



CARPENTARIA SHIRE

Outback by the Sea

BUSINESS PAPER

09 DECEMBER, 2020

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NOTICE OF MEETING

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 Council Chambers, Haig Street, Normanton commencing at 9:00am.

Mark Crawley
CHIEF EXECUTIVE OFFICER

BUSINESS PAPERS

TABLE OF CONTENTS

| ITEM | SUBJECT | PAGE NO |
|------|---|---------|
| 1 | OPENING OF MEETING..... | 5 |
| 2 | RECORD OF ATTENDANCE | 5 |
| 3 | CONDOLENCES | 5 |
| 4 | CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS..... | 5 |
| 5 | BUSINESS ARISING FROM PREVIOUS MEETINGS | 5 |
| 6 | RECEPTION OF PETITIONS & DEPUTATIONS | 5 |
| 7 | MAYORAL MINUTES | 5 |
| 8 | CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION | 6 |
| 8.1 | Request for Extension of Rates discount period by Scarlett Financial for AJM Pastoral | 6 |
| 9 | REPORTS FROM THE CHIEF EXECUTIVE OFFICER | 7 |
| 9.1 | CEO Report..... | 7 |
| 9.2 | Asset Management Policy and Strategy | 13 |
| | Attachment 9.2.1 Asset Management Policy | 15 |
| | Attachment 9.2.2 Asset Management Strategy | 22 |
| | Attachment 9.2.3 Roles and Responsibilities | 47 |
| 9.3 | Proposal for Normanton Airport Kiosk Extensions..... | 49 |
| 9.4 | Advertising at Normanton Airport | 53 |
| 9.5 | Human Resources Report | 55 |
| 9.6 | Tourism Report - November 2020..... | 58 |
| | Attachment 9.6.1 Visitation Numbers | 61 |
| 10 | REPORTS FROM DIRECTOR OF CORPORATE & COMMUNITY SERVICES | 62 |
| 10.1 | DCS Report - November 2020 | 62 |
| | Attachment 10.1.1 Justin Hancock - Nov 2020 | 64 |
| 10.2 | Monthly Financial Report - November 2020 | 66 |
| | Attachment 10.2.1 Monthly Financial Report - November 2020 | 69 |
| | Attachment 10.2.2 Monthly Local Spend..... | 74 |
| | Attachment 10.2.3 Cash | 75 |

BUSINESS PAPERS

| | | |
|-----------|---|------------|
| | Attachment 10.2.4 Finance and Admin Budget | 76 |
| | Attachment 10.2.5 Capital Expenditures | 77 |
| 10.3 | Water Supply Agreements (Raw Water) | 81 |
| | Attachment 10.3.1 Water Supply Agreement | 83 |
| 10.4 | Community Development..... | 94 |
| | Attachment 10.4.1 Community Service Budget - November..... | 97 |
| | Attachment 10.4.2 Youth activities monthly report | 99 |
| | Attachment 10.4.3 Pool monthly report | 102 |
| | Attachment 10.4.4 Library monthly report | 104 |
| 10.5 | Community Donations and Support | 107 |
| 10.6 | User Agreement - Normanton Swim Club | 109 |
| | Attachment 10.6.1 User Agreement - Normanton Swim Club..... | 111 |
| 11 | REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES | 122 |
| 11.1 | DOE Report..... | 122 |
| | Attachment 11.1.1 Capital Works Program | 134 |
| 11.2 | NDRRA/QDRF Report | 136 |
| | Attachment 11.2.1 Appendix A - QRA19 Expenditure Summary | 140 |
| | Attachment 11.2.2 Appendix B - QRA19 Completion Sketch | 142 |
| | Attachment 11.2.3 Appendix C - EOT Approvals | 143 |
| 11.3 | Water and Waste Report - November 2020 | 144 |
| 11.4 | Building and Planning Report | 150 |
| 11.5 | Town Planning Application - Material Change of Use - Industrial Shed | 152 |
| | Attachment 11.5.1 Attachment 1 Final Plans of Development..... | 169 |
| 12 | GENERAL BUSINESS..... | 176 |
| 13 | CLOSURE OF MEETING..... | 176 |

BUSINESS PAPERS

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

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 19 November 2020 be confirmed.

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

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8 CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION

In accordance with the *Local Government Act 2009*, and the *Local Government Regulation 2012*, in the opinion of the General manager, the following business is of a kind as referred to in clause 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 Request for Extension of Rates discount period by Scarlett Financial for AJM Pastoral

This item is classified CONFIDENTIAL under the provisions of clause 275(1)(d) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to rating concessions.:

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9 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

9.1 CEO REPORT

Attachments: NIL
Author: Mark Crawley - Chief Executive Officer
Date: 3 December 2020

Key Outcome: 1.5 – Council has high quality governance
Key Strategy: 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 |
|---|-------------|---|-----------------|
| Council | | | |
| 9 December 2020 | 9:00am | Ordinary Meeting of Council | Boardroom |
| 10 December 2020 | 8:30am | Workshop – Councillors, CEO and Directors | Boardroom |
| 20 January 2021 | 9:00am | Ordinary Meeting of Council | Boardroom |
| 21 January 2021 | 8:30am | Workshop – Councillors, CEO and Directors | Boardroom |
| NWQROC, FNQROC and LGAQ | | | |
| 14 December 2020 | 9:00am | FNQROC Meeting | Cairns |
| | | | |
| It is unsure if these conferences will be held due to the restrictions from COVID-19 | | | |
| | | | |

BUSINESS PAPERS

| Date | Time | Event | Location |
|---|------|-------|----------|
| Local Government Professionals Australia | | | |
| | | | |
| <p>My time as the National President has ended and I have moved to the role as Immediate Past President. I continue my attendance at Board meetings; however, these are still held via Zoom due to COVID-19 and travel restrictions for some States.</p> | | | |
| <p>All interstate and international travel for LG Professionals has been cancelled. All future meetings will be via teleconference or Zoom.</p> | | | |

FINANCIAL REPORT

Governance Income and Expenditure to 30 November 2020

| Responsible Officer | Description | Current Budget | YTD Actual | Percentage | Comments |
|-------------------------|--|------------------------|----------------------|------------|----------|
| Chief Executive Officer | Governance – Operating Grants, Subsidies and Contributions | -\$195,000.00 | \$0.00 | 0.00% | |
| Chief Executive Officer | Governance – Operating Income | \$0.00 | -\$492.73 | 100.00% | |
| Chief Executive Officer | Governance – Operating Expenditure | \$1,082,000.00 | \$500,625.78 | 46.27% | |
| Chief Executive Officer | Governance – Depreciation | \$0.00 | \$66,194.46 | 100.00% | |
| Chief Executive Officer | Government Grant Funded Expenses | \$200,000.00 | \$122,330.00 | 61.17% | |
| Chief Executive Officer | Governance – Capital Grants and Contributions | -\$3,157,000.00 | -\$1,783,689.27 | 56.50% | |
| Chief Executive Officer | Elected Members – Operating Expenses | \$542,000.00 | \$196,126.72 | 36.19% | |
| Chief Executive Officer | Communications – Operating Expenses | \$139,000.00 | \$12,881.32 | 9.27% | |
| Chief Executive | Communication – Depreciation | \$0.00 | \$132.77 | 100.00% | |
| | | -\$1,389,000.00 | -\$885,890.95 | 63.78% | |

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Cemeteries Budget – Angeline Pascoe

| Responsible Officer | Description | Current Budget | YTD Actual | Percentage | Comments |
|---------------------------------------|---|--------------------|--------------------|---------------|----------|
| Angeline Pascoe – Executive Assistant | Cemeteries – Normanton Operating Income | \$0.00 | -\$5,468.53 | 100.00% | |
| Angeline Pascoe – Executive Assistant | Cemeteries – Karumba Operating Income | \$0.00 | -\$2,606.09 | 100.00% | |
| Angeline Pascoe – Executive Assistant | Cemeteries – Normanton Operating Expenses | \$6,000.00 | \$5,248.39 | 100.00% | |
| Angeline Pascoe – Executive Assistant | Cemeteries – Normanton Maintenance | \$45,000.00 | \$4,713.75 | 10.48% | |
| Angeline Pascoe – Executive Assistant | Cemeteries – Normanton Depreciation | \$2,000.00 | \$620.27 | 31.01% | |
| Angeline Pascoe – Executive Assistant | Cemeteries – Normanton Burial | \$0.00 | \$4,705.29 | 100.00% | |
| Angeline Pascoe – Executive Assistant | Cemeteries – Karumba Operating Expenses | \$1,000.00 | \$1,954.95 | 100.00% | |
| Angeline Pascoe – Executive Assistant | Cemeteries – Karumba Maintenance | \$24,000.00 | \$3,890.28 | 100.00% | |
| Angeline Pascoe – Executive Assistant | Cemeteries – Karumba Depreciation | \$1,000.00 | \$246.13 | 24.61% | |
| Angeline Pascoe – Executive Assistant | Cemeteries – Karumba Burial | \$0.00 | \$6,438.42 | 100.00% | |
| | | \$79,000.00 | \$19,739.86 | 24.99% | |

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ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

| Date: | Ref: | Action | Status | Comment |
|--------------|-------------|--|---------------|--|
| June 20 | | Advised Preston Law of Council desire to conduct a session with Contractors. | Progressing | Working with Works Team to arrange a suitable date |
| October 20 | 010 | Adoption of the Administrative Actions Complaints Policy and Procedure | Progressing | To be uploaded onto the website and website updated also. |
| October 20 | 011 | Adoption of the Public Interest Disclosure Policy, Procedures and Management Program | Progressing | To be uploaded onto the website and website updated also. |
| October 20 | 012 | Concessions not granted. Upgrade the signage to provide passcode to airside traffic. | Progressing | Signage yet to be arranged. |
| November 20 | 009 | Australia Day celebrations to be held at the Civic Centre in Karumba next year | Noted | Planning will be centred around the celebrations occurring at the Civic Centre |
| November 20 | 011 | Delegation to CEO to approve construction works funded through economic stimulus from the State and Federal Government, as required, when a fast turnaround is necessary to commence and complete works. | Noted | CEO will provide report on contracts accepted under this delegation |
| November 20 | 014 | CEO to provide response to LGAQ in relation to Bush Council Compact | Complete | Correspondence prepared for response to LGAQ |
| | | | | |

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MATTERS FOR COUNCIL CONSIDERATION

1. Covered in separate reports

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

Recommendation: NIL

MATTERS FOR COUNCIL INFORMATION

2. Northern Alliance of Councils (NAOC)

Mayor Bawden and I attended a meeting in Townsville on Monday 30 November 2020 in relation to the future of the NAOC.

The NAOC is to become the Regional Queensland Council of Mayors with membership open to groups of Councils and Individual Councils. Mackay Regional Council has taken on the Secretariat for the new organisation. More information will be provided as it becomes available.

Recommendation: For information

3. Coastal Hazard Adaptation Study – (CHAS)

Pleased to confirm that Council has received official notification from the Local Government Association of Queensland that the phases 7 and 8 of the CHAS are to be funded under the program.

This is good news for the Council and allow us to complete the CHAS and get on the front foot in adaptation planning to implement cost-effective mitigation measures and plan for appropriate development and growth.

Council requested funding of \$108,726 to undertake and complete phases 7 and 8.

Recommendation: For information

4. ROSI

On Tuesday 24th November Mayor Bawden and I attended the RRTG ROSI meeting in Townsville. During the meeting we received support from the FNQROC RRTG for the allocation of the remaining ROSI funds allocated for the Cairns to Northern Territory Board to the Normanton to Burketown Road.

Remaining funds currently sit at \$39.5 million.

We continue to progress the Priority Project Report and the Pre-Qualification for TMR and Federal Government works.

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Recommendation: For information

5. Merry Christmas and Happy New Year

I would like to take this opportunity to wish Mayor, Councillors and Staff and your families a Merry Christmas and Happy New Year. Thank you for your support during 2020 (which has been a very different year) and I am looking forward to continuing the good work in 2021.

Also hoping for some rain over the period and into the New Year.

Recommendation: For information

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9.2 ASSET MANAGEMENT POLICY AND STRATEGY

| | |
|---------------------|---|
| Attachments: | 9.2.1. Asset Management Policy ↓ 9.2.2. Asset Management Strategy ↓ 9.2.3. Roles and Responsibilities ↓ |
| Author: | Mark Crawley - Chief Executive Officer |
| Date: | 3 December 2020 |

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:

Council is required by Parliament to prepare and adopt a long-term asset management plan. Legislation sets out the requirements and contents for the long-term asset management plans of the Council.

RECOMMENDATION:

That Council adopt the Asset Management Policy and Asset Management Strategy, as amended, and note the Roles and Responsibilities assigned to progress Asset Management throughout 2021.

Background:

Over the years some work has been undertaken in relation to the development of the Long-Term Asset Management Plans for Carpentaria Shire.

Consultants were engaged in late 2012 and early 2013 to undertake and prepare Asset Management Plans for Council. It is considered that these documents are now out of date and need to be updated, and then maintained.

Asset Management Planning has appeared as an Audit deficiency in the past couple of Audit Reports and it is now imperative that the Asset Management Plans are brought up to date and more emphasis placed on the importance of asset management planning across the organisation.

A draft Policy and Strategy have been prepared and the roles and responsibilities of asset managers prepared to commence the work in this regard.

Consultation (Internal/External):

- Mayor - Jack Bawden
 - Director Corporate Services - Justin Hancock
 - Director of Engineering - Michael Wanrooy
 - Asset Officer - Tamara O'Kane
 - Works Program Manager - Jack Parry
 - Crowe – External Auditors
-

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Legal Implications:

- *Local Government Act 2009* s 104(5)(a)(ii)
- *Local Government Regulation 2012* s 167 and 168

167 Preparation of long-term asset management plan

- 1) A local government must prepare and adopt a long-term asset management plan.
- 2) The long-term asset management plan continues in force for the period stated in the plan unless the local government adopts a new long-term asset management plan.
- 3) The period stated in the plan must be 10 years or more.

168 Long-term asset management plan contents

A local government's long-term asset management plan must—

- a) provide for strategies to ensure the sustainable management of the assets mentioned in the local government's asset register and the infrastructure of the local government; and
- b) state the estimated capital expenditure for renewing, upgrading and extending the assets for the period covered by the plan; and
- c) be part of, and consistent with, the long-term financial forecast.

Financial and Resource Implications:

- Will require internal resources to compile and complete the capture and development of a comprehensive Asset Management 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



Asset Management Policy

Policy Details

| | |
|-----------------------|---------|
| Policy Category | |
| Date Adopted | |
| Endorsed by | Council |
| Approval Authority | |
| Effective Date | |
| Policy Version Number | 1 |
| Policy Owner | |
| Contact Officer | |
| Review Date | |

Supporting documentation

| | |
|----------------------|--|
| Legislation | <ul style="list-style-type: none"> Local Government Act (QLD) 2009 s. 104(5) Local Government Regulation (2012) s.167 & s.168 Australian Accounting Standards |
| Policies | <ul style="list-style-type: none"> Asset Management Strategy Asset Management Plans (Roads, Water and Sewer, Building and Other Structures) Non – Current Assets Policy |
| Delegations | |
| Forms | |
| Supporting Documents | <ul style="list-style-type: none"> Attachment A – Asset Management Principles Attachment B – Asset Management Responsibilities |

Version History:

| Version | Adopted | Comment | eDRMS # |
|---------|---------|---------|---------|
| 1 | | | |
| | | | |



Contents

| | |
|---|---|
| INTENT..... | 3 |
| SCOPE..... | 3 |
| POLICY STATEMENT | 3 |
| POLICY IMPLEMENTATION | 4 |
| DEFINITIONS | 4 |
| ATTACHMENT A – ASSET MANAGEMENT PRINCIPLES | 6 |
| ATTACHMENT B – ASSET MANAGEMENT RESPONSIBILITIES..... | 7 |

DRAFT



Intent

This policy:

- Provides the overall framework to guide the long-term sustainable management of Council's asset portfolio as a platform for service delivery.
- Informs Council's strategic asset management planning and enables the development and implementation of long term Asset Management Plans.
- Commits Council to funding infrastructure renewal requirements, delivering asset management legislative compliance and to the continual improvement of Council's asset management performance.
- Together with its related documents, will ensure comprehensive, accountable and transparent Asset Management practices for the Carpentaria Shire in accordance with relevant legislation and the Corporate Plan.

Scope

Asset Management at Council is the combination of management, financial, economic and technical practices applied to physical assets, with the objective of meeting the required levels of service in the most cost-effective and fit for purpose manner.

This policy applies to all physical assets owned or controlled by Council, however in keeping with the Queensland State Government's requirements, the initial focus will be given to Council's long-life infrastructure assets. Therefore, the physical asset classes covered by this policy are categorised as follows:

- Roads infrastructure
- Sewage Infrastructure
- Water Infrastructure
- Buildings
- Other Infrastructure Assets
- Land and Improvements
- Plant and Equipment

Policy Statement

Council acknowledges that assets (particularly infrastructure assets) support its core business of delivering services to the community. Council is committed to ensuring that infrastructure and services are provided in a sustainable manner, with appropriate levels of service to residents and visitors and taking due regard of the environment.

This includes ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council's priorities for service delivery.

It is the intention of Council that the management of its assets will encompass the economic, environmental and social sustainability of both the built and natural environment whilst ensuring the most appropriate and cost-effective methods of delivery of Council services for the benefit of the community.

Therefore, Council is committed to the adoption of sound asset management practices and processes which will significantly contribute to the achievement of Council's corporate vision and mission.

Commented [JH1]: Should this be aligned with Councils Non-Current Asset Policy?

- Road Infrastructure
- Sewerage Infrastructure
- Water Infrastructure
- Buildings
- Other Infrastructure Assets
- Land and Improvements
- Plant and Equipment

Commented [W-JP2R1]: Have changed this to read the same



Council is also committed to managing its assets from a 'whole of life' perspective in accordance with recognised industry practice. Council recognises the need to establish an appropriate balance between the creation of new assets and the maintenance of its existing asset base. This includes reducing the gap between current expenditure on infrastructure maintenance and renewal and the level of expenditure required to ensure on-going infrastructure sustainability. This will require the integration of Council's asset management plans with its long-term financial plans and the consideration of total life cycle costs for new or enhanced services.

Furthermore, Council recognises that levels of service need to be set via a process that balances the community's needs and expectations with Council's ability to fund both now and in the future.

In view of the above Council aspires to the following:

"To develop and maintain asset management governance, skills, processes, technology and data in order to provide the desired level of service for present and future customers in the most cost effective, minimal risk, and fit for purpose manner"

Asset managers must adhere to asset management principles (refer Attachment A – Asset Management Principles) that are classified according to the four domains of:

- accountability and direction
- asset information management
- asset lifecycle management
- service level management

Policy Implementation

Councillors are responsible for adopting the policy, allocation of resources, providing high level oversight of the delivery of the organisation's asset management strategy and plan and maintaining accountability mechanisms to ensure that organisational resources are appropriately utilized to address the organisation's strategic plans and priorities.

The *Chief Executive Officer* has overall responsibility for developing and delivering an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management principles within Council.

The *Asset Custodian* has responsibility for the management of assets within the area of responsibility as determined under asset management plans. In the short-term, Asset Custodians will be tasked under implementation plans, and will be responsible for the timely completion of those activities contained within those plans. In the medium-term, awareness sessions will be conducted to ensure that employees are familiar with asset management and how it is applied within the Carpentaria Shire Council.

The *Coordinator Asset Management* has responsibility to develop corporate Asset Management Policy & Strategy for consideration by the CEO (via Executive Leadership Team) and Council. To implement assigned components of the Asset Management Strategy with agreed resources and review the performance of those strategy elements. To coordinate the Asset Management Improvement Program and provide overall governance.

(Refer attachment B – Asset Management Responsibilities)

Definitions

Asset - An item that has potential or actual value to an organisation.

Commented [JH3]: NCA Policy - A resource controlled by Council as a result of past events and from which future economic benefits are expected to flow to Council.

Commented [W-JP4R3]: Not to sure about this one though Justin will be guided by you guys on this one



Asset Life Cycle - The life of an asset, beginning with the establishment of a need for it, through its acquisition, operation and any maintenance or upgrading, to its disposal.

Asset Management - Asset management is taking a systematic approach to manage assets through all lifecycle phases. This involves applying a combination of engineering, financial and other technical practices to the management of infrastructure; costs; opportunities; risks; and performance.

Council - Carpentaria Shire Council

Levels of Service - The combination of Function, Design and Presentation of an asset. The higher the level of service, the greater the cost to deliver the service. The aim of asset management is to match the asset and level of service of the asset to the community expectation, need and level of affordability.

Operations - The regular activities to provide public health, safety and amenity and to enable the assets to function e.g. road sweeping, grass mowing, cleaning and graffiti removal.

Maintenance - Regular ongoing day-to-day work necessary to keep an asset operating and to achieve its optimum life expectancy.

Upgrade - Enhancing an existing asset to provide a higher level of service.

Renewal - Restores, rehabilitates, replaces existing asset to its original condition/capacity. The may include the fitment of new components necessary to meet new legislative requirements in order that the asset may achieve compliance and remain in use.

New - Creation of a new asset to meet additional service level requirements.

Whole of Life Costs - The total cost/s of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.

Adopted by Council <Date> 2020 by Resolution <#>.

Mark Crawley
Chief Executive Officer



Attachment A – Asset Management Principles

| Asset Management Domain | Guiding Principles |
|-------------------------------------|---|
| Accountability and Direction | <ul style="list-style-type: none"> • The management of assets aligns with the Council's vision and conforms to corporate policy, strategy and plans for the provision of asset-based services to the community. • An enterprise first, multi-disciplinary and consistent approach is taken to asset management. • Accountability for the management of Council owned or controlled assets is unambiguous, accepted and met. • Asset management industry standards are used where appropriate and adapted if necessary to maintain organisational consistency. |
| Asset Information Management | <ul style="list-style-type: none"> • Asset information is managed in accordance with Council's information management and asset management standards and policies. • Assets under the control of Council are identified and recorded in a register with the level of detail and accuracy being based on: <ol style="list-style-type: none"> (1) statutory requirements; <i>and then</i> (2) risk management requirements; <i>and then</i> (3) cost/benefit. • Statutory requirements for external reporting are met (as a minimum). |
| Lifecycle Management | <ul style="list-style-type: none"> • Assets are managed from a whole-of-life perspective (i.e. from planning and design to disposal). • Assets are managed to achieve the lowest possible whole-of-life cost whilst controlling exposure to risk and loss of service. • Assets are managed in support of the development of sustainable communities and are capable of adapting to changing environmental and social conditions. • Statutory requirements for asset management planning are met (as a minimum) |
| Service Level Management | <ul style="list-style-type: none"> • A planned approach is taken to the impacts of growth and demographic change through demand management and asset investment using an agreed growth and demographic model. • Current and desired levels of service are defined for asset-based services that consider: community expectations; legislative and technical requirements; the cost of service and economic, environmental and social sustainability. • Council is committed to funding infrastructure renewal requirements stated in the annually updated Asset Management Plans, to ensure the sustainability of the Council's infrastructure base. • Investment decisions for new/upgraded infrastructure will consider whole-of-life costs, including specifying additional annual operations and maintenance costs as part of the defined approval process. |



Attachment B – Asset Management Responsibilities

| Asset Management Custodian | Asset Management Responsibilities |
|--|---|
| Council | <ul style="list-style-type: none"> To act as stewards for all physical assets owned or controlled by Council. To set and approve corporate Asset Management Policy and direction. To approve the Asset Management Plans and monitor outcomes. To set levels of service, risk and cost standards based on the community's needs and Council's ability to fund. To set (and where required vary) acceptable standards of construction and levels of service for Council's assets. To be aware of and commit to funding infrastructure renewal requirements stated in the annually updated Asset Management Plans, to ensure the sustainability of the infrastructure base. To ensure investment decisions for new/upgraded infrastructure consider whole-of-life costs, including additional annual operations and maintenance costs. |
| Chief Executive Officer (via Executive Leadership Team) | <ul style="list-style-type: none"> To approve corporate Asset Management Strategy. To champion good asset management practices across the organisation. To steer the implementation of the Asset Management Policy, Asset Management Strategy and the Asset Management Improvement Program, including monitoring outcomes and performance measures. To review and monitor the preparation, implementation and outputs of Asset Management Plans. |
| Asset Custodians | <ul style="list-style-type: none"> To develop, update and implement Asset Management Plans for the assets under their control, including determination of asset renewal requirements i.e. proposed timing and estimated costs of end of life renewal using the principles of good asset management practice. Determine the whole-of-life costs of proposed new/upgraded infrastructure, including additional annual operations and maintenance costs. To implement the assigned components of the Asset Management Strategy with agreed resources and review the performance of those strategy elements. To implement tactical plans (such as maintenance programs and capital works programs) in accordance with the Asset Management Policy, Asset Management Strategy, approved Asset Management Plans and other asset related plans. To deliver asset-based services to agreed levels of service, risk and cost standards. To present information to the CEO (via Executive Leadership Team) and Council relating to asset service levels, life cycle costs, risks and opportunities. To record the levels of service set by Council, including decision date and reference number, for assets under its control (i.e., in a service level register or similar). |
| Coordinator Asset Management | <ul style="list-style-type: none"> To develop corporate Asset Management Policy & Strategy for consideration by the CEO (via Executive Leadership Team) and Council. To implement assigned components of the Asset Management Strategy with agreed resources and review the performance of those strategy elements. To coordinate the Asset Management Improvement Program. To annually produce Asset Management Plans, including renewal requirements, for Sign-off by asset custodians, directors, the CEO and for Council adoption. To provide asset management governance. |

Carpentaria Shire Council



Asset Management Strategy 2020 - 2024

April 2020
Version No. 1
Adopted [Enter Date]

TABLE OF CONTENTS

| | |
|---|----|
| Executive Summary..... | 3 |
| 1. Introduction | 6 |
| 2. What Assets Do We Have?..... | 8 |
| 3. The Organisation’s Asset and Their Management?..... | 9 |
| 4. Where Are We Now? | 16 |
| 5. Where Do We Want to Be?..... | 3 |
| 6. How will we get there? | 5 |
| 7. Asset Management Strategy Implementation Plan..... | 6 |
| Appendix A Project Gantt chart and Organisational Roles and responsibilities..... | 10 |

Executive Summary

This asset management strategy is prepared to assist council is improving the way it delivers services from:

- Infrastructure assets including:
 - Roads and associated footpaths and stormwater drainage
 - Sewer
 - Water, and
 - Other associated structures
- Building assets including
 - Buildings
 - Housing
- Plant and Equipment
- Furniture and Fittings
- Motor Vehicles

These infrastructure assets have a replacement value of \$48.047 million (at 30 June 2016).

The asset management strategy is to enable Council to show:

- how its asset portfolio will meet the service delivery needs of its community into the future,
- enable Council's asset management policies to be achieved, and
- ensure the integration of Council's asset management with its long term strategic plan.

Adopting this asset management strategy will assist council in meeting the requirements of Local Government Act (QLD) 2009, Local Government Regulation (2012) and providing services needed by the community in a financially sustainable manner. The asset management strategy is prepared following a review of the Council's service delivery practices, financial sustainability indicators, asset management maturity and fit with council's vision for the future outlined in the Corporate Plan 2013-18. The strategy outlines an asset management improvement plan detailing a program of tasks to be completed and resources required to bring council to a minimum and appropriate core level of asset maturity, competence and compliance.

Strategy outlook:

1. Council is not expected to be able to have the financial resources to maintain current levels of service for infrastructure and buildings asset categories for the next 10 years. (ie. Maintain renewal expenditure in line with asset consumption/depreciation)
2. Council is not expected to be able to fund current infrastructure life cycle cost at current levels of service and available revenue.
3. Council's current asset management maturity needs to be improved and investment is needed to improve information management, lifecycle management, service management and accountability and direction.

Asset management strategies:

| No | Strategy | Desired Outcome |
|----|--|--|
| 1 | Move from Annual Budgeting to Long Term Financial Planning | The long-term implications of Council services are considered in annual budget deliberations. |
| 2 | Develop and annually review Asset Management Plans covering at least 10 years for all major asset classes (80% of asset value). | Identification of services needed by the community and required funding to optimise 'whole of life' costs. |
| 3 | Develop Long Term Financial Plan covering 10 years incorporating asset management plan expenditure projections with a sustainable funding position outcome. | Sustainable funding model to provide Council services. |
| 4 | Incorporate Year 1 of Long Term Financial Plan revenue and expenditure projections into annual budgets. | Long term financial planning drives budget deliberations. |
| 5 | Review and update asset management plans and long term financial plans in conjunction with annual budgets. Communicate any consequence of funding decisions on service levels and service risks. | Council and the community are aware of changes to service levels and costs arising from budget decisions. |
| 6 | Report Council's financial position at Fair Value in accordance with Australian Accounting Standards, financial sustainability and performance against strategic objectives in Annual Reports. | Financial sustainability information is available for Council and the community. |
| 7 | Ensure Council's decisions are made from accurate and current information in asset registers, on service level performance and costs and 'whole of life' costs. | Improved decision making and greater value for money. |
| 8 | Report on Council's resources and operational capability to deliver the services needed by the community in the Annual Report. | Services delivery is matched to available resources and operational capabilities. |
| 9 | Ensure responsibilities for asset management are identified and incorporated into staff position descriptions. | Responsibility for asset management is defined. |
| 10 | Implement an Improvement Plan to realise 'core' maturity for the financial and asset management competencies within 2 years. | Improved financial and asset management capacity within Council. |
| 11 | Report six monthly to Council by CEO on development and implementation of Asset Management Strategy, AM Plans and Long Term Financial Plans. | Oversight of resource allocation and performance. |

Asset management improvement plan:

The program of tasks and resources required to achieve improved asset management maturity has been developed. The tasks and program are shown below.

| Item | Task | Responsibility | Target Date | Status |
|------|--|-----------------------------|-------------|--------|
| 1 | Document and adopt an Asset Management Policy. | CEO | | |
| 2 | Document and adopt an Asset Management Strategy. | CEO | | |
| 3 | Review valuation and condition assessment data by asset category and determine revaluation and condition assessment need. | Director Corporate Services | | |
| 4 | Develop interim Asset Management Plans | CEO | | |
| 5 | Document current levels of service and identify future demand impacts of levels of service | All Managers | | |
| 6 | Establish the Long Term Financial Plan including forecasting and modelling. | Director Corporate Services | | |
| 7 | Development of final Asset Management Plans to establish data linkages and to populate forecasting and demand models. | CEO | | |
| 8 | Review Chart of Accounts cost coding associated with asset information and management practices | Director Corporate Services | | |
| 9 | Organisational asset management awareness and training, and confirm roles and responsibilities of staff | All Managers | | |
| 10 | Develop a Fleet Management Plan. | CEO | | |
| 11 | Perform community consultation, direct or via elected members, and reconfirm community levels of services for all assets and desired levels of service for all assets. | All Managers | | |
| 12 | Update (annually) of Asset Management Plans | CEO | | |
| 13 | Adopt the updated Asset Management Plans | CEO | | |

1. Introduction

Assets deliver important services to communities. A key issue facing local governments throughout Australia is the management of ageing assets in need of renewal and replacement.

Infrastructure assets such as roads, drains, culverts, water and sewerage and public buildings and housing present particular challenges. Their condition and longevity can be difficult to determine. Financing needs can be large, requiring planning for large peaks and troughs in expenditure for renewing and replacing such assets. The demand for new and improved services adds to the planning and financing complexity.

The creation of new assets also presents challenges in funding the ongoing operating and replacement costs necessary to provide the needed service over the assets' full life cycle.

The Local Government Act (QLD) 2009 requires councils to adopt a longer-term approach to asset management and linkages to long term financial planning.

Elements to assist in highlighting key management issues, promote prudent, transparent and accountable management of local government assets and introduce a strategic approach to meet current and emerging challenges are as follows:

- Asset management policy,
- Strategy and planning,
 - asset management strategy,
 - asset management plan,
- Governance and management arrangements,
- Defining levels of service, data and systems,
- Skills and processes, and
- Evaluation.

The asset management strategy is to enable Council to show:

- how its asset portfolio will meet the service delivery needs of its community into the future,
- to enable Council's asset management policies to be achieved, and
- to ensure the integration of Council's asset management with its long term strategic plan.

The goal of asset management is to ensure that services are provided:

- in the most cost effective manner,
- through the creation, acquisition, maintenance, operation, rehabilitation and disposal of assets, and
- for present and future consumers.

The objective of the Asset Management Strategy is to establish a framework to guide the planning, construction, maintenance and operation of the infrastructure essential for council to provide services to the community.

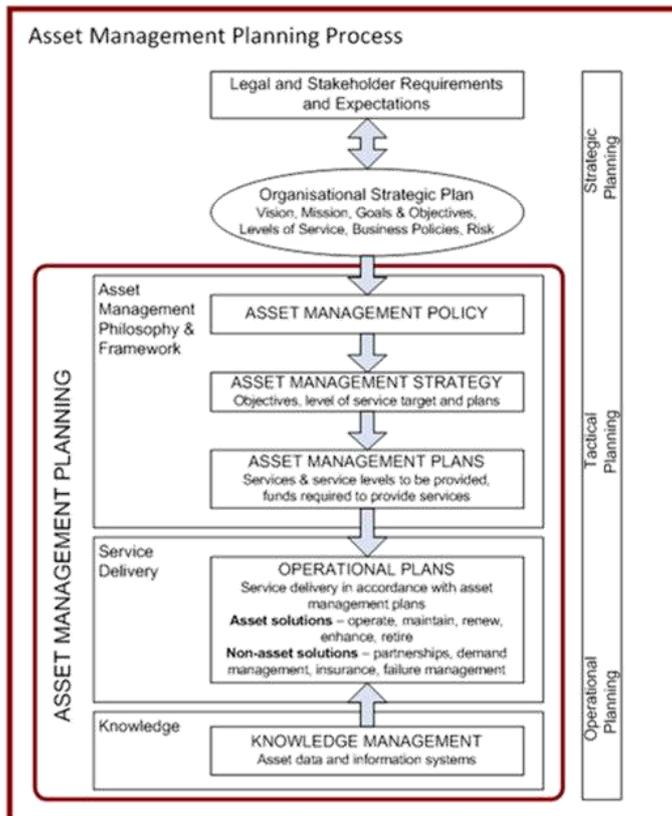
1.1 Relevant Legislation

- Local Government Act (QLD) 2009 s. 104(5)
- Local Government Regulation (2012) s.167 & s.168
- Australian Accounting Standards

1.2 Asset Management Planning Process

Asset management planning is a comprehensive process to ensure that assets are managed and maintained in a way that enables affordable services from infrastructure to be provided in an economically optimal way. In turn, affordable service levels can only be determined by assessing Council’s financially sustainability under scenarios with different proposed service levels.

Asset management planning commences with defining stakeholder and legal requirements and needs, incorporating these needs into the organisation’s strategic plan, developing an asset management policy, strategy, asset management plan and operational plans, linked to a long-term financial plan with a funding plan.



2. What Assets Do We Have?

Council uses infrastructure assets to provide services to the community. The range of infrastructure assets and the services provided from the assets is shown in Table 1.

