



CARPENTARIA SHIRE

*Outback by the Sea*

***BUSINESS PAPER***

***16 JUNE, 2021***

## **BUSINESS PAPERS**

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### **NOTICE OF MEETING**

**COUNCILLORS:**

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

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

Mark Crawley  
**CHIEF EXECUTIVE OFFICER**

# BUSINESS PAPERS

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## **BUSINESS PAPERS**

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

**RECOMMENDATION**

*That the Minutes of the Ordinary Council Meeting held in the Council Chambers on 20 May 2021 be confirmed.*

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

## BUSINESS PAPERS

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### **8 CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION**

In accordance with the *Local Government Act 2009*, and the *Local Government Regulation 2012*, in the opinion of the General manager, the following business is of a kind as referred to in clause 275(1) of the Regulation, and should be dealt with in a Confidential Session of the Council meeting closed to the press and public.

#### **RECOMMENDATION**

*That Council adjourn into Closed Session and members of the press and public be excluded from the meeting of the Closed Session, and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld unless declassified by separate resolution. This action is taken in accordance with clause 275(1) of the Local Government Regulation 2012 as the items listed come within the following provisions*

#### **8.1 Indigenous Land Use Agreement**

*This item is classified CONFIDENTIAL under the provisions of clause 275(1)(e) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.*

#### **8.2 Normanton Sports Centre Operations**

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

#### **8.3 Carpentaria Shire Council Community Events - Service Reviews and Recommendation**

*This item is classified CONFIDENTIAL under the provisions of clause 275(1)(c) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to the local government's budget.:*

## BUSINESS PAPERS

### 9 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

#### 9.1 CEO REPORT

<b>Attachments:</b>	9.1.1. LWBDC Marketing Report <a href="#">↓</a> 9.1.2. Best Of Queensland Report <a href="#">↓</a>
<b>Author:</b>	Mark Crawley - Chief Executive Officer
<b>Date:</b>	10 June 2021

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

#### Executive Summary:

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

#### RECOMMENDATION:

That Council:

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

#### MEETINGS SCHEDULE

Date	Time	Event	Location
<b>Council</b>			
16 June 2021	9:00am	Ordinary Meeting of Council	Boardroom
17 June 2021	8:30am	Budget – Councillors, CEO, Directors and Managers	Boardroom
21 July 2021	9:00am	Ordinary Meeting of Council	Boardroom
22 July 2021	8:30am	Workshop – Councillors, CEO, Directors and Managers	Boardroom
<b>NWQROC, FNQROC and LGAQ</b>			
8-9 July 2021		NWQROC	Karumba
8-9 July 2021		Coastal Leaders Forum 2021	Gladstone
3 – 5 August 2021		Bush Councils Convention	Barcaldine
25 - 27 October 2021		Annual Conference	Mackay

## BUSINESS PAPERS

Date	Time	Event	Location
<b>Local Government Professionals Australia</b>			
<b>23 – 25 August 2021</b>		National Assembly and Business Expo (attempt to run a live event)	Canberra
<b>7-9 September 2021</b>		Annual State Conference – LGMA	Shangri-La Cairns

### FINANCIAL REPORT

Governance Income and Expenditure to 31 May 2021

Description	Original Budget	Actual Bal	Order Value	Total	%	Comments
Governance - Operating Expenses	\$ 1,082,000.00	\$ 858,202.41	\$ 1,246.37	\$ 859,448.78	79.43%	
Government Grant Funded Expenses	\$ 200,000.00	\$ 198,997.54	\$ 22,174.46	\$ 221,172.00	110.59%	
Elected Members - Operating Expenses	\$ 542,000.00	\$ 431,173.66	\$ 482.74	\$ 431,656.40	79.64%	
Communications - Operating Expenses	\$ 139,000.00	\$ 22,660.32	\$ 6,527.28	\$ 29,187.60	21.00%	

## BUSINESS PAPERS

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### Cemeteries Budget – Angeline Pascoe

Description	Original Budget	Actual Bal	Order Value	Total		Comments
Cemeteries - Ntn Operating Expenses	\$ 6,000.00	\$26,132.26	\$ 1,468.41	\$27,600.67	460.01%	
Cemeteries - Ntn Maintenance	\$45,000.00	\$38,925.81	\$ -	\$38,925.81	86.50%	
Cemeteries - Ntn Burial	\$ -	-\$ 4,403.45	\$ -	-\$ 4,403.45	100.00%	
Cemeteries - Kba Operating Expenses	\$ 1,000.00	\$ 1,954.95	\$ -	\$ 1,954.95	195.50%	
Cemeteries - Kba Maintenance	\$24,000.00	\$10,205.67	\$ 1,200.00	\$11,405.67	47.52%	
Cemeteries - Kba Burial	\$ -	\$ 4,215.92	\$ -	\$ 4,215.92	100.00%	

## BUSINESS PAPERS

### Tourism Budget – Manager Tourism

Description	Original Budget	Actual Bal	Order Value	Total		Comments
Visitor Information Ntn - Operating Expenses	\$91,000.00	\$64,312.05	\$3,560.81	\$67,872.86	74.59%	
Visitor Information Ntn - Maintenance	\$33,000.00	\$12,387.05	\$0.00	\$12,387.05	37.54%	
Visitor Information Ntn - Grant Funded Expenses	\$0.00	\$10,633.64	\$0.00	\$10,633.64		
Visitor Information Kba - Operating Expenses	\$103,000.00	\$61,479.91	\$333.32	\$61,813.23	60.01%	
Visitor Information Kba - Maintenance	\$0.00	\$3,148.90	\$0.00	\$3,148.90		
Les Wilson Barramundi Discovery Centre - Operating Expenses	\$639,000.00	\$806,738.45	\$21,932.67	\$828,671.12	129.68%	
Les Wilson Barramundi Discovery Centre - Maintenance	\$44,000.00	\$56,649.43	\$2,641.73	\$59,291.16	134.75%	
Les Wilson Barramundi Discovery - Grant Funded Expenses	\$0.00	\$125,680.00	\$0.00	\$125,680.00		
Hatchery - Operating Expenses	\$294,000.00	\$311,595.76	\$4,554.45	\$316,150.21	107.53%	
Hatchery - Maintenance	\$62,000.00	\$27,434.12	\$454.55	\$27,888.67	44.98%	
Tourism Operating Expenses	\$0.00	\$1,410.86	\$0.00	\$1,410.86		
Outback by the Sea	\$110,000.00	\$97,641.23	\$11,872.72	\$109,513.95	99.56%	
Tourism - Grant Funded Projects Income & Expense	\$0.00	\$3,458.94	\$0.00	\$3,458.94		

## **BUSINESS PAPERS**

### **ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS**

<b>Date:</b>	<b>Ref:</b>	<b>Action</b>	<b>Status</b>	<b>Comment</b>
June 20		Advised Preston Law of Council desire to conduct a session with Contractors.	Progressing	Possibility of including a Contractor Induction as part of 2021 construction season start
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.
February 21	023	approve the request subject to the conditions outlined in the Subordinate Local Law No. 1.2 Commercial use of LG controlled areas and roads	Progressing	Initial letter advising of Council support for use as requested. Follow up to be provided in relation to Local Law conditions
April 21	002	That Council call expressions of interest from Interested Persons for the café operations at the Les Wilson Barramundi Discovery Centre from 1 November 2021 for a period of 2 – 3 years with a further option of extension.	Progressing	EOI to be developed and distributed before end of tourist season
May 21	006	Advise the Department of no objection to the conversion of freehold	Complete	Advice sent to Department
May 21	007	Recommence the process to finalise the Water Supply Easements in negotiation with Landholders and finalise all agreements for the water supply at Glenore.	Progressing	Sent advice to Preston Law to recommence.
May 21	008	Adoption of the Corporate Plan 2021-2025.	Complete	Corporate Plan added to Council Website
May 21	009	Approval of request to temporarily close the section of road subject to all the necessary permits being obtained and to consult with the residents and businesses in the area.	Complete	Applicant advised

## **BUSINESS PAPERS**

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### **MATTERS FOR COUNCIL CONSIDERATION**

#### **1. Covered in separate reports**

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

**Recommendation:** NIL

### **MATTERS FOR COUNCIL INFORMATION**

#### **2. Gulf Savannah Development**

Looking for ideas for further projects to be funded under the Remote Area Board funding. It has been suggested that we continue the work undertaken to date and assess further projects from this or alternatively new projects that were identified in the Economic Development Strategy completed in 2018.

**Recommendation:** For information

#### **3. Grant Commission Review**

The Queensland Local Government Grants Commission (the Commission) has commenced a review of the methodology for the allocation of the Commonwealth Financial Assistance Grant (FA Grant).

It is ten years since the last major review was completed. The need for a review is supported through feedback received by the Commission from Queensland councils and is in line with a resolution of the 2020 Local Government Association of Queensland Annual Conference.

The Commission has engaged Queensland Treasury Corporation to undertake a comprehensive review of the FA Grant allocation methodology.

The Commission strongly believes a more equitable distribution of the FA Grant can be achieved in accordance with the Commonwealth National Principles. Changing the allocation method will focus on achieving greater horizontal fiscal equalization for Queensland local governments.

It is envisaged that a submission will be prepared for the Regional Organisation of Councils in the NW, CW and SW and also a submission from the Western Queensland Alliance of Councils on behalf of the 24 member Councils of the WQAC. It has been recommended that two CEO's from each of the ROC's work on the submission with the consultants engaged to assist (AEC Group) and Peter Bennett from Richmond and Myself have been suggested as the two CEO's to work on the submission on behalf of the NWQROC.

**Recommendation:** For information

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## **BUSINESS PAPERS**

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### **4. Outback by the Sea Festival**

Possibility of a road closure for an event at the Point during the week of the Outback by the Sea Festival. Requested that all businesses be consulted before application is submitted.

**Recommendation:** For information

### **5. Information and Communication Technology Strategy (ICT Strategy)**

We have engaged GWI to undertake the development of a five-year ICT Strategy to provide Council with a way forward in relation to our ICT needs. GWI have been awarded the project as they are not providers of ICT, they develop strategy and provide recommendations.

Previous years purchases in ICT systems have been undertaken through need, rather than a planned approach and this Strategy will provide a more structured approach to future purchases in technology. This project has been funded through savings in the Communications expenditure item.

A digital connectivity forum is also being planned for Friday 18 June 2021 in Cloncurry, run by the National Resilience and Recovery Agency (NRRA).

**Recommendation:** For information

### **6. NAOC and LAWMAC**

Advice has been provided to the secretariat of the Northern Alliance of Councils and LAWMAC of Council's intention to withdraw its membership of both organisations.

**Recommendation:** For information

### **7. SES Shed (Disaster Coordination Centre)**

Council was successful in obtaining \$376,259.30 for the construction of a Disaster Coordination Centre (SES Shed on the approval). The proposed DCC / Shed is based on the design recently completed in Mount Isa (consisting of five bays).

This project is proposed to be completed in stages. The first stage being the establishment of a facility that could house the Disaster Coordination facilities necessary to manage disasters and house disaster personnel sent to the Gulf in times of Natural Disaster.

The building could then be added to in stages to house the equipment used by SES and Rural Fire Services. Depending on the design and construction of the first stage some equipment may be able to be housed / stored in the facility.

**Recommendation:** For information

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## **BUSINESS PAPERS**

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### **8. Queensland Day**

We have managed to procure a light that will allow us to light up Kris in different colours depending on the occasion. This was brought about following an invitation from Premier and Cabinet to include Kris as a Queensland Icon to be lit in Maroon to celebrate Queensland Day.

We will be able to light Kris in a variety of Colours during different events to support causes (like Cancer Awareness Weeks) or similar events to the one recently conducted with Queensland Day.

**Recommendation:** For information

### **9. Late Report – Joint Tender – Flood Warning Devices**

I wish to advise Councillors that a late report will be received on Monday 14 June 2021 in relation to the awarding of the tender for the installation of the flood warning devices across the NWQROC catchment.

The purpose of this notification is to provide advance notice of the additional late report.

**Recommendation:** For information

### **10. Telstra – visit to Karumba**

Telstra have advised that they have now locked in the dates of the 10<sup>th</sup> and 11<sup>th</sup> of August. We plan to bring a Telstra Store on Wheels with us so will be able to assist the community with the latest technology in handsets and coverage extension devices, we will also be able to assist the community with any service concerns that they may have. We are also looking to visit the local primary school and gift them with an educational robotics kit.

**Recommendation:** For information

### **11. Get-Ready Queensland 2021-2022 funding**

Council has received advise that the 2021-22 Get Ready Queensland program to be administered by QRA and our funding allocation is \$7,760.00 (ex GST). In the past two years we have utilised our funding with the other member Councils of the NWQROC and pooled our funding for a better result.

Over the past two years our pooled funding has allowed for the development of a weblink to Get Ready information across the Region. We will soon have access to a purpose built App for smart phones and messaging at key locations across the North West.

## **BUSINESS PAPERS**

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**Recommendation:** For feedback

### **Tourism Champions Update**

The Digital Marketing Report and the Best of Qld report that are attached outline the data from the latest contract that will expire at the end of this month. I will also provide this to Amanda as we will need to obtain an indication if the contract will be renewed for another six- or 12-month period prior to end June. FYI this timing is to ensure there are still four posts each week being made to Facebook and Instagram from July 1st.

Other information for inclusion in your report is:

- The new display in the Normanton Visitor Centre has been renamed. It is now called Working on Cattle Stations: Indigenous Women's Stories. It is due to launch on July 9th 2021 with an invitation extended to the Deputy Premier Hon. Steven Miles MP to officiate at an official opening on July 8th. Other official dignitaries will be invited by Tourism Events Queensland who are a major sponsor of the event though the Year of Indigenous Tourism Fund.
- There is an increasing interest being shown in the region by Tourism Events Qld who are actively engaging influencers and photographers to visit and promote Carpentaria on the back of the Barra Centre Grey Nomad Award as best attraction in Australia, positive and growing consumer feedback.
- An approach has been made to Outback Queensland Tourism Association for low level event funding while we still await the outcome for the Monsoon Centre application thorough the Building Better Regions Fund.
- The Barra Centre has entered the Qld Tourism Awards again this year. This time under the category for Best Marketing Campaign referencing the All 4 Adventure sponsorship.
- The Outback by the Sea Festival planning is progressing well. Please keep September 24<sup>th</sup> clear for attending the concert.



Les Wilson Barramundi Discovery  
Centre

# Digital Marketing Report

2020 / 2021

Les Wilson Barramundi Discovery Centre

## BACKGROUND

The marketing activity undertaken by the contracted companies Tourism Tap and Connect Tourism, is to achieve the outcome of Best of Queensland Experience as outlined by Tourism Events Queensland.

To be recognised as a Best of Queensland Experience a business must first be listed with the Australian Tourism Data Warehouse (ATDW). They then need to achieve 80 points against a set of five weighted criteria that total 100 points detailed below.

CRITERIA	WEIGHTING POINTS
Consistent delivery of an exceptional experience, based on positive guest reviews	60
Website with secure online booking platform	15
Active and engaging social media presence - posting min. 4 times per week	15
Regional Tourism Organisation membership	5
Accreditation	5
<b>TOTAL SCORE</b>	<b>100</b>

The attached report shows that the Les Wilson Barramundi Discovery Centre achieved this ranking in 2021 with the perfect score of 100 points. Of note is the fact that the Barra Centre outperformed all other TTNQ based tourism operators and all other Queensland Operators on key metrics. Furthermore, the individual social media platforms continued to perform extremely well with increased followers and engagement as detailed below.

Reference is made to the same period last year and the result since the first six month contract commenced in March 2020. The subsequent 12 month contract will expire at the end of June 2021.

## FACEBOOK

Statistics	Current 01 – 31 May 2021	Compared to 01 – 31 May 2020	Contract Started 01 March 2020
Total Likes	1 757	729	518 (239.189% increase)
Total Followers	1 866	766	535 (248.785% increase)
Total Posts	16	20	
Total Engagement	37 354	49 104	
Total Reach	505 634	311 351	
Total Impressions	1 318 723	917 009	

**Total Engagement** – 28 Days: The number of people who engaged with our Page. Engagement includes any click or story created. (Unique Users)

**Total Reach** – 28 Days: The number of people who had any content from our Page or about our Page enter their screen. This includes posts, check-ins, ads, social information from people who interact with our Page and more. (Unique Users)

**Total Impressions** – 28 Days: The number of times any content from our Page or about our Page entered a person's screen. This includes posts, check-ins, ads, social information from people who interact with our Page and more. (Total Count)

Les Wilson Barramundi Discovery Centre

## INSTAGRAM

As of 31 May 2021,	Contracted started 01 March 2020		
4.6 Star Rating	4.6 Star Rating		
Reviews sitting at 170	Reviews sitting at 89		
Statistics	Current 01 – 31 May 2021	Compared to 01 – 31 May 2020	Contract Started 01 March 2020
Total Followers	415	131	69 (501.449% increase)
Total Posts	11	13	
Engagement Rate	3.5%	4.1%	
Total Reach	2 302	2 905	
Total Impressions	2 758	3 415	

*Engagement rate per post – the number of times that our posts were liked, saved and commented on.*

*Total Reach – the number of unique accounts that have seen any of our posts.*

*Total Impressions – the total number of times that all of our posts have been seen.*

## GOOGLE 'MY BUSINESS' LISTING

All reviews since 01 March 2020 have been responded to.

## TRIPADVISOR

#1 of 10 things to do in Karumba

As of 31 May 2021	Contracted started 01 March 2020
4.5 Star Rating	4.5 Star Rating
Reviews sitting at 111	Reviews sitting at 87

All reviews since 01 March 2020 have been responded to.

