



CARPENTARIA SHIRE

Outback by the Sea

BUSINESS PAPER

21 JUNE, 2023

BUSINESS PAPERS

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

BUSINESS PAPERS

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OPENING OF MEETING	5
2	RECORD OF ATTENDANCE.....	5
3	CONDOLENCES	5
4	CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS	5
5	BUSINESS ARISING FROM PREVIOUS MEETINGS	5
6	RECEPTION OF PETITIONS & DEPUTATIONS.....	5
7	MAYORAL MINUTES.....	5
8	CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION	6
8.1	Compensation - Gallagher Matter	6
8.2	Request to Allow Discount and Waive Interest Charges - A1104	6
9	REPORTS FROM THE CHIEF EXECUTIVE OFFICER	7
9.1	CEO Report.....	7
	Attachment 9.1.1 Housing and Land Development - Carpentaria Shire.....	14
9.2	Endorsement of LDM Plan and Evacuation Plan	22
	Attachment 9.2.1 LDM Plan - Reviewed May 2023.....	24
	Attachment 9.2.2 Carpentaria Evacuation Plan reviewed May 2023	112
9.3	Grant Management Proposal	203
	Attachment 9.3.1 Grant Management Proposal from Peak Services....	205
9.4	Revisions for Draft Planning Scheme from State Interest Review	218
9.5	Special Holiday 2024	220
	Attachment 9.5.1 Request for Show Holiday Date	221
	Attachment 9.5.2 Request form to be completed	222
9.6	Human Resources Report.....	223
	Attachment 9.6.1 Safeplan Progress Report to May 2023	226
9.7	Les Wilson Barramundi Discovery Centre, Karumba and Normanton Visitor Information Centres.....	227

BUSINESS PAPERS

10	REPORTS FROM DIRECTOR OF CORPORATE & COMMUNITY SERVICES	237
10.1	DCS Report.....	237
	Attachment 10.1.1 Local Laws Report - May 2023	243
10.2	Monthly Financial Report - May 2023	245
	Attachment 10.2.1 Monthly Financial Statements	253
	Attachment 10.2.2 Cash May 2023	258
	Attachment 10.2.3 Rate Receivable Report - May 2023	259
	Attachment 10.2.4 Capital Expenditures - May 2023	263
10.3	Approval to Keep Animal - More than Two Dogs	267
10.4	Community Development Report	269
	Attachment 10.4.1 Sports Centre monthly report	276
	Attachment 10.4.2 K150 working plan.....	278
	Attachment 10.4.3 Community Consultation - Rodeo Grounds	286
	Attachment 10.4.4 Cenotaph upgrade	288
10.5	Community Donations and Support	289
10.6	Normanton Sports Centre Operation Options	294
11	REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES	297
11.1	DOE Report.....	297
11.2	NDRRA/QDRF Report	306
	Attachment 11.2.1 Appendix A - 2021 Expenditure Summary	309
	Attachment 11.2.2 Appendix B - QRA21 Completion Sketch.....	311
	Attachment 11.2.3 Appendix C - 2022 Expenditure Summary	312
	Attachment 11.2.4 Appendix D - QRA22 Completion Sketch	313
	Attachment 11.2.5 Appendix E - Betterment Projects	314
11.3	Water and Waste Monthly Report	315
11.4	Asset Management Report	320
11.5	Workshop Report	327
11.6	Building and Planning Report.....	331
11.7	Foreshore Revetment Options	333
12	GENERAL BUSINESS	343
13	CLOSURE OF MEETING	343

BUSINESS PAPERS

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

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 17 May 2023 be confirmed.

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

BUSINESS PAPERS

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 Compensation - Gallagher Matter

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

8.2 Request to Allow Discount and Waive Interest Charges - A1104

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

BUSINESS PAPERS

9 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

9.1 CEO REPORT

Attachments: 9.1.1. Housing and Land Development - Carpentaria Shire [link](#)
Author: Mark Crawley - Chief Executive Officer
Date: 12 June 2023

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

Executive Summary:

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

RECOMMENDATION:

That Council:

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

MEETINGS SCHEDULE

Date	Time	Event	Location
Council			
21 June 2023	9:00am	Ordinary Meeting of Council	Boardroom
22 June 2023	8:30am	Workshop – Councillors, CEO, Directors, and Managers	Boardroom
19 July 2023	9:00am	Ordinary Meeting of Council	Boardroom
20 July 2023	8:30am	Workshop – Councillors, CEO, Directors, and Managers	Boardroom
NWQROC and LGAQ			
12-16 June 2023		ALGA National General Assembly	Canberra
5-6 July 2023		NWQROC Meeting	Karumba
6-7 September 2023		NWQROC Meeting	Mount Isa
26-28 September 2023		Western Queensland Alliance of Councils	Winton

BUSINESS PAPERS

Date	Time	Event	Location
16 October 2023		LGAQ Annual Conference	Gladstone
6-7 December 2023		NWQROC Meeting	Burketown
Local Government Professionals Australia			
29-31 August 2023		Annual Local Government Conference	Caloundra
23 November 2023		CEO Forum	Brisbane

FINANCIAL REPORT

Governance Income and Expenditure to 31 May 2023

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure				
Communications	167,680	10,720	9,541	20,261
Community Recovery	15,100	36	0	36
Disaster Events	58,000	100,176	0	100,176
Disaster Preparedness	72,050	3,822	7,995	11,817
Elected Members	525,130	467,350	2,570	469,920
Emergency Response	48,750	47,324	0	47,324
Governance	1,156,391	1,250,214	19,030	1,269,244
Operational Plan	0	53,767	86,912	140,678
Regional Economic Development	4,000	3,500	0	3,500
Operating Expenditure Total	2,047,101	1,936,908	126,048	2,062,956
Operating Income				
Disaster Events	0	-15,000	0	-15,000
Disaster Preparedness	-7,000	-64,578	0	-64,578
Emergency Response	-17,000	-17,059	0	-17,059
Governance	0	-5,240	0	-5,240
Operating Income Total	-24,000	-101,877	0	-101,877
Grand Total	2,023,101	1,835,031	126,048	1,961,079

BUSINESS PAPERS

Tourism Budget – LWBDC Centre Manager Discovery Centre and Hatchery

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure				
Barra Bites Café	24,502	115,880	2,810	118,690
Hatchery	376,677	230,300	1,602	231,902
Les Wilson Barramundi Discovery Centre	935,148	836,169	41,244	877,412
Visitor Information	136,790	170,569	1,470	172,039
Operating Expenditure Total	1,473,116	1,352,917	47,126	1,400,043
Operating Income				
Barra Bites Café	-20,000	-56,371	0	-56,371
Hatchery	-135,000	0	0	0
Les Wilson Barramundi Discovery Centre	-450,000	-351,868	0	-351,868
Visitor Information	-10,000	-10,845	0	-10,845
Operating Income Total	-615,000	-419,085	0	-419,085
Grand Total	858,116	933,832	47,126	980,958

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure				
Hatchery	0	262	0	262
Tourism Events	155,000	133,855	2,000	135,855
Operating Expenditure Total	155,000	134,116	2,000	136,116
Operating Income				
Tourism Events	-25,000	0	0	0
Operating Income Total	-25,000	0	0	0
Grand Total	130,000	134,116	2,000	136,116

BUSINESS PAPERS

ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

Date:	Ref:	Action	Status	Comment
October 20	012	Concessions not granted. Upgrade the signage to provide passcode to airside traffic.	Part complete	Signage yet to be arranged. Someone scratched code on gate post.
February 21	023	approve the request subject to the conditions outlined in the Subordinate Local Law No. 1.2 Commercial use of LG controlled areas and roads	Progressing	Initial letter advising of Council support for use as requested. Follow up to be provided in relation to Local Law conditions
May 21	007	Recommend the process to finalise the Water Supply Easements in negotiation with Landholders and finalise all agreements for the water supply at Glenore.	Progressing	Met with Preston Law on 10/2/2022 to progress.
August 21	GB	Pipeline Easement		Contact made with Dean Patchett to progress the inclusion of the northern section of the easement/road in our asset register
November 22	018	Engage with the Department, the Small Business Commissioner to sign a Small Business Friendly Charter	Progressing	Advised the Department that we will be ready to sign off in August 2023
November 22	022	Council to participate in Sarus Crane Awards for 2022-2023	Progressing	Advised NRM we will participate, and nominations will be advertised soon.
February 23	013	Authorise CEO to engage Astute to compile a 5-year Business Plan for Childcare Centre	Progressing	Astute will be on-site 22-25 May 2023
May 23	007	Election Guidelines produced for distribution to candidates	Complete	Included information in May Newsletter
May 23	008	Seeking Councils views on Lot 29 NR69	Complete	Department advised of no objection
May 23	009	Adopt new Organisational Structure and commence recruitment for new Director	Complete	Recruitment has been undertaken by Elite Executive based in Cairns
May 23	GB	Change to August Meeting date to be arranged	Complete	EA has advertised the meeting date change
May 23	GB	CEO to meet with President of Recreation Club in Karumba and ascertain requirements for clean up prior to K150 and Outback Masters Golf	Complete	Meeting held on site with Mr Wells, Michael Sceresini and Shane Stark. Agreed to provide general clean up at Rec Club.

BUSINESS PAPERS

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. Waste Management Plan – North West Queensland

The Draft NWQROC Waste Management Plan has an inclusion that the waste from Burke Shire will come to the Normanton Landfill as Burke transitions to Transfer Stations due to the closure of the Burketown Landfill due to no further space. Burke Shire will not be able to plan a new site in time to open a new landfill and the Plan recommends moving to transfer stations and transporting waste to Normanton.

This will impact the life expectancy of the Normanton landfill, but not for 10+ years. The proposed Plan is for the next five years and the need for Normanton to develop a new landfill site is outside the planning horizon of the proposed plan.

We have raised this issue with the consultants, and something will be added to the proposed Plan to highlight the assistance and planning that will be needed in the next 5-year Plan to ensure the planning for a new landfill site in Normanton is covered and funding allocated and supported by State.

Recommendation: For feedback

3. Crime and Corruption Commission

The Crime and Corruption Commission (CCC) has developed a new Corruption Strategy 2023-2027 to define the ambition and objectives for the Corruption function over the next four years. The strategy aligns with our new Strategic Plan 2023-2027 and aims to transform our Corruption function to be more responsive and adaptive to our changing environment. The draft Corruption Strategy recognises that responsibility for preventing and dealing with corruption in Queensland is a shared responsibility, and acknowledges that although we are independent, having effective and transparent relationships with the public sector is essential.

The CCC intend to publish the final version of the strategy on their website in July. A copy of the Draft has been provided to Councillors via separate email.

Recommendation: For information

BUSINESS PAPERS

4. Awards for Excellence - LGMA

Carpentaria Shire Council's nomination received a Certificate as a Finalist in the Awards Category for Innovation at the Awards for Excellence in Local Government run by LGMA and attended by the CEO and Asset Manager recently in Brisbane.

While we didn't win the overall prize, being one of the four or five finalists was a great achievement from the fourteen nominations in this category. The project "AI Flood Detection" is something that is easily adaptable to all 500+ Councils across Australia. Well done again Tom Loadsman.

Recommendation: For information

5. Local Housing Action Plan (LHAP) Advisory Committee

Carpentaria Shire Council achieved another first in relation to the issue of Housing, when it held its first Advisory Committee Meeting on Thursday 8th June 2023. Of the 22 member Councils of the WQAC, the Carpentaria Shire was the first to adopt its LHAP and is now the first Council to hold its Advisory Committee Meeting. In the words of Mr. Hoffman PSM *"Up there for Leadership"*

As part of the agenda the CEO provided an update on the work being done by the Council as it related to land and building development. A copy is attached for the information of Councillors.

Recommendation: For information

6. Town Planning

Our consultant Jenny Roughan has been working with the State Government in recent weeks as they completed the first State Interest Check. Jenny has made most of the changes suggested / recommended and there will be a further report from Jenny included in the agenda.

Recommendation: For information

7. ROC Assembly - 2024

Karumba and Carpentaria Shire Council will play host to the 40+ delegates that will be attending the ROC Assembly in July 2024. Accommodation has been booked and the venue will be the Les Wilson Barramundi Discovery Centre. A Draft Program has been shared with LGAQ to assist with planning for the event in 2024.

Recommendation: For information

BUSINESS PAPERS

8. LGAQ Conference 2024 – Call for Motions

The LGAQ has requested a “call for motions” for consideration at the LGAQ Annual Conference to be held in Gladstone.

Recommendation: For feedback



Housing and Land Options - Normanton

May 2023

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





Queensland Housing Strategy 2021-2025 Local Housing Action Plan

Carpentaria Shire Council

www.carpentaria.qld.gov.au

December 2022



www.carpentaria.qld.gov.au

Enquiries:

Email: council@carpentaria.qld.gov.au

Telephone: 07 4745 2200

Fax: 07 4745 1340

Street Address: 29 – 33 Haig Street Normanton

Postal Address: PO Box 31 Normanton QLD 4890

Carpentaria Shire Council would like to respectfully acknowledge the Gkuthaarn, Kukatj and Kurtijar peoples as the traditional owners of the lands and waters that form the Region. Council pays its respect to elders' past, present and emerging and welcomes the ongoing role that indigenous people play within the Carpentaria community.



Contents

Introduction	3
Land Development Options	4
Lilyvale Subdivision – 28 Lots	4
Goal Reserve	5
Ellis Street – Residential Subdivision	5
Housing Options.....	6
Council Housing	6
Council Housing – Rent to Buy Scheme	6
Unit Development – 1 and 2 bedroom – Gough Street Normanton	6



Introduction

This document has been prepared to provide an update of the current plans under consideration and development by the Carpentaria Shire Council as they relate to housing and land development.

Some of these have been identified in the Local Housing Action Plan and provide input into the Actions required to address the items raised as they relate to the Carpentaria Shire Council.

Council is in the early stages of the development of a new Planning Scheme and is currently before the State Government for the first State Interest Check.

Council, along with the other 21 member Councils of the Western Queensland Alliance of Councils (WQAC) participated in the development of the Queensland Housing Strategy 2021-2025 Local Housing Action Plan - Carpentaria Shire.

Council has developed a Terms of Reference for the Local Housing Action Plan Advisory Committee which will meet to progress the Response Opportunity Actions and provide recommendations back to Council for consideration and decision. Expressions of Interest were called from within the Community for two community representatives on the Advisory Committee, no expressions of interest were received, and it is envisaged that local builders will be invited to attend the first meeting of the advisory committee.



Land Development Options

Lilyvale Subdivision – 28 Lots

The Lilyvale Rural Residential Subdivision is now complete, and work is progressing on the marketing of the lots to members of the public. A potential buyers guide has been produced and an entry statement has been erected at the entrance to the Estate.

The twenty-eight lots will be sold through a public auction and tender process over two or three stages. With the first four to six lots being sold via auction.

Colliers have been engaged by Council to progress the marketing and sale of lots. This was delayed due to the extended wet season and road closures.

The internal roads are currently of a gravel construction and may be sealed at some time in the future when additional funds are available to allow for the increased level of service for the lots.

Crossovers will be constructed by Council when the building locations have been sorted to allow for direct access onto the parcels from the road in locations that suit the buyer's residential development.



Goal Reserve

Council purchased the Goal Reserve as freehold land from the State Government following the announcement that it was surplus to the requirements of Queensland Police. The former Goal Reserve is an area of 3.892ha and described as Lot 87 on CP N14855.

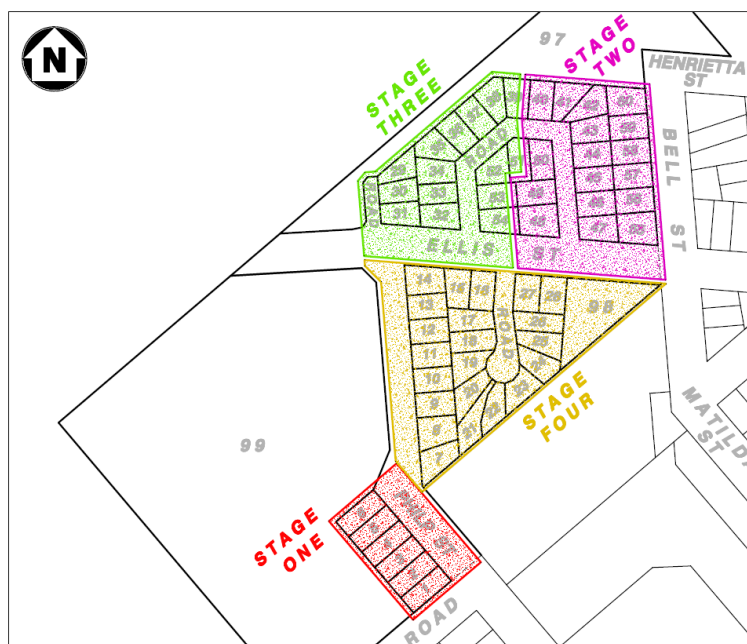
The area is in the vicinity of the hospital and would allow for larger residential lots on higher ground off Old Hospital Road.

Planning and an assessment of the availability of services (water and Sewer) would need to be undertaken.



Ellis Street – Residential Subdivision

The last remaining land for residential development is available within the Normanton Township. As indicated on the plan below it is envisaged that the development will be done in four stages with stage



one being developed quite quickly due to services in the vicinity of the proposed stage one, this may facilitate the construction of housing as required by State Government.

The proposed development will provide an additional 60 residential lots in the Normanton community.

Water, Sewer, and the streets will need to be planned and developed as the project is completed in stages and then released to the community through an auction or tender process.



Housing Options

Council Housing

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

Normanton

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

Karumba

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

Council Housing – Rent to Buy Scheme

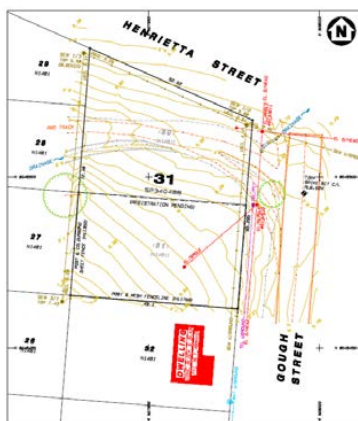
Council has resolved to commence investigating a scheme where long term staff can take out an option to rent to buy the residence they are occupying. Council Officers have met with Officers from the Department to progress this as an option for staff.

To progress this Council will need to develop a range of policies and guidelines and seek ministerial and treasury approval before progressing further in offering to staff.

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

Unit Development – 1 and 2 bedroom – Gough Street Normanton

Council has a parcel of land located at 5 Gough Street and has since acquired the neighbouring lot from a private landowner and will amalgamate the two lots to form a single parcel of 3,111 m²



The intention is to build up to 10 units of accommodation in 1- and 2-bedroom formats to rent to staff.

The amalgamation of the lots is proceeding, and plans will be sought from architects soon.

Part of the parcel is in a low area, maybe car parking.





BUSINESS PAPERS

9.2 ENDORSEMENT OF LDM PLAN AND EVACUATION PLAN

Attachments:	9.2.1. LDM Plan - Reviewed May 2023 ↓ 9.2.2. Carpentaria Evacuation Plan reviewed May 2023 ↓
Author:	Mark Crawley - Chief Executive Officer
Date:	12 June 2023
Key Outcome:	A safe, healthy, and equitable community that celebrates diversity and enjoys a quality lifestyle
Key Strategy:	Maintain the ability to respond to natural disaster events

Executive Summary:

As part of the annual review of the Local Disaster Management Plan, the Chief Executive Officer and representative from Queensland Fire and Emergency Services present the updated versions for consideration and endorsement by Council.

RECOMMENDATION:

That Council endorse the updated Local Disaster Management Plan and the Evacuation Plan recently reviewed by the Chief Executive Officer and the Department of Fire and Emergency Services and provide the public with access to the documents on the Council Website.

Background:

The Local Disaster Management Plan (LDMP) is a Plan that should, and is, under constant review. An annual review is undertaken in consultation with the Queensland Fire and Emergency Services (and sometimes with the Disaster District Coordinator). In May of 2023 the CEO and QFES sat down to undertake a review of the Plan. It was also decided that the Evacuation Plan needed an update and QFES offered to undertake the full review and update of the Evacuation Plan, thank you to Elliott Dunn from QFES for his work in this regard.

The LDMP has had minor changes to pick up new abbreviations and acronyms used in the Plan. The Evacuation Plan has had a major update based on new available information in relation to storm surge.

Both are attached for the information and consideration of Council and when formally endorsed will be placed on the Council website for access by the Community and others.

Consultation (Internal/External):

- Mayor Jack Bawden
 - Chief Executive Officer Mark Crawley
- Elliott Dunn – Queensland Fire and Emergency Service

Legal Implications:

- In accordance with Disaster Legislation

Financial and Resource Implications:

- Review undertaken between CEO and Elliott Dunn
-

BUSINESS PAPERS

Risk Management Implications:

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



Carpentaria Shire
Local Disaster Management Plan

2023-25

PRINCIPAL PLAN
December 2019

This page kept intentionally blank

Table of Contents

Table of Contents	3
Map of Carpentaria Shire	7
Foreword	8
Authority to plan	9
Document control	10
Amendment schedule	10
Glossary of terms and abbreviations	11
Distribution	11
PART 1 – ADMINISTRATION AND GOVERNANCE	12
Purpose	12
Statement of compliance	12
Objectives	12
Governance	12
Guiding principles	12
Disaster management planning for local government	13
Strategic policy statement	13
Disaster management guideline	14
Review & renewal of plan	15
Availability of plan for inspection	15
PART 2 – DISASTER RISK MANAGEMENT	16
Role of risk management in planning	16
Carpentaria Shire Risk Management Study 2008	16
Community context	17
Geography	17
Population	18
Community vulnerabilities	18
Community resiliencies	19
Climate and Weather	19
Infrastructure	19
Electricity Supply	20
Water Supply	20
Sewerage	20
Roads	20
Airports/airstrips	20
Industry	20
Essential Services	20
Hazardous material sites	21
Hazards	21
Naturally occurring	21
Human-caused/biological	22
Risk assessment methodology	22
Risk matrix	22

Likelihood descriptors	22
Consequence descriptors	23
Risk assessments	26
Naturally occurring	26
Human-caused	26
Risk treatment strategies	26
Monitoring future risk	27
Managing residual risk	27
Critical infrastructure	27
Storm tide hazard	27
PART 3 – LOCAL DISASTER MANAGEMENT	27
Functions of local government	27
Local disaster management group ('local group')	27
Establishment (s.29)	27
Functions of local group (s.30)	28
Chairperson and deputy chairperson (s.34)	29
Functions of chairperson (s.34A)	29
Local disaster coordinator (s.35)	29
Functions of local disaster coordinator (s.36)	29
Power of delegation by LDC (s.143[8])	30
Membership	30
Roles & responsibilities	31
Local Disaster Management Group	31
Essential service providers (s.48A)	35
District Disaster Management Group representatives	35
Complying with directions (s.47)	35
State government lead functional agencies	36
PART 4 – BUSINESS AND MEETINGS OF LDMG	37
Business	37
Letterhead/logo	37
Reporting	37
Induction of members	38
Meetings	39
Timing and conduct of meetings (s.38)	39
Meeting types	39
Quorums	39
Attendance	40
Meeting agendas	40
Meeting administration	40
Subordinate committees and plans	42
Sub-committees	42
Sub-plans & standard operating procedures	42
Future planning considerations	41
PART 5 – DISASTER OPERATIONS	42
Response strategy	42
Meaning of disaster operations	42

LDMG functions during disaster operations	43
Authority to activate	43
Stages of activation	43
Local Disaster Coordination Centre ⁸	46
Fatigue management	46
Local warning dissemination	47
Coordination of public information	47
Warning authorities	48
Emergency alert	48
Evacuation	48
Storm tide evacuations	50
Evacuation centres	51
Information management	51
Operational information and intelligence	53
Post-disaster review	53
Impact assessment	54
Disaster declarations (s.64)	55
Financial management	55
Media management	56
Logistics support	56
Relief & recovery strategy	57
Defining relief and recovery	57
Alignment of arrangements	58
Recovery sub-plan	58
Role of local government in recovery	58
Local recovery group	59
Role of disaster district in recovery	60
PART 6 – BUILDING CAPACITY AND RESILIENCE	61
Introduction	61
Prevention & preparedness	61
Prevention	61
Preparedness	61
Community engagement	62
Building resilient communities	61
Elements of resilience	61
Guiding principles	61
Building resilient communities	61
Training	61
Exercising	62
Exercise objectives	62
Exercise types	63
Exercise evaluation	63
Personal insurance	63
PART 7 – FUNDING ARRANGEMENTS	64
Disaster recovery allowance	64
List of appendices	65

Appendix 1 – Glossary of terms & abbreviations	66
Appendix 2 – Distribution list	72
Appendix 3 – Compliance register	73
Appendix 4 – Hazardous material sites.....	74
Appendix 5 – Risk assessment and treatment registers.....	76
Appendix 6 – LDMG contact information	77
Appendix 7 – Notice of membership templates.....	78
Appendix 8 – Lead agency roles & responsibilities	86
Appendix 9 – LDMG annual report template	87
Appendix 10 – Storm tide hazard information.....	89

Map of Carpentaria Shire



Foreword

The Carpentaria Shire is not immune to natural disasters, whilst these types of events are not common, we cannot afford to become complacent. The key to effective disaster response, relief and recovery is the resilience of the community and the willingness of people to work together for the benefit of the community.

The Carpentaria Shire through the work of the Local Disaster Management Group will maintain their commitment to effective disaster management for the shire. To be effective our disaster management planning must be a moving feast, we learn from events in the shire and we examine the actions of other local government areas to ensure that we improve and adapt to changes such as the expectations of the community and climate change.

This plan – the Carpentaria Shire Local Disaster Management Plan (the ‘Plan’) – is for the community and to be truly effective we must draw on the collective knowledge of the community to develop plans that are suitable and effective.

The purpose of plan is to address the disaster management needs of the Carpentaria Shire. This will be achieved by:

- Ensuring that community risks related to events are effectively managed;
- Ensuring that risks requiring District level support are identified and communicated to the District Level;
- Ensuring that Local Government and Local Groups comply with their disaster management obligations under the Disaster Management Act 2003; and
- Other purposes related to disaster management the Local Government determines.

The plan ensures that community risks relating to disaster events, or events that affect the wellbeing of the community are identified and effectively managed.

The plan is to detail the arrangements and responsibilities between response agencies, supporting government and non-government organisations.

The objective of the plan is to ensure that risks requiring District level support are identified and communicated to District level.



.....
Cr. Jack Bawden
Chair
Carpentaria
Shire
Local Disaster Management Group

Authority to plan

The Carpentaria Shire Local Disaster Management Plan (the plan) is issued under the authority of the Carpentaria Shire Council (the Council) in accordance with the requirements of section 57 of the Queensland Disaster Management Act 2003 (the Act). This plan will be maintained by the Local Disaster Management Group (LDMG) on behalf of Carpentaria Shire Council.



11 December 2019

.....
Cr. Jack Bawden
Chair
Local Disaster Management Group

.....
Date

Document control

This plan is a controlled document and cannot be copied, altered or amended without the express permission of the Carpentaria Shire Local Disaster Management Group.

Proposed amendments to this plan are to be forwarded in writing to:

Local Disaster
Coordinator C/- Chief
Executive Officer
Carpentaria Shire Council
PO Box 31
NORMANTON QLD 4890

The LDC may approve inconsequential amendments to this document as well as ensure that any significant changes are submitted to the Local Disaster Management Group for approval and Council for endorsement.

A copy of each amendment will be forwarded to Local Disaster Management Group members. On receipt, the amendment is to be inserted into the Plan and the below amendment schedule updated.

Amendment schedule

Amendment No.	Date	Amendment	Amended By	Date approved by LDMG	Date endorsed by Council
1	27/7/17	<ul style="list-style-type: none">Update membershipMeeting sectionRoles and ResponsibilitiesDefinitionsMembershipUpdate ABS dataTraining	ED		
2	July 2019	Re-write of LDMP	MM		
3	October 2019	Finalisation of draft	MPC		
4	December 2019	Adopted Version	MPC		11/12/2019
5	May 23	Review and update	ED MPC		

Glossary of terms and abbreviations

A table of terms abbreviations used throughout this plan are shown at Appendix 1.

Distribution

Copies of this Plan will be distributed to members of the Carpentaria Shire Local Disaster Management Group and other entities as determined.

A distribution list is shown at Appendix 2.

PART 1 – ADMINISTRATION AND GOVERNANCE

Purpose

The purpose of this plan is to document the arrangements, relationships and agreements of the Council's approach to disaster management in accordance with the Act and Emergency Management Assurance Framework.

Statement of compliance

In accordance with section 58 of the Act, this plan is consistent with the Standard for Disaster Management in Queensland and the Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline.

A compliance register for disaster management legislation is shown at Appendix 3.

Objectives

The broad objectives of this plan are:

- To prepare, implement and regularly assess disaster management arrangements for the Shire, including:
 - Mitigating the potential adverse effects of an event
 - Preparation for managing the effects of an event
 - Effectively responding to and recovering from a disaster event
- To ensure communities receive appropriate information about preparing for, responding to and recovering from a disaster
- To identify and implement measures that take into consideration vulnerable members of the community
- To comply with all disaster management legislation, policies, standards and guidelines

Governance

The following guiding principles and disaster management planning provisions of the Act as well as Queensland's strategic policy framework and disaster management guideline are fundamental to the development and operation of this plan and have been included for reference purposes.

Guiding principles

Section 4A of the act details the principles that guide the development and implementation of disaster management policy, plans and programs at State, district and local levels.

(a) Disaster management should be planned across the following four phases—

- i. The taking of preventative measures to reduce the likelihood of an event occurring or, if an event occurs, to reduce the severity of the event
- ii. The taking of preparatory measures to ensure that, if an event occurs, communities, resources and services are able to cope with the effects of the event
- iii. The taking of appropriate measures to respond to an event, including action taken and measures planned in anticipation of, during, and immediately after an

event to ensure that its effects are minimised and that persons affected by the event are given immediate relief and support

- iv. The taking of appropriate measures to recover from an event, including action taken to support disaster-affected communities in the reconstruction of infrastructure, the restoration of emotional, social, economic and physical wellbeing, and the restoration of the environment
- (b) All events, whether natural or caused by human acts or omissions, should be managed in accordance with the following—
 - i. A strategic policy framework developed by the State group
 - ii. The State disaster management plan, and
 - iii. Any disaster management guidelines
- (c) local governments should primarily be responsible for managing events in their local government area
- (d) district groups and the State group should provide local governments with appropriate resources and support to help the local governments carry out disaster operations.

Disaster management planning for local government

Section 57(1) of the Act prescribes that Council must prepare a local disaster management plan for disaster management in its area. Section 57(2) details the provisions that must be included in that plan, including –

- (a) the State group's Strategic Policy Framework (SPF) for disaster management for the State, and the local government's policies for disaster management
- (b) the roles and responsibilities of entities involved in disaster operations and disaster management in the area
- (c) the coordination of disaster operations and activities relating to disaster management performed by the entities mentioned in paragraph (b)
- (d) events that are likely to happen in the area
- (e) strategies and priorities for disaster management for the area
- (f) the matters stated in the disaster management guidelines as matters to be included in the plan, and
- (g) other matters about disaster management in the area the local government considers appropriate

Strategic policy statement

Disaster management and disaster operations in the Carpentaria Shire are consistent with the

Strategic Policy Statement (SPS). This is achieved by:

- Ensuring a comprehensive, all hazards, all agencies approach by achieving the right balance of prevention, preparedness, response and recovery
- Supporting the mainstreaming of disaster preparedness and mitigation into relevant areas of activity of government, non-government, small business and corporation
- Aligning disaster risk reduction, disaster mitigation, disaster resilience and climate change adaptation policy and actions with international and national reforms

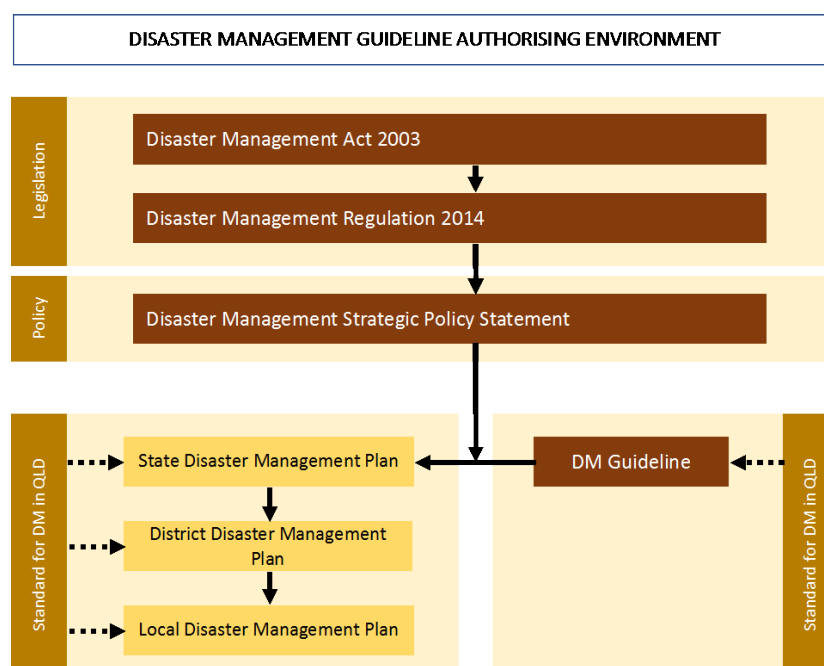
- Promoting a transparent, systematic and consistent approach to disaster risk assessment and management, based on the National Emergency Risk Assessment Guidelines and the Australian/New Zealand Standard AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines
- Recognising the commitment of stakeholders and the need for collaboration across all levels of government, community, industry, commerce, government owned corporations, private and volunteer organisations, and local communities in all aspects of disaster management
- Emphasising building and maintaining sincere relationships, trust, teamwork, consultative decision- making and shared responsibilities among stakeholders
- Promoting community resilience and economic sustainability through disaster risk reduction.

Disaster management guideline

Section 63 of the Act, the Commissioner, Queensland Fire and Emergency Services (QFES) has the authority and accountability for the preparation and management of disaster management guidelines.

The aim of the Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline (the Guideline) is to provide flexible, good practice suggestions and advice to those responsible for implementing disaster management practices. The Guideline complements legislative responsibilities and provides guidance supporting the implementation of legislation, the Queensland Disaster Management Strategic Policy Statement (SPS), the Queensland State Disaster Management Plan (SDMP), the Standard for Disaster Management in Queensland (the Standard) and other key documents.

The authorising environment for disaster management documents is detailed in the following diagram.



Review & renewal of plan

Section 59(1) prescribes that Council may review or renew the plan when it considers it appropriate, whilst sub-section (2) states that Council must review the effectiveness of the plan at least once a year.

Based on a four-monthly period ('Quadrimestre'), the following timings are recommended:

- January to April – Typically an operational period
- May to August – Plans/procedures reviewed through operations, exercises or policy changes
- September to December – Plans approved/endorsed by appropriate entities

It is also recognised that the Inspector-General Emergency Management (IGEM) has the legislative responsibility to regularly review and assess the effectiveness of disaster management by local government, including the plan and its implementation¹. This process will be carried out as determined by IGEM.

Availability of plan for inspection

Section 60 of the Act, provides that a local government must ensure a copy of its local disaster management plan is available for inspection, free of charge, by members of the public —

- At Council offices; and
- On the Council website: www.carpentaria.qld.gov.au
- At other places the chief executive officer of the local government considers appropriate.

The local government must, on payment of the appropriate fee, give a person a copy of the Plan. In this section— appropriate fee means the fee, decided by the chief executive officer of the local government that is no more than the reasonable cost of providing the copy.

¹ Section 16(C) (b) Disaster Management Act 2003

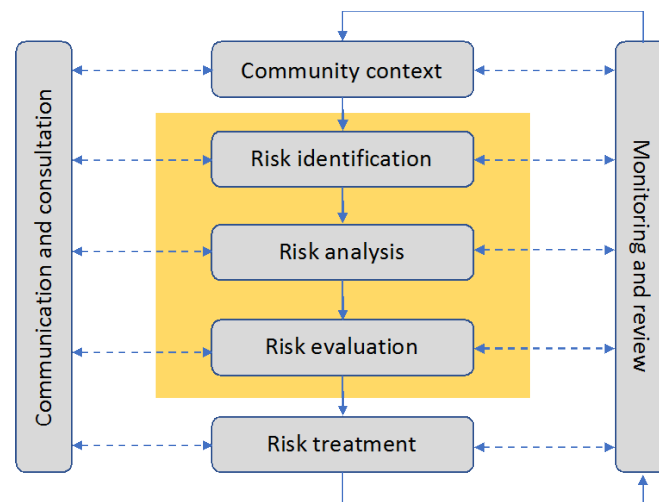
PART 2 – DISASTER RISK MANAGEMENT

Role of risk management in planning

Disaster risk management is the critical and fundamental component of disaster planning. Disaster response and recovery processes are directly proportionate to the level of understanding of the hazards, identified risks and treatment strategies in place to combat those hazards. In other words, a comprehensive understanding of community risk will see the development of a contemporary and resilient planning structure that will lessen or eliminate the impact of disaster events upon that community.

Threats faced by communities include natural, human-caused and biological hazards. Consideration should also be given to a range of disasters that occur in areas far-removed from a community that may have a 'knock-on' effect such as long-term damage to transport corridors or systems that communities rely upon for re-supply of food, fuel and other essential goods.

Through the principles of disaster risk management – in which the hazard-scape is established – risks are identified, analysed and evaluated, treatments are prioritised, and management options are developed enabling Council to address vulnerabilities that help build community resilience. The LDMG recognises the significance of this process and the development of mitigation strategies based on sound disaster risk management practises. The Carpentaria Shire LDMG is committed to implementing the concepts and principles detailed in the established Risk Management Standard ISO: 31000. The following schematic illustrates the Disaster Risk Management process.



ERM process as described in ISO 31000

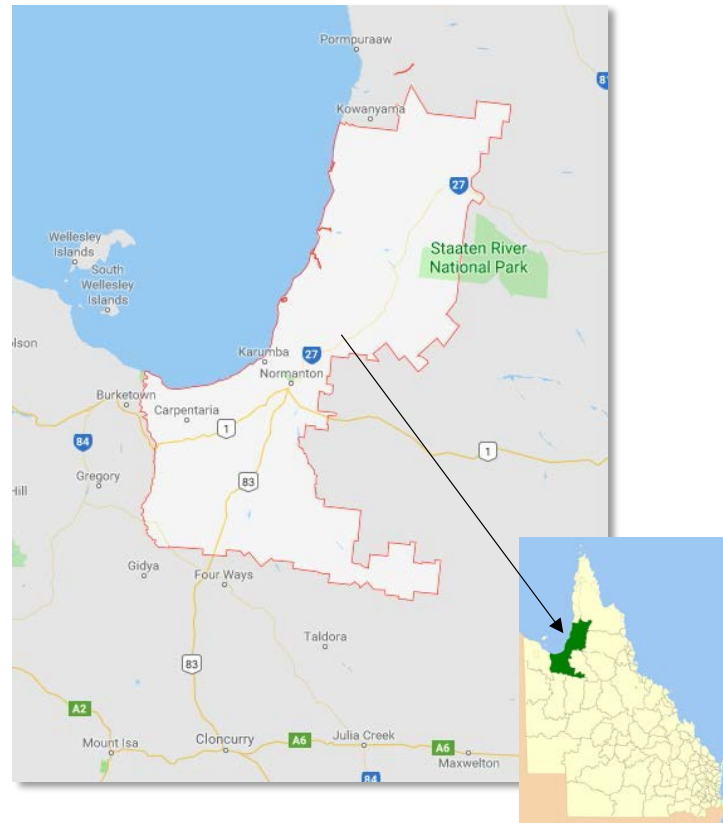
Carpentaria Shire Risk Management Study 2008

This section draws heavily on information provided in the Carpentaria Natural Disaster Risk Management Study which was completed in 2008 and the QERMF risk assessment.

The outcomes of these studies are still considered current.
Carpentaria Shire LDMP 2023-25

Community context

Geography



Carpentaria Shire is the fourth largest shire in Queensland and stretches around the south-eastern quarter of the Gulf of Carpentaria. The Shire covers an area of approximately 64,000 square km, and surface water runoff from six major river systems discharge through the Shire into the Gulf, namely the Mitchell, Staaten, Gilbert, Norman, Flinders and Leichhardt River systems.

Large areas of the Shire are very flat and low-lying, and flood inundation occurs over wide areas and for long periods. Seasonality of rainfall and extreme rainfall events associated with Tropical Cyclones and rain bearing depressions culminate to produce significant disruption to access and services, as well as direct flood damages and indirect damages through loss of production.

River systems

There are a number of major river systems in the Shire which flow north into the Gulf of Carpentaria and have a significant impact upon the hazard-scape of the Shire. These include:

- Mitchell River
- Staaten River
- Gilbert River
- Norman River
- Flinders River
- Cloncurry River
- Leichardt River



On average, the Carpentaria Shire discharges 18.3% of Queensland's and 7.3% of Australia's surface water run-off into the Gulf of Carpentaria. These river systems have been recorded as discharging up to six times their average flows during by wet seasons creating vast inland seas.

Population

The population of Carpentaria Shire is approximately 2'090 (2021 Census), however during the cooler months of the year the population increases due to the number of tourists that travel to the area. The population is distributed as follows:

- Normanton - 1326 steady
- Karumba - Approximately 487 during the wet season, Up to 2000 during the cooler months
- Rural Properties - Up to 800 during the year, limited numbers during the wet season

Community vulnerabilities

- Cyclonic/coastal inundation damage to community infrastructure (e.g. roads, essential services etc)
- Isolation of communities and remote properties due to flooding
- Heavy vehicle damage to flood-affected roads following flooding or severe weather
- Major road accidents with multiple casualties or dangerous goods spillage or both
- Remote areas, sparsely populated and vast distances
- Visitors to the area with little experience of remote locations
- Fire control after above average seasonal rain



The Norman River

Community resiliencies

- Strong relationships with neighbouring councils in the area, who are willing to assist each other
- Residents are very resilient to the environment and seasonal weather conditions
- Residents are very resourceful and used to dealing with their surrounding risks
- Resupply arrangements during some prolonged periods of isolation
- SES and RFS volunteers available
- Well-resourced and equipped isolated properties

Climate and Weather

The Shire has a dry tropical climate with an identifiable wet and dry season. The wet season extends through the summer months from November to April, with most rain falling in late December to March. The remaining part of the year from May to October is generally dry with less than 15mm of rain per month. The average annual rainfall for Normanton is 915 mm. Carpentaria is covered by the Mornington Island radar.

Infrastructure

Council considers its built environment, critical infrastructure and essential services is adequate for routine needs. Most are subject to some level of interruption, disruption or decreased capacity during disaster events. The following list describes the current status of the Shire's critical infrastructure and essential services.

Electricity Supply

Carpentaria Shire is connected to the national Grid. Power is reliable. Critical facilities are able to operate from auxiliary power.

Water Supply

Water supply across the shire varies from treated Dam supply to treated artesian supply.

Sewerage

Across the Shire there is a mixture of sewage and septic systems.

Roads

Because of its size and shape, Carpentaria Shire has an extensive road network. State controlled roads which link Normanton with Karumba, Croydon and Cloncurry are bitumen sealed, while the road to the Mareeba Shire boundary (and to Chillagoe); is formed only. Because these roads run predominantly north/south, they cross the major river systems which flow through the Shire and are regularly closed during the wet season.

Shire controlled roads link these roads to other through roads and all properties in the Shire. There is a total length of 1606 kms of unsealed roads in the Shire, with a total of 58 kms of sealed and unsealed streets in the township of Normanton and Karumba.

Most rural roads are inundated and/or not trafficable during the wet season. The following table details the major road network within the Shire.

From	To	Road	Surface	Distance (Kms)
Cloncurry	Normanton	Burke Development Rd	Sealed	424
Normanton	Karumba	Normanton to Karumba	Sealed	71
Normanton	Burketown	Savannah Way	Sealed/Unseale	221
Normanton	Croydon	Gulf Development Rd	Sealed	152

Airports/airstrips

- Normanton – 1676 m sealed runway. Hercules capacity (with concession) Night Lighting.
- Karumba – 1271 m sealed runway. Hercules capacity (with pavement concession). Prone to cross winds.

Stations within the Shire also have their own airstrips. Helicopters and light aircraft are used for various purposes from these strips.

Industry

Industry is predominantly agriculture, fishing and tourism.

Essential Services

Normanton:

- Queensland Ambulance
- Queensland Police
- Queensland Health (inpatient facility)
- State Emergency Service
- Rural Fire Service

Karumba:

- Queensland Ambulance
- Queensland Police
- Queensland Health (no inpatient facility)
- SES
- Rural Fire Service

Hazardous material sites

Hazardous materials are substances or materials, which have been determined by an appropriate authority to be capable of posing an unreasonable risk to health, safety and property.²

A list of hazardous material sites is shown at Appendix 4

Hazards

The following hazards³ have been identified as having a potential to impact the Shire and its communities, infrastructure, economy and natural environment. These have been categorised into 'naturally occurring' and 'human-caused/biological' although it is recognised that there may be an overlap in areas of bushfire and pandemic.

Naturally occurring

Hazard	Brief description
Tropical cyclones - Categories 3-5 (Severe) - Categories 1-2 (Including storms)	The Shire is subject to seasonal severe weather events such as cyclones and severe storms. These hazards can cause considerable damage to community, infrastructure, environment and the economy.
Coastal inundation (storm tide) - Greater than 1 metre	This hazard accompanies tropical cyclones and can have a catastrophic effect on coastal communities.
Riverine flooding - Major - Minor to medium	The Shire has a history of flood events with potential to cause anything from mild disruption to serious damage to property, environment and economy.
Bushfire	This hazard may occur during the dry season and could affect built infrastructure and grazing areas in the Shire. Possible impact to community.
Heatwave	Queensland Health defines heatwave as "three (3) days or more of high maximum and minimum temperatures that are unusual for that location". Heatwave may result in increased deaths and illness in vulnerable groups (e.g. persons > 65 years, pregnant women, babies, young children and those with chronic illness. In severe cases, it may impact some infrastructure.
Earthquake	An earthquake is the result of a sudden release of stored energy in the Earth's crust that creates seismic waves. ... causing severe damage to infrastructure and community life.

² Australian Emergency Management Glossary

³ Carpentaria Shire Disaster Risk Management Study, 2008
Carpentaria Shire LDMP 2023-25

Human-caused/biological

Hazard	Brief description
Animal or plant disease	Diseases of animals and plants affect production, safety for consumption.
Pandemic	A pandemic occurs when a strain of a virus appears that causes readily transmissible human illness for which most of the population lacks immunity. Influenza pandemics, typically the most common, occur with little warning and hit wide areas in multiple waves, lasting two to three months at a time. Most at risk are the elderly, children under 5 years, the indigenous community and people
Mass casualty incident	Including road, rail, marine and air, this hazard has potential to disrupt a range of community services.

Risk assessment methodology

Risk assessment is a process of evaluating the source and possible consequence of the risk, and the likelihood that those consequences will occur. This is achieved through the Risk Rating Matrix below, where the consequence of the risk is mapped against the likelihood that the risk will occur, which provides a risk rating level – low, medium, high or extreme. An explanation of the criteria for risk likelihood descriptors and risk consequence descriptors appears in the following tables. The risk assessment of the potential for disaster informs Council's disaster management arrangements.

Council's risk management processes are based on Australian Standard AS/NZS ISO 31000:200.

Risk matrix

		Consequence				
		Insignificant	Low	Medium	Major	Severe
Likelihood	Almost certain	Medium	High	High	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

Extreme risk
 High risk
 Medium risk
 Low risk

Likelihood descriptors

Likelihood	Quantification	Probability (%)	Description
Almost certain	< 12 months	95-100	The event is expected to occur
Likely	1 to 3 years	65-95	The event will probably occur
Possible	3 to 6 years	35-65	The event might occur at some time
Unlikely	6 to 10 years	5-35	The event could occur at some time but is improbable
Rare	>10 years	<5	The event may occur only in exceptional circumstances

Consequencedescriptors

Risk	Human & Social	Infrastructure	Environment	Economy
Insignificant	Short-term reduction of services, no damages to objects of cultural significance, no emotional and psychological impacts. No known injuries or illnesses.	Inconsequential short-term failure of infrastructure and service delivery, no disruption to the public services and utilities.	No or minimal impact on the environment i.e. Very limited direct damage to ecosystems or elements of place	Minor financial loss that can be managed within standard financial provisions (e.g. insurance), inconsequential disruptions at business level
Low	Isolated & temporary cases of reduced community services, repairable damage to objects of cultural significance, impacts within emotional and psychological capacity. Minor injury/illness managed within existing resources.	Isolated cases of short- to mid-term failure of infrastructure and service delivery, local inconvenience to the community and business extending up to 72 hours. No long-term impact on integrity or operation of the	Limited and/or localised impact on the environment that can be readily rectified but effort is still required to minimise. One off recovery effort is required.	Financial loss requiring activation of reserves to cover loss, disruptions at business level leading to isolated cases of loss of employment
Medium	Reduced services within community, permanent damage to objects of cultural significance, impacts beyond emotional and psychological capacity in some parts of the community. Single fatality. Multiple serious injury/illnesses requiring professional medical care. Small number of people displaced for <24 hrs.	Mid-term failure of (significant) infrastructure and service delivery affecting some parts of the community, widespread inconveniences. Repair/replacement expected to take greater than 72 hours.	Isolated but significant cases of impairment or loss of ecosystem functions, intensive efforts for recovery required. Event can be managed under normal procedures.	Direct moderate financial loss in the region requiring adjustments to business strategy to cover loss, disruptions to selected industry sectors leading to isolated cases of business failure and multiple loss of employment.

Major	Reduced community quality of life, significant loss or damage to objects of cultural significance, impacts beyond emotional & psychological capacity in large parts of the community. Most community services unavailable. Multiple fatalities. Regional health care system stressed. External resources required to resolve the event. Large number of people displaced for >24 hours.	Mid to long term failure of significant infrastructure and service delivery affecting large parts of the community, external support required.	Severe impairment or loss of ecosystem functions affecting many species or landscapes, progressive environmental damage.	Significant financial loss requiring major changes in business strategy to (partly) cover loss, significant disruptions across industry sectors leading to multiple business failures and loss of employment.
Severe	Community unable to support itself, widespread loss of objects of cultural significance, impacts beyond emotional and psychological capacity in all parts of the community, long-term denial of basic community services. Widespread loss of lives (at least 1 per 10 000), regional health care system unable to cope, large displacement of people beyond regional capacity to manage.	Long term failure of significant infrastructure and service delivery affecting all parts of the community, ongoing external support at large scale required	Widespread severe impairment or loss of ecosystem functions across species and landscapes, irrecoverable environmental damage. Total incongruence with preferred elements of place.	Unrecoverable financial losses. Multiple major industries in the region seriously threatened or disrupted for foreseeable future. Asset destruction across industry sectors leading to widespread business failures and loss of employment.

This page is intentionally blank

Risk assessments

Using the Likelihood and Consequence descriptors to define each of the hazards, the following risk ratings have been determined⁴.

Naturally occurring

Hazard	Likelihood	Consequence	Risk rating
Severe tropical cyclone (Cat. 3-5)	Possible	Severe	Extreme
Tropical cyclone (Cat. 1-2)/storm	Likely	Major	Extreme
Coastal inundation (Storm tide) >	Likely	Major	Extreme
Coastal inundation (Storm tide) <	Likely	Medium	High
Heatwave	Likely	Medium	High
Flooding – Major	Possible	Major	High
Flooding – Minor	Possible	Medium	Medium
Animal and plant disease	Unlikely	Medium	Medium
Earthquake	Unlikely	Low	Low

Human-caused

Hazard	Likelihood	Consequence	Risk rating
Mass casualty incident	Possible	Medium	Medium
Hazardous material accident	Unlikely	Medium	Medium
Fire-Rural	Possible	Medium	Medium
Fire-Urban	Possible	Medium	Medium
Marine oil spill	Unlikely	Medium	Medium
Pandemic	Rare	Medium	Low

Risk treatment strategies

- The LDMG is committed to identifying risk treatments including mitigation works, preparations for response and management of residual risks within their area of responsibility. Council will seek to make appropriately responsible allocations to approved mitigation works.
- The LDMG will identify responsible agencies and lobby for mitigation activities, response preparations and management of residual risks that are outside the area of responsibility of Council but where non-action is likely to result in an adverse impact on the Shire's communities.
- It is recognised that limited options to physically mitigate against natural hazards exist in the Shire. Most of the risk treatments will therefore be identified to prepare the community, local disaster management system, Council, other agencies and linkages to support agencies for response, recovery and management of residual risks.

A detailed list of risk assessment & treatments are shown at Appendix 5

⁴ Subject to change

Monitoring future risk

As Disaster Risk Management is a dynamic environment, the hazard-scape that affects the Shire should be continually monitored and reviewed regularly for any changes that may occur (e.g. climate change, increasing intensity of severe weather events, identification of new hazards).

Managing residual risk

- The LDMG is not directly responsible for the management of residual risk that is the responsibility of an agency/organisation. Each agency is required to address residual risks in its area of responsibility through the development of its own internal management and planning processes.
- The LDMG Chairperson may seek assurance or confirmation that this planning and capacity development has been undertaken.
- For residual risks with no clearly established responsible agency, or where the residual risk is not being appropriately managed, or where the residual risk remains an unacceptable risk to the community – the LDMG should develop mitigation strategies.
- If Council resources are for some reason exhausted, requests for additional assistance will be directed to the DDMG.

Critical infrastructure

Critical Infrastructure is a term used by governments to describe assets, systems and processes that are essential for the functioning of a society and economy – the infrastructure⁵. Most commonly associated with the term are facilities for:

- Shelter
- Agriculture, food production and distribution
- Water supply (e.g. water storage, drinking water, waste water/sewage)
- Public health (e.g. hospitals)
- Transportation systems (e.g. Railway networks, Airports, roads, bridges, shipping facilities)
- Security services (e.g. Police, military).
- Power generation, transmission and distribution
- Telecommunication systems
- Economic sector (e.g. Goods and services, financial services)

Storm tide hazard

For more detailed information on Normanton and Karumba communities, refer to Part 5 – Disaster Operations – “Storm tide evacuations”.

⁵ U.S. Homeland Security citation

PART 3 – LOCAL DISASTER MANAGEMENT

Local governments are primarily responsible for managing disaster events in their local government area. They are ideally placed to provide specific disaster management at the community level given their knowledge and understanding of local social, environmental and economic issues⁶.

Functions of local government

The functions of a local government under section 80 of the Act are:

- a) To ensure it has a disaster response capability
- b) To approve its local disaster management plan prepared under Part 3
- c) To ensure information about an event or a disaster in its area is promptly given to the district disaster coordinator for the disaster district in which its area is situated
- d) To perform other functions given to the local government under this Act

“Disaster response capability”, for a local government, means the ability to provide equipment and a suitable number of persons, using the resources available to the local government, to effectively deal with, or help another entity to deal with, an emergency situation or a disaster in the local government’s area.

Local disaster management group (‘local group’)

Establishment (s.29)

A local government must establish a Local Disaster Management Group (LDMG) for the local government’s area to administer and coordinate Council’s disaster management arrangements.

Carpentaria Shire LDMG membership (s.33)

The following list of members represent the Carpentaria LDMG –

Core group

Position/Title	LDMG Role
Mayor, Carpentaria Shire Council (CSC)	Chairperson
Deputy Mayor, CSC	Deputy chairperson
Chief Executive Officer, CSC	Local Disaster Coordinator (LDC)
Director Corporate Services - CSC	Deputy LDC
Officer in charge, Normanton Police	Qld Police representative
Emergency Management Coordinator, QFES	Emergency management coordinator

⁶ Qld. Disaster Management Guideline, S. 2.3 Local level – Local Government

Advisory group*

Organisation	Position/title
State Emergency Service	Local Controller
Queensland Ambulance Service	Officer in charge
Queensland Police Service	Officer in charge, Karumba
Rural Fires	First Officer
Ergon Energy	Representative
Telstra	Representative
Hawkins Transport (Re-supply)	Representative
Carpentaria Shire Council	Director of Engineering
Carpentaria Shire Council	Manager, W&W, CSC
Carpentaria Shire Council	Economic & Community Development
Carpentaria Shire Council (Recovery)	Community Development Officer
Education Queensland	Carpentaria State School – Deputy Principal
Queensland Health	Director of Nursing

*Other persons (including state government department representatives) deemed relevant by the local group may be invited to attend and provide advice, acknowledging availability of staff.

LDMG Contact List including core and advisory members is shown at Appendix 6.

Functions of local group (s.30)

A local group has the following functions for its area –

- a) To ensure that disaster management and disaster operations in the area are consistent with the State group's strategic policy framework for disaster management for the State
- b) To develop effective disaster management, and regularly review and assess the disaster management
- c) To help the local government for its area to prepare a local disaster management plan
- d) To identify, and provide advice to the relevant district group about support services required by the local group to facilitate disaster management and disaster operations in the area
- e) To ensure the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster
- f) To manage disaster operations in the area under policies and procedures decided by the State group
- g) To provide reports and make recommendations to the relevant district group about matters relating to disaster operations
- h) To identify, and coordinate the use of, resources that may be used for disaster operations in the area
- i) To establish and review communications systems in the group, and with the relevant district group and other local groups in the disaster district of the relevant district group, for use when a disaster happens
- j) To ensure information about a disaster in the area is promptly given to the relevant district group
- k) To perform other functions given to the group under this Act
- l) To perform a function incidental to a function mentioned in paragraphs (a) to (k)

It is also recommended that an LDMG establishes a 'terms of reference' to guide activities.

Terms of reference of LDMG

- To improve community (including business) disaster planning/mitigation and preparation.
- To develop and maintain a local disaster management group membership who are appropriately qualified and trained, and able to contribute to meeting the functions of the LDMG.
- To ensure consistent and effective management and coordination of disaster operations in accordance with established protocols.
- To integrate effective disaster risk reduction initiatives into Council's strategic and corporate plans, community organisations, industry and commerce
- To review and implement local sub-committees to carry out identified functions.
- To develop and maintain effective local community engagement strategies.
- To develop, monitor, evaluate and revise local plans to ensure effective disaster management for the Shire in order to:
 - Streamline arrangements
 - Develop clear accountability, including defined roles and responsibilities at all levels of the disaster management arrangements
 - Improve the communication flow process
 - Develop whole-of-government, media and community engagement arrangements
 - Continually monitor local arrangements to ensure consistency with legislation, policy and standards.

Chairperson and deputy chairperson (s.34)

Council has appointed the Mayor and Deputy Mayor of Council as the Chair and Deputy Chair of the Carpentaria Shire LDMG respectively.

Functions of chairperson (s.34A)

The Chairperson of the LDMG has the following functions:

- To preside at LDMG meetings
- To manage and coordinate the business of the group
- To ensure, as far as practicable, that the group performs its functions
- To nominate a local government representative to the DDMG
- To report regularly to the relevant district group, and the chief executive of the department, about the performance by the local group of its functions

Local disaster coordinator (s.35)

The Chair of the LDMG, after consultation with the Chief Executive will appoint an employee of Council as the Local Disaster Coordinator (LDC) of the local group. For Carpentaria Shire LDMG, the Chairperson has appointed the Chief Executive Officer as the LDC.

