



CARPENTARIA SHIRE

*Outback by the Sea*

***BUSINESS PAPER***

***20 MAY, 2020***

## **BUSINESS PAPERS**

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

Mayor Jack Bawden	Chairperson
Cr Ashley Gallagher	
Cr Bradley Hawkins	
Cr Andrew Murphy	
Cr Peter Wells	
Cr Craig Young	
Cr Amanda Scott	

Please find attached the Agenda for the Ordinary Council Meeting to be held in the Civic Centre, Walker Street, Karumba commencing at 9:00am.

Mark Crawley  
**CHIEF EXECUTIVE OFFICER**

## BUSINESS PAPERS

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## **BUSINESS PAPERS**

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

**RECOMMENDATION**

*That the Minutes of the Ordinary Council Meeting held 15 April 2020 be confirmed.*

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

## BUSINESS PAPERS

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### 8 CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION

In accordance with the *Local Government Act 2009*, and the *Local Government Regulation 2012*, in the opinion of the General manager, the following business is of a kind as referred to in clause 275(1) 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 275(1) of the Local Government Regulation 2012 as the items listed come within the following provisions*

#### 8.1 Outstanding Rates over 3 years- Pause of debt collection proceedings due to COVID-19

*This item is classified CONFIDENTIAL under the provisions of clause 275(1)(f) (h) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to starting or defending legal proceedings involving it; AND business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.*

#### 8.2 Post Revaluation Rates Refund on Rutland Plains Station

*This item is classified CONFIDENTIAL under the provisions of clause 275(1)(h) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.*

#### 8.3 For information only - Write off of Landing fees

*This item is classified CONFIDENTIAL under the provisions of clause 275(1)(h) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.*

#### 8.4 World Fuel Services (Australia) Pty Ltd - Rental Relief

*This item is classified CONFIDENTIAL under the provisions of clause 275(1)(h) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.*

#### 8.5 Pensioner Housing - Rental Review

*This item is classified CONFIDENTIAL under the provisions of clause 275(1)(h) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.:*

## BUSINESS PAPERS

### 9 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

#### 9.1 CEO REPORT

<b>Attachments:</b>	9.1.1. Response from Premier in relation to LGAQ Battleplan - COVID-19 <a href="#">↓</a>
	9.1.2. LGAQ Battleplan for economic stimulus and job creation - COVID-19 <a href="#">↓</a>
	9.1.3. Letter from LGAQ in response to WAoC letter <a href="#">↓</a>
<b>Author:</b>	Mark Crawley - Chief Executive Officer
<b>Date:</b>	12 May 2020

<b>Key Outcome:</b>	1.5 – Council has high quality governance
<b>Key Strategy:</b>	1.5.3 Council has good decision making processes in place.

#### EXECUTIVE SUMMARY:

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

#### RECOMMENDATION:

That Council:

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

#### MEETINGS SCHEDULE

Date	Time	Event	Location
<b>Council</b>			
20 May 2020	9:00am	Ordinary Meeting of Council	Karumba
21 May 2020	8:30am	Workshop – Councillors and Directors	Boardroom
17 June 2020	9:00am	Ordinary Meeting of Council	Boardroom
18 June 2020	8:30am	Workshop – Councillors and Directors	Boardroom
<b>NWQROC, FNQROC and LGAQ</b>			
13 July 2020		Next Generation Councils	Twin Waters
16-17 June 2020		Civic Leaders Summit	Zoom
August – T.B.A.		Disaster Management Conference	T.B.A.

## BUSINESS PAPERS

Date	Time	Event	Location
19-21 October		Annual Conference	Gold Coast
4-5 November		LGx Conference	Brisbane
It is unsure if these conferences will be held due to the restrictions from COVID-19			
Local Government Professionals Australia			
13-15 May 2020		Board meeting, President's Summit Now via teleconference	Canberra
All interstate and international travel for LG Professionals has been cancelled. All future meeting will be via teleconference or Zoom. It is likely that the term for President will be extended until at least the end of the calendar year.			

### FINANCIAL REPORT

Governance Income and Expenditure to 30 April 2020

INCOME – Operating			
Account #	Description	Budget	Year to Date
EXPENDITURE - Operating			
Account #	Description	Budget	Year to Date
250131	Governance – Op Expenses	905,000.00	1,021,438.08
250133	Governance - Depreciation		163,937.79
250135	Grant Funded Expenses (QCoast 2100)		39,820.00
250231	Elected Members – Op Expenses	593,000.00	428,736.70
250331	Communications – Op Expenses		40,051.00
250431	Major Op Expenses	2,507,000.00	86,924.87
250532	Property and Leases - Maintenance		1,818.18
INCOME – Capital			
Account #	Description	Budget	Year to Date
250151	Governance – Capital Grants	2,595,909.00	79,090.91
EXPENDITURE – Capital			
Account #	Description	Budget	Year to Date
250171	Governance - WIP	158,000.00	70,864.64

## BUSINESS PAPERS

### ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

Date:	Ref:	Action	Status	Comment
A0618-07		Prepare draft vehicular crossover policy for council consideration.	In Progress	Draft Policy circulated to Councillors for input
0918/0038		Lobby State Government to review the school bus subsidy eligibility criteria	Started	Arranging a deputation with Minister for Education and Transport
Feb-19	138	Include issues identified during flood event on agenda for next LDMG meeting.	Started	Local Disaster Management Group met on 30/01/2020
Sept 19		Review current gauges and include in Asset Register and Guardian IMS. Costs to raise those gauges that need to be raised	Noted	To be discussed and progressed further with work being done with NWQROC and QRA
April 20	007	Authorise waivers as a stimulus for the 2020-2021 financial year; and That Council advise the business community of the measures to be introduced. Those with immediate effect and those considered for the new financial period 2020-2021	Completed	Media Release and Facebook Posts arranged
April 20	008	Rating Concessions for Caravan Parks	Completed	Advised those who applied for concessions
April 20	009	Adopt the Carpentaria Shire Biosecurity Plan 2019 and associated Incentive Programs	Completed	Will be provided on Council Website
April 20	010	Karumba Airport Lease	Progressing	Arranging a valuation to set rates for negotiation. Advised interested proponents.
April 20	011	Establishment of LTO – Gulf Councils	Completed	Advised Council CEO's of Council decision
April 20	012	Nomination Policy Executive Position	Completed	Nomination form emailed to Returning Officer as required

# BUSINESS PAPERS

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## MATTERS FOR COUNCIL CONSIDERATION

### 1. Covered in separate reports

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

**Recommendation:** NIL

## MATTERS FOR COUNCIL INFORMATION

### 2. Civic Leaders Summit - LGAQ

Held just the once every four years - for mayors, deputy mayors and CEOs only - Civic Leaders has proven, time and again, to be the best possible introduction to your role as a community leader.

The COVID-19 pandemic can't stop the Civic Leaders Summit and my team has been working hard to ensure you and your class of 2020 colleagues make history with the **LGAQ's first virtual event**, to be held over two half-days on Tuesday 16 and Wednesday 17 June (with a half-hour 'how-to' on Monday 15 June).

2020 Civic Leaders Summit highlights include:

- What civic leaders can - and can't - do;
- Good advice from first-term mayors;
- Meet the local government gatekeepers.

Civic Leaders really does ensure your term in office gets off to a great start - and that you are prepared for many of the experiences that will crop up.

**Recommendation:** For information

### 3. Northern Alliance of Councils (NAoC)

Advise received that the 2020 Northern Alliance of Councils Conference (NAOC) has been cancelled due to the current restrictions on gatherings and social distancing.

Community health and wellbeing is their number one priority at this time.

The Annual General Meeting & General Meeting will continue to be held on 12 August 2020. This will be held via Zoom conferencing.

Further information will be distributed in the coming weeks.

**Recommendation:** For information

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## **BUSINESS PAPERS**

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### **4. LGAQ Battleplan**

The Premier has responded (copy attached) to the LGAQ's Battleplan (also attached) released recently calling on State Government to provide funding to Local Government.

Premier Anastacia Palaszczuk has formally requested the LGAQ provide a list of job-creation and economic stimulus projects following the launch of the Battleplan for Queensland Local Communities on behalf of members.

The LGAQ understands Councils are being inundated with requests from various State and Federal Government departments and other stakeholders and we have deliberately tried to minimise our contact with you where possible and coordinate our efforts where we can.

Following the launch of the Battleplan last month, we have received significant interest from political parties to understand how the plan's economic stimulus initiatives could be delivered.

The Battleplan for Queensland Local Communities is a place-based framework that provides Councils with a menu of funding programs that are both familiar and proven to create jobs, economic value and community benefit. Programs that can be tailored to benefit critical local industries or support diversification. Programs like the Green Army initiative that will rapidly create employment and have sustained benefits for the agricultural or tourism sectors.

The Executive Leadership Team is working on the document for submission to LGAQ by 11 May 2020 as requested and we will present a listing at the Council Meeting.

**Recommendation:** For information

### **5. Western Alliance of Councils**

The Western Alliance of Councils forwarded correspondence to the LGAQ in relation to the Rural Water and Wastewater Guarantee expressing concerns in relation to the process and allocation of funds from a new bucket of money. LGAQ have responded and forwarded correspondence to the 41 Councils in relation to the concerns expressed by the WAOc.

Cr Hawkins and I attended a teleconference on Thursday in relation to the correspondence (copy attached). Can provide an update at the meeting.

**Recommendation:** For information



Premier of Queensland  
Minister for Trade

For reply please quote: ECP/NL – TF/20/7187 – DOC/20/72273

1 MAY 2020

Mayor Mark Jamieson  
President  
Local Government Association of Queensland  
greg\_hallam@lgaq.asn.au

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Telephone +61 7 3719 7000  
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Website [www.thepremier.qld.gov.au](http://www.thepremier.qld.gov.au)

Dear Mayor 

Thank you for your letter of 15 April 2020 outlining the Local Government Association of Queensland's (LGAQ) 'Battleplan for Queensland local communities'. I welcome LGAQ's commitment to identifying initiatives to support the economic recovery from coronavirus (COVID-19).

My Government's number one priority in managing the current pandemic is ensuring the health and safety of all Queenslanders. I am also keenly aware of the economic impact of COVID-19 and the need to plan for future recovery.

The Queensland Government is in the process of developing a detailed recovery plan to accelerate infrastructure works and job supporting initiatives across Queensland.

To assist the Queensland Government's coordination of economic support and consideration of the proposed initiatives under the 'Battleplan for Queensland local communities', it would be of great assistance if you could provide a list of infrastructure and key maintenance projects for each local government area across Queensland.

This request includes a list of the proposed infrastructure and key maintenance projects broken down by region, with an indication of possible start dates and estimated costs across financial years to be delivered under the Jobs Recovery Package, Rural Towns Water Guarantee – Critical Water Security Infrastructure, Natural Disaster Resilience and Betterment Program, Western Roads Upgrade Program, Transport Infrastructure Development Scheme, Growing Tourism Infrastructure Program, proposals for Building our Regions, and the Green Army Landscape Beautification and Biosecurity West and Pest Management initiatives, as well as any projects delivered under the remaining employment, skills, training, small business, digital and mental health focused initiatives. •

This information will support the Queensland Government to consider targeted support to protect and create jobs.

I look forward to further constructive engagement with the LGAQ and Mayors to support jobs across Queensland.

Yours sincerely

A handwritten signature in black ink, appearing to be "Annastacia Palaszczuk".

**ANNASTACIA PALASZCZUK MP  
PREMIER OF QUEENSLAND  
MINISTER FOR TRADE**

# Battleplan for Queensland Local Communities

## LOCAL GOVERNMENT'S RESPONSE TO COVID-19



### A MESSAGE TO THE STATE GOVERNMENT FROM LGAQ PRESIDENT, MAYOR MARK JAMIESON

Queensland councils are acutely aware of the impact COVID-19 is having on our local communities.

We are already on the frontline leading the local disaster response and providing relief to vulnerable households and businesses where we can.

We are sustaining our 40,000-strong local workforces.

We continue to deliver essential public health services such as water, sewerage and rubbish collection to keep our communities safe while also delaying or reducing rates, fees and charges.

Councils, big or small, coastal or rural, are not immune to the impacts of COVID-19.

Larger councils, less reliant on funding from other levels of governments, are absorbing significant revenue drops.

Smaller councils, less able to provide direct financial relief, are ensuring services continue while supporting local economies still recovering from drought and floods.

#### Local governments stand ready to do the heavy lifting with the State Government in the fight against COVID-19.

We want to keep our local communities safe and strong.

To do this, we need help from the State and Federal governments. With access to only three percent of total government taxes and charges, councils do not have an unending capacity to reduce revenue while also keeping our workforce in jobs and our local economies turning.

**This is a \$608 million battleplan that is ready to go. It will deliver 14,000 new jobs across Queensland and, with State Government support, we can get started.**

Councils are not looking for a handout. We want to partner with the State Government and lead our communities in recovery.

We can make a big difference to sustaining local economic activity and jobs, minimising the impact of the shutdown and building back better if we are funded to do so.

## KEY INITIATIVES

- 8000 Jobs Recovery Package
- 3000-strong Green Army
- 770 job-creating community infrastructure projects
- Fast-tracked delivery of water security infrastructure
- Accelerated upgrades to critical transport infrastructure
- Localised mental and community health programs



## Why Local Government?

Queensland is Australia's most decentralised State. One size does not fit all. Stimulus needs to be widespread and scalable. Evidence shows direct funding allocations to councils achieves rapid and direct economic stimulus relevant to the unique needs of local communities and their economic circumstances.

Leading consultants EY's 2020 Review of the Federal Government's *Drought Communities Programme - Extension* confirmed, **"program impact increased by providing councils with the means to create economic stimulus relevant to the unique requirements of their community"**.

The Palaszczuk Government has lead the way and seen the value of partnering with local councils when responding to unemployment. The successful Works for Queensland program has delivered more than 21,000 jobs over the last three years and proves how direct council funding increases the speed of economic stimulus to local communities with widespread and scalable effect.

Councils are already on the frontline with shovel-ready projects and established project management and governance mechanisms. They can mobilise quickly and provide local solutions for their communities.



*'No other level of government or non-government sector can offer state-wide, scalable delivery of local economic stimulus as quickly as councils.'*

**MAYOR MATT BURNETT,**  
*Gladstone Regional Council*



- **\$17 million**
- **120 jobs**
- **10,000 retrained workers**

*"We understand our communities and where they are being hit hardest. We can focus support where it's needed most and get our local businesses and economies moving again."*

The role of local government extends far beyond 'roads, rates and rubbish' with councils often stepping in to fill local community service gaps. When our community hurts, so do we.

COVID-19 has hit our communities in so many complex ways. Councils are well placed to identify need and direct resources in a local context to keep our communities safe and strong.

**MAYOR JOHN WHARTON,**  
*Richmond Shire Council*

## We can do this by providing:

- **Localised mental health initiatives** targeting discrete at-risk groups often difficult to identify and reach
- **Support for virtual active communities to develop and thrive**, keeping people connected in these tough times
- **Digital upskilling program** to-train and upskill workers, boosting capacity of local workforces in a COVID-19 impacted world
- **Small Business Friendly Council** initiative assisting small business with job matching recruitment, local project opportunities and support

These community resilience-building, workforce- skilling, business- matching and economic uplift initiatives will ensure local communities have the skills, systems and capabilities to sustain and grow our local communities.



## Sustain Local Jobs

- **\$281 million**
- **8200 new jobs**
- **800 new apprenticeships**

Councils are a significant local employer, employing 40,000 staff across Queensland. They are also a major contractor of locally sourced goods and services, supporting a multitude of indirect jobs.

Councils have boots on the ground. They have experience and local service contracts in place able to be leveraged to ensure new jobs and funding stays local. By sustaining council's workforce and boosting local job-creating programs we can make a big difference in combating the impact of COVID-19 on local economies.

*"Like every council, our priority is to deliver essential services for residents and keep our more than 8000 staff employed and productive while we confront this crisis. This is critical not only to sustain our local economy, but it also means we are ready to mobilise our workforce, once our pipeline of works is ready to go."*

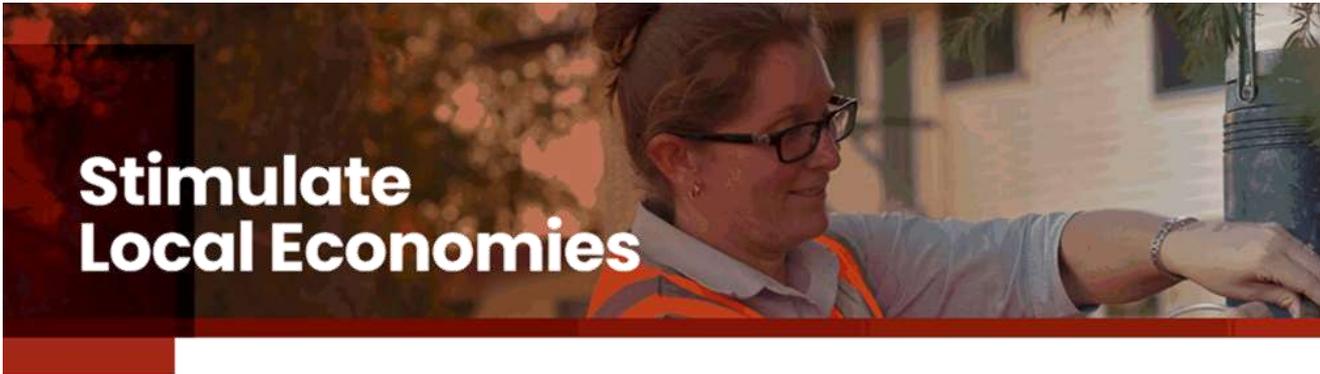
**LORD MAYOR, ADRIAN SCHRINNER,**  
Brisbane City Council



## We can do this by providing:

- **Jobs Recovery Package:** A program to create **8000 new jobs** by delivering **770 job-generating community projects** modelled on the successful Works for Queensland program
- **Accelerated upgrades to critical transport infrastructure routes creating 200 new jobs** and improving supply chain connectivity and road safety
- **800 new places as part of the Local Government Apprentice and Traineeship Guarantee** will reskill job seekers and support new workforce entrants

These initiatives will ensure critical capacity is not lost and local initiatives, infrastructure projects and essential services can continue to roll out. They will also make sure new workforce entrants and individuals seeking to reskill are not denied pathways to secure employment.



## Stimulate Local Economies

- **\$310 million**
- **5200 new jobs**

Councils know what their communities need and understand the opportunities to strengthen and build resilience within their local economies – for today and tomorrow.

Investment to fast-track enabling infrastructure projects and economic restoration programs targeting natural resource management, water security, betterment and disaster resilience can build back better, for generations to come.

*“We have the opportunity to come out of this stronger, to build a more resilient future driven by solutions that put community first.”*

**MAYOR LYN McLAUGHLIN,**  
*Burdekin Shire Council*

## We can if supported:

- Create a **3000-strong Green Army** to support beautification and environmental restoration from country to coast, protect agricultural productivity and mitigate wildfire risk
- **Create 1200 new jobs through fast-tracked construction of critical water security infrastructure** providing safe and reliable water supply desperately needed by drought impacted communities
- **Recharge the successful Building our Regions program** to create 600 new jobs and rebuild, diversify and strengthen local economies through legacy infrastructure, projects and programs
- **Accelerate the delivery of disaster resilience projects** to better equip communities manage the impact of changing weather patterns and reduce future reconstruction costs
- **Rapidly enhance the quality of local tourism infrastructure** so when people can travel again, they stay longer and spend more

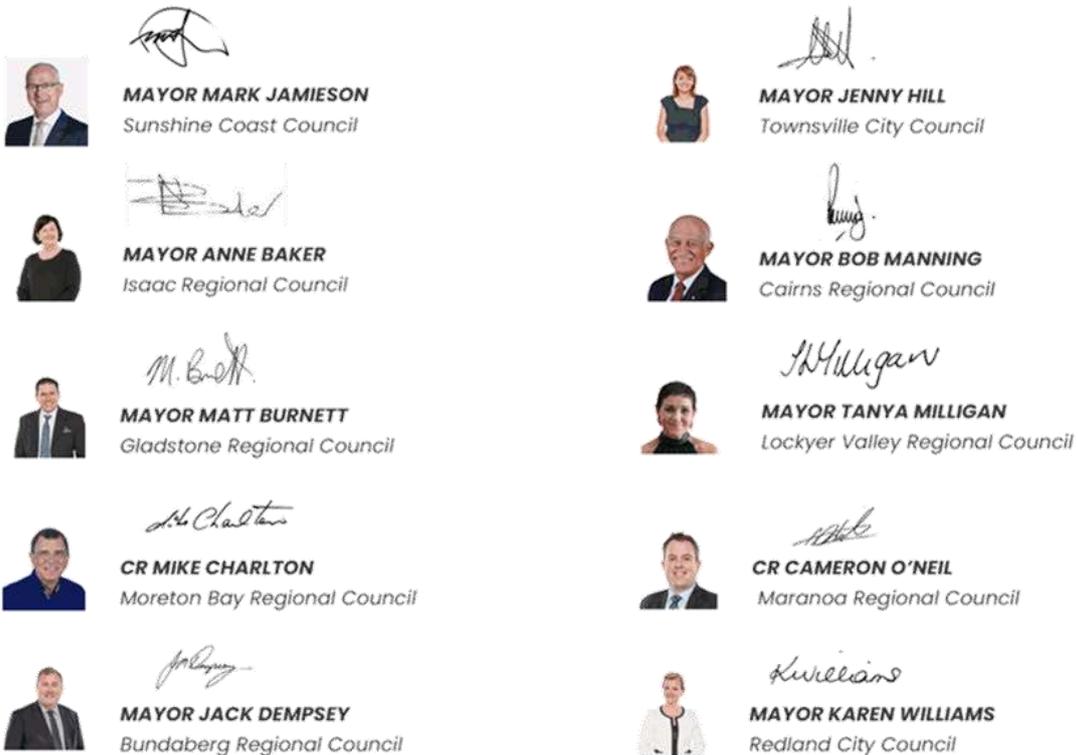
These regional economic recovery initiatives provide legacy infrastructure and create a broad-based economic foundation to make Queensland economies and communities even stronger in the future.



## Dear Premier

The Mayors of Queensland stand with you in the fight against COVID-19. We are ready to do the heavy lifting to help our local communities, businesses and households recover.

With your support we can deliver more than 14,000 new jobs for Queenslanders, while caring for our communities, sustaining our local workforces, building legacy infrastructure and delivering projects to make Queensland even stronger for the future.



### LGAQ POLICY EXECUTIVE

#### For all enquiries, contact:

**Government**  
Greg Hallam AM  
Chief Executive Officer  
Em: greg\_hallam@lgaq.asn.au  
Ph: 0428 987 102

**Media**  
Sarah Vogler  
Media Executive  
Em: sarah\_vogler@lgaq.asn.au  
Ph: 0438 447 370





6 May 2020

Cr Lyall Bawden  
Mayor  
Carpentaria Shire Council  
PO Box 31  
NORMANTON QLD 4890

Dear Mayor Bawden,

**Proposed \$500 million Rural Water & Wastewater Guarantee**

As you will be aware, the Local Government Association of Queensland (LGAQ) has on your behalf, recently launched its *Battleplan for Queensland Local Communities* as a response to COVID-19.

The Battleplan requests the State Government to commit to a \$608 million partnership with local governments to help sustain and stimulate local jobs and economies. The Battleplan provides a menu of programs and projects that have consistently been part of the LGAQ's funding advocacy to other tiers of government. These are proven Programs that deliver for communities, such as Works for Queensland or the Western Roads Program. The Battleplan programs and projects will have real and meaningful impacts in both the short and long term, but importantly enable councils to be at the centre of how stimulus is applied to local recovery plans.

One of the programs within the Battleplan that the LGAQ is seeking a commitment towards is the Rural Water and Wastewater Guarantee, which seeks \$500 million over five years for 41 councils. The COVID-19 pandemic and the associated national public health directions has heightened the need to provide reliable and safe water and wastewater services to all Queensland communities. It has also amplified the role the majority of councils play in delivering these essential services.

The rural and remote water and wastewater infrastructure asset bases has an estimated value at over \$6.5 billion, serving residential populations of up to 40,000. We know that in most communities, these assets were installed decades ago, and replacement dates are looming. The infrastructure cliff that many local governments are facing is significant and needs to be urgently addressed – and this is well-known by State government agencies. Current data shows small rural and remote communities are experiencing significance breakage in their networks (ie. up to 50 breaks per 100 kilometres of pipes) - which is clearly unsustainable for councils in both financial and community health contexts.

At the 2019 LGAQ Annual Conference the following unanimous motion was carried –

*That the LGAQ lobby the State Government to provide dedicated funding of \$100 million per annum over five years to support rural water and sewerage with investment*

**P** 07 3000 2222  
**F** 07 3252 4473  
**W** www.lgaq.asn.au

Local Government House  
25 Evelyn Street  
Newstead Qld 4006

PO Box 2230  
Fortitude Valley BC  
Qld 4006

Local Government Association Of Queensland Ltd.  
**ABN** 11 010 883 293 **ACN** 142 783 917



*priority determined by a risk assessment of existing infrastructure, water quality and availability.*

The motion strengthened the LGAQ's advocacy efforts for a dedicated funding program to address this looming problem for many Queensland councils and their communities. Extensive discussions and negotiations have been progressing with relevant state government departments, regulators, industry stakeholders and members for the past 14 months in this regard.

The withdrawal just over a decade ago of guaranteed funding for these essential assets has clearly challenged councils with limited own-source revenue capacity to plan with certainty or in many cases, invest in asset management systems. However, it is equally clear that there is no appetite to return to historical funding models for these assets.

In the past 14 months, the LGAQ has sought to test with its member councils, a funding model and governance structure that would address some of the reservations that continue to be raised about the management of these assets as well as some of the inherent challenges experienced in the delivery of these services.

This has been done with the best interests of the membership in mind and with the intent to provide local governments with a position that would place the sector in the best position to succeed with its advocacy in this matter. Throughout this period, members' comments have been taken on board and the LGAQ has continued to adjust its proposal in response to feedback from member councils.

Recently, the Western Alliance of Councils, wrote to the LGAQ expressing its concern at aspects of the funding model proposed on behalf of the 41 councils to which this proposal relates. As almost half of the councils to benefit from this funding proposal are within the Western Alliance, we have taken (and are taking) seriously the need to understand the specifics of these member council concerns.

In this context, we would like to share with all of the 41 councils the attached document which itemises the concerns recently expressed by the Western Alliance of Councils and our responses to their feedback following the LGAQ's recent Policy Executive meeting.

Our ability to progress this proposal with certainty and to maximise our prospects of a successful outcome with the Queensland Government is strongly dependent on ensuring this proposal has been worked through with the relevant member councils and enjoys widespread support. If this is not the case, then we will struggle to garner the commitment that is so desperately needed for communities across Queensland.

With this in mind, the LGAQ is keen to understand the specific issues in relation to this proposal that may remain unresolved for your council. Generally, the feedback to date from councils outside the Western Alliance of Councils has been positive, recognises that this has been an iterative process and that the scale of funding requested is unlikely to come without some conditions from the State Government. However, we



want to ensure that we have listened and responded to all concerns, issues and ideas from the 41 councils that stand to benefit from this proposal if it is accepted by the State.

The LGAQ understands that addressing challenges arising from ageing water and sewerage infrastructure and the resultant environmental and public health risks requires a long-term commitment. Immediate support, both financial and technical, is crucial to ensure councils can address the current infrastructure funding gap and consequently, continue to provide their communities with the vital water and wastewater services they need.

Whilst we appreciate this is a medium to long term initiative, with the advent of the COVID-19 pandemic and the focus of all tiers of government on the significant financial stimulus required to effect community and economic recovery, the LGAQ is seeking to position both this proposal and local governments generally, at the core of recovery funding decision-making.

With the announcement of the Deputy Premier and Treasurer's advance of \$3.2 billion in Parliament last week to support response and recovery initiatives, we believe there is a strong alignment with the Rural Water and Wastewater Guarantee as part of the LGAQ's \$608 million Battleplan. These types of infrastructure responses provide opportunities to utilise the stimulus to deliver long term benefits and solutions that are aligned with the needs of our communities.

We have been heartened by the recent commitment from the Leader of the Opposition, Deb Frecklington MP, who has endorsed LGAQ's Battleplan and we continue to progress discussions with the government.

COVID-19 has provided us with a unique platform to pursue our advocacy but there are many competing requests of government as it develops its own recovery response. Ensuring value for money for their investment will be a critical consideration in any commitments made - hence our proposal has sought to consider how we can demonstrate this as part of the funding ask.

I offer you my assurance that the LGAQ will continue to engage with all rural and remote councils in the evolution of Rural Water and Wastewater Guarantee to ensure we have a proposal that represents the interests of member councils and to inform our advocacy discussions with the Queensland government. With this in mind, I would greatly appreciate your council advising the LGAQ of any specific issues your council has with the current Rural Water and Wastewater Guarantee proposal, attached with this letter. At my request, the LGAQ is also happy to provide one-to-one briefings for you and/or your staff on the elements of this proposal.

I hope I have been able to reassure you that the approach the LGAQ has adopted with both the Rural Water and Wastewater Guarantee proposal and the Battleplan is entirely about establishing a firm position for councils within the current environment. Please note, individual council participation in this process has always been on a



voluntary basis and the LGAQ, if successful in securing the funding, would ensure it has the support of the Policy Executive to proceed with the commitment.

We look forward to working with you in developing the Rural Water and Wastewater Guarantee so we can secure essential services and sustain jobs for long term benefit of rural and remote communities.

Yours sincerely

A handwritten signature in black ink, appearing to be 'M. Jamieson', is written over a faint, circular watermark or background graphic.

**MAYOR MARK JAMIESON**  
**LGAQ President**

Cc: Mr Mark Crawley, CEO, Carpentaria Shire Council

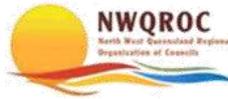
*Att 1: Letter from Western Queensland Alliance of Councils*

*Att 2: LGAQ's response to Attachment 1*

*Att 3: Rural Water & Wastewater Guarantee*

*Att 4: Battleplan for Queensland Local Communities*

**WESTERN  
QUEENSLAND**  
ALLIANCE OF COUNCILS



20 April 2020

Cr Mark Jamieson  
President  
Local Government Association of Queensland Ltd  
PO Box 2230 Fortitude Valley BC  
QLD 4006

[ask@lgaq.asn.au](mailto:ask@lgaq.asn.au); [mark.jamieson@sunshinecoast.qld.gov.au](mailto:mark.jamieson@sunshinecoast.qld.gov.au)

Dear Mark

**Re: LGAQ Rural Water & Wastewater Guarantee – Securing Essential Services & Sustaining Jobs for Queensland’s Rural Towns**

Thank-you for the opportunity to participate in LGAQ’s recent Policy Executive meeting at which the above matter was tabled for consideration.

As you would understand any proposal relating to how water and wastewater assets are managed and funded is of great interest to Western Queensland Councils, given the prosperity and sustainability of our communities is dependent on access to essential water and wastewater services.

As discussed at the meeting, members of the Western Queensland Alliance of Councils fully support LGAQ’s efforts to secure a dedicated fund of \$500 million over five years for in-ground water and wastewater assets.

We also understand that in order for LGAQ to secure such a fund, it will need to develop a proposal to State Government which highlights how such funding will be judiciously spent by councils. However, on review of the current proposal circulated to Councils on Tuesday 14<sup>th</sup> April we continue to hold a number of concerns relating to the proposed framework generally, as well as its individual components as outlined below:

- The framework appears to be an amalgam of the Roads and Transport Alliance, the Queensland Regional Water Alliance Program (QWRAP) and QCoast<sub>2100</sub>. As a result, its objectives and scope are overwhelmed by the detail and don’t reflect the contemporary position that LGAQ has taken on grants and subsidy funding – that is, keep it simple. Works for Queensland (W4Q) being a classic and well received example. The need for such a complex, cumbersome and costly framework has not been justified.
- Whilst on face value we support the link to the proposal being part of a COVID-19 stimulus package, we would argue that the actions arising from this initiative are medium to long term and do not have to be unduly rushed as an immediate stimulus response.
- It is unclear what level of support the proposal has received from the other key stakeholders identified – that is, DNRME, DES, Qld Health, QTC and qldwater? At what point will this be communicated?
- We note the LGAQ has sought to respond to earlier concerns and has somewhat simplified the Program’s Governance – thank you. However, we are keen to further understand the role and powers of the Program Board, which, according to the paper (page 12) will “act as a decision-making authority for all investment decisions...”. It is difficult to imagine the State Government and stakeholder departments will hand over their decision-making responsibilities for the level of funding being sought.

Representing: Burke, Carpentaria, Cloncurry, Doomadgee, Flinders, McKinlay, Mount Isa, Richmond; Barcaldine, Barcoo, Blackall-Tambo, Boulia, Diamantina, Longreach, Winton; Balonne, Bulloo, Maranoa, Murweh, Paroo, Quilpie

- The prioritisation framework remains largely the same and is still of major concern given its multiple phases (six in total) and complex requirements. In particular, the need for regionally based assessment and prioritisation is questioned. Unlike local and State government road networks which interconnect and serve mutually advantageous economic and social outcomes, the same cannot be said of water and wastewater infrastructure in individual communities. We don't believe the framework to be a fit for purpose approach; are concerned about the level and cost of administration required to oversight such a framework; and question why LGAQ believes this level of complexity is required?

Finally, given the proposal represents a step change to existing arrangements, we feel the level of engagement to-date has been insufficient and would welcome and indeed call upon the LGAQ to undertake more fulsome engagement with individual Councils and Regional Organisations of Councils (ROCs). To help facilitate this engagement we would recommend some form of working group (in addition to LGAQ's Water and Sewerage Advisory Group) be established so member councils have the opportunity to co-design the Program elements to ensure they best meet the needs and capabilities of rural councils.

We look forward to your response and working with the Association on this important initiative. Please send your written response to: [nwqroc@carpentaria.qld.gov.au](mailto:nwqroc@carpentaria.qld.gov.au). and, if necessary, our contact officer is Greg Hoffman PSM, Executive Officer, NWQROC at 0418 756 005.

Yours sincerely

**NWQROC**



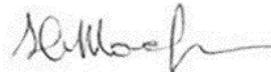
Cr Jack Bawden  
Mayor  
Carpentaria Shire Council  
Chair, NWQROC  
Ph: 0427 459 424

**RAPAD**



Cr Andrew Martin  
Mayor  
Blackall-Tambo Regional Council  
Deputy Chair, RAPAD  
Ph: 0427 512 312

**South West LGA**



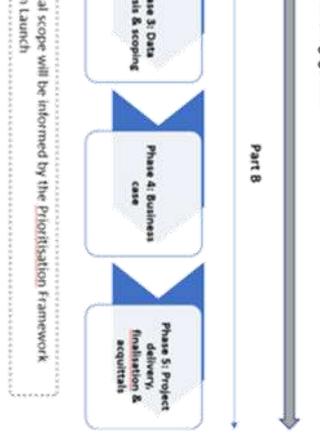
Cr Stuart McKenzie  
Mayor  
Quilpie Shire Council  
Deputy Chair, SWLGA  
Ph: 0429 069 314

Cc

Mr Greg Hallam AM  
Chief Executive Officer  
Local Government Association of Queensland  
[greg\\_hallam@lgaq.asn.au](mailto:greg_hallam@lgaq.asn.au)

Representing: Burke, Carpentaria, Cloncurry, Doomadgee, Flinders, McKinlay, Mount Isa, Richmond; Barcardine, Barcoo, Blackall-Tambo, Boulia, Diamantina, Longreach, Winton; Balonne, Bulloo, Maranoa, Murweh, Paroo, Quilpie

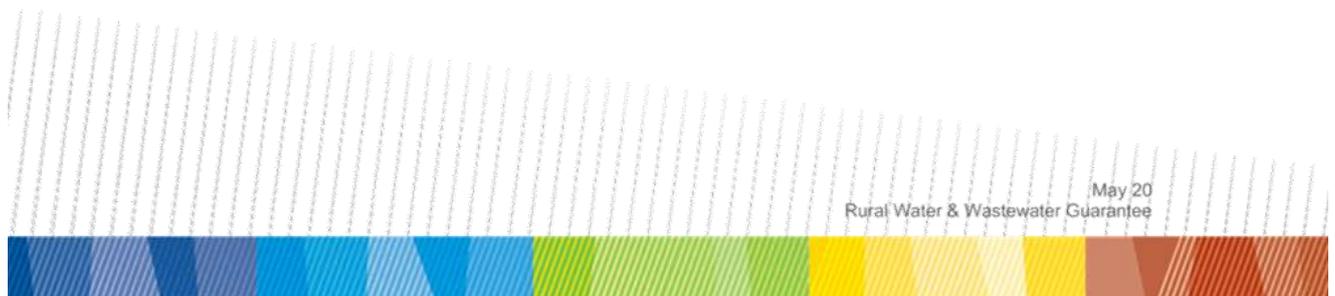
Table 1: LGAQ Response to comments from Western Queensland Alliance of Councils

No	Comments from Western Queensland Alliance of Councils	LGAQ Response
1	<p>The framework appears to be an amalgam of the Roads and Transport Alliance, the Queensland Regional Water Alliance Program (QWRAP) and QCoas2100. As a result, its objectives and scope are overwhelmed by the detail and don't reflect the contemporary position that LGAQ has taken on grants and subsidy funding – that is, keep it simple. Works for Queensland (W4Q) being a classic and well received example. The need for such a complex, cumbersome and costly framework has not been justified</p>	<p>1. We have incorporated learnings from all major funded Programs that the LGAQ have been part of to inform the development of this proposal. We take note that the phrased approach for the proposed Program scope may seem complex at this stage. As such, we have simplified the diagram (see below) and removed a significant amount of details in the description of the phases. Details of the Program scope will be developed as part of the Prioritisation Framework (see Items 2 &amp; 3 below).</p> <p style="text-align: center;"><b>Targeted communication and engagement</b></p>  <p>2. Further clarification (new text in green) has also been added to the description of Phase 1: An established collaboration of industry and state/local government representatives will be tasked with the development of the Prioritisation Framework. Each region will be represented by a local government representative to ensure all key issues/concerns are raised and addressed. It is recommended that this collaboration stays active throughout the Program as a working group as the Framework is expected to evolve throughout the Program to incorporate any lessons learnt or new approaches/strategies.</p> <p>3. W4Q is a great example of state government funding for local government infrastructure projects, however, the scope for this funding was wide and not specific to a particular type of infrastructure. The Water &amp; Wastewater Guarantee is targeted funding specifically for in-ground water &amp; wastewater infrastructure. The Framework was proposed to ensure we do not have a repeat of the infrastructure funding gap that we are currently experiencing, and to increase our chances of receiving the required funding by demonstrating that local governments will follow due process to achieve the objectives of the Program. The Framework was also proposed to:</p> <ol style="list-style-type: none"> <li>allow for works to be undertaken in a consistent and systematic manner across rural &amp; remote Queensland, enabling standardisation of systems and processes and ensuring all service providers meet relevant regulatory/operational requirements.</li> <li>provide guidance to councils on a range of approaches/practices i.e. data collection, asset management, sustainable long-term operation/maintenance etc.</li> <li>provide a methodology for prioritising key regional issues to be addressed in the immediate to long term to ensure the funding is allocated accordingly as \$500M may not be sufficient to undertake all projects initially.</li> </ol>
2	<p>Whilst on face value we support the link to the proposal being part of a COVID-19 stimulus package, we would argue that the actions arising from this initiative are medium to long term and do not have to be unduly rushed as an immediate stimulus response.</p>	<p>We agree that this is a long-term initiative and the LGAQ will continue to advocate for funding and technical support over the long term to assist our rural and remote region with their water/wastewater infrastructure needs. However, we strongly believe that there is a window of opportunity in presenting this ask as part of the larger COVID-19 response particularly since creating/sustaining jobs in the region is a key focus. Attached is the LGAQ's COVID-19 battleplan which includes funding for essential services.</p>
3	<p>It is unclear what level of support the proposal has received from the other key stakeholders identified – that is, DNRME, DES, Qld Health, QTC and qdwater? At what point will this be communicated?</p>	<p>The initial concept paper has been socialised with a number of Departments and Stakeholders including Minister Hinchliffe and Shadow Minister Ann Leahy. We intend to finalise this paper to reflect feedback received from councils before engaging further with the departments and qdwater.</p>

<p>4</p> <p>We note the LGAQ has sought to respond to earlier concerns and has somewhat simplified the Program's Governance – thank you. However, we are keen to further understand the role and powers of the Program Board, which, according to the caper (page 12) will "act as a decision-making authority for all investment decisions....". It is difficult to imagine the State Government and stakeholder departments will hand over their decision-making responsibilities for the level of funding being sought.</p>	<p>The stage government (potentially DGRMA) will be part of the Program Board along with the LGAQ. All other Regulators and Departments will be part of an Advisory Panel that will provide advice to the Board as and when needed on relevant issues. As the state is represented in this Board, we do not see any issues with decision-making on funding approvals.</p>
<p>5</p> <p>The prioritisation framework remains largely the same and is still of major concern given its multiple phases (six in total) and complex requirements. In particular, the need for regionally based assessment and prioritisation is questioned. Unlike local and State government road networks which interconnect and serve mutually advantageous economic and social outcomes, the same cannot be said of water and wastewater infrastructure in individual communities. We don't believe the framework to be a fit for purpose approach; are concerned about the level and cost of administration required to oversight such a framework; and question why LGAQ believes this level of complexity is required?</p>	<p>Please see response to item 1 on Prioritisation Framework.</p> <p>We understand that all councils have unique issues/concerns with their water/wastewater infrastructure and know best how to deal with these issues with funding support. However, as the funding bucket may be limited, we believe the collaboration model provides the best option to maximise efficiencies in terms of time, cost, and resources in delivering an outcome. This does not mean that individual councils' needs are not addressed but they are addressed collectively through a regional/joint project for example engaging a local/regional supplier/contractor to undertake joint conditions assessment for in-ground infrastructure. This also allows for certainty in funding allocation at a regional level.</p> <p>We have seen significant benefits arising from collaborative projects – the QWRAP and Roads &amp; Transport Alliance are great examples of this. We understand that some regions have more mature water/sewerage alliance than others such as RAPPAD. We are happy to work with the other regions to set up similar alliance through the QWRAP initiative to progress the collaboration model to ensure all councils are well positioned to access the funding if and when it becomes available.</p>
<p>6</p> <p>Finally, given the proposal represents a step change to existing arrangements, we feel the level of engagement to-date has been insufficient and would welcome and indeed call upon the LGAQ to undertake more fulsome engagement with individual Councils and Regional Organisations of Councils (ROCs). To help facilitate this engagement we would recommend some form of working group (in addition to LGAQ's Water and Sewerage Advisory Group) be established so member councils have the opportunity to co-design the Program elements to ensure they best meet the needs and capabilities of rural councils.</p>	<p>The LGAQ will continue to engage with councils on the Rural Water &amp; Wastewater Guarantee via ROCs and other events. We agree that the establishment of a working group with representatives from local government as part of the development of the Prioritisation Framework will provide an avenue for relevant stakeholders to discuss/agree on elements of the Program - please also see response to item 1 particularly on establishment of a working group.</p> <p>We also value the input and feedback from all our member councils. To ensure a more comprehensive consultation process, we would like to invite all 21 councils to a one-to-one online meeting as we progress discussions with the state government. We will speak to all councils individually and at ROC settings to ensure that we are gathering feedback at all levels to inform the final document.</p>

# Rural Water & Wastewater Guarantee

## Securing Essential Services & Sustaining Jobs for Queensland's Rural Towns



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## 1.0 Background

The Queensland water sector comprises more than 70 water service providers who provide essential water and sewerage services to a population of 4.9 million constituents, employing over 6000 water industry workers across the state. Whilst many South East Queensland (SEQ) councils have engaged statutory authorities to manage their water and sewerage services, all rural and remote Queensland councils currently manage the delivery of their essential services to communities.

The asset base of rural and remote water and sewerage infrastructure is significant, estimated to be greater than \$6.5 billion for councils with residential populations fewer than 40,000, but most of these assets were installed decades ago and their nominal replacement dates are looming. Councils need assistance and support, particularly in understanding the criticality and structural conditions of their assets, identifying priority actions and progressing with the solutions required. Timely action will not only assist in mitigating the impacts of their ageing infrastructure but could also avert any potential public health or environmental disasters arising from failed water and sewerage networks, particularly crucial now while councils are dealing with the COVID-19 pandemic.

Immediate Queensland Government support – both financial and technical – is needed if councils are to continue to provide their communities with the essential water and wastewater services they need. The LGAQ is proposing that the Queensland Government invest \$500 million over five years in a Rural Water and Wastewater Guarantee, a program of dedicated funding support, as part of the transition to a new grant funding model that includes 'security of essential services' as one of its objectives. It is critical now more than ever that an investment of this magnitude is provided by the Queensland Government to ensure the continuous provision of safe and secure water supply and wastewater management which would also provide some degree of certainty for councils in sustaining and creating jobs across the regions during these challenging times.

## 1.1 Problem description

Access to essential water and wastewater services is currently at risk in many of Queensland's rural communities, directly impacting the health of households and visitors, and affecting community liveability as well as the commercial viability of businesses.

**Infrastructure integrity** – Recent data collected through the Queensland Water Regional Alliance Program (QWRAP) shows nearly 30% of current water and wastewater networks are composed of asbestos cement (AC) pipes that were installed between the 1960s and 1990s. The median expected life of AC pipes is 70 years, meaning that a large component of Queensland's pipe network is likely to require renewal over the next 10 to 15 years.

Apart from the primary cost of repairing or replacing these assets, consideration also needs to be given to secondary costs arising from disruption of services caused by breaks/leaks/overflows, any potential environmental or public health risks and additional

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operational costs to manage these issues. Annual data from Queensland service providers averaged 24 breaks per 100 km over the past six years, and the majority of councils that exceed 50 breaks per 100 km are typically small, remote communities with networks shorter than 100 km (QWRAP Research Report 5.2, 2019).

**Public health risks** – Water security is a key concern for most rural and remote councils in Queensland as many of them are currently experiencing one of the biggest pandemics during our time. Ensuring a safe, secure and effective delivery of essential services has never been more important, particularly in managing public health risks. A key element of this is also identifying assets that service critical infrastructure i.e. hospitals and recognising the risks arising from asset failure.

Many rural and remote councils are registered water supply service providers and are required to have a Drinking Water Quality Management Plan (DWQMP) in place that is approved by the Regulator (the Department of Natural Resources, Mines and Energy). Where risk assessments undertaken by councils have identified 'unacceptable' residual risks, effective management of these risks can only be achieved via increased investment in water treatment assets, technology, and staff capability.

**Financial Sustainability** - All rural and remote councils in Queensland own and operate their water and sewerage delivery services. Many of these councils are geographically large, yet generally contain populations of less than 10,000 residents. Due to a limited rate base these councils are traditionally reliant on external grants and subsidies to ensure their ongoing financial sustainability. Operational efficiencies are often difficult to achieve due to geographical distances and the ability to attract and retain suitably qualified staff across a range of disciplines.

Additionally, the COVID-19 pandemic has introduced a further financial strain in terms of job stability and security for rural and remote communities. The need is greater now for financial support and assistance to ensure these communities can sustain and create much needed jobs to achieve the required operational efficiencies for the water and sewerage sector and allow for growth and stability in their regions.

## 1.2 Councils at risk

In Queensland, water and sewerage services are provided predominantly by 69 local government Water Service Providers (WSP). This makes up almost 90% of local governments in Queensland. Of these numbers:

- 38 councils have a population under 10,000 people and less than 3,000 service connections per council; and
- 10 councils have a population between 10,000 and 20,000 and service connections within a range of 3,000 to 8,000.

48 councils with populations up to 20,000 have an estimated current asset replacements cost valued at greater than \$3 billion, and for 57 councils with residential populations up to 40,000, their current asset replacement cost is estimated to be greater than \$6.5 billion. Many of these councils have small populations and rate bases spread across large geographic areas, needing extensive water and sewerage service connections to support their communities, and funding support to maintain and manage these services.

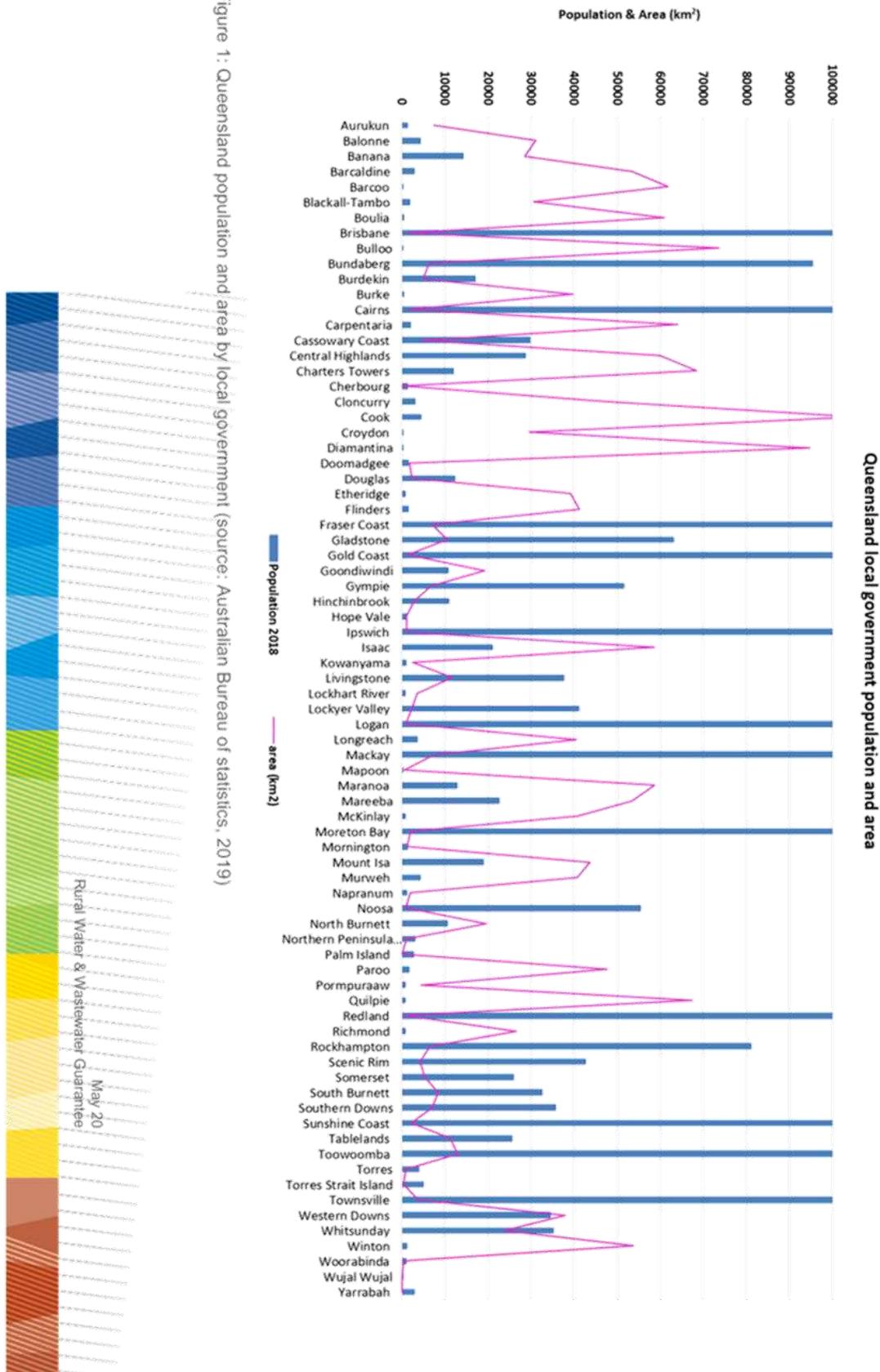
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The recent Local government entities: 2018–19 results of financial audits report by the Queensland Audit Office (QAO) found many of these councils have also been categorised under higher to moderate risk based on an overall relative risk assessment of financial sustainability.

Figure 1 below further illustrates Queensland’s unique challenge, particularly the large number of diverse communities west of the Great Dividing Range.



Figure 1: Queensland population and area by local government (source: Australian Bureau of statistics, 2019)



### 1.3 Current funding support available to councils

In past years, the Works for Queensland (W4Q), Building Our Regions (BOR) and Maturing the Infrastructure Pipeline (MIPP), and Royalties for the Regions (R4R) programs have provided support for water and wastewater projects. A summary of these programs and the relevant projects is provided in Table 1 below.

Table 1: Recent funding support available to councils

Funding Program	Total no. of projects	No. of water/wastewater projects	Funding amount	Total cost of projects	Jobs (water/wastewater)
Royalties for the Regions (2012 – 13, 2015 - 16)	148	30	\$104.6M	\$186M	N/A
Building Our Regions - Rounds 1 to 4 (2015 - 2018) <sup>1</sup>	222	66	\$96.9M	\$306M	929
Maturing the Infrastructure Pipeline – Round 2 (2017-2018)	177	24	N/A	N/A	N/A
Works for Queensland - Round 1 (2016-2017) <sup>2</sup>	723	58	\$12.8M	N/A	323

<sup>1</sup>Round 5 is currently ongoing but not reported in this table

<sup>2</sup>This Program has been extended up to 2021

While this support has been welcome, the focus on new infrastructure, and the fragmented and unpredictable nature of the investment has led to some sub-optimal service delivery outcomes. For example, both the Queensland Drinking Water Regulator and councils recognise that developing the capability of council personnel to operate infrastructure effectively is critical to the provision of safe drinking water. However, capability development does not fall within the parameters of any of these programs. Similarly, the focus on constructing new water and wastewater assets has meant that cost-effective remediation and refurbishment options for existing infrastructure have not been eligible in the funding available to councils.