### Additional Social Media Activities

Daily checks are conducted for:

#### **Instagram**

Comments / @

Hashtags –

#barracentre

#leswilsonbarramundidiscoverycentre

#karumba

#normanton

#### **Places –**

Les Wilson Barramundi Discovery Centre

Karumba

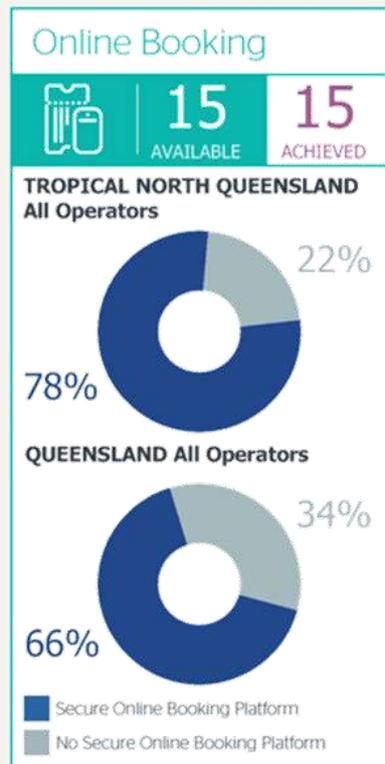
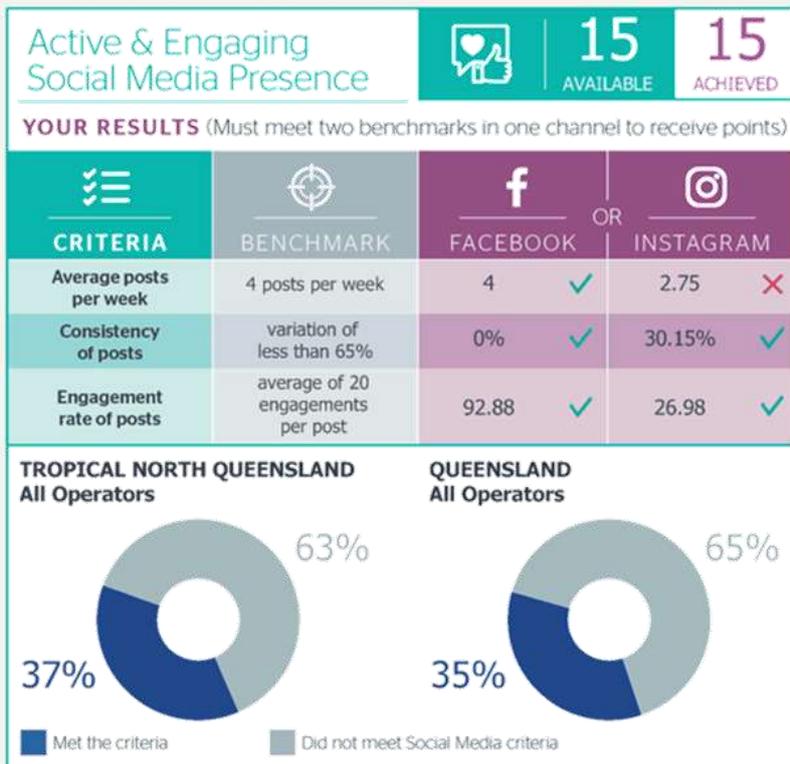
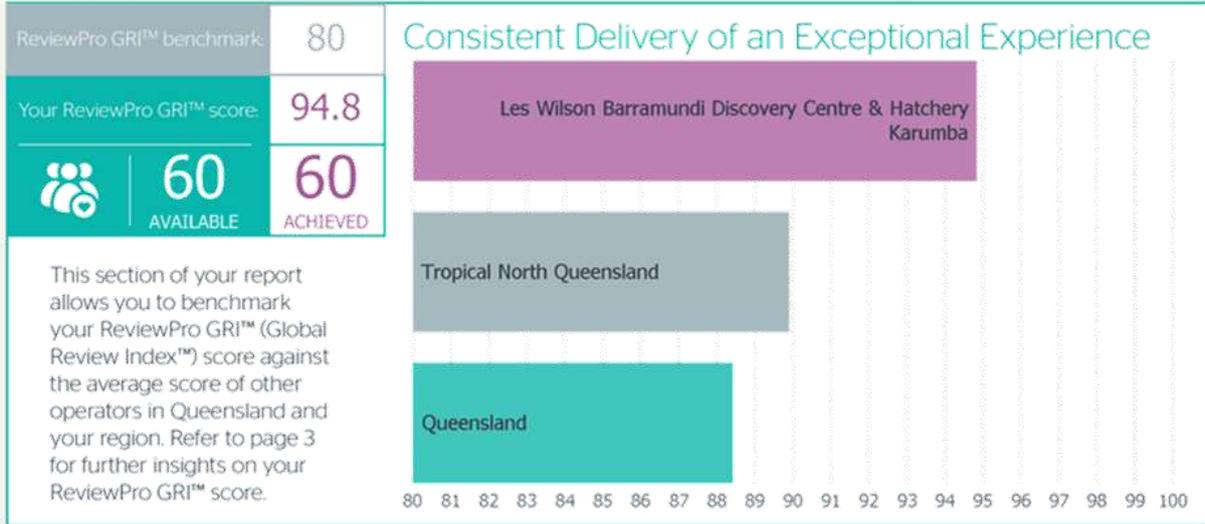
#### **Facebook**

Notifications and Inbox

# Best of Queensland Experiences 2021 Assessment

## Les Wilson Barramundi Discovery Centre & Hatchery Karumba

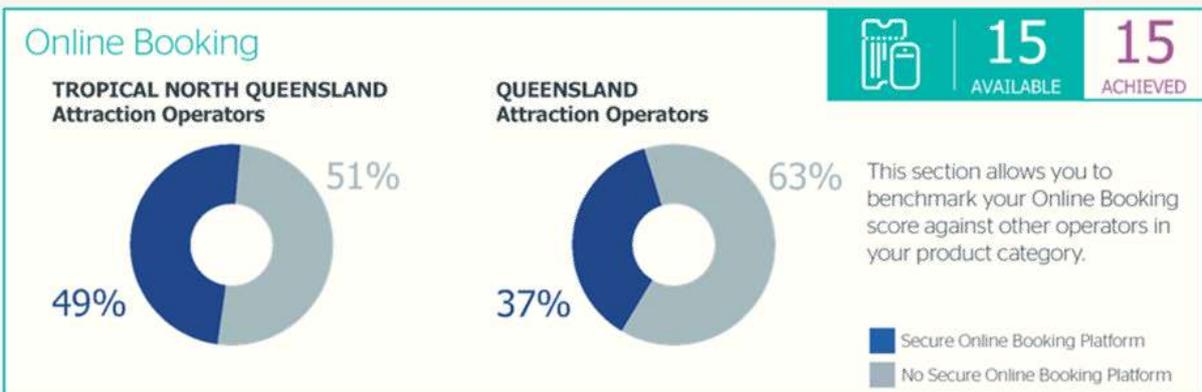
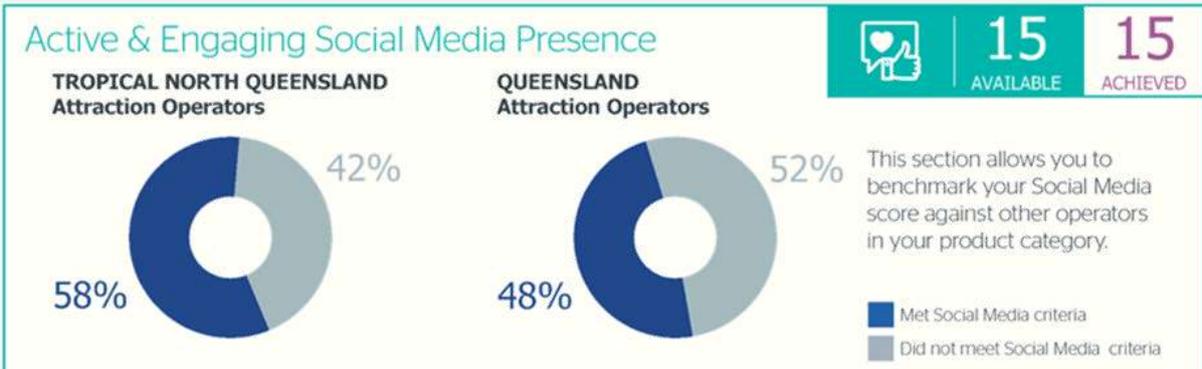
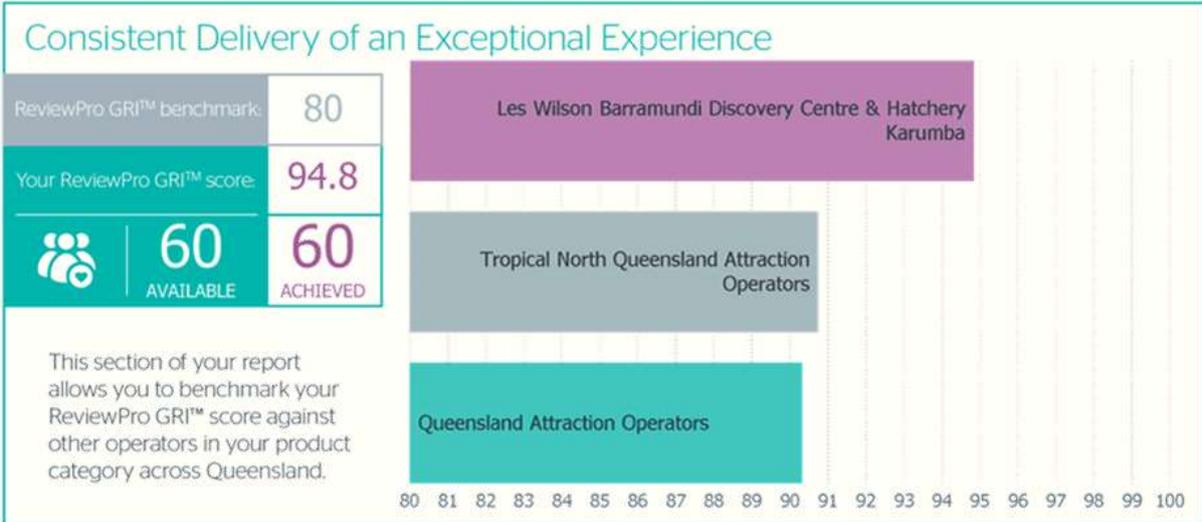
TOTAL POINTS AVAILABLE	100
TOTAL POINTS REQUIRED	80
TOTAL POINTS ACHIEVED	100
<b>You have been identified as a Best of Queensland Experience</b>	
Your results are shown in purple	



# Best of Queensland Experiences

## 2021 Assessment

### Your results compared to other Attraction Operators



## Designing Exceptional Experiences

These results are intended to provide guidance on areas to focus on to enhance your experience delivery and exceed guest expectations. Customers are looking for transformational travel experiences along every step of the path to purchase.

Use your Best of Queensland Experiences Program results and follow the seven chapters in TEQ's Ultimate Transformational Experience Guide to design and deliver experiences that create better value for your guests and your business.

The guide will equip you with practical tips to grow your business by delivering a transformational guest experience at each of the five stages of travel.

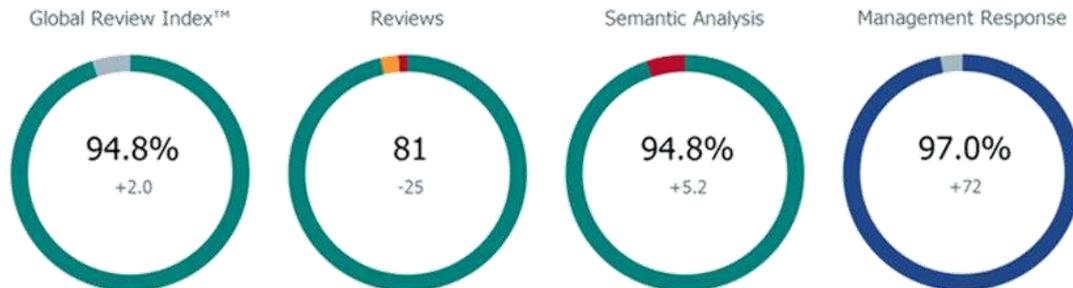


 The Ultimate Transformational Experience Guide  
[www.teq.queensland.com/transformationalexperienceguide](http://www.teq.queensland.com/transformationalexperienceguide)

## ReviewPro Summary 1 January 2020 to 31 December 2020

Please refer to the [guide to understanding your report](#) which outlines and explains the information in the below ReviewPro Summary.

### Summary



### Global Review Index™



## Customer Review Word Cloud

food **location** drink **staff** reception parking coffee price **price** facilities value  
hygiene show **cafeteria** shop touristic place **touristic place** building sustainability experience **experience**  
dish lunch **metro** salad fish entrance **entrance** guide seafood activities excursion movies style wifi bikes  
holiday architecture children **children**

### Review Results by Source\*

Sources	Index	Reviews	Mentions
Facebook	0.00% +0.0	0 +0	100%  0% +23.1
Google	94.10% -2.2	58 +21	94%  6% +0.0
Trip Advisor	0.00% +0.0	23 +4	93%  7% +5.5

\*In 2018, Facebook made important changes to its review system. As a result of these changes, Facebook reviews received from 1st September onward will not contribute to your ReviewPro Global Review Index™. For further information [click here](#).

### Review Results by Language

Language	Reviews	Mentions
English	67 -18	95%  5% +5.1

### Management Responses



Distribution	Responded	Response Ratio	Avg. Time
All	65 / 67	+72.0	4.8 d
Positive	62 / 64	+71.0	8.5 d
Neutral	2 / 2	+100.0	1 d
Negative	1 / 1	+100.0	0 d

Find more information about  
[Understanding Your Report](#)  
[Best of Queensland Experiences Program](#)

Tourism and Events Queensland: [teq.queensland.com](http://teq.queensland.com)  
 ReviewPro: [www.reviewpro.com](http://www.reviewpro.com)

This report has been compiled by Tourism and Events Queensland. The Best of Queensland Experiences Program incorporates information provided by third parties that may not be independently verified. Although every care has been taken in the administration of this program, Tourism and Events Queensland recognises that there is a possibility that the assessment information may be incorrect. The Best of Queensland Experiences Program measures consumer expectations among operators who engage with Tourism and Events Queensland's consumer audience through the Australian Tourism Data Warehouse.

## **BUSINESS PAPERS**

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### **9.2 SEEKING COUNCIL VIEWS**

<b>Attachments:</b>	9.2.1. Seeking Council Views Letter <a href="#">↓</a> 9.2.2. Mapping reference <a href="#">↓</a>
<b>Author:</b>	Mark Crawley - Chief Executive Officer
<b>Date:</b>	8 June 2021
<b>Key Outcome:</b>	4.1 - Sustainable urban and rural development
<b>Key Strategy:</b>	4.1.1 Ensure development accords with Carpentaria Shire Council's planning scheme, planning instruments, codes and legislation.

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#### **Executive Summary:**

The Department has received application in relation to two term leases (for residential purposes) and a special lease (for rural residential purpose) and is seeking Council views before proceeding with dealing with the applications.

#### **RECOMMENDATION:**

That Council advise the Department it has no objection to the conversion and that any access requirements for any, or all, of the parcels of land are arranged at the expense of the applicants and there are no costs to Council in relation to the provision of access to one or all the lots.

#### **Background:**

The Department of Resources has received the following applications for conversion:

- Term Lease 238426 described as Lot 80 on SP280697 for residential purposes.
- Term Lease 238427 described as Lot 81 on SP280697 for residential purposes.
- Special Lease 204877 described as Lot 82 on SP280698 for rural residential purposes.

It is proposed that the applicant will continue to use the lots for their respective purposes. The enclosed Smartmap shows the subject land and the surrounding locality.

The applications for conversion will be assessed in terms of Section 167 (1) of the *Land Act 1994*, after considering the views of all interested parties and an inspection of the land.

The Department seeks Council's views and/or requirements including any local non-indigenous cultural heritage values that the Department should consider when assessing these applications. Objections to the applications, and any views or requirements that may affect the future use of the land should be received by close of business on 28 June 2021. If Council offer an objection to the applications, a full explanation stating the reason for the objection should be forwarded to the Department.

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

- Department of Resources

#### **Legal Implications:**

- Applications are dealt with in accordance with section 167(1) of the *Land Act 1994*.
-

## **BUSINESS PAPERS**

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**Financial and Resource Implications:**

- Not applicable

**Risk Management Implications:**

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

Ref number: 2021/001412-1414

27 May 2021



Department of Resources

Chief Executive Officer  
Carpentaria Shire Council  
PO Box 31  
Normanton Qld 4890

Via Email: [council@carpentaria.qld.gov.au](mailto:council@carpentaria.qld.gov.au)

Dear Sir/Madam,

**Applications for conversion of the following leases:**

- **Term Lease 238426** described as Lot 80 on SP280697 for residential purposes
- **Term Lease 238427** described as Lot 81 on SP280697 for residential purposes
- **Special Lease 204877** described as Lot 82 on SP280698 for rural residential purposes

The Department of Resources has received the above applications. It is proposed to continue to use the lots for their respective purposes. The enclosed Smartmap shows the subject land and the surrounding locality.

The applications for conversion will be assessed in terms of Section 167 (1) of the *Land Act 1994*, after considering the views of all interested parties and an inspection of the land.

Please advise the Department of Council's views and/or requirements including any local non-indigenous cultural heritage values that the Department should consider when assessing these applications. Objections to the applications, and any views or requirements that may affect the future use of the land should be received by close of business on **28 June 2021**. If Council offer an objection to the applications, a full explanation stating the reason for the objection should be forwarded to the Department.

If Council wishes to provide a response but is unable to do so before the due date, please contact the author before the due date to arrange a more suitable timeframe.

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

Please quote reference number 2021/001412-1414 in any future correspondence.

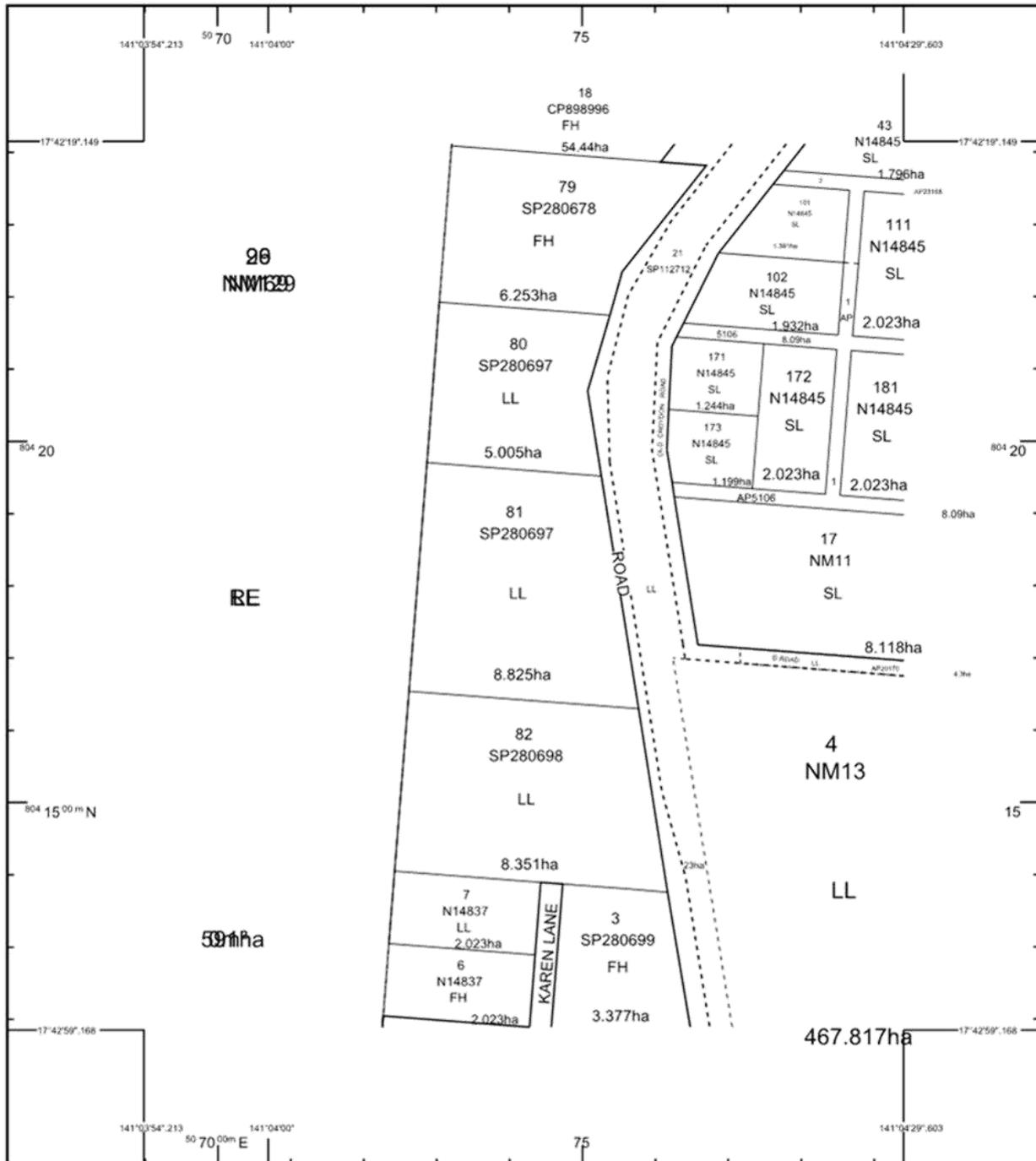
Yours sincerely

A handwritten signature in black ink, appearing to read "Kellie Swaffer".