Table 1: Assets used for providing Services

| Asset Class | Description | Services / Function Provided |
|----------------------------|--|--|
| Buildings (And Housing) | Council owned municipal buildings, Workshop and associated buildings, Supermarket, Guest house and unit, Arts Centre, Library, Community Hall, Kindergarten, Aged Care Home, minor buildings and amenities blocks (including associated structures and facilities). | Building Services and Community Services |
| Motor Vehicles | Council owned motor vehicles | All |
| Furniture and Fittings | Council owned fixed and loose furniture and associated equipment. | All |
| Plant and Equipment | Council owned plant and associated equipment. | All |
| Infrastructure comprising: | <u>Roads, Drainage and Culvert Network</u> Sealed town streets, rural sealed and unsealed roads, culverts, grids and stormwater drainage. Includes associated structures not limited to kerb and channel, stormwater drainage structures, grids, footpaths, signs and street furniture. | Technical Services |
| | <u>Water</u> Town water treatment plant, underground water mains reticulation, electrical equipment and pumps, water valves, water meters and water supply intake and pump. | Technical Services |
| | <u>Sewerage</u> Sewer treatment plant, underground sewer mains reticulation (gravity and pumped), sewer manholes, electrical equipment, pumps and telemetry. | Technical Services |
| | <u>Other</u> Parks and recreational facilities, boat ramps, waste depot, concrete pads, various retaining walls and several drainage structures not included in roads infrastructure. | Technical Services |

3. The Organisation's Asset and Their Management?

3.1 State of the Assets

The financial status of the organisation's assets is shown in Table 2. Table 2 asset valuation data is as at 30 June 20xx based on the following:

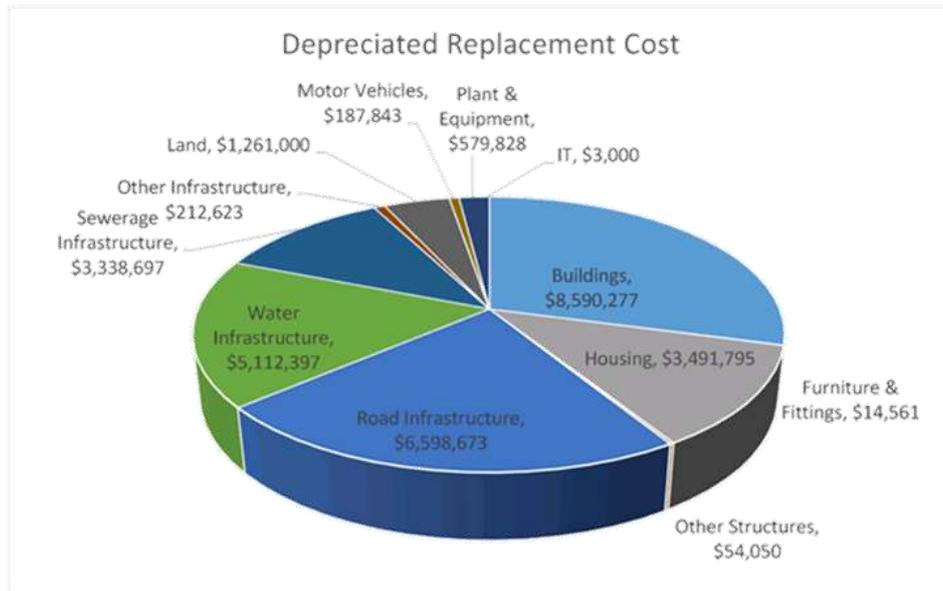
- Buildings - Buildings and Buildings - Housing
 - 20xx revaluation data
 - Depreciation expense applied for the period xxxx/xxxx, and
 - Application of xxxx indexation
- Motor vehicles, Furniture and Fittings and Plant and Equipment
 - Xxxx revaluation data
 - Depreciation expense applied for the period xxxx/xxxx
- Infrastructure – Roads, and Infrastructure - Other
 - xxxx revaluation data
 - Depreciation expense applied for the period xxxx/xxxx, and
 - Application of xxxx/xxxx indexation
- Infrastructure – Sewer
 - Revaluation data as at 30 June 20xx
- Infrastructure – Water
 - Revaluation data as at 30 June 20xx

Table 2: Financial Status of the Assets

| Asset Class/Category | Current Replacement Cost | Depreciable Amount ♦ | Depreciated Replacement Cost ♦ | Depreciation Expense |
|-------------------------|--------------------------|----------------------|--------------------------------|----------------------|
| Buildings | | | | |
| Furniture & Fittings | | | | |
| Housing | | | | |
| Other Structures | | | | |
| Road Infrastructure | | | | |
| Water Infrastructure | | | | |
| Sewerage Infrastructure | | | | |
| Other Infrastructure | | | | |
| Land | | | | |
| Motor Vehicles | | | | |
| Plant & Equipment | | | | |
| IT | | | | |
| Total | | | | |

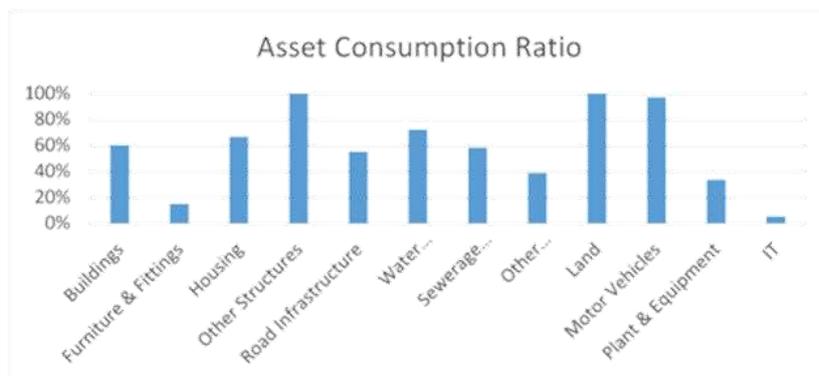
Figure 1 shows the depreciated replacement cost of Council's assets as at 30 June 20xx.

Figure 1: Asset Replacement Values



The asset consumption ratios of Council's assets (average proportion of 'as new' condition left in assets) are shown in Figure 2. This ratio is derived from calculating the combined current asset valuation values by category and deducting accumulated depreciation expense of the asset by category.

Figure 2: Asset Consumption Ratio



Growth in assets (including sewer treatment, housing stock) and the impact of natural disasters on assets, has further accentuated the need to ensure all assets are maintained and renewed to meet community needs.

This growth, coupled with the demands on aging infrastructure from a growing housing stock and population base, requires continual renewal and maintenance to ensure the service delivery requirements of the community and its many visitors, now and for future generations.

The condition of Council's assets will be reported in Asset Management Plans and will be informed by asset condition assessments.

Broadly, Council's assets have the following characteristics:

- A large percentage of asset value is contained in the Transport asset class.
- Infrastructure assets that vary in age from new to old and very old.
- Varying levels of condition of individual assets within each asset class.
- Contained within a small geographic area.
- Service a relatively small population base.
- Council is involved in the management of 'community assets' that are located on land not owned by Council.

3.2 Life Cycle Cost

Life cycle costs (or whole of life costs) are the average costs that are required to sustain the service levels over the longest asset life. Life cycle costs include operating and maintenance expenditure and asset consumption (depreciation expense).

Life cycle costs can be compared to life cycle expenditure to give an indicator of sustainability in service provision. Life cycle expenditure includes operating, maintenance and capital renewal expenditure in the previous year. Life cycle expenditure will vary depending on the timing of asset renewals.

A life cycle costs and life cycle expenditure comparisons highlight any difference between present outlays and the average cost of providing the service over the long term. If the life cycle expenditure is less than the life cycle cost, it is most likely that outlays will need to be increased or cuts in services made in the future.

Improvement in Council's asset management maturity will enable Life Cycle Cost to be defined to indicate a shortfall between life cycle cost and life cycle expenditure to give an indication of the life cycle gap to be addressed in long term financial planning.

Knowing the extent and timing of any required increase in outlays and the service consequences if funding is not available will assist Council in providing service to their communities in a financially sustainable manner. This is the purpose of asset management planning (Asset Management Plans) and long term financial plans which will be guided by this Strategy.

Of note is the reported Asset Sustainability Ratio from the 20XX/20XX financial statements of 00%. This indicates that Council renewed its assets at less than half the rate of depreciation of the assets (ie. Depreciation expense of \$000,000 million versus renewal expense of \$000,000).

3.3 Asset Management Structure

Management, renewal, maintenance and operation of the assets and services are critical functions, and it is important that the organisation is assured that all responsibilities are effectively discharged, and the appropriate level of expertise is available to ensure competent and efficient discharge.

Implementation of Asset Management Plans will be the responsibility of the office of the CEO and the Senior Management Team.

The AM structure and corresponding responsibilities are as follows.

Councillors

Councillors are responsible for adopting the AM Policy and AM Strategy, allocation of resources, providing high level oversight of the delivery of the organisation's asset management strategy and plan and maintaining accountability mechanisms to ensure that organisational resources are appropriately utilized to address the organisation's strategic plans and priorities.

Chief Executive Office

The Chief Executive Officer (CEO) has overall responsibility for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within Council. The CEO will be responsible for ensuring that the asset management actions are coordinated and that the major strategic objectives are achieved.

The CEO will report progress against the policy and strategic objectives on an annual basis to Council, plus overview the financial management strategy to implement this plan, as well as:

- half-yearly reporting to the Council on the progress and performance of asset management across the organisation;
- the overall budget control and performance of assets and services;
- population and implementation of the Long Term Financial Plan; and
- provision of financial management support for Council's asset and services undertakings.

Senior Management Team

The Senior Management Team members are responsible for the assets and services allocated to them, plus the update and review of the relevant chapters of the Asset Management Plans, including:

- the essential strategic and tactical planning for the assets and services, including maintenance of the Asset Inventory based on regular review, plus programmed, repeatable asset condition and defect inspections;
- the implementation of continuous asset management, development and improvement actions;
- day-to-day operation and maintenance of the asset and services networks and programs;
- operational planning and scheduling to meet the Service Summaries / Service Targets;
- monitoring and reporting on operational parameters detailed in the Service Summaries for the individual asset classes;
- costing of the asset management frameworks; and
- overseeing the annual update of the financial projections for the Asset Management Plans and periodic reviews of the document.

3.4 Asset Management Steering Committee

A 'whole of organisation' approach to asset management can be developed and maintained with an Asset Management Steering Committee. The benefits of a Steering Committee include:

- demonstrate and maintain corporate support for sustainable asset management,
- encourage leadership, buy-in and responsibility,
- coordinate strategic planning, information technology and asset management activities,
- promote uniform asset management practices across the organisation,

- information sharing across IT hardware and software,
- pooling of Council expertise
- championing of asset management process, and
- wider accountability for achieving and reviewing sustainable asset management practices.

The role of the Steering Committee will evolve as the organisation maturity increases over several phases.

Phase 1

- strategy development and implementation of asset management policy and strategy documents,

Phase 2

- asset management plan development and implementation,
- reviews of data accuracy, levels of service and systems plan development,

Phase 3

- asset management plan operation
- evaluation and monitoring of asset management plan outputs
- ongoing asset management plans review and continuous improvement.

3.5 Financial & Asset Management Competencies

The competencies of good financial and asset management are:

Financial Planning and Reporting

- Strategic Long-Term Plan
- Annual Budget
- Annual report

Asset Planning and Management

- Asset Management Policy
- Asset Management Strategy
- Asset Management Plan
- Governance & Management
- Levels of Service
- Data & Systems
- Skills & processes
- Evaluation

A maturity assessment for the competencies has not been completed. An asset management improvement plan is included in Section 6.

3.6 Strategy Outlook

1. Council is not expected to be able to have the financial resources to maintain current levels of service for infrastructure and buildings asset categories for the next 10 years. (ie. Maintain renewal expenditure in line with asset consumption/depreciation)
2. Council is not expected to be able to fund current building and infrastructure life cycle cost at current levels of service and available revenue.
4. Council's current asset management maturity needs to be improved and investment is needed to improve information management, lifecycle management, service management and accountability and direction.

4. Where Are We Now?

In 2018 Council undertook a review of its asset management capacity and capabilities. The review was based on the practice areas of asset management defined in the International Infrastructure Management Manual (2011, Table 2.1.2, Page 2|8). The Review findings under the corresponding practice areas are presented as follows:

- Policy development
- Improvement planning
- Strategy development
- Steering committee
- Management structure & teams
- Roles & responsibilities
- Decision making
- Risk management
- Quality management
- Levels of service and performance management
- Demand forecasting
- Operational planning
- Maintenance planning
- Capital works planning (new/upgrade and renewal)
- Forward Planning (asset Management plans)
- Financial and funding strategies (long-term financial plan)
- Service Delivery Mechanisms
- Asset and financial data registers
- Asset condition
- Information systems



Figure 3 Asset management maturity assessment

Based on Figure 3 above:

- Council has contracts in place for external service provisions and is therefore meeting core functions requirements for service delivery mechanisms.
- Council has a foundation knowledge of asset management principles and the benefits of its application. There is enthusiasm for asset management across the higher levels of the organisation and the opportunity is being taken to further develop the organisational structure to aligned with asset management roles and responsibilities and to implement the cultural change necessary to establish these improvements.
- Council resources have an asset management focus and additional training of existing staff will support sustained improvement. Further work is required to clarify roles and responsibilities.
- There is an opportunity for Council to develop and implement an asset management framework (also referred to as an asset management governance framework). Council is currently developing asset management policy and strategy for adopt an in the near future. These documents could be supplemented with associated accounting practices and asset custodian roles and responsibilities to assist align finance and infrastructure functions within Council.
- Council has an opportunity to develop a risk register incorporating the risks to assets and delivery of the services. Council would benefit from a risk framework and integration across the organisation.
- Council has an opportunity to develop a Quality management framework that ensures key processes and procedures are documented and there is consistency in delivery of the services. Council would benefit from a framework and integration across the organisation.
- Council's asset management plans were not formally adopted and are no longer current. The long term financial planning and budgeting is based on escalation of expenditure from a prior financial year. This does not consider the optimum allocation of funds and available resources to assets which are in immediate need of maintenance, renewal or upgrade.
- This is limiting proactive planning and effective governance of Council's assets. Maintenance and operations activities are not tracked and reported at a level that supports performance measurement.
- There are disparate sources of financial and technical asset data within Council. The asset data is heavily informed by asset revaluation which may not carry sufficient confidence in data accuracy in relation to important asset attributes. This data provides a foundation for development of asset registers and requires sustained effort to maintain a level of confidence, integrity and alignment between financial and engineering data. It appears that data from Councils recent revaluation was not accurately carried over to infrastructure/engineering asset registers.
- The move to Synergy SoftIT Vision provides an opportunity for data currently held at various locations to be retrieve, audited and centralised in a single asset register.

5. Where Do We Want to Be?

5.1 Council's Vision, Mission, Goals and Objectives

Council has adopted an asset management Vision for the future in the Asset Management Policy.

Council's purpose or mission is set out in the Corporate Plan as follows.

The Corporate Plan establishes the aspirational outcomes to be achieved in the planning period to delivery its corporate goals. These aspirations set out where the organisation wants to be. The aspiration outcomes of the Corporate Plan are to:

- provide leadership, direction, representation and service to the community, and manage the care and safety of families,
- manage Council's resources in a way that achieves maximum community benefit,
- develop and maintain infrastructure, land-use planning and environmental services to meet community needs,
- develop, maintain and renovate infrastructure to improve community housing and council buildings,
- promote and develop a range of services to cater for the diverse needs of the community,
- promote the development of micro, small and medium enterprises to get community members to benefit their wellbeing to a more productive lifestyle and local economy, and
- provide leadership, direction, representation and service to the community, and manage the care and safety of families.

Goals and objectives relating to the delivery of services from building and infrastructure assets are the steps needed to meet the provision of services to the community through building and infrastructure assets.

5.2 Asset Management Policy

Council's Asset Management Policy defines the council's vision and service delivery objectives for asset management in accordance with legislative requirements, the Corporate Plan, community needs and affordability.

The asset management strategy is developed to support the asset management policy and is to enable Council to show:

- how its asset portfolio will meet the affordable service delivery needs of the community into the future,
- enable Council's asset management policies to be achieved, and
- ensure the integration of Council's asset management with its long term strategic plans.

5.3 Asset Management Vision

To ensure the long-term financial sustainability of Council, it is essential to balance the community's expectations for services with their ability to pay for the infrastructure assets used to provide the services. Maintenance of service levels for infrastructure services requires appropriate investment over the whole of the asset life cycle. To assist in achieving this balance, Council aspires to:

Develop and maintain asset management governance, skills, process, systems and data in order to provide the level of service the community need at present and in the future, in the most cost-effective and fit for purpose manner.

In line with the vision, the goals and objectives of the asset management strategy are shown in Table 3:

Table 3: Goals and Objectives for Building and Infrastructure Services

| Goals | Objectives |
|--|--|
| Sustainable asset management which aligns with accepted levels of service. | Ensuring that Council's services and infrastructure are provided in an economically optimal way and in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment. |
| Protecting assets through appropriate asset management practices. | Safeguarding Council assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets. |
| Preserving cultural and heritage values | Preserving the cultural and heritage significance of Council assets by implementing appropriate asset management strategies and allocating appropriate financial resources for those assets. |
| Organisation wide asset management awareness. | Adopt the long term financial plan as the basis for all service and budget funding decisions. |
| | Creating an environment where all Council employees take an integral part in overall management of Council assets by creating and sustaining an asset management awareness throughout the organisation by training and development. |
| Meeting legislative requirements | Meeting legislative requirements for asset management. |
| Ensuring allocation of responsibility and resources. | Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated. |
| Transparent and responsible asset management. | Demonstrating transparent and responsible asset management processes that align with demonstrated best practice. |
| | Provide high level oversight of financial and asset management responsibilities through CEO reporting to council on development and implementation of Asset Management Strategy, Asset Management Plan and Long Term Financial Plan. |

Strategies to achieve these are outlined in Section 6. How will we get there?.

6. How will we get there?

The Asset Management Strategy proposes strategies to enable the objectives of this Strategic Plan, Asset Management Policy and Asset Management Vision to be achieved.

Table 4: Asset Management Strategies

| No | Strategy | Desired Outcome |
|----|--|--|
| 1 | Move from Annual Budgeting to Long Term Financial Planning | The long-term implications of Council services are considered in annual budget deliberations. |
| 2 | Develop and annually review Asset Management Plans covering at least 10 years for all major asset classes (80% of asset value). | Identification of services needed by the community and required funding to optimise 'whole of life' costs. |
| 3 | Develop Long Term Financial Plan covering 10 years incorporating asset management plan expenditure projections with a sustainable funding position outcome. | Sustainable funding model to provide Council services. |
| 4 | Incorporate Year 1 of Long Term Financial Plan revenue and expenditure projections into annual budgets. | Long term financial planning drives budget deliberations. |
| 5 | Review and update asset management plans and long term financial plans in conjunction with annual budgets. Communicate any consequence of funding decisions on service levels and service risks. | Council and the community are aware of changes to service levels and costs arising from budget decisions. |
| 6 | Report Council's financial position at Fair Value in accordance with Australian Accounting Standards, financial sustainability and performance against strategic objectives in Annual Reports. | Financial sustainability information is available for Council and the community. |
| 7 | Ensure Council's decisions are made from accurate and current information in asset registers, on service level performance and costs and 'whole of life' costs. | Improved decision making and greater value for money. |
| 8 | Report on Council's resources and operational capability to deliver the services needed by the community in the Annual Report. | Services delivery is matched to available resources and operational capabilities. |
| 9 | Ensure responsibilities for asset management are identified and incorporated into staff position descriptions. | Responsibility for asset management is defined. |
| 10 | Implement an Improvement Plan to realise 'core' maturity for the financial and asset management competencies within 2 years. | Improved financial and asset management capacity within Council. |
| 11 | Report six monthly to Council by CEO on development and implementation of Asset Management Strategy, AM Plans and Long Term Financial Plans. | Oversight of resource allocation and performance. |

7. Asset Management Strategy Implementation Plan

The tasks required to achieve improve asset management maturity are shown in priority order in Table 8. Detailed Gantt chart and responsibilities attached as Appendix A

Table 8: Asset Management Improvement Plan

| Ref | Practice Area | Act No. | Initiative Description | Responsibility | Target Date | Status |
|-----|--|---------|--|----------------|-------------|--------|
| 1 | AM Strategy Development | 1.1 | Draft AM Strategy & Implementation Plan | | | |
| | | 1.2 | Develop Strategy Implementation Plan | | | |
| | | 1.3 | Strategy Review (Annually) | | | |
| 2 | Asset Management Roles and Responsibilities | 2.1 | Define Asset and Data custodian responsibilities | | | |
| | | 2.2 | Assign Asset/data custodian roles to positions | | | |
| | | 2.3 | Amend Position Descriptions | | | |
| | | 2.4 | AM training occurs for primary staff. | | | |
| | | 2.5 | Draft Asset/Data custodian Policy | | | |
| 3 | Steering Committee | 3.1 | Draft Terms of Reference | | | |
| 4 | Asset Management structure and Teams | 4.1 | Develop and adopt new AM structure | | | |
| | | 5.1 | Develop Corporate Data Model (Consider IT Vision data model) | | | |
| 5 | Asset Register Data | 5.2 | Develop data management procedures | | | |
| | | 5.3 | Train AM Staff | | | |
| | | 5.4 | Ongoing Data Collection and Management | | | |
| | | 6.1 | Document service levels (Community & Technical) and performance measures | | | |
| 6 | Levels of Service and Performance Management | 6.2 | Sign of by Community/Executive/Council | | | |
| | | 7.1 | Forecast growth and increase in demand for services | | | |
| 7 | Demand Forecasting | | | | | |

| | | | | | | |
|----|-----------------------------|------|--|--|--|--|
| 8 | Asset Management Plans | 8.1 | Draft AM plans containing basic information on assets, service levels, planned works and financial forecasts (5-10 years) and future improvements. | | | |
| | | 8.2 | Create works programs and Budget Submission Documents | | | |
| 9 | AM Policy Development | 9.1 | Draft Asset Management Policy | | | |
| | | 10.1 | Review Existing AM structure, Maturity and draft AM Improvement Plan | | | |
| 10 | Improvement Planning | 10.2 | Maturity Review | | | |
| | | 11.1 | Develop Condition Rating Manuals | | | |
| 11 | Asset Condition | 11.2 | Develop and implement a Condition assessment program | | | |
| | | 12.1 | Review Operation expenditure levels and improve GL codes to track expenditure by activity/asset | | | |
| 12 | Operational Planning | 13.1 | Review Functionality of IT Vision regarding Asset Management and links with other systems (Finance, GIS) | | | |
| | | 13.2 | Document data entry procedures | | | |
| | | 13.3 | Train AM Staff | | | |
| 14 | Service Delivery Mechanisms | 14.1 | Identify core services and activities | | | |
| | | 14.2 | Review options for delivery. Procure/implement service delivery/contracting Mechanisms | | | |
| 15 | Capital Works Planning | 15.1 | Develop 10-year CAPEX Program (Buckets in outer years if applicable) | | | |
| | | 15.2 | Develop project business case template | | | |
| | | 15.3 | Implement 3-year project development framework | | | |
| 16 | Maintenance Planning | 16.1 | Review current expenditure levels and re-develop WBS to capture maintenance expenditure by activities | | | |
| | | 16.2 | Train Staff in the use of the new cost codes | | | |
| 17 | Decision Making | 17.1 | Implement the decision-making rules in the AM policy | | | |
| | | 17.2 | Develop Whole of life costing Model including a basic Benefit/Cost Ratio model and prioritisation tool | | | |

| | | | | | | |
|----|----------------------------------|------|--|--|--|--|
| | | 17.3 | Upgrade to include Multi Criteria Analysis Parameters | | | |
| 18 | Financial and Funding Strategies | 18.1 | Align AMP financial forecasts to inform the LTFP | | | |
| | | 18.2 | Develop a revaluation and indexation program | | | |
| 19 | Quality Management | 19.1 | Develop Quality management documents, processes & procedures | | | |
| | | 19.2 | Train Staff | | | |
| | | 19.3 | Develop Continuous Improvement process | | | |
| 20 | Risk Management | 20.1 | Develop Asset Criticality Matrices | | | |
| | | 20.2 | Record Criticality, Consequence and Risk against assets | | | |
| | | | | | | |

Adoption of this Strategy

The Asset Management Strategy was adopted on _____.

Chief Executive Officer

Appendix A Project Gantt chart and Organisational Roles and responsibilities

Gantt Chart & Table below to be amended to new delivery dates. Insert Amended Gantt Chart Here

| Activity | Council | CEO | Steering Comm | DCS (D/CEO) | DOE | AM | Manager Finance | Works Supervisor | Internal Other | External | Target Delivery Date | Comments |
|---|---------|-------------|---------------|-------------|-------------|-------------|-----------------|------------------|----------------|-------------|----------------------|--|
| 2012/13 AM Strategy incomplete / template based document | | | | | | | | | | | | |
| Draft AM Strategy & Implementation Plan | | | | | Accountable | Responsible | Consult | | | Assist | | |
| Review | Approve | Approve | Review | | | | | | | | | |
| Adoption by Council | Adopt | | | | | | | | | | | |
| Defined policy statements for all significant activities. Clear linkage to corporate goals. Policy supported by high level action plans with defined responsibilities for delivery | | | | | | | | | | | | |
| Implementation | | | | | Accountable | Responsible | | | | | | |
| Review | | | | | Accountable | Responsible | | | | | | |
| The asset management and data management duties and responsibilities are not clear nor documented | | | | | | | | | | | | |
| Define Asset and Data custodian responsibilities | | Approve | Review | | Accountable | Responsible | Consult | | Responsible | Assist | | HR |
| Assign Asset/data custodian roles to positions | | | | | Accountable | Responsible | | | | | | |
| Identify Gaps | | Approve | Review | | | | | | | | | |
| Amend Position Descriptions | Adopt | | | | Accountable | Responsible | | | Responsible | | | HR |
| AM training occurs for primary staff | | | | | Accountable | Responsible | | | | Assist | | |
| Roles & responsibilities known and clearly defined in Position Descriptions | | | | | | | | | | | | |
| AM Steering committee exists (ELT Asset Manager, Finance Manager). No ToR | | | | | | | | | | | | |
| Draft Terms of Reference | | | | | Consult | Responsible | Consult | | | Assist | | |
| Review ToR | | Approve | Review | | | | | | | | | |
| AMSC adopt ToR | | | Adopt | | | | | | | | | |
| Implement ToR | | | | | Accountable | Responsible | | | | | | |
| AMSC guides AM improvement and consistency as a decision making committee | | | | | | | | | | | | |
| Organisation's asset management structure not clearly known or defined | | | | | | | | | | | | |
| Review of Existing AM Structure | | Accountable | Responsible | Consult | Consult | Responsible | Consult | | | Assist | | |
| Draft new AM structure | | Approve | Review | Accountable | | | Consult | | | Assist | | |
| Align with Organisational structure | | Approve | Review | Accountable | | | | | | | | |
| The ELT have considered options for AM functions and structures | | | | | | | | | | | | |
| Draft report to Council | | Approve | | Accountable | | | | | | | | |
| Adopt new Structure | Adopt | | | | | | | | | | | |
| Implement new reporting lines | | Accountable | Responsible | Consult | Consult | Consult | Consult | Consult | Consult | | | Field Staff/Contractors |
| Cross-Council coordination occurs through a Steering Group or Committee | | | | | | | | | | | | |
| Council are approximately 20% confident in their data | | | | | | | | | | | | |
| Define Asset Hierarchy & Numbering | | | Review | | Accountable | Responsible | Consult | | | Assist | | |
| Develop Corporate Data Model (Consider IT Vision data model) | | | Review | | Accountable | Responsible | Consult | | | Assist | | |
| Determine acceptable, mandatory and default values | | | Review | | Accountable | Responsible | Consult | | | Assist | | |
| Review existing data sources | | | | | Accountable | Responsible | | Consult | | | | |
| Build data load sheets | | | | | Accountable | Responsible | | | | Assist | | |
| Populate Mandatory & Default gaps | | | | | Accountable | Responsible | | | | Assist | | |
| Develop data management procedures (Financial, Spatial, Asset) | | | Review | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Train AM Staff | | | | | Accountable | Responsible | Consult | Consult | Consult | | | |
| Implement Data Management Procedures | | | | | Accountable | Responsible | Consult | Consult | Consult | | | |
| Maintain Load sheets until IT Vision ready | | | | | Accountable | Responsible | | | | | | |
| Acquire & Implement AM software | | | | | Accountable | Responsible | Consult | Consult | | | | |
| Load Data | | | | | Accountable | Responsible | Review | Review | | Assist | | |
| Test data load | | | | | Accountable | Responsible | Review | Review | | Assist | | |
| Go live | | | | | Accountable | Responsible | Consult | Consult | | Assist | | |
| A reliable register of physical and financial attributes recorded in an information system with data analysis and reporting functionality, systematic and documented data collection process in place. High level of confidence in critical asset data | | | | | | | | | | | | |
| Ongoing Data Collection and Management | | | Review | | Accountable | Responsible | Consult | Consult | Consult | | | |
| Levels of Service are colloquially understood by service officers, no formal documentation for technical level. Corporate Plan: The Corporate Plan includes details of Council corporate objectives for service delivery. Council staff are aware of the corpor | | | | | | | | | | | | |
| Review Corporate Plan for Hard & Aspirational | | | Review | | Accountable | Responsible | | | | Assist | | |
| Community service levels | | | | | Accountable | Responsible | | | | Assist | | |
| Determine community service levels to cover gaps | | | | | Accountable | Responsible | | | | Assist | | |
| Assign Technical Service levels | | | | | Accountable | Responsible | | | | Assist | | |
| Determine performance measures (intervention levels etc) | | | | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Document service levels | Consult | Approve | Review | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Load provision of documented levels | | | Review | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Community Satisfaction | Consult | Approve | Review | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Sign off by Community/Elected/Council | Adopt | Approve | Review | | Accountable | Responsible | Consult | Consult | Consult | Assist | | Field Staff/consultants |
| Implement changes to work processes/procedures | | | | | Accountable | Responsible | Consult | Consult | Consult | Assist | | |
| Customer Groups defined and requirements informally understood. Levels of service and performance measures in place covering a range of service attributes. Annual reporting against performance targets. | | | | | | | | | | | | |
| Forecasting of demand has not been performed over all of the asset services classes, however it has been completed for water and sewerage particularly for peak tourism season demand. The Water treatment plant has been designed to meet current peak demand. | | | | | | | | | | | | |
| Forecast Growth in both Tourist and resident populations | | | Review | | Accountable | Responsible | Consult | | | | | |
| Determine increase in demand for services | | | Review | | Accountable | Responsible | Consult | | | | | |
| Demand Forecasts based on robust projection of a primary demand factor (e.g. population growth) and extrapolation of historic trends. Risk associated with demand change broadly understood and documented. | | | | | | | | | | | | |
| There are currently no formal Asset Management Plans (AMPs) in place. | | | | | | | | | | | | |
| Draft AM plans | | | | | Accountable | Responsible | Consult | | | Assist | | Plan contains basic information on assets, service levels, planned works and financial forecasts (5-10 years) and future improvements. |
| Review | | | Review | | Accountable | Responsible | | | | | | |
| Create Renewal works programs | | | | | Accountable | Responsible | | Consult | Consult | Assist | | |
| Field validation of works programs | | | | | Accountable | Responsible | | Consult | Consult | Assist | | |
| Service Financial Forecasts | | | Review | Review | Accountable | Responsible | Review | | | Assist | | |
| Review | | | Review | Review | Accountable | Responsible | | | | | | |
| Budget Submission Documents | | | Review | Review | Accountable | Responsible | Consult | Consult | Consult | | | |
| Review by CEO | | | Accountable | | | | | | | | | |
| Presentation to Council | Adopt | Approve | | | Accountable | | | | | | | |
| As above plus executive summary, description of services and key/critical assets, top-down condition and performance description, future demand forecasts, description of supporting AM processes, 10 year financial forecasts, 3 year AM improvement plan | | | | | | | | | | | | |
| There is no Asset Management Policy | | | | | | | | | | | | |
| Draft Asset Management Policy | | | | | Accountable | Responsible | | | | Assist | | |
| Review Policy | | Approve | Review | | | | | | | | | |
| Adoption by Council | Adopt | | | | Accountable | Responsible | Consult | Consult | Consult | Consult | | |
| Implement Policy through AM Steering Committee | | | | | Accountable | Responsible | Consult | Consult | Consult | Consult | | |
| Defined policy statements for all significant activities. Clear linkage to corporate goals. Policy supported by high level action plans with defined responsibilities for delivery. | | | | | | | | | | | | |
| In line with the drafting of the 2016/19 ADP and possible revision of the CP | | | | | | | | | | | | |
| Maturity Audit | | | | | | | | | | | | |
| Review Existing (As is) AM structure & Maturity | | Consult | Consult | | Accountable | Responsible | Consult | Consult | Consult | Responsible | | |
| Determine Future (To Be) Am structure and target maturity | | Consult | Consult | | Accountable | Responsible | Consult | Consult | Consult | Responsible | | |
| Gap Analysis | | | | | Accountable | Responsible | | | | Responsible | | |
| Draft AM Improvement Plan | | Approve | Review | | Accountable | Responsible | | | | Responsible | | |
| Review | | | Review | | Accountable | Responsible | | | | Responsible | | |
| Adoption by Council | Adopt | | | | Accountable | Responsible | | | | Responsible | | |
| Current and future AM performance assessed and gaps used to drive the improvement actions. Improvement plans identify objectives, timeframes, deliverables, resource requirements and responsibilities | | | | | | | | | | | | |
| AMP Implementation | | | | | Accountable | Responsible | | | | Assist | | |
| Maturity Review | | | | | Accountable | Responsible | | | | Assist | | |
| Council have very limited condition data which is up to date from 2014 and does not yet have processes to update/track the condition of assets. There is also no condition rating assigned to each asset. A comprehensive condition report was done in 2015 on | | | | | | | | | | | | |
| Review Existing condition data (from Revaluations) | | | Review | | Accountable | Responsible | | | | Responsible | | |
| Develop Condition Rating Manuals | | | Review | | Accountable | Responsible | Consult | | | Responsible | | |
| Develop a Condition assessment program | | Approve | Review | | Accountable | Responsible | Consult | | | Responsible | | |
| Implement Program | | | | | Accountable | Responsible | | | | Responsible | | |
| Condition assessment programme in place for major asset types, prioritised based on asset risk. Data supports asset life assessment. Data management standards and processes documented. Programme for data improvement developed. | | | | | | | | | | | | |
| To discuss further once Steering Committee established and systems in place to "hold" relevant condition assessment data | | | | | | | | | | | | |
| Disaster Management Planning and Handbooks are current and available. Demand Management is considered informally in asset planning and asset utilisation is monitored. | | | | | | | | | | | | |
| Formalise Demand forecasting and management processes for inclusion in the Council report template | | | Review | | Accountable | Responsible | Consult | | | | | |
| Emergency response plan is developed. Demand management is considered in major asset planning. Asset utilisation is measured for critical asset groups and is routinely analysed. | | | | | | | | | | | | |
| GIS System is generally in place with some assets requiring updating. The GIS is updated by council's GIS officer and the QA of changes are being completed by Mergues Mapping the project manager or person suggesting changes to the maps is not involved in | | | | | | | | | | | | |
| Review Functionality of IT Vision art Asset Management | | | | | Accountable | Responsible | Consult | | | Assist | | |
| Review links with other systems Finance, GIS | | | | | Accountable | Responsible | Consult | | | Assist | | |
| Review Data entry procedures | | | | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Identify Gaps | | | | | Accountable | Responsible | | | | Assist | | |
| Determine work arounds etc | | | Review | | Accountable | Responsible | | | | Assist | | |
| Train AM Staff | | | | | Accountable | Responsible | | | | Assist | | |
| Asset register enables hierarchical reporting (at component to facility level). Customer request tracking and planned maintenance functionality enabled. System enables manual reports to be generated for valuation. | | | | | | | | | | | | |
| Council utilise a large majority of their own staff, such as own electricians, carpenters. Council always try to select locals first and both contractors on to working crews. There is no formal process in place for sending internal staff on jobs | | | | | | | | | | | | |
| Identify core services and activities | | | | | Accountable | Responsible | | | Responsible | | | |
| Review options for delivery | | | | | Accountable | Responsible | | | Responsible | | | |
| Procurement/contract service delivery/contracting Mechanisms | | | | | Accountable | Responsible | Consult | | Responsible | | | |
| Contracts in place for external service provision. Core functions defined. | | | | | | | | | | | | |

| Activity | Council | CEO | Steering Comm | DCS (D/CED) | DOE | AM | Manager Finance | Works Supervisor | Internal Other | External | Target Delivery Date | Comments |
|---|---------|---------|---------------|-------------|-------------|-------------|-----------------|------------------|----------------|----------|----------------------|--|
| Priority for new/upgrade is based on funding and those works considered necessary by Councilors in consultation with the Executive team. Annually, the target list of new and upgrade works exceeds available budget. | | | | | | | | | | | | |
| Develop 10-year CAPEX Program (Buckets in outer years if applicable) | | | | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Review decision-making rules in AM policy | | Approve | Review | Review | Accountable | Responsible | Consult | Consult | | Assist | | |
| Develop project business case template | | | Review | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Implement 3 year project development framework | | | Review | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Re-prioritise 10-year renewal program from AMP | | Approve | Review | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Re-prioritise 10-year new/upgrade program from AMP | | Approve | Review | | Accountable | Responsible | Consult | Consult | | Assist | | 10-year CAPEX Program inform the Service Financial Forecasts |
| Projects have been collated from a wide range of sources such as hydraulic models, operational staff and risk processes. Capital projects for the next three years are fully scoped and estimated. | | | | | | | | | | | | |
| Council treat and budget operational and maintenance planning as the same. Budgets are built up from Managers and Supervisors and reviewed by Executive Management team members. Budgets are largely based on existing budgets. Changes to budgets are inform | | | | | | | | | | | | |
| Review current O & M expenditure levels | | | | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Review how expenditure is reported | | | | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Re-develop WBS to Capture Operations expenditure on maintenance expenditure by activities | | Approve | | Review | Accountable | Responsible | Consult | Consult | | Assist | | |
| Amend SynchroSoft to enable new Cost codes | | | | Review | Accountable | Responsible | Consult | Consult | | Assist | | |
| Train Staff on the use of the new cost codes | | | | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Implement new cost codes | | | | | Accountable | Responsible | Consult | Responsible | Consult | Assist | | |
| Review O & M expenditure levels | | | | Review | Accountable | Responsible | Consult | Consult | | Assist | | |
| O & M expenditure forecasts used to inform AMP'S and Service Financial Forecasts | | | | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Asset criticality considered in response processes. Fault tracking and closure process. Strategy for prescriptive versus performance-based maintenance developed. Key maintenance objectives established and measured. | | | | | | | | | | | | |
| Decision Making | | | | | | | | | | | | |
| Decision making is done on a departmental basis rather than at a strategic level incorporating coordination and governance | | | | | | | | | | | | |
| Review the decision-making rules in the AM policy | | | | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Utilise the QTC Project Decision making framework | | Approve | Review | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Develop Whole of life costing Model | | | | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Develop Benefits recognition and realisation framework | | | | Review | Accountable | Responsible | Consult | Consult | | Assist | | |
| Develop a basic Benefits/Cost Ratio model and prioritisation tool | | | | Review | Accountable | Responsible | Consult | Consult | | Assist | | |
| Develop a standard report template for reports to Council that includes the above | | Approve | Review | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Implement | | | | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Formal decision making techniques (MCA/BCA) are applied to major projects and programmes. | | | | | | | | | | | | |
| Upgrade to include Multi Criteria Analysis Parameters | | Approve | Review | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Implement | | | | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Annual Asset Financial Forecasts | | | | | | | | | | | | |
| Assets are comprehensively revalued every 3 years, with desktop reviews in between. Currently finance determine the budgets based on previous year's expenditure + CPI instead of the planned maintenance program. Long Term Financial Plans (LTFFs) are prepared | | | | | | | | | | | | |
| AMP'S Service financial forecasts inform the LTFF | | | Review | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Year 1 of the SFF forms the annual budget submission | Assist | Approve | Review | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Develop a revaluation and extension program | | | Review | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Implement program (3 year contracts etc.) | | | Review | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Revaluations and indications | | | Review | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Asset revaluations have a "B" grade data confidence. 10-yr financial forecasts based on current AM outputs. Significant assumptions are specific and well resourced. Expenditure captured at a level useful for AM | | | | | | | | | | | | |
| Quality Management | | | | | | | | | | | | |
| Council adheres to Australian Standards, PNQ and Western Queensland Standards. Western - PNQ/oc. As constructed drawings are quality checked against plans. Council have adopted PNQ/oc development manual and reduced the modified the manuals requirements to | | | | | | | | | | | | |
| Establish Council's quality appetite | | | Review | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Assess current practices | | | | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Develop Quality management documents, processes & procedures | | Approve | Review | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Train Staff | | | | | Accountable | Responsible | Consult | Responsible | Consult | Assist | | |
| Implement Quality System | | | | | Accountable | Responsible | Consult | Responsible | Consult | Assist | | |
| Defined quality policy and basic Quality Management System. All critical activity processes documented | | | | | | | | | | | | |
| Develop Continuous Improvement process | | | | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Risk Management | | | | | | | | | | | | |
| Council has a Operational Risk Register (managed by WRS) and a Corporate Risk Register (managed by the Executive Leadership Team). The Operational Risk Register is currently a spreadsheet and will soon transition over to IT Vision which will allow for job | | | | | | | | | | | | |
| Develop Asset Criticality Matrix | | | Review | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Rate Assets | | | Review | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Assign Consequence of failure to Assets | | Approve | Review | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Determine Risk Rating | | | Review | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Record Criticality, Consequence and Risk against assets | | | | | Accountable | Responsible | Consult | Consult | | Assist | | |
| Risk framework developed. Critical assets and high risks identified. Documented risk management strategies for critical assets and high risks. | | | | | | | | | | | | |

BUSINESS PAPERS

9.3 PROPOSAL FOR NORMANTON AIRPORT KIOSK EXTENSIONS

| | |
|----------------------|--|
| Attachments: | NIL |
| Author: | Mark Crawley - Chief Executive Officer |
| Date: | 3 December 2020 |
| 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. |

Executive Summary:

A proposal has been received from Gulf District Enterprises Pty Ltd seeking access to the middle office located at the Normanton Airport to expand the current kiosk at the facility.