Additionally, while the MIPP has been an important source of investment in developing the business case for investing in water and waste infrastructure projects, the parameters of this program mean that funding is not necessarily available for the delivery phase of projects. Moreover, with the BOR now significantly oversubscribed, the Government has decided to exclude water and wastewater projects from the program if a direct economic benefit to industrial, commercial and tourism development could not be demonstrated.

Lessons learnt from these past programs will be used to inform any future programs. These include:

- A dedicated funding stream to support water and wastewater projects provides funding certainty so that councils can plan and deliver cost-effective projects over the long term through effective asset management and investment decisions.

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- Ensuring that funding is outcome-focused requires councils to canvas a wide range of solutions to service delivery problems, including capability development, asset remediation and refurbishment and the potential use of new or alternative technologies.
- Giving councils access to the technical expertise they need will assist them in better defining service delivery problems and identifying 'best value for money' options and solutions.
- Supporting regional governance groups and alliances can have a critical role in developing and adopting good asset management and best practices and provide the opportunity for scale in procurement processes that can reduce contract costs, share knowledge and leverage partnerships for service suppliers.

## 2.0 Rural Town Water and Wastewater Guarantee program proposal

**Objective** - Provide for the water quality, water security, and wastewater management needs of Queensland's rural and remote councils with a focus on in-ground assets.

**Funding ask** - \$500 million over five years in State Government funding to support 41 councils (see section 2.2.1 for details)

**Scope** - The Program would provide funding to councils for:

- Systematic and consistent data collections across councils.
- Scoping studies informed by data collection to better define risks to water and wastewater service delivery and prioritise options/actions based on the key priorities of safety, asset condition and criticality.
- Business case development to identify additional data gaps/requirements/investigations, relevant capability building requirements and appropriate service delivery solutions.
- Remediation of water and wastewater infrastructure based on a prioritisation framework for in-ground assets such as pipes, mains, reticulation and collection systems.
- Solutions to mitigate residual risk to public health in the drinking water supply.
- Capability building, via a range of options to collaborate and leverage partners across regions to ensure relevant systems/processes and resources are put in place for long term service delivery planning, management and maintenance.
- Pilot projects to trial innovations and solutions.

Additionally, funding will be required to:

- Develop of a prioritisation framework that will identify the criteria for prioritisation of projects which will then inform the allocation of funding to respective projects. The framework will also provide guidance on service delivery options and relevant leading practice methodologies.
- Identify opportunities to improve councils' asset management and delivery service. This could potentially involve the development of a guideline via collaboration with key stakeholders, facilitation of knowledge sharing sessions across councils and partnering with other water entities and expertise.
- Manage Program and administer funding.

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- Identify future Program funding priorities and requirements.
- Evaluate Program outcomes.

**Potential Program benefits – direct benefits include:**

- A more robust and cost-effective wastewater service to communities:
  - Substantial reduction in the risk of sewage pipe collapses, thereby reducing maintenance costs and impacts on residents.
  - Prevention of public health emergencies and protecting the environment from overflowing wastewater.
- A safer, more secure drinking water service to communities:
  - Prevention of public health emergencies arising from unsafe drinking water
  - Reduction in disruptions to drinking water systems arising from temporary non-compliances with drinking water standards.
  - Reduction in disruptions in water supply to residents and businesses due to breakages in water pipes.
  - Reduction in water losses and costs due to breakages in water pipes (up to 10% of water volumes). This would also reduce energy consumption.
- A consistent and systematic approach to prioritising, managing and maintaining water and sewerage delivery services across rural and remote Queensland.
- A unified approach to water and sewerage asset data collection and management across rural and remote Queensland

**Intangible Program benefits include:**

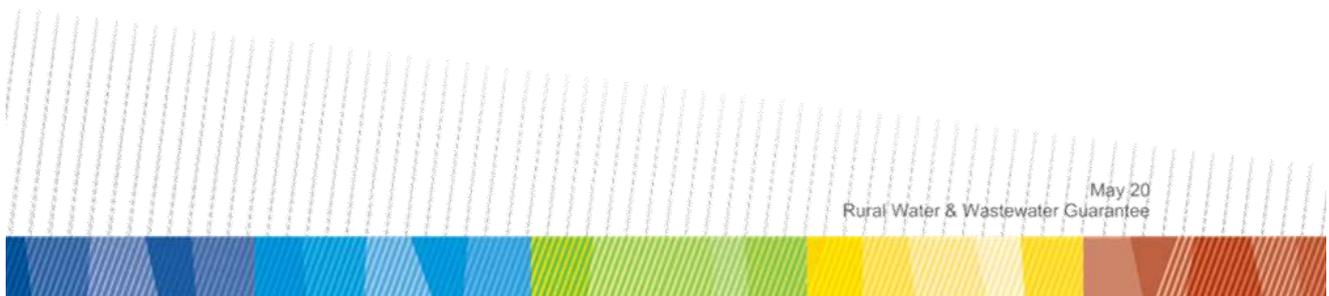
- Job creation - A significant and ongoing investment in wastewater and drinking water service provision will enable councils and contractors to employ staff in the regions most affected by this issue, a certainty that is increasingly needed during these challenging times of the COVID-19 pandemic. The LGAQ estimates that the proposed \$500 million investment will support and/or create over 2000 jobs across Queensland's regions.
- Support for local business - Due to the potential size and length of contracts, a contractor would likely establish a base(s) in regional towns, thereby bringing additional revenue to local businesses operating hospitality, fuel and retail services and potentially keeping these businesses afloat during times of uncertainty.
- Improved asset management - The requirement for councils to undertake a condition assessment of their wastewater and water assets will contribute important information that will underpin medium and long-term asset management plans for water and wastewater services.
- Value for money solutions - Due to the size of contracts and the potential for on-going work, bids are expected to be very price competitive, reducing overall costs. This is particularly the case if works can be coordinated regionally through QWRAP groups and other collaborations.
- Access to technical expertise - Access to technical experts will ensure that proposed works are essential, prioritised and that 'best value' solutions are deployed.

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Rural Water & Wastewater Guarantee

## 2.1 Program principles

The Rural Water and Wastewater Program principles are listed below:

- Queensland local governments who meet the following requirements will be eligible for funding:
  - Non-indigenous councils with residential populations under 40,000 who manage their water and wastewater services; and are a part of a
  - local government alliance or formal regional collaboration.
- Funding is available for both infrastructure and non-infrastructure options e.g. capability development, options analysis, demand investigation/management, business case/strategy development, system monitoring, operational improvements etc.
- Data collection, management and processing for the Program is undertaken in a transparent, consistent and systematic manner throughout rural and remote Queensland.
- All funding applications and funding approved projects must:
  - be based on a regional prioritisation framework (see Section 2.2.3).
  - be informed by data collection and current, industry standard technology (e.g. SCADA, telemetry etc), demonstrating best value for money solutions.
  - consider and coordinate with other grant funding opportunities to ensure cost and time efficiencies are leveraged.
  - demonstrate commitment to long-term water and wastewater service delivery planning, management and maintenance for the region.
  - be formally endorsed by their respective regional alliances or collaborations.
- There is no co-contribution requirement. However, Board approved funding for all projects will be offset by:
  - Councils' repair and maintenance (R&M) budget for the term of the proposed project (only applicable for infrastructure projects).
  - any other state/federal grant funding that has been committed for similar works and applicable to councils within the collaboration.
- Beyond the life of the Program, knowledge and information sharing is encouraged across local governments in Queensland.



## 2.2 Program components

### 2.2.1 Eligibility Criteria

Table 2 provides a list of councils with residential populations fewer than 40,000 who are eligible for this funding. Residential populations have been utilised instead of specific water/sewerage scheme data in determining eligibility as councils' financial sustainability have been taken into consideration in developing this funding ask. This also allows for more streamlined governance and funding administration processes to be implemented.

Table 2: Councils with residential populations fewer than 40,000

Population range	Councils
22 councils with populations up to 10,000	Balonne, Barcaldine, Barcoo, Blackall-Tambo, Boulia, Bulloo, Burke, Carpentaria, Cloncurry, Cook, Croydon, Diamantina, Etheridge, Flinders, Longreach, McKinlay, Murweh, Paroo, Quilpie, Richmond, Torres, Winton
10 councils with populations ranging from 10,000 to 20,000	Banana, Burdekin, Charters Towers, Douglas, Goondiwindi, Hinchinbrook, Isaac, Maranoa, Mt Isa, North Burnett,
9 councils with populations ranging from 20,000 to 40,000	Cassowary Coast, Central Highlands, Livingstone, Mareeba, South Burnett, Southern Downs, Tablelands, Western Downs, Whitsunday

Note:

1. All councils in the table are eligible for funding. Population range will not carry weightage in the assessment of funding applications.
2. Councils are not limited to collaborating with others within similar residential population ranges. Councils can choose to collaborate with any other council in the table.

Whilst acknowledging that councils with residential populations fewer than 10,000 would potentially require the greatest assistance due to a smaller rate base and limited resources, it is important to consider that a critical program outcome is to establish the benefit from scale and scope and that the program will seek to have a requirement for a collaborative governance model (see Section 2.2.2).

Establishing a progressive collaboration model between councils takes time and is often challenging as it requires a number of diverse councils to come together under a single representation. However, the regional collaboration approach has been successfully trialled through programs such as QWRAP and the Roads and Transport Alliance Program. Eligible councils with representation in QWRAP alliances are listed below:

- Central Western Queensland Remote Area Planning and Development Board (RAPAD) Water and Sewerage Alliance – Barcoo, Barcaldine, Blackall-Tambo, Boulia, Diamantina, Longreach, Winton
- Wide Bay Burnett ROC – North Burnett, South Burnett
- Far North Queensland ROC –Douglas, Mareeba, Tablelands, Cassowary Coast, Cook, Croydon, Etheridge
- Downs and Surat Basin Area – Balonne, Goondiwindi, Maranoa, Southern Downs, Western Downs
- Whitsunday-Isaac-Mackay Water Alliance – Whitsunday, Isaac

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Importantly, these alliances do not seek to shift community ownership of these schemes but simply seek to look to areas of joint opportunity and benefit. This approach not only provides an opportunity for greater collaborations between neighbouring councils but also allows for increased efficiencies in terms of governance, costs and timeframes for delivery.

Where alliances have already been set-up, it would be disadvantageous to not allow these groups to continue as part of the Program. Importantly, investment decisions will reflect prioritisations determined based on a range of risk factors relating to water security, water quality and infrastructure condition, some of which have been exacerbated as a result of drought, natural disasters and the current COVID-19 pandemic.

Where councils have already commenced discussions on potential collaborations, this funding program may act as a catalyst to effectively establish such groups. Whilst information and resource sharing are greatly encouraged across all councils and the industry, funding will only be accessible to councils listed in Table 2 above.

Indigenous councils face similar issues as the rural and remote councils regarding water and sewerage infrastructure. However, they have been excluded in this funding proposal as they are currently supported by the \$120M Indigenous Councils Critical Infrastructure Program. Councils with residential populations greater than 40,000 and/or have statutory/regional authorities currently managing their water and sewerage services are also excluded from this funding ask.

## 2.2.2 Proposed Governance

The Program is proposed to be governed by a Board as shown in Figure 2. The following list provides roles and responsibilities of the various levels of governance proposed:

- **Program Board and Secretariat** – The Board will comprise representation from the LGAQ and the State Government (potentially DLGRMA). The Board will provide strategic direction, act as a decision-making authority for all investment decisions and provide oversight to assess the effectiveness of the program in meeting its objectives. The secretariat will provide administrative support to the Board.
- **Regional alliances and collaborations** – Eligible councils can choose to be represented via existing regional alliances, a coalition of a few regional alliances or establish a collaboration with one or more neighbouring councils. Each alliance or collaborative arrangement must elect a coordinator who will liaise with the Program Secretariat.
- **Local Support** – Regional alliances and collaborations could be supported by local committees comprising council officers from various departments, relevant community groups, and potentially external technical experts who have significant experience within the region. This is not a mandatory requirement and the need for this is to be assessed by alliances/collaborations.
- **Advisory Panel** – Representatives from the state government, local government and industry will be part of an advisory panel. This could potentially include DNRME, DES, Qld Health, QTC, Queensland Water Directorate and relevant representatives from industry and academia. The panel will provide advice to the Program Board and

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Rural Water & Wastewater Guarantee

Secretariat and will be accessible to regional groups/collaborations should they require advice/guidance on relevant aspects of the Program.

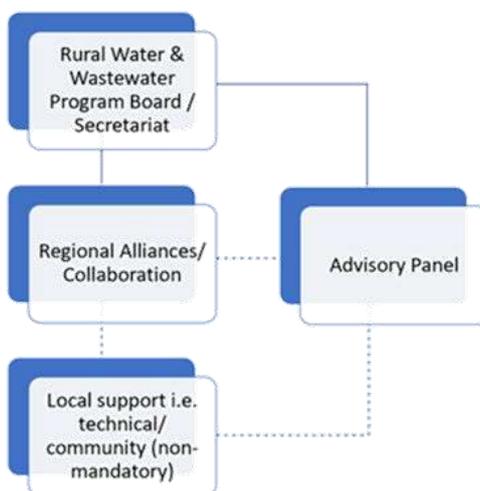


Figure 2: Proposed governance structure

### 2.2.3 Funded Program scope

The proposed funded Program scope is shown in a phased approach in Figure 3 below.

It is important to note that the proposed funding program in no way removes the need for QWRAP's presence within these regions. In fact, it further strengthens the requirement for QWRAP as it provides a mechanism for councils wishing to pursue higher collaboration maturities to work together and is accessible to many other councils who are not eligible for this funding ask. QWRAP is also instrumental in progressing the collaboration model in the region and in investigating alternative regional approaches for managing water and sewerage services.

The section below provides a high-level description of the phases in Figure 3. A targeted communication and engagement strategy will be developed and implemented throughout the Program to ensure key stakeholders are kept informed of the Program updates.

**Note:** One, some or all these phases may be modified following the completion of the prioritisation framework in Phase 1.





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- The framework will be updated throughout the Program to ensure all lessons learnt are captured and any new/revisions to methodology or approaches are included as they're made available.

#### Phase 2b: Data Collection

The data collection process will be informed by the methodology and requirements in the Prioritisation framework to ensure consistency throughout the region. This phase could typically involve the following tasks:

- Collate existing asset data /information from across the organisation and other external resources. Data to also include asset/risk management frameworks in place, relevant existing studies/capital work undertaken recently & relevant policies/strategies adopted. This is a desktop exercise.
- Identify data gaps (general asset data such as invert/obvert, slope, material, type, quantity, cover for pipes, pits, connections etc) and requirements for conditions assessment, and prepare data collection plan for the region.
- Develop funding application compliant with requirements from prioritisation framework and once approved, commission in-ground data collection for water/sewerage assets within regional boundary.

**Note:** For councils/regions who have already commenced the data collection process and have data that is compliant with the requirements prescribed in the prioritisation framework, they can fast track to Part B of the Program shown in Figure 3 above.

#### Phase 2a and 2c

- Phase 2a will look into addressing current/immediate public health risks such as failed infrastructure. The approach for this will be informed by the prioritisation framework. The development of a business case as described in Phase 4 below will follow.
- Phase 2c is focussed on piloting innovative solutions for the region. The requirement for this will be detailed in the prioritisation framework. The development of a business case as described in Phase 4 below will follow.

**Note:** It is expected that Part A (Phases 1 and 2) will require a timeframe of at least 12 months i.e. potentially the first year of the funded Program.

#### Phase 3: Data analysis and scoping

Data collected in Phase 2b should be processed in accordance with the methodologies and standards prescribed in the prioritisation framework. Following this, a data analysis and scoping report should be prepared to potentially include the following:

- List of all water and sewerage assets based on outcome of conditions assessment, criticality of assets and potential health risks. Identify projects (both infrastructure and non-infrastructure) that need to be undertaken and rank these based on priority and urgency.
- Any additional data investigations and requirements.
- Understand councils' current status regarding capability, resources and asset/risk management frameworks and identify additional requirements to manage assets.
- Identification of risks and benefits to councils of timely action, and list barriers to commencement & implementation.

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- Details of costs, timeframes, capability, resources & internal/external stakeholder engagement needs for each project identified.

**Note:** The data analysis and scoping will allow for the ranking of projects on a risk-based approach and assist in providing an early estimate of the required funding allocation for the various projects required. This process aims to streamline and simplify the development of business cases in Phase 4.

Phase 4: Business case development

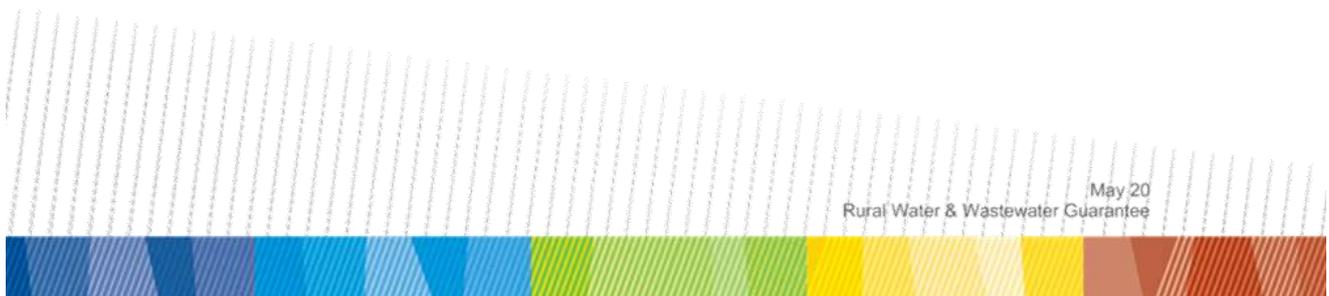
- Business cases should provide details of scope of works required, proposed methodology, nominal timeframes for project commencement and completion, relevant project milestones and associated costs, governance, administration and resources.
- It could potentially include details of all options considered (including approaches/methodologies) and justifications for selecting the preferred option, councils' R&M budgets and any other approved grant funding for similar scope of works that would be offset from total project cost.
- Details on the future impact on council budgets of associated maintenance and other costs should also be included.

Phase 5: Project delivery, finalisation and acquittals

- Following Board approval for business cases, contractual agreements will be put in place to manage funding disbursements over the project timeframe.
- The advisory panel may be consulted if needed for technical advice throughout the project delivery.
- Following project completion, a project acquittal document endorsed by the regional alliance/collaboration is to be submitted.

Once a project has been finalised, the regional alliance/collaboration would be able to submit subsequent business cases based on their data analysis/ranking (Phase 3) and the same process (Phase 4 to 6) would follow.

**Note:** It is noted that a 5-year timeframe has been proposed for this funding Program which covers a significant scope of works. Therefore, Part A of the Program is key – the data collected will provide a good understanding of priority areas/projects than can be progressed simultaneously. The Program Board and Advisory Panel will also review the Program's progress continuously and put in place strategies and measures to ensure that relevant support and assistance is provided to councils in delivering their projects.



# Battleplan for Queensland Local Communities

## LOCAL GOVERNMENT'S RESPONSE TO COVID-19



### A MESSAGE TO THE STATE GOVERNMENT FROM LGAQ PRESIDENT, MAYOR MARK JAMIESON

Queensland councils are acutely aware of the impact COVID-19 is having on our local communities.

We are already on the frontline leading the local disaster response and providing relief to vulnerable households and businesses where we can.

We are sustaining our 40,000-strong local workforces.

We continue to deliver essential public health services such as water, sewerage and rubbish collection to keep our communities safe while also delaying or reducing rates, fees and charges.

Councils, big or small, coastal or rural, are not immune to the impacts of COVID-19.

Larger councils, less reliant on funding from other levels of governments, are absorbing significant revenue drops.

Smaller councils, less able to provide direct financial relief, are ensuring services continue while supporting local economies still recovering from drought and floods.

### Local governments stand ready to do the heavy lifting with the State Government in the fight against COVID-19.

We want to keep our local communities safe and strong.

To do this, we need help from the State and Federal governments. With access to only three percent of total government taxes and charges, councils do not have an unending capacity to reduce revenue while also keeping our workforce in jobs and our local economies turning.

**This is a \$608 million battleplan that is ready to go. It will deliver 14,000 new jobs across Queensland and, with State Government support, we can get started.**

Councils are not looking for a handout. We want to partner with the State Government and lead our communities in recovery.

We can make a big difference to sustaining local economic activity and jobs, minimising the impact of the shutdown and building back better if we are funded to do so.

## KEY INITIATIVES

- 8000 Jobs Recovery Package
- 3000-strong Green Army
- 770 job-creating community infrastructure projects
- Fast-tracked delivery of water security infrastructure
- Accelerated upgrades to critical transport infrastructure
- Localised mental and community health programs



Queensland is Australia's most decentralised State. One size does not fit all. Stimulus needs to be widespread and scalable. Evidence shows direct funding allocations to councils achieves rapid and direct economic stimulus relevant to the unique needs of local communities and their economic circumstances.

Leading consultants EY's 2020 Review of the Federal Government's *Drought Communities Programme - Extension* confirmed, "program impact increased by providing councils with the means to create economic stimulus relevant to the unique requirements of their community".

The Palaszczuk Government has lead the way and seen the value of partnering with local councils when responding to unemployment. The successful Works for Queensland program has delivered more than 21,000 jobs over the last three years and proves how direct council funding increases the speed of economic stimulus to local communities with widespread and scalable effect.

Councils are already on the frontline with shovel-ready projects and established project management and governance mechanisms. They can mobilise quickly and provide local solutions for their communities.



*'No other level of government or non-government sector can offer state-wide, scalable delivery of local economic stimulus as quickly as councils.'*

**MAYOR MATT BURNETT,**  
*Gladstone Regional Council*



## Protect Local Communities

- **\$17 million**
- **120 jobs**
- **10,000 retrained workers**

*"We understand our communities and where they are being hit hardest. We can focus support where it's needed most and get our local businesses and economies moving again."*

The role of local government extends far beyond 'roads, rates and rubbish' with councils often stepping in to fill local community service gaps. When our community hurts, so do we.

COVID-19 has hit our communities in so many complex ways. Councils are well placed to identify need and direct resources in a local context to keep our communities safe and strong.

**MAYOR JOHN WHARTON,**  
Richmond Shire Council

## We can do this by providing:

- **Localised mental health initiatives** targeting discrete at-risk groups often difficult to identify and reach
- **Support for virtual active communities to develop and thrive**, keeping people connected in these tough times
- **Digital upskilling program** to-train and upskill workers, boosting capacity of local workforces in a COVID-19 impacted world
- **Small Business Friendly Council** initiative assisting small business with job matching recruitment, local project opportunities and support

These community resilience-building, workforce- skilling, business- matching and economic uplift initiatives will ensure local communities have the skills, systems and capabilities to sustain and grow our local communities.



## Sustain Local Jobs

- **\$281 million**
- **8200 new jobs**
- **800 new apprenticeships**

Councils are a significant local employer, employing 40,000 staff across Queensland. They are also a major contractor of locally sourced goods and services, supporting a multitude of indirect jobs.

Councils have boots on the ground. They have experience and local service contracts in place able to be leveraged to ensure new jobs and funding stays local. By sustaining council's workforce and boosting local job-creating programs we can make a big difference in combating the impact of COVID-19 on local economies.

*"Like every council, our priority is to deliver essential services for residents and keep our more than 8000 staff employed and productive while we confront this crisis. This is critical not only to sustain our local economy, but it also means we are ready to mobilise our workforce, once our pipeline of works is ready to go."*

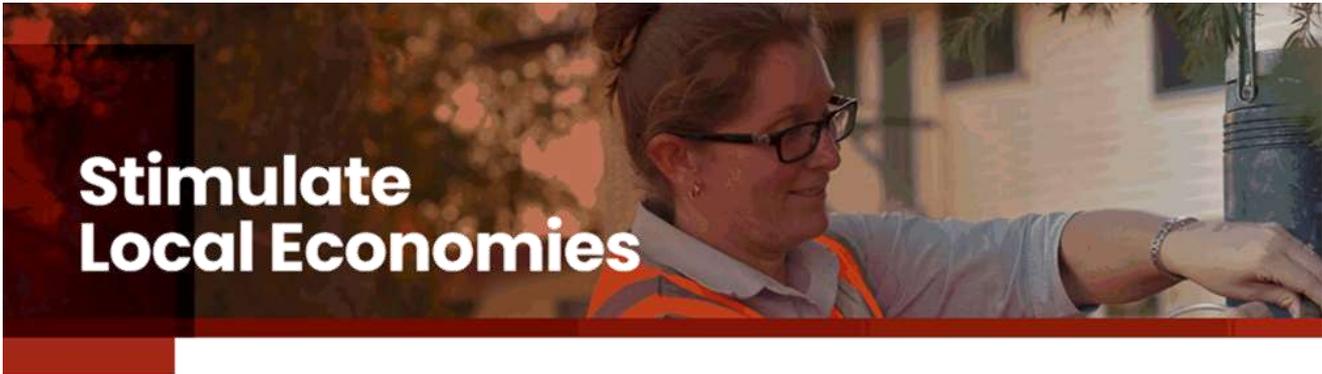
**LORD MAYOR, ADRIAN SCHRINNER,**  
Brisbane City Council



## We can do this by providing:

- **Jobs Recovery Package:** A program to create **8000 new jobs** by delivering **770 job-generating community projects** modelled on the successful Works for Queensland program
- **Accelerated upgrades to critical transport infrastructure routes creating 200 new jobs** and improving supply chain connectivity and road safety
- **800 new places as part of the Local Government Apprentice and Traineeship Guarantee** will reskill job seekers and support new workforce entrants

These initiatives will ensure critical capacity is not lost and local initiatives, infrastructure projects and essential services can continue to roll out. They will also make sure new workforce entrants and individuals seeking to reskill are not denied pathways to secure employment.



## Stimulate Local Economies

- **\$310 million**
- **5200 new jobs**

Councils know what their communities need and understand the opportunities to strengthen and build resilience within their local economies – for today and tomorrow.

Investment to fast-track enabling infrastructure projects and economic restoration programs targeting natural resource management, water security, betterment and disaster resilience can build back better, for generations to come.

*“We have the opportunity to come out of this stronger, to build a more resilient future driven by solutions that put community first.”*

**MAYOR LYN McLAUGHLIN,**  
*Burdekin Shire Council*



## We can if supported:

- Create a **3000-strong Green Army** to support beautification and environmental restoration from country to coast, protect agricultural productivity and mitigate wildfire risk
- **Create 1200 new jobs through fast-tracked construction of critical water security infrastructure** providing safe and reliable water supply desperately needed by drought impacted communities
- **Recharge the successful Building our Regions program** to create 600 new jobs and rebuild, diversify and strengthen local economies through legacy infrastructure, projects and programs
- **Accelerate the delivery of disaster resilience projects** to better equip communities manage the impact of changing weather patterns and reduce future reconstruction costs
- **Rapidly enhance the quality of local tourism infrastructure** so when people can travel again, they stay longer and spend more

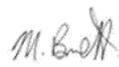
These regional economic recovery initiatives provide legacy infrastructure and create a broad-based economic foundation to make Queensland economies and communities even stronger in the future.



## Dear Premier

The Mayors of Queensland stand with you in the fight against COVID-19. We are ready to do the heavy lifting to help our local communities, businesses and households recover.

With your support we can deliver more than 14,000 new jobs for Queenslanders, while caring for our communities, sustaining our local workforces, building legacy infrastructure and delivering projects to make Queensland even stronger for the future.

  <b>MAYOR MARK JAMIESON</b> Sunshine Coast Council	  <b>MAYOR JENNY HILL</b> Townsville City Council
  <b>MAYOR ANNE BAKER</b> Isaac Regional Council	  <b>MAYOR BOB MANNING</b> Cairns Regional Council
  <b>MAYOR MATT BURNETT</b> Gladstone Regional Council	  <b>MAYOR TANYA MILLIGAN</b> Lockyer Valley Regional Council
  <b>CR MIKE CHARLTON</b> Moreton Bay Regional Council	  <b>CR CAMERON O'NEIL</b> Maranoa Regional Council
  <b>MAYOR JACK DEMPSEY</b> Bundaberg Regional Council	  <b>MAYOR KAREN WILLIAMS</b> Redland City Council

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## BUSINESS PAPERS

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### 9.2 COUNCIL TO CEO DELEGATIONS

<b>Attachments:</b>	9.2.1. Updates from September 2019 and February 2020 <a href="#">↓</a>
<b>Author:</b>	Mark Crawley - Chief Executive Officer
<b>Date:</b>	5 May 2020
<b>Key Outcome:</b>	7.3 - Strategic management of Council
<b>Key Strategy:</b>	7.3.1 Develop and implement local laws, policies, standards and codes in accordance with legislative requirements and ensure compliance.

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#### Executive Summary:

Contained within section 257 of the *Local Government Act 2009*, is the broad power for Council to delegate certain powers under legislation to the Chief Executive Officer (CEO), with or without conditions. These delegated powers can then be further delegated by the CEO to relevant officers therefore enabling the effective and efficient delivery of services to the community.

These delegations of power are contained within the “Council to CEO Delegation Register” which was last reviewed and adopted by Council at its Ordinary Meeting on 17 July 2019.

The Local Government Association of Queensland’s (LGAQ) Delegations Register Service provides regular updates of amendments to legislation and delegations. Since July 2019 further updates have been received and these amendments have been incorporated into the “Council to CEO Delegation Register” which is now presented to Council for review and adoption.

#### RECOMMENDATION:

That Council:

- notes the legislative updates effected to the “Council to CEO Delegations Register” that was previously adopted by Council 17 July 2019;
- delegates the exercise of power under section 257 of the Local Government Act 2009 contained within Schedule One of the Delegations Register to the Chief Executive Officer. These powers must be exercised subject to the conditions and limitations contained in Schedule Two; and
- confirms it has reviewed the delegations to the Chief executive Officer pursuant to section 257(5) of the Local Government Act 2009

#### Background:

In September 2019 and February 2020, the LGAQ Delegations Register Service has provided amendments/changes updates on legislation and delegations to be incorporated into the “Council to CEO Delegations Register”. For the ease of review, these delegation amendments have been extracted and documented into Attachment 1 of this report.

All amendments/changes have been updated into the “Council to CEO Delegations Register” and Council’s register accurately reflects the register provided by LGAQ’s Delegations Register Service.

The “Council to CEO Delegations Register” contains two schedules:

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## **BUSINESS PAPERS**

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- Schedule 1 – Lists all delegated powers from Council to CEO from various acts and statutory documents; and
- Schedule 2 – Details the conditions to which Council has delegated these powers to the CEO.

By presenting the full updated “Council to CEO Delegations Register” allows Council to review the delegated powers and therefore achieving compliance to section 257(5) of the *Local Government Act 2009*, which states:

*“(5) A delegation to the chief executive officer under subsection (1) must be reviewed annually by the local government.”*

It should be noted that any provisions contained within legislation that requires Council to exercise the power “by resolution” or “adopt” cannot be delegated and accordingly are not included in the “Council to CEO Delegations Register”.

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

- As the professional advice on Queensland local government delegations is provided to the LGAQ Delegations Register Service by King & Company Solicitors, there has been no further consultations undertaken with the current delegations updates.

### **Legal Implications:**

- As the LGAQ’s Delegations Register Service is facilitated by King & Company Solicitors, Council can be confident that the delegation register is fully compliant with legislation.

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

- The cost of the LGAQ’s Delegation Register Service forms part of Council’s annual membership subscription to LGAQ and as such there is no further financial implications for this service.

### **Risk Management Implications:**

- Without Council delegating powers to the CEO, and subsequent delegations by CEO to relevant officers, the effective and efficient delivery of services to the community would be catastrophically affected which would have an extreme impact on Council’s reputation and standing in the community.

**ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)**

The following tables record the changes implemented to the Council to Chief Executive Officer Delegation Register. These updates are provided twice per year by the Local Government Association of Queensland following review of legislation changes undertaken by King & Company. These changes have 4 categories and appear in the left column of the tables:

- Updated: Amendments made to the wording of delegations that are already included in the Delegation Register;
- New: Delegation power for a new section has been added to the Delegation Register;
- Removed: A section that was previously delegated has been removed from the Delegation Register (section wording will appear with strikethrough); and
- New Register: When a register of delegated powers has been established for a recently passed new legislative act.

Changes identified in the review undertaken by King & Company in September 2019 appear in pages 1 to 18

Changes identified in the review undertaken by King & Company in February 2020 appear in pages 19 to 30

**Building Regulation 2006**

Updated	Section 16X(1)	Power, as an owner to which section 16V applies, to give to the QBCC a copy of each of the following documents for the owner's private building:- (a) a completed combustible cladding checklist (part 3); (b) a building fire safety risk assessment; and (c) a fire engineer statement
	Section 16ZA(1)	Power, as an owner to which subsection 16Z applies, to display an affected private building notice in compliance with subsections (2) and (3).
New	Section 16ZA(4) and (5)	Power, as an owner to which subsection 16Z applies, to give the QBCC, in the approved way, a compliance notice.
	Section 16ZQ(2)	Power, as an owner of the building, to apply to the QBCC commissioner to replace the original checklist.
	Section 16ZQ(5)	Power, as an owner of the building, comply with the notice given by the QBCC commissioner under subsections 16ZQ(3) or (4)

**Coastal Protection and Management Act 1995**

Updated	Section 123(5)	Power:- (a) as an owner of freehold land; or (b) an occupier of land, other than freehold land, adjacent to State tidal land; or (c) as a public utility provider; or (d) as a trustee under any law or agreement, to occupy and use State tidal land to carry out tidal works in accordance with a development permit or to maintain and use infrastructure constructed as part of tidal works.
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## ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)

<b>Environmental Offsets Act 2014</b>	
New	Section 14 and 15 Power, as an administering agency, to impose an offset condition if the circumstances in sections 14 and 15 apply.
Updated	Section 25A Power to decide an application to remove duplicate conditions, make other amendments to the authority, and give notice of the decision.
New	Section 26 Power, as a relevant agency, to enter an environmental offset agreement.
	Section 28 Power, as a relevant agency, to enter another environmental offset agreement that varies, or terminates and replaces, an earlier environmental offset agreement.
New	Section 35 Power, in the circumstance specified in subsection 35(1)(a), to give a compliance notice in relation to the terms of the environmental offset agreement.
	Section 39 Power, where Council has given a compliance notice and the person contravenes it by not doing something, to do the thing and recover any reasonable costs or expenses incurred in doing it as a debt.
<b>Environmental Protection (Water and Wetland Biodiversity) Policy 2019</b>	
New Register	Section 16(2) Power, as a recognised entity, in cooperation with the chief executive, to develop and implement a healthy waters management plan.
<b>Environmental Protection Act 1994</b>	
New	Section 197 Power, as an administering authority, to include a copy of an environmental authority in the relevant register.
<b>Environmental Protection Regulation 2019</b>	
New Register	Section 19(4) Power, where Council is a referral agency for a development application for a material change of use for a concurrence ERA to assess the development application against the matters stated in subsection 19(2)(a) to (c).
	Section 35(1) Power, as an administering authority making an environmental management decision relating to an environmentally relevant activity, other than a prescribed ERA to do those things required in subsections 35(1)(a) to 35(1)(e).
	Section 35(3) Power, as an administering authority making an environmental management decision relating to a prescribed ERA to do those things required in subsections 35(3)(a) and 35(3)(b).
	Section 36(1) Power, as an administering authority making an environmental management decision relating to an activity, to consider whether to impose conditions about each of the matters listed in subsections 36(1)(a) to 36(1)(m).
Section 37	Power, as an administering authority making an environmental management decision relating to an activity, to consider whether to impose monitoring conditions about the release of contaminants from the activity on the receiving environment.
	Section 40 Power, as an administering authority making an environmental management decision relating to an activity that involves, or may involve, the release of water or waste to a wetland for treatment, to refuse to grant the application for a reason listed in subsection 40(2).

**ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)**

Section 41	Power, as an administering authority making an environmental management decision relating to an activity that involves, or may involve, the release of water or waste directly to groundwater, to refuse to grant the application for a reason listed in subsection 40(2).
Section 47	Power, as a person who generates waste, if required by an authorised person, to retest the waste under chapter 5, part 1, division 2.
Section 51(2)	Power, as a generator of waste in the circumstances prescribed in subsection 51(1), to notify the administering authority of the change within 24 hours after receiving the test results for the retesting.
Section 51(3)	Power, as a generator of waste in the circumstances prescribed in subsection 51(1), to give a written report to the administering authority containing those things prescribed in subsection 51(3).
Section 52	Power, as a generator of tested waste in the State, to:-
	(a) for each load of the waste transported to a receiver, record the prescribed information for the load in the approved form;
	(b) give the prescribed information for the load to the receiver; and
	(c) keep the record mentioned in subsection 52(1) for at least 5 years.
Section 53	Power, as a receiver in the State who is given a load of tested waste, to:-
	(a) record the prescribed information for the load in the approved form;
	(b) within 24 hours after becoming aware of an omission or inaccuracy in the prescribed information, give written notice of the omission or inaccuracy to the administering authority; and
	(c) keep the record mentioned in subsection 53(2) for at least 5 years.
Section 73	Power, as a waste handler to pay the fee to the chief executive when giving prescribed information about the transportation of trackable waste to the administering authority.
Section 78(1)	Power, as a generator, to give the transporter the prescribed information about the waste in the prescribed form and to record the prescribed information about the waste.
Section 78(2)	Power, as a generator, to give the prescribed information about the waste to the administering authority in the prescribed way and within the prescribed period after giving the waste to the transporter.
Section 79(2)	Power, as a transporter, to give the receiver the prescribed information about the waste and to record the prescribed information about the waste.
Section 79(3)	Power, as a transporter, to give the administering authority notice of a discrepancy in information received from the generator.
Section 79(4)	Power, as a transporter, to keep the record mentioned in subsection 79(2)(b) for at least 5 years.
Section 80(1)	Power, as a receiver, to record the prescribed information about the waste.
Section 80(2)	Power, as a receiver, to give a copy of the prescribed information about the waste to the administering authority in the prescribed way and within the prescribed period.
Section 80(3)	Power, as a receiver, to give the administering authority written notice of a discrepancy in information received from the transporter.

## ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)

Section 80(4)	Power, as a transporter, to keep the record mentioned in subsection 80(1) for at least 5 years.
Section 84(1)	Power, as a receiver, to record the prescribed information about the waste.
Section 84(2)	Power, as a receiver, to give the prescribed information about the waste to the administering authority in the prescribed way and within the prescribed period.
Section 84(3)	Power, as a receiver, to give the administering authority written notice of a discrepancy in information received from the transporter.
Section 84(4)	Power, as a receiver, to keep the record mentioned in subsection 84(1) for at least 5 years.
Section 87(1)	Power, as a generator, to give the transporter the prescribed information about the waste and to record the prescribed information about the waste.
Section 87(2)	Power, as a generator, to give the prescribed information about the waste to the administering authority in the prescribed way and within the prescribed period.
Section 87(4)	Power, as a receiver, to keep the record mentioned in subsection 87(1)(b) for at least 5 years.
Section 88(2)	Power, as a transporter, to give the administering authority notice of a discrepancy in information received from the generator.
Section 92	Power to apply to the administering executive for approval of a particular way of giving prescribed information to the administering authority under division 3 and to take all steps necessary to advance the application.
Section 93	Power to apply to the administering executive for a consignment number for a load of trackable waste to be transported into Queensland and to take all steps necessary to advance the application.
Section 94	Power to apply to the administering executive for an exemption for the transportation of trackable waste to which Chapter 5, Part 9 applies and to take all steps necessary to advance the application.
Section 97	Power to apply to the administering executive for a generator identification number.
Section 101(1)(b)	Power to require an owner or occupier of relevant premises to supply waste containers other than standard general waste containers.
Section 101(2)	Power to supply premises with standard general waste containers.
Section 103(1)(a)	Power to require a waste container to be kept at a particular place at a premises.
Section 104(2)	Power to require a prescribed person of serviced premises, other than a detached dwelling, to supply: <ul style="list-style-type: none"> <li>(a) an elevated stand at a level required by Council; or</li> <li>(b) an imperviously paved and drained area for the waste containers, and</li> <li>(c) a hose cock and hose in the vicinity of the stand or paved area; and</li> <li>(d) a suitable enclosure for the waste containers.</li> </ul>
Section 105	Power to give a written notice about the removal of general waste.
Section 106	Power to give a written approval to the owner or occupier of relevant premises for depositing or disposing of general waste and to impose conditions on the approval.
Section 107(1)	Power to require the occupier of relevant premises where there is industrial waste to:

## ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)

		(a) supply industrial waste containers; (b) keep the waste containers at a place at the premises that Council requires; and (c) keep each waste container clean and in good repair.
	Section 107(2)	Power, where the occupier does not supply the waste containers required under subsection 107(1)(a), to supply industrial waste containers.
	Section 108	Power to require occupier of relevant premises where there is industrial waste, to treat the waste to the standard approved by Council for disposal of the waste at a waste facility.
	Section 117(2)	Power, as an occupier of a reporting facility that under NPI NEPM exceeds the reporting threshold for a substance in the facility's reporting period, to give the chief executive the information identified in subsection 117(2).
	Section 117(7)	Power, as an occupier of a reporting facility that under NPI NEPM exceeds the reporting threshold for a substance in the facility's reporting period, to comply with a notice issued by the chief executive pursuant to subsection 117(6).
	Section 119	Power, as an occupier of a reporting facility that under NPI NEPM exceeds the reporting threshold for a substance in the facility's reporting period, to keep the information listed in section 119.
	Section 120	Power, as an occupier of a reporting facility that under NPI NEPM exceeds the reporting threshold for a substance in the facility's reporting period, to make written representations to the Minister in response to a notice issued pursuant to subsection 120(4).
	Section 123	Power, as an occupier of a reporting facility that under NPI NEPM exceeds the reporting threshold for a substance in the facility's reporting period, to apply to the chief executive for an estimation technique approval and to respond to any request for further information.
	Section 127	Power, as an occupier of a reporting facility that under NPI NEPM exceeds the reporting threshold for a substance in the facility's reporting period, to give the chief executive a written notice claiming that the information required to be given under section 117(2) or (7) should be treated as confidential and to respond to any requests for further information.
	Sections 130, 131, 132, 133, 134, 135 and 136	Power to administer and enforce those provisions of the Act devolved to Council under Chapter 8, Part 1.
	Section 155	Power, as an administering authority, to recover as a debt an unpaid fee under the Act.
	Section 166(1)	Power, as a holder, to give the chief executive the documents listed in subsection 166(1).
	Section 170	Power, as a holder, to keep the records listed in in subsections 170(a) to (d).
	Section 171(3)	Power, as a holder, to comply with a notice issued by an authorised person pursuant to subsection 171(2).
	Section 172	Power, as a holder, to give the administering authority written notice that eligibility for the reduced annual fee under subsections 165(1)(c)(i) or (ii) has stopped.
	Section 173(2)	Power, as an administering authority, to require by written notice the holder to pay the difference between the annual fee and the reduced annual fee.
	Section 174(3)	Power, as an administering authority, to recover as a debt from the holder of an environmental authority an unpaid supplementary annual fee for an amended environmental authority.

**ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)**

Section 175	Power, as an administering authority, to, by written notice, require the holder of an environmental authority for regulated waste transport to pay a supplementary annual fee and if unpaid, to recover the supplementary annual fee as a debt.
Section 177(2)	Power, as an administering authority, to, by written notice, require the holder to pay:- (a) the annual fee or the outstanding amount of the fee; and (b) the late payment fee stated in schedule 15 of the Regulation.
Section 177(3)	Power, as a holder, to comply with a notice issued pursuant to subsection 177(2).
Section 178(2)	Power, as a holder, to pay the administering authority a fee for its assessment of the holder's annual returns and monitoring compliance with the transitional environmental program.

<b>Human Rights Act 2019</b>	
<b>New Register</b>	
Section 49(2)	Power, as a party to a proceeding before a court, in the circumstances in subsection 49(1), to make an application to have the proceeding referred to the Supreme Court.
Section 52(1)(a)	Power, as a party to a proceeding in the Supreme Court or District Court, to give notice in the approved form to the Attorney-General and the commissioner if: (a) a question of law arises that relates to the application of the Act; or (b) a question arises in relation to the interpretation of a statutory provision in the Act.
Section 52(1)(b)	Power, as a party to a proceeding, to give notice in the approved form to the Attorney-General and the commissioner if a question is referred to the Supreme Court under section 49.
Section 77(1)	Power, where the commissioner decides to accept a human rights complaint, to comply with the actions taken by the commissioner including:- (a) making submissions to the commission in writing in response to the complaint; (b) complying with a direction to give the commission information relevant to the complaint; (c) participating in a conciliation of the complaint under part 4, division 2, subdivision 4.
Section 78(5)	Power, as a relevant entity for a complaint, to comply with a direction given by the commissioner under subsection 78(2).
Section 83(1)	Power, as a party to a complaint, to seek the consent of the commissioner to be represented by another person.
Section 93(2)	Power to make submissions to the commissioner about a proposed adverse comment in a report prepared under section 88 or part 4, division 3.
Section 98(3)	Power to comply with a notice, issued by the commissioner pursuant to subsection 98(1), to provide information.

## ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)

<b>Land Act 1994</b>	
<b>New</b>	
Section 339F	Power, as party to a sublease, to give another party to the sublease a dispute notice and ask the responder to give information reasonably required for resolving the dispute.
Section 339G	Power, as a party to a sublease who has received a dispute notice, to respond to the dispute notice and ask for further information reasonably required for resolving the dispute.
Section 339H(2)	Power, as a party to a sublease and where the circumstances of section 339H(1) apply, to attempt to resolve the dispute by mediation.
Section 339I(1)	Power, as a party to a sublease and a party to a dispute, to jointly appoint a mediator to mediate the dispute.
Section 339I(2)	Power, as a party to a sublease and a party to a dispute, and where the circumstances of section 339I(2) apply, to request the prescribed dispute resolution entity to appoint a mediator to mediate the dispute.
Section 339J(1)	Power, as a party to a sublease and a party to a dispute, to agree to a time for the mediation.
Section 339J(2)	Power, as a party to a sublease and a party to a dispute, and where the circumstances of section 339J(2) apply, to request the prescribed dispute resolution entity to set a time for the mediation of the dispute.
Section 339K	Power, as a party to a sublease and a party to a dispute that is the subject of mediation, to participate in the mediation, agree to adjourn the mediation, and agree to a later time for the mediation.
Section 339L	Power, as a party to a sublease and a party to a dispute that is the subject of mediation, to pay Council's share of the mediator's costs of the mediation or otherwise agree with the other parties to the dispute how the costs of the mediator will be paid.
Section 339O(1)	Power, as a party to a sublease and a party to a dispute, to jointly appoint an arbitrator to decide the dispute.
Section 339O(2)	Power, as a party to a sublease and a party to a dispute, and where the circumstances of section 339O(2) apply, to request the prescribed dispute resolution entity to appoint an arbitrator to decide the dispute.
Section 339Q(3)(c)	Power, as a party to a sublease and a party to a dispute, to agree to extend the period for the arbitrator to decide the dispute by issuing an award.
Section 339R(1)(b)	Power, as a party to a sublease and a party to a dispute, and where the arbitrator has required, to give an appointed expert access to or copies of any relevant information, documents or other property.
Section 339R(2)	Power, as a party to a sublease and a party to a dispute, to request that an appointed expert participate in a hearing.
Section 339T	Power, as a party to a sublease and a party to a dispute that has been decided by arbitration, to apply to the Supreme Court to set aside the decision in certain circumstances.
Section 339U	Power, as a party to a sublease and a party to a dispute that is the subject of arbitration, to pay Council's share of the arbitration costs or otherwise agree with the other parties to the dispute how the arbitration costs will be paid.
Section 431ZG	Power, as an interested person and owner of adjacent land, and where the circumstances of section 431ZG(1) apply, to give the chief executive written notice of the damage.
Section 431ZH(2)	Power, as an interested person and owner of adjacent land, and where the circumstances of section 431ZH(1) apply, to enter a remediation agreement with the chief executive.

**ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)**

Section 431ZH(5)	Power, as an interested person and owner of adjacent land, and where the circumstances of section 431ZH(1) apply and a remediation agreement has not been made, to apply to the court to decide what remediation action, if any, will be taken.
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**Land Title Act 1994**

Updated	Section 69(3)	Power, as a lessor or lessee under a registered lease, to give written notice of the surrender of the lease to every registered mortgagee and registered sublessee.
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**Local Government Regulation 2012**

Removed	Section 133	<del>Power, for interest on overdue rates or charges, to decide:</del>
		<del>(a) the rate of interest payable;</del>
		<del>(b) the day from which interest is payable on overdue rates or charges; and</del>
		<del>(c) the manner of the calculation of interest.</del>
New	Section 133(1)(a)	Power, for interest on overdue rates or charges, to decide a later day from which interest is payable.
	Section 133(2)(b)	Power, for interest on overdue rates or charges, to decide another way to calculate interest, if an equal or lower amount will be payable.
	Section 133(3)(a)	Power, for interest on overdue rates or charges, to, for a day before 1 July 2019, decide the rate of interest payable

**Mineral and Energy Resources (Common Provisions) Act 2014**

New	Section 83A(2)	Power, as an eligible claimant, to give a conference election notice to the resource authority holder.
	Section 83B(4)	Power, as a party to a conference with an authorised officer, to ask the other party for a longer period within which to hold the conference.
Updated	Section 88(2)	Power, as an eligible claimant, to give an ADR election notice.
New	Section 88(5)	Power, upon receipt of an ADR election notice pursuant to section 88(2), to accept or refuse the type of ADR and the ADR facilitator proposed in the notice.
	Section 88(6)	Power, as the party giving the ADR election notice and where the other party does not accept the type of ADR or ADR facilitator proposed in the notice, to obtain a decision from the Land Court or a prescribed ADR institute about the matter not accepted.
	Section 88(7)	Power, as the party giving the ADR election notice and where a decision has been obtained from the Land Court or a prescribed ADR institute about the matter not accepted in the notice, to give the other party notice of the decision.
Updated	Section 89(2)	Power, as a party given or giving an ADR election notice, to participate in the conference and enter a conduct and compensation agreement.
	Section 89(3)	Power, as a party given or giving an ADR election notice, to ask the other party for, or agree to, a longer period to enter a conduct and compensation agreement.

**ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)**

	Section 90	Power, as a party who attended the ADR and where the other party did not attend the ADR, to apply to the Land Court for an order requiring the non-attending party to pay the attending party's reasonable costs of attending.
New	Section 91A(2)	Power, as a party to a dispute where a conduct and compensation agreement has not been entered, to give an arbitration election notice requesting the other party participate in an arbitration to decide the dispute.
	Section 91A(4)	Power, as a party given an arbitration election notice, to accept or refuse the request for arbitration.
	Section 91A(5)	Power, as a party to an arbitration, to jointly appoint the arbitrator proposed in the arbitration election notice or another arbitrator.
	Section 91A(6)	Power, as the party giving an arbitration election notice, to require a prescribed arbitration institute to appoint an arbitrator.
	Section 91E(2)	Power, as a party to an arbitration and where the circumstances of section 91E(2) apply, to agree with the other party about the payment of the fees and expenses of the arbitrator.
	Section 91E(3)	Power, as a party to an arbitration, to agree with the other party about the payment of each party's costs.
Updated	Section 96(2)	Power, as a party given or giving an ADR election notice, and where a conduct and compensation agreement has not been entered and an arbitration election notice has not been given or has been given and not accepted, to apply to the Land Court to decide the dispute.
New	Section 96B(1)(a)	Power to apply to the Land Court for a declaration that all or part of the stated costs are payable under section 91.
	Section 96B(1)(b)	Power, as an eligible claimant, to apply to the Land Court for an order requiring payment of negotiation and preparation costs under section 91.
<b>Mineral Resources Act 1989</b>		
Updated	Section 46(1)	Power, as the owner of land where a person purports to enter or be on the land under authority of a prospecting permit, to ask the person for proof of the person's authority to enter or be on the land.
	Section 85(4)	Power, as an interested party, at any time before compensation is determined by agreement, to apply in writing to the Land Court to have the Land Court determine the amount of compensation.
	Section 167(1)	Power, as the owner of land where a person purports to enter or be on the land under authority of an exploration permit, to ask the person for proof of the person's authority to enter or be on the land.
	Section 216(1)	Power, as the owner of land where a person purports to enter or be on the land under authority of a mineral development licence, to ask the person for proof of the person's authority to enter or be on the land.
	Section 279(1)(a) and (3)	Power, as an owner of land the subject of an application to grant, renew or include the surface of restricted in a mining lease, to agree with the applicant for the lease about the amount of compensation to be paid to Council and to sign the agreement.
New	Section 334ZZO	Power, as a landowner to whom a water monitoring bore is being transferred, to consent to the transfer.
<b>Mining and Quarrying Safety and Health Act 1999</b>		
Updated	Section 47(5)	Power, as an operator of a mine, to give the inspector for the region in which the mine is situated written particulars of the land added or omitted.

**ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)**

New	Section 216A(b)	Power as a corporation on which a civil penalty is imposed to appeal against the chief executive's decision.
	Section 218(1)	Power to file a notice of appeal with an Industrial Magistrates Court and serve a copy of the notice.
	Section 246H	Power, as a relevant corporation, to make a written submission to the chief executive to show why the civil penalty should not be imposed.
	Section 255(1)(a)	Power, as the person from whom the information was obtained, to consent to the disclosure of information concerning Council.

<b>Nature Conservation Act 1992</b>		
New	Section 43A(6)	Power, as a person given written notice about a proposal to declare an area of land a special wildlife reserve, to make a submission to the Minister about the proposal.
	Section 43B(1)	Power, as a landholder, to enter a conservation agreement with the Minister for a proposed special wildlife reserve.
	Section 43E(1)	Power, as a landholder, to agree with the Minister to amend a conservation agreement for a special wildlife reserve.
	Section 43F(1)	Power, as a landholder of land in a special wildlife reserve, to consent to the Minister giving a lease, agreement, licence, permit or other authority over or in relation to the land.
	Section 43F(1)(c) and 43F(3)	Power, as a landholder of land in a special wildlife reserve, to give a lease or sublease over the land, to obtain the consent of the chief executive for that lease or sublease, and to lodge the lease for registration with the entity required by section 43F(3).
	Section 43L	Power, where a special wildlife reserve is declared over freehold land or land in a lease under the <i>Land Act 1994</i> , and Council intends, under the <i>Land Act 1994</i> to surrender all or part of the freehold land or lease, allow the lease to expire at the end of its term or transfer the lease, to obtain the chief executive's written consent.
	Section 120EA	Power, as a landholder intending to enter a conservation agreement for a special wildlife reserve, to prepare and give the Minister a management program for the reserve.
	Section 120EF(1)	Power, as a landholder of land in a special wildlife reserve, to prepare an amended management program for the reserve and give it to the chief executive for approval.
	Section 120GA	Power, as a landholder of land in a special wildlife reserve, to jointly review the management program for the reserve with the chief executive, and agree to prepare an amended management program under section 120EF or leave the management program unchanged.

<b>Planning and Environment Court Act 2016</b>		
Updated	Section 21(2)(a)	Power, as a party to a P&E Court proceeding, to agree to the ADR registrar or mediator disclosing information acquired as part of the ADR process.

<b>Plumbing and Drainage Act 2018</b>		
New Register	Section 75(4)(e)	Power to approve a maximum temperature for a substance to be a prohibited substance for section 75.
	Section 77	Power to approve the disposal of the contents of a greywater treatment plant into the sewerage system for the area in which the plant is located.

**ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)**

	Section 83(7)(c)	Power, where an explanatory statement given under section 83 states that Council may contact an occupier to arrange inspection of the work, to contact the occupier.
	Section 90	Power to start a prosecution for an offence against the Act.
	Section 135	Power, generally, to administer the Act within Council's local government area.
	Section 135(4)	Power to administer the Act those areas not under Council's control that it has been requested to administer by the entity that has control of the area.
	Section 136	Power to monitor greywater use facilities in Council's local government area.
	Section 137	Power to monitor an on-site sewerage facility in Council's local government area.
	Section 139(1)	Power to appoint an authorised person as an inspector under this Act, with or without conditions.
	Section 142	Power to notify the QBCC commissioner of the appointment of an inspector and give the commissioner a list of Council's inspectors.
	Section 143(1)	Power to give an enforcement notice to a person who carried out plumbing or drainage work requiring the person to take stated action.
	Section 143(3)	Power to give an enforcement notice to an owner of premises requiring the owner to take stated action.
	Section 144(1)	Power to give a show cause notice to a person who Council proposes to give an enforcement notice.
	Section 144(2)	Power to form the reasonable belief that the plumbing or drainage is a danger to persons or a risk to public health.
	Section 144(3)(b)	Power to receive written submissions from a person given a show cause notice.
	Section 145(2)	Power to form the reasonable belief that it is not possible or practical to take steps stated in section 145(2).
	Section 146(2)(b)	Power to consider written submissions from a person given a show cause notice.
	Section 150	Power to give an action notice if provided for in a regulation.
	Section 157(2)(m)	Power to recover costs from the owner of premises for costs incurred in carrying out plumbing or drainage work on the premises if provided for in a regulation.
	Section 157(2)(n)	Power to keep a register if provided for in a regulation.
<b>Public Health Act 2005</b>		
New	Section 313E(3)	Power, where given a notice under section 313E(2), to publish the pollution notice.
	Section 313H	Power, where Council incurs loss because of the exercise or purported exercise of a power by or for the chief executive under chapter 7A, to claim compensation from the State.
<b>Rail Safety National Law (Queensland)</b>		
New Register	Section 20(5)	Power to comply with a notice issued by the Regulator pursuant to section 20(2).
	Section 105(2)(a)	Power, as a road manager, to enter an interface agreement.

**ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)**

	Section 107(2)(a)	Power, as a road manager of a public road, to identify and assess, so far as is reasonably practicable, risks to safety from the existence or use of any rail or road crossing that is part of the road infrastructure because of the circumstances listed in subsection 107(2)(a)(i) and 107(2)(a)(ii).
	Section 107(2)(b)	Power, as a road manager of a public road, to determine measures to manage, so far as is reasonably practicable, the risks identified pursuant to section 107(2)(a).
	Section 107(2)(c)	Power, as a road manager of a public road, for the purposes of managing risks identified under section 107(2)(a), to seek to enter an interface agreement with the rail infrastructure manager of the rail infrastructure.
	Section 108(2)(a)	Power, as a road manager of a private road given a written notice under section 108(1)(c)(i), to identify and assess, so far as is reasonably practicable, risks to safety from the existence or use of any rail or road crossing that is part of the road infrastructure of the road because of, or partly because of, railway operations.
	Section 108(2)(b)	Power, as a road manager of a private road given a written notice under section 108(1)(c)(i), to determine measures to manage, so far as is reasonably practicable, risks identified pursuant to section 108(2)(a).
	Section 108(2)(c)	Power, as a road manager of a private road given a written notice under section 108(1)(c)(i), to enter into an interface agreement with the rail infrastructure manager to manage risks identified pursuant to section 108(2)(a).
	Section 110(6)	Power, as a road manager, to comply with a notice given by the Regulator under section 110(2) or a direction given under section 110(4).
	Section 111(2)	Power, as a road manager, to maintain a register of interface agreements, and arrangements determined by the Regulator under section 110, in relation to roads for which it is the road manager.
	Section 168A(4)	Power to make available for inspection by a rail safety officer, or produce to the officer for inspection, particular documents.
	Section 177	Power to comply with an improvement notice within the period specified in the notice.
	Section 181	Power to comply with a direction given under Part 4, Division 8 or a prohibition notice.
	Section 199(1)	Power to notify the relevant rail infrastructure manager before carrying out any works near a railway that threaten, or are likely to threaten, the safety of the railway or the operational integrity of the railway.
	Section 199(4)	Power to comply with a notice given by the Regulator under section 199(2).
	Section 199(6)	Power to comply with a notice given by the Regulator under section 199(5).
	Section 216	Power, if an eligible person, to apply for a review of a reviewable decision.
	Section 217	Power, if an eligible person, to apply to the Court against: (a) a reviewable decision made by the Regulator; or (b) a decision made, or taken to have been made, by the Regulator under section 216 in respect of a reviewable decision.
<b>Torres Strait Islander Cultural Heritage Act 2003</b>		
New Register	Section 17(2)	Power, in the circumstances set out in subsection (1), to take all reasonable and practicable steps to ensure that the human remains are taken into the custody of the chief executive.

## ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)

Section 18(2)	Power, in the circumstances set out in subsection (1), to advise the chief executive of the existence and location of the human remains and give the chief executive all details that the chief executive reasonably requires.
Section 23(1)	Power, as a person who carries out an activity, to take all reasonable and practicable measures to ensure the activity does not harm Torres Strait Islander cultural heritage.
Section 28(2)	Power to consult with the Minister about cultural heritage duty of care guidelines.
Section 30(1)	Power, as a person who is involved in putting an approved cultural heritage management plan into effect, to take all reasonable steps to ensure the chief executive is advised about all Torres Strait Islander cultural heritage revealed to exist because of any activity carried out under the plan.
Section 31(1)	Power, as a person who carries out an activity, to advise the chief executive of Torres Strait Islander cultural heritage revealed to exist because of the activity.
Sections 53, 56, 57, 58, 59, 60, 61, 62(2), 63(2), 64(2), 65(2), 67, 68, 69(2), 70, 71, 76, 77(2) and 153	Power to carry out a cultural heritage study and have its findings recorded in the register including all steps authorised or required by Part 6 of the Act for the purpose of carrying out the study, recording it in the register and objecting to the way the study is recorded in the register.
Section 54(3)	Power to consult with the Minister about guidelines to help people in choosing suitable methodologies for carrying out cultural heritage studies.
Section 70(3)	Power, as the owner or occupier of land, to consult with the sponsor about obtaining access to the land and determine whether or not access should be given.
Section 72(1)(c)	Power to consult with the chief executive about a cultural heritage study.
Section 76	Power to object to the Land Court to:- (a) the chief executive's recording in the register of the findings of a cultural heritage study; and (b) the chief executive's refusal to record in the register the findings of a cultural heritage study.
Sections 82, 83, 91, 92, 93, 94, 95, 96, 97(2), 98(2), 99(2), 100, 101, 103, 104, 105, 106, 107, 109(5), 111, 112, 113, 114, 115, 116, 117(5) and 153	Power to develop, reach agreement on and seek approval for a cultural heritage management plan including all steps authorised or required by Part 7 of the Act for the purpose of developing, reaching agreement on and seeking approval of the plan and objecting to any refusal to approve the plan.
Section 85(3)	Power to consult with the Minister about guidelines to help people in choosing suitable methodologies for developing cultural heritage management plans.

**ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)**

	Section 153	Power, as the owner or occupier of land, to consult with a person who wishes to enter land to perform a cultural heritage activity about obtaining access to the land and to determine whether or not access should be given.
<b>Waste Reduction and Recycling Act 2011</b>		
New	Section 28	Power to make an exempt waste application to the chief executive.
	Section 29	Power to provide further information or documents for an exempt waste application if required by the chief executive.
Updated	Section 29(2)	Power to agree with the chief executive about extending the time for providing further information or documents for an exempt waste application.
	Section 33	Power, as the holder of an approval of waste as exempt waste, to request an amendment of the approval, and agree with the chief executive to the amendment of the approval.
	Section 34(3)(e)	Power, as the holder of an approval of waste as exempt waste, to make submissions in response to a notice from the chief executive about cancelling or amending the approval.
Updated	Section 44(1)	Power, in conducting a recycling activity prescribed by regulation, to make a residue waste discounting application to the chief executive.
	Section 45	Power, as the applicant for a residue waste discounting application, to provide further information or documents for the application if required by the chief executive.
New	Section 45(2)	Power to agree with the chief executive about extending the time for providing further information or documents for a waste residue discounting application.
	Section 49	Power, as the holder of an approval of a discounted rate for the waste levy for residue waste, to request an amendment of the approval, and agree with the chief executive to the amendment of the approval.
	Section 50(3)(e)	Power, as the holder of an approval of a discounted rate for the waste levy for residue waste, to make submissions in response to a notice from the chief executive about cancelling or amending the approval.
Updated	Section 53	Power, as the operator of a waste disposal site, to receive and request delivery information for waste.
	Section 54	Power, as the operator of a resource recovery and transfer facility, to receive and request delivery information for waste.
New	Section 56 and 57	Power, as the operator of a waste disposal site in the waste levy zone, to ensure a weighbridge is installed and operates at the site, is brought back into operation if out of operation, and give notice to the chief executive where the weighbridge is out of operation and brought back into operation, as required by sections 56 and 57.
	Section 59, 60 and 61	NOTE: an exemption may apply until 30 June 2029 pursuant to chapter 16, part 3, division 2. Power to measure and record waste as required by sections 59, 60 and 61.
	Section 60(3)	NOTE: an exemption may apply until 30 June 2029 pursuant to chapter 16, part 3, division 2. Power, as the operator of a waste disposal site, to agree with the chief executive about an alternative way to measure and record the waste.

## ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)

Section 63, 64, 65 and 66	Power, as the operator of a waste disposal site and where the chief executive has given Council a notice under section 63(2), to install, maintain and operate a monitoring system as required by the notice, and comply with sections 64, 65 and 66.
Section 67, 68 and 69	Power, as the operator of a leviable waste disposal site, to carry out volumetric surveys, ensure volumetric surveys are carried out, and give the chief executive copies of the results of the volumetric surveys as required by sections 67, 68 and 69.
Section 72	Power, as the operator of a leviable waste disposal site, to give the chief executive a waste data return.
Section 72A	Power, as the operator of a leviable waste disposal site, to keep the documents stipulated in section 72A.
Section 72C	Power, as the operator of a leviable waste disposal site, to apply to the chief executive to enter a waste levy instalment agreement, and enter the agreement.
Section 72D	Power, as the operator of a leviable waste disposal site, to apply to the chief executive for an amendment of a waste levy instalment agreement, and enter the amendment agreement.
Section 72G	Power, as the operator of a leviable waste disposal site, to apply to the chief executive for an extension of time to pay a waste levy amount.
Section 72H	Power, as the operator of a leviable waste disposal site, to apply to the chief executive for an extension of time to submit a waste data return and pay a waste levy amount.
Section 72J(3)(c)	Power, as the operator of a leviable waste disposal site where the chief executive has decided an estimated waste levy amount under section 72J, to adjust the waste levy amount payable if a different amount is decided under a review of the chief executive's decision on the estimated waste levy amount.
Section 72L	Power, as the operator or former operator of a waste disposal site who is eligible for a bad debt credit, to apply to the chief executive for relief.
Section 72M(1)	Power to respond to a notice from the chief executive requiring further reasonable information or documents about the application for a bad debt credit.
Section 72M(2)	Power to agree with the chief executive about extending the time for providing the further information or documents.
Section 72R and 72S	Power, as the operator of a waste disposal site, to declare an area within the site as a resource recovery area by giving the chief executive notice of a proposed resource recovery area.
Section 72U	Power, as the operator of a waste disposal site with a resource recovery area, to amend the declaration as a resource recovery area by giving the chief executive notice of the proposed amendment.
Section 72V	Power, as the operator of a waste disposal site with a resource recovery area, to cancel the declaration as a resource recovery area by giving the chief executive notice of the proposed cancellation.
Section 72W	Power, as the operator of a waste disposal site with a resource recovery area and where the chief executive proposes to revoke the declaration, to make submissions to the chief executive to show why the declaration should not be revoked.
Section 72X	Power, as the operator of a waste disposal site with a resource recovery area, to keep the documents and results stipulated in section 72X.

## ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)

Section 72Y	Power, as the operator of a resource recovery area at a waste disposal site in the waste levy zone, to carry out volumetric surveys, ensure volumetric surveys are carried out and give the chief executive a copy of the results of the volumetric survey as required by section 72Y.
Section 72Z	Power, as the operator of a resource recovery area at a waste disposal site not in the waste levy zone, to carry out volumetric surveys, ensure volumetric surveys are carried out and give the chief executive a copy of the results of the volumetric survey as required by section 72Z. **NOTE: section 72Y only applies from 01 June 2020.
Section 73A	Power, as the operator of a waste disposal site that has declared, or claims to have declared, a resource recovery area under section 725, to ensure that the resource recovery area complies with section 73A(2).
Section 73C(2)	Power, as the operator of a waste disposal site that has declared a resource recovery area and there is a change to the physical barrier or points of access for the resource recovery area that does not change the boundaries of the area, to amend the plan of the waste disposal site, and give the chief executive notice and a copy of the amended plan
Section 73C(3)	Power, as the operator of a waste disposal site that has declared a resource recovery area and there is a change to the recycling activities, to advise the chief executive of the change.
Section 73C(4)	Power, as the operator of a waste disposal site that has declared a resource recovery area and there is a change to the entity having responsibility for the operation of the resource recovery area, to advise the chief executive of the change.
Section 73D(1) and (2)	Power, as a local government affected by the waste levy, to receive an annual payment from the chief executive and use that payment to mitigate any direct impacts of the waste levy on households in Council's local government area.
Section 73D(4)	Power, as a local government affected by the waste levy that receives an annual payment from the chief executive, to include a statement on rate notices that informs the ratepayer of the amount paid to the local government and the purpose of the payment.
Section 317(2)	Power, as an operator of a levyable waste disposable site, to apply to the chief executive for an exemption during the transition period from the requirements of section 57.
Section 323	Power, as an operator of a levyable waste disposable site in the waste levy zone, to carry out a volumetric survey, ensure a volumetric survey is carried out, give a copy of the results of the volumetric survey to the chief executive, and keep a copy of the results as required by section 323.
Section 324	Power, as an entity having responsibility for the operation of a resource recovery area for a waste disposal site in the waste levy zone, to carry out a volumetric survey, ensure a volumetric survey is carried out, give a copy of the results of the volumetric survey to the chief executive, and keep a copy of the results as required by section 324.
Section 325	Power, as an operator of a small site, to give the chief executive written notice of a proposed alternative methodology for measuring and recording waste at the site and implement that alternative methodology. NOTE: this section only applies until 30 June 2021.

**ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)**

<b>Water Act 2000</b>	
Updated	Section 40B(3) Power, as a resource operations licence holder, to consult with the chief executive about the proposed temporary release of water from the reserve.
	Section 137A Power, if the chief executive requires, to give additional information about an application.
	Section 183(6) Power, as the holder of a resource operations licence in the circumstances listed in subsection (4), to ask the chief executive to refer the proposed change to the rules to a referral panel.
	Section 426(2)(a) Power, as a party to a dispute referred to in section 425, to give the other party and the chief executive a conference election notice.
New	Section 426(2)(b) Power, as a party to a dispute referred to in section 425, to give the other party an ADR election notice.
	Section 426(6) Power, as a party to a dispute referred to in section 425 who is given an ADR election notice, to accept or refuse the type of ADR and the ADR facilitator proposed in the notice.
	Section 426(7) Power, as a party to a dispute referred to in section 425 who has given an ADR election notice and where the party given the ADR election notice has not accepted the type of ADR or ADR facilitator under section 426(6), to make another proposal, or obtain a decision from the Land Court or prescribed ADR institute about the matter not accepted, and, for a decision from the Land Court or prescribed ADR institute, give the other party notice of the decision.
	Section 426(9) Power, as a party to a dispute referred to in section 425 and who is the resource tenure holder, to bear the costs of the ADR facilitator.
	Section 427(2) Power, as a party to a dispute referred to in section 425 and where an ADR election notice has been given under section 426(2)(b), to use all reasonable endeavours to resolve the dispute.
Updated	Section 427(3) Power, as a party to a dispute referred to in section 425 and where a conference election notice or an ADR election notice has been given, to ask for and agree to a longer period to apply instead of the usual period.
New	Section 433A(2) Power, as a party to a dispute referred to in section 425 where a conference election notice or ADR election notice has been given and the dispute has not resolved by the end of the period under section 427(2) or (4), to give an arbitration election notice.
	Section 433A(4) Power, as a party to a dispute referred to in section 425 and where an arbitration election notice has been given, to accept or refuse the request for arbitration.
	Section 433A(5) Power, as a party to a dispute referred to in section 425 and where an arbitration election notice has been given, to jointly appoint an arbitrator.
	Section 433A(6) Power, as a party to a dispute referred to in section 425, the party giving an arbitration election notice and where the parties do not jointly appoint an arbitrator under section 433A(5), to require a prescribed arbitration institute to appoint an arbitrator.
	Section 433E Power, as a party to a dispute referred to in section 425 that is the subject of arbitration, to pay the fees and expenses of the arbitrator as required by section 433E.

## ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)

**Water Supply (Safety and Reliability) Act 2008**

Updated	Section 162	Power to give notice of the making or amendment of a declaration under section 161 of the <i>Water Supply (Safety and Reliability) Act 2008</i> , to make the notice available for inspection and purchase, and to give the regulator a copy of the notice.
	Section 352Q(1)	Power, as the owner of a referable dam, to ask to the chief executive to correct a minor error or make a change, that is not a change of substance, in an emergency action plan for the dam.
New	Section 352Q(1A)	Power, as the owner of a referable dam, to ask to the chief executive to record the change in ownership of the dam and make other changes to the plan required because of the change in ownership.
	Section 366	Power, as a former owner of a dam, to give the chief executive notice of the change in ownership and give the new owner all relevant documentation for the dam.

**Work Health and Safety Act 2011**

New	Section 141A	Power, as receiver of a direction from the inspector under section 131A(2) to comply with it.
Updated	Section 231(1) and (1A)	Power to, in the circumstances provided in subsections (1) or (1A), make a written request to the WHS prosecutor that a prosecution be brought.
	Section 231(3)	Power to, in the circumstances provided in subsection (3), request the WHS prosecutor to refer the matter to the director of public prosecutions.

## ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)

<b>Acquisition of Land Act 1967</b>	
Updated	Section 17(1A) Power to agree in writing with the person entitled as owner to compensation in respect of the taking of the land, to the reversioning of the land or part of it to which a gazette resumption notice relates.
New	Section 17(5) Power to agree upon the amount of compensation to be paid under subsection (4) or to agree that the amount be determined by the Land Court.
	Section 17(5) Power to refer the determination of the amount of compensation to be paid under subsection (4) to the Land Court.
<b>Aged Care Act 1997 (Cth)</b>	
Removed	Section 8-2 <del>Power to apply to the Secretary in writing to be approved as a provider of aged care, to provide any documents that are required by the Secretary and to pay the application fee.</del>
	Section 8-4 <del>Power to give the Secretary further information in response to a notice issued by the Secretary.</del>
Updated	Section 9-1(1) Power, as an approved provider, to notify the Quality and Safety Commissioner of a change of circumstances that materially affects the approved provider's suitability to be a provider of aged care.
	Section 9-2(2) Power, as an approved provider, to comply with a request from the Quality and Safety Commissioner for information relevant to the approved provider's suitability to be a provider of aged care.
	Section 9-3(2) Power, as an approved provider, to give the Secretary information relating to payments.
	Section 9-3A(2) Power, as an approved provider, to give the Secretary or Quality and Safety Commissioner information specified in subsection (1) following receipt of a written request from the Secretary or Quality and Safety Commissioner.
	Section 9-3B(4) Power, as an approved provider, to comply with a request in writing from the Secretary or Quality and Safety Commissioner for information specified in subsection (2).
Removed	Section 10-3(3)(b) <del>Power, as a provider of aged care, to make submissions in response to a notice received from the Secretary.</del>
Updated	Section 63-1A(2) Power, as an approved provider, to take all reasonable steps specified in the Accountability Principles to ensure that none of its key personnel is a disqualified individual.
	Section 63-1C Power, as an approved provider, to do all things reasonably practicable to ensure that there is no change to the circumstance without complying with the steps specified in the notice given under subsection 63E(1) of the Quality and Safety Commission Act.
Removed	Section 66A-2(3) <del>Power, as an approved provider, to agree to the appointment of an adviser and appoint the adviser within the period specified in the agreement.</del>
	Section 66A-3(3) <del>Power, as an approved provider, to agree to the appointment of an administrator and appoint the administrator within the period specified in the agreement.</del>
	Section 66A-4 <del>Power, as an approved provider, to provide to a person appointed under section 6A-2 or 6A-3 all relevant information required by the person to assist the approved provider comply with its responsibilities.</del>

**ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)**

Section 67-2(2)(d)	<del>Power, as an approved provider, to make submissions to the Secretary in response to a notice of non-compliance.</del>
Section 67-3(2)(d)	<del>Power, as an approved provider, to make submissions to the Secretary in response to a notice of intention to impose sanctions.</del>
Section 67-4(2)(a)	<del>Power, as an approved provider, to give the Secretary a written undertaking to remedy the non-compliance specified in the notice.</del>
Section 67-4(2)(b)	<del>Power, as an approved provider, to comply with an undertaking given under section 67-4(2)(a).</del>
Section 68-4	<del>Power, as an approved provider, to apply in writing to the Secretary seeking the lifting of a sanction.</del>
Section 68-5(1)	<del>Power, as an approved provider, to comply with a notice requesting further information received from the Secretary.</del>
Section 91-3	<del>Power, as an occupier of premises, to provide an authorised officer who entered the premises under section 91-1(1) with reasonable assistance and to refuse to provide the assistance.</del>

<b>Animal Care and Protection Act 2001</b>	
New	Section 122(1)(a)
	Power, as the occupier of a place, to consent to entry of the place by an inspector.

<b>Biosecurity Act 2014</b>	
Updated	Section 160(2)
	Power as a registered biosecurity entity, owner or occupier to give the chief executive a biosecurity risk notice.
New	Section 268(1)
	Power as an occupier of a place to sign an acknowledgement of consent to enter the place.
	Section 269(2)
	Power as an occupier of a place to consent to entry by an authorised officer.

<b>Building Regulation 2006</b>	
Updated	Section 16Q(1)
	Power as an owner to:- (a) register, by using the online system, the owner's name and the address of the owner's private building; and (b) give a copy of a completed combustible cladding checklist (part 1) for the building to the QBCC by using the online system. <i>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</i>
	Section 16Q(2)
	Power as an owner to apply to the QBCC commissioner to extend the time for complying with subsection (1). <i>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</i>
	Section 16R
	Power as an owner to keep the completed combustible cladding checklist for the owner's private building in the way provided in subsections (a) and (b). <i>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</i>

**ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)**

	Section 16S(2)(b)	Power, as an owner who knows or suspects that the building is an affected private building, to give the QBCC notice of that knowledge or suspicion. <i>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</i>
	Section 16T(1)	Power, as an owner to which section 16S applies, to give to the QBCC:- (a) a completed combustible cladding checklist (part 2) for the owner's private building; and (b) a building industry professional statement. <i>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</i>
	Section 16T(3)	Power, as an owner to which section 16S applies, to apply to the QBCC commissioner to extend the time for complying with subsection (1). <i>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</i>
	Section 16U	Power, as an owner to which section 16S applies, to keep the completed combustible cladding checklist (part 2) and a building industry professional statement for the owner's private building in the way provided in subsections (a) and (b). <i>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</i>
	Section 16W(1)	Power, as an owner to which section 16V applies, to give to the QBCC, the name and registration number of the fire engineer engaged by the owner for complying with part 4A, division 2, subdivision 3. <i>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</i>
	Section 16W(2)	Power, as an owner to which section 16V applies, to apply to the QBCC commissioner to extend the time for complying with subsection (1). <i>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</i>
	Section 16X(1)	Power, as an owner to which section 16V applies, to give to the QBCC a copy of each of the following documents for the owner's private building:- (a) a completed combustible cladding checklist (part 3); (b) a building fire safety risk assessment; and (c) a fire engineer statement.

## ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)

		<i>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</i>
Section 16X(4)	Power, as an owner to which section 16V applies, to apply to the QBCC commissioner to extend the time for complying with subsection (1).	<i>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</i>
Section 16Y	Power, as an owner to which section 16V applies, to keep the documents listed in subsection (1) for the owner's private building for the period provided in subsections (2) and/or (3).	<i>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</i>
Section 16ZA(1)	Power, as an owner to which subsection 16Z applies, to display an affected private building notice in compliance with subsections (2) and (3).	<i>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</i>
Section 16ZA(4)	Power, as an owner to which subsection 16Z applies, to give the QBCC, in the approved way, a compliance notice.	<i>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</i>
Section 16ZB(2)	Power, as an owner to which subsection 16Z applies of a building that comprises two or more lots, to, if there is a body corporate roll kept for the building, give a copy of the building fire safety risk assessment to each lot owner, and each leasehold interest holder, for a lot in the building.	<i>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</i>
Section 16ZB(3)	Power, as an owner to which subsection 16Z applies of a building that comprises two or more lots, to, if there is not a body corporate roll kept for the building, leave a copy of the building fire safety risk assessment at, or post a copy of the building fire safety risk assessment to, the address of each lot in the building.	<i>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</i>
Section 16ZD(2)(a)	Power, as an original owner, in the circumstance set out in subsection (1), to, before the ownership changes, give the new owner:- (a) a notice, in the approved form, about the extent to which the original owner has complied with part 4A; and (b) a copy of each document given by or to the original owner under this part.	

**ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)**

		<i>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</i>
	Section 16ZD(2)(b)	Power, as an original owner, in the circumstance set out in subsection (1), to, before the ownership changes, give the QBCC a copy of the notice that is given to the new owner under subsection (2)(a)(i). <i>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</i>
	Section 16ZF(3)	Power, as an original owner, to give the document/s referred to in subsection (1)(a) to the new owner before ownership of the building changes. <i>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</i>
	Section 16ZM(2)	Power, as an owner, to comply with a notice given by the QBCC. <i>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</i>
	Section 16ZQ(2)	Power, as an owner of the building, to apply to the QBCC commissioner to replace the original checklist. <i>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</i>
	Section 16ZQ(5)	Power, as an owner of the building, comply with the notice given by the QBCC commissioner under subsections 16ZQ(3) or (4). <i>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</i>

<b>Coastal Protection Management Act 1995</b>		
Updated	Section 123(5)	Power:- (a) as an owner of freehold land; or (b) an occupier of land, other than freehold land, adjacent to State tidal land; or (c) as a public utility provider; or (d) as a trustee under any law or agreement, to occupy and use State tidal land to carry out tidal works in accordance with a development permit or to maintain and use infrastructure constructed as part of tidal works.

<b>Economic Development Act 2012</b>		
Updated	Section 98(1)	Power as an owner of land to consent in writing to the cancellation of a PDA development approval.

## ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)

Removed	Section 99(5)	<del>Power as an owner of land to consent to the making of an amendment application.</del>
<b>Environmental Protection Act 1994</b>		
New	Section 579(4)	Power, as the owner or occupier of the land, to claim compensation for any compensatable effect in a proceeding brought in a court of competent jurisdiction.
<b>Environmental Protection Regulation 2019</b>		
New	Section 41AA(3)	Power, as an administering authority in the circumstances set out in subsection 41AA(1), to refuse to grant the application if the relevant activity will, or may have, a residual impact.
<b>Land Act 1994</b>		
Updated	Section 23A(1)	Power, as a person seeking to have a plan of subdivision registered in relation to the land contained in a deed of grant, deed of grant in trust or lease, to apply to the chief executive for the allocation of a floating reservation to some or all of the lots created by the plan.
	Section 23A(6)	Power, as an applicant under section 23A(1), to appeal against the chief executive's decision.
	Section 34H(1)	Power, as owner of improvements on a reserve the dedication to which has been revoked, to apply, in writing to the chief executive, to remove improvements on the reserve.
	Section 34H(2)	Power, as owner of improvements on a reserve the dedication to which has been revoked, to remove improvements with the written approval of the chief executive.
	Section 38G(1)	Power, as owner of improvements on a deed of grant in trust that has been cancelled, to apply, in writing to the chief executive, to remove the improvements on the deed of grant in trust.
	Section 38G(2)	Power, as owner of improvements on a deed of grant in trust that has been cancelled, to remove the improvements with the chief executive's approval.
	Section 48	Power, as trustee, to:- (a) comply with a request of the chief executive to apply for the approval of a management plan for the trust land; and (b) comply with a request of the chief executive to make all records available for inspection by the chief executive and allow copies and notes of the records to be made; (c) register any management plan in the appropriate register.
	Section 49	Power, as trustee, to:- (a) allow the auditor-general, a person mentioned in section 47(1)(a) to (d), or a person authorised by the chief executive of a department, to audit the trust's financial accounts; and (b) help the conduct of the audit, including the disclosure of financial institution accounts necessary for the audit.

**ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)**

Section 55H(1)	Power, as owner of improvements on a deed of grant in trust that has been surrendered, to apply, in writing to the chief executive, to remove the improvements on the deed of grant in trust.
Section 55H(2)	Power, as owner of improvements on a deed of grant in trust that has been surrendered, to remove the improvements on the deed of grant in trust with the written approval of the chief executive.
Section 58(1)	Power, as trustee lessee, to transfer, mortgage or sublease a trustee lease subject to the written approval of:- (a) the Minister for a sublease; or (b) otherwise, the chief executive.
Section 58(7)	Power to appeal against the Minister's or chief executive's decision to refuse to allow a transfer, mortgage or sublease of a trustee lease.
Section 201	Power, as lessee, licensee or permittee, to give the Minister or chief executive the information asked for about the lease, licence or permit.
Section 240E(1)	Power, after receiving a notice under section 235(1) or 238(3), as a lessee of a lease, to apply in writing to the chief executive for permission to sell the lease.
Section 240G	Power, as a local government, to apply to the chief executive to sell a lease.
Section 243(1A)	Power, as lessee of a forfeited lease, to apply, in writing to the chief executive, to remove the lessee's improvements on the lease.
Section 243(1)	Power, as lessee of a forfeited lease, to remove the improvements with the written approval of the chief executive.
Section 322(3)	Power, as a lessee, licensee or the holder of a sublease, to apply to transfer a lease, sublease or licence under the Act with the approval of the chief executive.
Section 322(5)	Power, as a lessee, licensee or the holder of a sublease, to apply to the chief executive to extend the time mentioned in subsection 322(4).
Section 322(8)	Power, as a lessee, licensee or the holder of a sublease, to appeal a decision of the chief executive not to grant the transfer of a lease, sublease or licence.
Section 327	Power to surrender freehold land on terms agreed between the chief executive and the registered owner and with the chief executive's written approval.
Section 327A	Power to surrender a lease or part of a lease on terms agreed between the chief executive and the lessee and with the chief executive's written approval.
Section 327B	Power, as a registered owner, to apply in writing to the chief executive to surrender freehold land.
Section 327C(1)	Power, as a lessee, to apply in writing to the chief executive to surrender all or part of a lease.
Section 327C(2)	Power, as a lessee, to give notice of an intention to apply to any other person with a registered interest in the lease.
Section 327C(3)	
Section 327(1)	Power, as owner of improvements on a lease that has been surrendered, to apply in writing to the chief executive to remove the owner's improvements on the lease.

## ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)

	Section 327(1)(2)	Power, as owner of improvements on a lease that has been surrendered, to remove the owner's improvements with the chief executive's written approval.
	Section 332(7)	Power to appeal against the Minister's refusal to approve the sublease of a lease issued under the Act.
	Section 358(2)	Power, as registered owner or trustee, to surrender the land contained in the registered owner's deed of grant or trustee's deed of grant in trust if, on resurvey of the land, the boundaries of the land do not agree with the boundaries described in the existing deed or appropriate plan, and no doubt exists about the boundaries of the land, with the written approval of the chief executive.
	Section 360C(2)	Power to apply to amend the description in a term lease or a perpetual lease, other than a State lease, if the description of the lease may be amended under section 360A(2)(a), (b) or (c).

**Land Title Act 1994**

Removed Section 42(1) ~~Power, as the registered owner, to ask the registrar to issue a certificate of title.~~

**Local Government Act 2009**

Updated	Section 196(2)	Power to:- (a) employ local government employees; (b) agree to the terms and conditions of an employee's employment (including any variation to those terms); and (c) terminate a local government employee's employment.
New	Section 237	<i>This power does not include the power to appoint employees which is separately dealt with under section 196(3) of the Act.</i> Power to start a proceeding:- (1) in the name of Council; (2) under the Justices Act 1886 in the name of a local government employee who is a public officer within the name of that Act.

**Local Government Regulation 2012**

Updated	Section 59	Power to: (a) construct, maintain, manage and regulate the use of harbours for small vessels in or over tidal waters; (b) construct, maintain, manage and regulate the use of jetties, breakwaters and ramps in or over tidal waters; and (c) to occupy and use foreshore, tidal land or tidal waters to undertake work in exercising those powers.
	Section 82(2)	Power to decide what rating category the land referred to in subsection (1) should be in. <i>Nb. this section is only required where Council is levying differential general rates.</i>

## ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)

Section 235	Power to enter into a medium-sized contractual arrangement or large-sized contractual arrangement in circumstances specified in section 235. <i>Nb. For subsections 235(a) and 235(b) it is a legislative precondition to the exercise of the power that Council first pass the resolution referred to in the respective subsection.</i>
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**Mining and Quarrying Safety and Health Regulation 2017**

New	Section 9(1)	Power, as a person who has an obligation under the Act to manage risk at a mine, to monitor risk in the person's own work and activities at the mine.
Updated	Section 56	Power, as a person who has an obligation under the Act to manage risk in relation to storing and handling hazardous chemical or dangerous goods, to ensure they are handled and stored in the manner prescribed under section 56.

**Development Assessment Rules**

Updated	Section 17.1, 17.3 and 17.4	Power, as an assessment manager acting under section 53(10) of the Act, to comply with the public notice requirements.
New	Section 38.2	Power, as an assessment manager, to give a notice to the applicant extending the decision period until a day no later than 10 days after the end of the caretaker period.

**Planning Regulation 2017**

New	Schedule 22	Power, in the circumstances prescribed in Schedule 22, Section 3A, to publish the documents listed in subsections (2), (4) and (5) on Council's website.
	Schedule 22 Section (3B)	Power, in the circumstance prescribed in Schedule 22, Section 3B(1), to keep available for inspection and purchase a document that includes the trunk infrastructure information the local government publishes on its website from time to time under section 3A(4) or (5).

**State Penalties and Enforcement Regulation 2014**

New Register	Section 19AG	Power to apply to the registrar for the approval of Council as an approved sponsor.
	Section 19AH(1)	Power to comply with a request of the registrar for additional information.
	Section 19AM(1)	Power, as an approved sponsor, to agree with the registrar to an amendment of the approval.
	Section 19AN(1)	Power, as an approved sponsor, to keep the records listed in subsection 19AN(1).
	Section 19AO(2)	Power, as an approved sponsor, to comply with a request of the registrar to give copies of all documents relevant to the work and development orders for which Council is an approved sponsor.
	Section 19AQ(1)	Power, as an approved sponsor, to surrender the approval as an approved sponsor.
	Section 19AU(2)(d)	Power, as an approved sponsor, to make written representations to the registrar in response to a show cause notice.

**ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)**

Section 19AX(1)(a)	Power, as an approved sponsor, to take the remedial action, to the satisfaction of the registrar.
Section 19AZ(2)	Power, in the circumstances specified in subsection 19AZ(1), to apply to QCAT for a review of the decision.

**Transport Infrastructure Act 1994**

New	Section 33(2)	Power to apply for an approval to carry out road works on a State-controlled road or interfere with a State-controlled road or its operation.
	Section 50(3)	Power to apply for an approval to construct, maintain, operate or conduct ancillary works and encroachments on a State-controlled road.

**Transport Infrastructure (State Controlled Roads) Regulation 2017**

New Register	Section 14(2)	Power, where given a notice by the chief executive, to give the chief executive further information required to decide an application for an approval mentioned in section 50(2)(a) of the Act.
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**Transport Operations (Marine Pollution) Act 1995**

New	Section 113(3)	Power, if acting as a prescribed entity, to ask the chief executive to secure its discharge expenses.
	Section 122(1)	Power, if acting as a prescribed entity, to recover its discharge expenses as a debt.
	Section 122(2)	Power, if acting as a prescribed entity, to ask the chief executive to recover its discharge expenses.

**Water Fluoridation Regulation 2020**

New Register	Section 6(2)	Power, as a public potable water supplier, to ask the manufacturer, importer or supplier of the fluoride compound for a copy of a batch analysis certificate.
	Section 6(3)	Power, as a public potable water supplier, to:- (a) send a sample of the fluoride compound to an accredited laboratory for analysis to determine the concentrations of any impurities in the fluoride compound; and (b) obtain the results of the analysis.
	Section 9(1)	Power, as a public potable water supplier, to give the chief executive a notice if its automatic fluoride dosing equipment has not been in operation for a continuous period of 14 days.
	Section 10(1)	Power, as a public potable water supplier, to give the chief executive a notice if its automatic fluoride dosing equipment resumes operation after it has been out of operation for a continuous period of 14 days.
	Section 15(1)	Power, as a public potable water supplier who uses naturally occurring fluoride, to give the chief executive a notice if its water blending equipment has not been in operation for a continuous period of 14 days.

**ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)**

	Section 16(1)	Power, as a public potable water supplier who uses naturally occurring fluoride, to give the chief executive a notice if its water blending equipment resumes operation after it has been out of operation for a continuous period of 14 days.
	Section 19	Power, as a public potable water supplier, to carry out a prescribed test and keep the results of each prescribed test for at least 5 years.
	Section 20	Power, as a public potable water supplier, to <ul style="list-style-type: none"> <li>(a) divide a sample collected under section 19(1)(a) into 2 parts;</li> <li>(b) measure the concentration of 1 part of the sample using an approved method;</li> <li>(c) send the other part of the sample to an accredited laboratory to measure the concentration of fluoride in the part using an approved method;</li> <li>(d) obtain the results of the analysis performed under subsection 20(1)(c); and</li> <li>(e) keep the results of the analysis for at least 5 years.</li> </ul>
	Section 21(2)	Power, as a public potable water supplier, to comply with a request of the chief executive under subsection 21(1) and notify the chief executive of the results of the additional test.
	Section 22(2)	Power, as a public potable water supplier who adds a fluoride compound to the potable water supply, to record each day:- <ul style="list-style-type: none"> <li>(a) the volume of water to which the fluoride compound has been added;</li> <li>(b) the amount of the fluoride compound the water supplier has added for the day, even if the amount is zero;</li> <li>(c) the calculated fluoride concentration of the fluoridated water;</li> <li>(d) the fluoride concentration of the fluoridated water, measured by a prescribed test.</li> </ul>
	Section 23	Power, as a public potable water supplier, to prepare a report each quarter stating the matters prescribed in subsection 23(1) for the quarter and give the report to the chief executive.
	Section 24(2)	Power, as a public potable water supplier, to give the chief executive supporting information for a fluoridation notice to the chief executive under section 13(3)(a) of the Act.

<b>Water Regulation 2016</b>		
Updated	Section 34	Power to apply to the chief executive to relocate a water licence.
	Section 34(3)(b)(i)	Power, as the holder of the water licence to be relocated, to swear the statutory declaration required in subsection (3)(b)(i).
	Section 34(3)(b)(ii)	Power, as an interested entity, to provide written consent to the proposed relocation.
	Section 37	Power, as an applicant under section 34, to give the chief executive a transfer notice.
New	Section 38(2)	Power, as a proposed transferee, to give the chief executive a document evidencing ownership of land to which the new licence will attach.

**ATTACHMENT 1 – UPDATES TO COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION REGISTER (SEPTEMBER 2019 AND FEBRUARY 2020)**

Updated	Section 110A(3)	Power, as a relevant person in the circumstances specified in subsection (1) (excluding a person given a notice under section 110AA), to give the chief executive a written notice stating the meter is a faulty meter.
	Section 110A(4)	Power, as a relevant person in the circumstances specified in subsection (1), to give the chief executive all the information stated in subsection (4) before the expiry date.
	Section 110A(5)	Power, as a relevant person in the circumstances specified in subsection (1), to, before the expiry date:- (a) ensure that a meter, other than a faulty meter, is attached to the works; (b) arrange a validation inspection for the meter and give the chief executive a copy of the validation certificate for the meter.
	Section 112A(5)	Power, as a holder or owner mentioned in section 112(1), to comply with a notice issued by the chief executive under subsection (3) before the expiry date.
	Section 112A(6)	Power, as a holder or owner mentioned in section 112(1), to request the expiry date be extended.

**Workers' Compensation and Rehabilitation Act 2003**

Updated	Section 228(3)	Power, as an employer, to cooperate with an insurer to enable the insurer to meet its obligations under section 220.
New	Section 228(4)	Power, as an employer, to give the insurer written evidence that it is not practicable to provide a worker with suitable duties.

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### 9.3 WEED PROJECTS - CARPENTARIA SHIRE LAND

<b>Attachments:</b>	NIL
<b>Author:</b>	Mark Crawley - Chief Executive Officer
<b>Date:</b>	5 May 2020
<b>Key Outcome:</b>	3.1 - Green spaces, natural areas and natural resources are protected and well managed
<b>Key Strategy:</b>	3.1.1 Plan and manage open space, parkland and natural areas to eradicate pests and noxious weeds and promote biodiversity, water quality and community use.

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#### Executive Summary:

Correspondence, via email, has been received from the Land Protection Officer of the Northern Gulf Resource Management Group along with a number of proposed project plans to undertake works on Council lands.

#### RECOMMENDATION:

That Council note the details contained in the project plans and advise the Chief Executive Officer of any concerns with the proposed projects.

#### Background:

The following was received via email from Scott Middleton on 13 April 2020 in relation to work as part of his new role as the Land Protection Officer with the Northern Gulf Resource Management Group.

“At the last Council meeting I attended, we discussed the proposed weed projects which NGRMG was seeking to implement on Council lands under the Disaster Recovery Funding. These included operational programs such as Education and Awareness programs to support Council’s responsibilities under the Act and also included on ground weed control programs such as bellyache bush etc. On conclusion of the meeting it was agreed that I would provide project plans outlining NGRMG project proposals and estimated expenditure for Council to consider in kind contributions under your five-year program.

Please see attached four project plans and linking project partner agreements for weed projects on Council lands.

- Bellyache bush Project (targeting Normanton and Karumba township areas).
- Burke and Wills Camp 119 Rubber vine Project.
- Water hyacinth Project (targeting Council lands and landholdings where water hyacinth is present in the Norman river catchment).
- Invasive pest plants (targeting all weeds in the Normanton and Karumba Urban districts).

I will be looking to commence the Bellyache bush project this week.

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**Consultation (Internal/External):**

- Mayor Jack Bawden
- Councillors
- Scott Middleton – Land Protection Officer

**Legal Implications:**

- Land Protection

**Financial and Resource Implications:**

- Contained in the Biosecurity Plan – five-year budget.
- Information contained in each plan

**Risk Management Implications:**

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

## BUSINESS PAPERS

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### 9.4 HUMAN RESOURCES REPORT

**Attachments:** NIL  
**Author:** Lisa Ruyg - Manager Human Resources  
**Date:** 12 May 2020

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**Key Outcome:** 1.1 – Responsive and effective service delivery  
**Key Strategy:** 1.1.1 Foster appropriate corporate culture that aligns with Council's Mission, Values and Behaviours.

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#### **Executive Summary:**

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

#### **RECOMMENDATION:**

That Council accepts the Human Resources Report for information.

### **Work, Health and Safety Matters**

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#### **'Flu Shots and Skin Checks**

An in-house 'Flu Shot and Skin Check Clinic will be held in Normanton and Karumba on 21<sup>st</sup> & 22<sup>nd</sup> May 2020. The Clinic is available to all Council staff and has been scheduled to coincide with the end of the 10/4 roster.

The shots and skin checks will be conducted at the Shire Hall in Normanton and Civic Centre in Karumba. Normanton Child Care staff will receive their shots at the Child Care Centre in order to maintain adequate staffing ratios.

#### **Apprentices and Trainees**

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All five of our new apprentices and trainees have now entered into Training Contracts administered by the Department of Employment, Skills, Small and Family Business. They have also had their Training Plans confirmed and accepted by TAFE North Queensland.

This brings the total number of apprentices and trainees in Council to nine, which represents approximately 8% of our workforce.

#### **Training Activities**

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Many training activities scheduled for this year have been postponed due to COVID-19 travel restrictions and social distancing measures. Several training activities, however, can go ahead via Zoom or other virtual meeting platforms. They are:

- Working with Remote Teams (Finance staff);
  - Health and Safety Representative Training; and
  - Risk Management Training (Construction Foremen).
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### **Certified Agreement 2020 Negotiations**

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Nil progress since last report.

### **COVID-19 Staff Management and Protocols**

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At the time of writing this report, Council staff are continuing to observe the protocols set out in the COVID-19 Procedure document which was distributed across the organisation on 2 April 2020.

The procedure document details the social distancing and hygiene measures that must be observed in all Council workplaces. The procedure is expected to be an evolving document which will vary in accordance with advice from relevant authorities.

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

- Executive Leadership Team.
- COVID-19 National Guidelines for Public Health.
- Queensland Health.
- Apprenticeship Network Provider.
- TAFE North Queensland.
- WHS Advisor.

#### **Legal Implications:**

- Within normal operational parameters.

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

- Within budget.

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

- Risks associated with COVID-19.

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### **9.5 STAFF HOUSING POLICY**

<b>Attachments:</b>	9.5.1. Staff Housing Policy <a href="#">↓</a>
<b>Author:</b>	Lisa Ruyg - Manager Human Resources
<b>Date:</b>	12 May 2020
<b>Key Outcome:</b>	1.1 – Responsive and effective service delivery
<b>Key Strategy:</b>	1.1.5 Attract and retain a skilled workforce through implementation of contemporary human resource practices and organisation development.

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#### **Executive Summary:**

As stated in Council's Corporate Plan 2017-2022, a key priority under the strategic theme of Culture is the "attraction and retention of a safe and skilled workforce". Like all remote local governments, Council has to be innovative in offering employment conditions that attract suitably qualified staff.

One of the employment conditions offered to eligible staff at Carpentaria is staff housing and the reviewed Staff Housing Policy establishes the terms and conditions for the supply of staff housing.

#### **RECOMMENDATION:**

That Council adopts the Staff Housing Policy as presented.

#### **Background:**

Staff housing is just one of a variety of employment conditions offered by Council to attract and retain suitably qualified staff due to the remoteness of the Carpentaria Shire. The reviewed policy presented to Council for adoption establishes the terms and conditions for the supply of housing to eligible staff members.

A Staff Housing Committee exists to consider all applications for staff housing and other uses of Council owned houses under this policy. This committee consists of:

- 2 x Councillors
- Chief Executive Officer
- Manager Human Resources
- Housing Inspection Officer
- A tenant of a Council house duly elected by the tenants of Council houses/dwellings.

When considering all housing applications and ensuring determinations are effected with accountability, transparency and in the best interests of Council, the following guiding principles are followed by the Staff Housing Committee:

- value for money;
  - attraction and retention of staff;
  - encouragement of and support for local trades;
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- fairness and equity in the allocation of housing;
- provision of good quality housing;
- responsibility and accountability of tenants.

Council's Staff Housing Policy has been in existence for a number of years and in undertaking this review certain changes were made to clarify the responsibilities and expectations of all stakeholders. A summary of key changes are outlined in the table below:

Section	Page No.	Description of Change
Pets and Pest Control	4 & 5	Section has been redrafted to ensure staff are fully aware of their responsibilities with pets and the need to produce documentation.
Yard Maintenance	5	It is now documented in this section the requirement to abide by all water restrictions. Whilst all residents must abide by water restrictions, there would be adverse impacts on Council's reputation if staff, in Council supplied housing, fail to abide these restrictions when in force.
Natural Disaster Preparation	5	This is a new section added to the policy as new staff relocating to the Shire may not be aware of processes/procedures to be undertaken in readiness for weather events.
Subsidised Rent Eligibility	6	This is a new section added to policy to inform staff of: <ul style="list-style-type: none"> <li>• some of the factors the Housing Committee take into consideration in determining applications for subsidised rent;</li> <li>• and that all staff are not eligible to receive subsidised rent.</li> </ul> Existing rental arrangements in place at the date of policy adoption will not be affected by this new clause.
Utility Services	8	This section informs staff, that they are responsible for all utility service costs, including excess water charges, therefore it has been added that it is the tenant's responsibility to undertake regular checks to identify any water leaks in the property.  This is to ensure staff are proactive rather than reactive to water leaks and save on unnecessary costs.

### Consultation (Internal/External):

- This policy has been reviewed by Senior Management and the Staff Housing Committee prior to presentation to Council.

### Legal Implications:

- There are no legal implications in Council supplying housing to eligible staff as rental agreements, terms and conditions comply with all relevant residential tenancy legislation.

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

- All costs associated with staff housing are incorporated into Council's annual budgets therefore there are no additional finance and/or resource implications with adopting this policy.

### **Risk Management Implications:**

- Without having the necessary professional and skilled staff within its workforce, Council would experience difficulties in delivering services to the community. Staff housing is just one of a variety of employment conditions offered to attract appropriate new staff which reduces the potential risk to Council of not being able to achieve its strategic and operational goals



## Staff Housing Policy

### Policy Details

Policy Category	Council Policy
Date Adopted	20 May 2020
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	20 May 2020
Policy Version Number	7
Policy Owner	Manager Human Resources
Contact Officer	Lisa Ruyg
Review Date	2 years from date of adoption

### Supporting documentation

Legislation	<ul style="list-style-type: none"> <li>Local Government Act 2009</li> <li>Local Government Regulation 2012</li> <li>Residential Tenancies and Rooming Accommodation Act 2008</li> </ul>
Policies	<ul style="list-style-type: none"> <li>Code of Conduct for Employees</li> <li>Procurement Policy</li> <li>Local Preference Policy</li> </ul>
Delegations	<ul style="list-style-type: none"> <li>Nil</li> </ul>
Forms	<ul style="list-style-type: none"> <li>Payroll Deduction Agreements</li> </ul>
Supporting Documents	<ul style="list-style-type: none"> <li>Register of Prequalified Suppliers</li> <li>Residential Tenancy Agreements</li> </ul>

### Version History:

Version	Adopted	Comment	eDRMS #
6	24/01/2018	Council Resolution 0118/030	
7	20/05/2020	Council Resolution	



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## **Intent**

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To establish the terms and conditions for the supply of staff housing to eligible staff members.