Functions of local disaster coordinator (s.36)

The Local Disaster Coordinator has the following functions:

- To coordinate disaster operations for the local group
- To report regularly to the local group about disaster operations
- To ensure, as far as practicable, that any strategic decisions of the local group about disaster operations are implemented

[Power of delegation by LDC \(s.143\[8\]\)](#)

The Act notes that the LDC may delegate the coordinator's functions to an appropriately qualified person.

[Membership](#)

[Notice about membership of local group \(s.37\)](#)

Council is to give written notice of the members of the local group (at least once a year) to –

- (a) The Chief Executive and
- (b) The chairperson of the district group for the disaster district in which the local group is situated

[Membership records](#)

Each disaster management group is required to maintain a register of its current members and advisors for reference, during both general business and operational periods. As a minimum, details should consist of:

- Department/organisation or agency's name;
- Designated position title;
- Incumbent's full name;
- Postal address;
- Phone numbers (both landline, mobile and satellite); and
- Email address.

In accordance with the Information Privacy Act 2009, when collecting personal information from a disaster management group member, all reasonable steps must be taken to ensure that the person is aware of:

- Why you are collecting the information;
- What you will use it for;
- Your legal authority to collect the information;
- To whom you usually give that kind of information; and
- To whom the receiving entity usually gives the information.

Membership records must be collected, stored and disposed of in accordance with the Information Privacy Principles contained in Schedule 3 of the Information Privacy Act 2009.

Members must note that information must only be used for the purpose for which it was collected and only disclosed to persons outside the disaster management group with the member's permission. The member should also be informed that the disaster management group will be required to continue to keep up-to-date personal information for the purposes of disaster management. Each time membership details change, the Secretariat should update the member register, showing the current disaster management group membership details only.

Whenever the disaster management group member register is altered, an updated copy should be distributed (either hardcopy or via email) to all disaster management group members.

Notice of membership templates are shown at Appendix 7
Carpentaria Shire LDMP 2023-25

Obligations of members

Members of the LDMG in undertaking their normal responsibilities should ensure they:

- Attend LDMG activities with a full knowledge of their organisations' resources and services and the expectations of their organisation
- Are available and appropriately briefed to actively participate in LDMG activities to ensure that plans, projects and operations use the full potential of their organisation, while recognising any limitations
- Are appropriately positioned within their agency to be able to commit agency resources to LDMG normal business activities
- Have a deputy who is appropriately trained to take on their responsibilities should they be unavailable or to provide additional support during extended operations
- Contribute to Disaster Management Planning for the Shire

Roles & responsibilities

Local Disaster Management Group

Organisation	Agreed responsibilities
Local Disaster Management Group (LDMG)	<ul style="list-style-type: none">• Development of a Local Disaster Management Plan and strategies (based on the Disaster Management Strategic Framework) through consultation with LDMG member agencies and other essential service providers (s.48A)• Support and promote public education and awareness programs delivered through member agency resources• Design, maintenance and operation of a local disaster coordination facility• Support operation of Council, including identifying and training of sufficient personnel to operate the LDCC• Coordination of support to local response agencies• Reconnaissance and impact assessment• Support provision of public information prior to, during and following disaster• Provide advice regarding issues to be considered for authorised evacuation• Support resourcing, staffing and operation of evacuation centres• Provide local community support services

Carpentaria Shire Council	<ul style="list-style-type: none">• Continuity of essential Council services and disaster management capacity including:• Maintenance of council functions• Activation and operation of an LDMG• Establishment of local disaster coordination capacity<ul style="list-style-type: none">○ Maintenance of normal council services○ Road Condition Reporting• Road Closures• Water supply• Sewerage• Refuse disposal• Public health• Animal control• Environmental protection• Maintenance of a disaster response capability incl:<ul style="list-style-type: none">○ Establish Local Disaster Coordination Centre facility• Maintain operational support resources
---------------------------	--

Queensland Fire and Emergency Services (QFES)	<ul style="list-style-type: none"> • Provide coordination, policy, planning and operational advice and assistance to local disaster managers • Coordinate State and Commonwealth assistance for local disaster management and disaster operations • Provide management, administration, equipment and training support to the State Emergency Service • Coordinate provision of disaster management training • Deploy suitably qualified Disaster Management Advisor to support operational activities in the local area
Queensland Police Service (QPS)	<ul style="list-style-type: none"> • Preservation of law and order • Prevention of crime • Security of possible crime scenes • Investigation of the criminal aspect of any event • Conduct of coronial investigation procedures • Traffic control, including assistance with road closures and maintenance of road blocks • Crowd management/public safety • Coordination of search and rescue operations • Security of evacuated areas • Registration of evacuated persons
Queensland Fire and Emergency (QFES) – Rural Fire Service	<ul style="list-style-type: none"> • Primary agency for bushfire • Provide control, management and pre-incident planning of fires
Queensland Ambulance Service (QAS)	<ul style="list-style-type: none"> • Triage, assess, treat and transport injured persons • Provide assistance with medical emergency evacuations • Provision of advice regarding medical special needs sectors of the community

State Emergency Service (SES)	<ul style="list-style-type: none">• Assist community to prepare for, respond to and recover from an event or disaster• Support Public Education and Awareness strategies• Provide assistance with rescue of trapped or stranded persons• Flood boat operations• Conduct search operations for missing persons• Emergency repair of damaged or vulnerable buildings• Assistance with debris clearance• First Aid• Assist Police with Traffic Control activities• Short term welfare support to response agencies• Provide assistance with impact assessments• Assist with establishment/maintenance of communication systems• Provide emergency lighting
-------------------------------	---

Queensland Health (Q-Health)	<ul style="list-style-type: none">• Coordination of medical resources• Public health advice/warnings to agencies and the community• Psychological and counselling services for disaster affected persons• Ongoing medical/health services required during the recovery period to preserve the general health of the community
Industries/Commercial	<ul style="list-style-type: none">• Advice regarding industry/commercial-specific effects of any potential disaster event• Advice on the response assistance that industry can provide, via specialist resources, manpower etc.• Provide Situation Reports and/or Damage/Impact Reports to LDMG to ensure appropriate support is provided

Essential service providers (s.48A)

If the chairperson of a disaster management group considers a provider of essential services can help the group perform its functions, the group must consult with the provider in performing the functions.

Essential service providers include –

- Gas
- Electricity
- Telecommunications
- Water
- Sewage infrastructure

The group may consult with the provider by –

- Inviting the provider to attend meetings held by the group, or
- Seeking the provider's advice in providing reports and making recommendations about matters relating to disaster management and disaster operations, or
- Seeking the provider's advice in preparing disaster management plans.

District Disaster Management Group representatives

The Carpentaria Shire Mayor and Chief Executive Officer (as Chairperson and Local Disaster Coordinator of the LDMG respectively) are appointed as members of the Mount Isa District Disaster Management Group.

Complying with directions (s.47)

A local group must comply with a direction from the District Disaster Coordinator (DDC), either orally or in writing, regarding the performance of the functions of the local group.

[State government lead functional agencies](#)

An extensive list of lead functional agency roles and responsibilities including hazard-specific roles is shown at Appendix 8.

PART 4 – BUSINESS AND MEETINGS OF LDMG

Business

Letterhead/logo

As Local Disaster Management Group (LDMG) business is conducted on behalf of the relevant local government or combined local governments, the relevant local government/s letterhead and logos should be used for all LDMG correspondence.

Reporting

State level

Section 44 of the Act requires the State group (QDMC) to prepare and publish an annual report about disaster management in the State.

Disaster District level

To inform the QDMC Annual Report, DDMG's are required to prepare an annual report, reporting on activities of the previous financial year.

Local level (s.44)

LDMG's play an integral part in the disaster management of the State and it is important that they have input into the QDMC annual reporting process. To enable this LDMGs, are required to complete a status report at the end of each financial year and provide the completed report to the relevant DDC.

The LDMG is also required to report to Council any issues that will require the support of Council to assist in enhancing its disaster management arrangements (e.g. mitigation works).

The following reporting schedule should be followed:

Reports to District

Report	Type	Timing	Format
Situation reports	Operational	As negotiated	Standard SITREP format
Notice of appointment of Chair	Administrative		
Notice of membership for approval	Administrative	At least annually	
Status of disaster management in the Shire	Administrative	Annual (End of financial year)	As per issued by SDMG

Reports to Council

Report	Submitted to	Timing	Format
Disaster management issues that require approval or adoption by Council	Council	Relevant council meetings	Council minute
Disaster management issues that require amendment or addition to the Council Business Continuity Arrangements, Operational or Corporate Plans	Council	Annual	Council minute
Disaster mitigation activities where funding allocations are required either from Council budget or external applications	Council	Annual	Council minute

LDMG annual reporting template is shown at Appendix 9

Member status reports

Written member status reports on behalf of their organisations are used to update the LDMG on the status of that organisation's disaster management initiatives. This includes mitigation, planning and community awareness/education activities, capacity and capability development, projects, disaster management plans, operations and contact information. This information assists the LDMG to evaluate the status of the disaster management and disaster operations for the local government area. Verbal member status reports would be provided at LDMG meetings by exception.

Induction of members

LDMG members and specific group positions are required to undertake an induction as soon as possible following appointment, in line with the Queensland Disaster Management Training Framework (QDMTF). This is the responsibility of the LDC in consultation with the relevant agency representative.

Meetings

Timing and conduct of meetings (s.38)

Under the Disaster Management Regulation 2014 (the Regulation), the local group must meet at least once every six months at the times and places decided by the Chair. These meetings must meet quorum requirements as outlined in section 13 of the Regulation.

However, the Chair of the local group must call a meeting of the group if asked, in writing, to do so by:

	LDMG	DDMG	State
Minister for Fire and Emergency Services			<input type="checkbox"/>
Chair of the QDMC		<input type="checkbox"/>	
Chair for the disaster district in which the LDMG is situated	<input type="checkbox"/>		
At least one half of the members of the disaster management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notwithstanding the above, the local group may meet more regularly than once every six months and in accordance with section 38 of the Act, may conduct its business, including its meetings, in a way it considers appropriate.

Meeting types

Ordinary meetings

- A meeting that is scheduled and convened on a regular basis at an agreed time. Ordinary meetings are used to address the general business of the group and are held twice per year.
- The LDC of the Carpentaria Shire LDMG will schedule these meetings, the meeting agenda and notify the members and forward minutes to its members.

Extraordinary meetings

- A special meeting convened by the Chair/LDC in response to an operational event.
- An event would generate its own meeting file for audit purposes.
- Meeting minutes, attendance sheets and resolution statements must be included in the event file.

Meeting details for the coming year should be endorsed as a resolution at the last meeting of the year.

Quorums

A quorum is required in order for meeting resolutions to be officiated. LDMG members are required to achieve quorum which is equal to one-half of its members holding office plus one, or when one-half of its members is not a whole number, the next highest whole number.

An attendance sheet is to be completed at the commencement of each LDMG meeting to record member attendance and ensure the meeting has a quorum. This attendance sheet also forms part of the meeting minutes.

If it is anticipated that a scheduled meeting will not achieve quorum, the Chair may:

- Proceed with the meeting - allowing members to participate remotely (i.e. Teleconference, Video conferencing)
- Reschedule the meeting - preferred option if there are proposed agenda items requiring discussion or endorsement

- Cancel the meeting – whilst not the preferred option, subject to legislative requirements regarding minimum annual meetings the Chair may cancel a meeting if the proposed agenda items can be held over until the next scheduled meeting.

[Attendance](#)

[Remote attendance](#)

LDMGs are encouraged to allow members of the group who are unable to physically attend to take part in its meetings, by using any technology that reasonably allows members to hear and take part in discussions as they happen. A member who takes part in a LDMG meeting via teleconference or videoconference is taken to be present at the meeting and should be marked on the attendance sheet.

[Member non-attendance](#)

If a member continually does not attend LDMG meetings it is suggested that the LDMG Executive Team meet with the member to discuss the ongoing non-attendance at LDMG meetings. A formal record of LDMG member attendance should be maintained and this can be used to monitor member attendance across meetings.

[Deputy members' duty](#)

A deputy may attend a group meeting in the member's absence and exercise the member's functions and powers under the Act at the meeting. A deputy attending a group meeting is to be counted in deciding if there is a quorum for the meeting.

[Meeting agendas](#)

It is imperative that agenda items raised at an ordinary meeting reflect the goals and aims of the LDMG. To ensure this occurs, all proposed agenda items should be documented on a meeting brief and submitted to the LDC for vetting prior to the distribution of the agenda and meeting papers.

The suggested timeframe for a meeting cycle is that the LDC should make a call for agenda items at least one month prior to the scheduled meeting. Members should then be given a two-week period to provide agenda items, allowing time for collation of items.

[Meeting administration](#)

[Minute taking](#)

It is a requirement that an LDMG keep minutes of its meetings. The LDMG meeting minutes should provide a summary of key discussion points and resolutions. It is important to remember that the minutes may be subject to public scrutiny under the Right to Information Act 2009.

It should be noted in the meeting minutes whether or not a quorum was established at the meeting. The meeting attendance sheet should then be attached to the back, as it forms part of the meeting minutes as an accurate account of who attended the meeting and whether the meeting had a quorum, thus making any resolutions or decisions valid.

Meeting resolutions

In addition to meeting minutes, the LDMG should produce a resolution statement. The purpose of this document is to provide a running log of actions undertaken and an audit trail through to the acquittal of those resolutions.

Prior to each ordinary meeting of the LDMG, members will be requested to:

- Review the current resolution statement (distributed with meeting papers)
- Provide (where applicable) a status update advising of any actions undertaken with regards to the resolution
- To capture any actions as a result of discussion outcomes a resolution statement should be documented.

The resolution will remain active on the resolution statement until such time that it has been, when it will be removed from the resolution statement and recorded on the LDMG resolution register.

Resolution register

For governance purposes, a register detailing each resolution passed by the LDMG including necessary details of actions undertaken to acquit the resolution is to be kept.

Correspondence register

In order to assist with tracking of LDMG correspondence, both inwards and outwards, a LDMG Correspondence Register is to be kept. This allows for all members to be aware of any correspondence that concerns the LDMG and will assist with the information flow and decision making of the LDMG.

Records management

Disaster management groups must comply with the requirements of the Public Records Act 2002 and records may be subject to public scrutiny under the Right to Information Act 2009. The Queensland State Archives General Retention and Disposal Schedule for Administrative Records outlines the requirements for retaining documents in accordance with the Public Records Act 2002 and relevant sections are outlined below.

Ref. No.	Description of records	Status	Disposal action
15.2.3	Master set of records of major external or inter- agency committees / management groups. Includes: agendas, meeting briefs, noting briefs, meeting minutes,	Permanent	Retain permanently
13.4.3	Material published to the general public required for Legal Deposit. Includes: Annual Reports, newsletters, pamphlets, maps, plans, charts.	Permanent	Retain permanently

15.2.6	Membership documentation – Correspondence relating to the appointment of external and internal committee members.	Temporary	Retain for 3 years after last action
15.7.1	LDMP – Final version of plan	Permanent	Retain permanently
15.7.3	Records relating to the development of operational plans	Temporary	Retain for 3 years after last action
15.2.3	Operational event records	Permanent	Retain permanently

Subordinate committees and plans

Sub-committees

The following list details current LDMG sub-committees and chairpersons:

Sub-committee	Chairperson
Local Recovery Group <ul style="list-style-type: none"> Economic Environmental Human & Social Building Road and Transport 	Councillor (tba). Councillor (tba). Councillor
Evacuation Planning Group	Deputy Mayor

Sub-plans & standard operating procedures

The following list details sub-plans and Standard Operating Procedures (SOP's), which form Appendices to this plan.

Sub-plans (SP)

Ref.	Title	Current status
SP 1	Evacuation	Current as at 2023
SP 2	Re-Supply	Current as at 2023
SP-3	Recovery	Current as at 2023
SP-4	Public Information and Warnings	To be drafted

[Standard operating procedures \(SOP's\)](#)

Ref.	Title	Current status
SOP 1	SOP and Concept of operations	Obsolete, new SOP to be developed.

[Special plans \(SPEC-P\)](#)

Ref.	Title	Owner	Current status

[Future planning considerations](#)

1. To be considered
2. To be considered

PART 5 – DISASTER OPERATIONS

Response strategy

Meaning of disaster operations

Section 15 of the Act defines ‘disaster operations’ as –

“Activities undertaken before, during and after an event happen to help reduce loss of life, illness or injury to humans, property loss or damage, or damage to the environment, including, for example, activities to mitigate the adverse effects of the event”⁷.

As disaster operations encompasses response, relief and recovery activities before, during and after an event, the following table provides a brief overview of key actions undertaken during these phases:

Phase	Indicative actions
Before	<ol style="list-style-type: none">1. Activate local disaster management arrangements2. Identify and assess likely risks to the community and undertake operational planning relevant to the event3. Implement procedures that will ensure the rapid mobilisation and deployment of its resources to respond to and recover from a disaster event (e.g. search & rescue, evacuation, relief and recovery)4. Activate organisational structures to coordinate impending event (e.g. Local Disaster Coordination Centre [LDCC])5. Ensure effective dissemination of alerts, warnings and information is provided to public
During	<ol style="list-style-type: none">1. Ongoing LDMG functions2. Ongoing LDCC coordination3. Ongoing response activities4. Ensure provision of relief functions for persons affected by the event5. Maintain liaison and communications across all organisations6. Ensure effective dissemination of alerts, warnings and information is provided to public
After	<ol style="list-style-type: none">1. Maintain liaison and communications across all organisations2. Through the ‘relief’ phase, satisfy immediate, essential personal and community needs3. Coordinate the recovery of the community4. Coordinate the recovery of physical infrastructure5. Manage the process of restoring essential services to a normal level6. Participate in long-term recovery, reconstruction and rehabilitation7. Ensure effective community engagement occurs during the recovery stage

⁷ Queensland Disaster Management Guideline

LDMG functions during disaster operations

In relation to 'disaster operations' in the Shire, Section 30 of the Act states that a local group has the following functions—

- To ensure that disaster management and disaster operations in the area are consistent with the State group's strategic policy framework for disaster management for the State
- To identify, and provide advice to the relevant district group about, support services required by the local group to facilitate disaster management and disaster operations in the area
- To ensure the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster
- To manage disaster operations in the area under policies and procedures decided by the State group;
- To provide reports and make recommendations to the relevant district group about matters relating to disaster operations
- To identify, and coordinate the use of, resources that may be used for disaster operations in the area
- To establish and review communications systems in the group, and with the relevant district group and other local groups in the disaster district of the relevant district group, for use when a disaster happens
- To ensure information about a disaster in the area is promptly given to the relevant district group
- To perform other functions given to the group under this Act
- To perform a function incidental to a function mentioned above

Timely activation of the LDMG is critical for an effective response to an event. The decision to activate is dependent upon a number of factors including the perceived level of threat.

Authority to activate

Authority to activate the Carpentaria Shire LDMG and this plan is vested in the chairperson of the LDMG or a delegated person. The Chairperson, or delegate, can implement this plan on receipt of:

- A warning of an impending threat, which in the opinion of the Chairperson or their delegate would require a coordinated community response
- A request from a Lead Agency or DDMG for assistance under the Local Disaster Management Plan
- A direction of the Queensland Disaster Management Committee (State-level)

For more detailed information on LDMG activation and de-activation refer to LDMG SOP.

Stages of activation

In accordance with Queensland's Disaster Management Arrangements (QDMA), there are four recognised stages of activation. Whilst these steps are usually sequential and chronological in nature, activation immediately to Lean Forward or Stand Up may occur with little or no warning, dependent upon the speed of onset of the event.

The following table details triggers and indicative actions required under each of the stages.

Stage	Description	Trigger	Indicative actions
ALERT	A heightened level of vigilance due to the possibility of an event in the area of responsibility. No action is required however the situation should be monitored by someone capable of assessing the potential of the threat	<ul style="list-style-type: none"> Awareness of a hazard that has the potential to affect the Shire 	<ul style="list-style-type: none"> Monitor hazard & identify possible risks Initial contact with warning agency Information sharing with all stakeholders commences Initial public advice
LEAN FORWARD	An operational state prior to 'stand up' characterised by a heightened level of situational awareness of a disaster event (either current or impending) and a state of operational readiness. Disaster coordination centres are on standby; prepared but not activated.	<ul style="list-style-type: none"> Likelihood that the threat may affect the local government area. The threat is quantified. Need to disseminate information to public LDMG to now manage the event. 	<ul style="list-style-type: none"> Chairperson, LDC and QFES analyse situation Chairperson and LDC remain on watching brief Confirmation of level and potential of threat Council staff prepare for operations Determine trigger point for 'STAND UP' Prepare LDCC for operations Establish regular communications with relevant entities Brief LDMG DDC advised of current status Information and warnings disseminated to public

Stage	Description	Trigger	Indicative action
STAND UP	The operational state following 'lean forward' whereby resources are mobilised, personnel are activated, and operational activities commenced. Disaster coordination centres are activated.	<ul style="list-style-type: none"> Threat is imminent or has occurred Community impacted Need for coordination of event Requests for Assistance (RFA) received by LDMG agencies or LDCC 	<ul style="list-style-type: none"> LDMG meets LDCC Activated Commence operational planning Council operations commence LDMG takes full control of event management All SOPs activated SITREPs to DDMG commenced DDMG advised of potential for requests for assistance
STAND DOWN	Transition from responding to an event back to normal core business and/or recovery operations. There is no longer a requirement to respond to the event and the threat is no longer present.	<ul style="list-style-type: none"> No requirement for a coordinated response Recovery is taking place 	<ul style="list-style-type: none"> Final checks for outstanding RFAs Operational and financial records consolidated and filed for auditing purposes Response to recovery transition plan implemented LDCC debriefing conducted LDMG debriefing conducted Financial records consolidated Handover to Local Recovery Coordinator Return to local government core business Final SITREP forwarded to DDMG and LDCC closed down

Local Disaster Coordination Centre⁸

The Carpentaria Shire Local Disaster Coordination Centre (LDCC) has the responsibility for coordination of disaster operations, providing a response capability on behalf of the Carpentaria Shire LDMG. The main aim of the LDCC is to coordinate resources, information and assistance in support of local agencies and stakeholders who are engaged in disaster operations.

The LDCC also provides forward planning, based on local intelligence, which requires consideration of the unfolding event and its likely impacts on the Shire's communities, infrastructure, economy and environment.

Primary responsibilities of the LDCC include:

- Intelligence gathering (Intel), analysis of intel and forward planning
- Implementation of operational decisions of the LDMG
- Resource management including resources provided through DDMG
- Provision of timely and relevant information to community and other disaster management entities

The primary LDCC is located at:

The Boardroom
Carpentaria Shire Council
29-33 Haig Street, Normanton

Council's secondary LDCC is located at:

Meeting Room
Normanton Shire Hall
Landsborough Street,
Normanton

LDCC staff will be sourced in the first instance from within

Council. At a minimum, staffing of the LDCC should consist of:

- LDC
- Deputy LDC
- Operations Officer
- Planning Officer
- Intelligence Officer
- Administration and Logistics

The Support Team should include:

- Telephonists and loggers
- LDMG organisational liaison officers (as required)

Fatigue management

In the event that the activation continues for an extended period of time, fatigue management principles will apply. Member and advisory agencies will be required to manage fatigue of their staff in line with internal agency policies and procedures. Warning notifications and dissemination

⁸ For more detailed information on activation and operation of the LDCC, refer to Carpentaria Shire's Local Disaster Coordination Centre Standard Operating Procedures.

Local governments are responsible for the dissemination of local warnings through various communication systems and channels. The issuing of warnings and public information as well as community education/awareness programs should form part of the local disaster management arrangements before, during and after an event. These arrangements and strategies should be scrutinized following events or exercises to ensure continuous improvements⁹.

The State Disaster Coordination Centre (SDCC) is responsible for the issuing of warnings and alerts to key stakeholders. Each entity is responsible for further disseminating these warnings and alerts through their own networks.

Multiple means of communicating warnings should be used. The agency identified as being primarily responsible for a specific hazard needs to include provision for communicating with the public in its planning; although this agency may not be responsible for issuing any alerts and warnings. This is primarily done through local governments.

Providing warnings to the public is part of the wider activity of public information and must be closely aligned. A key issue is deciding how much information should be provided, and when it should be disseminated to the community¹⁰.

Local warning dissemination

The Chair of the LDMG, or delegate, is the official source of public and media information and is the chief media spokesperson.

Coordination of public information

During an event, the release of public information on aspects such as road closures, traffic routes, advice on evacuation procedures and centres will be coordinated through the LDCC. Such information and warnings will be provided to the community via a number of communications sources including:

- Landline and Mobile telephone including SMS messaging
- UHF Repeater network
- Electronic media (Council's website)
- Social media (Twitter and Facebook)
- Broadcast media (Radio) such as ABC612
- Television
- Media websites/Facebook
- Email
- Door knocking
- Public Announcement systems (PA's)

Other alerts or warnings such as those delivered through the use of SEWS (Standard Emergency Warning System) or the national Emergency Alert (EA) telephone and SMS messaging system will be used to support and reinforce the warning messages provided through broadcast media.

⁹ Reproduced in part from the Queensland Planning Guidelines, Part 5 - Response

¹⁰ State Disaster Plan

Ongoing information will also be disseminated through council offices and libraries, evacuation centres as well as other community meeting places.

Warning authorities

The following is a list of organisations that are responsible for the dissemination of warnings.

Origin	Warnings/Information Type
Bureau of Meteorology	Severe Weather
Queensland Police Service	Hazardous Materials Incident
Queensland Fire and Rescue	
Queensland Health	Public Health
Local Government	Waste, Water, Environmental Health
Utility or Facility Owner (e.g. Ergon)	Major Infrastructure Failure
Queensland Fire and Rescue Service	Bush Fire
Biosecurity Queensland	Animal/Plant Disease

Emergency alert

Emergency Alert (EA) is one of the tools that can be used to warn communities of an impending emergency and is a critical element of emergency response. The Queensland Emergency Alert Guidelines govern the use of EA in Queensland.

QFES is the lead functional agency for the management and administration of EA in Queensland. Each local government has pre-prepared Emergency Alerts for hazards in their area. Seasonal alerts will have particular focus on flooding and heat conditions during specific months throughout the year.

Evacuation

Evacuation is a critical component during the response phase. A considered, coordinated and timely approach to the evacuation of individuals or communities is essential to achieve an effective and successful outcome.

Public messages need to be frequent & consistent, clear and concise to avoid confusion and most of all, provide actions for the threatened community to take.

The following table details the five stages of the evacuation process.

Stage	Brief Description
DECISION TO EVACUATE	The decision to evacuate will be made under emergency conditions and given careful consideration. If the decision is made too early and the hazard abates, those evacuated will have been exposed to unnecessary risk, inconvenience and cost. If the decision is made too late, the affected community will be forced to either evacuate under high-risk conditions or to remain in place and accept the full effects of the hazard impact. In any evacuation planning and conduct, particular attention needs to be given to 'special needs' groups.
WARNING	An evacuation warning must be structured to provide timely & effective information. The success of the evacuation will largely depend on the quality of the warning process. The warnings must: <ul style="list-style-type: none"> • Be clear & unambiguous • Be issued by a credible issuing authority • Provide a clear action statement
WITHDRAWAL	Withdrawal is the third stage of the evacuation process and involves the removal of people from a dangerous or potentially dangerous area to a safer location.
SHELTER	The LDMG will identify and activate the most appropriate evacuation facility for shelter relative to the type of event and risks and convey this to the local community within warning messages. People who are capable of moving away without assistance are encouraged to relocate outside the exposed area.
RETURN	The return of evacuees will be dependent on a number of factors, including assessment of the impacted area against the following criteria to determine if return is possible and identify any special conditions, which may need to be imposed. <ul style="list-style-type: none"> • Absence of hazard • Level of residual risk • Availability, condition and safety of accommodation, utilities and public health • Availability of adequate food supplies for returnees • Sufficient resources to return evacuees Other relevant public information (E.g. services, financial and welfare arrangements etc)

For further information on evacuation, refer to Carpentaria Shire Evacuation Sub-plan.

Storm tide evacuations

Normanton

The town is located mainly on the western bank of the Norman River about 60 km upstream of the mouth at Karumba and is located near a series of shallow flood overflow channels. The airport is co-located immediately to the south-west of the town centre on connected level ground.

In present climate there is some minor encroachment into allotments indicated from the 200-year event, increasing to affect about one third of the town properties by the 1,000-year event. The situation changes little at the extreme 10,000-year event. The airport is unaffected at all return periods.

For the 2050 projected climate the minor encroachment commences at about the 100-year event and the 500-year event resembles the 1,000-year event under present climate. The 10,000-year event impacts about half of the properties. By 2100 the 50-year event resembles the 500-year event in present climate but even by the 10,000-year event the inundation extent is largely unchanged from present climate.

Normanton is therefore unlikely to require evacuation due to storm tide, except in exceptionally rare circumstances

Karumba

Without accurate data on the susceptibility of Karumba to storm surge it is not possible to estimate the damage accurately. The result of a storm surge would most likely be major flash flooding of Karumba with significant wave run up. The town centre is situated close to the mouth of the Norman River and is built on a series of low alluvial ridges along the eastern river bank with many small channels. The airport and associated settlement of Karumba Point is at the mouth of the river, separated from the town centre by intervening salt pans that encroach in from the river bank. In present climate conditions some allotments at the point and in the town begin to be impacted by the 100-year event, with Catalina and then Yappar Street being increasingly affected. By the 500-year event almost all properties at the point are impacted and about half in the rest of the town, including the Walker Street area. At the 1,000-year event it is only the very centre of town and a few properties on the frontal ridge at the point that are unaffected directly. By the 10,000-year event there is almost no part of the town that is less than about 1 metre inundated.

For the 2050 projected climate scenario the 200-year event is similar in impact to the present 500-year and total inundation is achieved by the 1000-year event. For 2100, the 50-year event resembles the present 200-year event and total inundation is reached by the 500-year event.

In present climate conditions, Karumba would likely require evacuation under threat of a 500-year event, representing a 4% chance in any 20-year period, or about a 10% chance in any 50-year period.

Storm tide gauges are located at Morning Island and Karumba. The gauge at Mornington Island is considered the most relevant for Carpentaria Shire.

Further information on storm tide is shown at Appendix 10

Evacuation centres

The responsibility for establishing evacuation centres rests with the Carpentaria Shire LDMG. The establishment and location of centres will be dependent on the complexities of the disaster event and the location of the affected community. Facilities that could be used as evacuation centres have been identified within the shire and are listed in the Evacuation Plan.

The affected community will be notified of the establishment and operation of a centre via a number of communications sources including electronic media, such as Council's website, social media, broadcast media (Radio and TV).

For further information on evacuation centres, refer to Carpentaria Shire Evacuation Centre Management sub-plan.

Information management

Systems for recording information are a fundamental component of the disaster management system and provide local government and other entities with an accurate record of the history of any event.

Records management throughout the disaster response and recovery stages will be achieved through the currently agreed arrangements. Documentation will provide the ability to capture all decisions, actions and information related to an event including the maintenance of logs, public information and all expenditure in order to provide clear and reasonable accountability and justifications for future audit purposes.

Once the LDCC has been stood down, all records related to the event are to be recorded into Carpentaria Shire's records management system. The following documents are an essential component of the LDCC's information management system:

Tasking and mapping

A tasking log be used during activations to record actions taken and the responsible agency or officer. A tasking log should contain details of:

- The specific operational task to be undertaken
- The date and time of commencement of the task
- The agency and responsible officer to which the task has been delegated
- Relevant contact details
- The date and time of completion of the task
- Actions taken and contextual comments.

The use of a tasking log will ensure that all operational contingencies have been executed. Tasking logs should be treated as official records and should be stored and archived appropriately to provide information to any post-event review.

The tasks are also plotted on relevant maps for visual reference. Various operational reports and briefings are generated based on these logs and maps. For further information refer to Carpentaria Shire's Local Disaster Coordination Centre SOP.

Situation Reports (SITREPs)

The LDC will ensure that operational reporting commences immediately once this plan has been activated.

SITREPs capture accurate information from the day's operations by detailing current and forecast situation during a disaster event. The LDC, through the operation of the LDCC, is responsible for the preparation of the SITREP. The SITREP is to be forwarded to the DDCC through the DDCC at pre-determined times.

Requests for Assistance (RFA)

When Carpentaria Shire LDMG has exhausted its capacity and requires additional logistics support and/or resources to meet operational needs that are beyond local capacity and capability, the LDMG will formally seek assistance through a formal Request for Assistance forwarded to the DDCC via LDCC.

Resupply for isolated communities

- Disaster events such as flooding have a potential to create areas of isolation for lengthy periods of time within the Shire, requiring the need to resupply provisions to that area.
- The LDMG is responsible for the resupply of communities and rural properties during such periods of temporary isolation ensuring resupplies of food and other essentials.
- Most events that isolate communities occur on a seasonal basis and communities that are likely to be affected by such events are expected to prepare well in advance for both the event and the expected period of isolation. If an event does isolate a community within the Shire, all resupply requirements will be addressed in accordance with the Queensland Resupply Guidelines.

[Operational information and intelligence](#)

Collecting, collating and managing information is the key factor in the development of effective action plans and is a crucial part of any response and recovery operation. In this instance, information intelligence is the collective and collaborative effort of the compilation and analysis of information that is reported to the LDCC.

Two key outcomes are:

- Decision-making, tasking, communications and messaging are informed by accurate and current intelligence
- Common situational awareness is created at all levels through a process for sharing operational information and intelligence products, across all entities¹¹

[Post-disaster review](#)

The review of operational activities undertaken during a disaster is a key component of developing greater capacity and the improvement of council's disaster management arrangements.

After-action reviews (also known as Operational Debriefs) are conducted to:

- Assess disaster operations undertaken for a given disaster including actions, decisions or processes
- Document those processes that worked well and identify a course of action to ensure that they are captured and updated in relevant plans for use in the next operation
- Assess capability and consider where additional planning, training and/or exercises may enhance capability

The review of operations is conducted through two forms of debrief –

[‘Hot’ debriefs](#)

A discussion undertaken immediately after operations have ceased, giving participants the opportunity to share learning points while the experience is still very fresh in their minds. Multiple hot-debriefs during protracted operations may be appropriate to identify significant issues and provide prompt solutions for immediate implementation.

[Post-event debriefs](#)

This form of debrief is conducted days or weeks after an operation, when participants have had an opportunity to take a considered view of the effectiveness of the operation. Following the completion of all debriefs, a report is completed in partnership with QFES-EM to provide an overview of the lessons identified following an event and importantly recommendations for improving disaster management.

Following the review, the local group may need to consider issues for resolution or may need to refer an issue to the District Group for advice or resolution.

Impact assessment

Impact assessment is the organised and coordinated process of collecting and analysing information after a disaster, to estimate casualties, damage to private property and community assets as well as the immediate needs of the impacted community.

The purpose of conducting an impact assessment is to provide planning groups with a comprehensive situational awareness of what has occurred and what is required to address the problems in the response and recovery stages.

Under this Plan, Council, supported by other agencies, is the lead agency for conducting impact assessments within its community. The LDCC is responsible for coordinating the collection of this information. There are two types of assessment:

¹¹ Standard for Emergency management in Queensland, Component 11

Rapid damage assessment

Rapid Damage Assessment is undertaken immediately following an event to gather an overview of the impact. Information is gathered through the following sources:

- Information received from the public
- Call for assistance recorded by emergency services and the Carpentaria Shire Local Disaster Coordination Centre
- Tasking of Council and emergency service assets
- Information provided by Carpentaria Shire LDMG members
- Reconnaissance by Council and emergency services

Comprehensive damage assessment

A comprehensive damage assessment of the impacted area/s will start as soon as practical after the event, to accurately establish the impact of the event on the community and its infrastructure.

Response and recovery agencies and organisations with a role under this plan will undertake a comprehensive damage assessment relating to their area of control and will submit reports to the Carpentaria Shire Local Disaster Coordination Centre.

Disaster declarations (s.64)

Section 64(1) of the Act states that the District Disaster Coordinator (DDC) for a disaster district may, with the approval of the Minister, declare a disaster situation for the district, or a part of it.

Before declaring a disaster situation, the DDC is to take reasonable steps to consult with each local government in, or partly in, the proposed declared area. As outlined in Section 75 to 78 of the Act, the declaration confers extra powers on particular groups to perform actions, give directions and control movements within the declared area.

It is important to note that the declaration of a disaster situation relates to the situational requirement for additional powers and is not linked to the activation of particular disaster management groups under the QDMA or the activation of disaster financial assistance arrangements. All three actions are independent processes and are not interlinked or conditional. The declaration of a disaster situation does not impact the requirements of a local government under the Act to manage disaster operations in their area.

Financial management

Disaster related costs are not normally included in Council's or other entities budgetary processes. However, when disaster events occur, they will require the allocation of substantial funds in order to purchase resources or services. Due to the nature of many disaster situations, finance operations will often be carried out within compressed time frames and other pressures, necessitating the use of non-routine procedures; this in no way lessens the requirement for sound financial management and accountability.

It is important to remember that a 'Declaration of a Disaster Situation' is not a pre-requisite for the reimbursement of expended funding.

Media management

A Public Information and Warnings sub-plan should be considered to provide for the effective collection, monitoring, management and dissemination of accurate, useful and timely information and warnings to the public during and after disaster events.

A Media Officer is to be appointed to undertake this role prior to activation of arrangements.

Logistics support

Whilst the LDMG has the combined resources of all of its member agencies available to it to apply to the response to an event, there will be times when the resources available will be either insufficient or inappropriate.

Where the LDMG requires logistics support and/or resources to meet operational requirements that are beyond local capacity and capability, the LDMG will formally seek assistance through the District Disaster Management Group (DDMG).

The DDMG will provide the resource as requested, either from District resources or from State. It should be noted, however, that the management of the response to the event would always remain the responsibility of the LDMG.

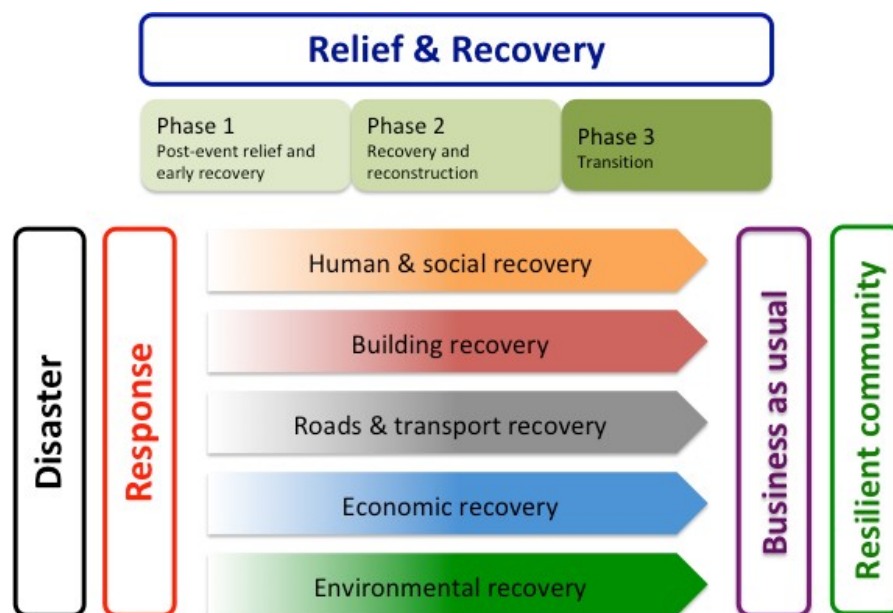
Relief & recovery strategy

Defining relief and recovery

‘Relief’ is defined as efforts to meet the immediate needs of persons affected by a disaster, to minimise further loss through the provision of immediate shelter and basic human needs¹². Relief is also referred to as part of phase 1 of recovery (Refer diagram below).

‘Recovery’ is defined as the coordinated process of supporting disaster-affected communities’ psychosocial (emotional and social), and physical wellbeing, reconstruction of physical infrastructure; and economic and environmental restoration (including regeneration of the natural environment, associated infrastructure and heritage sites and structures, and the management of pollution and contamination)¹³.

The following diagram illustrates the relief and recovery process across its three phases as well as describing the five functional areas of recovery.



The primary aim of recovery is to assist disaster-affected communities to regain appropriate and acceptable levels of functioning both initially and in the long term.

It is important that any support provided to the community empowers that community to be a partner in their own recovery. Recovery planning and activities should provide the opportunity to develop better capability and mitigation measures for future events and to become a more resilient community.

¹² Queensland Recovery Plan

¹³ Queensland Recovery Plan

The recovery phase should commence in parallel with the response phase, and due to the complex nature of rebuilding communities, the recovery phase may continue well after the response to a disaster event has concluded. In some cases, this may be several years.

Alignment of arrangements

Carpentaria Shire's disaster relief and recovery arrangements provide a comprehensive approach to coordination and management for disaster-affected communities and as such are consistent with and align to the following:

- Commonwealth and State government recovery principles
- Queensland's Disaster Management Arrangements including State, District and local plans and procedures
- Disaster Management 2016 Policy Statement
- Emergency Management Standard

Recovery sub-plan

As recovery is one of the key functions of Carpentaria Shire's disaster management arrangements (across the prevention, preparedness, response and recovery continuum), a Disaster Recovery Plan has been developed describing –

- Purpose, objectives, scope parameters and constraints of the Plan
- Governance frameworks in which recovery arrangements function
- Functions and phases of recovery as well as levels of activation of recovery arrangements
- Roles and responsibilities of all entities involved in the recovery process
- Recovery concept of operations

Role of local government in recovery

In accordance with section 30 of the Act, Council, through their LDMG, is required to develop effective disaster management for their local government area, including viable recovery arrangements.

The role of the LDMG is to ensure that recovery arrangements, in consultation with the community, are planned for and implemented to support the relevant local government area. They should identify personnel to lead recovery operations across each functional recovery area. These recovery arrangements are delivered through a Local Recovery Group (LRG).

State and regional recovery entities should liaise with Carpentaria Shire LDMG/LRG to ensure sufficient resources are available through their networks to assist the local government and support the affected community through the recovery process.

Local recovery group

A Local Recovery Group is the primary group responsible for coordinating and delivering recovery services to its disaster-affected community within its local government area.

In theory, there should be five (5) sub-groups based around the five pillars of recovery, though in practice this may be difficult to achieve in local government areas where resources are limited.

With this in mind, the following membership could be considered indicative of an LRG with its membership consisting of, but not limited to the following:

Position	Organisation
Chairperson/Local Recovery Coordinator	Elected local government official (e.g. Deputy Mayor, Councillor)
Executive Officer/secretariat	Local government officer
Core members	<ul style="list-style-type: none"> • Relevant local government staff with experience/training in the five functional recovery areas • Local water entity • Non-government organisations (e.g. Australian Red Cross) • Relevant community-based organisations
Advisors	<ul style="list-style-type: none"> • State government departments relative to the recovery requirements: <ul style="list-style-type: none"> ○ Department of Communities, Disability Services and Seniors for Human & Social recovery ○ Department of Housing and Public Works for building recovery ○ Department of Transport and Main Roads for roads and transport recovery ○ Department of State Development for economic recovery ○ Department of Environment and Heritage Protection for environmental recovery • Queensland Qld. Health (Public health & medical services) • Reconstruction Authority (QRA) • Department of Agriculture and Fisheries • Department of Energy and Water Supply • Department of Science, Information Technology and Innovation

In local government areas where there is little or no 'local capacity', agencies external to that area who would play a significant role in the process, would be co-opted through the appropriate channels to assist in community recovery operations when required.

Full details of Carpentaria Shires' recovery strategy are detailed in the Recovery Sub-plan.

[Role of disaster district in recovery](#)

The District Disaster Management Group (DDMG) should ensure recovery arrangements are prepared for, planned for and implemented to support the LDMGs in their district.

It is recommended that representatives from each of functional recovery lead agency are members of the DDMG to ensure recovery operations and planning are included in overall disaster management activities at the district level.

PART 6 – BUILDING CAPACITY AND RESILIENCE

Introduction

Building organisational and operational capacity is a combination of the capability and the resources available to the Carpentaria Shire LDMG that can reduce the level of risk, or the impact of a disaster on the community. Capacity can be built through a combination of training and exercise programs tailored to local requirements as well as building the local community's awareness of risk and resilience through an effective community engagement strategy.

The practice of continuous improvement involves disaster management processes and arrangements being regularly evaluated and improved to ensure they remain relevant, effective and flexible. The implementation and delivery of training and exercises are critical elements in the continuous improvement of disaster management capacity building. Capacity building occurs across the phases of Prevention and Preparedness.

Prevention & preparedness

Prevention

Prevention includes those measures to eliminate, mitigate or reduce the incidence or severity of emergencies.

'Mitigation' is the means taken in advance of, or after, a disaster aimed at decreasing or eliminating the impact on communities, the economy, buildings, roads and transport and the environment. The implementation of appropriate and targeted mitigation initiatives can offer more sustainable cost savings to communities and government in the event of a disaster. They should be subject to rational cost/benefit and social investment decisions, with special considerations for remote, indigenous and other vulnerable communities.

Mitigation activities can include:

- Design improvements to provide more resilient new infrastructure, update or to harden existing infrastructure or services
- Land use planning that recognises the potential hazard-scape
- Prepared communities and response agencies and arrangements in place and exercised
- Resilience activities including partnerships between sectors and the community and
- A clear understanding of hazards, their behaviour and interaction with vulnerable elements¹⁴

Preparedness

Preparedness includes the taking of preparatory measures to ensure that, if an event occurs, individuals, communities, business and industry, government and non-government organisations are able to cope with the effects of the event. Preparedness builds on existing community of risk and participation in disaster management activities to enhance resilience.

¹⁴ State Disaster Management Plan

Preparedness activities include:

- Community education and engagement
- Planning and arrangements
- Training and exercises

Any preparedness activity which is hazard-specific is the responsibility of and undertaken by the Functional Lead Agencies in collaboration and coordination with key stakeholders, including local governments. Every agency is responsible for undertaking business continuity planning that considers disruption due to a disaster.

Community engagement

Section 30 of the Act details the functions of the LDMG and includes:

- (b) ...Ensure the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster.

The National Strategy for Disaster Resilience details a shared responsibility between government and the community in being prepared for disaster events. In line with the national strategy, Council, in partnership with the LDMG deliver community awareness programs that are aimed at empowering individuals and the community to understand their local risks and take pre-emptive action to prepare themselves, their families, homes and businesses in the event of disaster.

This is achieved through:

- Publication of disaster management plans, disaster and emergency management information (including current road conditions) on Councils webpage www.carpentaria.qld.gov.au
- Publications on flooding and emergency procedures by QFES
- Preparation of media releases explaining flooding preparedness and emergency procedures
- Publications prepared by statutory services detailing the measures that should be taken to prevent, minimise and deal with the effects of emergency situations, and
- Ongoing media campaign to encourage the public to "be aware".
- Signage of known risks (where appropriate) to ensure greater community awareness and safety
- Availability of information through Council libraries
- School presentations
- Encouragement to ensure personal insurance policies are current and relevant

There are also opportunities to provide information through the following platforms:

- Council newsletter
- The use of media and digital platforms such as broadcast radio, text messaging (SMS & MMS), community email lists and social media announcements
- Specific disaster management news, information, tools or resources through council service centres, Council rates notice's and other community resources
- Community awareness events such as displays (both static and practical)
- Community organisation meetings
- Community surveys and feedback form

Community awareness activities will be reported on at each meeting of the LDMG and will be included in the LDMG annual report.

Carpentaria Shire LDMP 2023-25

60

Building resilient communities

In a disaster management context, resilience is defined as:

“A system or community’s ability to rapidly accommodate and recover from the impacts of hazards, restore essential structures and desired functionality, and adapt to new circumstances”¹⁵.

Elements of resilience

- Risk-informed and appropriately prepared individuals
- The capacity to adapt
- Healthy levels of community connectedness, trust and cooperation

Guiding principles

- Shared responsibility
- Evidence-based decision-making
- An integrated risk-based approach
- Continual learning

Building resilient communities

A resilient community understands the risks of future disasters. It is well prepared financially, physically, socially and mentally to minimise impacts, recover quickly and emerge stronger than its pre-disaster state.

Resilience is influenced by a community’s awareness of its risks but is also dependant on the strength and diversity of the economy, the robustness of the built environment and the condition of the local natural environment. Preparation, planning and well-practised emergency response arrangements, including a strong volunteer base through individuals and volunteer organisations, is central to building resilience¹⁶.

Training

In accordance with Section 16A(c) of the Act, the Chief Executive (Commissioner) of Queensland Fire and Emergency Service (QFES), has a responsibility to ensure that persons performing functions under the Act in relation to disaster operations are appropriately trained.

As a consequence, QFES has developed a Disaster Management Training Framework identifying courses that are to be undertaken by those persons.

Disaster management training is important to ensure that all agencies can seamlessly integrate disaster management arrangements and contribute to an effective and co-ordinated response. Each member agency is responsible for ensuring that staff working in an operational environment have received appropriate training for their roles, in particular those courses identified in the Training Framework.

The LDC is responsible for identifying and supporting attendance at relevant training for LDMP members and the LDCC team.

¹⁵ Queensland Disaster Management Resilience Strategy

¹⁶ Queensland Disaster Management Resilience Strategy
Carpentaria Shire LDMP 2023-25

Exercising

Section 30 of the Act requires an LDMG to:

- b) ...Develop effective disaster management, and regularly review and assess the disaster management

Section 59 of the Act states:

- 1) A local government may review, or renew, its local disaster management plan when the local government considers it appropriate
- 2) However, the local government must review the effectiveness of the Plan at least once a year.

Other than operational activation of the Plan, to achieve this outcome, exercises are a key mechanism to review and assess the effectiveness of the Plan, to maintain or improve readiness for events and to enhance skills.

Prior to participating in disaster management exercises it is preferred that participants have received training as outlined in this Plan. This is so that participants have a basic understanding of the policies and procedures that apply to working in a disaster management environment and that the experience and learning's from the exercise can be maximised.

Exercise objectives

Exercises are a key component of effective disaster management strategies and are conducted with the objective of:

Local Disaster Management/Local Recovery Groups –

- Activation procedures
- Practicing inter-agency coordination procedures during an event

Local Disaster Coordination Centre –

- Evaluating activation and operations of a Local Disaster Coordination Centre
- Information management including dissemination of information in respect to hazards and warnings, requests for assistance and providing situation reports
- Enhancing the interoperability of agency representatives

Planning –

- Evaluating plans
- Identifying planning and resource issues
- Promoting awareness
- Developing competence
- Evaluating risk treatment strategies

Training –

- Validating training already conducted
- Identifying performance gaps and areas for the potential improvement in the skills of agency representatives involved in disaster management
- Evaluating equipment, techniques and processes in general

Exercise types

On an annual basis, one or more of the following exercises should be considered –

- A major discussion-style exercise (Tabletop) should be conducted annually and include all members of the LDMG
- A functional exercise to evaluate the activation and operation of both the primary and secondary LDCC's
- A functional exercise to evaluate communications and Information Management processes including equipment use, information sharing and reporting functions. This could occur in parallel with an LDCC exercise
- A functional exercise to evaluate the activation and operation of an evacuation centre
- An agency-led field exercise (e.g. Transport accident involving Police and emergency services). This could also incorporate the activation and operation of a small-scale LDCC activation

Exercise evaluation

An exercise is to be followed by a debrief process. A 'hot' debrief is to be conducted immediately following the conclusion of the exercise and a 'cold' debrief conducted not longer than a month following the exercise. The cold debrief allows participants time to provide a more considered view of the exercise outcomes.

The learning's from the exercise are to be consolidated into a plan for action and eventually into planning process.

Personal insurance

Through community awareness programs, the Council and the LDMG should encourage all property owners to read their insurance policy disclosure statements or contact their insurer to clarify that they have the appropriate level of insurance cover in the event of disaster.

Please note: NOT ALL insurance companies will provide flood insurance, or insurance cover provided may be subject to conditions.

PART 7 – FUNDING ARRANGEMENTS

There is a range of financial support packages available to local government and the community as a result of a disaster.

- State Disaster Relief Arrangements (SDRA)
- Disaster Recovery Funding Arrangements (DRFA)*

*NOTE: DRFA superseded the Natural Disaster Relief and Recovery Arrangements (NDRRA) on 1 November 2018.

It is not the intention of this plan to detail the relief measures available. Full details and associated policies can be located at <https://www.qra.qld.gov.au/>

The Department of Human Services administers the DRP. For further information refer to: www.disasterassist.gov.au website for payment information.

Disaster recovery allowance

The Disaster Recovery Allowance (DRA) is a short-term income support payment to assist individuals who can demonstrate their income has been affected as a direct result of a disaster. When available, DRA assists employees, small businesspersons and farmers who experience a loss of income as a direct result of a disaster event. It is payable for a maximum of 13 weeks from the date at which a customer has, or will have, a loss of income as a direct result of a disaster. DRA is taxable.

The Department of Human Services administers the DRA. For further information refer to: www.disasterassist.gov.au website for payment information.

[List of appendices](#)

- Appendix 1 – Glossary of terms and abbreviations
- Appendix 2 – Distribution list
- Appendix 3 – Compliance register
- Appendix 4 – Hazardous material sites
- Appendix 5 – Risk assessment and treatment registers
- Appendix 6 – LDMG Contact information
- Appendix 7 – Notice of membership templates
- Appendix 8 – LDMG annual reporting template
- Appendix 9 – Lead functional agency roles and responsibilities
- Appendix 10 – Additional information on storm tide hazard

Appendix 1 – Glossary of terms & abbreviations

Abbreviation	Full meaning
Act	Disaster Management Act 2003
AIIMS	Australasian Inter-service Incident Management System
CSC	Carpentaria Shire Council
CEO	Chief Executive Officer
COAG	Council of Australian Governments
Community	A group of people with a commonality of association and generally defined by location, shared experiences, culture or function.
DDC	District Disaster Coordinator
DDMG	District Disaster Management Group
Disaster	A serious disruption in a community, caused by the impact of an event that requires a significant coordinated response by the state government and other entities to help the community to recover from the disruption. "Serious disruption" means: <ul style="list-style-type: none"> • Loss of human life, or illness or injury to human • Widespread or severe property loss or damage Widespread or severe damage to the environment
Disaster Management	Means arrangements about managing the potential adverse effects of an event including for example, arrangements for mitigating, preventing, preparing for, responding to and recovering from a disaster
Disaster Operations	Activities undertaken before, during or after an event happens to help reduce loss of human life, illness or injury to humans, property loss or damage, or damage to the environment, including, for example, activities to mitigate the adverse effects of an event.
Disaster response capability	The ability to provide equipment and a suitable number of people, using the resources available to the local government, to effectively deal with, or help another entity to deal with an emergency situation or a disaster in the local government's area.
District Disaster Coordinator	A Police Officer appointed by the Commissioner of the Queensland Police Service as a District Disaster Coordinator under Section 25 of the Disaster Management Act 2003.
DRFA	Disaster Recovery Funding Arrangements (Superseded NDRRA)
EA	Emergency alert
Evacuation	The Planned relocation of people from dangerous or potentially dangerous areas to safer areas and eventual return.
Evacuation centre	Group shelter provided for affected people in a community hall or similar. It is part of emergency relief and is different from temporary accommodation.
Emergency management	A range of measures to manage risks to communities and the environment. In relation to this plan the terms disaster management and emergency management are inter-changeable.
EMAF	Emergency Management Assurance Framework

Abbreviation	Full term
Event	An event may be natural or caused by human acts or omissions, including the following: <ul style="list-style-type: none"> • A cyclone, earthquake, flood, storm, storm tide, tornado, tsunami, volcanic eruption or other natural happening • An explosion or fire, a chemical, fuel or oil spill or a gas leak • An infestation, plague or epidemic • A failure of, or disruption to, an essential service or infrastructure • An attack against the state • Another event similar to (those listed above)
Hazard	A source of potential harm, or a situation with a potential to cause loss.
IGEM	Inspector-general Emergency Management
LDC	Local Disaster Coordinator
Local Disaster Coordinator	The CEO, or another Council Officer appointed under the Disaster Management Act 2003 responsible for coordinating disaster operations for the Local Disaster Management Group.
LDMG	Local Disaster Management Group
Local Disaster Management Group	The group responsible for implementing the requirements of Local Government with respect to development and implementation of disaster management arrangements for the Local Government area.
LDMP	Local Disaster Management Plan
LRC	Local Recovery Coordinator
Local Recovery Coordinator	The CEO, or another Council Officer appointed by the Local Disaster Management Group responsible for coordinating the recovery operations for the Local Recovery Group.
LRG	Local recovery Group
Preparedness	Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects.
Prevention	Measures to eliminate mitigate or reduce the incidence or severity of emergencies.
QDMA	Queensland Disaster Management Arrangements
QDMC	Queensland Disaster Management Committee
QFES	Queensland Fire and Emergency Service
QRA	Queensland Reconstruction Authority
QPS	Queensland Police Service
Reconstruction	Actions taken to re-establish a community after a period of rehabilitation subsequent to a disaster. Actions would include construction of permanent housing, restoration of all services and complete resumption of the pre- disaster state.

Appendix 2 – Distribution list

Organisation	Copy
Local Disaster Coordinator, Carpentaria Shire LDMG	Master copy
Chairperson, Carpentaria Shire LDMG	1
Carpentaria Shire LDMG core membership	5
District Disaster Coordinator, Mount Isa	1
Emergency Management Coordinator, QFES	1

Appendix 3 – Compliance register

The following table represents the legislative requirements for local governments and local disaster management groups under the Disaster Management Act 2003 (the 'Act') in the development of and conduct of its local disaster management arrangements. These attributes are described in detail throughout this plan.

DM Act	Description	Page	Section/Para.
4A	Guiding principles	11	Governance
15	Meaning of disaster operations	42	Meaning of disaster operations
16N	DM standards	11	Statement of compliance
29	Establishment of LDMG	27	Establishment
30	Functions of LDMG	28	Functions of local group
33	Membership requirements	27	Membership of LDMG
34	Appointment of chair and deputy	29	Chairperson and deputy chair
34A	Functions of chairperson	29	Functions of chairperson
35	Appointment of Local disaster	29	Local disaster coordinator
36	Functions of Local disaster	29	Functions of LDC
37	Notice about membership of LDMG	30	Notice about membership of LDMG
38	Conduct of business and meetings	37	Timing and conduct of meetings
44	Reporting by LDMG	35	Reporting
47	Disaster District Coordinator may give directions	34	Complying with directions
48A	Essential service providers	33	Essential service providers
57	Authorisation	9	Authority to plan
58	Requirements of plan	11	Statement of compliance
59	Review and renewal of plan	14	Review and renewal of plan
60	Plan available for inspection	14	Availability of plan for inspection
63	Preparation of guidelines	13	Disaster management guideline
64(1)	Declarations	53	DDC may declare a disaster situation
80	Functions of local government	27	Functions of local group
143(8)	Power of delegation by LDC	30	Power of delegation of LDC

Appendix 4 – Hazardous material sites

Hazardous Sites in Carpentaria Shire Council Area	Locations - Normanton									
Flammable gas cylinders or storage tanks (e.g. Roadhouse, business, hospitals)	Top Servo					Hawkins	Normanton			
Non-flammable, non-toxic gas or liquids (e.g. Hospitals)		Gidgee	Hospital							
Toxic gases or substances (e.g. swimming pools, water treatment plants)										
Flammable liquid such as petrol, aviation fuel, diesel fuel (e.g. Council fuel dumps, Roadhouses, Flammable solids etc. (e.g. agriculture)	Top Servo	J & D Murr	Cafe	Council	Aerodrome	Normanton				
Flammable solids; self-reactive and related substances; and desensitized explosives							Casey's			
Substances liable to spontaneous combustion				Council						
Oxidizing substances, organic peroxides Oxidizing substances (e.g. Industry)				Council						DC contracting
Corrosive substances (e.g. Worksites, Council)				Council						
Explosives (e.g. mining sites)										
Pesticides/Herbicides (e.g. Rural agents, farms)										DC Contracting
Asbestos (e.g. older dwellings, buildings)				As per Council						
Chemically reactive or acutely (highly) toxic substances										

Hazardous Situation		Locations - Karumba								
Koagumuse, business, Non-flammable, non-toxic gases or Flammable liquid such as natural vegetation fuel Flammable solids (e.g. Flammable solids; Oxidizing substances - substances (e.g. industry)	Fuels	Van Park	Cent Fuel		Engine Carpe	River Boat Moor	Lodge	Yes	Mick's Café	
		Na			Carpe ntaria					
	W	Na	Do		Carpe ntaria		Wat er			
	Carne	ell	Na	Do		Carne	lon	Co		
		s	Pl	an	re	Hyge stock	Unc il	De pot		Phat macy
Explosives (e.g. mining)	Fuels		New Cent Fuel	Marin Servic		Superm	Harpen Freight		PO	
					Wuunn	Kapu			PO	All waste craft
Asbestos (e.g. older chemically reactive or substances)	Bounci Depot			Marin Servic	Dea	Superm				
	Harpen Fuels		New Cent Fuel	Karu Marin Servic	Dea Breeze	Superm	Guir Engine		PO	NOT RIVE Boat Moor KS

Appendix 5 – Risk assessment and treatment registers

The following list of hazards were identified and assessed in the 2008 DRM Risk Management Study for the Shire. A report was published, and a range of risk assessment/treatment registers were compiled. These are available for reference from Council office.