RECOMMENDATION:

That Council advise the Chief Executive Officer in relation to the proposal received from Gulf District Enterprises.

Background:

A proposal has been received from Gulf District Enterprises to expand the kiosk area at the Normanton Airport.

The middle office area contains infrastructure that is essential to Council operations.

Photos of the office area are included in the report.

The below is the details of the proposal received: -

Proposed Changes to the Middle Office

We would like to propose that Carpentaria Shire Council do the work of putting in an opening (Doorway) between the kiosk and the middle office. Also, a double sink.

Proposed New Equipment that our company wish to put in at our costs

Stainless steel work bench, a soft service ice cream machine, small benchtop, cake fridge, dish washing machine, fridge and upright freezer. For sandwiches ingredients, easy access to frozen pies etc., larger coffee working area.

With this expansion we will be able to cater, not only for Rex Aircraft, but all other aircraft during the day.

Consultation (Internal/External):

- Mayor and Councillors
- Director Corporate Services Justin Hancock
- Director of Engineering Michael Wanrooy
- Gulf District Enterprises Pty Ltd

Legal Implications:

- Need to expand the lease area in the lease agreement currently in place
-

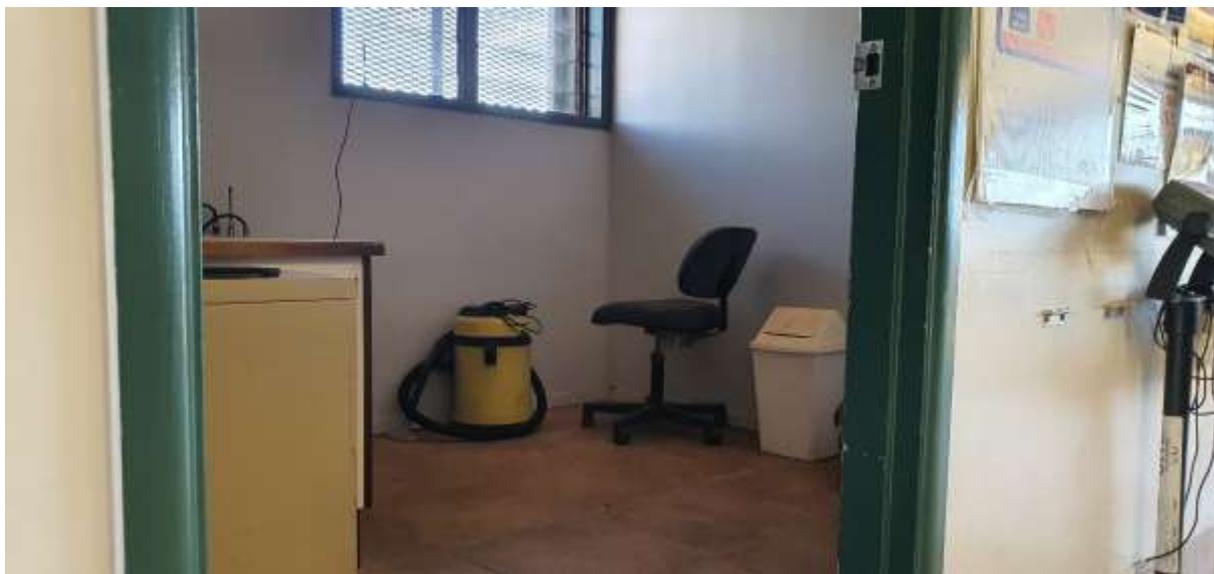
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Financial and Resource Implications:

- Council will need to consider if additional rental/lease payments are to be applied to the additional area.

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 ADVERTISING AT NORMANTON AIRPORT

| | |
|----------------------|--|
| Attachments: | NIL |
| Author: | Mark Crawley - Chief Executive Officer |
| Date: | 2 December 2020 |
| 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. |

Executive Summary:

Proposal received from Just Lord's / Normanton Refuelers in relation to erection of signage to promote business operations at the Normanton Airport.

RECOMMENDATION:

That Council advise the Chief Executive Officer in relation to the proposal received from Normanton Refuelers.

Background:

A proposal has been received from Normanton Refuelers in relation to establishing signage at the Terminal Building at the Normanton Airport.

Details of the proposal received is included below: -

"I ask that this be considered as there are other people including myself who advertise at the airport with flyers etc. advertising services that others offer at the airport and they are removed constantly while businesses who advertise services not related to our services remain.

As we feel this is unjust by the people or person doing this, we feel Council authorised signage would end this issue and remove any potential for conflict." And

"Just Lord's would like to advertise our services at the Normanton Airport

The area we would like to use is the pelmet as you exit the terminal building (photo attached).

The signs would be simple of nature advertising hire vehicles and shuttle service and would not protrude below pelmet.

Measurements would be approx. 1800mm L 220mm D

If you could address this with the appropriate people that would be appreciated. Ideally we would like to get this sorted before the wet season rush arrives if possible."

Consultation (Internal/External):

- Mayor Jack Bawden
- Director of Engineering Michael Wanrooy

Legal Implications:

- Should consider the development of an MOU if approved
-

BUSINESS PAPERS

Financial and Resource Implications:

- Expense should be borne by the applicant

Risk Management Implications:

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



BUSINESS PAPERS

9.5 HUMAN RESOURCES REPORT

Attachments: NIL
Author: Lisa Ruyg - Manager Human Resources
Date: 4 December 2020

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

Executive Summary:

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

RECOMMENDATION:

That Council accepts the Human Resources Report for information.

1. Work, Health and Safety Report

- Safeplan Progress Report October 2020

| KPI | Average Group B Councils | CSC YTD Oct 2019 | CSC YTD Oct 2020 | Safe Plan Target Annual |
|---------------------------|--------------------------|------------------|------------------|-------------------------|
| Lost Time Injuries | 10.05 | 3 | 3 | 5 |
| Lost Time Days per Injury | 13.34 | 7 | 14 | 112 total days |
| Hazard Inspections | - | 95% | 85% | 90% |
| Take 5's Completed | - | 88% | 79% | 85% |

Mechanism of Injury for Claims Submitted FYTD

| | |
|---|---|
| i) Being hit by a moving object | 0 |
| ii) Hitting stationary objects | 0 |
| iii) Muscular stress while handling objects | 0 |
| iv) Muscular stress with no objects being handled | 1 |
| v) Muscular stress while lifting | 1 |
| vi) Being stuck between static objects | 1 |
| vii) Being hit by a falling object | 0 |

BUSINESS PAPERS

- viii) Work related harassment and stress 0

2. Update – Certified Agreement 2020

Negotiations are progressing. Following a recommendation by Preston Law, we have engaged Cathy Lyndon of Minters Ellison to draft the Certified Agreement document. Council will remain responsible for completing the financial modelling against the underlying Modern Awards required to assess the No Disadvantage Test, undertaking the employee ballot and lodging the agreement with the Queensland Industrial Relations Commission for certification.

3. Drug & Alcohol Testing

Random drug & alcohol testing was conducted by The Drug Detection Agency on the following dates:

a) **11 Nov – 15 Nov 2020**

| | |
|----------------------|-----|
| Tests conducted: | 105 |
| Detections recorded: | 1 |

b) **25 Nov – 29 Nov 2020**

| | |
|----------------------|-----|
| Tests conducted: | 110 |
| Detections recorded: | 1 |

4. Training Activities – December 2020

a) **Economic Development Workshop** was attended by Cherie Schafer from 30 Nov – 1 Dec 2020. The workshop was conducted by the Department of State Development, Tourism and Innovation and was held in Cloncurry.

b) **FNQROC Procurement Advisory Committee Meeting** was attended by Nicole Jones on 27 Nov 2020. The meeting was held in Port Douglas.

5. Recruitment Update – Director of Corporate Services & Town Planner

a) **Director of Corporate Services** – a total of twelve (12) applications were received and are currently being assessed.

b) **Town Planner** – a total of five (5) applications were received and are currently being assessed.

6. Recognition of Service Awards

Recognition of Service Awards will be presented to staff at the Christmas Party to be held on 17 December 2020. Staff who reached milestones in 2020 are:

| | |
|--------------------------|------------------|
| 25 years' service | Shane Stark |
| 20 years' service | Ivan Schneekloth |

BUSINESS PAPERS

5 years' service

Rob Beard
Paul Gofton
Col Kemp
Sid Lane
Justin Wheeler
Peter Whelan

Consultation (Internal/External):

- Executive Leadership Team
- Preston Law
- Minters Ellison
- WHS Advisor
- The Drug Detection Agency

Legal Implications:

- Within normal operational parameters.

Financial and Resource Implications:

- Within allocated budget.

Risk Management Implications:

- Within normal operational parameters.

BUSINESS PAPERS

9.6 TOURISM REPORT - NOVEMBER 2020

Attachments: 9.6.1. Visitation Numbers [↓](#)
Author: Verena Olesch - General Manager - Tourism
Date: 4 December 2020

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.

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

| Reference | Action | Status |
|-----------|--------|--------|
| | Nil | |

1.2 Visitor Information Centres:

- October tourism numbers:
 Normanton VIC:
 Karumba LWBDC & VIC: 625 (419 last November)
- Guided Tours and feeding: 142 / \$4,752.71
 79 / \$1,136.36 in November 2019
- Other Revenue
 Normanton: \$ (tba November 19)
 Karumba: \$ 9,263.05 (merchandise)
 \$ 4,042.74 in November 2019
- Donation Box \$ not counted

BUSINESS PAPERS

1.3 LW Barramundi Discovery Centre:

Merchandise and tours:

- still well ahead of expectations for visitation and merchandise
- Online merchandise platform is up and running, one order so far – we will push through digital a bit more

Visitor Information Centre

- Slowing down, but waiting to see what happens with the border opening

Budget

| Description | Current Budget | YTD Actual | Percentage | Comments |
|--|----------------|---------------|------------|--|
| Visitor Information Centre Ntn - Operating Grants, Subsidies and Contributions | \$0.00 | -\$2,500.00 | 100.00% | wrong account |
| Visitor Information Ntn - Operating Income | -\$5,000.00 | -\$3,027.29 | 60.55% | |
| Visitor Information Kba - Operating Income | \$0.00 | -\$388.14 | 100.00% | |
| Visitor Information Ntn - Operating Expenses | \$91,000.00 | \$40,088.65 | 44.05% | |
| Visitor Information Ntn - Maintenance | \$33,000.00 | \$3,555.42 | 10.77% | |
| Visitor Information Ntn - Depreciation | \$0.00 | \$1,616.11 | 100.00% | wrong account |
| Visitor Information Ntn - Grant Funded Expenses | \$0.00 | \$9,320.08 | 100.00% | wrong account |
| Visitor Information Kba - Operating Expenses | \$103,000.00 | \$44,844.31 | 43.54% | |
| Visitor Information Kba - Maintenance | \$0.00 | \$2,273.90 | 100.00% | wrong account |
| Les Wilson Barramundi Discovery Centre - Operating Grants, Subsidies and Contributions | \$0.00 | -\$135,000.00 | 100.00% | Icons Grant |
| Les Wilson Barramundi Discovery Centre - Operating Income | -\$203,000.00 | -\$215,919.90 | 106.36% | |
| Les Wilson Barramundi Discovery Centre - Operating Expenses | \$639,000.00 | \$479,445.84 | 75.03% | Merchandise - \$30k fishing shirts, also excess water charge |
| Les Wilson Barramundi Discovery Centre - Maintenance | \$44,000.00 | \$49,886.76 | 113.38% | questioning \$35k in furniture expenses?? |
| Les Wilson Barramundi Discovery Centre - Depreciation | \$213,000.00 | \$76,077.24 | 35.72% | |
| Les Wilson Barramundi Discovery Centre - Grant Funded Expenses | \$0.00 | \$85,647.76 | 100.00% | Icons grant |
| Les Wilson Barramundi Discovery Centre - Capital Grants and Contributions | -\$250,000.00 | -\$125,000.00 | 50.00% | |
| Hatchery - Operating Grants, Subsidies and Contributions | \$0.00 | -\$72,837.00 | 100.00% | zoos & Aquariums |
| Hatchery - Operating Income | -\$55,000.00 | \$0.00 | 0.00% | |
| Hatchery - Income (GST Free) | \$0.00 | -\$2,185.00 | 100.00% | |
| Hatchery - Operating Expenses | \$294,000.00 | \$179,991.14 | 61.22% | partly offset by Icons |
| Hatchery - Maintenance | \$62,000.00 | \$26,363.82 | 42.52% | |
| Hatchery - Depreciation | \$113,000.00 | \$29,715.76 | 26.30% | |
| Regional Development - Operating Grants, Subsidies and Contributions | \$0.00 | -\$25,000.00 | 100.00% | |
| Tourism Events - Operating Income | \$0.00 | -\$2,727.27 | 100.00% | |
| Barra Blues Festival Income | -\$60,000.00 | \$0.00 | 0.00% | |
| Tourism Operating Expenses | \$0.00 | \$1,006.54 | 100.00% | |
| Outback by the Sea | \$110,000.00 | \$87,710.29 | 79.74% | |
| Tourism - Grant Funded Projects Income & Expense | \$0.00 | \$21,008.97 | 100.00% | |
| | \$1,129,000.00 | \$553,967.99 | 49.07% | |

Carrying over \$150k in stock, numbers will adjust over the slower months with less expenses.

Detailed visitor numbers, tours and merchandise attached.

Grants:

- Signage grant of \$50k (unmatched) – signed and waiting for final execution before starting expenditure
- Outback Queensland Icons Grant of \$125k plus GST (unmatched) approved – still covering expenditure, we have until the end of 2020 to allocate funds.

BUSINESS PAPERS

1.4 Outback-by-the-Sea Festival

- Dates booked in for 2021 (25 Sep – 04 Oct 2021), Adam Harvey re-contracted as headline act
- YOOTEP acquittal done

1.5 Tourism

- LGMA Awards – won highly commended, ie runners-up in the community category!
- Grey Nomad Awards – have entered national awards, to be selected in March 2021
- Normanton: Indigenous Stockwomen’s display in planning – applied for \$20k through Aurizon (display and interactive component) and \$5k through New Century (photography and travel) – still waiting on approval of funds
- Helloworld:
contracted for 2021, same rates
- Fun over 50 – booked 8 groups for 2021

1.6 Hatchery Operations

- Have had a success full spawn and fertilized eggs, enough live food to cover a couple of millions of babies...

1.7 Digital Platforms

- Continue strong results across platforms

1.8 Other activities

- Comment: urgently need a forklift in Karumba – hatchery food etc delivered on palettes, safety issue to break it down manually

LWBDC Performance 2020-21

| | ACTUAL 2019-20 | | | BUDGET 2020-21 | | | ACTUAL 2020-21 | | |
|-------|----------------|---------|--------------|----------------|---------|---------------|----------------|---------|---------------|
| | Visitors | Tours # | Tours \$ | Visitors | Tours # | Tours \$ | Visitors | Tours # | Tours \$ |
| JULY | 4320 | 1673 | \$ 22,731.82 | 4000 | 1600 | \$ 24,000.00 | 3321 | 820 | \$ 14,445.44 |
| AUG | 3469 | 1242 | \$ 16,586.36 | 3400 | 1360 | \$ 20,400.00 | 4278 | 1102 | \$ 20,738.18 |
| SEPT | 2126 | 842 | \$ 11,554.55 | 800 | 320 | \$ 4,800.00 | 4010 | 1417 | \$ 21,253.63 |
| OCT | 1098 | 398 | \$ 5,322.73 | 800 | 320 | \$ 4,800.00 | 2001 | 915 | \$ 19,205.46 |
| NOV | 419 | 79 | \$ 1,136.36 | 400 | 160 | \$ 2,400.00 | 625 | 252 | \$ 4,752.71 |
| DEC | 402 | 30 | \$ - | 400 | 160 | \$ 2,400.00 | | | |
| JAN | 202 | 0 | \$ - | 400 | 160 | \$ 2,400.00 | | | |
| FEB | 173 | 0 | \$ - | 200 | 80 | \$ 1,200.00 | | | |
| MAR | 235 | 74 | \$ 236.36 | 200 | 80 | \$ 1,200.00 | | | |
| APR | 0 | 0 | \$ - | 2400 | 960 | \$ 14,400.00 | | | |
| MAY | 99 | 0 | \$ - | 3200 | 1280 | \$ 19,200.00 | | | |
| JUN | 1107 | 279 | \$ 5,473.39 | 3800 | 1520 | \$ 22,800.00 | | | |
| TOTAL | 13650 | 4617 | \$ 63,041.57 | 20000 | 8000 | \$ 120,000.00 | 14235 | 4506 | \$ 80,395.42 |
| | | | \$ 76,533.49 | | | \$ 200,000.00 | | | \$ 131,713.57 |

COVID-19 impacted months

| | % CHANGE TO ACTUAL LAST YEAR | | | % CHANGE TO BUDGET | | |
|-------|------------------------------|---------|----------|--------------------|---------|----------|
| | Visitors | Tours # | Tours \$ | Visitors | Tours # | Tours \$ |
| JULY | 77% | 49% | 64% | 83% | 51% | 60% |
| AUG | 123% | 89% | 125% | 126% | 81% | 102% |
| SEPT | 189% | 168% | 184% | 501% | 443% | 443% |
| OCT | 182% | 230% | 361% | 250% | 286% | 400% |
| NOV | 149% | 319% | 418% | 156% | 158% | 198% |
| DEC | 0% | 0% | 0% | 0% | 0% | 0% |
| JAN | 0% | 0% | 0% | 0% | 0% | 0% |
| FEB | 0% | 0% | 0% | 0% | 0% | 0% |
| MAR | 0% | 0% | 0% | 0% | 0% | 0% |
| APR | 0% | 0% | 0% | 0% | 0% | 0% |
| MAY | 0% | 0% | 0% | 0% | 0% | 0% |
| JUN | 0% | 0% | 0% | 0% | 0% | 0% |
| TOTAL | 104% | 98% | 128% | 71% | 56% | 67% |

All revenue figures are net - excluding GST

BUSINESS PAPERS

10 REPORTS FROM DIRECTOR OF CORPORATE & COMMUNITY SERVICES

10.1 DCS REPORT - NOVEMBER 2020

Attachments: 10.1.1. Justin Hancock - Nov 2020 [↓](#)
Author: Justin Hancock - Director of Corporate Services
Date: 4 December 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 for the month of November 2020; 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 | Meeting held with CLCAC on 24/09 to implement Biosecurity Plan for noxious weeds. |
| 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. |

BUSINESS PAPERS

| | | | |
|--------|--|-------------|---|
| Jan-20 | Local Laws Officer to follow up on return from leave | In Progress | LLO has issued warning for abandoned vehicles to be removed. |
| May-20 | Apply exemption to enter into a lease of land at Karumba Airport with applicants; and delegate authority to CEO to obtain an independent market valuation and negotiate and finalise terms of the lease. | Ongoing | Survey plans have been received and draft agreement is currently being finalised with Councils lawyers. |

1.2 Budget [information]

As at 30 November 2020, the financial year had elapsed 42%. Attached is the budget and year to date expenses accountable by the Director of Corporate Services.

1.3 Karumba Aerodrome Fuel Facilities [information]

Council are currently drafting lease agreements for the 2 lots awarded for the establishment of hanger facilities, these leases will be issued in December 2020.

1.4 Land Held for Resale [information]

Council issued the tenders for the land held for sale on 13 November 2020, which is scheduled to close on 7 December 2020. It is anticipated that successful tenderers will be contacted in December and contracts issues in January 2021.

1.5 Television and Radio Network [information]

In November 2020, Council were tabled a report I regards to the quotes received for the upgrade to Councils television and radio network. In accordance with the resolution, Council are preparing an Expression of Interest for the upgrade. Replacement of the network. Between 25-27 November 2020, Councils annual maintenance to the infrastructure, during this time an inspection was also undertaken throughout Karumba to test frequency levels. It was noted that in some instances, residents may be experiencing issues due to antenna facing away from the amplifiers on the water tower or not utilizing a UHF and VHF antennas. In some instanced only 1 type of antenna was connected to properties meaning that they may connect to the ABC network, however experience difficulty with all other channels etc. To help better inform the public, additional information will be provided in the next Council newsletter to inform the public of such initiatives residents can take to improve their connectivity.

| Description | Current Budget | YTD Actual | Percentage | Comments |
|---|-----------------|----------------|------------|--------------------------------------|
| Major OpEx - Operating Grants, Sponsorship and Contribution | -\$1,433,000.00 | -\$700,576.73 | 48.89% | |
| Major OpEx - in Work Orders | \$2,912,000.00 | \$2,713,904.07 | 93.20% | Telstra Invoice processed - Not Paid |
| Property and Leases - Operating Income | \$0.00 | -\$1,200.00 | 100.00% | |
| Property and Leases - Maintenance | \$0.00 | \$5,325.73 | 100.00% | |
| Disaster Preparedness - Operating Grants, Subsidies and Contributions | -\$7,000.00 | -\$48,852.00 | 697.89% | |
| Disaster Preparedness - Grants (NO GST) | -\$15,000.00 | \$0.00 | 0.00% | |
| Disaster Preparedness - Operating Expenses | \$20,000.00 | \$454.55 | 2.27% | |
| Disaster Preparedness - Grants Expenses | \$122,000.00 | \$124,608.86 | 102.14% | |
| Disaster Preparedness - Capital Grants | -\$85,000.00 | -\$76,500.00 | 90.00% | |
| Emergency Response - Operating Grants, Subsidies and Contributions N | -\$20,000.00 | \$0.00 | 0.00% | |
| Emergency Response - Operating Income | -\$5,000.00 | -\$2,043.13 | 40.86% | |
| Emergency Response - Operating Expenses Ntn | \$23,000.00 | \$3,494.54 | 15.19% | |
| Emergency Response - Maintenance Ntn | \$30,000.00 | \$3,024.32 | 10.08% | |
| Emergency Response - Depreciation Ntn | \$16,000.00 | \$5,120.83 | 32.01% | |
| Emergency Response - Operating Expenses Kba | \$20,000.00 | \$3,662.45 | 18.31% | |
| Emergency Response - Maintenance Kba | \$24,000.00 | \$0.00 | 0.00% | |
| Emergency Response - Depreciation Kba | \$13,000.00 | \$4,401.18 | 33.86% | |
| Emergency Response - Capital Grants and Contributions Ntn | \$0.00 | -\$112,877.79 | 100.00% | |
| COVID-19 | \$750,000.00 | \$343,442.49 | 45.79% | |
| Operating Income - Grants, Subsidies and Contribution - Community Re | -\$316,000.00 | -\$115,140.00 | 36.44% | |
| Community Recovery Officer - Operating Expenses | \$247,000.00 | \$59,442.67 | 24.07% | |
| Community Recovery Engagement | \$70,000.00 | \$7,793.73 | 11.13% | |
| Mosquito Control - Operating Expenses | \$137,000.00 | \$6,350.00 | 4.64% | |
| Local Laws - Operating Grant | -\$120,000.00 | \$0.00 | 0.00% | |
| Local Laws - Operating Income | -\$3,000.00 | -\$277.27 | 9.24% | |
| Local Laws - Licence Fees (GST FREE) | -\$4,000.00 | \$0.00 | 0.00% | |
| Local Laws - Operating Expenses | \$50,000.00 | \$20,054.26 | 40.11% | |
| Local Laws - Illegal Dumping Grant | \$139,000.00 | \$2,334.89 | 1.68% | |
| Local Laws Kba - Operating Grant | \$41,000.00 | \$21,160.69 | 51.61% | |
| Environmental Health - Operating Expenses | -\$2,000.00 | \$0.00 | 0.00% | |
| Environmental Health - Operating Income | -\$8,000.00 | \$0.00 | 0.00% | |
| Environmental Health - Operating Income (GST FREE) | \$26,000.00 | \$8,257.77 | 31.76% | |
| Environmental Health - Operating Expenses | -\$40,000.00 | -\$20,000.00 | 50.00% | |
| Pest Management Operations - Operating Grants, Subsidies and Contri | \$96,000.00 | \$28,195.97 | 29.37% | |
| Pest Management Operations - Operating Expenses | -\$2,000.00 | -\$3,789.00 | 189.45% | |
| Animal Control - Operating Income | | | | |

| | | | |
|---|----------------|-----------------|---------|
| Animal Control Kba - Operating Income | \$0.00 | -\$11.00 | 100.00% |
| Animal Control - Operating Expenses Nrt | \$62,000.00 | \$25,857.61 | 41.71% |
| Animal Control - Maintenance Nrt | \$16,000.00 | \$65.81 | 0.41% |
| Animal Control - Depreciation Nrt | \$0.00 | \$249.36 | 100.00% |
| Animal Control - Operating Expenses Kba | \$60,000.00 | \$19,489.41 | 32.48% |
| Animal Control - Maintenance Kba | \$13,000.00 | \$0.00 | 0.00% |
| Weed Control - Operating Expenses | \$105,000.00 | \$17,104.32 | 16.29% |
| | \$2,932,000.00 | \$2,342,528.59 | 79.90% |

BUSINESS PAPERS

10.2 MONTHLY FINANCIAL REPORT - NOVEMBER 2020

| | |
|----------------------|---|
| Attachments: | 10.2.1. Monthly Financial Report - November 2020 ↓ 10.2.2. Monthly Local Spend ↓ 10.2.3. Cash ↓ 10.2.4. Finance and Admin Budget ↓ 10.2.5. Capital Expenditures ↓ |
| Author: | Jade Nacario - Manager Finance and Administration |
| Date: | 4 December 2020 |
| Key Outcome: | 7.3 - Strategic management of Council |
| Key Strategy: | 7.3.3 Implement sustainable financial management and effective procurement practices. |

Executive Summary:

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

RECOMMENDATION:

That Council:

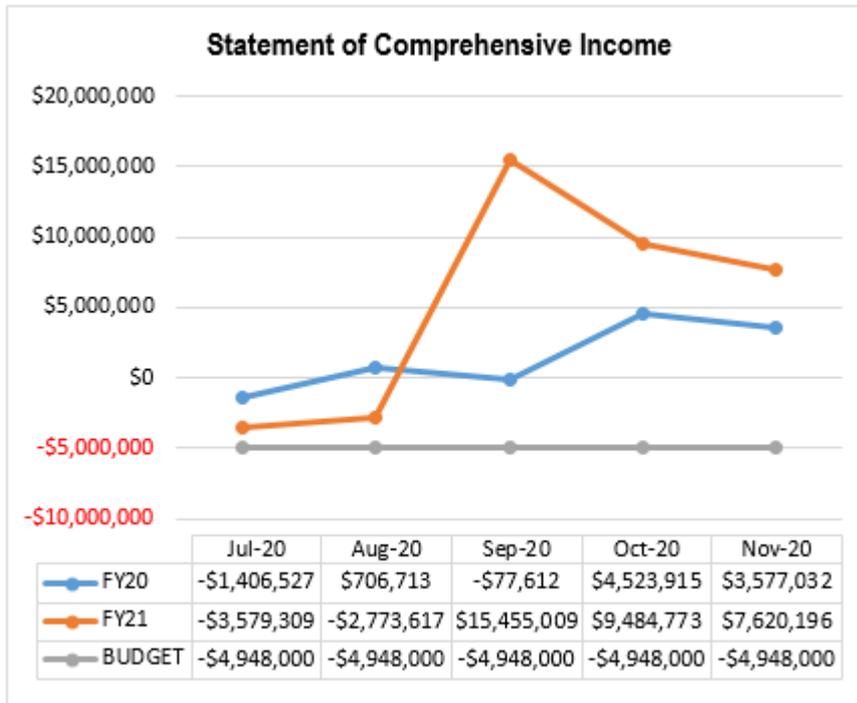
1. accepts the Monthly Financial Report for the period ending 30 November 2020 as presented; and
2. that those matters not covered by resolution be noted.

FINANCIAL REPORT

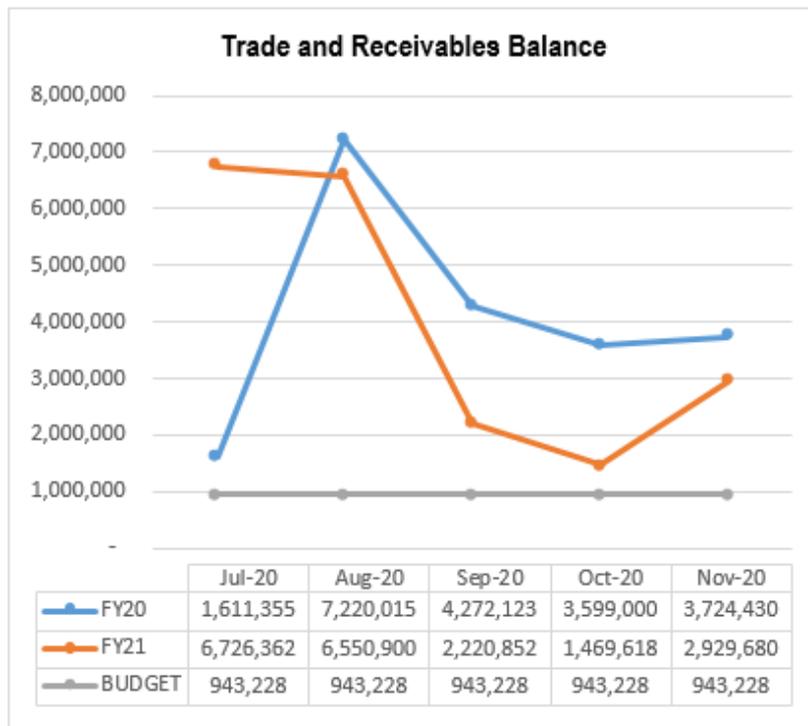
The Monthly Finance Reports are prepared in accordance with the reporting requirements of the *Local Government Act 2009* and *Local Government Regulation 2012*.

The Comprehensive Income Statement indicates a *Net Operating Surplus* result of \$7,620,196, for the fifth month of the current financial year.

BUSINESS PAPERS



Council has *Trade and Receivables* of \$ 2,929,680 as of 30 November 2020. This balance is made up of \$ 582,667.12 (in outstanding rates & utility charges – with the remaining balance comprising of debtors, community loans etc.)



BUSINESS PAPERS

| Month | May-20 | Jun-20 | Jul-20 | Aug-20 | Sept 20 | Oct-20 | Nov-20 |
|-----------------|-----------------------|-----------------------|---------------------|------------------------|------------------------|---------------------|-------------|
| Current Year | 1,171,766.14 | - | - | 4,328,088.24 | 1,455,376.83 | 319,587.05 | 301,110.13 |
| 1 Year Arrears | 89,755.97 | 1,128,673.14 | 292,675.36 | 284,704.17 | 185,898.83 | 156,746.85 | 151,670.36 |
| 2 Year Arrears | 47,476.12 | 79,535.25 | 75,705.59 | 70,532.08 | 71,134.95 | 64,492.47 | 63,424.25 |
| 3+ Year Arrears | 124,500.87 | 168,146.77 | 166,896.77 | 165,071.49 | 164,271.49 | 159,542.67 | 158,642.67 |
| Interest | 177,972.57 | 181,222.30 | 178,051.94 | 175,318.03 | 167,844.88 | 161,813.42 | 160,507.36 |
| Credits | -97,861.74 | -115,185.62 | -147,188.25 | - 52,254.21 | - 100,397.23 | -235,675.47 | -252,687.65 |
| Balance | \$1,513,609.93 | \$1,442,391.84 | \$566,141.41 | \$ 4,971,459.80 | \$ 1,944,129.75 | \$626,506.99 | 582,667.12 |

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 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 2020-2021

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

Budget

As at 30 November 2020, the financial year had elapsed 41.67%. Attached is the budget and actual to date expenses accountable by the Manager of Finance and Admin.

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 2020/2021 Annual Budget.