Kellie Swaffer  
Land Officer

**Postal:**  
Department of Resources  
PO Box 5318  
Townsville QLD 4810

**Email:** [Townsville.slams@resources.qld.gov.au](mailto:Townsville.slams@resources.qld.gov.au)



STANDARD MAP NUMBER  
7162-43243



**SmartMap**

An External Product of  
 SmartMap Information Services  
 Based upon an extraction from the  
 Digital Cadastral Data Base

MAP WINDOW POSITION &  
 NEAREST LOCATION



**SUBJECT PARCEL DESCRIPTION**

DCDB	81/SP280697
Lot/Plan	8.825ha
Area/Volume	LANDS LEASE
Tenure	CARPENTARIA SHIRE
Local Government	NORMANTON
Locality	62275/88
Segment/Parcel	

**CLIENT SERVICE STANDARDS**

PRINTED (dd/mm/yyyy) 27/05/2021

DCDB 26/05/2021

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**Queensland Government**  
 (c) The State of Queensland,  
 (Department of  
 Natural Resources,  
 Mines and Energy) 2021.

## **BUSINESS PAPERS**

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### **9.3 REQUEST FOR EXTENSION - TOWN PLANNING**

**Attachments:** 9.3.1. Proposed Amended Decision Notice [↓](#)  
9.3.2. Report to Council July 2019 [↓](#)

**Author:** Mark Crawley - Chief Executive Officer

**Date:** 8 June 2021

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**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.

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#### **Executive Summary:**

Council is in receipt of correspondence from the landowner, Bob Owen, of 36 Yappar Street, Karumba, seeking an Extension to the currency period for approval of an Application for Material Change of Use (Motel – Tourism Minor) issued by Council Decision Notice, dated 31 August 2015.

An extension was granted for two (2) years in July 2019 and the approval is due to lapse/expire again on or about 19 August 2021.

#### **RECOMMENDATION:**

That Council grant an Extension to the currency period for the approval of an Application for Material Change of Use (Motel - Tourism Minor) on land at 36 Yappar Street Karumba, described as Lot 6 RP733673 for a period of six (6) years, in accordance with the Planning Act 2016 currency period for material change of use applications.

#### **Background:**

In August 2015 Council approved a staged development for a small Motel on land at 36 Yappar Street Karumba. The motel development comprises:

- Stage 1- 8 bedrooms (4 standard size bedrooms and 4 large bedrooms, included lounge areas) all with ensuite bathrooms and modest kitchenette facilities and a large outdoor recreation deck with views over the Esplanade and the Norman River; and
- Stage 2- the 4 large bedrooms spilt in two to provide 4 additional bedrooms with shared bathroom facilities between each two rooms, or 4 additional bedrooms with ensuite bathrooms, located in a new building on the premises; and
- Access from Yappar Street and the existing internal driveway servicing the development with car parking for each motel room provided on site and additional on-site landscaping.

The site has an area of 2,064m<sup>2</sup> and is improved by a large building constructed in 1938 and originally used as the flying boat base in the Gulf. The building has also previously been used for accommodation by QANTAS, by the proprietor of a hunting lodge and by Ansett Airlines, among others.

The site is serviced with town water, town sewer and power and existing on-street works include a crossover on Yappar Street.

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## **BUSINESS PAPERS**

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In the correspondence from the landowner, requesting the Extension to the Currency Period, it states:

We have recently returned to Karumba and are progressing the required works. However, given COVID and the difficulty in getting tradesmen and materials because of the government's building grants schemes, we have been delayed. We believe we can complete the required works within two years, but three years provides a safety net for any unforeseen delays.

We note that the relevant planning scheme provisions have not changed and, therefore, there should be no planning grounds on which to refuse the request. In the event that the request is refused, we reserve all rights, including the right to appeal without further notice.

### **ASSESSMENT:**

When assessing an Extension application, the assessment manager (Council) may consider any matter that the assessment manager considers relevant.

The decision to approve the Extension to the development approval under s87 of the Planning Act 2016, is discretionary.

However, that discretion must be exercised by Council, subject to the requirements that:

- the decision-making function must be performed in a way that is consistent with s5(1) of the Planning Act, namely the assessment and decision-making framework must be performed in a way that advances the purpose of the Act; and
- the discretion is subject to any implied limitations arising from the purpose, scope and subject matter of the Planning Act.

Therefore, the request for an Extension to the currency period must be properly assessed on its merits and Council's decision must reflect that assessment and in making the decision, Council must act in good faith.

In addition, the purpose of the Planning Act 2016 is to establish an efficient, effective, transparent, integrated, coordinated and accountable system of land use planning, development assessment and related matters that facilitate the achievement of ecological sustainability.

Council can be satisfied that approval of the Extension application will advance the purpose of the Act and will be in the public interest because:

- If a new code assessable application was made for the development today, Council would have an obligation to approve it to the extent that it complied with the assessment benchmarks, or to the extent that it could be conditioned to comply (Planning Act, s60(2)).
- As the Planning Scheme in place in 2015 is still in place today any new application for the same development would be recommended to Council for approval, due to compliance with the Planning Scheme.
- Approval of the Extension will not prejudice or restrict any third-party rights.

## **BUSINESS PAPERS**

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- The development will facilitate economic development in the region through employment and tourism, which achieves the purpose of the Planning Act (s5(2)(g)). This also contributes to the achievement of the economic development objectives in Council's Operational Plan 2016-2017.
- The development preserves and enhances the local heritage values of the current premises through renovations, which pays homage to the historical use of the land as the original flying boat base in the Gulf. If the approval is not extended the heritage building could potentially be lost if the site is redeveloped for a new use.
- There is no public benefit in refusing the Extension application.
- The applicant/landowner can, under the Planning Act 2016, Appeal any refusal of the Extension application in the Planning and Environment Court and, in this instance, in my professional opinion, a refusal would be difficult to defend.

It is recommended that Council approve an Extension to the currency period for six (6) years, as specified in the Planning Act 2016 for material change of use applications, being a reasonable timeframe for the development to be completed and for the use to commence.

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

- Bob Owen - Applicant
- Elizabeth Taylor – Consultant Town Planner

### **Legal Implications:**

- *Planning Act 2016*

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

- Not applicable

### **Risk Management Implications:**

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

31 August 2015

Our Ref: 1/1518  
Contact: John Teague

RM and EM Owen  
PO Box 1968  
Karumba Qld 4891



PO Box 31 Normanton Qld 4890  
P 07 4745 2200 • F 07 4745 1340  
E council@carpentaria.qld.gov.au  
W www.carpentaria.qld.gov.au

**AMENDED Decision Notice**  
**SECTION 86 of the Planning Act 2016**

**Proposal:** Material Change of Use – Motel/Tourism Minor  
**Address:** 36 Yappar Street Karumba  
**Property Description:** Lot 6 RP733673  
**Decision Date:** 19 August 2015

Dear Sir/Madam

I wish to advise that, on Wednesday 19 August 2015, the above development application was –

- Approved in full;  
OR  
 Approved in part;  
OR  
 Approved in full with conditions. The conditions relevant to this approval are included below. These conditions are clearly identified to indicate whether the assessment manager or concurrence agency imposed them;  
OR  
 Approved in part for the following, with conditions.  
OR  
 Is a Deemed Approval under Section 331 of the *Sustainable Planning Act 2009*.  
OR  
 Refused



**1. Details of the approval -**

The following type of approval has been issued –

	Development Permit	Preliminary Approval
Material Change of Use – Motel/Tourism Minor	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**2. The currency period -**

- The standard currency periods stated in Section 341 of the *Sustainable Planning Act 2009* apply to each aspect of the development in this approval. **THIS APPROVAL HAS BEEN EXTENDED FOR ..... YEARS UP TO..... REFER COUNCIL RESOLUTION DATED....**

**The approved plans –**

The approved plans and / or documents for this development approval are listed in the following table –

SITE PLAN	Applicants	DATED 13 August 2015
FLOOR PLAN	Applicants	DATED 13 August 2015
LOCALITY PLAN	Applicants	DATED 13 August 2015
PHOTOGRAPHS OF ELEVATIONS/PREMISES	Applicants	UNDATED

**3. Referral Agencies –**

	Concurrence	Advice	Third Party
Nil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4. Other necessary Development Permits**

Nil

**5. When the Development Approval takes effect –**

This Development Approval takes effect –

- From the time the Decision Notice is given, if there is no submitter and if the applicant does not appeal the decision to the Court.

OR

- Subject to the decision of the Court, when the appeal is finally decided, if an appeal is made to the Court.

This approval will lapse unless substantially started within the above stated currency periods (refer to Sections 341 of the *Sustainable Planning Act 2009* for further details).

## 6. Appeal rights –

Attached is an extract from the *Sustainable Planning Act 2009* which details your appeal rights regarding this decision. A summary of the appeal rights is provided below for your information.

### Applicant:

An applicant for a development application may appeal to the Planning and Environment Court against the following:

- The refusal, or refusal in part of the development application;
- Any condition of a development approval, another matter stated in a development approval and the identification or inclusion of a code under Section 242 of the *Sustainable Planning Act 2009*;
- The decision to give a preliminary approval when a development permit was applied for;
- The length of a period mentioned in Section 341;
- A deemed refusal of the development application.

The timeframes for starting an appeal in the Planning and Environment Court are set out in section 461(2) of the *Sustainable Planning Act 2009*.

Applicants may also have a right to appeal to the Building and Development Dispute Resolution Committee. For more details, see the *Sustainable Planning Act 2009*, Chapter 7, Part 2.

## ASSESSMENT MANAGER

In accordance with the *Sustainable Planning Act 2009* as amended, the applicant be notified that the application for a Development Permit for a Material Change of Use – Motel/Tourism Minor located at 36 Yappar Street Karumba Lot 6 RP733673 is approved subject to the following conditions.

### A. ASSESSMENT MANAGER CONDITIONS (COUNCIL)

#### General

1. The development shall be undertaken generally in accordance with the plans submitted with the application:

SITE PLAN	Applicants	DATED 13 August 2015
FLOOR PLAN	Applicants	DATED 13 August 2015
LOCALITY PLAN	Applicants	DATED 13 August 2015
PHOTOGRAPHS OF ELEVATIONS/PREMISES	Applicants	UNDATED

2. This approval, granted under the provisions of the *Sustainable Planning Act 2009*, shall lapse four (4) years from the day the approval takes effect in accordance with the provisions of Section 339 of the *Sustainable Planning Act 2009*, if the development has not been commenced. The applicants may apply for an extension prior to the approval lapsing -**EXTENDED TO.....2021- REFER ABOVE**

#### **Maintenance of the Site**

3. The applicants shall ensure the site is maintained in a clean and tidy condition at all times, to the satisfaction of the Director of Engineering.

#### **Number and Location of Rooms**

4. The Motel/Tourism – Minor – Accommodation is approved for a maximum of 8 rooms in Stage 1 and a maximum of 12 rooms in total, which are to be clearly identified by number.
5. Any proposal to establish Stage 2 rooms in a new building on the site must ensure the new building is in character with the existing historical building on the site, to the satisfaction of the Director of Engineering.

#### **Provision of On-Site Services**

6. The following services and facilities are to be provided for guests, to the satisfaction of the Director of Engineering:
  - A rubbish collection area;
  - An outdoor barbeque area;
  - A common laundry.

#### **Drainage**

7. The site is required to drain to a lawful point of discharge to the satisfaction of the Director of Engineering Services.

#### **Urban Services**

8. The site is to be connected to provide all urban services to comply with relevant standards stated in Schedule 1, Part 3 of the Planning Scheme, to the satisfaction of the Director Engineering Services.

#### **On-Street Works**

9. One concrete crossover and driveway is required to the site frontage in Yappar Street, to the satisfaction of the Director of Engineering Services.

#### **Car Parking**

10. 1 car parking space is to be provided on site for each accommodation unit. The car parks and driveway access are to be constructed of hard-stand,

bitumen sealed and line-marked or delineated by koppers logs, or similar, to the satisfaction of the Director of Engineering.

### Lighting

11. Any lighting proposed in association with the development must ensure there is no light spillage causing a nuisance onto adjoining properties, to the satisfaction of the Director of Engineering

### Signage

12. Any sign located on the Yappar Street frontage of the site to advertise the approved use is required to comply with the Advertising Devices Code in the Carpentaria Shire Planning Scheme and must not contain any product advertising. Any signage on the Norman St/Sunderland Park frontage must be attached to the fence and be no more than 3<sup>m</sup><sup>2</sup>, to the satisfaction of the Director of Engineering.

### Landscaping

13. A Landscape Plan is to be submitted to Council for approval by the Director Engineering Services, prior to the commencement of use, identifying:
  - (a) trees and shrubs densely planted and maintained along the southern boundary of the site so as to screen the yard of the premises from the adjoining use;
  - (b) garden beds and plantings; and
  - (c) grassed areas.

### Set backs

14. The following pre-existing set backs are approved:
  - (a) Northern boundary – deck built to boundary;
  - (b) Western boundary – 1 metre to Norman St/Sunderland Park;
15. The following setbacks apply to other boundaries:
  - (a) Eastern boundary – car parks adjacent to the existing 1800mm high boundary fence;
  - (b) Southern boundary – 3 metres.

**B. REFERRAL AGENCY CONDITIONS**  
CONCURRENCE AGENCY Not Applicable

**C. SUBMISSIONS**  
Not Applicable – code assessable application

**D. FURTHER DEVELOPMENT PERMITS REQUIRED**  
Nil

**E. APPLICABLE CODES FOR SELF ASSESSABLE DEVELOPMENT**

- Shire of Carpentaria Planning Scheme
- Standard Building Regulation 1993
- Building Act 1975

**F. RIGHT OF APPEAL**

Appeal Rights from the Integrated Planning Act 1997 are attached.

Yours faithfully,



**CHIEF EXECUTIVE OFFICER - Mark**  
**Crawley**

Attach.

Sustainable Planning Act 2009  
Chapter 7 Appeals, offences and enforcement  
Part 1 Planning and Environment Court

[s 461]

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## **Division 8 Appeals to court relating to development applications and approvals**

### **461 Appeals by applicants**

- (1) An applicant for a development application may appeal to the court against any of the following—
  - (a) the refusal, or the refusal in part, of the development application;
  - (b) any condition of a development approval, another matter stated in a development approval and the identification or inclusion of a code under section 242;
  - (c) the decision to give a preliminary approval when a development permit was applied for;
  - (d) the length of a period mentioned in section 341;
  - (e) a deemed refusal of the development application.
- (2) An appeal under subsection (1)(a), (b), (c) or (d) must be started within 20 business days (the *applicant's appeal period*) after—
  - (a) if a decision notice or negotiated decision notice is given—the day the decision notice or negotiated decision notice is given to the applicant; or
  - (b) otherwise—the day a decision notice was required to be given to the applicant.
- (3) An appeal under subsection (1)(e) may be started at any time after the last day a decision on the matter should have been made.

### **462 Appeals by submitters—general**

- (1) A submitter for a development application may appeal to the court only against—

Sustainable Planning Act 2009  
Chapter 7 Appeals, offences and enforcement  
Part 1 Planning and Environment Court

[s 463]

- 
- (a) the part of the approval relating to the assessment manager's decision about any part of the application requiring impact assessment under section 314; or
  - (b) the part of the approval relating to the assessment manager's decision under section 327.
- (2) To the extent an appeal may be made under subsection (1), the appeal may be against 1 or more of the following—
- (a) the giving of a development approval;
  - (b) any provision of the approval including—
    - (i) a condition of, or lack of condition for, the approval; or
    - (ii) the length of a period mentioned in section 341 for the approval.
- (3) However, a submitter may not appeal if the submitter—
- (a) withdraws the submission before the application is decided; or
  - (b) has given the assessment manager a notice under section 339(1)(b)(ii).
- (4) The appeal must be started within 20 business days (the *submitter's appeal period*) after the decision notice or negotiated decision notice is given to the submitter.

**463 Additional and extended appeal rights for submitters for particular development applications**

- (1) This section applies to a development application to which chapter 9, part 7 applies.
- (2) A submitter of a properly made submission for the application may appeal to the court about a referral agency's response made by a concurrence agency for the application.
- (3) However, the submitter may only appeal against a referral agency's response to the extent it relates to—
  - (a) development for an aquacultural ERA; or

Sustainable Planning Act 2009  
Chapter 7 Appeals, offences and enforcement  
Part 1 Planning and Environment Court

[s 464]

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- (b) development that is—
  - (i) a material change of use of premises for aquaculture; or
  - (ii) operational work that is the removal, damage or destruction of a marine plant.
- (4) Despite section 462(1), the submitter may appeal against the following matters for the application even if the matters relate to code assessment—
  - (a) a decision about a matter mentioned in section 462(2) if it is a decision of the chief executive;
  - (b) a referral agency's response mentioned in subsection (2).

**464 Appeals by advice agency submitters**

- (1) Subsection (2) applies if an advice agency, in its response for an application, told the assessment manager to treat the response as a properly made submission.
- (2) The advice agency may, within the limits of its jurisdiction, appeal to the court about—
  - (a) any part of the approval relating to the assessment manager's decision about any part of the application requiring impact assessment under section 314; or
  - (b) any part of the approval relating to the assessment manager's decision under section 327.
- (3) The appeal must be started within 20 business days after the day the decision notice or negotiated decision notice is given to the advice agency as a submitter.
- (4) However, if the advice agency has given the assessment manager a notice under section 339(1)(b)(ii), the advice agency may not appeal the decision.

Sustainable Planning Act 2009  
Chapter 7 Appeals, offences and enforcement  
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**465 Appeals about decisions relating to extensions for approvals**

- (1) For a development approval given for a development application, a person to whom a notice is given under section 389, other than a notice for a decision under section 386(2), may appeal to the court against the decision in the notice.
- (2) The appeal must be started within 20 business days after the day the notice of the decision is given to the person.
- (3) Also, a person who has made a request under section 383 may appeal to the court against a deemed refusal of the request.
- (4) An appeal under subsection (3) may be started at any time after the last day the decision on the matter should have been made.