1. TROPICAL CYCLONE – Categories 1 - 2 (Including storm)
2. SEVERE TROPICAL CYCLONE – Categories 3-5
3. COASTAL INUNDATION < 1METRE
4. COASTAL INUNDATION > 1METRE
5. ANIMAL AND PLANT DISEASE
6. BUSHFIRE
7. FLOODING – MINOR TO MODERATE
8. FLOODING – MAJOR+
9. HEATWAVE
10. EARTHQUAKE
11. MASS CASUALTY INCIDENT
12. PANDEMIC

Appendix 6 – LDMG contact information

The full contact list is held and updated by Carpentaria Shire Council.

Appendix 7 – Notice of membership templates

Insert local government header

NOTICE OF PERMANENT APPOINTMENT OF LDMG CHAIRPERSON TEMPLATE (T.1.031)

Commissioner
Queensland Fire and Emergency
Services GPO Box 1425
BRISBANE QLD 4001

and <Insert Rank and
Name> Chairperson
<Insert Disaster District> District
Disaster Management Group
<Insert Address>

and email SDCC@qfes.qld.gov.au

I wish to notify of a permanent change to the <Insert Local Government Area> Local
Disaster Management Group (LDMG) <Insert Executive Position> incumbent.

As of the <Insert Start Date> the incumbent will be <Insert Title and Full Name>.

<Insert Title and Surname> has the necessary expertise or experience to perform the
functions and exercise the powers of the position of <Insert Executive Position> in
accordance with the Disaster Management Act 2003.

<Insert Title and Surname> has been informed that personal contact information has been
collected in accordance with the Information Privacy Act 2009 for the purposes of disaster
management. The contact details for <Insert Title and Surname> are:

Work Telephone:	
A/H Telephone	
Mobile:	
Email:	
Work Address:	

Should you require any further information, please contact <Insert Contact> on telephone
number
<Insert Contact Details>

Yours sincerely

<Insert Title and Name>
<Insert Executive Position> (LDMG Chairperson, LDMG Deputy Chairperson or incumbent LDC)
<Insert Local Government Area> Local Disaster Management Group
Carpentaria Shire LDMP 2023-25

80

NOTICE OF CHANGE TO LDMG MEMBER TEMPLATE (T.1.032)

<Insert Title and Name>

Chairperson

<Insert Local Government Area> Local Disaster Management Group

<Insert Address>

Dear Chairperson

I wish to notify the Local Disaster Management Group (LDMG) of a change to the <Insert Agency or Organisation> appointed LDMG member incumbent.

As of the <Insert Start Date> the incumbent will be <Insert Title and Full Name>.

<Insert Title and Surname> has the necessary expertise and / or experience to perform the functions of a LDMG member in accordance with the Disaster Management Act 2003, on behalf of the <Insert Agency or Organisation>.

<Insert Title and Surname> has been informed that personal contact information has been collected in accordance with the Information Privacy Act 2009 for the purposes of disaster management. The contact details for <Insert Title and Surname> are:

Organisation Position Title:	
Work Telephone:	
Mobile:	
A/H Telephone:	
Email:	
Work Address:	

Should you require any further information, please contact <Insert Contact> on telephone number
<Insert Contact Details>.

Yours sincerely

Outgoing LDMG member or
Authorised Organisation Representative

AGENCY NOMINATION OF LDMG MEMBER TEMPLATE (T.1.033)

<Insert Name>
Chairperson
<Insert Local Government Area> LDMG
<Address 1>
<Address 2>
<SUBURB QLD POSTCODE>

I wish to nominate <Insert Nominee's Name> who holds the position of <Insert Nominee's Position> to represent <Insert Agency Name> on the <Insert Local Government Area> Local Disaster Management Group.

The nominee has the necessary expertise and / or experience to perform the functions of a LDMG member in accordance with the Disaster Management Act 2003, on behalf of <Insert Agency Name>.

The contact details for the nominee are:

Telephone:	
Mobile:	
Email:	
Postal Address:	

<Insert Nominee's Name> has been informed that personal contact information has been collected in accordance with the Information Privacy Act 2009 for the purposes of disaster management.

Should you require any further information, please contact <Insert Contact Person> on telephone number <Insert Contact Number>.

Yours sincerely

<Sign>
Agency Local Commander/Manager

NOTICE OF APPOINTMENT OF LDMG MEMBER TEMPLATE (T.1.034)

<Insert Appointee Name and Address>

In accordance with section 33 of the Disaster Management Act 2003 I hereby appoint you as a member of the <Insert Local Government Area> Local Disaster Management Group (LDMG).

I am satisfied that you have the necessary experience or expertise to perform the functions of a member of a Local Disaster Management Group in accordance with section 30 of the Disaster Management Act 2003.

As a member your personal contact information is required to be collected in accordance with the Information Privacy Act 2009 for the purposes of disaster management. Please ensure that you complete the attached 'Member Contact Details Collection Form' and return the signed form to <Insert Name and Address> as soon as possible.

Should you require any further information, please contact <Insert Contact> on telephone number
<Insert Contact Details>

Yours sincerely

<Insert Title and Name>
<Insert Executive Position> (Mayor, CEO or other representative of the local government)
<Insert Local Government>

NOTICE OF APPOINTMENT OF LOCAL DISASTER COORDINATOR LDMG TEMPLATE (T.1.037)

Commissioner
Queensland Fire and Emergency
Services GPO Box 1425
BRISBANE QLD 4001

and <Insert Rank and
Name> Chairperson
<Insert Disaster District> District
Disaster Management Group
<Insert Address>

and email SDCC@qfes.qld.gov.au

In accordance with section 35 of the Disaster Management Act 2003, I wish to notify that following consultation with the Chief Executive <Insert Title and Name of Appointee> is appointed Local Disaster Coordinator for the <Insert Local Government Area> Local Disaster Management Group.

<Insert Title and Surname> has the necessary expertise or experience to perform the functions and exercise the powers of the Local Disaster Coordinator in accordance with section 36 of the Disaster Management Act 2003.

<Insert Title and Surname> has been informed that personal contact information has been collected in accordance with the Information Privacy Act 2009 for the purposes of disaster management. The contact details for <Insert Name> are:

Work Telephone:	
A/H Telephone	
Mobile:	
Email:	
Work Address:	

Should you require any further information, please contact <Insert Contact> on telephone number
<Insert Contact Details>.

Yours sincerely

<Insert Title and Name>
Chairperson
<Insert Local Government Area> Local Disaster Management Group
Carpentaria Shire LDMP 2023-25

NOTICE OF LOCAL GOVERNMENT APPOINTMENT DDMG TEMPLATE (T.1.266)

<Insert Date>

Commissioner
Queensland Fire and Emergency
Services GPO Box 1425
BRISBANE QLD 4001

and <Insert Rank and
Name> Chairperson
<Insert District> District Disaster
Management Group
<Insert Address>

and email SDCC@qfes.qld.gov.au

As you may be aware, section 24 of the Disaster Management Act 2003 requires a local government or combined local governments to inform the Commissioner, Queensland Fire and Emergency Services and the Chairperson of the District Disaster Management Group (DDMG) of the local government appointment to the DDMG.

The <Insert Local Government> local government/or combined local governments have appointed <Insert Full Name and Designated Position Title> in accordance with the Disaster Management Act 2003, section 24 to the <Insert DDMG> DDMG.

<Insert Name> has been informed that personal contact information has been collected in accordance with the Information Privacy Act 2009 for the purposes of disaster management. The contact details for <Insert Name> are:

Telephone work:	
Telephone home:	
Mobile:	
Email:	
Work address:	

Should you require any further information, please contact <Insert Contact Name> on telephone number <Insert Contact Number>.

Yours sincerely

Chief Executive Officer
<Insert Local Government Details>

Appendix 8 – Lead agency roles & responsibilities

The following table outlines the roles and responsibilities of the various agencies who play a role in the Queensland's disaster management system. Whilst not all of these agencies will be available at a local level, they can be accessed by requesting support through the District Disaster Management Group level.

Due to the ongoing machinery of government changes the source document for the roles and responsibilities of the various agencies is the State Disaster Management Plan located at: <https://www.disaster.qld.gov.au/plans>

Hazard-specific agency roles

Organisation	Hazard
Department of Agriculture and Fisheries	<ul style="list-style-type: none">• Animal and plant disease
Queensland Health	<ul style="list-style-type: none">• Chemical, biological and radiological• Heatwave• Pandemic
Queensland Fire and Rescue Service	<ul style="list-style-type: none">• Bush fire• Chemical incident
Department of Transport and Main Roads	<ul style="list-style-type: none">• Ship-sourced pollution
Queensland Police Service	<ul style="list-style-type: none">• Terrorism

[Appendix 9 – LDMG annual report template](#)

LDMG ANNUAL DISASTER MANAGEMENT STATUS REPORT TEMPLATE (T.1.070)

<Insert Local Government Area> Local Disaster Management Group
Annual Disaster Management Status Report
to the
<Insert Disaster District> District Disaster Coordinator
and the
<Insert Disaster District> District Disaster Management Group
<Insert Date & Year of Report>

Contents

Insert Table of Contents

1. Membership of Local Disaster Management Group (LDMG)

Include updates to the membership of the LDMG and any general comments. Include a list of member contact details as an annexure.

2. Meetings of LDMG

LDMG meeting frequency

Include adopted meeting frequency, dates of meetings during previous financial year and any scheduled dates for next financial year.

3. Risk Management/Mitigation

Include information regarding the current status of any major projects or studies undertaken or completed.

Mitigation planning

- Insert information regarding disaster mitigation planning, including date of adoption by council (if required) and summary of risks addressed, etc.
- Summarise identified mitigation measures/treatment options and timelines.
- Summarise any identified impediments to the implementation of mitigation measures – funding, resourcing issues, responsibility, etc.

4. Integration with Business Planning

Summarise how disaster management is being integrated with the overall business of the organisation, including the incorporation of disaster management issues with other strategic and operational planning arrangements.

5. Local Disaster Management Plan

Plan review and assessment

Insert summary of review process and date/s of internal review and/or District assessment.

Amendments

Insert summary of review and/or assessment findings and actions taken or agreed commitments.

6. Operational Issues

Readiness status

Insert general comment regarding status of operational readiness, staff availability and resourcing levels of the Disaster Coordination Centre and the impacts on operations (if any).

Operations conducted

Briefly summarise any operational involvement

Remedial action

Outline any proposed actions/improvements resulting from operational activity

7. Training and Development

Training conducted

Insert brief details of any training undertaken or conducted

Identified training needs

Insert brief details of any training that has been identified as being required, including suggested dates.

8. Exercises

Exercises conducted

Insert brief details of any exercises conducted

Remedial action

Outline any major proposed actions/improvements resulting from lessons learned

Proposed exercises

Insert details of any exercises that are proposed or currently under development, including suggested dates, etc.

9. Community Awareness and Education

Public awareness activities conducted

Insert details of any public awareness/education activities conducted.

Proposed public awareness activities

Insert details of any public awareness/education activities that are proposed or currently under development, including suggested dates, etc.

10. Signoff and Approval

Status report completed

by: Signoff by Chair:

Date:

Carpentaria Shire LDMP 2023-25

88

Appendix 10 – Storm tide hazard information

Description of hazard

All tropical cyclones on or near the coast are capable of producing a storm surge, which can increase coastal water levels for periods of several hours and simultaneously affect over 100 km of coastline (Jelesnianski, 1965; Sobey and others, 1977; Harper, 1999b). When the storm surge is combined with the daily tidal variation, the absolute combined water level reached is called the storm tide. An individual storm surge is measured relative to the mean sea level (MSL) at the time, while storm tide is given as an absolute level such as its height above the Australian Height Datum (AHD). Only the storm tide level can thus be referenced to a specific ground contour value.

Evacuation of low-lying areas prior to storm landfall will be required in some circumstances to help prevent loss of life through drowning. The storm tide will also be capable of causing significant destruction of near-shore buildings and facilities if large ocean swells penetrate the foreshore regions.

Firstly, the storm surge is generated by the combined action of the severe surface winds circulating around the storm centre generating ocean currents, and the decreased atmospheric pressure causing a local rise in sea level (the so-called inverted barometer effect). The strong currents impinging against the coast are normally responsible for the greater proportion of the surge. As shown in Figure 4.5, the surge adds to the expected tide level at the time the storm makes landfall. Also accompanying the surge are the extreme wind-generated ocean waves - a combination of 'swell' and local 'sea' driven before the strong winds. These waves increase in height (shoal) as they approach the shore and as part of the process of wave breaking, a portion of their energy can be transferred to a localised increase in the still-water level. This effect is termed wave setup and, although generally much smaller than the surge, can add 0.5 m or more to the surge level at exposed locations. Additionally, waves will run up sloping beaches to finally expend their forward energy and, when combined with elevated sea levels, this allows them to attack foredunes or near-shore structures to cause considerable erosion and/or destruction of property.

The potential magnitude of the surge is affected by many factors; principally the intensity of the tropical cyclone, its size and its forward speed. As the cyclone approaches the coast, the local shape of the coastline and the slope of the undersea bathymetry are particularly significant contributors to the resulting surge height. When the resulting storm tide exceeds the normal range of the daily tide the local beach topography will dictate whether significant coastal inundation will occur.

Impacts and effects

Without accurate data on the susceptibility of Karumba to storm surge it is not possible to estimate the damage accurately. The result of a storm surge would most likely be major flash flooding of Karumba with significant wave run up. The other populated areas of the shire are not affected as they are located away from the coast. Due to the lack of current data there is no option but to conduct a complete evacuation of Karumba.



Carpentaria Shire Local Disaster Management Plan 2022-24

EVACUATION PLAN

Forward

The Carpentaria Local Disaster Management Group is committed to ensuring the safety of the community in times of natural disaster. The decision to evacuate members of the community will not be a decision made lightly, the group is committed to ensuring that any decision is made using all of the information available to them at the time.

The disaster management group will provide the community with everything at its disposal to ensure that any evacuation is conducted safely; it does however acknowledge that final decision to evacuate remains with the individual.

Endorsement

This plan has been endorsed by the Carpentaria Local Disaster Management Group

Chairperson
Local Disaster Management Group
Date: / / 2023

Contents

Contents

Forward	2
Endorsement	2
Contents	3
<i>Authority to plan</i>	6
<i>Distribution List</i>	6
<i>Amendment Schedule</i>	6
<i>Definitions and abbreviations</i>	7
<i>Aim</i>	8
<i>Objectives</i>	8
<i>Scope</i>	8
<i>Geographic Information</i>	9
<i>Population</i>	11
<i>Transport</i>	12
The Evacuation Strategy	16
<i>Planning Considerations</i>	17
<i>Activation of the plan</i>	17
<i>Roles and responsibilities</i>	18
<i>Warnings</i>	19
<i>Withdrawal</i>	20
<i>Shelter</i>	20
<i>Return</i>	21
Procedures for the evacuation of Karumba due to flooding from the Norman River.	22
<i>Background</i>	23
<i>Flooding Levels</i>	24
<i>Aims and Objectives</i>	25
<i>Geographic and Topographic Description</i>	26
<i>Population</i>	27
<i>Transport</i>	28
<i>The Evacuation Strategy</i>	29

<i>Planning Considerations</i>	29
<i>Significant flooding</i>	30
<i>Information on the potential for flooding</i>	30
<i>Streets and houses likely to be impacted</i>	34
<i>Activation of the Plan</i>	35
<i>Roles and Responsibilities</i>	36
<i>Warnings</i>	37
<i>Withdrawal</i>	37
<i>Shelter</i>	37
<i>Return</i>	37
<i>Procedures for the evacuation of Normanton residents due to flooding of the Norman River.</i>	38
<i>Aims and Objectives</i>	39
<i>Geographic and Topographic Description</i>	39
<i>Catchment areas</i>	40
<i>Population</i>	41
<i>Transport routes</i>	42
<i>The Evacuation Strategy</i>	43
<i>Flood inundation map of Normanton</i>	44
<i>Streets and houses likely to be impacted</i>	47
<i>Planning Considerations</i>	48
<i>Significant flooding</i>	48
<i>Information on the potential for flooding</i>	49
<i>Activation of the Plan</i>	53
<i>Roles and Responsibilities</i>	54
<i>Warnings</i>	55
<i>Withdrawal</i>	55
<i>Shelter</i>	55
<i>Return</i>	55
<i>Procedures for the evacuation of Karumba due to Storm Tide.</i>	56
<i>Aims and Objectives</i>	57
<i>Geographic and Topographic Description</i>	58
<i>Population</i>	59
<i>Transport</i>	60

<i>The Evacuation Strategy</i>	<i>61</i>
<i>Planning Considerations</i>	<i>62</i>
<i>Planning Considerations (cont..)</i>	<i>63</i>
<i>Activation of the Plan</i>	<i>63</i>
<i>Roles and Responsibilities</i>	<i>64</i>
<i>Warnings</i>	<i>65</i>
<i>Withdrawal</i>	<i>69</i>
<i>Shelter</i>	<i>72</i>
<i>Return</i>	<i>73</i>
<i>Annex A- Karumba Storm Tide Model Zones</i>	<i>74</i>
<i>TIME UNTIL 100Km/hr WINDS EXPECTED (hours)</i>	<i>90</i>
<i>Evacuation timeline for Karumba</i>	<i>91</i>

Authority to plan

This plan is written under the authority of the Disaster Management Act 2003.

Distribution List

The distribution list will be as per the LDMP Principal Plan

Amendment Schedule

Date	Amendment	Amendment Number
May 2023	Review and renew	1

Definitions and abbreviations

Abbreviation	Full meaning
Act	Disaster Management Act 2003
AIIMS	Australasian Inter-service Incident Management System
CSC	Carpentaria Shire Council
CEO	Chief Executive Officer
COAG	Council of Australian Governments
Community	A group of people with a commonality of association and generally defined by location, shared experiences, culture or function.
DDC	District Disaster Coordinator
DDMG	District Disaster Management Group
Disaster	A serious disruption in a community, caused by the impact of an event that requires a significant coordinated response by the state government and other entities to help the community to recover from the disruption. "Serious disruption" means: <ul style="list-style-type: none"> Loss of human life, or illness or injury to human Widespread or severe property loss or damage Widespread or severe damage to the environment
Disaster Management	Means arrangements about managing the potential adverse effects of an event including for example, arrangements for mitigating, preventing, preparing for, responding to and recovering from a disaster
Disaster Operations	Activities undertaken before, during or after an event happens to help reduce loss of human life, illness or injury to humans, property loss or damage, or damage to the environment, including, for example, activities to mitigate the adverse effects of an event.
Disaster response capability	The ability to provide equipment and a suitable number of people, using the resources available to the local government, to effectively deal with, or help another entity to deal with an emergency situation or a disaster in the local government's area.
District Disaster Coordinator	A Police Officer appointed by the Commissioner of the Queensland Police Service as a District Disaster Coordinator under Section 25 of the Disaster Management Act 2003.
DRFA	Disaster Recovery Funding Arrangements (Superseded NDRRA)
EA	Emergency alert
Evacuation	The Planned relocation of people from dangerous or potentially dangerous areas to safer areas and eventual return.
Evacuation centre	Group shelter provided for affected people in a community hall or similar. It is part of emergency relief and is different from temporary accommodation.
Emergency management	A range of measures to manage risks to communities and the environment. In relation to this plan the terms disaster management and emergency management are inter-changeable.
EMAF	Emergency Management Assurance Framework

Aim

The aim of this plan is to detail the evacuation process the Carpentaria Local Disaster Management Group (LDMG) will follow during an event that threatens the safety of residents in the shire.

Objectives

The objective of this plan is to detail the actions and considerations that the local disaster management group must undertake to complete a safe and timely evacuation of residents in the Carpentaria Shire.

This plan is a risk management strategy of the Carpentaria LDMG that is used to mitigate some of the effects of an emergency or disaster on the Carpentaria community.

Scope

This plan details the actions required for three distinctly different scenarios:

- Complete evacuation of Karumba from Storm Tide.
- Significant evacuation of Karumba due to flooding
- Significant evacuation of Normanton due to flooding.

Each of the above threats will have distinctly different impacts on the community, therefore a separate evacuation plan is required for each.

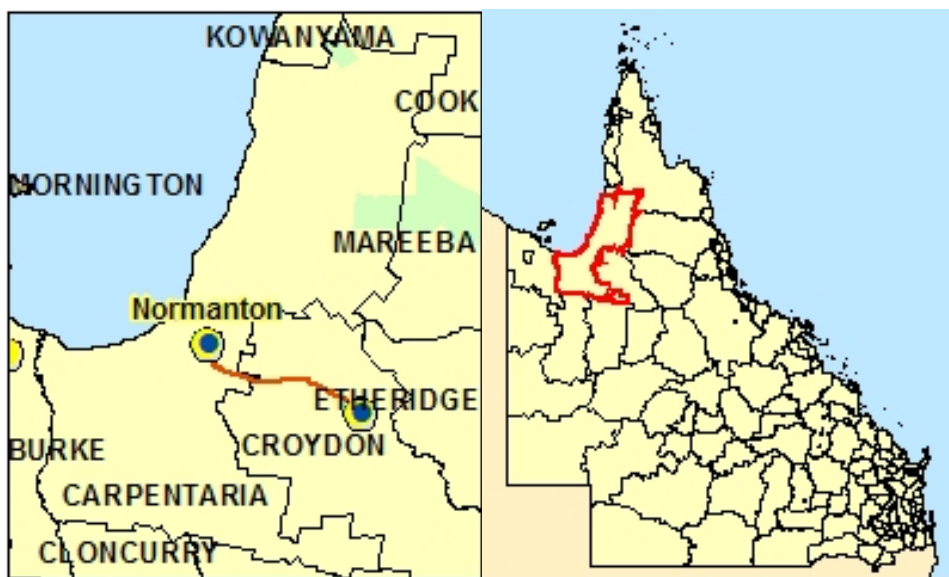
Whilst the specific threat plans are written to mitigate against the most likely threats to the community parts or all of these plans may be used to evacuate persons at risk from any other threat.

This plan forms part of and is supported by the Local Disaster Management Plan for the Carpentaria Shire.

Geographic Information

The Shire of Carpentaria stretches from Kowanyama in the North around the Gulf of Carpentaria to the Leichardt River in the west, and follows the Norman River to Trenton Station in the south-east.

With no major mountain ranges and seven major river systems, much of the Shire is covered by flood plains. Land types vary within the Shire from eucalyptus forests, sand ridges, alluvial flood plains and scrubby ironstone ridges.



The town of Normanton is located at -17.674073 Lat and 141.075919 Lon. The town is situated on the Norman River and is predominately flat. The highest area of the town is the hospital.

The township of Karumba is a coastal community situated on the mouth of the Norman River. The town is in two separate parts located at Lat -17.4561S Long 140.8319E (airport) and Lat -17.484 Long 140.841 (library)

The elevation of Karumba is considered low with the coastal banks being at 4m, these drop off rapidly and much of the township ranges from 2-3.5m in elevation.



Karumba point



Flood plains between Normanton and Karumba



Normanton Town (2009 flooding)

Population

The population of the shire is estimated at 2090 (2023 census) with the following breakdown.

People	2,090
Male	52.9%
Female	47.1%
Median age	36
Families	468
Average number of children per family	null
for families with children	2
for all households (a)	0.7
All private dwellings	1,592
Average number of people per household	2.5
Median weekly household income	\$1,469
Median monthly mortgage repayments	\$1,128
Median weekly rent (b)	\$173
Average number of motor vehicles per dwelling	1.7

Transport

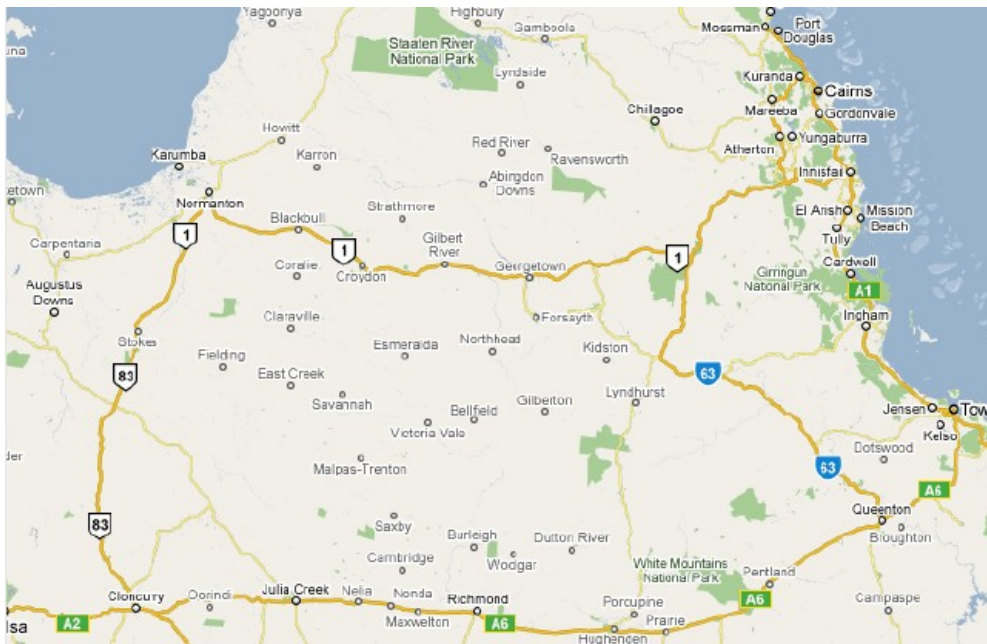
Road Network

Because of its size and shape, Carpentaria Shire has an extensive road network. State controlled roads which link Normanton with Karumba, Croydon and Cloncurry are bitumen sealed, while the road to the Mareeba Shire boundary (and to Chillagoe); is formed only. Because these roads run predominantly north/south, they cross the major river systems which flow through the Shire and are regularly closed during the wet season.

Shire controlled roads link these roads to other through roads and all properties in the Shire. There is a total length of 1606 kms of unsealed roads in the Shire, with a total of 58 kms of sealed and unsealed streets in the township of Normanton and Karumba.

Most rural roads are inundated and closed during the wet season.

There are two major supply routes to Normanton. One from Cairns via Croydon and Georgetown and the other to Cloncurry. The majority of supplies are sourced from Cairns.

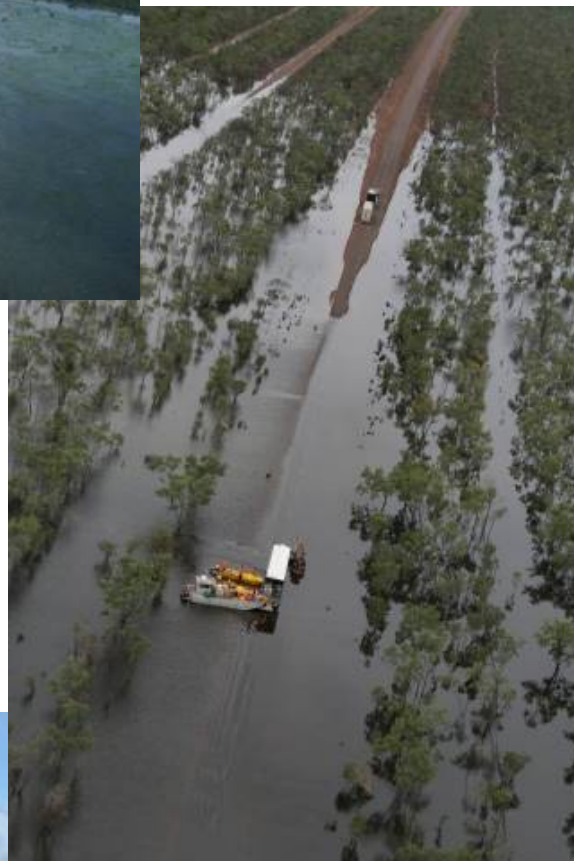


The following map shows the sections of the main supply roads that are normally impassable during moderate to major flooding





Road to Karumba from Normanton



*Road from Normanton to Croydon
(through to Cairns)*



Typical inundation of unsealed roads in shire

Airport

Normanton – 1676m sealed runway. Hercules capacity (with concession) Night Lighting.

Karumba – 1271m sealed runway. Hercules capacity. (with concession) Night Lighting.

Stations within the Shire also have their own airstrips. Helicopters and light aircraft are used for various purposes from these strips.

Rail:

The rail network runs from Normanton to Croydon only. This service is a commercial/Tourist service only.

Ports

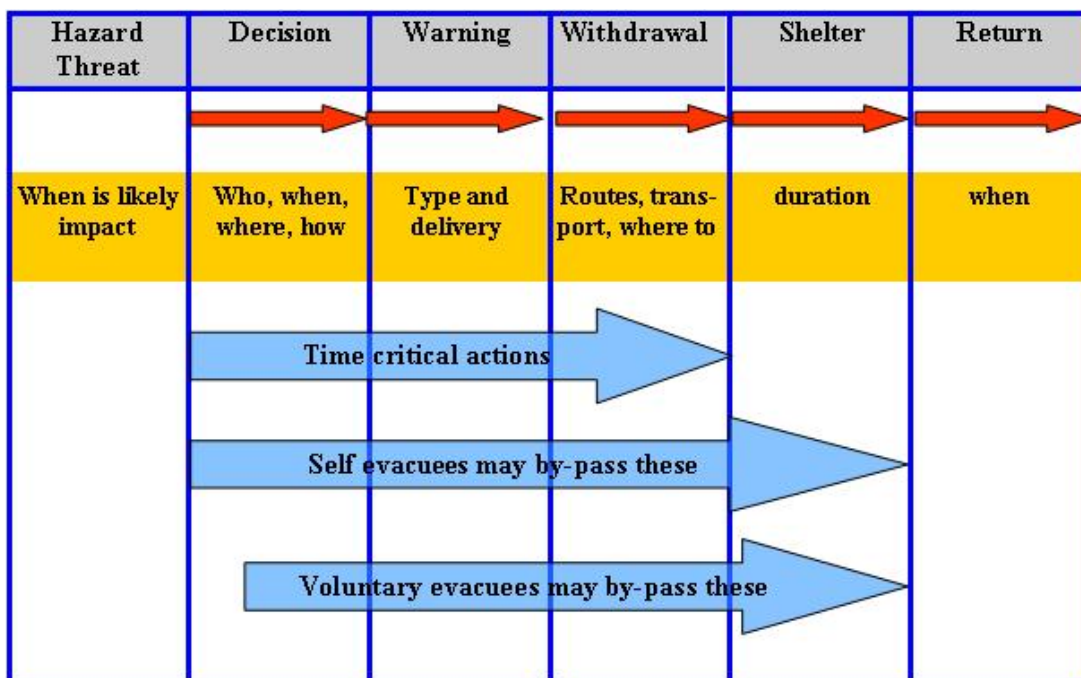
The port of Karumba services the commercial fishing industry as well as vessels transferring mining product. The port is controlled by Maritime Safety Queensland.

The Evacuation Strategy

The overarching evacuation strategy of the Carpentaria LDMG is to move people to a safer area as early as possible. The LDMG will ensure that the community is well informed of the threat and the LDMGs intent.

The Carpentaria LDMG acknowledges the complications and ramifications of unnecessary evacuations and will utilise the data available to them in the decision making process.

Whilst the LDMG will do everything within its capability to ensure the safety of the community it recognises that individuals must take responsibility for their own safety, the LDMG will provide sufficient information so that individuals may make an informed decision.



Planning Considerations

The general considerations that will influence the planning and conduct of an evacuation in the Carpentaria Shire are not limited to but include:

- The anticipated scale of the event and the number of persons likely to be affected,
- The expected time of the event, this will influence the warning phase as well as the withdrawal phase.
- The number of persons to be moved,
- The number of persons requiring shelter,
- The condition of the roads in the shire,
- The availability of transport,
- The authority of the LDMG to conduct effective evacuation (voluntary or managed)

Activation of the plan

This plan will be activated when the chair of the Carpentaria LDMG believes the threat to the community warrants the movement of residents away from the threat area. The plan will only be activated to preserve life and prevent injury to members of the community.

The District Disaster Coordinator (DDC) may direct the chair of the Carpentaria LDMG to activate the plan.

Certain aspects of the plan may be activated prior to the receipt of a storm tide or flood warning if the Chair or Deputy Chair believes that these measures are warranted to reduce the time required to effect evacuation.

The Chair of the Carpentaria LDMG does NOT have the authority to issue an evacuation order. This must come from the DDC. The Chair of the Carpentaria LDMG will make a request for an evacuation order to the DDC, following consultation the DDC may issue such an order.

Roles and responsibilities

Agency	Roles	Agency Coordinator
LDMG	Overall coordination of the Evacuation. Coordination of resources Reporting activities to the DDMG Establishment of the evacuation centres Requesting assistance from the DDMG Issue of voluntary evacuation order Request DDC for Managed Evacuation Order	Chair LDMG
QFES	Provide advice to the LDMG Exercise the evacuation plan through normal exercise regime.	QFES EMC
QPS	Management of Traffic Assist in delivering the warning message. Coordination of group movement	OIC
QFES-SES	Assist in the issue of warnings Establishment of the evacuation centre Assist in movement through vehicles/boats Assist QPS in traffic management Provide assistance to at risk persons Provide communications throughout the evacuation.	Local Controller
QFES-RFS	Assisting the SES in the roles listed above Assisting in the cleanup prior following return	First Officer
QAS	With Queensland Health transport at risk persons. Provide response capability through all phases of movement. With Queensland Health provide basic primary care at the evacuation centre.	OIC
Council	Provide equipment as required Provide manpower as required Close and open roads at the direction of the QPS. Other tasks as required.	Works Manager
Welfare Agencies	Provide catering at the evacuation centre. Provide emotional support to evacuees. Maintain a log of evacuees.	Nominated officer
DDMG	Issue of the Managed evacuation order. Provide assistance to the LDMG as required Provide information to the SDMG.	DDC

Warnings

Standard Emergency Warning System (SEWS) is a nationally recognised warning system managed by the State Disaster Management Group.

Media warning system is an extension of the SEWS, with radio and television assisting with initial warnings and regular updates. This is issued by the CSLDMG.

Public announcement systems (mobile loud hailer) can be utilised to reach specific areas of communities that may not be reached by other methods.

Door knocks provide a means of delivery of warnings directly to community members and will also assist in determining special needs.

Pastoral properties requiring warning will be reached via telephone, email, facsimile and/or radio broadcast.

Voluntary evacuation request may be issued by the chair of the Carpentaria LDMG at a time they decide is appropriate.

Managed evacuation orders can only be issued by the Chair following receipt of authority from the DDC.

The delivery of the warnings will be dependant on the time available before the impact. The Carpentaria LDMG will endeavour to provide warnings as early as possible and with sufficient information to allow individuals to make informed decisions.

Withdrawal

The withdrawal phase of the evacuation will differ based on the type and location of the threat.

Management of the withdrawal is detailed in the areas of this plan dealing with specific threats.

Coordination of the withdrawal will be conducted by the LDMG, the actual withdrawal will be conducted by the emergency services available to the Carpentaria LDMG.

The duration of the withdrawal phase will again be dependant on the threat.

Flooding of the Norman river will allow the LDMG to conduct the withdrawal phase over period of days with detailed information on the areas that will be inundated. A tropical cyclone with an associated storm tide of significant magnitude threatening the Karumba Coast may require the withdrawal phase to be conducted quickly.

Shelter

The Carpentaria LDMG has identified shelters based on the following criteria:

- Short term shelter for the duration of the event (hours)
- Longer term shelter required until minor damage may be repaired and/or waters recede (days)
- Long term shelter after significant damage (weeks - months)

These shelters may be commercial premises (hotels/motels) or larger commercial (or government) buildings.

The locations, capacities and facilities available at different shelters are detailed in this document under the threat specific plans and the local disaster management plan as well as the individual standard operating procedures attached to this document.

Animals

The LDMG will make arrangements for the accommodation of domestic animals. Evacuees should be informed they may bring pets, this is a major influence for some when making the decision to evacuate.

Return

The return phase of the evacuation process consists of the following aspects:

- Safety assessments to be conducted on damaged houses and businesses.
- Health and electrical inspections conducted on houses and businesses.
- Essential services restored (power, water, sewage and access).
- Cleaning of houses conducted if required.
- Residents assisted to return to their home.

The return process will be a controlled move under the coordination of the LDMG. Before the movement back to dwellings the LDMG thought the CSC will ensure that essential services are established and can be maintained.

The LDMG may request assistance from the DDMG for a representative from the insurance council of Australia and additional trade persons if required.

Procedures for the evacuation of Karumba due to flooding from the Norman River.



Background

The township of Karumba is divided into two separate populated areas both located on the banks of the Norman River.



The threat to the township of Karumba from the Norman River is due to the River breaking its banks south of the town. Rising waters in the flood plain can inundate populated areas of the town.

The Risk to the town is greatly increased if the Norman River is at peak flood levels and the wave run up is increased by Westerly winds.

Flooding Levels

Norman River at Karumba

Table 38 details all relevant features of Norman River Flood maps at Karumba.

Table 38
Norman River at Karumba – Flood Mapping Features

2 year	<ul style="list-style-type: none"> The inundation on the right bank of the river is limited to the salt flat area between the main Karumba township and Karumba Point.
10 year	<ul style="list-style-type: none"> Levels in the river are beginning to back up the local drainage systems and fill low lying areas east of Yappar Street Salt flat inundation extends to Karumba Point Road.
20 year	<ul style="list-style-type: none"> Overland flows begin to approach township from east. Dunal system east of Pasminco Shed is overtopped. Inundation beginning to affect Clarina Street residents.
50 year	<ul style="list-style-type: none"> Southern most community cut off by flood waters. Significant overtopping of Yappar Street in similar pattern to that observed in 1974. Col Kitching Drive overtopped near Karumba Point turnoff.
100 year	<ul style="list-style-type: none"> Main town cut-off as water approached from the south, overtopping Walker Street. Pasminco Shed isolated. Col Kitching Drive overtopped for much of its length.
200 year	<ul style="list-style-type: none"> Significant inundation of the Henry Street subdivision evident. Widespread inundation of Col Kitching Drive and Karumba Development Road. Southern community completely inundated.
PMF	<ul style="list-style-type: none"> Majority of flood plain inundated in excess of 2m. Karumba Point dunal ridge is the only land in the local area which is free from flood waters. Karumba air-strip is completely inundated.

Aims and Objectives

Aim

The Aim of this strategy is to conduct precautionary movement of persons from low lying areas of Karumba that are likely to become uninhabitable due to flood waters.

Objective

The objective of this strategy is to enable the deliberate, controlled movement of persons away from areas that are known to flood. These persons can be accommodated in the Karumba township.

Scope

This evacuation procedure is limited to the populated areas of Karumba, this area falls under the jurisdiction of the Carpentaria Local Disaster Management Group. Due to geographical isolation the Local Disaster Management Group may request the OIC Police and the SES in Karumba to assist in effecting this plan, at no stage should this plan (or elements of it) be evoked without direction from the LDMG.

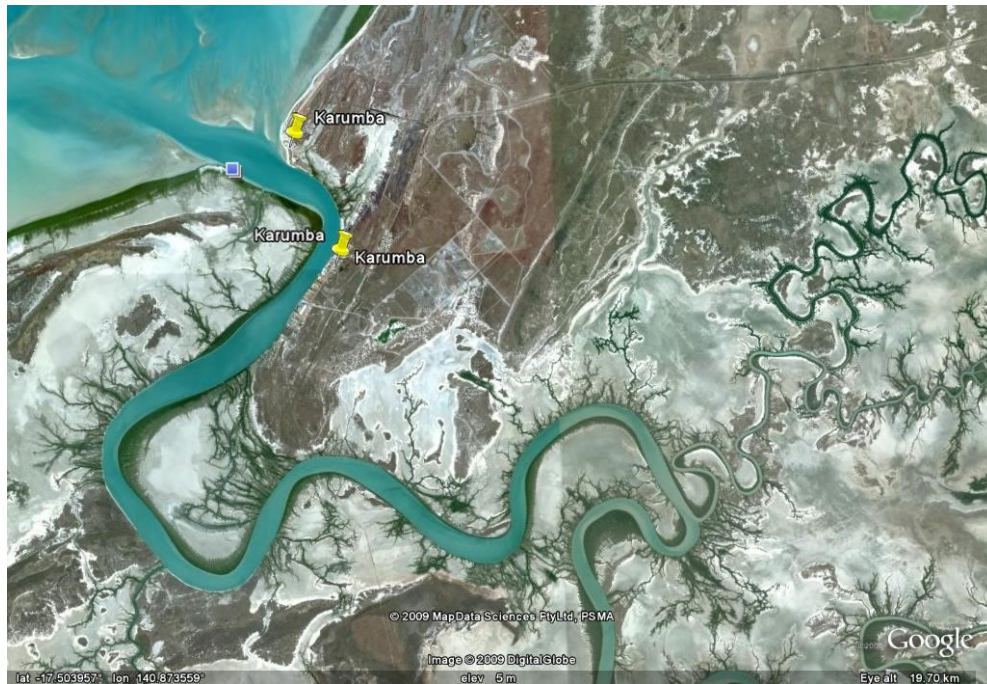
This plan is specific to flooding in Karumba as a result of the Norman River, it may be used in the event that local rain in the catchment area south of Karumba is significant enough to result in flooding.

This plan is supported by the Carpentaria Disaster Management Plan.

Geographic and Topographic Description

Karumba located at lat -17.485995 Lon 140.838087 (Town) and lat -17.461911 Lon 140.829049 (Point). The majority of the town is at 3-4m above sea level.

Both areas of the town are boarded by the Norman River to the west and tidal salt flats to the east.



Population

The population of Karumba is 487 (2023 census data) with the following breakdown:

Age	Karumba
Median age	55
0-4 years	11
5-9 years	11
10-14 years	19
15-19 years	13
20-24 years	15
25-29 years	20
30-34 years	21
35-39 years	12
40-44 years	31
45-49 years	28
50-54 years	53
55-59 years	58
60-64 years	63
65-69 years	37
70-74 years	42
75-79 years	30
80-84 years	9
85 years and over	6

The population figures can change dramatically if an event were to occur between April and October. This however, is less likely.

Transport

There is one road out of Karumba to Normanton (70km), this road is frequently impassable due to water during the wet season.



There is a sealed airstrip at Karumba.

The port of Karumba is only closed infrequently due to high winds from offshore storms or cyclones.

The road connecting the Northern and southern parts of the township may be impassable during a 1:50 yr event. There is sufficient accommodation for isolated flooding in either areas of the township to accommodate evacuated residents.

The Evacuation Strategy

The strategy for the evacuation of sections of Karumba due to flooding of the Norman River is that at risk persons will be moved to higher areas. It is not anticipated that this type of flooding would necessitate a large-scale evacuation.

The LDMG will have accurate data available to them well ahead of the arrival of flood waters, this will allow for a slow staged evacuation based on known data.

Due to the size and catchment of the Norman River flash flooding will not occur.

Planning Considerations

Evacuation of sections of the township of Karumba because of the Norman River flooding will be influenced by the following:

Flood heights at Normanton (flood indicators at Karumba are not useful for Norman River flooding)
Historical Data on previous flood levels (the most recent being 2009)
Expected time of the peak,
Tourist population,
Special needs persons in effected areas,
Height of the tide and its correlation with the flood peak,
Prevailing winds and wave run up,

Significant flooding

Rivers close to the towns may threaten the low lying areas. There may be a need to evacuate and relocate people that may experience water inundation to their houses.

The areas that are likely to be flooded are detailed in the flood mapping of both Normanton and Karumba. The Chair will need to take into consideration the following:

- The current levels of rivers that may threaten the town/s
- Rainfall received in the catchment areas of these rivers.
- Advice from the BoM hydrology section.
- The time of expected peaking of flood waters
- The level of flooding expected in relation to the flood map.

Information on the potential for flooding

NORMAN RIVER CATCHMENT - ASSESSMENT OF THE FLOOD POTENTIAL

Major flooding requires a large scale rainfall situation over the Norman River catchment. The following can be used as a rough guide to the likelihood of flooding in the catchment :

100mm in 24 hours in isolated areas, with lesser rains of 50mm over more extensive areas will cause stream rises and the possibility of minor flooding. If similar rainfalls have been recorded in the previous 2-3 days, then moderate to major flooding may develop.

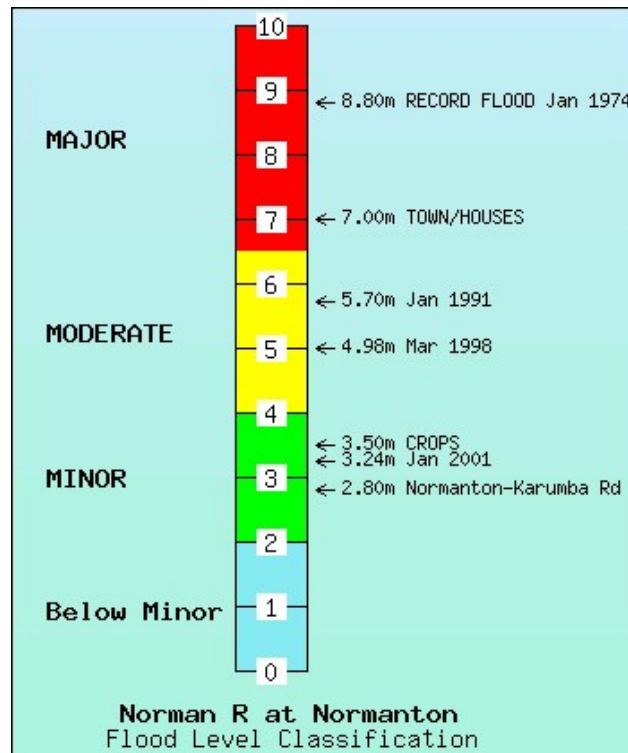
100mm in 24 hours will cause isolated flooding in the immediate area of the heavy rain.

General 100mm or heavier falls in 24 hours over a wide area will most likely cause major flooding, particularly in the middle to lower reaches of the Norman, Clara and Yappar Rivers.

Major Flooding : This causes inundation of large areas, isolating towns and cities. Major disruptions occur to road and rail links. Evacuation of many houses and business premises may be required. In rural areas widespread flooding of farmland is likely.

Moderate Flooding : This causes the inundation of low lying areas requiring the removal of stock and/or the evacuation of some houses. Main traffic bridges may be closed by floodwaters.

Minor Flooding : This causes inconvenience such as closing of minor roads and the submergence of low level bridges and makes the removal of pumps located adjacent to the river necessary.



River Height Station	First Report Height	Crossing Height	Minor Flood Level	Crops & Grazing	Moderate Flood Level	Towns and Houses	Major Flood Level
Yappar River	1.6	0.0 (X)	1.6	2.0	2.5	3.8	3.8
Glenore Weir	-	9.64 (B)	9.0	-	12.0	-	15.0
Normanton	2.0	2.83 (A)	2.0	3.5	4.0	6.0	6.5

All heights are in metres on flood gauges.

(B) = Bridge (A) = Approaches (C) = Causeway (X) = Crossing (d/s) = Downstream

Predicting River Height

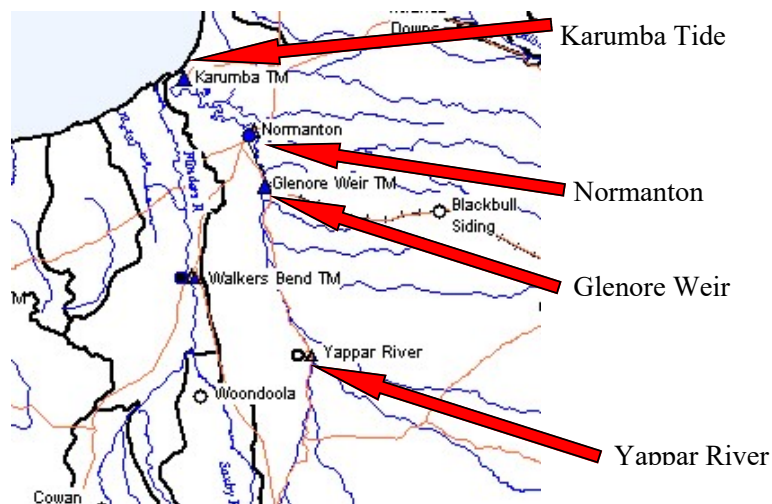
The following data can be used as a rough guide only. No action will be taken by the LDMG without consulting the BoM hydrology section.

The river heights along the Norman River are calculated by data gathered from the telemetry systems along the river.

It is important to note that there are minimal rainfall sensors in the area, any rainfall data the LDMG has from stations in the various catchment areas should be discussed with the BoM hydrology section.

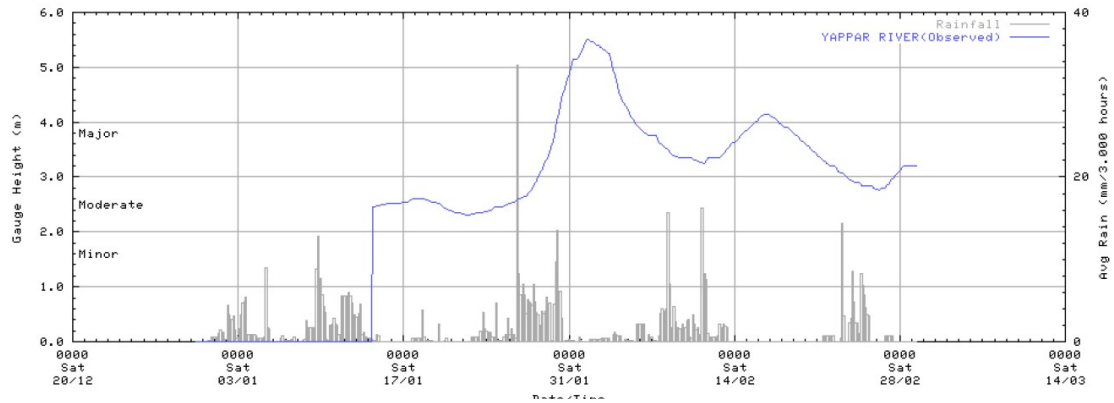
The following flood warning stations are located along the Norman River:

Station Name	Stream	River Basin	Lat	Long
Yappar River	Norman River	Norman	182600	1411612
Glenore	Norman River	Norman	175136	1410743
Normanton	Norman River	Norman	174000	1410512
Karumba Tide	Norman River	Norman	172917	1405004

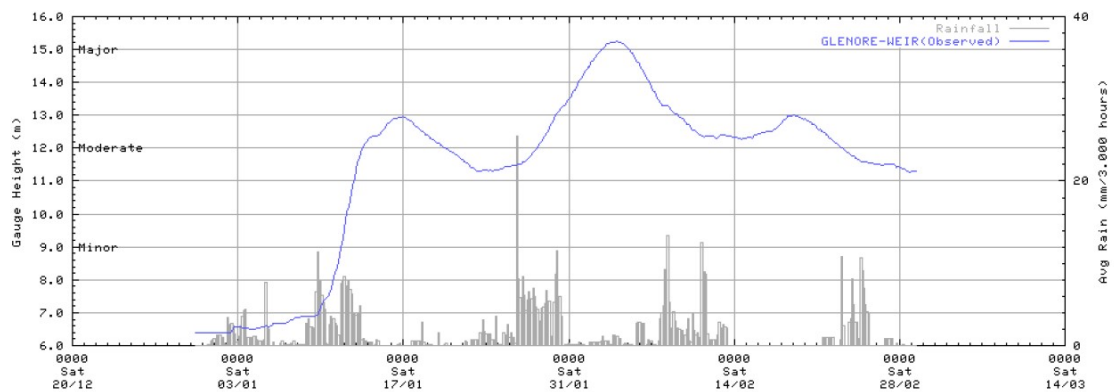


The correlation between the river heights and times can be seen in the following graphs. Again it must be stressed that local rainfall plays a significant role in this and no planning should be conducted without discussing predictions with the BoM.

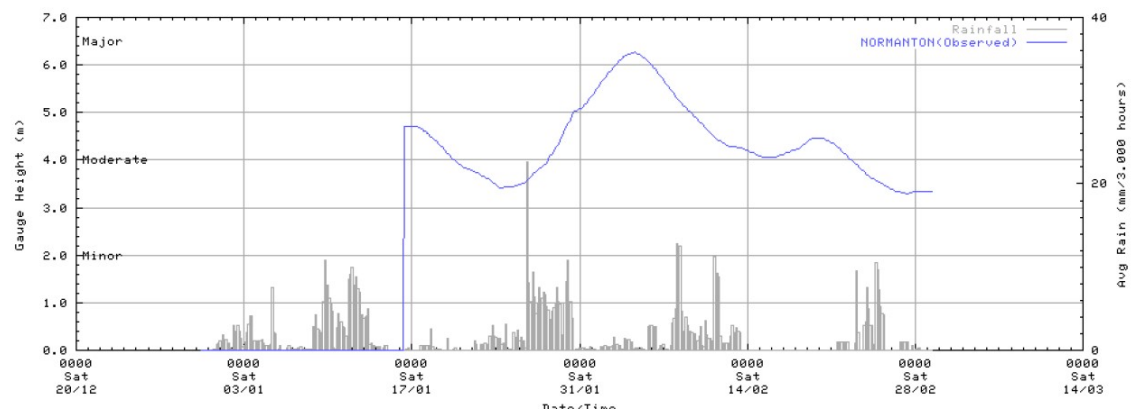
029154 Yappar River



529012 Glenore Weir TM



029155 Normanton



Streets and houses likely to be impacted

During the 2009 floods the Norman river peaked at 6.29m. The Karumba tide gauge is not an effective measure of flooding as it is affected by the tide and is located after the section of the river that leads to the flooding.

The peak of Norman river was 6.29m at Normanton on the 4/2/09 at 14:30hrs and the peak flooding was experienced at Karumba on the 5/2/09 – 24 hours after the peak in Normanton..

Karumba	Henry St	5x residents	Yard only		2x people evacuation to town accommodation
	Anderson St	2x resident	Yard only		
	Karumba tourist park		Yard only		2 x people evacuated to town accommodation
	Delta Dawn Fishing charters		Yard only		Occupiers remain in place
	Sunset caravan park		Yard only		Occupiers remain in place
	Awesome Annie's				Occupiers remain in place

Activation of the Plan

The Chair of the Carpentaria LDMG will activate the plan when they believe that the threat to the community of Karumba is significant enough to warrant the evacuation of persons to safer areas.

The plan will be activated by the Carpentaria LDMG based on the predicted height of flood waters in Karumba. The group will take into consideration the time of the expected peak and the prevailing weather conditions.

Roles and Responsibilities

Agency	Roles	Agency Coordinator
LDMG	Overall coordination of the Evacuation. Coordination of resources Reporting activities to the DDMG Establishment of the evacuation centres Requesting assistance from the DDMG Issue of voluntary evacuation order Request DDC for Managed Evacuation Order	Chair LDMG
QFES	Provide advice to the LDMG Exercise the evacuation plan through normal exercise regime.	QFES-EMC
QPS	Management of Traffic Assist in delivering the warning message. Coordination of group movement	OIC
SES	Assist in the issue of warnings Establishment of the evacuation centre Assist in movement through vehicles/boats Assist QPS in traffic management Provide assistance to at risk persons Provide communications throughout the evacuation.	Local Controller
RFS	Assisting the SES in the roles listed above Assisting in the cleanup prior following return	First Officer
QAS	With Queensland Health transport at risk persons. Provide response capability through all phases of movement. With Queensland Health provide basic primary care at the evacuation centre.	OIC
Council	Provide equipment as required Provide manpower as required Close and open roads at the direction of the QPS. Other tasks as required.	Works Manager
Welfare Agencies	Provide catering at the evacuation centre. Provide emotional support to evacuees. Maintain a log of evacuees.	Nominated officer
DDMG	Issue of the Mandatory evacuation order. Provide assistance to the LDMG as required Provide information to the SDMG.	DDC

Warnings

The warning phase of the evacuation due to flooding of the Norman river at Karumba can be conducted over a period of days. The properties likely to be effected are known to the LDMG. All persons in areas likely to be inundated will be informed of the need to move and will be provided with accommodation in commercial accommodation.

Warnings will be given face to face by the local SES and Police.

Withdrawal

It is anticipated that the majority of persons being moved will be able to provide their own transport. Those requiring assistance will be provided transport from the LDMG.

Shelter

Persons moved due to inundation will remain in commercial accommodation until the water recedes. Available accommodation that is above the level of expected inundation is known the LDMG.

Return

Individuals will return to their houses once the premises have been cleaned and essential services have been restored. Should any of the premises be uninhabitable the LDMG will assist these persons in sourcing alternative long term accommodation.

Procedures for the evacuation of Normanton residents due to flooding of the Norman River.



Aims and Objectives

Aim

The Aim of this strategy is to conduct precautionary movement of persons from low lying areas of Normanton that are likely to become uninhabitable due to flood waters.

Objective

The objective of this strategy is to enable the deliberate, controlled movement of persons away from areas that are known to flood. These persons can be accommodated in the Normanton township.

Scope

This section of the plan deals with the relocation of persons in the low lying areas of Normanton at threat of inundation from the flooding of the Norman river. The plan is limited to the township of Normanton. This plan is supported by the local disaster management plan for the shire.

Geographic and Topographic Description

The town of Normanton is located at -17.674073 Lat and 141.075919 Lon. The town is situated on the Norman River and is predominately flat. The highest area of the town is the hospital.



Low lying areas of the town experience inundation during high level flooding of the Norman River.