Risk Management Implications:

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



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

| | Core \$ | QRA \$ | Non-Core \$ | Total \$ | Budget \$ |
|--|---------------------|---------------------|--------------------|---------------------|---------------------|
| Income | | | | | |
| Revenue | | | | | |
| Recurrent revenue | | | | | |
| Rates, levies and charges | 3,615,470 | - | - | 3,615,470 | 7,867,000 |
| Fees and charges | 162,694 | - | 279,413 | 442,107 | 608,000 |
| Rental income | 32,673 | - | 212,998 | 245,670 | 531,000 |
| Interest received | 74,511 | - | - | 74,511 | 200,000 |
| Sales revenue | 7,452,101 | - | 927 | 7,453,028 | 10,061,000 |
| Other income | 71,931 | - | - | 71,931 | 7,000 |
| Grants, subsidies, contributions and donations | 1,774,740 | 30,631,113 | 354,175 | 32,760,028 | 60,698,000 |
| | <u>13,184,118</u> | <u>30,631,113</u> | <u>847,513</u> | <u>44,662,744</u> | <u>79,972,000</u> |
| Capital revenue | | | | | |
| Grants, subsidies, contributions and donations | 2,602,000 | - | 125,000 | 2,727,000 | 11,768,000 |
| Total revenue | <u>15,786,118</u> | <u>30,631,113</u> | <u>972,513</u> | <u>47,389,745</u> | <u>91,740,000</u> |
| Capital income | 14,727 | - | - | 14,727 | - |
| Total income | <u>15,800,845</u> | <u>30,631,113</u> | <u>972,513</u> | <u>47,404,472</u> | <u>91,740,000</u> |
| Expenses | | | | | |
| Recurrent expenses | | | | | |
| Employee benefits | (3,152,027) | (957,914) | (554,280) | (4,664,221) | (11,720,000) |
| Materials and services | (6,525,924) | (21,703,510) | (816,611) | (29,046,044) | (70,340,000) |
| Finance costs | (176,759) | - | - | (176,759) | (399,000) |
| Depreciation | (5,511,017) | - | (386,235) | (5,897,252) | (14,229,000) |
| | <u>(15,365,727)</u> | <u>(22,661,424)</u> | <u>(1,757,125)</u> | <u>(39,784,276)</u> | <u>(96,688,000)</u> |
| Capital expenses | 0 | 0 | 0 | 0 | - |
| Total expenses | <u>(15,365,727)</u> | <u>(22,661,424)</u> | <u>(1,757,125)</u> | <u>(39,784,276)</u> | <u>(96,688,000)</u> |
| Net result | <u>435,118</u> | <u>7,969,689</u> | <u>(784,612)</u> | <u>7,620,196</u> | <u>(4,948,000)</u> |
| Other comprehensive income | | | | | |
| Items that will not be reclassified to net result | | | | | |
| Increase / (decrease) in asset revaluation surplus | - | - | - | - | - |
| Total other comprehensive income for the year | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Total comprehensive income for the year | <u>435,118</u> | <u>7,969,689</u> | <u>(784,612)</u> | <u>7,620,196</u> | <u>(4,948,000)</u> |



Statement of Comprehensive Income
 for the period ended 30 November 2020

| | 30 November 2020 | 2020.2021 |
|--|---------------------|---------------------|
| | Actual | Adopted Budget |
| | \$ | \$ |
| Income | | |
| Recurrent Revenue | | |
| Rates and Charges | 3,615,470 | 7,867,000 |
| Fees and Charges | 442,107 | 608,000 |
| Rental Income | 245,670 | 531,000 |
| Interest Received | 74,511 | 200,000 |
| Sales & Recoverable Works Revenue | 7,453,028 | 10,061,000 |
| Other Recurrent Income | 71,931 | 7,000 |
| Grants, Subsidies and Contributions | 32,760,028 | 60,698,000 |
| Total Recurrent Revenue | 44,662,744 | 79,972,000 |
| Capital Revenue | | |
| Grants, Subsidies and Contributions | 2,727,000 | 11,768,000 |
| Capital Income | 14,727 | 0 |
| Total Income | 47,404,472 | 91,740,000 |
| Expenses | | |
| Recurrent Expenses | | |
| Administration and Governance | (4,288,871) | (9,036,500) |
| Community | (1,217,030) | (3,494,500) |
| Engineering | (7,467,118) | (14,054,000) |
| Fleet and Plant | 4,126,331 | 2,548,000 |
| Environment | (437,495) | (1,889,000) |
| DRFA | (22,661,424) | (52,500,000) |
| Tourism | (849,061) | (1,376,000) |
| Water and Sewerage | (915,597) | (2,258,000) |
| Finance Costs | (176,759) | (399,000) |
| Depreciation | (5,897,252) | (14,229,000) |
| Total Expenses | (39,784,276) | (96,688,000) |
| Capital Expenses | | |
| | - | - |
| Total Expenses | (39,784,276) | (96,688,000) |
| Net Operating Surplus / (Deficit) | 7,620,196 | (4,948,000) |



Statement of Financial Position
 as at 30 November 2020

| | 30 November 2020 Actual \$ | 2020.2021 Adopted Budget \$ |
|--------------------------------------|----------------------------------|-----------------------------------|
| Current Assets | | |
| Cash and Equivalents | 28,569,461 | 11,865,705 |
| Trade and Other Receivables | 2,929,680 | 943,228 |
| Inventories | 787,538 | 535,632 |
| Other Financial Assets | 478,207 | 478,207 |
| ATO Receivable | 86,656 | 360,000 |
| Investments | 0 | 1,000,000 |
| Contract Assets | 9,566,721 | 0 |
| Total Current Assets | 42,418,262 | 15,182,772 |
| Non-Current Assets | | |
| Receivables | 159,534 | 159,534 |
| Property, Plant and Equipment | 351,320,010 | 346,984,156 |
| Capital Works in Progress | 7,779,825 | 18,016,000 |
| Total Non-Current Assets | 359,259,369 | 365,159,690 |
| TOTAL ASSETS | 401,677,631 | 380,342,462 |
| Current Liabilities | | |
| Trade and Other Payables | 2,208,634 | 3,981,672 |
| Interest Bearing Liabilities | 479,017 | 539,998 |
| Provisions | 1,539,434 | 919,872 |
| Other Accounts Payable | 100,000 | 100,000 |
| Contract Liabilities | 6,643,793 | 0 |
| Total Current Liabilities | 10,970,878 | 5,541,542 |
| Non-Current Liabilities | | |
| Interest Bearing Liabilities | 7,380,456 | 7,057,920 |
| Provisions | 1,793,486 | 2,060,847 |
| Other Accounts Payable | 200,000 | 200,000 |
| Total Non-Current Liabilities | 9,373,941 | 9,318,767 |
| TOTAL LIABILITIES | 20,344,819 | 14,860,308 |
| NET COMMUNITY ASSETS | 381,332,811 | 365,482,153 |
| Community Equity | | |
| Asset Revaluation Reserve | 269,621,280 | 268,161,543 |
| Retained Surplus | 111,711,532 | 97,320,610 |
| TOTAL COMMUNITY EQUITY | 381,332,811 | 365,482,153 |



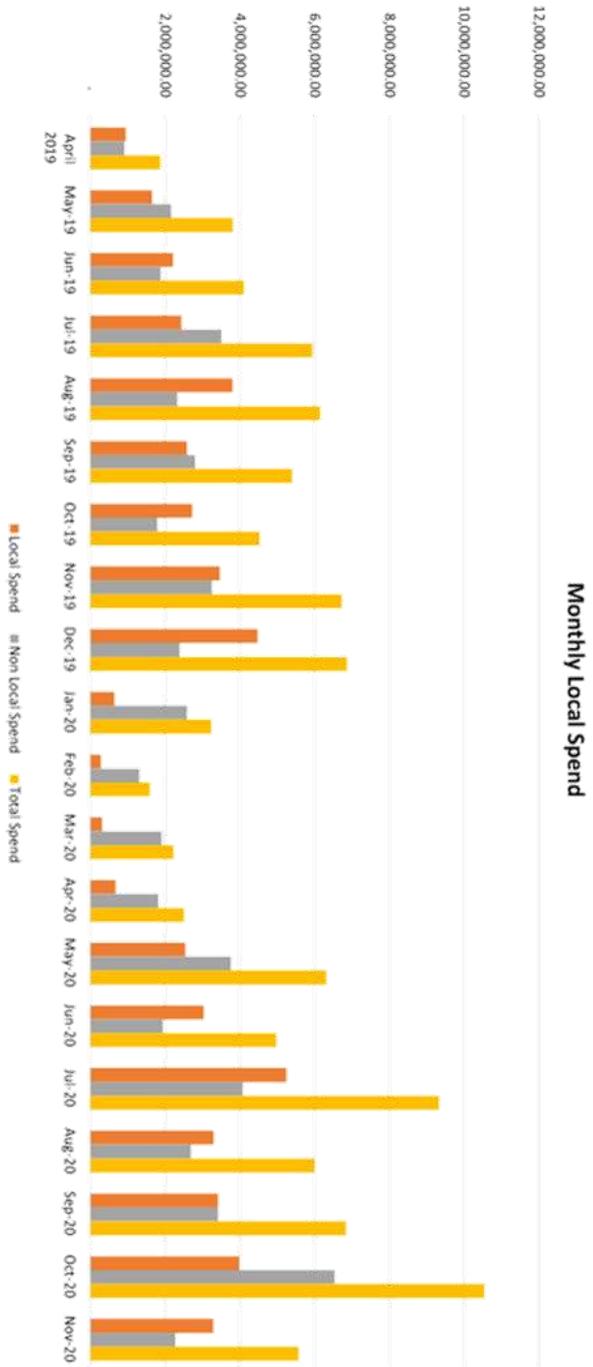
Cash Flow Statement
 for the period ended 31 October 2020

| | 30 November 2020 | 2020.2021 |
|---|--------------------------|---------------------------|
| | Actual | Adopted Budget |
| | \$ | \$ |
| Cash Flows From Operating Activities: | | |
| Receipts From Customers | 13,656,907 | 26,666,954 |
| Payments to Suppliers and Employees | (38,897,355) | (82,160,000) |
| | <u>(25,240,448)</u> | <u>(55,493,046)</u> |
| Interest Received | 74,511 | 200,000 |
| Rental Income | 245,670 | 531,000 |
| Non Capital Grant and Contributions | 32,760,028 | 53,091,790 |
| Borrowing Costs | (176,759) | (399,000) |
| Net Cash Flows From Operating Activities | <u>7,663,002</u> | <u>(2,069,256)</u> |
| Cash Flows From Investing Activities: | | |
| Payments for Property, Plant and Equipment | (1,681,563) | (17,540,868) |
| Proceeds From Sale of Property, Plant and Equipment | 0 | 276,000 |
| Grants, Subsidies and Contributions | 2,727,000 | 11,768,000 |
| Net Cash Flows From Investing Activities | <u>1,045,436</u> | <u>(5,496,868)</u> |
| Cash Flows From Financing Activities | | |
| Repayment of Borrowings | (81,147) | (463,212) |
| Net Cash Flows From Financing Activities | <u>(81,147)</u> | <u>(463,212)</u> |
| Net Increase (Decrease) in Cash Held | 8,627,291 | (8,029,336) |
| Cash at Beginning of Reporting Period | 19,942,170 | 19,895,041 |
| Cash at End of Reporting Period | <u>28,569,461</u> | <u>11,865,705</u> |



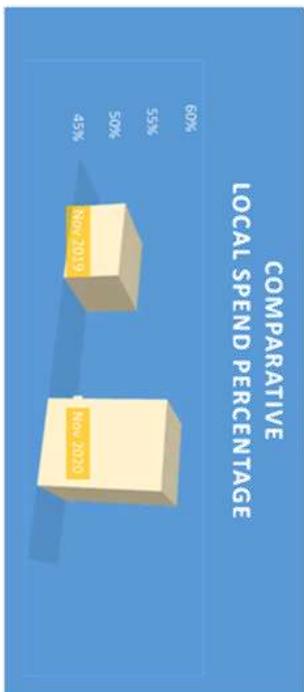
Accounts Summary

| | 30 November 2020 | 31 October 2020 |
|--|-------------------|-------------------|
| | \$ | \$ |
| General Accounts | | |
| Queensland Treasury Corporation | 28,931,643 | 29,061,031 |
| AMP Term Deposit | 0 | 1,000,000 |
| Westpac General Operating Accounts | -366,932 | 1,148,124 |
| Total balance held in banks | 28,564,711 | 31,209,155 |
| Trust Accounts | | |
| Queensland Treasury Corporation | 91,378 | 91,378 |
| Westpac Bank | 35,290 | 35,290 |
| Total balance held in trust | 126,668 | 126,668 |
| Other Balances | | |
| CSC Reserves | 11,070,235 | 11,070,235 |
| CSC Provisions | 3,332,920 | 2,819,730 |
| Total balance reserves and provisions | 14,403,155 | 13,889,965 |
| QTC Borrowings | | |
| Karumba Sewerage | 1,928,743 | 1,923,747 |
| Normanton Water Upgrade | 1,061,363 | 1,050,960 |
| Raise Glenore Weir | 4,869,366 | 4,853,288 |
| Total balance QTC borrowings | 7,859,473 | 7,827,995 |
| Net Council Position | 6,302,083 | 9,491,194 |



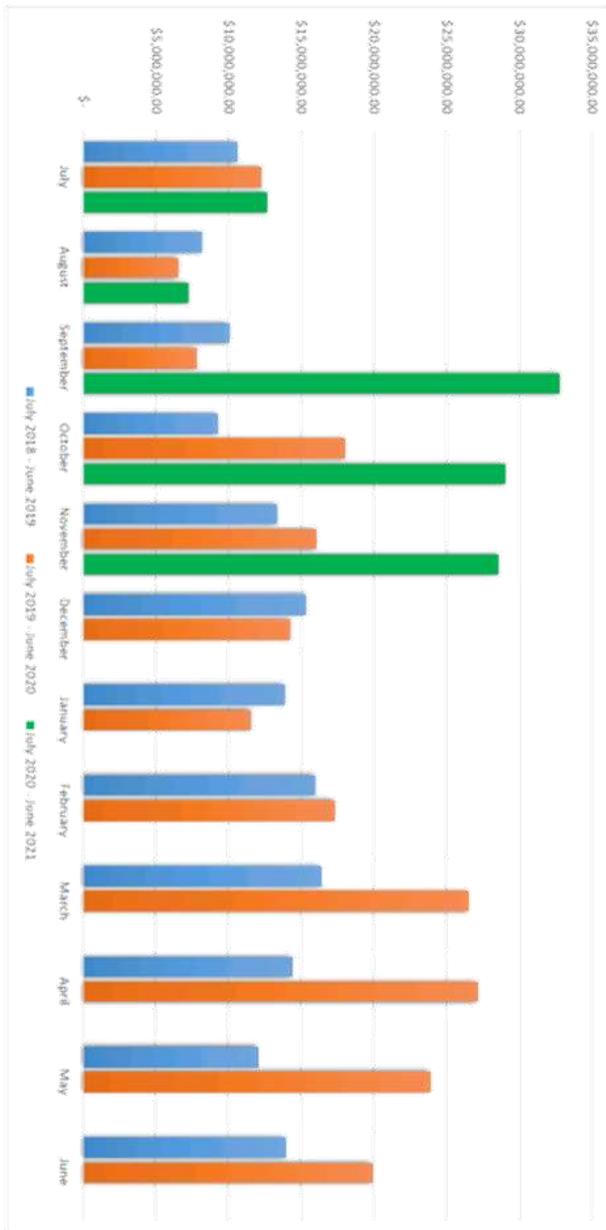
| Suppliers | Nov-19 | Nov-20 |
|------------------|--------|--------|
| Local Spend %age | 52% | 59% |

| Suppliers | Nov-19 | Nov-20 |
|------------------|--------------|--------------|
| Local Spend | 3,466,267.27 | 3,296,824.36 |
| Non Local Spend | 3,262,274.17 | 2,278,013.20 |
| Total Spend | 6,728,541.44 | 5,573,837.56 |
| Local Spend %age | 52% | 59% |



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 | \$13,886,829.00 | \$16,004,746.00 | \$16,406,721.00 | \$14,428,103.00 | \$12,076,778.00 | \$13,940,891.00 |
| 2020 | \$12,280,567.00 | \$6,538,396.00 | \$7,802,285.00 | \$17,986,246.00 | \$16,045,726.00 | \$14,253,941.00 | \$11,534,551.00 | \$17,310,350.00 | \$26,505,321.00 | \$27,148,119.00 | \$23,891,105.00 | \$19,885,041.00 |
| 2021 | \$12,868,763.00 | \$7,287,828.00 | \$32,799,197.00 | \$23,061,031.00 | \$28,599,461.00 | | | | | | | |



| Responsible Officer | Description | Current Budget | YTD Actual | Percentage | Comments |
|---|--|------------------------|------------------------|---------------|--|
| Jade Nacario - Manager Finance & Administration | Customer Service - Operating Income | -\$1,000.00 | -\$164.99 | 16.50% | |
| Jade Nacario - Manager Finance & Administration | Customer Service - Operating Expenses | \$477,000.00 | \$211,493.11 | 44.34% | Annual insurance paid on the first month |
| Jade Nacario - Manager Finance & Administration | Customer Service - Maintenance | \$28,000.00 | \$3,533.00 | 12.62% | |
| Jade Nacario - Manager Finance & Administration | Customer Service - Depreciation | \$223,000.00 | \$16.50 | 0.01% | |
| Jade Nacario - Manager Finance & Administration | Financial Services - Operating Grants, Subsidies and Contributions | -\$4,040,000.00 | -\$533,161.50 | 13.20% | |
| Jade Nacario - Manager Finance & Administration | Financial Services - Operating Income | -\$202,000.00 | -\$74,665.85 | 36.96% | |
| Jade Nacario - Manager Finance & Administration | Financial Services - Operating Expenses | \$1,119,000.00 | \$470,978.85 | 42.09% | |
| Jade Nacario - Manager Finance & Administration | Financial Services - Bank Fees | \$15,000.00 | \$15,884.69 | 105.90% | |
| Jade Nacario - Manager Finance & Administration | Rates Management - General Rates | -\$4,400,000.00 | -\$2,204,200.02 | 50.10% | |
| Jade Nacario - Manager Finance & Administration | Rates Management - Operating Income | \$0.00 | -\$12,008.20 | 100.00% | |
| Jade Nacario - Manager Finance & Administration | Rates Management - Discount on General Rates | \$500,000.00 | \$248,533.87 | 49.71% | |
| Jade Nacario - Manager Finance & Administration | Rates Management - Pensioner Discount on General Rates (Council) | \$48,000.00 | \$23,112.67 | 48.15% | |
| Jade Nacario - Manager Finance & Administration | Rates Management - General Rates Write Offs | \$17,000.00 | \$3,914.85 | 23.03% | |
| Jade Nacario - Manager Finance & Administration | Rates Management - Pensioner Discount on General Rates (State) | \$0.00 | \$4,950.00 | 100.00% | |
| Jade Nacario - Manager Finance & Administration | Rates Management - Operating Expenses | \$71,000.00 | \$40,551.07 | 57.11% | |
| Jade Nacario - Manager Finance & Administration | Rates Management - Rates Based Financial Assistance | \$20,000.00 | \$12,943.12 | 64.72% | |
| Jade Nacario - Manager Finance & Administration | Information Technology - Operating Expenses | \$414,000.00 | \$314,862.09 | 76.05% | to include in the amended budget; additional temp staff, Annual Subscriptions paid on the first quarter |
| Jade Nacario - Manager Finance & Administration | Information Technology - Maintenance | \$55,000.00 | \$14,465.09 | 26.30% | |
| Jade Nacario - Manager Finance & Administration | Information Technology - Depreciation | \$2,000.00 | \$704.15 | 35.21% | |
| Jade Nacario - Manager Finance & Administration | Stores & Purchasing - Operating Expenses | \$161,000.00 | \$60,813.25 | 37.77% | |
| Jade Nacario - Manager Finance & Administration | Stores & Purchasing - Maintenance | \$15,000.00 | \$3,443.25 | 22.96% | |
| Jade Nacario - Manager Finance & Administration | Stores & Purchasing - Depreciation | \$1,000.00 | \$616.84 | 61.68% | |
| Jade Nacario - Manager Finance & Administration | Stores & Purchasing - On Costs Allocated to Works | -\$200,500.00 | -\$55,521.34 | 27.69% | |
| Jade Nacario - Manager Finance & Administration | Stores & Purchasing - Auction | \$14,000.00 | \$0.00 | 0.00% | |
| Jade Nacario - Manager Finance & Administration | Records Management - Operating Expenses | \$65,000.00 | \$91,304.23 | 140.47% | to include in the amended budget; ; Reallocate funds from Financial Services |
| Jade Nacario - Manager Finance & Administration | Payroll - Operating Grants, Subsidies and Contributions | \$0.00 | -\$7,586.88 | 100.00% | |
| Jade Nacario - Manager Finance & Administration | Payroll - Operating Expenses | \$199,000.00 | \$102,795.18 | 51.66% | |
| Jade Nacario - Manager Finance & Administration | Payroll - Unallocated Wages | \$0.00 | \$8,162.21 | 100.00% | |
| Jade Nacario - Manager Finance & Administration | Special Leave | \$15,000.00 | \$15,863.79 | 105.76% | to include in the amended budget |
| Jade Nacario - Manager Finance & Administration | FBI | \$0.00 | \$52,331.48 | 100.00% | to include in the amended budget |
| Jade Nacario - Manager Finance & Administration | Annual Leave | \$1,100,000.00 | \$437,190.38 | 39.74% | |
| Jade Nacario - Manager Finance & Administration | Statutory Holidays | \$260,000.00 | \$25,832.89 | 9.94% | |
| Jade Nacario - Manager Finance & Administration | Sick Leave | \$380,000.00 | \$124,192.34 | 32.68% | |
| Jade Nacario - Manager Finance & Administration | SL | \$130,000.00 | \$131,618.88 | 101.25% | to include in the amended budget |
| Jade Nacario - Manager Finance & Administration | Superannuation | \$1,050,000.00 | \$401,751.85 | 38.26% | |
| Jade Nacario - Manager Finance & Administration | HR & Eng Admin Employ-Workers Comp R | \$0.00 | \$39,035.05 | 100.00% | |
| Jade Nacario - Manager Finance & Administration | Compassionate Leave | \$1,000.00 | \$1,824.27 | 182.43% | to include in the amended budget |
| | | -\$7,384,500.00 | -\$2,165,086.61 | 29.32% | |

CARPENTARIA SHIRE COUNCIL
Capital Expenditures
As of 30 November 2020

| | Responsible Officer | Type | Cat | Capital Budget | Brought Forward | 2020/2021 CapEx | Capitalised | TOTAL Spent | Funds Available | Status |
|---|-------------------------------------|------|-----------|---------------------|-----------------|-----------------|-------------|-------------------|---------------------|---------------|
| WIP - Depots and Workshop | | | | | | | | | | |
| Trades Shed | Director of Engineering | N | Buildings | 200,000.00 | 197,211.91 | 10,173.55 | | 207,385.46 | -7,385.46 | overspent |
| WIP - Fleet and Plant | | | | | | | | | | |
| P4138 - Graeco Linealizer IV/250SPS (linemarker) | Director of Engineering | N | Plant | 30,000.00 | - | - | | - | 30,000.00 | |
| CATERPILLAR 140M MOTOR GRADER (Sell P3018) | Director of Engineering | R | Plant | 440,000.00 | - | - | | - | 440,000.00 | |
| P1673 - Toyota Landcruiser Prado GXL Wagon | Director of Engineering | R | Plant | 65,000.00 | - | - | | - | 65,000.00 | |
| P1680 - Toyota Hilux SR Dual Cab 4x4 Utility | Director of Engineering | R | Plant | 55,000.00 | - | - | | - | 55,000.00 | |
| P1665 - Toyota Landcruiser Single Cab Utility | Director of Engineering | R | Plant | 55,000.00 | - | - | | - | 55,000.00 | |
| P1770 - Ford Ranger Extra Cab 4x4 Utility | Director of Engineering | R | Plant | 55,000.00 | - | - | | - | 55,000.00 | |
| P1604 - Toyota Hilux SR Dual Cab 4x4 Utility | Director of Engineering | R | Plant | 55,000.00 | - | - | | - | 55,000.00 | |
| Job Truck (Sell P1694 - Toyota Landcruiser Dual Cab | Director of Engineering | R | Plant | 130,000.00 | - | - | | - | 130,000.00 | |
| P1605 - Toyota Hilux SR 4x4 Single Cab Utility | Director of Engineering | R | Plant | 45,000.00 | - | - | | - | 45,000.00 | |
| P1568 - Toyota Hilux SR DC Styleside Ute | Director of Engineering | R | Plant | 35,000.00 | - | - | | - | 35,000.00 | |
| P1608 - Toyota Landcruiser Workmate Utility | Director of Engineering | R | Plant | 35,000.00 | - | - | | - | 35,000.00 | |
| P1781 - Toyota Hilux SR TD 4x4 Dual Cab Utility | Director of Engineering | R | Plant | 55,000.00 | - | - | | - | 55,000.00 | |
| P1769 - Toyota Hilux SR TD 4x4 Dual Cab Utility | Director of Engineering | R | Plant | 55,000.00 | - | - | | - | 55,000.00 | |
| P1750 - Toyota Hilux SR 4x4 Dual Cab Utility | Director of Engineering | R | Plant | 55,000.00 | - | - | | - | 55,000.00 | |
| P1774 - Toyota Hilux SR 4x4 Dual Cab Utility | Director of Engineering | R | Plant | 55,000.00 | - | - | | - | 55,000.00 | |
| P4016 - Jacobsen R-311T Wide area Mower | Director of Engineering | R | Plant | 60,000.00 | - | - | | - | 60,000.00 | |
| P4013 - Kubota F3680 Front Deck Mower | Director of Engineering | R | Plant | 60,000.00 | - | - | | - | 60,000.00 | |
| WIP - Airports | | | | | | | | | | |
| Karumba Airport Upgrade | Director of Engineering | R | Other | 53,500.00 | 53,005.44 | 0.00 | | 53,005.44 | 494.56 | no capitalise |
| WIP - Parks and Garden | | | | | | | | | | |
| Normanton Barge Ramp | Director of Engineering Engineer | N | Other | 950,000.00 | 6,799.25 | 449,166.42 | | 455,965.67 | 494,034.33 | |
| Toilets - Karumba Boat Ramp | Director of Engineering Engineer | R | Other | 105,000.00 | 30,103.09 | - | | 30,103.09 | 74,896.91 | |
| | | | | 1,395,000.00 | 0.00 | 0.00 | | 207,385.46 | 1,395,000.00 | |

CARPENTARIA SHIRE COUNCIL
Capital Expenditures
As of 30 November 2020

| | Responsible Officer | Type | Cat | Capital Budget | Brought Forward | 2020/2021 CapEx | Capitalised | TOTAL Spent | Funds Available | Status |
|--|--|------|-------|---------------------|---------------------|--------------------|-------------|---------------------|---------------------|---------------|
| WIP - Rural Shire Roads | | | | 1,534,000.00 | 128,160.31 | 240,278.78 | | 368,439.09 | 952,560.91 | |
| Dunbath-Kowaryamah Floodway | Director of Engineering Engineer Works Manager | R | Roads | 925,000.00 | - | 68,605.74 | | 68,605.74 | 856,394.26 | |
| Old Croydon Grid | Director of Engineering Engineer Works Manager | N | Roads | 35,000.00 | | - | | | | |
| Shire Grid Installations | Director of Engineering Engineer Works Manager | N | Roads | 40,000.00 | | - | | | | |
| NDRP Burke & Willis Monument Road | Director of Engineering Engineer Works Manager | U | Roads | 138,000.00 | | - | | | | |
| Little Bynoe Approaches | Director of Engineering Engineer Works Manager | R | Roads | 396,000.00 | 128,160.31 | 171,673.04 | | 299,833.35 | 96,166.65 | no capitalise |
| WIP - Normanton Town Streets | | | | 60,000.00 | 0.00 | 0.00 | | | 60,000.00 | |
| Disability Access Normanton - Footpaths | Director of Engineering Engineer | U | Roads | 60,000.00 | - | | | | 60,000.00 | |
| Drainage Easement Maintenance And Improvement | Director of Engineering Engineer | N | Roads | 25,000.00 | - | 25,000.00 | | | 25,000.00 | |
| WIP - Karumba Town Streets | | | | 45,000.00 | 0.00 | 0.00 | | | 45,000.00 | |
| Disability Access Karumba - Footpaths | Director of Engineering Engineer | U | Roads | 45,000.00 | - | | | | 45,000.00 | |
| WIP - NDRRA Flood Damage | | | | 3,403,000.00 | 2,400.00 | 13,149.00 | | 10,260.00 | 2,647,740.00 | |
| Normanton-Burketown Seal Project 11/12 CSC.0017 | Director of Engineering Erscon | U | Roads | 2,658,000.00 | - | 10,260.00 | | 10,260.00 | 2,647,740.00 | |
| Normanton-Burketown Seal Project 13 CSC.0016.181 | Director of Engineering Erscon | U | Roads | 745,000.00 | 2,400.00 | 2,889.00 | | | | |
| WIP - Roads to Recovery | | | | 3,640,000.00 | 1,820,086.77 | 37,930.56 | | 1,858,017.33 | 1,781,982.67 | |
| Normanton-Burketown Rd 2019.2020 | Director of Engineering Engineer | R | Roads | 1,820,000.00 | 1,820,086.77 | - | | 1,820,086.77 | -86.77 | overspent |
| Normanton-Burketown Rd 2020.2021 | Director of Engineering Engineer | R | Roads | 1,820,000.00 | - | 37,930.56 | | 37,930.56 | 1,782,069.44 | |

CARPENTARIA SHIRE COUNCIL
Capital Expenditures
As of 30 November 2020

| | Responsible Officer | Type | Cat | Capital Budget | Brought Forward | 2020/2021 CapEx | Capitalised | TOTAL Spent | Funds Available | Status |
|--|----------------------------------|------|-----------|---------------------|---------------------|-------------------|-------------|---------------------|---------------------|--|
| WIP - Water Maintenance | | | | 6,387,000.00 | 1,221,649.92 | 739,264.38 | | 1,960,914.30 | 4,026,085.70 | |
| Normanton Water Treatment Plant Upgrade | Manager of Water Waste and Sewer | U | Water | 1,000,000.00 | - | 367,236.70 | | 367,236.70 | 632,763.30 | |
| W4Q COVID - Yappa Street Valve Replacement | Manager of Water Waste and Sewer | R | Water | 80,000 | | | | | | |
| W4Q COVID - Normanton Water Filter Refurbishment | Manager of Water Waste and Sewer | R | Water | 200,000 | | | | | | |
| W4Q COVID - Recoling of Reservoir | Manager of Water Waste and Sewer | R | Water | 120,000 | | | | | | |
| Glenore Weir Scouring | Director of Engineering | R | Water | - | - | 35,150.00 | | 35,150.00 | -35,150.00 | holding available to be included in budget amendment |
| Glenore Weir Rectification | Project Manager | R | Water | 3,917,000.00 | 1,162,761.23 | 213,885.68 | | 1,376,646.91 | 2,540,353.09 | |
| Raw Water Irrigation | Manager of Water Waste and Sewer | R | Water | 945,000.00 | 44,033.12 | 38,856.53 | | 82,889.65 | 862,110.35 | |
| School Dam Water / Family Precinct | Director of Engineering | R | Water | - | 12,330.00 | | | 12,330.00 | -12,330.00 | |
| Office - Normanton WTP | Manager of Water Waste and Sewer | R | Buildings | 125,000.00 | 2,525.47 | 84,135.47 | | 86,660.94 | 38,339.06 | |
| WIP - Sewerage Maintenance | | | | 822,000.00 | 49,480.00 | 135,526.03 | | 175,843.97 | 1,386,934.55 | |
| Sewerage QRA Betterment Program | Manager of Water Waste and Sewer | R | Sewerage | | - | 33,949.00 | | 33,949.00 | -33,949.00 | |
| De-sludging of Sewerage Lagoon (NDRP) | Manager of Water Waste and Sewer | U | Sewerage | 735,000.00 | | 533.27 | | | | |
| Normanton STP effluent irrigation replacement | Manager of Water Waste and Sewer | R | Sewerage | 20,000.00 | | 8,628.79 | | | | |
| Replace Screw Screen | Manager of Water Waste and Sewer | R | Sewerage | | 15,752.00 | - | | 15,752.00 | -15,752.00 | |
| Office - Karumba STP | Manager of Water Waste and Sewer | N | Buildings | 67,000.00 | 33,728.00 | 66,845.53 | | 100,573.53 | -33,573.53 | |
| Inlet Screen Karumba | Manager of Water Waste and Sewer | N | Sewerage | | | 25,569.44 | | 25,569.44 | -25,569.44 | |
| WIP - Les Wilson Barra Discovery Centre | | | | 435,000.00 | 1,152,945.60 | 252,643.37 | | 1,405,588.97 | 1,495,778.52 | |
| Entertainment Area | General Manager of Tourism | N | Buildings | 260,000.00 | 49,661.40 | 213,028.83 | | 262,690.23 | -2,690.23 | overspent to capitalise |
| Barra Hatchery Upgrade - Phase 2 | General Manager of Tourism | N | Other | 175,000.00 | 164,275.27 | 38,233.89 | | 202,509.16 | -27,509.16 | overspent |
| Hatchery Upgrades | General Manager of Tourism | N | Other | 900,000.00 | 935,047.64 | - | | 935,047.64 | -35,047.64 | overspent |
| Feeding Facility Shade | General Manager of Tourism | N | Other | | 2,461.29 | 1,380.65 | | 3,841.94 | -3,841.94 | to capitalise |
| WIP - Hatchery | | | | 31,000.00 | 0.00 | 31,600.00 | | 31,600.00 | 1,566,367.49 | |
| Aquaculture Tanks | General Manager of Tourism | N | Plant | | - | 31,600.00 | | | | |
| LRCIP Hatchery Fence | General Manager of Tourism | N | Other | 31,000.00 | | | | 31,600.00 | -600.00 | overspent |

CARPENTARIA SHIRE COUNCIL
Capital Expenditures
As of 30 November 2020

| | Responsible Officer | Type | Cat | Capital Budget | Brought Forward | 2020/2021 CapEx | Capitalised | TOTAL Spent | Funds Available | Status |
|--|---------------------------------------|------|-----------|---------------------|-------------------|------------------|-------------|-------------------|---------------------|--|
| WIP - Governance | | | | 1,228,000.00 | 105,790.02 | 77,548.40 | | 183,338.42 | 1,044,661.58 | |
| Solar PV Systems | Director of Corporate Services | N | Other | 539,000.00 | 9,000.00 | 7,694.09 | | 16,694.09 | 522,305.91 | |
| Administration Office Upgrade | Director of Corporate Services | R | Buildings | 150,000.00 | 96,790.02 | 60,592.08 | | 157,382.10 | -7,382.10 | |
| Installation of Solar PV Sites | Director of Corporate Services | N | Other | 539,000.00 | - | 9,262.23 | | 9,262.23 | 529,737.77 | |
| WIP - Cemeteries | | | | 15,500.00 | 15,500.00 | 0.00 | | 15,500.00 | 312,641.40 | |
| Columbanum | Director of Engineering | N | Other | 15,500.00 | 15,500.00 | - | | 15,500.00 | 0.00 | |
| WIP - Sport and Recreation | | | | 87,000.00 | 21,978.69 | 0.00 | | 21,978.69 | 193,129.23 | |
| Showgrounds Transformer Upgrade | Director of Corporate Services / Elec | R | Other | 40,000.00 | 1,600.00 | - | | 1,600.00 | 38,400.00 | |
| Town Hall PA System | Manager of Economic and Comm D | N | Plant | 22,000.00 | 20,378.69 | - | | 20,378.69 | 1,621.31 | |
| Carpentaria Keeps It Cool - Nin Sports Centre | Manager of Economic and Comm D | N | Plant | 25,000.00 | - | 20,000.00 | | 20,000.00 | 5,000.00 | |
| WIP - Staff Housing - Normanton | | | | 294,000.00 | 202,532.73 | 17,850.21 | | 220,382.94 | 74,490.86 | |
| 38 Woodward St | Director of Engineering | R | Buildings | 28,000.00 | 11,464.81 | 17,068.81 | | 28,533.62 | -53.62 | to capitalise |
| 36 Woodward St | Director of Engineering | R | Buildings | 74,000.00 | - | 85.45 | | 85.45 | 73,914.55 | to capitalise |
| 23 Woodward St | Director of Engineering | R | Buildings | 192,000.00 | 191,067.92 | 695.95 | | 191,763.87 | 236.13 | to capitalise |
| WIP - Staff Housing - Karumba | | | | 45,000.00 | 44,563.10 | 0.00 | | 44,563.10 | 436.90 | |
| 140 Yappar St | Director of Engineering | R | Buildings | 45,000.00 | 44,563.10 | - | | 44,563.10 | 436.90 | to capitalise |
| WIP - Landfill / Waste Transfer Station | | | | | 89,059.33 | 49,060.00 | 0.00 | 138,119.33 | -138,119.33 | |
| Stormwater Diversion | Manager of Water Waste and Sewer | R | Other | | 18,711.60 | | | 18,711.60 | -18,711.60 | funding available to be included in budget amendment |
| Security Cameras - Karumba Transfer Station | Manager of Water Waste and Sewer | N | Other | | 17,423.00 | | | 17,423.00 | -17,423.00 | funding available to be included in budget amendment |
| CCTV Tower - Karumba Transfer Station | Manager of Water Waste and Sewer | N | Other | | 52,924.73 | 49,060.00 | | 101,984.73 | -101,984.73 | funding available to be included in budget amendment |

BUSINESS PAPERS

10.3 WATER SUPPLY AGREEMENTS (RAW WATER)

| | |
|----------------------|--|
| Attachments: | 10.3.1. Water Supply Agreement ↓ |
| Author: | Justin Hancock - Director of Corporate Services |
| Date: | 4 December 2020 |
| Key Outcome: | 7.3 - Strategic management of Council |
| Key Strategy: | 7.3.1 Develop and implement local laws, policies, standards and codes in accordance with legislative requirements and ensure compliance. |

Executive Summary:

Carpentaria Shire Council currently provides services to its raw water connection for the purpose of servicing domestic and stock watering purposes. With the expansion of Council's raw water network in Normanton, Council may seek to expand the supply of raw water services to commercial users in the 2021/2022 period. In April 2019, it was identified Council's existing water supply agreements were outdated and inflexible for Council and the end user.

RECOMMENDATION:

That Council note and accept the Water Supply Agreement template as presented.

Background:

In April 2019, Council's Acting Chief Executive Officer, John Kelly, was provided a copy of an updated draft Water Supply Agreement. This draft agreement was reviewed and updated over a period of time, eventually this agreement was sent to landowners connected to Council's raw water network on 31 August 2020.

In the September 2020 meeting of Council, a request was submitted in General Business to table the draft report provided to landowners for review. It was resolved that a further review be undertaken to simplify the document and remove unnecessary terms that are already included within other Council policies. After further review the attached document has been finalised for adoption and distribution to consumers connected to Council's raw water network.

Consultation (Internal/External):

- Chief Executive Officer – Mark Crawley
- Manager Water and Waste – Ben Hill
- Preston Law – Julianna Cuda

Legal Implications:

- The draft water supply arrangement has been developed to limit Council's liability in supplying raw water to landowners.

BUSINESS PAPERS

Financial and Resource Implications:

- The provision of developing a draft water supply arrangement will limit the requirement to engage legal services to execute an agreement for future raw water connections.

Risk Management Implications:

- High Risk – The absence of a robust water supply agreement for the supply of raw water to landowners could result in Council being liable for the quality or availability of the water.

AGREEMENT – WATER SUPPLY

Carpentaria Shire Council

(“Council”)

[INSERT]

(“Consumer”)

BACKGROUND

- A. Council is the Water Service Provider for the Carpentaria local government area and owns and operates the Water Supply Scheme for the purpose of supplying water to the Carpentaria local government area.
- B. The Consumer requires Raw Water for the purposes specified in the Reference Schedule.
- C. The Consumer acknowledges that the Raw Water is untreated water.
- D. Council agrees to provide the Consumer with Raw Water from the Water Supply Scheme subject to the conditions contained in this Agreement.