## **Scope**

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This policy applies to permanent, temporary or casual employees of Council. The policy applies to the occupation and use of Council housing by any person or organisation, including contractors providing services to Council.

## **Policy Statement**

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Council may make available staff housing for employees to ensure that Council can attract and retain staff to fulfil various roles at both Normanton and Karumba.

No guarantee of housing or an ongoing right to housing will be provided as demand for housing exceeds supply, and the allocation or withdrawal of housing will depend on the operational requirements of Council as approved by the Chief Executive Officer following consideration by and recommendations from the Staff Housing Committee.

## **Principles**

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To ensure all aspects of and decisions made regarding the supply and allocation of staff housing are undertaken fairly and objectively, the following principles have been deployed:

- value for money;
- attraction and retention of staff;
- encouragement of and support for local trades;
- fairness and equity in the allocation of housing;
- provision of good quality housing;
- responsibility and accountability of tenants.

## **Construction and/or Acquisition of Housing**

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Council may construct or purchase housing to attempt to ensure sufficient housing is available for staff, subject to Council's overall capital works priorities and budget.

It is Council's preference to generally construct housing rather than purchase existing housing. However, existing house properties may be purchased when a reasonably based view has been formed that housing stocks in the Shire's townships are considered sufficient.

Approval for the construction or acquisition of housing may only be granted by Council resolution.

To avoid any doubt, Council's Local Preference Policy applies to building, construction and maintenance work undertaken under this policy.

## **Allocation of Housing**

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When determining the allocation of staff housing the following criteria will be taken into consideration:



- i. Executive housing (reserved for senior executive positions);
- ii. Essential housing (for filling a position that cannot be filled locally);
- iii. Family size;
- iv. Availability;
- v. Operational needs.

Executive housing is identified in the following table and is to be allocated only to the senior executive position identified.

Location	Position
87 Matilda Street Normanton Qld 4890	Chief Executive Officer
2 Airport Road Normanton Qld 4890	Director of Engineering
22 Norman Street Normanton Qld 4890	Director of Corporate Services

The Staff Housing Committee (SHC) will allocate all other staff housing based on the operational requirements of Council pursuant to the criteria set out below. No other staff member, except for the CEO, may authorise the occupation of any housing, including single person's accommodation at Normanton or housing at the Karumba Depot, even if the anticipated occupation is of short duration.

To remove any doubt, housing may be made available for locally-based staff.

The SHC may reallocate housing, including moving tenants to different housing, if required for operational reasons, or without reason.

The SHC may allocate or withdraw a housing entitlement without reason and at the CEO's absolute discretion, subject to notice requirements pursuant to the RTA. To avoid any doubt, the initial provision of housing does not constitute an ongoing right to housing.

The CEO may terminate a tenancy where the tenant takes extended leave or unpaid leave of greater than 8 weeks.

Decisions of the CEO will be final.

## **Inspections and Reports**

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Council will implement a regular inspection program of all staff housing with each house being inspected at a minimum of every six months.

Council will comply with the requirements of the *Residential Tenancies and Rooming Accommodation Act 2008* (RTA) with respect to inspections.

Pre-entry reports must be completed in detail and signed by Council and the tenant within three days of entry to the premises. Reports should normally be accompanied by current photographs of the condition and state of the premises.

Detailed exit reports must be completed and signed on the day the tenant vacates the premises. When completing exit reports, reference is to be made to the pre-entry reports to ensure, as best as possible, that the property is left in a similar condition as to when residency commenced subject to reasonable and expected wear and tear.

## **Pets and Pest Control**

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Pets are permitted to be kept at staff housing in compliance with Council's local laws.



Staff must have premises treated for ticks and fleas by a licensed pest controller at the end of the tenancy if dogs or cats are kept on the premises. Documentary evidence of this treatment having been undertaken is to be produced when completing the exit report at the end of the tenancy. If during the course of the tenancy, it becomes evident that ticks and/or fleas inhabit the property, where staff are keeping pets, then the cost of pest treatment is to be borne by the staff.

Council is responsible for pest control, with the exception of the preceding responsibility of staff, which includes regular inspections and treatments as required. When undertaking any required treatments, Council will take all reasonable steps to cause the least disruption to the tenancy as possible.

## **Yard Maintenance**

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Tenants are responsible for the maintenance of yards and gardens.

Council mowers are available on weekends for use by staff free of charge. Staff are responsible for collection and return of mowers from Stores during normal business hours. Staff must provide their own fuel for the mowers and ensure that mowers are operated in accordance with standard safety procedures including the wearing of appropriate protective clothing.

Hoses, sprinklers and any other requirements to ensure reasonable maintenance of the property must be supplied by tenants. Staff are to ensure that any use of water adheres to any Council approved water restrictions.

Tenants whose house include automatic watering systems must ensure the time is set to the approved watering hours. Council reserves the right to disconnect the automatic watering system for any breaches of this requirement.

## **Natural Disaster Preparation**

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It is the responsibility of tenants to undertake all necessary and reasonable preparations to mitigate the risk of damage to property and/or personal injury leading up to or during a natural disaster ( such as cyclones or floods). This does not only include damage and/or injury to the immediate household but also to the surrounding neighbours.

The following weblink may assist tenants in these preparations.

<https://www.qld.gov.au/emergency/dealing-disasters/prepare-for-disasters/prepare-home>

## **Housing Standards**

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All housing will be given the highest priority for the undertaking of urgent repairs where there is an unacceptable risk to the health and/or safety of occupants. However dependent on the circumstances, cause of damage, availability of materials and labour to rectify damage, staff may have to be vacated from the premises until the property is safe to inhabit.

The SHC will regularly review and update the asset management plan and strategy to ensure housing is maintained to an acceptable standard.

## **Improvements and modifications**

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Tenants must not undertake any improvements or modifications to the premises, including any fixtures or fittings, without a request being considered by the SHC and the prior written approval of the CEO.



## **Rent, Bond and Payment**

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Rent payable on premises will be determined by the Council and reviewed annually with consideration to the prevailing market conditions at that time.

It is a condition of the tenancy arrangement for staff housing, that staff complete all necessary documentation to have their rent paid fortnightly by payroll deduction.

When approved leave is taken, tenants may be required to pay rent in advance for the period of leave.

Prior to taking leave without pay, which will result in the inability to pay rent through payroll deductions, employees must make arrangements for the payment of rent in advance. Such arrangements must be approved prior to leave being taken by submitting request in writing to the SHC and obtaining written approval by the CEO.

A bond equivalent to four times the weekly rental will be payable and this bond will be retained by the Residential Tenancies Authority.

## **Subsidised Rent Eligibility**

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In certain circumstances and at the sole discretion of the Housing Committee, staff members may be eligible for subsidised rent (i.e. rent payable below the prevailing market conditions). When considering requests for subsidised rent the Housing Committee will take into consideration all relevant factors, which include but are not limited to:

- The skills and professional attributes required of the applicant to undertake their role within Council;
- The responsibilities of the position held by the applicant which can include the provision of essential services to the community; and
- The criticality of the position to the organisation as defined in Council's Workforce Plan.

Not all employees who are provided with staff housing will be eligible for subsidised rent. However there will be no changes to existing employee's rental arrangements that are current at the date of adoption of this policy.

## **Furniture**

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Council and the tenant may enter into an agreement for the provision of furniture to rented premises. Such provision of furniture will be cost neutral to Council over the expected life of the furniture.

Where furniture is provided, the tenant will not be entitled to full relocation expenses and the amount of relocation expenses will be determined by the CEO.

Tenants must enter into a payroll deduction agreement with Council to cover the rental costs of the furniture provided. This will be a separate deduction to the rental deduction.

Tenants must enter into an agreement to pay for any damage, other than fair wear and tear, to furniture through automatic payroll deductions. When determining the amount of the fortnightly deduction, consideration will be given to the shortest possible period to repay Council without adversely impacting on the staff member's financial situation.

Where damage, other than fair wear and tear, is found at the end of the tenancy or employment, Council may withhold the cost of the damage from any final payment due to the former tenant or employee.

During the course of the tenancy, should the staff member believe that items of furniture have



reached their end of life cycle or poses a health and safety risk, they are to report the situation to the Housing Inspection Officer. In the case of the furniture item posing a health or safety risk, the staff member is responsible to ensure this item is not used, by anyone, until an inspection has been conducted.

## **Tenancy Arrangements**

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Tenants must enter into tenancy agreements with Council pursuant to the RTA. Compliance with the terms of this policy will form part of any tenancy agreement and contract of employment

Tenancy agreements are not required for tenancies of less than six weeks duration (short term tenancies).

Rent for short term tenancies will be paid in advance and a security deposit will be payable in advance for the tenancy. The security deposit will be retained by Council in the event of any damage or loss caused to the rented premises. If the cost of the damage or loss is less than the amount of the security deposit, the balance of the security deposit will be refunded to the tenant.

Tenants are not permitted to sub-lease or enter into any accommodation arrangement with any person unless otherwise approved in writing by the SHC in advance. If an arrangement is approved by the SHC, the tenant remains responsible for the premises, including any loss or damage.

## **Smoke Alarms**

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Council will be responsible for testing and cleaning smoke alarms and replacement of any flat or nearly flat batteries within 30 days before the start or renewal of a tenancy.

During the term of their tenancy, tenants having the following responsibilities and must:

- test and clean (by vacuuming or dusting) each smoke alarm at least every 12 months;
- replace any flat or nearly flat batteries;
- advise the Housing Inspection officer if there is any issue with the alarm (apart from batteries);
- allow the Housing Inspection Officer or his delegate right of entry to install smoke alarms; and
- not remove a smoke alarm or the battery (other than to replace it), or do anything to reduce the effectiveness of the alarm e.g. paint it.

## **Former Employees**

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Former employees must vacate Council premises within two weeks of their last day of service unless otherwise approved in writing by the CEO or the Council in the case of the CEO and senior executive officers.

Refer also to Inspection and Reports section of this policy regarding the exit report.

## **Leasing of Housing to Non-Council Employees**

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Housing will not be available for private rental to non-Council employees or organisations.

Council may make housing available to contractors providing services directly to Council following consideration by the SHC and approval by the CEO. Rent, bonds and/or security deposits will



apply to such rentals unless otherwise approved by the CEO.

## **Keys and Locks**

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Tenants will be issued with keys at the commencement of a tenancy.

All keys must be issued through the central register at the Normanton office and be signed for by the tenant. No keys are to be given out other than through this system.

Tenants will be responsible for the costs of replacing lost or damaged keys and/or locks.

If keys are lost, tenants must also pay for the cost of replacing all locks in the house, including any sheds or other outbuildings.

Replacement of keys and locks should not occur without the full knowledge of the Housing Inspection Officer and such changes are to be immediately recorded in the central register.

## **Loss or Damage**

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Tenants will be responsible for the costs of repairing or rectifying any loss or damage to premises other than through normal wear and tear. This includes furniture should furniture form part of the tenancy agreement.

## **Utilities and Services**

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Tenants are liable for the costs of power and gas utilities unless varied by a condition of a contract of employment.

Tenants will be liable for excess water charges and accordingly have the responsibility to regularly check for any water leaks within the property concealed or otherwise. This check can be completed by having all taps turned off in the property and check the water meter to ensure water consumption is not being recorded. If the tenant has any concerns regarding potential water leaks, this should be reported to the Housing Inspection Officer immediately.

## **Staff Housing Committee**

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The Staff Housing Committee (SHC) will be established to receive and consider all applications for staff housing and other uses of Council owned houses under this policy.

The SHC will comprise of:

- 2 x Councillors
- Chief Executive Officer
- Manager Human Resources
- Housing Inspection Officer
- A tenant of a Council house duly elected by the tenants of Council houses/dwellings.

An election will be held every two (2) years to elect the tenant representative for the SHC. Should that elected representative no longer work for the Council, an election for a new representative will be held within one (1) month of such departure.

The SHC will meet at least quarterly or more frequent if required to consider the allocation, maintenance and general operation of Council owned staff housing facilities.



## Definitions

TERM	DEFINITION
<b>CEO</b>	Chief Executive Officer of Council
<b>Essential Housing</b>	Housing allocated by the Staff Housing Committee for essential positions that cannot be recruited or filled locally.
<b>Executive Housing</b>	Housing allocated for the Chief Executive Officer and Directors
<b>Housing Inspection Officer</b>	An officer appointed by the Chief Executive Officer to oversee and coordinate inspections of staff housing.
<b>Locally Based Staff</b>	Staff who are residents of or recruited from within Carpentaria Shire.
<b>Premises</b>	Includes a house/dwelling and its yard.
<b>RTA</b>	The <i>Residential Tenancies and Rooming Accommodation Act 2008</i>
<b>Staff Housing Committee (SHC)</b>	The committee established under this Policy to receive and consider applications/requests and maintenance programs for staff housing.

Adopted by Council "**Date**" by Resolution "**Number**"

**Mark Crawley**  
Chief Executive Officer

## BUSINESS PAPERS

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### 9.6 TOURISM REPORT - APRIL 2020

**Attachments:** 9.6.1. Visitor and Revenue Stats [↓](#)  
 9.6.2. Hatchery Tasks [↓](#)  
 9.6.3. LWBDC Tasks [↓](#)

**Author:** Verena Olesch - General Manager - Tourism

**Date:** 13 May 2020

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**Key Outcome:** 6.1 - A strong and diverse economy

**Key Strategy:** 6.1.4 Promote and develop Carpentaria Shire as a unique destination and to manage tourism in a sustainable way.

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#### Executive Summary:

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

#### RECOMMENDATION:

That Council:

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

### 1.1 Actions Outstanding from Previous Meetings

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Reference	Action	Status
	Nil	

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### 1.2 Visitor Information Centres:

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#### CLOSURE OF THE BARRA CENTRE AND VIC'S ON THE 23<sup>RD</sup> MARCH 2020 DUE TO GOVERNMENT ADVICE REGARDING COVID-19

- April tourism numbers:
  - Normanton VIC: 0
  - Karumba LWBDC & VIC: 0 (1,074 last April)
- Guided Tours and feeding: nil/ nil  
420 / \$5,677.27 in April 2019
- Other Revenue
  - Normanton: \$ 0.00 (merchandise and library)  
\$ in 2018

## **BUSINESS PAPERS**

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Karumba:	\$ 0.00 (merchandise)
	\$ 5,140.10 in April 2019
• Donation Box	\$ not counted

### **1.3 LW Barramundi Discovery Centre and Hatchery:**

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#### **Merchandise:**

- Stock-take and valuation complete
- Online merchandise platform work-in-progress
- POS screen layouts changed to make it easier to operate

#### **New Hatchery Shed**

- Work and plumbing continues – only bathroom needs doing (waiting for Malcolm)
- Large tank will arrive on AJ's truck with 3 workers who will fiberglass it and install – waiting to finalise a schedule depending on restrictions and availability
- Most of the filtration equipment has arrived and we are starting work to put it all together

### **1.4 Outback-by-the-Sea Festival - Karumba**

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#### **We will be able to run the festival and fishing comp – but within Government guidelines.**

- Additional grant application through QDEP (\$25K) – still pending
- Adam Harvey now confirmed, also Tim Griffin – will check if they are still available, same with production company and David Hudson

### **1.5 Tourism Strategy**

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- Revision of tourism strategy in progress – will now need to include the economic recovery strategy post COVID
- Production of CSC brochure – printing should be done in the next couple of weeks
- New Barra Centre Brochure – printed
- Helloworld:

**Bookings cancelled until 01 July, some re-booked for September**  
**Tour Operators**  
**Most groups cancelled.**

### **1.6 Hatchery Operations**

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#### **New hatchery Opening:**

- Still proposed for Saturday 26 September as part of the Outback by the Sea festival if this goes ahead

## **BUSINESS PAPERS**

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- Grant application through YOOTEP submitted

### **1.7 Digital Platforms**

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**Note: with COVID-19 restrictions in place this form of communication is our lifeline and we will look to extend our presence digitally.**

- Fantastic results on facebook with posts averaging almost 3,000 views
- Introduced weekly live stream 'Barra Bites' from the Barra Centre
- Website re-design in full swing

### **1.8 Other activities**

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- A Barramundi Tale (children's picture/text book)
  - Go-fund-me for the reprint of 130 books as successfully closed after \$2k was raised through facebook
  - We are now sourcing the printer, will then purchase the books of Rodney for sale in the Barra Centre
- QLD Tourism Awards have been cancelled for 2020 – we have registered and are waiting to hear what happens to our fee (probably good for next year!)
- Re-opening plan for council tourism venues post-COVID19 attached as separate report for approval.
- Burns Philp Building Normanton – new floor complete in the Museum section
- Rodeo Riders Display should be ready in June
- Live Radio broadcast on Indigenous Stockworkers and Rodeo Rider on Black Star Cairns 3.5.2020
- ABC Radio NW interview on tourism and Barra Bites 1.5.2020
- Complete List of projects for Hatchery and LWBDC attached.

LWBDC Performance 2019-20

	2018-19				2019-20				% CHANGE			
	Visitors	Tours #	Tours \$	Merchandise \$	Visitors	Tours #	Tours \$	Merchandise \$	Visitors	Tours	Tours \$	Merchandise
JULY	3250	725	\$ 12,425.45	\$ 10,869.35	4320	1673	\$ 22,731.82	\$ 15,292.34	133%	231%	183%	141%
AUG	1032	564	\$ 9,687.27	\$ 4,925.80	3469	1242	\$ 16,586.36	\$ 13,034.35	336%	220%	171%	265%
SEPT	452	270	\$ 4,390.45	\$ 1,866.90	2126	842	\$ 11,554.55	\$ 12,734.52	470%	312%	263%	682%
OCT	691	198	\$ 2,186.82	\$ 1,774.90	1098	398	\$ 5,322.73	\$ 9,611.68	159%	201%	243%	542%
NOV	170	0	\$ -	\$ 775.50	419	79	\$ 1,136.36	\$ 4,042.74	246%	0%	0%	521%
DEC	77	0	\$ -	\$ 991.50	402	30	\$ -	\$ 4,402.09	522%	0%	0%	444%
JAN	112	0	\$ -	\$ 674.70	202	0	\$ -	\$ 1,346.46	180%	0%	0%	200%
FEB	15	0	\$ -	\$ 56.40	173	0	\$ -	\$ 487.84	1153%	0%	0%	865%
MAR	70	0	\$ -	\$ 415.70	235	74	\$ 236.36	\$ 1,788.25	336%	0%	0%	430%
APR	1074	420	\$ 5,677.27	\$ 5,140.10	0	0	\$ -	\$ -	0%	0%	0%	0%
MAY	2099	594	\$ 8,604.55	\$ 6,474.62					0%	0%	0%	0%
JUN	3196	1080	\$ 14,009.09	\$ 7,740.97					0%	0%	0%	0%
TOTAL	12238	3851	\$ 56,980.91	\$ 41,706.44	12444	4338	\$ 57,568.18	\$ 62,740.27	102%	113%	101%	150%

NEW HATCHERY				DATE : 10 May 2020
TASKS	START DATE	DUE DATE	% COMPLETE	NOTES
BATHROOM OFFICE		15/04/2020	25%	needs Malcolm to finish - check with Michael, toilet, sink and shower through Murph
LARGE TANK - DELIVERY AND INSTALLATION	1/04/2020	15/04/2020		delivery confirmed 19 March, ensure we have crane to help unload. Then team will fly up to out the tank together (approx 2 days)
STAINLESS STEEL LAB BENCHES		15/04/2020		Dave to make benches (tba timeframe)
OFFICE MOVE	13/03/2020	21/04/2020	100%	including PC - get all furniture and equipment from old building which is still useable
LARGE SIGN - OUTSIDE	10/03/2020	30/04/2020	25%	LARGE SIGN TO GO ON THE OUTSIDE , MAY NEED TO CONTRACT INSTALLATION (WORKING AT HEIGHTS)
INTERNAL PLUMBING SALTWATER	1/03/2020	30/04/2020	100%	Dave and Emerson, once the saltwater is connected and tanks moved - this will take place over a few weeks
PLATFORM	31/03/2020	30/04/2020		Michael to get 3 quotes
REFURB TANKS AND EQUIPMENT OLD HATCHERY	1/03/2020	30/04/2020	25%	in progress - fibreglassing, painting etc., one large tank is almost ready
MOVE TANKS AND EQUIPMENT FROM OLD TO NEW HATCHERY	8/03/2020	30/04/2020	25%	2 stock tanks already moved, work in progress, , next big tank to be moved 11 March so we can start to connect and move fish
MOVE BROODSTOCK	8/03/2020	30/04/2020		MUSICAL CHAIRS...will have to be sedated and moved with 2 people at a time

TASKS	START DATE	DUE DATE	% COMPLETE	NOTES
FILTRATION LARGE TANK	31/03/2020	30/04/2020	75%	LARGE TANK OPERATIONAL 30 MAY parts delivery over the next few weeks
SIGNAGE FROM OLD HATCHERY TO NEW		1/05/2020		outside signage. 3 board - they can go between car park and new hatchery building, posts may need to be concreted in (2-3 days work)
MOVE BROODSTOCK	15/05/2020	15/05/2020		Emerson and Dave
AQUAPONICS		15/05/2020		investigate option as put into NW minerals grant, we checked out Gulf Christian set up, will investigate purchasing
Beautification in front of Hatchery		1/06/2020		MICHAEL TO ORGANISE - before 1st of JUNE if possible
JCU COLLABORATION		1/06/2020		Amanda and Emerson to contact JCU and establish close relationship for future projects
WATER TESTING		MONTHLY		CONTINUE WATER TESTING FOR HEAVY METALS

TOURISM PROJECTS				DATE: 10 May 2020
TASKS	START DATE	DUE DATE	% COMPLETE	NOTES
<b>CORFLUTES</b>	5/03/2020		100%	design complete, production through Expressway Signs - need to be put up at caravan parks
<b>FINGERLING SOAP</b>	Date	31/03/2020	50%	Amanda and Leigh, moulds complete, test run 18 March
<b>STOCKTAKE PRE-SEASON</b>		31/03/2020	100%	Mandy, Nem - Amda and Verena now to finalise
<b>RISK ASSESSMENT POND ACCESS</b>	1/03/2020	1/04/2020	50%	draft complete, discussed with external safety coordinator and CJ, get assessments form other councils
<b>CALICO BAGS SPAWN TO BE WILD AND BAGS FOR SHOP PURCHASES</b>		1/04/2020		ON HOLD
<b>LGMA AWARDS BARRA CENTRE</b>	10/03/2020	10/04/2020	100%	Verena and Amanda to finalise per schedule
<b>THEATRE SET UP NEW HATCHERY</b>	11/03/2020	15/04/2020	75%	coordinate with Tom and Andrew, PO done for Harvey Norman Mt Isa, delivery tba
<b>VOUCHER BOOKS AND KICK BACK FOR OPERATORS</b>	Date	15/04/2020	25%	Nem and Verena to order voucher books, write procedures for caravan parks/motels. This will give the parks a 10% incentive on booking our tours
<b>NEW TOUR PRESENTATION</b>	Date	15/04/2020	75%	concept drafted
<b>BEHIND THE SCENES</b>	Date	15/04/2020	25%	concept started, will be finalised as soon as the first tanks are operational in the hatchery. First tour departure 14 April
<b>SPAWN TO BE WILD MERCHANDISE</b>	10/03/2020	15/04/2020	25%	logo approved and finalised, merch to be selected
<b>BARRA CENTRE BROCHURE</b>	Date	30/04/2020	100%	delivery imminent

TASKS	START DATE	DUE DATE	% COMPLETE	NOTES
<b>BUDGET</b>	Date	30/04/2020	100%	draft complete,
<b>SARATOGA AND YELLOW BARRA</b>	25/03/2020	30/04/2020	0%	Verena to check out in Brisbane - emerson to transport from CNS - NW Minerals Grant for BTS
<b>BROCHURE AUDIT VICS</b>	6/03/2020	30/04/2020		Mandy to create excel and re-order system, liaise with NTN VIC
<b>SWORD FISH DISPLAY</b>	Date	1/05/2020	0%	Mandy to check - all booked in - DELAYED DUE TO CORONAVIRUS
<b>CSC BROCHURE</b>	1/10/2019	1/05/2020	50%	first design draft due 10mar, community consultation, council feedback due
<b>TOURISM STRATEGY</b>	10/03/2020	1/05/2020	25%	Verena to revise, consult with tourism stakeholders, ELT and council
<b>BUSINESS PLAN</b>	15/03/2020	1/05/2020	0%	Verena to revise, consult with tourism stakeholders, ELT and council
<b>RODNEY LUCAS BOOK PROJECT</b>	6/03/2020	1/05/2020	75%	Verena and Amanda are organising Barra story in conjunction with Hatchery opening (ie commemorative book), as well as 'A Day on the Water' book. District Council is also involved. Contacted by Verena.
<b>MAPS KARUMBA AND NORMANTON</b>	Date	1/05/2020	0%	tba with the VIC and Marie
<b>WEBSITE</b>	1/03/2020	1/05/2020	25%	Verena in conjunction with Vink Media, briefed changes, data collection point, online merch platform
<b>ONLINE MERCHANDISE PLATFORM</b>	1/03/2020	1/05/2020	25%	Verena in conjunction with Vink Media, AND IDEALPOS
<b>NORMATON RANGERS CROC DISPLAY</b>	Date	1/05/2020	25%	first talks finalised, waiting for feedback from rangers, also like to implement talks at VIC's during the season
<b>ADOPT A FINGERLING</b>	Date	1/05/2020	25%	Nem - concept to support breeding program and raise money
<b>FLOOR BURNS &amp; PHILP</b>		20/05/2020	75%	11 boxes short, need to re-order from Bunnings
<b>NEW CENTURY CONFERENCE MAY 25-27</b>	25/05/2020	27/05/2020	0%	Verena to coordinate with Shane, Greg and Wild Fish, site inspection complete

TASKS	START DATE	DUE DATE	% COMPLETE	NOTES
<b>MERCHANDISE BUNDARRA</b>	Date	31/05/2020	50%	design draft approved, gone into production - indigenous designs, 100% recycled and aussie made
<b>VIRTUAL REALITY PROJECT</b>	Date	1/06/2020	25%	signed off by council, first proposal to QTIC, invoice processed
<b>KARUMBA VIC</b>	Date	1/06/2020		
<b>FISHERIES GRANT</b>	Date	1/06/2020	0%	Verena,Emerson/amanda - artificial reef etc.
<b>GBRA RELATIONSHIP AND COOPERATION</b>	Date	1/06/2020	0%	NEEDS TO BE TAKEN UP WITH GBRA COMMITTEE
<b>VETTA PRODUCTION VIDEOS AND TVC</b>	1/01/2020	1/06/2020	25%	need to send brief re message
<b>RODEO RIDERS</b>	1/03/2020	4/06/2020	50%	Verena to meet with Rodeo committee, Dave and Ian collaborating, Marie will do the panel design. All quotes received.
<b>CENTRE MANUALS</b>	1/11/2019	1/07/2020	25%	ensure all procedures are documented - amanda, Nem and Mandy
<b>DIGITAL CAMPAIGN</b>	1/03/2020	1/08/2020	25%	Verena and Tourism Tap - in action now, strategy and targets to be include in council meeting
<b>FLAG POLES</b>	Date	1/09/2020	0%	grant?
<b>HATCHERY OPENING</b>	5/03/2020	26/09/2020	25%	start working out schedule, lead-in for OBTS festival Mayor to suggest politician/invite
<b>OBTS FESTIVAL</b>	ONGOING	26/09/2020	25%	committee started work
<b>CAIRNS EXPO stand deco</b>	postponed	postponed	0%	organise furniture and spawn to be wild banner book hotel
<b>INDIGENOUS ART DISPLAY</b>	Date	TBA	0%	
<b>SUNLOVER BOOKINGS AND ADMINISTRATION</b>	ONGOING		0%	ongoing - need to work out invoicing

## BUSINESS PAPERS

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### 9.7 RE-OPENING OF LWBDC AND VISITOR INFORMATION CENTRES

<b>Attachments:</b>	NIL
<b>Author:</b>	Verena Olesch - General Manager - Tourism
<b>Date:</b>	13 May 2020
<b>Key Outcome:</b>	6.1 - A strong and diverse economy
<b>Key Strategy:</b>	6.1.4 Promote and develop Carpentaria Shire as a unique destination and to manage tourism in a sustainable way.

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#### **Executive Summary:**

As the COVID-19 restrictions are relaxed Council will need to consider the process for re-opening of facilities to the public.

#### **RECOMMENDATION:**

That Council

- Approve the Mandatory procedures outlined in the Officer's Report to Council for the facilities; and
- Approve the temporary opening hours and request the Officer provide regular reports on numbers and general comments received.

#### **Background:**

Preparing to reopen

- Les Wilson Barramundi Discovery Centre and Karumba VIC
- Normanton VIC

#### **OVERVIEW:**

Whilst COVID-19 has caused great disruption, it also provides an opportunity to stop and think about what our tourism facilities look like, how we can operate more effectively and more efficiently and how we can build competences. This response and agility will be core to the long-term capabilities of our services.

We anticipate that social distancing will be with us for some time and we have incorporated this into our procedures. It is our goal to keep staff and visitors safe once we re-open and we want to get it right from the start.

#### ***We must adapt to the changed environment.***

We also need to recognise there will be new markets, new visitors heading our way, and this creates opportunities for us.

#### **FOCUS:** A staggered approach to opening (staff/hours/jobs)

This aligns with the expected trend/research of travelers to start with day trips from home, regional, intrastate, interstate, then much later internationally. We are ready as soon as the Queensland Government lifts restrictions and we are seeking to open at the earliest possible time in order to smooth the road to recovery and also assist businesses

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## **BUSINESS PAPERS**

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by attracting visitors, especially to the Barramundi Discovery Centre.

### **PRACTICAL CONSIDERATIONS:**

What do we need to do to be ready to receive visitors in an environment where Coronavirus is still a reality?

Code of Best practice:

- continually monitor the information provided by the Australian Government Department of Health
- provide workers with continued access to official government sources for current information and advice
- do what is reasonably practicable to eliminate hazards and associated risks
- cease all non-essential work activities that involve close personal contact
- modify shifts and rosters to reduce peak periods
- provide workers with appropriate PPE and facilities, as well as training on how and why they are required to use them
- provide workers with a point of contact to discuss their concerns, and access to support services
- communicate what safe practices are being taken with staff, volunteers and visitors
- promote physical distancing of at least 1.5meters
- promote personal & workspace hygiene using toolbox talks & posters
- use barriers to create space at counters, between workstations, seated areas etc.
- require workers to practice good hygiene, including frequent hand washing, limiting contact with others and covering their mouths when coughing or sneezing
- provide clear direction and guidance about what is expected of workers, what action to take if they become unwell and what symptoms to be concerned about
- seek advice from authorities immediately if there has been a confirmed case of COVID-19 in the workplace

Mandatory Procedures for the immediate time (to be reviewed every couple of weeks or whenever new Government guidelines come into force):

### **Cleaning:**

- Increased cleaning and disinfection of high traffic areas and shared surfaces
- Daily clean of all floors and workspaces
- Hourly disinfection of displays at the Barramundi Discovery Centre
- Hourly disinfection of the front counter
- 3x daily disinfection of the toilets and associated amenities
- Regular handwashing for staff
- Hand-sanitizers stations available at the front counter, toilets & feeding area
- Use of PPE – gloves and masks to be made available

### **Managing visitors:**

- Implement controls to reduce direct contact between workers and customers
  - All visitors to sign in and out at a register placed at the front desk
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## **BUSINESS PAPERS**

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- Encourage social distancing verbally and via signage posted at regular intervals
- Provision of amenities for personal hygiene and infection control, including hand sanitizing stations placed strategically throughout the facility

### **Discovery Centre:**

- Signage to be displayed at each location explaining distancing rules
- Maximum of 10 people in the display area at any one time from 15 May to 11 June, then 20 people from 12 June
- Tours to be conducted on demand with up to 10 people at a time
- Private tours available on request to accommodate high risk visitor needs
- Feeding: only 1 person (or household) on the platform at a time
- Chairs in the conference area spaced 1.5m apart
- Common use objects, such as pens, provided to visitors to be disinfected after use
- Café staff to adhere to all policies and procedures

### **Proposed Opening hours:**

LWBDC: 09:00 – 13:00 daily (this will give us an hour at the end to do a thorough clean)

Wild Fish Café will re-open as soon as the centre is open again, times tba.

NTN VIC: Summer timetable for the moment (Mo-Fr 09:00-13:00), to be reviewed weekly

### **Communication:**

- All corflutes for LWBDC to go to the Caravan Parks with info on Opening times
- LWBDC Facebook and Instagram pages
- LWBDC and CSC websites
- Info to RTO's and tourism stakeholders
- Residents and community
- Message to>HelloWorld
- Coach tour operators: it is anticipated that there will be no groups of more than 10 travelling, so this segment is likely to take a while to come back
- CSC brochure should be almost ready to go, Barra Centre brochure should be here in a few days, to be distributed
- ABC NW Radio

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

- Tourism Industry Experts, Governments, Health

### **Legal Implications:**

- N/A. In accordance with State Government Guidelines (Roadmap to easing Queensland's restrictions)

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

- N/A

## **BUSINESS PAPERS**

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**Risk Management Implications:**

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

## BUSINESS PAPERS

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

#### 10.1 DCS REPORT - APRIL 2020

**Attachments:** 10.1.1. Copy of 2019-2020 Local Laws Report [↓](#)  
**Author:** Justin Hancock - Director of Corporate Services  
**Date:** 14 May 2020

**Key Outcome:** 6.1 - A strong and diverse economy  
**Key Strategy:** 6.1.3 Plan and support local economic development.

#### 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 the Director of Corporate Services Report; and
2. that those matters not covered by resolution be noted.

#### Background:

##### 1.1 Actions Outstanding from Previous Meetings [\[information\]](#)

Date:	Action	Status	Comment
A1017-014	Review the water allocation on all non-profit and sport and recreation users.	In Progress	Council are currently seeking quotes for contractors to undertake the review of General Rates and Utility Charges.
A0618-21	Liaise with Telstra to improve bandwidth at Normanton Rodeo Grounds	In Progress	Ongoing – reported fault with Telstra about service drop outs.
0918/0032	Implement weed control program to manage spread of noxious weeds in Karumba town area.	In Progress	Recruitment undertaken by NGRM under funding received, officer to commence soon.
April-19	That Council proceed with the upgrade to the lighting and that grant funds be sought to fund the upgrade.	In Progress	Grants Officer to work with Normanton Rodeo Association Inc to source grants.
Jan-20	Negotiations with IOR Aviation Pty Ltd to commence for the lease of a site at the Karumba Aerodrome.	In Progress	Draft lease provided to IOR Aviation Pty Ltd.
Jan-20	Local Laws Officer to follow up on return from leave	In Progress	LLO has issued warning for abandoned vehicles to be removed.

## BUSINESS PAPERS

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### 1.2 W4Q/ LGGSP KNOF [\[information\]](#)

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#### W4Q 2019/2021:

A variation request was submitted to the Department of Local Government, Racing and Multicultural Affairs on 6 May 2020, Council are yet to be provided with a response as to if these variations are accepted.

#### Normanton to Karumba Optic Fibre Link Project

Council met with Telstra officials in Normanton in April as part of the project commencement. This project was initially scheduled to commence on 6 May 2020 with boring and drilling to initially commence with dozers to commence groundbreaking works on 18 June 2020. Due to some unforeseen circumstances relating to COVID-19, these works have been delayed with a tentative commencement date of 8 June 2020. Telstra officials have advised Council that if the project is to commence prior to 1 July 2020, then this project will be completed prior to the 30 September 2020 funding deadline.

### 1.3 Roads 2 Recovery/ TIDS [\[information\]](#)

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Council will be undertaking additional sealing work on the Normanton to Burketown Road, a budget of \$1.82M was allocated for the 19/20 period, funding for this project was provided by TIDS (\$910K), R2R (\$700K) and Council (\$210K).

Project Name	Expense	Committed Expense	Total Expense	Budget	Project Start Date	Project End Date
TIDS/R2R - Normanton to Burketown Road	\$1,459,219	\$234,481	\$1,693,700	\$1,820,000	Aug-19	May-20

### 1.4 Innovation and Improvement Fund [\[information\]](#)

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Council have expensed a total of \$46,898 of the \$67,011 budget for this project as at April 2020. As a result of the COVID-19 Pandemic, this has resulted in this project being placed on hold for the interim. Council is currently working with the Department of State Development, Manufacturing, Infrastructure and Planning for an extension of time for this project, it is forecasted that the remaining funding will support 12 weeks of works towards this project.

## **BUSINESS PAPERS**

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### **1.5 Northern Gulf DRFA Funding [information]**

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The Northern Gulf Resource Management Group have advised Council that funding has been sourced under the QRA DFRA Package for the following Projects:

- Erosion Reconnaissance – NGRM to work with property owners surrounding the Upper Gilbert River network to identify and rehabilitate sites effected by erosion due to flooding.
- Aerial Pig Shooting Program – NGRM to engage CLCAC to undertake this program over a two-year period. CLCAC have contacted properties to provide additional in-kind support to help deliver the project.
- Dog Control Program – NGRM and Council to enter into a program to help support Council's ongoing Dog Control Program (1080 Baiting). Funding will cover the program over a 2-year period. Council have claim 1 round of funding and are in the process of working with CLCAC to schedule an additional round of baiting within the next quarter.
- Pest and Weed Management Program – NGRM is to deliver a Pest and Weed management Program throughout the Shire over a two-year period. NGRM have recruited an officer to deliver this program.

2019/2020 Local Laws Reporting																
Month	New Animal Registrations				Impounded Animals				Euthanized Animals							
	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba		
	Dogs		Other		Dogs		Cats		Other		Euth. Dogs		Euth. Cats		Euth. Other	
Jul-19					20											
Aug-19					4	1	23	22	1bullock		15		23	22		
Sep-19					6	1	18	20		3		18	20			
Oct-19					6		18	13		5		18	13			
Nov-19					6		20	12		4		20	12			
Dec-19					2		28	33			3	28	33			
Jan-20					5		25	15			3	25	15			
Feb-20					6		16	12		5		16	12			
Mar-20					12	1	16	3		10		16	3			
Apr-20					10	2	33	27		6		33	27			
May-20																
Jun-20																
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>71</b>	<b>5</b>	<b>197</b>	<b>157</b>	<b>0</b>	<b>0</b>	<b>51</b>	<b>0</b>	<b>197</b>	<b>157</b>	<b>0</b>	<b>0</b>

Total 2019 & 2020

Rounded Current Penalty Unit

\$133,000

2019/2020 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	33	37							\$110.00	-	-	-	-	-
Aug	48	52							-	-	-	-	-	-
Sep	12	14	1						-	-	-	-	-	-
Oct	4	2	2						-	-	-	-	-	-
Nov	1	2	1						\$330.00	-	-	-	-	-
Dec	2	1							-	-	-	-	-	-
Jan									-	-	-	-	-	-
Feb	1	2	2						-	-	-	-	-	-
Mar	10	6	2						-	-	-	-	-	-
Apr	4	2							-	-	-	-	-	-
May									-	-	-	-	-	-
Jun									-	-	-	-	-	-
<b>Total</b>	<b>115</b>	<b>118</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>440</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## BUSINESS PAPERS

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### 10.2 MONTHLY FINANCIAL REPORT - APRIL 2020

**Attachments:** 10.2.1. Monthly Financial Statements April 2020 [↓](#)  
 10.2.2. Capital Expenditure April 2020 [↓](#)  
 10.2.3. Monthly Local Spend Report April 2020 [↓](#)

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

**Date:** 13 May 2020

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**Key Outcome:** 7.3 - Strategic management of Council

**Key Strategy:** 7.3.3 Implement sustainable financial management and effective procurement practices.

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**Executive Summary:**

The Monthly Financial Report has been prepared for the period ending 30 April 2020.

**RECOMMENDATION:**

That Council:

1. accepts the Monthly Financial Report for the period ending 30 April 2020 as presented; and
2. that those matters not covered by resolution be noted.

**Background:**

**1. ACTIONS ARISING FROM PREVIOUS MEETINGS:**

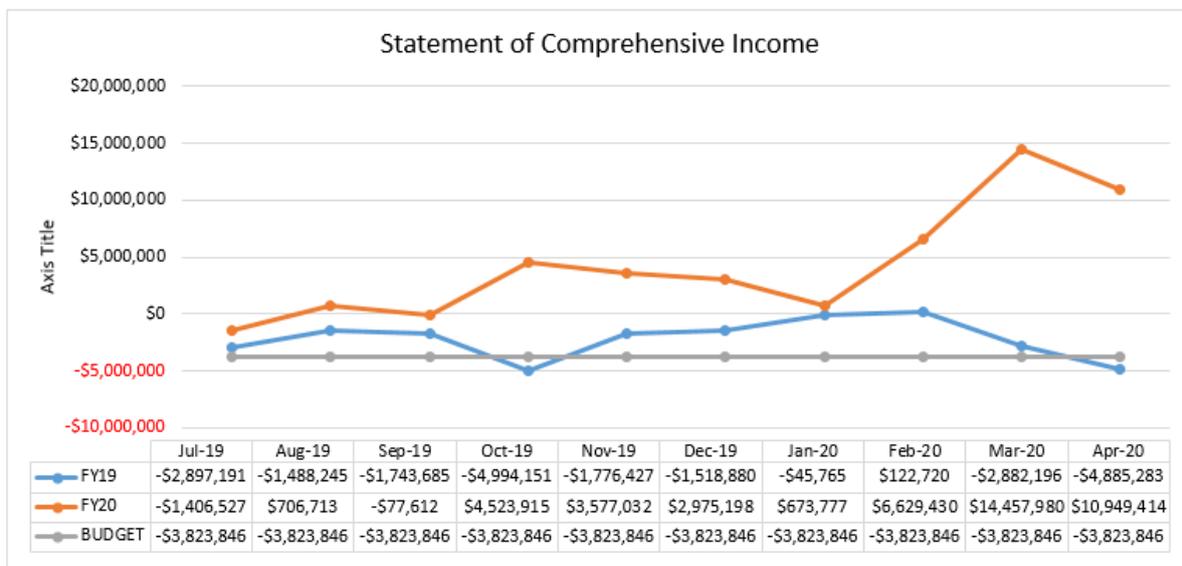
Date:	Action	Status	Comment
Jan-19	Commence Sale of Land for Arrears of Rates proceedings	In Progress	Debt Recovery Agency notified of updated recovery timeline.  Due to COVID19, Sale of Land for Arrears are now put on hold.

## BUSINESS PAPERS

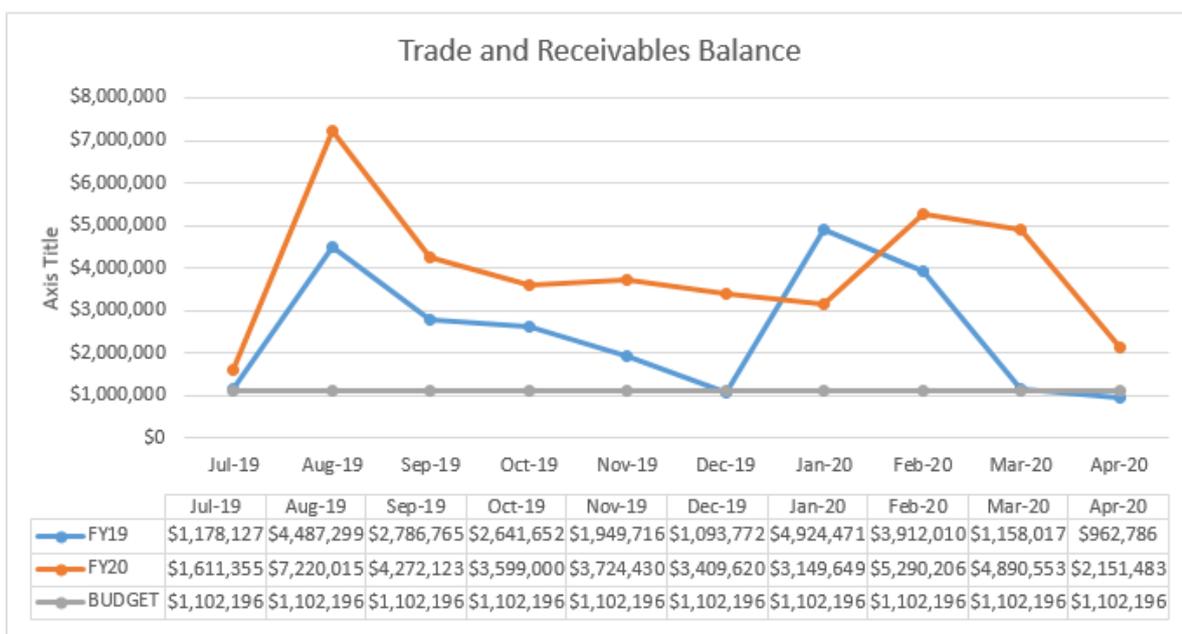
### 2. FINANCIAL REPORT

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

The Comprehensive Income Statement indicates a *Net Operating Surplus* result of \$10,949,414, for the tenth month of the current financial year.



Council has *Trade and Receivables* of \$2,151,483 as of 30 April 2020. This balance is made up of \$1,604,522 (in outstanding rates & utility charges – with the remaining balance comprising of debtors, community loans etc).



## BUSINESS PAPERS

### Rates and Service Charges

Month	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20
Current Year	269,734.20	194,653.22	178,115.53	169,410.96	4,241,223.38	1,429,186.33	1,226,100
1 Year Arrears	118,399.63	109,235.75	96,101.07	84,097.79	90,477.97	92,897.17	91,268.71
2 Year Arrears	65,303.85	64,381.24	58,229.52	53,703.33	53,117.40	52,117.40	49,356.84
3+ Year Arrears	149,854.96	147,297.57	137,900.57	136,298.07	132,741.27	130,981.27	125,950
Interest	165,583.39	179,746.00	166,388.12	177,557.27	173,050.90	173,145.37	177,853.69
Credits	-51,119.25	-64,881.86	-76,802.11	-90,732.39	-24,737.72	-55,817.73	-66,006.43
Balance	\$717,756.78	\$630,431.92	\$559,932.70	\$530,335.03	\$4,665,873.20	\$1,822,509.81	\$1,604,522.81

### Procurement

#### Local Spend

In accordance with Council Procurement Policy, all procurement activities were carried out in a manner which ensure a regard for the sound contracting principle when entering into a contract for either the supply of goods and/or services.

One of the five principles is the development of competitive local business and industry. Please refer to the attachments of this report, the table shows the monthly local spend on Council procurement activities since April 2019.

### Capital Expenditures 2019-2020

Please see attachments for Council Capital Expenditures as of 30 April 2020.

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

- Westpac Banking Corporation
- Queensland Treasury Corporation

#### **Legal Implications:**

- Failure to meet regulatory reporting requirements is a breach of the *Local Government Act 2009*.

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

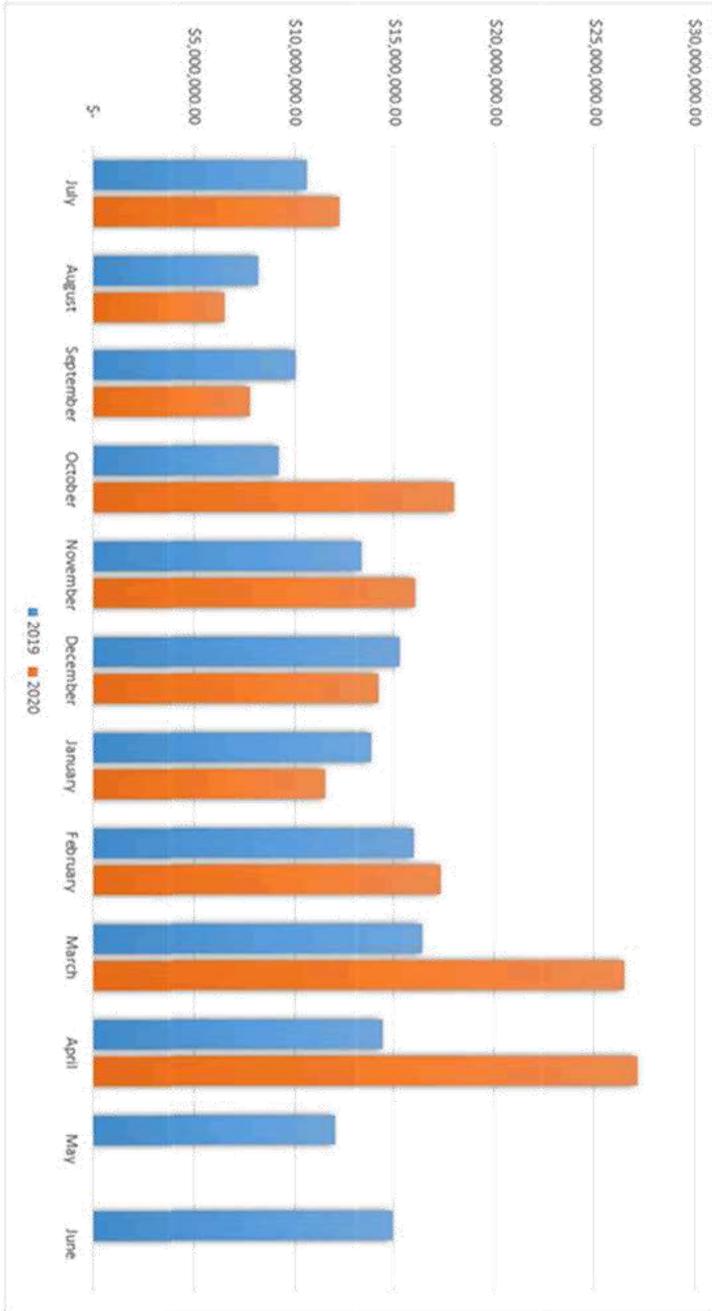
- As provided for in current adopted 2019/2020 Annual Budget.