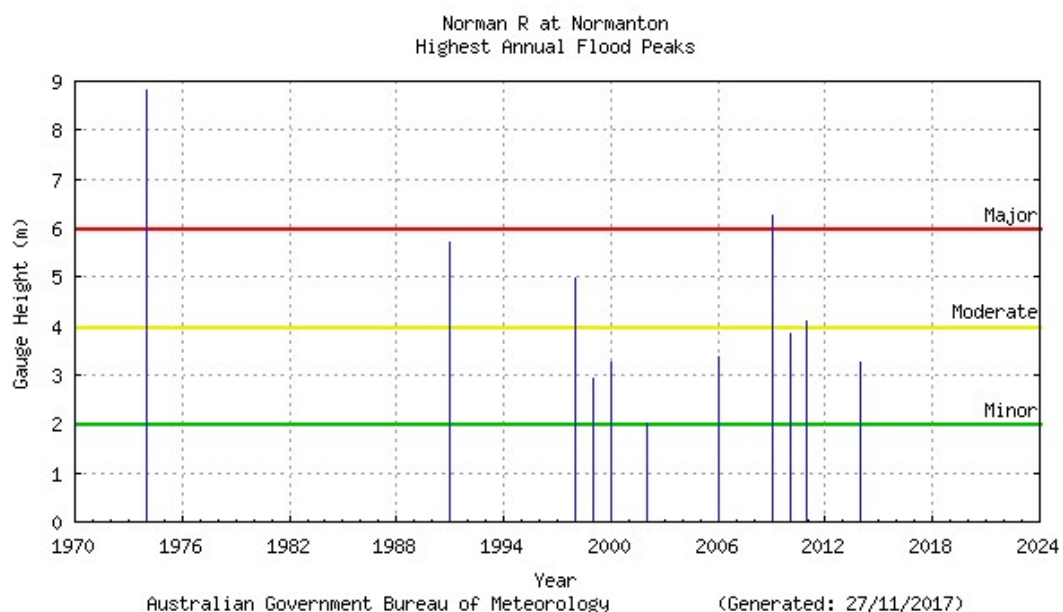


(Normanton in flood 2009, the Norman River reached 6.3m at Normanton)

Catchment areas

The Norman River catchment is located in North West Queensland and covers an area of approximately 49,000 square kilometres. The river rises in the Gregory Range (Great Dividing Range) 200 kilometres southeast of Croydon and flows in a north-westerly direction. It is joined by its major tributaries, the Clara and Yappar Rivers, near the river height and rainfall station of Yappar River.

Floods normally develop in the headwaters of the Norman, Clara and Yappar Rivers, however, general heavy rainfall situations can develop from cyclonic influences causing widespread flooding, particularly in the lower delta country around Normanton and Karumba.



Population

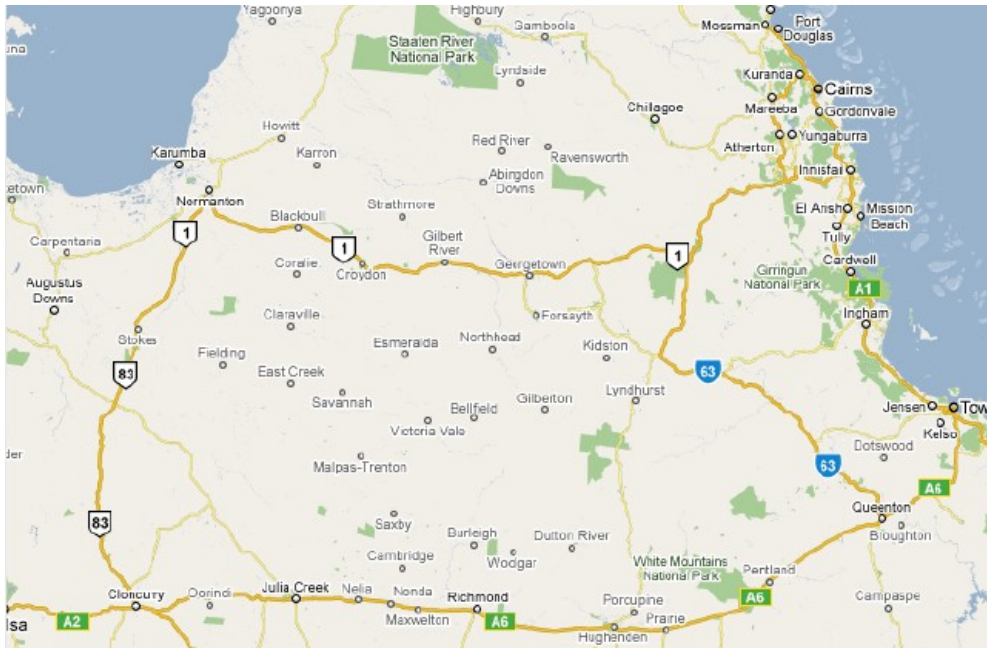
The population of Normanton is 1 326 (2021 census) with the following breakdown:

Age	Normanton
Median age	31
0-4 years	111
5-9 years	142
10-14 years	110
15-19 years	68
20-24 years	107
25-29 years	99
30-34 years	92
35-39 years	78
40-44 years	79
45-49 years	62
50-54 years	94
55-59 years	79
60-64 years	76
65-69 years	45
70-74 years	32
75-79 years	26
80-84 years	17
85 years and over	3

Normanton has a large Indigenous population stated as 57.8% (Qld 4.6%)

Transport routes

There are two major supply routes to Normanton. One from Cairns via Croydon and Georgetown and the other to Cloncurry. The majority of supplies are sourced from Cairns.



Both of these supply routes are impassable for periods of time during flooding.



Evacuation for this event will involve use of the town road network. Whilst areas of this network may be inundated it is unlikely to effect evacuation.

The Evacuation Strategy

The evacuation of low lying area on Normanton will take place over a number of days. The LDMG will determine the areas to be evacuated based on the river heights at the Yappar River and Glenore (in consultation with the BoM) and the flood inundation mapping for the town of Normanton.

Persons evacuated from their normal residence will be accommodated in commercial accommodation, should there be insufficient accommodation available the LDMG may activate the evacuation centres in the town.

This is a detailed street map of the North End neighborhood in Boston. The map shows a dense grid of streets, many of which are labeled. Key streets include Warrup St at the top left, Mather St running diagonally across the upper middle, and several vertical streets such as Green St, Brown St, and Littleton St. A prominent red line traces a path through the center of the neighborhood, starting from the left side near Warrup St, moving south along Mather St, and then turning east towards the bottom right. A yellow line outlines a larger, irregular boundary around the central part of the map. The map also shows numerous smaller streets and building footprints, providing a comprehensive view of the urban layout.

	Indicates 6m Flood level
	Indicates 7m Flood Level



4.4.3 Summary of Norman River Flood Mapping

Norman River at Normanton

Table 37 details all relevant features of Norman River flood maps at Normanton.

Table 37

Norman River at Normanton – Flood Mapping Features

2 year	<ul style="list-style-type: none"> River flooding extends to causeway area north-east of Landsborough Street. All other areas of Normanton are free from flooding.
5 year	<ul style="list-style-type: none"> Inundation of Brown Street (the old hospital road) is evident. Flood waters extend up to the reservoir wall, located to the south of the town. No properties appear to be affected by inundation.
20 year	<ul style="list-style-type: none"> Flood waters extend to Ellis Street. The bottom of Henrietta Street is inundated and flood water extends to the approach road on the eastern side of town but no properties appear inundated. The town reservoir is submerged.
50 year	<ul style="list-style-type: none"> Inundation of Ellis Street on the northern side of town is evident. Flood waters approach Thomson Street and the medical centre on the east side of town. 18 properties appear to be inundated. Flood waters approach the old store from eastern Normanton access road.
100 year	<ul style="list-style-type: none"> Inundation approaches the corner of Landsborough Street and Haig Street (Council Building)
200 year	<ul style="list-style-type: none"> Two blocks are isolated on four sides on the north-east side of town. A large inundated area exists around the Ellis Street drain. Flood waters approach Landsborough Street near Gulfland Motel from the north-west.
500 year	<ul style="list-style-type: none"> Flows cross Landsborough Street and continuous inundation between Ellis Street and the east side of town is observed. Flood waters cross Landsborough Street from north-west near Gulfland Motel.
PMF	<ul style="list-style-type: none"> Widespread inundation of the majority of town. The only high ground remaining in the vicinity of the airport and the Council depot remains flood free. The hospital (located outside approx. RL13) is above PMF flood level but access is cut. Flooding of the airfield is evident, with flood waters inundating Landsborough Street from the north.

Streets and houses likely to be impacted

During the 2009 floods the Norman river peaked at 6.29m.

The peak of Norman river was 6.29m at Normanton on the 4/2/09 at 14:30hrs. The following areas were effected.

Normanton 6.27		Broadwater Station Glenore Station Wondoola Station Maggiavale Station Delta Station		Water through house Water through house Water through house Water through house Water inundation	5x stations 5x town properties
		Albion Hotel lower section12 units		Inundation at 6.1 / 6.35	
	Carolyn St	4 x residents	1 business Burns Philip yard only 1 business Curleys transport Yard only	2 @ inundated house 1@ inundated 2@ 6.2 floor boards	
	Thompson St	1x low set 1x occupied dwelling 1x unoccupied		1 x Floor boards	

Planning Considerations

The planning of any evacuations in the town of Normanton will be conducted with the following considerations:

- The anticipated height of the Norman River at Normanton,
- The time of the anticipated peak of the Norman River,
- The population at the time of the peak,
- The availability of accommodation,
- The number of residences likely to be effected, and
- The current weather conditions

Significant flooding

Rivers close to the towns may threaten the low lying areas. There may be a need to evacuate and relocate people that may experience water inundation to their houses.

The areas that are likely to be flooded are detailed in the flood mapping of both Normanton and Karumba. The Chair will need to take into consideration the following:

- The current levels of rivers that may threaten the town/s
- Rainfall received in the catchment areas of these rivers.
- Advice from the BoM hydrology section.
- The time of expected peaking of flood waters
- The level of flooding expected in relation to the flood map.

Information on the potential for flooding

NORMAN RIVER CATCHMENT - ASSESSMENT OF THE FLOOD POTENTIAL

Major flooding requires a large scale rainfall situation over the Norman River catchment. The following can be used as a rough guide to the likelihood of flooding in the catchment :

100mm in 24 hours in isolated areas, with lesser rains of 50mm over more extensive areas will cause stream rises and the possibility of minor flooding. If similar rainfalls have been recorded in the previous 2-3 days, then moderate to major flooding may develop.

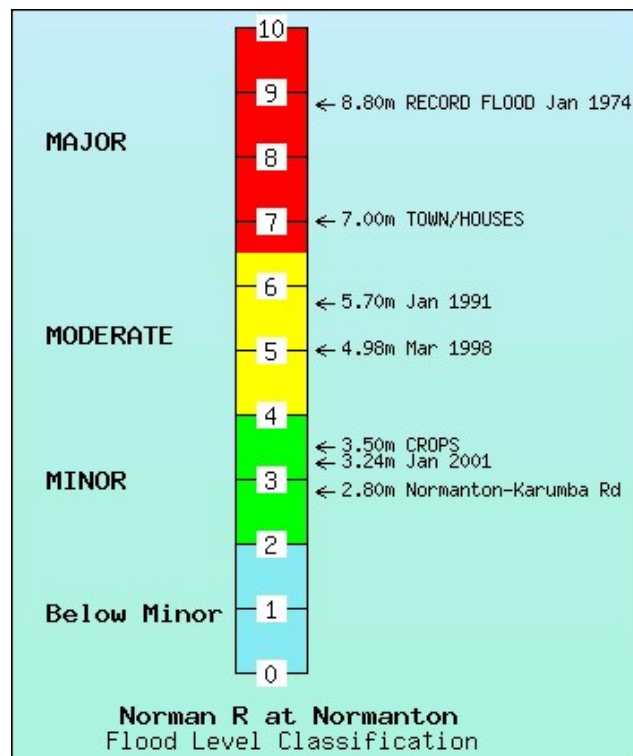
100mm in 24 hours will cause isolated flooding in the immediate area of the heavy rain.

General 100mm or heavier falls in 24 hours over a wide area will most likely cause major flooding, particularly in the middle to lower reaches of the Norman, Clara and Yappar Rivers.

Major Flooding : This causes inundation of large areas, isolating towns and cities. Major disruptions occur to road and rail links. Evacuation of many houses and business premises may be required. In rural areas widespread flooding of farmland is likely.

Moderate Flooding : This causes the inundation of low lying areas requiring the removal of stock and/or the evacuation of some houses. Main traffic bridges may be closed by floodwaters.

Minor Flooding : This causes inconvenience such as closing of minor roads and the submergence of low level bridges and makes the removal of pumps located adjacent to the river necessary.



<i>River Height Station</i>	<i>First Report Height</i>	<i>Crossing Height</i>	<i>Minor Flood Level</i>	<i>Crops & Grazing</i>	<i>Moderate Flood Level</i>	<i>Towns and Houses</i>	<i>Major Flood Level</i>
Yappar River	1.6	0.0 (X)	1.6	2.0	2.5	3.8	3.8
Glenore Weir	-	9.64 (B)	9.0	-	12.0	-	15.0
Normanton	2.0	2.83 (A)	2.0	3.5	4.0	6.0	6.5

All heights are in metres on flood gauges.

(B) = Bridge (A) = Approaches (C) = Causeway (X) = Crossing (d/s) = Downstream

Predicting River Height

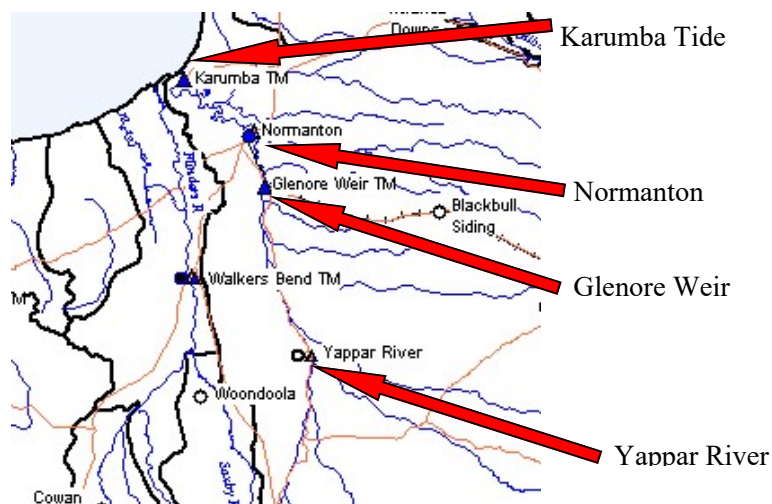
The following data can be used as a rough guide only. No action will be taken by the LDMG without consulting the BoM hydrology section.

The river heights along the Norman River are calculated by data gathered from the telemetry systems along the river.

It is important to note that there are minimal rainfall sensors in the area, any rainfall data the LDMG has from stations in the various catchment areas should be discussed with the BoM hydrology section.

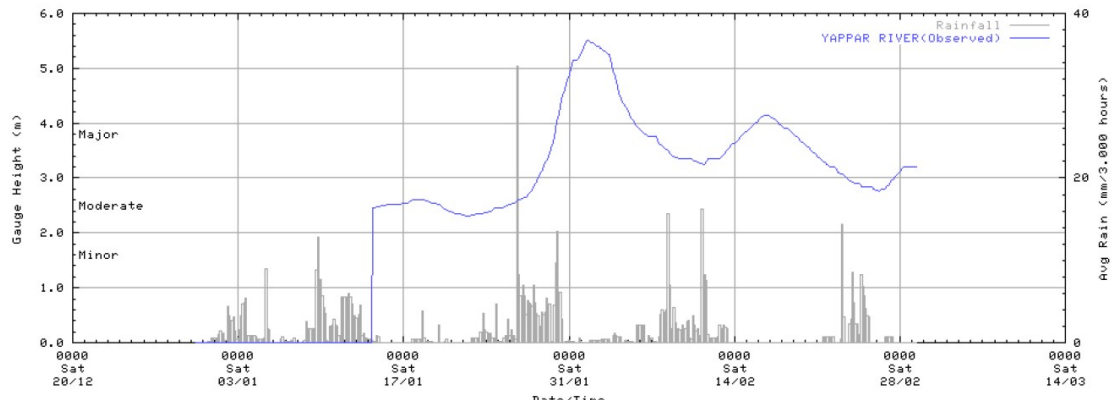
The following flood warning stations are located along the Norman River:

Station Name	Stream	River Basin	Lat	Long
Yappar River	Norman River	Norman	182600	1411612
Glenore	Norman River	Norman	175136	1410743
Normanton	Norman River	Norman	174000	1410512
Karumba Tide	Norman River	Norman	172917	1405004

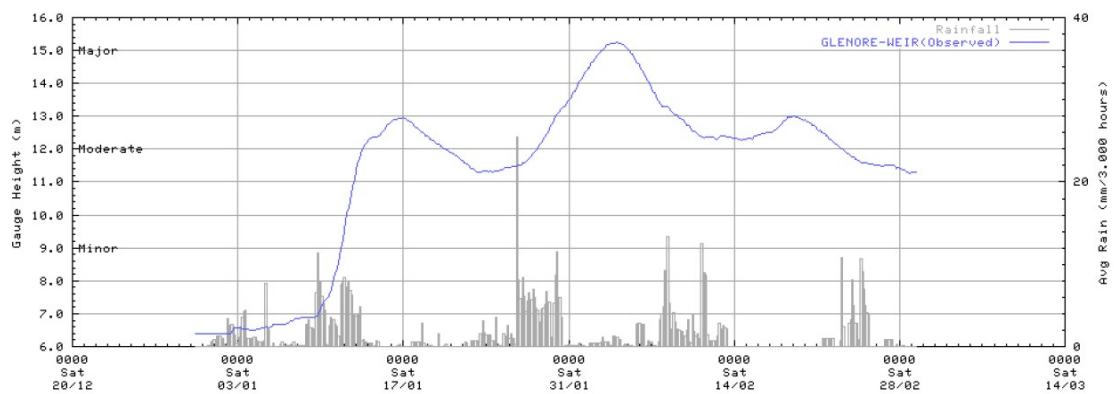


The correlation between the river heights and times can be seen in the following graphs. Again it must be stressed that local rainfall plays a significant role in this and no planning should be conducted without discussing predictions with the BoM.

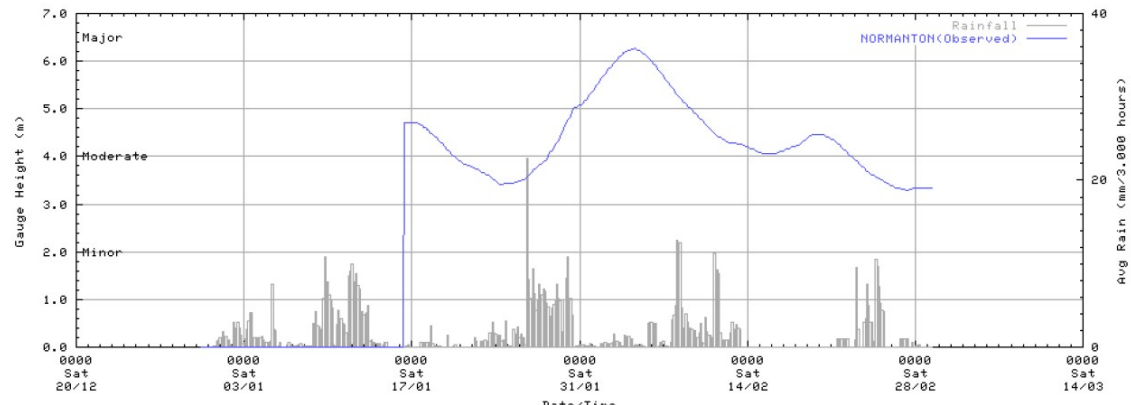
029154 Yappar River



529012 Glenore Weir TM



029155 Normanton



Activation of the Plan

The plan will be activated by the chair of the LDMG when they believe that the threat from flooding of the Norman river will be significant enough to threaten areas of the Normanton township.

The trigger for the activation of the plan is the prediction that the Norman River will exceed 5m at Normanton. The Chair of the LDMG is responsible for the activation of the plan.

Whilst it is not anticipated to be required, should the Chair of the LDMG believe that a managed evacuation is required the chair will make the request to the DDC.

Roles and Responsibilities

Agency	Roles	Agency Coordinator
LDMG	Overall coordination of the Evacuation. Coordination of resources Reporting activities to the DDMG Establishment of the evacuation centres Requesting assistance from the DDMG Issue of voluntary evacuation order Request DDC for Managed Evacuation Order	Chair LDMG
QFES	Provide advice to the LDMG Exercise the evacuation plan through normal exercise regime.	QFES
QPS	Management of Traffic Assist in delivering the warning message. Coordination of group movement	OIC
SES	Assist in the issue of warnings Establishment of the evacuation centre Assist in movement through vehicles/boats Assist QPS in traffic management Provide assistance to at risk persons Provide communications throughout the evacuation.	Local Controller
RFS	Assisting the SES in the roles listed above Assisting in the cleanup prior following return	First Officer
QAS	With Queensland Health transport at risk persons. Provide response capability through all phases of movement. With Queensland Health provide basic primary care at the evacuation centre.	OIC
Council	Provide equipment as required Provide manpower as required Close and open roads at the direction of the QPS. Other tasks as required.	Works Manager
Welfare Agencies	Provide catering at the evacuation centre. Provide emotional support to evacuees. Maintain a log of evacuees.	Nominated officer
DDMG	Issue of the Mandatory evacuation order. Provide assistance to the LDMG as required Provide information to the SDMG.	DDC

Warnings

Due to the modelling available to the LDMG regarding the anticipated river heights the warnings can be conducted face to face. Time permits the engineering department to visit each of the effected residence and explain the level of inundation to each individual.

Withdrawal

Individuals that evacuate their residence will move to accommodation as directed by the LDMG. Should they require assistance with transport the LDMG will provide this.

Should time permit the LDMG will coordinate the removal and storage of housing contents.

Shelter

Persons evacuated from their normal place of residence will remain in this accommodation until essential services and access has been restored to their property.

The LDMG will maintain a record of the location of each resident evacuated.

Return

The LDMG will coordinate the return of persons to affected properties. The LDMG will also utilise council assets to assist in the cleaning of properties following inundation.

Procedures for the evacuation of Karumba due to Storm Tide.



Aims and Objectives

Aim

The aim of this plan is to detail the processes for the complete evacuation of the Karumba Township. Due to the minimal amount of storm tide data available to the LDMG all planning must be for the complete evacuation of Karumba.

Objective

The objective of this plan is to detail the process involved in moving the entire population from Karumba to Normanton away from a storm tide event.

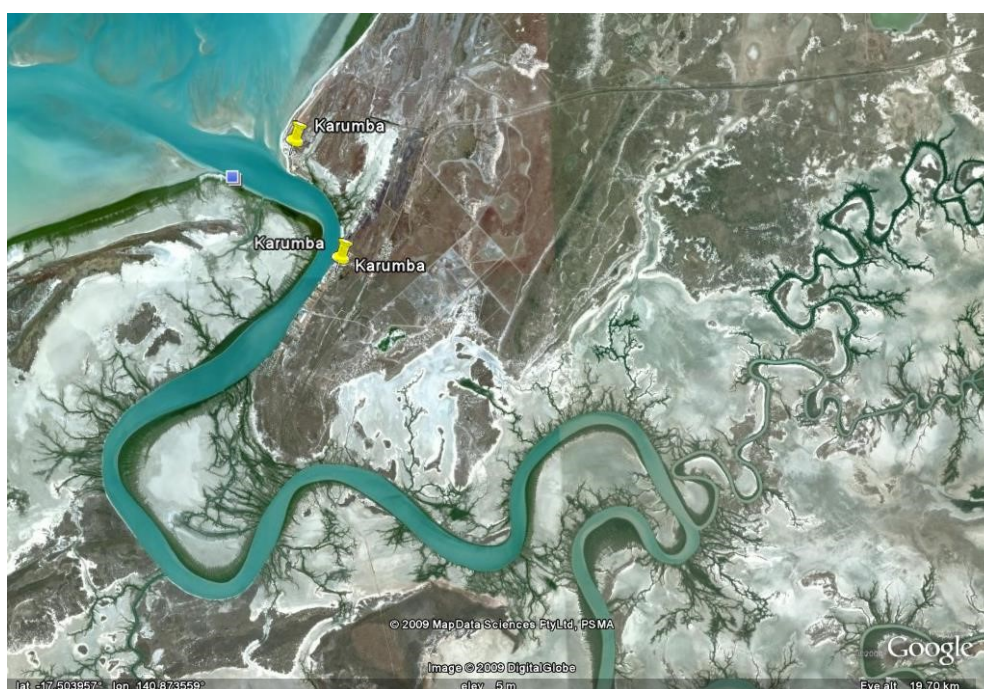
Scope

This plan covers the township of Karumba and Normanton (as an evacuation destination only). The sequences and processes in this plan were developed on the understanding that the LDMG would receive warning of a storm tide event. This section of the plan deals only with storm Tide for the town of Karumba and is supported by the local disaster management plan. This plan or parts of this plan may be used by the LDMG for mass evacuation of Karumba due to other threats.

Geographic and Topographic Description

Karumba located at lat -17.485995 Lon 140.838087 (Town) and lat -17.461911 Lon 140.829049 (Point). The majority of the town is at 3-4m above sea level.

Both areas of the town are boarded by the Norman River to the west and tidal salt flats to the east.



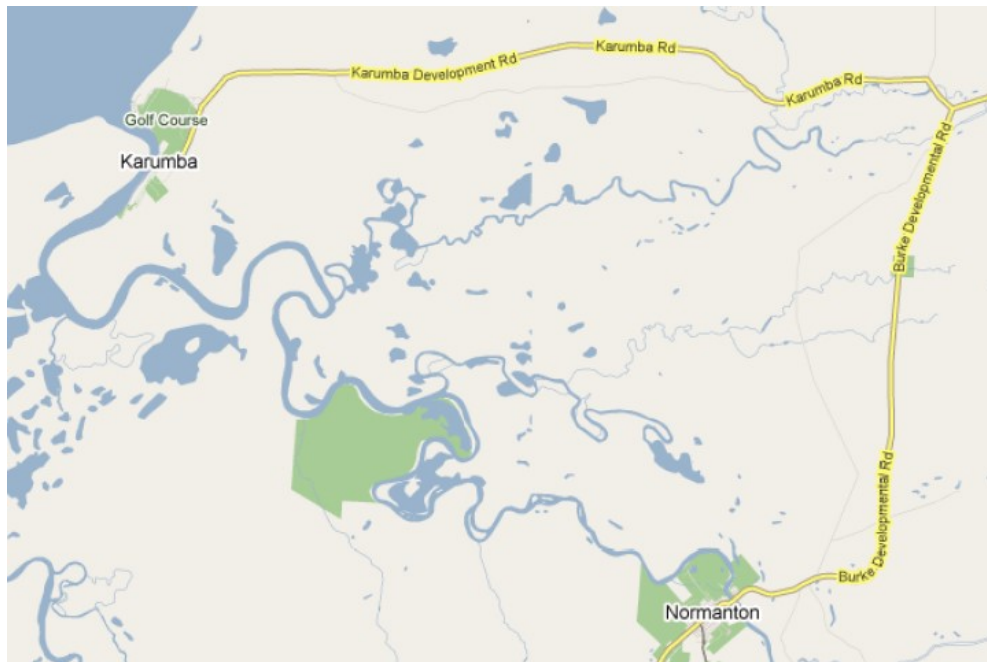
Population

The population of Karumba is 487 (2023 census data) with the following breakdown:

Age	Karumba
Median age	55
0-4 years	11
5-9 years	11
10-14 years	19
15-19 years	13
20-24 years	15
25-29 years	20
30-34 years	21
35-39 years	12
40-44 years	31
45-49 years	28
50-54 years	53
55-59 years	58
60-64 years	63
65-69 years	37
70-74 years	42
75-79 years	30
80-84 years	9
85 years and over	6

Transport

There is one road out of Karumba to Normanton (70km), this road is frequently impassable due to water during the wet season.



There is an airstrip at Karumba is a 1271m sealed all weather airstrip

Latitude:	17-27-24.1177S (-17.456699)
Longitude:	140-49-48.0066E (140.830002)

The port of Karumba is only closed infrequently due to high winds from offshore storms or cyclones.

The Evacuation Strategy

The true risk of storm tide at Karumba is relatively unknown. There is very little data available and no surge study or surge mapping is available for the Gulf of Carpentaria. Given the very low elevation of Karumba, its large tides and the frequency of cyclones in the gulf the assumption must be that Karumba is at a very high risk of storm Tide.

The conditions required to create a storm tide would be for a cyclone to make landfall to the west of Karumba on or near a high tide. The historical data available is as follows:

Douglas Mawson 1923

Large waves hit Karumba and a storm Tide inundated the flats for miles on 30th and 31st.

Unnamed 1951

A storm surge of 5 ft (1.5m) was sustained at Karumba between 3 am and 1 pm on the 11 th.

TC Ted 1976

Tides at Karumba were 2 meters above normal and badly damaged the wharf and prawn processing installations. Magowra Station (SW of Normanton) reported that the sea came 30 km inland.

TC Dominic 1982

Tides were 1 m above normal at Weipa and 1.5 m above normal at Karumba

TC Jason 1987

A 2.04 meter storm surge was measured at Karumba at 0500 UTC 13th. The maximum storm tide was 4.7 meters (lowest astronomical tide datum) at 0700 UTC which was 0.11 meters above highest astronomical tide.

TC Warren 1995

A 1.5 m surge was measured at Karumba. Karumba wave recording station recorded Hsig to 1.8m and Hmax to 3.5m.

TC Abigale 2001

At Karumba there was a 1.2m storm surge.

Given the expected damage from a significant storm tide at Karumba and the lack of suitable shelters in the town the LDMG will plan for the complete evacuation of the town. This is the only acceptable risk reduction method for this threat.

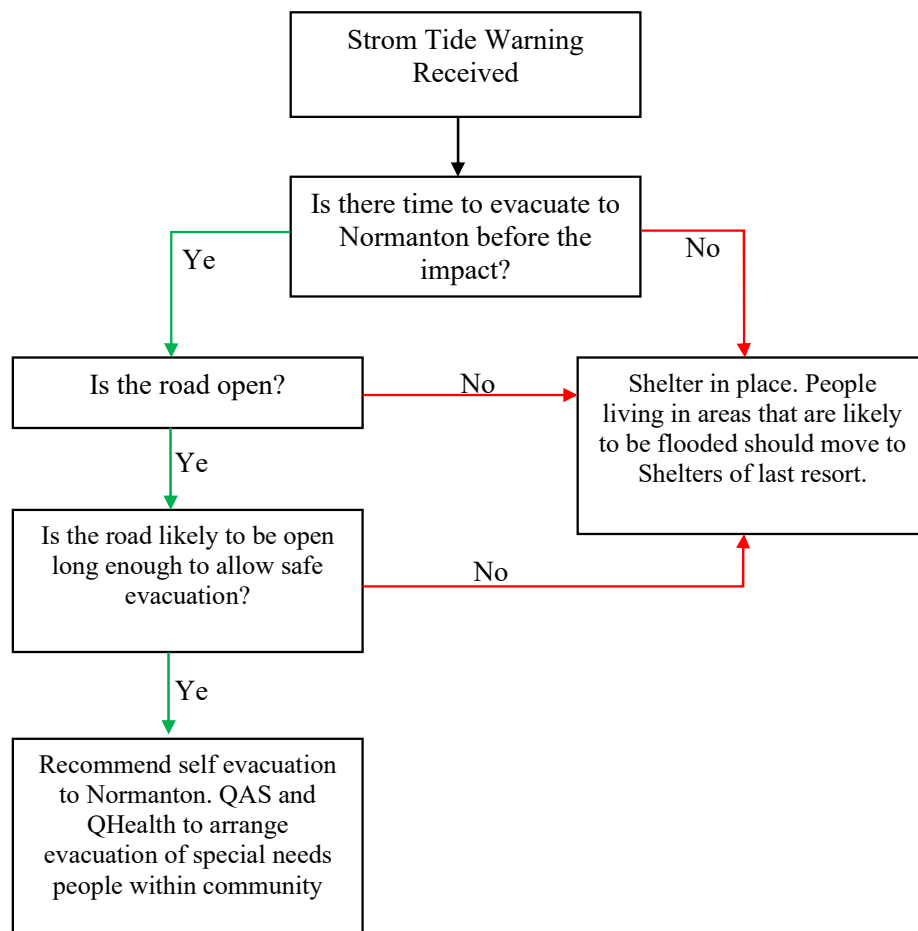
The LDMG accepts that the decision to evacuate must be made early with consideration given to the data available them.

Planning Considerations

There are a number of factors that will influence the evacuation process for Karumba. These include:

- The condition of the road to Normanton,
- The expected time of the storm Tide,
- The expected height of the storm Tide at Karumba and the potential of this to change
- The certainty of the cyclone track, and
- The number of persons in Karumba at the time.

In order to assist in the decision making process the following flow chart has been developed:



Planning Considerations (cont..)

As shown in the timeline there are two very different scenarios for evacuation of Karumba, the first is based on the storm tide warning being issued with enough time to effect the evacuation, the second is based on an expected Tide with little to no warning.

The timeline attachment (attachment A) shows the process of warnings and actions required to effect the evacuation.

Activation of the Plan

The plan will be activated by the LDMG upon receipt of a storm tide warning, planning and movement of at risk persons from Karumba to Normanton may begin upon receipt of the storm tide watch or prior to the receipt of the warning.

Voluntary evacuation advice will be issued by the Chair of the LDMG. Managed evacuation ordered will be issued by the DDC (Mount Isa).

Roles and Responsibilities

Agency	Roles	Agency Coordinator
LDMG	Overall coordination of the Evacuation. Coordination of resources Reporting activities to the DDMG Establishment of the evacuation centres Requesting assistance from the DDMG Issue of voluntary evacuation order Request DDC for Managed Evacuation Order	Chair LDMG
QFES	Provide advice to the LDMG Exercise the evacuation plan through normal exercise regime.	QFES-EMC
QPS	Management of Traffic Assist in delivering the warning message. Coordination of group movement	OIC
SES	Assist in the issue of warnings Establishment of the evacuation centre Assist in movement through vehicles/boats Assist QPS in traffic management Provide assistance to at risk persons Provide communications throughout the evacuation.	Local Controller
RFS	Assisting the SES in the roles listed above Assisting in the cleanup prior following return	First Officer
QAS	With Queensland Health transport at risk persons. Provide response capability through all phases of movement. With Queensland Health provide basic primary care at the evacuation centre.	OIC
Council	Provide equipment as required Provide manpower as required Close and open roads at the direction of the QPS. Other tasks as required.	Works Manager
Welfare Agencies	Provide catering at the evacuation centre. Provide emotional support to evacuees. Maintain a log of evacuees.	Nominated officer
DDMG	Issue of the Mandatory evacuation order. Provide assistance to the LDMG as required Provide information to the SDMG.	DDC

Warnings

The initial warning to the LDMG will be in the form of a storm tide standby bulletin. These will be issued by the BoM and are not to be released to the general public.

**NOT FOR DIRECT RELEASE
TO THE MEDIA OR THE GENERAL COMMUNITY**

FOR ATTENTION

- State Disaster Coordination Centre
- EPA Storm Tide Adviser

STORM TIDE STANDBY BULLETIN

**Issued at 11am on Saturday 27 December 2008
by the Australian Bureau of Meteorology Brisbane.**

Tropical Cyclone KYM may in due course reach severe Tropical Cyclone intensity and cross the coast, although this is by no means certain. The current forecast outlook shows KYM making landfall as a Category 3 cyclone between Cairns and Townsville during Monday.

If this should occur, the resulting Storm Surge would be about 2 metres* with wave action on top. The height of the Storm Tide would then depend on the state of the normal tide at the time. The sea level could reach or exceed HAT.

Refer to the current Tropical Cyclone Advice for further information on Tropical Cyclone KYM.

The next update of the Storm Tide Standby Bulletin will be issued at 5pm.

*Note: This estimate includes only the storm surge, the actual storm tide would also depend on the effects of wave action and the height of the normal tide height at the time of crossing.

Further information:
Is available from the Bureau of Meteorology Tropical Cyclone Warning Centre (07) 3239 8780

Example Only

Following the release of the standby bulletin the BoM will issue a storm tide warning (once the track of the cyclone and the size of the storm tide can be predicted with an amount of certainty)

NOT FOR DIRECT RELEASE TO THE MEDIA OR THE GENERAL COMMUNITY

FOR URGENT ATTENTION

- State Disaster Coordination Centre (SDCC)
- District Disaster Coordinators at: CAIRNS : INNISFAIL : TOWNSVILLE
- Local Government Officers in the threatened zone

FOR INFORMATION

- Police Communications Centre Brisbane
- District Disaster Coordinators at: MACKAY
- EMQ Regional Directors in the threatened zone

STORM TIDE WARNING
Issued at 8am on Monday 29 December 2008
by the Australian Bureau of Meteorology Brisbane.

The centre of severe Tropical Cyclone KYM is expected to cross the north Queensland coast between Innisfail and Lucinda late this afternoon.

Open coast storm tide rising to 4 metres above Australian Height Datum (repeat above AHD) between Mission Beach and Lucinda after 3pm today.

[Estimated arrival time of 100 km/h wind gusts is included here if not already being experienced.]
[Observed Storm Tide gauge height(s) above AHD may be included here.]

Further details are available from the following sources:

1. Severe tropical cyclone KYM
Bureau of Meteorology - Telephone (07) 3239 8780
2. Technical aspects of the Storm Tide
Environmental Protection Agency - Telephone (07) 3247 8944

Telephone numbers are restricted to official use only.

Next Storm Tide Warning will be issued at 11am.

**Additional Information on the Potential Local Impact of the Storm Tide
supplied by the Environmental Protection Agency**

The storm tide of *xx.xm* AHD corresponds to *xx.xm* above the Highest Astronomical Tide (HAT) at *insert coastal centre*. This corresponds to *inundation/no inundation* in the coloured Zones as shown in *(the relevant 1975 Department of Lands Risk Zone maps or the National Storm Tide Mapping Model for Emergency Response maps)*.

The estimate includes an allowance of *xx.xm* for wave setup *(optional)*.

A preliminary sensitivity assessment of the storm tide estimate to various factors (such as central pressure at landfall) indicates that the total water level could be up to *xx.xm* higher or lower than predicted.

The storm tide prediction assumes that the peak surge coincides with the local high tide. If the cyclone makes landfall earlier or later than the time of high water, the total storm tide level would be considerably lower than predicted. For example, a crossing 3 hours later would result in a storm tide approx *xx.xm* lower.

Local considerations that should be noted:

- Local variations of near shore seabed slope are low and could result in variations of estimated surge across the affected region. For example, storm tides in insert adjacent coastal centre could be up to *xx.xm* lower than the insert coastal centre area.
- There may be some localised reduction of storm surge due to open coastlines such as local features. This is highly dependant on factors such as the approach track of the cyclone just before landfall.

End of message

Example Only

The following is the suggested template for the issue of voluntary evacuation advice:

Media Instructions:
TOP PRIORITY – FOR IMMEDIATE BROADCAST

VOLUNTARY EVACUATION ADVICE
issued at 8am on Monday 27 December 1999
by the (*insert District name*) District Disaster Coordinator

Summary of the cyclone and storm tide threat extracted from the latest Tropical Cyclone Advice

Define areas/streets at high risk from the storm tide threat

Suggest suitable safe havens/suburbs above the forecast storm tide level

Provide telephone number(s) for advice and assistance

Insert other community response statements relevant to the situation

Next Voluntary Evacuation Advice will be issued at (*insert time*)

The following is the suggested template for the issue of managed (or mandatory) evacuation advice:

Media Instructions:
TOP PRIORITY – FOR IMMEDIATE BROADCAST

Please use the Standard Emergency Warning Signal

MANDATORY EVACUATION ORDER
issued at 11am on Monday 27 December 1999
by the (*insert District name*) District Disaster Coordinator

Summary of the cyclone and storm tide threat extracted from the latest Tropical Cyclone Advice

Define areas/streets which must be evacuated

Suggest suitable safe havens/suburbs above the forecast storm tide level

Provide telephone number(s) for advice and assistance

Insert other community response statements relevant to the situation

Next Mandatory Evacuation Order will be issued at (*insert time*)

Warnings Delivery

The evacuation advice must be delivered through media, the LDMG must also inform residents of how the messages will be delivered (for example ABC radio).

The size and population of Karumba allows the LDMG to utilise public meetings during the initial phases of the evacuation procedure. As is detailed in the evacuation timeline the frequency of these will depend on the expected time of arrival of the storm tide.

The meetings are a forum for the delivery of the advice to residents. The OIC of police in Karumba may be used to issue the advice however the content of the advice must be scripted by the LDMG.

Withdrawal

The withdrawal phase of the evacuation will require the movement of 500-750 persons from Karumba to Normanton, a distance (by road) of 70km. It is anticipated that this will be conducted in phases as the threat increases. A number of persons will self evacuate upon receipt of the initial warnings. The remainder of residents will move as the threat escalates.

At risk persons (elderly, infirmed, assisted living...) will be moved by QAS and Queensland Health as early as practicable. These persons will be accommodated at the Normanton Hospital.

The method of transport will depend on the routes available to the LDMG. Early movement whilst the road to Normanton is trafficable is to be strongly encouraged **by use of own transport**. Additional transport options will be explored by the LDMG and assets prepared for use if need be. The preferences for transport are:

Method	Advantage	Risk
Road	Will allow movement of more people.	Difficult to manage. Susceptible to road closures due to flooding.
Air	Expedient. Not dependant on road conditions.	Can only move small amount of persons. Dependant on strip conditions and wind at the point. Aircraft would need to be sourced from larger centre.

The LDMG may consider the use of any or all of these transport options.

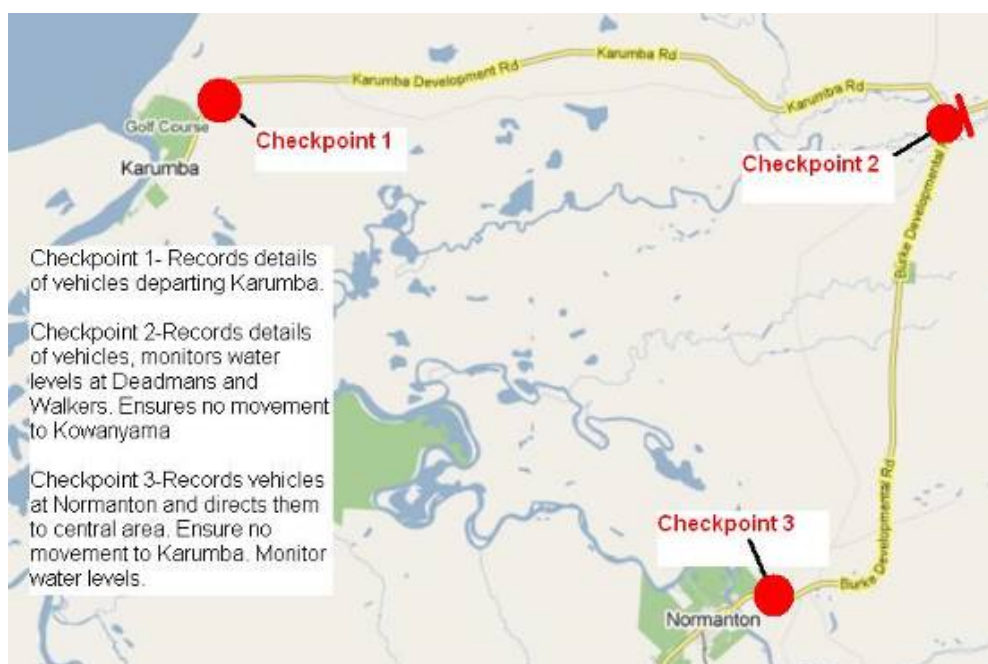
Road

The movement of persons by road must be managed. The LDMG in consultation with the QPS may decide to close the road to all north bound traffic (Normanton to Karumba) early. This will reduce the risk of accidents through driving in possible bad weather. The road to Kowanyama may also be closed at this stage.

The flow of traffic and the road condition must be monitored throughout this process. This action is designed to reduce the possibility of vehicles being stranded between water courses.

The monitoring stations will be used to collect information on vehicles departing Karumba, this will be compared to data collected at Normanton in order to ensure that all vehicles are accounted for.

The police at Karumba may close the road based on the information received from these monitoring stations (the road may be closed in stages for example high clearance only). The suggested areas of these monitoring stations are:



Theses monitoring stations are to maintain communications with the LDMG, QPS and each other via radio (use council repeater).

Air

Movement of persons by air is considered logistically difficult due to the availability of suitable aircraft in the area. Aircraft will be sourced from Burketown and Mount Isa. The current position and design of the airstrip in Karumba makes it highly susceptible to water inundation and cross winds.

Movement by air must be considered in conjunction with other forms of transport (road or boat) subject to route conditions.

Loading of aircraft and movement at the airside must be strictly controlled by police and SES for safety.

The airport at Karumba will be the central point for departure by air, an SES member will collate manifests prior to the loading of aircraft. Baggage must be kept to a minimum.

Shelter

The duration of the shelter phase will dependant on the impact of the storm tide on Karumba.

Evacuation centres in Normanton are detailed in the local disaster management plan, these include:

Centre	Number of persons	Toilets	Showers	Disabled access
All commercial accommodation	Will vary	Yes	Yes	Varies
Sports Centre	??	??	??	??
Town hall	??	??	??	??
Court house	??	??	??	??

The LDMG will arrange for the staffing, provision of catering and equipment for the evacuation centres.

The LDMG will appoint an information officer for each of the locations, this person will act as a point of contact within the centre and will disseminate information from the LDMG to evacuated persons in conjunction with the centre manager.

It is anticipated that many people will chose to stay with family and friends in Normanton. The LDMG will provide information to these people through the normal media (web site, newsletter). The LDMG will also establish a central number for Karumba residents to call for information.

Return

The return of residence from Normanton to Karumba will be conducted in phases; the duration of these phases will depend on the damage sustained by the storm tide this phase may also be delayed by flooding of the Normanton to Karumba road.

Bases on the damage to infrastructure in Karumba there may be a need to allow people to return to Karumba as sectors of the town are declared safe.

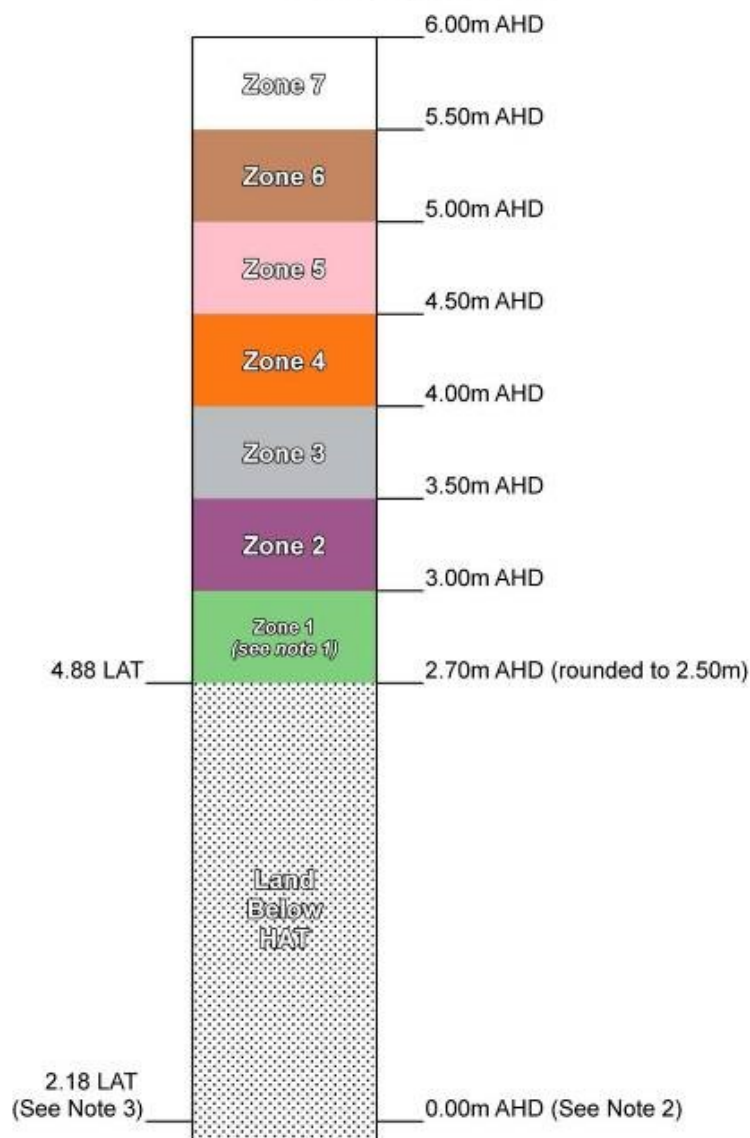
Increased police presence or private security providers will be used to ensure unoccupied buildings remain safe from criminal activity.

Any detailed level of planning for the return phase is beyond the scope of this document, a stand alone return plan must be developed after the Damage Assessment has been completed and the actual level of damage has been determined.

Annex A- Karumba Storm Tide Model Zones

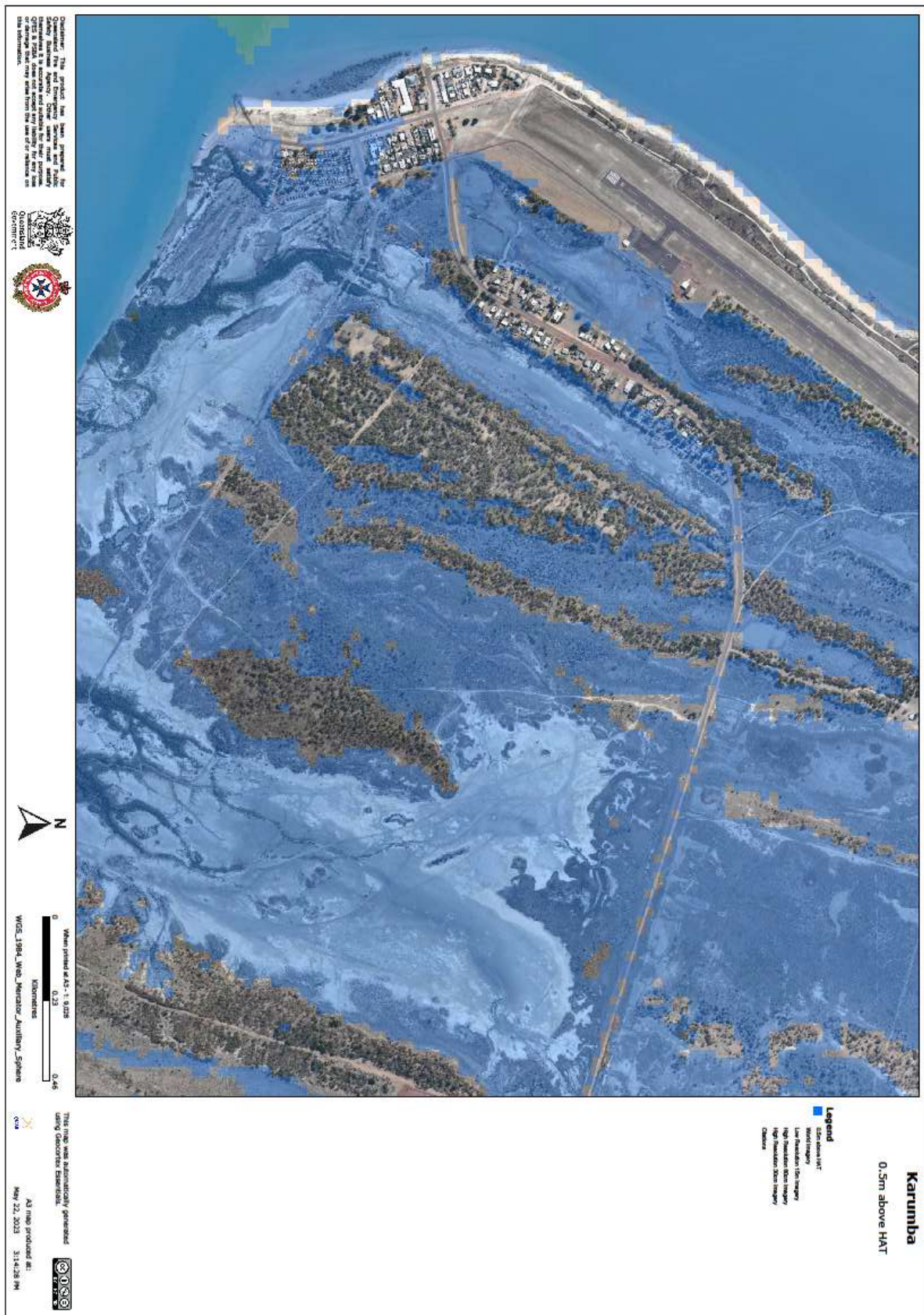
Karumba

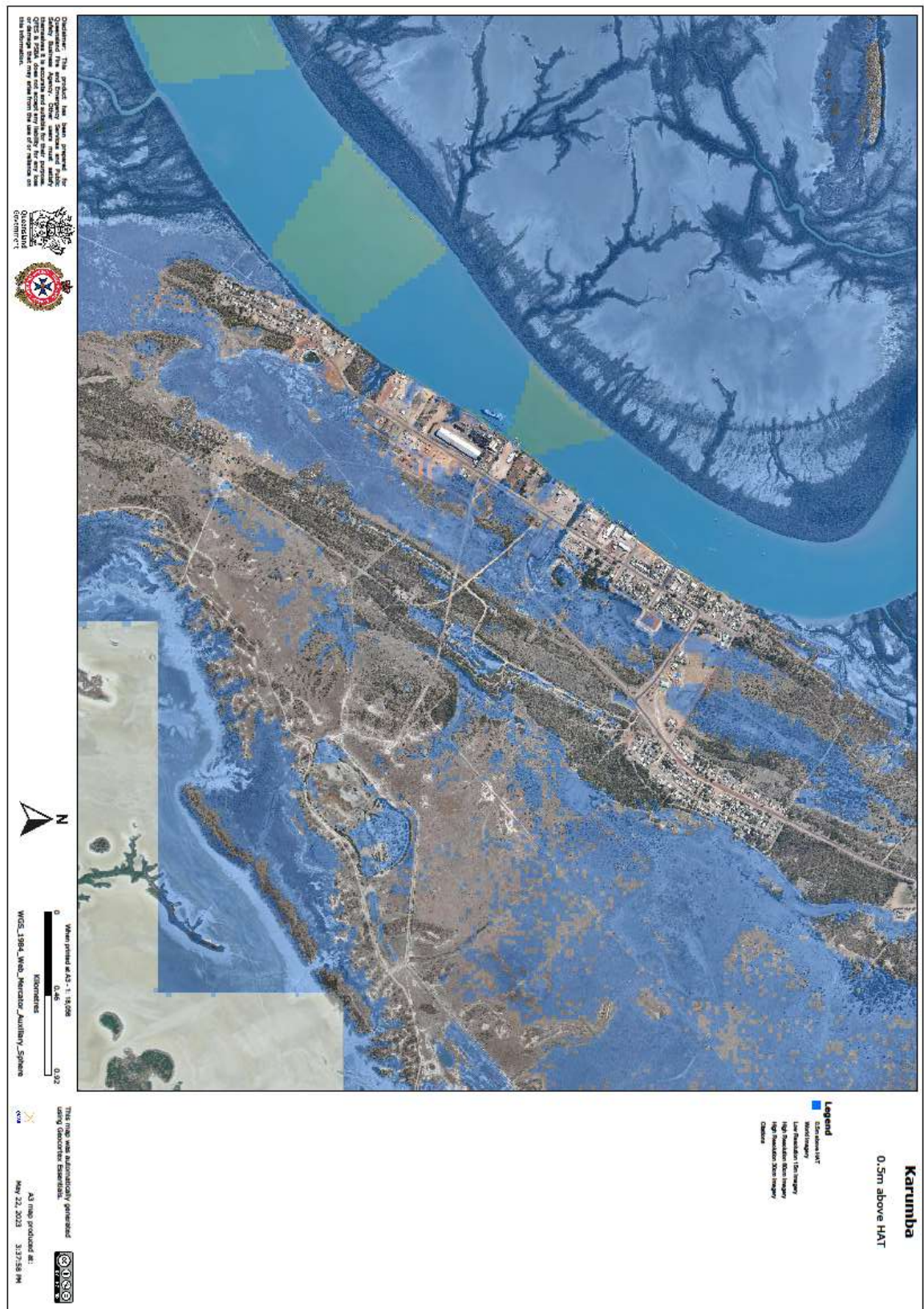
National Storm Tide Mapping Model Inundation Zones

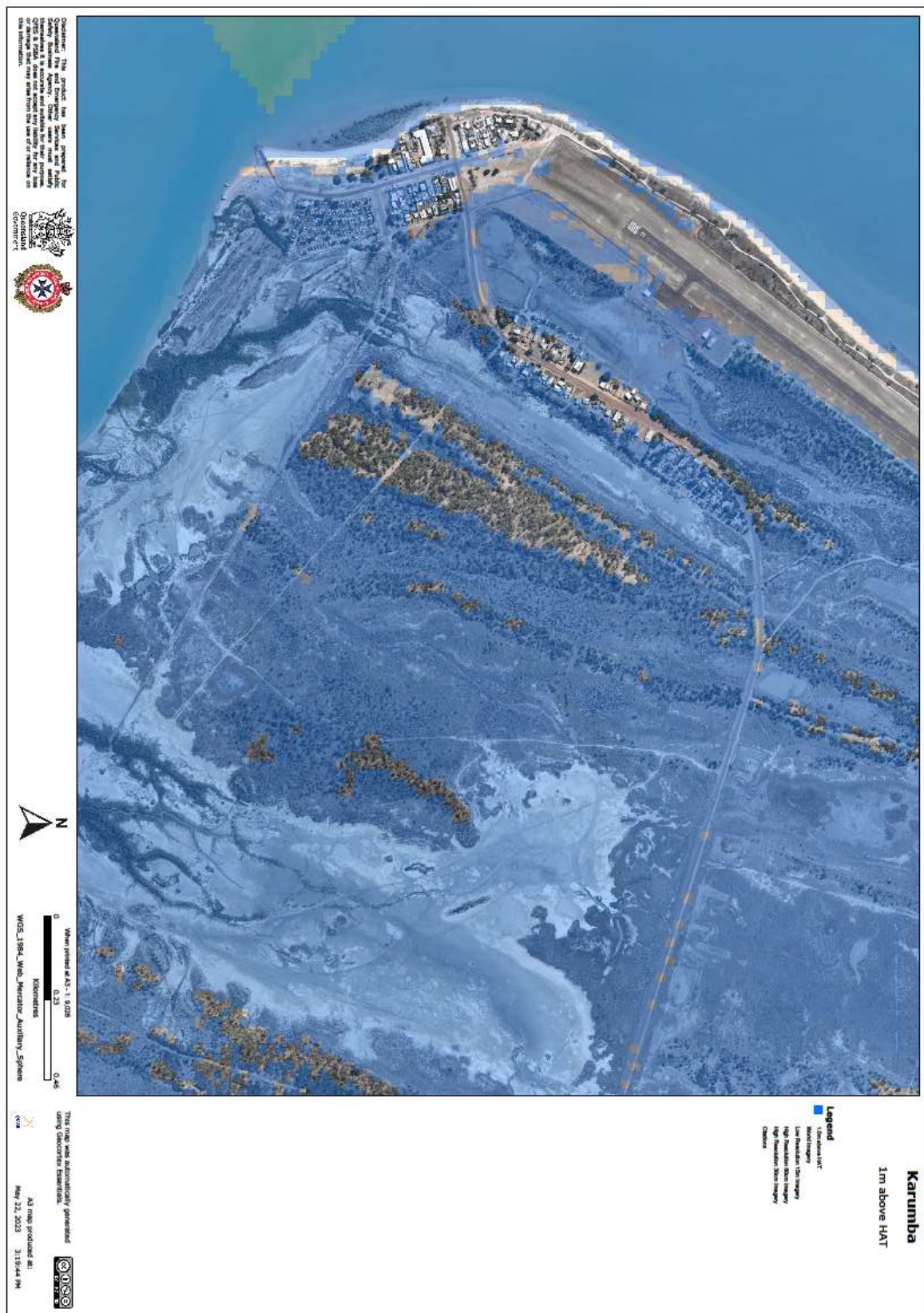


Notes:

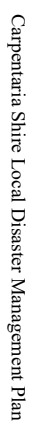
- 1 This zone extends from Highest Astronomical Tide (HAT) to the next 0.5m level (AHD). For the purpose of referencing these zones to existing contours the bottom of the green zone is rounded down to the next lowest 0.25cm elevation contour.
- 2 This is a representation of 0.00 Australian Height Datum (AHD) but not to scale. This zone extends to as low as ground elevation data collected.
- 3 This is a representation of the Lowest Astronomical Tide (LAT) datum referenced to 0.00 AHD.