REFERENCE SCHEDULE

| | | |
|--------|---|--|
| Item 1 | Council: Address for Notices: Postal Address: Email Address: | Carpentaria Shire Council 29-33 Haig Street Normanton Qld 4890 PO Box 31 Normanton Qld 4890 council@carpentaria.qld.gov.au |
| Item 2 | Consumer Address for Notices Postal Address: Email Address: | [INSERT] |
| Item 3 | Consumers Land details | [INSERT LOT ON PLAN DETAILS] |
| Item 4 | Term of Agreement Each Renewed Term | 1 year 1 year (automated unless terminated by Consumer or Council) |
| Item 5 | Domestic Water Charge Stock Watering Charge Commercial Water Charge | \$457.60 per Chargeable Year per Connection from the Commencement Date subject to annual Review Domestic Water Charges payable as at the Commencement Date = \$1,372.80 \$2.60 per kilolitre per Chargeable Year per Connection from the Commencement date subject to annual Review \${INSERT} per chargeable year per connection from the Commencement Date subject to annual review |
| | Excess Water Charge | \$ 2.60 per kilolitre |
| | Review Date | On or before the commencement of each Chargeable Year |
| | Review Method | Adoption of annual Revenue Statement. |
| Item 6 | Water Allocation | 5 megalitres per Chargeable Year per Connection |
| Item 7 | Purpose and Number of Connections | Stock Watering – Nil Domestic – 3 Connections Commercial - [INCLUDE CONNECTION DETAILS] |

OPERATIVE PROVISIONS

1. DEFINITIONS AND INTERPRETATION

1.1. Definitions

In this Agreement unless inconsistent with the context of subject matter:

- (a) **"Approvals"** means all approvals, permits, licences as may be required or necessary at law for the supply of Raw Water under this Agreement;
- (b) **"Chargeable Year"** means each separate year of the Term, the first of such Chargeable Year commencing on the Commencement Date and each subsequent Chargeable Year commencing on the corresponding day of each succeeding day of each succeeding year;
- (c) **"Commencement date"** means the date that the last party executes this Agreement;
- (d) **"Commercial"** means use of the Raw Water for any purpose that is not a domestic or household purpose or for stock watering;
- (e) **"Commercial Water Charge"** means the charge to extract Raw Water from the Water Supply Scheme for Commercial purposes as set out in the Reference Schedule;
- (f) **"Connection/s"** means the point at which Consumer connects to the Water Supply Scheme on the Consumer's Land and is the sole access point from which the Consumer may extract or obtain the Raw Water, as shown on the attached Drawing;
- (g) **"Consumer's Land"** means the land identified in Item 3 of the Reference Schedule;
- (h) **"Council"** means Carpentaria Shire Council, its successors and assigns;
- (i) **"Domestic"** means use of the Raw Water for domestic and household purposes;
- (j) **"Domestic Water Charge"** means the annual charge to extract Raw Water from the Water Supply Scheme for Domestic purposes as specified in the Reference Schedule and as amended from time to time in the Revenue Statement;
- (k) **"Drawing"** means the drawing attached in Schedule 1 showing the location of the Connections to the Water Supply Scheme;
- (l) **"Excess Water Charge"** means the amount specified in the Reference Schedule and as amended from time to time, for each and every kilolitre of Raw Water taken for Stock Watering purposes or Commercial from a Connection over and above the Water Allocation for Stock Watering or Commercial purposes in any Chargeable Year of the Term;
- (m) **"Expiry Date"** means the date the Agreement is terminated in accordance with Clause 13;
- (n) **"Interest"** has the meaning given to that term in Clause 5 of this Agreement;
- (o) **"Consumer"** means [INSERT];
- (p) **"Party" or "Parties"** means either or both of Council and Consumer;
- (q) **"Raw Water"** means untreated water which is derived from Glenore Weir and available

through the Connection to the Consumer for Domestic or Stock Watering purposes;

- (r) **“Raw Water Meter”** means a device and any associated equipment that is capable of measuring the volume of Raw Water that is being extracted by the Consumer which is to be or has been installed at the Consumer’s cost with prior written approval of Council and which is fully compliant with any relevant Australia Standards or other standard (including legislative standards, if applicable) and which is located as close as practicable to the Connection;
- (s) **“Revenue Statement”** means the fees and charges set by Council at the Councils annual budget meeting and as varied from time to time during the Term;
- (t) **“Stock Watering”** means Raw Water which is used for the purpose of the keeping of livestock;
- (u) **“Stock Watering Charge”** means the cost per kilolitre for Raw Water extracted from the Connection for Stock Watering purposes as specified in the Reference Schedule and as amended from time to time in the Revenue Statement;
- (v) **“Term”** means a period from the Commencement Date unless the Agreement is terminated in accordance with clause 13 of the Agreement.
- (w) **“Water Allocation”** means 5 megalitres of Raw Water for Stock Watering purposes or Commercial purposes per Connection per Chargeable Year which the Consumer is permitted to extract under the terms of this Agreement;
- (x) **“Water Charge”** means the Domestic Water Charge and/or

the Stock Watering Charge and/or the Commercial water charge as specified in the Reference Schedule;

- (y) **“Water Supply Scheme”** means the Carpentaria Shire Council water supply service which is in place and operated by Council to provide and deliver water including Raw Water to the Carpentaria local government area;
- (z) **“Works”** means any works that are necessary to be undertaken for Connection to the Water Supply Scheme, with all costs payable by the Consumer.

1.2. Interpretations

In this Agreement unless inconsistent with the context or subject matter:

- (a) A reference to a person includes any other legal entity;
- (b) Where any word or phrase is given a defined meaning any other part of speech or other grammatical form concerning the word or phrase has a corresponding meaning;
- (c) A reference to a statute includes all regulations and subordinate legislation and amendments;
- (d) A reference to a monetary amount is a reference to an Australian currency amount;
- (e) An obligation of two or more Parties binds them jointly and each of them severally;
- (f) An obligation incurred in favour of two or more Parties is enforceable by them severally;
- (g) References to time are in local time in Queensland;
- (h) A reference to a business day means any day on which trading banks are open for business in Queensland;

- (i) If any time period specified in this agreement expires on a day which is not a business day, the period shall expire at the end of the next business day;

2. AGREEMENT

2.1. Right to extract Raw Water

- (a) Council hereby grants to the Consumer for the Term a right to extract Raw Water from the Connections as specified in the Reference Schedule subject to the terms and conditions set out in this Agreement.
- (b) The Consumer has or will undertake the Works for this purpose and must not extract Raw Water other than from the Connection/s.

2.2. Acknowledgement by the Consumer

- (a) The Consumer acknowledges that the Raw Water has not been treated in any way and that it is being supplied to the Consumer directly from Glenore Weir; and
- (b) Due to climatic conditions the supply of Raw Water may be intermittent or temporarily discontinued at any time.

3. TERM

3.1. Term

This Agreement is granted for the Term.

4. CHARGES AND METERING

4.1. Raw Water Meter

- (a) Council will provide a meter and connection to the Water Supply Scheme at the cost of the Consumer upon application in accordance with the fees and charges in Council's Revenue Statement..

- (b) The Raw Water Meter will be monitored by Council as necessary and all Raw Water drawn through the Raw Water Meter will be deemed to have been drawn by the Consumer and will therefore attract the payment of the Water Charge.

- (c) In the event that the Raw Water Meter fails to operate or fails to operate properly, then during the period of failure, the Consumer shall be deemed to have drawn the Raw Water at a rate per twenty-four (24) hour period or part thereof equal to the average daily metered rate in the preceding billing period.

4.2. Water Charge

- (a) The Consumer shall pay the Domestic Water Charge 6 monthly in arrears.
- (b) The Consumer shall pay the Stock Water Charge annually in arrears.
- (c) The Consumer shall pay the Commercial Water Charge [INSERT frequency of payment]
- (d) Council shall issue a rate notice to the Consumer for the Water Charge, which is payable by the Consumer within thirty (30) days of issue of the notice or unless alternative arrangements are negotiated.

4.3. Excess Water Charge

- (a) The Consumer must not extract a greater volume of Raw Water for Stock Watering or Commercial purposes than the volume specified in the Water Allocation without the prior written consent of Council.
- (b) Where extraction of Raw Water for Stock Watering or Commercial purposes over and above the Water Allocation is approved by Council, the

Consumer must pay the Excess Water Charge for each kilolitre of Raw Water extracted which is in excess of the Water Allocation (rounded up to the nearest kilolitre).

- (c) Any additional Raw Water extracted pursuant to this clause will be added to the rate notice for the period in which the Consumer use of the Raw Water has exceeded the Water Allocation.
- (d) No Excess Water Charge applies to Raw Water used for Domestic purposes.

4.4. Review

- (a) The Water Charge and Excess Water Charge will be subject to annual review and adopted as part of Councils annual Revenue Statement.
- (b) Until the determination of the Water Charge and Excess Water Charge has been made for any Chargeable Year, the Water Charge and Excess Water Charge payable will be at the rate of the immediately preceding Chargeable Year.

5. MAINTENANCE OF WORKS

5.1. Maintenance Obligations

- (a) The Works on the Consumer's Land up to the Raw Water Meter must be maintained by the Consumer at its own cost to the standard acceptable to Council and must remain watertight at all times.
- (b) If the Consumer fails to maintain the Works to a standard acceptable to Council, Council may carry out such maintenance of the Works to ensure that it is operational and in good condition, with the costs wholly recoverable by Council from the Consumer or Council may leave or remove the Works with the

costs of removal recoverable by Council from the Consumer.

6. SUSPENSION OF RIGHT TO EXTRACT RAW WATER

6.1. Council may suspend the right to extract Raw Water

- (a) Constant water supply to the Carpentaria local government area is paramount and will have priority at all times
- (b) Council may in its absolute discretion suspend the Consumer's rights under this Agreement to extract Raw Water where Raw Water is required for use by the community in the Carpentaria local government area for any reason whatsoever except in instances of Domestic use by the Consumer.

6.2. No compensation

No compensation for loss or damage howsoever caused is payable by the Council to the Consumer in the event of failure to supply the Raw Water specified in the Water Allocation from whatever cause.

7. WARRANTIES

7.1. Warranties

- (a) The Council gives no warranties as to:
 - (i) The quality of the Raw Water extracted from the Connection; or
 - (ii) The availability of the Water Allocation pursuant to the terms of this Agreement

7.2. Warranties as to Supply

- (a) Council will attempt to maintain continuous supply and will not intentionally cease pumping from the Glenore Weir through

the Water Supply Scheme without notice to the Consumer.

- (b) Council makes no warranties to maintain continuous supply of Raw Water should supply be interrupted due to pump failure, main breaks or matters outside the control of the Council.

8. APPROVALS

8.1. The Consumer to obtain Approvals

The Consumer must obtain all Approvals necessary to extract the Raw Water pursuant to this Agreement and as required pursuant to applicable legislation including but not limited to *Local Government Act 2009* and *Water Supply (Safety and Reliability) Act 2008*.

9. PUMPING STRATEGY MEETINGS

9.1. Attendance at pumping strategy meetings

The Consumer must ensure that an authorised person of the Consumer attends meetings on request by Council with seven (7) days written notice.

9.2. Purpose of Meetings

The meetings will be attended by an authorised person of Council to discuss Council's proposed pumping strategy with respect to Council's water supply requirements and the Water Allocation required by the Consumer.

10. INDEMNITIES AND INSURANCE

10.1. Indemnity

The Consumer must indemnify the Council and save it harmless in respect of all actions, claims, demands, costs and expenses whatsoever arising in any manner whatsoever out of or in connection with this Agreement, including but not

limited to construction and maintenance of the Works, use of the Raw Water and any activities associated with the extraction of the Raw Water. This indemnity continues notwithstanding the termination of this Agreement.

10.2. Insurance

- (a) Council may at any time during the Term by notice in writing to the Consumer require the Consumer to take out insurance and maintain a policy of public liability insurance with limit of not less than twenty million dollars (\$20,000,000.00) for any one occurrence against any liability attaching the Consumer as a result of its operations under this Agreement. That policy of insurance must note the Council's interests or be otherwise endorsed so as to protect the interests of the Council as if it were a co-insured under that policy.

- (b) If Council requires the Consumer to take out insurance under Clause 11.2(a), the Consumer must provide evidence satisfactory to the Council of the terms and currency of their insurance policy referred to in this Clause upon request of Council.

10.3. Release

The Consumer agrees to use and take water under this Agreement at the Consumers risk and releases to the fullest extent permitted by law the Council, its servants, agents and contractors from all claims and demands of any kind and from all liability which may arise in respect of any accident, damage or injury occurring to any person or property except to the extent that such loss or damage is caused by the Council's negligent act or omission.

11. COSTS

11.1. Costs

Each Party bears their own costs of and incidental to the negotiation, preparation, execution and stamping (where applicable) of this Agreement.

12. DEFAULT AND TERMINATION

12.1. Either Party may terminate this Agreement on the giving of three (3) months written notice to the other Party.

12.2. If this Agreement is terminated, then the Water Charge payable for the Chargeable Year in which the termination occurs will be payable and on a pro rata basis.

12.3. The Council may terminate this Agreement immediately and without liability of any kind to the Consumer if:

(a) The Consumer is placed into liquidation, receivership or administration;

(b) The Consumer breaches any term of this Agreement and such breach is not remedied to the Council's satisfaction within 14 days of written notice by the Council in accordance with Clause 13.4

(c) The Consumer has by its actions or omissions in the opinion of the Chief Executive Officer of Council damaged the interests of the Council or has brought into serious disrepute the reputation of the Council;

(d) The Consumer is charged with a breach of any Approvals that may be required pursuant to the Agreement;

(e) Council, in its absolute discretion, considers that it is no longer viable or sustainable to continue providing the Raw Water to the Consumer

pursuant to the Agreement having regard to circumstances arising in its local government area (including but not limited to community water shortage) and in the interests of good rule and governance of Council's local government area.

12.4. Any notice to remedy given by the Council under Clause 13.3(b) must specify the particular term of the Agreement alleged to have been breached and provide sufficient details of the breach to allow the Consumer to remedy the breach.

12.5. Should cancellation of this Agreement occur as a result of the Consumer's default, then:

(a) The Consumer acknowledges that it will have no claim against the Council at law or in equity for loss or paid for the Chargeable Year in which cancellation occurs, or inconvenience in consequence thereof:

(b) Council will be entitled to take such legal action it considers appropriate against the Consumer to claim damages for any loss suffered by Council.

12.6. Upon the termination of this Agreement for any reason whatsoever, the Consumer shall deliver up to the Council or its authorised representative any property of the Council, or of any client or customer of the Council which may be in its possession or custody or under its control.

13. GENERAL PROVISIONS

13.1. Not Binding on Successors

This Agreement shall be for the benefit of and binding upon the Parties and is personal to the Parties.

13.2. Governing Law

The Agreement is governed by the laws of Queensland and the Commonwealth of Australia which are in force in Queensland.

13.3. Further Assurances

The Parties must execute and deliver all documents and must do all things as per necessary for the complete performance of their respective obligations under this Agreement.

13.4. Entire Understanding

This Agreement contains the entire understanding and agreement between the Parties as to the subject matter of this Agreement.

13.5. Waiver

No waiver by a Party of a provision of this Agreement is binding unless made in writing.

13.6. Severance

If a provision of this Agreement is void or unenforceable it must be severed from this Agreement and the provisions that are not void or unenforceable are unaffected by the severance.

13.7. Cumulative rights

The rights and remedies of a Party to this Agreement are in addition to the rights and remedies conferred on the Party at law or in equity.

13.8. Counterparts and fax

The Agreement may be executed in any number of counterparts and when executed communication of the fact of execution to the other Parties may be made by sending evidence of execution by fax or email.

13.9. Attorneys

Where this Agreement is executed for a Party by an attorney, the attorney by executing it declares that the attorney has no notice of revocation of the power of attorney.

13.10. Contra proferentum

The *contra proferentum* rule and other rules of construction will not apply to disadvantage a Party whether that Party put the clause forward, was responsible for drafting all or part of it or would otherwise benefit from it.

13.11. Address for Notices

- (a) Address for Council :
- (b) 29-33 Haig Street, Normanton Qld 4890
- (c) Address for Consumer [INSERT]

SCHEDULE 1

DRAWING SHOWING LOCATION OF CONNECTION

DATED THIS _____ day of _____ 2020

EXECUTED AS AN AGREEMENT

EXECUTED on behalf of **CARPENTARIA SHIRE**)
COUNCIL in accordance with the *Local*) **Mayor**
Government Act 2009 and in the presence of)
)
Witness) **Chief Executive Officer**
)
Date)

EXECUTED by)
[INSERT] as **Consumer** in the presence of:)
)
)
Witness) **[INSERT]**
)
Date)

BUSINESS PAPERS

10.4 COMMUNITY DEVELOPMENT

| | |
|---------------------|---|
| Attachments: | 10.4.1. Community Service Budget - November ↓ 10.4.2. Youth activities monthly report ↓ 10.4.3. Pool monthly report ↓ 10.4.4. Library monthly report ↓ |
| Author: | Cherie Schafer - Manager Economic & Community Development |
| Date: | 4 December 2020 |

| | |
|----------------------|--|
| Key Outcome: | 2.1 - A creative, educated community |
| Key Strategy: | 2.1.3 Provide contemporary library facilities and services across the region to meet the needs of the community. |

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:

1.1 Community Services Budget

Community Service Budget for November (attached)

1.2 Normanton Sports Centre

- The Normanton Sports Centre Co-ordinator has been successful in seeking full time employment in the administration building. The position has been advertised in the community.
 - The numbers in the Sports Centre has dropped off as it is very hot however the pool attendance has increased. Looking to close the Sports Centre for a period while there is lack of staffing and attendance from the youth. Council could look at offering the Centre to Centacare or Bynoe to use for their youth activities for this duration of time.
 - Council to consider the possibility to leasing the Sports Centre out to another agency that run youth activities for the community similar to the agreement with PCYC.
-

BUSINESS PAPERS

Council would still run the pool as this has been the main area of concerns raised in the past agreements. This would save Council overall running costs.

- Statistics have been provided on the stats and general information for the Normanton Sports Centre for the month of November (attached).

Action: Council approve the closure of the sports centre until:
Centre Co-ordinator can be recruited or; An agency wishes to run the sports centre

1.3 John Henry Oval playground upgrade

Sketches are currently being drawn to replace the existing all amenities playground on the John Henry Oval. The budget for this project is \$275000 which includes removing and re-installing a new playground.

Once installed the new playground will require daily cleaning and regular maintenance cost which Council needs to take into consideration and apply an ongoing budget.

Alternatively, if Council were to re-consider building a new playground the funds could be used towards maintenance items in the existing playgrounds and water parks we already have within the shire including the childcare.

Currently Council has no budgets for items such as:

1. Re-painting the Normanton and Karumba water park items
2. Replacing the forte at the Normanton childcare or upgrading the outdoor (installed) play equipment

Action: Council provide direction on the following projects.
1. build the new all amenities playground on the John Henry Oval
2. Use the funds towards value adding and maintenance items to existing playgrounds in the shire.

1.4 Karumba and Normanton Swimming Pool Precinct

- Statistics have been provided on the stats and general information for the Normanton and Karumba Pools for the month of November (attached).

1.5 Normanton and Karumba Library Statistics

- Statistics have been provided on the stats and general information for the Normanton and Karumba Libraries for the month of November (attached).

1.6 Normanton Childcare

- Completed the graduation party for those children heading off to Prep in 2021
- Christmas breakup party for kids and parents has also been organised
- One staff member has resigned with another resignation pending.

BUSINESS PAPERS

1.7 Interagency meeting

- Minutes from the December meeting handed out during the meeting.

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.

| Responsible Officer | Description | Current Budget | YTD Actual | Percentage | Comments |
|--|---|----------------|---------------|------------|----------|
| Cherie Schafer - Manager Economic & Communit | Community - Grants (NO GST) | -\$140,000.00 | -\$25,000.00 | 17.86% | |
| Cherie Schafer - Manager Economic & Communit | Community Development - Ntn Operating Expenses | \$219,000.00 | \$62,597.28 | 28.58% | |
| Cherie Schafer - Manager Economic & Communit | Community Development - Kba Operating Expenses | \$0.00 | \$264.60 | 100.00% | |
| Cherie Schafer - Manager Economic & Communit | Community Donations - In Kind Support | \$100,000.00 | \$35,708.02 | 35.71% | |
| Cherie Schafer - Manager Economic & Communit | Community Donations - Cash Donations | \$5,000.00 | \$792.56 | 15.85% | |
| Cherie Schafer - Manager Economic & Communit | Community Events Ntn - Operating Grants, Subsidies and Contributions | \$0.00 | -\$21,000.00 | 100.00% | |
| Cherie Schafer - Manager Economic & Communit | Community Events Ntn - Operating Expenses | \$86,000.00 | \$3,516.21 | 4.09% | |
| Cherie Schafer - Manager Economic & Communit | Community Events Kba - Operating Expenses | \$6,000.00 | \$2,607.89 | 43.46% | |
| Cherie Schafer - Manager Economic & Communit | Child Care - Ntn Operating Subsidies (SST not reportable) | -\$225,000.00 | -\$110,022.85 | 48.90% | |
| Cherie Schafer - Manager Economic & Communit | Child Care - Ntn Operating Income | -\$110,000.00 | -\$47,100.91 | 42.82% | |
| Cherie Schafer - Manager Economic & Communit | Child Care - Ntn Operating Grants, Subsidies and Contributions (GST Inc.) | \$0.00 | -\$37,500.00 | 100.00% | |
| Cherie Schafer - Manager Economic & Communit | Child Care - Ntn Operating Expenses | \$677,000.00 | \$232,964.57 | 34.41% | |
| Cherie Schafer - Manager Economic & Communit | Child Care - Ntn Maintenance | \$75,000.00 | \$7,803.32 | 10.40% | |
| Cherie Schafer - Manager Economic & Communit | Child Care - Ntn Depreciation | \$74,000.00 | \$27,933.54 | 37.75% | |
| Cherie Schafer - Manager Economic & Communit | Child Care - Kba Operating Expenses | \$45,000.00 | \$45,000.00 | 100.00% | |
| Cherie Schafer - Manager Economic & Communit | Sports & Recreation - Operating Grants, Subsidies and Contributions | -\$68,000.00 | -\$32,650.00 | 48.01% | |
| Cherie Schafer - Manager Economic & Communit | Sports & Recreation - Operating Income Normanton | \$0.00 | -\$1,109.08 | 100.00% | |
| Cherie Schafer - Manager Economic & Communit | Sports & Recreation - Ntn Operating Expenses | \$191,000.00 | \$49,992.74 | 26.17% | |
| Cherie Schafer - Manager Economic & Communit | Sports & Recreation - Ntn Maintenance | \$62,000.00 | \$23.96 | 0.04% | |
| Cherie Schafer - Manager Economic & Communit | Sports & Recreation - Ntn Depreciation | \$386,000.00 | \$53,048.69 | 13.74% | |
| Cherie Schafer - Manager Economic & Communit | Sports & Recreation - PCC | \$77,500.00 | \$26,486.76 | 34.18% | |
| Cherie Schafer - Manager Economic & Communit | Sports & Recreation - FRFR Grant - Media Room | \$0.00 | \$1,068.08 | 100.00% | |
| Cherie Schafer - Manager Economic & Communit | Sports & Recreation - Grants Expenses | \$22,000.00 | \$2,061.07 | 100.00% | |
| Cherie Schafer - Manager Economic & Communit | Sports & Recreation - Kba Operating Expenses | \$21,000.00 | \$163.23 | 0.74% | |
| Cherie Schafer - Manager Economic & Communit | Sports & Recreation - Kba Maintenance | \$135,000.00 | \$67.00 | 0.32% | |
| Cherie Schafer - Manager Economic & Communit | Sports & Recreation - Kba Depreciation | \$14,000.00 | \$0.00 | 0.00% | |
| Cherie Schafer - Manager Economic & Communit | Cultural & Natural Heritage - Operating Expenses | \$145,000.00 | \$3,810.04 | 27.21% | |
| Cherie Schafer - Manager Economic & Communit | Cultural & Natural Heritage - Depreciation | \$15,000.00 | \$48,742.62 | 33.62% | |
| Cherie Schafer - Manager Economic & Communit | Arts & Culture - Operating Grants, Subsidies and Contributions | -\$35,000.00 | -\$24,500.00 | 98.00% | |
| Cherie Schafer - Manager Economic & Communit | Arts & Culture - Operating Expenses | \$0.00 | \$390.00 | 100.00% | |
| Cherie Schafer - Manager Economic & Communit | Arts & Culture - Maintenance | \$0.00 | \$79.32 | 100.00% | |
| Cherie Schafer - Manager Economic & Communit | Arts & Culture - RADF | \$30,000.00 | \$4,840.00 | 16.13% | |
| Cherie Schafer - Manager Economic & Communit | Libraries - Ntn Operating Grants, Subsidies and Contributions | -\$16,000.00 | -\$5,612.50 | 35.08% | |
| Cherie Schafer - Manager Economic & Communit | Libraries - Ntn Operating Income | -\$2,500.00 | -\$81.82 | 3.27% | |
| Cherie Schafer - Manager Economic & Communit | Libraries - Kba Operating Income | -\$500.00 | -\$903.18 | 180.64% | |
| Cherie Schafer - Manager Economic & Communit | Libraries - Ntn Operating Expenses | \$88,000.00 | \$38,477.80 | 43.72% | |
| Cherie Schafer - Manager Economic & Communit | Libraries - Ntn Maintenance | \$35,000.00 | \$4,866.40 | 13.90% | |
| Cherie Schafer - Manager Economic & Communit | Libraries - Kba Operating Expenses | \$99,000.00 | \$35,063.19 | 35.42% | |
| Cherie Schafer - Manager Economic & Communit | Libraries - Kba Maintenance | \$24,000.00 | \$3,865.23 | 16.11% | |
| Cherie Schafer - Manager Economic & Communit | Libraries - Kba Depreciation | \$16,000.00 | \$5,472.53 | 34.20% | |
| Cherie Schafer - Manager Economic & Communit | Libraries - Grant Expenses | \$0.00 | \$377.32 | 100.00% | |
| Cherie Schafer - Manager Economic & Communit | Swimming Pools Ntn - Operating Income | -\$5,000.00 | -\$4,048.42 | 80.97% | |
| Cherie Schafer - Manager Economic & Communit | Swimming Pools - Kba Operating Income | -\$5,000.00 | -\$5,609.42 | 112.19% | |
| Cherie Schafer - Manager Economic & Communit | Swimming Pools - Ntn Operating Expenses | \$186,000.00 | \$71,708.95 | 38.55% | |
| Cherie Schafer - Manager Economic & Communit | Swimming Pools - Ntn Maintenance | \$55,000.00 | \$20,682.89 | 37.61% | |

| | | | | | |
|---|--|---------------------|---------------------|---------|--|
| Cherie Schafer - Manger Economic & Communit | Swimming Pools - Ntn Depreciation | \$72,000.00 | \$22,626.26 | 31.43% | |
| Cherie Schafer - Manger Economic & Communit | Swimming Pools - Kba Operating Expenses | \$242,000.00 | \$87,243.23 | 36.05% | |
| Cherie Schafer - Manger Economic & Communit | Swimming Pools - Kba Maintenance | \$36,000.00 | \$7,547.80 | 20.97% | |
| Cherie Schafer - Manger Economic & Communit | Swimming Pools - Kba Depreciation | \$148,000.00 | \$56,813.69 | 38.39% | |
| Cherie Schafer - Manger Economic & Communit | Recreation Sports Centres - Ntn Operating Income | \$0.00 | -\$14,439.44 | 100.00% | |
| Cherie Schafer - Manger Economic & Communit | Recreation Sports Centres - Ntn Operating Grants, Subsidies and Contri | \$0.00 | -\$2,000.00 | 100.00% | |
| Cherie Schafer - Manger Economic & Communit | Recreation Sports Centres - Kba Operating Income | \$0.00 | -\$5,181.82 | 100.00% | |
| Cherie Schafer - Manger Economic & Communit | Recreation Sports Centres - Ntn Operating Expenses | \$0.00 | \$38,790.85 | 100.00% | |
| Cherie Schafer - Manger Economic & Communit | Recreation Sports Centres - Ntn Maintenance | \$0.00 | \$20,511.06 | 100.00% | |
| Cherie Schafer - Manger Economic & Communit | Recreation Sports Centres - Ntn Depreciation | \$0.00 | \$76,409.93 | 100.00% | |
| Cherie Schafer - Manger Economic & Communit | Recreation Sports Centres - Kba Operating Expenses | \$0.00 | \$21,384.11 | 100.00% | |
| Cherie Schafer - Manger Economic & Communit | Recreation Sports Centres - Kba Maintenance | \$0.00 | \$6,804.24 | 100.00% | |
| Cherie Schafer - Manger Economic & Communit | Recreation Sports Centres - Kba Depreciation | \$0.00 | \$45,371.20 | 100.00% | |
| Cherie Schafer - Manger Economic & Communit | Hall - Operating Income | -\$14,000.00 | -\$14,154.61 | 101.10% | |
| Cherie Schafer - Manger Economic & Communit | Hall - Ntn Operating Expenses | \$64,000.00 | \$23,015.42 | 35.96% | |
| Cherie Schafer - Manger Economic & Communit | Hall - Maintenance | \$52,000.00 | \$19,862.24 | 38.20% | |
| Cherie Schafer - Manger Economic & Communit | Hall - Depreciation | \$117,000.00 | \$39,642.49 | 33.88% | |
| Cherie Schafer - Manger Economic & Communit | Halls - Karumba Operating Expenses | \$15,000.00 | \$7,498.93 | 49.99% | |
| Cherie Schafer - Manger Economic & Communit | Halls - Karumba Maintenance | \$14,000.00 | \$4,111.79 | 29.37% | |
| Cherie Schafer - Manger Economic & Communit | Gym Ntn - Operating Income | -\$13,000.00 | -\$11,233.87 | 86.41% | |
| Cherie Schafer - Manger Economic & Communit | Gym Ntn - Operating Expenses | -\$3,000.00 | -\$5,085.87 | 169.53% | |
| Cherie Schafer - Manger Economic & Communit | Gym Ntn - Ntn Operating Income | \$23,000.00 | \$2,573.22 | 11.19% | |
| Cherie Schafer - Manger Economic & Communit | Gym - Ntn Maintenance | \$33,000.00 | \$273.90 | 0.83% | |
| Cherie Schafer - Manger Economic & Communit | Gym - Ntn Depreciation | \$12,000.00 | \$3,884.30 | 32.37% | |
| Cherie Schafer - Manger Economic & Communit | Gym - Kba Operating Expenses | \$43,000.00 | \$7,724.81 | 17.96% | |
| Cherie Schafer - Manger Economic & Communit | Gym - Kba Maintenance | \$54,000.00 | \$3,799.93 | 7.04% | |
| Cherie Schafer - Manger Economic & Communit | Rodexo Grounds - Operating Income | -\$3,000.00 | -\$272.72 | 9.09% | |
| Cherie Schafer - Manger Economic & Communit | Rodexo Grounds - Operating Expenses | \$59,000.00 | \$20,267.26 | 34.35% | |
| Cherie Schafer - Manger Economic & Communit | Rodexo Grounds - Maintenance | \$43,000.00 | \$11,785.42 | 27.41% | |
| Cherie Schafer - Manger Economic & Communit | Rodexo Grounds - Depreciation | \$53,000.00 | \$17,907.97 | 33.79% | |
| | | \$3,323,500.00 | \$968,729.35 | 29.15% | |



Youth Activities
Normanton & Karumba
MONTHLY REPORT – NOVEMBER 2020

EXECUTIVE SUMMARY

In the past month, the Normanton Sports Centre numbers have decreased slightly due to warmer weather. The children are still finding it too hot to play most of the activities we play in winter, but are loving the Media room for its air conditioning, computers, books and colouring in. Every afternoon after school, we try to run at least one activity in order to get everyone to join in and burn off a little excess energy, however the temperatures have reduced participant numbers.

This month was a busy one! We helped hold two community events and held one of our own and have had excellent response. On Monday 9th of November we hosted a NAIDIC colour run, with fun had by all and on Wednesday November 11, State of Origin was shown on the big screen at John Henry Oval to celebrate NAIDOC week. Additionally, on Friday the 13th, a pool party disco night was held at the Normanton Swimming Pool with Centre Care's DJ Fola with over 100 party goers.

The pool is pumping in this warmer weather with great numbers, as shown in the separate pool report.

Cricket has seen some great games with Top end vs Bottom end and even a Town vs Country match with station hands coming in from near and far to join in on the fun.

Soccer with Fola (Center Care) has finished for the year and will start back some time in the new year.

ATTENDANCES

Total Attendances for the Month: Approx. 1090

Total Attendances for Last Month: Approx. 1378 (due to COVID)

Total Attendances for Centre Programs Weekdays: Approx. Total with an average of people per day 51

Total Attendances for Centre Programs Weekends: Approx. Total 0 with an average of people per day **Closed weekends**

Centre closed for a total of 0 days this month

Total Attendances for Partnership Programs:

CALENDAR - Upcoming Events

The Annual Children's Community Christmas Party Friday 11th December 2020

Normanton and Karumba Pool Monthly Report – November 2020

Normanton

Statistics

| Patrons | October 2020 | November 2020 |
|-------------------------|--------------|---------------|
| Adults | 327 | 285+ |
| Children | 1234 | 1405+ |
| Water Park | 524 | 522 |
| Total Attendance | 2085 | 2212+ |

Please note -These numbers include Normanton Swimming Club on Tuesdays and Thursdays but not School Swimming Lessons or Swimming Carnivals during October and N

Normanton opening hours are:

Monday, Wednesday and Fridays 2.30pm to 6pm

Tuesday and Thursdays 2.30 to 4.30pm

Saturday and Sundays 1pm to 6pm

Good news, with the school holidays around the corner the pool opening hours will increase on Saturday 5th December to 10am to 6pm Monday to Sunday

Then reduce to 1pm to 6pm from the 19th December 2020 to 3rd January 2021 only closing Christmas Day.

Special Events

Normanton Swimming Club are training twice on Tuesdays and Thursdays and are expected to continue until end of school term, with their first swimming competition of the season coming up in Richmond on Saturday 5th December, best of luck swimmers.

With the end of the School year brings on the Swimming Carnivals. On Friday 20th November Gulf Christian College held their carnival where we see Sorohan take out the house cup for the second year running and on Wednesday 25th November seen the Normanton State Schools Swimming carnival where we see Norman take out the house cup also for a second year running but only by 18 points over Walker.

Now with the end of the school term, all swimming lessons and school lessons have come to an end until next year.

On Friday 13th November, to finish off NAIDOC week. The Normanton held a Pool Party Disco where we had DJ Fola drop some cool beats. This event had over 100 children and adults come and partake.

General Update

During the month of November, the pool and water park operated effectively, with the average daily temperature of the pool 29°C with the heater operating in 'Stand by' mode. The pool shade is now fully over the pool now and we are still sitting on great pool temps to please everyone.

Karumba

Statistics

| Patrons | October | November 2020 |
|-------------------------|---------|---------------|
| Adults | | 257 |
| Children | | 225 |
| Water Park | | 82 |
| Total Attendance | | 564 |

Karumba opening hours

Monday to Sunday 1-6pm

Saturday & Sunday 1pm - 6pm

Public Holidays 1.00pm-6.00pm

Special events

Karumba State School had to cancel their swim carnival due to a school virus outbreak. Will now be held Tuesday 1st of December.

General update

Pool temp has been at 31 degrees most of the month. The waterpark has been sitting on 32 degrees. Usage numbers picking up at the water park now it's working well.

Algae appearing in the pool working at keeping it at bay.

Waianga has changed the connectors for the waterpark, waterpark now is working well, he also did back wash for waterpark. Mower has been through, extra cleaning/checking of filters. We received new Chlorine Pods.

Forklift for Karumba council staff needed. Last lot of Pods had to bring down by trailer and pump from trailer to inside the bunting area. The fork we have been hiring from Campbells had just come back from being serviced and was not available due to being used at their multiple sites.

There are 11 out of hours passes as of the 30/11/2020



CARPENTARIA SHIRE
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Library Services Monthly Report

October 2020

| <u>Statistics</u> | Normanton | | | Karumba | | |
|---|-----------|--------|--------|---------|--------|--------|
| | Nov-18 | Nov-19 | Nov-20 | Nov-18 | Nov-19 | Nov-20 |
| Monthly Walk-Ins | 105 | 88 | | 195 | 84 | 118 |
| Number of library loans | 113 | 96 | | 133 | 63 | 95 |
| Number of people utilising the internet | 28 | 15 | | 9 | 11 | 6 |
| Number of new members | 3 | 4 | | 3 | 0 | 0 |
| Total Hours Public Internet Usage | 11 | 3 | | 5 | 4 | 2.5 |
| Total hours open to the public | 88 | 63 | | 88 | 84 | 84 |

Activities

Normanton Library - NIL

Karumba Library

Over all we have had a good number using the library. We have been ordering the latest movies on DVD, due to the heat as a lot of the borrowers are finding themselves staying inside more to keep out of the heat. The library can cater to the people who don't have limit access to the internet and no pay tv through RLQ. We are lucky enough to be able have on our shelves the latest DVD's.

Plans have been made to start Summer Reading Club will start off on the week 14th of December.

We Celebrated DV day on the 20th of November. Walker street had something white at every business in the street. (Karumba Health Centre, Karumba Service Centre, Karumba Library and Karumba Pool). Karumba Health Centre had the outside of the clinic looking very bright.

First 5 mornings are continuing each Monday.

Remembrance Day was held in Sunderland Park followed by a BBQ lunch at the Civic Centre. The Karumba State School attended and we were also lucky enough to have Bill Bowser attend. Bill and his wife are traveling around Australia and we were lucky enough to have him attend and also give a lovely speech at the Civic Centre. His bio written by him is below:

Bill Bowser - soldier

Today I had the privilege to meet the kids from the local school in Karumba on Remembrance Day and shared with them some of my experience as a soldier in the Australian Army. As a kid in high school cadets I discovered the Intelligence side of the Army and liked what I saw. A couple of years counting cash as a bank teller made me welcome a lifestyle change to army life when a postcard to that effect instructed me to report to Gallipoli Barracks at Enoggera by eight o'clock on the 29th of September 1966 for two years of enforced National Service to my country.

Within two years after I joined, the challenges I overcame were selection for the SAS Regiment, training for active service in South Vietnam, marriage to a country lass from the wheat belt in Western Australia, and arrival in Nui Dat as a soldier in 2SAS Squadron for a twelve-month tour of duty protecting the people of the South from invasion and defeat by the communist Northerners bent on their destruction. Upon return to Australia the Vietnamese language itself was my next successful challenge and then training as an interrogator. The next decade as a soldier in SAS was a continuous challenge and very rewarding.

A friend then urged me to make the change from Infantry to Intelligence so I took his advice and swapped jobs for the next twenty years; including travel to communist Vietnam for ten days as the junior member and interpreter/medic of a government delegation seeking further information on the six servicemen who listed Missing In Action during the Vietnam war - one of whom was a workmate of mine from 3SAS Squadron accidentally killed during hot extraction from the jungle suspended on a rope.

While working as the Company Sergeant Major of the First Division Intelligence Company in Enoggera, I was deployed on short notice to the Horn of Africa in Somalia for about five months providing intelligence advice to the Commanding Officer of the 1st Battalion, Royal Australian Regiment, whose mission was to protect the food-aid supply to the peaceful Rahawene Clan.

Sharing 34 years of service with some outstanding soldiers and helping to train many other younger soldiers was my privilege and honour. Each ANZAC Day and Remembrance Day I recall those soldiers who never made it

home like me and make sure they are never forgotten, but remembered for the ultimate sacrifice they made for our continued safety and security which we must nurture and preserve today by every means available to us.



BUSINESS PAPERS

10.5 COMMUNITY DONATIONS AND SUPPORT

Attachments: NIL
Author: Cherie Schafer - Manager Economic & Community Development
Date: 4 December 2020

Key Outcome: 2.2 – Council supports our community organisations
Key Strategy: 2.2.2 Council provides support for local community organisations.

