9	229	329	100	Stabiliser	
	6906	800	10	435	434	1	Alexandra	
	6907	800	11	250	170	-80	Cockburn	
	6909	800	13	548	545	3	Pioneer	
	6011	400	16	-180	0	-179	Koolatah	
	6018	400	18	0	0		Curry Road	
	358	6,000	24	5,282	5,655	373	Koolatah	
	6930	600	35	310	310	0	Stirling	No Issue Sheets -Period -7- Not Used
	6920	600	36	601	600	-1	Glencore / Miranda	
	6911	600	38	744	330	-414	Inkerman	
IORDEV				500	368	-132	NORDEV	

TOTAL 50,142 51,071 690

Comments:

Prepared By:

Signature:

Works Coordinator:

Signature:

Director of Corporate

Signature:

Synergy Balances Updated By:

APPROVED

By Julianne Meier at 12:10 pm, Nov 08, 2022

DATE	DESCRIPTION	AMOUNT	BALANCE
12/31/2023	UNEL RECONCILIATION END OF PERIOD		

DSL Tanks and Pods

Tank	Pod	Pod Size	Synergy Location	Synergy Opening Stock	Physical Stock	Variance	Camp	Comments
DSL9760		12,000	3	2,530	3,994	1,464	Koolatah	
DSL9761		12,000	4	2,534	2,568	34	Dunbar	
DSL9762		12,000	5	3,131	2,517	-614	Inkerman	
DSL9763		12,000	6	935	934	-1	Pioneer	
DSL9764		12,000	7	8,804	8,808	4	Alexandra	
DSL9765		12,000	8	11,052	10,931	-121	Stirling	
	6902	1,000	9	1,032	1,152	120	Stirling	
	6906	800	10	120	116	-4	Alexandra	
	6907	800	11	196	115	-81	Dunbar	
	6909	800	13	-96	151	55	Pioneer	
	6011	400	16	-180	0	-180	Koolatah	
	6018	400	18	214	214	0	Lillyvale	
	358	6,000	24	5,214	5,588	374	Koolatah	
	6930	600	35	310	310	0		No Issue Sheets - Period - 8 - Not Used
	6920	600	36	601	600	-1	Glencore/Miranda	
	6911	600	38	818	404	-414	Inkerman	
NORDEV				265	171		NORDEV	

Comments:

Prepared By: Candice Hill

omments:

Signature: _____

Works Coordinator:

Signature:

Director of Corporate

Signature:

Synergy Balances Updated By:

APPROVED

By Julianne Meier at 12:11 pm, Nov 08, 2022

BUSINESS PAPERS

10.2 MONTHLY FINANCIAL REPORT - OCTOBER 2022

Attachments: 10.2.1. Monthly Financial Statements October 2022 [↓](#)
10.2.2. Cash 31 October 2022 [↓](#)
10.2.3. Capital Expenditures Report [↓](#)

Author: Jade Nacario - Manager Finance and Administration

Date: 9 November 2022

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

Key Strategy: Maintain a focus on integrity, Accountability and Transparency in all that we do

Executive Summary:

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

RECOMMENDATION:

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

FINANCIAL REPORT

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

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

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

BUSINESS PAPERS

Sustainability Ratios

Indicator	Target	Formula	31 October 2022	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	2.08	Council has 2.08 times 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	-18%	The budget projection is at -9%. The ratio for October 2022 is significantly lower due to timing issue of DRFA grant income and expenditures.
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	5.50	Indicates Council can pay immediate expenses for five months, without additional cash. Note: Based on 22.23 budget
EBITDA Ratio (Earnings Before Income Tax, Depreciation and Amortisation)	Breakeven	Operating Result + Depreciation + QTC Finance Costs / Operating Revenue	(\$3,729,902) or -17.74%	Council's operating expenditures is higher than its operating revenue. However, an amount of \$3.7 million of DRFA revenue is to be recognised as an operating income.

Statement of Comprehensive Income

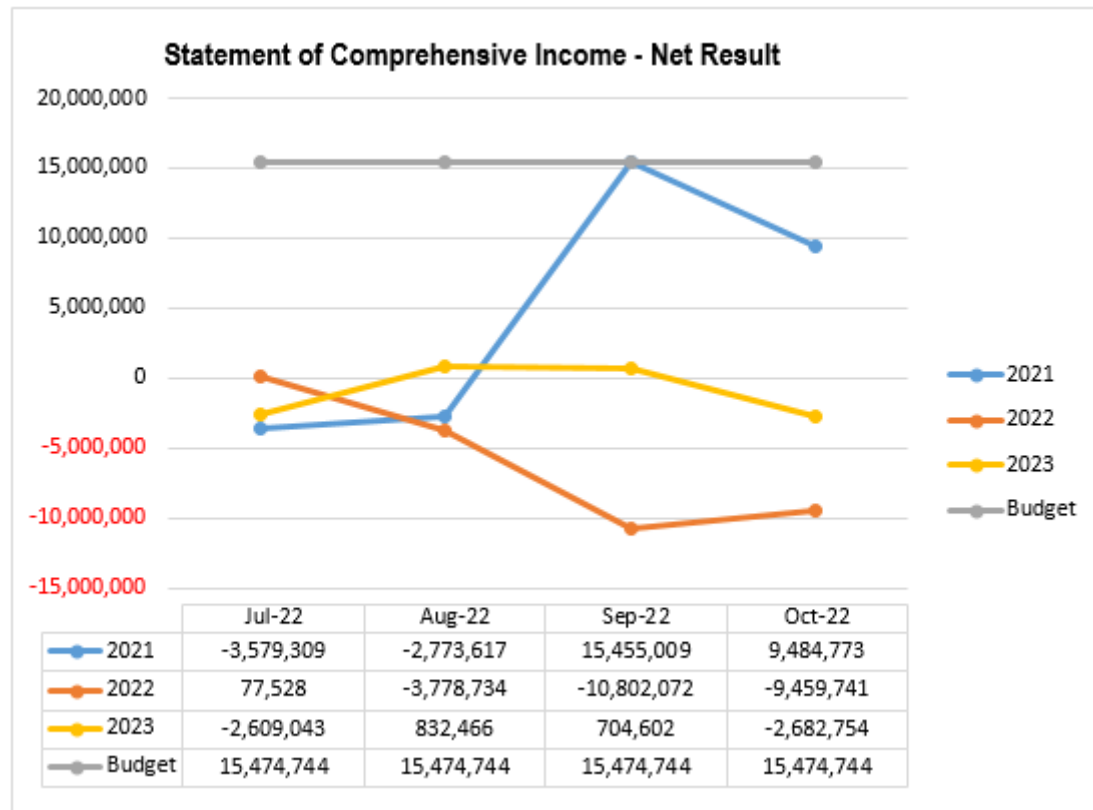
For the fourth month of the financial year 2022/2023, the financial year had elapsed 33.33%. The comprehensive income statement indicated a net result of \$2,682,754 in deficit which is the sum of \$21,024,784 in recurrent revenue, \$24,754,686 in recurrent expenditure and \$1,047,148 in capital revenue. The net income does not include the depreciation expense as the 2021/2022 asset year is yet to be finalized. The estimated depreciation expense to the end of October 2022 was \$3,282,516.

	Actual (from 1 July 2022 to 31 October 2022)	Budget (from 1 July 2022 to 30 June 2023)
Recurrent Revenue	21,024,784	69,037,903
Recurrent Expenses	24,754,686	75,185,377
Net Operating	(3,729,902)	(6,147,474)
Capital Revenue	1,047,148	21,622,218
Capital Expense	0	0
Net Result	(2,686,754)	15,474,744

*Please see attached Comprehensive Income Statement for details.

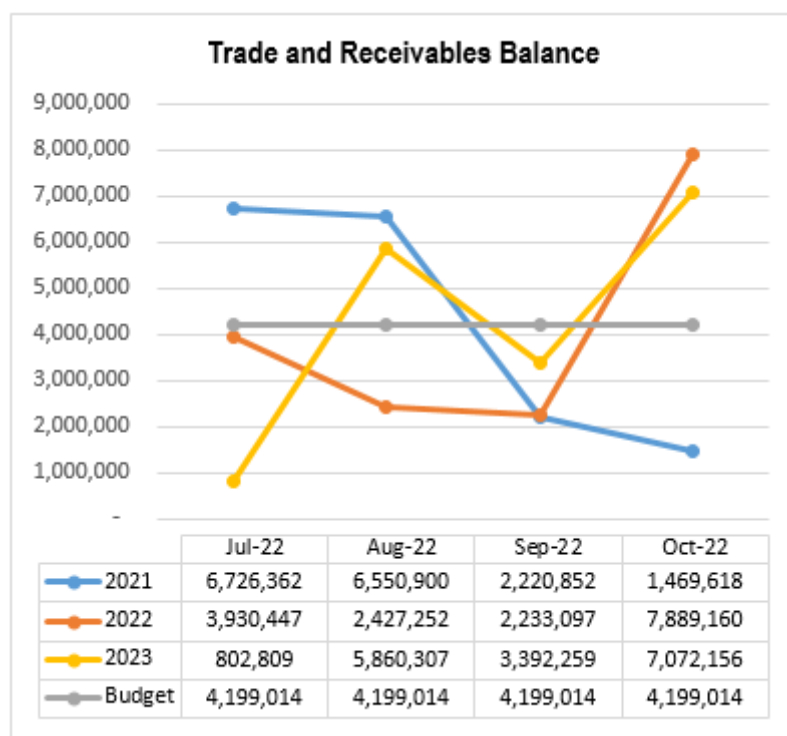
The graph below shows the Net Result for the period, with prior year comparatives, against the budget of \$15,474,744.

BUSINESS PAPERS



Financial Position Reports

The graph below shows Council's *Trade and Receivables* balance of \$7,072,156. The receivables balance is made up of rates receivable \$796,847 and the remaining balances are receivables from community loans, Main Roads recoverable works and airport charges.



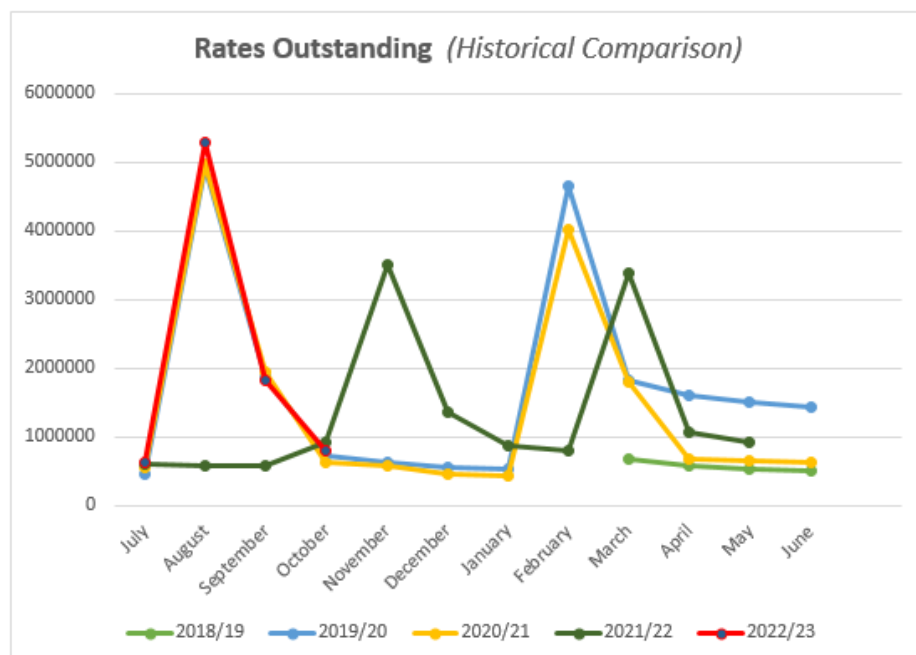
BUSINESS PAPERS

Rates and Service Charges Receivables

The rates team have now finalised the revision of utility charges as identified at the community meetings held in Normanton and Karumba. Officers have sent letters to ratepayers explaining the changes. A separate report has been prepared to provide further details.

Rates Outstanding					
	%	Oct-22	Sep-22	Aug-22	Oct-21
Current Year	30%	275,806	1,239,184	4,648,642	4,575,213
1 Year Arrears	17%	155,400	158,906	184,515	280,274
2 Year Arrears	13%	120,948	121,606	124,297	117,344
3+ Year Arrears	22%	203,453	205,553	210,946	193,697
Interest	18%	166,608	163,017	159,155	157,431
Credits		(125,368)	(67,578)	(31,710)	(58,343)
Balance	100%	796,847	1,820,687	5,295,845	5,265,616

The graph below shows that the rates outstanding in 2022/2023 at the end of October, are similar to the outstanding amounts at the same time in previous years. This demonstrates Council is back on track with the issue of notices, and collections of levies, despite the late issue of notices in November 2021.



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Capital Expenditures

Council has a capital budget of \$27.2 million for the 2022/2023 financial year, with a total of \$22.8 million funded by grants. As of 31 October 2022, a total of \$1,817,829, was spent on capital projects. This is 7% of the total capital expenditures budget of the current year.

The capital project accomplishments to date are significantly lower compared to the budget. This means we have reached the fourth month with only 7% of the capital budget expended. Some of these projects are multi year projects, that can carry over to the next year, and some may be waiting on funding approval. For a number of projects, planning has commenced and orders have either been raised or in the quotation process.

Currently the Executive Leadership Team together with the Project Managers hold a fortnightly capital catch up to review progress and discuss project delivery financial and operational risks, if there is any.

Please see attached Capital Expenditures Report for more information.

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	4,339,746	15 March 2035
Karumba Sewerage	66,099.08	1,619,621	15 June 2030
Normanton Water	34,031.88	899,689	15 March 2031
TOTAL	210,543.13	6,859,056	

Consultation (Internal/External):

- Director of Corporate Services
- Executive Leadership Team
- Managers and relevant officers

Legal Implications:

- *Local Government Regulation 2012*, section 204:
 1. The local government must prepare a financial report.
 2. The chief executive officer must present the financial report –

BUSINESS PAPERS

- a. if the local government meets less frequently than monthly—at each meeting of the local government; or
 - b. otherwise — at a meeting of the local government once a month.
3. The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.

Local Government Act 2009

Financial and Resource Implications:

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

Risk Management Implications:

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

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

	Actual 31-Oct-22	Budget 30-Jun-23	% Variance
Income			
Revenue			
Operating revenue			
Net rates, levies and charges	4,517,740	8,918,000	50.66%
Fees and charges	339,883	547,000	62.14%
Rental income	129,121	600,000	21.52%
Interest received	142,888	219,903	64.98%
Sales revenue	3,432,100	7,275,000	47.18%
Other income	56,071	-	-
Grants, subsidies, contributions and donations	12,406,980	51,478,000	24.10%
Total operating revenue	21,024,784	69,037,903	30.45%
Capital revenue			
Grants, subsidies, contributions and donations	1,047,148	21,622,218	4.84%
Total revenue	22,071,932	90,660,121	24.35%
Capital income			
Total Capital Income	-	-	0.00%
Total income	22,071,932	90,660,121	24.35%
Expenses			
Operating expenses			
Employee benefits	2,929,771	10,105,910	28.99%
Materials and services	21,704,817	54,874,000	39.55%
Finance costs	120,097	357,920	33.55%
Depreciation and amortisation	-	9,847,547	0.00%
Total operating expenses	24,754,686	75,185,377	32.92%
Capital expenses			
Total Capital expenses	-	-	0.00%
Total expenses	24,754,686	75,185,377	32.92%
Net result	(2,682,754)	15,474,744	-17.34%
Operating result			
Operating revenue	21,024,784	69,037,903	
Operating expenses	24,754,686	75,185,377	
Operating result	(3,729,902)	(6,147,474)	

Statement of Financial Position

as at 31 October 2022

	Actual 31-Oct-22	Budget 30-Jun-23
Assets		
Current assets		
Cash and cash equivalents	29,764,622	35,975,943
Trade and other receivables	7,072,156	4,199,014
Inventories	677,013	1,143,000
Contract Assets	501,050	6,037,000
ATO Receivables	120,597	718,000
Total current assets	38,135,438	48,072,957
Non-current assets		
Trade and other receivables	90,571	91,000
Property, plant & equipment	287,987,185	286,552,295
Right of use assets	70,084	65,000
Total non-current assets	288,147,840	286,708,295
Total assets	326,283,278	334,781,252
Liabilities		
Current liabilities		
Trade and other payables	3,565,636	1,544,298
Contract Liabilities	12,553,266	14,162,000
Borrowings	526,632	561,513
Other current liabilities	171,500	100,000
Provisions	1,470,742	950,000
Total current liabilities	18,287,775	17,317,811
Non-current liabilities		
Contract Liabilities	-	5,000,000
Borrowings	6,332,424	5,653,032
Provisions	1,086,860	2,536,000
Other non-current liabilities	-	100,000
Total non-current liabilities	7,419,285	13,289,032
Total liabilities	25,707,060	30,606,843
Net community assets	300,576,218	304,174,409
Community equity		
Asset revaluation surplus	188,906,478	171,681,649
Retained surplus	111,669,740	132,492,760
Total community equity	300,576,218	304,174,409

Statement of Cash Flows
for the period ended 31 October 2022

Actual
31-Oct-22 Budget
30-Jun-23

Statement of Cash Flows

Cash flows from operating activities

Receipts from customers	10,250,536	16,870,654
Payments to suppliers and employees	(32,901,497)	(70,295,612)
Interest received	142,888	219,750
Rental income	129,121	603,064
Non-capital grants and contributions	12,406,980	56,903,269
Borrowing costs	(120,097)	(307,920)
Net cash inflow from operating activities	(10,092,070)	3,993,205

Cash flows from investing activities

Payments for property, plant and equipment	(1,817,829)	(25,405,227)
Grants, subsidies, contributions and donations	1,047,148	21,622,218
Net cash inflow from investing activities	(770,681)	(3,783,009)

Cash flows from financing activities

Net cash inflow from financing activities	(97,544)	(534,252)
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Total cash flows

Net increase in cash and cash equivalent held	(10,960,294)	(324,056)
Opening cash and cash equivalents	40,724,917	36,300,000
Closing cash and cash equivalents	29,764,622	35,975,944



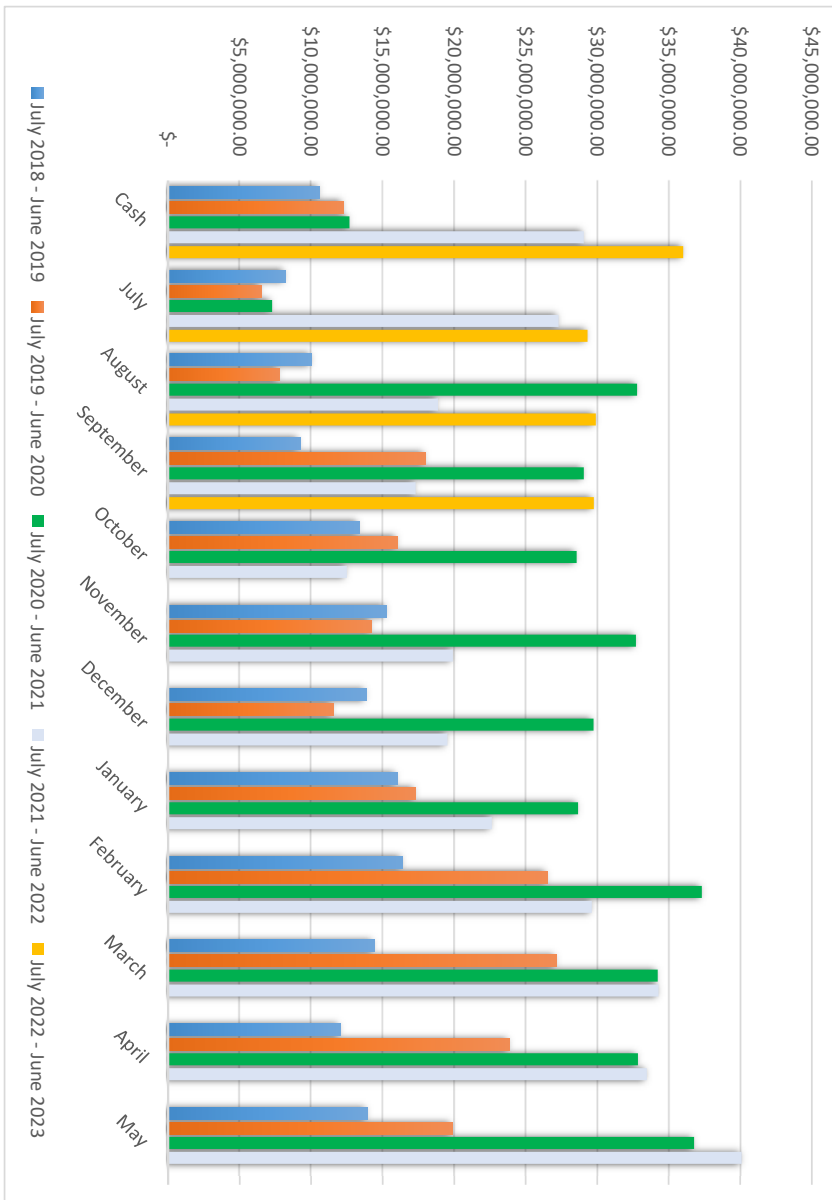
Statement of Comprehensive Income by Category
for the period ended 31 October 2022

	Core \$	QRA \$	Non-Core \$	Total \$	Budget \$
Income					
Revenue					
Recurrent revenue					
Rates, levies and charges	4,517,740	-	-	4,517,740	8,918,000
Fees and charges	178,110	-	161,773	339,883	547,000
Rental income	20,193	-	108,929	129,121	600,000
Interest received	142,888	-	-	142,888	219,903
Sales revenue	3,346,331	-	85,769	3,432,100	7,275,000
Other income	56,071	-	-	56,071	-
Grants, subsidies, contributions and donations	919,493	11,429,274	58,213	12,406,980	51,478,000
	9,180,826	11,429,274	414,684	21,024,784	69,037,903
Capital revenue					
Grants, subsidies, contributions and donations	1,047,148	-	-	1,047,148	21,622,218
Total revenue	10,227,974	11,429,274	414,684	22,071,932	90,660,121
Capital income	-	-	-	-	-
Total income	10,227,974	11,429,274	414,684	22,071,932	90,660,121
Expenses					
Recurrent expenses					
Employee benefits	(2,116,154)	(542,882)	(270,735)	(2,929,771)	(10,105,910)
Materials and services	(6,845,910)	(14,616,296)	(242,612)	(21,704,817)	(54,874,000)
Finance costs	(120,097)	-	-	(120,097)	(357,920)
Depreciation	0	-	-	-	(9,847,547)
	(9,082,161)	(15,159,177)	(513,347)	(24,754,686)	(75,185,378)
Capital expenses	-	-	-	-	-
Total expenses	(9,082,161)	(15,159,177)	(513,347)	(24,754,686)	(75,185,378)
Net result	1,145,813	(3,729,903)	(98,664)	(2,682,754)	15,474,743
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	-	-	-	-	-
Total comprehensive income for the year	1,145,813	(3,729,903)	(98,664)	(2,682,754)	15,474,743

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

CASH

Cash	July	August	September	October	November	December	January	February	March	April	May	June
2019	\$10,624,212.00	\$8,210,979.00	\$10,052,874.00	\$9,230,314.00	\$13,365,287.00	\$15,294,953.00	\$13,866,629.00	\$16,004,746.00	\$16,406,721.00	\$14,429,103.00	\$12,076,778.00	\$13,940,891.00
2020	\$12,280,567.00	\$6,538,396.00	\$7,802,385.00	\$17,986,246.00	\$16,045,726.00	\$14,253,941.00	\$11,534,551.00	\$17,310,350.00	\$26,505,321.00	\$27,149,119.00	\$23,891,105.00	\$19,895,041.00
2021	\$12,668,763.00	\$7,267,828.00	\$32,799,197.00	\$29,061,031.00	\$28,569,461.00	\$32,701,782.00	\$29,755,429.00	\$28,656,349.42	\$37,318,356.00	\$34,226,338.00	\$32,854,549.00	\$36,769,988.00
2022	\$29,066,133.00	\$27,305,252.00	\$18,876,147.00	\$17,306,164.00	\$12,501,484.00	\$19,906,129.00	\$19,521,847.00	\$22,627,835.00	\$29,625,892.00	\$34,300,881.00	\$33,474,702.00	\$40,097,628.00
2023	\$36,016,895.12	\$29,324,952.00	\$29,916,342.00	\$29,764,622.00								



Carpentaria Shire Council - Capital Expenditure Budget - 2022-2023

Data Updated			Total Project Budget				Financial Year Budget							
Job No	Project Description	Type	Project Expense Budget	Project Grant Funding	Asset Sale / Trade-In	Councils Contrib'n to Project	Updated Budget 2022-2023	Grant 2022-2023	Asset Sale / Trade-In 2022-2023	Council Contribution 2022-2023	YTD Expenses 2022-2023	Committed Orders	Total Expenses 2021-2022	Stage of Comp'n %
CH2202	Buildings - 1 Brodie Street - Replaced galvanized plumbing pipework	R	10,000	0	0	10,000	10,000	0	0	10,000	0	0	0	0%
WQSH13	Buildings - 1/150 Yappar Street	R	45,000	45,000	0	0	45,000	45,000	0	0	0	0	0	0%
WQSH14	Buildings - 1/72 Thompson Street	R	65,000	65,000	0	0	65,000	65,000	0	0	0	0	0	0%
WQSH12	Buildings - 23 Woodward Street	R	20,000	20,000	0	0	20,000	20,000	0	0	0	0	0	0%
WQSH15	Buildings - 36 Woodward Street - External Repaint	R	15,000	15,000	0	0	15,000	15,000	0	0	0	0	0	0%
CH2203	Buildings - Residential Development - Gough Street	N	50,000	0	0	50,000	50,000	0	0	50,000	52,000	0	52,000	0%
WQSH17	Buildings - Staff Housing - Internal Upgrade and Remove Asbestos, Philip Street	R	125,000	125,000	0	0	125,000	125,000	0	0	6	0	6	0%
CH2201	Buildings - Staff Housing - Normanton Vacant Pensioner Unit	R	100,000	0	0	100,000	100,000	0	0	100,000	0	0	0	0%
WQ2203	Buildings - Staff Housing - Renewals - Prioritised per condition assessments	R	0	0	0	0	0	0	0	0	0	0	0	0%
CO2301	Buildings - Store Shelving	R	50,000	0	0	50,000	50,000	0	0	50,000	0	0	0	0%
WQSH18	Capex - WAQ 34 Philip Street - Internal Upgrade - Repant, renew Kitchen, Lighting, Bathroom, Flooring	R	0	0	0	0	0	0	0	0	63,429	4,755	68,184	5%
CMW203	Water - Normanton - Build-in under Water Tower	N	20,000	0	0	20,000	20,000	0	0	20,000	0	0	0	0%
n/a	Lilyvale Subdivision Stage 1	N	1,500,000	0	1,500,000	0	0	0	0	0	0	0	0	5%
CO2104	Capex - Gilbert Street Pontoon Repairs	R	15,000	0	0	15,000	0	0	0	0	1,500	0	1,500	100%
DAF22	Coast Reef Habitats - Karumba	N	100,000	100,000	0	0	100,000	100,000	0	0	0	64,570	64,570	5%
CP2204	ICT - TV Radio - Satellite Infrastructure Upgrade Dish 1 - Karumba	R	25,000	0	0	25,000	25,000	0	0	25,000	11,371	1,800	13,171	80%
CP2215	ICT - TV Radio - Satellite Infrastructure Upgrade Dish 2 - Karumba	R	25,000	0	0	25,000	0	0	0	0	20,272	0	20,272	100%
QRRRF	Karumba Point Shoreline Protection and Revitalisation - Beach Sand Retention Project (Groyne)	N	592,473	500,000	0	92,473	592,473	500,000	0	92,473	0	0	0	50%
PACP	Karumba Point Shoreline Protection and Revitalisation - Revetment Wall	N	1,592,473	1,592,473	0	0	0	0	0	0	0	0	0	0%
LRCIP7	LRCIP - Phase 3 - Allocation of \$1m funding towards Restoration of Karumba foreshore - Revetment Wall	R	1,000,000	1,000,000	0	0	1,000,000	1,000,000	0	0	0	0	0	0%
LRCIP8	LRCIP - Phase 3 - Karumba Park (closing of Barnett St) - Design and Construct	N	350,000	350,000	0	0	350,000	350,000	0	0	8,080	0	8,080	10%
LRCIP0	LRCIP - Phase 3 - Karumba Point to Town Walking Track (Signage, Designated Path, Bridges)	U	73,848	73,848	0	0	73,848	73,848	0	0	0	0	0	0%
CO2201	Other - Cenotaph Upgrade - Two statues "We are one"	U	150,000	150,000	0	0	150,000	150,000	0	0	58	98,000	98,058	0%
RRF006	Other - Karumba Airport Weather Station	N	87,000	87,000	0	0	87,000	87,000	0	0	0	0	0	95%
QRRRF2	Other - Karumba Point Shoreline - Detailed Design	N	530,000	500,000	0	30,000	330,000	330,000	0	0	93,427	26,212	119,639	60%

Carpentaria Shire Council - Capital Expenditure Budget - 2022-2023

Job No	Project Description	Type	Total Project Budget				Financial Year Budget				YTD Expenses 2022-2023	Committed Orders	Total Expenses 2021-2022	Stage of Comph %
			Project Expense Budget	Project Grant Funding	Asset Sale / Trade-In	Councils Contrib'n to Project	Updated Budget 2022-2023	Grant 2022-2023	Asset Sale / Trade-In 2022-2023	Council Contribution 2022-2023				
WO2204	Other - Onsite Chlorine Generators - Normanton & Karumba Pools	U	320,000	320,000	0	0	320,000	320,000	0	0	39,163	0	39,163	0%
WO2201	Other - Town Beautification - Landsborough St Development	N	200,000	200,000	0	0	10,000	10,000	0	0	0	0	0	5%
WO2202	Other - Town Beautification - School Dam Precinct Development	N	300,000	300,000	0	0	5,000	5,000	0	0	0	0	0	5%
CP2308	Fleet - P1566 KBA Triton Dual Cab, replace with Dual Cab	R	60,000	0	0	60,000	60,000	0	0	60,000	0	0	0	0%
CP2209	Fleet - P1582 WTP - SR 4x2 Single Cab Ute	R	35,000	0	8,000	27,000	35,000	0	8,000	27,000	0	0	0	0%
CP2309	Fleet - P1605 WTP Single Cab	R	65,000	0	0	65,000	65,000	0	0	65,000	0	0	0	0%
CP2302	Fleet - P1664 Dual Cab Cruiser	R	80,000	0	0	80,000	80,000	0	0	80,000	0	0	0	0%
CP2304	Fleet - P1784 2WD Hilux Single Cab	R	40,000	0	0	40,000	40,000	0	0	40,000	0	0	0	0%
CP2303	Fleet - P1877 Dual Cab Colorado	R	50,000	0	0	50,000	50,000	0	0	50,000	0	0	0	0%
CP2301	Fleet - P2036 Fuso Tipper	R	70,000	0	0	70,000	70,000	0	0	70,000	0	0	0	0%
CP2306	Fleet - P2529 Crane Truck	R	185,000	0	0	185,000	185,000	0	0	185,000	0	0	0	0%
CP2305	Fleet - P3516 140M Grader	R	300,000	0	0	300,000	300,000	0	0	300,000	0	0	0	5%
CP2307	Fleet - P4502 Vermeer VAC Trailer	R	80,000	0	0	80,000	80,000	0	0	80,000	0	0	0	0%
CP2211	Fleet - Plumbers Isuzu Job Truck	N	145,000	0	0	145,000	145,000	0	0	145,000	0	0	0	0%
CP2207	Fleet - Replace P1512 Town Services - 4x2 Single Cab Ute (Cleaners)	R	35,000	0	8,000	27,000	35,000	0	8,000	27,000	0	0	0	0%
CP2205	Fleet - Replace P1605 WTP 4x4 Single Cab Utility	R	55,000	0	18,000	37,000	55,000	0	18,000	37,000	0	0	0	0%
CP2206	Fleet - Replace P1653 Electrician - 4 x 4 Single Cab	R	55,000	0	18,000	37,000	55,000	0	18,000	37,000	0	0	0	0%
CP2203	Fleet - Replace P1710 CEO - GXL 4.5L T Diesel Dual Cab	R	82,440	0	35,000	47,440	82,440	0	35,000	47,440	81,952	0	81,952	50%
CP2210	Fleet - Replace P2402 WTP - N Series NPR Tipper	R	65,000	0	12,000	53,000	65,000	0	12,000	53,000	0	0	0	0%
CP2208	Fleet - Replace P4136 Quad UTV with 2 seats	R	25,000	0	2,000	23,000	25,000	0	2,000	23,000	0	0	0	0%
CP2310	Water - Normanton - WTP Generator	R	60,000	0	0	60,000	60,000	0	0	60,000	0	0	0	0%
CR2303	ATSI TIDS - Plains/Topsy Creek & Cabbage Tree Creek Causeways	N	1,340,000	1,340,000	0	0	1,340,000	1,340,000	0	0	32,658	0	32,658	5%
New	Betterment - Inverleigh West Causeway Upgrade	U	500,000	450,000	0	50,000	50,000	0	0	50,000	0	0	0	0%
CR2106	Footpaths - Maintenance and Disability Access Karumba	R	45,000	0	0	45,000	45,000	0	0	45,000	0	0	0	0%
CR2105	Footpaths - Maintenance and Disability Access Normanton	R	60,000	0	0	60,000	60,000	0	0	60,000	0	0	0	0%
RRUP	Iffley Road - Gravel Upgrade	U	4,206,687	4,206,687	0	0	4,206,687	4,206,687	0	0	0	0	0	0%
RRUP	Koolatah - Dixie Road Widening	U	2,477,642	2,477,642	0	0	2,477,642	2,477,642	0	0	0	0	0	0%
CL2201	Lilyvale Subdivision Stage 1 - Road Construction - Internal Access Road	N	0	0	0	0	0	0	0	0	367,439	53,524	420,962	70%
New	Mitchell River Crossing - Bridge Design	U	300,000	300,000	0	0	300,000	300,000	0	0	0	0	0	0%
New	Other - Savannah Way Art Trail - Footings and Traffic Island Upgrade	U	35,000	0	0	35,000	35,000	0	0	35,000	0	0	0	0%
CL2301	Project - Lilyvale Subdivision Entrance Statement	N	85,000	0	0	85,000	85,000	0	0	85,000	28,030	0	28,030	0%
QRRRF3	Roads - Kerb and Channel across from Christian College, Thompson Street	U	228,882	218,882	0	10,000	228,882	218,882	0	10,000	75,978	57,955	133,933	15%
ROSI	Roads - Roads of Strategic Importance (Ntn to Burketown Rd) (Sealing)	U	20,000,000	16,000,000	0	4,000,000	5,000,000	4,000,000	0	1,000,000	0	0	0	0%
CR2107	Roads - Shire Grid Installations	N	20,000	0	0	20,000	20,000	0	0	20,000	0	13,960	13,960	0%

Carpentaria Shire Council - Capital Expenditure Budget - 2022-2023

Data Updated			Total Project Budget				Financial Year Budget				YTD		Total		Stage of
Job No	Project Description	Type	Project Expense Budget	Project Grant Funding	Asset Sale / Trade-In	Councils Contribution to Project	Updated Budget 2022-2023	Grant 2022-2023	Asset Sale / Trade-In 2023	Council Contribution 2022-2023	Expenses 2022-2023	Committed Orders	Expenses 2021-2022	Comp %	
RR2302	Roads - TIDS/R2R/Council - Armstrong (Funding top up road realignment)	N	1,513,339	1,465,263	0	48,076	1,513,339	1,465,263	0	48,076	25,213	0	25,213	5%	
RR2301	Roads - TIDS/R2R/Council - Concrete Causeway before Armstrong	N	800,000	800,000	0	0	800,000	800,000	0	0	2,314	0	2,314	0%	
CR2301	Roads - TIDS/R2R/Council - Normanton to Burketown - Reseal	R	300,000	150,000	0	150,000	300,000	150,000	0	150,000	0	0	0	0%	
Parent	Roads - TIDS/R2R/Council - Normanton to Burketown - Sealing Works	U	1,820,000	1,621,924	0	198,076	1,820,000	1,621,904	0	198,096	0	0	0	0%	
CS2201	Sewer - Karumba - Membrane Replacement	R	250,000	0	0	250,000	250,000	0	0	250,000	96	0	96	0%	
CS2202	Sewer - Karumba - Pump Replacement (eone)	R	100,000	0	0	100,000	100,000	0	0	100,000	89,296	0	89,296	40%	
RRF004	Sewerage - Karumba Sewerage System - System Review & Master Plan	N	80,000	80,000	0	0	40,000	40,000	0	0	31,625	0	31,625	80%	
CM2204	Glenore Weir Water Pipe Replacement Planning Project	R	295,000	295,000	0	0	295,000	295,000	0	0	4,853	0	4,853	0%	
CL1801	Lilivale Subdivision Stage 1 - Water Infrastructure	N	0	0	0	0	400,000	0	0	400,000	649,697	37,575	687,271	95%	
RRF001A	Water - Glenore Weir Raw Water Upgrade - Emergency Intake Structure	U	150,000	150,000	0	0	150,000	150,000	0	0	0	0	0	0%	
RRF002	Water - Karumba Water Tower/Reservoirs On site Chlorine Generator	U	180,000	180,000	0	0	180,000	180,000	0	0	271	0	271	0%	
CM2202	Water - Normanton - Manifold (for old Clarifier)	U	20,000	0	0	20,000	20,000	0	0	20,000	145	0	145	0%	
CM2201	Water - Normanton - Refurbish Clarifier	R	75,000	0	0	75,000	75,000	0	0	75,000	6,405	75,757	82,162	10%	
RRF003	Water - Normanton Water Treatment Plant - Study & Design (increase potable supply)	N	40,000	40,000	0	0	40,000	40,000	0	0	0	0	0	5%	
WO2205	Water - Normanton Water Treatment Plant Reservoir Upgrades	U	1,992,916	1,992,916	0	0	1,992,916	1,992,916	0	0	0	0	0	0%	
	Water - Treatment Plant - Controls/Monitoring - Priorities to be established	R	180,000	180,000	0	0	60,000	60,000	0	0	37,520	27,629	65,149	75%	
RRF005	Water - Treatment Plant - Normanton - Diversion of Pipework to improve operational efficiency	N	150,000	150,000	0	0	100,000	100,000	0	0	0	0	0	0%	
WO2207	Water - Treatment Plant - Normanton - Reservoir Repairs	R	210,000	210,000	0	0	210,000	210,000	0	0	80	0	80	0%	
CM2301	Water - 4X Osec L20 Hypochlorite Generating Systems										13,278	0	13,278	0%	
CM1902	Capex - Glenore Weir Rectification (Legsp)				0	0	0	0	0	0	81,673	2,272	83,945	100%	
			46,302,700	37,751,635	1,601,000	6,950,065	27,225,227	22,844,142	101,000	4,280,085	1,817,829	464,008	2,281,837	7%	
Capital Expenditure by Asset Class															
	Roads		33,731,550	29,030,398	0	4,701,152	18,281,550	16,580,378	0	1,701,172					
	Plant and Equip.		1,487,440	0	101,000	1,386,440	1,487,440	0	101,000	1,386,440					
	Land		1,500,000	0	1,500,000	0	0	0	0	0					
	Sewer		430,000	80,000	0	350,000	390,000	40,000	0	350,000					
	Water		3,292,916	3,197,916	0	95,000	3,522,916	3,027,916	0	495,000					
	Other		5,360,794	5,173,321	0	187,473	3,043,321	2,925,848	0	117,473					
	Buildings		500,000	270,000	0	230,000	500,000	270,000	0	230,000					
			46,302,700	37,751,635	1,601,000	6,950,065	27,225,227	22,844,142	101,000	4,280,085					

Carpentaria Shire Council - Capital Expenditure Budget - 2022-2023

Data Updated			Total Project Budget				Financial Year Budget							
Job No	Project Description	Type	Project Expense Budget	Project Grant Funding	Asset Sale / Trade-In	Councils Contribution to Project	Updated Budget 2022-2023	Grant 2022-2023	Asset Sale / Trade-In 2022-2023	Council Contribution 2022-2023	YTD Expenses 2022-2023	Committed Orders	Total Expenses 2021-2022	Stage of Completion %
Capital Expenditure by Type														
		U	32,454,975	28,141,899	0	4,313,076	17,004,975	15,691,879		1,313,096				
		N	9,495,285	7,504,736	1,500,000	490,549	6,027,812	5,167,263		860,549				
		R	4,352,440	2,105,000	101,000	2,146,440	4,192,440	1,985,000	101,000	2,106,440				
			46,302,700	37,751,635	1,601,000	6,950,065	27,225,227	22,844,142	101,000	4,280,085				

BUSINESS PAPERS

10.3 2022/2023 OPERATIONAL PLAN 1ST QUARTER REVIEW (SEPTEMBER 2022)

Attachments: 10.3.1. Operational Plan 2022/2023 Quarter One Report [↓](#)

Author: Julianne Meier - Director Corporate Services

Date: 1 November 2022

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

Key Strategy: Maintain a focus on integrity, Accountability and Transparency in all that we do

Executive Summary:

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

RECOMMENDATION:

That Council notes the first quarter review of the 2022 – 2023 Operational Plan to the 30th September 2022.

Background:

The Annual Operational Plan 2022/2023 was adopted at the Special Budget meeting held on the 16th June 2022. The Operational Plan is an annual document which outlines activities and actions Council will undertake for the financial year.

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

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

The attached report shows the progress towards implementing the Annual Operational Plan for 2022/2023 for the first quarter.