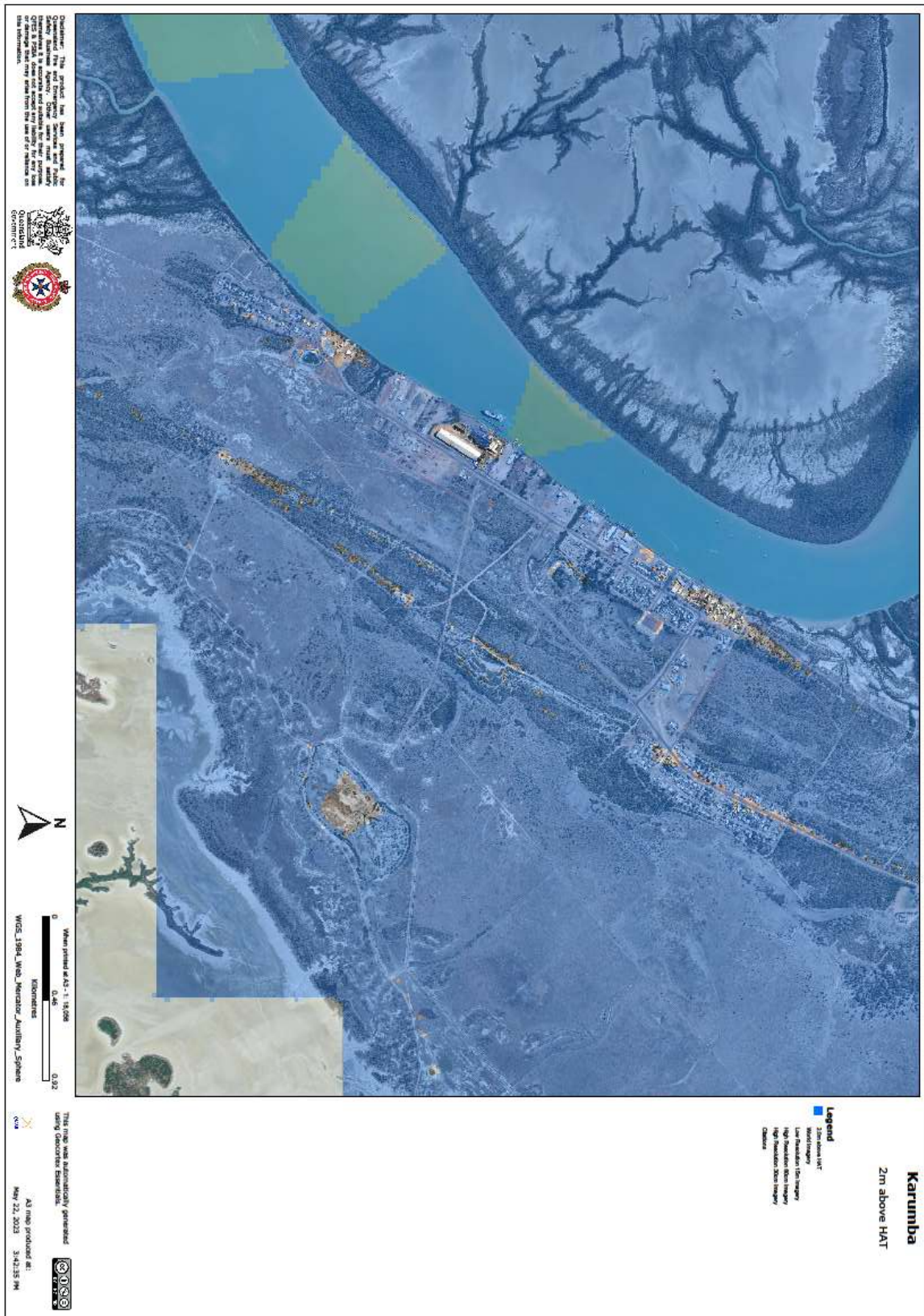








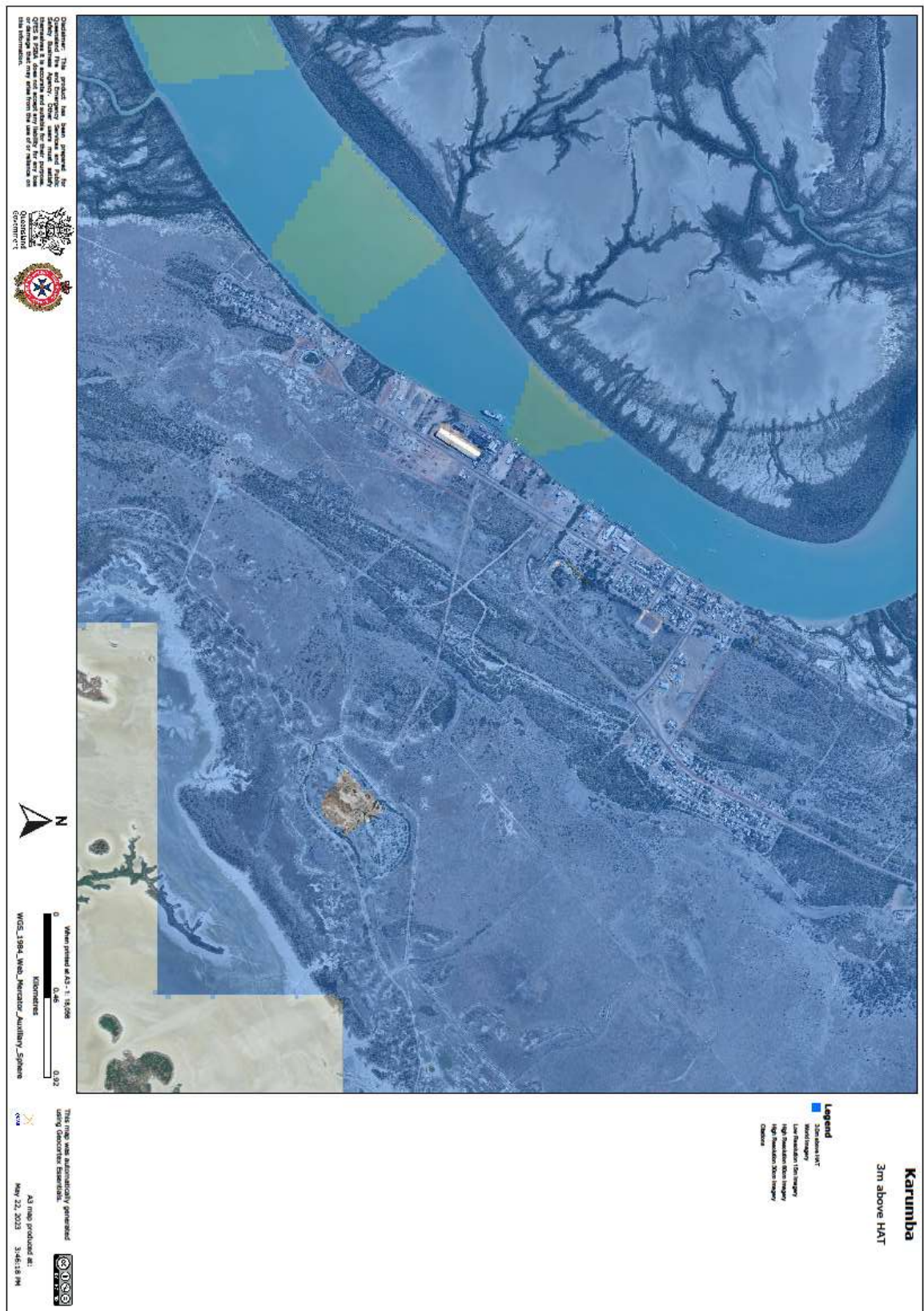




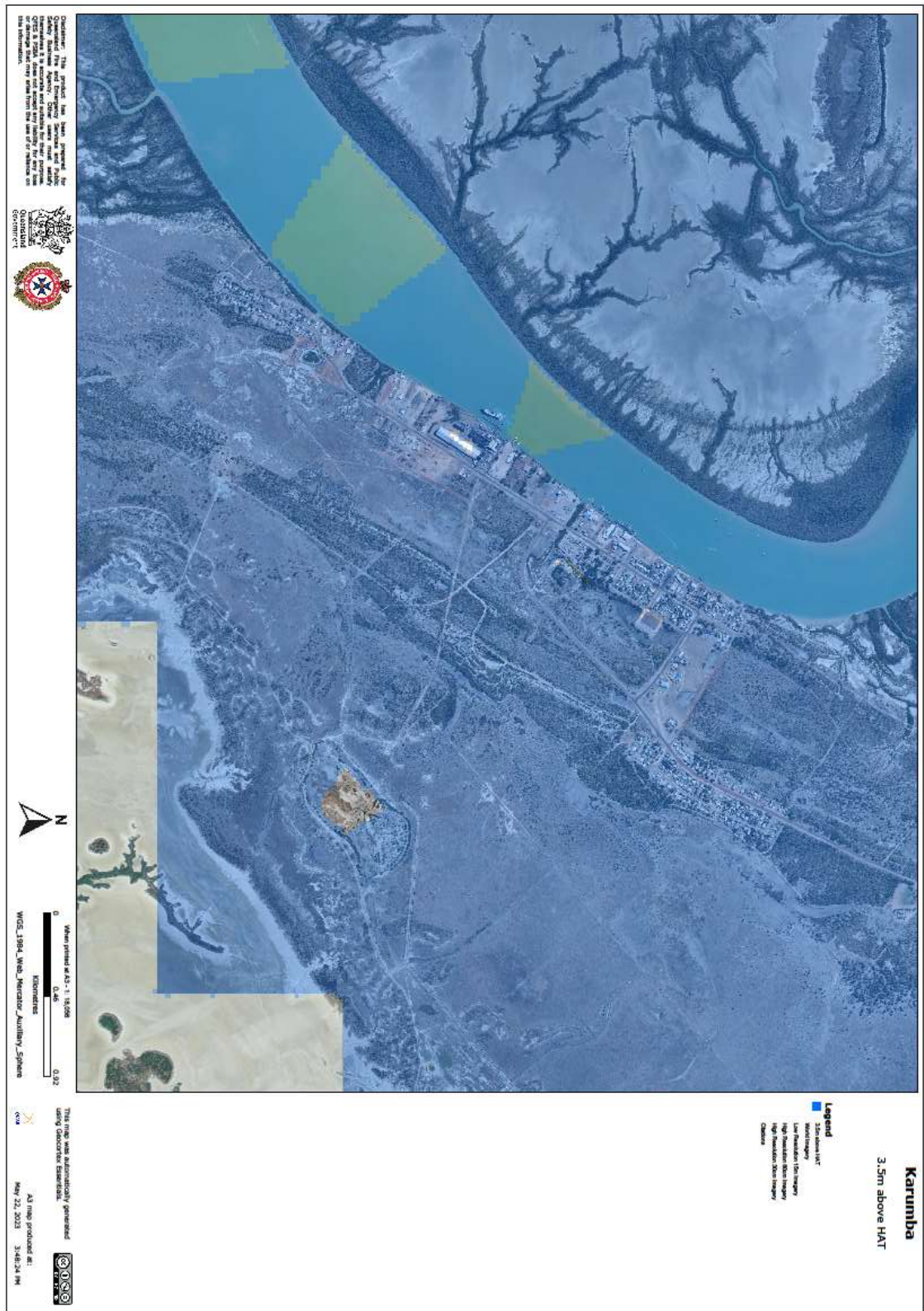


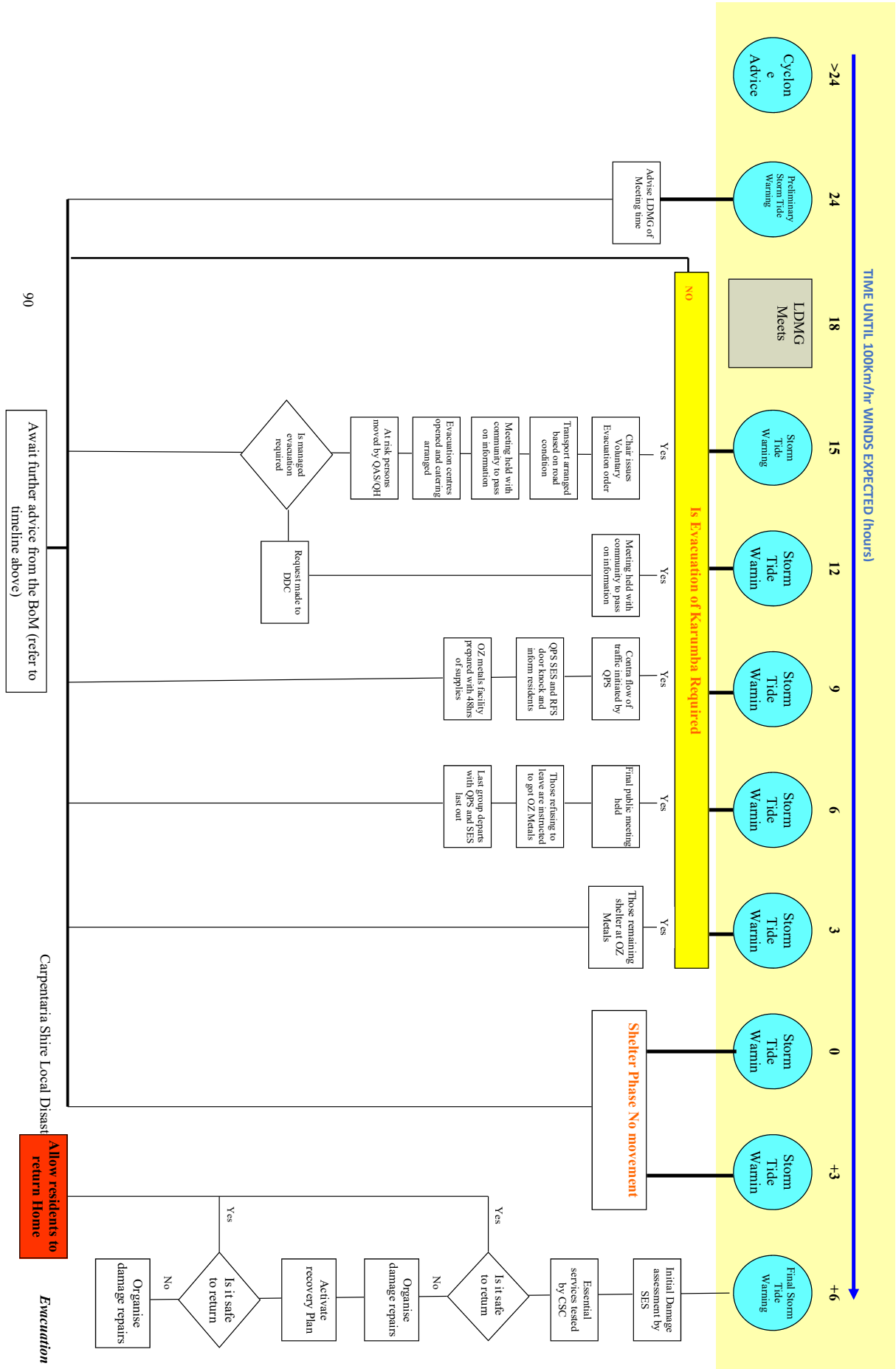




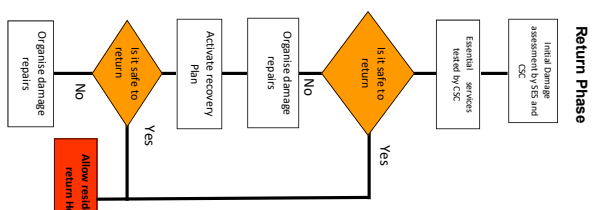








Evacuation Timeline for Karumba



BUSINESS PAPERS

9.3 GRANT MANAGEMENT PROPOSAL

Attachments: 9.3.1. Grant Management Proposal from Peak Services [↓](#)

Author: Mark Crawley - Chief Executive Officer

Date: 11 June 2023

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

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

Executive Summary:

The grant management services provided by Peak Services are due to come to an end on 30 June 2023 and Council has been provided with a proposal to extend the service for a further 12 months.

RECOMMENDATION:

That Council extend the Grant Management Services provided by Peak Services for a further 12-month period from 1 July 2023 to 30 June 2024 and move to the recommended Mid-Level Support of 6 hours per week.

Background:

The grant writing service provided by Peak Services over the past 22 months has proved very successful in Council being able to lodge quality grants and receive funding for the applications submitted.

Peak Services have been committed to assisting Council in obtaining grants and committed to preparing applications to ensure they are lodged within the deadlines associated with the grants.

Peak Services have recommended a move to increase the number of hours provided each month from 4 hours to 6 hours which will provide additional time to provide some support to community organisations for grant writing / support.

All the Executive Leadership Team have access to the grant writers, and we receive regular emails in relation to the availability of the various grants as they become available for the projects that we have identified, the service also provides information in relation to grants that would be available to community groups and businesses for further distribution to those groups.

Consultation (Internal/External):

- Peak Services

Legal Implications:

- N/A

Financial and Resource Implications:

- Costs are \$960 per week (ex GST) in accordance with proposal, an increase over the \$775 per week paid in 2022-2023 at basic level.

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



Carpentaria Shire Council

Grant Program Management Service

23 May 2023

Project Ref: GM8820

Helping Local Government Achieve More

Mark Crawley
Chief Executive Officer
Carpentaria Shire Council
29-33 Haig Street
NORMANTON QLD 4890

23 May 2023

Dear Mark

GM8820 - Grant Program Management Service

We appreciate the opportunity to offer a proposal for Grant Program Management services and Grant Writing services to Carpentaria Shire Council (Council). We have assisted Queensland councils to prepare close to **300 grant applications** and have secured **\$130 million in funding**. We have a proud legacy in grant program management.

Peak and Carpentaria Shire Council have worked together to secure over \$6.4m in grant funding for the community as well as providing professional services, through project support and management services and the development of the Carpentaria Youth Strategy.

Our current contract to provide these services will expire on 30 June 2023, however, we would be pleased to continue providing our support services to you at discounted hourly rates.

To ensure the continuation of the service please confirm your acceptance of the proposed renewal by signing the Form of Agreement below and sending it back to either myself or the Peak tenders inbox (Tenders@wearepeak.com.au).

Peak is a Pre-Qualified Local Buy Supplier for **Grant Management and Writing**. If you would like to procure our services through a Local Buy panel, please tick the box on the Form of Agreement. Our supplier prequalification status and formal quality assurance certification provide assurance in your procurement with us and offer you confidence in the quality of service we will deliver to you.

If you have any further queries regarding the service we provide to you, we are more than happy to discuss. Thank you for your continued partnership with us.

Yours sincerely,



Zoe Dark
Grant Program Office Leader
m 0448 102 122
e zdark@wearepeak.com.au



Why Choose Peak Services Grant Office

Peak Services' experienced and dedicated grants team can work with you to deliver well-defined and developed grant applications and assist councils to manage the requirements of grant programs. Peak is fully owned by the Local Government Association of Queensland (LGAQ). All of our profits go towards boosting the LGAQ's work advising, supporting and representing local councils.

Grant writing relies on your ability to demonstrate the benefits of your project, demonstrating that it provides good value for money and that it will achieve the intended outcomes of the funding program.

In the last couple of years alone, Peak's team has assisted Queensland councils achieve the following:

270 GRANT APPLICATIONS SUBMITTED	\$129 MILLION IN FUNDING AWARDED	\$40 MILLION IN FUNDING FOR FIRST NATIONS COUNCILS
100% SUCCESS RATE WITH BUILDING OUR REGIONS (ROUND 6) ASSISTING 10 QUEENSLAND COUNCILS TO SECURE CLOSE TO \$16 MILLION ACROSS 20 SEPARATE EOIS AND COMPLETED APPLICATIONS. SECURING 24% OF THE TOTAL AVAILABLE FUNDS.		100% SUCCESS RATE IN 2023 REGIONAL CONNECTIVITY PROGRAM PROJECTS - SECURING OVER \$3 MILLION.

Peak has provided grant writing services to local government for many years. In response to the clear and present need, Peak has further developed its Grant Management Program Office to offer much needed support to our local government clients. From one-off Grant Writing works to a full Grant Program Management Service, we can tailor our solutions to help you achieve your goals, plus it secures you a great discounted rate.

Our service enables you (our client) to prepare better quality grants to counter an imbalance in grant funding distribution resulting from better resourced local governments who are more experienced at writing grant applications. This assists funds flow to communities most in need, including yours.

Our expertise and experience in grant writing, coupled with our knowledge of infrastructure and communities, allow us to prepare your submission independently, with only minimal supervision and review from Council. Major grant funding opportunities exist and will continue across infrastructure and community development targeted at local government. As this is a competitive space, positioning oneself early to take advantage of the opportunities is vital.

"The team at Peak are so committed to supporting our funding applications and overall program, in that it feels like we are one organisation. Prior to Laynha working with Peak, we were somewhat disjointed and struggling to keep up with funding requirements, let alone position the organisation for the best chance of securing funding through the multitude of funding streams. By changing our approach and working in collaboration with Peak we are able to do so much more for our communities. We have been able to tap into such a broad range of experience and skillset and as a result this improves our own capability and capacity to deliver important projects and improve liveability for our people."

Jeff Cook – Manager Laynha Health – Laynha Homelands Aboriginal Corporation

On Demand Grant Writing Support

Peak can assist Council with the development of grant applications when required on a grant-by-grant basis. Peak's team of grant advisors have significant experience in assisting councils with the preparation of successful grant applications.

Peak will assess the maturity of the project for grant funding application purposes to determine the level of effort, including any assistance available from Council staff, necessary to prepare and submit the grant funding application. This includes, but is not limited to:

1. Project documentation maturity
2. Availability of a business case, project scoping and/or design documents
3. Project approvals
4. Cost benefit information and project costings
5. Social and/or economic data
6. Letter of support
7. Council meeting minutes or resolutions relating to the project
8. Other applicable project support information.

Grant Writing Applications

Peak will review prior grant applications and supporting documentation against current grant guidelines and published assessment criteria to identify:

- The critical information and statistics to be included and referenced in the application; and
- Additional supporting documentation and reports required to strengthen the application such as project plans, programs, cost benefit assessments etc.

Council will have priority access to Peak's team of expert economists, project planners and strategy developers. Peak will provide guidance on maturing projects to be investment ready. Peak's team can work with Council staff to build Grant Writing capacity.

Acquittals

Further, Peak can:

- Provide reporting on grant funded activities and expenditure.
- Help Council maintain a grants register.

Peak will provide any other ad hoc grant program management support as required to meet the grant administration, grant writing application, acquittal and management requirement of Council.

Ongoing Assistance

When you are successful with your grant application(s), Peak is able to mitigate any potential struggle in delivering the funded project / initiative. We can assist ensure funding is used effectively. Peak's team of professionals have a broad range of local government specific skills in community, planning, events and infrastructure giving you added and extended capacity and capability to manage, administer, procure and deliver funded initiatives.

"The success we have had with grants since engaging with Peak Services is off the charts. Applications are complete and submitted in a timely manner and the team work well with our staff in preparing the applications and obtaining all the necessary supporting documents. Peak have taken the time to engage with Council to understand all the projects on our "wish list" so they may match funding against projects already under consideration and not just chasing grants for the sake of chasing the grant funds. A well planned and structured approach."

Mark Crawley – CEO Carpentaria Shire Council

'The Department of State Development, Manufacturing, Infrastructure and Planning has specifically acknowledged that our input has resulted in higher quality applications which as a result are more successful.'

Proposal

Part 1 – Grant Program Management Services

Our level of support has been designed to give you an indication of the nature of work we could perform on your behalf to maximise grant opportunities. Council can select either 4, 6 or 10 hours per week for the retainer support. Support levels for these hours are described below.

The scope of what we deliver is completely flexible and we will ensure we best utilise the allocated hours per week to deliver value to your business.

Grant Program Management Support Levels

We will do our best to deliver as much value as we can from our Grant Program Management Support Service with the agreed allocation of hours per week under this arrangement. In working with you to achieve this value, we will dove-tail into the needs of your organisations grant function to deliver this value.

General Inclusions by level of support, in consultation with you and based on your needs and agreed time allocation.

Basic Level 4 hours /week	Medium Level 6 hours /week RECOMMENDED	Full Service 10 hours /week
Grant Administration <ul style="list-style-type: none">Assessment of grant eligibility requirements against priority project list.Grant sourcing and matching of projects to grants for Council review.Managing the timeline of grant funding rounds against Council's project schedule.Council staff capacity building grant and funding support.	Everything in Basic Level + Grant application matching <ul style="list-style-type: none">Develop and maintain an agreed priority project list.Recommendations on how to mature projects to get them investment ready.Review of grant applications and supporting documentation against current grant guidelines and published assessment criteria.Acting as the liaison between Council and government e.g., funding agreements / fund eligibility.Identification of wider funding opportunities relevant to your community for Council to promote.	Everything in Medium Level + Reporting, Advocacy or Community Capacity Building <ul style="list-style-type: none">Coordination of milestone and acquittal reporting activitiesAssistance post grant funding to help get the project off the groundDevelopment of communications materials to advocate priority projects. E.g. political briefing and key messages for elected members and/or,Review and strengthen Council referred community funding applications.

The fixed retainer service attracts heavily discounted hourly rates for both Senior and Intermediate Advisor level team members. Peak's fixed fees (excluding GST) are outlined below.

Option	Activity	Description	Fixed Weekly Fee (Ex GST)
1	Basic Level Support	4 hours per week @ \$160 per hour	\$640
2	Mid-Level Support	6 hours per week @ \$160 per hour	\$960
3	Full-Service Support	10 hours per week @ \$160 per hour	\$1,600

Peak will only perform works necessary to support Council's grants program, as agreed. Council will have access to Peak's team of expert grant writers, economists, project planners and strategy developers on pre-agreed rates.

- Secure a higher level of discount to our hourly rates.
- Hours are to be reviewed after a baseline period of 3 months.
- Unused hours can be carried over to the following month (to a maximum of 2 months) within the life of the contract.
- All hours should be used within the life of the contract. Unused hours can be carried over to the following month at contract end (to a maximum of 2 months) if a new contract is in place.
- Hours can be brought forward from future months to respond to peaks in demand.
- Additional hours can be included at the same rate.

Part 2 – Grant Writing Support

Our Part 2 Grant Writing Support service complements Part 1 Grant Program Management Services. To access Part 2 services, Work Orders for all grant writing work will be developed as required for Council's approval.

Peak's estimated fees (excluding GST) per grant application will be assessed on a case-by-case basis in consultation with Council. The below table identifies the applicable hourly rate for key roles and skills necessary for grant development. Peak will seek Council's agreement on the number of hours for each skill necessary, depending on the type of work required from Peak's team, maturity of the project and any other grant application parameters via completion of the Work Order Form.

Activity	Estimated Hours Per Week	Role	Discounted Hourly Rate (Ex GST)	Fee Basis
Grant Writing Applications	To be determined and agreed (via Works Order Form)	Grants Specialists - Criteria Writer, Project Plans	\$160*	Estimated (As agreed **)
	Typically, 10-30 hours per application depending on grant funding application and funding agreement requirements.	Economic Specialist – Cost Benefit Analysis	\$215*	
		Director – Quality Assurance / Control	\$240*	

*This variable Grant Writing Support service attracts discounted hourly rates for Grant Program Office team members and access to our professional resources on a priority basis. ** Peak's Work Order Form.

Peak will only perform works necessary to support Councils' grants program office, as agreed. Should the project change significantly and/or new supporting reports be required to strengthen the application, we will seek your approval prior to incurring additional time and costs. Any work delivered in addition to the hours listed above will be charged at the hourly rates above. Should any travel on this assignment be required, travel costs will be in addition to the fees above. All travel costs can either be booked directly by Council or by Peak and invoiced back accordingly, including a 10% service fee.

SCOPE CLARIFICATIONS

Our service offering is based on the following specific clarifications:

- We have allowed for all our services to be completed from its office in Brisbane.
- Any travel required for the term of the engagement will be charged to Carpentaria Shire Council at cost plus 10% service administration fee.
- Carpentaria Shire Council will provide the information requested by Peak in relation to its delivery of the scope of works in a timely manner.

SCOPE EXCLUSIONS

- Design documentation services (such as civil, structural, electrical, hydraulic, mechanical which will be prepared 'by others' engaged direct by Carpentaria Shire Council.
- Approvals of designs supplied by a Contractor/s or Sub-contractors.
- Town Planning and Building Certification services.
- Independent review of design documentation and any design review or certification by a certified builder, engineer, or accredited person.
- The provision of advice in respect of legal, tax, audit, engineering, or accounting matters.
- Preparing or reviewing any contractual arrangements between the Carpentaria Shire Council and its consultants, or their Subcontractors.
- Independent verification of the completeness, reasonableness or accuracy of any information or assumptions provided by Carpentaria Shire Council for the Project, whether they are provided orally or in writing.

While we attempt to provide accurate estimates and include all reasonably-foreseeable costs associated with the Grant application, we do not accept any responsibility for variations to or exclusions from the services that may affect the economic viability of the Project. Carpentaria Shire Council should make their own enquiries and do their own research to satisfy themselves as to the accuracy of the Project's business case or similar attributes.

PROGRAM

Item	Description	Duration	Start Date	Completion Date
Part 1	Grant Program Management Services	12 months	1 July 2023	30 June 2024
Part 2	Grant Writing Support	12 Months	1 July 2023	30 June 2024

Our Grants Team

Brian Jackson, Director Consulting Services

Brian brings 20 years of experience working within the public and private sectors, in project management and advisory services. Brian's expertise encompasses all major asset classes including roads, water, waste, property and development, business operations and technology projects. Brian is recognised as an astute manager with a proven capacity to enhance project delivery and a focus on client requirements through all phases of the project life cycle. He brings an aptitude for strategic commercial partnerships and strong stakeholder relations, together with a robust technical background. Brian's specialisation includes project management, operational reviews, procurement, project strategy and asset management.



Zoe Dark – Grants Program Office Leader

Zoe brings over 15 years' experience providing tailored regional development services to government, community groups, peak bodies and the private sector, with a demonstrated capacity to deliver start-to-finish funding projects. She has demonstrated experience managing corporate sponsorship, community and government grant programs and a proven ability to engage and provide strategic advice to internal and external stakeholders, and senior management from government, industry and community. Zoe's background includes owning a small business, an Internet Café & Newsagent, General Manager of Mount Isa Chamber of Commerce, Small Business Field Officer/ Advisor for the North Queensland Area Consultative Committee, Community Relations Advisor (communications) for Xstrata Mount Isa Mines and Strategic Partnership Broker for Chamber Of Commerce Industry Queensland.



Leanne Tu'ipulotu - Senior Grants Advisor

Leanne is a dedicated professional community services manager with some 30 years of proven experience in leading and managing the provision of high-quality services to address the needs of communities, where cultural diversity is celebrated. Leanne has extensive experience in securing external funding and successfully delivering a range of evidence-based service delivery programs and projects in response to identified needs, community engagement, community capacity building and business improvement strategies. Leanne's speciality areas are in community, corporate and events based initiatives.



Erica Choate – Senior Grants Advisor

Erica joined Peak in 2022 having recently completing study in Sustainability Strategies & Circular Economy Practices and prior to this Business Sustainability Management at Cambridge Judge Business School. Erica brings expertise and global experience coupled with a highly honed set of skills in stakeholder management, team leadership, culture, content creation, copy writing and journalism. Erica has accumulated more than 15 years' experience in varied roles and holds a BSc. in Environmental Science. Her diversity enables her to identify opportunity and value-added outcomes. Erica's time as a business owner has helped her develop strong capabilities in the delivery of project/events within set parameters and skill in maintaining client satisfaction.



Tamara Hallett – Intermediate Grants Advisor

Tamara is a specialist writer for grants, tenders, projects and funding submissions. She is passionate about translating vision for projects into documents that can support organisations of all types and sizes and at every stage of the project process. With 10 years' experience in not-for-profit organisations, Tamara distils and transforms large amounts of information into concise, clear and specific content, ensuring core information is communicated within tight and often confusing submission and format criteria. Tamara has strong research, investigative, reasoning and writing skills and is a confident interpersonal communicator, problem solver and partnership builder.



Stephanie Price - Intermediate Grants Advisor

Stephanie has over 8 years local government experience as a skilled and professional project officer, producing project documentation, proposals, and applications to support community and local government projects. Stephanie excels in the production of project plans, technical writing, budget management and prioritisation of large workloads with multiple deadlines. Stephanie has excellent research, proof reading and communication skills, striving from working to deliver a solution, with an outcome-based approach.



Cameron Costello - Principal Advisor

Cameron is a Quandamooka man from Moreton Bay off the coast of Brisbane in South East Queensland. He is a law graduate from the University of Queensland and holds a Bachelor of Arts in Leisure Management from Griffith University. Cameron has worked previously in the legal industry and has over 15 years' experience in local and state governments delivering First Nation policies and programs including the Backing Indigenous Arts Program and the Cairns Indigenous Art Fair for the Queensland Government, and the Black Diamonds Program for Brisbane City Council.



Dr Char-lee McLennan - Specialist Economic Advisor

Dr Char-lee McLennan holds a PhD in Tourism Economics as well as a Bachelor of Hotel Management/Bachelor of Business (Hons I) majoring in Financial Economics and Event Management. Char-lee is a highly knowledgeable consultant who has considerable expertise in grant writing, tourism strategy and planning, economic impact analyses, econometric modelling, data mining, survey design, stakeholder consultation, project management and training. Char-lee provides support to Councils, including grant writing, tourism and economic development, innovation and entrepreneurship, emerging industries and cost benefit analysis.



Matthew Kelly - Specialist Economic Advisor

Matthew has led significant infrastructure and project assessments and has a decade of experience across all areas of economic and financial analysis. His key areas of expertise include economic and social impact assessment, cost benefit and triple bottom line analysis, financial appraisal and cost recovery pricing. In addition to his experience in economic and financial analysis, Matthew has a strong background in stakeholder consultation, economic development planning, and management of multi-disciplinary project teams. Matthew has delivered numerous surveys, workshops/forums, business and strategic plans for public, private, and not for profit clients.

Form of Agreement

Project Name: Grant Program Management Service
Date of Proposal: 23 May 2023
Project Ref: GM8820

Basis of Fee Agreement: Time & Materials (As per Part 1: Fees & Expenses, a minimum hours delivered per week dependent upon Option selected)

(Tick one): **Part 1 – Grant Program Management Services**

1. Basic: 4 hours per week (\$640)
2. Mid: 6 hours per week (\$960)
3. Full: 10 hours per week (\$1,600)

☐
☒
☐

Part 2 – Grant Writing Support

Our Part 2 Grant Writing Support service complements Part 1 Grant Program Management Services. To access Part 2 services, Work Orders for all grant writing work will be developed as required for Council's approval.

Start Date: 1 July 2023
End Date: 30 June 2024

Payment Terms: Invoices will be issued monthly - 30 day payment term.
Contract Terms: The Parties hereby agree to the contract defined in the following documents, in order of precedence:

- This proposal
- PEAK Terms and Conditions
- The correspondence between the parties

Acceptance: You may confirm your acceptance of this proposal in any of the following ways:

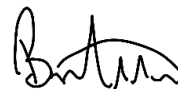
- Sign and return this document where indicated to tenders@wearepeak.com.au or myself; or
- provide us written instructions after receiving our offer; or
- by email acceptance of our offer.

EXECUTED BY THE CLIENT

SIGNED for and on behalf of **Carpentaria Shire Council** by its authorised representative:

EXECUTION BY THE CONSULTANT

SIGNED for and on behalf of **Peak Services** by its authorised representative:



Signature of authorised representative

Signature of authorised representative

Name of authorised representative
Date: / /

Brent Reeman – Managing Director
Name of authorised representative
Date: 23/05/2023

Please confirm if this product/service is being purchased under a **Local Buy Panel Arrangement**

Yes ☐

GM8820 - Grant Program Management Service

11

Terms and Conditions

Technical Advisory Services



OFFER VALIDITY

The offer for provision of professional services encompassed in the proposal document remains valid for a period of **60** days, unless otherwise stated in the proposal document or agreed by Peak.

THE PARTIES

The Client means the organisation identified as the addressee in the attached proposal document. The Client's representative, unless otherwise advised by the Client, is the addressee identified in the attached proposal document.

The Consultant means: Peak Services Pty Ltd ACN 115 959 021 25 Evelyn St, Newstead, Qld 4006.

Peak Services is the business name of Peak Services Pty Ltd.

GENERAL CONDITIONS OF CONTRACT

1. All work undertaken by Peak Services is subject to the terms and conditions here set out.
2. These Terms and Conditions cannot be varied or waived, unless in writing and signed by an executive of Peak Services Pty Ltd.
3. The general conditions of contract shall be the Australian Standard General Conditions of Contract for Consultants (AS 4122 - 2010)
4. In the event of conflict or inconsistency between the provisions of the Australian Standard General Conditions of Contract for Consultants (AS 4122 - 2010) and the Peak Services Terms and Conditions, the Peak Services Terms and Conditions shall take precedence.
5. If the services are being procured under a Local Buy LGA Arrangement, the relevant Local Buy Purchaser Conditions take precedence over all other Terms and Conditions.
6. Documents that comprise the contract, in order of precedence, are:
 - The Form of Agreement
 - Peak Terms and Conditions
 - AS4122-2010 General Conditions of Contract for Consultants
 - The correspondence between the parties

PEAK SERVICES INSURANCES

7. Peak Services holds, and shall maintain for a period of at least 12 months following completion of the services, the following minimum insurance levels:
 - Public Liability: \$20 million
 - Products Liability: \$20 million in the aggregate
 - Professional Indemnity: \$20 million in the aggregate

FEES

8. Peak Services fees are payable in accordance with the following provisions.
9. The fee for this assignment is outlined in the proposal above.
10. Unless otherwise stated as Fixed Price the fee for the assignment is based on the estimated time expected to be required for the project. Should the expected time change significantly, Client approval will be sought prior to incurring additional time or costs.
11. A Fixed Price client engagement refers to a fixed price based on a fixed scope as define in the Proposal.
12. For non-fixed fee client engagements the Hourly or Day Rates specified in the Agreement remain fixed for a period of 12 months from the date of the proposal. Peak Services may, at the conclusion of the 12-month period, increase the Hourly or Day Rates by providing written notice to the Client
13. Work required to be conducted outside of normal office hours will be calculated at the "out of hours" rate and requires client approval. Out of Hours rate is calculated at 1.5 times the standard hours rate for the role.
14. Peak Services reserves the right to charge interest on overdue payments at the rate of 1% per month, calculated on a pro-rata daily basis.

TERM

15. The Term of the Agreement shall commence from the Start Date and cease after a period of twelve months, or as alternatively defined in the 'Form of Agreement'.

EXTENSION TO TERM

16. The Agreement can be extended for further terms or continue to apply with no fixed term (no specific end dates) with agreement from both parties.

ANNUAL FEE INCREASE

17. Where the Agreement has been in effect for a duration of longer than 12 months since the initial start date, Fees will automatically increase on 1 July each year by 3% or the latest national headline Consumer Price Index (CPI) rate, whichever is greater. Any other variation to fees must be agreed in writing.

FORCE MAJEURE AND DELAYS

18. A party shall not be liable for any failure or delay in the performance of this agreement where the failure or delay is caused by circumstances or events:
 - a) beyond the party's reasonable control
 - b) which materially affect the performance of any of its obligations under this agreement.

KEY PERSONNEL

19. The services will be completed by the key personnel identified in the consultancy Proposal – Key Staff.
20. Peak may, at its absolute discretion, substitute members of the key personnel with suitably qualified persons should the need arise.

HOURLY RATES

21. In the event that Peak is requested by the Client to perform additional services then, in the absence of a specific fee agreement for that additional work, the Client agrees to pay Peak for those services on an hourly rate basis, with the fee being calculated using the hourly rates listed below:

Peak Position	Hourly Rate (excl. GST)
Director	\$285
Principal Advisor / Advisory Specialist	\$235
Senior Advisor	\$210
Intermediate Advisor	\$180
Advisor	\$160
Project Administrator	\$110

CANCELLATION

22. Unless otherwise defined in the 'Proposal', thirty days' notice of termination may be provided at any time by either Party to cease the agreement.
23. In the event that a Client cancels an assignment placed with Peak Services for any reason where Peak Services has undertaken work and incurred expenses in relation thereto then, even though project is not complete, the Client is liable for the fees and expenses of the percentage of the completed work to date.

OUTLAYS AND OUT-OF-POCKET EXPENSES

24. Client may elect to make travel bookings directly itself.
25. Any travel arrangements booked by Peak Services (including airfares, taxis, accommodation, meals, etc.) will be billed to Client during the month they are incurred and will have a 10% service fee added.

LIMITED LIABILITY

26. Peak Services is not liable for any loss, damage, injury, costs (including legal), claims or expenses sustained by the Client or its employees, agents or customers, arising directly or indirectly from or connected with this assignment, except for where Peak Services has been deemed to be negligent in the services provided.

Terms and Conditions

Technical Advisory Services



COPYRIGHT AND OTHER INTELLECTUAL PROPERTY RIGHTS

27. Peak Services owns and maintains all intellectual property rights in the deliverables produced and grants a limited license to the Client to use the deliverables for the purpose of the Client's business.
28. The Client grants Peak Services a license to use any Client supplied information for the purposes of completing the services contemplated by this agreement.
29. The Client shall advise Peak Services in writing if any Client supplied documents or information are to be treated as confidential.

MULTIPLE GRANT ARRANGEMENTS

30. By engaging Peak, the client acknowledges that Peak performs grant writing for a number of clients. Peak will endeavour to act in the best interest of the client at all times.

• ASSIGNMENT

31. Peak Services may assign, novate, subcontract or otherwise transfer all or any part of its rights or liabilities under this arrangement without the consent of Client. The Client must execute any document reasonably required by the Peak Services to give effect to the assignment, novation or transfer.

BUSINESS PAPERS

9.4 REVISIONS FOR DRAFT PLANNING SCHEME FROM STATE INTEREST REVIEW

Attachments:	NIL
Author:	Mark Crawley - Chief Executive Officer
Date:	15 June 2023
Key Outcome:	Day to day management of activities within the Office of the CEO
Key Strategy:	As per the Departmental Plan for the Office of the CEO

Executive Summary:

Council resolved in February 2023 to submit the draft planning scheme to the Department of State Development Infrastructure Local Government and Planning (DSDILGP) for the formal state interest review check. Council's resolutions were to

1. Adopt the draft planning scheme for the purposes of the formal state interest review required as step 3 of the process set out in the Chief Executive's notice under section 18 of the Planning Act
2. Provide the Chief Executive with the information set out in the requirements for step 3.

As part of its formal review DSDILGP has provided a table of suggested changes to better address state interests. The comments relate to a range of matters, including:

- dealing with flood hazard outside the town areas;
- dealing with hazardous materials and acid sulfate soils;
- adjustment of various other wording; and
- adjustment to the acid sulfate soils overlay map to include Coleman River.

Following meetings with DSDILGP officers, changes have been made to the draft planning scheme and other responses to the State's suggested changes have been prepared.

DSDILGP has also requested clarification that the natural hazards risk assessment report which accompanied the draft planning scheme for state review also contains 'feasible alternatives reporting' under chapter 4 of the Minister's Guidelines and Rules and that it had been considered and endorsed by Council. Changes have also been made to the risk assessment and feasible alternatives report in response.

RECOMMENDATION:

That Council:

1. endorses the changes proposed to the draft planning scheme and agrees to resubmit the revised draft to DSDILGP to progress to step 6 of the agreed scheme preparation process under the Chief Executive's section 18 notice.
2. endorses the revised Natural Hazard and Risk Assessment And Feasible Alternative Report and agrees to resubmit the revised draft to DSDILGP.

BUSINESS PAPERS

Background:

Preparation of new planning scheme

In early 2022 Council resolved to prepare a new planning scheme for the local government area. This decision was taken in recognition that local governments are required to review their planning schemes at least every 10 years under the Planning Act 2016. By contrast, Carpentaria Shire Council's current scheme was prepared under the Integrated Planning Act 1997 and commenced in 2008. It is out of date and overdue for renewal.

The planning and development assessment framework within which the planning scheme operates has changed considerably since the current scheme was prepared. New terms, processes and decision making rules now apply. This affects the operational efficacy of the current planning scheme. In addition, the scheme does not reflect contemporary state interests and associated policy settings. As a consequence, it no longer meets Council's obligations under the Planning Act 2016.

The new planning scheme will establish an integrated contemporary policy framework and a development assessment system that provides greater clarity and simplicity for the community, applicants and Council. Regulation can be targeted to where it can add value, while removing unnecessary impediments and complexity.

In accordance with Planning Act requirements, the Chief Executive of the Department of State Development Infrastructure Local Government and Planning (DSDILGP) issued a 'section 18 notice' to Council setting out the required process to prepare the planning scheme. In accordance with steps 3 and 4 of the required process, the draft scheme was provided to the state for formal state interest review in February 2023.

On 28 April, DSDILGP issued a notice under step 5 to pause the process to enable Council to consider and respond to suggested changes to the draft planning scheme. On 30 May 2023, the pause was extended to 12 July 2023.

Consultation (Internal/External):

- Meetings have been held with DSDILGP officers to discuss the comments and the proposed responses. Engagement has previously been undertaken with Councillors and Council officers.

Legal Implications:

- This is an informal step in the state review process.

Financial and Resource Implications:

- No new implications arise as a result of the new changes.

Risk Management Implications:

- Refer attached risk assessment report. No new implications arise as a result of the new changes.

BUSINESS PAPERS

9.5 SPECIAL HOLIDAY 2024

Attachments: 9.5.1. Request for Show Holiday Date [↓](#)
9.5.2. Request form to be completed [↓](#)

Author: Mark Crawley - Chief Executive Officer

Date: 12 June 2023

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

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

Executive Summary:

Correspondence has been received from the Office of Industrial Relations, Department of Education in relation to the Public Holiday for the 2024 year.

RECOMMENDATION:

That Council request the Special Holiday for the Normanton Show for the whole of the Carpentaria Shire Council area to be held on the second Friday of June 2024.

Background:

Council makes application each year for the public holiday to coincide with the Annual Show and Rodeo in June.

Please note correspondence from the Office of Industrial Relations in relation to the request for public holiday for 2024.

The special holiday is a public holiday only in respect of an agricultural, horticultural or industrial show.

Consultation (Internal/External):

- Office of Industrial Relations

Legal Implications:

- Holiday is granted under the *Holidays Act 1983*

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



Office of
Industrial Relations

Department of Education

15 May 2023

Dear Chief Executive Officer,

As you may be aware, each year in accordance with the *Holidays Act 1983* local governments are invited to request special holidays to be observed during the following year for districts in their area.

If you wish to request special holidays to be observed during 2024 for districts in your local government area, please complete the attached request form and submit via email to info@oir.qld.gov.au by no later than **Friday, 3 July 2023**.

A local council requested special holiday is a public holiday only if it is in respect of an agricultural, horticultural or industrial show. Under federal industrial relations legislation, on a public holiday employees are, without loss of ordinary pay, entitled to be absent from work or refuse to work in reasonable circumstances. Employees who work on a public holiday are entitled to penalty rates in accordance with their award or agreement.

A special holiday for any other reason is not a public holiday but is a bank holiday only and under the *Trading (Allowable Hours) Act 1990*, is only a holiday for banks and insurance offices and under a directive of the *Public Service Act 2008*, a holiday for public service employees unless otherwise determined by a chief executive.

Upon receiving Ministerial approval, the holidays will be published in the Queensland Government Gazette. Confirmation of the approved special holidays together with a link to the Queensland Government Gazette will be emailed to your office.

Should you require further information regarding this process, please contact Ms Patricia Faulkner, Office of Industrial Relations on (07) 3406 9845 or email patricia.faulkner@oir.qld.gov.au.

Yours sincerely

A J (Tony) James
Assistant Director-General
Office of Industrial Relations

1 William Street Brisbane
Queensland 4000 Australia
GPO Box 69 Brisbane
Queensland 4001 Australia
Telephone 13 QGOV (13 74 68)
WorkSafe +61 7 3247 4711
Website www.worksafe.qld.gov.au
www.business.qld.gov.au
ABN 94 496 188 983

Please wait...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.

You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting http://www.adobe.com/go/reader_download.

For more assistance with Adobe Reader visit <http://www.adobe.com/go/acrreader>.

Windows is either a registered trademark or a trademark of Microsoft Corporation in the United States and/or other countries. Mac is a trademark of Apple Inc., registered in the United States and other countries. Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.

BUSINESS PAPERS

9.6 HUMAN RESOURCES REPORT

Attachments: 9.6.1. Safeplan Progress Report to May 2023 [↓](#)

Author: Lisa Ruyg - Manager Human Resources

Date: 14 June 2023

Key Outcome: 1.1 – Responsive and effective service delivery

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

Executive Summary:

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

RECOMMENDATION:

That Council accepts the report for information.

1. Work, Health & Safety Report

The Safeplan progress report to May 2023 is attached.

2. Staff Movements

Arrivals

Shelton Turner	Final Trim Operator	Commenced 18 May 2023
Alan Glasgow	Stabiliser Operator	Commencing 14 June 2023
Robert Logan	Diesel Fitter/Mechanic	Commencing 3 July 2023

Departures

Faren Bynoe	Apprentice Diesel Fitter
Grant Miller	Plant Operator

Extended Leave

Nicole Jones	Senior Finance Officer	Parental Leave to 2024
Cherie Schafer	MECD	23 June 2023 – 30 Oct 2023

3. Current Recruitments

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

4. Training Activities

13 June 2023	Intranet & Website Content Training
--------------	-------------------------------------

BUSINESS PAPERS

20 June 2023	Chainsaw Training
21 & 22 June 2023	First Aid Training
4 July 2023	People Management Workshop

5. Random Drug & Alcohol Testing Program

- Testing conducted 7 June 2023 – 12 June 2023 Nil detections recorded
- Testing conducted 11 May 2023 – 17 May 2023 1 positive alcohol result &
1 positive illicit drug result

6. Operating Budget

Expenditure	Current Budget	YTD Actual	Orders	Total
Apprenticeships / Traineeship	67,000	52,087	9,281	61,368
Enterprise Bargaining	35,200	882	0	882
Human Resource Operations	348,764	510,667	120,262	630,819
Learning & Development	206,300	127,228	39,601	166,830
Workplace Health & Safety	651,640	527,819	176,403	704,222
Operating Expenditure Total	1,308,903	1,218,573	345,547	1,564,121
Operating Income				
Apprenticeships / Traineeship	-53,000	-50,008	0	-50,008
Human Resource Operations	0	0	0	0
Learning & Development	0	-2,695	0	-2,695
Workplace Health & Safety	0	-39,500	0	-39,500
Income Total	-53,000	-92,203		-92,203
Total	1,255,903	1,126,370	345,547	1,471,917

Consultation (Internal/External):

- Executive Leadership Team
- WHS Advisor
- Advanced Industry Training
- The Drug Detection Agency

BUSINESS PAPERS

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 – May 2023 (Report for year 2022-2023)

SafePlan Key Performance Indicators (KPIs)					
Note* LGW data, legislation requires LGW to count part days lost as full days		Scheme	CSC YTD May 2022	CSC YTD May 2023	Safe Plan KPI 2022 - 2023
Average Scheme Frequency Rate (* Formula = Number of LTI for every million hrs worked)		10.33	2	1	YTD 2022-2023 compared to SP KPI
Average Scheme Duration Rate (*Formula = Average Number of days lost per LTI)		24.87	75	5	
Progressive Frequency Rate YTD (B) group = wages greater than \$5 million – less than \$10 million		10.40	11.35	5.68	
Progressive duration rate YTD (B) group = wages greater than \$5 million – less than \$10 million		19.14	37.50	19.93 (annual)	
% of hazard inspections completed as per Matrices		N/A	100.00%	90%	
Action Statistics from Skytrust – (0 overdue, 10 completed, 1 in progress Apr/May)		N/A	22.00%	90%	
Delivery of Take 5 courses on Skytrust		N/A	91.87%	85%	
% of Quarterly Action Plan (QAP) items completed Quarter April – June 2023		N/A	Due end June	Due end June	

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	394
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	455
Statutory Paid	\$178,550.69	

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

* Note – Moved to Skytrust Actions – Old RAP stats are 3 overdue, 8 completed, 8 in progress April/May

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	1	5
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	5
Statutory Paid	\$1,321.20	

LGW Date: 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	0	10.41	8.92	7.80	6.94	6.24	5.68	
Group B LTI/R YTD (Counts with wages > \$5 mil-\$10 mil)	0	5.45	9.08	8.17	10.90	11.80	10.90	9.53	10.29	9.97	10.40	
CSC LTIs each month	0	0	0	0	1	0	0	0	0	0		

LGW Date: 2022 - 2023 YTD	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
CSC Duration Rate YTD LGW Data	0	0	0	0	0	5.00	5.00	5.00	5.00	5.00	5.00	
Average duration rate for Group B (Counts with wages > \$5 mil-\$10 mil)	0	4.00	9.60	13.17	14.20	16.54	18.07	20.07	18.94	19.39	19.14	

There was **1** Incident Report submitted where an injury was sustained in May. It was not a Lost Time Injury, Work Capacity Certificate obtained and undertook modified duties until Dr clearance.

An adjustment for payout figures for **2020/2021** of **0 Days** and plus **\$1,038.00** (Long Term Claim Ceased, final figures pending). **For 2022/2023** plus **0 Days** and **\$0.** (2021/2022 is final) (A \$157,263.00 Estimate is still recorded for 2019-2020)

Report Completed on 7 June 2023 – WHSA - A Bristolow-Stagg

BUSINESS PAPERS

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

Attachments:	NIL
Author:	Amanda O'Malley - Centre Manager - LWBDC
Date:	15 June 2023
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

- New male broodstock have been sourced from the wild and currently being assimilated, assessed and prepared for spawning.
- The next JCU veterinary student is expected to arrive in July.

SIGNAGE

- The 'Rod Garrett Hatchery' signage on the hatchery shed has been installed.



BUSINESS PAPERS

- Hatchery entry door wraps have been installed, showcasing artwork by Margaret Chatfield Henry and a quote from Fisheries Scientist Rod Garrett.



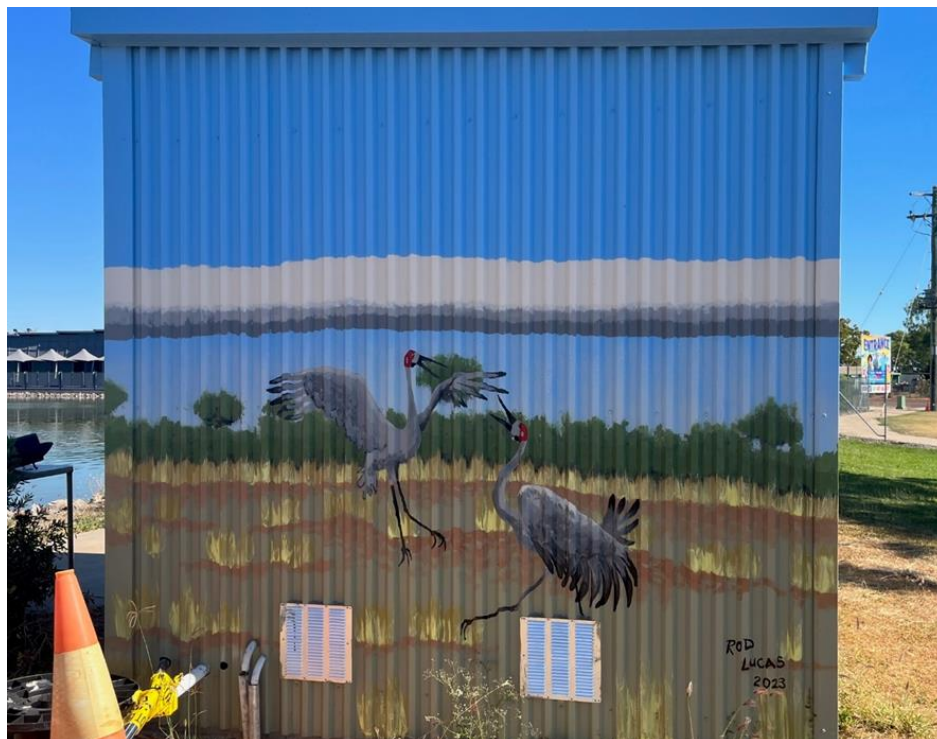
BUSINESS PAPERS

Merchandise and tours:

- Patronage and sales are lower in comparison to the 2022 season, with patronage 48% lower and sales 22% lower for the month of May 2023 vs May 2022.
- Boodjamulla National Park will remain closed until the 31st December 2023 due to restoration works.
- The Gulflander train is running once per week due to continued staff shortages.
- The LWBDC continues to develop unique products that showcase the assets of the region.
- In recognition of the Council's commitment to local artists and driving economic opportunity for locals, souvenirs are being created that feature local works.
 - The newest round of souvenirs to be featured in the LWBDC shelves feature Margaret Chatfield Henry's art works printed on tea towels.
 - A product line featuring local artist, Cathy Snow, is under development.
- The 'Dance of the family cycle' has now been completed by Rodney Lucas and plans are being made to open the 'pond walk' this season.



BUSINESS PAPERS



BUSINESS PAPERS

Interpretive Centre:

- Both theatres in the LWBDC have been repaired using low-cost media players.
- Two electronic displays are under repair.

Souvenir Store:

- The remaining outdated shop fittings have now been replaced with new stands provided free of charge from the merchandiser.



Karumba Art Gallery

- LWBDC is working with community to identify opportunities to sell products across the region more widely, to encourage sustainability in seasons marked by low visitation locally. Grants and opportunities are being discussed.
- Several local artists have submitted expressions of interest to apply for grants in the next round of the Regional Arts Development Fund. This includes artists, authors, and craftsman.