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

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

## CASH

Cash	July	August	September	October	November	December	January	February	March	April	May	June
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	\$14,940,891.00
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		





Statement of Comprehensive Income by Category  
 for the period ended 30 April 2020

	Core \$	QRA \$	Non-Core \$	Total \$	Budget \$
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent revenue</b>					
Rates, levies and charges	7,765,010	-	-	7,765,010	7,889,000
Fees and charges	393,508	-	243,234	636,742	726,000
Rental income	115,184	-	416,118	531,302	613,000
Interest received	267,088	-	-	267,088	286,000
Sales revenue	1,562,757	-	-	1,562,757	2,549,000
Other income	75,862	-	32,240	108,102	122,000
Grants, subsidies, contributions and donations	3,052,770	37,628,666	255,011	40,936,447	43,877,000
	13,232,179	37,628,666	946,604	51,807,449	56,062,000
<b>Capital revenue</b>					
Grants, subsidies, contributions and donations	5,820,910	979,996	839,455	7,640,360	10,213,000
<b>Total revenue</b>	19,053,089	38,608,662	1,786,058	59,447,809	66,275,000
Capital income	-	-	-	-	160,000
<b>Total income</b>	19,053,089	38,608,662	1,786,058	59,447,809	66,435,000
<b>Expenses</b>					
<b>Recurrent expenses</b>					
Employee benefits	(5,894,550)	(1,772,430)	(894,702)	(8,561,682)	(11,398,000)
Materials and services	(5,402,532)	(21,264,540)	(843,098)	(27,510,169)	(35,544,000)
Finance costs	(350,398)	-	-	(350,398)	(414,000)
Depreciation	(11,326,345)	-	(747,364)	(12,073,709)	(14,515,000)
	(22,973,825)	(23,036,970)	(2,485,164)	(48,495,959)	(61,871,000)
<b>Capital expenses</b>	(2,437)	0	0	(2,437)	-
<b>Total expenses</b>	(22,976,262)	(23,036,970)	(2,485,164)	(48,498,396)	(61,871,000)
<b>Net result</b>	(3,923,173)	15,571,692	(699,106)	10,949,414	4,564,000
<b>Other comprehensive income</b>					
<b>Items that will not be reclassified to net result</b>					
Increase / (decrease) in asset revaluation surplus	-	-	-	-	-
<b>Total other comprehensive income for the year</b>	-	-	-	-	-
<b>Total comprehensive income for the year</b>	(3,923,173)	15,571,692	(699,106)	10,949,414	4,564,000



**Statement of Comprehensive Income**  
 for the period ended 30 April 2020

	30 April 2020 Actual \$	2019.2020 Adopted Budget \$
<b>Income</b>		
Recurrent Revenue		
Rates and Charges	7,765,010	7,889,000
Fees and Charges	636,742	726,000
Rental Income	531,302	613,000
Interest Received	267,088	286,000
Sales & Recoverable Works Revenue	1,562,757	2,549,000
Other Recurrent Income	108,102	122,000
Grants, Subsidies and Contributions	40,936,447	43,877,000
<b>Total Recurrent Revenue</b>	<b>51,807,449</b>	<b>56,062,000</b>
Capital Revenue		
Grants, Subsidies and Contributions	7,640,360	10,213,000
Capital Income	0	160,000
<b>Total Income</b>	<b>59,447,809</b>	<b>66,435,000</b>
<b>Expenses</b>		
Recurrent Expenses		
Administration and Governance	(3,582,056)	(5,174,000)
Community	(1,707,868)	(2,046,000)
Engineering	(6,814,105)	(7,466,000)
Fleet and Plant	2,323,305	3,010,000
Environment	(907,152)	(1,331,000)
DRFA	(23,036,970)	(30,728,000)
Tourism	(1,003,874)	(1,167,000)
Water and Sewerage	(1,343,131)	(2,040,000)
Finance Costs	(350,398)	(414,000)
Depreciation	(12,073,709)	(14,515,000)
<b>Total Expenses</b>	<b>(48,495,959)</b>	<b>(61,871,000)</b>
Capital Expenses		
	(2,437)	-
<b>Total Expenses</b>	<b>(48,498,396)</b>	<b>(61,871,000)</b>
<b>Net Operating Surplus / (Deficit)</b>	<b>10,949,414</b>	<b>4,564,000</b>



**Statement of Financial Position**  
 as at 30 April 2020

	30 April 2020 Actual \$	2019.2020 Adopted Budget \$
<b>Current Assets</b>		
Cash and Equivalents	26,149,119	15,594,857
Trade and Other Receivables	1,991,949	1,102,196
Inventories	497,437	420,648
Other Financial Assets	478,207	478,207
ATO Receivable	107,981	0
Investments	1,000,000	1,000,000
<b>Total Current Assets</b>	<b>30,224,693</b>	<b>18,595,908</b>
<b>Non-Current Assets</b>		
Receivables	159,534	193,650
Property, Plant and Equipment	353,211,456	353,911,097
Capital Works in Progress	9,878,740	10,717,372
<b>Total Non-Current Assets</b>	<b>363,249,730</b>	<b>364,822,119</b>
<b>TOTAL ASSETS</b>	<b>393,474,423</b>	<b>383,418,027</b>
<b>Current Liabilities</b>		
Trade and Other Payables	1,832,186	1,332,112
Interest Bearing Liabilities	509,431	145,911
Provisions	978,183	326,462
<b>Total Current Liabilities</b>	<b>3,319,800</b>	<b>1,804,485</b>
<b>Non-Current Liabilities</b>		
Interest Bearing Liabilities	7,545,268	7,893,337
Provisions	2,060,847	1,188,722
Other Accounts Payable	400,000	400,000
<b>Total Non-Current Liabilities</b>	<b>10,006,115</b>	<b>9,482,059</b>
<b>TOTAL LIABILITIES</b>	<b>13,325,915</b>	<b>11,286,544</b>
<b>NET COMMUNITY ASSETS</b>	<b>380,148,507</b>	<b>372,131,483</b>
Community Equity		
Asset Revaluation Reserve	268,161,543	268,193,727
Retained Surplus	111,986,964	103,937,756
<b>TOTAL COMMUNITY EQUITY</b>	<b>380,148,507</b>	<b>372,131,483</b>



**Cash Flow Statement**  
 for the period ended 30 April 2020

	30 April 2020 Actual \$	2019.2020 Adopted Budget \$
<b>Cash Flows From Operating Activities:</b>		
Receipts From Customers	12,117,824	15,402,886
Payments to Suppliers and Employees	(40,065,967)	(56,942,000)
	<u>(27,948,143)</u>	<u>(41,539,114)</u>
Interest Received	267,088	286,000
Rental Income	531,302	613,000
Non Capital Grant and Contributions	40,936,447	43,877,000
Borrowing Costs	(350,398)	(414,000)
<b>Net Cash Flows From Operating Activities</b>	<u>13,436,296</u>	<u>2,822,886</u>
<b>Cash Flows From Investing Activities:</b>		
Payments for Property, Plant and Equipment	(8,572,477)	(11,122,522)
Proceeds From Sale of Property, Plant and Equipment		160,000
Grants, Subsidies and Contributions	7,640,360	10,213,000
<b>Net Cash Flows From Investing Activities</b>	<u>(932,116)</u>	<u>(749,522)</u>
<b>Cash Flows From Financing Activities</b>		
Repayment of Borrowings	(295,684)	(419,131)
<b>Net Cash Flows From Financing Activities</b>	<u>(295,684)</u>	<u>(419,131)</u>
Net Increase (Decrease) in Cash Held	12,208,496	1,654,233
Cash at Beginning of Reporting Period	13,940,624	13,940,624
<b>Cash at End of Reporting Period</b>	<u>26,149,119</u>	<u>15,594,857</u>



### Accounts Summary

	30 April 2020	31 March 2020
	\$	\$
<b>General Accounts</b>		
Queensland Treasury Corporation	25,825,129	25,369,111
Westpac Term Deposit	1,000,000	1,000,000
Westpac General Operating Accounts	320,634	133,955
<b>Total balance held in banks</b>	<b>27,145,763</b>	<b>26,503,066</b>
<b>Trust Accounts</b>		
Queensland Treasury Corporation	91,378	91,378
Westpac Bank	31,608	123,175
<b>Total balance held in trust</b>	<b>122,986</b>	<b>214,554</b>
<b>Other Balances</b>		
CSC Reserves	11,070,235	11,070,235
CSC Provisions	3,039,030	2,003,079
<b>Total balance reserves and provisions</b>	<b>14,109,265</b>	<b>13,073,314</b>
<b>QTC Borrowings</b>		
Karumba Sewerage	1,993,776	2,038,807
Normanton Water Upgrade	1,085,847	1,108,657
Raise Glenore Weir	4,975,076	5,052,150
<b>Total balance QTC borrowings</b>	<b>8,054,699</b>	<b>8,199,614</b>
<b>Net Council Position</b>	<b>4,981,799</b>	<b>5,230,137</b>

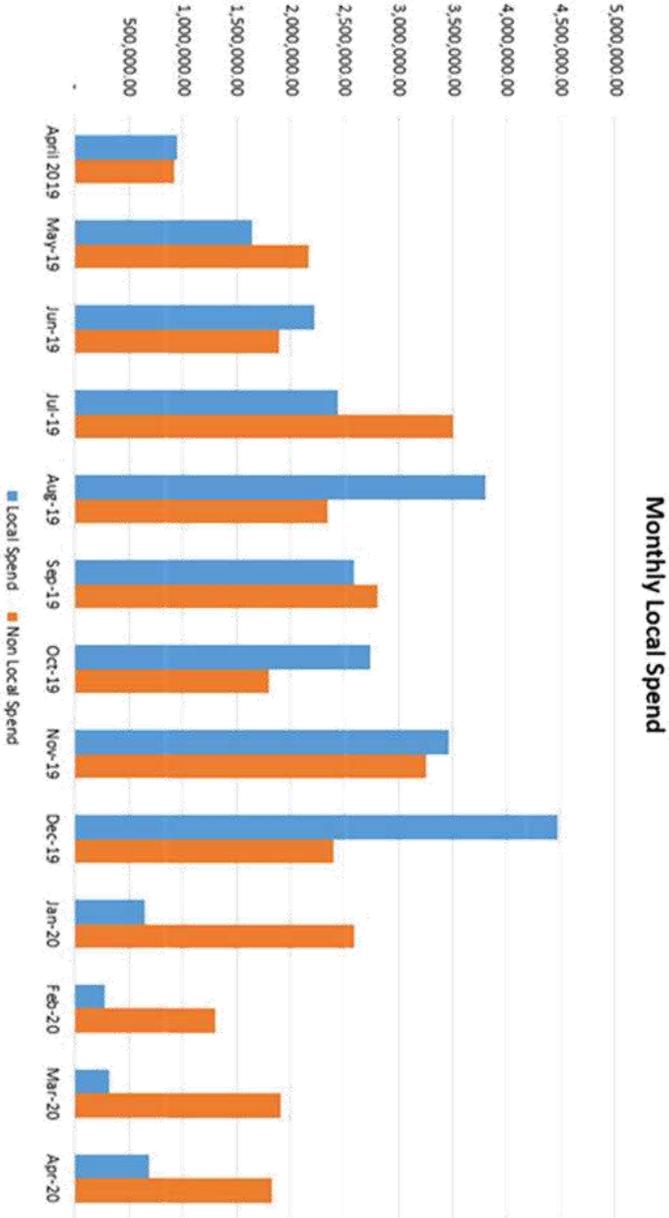




Cl/ Job Cost Account	Cl Account	Cl/ Job Cost Account	Particulars	BALANCE BT	2019/ 2020 EXPENSES/10	TOTAL PROJECT COST	Cap./30- C/1	CAPITALISED EXPENSE	TOTAL PROJECT BALANCE	%	2019/ 2020 BUDGET	2020 Capital Funding Through
0280 4500 0000	401671	W4QJ 19 20 - 18	Woodward St Nomination	0.00	17,445.92	17,445.92	0.00	0.00	17,445.92	96%	390,000	W4QJ 19 20 - 18
	401671	W4QJ 19 20 - 16	Woodward St Nomination	0.00	11,448.31	11,448.31	0.00	0.00	11,448.31	21%	42,000	W4QJ 19 20 - 16
	401671	W4QJ 19 20 - 6	Normans St Nomination	0.00	71,445.92	71,445.92	0.00	0.00	71,445.92	98%	150,000	W4QJ 19 20 - 6
	401671	W4QJ 19 20 - 8	Normans St Nomination	0.00	0.00	0.00	0.00	0.00	0.00	0%	28,000	W4QJ 19 20 - 8
	401671	W4QJ 19 20 - 23	Woodward St Nomination	0.00	0.00	0.00	0.00	0.00	0.00	0%	50,000	W4QJ 19 20 - 23
	401671	W4QJ 19 20 - 25	Woodward St Nomination	0.00	140,589.45	140,589.45	0.00	0.00	140,589.45	24%	58,000	W4QJ 19 20 - 25
	401671	W4QJ 19 20 - 22	Normans St Nomination	0.00	133,435.25	133,435.25	0.00	0.00	133,435.25	92%	145,000	W4QJ 19 20 - 22
	401671	W4QJ 19 20 - 21	1407 Yappan St Roof And Kitchen Replacement	0.00	15,135.76	15,135.76	0.00	0.00	15,135.76	2%	2,532,000.00	W4QJ 19 20 - 21
0280 4500 0000			<b>OTHER/OPEN</b>									
	12504110	W4QJ 19 20 - 18	Woodward St Nomination	0.00	48,796.14	48,796.14	0.00	0.00	48,796.14	2%	2,400,000	W4QJ 19 20 - 18
	12504110	W4QJ 19 20 - 16	Woodward St Nomination	0.00	32,383.17	32,383.17	0.00	0.00	32,383.17	0%	2,400,000	W4QJ 19 20 - 16
	12504110	W4QJ 19 20 - 6	Normans St Nomination	0.00	0.00	0.00	0.00	0.00	0.00	0%	24,000	W4QJ 19 20 - 6
	12504110	W4QJ 19 20 - 8	Normans St Nomination	0.00	382.00	382.00	0.00	0.00	382.00	2%	2,000	W4QJ 19 20 - 8
	12504110	W4QJ 19 20 - 23	Woodward St Nomination	0.00	1,853.40	1,853.40	0.00	0.00	1,853.40	9%	40,000	W4QJ 19 20 - 23
	12504110	W4QJ 19 20 - 25	Woodward St Nomination	0.00	3,583.80	3,583.80	0.00	0.00	3,583.80	9%	3,000	W4QJ 19 20 - 25
	12504110	W4QJ 19 20 - 22	Normans St Nomination	0.00	0.00	0.00	0.00	0.00	0.00	0%	3,000	W4QJ 19 20 - 22
	12504110	W4QJ 19 20 - 21	1407 Yappan St Roof And Kitchen Replacement	0.00	1,712.45	1,712.45	0.00	0.00	1,712.45	5%	3,000	W4QJ 19 20 - 21
	12504110	W4QJ 19 20 - 21	1407 Yappan St Roof And Kitchen Replacement	0.00	13,718.49	13,718.49	0.00	0.00	13,718.49	45%	42,000	W4QJ 19 20 - 21
	401672	W4QJ 19 20 - 21	1407 Yappan St Roof And Kitchen Replacement	0.00	0.00	0.00	0.00	0.00	0.00	0%	10,116,000	W4QJ 19 20 - 21
			<b>TOTAL EXPENDITURE</b>									
			<b>TOTAL EXPENDITURE</b>	0.00	839,601.14	1,421,070.33	0.00	4,326,712.44	9,304,379.91	71%	10,116,000	W4QJ 19 20 - 21
			<b>TOTAL EXPENDITURE</b>	0.00	55,706.16	55,706.16	0.00	0.00	55,706.16	71%	2,215,000	W4QJ 19 20 - 21
			<b>TOTAL EXPENDITURE</b>	0.00	9,031,719.30	14,286,776.51	0.00	4,326,712.44	9,320,086.07	71%	12,641,000	W4QJ 19 20 - 21

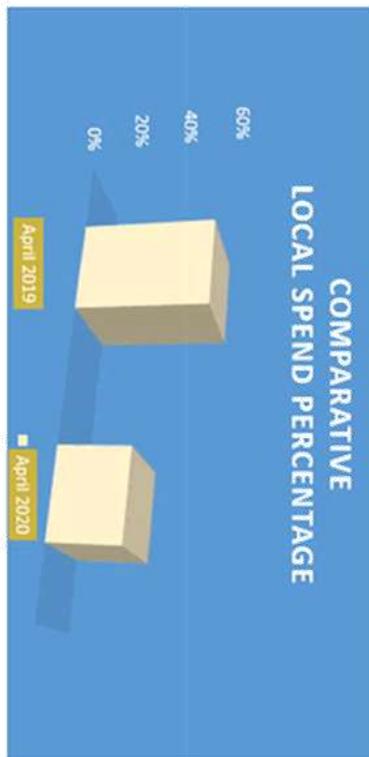
Monthly Local Spend Report  
 April 2020

Suppliers	April 2019	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20
Local Spend	955,252.01	1,651,938.60	2,218,862.40	2,435,047.95	3,809,729.03	2,591,735.32	2,732,821.69	3,466,267.27	4,475,434.01	646,479.63	284,444.49	320,338.96	684,359.34
Non Local	917,875.91	2,169,115.25	1,890,144.04	3,504,271.95	2,337,392.87	2,806,454.98	1,799,909.29	3,262,274.17	2,392,138.80	2,588,440.17	1,310,940.07	1,909,257.98	1,826,660.54
Total Spend	1,873,127.92	3,821,053.85	4,109,006.44	5,939,319.90	6,147,121.90	5,398,190.30	4,532,730.98	6,728,541.44	6,867,572.81	3,234,919.80	1,595,384.56	2,229,596.94	2,511,019.88
Local Spend %	51%	43%	54%	41%	62%	48%	60%	52%	65%	20%	18%	14%	27%



Comparative Monthly Local Spend

Suppliers	Apr-19	Apr-20
Local Spend	955,252.01	684,359.34
Non Local Spend	917,875.91	1,826,660.54
Total Spend	1,873,127.92	2,511,019.88
Local Spend %	51%	27%



## BUSINESS PAPERS

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### 10.3 KARUMBA AIRPORT - LEASE

<b>Attachments:</b>	10.3.1. Sandro and Lisa Tosoni Email <a href="#">↓</a> 10.3.2. Karumba Aerodrome Lease <a href="#">↓</a>
<b>Author:</b>	Justin Hancock - Director of Corporate Services
<b>Date:</b>	3 May 2020
<b>Key Outcome:</b>	6.1 - A strong and diverse economy
<b>Key Strategy:</b>	6.1.1 In partnership promote the region by supporting the growth of new and existing businesses.

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#### Executive Summary:

Council has received a request from Sandro and Lisa Tosoni to enter into a Lease at the Karumba Aerodrome (L48 SP127905) for private purposes.

#### RECOMMENDATION:

That Council:

1. pursuant to section 236(2) of the Local Government Regulation 2012 to apply the exemption set out in section 236(1)(a) to enter into a lease of land at the Karumba Airport with Sandro and Lisa Tosoni; and
2. resolves to delegate authority to the Chief Executive Officer to obtain an independent market valuation and negotiate and finalise the terms of this lease.

#### Background:

Council is the owner and operator of the Karumba Aerodrome (L48 SP127905), Council has historically approved several Leases at this site for Commercial and Private purposes. On 27 April 2020, Council received official correspondence from Sandro and Lisa Tosoni enquiring to lease a portion of land (20m x 15m) for private purposes. Sandro and Lisa Tosoni frequently attend Karumba and the Gulf of Carpentaria and are seeking a site where they can park their helicopter and a shipping contained to store personal belongings (fuel etc).

Council currently Leases 2 sites at the Karumba Aerodrome for purposes in line with Sandro and Lisa Tosoni request. Upon further inspection, available land has been identified adjacent to the existing Leases which would provide ample spacing and is the preferred location for Sandro and Lisa Tosoni (map attached).

#### Option:

Council may wish to go to the market and call expressions of interest for the Leasing of the Land at the Karumba Aerodrome.

Under Section 236 (Exceptions for valuable non-current asset contracts) of the Local Government Regulation 2012, Council may enter into a Lease/ License arrangement as follows:

## **BUSINESS PAPERS**

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S236 1(a) - *the valuable non-current asset:*

- (i) *was previously offered for sale by tender or auction but was not sold; and*
- (ii) *is sold for more than the highest tender or auction bid that was received.*

S236 1(c) - *for the disposal of land or an interest in land:*

- (vii) *the disposal is of an interest in land that is used as an airport or for related purposes if—*
  - (A) *it is in the public interest to dispose of the interest in land without a tender or auction; and*
  - (B) *the disposal is otherwise in accordance with sound contracting principles*

It would also be recommended that as part of the process Council undertake a Commercial Land Valuation of the site to support the potential Lease Fees.

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

- Chief Executive Officer – Mark Crawley
- Director of Engineering – Michael Wanrooy

### **Legal Implications:**

- *Local Government Regulation 2012 Section 236*  
236 of the Regulation and relevantly include where the valuable non-current asset, which in this case is the disposal of an interest in land:
  - (1) (a) was previously offered for sale by tender or auction but was not sold; and
  - (b) is sold for more than the highest tender or auction bid that was received.
  - (c) (vii) the disposal is of an interest in land that is used as an airport or for a related purpose if-
    - (A) It is in the public interest to dispose of the interest in land without a tender or auction; and
    - (B) The disposal is otherwise in accordance with sound contracting principles.

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

- Lease payments and expenditure to establish area for non-commercial purpose.

### **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

## Justin Hancock

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**From:** Records  
**Sent:** Monday, 27 April 2020 1:05 PM  
**To:** Justin Hancock  
**Cc:** Mark Crawley  
**Subject:** FW: Karumba airport

Records  
Records & Complaints Coordinator  
CARPENTARIA SHIRE COUNCIL  
Ph: 07 4745 2219 | Fax: 07 4745 1340  
PO Box 31, NORMANTON QLD 4890  
records@carpentaria.qld.gov.au  
<http://www.carpentaria.qld.gov.au>  
Find us on Facebook

-----Original Message-----

From: sltosoni <sltosoni@bigpond.com>  
Sent: Monday, 27 April 2020 1:01 PM  
To: Records <records@carpentaria.qld.gov.au>  
Subject: Karumba airport

Hello Carpentaria Shire Council,

We would like to lease a portion of land at the Karumba Airport.

The location of this piece of land would be preferable to be situated next to the CHM (Cloncurry Helicopter Mustering) Hanger.

The purpose of this lease is private use only.

The size of the land portion we are interested in leasing is 20m x 15m.

We look forward to hearing from you as soon as convenient with further information.

Regards

Sandro and Lisa Tosoni

Po Box 94

Dimbulah Qld 4872

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Unless stated otherwise, this email represents only the views of the sender and not the views of the Carpentaria Shire Council.



## BUSINESS PAPERS

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### 10.4 TRUSTEE PERMIT L68 NM98 - CROC AND CRAB CRUISES

**Attachments:** 10.4.1. Carpentaria shire cover letter 2020 [↓](#)  
10.4.2. Carpentaria shire application 2 [↓](#)  
10.4.3. Pre-lodgement advice [↓](#)  
10.4.4. carpentaria shire land control [↓](#)

**Author:** Justin Hancock - Director of Corporate Services

**Date:** 5 May 2020

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**Key Outcome:** 6.1 - A strong and diverse economy

**Key Strategy:** 6.1.1 In partnership promote the region by supporting the growth of new and existing businesses.

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#### Executive Summary:

Council's Subordinate Local Law No.: 1.2 – Commercial Use of Local Government Controlled Areas and Roads allows for a prescribed activity to operate from a site, stall or vehicle on Council's controlled areas or roads. Croc and Crab Cruises (Applicant) have made an application under Subordinate Local Law No. 1.2 for the installation of an enduromesh pathway at the Karumba Point Boatramp for the loading and unloading of passengers onto their vessel.

#### RECOMMENDATION:

That Council decline the request for a Trustee Permit for part of Lot 68 on NM98.

#### Background:

Council initially received application from Croc & Crab Cruises under Local Law No 1.2 – Commercial use of Local Government Controlled Areas and Roads for the installation of an 'Enduromesh' pathway at the Karumba Point Boat Ramp on 25 November 2019. The initial application was located at the 'southern end of the Sunset Point Beach beside the picnic shelter'. It was identified that this proposed site was partially covered by Council's Road Reserve, however it would also encroach onto State Land, therefore the Applicant was advised to contact Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP) regarding approval from the State.

DSDMIP provided Pre-Lodgment Advice to Croc and Crab Cruises on 17 February 2020, the Applicant subsequently advised Council on 24 February 2020 that they did not wish to proceed with the initial application and location as the cost to obtain approval from the various State Departments was excessive and uneconomical. As part of the Pre-Lodgment advice, DSDMIP advised the Applicant that:

*'The proposed works may be partly located on Lot 68 on NM98, a reserve for 'Public boat ramp' purposes held by Carpentaria Shire Council as registered trustee. Trustees may authorise the use and occupation of trust land by third parties through trustee leases and trustee permits.*

*The Department of Natural Resources, Mines and Energy (DNRME) would support the issue of a trustee permit between Carpentaria Shire Council and the proponent, provided the use*

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## BUSINESS PAPERS

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*does not exclude the public from accessing and utilising the land for its allocated purpose (i.e. non-exclusive use).'*

Following this advice, the Applicant revised their initial application and have requested a Trustee Permit for part of Lot 68 on NM98. Section 60 of the Land Act 1994 states the following:

- (1) *A trustee may issue a trustee permit for the use of all or part of trust land.*
- (2) *A trustee permit must not be inconsistent with the community purpose of the trust land and the requirements prescribed under a regulation.*
- (3) *If a trustee permit is for more than 1 year, the trustee must lodge a copy of the permit for registration in the appropriate register.*
- (4) *A trustee permit must not be for more than 3 years.*
- (5) *If there is a registered mandatory standard terms document that applies generally to trustee permits—*
  - (a) *a trustee must not issue a trustee permit under this section unless the standard terms document forms part of the trustee permit; and*
  - (b) *the trustee permit is of no effect if the document does not form part of the trustee permit.*
- (6) *Subsection (5) applies to a trustee permit whether or not it is required to be registered.*

In line with the advice provided from DSDMIP, the installation of the pathway would be in accordance with the Reserve land use. The Applicant has also stated to have '*public liability insurance that covers all operations concerned with the running and loading of the vessel. As the path panels will be the property of Croc & Crab Tours and used as part of our loading process the public liability will cover our passengers.*' To progress with this application, it is recommended that Council request the applicant to separately list the asset on their insurance and be provided with assurance from the broker that all liability is covered by the Applicant.

It is unclear however if the Applicants insurance company will cover the asset when not in use. In the application, it clearly states that '*the path panels will be the property of Croc & Crab Tours and used as part of our loading process*', The issue identified is that to form part of a Trustee Permit, it must not be '*inconsistent with the community purpose of the trust land and the requirements prescribed under a regulation*'. As the applicant has stated that the infrastructure will be the '*property of Croc & Crab Tours*', to support the application of a Trustee Permit, the applicant must ensure that the public are not excluded from '*accessing and utilising the land for its allocated purpose (i.e. non-exclusive use)*'. It is unclear at this time if the Applicants insurance company will cover the infrastructure when used by the public, not in the presence of the Applicant, Council may be at risk of insuring the infrastructure to support the '*community purpose*' requirements.

Aerial Imagery of the Lot (attached) also indicates that the Council controlled land ends several metres from the shoreline which is controlled by the State, if the applicant requires access up to the shoreline for the safe loading and unloading of passengers, this will still require State approval. This matter is also addressed in the Applicants letter, '*The temporary pathway will be implemented when mud appears on the beach making it difficult to load*

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## **BUSINESS PAPERS**

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*passengers. This usually occurs when very low tides come into effect during June and for the rest of the season.'*

Council does not currently provide infrastructure (pathway/stairs) directly to the proposed site for loading and unloading, therefore, to ensure the safety of the public, Council will also need to consider the construction of infrastructure to allow for access to the site. However, Council does currently provide a pontoon for the loading and unloading of passengers at the Gilbert Street Boat Ramp located within the Karumba Township. Although this may not be the ideal location for the Applicants operations, it does provide the necessary infrastructure to undertake their business.

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

- Chief Executive Officer
- External Stakeholders (applicants)

### **Legal Implications:**

- Land Act 1994 – Section 60 - Trustee permits
- Biosecurity Act 2014 - The proposed works may involve impacts to marine plants.
- DNRME - Should Carpentaria Shire Council require a material change of use application to formalise the proposed land use on Lot 68 on NM98, the trustee (i.e. Council) will be responsible for providing land owner's consent for Lot 68 where a trustee permit has been granted to the proponent.

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

- If Council elects to approve this application, Council will incur legal fees for the formation of a Trustee Permit and potential infrastructure to make the site 'safe'.

### **Risk Management Implications:**

- Safety – injuries, lost time, LGW & LGM claims, fatalities – High
- Environment – impact or harm to natural environment, potential for future damages claims and DES prosecution - Medium

27/04/2020



Mark Crawley  
CHIEF EXECUTIVE OFFICER  
Carpentaria Shire  
Ph: 47452200  
Email: [council@carpentaria.qld.gov.au](mailto:council@carpentaria.qld.gov.au)

Mark Crawley & Carpentaria Shire Councillors

During our off season we have been in consultation with the Shire's Director of Corporate Services – Justin Hancock to seek a resolution to the application to make use of a temporary pathway to load passengers on our vessel at Karumba Point Beach.

After pre application lodgements were prepared and submitted it became obvious to us that the cost to even lodge these applications were hugely cost prohibitive – upwards of \$20,000 and no guarantee of approval.

Justin advised us that one possible solution (see attached email from Justin) would be for the Shire to approve the use of the pathway if it were positioned on land controlled by the Shire - which we are happy to do (see map provided by Justin and the proposed pathway site).

Justin also advised that due to the pending Local Government elections our application could not be discussed until the new council had been installed.

The arrival into the country of COVID-19 has now effectively ended our season with the boat. Even when roads are re-opened, social distancing will still be a part of life for some time. We just hope that 2021 will be a bumper season for domestic tourism.

We would still like to start the ball rolling again to get Shire Approval for the pathway for next season or later this year should we see a return to limited tourism. The application is the same as the last one which I have re attached with the added photograph Justin provided showing the positioning of the path.

Many thanks for your consideration during this stressful time.

Ken Nottle & Lorraine Ward



27<sup>th</sup> April 2020

Mark Crawley  
CHIEF EXECUTIVE OFFICER  
Carpentaria Shire

Dear Sir

We Croc & Crab Tours of 40 Col Kitching Dve Karumba Qld submit the following application to be considered under Local Law No 1.2 – Commercial use of Local Government Controlled Areas and Roads. We hope that the Carpentaria Shire Council will support our efforts to find a safe and suitable solution to a problem we have loading passengers to Croc & Crab Tours at the Karumba Point Beach.

During the months of May until September we operate the Croc & Crab Tours boat from the point beach area.

A dangerous situation is created by the grey slippery clay on the beach at low tides. We understand that this is not the Shires problem, but would appreciate their co-operation in enabling us to successfully continue loading our passengers at the Point.

We are proposing the use of a product called 'Enduromesh'. This product is ideal for use in the environment we have at Karumba Point. Please refer to attached information sheet for Enduromesh – both its suitability for the situation and the technical information the shire may require.

**Location:** The Southern end of the Sunset Point Beach beside the picnic shelter. The pathway will be used to cover the grey muddy areas when loading passengers on and off the boat. The Southern end of the beach remains sandy for longer than the boat ramp end of the beach and the pathway will be needed for a shorter length of time. At this point the shelter also provides a seating area and shelter while passengers – especially older people, are waiting to board the vessel.

**Enduromesh:** We have recently visited the factory in Melbourne and feel that the product is most suitable for the task. The material is made from recycled plastics and meets both engineering and structural standards (refer to attached technical information). A plus for

this product is we can alter the length as required very easily and only use an amount required to cover dangerous areas. The product is made to allow water and sand to flow through it. We will monitor the path and clean it when needed.

The panels are 1200mm x 400mm and we would use two panels side by side length ways down the beach to create a path 800mm wide – the length being determined by the area needing to be covered. In past seasons the path would have been no more than 10 metres long.

The product is easily removed at the end of each season.

As mentioned the Enduromesh material is recycled plastics. It is impervious to corrosion and rot and unaffected by salt water. Friendly to aquatic environments and does not contain toxic chemicals and has a 15 year structural warranty.

Croc & Crab Tours operates one vessel from the beginning of May until late September. During this 5 month period we operate cruises most days. The temporary pathway will be implemented when mud appears on the beach making it difficult to load passengers. This usually occurs when very low tides come into effect during June and for the rest of the season. At the completion of the season the panels will be removed from the beach and stored. The panels are easily removed at anytime if the need should arise.

Croc and Crab cruises have public liability insurance that covers all operations concerned with the running and loading of the vessel. As the path panels will be the property of Croc & Crab Tours and used as part of our loading process the public liability will cover our passengers.

We would ask the council to approve the path on a temporary basis for the duration of the season and following seasons thereafter as necessary.

Many thanks

Ken Nottle & Lorraine Ward

PA6-L



Department of  
**State Development,  
Manufacturing,  
Infrastructure and Planning**

Our reference: 2001-15273 SPL

17 February 2020

Kenneth Nottle and Lorraine Ward  
Croc and Crab Cruises - Karumba  
PO Box 237  
KARUMBA QLD 4891  
kennottletours@mn.com.au

Dear Mr Nottle and Ms Ward

#### **Pre-lodgement advice**

Thank you for your correspondence received on 3 February 2020 in which you sought pre-lodgement advice from the Department of State Development, Manufacturing, Infrastructure and Planning (the department) regarding the proposed development described below.

#### **Reference information**

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Departmental role:	Referral agency
Departmental jurisdiction:	Schedule 10, Part 17, Division 3, Table 1, Item 1 (10.17.3.1.1) – Operational work that is tidal works (Planning Regulation 2017)  Schedule 10, Part 17, Division 3, Table 2, Item 1 (10.17.3.2.1) – Operational work that is tidal works in tidal waters (Planning Regulation 2017)  Schedule 10, Part 6, Division 3, Subdivision 3, Table 1, Item 1 (10.6.3.3.1.1) – Removal, destruction or damage of marine plants (Planning Regulation 2017) – Potentially

#### **Location details**

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Street address:	Palmer Street, Karumba
Real property description:	On and adjacent to Lot 68 on NM98
Local government area:	Carpentaria Shire Council

#### **Details of proposal**

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Development type:	Operational work
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2001-15273 SPL

Development description: Prescribed tidal works for temporary pathway

The department has carried out a review of the information provided and the impacts of the proposal. The following advice outlines the matters of interest to the department and matters that should be addressed if you lodge your development application with the assessment manager.

#### **Proposed development**

1. The department understands that the proposed development will seek to establish a temporary pathway annually from late April to September and will be removed for the remainder of the year. The pathway will consist of a series of recycled plastic mesh panels, pinned to the ground, and will be inundated during high tide.

Upon review of the proposal, the department has determined that the proponent will require a Development Permit for Operational Work – Prescribed Tidal Works. A development application will be required to be lodged with Carpentaria Shire Council as the assessment manager.

#### **Jurisdiction, assessment fees and assessment benchmarks**

2. The proposed development will require referral to the Chief Executive of the *Planning Act 2016* (Planning Act), through the State Assessment and Referral Agency (SARA), under the following provisions of the Planning Regulation 2017 (Planning Regulation):
  - Schedule 10, Part 17, Division 3, Table 1, Item 1 (10.17.3.1.1) – Operational work that is tidal works. An assessment fee ranging from \$827 to \$3,313 is payable under Schedule 10, Part 17, Division 3, Table 1, Item 8. The particular assessment fee cannot be accurately determined until further details of the proposal are provided i.e. the extent of works proposed and how it will be used.
  - Schedule 10, Part 17, Division 3, Table 2, Item 1 (10.17.3.2.1) – Operational work that is tidal works in tidal waters. An assessment fee ranging from \$1,655 to \$13,248 is payable under Schedule 10, Part 17, Division 3, Table 2, Item 8. The particular assessment fee cannot be accurately determined until further details of the proposal are provided i.e. the extent of works proposed and how it will be used.
  - Potential referral under Schedule 10, Part 6, Division 3, Subdivision 3, Table 1, Item 1 (10.6.3.3.1.1) – Removal, destruction or damage of marine plants. An assessment fee ranging from \$3,313 to \$13,248 is payable under Schedule 10, Part 6, Division 3, Subdivision 2, Table 1, Item 5 (a)-(c). The particular assessment fee cannot be accurately determined until details of the extent of marine plant clearing is known (if any). Further information on determining if the proposal will require referral under this trigger is detailed under items 6 and 7 below.
3. To ensure that the department can undertake a satisfactory assessment of the proposed development, the applicant is requested to provide a complete response to the applicable codes of the *State development Assessment Provisions* (SDAP), current at the time of lodgement, in particular:
  - *State code 7: Maritime safety* (State code 7)
  - *State code 8: Coastal development and tidal works* (State code 8)
  - *State code 11: Removal, destruction or damage of marine plants* (State code 11)

2001-15273 SPL

The latest version of SDAP is available at: <https://planning.dsdmip.qld.gov.au/planning/better-development/the-development-assessment-process/the-states-role/state-development-assessment-provisions>.

#### 4. Tenure

The proposed works may be partly located on Lot 68 on NM98, a reserve for 'Public boat ramp' purposes held by Carpentaria Shire Council as registered trustee. Trustees may authorise the use and occupation of trust land by third parties through trustee leases and trustee permits.

The Department of Natural Resources, Mines and Energy (DNRME) would support the issue of a trustee permit between Carpentaria Shire Council and the proponent, provided the use does not exclude the public from accessing and utilising the land for its allocated purpose (i.e. non-exclusive use).

#### 5. Land owner's consent

As the proposed works are also partly located within the Norman River, land owner's consent from DNRME would be required to lodge a properly made development application under the Planning Act for work on land below high-water. DNRME advise that it would be unlikely to support an application for land owner's consent if an appropriate tenure was not in place over adjoining Lot 68 on NM98 (i.e. trustee permit).

There is no fee for an application to seek land owner's consent. The forms to apply for land owner's consent can be found on DNRME's website:

- Application form Contact and Land Details Part A:  
[www.dnrme.qld.gov.au/\\_data/assets/pdf\\_file/0018/101781/state-land-form-1a00.pdf](http://www.dnrme.qld.gov.au/_data/assets/pdf_file/0018/101781/state-land-form-1a00.pdf)
- Application for owners consent to development applications Part B:  
[www.dnrme.qld.gov.au/\\_data/assets/pdf\\_file/0008/101789/state-land-form-1a08.pdf](http://www.dnrme.qld.gov.au/_data/assets/pdf_file/0008/101789/state-land-form-1a08.pdf)

An application for land owner's consent should also include:

- development application details—the DA Form 1 with all other necessary forms or attachments including sketches/plans of existing and proposed improvements to be lodged with the assessment manager
- if acting on a person's behalf, a letter from the person advising that you are acting on their behalf
- any additional attachments, as requested.

Further information on applying for owner's consent over state land is available online at: [www.qld.gov.au/environment/land/state/owner-consent/](http://www.qld.gov.au/environment/land/state/owner-consent/).

The application must be lodged via email at: [SLAMlodgement@dnrme.qld.gov.au](mailto:SLAMlodgement@dnrme.qld.gov.au) or posted to:  
*State Land Asset Management  
Department of Natural Resources, Mines and Energy  
PO Box 5318, Townsville QLD 4810*

The progress of a lodged application can be tracked on the webpage:  
<https://dashboard.dnrme.qld.gov.au/#/services>.

**Note:** Should Carpentaria Shire Council require a material change of use application to formalise the proposed land use on Lot 68 on NM98, the trustee (i.e. Council) will be responsible for providing land owner's consent for Lot 68 where a trustee permit has been granted to the proponent.

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#### **Removal, destruction or damage of marine plants**

6. The proposed works may involve impacts to marine plants.

- Marine plants include:
  - any plant (a tidal plant including marine algae) that usually grows on or adjacent to tidal lands whether it is living, dead, standing or fallen; or
  - any plant material on tidal land (up to the level of Highest Astronomical Tide (HAT)).

Plants such as mangroves, mangrove fern, saltcouch or samphire species are considered marine plants regardless of whether or not they are above or below the level of HAT.

- Marine plants do not include:
  - a plant that is prohibited matter or restricted matter under the *Biosecurity Act 2014*; or
  - a plant that is controlled biosecurity matter or regulated biosecurity matter under the *Biosecurity Act 2014*.

Marine plant protection applies irrespective of the tenure (e.g. unallocated state land and all state tenured lands, including private freehold and leasehold lands) of the land on which the plant occurs, the time the plant has been growing at the location, or the degree of or purpose of the disturbance.

7. It is advised that the proponent undertake a survey of the area to determine the presence of marine plants, including marine algae. If no marine plants are found within the footprint of the proposed pathway, then referral under 10.6.3.3.1.1 – Removal, destruction or damage of marine plants will not be required.

If marine plants are found, the proponent is advised to seek further pre-lodgement advice regarding submission of a development application.

#### **Tidal works – Coastal management district**

8. Based on the information provided, the proposed work will constitute Tidal Works, specifically Prescribed Tidal Works.

9. *Development application requirements*

When submitting a development application, the proponent is requested to provide further detail (description and plans) on the design of the proposed structure, specifically how the panels are intended to be pinned/anchored so as not to wash away. All designs and details should be prepared by a suitably qualified person. The development application should include a detailed description of the proposed development and a description of the existing site conditions of the proposed development location. In particular, the following documentation should be provided:

- description of the land intended to be developed, including:
  - the property address, tenure and real property description of the land; and
- description of the development, including:
  - location of all built structures, or structures to be modified or demolished, as a result of the proposed development
  - description of any operational works occurring on site including expected timeframes
  - any machinery to be used or stored on the site

2001-15273 SPL

- staging of the development if applicable
- detailed and appropriately scaled drawings and/or plans which clearly identify the location of proposed development, including:
  - adjacent real property boundaries
  - adjacent riverbanks, walls, sandbanks, structures, the limit of vegetation, and/or other principal features of the immediate area
  - relevant tidal planes (e.g. HAT, Mean High Water Springs)
  - the location and setting out details for cross-sections
  - any other information required to accurately define the area and to allow the site to be readily identified from the plan.

All plans/drawings should include title, date and numbering suitable to identify the plan and should be mapped to GDA94 projection.

#### 10. State code 8

As previously stated, the proponent is requested to provide a response to the latest version of State code 8. The proponent should identify how the proposed development meets each Performance outcome (PO) listed in the code.

For more information regarding how to demonstrate compliance with the relevant State codes, please see: <https://dsdmipprd.blob.core.windows.net/general/sdap-version-2.6-introduction.pdf> ~~<http://www.dlgma.qld.gov.au/resources/policy/sdap/v2/introductory-sections.pdf>~~

Please refer to the Guideline: State Development Assessment Provisions, State Code 8: Coastal development and tidal works (<https://environment.des.qld.gov.au/coastal/development/pdf/state-code8-coastal-development-tidal-works.pdf>) in responding to State code 8.

The guideline contains information on how to respond to particular POs and outlines specific information requirements. It should be noted that if the PO has no relevance to the proposed development a response of "not applicable" and a statement as to why it is not relevant is required. For this application, PO4 and PO13 will require particular attention.

#### 11. Matters of State environmental significance (MSES)

Following a preliminary investigation, it appears that the proposed development may have an impact on MSES which are present on the site or in the adjacent area. To address PO16 of State code 8 the proponent is requested to determine if there are any MSES on or adjacent to the proposed development site. A definition of MSES is available in Schedule 2 of the Environmental Offsets Regulation. Environmental Reports Online (<https://apps.des.qld.gov.au/report-request/environment/>) can be used to conduct a desktop analysis to identify any mapped MSES that exists on (using the lot on plan option to search) and near the proposed site/s (using the central coordinates option to search).

Where MSES are identified:

- provide a targeted assessment to ground truth any MSES identified
- demonstrate how the development avoids adverse impacts on each MSES to the greatest extent practicable
- where the above is not reasonably possible, demonstrate how impacts on MSES have or will be minimised and/or mitigated to the greatest extent practicable

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- demonstrate whether the development will have a Significant Residual Impact on any identified MSES using the DSDMIP Significant Residual Impact Guideline (<http://www.dlgrma.qld.gov.au/resources/guideline/planning/dsdip-significant-residual-impact-guideline.pdf>). An assessment will need to be undertaken for each MSES to determine whether the proposed development will result in a significant residual impact
- identify any potential offset obligation as per Performance outcome PO16 of State Code 8. For further advice on environmental offsets please visit the following website <http://www.qld.gov.au/environment/pollution/management/offsets/> or contact the department for further information.

#### 12. Tools and guidance material

The following tools may be helpful for a desktop analysis and assessment:

- DES Environmental Reports Online:  
<https://apps.des.qld.gov.au/report-request/environment/>
- DES Map of Referable Wetlands:  
<https://environment.des.qld.gov.au/ecosystems/wetlands/referable-wetlands-form.php>
- DES WetlandInfo:  
<https://wetlandinfo.des.qld.gov.au/wetlands/>
- DES Protected Plants Flora Survey Trigger Map:  
<https://environment.des.qld.gov.au/licences-permits/plants-animals/protected-plants/map-request.php>
- DES Species List:  
<https://apps.des.qld.gov.au/report-request/species-list/>
- Queensland Wetland Buffer Guideline:  
<https://wetlandinfo.des.qld.gov.au/resources/static/pdf/resources/reports/buffer-guide/wetland-buffer-guideline-14-04-13.pdf>
- DSDMIP SPP Interactive Mapping:  
<https://planning.dsdmip.qld.gov.au/planning/spa-system/plan-making-under-spa/state-planning-under-spa/state-planning-policy>

#### Further pre-lodgement advice

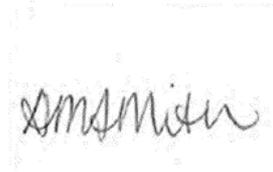
If required, please use the 'Related Actions' and 'Request more pre-lodgement advice from SARA' tabs in MyDAS2 under application 2001-15273 SPL to seek further pre-lodgement advice.

This pre-lodgement advice does not constitute an approval or an endorsement that the department supports the development proposal. Additional information may be required to allow the department to properly assess the development proposal when a formal application has been lodged.

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For further information please contact Javier Samanes, Senior Planning Officer, on (07) 4037 3237 or via email NQSARA@dsdmip.qld.gov.au who will be pleased to assist.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Susan Kidd', is written over a faint, dotted rectangular background.

Susan Kidd  
A/ Manager (Program Improvement)



## **BUSINESS PAPERS**

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### **10.5 RISK MANAGEMENT POLICY AND GUIDELINES**

**Attachments:** 10.5.1. Risk Management Policy - POL\_E\_EXGC\_003 - Review V2 (002)↓  
10.5.2. Risk Management Guidelines↓

**Author:** Justin Hancock - Director of Corporate Services

**Date:** 14 May 2020

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**Key Outcome:** 7.3 - Strategic management of Council

**Key Strategy:** 7.3.2 Implement integrated strategic planning approaches across Council, including efficient and effective risk management.

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#### **Executive Summary:**

Council recognises and acknowledges that as a public authority it is exposed to a wide variety of risks that, if not identified and appropriately managed, could adversely impact on the organisation achieving its strategic goals and objectives.

Therefore, there is a need to instil risk management principles throughout the organisation to identify and document mitigating strategies for risks that have the potential to adversely impact on the effectiveness/efficiency on service delivery. There are many benefits in embedding and maintaining a risk management culture throughout the organisation and these benefits include:

- increased community confidence in Council through informed decision making.
- enhancing organisational reputation through sound corporate governance frameworks and prioritising corporate objectives in a systematic manner.
- ability to take advantage of and act on opportunities not previously identified.
- ability to allocate resources to risk in a knowledgeable and prioritised manner.
- integrates risk as a process and practice throughout Council, leading to efficiencies.
- promotes continual improvement.
- assists with legislative compliance and fulfilling audit requirements.
- assists with core business activities by addressing any relevant potential impacts.
- encourages proactive management and empowers employees to take responsibility for risks.

The Risk Management Policy and Risk Management Guidelines presented for adoption establishes the necessary framework for Council to implement sound and best practice risk management activities into Council's operations.

#### **RECOMMENDATION:**

That Council adopts the Risk Management Policy and Risk Management Guidelines as presented.

## **BUSINESS PAPERS**

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### **Background:**

Council's Risk Management Policy and Risk Management Guidelines are the overarching corporate documents which provide the framework for establishing and maintaining the organisation's risk management activities into the "day to day" Council operations.

Risk management forms the crux of good management practice and effective corporate governance and is essential to ensure decisions are made with sufficient information about risks and opportunities.

Through the identification of risks, the organisation is pinpointing any threats or opportunities that impinge on its strategic goals and objectives. This in turn leads to informed decision making in the best interest of the community.

Council initially adopted the Risk Management Policy and Risk Management Guidelines on 26 February 2020. Subsequently, an additional review undertaken in preparation of an upcoming WHS audit has also provided additional recommendation for inclusion which have been applied as part of the presented policy.

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

- This policy and guidelines were reviewed by senior management prior to presentation to Council for adoption.

### **Legal Implications:**

- There are no legal implications for Council in adopting the Risk Management Policy and Guidelines.

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

- Through the establishment of sound risk management practices throughout the organisation will assist in mitigating potential implications to finances and resources.

### **Risk Management Implications:**

- The Risk Management Policy and Guidelines provides a framework which enables staff to embed best practice concepts into Enterprise Risk Management activities throughout Council operations.



## Risk Management Policy

### Policy Details

Policy Category	Council Policy
Date Adopted	20/05/2020
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	20/05/2020
Policy Version Number	2
Policy Owner	Director Corporate Services
Contact Officer	Justin Hancock
Review Date	2 years from date of adoption

### Supporting documentation

Legislation	<ul style="list-style-type: none"> <li>Local Government Act 2009</li> <li>Local government Regulation 2012</li> </ul>
Policies	<ul style="list-style-type: none"> <li>Risk Management Guidelines</li> </ul>
Delegations	<ul style="list-style-type: none"> <li></li> </ul>
Forms	<ul style="list-style-type: none"> <li>Risk Register</li> </ul>
Supporting Documents	<ul style="list-style-type: none"> <li>AS ISO 31000:2018 Risk Management – Guidelines</li> </ul>

### Version History:

Version	Adopted	Comment	eDRMS #
1	26/02/2020	Council Resolution 0220/020	
2		Council Resolution	



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## Intent

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This policy outlines Council's commitment to the development and maintenance of an enterprise risk management framework.

## Scope

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This policy applies to all Councillors and officers of Carpentaria Shire Council who are involved in the identification and management of all risks associated with the performance of Council functions and the delivery of Council services.

Contractors, committees and volunteers engaged in the provision of Council services, or the management of Council facilities and assets, are also required to comply with this policy.

## Policy Statement

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Carpentaria Shire Council recognises that as a public authority it is exposed to a broad range of risks which, if not managed, could adversely impact on the organisation achieving its strategic objectives. Therefore, Council will implement a systematic risk management methodology to identify and address, where practical, areas of potential risk within Council. Any methodologies adopted will be consistent with *AS ISO 31000:2018 Risk Management- Guidelines*.

The intent of this policy is to create an environment where Council, management and staff assume responsibility for risk management, through consistent risk management practices.

## Objectives

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The objectives of this policy are:

- Align Council activities to and support business objectives identified in Council's corporate and operational plans;
- Maintain and improve reliability and quality of service provided by Carpentaria Shire Council;
- Minimise or eliminate adverse impacts from Council's services or infrastructure on the community, visitors and the environment;
- Capitalise on opportunities identified for Carpentaria Shire Council;
- Safeguard Council's employees, contractors, committees, volunteers, assets, financial sustainability, property, reputation and information;
- Promote risk management principles as a strategic tool to ensure better informed decision making throughout Council; and
- Create a culture of risk management across the Council.

## Principles

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The following principles will be adopted to ensure that the objectives are achieved:

- Apply a risk management framework which is consistent with the current *AS ISO 31000:2018 Risk Management – Guidelines* for making decisions on how best to identify, assess and manage risk throughout all departments of Council;



- Evaluate identified risks and implement treatments progressively based on the level of risk assessed and the effectiveness of the current treatments;
- Integrate risk management with existing planning and operational processes, including the Corporate Plan;
- Take into account relevant legislative requirements and political, social and economic environments in managing risks;
- Create a culture of risk awareness throughout the organisation through training, induction, promotion and risk review and reporting mechanisms; and
- Ensure resources and operational capabilities are identified and responsibility for managing risk is allocated.

## Roles and Responsibilities

<b>Council</b>	Council is responsible for adoption of this policy and ensuring sufficient resources are applied to managing the risks identified.
<b>Chief Executive Officer</b>	<p>Council's Chief Executive Officer is responsible for identifying, evaluating and managing risk in accordance with this policy through a formal enterprise-wide risk management framework. Formal risk assessments must be performed at least once a year as part of the business planning and budgeting process.</p> <p>The Chief Executive Officer will report to Council annually on the progress made in implementing a sound system of risk management and internal compliance and control across Council's operations.</p>
<b>Executive Leadership Team</b>	<p>Council's Executive Leadership Team will perform the function of the Risk Management Committee which has oversight of developing the risk management framework and monitoring risk treatment.</p> <p>The Executive Leadership Team will ensure the risk management framework identifies high level strategic risks and aligns with the Internal Audit Plan.</p> <p>The Executive Leadership Team will ensure that the results of its reviews are provided to Council for update of the Council's risk profile as appropriate.</p> <p>The Executive Leadership Team will ensure periodic reviews of the risk management framework are carried out by Internal Audit pursuant to the Internal Audit Plan.</p> <p>Council's Executive Leadership Team is responsible for the accuracy and validity of risk information reported to the Council. In addition, it will ensure clear communication throughout the Council of the Council's and senior management's position on risk.</p>
<b>Employees including casual staff, contractors and volunteers.</b>	<p>All employees are responsible for management of risks within their areas of responsibility as determined under any risk treatment plans.</p> <p>Employees will be responsible for the timely completion of activities conducted routinely to ensure that employees are familiar with risk management and how it is applied within Carpentaria Shire Council.</p>
<b>Risk Monitoring</b>	<p>Council utilises a number of functions, including Internal Audit, to perform independent and objective monitoring over its risk areas, including if necessary, conducting reviews over Council's operations and risk areas by external agencies.</p> <p>The scope of the work undertaken by all of these functions and the reviews by external agencies, will be considered in conjunction with Council's risk profile at</p>



least annually. This will assess the independent monitoring of key risk areas within Council's risk profile.

## Policy Review

This Policy will be reviewed when any of the following events occur:

- Audit reports relating to risk management activities being undertaken by Council indicate that a policy review from a legislative, compliance or governance perspective is justified;
- Relevant legislation, regulations, standards and policies are amended or replaced; and
- Other circumstances as determined from time to time by the Chief Executive Officer or through a resolution of Council.

Notwithstanding the above, this policy and Council's risk management framework will be reviewed at least every two years by Council's Executive Leadership Team to review its effectiveness and to ensure its continued application and relevance.

## Definitions

TERM	DEFINITION
<b>Enterprise Risk Management</b>	Enterprise risk management encompasses all the major risk categories (including financial, environmental, health and safety, fraud, information technology, compliance, security and business continuity) and includes the coordination, integration, consolidation and consistency of reporting by the various Council's business functions and activities with identified risks.
<b>Risk</b>	Risk is defined by the Australian Standard for Risk Management as "effect of uncertainty on objectives". An effect is a deviation from the expected. It can be positive, negative or both, and can address, create or result in opportunities and threats. Objectives can have different aspects and categories and can be applied at different levels. Risk is usually expressed in terms of <i>risk sources</i> , <i>potential events</i> , their <i>consequences</i> and their <i>likelihood</i> .
<b>Risk Management</b>	Risk management is the coordinated activities to direct and control an organisation with regards to risk. Risk management for Council refers to the culture, processes and structures developed to effectively manage potential opportunities and adverse effects for any activity, function or process undertaken by the Council. Managing risk is achieved through the systematic application of policies, procedures and practices to identify, analyse, evaluate, treat, monitor and communicate risk.
<b>Risk Register</b>	The risk register lists identified and assessed risks.

Adopted by Council "Date" by Resolution "Number"

**Mark Crawley**  
Chief Executive Officer



**GUIDELINES**  
Executive Services  
Administration

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**RISK MANAGEMENT GUIDELINES**

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*Version 2 Last Updated 20/05/2020*

**1. PURPOSE**

The purpose of these guidelines is to provide Council with a framework for identifying and managing risks across the organisation.