**466 Appeals about decisions relating to permissible changes**

- (1) For a development approval given for a development application, the following persons may appeal to the court against a decision on a request to make a permissible change to the approval—
  - (a) if the responsible entity for making the change is the assessment manager for the application—
    - (i) the person who made the request; or
    - (ii) an entity that gave a notice under section 373 or a pre-request response notice about the request;
  - (b) if the responsible entity for making the change is a concurrence agency for the application—the person who made the request.
- (2) The appeal must be started within 20 business days after the day the person is given notice of the decision on the request under section 376.
- (3) Also, a person who has made a request under section 369 may appeal to the court against a deemed refusal of the request.

Sustainable Planning Act 2009  
Chapter 7 Appeals, offences and enforcement  
Part 1 Planning and Environment Court

[s 467]

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- (4) An appeal under subsection (3) may be started at any time after the last day the decision on the matter should have been made.

**467 Appeals about changing or cancelling conditions imposed by assessment manager or concurrence agency**

- (1) A person to whom a notice under section 378(9)(b) giving a decision to change or cancel a condition of a development approval has been given may appeal to the court against the decision in the notice.
- (2) The appeal must be started within 20 business days after the day the notice of the decision is given to the person.

**Division 9 Appeals to court about compliance assessment**

**468 Appeals against decision on request for compliance assessment**

- (1) A person to whom an action notice has been given under section 405(5) about a request for compliance assessment of development, a document or work may appeal to the court against the decision in the notice.
- (2) The appeal must be started within 20 business days after the notice is given to the person.

**469 Appeals against condition imposed on compliance permit or certificate**

- (1) A person who is given a compliance permit or compliance certificate subject to any conditions may appeal to the court against the decision to impose the condition.
- (2) The appeal must be started within 20 business days after the day the compliance permit or compliance certificate is given to the person.



**CONFIDENTIAL MEETING OF COUNCIL**  
**WEDNESDAY, 17 JULY 2019**

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## **BUSINESS PAPERS**

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### **8.3 EXTENSION TO CURRENCY PERIOD - 36 YAPPAR STREET, KARUMBA**

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<b>Attachments:</b>	NIL
<b>Author:</b>	Georgia Kilah - Building Planning Property Administration
<b>Date:</b>	11 July 2019
<b>Key Outcome:</b>	4.1 - Sustainable urban and rural development
<b>Key Strategy:</b>	4.1.1 Ensure development accords with Carpentaria Shire Council's planning scheme, planning instruments, codes and legislation.

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**Reason for Confidentiality:**

*This item is classified CONFIDENTIAL under the provisions of clause 275(1)(g) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act.*

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**Executive Summary:**

Council is in receipt of correspondence from P&E Law, on behalf of Bob and Liz Owen, the landowners of 36 Yappar Street, Karumba, seeking an Extension to the currency period for approval of an Application for Material Change of Use (Motel – Tourism Minor) issued by Council's Decision Notice, dated 31 August 2015.

The approval is due to lapse/expire on or about 19 August 2019 and in order to request an Extension the applicant/landowner must apply to Council prior to the approval lapsing/expiring, as P&E Law has done on their behalf, under Section 86 of the Planning Act 2016.

The request for an Extension to the currency period is recommended to Council for approval under the relevant provisions of the Planning Act 2016.

**RECOMMENDATION:**

That Council grant an Extension to the currency period for the approval of an Application for Material Change of Use (Motel - Tourism Minor) on land at 36 Yappar Street Karumba, described as Lot 6 RP733673 for a period of six (6) years, in accordance with the Planning Act 2016 currency period for material change of use applications.

**Background:**

In August 2015 Council approved a staged development for a small Motel on land at 36 Yappar Street Karumba. The motel development comprises:

- Stage 1- 8 bedrooms (4 standard size bedrooms and 4 large bedrooms, included lounge areas) all with ensuite bathrooms and modest kitchenette facilities and a large outdoor recreation deck with views over the Esplanade and the Norman River; and



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- Stage 2- the 4 large bedrooms spilt in two to provide 4 additional bedrooms with shared bathroom facilities between each two rooms, or 4 additional bedrooms with ensuite bathrooms, located in a new building on the premises; and
- Access from Yappar Street and the existing internal driveway servicing the development with car parking for each motel room provided on site and additional on-site landscaping.

The site has an area of 2,064m<sup>2</sup> and is improved by a large building constructed in 1938 and originally used as the flying boat base in the Gulf. The building has also previously been used for accommodation by QANTAS, by the proprietor of a hunting lodge and by Ansett Airlines, among others.

The site is serviced with town water, town sewer and power and existing on-street works include a crossover on Yappar Street.

In the correspondence from P&E Law, dated 07 June 2019, in support of the Extension to the Currency Period, it states:

- *The original development application was code assessable and was found to be generally in accordance with the Carpentaria Shire Planning Scheme, as set out in Council's meeting minutes dated 19 August 2015. That Planning Scheme remains in force today and the development continues to be consistent with the commercial zoning of the land.*
- *Our clients have committed resources to developing the site and have completed the fencing, the construction of a deck, upgrades to plumbing and electrical wire, installation of air conditioning, basic fit out of three of eight rooms, landscaping, internal and external painting, installation of new windows and doors, construction of stairs and laying floor coverings.*
- *The development of the site has been delayed due to our clients' relocation from the region for employment.*
- *Our clients require additional time to complete the development before the use can commence.*
- *There is no community or other benefit achieved by our clients having to make a new development application as compared to Council extending the permit.*

**Assessment:**

When assessing an Extension application, the assessment manager (Council) may consider any matter that the assessment manager considers relevant.

The decision to approve the Extension to the development approval under s87 of the Planning Act 2016, is discretionary.

However, that discretion must be exercised by Council, subject to the requirements that:



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- the decision-making function must be performed in a way that is consistent with s5(1) of the Planning Act, namely the assessment and decision-making framework must be performed in a way that advances the purpose of the Act; and
- the discretion is subject to any implied limitations arising from the purpose, scope and subject matter of the Planning Act.

Therefore, the request for an Extension to the currency period must be properly assessed on its merits and Council's decision must reflect that assessment and in making the decision, Council must act in good faith.

The merits of the request are set out in correspondence from P&E Law dated 07 June 2019, summarized above.

In addition, the purpose of the Planning Act 2016 is to establish an efficient, effective, transparent, integrated, coordinated and accountable system of land use planning, development assessment and related matters that facilitate the achievement of ecological sustainability.

Council can be satisfied that approval of the Extension application will advance the purpose of the Act and will be in the public interest because:

- If a new code assessable application was made for the development today, Council would have an obligation to approve it to the extent that it complied with the assessment benchmarks, or to the extent that it could be conditioned to comply (Planning Act, s60(2)).
- As the Planning Scheme in place in 2015 is still in place today any new application for the same development would be recommended to Council for approval, due to compliance with the Planning Scheme.
- Approval of the Extension will not prejudice or restrict any third-party rights.
- The development will facilitate economic development in the region through employment and tourism, which achieves the purpose of the Planning Act (s5(2)(g)). This also contributes to the achievement of the economic development objectives in Council's Operational Plan 2016-2017.
- The development preserves and enhances the local heritage values of the current premises through renovations, which pays homage to the historical use of the land as the original flying boat base in the Gulf. If the approval is not extended the heritage building could potentially be lost if the site is redeveloped for a new use.
- There is no public benefit in refusing the Extension application.
- The applicant/landowner can, under the Planning Act 2016, Appeal any refusal of the Extension application in the Planning and Environment Court and, in this instance, in my professional opinion, a refusal would be difficult to defend.



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It is recommended that Council approve an Extension to the currency period for six (6) years, as specified in the Planning Act 2016 for material change of use applications, being a reasonable timeframe for the development to be completed and for the use to commence.

### **Consultation (internal/external)**

- Consultant Town Planner - Liz Taylor

### **Legal implications**

- Yes, a refusal by Council of the request for the extension to the currency period may result in the applicant/landowner lodging an appeal in the Planning and Environment Court. Defending an appeal could result in significant cost to Council with limited prospects of success in the view of Council's Consultant Town Planner.

### **Policy Implications**

- N/A

### **Financial and Resource Implications**

- Yes, a refusal by Council of the request for the extension to the currency period may result in the applicant/landowner lodging an appeal in the Planning and Environment Court. Defending an appeal could result in significant cost to Council with limited prospects of success in the view of Council's Consultant Town Planner.

### **Risk Management Implications**

- No - Low or High depending on Council's final decision.

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### 9.4 HUMAN RESOURCES REPORT

**Attachments:** NIL  
**Author:** Lisa Ruyg - Manager Human Resources  
**Date:** 9 June 2021

**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 April 2021

KPI	Average Group B Councils	CSC YTD Apr 2020	CSC YTD Apr 2021	Safe Plan Target Annual
Lost Time Injuries	10.89	7	10	5
Lost Time Days YTD		119	14	112 total days
Hazard Inspections	-	100%	94%	85%
Take 5's Completed	-	80.65%	75%	85%

#### Mechanism of Injury for Claims Submitted FYTD

		Days Lost #
i) Being hit by a moving object	1	0
ii) Hitting stationary objects	0	0
iii) Muscular stress while handling objects	3	0
iv) Muscular stress with no objects being handled	1	0
v) Muscular stress while lifting	3*	14
vi) Being stuck between static objects	2	0
vii) Fall from a height	1	98

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viii)	Work related harassment and stress	0	0
			<b>112</b>

**\*One claim disallowed**

**2. Update – Certified Agreement 2021**

An update will be provided at the meeting.

**3. Health & Well Being**

A Spirometry (Lung Capacity) & Respiratory Clinic will be held in Normanton on 17 June 2021. Priority is being given to those workers who may have been exposed to hazardous dust during their working lives.

**4. Recruitment Update**

- |   |   |             |
|---|---|-------------|
| ○ | Qualified Educator – Normanton Day Care | Appointed   |
| ○ | Qualified Diesel Fitter (Internal)      | In progress |
| ○ | VIC & Library Attendant Normanton       | In progress |
| ○ | Water Treatment Plant Operator          | On hold.    |

**Staff Movements**

- Heather Jensen has transferred from Payroll Officer to Revenue & Rates Officer
- Charlene Owens has transferred from Business Support Officer to Finance & Payroll Officer.

**5. Drug and Alcohol Testing**

Random Drug and Alcohol testing took place from 27 May 2021 to 31 May 2021. A total of 130 tests were conducted.

There were two Marijuana (THC) detections and one fail to supply (avoidance).

**Consultation (Internal/External):**

- Workplace Health Solutions
- The Drug Detection Agency
- Executive Leadership Team
- WHS Advisor

**Legal Implications:**

- Within normal operational parameters.

**Financial and Resource Implications:**

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- Within allocated budget.

**Risk Management Implications:**

- Within normal operational parameters.

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### **9.5 DRUG & ALCOHOL POLICY**

<b>Attachments:</b>	9.5.1. Drug and Alcohol Policy <a href="#">↓</a>
<b>Author:</b>	Lisa Ruyg - Manager Human Resources
<b>Date:</b>	9 June 2021
<b>Key Outcome:</b>	1.1 – Responsive and effective service delivery
<b>Key Strategy:</b>	1.1.1 Foster appropriate corporate culture that aligns with Council's Mission, Values and Behaviours.

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#### **Executive Summary:**

The Drug & Alcohol Policy has been amended to include provision for urine testing to be used as the methodology to confirm a non-negative saliva test.

The revised policy stipulates the urine test will be used to confirm the presence of the drug identified in the saliva test only. The urine test will not be used to screen for any other drugs.

#### **RECOMMENDATION:**

That Council adopts the amended Drug & Alcohol Policy as presented.

#### **Background:**

The possibility of including confirmatory urine screening as part of Council's random drug and alcohol testing processes was first introduced at the Ordinary Council Meeting in May 2021.

At the time, concerns were raised that urine testing may produce a history of drug use not necessarily indicative of impairment at work that day. Further investigation and consultation with Council's testing provider reveals we can test singularly for the drug identified in the saliva sample. For example, if a saliva sample produces a non-negative result for methamphetamine, the urine sample will be screened for the presence or non-presence of methamphetamine only.

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

- The Drug Detection Agency
- WHS Division, Cairns Regional Council

#### **Legal Implications:**

- Nil.

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

- Any financial and/or resource implications associated with the administration of the Drug & Alcohol Policy have been included in Council's Annual Budget.

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

- Council has a statutory obligation to provide a safe workplace and through the administration of the Drug & Alcohol Policy, it will ensure that all workers are fit for duty and therefore assist in the mitigation of personal injury risk.



## Drug and Alcohol Policy

### Policy Details

Policy Category	Council Policy
Date Adopted	(Date)
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	(Date)
Policy Version Number	11
Policy Owner	Manager Human Resources
Contact Officer	Lisa Ruyg
Review Date	June 2024

### Supporting documentation

Legislation	<ul style="list-style-type: none"> <li>Industrial Relations Act 2016</li> <li>Local Government Act 2009</li> <li>Local Government Regulation 2012</li> <li>Public Sector Ethics Act 1994</li> <li>Work Health and safety Act 2011</li> </ul>
Policies	<ul style="list-style-type: none"> <li>Code of Conduct for Employees</li> <li>People Management Framework</li> <li>Workplace Health and safety Policy</li> </ul>
Delegations	<ul style="list-style-type: none"> <li>Nil</li> </ul>
Forms	<ul style="list-style-type: none"> <li>Nil</li> </ul>
Supporting Documents	<ul style="list-style-type: none"> <li>AS3547 – Australian Standard for Alcohol Breath Testers</li> <li>AS/NZS 4308:2008 – Urine Drug Testing Standard</li> <li>AS/NZS 4760:2019 – Oral Fluid Drug Testing Standard</li> <li>Specimen Collection Procedure</li> </ul>

### Version History:

Version	Adopted	Comment	eDRMS #
9	18/07/2018	Council Resolution No. 0718/029	
10	19/08/2020	Council Resolution No.	



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## Intent

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The purpose of this policy is to ensure systems and procedures are in place to promote and maintain a worker's ability to perform their tasks safely and efficiently.

Carpentaria Shire Council (Council) acknowledges that the adverse effects of illicit drug use and/or alcohol can be a significant factor in workplace incidents and injuries, therefore all workers must be fit for work at all times.

## Scope

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This policy applies to all workers including employees, contractors, employees of contractors, consultants, volunteers and work experience persons at all Council workplaces and work sites. This policy does not apply to elected representatives of Council.

This policy is not intended to apply to individuals consuming alcohol at authorised social events, functions and ceremonies conducted at Council workplaces.

Alcohol consumption is permitted in the accommodation blocks at Council's remote worksites. Alcohol consumption is not permitted in or around the actual worksite where machinery may be operating. Such sites are deemed high risk and have zero alcohol tolerance. Workers in high risk workplaces must have a breath alcohol concentration level of 0.00% at all times.

## Policy Statement

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Council is committed to minimising the harm to members of the Council workforce and the wider community associated with the use of alcohol and other drugs, and to provide the community with a responsible model of behaviour.

Council recognises that the inappropriate use of alcohol and other drugs can adversely affect workplace safety and performance and can significantly contribute to absenteeism and reduced morale.

## Responsibilities

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Council will:

- Ensure this policy and the procedures contained herein meet duty of care obligations and comply with legislation and best practice;
- Ensure this policy is appropriate, relevant and communicated to workers;
- Provide a confidential Employee Assistance Program to help workers deal with personal or work related issues that could impair fitness for work;
- Ensure any drug and alcohol testing equipment used by an authorised person is maintained in accordance with the relevant Australian Standard;
- Ensure any authorised Specimen Collector is qualified to implement this policy as required in the relevant Australian Standard;
- Consider refusal to undertake a Drug and Alcohol Test to be a breach of this policy and a breach of a condition of employment or contract.

Workers are responsible for:

- Reporting to work in a fit state. Where a worker feels they are not fit for duty they should immediately notify their supervisor or manager;
- Remaining in a fit state while on-call;



- Assessing their own fitness for duty prior to attending an emergency call-out;
- Consenting to drug and alcohol testing as part of a random testing program, where they have been involved in an incident or near miss in the workplace or where there is reasonable cause to believe they may not be in a fit state for work;
- Disclosing details of all medication being taken prior to undergoing drug and alcohol testing;
- Familiarising themselves with the contents of this policy and complying with the policy.

## **Drug and Alcohol Testing**

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### Pre Employment Testing

A urine drug screen will be conducted prior to an individual being offered employment with Council.

### Random Testing

Random drug and alcohol testing will take place on a regular basis without notice. A worker or group of workers may be requested to provide a breath sample and/or a saliva sample and/or a urine sample to an authorised person of Council at any time without notice.

### Post Incident Testing

A worker will be required to provide a breath sample and/or a saliva sample and/or a urine sample to an authorised person of Council or law enforcement agency when they have been involved in any incident which causes a threat, near miss or actual harm to the health and safety of workers in the workplace.

### Reasonable Cause

Where abnormal workplace behaviour has been observed, or if there is other information or circumstances which indicates that an individual may not be fit for work, the worker may be required to provide a breath sample and/or saliva sample and/or a urine sample to an authorised person of Council.

## **Drug and Alcohol Testing – Methodology and Results**

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### Drug Testing

All workers at all work sites must test negative for illicit drugs and within prescribed levels for prescription and over the counter drugs.

- Initial Testing – a saliva sample will be taken from the worker to detect the presence of an illicit drug. A Council employee producing a non-negative result will be required to take a confirmatory urine test to confirm the presence of the drug identified in the saliva sample.  
A contract worker producing a non-negative result will be given the option of taking a confirmatory urine test to confirm the presence of the drug identified in the saliva sample. The contract worker, or their primary contractor, is responsible for all costs associated with the confirmatory test.  
A consultant, volunteer or work experience student producing a non-negative result to the saliva test will be removed from the workplace.
- Confirmatory Testing – a confirmatory test will be taken via a urine test. If the confirmatory urine test returns a negative result for the drug identified in the saliva test, the drug screening is deemed negative.  
Should the confirmatory urine test produce a non-negative result for the drug identified in the saliva test, part of the urine sample will be forwarded to a National Association of



**Testing Authorities accredited laboratory for further analysis and report.** The worker will be given safe passage home. A Council employee will be stood down with pay until the laboratory report is received by Council. A contract worker will be removed from site until the laboratory report is received by Council.

#### Alcohol Testing

All workers in high risk workplaces must have a breath alcohol concentration level of 0.00% at all times. All workers in low risk workplaces must have a breath alcohol concentration level no more than that of being able to drive an ordinary vehicle in Queensland.

- i) Initial Testing – a breath sample will be taken from the worker to detect the presence of alcohol. Any worker producing a positive reading, above the applicable workplace requirement (Appendix A), will be required to undertake a confirmatory test. The confirmatory test will take place twenty (20) minutes after the initial test.
- ii) Confirmatory Testing – the confirmatory test will consist of a further breath sample being taken from the worker. A Council employee producing a positive confirmation reading, above the applicable workplace requirement (Appendix A), will be stood down with pay for the remainder of the day. A contract worker producing a positive confirmation reading will be stood down for the remainder of the day. Both Council employees and contract workers will be required to undergo a breath alcohol reading prior to commencing work the next day. The Council employee is now considered to be in breach of this policy and disciplinary action, as described below, will be taken against them.

Council employees located at a remote worksite will be required to remain in the accommodation blocks. Council employees located in Normanton or Karumba will be given safe passage home.