BUSINESS PAPERS

Consultation (Internal/External):

- Chief Executive Officer
- Executive Leadership Team

Legal Implications:

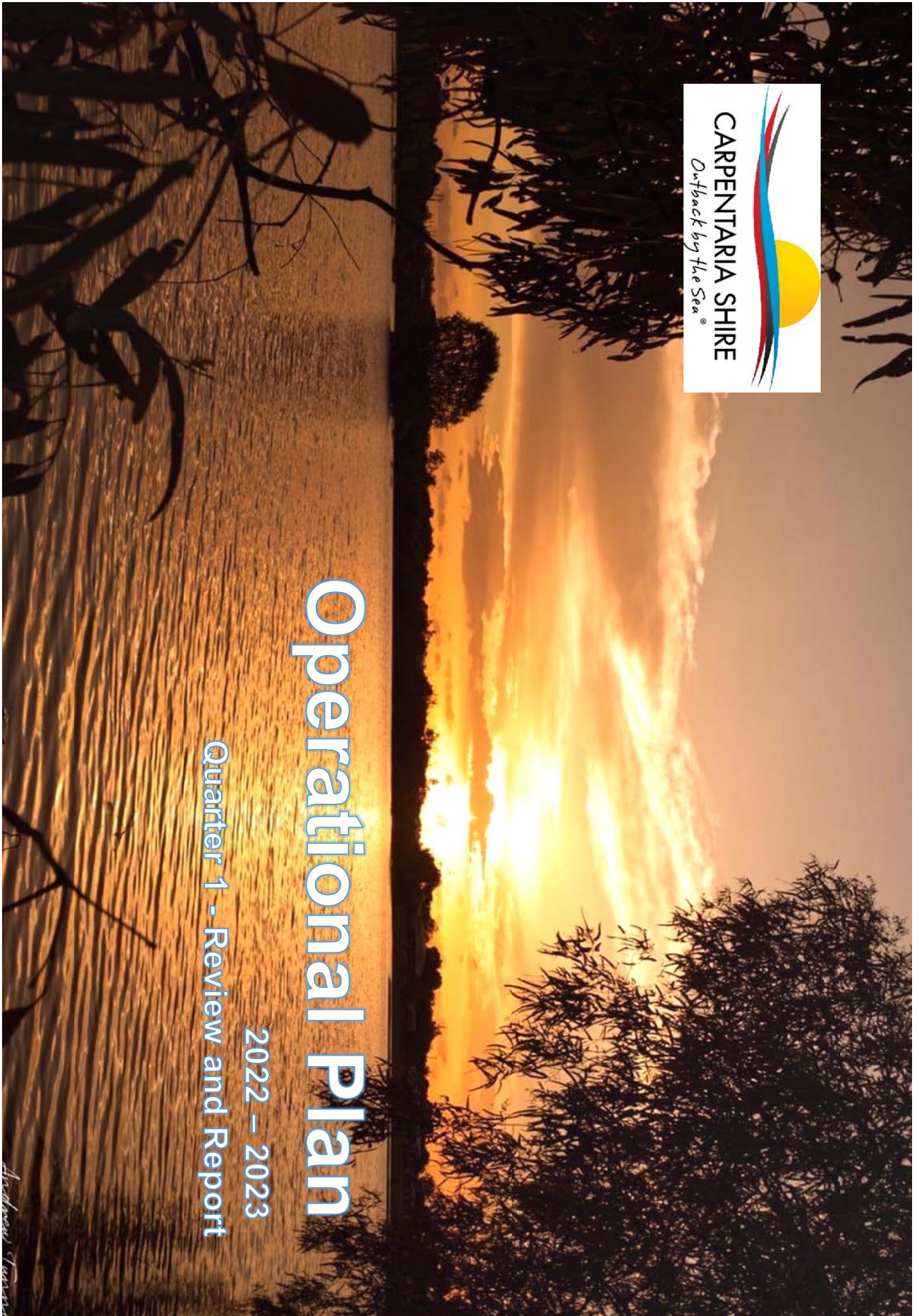
- *Local Government Act 2009*
- *Local Government Regulation 2012*

Financial and Resource Implications:

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

Risk Management Implications:

- Risks are within normal operational parameters.



Operational Plan 2022-2023

1 Carpentaria Community

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

Program	Service	Link	Key Initiative	Performance Measure	Budget	% Complete	Status Commentary	RO
Community and Cultural Development	Community Development	1.1.1	Implementation of the Youth Strategy recommendations	Youth Strategy implemented	In-house	0%		MECD
		1.1.2	Finalisation of standard leases for the community groups who utilise Council facilities.	Draft leases are presented to Council for Adoption	Operational Budget	80%	One lease outstanding and is still in negotiations.	MECD
	Sports and Recreation	1.1.3	Develop an action plan from the recommendations contained in the Carpentaria Sport and Recreation Plan.	Projects adopted by Council to finalise the Plan	In-house	5%	Recommendations have been reviewed and discussions have commenced, with a view to categorise by: <ul style="list-style-type: none"> Completed Not Started Obsolete Subject to Grant 	MECD
		1.1.4	Annual review the Local Disaster Management Plan.	Undertake a desktop review of the plan with QFES	Operational Budget	0%	This will be scheduled in the final quarter of the year following any seasonal rains. Likely to be undertaken in April 2023.	CEO

Operational Plan 2022-2023

2 Carpentaria Environment

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

Program	Service	Link	Key Initiative	Performance Measure	Budget	% Complete	Status Commentary	RO
Coastal Management	Foreshore Protection	2.1.1	<ul style="list-style-type: none"> Implementation of funded initiatives identified in the Coastal Hazard Adaptation Study. Capturing the erosion of the foreshore through photographs from community members (Douglas Shire) 	<ul style="list-style-type: none"> Funding provided to Council secured the necessary approvals to move on the recommendation provided 	In-house Grant Funding	10%	PACP funding approved to undertake foreshore protection works. This will commence following the release of the detailed design from Haskoning.	CEO
Natural Resource Management	Pest Management Operations	2.1.2	<ul style="list-style-type: none"> Implementation of the recommendations in the Regional Biosecurity Plan. 	<ul style="list-style-type: none"> Works undertaken to address the recommendation 	Operational Budget	5%	First draft of the Regional Plan released for comment. Awaiting release of the final plan and recommendations.	CEO

Operational Plan 2022-2023

3 Carpentaria Economy

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

Program	Service	Link	Key Initiative	Performance Measure	Budget	% Complete	Status Commentary	RO
Economic Development	Regional Economic Development	3.1.1	Promote and encourage support from interested parties to pursue initiatives in the Economic Development Strategy.	10% of initiatives identified in the EDS are progressed before fourth quarter	Operational Budget	0%		MECD
		3.1.2	Continued participation in the North West Minerals Province with other councils and state government.	Attendance at 90% of all meetings called and held in relation to the NWMMP	Operational Budget	5%	CEO will attend meeting in November to ascertain the continuation of the NWMMP as the previous plan has concluded	CEO MECD
	Business Development	3.1.3	Promote and encourage support from interested parties to pursue initiatives in the Tourism Strategy	Workshop held in Region with representatives from within the Industry	Operational Budget	5%	The Tourism Champion is no longer engaged by Council. Council is in discussions with OOTA in relation to RTO representation and when complete will progress engagement with local operators.	CEO Tourism Champion Barra Hatchery Manager

4 Carpentaria Governance

Corporate Outcomes		2021-2022 Key Initiative	
4.1 A well governed, responsive Council, providing effective leadership and management, and respecting community values.		4.1.1 Annual Review of Strategic Risk Register and Operational Risk Register.	
		4.1.2 Implementation of individual asset class management plans.	
		4.1.3 Amend the Long-Term Financial Sustainability indicators and develop a sustainability plan highlighting the assumptions that make up the strategy.	
		4.1.4 Regional representation on the NWQROC and WQAC.	
		4.1.5 Undertake a Local Laws Review of relevant Local Laws	
		4.1.6 Develop a transition plan for Finance Enterprise Software	

Program	Service	Link	Key Initiative	Performance Measure	Budget	% Complete	Status Commentary	RO
Corporate Governance	Financial Services	4.1.1	<ul style="list-style-type: none"> Ongoing implementation of the Corporate Risk Register and Operational Risk Register. 	<ul style="list-style-type: none"> Registers are regularly used to identify and manage risks across the organisation. 	Operational Budget	5%	Discussions with trainer have commenced, and planning is underway.	DCS
Engineering	Asset Management	4.1.2	<ul style="list-style-type: none"> Implementation of individual asset class management plans. 	<ul style="list-style-type: none"> Capturing 10 year capital works to optimise asset classes. 	Operational Budget	25%	Contractor engaged, to conduct site visit and prepare individual AMP's. AMP for Buildings have been reviewed, other AMP's being finalised.	CEO DOE
Corporate Governance	Financial Services	4.1.3	<ul style="list-style-type: none"> Adoption and implementation of the Long-Term Financial Sustainability Plan in accordance with assumptions that make up the Plan. 	<ul style="list-style-type: none"> Updated following the completion of the detailed asset management plans for the 	Operational Budget	25%	QTC model completed, a date to be scheduled to work with ELT, before presenting to Council.	CEO DCS DOE

Operational Plan 2022-2023

Program	Service	Link	Key Initiative	Performance Measure	Budget	% Complete	Status Commentary	RO
				individual asset classes				
Economic Development	Business Development	4.1.4	<ul style="list-style-type: none"> Regional representation on the NWQROC and WQAC. 	<ul style="list-style-type: none"> 100% attendance at all NWQROC and WQAC meetings 		20%	CEO, Mayor and Deputy Mayor attended ROC meeting in Cloncurry and Deputy Mayor and CEO are scheduled to attend the next meeting in Julia Creek.No	CEO
Corporate Governance	Compliance	4.1.5	<ul style="list-style-type: none"> Undertake a Local Laws Review of relevant Local Laws 	<ul style="list-style-type: none"> Identified Local Laws reviewed during the period and presented to Council for adoption. 	Operational Budget	0%	No progress at this stage	ELT
Corporate Governance	Governance	4.1.6	<ul style="list-style-type: none"> Develop a transition plan for Finance Enterprise Software 	<ul style="list-style-type: none"> Identification of Finance Modules to transition to the Cloud Version. 	Operational Budget	0%	Scheduled Procurement presentation to ELT this month.	ELT

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

BUSINESS PAPERS

10.4 EXTERNAL AUDIT - CLOSING REPORT

Attachments:	10.4.1. 2022 External Audit - Closing Report ↓
Author:	Julianne Meier - Director Corporate Services
Date:	9 November 2022
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Develop systems that promote continuous improvement

Executive Summary:

Queensland Audit Office (QAO) contract auditors Crowe Australasia have conducted an audit in accordance with the external audit plan issued 21 April 2022. The attached closing report for the financial year ended 30 June 2022, includes the results of the audit, identified audit misstatements, and other matters.

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

RECOMMENDATION:

That Council note the contents of the 2022 Closing Report.

Background:

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

Presentation of auditor-general's observation report

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

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

Financial reporting

I'm pleased to report this year was a much smoother audit as officers worked towards a goal of stronger end of month processes. No new financial reporting issues have been raised, as noted on page 8 of the report. We still have prior year issues, however, many of these matters have been resolved or are expected to be resolved this year.

Further information on matters previously reported is set out in section 7 on page 11.

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

Issues identified in our final audit

BUSINESS PAPERS

In addition to our usual annual audit, QAO conducted a procurement audit, and have rolled those findings into this closing report. These matters have been reported on pages 5-8. These are important matters for Council to work through to become more transparent. They include:

- Lack of agreement on contractual terms with suppliers prior to work commencing
- Lack of systematic review of services delivered by suppliers during annual construction season
- Opportunities for greater transparency in the allocation of work across suppliers for the annual construction season
- Proactive management of probity risks relating to the procurement process

These areas will involve some change so the Director of Engineering and myself shall work with the teams to agree on a process, document the process and resolve these matters.

Consultation (Internal/External):

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

Legal Implications:

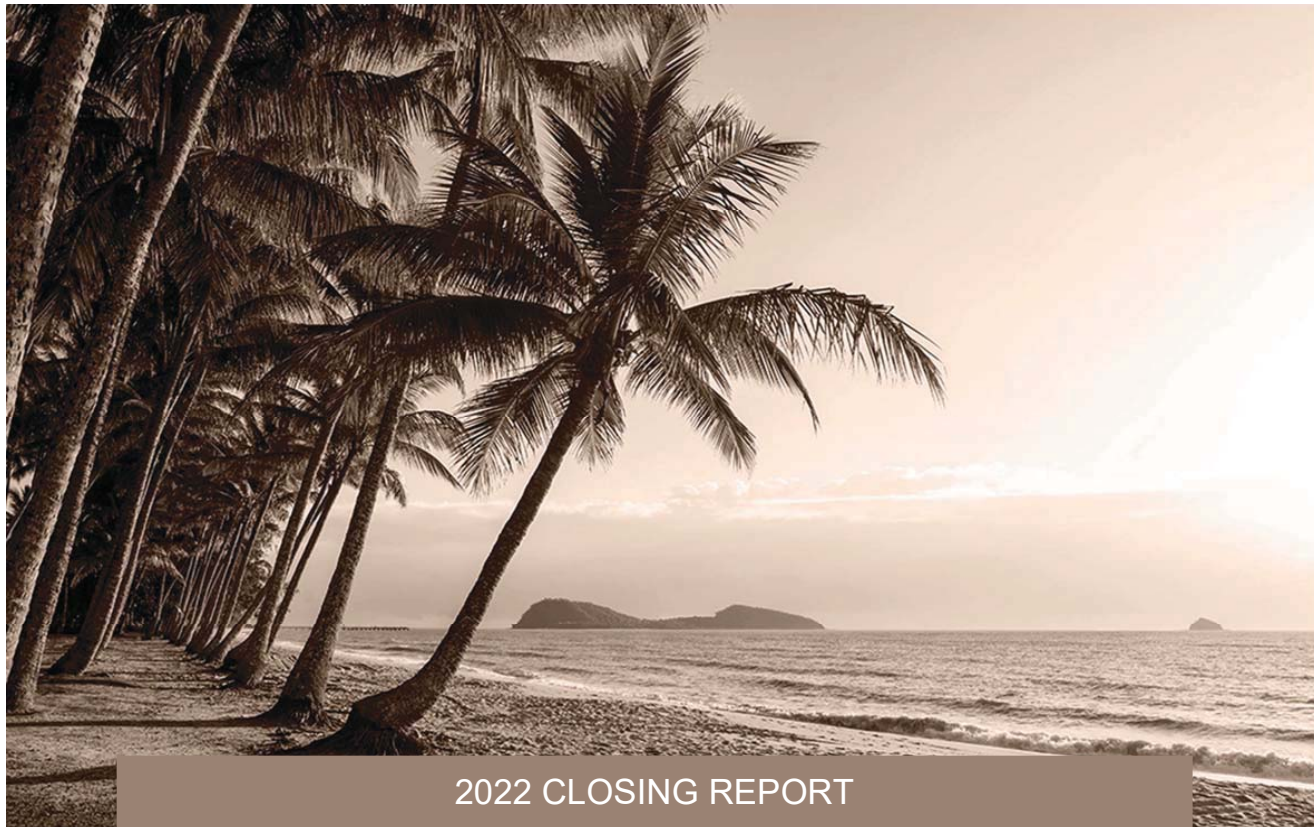
- Non-compliance with the *Local Government Regulation 2012*

Financial and Resource Implications:

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

Risk Management Implications:

- Public Perception and Reputation Risk is assessed as low.



Carpentaria Shire Council

28 October 2022



Our ref: MA: ST

SENSITIVE

28 October 2022

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

Dear Mr Crawley

2022 Closing report

We present to you our closing report for Carpentaria Shire Council ("Council") for the financial year ended 30 June 2022. It includes the results of our audit, identified audit misstatements, and other matters.

Our audit was conducted in accordance with our external audit plan issued on 21 April 2022. We confirm that up to the date of this report, we have maintained our independence obligations in relation to our conduct of this audit.

Under the Australian Auditing Standards, we are required to communicate to you any significant deficiencies in your control environment identified from our audit process. We have identified significant deficiencies which are explained in detail in section 3 of this report.

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

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

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

Thank you for your time this year, it has been a pleasure to work with you. If you have any questions or would like to discuss this report, please contact me on 07 4722 9566 or Sarah Trendle on 07 4722 9750.

Yours sincerely

Mark Andrejic
Engagement Partner

Enc.

cc. Cr Jack Bawden, Mayor, Carpentaria Shire Council

Queensland Audit Office
Level 13, 53 Albert Street, Brisbane Qld 4000
PO Box 15396, City East Qld 4002

Phone 07 3149 6000
Email qao@qao.qld.gov.au
Web www.qao.qld.gov.au
 Queensland Audit Office (QAO)

2022 Closing report

1. Summary

This closing report summarises the results of our audit of Carpentaria Shire Council's financial statements for the year ended 30 June 2022, including how we responded to significant financial reporting risks.

Our final audit opinion is subject to completion of the financial statement audit process. We have included the key outstanding matters to be finalised below.

Expected opinion

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

Financial statement maturity

Your financial statement preparation maturity is rated as established/integrated. Please refer to section 5 *Financial statement maturity* for more information.

Control environment

In our interim report dated 24/08/2022, we assessed that your internal control environment does not support an audit strategy that can rely upon these controls. We have confirmed that there has been no change to our initial assessment. Please refer to section 4 *Audit issues* for more information.

Materiality \$599,000

Decrease of \$11,000 to planning materiality based on actual expenditure for FY2022.

Estimated final fees

\$61,890

Outstanding matters

Item	Responsibility
Financial statements review – finalisation of quality assurance processes	Audit
Subsequent events update – review of transactions and events to date of signing	Management and Audit
Management representation letter – to be signed with the financial statements	Management
Financial report certification – signing of the financial statements by management following adoption by the Council	Management and Audit
Any additional matters to be discussed by and amendments arising from the forthcoming Audit Committee meeting	Management and Audit

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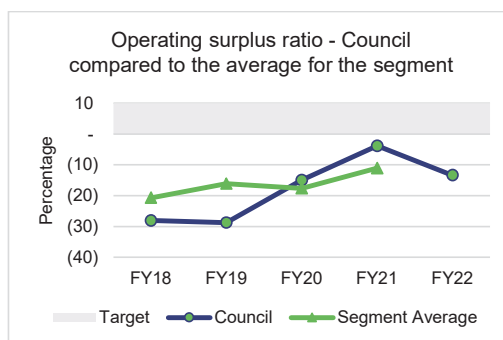
2022 Closing report

2. Financial sustainability assessment

Below we detail our assessment of your financial sustainability, based on the 3 ratios that councils are required to report under the local government regulations. Our assessment of your council's overall financial sustainability risk is **high**.

Refer to section 9 *Assessment of financial sustainability* for guidance on how we calculate these ratios and our financial sustainability risk rating definitions.

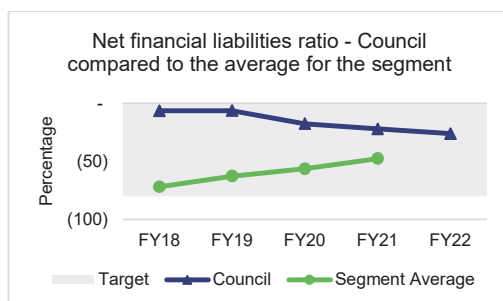
Operating surplus ratio



Carpentaria Shire Council's 5-year **average** operating ratio is -17.81%. This is outside the target range.

The average operating surplus ratio indicates that Council is unable to generate enough funding from its own source revenue. There is significant reliance on grants and contributions from various sources, in the absence of which council may not be able to sustain the same level of ongoing operations. This also indicates that council has limited ability to fund any capital projects without capital grants and contributions. Council should prioritise looking at options to increase its revenue and reduce its spending levels in the short-term.

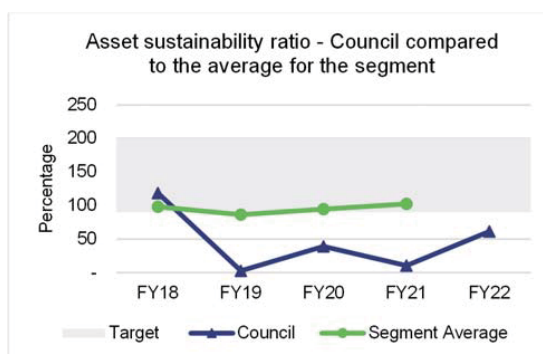
Net financial liabilities ratio



Carpentaria Shire Council's net financial liabilities ratio as at 30 June 2022 is -26.27%. This is within the target range.

The net financial liabilities ratio indicates that Council's capital structure appears adequate for its size. If council intends to obtain debt funding for future capital projects, its negative operating surplus ratio suggests council may experience difficulty in repaying this debt.

Asset sustainability ratio



Carpentaria Shire Council's **average** asset sustainability ratio is 46.43%. This is outside the target range.

Activity relating to the replacement of assets due to flood damage is having a disproportionate impact on the calculation of this ratio.

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2022 Closing report

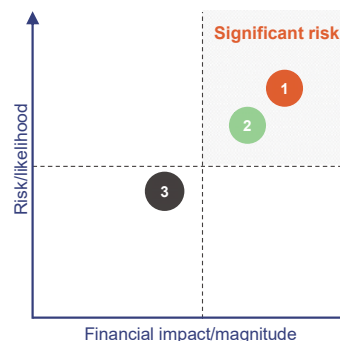
3. Audit conclusions

Areas of audit focus

Our external audit plan identified items that present the greatest risk of material error to the financial statements.

This chart displays the inherent risk for the identified areas of audit focus and the financial impact (magnitude).

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



Risk	Description of risk	Audit conclusion
1	Valuation of infrastructure assets <ul style="list-style-type: none"> Property plant and equipment is the most material balance in the financial statements at \$286 million Valuation involves significant estimates and judgements There is no market-based evidence of fair value due to the specialised nature of the assets (comparable items are rarely sold) Infrastructure assets generally have long lives which require significant estimation Separation between renewals and additions may not be clear and may affect reliability of sustainability ratio reporting Management may have motivation to manipulate financial sustainability ratios as they are publicly included in sustainability statements 	Testing performed We assessed the following: <ul style="list-style-type: none"> The appropriateness of valuation techniques and assumptions adopted in determining fair value Review of indices applied, including relevance & reliability The appropriateness of useful life assumptions used in the calculation of depreciation The competency, objectivity and qualification of management experts Consideration was also given to Council's methodology for ensuring completeness of asset information, identification of asset renewals and additions, and associated financial statement disclosures. Results and conclusion Based on the results of the procedures performed, we have obtained sufficient appropriate evidence that the balance is not materially misstated.
2	Revenue recognition <ul style="list-style-type: none"> Council receive a significant number of grants each year These grants have several conditions attached and are complex to account for under AASB 15 and AASB 1058 There may be incentive to manipulate the recognition between recurrent and capital grants to improve financial sustainability ratios 	Testing performed We assessed the appropriateness of the grant classifications as operating and capital and ensured recognition of revenue was in accordance with the accounting standards AASB 15 and AASB 1058. Results and conclusion Based on the results of the procedures performed, we have obtained sufficient appropriate evidence that the balance is not materially misstated.

SENSITIVE

2022 Closing report

Risk	Description of risk	Audit conclusion
3	Disclosure of related party transactions <ul style="list-style-type: none"> Council is required to disclose related party relationships, transactions and outstanding balances, including commitments, in the annual financial statements Council may not have established relevant systems and internal controls to effectively identify, capture and record related party transactions Public interest in related party transactions of Councils 	Testing performed We have assessed Council's assessment and identification of related parties and the assessment of officers considered Key Management Personnel. We also: <ul style="list-style-type: none"> Reviewed Council's systems and controls in place for the collection of the related party information to assess their reliability through system walkthrough Reviewed controls in place to authorise and approve significant transactions and arrangements with related parties Obtained Council assessment of those related party transactions which require disclosure and understand rationale for disclosing/not disclosing Reviewed revised registers of interests and key management personnel declarations provided by the councillors following the election. Results and conclusion Based on the results of the procedures performed, there are no matters to report.

Other audit opinions

In conjunction with our 2021-22 audit of Council, we will issue an audit opinion on special purpose financial reports for the following:

- Roads to Recovery grant acquittal (due 31 October 2022). This special purpose financial report is yet to be issued at the date of this report.
- Local Roads and Community Infrastructure Annual Report (due 31 October 2022). This special purpose financial report is yet to be issued at the date of this report.

Materiality

We reassessed our audit materiality thresholds based on your year-end financial statement balances, and these have changed since we communicated them in the external audit plan. We used these thresholds in finalising our audit and assessing misstatements.

Overall materiality	\$749,000 (per external audit plan \$765,000)
Performance materiality	\$599,000 (per external audit plan \$610,000)
Clearly trivial threshold	\$74,900 (per external audit plan \$76,500)
Specific –property, plant and equipment	\$14,308,000 (per external audit plan \$13,775,000)

Evaluation of misstatements

At the date of this report, we have not identified any quantitative misstatements that require correction within the financial statements.

At the date of this report, we have identified misstatements of \$249,000 that remain uncorrected by management. If corrected, these would result in a decrease in net assets and a decrease in the operating result.

Details of the uncorrected misstatements are included in section 8 *Misstatements*.

SENSITIVE

2022 Closing report

Evaluation of disclosure misstatements

At the date of this report, we have not identified misstatements in disclosures that require correction to the financial statements.

4. Audit issues

Internal control issues

The following table identifies the number of deficiencies in internal controls and other matters we have identified. Details of deficiencies that we identified during our final audit are outlined further in this section. Refer to section 7 *Matters Previously Reported* for the status of prior year issues.

Internal control issues by COSO element	Number of significant deficiencies		Number of deficiencies		Rating
	Current year issues	Prior year unresolved issues	Current year issues	Prior year unresolved issues	
Control environment <i>Structures, policies, attitudes and values that influence daily operations</i>	-	1	-	-	●
Risk assessment <i>Processes for identifying, assessing and managing risk</i>	-	-	-	-	●
Control activities <i>Implementation of policies and procedures to prevent or detect errors and safeguard assets</i>	-	4	2	-	●
Information and communication <i>Systems to capture and communicate information to achieve reliable financial reporting</i>	-	1	-	1	●
Monitoring activities <i>Oversight of internal controls for existence and effectiveness</i>	-	-	-	1	●

Our ratings: **Effective** – No significant deficiencies identified; **Partially effective** – One significant deficiency identified; **Ineffective** – More than one significant deficiency identified.

Other matters

Issues	Other matters
Current year issues	2
Prior year issues – unresolved	2
Total issues	4

*Queensland Audit Office only tracks resolution of other matters where management has committed to implementing action.

Issues identified in our final audit

The following section details control deficiencies and other matters identified since our last interim report dated 24 August 2022. It includes a response from management.

SENSITIVE

2022 Closing report

Our ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: www.qao.qld.gov.au/information-internal-controls or scan the QR code.



Deficiencies

22CR-1 Lack of agreement on contractual terms with suppliers prior to work commencing

Control activities

Observation

In response to Council's tenders, some contractors requested departures from the standard terms and conditions included in the tender documents (e.g. restricting their limit of liability).

However, due to the limited time between receiving responses to the tender and Council awarding of the contract via resolution at a Council meeting, Council did not obtain appropriate input from its procurement team or legal advice.

Where these departures were not resolved in a timely manner, it lead to contracts being signed only after work had commenced, or in some instances, not at all.

Implication

Without appropriate scrutiny and agreement on the contractual terms and conditions with suppliers, there is an increased risk that Council is unable to enforce its rights under the contract in the event of a dispute.

QAO recommendation

We recommend that Council review all requested departures from the standard contractual terms and conditions before contracts are awarded. Contracts should be signed between the relevant parties before work commences.

Management response

We acknowledge there appears to be a lack of understanding around the importance of closing the procurement loop with a fully executed contract. There have also been no documented processes to support decision making, which makes compliance reviews impossible.

Council has now recruited a procurement specialist to support all Departments from inception of the scope through to the negating the departures.

A detailed procurement procedure has already been developed and distributed, and we expect this to be fully implemented within the next six months with mandatory training from low value purchasing to procurement.

It is important at the end of this process that officers understand the requirement for forward planning, to allow sufficient time for procurement to prepare documentation, and negotiate departures before the commencement of works.

Responsible officer: Director of Corporate Services

Status: Work in progress

Action date: 30 April 2023

SENSITIVE

2022 Closing report

22CR-2 Lack of systematic review of services delivered by suppliers during annual construction season

Control activities

Observation

Before payment is made to contractors for work delivered during the annual construction season, Council employees perform ad hoc checks on a sample basis, such as checking whether the rate charged by contractor on the invoice matches the approved rate on the pre-qualified supplier listing.

We have previously raised a significant deficiency on procurement where we identified deviations from approved rates on invoices (refer 21IR-2). This indicates that these ad hoc checks are not sufficient.

Implication

Without a consistent, documented approach to checking the accuracy of invoices, errors may go undetected, resulting in over/underpayment to contractors.

QAO recommendation

We recommend that a methodology be developed and documented which outlines the approach to be applied to the checking of invoices. Council staff should retain a record of errors as it may identify repetitive errors made by certain suppliers.

Management response

The contract manager is first person signing off say the works have been completed is ultimately responsible for ensuring the invoice is in line with the quoted rates. The DCS shall work with the DOE to document an agreed process to ensure this occurs.

Responsible officer: Director of Corporate Services and Director of Engineering

Status: Work in progress

Action date: 30 April 2023



Other matters

22CR-3 Opportunities for greater transparency in the allocation of work across suppliers for the annual construction season

Observation

Due to severe weather events, a large amount of recovery work on Council's assets is required each year. Council applies a model where almost all tender responses for this work are listed on a pre-qualified supplier list. The work is then allocated based on the 'order-of-engagement'. We noted that there is no established policy for this process and based on our review performed and discussions held, appears to have been based purely on price for the 2022 construction season.

Implication

Without an approved policy in place which explains the factors considered when allocating work across suppliers on the pre-qualified supplier listing, Council may struggle to defend its procurement decisions if contested. Without providing the public with details of the process, it could increase the perception of bias in deciding which contractors are awarded work.

QAO recommendation

Given the significance of the annual work program and number of local suppliers engaged, we recommend Council:

- develop a clear approach to how the order-of-engagement will be determined
- publish this approach as part of the tender process
- publish how much equipment might be required as part of the tender
- retain documentation to support how the final order was determined each year.

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Management response

We accept the findings, and the DCS shall work with the DOE to document an agreed process to ensure this occurs.

Responsible officer: Director of Corporate Services and Director of Engineering

Status: Work in progress

Action date: 30 November 2022

22CR-4 Proactive management of probity risks relating to the procurement process

Observation

Due to Council's remote location, there are times when only a single supplier is able to supply certain types of machinery during the annual construction season.

While suppliers outside of Normanton are able to respond to Council's tenders, we did not see evidence of Council proactively seeking quotes from alternative suppliers in other areas.

Implication

Without actively seeking quotes from alternative suppliers in other areas, Council may not be able to ascertain whether they are achieving best value for money with their current local suppliers.

QAO recommendation

Council should take steps to be more proactive in managing the probity risks relating to the procurement of suppliers. This could involve but should not be limited to, actively sourcing alternative quotes where only one response was received in response to a particular tender.

Management response

We acknowledge we utilise the tender for the relevant Construction Season to engage suppliers outside that particular scope of works.

We will work with the relevant Departments to forward plan to ensure there is adequate time to scope and seek additional tenders should the scope vary from plant hire for the construction season.

Responsible officer: Director of Corporate Services and Director of Engineering

Status: Work in progress

Action date: 30 April 2023

Financial reporting issues

This table identifies the number of financial reporting issues we raised. We have not identified any financial reporting issues to be reported to you from our final audit visit. Refer to section 7 *Matters Previously Reported* for the status of prior year financial reporting issues.

Year and status	High risk	Moderate risk	Low risk
Current year issues	-	-	-
Prior year issues – unresolved	-	2	1

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5. Financial statement maturity

Financial statement preparation maturity assessment

In the 2021 financial year, management had self-assessed its financial statement process using the maturity model. Council had self-assessed its processes to be established/integrated.

This year, we have reviewed the entity's assessment using a combination of inquiry, observation, and review of the internal processes. Our review identified that council's self-assessed scores and level of maturity were appropriate

The following table sets out the range and average responses for Carpentaria Shire Council's financial statement preparation process for each component. There have been no updates to the 2021 self-assessment in 2022.

Component	Developing	Established	Integrated	Optimised
Quality month end reconciliations				
Early financial statement close processes				
Skilled financial statement preparation processes and use of appropriate technology				
Timely identification and resolution of financial reporting matters				

The following key strengths and opportunities to improve were identified based on the 2022 assessment:

Key strengths	Improvement opportunities
<ul style="list-style-type: none"> Good quality pro-forma financial statements with evidence of disclosures being tailored Management challenging valuers with respect to the methodology adopted for valuing property, plant and equipment Clearly defined roles and responsibilities within finance team Timely month-end financial reporting processes including preparation of reconciliations for most balance sheet areas 	<ul style="list-style-type: none"> Continued investment in training for financial services staff, including cross skilling within the team. Well considered year end process to ensure timely engagement with key stakeholders and completion of year end processes Management accounts to include variance and root cause analysis to inform decision making

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6. Other required information

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

Matters for QAO to consider	How these were addressed
Disagreements with management	During our audit, we received full cooperation from management and had no unresolved disagreements over the application of accounting principles and the scope of our audit. At the date of this report, management is finalising the disclosures to include in the final financial statements.
Significant difficulties	We did not encounter any significant difficulties during the audit.
Compliance with laws and regulations	We did not identify any instances of non-compliance with laws and regulations having a material effect on the financial report.
Matters significant to related parties	We did not identify any significant matters relating to related parties during the audit.
Changes to accounting policies	We confirm there were no significant changes to accounting policies during the period.
Other matters significant to the oversight of the financial reporting process	We did not identify any significant matters relating to the financial reporting process during the audit.
Fraud and illegal acts	<p>We enquired of management regarding:</p> <ul style="list-style-type: none">• knowledge of any fraud or suspected or alleged fraud affecting the entity involving management, employees who have significant roles in internal control, or others where fraud could have a material effect on the financial report• knowledge of any allegations of fraud, or suspected fraud, affecting the financial information. <p>In addition to the above enquiries, we have also undertaken certain testing that we had detailed in our external audit plan dated 21 April 2022 and we are not aware of any fraud or illegal acts during our audit.</p>
Other information in the entity's annual report	We have not yet performed audit procedures to verify the other information in the entity's annual report as required by Australian Auditing Standard ASA 720 <i>The Auditor's Responsibilities Relating to Other Information</i> . Our review will examine whether financial and non-financial information in the annual report are inconsistent with the financial report.


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7. Matters previously reported



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

Ref.	Issue	Status and comment
 Significant Deficiencies		
21CR-1	Timeliness and Quality of Supporting Workpapers <i>Information and Communication</i>	Resolved.
21CR-2	Management Scrutiny and Collaboration of Revaluation Results <i>Control Activities</i>	Resolved.
21CR-3	General Journals <i>Control Activities</i>	Work in progress <i>2022 Final:</i> No evidence is able to be sighted by audit to confirm independent review over manual journal entries <i>Original action date: 31 January 2022</i> <i>Revised action date: 30 June 2023</i>
21IR-1	Rates Levied in Accordance with the Revenue Statement & Rating Practices <i>Control Activities</i>	Work in progress <i>2022 Interim:</i> Significant deficiencies remain in Council's rating function and demonstrate widespread non-compliance with internal policies and prescribed requirements. <i>Original action date: 31 March 2022</i> <i>Revised action date: 30 November 2022</i>
21IR-2	Procurement Cycle Deficiencies <i>Control Activities</i>	Work in progress <i>2022 Interim:</i> Significant deficiencies remain in Council's procurement function and demonstrate widespread non-compliance with internal policies and prescribed requirements. <i>2022 Final:</i> We have analysed creditor purchase history and identified four instances where year to date spend with a creditor, for the provision of same or similar goods and services, is in excess of \$200,000 (ex. GST, thereby constituting a large contractual arrangement. In these instances, Council had not undertaken a tender process, or a valid exemption to undertaking a tender process under Division 3 did not apply <i>Original action date: 30 June 2022</i> <i>Revised action date: 30 April 2023</i>
20IR-3	Masterfile change reports <i>Control Activities</i>	Work in progress <i>2022 Interim:</i> Masterfile change reports have not been consistently produced and reviewed throughout the financial year for other debtors, rates and payroll <i>Original action date: 31 December 2021</i> <i>Revised action date: 30 September 2022</i>

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Ref.	Issue	Status and comment
20CR-1	Asset management plans <i>Control environment</i>	Work in progress <i>2022 Interim:</i> Asset Management Plans appear to be significantly out of date. Action date: 30 June 2023
20CR-3	ICT Governance <i>Information and Communication</i>	Resolved pending audit clearance. <i>Original action date: 31 March 2022</i> <i>Revised action date: 30 September 2022</i>
 Deficiencies		
21CR-4	Rate Debtors <i>Control Activities</i>	Resolved.
21CR-5	Property, Plant and Equipment Accounting <i>Information and Communication</i>	Work in progress <i>2022 Final:</i> It was identified that depreciation was not calculated on asset additions throughout the financial year. Consequently, depreciation expense is understated. A calculation was provided by Council and reviewed by audit to determine that depreciation was not materially misstated. No impairment reviews have been undertaken over capital projects that have been ongoing for multiple years. Council internal process of Asset Purchase Authorisation Form, containing important information about each separately identifiable asset, is not always filled out or authorised by the responsible employee. <i>Original action date: 30 June 2022</i> <i>Revised action date: 30 November 2022</i>
20CR-6	Review of trust account balances <i>Monitoring Activities</i>	Work in progress <i>2022 Final:</i> No consistent review process performed over the balances in the trust account. A significant number of old balances still remain within the trust account. <i>Original action date: 30 June 2022</i> <i>Revised action date: 30 April 2023</i>
 Other Matters		
21FR-1	Local Government Website Publications <i>Control Environment</i>	Work in progress <i>2022 Interim:</i> The following publications on the Council's website remain due for renewal: <ul style="list-style-type: none"> The Councillor Expenses Reimbursement & Provision of Resources Policy, as published on the website, was due for renewal in June 2018; Contracts worth \$200,000 or more (exclusive of GST) have not been updated since 31 January 2022; Councillor conduct register is published as at 30 June 2021. <i>Original action date: 31 December 2021</i> <i>Revised action date: 31 December 2022</i>

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Ref.	Issue	Status and comment
21FR-2	Annual Operational Plan Not Reviewed <i>Monitoring Activities</i>	Resolved.
19OM-2	Excessive employee leave entitlement balance <i>Monitoring Activities</i>	Work in progress <i>2022 Final:</i> Annual leave: 3 employees with more than 10 weeks entitlement Long service leave: 1 employee with more than 13 weeks entitlement Action date: 30 June 2023
<div>  Medium Risk </div>		
21CR-6	Standard Trial Balance	Work in progress <i>2022 Final:</i> Synergy system has a number of options for printing a trial balance as a standard system report. Unfortunately, none of these options produce a trial balance with the level of account detail that is required for the preparation of financial statements. <i>Original action date:</i> 30 June 2022 <i>Revised action date:</i> 30 June 2024
20FR-2	Provision for landfill restoration	Resolved.
20FR-3	Related party disclosures	Work in progress <i>2022 Final:</i> Two versions of the related party workbook were provided to audit due to numerous omissions from the original calculation. <i>Original action date:</i> 30 June 2022 <i>Revised action date:</i> 30 April 2023
20FR-4	End of year cut-off procedures	Resolved.
<div>  Low Risk </div>		
20FR-5	Provision for employee entitlements	Work in progress <i>2022 Final:</i> It was identified in three instances that the employee had accrued more than their annual leave entitlement in one year, due to transferring to camp workers accrual. On change over additional hours were added to the employee's accrual entitlement. This appears to be a system error. <i>Original action date:</i> 30 June 2022 <i>Revised action date:</i> 30 April 2023

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8. Misstatements

Summary of uncorrected misstatements

Our audit identified the following misstatements, which we reported to management. Management has assessed these misstatements as not material (either to the financial statements as a whole or to individual line item presentations). We concur with management's assessment.

#	Details	Profit or loss Dr/(Cr)	Asset Dr/(Cr)	Liabilities Dr/(Cr)	Equity Dr/(Cr)
		\$'000	\$'000	\$'000	\$'000
1	Depreciation	249	-	-	-
	Accumulated depreciation	-	(249)	-	-
	<i>To record depreciation on FY2022 asset additions</i>				
	Total	249	(249)	-	-

Summary of corrected/uncorrected disclosure misstatements

Nil.

9. Assessment of financial sustainability

Assessment of financial sustainability

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

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

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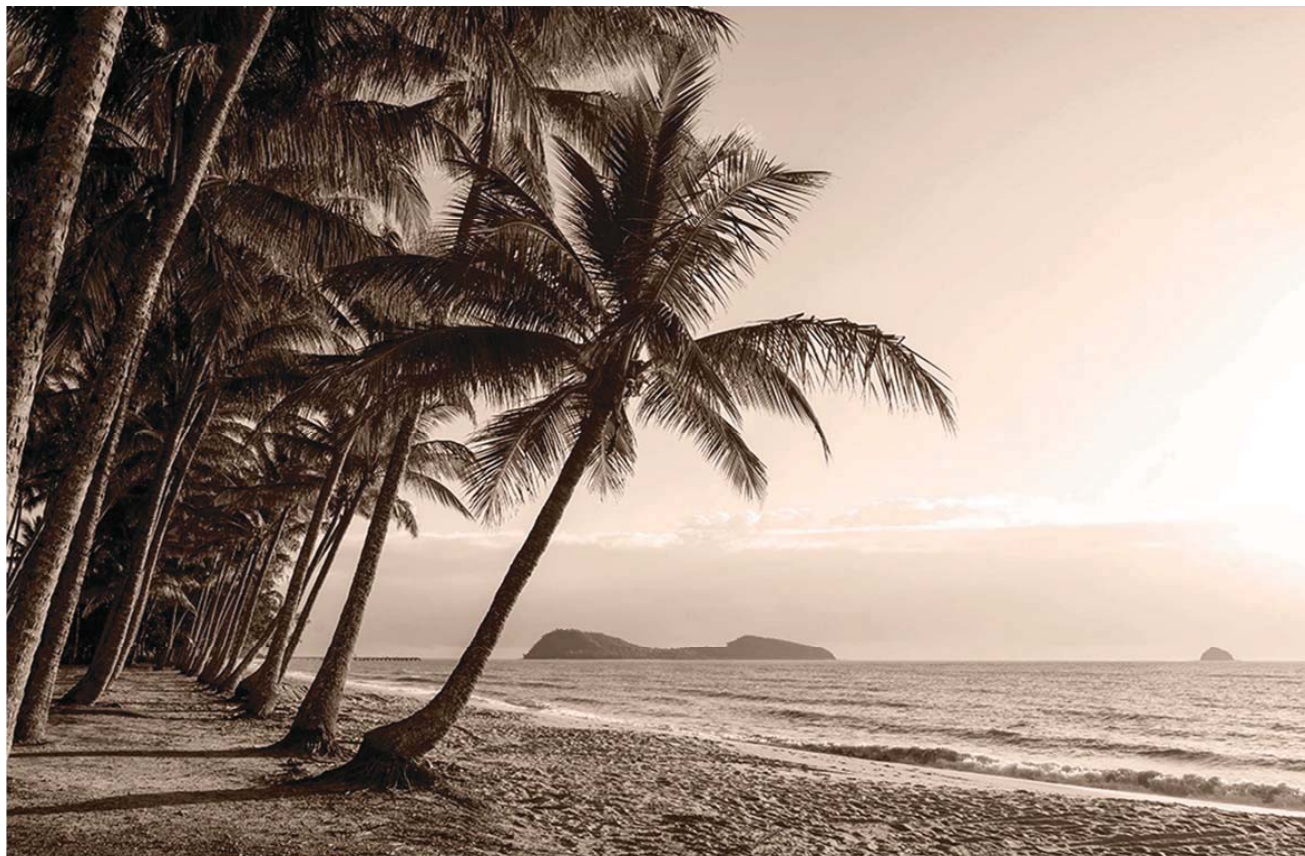
We assigned a risk rating to each measure using the below criteria.

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

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

Risk level	Detail of risk
Higher risk	Higher risk of sustainability issues arising in the short to medium term if current operating income and expenditure policies continue, as indicated by average operating deficits (losses) of more than 10 per cent of operating revenue.
Moderate risk	Moderate risk of sustainability issues over the longer term if current debt financing and capital investment policies continue, as indicated by: <ul style="list-style-type: none"> current net financial liabilities more than 80 per cent of operating revenue or average asset sustainability ratio over the last 5 years is less than 50 per cent or average operating deficits (losses) over the last 5 years of between 2 and 10 per cent of operating revenue or realising 2 or more of the individual ratios for moderate risk assessments (per the table opposite).
Lower risk	Lower risk of financial sustainability concerns based on current income, expenditure, asset investment and debt financing policies.

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10.5 RFT 22-0559 TRADES AND PROFESSIONAL SERVICES

Attachments: 10.5.1. RFT 22-0559 Trades and Professional Services -
Rejected Submissions [↓](#)
10.5.2. RFT 22-0559 Trades and Professional Services -
ROPS [↓](#)

Author: Julianne Meier - Director Corporate Services

Date: 9 November 2022

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

Key Strategy: Maintain a focus on integrity, Accountability and Transparency in all that we do

Executive Summary:

A Request for Tender was called for the Trade and Professional Services has now been evaluated and Council are asked to enter into a Prequalified Supplier Arrangement for RFT 22-0559 Trades and Professional Services for a period of 2 years, with the option to extend for a further year.