Executive Summary:

Council receives numerous requests for donations throughout the year. The applications listed in the recommendation are applications that have been received outside of the grant funding round.

RECOMMENDATION:

That Council approves the following requests for donation and support:

1. Bynoe CACS Pty Ltd requests: Use of the Shire Hall, tables and chairs for a period of two weeks to run youth activities over the school holidays.

Background:

Council advertised its first round of the 2020/2021 Community Donations and Support funding program for events held between July and December 2020. The below applications have been received out of the round.

1. Bynoe CACS Pty Ltd requests: Use of the Shire Hall, tables and chairs for a period of two weeks to run youth activities over the school holidays. **(Estimated cost to Council \$3900)**

Consultation (Internal/External):

- Mark Crawley - Chief Executive Officer
- Justin Hancock - Director Corporate Services
- External Stakeholders (applicants)

Legal Implications:

- Nil

Financial and Resource Implications:

- Within budget.

BUSINESS PAPERS

Risk Management Implications:

- Risks are within normal operational parameters.

BUSINESS PAPERS

10.6 USER AGREEMENT - NORMANTON SWIM CLUB

| | |
|----------------------|---|
| Attachments: | 10.6.1. User Agreement - Normanton Swim Club ↓ |
| Author: | Cherie Schafer - Manager Economic & Community Development |
| Date: | 4 December 2020 |
| Key Outcome: | 2.2 - An active and healthy community |
| Key Strategy: | 2.2.2 Plan and provide facilities and programs that enable participation in sport and recreation. |

Executive Summary:

The current two year Agreement between Council and the Normanton Swim Club has expired and is open for review. Preston Law has reviewed the Agreement which has been sent to the Normanton Swim Club for review. Feedback from both parties are listed below for consideration of inclusion.

RECOMMENDATION:

That Council accepts the report in full.

Background:

Attached is a copy of the updated Agreement by Preston Law. The major updates to the agreement include:

- Reference to use of Common Areas. Council will need to identify what the Common Areas that may be used by the Club so that we can specify this in the Agreement;
- More robust indemnity and insurance provisions. These provisions are important and will assist in the mitigation of Council's risks here. Please let me know if you have any queries about these clauses;
- Bronze Medallion requirement – I was not able to conclude whether a swimming club or swimming teacher was required to obtain this certification. On the basis of the Permitted Use of the Agreement, which is learn to swim and swimming training, it is reasonable for Council to request that a person with these qualifications be present. If the Club pushes back on this Council could consider increasing the Club's user fee to cover the wages for a Council employee (holding this qualification) to be present when the Club uses the pool. Please let us know if you require any further advice here. Council's decision to potentially allow the use of the pool by the public outside of hours without a person holding a bronze medallion present is at Council's risk. Council may wish to review our earlier advice on this point in relation to the Karumba Pool.

Preston have advised that Council may wish to consider the inclusion of the following:

- A clause providing for a complaint's resolution process in relation to any complaints about the operation of the Club to Council;
 - A general clause providing acknowledgement of the public nature of the facility;
-

BUSINESS PAPERS

- Whether Council should have a right to review the Club's policies and procedures and request changes;
- Development of rules for the use of the pool, if there is not already signage posted for this purpose.

The Normanton Swim Club would also like included more details around the fees and charges. For example, that the children using the pool on Tuesdays and Thursday afternoons don't need to pay the pool fee if they are a swim Club member.

Action: Council accepts the Agreement including additional items around fees and charges and points raised by Preston Law.

Consultation (Internal/External):

- Chief Executive Officer – Mark Crawley
- Director Corporate Services – Justin Hancock
- Preston Law – Julianna Cuda
- Normanton Swim Club – Melissa De Sloovere

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®

USER AGREEMENT

**NORMANTON SPORTS AND COMMUNITY CENTRE -
POOL**

CARPENTARIA SHIRE COUNCIL

("the Council")

**NORMANTON SWIMMING CLUB INC
ABN 90 086 733 026**

("the Club")

Table of Contents

| | | |
|-----|-------------------------------------|---|
| 1. | REFERENCE DATA | 2 |
| 2. | DEFINITIONS AND INTERPRETATION..... | 4 |
| 3. | COMMENCEMENT AND TERM..... | 5 |
| 4. | USE OF PREMISES | 5 |
| 5. | COMMON AREAS | 5 |
| 6. | CLUB'S COVENANTS | 6 |
| 7. | INSURANCE..... | 7 |
| 8. | FEES AND SERVICE CHARGES | 8 |
| 9. | EVENTS OF DEFAULT | 8 |
| 10. | TERMINATION | 8 |
| 11. | DAMAGE TO PREMISES | 9 |
| 12. | GENERAL PROVISIONS | 9 |

PARTIES

1. Carpentaria Shire Council ABN 52 242 797 822 of Lot 33 Haig Street, Normanton, in the State of Queensland

("the Council")

2. Normanton Swimming Club Inc, ABN 90 086 733 026 of PO Box 357, Normanton in the State of Queensland

("the Club")

RECITALS

- A. The Council is the [Trustee or Owner] of the Land.
- B. The Council owns and manages the Facility on the Land.
- C. The Pool is located within the Facility.
- D. Council has agreed to permit the Club to use the Premises, which includes the Pool, for the Permitted Use on the terms and conditions set out in this Agreement.

OPERATIVE PROVISIONS

1. REFERENCE DATA

| Item | Reference | Details |
|--------|--|--|
| Item1 | Date of this Agreement | [Insert] |
| Item 2 | Council Address for Notices: Phone No: Email Address: ABN: | Carpentaria Shire Council PO Box 31, Normanton, QLD, 4890 (07) 4745 2200 59 242 797 822 |
| Item 3 | Lessee Address for Notices: | Normanton Swimming Club Inc PO Box 357, Normanton, QLD, 4890 |

| | | |
|---------------|---------------------------------|--|
| | Phone No: | [INSERT] |
| | Facsimile No: | [INSERT] |
| | Contact Person: | President |
| | ABN: | 90 086 733 026 |
| Item 4 | Council's Representative | Cherie Schafer – Manager Economic and Community Development |
| | Address: | PO Box 31, Normanton, QLD, 4890 |
| | Phone No: | (07) 4745 2200 |
| | Facsimile No: | (07) 4745 1340 |
| | Email Address: | |
| Item 5 | Facility | Normanton Sports and Community Centre |
| | Address: | Cnr Landsboroug and Philip Street |
| Item 6 | Term | |
| | Commencement Date: | 19 October 2020 |
| | Expiry Date: | 19 October 2022 |
| Item 7 | Fee | \$1.00 per year plus GST |
| Item 8 | Insurance | Pursuant to clause 9 |
| Item 9 | Permitted Use | To conduct swimming training, learn to swim classes and swimming carnivals |

| | | | | | | |
|--------------------|----------------------------|--|--------------|---------------|--------------|-----------------------------------|
| Item 10 | Permitted Hours | Day | Start | Finish | Venue | Activity |
| | | Monday/ Wednesday/ Friday | 5:00am | 8:00am | Pool | Training Swim |
| | | Tuesday/ Thursday | 4:30pm | 7:00pm | Pool | Training Swim/Learn to Swim |
| | | Saturday | 5:00am | 10:00am | Pool | Training Swim |

2. DEFINITIONS AND INTERPRETATION

2.1. In this Agreement unless the context otherwise requires, the following words shall have the following meanings:

Agreement means this user agreement;

Bronze Medallion means lifesaving qualifications endorsed by Royal Life Saving Australia;

Club means Normanton Swimming Club Inc ABN 90 086 733 026;

Commencement Date means the date shown in Item 6 of the Reference Data;

Common Areas means all those parts of the Premises not leased or licensed to any person and designated by the Council from time to time for use by the Club and its Guests and includes the toilet amenities [Council to confirm if there are any other common areas];

Council means the Carpentaria Shire Council;

Expiry Date means the expiry date shown in Item 6 of the Reference Data;

Events of Default means an event defined in Clause 11;

Facility means the Normanton Sports and Community Centre;

Fee means the user fee for the occupation of the Premises specified in Item 7 of the Reference Data;

GST means any tax, levy, charge or impost implemented under *A New Tax System (Goods and Services Tax) Act* (GST Act) or an Act of the Parliament of the Commonwealth of Australia substantially in the form of, or which has a similar effect to, the GST Act;

Guests include all employee’s agents, servants, invitees, representatives, contractors and authorised representatives of the Club;

Month means a calendar month;

Permitted Use means the permitted use shown in Item 9 of the Reference Data;

Pool means the Normanton Pool;

Premises includes the Pool and Common Areas;

Term means the period specified in Item 6 of the Reference Data;

Utilities mean those services provided by an external provider.

2.2. In this Agreement unless the context otherwise requires:

2.2.1. clause and subclause headings are for reference purposes only;

2.2.2. the singular includes the plural and vice versa;

2.2.3. words denoting any gender include all genders;

2.2.4. reference to a person includes any other entity recognised by law and vice versa;

2.2.5. any reference to a party to this Agreement includes its successors and permitted assigns;

2.2.6. an agreement, representation or warranty on the part of two or more persons binds them jointly and severally;

2.2.7. an agreement, representation or warranty on the part of two or more persons is for the benefit of them jointly and severally;

2.2.8. reference to an item is a reference to an item in the schedule to this Agreement.

3. COMMENCEMENT AND TERM

3.1. Despite the date of this Agreement, this Agreement is deemed to be effective from and to have commenced on the Commencement Date and will end on the Expiry Date or such earlier date as provided for in this Agreement.

4. USE OF PREMISES

4.1. The Council grants to the Club a non-exclusive right to use the Premises for the Permitted Use on the terms and conditions of this Agreement.

4.2. The storage of any property or equipment owned or controlled by the Club and used to carry out the Permitted Use may be permitted with Council's consent. The Council may impose any conditions it deems fit.

5. COMMON AREAS

5.1. The Council permits the Club in common with others having the like rights, to:

6

- 5.1.1. Pass and repass on foot through all vestibules, passages and stairways in the Common Areas; and
- 5.1.2. Use any toilets, washrooms and other facilities provided by the Council together with adequate means of access to those facilities.
- 5.2. The Council may in its absolute discretion restrict access to all or part of the Common Areas during periods outside the normal trading hours from time to time.
- 5.3. The Club must keep and maintain in good order and repair and in a clean and tidy condition all Common Areas to the Council's satisfaction.
- 5.4. The Club and any person under its control must not interfere with the air-conditioning equipment, appurtenances or services within or about the Common Areas.
- 5.5. The Council may, by giving written notice to the Club and others with access to the Common Areas, formulate and enforce rules and regulations relating to the Common Areas.

6. CLUB'S COVENANTS

- 6.1. The Club shall ensure that any use of the Premises does not cause any nuisance to any other user of the Premises or to any neighbour of the Premises.
- 6.2. The Club shall abide by and comply with all reasonable directions of the Council in relation to the use of the Premises from time to time and the Club agrees that:
 - 6.2.1. any reasonable directions, whether verbal or in writing shall form part of this Agreement; and
 - 6.2.2. it shall cause all Guests to comply with the directions.
- 6.3. The Club must:
 - 6.3.1. use the Premises for the Permitted Use only;
 - 6.3.2. not damage any part of the Premises;
 - 6.3.3. not construct alterations or additions upon the Premises;
- 6.4. The Club must:
 - 6.4.1. provide Council with its policies and procedures documentation on or before the Commencement Date, to Council's satisfaction, and must provide Council with updated documents should the Club resolve to adopt changes.
 - 6.4.2. ensure that its Guests comply with Club policies and procedures while in attendance at the Premises.

- 6.4.3. only conduct the Permitted Use with and for Club members. The Club agrees to provide Council with a membership list and keep Council updated as to any membership changes.
- 6.5. The Club is not an agent for the Council and, except as provided for in this Agreement, the Club has no authority to do any act or thing in the name of or so as to bind the Council.
- 6.6. The Club covenants and agrees with the Council that:
 - 6.6.1. it has inspected the Premises and has satisfied itself that they are suitable for the Club's purposes;
 - 6.6.2. the Council has not made any warranty or representation to the Club in relation to the Premises.

7. SAFETY AND SUPERVISION

- 7.1. The Club:
 - 7.1.1. must while carrying out the Permitted Use, ensure that an adult supervisor and Club member holding a Bronze Medallion is present at all times;
 - 7.1.2. warrants that its teachers and coaches hold all relevant qualifications;
 - 7.1.3. must ensure that the Permitted Use is carried out in a proper and business-like manner at all times with high regard to public safety.

8. RISK AND INDEMNITY

- 8.1. The Club, its Guests and participants in any event being held by the Club, use the Premises at its sole risk, and Council is not liable to the Club in contract, tort or otherwise whatsoever for any loss or damage (including consequential loss) to any person or property arising from the use of the Premises by the Club, its Guests, participants in any event being held by the Club or any others.
- 8.2. The Club indemnifies Council against any claim, damage, loss or expense suffered by Council, or others as a result of the use of the Premises by the Club, Guests and participants in any event being held by the Club, or any others, and whether permitted by this Agreement or not, and in relation to any other matter arising from this Agreement.
- 8.3. If directed by the Council at any time after this Agreement is signed, the Club must ensure that any Guests of the Club, or any participants in any event being held by the Club, sign an individual waiver, in the form required by Council, which has the effect of discharging and releasing Council from any liability associated with the Guests or participant's use of the Premises. The individual waiver must be provided within the timeframe specified by Council in its direction. Failure to provide a signed individual waiver as directed by Council shall be a breach of this Agreement.

9. INSURANCE

- 9.1. As a condition of Council's agreement to grant the Club consent to enter the Premises and carry out the Permitted Use, the Club must, at its cost, maintain public liability insurance in respect of its use of the Premises, to the value of no less than \$20,000,000 per occurrence, including to cover risks regarding any indemnities that the Club has provided to Council under this Agreement.
- 9.2. The policy referred to in the preceding subclause must note Council's interest on the policy.
- 9.3. The Club must provide copies of the certificate of currency of the insurance policy referred to in this clause prior to entering the Premises or commencing the Permitted Use, and on such further occasions as Council requests.
- 9.4. For the avoidance of doubt, the Club shall not be entitled to enter the Premises or carry out the Permitted Use unless and until it has obtained the insurance required by this clause 9.

10. FEES AND SERVICE CHARGES

- 10.1. The Fee payable for this Agreement is set out in Item 7 of the Reference Data and as from the Commencement Date of this Agreement.

11. EVENTS OF DEFAULT

- 11.1. The occurrence of any one or more of the following events shall constitute an Event of Default under this Agreement:
 - 11.1.1. the Club ceases to operate;
 - 11.1.2. the Club fails to make any payment due under this Agreement within seven (7) days of its due date;
 - 11.1.3. the Club fails to use the Premises for the Permitted Use;
 - 11.1.4. the Club fails to comply with a term of this Agreement;

12. TERMINATION

- 12.1. Without limiting any of the Council's other rights at law, should there be an Event of Default the Council may give written notice to the Club terminating this Agreement with effect from the date of the notice.
- 12.2. Upon termination of this Agreement all moneys unpaid by the Club immediately become due and payable to the Council.
- 12.3. Upon the expiration or termination of this Agreement, the Club must: -
 - 12.3.1. immediately deliver the Premises to the Council in the state they were in at the Commencement Date subject to fair wear and tear; and

12.3.2. pay the Council any Fees calculated up to this date.

13. DAMAGE TO PREMISES

13.1. If the Premises are damaged by any cause so that the Club is unable to use or access the Premises for conduct of the Permitted Use:

13.1.1. the Council may terminate this Agreement by notice to the Club;

13.1.2. the Club may terminate this Agreement by notice to the Council if:

13.1.2.1. the Council has not substantially commenced restoring the Premises within a reasonable time after the damage to the Premises occurred (but no longer than 6 months); or

13.1.2.2. the Club is unable to use or access the Premises for conduct of the Permitted Use within a reasonable time after the damage to the Premises occurred.

14. GENERAL PROVISIONS

14.1. Costs

The Club must pay Council's costs in relation to the preparation, negotiation and execution of this Agreement.

14.2. Assignment

The Club must not transfer any right or liability under this Agreement.

14.3. Notices

14.3.1. Any notice to or by a party under this Agreement must be in writing and signed by the sender or, if a corporate party, an authorised officer of the sender.

14.3.2. Any notice may be served by delivery in person or by post or transmission by email to the address or number of the recipient specified in this provision or most recently notified by the recipient to the sender.

14.3.3. Any notice is effective for the purposes of this Agreement upon it being sent to the recipient.

14.4. Counterparts

14.4.1. This Agreement may be executed in any number of counterparts, all of which taken together are deemed to constitute one and the same document.

EXECUTION

Dated this _____ day of _____ 2020

SIGNED by the **MAYOR** and **CHIEF EXECUTIVE OFFICER** for and on behalf of the **CARPENTARIA SHIRE COUNCIL** in the presence of:) _____
) Mayor Signature
) _____
) Mayor Print Name
) _____
) Chief Executive Officer Signature
) _____
) Chief Executive Officer Print Name

Signature of Witness

Print Name

EXECUTED by **NORMANTON SWIMMING CLUB INC** in the presence of:) _____
) President Signature
) _____
) President Print Name
) _____
) Secretary Signature
) _____
) Secretary Print Name

Signature of Witness

Print Name

BUSINESS PAPERS

11 REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES

11.1 DOE REPORT

Attachments: 11.1.1. Capital Works Program [↓](#)
Author: Michael Wanrooy - Director of Engineering
Date: 4 December 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 | <p>Liaise with TMR to obtain approval to install a pedestrian crossing on Landsborough Street in the vicinity of the Stop Shop</p> <ul style="list-style-type: none"> ➤ The assessment is currently in progress with TMR's team in Brisbane through the Targeted Road Safety Program (TRSP) and the Queensland Safer Roads Sooner Program. | In Progress |
| 1/11/2018 | <p>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.</p> <ul style="list-style-type: none"> ➤ | Not Started |
| | <p>Look at the line marking at Karumba business district</p> <ul style="list-style-type: none"> ➤ Tying it with Aerodrome line marking to be done in Karumba. Karumba linemarking is starting in early December. | In Progress |

BUSINESS PAPERS

2. Miscellaneous Projects

- 2.1. Terry Casey's RMPC crew are currently undertaking RMPC maintenance on all State Controlled Roads and completed installing signage on the Kowanyama Road. They have helped the Karumba Town Services with cleaning up the Karumba Point during last week's storm. Terry is inspecting and providing a defects list on 89A with photographs so we can apply for extra funding with TMR for road repairs.
- 2.2. Shelton Turner's Stabiliser Crew:
- Completed 2.1km works at Glenore on 92A with both sides stabilised and full width sealed.
 - Shelton's crew have moved to the Burketown Road and have started works for the new 6km of sealed works under the TIDS funding. They will have 2.1km of new pavement works ready for sealing due on the 10 December starting from Inverleigh and working back to Normanton. They will then complete a small job for TMR at the second Shady Lagoon turnoff intersection with 89B as the last job before Christmas shutdown.
- 2.3. Linemarking on the runway for the Normanton Aerodrome is complete. All that remains is marking the apron for two RPT parking spots. Currently we only have a single park. The linemarker will complete the apron markings early next year, weather permitting. The new linemark on the runway will ease concerns from the airline industry as the existing markings was difficult to see during rain.

Table: TMR Projects progress report for 2020 – 2021

| Projects | Value | Claimed | Progress to date |
|--|-----------------|----------------|---|
| 89B TMR 2020 DRFA Emergent Works | \$ 200,000.00 | \$ 195,552.70 | Completed |
| CN-12531 89B TMR 2019 DRFA Betterment Works | \$ 5,817,000.00 | \$5,683,162.01 | 100%. Final claim to be submitted 15/12/20 |
| 2019 TMR DRFA REPA Works on 84A, 89A, 89B and 92A | \$ 2,146,085.20 | \$1,080,580.95 | 50% completed. Crews to perform 89B unsealed works on way out before Christmas. |
| 2019 TMR DRFA REPA 92A Variation (Separate Contract) | \$ 363,073.95 | \$ - | 100%. To be fully claimed 15/12/20 |
| Grid Replacement at the Flinders River 89A | \$ 84,515.00 | \$ 84,515.00 | 100% |
| 2020-2021 RMPC | \$ 1,965,500.00 | \$1,303,527.00 | 53% |
| 2020-2021 RMPC Variation | \$ 480,000.00 | | |

BUSINESS PAPERS

| | | | |
|--|-------------------------|------------------------|--|
| ATSI TIDS - Dunbar Creek - New Causeway and approach on the Kowanyama Road | \$ 925,000.00 | \$ - | Claim to be submitted. Design/survey completed and culverts ordered |
| TMR Contribution to 2020-2021 TIDS on the Normanton Burketown Road | \$ 910,000.00 | \$ 16,162.91 | 2km to be sealed 11/12/20 |
| Rehabilitation Works on 89A and Various Other Works | \$ 1,237,000.00 | \$ 975,480.40 | Shady Lagoon turnoff to be completed next swing |
| 89B Aus. Government Stimulus - Ch. 30680 - Ch. 35800 | \$ 2,215,489.68 | \$ 260,925.00 | 2km pavement and seal to be complete 10/12/20 - weather pending |
| Total | \$ 16,343,663.83 | \$ 9,599,905.97 | 59% claimed to date |

BUSINESS PAPERS



Photo: Stabilisation works on the 6km TIDS new sealing project on the Burketown Rd.



Photo: Stabilisation works on the 6km TIDS new sealing project on the Burketown Rd.

BUSINESS PAPERS



Photo: Full width sealing completed on 92A at Glenore.

BUSINESS PAPERS



Photo: Stabilisation Works on 89B – Ch. 30680 - Ch. 35800

BUSINESS PAPERS



Photo: Spreading out the gravel on the Kowanyama Road.



BUSINESS PAPERS

Photo: Finished section of new gravel on the Kowanyama Road.



Photo: Linemarking at the Normanton Aerodrome Runway.

3. Update on Shire Flood Damage Works

3.1. Colin Charger / Delta Camp – Moved back to Normanton:

- Currently working on Double Lagoon Road.

3.2. Ronnie Kerr / Dunbar Camp:

- Currently working on the 2019 Restoration works on the Kowanyama Road. Should have works completed by the end of this swing. The crew have completed laying out 19.7km of new pavement on the road. 41% of gravel required has been carted to the road.
- Will start TMR DRFA works on 89B heading towards Normanton.

3.3. Gavin Delacour / Augustus Camp:

- On the 2019 Restoration Works on the Donors Hill to Augustus Road. Currently working on the Neumayer Valley Road. Camp moves back into town on 10th December.

BUSINESS PAPERS

3.4. Dave Atu / Inkerman Camp:

- Completed 2019 Restoration Works on the Inkerman Road
- Undertaking maintenance works on 89B funded by the 480K RMPC variation.
- Will be working on TMR DRFA works on 89B as well.

3.5. Brenton Murray / Deadcalf Camp moved to Normanton

- Completed works on the 2019 Restoration Works on the Trenton Road.
- Currently working on the Old Croydon Road and maintenance grade. They will also be doing the maintenance on the Streets behind the Aerodrome on the Old Croydon Road.

3.6. Karl Pickering / Armstrong Camp moved to Normanton:

- Completed the Burketown Road spreading out gravel between Armstrong Creek and Inverleigh.
- Working on the Delta Downs Road.

4. Trades Report

4.1. Moving Camps

4.2. Standard housing, electrical and plumbing maintenance.

5. New Projects/Grant Applications

- 5.1. Council has signed an agreement with TMR under Contract CN-15802 valued at 399,381 thousand including GST for pavement rehabilitation works on the right hand side on 92A (Normanton to Croydon) to complete the section at Glenore.

6. Reports

6.1. Capital Works program progress as attached.

6.2. Engineer Department Budget.

BUSINESS PAPERS

| Description | Current Budget | YTD Actual | Percentage |
|--|-----------------|-----------------|------------|
| TP Ntn - Operating Grants, Subsidies and Contributions | -\$18,000.00 | -\$16,363.64 | 90.91% |
| TP Ntn - Operating Income | -\$5,000.00 | -\$2,997.27 | 59.95% |
| TP Kba - Operating Income | \$0.00 | -\$1,000.00 | 100.00% |
| TP Ntn - Operating Expenses | \$88,000.00 | \$9,351.78 | 10.63% |
| Town Planning - Major Op Ex | \$0.00 | \$61,139.68 | 100.00% |
| TP Kba - Operating Expenses | \$24,000.00 | \$0.00 | 0.00% |
| Eng - Operating Expenses | \$972,000.00 | \$627,307.12 | 64.54% |
| Eng - Maintenance | \$83,000.00 | \$32,004.20 | 38.56% |
| Eng - Depreciation | \$24,000.00 | \$11,732.15 | 48.88% |
| Eng - Capital Grants and Contributions (GST Inc.) | \$0.00 | -\$69,000.00 | 100.00% |
| Depots Ntn - Operating Expenses | \$257,000.00 | \$99,397.97 | 38.68% |
| Depots Ntn - Maintenance | \$54,000.00 | \$37,133.49 | 68.77% |
| Depots Ntn - Depreciation | \$24,000.00 | \$81,145.79 | 338.11% |
| Workshop - Operating Expenses | \$94,000.00 | \$22,273.18 | 23.69% |
| Workshop - Maintenance | \$22,000.00 | \$24,364.53 | 110.75% |
| Workshop - Small Plant & Loose Tools | \$5,000.00 | \$2,180.91 | 43.62% |
| Depots Kba - Operating Expenses | \$65,000.00 | \$30,892.42 | 47.53% |
| Depots Kba - Maintenance | \$32,000.00 | \$16,999.21 | 53.12% |
| Depots Kba - Depreciation | \$71,000.00 | \$24,026.55 | 33.84% |
| Fleet and Plant - Operating Income | -\$120,000.00 | -\$29,681.00 | 24.73% |
| Fleet and Plant - Operating Expenses | \$136,000.00 | \$106,836.11 | 78.56% |
| Fleet & Plant - Tyres and Batteries | \$135,000.00 | \$86,790.82 | 64.29% |
| Fleet & Plant - Fuel and Oils | \$1,199,000.00 | \$259,135.54 | 21.61% |
| Fleet & Plant - Depreciation | \$1,200,000.00 | \$337,581.04 | 28.13% |
| Fleet & Plant - Internal Repair Wages | \$545,000.00 | \$240,001.44 | 44.04% |
| Fleet & Plant - Parts and Repairs | \$1,700,000.00 | \$793,846.54 | 46.70% |
| Fleet & Plant - Registrations and Insurance | \$185,000.00 | \$123,153.08 | 66.57% |
| Fleet & Plant - Plant Recoveries Allocated to Works and Services | -\$6,448,000.00 | -\$5,597,250.04 | 86.81% |
| Fleet & Plant - Capital Income | \$0.00 | -\$14,727.27 | 100.00% |
| Asset Management - Operating Expenses | \$116,000.00 | \$53,261.81 | 45.92% |
| Airport Ntn - Operating Income | -\$180,000.00 | -\$76,289.08 | 42.38% |
| Airport Kba - Operating Income | -\$40,000.00 | -\$3,532.75 | 8.83% |
| Airport Ntn - Operating Expenses | \$94,000.00 | \$65,149.85 | 69.31% |
| Airport Ntn - Maintenance | \$53,000.00 | \$5,841.48 | 11.02% |
| Airport Ntn - Depreciation | \$74,000.00 | \$26,691.19 | 36.07% |
| Airport Kba - Operating Expenses | \$64,000.00 | \$28,655.74 | 44.77% |

BUSINESS PAPERS

| | | | |
|---|------------------------|------------------------|---------|
| Airport Kba - Maintenance | \$54,000.00 | \$6,869.09 | 12.72% |
| Airport Kba - Depreciation | \$43,000.00 | \$14,369.76 | 33.42% |
| Airport Kba - Capital Grants and Contributions | -\$30,000.00 | -\$26,410.00 | 88.03% |
| Parks & Gardens Ntn - Operating Expenses | \$38,000.00 | \$60,103.97 | 158.17% |
| Parks & Gardens Ntn - Maintenance | \$414,000.00 | \$166,186.89 | 40.14% |
| Parks & Gardens Ntn - Depreciation | \$103,000.00 | \$35,498.15 | 34.46% |
| Parks and Gardens - Small Plant and Loose Tools | \$5,000.00 | \$0.00 | 0.00% |
| Parks & Gardens Kba - Operating Expenses | \$58,000.00 | \$35,038.87 | 60.41% |
| Parks & Gardens Kba - Maintenance | \$382,000.00 | \$112,199.28 | 29.37% |
| Parks & Gardens Kba - Depreciation | \$122,000.00 | \$40,860.31 | 33.49% |
| Parks & Gardens - Capital Income | -\$1,000,000.00 | \$0.00 | 0.00% |
| Public Conveniences Ntn - Operating Expenses | \$64,000.00 | \$34,614.21 | 54.08% |
| Public Conveniences Ntn - Maintenance | \$22,000.00 | \$4,078.34 | 18.54% |
| Public Conveniences Ntn - Depreciation | \$4,000.00 | \$1,155.58 | 28.89% |
| Public Conveniences Kba - Operating Expenses | \$106,000.00 | \$30,503.23 | 28.78% |
| Public Conveniences Kba - Maintenance | \$23,000.00 | \$5,612.95 | 24.40% |
| Public Conveniences Kba - Depreciation | \$21,000.00 | \$6,972.64 | 33.20% |
| Roads - Grants (No GST) | -\$1,035,000.00 | -\$120,788.00 | 11.67% |
| Road Maintenance - Normanton Town Streets | \$347,000.00 | \$0.00 | 0.00% |
| Road Maintenance - KarumbaTown Streets | \$347,000.00 | \$27,793.37 | 8.01% |
| Road - Operating Expenses | \$267,000.00 | \$111,457.89 | 41.74% |
| Road Maintenance - Rural Shire Roads | \$565,000.00 | \$172,158.98 | 30.47% |
| Road - Depreciation | \$8,691,000.00 | \$2,845,098.57 | 32.74% |
| Roads - Capital Income | -\$925,000.00 | -\$79,259.43 | 8.57% |
| Shire Roads (TIDS) - Capital Grants and Contributions | -\$910,000.00 | -\$197,450.41 | 21.70% |
| RMPC - Operating Income | -\$1,965,000.00 | -\$1,305,527.00 | 66.44% |
| TMR Recoverable Works Income | -\$7,965,000.00 | -\$5,935,514.81 | 74.52% |
| Main Roads - Other Recoverable Works | \$5,802,000.00 | \$6,614,154.29 | 114.00% |
| RMPC - Maintenance | \$1,743,000.00 | \$577,865.60 | 33.15% |
| Main Roads - DRFA Works | \$1,600,000.00 | \$849,191.69 | 53.07% |
| Other Main Roads Expenditures | \$0.00 | \$118,340.00 | 100.00% |
| Roads 2 Recovery (R2R) - Capital Grants and Contributions | -\$711,000.00 | -\$225,538.00 | 31.72% |

BUSINESS PAPERS

| | | | |
|---|----------------|----------------|----------|
| Private Works - Expenditure and Income | -\$10,000.00 | -\$33,895.59 | 338.96% |
| Building Services - Operating Income | \$0.00 | -\$1,387.27 | 100.00% |
| Building Services - Operating Expenses | \$158,000.00 | \$105,501.54 | 66.77% |
| Building Services Small Plant & Loose Tools | \$8,000.00 | \$2,508.88 | 31.36% |
| Pensioner Housing - Ntn Operating Income | -\$27,000.00 | -\$9,848.67 | 36.48% |
| Pensioner Housing - Kba Operating Income | -\$36,000.00 | -\$14,653.07 | -40.70% |
| Pensioner Housing - Ntn Operating Expenses | \$30,000.00 | \$18,336.96 | 61.12% |
| Pensioner Housing - Ntn Maintenance | \$52,000.00 | \$11,600.43 | 22.31% |
| Pensioner Housing - Ntn Depreciation | \$85,000.00 | \$28,902.64 | 34.00% |
| Pensioner Housing - Kba Operating Expenses | \$35,000.00 | \$19,433.14 | 55.52% |
| Pensioner Housing -Kba Maintenance | \$44,000.00 | \$9,620.21 | 21.86% |
| Pensioner Housing - Kba Depreciation | \$58,000.00 | \$19,767.38 | 34.08% |
| Staff Housing - Ntn Operating Income | -\$380,000.00 | -\$177,308.00 | 46.66% |
| Staff Housing - Kba Operating Income | -\$30,000.00 | -\$11,188.00 | 37.29% |
| Staff Housing - Ntn Operating Expenses | \$166,000.00 | \$101,704.87 | 61.27% |
| Staff Housing - Ntn Maintenance | \$201,000.00 | \$125,229.53 | 62.30% |
| Staff Housing - Ntn Depreciation | \$303,000.00 | \$104,581.77 | 34.52% |
| Staff Housing - Kba Operating Expenses | \$24,000.00 | \$13,107.54 | 54.61% |
| Staff Housing - Kba Maintenance | \$71,000.00 | \$9,934.27 | 13.99% |
| Staff Housing - Kba Depreciation | \$66,000.00 | \$19,641.16 | 29.76% |
| Reserves - Operating Expenses | \$6,000.00 | \$1,796.02 | 29.93% |
| Reserves - Maintenance Expenses | \$0.00 | \$4,183.01 | 100.00% |
| Quarries - Operating Income | \$0.00 | -\$1,075.02 | 100.00% |
| Quarries - Operating Expenses | \$73,000.00 | -\$96,498.68 | -132.19% |
| Quarries - Maintenance | \$55,000.00 | \$295.60 | 0.54% |
| | \$7,737,000.00 | \$1,625,979.23 | 21.02% |

| ID | Task Mode | Task Name | Start | Finish | % Complete | Manual Summary | Start-only | Finish-only | External Milestone | Deadline |
|----|-----------|---|---------------------|---------------------|------------|----------------|------------|-------------|--------------------|----------|
| 1 | Task | Carpentaria Shire Council Capital Projects | Fri 28/06/19 | Thu 30/09/20 | 49% | | | | | |
| 2 | Task | Buildings | | | | | | | | |
| 3 | Task | WAQ - Administration Office Upgrades | Mon 12/08/19 | Mon 16/11/20 | 64% | | | | | |
| 4 | Task | WAQ - Office - Normanton Water Treatment Plant | Wed 2/10/19 | Tue 30/03/20 | 85% | | | | | |
| 5 | Task | WAQ - Office - Karumba Sewerage Treatment Plant | Wed 2/10/19 | Mon 30/03/21 | 21% | | | | | |
| 6 | Task | | | | | | | | | |
| 7 | Task | | | | | | | | | |
| 8 | Task | | | | | | | | | |
| 9 | Task | | | | | | | | | |
| 10 | Task | Housing | | | | | | | | |
| 11 | Task | WAQ 19.20 - 38 Woodward St Normanton | Wed 4/09/19 | Fri 30/10/20 | 100% | | | | | |
| 12 | Task | WAQ 19.20 - 36 Woodward St Normanton | Fri 2/08/19 | Wed 30/09/20 | 100% | | | | | |
| 13 | Task | WAQ 19.20 - 23 Woodward St Normanton | Mon 2/09/19 | Wed 2/09/20 | 100% | | | | | |
| 14 | Task | WAQ 19.20 - 2 Normon St Normanton | Fri 28/06/19 | Tue 30/06/20 | 100% | | | | | |
| 15 | Task | WAQ 19.20 - 140 Yappan Street Karumba | Mon 13/04/20 | Fri 29/05/20 | 100% | | | | | |
| 16 | Task | WAQ 19.20 - 62 Landsborough St Normanton | Tue 25/08/20 | Fri 18/09/20 | 100% | | | | | |
| 17 | Task | WAQ COVID - Greenway Street - Drainage Improvements | Tue 20/10/20 | Wed 28/10/21 | 100% | | | | | |
| 18 | Task | | | | | | | | | |
| 19 | Task | | | | | | | | | |
| 20 | Task | | | | | | | | | |
| 21 | Task | Other Infrastructure | | | | | | | | |
| 22 | Task | NTN Resupply Barge Ramp (NDRP) | Tue 14/07/20 | Wed 30/09/20 | 100% | | | | | |
| 23 | Task | LRCP - Cemetery - Rodeo Grounds Footpath | Tue 2/02/21 | Wed 30/06/20 | 20% | | | | | |
| 24 | Task | LRCP - John Henry Oval Playground | Tue 2/02/21 | Wed 30/06/20 | 20% | | | | | |
| 25 | Task | LRCP - LWBDC Hatchery Fence | Tue 14/07/20 | Mon 28/09/20 | 100% | | | | | |
| 26 | Task | LRCP - NCC Soft Fall | Tue 2/03/21 | Tue 15/06/20 | 10% | | | | | |
| 27 | Task | WAQ - Trades Shed - Refurbishment | Mon 17/02/20 | Fri 28/08/20 | 100% | | | | | |
| 28 | Task | WAQ - Showgrounds, Racecourse & Rodeo Grounds - Transformer Upgrade | Wed 17/02/21 | Mon 28/06/21 | 0% | | | | | |
| 29 | Task | WAQ - Ablution Block - Karumba Boat Ramp | Mon 1/02/21 | Tue 15/06/20 | 10% | | | | | |
| 30 | Task | WAQ COVID - Normanton Water Treatment Filter Shed Refit | Thu 6/08/20 | Tue 30/03/21 | 21% | | | | | |
| 31 | Task | John Henry Oval Upgrade (Active Community Infrastructure) | Tue 24/11/20 | Mon 28/06/20 | 20% | | | | | |
| 32 | Task | Normanton Aerodrome Line Marking | Wed 18/11/20 | Fri 16/04/21 | 80% | | | | | |
| 33 | Task | Karumba Aerodrome Line Marking | Fri 4/12/20 | Fri 16/04/21 | 5% | | | | | |
| 34 | Task | Gilbert Street Pontoon Repairs | Tue 2/02/21 | Mon 14/06/20 | 20% | | | | | |
| 35 | Task | WAQ - Installation of Solar PV Sites | Tue 1/09/20 | Wed 30/06/20 | 25% | | | | | |
| 36 | Task | Norman River - Telecommunications Towers - Flexible Func | | | 0% | | | | | |
| 37 | Task | BOR LWBDC Entertainment Area | Mon 15/06/20 | Thu 1/10/20 | 100% | | | | | |
| 38 | Task | Barra Hatchery Upgrade Phase 2 | Mon 6/01/20 | Tue 24/11/20 | 100% | | | | | |
| 39 | Task | WAQ LWBDS Shade Facility | Fri 28/08/20 | Fri 28/08/20 | 100% | | | | | |
| 40 | Task | WAQ - Normanton Town Hall PA System | | | 0% | | | | | |

| ID | Task Mode | Task Name | Start | Finish | % Complete | Half 2 2019 | Half 1 2020 | Half 2 2020 | Half 1 2021 | Half 2 2021 |
|----|-----------|---|--------------|--------------|------------|-------------|-------------|-------------|-------------|-------------|
| 41 | Task | | | | | | | | | |
| 42 | Mode | | | | | | | | | |
| 43 | Task | Roads | | | | | | | | |
| 44 | Task | NDRP Little Bynoe Approaches to causeway | Mon 12/08/19 | Mon 29/06/20 | 100% | | | | | |
| 45 | Task | TIDS/RZR -Normanton to Burketown 2019-20 | Tue 24/09/19 | Thu 30/04/20 | 100% | | | | | |
| 46 | Task | TIDS/RZR -Normanton to Burketown 2020-21 | Mon 16/11/20 | Fri 18/06/21 | 10% | | | | | |
| 47 | Task | NDRP Burke & Willis Monument Road | Mon 5/04/21 | Thu 24/06/21 | 0% | | | | | |
| 48 | Task | Normanton -Burketown Seal Project 11/12 CSC.0017.1819E | Thu 4/03/21 | Tue 29/06/21 | 0% | | | | | |
| 49 | Task | Normanton -Burketown Seal Project 13 CSC.0016.1819E | Thu 4/03/21 | Tue 29/06/21 | 0% | | | | | |
| 50 | Task | Old Crolydon Road Grid | Thu 4/03/21 | Fri 28/05/21 | 0% | | | | | |
| 51 | Task | Disability Access Normanton - Footpaths | Mon 29/03/20 | Mon 28/06/20 | 20% | | | | | |
| 52 | Task | Disability Access Karumba - Footpaths | Mon 29/03/20 | Mon 28/06/20 | 20% | | | | | |
| 53 | Task | Shire Grid Installations - If required | | | 0% | | | | | |
| 54 | Task | U ATSI TIDS Dunbar Kowanyama Road Floodway | Thu 26/09/19 | Fri 5/06/20 | 6% | | | | | |
| 55 | Task | | | | | | | | | |
| 56 | Task | Water Infrastructure | | | | | | | | |
| 57 | Task | Glenore Weir Rectification Stage 2 (LGGSP) U | Tue 9/07/19 | Wed 30/06/20 | 42% | | | | | |
| 58 | Task | BBRF - Raw Water Irrigation | Thu 2/07/20 | Thu 15/04/21 | 30% | | | | | |
| 59 | Task | WAQ COVID - Normanton Water Treatment Plant Clarifier | Mon 3/08/20 | Wed 30/06/21 | 10% | | | | | |
| 60 | Task | WAQ COVID - Yappar Street Valve Replacement | Mon 30/11/20 | Tue 30/03/21 | 25% | | | | | |
| 61 | Task | WAQ COVID - Normanton Water Filter Refurbishment Phase 3 | Thu 2/07/20 | Fri 30/04/21 | 25% | | | | | |
| 62 | Task | WAQ COVID - Recoating of Reservoir | Fri 2/10/20 | Mon 14/12/20 | 95% | | | | | |
| 63 | Task | ORA - csc.0018.1819E Dws Glenore Weir Scouring | | | 0% | | | | | |
| 64 | Task | | | | | | | | | |
| 65 | Task | Sewerage Infrastructure | | | | | | | | |
| 66 | Task | Inlet Screen - Kba | Mon 2/03/20 | Thu 30/09/20 | 26% | | | | | |
| 67 | Task | De-sludging of Sewerage Lagoon (NDRP) | Mon 2/03/20 | Sun 30/05/21 | 10% | | | | | |
| 68 | Task | Replace Screw Screen (NDRP) | Fri 14/08/20 | Thu 30/09/21 | 18% | | | | | |
| 69 | Task | Replace Damaged Manholes | Fri 14/08/20 | Thu 12/11/20 | 100% | | | | | |
| 70 | Task | Purchase and Install Amenities Block (NDRP) | Fri 14/08/20 | Mon 31/05/22 | 0% | | | | | |
| 71 | Task | WAQ COVID - Normanton STP effluent irrigation replacement | Fri 14/08/20 | Wed 30/06/21 | 50% | | | | | |

BUSINESS PAPERS

11.2 NDRRA/QDRF REPORT

| | |
|----------------------|--|
| Attachments: | 11.2.1. Appendix A - QRA19 Expenditure Summary ↓ 11.2.2. Appendix B - QRA19 Completion Sketch ↓ 11.2.3. Appendix C - EOT Approvals ↓ |
| Author: | John Martin - Consultant Engineering |
| Date: | 4 December 2020 |
| 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: The QRA18 project is in the acquittal process and assurance and compliance audits are being prioritised to expediate the acquittal process.