BUSINESS PAPERS

Visitor Information Centres:

Attendance

1 - 31 st May 2023	
Normanton VIC	Karumba VIC
404 Average of 13 people per day (open 7 days per week 9am to 4pm) (April average was 0 people per day due to closure)	1494 Average of 48.1 people per day (open 7 days per week 9am to 4pm) (April average was 32.4 people per day)

	2022-2023			TOURS		
	Visitors	Tours #	Sales (POS)	RTBS (API – Online payment)	Sunlover/ Invoice	Total Sales
FEB 22	57	13	\$ 1,577.66	\$ 116.00	\$ 0	\$ 1,693.66
MAR 22	238	72	\$ 5,146.90	\$ 1,731.00	\$ 0	\$ 6,877.90
APR 22	1572	474	\$ 28,595.10	\$ 3,126.00	\$ 390.25	\$ 32,111.35
MAY 22	2559	1009	\$ 56,416.81	\$ 8,347.00	\$3,013.25	\$ 67,777.06
JUN 22	4434	1347	\$ 87,360.67	\$ 16,324.00	\$2,577.00	\$ 106,261.67
JULY 22	6489	1588	\$ 100,705.00	\$ 13,701.00	\$2,551.00	\$ 116,957.00
AUG 22	4308	1373	\$ 104,104.74	\$15,133.00	\$1,726.50	\$ 120,964.24
SEP 22	2875	1083	\$ 77,977.89	\$8,122.00	\$738.00	\$86,837.89
OCT 22	1189	233	\$ 19,397.60	\$804.00	\$652.50	\$20,854.10
NOV 22	168	0	\$ 2,421.90	\$0	\$0	\$2,421.90
DEC 22	93	0	\$ 2,933.95	\$0	\$0	\$2,933.95
JAN 23	4	0	\$178.00	\$0	\$0	\$178.00
FEB 23	0	0	\$28.00	\$0	\$0	\$0
MAR 23	150	15	\$1,943.00	\$1,290	\$0	\$3,233
APR 23	972	394	\$29,088.90	\$3,000	\$130.50	\$32,219.40
MAY 23	1494	682	\$51,279.10	\$1,950.00	\$217.50	\$53,446.60

BUSINESS PAPERS

TOTAL	22,294	6,910	\$465,050.48	\$58,511.00	\$10,270.00	\$654,767.72
--------------	--------	-------	--------------	-------------	-------------	--------------

KARUMBA

- The Karumba VIC is open 9am to 4pm, 7 days per week.
- The Karumba VIC accreditation audit was successfully completed on 17th May 2023.
- Karumba and Normanton town maps have been revised, in consultation with businesses and community groups, and are expected to arrive by the end of June.
- The regional brochure 'Gulf Country' is to be rebranded as 'Outback by the Sea: Karumba and Normanton', printed and stocked at Link Logic, for greater cost effectiveness and to enhance distribution. This is in direct response to community feedback, requesting that the brochures are reprinted. Feedback from local business indicates interest in paid advertisement. Expressions of interest will be announced this month.
- A video showcasing Normanton and Karumba has been submitted to be displayed on the big screen at each Outback Masters event to encourage visitation to our region.
- Visitors have expressed an appetite for dog kennels within the LWBDC compound to allow dogs to be securely held, to meet this deficit in the community. After liaising with Ranger Phil, options are being considered to simultaneously meet visitor and local demand for dog housing facilities before a formal proposal is put forward.

NORMANTON

- Normanton VIC/Library is open 9am to 4pm, 7 days per week (VIC staff are manning the library in the interim until library staff are hired).
- The first bay has been cleaned, shop fittings erected, a brochure wall featuring local businesses erected, new furniture added, historic records moved into the climate-controlled room for preservation, and artefacts are being put on display throughout the VIC.
- The second and third bays are expected to be cleaned this month and re-opened to the public, due to reinfestation by pigeons.
- Flooring is in the process of being quoted for the library end of the center, to match the laminate VIC flooring, this will be put forward for consideration.
- Clothing production is underway, with an existing merchandiser developing an exclusive line for the Normanton VIC.
- Tour groups have returned to the Normanton VIC. Initial feedback relates to the improved stability of hours and interest in participating in a paid town walk featuring local business and history, which is under development. Local businesses will be consulted regarding their interest in being featured as part of the town walk.
- General feedback regarding library utilization from locals attending the center has been sought by VIC staff. Initial feedback has focused on two main themes: 1. the desire for children to be able to visit the library and engage in activities after school, 2. perceived increase in accessibility of the public computers, due to charging in accordance with the fees and charges schedule. This has resulted in an increase in utilization of computer and internet services.

BUSINESS PAPERS

Normanton VIC brochure wall featuring local businesses



Normanton VIC merchandise featuring local artists



BUSINESS PAPERS

NORMANTON CAMP STATISTICS

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

*Statistics are unavailable for previous years for comparison, due to the paper forms not being filed or tallied. Camping closed on 01/11/22 for the wet season and re-opened on 10/05/2023, the signage has been updated at the entry point to the site by Ranger Phil on 10/05/2023. QR codes have also been placed on Normanton VIC doors to facilitate permit issuing outside of hours, and a QR code will also be placed on the entry sign to the site.

Digital marketing

- Swim with the Barra will be launched in July 2023.
- Trip Advisor – maintaining top experience in Karumba and 4.5-star rating.
- Facebook - consistent, post engagements are up 73%.
- Instagram - up 10% on last month.
- Tik Tok viewings - slowly growing, with an average of 745 views.
- The Karumba Art Gallery Facebook page will be reinstated in June 2023.

Grants & Awards:

- Funding has been sought for 'Head to the Sky – Mental Health art exhibition' in Karumba. If funding is awarded the LWBDC building will be transformed during mental health week, 7th-8th October 2023, into an outdoor art gallery via projection of a variety of local artworks onto the building. This will be complimented by a function in the art gallery, featuring mental health service representatives, as well as local artists showcasing their works, introducing a soft entry point into mental health services in the region.

Outback by the Sea Festival 2023:

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

BUSINESS PAPERS

Tourism

- The Today Show live daily weather crosses are scheduled, with Karumba and Burketown proposed to be featured on the 20th & 22nd June 2023.
- Local schools have been engaged, along with local businesses, at the discretion of TTNQ, to showcase the region.

BUSINESS PAPERS

10 REPORTS FROM DIRECTOR OF CORPORATE & COMMUNITY SERVICES

10.1 DCS REPORT

Attachments: 10.1.1. Local Laws Report - May 2023 [↓](#)
Author: Julianne Meier - Director Corporate Services
Date: 15 June 2023

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

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

Executive Summary:

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

RECOMMENDATION:

That Council:

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

Background:

1. Actions Outstanding from Previous Meetings

Date:	Action	Status	Comment
	Liaise with relevant parties to improve connectivity at Normanton Rodeo Grounds	Ongoing	Ongoing – reported fault with Telstra about service dropouts. Officers to discussed issue with Telstra to see if we can increase bandwidth during specific events, however, have been advised we already have the maximum bandwidth. Officers are preparing to submit another grant for connectivity.
Jan-21	Lease / Water Agreements	In Progress	Raw Water Agreements have been mailed to ratepayers to sign and return. 4/4/23 Discussions in progress with Preston to develop a Policy that includes the relevant items from the Agreement. Reference to the Policy shall be made in future Revenue Statements.
Apr 23	Raw Water Policy	In Progress	
Apr 23	Agistment Agreements	In Progress	Modernise agreements, confirm tenure and capacity to lease, go to market.

BUSINESS PAPERS

2. Budget Update

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

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure				
Animal Control	90,277	39,827	0	39,827
Cemeteries	43,880	123,764	0	123,764
Corporate Services	50,000	9,500	0	9,500
Environmental Health	10,900	8,006	0	8,006
Information Technology	524,294	724,643	3,954	728,596
Local Laws	89,787	91,351	0	91,351
Major Opex	0	-121,316	0	-121,316
Mosquito Control	51,000	29,148	0	29,148
Pensioner Housing	12,100	34,533	0	34,533
Pest Management Operations	138,918	82,041	35,130	117,171
Property And Leases	5,000	9,457	0	9,457
Stores & Purchasing	382,683	143,098	29,332	172,430
Weed Control	277,918	64,120	0	64,120
Operating Expenditure Total	1,676,756	1,238,172	68,415	1,306,587
Operating Income				
Animal Control	-4,000	-5,112	0	-5,112
Cemeteries	-20,000	-11,557	0	-11,557
Environmental Health	-2,000	-6,750	0	-6,750
Local Laws	-25,000	-91,760	0	-91,760
Pensioner Housing	-27,000	-28,378	0	-28,378
Property And Leases	-83,000	-98,918	0	-98,918
Staff Housing	-364,000	-342,639	0	-342,639
Weed Control	0	587	0	587
Operating Income Total	-525,000	-584,527	0	-584,527
Grand Total	1,151,756	653,644	68,415	722,060

Most budget areas are on track, while there are some underspends, and overspends the total expenditure at the end of the year is not expected to exceed the budget of \$1,151,756. Some areas are discussed below.

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

Information Technology – There has been a significant amount of hardware upgrades this year as Council moves away from old Windows 7 hardware. It was also evident many desktops and monitors were more than four years old. There is now a replacement program for ICT hardware. There is also a Cybersecurity Certification Program Council has entered into. The program involves a number of initiatives to become accredited, however it is anticipated this will reduce Council's exposure to cyber risks.

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

BUSINESS PAPERS

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

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure				
Arts & Culture	24,500	23,927	5,427	29,354
Child Care	790,665	523,558	17,100	540,658
Community Development	303,880	137,985	386	138,371
Community Donations	21,100	94,307	0	94,307
Community Events	192,664	119,129	40,836	159,965
Cultural & Natural Heritage	151,950	109,968	0	109,968
Gym	81,170	54,247	1,279	55,526
Halls	189,500	234,323	2,328	236,651
Libraries	232,466	122,466	990	123,456
Recreational Sports Centre	433,910	511,841	10,016	521,857
Rodeo Grounds	116,070	131,870	15,030	146,900
Sports & Recreation	157,220	225,059	4,320	229,379
Swimming Pools	631,840	643,557	7,863	651,421
Youth Services	0	1,550	0	1,550
Operating Expenditure Total	3,326,935	2,933,785	105,576	3,039,362
Operating Income				
Arts & Culture	-24,500	-24,500	0	-24,500
Child Care	-360,000	-225,665	0	-225,665
Community Development	0	-10,146	0	-10,146
Community Events	-100,000	-20,465	0	-20,465
Cultural & Natural Heritage	0	-5,040	0	-5,040
Gym	-35,000	-35,238	0	-35,238
Halls	-18,000	-48,784	0	-48,784
Libraries	-5,000	-9,849	0	-9,849
Recreational Sports Centre	0	-675	0	-675
Rodeo Grounds	0	-664	0	-664
Sports & Recreation	0	-23,547	0	-23,547
Swimming Pools	0	-136	0	-136
Operating Income Total	-542,500	-404,709	0	-404,709
Grand Total	2,784,435	2,529,077	105,576	2,634,653

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

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

BUSINESS PAPERS

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure				
Admin And Customer Service	476,602	509,466	5,041	514,507
Financial Services	1,283,067	875,665	236,662	1,112,327
Payroll	53,805	81,860	0	81,860
Rates Management	247,273	265,733	38,371	304,104
Records Management	138,608	147,397	0	147,397
Wages On-Costs	-1,532,714	-954,338	0	-954,338
Operating Expenditure Total	666,641	925,783	280,074	1,205,857
Operating Income				
Admin And Customer Service	-500	-1,774	0	-1,774
Financial Services	-4,672,000	-3,428,442	0	-3,428,442
Rates Management	-4,753,000	-4,618,557	0	-4,618,557
Operating Income Total	-9,425,500	-8,048,773	0	-8,048,773
Grand Total	-8,758,859	-7,122,990	280,074	-6,842,916

3. Program Update

Local Laws

The stats are attached for review.

Wild Dog Bounty

There was 24 wild dog bounties claimed in April, which brings the total to 80 scalps this financial year. \$4,000 of the \$10,000 budget has been paid. The bounty is \$50 per dog. There have been no changes to report for May.

Overgrown Allotments

Overgrown allotment compliance notices have issued to 6 properties in Normanton and 20 in Karumba. A number of these have commenced the clean-up, but there are a few non-locals waiting on local services to assist them with the clean-up.

Abandoned Vehicles

The local laws officer has been placing notices on abandoned vehicles and will remove to the secure area, if the vehicles are not removed from their location. A total of 28 abandoned vehicles have been towed to the compound in Normanton. The secure compound is now almost full.

Pest and Weed Management

The Rural Lands Officer and I attended the Gulf Catchments Pest Taskforce Meeting in Hughenden on Wednesday 23rd of May. Much of the meeting was taken up by the State updating their weed and pest mapping for each Shire, and each area provided a general update.

Tony Christian, Manager Northern Region Sales (ACTA) has given a Feral Pig Bait station to Carpentaria Shire Council. As Council would not put out baits itself, we suggest donating the baiting station to a landholder who intends to use the HOGGONE baits.

Training

The RLO and Local Laws Officer have both received their accreditation for:

- AHCCHM307 - Prepare and Apply Chemicals to Control Pest, Weeds and Diseases
- AHCCHM304 - Transport and Store Chemicals
- AHCPMG312 - Apply Poison Baits for Vertebrate Pest Control in Rural and Environmental Landscapes

BUSINESS PAPERS

1080 Baiting

Carpentaria Land Council Aboriginal Corporation are assisting with first round of Council's 1080 Baiting program, which has now commenced. Two large properties to the North of the Shire have put out baits, however one property was not able to be accessed due to the road closure.

4. Other Items

Stores Stocktake – Fuel

No stock take of fuel has been undertaken during the month. We expect to carry on with the fuel stock takes this week. A full stores stock take, including fuel has been scheduled to be carried out on Friday 16th June 2023.

Annual Budget Preparation 2023/2024

The Budget has now been finalised and community consultation was conducted in the townships of Normanton and Karumba. Staff attended the Shire Hall in Normanton for three days, and the Civic Centre in Karumba for two days from 8am to 7pm.

A display of proposed developments, the Draft Capital Budget for 2023/2024, the rate increases, water methodology and other information was presented for comment. Over 70 attendees viewed the display in both towns, with 22 staff and 48 members of the public.

Overall, the community was positive about having an opportunity to view the budget prior to adoption and have their comments. A matrix of comments will be presented at the Council meeting.

There did not appear to be anything significant arising from the consultation that would require any budgetary changes. Although there were quite a few comments about projects, these can be discussed and followed up on during the year.

5. Environmental Health

Annual Food Business and Caravan Park Inspections

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

Letters have been sent to Food and Caravan Businesses advising of the upcoming inspection proposed visit, and Food and Caravan Park Business Licence renewals have been sent out to businesses last week.

Unfortunately, the Environmental Health Officer has been delayed, and now hopes to attend Normanton in July to conduct the inspections.

Internal Audit

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

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

BUSINESS PAPERS

Last week Council's internal auditor was onsite to review purchase requisitioning and goods receipting. The auditor conducted interviews with a number of officers in respect of their current practices, and it is intended we will receive a report in the next month.

External Audit

External auditors were onsite recently and have no new significant matters to raise. We have conducted the exit interviews and they expect to forward the formal management letter in due course. There are a number of prior year matters that have not yet been fully resolved.

Consultation (Internal/External):

- Mark Crawley - Chief Executive Officer
- Local Laws Officer
- Environmental Health Officer – Contract
- Rural Lands 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																	
		New Animal Registrations				Impounded Animals						Euthanized Animals					
Month	Ntn		Kba		Ntn	Kba		Ntn	Kba		Ntn	Kba		Ntn	Kba		
	Dogs																
		Dogs		Other		Dogs		Cats		Other		Euth. Dogs		Euth. Cats		Euth. Other	
Jul-22	12	1			6	0	33	15			0	0	33	15	0	0	
Aug-22	0	1			3	2	45	30			3	1	45	30	0	0	
Sep-22	4	4			4	0	42	25			3	0	42	25	0	0	
Oct-22	0	2			6	1	39	22			3	0	39	22	0	0	
Nov-22	0	0			6	0	18	10			3	0	18	10	0	0	
Dec-22	1	0			holidays												
Jan-23	1	0			holidays												
Feb-23	19	3			1	0	43	0	0	0	1	0	43	0	0	0	
Mar-23	18	10			6	0	61	12	0	0	2	0	61	12	0	0	
Apr-23	15	1			5	0	124	20	0	0	2	0	124	20	0	0	
May-23	88	26			7	0	62	12	0	0	3	0	62	12	0	0	
Jun-23																	
Total	158	48	0	0	44	3	467	146	0	0	20	1	467	146	0	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-22	0	0	0	2					-	-	-	-	-	-
Aug-22	0	0	0	2					-	-	-	-	-	-
Sep-22	0	0	2	1					-	-	-	-	-	-
Oct-22	0	0	2	1					-	-	-	-	-	-
Nov-22	0	0	2	0					-	-	-	-	-	-
Dec-22									-	-	-	-	-	-
Jan-23									-	-	-	-	-	-
Feb-23	0	0	1	0					-	-	-	-	-	-
Mar-23	0	0	8	1					-	-	-	-	-	-
Apr-23	0	0	10	2	6	20	11	5	-	-	-	-	-	-
May-23	0	0	16	1			5		-	-	-	-	-	-
Jun-23									-	-	-	-	-	-
Total	0	0	41	10	6	20	16	5	0	0	0	0	0	0

BUSINESS PAPERS

10.2 MONTHLY FINANCIAL REPORT - MAY 2023

Attachments:	10.2.1. Monthly Financial Statements ↓
	10.2.2. Cash May 2023 ↓
	10.2.3. Rate Receivable Report - May 2023 ↓
	10.2.4. Capital Expenditures - May 2023 ↓
Author:	Jade Nacario - Manager Finance and Administration
Date:	13 June 2023
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Maintain a focus on integrity, Accountability and Transparency in all that we do

Executive Summary:

Presentation of the financial report for 31 May 2023 as required under section 204 of the *Local Government Regulation 2012*. The report is presented for noting and indicates whether Council is progressing satisfactorily against its current budget.

RECOMMENDATION:

That Council accepts the Monthly Financial Report, as required under section 204 of the *Local Government Regulation 2012* for the period ended 31 May 2023.

FINANCIAL REPORT

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

The following reports for 31 May 2023 are attached for Council's information.

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

BUSINESS PAPERS

Sustainability Ratios

Indicator	Target	Formula	31 May 2023	Comment
Current Ratio Is Council able to pay off its short-term liabilities with its current assets?	1.5-3.0	Current Assets/Current Liabilities	1.63	Council has 1.63 more current assets than current liabilities
Operating Surplus Ratio Does Council have sufficient operating revenue to meet Council operating costs?	Between 0 & 10%	Surplus/(Deficit) from Operations / Recurrent Revenue	-25.36%	The budget projection is at -9%.
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	8.20	Indicates Council can pay its operating expenses on the next six months with current cash balance. Note: Based on 22.23 budget and using Council total cash at bank
EBITDA Ratio (Earnings Before Income Tax, Depreciation and Amortisation)	Breakeven	Operating Result + Depreciation + QTC Finance Costs / Operating Revenue	-\$1,245,487 or -2.73%	The EBIDA Ratio indicates Council's revenue is higher than operating expenses by \$1,390,656.

Statement of Comprehensive Income

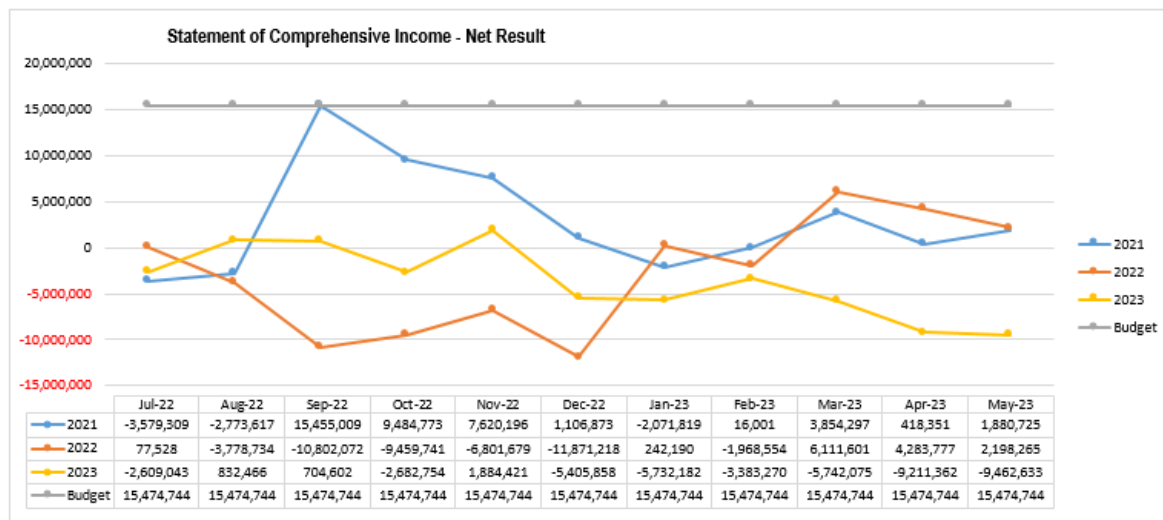
For the eleventh month of the financial year 2022/2023, the financial year had elapsed 91.67%. The comprehensive income statement net result indicated a deficit of \$9,462,633. This is the sum of \$45,575,106 in recurrent revenue, \$57,132,297 in recurrent expenditure and \$2,094,558 in capital revenue.

	Actual (1 July 2022 to 31 May 2023)	Budget (1 July 2022 to 30 June 2023)
Recurrent Revenue	45,575,106	69,037,903
Recurrent Expenses	57,132,297	75,185,377
Net Operating	(11,557,191)	(6,147,474)
Capital Revenue	2,094,558	21,622,218
Capital Expense	0	0
Net Result	(9,462,633)	15,474,744

*Please see attached Comprehensive Income Statement for details.

BUSINESS PAPERS

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



Comprehensive Income Budgets Vs Actuals Variance Analysis

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

Item	Actual	Budget	%	Analysis
Rates	7,993,595	8,918,000	90%	<div>↓</div> <p>Actual is lower than budgeted amount.</p> <p>Council rates levy and service charges are issued twice a year, the first levy covers the first six months of the year, and the second levy is for the last six months of the financial year. The current actual amount is for the total annual income of Rates and Service Charges. The shortfall in Net rates, levies and charges is due to water consumption not yet being billed yet. When the next Rate Notice is issued in August 2023, it will include water consumption for the prior year, and the accounting treatment will be to accrue the water consumption back to the 2022/2023 financial year.</p>
Interest Income	847,184	220,000	385%	<div>↑</div> <p>Actual is higher than budgeted amount.</p> <p>The favourable variance is a result of increase interest rates this financial year and of Council maintaining higher cash balance on its QTC Investment account.</p>

BUSINESS PAPERS

Item	Actual	Budget	%	Analysis												
Income from Operations and Sales	5,900,511	7,275,000	81%	<div><div>↓</div>Actual is Lower than budgeted amount.</div> <p>The variance is mainly due to Main Roads Projects. The actual income received is based on the council's eligibility to process claims. Based on the information we gathered from Council Engineer, additional claims will be processed in the month of June 2023.</p> <table><tr><th></th><th>Actuals</th><th>Budget</th><th>%</th></tr><tr><td>RMPC</td><td>1,405,709</td><td>2,040,000</td><td>69%</td></tr><tr><td>TMR Recoverable Works</td><td>4,381,238</td><td>4,970,000</td><td>88%</td></tr></table> <p>More information about TMR projects will be provided in the Director of Engineering report.</p>		Actuals	Budget	%	RMPC	1,405,709	2,040,000	69%	TMR Recoverable Works	4,381,238	4,970,000	88%
	Actuals	Budget	%													
RMPC	1,405,709	2,040,000	69%													
TMR Recoverable Works	4,381,238	4,970,000	88%													
Operating Grants	29,510,677	51,478,000	57.33%	<div><div>↓</div>Actual is Lower than budgeted amount.</div> <p>Operating grants are mostly made up of Disaster Recovery Funding Arrangements (DRFA) received for restoration of road assets. Other operating grants include financial assistance grants and other program grants.</p> <table><tr><th></th><th>Actuals</th><th>Budget</th><th>%</th></tr><tr><td>DRFA</td><td>26,377,034</td><td>45,000,000</td><td>58%</td></tr></table> <p>DRFA - \$45 million dollars of the total operating grants annual budget is for DRFA restoration works. Council had paused its DRFA restoration works due to the wet season for three months. As of the end of this month, the total income recognised for DRFA works is \$26,377,034 which is 58% of the annual budget. DRFA expenses is expected to be lower compared to its annual budget for the same reason.</p> <p>FAGS – Financial assistance grants have not yet been prepaid and are estimated at close to \$3m. It is expected this will be paid as late as June.</p>		Actuals	Budget	%	DRFA	26,377,034	45,000,000	58%				
	Actuals	Budget	%													
DRFA	26,377,034	45,000,000	58%													
Non-Operating Grants	2,094,558	21,622,218	9.69%	<div><div>↓</div>Actual is Lower than budgeted amount.</div> <p>Non-operating grants are funding received for the purpose of constructing roads, buildings,</p>												

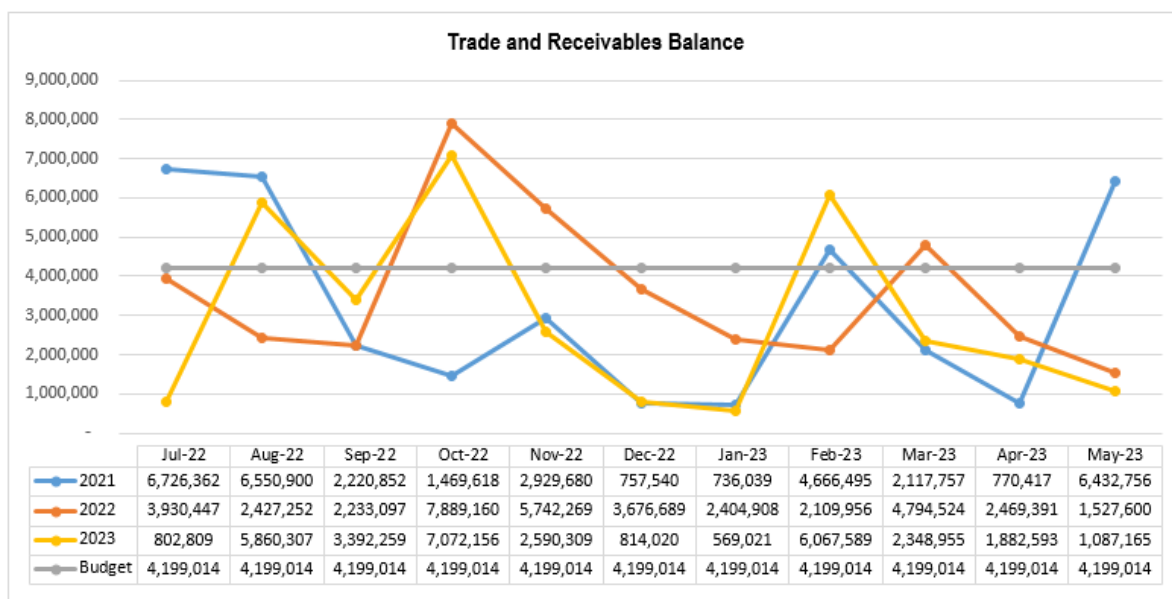
BUSINESS PAPERS

Item	Actual	Budget	%	Analysis
				<p>and other infrastructure assets, and purchasing equipment. Due to the nature of this income, the timing of the funding receipt depends on project approval or progress claims.</p> <p>The project team meets regularly to discuss the progress of capital jobs. The risk of project overruns is low.</p> <p>This budgeted item of \$21.6 million is significant, and has been impacted by seasonal rains, as extensions of time have been sought for some projects, there is likely to be a carry over budget.</p>
Employee Costs	8,156,806	10,105,910	81%	<p>↓ Actual is Lower than budgeted amount.</p> <p>The significant variance on Employee Costs are due to the following:</p> <ul style="list-style-type: none"> • There are few positions that were budgeted but were not filled until the middle of the financial year (i.e. Asset Manager, Governance Officer, Rural Lands Officer, Graduate Accountant, Childcare Staff) • Operational crew who had left employment with council were not replaced. However, these positions were filled by labour hire and this resulted to an increase in the cost of labour hire, which is under the Materials and Services expenses. • All employees wages were budgeted against operational expenditures. From 1 July to date a total of \$229,000 wages was costed against Capital Projects and which is not included in the operating employee costs.

Financial Position Reports

The graph below shows the Council's *Trade and Receivables* balance of \$1,087,165.

BUSINESS PAPERS



Rates and Service Charges

The shortfall in Net rates, levies and charges is due to water consumption not yet being billed yet. When the next Rate Notice is issued in August 2023, it will include water consumption for the prior year, and the accounting treatment will be to accrue the water consumption back to the 2022/2023 financial year.

The water meter readings had commenced in the last week of May 2023 and this is ongoing on the time of writing this report.

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

Investments

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

Investment Accounts	Financial Institutions	Funds Available Balance*	May 2023 Interest Earned	YTD Interest Earned
QTC General Fund	QTC	36,485,949	100,436	708,315
QTC Reserves Fund	QTC	7,528,458	22,156	181,158
TOTAL		44,014,407	122,592	889,473

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

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

QTC Loans

BUSINESS PAPERS

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	4,218,784	15 March 2035
Karumba Sewerage	66,099.08	1,545,444	15 June 2030
Normanton Water	34,031.88	863,259	15 March 2031
TOTAL	210,543.13	6,627,487	

Capital Projects Expenditures

As at 31 May 2023, Council had spent \$4.2m on its capital projects. This is 15.73% of the total budgeted amount of \$27.2m. The top five highest budget of the capital projects which is a total of \$15.5m is yet to commence as most of these projects funding was approved after the second quarter of the financial year. It should be noted some of these projects may be pushed out to next financial year due to late funding approvals.

The extended wet season has caused delays in ongoing construction, as contractors are not able to access Normanton or Karumba by road, and this has also caused delays in construction materials being delivered.

Where projects are grant funded, officers are considering going to the funding bodies to request extensions of time if they feel there will be project overruns. Many of these projects shall be discussed separately in the engineering report.

Consultation (Internal/External):

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

Legal Implications:

- *Local Government Regulation 2012*, section 204:
 1. The local government must prepare a financial report.
 2. The chief executive officer must present the financial report –
 - a. if the local government meets less frequently than monthly—at each meeting of the local government; or
 - b. otherwise — at a meeting of the local government once a month.
 3. The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.

BUSINESS PAPERS

- *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 May 2023

	Actual 31-May-23	Budget 30-Jun-23	% Variance 91.67%
Income			
Revenue			
Operating revenue			
Net rates, levies and charges	7,993,595	8,918,000	89.63%
Fees and charges	719,827	547,000	131.60%
Rental income	529,799	600,000	88.30%
Interest received	847,184	219,903	385.25%
Sales revenue	5,900,511	7,275,000	81.11%
Other income	73,513	-	0.00%
Grants, subsidies, contributions and donations	29,510,677	51,478,000	57.33%
Total operating revenue	45,575,106	69,037,903	57.91%
Capital revenue			
Grants, subsidies, contributions and donations	2,094,558	21,622,218	9.69%
Total revenue	47,669,664	90,660,121	44.87%
Capital income			
Total Capital Income	-	-	0.00%
Total income	47,669,664	90,660,121	44.87%
Expenses			
Operating expenses			
Employee benefits	8,156,806	10,105,910	80.71%
Materials and services	38,663,787	54,874,000	70.46%
Finance costs	317,921	357,920	88.82%
Depreciation and amortisation	9,993,784	9,847,547	101.49%
Total operating expenses	57,132,297	75,185,377	75.99%
Capital expenses			
Total Capital expenses	-	-	0.00%
Total expenses	57,132,297	75,185,377	75.99%
Net result	(9,462,633)	15,474,744	-61.15%
Operating result			
Operating revenue	45,575,106	69,037,903	
Operating expenses	57,132,297	75,185,377	
Operating result	(11,557,191)	(6,147,474)	188.00%

Statement of Financial Position

as at 31 May 2023

	Actual 31-May-23	Budget 30-Jun-23
Assets		
Current assets		
Cash and cash equivalents	44,404,416	35,975,943
Trade and other receivables	1,087,165	4,199,014
Inventories	1,144,128	1,143,000
Contract Assets	7,012,493	6,037,000
ATO Receivables	(1,065,059)	718,000
Total current assets	52,583,143	48,072,957
Non-current assets		
Trade and other receivables	58,306	91,000
Property, plant & equipment	280,455,445	286,552,295
Right of use assets	70,084	65,000
Total non-current assets	280,583,835	286,708,295
Total assets	333,166,978	334,781,252
Liabilities		
Current liabilities		
Trade and other payables	1,866,137	1,544,298
Contract Liabilities	28,336,489	14,162,000
Borrowings	526,632	561,513
Other current liabilities	171,500	100,000
Provisions	1,368,685	950,000
Total current liabilities	32,269,442	17,317,811
Non-current liabilities		
Contract Liabilities	-	5,000,000
Borrowings	6,100,856	5,653,032
Provisions	997,772	2,536,000
Other non-current liabilities	-	100,000
Total non-current liabilities	7,098,628	13,289,032
Total liabilities	39,368,070	30,606,843
Net community assets	293,798,908	304,174,409
Community equity		
Asset revaluation surplus	188,906,478	171,681,649
Retained surplus	104,892,431	132,492,760
Total community equity	293,798,908	304,174,409

Statement of Cash Flows
for the period ended 31 May 2023

Actual
31-May-23

Budget
30-Jun-23

Statement of Cash Flows

Cash flows from operating activities

Receipts from customers	16,785,175	16,870,654
Payments to suppliers and employees	(41,160,989)	(70,295,612)
Interest received	847,184	219,750
Rental income	529,799	603,064
Non-capital grants and contributions	29,510,677	56,903,269
Borrowing costs	(317,921)	(307,920)
Net cash inflow from operating activities	6,193,926	3,993,205

Cash flows from investing activities

Payments for property, plant and equipment	(4,279,873)	(25,405,227)
Grants, subsidies, contributions and donations	2,094,558	21,622,218
Net cash inflow from investing activities	(2,185,315)	(3,783,009)

Cash flows from financing activities

Net cash inflow from financing activities	(329,112)	(534,252)
--	------------------	------------------

Total cash flows

Net increase in cash and cash equivalent held	3,679,498	(324,056)
Opening cash and cash equivalents	40,724,917	36,300,000
Closing cash and cash equivalents	44,404,415	35,975,944



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

	Core \$	QRA \$	Non-Core \$	Total \$	Budget \$
Income					
Revenue					
Recurrent revenue					
Rates, levies and charges	7,993,595	-	-	7,993,595	8,918,000
Fees and charges	463,905	-	255,922	719,827	547,000
Rental income	108,372	-	421,427	529,799	600,000
Interest received	847,184	-	-	847,184	219,903
Sales revenue	5,799,433	-	101,078	5,900,511	7,275,000
Other income	73,323	-	190	73,513	-
Grants, subsidies, contributions and	2,977,124	26,377,034	156,519	29,510,677	51,478,000
	18,262,936	26,377,034	935,135	45,575,106	69,037,903
Capital revenue					
Grants, subsidies, contributions and	399,878	1,694,680	-	2,094,558	21,622,218
Total revenue	18,662,814	28,071,715	935,135	47,669,664	90,660,121
Capital income	-	-	-	-	-
Total income	18,662,814	28,071,715	935,135	47,669,664	90,660,121
Expenses					
Recurrent expenses					
Employee benefits	(6,482,083)	(920,485)	(754,238)	(8,156,806)	(10,105,910)
Materials and services	(12,221,977)	(25,456,549)	(985,261)	(38,663,787)	(54,874,000)
Finance costs	(317,921)	-	-	(317,921)	(357,920)
Depreciation	(9,080,238)	-	(913,545)	(9,993,784)	(9,847,547)
	(28,102,219)	(26,377,034)	(2,653,044)	(57,132,297)	(75,185,378)
Capital expenses	-	-	-	-	-
Total expenses	(28,102,219)	(26,377,034)	(2,653,044)	(57,132,297)	(75,185,378)
Net result	(9,439,405)	1,694,680	(1,717,909)	(9,462,633)	15,474,743
Other comprehensive income					
Items that will not be reclassified to net result					
Increase / (decrease) in asset revaluat	-	-	-	-	-
Total other comprehensive income f	-	-	-	-	-
Total comprehensive income for the	(9,439,405)	1,694,680	(1,717,909)	(9,462,633)	15,474,743

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

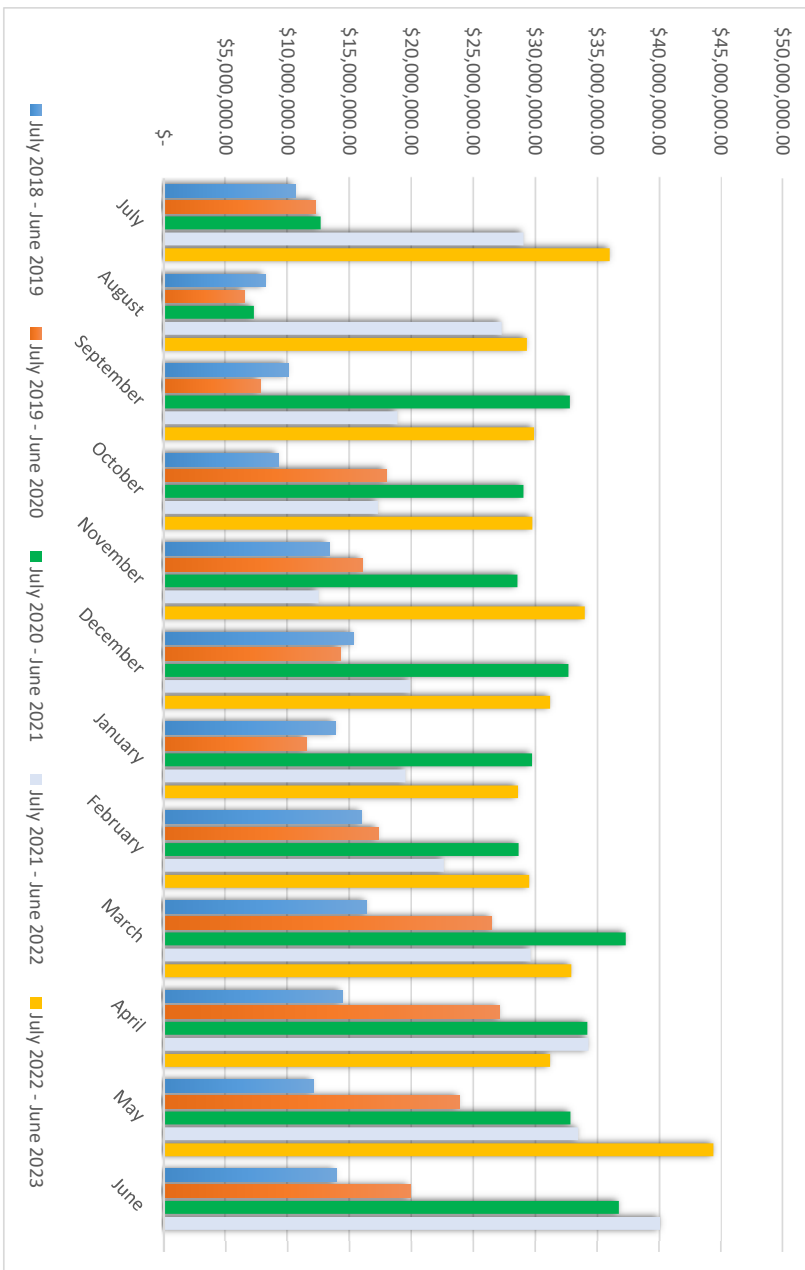


Accounts Summary

	31 May 2023 \$	30 April 2023 \$
General Accounts		
Westpac General Operating Accounts	386,445	242,544
QTC General Fund	36,485,949	24,818,799
QTC Reserves Fund	7,528,458	6,139,294
Total balance held in banks (excl Reserves)	44,400,852	31,200,637
Other Balances		
QTC Reserves Fund	7,528,458	6,139,294
CSC Provisions	2,366,457	2,342,721
Net of Contract Assets and Liabilities	21,323,997	11,090,791
Total balance reserves, provisions and contract liabilities	31,218,912	19,572,806
Net Council Position before QTC Borrowings	13,181,940	11,627,831
QTC Borrowings		
Karumba Sewerage	1,545,444	1,537,246
Normanton Water Upgrade	863,259	858,778
Glenore Weir	4,218,784	4,204,548
Total balance QTC borrowings	6,627,487	6,600,572
<i>*The increase of borrowings balance from previous month is due to monthly interest incurred</i>		
Net Council Position after Borrowings	6,554,453	5,027,258
RESERVES		
Cashed Back Reserves Accounts		
QTC Sewerage Reserve	477,745	477,745
QTC Airport Reserve	132,275	132,275
QTC Water Supply Reserve	716,313	716,313
QTC Land Development Reserve	12,453	12,453
QTC Plant Replacement Reserve	3,650,508	3,650,508
QTC Future Capital Grants	1,389,164	150,000
QTC Sustainability Reserve	1,150,000	1,000,000
Total Reserves held in QTC	7,528,458	6,139,294
TRUST		
Trust Accounts		
Queensland Treasury Corporation	91,378	91,378
Westpac Bank	39,779	42,789
Total balance held in trust	131,157	134,167

CASH

Cash	July	August	September	October	November	December	January	February	March	April	May	June
2019	\$10,624,212.00	\$8,210,979.00	\$10,052,874.00	\$9,230,314.00	\$13,365,287.00	\$15,294,953.00	\$13,866,629.00	\$16,004,746.00	\$16,406,721.00	\$14,429,103.00	\$12,076,778.00	\$13,940,891.00
2020	\$12,280,567.00	\$6,538,396.00	\$7,802,385.00	\$17,986,246.00	\$16,045,726.00	\$14,253,941.00	\$11,534,551.00	\$17,310,350.00	\$26,505,321.00	\$27,149,119.00	\$23,891,105.00	\$19,895,041.00
2021	\$12,668,763.00	\$7,267,828.00	\$32,799,197.00	\$29,061,031.00	\$28,569,461.00	\$32,701,782.00	\$29,755,429.00	\$28,656,349.42	\$37,318,356.00	\$34,226,338.00	\$32,854,549.00	\$36,769,988.00
2022	\$29,066,133.00	\$27,305,252.00	\$18,876,147.00	\$17,306,164.00	\$12,501,484.00	\$19,906,129.00	\$19,521,847.00	\$22,627,835.00	\$29,625,892.00	\$34,300,881.00	\$33,474,702.00	\$40,097,628.00
2023	\$36,016,895.12	\$29,324,952.00	\$29,916,342.00	\$29,764,622.00	\$34,019,634.00	\$31,208,774.91	\$28,614,115.00	\$29,516,827.00	\$32,925,760.00	\$31,205,087.00	\$44,404,416.00	



Rates and Service Charges Receivables Report
May 2023

Number of Assessments

Total Active 1184

Non Valued 349

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

Valued 834

Valuations Issued by State Valuations Office

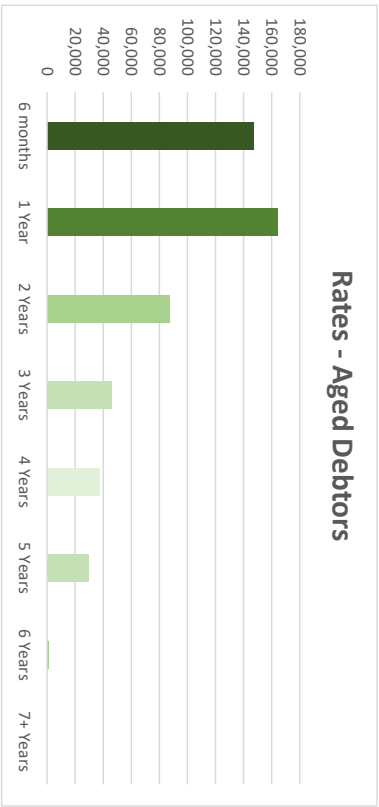
Payment Arrangements

No. of Assess Amount

6 116,259

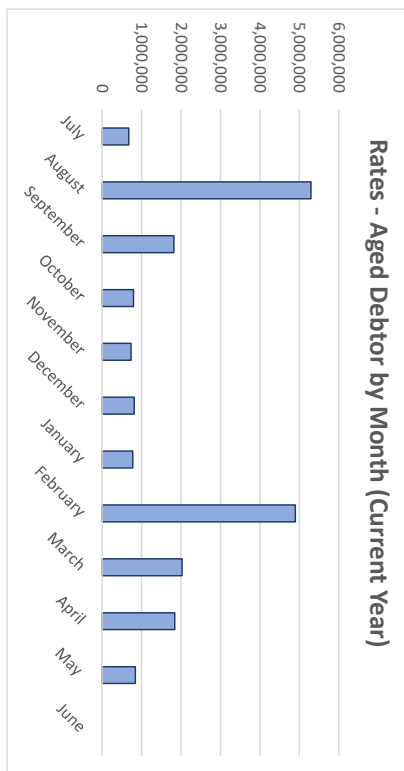
Aged Debtor Breakdown

TOTAL	Legal Fees	Current	6 months	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years	7+ Years
843,598	0	330,775	147,379	164,356	87,285	45,709	37,138	29,689	1,267	0



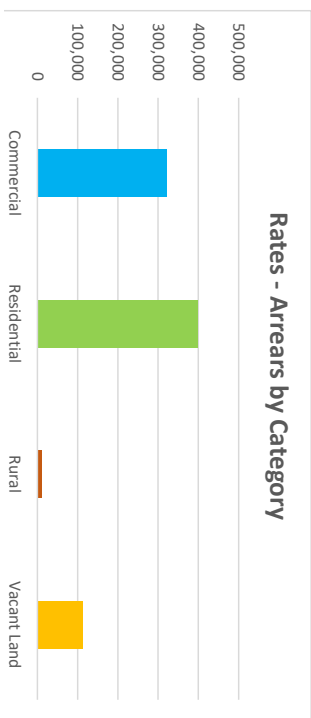
Aged Debtor by Month

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

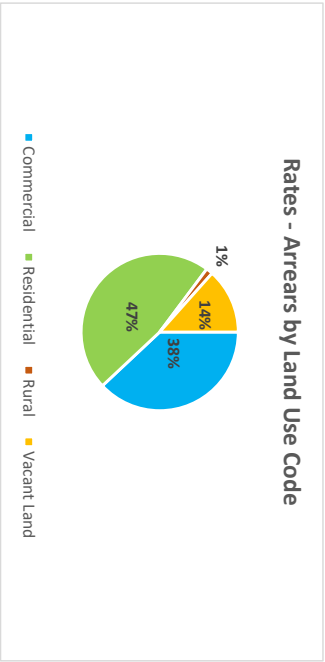


Interest by Month											
July	August	September	October	November	December	January	February	March	April	May	June
4,899	2,972	8,115	6,632	1,670	8,733	6,170	4,242	5,805	13,558	5,638	

Aged Debtor Breakdown by Category										
	Total	Current	6 months	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years	7+ Years
Commercial	320,805	109,096	56,245	84,713	51,376	6,193	6,613	6,569	0	0
Residential	397,899	163,321	74,490	62,888	29,754	30,857	21,079	15,510	0	0
Rural	11,682	8,619	1,789	1,273	0	0	0	0	0	0
Vacant Land	113,212	49,739	14,855	15,481	6,155	8,659	9,447	7,610	1,267	0
Totals	843,598	330,775	147,379	164,356	87,285	45,709	37,138	29,689	1,267	0

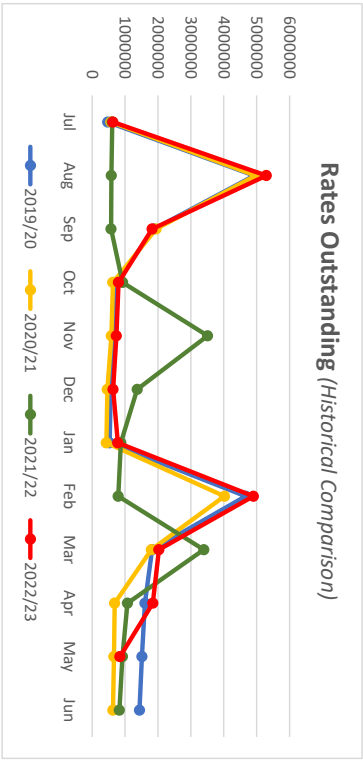


Breakdown by Land Usage			
Land Usage	No. of Assess	Total	Percentage
Commercial	206	320,805	38%
Residential	645	397,899	47%
Rural	55	11,682	1%
Vacant Land	277	113,212	13%
	1,183	843,598	



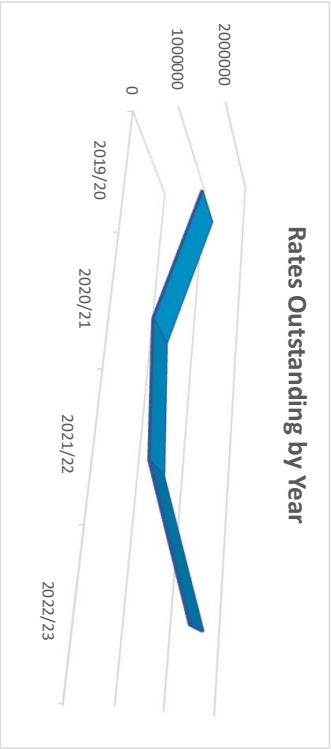
Historical Comparison by Month

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



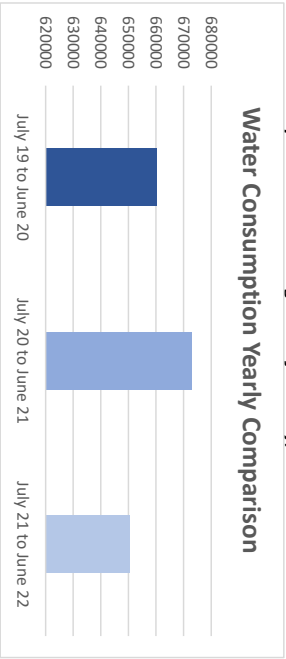
Historical Comparison by Year

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



All water consumption started being levied from July, 2022.

Water Consumption Comparison		
Year	Total Cons	\$ Rated
July 18 to June 19		
July 19 to June 20	660249	\$ 226,556
July 20 to June 21	673160	\$ 384,477
July 21 to June 22	650686	\$ 507,505
July 22 to June 23		



Carpentaria Shire Council - Capital Expenditure Budget - 2022-2023

1/06/2023		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 Contrib'n to Project	Original Budget 2022-2023	Grant 2022-2023	Asset Sale / Trade-In 2022-2023	Council Contribution 2022-2023	Expenses 2021-2022	Committed Orders	Expenses 2021-2022	Comp'n %		
CH2202	Buildings - 1 Brodie Street - Replaced galvanized plumbing pipework	R	10,000	0	0	10,000	10,000	0	0	10,000	1,603	0	1,603	0%		
WOSH13	Buildings - 1/150 Yappa ^r Street	R	45,000	45,000	0	0	45,000	45,000	0	0	0	0	0	0%		
WOSH14	Buildings - 1/72 Thompson Street	R	65,000	65,000	0	0	65,000	65,000	0	0	0	0	0	0%		
WOSH12	Buildings - 23 Woodward Street	R	20,000	20,000	0	0	20,000	20,000	0	0	0	0	0	0%		
WOSH15	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	60,997	0	60,997	0%		
WOSH17	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	14,568	9,297	23,865	0%		
WQ2203	Buildings - Staff Housing - Renewals - Prioritised per condition	R	0	0	0	0	0	0	0	0	0	1,364	1,364	0%		
CO2301	Buildings - Store Shelving	R	50,000	0	0	50,000	50,000	0	0	50,000	23,906	50	23,956	0%		
WOSH18	Capex - WAQ 34 Philip Street - Internal Upgrade - Repaint, renew	R	0	0	0	0	0	0	0	0	104,253	147	104,400	5%		
CW2203	Water - Normanton - Build-in under Water Tower	N	20,000	0	0	20,000	20,000	0	0	20,000	8,130	5,517	13,647	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	-10,893	0	-10,893	100%		
DAF22	Coast Reef Habitats - Karumba	N	100,000	100,000	0	0	100,000	100,000	0	0	52,936	0	52,936	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	0	11,371	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%		
LRCIP9	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	67,000	67,000	0%		
CO2201	Other - Cenotaph Upgrade - Two statues "We are one"	U	150,000	150,000	0	0	150,000	150,000	0	0	42,058	71,600	113,658	0%		
RRF006	Other - Karumba Airport Weather Station	N	87,000	87,000	0	0	87,000	87,000	0	0	-65,048	0	-65,048	95%		
QRRRF2	Other - Karumba Point Shoreline - Detailed Design	N	530,000	500,000	0	30,000	330,000	330,000	0	0	123,898	0	123,898	60%		

Carpentaria Shire Council - Capital Expenditure Budget - 2022-2023

1/06/2023		Data Updated		Total Project Budget					Financial Year Budget					YTD		Committed		Total		Stage of
Job No	Project Description	Type	Project Expense Budget	Project Grant Funding	Asset Sale / Trade-In	Councils Contrib'n to Project	Original Budget 2022-2023	Grant 2022-2023	Asset Sale / Trade-In 2022-2023	Council Contribution 2022-2023	Expenses 2021-2022	Orders	Expenses 2021-2022	Comp'n %						
WO2204	Other - Onsite Chlorine Generators - Normanton & Karumba Pools	U	320,000	320,000	0	0	320,000	320,000	0	0	96,925	202,062	298,987	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	66,889	66,889	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	41,904	41,904	0%						
CP2309	Fleet - P1605 WTP Single Cab	R	65,000	0	0	65,000	65,000	0	0	65,000	0	66,889	66,889	0%						
CP2302	Fleet - P1664 Dual Cab Cruiser	R	80,000	0	0	80,000	80,000	0	0	80,000	0	69,839	69,839	0%						
CP2304	Fleet - P1784 2WD Hilux Single Cab	R	40,000	0	0	40,000	40,000	0	0	40,000	0	39,603	39,603	0%						
CP2303	Fleet - P1877 Dual Cab Colorado	R	50,000	0	0	50,000	50,000	0	0	50,000	0	69,839	69,839	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	39,603	39,603	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	53,952	53,952	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	68,639	68,639	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	0	0	0	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	30,364	30,364	0%						
CP2310	Water - Normanton - WTP Generator	R	60,000	0	0	60,000	60,000	0	0	60,000	0	36,816	36,816	0%						
New	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	0	0	0	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	Ilffley 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	661,911	48,445	710,356	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	155,071	0	155,071	15%						
ROSI	Roads - Roads of Strategic Importance (Ntn to Burkettown 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	9,100	0	9,100	0%						

Carpentaria Shire Council - Capital Expenditure Budget - 2022-2023

1/06/2023		Data Updated		Total Project Budget				Financial Year Budget				YTD		Committed		Total		Stage of
Job No	Project Description	Type	Project Expense Budget	Project Grant Funding	Asset Sale / Trade-In	Councils Contrib'n to Project	Original Budget 2022-2023	Grant 2022-2023	Asset Sale / Trade-In 2022-2023	Council Contribution 2022-2023	Expenses 2021-2022	Orders	Expenses 2021-2022	Comp'n %				
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	262,338	77,977	340,315	5%				
RR2301	Roads - TIDS/R2R/Council - Concrete Causeway before Armstrong	N	800,000	800,000	0	0	800,000	800,000	0	0	53,623	19,743	73,366	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	160	0	160	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	9,030	40,655	80%				
CW2204	Glenore Weir Water Pipe Replacement Planning Project	R	295,000	295,000	0	0	295,000	295,000	0	0	11,467	180,165	191,632	0%				
CL1801	Lilivale Subdivision Stage 1 - Water Infrastructure	N	0	0	0	0	400,000	0	0	400,000	663,467	12,638	676,105	95%				
RRF001A	Water - Glenore Weir Raw Water Upgrade - Emergency Intake Structure	U	150,000	150,000	0	0	150,000	150,000	0	0	119	0	119	0%				
RRF002	Water - Karumba Water Tower/Reservoirs On site Chlorine Generator	U	180,000	180,000	0	0	180,000	180,000	0	0	509	0	509	0%				
CW2202	Water - Normanton - Manifold (for old Clarifier)	U	20,000	0	0	20,000	20,000	0	0	20,000	240	0	240	0%				
CW2201	Water - Normanton - Refurbish Clarifier	R	75,000	0	0	75,000	75,000	0	0	75,000	6,437	75,757	82,194	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	1,157	0	1,157	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%				
WO2205	Water - Treatment Plant - Controls/Monitoring - Priorities to be established	R	180,000	180,000	0	0	60,000	60,000	0	0	37,520	57,059	94,579	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	240	0	240	0%				
			46,302,700	37,751,635	1,601,000	6,950,065	27,225,227	22,844,142	101,000	4,280,085	2,505,374	1,422,185	3,927,559	9%				
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

1/06/2023		Data Updated												
Job No	Project Description	Type	Total Project Budget				Financial Year Budget				YTD Expenses 2021-2022	Committed Orders	Total Expenses 2021-2022	Stage of Comp'n %
			Project Expense Budget	Project Grant Funding	Asset Sale / Trade-In	Councils Contribution to Project	Original Budget 2021-2022	Grant 2022-2023	Asset Sale / Trade-In 2022-2023	Council Contribution 2022-2023				
	Capital Expenditure by Type		Project Expense Budget	Project Grant Funding	Asset Sale / Trade-In	Councils Contribution to Project	Original Budget 2021-2022	Grant 2021-2022	Asset Sale / Trade-In 2021-2022	Council Contribution 2021-2022				
	U		32,454,975	28,141,899	0	4,313,076	17,004,975	15,691,879	0	1,313,096				
	N		9,495,285	7,504,736	1,500,000	490,549	6,027,812	5,167,263	0	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 APPROVAL TO KEEP ANIMAL - MORE THAN TWO DOGS

Attachments:	NIL
Author:	Julianne Meier - Director Corporate Services
Date:	15 June 2023
Key Outcome:	7.2 - Responsive and efficient customer service delivery
Key Strategy:	7.2.2 Work collaboratively across Council to provide effective, efficient and coordinated outcomes.

Executive Summary:

The purpose of *Subordinate Local Law No. 2 (Animal Management) 2015* local law is to supplement Local Law No. 2 (Animal Management) 2015, which provides for regulation of the keeping and control of animals within the local government's area.

RECOMMENDATION:

That Council accept and approve the application to keep more than two (2) dogs for the property located at 32 Philp Street, Normanton.

Background:

An application was received on 5th June 2023 requesting the approval to keep more than two (2) dogs on the following property:

Property Address: 32 Philp Street, Normanton

Parcel: Lot 6 N14839

Land Size: 1012 m²

The applicant has requested that three (3) dogs are to be located on the premises above, details of the animals are as follows:

Animal Name	Narelle	Casper	Zoey
Breed	Pitbull Arab	Jack Russell	Rottweiler
Age	6 months	4 yrs, 2 mths	8 years
Microchipped	Booked for 9/6/23	Yes	No
Desexed	Booked for 9/6/23	Yes	Yes
Declared Dangerous	No	No	No
Tag No	TBA	240125	240124
Registration Expiry	On approval	30/6/2024	30/6/2024

Section 6 of *Subordinate Local Law No. 2 (Animal Management) 2015* outlines circumstances in which keeping animals requires approval, for Dog's approval is required for

BUSINESS PAPERS

the keeping of 3 or more dogs over the age of 3 months on an allotment in a designated town area.