RECOMMENDATION:

That Council resolve to enter into a Prequalified Supplier Arrangement for RFT 22-0559 Trades and Professional Services for a period of 2 years, as set out in the attached document "RFT 22-0559 Trades and Professional Services – Evaluation".

Background:

Pursuant to section 232 of the *Local Government Regulation 2012* (Qld), Carpentaria identified a need and set out to establish a Prequalified Supplier Register for Trades and Professional Services because these services are purchased frequently.

The Prequalified Supplier Register for Trade and Professional Services provides simplicity for officers when processing orders, as they are not required to source quotations each time a service is required.

On Friday 29th July, Council released a Request for Tender RFT 22-0559 Trades and Professional Services via Vendor Panel. The Tender close was extended by two weeks and subsequently closed at 2:00pm AEST on Tuesday 6th September 2022, at which time 59 suppliers tender responses were received. Sixteen suppliers' responses were to be on several categories.

All responses were then assessed by an evaluation panel. This evaluation was completed by 27th October 2022 and was conducted utilising the online Evaluation tool 'quick select' within Vendor Panel.

Details on members of the panel are contained within the table below:

Name	Position/Role
Julianne Meier	Director Corporate Services
Tom Loadsman	Electrician

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Malcolm Pollard	Carpenter
Kerrod Giles	Engineer

Local Government Regulation 2012 – Chapter 6 Contracting – Section 232 (8) ‘A pre-qualified supplier is a supplier who has been assessed by the local government as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements’. Using this criterion was supported by the Council’s legal consultants, Helix Legal.

Tender responses were assessed on the below Evaluation Criteria:

Criteria	Weighting
Technical capability	Mandatory
Managerial capability	Mandatory
Financial capability	Mandatory

- Technical capability was assessed on qualifications, licences, accreditations and other.
- Managerial capability was assessed on management systems and experience.
- Financial capability was judged on financial viability/solvency proven by financial reports, statutory declarations and/or accountant’s letters.

There was a total of 53 categories of trades and professional services. There was either no responses or the responses were not conforming for the following categories:

- Building and Compliance Certifier
- Freight
- Mechanic – Small Motors
- Calibration of Breathalyser and Drug Testing Equipment
- Heavy Plant Auditing/Plant Assessor

There were numerous submissions where clarification was sought afterwards. A list of submissions that have been rejected is attached with reasons.

During the clarification process there were three suppliers, one of which provided feedback in respect of the mandatory request for an Accountant’s Letter to be provided. It seems some larger accounting firms do not supply these letters. One supplier is regularly utilized by Council, they provided a capability statement, and have demonstrated they have performed a significant amount of work for other local governments for up to \$3M in value. We decided to explore other options, rather than refuse them.

Following feedback from Helix Legal it was agreed to have a secondary option for Companies that have difficulty in obtaining an Accountant’s Letter due to their structure. As we have only received the legal advice recently and have not yet received responses from the three suppliers, we ask they be placed on the Prequalified Suppliers List, pending providing us with a copy of the Statutory Declaration.

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Council may in its absolute discretion, extend the End Date by 12 months on the same terms as this contract by giving written notice to this effect to the supplier at any time prior to the end date.

Consultation (Internal/External):

- Richard Azar – Procurement Co-Ordinator
- Michael Wanrooy – Director of Engineering
- Relevant Staff

Legal Implications:

- Application of the “Exception for register of preferred suppliers” under s232 of the *Local Government Regulations 2012*.

Financial and Resource Implications:

- Nil.

Risk Management Implications:

- Implementing as recommended the preferred supplier arrangement will reduce risk and increase compliance with Council’s Procurement practices in line with the *Local Government Regulation 2012* (Qld).

RFT 22-0559 Trades and Professional Services

Rejected Submissions

The following submissions were rejected for these categories:

Tenderer	Category	Reason	Declined/Comments
Advanced Civil Earthworks Pty Ltd	00 None Applicable - Civil Construction Plant Hire	No category	
ATI Australia Pty Ltd	26 Inspection and Tagging of Height Safety & Load Lifting Equipment	Referred to Tony Bristow-Staggs - Insufficient Quals.	
Barto's Construction	27 Line Marking	No qualifications or experience provided	
Barto's Construction	28 Locksmiths	No Qualifications/No Locksmith's security licence provided	
Barto's Construction	47 Tree Lopping	No evidence of Arborist's quals or licence.	
Bruce Air and Electrical	03 Air conditioning Refrigeration and Heating Equipment	No Tender Response schedules provided	
Bruce Air and Electrical	04 Air Conditioning Split Systems	No Tender Response schedules provided	
Bruce Air and Electrical	17 Electrical General	No Tender Response schedules provided	
Bruce Air and Electrical	18 Electrical Industrial Maintenance	No Tender Response schedules provided	
Bruce Air and Electrical	19 Electrical Remote Camp set-up & satellite installation	No Tender Response schedules provided	
Bruce Air and Electrical	20 Electrical Testing	No Tender Response schedules provided	
Cairns Fencing (Supply only)	21 Fencing	Supply of Materials only	
Chris Elliott Architects	46 Town Planning Services	Did not provide evidence of licences/qualifications or financial viability.	
Derrick's Contracting	00 None Applicable - Labour Hire Contractor	No category	
Force One (Aust) Pty Ltd	42 Septic Tank Pumping	No Tender Response schedules provided	
NQ Building Solutions	00 None Applicable	No category	
Online Communications	00 None Applicable	No category	
Pirtek (Townsville) Pty Ltd - Parts Supply	30 Mechanic Diesel Fitter/Heavy vehicle	Supply parts/materials only	
Pirtek (Townsville) Pty Ltd - Parts Supply	31 Mechanic General	Supply parts/materials only	
RPS Australia East Pty Ltd	45 Survey Services	Tenderer required Departures to Council's Standard Terms & Conditions - Services	
RPS Australia East Pty Ltd	46 Town Planning Services	Tenderer required Departures to Council's Standard Terms & Conditions - Services	

RFT 22-0559 Trades and Professional Services - Evaluation

Tenderer	Category	Comments
Airside Services	01 Aerodrome - Electrician specialist	Accepted
	02 Aerodrome - inspection specialist	Accepted
	27 Line Marking	Accepted
	50 Aerodrome Line Marking Specialist	Accepted
	43 Solar PV Systems	Accepted
All Energy Queensland Pty Ltd Andrew Murphy T/As Murph's Plumbing	36 Plumbing and Drainage	Accepted
	37 Plumbing Camp setup	Accepted
	38 Plumbing Gas Fitting	Accepted
	40 Roofing and Guttering	Accepted
	44 Solar Hot Water	Accepted
ATI Australia Pty Ltd	06 Audio Antenna and radio systems	Accepted
	15 Data Security and Communication Systems	Accepted
	45 Survey Services	Accepted
	46 Town Planning Services	Accepted
	16 Electrical Industrial Automation	Accepted
Ausnorth Consultants	48 Water & Sewer Engineering Consultancy & Project Delivery Serv	Accepted
	34 Painting - General	Dependent upon receipt of Solvency Stat Dec.
	05 Asbestos Removal	Accepted
	07 Block Layer/Brick Layer	Accepted
	08 Building Construction Work	Accepted
Australian Control Engineering Pty Ltd	10 Cabinet Makers	Accepted
	11 Carpentry Work	Accepted
	12 Cleaning External	Accepted
	14 Concreting Works	Accepted
	21 Fencing	Accepted
	23 Flooring	Accepted
	33 Metal Fabrication and Welding	Accepted
	34 Painting - General	Accepted
	34 Painting - General	Accepted
	34 Painting - General	Accepted
Bakers & Co Paint and Decorating Pty Ltd Barto's Construction	34 Painting - General	Accepted
	05 Asbestos Removal	Accepted
	07 Block Layer/Brick Layer	Accepted
	08 Building Construction Work	Accepted
	10 Cabinet Makers	Accepted
	11 Carpentry Work	Accepted
	12 Cleaning External	Accepted
	14 Concreting Works	Accepted
	21 Fencing	Accepted
	23 Flooring	Accepted

RFT 22-0559 Trades and Professional Services - Evaluation

Tenderer	Category	Comments
Bramel Family Enterprises Pty Ltd Britespark Energy Solutions Pty Ltd	35 Pest Control	Accepted
	36 Plumbing and Drainage	Accepted
	37 Plumbing Camp setup	Accepted
	38 Plumbing Gas Fitting	Accepted
	39 Roller Doors and Shutters	Accepted
	40 Roofing and Guttering	Accepted
	41 Security Screens	Accepted
	42 Septic Tank Pumping	Accepted
	44 Solar Hot Water	Accepted
	29 Mechanic Auto Electrical	Dependent upon receipt of Solvency Stat Dec.
BDS Mechanical Repairs	30 Mechanic Diesel Fitter/Heavy vehicle	Dependent upon receipt of Solvency Stat Dec.
	31 Mechanic General	Dependent upon receipt of Solvency Stat Dec.
	22 Fire System Checking, Testing, Tagging and Maintenance	Accepted
	03 Air-conditioning Refrigeration and Heating Equipment	Accepted
	04 Air-conditioning Split Systems	Accepted
	06 Audio - Antenna and radio systems	Accepted
	17 Electrical General	Accepted
	18 Electrical Industrial Maintenance	Accepted
	19 Electrical Remote Camp set-up & satellite installation	Accepted
	20 Electrical Testing	Accepted
Chappo's Plumbing	36 Plumbing and Drainage	Accepted
	37 Plumbing Camp Setup	Accepted
	40 Roofing and Guttering	Accepted
	46 Town Planning Services	Accepted
	46 Town Planning Services	Accepted
Civity Pty Ltd ConsultR Strategic Engineering Services	48 Water & Sewer Engineering Consultancy & Project Delivery Serv	Accepted

RFT 22-0559 Trades and Professional Services - Evaluation

Tenderer	Category	Comments
CTC Automation Defiant Pest Services Deike Richards English Steel and Marine Constructions Faust Electrical and Refrigeration	49 Water & Wastewater design & Construction Services	Accepted
	16 Electrical Industrial Automation	Accepted
	35 Pest Control	Accepted
	46 Town Planning Services	Accepted
	33 Metal Fabrication and Welding	Accepted
Fitzgibbon Town Planning & Environmental Solutions Flaming North QLD Pty Ltd Flick Anticimex Pty Ltd Glivear Planning Pty Ltd Gulf Constructions (Qld) Pty Ltd	03 Air conditioning Refrigeration and Heating Equipment	Accepted
	04 Air Conditioning Split Systems	Accepted
	17 Electrical General	Accepted
	18 Electrical Industrial Maintenance	Accepted
	19 Electrical Remote Camp set-up & satellite installation	Accepted
Gunn's Electrical	20 Electrical Testing	Accepted
	46 Town Planning Services	Accepted
	22 Fire System Checking, Testing, Tagging and Maintenance	Accepted
	35 Pest Control	Accepted
	46 Town Planning Services	Accepted
	05 Asbestos Removal	Accepted
	08 Building Construction Work	Accepted
	10 Cabinet Makers	Accepted
	11 Carpentry Work	Accepted
	12 Cleaning External - Building, graffiti removal, gutter cleaning	Accepted
	13 Cleaning Internal - Annual facility cleaning, Window cleaning, blind cleaning, walls/ceilings, carpet	Accepted
	14 Concreting Works - Supply, Form, pour and finish	Accepted
	21 Fencing	Accepted
	23 Flooring	Accepted
	25 Gym Equipment	Accepted
	01 Aerodrome - Electrician specialist	Accepted
	02 Aerodrome - inspection specialist	Accepted

RFT 22-0559 Trades and Professional Services - Evaluation

Tenderer	Category	Comments
Innovative Planning Solutions Pty Ltd Jl Ryan Consulting Pty Ltd	03 Air conditioning Refrigeration and Heating Equipment	Accepted
	04 Air Conditioning Split Systems	Accepted
	06 Audio Antenna and radio systems	Accepted
	15 Data Security and Communication Systems	Accepted
	16 Electrical Industrial Automation	Accepted
	17 Electrical General	Accepted
	18 Electrical Industrial Maintenance	Accepted
	19 Electrical Remote Camp set-up & satellite installation	Accepted
	20 Electrical Testing	Accepted
	46 Town Planning Services	Accepted
	01 Aerodrome - Electrician specialist	Accepted
Kuhn Steel Fab Pty Ltd Lining Systems Australia Pty Ltd	02 Aerodrome - inspection specialist	Accepted
	45 Survey Services – Licenced Urban & Rural Property Surveys	Accepted
	46 Development Consulting, Development Applications, Town Planning Feasibility, Response to Co	Accepted
	48 Water & Sewer Engineering Consultancy & Project Delivery Services	Accepted
	33 Metal Fabrication and Welding	Accepted
	27 Line Marking	Accepted
	49 Water & Wastewater design & Construction Services	Dependent upon receipt of Solvency Stat Dec.
	35 Pest Control	Accepted
	12 Cleaning External	Accepted
	13 Cleaning Internal	Accepted
	06 Audio - Antenna and radio systems	Accepted
Liquitech (QLD) Pty Ltd Maximum Pest Management N & K Goggi P/L T/as NQW Services N-Com Pty Ltd	15 Data Security and Communication Systems	Accepted
	45 Survey Services	Accepted
	08 Building Construction Work	Accepted
	10 Cabinet Makers	Accepted
	11 Carpentry Work	Accepted
	03 Air conditioning Refrigeration and Heating Equipment	Accepted
	04 Air Conditioning Split Systems	Accepted
	06 Audio Antenna and radio systems	Accepted
	15 Data Security and Communication Systems	Accepted
	16 Electrical Industrial Automation	Accepted
	17 Electrical General	Accepted
Orion Spatial Group Pty Ltd OTB Group	18 Electrical Industrial Maintenance	Accepted
	19 Electrical Remote Camp set-up & satellite installation	Accepted
	20 Electrical Testing	Accepted
	46 Town Planning Services	Accepted
	01 Aerodrome - Electrician specialist	Accepted
	02 Aerodrome - inspection specialist	Accepted
	45 Survey Services – Licenced Urban & Rural Property Surveys	Accepted
	46 Development Consulting, Development Applications, Town Planning Feasibility, Response to Co	Accepted
	48 Water & Sewer Engineering Consultancy & Project Delivery Services	Accepted
	33 Metal Fabrication and Welding	Accepted
	27 Line Marking	Accepted

RFT 22-0559 Trades and Professional Services - Evaluation

Tenderer	Category	Comments
Planz Town Planning Professional Pump Services & irrigation Pumping Irrigation & Machinery Services Queensland Air Compressors Reel Planning Pty Ltd Rough Plan Pty Ltd SCADA Engineering Pty Ltd	14 Concreting Works	Accepted
	15 Data Security and Communication Systems	Accepted
	16 Electrical Industrial Automation	Accepted
	17 Electrical General	Accepted
	18 Electrical Industrial Maintenance	Accepted
	19 Electrical Remote Camp set-up & satellite installation	Accepted
	20 Electrical Testing	Accepted
	21 Fencing	Accepted
	23 Flooring	Accepted
	40 Roofing and Guttering	Accepted
	45 Survey Services	Accepted
Sensortronic Weighing & Inspection SEQ Systems & Solutions Pty Ltd Shaine Hunter Locksmiths T.I.E. Constructions Pty Ltd	46 Town Planning Services	Accepted
	48 Water & Sewer Engineering Consultancy & Project Delivery Serv	Accepted
	49 Water & Wastewater design & Construction Services	Accepted
	53 Weed Spraying	Accepted
	46 Town Planning Services	Accepted
	18 Electrical Industrial Maintenance	Accepted
	18 Electrical Industrial Maintenance	Accepted
	18 Electrical Industrial Maintenance	Accepted
	46 Town Planning Services	Accepted
	16 Electrical Industrial Automation	Accepted
	18 Electrical Industrial Maintenance	Accepted
Sensortronic Weighing & Inspection SEQ Systems & Solutions Pty Ltd Shaine Hunter Locksmiths T.I.E. Constructions Pty Ltd	48 Water & Sewer Engineering Consultancy & Project Delivery Serv	Accepted
	18 Electrical Industrial Maintenance	Accepted
	48 Water & Sewer Engineering Consultancy & Project Delivery Serv	Accepted
	28 Locksmiths	Accepted
Sensortronic Weighing & Inspection SEQ Systems & Solutions Pty Ltd Shaine Hunter Locksmiths T.I.E. Constructions Pty Ltd	08 Building Construction Work	Accepted
	11 Carpentry Work	Accepted

RFT 22-0559 Trades and Professional Services - Evaluation

Tenderer	Category	Comments
Thorburn Australia Engineering Consult Tree ACQ Pty Ltd Witthoft Engineering Pty Ltd	14 Concreting Works	Accepted
	23 Flooring	Accepted
	34 Painting - General	Accepted
	40 Roofing and Guttering	Accepted
	45 Survey Services	Accepted
	16 Electrical Industrial Automation	Accepted
	47 Tree Lopping	Accepted
	53 Weed Spraying	Accepted
	48 Water & Sewer Engineering Consultancy & Project Delivery Serv	Accepted

BUSINESS PAPERS

10.6 COMMUNITY DEVELOPMENT REPORT

Attachments: 10.6.1. Normanton Sports Centre - October Report [↓](#)
10.6.2. We Are One - Nackeroos [↓](#)

Author: Julianne Meier - Director Corporate Services

Date: 9 November 2022

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

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

Executive Summary:

This report provides information and updates to Council on various activities and programs that are facilitated within the Community, Cultural Services and Economic Development portfolio of Council.

RECOMMENDATION:

That Council:

1. note the Community Development Report; and
2. provide an additional budget of \$15,600 to have the We Are One sculpture with the base set out in bronze; and
3. provide feedback on the wording for the plaque for the We Are One sculpture; and
4. that those matters not covered by resolution be noted.

1. MATTERS FOR INFORMATION:

BUSINESS PAPERS

1.1 Normanton and Karumba Library Statistics

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

<u>Statistics</u>	Normanton			Karumba		
	Oct-2020	Oct-2021	Oct-2022	Oct-2020	Oct- 2021	Oct-2022
Monthly Walk-Ins	74	35	16	n/a	n/a	82
Number of library loans	94	140	104	n/a	n/a	200
Number of people utilising the internet	43	23	9	n/a	n/a	34
Number of new members	6	3	3	n/a	n/a	0
Total Hours Public Internet Usage	1	9	3.5	n/a	n/a	12
Total hours open to the public	63	63	60	n/a	n/a	20



BUSINESS PAPERS

Normanton Library Activities

We have a small group of regulars that come to the library at least once a week, usually for the First 5 Forever Program and Book Club but sometimes on other days just for a quick catch-up chat while the kids play or read. Most of the other regulars are locals using the Library Computers to check emails or print off documents. The small walk-in numbers are normal for this time of the year for our Centre.

Karumba Activities

First 5 Forever program has been welcoming with families coming in every Wednesday. The kids are excited to get there take home book. Parents are also happy to help with reading.



BUSINESS PAPERS

Day for Daniel

Great Community Support for Day for Daniel this year. Police got onboard with a stranger danger talk and letting the kids decorate the police car then they took them for a walk up town. The school brought Day for Daniel shirts, Jockey and Rose cooked the BBQ and Candice made red cupcakes. 😊



Normanton and Karumba Cemetery Beautification

The draft concept design for the Normanton Cemetery has been provided to Queensland Heritage committee for review. Before any works outlined on the draft plan for Normanton takes place a Heritage Exemption certificate needs to be lodged and approved. Due to the extensive information required there will be further work required to obtain all the relevant information.

Now that the draft concept plans have been reviewed by Council it is suggested that A3 copies of the concept designs be placed around business in both Normanton and Karumba for community members to review and provide feedback.

Peak Services have been provided a copy of the draft concept designs and will advise Council if they notice any upcoming funding opportunity's that may assist getting both the projects started in the new year.

BUSINESS PAPERS

Community Consultation on Karumba Cemetery Masterplan

A community consultation session was held at the Karumba Civic Centre on the 19th October 2022 to discuss the Karumba Cemetery draft concept plan, and around ten community members attended. The concept designer, Place Design Group attend by a teams meeting.

There were a number of items discussed that could be included in the design, including:

- Main shade area with seating, and other shaded seating areas scattered throughout, with an emphasis on the requirement to have sheltered shade rather than rely on trees due to the heat
- Landscaping, however, keeping of existing trees
- Toilet facilities inside the fenced area, existing facilities too far away for elderly visitors to get to
- Designated parking areas inside and outside the fenced area, disabled park inside
- Options for ash internment, rather than just a wall
- Plaques for people whose ashes may be spread elsewhere
- Appropriately planned future gravesites with adequate spacing so backhoe does not drive across existing gravesites to carry out new burials
- Upgrade of entrance to include existing fence at front
- Access to the cemetery from the walking track
- Ground penetrating radar to identify any older gravesites
- Tap locations
- Maintenance of the Karumba Cemetery
 - Planting trees is great, but they should be maintained and irrigated
 - Cemetery fence damaged several years ago, it seems by a fallen tree which has since been removed
 - Meat ants are a real problem

Ausnorth were engaged to conduct a site survey of both cemeteries to ensure accuracy in plotting existing graves.

After the discussion, and the results from the site survey, the designer was to review the draft plan and update it for further review.

BUSINESS PAPERS

The Karumba community members were pleased to be involved in the consultation process and will be looking forward to the upcoming revised Karumba Cemetery Masterplan.

Public consultation for the Normanton Cemetery Concept Design has been scheduled for Thursday 10th November from 5:00 to 6:30pm. The concept designer will attend by teams meeting to take feedback at 5:30pm.

1.2 Normanton Childcare Centre

The Normanton Childcare Centre provides an important service to the community and is currently operating at reduced hours, Monday to Friday from 8.30am to 2.30pm until fully qualified staff can be recruited.

Council is working through the process with We Are Astute and the Immigration Department to cover all the requirements for Visa Sponsorship employment. It is expected that the successful candidate will commence in January 2023.

Update from the Centre Director

The past month has seen us start 2 new families due to the movement of children. We added 2 more families to our waitlist. Currently our waitlist is a majority of under 2 with carers going back to work and most looking to start January 2023.

Educators have been focused on reflecting about how the routine is going and we have lots of messy sensory play as children are engaged in this. At the Centre we did our own things to celebrate Day for Daniel. With the hot weather we have had lots of water play with the children.

The parent committee is looking at purchasing pool fencing shortly to close in the veranda at the big end.

Staff are currently looking at some online training that is free for their professional development. We had a visit from an outside organisation also the Inclusion Support team from Cairns we are looking at more training and support for behaviour management through their funding but that will be next year when we have some more staff.

1.3 Normanton Sports Centre Monthly Report

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

The monthly report for the Normanton Sports Centre is attached for information.

Youth Christmas Party

Bynoe have confirmed they will facilitate and run this event, and they are yet to set a date for the party. Council will provide the below to assist:

1. Community Donation table and chair trailer – used each year

BUSINESS PAPERS

2. A balance of \$300 for meats for the BBQ – used each year (community agencies generally supply salads/bread)
3. Use of the blow-up movie screen – for the family movie provided after dinner.

Bynoe have been asked to confirm to confirm the dates as soon as possible.

Grant applications and updates:

The “We Are One” project - Council has been successful in its application for \$150,000 under the project name “We are One”. The funding will be used to erect two life size bronze statues of soldiers, one indigenous and one non-Indigenous soldier at the Normanton Cenotaph. The funding agreement specifically states:

The memorial will commemorate the contributions made by indigenous and non-indigenous people fighting together side by side in both WW1 and WW2. The memorial will also commemorate the valuable contribution that the Northern Australia Observation Unit the NACKEROOS made to WW2.

The two life size statues are joined back-to-back and will be placed on an elevated platform off the ground and the artist initially presented clay models for feedback.

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BUSINESS PAPERS



Some further research has been done and the Australian War Museum have provided photographs of the Nackeroos (NAOU). It has been decided there will be changes to the:

- Hats – specifically to be slouch hat, without chinstrap, because it seems that was attached in a more formal environment.
- Belts – to be more like the photographs
- Boots – to be changed so they are finer than those depicted in the clay models and represent riding boot style.
- Bayonette – will be depicted in a pouch as indicated in the photographs, rather than attached to the weapon due to likelihood of vandalism.
- Shirts – to be long sleeved, rolled just above elbow
- Pants – to be long and baggy
- Water bottles and pouches – to be removed
- Bandolier (a shoulder belt with loops or pockets for cartridges) to be added

BUSINESS PAPERS

The portrait of Corporate Theo Carty was considered a good representation of the hat, shirt, pants, belt, boots, and bandolier over the shoulder.

The artist will now work to refine the statues depicted in clay above. The artist hopes to finalise the clay models over the next two weeks. Once the changes have been made to the models they will be sent back to Council for approval. Once Council approves the models, the artist will send to manufacture which takes around five weeks, where they will be cast in bronze.

Initially works were set to be completed in December, however the changes, have delayed the work. This will have no impact on the grant timelines, as the activity completion date is 2nd March 2023.

As the Nackeroos were a unique unit, it is recommended a plaque be placed on the statue explaining a little about the unit. Otherwise, the community might not appreciate the uniqueness in the way the men are dressed. The wording on the plaque could be:

These men commemorate the contributions made by indigenous and non-indigenous people fighting together side by side in both WW1 and WW2.

The soldiers are dressed to commemorate soldiers of the North Australia Observer Unit (NAOU) formed in March 1942. Known colloquially as 'Nackeroos' or 'Curtain's Cowboys' the men were deployed in small groups throughout the rugged north of Australia, where they observed and reported on signs of enemy activity, often patrolling on horseback. Many of the men rode over 2000 miles on horseback during their patrols.

Nackeroo operations were scaled down as the threat of invasion passed, and the unit was eventually disbanded in March 1945.

This activity was funded under the Commonwealth Government's Saluting Their Service Commemorative Grants Program'

It has also been suggested the the statue be cast entirely in bronze rather than having the sitting soldier sitting on a concrete base. The extra cost is estimated at \$15,000, but will greatly enhance the sculpture. The artist has advised this will make the installation simpler as the sculpture will be shipped as a single piece.

Council are asked to provide an additional budget of \$15,600. Estimated \$15,000 for the additional base work, and \$600 for the plaque.

Normanton Ladies Fitness/Gulf Trust

The new exercise equipment has started to arrive. Most of the equipment for Karumba arrived last week and several volunteers have now set up the new equipment in the Karumba Gym. The equipment for the Normanton Gym will be set up over the coming weeks as time permits. This will avoid the closure of the Gym and cause little inconvenience to users. Users may notice some pieces of equipment have been moved around to better fit.

BUSINESS PAPERS

It was intended initially to sell a piece of equipment from each Gym; however, it has now been decided to retain those pieces as they can still be utilised.

Normanton Gym – Internal Doors

Whilst planning the Normanton Gym for setting up on the new equipment and the desire to retain the piece of equipment that was planned for sale it has been noted there would be some more space available if the internal doors were removed.

These internal doors were installed because the intent was to use the other half of the building for dance lessons for children and close the doors to separate the gymnasium from the dance floor.

This has not occurred, and it seems these doors are not used and have become obsolete, given the amount of equipment in the gym is now spread across both rooms.

Officers are of the view these internal doors could be removed to better use the space and also provide more space for an additional piece of gym equipment.

If the doors were removed, it is not known whether they would be used elsewhere or recommended for auction.

Officers seek feedback from Council prior to proceeding.



BUSINESS PAPERS



BUSINESS PAPERS

Events organised:

A list of the event organised, and background is listed below.

- Remembrance Day 11 November – Normanton and Karumba
- Seniors Christmas Lunch 24th November – Normanton
- Light up our Community Christmas lights December – Normanton and Karumba

Australia Day

Nomination forms are available on Council's website, and hardcopies are being distributed to several locations in Normanton and Karumba over the coming week. A grant application has been submitted for \$20,000 to support the activities.

General update:

Council offices will work with the CWA to keep the community noticeboard updated.

Consultation (Internal/External):

- Chief Executive Officer – Mark Crawley
- Community Support Officer – Tracey McShane
- Manager of Economic and Community Development – Cherie Schafer

Legal Implications:

- Nil

Financial and Resource Implications:

- Within budget.

Risk Management Implications:

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



Normanton Sports Centre

MONTHLY REPORT – OCTOBER

EXECUTIVE SUMMARY

The month of October again has been a busy one with School children visiting each day. We have organized afternoon programs for different ages and have increased our staff from two to three as we are having much larger number of children attending each day.

These changes and improvements are being implemented by our new supervisor Christell Barry who is bringing the structure and experience that we feel is needed for the Centre.

We are in the process of setting up the room that we have called the quiet room into more a room for children to access computers, video games, TV and movies. We are purchasing some new equipment for this section.

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

We are continually replacing sports equipment as things go missing, get damaged or need more as the groups are getting larger that are playing. We have just spent another \$800 of Bynoe's money to keep the levels of sporting equipment like balls etc up to the standard we need for the numbers turning up. We have been having staff meeting regularly to plan more structure into our afternoon activities.

ATTENDANCES

Total Attendances for Centre Programs Weekdays: we are averaging around 30 to 40 students an afternoon

Total Attendances for Centre Programs Weekends: 0

Total Attendances for Community Events: The Day for Daniel was a big success Bynoe assisted with the walk and then with the sausage sizzle afterwards, not sure on the numbers as the school kept the count.

Partnership Programs for this month included: We partnered with the Normanton State School doing the Day for Daniel

Total Attendances for the Month:

Week one

Monday: 42.

Tuesday: 32.

Wednesday: 37.

Thursday: 44

Friday: 40.

Week two

Monday: 32

Tuesday: 31

Wednesday: 47

Thursday: 51

Friday: Closed

Week three

Monday: 30

Tuesday: 22

Wednesday: 38

Thursday: 26

Friday: 32

Disco: don't have actual numbers but staff have estimated 60 +

Week four

Monday: 26

Tuesday: 40

Wednesday: 36

Thursday: 27

Friday: 38

Total Attendances the Month: 661

Impacts on service delivery:

Hours of operation

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

Additional hours we held a disco on Friday 28th October 2022 and stayed open until 9:00 p.m.

- The center was closed 14th October, due to staff illness
-
- Incidence occurred: Nil recorded this month.

GRANT APPLICATIONS Applied / Received

Grant	Program	Amount	Status
o	Nil applied for		

MEETINGS ATTENDED IN RELATION TO SPORTS CENTRE OPERATIONS

Meeting	Outcomes / Action Items
We have been meeting once a week for the month of October .	Organizing rosters and activities for the coming month.

CALENDAR – No events on calendar as yet.

WE ARE ONE – North Australia Observation Unit (NAOU)



Images relating to the service of Theo Carty, 2/1 North Australia Observer Unit

Description

The best horsemen and horsebreakers of the 2/1st North Australia Observers Unit (NAOU) mounted on their horses tidy up their parade ground drill before the inspection by General ? of the local brumbies and Northern Territory horses purchased by the Army for the 300-400 mile patrols carried out by the NAOU.



AUSTRALIAN WAR MEMORIAL

P02499.006

Images relating to the service of Theo Carty, 2/1 North Australia Observer Unit

Description

Pioneer Beach, NT. 28 June 1943 or 6 June 1943. Men of the 2/1st North Australia Observers Unit (NAOU), colloquially known as the Nackeroos came to the assistance of the pilot of Spitfire A58-467 which landed on the beach at Bynoe Bay, west of Darwin, after suffering engine trouble during a dog fight. From left to right: Flight Lieutenant C. C. (Clyde) 'Flying Doctor' Fenton who came in with a battery after the NAOU radioed for help; 400992 Flight Lieutenant (Flt Lt) Leeming, pilot of the plane and Sergeant Knight, 2/1st North Australia Observers Unit, a carpenter in civilian life. It was necessary to get the Spitfire off before the tide came in. Flt Lt Leeming was later killed in action on 18 January 1945 in Morotai. (Donor T. Carty)



Katherine, NT 1942 Informal portrait of Corporal Theo Carty of NSW

Description

Katherine, NT. 1942. Informal portrait of 2/242912 Corporal (Cpl) Theo (Tip) Carty of NSW, 2/1st North Australia Observers Unit (NAOU), colloquially known as the nackeroos. Cpl Carty is wearing a bandolier over his shoulder and his hat is held in his hand. (Donor T. Carty)



Description

KATHERINE RIVER, NT. 1943-10-01 TO 1943-10-08. TROOPERS OF THE NORTH AUSTRALIAN OBSERVER UNIT ON THEIR MORNING PARADE ON HORSEBACK. SHOWN ARE:- CORPORAL H.R. WOOD (1); CORPORAL DAVIS (3).



AUSTRALIAN WAR MEMORIAL

058457

A troop of horsemen of the North Australian Observer Unit (NAOU), crossing the Katherine River

Description

A troop of horsemen of the North Australian Observer Unit (NAOU), crossing the Katherine River in the Northern Territory, led by an officer. The majority of the NAOU (known as Nackeroos) are skilled bush and horsemen. They are scattered all over the Northern Territory on guard against any surprise landings in isolated places. Many of the men have ridden over 2000 miles on horseback during the course of their patrols.



AUSTRALIAN WAR MEMORIAL

P06166.001

NX83162 Private Jeffrey St Clair Oldrey

Description

Portrait of NX83162 Private Jeffrey St Clair Oldrey, a member of the North Australian Observer Unit (NAOU), in uniform outside a tent in the Northern Territory. Known colloquially as 'Nackeroos', the men of the NAOU were deployed in small groups throughout the rugged north of Australia, where they observed and reported on signs of enemy activity, often patrolling on horseback. Nackeroo operations were scaled down as the threat of Japanese invasion passed, and the unit was eventually disbanded in March 1945.



AUSTRALIAN WAR MEMORIAL

P06166.002

Five members of the North Australian Observer Unit (NAOU), pose with their rifles in front of a shelter the men had built

Description

Five members of the North Australian Observer Unit (NAOU), pose with their rifles in front of a shelter the men had built at Katherine in the Northern Territory. The men are identified only by their nicknames, from left to right: "Pet, Mac, Roy, Two-in-one, and George". Known colloquially as 'Nackeroos', the men of the NAOU were deployed in small groups throughout the rugged north of Australia, where they observed and reported on signs of enemy activity, often patrolling on horseback. Nackeroo operations were scaled down as the threat of Japanese invasion passed, and the unit was eventually disbanded in March 1945.

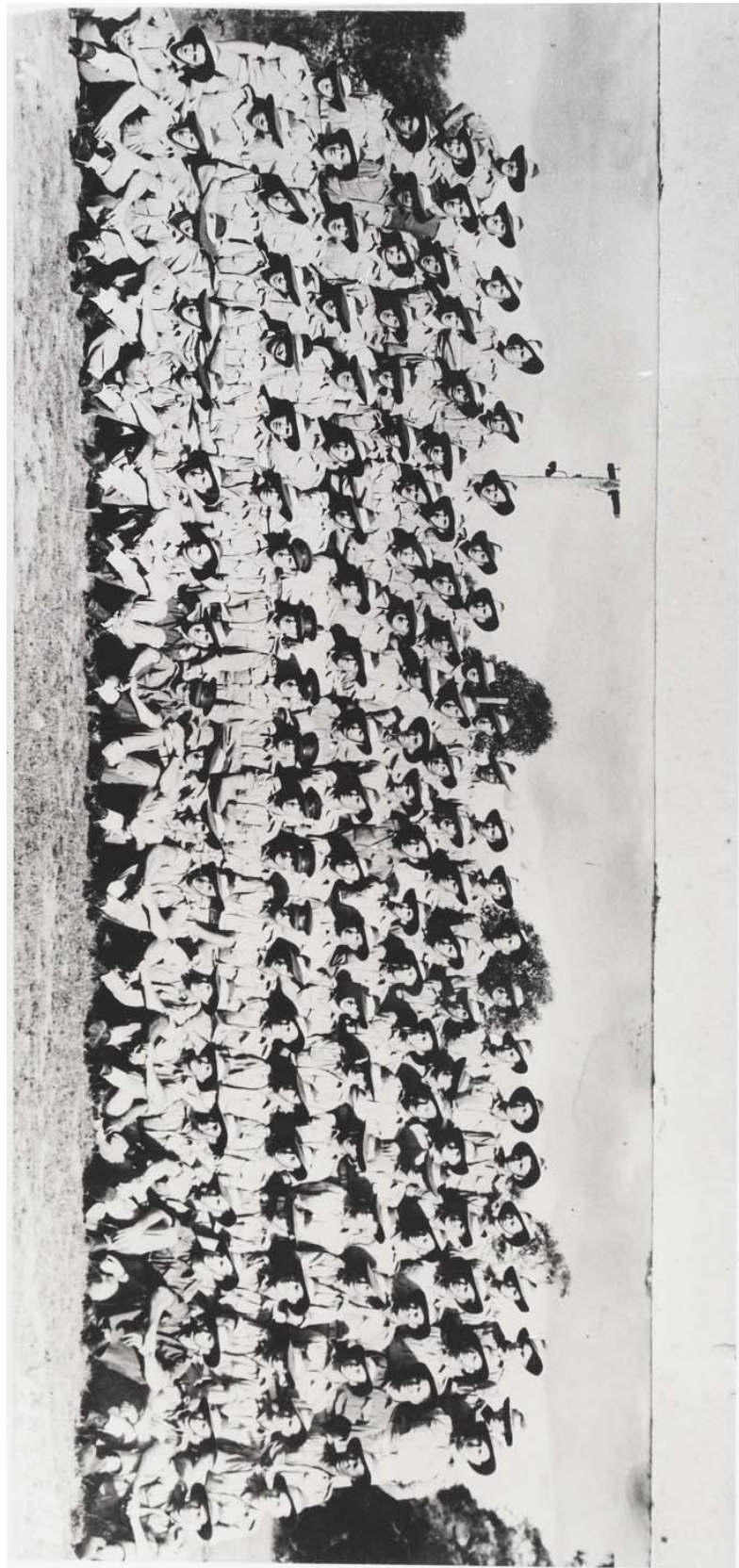


AUSTRALIAN WAR MEMORIAL

P02499.007

Description

Pioneer Beach, NT. c. June 1943. Men of the 2/1st North Australia Observers Unit (NAOU), colloquially known as the nackeroos at the camp at Bynoe Bay, west of Darwin. A rough shelter, perhaps a canteen or mess area is to the left constructed of rough hewn logs for poles and seats and sheets of bark for the roof. A larger tent with logs as poles and a tarpaulin over the roof is to the right. The water of the bay is in the distance beyond the trees.



Description

Group portrait of members of 2/1 North Australia Observer Unit (2/1 NAOU), an Australian Army reconnaissance unit formed on 11 May 1942. "Back row: Cupples; Payten; Frederickson; Stanmer; Rudkin; Don? Ray; Blumenkehl; Chapple; Beard; Pye; Johnson; Huckstepp; Hiller; Davies; Ayres; Cooper; Whitmore; McGrath; Clarke; Baylis; Freeman and Eldershaw. Fifth row: Maloney; Grieson; Kerr; Pepperil; Weaver; Parkinson; Graham; Howarth; Wallace; Pidsley; McAdam; Wilkinson; Oldner; Thomas; Saddler; Smith; Drinkwater; Richardson; Neaves; Kruckow and Sanky. Fourth row: Hockley; Zane; Devlin; Milner; Fletcher; Lamond; Wenban; Brand; Hoad; Peck; Ranger; Greenway; Agett; Bertram; Bradhurst; Wormald; Myres; Rogers; Vidler; Rowlings and Gooley. Third row: Melvor; Krick; Forbutt; Wilson; Shepley; Sattler; Bevan; Townsend; Williams; Thomas; Knight; Syme; Kearney; Allen; Flood; Lockhard; Woods; Hutchinson; Williamson and Ah Matt. Second row: Boles; Auld; Munro; Price; Mibus; Kennedy; Thickett; Armstrong; Scholes; Golding; Munro; Wyatt; Ford; Tilbrook; Davoren; Brunack; Kerr; Cannane; Conners; Markam; Edgley and McKenzie. Front row: O'Donahue; Pratt; McGlone; Mulcahy; Gale; Clarke; Low; Cummings; Morcome; Coleman; Templeton; Collier; Cook; Anderson; Marks; Ryan; Campbell; Millard; Murdock and Terrett." (Note names are as provided and the spelling of some may be incorrect.) The unit was known colloquially as the "Nackeroos" and "Curtin's cowboys". Its headquarters were in Katherine, Northern Territory. The unit patrolled remote areas of northern Australia observing and warning of Japanese activity. Other tasks included manning fixed coast watch stations and signals work. This image relates to the service of NX39535 Private Brian Fredrick Higganbotham, 2/1 NAOU.



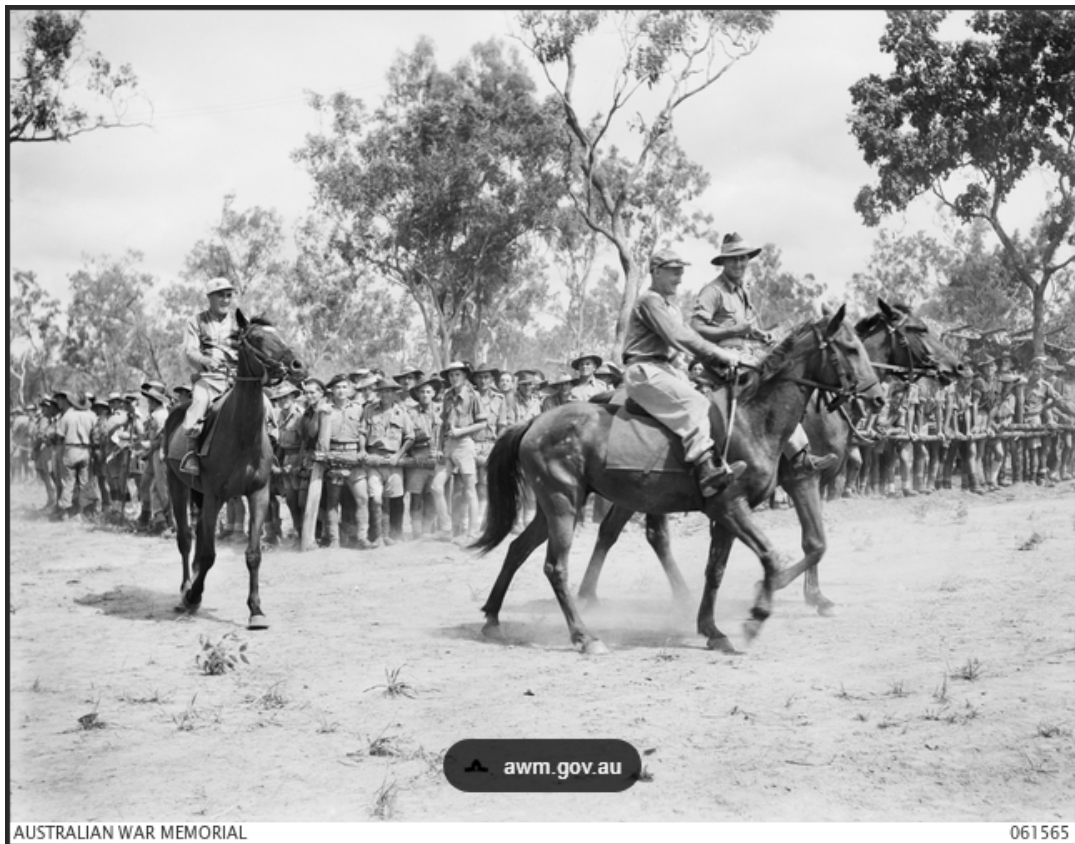
AUSTRALIAN WAR MEMORIAL

P06166.003

Five members of the North Australian Observer Unit (NAOU), pose with their rifles in the bush

Description

Five members of the North Australian Observer Unit (NAOU), pose with their rifles in the bush. The men are shirtless and wearing bandoliers across their chests. The men are identified only by their nicknames in an inscription on the verso: "Ray, Roy, Pet, Mac, and George hiding in the grass, shy with the women but plenty of dough-ray-me [sic]". Known colloquially as 'Nackeroos', the men of the NAOU were deployed in small groups throughout the rugged north of Australia, where they observed and reported on signs of enemy activity, often patrolling on horseback. Nackeroo operations were scaled down as the threat of Japanese invasion passed, and the unit was eventually disbanded in March 1945.