### **Consequences of a Breach of Policy – Discipline Process**

Disciplinary action will be taken against anyone who breaches this policy. Discipline may involve counselling, formal warning, termination of engagement, termination of employment or other disciplinary action as set out in the Local Government Act 2009. Any worker found to be manufacturing, possessing, selling or distributing illicit drugs at any Council worksite or workplace will be referred to the appropriate law enforcement or regulatory agencies for independent investigation.

#### Refusal, Avoidance or Falsification of Tests

- i) Any worker refusing, avoiding or falsifying a test will be stood down immediately;
- ii) A Council employee will be requested to show cause as to why their employment should not be terminated. Termination will result in the employee being unable to work on any future Council projects for a period of twelve months;
- iii) A contract worker refusing, avoiding or falsifying a test will be unable to work on any future Council projects for a period of twelve months.

#### Over Prescribed Alcohol Limit

The following actions are a guide and the actual action taken when an "over prescribed alcohol reading" is recorded will depend on the individual circumstances, the risk posed to other workers and the public and the reading level.

- i) First Offence – Council Employees and Contract Workers
  - A Council employee will be issued with a formal warning;
  - A Council employee will be reminded of the availability of, and given access to, Council's Employee Assistance Program;
  - A contract worker, or their primary contractor, will be issued with a breach of policy notice.
- ii) Second Offence – Council Employees and Contract Workers



- The Council employee will be issued with a final warning;
- The Council employee will be strongly encouraged to access counselling and rehabilitation support services;
- A contract worker will be removed from site and will be unable to work on any Council projects for a period of twelve months.

iii) Third Offence – Council Employees

- The Council employee will be requested to show cause as to why their employment should not be terminated. Termination will result in the employee being unable to work for Council or on any Council projects for a period of twelve months.

Confirmed Positive Drug Test

- i) A Council employee will be requested to show cause as to why their employment should not be terminated. Termination will result in the employee being unable to work for Council or on any Council projects for a period of twelve months.
- ii) A contract worker will be removed from site and will be unable to work on any Council projects for a period of twelve months.

**Definitions**

TERM	DEFINITION
<b>Abnormal Workplace Behaviour</b>	In the context of this policy, means when other people notice that a person displays unusual workplace behaviour that is not the norm for that particular person.
<b>Authorised Person</b>	In the context of this policy, means a person authorised by the Chief Executive Officer or delegate to conduct a drug and alcohol test on Council's behalf. An authorised person may be a Council employee, who is qualified as a specimen collector, a drug and alcohol testing provider or a health practitioner.
<b>Employee Assistance Program (EAP)</b>	Work-based early intervention programme aimed at the early identification and/or resolution of both work and personal issues that may adversely affect performance.
<b>High Risk Workplace</b>	A workplace where activities in the opinion of Council are recognised to pose a high level of risk to the health and safety of workers and other people. High risk workplaces are zero drug and alcohol tolerance sites. Refer Appendix A.
<b>Illicit Drugs</b>	Includes, but is not limited to, heroin, cocaine, barbiturates, cannabis, amphetamines, methylenedioxy methamphetamine (MDMA, Ecstasy), non-prescribed pharmaceutical drugs including painkillers such as codeine, amphetamines, methadone, other opiates and steroids and the inappropriate use of volatile substances and other substances like ketamine or inhalants.
<b>Low Risk Workplace</b>	A workplace where activities in the opinion of Council do not pose a high level of risk to the health and safety of workers and other people. Low risk workplaces have an alcohol tolerance equivalent to being fit to drive an



TERM	DEFINITION
	ordinary vehicle in Queensland. Low risk workplaces are zero drug tolerance sites. Refer Appendix A.

Adopted by Council (date) (resolution)

**Mark Crawley**  
**Chief Executive Officer**



**APPENDIX A**

<u>HIGH RISK WORKPLACES</u>	<u>LOW RISK WORKPLACES</u>
<ul style="list-style-type: none"> <li>• Zero Drug Tolerance</li> <li>• Zero Alcohol Tolerance.</li> </ul>	<ul style="list-style-type: none"> <li>• Zero Drug Tolerance</li> <li>• Alcohol Tolerance Equivalent to Driving an Ordinary Car in Queensland.</li> </ul>
Road Work Sites – construction, maintenance, traffic control. All plant and equipment used in roads construction and maintenance.	Normanton Council Administration Offices.
Water and Waste Water Facilities – including all buildings and reservoirs. Any worksite where plumbing, trench work, confined spaces work or chemical usage is undertaken.	Karumba Customer Service Centre.
Aquatic Facilities.	Library and Visitor Information Centres Normanton and Karumba.
Works Depots Normanton and Karumba – any area within the Depot fence line.	
Airports Normanton and Karumba.	
Child Care Centre, Sports Centre or any location where child care activities are being undertaken.	
Barramundi Discovery Centre and Hatchery.	
Worksites and activities associated with Local Laws, Environmental Health, Building Surveying and Compliance functions.	
Waste Transfer Stations Normanton and Karumba.	

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### **9.6 CEMETERIES - STATEMENT OF PRINCIPLES**

<b>Attachments:</b>	9.6.1. Cemeteries - Statement of Principles <a href="#">↓</a> 9.6.2. Additional Fees and Charges <a href="#">↓</a>
<b>Author:</b>	Angeline Pascoe - Executive Assistant
<b>Date:</b>	10 June 2021
<b>Key Outcome:</b>	7.2 - Responsive and efficient customer service delivery
<b>Key Strategy:</b>	7.2.3 Build a culture of continuous improvement which recognises best practice.

---

#### **Executive Summary:**

Council owns, manages and is responsible for the cemeteries in Normanton and Karumba. However, it has come to Council's attention that there are no guidelines for the principles relating to cemeteries.

This document, once adopted, will set appropriate standards for the services provided at Carpentaria Shire Council's operated cemeteries, which will enable the effective delivery of services to meet the community needs.

#### **RECOMMENDATION:**

That Council:

1. adopt the Cemeteries - Statement of Principles; and
2. adopt the additional fees to be included in the 2021/2022 Schedule of Fees and Charges.

#### **Background:**

The attached document has been prepared to outline principles that will apply to all individuals, organisations, businesses and Council staff who enter a cemetery under Council's control and to provide a consistent approach to the operation of cemeteries owned, managed and maintained by Carpentaria Shire Council.

Currently the burial fees are \$3,860.00 and these fees apply whether it's an adult or child. Council should consider a different rate of burial fees for children. With the adoption of this document, the 2021/2022 Schedule of Fees and Charges will need to be amended to include additional fees for:

- Burial Fees for Child 12 years and under including Stillborn
- Application to Install/Restore/Upgrade a Monument
- Application to Inter Ashes in a Grave Site
- Reservation of a Grave or Columbarium Niche
- Reservation of a Grave for Child 12 years and under including Stillborn

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**Consultation (Internal/External):**

- Mark Crawley – Chief Executive Officer
- Phil Grieve – Council Ranger/Undertaker
- Joshua Grieve – Town Foreman

**Legal Implications:**

- Council Local Law

**Financial and Resource Implications:**

- Additional revenue may be realised through the adoption of the additional Fees and Charges

**Risk Management Implications:**

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



# CARPENTARIA SHIRE

*Outback by the Sea<sup>®</sup>*

Carpentaria Shire Council  
Cemeteries

Statement of Principles

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DRAFT

## 1. OBJECTIVE

- 1.1 To honour the Shire of Carpentaria's history and those who have made it the diverse and liveable Shire it is today.
- 1.2 To set appropriate standards for the services provided at Carpentaria Shire Council's operated cemeteries, which enable the effective delivery of services to meet community needs.
- 1.3 To provide a consistent approach to the operation of cemeteries owned, managed and maintained by Carpentaria Shire Council.
- 1.4 To provide a place for the living to visit their loved ones.

## 2. DEFINITIONS

- 2.1 Council – this refers to the Carpentaria Shire Council and specifically to employees within the Departments of Executive Services and Engineering Services as specified, and where appropriate, within this document.
- 2.2 Council Staff – this includes employees, contractors, and all others who perform work on behalf of Council.
- 2.3 Internment – the act or ritual of interring or burying.
- 2.4 Coffin – a coffin or casket.
- 2.5 Memorial – a headstone, monument, plaque, flower container/vase.
- 2.6 Headstone – upright, reclining desk, plinth of concrete, granite, sandstone or the like, with etched inscription or fitted bronze or brass plaque.
- 2.7 Monument – a construction/installation in concrete, granite sandstone or similar that covers the full surface area of the grave.
- 2.8 Plaque – tablet of bronze, brass or granite with inscription.
- 2.9 Columbarium – a structure for the public storage of funerary urns, holding cremated remains of the deceased.
- 2.10 Vase – Lawn and Monumental Sections: Approved vase – a flower container of metal, granite, sandstone or similar unbreakable material.
- 2.11 Cemetery Reservation Form – a form that permits the right to be buried in a particular grave and the right to authorise the burial of others in the grave/plots.
- 2.12 Monuments/Memorial – Monuments are a practical way of perpetuating memories and providing a focal point on the plot for family, friends and others. The size of the monument allowed on a plot depends on the area of the cemetery it is to be placed.

### 3. GENERAL

- 3.1 The principles within this document apply to all cemeteries that are under Council's control. These principles apply to all individuals, organisations, businesses and Council staff who enter a cemetery under Council's control.
- 3.2 Council managed cemeteries include Normanton and Karumba.
- 3.3 Cemetery fees for services provided are set out in Council's Schedule of Fees and Charges, which is reviewed annually.
- 3.4 Council applies cemetery fees and charges at an appropriate level to enable the provision of cemetery services at a fair price to the community. Cemetery fees and charges are set to cover the immediate costs of operating the cemetery and to contribute to the ongoing maintenance of the cemetery. However, Council does not accept the responsibility of maintaining graves.

### 4. STANDARD CONDITIONS FOR BURIALS

- 4.1 All burials shall take place between 9:00am and 3:00pm (excludes public holiday).
- 4.2 Family members of the deceased to liaise with the responsible officer and inform of the proposed day, date and time of the funeral. This action is required to ensure that there is not a booking for another interment and to ensure that Council can have the required resources available.
- 4.3 For all enquiries contact Council's Executive Assistant on (07) 47 452 200.
- 4.4 Grave excavation dimensions are:
  - 1.8 metres (D) x 2.4 metres (L) x 1 metre (W)Graves for children will be dug to the following dimensions:
  - 1.2 metres (D) x 0.9 metres (L) x 0.5 metre (W)

**IMPORTANT:** No further internments (including ashes) can be performed in an Infant/Child grave.
- 4.5 Preparation of Plots – Council employees will prepare grave sites. The preparation includes:
  - digging;
  - covering the grave with an aluminium security cover;
  - laying shoring boards/planks and bars as required; and
  - setting up the lowering device.
- 4.6 Council employees will remove the planks and lowering device once interment has occurred and remain at the cemetery until the grave has been filled.
- 4.7 Bynoe CACS Ltd employees will set up chairs and shade and remove once the funeral service is complete.

- 4.8 Council will exercise all due care when undertaking excavation for an interment when an existing monument or memorial structure exists on or around a plot.
- 4.9 In the event of a re-opening, Council may remove any monument structures, slabs, edging, etc to enable the safe opening of the grave. Council will require the applicant or family to make good the affected structure at their discretion following the interment.
- 4.10 Any structures moved must be either placed in a suitable location as agreed with workers, if it is able to be reinstated on the grave following the funeral. If the structure is unable to be reinstated, the family must remove all waste material from the cemetery.
- 4.11 All activities undertaken within the Cemetery grounds shall comply with relevant Work Health and Safety requirements:-
- Work Health and Safety Act 2011
  - Work Health and Safety Regulation 2011
  - AS4201-1994 Headstone and Cemetery Monuments
  - AS4425-1996 Above Ground Burial Structures

## 5. APPLICATIONS FOR INTERNMENT

- 5.1 A family member or a representative need to make contact with the Council Customer Service Officer and ask to speak with the officer responsible (the Executive Assistant) for the cemetery in which the burial is to take place, and inform the officer of the proposed day, date and time of the funeral. This action is required to ensure that there is not a booking for another interment and that Council have the required resources available.
- 5.2 An *Application for a Grave – Coffin/Casket Burial* form must be completed at least a week before the intended funeral date to allow sufficient time for administration work and the preparation of the grave.
- 5.2 Where the *Application for a Grave – Coffin/Casket Burial* is for a new plot, the family or representative of the family for the interment will abide by the terms of the Carpentaria Shire Council, Cemeteries – Statement of Principles.
- 5.3 Refer to Council's Cemetery Fees and Charges for a full list of applicable fees.

## 6. STANDARD CONDITIONS FOR INTERNMENT OF ASHES

- 6.1 All ashes interment requiring Council staff to be present (Demand Service) shall take place between 9:00am and 3:00pm (excludes public holidays).
- 6.2 For all enquiries contact Council's Executive Assistant on (07) 47 452 200.

### INTERNMENT IN A COLUMBARIUM

- 6.3 The interment of ashes in a columbarium can only be carried out by Council staff.
- 6.4 An *Application to Inter Ashes in a Columbarium Niche* form must be completed and submitted to the Council office by hand or emailed to: [council@carpentaria.qld.gov.au](mailto:council@carpentaria.qld.gov.au)  
The fee is set out in Council's Schedule of Fees and Charges.

In the case of a Demand Service, the form must be received at least three (3) working days before the intended interment date. The fee applicable to this service is per Council's Schedule of Fees and Charges.

- 6.5 The ashes and plaque are to be provided to Council at the same time, and unless the interment is a Demand Service, the interment and installation of the plaque will be made as soon as practicable after delivery to Council.
- 6.6 In the case of a Demand Service, the plaque and ashes\* must be delivered to Council three (3) working days prior to the date set for the Demand Service.

\* If the family prefers, they may retain the ashes for interment during the Demand Service.

- 6.7 Maximum Ashes Urn sizes for Columbarium Walls:

Normanton	110mm (H) x 200mm (D)
Karumba	255mm (L) x 145mm (W) x 120mm (H)

**IMPORTANT:** Ashes delivered to Council for interment at Normanton will be placed in a bottle that meets the size specifications for the columbarium. Ashes delivered to Council for interment at Karumba must be in an urn that meets the size specifications for the columbarium. Ashes supplied to Council in an urn that does not comply will be returned.

- 6.8 Plaque requirement:

Normanton Wall	Bronze 114mm (H) x 152mm (W)
Karumba Wall	Bronze 300mm (H) x 400mm (W)

- 6.9 Contact must be made with Council prior to ordering a plaque to ascertain which size may be used on a particular niche.
- 6.10 Council will not allow interment of ashes in the Columbarium until a plaque has been received.

#### INTERMENT IN A GRAVE

- 6.11 The interment of ashes in a grave can only be carried out by Council staff with the one exception being where a family wishes to conduct the interment on a weekend, public holiday or outside business hours. In such cases, in addition to lodging the required form and paying the relevant fee, a written request (email accepted) must be submitted for consideration. The applicant will be informed of Council's decision in writing, and if approved the applicant must have a copy of the approval correspondence in their possession whilst conducting the interment. Where approval is granted Council will dig the hole to the required size and cover it. The applicant is to fill the hole following the placement of the ashes.
- 6.12 Up to four (4) ashes urns are permitted to be interred in lawn and monumental plots.

**IMPORTANT:** A coffin interment cannot be performed in a plot after the interment of ashes.

- 6.13 An *Application to Inter Ashes in a Grave Site* form must be completed and submitted to Council's Office by hand or emailed to [council@carpentaria.qld.gov.au](mailto:council@carpentaria.qld.gov.au) prior to interment. The fee is as set out in Council's Schedule of Fees and Charges.
- 6.14 In the case of a Demand Service, the form must be received at least three (3) working days before the intended interment date. The fee applicable to this service is per Council's Schedule of Fees and Charges.
- 6.15 Following approval of the Application, unless the interment is a Demand Service, the interment will be made as soon as practicable after delivery of the ashes to Council.
- 6.16 In the case of a Demand Service, the ashes can be delivered to Council prior to the interment, or if the family prefers, they may retain the ashes for interment during the Demand Service.
- 6.17 Maximum Ashes Urn sizes for interment in a grave:
- Normanton and Karumba Cemeteries  
All Sections 275mm (L) x 175mm (W) x 175mm (H)
- IMPORTANT:** Ashes must be in an urn that meets the above size specifications. Ashes delivered to Council in an urn that does not comply will be returned, and in the case of an ashes urn brought by the family for interment at a Demand Service that does not comply, the interment will not proceed, and the payment for a further Demand Service fee may be required.
- 6.18 Ashes will be interred with a minimum of 50cm (0.5m) of soil coverage.
- 6.19 The position for ashes urns to be interred in a new or existing grave in a Lawn Section where no further coffin interments will take place shall be at the discretion of the person making the application, and such location must be indicated on the *Application to Inter Ashes in a Grave Site* form.
- The available locations are as specified below:
- Head of grave left hand side
  - Head of grave right hand side
  - Foot of grave left hand side
  - Foot of grave right hand side
- 6.20 The process for the selection of the position(s) for ashes urns to be interred in an existing grave in a Monumental Section shall be the same as detailed in the above Clause if a monument has not been constructed over the grave.
- 6.21 Where a monument has been constructed over the grave the position of ashes urns being interred shall be in similar locations to those above, however will be external to the plot, and will be positioned either immediately adjacent to the monument at the head or the foot of the grave. The location must be indicated on the Application form.
- 6.22 All activities undertaken within the Cemetery grounds shall comply with relevant Work Health and Safety requirements:-
- Work Health and Safety Act 2011
  - Work Health and Safety Regulation 2011
  - AS4201-1994 Headstone and Cemetery Monuments

- AS4425-1996 Above Ground Burial Structures

## 7 RESERVING A GRAVE SITE OR COLUMBARIUM NICHE

- 7.1 The person(s) reserving a grave site or niche must complete an "Application to Reserve a Grave Site or Columbarium Niche" form for the entitlement to be buried in the selected plot/niche. The fee is set out in Council's Schedule of Fees and Charges.

If the reservation is for a double depth grave, full particulars of both persons must appear on the application form and both parties MUST sign the form.

In the situation where a reservation is recorded on the Application for a Grave – Coffin/Casket Burial form, by the Funeral Director, namely the Council, such reservation will be accepted as properly made, without the requirement for the person(s) for whom the grave is being reserved to sign the form. In such cases it is not necessary for an Application to Reserve a Grave Site or Columbarium Niche form to be completed.

Once approved, correspondence will be forwarded to the applicant confirming the reservation prior of the plot or niche.

- 7.2 A reserved plot may be surrendered to Council upon written application from the family or representative of the family estate. If the surrender occurs within 6 months from the date of application, a full refund will be provided to the original payee. If the cancellation occurs later than 6 months from the date of application, Council will refund 80% of the fees paid to the original payee. The applicant is required to provide either a copy of Council's correspondence confirming the reserved site, or a copy of the receipt issued for payment of the reserved site fee.
- 7.3 Council will undertake a review of all reserved plots in excess of 10 years duration, annually, in order to ascertain whether the applicant still requires the reservation.