Schedule 4 of *Subordinate Local Law No. 2 (Animal Management) 2015* outlines the minimum standards for keeping of a dog/s, a person who keeps an animal on premises must:

- (a) *ensure that the animal is adequately identified so that the owner's name, address and telephone number are readily ascertainable; and*
- (b) *ensure that waste waters from enclosures are drained in a nuisance free manner and that run-off is kept off adjoining premises or as otherwise directed by an authorised person; and*
- (c) *ensure that excreta, food scraps and other material that is, or is likely to become, offensive is collected at least daily and, if not immediately removed from the premises, is kept in a waste container of a kind approved by an authorised person; and*
- (d) *ensure that any enclosure in which the animal is kept is properly maintained in—*
 - (i) *a clean and sanitary condition; and*
 - (ii) *an aesthetically acceptable condition; and*
- (e) *take all reasonable steps to prevent the animal from making a noise or disturbance that causes a nuisance; and*
- (f) *ensure that the area available to the animal kept on the premises is appropriately sized so that the animal can be effectively and comfortably kept.*

Council's Local Laws Officer inspected the property on 14th June 2023 and did not identify any standards currently not being met in order to keep an animal/s on the premises. Council's LLO also inspected the premises for potential noise complaints from neighbours and identified the risk as low due to the location of the property.

Consultation (Internal/External):

- Julianne Meier - Director of Corporate Services
- Phillip Grieve - Local Laws Officer

Legal Implications:

- As per standards outlined in Council's Subordinate Local Law No. 2 (Animal Management) 2015 and Animal Management (Cats and Dogs) Act 2008.

Financial and Resource Implications:

- A permit fee of \$220.00 will be due and payable if the permit is granted.

Risk Management Implications:

- Low Risk – Inspections and assessment undertaken by Local Laws Officer.

BUSINESS PAPERS

10.4 COMMUNITY DEVELOPMENT REPORT

Attachments:	10.4.1. Sports Centre monthly report ↓ 10.4.2. K150 working plan ↓ 10.4.3. Community Consultation - Rodeo Grounds ↓ 10.4.4. Cenotaph upgrade ↓
Author:	Cherie Schafer - Manager Economic & Community Development
Date:	13 June 2023
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.

RECOMMENDATION:

That Council:

1. note the Community Development Report; and
2. that those matters not covered by resolution be noted.

1. MATTERS FOR INFORMATION:

1.1 Normanton and Karumba Library Statistics

The Normanton Library re opened to the public on the 15th May which was well received. The First 5 forever has not yet been run as the Centre Co-ordinator needed to sort the books that has been returned to council over the past two months.

The Normanton Centre Co-ordinator has resigned, and their last working day was Tuesday 30th May. The resignation provided Council officers with an opportunity to review the staffing options. The Normanton Centre Co-ordinator position has now been split into two separate roles a Librarian who will report to myself and a VIC staff member who will report to Amanda O'Malley.

Amanda and I have been progressing with some changes, including:

- The installation of the merchandise wall – The merchandise can now be placed out on the wall, providing greater visibility.

BUSINESS PAPERS

- Upgrades to the children's corner
- The implementation of a few large signs in the centre that hang from the ceiling – these provide instant pop in colours up lifting the space.
- There are several other items regarding tourism, and an update will be provided in that report.
- Karumba - First Five Forever – We had 3 first five forever sessions for the month with 9 children and 6 adults attending.



1.2 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. Bynoe provide a monthly report for information.

The report for the month of June 2023 for the Normanton Sports Centre is attached for information.

1.3 Normanton and Karumba Pool Statistics

Statistics and general information for the Normanton and Karumba Pools for the month of May is below for information:

TOTAL ENTRIES			
	Adult	Child	Total
Normanton	0	21	21
Karumba	10	4	14

BUSINESS PAPERS

- This month the numbers were substantially low due to the cold snap dropping the water temperature to 22-24 degrees even with the shade sale opened up.
- heat mats may alleviate this and keep the water above 26 degrees during these periods.
- The equipment and pool pump is working well, the water quality is great.
- Cam Coaches have received funding from Gulf Trust. Cam Coaches will now be able to purchase the swim packs and equipment which hopefully will increase the kids attending swim training next season.

1.4 Carpentaria Youth Strategy - Update

In November 2022 Council adopted the Carpentaria Youth Strategy. The 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.

One of the action items in the plan was to employ an officer to work with youth and community to deliver the actions outlined in the Youth Strategy.

Council has submitted an expression of interest to the North West Mineral Province Under the sustainable Communities funding for \$120,000 to employ a youth Development officer for a period of 18 month.

Council will be granted the \$120,000 regardless however the project for the funds to be spent on is required to be approved by the funding body.

1.5 Small Business Friendly Charter signing event.

In November 2022 Council resolved to engage with the Department, the Small Business Commissioner and sign a Small Business Friendly Charter (SBFC).

The Small Business Friendly program aims to reduce barriers between large organisations and small business and to enhance the operating environment for small businesses.

Members from Queensland Small Business Commissioners officer were due to visit the shire in March, however, the visit had to be re-scheduled due to the floods.

The visit will now take place from the 14th to the 16th of August.

BUSINESS PAPERS

1.6 K150 Updates

Several members from the K150 met on Thursday 1st June to go over the action items of each event during the K150 week. Overall, the attendees feel that each of the events are tracking well and should be ready for the weeklong events.

The K150 books have arrived, and merchandise is expected within a few days of writing this council report.

The committee members will set the merchandise and the books up in the Karumba Civic Centre to sell during the K150 week.

The K150 pavers have been installed and are currently covered so that this can be viewed during the official opening. The K150 signs and banner has been sent and will be ready for the event.

1.7 Ronald Mc Donald Charity Ball

Last year the first Charity Ball was organised by Council on the 6th August, 2022 which 190 residents and sponsors purchased tickets to attend.

The Charity Ball was a great success raising \$42,320 which was donated to the Royal Flying Doctor Service (RFDS) for the lower Gulf region.

The 2023 event will see all profits raised be donated to the Ronald McDonald House in Townsville. Below outlines an update on the event that will be held 5th August, 2023.

Budget & Sponsorship:

The below outlines that package and sponsors. So far Council has received responses of \$16,000 sponsorship.

We have begun calling sponsors to follow up sponsorship request. There has been several this year who have declined to sponsor due to the late start in work from the extended flood. There are still a few sponsors that we have been unable to get in Contact with via phone or email however will continue to follow up.

The sponsorship categories are:

- Diamond \$5,000
- Platinum \$3,000
- Gold \$2,000 – amount available - unlimited
- Silver \$1,000 – amount available - unlimited
- Bronze \$500 – amount available – unlimited
- Copper < \$500 or In-Kind Support

General updates:

Catering – Norman County Snacks. A vegetarian option will also be supplied.

Bar service – Normanton Stingers were the only applicants to apply

Poster – has been completed and will be published after the K150 event

BUSINESS PAPERS

Band – Dr Elephants have been booked to perform and their accommodation has also been booked.

Toilets – have been booked

Lighting tower - has been booked

Town crew – have been booked for set up and pack up. They have also been asked to re-screw any lifted floorboards and blow out the week before.

Repaint the stage black – booked with Malcom

Tables and chairs organized

Water truck – booked with Mick

Security – Council staff have been booked, however additional security may be required

Cold room – booked with Gallaghers Butchering (for food and Alcohol)

Pest control – booked with Elizabeth for ants and general pests

Still being worked on:

Auction items – there has been several auction items organized however the committee is still working on sourcing extra items for the auction.

Decorations – Rosie is researching decoration to fit this years colour theme

Best dressed – sash still need to be ordered and prizes organized.

Lighting – Tom is looking into quotes to replace the fairy lights as these are becoming old. We are looking to replace them with industrial fairy lights. We are also looking into costings to install a mirror ball.

Media wall – to be ordered once sponsors are finalised

Sponsors – continue to follow up

Overall, we are progressing well with Charity ball and another meeting will be held in the next few weeks to go over the outstanding items.

1.8 Get Ready 2022/2023

The Department of Youth Justice, Employment, Small Business and Training will be visiting the Normanton on Wednesday the 28th of June of which a meet and great will be organised for later afternoon. This will provide the opportunity for business to attend and get updates on services and grants available during the times of a disaster.

Council has been successful in receiving \$2,000 in funding to host a Get Ready function, possibly an evening dinner on the 28th in both Normanton and Karumba where the Department can share information in relation to support for small business and grants and subsidies available in times of natural disasters.

On the 29th June the Department will attend and set up at the K150 Family Fun day from 11am to 4pm, also providing an opportunity for business to catch up and ask questions around services and funding available.

BUSINESS PAPERS

1.9 Normanton Rodeo Grounds and Racecourse Master Plan

On the 31st May Manager of Economic and Community Development held community consultation around the development of a master plan for the Normanton Rodeo Grounds and Racecourse space for the purpose of developing a master plan. The attendance was low from the general public, however not for profit groups were well represented.

It is anticipated that there will be several follow-up meetings as the plan is developed before the final plan is taken to Council for consideration.

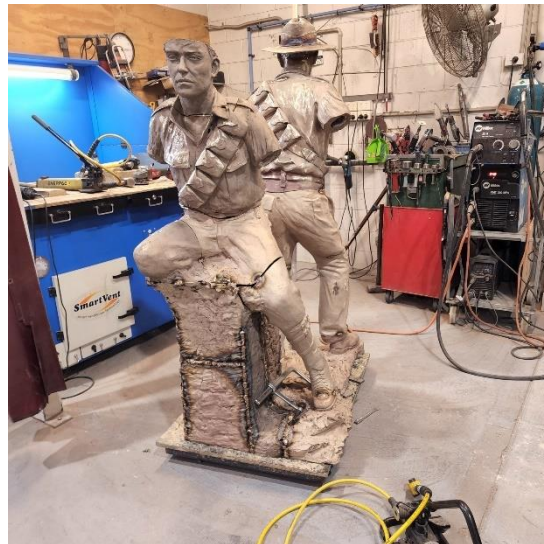
1.10 We Are One life size statues of soldiers

Works are almost complete on the two life size statues of soldiers, which will be placed joined back-to-back and placed at the Normanton Cenotaph.

The two life size statues will be placed on an elevated platform off the ground and will have the fire pit used at the past two years ceremonies place ground level in the front of it.

Attached is an example of what the result of the project may look like once the medium strip has been upgraded and the We Are One soldiers installed. It is anticipated that this project will be completed by August.

The Cenotaph has received a fresh paint job so that this space has a nice new completed feel at the end of the project.



Consultation (Internal/External):

- Chief Executive Officer – Mark Crawley
- Director of Corporate Services – Julianne Meier

BUSINESS PAPERS

- 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 – MAY, 2023

EXECUTIVE SUMMARY

The month of May has come with challenges especially around the fighting outside the sports centre of an afternoon. We have been in touch with the police on several occasions and have had to shut the centre down to help calm the community issues down.

We have spoken to both parents and children around this issue and made them aware that this behavior will not be tolerated in or out side the sports centre.

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

Week one	Week two	Week three	Week Four
01/05/2023 24	08/05/2023 27	15/05/2023 25	22/05/2023 33
02/05/2023 28	09/05/2023 34	16/05/2023 22	23/05/2023 29
03/05/2023 23	10/05/2023 31	17/05/2023 31	24/05/2023 closed
04/05/2023 21	11/05/2023 32	18/05/2023 26	25/05/2023 closed
05/05/2023 28	12/05/2023 29	19/05/2023 21	26/05/2023 closed

ATTENDANCES

Total Attendances for Centre Weekdays:

We are averaging around 25 to 35 students per afternoon.

Total Attendances for the Month of May, 2023 **434**

Total Attendance for the Month:

Grants applied for: Nil

Community meetings Held: NIL,

Impacts on service delivery:

Nil

Hours of operation

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

Bynoe have applied for a Grant for \$25,000 for sports equipment through the First Nations Grant Scheme.

CALENDAR –

Taren has been involved in meetings with community around NAIDOC week celebrations and what we might hold for activities with the children that week.

K150 Event Council Ran Projects

Display and information at the civic centre

Daily

- Requested Jason to follow up Karumba businesses for information to be provided out of the civic centre
- Roster done by the K150 ladies for manning of the displays
- Have organised with Jade to use the admin EFT machine
- Cash float - \$300 till and a till if possible, to use – to include banking sheets

Sunday 25th

Golf in the Gulf (8am)

- Start at 8am – Allows people to arrive early before start
- Nothing else required for this task

Paint & Sip

- Held at front of Pelicans Inn
- Cost \$5pp
- Bookings taken by Leeanne Crossland
- Tables and chairs – how are they to get to site?
- Free soap Kyra to purchase
- Water – is Leeanne supplying

Meet and Greet (6pm)

- Nibbles organised with the Tavern for 80 people – PO
- Marleen Logan booked for Welcome to Country – Spoke to Mark CEO and asked him to do which he has accepted.
- Rope off an area for the K150 event
- Do they need a microphone?

Monday 26th

Prize Bingo (10am)

- Held at the Rec Club
- Cost \$15 pp
- Bookings taken by Kyra Hill
- Kyra will set up tables and Chairs, prizes etc
- Kyra advised she feels this event is under control

Arts & Crafts (1pm – 4pm)

- Free to \$5 per item
- Held at Karumba Rec Club
- Bookings taken by Kyra or Leeanne
- Lid off paper boxes A4 size 20
- Has 100 crab pot/boys, sand art, macramé
- Need volunteers – Rosie to assist

Walk down Memory Lane (1pm)

- Held at the Karumba State School
- More information – Tamsyn Gardiner
- No other items to complete for this task

Karaoke (6pm)

- Hosted by Alwyn
- Held at the Karumba Lodge Hotel
- No other items to complete for this task

Tuesday 27th

Guided Walk (7am)

- Start point Walker Street, Kath Alexander Park – End point at Karumba Point
- Breakfast available for \$10
- Bus trip provided to Town
- Kyra providing wrist bands for breaky

Solar Gazing (10 – 11am)

- Held at the Barra Centre
- Free of charge

- Bookings taken by Rosie Callope – 50-60p can book per session
 - No bookings yet for this time
 - Free of charge

Resource Management (10am- 2pm)

- Information Trailer
- Located at front of Civic Centre

Writers Workshop (10am - 4pm)

- 8 – 12 years (10 – 11:45 am) – 5 booked
- 13 – 17 years (12 – 1:45 pm) -
- Adults (2pm - 4pm) – 2 booked
- Free of charge

Arts & Crafts (10am – 4pm)

- Free to \$5 per item
- Held at Karumba Rec Club
- Bookings taken by Kyra or Leeanne

Solar Gazing (2pm – 3pm)

- Held at the Barra Centre
- Bookings taken by Rosie Callope – 50-60p can book per session
 - 20 booked so far
 - Free of charge

Star Gazing (7pm – 8:30 am)

- Held at the Airport
- Bookings taken by Rosie Callope
 - 10 bookings so far

Note: Rosie will re-share flyers on social media

- Free of charge

Wednesday 28th

Guided walk (7am)

- Karumba point to Town
 - Meet at Andy Donald Park, Palmer Street
- Breakfast available for \$10
- Bus trip provided back to the Point
- Enquiries to Leeanne

Prize Bingo (10am)

- Held at the Rec Club
- Cost: \$15pp
- Bookings through Kyra or Cathy

Solar Gazing (10am – 11am)

- Held at the Barra Centre
- Bookings taken by Rosie
 - Non for the day/time yet
- Free of charge

Arts & Crafts (10am – 4pm)

- Free to \$5 per item
- Held at Karumba Rec Club
- Bookings taken by Kyra or Leeanne
-

Writers Workshop (10am - 4pm)

- 8 – 12 years (10 – 11:45 am)
- 13 – 17 years (12 – 1:45 pm)
- Adults (2pm - 4pm)
- Free of charge / No Bookings taken yet for this day

Paint 'N' Sip (4pm – 6pm)

- Held at Shelly Beach
- Cost: \$5pp
- Bookings through Hayley Reeves

Solar Gazing (2pm – 3pm)

- Held at the Barra Centre
- Bookings taken by Rosie Callope – 50-60p can book per session
 - None booked so far
- Free of charge

Karaoke (6pm)

- Hosted by Alwyn
- Held at the Karumba Lodge Hotel

Cemetery Tour (6pm)

- Enquiries through to Leeanne Crossland

Star Gazing (7pm – 8:30 am)

- Held at the Airport
- Bookings taken by Rosie Callope
 - No bookings so far
- Free of charge

Thursday 29th

Community Fun Day (11am – 3pm)

- Held at the Rec Club
- Food and Drinks available
- Enquiries through to Kyra
- Department of Small Business and Training will be holding a stall from 10am to 4pm
- Candice to deliver reading with Children – First forever.
- CLC to set up a stall for information
- Fire Truck
- Check with Hogo if CLC is still good
- Kyra to send Rosie all relevant information so that Rosie can create the flyer
- Public notice looking for volunteers for the family fun day and agencies if they want to set up a stall. List the K150 email to express your interest to volunteer.
- Candice to set up a stall for children's reading and face painting.
- Canice to use Council popcorn and floss machines

Trivia Night (6pm)

- Held at the Rec Club
- 18+ recommended.
- \$25 per table for 6-8 people
- Food and drinks available
- Bookings taken by Kyra

Family Movie Night

- Free of charge
- Kath Alexander Park
- Candice working and organising the event.
- Candice to organise the Movie screen from Normanton if required.
- Movie has been purchased.
- Movie license fee \$365
- Pop corns and fairy loss machine
- Face painting kits
- Candice to organise not for profit group for food and Drinks

Friday 30th

Official Opening of K150 pavers (10am)

- At Sunderland Park
- Nibbles provided
 - Catering by Karumba Lodge (Swarve Bar)
 - 5 platters at \$85 each
- Enquiries through to Cherie
- Kyra has emailed Jack to include some history in his speech.

Arrival of the CNS – KBA Bike riders at the Karumba Point (11am – 12pm)

Saturday 1st

Gun Club Shoot (10am)

- Enquiries to Robyn Knight
- No feedback received as to if they want the sashes – Spoke to Julianne Ward who will follow up with Bill
- They are looking to have a BBQ on the day.

Paint 'N' Sip (4pm – 6pm)

- Held at Pelicans Inn.
- Cost: \$5pp
- Bookings through to Leeanne

Rec Club finale event (6pm)

- Tables, chairs, and bins booked
- Rec Club running food and bar
- Bull Dust Ban booked
- Rooms booked for the band
- Truck for the ban to set up on – Peter will organise a float
- Lighting Tower – CEO sent an email to Will to organise
- Extra toilet required – They have 3 female and 2 males and a urinal (4 off Jimmy – Peta doing me a quote) – Cherie has booked 4 toilets and pump out
- Security quotes – Julianne looking after (cherie sent out requesting quotes)
- Assistance to set up – book town crew to assist on the Friday – Committee thinks may not need this as will be set up during the week.
- Photo booth requires flat ground

Writers' workshops:

Tuesday bookings: 7 total

Wednesdays Bookings: 0

Solar Gazing: 20+ booked so far

Merchandise:

20/05 emailed following up all tracking well need to work on costings.

K150 books:

25/5 emailed following up.

Books have arrived – town crew emailed to take books and 2 marquees to the Karumba Civic Centre.

Item	Unit Price Inc. freight 50c per item	20% Mark Up Price	Proposed Sale price and comments
Cooler	\$4.40	\$5.30	\$8.50
Cooler	\$4.40	\$5.30	\$8.50
Bumper Sticker	\$2.00	\$2.40	\$3
Place mat	\$3.75	\$4.00	\$8.50
Coffee Mug	\$6.60	\$7.90	\$9.50

Heathered Mesh Cap	\$12.25	\$17.15	\$20
Truckers Mesh Cap	\$11.35	\$13.60	\$20
Tea towel -Microfibre	\$7.55	\$9.05	\$12
K150 books	\$38.16	\$45.79	\$49.50
N150 books			\$30 these were reduced to move the items

General items for discussion:

- K150 Flyer to be sent to VIC's
- K150 flyer to be sent to radio stations
- Leeanne is looking after requesting menu's from business for the K150 week.
- Rosie to look after contacting businesses for brochures
- Create a folder in the 1 drive as K150 for all items to go in. This way the ladies can get Candice to print as required. - Completed
- Cathy looking after Ntn menu's – cherie to just do Carols from the café.
- Send out a public notice for businesses to supply information as well encase we miss some businesses.
- Kyra to email Rosie what she has done up for each day of the K150 so that Rosie can schedule on FB
- Have ordered 240 transparent K150 stickers - completed
- Rosie to assist Monday and Wednesday for arts and crafts and Tuesday – Cherie has rostered Rosie
- Public notice looking for volunteers for the family fun day and agencies if they want to set up a stall. List the K150 email to express your interest to volunteer - completed
- Check with Hogo if CLC is still good - Check with Hogo if CLC is still good
- Tally Sheet for merchandise
- Talk to Jade around how do we organise a cash float for the week of the K150 so we can get that sorted – require \$300 in smaller notes and \$50c \$1 and \$2 coins - also the use of a till if they have one. – Use the ball till
- Call the Karumba VIC/Barra farm and ask if they can provide the contact of the VICs and explain we are wanting to contact them to provide the K150 Flyer



Community Consultation – Normanton Rodeo Grounds

Date: Wednesday 31st May 2023

Venue: Normanton Rodeo Grounds

Commencement: 5:00pm

Chairperson: Cherie Schafer

Invited: Cr Doug Thomas, Billy (Ambulance), Ashley Gallagher, CEO Mark Crawley, Troy Gallagher, Cherie Schafer

Apologies: N/A

Present: Cr Doug Thomas, Billy (Ambulance), Ashley Gallagher, CEO Mark Crawley, Troy Gallagher, Cherie Schafer

Meeting Chaired by: Cherie Schafer

General items discussed:

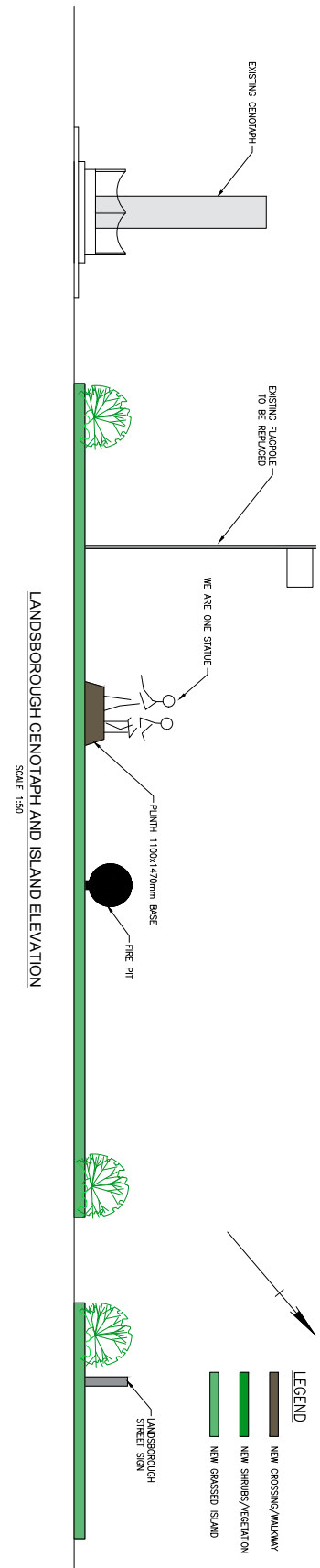
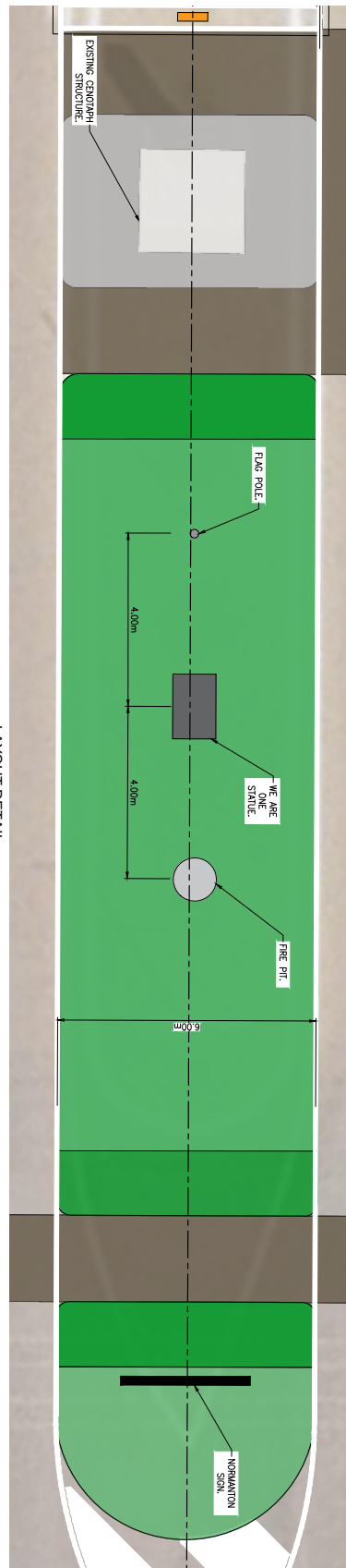
- Toilet & Shower near the horse stables on the left hand side needs the floor replacing. It would possibly be cheaper to get a new one then fix a its very old and will require ongoing maintenance.
- Water Tank near the secretary's area. Lift this higher and get a larger tank. This will assist with gravity feeding.
- Look at sinking a bore
- Extra power in the middle of the racetrack
- Install a cold room at Quirks Bar
- Build separate indoor arena
- Horse sports – extend shed + pool fencing for kids playground space
- Renew all the water lines in the backyard – all old pvc

- Extend roof over Henry Hill/Quirks Bar area
- Shade Shed for Ambos/ one similar at the depot
- Water line in the back entry
- Sounds system Races area
- Build a small sec box in the jockey area
- Shower & toilet in jockey area
- Internet dead spots at the end of the backyards area
- Internet booster

Lighting:

- Install lights on the back yard of the Rodeo arena
 - Place at back loading ramp
- Lights at horse sports area – require more
 - Look at doing a lvx report
 - Pony club lighting priority
- Install lights on race track
 - 200/300 metres up the straight
 - Past the finish post, around 200 metres past the post
 - There's 7 Lighting towers there but no electricity connected – get electricity connected so lights can be installed.

Meeting Closed: 5:54pm

Two life-sized mannequins in military uniforms are displayed in a museum. One mannequin is seated on a dark, rectangular base, while the other stands in front of it. Both are wearing tan uniforms and hats, and holding green gas masks. The background shows other museum exhibits, including a white tent-like structure and various equipment.

BUSINESS PAPERS

10.5 COMMUNITY DONATIONS AND SUPPORT

Attachments:	NIL
Author:	Cherie Schafer - Manager Economic & Community Development
Date:	14 June 2023
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 Chief Executive Officer's delegation.

RECOMMENDATION:

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

1. provide a fee waiver of \$4,620 to Normanton Stingers for the purpose of preparing for the Gulf Cluster on the 17/06, 15/07 and 29/07, and camping during their stay.
2. provide a fee waiver of \$1,250 to the Mount Isa School of the Air to bring the students together and camp at the Normanton Rodeo Grounds from 23/07 to the 28/07/2023.
3. provide an additional fee waiver of \$806 to the Karumba Recreation Club for additional tables and chairs for the Outback Masters Golf Tournament.
4. provide a fee waiver of \$390 to Topology Inc for the use of the Normanton Shire Hall for a musical concert.
5. provide a fee waiver of \$4,290 to Centacare NQ for the use of the Normanton Shire Hall for Music and Dance classes.
6. provide a fee waiver of \$880 to the NAIDOC Committee for the NAIDOC March 3rd July.
7. provide a fee waiver of \$2,210 to Aspire Cairns for the Karumba Festival of Sports from the 11th to the 19th September.

BUSINESS PAPERS

8. provide a fee waiver of \$1,595 to the Gulf Christian College for works to be completed to prepare for their Athletics Carnival.
9. note the donations approved under the delegation of the Chief Executive Officer.

Background:

Council has a Community Donations and Support funding program for events held in the Carpentaria Shire. There has been an expenditure of \$75,523.49 against the budget of \$96,000 related to local non-profit groups for the financial year are displayed in the table below.

Acct Code	Account	Actual
IK1000	In Kind - Bynoe	9209.09
IK1010	In Kind - Carpentaria Kindergarten	618.18
IK1020	In Kind - Country Womans Association	3300.00
IK1030	In Kind - Gidgee Healing	1100.00
IK1040	In Kind - Gulf Christian College	1581.81
IK1050	In Kind - Karumba Fishstocking	527.27
IK1070	In Kind - Karumba Recreation Club	2353.51
IK1110	In Kind - Normanton Police	872.73
IK1120	In Kind - Normanton Rodeo	9262.71
IK1130	In Kind - Normanton State School	16952.64
IK1140	In Kind - Normanton Stingers	9254.56
IK1180	In Kind - Ntn Barra Classic	2935.68
IK1200	In Kind - Normanton Cricket Club	2000.00
IK1230	In Kind - Kurtijar Aboriginal Corporation	354.55
IK1250	In Kind - Riverside Christian College	1590.91
IK1258	In Kind - Normanton Athletics Club	2000.00
IK1260	In Kind - Mount Isa School of the Air	2354.55
IK1265	In Kind - Normanton Christian Centre	354.55
IK1721	In Kind - NWHHS	390.00
IK1722	In Kind - Aspire Cairns Community	2621.65
IK1723	In Kind - Deadly Choices	4400.00
IK1724	In Kind - NAIDOC Dinner/Ball	780.00
IK1725	In Kind - Ntn Career & Boarding School Expo	354.55
IK1726	In Kind - Queensland Stories Topology Inc	354.55
	* Total *	75523.49

Donations and Fee Waivers for Council's Consideration

1. Normanton Stingers will be holding several Gulf Cluster Games for men's, womens' and kids. The Cluster games bring teams from surrounding communities together to engage the community in a positive event. The dates of the cluster games are 17/06, 15/07 and 29/07.

BUSINESS PAPERS

Normanton Stingers request a waiver of fees and charges of \$4,620 for:

- Rodeo grounds for camping, including
 - toilets and showers \$ 750
- Marking of field x 2 \$3,000
- Amenities x 3 \$ 870

2. Mount Isa School of the Air requests to use the Normanton Rodeo Grounds and Racecourse area for camping purposes to bring the children together and learn in one central location for the kids in the lower Gulf regions. The School of the Air from region get together in Normanton and visit various locations in Normanton and Karumba. This is a team building activity for the students. Dates of the event is from 23/07 to the 28/07/2023.

- Use of the Rodeo grounds and Racecourse area including Kitchen x 5 \$1,250

3. Karumba Recreation Club is hosting the Outback Masters Golf Tournament from 14-16 July. This event will attract a lot of people to the Shire with an economic benefit to many businesses as well as provide a great event for the community.

Karumba Recreation Club requests an additional fee waiver of \$806 for:

- Additional Chairs (80 requested) \$400
- Additional Tables (29 requested) \$406

4. Topology Inc is hosting a musical concert along with community performances in Normanton on the 5 September and request the fee waiver of the Normanton Shire Hall.

Topology request a fee waiver of \$390 for:

- Normanton Shire Hall Hire for 1 day \$390

5. Centacare NQ is looking to run free dance and music classes to improve physical and mental health of the local community members. The dance classes will be fortnightly from July through to the 15 December.

Centacare request the waiver of fees and charges for:

- Normanton Shire Hall including use of the projector x 11 \$4,290

6. The NAIDOC Committee, which is made up of several community agencies have requested Councils support for NAIDOC March.

The NAIDOC committee request a fee waiver of:

BUSINESS PAPERS

- Use of the Normanton Sports Centre flag poles \$50
- Use of the John Henry Memorial Oval \$250
- The table and chair trailer \$580
- \$300 cash to pay for BBQ lunch

7. Aspire Cairns Karumba Festival of sports will be hosting a basketball carnival and a Hockey carnival again this year on from 11th September to the 13th September.

Aspire request fees waivers for:

- Karumba Sports complex including toilets and shower \$750
- Provision of bins x 4 \$ 260
- Marking of the hockey field at the Recreation Club \$1,200

8. Gulf Christian College is running its annual Athletics carnival on the 21st and 22nd June. This event is well attended by the students attending the school.

The Gulf Christian College request fee waivers for:

- Provision of 3 bins \$195
- Line marking of the track and field's \$1,400
- Preparing of the long jump pits \$200

As Council does not maintain the long jump pits, Council requests the College contact the Athletics club in respect of the preparation.

Donations approved under the delegation of the Chief Executive Officer

9. Karumba Recreation Club is hosting the Outback Masters Golf Tournament from 14-16 July. This event will attract a lot of people to the Shire with an economic benefit to many businesses as well as provided a great event for the community.

The below items have been approved as part of Council sponsorship towards the event under the delegation of the Chief Executive Officer.

- Table and Chair Trailer \$580
- Waiver of the bond as part of Council sponsorship of the event \$330

Consultation (Internal/External):

- Mark Crawley - Chief Executive Officer

BUSINESS PAPERS

- External Stakeholders (applicants)

Legal Implications:

- Community Donation and Support Policy

Financial and Resource Implications:

- Within budget.

Risk Management Implications:

- Risks are within normal operational parameters.

BUSINESS PAPERS

10.6 NORMANTON SPORTS CENTRE OPERATION OPTIONS

Attachments:	NIL
Author:	Cherie Schafer - Manager Economic & Community Development
Date:	14 June 2023
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:

During the May 2023 Ordinary Council meeting, Council passed a resolution to decline the external tender for the management of the Normanton Sports Centre as comparison costings for Council to manage the Centre would be cheaper overall.

Below are several options available to Council after discussion with relevant agencies and Council.

RECOMMENDATION:

That Council provide direction on which is the preferred option outlined in the below report.

Background:

Previously, Council owned and managed the Sports and Recreation Centre in Normanton, however in July 2021 Council resolved to have Bynoe CACS Ltd manage the Sports and Recreation Centre under an Agreement for a period of two years.

Whilst this has resulted in savings for Council by not having to staff the Centre, it has also resulted in the operation of the Sports Centre not being to Council's standards due to the terms of the agreement not being fully fulfilled. During the March Council meeting Council declined to extend the Bynoe Management Agreement of the Sports Centre for an additional two years.

Before drafting options for Council, the Manager of Economic and Community Development met with Bynoe to establish what arrangements they have put in place for service delivery for the youth in future, and if they were open to discussions around re-negotiation of the Normanton sports Centre.

Bynoe are looking to run activities for youth out of the Neighborhood Center for ages 5-11 and the Bynoe Hall for ages 12-17. Bynoe will also continue to run the school holiday programs funded by PCYC.

Bynoe would also like the ability to make arrangements to book the Normanton Sports center at times to run activities such as Basketball competitions or Deadly Choices programs.

BUSINESS PAPERS

Some of the things that Bynoe found challenging were the ability to attract and retain suitably qualified staff, and the ability to just close the centre, due to lack of staffing without consultation with Council.

Below are several options available to Council post discussion with agencies and items Council asked to investigate.

Option 1 – Council takes over the Management of the Normanton Sports Centre:

The salaries and wages estimated for Council to provide the same service delivered by Bynoe outlined in the below table is expected to cost \$126,374 per annum. It is expected possibly an additional \$10,000 would need to be set aside for materials etc. to assist with the centre operations.

The Below table is based on:

- opening days – Monday to Friday
- opening hours – 3pm to 6 pm for 48 weeks per year and from 10am to 3pm 10 weeks of the school holidays. Closed for 2 weeks over the Christmas period
- staffing – two staff from Monday to Friday

Staff	Hours per week	Rate	Weeks	Total (ex GST)
Employee 1 LGO3 Manager	3 hours per day x 5 days	\$66.34 per hour including oncost	38 per year	\$37,814
Employee 2 LGE2 Sport and Recreation Officer	3 hours per day 5 days per week	\$49.40 per hour including oncost	38 per year	\$28,158
Employee 1 LGO3 Manager Additional hours over school holidays	6 hours per day 5 day per week	\$66.34 per hour including oncost	10 per year	\$19,902
Employee 1 LGE2 Sport and Recreation Officer Additional hours over school holidays	6 hours per day 5 day per week	\$49.40 per hour including oncost	10 per year	\$14,820
Cleaner (Labour Hire)	2 hrs per day 5 days per week	\$53.50 per hour	48 weeks per year	\$25,680
Total				\$126,374

Option 2 – Variation to Option 1, with reduced Service Levels

Reduce the level of service offered at the Normanton Sports Centre, considering some of the following:

BUSINESS PAPERS

1. During the months of summer when the youth participation drops due to heat, close the Sports Centre. Make the Centre available for other agencies to use during this period.
2. Waive the pool fee to youth during the times the Sports Centre is closed to keep the youth engaged in other activities.
3. Close the Sports Centre on afternoons where other activities are offered in the community, for example Junior Football, Athletics as this reduces the attendance of youth in the Sports Centre. This would require some advance organising. If staff are employed on a casual basis, rather than PPT. Where casual staff are employed, the rule is generally they must work a minimum of 3 hours. This will make it difficult to send staff home when nobody turns up.
4. Currently the hours are extended to 10am to 6pm over the school holiday period. Bynoe is funded to run school holiday programs so attendance at the Sports centre during these periods may be very low if the youth are attending Bynoe programs. Reducing the opening hours during these times may push the youth to the Bynoe activities. Make the Centre available for other agencies to use during this period.

Option 3 – Council close the Normanton Sports Centre and have it made available on a hire basis similar to the Karumba Sports Centre:

The Karumba Sports Centre is unmanned and does not offer after school activities to the youth. It is however available to for the community to book the facility and use for school activities and member of the community for play sports such as basketball, tennis etc.

This is an option available to Council however it is not the prepared option as Normanton has a significantly higher number of youth in the community that have limited structured activities to be involved in after school.

Consultation (Internal/External):

- Mark Crawley - Chief Executive Officer
- Cherie Schafer - Manager Community and Economic Development
- Julianne Meier - Director Corporate Services
- External Stakeholders (applicants)

Legal Implications:

- Legal advice would be sought depending on the option Council chooses to take. If Council progresses with the tender, and considers responses, then an agreement would need to be drafted, and any subsequent advice considered.

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: 15 June 2023

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

Key Strategy: 5.1.3 Plan and implement urban improvement works which enhance local character and identify, conserve and improve the region's streetscapes and provide iconic parkland.

Executive Summary:

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

RECOMMENDATION:

That Council:

1. receive and note the Director of Engineering Report as presented; and
2. that those matters not covered by resolution be noted.

1. Actions Arising from Previous Meetings

Reference	Action	Status
October Meeting	Undertake a sign audit on Carpentaria LRRS network and present at December Meeting <ul style="list-style-type: none"> ➤ Signs for Little Bynoe, Bynoe and Flinders River including no parking on bridge are being ordered from the signs manufacturer as per the plan submitted to Council December 2022 meeting. ➤ Signage arrived in Normanton. Preparing crew to install. 	In Progress
December Meeting	Add Premix to grooves at the Scruton River Floodway.	Not Started
January Meeting	Repair copper log fencing at NTN Cemetery <ul style="list-style-type: none"> ➤ 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 ➤ Heritage documents accepted and works can proceed. Copper log fencing replacement nearly completed. ➤ The rotunda construction is nearly completed. 	In Progress
March Meeting	Are there alternatives to repair scour on the footpath in Philp Street besides filling with gravel as every wet season it erodes repeatedly	In Progress

BUSINESS PAPERS

Reference	Action	Status
	<ul style="list-style-type: none"> ➤ Repairs put in works program as per plan submitted in December 2022 Meeting ➤ In works program 	
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"> ➤ In works program ➤ Contractor has been engaged ➤ Works 90% completed. Require kerbing only to complete shortening of island. 	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 ➤ Will look at improving site distance in the road reserve at Walkers Creek bend ➤ Had meeting with TMR about extra slip lanes. They have tried to get funding for similar projects in the region without success. They won't be able to get funding for slip lanes here. I will try to get funding through blackspot into Glenore Weir. Will require a safety report, including near miss accident statements. 	In Progress
October Meeting	<p>Move existing football posts in Karumba to Hockey fields.</p> <ul style="list-style-type: none"> ➤ Being arranged with Peter Wells 	In Progress
October Meeting	<p>Extend concrete footpath from Carol's to Sam's.</p> <ul style="list-style-type: none"> ➤ Works being planned. ➤ Job scope prepared and contractor engaged ➤ Completed 	Completed
November Meeting	<p>Look at drainage for Karumba Developmental Road as water crosses over low lying residential homes around Bill Knights home.</p> <ul style="list-style-type: none"> ➤ Council has inspected and surveyed the area and will look at undertaking works before Christmas to drain the problem areas. ➤ Council placed a small dirt levee along fence line. ➤ Council to construct a better shaped gravel levee after wet 	In Progress
November Meeting	<p>Council to obtain quote to do minor repairs and possible fresh up paint job on Krys.</p>	Not Started
January Meeting	<p>Karumba Transfer Station needs cleaning up</p> <ul style="list-style-type: none"> ➤ Green waste currently being cleaned up 	In Progress
January Meeting	<p>Normanton Town Dump. Construct a ramp near the transfer bins.</p> <ul style="list-style-type: none"> ➤ There are minimum guidelines to meet: Council will construct a tyre retaining wall at the face approx. 750mm below the top of the bin, then construct a narrow 150mm thick slab on top of the 	In Progress

BUSINESS PAPERS

Reference	Action	Status
	tyre wall to hold the hand rail. A gravel pad will be constructed to meet the slab. A conveyor belt will be placed between the face and to the top of the bins to prevent any falls between the gap. Council is working with Wanless. This is not a permanent solution and is considered temporary.	
February Meeting	Entry spring loaded gate as a second entrance to the playground in Karumba – gate to face sports centre.	Not started
March Meeting	Progress of raw water scheme ➤ Completed. Presented last Council meeting by Natasha	Completed
March Meeting	Depth gauge and flood marker would need to be erected at the boat/barge ramp (at Burns Philp Building).	Not Started
May Meeting	Street lights at Palmer Street ➤ Discussions with electrical designers	In Progress
May Meeting	Construct 2 ramps at Gidgee Healing ➤ Locations worked out with Gidgee Healing. ➤ Ramps under construction	In Progress
May Meeting	Sweep footpath to Rodeo Grounds	Completed

2. Miscellaneous Projects

- 2.1. Thompson St Kerb and Channel Project – New Kerb and Channel complete. Bitumen works has been pushed back late-June to coincide with the Armstrong sealing works.
- 2.2. ATSI TIDS - Floodway upgrade on the Dunbar - Kowanyama Road. Two raised causeways are planned for Plains Creek and Cabbage Tree Creek. Survey, design drawings and DAF approvals have been completed. Culverts have been ordered and expected delivery in March 2023. Council has put in a variation for Extension of Time up to 30th August which has been approved by TMR. Council has also requested a \$150,000 cost variation.
- 2.3. TIDS/Betterment Works – Armstrong Realignment. Council has completed designs and approvals. Attempts have been made to construct the base slab for the culverts prior to the Christmas break, but early flooding have disrupted works. New alignment has been cleared and unsuitable materials are being excavated and removed. The site is very wet. Rock bridging was used where unsuitable material are found. Cameron Young's crew are undertaking the earthworks. Council is using a 6-inch pump to remove the excess water. Culverts have been installed at three locations on site. One culvert set installed at the overflow, another at Armstrong creek and another smaller set towards Inverleigh. Earthworks and pavement are nearing completion.
- 2.4. TIDS – Reseal on the Normanton - Burketown Road, various length, from the intersection to Little Bynoe – Borals planned to do the works on 12 December but was forced to reschedule the works around January due to delayed projects on the east coast caused by rain delays. Due to flooding in the area, sealing has been pushed

BUSINESS PAPERS

back to mid-June. Boral will arrive on site in the next few days and the works will be completed. Sealing aggregates have been delivered to site.

- 2.5. RMPC Crew and everyone else in the outside crew – undertaking patching / road patrols / herbicide / guideposts / signs / mowing as required.
- 2.6. RMPC - Tractor slashing on 92A then they will move to Normanton / Burketown Road. Slashing was completed for 89A/89B sealed/84A and all Karumba and the Point.
- 2.7. Emergent works Corduroy Creek. Council have been given approval to undertake repair works to the damaged areas. Shaun Henry's stabilizer crew are completing prep works for stabilizing and shoulder work. Final trim is underway to prepare the road for sealing which is occurring within the next few days. TMR have instructed that only a 14mm seal will apply for the emergent works. A second coat will be done once restoration work has been approved.
- 2.8. ROSI Funding – Council has provided a starting timeframe of August 2023 to the Federal Government. Council is awaiting approval to start.
- 2.9. 89A patch repairs – TMR have provided an additional variation to RMPC for Council to undertake repairs to existing damage caused by rutting on the road to Cloncurry. Most of the works are undertaken south of the Flinders River and south of Donors Hill. Some of those patches caused by the recent flooding will be done under emergent works as approved by TMR.
- 2.10. Reef Project. - We've finally got the sites locked away; Northern Prawn Fishery has provided us with a location for the offshore site within the polygon area we sent them, and this has now been confirmed by the Harbour Master, David Ferguson at MSQ in terms of navigation. He said the project is a great idea, and he fully supports it and hopes that it goes well. He's happy that there will be a yellow special marker buoy (FAD) to denote where the modules are.

The final 2 sites are located at:

- Inshore site – 8 nm/15 kms offshore from the Boat ramp at Karumba - approx. 5-6 m at LAT
- Offshore site – 18 nm/32 kms offshore, approx. 10-12 m at LAT

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

BUSINESS PAPERS

CN-17815 - 2021 DRFA works on 89B Ch. 0 to Ch. 180. Total Value \$2,551,476.10. Claimed to June 2022 \$879,185.30. Remaining \$1,672,290.80	\$1,454,514.60	\$1,454,514.60	100% Completed
Variation to CN-17815 - 2021 DRFA works on 89B Ch. 180 to Ch. 303	\$132,440.60	\$132,440.60	100% Completed
CN-17937 - Pave and Seal AG Stimulus Package 4 on 89B (Ch.63.49 to 69.37) approx. 6km past the Glencoe turnoff. Total Value \$2,924,640.60. Claimed to June 2022 \$2,859,372.60. Remaining \$65,268.80	\$65,268.00	\$65,268.00	100% Completed
CN-18809 Pave and Seal AG Stimulus Package 5 on 89B Ch. 70.4km to 77.70km. Total Value \$3,416,320.60. Claimed to June 2022 \$2,241,886.80. Remaining \$1,174,433.80	\$1,174,433.80	\$1,174,433.80	100% Completed
CN-18939 - 2022 89B DRFA Emergent Works - to the Gilbert River - requesting variation to 850K. Total Value \$850,000. Claimed \$126,071.19. Remaining \$723,928.81	\$723,928.81	\$723,928.81	100% Completed
ATSI TIDS Dunbar Kowanyama Road - EOT granted to end August 2023. Original budget is \$1,340,000. TMR wants remaining balance of \$891,893.13 to be claimed after June 30th	\$448,106.87	\$448,106.87	100%
CN-18939 - 2022 89B DRFA Emergent Works variation	\$982,000.00	\$982,000.00	100% Completed
TIDS 2022-2023 (Preparing new claims)	\$910,000.00	\$635,508.15	70%
CN-16542 2022-23 RMPC	\$2,044,550.00	\$1,963,709.00	96%
CN-16542 2022-23 RMPC Variation at the Norman River Bridge	\$103,800.00	\$103,800.00	100%
CN-16542 2022-23 RMPC Variation Stabilised Patch Repairs on 89A (New Entry)	\$499,995.00		Working on Claim
2023 TMR Emergent Works - Working on further claims	\$750,000.00	\$750,000.00	100%
Variation on 2023 TMR Emergent Works - Getting approval for additional increase	\$253,454.23	\$253,454.23	100%
Total	\$9,585,176.51	\$8,729,848.66	91%

Table: TMR Projects progress report for 2022 – 2023

BUSINESS PAPERS



Photo: Building up the road at Armstrong Creek. Old road on the left.



Photo: Armstrong Creek – Main Culverts installed – Old road on right

BUSINESS PAPERS



Photo: Performing final trim works on the Corduroy Crossing.



Photo: Footpath between Carol's and the Pharmacy

3. Update on Shire Flood Damage Works

- 3.1. ERSCON are out and about doing pickups when they can access roads.
- 3.2. Brenton Murray – Inkerman camp undertaking 89B Emergent Works
- 3.3. Josie Bond – Town based. They have completed Mutton Hole, Shady and Haydon. They are working on Glenore/ Sawtell
- 3.4. Colin Charger – Donors Hill Camp - completed Donors Hill, Cowan Downs access roads, working Warrenvale access.
- 3.5. Gavin Delacour – Deadcalf camp working Deadcalf to Broadwater.

BUSINESS PAPERS

- 3.6. Emergent works - moving sand from Leichhardt River crossing on the Burketown Road still underway.
- 3.7. Cameron Young – undertaking works at the Armstrong Creek realignment works.
- 3.8. Shaun Henry and crew – completing patches on 89A both RMPC variation and under immediate emergent works. Next swing, the crew will do shoulder work Normanton to Burketown road, work on the Burke and Wills monument road and complete the cement stabilization works on the Armstrong Creek realignment project



Photo – Excavations at the Leichhardt River.

4. New Projects/Grant Applications

- 4.1. Council have been successful in obtaining additional ATSI TIDS funding of \$960K for a new causeway upgrade on the Kowanyama Road.
- 4.2. Council is working on a 4.5 million of betterment works to continue sealing towards the Gilbert River. Nothing on this project has been confirmed at this stage.

5. Reports

- 5.1. Nil
- 5.2. Budget

BUSINESS PAPERS

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure				
Airports	435,825	403,120	7,902	411,022
Asset Management	238,383	79,740	0	79,740
Building Services	229,282	231,145	3,078	234,223
Coastal Management	111,240	0	0	0
Depots & Workshop	669,512	719,537	7,450	726,987
Engineering Services	750,951	1,112,452	186,426	1,298,878
Fleet & Plant	-1,204,059	286,855	2,159,093	2,445,948
Main Roads (Rmpc And Pw)	5,543,892	5,326,298	566,487	5,892,784
Parks & Gardens	1,213,593	1,321,005	10,045	1,331,050
Pensioner Housing	360,164	275,829	14,749	290,578
Private Works	0	4,461	0	4,461
Public Conveniences	194,995	175,038	1,955	176,993
Quarries	52,000	361	0	361
Reserves	8,000	39,244	0	39,244
Road	5,293,070	5,158,465	1,364	5,159,829
Staff Housing	678,544	722,893	33,933	756,825
Town Planning	114,749	87,206	26,161	113,367
Operating Expenditure Total	14,690,141	15,943,647	3,018,643	18,962,290
Operating Income				
Airports	-229,000	-274,665	0	-274,665
Building Services	-4,000	-10,125	0	-10,125
Coastal Management	0	-52,936	0	-52,936
Engineering Services	0	-2,600	0	-2,600
Fleet & Plant	-50,000	-18,684	0	-18,684
Main Roads (Rmpc And Pw)	-7,010,000	-5,786,948	0	-5,786,948
Pensioner Housing	-36,000	-35,600	0	-35,600
Road	-1,400,000	0	0	0
Roads (Tids)	0	44,901	0	44,901
Staff Housing	-50,000	0	0	0
Town Planning	-5,750	-7,321	0	-7,321
Operating Income Total	-8,784,750	-6,143,977	0	-6,143,977
Grand Total	5,905,391	9,799,670	3,018,643	12,818,313

BUSINESS PAPERS

11.2 NDRRA/QDRF REPORT

Attachments:	11.2.1. Appendix A - 2021 Expenditure Summary ↓ 11.2.2. Appendix B - QRA21 Completion Sketch ↓ 11.2.3. Appendix C - 2022 Expenditure Summary ↓ 11.2.4. Appendix D - QRA22 Completion Sketch ↓ 11.2.5. Appendix E - Betterment Projects ↓
Author:	John Martin - Consultant Engineering
Date:	15 June 2023
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:

QRA20: The QRA20 project is 100% complete. Acquittal documentation has been lodged for the approval of all four (4) submissions. One (1) submission has been acquitted and Council has received the final payment. Audits are currently being undertaken on the remaining submissions.

QRA21: The QRA21 project is approximately 56% complete. Construction has now recommenced, the QRA21 scope is being prioritised to ensure deadlines are met. The 2023 construction program has been compiled to complete all submissions prior to the new deadline of 31 December 2023, utilising five (5) construction crews.

QRA22: Five (5) REPA Submissions have been approved and Council has received the 30% pre-payments from QRA. Submission 6 (Mitchel River Crossing) has been approved for construction. The QRA22 project is approximately 4% complete.

QRA23 Carpentaria Shire Council has been activated for REPA, Emergency Works and CDO relief measures for flooding related to ex Tropical Cyclone Ellie / Monsoon Trough. Initial reports indicate significant damage to Council's transport infrastructure. Emergency works have commenced on accessible roads from Normanton. Damage pickup has begun throughout the Shire. Damage assessments are currently being undertaken and submissions are being prepared in the MARS system.

RECOMMENDATION:

That Council:

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

Background:

2020 QRA Event

1. Acquittal documentation for all four (4) submissions has been lodged on QRA MARS system. Submission 1 has been fully approved and the final payment has been received by Council. Audits by are currently being undertaken on the remaining three (3) submissions.

BUSINESS PAPERS

2021 QRA Event

1. All five (5) lodged QRA21 REPA submissions have been approved with a total RV of approx. \$39.9million (construction budget of \$31.1million).
2. Approximately 56% of the project has been completed with an estimated Expenditure Ratio of 0.90. Refer to Appendix A and B for construction progress summaries.
3. Construction has now recommenced, the QRA21 scope is being prioritised to ensure deadlines are met. Three (3) crews have commenced restoration works throughout Shire, with a full five (5) crews to be deployed progressively once 2023 emergency works is completed.
4. The QRA21 submissions now have a deadline of December 31, 2023, with Council recently receiving approval on all EOT requests.

2022 QRA Event

1. Five (5) REPA Submissions have been approved and Council has received a 30% prepayment for these submissions.
2. Submission 6 (Mitchel River Crossing) has been approved for construction with a total RV of \$22.4million (construction budget of \$15million).
3. Construction has now recommenced, the QRA21 scope is being prioritised to ensure deadlines are met. Roads with both QRA21 and QRA22 scope have been programmed together where possible to reduce camp and establishment costs.
4. Approximately 3.6% of the project has been completed with an estimated Expenditure Ratio of 0.98. Refer to Appendix C and D for construction progress summaries.
5. The QRA22 program of work has a deadline of 30 June 2024.

2023 QRA Event

1. Carpentaria Shire Council was activated for REPA, Emergency Works and CDO relief measures on 6 January 2023 in response to flooding caused by Ex-Tropical Cyclone Ellie / Monsoon Trough.
2. Emergency works are ongoing throughout the Shire on roads that are currently accessible and will continue in the upcoming months to restore access where required. Works are continuing on the Leichardt crossing in the south of the shire and along the State controlled roads in the north.
3. Damage pickup has been completed on all roads that are currently accessible from Normanton. Damage pickup will continue in the upcoming months as areas in the far north of the Shire become accessible (i.e Dixie Road etc).
4. Significant damage has been identified on the Burke Developmental Road (89B) which is expected to impact heavy vehicle access to the North of the Shire for some time.
5. Damage assessments are in progress with submissions currently being prepared in the QRA MARS system.

Consultation (Internal/External):

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

BUSINESS PAPERS

Legal Implications:

- Nil.

Financial and Resource Implications:

- QRA 20 Trigger Point contribution - \$29,363
- QRA 21 Trigger Point contribution - \$30,180
- QRA 22 Trigger Point contribution - \$30,015
- QRA 23 Trigger Point contribution - \$29,070

Risk Management Implications:

- Nil.