Images relating to the service of Theo Carty, 2/1 North Australia Observer Unit

Description

The best horsemen and horsebreakers of the 2/1st North Australia Observers Unit (NAOU) mounted on their horses tidy up their parade ground drill before the inspection by General ? of the local brumbies and Northern Territory horses purchased by the Army for the 300-400 mile patrols carried out by the NAOU.

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10.7 COMMUNITY DONATIONS AND SUPPORT

Attachments: 10.7.1. In Kind Donation Request - Karumba State School [↓](#)
10.7.2. In-Kind Donation Request - Karumba State School [↓](#)
10.7.3. In Kind Donation Request - Gulf Christian College [↓](#)

Author: Julianne Meier - Director Corporate Services

Date: 9 November 2022

Key Outcome: 2.2 – Council supports our community organisations

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

Executive Summary:

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

RECOMMENDATION:

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

1. A fee waiver of \$2,096 to be provided to Gulf Christian College for:
 - The community donation trailer \$580
 - Additional 29 tables \$406; and
 - Additional 170 chairs \$850; and
 - 4 x Wheelie Bins \$260.
2. A cash donation of \$200 be provided to the Karumba State School to support their awards night.

Background:

Council has a Community Donations and Support funding program for events held in the Carpentaria Shire.

There is no specific budget set aside for the in-kind type of expenditure because it is not actual expenditure. For example, for a fee waiver it may represent a potential loss of revenue, or for the use of Council resources such as wages and plant these are generally budgeted within the areas of responsibility.

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There is no real way to measure the value of in kind support provide by Council to these community organisations so we use the forgone revenue. On the other hand cash donations represent a true outflow of Council resources, and there is a small budget set aside for this.

The value of in kind support provided to local non-profit groups for the financial year is \$29,882 as set out in the table below.

Acct Code	Account	Actual
IK1000	In Kind - Bynoe	4,336
IK1030	In Kind - Gidgee Healing	550
IK1040	In Kind - Gulf Christian College	527
IK1070	In Kind - Karumba Recreation Club	2,354
IK1110	In Kind - Normanton Police	873
IK1120	In Kind - Normanton Rodeo	8,429
IK1130	In Kind - Normanton State School	7,460
IK1230	In Kind - Kurtijar Aboriginal Corporation	355
IK1260	In Kind - Mount Isa School of the Air	2,355
IK1264	In Kind - VMR Karumba	409
IK1721	In Kind - NWHHS	390
IK1722	In Kind - Aspire Cairns Community	1,845
* Total *		29,882

The budget for cash donations is \$1,100. To date \$700 has been provided to the Karumba Seniors Luncheon.

Donations and Fee Waivers for Council's Consideration

- The Gulf Christian College have requested a donation and support for the Gulf Christian College Awards Night 2022 to be held at the Fred Pascoe Sports Centre on the 1st December 2022. The request is asking for a fee waiver for a total of \$2,096, being for:
 - the community donation trailer \$580
 - additional 29 tables \$406; and
 - additional 170 chairs \$850; and
 - 4 wheelie Bins \$260.

Officers Recommendation:

A fee waiver of \$2,096 to be provided to Gulf Christian College for:

- The community donation trailer \$580; and
- Additional 29 tables \$406; and

BUSINESS PAPERS

- Additional 170 chairs \$850; and
 - 4 x Wheelie Bins \$260.
2. The Karumba State School have requested a \$200 cash donation for the Karumba State School 2022 Graduation and Awards night to be held on the 1st December 2022.

Officers Recommendation:

A cash donation of \$200 be provided to the Karumba State School to support their awards night.

Donations and Fee Waivers approved under the Chief Executive Delegation.

3. The Gulf Christian College have requested a donation and support for the Gulf Christian College Year 6 Graduation Night to be held at the Fred Pascoe Sports Centre on the 28th November 2022. The request is asking for a fee waiver for a total of \$580, being for the community donation trailer.
4. The Normanton State School have requested a donation and support for the Normanton State School Awards Night to be held at the Normanton Shire Hall on the 28th November 2022. The request is asking for a fee waiver for a total of \$390, being for the hire of the hall for the evening.

Consultation (Internal/External):

- Mark Crawley - Chief Executive Officer
- External Stakeholders (applicants)

Legal Implications:

- Community Donation and Support Policy

Financial and Resource Implications:

- Within budget.

Risk Management Implications:

- Risks are within normal operational parameters.

Form 402 - Application for Community Donation and Support



Postal Address
PO Box 31
Normanton QLD 4890

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

Internet
www.carpentaria.qld.gov.au
council@carpentaria.qld.gov.au

Section A - Applicant Details

Name/Business Name:

KARUMBA STATE SCHOOL

Surname:

Residential Address:

8-10 YAPPAR ST

Suburb:

KARUMBA QLD

Postcode:

4891

Postal Address:

☐ As Above

PO BOX 71

Town/Suburb:

KARUMBA

Postcode:

4891

State:

QUEENS LAND

Home/Work Phone:

07 47 47 6222

Mobile Phone:

Email:

hlitt69@eq.edu.au

Section B - Event Details

Name of Event:

2022 GRADUATION + AWARDS NIGHT

Location of Event:

KARUMBA STATE SCHOOL

Date/s of Event:

01/12/2022

Details of Event:

2022 Graduation and awards night to celebrate the achievements of students throughout the year.

Operating Times of Event (e.g. 5pm - 10pm):

5pm - 8.30pm

With the event provide a direct benefit to the community?

☐ Yes

☐ No

If yes, please give details:

Unsure, the event is for the local school students. Advertising for those who donate will be done.

Section C - Support Requested

Please provide details of support requested from Council in the section below. Complete only those sections that apply to your application.

Cash Donation Amount (complete only if you are requesting a cash contribution):

\$ 200

In Kind Support:

☐ Tables and Chairs - Community Trailer with Fee Waiver (please advise if you require more than 20 tables and/or 100 chairs)

Complete Section D

☐ Facility Hire with Fee Waiver

Complete Section E

☐ Provisions of Bins

Complete Section F

☐ Temporary Road Closure

Complete Section G

☐ Other Support

Complete Section H

Section D - Tables and Chairs - Community Trailer with Fee Waiver

Number of Additional Tables Required (Max 29):

Number of Additional Chairs Required (Max 170):

Advise Pick up Date/Time of Community Trailer:

Advise Return Date/Time of Community Trailer:

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

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

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

Further, I acknowledge that:

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

Section E – Facility Hire with Fee Waiver

Facility:

- ☐ Normanton Shire Hall
- ☐ Normanton Shire Hall Meeting Room
- ☐ Normanton Show Grounds
- ☐ Boardroom - Normanton
- ☐ Karumba Civic Centre
- ☐ Other – Please specify below:

Start Date:

Finish Date:

Will alcohol be consumed at the facility?

- ☐ Yes
- ☐ No

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

Section F – Provision of Bins

Number of Bins Required:

Delivery Time and Date:

Pick Up Time and Date:

Location:

Section G – Temporary Road Closure

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

- ☐ Yes
- ☐ No

Delivery Time and Date:

Pick Up Time and Date:

Location:

Section H – Other Support

Details of Other Support:

Monetary donation to go towards trophies/medals and prizes for students.

Section I – Authorisation

Name of Applicant:

HANNAH LITTLE

Date:

19/10/2022

Signature of Applicant:



Section J – Office Use Only

Approved by Delegated Officer:

☐ Yes

☐ No

Signature:

- ☐ Applicant Advised
☐ Internal Advice Given
☐ Entered in CDAS Spreadsheet

Job Number:

Section K – Indemnity

The applicant indemnifies Carpentaria Shire Council (the Council) from and against any claim, demand, action, suit or proceedings that may be made or brought by any person, company or body corporate against the Council, the Council's Chief Executive Officer or any servants or agents of the Council in respect of personal injuries to, or death of, any person or loss or damage to any property arising out of, or as a consequence of access approval to the Council controlled area for any purpose; or the use of any Council facility; and also from any costs or expenses that may be incurred with any claim, demand, action, suit or proceeding. The Applicant HEREBY RELEASES AND DISCHARGES the Council, the Council's Chief Executive Officer, and the servants and agents of the Council from any such claim, demand, action, suit or proceedings which, but for this provision, might be brought against or made upon the Council, the Council's Chief Executive Officer, and the servants and agents of the Council, AND this indemnity may be pleaded in bar to any such claim, demand, action, suit or proceeding which may be brought against the Council, the Council's Chief Executive Officer, and the servants and agents of the Council.

I, the Applicant, declare that the information supplied by is true and correct at the time of lodgment of this application with Council. Should any of the details given relating to this application change in the future I shall notify Council in writing prior to the change being implemented. I have read the applicable terms and conditions and agree to abide by these. I further acknowledge and agree that Council at no time makes any claim statement or inference to the suitability or otherwise of the proposed facility or land for our use or intended use. At all times I will, prior to the use of the facility, inspect and establish the suitability or otherwise of the council facility including the approaches to the council controlled area to ensure the proposed activity can be carried out safely.

Collection Notice: Carpentaria Shire Council is collecting your personal information for the purpose of assessing your application to conduct a permitted business in a public place.

The collection of this information is authorised under the Local Government Act 2009.

Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

Section L – All Approvals Subject to Following Conditions

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

- 7) Amplified music is not permitted. Any noise associated with the operation of the operator's temporary business site that, in an Authorised Officer's opinion is a nuisance, is not permitted; and
- 8) Approved signage for the temporary business site must be contained wholly within the approved area, and the placement of signage must not obstruct pedestrians or other traffic. Signage is limited to one (1)
- 9) A-frame sign or similar and the area of the sign must not exceed 1.2m²; and
- 10) The approval holder must comply with the operating days, hours and dates of operation, and location of the temporary business site specified on the approval; and
- 11) Council reserves the right to prevent access to Local Government Controlled Areas and Roads without notice for any reasonable reason. Compensation is not payable to any permit holder that may suffer loss as a result of such action by Council; and
- 12) The approval holder must comply with any other conditions that the local government considers necessary.

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

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

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

Section N – Catered Event Conditions

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

are to be conformed with.

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

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



6th October 2022

Dear Sir/Madam,

It's that time of year again! Karumba State School will be holding their annual Awards Night and Graduation on Thursday 1st December, 2022. We would greatly appreciate it if you could assist us by way of a donation to go towards a trophy and/or prize for one of the awards.

There are a number of awards and recognition's that showcase the broad range of learning abilities and sportsmanship the Karumba school children have shown throughout the year. Your support is greatly appreciated, and we hope benefits you in some way. Advertisement of trophy and prize donors will be noted on the Schools Facebook page and throughout the presentation night.

You will also be more than welcome to attend the evening. Please keep a lookout for a formal invitation to follow. If you are able to contribute, please contact me via email at hlitt69@eq.edu.au or the school by phone on 4747 6222 no later than Friday 28th October to allow sufficient time for trophies to be ordered and received. Thank-you in advance for your support for our small school, we look forward to hearing from you in the near future.

Kind Regards,

A handwritten signature in black ink, appearing to read 'H Little'.

Hannah Little
Business Manager
Karumba State School

Additional Tables - \$700
Additional Chairs - \$850

Total - \$2096

Form 402 - Application for Community Donation and Support

CARPENTARIA SHIRE
Outback by the Sea®

Postal Address
PO Box 31
Normanton QLD 4890

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

Internet
www.carpentaria.qld.gov.au
council@carpentaria.qld.gov.au

Section A - Applicant Details

Name/Business Name:

GULF CHRISTIAN COLLEGE

Surname:

Residential Address:

24 BROWN STREET

Suburb:

NORMANTON

Postcode:

4890

Postal Address:

☐ As Above

PO BOX 210

Town/Suburb:

NORMANTON

Postcode:

4890

State:

QLD

Home/Work Phone:

07 47451180

Mobile Phone:

0417144671

Email:

Lynn.morrison@Gulfcc.qld.edu.au

Section B - Event Details

Name of Event:

GULF CHRISTIAN COLLEGE AWARDS NIGHT
2022

Location of Event:

FRED PASCOE SPORTS CENTRE

Date/s of Event:

START DATE: 1/12/22

END DATE: 1/12/22

Details of Event:

GCC AWARDS NIGHT 2022

Operating Times of Event (e.g. 5pm - 10pm):

START TIME: 5:00PM

FINISH TIME: 9:00PM

With the event provide a direct benefit to the community?

☐ Yes

☐ No

If yes, please give details:

Section C - Support Requested

Please provide details of support requested from Council in the section below. Complete only those sections that apply to your application.

Cash Donation Amount (complete only if you are requesting a cash contribution):

\$

In Kind Support:

☒ Tables and Chairs - Community Trailer with Fee Waiver (please advise if you require more than 20 tables and/or 100 chairs)

Complete Section D

☐ Facility Hire with Fee Waiver

Complete Section E

☒ Provisions of Bins

Complete Section F

☐ Temporary Road Closure

Complete Section G

☐ Other Support

Complete Section H

Section D - Tables and Chairs - Community Trailer with Fee Waiver

Number of Additional Tables Required (Max 29):

29

Number of Additional Chairs Required (Max 170):

170

Advise Pick up Date/Time of Community Trailer:

Advise Return Date/Time of Community Trailer:

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

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

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

Further, I acknowledge that:

- Adults must ensure their own safety while using or being near the trailer and tables and chairs.
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Section E – Facility Hire with Fee Waiver

Facility:

- ☐ Normanton Shire Hall
- ☐ Normanton Shire Hall Meeting Room
- ☐ Normanton Show Grounds
- ☐ Boardroom - Normanton
- ☐ Karumba Civic Centre
- ☐ Other – Please specify below:

Start Date:

Finish Date:

Will alcohol be consumed at the facility?

☐ Yes

☒ No

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

Section F – Provision of Bins

Number of Bins Required:

4

Delivery Time and Date:

Pick Up Time and Date:

Location:

FRED PASCOE SPORTS CENTRE NORMANTON

Section G – Temporary Road Closure

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

☒ Yes

☐ No

Delivery Time and Date:

Pick Up Time and Date:

Location:

Section H – Other Support

Details of Other Support:

Section I – Authorisation

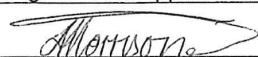
Name of Applicant:

LYNN MORRISON

Date:

18/01/2022

Signature of Applicant:



Section J – Office Use Only

Approved by Delegated Officer:

☒ Yes

☐ No

Signature:



☐ Applicant Advised

☐ Internal Advice Given

☐ Entered in CDAS Spreadsheet

Job Number:

Section K – Indemnity

The applicant indemnifies Carpentaria Shire Council (the Council) from and against any claim, demand, action, suit or proceedings that may be made or brought by any person, company or body corporate against the Council, the Council's Chief Executive Officer or any servants or agents of the Council in respect of personal injuries to, or death of, any person or loss or damage to any property arising out of, or as a consequence of access approval to the Council controlled area for any purpose; or the use of any Council facility; and also from any costs or expenses that may be incurred with any claim, demand, action, suit or proceeding. The Applicant HEREBY RELEASES AND DISCHARGES the Council, the Council's Chief Executive Officer, and the servants and agents of the Council from any such claim, demand, action, suit or proceedings which, but for this provision, might be brought against or made upon the Council, the Council's Chief Executive Officer, and the servants and agents of the Council, AND this indemnity may be pleaded in bar to any such claim, demand, action, suit or proceeding which may be brought against the Council, the Council's Chief Executive Officer, and the servants and agents of the Council.

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Section L – All Approvals Subject to Following Conditions

- 1) The approval holder must maintain a public liability insurance policy to the value of \$20,000,000 together with an indemnity in the local government's favour executed by the applicant; and
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- 3) If the approval holder or their employee or their agent damages the road, or any public infrastructure within the road or on a local government controlled area, it must
 - a) Take immediate steps to make the area safe and maintain the area in a safe condition until all necessary repairs are effected; and
 - b) Report all damage to the local government; and
 - c) Provide payment to the local government to have all damage rectified or with the local government's prior approval carry out repairs at its own expense to the satisfaction of the local government; and
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- 5) The approval holder must keep the temporary business site in a clean and tidy condition and must comply with notices from the local government to clean the site within the time specified within the notice; and
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- 7) Amplified music is not permitted. Any noise associated with the operation of the operator's temporary business site that, in an Authorised Officer's opinion is a nuisance, is not permitted; and
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- 12) The approval holder must comply with any other conditions that the local government considers necessary.

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

- 1) The bond shall be paid by the Hirer five (5) working days prior to the date of use of the Tables & Chairs. Carpentaria Shire Council ("Council") reserves the right to hire the tables
- 2) & chairs to other interested parties should this Bond not be received.
- 3) Hire fees shall be paid in full, two (2) working days prior to the date of hire of the tables & chairs.
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- 7) Wiping down each individual table and chair to ensure it is clean.
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- 9) All tables & chairs are to be maintained by Council to ensure that they are in a safe and working condition.

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- 13) The Hirer must obtain and maintain in force the following insurances:
- 14) Public liability insurance covering legal liability to pay for personal injury, property damage and any other liability arising out of or in any way connected with the Hirer's use or occupation of Council's tables and chairs; and
- 15) Property damage insurance covering all property for which the Hirer is responsible (including all Plant and Equipment where applicable) for its full replacement value; with a limit of liability of not less than \$10,000,000.00 on a per occurrence basis.
- 16) Each insurance policy must bear an endorsement noting Council as an interested party on each and any policy of insurance obtained by the Hirer. The endorsement of a Certificate of Currency will not comply with this requirement.
- 17) All insurance arranged by the Hirer must be effected with a reputable insurer on terms approved by Council, such approval not to be unreasonably withheld.
- 18) The Hirer must, upon written request, provide Council with copies of any policy of insurance and evidence of its currency within 14 days of receipt of such request.
- 19) The Hirer is responsible for the cost of obtaining insurance, including the payment of any deductible or excess amount, with no contribution from Council.
- 20) The Hirer is responsible for bringing to the attention of all who use the table and chairs of the Conditions of Hire.

Section N – Catered Event Conditions

- 1) The provisions of the Food Hygiene Regulations, with particular reference to the Public Health requirements relating to the preparation and storage of food for sale, are to be conformed with.
- 2) The name and address of any proposed caterers are to be supplied to Council's Environmental Health Officer prior to the event being conducted.
- 3) Caterers are to provide Council's Environmental Health Officers with a completed "Temporary Food Stall" application prior to the event.

4.4 14.00
✓ 1 1

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

BUSINESS PAPERS

10.8 CARPENTARIA SHIRE YOUTH STRATEGY 2023 - 2028

Attachments:	NIL
Author:	Cherie Schafer - Manager Economic & Community Development
Date:	10 November 2022
Key Outcome:	A safe, healthy, and equitable community that celebrates diversity and enjoys a quality lifestyle
Key Strategy:	Continue to support activities and programs that provide for the youth within the Shire

Executive Summary:

This report, as distributed, provides information around the process taken to develop the five-year Carpentaria Youth Strategy and outcomes the updates the Carpentaria Youth Strategy aims to achieve over the five years.

RECOMMENDATION:

That Council adopt the attached Carpentaria Youth Strategy.

Background:

Carpentaria Shire Council was successful in receiving funding from the Northwest Mineral Province for the amount \$55,805 to develop a five-year Youth Strategy.

A Youth Strategy provides a plan for what the Council will do for young people living in Carpentaria Shire over the next 5 years. Setting out how the Council will work with young people, parents, schools, training providers, service provider and other levels of government to support young people to reach their full potential.

The attached strategy highlights the issues and opportunities and provides a way forward for the Council to work in partnership with young people and other key stakeholders to guide programs, initiatives, advocacy and support work for young people. Enabling improvement in the way that we work together now and into the future.

Peak Service conducted Community consultation in the Shire which has been central to the strategy development, ensuring young people, service providers and community leaders voices are heard. Young people, service providers and the wider community were asked about the needs and experiences for young people living in the remote Carpentaria Shire.

Face to Face community consultation was held in June 2022, this included:

- Workshop with young people at Normanton State School
- Workshop with Service Providers in the Normanton Town Hall
- Meeting with Carpentaria Shire Council Mayor and Councillors
- Various meetings with community organisations and Council Services
- Phone meetings with government agencies.

BUSINESS PAPERS

There were also two online surveys, one specifically targeting young people and the second to enable the wider community to have input.

The outcomes of the community consultation were reviewed and analysed, key themes identified and included in the youth strategy development.

Community consultation was also undertaken via phone and video conferencing for those services that are not located in Carpentaria Shire, this included:

- Young people
- Government agencies
 - Department Aboriginal Torres Strait Islander Partnerships
 - Department of Youth Justice
 - Department of Child Safety
 - National Indigenous Australians Agency
- Community Leaders
- Save the Children

The key findings from what young people told us

Top things they like to do include fishing, online gaming, swimming, athletics, sports, on country activities and arts and culture.

The key issues

The key issues included the lack of things to do, concerns about domestic and family violence, racism, discrimination, vandalism and littering.

What young people would like

- BMX Bike Track, Skatepark, Tennis Courts, Water Slide at the Pool.
- Upgrades to the school.
- More equipment and resources at the Sport Centre.
- Cultural Centre – to learn tribal languages, dance and cultural practices.
- On Country programs with camps - to learn cultural practices and hunting skills.
- Be more involved in the community.
- Interested in establishing a Kids/Youth Council.
- Youth Space established in Normanton where they could spend time with their friends, play board games and participate in online gaming in a safe space.
- More than one Rodeo a year.

What the community told us

- Alcohol and drugs
- Lack of targeted programs
- Things for young people to do

BUSINESS PAPERS

- Domestic and family violence and peer pressure
- Young offenders – need for careful programming and activities to include young people returning to community in broader activities.
- Improved connection between young people and Elders
- School attendance

The youth strategy themes include:

- Empowered and Engaged
- Healthy Futures
- Education, Training and Employment
- Things to Do
- Access to Safe Spaces and Places
- Natural Environment
- Cultural Connection

The attached Carpentaria Youth Strategy outlines strategic priorities and outcomes that have been developed to guide the implementation of the Carpentaria Youth Strategy.

Consultation (Internal/External):

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

Legal Implications:

- Nil

Financial and Resource Implications:

- Within budget.

Risk Management Implications:

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

BUSINESS PAPERS

11 REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES

11.1 DOE REPORT

Attachments: NIL

Author: Michael Wanrooy - Director of Engineering

Date: 9 November 2022

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

Key Strategy: 5.1.3 Plan and implement urban improvement works which enhance local character and identify, conserve and improve the region's streetscapes and provide iconic parkland.

Executive Summary:

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

RECOMMENDATION:

That Council:

1. receive and note the Director of Engineering Report as presented; and
2. that those matters not covered by resolution be noted.

1. Actions Arising from Previous Meetings

Reference	Action	Status
1/11/2018	Investigate and prepare a report including scope of works and estimate of costs to reinstate the grid on the Old Croydon Road for Council's consideration. ➤ The construction of the grid is currently being arranged with a start within the next week.	In Progress
October Meeting	Undertake a sign audit on Carpentaria LRRS network and present at December Meeting ➤ Audit is completed for Burketown Road. ➤ Wet season delaying audits on Iffley Road, Kowanyama Road and the Dunbar to Koolatah to Oriners Road.	In Progress
December Meeting	Add Premix to grooves at the Scruton River Floodway.	Not Started
January Meeting	Repair copper log fencing at NTN Cemetery ➤ Malcolm will undertake copper log replacement starting Monday 14th. Materials in Normanton. ➤ Heritage documents sent to Department for approval to undertake rotunda and wallaby fence construction	In Progress

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Reference	Action	Status
March Meeting	<p>Are there alternatives to repair scour on the footpath in Philp Street besides filling with gravel as every wet season it erodes repeatedly</p> <ul style="list-style-type: none"> ➤ Council has investigated the issue. It seems storm water travels from upstream catchments along the gutter and does a hydraulic jump over the pram invert located on the corner of Green St and Philp St. Due to the steep slope of the natural ground between the fence line and existing kerb, the flow of storm water scours the dirt within 1 to 2m behind the kerb. ➤ Possible solutions – Construct walk over grate at edge of pram invert and run down behind kerb, than break out onto channel. ➤ Or construct 2m wide footpath from behind kerb. ➤ Looked at underwater stormwater drains but too costly and possibly not enough cover and fall. ➤ Council will provide sketches for possible solutions. 	In Progress
August Meeting	<p>Install extra cat eyes at the pedestrian refuge</p> <ul style="list-style-type: none"> ➤ Additional yellow cat eyes installed at the pedestrian refuge 	Completed
August Meeting	<p>Shorten median island at Intersection of Landsborough and Caroline St. to tree line at Curley's end</p> <ul style="list-style-type: none"> ➤ Works being planned 	In Progress
August Meeting	<p>Discuss with TMR for slip lane at: Right turn from 92A to Glenore Weir – Near miss incident Right turn to 89B towards Dunbar at Walkers Creek Shady Lagoon turnoff</p> <ul style="list-style-type: none"> ➤ Discussed with TMR briefly – Getting plans drawn up to help push it along with TMR 	In Progress
September Meeting	<p>Arrange for yellow bin outside the Chemist</p> <ul style="list-style-type: none"> ➤ Put on works program 	In Progress
October Meeting	<p>Look at dry patches at Sunderland Park</p> <ul style="list-style-type: none"> ➤ Town Services are ensuring watering of dry patches during the dry period 	Completed
October Meeting	<p>Move existing football posts in Karumba to Hockey fields</p> <ul style="list-style-type: none"> ➤ Being arranged with Town Services 	In Progress
October Meeting	<p>Extend concrete footpath from Carol's to Sam's.</p> <ul style="list-style-type: none"> ➤ Works being planned 	In Progress

2. Miscellaneous Projects

- 2.1. A compulsory annual technical inspection as required by CASA was made at the Normanton and Karumba Aerodrome by our consultant Aerodrome Design. They will prepare a report on their findings for Council to address.
- 2.2. Thompson St Kerb and Channel Project – New Kerb and Channel is currently being constructed to prevent and minimise ongoing erosion. This is a fully funded project under betterment works. Kerb and channel has been extended on McNamara Street

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- 2.3. Savanah Way Art Sculpture. Council has completed the installation of the art works at Karumba and Normanton. The artist Glen and Kathy Manning where on site to supervise the unpacking and installation. A local Karumba contingent consisting of residents and interest groups recorded the installation of the Karumba art sculpture.
- 2.4. ATSI TIDS -Floodway upgrade on the Dunbar Kowanyama Road. Two raised causeways are planned for Plains Creek and Cabbage Tree Creek. Survey, design drawings and DAF approvals have been completed. Culverts are being ordered. Council has put in a variation for Extension of Time up to 30th August which has been approved by TMR.
- 2.5. Lilyvale Subdivision Road works – Cameron Young’s crew have completed the internal road works. The entrance sign is planned to be constructed in the next few weeks.
- 2.6. CN-17815 - 2021 TMR DRFA works on 89B from Normanton to the Mareeba Shire Boundary is currently being undertaken by Josie Bond’s crew. They are camped at Inkerman. They are completing works around Ch. 200km and working northwards.
- 2.7. Stop Shop Crossing – Application submitted to Ergon. Awaiting installation by them for upgrading the streetlight to LED including installation of an extra luminaire outreach located at the corner of the Basketball/tennis courts.
- 2.8. Reef Project: A site visit was made to inspect suitability and other environmental requirements for 2 sites – 15 and 20km from shore. The 20km site is looking the best. Further meetings will be held with the local fishing charter groups. A senior DAF personnel did the underwater surveillance using an underwater drone. DAF is looking to contribute buoys to add to the reef structures to attract pelagic fish.
- 2.9. Terry Casey’s RMPC crew are currently spraying weeds on the State Controlled Roads.
- 2.10. Normanton Cemetery – Council has submitted Heritage approval documents for the installation of the Rotunda, wallaby fence and internal copper log fence replacement. They have acknowledged the document submission. Awaiting response.
- 2.11. TIDS/Betterment Works – Armstrong Realignment. Council has completed designs and approvals. The base slab for the culverts will be installed prior to the Christmas break. The new causeway will be roughly 900mm higher than the old crossing and 9m wide.
- 2.12. TIDS – Reseal on the Normanton Burketown Road, various length, from the intersection to Little Bynoe – Borals will arrive to undertake the bitumen reseal works on 12 December.

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Table: TMR Projects progress report for 2022 – 2023

Projects	Value	Claimed	Progress
TIDS - 2/1200x450 new culverts at gully 1 to 2km past the Gilbert River. Total Value \$67,000. Claimed to June 2022 \$24,315.40. Remaining \$42,684.60	\$42,684.60	\$42,684.60	100% Completed
CN-17815 - 2021 DRFA works on 89B Ch. 0 to Ch. 180. Total Value \$2,551,476.10. Claimed to June 2022 \$879,185.30. Remaining \$1,672,290.80	\$1,672,290.80	\$833,828.20	55% Completed
Variation to CN-17815 - 2021 DRFA works on 89B Ch. 180 to Ch. 303	\$606,412.60		Works being planned
CN-17937 - Pave and Seal AG Stimulus Package 4 on 89B (Ch.63.49 to 69.37) approx. 6km past the Glencoe turnoff. Total Value \$2,924,640.60. Claimed to June 2022 \$2,859,372.60. Remaining \$65,268.80	\$65,268.00	\$65,268.00	100% Completed
CN-18809 Pave and Seal AG Stimulus Package 5 on 89B Ch. 70.4km to 77.70km. Total Value \$3,416,320.60. Claimed to June 2022 \$2,241,886.80. Remaining \$1,174,433.80	\$1,174,433.80	\$1,174,433.80	100% Completed
CN-18939 - 2022 89B DRFA Emergent Works - to the Gilbert River - requesting variation to 850K. Total Value \$850,000. Claimed \$126,071.19. Remaining \$723,928.81	\$723,928.81	\$723,928.81	100% Completed
ATSI TIDS Dunbar Kowanyama Road	\$1,340,000.00		
CN-18939 - 2022 89B DRFA Emergent Works variation	\$982,000.00	\$982,000.00	100% Completed
TIDS 2022-2023	\$910,000.00		
CN-16542 2022-23 RMPC	\$2,044,550.00	\$407,368.00	20%
Total	\$9,561,568.61	\$4,229,511.41	44%

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Photo: Lilyvale Subdivision – Completed Internal Roadwork



Photo: TMR 89B DRFA Works

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Photo: TMR 89B DRFA Works



Photo: Thompson Street Kerb and Channel

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Photo: Thompson Street Kerb and Channel



Photo: McNamara Street Kerb and Channel

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Photo: Savannah Way Art Sculpture in Normanton – Artist Glen Manning adding final polish.

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Photo: Savannah Way Art Sculpture in Karumba



Photo: Additional cats eye installed at the pedestrian refuge

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Photo: Additional cats eye installed at the pedestrian refuge

3. Update on Shire Flood Damage Works

3.1. **Koolatah Camp – John Person**

- Works north of the Mitchell completed by end of swing 16 to early swing 17 - approx. 25/11/22
- Camp from Koolatah to Normanton Depot after works are completed.
- Work out of Normanton depot DRFA 10 mile

3.2. **Dunbar Camp – Brenton Murray**

- Working with Koolatah Crew, Koolatah to Dixie Road when works are completed Dunbar crew to REPA works out of Dunbar camp from Mareeba Shire Boundary.

3.3. **Inkerman Camp – Josie Bond**

- REPA Works from Vanrook north.

3.4. **Stirling Camp – Colin Charger**

- Stirling to Miranda Road material out of Glencoe Pit (work up to 15th December)
- Stirling camp to Normanton 8/12/22

3.5. **Shaun Henry – Normanton Based**

- Working Glencoe to Miranda material out of Glencoe pit (work up to the 15th December)

3.6. **Cameron Young – Normanton Based**

- Lilyvale Intersection and Lilyvale Road completed ready for seal, some drainage work to be completed not affecting the road
- Cameron and crew working on the pipeline road DRFA works having fun with king tides
- Pads for Lilyvale subdivision signs ready for signs to be erected

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3.7. Alexandra Camp – Gavin Delacour

- Completed Normanton to Burketown road
- Completed Lorraine Access
- Working Nardoo to Augustus

3.8. Pioneer Camp - Karl Pickering

- Trenton road all gravel carted, will have all gravel laid swing 16, will do heavy grade works to complete year on Trenton road.

4. Trades Report

- Trade Apprentices attended TAFE for 3 weeks
- Refit of 34 Philp St – Kitchen, Bathroom, full internal paint, floor coverings, carpentry, plumbing and electrical refits.
- Flushing town watermain.
- Camps and camp maintenance
- Karumba water park - put system back in auto.
- Glenore Weir install level probe on wharf.
- Setup camera system for Office and burns Philp building.
- Water plant faults and repairs.
- Flood camera setups.
- General Housing maintenance.

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Photo: Philp Street House Refit



Photo: Philp Street House Refit

5. New Projects/Grant Applications

5.1. Nil

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6. Reports

6.1. Nil

6.2. Budget

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure				
Airports	435,825	58,428	106,394	164,822
Asset Management	238,383	14,856	34,870	49,726
Building Services	229,282	89,204	1,690	90,894
Coastal Management	111,240	0	0	0
Depots & Workshop	669,512	131,547	23,453	154,999
Engineering Services	750,951	364,437	243,264	607,701
Fleet & Plant	-1,231,259	-725,613	2,109,600	1,383,987
Main Roads (RMPC And PW)	5,563,392	4,214,996	440,833	4,655,829
Parks & Gardens	1,213,593	378,096	11,193	389,289
Pensioner Housing	372,264	32,195	9,349	41,544
Private Works	0	3,520	0	3,520
Public Conveniences	194,995	52,583	4,070	56,654
Quarries	52,000	0	0	0
Reserves	8,000	2,622	3,630	6,252
Road	5,293,070	207,497	15,230	222,727
Staff Housing	678,544	65,089	27,795	92,885
Town Planning	114,749	54,255	31,071	85,326
Operating Expenditure Total	14,694,541	4,943,712	3,062,442	8,006,153
Operating Income				
Airports	-240,000	-117,232	0	-117,232
Building Services	-4,000	-2,900	0	-2,900
Engineering Services	0	-2,355	0	-2,355
Fleet & Plant	-50,000	5,354	0	5,354
Main Roads (RMPC And PW)	-7,190,000	-3,336,827	0	-3,336,827
Pensioner Housing	-63,000	-19,754	0	-19,754
Road	-1,400,000	-228,000	0	-228,000
Roads (TIDS)	0	44,862	0	44,862
Staff Housing	-433,500	-89,175	0	-89,175
Town Planning	-5,750	-2,161	0	-2,161
Operating Income Total	-9,386,250	-3,748,188	0	-3,748,188
Grand Total	5,308,291	1,195,524	3,062,442	4,257,966

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11.2 NDRRA/QDRF REPORT

Attachments:	11.2.1. Appendix A - 2020 Expenditure Summary ↓ 11.2.2. Appendix B - QRA20 Completion Sketch ↓ 11.2.3. Appendix C - 2021 Expenditure Summary ↓ 11.2.4. Appendix D - QRA21 Completion Sketch ↓ 11.2.5. Appendix E - Betterment Projects ↓
Author:	John Martin - Consultant Engineering
Date:	9 November 2022
Key Outcome:	5.2 - A safe and sustainable road network
Key Strategy:	5.2.1 Plan and deliver a safe, sustainable and efficient road network.

Executive Summary:

QRA19: Five (5) Submissions have been fully acquitted by QRA and Council has received the final payments. Submission 6 has been submitted for acquittal and is currently subject to audits by QRA.

QRA20: The QRA20 project is now 100% complete. Submission 1 was completed ahead of its 30 June 2022 deadline and acquittal documentation has been submitted for approval. Submissions 2, 3 and 4 were completed prior to the September 30 deadline acquittal documents are being prepared.

QRA21: The QRA21 project is approximately 19.2% complete. Six (6) crews are currently mobilised in camps, with a temporary seventh crew currently working from Normanton. The deadline for the QRA21 works is 30 June 2023.

QRA22: Carpentaria Shire Council was activated for REPA, Emergency Works and CDO relief measures for three (3) flooding events. Three (3) REPA Submissions have been approved and Council has received the 30% pre-payments from QRA. Acquittal documentation for Emergency Works has been submitted with final outcome pending from QRA.

OTHER: A Fuel Levy for the month of July, September and beginning of October has been calculated and paid to all relevant contractors. Further levies for October will be calculated for payment on a batch-by-batch basis in the coming weeks. The Mitchell River Crossing Investigation project is progressing with preliminary geotechnical investigations being performed to guide options analysis and structural design. Acquittal documentation for the Disaster Coordination Centre has been submitted for approval. Short listed QRA Betterment project on Dunbar – Kowanyama Road has been lodged on the QRA Mars System. Detailed Submissions are being prepared for Burke and Wills Monument Access Road Pavement and Sealing and Normanton Racetrack Lighting Upgrade.

RECOMMENDATION:

That Council:

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

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Background:

2019 QRA Event

1. Five (5) Submissions have been fully acquitted by QRA and Council has received the final payments. Submission 6 (approximately \$40k expenditure) has been submitted for acquittal and is currently subject to audits by QRA.

2020 QRA Event

1. Four (4) REPA submissions have been approved with a total RV of \$48.7million (construction budget of \$38.2million).
2. The project is now 100% complete with an estimated Expenditure Ratio of 0.87. Refer Appendix A and B for final construction summaries.
3. All four (4) submissions were completed prior to their approved QRA submission deadlines ranging from June 30 2022 to September 30 2022.
4. Acquittal documentation for Submission 1 has been lodged with QRA and is currently subject to audits by QRA. The remaining three (3) submissions are currently being prepared for acquittal pending the finalisation of expenditure.

2021 QRA Event

1. All five (5) lodged QRA21 REPA submissions have now been approved with a total RV of approx. \$39.9million (construction budget of \$31.1million).
2. Approximately 19.2% of the project has been completed with an estimated Expenditure Ratio of 0.89. Refer to Appendix C and D for construction progress summaries.
3. Six (6) crews are currently mobilised in camps around the Shire to construct works within the QRA21 program with a temporary seventh crew currently working from Normanton.
4. The program for the 2023 construction season is being compiled to assess the weather additional crews may be required to complete prior to the deadline.
5. The QRA21 program of work has a deadline of 30 June 2023.

2022 QRA Event

1. Carpentaria Shire Council was activated for REPA, Emergency Works and CDO relief measures for three (3) flooding events on the 17 February 2022 (Ex-Tropical Cyclone Seth), 18 February 2022 (Far North Queensland Low Pressure Trough) and 20 May 2022 (Northern and Central Western Queensland Rainfall and Flooding).

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2. Approx. \$232k has been expended on Emergency Works and submission documents have been submitted with final outcome pending from QRA.
3. Three (3) REPA Submissions have been approved and Council has received the 30% pre-payments from QRA. Two (2) Submissions have been lodged on the QRA MARS system, pending an infield assessment with QRA.
4. Construction of the QRA22 program is expected to commence during the 2023 construction season with scope to be prioritised to ensure QRA21 submission deadlines are met.
5. The QRA22 program of work has a deadline of 30 June 2024.

Other

1. A Fuel Levy has been paid to relevant Contractors for work performed during the month of July, September and the beginning of October. Fuel Levy calculations will be performed and paid to contractors on a batch by batch basis once wet hire invoice batches have been processed every fortnight on a Friday.
2. The Mitchell River Crossing Investigation project is progressing with preliminary geotechnical investigations being performed to guide options analysis and structural design. Alternative options are being considered and discussed with QRA.
3. Acquittal documentation for the Disaster Coordination Centre has been submitted to QRA for approval. A full list of active betterment projects is provided in Appendix E
4. Short listed QRA Betterment project on Dunbar – Kowanyama Road has been lodged in the QRA MARS system awaiting an outcome from QRA.
5. Detailed Submissions are being prepared for two Community and Recreational Asset funding projects – Burke and Wills Monument Access Road Pavement and Sealing and Normanton Racetrack Lighting Upgrade. Submissions are due to be lodged to QRA by 31 December 2022.

Consultation (Internal/External):

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

Legal Implications:

- Nil.

Financial and Resource Implications:

- QRA 19 Trigger Point contribution - \$32,408

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

Risk Management Implications:

- Low – QRA21 – Construction has a deadline of 30 June 2023. There is a low risk that work will not be completed by this deadline based on current programming the number of crews.