**2. SCOPE**

This guideline applies to Councillors and Council staff.

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### Attachments:

Appendix A - Risk Assessment Template

Appendix B - Action Plan Template

## 1. STATEMENT OF COMMITMENT

The major risk for most organisations is that they fail to achieve their stated strategic business or project objectives, or are perceived to have failed by their stakeholders. Carpentaria Shire Council is committed to establishing an environment that is not unduly risk averse, but one that enables risks to be logically and systematically identified, analysed, evaluated, treated, monitored and managed. Risk is inherent in all of Council's activities and a formal and systematic process will be adopted to minimise and where possible eliminate all risks that directly or indirectly impact on the Council's ability to achieve the vision and strategic objectives outlined in the Corporate Plan.

Carpentaria Shire Council is aware that managing risk is not just about avoiding or minimising adverse outcomes, but also has a positive application, in that the proactive analysis of potential risks can also assist the organisation in achieving new and potential opportunities.

This Risk Management Guidelines has been developed to demonstrate the Council's commitment, by detailing the integrated Risk Management framework to be employed by all staff members, contractors, committees and volunteers engaged in Council business and defining the responsibilities of individuals and committees involved in managing risk.

In addition the Guidelines has been developed to:

- Ensure risk management is an integral part of strategic planning, management and day to day activities of the organisation;
- Promote a robust risk management culture within the Council;
- Enable threats and opportunities that face the organisation to be identified and appropriately managed;
- Facilitate continual improvement and enhancement of Council's processes and systems;
- Improve planning processes by enabling the key focus of the organisation to remain on core business and service delivery;
- Encourage ongoing promotion and awareness of the risk management throughout Council.

## 2. INTRODUCTION

In order for Council to deliver the strategies and achieve the objectives as outlined in the Corporate Plan, Council needs to identify and manage risks. Risk is an event or action, which has the potential to prevent Carpentaria Shire Council from achieving its corporate objectives. A risk can also be defined as an opportunity that is not being maximised by the Council to meet its objectives.

Enterprise Risk Management (ERM) is the management of risk not only in conventional hazard categories such as health and safety, IT, finance, but in the full spectrum of strategic and operational risk. ERM is the structured approach of aligning strategy, processes, people, technology and knowledge with the purpose of evaluating and managing risk.

*Enterprise* means the removal of traditional functional, divisional, departmental or cultural barriers. Importantly having a structured approach provides guidance to managing existing and perceived risks that have potential to impact on the organisation's commitment to fulfil its business objectives.

Effective risk management is governed by an organisation's commitment to risk management and this process is outlined in this document which has been developed to align with the Australian Standard AS ISO 31000:2018 Risk management – guidelines.

### 3. DEFINITIONS

**Risk:** Risk is defined as *effect of uncertainty on objectives*. A risk to the business is any action or event that has the potential to impact on the achievement of our corporate objectives.

Risk also arises as much from the possibility that opportunities will not be realised as it does from the possibility that threats will materialise or that errors will be made.

**Risk Management:** Risk management for Council refers to the culture, processes and structures developed to effectively manage potential opportunities and adverse effects for any activity, function or process undertaken by the Council. Managing risk is achieved through the systematic application of policies, procedures and practices to identify, analyse, evaluate, treat, monitor and communicate risk.

**Enterprise Risk Management (ERM):** Enterprise risk management encompasses all the major risk categories (including financial, environmental, health and safety, fraud, information technology, compliance, security and business continuity) and includes the coordination, integration, consolidation and consistency of reporting by the various Council functions with identified risks.

**Risk Register:** A list of identified and assessed risks directly related to either a particular department of Council or to the whole of Council. Risk Registers can be held at either Corporate, Operational, Project or Event level.

**Likelihood:** The chance of something happening, whether defined, measured or determined objectively or subjectively (probability or frequency).

**Consequence:** The outcome of an event affecting objectives (impact/magnitude). An event can lead to a range of consequences. A consequence can be certain or uncertain and can have a positive or negative effect on objectives. Consequences can be expressed qualitatively or quantitatively.

**Risk Owner:** The person with the accountability and authority to manage a risk. The owner may delegate some duties in relation to managing the risks for which they are responsible, however they are ultimately accountable for the risks allocated to them.

**Risk Treatment:** The process to modify existing risks or create new risks. Some options for treating a risk can include: Retaining, Transferring, Sharing, Avoiding or Controlling.

**Risk Treatment Action Plans:** The document that outlines the steps to be taken to reduce unacceptable risks to achievable and acceptable levels. This includes details on current controls; required risk treatments; improvement opportunities; resources; timing; reporting and accountabilities. Action Plans must be reviewed on a regular basis to ensure controls are working.

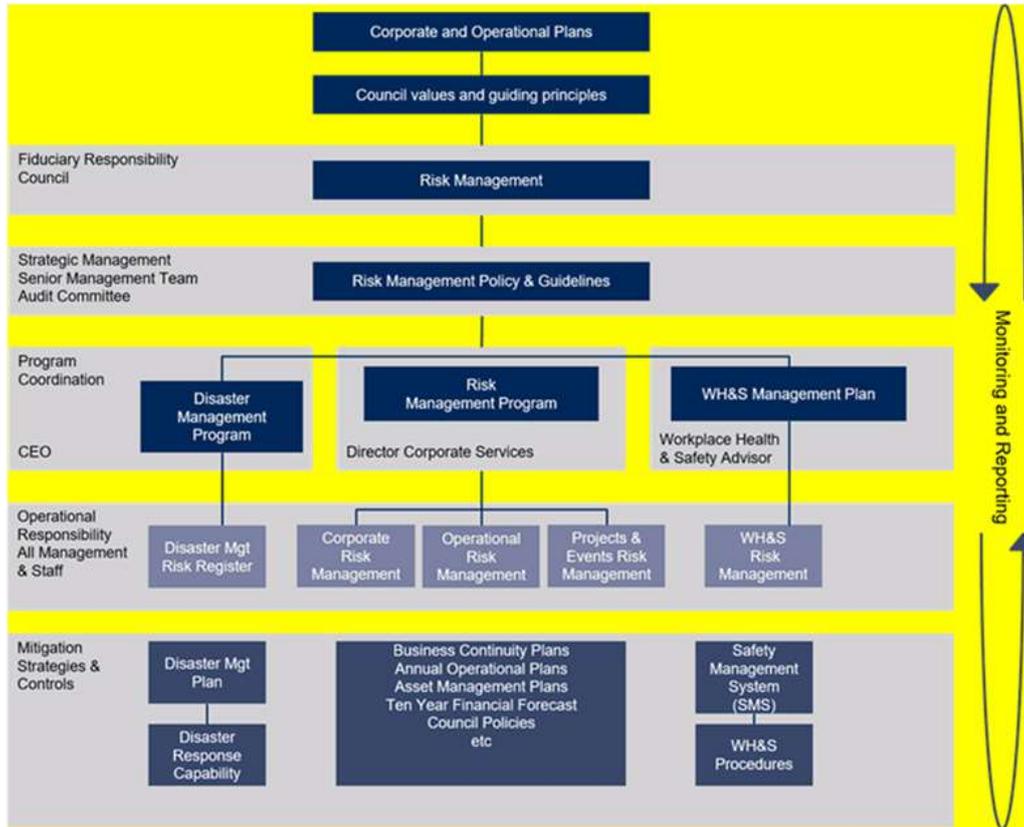
### 4. RISK MANAGEMENT PRINCIPLES

For risk management to be effective, an organisation should comply with the following principles.

- a) **Integrated** – Risk management is an integral part of all organisational activities
- b) **Structured and comprehensive** – A structured and comprehensive approach to risk management contributes to consistent and comparable results
- c) **Customised** – The risk management framework and process are customised and proportionate to the organisation's external and internal context related to its objectives
- d) **Inclusive** – Appropriate and timely involvement of stakeholders enables their knowledge, views and perceptions to be considered. This results in improved awareness and informed risk management.
- e) **Dynamic** – Risks can emerge, change or disappear as an organisation's external and internal context changes. Risk management anticipates, detects, acknowledges and responds to those changes and events in an appropriate and timely manner.
- f) **Best available information** – The inputs to risk management are based on historical and current information, as well as on future expectations. Risk management explicitly takes into account any limitations and uncertainties associated with such information and expectations. Information should be timely, clear and available to relevant stakeholders.
- g) **Human and cultural factors** – Human behaviour and culture significantly influence all aspects of risk management at each level and stage.
- h) **Continual improvement** – Risk management is continually improved through learning and experience.

## 5. RISK MANAGEMENT FRAMEWORK

The Risk Management Framework explains the relationship between the Council's risk management components and other management systems and frameworks.



## 6. BASIS, ROLES AND RESPONSIBILITIES

Please refer to Council's Risk Management Policy (Appendix A).

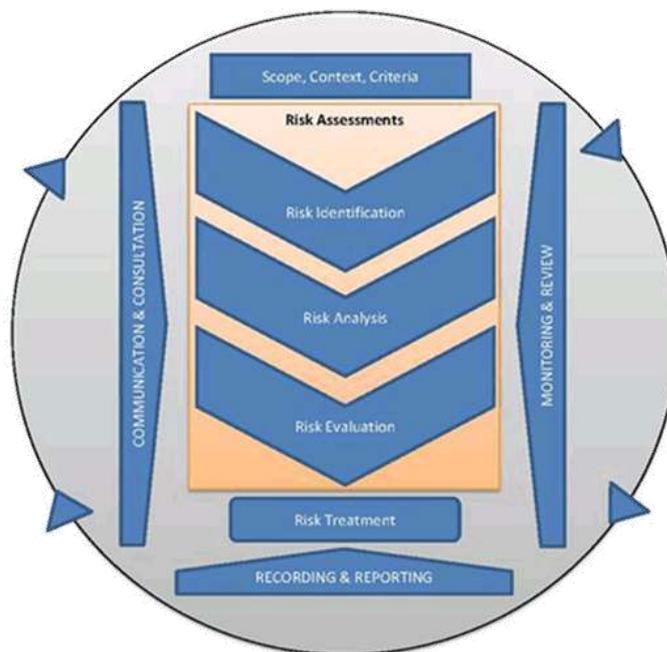
## 7. RISK MANAGEMENT PROCESS

The process adopted by Carpentaria Shire Council to manage risks is in accordance with AS ISO 31000:2018 *Risk management – Guidelines*. This process is the application of the structured risk management methodology to be used to assess; prioritise; treat and monitor risks identified. The risk management process may capture inherent risk (prior to considering controls in place), residual risk (after taking into account controls in place), or both.

The main elements of an effective Risk Management approach are as follows:

- Communicate and Consult
- Establish the Context
- Risk Assessment
  - Identify Risks
  - Analyse Risks
  - Evaluate Risks
- Treat Risks
- Monitor and Review

The following diagram represents the components of the Risk Management process. Each of these components are explained further below.



Source: Australian Standard ISO 31000:2018 Risk management – Guidelines.

## COMMUNICATE AND CONSULT

It is an essential part of the risk management process to develop and implement an effective framework to communicate and consult with all relevant stakeholders, internal and external as appropriate, at each stage of the risk management process and concerning the process as a whole. The level of communication and consultation will vary depending on the level of interest and or influence of that particular stakeholder individual or group. Communication and consultation is necessary at every stage of the Risk Management process.

## ESTABLISH THE CONTEXT

Stage one of the process establishes the strategic, organisational and risk management context in which the rest of the process will take place. This includes the criteria against which risk will be evaluated, the risk appetite of the organisation and corrective actions for the different rating achieved in the assessment of the risks.

In considering context, it is necessary to consider the broader external environment in which the organisation operates and not just internal matters.

A written statement of context is to be documented and communicated at the appropriate levels within the organisation.

In establishing the context for these Risk Management Guidelines, existing risk management processes were reviewed, interviews and workshops were held with key personnel and a Risk Management Policy was developed. (Refer to Appendix A for Council's Risk Management Policy).

## RISK ASSESSMENT

### Risk Identification

At this stage, the organisation identifies what, why and how things can arise, that may affect the organisation, as the basis for further analysis. This is carried out at both strategic and operational levels of the organisation.

Categories of risk for the organisation at a strategic and operational level may include, but are not limited to:

- **Safety** – injuries, lost time, LGW & LGM claims, fatalities
- **Reputation and image** – negative media exposure, staff morale, community perception
- **Assets** – damage or loss of information, property or assets
- **Environment** – impact or harm to natural environment, potential for future damages claims and DES prosecution
- **Service Delivery** – ability to service the community and meet customer expectations
- **Regulatory** – breaches of legislation ("ignorance is no excuse")
- **Management effort** – senior management effort directed away from achieving strategic objectives and impacting on overall performance (i.e. focused on day to day tasks)

### Risk Analysis

This stage determines the inherent risks and then calculates any residual risks taking into consideration any existing controls in place (existing processes and procedures). Risks are analysed in terms of consequence and likelihood in the context of those controls. The analysis will consider the range of potential risk exposure consequences and how likely those consequences are to occur. The Consequence and Likelihood are then combined to produce an estimated level of risk known as the Overall Risk Rating.

### Determining Likelihood

In determining the **likelihood** of each risk, the following ratings and definitions have been applied. In making your assessment you have to remember that some events happen once in a lifetime, other can happen almost every day. Judgement is required to determine the possibility and frequency that the specific risk is likely to occur.

Likelihood Table

Rating	Description	Definition - Likelihood of Occurrence
1	Rare	Event may occur once in every 10+ years
2	Unlikely	Event may occur once in every 5 – 10 years
3	Possible	Event may occur once in every 2 – 5 years
4	Likely	Event may occur once in every 1 – 2 years
5	Almost Certain	Event may occur once (or more frequently) within one year

### Determining Consequence

In determining the consequence of each risk, the following ratings and definitions have been applied. There are five levels used to determine consequence and when considering how risks may impact on the organisation it is also important to think about the non-financial elements as well.

Consequence Table

Description	Qualitative Definition - Consequence
Insignificant	An event, where the impact can be absorbed; no injuries; low financial loss
Minor	An event, the consequences of which can be absorbed but management effort is required to minimise the impact; first aid treatment; low-medium financial loss
Moderate	A significant event, which can be managed under normal circumstances; medical treatment; medium financial loss
Major	A critical event, which with proper management can be continued; extensive injuries; loss of production capability; major financial loss
Catastrophic	A disaster, which could lead to the collapse of the organisation; death; huge financial loss

Quantitative parameters have been developed (Refer Consequence Matrix) to enable the organisation to consistently assign consequence ratings to potential risks. These quantitative measures assign the organisation's risk tolerance parameters applicable to each of the five consequence levels. This approach ensures that all staff can rate the consequence of a risk occurring against the organisation's established parameters, instead of their own personal choice.

Consequence Matrix

Consequence	Rating	Operational – Business Continuity	Environmental	Information Technology	Strategic/Corporate Governance – Reputation - Political	Human Resources	Infrastructure, Asset & Property	Workplace Health & Safety	Financial and Economic
<b>Catastrophic</b>	<b>5</b>	The continuing failure of Council to deliver essential services. The removal of key revenue generation.	Widespread and irreversible environmental damage attributed by the courts to be negligent or incompetent actions of Carpentaria Shire Council.	Widespread, long term loss of IT network/ hardware.	Loss of State Government support with scathing criticism and removal of the Council. National media exposure. Loss of power and influence restricting decision making and capabilities.	Staff issues cause continuing failure to deliver essential services.	Widespread, long term loss of substantial key assets and infrastructure.	Fatality or significant irreversible disability.	Huge financial loss (eg. >\$250,000 of revenue or budget)
<b>Major</b>	<b>4</b>	Widespread failure to deliver several major strategic objectives and service plans. Long-term failure of Council causing lengthy service interruption.	Severe environmental impact requiring significant remedial action. Penalties and/or direction or compliance order incurred.	Widespread, short to medium term loss of IT network/ hardware.	State media and public concern/ exposure with adverse attention and long-term loss of support from Carpentaria Shire residents. Adverse impact and intervention by State Government.	Staff issues cause widespread failure to deliver several major strategic objectives and long term failure of day to service delivery.	Widespread, short to medium term loss of key assets and infrastructure.	Extensive injuries. Lost time of more than 4 working days.	Major financial loss (eg. \$100,000 to \$249,999 of revenue or budget)
<b>Moderate</b>	<b>3</b>	Failure to deliver minor strategic objectives and service plans. Temporary & recoverable failure of Council causing intermittent service interruption for a week.	Moderate impact on the environment; no long term or irreversible damage. May incur cautionary or infringement notice.	Short to medium term loss of key IT network/ hardware.	Significant state wide concern/ exposure and short to mid term loss of support from Carpentaria Shire residents. Adverse impact and intervention by another local government & LGAO.	Staff issues cause failure to deliver minor strategic objectives and temporary and recoverable failure of day to day service delivery.	Short to medium term loss of key assets and infrastructure.	Medical treatment. Lost time of up to 4 working days.	High financial loss (eg. \$50,000 to \$99,999 of revenue or budget)
<b>Minor</b>	<b>2</b>	Temporary and recoverable failure of Council causing intermittent service interruption for several days.	Minor environmental damage such as remote temporary pollution.	Minor loss/damage. Repairs required	Minor local community concern manageable through good public relations. Adverse impact by another local government.	Staff issues cause several days interruption of day to service delivery.	Minor loss/damage. Repairs required.	First aid treatment. No lost time.	Minor financial loss (eg. \$5,000 to \$49,999 of revenue or budget)
<b>Insignificant</b>	<b>1</b>	Negligible impact of Council, brief service interruption for several hours to a day.	Brief, non-hazardous, transient pollution or damage.	Damage where repairs are required however equipment still operational.	Transient matter, e.g. Customer complaint, resolved in day-to-day management. Negligible impact from another local government.	Staff issues cause negligible impact of day to service delivery.	Damage where repairs are required however facility or infrastructure is still operational.	No injury.	Low financial loss (eg. < \$4,999 of revenue or budget)

### Determining the overall Risk Rating

After the **consequence** and **likelihood** ratings have been determined they are combined in a matrix to determine the overall risk rating for each risk. The extent of the consequences and the extent of the likelihood risks will be assessed using a scale containing **Low, Moderate, High and Extreme**.

The table below illustrates how the combination of the consequence and likelihood generates the overall risk rating.

### Risk Assessment Matrix

Likelihood	Rating	Consequence				
		1	2	3	4	5
		Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	5	M	H	H	E	E
Likely	4	M	M	H	H	E
Possible	3	L	M	H	H	H
Unlikely	2	L	L	M	M	H
Rare	1	L	L	M	M	H

### Evaluate Risks

Risks need to be evaluated and prioritised to ensure that management effort is directed towards resolution of the most significant organisational risks first. The initial step in this Risk Evaluation stage is to determine the effectiveness, and or existence of, controls in place to address the identified risks.

This can lead to a decision to: -do nothing further; -consider risk treatment options; -undertake further analysis to better understand the risk; -maintain existing controls; -reconsider objectives.

The following table will assist to determine the effectiveness, and or existence of, controls in place to address the identified risks.

Control Assessment	Description
<b>Excellent</b>	<ul style="list-style-type: none"> <li>Effective treatments implemented, communicated and monitored on a regular basis to determine the level of effectiveness.</li> </ul>
<b>Adequate</b>	<ul style="list-style-type: none"> <li>Controls are well documented and implemented</li> <li>The controls address the identified risk and there is little scope for improvement</li> <li>There is no convincing cost/benefit justification to change the approach.</li> </ul>
<b>Fair</b>	<ul style="list-style-type: none"> <li>Controls have been determined, but not well implemented, documented or monitored to determine their level of relevance.</li> </ul>
<b>Opportunities for Improvement</b>	<ul style="list-style-type: none"> <li>Information is inconsistent, not well communicated, implemented in an ad hoc manner</li> <li>The controls contain some inadequacies and scope for improvement can be identified</li> <li>There is some cost/benefit justification to change the approach.</li> </ul>
<b>Inadequate/Poor</b>	<ul style="list-style-type: none"> <li>The controls do not appropriately address the identified risk and there is an immediate need for improvement actions.</li> <li>There is a significant cost/benefit justification to change the approach.</li> </ul>

Following the process of identification, analysis and evaluation of risks and controls, the outcomes are to be communicated with all relevant stakeholders and agreements reached with the various Risk Owners prior to being documented in the Risk Register.

### Risk Register

A Risk Register is developed to record and assess each risk identified as part of the risk identification stage.

The application of the stages of the risk assessment process noted above ensure there is consistency in the determination of the current risk severity level, taking into account the existing controls and their level of effectiveness in mitigating or addressing the risk. Refer to Appendix B for a Risk Register Template.

### Risk Profile diagram

At the completion of the assessment process, a risk profile diagram will be developed to highlight each of the risks identified and their overall risk rating.

The risk profile diagram below will highlight to the CEO and senior executive the key risk exposures and number of risks within each rating range across the organisation. The risks will be categorised as **Extreme, High, Medium and Low** to assist management to target those risks that have the greatest potential impact on the organisation.

	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	0	0	1	1	0
Likely	0	0	1	2	0
Possible	0	3	1	0	1
Unlikely	2	6	14	0	2
Rare	0	3	0	0	0

### TREATMENT OF RISKS

After evaluating each risk and appropriate controls, it is the responsibility of the manager to implement the suitable treatment. Treatment needs to be appropriate to the significance and priority of the residual risk. As a general guide the following risk treatment options are available:

- **Avoid the risk** - decide not to proceed with the policy, program or activity or choose an alternative means of action
- **Retain the risk** – by informed decision. Where the risk cannot be avoided, reduced or transferred. In such cases, usually the likelihood and consequence are low. These risks should be monitored and it should be determined how losses, if they occur, will be funded.
- **Transfer or share the risk** – involves shifting all or part of the responsibility to another party who is best able to control it (such as an insurer who bears the consequence of losses e.g. Motor vehicle insurance for Council vehicles).
- **Remove the risk source**
- **Control the risk** – by either reducing the likelihood of occurrence and/or the consequences (e.g. implement procedures for specified tasks)
- **Take of Purse the risk** – where a risk presents an opportunity a decision may be taken to enhance, accept, work with or purse the risk.

Determine the most effective treatment options by considering the:

- Cost/benefit of each option including the cost of implementation (do not consider financial considerations only; organisational, political, social and environmental factors should also be considered)
- Use of proven risk controls
- Anticipated level of risk remaining after implementation of risk treatment. The final acceptance of this risk will be a matter for the CEO or appropriate Director to decide.

Once treatment options for individual risks have been selected, they should be assembled into action plans, risk treatment plans or strategies. The outcome of an effective risk treatment plan is knowledge of the risks Council can tolerate and a system that minimises those risks that it cannot tolerate.

The decision to accept a risk will be determined by the agreed table indicating proposed corrective action and the risk appetite criteria established by the Council. For Carpentaria a Low risk is accepted and only requires monitoring should circumstances change. For other risks, a specific management plan may be required to be developed and implemented which may include consideration of funding. Risk treatment strategies need to also be considered to ensure that no new risks are introduced.

### Escalation Plan

We will introduce procedures for notifying the appropriate persons according to the risk rating, in particular where a risk may escalate due to changed or unforeseen circumstances.

Reports on risk ratings and associated escalation plans will be provided throughout the organisation to assist all staff in managing risk.

The approach for treatment of risks is:

Risk Level	Action Required
Extreme	<ul style="list-style-type: none"> <li>• Develop specific management plan for immediate implementation to address extreme risks</li> <li>• Allocate actions and budget for implementation within quarterly budget reviews</li> <li>• Report immediately to executive management team. Regular internal reporting required</li> </ul>
High	<ul style="list-style-type: none"> <li>• Develop and implement a specific management plan for high risks</li> <li>• Allocate actions and budget to minimise risk. Monitor implementation</li> <li>• Report to executive management team within the half yearly budget review. Regular internal reporting</li> </ul>
Medium	<ul style="list-style-type: none"> <li>• Develop and implement a specific management plan for medium risks</li> <li>• Allocate actions and budget to minimise risk where existing controls deemed inadequate. Monitor implementation</li> <li>• Report to executive management team within the annual budget review</li> <li>• Management to consider additional controls. Report within the quarter</li> </ul>
Low	<ul style="list-style-type: none"> <li>• Accept and monitor low-priority risks</li> <li>• Manage via routine procedures where possible. Monitor via normal internal reporting mechanisms</li> </ul>

### MONITOR AND REVIEW

This stage establishes a process to monitor and review the performance of the risk management system implemented and changes that might affect the performance or give rise to new risks that will require assessment.

Both monitoring and reviewing should be a planned part of the risk management process and tailored to the needs of the organisation and the significance of the risks identified. It should be undertaken on at least an annual basis.

The continual process of monitoring and reviewing is required to ensure ongoing effective risk treatments and the continual improvement of the risk management standards.

- **Monitoring** – assess whether current risk management objectives are being achieved. Council can use inspections, incident reports, self-assessments and audits to monitor its risk management plan.
- **Review** – assess whether the current risk management plan still matches Carpentaria Shire Council's risk profile. The risk management plan may be reviewed by studying incident patterns, legislative changes and organisational activities.

Possible methods for review:

- Internal check program/audit or independent external audit;
- External scrutiny (appeal tribunal, courts, commission of inquiry);
- Physical inspection;
- Program evaluation; and
- Reviews of organisational policies, strategies and processes.

When completing the review process, it is important the context in which the original risk was developed is reassessed. The review should also be informed by reports and recent events and include consideration of:

- Completeness of the register;
- Continued existence of controls;
- Adequacy of controls;
- Risk ratings;
- Treatment strategies;
- Risk owner; and
- Risk review date.

## 8. RECORDING AND REPORTING THE RISK MANAGEMENT PROCESS

The accurate and timely reporting and recording of risks is essential to the effectiveness of the risk management framework. Each stage of the Risk Management process must be recorded appropriately. All Risk Assessments and Risk Treatment Action Plans must be documented, retained and easily accessible for future reference. Even if a risk is assessed to be Low and a decision is taken to do nothing, the reasoning that led to the decision must be recorded.

## 9. REVIEWING THE RISK MANAGEMENT FRAMEWORK AND GUIDELINES

In order to ensure that the risk management process is effective and continues to support the organisation's performance, all aspects of the risk management process will be periodically reviewed.

The Risk Management Framework and Guidelines, Risk Management Policy and Risk Registers will be reviewed to ensure that they are still appropriate and continue to reflect the organisation's risk activities and tolerances.

Based on the results of monitoring and reviews, decisions will be made on how the Risk Management Framework can be improved. These improvements should lead to improvements in the management of risk and the risk management culture.

## 10. COMMUNICATION

The Risk Management Framework and Guidelines, Risk Management Policy, Risk Registers and associated documents and procedures will be held in a secure central repository and will be accessible to stakeholders according to their authority levels.

The existence, nature and location of the central repository will be shared with staff at all levels to encourage their awareness of how the organisation is managing its risks.

Following reviews of the Framework and Guidelines as specified any changes will be communicated to the relevant Risk Owners and other stakeholders to ensure that the Enterprise Risk Management process remains dynamic and relevant.

**APPENDIX A**

**Enterprise Risk Management - Risk Assessment Template**

Division/Group		Date								
Department	Section	Function/Activity								
Risk Type		Critical BCP Process	Yes/No							
Risk	Risk Category	L	C	Inherent Level of Risk	Inherent Priority Rating	Control Measures	L	C	Residual Level of Risk	Residual Priority Rating

**APPENDIX B**

**Risk Management Action Plan Template**

<b>Risk ID No</b>	<b>Description</b>	<b>Risk Event <i>What might happen?</i></b>	<b>Source of Risk <i>How might the risk arise?</i></b>	<b>Risk Treatment <i>What can be done to avoid the risk, control, transfer or finance the risk?</i></b>	<b>Resources Required <i>What physical, human or financial resources required</i></b>	<b>Performance Measure <i>How will you know the risk treatment is working?</i></b>	<b>Timeline</b>	<b>Responsibility <i>Name and position</i></b>

Reviewing Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

## BUSINESS PAPERS

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### 10.6 2019 - 2020 FINANCIAL STATEMENTS (SHELL ACCOUNTS)

<b>Attachments:</b>	10.6.1. Carpentaria Shire Council Financial Statements (Shell) <a href="#">↓</a>
<b>Author:</b>	Jade Nacario - Manager Finance and Administration
<b>Date:</b>	13 May 2020
<b>Key Outcome:</b>	7.3 - Strategic management of Council
<b>Key Strategy:</b>	7.3.3 Implement sustainable financial management and effective procurement practices.

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#### Executive Summary:

Council is required to prepare a general purpose financial statements in accordance to sections 176 and 177 of the Local Government Regulation 2012 (the Regulation) and other prescribed requirements. The draft financial statements are required to be presented to the Council Audit committee for review. As Council do not have an audit committee, these are presented to the Chief Executive Officer and tabled at the council meeting.

#### RECOMMENDATION:

That Council note the presentation of Council financial statements (shell accounts) for the financial year 2019-2020 to be submitted for audit to Crowe Auditors on behalf of Queensland Audit Office.

#### Background:

As per Local Government Regulation 2012 Section 176 and Section 211, each financial year, a local government must prepare a general purpose financial statement and the Council Audit committee will review the statements. Since Council do not have an audit committee, a reference to the committee in the regulation is taken to be a reference to the Chief Executive Officer.

The attached financial statements (shell accounts) may have minor changes between the time this report was written and the issue of the final financial statements. As per agreed audit timeframe, these statements are due on the 29<sup>th</sup> of May 2020. The presentation of these statements to the auditors prior to year-end will be for the purpose of efficient Audit Feedback and Review process.

The financial statements will be presented to Council after preparation of the financial statements and workpapers on a date after 30 June 2020.

#### Consultation (Internal/External):

- Justin Hancock, Director of Corporate Services
- Consultants

#### Legal / Statutory Implications:

- Local Government Regulation 2012 Section 176 and 177; Section 207 to 211

#### Financial and Resource Implications:

- Queensland Tropical Workshop
  - Australian Accounting Standards
-

# Carpentaria Shire Council Financial Statements For the Year Ended 30 June 2020

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Certificate of Accuracy - for the Long Term Financial Sustainability Statement

**Carpentaria Shire Council**  
**Statement of Comprehensive Income**  
 For the Year Ended 30 June 2020

	Note	2020 \$	2019 \$
<b>Income</b>			
<b>Revenue</b>			
<b>Recurrent Revenue</b>			
Rates, Levies and Charges	3(a)	-	7,652,556
Fees and Charges	3(b)	-	981,020
Rental Income		-	400,589
Interest Received		-	412,314
Sales Revenue	3(c)	-	2,836,328
Other Income		-	45,211
Grants, Subsidies, Contributions and Donations	4(a)	-	33,541,551
		<u>-</u>	<u>45,869,569</u>
<b>Capital Revenue</b>			
Grants, Subsidies, Contributions and Donations	4(b)	-	4,505,349
		<u>-</u>	<u>50,374,918</u>
<b>Total Revenue</b>			
Capital Income		-	655,039
<b>Total Income</b>		<u>-</u>	<u>51,029,958</u>
<b>Expenses</b>			
<b>Recurrent Expenses</b>			
Employee Benefits	5	-	(10,489,670)
Materials and Services	6	-	(35,601,546)
Finance Costs		-	(426,356)
Depreciation and Ammortisation			
Property, Plant and Equipment	10	-	(12,556,888)
Right of Use Assets		-	-
		<u>-</u>	<u>(59,074,460)</u>
<b>Capital Expenses</b>			
		-	(869,235)
<b>Total Expenses</b>		<u>-</u>	<u>(59,943,695)</u>
<b>NET RESULT</b>			
		<u>-</u>	<u>(8,913,737)</u>
<b>Other Comprehensive Income</b>			
<b>Items Not be Reclassified to Net Result</b>			
Increase / (Decrease) in Revaluation Surplus	10	-	(32,183)
<b>Total Other Comprehensive Income for the Year</b>		<u>-</u>	<u>(32,183)</u>
<b>Total Comprehensive Income for the Year</b>		<u>-</u>	<u>(8,945,921)</u>

*The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.*

*The comparatives have not been restated on adoption of AASB 15 / 1058 and AASB 16 and therefore the comparative information is presented using the previous standards relating to revenue and leases*

**Carpentaria Shire Council  
 Statement of Financial Position  
 as at 30 June 2020**

	Note	2020 \$	2019 \$
<b>Current Assets</b>			
Cash and Cash Equivalents	7	-	13,940,621
Investments	8	-	1,000,000
Trade and Other Receivables	9	-	4,413,461
Inventories		-	433,833
Contract Assets		-	-
		-	19,787,915
Non-Current Assets Held for Sale		-	478,207
<b>Total Current Assets</b>		-	20,266,122
<b>Non-Current Assets</b>			
Trade and Other Receivables	9	-	159,534
Property, Plant and Equipment	10	-	366,059,660
Right of Use Assets		-	-
<b>Total Non-Current Assets</b>		-	366,219,194
<b>Total Assets</b>		-	386,485,316
<b>Current Liabilities</b>			
Payables	12	-	6,228,348
Contract Liabilities	11	-	-
Borrowings	13	-	440,327
Provisions	14	-	271,451
Other Liabilities		-	117,020
<b>Total Current Liabilities</b>		-	7,057,146
<b>Non-Current Liabilities</b>			
Payables	12	-	-
Contract Liabilities	11	-	-
Borrowings	13	-	7,910,056
Provisions	14	-	1,918,196
Other Liabilities		-	400,000
<b>Total Non-Current Liabilities</b>		-	10,228,252
<b>Total Liabilities</b>		-	17,285,398
<b>Net Community Assets</b>		-	369,199,918
<b>Community Equity</b>			
Revaluation Surplus	15	-	268,161,544
Retained Surplus		-	101,038,374
<b>Total Community Equity</b>		-	369,199,918

*The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.*

*The comparatives have not been restated on adoption of AASB 15 / 1058 and AASB 16 and therefore the comparative information is presented using the previous standards relating to revenue and leases.*

**Carpentaria Shire Council**  
**Statement of Changes in Equity**  
 For the Year Ended 30 June 2020

	Revaluation Surplus \$	Retained Surplus \$	TOTAL \$
<b>Balance as at 1 July 2019</b>	268,161,544	101,038,374	369,199,918
Adjustment on Initial Application of AASB 15 / AASB 1058			-
Adjustment on Initial Application of AASB 16			-
Restated Balance at 1 July 2019	268,161,544	101,038,374	369,199,918
Net Result	-	-	-
Other Comprehensive Income for the Year			-
Increase / (Decrease) in Revaluation Surplus	-	-	-
<b>Total Comprehensive Income for the Year</b>	-	-	-
<b>Balance as at 30 June 2020</b>	268,161,544	101,038,374	369,199,918
<b>Balance as at 1 July 2018</b>	268,193,727	109,952,111	378,145,838
Adjustment on Initial Application of AASB 9			-
Restated Balances at 1 July 2018	268,193,727	109,952,111	378,145,838
Net Result	-	(8,913,737)	(8,913,737)
Other Comprehensive Income for the Year			-
Increase / (Decrease) in Revaluation Surplus	(32,183)	-	(32,183)
<b>Total Comprehensive Income for the Year</b>	(32,183)	(8,913,737)	(8,945,920)
<b>Balance as at 30 June 2019</b>	268,161,544	101,038,374	369,199,918

*The above statement should be read in conjunction with the accompanying notes and Summary of Significant Accounting Policies.*

*The comparatives have not been restated on adoption of AASBs 15, 1058, and 16 and therefore the comparative information is presented using the previous standards relating to revenue and leases.*

**Carpentaria Shire Council  
 Statement of Cash Flows  
 For the Year Ended 30 June 2020**

	Note	2020	2019
		\$	\$
<b>Cash Flows from Operating Activities</b>			
Receipts from Customers		-	9,068,764
Payments to Suppliers and Employees		-	(43,736,484)
		-	(34,667,720)
Interest Received		-	412,314
Rental Income		-	400,589
Operating Grants and Contributions		-	33,541,551
Borrowing Costs		-	(426,356)
<b>Net Cash Inflow (Outflow) from Operating Activities</b>	17	-	(739,622)
<b>Cash Flows from Investing Activities</b>			
Payments for Property, Plant and Equipment		-	(3,925,263)
Net Movement in Loans and Advances			
Proceeds from Sale of Property, Plant and Equipment		-	79,184
Grants, Subsidies, Contributions and Donations		-	4,505,349
<b>Net Cash Inflow (Outflow) from Investing Activities</b>		-	659,270
<b>Cash Flows from Financing Activities</b>			
Proceeds from Borrowings			-
Repayment of Borrowings		-	(514,035)
<b>Net Cash Inflow (Outflow) from Financing Activities</b>		-	(514,035)
<b>Net Increase (Decrease) in Cash and Cash Equivalents Held</b>		-	(594,387)
<b>Cash and Cash Equivalents at the Beginning of the Financial Year</b>		-	15,535,007
<b>Cash and Cash Equivalents at End of the Financial Year</b>	7 & 8	-	14,940,621

*The above statement should be read in conjunction with the accompanying notes and Summary of Significant Accounting Policies.*

*The comparatives have not been restated on adoption of AASB 15 / 1058 and AASB 16 and therefore the comparative information is presented using the previous standards relating to revenue and leases.*

**Carpentaria Shire Council  
Notes to the Financial Statements  
For the Year Ended 30 June 2020**

**1 Significant Accounting Policies**

**1.A Basis of Preparation**

Carpentaria Shire Council is constituted under the Queensland *Local Government Act 2009* and is domiciled in Australia.

These general purpose financial statements are for the period 1 July 2019 to 30 June 2020. They are prepared in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*. These financial statements comply with all Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board. Council is a not-for-profit entity for financial reporting purposes and complies with the Standards as applicable to not-for-profit entities.

These financial statements have been prepared under the historical cost convention except for the revaluation of certain classes of property, plant and equipment and investment property

**1.B Statement of Compliance**

Because Council is a not-for-profit entity and the Australian Accounting Standards include requirements for not-for-profit entities which are inconsistent with International Financial Reporting Standards (IFRS), to the extent these inconsistencies are applied, these financial statements do not comply with IFRS. The main impacts are the offsetting of revaluation and impairment gains and losses within a class of assets, and the timing of the recognition of non-reciprocal grant revenue.

**1.C Date of Authorisation**

The financial statements were authorised for issue on the date they were submitted to the Auditor-General for final signature. This is the date the management certificate is signed.

**1.D Currency**

Carpentaria Shire Council uses the Australian dollar as its functional currency and its presentation currency.

**1.E New and Revised Accounting Standards Adopted During the Year**

Council adopted all standards which became mandatorily effective for annual reporting periods beginning on 1 July 2019, the standards which had an impact on reported position, performance and cash flows were those relating to revenue and leases. Refer to the change in accounting policy note 33 for transition disclosures for AASB 15 Revenue from Contracts with Customers, AASB 1058 Income of NFP Entities and AASB 16 Leases.

**1.F Standards Issued by the AASB Not Yet Effective**

The AASB has issued Australian Accounting Standards and interpretations which are not effective at 30 June 2020, these standards have not been adopted by Council and will be included in the financial statements on their effective date. Where the standard is expected to have a significant impact for Council then further information has been provided in this note. The standards that are expected to have a material impact upon Council's future financial statements are:

	<b>Effective Periods Beginning on or After:</b>
AASB 17 <i>Insurance Contracts</i>	1 January 2021
AASB 2018-7 <i>Amendments to Australian Accounting Standards - Definition of Material</i>	1 January 2020
AASB 1059 <i>Service Concession Arrangements: Grantor</i>	1 January 2021

**1.G Estimates and Judgements**

Councils make a number of judgements, estimates and assumptions in preparing these financial statements. These are based on the best information available to Council at the time, however due to the passage of time, these assumptions may change and therefore the recorded balances may not reflect the final outcomes. The significant judgements, estimates and assumptions relate to the following items and specific information is provided in the relevant note:

Valuation and depreciation of property, plant and equipment - Note 10  
Provisions - Note 13  
Contingent liabilities - Note 15

**1.H Rounding and Comparatives**

The financial statements have been rounded to the nearest \$1. Comparative information is generally restated for reclassifications, errors and changes in accounting policies unless permitted otherwise by transition rules in a new Standard.

**1.I Volunteer Services**

Council has not recognised volunteer services as they have been determined to be immaterial.

**1.J Taxation**

Council is exempt from income tax, however is subject to Fringe Benefits Tax, Goods and Services Tax ('GST') and payroll tax on certain activities. The net amount of GST recoverable from, or payable to, the ATO is shown as an asset or liability respectively.

**Carpentaria Shire Council  
Notes to the Financial Statements  
For the Year Ended 30 June 2020**

**2. Analysis of Results by Function**

**2(a) Components of Council Functions**

The activities relating to the Council's components reported on in Note 2(b) are as follows :

**Governance**

The objective of corporate governance is for Council to be open, accountable, transparent and deliver value for money community outcomes. This function includes strategic and operational planning, risk management, legal and administrative support. The Mayor, Councillors and Chief Executive Officer are included in corporate governance.

**Economic**

The objective of this function is to ensure the community is serviced by a high quality and effective road network. The function provides and maintains transport infrastructure, including the maintenance and provision of the drainage network. It also facilitates the shires growth and prosperity through well planned and quality development. The objective of planning and development is to ensure that Carpentaria Shire is well designed, efficient and facilitates growth yet also preserves the character and natural environment of the Shire. This function includes activities and services related to town, neighbourhood and regional planning, and management of development approval processes.

**Environment**

The goals of this program is to protect and support a healthy, safe community through sustainable water services and includes all activities relating to water including flood and waterways management. This program also protects and supports the health of our community by sustainably managing sewerage infrastructure. The program also facilitates waste management to protect and support our community and natural environment by sustainably managing refuse. The function provides refuse collection and disposal services, mosquito and other pest management programs.

**Social**

The goal of social is to ensure a healthy, vibrant, contemporary and connected community. The function provides well managed and maintained community facilities, and ensures the effective delivery of cultural, welfare and recreational services.

**Carpentaria Shire Council  
Notes to the Financial Statements  
For the Year Ended 30 June 2020**

2(b) Analysis of Results by Function  
Income and expenses defined between recurring and capital are attributed to the following functions:

Functions	Gross Programme Income				Total Income	Gross Programme Expenses				Total Expenses	Net Result from Recurrent Operations	Net Result	Assets
	Recurring		Capital			Capital		Total					
	2020	2019	2020	2019		2020	2019	2020	2019				
Grants													
2020													
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Governance	-	-	-	-	-	-	-	-	-	-	-	-	-
Economic	-	-	-	-	-	-	-	-	-	-	-	-	-
Environment	-	-	-	-	-	-	-	-	-	-	-	-	-
Social	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Council</b>	-	-	-	-	-	-	-	-	-	-	-	-	-

Functions	Gross Programme Income				Total Income	Gross Programme Expenses				Total Expenses	Net Result from Recurrent Operations	Net Result	Assets
	Recurring		Capital			Capital		Total					
	2019	2019	2019	2019		2019	2019	2019	2019				
Grants													
2019													
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Governance	5,175,837	4,518,307	809,090	649,292	11,152,526	(4,545,898)	(836,055)	(5,381,953)	5,148,246	5,770,574	53,122,367		
Economic	27,993,427	6,364,664	3,674,015	5,748	38,037,854	(48,409,091)	(33,180)	(48,442,271)	(14,051,000)	(10,404,417)	258,242,644		
Environment	-	689,703	-	-	689,703	(2,450,943)	-	(2,450,943)	(1,761,239)	(1,761,240)	60,109,196		
Social	372,287	755,344	22,244	-	1,149,875	(3,668,528)	-	(3,668,528)	(2,540,897)	(2,518,653)	15,011,109		

**Carpentaria Shire Council  
 Notes to the Financial Statements  
 For the Year Ended 30 June 2020**

**3 Revenue**

	Note	2020 Financial Year	
		AASB 15 \$	AASB 1058 \$
<b>Revenue Recognised at a Point in Time</b>			
Rates, Levies and Charges (Excluding those Related to Services)		-	-
Grants, Subsidies, Donations and Contributions		-	-
Infringements		-	-
Fees and Charges (Excluding Infringements)		-	-
Sales of Goods and Services		-	-
Other		-	-
		<u>-</u>	<u>-</u>
<b>Revenue Recognised Over Time</b>			
Grants and Subsidies		-	-
Fees and Charges (Excluding Infringements)		-	-
Revenue Relating to Grants for Assets Controlled by Council		-	-
Other		-	-
		<u>-</u>	<u>-</u>
<b>Total Revenue</b>		<u>-</u>	<u>-</u>

**2020 Accounting Policy:** Rates and annual charges are recognised as revenue when Council obtains control over the assets comprising these receipts which is the beginning of the rating period to which they relate. Prepaid rates are recognised as a financial liability until the beginning of the rating period.

**2019 Accounting Policy:** Rates are recognised as revenue when Council obtains control over the assets comprising these receipts which is the beginning of the rating period to which they relate. Prepaid rates are recognised as a financial liability until the beginning of the rating period.

	Note	2020 \$	2019 \$
<b>(a) Rates, Levies and Charges (Excluding Those Related to Services)</b>			
General Rates		-	4,246,702
Water		-	1,351,852
Water Consumption, Rental and Sundries		-	260,187
Sewerage		-	1,397,502
Waste Management		-	686,074
Total Rates and Utility Charge Revenue		-	<u>7,942,317</u>
Less: Discounts		-	(245,740)
Less: Pensioner Remissions		-	(24,537)
Less: Rates Write-Off		-	(19,484)
		-	<u><u>7,652,556</u></u>

**(b) Fees and Charges**

**2020 Accounting Policy:** Revenue arising from fees and charges is recognised when or as the performance obligation is completed and the customer receives the benefit of the goods / services being provided.

The performance obligation relates to the specific services which are provided to the customers and generally the payment terms are within 30 days of the provision of the service or in some cases, the customer is required to pay on arrival, for example pools. There is no material obligation for Council in relation to refunds or returns.

Licences granted by Council are all either short-term or low value and all revenue from licences is recognised at the time that the licence is granted rather than the term of the licence.

Revenue from infringements is recognised on issue of infringement notice after applying the expected credit loss model relating to impairment of receivables for initial recognition of statutory receivables.

**2019 Accounting Policy:** Fees and charges are recognised when Council is unconditionally entitled to those funds. Generally this is upon lodgement of the relevant applications or documents, issuing of the infringement notice or when the service is provided.

**Carpentaria Shire Council  
 Notes to the Financial Statements  
 For the Year Ended 30 June 2020**

**(b) Fees and Charges (Continued)**

	2020	2019
Note	\$	\$
Airport Fees	-	300,639
Animal Control Fees	-	2,704
Barra Hatchery Tours	-	29,488
Building and Developmental Fees	-	40,618
Cemeteries	-	45,798
Child Care	-	255,387
Gym	-	8,371
Libraries	-	3,794
Swimming Pool	-	17,401
Other Fees and Charges	-	276,820
	<u>-</u>	<u>981,020</u>

**(c) Sales Revenue**

Sale of goods revenue is recognised when the customer has taken delivery of the goods. Revenue from services is recognised when the service is rendered.

Revenue from contracts and recoverable works generally comprises a recoupment of material costs together with an hourly charge for use of equipment and employees. This revenue and the associated costs are recognised by reference to the stage of completion of the contract activity based on costs incurred at the reporting date. Where consideration is received for the service in advance it is included in other liabilities and is recognised as revenue in the period when the service is performed. There are no contracts in progress at the year end. The contract work carried out is not subject to retentions

	2020 Financial Year	
	AASB 15	AASB 1058
Note	\$	\$
<b>Recoverable Work</b>		
Road Maintenance Performance Contract (RMPC) Works	-	-
Main Roads Flood Damage Works	-	-
Other Works (Barra Hatchery, Boat Ramps, Visitor Information Centre etc)	-	-
<b>Total Sales Revenue</b>	<u>-</u>	<u>-</u>

	2020	2019
Note	\$	\$
<b>Recoverable Work</b>		
Road Maintenance Performance Contract (RMPC) Works	-	1,998,906
Main Roads Flood Damage Works	-	765,415
Other Works (Barra Hatchery, Boat Ramps, Visitor Information Centre etc)	-	72,007
	<u>-</u>	<u>2,836,328</u>

**4 Grants, Subsidies and Contributions**

**2020 Accounting Policy:**

**Grant Income Under AASB 15**

Where grant income arises from an agreement which is enforceable and contains sufficiently specific performance obligations then the revenue is recognised when control of each performance obligation is satisfied. The performance obligations are varied based on the agreement but include [provide details of performance obligations within AASB 15 grants e.g. events, vaccinations]. Payment terms vary depending on the terms of the grant, cash is received upfront for some grants and on the achievement of certain payment milestones for others.

Each performance obligation is considered to ensure that the revenue recognition reflects the transfer of control and within grant agreements there may be some performance obligations where control transfers at a point in time and others which have continuous transfer of control over the life of the contract.

Where control is transferred over time, generally the input methods being either costs or time incurred are deemed to be the most appropriate methods to reflect the transfer of benefit.

**Grant Income Under AASB 1058**

Assets arising from grants in the scope of AASB 1058 are recognised at the asset's fair value when the asset is received. Council considers whether there are any related liability or equity items associated with the asset which are recognised in accordance with the relevant accounting standard.



**Carpentaria Shire Council  
 Notes to the Financial Statements  
 For the Year Ended 30 June 2020**

	Note	2020 \$	2019 \$
<b>5 Employee Benefits</b>			
Councillor remuneration represents salary, and other allowances paid in respect of carrying out their duties.			
Total Council employees at the reporting date:			
Elected Members		-	7
Administration Staff		-	30
Depot and Outdoors Staff		-	76
Total Full-Time Equivalent Employees		<u>-</u>	<u>113</u>
<b>6 Materials and Services</b>			
Airport Operations		-	133,567
Audit Fees *		-	106,745
Child Care Centre Operations		-	78,031
Community Services		-	1,261,350
Council Road Works		-	4,879,502
Donations Paid		-	19,691
Flood Damage Maintenance Works		-	22,183,969
Pest Management		-	70,484
Public Facilities		-	1,323,058
Quarry Expenses		-	631,585
Recoverable Works		-	651,224
Road Maintenance Contracts		-	1,032,341
Sewerage Operations		-	589,519
Tourism		-	753,866
Waste Operations		-	1,019,619
Water Operations		-	755,125
Other Materials and Services		-	111,870
		<u>-</u>	<u>35,601,546</u>

\* Total audit fees quoted by the Queensland Audit Office relating to the 2019/20 financial statements are \$xx,xxx (2019: \$60,500)

**7 Cash and Cash Equivalents**

Cash and cash equivalents in the Statement of Cash Flows include cash on hand, all cash and cheques received but not banked at the year end, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to cash and which are subject to an insignificant risk of changes in value, and bank overdrafts.

Cash at Bank and On-Hand	-	40,021
Deposits at Call	-	13,900,600
Balance per Statement of Cash Flows	<u>-</u>	<u>13,940,621</u>

Externally imposed expenditure restrictions at the reporting date relate to the following cash assets:

Unspent Government Grants and Subsidies	-	3,415,356
Total Unspent Restricted Cash	<u>-</u>	<u>3,415,356</u>

Council's activities expose it to a variety of financial risks including interest rate risk, credit risk and liquidity risk. Exposure to financial risks is managed in accordance with Council approved policies on financial risk management. These policies focus on managing the volatility of financial markets and seek to minimise potential adverse effects on the financial performance of Council.

Cash and deposits at call are held at both Westpac Banking Corporation (WBC) and Queensland Treasury Corporation (QTC) in term deposits, business cheque accounts and cash management accounts. WBC currently has a short term credit rating of A1+ and long term rating of AA- (Standard & Poor's). QTC is currently rated at 'AA+' (Standard & Poor's) (Australian Government Guaranteed) with a stable outlook.

Investments in financial assets are only made where those assets are with a bank or other financial institution in Australia. Council does not invest in derivatives or other high risk investments.

Council manages its exposure to liquidity risk by maintaining sufficient cash deposits, both short and long term, to cater for unexpected volatility in cash flows.

**Carpentaria Shire Council  
 Notes to the Financial Statements  
 For the Year Ended 30 June 2020**

	Note	2020 \$	2019 \$
<b>Trust Funds Held for Outside Parties</b>			
Security Deposits		-	120,361
		-	120,361
<b>8 Investments</b>			
Westpac Term Deposit		-	1,000,000
		-	1,000,000

Council has an interest bearing deposit with Westpac Banking Corporation. The account matures on the **16th of November 2019** with an interest rate of 2.4%.

<b>9 Trade and Other Receivables</b>			
<b>Current</b>			
Rateable Revenue and Utility Charges		-	507,982
Water Charges Not Yet Levied		-	260,187
Trade Debtors		-	3,615,153
Less: Impairment		-	(3,466)
Loans and Advances to Community Organisations		-	33,605
GST Receivable		-	-
		-	4,413,461
<b>Non-Current</b>			
Loans and Advances to Community Organisations		-	159,534
		-	159,534

Trade receivables, loans and advances are recognised at the amounts due at the time of sale or service delivery i.e. the agreed purchase price / contract price. Settlement of these amounts is required within 30 days from invoice date. Terms for loans and advances are usually a maximum of five years with interest charged at non-commercial rates. Security is not normally obtained.