CARPENTARIA SHIRE COUNCIL

SUMMARY OF QRA21 EXPENDITURE

CURRENT

Project Completed

Forecast Project Expenditure to RV Ratio

12/06/2023

56.00%

0.90



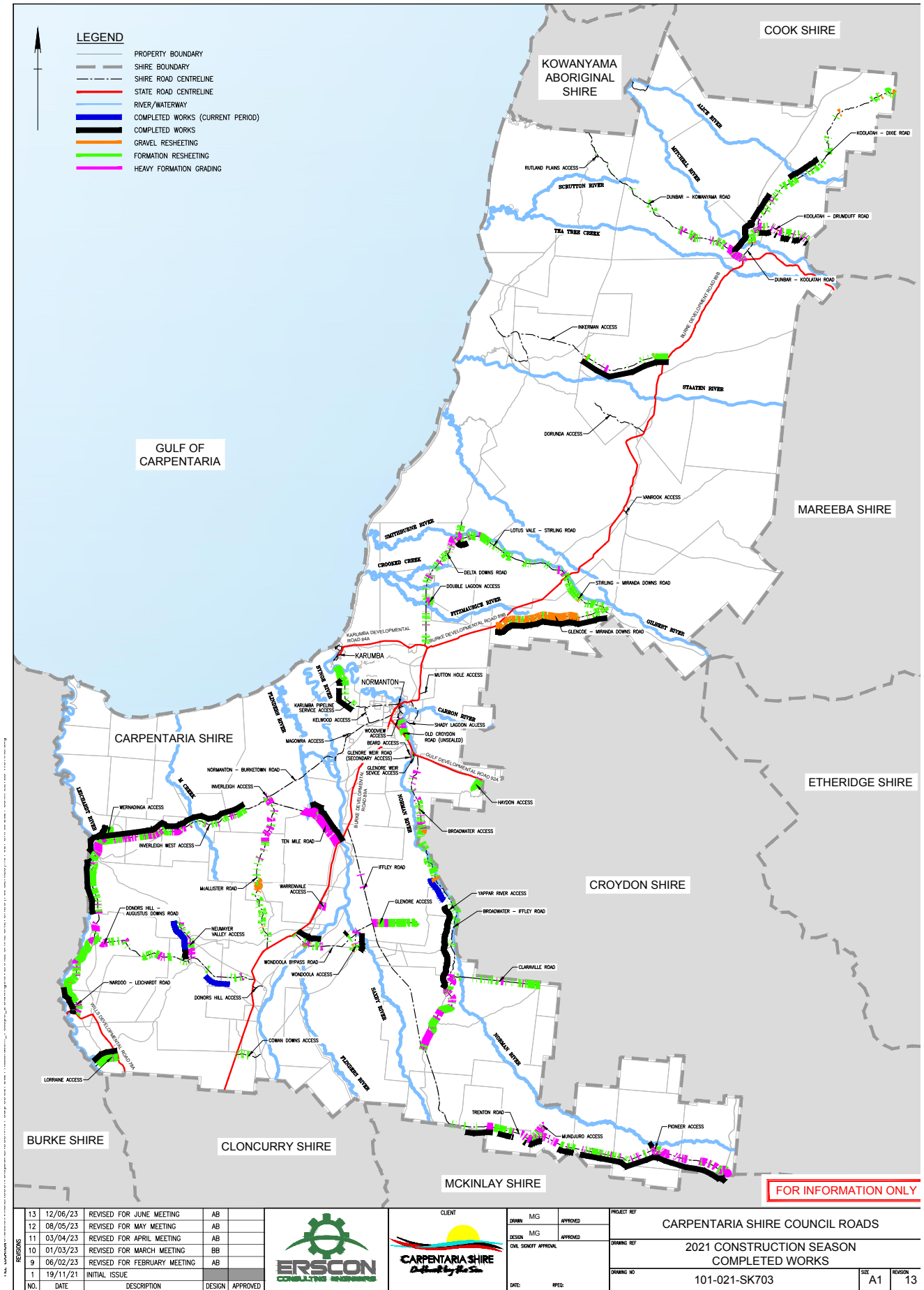
Submission 1 - CSC.0052.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Pioneer Access	\$ 43,477.20	\$ 2,545.40	100%	0.06	Overlapping camp and establishment costs with simultaneously constructed Trenton Road. When assessing roads together expenditure is expected to align well with the combined RV.
Wondoola Access	\$ 145,923.99	\$ 93,239.01	100%	0.64	Overlapping camp and establishment costs with simultaneously constructed QRA20 Wondoola Access and QRA20/21 Wondoola Bypass Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Wondoola Bypass Road	\$ 335,719.59	\$ 164,608.83	100%	0.49	Overlapping camp and establishment costs with simultaneously constructed QRA20 Wondoola Bypass Road and QRA20/21 Wondoola Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Trenton Road	\$ 2,759,624.32	\$ 1,814,367.35	77%	0.86	Road partially constructed before wetseason shutdown, remaining works will be completed early in the 2023 construction season.
Broadwater - Iffley Road	\$ 3,253,190.35	\$ 487,499.74	22%	0.69	Accrued costs processing, construction recently 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	\$ 3,431.22	0%	1.00	Preliminary costs booked, no construction has commenced.
Glenore Access	\$ 954,142.42	\$ -	0%	1.00	
Haydon Access	\$ 294,418.51	\$ 317.00	33%	0.00	Accrued costs processing, construction recently commenced.
Iffley Road	\$ 48,565.72	\$ 45,319.60	0%	1.00	Preliminary costs booked, no construction has commenced.
Mundjuo Access	\$ 269,163.15	\$ 917.73	0%	1.00	Preliminary costs booked, no construction has commenced.
Old Croydon Road (Unsealed)	\$ 410,198.93	\$ 2,443.59	0%	1.00	Preliminary costs booked, no construction has commenced.
Sawtell Creek Access	\$ 46,052.54	\$ -	0%	1.00	
Warrenvale Access	\$ 112,183.94	\$ -	0%	1.00	
TOTAL	\$ 9,601,188.43	\$ 2,619,994.25			

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

Submission 2 - CSC.0054.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Wernadinga Access	\$ 408,403.56	\$ 206,933.00	100%	0.51	Overlapping camp and establishment costs with simultaneously constructed Normanton - Burketown. When assessing roads together expenditure is expected to align well with the combined RV.
Lorraine Access	\$ 537,639.45	\$ 549,594.98	100%	1.02	
Ten Mile Road	\$ 812,165.79	\$ 577,623.55	100%	0.71	Significant cost savings were achieved due to the construction crew working from town with no camp establishment and ongoing camp costs required during construction.
Neumayer Valley Access	\$ 408,933.45	\$ 123,161.75	100%	0.30	Accrued costs processing, construction recently completed
Normanton - Burketown Road	\$ 3,384,537.60	\$ 2,103,415.06	98%	0.63	Road partially constructed before wetseason shutdown, remaining works will be completed early in the 2023 construction season.
Karumba Pipeline Service Access	\$ 732,792.98	\$ 623,644.71	73%	1.17	Road partially constructed before wetseason shutdown, remaining works will be completed early in the 2023 construction season.
Nardoo - Leichardt Road	\$ 4,089,855.77	\$ 2,030,720.36	65%	0.76	Road partially constructed before wetseason shutdown, remaining works will be completed early in the 2023 construction season.
McAllister Road	\$ 1,111,966.62	\$ 58,503.91	4%	1.32	Road partially constructed before wetseason shutdown, remaining works will be completed as soon as accessible in the 2023 construction season.
Donors Hill - Augustus Downs Road	\$ 1,141,343.18	\$ 62,583.84	3%	1.70	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	
Yappar Street	\$ 32,194.71	\$ -	0%	1.00	
TOTAL	\$ 12,668,751.51	\$ 6,336,181.16			

Submission 3 - CSC.0048.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Inkerman Access	\$ 562,783.25	\$ 485,977.89	100%	0.86	Overlapping camp and establishment costs with simultaneously constructed 2020 Inkerman Access. When assessing roads together expenditure is expected to align well with the combined RV.
Glencoe - Miranda Downs Road	\$ 3,529,821.76	\$ 2,569,510.61	100%	0.73	Overlapping camp and establishment costs with simultaneously constructed Lotus Vale - Stirling Road and Stirling - Miranda Downs Road. When assessing roads together expenditure is expected to align well with the combined RV.
Stirling - Miranda Downs Road	\$ 924,687.03	\$ 224,488.96	20%	1.21	Road partially constructed before wetseason shutdown, remaining works will be completed early in the 2023 construction season.
Delta Downs Road	\$ 1,121,390.34	\$ 204,939.55	0%	1.00	Preliminary costs booked, no construction has commenced.
Double Lagoon Access	\$ 165,580.92	\$ -	0%	1.00	
Lotus Vale - Stirling Road	\$ 1,128,254.06	\$ 504,548.95	0%	1.00	Preliminary costs booked, no construction has commenced.
TOTAL	\$ 7,432,517.36	\$ 3,989,465.96			

Submission 4 - CSC.0042.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Dunbar - Koolatah Road	\$ 254,319.58	\$ 368,964.18	100%	1.45	Overlapping camp and establishment costs with simultaneously constructed 2020/21 Koolatah - Drumduff Road, 2020/21 Koolatah - Dixie Road and 2021 Dunbar - Koolatah Road. When assessing roads together expenditure is expected to align well with the combined RV.
Koolatah - Drumduff Road	\$ 408,762.84	\$ 367,867.21	100%	0.90	Overlapping camp and establishment costs with simultaneously constructed 2020/21 Koolatah - Dixie Road, 2020/21 Dunbar - Koolatah Road and 2021 Koolatah - Drumduff Road. When assessing roads together expenditure is expected to align well with the combined RV.
Dunbar - Kowanyama Road	\$ 254,319.58	\$ 481.52	0%	1.00	Preliminary costs booked, no construction has commenced.
TOTAL	\$ 917,402.00	\$ 737,312.91			
Submission 5 - CSC.0049.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Koolatah - Dixie Road	\$ 1,359,200.81	\$ 1,840,570.85	84%	1.62	Road partially constructed before wetseason shutdown, remaining works will be completed early in the 2023 construction season.
TOTAL	\$ 1,359,200.81	\$ 1,840,570.85			



CARPENTARIA SHIRE COUNCIL

SUMMARY OF QRA22 EXPENDITURE

CURRENT

Project Completed

Forecast Project Expenditure to RV Ratio

12/06/2023

3.60%

0.98



Submission 5 - CSC.0059.2122D.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Mundjuoro Access	\$ 63,144.41	\$ -	0%	1.00	
Pioneer Access	\$ 11,827.88	\$ -	0%	1.00	
Trenton Road	\$ 3,930,081.52	\$ -	0%	1.00	
TOTAL	\$ 4,005,053.81	\$ -			

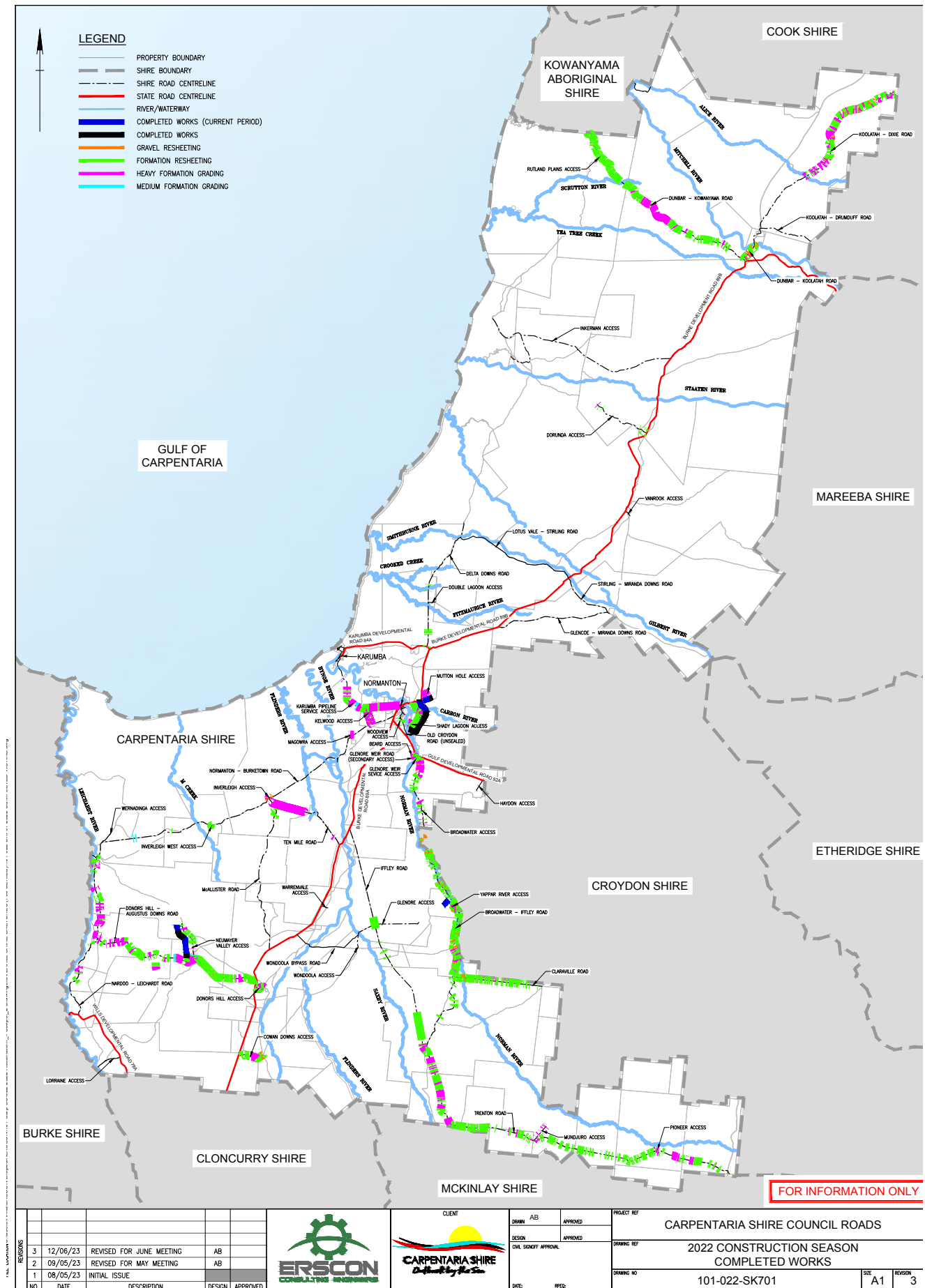
* Expected expenditure ratio is the ratio of final expenditure divided by the recommended value. (i.e. 1.5 is 50% over budget, 0.8 is 20% under budget)

Submission 1 - CSC.0060.2122D.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Yappar River Access	\$ 96,778.87	\$ 29,318.75	100%	0.30	Accrued costs processing, construction recently completed
Yappar River Access (Secondary Access)	\$ 39,976.45	\$ -	100%	0.00	Accrued costs processing, construction recently completed
Beard Access	\$ 21,971.41	\$ -	0%	1.00	
Broadwater - Iffley Road	\$ 4,346,661.50	\$ 52,101.90	0%	1.00	Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction.
Claraville Road	\$ 1,665,824.70	\$ -	0%	1.00	
Glenore Weir Road	\$ 9,544.65	\$ -	0%	1.00	
Glenore Weir Road (Secondary Access)	\$ 5,146.14	\$ -	0%	1.00	
Glenore Weir Service Access	\$ 63,999.36	\$ -	0%	1.00	
Iffley Road	\$ 4,856,868.60	\$ -	0%	1.00	
TOTAL	\$ 10,970,016.36	\$ 52,101.90			

Submission 3 - CSC.0061.2122D.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Mutton Hole Access	\$ 136,902.94	\$ 75,358.03	100%	0.55	Accrued costs processing, construction recently completed
Shady Lagoon Access	\$ 851,206.58	\$ 308,190.41	100%	0.36	Accrued costs processing, construction recently completed
Delta Downs Road	\$ 175,940.26	\$ -	0%	1.00	
Dorunda Access	\$ 51,340.15	\$ -	0%	1.00	
Dunbar - Koolalah Road	\$ 545,549.26	\$ -	0%	1.00	
Koolalah - Dixie Road	\$ 2,773,859.17	\$ -	0%	1.00	
Maggieville Access	\$ 2,604.28	\$ -	0%	1.00	
Rutland Plains Access	\$ 97,628.71	\$ -	0%	1.00	
TOTAL	\$ 4,635,031.35	\$ 383,548.44			

Submission 2 (CSC.0063.2122D.REC)					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Neumayer Valley Access	\$ 432,541.55	\$ 282,899.19	100%	0.65	Accrued costs processing, construction recently completed
Augustus Downs Access	\$ 31,886.54	\$ -	0%	1.00	
Cowan Downs Access	\$ 516,686.65	\$ 501.06	0%	1.00	Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction.
Donors Hill Access	\$ 289,892.91	\$ 719.39	0%	1.00	Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction.
Donors Hill - Augustus Downs Road	\$ 4,133,078.25	\$ 5,604.30	0%	1.00	Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction.
Inverleigh Access	\$ 27,124.21	\$ -	0%	1.00	
Inverleigh West Access	\$ 29,980.97	\$ -	0%	1.00	
Karumba Pipeline Service Access	\$ 1,125,778.01	\$ -	0%	1.00	
Kelwood Access	\$ 287,341.93	\$ -	0%	1.00	
Magowra Access	\$ 55,471.26	\$ -	0%	1.00	
McAllister Road	\$ 146,560.60	\$ -	0%	1.00	
Nardoo - Leichardt Road	\$ 853,337.09	\$ -	0%	1.00	
Normanton - Burketown Road	\$ 162,302.51	\$ -	0%	1.00	
Ten Mile Road	\$ 537,906.53	\$ -	0%	1.00	
Woodview Access	\$ 43,891.63	\$ 917.51	0%	1.00	Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction.
TOTAL	\$ 8,673,780.64	\$ 290,641.45			

Submission 6 (CSC.0066.2122D.REC)					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Mitchell River Crossing	\$ 15,000,000.00	\$ -	0%	1.00	
TOTAL	\$ 15,000,000.00	\$ -			



Appendix E - Approved Betterment Projects

Funding Source	Project Name	Total Project Value
Recovery and Resilience Grants (RRG)	Karumba Airport Weather Station	\$87,000
Recovery and Resilience Grants (RRG)	Karumba Chlorine Generator	\$180,000
Recovery and Resilience Grants (RRG)	Normanton Water Treatment Plant Pipework Upgrades	\$150,000
Recovery and Resilience Grants (RRG)	Normanton Water Treatment Plant Storage Upgrades	\$40,000
Recovery and Resilience Grants (RRG)	Investigation into New Karumba Sewage System	\$80,000
Recovery and Resilience Grants (RRG)	Glenore Weir Intake, Pipework and Valve Set Upgrades	\$320,000
Queensland Resilience and Risk Reduction Fund (QRRRF)	Karumba Foreshore	\$500,000
Queensland Resilience and Risk Reduction Fund (QRRRF)	Normanton Stormwater Upgrades	\$228,882
Flood Mitigation Infrastructure (FMI)	Armstrong Creek Causeway	\$793,339
Remote Roads Upgrade Pilot Program (RRUPP)	Iffley Road gravel upgrade	\$4,206,687
Remote Roads Upgrade Pilot Program (RRUPP)	Koolatah – Dixie Road widening	\$2,477,642
Queensland Resilience and Risk Reduction Fund (QRRRF)	Karumba Shoreline Protection & Revitalisation – Beach Sand Retention Project	\$1,335,604
Queensland Resilience and Risk Reduction Fund (QRRRF)	Inverleigh West Causeway Upgrade	\$500,000
Queensland Resilience and Risk Reduction Fund (QRRRF)	Mitchell River Crossing Upgrade Investigation	\$300,000

Project has been completed

BUSINESS PAPERS

11.3 WATER AND WASTE MONTHLY REPORT

Attachments:	NIL
Author:	Natasha Glaskin - Manager Water and Sewerage
Date:	15 June 2023
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Provision of safe and reliable infrastructure (roads, water and sewer, buildings and facilities, etc.)

Executive Summary:

This report has been prepared to provide Council with an overview of actions completed and underway within the Water and Waste Department. Normanton Water Treatment Plant (WTP), Karumba Sewage Treatment Plant (STP) and Normanton STP are operating effectively.

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

- The water level at Glenore Weir on 31 May 2023 was 7.75m.
- No recorded Rainfall for May.
- Total treated water was 80.1ML for the month.
- A total of 9 pump replacements were required within the Karumba Sewerage network.
- The installation of the chlorine generators at the Pools and Treatment sites are expected to be completed by June 30.
- Green waste transfers from Karumba have commenced and are approximately 1/3 complete. Haulage has been delayed due to the loader being utilised for the Leichhardt River sand removal.

RECOMMENDATION:

That Council:

1. receive and note the Water and Waste Report for the May 2023 period; and
2. that those matters not covered by a resolution be noted.

Background:

Glenore Weir

The water level at Glenore Weir was measured at 7.75m on the last day of the month (Figure 1 - Glenore Weir River Height at end of month.). The Bureau of Meteorology recorded no rainfall at Normanton Airport during the month (Figure 2 - Monthly Rainfall.)

BUSINESS PAPERS

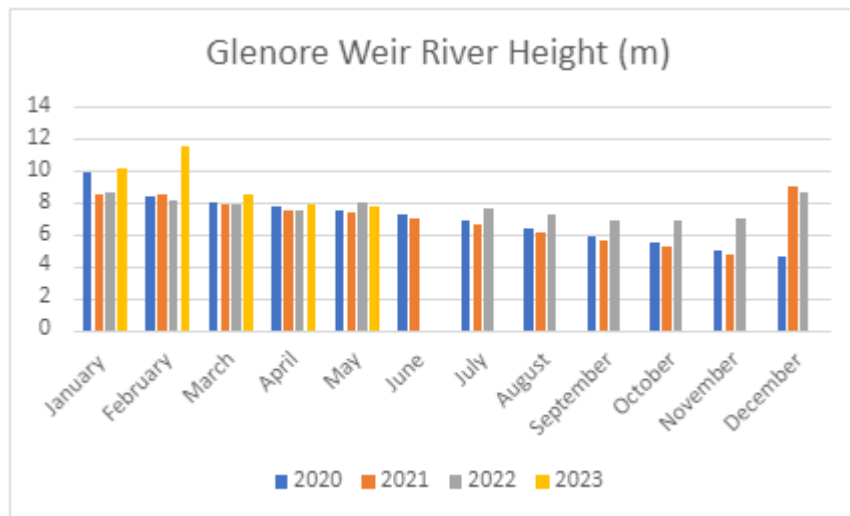


Figure 1 - Glenore Weir River Height at end of month.

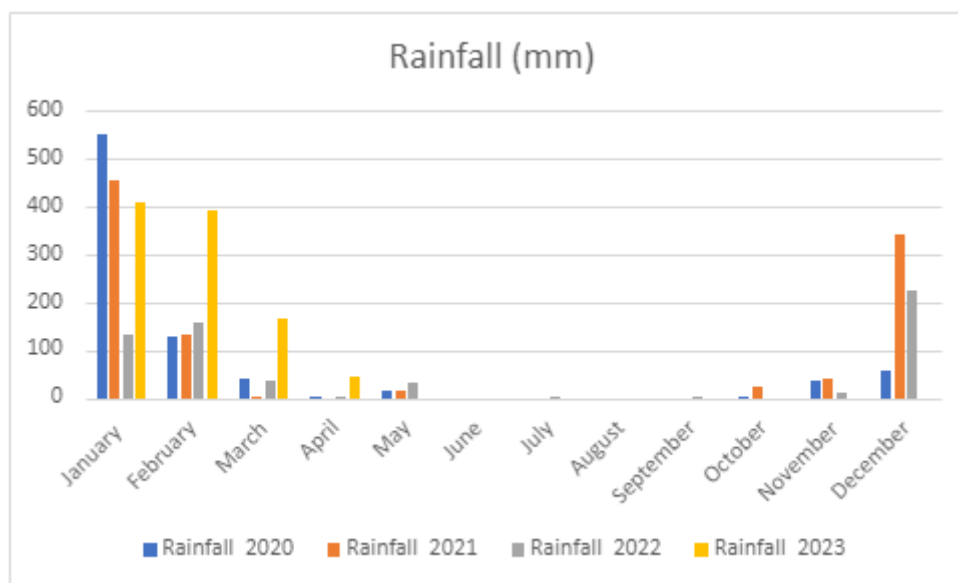


Figure 2 - Monthly Rainfall

Normanton Water Treatment Plant (NWTP)

For the month of May, 75.8ML was pumped from Glenore Weir and 4.3ML from the Normanton bore for a total of 80.1ML of raw water (Figure 3 – Volume of treated water at NWTP).

Normanton consumed 51.0ML (63.6%) and 24.6ML (30.7%) was pumped to Karumba, approximately 3.2ML (4.0%) was used for backwashing and bulk water supply/storage. The remaining 1.7% was recorded as systems losses.

BUSINESS PAPERS

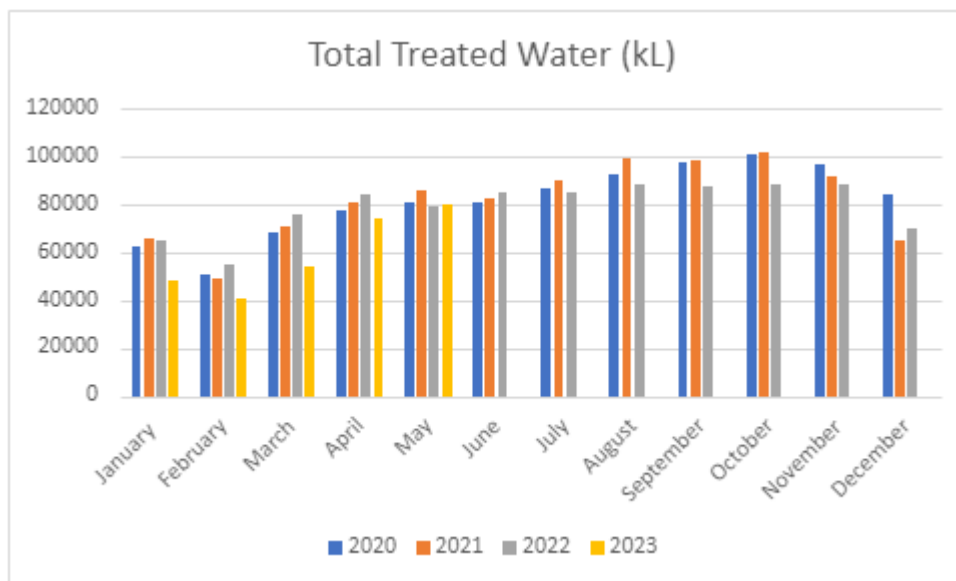


Figure 3 – Volume of water treated at NWTP

NWTP Maintenance and Upgrades

- Installation of the Chlorine Generators has commenced with contractors in Normanton and Karumba and is expected to be completed by June 30.
- A Water Meter Audit and Condition Assessment was conducted through late April and early May to inform future works required as part of the meter replacement program and to inform overall asset management.
- Water meter reads have commenced for this rating period.
- Consultants for the Glenore pipeline design have visited the region for preliminary investigations, including survey of the area. The Draft Options Report has been received and is under review by Council Officers.
- The P&ID development for the Water Storage Upgrades at the Normanton WTP has been completed.
- Soda Ash GA drawings have been approved and build times are yet to be confirmed.

On the 25th May Council attended the North West Queensland Water Regional Alliance Program (NW-QWRAP) meeting held in Richmond. The alliance is currently looking into staff and skills shortages in the sector and particularly in our region. Common projects such as smart metering, reservoir cleaning, demand management and joint procurement is also being discussed.

Normanton Sewage Treatment and Reticulation Network

Normanton Sewerage Treatment Plant (STP) flow meter is currently out of service and will be replaced in the coming months during the contractors next mobilisation.

NSTP Maintenance and Upgrades

- Maintenance of the lagoons continues to be managed by the Operators, occupying a significant portion of time.
- Contractors have been requested to quote on the Aerator installation for the lagoons.

BUSINESS PAPERS

Karumba STP and Low Pressure Network

Karumba Sewage Treatment facility treated approximately 4.5ML for the month (Figure 4 - Total Monthly inlet flow for Karumba STP.)

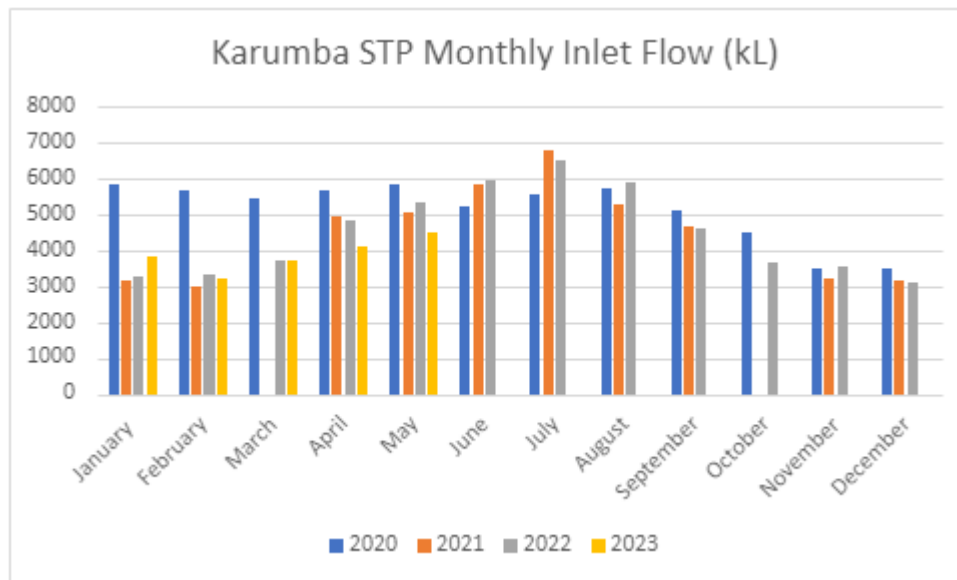


Figure 4 - Total Monthly inlet flow for Karumba STP

KSTP Maintenance and Upgrades

- For the month, nine (9) low pressure pumps were replaced due to failure.
- Servicing of the Bio-reactor's three air blowers was completed
- Increased Membrane maintenance continues with both membranes holding below -20 kPa for the month of May.
- OSEC chlorine generator installed at the Karumba Water Tower, with final setup to be completed mid June.

Waste Services

Karumba Waste Transfer Station and Normanton Landfill

- Marine flares continue to be improperly disposed of and will be monitored by the Contractor and Council. Public awareness as to correct disposal has commenced on Social Media and will continue throughout the season.
- Illegal dumping Social Media Awareness also continues regularly on Council's Social Media platforms.
- Council's Dry Hire Arrangement for the Compactor at Normanton Landfill ceases in July and will be included under the Waste Operations Contract which has existing provisions.

Consultation (Internal/External):

- Michael Wanrooy - Director of Engineering
- Natasha Glaskin – Manager Water and Waste
- Michael Sceresini – Works Coordinator

BUSINESS PAPERS

- Joe Beddows – Technical Officer (Water and Waste)
- Executive Leadership Team
- Trades and operational staff
- TEG Consultants
- Ganden Pty Ltd
- Wanless Pty Ltd.

Legal Implications:

- Low.

Financial and Resource Implications:

- Medium.
- Critical upgrades are required in the current and next financial year to remain compliant. Detailed information will be provided to Council as the budget submissions are prepared.
- Upgrades to Wastewater Treatment including Membrane replacement.
- Significant increases to chemicals costs have been advised for the remainder of the Financial Year and will continue into next.

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure				
Landfill/ Waste Transfer Operations	678,457	589,650	96,750	686,400
Raw Water Network	0	2,400	0	2,400
Refuse Collection	197,419	234,990	0	234,990
Sewerage	1,477,820	1,486,802	67,012	1,553,814
Water	2,658,747	2,833,730	118,853	2,952,583
Operating Expenditure Total	5,012,443	5,147,572	282,614	5,430,187
Operating Income				
Landfill/ Waste Transfer Operations	-737,000	-771,494	0	-771,494
Refuse Collection	0	-2,285	0	-2,285
Sewerage	-1,660,000	-1,486,077	0	-1,486,077
Water	-1,847,000	-1,219,276	0	-1,219,276
Operating Income Total	-4,244,000	-3,479,131	0	-3,479,131
Grand Total	768,443	1,668,441	282,614	1,951,056

Risk Management Implications:

- Continue to monitor.

BUSINESS PAPERS

11.4 ASSET MANAGEMENT REPORT

Attachments:	NIL
Author:	Tom Loadsman - Assets Manager
Date:	15 June 2023
Key Outcome:	Day to day management of activities within Engineering Services Directorate
Key Strategy:	As per the Departmental Plan for Engineering Services

Executive Summary:

This report provides information and updates to Council on various tasks that are facilitated within the Asset Managers team. The following items of interest are discussed in further detail within the report:

RECOMMENDATION:

That Council:

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

Background:

Playground Fence – Replacement with Chainmesh

ASSET MANAGEMENT

Plant Replacement Expected Delivery

- Kubota UTV X900 on order, arrived in the Country, expecting a July Delivery.
- Vermeer Vacuum Trailer has been registered; Delivery expected in July.
- 2 x Dual Cab Hilux – Pacific Toyota – July Production, October Delivery
- Single Cab Hilux – Pacific Toyota – July Production, October Delivery
- Single Cab Hi-rider Hilux – John Cole – Expected in September
- Single Cab petrol Hilux's – John Cole – Expected in September
- Dual Cab Hilux 4x4 – John Cole – No confirmation of dates
- Isuzu Tender – Waiting on confirmation of Specs before order is processed.
- Grader – Hastings – Arrived in the Country, currently being fitted out.

Plant and Fuel

A focus this month has been placed on reviewing plant and fuel hours. Part of this includes training staff on the importance of inputting the correct data into our systems and this will be ongoing.

BUSINESS PAPERS

LGAQ Innovation Awards

Mark and I travelled to Brisbane on the 25th of May for the LGMA awards where we were nominated for an award for our flood camera AI flood detection project. We were announced as a finalist in the innovation category. Below is a photo of the LGAQ team that assisted us in the implementation of the new cameras.



BUSINESS PAPERS

Asset Availability

The following information indicates the operational availability and maintenance statistics for council's facilities for the previous month. The reduced asset availability is due to the maintenance and renovations that are detailed further in this report.



Normanton Water Park/Playground Damage

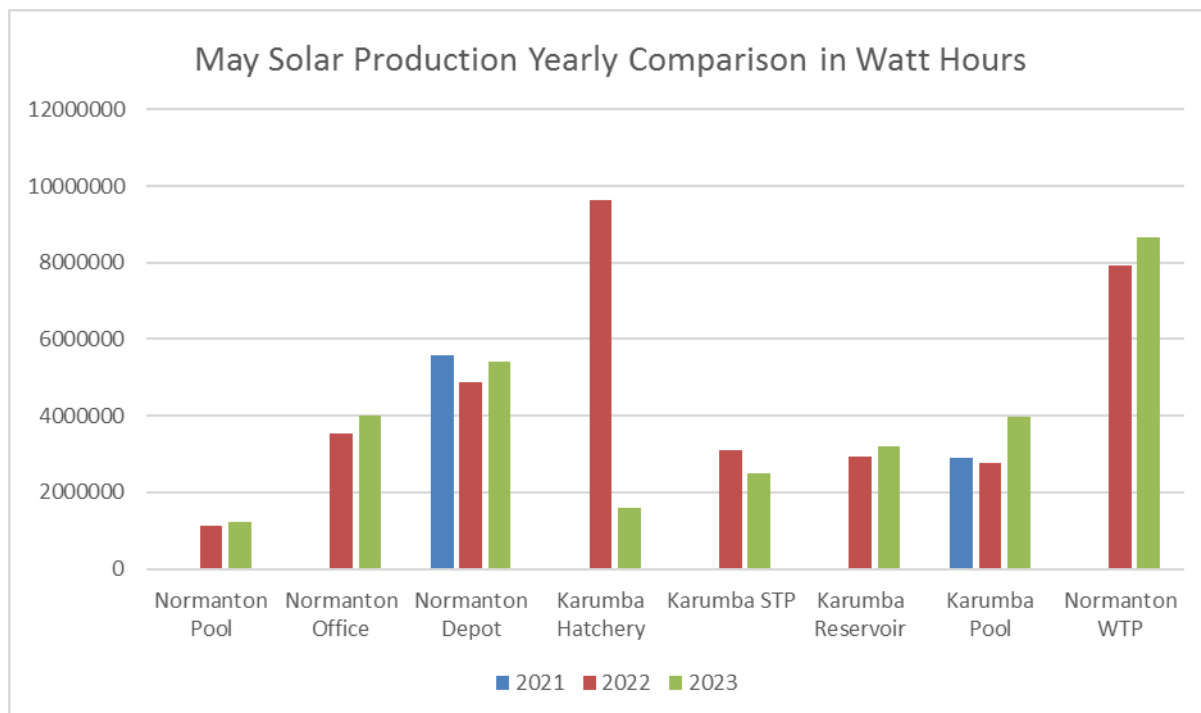
The front fence at the playground is being constantly damaged with multiple panels replaced monthly. Consideration sought for a new black PVC coated chainmesh 1.2-1.5m high fence to limit future damage. Quotations are being sought for replacement parts for the bucket as the plastic sections have deteriorated.



BUSINESS PAPERS

Solar System Performance

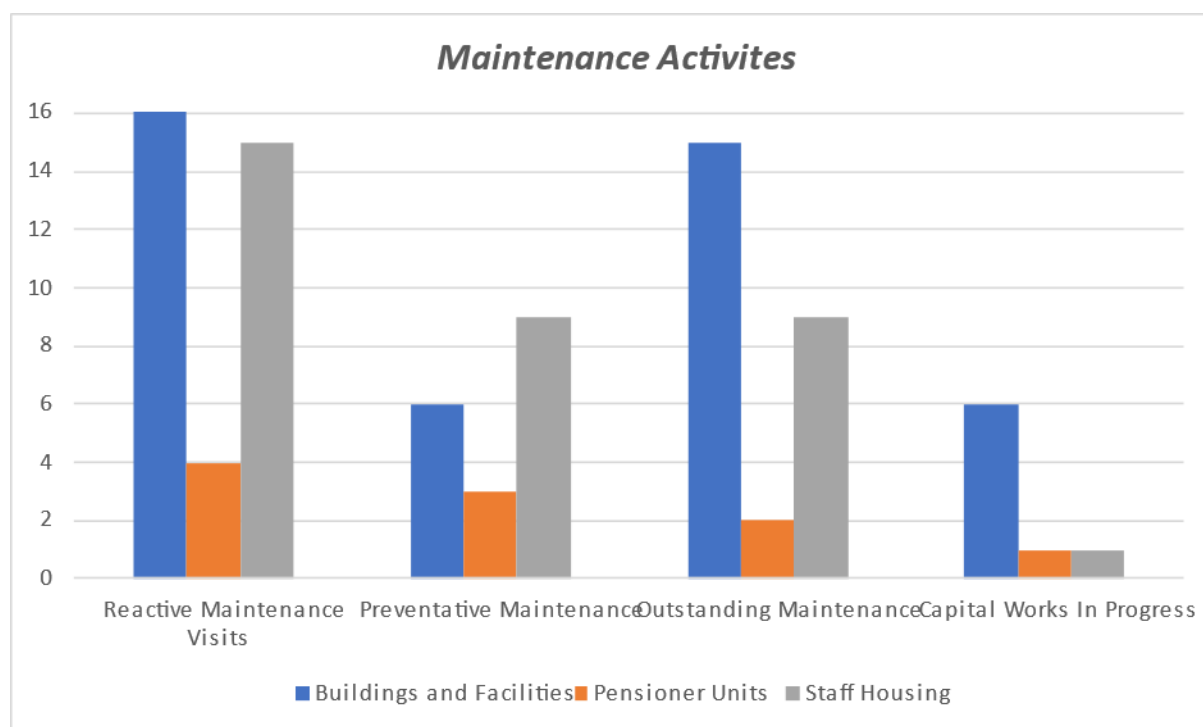
Solar production for the month of March was consistent with expected targets on 7 out of 8 sites. Local contractors have been engaged to investigate the issues at the Barramundi Hatchery alongside a maintenance visit for each of the other locations.



BUSINESS PAPERS

TRADES REPORT

The trades department have performed the following reactive, preventative, and capital works over the month of March. Reactive tasks primarily include electrical faults, door replacements, and plumbing issues. Notable items are provided in more detail below.



1/72 Thompson Street

Renovations have recommenced with expected completion at the end of June.

12 Airport Road

Freshen up for new tenants, repaint interior and revarnish flooring. Perform other repairs as necessary.

Burns Philp Unit

Works completed to freshen up this unit for short term staff accommodation.

16 Henrietta Street

Electrical works currently being finalised, completion before the end of June.

17 Palmer Street

Works to begin on 17 Palmer Street once vacant, including fencing, kitchen and other improvements.

BUSINESS PAPERS

1/41 Sutherland Street

Works begin in June to repaint and freshen up this unit before new tenants move in.

Normanton Cemetery

Slab and roof sheeting installed, expected completion early June

Town Streets

New footpath on Brown Street completed and traffic Island removed on Caroline Street to assist triples when turning from Karumba.



Consultation (Internal/External):

- Michael Wanrooy – Director of Engineering
- Executive Leadership Team
- Trades and operational staff

BUSINESS PAPERS

Legal Implications:

- Low – within operational parameters

Financial and Resource Implications:

- Low - Within Budget

Risk Management Implications:

- Within normal operating parameters.

BUSINESS PAPERS

11.5 WORKSHOP REPORT

Attachments: NIL

Author: William Bollen - Workshop Foreman

Date: 15 June 2023

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

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

Executive Summary:

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

RECOMMENDATION:

That Council:

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

Background:

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

Current and Completed Tasks	
P3717 Grader	Onsite Service 6485Hrs
P3118 Grader	Replace Cab Fan Motor Assembly 2221Hrs
P3701 Loader	Repair Mud Guards, replace strut to arm rest, machine was damaged from collapsing wall of dirt. A/C Hose repaired near condenser.
P2001 Rubbish Truck	Replace left headlight assembly and repair UHF Aerial.
P9936 Landcruiser	120,000Klm Logbook Service
P1164 Landcruiser	Replace Battery and check charge 69150klm
P1150 Hilux	Inspect Vehicle onsite after accident on Chillagoe Road. Left wheel knuckle broken free from control arm. Vehicle loaded on Low Loader to be transported back to depot. Left side airbags ejected.
P4502 Vermeer Vac	Repair spare Tyre mount and replace trailer Treatment.

BUSINESS PAPERS

Current and Completed Tasks ctd.	
P9107 Grader CAT Rental	Diagnose engine oil leak, front main failed. Hastings was sent out to repair. 221Hrs
P1165 Landcruiser	50,000klm Logbook Service
P2529 Isuzu Truck	Replace air fittings and repair hoses to brake chamber. 155528Klm
P6506 Pioneer	Replace Battery and terminals and fit new hold down clamps
P6505 Pioneer	Replace Battery and test winch, replace battery hold down clamp.
P3811 Stabilizer	Fit tyres to two new rims as spares (Team Effort at its finest)
P1955 Prado	130,000Klm Logbook Service
P1771 Hilux	Replace right rear door glass. 269271klm
P3033 Tractor	Fusible link at base of joy control failed, replace to enable 4in1 controls
P2403 Western Star	Replace headlight and park light bulbs, replace blinker and park fuse. Repair short
P6013 Trailer	Replace Trailer plug
P2403 Western Star Prime Mover	120,000klm Logbook Service, engine showing signs of age, seeking prices for engine overhaul at the end of the season to prolong the life
P394 Float	Weld right cylinder mount, replace side lights, grease
P1773 Hilux	50,000klm Logbook Service
P3118 Grader	250hrs Service 2251hrs
P2001 Garbage Truck	Replace all rear shock absorbers
P3516 Grader	Replace transmission hose and TFC450 oil 8179hrs
P1164 Landcruiser	60,000klm Logbook service completed
P1181 Hilux	Repair reverse beeper
P1883 Colorado	140,000klm Logbook Service, air cleaner housing replaced.
P2512 Water Truck	Grease truck, Replace diff oils and diff filters
P2403 Western Star	Replace Ice-Pack mounts, tension rear cab mounts, cut battery lid to fit
P2511 Water Truck	Grease truck and replace steer tyres.
P1582 Hilux	Diagnose and repair cluster failure
P4512 Mower	Replace drive shaft, service, replace starter motor
P1165 Landcruiser	Adjust handbrake, check wheel bearings
P1111 Hilux	90,000klm Logbook Service
P2001 Garbage Truck	Replace all drive tyres
P9928 Landcruiser	130,000klm Logbook Service

BUSINESS PAPERS

Current and Completed Tasks ctd.	
P9931 Landcruiser	20,000klm Logbook Service
P9933 Hilux	Replace Brake lights
P9358 Trailer	Remove cage and mount 600lt fuel tank
P9357 Trailer	Replace light Plug
P9976 Standpipe	Sent out 2 new batteries
P4002 Water Tank	Prepare to install on Giga. Welding and plumbing
6013 Trailer	Fit new trailer light harness and plug
P1938 Prado	Logbook Service
P1873 Colorado	Order new Condenser high pressure tube A/C
P1174 Hilux	Replace Battery 75174klm
P2001 Garbage Truck	Tension A/C Belt
P1165 Landcruiser	Balance and rotate tyres to remove shake
P1652 Hilux Single Cab	Logbook Service and DPF manual burnoff
P1663 Single Cab Hilux	Replace Battery
P0394 Float	Clean, grease adjust for parade
P2403 Western Star	Clean, grease adjust for parade
P1181 Hilux	Logbook Service and complete parts list
P1210 Landcruiser	Logbook Service
P3516 Grader	Broadwater. Possible harness or sensor issue (Hydraulic Pressure Sensor) all implements and steering work as normal
Fleet Crew Hilux	Jump Start at Broadwater turnoff
P0665 SES Boat	Drop at Jones Maine for service and replacement prop
P1535 SES Cruiser	Pump up Tyres and return to SES shed
P3811 Stabilizer	Diagnose Cab fan issue and order

Plant Currently on the Waiting List for Parts or Out of Service

P1150 Hilux	Damaged, Expected Write off, DCS currently making insurance claim.
P3515 Grader	Final Stages of replacing Hydraulic hoses, moving on to right Tandem
P4500 Forklift	parts have arrived, repairs to commence this month

Consultation (Internal/External):

- Nil.

Legal Implications:

- Nil.

Financial and Resource Implications:

- Nil.

BUSINESS PAPERS

Risk Management Implications:

- Within normal operating parameters.

BUSINESS PAPERS

11.6 BUILDING AND PLANNING REPORT

Attachments: NIL

Author: Elizabeth Browning - Engineering Records Operator

Date: 15 June 2023

Key Outcome: 4.1 - Sustainable urban and rural development

Key Strategy: 4.1.1 Ensure development accords with Carpentaria Shire Council's planning scheme, planning instruments, codes and legislation.

Executive Summary:

The report is to advise Council of relevant planning and building activities within the Shire for the month of May 2023.

RECOMMENDATION:

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

Background:

Planning Applications Received

DA No.	Applicant	Address	Application Type	Status
N/A				

Planning Applications Approved

DA No.	Applicant	Address	Application Type	Status
N/A				

Building Applications Received by Building Certifier

DA No.	Applicant	Address	Application Type	Value
N/A				

Building Permits Issued

DA No.	Applicant	Address	Application Type	Value
N/A				

BUSINESS PAPERS

Applications pending waiting on further information (Applicants advised)

DA No.	Applicant	Address	Application Type	Date Received
I/2227	Epic Environmental Pty Ltd on behalf of AACo	(Lot 2 TD1, Lot 1 & 2 on TD4, & Lot 166 SP276509	Assessment Determination – Gulf Irrigation Project	01/12/2022. (Request for Third Party advice)
I/2302	tba	3 Ellis Street Normanton 4890	Dual occupancy	tba
I/2304	tba	Karumba Point Caravan Park, Karumba QLD 4891	Purchase State Land (boundary realignment – Lot 11 SP258858)	tba
I/2305	tba	11 Green Street Normanton 4890 (Lot 93 N14850)	Proposed duplex	tba
I/2308	BPK Wren PtyLtd c/- RPS AAP Consulting PtyLtd	18 Philp Street Normanton 4890 (Lot 5 SP136532)	MCU (Multiple Dwelling) – 4 duplex units	pending

Consultation (internal/external)

- Jennifer Roughan – Consultant Town Planner
- Brian Lane - Director/Cadastral Surveyor
- Peter Watton – Project Manager/Building Certifier
- Stacey Devaney – Senior Planner

Legal implications

- N/A

Policy Implications

- N/A

Financial and Resource Implications

- N/A

Risk Management Implications

- Low – risks are within normal operational parameters.

BUSINESS PAPERS

11.7 FORESHORE REVETMENT OPTIONS

Attachments:	NIL
Author:	Michael Wanrooy - Director of Engineering
Date:	15 June 2023
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Provision of safe and reliable infrastructure (roads, water and sewer, buildings and facilities, etc.)

Executive Summary:

Council engaged Royal Haskoning to prepare designs and reports including approvals to protect the foreshore from coastal erosion. Royal Haskoning has provided options for Council to consider so that design and development approvals can be finalised. A presentation will be made to Council based on the slides as attached in the report.

RECOMMENDATION:

That Council accepts and recommends an option from the concept drawings as presented in the report.

Background:

Karumba Point Detailed Design Options Assessment

BUSINESS PAPERS

Design Objectives

- The objectives of the project are to:
 - protect the foreshore from coastal erosion;
 - consider and address how natural and coastal processes would affect each design option and how each design option may affect natural and coastal processes;
 - maintain and improve public access arrangements to estuary foreshore, support recreational uses;
 - consider the effects of climate change including sea level rise and other coastal hazards and community uses at the site; and,
 - utilise adopted coastal hazard data when carrying out design options.

2 18 June 2020

Royal HaskoningDHV

Design Challenge

- Design wave height – 2m
- High storm surge and flood levels – structure will be overtopped.
- Beach rock provides some natural protection and preference to retain to the maximum extent practical.
- Scour level of -2m AHD at both sites.
- High corrosion rates – 40MPa concrete with additional cover to reinforcement (increases \$\$\$). Steel sheet pile not considered viable.

3 18 June 2020

Royal HaskoningDHV

BUSINESS PAPERS

Concept Drawings – Options

- Option 1: Retaining Wall + Rock Revetment at 1V:2H, Width 12.6m
- Option 2: Retaining Wall + Rock Revetment at 1V:1.5H, Width 11.4m
- Option 3: Retaining Wall + Rock Revetment at 1V:2H, Width 9.35m
- Option 4: Rock Revetment at 1V:2H, Width 15m
- Option 4a: Rock Revetment at 1V:2H, Width 12.1m
- Option 5: Rock Revetment at 1V:2H, Width 13.25m

- Optional Groyne/Detached Breakwater, Width 8.3m

4 18 June 2020

Royal HaskoningDHV

Beach access stairs



Collaroy



Treadwell (2020)

5 18 June 2020

Royal HaskoningDHV

BUSINESS PAPERS

Concrete Counterfort Wall

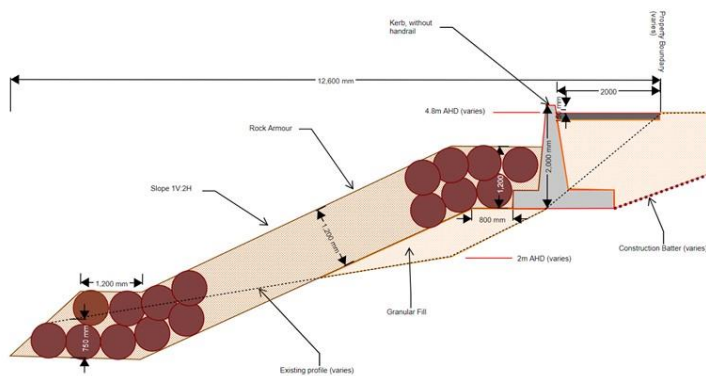


Port Botany counterfort units.

6 18 June 2020

Royal HaskoningDHV

Concept Drawings – Option 1: Retaining Wall + Rock Revetment



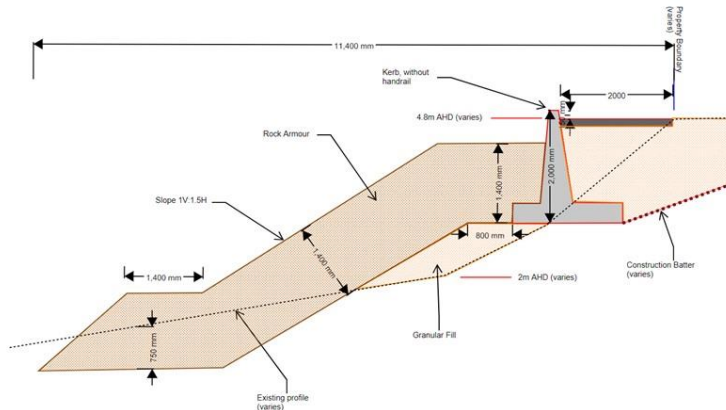
- Design Basis
 - Cloncurry Quarry (2.7t/m)
 - Intermediate damage
 - Slope 1V:2H
 - M50 = 0.8t
 - Layer Thickness = 1200mm
 - Width = 12600mm
 - Retaining Wall 2m high
 - Preliminary cost estimate \$10,500

7 18 June 2020

Royal HaskoningDHV

BUSINESS PAPERS

Concept Drawings – Option 2: Retaining Wall + Rock Revetment

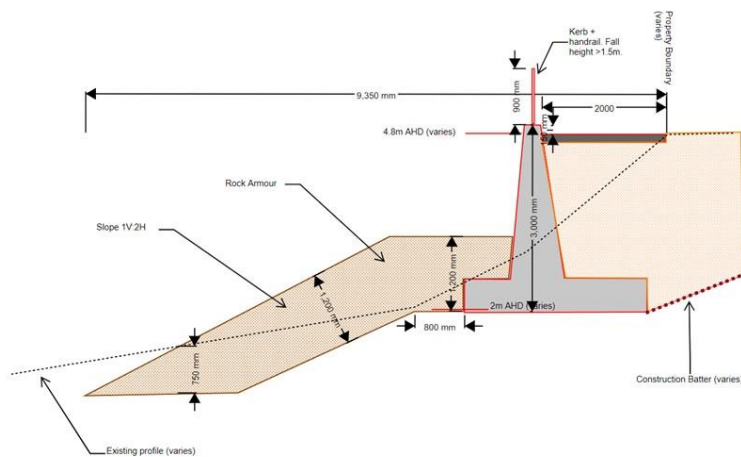


- Design Basis
- Cloncurry Quarry (2.7t/m)
- Intermediate damage
- Slope 1V:1.5H
- M50 = 1.2t
- Layer Thickness = 1400mm
- Width = 11400mm
- Retaining Wall 2m high
- Preliminary cost estimate \$10,500

8 18 June 2020

Royal HaskoningDHV

Concept Drawings – Option 3: Retaining Wall + Rock Revetment



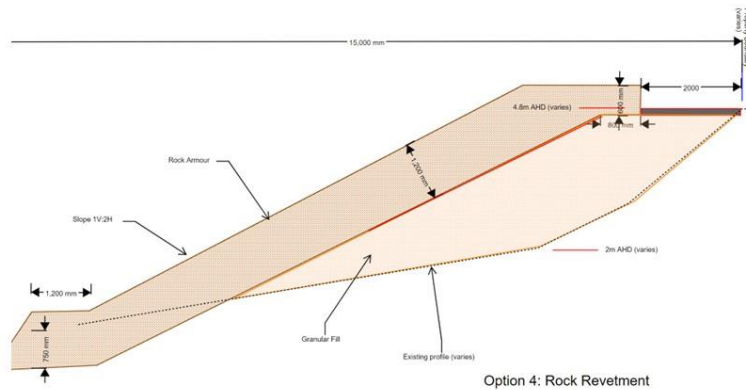
- Design Basis
- Cloncurry Quarry (2.7t/m)
- Intermediate damage
- Slope 1V:2H
- M50 = 0.8t
- Layer Thickness = 1200mm
- Width = 9350mm
- Retaining Wall 3m high
- Preliminary cost estimate \$12,500

9 18 June 2020

Royal HaskoningDHV

BUSINESS PAPERS

Concept Drawings – Option 4: Rock Revetment

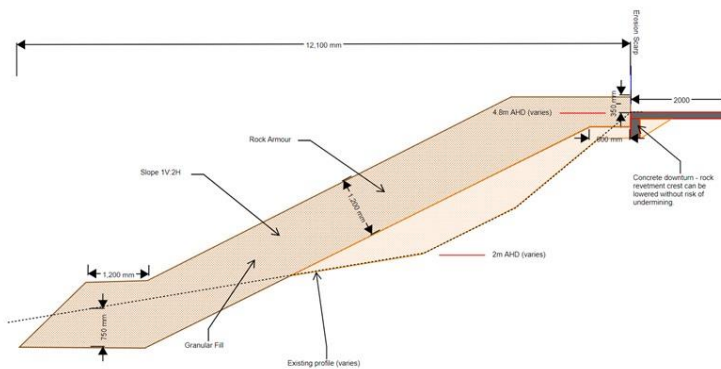


- Design Basis
 - Cloncurry Quarry (2.7t/m)
 - Intermediate damage
 - Slope 1V:2H
 - M50 = 0.8t
 - Layer Thickness = 1200mm
 - Width = 15000mm
 - Preliminary cost estimate \$13,500

10 18 June 2020

Royal HaskoningDHV

Concept Drawings – Option 4a: Rock Revetment



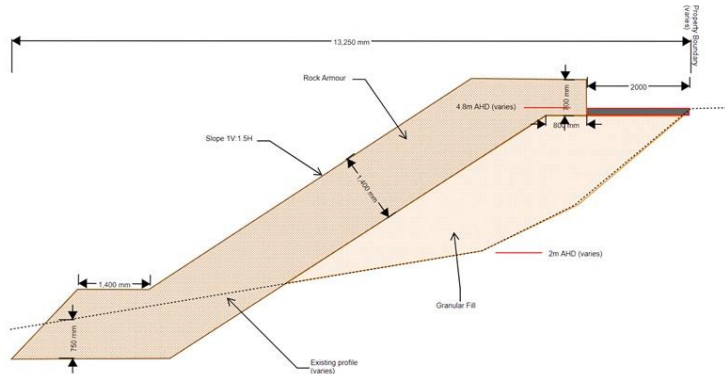
- Design Basis
 - Cloncurry Quarry (2.7t/m)
 - Intermediate damage
 - Slope 1V:2H
 - M50 = 0.8t
 - Layer Thickness = 1200mm
 - Width = 12100mm
 - Preliminary cost estimate \$10,000

11 18 June 2020

Royal HaskoningDHV

BUSINESS PAPERS

Concept Drawings – Option 5: Rock Revetment

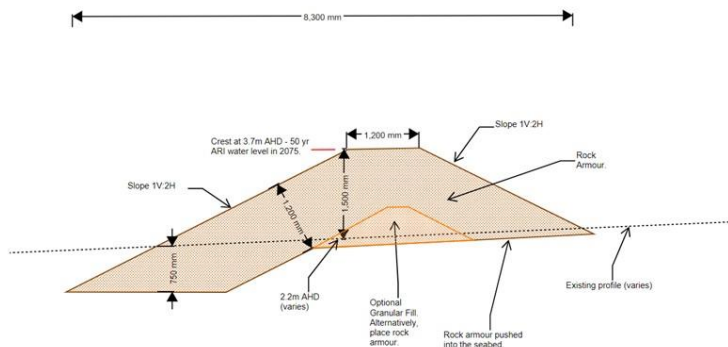


- Design Basis
 - Cloncurry Quarry (2.7t/m)
 - Intermediate damage
 - Slope 1V:1.5H
 - M50 = 1.2t
 - Layer Thickness = 1400mm
 - Width = 13250mm
 - Preliminary cost estimate \$15,000

12 18 June 2020

Royal HaskoningDHV

Concept Drawings – Optional Groyne / Detached Breakwater



- Design Basis
 - Cloncurry Quarry (2.7t/m)
 - Intermediate damage
 - Slope 1V:2H
 - M50 = 0.8t
 - Layer Thickness = 1200mm
 - Width = 8300mm
 - Preliminary cost estimate \$4,000

13 18 June 2020

Royal HaskoningDHV

BUSINESS PAPERS

Cost Estimate - Notes

- Note: The preliminary cost estimate includes a contingency on construction cost of 20%. The estimate is based on Royal HaskoningDHV's experience and judgement as a firm of practicing professional coastal and maritime engineers familiar with the coastal and maritime construction industry. The quantities have been estimated from the concept design drawings, rounded up to account for small quantities. The preliminary cost estimate can NOT be guaranteed as RHDHV has no control over Contractor's prices, market forces and competitive bids from tenderers. The preliminary cost estimate may exclude items which should be considered in a cost plan. Examples of such items are mobilization and demobilization, project management fees, authority approval fees, contractors risk and all project contingencies (e.g. to account for construction and site conditions, weather conditions, ground conditions and unknown services).
- Cost to be confirmed by Quantity Surveyor following completion of detailed design drawings.

14 18 June 2020

Royal HaskoningDHV

Rock Revetment + Retaining wall - Advantages and Disadvantages

Option	Advantage	Disadvantage
Option 1: Retaining wall + Rock Revetment	<ul style="list-style-type: none"> • Smaller footprint when completed compared to rock revetment. However, minimal benefit due to requirement for rock toe. • Aesthetics? Looks neat from the crest. 	<ul style="list-style-type: none"> • Considerable excavation and backfilling required – potentially on private property. Particularly for OPTION 3 • Minimal ecological benefit (without cladding or similar). • Rigid solution. Scour at toe must be addressed (i.e. rock protection). • Handrail required where fall height exceeds 1.5m (Option 3)
Option 2: Retaining Wall + Rock Revetment		
Option 3: Retaining Wall + Rock Revetment		

15 18 June 2020

Royal HaskoningDHV

BUSINESS PAPERS

Rock Revetment - Advantages and Disadvantages

Option	Advantage	Disadvantage
Option 4: Rock Revetment	<ul style="list-style-type: none"> Flexible design option <ul style="list-style-type: none"> Can tolerate some level of settlement. Easily topped up in the future to cater for sea level rise. Ecological benefits – interstitial voids provide habitat. Process benefits – less reflective; encourages sediment deposition rather than wave reflection during ambient conditions. Suitable rock available at Cloncurry. 	<ul style="list-style-type: none"> Buried rock toe design extends across the beach. The rock can be exposed from time to time, which is undesirable.
Option 4a: Rock Revetment		
Option 5: Rock Revetment		
Optional Groyne/Detached Breakwater	<ul style="list-style-type: none"> Dissipates wave energy. Forms a pocket beach. 	<ul style="list-style-type: none"> Cost

16 18 June 2020

Royal HaskoningDHV

Recommendation

- Combination of:
 - Rock Revetment (Option 4a) where property boundaries set back.
 - Retaining Wall (Option 2 or 3) where erosion scarp is at the property boundary/



17 18 June 2020

Royal HaskoningDHV

Consultation (Internal/External):

- Michael Wanrooy - Director of Engineering
- Kerrod Giles - Engineer

BUSINESS PAPERS

- Royal Haskoning

Legal Implications:

- Nil

Financial and Resource Implications:

- Nil – Funded works.

Risk Management Implications:

- The proposed recommendations will protect the Karumba foreshore from coastal erosion.

BUSINESS PAPERS

12 GENERAL BUSINESS

13 CLOSURE OF MEETING