CARPENTARIA SHIRE COUNCIL

SUMMARY OF QRA20 EXPENDITURE

CURRENT

Project Completed

Ratio

1/11/2022

100%

0.87



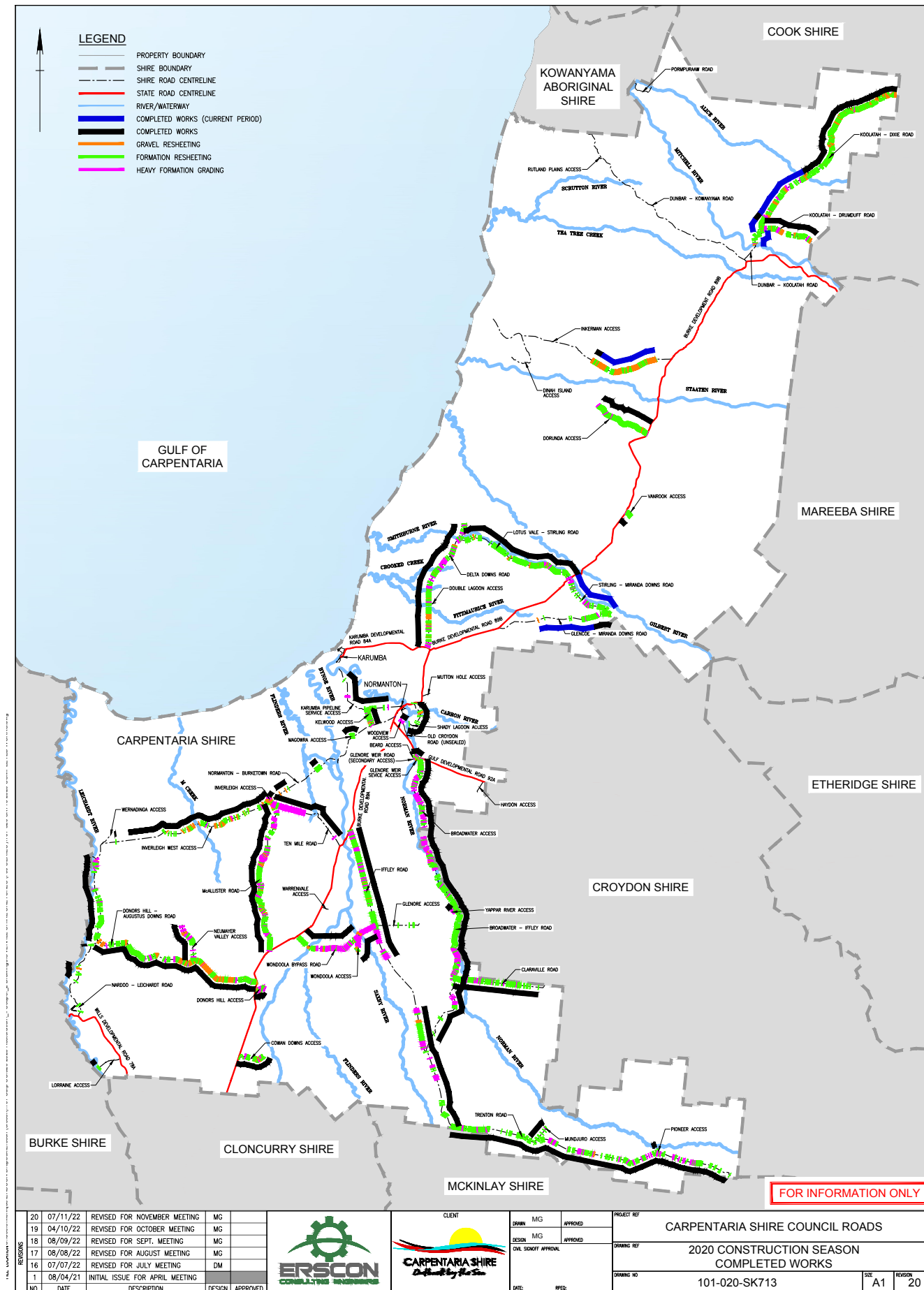
Submission 1 - CSC.0039.1920E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Magowra Access	\$ 83,030.08	\$ 57,567.40	100%	0.69	Savings incurred due to crew working from town and no camp establishment required.
Cowan Downs Access	\$ 295,151.76	\$ 302,771.60	100%	1.03	Overlapping camp and establishment costs with simultaneously constructed Neumayer Valley Access, Donors Hill Access and Donors Hill - Augustus Downs Road. When assessing roads together expenditure aligns closely with the combined Recommended Value.
Donors Hill Access	\$ 205,044.23	\$ 154,818.28	100%	0.76	Overlapping camp and establishment costs with simultaneously constructed Neumayer Valley Access, Cowan Downs Access and Donors Hill - Augustus Downs Road. When assessing roads together expenditure aligns closely with the combined Recommended Value.
Kelwood Access	\$ 327,771.72	\$ 1,451.21	100%	0.00	Overlapping expenditure with simultaneously constructed QRA19 Kelwood Access Scope of work. Significant cost savings were achieved as some treatments were reduced to Heavy Formation Grading as sufficient gravel was able to be recovered from table drains and no imported material was required for these line items. Savings were also incurred due to the construction crew working from town with no camp costs required.
Ten Mile Road	\$ 540,570.23	\$ 387,902.03	100%	0.72	Overlapping camp and establishment costs with simultaneously constructed Inverleigh Access. When assessing roads together expenditure aligns closely with the combined Recommended Value. Savings incurred due to crew working from town and no camp establishment required.
Karumba Pipeline Service Access	\$ 168,026.92	\$ 154,587.22	100%	0.92	Overlapping camp and establishment costs with simultaneously constructed QRA19 Karumba Pipeline Service Access. When assessing roads together expenditure aligns closely with the combined Recommended Value.
Neumayer Valley Access	\$ 371,655.57	\$ 348,165.75	100%	0.94	Overlapping camp and establishment costs with simultaneously constructed Cowan Downs Access, Donors Hill Access and Donors Hill - Augustus Downs Road. When assessing roads together expenditure aligns closely with the combined Recommended Value.
Inverleigh Access	\$ 27,275.28	\$ 3,523.48	100%	0.13	Overlapping camp and establishment costs with simultaneously constructed Ten Mile Road. When assessing roads together expenditure aligns closely with the combined Recommended Value. Savings incurred due to crew working from town and no camp establishment required.
Donors Hill - Augustus Downs Road	\$ 4,556,053.77	\$ 4,082,829.99	100%	0.90	Overlapping camp and establishment costs with simultaneously constructed Neumayer Valley Access, Donors Hill Access and Cowan Downs Access. When assessing roads together expenditure aligns closely with the combined Recommended Value.
Augustus Downs Access	\$ 28,213.06	\$ 4,675.13	100%	0.17	Overlapping camp and establishment costs with simultaneously constructed Nardoo to Leichardt Road. When assessing roads together expenditure aligns closely with the combined Recommended Value.
Nardoo - Leichardt Road	\$ 1,169,208.38	\$ 1,080,286.15	100%	0.92	Overlapping camp and establishment costs with simultaneously constructed Augustus Downs Access and Lorraine Access. When assessing roads together expenditure aligns closely with the combined Recommended Value.
Normanton - Burketown Road	\$ 1,630,691.51	\$ 1,708,725.58	100%	1.05	
Lorraine Access	\$ 43,982.34	\$ 96,978.11	100%	2.20	Overlapping expenditure booked to the simultaneously constructed 2021 Nardoo to Leichardt. When assessing roads together expenditure aligns closely with the combined Recommended Value.
McAllister Road	\$ 2,474,714.58	\$ 1,969,846.02	100%	0.80	Overlapping camp and establishment costs with simultaneously constructed QRA21 McAllister Road. When assessing roads together expenditure aligns closely with the combined Recommended Value.
TOTAL	\$ 11,921,389.43	\$ 10,354,127.95			

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

Submission 3 CSC.0037.1920E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Shady Lagoon Access	\$ 73,713.47	\$ 67,552.95	100%	0.92	Overlapping camp and establishment costs with simultaneously constructed QRA19 Shady Lagoon Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Delta Downs Road	\$ 1,598,239.95	\$ 3,269,730.12	100%	2.05	Expenditure is slightly higher than the Recommended Value due to push up of gravel costs for Lilyvale Pit being heavily booked to this road despite being utilised for other REPA works and has a longer than average gravel haul length from the Pit.
Lotus Vale - Stirling Road	\$ 1,627,243.38	\$ 1,826,270.09	100%	1.12	Accrued costs processing, construction recently completed.
Dorunda Access	\$ 1,288,533.76	\$ 688,806.79	100%	0.53	Accrued costs processing, construction recently completed.
Vanrook Access	\$ 149,018.33	\$ 183,538.25	100%	1.23	Accrued costs processing, construction recently completed.
Glencoe - Miranda Downs Road	\$ 516,884.05	\$ 425,116.36	100%	0.82	Accrued costs processing, construction recently completed.
Stirling - Miranda Downs Road	\$ 389,425.85	\$ 178,082.09	100%	0.46	Accrued costs processing, construction recently completed.
Inkerman Access	\$ 1,804,651.21	\$ 836,581.39	100%	0.46	Accrued costs processing, construction recently completed.
TOTAL	\$ 7,447,710.00	\$ 7,475,678.04			

Submission 4 CSC.0038.1920E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Koolatah - Drumduff Road	\$ 793,815.29	\$ 720,650.61	100%	0.91	Accrued costs processing, construction recently completed.
Koolatah - Dixie Road	\$ 4,041,152.28	\$ 3,270,921.58	100%	0.81	Accrued costs processing, construction recently completed.
Dunbar - Koolatah Road	\$ 217,384.80	\$ 106,611.41	100%	0.49	Accrued costs processing, construction recently completed.
TOTAL	\$ 5,052,352.37	\$ 4,098,183.60			

Submission 2 - CSC.0036.1920E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Beard Access	\$ 25,561.73	\$ 7,809.22	100%	0.31	Construction completed in less than one day, savings incurred due to crew working from town and no camp establishment required.
Broadwater - Iffley Road	\$ 3,524,272.79	\$ 3,050,374.87	100%	0.87	Overlapping camp and establishment costs with simultaneously constructed Claraville Road and Yappar River Accesses. When assessing roads together expenditure is expected to align closely with the combined RV.
Claraville Road	\$ 1,229,536.07	\$ 785,449.38	100%	0.64	Overlapping camp and establishment costs with simultaneously constructed Broadwater - Iffley Road and Yappar River Accesses. When assessing roads together expenditure is expected to align closely with the combined RV.
Glenore Access	\$ 52,564.27	\$ 70,679.00	100%	1.34	Overlapping camp and establishment costs with simultaneously constructed Wondoola Access, Wondoola Bypass and Iffley Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Glenore Weir Road (Secondary Access)	\$ 11,743.38	\$ 13,417.00	100%	1.14	Overlapping costs with adjacent Glenore Weir Service Access, when assessing Assets together expenditure is expected to align closely with the combined RV.
Glenore Weir Service Access	\$ 41,470.85	\$ 31,310.36	100%	0.75	Overlapping costs with adjacent Glenore Weir Road (Secondary Access), when assessing together expenditure is expected to align closely with the combined RV.
Iffley Road	\$ 4,365,707.86	\$ 3,666,328.49	100%	0.84	Overlapping camp and establishment costs with simultaneously constructed Wondoola Access, Wondoola Bypass and Glenore Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Mundjuro Access	\$ 94,246.86	\$ 46,087.12	100%	0.49	Overlapping camp and establishment costs with simultaneously constructed Trenton Road and Pioneer Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Pioneer Access	\$ 34,977.91	\$ 44,262.44	100%	1.27	Overlapping camp and establishment costs with simultaneously constructed Trenton Road and Mundjuro Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Trenton Road	\$ 2,751,917.36	\$ 1,968,930.72	100%	0.72	Overlapping camp and establishment costs with simultaneously constructed Mundjuro Access and Pioneer Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Wondoola Access	\$ 471,158.12	\$ 634,508.34	100%	1.35	Overlapping camp and establishment costs with simultaneously constructed Iffley Road, Wondoola Bypass and Glenore Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Wondoola Bypass Road	\$ 1,021,560.02	\$ 1,046,739.17	100%	1.02	Overlapping camp and establishment costs with simultaneously constructed Wondoola Access, Iffley Road and Glenore Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Woodview Access	\$ 27,893.25	\$ 23,657.40	100%	0.85	Savings incurred due to crew working from town and no camp establishment required.
Yappar River Access	\$ 72,257.77	\$ 46,034.15	100%	0.64	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.
Yappar River Access (Secondary Access)	\$ 43,445.97	\$ 1,158.33	100%	0.03	Overlapping camp and establishment costs with simultaneously constructed Broadwater - Iffley Road and Claraville Road. When assessing roads together expenditure is expected to align closely with the combined RV.
TOTAL	\$ 13,768,314.21	\$ 11,436,745.99			



CARPENTARIA SHIRE COUNCIL

SUMMARY OF QRA21 EXPENDITURE

CURRENT

Project Completed

Forecast Project Expenditure to RV Ratio

1/11/2022

19.2%

0.97



Submission 1 - CSC.0052.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Pioneer Access	\$ 43,477.20	\$ 2,500.00	100%	0.06	Accrued costs processing, construction recently completed.
Wondoola Access	\$ 145,923.99	\$ 91,775.37	81%	0.78	Accrued costs processing, road currently under construction.
Trenton Road	\$ 2,759,624.32	\$ 1,374,075.11	47%	1.06	Accrued costs processing, road currently under construction.
Wondoola Bypass Road	\$ 335,719.59	\$ 151,511.57	44%	1.02	Accrued costs processing, road currently under construction.
Broadwater - Iffley Road	\$ 3,253,190.35	\$ 2,385.55	0%	1.00	Preliminary costs booked, no construction has commenced.
Broadwater Access	\$ 15,718.68	\$ -	0%	1.00	
Claraville Road	\$ 802,925.42	\$ 5,304.78	0%	1.00	Preliminary costs booked, no construction has commenced.
Cowan Downs Access	\$ 109,883.67	\$ -	0%	1.00	
Glenore Access	\$ 954,142.42	\$ -	0%	1.00	
Haydon Access	\$ 294,418.51	\$ -	0%	1.00	
Iffley Road	\$ 48,565.72	\$ 1,400.00	0%	1.00	Preliminary costs booked, no construction has commenced.
Mundjuro Access	\$ 269,163.15	\$ 285.93	0%	1.00	Preliminary costs booked, no construction has commenced.
Old Croydon Road (Unsealed)	\$ 410,198.93	\$ -	0%	1.00	
Sawtell Creek Access	\$ 46,052.54	\$ -	0%	1.00	
Warrenvale Access	\$ 112,183.94	\$ -	0%	1.00	
TOTAL	\$ 9,601,188.43	\$ 1,629,238.31			

*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
Wernadanga Access	\$ 408,403.56	\$ 199,885.43	100%	0.49	Accrued costs processing, construction recently completed.
Normanton - Burketown Road	\$ 3,384,537.60	\$ 2,809,560.87	100%	0.83	Accrued costs processing, construction recently completed.
Nardoo - Leichardt Road	\$ 4,089,855.77	\$ 1,184,817.56	30%	0.97	Accrued costs processing, road currently under construction.
Ten Mile Road	\$ 812,165.79	\$ 194,251.57	26%	0.90	Accrued costs processing, road currently under construction.
McAllister Road	\$ 1,111,966.62	\$ 38,334.58	4%	0.98	
Donors Hill - Augustus Downs Road	\$ 1,141,343.18	\$ 5,667.27	0%	1.00	Preliminary costs booked, no construction has commenced.
Inverleigh Access	\$ 2,341.08	\$ -	0%	1.00	
Inverleigh Access (Secondary Access)	\$ 6,577.32	\$ -	0%	1.00	
Karumba Pipeline Service Access	\$ 732,792.98	\$ 406.98	0%	1.00	Preliminary costs booked, no construction has commenced.
Lorraine Access	\$ 537,639.45	\$ 132,877.03	0%	1.00	Preliminary costs booked, no construction has commenced.
Neumayer Valley Access	\$ 408,933.45	\$ -	0%	1.00	
Yappar Street	\$ 32,194.71	\$ -	0%	1.00	
TOTAL	\$ 12,668,751.51	\$ 4,565,801.29			

Submission 3 - CSC.0048.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Inkerman Access	\$ 562,783.25	\$ 203,493.69	42%	0.87	Accrued costs processing, road currently under construction.
Stirling - Miranda Downs Road	\$ 924,687.03	\$ 131,349.60	15%	0.95	
Glencoe - Miranda Downs Road	\$ 3,529,821.76	\$ 276,909.90	8%	1.02	Accrued costs processing, road currently under construction.
Delta Downs Road	\$ 1,121,390.34	\$ -	0%	1.00	
Double Lagoon Access	\$ 165,580.92	\$ -	0%	1.00	
Lotus Vale - Stirling Road	\$ 1,128,254.06	\$ 79,351.57	0%	1.00	Preliminary costs booked, no construction has commenced.
TOTAL	\$ 7,432,517.36	\$ 691,104.76			

Submission 4 - CSC.0042.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Dunbar - Koolatah Road	\$ 254,319.58	\$ 100,448.13	0%	1.00	Preliminary costs booked, no construction has commenced.
Dunbar - Kowanyama Road	\$ 254,319.58	\$ 190.72	0%	1.00	Preliminary costs booked, no construction has commenced.
Koolatah - Drumduff Road	\$ 408,762.84	\$ 6,459.47	0%	1.00	Preliminary costs booked, no construction has commenced.
TOTAL	\$ 917,402.00	\$ 107,098.32			

Submission 5 - CSC.0049.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Koolatah - Dixie Road	\$ 1,359,200.81	\$ 272,402.99	22%	0.91	Accrued costs processing, road currently under construction.
TOTAL	\$ 1,359,200.81	\$ 272,402.99			



Appendix E - Approved Betterment Projects

Project	Value
Normanton to Burketown Pavement Improvements and Sealing (Project 11/12)	Project RV \$3.1million Construction value \$2.5million
Normanton to Burketown Pavement Improvements and Sealing (Project 13)	Project RV \$0.96million Construction value \$0.76million
Desludging of the Normanton Sewerage Lagoon	\$974,558
Disaster Coordination Shed	Project RV \$376,259.30 Construction Value \$390,090.91
Karumba Airport Weather Station	\$87,000
Karumba Chlorine Generator	\$180,000
Normanton Water Treatment Plant Pipework Upgrades	\$150,000
Normanton Water Treatment Plant Storage Upgrades	\$40,000
Investigation into New Karumba Sewage System	\$80,000
Glenore Weir Intake, Pipework and Valve Set Upgrades	\$320,000
Karumba Foreshore	\$500,000
Normanton Stormwater Upgrades	\$228,882
Armstrong Creek Causeway	\$793,339
Iffley Road gravel upgrade	\$4,206,687
Koolatah – Dixie Road widening	\$2,477,642
Karumba Shoreline Protection & Revitalisation – Beach Sand Retention Project	\$1,335,604
Inverleigh West Causeway Upgrade	\$500,000
Mitchell River Crossing Upgrade Investigation	\$300,000

Project has been completed

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11.3 WATER AND WASTE REPORT

Attachments: 11.3.1. Dirty Water Event Auditor Report [↓](#)

Author: Ben Hill - Manager Water and Sewerage

Date: 9 November 2022

Key Outcome: 5.3 - A safe and sustainable water network

Key Strategy: 5.3.1 Plan, deliver and manage efficient and sustainable, high quality, water supply systems.

Executive Summary:

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

- Water levels at Glenore Weir are approximately 6.9m (AHD).
- Total treated water was 88.2ML for the month.
- Failed pump replaced at Glenore Weir.
- Contractor engaged to refurbish the old clarifier.
- Discoloured and dirty water was experienced throughout Normanton during October.
- Various staff movements during September.
- Eight pressure sewer pumps were replaced in Karumba.

RECOMMENDATION:

That Council:

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

Background:

Glenore Weir

The water level at Glenore Weir was measured at 6.9m on the DNRME gauge (2.6m AHD). The Bureau of Meteorology recorded no rainfall at Normanton Airport during the month.

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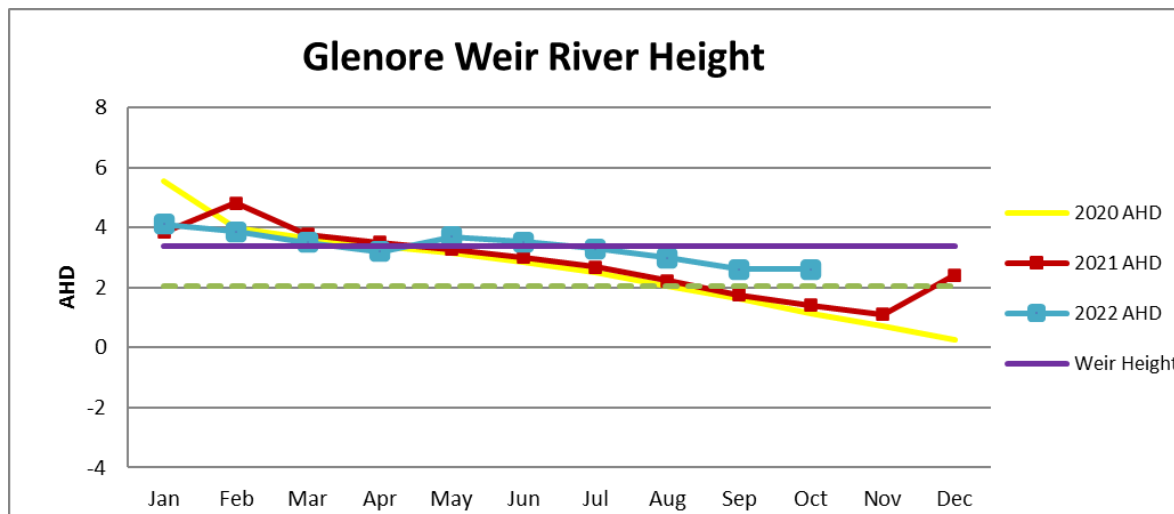


Figure 1: Glenore Weir River Height on the last day of the month.

Normanton Water Treatment Plant

For the month, 83.6ML was pumped from Glenore Weir and 4.6ML from the Normanton bore for a total of 88.2ML of raw water (see Figure 1).

Normanton used 55.3ML (62.6%) and 25.9ML (29.4%) was pumped to Karumba, approximately 4.5ML (5.1%) was used for backwashing and bulk water supply/storage. The remaining 2.9% was recorded as systems losses and flushing.

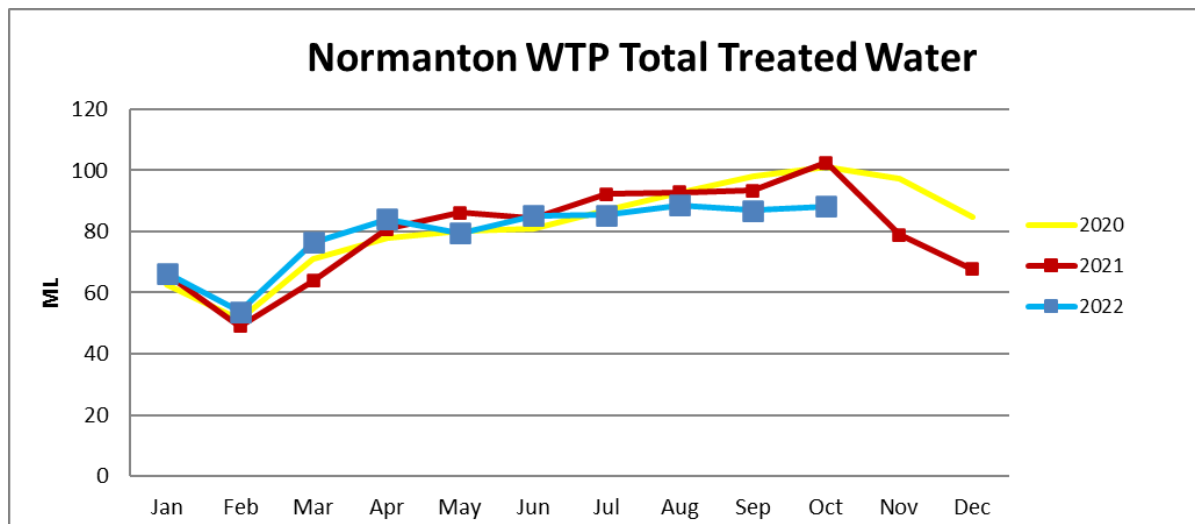


Figure 2: Total raw water treated

Maintenance and Upgrades

During September, Pump 3 at Glenore Weir failed and needed to be replaced. This was the original pump that was left in place during the recent change out, as it was initially anticipated that it would last longer. The new replacement pump was installed during the month and is working without issue. The wet end of the old pump will be fitted with a spare motor and kept as a spare.

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Preparations are being made for the refurbishment of the old clarifier at the water treatment plant. A contractor has been engaged and will perform all necessary repairs and assist with recommissioning. The contractors have been delayed by two weeks but are expected to be on site by the end of November. This will allow for increased redundancy and capacity at the treatment plant.

During the month, customers in Normanton experienced dirty water throughout the network. Council officers worked extremely hard to ensure the water met Australian Drinking Water Guidelines and Council's Drinking Water Quality Management Plan. Council maintained contact with consultants and the auditor to ensure a systematic approach was undertaken to rectify the issue as quickly as possible.

The auditor's conclusion is that a combination of issues led to the problem, as follows:

- opening/closing of valves during a recent mains burst
- increased levels of manganese entering the raw water from recent rainfall in the catchment
- lowering of pH during the initial round of flushing which caused issues in the reticulation network
- elevated temperatures impacting on the aging infrastructure during heatwave

A report is being compiled by the auditor and will be added to the Operations Manual as a troubleshooting guide for when the issue occurs again. Recommendations in the report will be implemented and followed with procedures that are currently being developed. A copy of the draft report is attached for Councillor reference and comment.

Normanton Sewage Treatment Plant and Reticulation Network

Normanton Sewerage Treatment Plant (STP) received approximately 10ML (see Figure 3) of wastewater for the month.

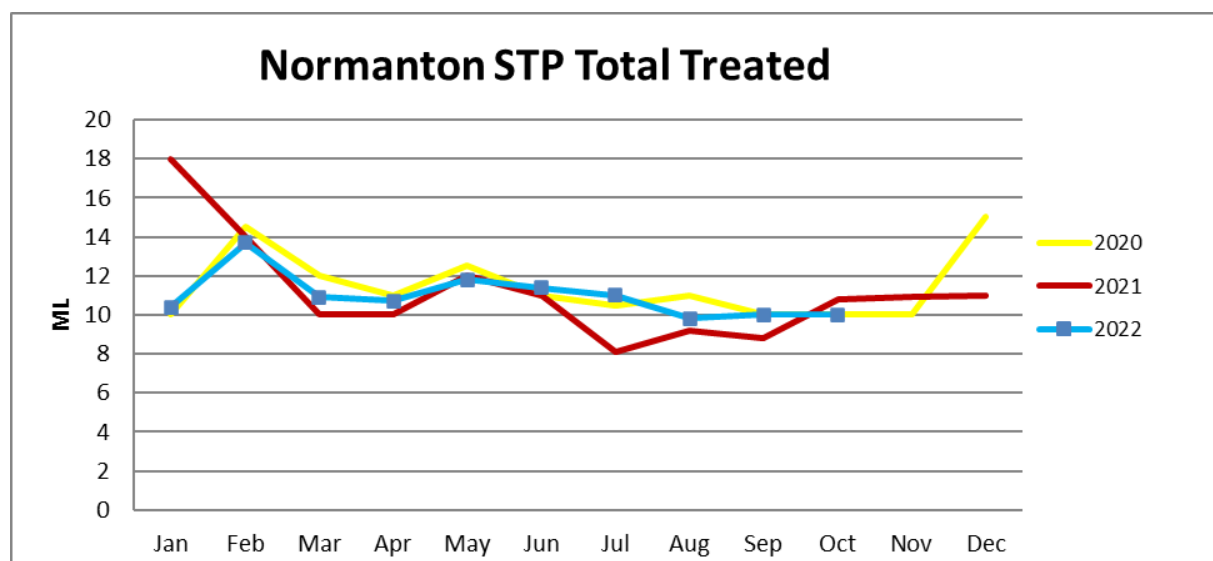


Figure 3: Total volume treated at Normanton STP

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Maintenance and Upgrades

A new assistant has started in Normanton who will continue to assist the Senior Operator for water and wastewater operations. Initially he will focus mostly on sewer operations while learning other aspects of the treatment processes.

Karumba STP and Low Pressure Network

Karumba Sewage Treatment facility treated approximately 4.3ML (see Figure 4) for the month.

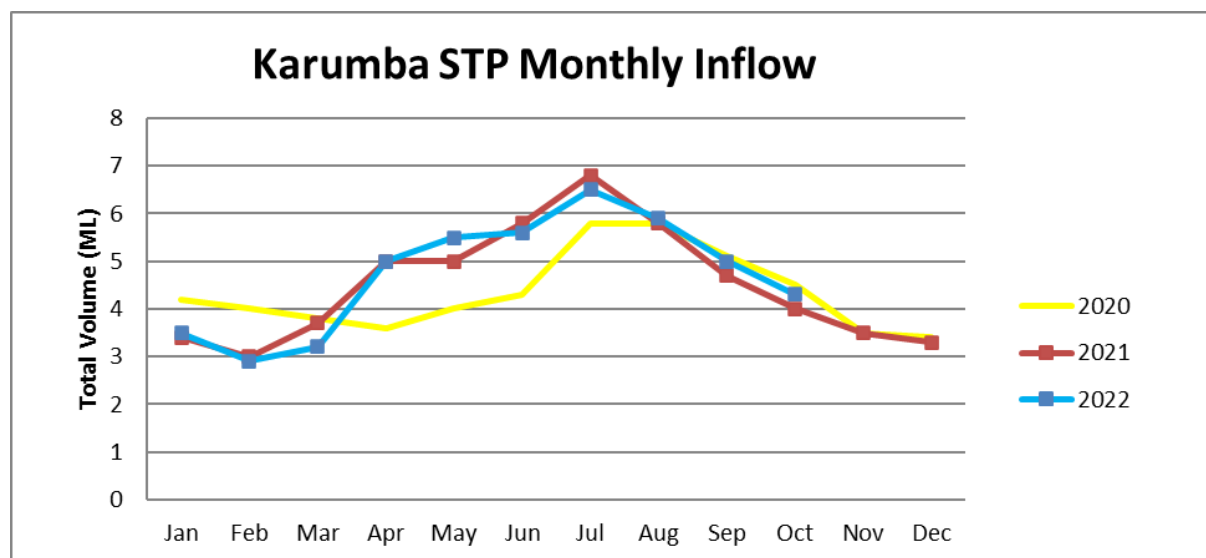


Figure 4: Total Monthly inlet flow for Karumba STP.

Compliance

Samples sent that while irrigation was occurring were found to be within range of all parameters as set out in the Environmental Authority.

Maintenance and Upgrades

For the month, eight low pressure pumps were replaced with new pumps. Serial numbers, addresses and further details are being kept for assessment over the next couple of years. The replacement of the pumps with new spares has so far worked out to be more economical than the previous way of operating. Another order for 40 pumps is about to be placed, Council receives a significant price break discount at this level, and it is consistent with previous OPEX expenses.

Various maintenance tasks were carried out, with particular focus on the membranes. Further work needs to be undertaken to ensure they last until the new ones can be installed. It is the manager's opinion that they will last providing they are properly cared for between now and then.

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Karumba Waste Transfer and Normanton Landfill

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

Discussions were had in relation to disposal and usage of fishing nets, Wanless have requested that Council notify them prior to bringing nets over to ensure that an appropriate location can be prepared for their immediate disposal. Concerns were also raised by a member of the public in relation to use of netting to capture wind-blown rubbish capturing wildlife. Wanless will document daily inspections of the netting and record any incidents of the wildlife becoming captured.

Further discussions were had around a potential clean-up of the waste behind Karumba Transfer Station. Wanless are interested in assisting with the clean up and will try and provide an option that is financially advantageous to Council. They are currently preparing a proposal for a future decision.

Finances

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure				
Landfill/ Waste Transfer Operations	678,457	128,550	487,700	616,249
Refuse Collection	197,419	69,311	0	69,311
Sewerage	1,477,820	256,662	65,398	322,059
Water	2,658,747	526,904	80,829	607,733
Operating Expenditure Total	5,012,443	981,427	633,926	1,615,353
Operating Income				
Landfill/ Waste Transfer Operations	-737,000	-375,211	0	-375,211
Refuse Collection	0	-1,694	0	-1,694
Sewerage	-1,660,000	-736,251	0	-736,251
Water	-1,847,000	-1,104,628	0	-1,104,628
Operating Income Total	-4,244,000	-2,217,784	0	-2,217,784
Grand Total	768,443	-1,236,357	633,926	-602,431

Consultation (Internal/External):

- Michael Wanrooy - Director of Engineering.
- Ben Hill - Manager Water and Waste.
- Executive Leadership Team
- Trades and operational staff.
- Northern Water Management.
- Viridis Pty Ltd.
- Wanless Pty Ltd.

Legal Implications:

- Low – within normal operational parameters.

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Financial and Resource Implications:

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

Risk Management Implications:

- Nil.



EVENT REPORT

Water Quality

DIRTY WATER EVENT 22 OCTOBER 2022

Version 0 Last Updated 9/11/2022

1. EVENT DETAILS

On Saturday 22 October 2022 council received the first call from residents in Normanton regarding turbid and discoloured water in their household taps.

The event continued for 14 days and was closed on Friday 4 November 2022 when the council confirmed that the reticulation network water returned to clear.

2. RESPONDING PERSONNEL

The personnel who responded to the event are listed below.

Position	Responsibility
Manager Water and Waste	<ul style="list-style-type: none">Overall responsibility for the water supply system.
Water and Waste Supervisor (Maintenance)	<ul style="list-style-type: none">WTP jar testing and plant optimisation;Scheduling flushing, storage of records and review of regular flushing program.
Water and Waste (Maintenance) team members	<ul style="list-style-type: none">Performing the flushing and recording relevant details.
External Water Quality Advisor	<ul style="list-style-type: none">Northern Water Management Pty Ltd (NWM) was contacted to provide technical support during the event.

3. COMPLAINTS LOG

The council's general number was called by customers in Normanton. Approximately five calls were received from customers mostly within the immediate township area.

There were no calls received from customers in Karumba.

4. INVESTIGATION AND ACTIONS

4.1 ACTION NO.1 – RAW WATER TURBIDITY MONITORING

Raw water turbidity was reviewed and nothing out of the ordinary was found. The results are below.

Event Report 22 October 2022

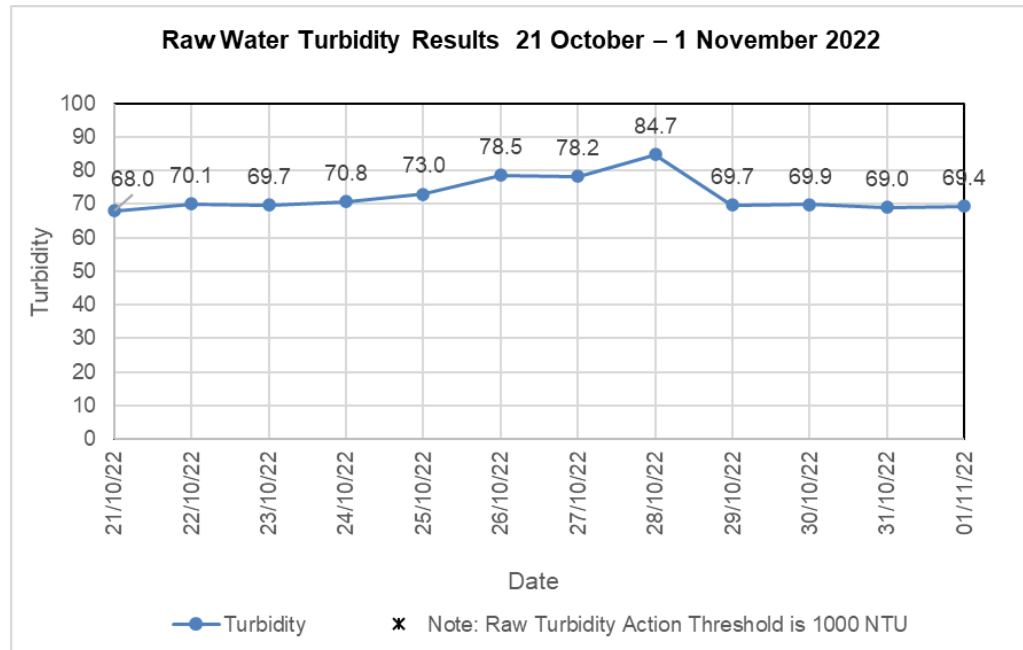


Figure 1 – Raw Water Turbidity Results 21 – 1 November 2022

4.2 ACTION NO.2 – TREATMENT PLANT OPTIMISATION

The council staff initially suspected that the water treatment plant (WTP) needed to be optimised to solve the issue and was the primary focus early in the event.

4.2.1 Jar Testing

Jar testing was undertaken at the WTP to check if the plant was running optimally.

It was found that the turbidity from the clarifiers (to the filters) was in the normal range. The results are below.

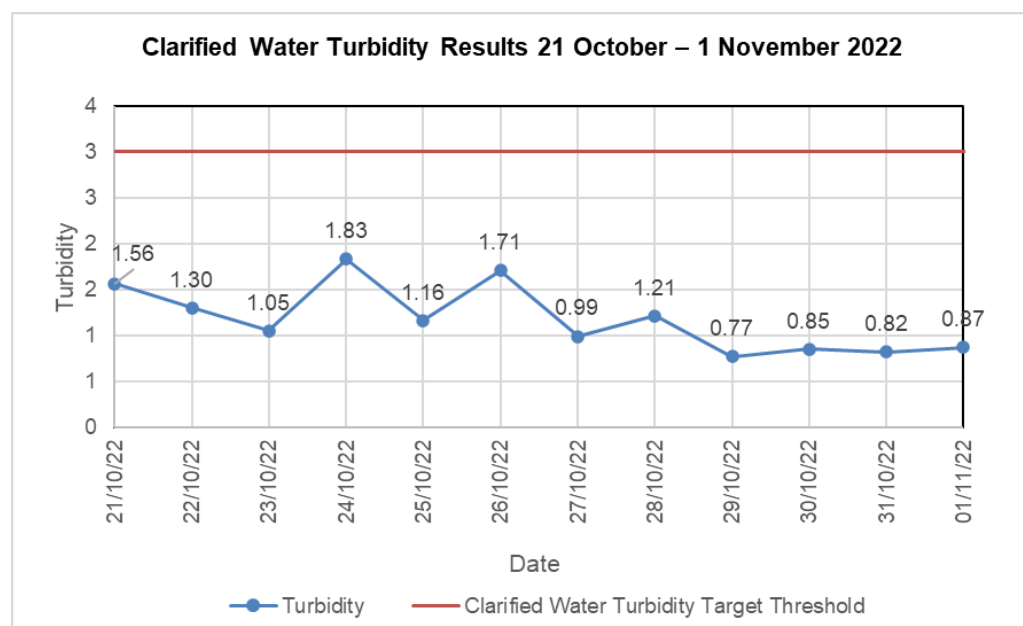


Figure 2 – Clarified Water Turbidity Results 21 October – 1 November 2022

It was found that the turbidity from the individual filters was mostly in the normal range, and the combined filter turbidity was below threshold, and well below the issues found in the reticulation system. The results are below.

Event Report 22 October 2022

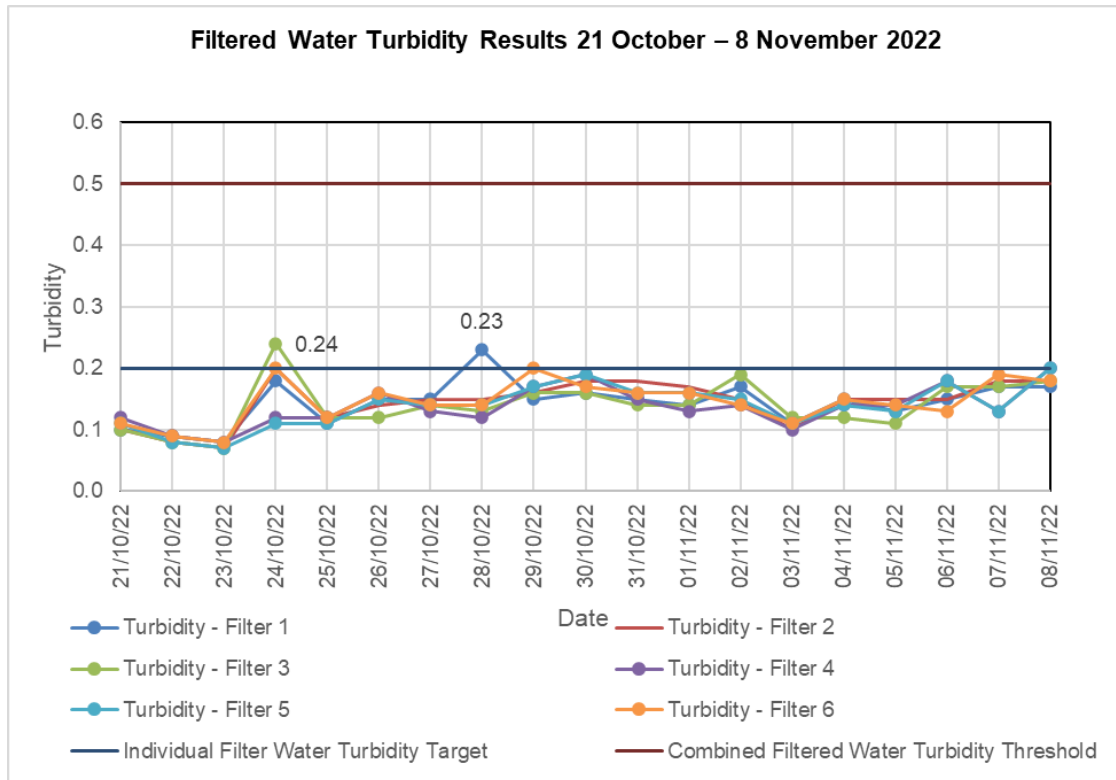


Figure 3 – Filtered Water Turbidity Results 21 October – 8 November 2022

It was found that the turbidity in the reticulation system was above the ADWG desirable level of 1 NTU but below the limit of 5 NTU. Under the state guidelines, the findings are not reportable to the regulator as they are not a health guideline, however, we recommend reporting above 5 NTU however this is not the case here. The results are below.

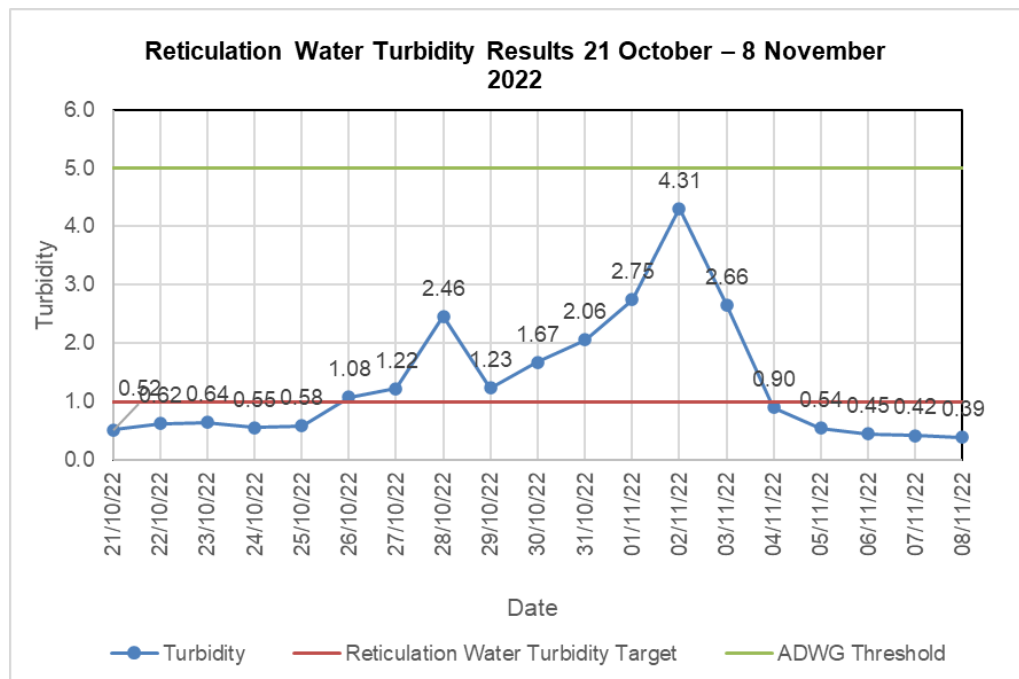


Figure 4 – Reticulation Turbidity Results 21 October – 8 November 2022

Event Report 22 October 2022

4.2.2 Chemical Change Trials

Whilst jar testing was undertaken several times during the event, given the complex chemical nature of water, this testing does not always reveal issues immediately. It can take time for chemical reactions to take effect and can therefore appear later in the water age, often in the reticulation system. This can be attributed to the dissolved chemical and physical elements in the water. Oxidant and pH levels play a role in such events.