QRA19: REPA funding has been approved with a total RV of \$73 million and construction budget of \$59 million. Six crews have completed approximately \$36.2million (77.6%) of the reconstruction works at an Expenditure Ratio of 0.97. Approximately 41% of gravel has been delivered to Dunbar – Kowanyama Road and is currently tracking within budget requirements.

QRA have currently approved seven (7) betterment projects.

QRA20: REPA submissions have all been approved with a total RV of \$52.8million. Council has received the 30% pre-payment of \$15.8million.

QRA have approved approx. \$375k of funding to construct a new Disaster Coordination Shed through the 2019/20 QRRRF program.

Pre-qualified Suppliers for 2021 Construction Season: The tenders for pre-qualified suppliers of wet hire plant, dry hire plant and civil construction material will be released in December and will close in mid-January.

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 closeouts have been submitted. Audits are progressively being received from QRA to finalise the acquittal. Four (4) of the closeout submissions have reached the final approval phase and are now subject to final QRA endorsement before the outstanding value is paid to Council.

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2019 QRA Event

1. QRA19 REPA submissions have been approved with a total RV of approx. \$73million (construction budget of \$59million).
2. The 30% prepayment has been exceeded and progress claims are now being submitted fortnightly to assist with Council's cash flow.
3. Six (6) crews are currently constructing QRA19 projects. The construction programme is currently 77.6% complete with a forecast final construction cost of \$45.2million and estimated Expenditure Ratio of 0.97. Refer Appendix A and B for construction progress.
4. Construction crews will continue working into December with camps being demobilised from late November until mid-December. Several crews will continue working from Normanton on roads close to town until the end of year shutdown or until wet weather prevents any additional work.
5. The Gravel Haulage for the Dunbar to Kowanyama Road has been completed for the year and expenditure is aligning closely to the forecast budget. The project is currently 36% complete and 41% of the total gravel has been delivered (approximately 35,000t).
6. QRA has approved the following betterment projects for construction in 2020/21:
 - 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).
 - Monsoon Trough Flood Impact Study (\$60,000).
 - Desludging of the Normanton Sewerage Lagoon (\$974,558)
 - Glenore Weir Scouring Rectification (\$66,487).
7. Extensions of time have been approved on five (5) QRA19 REPA submissions and three (3) QRA betterment projects. The full list of projects is detailed in Appendix C. Notably the following projects have been approved within the EOT to 30 September 2021:
 - Dunbar to Kowanyama Road.
 - Dunbar to Koolatah Road.
 - Rutland Plains Access.

BUSINESS PAPERS

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. Four (4) REPA submissions have been approved with a total RV of \$52.8 million (construction budget of \$41.2million).
 - Submission 1 – Southwest Roads – RV \$16.8million, construction \$13.1million
 - Submission 2 – Southeast Roads – RV \$19.2million, construction \$15million
 - Submission 3 – Northern Roads – RV \$10.3million, construction \$8.1million
 - Submission 4 – Far Northern Roads – RV \$6.5million, construction \$5million
3. Council has received the 30% pre-payment of \$15.8million.
4. Emergency work on all Shire roads has been completed, with approximately \$335k expended and all works deemed eligible by QRA and paid to Council.
5. Funding for construction of a new Disaster Coordination Shed has been approved by QRA through the 2019/20 QRRRF program. Approximately \$376k has been approved with construction to be complete by 30 June 2022.
6. QRA have met with Council to review benchmarking rates for the 2020 project. The approved QRA20 rates are approximately 10% higher than the QRA19 rates. It is noted that QRA are investigating costs associated with establishment and disestablishment of camps.

Pre-qualified Suppliers for 2021 Construction Season

The tenders for pre-qualified suppliers of wet hire plant, dry hire plant and civil construction material will be released in December and will close in mid-January to be assessed and a report put to Council before the start of the 2021 construction season.

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:

- QRA 19 Trigger Point contribution - \$32,408
-

BUSINESS PAPERS

- QRA 19 10% Council contribution to day labour - \$166,061.29
- QRA 20 Trigger Point contribution - \$29,363

Risk Management Implications:

- Low – QRA19 – An extension of time has been granted for requested submissions due to productivity losses from COVID-19.
- Moderate – QRA19 – Camp costs for the QRA19 project have been queried if eligible by QRA. Discussions with QRA are ongoing to clarify why this has been raised after final approval has been granted and how it can be resolved without affecting the project.
- Low – QRA20 – Construction to commence in early 2021.

CARPENTARIA SHIRE COUNCIL

SUMMARY OF QRA19 EXPENDITURE

CURRENT

Project Completed

Forecast Project Expenditure to RV Ratio

30/11/2020

77.6%

0.97*

* Includes Accrued Costs



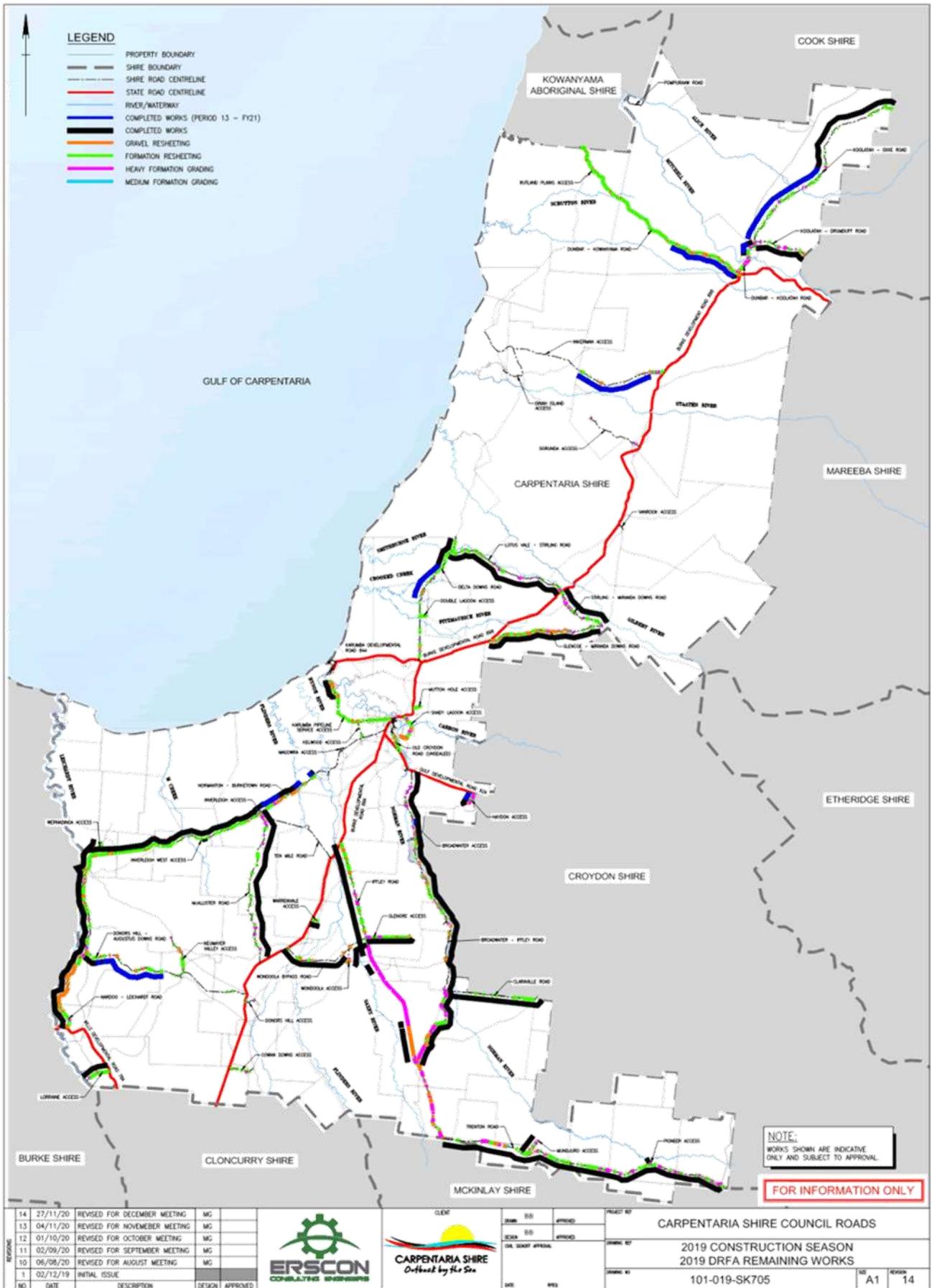
| Submission 1 - CSC.0004.1819E.REC | | | | | |
|------------------------------------|--------------------------------|-------------------------|--------------|----------------------------|---|
| Road Name | Construction Recommended Value | Expenditure | Complete (%) | Expected Expenditure Ratio | Notes |
| Iffley Road | \$ 7,965,253.97 | \$ 3,973,490.33 | 52% | 0.97 | |
| Normanton to Burketown Road | \$ 8,345,264.72 | \$ 9,674,197.67 | 90% | 1.29 | Gravel push up costs for Washpool pit (used for Normanton to Burketown and Nardoo to Leichardt Road) booked to this road. When assessing both simultaneously expenditure is predicted to be less than the RV. |
| Donors Hill to Augustus Downs Road | \$ 1,235,778.13 | \$ 501,926.53 | 82% | 0.38 | Road recently under construction. Accrued costs processing and expected to align closer to RV as construction progresses. |
| Dunbar Koolatah Road | \$ 40,500.00 | \$ 15,456.00 | 100% | 0.38 | Market rate to be adjusted to reflect the actual cost of Mitchell River Flood Camera. |
| TOTAL | \$ 17,586,796.82 | \$ 14,165,070.53 | | | |

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

| Submission 3 - CSC.0009.1819E.REC | | | | | |
|-----------------------------------|--------------------------------|------------------------|--------------|----------------------------|---|
| Road Name | Construction Recommended Value | Expenditure | Complete (%) | Expected Expenditure Ratio | Notes |
| Koolatah to Dixie Road | \$ 1,037,829.19 | \$ 951,079.53 | 100% | 0.92 | |
| Nardoo to Leichardt Road | \$ 5,457,880.01 | \$ 2,920,936.57 | 100% | 0.54 | Significant cost savings from haulage of gravel. Two primary gravel pits located along Nardoo to Leichardt resulted in significantly shorter haulage than other roads within the Shire. |
| Trenton Road | \$ 3,087,067.71 | \$ 3,336,224.53 | 99% | 1.09 | |
| TOTAL | \$ 9,582,776.91 | \$ 7,208,240.63 | | | |

| Submission 4 CSC.0015.1819E.REC | | | | | |
|---------------------------------|--------------------------------|------------------------|--------------|----------------------------|--|
| Road Name | Construction Recommended Value | Expenditure | Complete (%) | Expected Expenditure Ratio | Notes |
| Stirling to Miranda Downs | \$ 714,067.74 | \$ 1,781,904.43 | 100% | 2.50 | Costs for pit establishment, pushing up of gravel and stockpiling for Glencoe to Miranda and Lotusvale to Stirling booked to this road. When assessing all roads together the expenditure aligns closer to the RV. |
| Koolatah to Drumduff | \$ 400,021.44 | \$ 961,209.00 | 100% | 2.40 | Overlapping camp and establishment costs with Koolatah - Dixie Road. When assessing roads together, expenditure expected to align closer to RV. |
| Lotusvale to Stirling | \$ 886,520.02 | \$ 1,375,839.51 | 100% | 1.55 | Overlapping costs with Stirling to Miranda and Glencoe to Miranda Downs Road. When assessing all together expenditure aligns closer to RV. |
| Glencoe to Miranda Downs | \$ 2,336,152.96 | \$ 1,008,185.71 | 100% | 0.43 | Some savings expected as costs for pushing up gravel booked to Stirling to Miranda Downs Road. |
| Delta Downs Road | \$ 1,234,393.09 | \$ 662,977.41 | 75% | 0.72 | Road currently under construction. |
| Dunbar to Koolatah | \$ 621,749.80 | \$ 150,828.30 | 31% | 0.78 | Scope North of the Mitchell River has been completed, remaining works to be completed next year. Costs expected to increase closer to align with RV. |
| Inkerman Access | \$ 575,844.83 | \$ 263,166.29 | 53% | 0.87 | |
| Dorunda Access | \$ 61,616.91 | \$ - | 0% | 1.00 | |
| Double Lagoon Access | \$ 152,260.02 | \$ 24,958.41 | 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 | |
| TOTAL | \$ 7,949,231.58 | \$ 6,229,069.06 | | | |

| Submission 5 CSC.0019.1819E.REC | | | | | |
|---------------------------------|--------------------------------|------------------------|--------------|----------------------------|--|
| Road Name | Construction Recommended Value | Expenditure | Complete (%) | Expected Expenditure Ratio | Notes |
| Glenore Access | \$ 909,509.81 | \$ 905,392.74 | 100% | 1.00 | |
| Inverleigh Access | \$ 5,671.11 | \$ 1,006.35 | 100% | 0.18 | Construction completed in less than one day, majority of costs booked to adjacent Normanton to Burketown Road. |
| Inverleigh Access (Secondary) | \$ 6,592.06 | \$ - | 100% | 0.00 | Construction completed in less than one day, majority of costs booked to adjacent Normanton to Burketown Road. |
| Inverleigh West Access | \$ 26,659.05 | \$ 2,164.49 | 100% | 0.08 | Construction complete. Costs booked to adjacent Normanton to Burketown road as construction was completed in less than one day. |
| Lorraine Access | \$ 603,515.79 | \$ 725,417.04 | 100% | 1.20 | Camp and establishment overlaps with simultaneously constructed Nardoo to Leichardt, when assessing roads together expenditure aligns closer to combined RV. |
| McAllister | \$ 917,701.37 | \$ 1,003,306.19 | 100% | 1.09 | |
| Mundjuro Access | \$ 249,585.23 | \$ 182,448.91 | 100% | 0.73 | Cost savings as camp and mobilisation costs booked to adjacent Trenton Road. |
| Pioneer Access | \$ 43,036.66 | \$ 19,121.57 | 100% | 0.44 | Cost savings as camp and mobilisation costs booked to adjacent Trenton Road. |
| Warrenvale Access | \$ 155,485.20 | \$ 71,374.32 | 100% | 0.46 | Cost savings as construction was completed simultaneously with QRA18 scope of work with overlapping camp and mobilisation costs. |
| Wernadinga Access | \$ 358,899.18 | \$ 184,957.42 | 100% | 0.52 | Cost savings from simultaneous construction with QRA18 Wernadinga Access Scope of work. |
| Wondoola Bypass | \$ 364,937.20 | \$ 472,032.54 | 100% | 1.29 | Cost overlaps with simultaneously constructed Wondoola Access. When assessing roads together, expenditure aligns closer to RV. |
| Wondoola Access | \$ 224,681.17 | \$ 128,468.20 | 100% | 0.57 | Cost overlaps with simultaneously constructed Wondoola Bypass. When assessing roads together, expenditure aligns closer to RV. |
| Broadwater to Iffley | \$ 3,317,286.59 | \$ 3,599,090.98 | 100% | 1.08 | |
| Claraville | \$ 631,331.54 | \$ 360,919.59 | 100% | 0.57 | Overlapping camp and establishment costs with Broadwater to Iffley Road. When assessing roads together, expenditure expected to align closer to combined RV. |
| Broadwater Access | \$ 7,458.24 | \$ 13.99 | 100% | 0.00 | Construction completed in less than one day, majority of costs booked to adjacent Broadwater - Iffley Road. |
| Haydon Access | \$ 195,907.01 | \$ - | 100% | 0.22 | Overlapping camp and establishment costs with Broadwater to Iffley Road. When assessing roads together, expenditure expected to align closer to combined RV. |
| Karumba Pipeline Service Access | \$ 1,631,989.21 | \$ 371,093.04 | 28% | 0.82 | Road partially constructed, remaining works to be completed during the wet season while crews are working from town. |
| Cowan Downs Access | \$ 192,966.61 | \$ - | 0% | 1.00 | |
| Donors Hill Access | \$ 72,667.33 | \$ - | 0% | 1.00 | |
| Kelwood Access | \$ 63,632.75 | \$ - | 0% | 1.00 | |
| Neumayer Valley Access | \$ 346,224.08 | \$ - | 0% | 1.00 | |
| Old Croydon (Unsealed) | \$ 407,664.35 | \$ 239.87 | 0% | 1.00 | |
| TOTAL | \$ 10,733,401.54 | \$ 8,027,047.24 | | | |



| Submission Reference | Funding Type | Project | Previous Time Limit | EOT Duration (months) | EOT approval |
|----------------------|--------------------|--|---------------------|-----------------------|--------------|
| CSC.0010.1819E.REC | QRA19 REPA | Submission 2 | 30-Jun-21 | 3 | 30-Sep-21 |
| CSC.0009.1819E.REC | QRA19 REPA | Submission 3 | 30-Jun-21 | 3 | 30-Sep-21 |
| CSC.0019.1819E.REC | QRA19 REPA | Submission 4 | 30-Jun-21 | 3 | 30-Sep-21 |
| CSC.0015.1819E.REC | QRA19 REPA | Submission 5 | 30-Jun-21 | 3 | 30-Sep-21 |
| CSC.0025.1819E.REC | QRA19 REPA | Submission 6 | 30-Jun-21 | 6 | 31-Dec-21 |
| CSC.0016.1819E.REC | 2018-19 Betterment | Normanton to Burketown Sealing P11/12 | 30-Jun-21 | 3 | 30-Sep-21 |
| CSC.0017.1819E.REC | 2018-19 Betterment | Normanton to Burketown Sealing P13 | 30-Jun-21 | 3 | 30-Sep-21 |
| CSC.0011.1819E.DWS | 2018-19 Betterment | Desilting of the Normanton Sewer Lagoons | 30-Jun-21 | 3 | 30-Sep-21 |

BUSINESS PAPERS

11.3 WATER AND WASTE REPORT - NOVEMBER 2020

Attachments: NIL
Author: Ben Hill - Manager Water and Sewerage
Date: 4 December 2020

Key Outcome: 5.3 - A safe and sustainable water network
Key Strategy: 5.3.1 Plan, deliver and manage efficient and sustainable, high quality, water supply systems.

Executive Summary:

Normanton Water Treatment Plant (WTP), Karumba Sewage Treatment Plant (STP) and Normanton STP are operating effectively. The following items of interest are discussed in further detail within the report:

- Water levels at Glenore Weir are approximately 4m above pump levels.
- Total treated water was 97.3ML for the month.
- The Normanton reservoir has been repaired and recoated.
- The coating has now had time to cure and the reservoir will be washed, flushed and brought back online.
- A relief operator has been hired to assist at the water plant while leave is taken.
- Many upcoming funded projects to be delivered during the new financial year.
- Actiflo Clarifier being manufactured in Shanghai factory.
- Courtesy mid-year water meter reads will occur in January.
- Karumba STP inlet screen currently being by-passed.
- Karumba STP membrane blower #2 has failed.
- Seven E-one pumps were replaced in Karumba during the month.
- The tyre recycling project has wrapped up for the year with additional volumes to be removed after the wet season.

RECOMMENDATION:

That Council:

1. accepts the Water and Wastewater Report as presented for the period ending 30th November 2020; and
2. that those matters not covered by resolution be noted.

Background:

Glenore Weir

BUSINESS PAPERS

The DNRME level gauge at Glenore Weir is currently not reading correctly, however a manual measurement showed that approximately 3.6m of water was above the top of the submersible pumps. The Bureau of Meteorology recorded 35.8mm of rainfall at Normanton Airport during the month.

Normanton Water Treatment Plant

For the month, 92.3ML was pumped from Glenore Weir and 5.0ML from the Normanton bore for a total of 97.3ML of raw water. As can be seen in Figure 1, water consumption has decrease slightly since last month, this trend is expected to continue for the next couple of months during the wet season.

Normanton consumed 55.4ML (56.9%) and 35.2ML (36.2%) was pumped to Karumba, 6.0ML (6.2%) was used for backwashing and bulk water supply/storage. The remaining 0.7% was recorded as systems losses.

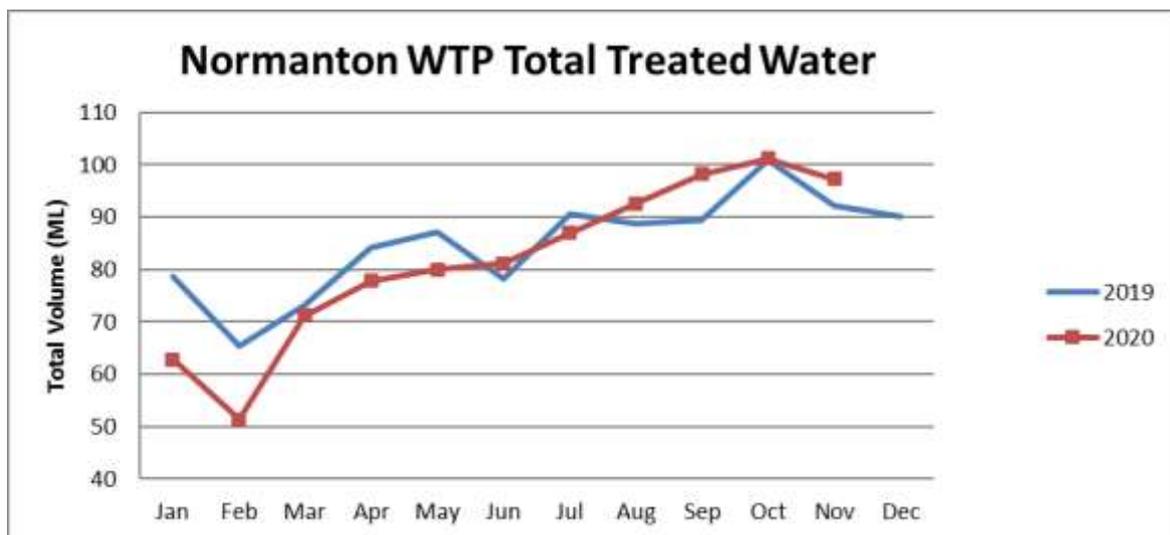


Figure 1: Total raw water treated

Maintenance and Upgrades

Recent rainfall has eased the pressures on the water supply network, however the issue of the raw water delivery line and pumps struggling to keep up with the additional flow rates has become an annual issue. Further investigation continues on upgrading the raw water line to enable better water security for the Shire. Additional works will be carried out by contractors as part of the raw water irrigation project to alleviate some of the issues at the water plant end.

Courtesy mid-year water meter readings will be undertaken in January, with Erscon staff to complete the task. During the last round of reads, they proved be very cost effective and provided all documentation and photos of each meter. A public notice will go out before Christmas notifying residents of the proposed dates.

The ground reservoir recoating has been completed and has finished its curing timeframe. At the time of writing this report, the tank needs to be cleaned and flushed in order to be

BUSINESS PAPERS

brought back online. Once this has been completed, the storage reserves will be able to brought back to full capacity.

The Actiflo clarifier has now commenced construction in the Veolia factory and is due on site on May 8, 2021. Preliminary civil and construction work will be undertaken to ensure that the job will be completed within the required timeframes. The equipment is relatively quick to commission and is expected to be in operation by the end of May. A tender will be out shortly for the civil and construction work associated with the project.

The Normanton WTP office building has been put in place and is currently being fitted out. It will make a significant difference to the operation of the plant and on site laboratory as well as look a lot more professional. The raw water irrigation project is also moving along quite well and is on schedule to be completed by the due date.

Normanton Sewage Treatment Plant and Reticulation Network

Normanton Sewerage Treatment Plant (STP) received an estimated 10.0ML (see Figure 2) of wastewater in November which was retained in storage.

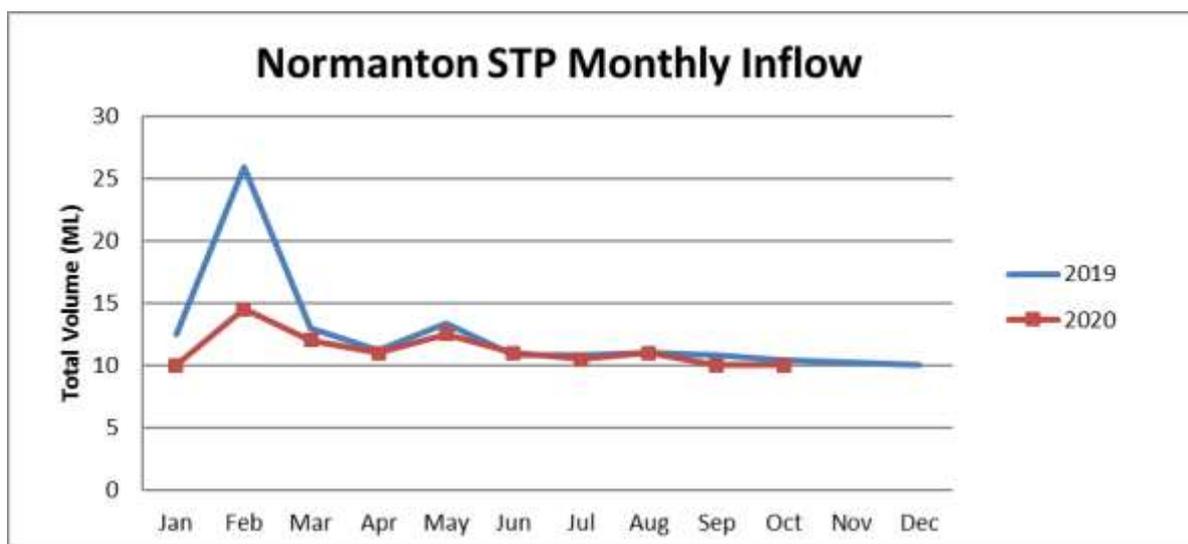


Figure 2: Total volume treated at Normanton STP

Maintenance and Upgrades

General maintenance tasks and repairs were carried out by operations staff members throughout the month. Repairs to the effluent irrigation pipework are being carried out and additional works are scheduled throughout the next few months such as replacing valves, fittings and damaged irrigation flumes. Works have been hampered by the loss of operations staff in recent months.

Currently, irrigation is turned off due to high thermotolerant coliform levels. If the results do not improve during the next round of sampling, temporary chemical disinfection may be necessary to reduce coliforms to within licence limits as pond levels need to be low heading into the wet season to ensure there is suitable storage space available.

BUSINESS PAPERS

Karumba STP and Low Pressure Network

Karumba sewage treatment facility treated approximately 4.5ML (see Figure 3) for November.

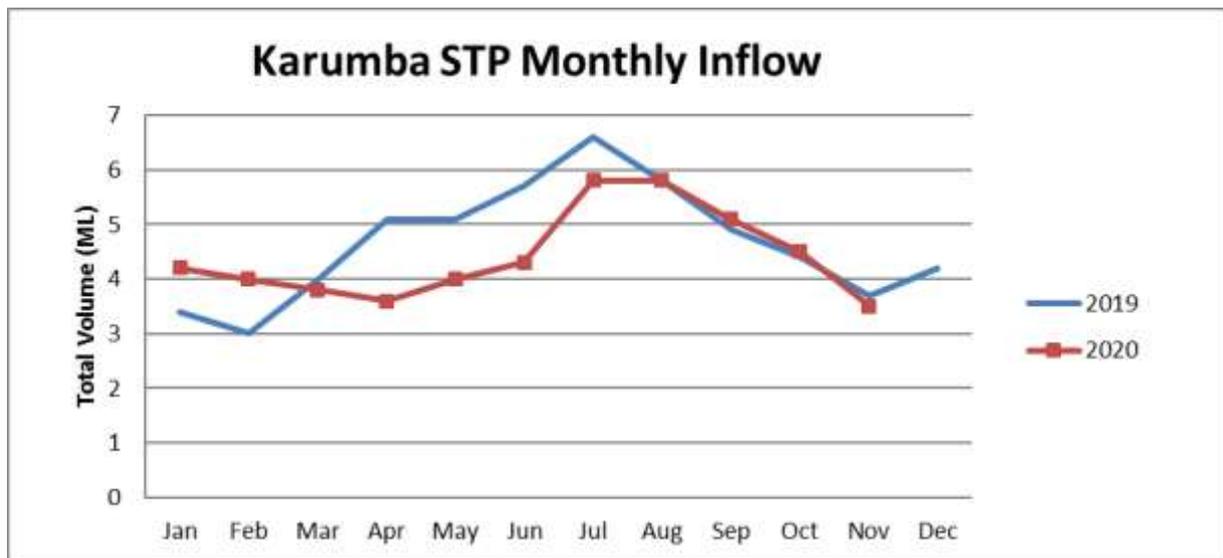


Figure 3: Total Monthly inlet flow for Karumba STP.

Compliance

Samples from the treatment plant were analysed and found to be within range of all parameters as set out in the Environmental Authority.

Maintenance and Upgrades

Karumba STP had general maintenance carried out as necessary. The issue with the low pressure pumps continues, with seven pumps replaced and repaired for the month.

The inlet screen continues to be by-passed while repairs are carried out and a new system is manufactured. Staff and suppliers are continuing to try and speed up manufacture and delivery with minimal success. Membrane train #2 has also had a blower motor short to earth which required replacing, the spare that was kept on hand was installed promptly, however, it has now also failed and will be sent away for warranty inspection/repairs. For the time being, Membrane Train #1 will operate in duty mode until #2 can be brought back online.

Karumba Waste Transfer and Normanton Landfill

General operations and maintenance continue within the waste facilities, with the Normanton Landfill continuing to clean up and treat leachate. The new landfill compactor has been working and increased compaction is being achieved. S and J Australian Scrap Tyre Disposal have been removing tyres from site and have indicated that they will be able to get rid of a lot more. They have provided advice on how to best manage tyres in order to be able to get better value out of future recycling projects.

The seconded operator at the Normanton landfill has been working away consistently and is keeping it quite tidy. The fulltime operator is due back on site in December, however it has

BUSINESS PAPERS

been beneficial to have additional staff trained in the landfill operation which will assist over the Christmas break. The Karumba Transfer station operator has cleaned up the site in and is spending additional time assisting with the clean-up of illegal dumping and the operation of the water and sewage systems in Karumba.

Projects/Budgets

The following Tables are a brief overview/summary of the ongoing projects in Water and Waste along with year to date budget figures.