## 8 LAWN CEMETERY SECTIONS

- 8.1 Council is responsible for the maintenance of the Lawn sections, which includes all shrubs, plants and trees.
- 8.2 No tree, shrub or other plant is permitted to be planted within the cemeteries, including at grave sites, other than by Council.
- 8.3 Fresh and plastic flowers are permitted to be retained within approved vases only and must be securely placed at the head of the grave site on the concrete beam/concrete tablet. Flowers will be removed as they deteriorate, with such removal being at the discretion of the family.
- 8.4 Council takes no responsibility for any items left at grave sites.
- 8.5 An *Application to Install/Restore/Upgrade a Memorial* form must be completed for the installation of all new monuments, headstones and associated works and also for all upgrades and restoration works proposed to be undertaken to an existing memorial.
- 8.6 No archways, statue or other structure is permitted to be installed within the Lawn Sections.

- 8.7 Any item identified as a hazard that may endanger the wellbeing of the public or Cemetery Maintenance staff shall be removed at the discretion of the Council (Engineering Town Crew). Council reserves the right to remove any headstone, statue or the like, and/or any granite, marble, concrete slab or edging and any flower container (after due notice to family or descendants where same can be established) in the event that the condition of same renders it dangerous to Council Cemetery Maintenance staff or visitors and the cost of doing so may be recovered, at the discretion of Council, from the family or representative of the family.
- 8.8 Any unapproved structures or items left at grave sites as outlined herein shall be removed at the discretion of Council.

## 9 MONUMENTAL CEMETERY SECTIONS

- 9.1 Monuments are required to be installed by a Monumental Stone Mason or an approved licensed builder. An *Application to Install/Restore/Upgrade a Monument* form must be completed and granted approval prior to the installation of all new monuments, headstones and associated works and also for all upgrades and restoration work proposed to be undertaken to an existing monument. Monuments must comply with the specifications outlined in the Memorials and Monuments section of this document.
- 9.2 Council is responsible for the maintenance of aisles between the rows of graves in the Monumental Sections and also all shrubs, plants and trees. Maintenance of the graves is the responsibility of the family or representative of the family.
- 9.3 Council takes no responsibility for any items left at grave sites.
- 9.4 No tree, shrub or other plant is permitted to be planted within the cemeteries, including at grave sites, other than by Council.
- 9.5 Any item identified as a hazard that may endanger the wellbeing of the public or Council staff shall be removed at the discretion of Council. Council reserves the right to remove any headstone, statue or the like, and/or any granite, marble, concrete slab or edging and any flower container (after due notice to family or descendants where same can be established) in the event that the condition of same renders it dangerous to Council staff or visitors and the cost of doing so may be recovered, at the discretion of Council, from the family or representative of the family.
- 9.6 Any unapproved structures or items left at grave site as outlined herein shall be removed at the discretion of Council.

## 10 MEMORIALS & MONUMENTS

- 10.1 All monuments must be constructed by a licensed Monumental Stone Mason or Builder (who has provided Council with evidence of a current public liability insurance policy) and must comply with the Australian Standards AS4204-1994 Headstones and Cemetery Monuments. Failure to comply may result in removal.
- 10.2 Construction dimensions of monuments/vaults/concrete slabs are to comply as follows:
- Lawn Sections: 380mm long x 280mm wide (max)

- Beam Sections: 1300mm long x 900mm wide x 1000mm high (max)
- Monumental (Religious) Sections in ground burials: A mandatory full concrete slab that is 2700mm long x 1500mm wide must be laid over the grave within 2 years from date of burial.

**Note** – Council will consider written applications for deviations from the specifications (for example, double vaults, multiple vaults on plots) however must be accompanied by verified information from funeral directors and/or stonemasons including drawings signifying that all possibilities have been considered and the result is achievable. Further Council officers decision will be final.

- 10.3. An *Application to Install/Restore/Upgrade a Monument* form must be completed and handed into Council, prior to erection of all new monuments, headstones and upgrade works. All workers carrying out works at a Council owned cemetery must carry their permit on them at all times. Failure to provide a copy of the application to Council officers when requested may result in being asked to stop works immediately.
- 10.4 Council Officers must carry out an inspection of the grave site and mark the grave before any monumental works can take place.
- 10.5 The fee for a permit is detailed in the Cemetery Fees and Charges. Once a permit has been paid for and approved, it will be issued to the applicant and/or Monumental Stone Mason.
- 10.6 A Construction Permit will only be issued with consent from the Right of Burial holder. Where the Right of Burial holder is deceased, An *Application to Install/Restore/Upgrade a Monument* form may be issued with the approval of the applicant identified on the *Application for Burial Form/s* (for the Right of Burial holder).
- 10.7 A family can request to erect a monument on a historical plot in honour of the deceased person through An *Application to Install/Restore/Upgrade a Monument* form. Council may consider such a request where it believes the family is acting with the full consent of the deceased person. If approval is given, the Right of Burial certificate will not automatically be transferred.
- 10.8 Any monumental grave, monument, headstone, plaque or marker in the Cemetery shall be maintained by the family of the person whose remains have been buried within the plot.
- 10.9 When an unveiling of a headstone is undertaken, we require that all of the materials that are part of the unveiling process be removed following the celebration.

## 11 REFERENCES

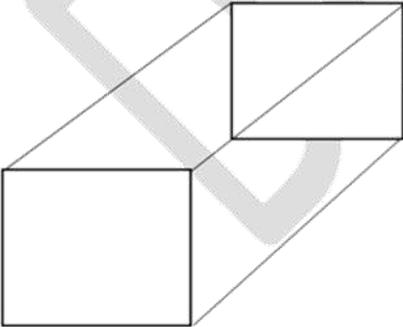
- Local Law No.18 - Cemeteries
- Subordinate Local Law No.1.9 – Operations of Cemeteries
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- AS4201-1994 Headstone and Cemetery Monuments
- AS4425-1996 Above Ground Burial Structures

## APPENDIX A - COLUMBARIUM URN & PLAQUE SIZES

### Normanton Columbarium

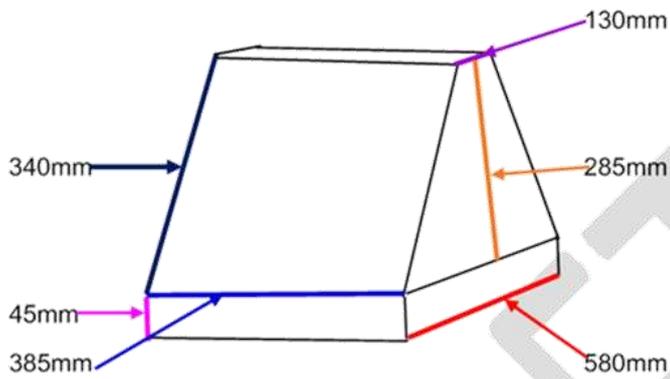
Maximum Urn Size 110mm (H) x 200mm (D)	Plaque Size 114mm (H) x 152mm (W)
	

### Karumba Columbarium

Maximum Urn Size 255mm (L) x 145mm (W) x 120mm (H)	Plaque Size 300mm (H) x 400mm (W)
	

## APPENDIX B – LAWN CEMETERY PLINTHS

The plinths in both Normanton and Karumba Lawn Cemetery are the same size.



The installation of plaques in the Lawn Section can only be carried out by Council staff to be placed on the plinths.

## ATTACHMENT B – Additional Fees and Charges

Fee & Charge Description	Commercial / Service Fee	Authorising Legislation or Local Law/Relevant Provision(s)	2021/2022 Fee (incl GST if applicable)	GST	GL Number (Synergysoft)	Income Expenditure (Synergysoft)
<b>CEMETERIES</b>						
<b>Normanton and Karumba</b>						
Burial Fee for Child 12 years and under including Stillborn	Commercial / Service Fee	Local Government Act 2009, s262(3)(c)	1,000.00	Y	Ntn: 400812 Kba: 400822	1561 Cemetery Charges
Application to Install/Restore/Upgrade a Monument	Commercial / Service Fee	Local Government Act 2009, s262(3)(c)	100.00	Y	Ntn: 400812 Kba: 400822	1561 Cemetery Charges
Interment of Ashes (Inground)	Commercial / Service Fee	Local Government Act 2009, s262(3)(c)	210.00	Y	Ntn: 400812 Kba: 400822	1561 Cemetery Charges
Reserved Plots – Once reserved no additional plot charges are payable in the future.						
Burial Plot	Commercial / Service Fee	Local Government Act 2009, s262(3)(c)	200.00	Y	Ntn: 400812 Kba: 400822	1561 Cemetery Charges
Burial Plot for Child 12 years and under including Stillborn	Commercial / Service Fee	Local Government Act 2009, s262(3)(c)	100.00	Y	Ntn: 400812 Kba: 400822	1561 Cemetery Charges
Reserve Niche	Commercial / Service Fee	Local Government Act 2009, s262(3)(c)	200.00	Y	Ntn: 400812 Kba: 400822	1561 Cemetery Charges

## BUSINESS PAPERS

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

#### 10.1 DCS REPORT - MAY 2021

<b>Attachments:</b>	10.1.1. DCS Budget - May <a href="#">↓</a> 10.1.2. 1080 Baiting Schedule - Round 1 <a href="#">↓</a> 10.1.3. Karumba Weed Map - Round 1 <a href="#">↓</a> 10.1.4. Local Laws Statistics - May <a href="#">↓</a> 10.1.5. Brown Dog Tick <a href="#">↓</a>
<b>Author:</b>	Julianne Meier - Director Corporate Services
<b>Date:</b>	10 June 2021

<b>Key Outcome:</b>	7.3 - Strategic management of Council
<b>Key Strategy:</b>	7.3.2 Implement integrated strategic planning approaches across Council, including efficient and effective risk management.

#### 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 May 2021; and
2. that those matters not covered by resolution be noted.

#### Background:

##### .1 Actions Outstanding from Previous Meetings

Date:	Action	Status	Comment
	Review the water allocation on all non-profit and sport and recreation users.	In Progress	A review of General Rates and Utility Charges has been undertaken. The recommendations are under review, and expected to be resolved.
	Liaise with Telstra to improve bandwidth at Normanton Rodeo Grounds	In Progress	Ongoing – reported fault with Telstra about service drop outs. Officers to discussed issue with Telstra to see if we can increase bandwidth during specific events, however have been advised we already have the maximum bandwidth. Will raise with GWI in ICT Strategy Development to see what options may be available, if any.

## BUSINESS PAPERS

April-19	That Council proceed with the switchboard upgrade at the Normanton Rodeo Grounds.	Complete	The quote to upgrade the switchboard was \$66k and the grant sourced was \$38k. Officers are currently liaising with the funding provider to seek a variation of scope from transformer upgrade to switchboard upgrade. Officers are recommending the best use of the grant would be to do the following works: <ul style="list-style-type: none"> <li>• Remaining rodeo grounds lights \$25k</li> <li>• Show shed power upgrades \$13k</li> <li>• Lights are finished and the new submains to the show shed are complete.</li> </ul>
May-20	Enter into lease agreement with World Fuels and IOR for supply of avgas at Karumba Aerodrome.	Ongoing	Council to provide a small bitumen turnaround area to the bowsers, fill where the bowsers to be placed and a new electrical meter box to supply power to the bowsers. Currently the lease agreement is being drafted by Preston Law. The surveyor has been engaged to draft survey plans of the leased area.
Jan-20	Abandoned Vehicles	In Progress	Refer Local Laws Report
Jan 21	Lease Agreements	In Progress	Will commence after budget adoption.

### .1 Budget

As at 31<sup>st</sup> May 2021, the financial year had elapsed 91%. Of the \$2.9 million budget, \$3.8 million or 77%, including commitments has been expended. The budget is attached for review and actuals are tracking satisfactorily against budget. A copy of the budget report has been attached.

### .2 Special Budget Meeting

The Special Budget Meeting has now been scheduled for Wednesday the 30<sup>th</sup> June 2021, at Council's Normanton Boardroom. Budget workpapers shall be distributed to Council at the Budget Workshop on the 17<sup>th</sup> June 2021.

### .3 1080 Baiting

The 1080 baiting program covers over 9 million hectares of land, targeting both pigs and dogs using approximately 60 litres of 1080 poison and 10 tons of meat. The proposed dates and locations for Round 1 of the program are attached.

The areas highlighted in yellow will now be undertaken in the first week of July due to aircraft availability and the area still being considerably wet.

## **BUSINESS PAPERS**

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### **.4 Business Licence Renewal Notices**

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All food, caravan and camping inspection letters have been sent out to business owners and compliance visits have been undertaken. Business License Renewal notices are now being issued to businesses as they pay the fees.

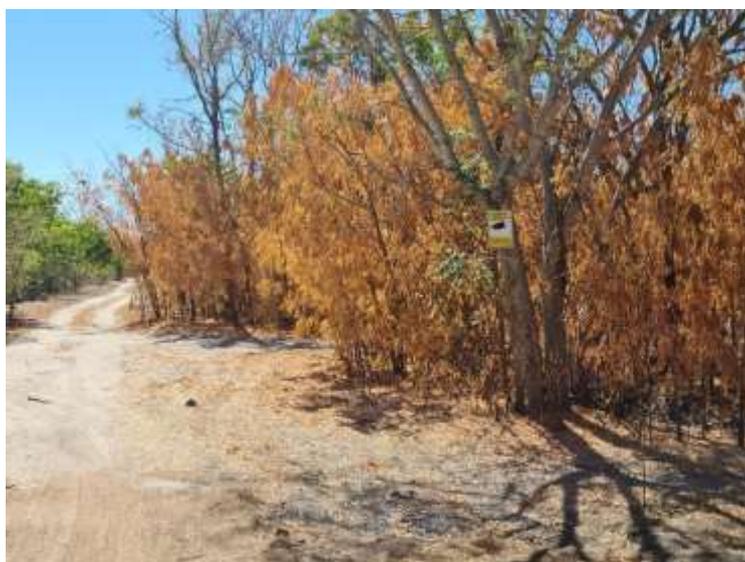
### **.5 Weed Control**

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In early May, Carpentaria Land Council Rangers commenced Round 1 of the Weed Spraying, and spent four days poisoning –

- Karumba walking track
- Vacant block across from Civica Centre
- Karumba Developmental Rd
- Allan Howie Rd past Truck Stop

Some of these areas were heavily covered with rubber vine, neem trees, chonky apple (also commonly known as chinee apple) and other varieties of invasive species. A total of 7,395 plants have been treated, including 3,750 Rubber Vine, 3,435 Neem Trees and 210 Chinee Apple Trees. More than 5,500 litres of chemical was used, including Grazon, Starane and Access. The chemical was applied by canopy spraying and basal barking. The pictures below show the effects of spraying after about four weeks. A map of the Karumba Area is attached showing the areas of treatment.



## **BUSINESS PAPERS**

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## **BUSINESS PAPERS**

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### **.6 Local Laws Update**

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As tourism numbers increase parking of recreational vehicles (boats, caravans, etc.) in angle parking areas increases. There has also been an increase in illegal camping as expected. The Local Laws Officer continually reminds tourists to move to the designated areas.

The Local Laws Officer has been policing the Gilbert Street Boat Ramp and loading zone more regularly, as a number of tourists are using cast nets off the pontoon and leaving fish on pontoon and on the slipway. Recently eight large salmon skeletons were left at the boat ramp. This poses considerable danger for locals and tourists as the remains will likely attract crocodile.

A number of tourists have been seen waist deep at the Karumba Point Boat Ramp. The Local Laws Officer can only educate the tourists to the dangers such as crocodiles and bull sharks.

A large number of cats have been impounded during May and subsequently euthanized. Other statistics for the year are follow in this report.

Dog Registration Notices have been printed and will be mailed on the 8<sup>th</sup> June 2021. Payment is due by 30<sup>th</sup> June 2021. The amnesty (free registration) is available for renewals only, paid by 30<sup>th</sup> June 2021.

Ehrlichia Canis a deadly bacterial disease spread by brown dog ticks, that has made its way to Australia and is spreading rapidly. It affects dogs and can also in some cases infect humans. The disease is thought to have come from Indonesia, and it is unlikely many dogs will survive if they are bitten by this particular tick. The symptoms are agonizing.

At the time of writing this report, this tick has been found in Doomadgee and Cloncurry and it is expected it will only be a matter of time before deaths are reported within the Shire. The Local Laws Officer has provided information to businesses and individuals to try to inform the community. A post has been placed on Council's website and Facebook. Pamphlets have been provided to caravan parks, noticeboards, tourists, at the rodeo grounds, and everywhere individuals or business will take a notice. Unfortunately, some individuals don't appear to be taking this advice seriously. A copy of the notice has been attached.

Any deaths from Ehrlichia Canis are to be reported to Biosecurity Qld. The Local Laws Officer will report this information as he has the appropriate test kits and has been testing for

## **BUSINESS PAPERS**

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this since mid-2020, and providing results back to Biosecurity Qld. Any statistics will be included in future reports.

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

- Carpentaria Land Council Aboriginal Corporation (CLCAC)
- Local Laws Officer
- Manager of Finance and Administration

### **Legal Implications:**

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

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

- Within Budget.

### **Risk Management Implications:**

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

In respect of audit matters, risk is dependent on the rating provided in the audit reports.