Three trials were undertaken to determine if pH and chlorine were playing a role in the event:

Trial	Theory	Actions & Outcomes
1 – pH reduction by lowering soda ash levels, and decreasing oxidation by lowering chlorination	<ul style="list-style-type: none"> Reducing soda ash dosing will lower the pH closer to natural levels. This allows dissolved metals such as iron to stay in solution and avoid precipitation; Decreasing chlorination will reduce the oxidation of elements such as iron and will be more likely to stay in solution and avoid precipitation; The theory was to avoid suspended particles in the water which may cause turbidity issues. 	<ul style="list-style-type: none"> Changes were made for 4 days between Monday 24th – 27th October 2022; pH was changed from the normal operating set point (7.8) by -0.2; Chlorine was changed from the normal operating set point (1.4 mg/L) by -0.2 mg/L; Both parameters were still within ADWG and DWQMP ranges; The outcome was that the turbidity was higher than normal in the clear water storage, and the trial was abandoned. It was during this time that the most significant increase in discoloured water was experienced in the reticulation network. The trial took 3 days as the change in pH takes 2-3 days to take effect.
2 - pH increases by increasing soda ash levels, and increasing oxidation via additional chlorination	<ul style="list-style-type: none"> Increasing soda ash dosing will raise the pH. This allows dissolved metals such as iron to precipitate. This occurs in the coagulation stage and before filtration where these elements can be filtered; Increasing chlorination will increase the oxidation of elements such as iron and will be more likely to precipitate; The theory was that precipitated elements will be filtered due to pH lowering, and any remaining elements will settle in the clear water storage or the pipe network, reducing turbidity issues. The only issue with this theory is that the clear water storage and networks will require periodic cleaning/flushing. 	<ul style="list-style-type: none"> Changes were made for 4 days between Monday 28th – 31st October 2022; pH was changed from the normal operating set point (7.8) by +0.2; Chlorine was changed from the normal operating set point (1.4 mg/L) by +0.2 mg/L; Both parameters were still within ADWG and DWQMP ranges; The outcome was that the turbidity was slightly higher than normal in the clear water storage. The trial was abandoned and the set points returned to normal. The trial took 3 days as the change in pH takes 2-3 days to take effect.
3 – Chlorine addition prior to the filters	<ul style="list-style-type: none"> Increasing chlorination will increase the oxidation of elements such as iron and will be more likely to precipitate; The theory was that the additional pre-filtration oxidation will precipitate elements at the filters. This is additional to the normal operating practices. 	<ul style="list-style-type: none"> Changes were made for 2 days between Wednesday 2nd – Thursday 3rd November 2022; pH was set at the normal operating set point (7.8); Chlorine was set at the normal operating set point (1.4 mg/L); Additional chlorine was dosed at the clarifier outlet at 1.389 mg/L; The outcome was that the turbidity was lower in the reticulation and the

Event Report 22 October 2022

Trial	Theory	Actions & Outcomes
		dosage continued beyond the event closing date.

ADWG = Australian Drinking Water Guidelines
DWQMP = Drinking Water Quality Management Plan

The pH and chlorination changes are displayed below with the corresponding turbidity results also shown.

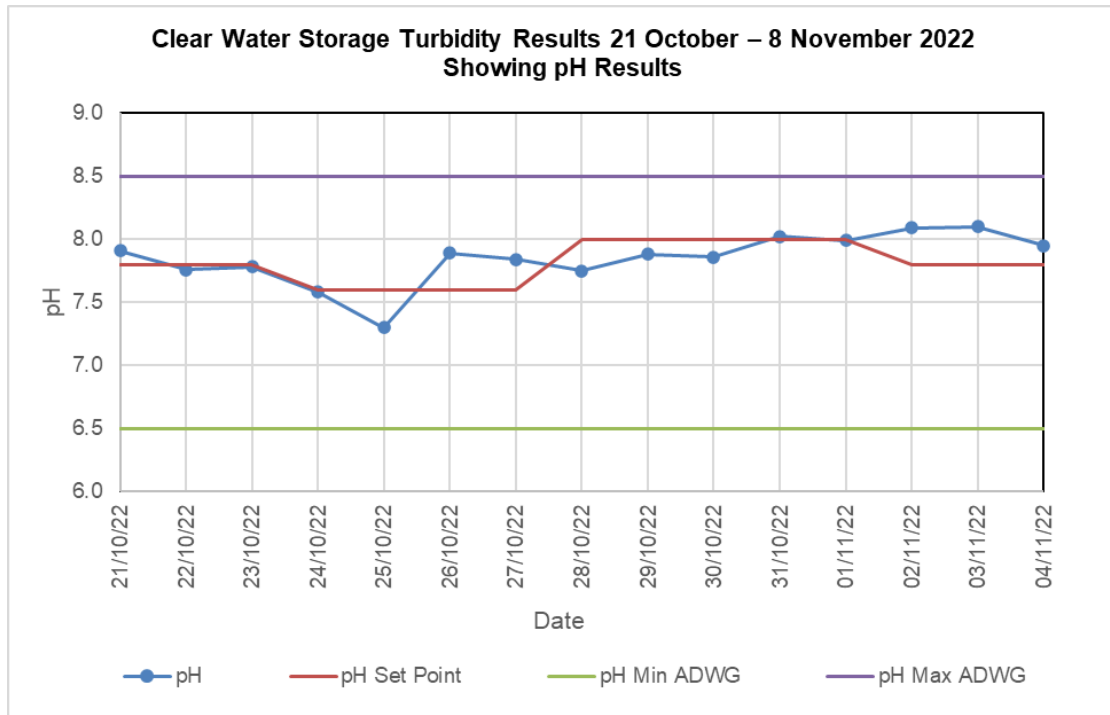


Figure 5 – Clear Water Storage Turbidity Results 21 October – 8 November 2022 Showing pH Results

Event Report 22 October 2022

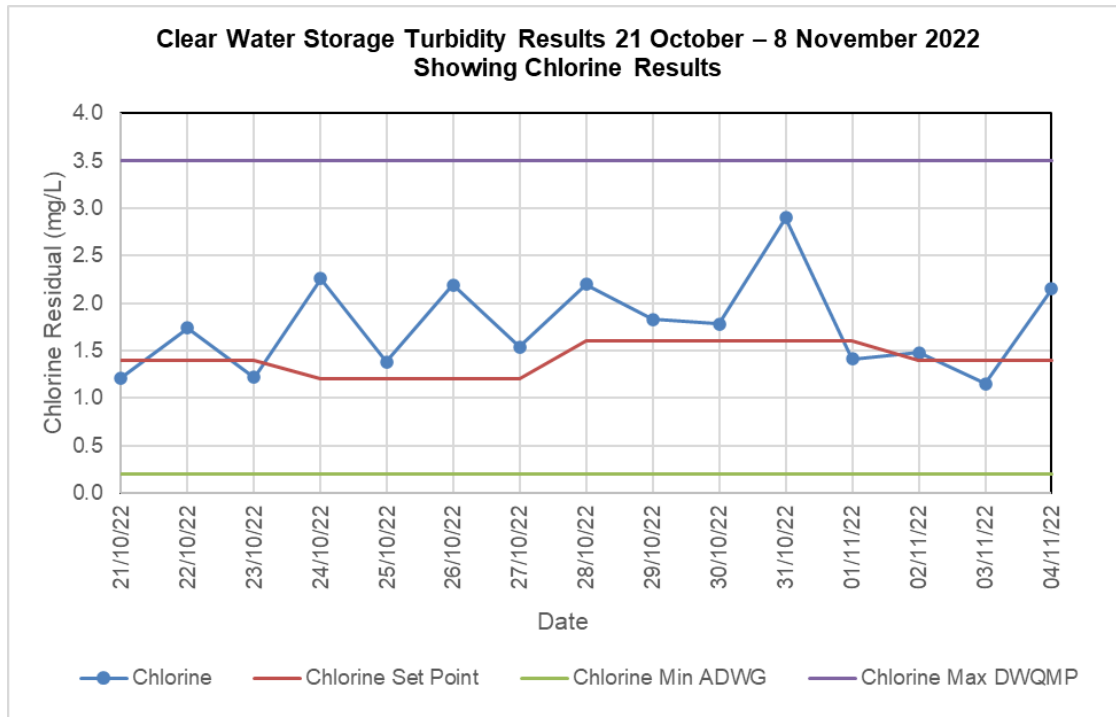


Figure 6 – Clear Water Storage Turbidity Results 21 October – 4 November 2022 Showing Chlorine Results

Water quality results showed that the plant was optimised in accordance with the plant operating manual, however, the additional chlorine dosing prior to the filters proved to be the main solution. This practice should continue subject to manganese concentrations in the raw water. In summary, the event was not from the normal WTP operations but attributed to an unusually higher concentration of manganese in the raw water. See later for flushing and other causes which are related to the cause and outcomes.

The chlorine concentrations were above the target set point, however, during the event, it was appropriate to have a higher disinfection level to counteract the higher turbidity in the reticulation network.

4.3 ACTION NO.3 – FLUSHING

In parallel with the WTP optimisation, flushing of the town network commenced on the day after the first complaints were received. The flushing occurred in 2 phases as described below.

Phase	Period	Actions & Outcomes
1	<ul style="list-style-type: none"> Saturday 22nd October 2022 – Monday 24th October 2022 	<ul style="list-style-type: none"> Standard flushing in accordance with CSC procedure “Flushing of Water Networks”; 6 dead-end points were flushed: <ul style="list-style-type: none"> Gough St; Travers St; Old Croydon Rd; Rodeo Grounds; Hospital Rd; Burn Philip Residence. Flushing records are provided in Appendix A
2	<ul style="list-style-type: none"> Tuesday 25th October 2022 – Tuesday 1st November 2022 	<ul style="list-style-type: none"> Standard flushing in accordance with CSC procedure “Flushing of Water Networks”; The flowing streets were flushed: <ul style="list-style-type: none"> Landsborough St; Thompson St; Woodward St;

Event Report 22 October 2022

		<ul style="list-style-type: none">○ Noel St West;○ Sutherland St;○ Wurrup St;○ Haig St;○ Robert Walker Dr;▪ Flushing records are provided in Appendix A
--	--	--

In all flushing activities, the water mains were flushed until the water was clear.

4.4 ACTION NO.4 – RESEARCH OF OTHER CAUSES

Given that the WTP was optimised and that the flushing activity was taking longer than expected, the council and NWM discussed the extent of the flushing program before the introduction of the 2022 flushing program, as it was suspected that the new program had stirred up a larger issue. Council advised that flushing had occurred informally before this 2022 program and was unlikely the cause of the current issue. Given that the cause was not likely to be the flushing program, the discussion then led to the question of if anything had changed in the system recently.

Council advised that a water main had burst on around 8th October 2022. A standard repair was undertaken and the water main was flushed, which indicated that any dirt from the repair activity was purged from the system. Council advised, however, that the operators/maintainers had trouble isolating the main before being able to perform the repair. They had opened and closed approximately 12 valves to be able to complete the isolation. Upon repair completion, all valves were believed to be open. NWM advised that they had experienced a similar issue elsewhere previously where a main had been inadvertently isolated for several years, and upon opening a valve(s), the main released dirty water into the system. Council advised that this matched the event as the repair location was in a location where water could circulate throughout the water supply network, and could be closed and not be noticed. Upon review, given the additional pre-filter chlorine dosage had improved the reticulation water colour, it is unlikely that the event was due to an opened section, however it may have played a small role in exacerbating the issue.

5. CONCLUSIONS

A systematic process was used to determine the cause of the dirty water event. This troubleshooting process was consistent with common industry practice.

The event was likely caused by a higher than usual manganese concentration in the raw water. This is a common issue during dryer periods where contaminants become concentrated. The aged reticulation system may have played a role as a dirty water source but this is inconclusive. Further investigation may reveal issues with the aging assets.

The WTP team worked consistently with additional hours spent throughout the event to resolve the issue.

The drinking water quality at no time during the event breached the ADWG and met the DWQMP which was approved by the state government.

6. RECOMMENDATIONS

It is recommended that:

1. This event report be added to the operations and maintenance manual under a section for troubleshooting guides;
2. All mains repairs record the valves that were exercised and what position they were moved from and to i.e., clockwise or anticlockwise turns to close and then reopen, or vice versa. This provides information on whether a pipeline section was previously in an incorrect position;
3. Flushing occurs on either side of the isolated repair section to provide a check to ensure sections previously incorrectly isolated are also flushed;
4. The flushing program is continued indefinitely;

Event Report 22 October 2022

5. Operations commence quarterly monitoring for manganese;
6. Additional jar testing including overnight testing of chlorine effect on colour and turbidity should commence at regular intervals and at least annually in early October when raw water conditions concentrate contaminants such as iron and manganese. A turbidity trigger value consistent with the existing DWQMP can be used;
7. Additional temporary treatment via pre-chlorination dosing occurs when needed which is subject to manganese levels;
8. Council considers replacing some of the aging pipeline infrastructure as asbestos cement and cast iron assets can attribute to dirty water issues through leaching.

Appendix A – Flushing Records

Event Report 21 October 2022

Appendix A – Water Supply Flushing Record Sheet

Procedure: Flushing of Water Networks

Performed By: _____

Reason for flushing: (Reactive/Planned) _____

Time	Date	Point No.	Hydrant/Scour Location (adjacent street for no address)	Run Time (min)	Start Water Colour	End Water Colour	Comments (e.g., Air in line, Cloudy, Sediment type)
11:03 am/pm	25/10/22	NFP 7	corner of Green Sutherland	20 min	N/A	N/A	had a rusty look came clear after 20 min
11:28 am/pm	25/10/22	NFP 2	corner of Noel road Travers	50 min	N/A	N/A	was very dirty
1:25 am/pm	25/10/22	NFP 8A	52 Woodward	50 min	N/A	N/A	was very dirty
2:20 am/pm	25/10/22	NFP 8B	257 Duffon	15 min	N/A	N/A	had a rusty look came great after 15 min
2:40 am/pm	25/10/22	NFP 9	14 Learyway	20 min	N/A	N/A	light brown colour, came clean 20 mins later.
2:44 am/pm	26/10/22	NFP 10	26 Noel	50 min	N/A	N/A	light brown colour, came clean 50 mins later.
3:14 am/pm	26/10/22	NFP 11	corner of Cateen + Philp St.	50 min	N/A	N/A	very dirty
10:30 am/pm	27/10/22	NFP 6	corner of Russell + Macdonnell St.	45 min	N/A	N/A	very dirty
11:30 am/pm	27/10/22	NFP 1	corner of Sutherland + Green St.	46 min	N/A	N/A	had brown colour at start.
1:30 am/pm	27/10/22	NFP 7	corner of Travers + Noel St	5 min	N/A	N/A	came out clear after 5 min.
1:35 am/pm	27/10/22	NFP 2		7 min	N/A	N/A	yellow tongue, came clear after 7 min.

Appendix A – Water Supply Flushing Record Sheet

Procedure: Flushing of Water Networks

Performed By: _____

Reason for flushing: (Reactive/Planned) _____

Time	Date	Point No.	Hydrant/Scour Location (adjacent street for no address)	Run Time (min)	Start Water Colour	End Water Colour	Comments (e.g., Air in line, Cloudy, Sediment type)
1:43 am/6m	27/10/22	NFP 8-B	57 OTERO ST	7 mins	N/A	N/A	Yellow Tinge at street came clean after 7 mins.
1:53 am/6m	27/10/22	NFP 8-A	58 Woodward ST	30 mins	N/A	N/A	Yellow Tinge at street came clean after 30 mins.
2:32 am/6m	27/10/22	NFP #12	5 BALDWIN ST	10 mins	N/A	N/A	Yellow Tinge at street came clean after 10 mins.
2:44 am/6m	27/10/22	NFP #13	LITTLE BEAUM ST	12 mins	N/A	N/A	Very Dirty came clean after 12 mins.
8:59 am/6m	28/10/22	NFP #14	14 HOMPSON ST	50 mins	N/A	N/A	Yellow Tinge at street came clean after 50 mins.
10:08 am/6m	28/10/22	NFP #15	25 BEAUM ST	40 mins	N/A	N/A	Yellow Tinge at street came clean after 40 mins.
11:05 am/6m	28/10/22	NFP #16	74 LANDSBOROUGH ST	5 mins	N/A	N/A	Still clean.
11:23 am/6m	28/10/22	NFP #17	8 WOODWARD ST	30 mins	N/A	N/A	Very Dirty came clean after 30 mins.
1:10 am/6m	28/10/22	NFP #19	WILKINSON ST	10 mins	N/A	N/A	Yellow Tinge came clean after 10 mins.
7:38 am/6m	31/10/22	NFP #20	12 LANDSBOROUGH ST	60 mins	N/A	N/A	Yellow Tinge, came clean after 10 mins.
8:26 am/6m	31/10/22	NFP #21	92 LANDSBOROUGH ST	5 mins	N/A	N/A	Light Yellow Tinge came clean after 5 mins.

Appendix A – Water Supply Flushing Record Sheet

Procedure: Flushing of Water Networks

Performed By: _____

Reason for flushing: (Reactive/Planned) _____

Time	Date	Point No.	Hydrant/Scour Location (adjacent street for no address)	Run Time (min)	Start Water Colour	End Water Colour	Comments (e.g., Air in line, Cloudy, Sediment type)
8:36 am/pm	31/10/22	NFP #22	72 LANDSBROOK ST	45 mins	N/A	N/A	VERY DIRTY CAME CLEAN AFTER 45 MINS. (DARK BROWN)
9:13 am/pm	31/10/22	NFP #23	60 LANDSBROOK ST	20 mins	N/A	N/A	YELLOW TINGE CAME CLEAN AFTER 20 MINS.
9:36 am/pm	31/10/22	NFP #24	36 LANDSBROOK ST	40 mins	N/A	N/A	YELLOW TINGE CAME CLEAN AFTER 40 MINS.
10:14 am/pm	31/10/22	NFP #25	26 LANDSBROOK ST	30 mins	N/A	N/A	LIGHT YELLOW TINGE CAME CLEAN AFTER 30 MINS.
10:47 am/pm	31/10/22	NFP #26	BAEBA MOTEL LANDSBROOK ST	10 mins	N/A	N/A	AFTER 70 MINS. YELLOW TINGE CAME CLEAN AFTER 10 MINS.
12:37 am/pm	31/10/22	NFP #27	38 SUTHERLAND ST	10 mins	N/A	N/A	YELLOW TINGE CAME CLEAN AFTER 20 MINS.
12:46 am/pm	31/10/22	NFP #14	30 THOMPSON ST	20 mins	N/A	N/A	YELLOW TINGE CAME CLEAN AFTER 20 MINS.
1:13 am/pm	31/10/22	NFP #28	COLEMAN OF DUTTON & THOMPSON ST	5 mins	N/A	N/A	YELLOW TINGE CAME CLEAN AFTER 5 MINS.
1:32 am/pm	31/10/22	NFP #29	THOMSON ST S.E.S	30 mins	N/A	N/A	BROWN TINGE CAME CLEAN AFTER 30 MINS.
2:00 am/pm	31/10/22	NFP #30	CORNER OF THOMPSON & EVANS ST	10 mins	N/A	N/A	LIGHT YELLOW TINGE CAME CLEAN AFTER 10 MINS.
2:11 am/pm	31/10/22	NFP #31	8 LANDSBROOK ST	5 mins	N/A	N/A	AFTER 15 MINS.

Appendix A – Water Supply Flushing Record Sheet

Procedure: Flushing of Water Networks

Performed By: _____

Reason for flushing: (Reactive/Planned) _____

Time	Date	Point No.	Hydrant/Scour Location (adjacent street for no address)	Run Time (min)	Start Water Colour	End Water Colour	Comments (e.g. Air in line, Cloudy, Sediment type)
2:35 am / PM	31/10/22	NFP #31	WOODWARD ST	5 mins	N/A	N/A	CAME OUT CLEAN PAUCES WINS WAS STILL CLEAR.
2:44 am / PM	31/10/22	NFP #32	GOPHUR ST	10 mins	N/A	N/A	BROWN LINE SAME CLEAR AFTER 10 MINS.
6:45 am / PM	1/11/22	NFP #19	WILKINSON ST	1440m	N/A	N/A	VERY DIRT CAME CLEAN AFTER 1440 MINS. LIGHT YELLOW COLOUR CAME
7:00 am / PM	1/11/22	NFP #33	WILKINSON ST	5 mins	N/A	N/A	CLEAR AFTER 56 MINS.
8:24 am / PM	1/11/22	NFP #34	4 FOLKSTILL ST	20 mins	N/A	N/A	BROWN COLOUR CAME CLEAN AFTER 20 MINS.
9:17 am / PM	1/11/22	NFP #34	SCOTT'S YARD	25 mins	N/A	N/A	BROWN COLOUR CAME CLEAN AFTER 25 MINS.
9:35 am / PM	1/11/22	NFP #35	3 NORMAN ST	10 mins	N/A	N/A	BROWN COLOUR AT STREET CAME CLEAR AFTER 10 MINS.
10:00 am / PM	1/11/22	NFP #36	ROBERT WALKER	10 min	N/A	N/A	DARK BROWN AT STREET CAME CLEAR AFTER 10 MINS.
10:15 am / PM	1/11/22	NFP #37	13 DOCK STREET	30 mins	N/A	N/A	DARK BROWN COLOUR CAME CLEAN AFTER 30 MINS.
11:31 am / PM	1/11/22	NFP #38	16 PHILIP ST	10 mins	N/A	N/A	DARK BROWN COLOUR CAME CLEAR AFTER 10 MINS.
11:41 am / PM	1/11/22	NFP #39	10 TROVAT ST	10 mins	N/A	N/A	DARK BROWN COLOUR CAME CLEAR AFTER 10 MINS.

Appendix A – Water Supply Flushing Record Sheet

Procedure: Flushing of Water Networks

Performed By: _____

Reason for flushing: (Reactive/Planned) _____

Time	Date	Point No.	Hydrant/Scour Location (adjacent street for no address)	Run Time (min)	Start Water Colour	End Water Colour	Comments (e.g., Air in line, Cloudy, Sediment type)
11:48 am/pm	1/11/22	NFP #40	52 RILD ST	5 mins	N/A	N/A	RAN CLEAN AT START LET RUN FOR 5 mins STILL CLEAN.
12:03 am/pm	1/11/22	NFP #41	56 DUFF ST	5 mins	N/A	N/A	RAN CLEAN AT START, LET RUN FOR 5 mins STILL CLEAN.
12:15 am/pm	1/11/22	NFP #42	FRONT OF HOSPITAL CORNER OF SIMPSON	40 mins	N/A	N/A	START 5 mins colour, came clean after 40 mins, LEFT YELLOW, came clean after 15 mins.
1:05 am/pm	1/11/22	NFP #43	x HENRIETTA ST	15 mins	N/A	N/A	LEFT YELLOW colour, came clean after 10 mins.
1:24 am/pm	1/11/22	NFP #44	FRONT OF LUTHERAN CHURCH CORNER OF BRADIE	10 mins	N/A	N/A	CLEAN AFTER 10 mins.
1:40 am/pm	1/11/22	NFP #45	x BRADIE ST	10 mins	N/A	N/A	LEFT YELLOW came clean after 10 mins.
2:45 am/pm	1/11/22	NFP #46	39 WOODWARD ST	15 mins	N/A	N/A	BROWN colour, RAN clean after 15 mins
2:55 am/pm	1/11/22	NFP #47	HARG ST	50 mins	N/A	N/A	BROWN colour came clean after 50 mins
3:01 am/pm	1/11/22	NFP #48	35 DUTTON ST	20 mins	N/A	N/A	YELLOW colour came clean after 20 mins.
3:20 am/pm	1/11/22	NFP #49	HAULDSWORTH ST	20 mins	N/A	N/A	BROWN colour came clean after 20 mins.
3: am/pm	1/11/22	NFP #50			N/A	N/A	

BUSINESS PAPERS

11.4 WORKSHOP REPORT

Attachments:	NIL
Author:	William Bollen - Workshop Foreman
Date:	9 November 2022
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	
P3811 Wirtgen Stabiliser	250hr service completed onsite, workshop staff and machine operator have completed machine familiarisation and maintenance recommendations with WIRTGEN coming up and doing onsite training. @ (89B)
P3810 Skid steer	500hr service completed. Replaced alternator and AC belts.
P9930 Fleet Crew Landcruiser Dual Cab Ute	80k service and rear shock absorbers replaced
P9923 Fleet Crew Landcruiser Dual Cab Ute	20k service and checks
P9932 Fleet Crew Landcruiser Dual Cab Ute	60k service and checks

BUSINESS PAPERS

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

BUSINESS PAPERS

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

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

Plant not currently being used:

Consultation (Internal/External):

- Nil.

Legal Implications:

- Nil.

Financial and Resource Implications:

- Nil.

BUSINESS PAPERS

Risk Management Implications:

- Within normal operating parameters.

BUSINESS PAPERS

11.5 BUILDING AND PLANNING REPORT

Attachments:	NIL
Author:	Elizabeth Browning - Engineering Records Operator
Date:	9 November 2022
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.

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

RECOMMENDATION:

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

Background:

Planning Applications Received

DA No.	Applicant	Address	Application Type	Status
I/2205	Lyu Family Investments Pty Ltd	67 Yappar Street, Karumba QLD 4891 (Lot 1 on K36412)	Minor Changes	Pending
I/2218	S & J Wright Investments Pty Ltd	2 Col Kitching Drive, Karumba QLD 4891 (Lot 65 SP166290)	Building Work Assessable against Planning Scheme	Pending

Planning Applications Approved

DA No.	Applicant	Address	Application Type	Status
I/2223	Luke Simmons (Haydon Station)	Gulf Developmental Road Normanton QLD 4890 (Lot 1 on OK4)	Operational work for four (4) sub- artesian bores for stock purposes (2209-30901 SDA)	Approved, subject to conditions

Building Applications Received by Building Certifier

DA No.	Applicant	Address	Application Type	Value
I/2222	Gulf Christian College Ltd	20 Norman Street Normanton QLD 4890	Alterations to existing Dwelling to Dual Occupancy	tba

BUSINESS PAPERS

Building Permits Issued

DA No.	Applicant	Address	Application Type	Value
N/A				

Applications pending waiting on further information (Applicants advised)

DA No.	Applicant	Address	Application Type	Date Received
I/2209	D Wren Pty Ltd & F Wren Pty Ltd c/-RPS Australia East Pty Ltd	132-138 Yappar Street Karumba QLD 4891	Operational Works (Karumba Revetment Wall – Karumba Seawall)	SARA advice: Application not properly made. Lot 103 SP118075 to be included as part of the subject site for proposed works

Consultation (internal/external)

- Jennifer Roughan – Consultant Town Planner
- Email from Ergon Energy (Tracy Wone) dated 18/10/2022
Confirming contacts for LGA - AER Public Lighting 2025-30 Consultation

Legal implications

- N/A

Policy Implications

N/A

Financial and Resource Implications

- Letter to LGAs from QBCC dated 13/10/2022
Work Performance Arrangement (WPA) for Notifiable Work Inspections – annual increase in payment amount for 2022/2023

Risk Management Implications

- Low – risks are within normal operational parameters.

BUSINESS PAPERS

11.6 APPLICATION NO. I/2218 - DEVELOPMENT PERMIT - STORAGE SHED IN KARUMBA POINT TOURIST PARK AT 2 COL KITCHING DRIVE, KARUMBA

Attachments:	11.6.1. 2 Col Kitching Drive, Karumba - Combined Report ↓ 11.6.2. Approved plans minor change - 2 Col Kitching Drive ↓
Author:	Elizabeth Browning - Engineering Records Operator
Date:	9 November 2022
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:

Council is in receipt of a development permit for Building Work Assessable against the Planning Scheme for a storage shed in Karumba Point Tourist Park at 2 Col Kitching Drive Karumba QLD 4891. The site is more properly described as Lot 65 on SP166299.

Please see attached report.

The application is generally in accordance with the Carpentaria Shire Planning Scheme and is recommended for approval subject to the conditions.

RECOMMENDATION:

That Council resolve:

In accordance with the *Planning Act 2016*, that the applicant be notified that the application for a Development Permit for building work assessable against the planning scheme for the purposes of a storage shed on land at 2 Col Kitching Drive Karumba, formally described as Lot 65 SP166299, is approved, subject to the condition below.

Reasons for approval

The proposed development complies with all applicable assessment benchmarks in the residential zone code and the planning scheme building matters code, including those dealing with building height and setbacks.

It therefore must be approved in accordance with the Planning Act section 60(2).

Conditions

General

1. The approved shed is to be constructed in accordance with the approved proposal plans:
 - Plan 1 – 2 Col Kitching Drive – Shed Dimensions
 - Plan 2 – 2 Col Kitching Drive – Location of Shed

BUSINESS PAPERS

Maintenance of the Site

2. The development site is to be maintained in a clean and tidy condition at all times, to the satisfaction of the Chief Executive Officer or delegate.

Advisory notes

In accordance with section 85 of the Planning Act 2016, this approval will lapse six (6) years from the day the approval takes effect.

TOWN PLANNING REPORT

The attached report has been prepared by Council's Town Planning Consultant, Jenny Roughan.

ROUGH PLAN

DEVELOPMENT APPLICATION – BUILDING WORK ASSESSABLE
AGAINST THE PLANNING SCHEME
2 COL KITCHING DRIVE, KARUMBA
APPLICATION NO: I/2218

ROUGH PLAN

Version Control

Revision	Date issued	Author	Revision type
1	28/10/2022	J. Roughan	

ROUGH PLAN

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ROUGH PLAN

1.0 Executive Summary

1.1 Development application details

Proposed development:	The application seeks a development permit for building work assessable against the planning scheme for a storage shed in Karumba Point Tourist Park.
Site address:	2 Col Kitching Drive, Karumba QLD 4891
Real property description:	Lot 65 SP166299
Site area:	25,150m ²
Zone:	Residential zone
Overlays:	<ul style="list-style-type: none">• Aerodrome and aviation facilities overlay• Acid sulphate soils overlay <i>Note the proposed development is not made assessable against the associated overlay codes</i>
Category of assessment:	Code assessable
Applicable assessment benchmarks:	<ul style="list-style-type: none">• Planning Scheme Building Matters Code• Residential Zone Code
Applicant:	S & J Wright Investments Pty Ltd

1.2 Summary of Assessment

The application proposes a 13m x 6m shed with a height of up to 3.2m to be used for the storage of equipment associated with the caravan park use. It is proposed to be located on the eastern boundary line which adjoins Council-controlled Lot 11 SP258858.

The proposed development complies with all applicable assessment benchmarks in the residential zone code and the planning scheme building matters code, including those dealing with building height and setbacks.

It therefore must be approved in accordance with the Planning Act section 60(2).

ROUGH PLAN

2.0 The Site and Proposed Development

2.1 The Site

The subject land is located at 2 Col Kitching Drive, Karumba and is the site of the Karumba Point Tourist Park. It is formally described as Lot 65 SP166299 and is included in the residential zone under the Carpentaria Shire Planning Scheme.

As shown in Figure 1, it adjoins Council controlled land (lot 11 SP258858). Council agreed to the use of part of this land for overflow parking of boats and trailers in 2013. This agreement is included as Appendix A.



Figure 1: Aerial view

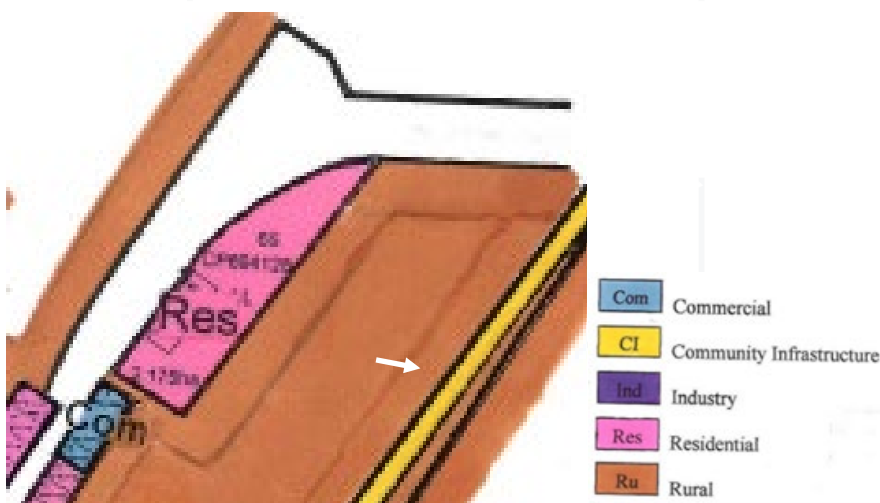


Figure 2: Zoning

ROUGH PLAN

2.2 The Proposed Development

The application proposes a 13m x 6m shed with a height of 3m to 3.2m (Figure 3). It is to be used for the storage of machinery and equipment associated with the caravan park use.

The shed is proposed to be located with no setback from the eastern boundary line and would be approximately 70 north of the southern side boundary shared with the seafood market. There are no other neighbours affected.

Figure 4 shows the location of the proposed shed. The applicant has stated that it is proposed to be located on the boundary line in order to avoid encroaching in the internal driveway.

Plans provided with the application are included in Appendix B.

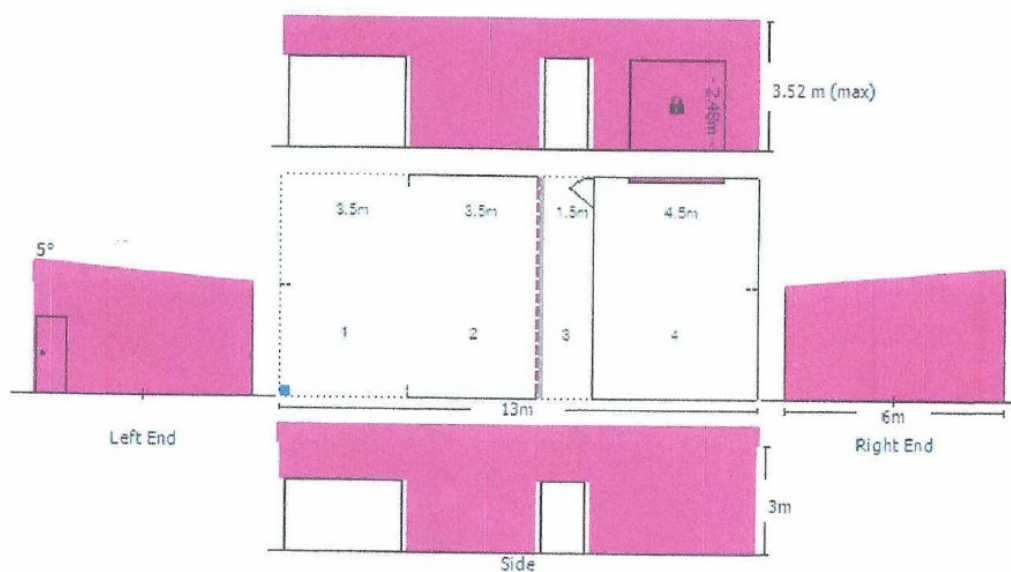


Figure 3: Proposed shed

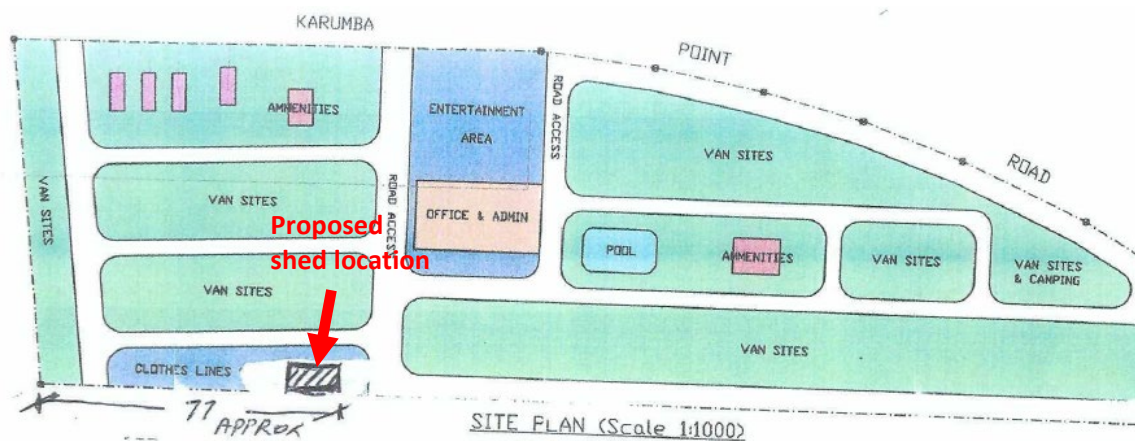


Figure 4: Proposed location on the site

ROUGH PLAN

3.0 Assessment

Decision Making Requirements for Code Assessable Development

The Planning Act 2016 requirements for code assessment are set out in section 45 (3). It requires that a code assessable application must be carried out only:

- (a) against the applicable assessment benchmarks (including the relevant codes in the planning scheme and the relevant assessment benchmarks set out in the State Planning Policy ; and*
- (b) having regard to any matters prescribed by regulation (which include the State Planning Policy and the material submitted with the application).*

Section 60 (2) of the Planning Act states that, after carrying out the assessment, the assessment manager:

- (a) must decide to approve the application to the extent the development complies with all of the assessment benchmarks for the development;*
- (b) may decide to approve the application even if the development does not comply with some of the assessment benchmarks;*
- (c) may impose development conditions on an approval; and*
- (d) may, to the extent the development does not comply with some or all the assessment benchmarks, decide to refuse the application only if compliance can not be achieved by imposing development conditions.*

Under the table of assessment for the commercial zone, the proposed development is **code assessable** and the **applicable assessment benchmarks** are identified as the **residential zone code**, the **planning scheme building matters code**.

An overview of the proposal's performance against the applicable codes and the key issues of interest is provided below. A more detailed assessment against the specific benchmarks nominated in each code is provided in Appendix C.

The proposal complies with all the relevant provisions of the residential zone code. In particular, it complies with the probable solution for building height to be less than 8.5m. The proposed shed will be 3m to 3.2m in height. It will not create any other impacts on residential amenity or character of the area or on the operation of services or nearby roads.

The proposal also complies with the building matters code both in relation to building height and building setbacks.

ROUGH PLAN

4.0 Recommendation

Recommendation

That Council resolve:

In accordance with the Planning Act 2016, that the applicant be notified that the application for a Development Permit for building work assessable against the planning scheme for the purposes of a storage shed on land at 2 Col Kitching Drive, Karumba, formally described as Lot 65 SP166299, is approved, subject to the condition below.

Reasons for approval

The proposed development complies with all applicable assessment benchmarks in the residential zone code and the planning scheme building matters code, including those dealing with building height and setbacks.

It therefore must be approved in accordance with the Planning Act section 60(2).

Conditions

General

1. The approved shed is to be constructed in accordance with the approved proposal plans:
 - Plan 1 – 2 Col Kitching Drive – Shed Dimensions
 - Plan 2 – 2 Col Kitching Drive – Location of Shed

Maintenance of the Site

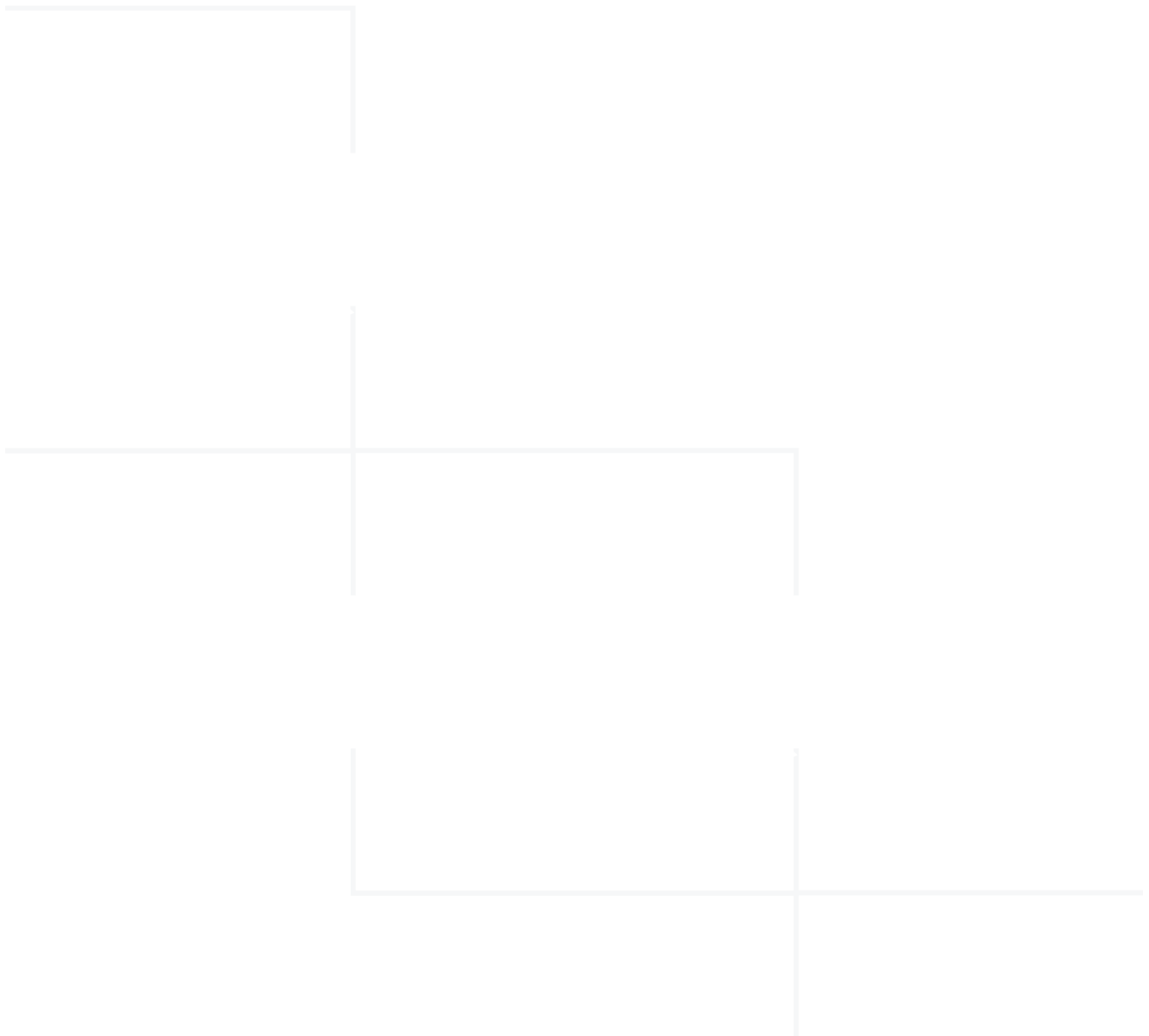
2. The development site is to be maintained in a clean and tidy condition at all times, to the satisfaction of the Chief Executive Officer or delegate.

Advisory notes

In accordance with section 85 (c) of the Planning Act 2016, this approval will lapse if the development does not substantially start within two years from the day the approval takes effect.

ROUGH PLAN

Appendix A: Council's Previous Agreement to Use Adjoining Lot





CARPENTARIA SHIRE

Outback by the Sea

Enquiries: Phil Turner

25 June 2013

Mr Earle Atherinos
Karumba Point Tourist Park
PO Box 179
Karumba QLD 4891

PO Box 31 Normanton Qld 4890
P 07 4745 2200 • F 07 4745 1340
E council@carpentaria.qld.gov.au
W www.carpentaria.qld.gov.au

Dear Mr Atherinos,

BOAT TRAILER PARKING FOR KARUMBA POINT TOURIST PARK

I refer to the above matter and your email of 27 May 2013 requesting a permit to occupy the Council land identified on the sketch plan you provided. Council is aware of a recent dispute regarding the use of land between Karumba Point Tourist Park and the Seafood Market as an access to a parking area for boats and trailers. Council understands that during peak tourist season there is a need for extra parking due to the high volume of boats. Prior to Council acquiring ownership of the land and the opening of the Seafood Market, this access was used by park residents without issue.

In an attempt to resolve the current dispute regarding the use of this access, in the interim Council is agreeable to granting a licence to occupy pursuant the following terms:

1. The land which may be used is identified in green on the attached plan;
2. The land may be used for parking of boats and trailers only and not for self contained campers;
3. The Council land between Karumba Point Tourist Park and Seafood Market must not be used as an access to the land identified for boat trailer parking. Access is to be gained from Col Kitching Road / Karumba Point Road to the North East of the park; and
4. This agreement is revokable at will by notice in writing.