The collectability of receivables is assessed periodically and if there is objective evidence that Council will not be able to collect all amounts due, the carrying amount is reduced for impairment. All known bad debts were written-off at 30 June. The loss is recognised in finance costs. The amount of the impairment is the difference between the asset's carrying amount and the present value of the estimated cash flows discounted at the effective interest rate. Subsequent recoveries of amounts previously written off in the same period are recognised as finance costs in the Statement of Comprehensive Income.

Because Council is empowered under the provisions of the *Local Government Act 2009* to sell an owner's property to recover outstanding rate debts, Council does not impair any rate receivables.

Interest is charged on outstanding rates at a rate of 9.83% per annum. No interest is charged on other debtors. There is no concentration of credit risk for rates and utility charges, fees and other debtors receivable. Movement in accumulated impairment losses (other debtors) has been deemed as immaterial and a separate table has not been included.

Ageing of past due receivables and the amount of any impairment is disclosed in the following table:

Not Past Due	-	3,284,640
Past Due 31-60 Days	-	26,877
Past Due 61-90 Days	-	476,264
Impaired	-	-
	-	3,787,781

**Carpentaria Shire Council**  
**Notes to the Financial Statements**  
**For the Year Ended 30 June 2020**  
**10 Property, Plant and Equipment**

Council - 30 June 2020

Basis of Measurement	Land		Buildings	Plant and Equipment	Road, Drainage and Bridge Network	Water	Sewerage	Other Infrastructure Assets	Work in Progress	TOTAL
	Fair Value	Fair Value	Fair Value	Cost	Fair Value	Fair Value	Fair Value	Fair Value	Cost	
<b>Asset Values</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Opening Gross Value as at 1 July 2019	4,360,900	44,854,071	14,453,864	343,779,493	71,226,692	25,240,292	22,132,356	5,250,910	531,298,578	
Correction to Opening Balances	-	-	-	-	-	-	-	-	-	
Capital Assets Additions	-	-	-	-	-	-	-	-	-	
Transfers Between Classes	-	-	-	-	-	-	-	-	-	
Work in Progress Additions	-	-	-	-	-	-	-	-	-	
Disposals	-	-	-	-	-	-	-	-	-	
Revaluation Adjustment to Comprehensive Income	-	-	-	-	-	-	-	-	-	
Revaluation Adjustment to Revaluation Surplus	-	-	-	-	-	-	-	-	-	
Transfer to Right of Use Asset (Formerly Under Finance Lease)	-	-	-	-	-	-	-	-	-	
Recognition of Controlled Assets	-	-	-	-	-	-	-	-	-	
<b>Closing Gross Value as at 30 June 2020</b>	<b>4,360,900</b>	<b>44,854,071</b>	<b>14,453,864</b>	<b>343,779,493</b>	<b>71,226,692</b>	<b>25,240,292</b>	<b>22,132,356</b>	<b>5,250,910</b>	<b>531,298,578</b>	

**Accumulated Depreciation and Impairment**

Opening Balance as at 1 July 2019	-	16,518,259	7,315,213	97,926,411	28,305,512	8,052,276	7,121,247	-	165,238,918
Correction to Opening Balances	-	-	-	-	-	-	-	-	-
Depreciation Provided in Period	-	-	-	-	-	-	-	-	-
Depreciation on Disposals	-	-	-	-	-	-	-	-	-
Transfers Between Classes	-	-	-	-	-	-	-	-	-
Revaluation Adjustment to Other Comprehensive Expense	-	-	-	-	-	-	-	-	-
Revaluation Adjustment to Revaluation Surplus	-	-	-	-	-	-	-	-	-
Recognition of Controlled Assets	-	-	-	-	-	-	-	-	-
<b>Accumulated Depreciation as at 30 June 2020</b>	<b>-</b>	<b>16,518,259</b>	<b>7,315,213</b>	<b>97,926,411</b>	<b>28,305,512</b>	<b>8,052,276</b>	<b>7,121,247</b>	<b>-</b>	<b>165,238,918</b>
<b>Total Written Down Value as at 30 June 2020</b>	<b>4,360,900</b>	<b>28,335,812</b>	<b>7,138,651</b>	<b>245,853,082</b>	<b>42,921,180</b>	<b>17,188,016</b>	<b>15,011,109</b>	<b>5,250,910</b>	<b>366,059,660</b>

Range of Estimated Useful Life in Years

Land: Not Depreciated	10 - 100	2 - 40	10 - 1000	5 - 80	5 - 100	5 - 150	-	-
\$	\$	\$	\$	\$	\$	\$	\$	\$
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-

Additions Comprise:  
Renewals  
Other Additions  
Total Additions

**Carpentaria Shire Council**  
**Notes to the Financial Statements**  
**For the Year Ended 30 June 2020**

Council - 30 June 2019

Basis of Measurement  
**Asset Values**  
Opening Gross Value as at 1 July 2018  
Correction to Opening Balances  
Capital Assets Additions  
Transfers Between Classes  
Work in Progress Additions  
Disposals  
Revaluation Adjustment to Comprehensive Income  
Revaluation Adjustment to Revaluation Surplus  
Recognition of Controlled Assets  
**Closing Gross Value as at 30 June 2019**

Land	Buildings	Plant and Equipment	Road, Drainage and Bridge Network	Water	Sewerage	Other Infrastructure Assets	Work in Progress	TOTAL
Fair Value	Fair Value	Cost	Fair Value	Fair Value	Fair Value	Fair Value	Cost	
\$ 3,724,055	\$ 39,161,682	\$ 14,418,670	\$ 342,985,540	\$ 71,067,120	\$ 25,090,179	\$ 18,340,125	\$ 11,314,188	\$ 526,101,559
-	-	-	-	-	-	-	-	-
-	6,185,438	133,273	793,953	208,171	150,113	2,487,967	(9,958,914)	-
-	(629,347)	-	-	-	-	629,347	-	-
-	-	(98,079)	-	(48,600)	-	-	3,925,263	3,925,263
-	-	-	-	-	-	(33,182)	(29,627)	(176,306)
448,845	136,298	-	-	-	-	708,100	-	585,143
188,000	-	-	-	-	-	-	-	896,100
4,360,900	44,854,071	14,453,864	343,779,493	71,226,692	25,240,292	22,132,356	5,250,910	531,298,578

**Accumulated Depreciation and Impairment**  
Opening Balance as at 1 July 2018  
Correction to Opening Balances  
Depreciation Provided in Period  
Depreciation on Disposals  
Transfers Between Classes  
Revaluation Adjustment to Other Comprehensive Expense  
Revaluation Adjustment to Revaluation Surplus  
Recognition of Controlled Assets  
**Accumulated Depreciation as at 30 June 2019**  
**Total Written Down Value as at 30 June 2019**  
Range of Estimated Useful Life in Years

-	15,235,955	6,283,871	89,448,977	27,274,318	7,504,132	5,337,463	-	151,084,715
-	-	-	-	-	-	-	-	-
-	846,421	1,084,896	8,477,434	1,046,614	548,144	553,379	-	12,556,888
-	-	(53,554)	-	(15,420)	-	-	-	(68,974)
-	(181,443)	-	-	-	-	181,443	-	-
-	-	-	-	-	-	802,873	-	802,873
-	617,326	-	-	-	-	-	-	617,326
-	-	-	-	-	-	246,089	-	246,089
-	16,518,259	7,315,213	97,926,411	28,305,512	8,052,276	7,121,247	-	165,238,917
4,360,900	28,335,811	7,138,651	245,853,082	42,921,180	17,188,016	15,011,109	5,250,910	366,059,660
Land: Not Depreciated.	10 - 100	2 - 40	10 - 1000	5 - 80	5 - 100	5 - 150	-	-

Additions Comprise:  
Renewals  
Other Additions  
Total additions

\$ -	\$ -	\$ 123,483	\$ -	\$ 208,171	\$ 99,183	\$ -	\$ -	\$ 430,837
-	6,185,438	9,790	793,953	-	50,929	2,487,967	-	9,528,077
-	6,185,438	133,273	793,953	208,171	150,113	2,487,967	-	9,958,914

**Carpentaria Shire Council**  
**Notes to the Financial Statements**  
**For the Year Ended 30 June 2020**

**10 Property, Plant and Equipment (continued)**

Each class of property, plant and equipment is stated at cost or fair value less, where applicable, any accumulated depreciation and accumulated impairment loss. Items of plant and equipment with a total value of less than \$5,000, and infrastructure assets and buildings with a total value of less than \$10,000 are treated as an expense in the year of acquisition. All other items of property, plant and equipment are capitalised.

The classes of property, plant and equipment recognised by the Council are:

Land	Water
Buildings	Sewerage
Plant and Equipment	Other Infrastructure Assets
Road, Drainage and Bridge Network	Work in Progress

Acquisition of Assets

Acquisitions of assets are initially recorded at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including freight in, architect's fees and engineering design fees and all other establishment costs.

Capital and Operating Expenditure

Direct labour and materials and an appropriate proportion of overheads incurred in the acquisition or construction of assets are treated as capital expenditure. Assets under construction are not depreciated until they are completed and commissioned, at which time they are reclassified from work in progress to the appropriate property, plant and equipment class.

Routine operating maintenance, repair costs and minor renewals to maintain the operational capacity and useful life of the non-current asset is expensed as incurred, while expenditure that relates to replacement of a major component of an asset to maintain its service potential is capitalised.

Expenditure incurred in accordance with Natural Disaster Relief and Recovery Arrangements on road assets is analysed to determine whether the expenditure is capital in nature. The analysis of the expenditure requires Council engineers to review the nature and extent of expenditure on a given asset. For example, expenditure that patches a road is generally maintenance in nature, whereas a kerb to kerb rebuild is treated as capital. Material expenditure that extends the useful life or renews the service potential of the asset is capitalised.

Valuation

Land, buildings and all infrastructure assets are measured on the revaluation basis, at fair value, in accordance with AASB 116 *Property, Plant & Equipment* and AASB 13 *Fair Value Measurement*. Plant and equipment and work in progress are measured at cost.

Non-current physical assets measured at fair value are revalued, where required, so that the carrying amount of each class of asset does not materially differ from its fair value at the reporting date. This is achieved by engaging independent, professionally qualified valuers to determine the fair value for each class of property, plant and equipment assets at least once every 5 years. This process involves the valuer physically sighting a representative sample of Council assets across all asset classes and making their own assessments of the condition of the assets at the date of inspection.

In the intervening years, Council uses Valuation Consultants (Assetval Pty Ltd), along with internal engineers and asset managers to assess the condition and cost assumptions associated with all infrastructure assets, the results of which are considered in combination with an appropriate cost index for the region. Together these are used to form the basis of a management valuation for infrastructure asset classes in each of the intervening years. With respect to the valuation of the land and improvements and buildings asset classes in the intervening years, management engage independent, professionally qualified valuers (Assetval Pty Ltd) to perform a "desktop" valuation. A desktop valuation involves management providing updated information to the valuer regarding additions, deletions and changes in assumptions such as useful life, residual value and condition rating. The valuer then determines suitable indices which are applied to each of these asset classes.

An analysis performed by management has indicated that, on average, the variance between an indexed asset value and the valuation by an independent valuer when performed is not significant and the indices used by Council are sound. Further details in relation to valuers, the methods of valuation and the key assumptions used are disclosed below.

Any revaluation increment arising on the revaluation of an asset is credited to the appropriate class of the revaluation surplus, except to the extent it reverses a revaluation decrement for the class previously recognised as an expense. A decrease in the carrying amount on revaluation is charged as an expense to the extent it exceeds the balance, if any, in the revaluation surplus of that asset class.

On revaluation, accumulated depreciation is restated proportionately with the change in the carrying amount of the asset and any change in the estimate of remaining useful life. Separately identified components of assets are measured on the same basis as the assets to which they relate.

Capital Work in Progress

The cost of property, plant and equipment being constructed by the Council includes the cost of purchased services, materials, direct labour and an appropriate proportion of labour overheads.

Depreciation

Land is not depreciated as it has an unlimited useful life. Depreciation on other property, plant and equipment assets is calculated on a straight-line basis so as to write-off the net cost or revalued amount of each depreciable asset, less its estimated residual value, progressively over its estimated useful life to the Council. Management believe that the straight-line basis appropriately reflects the pattern of consumption of all Council assets. Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time an asset is completed and commissioned ready for

Where assets have separately significant identifiable components that are subject to regular replacement, these components are assigned useful lives distinct from the asset to which they relate. Any expenditure that increases the originally assessed capacity or service potential of an asset is capitalised and the new depreciable amount is depreciated over the remaining useful life of the asset.

Major spares purchased specifically for particular assets that are above the asset recognition threshold are capitalised and depreciated on the same basis as the asset to which they relate.

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The depreciable amount of improvements to or on leasehold land is allocated progressively over the estimated useful lives of the improvements to Council or the unexpired period of the lease, whichever is the shorter.

Depreciation methods, estimated useful lives and residual values of property, plant and equipment assets are reviewed at the end of each reporting period and adjusted where necessary to reflect any changes in the pattern of consumption, physical wear and tear, technical or commercial obsolescence, or management intentions. Condition assessments performed as part of the annual valuation process for assets measured at written down current replacement cost are used to estimate the useful lives of these assets.

Impairment of Non-Current Assets

Each non-current physical and intangible asset and group of assets is assessed for indicators of impairment annually. If an indicator of possible impairment exists, the Council determines the asset's recoverable amount. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

**Fair Value Measurements**

**Recognised Fair Value Measurements.**

Council measures and recognises the following assets at fair value on a recurring basis:

**Property Plant and Equipment**

Land	Water Infrastructure
Buildings	Sewerage Infrastructure
Road, Drainage and Bridge Network	Other Infrastructure Assets

Council does not measure any liabilities at fair value on a recurring basis. Council has assets and liabilities which are not measured at fair value, but for which fair values are disclosed in other notes.

Council borrowings are measured at amortised cost with interest recognised in profit and loss when incurred. The fair value of borrowings in Note 12 is provided by Queensland Treasury Corporation and represents the contractual undiscounted cash flows at balance date (Level 2).

The carrying amounts of trade receivables and trade payables are assumed to approximate their fair values due to their short-term nature (Level 2).

Council also has assets measured at fair value on a non-recurring basis as a result of being reclassified as assets held for sale. A description of the valuation techniques and the inputs used to determine the fair value of this land is included below under the heading "Land (level 2)".

In accordance with AASB 13 *Fair Value Measurements* are categorised on the following basis:

- Fair value based on quoted prices (unadjusted) in active markets for identical assets or liabilities (Level 1)
- Fair value based on inputs that are directly or indirectly observable for the asset or liability (Level 2)
- Fair value based on unobservable inputs for the asset and liability (Level 3)

The following table categorises fair value measurements as level 2 and level 3 in accordance with AASB 13. Council does not have any assets or liabilities measured at fair value which meet the criteria for categorisation as level 1.

Fair values of assets are determined using valuation techniques which maximise the use of observable data, where it is available, and minimise the use of entity specific estimates. If all significant inputs required to fair value an asset are observable, the asset is included in level 2. If one or more significant inputs are not based on observable market data, the asset is included in level 3. This is the case for infrastructure assets, which are of a specialist nature for which there is no active market for similar or identical assets. These assets are valued using a combination of observable and unobservable inputs.

The table presents the Council's assets and liabilities measured and recognised at fair value at 30 June.

	Note	Level 2		Level 3		TOTAL	
		Significant Other Observable Inputs		Significant Unobservable Inputs			
		\$	\$	\$	\$	\$	\$
		2020	2019	2020	2019	2020	2019
<b>Recurring Fair Value Measurements</b>							
Buildings	10		6,527,082	28,335,812	21,808,729	28,335,812	28,335,811
Land	10		3,890,900	4,360,900	470,000	4,360,900	4,360,900
Roads and Drainage	10			245,853,082	245,853,082	245,853,082	245,853,082
Water Infrastructure	10			42,921,180	42,921,180	42,921,180	42,921,180
Sewerage Infrastructure	10			17,188,016	17,188,016	17,188,016	17,188,016
Other Infrastructure	10		2,164,076	15,011,109	12,847,033	15,011,109	15,011,109
			<u>12,582,058</u>	<u>353,670,098</u>	<u>341,088,040</u>	<u>353,670,098</u>	<u>353,670,098</u>
<b>Non-Recurring Fair Value Measurements</b>							
Land Held for Resale			0	478,207			
			<u>0</u>	<u>478,207</u>			

There were no transfers between levels. Council's policy is to recognise transfers in and out of the fair value hierarchy levels as at the end of the reporting period.

**Valuation techniques used to derive fair values for level 2 and level 3 valuations**

**Land and Buildings (Level 2)**

Council obtains independent valuation at least every five years for all Council properties. AssetVal Pty Ltd Group undertook a comprehensive revaluation of buildings (including condition assessments) and land in March 2019 and effective 30 June 2019.

**Valuation / Revaluation Methodologies - Market Approach (Level 2)**

Utilises prices gathered by way of market transaction evidence involving similarly comparable assets. Approaches under this methodology may include Direct Comparison, Summation or Income Capitalisation, all of which are accepted under the Australian Accounting Standards and Australian Property Institute guidelines.

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The Direct Comparison Approach utilises sales evidence of similar properties as a basis of comparison in order to arrive at a value. The Valuer analyses these sales and its characteristics against that of the subject property, applying adjustments for differences in attributes where necessary. The Summation Approach measures value by adding together the value of the land and the depreciated value of the improvements. Typically improved sales are analysed to a separate land and buildings apportioned value and/or vacant land sales are utilised to arrive at the land component of the sale providing a residual improvements value. This method draws on elements of Direct Comparison.

The reliance that can be applied to comparable market data in the valuation process is determined by comparing various characteristics of the property being utilised as evidence, and the subject asset.

**Buildings and Other Infrastructure Assets (Level 3)**

Council obtains independent valuation at least every 5 years for all Council properties. AssetVal Pty Ltd Group undertook a comprehensive revaluation of buildings (including condition assessments) and other infrastructure assets in March 2019 and effective 30 June 2019.

**Valuation / Revaluation Methodologies - Current Replacement Cost Approach (Level 3):**

For many assets such as specialised/government assets, there may not be readily available market evidence of similar assets that satisfy the definition of market value. In this instance the cost approach is considered the most reliable way to measure Fair Value.

The Current Replacement Cost Approach determines the cost to a market participant (buyer) to acquire or construct a substitute asset of comparable utility/service potential, adjusted (depreciated) for obsolescence. Depreciation adjustments to measure the Fair Value of an asset typically take into account Physical Deterioration, Functional and Economic Obsolescence.

The Current Replacement Cost can be determined as the cost per unit of service potential of the most appropriate modern replacement asset (adjusted for any difference in future service potential), or as the cost of reproducing or replicating the future service potential of the asset.

**Infrastructure Assets (Level 3)**

All Council Infrastructure assets categorised as Water assets, Sewerage assets and Road, Bridge and Drainage assets were fair valued using written down current replacement cost. This valuation comprises the asset's current replacement cost (CRC) less accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Council first determined the gross cost of replacing the full service potential of the asset and then adjusted this amount to take account of the expired service potential of the asset.

CRC was measured by reference to the lowest cost at which the gross future economic benefits of the asset could currently be obtained in the normal course of business. Where existing assets were over designed, had excess capacity, or were redundant an adjustment was made so that the resulting valuation reflected the cost of replacing the existing economic benefits based on an efficient set of modern equivalent assets to achieve the required level of service output within the Council's planning horizon.

**1 (a) Road, Bridge and Drainage Network (Level 3) - Calculation of Current Replacement Cost**

**Current Replacement Cost**

A full valuation of Council's road, bridge and drainage network was undertaken by independent valuers, Assetval Pty Ltd, effective 31 May 2018. A desktop revaluation was also completed as of 30 June 2019 - with the next comprehensive revaluation scheduled for 2021. The desktop valuation resulted in an immaterial change in value hence, Council did not adopt the revaluation and has not recognise the change in value in the financial statements. Due to the predominantly specialised nature of such assets, all infrastructure valuations were undertaken on a Cost Approach to valuation. The cost approach is deemed a Level 3 input. Under this approach, the following process was adopted.

- Where there was no depth of market as determined for the assets, the net current value of an asset was considered as the gross value less accumulated depreciation to reflect the consumed or expired service potential of the asset. Published/available market data for recent projects, and/or published cost guides were utilised to determine the estimated replacement cost (gross value) of the asset, including allowances for preliminaries and professional fees. This is considered a Level 2 input.

**Significant Inputs:**

- Economic Useful Life (EUL) Assessment
- Remaining Service Potential (RSP) Assessment
- Optimised Replacement cost (ORC) analysis

**Economic Useful Life (EUL) Assessment**

The economic useful life has been assessed based on the aforementioned asset hierarchy, road type segregation and componentisation. These lives were initially measured utilising historical renewal data, regional aggregated data, published failure rates, and supplied data, these inputs were then supplied to Council engineering staff for input and review.

Hierarchy	Component	EUL (Years)
Sealed	Top Seal	10
Sealed	Base Seal	60
Sealed	Pavement	180
Sealed	Formation	1000
Gravel	Pavement	60
Gravel	Gravel (Surface)	20
Gravel	Formation	1000
Formed	Formation	1000

**Remaining Service Potential (RSP) Assessment**

A condition assessment was applied, which is based on factors such as the age of the asset, overall condition as noted by the Valuer during inspection, economic and/or functional obsolescence. The condition assessment directly translates to the level of depreciation applied.

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*Accumulated Depreciation*

To calculate the appropriate amount of accumulated depreciation, assets were either subject to a site inspection or an assessment to determine remaining useful life. Where site inspections were conducted (i.e. for sampled visible assets), the assets were allocated a condition assessment, which was used to estimate remaining useful life

**Optimised Replacement Cost (ORC) Analysis**

While the replacement cost of the assets could be supported by market supplied evidence (level 2), the other unobservable inputs (such as estimates of useful life and asset condition) were also required (level 3).

The optimised replacement cost has been calculated with reference to unit rates calculated in consultation with Carpentaria Shire Council (CSC). These rates assume an incremental Greenfields approach and exclude Brownfield cost components. Engineering staff of Council have been involved as much as possible when developing the unit rates and relied on a combination of sources, cost guides, historical costs, contractor rates, future works, regional information and the QLD Road Alliance project data. The primary factors used in assumptions on unit rates are below:

- Source of raw material, most has been sourced locally from gravel pits for unsealed roads.
- Source of water available at low to moderate cost for rural road works (<15km).
- Contract crushing utilised for road sealing aggregate and aggregation of sealing projects and renewals to reduce low quantity works and increase economies of scale.
- Quality of material utilised in pavement construction and extent of compaction of formation varied based on road type and

Infrastructure assets were componentised where required with unit rates applied to the individual components in order to determine the replacement cost.

The unit rates applied were based on Brownfield project costs and include all materials, labour and overheads. The unit rates were estimated in consultation with Council's Technical Services staff using information collated from recent project costs.

**1(b) Road, Bridge and Drainage Network - Unobservable Inputs**

As detailed above Council's roads, drainage and bridge network has been valued using written down current replacement cost. This method utilises a number of inputs that require judgement and are therefore classed as unobservable. While these judgements are made with the greatest care, and based upon years of experience, different judgements could result in a different valuation.

**2(a) Water and Sewerage - Calculation of Current Replacement Cost**

*Current Replacement Cost*

A full valuation of Council's Water & Sewerage assets was undertaken by independent valuers, Assetval Pty Ltd, effective 31 May 2018. A desktop revaluation was also completed as of 30 June 2019 - with the next comprehensive revaluation scheduled for 2020. The desktop valuation of Water and Sewerage infrastructure resulted to an immaterial changes of assets value hence Council did not adopt the revaluation and has not recognise the change in value in the financial statements. Due to the predominantly specialised nature of such assets, all infrastructure valuations were undertaken on a Cost Approach to valuation. The cost approach is deemed a Level 3 input. Under this approach, the following process was adopted:

- Where there was no depth of market as determined for the assets, the net current value of an asset was considered as the gross current value less accumulated depreciation to reflect the consumed or expired service potential of the asset. Published/available market data for recent projects, and/or published cost guides were utilised to determine the estimated replacement cost (gross value) of the asset, including allowances for preliminaries and professional fees. This is considered a Level 2 input.

Significant Inputs:

- Economic Useful Life (EUL) Assessment
- Remaining Service Potential (RSP) Assessment
- Optimised Replacement cost (ORC) analysis

**Economic Useful Life (EUL) Assessment**

The economic useful life has been assessed based on the aforementioned asset hierarchy, water and sewerage type segregation and componentisation. These lives were initially measured utilising historical renewal data, regional aggregated data, published failure rates, and supplied data, these inputs were then supplied to Council engineering staff for input and review.

Hierarchy	Component	EUL (Years)
Reticulation	Main	80
Reticulation	Water Meters	25
Reticulation	Point Assets (Valves, manholes)	20-80
Active Water Assets	Structures, Pumps, Electrical	5-80
Active Sewer Assets	Structures, Pumps, Electrical	10-80

**Remaining Service Potential (RSP) Assessment**

A condition assessment was applied, which is based on factors such as the age of the asset, overall condition as noted by the Valuer during inspection, economic and/or functional obsolescence. The condition assessment directly translates to the level of depreciation applied.

*Accumulated Depreciation*

To calculate the appropriate amount of accumulated depreciation, assets were either subject to a site inspection or an assessment to determine remaining useful life. Where site inspections were conducted (i.e. for sampled visible assets), the assets were allocated a condition assessment, which was used to estimate remaining useful life

**Optimised Replacement Cost (ORC) Analysis**

While the replacement cost of the assets could be supported by market supplied evidence (level 2), the other unobservable inputs (such as estimates of useful life and asset condition) were also required (level 3).

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The optimised replacement cost has been calculated with reference to unit rates for network assets calculated in consultation with CSC, and lump sum figures for complex assets. The rates assume an incremental Greenfields approach and exclude Brownfield cost components. The valuer have involved the Council's engineering team as much as possible when developing the unit rates and relied on a combination of sources, cost guides, historical costs, contractor rates, future works and regional information.

Infrastructure assets were componentised where required with unit rates applied to the individual components in order to determine the replacement cost.

The unit rates applied were based on Brownfield project costs and include all materials, labour and overheads. The unit rates were estimated in consultation with Council's Technical Services staff using information collated from recent project costs.

**2(b) Water and Sewer - Unobservable Inputs**

The method used to value Council's water and sewerage assets utilises a number of inputs that require judgement and are therefore classed as unobservable. While these judgements are made with the greatest care, and based upon years of experience, different judgements could result in a

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	Note	2020 \$	2019 \$
<b>11 Contract Balances</b>			
Where the amounts billed to customers are based on the achievement of various milestones established in the contract, the amounts recognised as revenue in a given period do not necessarily coincide with the amounts billed to or certified by the customer.			
When a performance obligation is satisfied by transferring a promised good or service to the customer before the customer pays consideration or before payment is due, Council presents the work in progress as a contract asset, unless the rights to that amount of consideration are unconditional, in which case Council recognises a receivable. When an amount of consideration is received from a customer / fund provider prior to Council transferring a good or service to the customer, Council presents the funds which exceed revenue recognised as a contract liability.			
<b>(a) Contract Assets</b>		-	
<b>(b) Contract Liabilities</b>			
Funds received upfront to construct Council controlled assets.		-	
Deposits received in advance of services provided		-	
		-	
Current Contract Liabilities		-	
Non-Current Contract Liabilities		-	
		-	
Revenue recognised that was included in the contract liability balance at the beginning of the year.			
Funds to construct Council controlled assets		-	
Deposits received in advance of services provided		-	
		-	

**Significant changes in contract balances**

The contract assets and liabilities have arisen on adoption of AASB 15 and AASB 1058. Previously the revenue was recognised on receipt and therefore there was no impact on the Statement of Financial Position.

<b>12 Trade and Other Payables</b>			
<b>Current</b>			
Creditors and Accruals		-	5,007,863
Prepaid Rates		-	-
Annual Leave Liability		-	814,395
Sick Leave Liability		-	109,688
Other Employee Entitlements		-	28,084
GST Payable		-	268,318
		-	6,228,348

Trade creditors are recognised upon receipt of the goods or services ordered and are measured at the agreed purchase / contract price net of applicable discounts other than contingent discounts. Amounts owing are unsecured and are generally settled on 30 day terms. A liability for salaries and wages is recognised and measured as the amount unpaid at the reporting date at current pay rates in respect of employees' services up to that date.

**Annual Leave**

A liability for annual leave is recognised. As Council does not have an unconditional right to defer this liability beyond 12 months annual leave is classified as a current liability.

**Sick Leave**

Council has an obligation to pay sick leave on termination to certain employees and therefore a liability has been recognised for this obligation.

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**13 Borrowings**

Borrowings are initially recognised at fair value plus any directly attributable transaction costs. Subsequent to initial recognition these liabilities are measured at amortised cost.

All borrowing costs are expensed in the period in which they are incurred. In accordance with the *Local Government Regulation 2012*, Council adopts an annual debt policy that sets out Council's planned borrowings for the next 9 years. Council's current policy is to only borrow for capital projects and for terms no longer than the expected life of the asset. Council also aims to comply with QTC's borrowing guidelines and ensure that sustainability indicators remain within acceptable levels at all times.

	Note	2020 \$	2019 \$
<b>Current</b>			
Loans - Queensland Treasury Corporation		-	440,327
		-	440,327
<b>Non-Current</b>			
Loans - Queensland Treasury Corporation		-	7,910,056
		-	7,910,056
<b>Loans - Queensland Treasury Corporation</b>			
Opening Balance at Beginning of Financial Year		8,350,382	8,864,417
Principal Repayments		-	(514,035)
Book Value at End of Financial Year		8,350,382	8,350,382

When the Council borrows, it borrows from the Queensland Treasury Corporation. Borrowings by the Council are constrained by the provisions of the *Statutory Bodies Financial Arrangements Act 1982*.

The QTC loan market value at the reporting date was \$9,955,122. This represents the value of debt if Council repaid at that date. As it is Council's intention to hold the debt for its term, no provision is required to be made in the accounts.

The following table sets out the Council's liquidity risk of borrowings in a format as it might be provided to management. The amounts disclosed in the maturity analysis represent the contractual undiscounted cash flows at balance date:

Book Value	0 to 1 Year	1 to 5 Years	Over 5 years	Total Contractual Cash Flows	Carrying Amount
	\$	\$	\$	\$	\$
<b>2020</b>					
Loans - QTC	-	-	-	-	-
<b>2019</b>					
Loans - QTC	842,172	3,368,690	7,252,961	11,463,823	8,350,383

The outflows in the above table are not expected to occur significantly earlier or for significantly different amounts than indicated in the table. Expected final repayment dates vary from 15 June 2030 to 15 March 2035.

Carpentaria Shire Council is exposed to interest rate risk through its borrowings from the Queensland Treasury Corporation (QTC). Council has access to a mix of variable and fixed rate funding options through QTC so that interest rate risk exposure can be minimised.

**14 Provisions**

<b>Current</b>	
Long Service Leave	271,451
	271,451
<b>Non-Current</b>	
Refuse Restoration	1,633,100
Long Service Leave	285,096
	1,918,196

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**14 Provisions (Continued)**

Details of Movements in Provisions:

Note	2020 \$	2019 \$
<b>Refuse Restoration</b>		
Balance at Beginning of Financial Year	1,633,100	886,139
Increase (Decrease) in Provision due to Unwinding of Discount	<u>(1,633,100)</u>	<u>746,960</u>
Balance at End of Financial Year	<u><u>-</u></u>	<u><u>1,633,100</u></u>

Provision is made for the cost of restoration of refuse dumps and quarries where it is probable the Council will be liable, or required, to incur cost on the cessation of use of these facilities. The provision is measured at the expected cost of the work required, discounted to current day values using the interest rates attaching to Commonwealth Government guaranteed securities with a maturity date corresponding to the anticipated date of restoration. The refuse restoration closing balance of \$1,633,099 is the present value of the estimated cost of restoring the refuse disposal site to a useable state at the end of its useful life. The projected cost at closing date of 2066 is \$1,569,039.

The provision represents the present value of the anticipated future costs associated with the closure of the dump sites, decontamination and monitoring of historical residues and leaching on these sites. The calculation of this provision requires assumptions such as application of environmental legislation, site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long-term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised for dump sites is reviewed at least annually and updated based on the facts and circumstances available at the time. Management estimates that the site will close in 2066 and that the restoration will occur progressively over the subsequent four years.

As refuse dumps are on state reserves which the Council does not control, the provision for restoration is treated as an expense in the year the provision is first recognised. Changes in the provision are treated as an expense or income.

**Long Service Leave**

Balance at beginning of financial year	556,547	633,996
Long service leave entitlement arising	-	169,860
Long Service entitlement paid	-	(247,309)
Balance at end of financial year	<u><u>556,547</u></u>	<u><u>556,547</u></u>

A liability for long service leave is measured as the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date. The value of the liability is calculated using current pay rates and projected future increases in those rates and includes related employee on-costs. The estimates are adjusted for the probability of the employee remaining in the Council's employment or other associated employment which would result in the Council being required to meet the liability. Adjustments are then made to allow for the proportion of the benefit earned to date, and the result is discounted to present value. The interest rates attaching to Commonwealth Government guaranteed securities at the reporting date are used to discount the estimated future cash outflows to their present value.

**15 Revaluation Surplus**

**Revaluation Surplus Analysis**

The closing balance of the revaluation surplus comprises the following asset categories:

Land	-	2,444,456
Buildings	-	15,459,067
Road, Drainage and Bridge Network	-	226,100,935
Water	-	20,925,245
Sewerage	-	3,231,841
Other Infrastructure Assets	-	-
	<u><u>-</u></u>	<u><u>268,161,544</u></u>

The revaluation surplus comprises adjustments relating to changes in value of assets that don't result from the use of those assets. Net incremental changes in the carrying value of classes of non-current assets since their initial recognition are accumulated in the revaluation surplus

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Increases and decreases on revaluation are offset within a class of assets. Where a class of assets is decreased on revaluation, that decrease is offset first against the amount remaining in the revaluation surplus in respect of that class. Any excess is treated as an expense.

When an asset is disposed of, the amount reported in the surplus in respect of that asset is retained in the revaluation surplus and not transferred to retained surplus.

**16 Contingent Liabilities**

Details and estimates of maximum amounts of contingent liabilities are as follows:

**Local Government Mutual**

Council is a member of the local government mutual liability self-insurance pool, LGM Queensland. In the event of the pool being wound up or it is unable to meet its debts as they fall due, the trust deed and rules provide that any accumulated deficit will be met by the individual pool members in the same proportion as their contribution is to the total pool contributions in respect to any year that a deficit arises.

As at 30 June 2019 financial statements reported an accumulated surplus and it's not anticipated any liability will arise.

**Local Government Workcare**

Council is a member of the Queensland local government workers' compensation self-insurance scheme, Local Government Workcare. Under this scheme Council has provided an indemnity towards a bank guarantee to cover bad debts which may remain should the self insurance licence be cancelled and there was insufficient funds available to cover outstanding liabilities. Only the Queensland Government's workers' compensation authority may call on any part of the guarantee should the above arise. Council's maximum exposure to the bank guarantee is \$191,167.

**Commission's Proportional Equity of Program Funded Properties**

In the years 1991 and 1997 Carpentaria Shire Council entered into Funding Agreements with what was then the Queensland Housing Commission in relation to the construction of nine housing units for the purpose of providing Rural and the Regional Housing Program.

Council has withdrawn from the social housing system. On 8th March 2019, Council received a letter from the Director-General advising of the approved waiver for the contingent liability payable to the Department of Housing and Public Works, under the funding agreement between Council and the department dated 15 September 2003.

**17 Superannuation**

Council contributes to the LGIASuper Regional Defined Benefits Fund (the scheme), at the rate of 12% for each permanent employee who is a defined benefit member. This rate is set in accordance with the LGIASuper trust deed and may be varied on the advice of an actuary. The Regional Defined Benefits Fund is a complying superannuation scheme for the purpose of the Commonwealth Superannuation Industry (Supervision) legislation and is also governed by the *Local Government Act 2009*.

The scheme is a defined benefit plan, however Council is not able to account for it as a defined benefit plan in accordance with AASB119 because LGIASuper is unable to account for its proportionate share of the defined benefit obligation, plan assets and costs.

Any amount by which the scheme is over or under funded may affect future benefits and result in a change to the contribution rate, but has not been recognised as an asset or liability of the Council.

Technically Carpentaria Shire Council can be liable to the scheme for a portion of another local governments' obligations should that local government be unable to meet them. However the risk of this occurring is extremely low and in accordance with the LGIASuper trust deed changes to council's obligations will only be made on the advice of an actuary.

The last completed actuarial assessment of the scheme was undertaken as at 1 July 2018. The actuary indicated that "At the valuation date of 1 July 2018, the net assets of the scheme exceeded the vested benefits and the scheme was in a satisfactory financial position as at the valuation date." The Council is not aware of anything that has happened since that time that indicates the assets of the scheme are not sufficient to meet the vested benefits, as at the reporting date.

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**17 Superannuation (Continued)**

No changes have been made to prescribed employer contributions which remain at 12% of employee assets and there are no known requirements to change the rate of contributions.

The next triennial actuarial review is not due until 1 July 2021.

The significant risks that may result in LGIASuper increasing the contribution rate, on the advice of the actuary, are:

Investment risk - risk that the scheme's investment returns will be lower than assumed and additional contributions are needed to fund the shortfall.

Salary growth risk - risk that wages or salaries will rise more rapidly than assumed, increasing vested benefits to be funded.

There are currently 72 entities contributing to the scheme and any changes in contribution rates would apply equally to all 72 entities. Carpentaria Shire Council made less than 4% of the total contributions to the plan in the 2018-19 financial year.

	Note	2020 \$	2019 \$
Superannuation contributions made to the Regional Defined Benefits Fund		-	-
Other superannuation contributions for employees		-	-
Total superannuation contributions paid by Council	5	-	1,017,500

**18 Reconciliation of Net Result for the Year to Net Cash Flows from Operating Activities**

Net Result		-	(8,913,737)
Non-Cash Items:			
Depreciation		-	12,556,888
Loss on Disposal of Assets		-	33,180
		-	12,590,068
Investing and Development Activities:			
Net (Profit) / Loss on Revaluation		-	836,055
Recognition of Controlled Assets		-	(655,039)
Capital Grants and Contributions		-	(4,505,349)
		-	(4,324,333)
Changes in Operating Assets and Liabilities:			
(Increase) / Decrease in Receivables		4,572,996	(2,540,259)
(Increase) / Decrease in Inventory		912,040	93,908
Increase / (Decrease) in Payables		(6,228,349)	1,168,200
Increase / (Decrease) in Liabilities		(517,020)	517,020
Increase / (Decrease) in Other Provisions		(2,189,647)	669,511
		(3,449,980)	(91,620)
Net Cash Inflow from Operating Activities		(3,449,980)	(739,622)

**19 Reconciliation of Liabilities Arising from Finance Activities**

	Note	As at 30 June 2019	Cash Flows	As at 30 June 2020
Loans		8,350,382	-	8,350,382
	13	8,350,382	-	8,350,382

	Note	As at 30 June 2018	Cash Flows	As at 30 June 2019
Loans		8,864,417	(514,035)	8,350,382
	13	8,864,417	(514,035)	8,350,382

**20 Events After the Reporting Period**

There have been no material adjusting events after the end of the reporting period.

**Carpentaria Shire Council  
 Notes to the Financial Statements  
 For the Year Ended 30 June 2020**

**21 Commitments for Expenditure**

**Operating Leases**

Payments made under operating leases are expensed in equal instalments over the accounting periods covered by the lease term, except where an alternative basis is more representative of the pattern of benefits to be derived from the leased property.

As at 30 June 2020, Council has no non-cancellable operating leases.

**22 Related Parties**

**(a) Transactions with Key Management Personnel (KMP)**

KMP are the Mayor, Deputy Mayor, Councillors, Chief Executive Officer, Director of Corporate Services and Director of Engineering. The compensation paid to KMP for 2019/20 comprises

Details of Transaction	2020	2019
	\$	\$
Short-Term Employee Benefits	-	1,363,573
Post-Employment Benefits	-	114,498
Long-Term Benefits	-	8,623
Termination Benefits	-	-
<b>Total</b>	-	<b>1,486,694</b>

\* Detailed remuneration disclosures are provided in the Annual Report

**(b) Transactions with Other Related Parties**

Other related parties include the close family members of KMP and any entities controlled or jointly controlled by KMP

or their close family members. Close family members include a spouse, child and dependent of a KMP or their spouse.

Details of transactions between council and other related parties are disclosed below:

Details of Transaction	Additional Information	2020	2019
		\$	\$
Purchase of materials and services from entities controlled by KMP	20(b)(i)	-	11,697,083
Purchase of materials and services from entities controlled by close family members of KMP	20(b)(ii)	-	107,800
Key management personnel services provided by related entity	20(b)	-	-
Employee expenses for close family members of KMP	20(b)(ii)	-	122,673
<b>Total</b>		-	<b>11,927,556</b>

(i) Council purchased the following material and services from entities that are controlled by KMP. All purchases were at arm's length and were in the normal course of Council operations:

	2020	2019
	\$	\$
Contracting Services (machinery hire and trade services)	-	11,687,788
Goods / Supplies	-	9,295
<b>Total</b>	-	<b>11,697,083</b>

(ii) All close family members of KMP were employed through an arm's length process. They are paid in accordance with the Award for the job they perform:

Employee Expenses -

Council employs 113 staff of which only 3 are close family members of key management personnel

**(c) Outstanding Balances**

There are no outstanding balances at the end of the reporting period in relation to council key management personnel or entities controlled by KMP.

**Carpentaria Shire Council  
Notes to the Financial Statements  
For the Year Ended 30 June 2020**

**(d) Loans and Guarantees to / from Related Parties**

Council does not make loans or receive loans from related parties. No guarantees have been provided.

**(e) Commitments to / from Other Related Parties**

Council entered into a contract with Councillors Bradley Hawkins and Peter Wells as Pre-Qualified Supplier for Hire of Plant and Equipment for the 2019 Construction Season. This tender was effective on 1 May 2019. This is a continual contract with no total contract value available until completion of season. The contract was the result of a tender process in accordance with Council's normal procedures and policies. Councillors Bradley Hawkins and Peter Wells were not involved in the decision of awarding the contract.

**(f) Transactions with Related Parties that have not been Disclosed**

Most of the entities and people that are related parties of Council live and operate within Carpentaria Shire. Therefore, on a regular basis ordinary citizen transactions occur between Council and its related parties. Some examples include:

- Payment of rates
- Use of the Normanton and Karumba Pools and Gyms
- Borrowing of books from the Council libraries

Council has not included these types of transactions in its disclosure, where they are made on the same terms and conditions available to the general public.

**Carpentaria Shire Council  
Financial Statements  
For the Year Ended 30 June 2020**

**Management Certificate  
For the year ended 30 June 2020**

These general purpose financial statements have been prepared pursuant to sections 176 and 177 of the *Local Government Regulation 2012* (the Regulation) and other prescribed requirements.

In accordance with section 212(5) of the Regulation we certify that:

- (i) the prescribed requirements of the *Local Government Act 2009* and *Local Government Regulation 2012* for the establishment and keeping of accounts have been complied with in all material respects; and
- (ii) the general purpose financial statements, as set out on pages 2 to 29, present a true and fair view, in accordance with Australian Accounting Standards, of the Council's transactions for the financial year and financial position at the end of the year.

\_\_\_\_\_  
**Mayor**  
**Name: Jack Bawden**

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

\_\_\_\_\_  
**Chief Executive Officer**  
**Name: Mark Crawley**

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

# Carpentaria Shire Council

Current Year Financial Sustainability Statement

Certificate of Accuracy - for the Current Year Financial Sustainability Statement

Independent Auditor's Report (Current Year Financial Sustainability Statement)

**Carpentaria Shire Council  
 Current-Year Financial Sustainability Statement  
 For the Year Ended 30 June 2020**

**Measures of Financial Sustainability**

Council's performance at 30 June 2020 against key financial ratios and targets:

	How the measure is calculated	Actual	Target
Operating Surplus Ratio	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	#DIV/0!	Between 0% and 15%
Asset Sustainability Ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.	#DIV/0!	greater than 90%
Net Financial Liabilities Ratio	Total liabilities less current assets divided by total operating revenue (excluding capital items)	#DIV/0!	not greater than 60%

**Note 1 - Basis of Preparation**

The current year financial sustainability statement is a special purpose statement prepared in accordance with the requirements of the *Local Government Regulation 2012* and the *Financial Management (Sustainability) Guideline 2013*. The amounts used to calculate the three reported measures are prepared on an accrual basis and are drawn from the Council's audited general purpose financial statements for the year ended 30 June 2020.

**Carpentaria Shire Council  
Financial Statements  
For the year ended 30 June 2020**

**Certificate of Accuracy  
For the year ended 30 June 2020**

This current-year financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the regulation)

In accordance with Section 212(5) of the Regulation we certify that this current-year financial sustainability statement has been accurately calculated.

\_\_\_\_\_  
**Mayor**  
**Name: Jack Bawden**

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

\_\_\_\_\_  
**Chief Executive Officer**  
**Name: Mark Crawley**

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

# Carpentaria Shire Council

Long Term Financial Sustainability Statement - Unaudited

Certificate of Accuracy - for the Long Term Financial Sustainability Statement

**Carpentaria Shire Council  
 Unaudited Long-Term Financial Sustainability Statement  
 Prepared as at 30 June 2020**

Measures of Financial Sustainability	Measure	Target	Actuals at 30 June 2020	Projected for the years ended									
				30 June 2021	30 June 2022	30 June 2023	30 June 2024	30 June 2025	30 June 2026	30 June 2027	30 June 2028	30 June 2029	30 June 2030

Operating Surplus Ratio	Net result divided by total operating revenue	Between 0% and 15%	#DIV/0!	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Asset Sustainability Ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense	greater than 90%	#DIV/0!	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Net Financial Liabilities Ratio	Total liabilities less current assets divided by total operating revenue	not greater than 60%	#DIV/0!	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

**Carpentaria Shire Council's Financial Management Strategy**

Council measures revenue and expenditure trends over time as a guide to future requirements and to make decisions about the efficient allocation of resources to ensure the most effective provision of services. Council ensures that its financial management strategy is prudent and that its long-term financial forecast shows a sound financial position whilst also being able to meet the community's current and future needs.

**Carpentaria Shire Council  
Financial statements  
For the year ended 30 June 2020**

**Certificate of Accuracy  
For the long-term financial sustainability statement prepared as at 30 June 2020**

This long-term financial sustainability statement has been prepared pursuant to Section 178 of the Local Government Regulation 2012 (the regulation)

In accordance with Section 212(5) of the Regulation we certify that this long-term financial sustainability statement has been accurately calculated.

\_\_\_\_\_  
**Mayor**  
**Name: Jack Bawden**

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

\_\_\_\_\_  
**Chief Executive Officer**  
**Name: Mark Crawley**

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

## BUSINESS PAPERS

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### 10.7 COMMUNITY DEVELOPMENT

<b>Attachments:</b>	10.7.1. Interagency meeting minutes <a href="#">↓</a>
<b>Author:</b>	Cherie Schafer - Manager Economic & Community Development
<b>Date:</b>	12 May 2020
<b>Key Outcome:</b>	2.3 – Supporting and growing our tourism industry
<b>Key Strategy:</b>	2.3.1 Operate the visitor information centres at Normanton and Karumba.

---

#### Executive Summary:

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

#### RECOMMENDATION:

That Council:

1. receive the Community Development Report; and
2. that those matters not covered by resolution be noted.

#### 1. MATTERS FOR INFORMATION:

Following Legislative direction from the Federal Government Libraries, pools, gyms and Sports Centre's were shut to the public on Monday 23 March 2020. The information provided in this report are statistics up to the date of closure.

##### 1.1 Normanton Sports Centre

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- Closed due to open 12<sup>th</sup> June 2020

##### 1.2 Karumba and Normanton Swimming Pool Precinct

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- Closed however able to be re-opened to the public.
- Both pools require extensive cleaning before they can be re-opened to the public. The pools may need to be drained and gurney the tiles if there is algae present.
- Normanton pool is closed over the winter months due to lack of use. The pool is mainly used by the youth after school and Normanton Swim Club. The youth tend to not use the pool as its too cold over winter.
- The Karumba pool remains open over the winter months and statistics show that it is mainly used by the tourist who are used to the cold climate. The locals tend to drop off over the colder periods however there is still a small hand full of locals that use the pool during winter.
- The contractor will be measuring up the shade sail for the Normanton pool on the 21<sup>st</sup> May and it is anticipated that the new cover will be produced in 5 to 6 weeks

## BUSINESS PAPERS

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after the visit. The contractor will also be able to provide training to both Normanton and Karumba town crew and pool staff around how to put up and remove the shade sails correctly.

**Action:**

- 1.Recommends keeping the Normanton Pool closed leading into and over the winter months as per previous years.
- 2.Recommends keeping the Karumba Pool Closed leading into winter while assessing if there is adequate use for the pool due to lack of tourist.

### 1.3 Normanton and Karumba Library Statistics

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- Both the Normanton and Karumba Libraries re-opened on the 18<sup>th</sup> May 2020

### 1.4 N150 Bricks

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- Replacement fence ordered
- Email sent out to Councillors and N150 committee regarding seating and feature rock or turn wheel. There has been a limited response at this stage however the rock option and either of the dark or terracotta coloured bench chair were more popular.
- Wells Plant Hire has suitable large rocks at the crusher plant that could be used for this project.
- Normanton Railway are happy to donate wheel that can be turned into seating like the library, railway station and police station.

**Action:** Recommends using a large rock as the feature in the N150 Garden and either the dark or terracotta coloured bench chairs.

### 1.5 Interagency meeting

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- Minutes from the May meeting attached.

### 1.6 Active Infrastructure Funding

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A meeting was held with all the sporting groups to conduct consultation around where to place the new infrastructure. It was identified that the playground on the field behind the sports centre needs a lot of money spent to bring it up to scratch. The sporting clubs thought that now that Council had the new water park/playground area that there wasn't a need for the older playground.

The sporting groups also thought that the area would be a good space to place a two-bay shed to be used for storage.

**Action:** Recommends Council to remove the existing playground so that a two-bay storage shed can be used in the existing space.

## **BUSINESS PAPERS**

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### **Grant Applications and Outcomes 2020:**

Manager Community Services

- RADF 2020/2021 funding -Pending
- SOTN funding – Council Ball -Pending

Council Grant Officer

- Community Gambling Fund – Normanton Athletics Club - Pending
- SOTN funding- Gulf Junior Rugby League - Pending

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

- Chief Executive Officer – Mark Crawley
- Director Corporate Services – Justin Hancock

### **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.



# CARPENTARIA SHIRE

*Outback by the Sea®*

## Interagency Meeting Minutes

**Date:** Tuesday, 5th May 2020

**Venue:** Council Boardroom

**Commencement:** 3.30pm

**Chairperson:** Cherie Schafer

**Apologies:**

Mayor Jack Bawden, John Bongiorno NIAA, Owen Richardson Gidgee Healing, Chris Ruyg Save The Children

**Present:**

Tonia Smerdon Normanton State School, Amanda Scott CSC Councillor Cr, Patricia Richards DATSIP, Sara and Patricia from Gidgee Healing, Elva Metcalf Youth Justice, Nadine Thomas Normanton Recovery, Carol Edwards Gidgee Healing, Anne-Maree Taney RADF Evet Gulf Child Safety Service Centre.

**Tonia Smerdon:**

Not a lot to report from last month, working with essential children all prep and year 1 at the school and hope all from the 25 May.

Gave out packs to parent two weeks ago teachers have been phoning parents regularly.

Next lot of packs were to be picked up on Friday but not as good as response.

**Patricia Richards:**

Working on pulling together the situation analyses report for the youth space. Have sent to Mark and Elva for feedback.

Data evidence around that to move forward and get back business as usual. How to self-isolate prisoners before going back to community – working on that process.

Update agencies service and stake holders list – will get out this week for review.

**Nadine Thomas:**

Residence are in lock in and not taking in new residence and current residence only going out for essential apt. Link up regularly with service in the Gulf area.

Developed policy and process if they are required to go into a complete centre lockdown. The residence and staff are aware of the process in place. Attempting to operate as business as usual but it is hard not being able to get out as much.

Down on staff as some have identified as those at a higher risk.

**Sara Edwards:**

Process still the same everything is going well with current process.

**Elva Metcalf:**

2 restorative service cases and has two staff in the community this week.

**Carol Edwards:**

Family and Wellbeing working with clients at home and over the phone still receiving referrals. Filling the family and youth worker position soon.

**Anne-Maree Taney:**

Continuing working from home but seeing the youth. Visiting the schools and checking on the youth.

**Evet Child Safety:**

Two staff traveling into the community every three weeks, trying to operate their essential work as best they can with the regulations.

**Cherie Schafer:**

Road permits are still in place and can be found on Council website. Council still has a few employees working from home and several services closed. Council believes that in the coming weeks some of the restrictions will be relaxed and we will be able to open some of the facilities back up to the community.

Update from John Bongiorno – John is taking 12 months leave without pay from NIAA effective 1 July 2020 however finishing with the Mount Isa office 22 May, 2020. John has accepted a Management position in WA for a not for profit organisation.

Meeting closed: 3.50pm

NOTE – next meeting will be held 2<sup>nd</sup> June 3.30 via teleconference.