**CLCAC** CARPENTARIA LAND COUNCIL  
 ABORIGINAL CORPORATION

*United we stand.*

**Normanton Rangers Contract Program - 2021**  
**1080 Baiting - Round 1**

**Proposed Dates & Locations**

PROPOSED:	DATES	Properties	Baiting Station
TBC		Delta Downs Karumba Holdings Maggeville	Delta Downs
Monday	31 <sup>st</sup> May	Miranda Downs	Miranda Downs
<b>Tuesday</b>	<b>1<sup>st</sup> June</b>	<b>Stirling/ Lotusvale</b>	<b>Stirling</b>
<b>Tuesday</b>	<b>1<sup>st</sup> June</b>	<b>Vanrook</b>	<b>Vanrook</b>
<b>Wednesday</b>	<b>2<sup>nd</sup> June</b>	<b>Inkerman</b>	<b>Inkerman</b>
<b>Thursday</b>	<b>3<sup>rd</sup> June</b>	<b>Rutland Plains</b>	<b>Rutland Plains</b>
<b>Friday</b>	<b>4<sup>th</sup> June</b>	<b>Dunbar Koolata</b>	<b>Dunbar</b>
Tuesday	8 <sup>th</sup> June	Donors Hill, Talwanta Neumeyer Valley Cowan Downs McAllister	Donors Hill (Borrow pit) Neumeyer Valley Road
Tuesday	8 <sup>th</sup> June	Lorraine	Lorraine
Thursday	10 <sup>th</sup> June	Iffley Warren Vale Glenore Wondoola	Glenore
Tuesday	15 <sup>th</sup> June	Magowra Inverleigh Inverleigh West	Magowra Inverleigh Inverleigh West- TBC
Wednesday	16 <sup>th</sup> June	Double Lagoon	Double Lagoon
Thursday	17 <sup>th</sup> June	Wernadinga Augustus Downs	Wernadinga Augustus Downs
Friday	18 <sup>th</sup> June	Mutton Hole	Mutton Hole
Tuesday	23 <sup>rd</sup> June	Broad Water	Broad Water
Wednesday	24 <sup>th</sup> June,	Haydon Timora,	Haydon



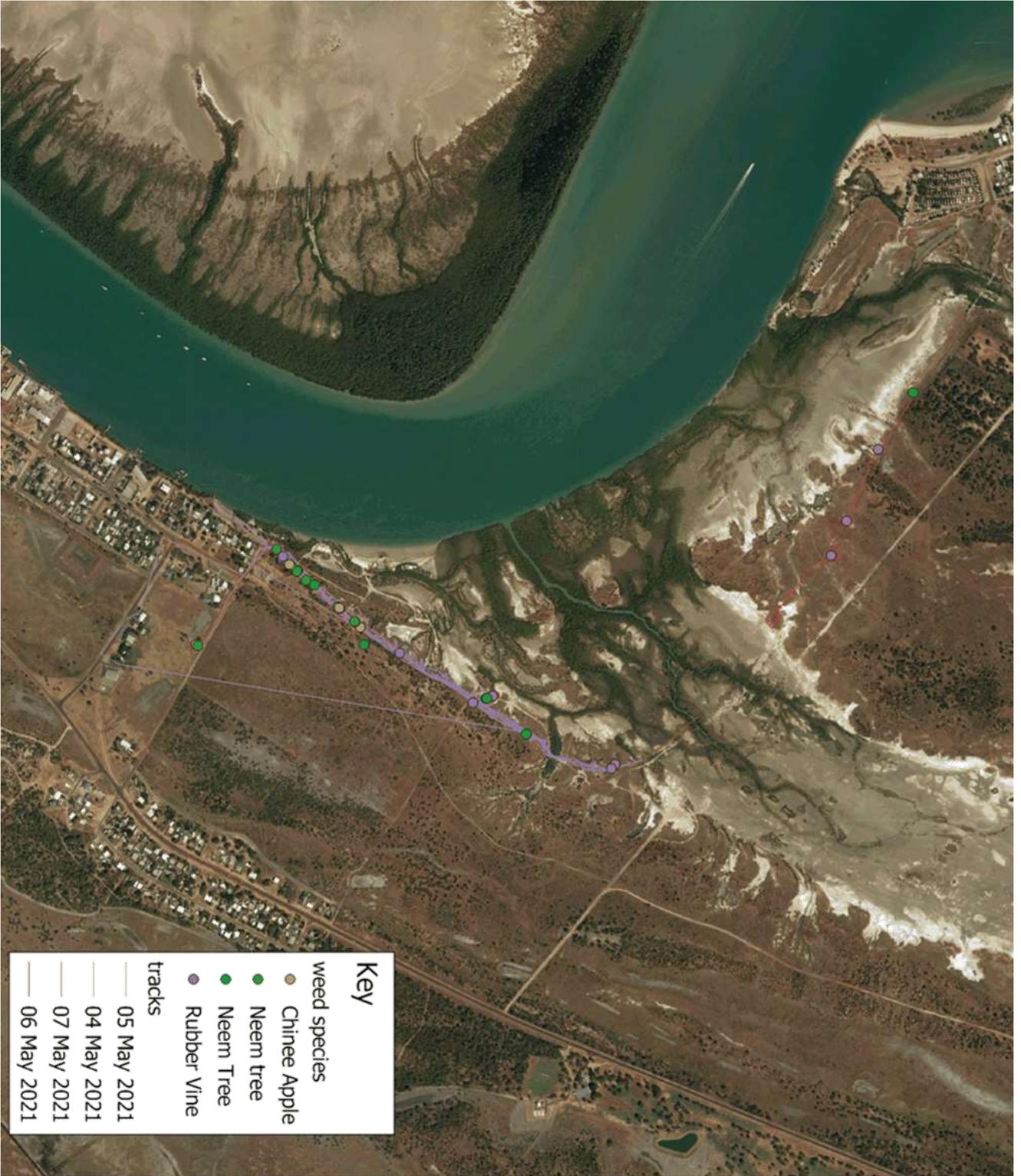
**CLCAC** CARPENTARIA LAND COUNCIL  
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<b>Wednesday</b>	<b>2<sup>nd</sup> June</b>	<b>Inkerman</b>	<b>Inkerman</b>
<b>Thursday</b>	<b>3<sup>rd</sup> June</b>	<b>Rutland Plains</b>	<b>Rutland Plains</b>
<b>Friday</b>	<b>4<sup>th</sup> June</b>	<b>Dunbar Koolata</b>	<b>Dunbar</b>
Tuesday	8 <sup>th</sup> June	Donors Hill, Talwanta Neumeyer Valley Cowan Downs McAllister	Donors Hill (Borrow pit) Neumeyer Valley Road
Tuesday	8 <sup>th</sup> June	Lorraine	Lorraine
Thursday	10 <sup>th</sup> June	Iffley Warren Vale Glenore Wondoola	Glenore
Tuesday	15 <sup>th</sup> June	Magowra Inverleigh Inverleigh West	Magowra Inverleigh Inverleigh West- TBC
Wednesday	16 <sup>th</sup> June	Double Lagoon	Double Lagoon
Thursday	17 <sup>th</sup> June	Wernadinga Augustus Downs	Wernadinga Augustus Downs
Friday	18 <sup>th</sup> June	Mutton Hole	Mutton Hole
Tuesday	23 <sup>rd</sup> June	Broad Water	Broad Water
Wednesday	24 <sup>th</sup> June,	Haydon Timora,	Haydon



**CLCAC**

**Normanton Rangers  
 Fee For Service Weed  
 Management  
 Karumba, May 2021**

Treatment details  
 4 Days of treatment  
 5 Rangers

7,395 Individual plants treated  
 3,750 Rubber vine  
 3,435 Neem tree  
 210 Chinese apple



2020/2021 Local Laws Reporting															
Month	New Animal Registrations				Impounded Animals				Euthanized Animals						
	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	
	Dogs				Dogs				Cats						
Jul-20	10	4			8	2	40	22			6		40	22	
Aug-20	17	9			19	1	46	38			15		46	38	
Sep-20	10	2			10	2	32	24			8		32	24	
Oct-20	6				5		8	5			5		8	5	
Nov-20					8	2	18	12			4		18	12	
Dec-20					12	1	20	12			2		20	12	
Jan-21					holidays										
Feb-21					9		8	5			1		8	5	
MAR 21					8		35	29			5		35	29	
Apr-21					4		29	16		goanna 1	2		29	16	
May-21					6	1	45	28			4		45	28	
Jun-21															
<b>Total</b>	<b>43</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>89</b>	<b>9</b>	<b>281</b>	<b>191</b>	<b>1</b>	<b>52</b>	<b>0</b>	<b>281</b>	<b>191</b>	<b>0</b>	<b>0</b>

Total 2020 & 2021

Rounded Current Penalty Unit

\$133.35

2019/2020 Local Laws Reporting														
Month	Illegal Campers		Snakes removed		Overgrown Allotment notices		Abandoned Vehicles		Pound Release fees		Infringements Issued		Fines Collected	
	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba
Jul	23	28	4						\$330.00	-	-		\$330.00	-
Aug	37	54	2						\$330.00	-	-		\$330.00	-
Sep	29	35							-	-	-		-	-
Oct	4	6							-	-	-		-	-
Nov	1								-	-	-		-	-
Dec									-	-	-		-	-
Jan									-	-	-		-	-
Feb	2	1							-	-	-		-	-
Mar	7	5	3		14	17	17		-	-	-		-	-
Apr	23	13	6						-	-	-		-	-
May	25	26	4			2			-	-	-		-	-
Jun									-	-	-		-	-
<b>Total</b>	<b>151</b>	<b>168</b>	<b>19</b>	<b>4</b>	<b>14</b>	<b>19</b>	<b>17</b>	<b>0</b>	<b>660</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>660</b>	<b>0</b>

w.outbackvets.com



## PROTECT YOUR DOG NOW!

### **Ehrlichia Canis (E.Canis)**

Is a **deadly** bacterial disease spread by the brown dog tick, that has made its way into Australia and is spreading rapidly. It affects dogs and can also in some cases infect humans

E.canis is spread to dogs when an infected tick bites them. A tick only need to be attached for 30mins for them to pass on the bacteria. It cannot be spread from dog to dog (except through blood transfusion)



E.canis has been detected throughout the whole of the NT, Northern SA and WA as well as Cape York in QLD, many dogs have already died. If you are travelling to these areas your dog **MUST** be on tick protection.

### **BROWN DOG TICK**

#### Symptoms of E.canis:

Fever, lethargy, off food, weight loss, enlarged lymph nodes, runny eyes and nose, delayed blood clotting

To protect against E.canis we recommend the **Seresto tick collar** as it repels the ticks and kills them before they can bite your dog. Used with **Bravecto** at the same time it has been shown to be 98% effective at preventing E.canis infection

E.canis is difficult to treat, many dogs die. Those that survive will often suffer chronic illness and re-infection.

To stop the spread there are now legal restrictions in place around the movement of dogs across state borders

For more information please visit: **Outback and Airbourne vets on Facebook**  
Or search **E.canis** on the Northern Territory Government website

## **BUSINESS PAPERS**

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### **10.2 MONTHLY FINANCIAL REPORT - MAY 2021**

<b>Attachments:</b>	10.2.1. Monthly Financial Statements <a href="#">↓</a>
	10.2.2. Cash May 2021 <a href="#">↓</a>
	10.2.3. Monthly Local Spend May 2021 <a href="#">↓</a>
	10.2.4. Capital Expenditure Report - May 2021 <a href="#">↓</a>
	10.2.5. Budget Finance and Administration - May 21 <a href="#">↓</a>

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

**Date:** 10 June 2021

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

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

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#### **Executive Summary:**

Presentation of the financial report for May 2021 as required under section 204 of the *Local Government Regulation 2012*. The report is presented for noting and indicates whether Council is progressing satisfactorily against its current budget.

#### **RECOMMENDATION:**

That Council accepts the Monthly Financial Report, as required under section 204 of the *Local Government Regulation 2012* for the period ended 31 May 2021.

#### **FINANCIAL REPORT**

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

The following reports for 31 May 2021 are attached for Council's information.

- Operating Statement
- Operating Statement by Program
- Statement of Financial Position
- Cashflow Statement
- Summary of Accounts

#### **Operating Statement**

At the end of May 2021 (11<sup>th</sup> month of the budget year) the financial year had elapsed 92%.

The total recurrent revenue \$67.6m was 85% of the adopted budget \$79.9m while the total recurrent expenditure \$69 was 72% against the budget of \$96.7m.

The recurrent revenue items are tracking well against budget. The total rates and charges revenue budgeted was \$7,867,000 and we have levied \$7,446,419 leaving a shortfall of \$420,581. A large component of this will be excess water which will be levied in August 2021, but the accounting treatment will be to post the charge back to 30 June 2021 when the consumption occurred.

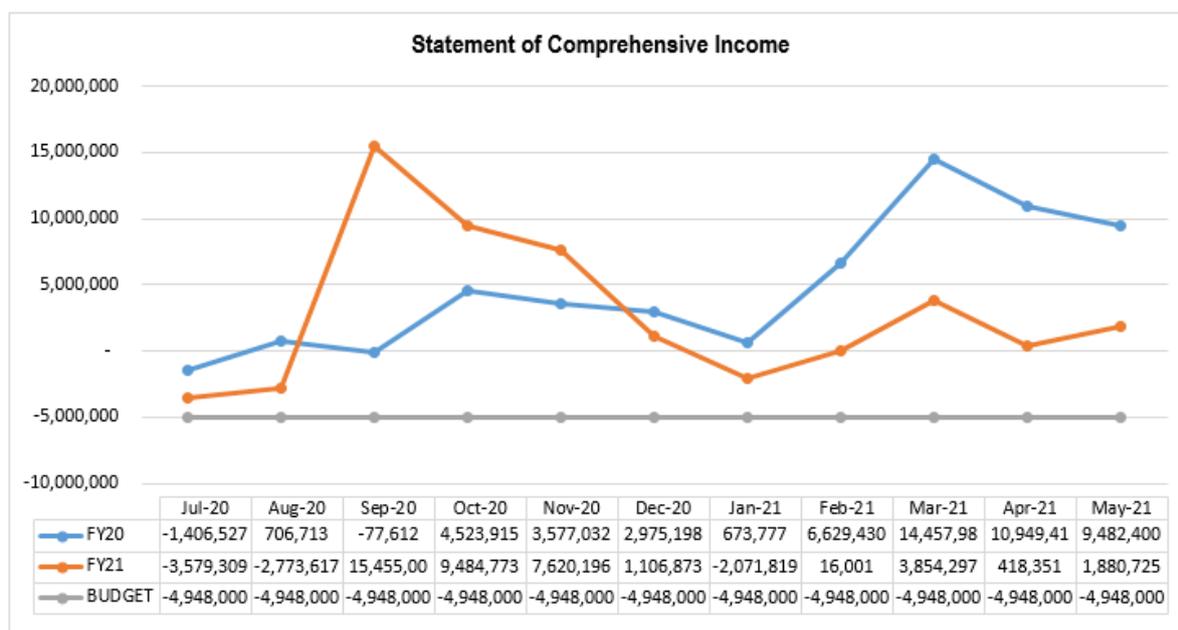
## BUSINESS PAPERS

For the period ending 31 May 2021, the total actual recurrent expenditure is \$ 69.3 m (72%) against budget \$96.6m. This is mostly due to the late commencement of road works because later than usual seasonal rains prevented access to remote areas, and crews had to wait for the area to dry prior to commencement of works.

At the time of the budget preparation, Council engineers estimated the recoverable works for the coming year, as a result not all recoverable works were included in the adopted budget. There has been an unexpected increase in recoverable works of \$14m in April, with a required completion date of 30 June 2021. This means Council's fleet will be more heavily utilized than initially expected, which flows to an increase in Council's plant hire revenue.

Whilst there may be individual budget line items that are over or under budget, overall, the departments are tracking well against budgets. The Tourism budget expenses are somewhat seasonal, and revenue is expected to exceed expenditure in the last quarter as visitor numbers increase.

The Comprehensive Income Statement indicates a Net Result of \$1,880,725.



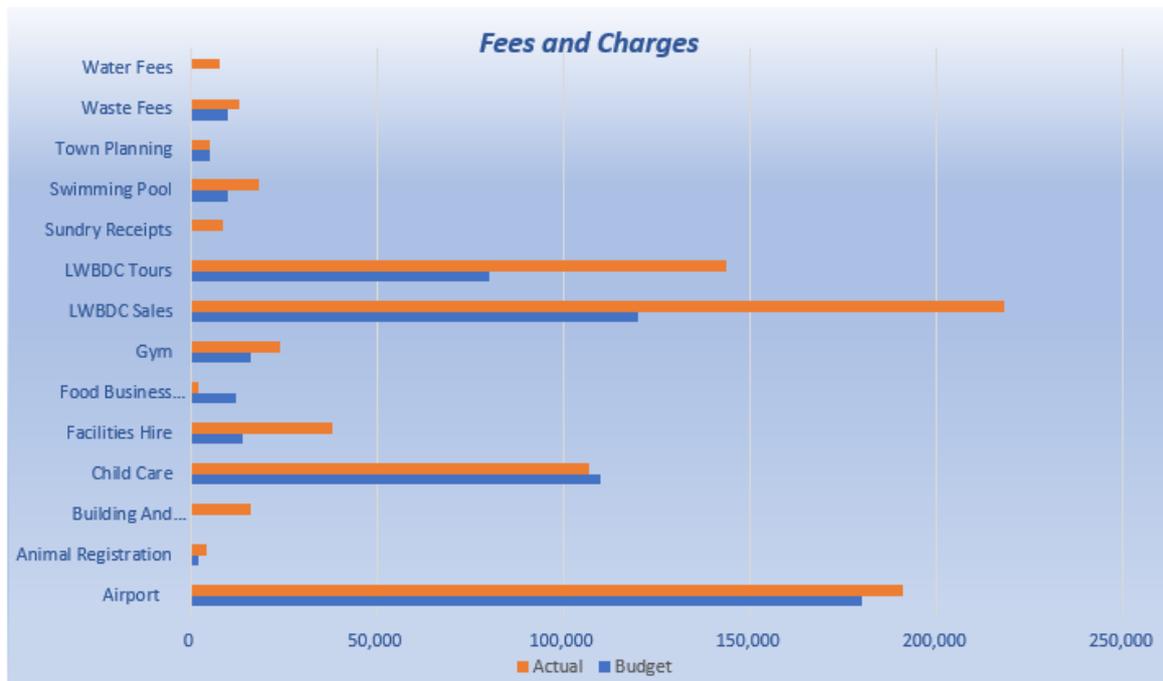
### Fees and Charges

Carpentaria Shire Council provides a wide range of services to the community, often for a fee or charge. Council charges fees based on Council fees and charges register which is adopted annually. The total fees and charges earned as of 31 May 2021 was \$834,103, 37% above the budgeted amount of \$608,000.

The table below shows different categories of fees and charges. The table shows Les Wilson Barra Discovery Centre (LWBDC) fees on sales and tours is much more favorable than budget. Generally, council is conservative on budgeting in this area, and perhaps

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coming out of the COVID climate there was uncertainty around tourist numbers. In this graph it is good to have the actual much higher than budget.



### Materials and Services

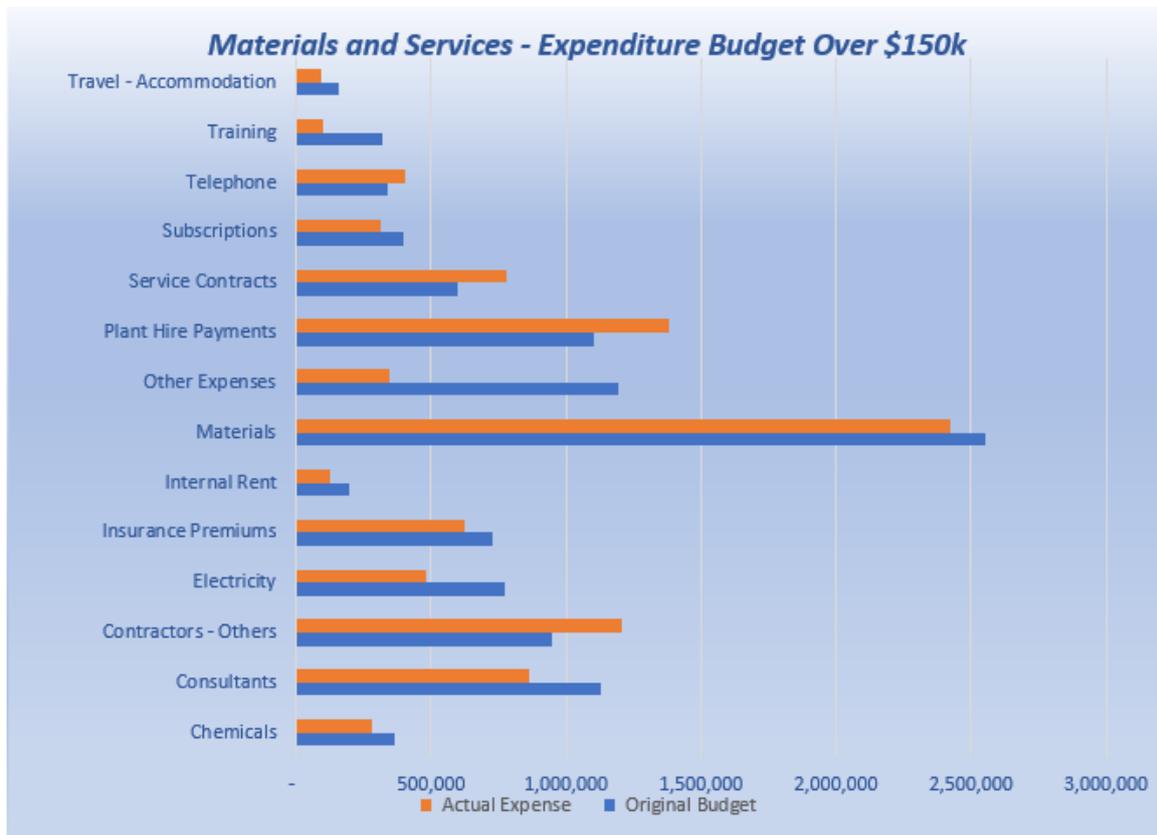
Overall, the materials and services expenditure is 25% below budget, and not expected to exceed the \$96.6m budget.