Council is not agreeable to providing overflow parking for self-contained camping on any land surrounding the park. Please ensure that park residents are aware of these arrangements in order to avoid any future disputes.

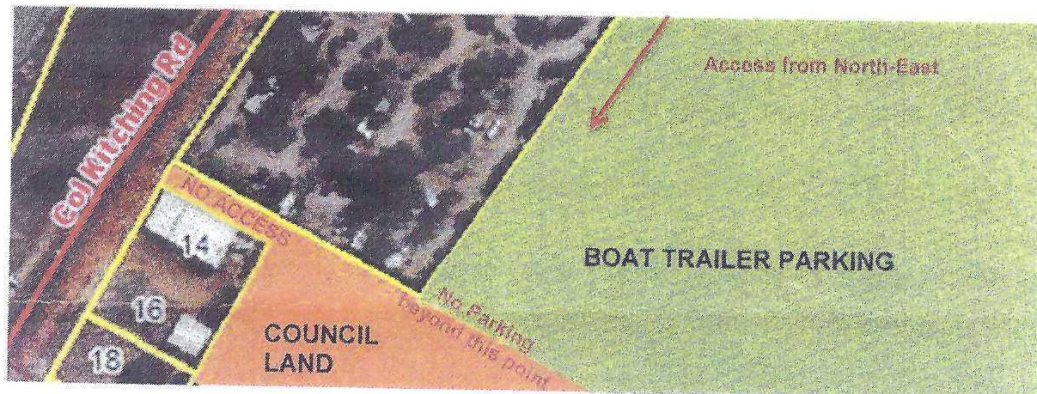
Council may require this agreement to be formalised in due course, including reviewing the terms and any licence fees payable.

Please contact Phil Turner, Senior Advisor Policy and Planning on (07) 4745 2200 or sapp@carpentaria.qld.gov.au if you have any queries.

Yours faithfully,

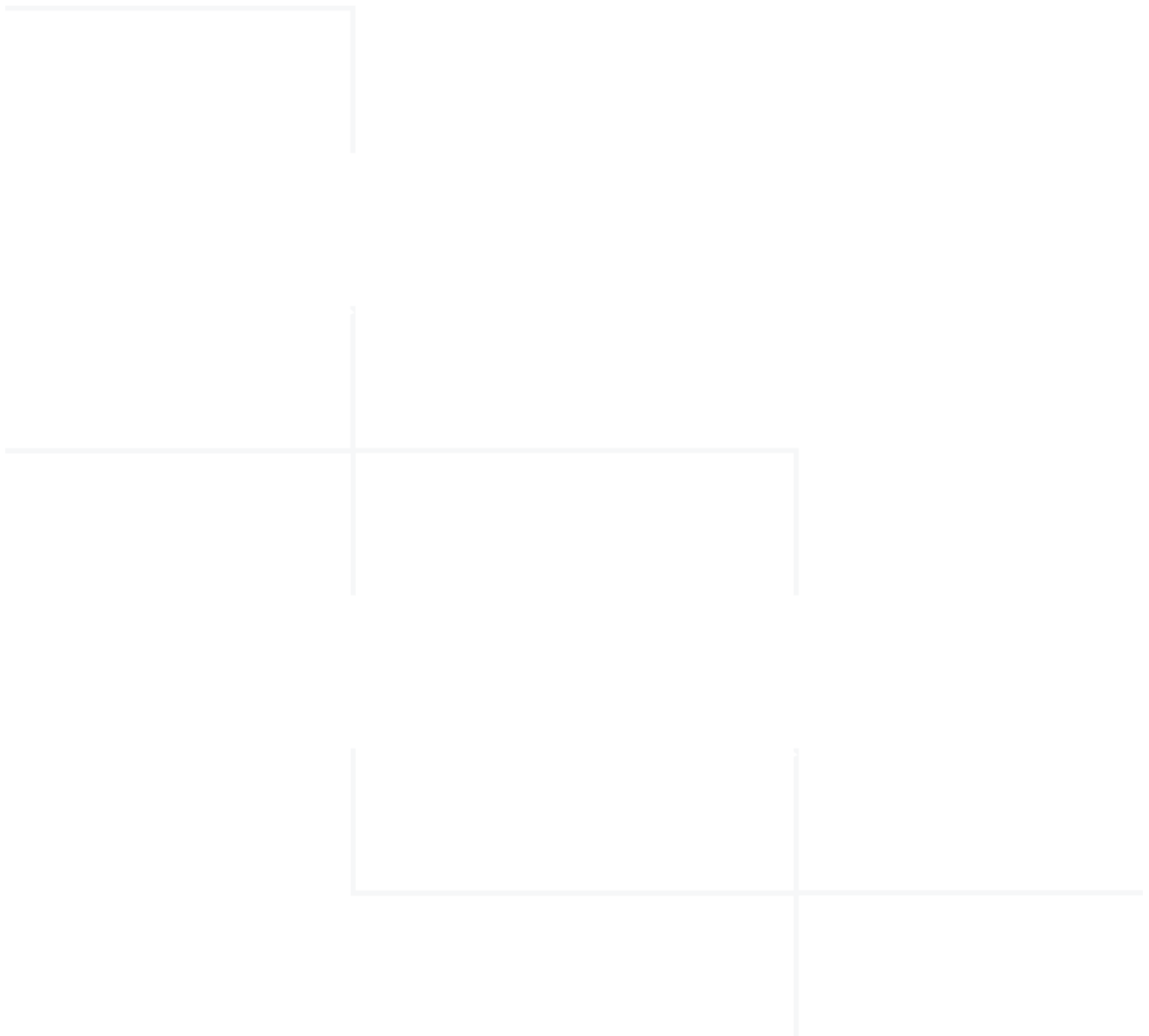
Bob Owen
CHIEF EXECUTIVE OFFICER





ROUGH PLAN

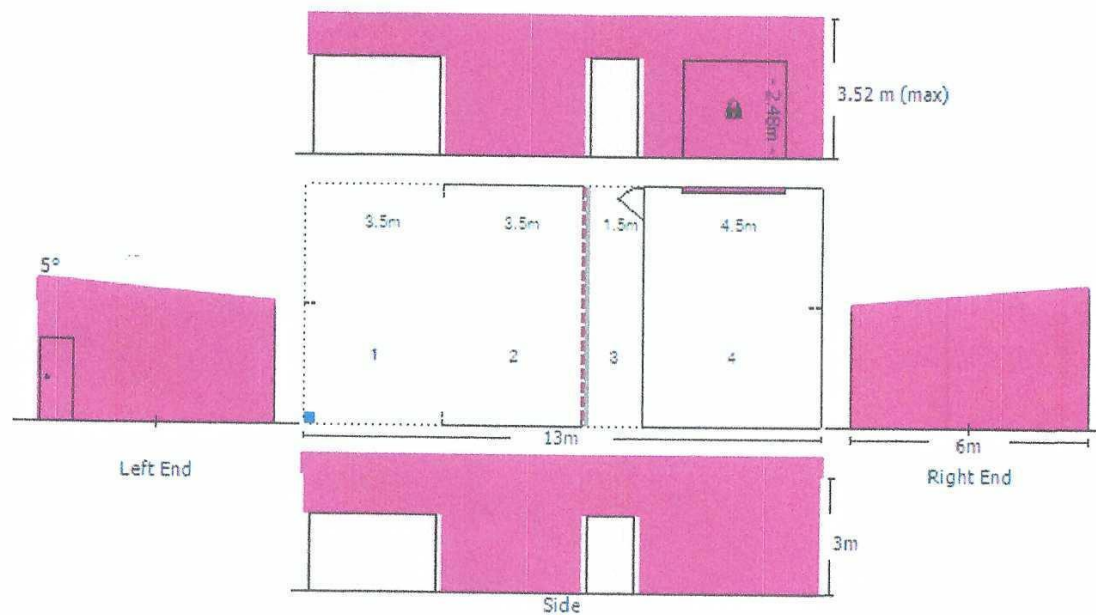
Appendix B: Proposed Development Plans





for keeps

YOUR DESIGN



40 Kern Brothers Drive, Kirwan

E: townsville@fdbuilds.com.au

fairdinkumbuilds.com.au/townsville | 07 4723 1212

CHC Custom Sheds & Garages, 57 157 937 963, trading as Fair Dinkum Builds Townsville.

Fair Dinkum Builds™ is a trade mark used under licence from Stramit Corporation Pty Limited, ACN 005 010 195.



for keeps

BUILDING DETAILS

Walls	COLORBOND® COLORBOND Monoclad TCT 0.47, CB
Roof	COLORBOND® COLORBOND Monoclad TCT 0.47, CB 5Deg
Gutter	COLORBOND® COLORBOND M Pattern Gutter Slotted Gutter CB
Downpipe	PVC 90mm
Barge	COLORBOND® COLORBOND
Corner Flashings	COLORBOND® COLORBOND
Door Flashings	COLORBOND® COLORBOND
Roller Door	COLORBOND® COLORBOND
PA Door	COLORBOND® COLORBOND
Commercial Sliding Door	
Glass Sliding Door	
Windows	

OPTIONAL EXTRAS

Skylights	
Roller Doors	1 x 2.50h X 2.65 CB *Series A #
Roller Door motors	
PA Doors	1 x Personal Access Door in LEFT of Bay 1 of LEFT wall.
Commercial Sliding Door	
Glass sliding door	
Windows	
Insulation	
Open Bays	Bay 1 open in BACK wall. Bay 1 open in FRONT wall. Bay 3 open in BACK wall. Bay 3 open in FRONT wall.
Whirlybirds	
Mezzanine	
Mezzanine Stairs	
Divider Walls	Bay Divider Wall at bay 2

MATERIAL SPECIFICATION

Columns	2C30024	Purlins	Z15015 0.86m
Rafters	C30030	Side Girts	Z15015 1m
Knee/Apex Brace	C20015	End Girts	Z15015 0.956m
Left Lean-to Column		Right Lean-to Column	
Left Lean-to Rafter		Right Lean-to Rafter	
Mezzanine Bearer		Mezzanine Joists	

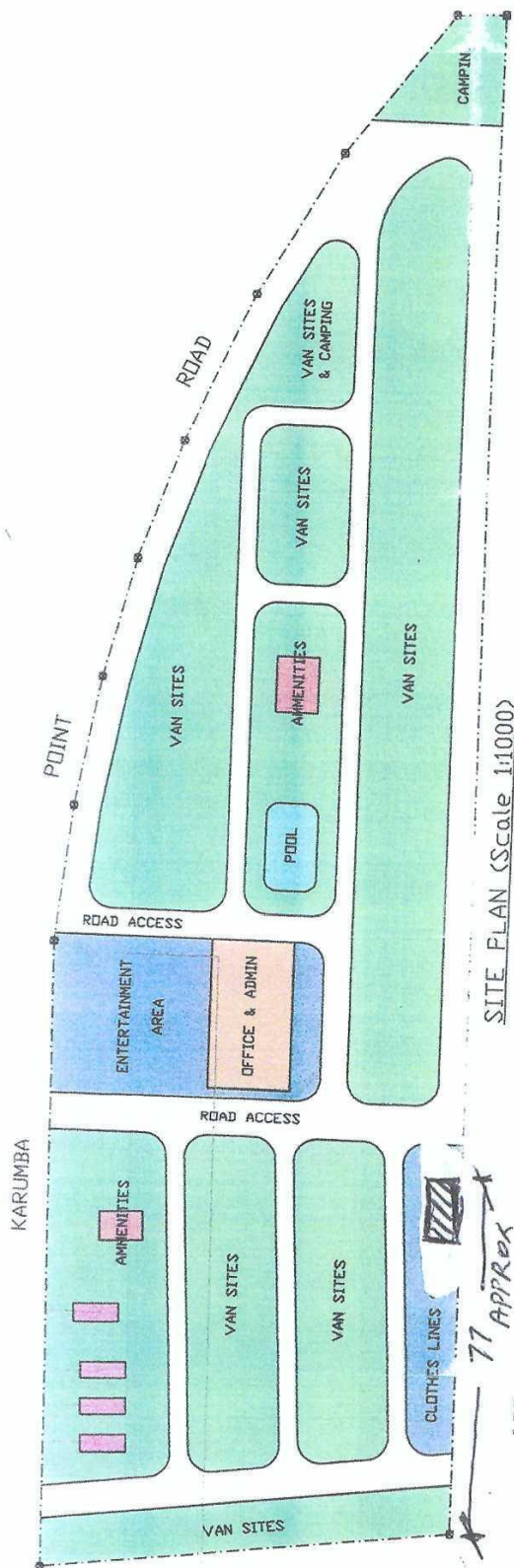
40 Kern Brothers Drive, Kirwan

E: townsville@fdbuilds.com.au

fairdinkumbuilds.com.au/townsville | 07 4723 1212

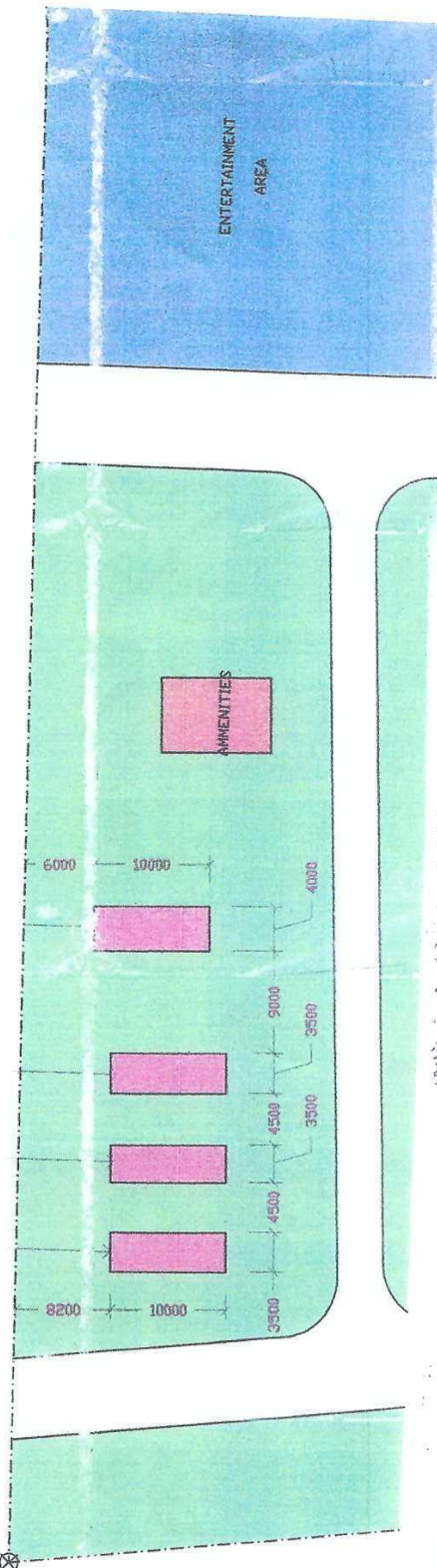
CHC Custom Sheds & Garages, 57 157 937 963, trading as Fair Dinkum Builds Townsville.
Fair Dinkum Builds™ is a trade mark used under licence from Stramit Corporation Pty Limited, ACN 005 010 195.

PROPOSED NEW EQUIPMENT SHED 13 X 6 METERS



SITE PLAN (Scale 1:1000)

KARUMBA POINT ROAD



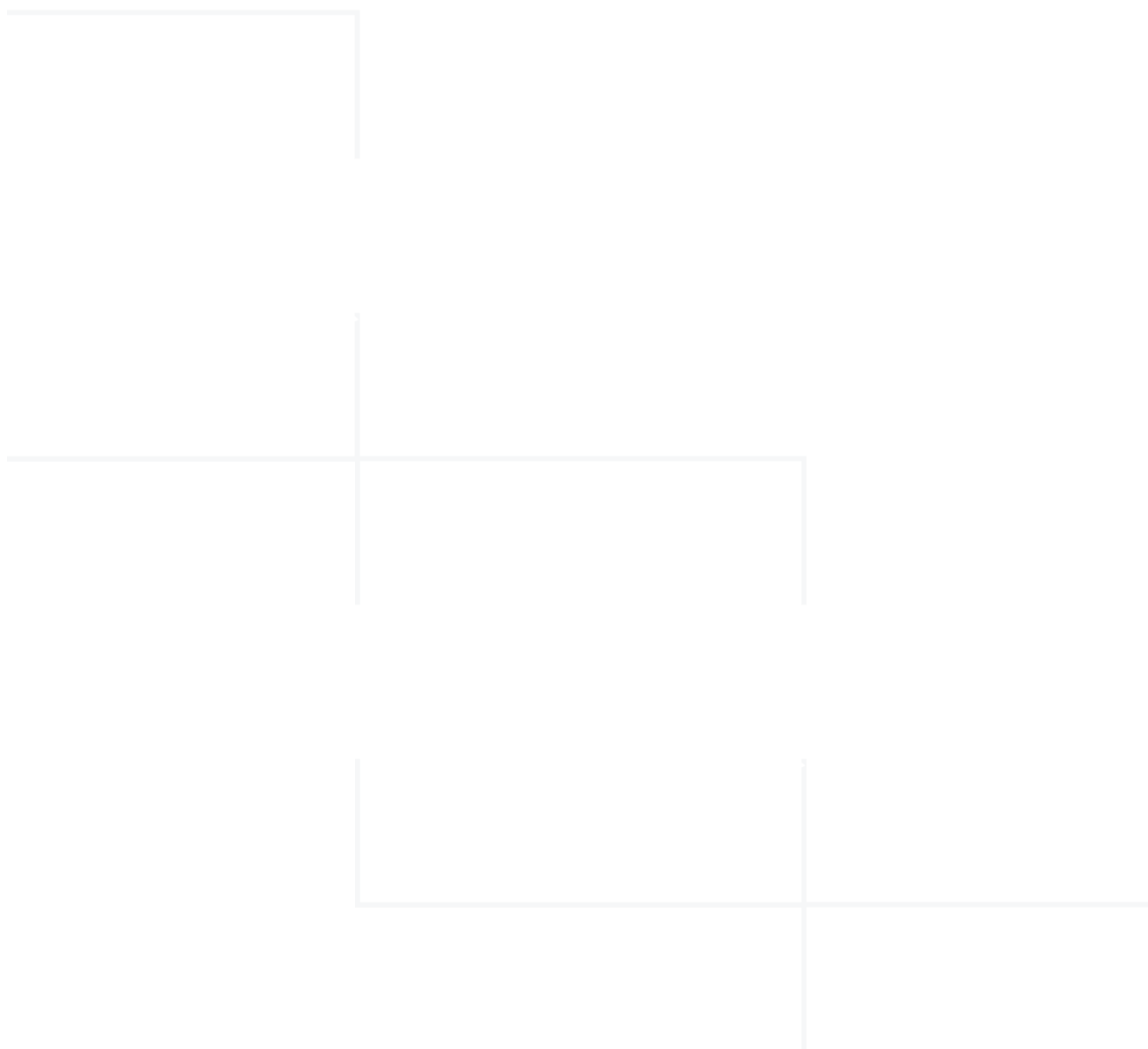
INST. A (Scale 1:400)

NO Building Solutions

PROJECT	THE KARUMBA CAMPING SITE	DATE	16/11/22
CLIENT	KARUMBA POINT ROAD, KARUMBA	SCALE	AS SHOWN
DESIGNER	KARUMBA CAMPING SITE	REVISIONS	01/11/22 - KVP/007
APPROVED		REVISIONS	

ROUGH PLAN

Appendix C: Assessment against Applicable Planning Scheme Codes



ROUGH PLAN

Residential Zone Code

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<p>Consistent and Inconsistent Activities in the Residential Zone</p> <p>The following defined uses or use classes are consistent with the Overall Outcomes sought by the Zone:-</p> <p>(ix) Accommodation Building; (xv) Home-based Industry; (x) Caretaker's Residence; (xvi) Medical Centre; (xi) Community Facilities; (xvii) Motel; (xii) Community Infrastructure; (xviii) Multiple Dwelling; (xiii) Duplex Dwelling; (xix) Shop; (xiv) Dwelling House; (xx) Sport and Recreation; (xxi) Tourism - minor</p> <p>The following defined uses or use classes are inconsistent with the Overall Outcomes sought by the Zone:-</p> <p>(xvi) Aerodromes and Aviation Facilities; (xxii) Intensive Agriculture; (xvii) Agriculture; (xxiii) Minor Aquaculture; (xviii) Animal Husbandry; (xxiv) Service Station; (xix) Business; (xxv) Showroom; (xx) Extractive Industry; (xxvi) Special Industry; (vi) Hotel; (xxvii) Station Homestead; (xxviii) Tourism - major.</p>	<p>No acceptable or probable solutions are prescribed.</p> <p>No acceptable or probable solutions are prescribed.</p>	<p>NA – The proposed shed is building work for an existing lawful use. It does not constitute a use in its own right.</p>
<p>Amenity, Public Health or Safety</p> <p>There are no significant adverse effects on amenity, public health or safety with regard to the following:-</p> <p>(i) sewage disposal; (ii) water supply for human use; or (iii) permanent or temporary occupation of, or access to, areas subject to natural hazards.</p>	<p>No probable solutions are prescribed.</p>	<p>Complies - The proposed shed does not change or create additional demands on services nor does it affect the land's vulnerability to natural hazards.</p>
<p>Operation and Provision of Infrastructure</p> <p>Uses are of a type and scale that maintain the standards of service identified in Schedule 1, Part 1.</p>	<p>No probable solutions are prescribed</p>	<p>Complies - The proposed shed does not change or create additional demands on services</p>

ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
Water supply, sewerage and roads are provided to:- (i) meet appropriate standards at the least whole-of-life cost, including avoiding unnecessary duplication; (ii) be robust and fit for the purposes and intended period of operation; (iii) be easily maintained without unnecessarily requiring specialist expertise or equipment; (iv) be comprised of components and materials that are readily accessible and available from numerous local sources; and (v) be readily integrated with existing systems and facilitate the orderly provision of future systems.	Water supply, sewerage and roads are constructed to relevant standards stated in Schedule 1, Part 32.	NA – the proposal will not be constructing new water supply, sewerage or road works.
The safe and efficient operation of roads and railways are maintained having regard to:- (i) the nature of vehicles using the road; (ii) the location of uses that may be adversely affected by noise and dust generated from use of the road or railway; (iii) the location and design of access points; and (iv) the design of stormwater drainage.	No probable solutions are prescribed	Complies – the proposed shed does not change access arrangements or traffic impacts.
Uses and works are located and designed to avoid significant adverse effects on safe aircraft operations due to:- (i) physical intrusions; (ii) reduced visibility; (iii) collisions with birds; (iv) electromagnetic interference with aircraft navigation systems; or (v) other functional problems for aircraft (including artificial lighting hazards).	No probable solutions are prescribed	Complies – the proposed development will have no impact on aircraft operations.
Water Quality Maintenance All activities maintain the water quality of Carpentaria Shire's groundwater, waterways and surface water storages.	Any activities which:- a) involve the handling of water-borne pollutants are provided with bunded, impervious surfaces linked to an integrated drainage and treatment system; b) involve the storage of waste water are provided with properly designed and	NA – the proposal will not be changing or affecting ground or surface water in any way.

ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
Home-based Industries If a Home-based Industry, the predominance of the primary Residential Activity is retained and there are no significant adverse effects on the local amenity.	No probable solutions are prescribed	NA – the proposal is not a home based business.
Any Business, Medical Centre or Shop Any Business, Medical Centre, or Shop so located is to provide a local service centre to serve the adjacent residents rather than locate in different parts of a residential area.	No probable solutions are prescribed.	NA – the proposal is not a business use.
Built Form The built form is compatible with the desired character and amenity of the surrounding area and does not adversely affect the visual amenity.	The maximum height of a building, structure or object, or height at which an activity is carried out, is 8.5m.	Complies – the building height will be less than 8.5m.
Other In order to operate effectively the use needs to be located close to a particular cultural feature, natural feature or resource, infrastructure item or activity that occurs in the locality.	No probable solutions are prescribed.	NA

BUILDING WORK ASSESSABLE AGAINST THE PLANNING SCHEME - PROPOSED SHED
2 COL KITCHING DRIVE, KARUMBA

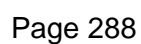
ROUGH PLAN

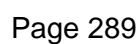
Planning Scheme Building Works Code

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
Built Form The built form is compatible with the desired character and amenity of the surrounding area and does not adversely affect the visual amenity.	The maximum height of a building or structure other than electricity works and telecommunications facilities, is 8.5m.	Complies – the building height will be less than 8.5m.
Building Setbacks Buildings must be setback to:- (i) maintain the character of the area; and (ii) achieve separation from the neighbouring buildings and from road frontages.	If new building work associated with Residential or Home-based Industries - boundary clearances comply with Schedule 3. If other new building work - for each boundary, the clearance is the same or greater than the least existing clearance from the boundary.	Complies – The proposal is not for a residential use or home business but is less than existing setbacks on the site. This means that the specific outcome (left hand column) is the relevant benchmark for the development to meet. The proposal meets the specific outcome because it is separated from neighbouring buildings and the road frontage and will have no effect on local character.
Landscaping Landscaping must maintain the character and visual amenity of the surrounding area.	No acceptable or probable solutions are prescribed	Complies – The proposal maintains existing landscaping.

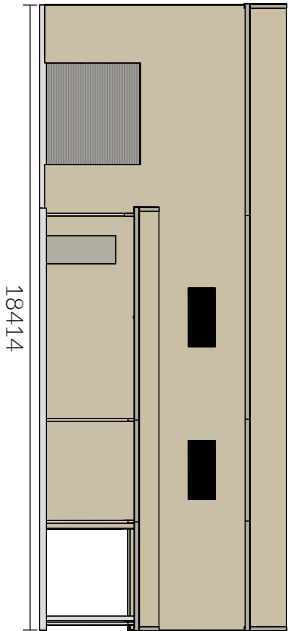
BUILDING WORK ASSESSABLE AGAINST THE PLANNING SCHEME - PROPOSED SHED
2 COL KITCHING DRIVE, KARUMBA



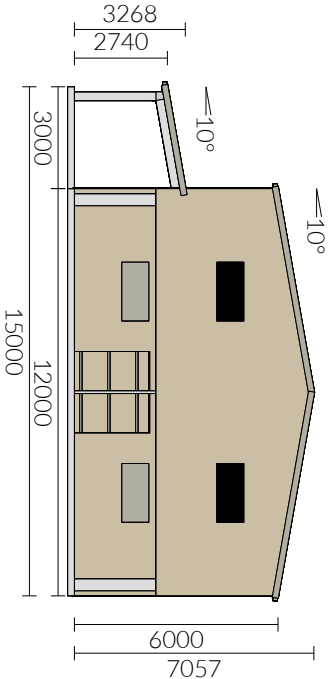




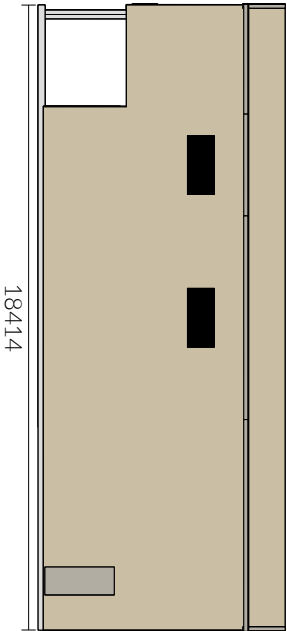
LEFT ELEVATION



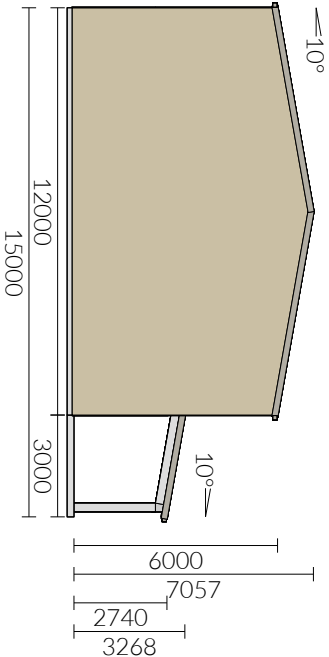
FRONT ELEVATION



RIGHT ELEVATION



BACK ELEVATION



Project 12m (w) x 18.43m (l) x 6m (h) Enclosed Shed
Client LYU FAMILY
Site Address 9 MASSEY DRIVE KARUMBA QLD 4891

Job# 18504_LYU FAMILY PTY LTD
Date 28 Jun 2022
Page 2 of 44

Drawings by Quotec System Pty Ltd. All work to be in accordance with accompanying engineer's details.

BUSINESS PAPERS

11.7 APPLICATION NO. I/2205 - MINOR CHANGE TO THE DEVELOPMENT PERMIT - 67 YAPPAR STREET, KARUMBA

Attachments:	11.7.1. Minor Change Application - Assessment report final - 67 Yappar St ↓ 11.7.2. Approved plans minor change - 67 Yappar St ↓
Author:	Elizabeth Browning - Engineering Records Operator
Date:	9 November 2022
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:

Council is in receipt of an application for minor change to the development permit I/2205 issued by Council on 27 July 2022. The approval was for a material change of use for a café and associated storage, office and ablution facilities.

The proposed change involves changes to the building height and length and changes to building setbacks at 67 Yappar Street Karumba QLD 4891 (Lot 1 on K36412).

Please see attached report.

RECOMMENDATION:

That Council resolves to approve the minor changes proposed to the development permit I/2205 issued on 27 July 2022, with a further change to condition 1 in the development permit to read:

General

1. The development shall be undertaken substantially in accordance with the proposal plans:
 - (i) LFI 22001 Existing Site Plan, dated 16.05.22
 - (ii) LFI 22002 Demolition Plan, dated 16.05.22
 - (iii) LFI 22003 Rev A Proposed Site Plan, dated 30.09.22
 - (iv) Building elevation plan – The Shed Factory Job#18504_LYU FAMILY PTY LTD Page 2 of 44, dated 28 Jun 2022

Reasons for approval

The proposed development including the minor changes complies or can be conditioned to comply with all assessment benchmarks, including:

- Commercial zone code
 - General development code
 - Advertising devices code
-

BUSINESS PAPERS

- State Planning Policy assessment benchmark for natural hazards risk and resilience

It therefore must be approved in accordance with the Planning Act section 60(2).

Overall, the proposed development is consistent with the intentions for the commercial zone and sits comfortably within Karumba town centre. It will add to the range of services available to residents and visitors in Karumba.

While located within an area subject to storm tide hazard, the proposed development faces the same level of tolerable risk that applies to the balance of the town centre. It does not otherwise worsen the hazard or impact on how the hazard may be managed.

A small number of parking spaces will be provided on the site, which are adequate for the use, having regard to the availability of on-street parking and the likely extent of pedestrian-based customers.

TOWN PLANNING REPORT

The attached report has been prepared by Council's Town Planning Consultant, Jenny Roughan.

ROUGH PLAN

MINOR CHANGE APPLICATION – MATERIAL CHANGE OF USE
FOR A CAFÉ AND ASSOCIATED STORAGE, OFFICE AND
ABLUTION FACILITIES
67 YAPPAR STREET, KARUMBA
PREVIOUS APPLICATION NO: I/2205

ROUGH PLAN

Version Control

Version	Date issued	Author	Revision type
1	28/10/2022	J. Roughan	

ROUGH PLAN

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ROUGH PLAN

1.0 Executive Summary

1.1 Minor change to development permit - details

Proposed change to the approved development:	The application seeks a minor change to the development permit issued by Council on 27 July 2022. That permit approved a material change of use for a café and associated storage, office and ablution facilities. The proposed change involves changes to the building height and length and changes to building setbacks.
Site address:	67 Yappar Street, Karumba QLD 4891 (Lot 1 K36412)
Site area:	1012m ²
Zone:	Commercial zone
Category of assessment (original application):	Code assessable
Applicable assessment benchmarks:	<ul style="list-style-type: none">• Commercial zone code• General development code• Advertising devices code• State Planning Policy assessment benchmark for natural hazards risk and resilience
Owner and applicant:	Lyu Family Investments Pty Ltd C/- Ms Tracy Lu

1.2 Summary of Assessment

The proposed changes to the development approval include:

- an increase in the building height from 4.1m to eaves to 6m to eaves;
- an increase to the setback of the building from the rear (south east) boundary from 2 to 3m;
- a reduction in the building setback from the street from 2m to 1.6m; and
- an increase in the building length from 18m to 18.4m.

The applicant has stated that the changes are necessary to better align the building dimensions with its intended purpose and to address requirements for fire rating of building walls.

The proposed changes qualify as a “minor change” as defined by the Planning Act 2016. As required by section 81 of the Act, the change application has been assessed against the same matters that applied to the original application.

The building height and setback changes continue to comply with the relevant probable solutions in the commercial zone code, and the changes otherwise do not change the development’s compliance with the relevant provisions in the applicable codes, including:

- Commercial zone code
- General development code
- Advertising devices code
- State Planning Policy assessment benchmark for natural hazards risk and resilience

The proposed development with the changes therefore achieves compliance and must be approved in accordance with the Planning Act section 60(2).

The conditions of approval previously applied to the development permit continue to be appropriate. However, a change will be required to the approved plans nominated in the decision notice.

ROUGH PLAN

2.0 The Site

The subject land is located at 67 Yappar Street, Karumba, on the corner of Massey Street. It is formally described as Lot 1 on K36412 and has an area of 1012m². It forms the southern end of Karumba's main street area and is included in the commercial zone under the Carpentaria Shire Planning Scheme (Figure 1 and Figure 2).



Figure 1: Aerial view

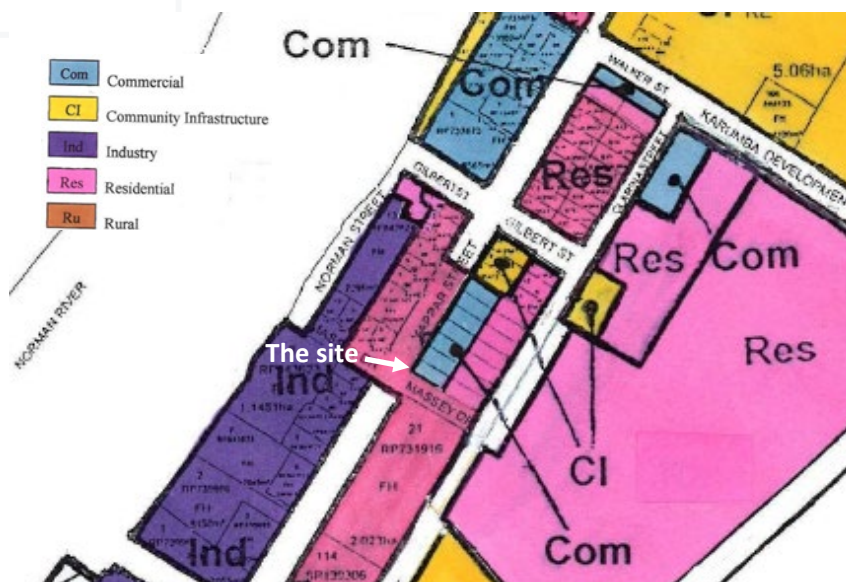


Figure 2: Zoning

ROUGH PLAN

2.1 The Proposed Change

2.1.1 Nature of the changes

The approved development allowed the establishment of a cafe with associated storage, office and toilet facilities in a new building to be constructed at the rear of the site facing Massey Street.

The proposed changes are shown in the figures below and include:

- an increase in the building height from 4.1m to eaves to 6m to eaves;
- an increase to the setback of the building from the rear (south east) boundary from 2 to 3m;
- a reduction in the building setback from the street from 2m to 1.6m; and
- an increase in the building length from 18m to 18.4m.

The applicant has stated that the changes are necessary because:

- there has been a need to better align the building dimensions with its intended purpose; and
- to address requirements for fire rating of building walls.

The full set of proposed development plans are included in Appendix A.

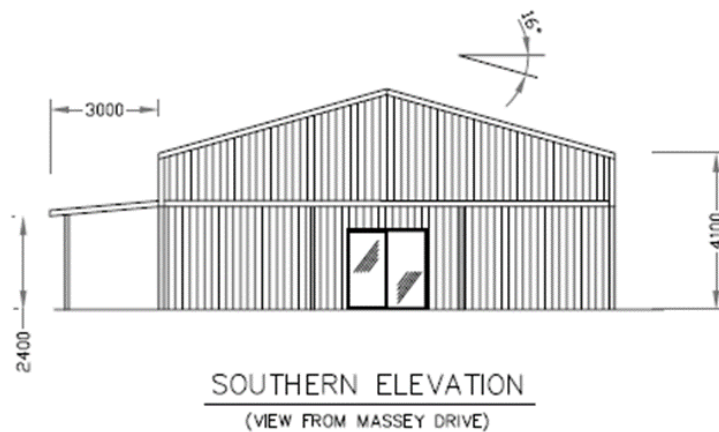


Figure 3: Approved layout

FRONT ELEVATION

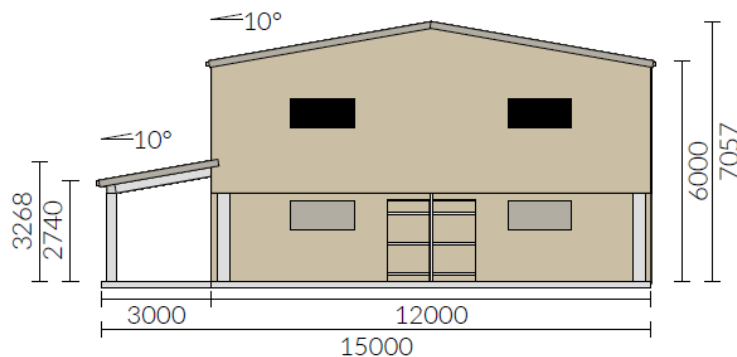


Figure 4: Proposed changed layout

PROPOSED MINOR CHANGE - CAFÉ AND ASSOCIATED STORAGE, OFFICE AND ABULTION FACILITIES
67 YAPPAR STREET, KARUMBA

Figure 5: Approved layout

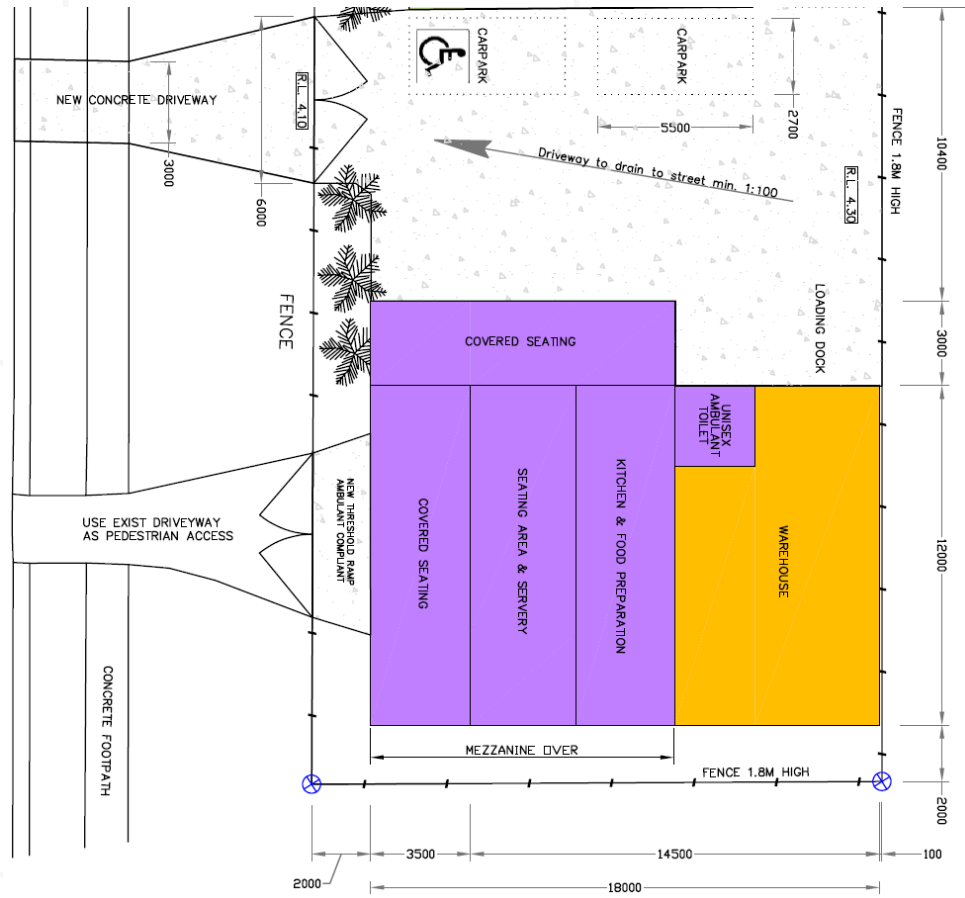
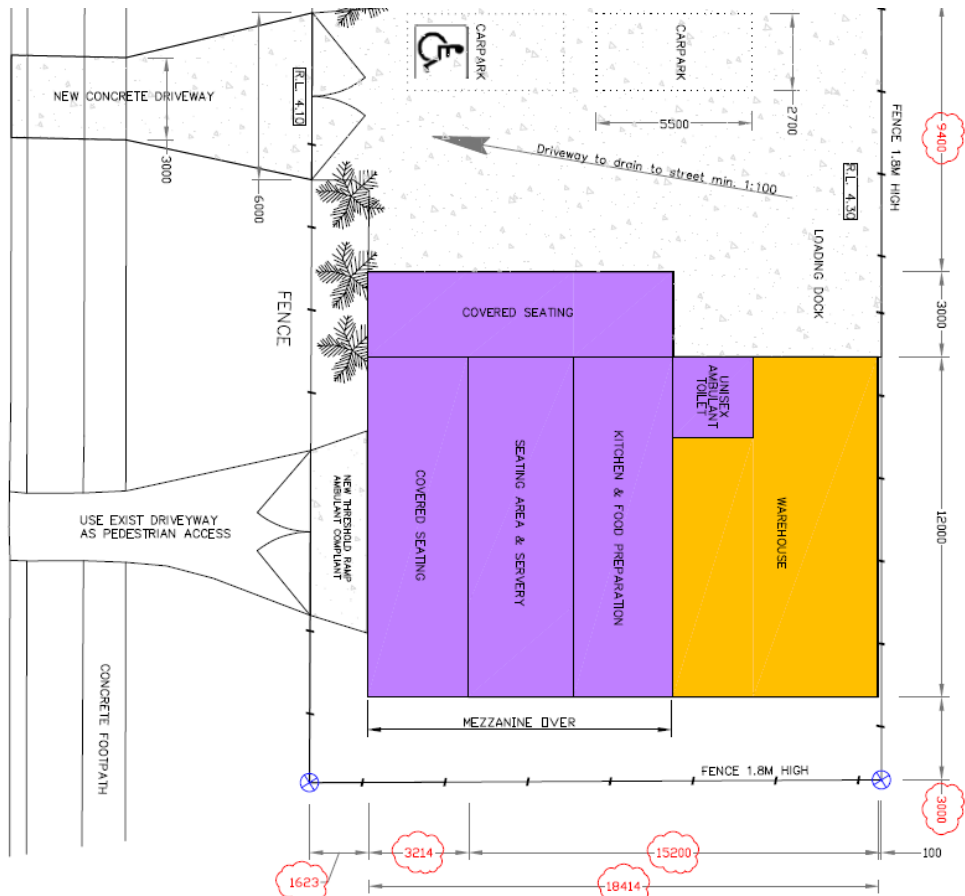


Figure 6: Proposed changed layout



ROUGH PLAN

2.1.2 Minor change criteria

Planning Act 2016 Definition for a Minor Change

Planning Act definition of a minor change

(b) for a development approval—

- (i) would not result in substantially different development; and*
- (ii) if a development application for the development, including the change, were made when the change application is made would not cause—*
 - (A) the inclusion of prohibited development in the application; or*
 - (B) referral to a referral agency, other than to the chief executive, if there were no referral agencies for the development application; or*
 - (C) referral to extra referral agencies, other than to the chief executive; or*
 - (D) a referral agency, in assessing the application under section 55(2), to assess the application against, or have regard to, a matter, other than a matter the referral agency must have assessed the application against, or had regard to, when the application was made; or*
 - (E) public notification if public notification was not required for the development application.*

The proposed changes qualify as a minor change under the Planning Act 2016 definition set out above.