Table 1: Project summary for Water and Waste

| Area | Description | Funding body | Budget | Status |
|----------------------------|--|--------------|-------------------------|--|
| W a t e r | Yappar Street valve replacement | W4Q | \$ 40,000.00 | Planning - to be completed in small sections (reduced from \$80k) |
| | Recoat Reservoir #3 at Ntn WTP | W4Q | \$ 100,000.00 | Project completed - currently curing, will be cleaned down and flushed in order to be brought back online (reduced from \$120k) |
| | Office/control building at Ntn WTP | W4Q | \$ 125,000.00 | On site and installed - awaiting fit out |
| | Installation of second clarifier | W4Q | \$ 950,000.00 | clarifier being manufactured off site. Tender proceeding for civil/installation/commissioning |
| | Conversion/upgrade of PLC | W4Q | \$ 50,000.00 | Technician engaged to undertake the required works |
| | Filter upgrade at Ntn WTP | W4Q | \$ 200,000.00 | media on site, contractors engaged (scheduled for completion February/March 21) |
| | Repair and upgrade Ntn WTP shed | W4Q | \$ 10,000.00 | Reduced scope - only going to perform repairs. Remaining funds to be put to upgraded raw water line (reduced from \$145k) |
| | Repair scouring on left hand weir embankment | QRA | \$ 60,000.00 | completed |
| | Raw water irrigation project | BBRF | \$712,000/ \$238,000 | Underway and on schedule. Being managed by Erscon/Mike Pickering |
| | Raw water line upgrade | W4Q | \$ 205,000.00 | New job - accessing unused budget from other Covid W4Q jobs to undertake required works |
| S e w a g e | Ntn STP de-silting project | QRA | \$ 734,000.00 | Tender has been awarded to Dredging Solutions - department has granted an extension of time due to COVID restrictions. Additional \$240k unmatched funding to complete additional works. |
| | Ntn STP irrigation repairs | QRA | \$ 10,000.00 | Materials have arrived on site, works under way (Reduced from \$10k) |
| | Kba STP inlet screen replacement | CSC | \$ 60,000.00 | ordered in 19/20 FY - COVID delayed delivery from Europe. After discussion, the manufacturer has agreed to fabricate a new system in Australia. Scheduled for delivery in the new year |
| | Kba STP Office/control building | W4Q | \$ 100,000.00 | On site - awaiting tradie install and fit out |
| W a s t e | Tyre recycling project | DES | \$200,000/ \$130,000 | S and J Australian Scrap Tyre Disposal have commenced - a few loads so far |
| | Karumba CCTV tower | DES | \$ 60,000.00 | tower complete, additional electronics/monitoring equipment purchased. Additional materials to be purchased under funding. |
| | Illegal dumping compliance officer | DES | \$ 123,182.00 | Issuing warnings as required. |

Table 2: Year to date budget summary

BUSINESS PAPERS

| le Officer | Description | Current Budget | YTD Actual | Percentage |
|--------------------|--|-----------------|---------------|------------|
| Water And Sewerage | Water Maintenance Ntn - Operating Income | -\$48,000.00 | -\$23,040.00 | 48.00% |
| Water And Sewerage | Water Maintenance Kba - Operating Income | \$0.00 | -\$2,400.00 | 100.00% |
| Water And Sewerage | Water Maintenance - Water Charges | -\$1,635,000.00 | -\$821,883.84 | 50.27% |
| Water And Sewerage | Water Maintenance - Excess Water Charges | -\$150,000.00 | \$0.00 | 0.00% |
| Water And Sewerage | Water Ntn - Operating Expenses | \$965,000.00 | \$353,922.14 | 36.68% |
| Water And Sewerage | Water Ntn - Maintenance | \$280,000.00 | \$105,731.80 | 37.76% |
| Water And Sewerage | Water Ntn - Depreciation | \$722,000.00 | \$276,771.77 | 38.33% |
| Water And Sewerage | Water Ntn - Connection | \$0.00 | \$24,866.17 | 100.00% |
| Water And Sewerage | Water Kba - Operating Expenses | \$181,000.00 | \$56,005.33 | 30.94% |
| Water And Sewerage | Water Kba - Maintenance | \$105,000.00 | \$37,695.14 | 35.90% |
| Water And Sewerage | Water Kba - Depreciation | \$320,000.00 | \$106,075.45 | 33.15% |
| Water And Sewerage | Water Ntn - Capital Grants and Contributions | -\$1,645,000.00 | -\$31,274.69 | 1.90% |
| Water And Sewerage | Sewerage Maintenance Ntn - Operating Income | \$0.00 | -\$300.00 | 100.00% |
| Water And Sewerage | Sewerage Maintenance Ntn - Sewerage Charges | -\$706,000.00 | -\$365,796.14 | 51.81% |
| Water And Sewerage | Sewerage Maintenance Kba - Operating Income | \$0.00 | -\$14,955.00 | 100.00% |
| Water And Sewerage | Sewerage Maintenance Kba - Sewerage Charges | -\$856,000.00 | -\$429,768.70 | 50.21% |
| Water And Sewerage | Sewerage Ntn - Operating Expenses | \$191,000.00 | \$74,826.28 | 39.18% |
| Water And Sewerage | Sewerage Ntn - Maintenance | \$171,000.00 | \$69,137.81 | 40.43% |
| Water And Sewerage | Sewerage Ntn - Depreciation | \$182,000.00 | \$61,990.11 | 34.06% |
| Water And Sewerage | Sewerage Kba - Operating Expenses | \$450,000.00 | \$192,855.79 | 42.86% |
| Water And Sewerage | Sewerage Kba - Maintenance | \$278,000.00 | \$135,114.21 | 48.60% |
| Water And Sewerage | Sewerage Kba - Depreciation | \$341,000.00 | \$90,005.30 | 26.39% |
| Water And Sewerage | Sewerage Kba - Installation | \$21,000.00 | \$337.09 | 1.61% |
| Water And Sewerage | Sewerage Maintenance Ntn - Capital Grants and Contributions | -\$515,000.00 | \$0.00 | 0.00% |
| Water And Sewerage | Refuse Collection - Operating Income | \$0.00 | -\$131.82 | 100.00% |
| Water And Sewerage | Refuse Collection Ntn - Operating Expenses | \$185,000.00 | \$68,559.96 | 37.06% |
| Water And Sewerage | Refuse Collection - Maintenance | \$0.00 | \$55.73 | 100.00% |
| Water And Sewerage | Refuse Collection Karumba - Operating Expenses | \$188,000.00 | \$52,791.03 | 28.08% |
| Water And Sewerage | Refuse - Kba Maintenance | \$0.00 | \$29.45 | 100.00% |
| Water And Sewerage | Landfill/Waste Transfer Operations - Ntn - Operating Grants, Sub | -\$200,000.00 | -\$49,273.00 | 24.64% |
| Water And Sewerage | Landfill/Waste Transfer Operations - Ntn - Operating Income | -\$10,000.00 | -\$4,798.83 | 47.98% |
| Water And Sewerage | Landfill/Waste Transfer Operations - Ntn - Landfill Charges | -\$705,000.00 | -\$353,679.26 | 50.17% |
| Water And Sewerage | Landfill/Waste Transfer Operations - Ntn - Operating Expenses | \$365,000.00 | \$309,047.16 | 84.67% |
| Water And Sewerage | Landfill/Waste Transfer Operations - Ntn - Maintenance | \$109,000.00 | \$65,163.02 | 59.78% |
| Water And Sewerage | Landfill/Waste Transfer Operations - Ntn - Depreciation | \$25,000.00 | \$10,674.16 | 42.70% |
| Water And Sewerage | Landfill/Waste Transfer Operation - Grant Funded Expenses | \$0.00 | \$290,707.41 | 100.00% |
| Water And Sewerage | Landfill/Waste Transfer Operations - Kba - Operating Expenses | \$253,500.00 | \$72,473.13 | 28.59% |
| Water And Sewerage | Landfill/Waste Transfer Operations - Kba - Maintenance | \$65,500.00 | \$13,935.45 | 21.28% |
| Water And Sewerage | Landfill/Waste Transfer Operations - Kba - Depreciation | \$8,000.00 | \$2,541.03 | 31.76% |
| | | -\$1,064,000.00 | \$374,010.64 | -35.15% |

Consultation (Internal/External):

- Director of Engineering - Michael Wanrooy.
- Manager Water and Waste - Ben Hill.
- DES Authorised Officers - Kerwin Swanson and Thom as Cobban.

Legal Implications:

- Low – within normal operational parameters.

Financial and Resource Implications:

- Medium – upgrades required for 2020/21 financial year to remain compliant.

Risk Management Implications:

- Nil.

BUSINESS PAPERS

11.4 BUILDING AND PLANNING REPORT

| | |
|----------------------|---|
| Attachments: | NIL |
| Author: | Elizabeth Browning - Engineering Records Operator |
| Date: | 4 December 2020 |
| Key Outcome: | 4.1 - Sustainable urban and rural development |
| Key Strategy: | 4.1.1 Ensure development accords with Carpentaria Shire Council's planning scheme, planning instruments, codes and legislation. |

The report is to advise Council of relevant planning and building activities within the Shire for the month of November 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 |
|---------------|---|---|--|---------------|
| I/2016 | Russell Saunders & Janelle Whatley (c/- Gilvear Planning Pty Ltd) | 12 Beard Crescent, Normanton QLD 4890 | MCU – Industry (Vehicle Workshop and Storage) & Accommodation building | To be advised |
| I/2017 | D Wren Pty Ltd & F Wren Pty Ltd C/- RPS Group C/- Ian Doust | 132-138 Yappar Street, Karumba QLD 4891 | MCU – Industry (Construct a new Shed) | To be advised |

* Check for late report please

Planning Applications Approved

| DA No. | Applicant | Address | Application Type | Status |
|---------------|------------------|----------------|-------------------------|---------------|
| Nil | | | | |

Building Applications Received by Building Certifier

| DA No. | Applicant | Address | Application Type | Value |
|---------------|------------------|----------------|-------------------------|--------------|
| Nil | | | | |

BUSINESS PAPERS

Building Permits Issued

| DA No. | Applicant | Address | Application Type | Value |
|---------------|------------------|----------------|-------------------------|--------------|
| Nil | | | | |

Applications pending waiting on further information (Applicants advised)

| DA No. | Applicant | Address | Application Type | Date Received |
|---------------|--|---------------------------------------|--|----------------------|
| I/2016 | Russell Saunders & Janelle Whatley (c/- Gilvear Plannning Pty Ltd) | 12 Beard Crescent, Normanton QLD 4890 | MCU – Industry (Vehicle Workshop and Storage) & Accommodation building | |
| | | | | |

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

11.5 TOWN PLANNING APPLICATION - MATERIAL CHANGE OF USE - INDUSTRIAL SHED

| | |
|----------------------|---|
| Attachments: | 11.5.1. Attachment 1 Final Plans of Development ↓ |
| Author: | Elizabeth Browning - Engineering Records Operator |
| Date: | 4 December 2020 |
| Key Outcome: | 4.1 - Sustainable urban and rural development |
| Key Strategy: | 4.1.1 Ensure development accords with Carpentaria Shire Council's planning scheme, planning instruments, codes and legislation. |

Executive Summary:

The Council is in receipt of an Application for Material Change of Use (MCU) for an Industrial Shed located at 132 – 138 Yappar Street Karumba, described as Lot 84 NM92. The application is Code Assessable.

The application is generally in accordance with the Carpentaria Shire Planning Scheme and is recommended for approval, subject to conditions.

RECOMMENDATION:

That Council resolve:

In accordance with the *Planning Act 2016*, as amended, the applicant be notified that the application for a Development Permit for a Material Change of Use for an Industrial Shed located at 132 – 138 Yappar Street Karumba, described as Lot 84 NM92, is approved subject to the conditions detailed below.

A. ASSESSMENT MANAGER CONDITIONS (COUNCIL)

General

1. The development shall be undertaken substantially in accordance with the Plans submitted with the application, except as modified by this approval.
2. Any future building work on-site shall be carried out generally in accordance with any relevant Council requirements and the Building Code of Australia.
3. This approval, granted under the provisions of the *Planning Act 2016*, shall lapse six (6) years from the day the approval takes effect in accordance with the provisions of Section 85 of the *Planning Act 2016*, if the development has not been commenced.

Maintenance of the Site

4. The applicant shall ensure the site is maintained, during and after development, in a clean and tidy condition at all times, to the satisfaction of the Director of Engineering Services or delegate.
5. The Industrial Shed is required to be sited:

BUSINESS PAPERS

- a minimum distance of 12 metres from the site frontage; and
 - a minimum distance of 40 metres from the nearest side boundary.
6. The site is required to drain to a lawful point of discharge to the satisfaction of the Director of Engineering Services or delegate.
 7. The applicant/proponent is to meet the cost of any connections or upgrades required to any urban services for the approved development and water supply and sewerage are to be constructed to relevant standards stated in Schedule 1, Part 3 of the Planning Scheme.
 8. Any work associated with connecting to urban services shall be undertaken in accordance with the approved plans and shall be established and completed prior to the lawful commencement of the use and to the satisfaction of the Director of Engineering Services or delegate.
 9. Should any of the Council's assets be damaged during construction, the cost of the reinstatement of all such assets shall be met by the applicant/proponent and to the satisfaction of the Director of Engineering Services or delegate.
 10. One (1) industrial crossover and apron, built in accordance with the FNQROC Manual, is required to be constructed to the site frontage and to extend to the bitumen in Yappar Street, to the satisfaction of the Director of Engineering Services or delegate.
 11. Five (5) car parking spaces are to be provided on site and setback back a minimum of 6 metres from the site frontage and all other site boundaries and can be located within the existing shed, undercover. The car parks are to be linemarked or delineated by coppers logs, or similar, to the satisfaction of the Director of Engineering Services or delegate.
 12. Any lighting proposed in association with the development must ensure there is no light spillage onto adjoining properties.
 13. Any advertising signage associated with the development is required to comply with the Advertising Devices Code in the Carpentaria Shire Planning Scheme.
 14. Trees native to the local area are to be planted at one (1) metres intervals, for a distance of 16 metres and maintained along the frontage of the site, between the site frontage and the new shed, so as to screen the shed from the road, to the satisfaction of the Director of Engineering Services or delegate.

B. REFERRAL AGENCY CONDITIONS

CONCURRENCE AGENCY Nil

C. SUBMISSIONS Nil

BUSINESS PAPERS

D. FURTHER DEVELOPMENT PERMITS REQUIRED

- carrying out building works;
- carrying out drainage works.

E. APPLICABLE CODES FOR SELF ASSESSABLE DEVELOPMENT

- Shire of Carpentaria Planning Scheme
- Standard Building Regulation 1993
- Building Act 1975
- Building Code of Australia
- Water and Sewerage Act 1949

F. RIGHT OF APPEAL

Appeal Rights from the *Planning Act 2016* apply.

TOWN PLANNING REPORT

This report has been prepared by Council's Town Planning Consultant, Liz Taylor, in consultation with Council Officers.

MATERIAL CHANGE OF USE

1.0 SITE AND APPLICATION SUMMARY

| | |
|-----------------------------------|---|
| APPLICANT: | D Wren Pty Ltd F Wren Pty Ltd |
| REGISTERED LAND OWNER: | Department of Natural Resources, Mines and Energy |
| LOCATION: | 132 – 138 Yappar Street Karumba |
| REAL PROPERTY DESCRIPTION: | Lot 84 NM92. |
| SITE AREA & FRONTAGE: | 3.712 hectares and 175 metre frontage |
| EXISTING USE: | Industrial Land |
| PROPOSED USE: | Industrial Shed |

BUSINESS PAPERS

| | |
|------------------------------|------------------------|
| TYPE OF APPLICATION: | Material Change of Use |
| TOWN PLANNING ZONING: | Industrial |
| SUBMISSIONS: | Nil |
| REFERRAL AGENCIES: | Nil |
| CONCURRENCE AGENCY | Nil |
| ADVICE AGENCY | Nil |

2.0 BACKGROUND

In December 2020 an Application for Material Change of Use was lodged with the Council to erect a large Industrial Shed on industrial land at Karumba. The application is Code Assessable. The landowner is the Department of Natural Resources, Mines and Energy (DNRME) who provided written landowners consent for the application to be made by correspondence dated 30 November 2020.

3.0 PROPOSAL

The proposed Industrial Shed is for the purpose of providing cover for boat building. The shed is approximately 14 metres X 30 metres and is 8.6 metres in height and has an area of approximately 420m². The shed will be open at either end and covered by a roof and side panels.

The shed is timber framed, to be erected on concrete bored piers, up to 300mm above ground level, corrugated walls and roof and setback 12 metres from the Yappar Street site frontage and 40 metres from the side boundary, refer Site Plan, below.

BUSINESS PAPERS



Ingress to and egress from the site is via an existing access point located in close proximity to the new shed. Any additional car parking generated by the new shed development can be provide within the existing shed on the site, undercover.

The site is serviced by town water, town sewer and power to facilitate the development.

A Copy of the Development Plans is attached at Attachment 1.

4.0 STATUTORY PLANNING CONSIDERATIONS

The proposed Industrial Shed falls under the land use definition of Industry, which makes specific reference to “boat building and repair”.

The Industry land use definition states:

“Industry” means the use of premises for making, assembling, breaking up, servicing, storing or repairing goods or treating of wastes including the use of premises for:-

- *mechanical repair garage, including panel beating where not ancillary to a Service Station;*
- *boat building and repairing;*
- *bulk store;*
- *seafood processing and storage;*
- *slipway, wharf and marine engineering;*
- *storage yard;*
- *transport depot; and*
- *warehouse.*

Under the provisions of the Shire of Carpentaria Planning Scheme, the site is located within the Industrial Zone and an industry land use is code assessable.

BUSINESS PAPERS

The intent and objectives of the Industrial Zone, are as follows: -

Intent

The Industrial Zone is intended to develop as an industrial area, in the towns of Normanton and Karumba. In the town of Karumba certain areas have developed a mixture of industrial, residential and commercial land uses, which are part of the character of Karumba. This mix of uses will continue.

Industrial Zone Objectives

- (a) The primary uses in the Industrial Zone will be industries, with waterfront industrial areas intended to be developed for industries requiring a waterfront location; and*
- (b) The health and safety of workers and visitors are maintained.*

The proposed use is appropriately located in the Industrial Zone and on that basis is compliant with the zoning of the Carpentaria Shire Planning Scheme.

5.0 DEVELOPMENT REQUIREMENTS

The application is code assessable and requires assessment against the following Codes:-

- Industrial Zone Code; and
- General Development Code.

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Industrial Zone Code

| Column 1 Specific Outcomes | Column 2 Probable Solutions for Assessable Development ¹ | Comment |
|---|---|--|
| <p><i>Consistent and Inconsistent Activities in the Industrial Zone</i></p> <p>The following defined uses or use classes are consistent with the Overall Outcomes sought by the Zone:-</p> <ul style="list-style-type: none"> (i) Business (where located within the Karumba Township); (ii) Caretaker's Residence; (iii) Community Infrastructure; (iv) Dwelling House (where located within the Karumba Township); (v) Industry; (vi) Service Station; and (vii) Showroom. <p>The following defined uses or use classes are inconsistent with the Overall Outcomes sought by the Zone:-</p> <ul style="list-style-type: none"> (i) Accommodation Building; (ii) Aerodromes and Aviation Facilities; (iii) Agriculture; (iv) Animal Husbandry; (v) Business (where not located within the Karumba Township); (vi) Community Facilities; (vii) Duplex Dwelling; (viii) Dwelling House (where not located within the Karumba Township); (ix) Extractive Industry; (x) Home-based Industry; | <p>No Probable Solutions are prescribed.</p> <p>No Probable Solutions are prescribed.</p> | <p>The proposed land use is a consistent use in the zone</p> |

¹ Refer to Section 1.1.4 (Probable Solutions).

BUSINESS PAPERS

| Column 1 Specific Outcomes | Column 2 Probable Solutions for Assessable Development¹ | Comment |
|---|--|-------------------|
| (xi) Hotel; (xii) Intensive Agriculture; (xiii) Medical Centre; (xiv) Minor Aquaculture; (xv) Motel; (xvi) Multiple Dwelling; (xvii) Shop; (xviii) Special Industry; (xix) Sport and Recreation; (xx) Station Homestead; and (xxi) Tourism - minor and major. | | |
| <p>Natural and Cultural Values</p> <p>There are no significant adverse effects on the cultural and natural values of the environment, including water pollution, arising from, but not limited to:-</p> <ul style="list-style-type: none"> (i) disturbance of the land; (ii) siting of buildings and other works; (iii) waste disposal; (iv) public access; or (v) fire hazard. | <p>No Probable Solutions are prescribed.</p> | <p>Can Comply</p> |
| <p>Amenity, Public Health or Safety</p> <p>There are no significant adverse effects on amenity, public health or safety with regard to the following:-</p> <ul style="list-style-type: none"> (i) sewage disposal; (ii) water supply for human use; or (iii) permanent or temporary occupation of, or access to, areas subject to natural hazards. | <p>No Probable Solutions are prescribed.</p> | <p>Can Comply</p> |

BUSINESS PAPERS

| Column 1 | Column 2 | Comment |
|--|--|-------------------|
| Specific Outcomes | Probable Solutions for Assessable Development ¹ | |
| <p><i>Operation and Provision of Infrastructure</i></p> <p>Uses are of a type and scale that maintain the standards of service identified in Schedule 1, Part 1.</p> | <p>No Probable Solutions are prescribed.</p> | <p>Can Comply</p> |
| <p>Water supply, sewerage and roads are provided to:-</p> <ul style="list-style-type: none"> (i) meet appropriate standards at the least whole-of-life cost, including avoiding unnecessary duplication; (ii) be robust and fit for the purposes and intended period of operation; (iii) be easily maintained without unnecessarily requiring specialist expertise or equipment; (iv) be comprised of components and materials that are readily accessible and available from numerous local sources; and (v) be readily integrated with existing systems and facilitate the orderly provision of future systems. | <p>Water supply, sewerage and roads are constructed to relevant standards stated in Schedule 1, Part 32.</p> | <p>Can Comply</p> |
| <p>The safe and efficient operation of roads and railways are maintained having regard to:-</p> <ul style="list-style-type: none"> (i) the nature of vehicles using the road; (ii) the location of uses | <p>No Probable Solutions are prescribed.</p> | <p>Can Comply</p> |

BUSINESS PAPERS

| Column 1 Specific Outcomes | Column 2 Probable Solutions for Assessable Development ¹ | Comment |
|---|---|-------------------|
| <p>that may be adversely affected by noise and dust generated from use of the road or railway;</p> <p>(iii) the location and design of access points; and</p> <p>(iv) the design of stormwater drainage.</p> | | |
| <p>Uses and works are located and designed to avoid significant adverse effects on safe aircraft operations due to:-</p> <p>(i) physical intrusions;</p> <p>(ii) reduced visibility;</p> <p>(iii) collisions with birds;</p> <p>(iv) electromagnetic interference with aircraft navigation systems; or</p> <p>(v) other functional problems for aircraft (including artificial lighting hazards).</p> | <p>No Probable Solutions are prescribed.</p> | <p>Can Comply</p> |
| <p>Water Quality Maintenance</p> <p>All activities maintain the water quality of Carpentaria Shire's groundwater, waterways and surface water storages.</p> | <p>Any activities which:-</p> <p>a) involve the handling of water-borne pollutants are provided with bunded, impervious surfaces linked to an integrated drainage and treatment system;</p> <p>b) involve the storage of waste water are provided with properly designed and constructed, secure, sealed storage facilities; or</p> <p>c) contain all liquid wastes and discharge them to a</p> | <p>Can Comply</p> |

BUSINESS PAPERS

| Column 1 Specific Outcomes | Column 2 Probable Solutions for Assessable Development ¹ | Comment |
|---|--|------------|
| | sewer or removed from the site for treatment and disposal to an approved facility. | |
| Built Form The built form is compatible with the desired character and amenity of the surrounding area and does not adversely affect the visual amenity. | The maximum height of a building, structure or object, or height at which an activity is carried out, is 12.75m. | Can Comply |
| Other Uses In order to operate effectively industrial uses need a waterfront location or need to be located adjacent to other uses requiring a waterfront location. | No Probable Solutions are prescribed. | N/A |

General Development Code

| Column 1 Specific Outcomes | Column 2 Probable Solutions for Assessable Development ² | Comment |
|---|--|---------|
| Boundary Roads Proposals aid in the orderly and proper acquisition of land. | A new road having one half the width of any other road in that locality is provided where a proposal for such a road occurs at the boundary of the land and the land is in two or more ownerships. Concrete kerb and channel is required along the frontage or frontages in urban areas. | N/A |

² Refer to Section 1.1.4 (Probable Solutions).

BUSINESS PAPERS

| Column 1 Specific Outcomes | Column 2 Probable Solutions for Assessable Development² | Comment |
|--|---|-------------------|
| <p>Electricity</p> <p>Residential, Commercial and Industrial uses are supplied with electricity where supply is practical.</p> | <p>The proposal demonstrates that a supply of electricity is approved, where a supply is practical, prior to Council's endorsement on the plan of survey.</p> | <p>Can Comply</p> |
| <p>External Works</p> <p>Any defined uses or use classes are to provide for external works relative to its size and scale and location in an urban or rural area.</p> | <p>Proposals include:-</p> <ul style="list-style-type: none"> (i) in non-urban areas the construction of concrete kerb and channel is to be for the full length of the frontage or frontages of the site if such standard of kerb and channel exists within 100m of the development; (ii) grading of the footpath for the full length of the frontage or frontages of the site; (iii) crossings over channel and footpath; (iv) a constructed footpath for the full length of the frontage or frontages of the site if such standard of constructed footpath exists within 100m of the development; (v) where the road is not fully paved, the paving of the road with bitumen between the existing pavement and the channel if such standard of paved road exists within 100m of the development; and (vi) where the road is not paved, the construction | <p>Can Comply</p> |

BUSINESS PAPERS

| <p>Column 1</p> <p>Specific Outcomes</p> | <p>Column 2</p> <p>Probable Solutions for Assessable Development²</p> | <p>Comment</p> |
|---|---|--|
| | <p>of the carriageway and the paving with bitumen from the lip of the channel to the centre-line for half the width of the carriageway or for a width of 6 metres, whichever is greater. Where concrete kerb and channel is not required, for a width of 6 metres if such standard of road exists within 100m of the development.</p> | |
| <p>Landscaping</p> <p>The visual amenity in any locality is enhanced by proposals that incorporate landscaping appropriate to the area in the density and height of the vegetation proposed.</p> <p>Visual screening by mounds, screen walls, or the planting of trees and shrubs.</p> | <p>Existing vegetation to be retained.</p> | <p>Complies- Provision of native tree planting to site frontage in front of the shed will be a condition of approval</p> |
| <p>Lighting</p> <p>Any proposed lighting has no adverse impacts on the surrounding residential areas.</p> | <p>The level of illumination at the boundary of the site does not exceed 8 lux measured at any level upwards from the ground level.</p> <p>Lighting is shielded or screened in a manner that causes minimal impact on adjoining properties.</p> | <p>Can Comply</p> |
| <p>Parking, Loading and Unloading</p> <p>Car parking does not hinder or obstruct the use of any</p> | <p>Parking spaces comply with Table 6.10 - Areas and Dimensions.</p> | <p>Complies</p> |

BUSINESS PAPERS

| Column 1 Specific Outcomes | Column 2 Probable Solutions for Assessable Development ² | Comment |
|--|---|---------|
| <p>area by pedestrians or other vehicles.</p> <p>Parking areas are laid out in such a manner as to provide adequate access to each parking space and to permit free circulation of vehicles entering, leaving and parking.</p> | <p>Access to parking spaces is provided from an aisle with an unobstructed width of at least 6.2 metres.</p> <p>For a parallel parking space the minimum dimensions are 6.2 metres by 2.6 metres.</p> <p>Car parking spaces for particular uses are in accordance with Table 6.11 - Number of Car Parking Spaces Required.</p> <p>The gradient of a parking space does not exceed 10 per cent.</p> <p>Parking areas are:-</p> <ul style="list-style-type: none"> (i) drained, sealed, marked and signed; (ii) readily accessible for vehicular use and designed so that vehicles can enter and leave the premises in forward gear; (iii) not closer than 3 metres from the alignment of any structure; (iv) not closer than 3 metres to any boundary of the site; (v) landscaped; (vi) provided with trolley bay areas, pedestrian walkways and devices to facilitate safe pedestrian circulation; and (vii) provided with motorbike and cycle parking spaces. <p>Parking areas are located within the site on which the</p> | |

BUSINESS PAPERS

| Column 1 Specific Outcomes | Column 2 Probable Solutions for Assessable Development ² | Comment |
|--|---|---------|
| | <p>use is to be conducted.</p> <p>Adequate space is provided for the loading, unloading and fuelling of vehicles, for the parking of trailers and for the picking up and setting down of passengers.</p> | |
| <p>Parking of heavy vehicles has no detrimental effect on the amenity of residential areas.</p> | <p>Heavy vehicles used for the cartage of livestock are not parked in a Residential Zone except for the prime mover exclusive of any trailers.</p> <p>Where parking a heavy vehicle on land used for residential purposes occurs, provision is made to house the vehicle in a Class 1 or Class 10 building;</p> <p>or</p> <p>The vehicle is parked behind the front building alignment.</p> | N/A |
| <p>Provision of Water</p> <p>Every Residential, Commercial or Industrial building outside the Council service area is provided with an adequate potable water supply.</p> | <p>Rainwater storage tanks have a minimum capacity of 4,500 litres.</p> <p>Where rainwater storage tanks are not supplied, a dam, dams or bore supply is available.</p> | N/A |
| <p>Sewerage</p> <p>Outside the Council service area acceptable methods of sewage and sullage waste disposal protect the environment and the health of residents.</p> | <p>Methods of sewage disposal comply with the Department of Natural Resources and Mines On-site Sewerage Code and AS/NZS 1547:2000.</p> | N/A |

BUSINESS PAPERS

| Column 1 Specific Outcomes | Column 2 Probable Solutions for Assessable Development² | Comment |
|--|--|-------------------|
| <p>Storage</p> <p>Storage of equipment, materials, machinery or tools has no detrimental effect on the visual amenity of a residential area.</p> | <p>All equipment, materials, machinery or tools of trade in any business, profession, trade or hobby are housed in a Class 1 or Class 10 building or screened.</p> | <p>Can Comply</p> |
| <p>Vegetation</p> <p>The visual amenity of the surrounding uses and of the Shire is protected.</p> <p>A defined use or use class does not adversely impact on the ecological or landscape values of vegetation.</p> | <p>Trees and shrubs whether natural growth or planted are retained on the site except where on the site of a proposed building construction or posing a fire hazard to the development.</p> <p>Vegetation is retained within:-</p> <ul style="list-style-type: none"> (i) 50 metres of the high bank of a river; and/or (ii) 25 metres of the bank of any other watercourse. | <p>N/A</p> |
| <p>Drainage and Filling</p> <p>The drainage or filling of land to enable its use.</p> | <p>Council requirements, which will be a condition of development, are met.</p> <p>The movement of material shall not cause a dust nuisance.</p> <p>There is no adverse impact on adjacent premises.</p> | <p>Can Comply</p> |
| <p>Site Access</p> <p>The movement of vehicles, including emergency vehicles, into and out of the site is facilitated.</p> | <p>The site layout facilitates the movement of traffic without impacting on the flow of traffic on the adjoining road or roads.</p> | <p>Complies</p> |

BUSINESS PAPERS

| Column 1 Specific Outcomes | Column 2 Probable Solutions for Assessable Development ² | Comment |
|---|--|---------|
| Awnings Over Footpaths In the Commercial Zone protection for pedestrians from severe climatic conditions is to be provided. | Proposals to provide covered walkways or awnings over pedestrian walkways. | N/A |

6.0 STATEMENT OF REASONS

The proposed development was assessed against the following assessment benchmarks in the Planning Scheme and compliance was achieved:

- Industrial zone code; and
- General development code.

In addition, the proposed development represents a form of development that will support growth and job opportunities in the local economy in the Shire.

7.0 CONCLUSION

The proposed development is an Industrial development, proposed on land in the Industrial zone and is compliant with the relevant provisions of the Carpentaria Shire Planning Scheme and is recommended for approval, subject to reasonable and relevant conditions.

Legal Implications:

- *Planning Act (2016)*
- Council's Town Planning Scheme.

Policy Implications:

- Nil

Financial & Resource Implications:

- Nil



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| Number | Date | Description |
|---|------|-------------|
| NOTES | | |
| All work must be in accordance with Local Authority By-laws and the Building Construction Code. The Builder should verify all dimensions on site before commencing any work. DIMENSIONS ON DRAWINGS ARE IN PREFERENCE TO SCALED DRAWINGS. | | |
| # IN DOUBLE ASK !! | | |

| | |
|---------|--------------------|
| Client | Wren Constructions |
| Project | Open Shed |

- GENERAL NOTES**
1. Refer any discrepancy to designer for written instructions.
 2. All work to be in accordance with the B.C.A. Code 1.4.10.
 3. Paving & Drainage to comply with AS/NZS 3500.
 4. Footing to comply with AS 2870.
 5. Glazing to comply with AS 1288.
 6. Cold formed steel to comply with AS/NZS 4500.
 7. Timber framing to comply with AS 1684.3-2006.
 8. Termite treatment - Timber to be preservative treated (LO 5.F.1).
 9. Stormwater to be discharged to council regulations.
 10. All structural fixed bolts, nuts and washers to be hot dipped galvanized.
 11. Confirm all joinery fit our details with proprietor prior to construction.

Work Dwg #1

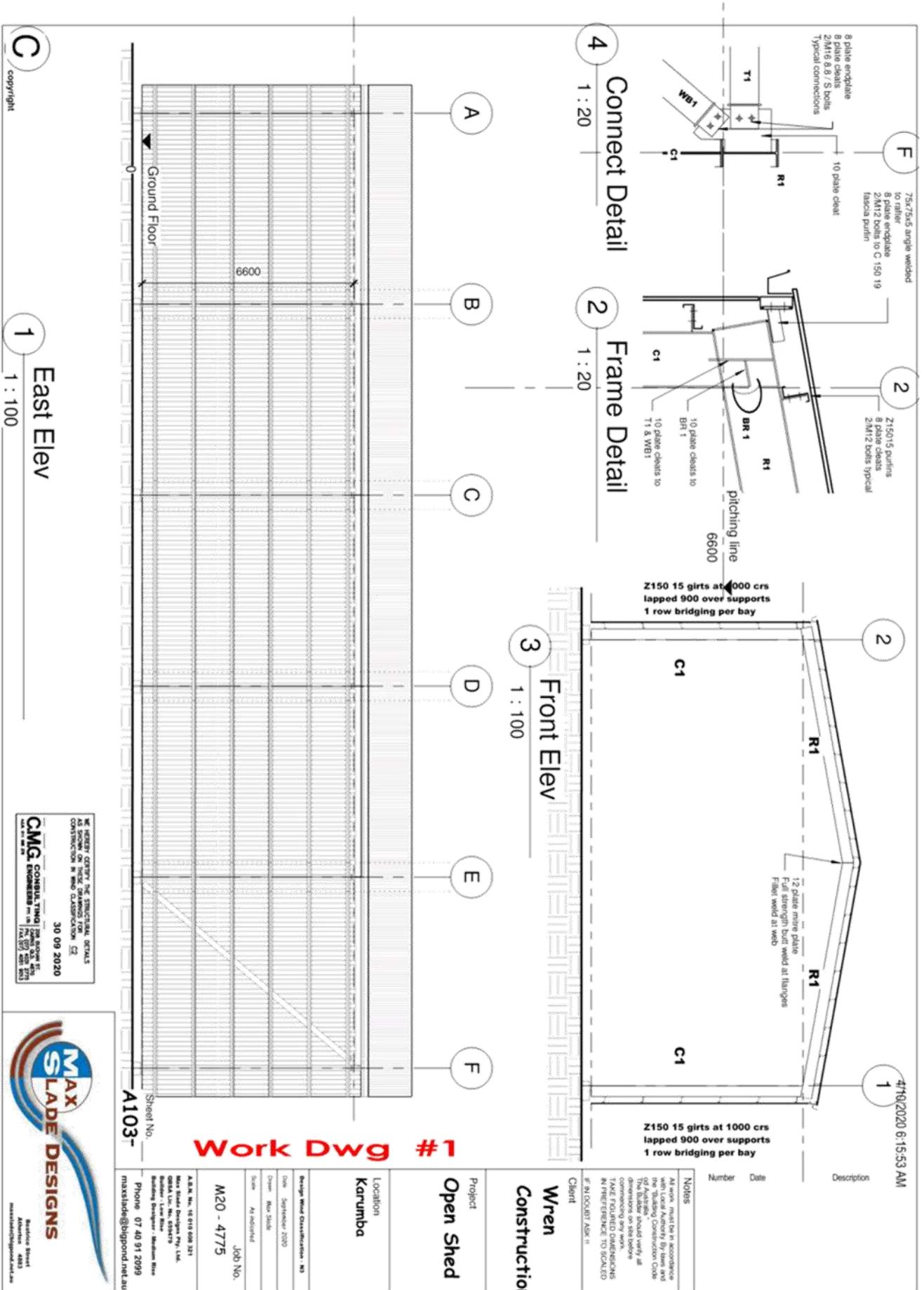
Property Description
 Lot 84 On CP 860924
 Locality - Karumba
 Carpentaria Shire Council

Area of Land - 37120 sq m
 Building Classification Class 10a
 Building Area - 420 sq m

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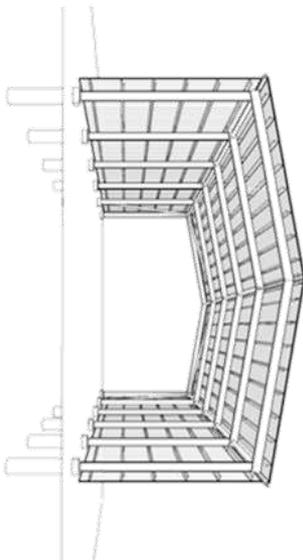


Aerial Site & Locality Plan



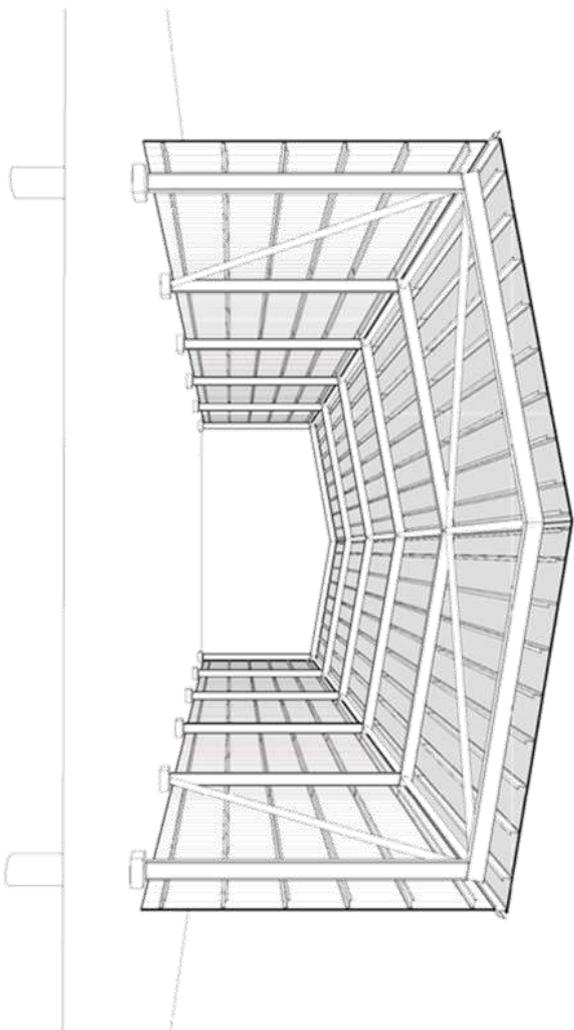
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1



3D View 2

2



3D View 3

Work Dwg #1

| | |
|--------------------------------|---------------------------|
| Project | Open Shed |
| Client | Wren Constructions |
| Location | Karumba |
| Design and Construction | M2 |
| Date | September 2020 |
| Client | Max Slade |
| Job No. | M20 - 4775 |
| Scale | |

A.S.N. No. 15 018 608 321
 Max Slade Designs Pty. Ltd.
 OMSA Lic. No. 553479
 Building - Low Rise
 Building Designer - Medium Rise
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- 12 GENERAL BUSINESS**
- 13 CLOSURE OF MEETING**