## BUSINESS PAPERS

### 11 REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES

#### 11.1 DOE REPORT

**Attachments:** NIL

**Author:** Michael Wanrooy - Director of Engineering

**Date:** 13 May 2020

**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 the Director of Engineering Report; and
2. that those matters not covered by resolution be noted.

#### 1. Actions Arising from Previous Meetings

Reference	Action	Status
A0318-18	Liaise with TMR to obtain approval to install a pedestrian crossing on Landsborough Street in the vicinity of the Stop Shop <ul style="list-style-type: none"> <li>➤ Council is working with TMR to produce a detailed schedule and estimate for the pedestrian crossing through the Safer Roads Sooner project.</li> </ul>	In Progress
1/11/2018	Relocate and extend tie-downs to northern side of a aircraft parking area. <ul style="list-style-type: none"> <li>➤ Contractor is being arranged to have this complete before June</li> </ul>	In Progress
1/11/2018	Investigate and prepare a report including scope of works and estimate of costs to reinstate the grid on the Old Croydon Road for Councils consideration. <ul style="list-style-type: none"> <li>➤ Put in budget June 2020 - 2021</li> </ul>	Not Started
April 19	Assess the possibility of closing this road area and creating a playground/park in this area.	Not Started

## BUSINESS PAPERS

Reference	Action	Status
Sept 19	Cr Bawden requested that the Director of Engineering arrange for an audit to be undertaken on all Council Buildings and Footpaths, with a strategy to be implemented to introduce disability access to these assets ➤ Completed, asked for funding for June 2020-2021	In Progress
	Look at the line marking at Karumba business district ➤ Put in budget June 2020 - 2021	In Progress

### 2. Miscellaneous Projects

- 2.1. Wayne Miller's crew are completing headwalls and aprons on culverts installed on the Normanton Burketown road to complete TIDS/R2R work.
- 2.2. Terry Casey's RMPC crew are undertaking Surface Correction / Pavement Repairs all State Controlled Roads with Traffic Control.
- 2.3. Shelton's Crew – Undertaking 15km TMR REPA work by stabilizing subgrade with top up gravel material, no powder. The works are located on 89B ending at the Glencoe turnoff. The betterment works which is on the same site will include cement stabilisation in the base material.
- 2.4. Gibson Charger – undertaking emergent works on 89B.
- 2.5. Greg Brooks completed slashing on all State Controlled Roads

Table: Value of Approved TMR Projects to date for 2020 – 2021

Projects	Value
89B TMR 2020 DRFA Emergent Works	\$ 200,000.00
89B TMR 2019 Special DRFA REPA Works	\$ 975,000.00
89B TMR 2019 DRFA Betterment Works	\$ 4,560,000.00
2019 TMR DRFA REPA Works on 84A, 89A, and 89B	\$ 1,761,000.00
Grid Replacement at the Flinders River 89A	\$ 85,000.00
2020-2021 RMPC	\$ 1,965,000.00
Additional Weed Herbicide Variation	\$ 20,000.00
ATSI TIDS - Dunbar Creek - New Causeway and approach on the Kowanyama Road	\$ 925,000.00
TMR Contribution to 2020-2021 TIDS on the Normanton Burketown Road	\$ 910,000.00
92A Glenore 2019 DRFA repair - Still being approved by QRA -Will be offered as a variation by TMR	
2020 DRFA REPA Works - Being prepared by TMR	
<b>Total</b>	<b>\$ 11,401,000.00</b>

## **BUSINESS PAPERS**

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**Photo:** Stabiliser in action – preparing subgrade works 89B.

## BUSINESS PAPERS

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**Photo:** Checking depth of subgrade.

### **3. Update on Flood Damage Works**

- 3.1. Council is preparing 6 camps for flood damage works. Camps and crews will start to move out on the 14/04/2020. We should have all camps out by the end of the first swing.
- 3.2. Council undertaking road run daily on all roads and checking graders doing emergent works.
- 3.3. Colin Charger / McAllister Camp:
  - S2019 restoration works on the McAllister Road
- 3.4. Gibson Charger / Grader Camp:
  - Undertaking TMR 2020 Emergent works on 89B.
- 3.5. Ronnie Kerr / 7 Mile Camp:
  - 2019 Restoration works on the Normanton Burketown Road pulling out of M Creek Pit.
- 3.6. Gavin Dellacore / Pioneer Camp:
  - 2019 Restoration Works on Trenton Road.
- 3.7. Dave Atu / Wondoola Camp:
  - 2019 Restoration Works Wondoola By Pass Road
- 3.8. Brenton Murray / Alexandria Camp

## **BUSINESS PAPERS**

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- 2019 Restoration Works Wernadinga Access Road
- 3.9. Karl Pickering / Stirling Camp:
- 2019 Restoration Lotusvale to Stirling Road

#### **4. Trades Report**

- 4.1. Completed moving all the six camps
- 4.2. 36 Woodward – 100% complete
- 4.3. 2 Norman Street - 100% completed.
- 4.4. 38 Woodward Street: 70% complete undertaking maintenance repairs.
- 4.5. 23 Woodward Street – 95% complete
- 4.6. 140 Yappar Street – 100% Complete
- 4.7. Trades Shed – 75% completed. Kane has completed the concrete foundation and erecting shed.



**Photo:** Trades Shed under construction.

#### **5. New Projects/Grant Applications**

## **BUSINESS PAPERS**

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- 5.1. ATSI TIDS Project – Dunbar Kowanyama Road. TMR has awarded Council \$925K to construct a low-level floodway that requires an elevated formation and 2100 x 900mm high box culverts through the Dunbar Creek crossing to improve flood immunity.



**Photo:** Dunbar Creek Crossing – Date 27/03/19

### **6. Reports**

- 6.1. Nil

## BUSINESS PAPERS

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### 11.2 NDRRA/QDRF REPORT

**Attachments:** 11.2.1. Appendix A - QRA18 Expenditure Summary [↓](#)  
11.2.2. Appendix B - QRA18 Completion Sketch [↓](#)  
11.2.3. Appendix C - QRA19 Expenditure Summary [↓](#)  
11.2.4. Appendix D - QRA19 Completion Sketch [↓](#)  
11.2.5. Appendix E - Betterment Projects [↓](#)

**Author:** John Martin - Consultant Engineering

**Date:** 13 May 2020

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**Key Outcome:** 5.2 - A safe and sustainable road network

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

---

#### Executive Summary:

QRA18 REPA is currently 97% complete with only minor roads remaining to be constructed prior to the June 30, 2020 deadline. Two (2) crews commenced construction on the QRA18 project in late April.

QRA19 REPA submissions 1-6 have all been approved with a total RV in excess of \$66 million. Project specific tenders for Dunbar - Kowanyama Road Gravel and civil construction materials will close in mid-May. Four (4) crews commenced construction on the QRA19 project in late April.

QRA20 has been activated for CDO, EW and REPA. Damage assessments are complete throughout the Shire with two submissions (southern roads) submitted to QRA.

QRA have approved seven (7) betterment projects with a further two (2) under consideration.

Road construction is considered an essential service. Construction of the QRA18 and QRA19 projects has commenced and COVID-19 advice from the State and Federal Government will be monitored closely to ensure all camps meet the requirements. Delays to the construction program are expected.

#### RECOMMENDATION:

That Council:

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

#### Background:

##### 2018 QRA Restoration

1. The QRA18 REPA Program (\$13.8million construction value) is approximately 97% complete and has a forecast final construction cost of \$19.6million. Refer Appendix A and B.

## **BUSINESS PAPERS**

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2. Recent benchmarking (based on the 2018 construction season) confirmed the actual construction costs are approximately 40% higher than the RV rates. Updated benchmarking rates have been approved for the QRA19 program of works and the variance for the QRA18 project will be finalised during the close out process.
3. Construction recommenced in late April with two (2) crews on QRA18 projects. Normanton Gun Club Access and Wernadinga Access have been completed.
4. The remaining roads to be constructed prior to June 30 are Karumba Pipeline, Ten Mile, Warrenvale Access, Glenore Pump Station Access, Rutland Plains Access and Sawtell Access for a total construction RV of approximately \$550K.
5. There is a low risk that if significant COVID-19 restrictions are implemented by the State or Federal Government, construction may not be completed by the June 30 deadline. Further advice from the State and Federal Government will be monitored closely. Construction of QRA18 roads are being prioritised to minimise this risk.

### **2019 QRA Event**

1. The approved QRA19 REPA Program is in excess of \$66 million (30% prepayment has been received by Council) as follows:
    - Submission 1 (Principal Roads) – Project RV \$23 million.
    - Submission 2 (Dunbar to Kowanyama Road) – Project RV \$7.3million.
    - Submission 3 (Secondary Roads) – Project RV \$12.1million.
    - Submission 4 (Southern Roads) – Project RV \$13.6million.
    - Submission 5 (Northern Roads) – Project RV approx. \$10.1million.
    - Submission 6 (Town Streets, Flood gauges, Mitchell River Crossing) – Project RV approx. \$0.85 million.
  2. Construction commenced in late April with four (4) crews currently working on QRA19 projects. Refer Appendix C and D.
  3. Local contractors are having difficulties finding operators due to COVID-19 travel restrictions currently in place. Many operators from surrounding districts have now relocated for the construction season. QRA have been advised that time delays and additional costs are to be expected due to COVID-19.
  4. An extension of time has been submitted to QRA to compensate for the reduction in available resources and travel restrictions. Further advice from the State and Federal Government regarding COVID-19 will be monitored closely over the coming weeks.
  5. QRA has approved the following seven (7) betterment projects:
-

## **BUSINESS PAPERS**

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- Normanton to Burketown Pavement Improvements and Sealing CH37.458 – 43.185 – Project RV \$3.1million, Construction value \$2.5million.
  - Normanton to Burketown Pavement Improvements and Sealing CH53.218 – 55.742 – Project RV \$0.96million, Construction value \$0.76million.
  - Burke and Wills Monument Road pavement improvements (\$138,000).
  - Little Bynoe Northern Approach works (\$346,000 - 50% complete).
  - Critters Camp Communication (\$150,150 – 100% complete).
  - Monsoon Trough Flood Impact Study (\$60,000).
  - Desludging of the Normanton Sewerage Lagoon (\$734,508).
6. Two (2) additional QRA Betterment projects have been submitted to QRA and are awaiting an outcome – refer Appendix E.
7. The tender for supply and delivery of 47,000m<sup>3</sup> of Type 2.3 gravel for Dunbar to Kowanyama Road has been released and will close on 19 May. Tender assessment will be completed and presented to Council at the May Council meeting as a late item.
8. The tender for supply of civil construction materials has been released and will close on 19 May. Tender assessment will be completed and presented to Council at the May Council meeting as a late item.
9. To the end of April, three (3) NCRs have been issued to contractors for breaches of the 2020 Plant Hire contract.

### **2020 QRA Event**

1. Due to significant rainfall and flooding from the Queensland Monsoonal Flooding event (23 January to 3 February 2020), Carpentaria Shire has been “activated” for Counter Disaster Operations (CDO), Emergency Works (EW) and Reconstruction of Essential Public Assets (REPA).
2. All damage pick up has been completed with the initial two (2) Submissions for Southern Roads to be uploaded into the QRA system in late May.
3. Emergency work has been completed on Shire roads as of 5 May. Due to access restrictions minor works on Inkerman are still being completed and will be finalised before the end of May. Approximately \$150k has been expended and is currently being acquitted.
4. A CDO claim (\$3,600) for search and rescue operations has been submitted to QRA for reimbursement. Additional costs for a medicine drop are currently being acquitted through a separate CDO claim.
5. Projects are currently being developed for the 2019/20 Queensland Disaster Resilience Fund – refer Appendix E for a full list of projects.

## **BUSINESS PAPERS**

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

- Chief Executive Officer – Mark Crawley
- Director of Engineering – Michael Wanrooy
- ERSCON Consulting Engineers – John Martin and Nick Lennon

### **Legal Implications:**

- Nil.

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

- QRA18 Trigger Point contribution - \$29,085
- QRA18 10% Council contribution to day labour - \$176,982.87
- QRA19 Trigger Point contribution - \$32,408
- QRA19 10% Council contribution to day labour - \$29,868.00
- QRA20 Trigger Point contribution - \$29,363

### **Risk Management Implications:**

- Low – QRA18 – Further restrictions implemented by the State or Federal Government due to COVID-19 may significantly impact Councils ability to deliver the project by the 30 June 2020 deadline. QRA18 roads are being prioritised for construction to minimise the risk.
- Moderate – QRA19 – Large scope of work to be completed prior to the June 30, 2021 deadline. Productivity to be maintained throughout the construction season. An extension of time has been submitted to QRA due to the COVID-19 travel restrictions implemented.
- Low – QRA20 – Submissions currently being prepared, not expected to be approved for construction until late 2020 or early 2021.

**CARPENTARIA SHIRE COUNCIL**  
 SUMMARY OF QRA18 EXPENDITURE

CURRENT  
 Project Completed

30/04/2020  
 97.0%

1.58



Forecast Project Expenditure to RV Ratio

Submission 1 - CSC 50.18					
Road Name	Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Glencoe to Miranda Downs Road	\$ 2,050,012.00	\$ 3,252,631.48	100%	1.59	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season. Project has been closed out and audited by QRA.
<b>TOTAL</b>	<b>\$ 2,050,012.00</b>	<b>\$ 3,252,631.48</b>			

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

Submission 2 - CSC 56.18					
Road Name	Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Inkerman Road	\$ 710,886.00	\$ 726,502.95	100%	1.02	
Dinah Island Access	\$ 610,025.00	\$ -	0%	1.00	
Porpuraaw Road	\$ 119,540.00	\$ 217.51	0%	1.00	
<b>TOTAL</b>	<b>\$ 1,440,451.00</b>	<b>\$ 726,740.46</b>			

Submission 3 - CSC 58.18					
Road Name	Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Clarville Road	\$ 685,291.00	\$ 688,145.56	100%	1.00	
Glenore Access (Surveyors)	\$ 19,435.00	\$ 35,359.74	100%	1.82	Ratio not representative due to small scope of work.
Broadwater to Iffley Road	\$ 1,212,620.00	\$ 1,941,125.34	100%	1.60	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Wondoola Access	\$ 121,803.00	\$ 89,215.07	100%	0.73	Overlapping costs with Wondoola Bypass.
Wondoola Bypass Road	\$ 280,235.00	\$ 329,749.51	100%	1.18	Overlapping Costs with Wondoola Access.
Iffley Road	\$ 395,235.00	\$ 780,106.62	100%	1.97	Approved rates for construction too low. Inconsistent works increased costs due to multiple establishments/diestablishments. Variation to rates has been approved for QRA19 construction season.
<b>TOTAL</b>	<b>\$ 2,714,619.00</b>	<b>\$ 3,863,701.84</b>			

Submission 4 - CSC 54.18					
Road Name	Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Augustus Downs Access	\$ 8,599.00	\$ 4,258.27	100%	0.50	Ratio not representative due to small scope of work.
Cowan Downs Access	\$ 132,798.00	\$ 92,598.61	100%	0.70	Mobilisation costs shared with adjacent Donors Hill Access.
Donors Hill Access	\$ 85,624.00	\$ 156,638.11	100%	1.83	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Donors Hill to Augustus Downs Road	\$ 354,839.00	\$ 809,943.35	100%	2.28	Constructed simultaneously with 2017 works with overlapping costs booked to this job. Issues with access to water. Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Lorraine Access	\$ 46,397.00	\$ 65,140.36	100%	1.40	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Nardoo to Leichardt Road	\$ 17,953.00	\$ 31,187.92	100%	1.74	Ratio not representative due to small scope of work.
Neumayer Valley Access	\$ 69,445.00	\$ 96,739.05	100%	1.39	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Inverleigh Access	\$ 13,694.00	\$ 11,022.00	100%	0.80	Overlapping mobilisation costs with Normanton to Burketown Road.
Kelwood Access	\$ 201,164.00	\$ 165,312.15	100%	0.82	Cost savings from proximity to Normanton.
McAllister Road	\$ 472,115.00	\$ 1,130,949.28	100%	2.40	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Normanton Gun Club Access	\$ 33,061.00	\$ 10,242.39	100%	0.31	Recently finished construction. Additional accrued costs expected.
Wernadinga Access	\$ 10,707.00	\$ 1,180.90	100%	0.11	Recently finished construction. Additional accrued costs expected.
Karumba Pipeline Service Access	\$ 84,974.00	\$ 50,612.52	0%	1.00	
Ten Mile Road	\$ 491,052.00	\$ 452,830.33	41%	2.27	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Warrenvale Access	\$ 15,685.00	\$ 804.39	0%	1.00	
<b>TOTAL</b>	<b>\$ 2,038,107.00</b>	<b>\$ 3,079,459.63</b>			

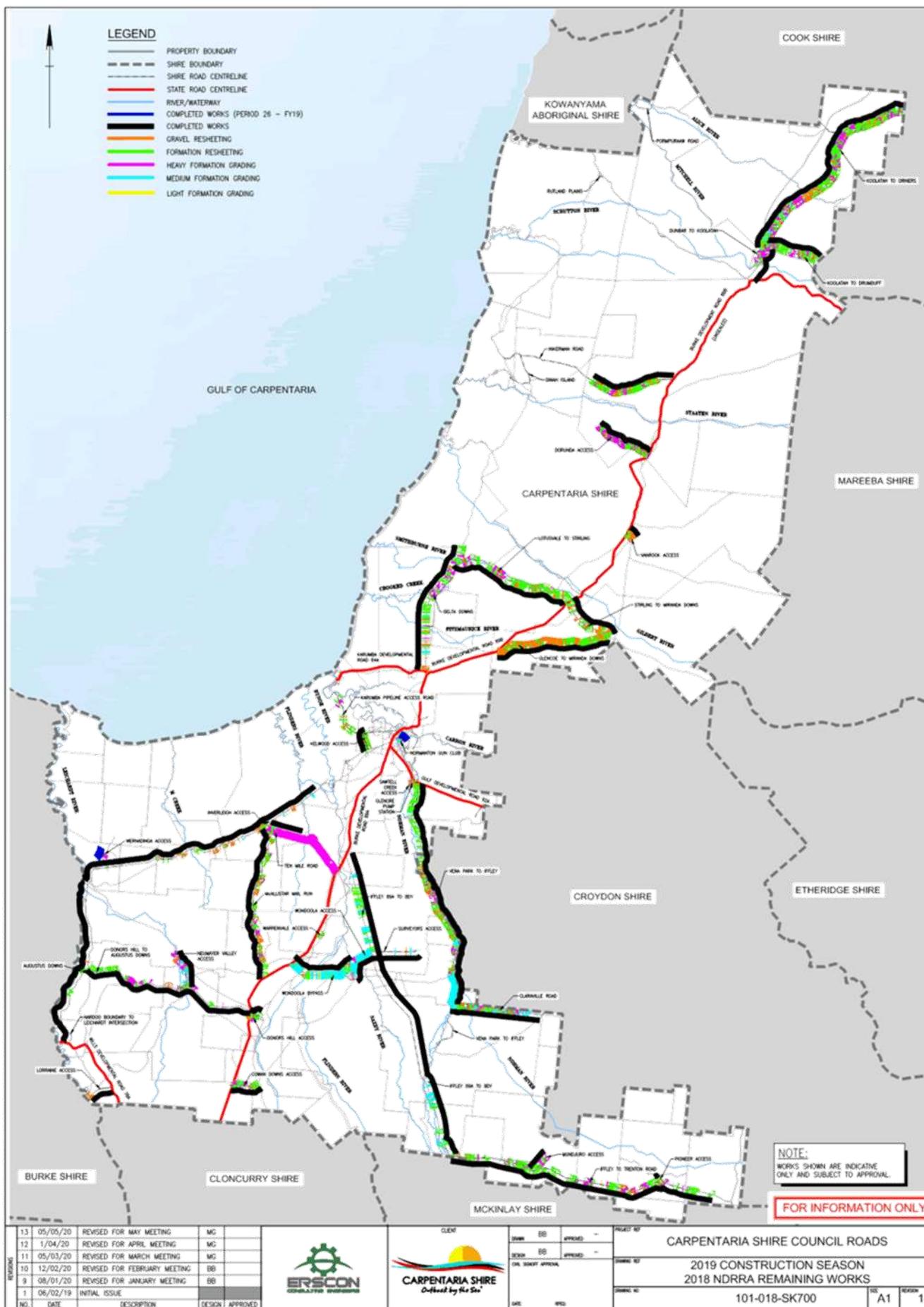
Submission 5 - CSC 52.18					
Road Name	Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Dorunda Access	\$ 584,653.00	\$ 841,734.61	100%	1.44	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Vanrook Access	\$ 122,744.00	\$ 179,263.68	100%	1.46	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
<b>TOTAL</b>	<b>\$ 707,397.00</b>	<b>\$ 1,020,998.29</b>			

Submission 6 - CSC 55.18					
Road Name	Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Normanton to Burketown Road	\$ 600,885.00	\$ 1,924,622.69	100%	3.20	QRA19 works completed late in 2019 incorrectly booked to this job. Costs will be transferred to correct job and align expenditure closer to RV.
<b>TOTAL</b>	<b>\$ 600,885.00</b>	<b>\$ 1,924,622.69</b>			

Submission 8 - CSC.59.18					
Road Name	Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Iffley to Trenton Road	\$ 604,195.00	\$ 845,612.10	100%	1.40	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Mundjuro Access	\$ 35,479.00	\$ 24,991.46	100%	0.70	Mobilisation and camp costs shared with adjacent Iffley - Trenton Road.
Pioneer Access	\$ 16,622.00	\$ 14,480.74	100%	0.87	Mobilisation and camp costs shared with adjacent Iffley - Trenton Road.
<b>TOTAL</b>	<b>\$ 656,296.00</b>	<b>\$ 885,084.30</b>			

Submission 9 - CSC.62.19					
Road Name	Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Koolatah to Dixie Road	\$ 1,627,301.00	\$ 2,331,595.27	100%	1.43	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Dunbar to Koolatah Road	\$ 110,343.00	\$ 155,466.34	100%	1.41	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Koolatah to Drumduff Road	\$ 310,953.00	\$ 491,823.88	100%	1.58	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Stirling to Miranda Downs Road	\$ 240,727.00	\$ 502,077.56	100%	2.09	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Delta Downs Road	\$ 571,992.00	\$ 1,124,300.68	100%	1.97	Long gravel haul from Lilyvale Pit. Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Lotusvale to Stirling Road	\$ 777,306.00	\$ 1,308,669.47	100%	1.68	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Rutland Plains Access	\$ 2,737.00	\$ -	0%	1.00	
<b>TOTAL</b>	<b>\$ 3,641,359.00</b>	<b>\$ 5,913,933.20</b>			

Submission 10 - CSC.60.18					
Road Name	Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Glenore Weir Road	\$ 11,372.00	\$ -	0%	1.00	
Sawtell Creek Access	\$ 6,640.00	\$ -	0%	1.00	
<b>TOTAL</b>	<b>\$ 18,012.00</b>	<b>\$ -</b>			



**CARPENTARIA SHIRE COUNCIL**  
 SUMMARY OF QRA19 EXPENDITURE

CURRENT 30/04/2020  
 Project Completed 10.1%  
 Forecast Project Expenditure to RV Ratio 0.99



Submission 1 - CSC.0004.1819E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Iffley Road	\$ 7,965,253.97	\$ 3,832,896.85	52%	0.93	Expected re-establishment costs at the start of 2020 construction season is expected to align expenditure closer to Recommended Value.
Normanton to Burketown Road	\$ 8,345,264.72	\$ 1,327,143.48	16%	1.00	Costs incorrectly booked to 2018 Normanton to Burketown Job. Costs to be transferred to this job for work completed.
Donors Hill to Augustus Downs Road	\$ 1,235,778.13	\$ 10,048.48	0%	1.00	
Dunbar Koolatah Road	\$ 40,500.00	\$ 27,084.14	65%	1.03	Costs incurred to order flood camera parts, camera not yet installed.
<b>TOTAL</b>	<b>\$ 17,586,796.82</b>	<b>\$ 5,197,172.95</b>			

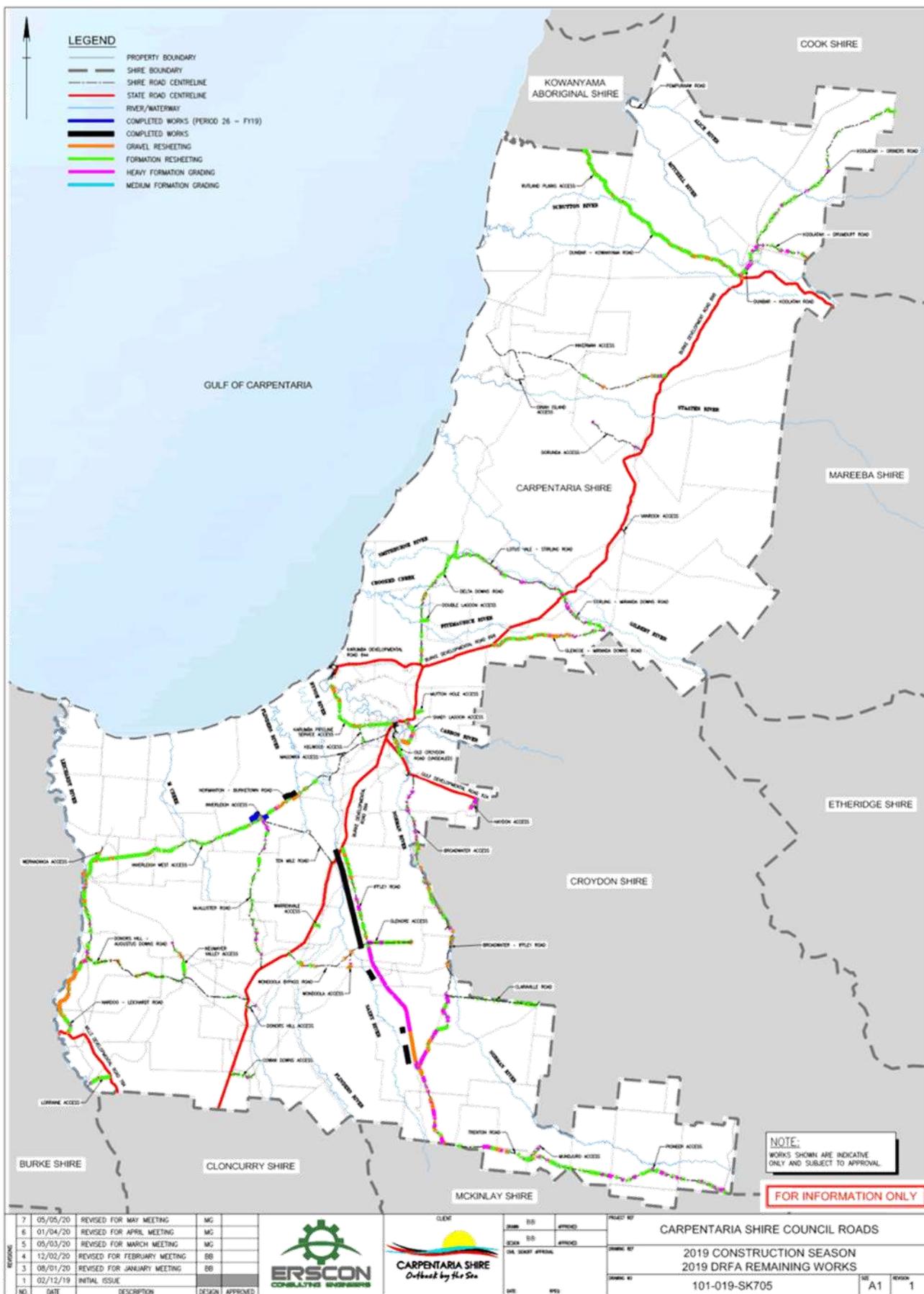
\*Expected expenditure ratio is the ratio of final expenditure divided by the recommended value. (i.e. 1.5 is 50% over budget, 0.8 is 20% under budget)

Submission 2 - CSC.0010.1819E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Dunbar to Kowanyama Road	\$ 5,772,450.47	\$ -	0%	1.00	
<b>TOTAL</b>	<b>\$ 5,772,450.47</b>	<b>\$ -</b>			

Submission 3 - CSC.0009.1819E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Koolatah to Dixie Road	\$ 1,017,829.19	\$ -	0%	1.00	
Trenton Road	\$ 3,087,067.71	\$ -	0%	1.00	
Nardoo to Leichardt Road	\$ 5,457,880.01	\$ -	0%	1.00	
<b>TOTAL</b>	<b>\$ 9,582,776.91</b>	<b>\$ -</b>			

Submission 4 CSC.0015.1819E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Delta Downs Road	\$ 1,234,193.09	\$ -	0%	1.00	
Dorunda Access	\$ 61,616.91	\$ -	0%	1.00	
Double Lagoon Access	\$ 152,260.02	\$ -	0%	1.00	
Dunbar to Koolatah	\$ 623,749.80	\$ -	0%	1.00	
Glencoe to Miranda Downs	\$ 2,336,152.96	\$ -	0%	1.00	
Inkerman Access	\$ 575,844.83	\$ -	0%	1.00	
Koolatah to Drumduff	\$ 400,021.44	\$ -	0%	1.00	
Lotusvale to Stirling	\$ 886,520.02	\$ -	0%	1.00	
Mutton Hole Access	\$ 197,093.65	\$ -	0%	1.00	
Rutland Plains Access	\$ 62,784.92	\$ -	0%	1.00	
Shady Lagoon Access	\$ 706,726.20	\$ -	0%	1.00	
Stirling to Miranda Downs	\$ 714,067.74	\$ -	0%	1.00	
<b>TOTAL</b>	<b>\$ 7,949,231.58</b>	<b>\$ -</b>			

Submission 5 CSC.0019.1819E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Broadwater to Iffley	\$ 3,317,286.59	\$ -	0%	1.00	
Broadwater Access	\$ 7,458.24	\$ -	0%	1.00	
Clarville	\$ 633,331.54	\$ -	0%	1.00	
Cowan Downs Access	\$ 192,966.61	\$ -	0%	1.00	
Donors Hill Access	\$ 72,667.33	\$ -	0%	1.00	
Glenore Access	\$ 906,509.81	\$ 8,627.85	0%	1.00	
Haydon Access	\$ 195,907.01	\$ -	0%	1.00	
Inverleigh Access	\$ 5,671.11	\$ -	0%	1.00	
Inverleigh Access (Secondary)	\$ 6,592.06	\$ -	0%	1.00	
Inverleigh West Access	\$ 26,659.05	\$ -	0%	1.00	
NBA Pipeline Service Access	\$ 1,611,989.71	\$ 108,408.01	0%	1.00	Costs incurred for pushing up gravel at Lilyvale Pit.
Nelwood Access	\$ 69,632.75	\$ -	0%	1.00	
Lorraine Access	\$ 603,515.79	\$ -	0%	1.00	
McAllister	\$ 917,701.37	\$ 63,333.66	7%	0.95	
Mundjuro Access	\$ 249,585.23	\$ -	0%	1.00	
Neumayer Valley Access	\$ 346,224.08	\$ -	0%	1.00	
Old Croydon (Unsealed)	\$ 407,664.35	\$ -	0%	1.00	
Pioneer Access	\$ 43,036.66	\$ -	0%	1.00	
Warrenvale Access	\$ 155,485.20	\$ -	0%	1.00	
Wernadlinga Access	\$ 358,899.18	\$ -	0%	1.00	
Wondoola Access	\$ 224,681.17	\$ -	0%	1.00	
Wondoola Bypass	\$ 364,917.20	\$ -	0%	1.00	
<b>TOTAL</b>	<b>\$ 10,733,401.54</b>	<b>\$ 180,369.52</b>			



NOTE:  
 WORKS SHOWN ARE INDICATIVE  
 ONLY AND SUBJECT TO APPROVAL

FOR INFORMATION ONLY

NO.	DATE	DESCRIPTION	DESIGN	APPROVED
7	05/05/20	REVISED FOR MAY MEETING	MG	
6	01/04/20	REVISED FOR APRIL MEETING	MG	
5	05/03/20	REVISED FOR MARCH MEETING	MG	
4	12/02/20	REVISED FOR FEBRUARY MEETING	EB	
3	08/01/20	REVISED FOR JANUARY MEETING	EB	
1	02/12/19	INITIAL ISSUE		



CLIENT	DATE	BY	APPROVED	PROJECT REF
				CARPENTARIA SHIRE COUNCIL ROADS
DATE	BY	APPROVED	PROJECT REF	2019 CONSTRUCTION SEASON
				2019 DRFA REMAINING WORKS
DATE	BY	APPROVED	PROJECT REF	101-019-SK705
				REV A1
				ISSUE 1

Betterment Projects Under Assessment									
Project no.	Asset	Category	Start CH (km)	End CH (km)	Length (m)	Associated Funding	Betterment Funding	Estimated TOTAL Project Cost	
CSC-E01-0454	Glenore Weir Scouring	Water					\$ 60,000	\$ 60,000	
CSC-E01-0455	Glenore Weir Pumps	Water					\$ 50,000	\$ 50,000	
<b>2019/20 QDRF Projects</b>									
P1	Normanton to Burketown	Magowra Creek Causeway	20.915	21.136	221		In Development		
P2	Normanton to Burketown	Armstrong Creek Causeway	46.627	46.85	223		In Development		
P3	Normanton to Burketown	Goat Creek Concrete Floodway	66.248	66.303	55		In Development		
P4	Normanton to Burketown	Poingdestre Creek Floodway	83.187	83.249	62		In Development		
P5	Normanton Town	Barge Channel Turnaround Area				\$ -	\$ 550,000	\$ 550,000	
P6	Koolatah to Dixie	Alice River Flood Gauge	30.3	30.3	1	\$ -	\$ 70,000	\$ 70,000	
P7	Iffley Road and Donors Hill to Augustus	Importing Gravel on Black Soil	42.281	44.981	2700	\$ -	\$ 440,000	\$ 440,000	
P8	Iffley Road	Bore Construction					In Development		
P9	Various Locations	Update Flood Cameras					In Development		
P10	Critters Camp	Toilet Block					In Development		
P10	Normanton to Burketown	Reseal	0	1.366	1366	\$ -	\$ 150,000	\$ 150,000	
P11	Wondoolia Bypass	Importing Gravel on Black Soil	0	28.161	17,513	\$ -	\$ 1,500,000	\$ 1,500,000	

## **BUSINESS PAPERS**

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### **11.3 WATER AND WASTE REPORT - APRIL 2020**

**Attachments:** NIL  
**Author:** Ben Hill - Manager Water and Sewerage  
**Date:** 14 May 2020

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**Key Outcome:** 5.3 - A safe and sustainable water network  
**Key Strategy:** 5.3.1 Plan, deliver and manage efficient and sustainable, high quality, water supply systems.

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#### **Executive Summary:**

Normanton Water Treatment Plant (WTP), Karumba Sewage Treatment Plant (STP) and Normanton STP are operating effectively. The following items of interest are discussed in further detail within the report:

- Glenore Weir is overflowing with an approximate height of 3.45m AHD.
- Total treated water was 77.8ML for the month.
- Filters #3 and #4 are working quite well after being refurbished.
- There is a current vacancy at Karumba transfer station/sewage plant
- Options are being discussed on how best to place an illegal dumping compliance officer.
- Carpentaria are currently assisting Burke Shire Council with water sampling.
- Eight E-one pumps were replaced in Karumba during the month.

#### **RECOMMENDATION:**

That Council:

1. accepts the Water and Wastewater Report as presented for the period ending 30<sup>th</sup> April 2020; and
2. that those matters not covered by resolution be noted.

#### **Background:**

##### **Glenore Weir**

The river level at Glenore Weir was estimated to be 7.75m (AHD 3.45m) on the 30<sup>th</sup> of April 2020, a decrease of approximately 0.25m in the past month (see Figure 1). The Bureau of Meteorology recorded 20mm rainfall at Normanton Airport during the month.

## BUSINESS PAPERS

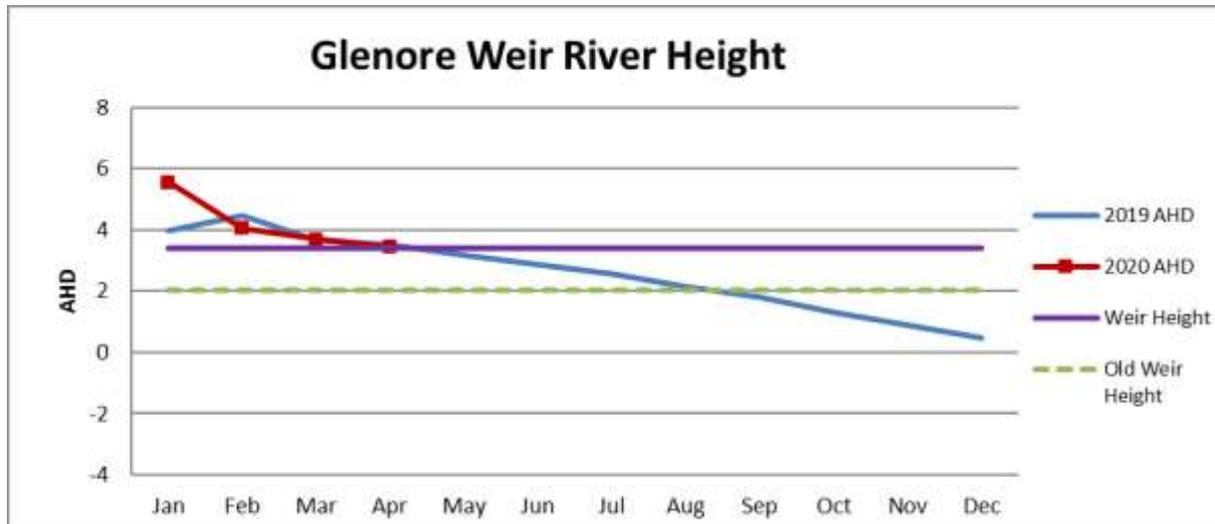


Figure 1: River height on last day of the month

### Normanton Water Treatment Plant

For the month, 73.8ML was pumped from Glenore Weir and 4.0ML from the Normanton bore for a total of 77.8ML of raw water. As can be seen in Figure 2, water consumption has increased in comparison to the previous month due to a lower amount of precipitation.

Normanton consumed 46.3ML (59.5%) and 25.9ML (33.2%) was pumped to Karumba, 4.0ML (5.1%) was used for backwashing and bulk water supply with the remaining 2.2% recorded to treatment losses.

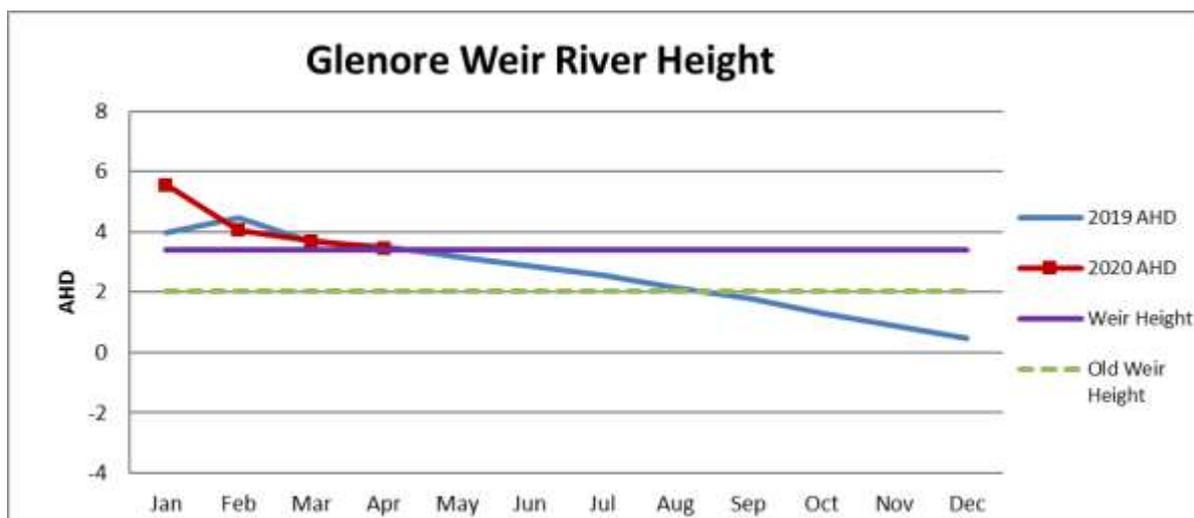


Figure 2: Total raw water treated

### Maintenance and Upgrades

Contractors have been restricted due to COVID-19 and therefore haven't completed some of the scheduled works. The water treatment plant operators have installed new outlet valves on each filter which provides greater controls and decreased breakdowns. A new sand pump was also installed on the clarifier, the old one will be refurbished as a spare.

## BUSINESS PAPERS

A split in the backwash pipe also required the plant to be shutdown for a number of hours while repairs were carried out. Unfortunately due to the configuration of the pipes and valves, it also led to the town being without water for approximately thirty minutes. Additional work was undertaken that should prevent the requirement of a town-wide shutdown next time work is required to be completed on that pipeline.

Water Treatment Australia (WTA) completed filter refurbishments for filters #3 and #4. All four filters that have been completed are performing very well and improvements have been made to their configuration that provides operations staff with greater flexibility and will improve water quality. Samples for disinfection by-products potential have been sent to the lab, if they come back within range, it will not be necessary to install aerators in the ground reservoirs which would be a significant long-term cost saving.

Samples continue to be sent to Cairns Water Lab via Rex Airlines as well as being tested in-house. Burke Shire Council are currently unable to get their samples to Cairns and have asked for assistance. Carpentaria are undertaking the tests and charging Burke for full cost recovery.

### Normanton STP and Sewerage Reticulation Network

Normanton Sewerage Treatment Plant (STP) received an estimated 12.0ML (see Figure 3) of wastewater in March which was evaporated or used for irrigation.

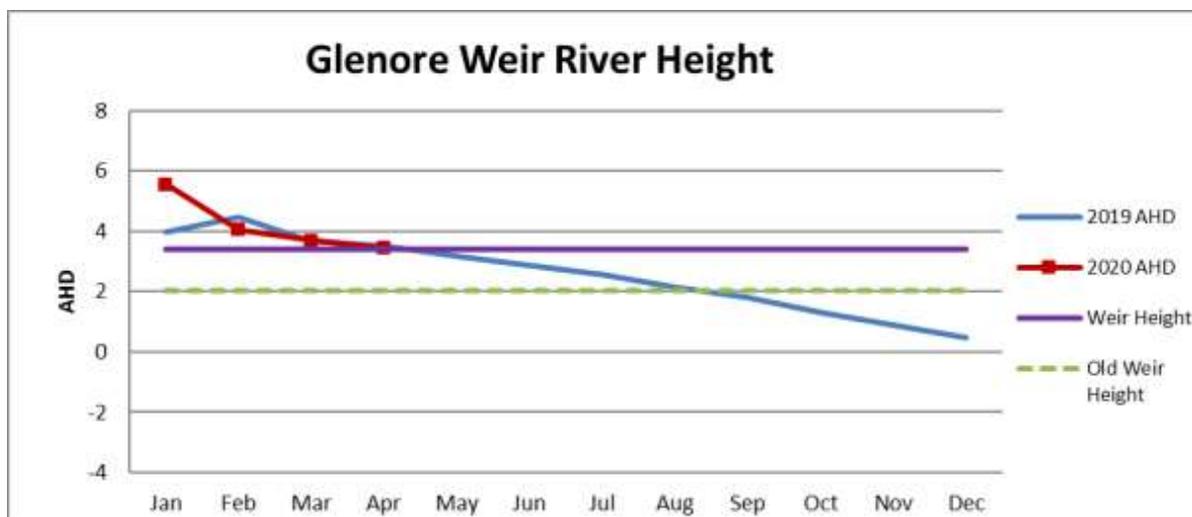


Figure 3: Total volume treated at Normanton STP

### Maintenance and Upgrades

General maintenance tasks and repairs were carried out by operations staff members throughout the month. Spare pumps have been purchased which will fit into Pump Stations #2 and #3. Once they are installed, the old pumps will be removed and assessed by the fitter in relation to whether they are able to be refurbished.

## BUSINESS PAPERS

### Karumba STP and Low Pressure Network

Karumba sewage treatment facility treated approximately 3.8ML (see Figure 4) for March.

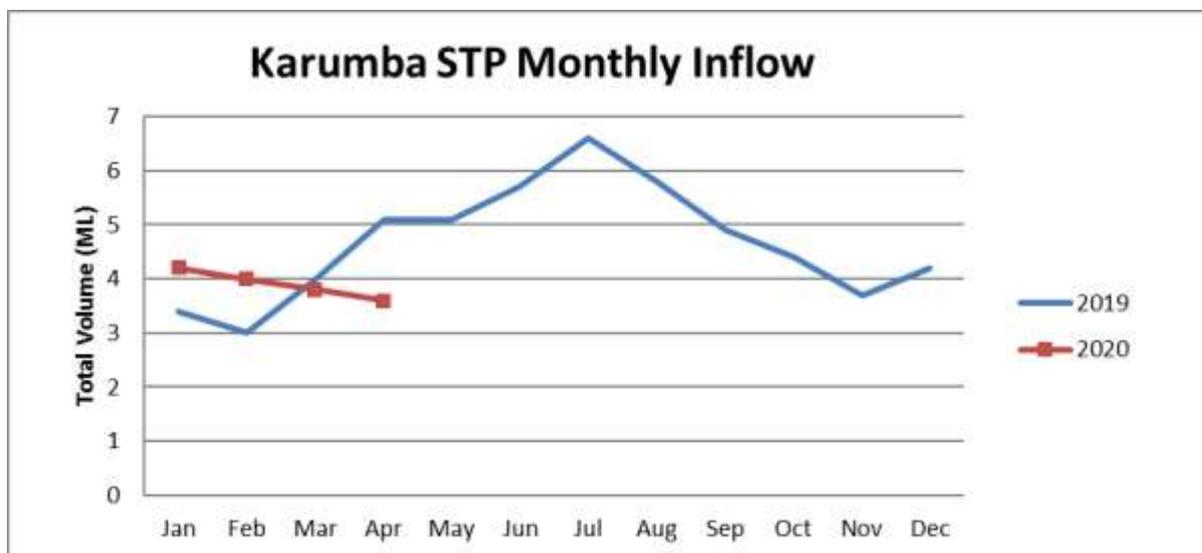


Figure 4: Total Monthly inlet flow for Karumba STP

### Compliance

During the month, one sample tested high for total nitrogen. The issue was resolved as soon as it was identified and did not result in a non-compliance.

### Maintenance and Upgrades

Karumba STP had general maintenance carried out as necessary. For the month, eight e/one pumps were replaced.

### Karumba Waste Transfer and Normanton Landfill

The new Normanton Landfill operator continues to clean up the site including the building and demolition waste (see Figure 5). He is installing additional signage to direct the public to the appropriate location to deposit the waste as well as providing instructions and education to customers.

## BUSINESS PAPERS

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Figure 5: Old construction and demolition dumping site

The Karumba Transfer Station is currently only being looked after by the Karumba sewage and water plant operators. A vacancy has been advertised and is now closed, it is hoped that the position can be filled by a suitable applicant quite quickly. Unfortunately, this has meant that there has been a decrease in resources used at the facility for the past couple of weeks. The strategy for engaging an illegal dumping officer is being discussed to ensure the greatest value to Council.

Green waste is scheduled to be removed from both facilities during May to be reused for quarry rehabilitation at Lilyvale pit. Cameras are also being installed at both facilities to monitor and record dumping practices in order to prevent illegal dumping. It is anticipated that the monitoring systems will be functional by the end of May.

### Consultation (Internal/External):

- Director of Engineering - Michael Wanrooy.
- Manager Water and Waste - Ben Hill.

### Legal Implications:

- Low – within normal operational parameters.

### Financial and Resource Implications:

- Medium – upgrades required for 2019/20 financial year to remain compliant.

### Risk Management Implications:

- Nil.

## BUSINESS PAPERS

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### 11.4 WORKSHOP REPORT

**Attachments:** NIL  
**Author:** William Bollen - Workshop Foreman  
**Date:** 12 May 2020

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**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. accepts the Workshop Report as presented;
2. that those matters not covered by resolution be noted; and
3. provide automotive air-con training to obtain R134a handling license for fitters.

#### Background:

Jobs completed between the list mentioned below includes major and minor services to Landcruiser and Hilux's, replacement of multi and drum roller tyres, small plant repairs and services, operating forklift for outside crews, parts ordering and call outs to breakdowns that turn out to be operator error e.g. emergency stop and Admin tasks etc.

The current COVID-19 situation has caused extreme difficulty with regards to parts and delivery which has made us unable to have every task completed by the start of season deadline. However, we were able to get most of the plant to work with what resources we had available.

Plant maintenance and repairs – For Council's Information	
NTN Generators	Fluid level checks and batteries replaced as required
KBA Generators	Fluid level checks and batteries replaced as required
P3516 Grader	Full service and tyres
P2626 Sweeper	Pneumatic valves replaced
P2131 Garbage Truck	Rotary beam wired up
P2403 Prime	Drive tyres replaced and repairs made to turn table

## BUSINESS PAPERS

Mover	
P3515 Grader	Full service
P2036 Tipper Truck	Seats ordered (only Drivers seat has been replaced so far)
P4016 Mower	All tyres replaced
P2512 Giga	Serviced. Both Diff tubes ordered originals cracked 4-6 months wait
P3131 Grader	Steering malfunction. Maintenance plug cleaned and lubed
P2403 Prime Mover	Electrical repairs to fuse box bracket replaced on power steering reservoir
P3515 Grader	Full Service
P2529 Carne Truck	Service completed by Gulf Auto. Crane needs repairs by 600Cranes
Arctick License	Refrigeration Council Authorization renewed
P1582 Hilux	Steering rack replaced
P2511 Giga	Full service completed
P4501 Forklift	Brake repaired shoes replaced
P1039 SES	Hilux recall Mt Isa
P2736 RMPC	Hino Truck Log Book service
P1566 Triton	Serviced and tyres replaced
P3531 tractor	Log Service onsite
Dynapac Comp	Compactor hoses made and fitted
P3701 Loader	Loader service, electrical DPF repaired, parts fitted (Bonnet)
P3609 Backhoe	Aircon system repaired condenser etc.
P2511 Giga	Replaced steer tyres
P1974 Hilux	20k Service
P1664 Cruiser	Alternator replaced and 80amp fuse fitted
P1781 Hilux	Clutch replaced
P1680 Hilux	Collapsed tray repaired and reinforced
P1604 Hilux	Replace clutch and extension housing repair tray mounts
P9706 Padfoot	Assess damage out at Alexandria
P9777 Generator	Replace belt 7 Mile
P3811 Stabilizer	Check sensor operation
P1664 Cruiser	Repair door
P9773 Generator	Replace belt McAllister
P9707 Roller	Get joystick replaced
P9711 Roller	Replace battery

## BUSINESS PAPERS

P9701 Roller	Replace battery
P3810 Skid Steer	Log Service
P2703 RMPC	Log Book Service and check A/C operation
P4502 Bin Trailer	Repair and check operation
P2403 Prime Mover	Replaced starter motor, cab mounts and power window motor
P3403 Roller	Fit exhaust header and gaskets still waiting on fuel line
P3516 Grader	Repair high pressure side of A/C
P4512 Mower	Replace defected spindles on deck
P4511 Mower	Replace defected spindles on deck
P2626 Sweeper	Diagnose electrical issue causing middle broom not to work
P3008 Loader	Replace breaking valve and cab rails along with identifiable switches

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

**Plant not currently being used:**

Street Sweeper and Grader Camps

**Consultation (Internal/External):**

- Nil

**Legal Implications:**

- Nil

**Financial and Resource Implications:**

- Nil

**Risk Management Implications:**

- Within normal operating parameters

## BUSINESS PAPERS

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### 11.5 BUILDING AND PLANNING REPORT

<b>Attachments:</b>	NIL
<b>Author:</b>	Elizabeth Browning - Engineering Records Operator
<b>Date:</b>	13 May 2020
<b>Key Outcome:</b>	4.1 - Sustainable urban and rural development
<b>Key Strategy:</b>	4.1.1 Ensure development accords with Carpentaria Shire Council's planning scheme, planning instruments, codes and legislation.

The report is to advise Council of relevant planning and building activities within the Shire for the month of April 2020.

#### 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
Nil				

##### Planning Applications Approved

DA No.	Applicant	Address	Application Type	Status
Nil				

##### Building Applications Received by Building Certifier

DA No.	Applicant	Address	Application Type	Value
I/2004	Bynoe Properties Pty Ltd	29-33 Woodward Street Normanton QLD 4890	2 bedroom duplex with carports	\$339346.60

##### Building Permits Issued

DA No.	Applicant	Address	Application Type	Value
I/2004	Bynoe Properties Pty Ltd	29-33 Woodward Street Normanton QLD 4890	2 bedroom duplex with carports	\$339346.60

(Building Permit issued by Peter Watton & Building Approval yet to be archived by CSC.)

##### Applications pending waiting on further information (Applicants advised)

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## **BUSINESS PAPERS**

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<b>DA No.</b>	<b>Applicant</b>	<b>Address</b>	<b>Application Type</b>	<b>Date Received</b>
Nil				

**Consultation (internal/external)**

- N/A

**Legal implications**

- N/A

**Policy Implications**

- N/A

**Financial and Resource Implications**

- N/A

**Risk Management Implications**

- Low – risks are within normal operational parameters

## **BUSINESS PAPERS**

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