All of the criteria under (ii) above are met and the changes would not result in a substantially different development.

Criteria for what may constitute substantially different development are provided in the Development Assessment Rules (2020, v1.3) and are addressed below.

Substantially different development criteria	Implications of the proposed change
<i>A change may be considered to result in a substantially different development if any of the following apply to the proposed change:</i>	
<i>(a) involves a new use; or</i>	The change does not involve a new use.
<i>(b) results in the application applying to a new parcel of land; or</i>	The change does not involve ant new land.
<i>(c) dramatically changes the built form in terms of scale, bulk and appearance; or</i>	The change does not dramatically change the built form within the context of the site and surrounding development.
<i>(d) changes the ability of the proposed development to operate as intended; or</i>	The change does not alter the proposed operation.
<i>(e) removes a component that is integral to the operation of the development; or</i>	The change does not remove any proposed components.
<i>(f) significantly impacts on traffic flow and the transport network, such as increasing traffic to the site; or</i>	The change will not have any impact on traffic.

ROUGH PLAN

Substantially different development criteria	Implications of the proposed change
<i>(g) introduces new impacts or increase the severity of known impacts; or</i>	The change will not increase impacts.
<i>(h) removes an incentive or offset component that would have balanced a negative impact of the development; or</i>	No benefits of the development are lost while the increase in south east boundary setback will offset the change in height.
<i>(i) impacts on infrastructure provisions.</i>	The change will not have any impact on infrastructure.

ROUGH PLAN

3.0 Assessment

Decision Making Requirements for Minor Changes

The Planning Act 2016 requirements for assessment of minor changes are set out in section 81(1). It requires that a change application must be carried out against, or have regard to, all the matters that would have applied if the change application were a development application.

The original application was code assessable and was assessed:

- (a) against the applicable assessment benchmarks (including the relevant codes in the planning scheme and the relevant assessment benchmarks set out in the State Planning Policy ; and*
- (b) having regard to any matters prescribed by regulation (which include the State Planning Policy and the material submitted with the application).*

3.1 Shire of Carpentaria Planning Scheme Assessment Benchmarks

Under the table of assessment for the commercial zone, the approved development was **code assessable** and the **applicable assessment benchmarks** were the **commercial zone code**, the **general development code** and the **advertising devices code**.

The proposed changes do not change the development's compliance with the relevant provisions in these codes, as summarised below.

Planning Scheme code	Assessment of proposed changes
Commercial zone code	The proposed development continues to comply with the probable solutions for building height and setbacks and therefore continues to comply with the code. Overall, the proposed building remains consistent with the intentions for the commercial zone and continues to meet the probable solutions or performance outcomes nominated in the planning scheme for built form, site cover, pedestrian shelter, servicing and access.
General development code	The proposed changes do not change the development's compliance with the assessment benchmarks set out in this code for servicing, parking and landscaping requirements.
Advertising devices code	The proposed changes do not change the development's ability to comply with this code.
State Planning Policy assessment benchmarks – natural hazards	The proposed changes do not change the development's compliance with the SPP benchmark.

A more detailed assessment against the specific benchmarks nominated in each code is provided in Appendix B and C.

ROUGH PLAN

4.0 Recommendation

Recommendation

That Council resolves to approve the minor changes proposed to the development permit I/2205 issued on 27 July 2022, with a further change to condition 1 in the development permit to read:

General

1. The development shall be undertaken substantially in accordance with the proposal plans:
 - (i) LFI 22001 Existing Site Plan, dated 16.05.22
 - (ii) LFI 22002 Demolition Plan, dated 16.05.22
 - (iii) LFI 22003 Rev A Proposed Site Plan, dated 30.09.22
 - (iv) Building elevation plan - The Shed Factory Job#18504_LYU FAMILY PTY LTD Page 2 of 44, dated 28 Jun 2022

Reasons for approval

The proposed development including the minor changes complies or can be conditioned to comply with all applicable assessment benchmarks, including:

- Commercial zone code
- General development code
- Advertising devices code
- State Planning Policy assessment benchmark for natural hazards risk and resilience

It therefore must be approved in accordance with the Planning Act section 60(2).

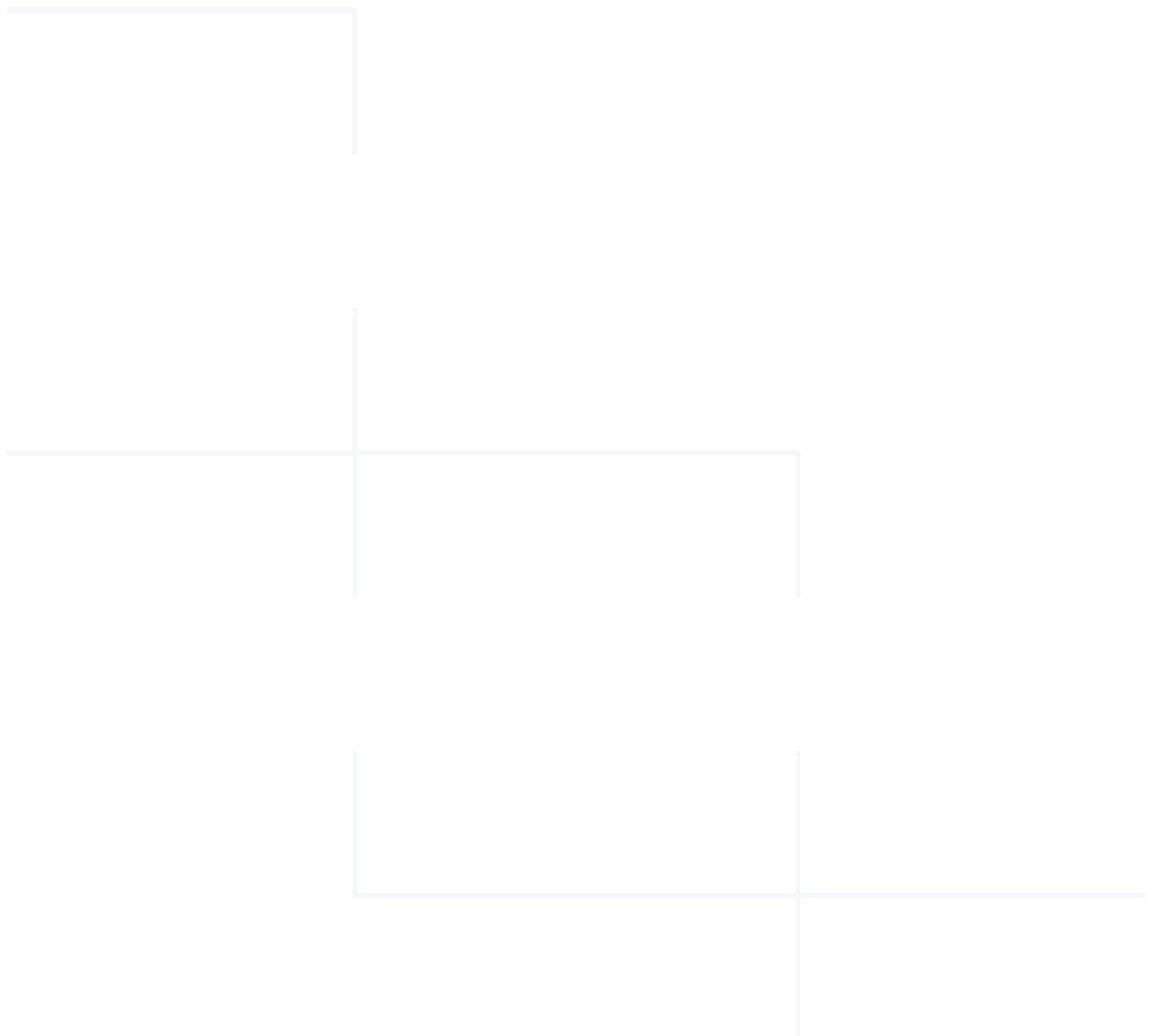
Overall, the proposed development is consistent with the intentions for the commercial zone and sits comfortably within Karumba town centre. It will add to the range of services available to residents and visitors in Karumba.

While located within an area subject to storm tide hazard, the proposed development faces the same level of tolerable risk that applies to the balance of the town centre. It does not otherwise worsen the hazard or impact on how the hazard may be managed.

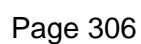
A small number of parking spaces will be provided on the site, which are adequate for the use, having regard to the availability of on-street parking and the likely extent of pedestrian-based customers.

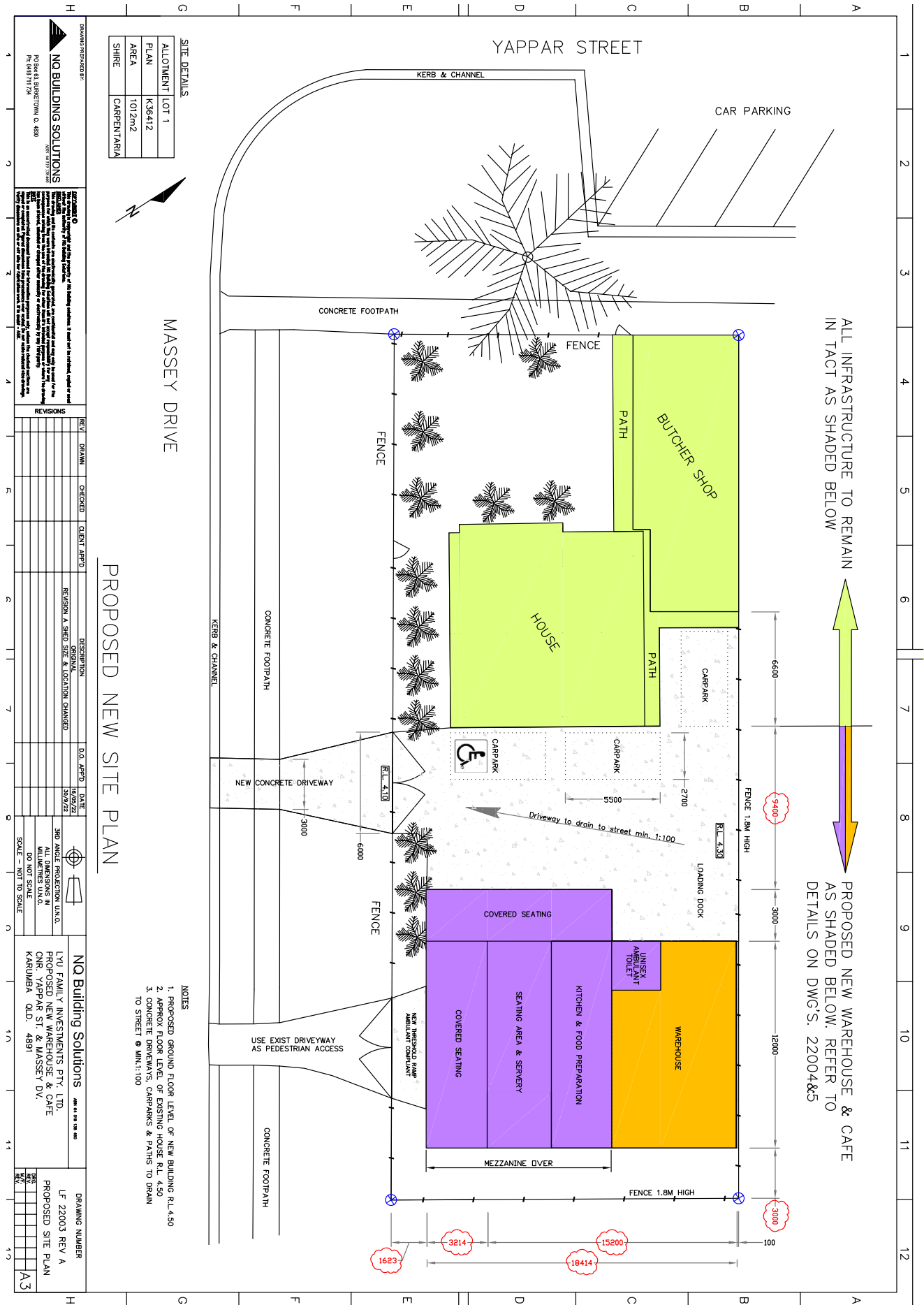
ROUGH PLAN

Appendix A: Proposed Development Plans (Minor Changes)

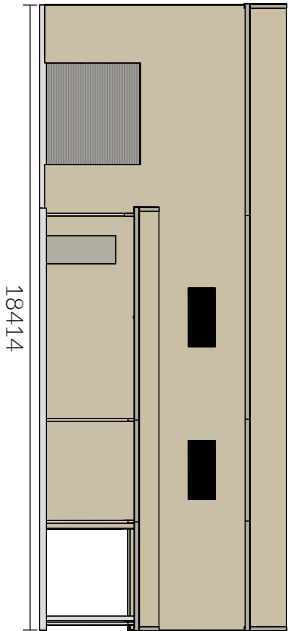




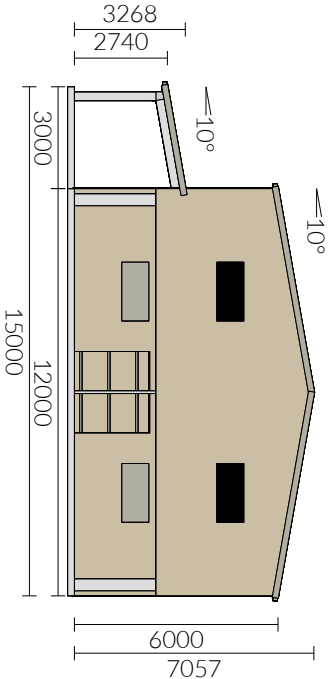




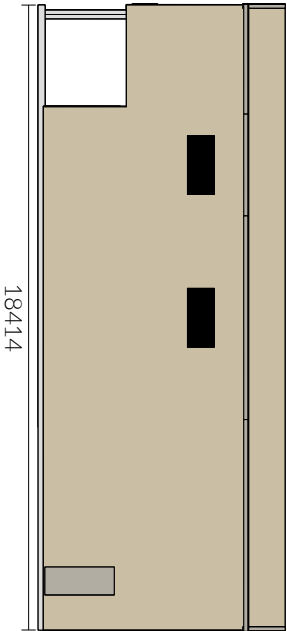
LEFT ELEVATION



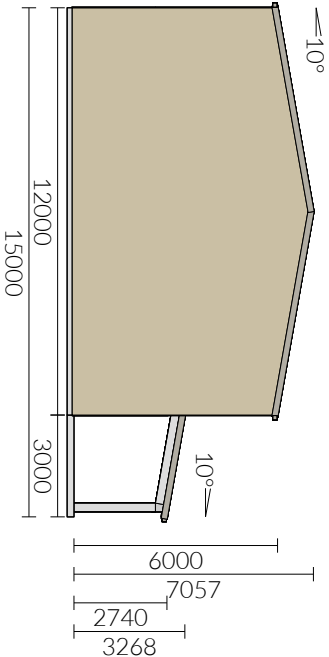
FRONT ELEVATION



RIGHT ELEVATION

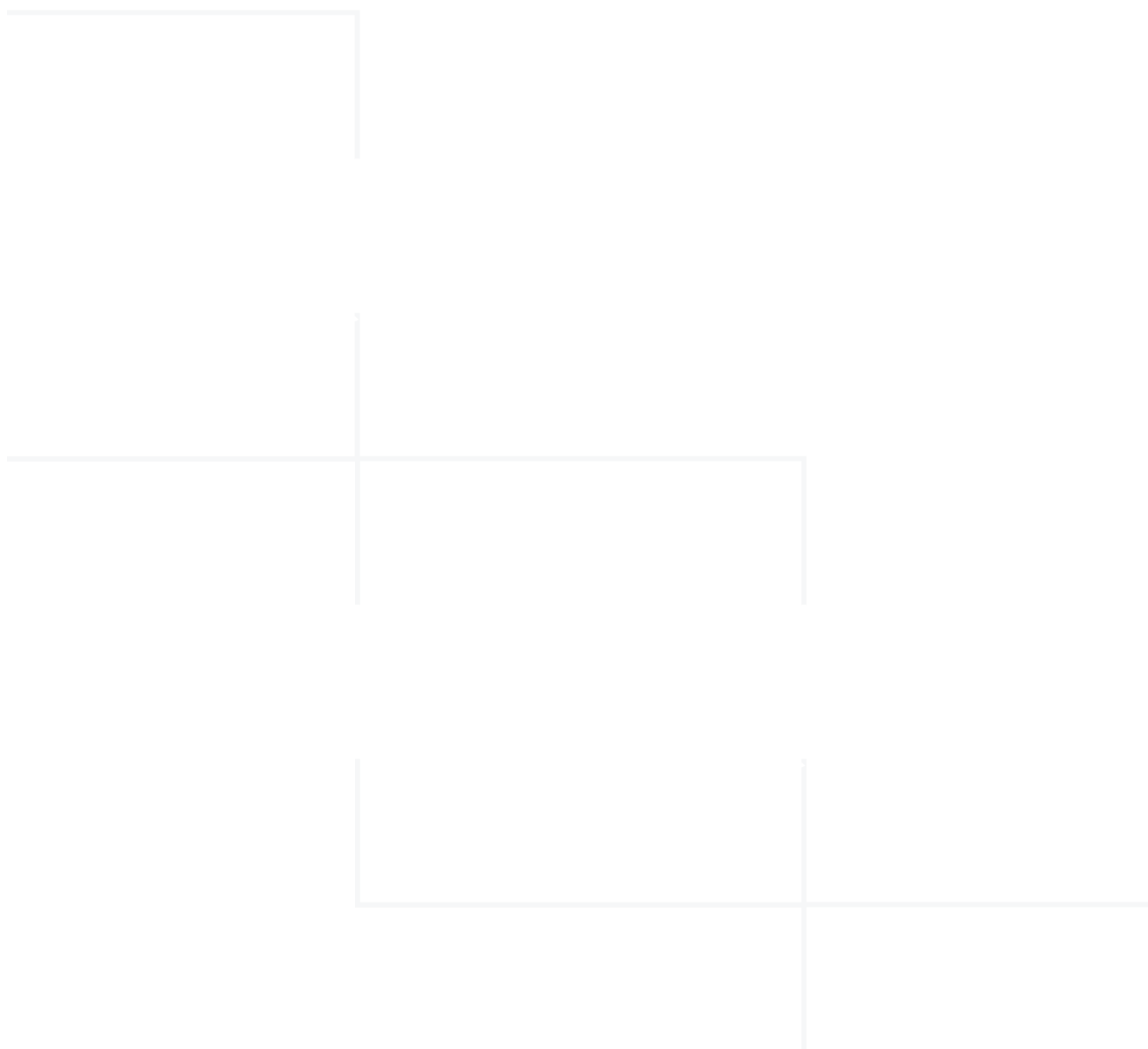


BACK ELEVATION



ROUGH PLAN

Appendix B: Assessment against Applicable Planning Scheme Codes



ROUGH PLAN

Commercial Zone Code

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Implications of the proposed minor change
<p>Consistent and Inconsistent Activities in the Commercial Zone</p> <p>The following defined uses or use classes are consistent with the Overall Outcomes sought by the Zone:-</p> <p>(i) Business; (ii) Caretaker's Residence; (iii) Community Facilities; (iv) Hotel; (v) Medical Centre;</p> <p>(vi) Motel; (vii) Service Station; (viii) Shop; (ix) Showroom; (x) Tourism minor & major.</p> <p>The following defined uses or use classes are inconsistent with the Overall Outcomes sought by the Zone:-</p> <p>(i) Accommodation Bldg; (ii) Aerodromes and Aviation Facilities; (iii) Agriculture; (iv) Animal Husbandry; (v) Community Infrastructure; (vi) Duplex Dwelling; (vii) Dwelling House;</p> <p>(viii) Extractive Industry; (ix) Home-based Industry; (x) Industry; (xi) Intensive Agriculture; (xii) Minor Aquaculture; (xiii) Multiple Dwelling; (xiv) Special Industry; (xv) Sport and Recreation; (xvi) Station Homestead.</p> <p>Amenity, Public Health or Safety</p> <p>There are no significant adverse effects on amenity, public health or safety with regard to the following:-</p> <p>(i) sewage disposal; (ii) water supply for human use; or (iii) permanent or temporary occupation of, or access to, areas subject to natural hazards.</p>	<p>No Acceptable or Probable Solutions are prescribed.</p> <p>No Acceptable or Probable Solutions are prescribed.</p>	<p>Continues to comply - listed as a consistent use</p> <p>This was conditioned to comply - the changes do not affect these conditions</p>

PROPOSED MINOR CHANGE - CAFÉ AND ASSOCIATED STORAGE, OFFICE AND ABLUTION FACILITIES
67 YAPPAR STREET, KARUMBA

ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Implications of the proposed minor change
<p>Operation and Provision of Infrastructure</p> <p>Uses are of a type and scale that maintain the standards of service identified in Schedule 1, Part 1.</p> <p>Water supply, sewerage and roads are provided to:-</p> <ul style="list-style-type: none"> (i) meet appropriate standards at the least whole-of-life cost, including avoiding unnecessary duplication; (ii) be robust and fit for the purposes and intended period of operation; (iii) be easily maintained without unnecessarily requiring specialist expertise or equipment; (iv) be comprised of components and materials that are readily accessible and available from numerous local sources; and (v) be readily integrated with existing systems and facilitate the orderly provision of future systems. <p>The safe and efficient operation of roads and railways are maintained having regard to:-</p> <ul style="list-style-type: none"> (i) the nature of vehicles using the road; (ii) the location of uses that may be adversely affected by noise and dust generated from use of the road or railway; (iii) the location and design of access points; and (iv) the design of stormwater drainage. 	<p>Sewerage disposal system is provided.³</p> <p>The defined use or use class is connected to electricity source.</p> <p>The defined use or use class is connected to a telecommunication system.</p> <p>2 <i>Water Reticulation Code of Australia (WSA03-1999).</i></p> <p>3 <i>Sewerage Code of Australia (WSA02-1999); Sewage Pumping Station Code (WSA04-2001); and Plumbing and Drainage Act 2002.</i></p>	<p>Continues to comply – the proposed development will remain compatible with standards of service.</p> <p>NA – the proposal will not be constructing new water supply, sewerage or road works, but can be connected to services as set out above</p>
	<p>No acceptable or probable solutions are prescribed</p> <p>No acceptable solution provided.</p> <p>For assessable development the Probable Solution is, water supply, sewerage and roads are constructed to relevant standards stated in Schedule 1, Part 32.</p>	<p>Continues to comply – no change to proposed vehicular access.</p>

ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Implications of the proposed minor change
Uses and works are located and designed to avoid significant adverse effects on safe aircraft operations due to:- (i) physical intrusions; (ii) reduced visibility; (iii) collisions with birds; (iv) electromagnetic interference with aircraft navigation systems; or (v) other functional problems for aircraft (including artificial lighting hazards).	No probable solutions are prescribed	Continues to comply – the proposed development will have no impact on aircraft operations.
Built Form The built form is compatible with the desired character and amenity of the surrounding area and does not adversely affect the visual amenity.	The maximum height of a building, structure or object, or height at which an activity is carried out, is 12.75m.	Continues to comply – the revised height meets the probable solution for building height and the built form is generally compatible with its setting.
Site Coverage The site coverage of buildings ensures that there is sufficient area for the provisions of services and landscaping.	The site coverage of all buildings does not exceed 80% of the site area	Continues to comply - site cover has not changed and meets the probable solution and is in the order of 60-70%.
Building Setbacks? Buildings must be setback to:- (i) maintain the character of the area; and (ii) achieve separation from the neighbouring buildings and from road frontages. <i>2 if adjacent to electricity works, the proposal should be referred to the relevant electricity entity.</i>	Buildings, structures or object are constructed to the front boundary of the full frontage of the site. Where a boundary adjoins any zone other than Commercial Zone, the setback is 2m.	Continues to comply – the proposed building is setback approximately 2m for the frontage but generally aligns with adjoining buildings. Its set back to the adjoining residential zone has been increased from 2m to 3m.
Awnings The design of the building provides for the integration of the development within the existing streetscape and provide for the protection of the public from the inclement weather.	An awning, a minimum of 3 metres in width or setback 0.5m from the tentative kerb line, is provided to the full frontage or frontages of the building where the building is built to the front property alignment or alignments.	Continues to comply – No changes to building awnings or shelter are involved.

PROPOSED MINOR CHANGE - CAFÉ AND ASSOCIATED STORAGE, OFFICE AND ABLUTION FACILITIES
67 YAPPAR STREET, KARUMBA

ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Implications of the proposed minor change
Site Access, Parking, Loading and Unloading Car parking does not hinder or obstruct the use of any area by pedestrians or other vehicles. Parking areas are laid out in such a manner as to provide adequate access to each parking space and to permit free circulation of vehicles entering, leaving and parking.	Site access or accesses are located 15m from an intersection. Off street parking is to be provided at the rear or side or underneath a building. Vehicle unloading areas, goods storage areas, waste storage areas and outdoor equipment are designed and located to be not visible from the street. Parking spaces comply with Table 6.10 - Areas and Dimensions. Access to parking spaces is provided from an aisle with an unobstructed width of at least 6.2 metres. For a parallel parking space the minimum dimensions are 6.2 metres by 2.6 metres. Car parking spaces for particular uses are in accordance with Table 6.11 - Number of Car Parking Spaces Required. The gradient of a parking space does not exceed 10 per cent. Parking areas are:- (i) not closer than 3 metres from the alignment of any structure; and (ii) not closer than 3 metres to any boundary of the site. Parking areas are located within the site on which the use is to be conducted.	Continues to comply – the changes do not affect the efficacy of the access or parking arrangements on the site.
Water Quality Maintenance All activities maintain the water quality of Carpentaria Shire's groundwater, waterways and surface water storages.	Any activities which:- a) involve the handling of water-borne pollutants are provided with bunded, impervious surfaces linked to an integrated drainage and treatment system; b) involve the storage of waste water are provided with properly designed and constructed, secure, sealed storage facilities; or c) contain all liquid wastes and discharge them to a sewer or removed from the site for treatment and disposal to an approved facility.	Continues to comply – The changes do not affect this aspect.

PROPOSED MINOR CHANGE - CAFÉ AND ASSOCIATED STORAGE, OFFICE AND ABLUTION FACILITIES
67 YAPPAR STREET, KARUMBA

ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Implications of the proposed minor change
Other Uses The predominance of the primary Commercial Activity is retained and there are no significant adverse effects on the local amenity. Any Business, Medical Centre or Shop are to be located to provide a service centre to serve the adjacent residents rather than be located in different part of the town.	No Acceptable or Probable Solutions are prescribed	Continues to comply – The changes do not affect this aspect.

PROPOSED MINOR CHANGE - CAFÉ AND ASSOCIATED STORAGE, OFFICE AND ABLUTION FACILITIES
67 YAPPAR STREET, KARUMBA

ROUGH PLAN

General Development Code

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Implications of the proposed minor change
Boundary Roads Proposals aid in the orderly and proper acquisition of land.	A new road having one half the width of any other road in that locality is provided where a proposal for such a road occurs at the boundary of the land and the land is in two or more ownerships. Concrete kerb and channel is required along the frontage or frontages in urban areas.	NA – the proposal does not involve the construction of new roads
Electricity Residential, Commercial and Industrial uses are supplied with electricity where supply is practical.	The proposal demonstrates that a supply of electricity is approved, where a supply is practical, prior to Council's endorsement on the plan of survey.	This was conditioned to comply - the changes do not affect these conditions
External Works Any defined uses or use classes are to provide for external works relative to its size and scale and location in an urban or rural area.	Proposals include:- (i) in non-urban areas the construction of concrete kerb and channel is to be for the full length of the frontage or frontages of the site if such standard of kerb and channel exists within 100m of the development; (ii) grading of the footpath for the full length of the frontage or frontages of the site; (iii) crossings over channel and footpath; (iv) a constructed footpath for the full length of the frontage or frontages of the site if such standard of constructed footpath exists within 100m of the development; (v) where the road is not fully paved, the paving of the road with bitumen between the existing pavement and the channel if such standard of paved road exists within 100m of the development; and (vi) where the road is not paved, the construction of the carriageway and the paving with bitumen from the lip of the channel to the centre-line for half the width of the carriageway or for a width of 6 metres, whichever is greater. Where concrete kerb and channel is not required, for a width of 6 metres if such standard of road exists within 100m of the development.	This was conditioned to comply - the changes do not affect these conditions

PROPOSED MINOR CHANGE - CAFÉ AND ASSOCIATED STORAGE, OFFICE AND ABLUTION FACILITIES
67 YAPPAR STREET, KARUMBA

ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Implications of the proposed minor change
Landscaping The visual amenity in any locality is enhanced by proposals that incorporate landscaping appropriate to the area in the density and height of the vegetation proposed. Visual screening by mounds, screen walls, or the planting of trees and shrubs.	Existing vegetation to be retained.	This was conditioned to comply - the changes do not affect these conditions
Lighting Any proposed lighting has no adverse impacts on the surrounding residential areas	The level of illumination at the boundary of the site does not exceed 8 lux measured at any level upwards from the ground level. Lighting is shielded or screened in a manner that causes minimal impact on adjoining properties.	This was conditioned to comply - the changes do not affect these conditions
Parking, Loading and Unloading Car parking does not hinder or obstruct the use of any area by pedestrians or other vehicles. Parking areas are laid out in such a manner as to provide adequate access to each parking space and to permit free circulation of vehicles entering, leaving and parking.	Parking spaces comply with Table 6.10 - Areas and Dimensions. Access to parking spaces is provided from an aisle with an unobstructed width of at least 6.2 metres. For a parallel parking space the minimum dimensions are 6.2 metres by 2.6 metres. Car parking spaces for particular uses are in accordance with Table 6.11 - Number of Car Parking Spaces Required. The gradient of a parking space does not exceed 10 per cent. Parking areas are:- (i) drained, sealed, marked and signed; (ii) readily accessible for vehicular use and designed so that vehicles can enter and leave the premises in forward gear; (iii) not closer than 3 metres from the alignment of any structure; (iv) not closer than 3 metres to any boundary of the site; (v) landscaped; (vi) provided with trolley bay areas, pedestrian walkways and devices to facilitate safe pedestrian circulation; and	Continues to comply – the changes do not affect the efficacy of the access or parking arrangements on the site.

PROPOSED MINOR CHANGE - CAFÉ AND ASSOCIATED STORAGE, OFFICE AND ABLUTION FACILITIES
67 YAPPAR STREET, KARUMBA

ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Implications of the proposed minor change
Parking of heavy vehicles has no detrimental effect on the amenity of residential areas.	(vii) provided with motorbike and cycle parking spaces. Parking areas are located within the site on which the use is to be conducted. Adequate space is provided for the loading, unloading and fuelling of vehicles, for the parking of trailers and for the picking up and setting down of passengers.	NA – the proposal will not involve the use of heavy vehicles other than normal commercial servicing vehicles.
	Heavy vehicles used for the cartage of livestock are not parked in a Residential Zone except for the prime mover exclusive of any trailers. Where parking a heavy vehicle on land used for residential purposes occurs, provision is made to house the vehicle in a Class 1 or Class 10 building; or The vehicle is parked behind the front building alignment.	
Provision of Water Every Residential, Commercial or Industrial building outside the Council service area is provided with an adequate potable water supply.	Rainwater storage tanks have a minimum capacity of 4,500 litres. Where rainwater storage tanks are not supplied, a dam, dams or bore supply is available.	Can be conditioned to comply Site is connected to reticulated water supply system
Sewerage Outside the Council service area acceptable methods of sewage and sullage waste disposal protect the environment and the health of residents	Methods of sewage disposal comply with the Department of Natural Resources and Mines On-site Sewerage Code and AS/NZS 1547:2000.	This was conditioned to comply - the changes do not affect these conditions
Storage Storage of equipment, materials, machinery or tools has no detrimental effect on the visual amenity of a residential area	All equipment, materials, machinery or tools of trade in any business, profession, trade or hobby are housed in a Class 1 or Class 10 building or screened	Continue to comply

PROPOSED MINOR CHANGE - CAFÉ AND ASSOCIATED STORAGE, OFFICE AND ABLUTION FACILITIES
67 YAPPAR STREET, KARUMBA

ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Implications of the proposed minor change
Vegetation The visual amenity of the surrounding uses and of the Shire is protected. A defined use or use class does not adversely impact on the ecological or landscape values of vegetation.	Trees and shrubs whether natural growth or planted are retained on the site except where on the site of a proposed building construction or posing a fire hazard to the development. Vegetation is retained within:- (i) 50 metres of the high bank of a river; and/or (ii) 25 metres of the bank of any other watercourse.	This was conditioned to comply - the changes do not affect these conditions
Drainage and Filling The drainage or filling of land to enable its use	Council requirements, which will be a condition of development, are met. The movement of material shall not cause a dust nuisance. There is no adverse impact on adjacent premises	This was conditioned to comply - the changes do not affect these conditions
Site Access The movement of vehicles, including emergency vehicles, into and out of the site is facilitated.	The site layout facilitates the movement of traffic without impacting on the flow of traffic on the adjoining road or roads.	Continue to comply
Awnings Over Footpaths In the Commercial Zone protection for pedestrians from severe climatic conditions is to be provided	Proposals to provide covered walkways or awnings over pedestrian walkways.	Continue to comply

PROPOSED MINOR CHANGE - CAFÉ AND ASSOCIATED STORAGE, OFFICE AND ABLUTION FACILITIES
67 YAPPAR STREET, KARUMBA

ROUGH PLAN

ADVERTISING DEVICES CODE

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Implications of the proposed minor change
Scale and Design Are consistent with the scale and design of existing buildings and other works on the site and in the locality where they are located, and do not intrude into aircraft operational areas.	Advertising devices are consistent devices as identified in Schedule 2.	This was conditioned to comply - the changes do not affect these conditions
Siting and Provision Sited and provided on premises having regard to:- (i) maintaining or enhancing the amenity enjoyed by people on the site and in the locality where the devices are located; (ii) avoiding confusion with traffic signs, or reduction in their visibility or conspicuous nature; and (iii) avoiding hazards to vehicular or pedestrian traffic due to their location or illumination.	An advertising device complies with the criteria stated in Columns 1 and 2 of Table 6.6 and applicable to the differing types of advertising.	This was conditioned to comply - the changes do not affect these conditions

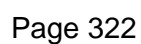
PROPOSED MINOR CHANGE - CAFÉ AND ASSOCIATED STORAGE, OFFICE AND ABLUTION FACILITIES
 67 YAPPAR STREET, KARUMBA

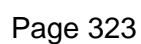
ROUGH PLAN

Appendix C: Assessment against SPP Natural Hazards Assessment Benchmark

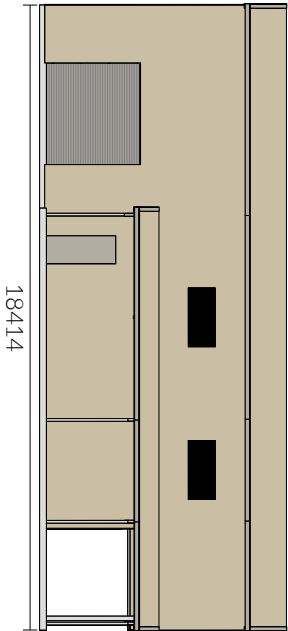
SPP Assessment Benchmark	Implications of the proposed minor change
(3) Development ... avoids natural hazard areas, or where it is not possible to avoid the natural hazard area, development mitigates the risks to people and property to an acceptable or tolerable level.	Continues to comply – the proposed changes do not affect the development's performance against this aspect.
(4) Development supports and does not hinder disaster management response or recovery capacity and capabilities.	Continues to comply – the proposed changes do not affect the development's performance against this aspect.
(5) Development directly, indirectly and cumulatively avoids an increase in the severity of the natural hazard and the potential for damage on the site or to other properties.	Continues to comply – the proposed changes do not affect the development's performance against this aspect.
(6) Risks to public safety and the environment from the location of hazardous materials and the release of these materials as a result of a natural hazard are avoided.	Continues to comply – the proposed changes do not affect the development's performance against this aspect.
(7) The natural processes and the protective function of landforms and the vegetation that can mitigate risks associated with the natural hazard are maintained or enhanced.	Continues to comply – the proposed changes do not affect the development's performance against this aspect.



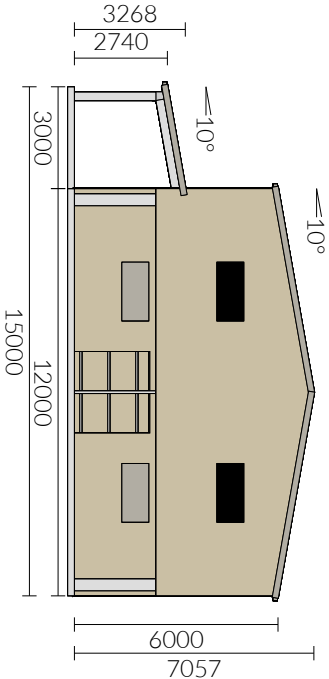




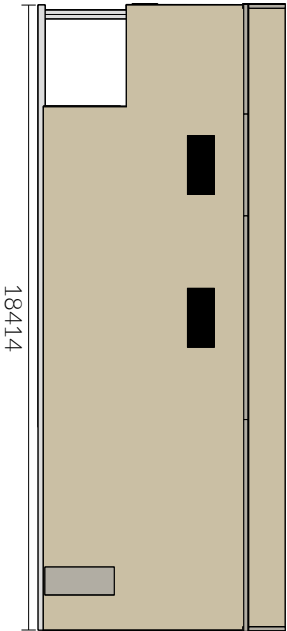
LEFT ELEVATION



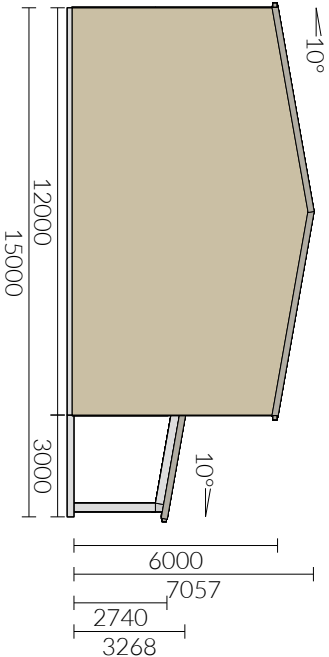
FRONT ELEVATION



RIGHT ELEVATION



BACK ELEVATION



BUSINESS PAPERS

11.8 GRADER TENDER (RFQ 22-0562)

Attachments:	NIL
Author:	Michael Wanrooy - Director of Engineering
Date:	9 November 2022
Key Outcome:	5.2 - A safe and sustainable road network
Key Strategy:	5.2.1 Plan and deliver a safe, sustainable and efficient road network.

Executive Summary:

Council has put out a tender on Vendor Panel for the supply of a grader with specifications to meet our operational needs to replace our old 140M.

Council has received tenders from Hastings Deering and RDO Equipment. Hastings have provided two grader options and RDO Equipment one. There are two mandatory requirements which are for price and estimated delivery time so Council can make an assessment to see if budget and delivery are within acceptable limits.

Council has asked the tenderers to meet our minimum requirements. Both Hastings Deering and RDO Equipment has provided a detailed response to those requirements.

The CAT 150 replaces the 140M and is comparable to a John Deere 770GP.

The CAT 140 replaces the 12M and is comparable to a John Deere 670GP.

Note: CAT prices have gone up 13.3% for a 150M based on last year's tender; and

The 670GP has risen by 22.6%

RECOMMENDATION:

That Council award the tender to Hastings Deering for their 150 Motor Grader for \$595,000 ex GST. The 150 is equivalent to our current graders whereas the John Deere 670 is a smaller machine.

Background:

Council's fleet is aging, and Council has committed funding for 2022 to replace our 2015 140M grader with approx. 10,000 hrs.

Early last year, Council sold two graders at Pickles auction:

- 2013 CAT 140M, 9013 hrs for \$201,363.64 excluding GST
- 2013 CAT 140M, 10,137 hrs for \$211,363.64 excluding GST

Council has obtained current resale values for CAT and John Deere Graders via the [Construction.com.au](https://www.construction.com.au) website for Council's information provided in the following table.

Construction Sales .com	
Grader	Asking Price
Cat 2015 140M – 8,418hrs	\$ 340,000.00
Cat 2009 140M – 14,519hrs	\$ 215,000.00
CAT 2008 140M – 13,563hrs	\$ 195,000.00
2013 John Deere 670G - 6700hrs	\$ 295,000.00

BUSINESS PAPERS

2016 John Deere 670G - 6200hrs	\$ 318,890.00
2017 John Deere 770GP – 7,192hrs	\$ 219,450.00

Council maintains a current fleet of 3 CAT 140M and 1 CAT 150 motor graders. Council's operators are familiar with the operation and controls of those machines. Council's workshop stores oils and maintenance parts for CAT plants.

Assessment

The following table lists the price and some details received from the tenderers. The equipment that comes with the graders are too numerous to list in this report.

Description	Hasting Deering	Hasting Deering	RDO Equipment Pty Ltd	
	150 Motor Grader	140 Motor Grader	670GP Motor Grader	
	Value (ex. GST)	Value (ex. GST)	Value (ex. GST)	Optional Extra
2022 Price Received	\$595,000.00	\$ 548,000.00	\$605,000.00	
	Standard	Standard	\$ 18,500.00	John Deere Premium Circle - lower operating costs, no wear inserts, 40% increase in torque and 15% increase in circle speed
Total Price	\$595,000.00	\$ 548,000.00	\$623,500.00	
Estimated Delivery Time	6 - 8 weeks	6 - 8 weeks	6 – 8 Weeks	Most likely April 2023 for all of them
Warranty	Premium 72 months/ 6000 hrs	Premium 72 months/ 6000 hrs	Standard – varies from 24 months to 36 months/ 2000 - 4000 hrs, structural up to 10,000 hrs or 3 years whichever comes first.	CAT Premium Warranty Covers all powertrain drives, hydraulics and technology components. Cat is offering the premium warranty at no extra charge on top of their standard. John Deere offers standard insurance free of charge. Extended warranty - extra POA.
Power	136kW to	136kW to	134kW to 175kW	

BUSINESS PAPERS

	174kW	159kW		
Reverse Fan	Yes	Yes	Yes	
Service Support	Mount Isa	Mount Isa	Townsville	
Moldboard	14 ft	14 ft	14 ft	
Base Weight	19 tonnes	16.2 tonnes	16 tonnes	
Max Weight	23.5 tonnes	22.0 tonnes	24.9 tonnes	
Fitted Slope Meter	Yes	Yes	Yes	
GPS Ready	Yes	Yes	Yes	
Safety Equipment	Yes	Yes	Yes	

Consultation (Internal/External):

- Chief Executive Officer – Mark Crawley
- Director of Engineering – Michael Wanrooy
- Engineer – Kerrod Giles
- Works Coordinator – Michael Sceresini
- Tender Assessment Panel – Michael Wanrooy, Kerrod Giles and Michael Sceresini

Legal Implications:

- Nil.

Financial and Resource Implications:

- Depends on resale via Pickles

Risk Management Implications:

- Nil.

BUSINESS PAPERS

12 GENERAL BUSINESS

13 CLOSURE OF MEETING