Whilst the engineering budget of \$14m has been overspent with actuals at \$14.9m the original budget did not anticipate an increase of \$14m in TMR works. This is not concerning as there will also be a corresponding increase in sales and recoverable works revenue, and fleet and plant revenue.

Some of the expenditure has been separately categorized. The table below shows some of the categories with an overall expenditure budget exceeding \$150K. The following expenditure has been excluded due to the large variation in expenditure making it difficult to interpret the graph:

- Main Roads - Sales and Recoverable Works
- Main Roads – Road Maintenance Performance Contracts
- Disaster Recovery Funding Arrangements
- Major Operating Expenditures.

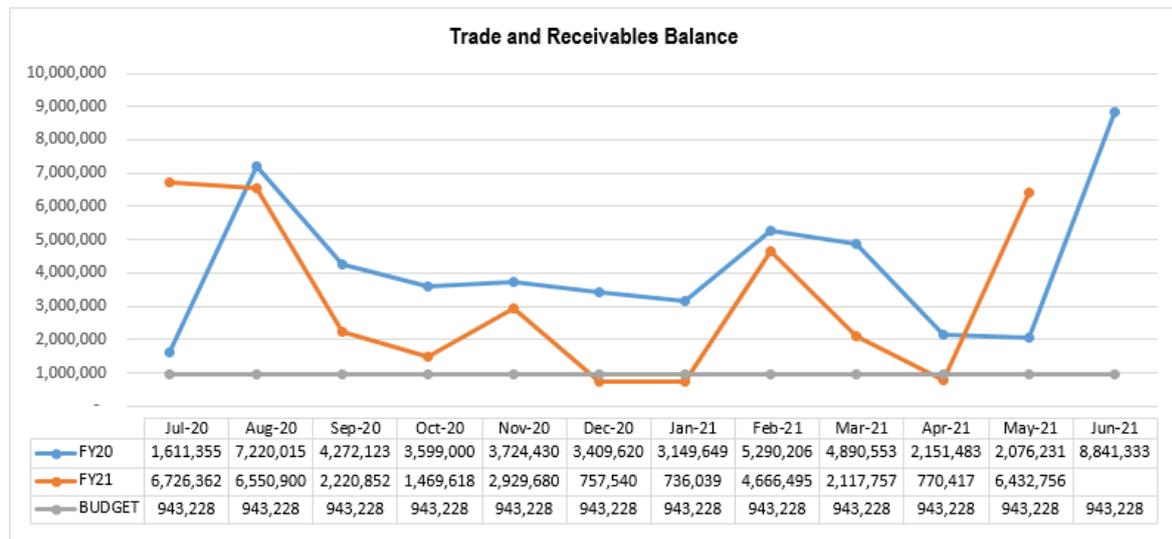
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### Financial Position Reports

The graph below shows Council's *Trade and Receivables* balance of \$ 6,432,756 has significantly increased from \$770,417 in April 2021. The increase is due to \$5.7m claim submitted to Main Roads, this amount has been collected in the first week of June 2021. The receivables balance is made up of rates receivable \$658,186 and the remaining balances are receivables from community loans, Main Roads recoverable works and airport charges. The balances will continue to change during the year given the nature of the accounts.

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### Cash

Council's cash position appears quite healthy at \$32.8 million, but it is important to understand Council has contract liabilities to perform works amounting to \$20m for which it has been paid in advance. There is \$14m in contract assets in the bank for works that have been completed, that Council is owed money for, such as recoverable works and some flood damage.

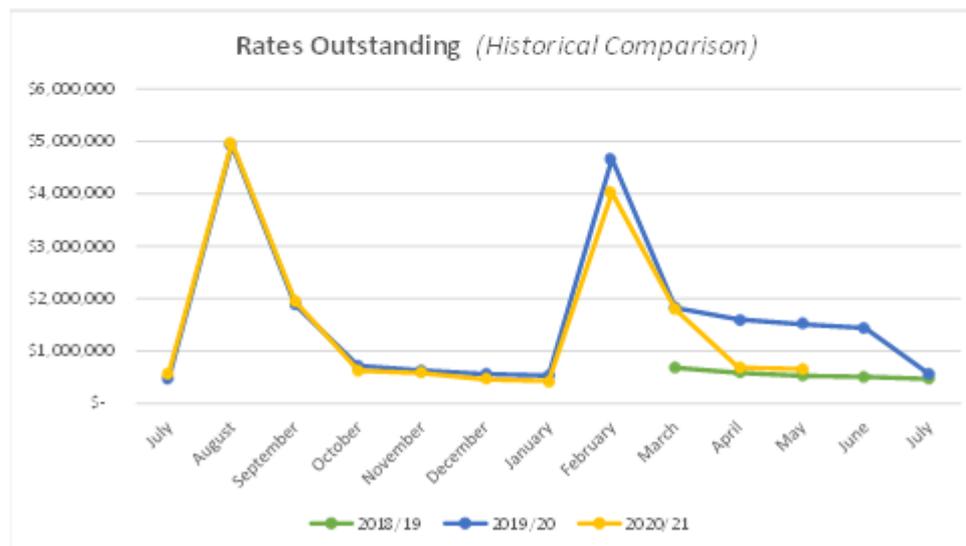
### Rates and Service Charges Receivables

Rates collection is ongoing with the amount outstanding slowly reducing and we are working proactively with ratepayers.

Council officers have developed working procedures and policy to be implemented in the new financial year. These include a clear debt recovery policy with timelines, and a hardship policy. There are some long outstanding arrears which shall be followed up once the new policies have been implemented and communicated.

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Rates Outstanding					
	%	May-21	Apr-21	Mar-21	May-20
Current Year	40%	310,116	311,978	1,405,092	1,171,766
1 Year Arrears	16%	121,713	126,081	130,877	89,756
2 Year Arrears	7%	51,715	55,175	56,775	47,476
3+ Year Arrears	19%	149,079	154,630	156,130	124,501
Interest	18%	141,167	142,167	143,915	177,973
Credits		(115,604)	(107,247)	(92,826)	(97,862)
<b>Balance</b>	<b>100%</b>	<b>658,186</b>	<b>682,784</b>	<b>1,799,963</b>	<b>1,513,610</b>



### Capital Expenditure Report 2020-2021

Council has a capital budget of \$18 million for the 2020/2021 financial year. The attached capital expenditure report shows some projects are multi-year projects and identifies how the project is tracking against the budget. Council is heavily reliant on grant funding for most capital expenditure, however the following items are funded by Council:

- Fleet and Plant Replacement
- Gilbert St Pontoon Repairs
- Old Croydon Road grid
- Shire Grid Installations
- Disability Access Footpaths in Karumba and Normanton
- Phase 2 of the Barra Hatchery Upgrade

For capital works that are externally funded, work shall not commence, other than minor preliminary costs, until the funding agreements have been executed. It is noted that any preliminary works are not able to be acquitted against the grant.

The Capital Expenditure budget will be continually assessed to ensure the projects are managed within the budget. Where savings from under expenditure are achieved, it is likely

## **BUSINESS PAPERS**

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this saving will be offset against other unplanned works. Failure of critical assets is an example of reallocation of budgetary resources. Ideally Council would maintain assets to a standard and spend an amount equivalent to its annual depreciation to achieve this.

Council total capital expenditure for the period 1 July 2020 to 31 May 2021 was \$ 5.5m of the \$18m budget. It is expected that more than 15 projects (excluding fleet) or 50% of the budget, approximately \$9.6m will carry forward to the next financial year. There are various reasons for this some of which are explained below.

Out of the \$1.6m fleet and plant budget, it is anticipated that all expenditure will carry forward to 2021/2021. Orders have been placed for 14 new motor vehicles with a total cost of \$922,548 and a new motor grader worth \$516,000, however, the expected delivery date for these items has been revised to September 2021. There have been delays due to COVID-19, and suppliers having an 6 to 8 month delay in sourcing new vehicles.

The John Henry Oval Upgrade Project funded by Active Community Infrastructure has had the budget revised down from \$1m to \$900,000. The completion date for this project is 31 December 2021.

Dunbar Kowanyama Road has delayed commencement of works due to late seasonal rains preventing access to the area. A request has been submitted to TMR for an extension on this project to 30<sup>th</sup> October 2021, and although it is not yet confirmed, it is more likely than not to be approved. Work is expected to commence mid June 2021.

Both projects related to the Normanton to Burketown Sealing have been delayed mostly due to the \$14m increase in TMR sales and recoverable works. The TMR work is due to be completed by 30 June 2021 and was not scheduled sooner as Council was only made aware of these projects in late April 2021. Because the Normanton Burketown Sealing works are not due until 30<sup>th</sup> September 2021, and the TMR works is profit generating to Council the works have been rescheduled.

Glenore Weir had an initial project budget of \$3.9m, which has since been revised downwards due to a revised scope of works. An extension of time has been granted to 30 June 2022 and it is expected \$1.5m will carry forward to next financial year.

Carpentaria Keeps It Cool - Ntn Sports Centre Project would have been completed, however there has been challenges sourcing an elevated work platform of sufficient size.

There are other projects with completion dates beyond 30 June 2021 that will carry over:

1. Raw Water Irrigation
2. De-sludging of Sewerage Lagoon (NDRP)
3. Normanton Town Entry
4. Disaster Coordination Centre

Many Council funded projects have been delayed due to lack of available resourcing.

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## **BUSINESS PAPERS**

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Please refer to the Capital Expenditure Report attached for detailed information on capital projects.

### **QTC Loans**

Council currently has three loans with Queensland Treasury Corporation (QTC), the details are shown below:

<b>Loan Purpose</b>	<b>Balance</b>	<b>Maturity Date</b>
Glenore Weir	4,744,497	15 March 2035
Karumba Sewerage	1,860,997	15 June 2030
Normanton Water	1,020,089	15 March 2031
<b>TOTAL</b>	<b>7,625,582</b>	

### **Budgets**

As at 31 May 2021, the financial year had elapsed 91.67%. The table attached shows the budget and actual to date expenses accountable by the Manager of Finance and Administration is 102% expended. Whilst some of this expenditure exceeds the budgeted amount, there were some unforeseen expenses not anticipated at the time the budget was prepared. These expenses are not expected to increase greatly by year end, but can also be offset by the Administration and Governance budget which is quite underspent...

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

- Executive Leadership Team, Managers and relevant officers

### **Legal Implications:**

- *Local Government Regulation 2012*, section 204:
  1. The local government must prepare a financial report.
  2. The chief executive officer must present the financial report –
    - a. if the local government meets less frequently than monthly—at each meeting of the local government; or
    - b. otherwise — at a meeting of the local government once a month.
  3. The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.

*Local Government Act 2009*

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

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

## **BUSINESS PAPERS**

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### **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 31 May 2021

	Core \$	QRA \$	Non-Core \$	Total \$	Budget \$
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent revenue</b>					
Rates, levies and charges	7,446,419	-	-	7,446,419	7,867,000
Fees and charges	341,831	-	492,271	834,103	608,000
Rental income	57,785	-	390,643	448,428	531,000
Interest received	187,395	-	-	187,395	200,000
Sales revenue	15,487,549	-	2,782	15,490,331	10,061,000
Other income	150,327	-	-	150,327	7,000
Grants, subsidies, contributions and donations	4,944,570	37,647,863	546,831	43,139,265	60,698,000
	28,615,877	37,647,863	1,432,528	67,696,267	79,972,000
<b>Capital revenue</b>					
Grants, subsidies, contributions and donations	3,307,119	-	213,029	3,520,148	11,768,000
<b>Total revenue</b>	31,922,996	37,647,863	1,645,557	71,216,416	91,740,000
Capital income	12,327	2,400	-	14,727	-
<b>Total income</b>	31,935,323	37,650,263	1,645,557	71,231,143	91,740,000
<b>Expenses</b>					
<b>Recurrent expenses</b>					
Employee benefits	(6,319,105)	(1,504,684)	(1,117,534)	(8,941,323)	(11,720,000)
Materials and services	(16,005,197)	(29,759,271)	(1,321,390)	(47,085,857)	(70,340,000)
Finance costs	(393,774)	-	-	(393,774)	(399,000)
Depreciation	(12,068,238)	-	(861,226)	(12,929,464)	(14,229,000)
	(34,786,313)	(31,263,954)	(3,300,150)	(69,350,418)	(96,688,000)
<b>Capital expenses</b>	0	0	0	0	-
<b>Total expenses</b>	(34,786,313)	(31,263,954)	(3,300,150)	(69,350,418)	(96,688,000)
<b>Net result</b>	(2,850,990)	6,386,309	(1,654,593)	1,880,725	(4,948,000)
<b>Other comprehensive income</b>					
<b>Items that will not be reclassified to net result</b>					
Increase / (decrease) in asset revaluation surplus	-	-	-	-	-
<b>Total other comprehensive income for the year</b>	-	-	-	-	-
<b>Total comprehensive income for the year</b>	(2,850,990)	6,386,309	(1,654,593)	1,880,725	(4,948,000)

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



**Statement of Comprehensive Income**  
 for the period ended 31 May 2021

	31 May 2021	2020.2021
	Actual	Adopted Budget
	\$	\$
<b>Income</b>		
Recurrent Revenue		
Rates and Charges	7,446,419	7,867,000
Fees and Charges	834,103	608,000
Rental Income	448,428	531,000
Interest Received	187,395	200,000
Sales & Recoverable Works Revenue	15,490,331	10,061,000
Other Recurrent Income	150,327	7,000
Grants, Subsidies and Contributions	43,139,265	60,698,000
<b>Total Recurrent Revenue</b>	<b>67,696,267</b>	<b>79,972,000</b>
Capital Revenue		
Grants, Subsidies and Contributions	3,520,148	11,768,000
Capital Income	14,727	0
<b>Total Income</b>	<b>71,231,143</b>	<b>91,740,000</b>
<b>Expenses</b>		
Recurrent Expenses		
Administration and Governance	(6,794,872)	(9,036,500)
Community	(2,379,684)	(3,494,500)
Engineering	(14,968,075)	(14,054,000)
Fleet and Plant	3,494,246	2,548,000
Environment	(1,016,669)	(1,889,000)
DRFA	(31,263,954)	(52,500,000)
Tourism	(1,601,826)	(1,376,000)
Water and Sewerage	(1,496,345)	(2,258,000)
Finance Costs	(393,774)	(399,000)
Depreciation	(12,929,464)	(14,229,000)
<b>Total Expenses</b>	<b>(69,350,418)</b>	<b>(96,688,000)</b>
Capital Expenses		
	-	-
<b>Total Expenses</b>	<b>(69,350,418)</b>	<b>(96,688,000)</b>
<b>Net Result</b>	<b>1,880,725</b>	<b>(4,948,000)</b>



**Statement of Financial Position**  
 as at 31 May 2021

	31 May 2021 Actual \$	2020.2021 Adopted Budget \$
<b>Current Assets</b>		
Cash and Equivalents	32,854,549	11,865,705
Trade and Other Receivables	6,432,756	943,228
Inventories	409,427	535,632
Other Financial Assets	433,982	478,207
ATO Receivable	0	360,000
Investments	0	1,000,000
Contract Assets	14,435,566	0
<b>Total Current Assets</b>	<b>54,566,280</b>	<b>15,182,772</b>
<b>Non-Current Assets</b>		
Receivables	159,534	159,534
Property, Plant and Equipment	347,653,406	346,984,156
Capital Works in Progress	8,284,783	18,016,000
<b>Total Non-Current Assets</b>	<b>356,097,723</b>	<b>365,159,690</b>
<b>TOTAL ASSETS</b>	<b>410,664,004</b>	<b>380,342,462</b>
<b>Current Liabilities</b>		
Trade and Other Payables	3,409,257	3,981,672
ATO Payable	130,327	0
Interest Bearing Liabilities	479,017	539,998
Provisions	1,251,945	919,872
Other Accounts Payable	100,000	100,000
Contract Liabilities	20,415,906	0
<b>Total Current Liabilities</b>	<b>25,786,452</b>	<b>5,541,542</b>
<b>Non-Current Liabilities</b>		
Interest Bearing Liabilities	7,146,565	7,057,920
Provisions	1,937,954	2,060,847
Other Accounts Payable	200,000	200,000
<b>Total Non-Current Liabilities</b>	<b>9,284,519</b>	<b>9,318,767</b>
<b>TOTAL LIABILITIES</b>	<b>35,070,972</b>	<b>14,860,308</b>
<b>NET COMMUNITY ASSETS</b>	<b>375,593,032</b>	<b>365,482,153</b>
Community Equity		
Asset Revaluation Reserve	269,621,280	268,161,543
Retained Surplus	105,971,752	97,320,610
<b>TOTAL COMMUNITY EQUITY</b>	<b>375,593,032</b>	<b>365,482,153</b>



**Cash Flow Statement**  
 for the period ended 31 May 2021

	31 May 2021 Actual \$	2020.2021 Adopted Budget \$
<b>Cash Flows From Operating Activities:</b>		
Receipts From Customers	17,844,842	26,666,954
Payments to Suppliers and Employees	(45,961,757)	(82,160,000)
	<u>(28,116,915)</u>	<u>(55,493,046)</u>
Interest Received	187,395	200,000
Rental Income	448,428	531,000
Non Capital Grant and Contributions	43,139,265	53,091,790
Borrowing Costs	(393,774)	(399,000)
<b>Net Cash Flows From Operating Activities</b>	<u>15,264,399</u>	<u>(2,069,256)</u>
<b>Cash Flows From Investing Activities:</b>		
Payments for Property, Plant and Equipment	(5,557,430)	(17,540,868)
Proceeds From Sale of Property, Plant and Equipment	0	276,000
Grants, Subsidies and Contributions	3,520,148	11,768,000
<b>Net Cash Flows From Investing Activities</b>	<u>(2,037,282)</u>	<u>(5,496,868)</u>
<b>Cash Flows From Financing Activities</b>		
Repayment of Borrowings	(314,737)	(463,212)
<b>Net Cash Flows From Financing Activities</b>	<u>(314,737)</u>	<u>(463,212)</u>
Net Increase (Decrease) in Cash Held	<b>12,912,380</b>	<b>(8,029,336)</b>
Cash at Beginning of Reporting Period	19,942,170	19,895,041
<b>Cash at End of Reporting Period</b>	<u>32,854,549</u>	<u>11,865,705</u>

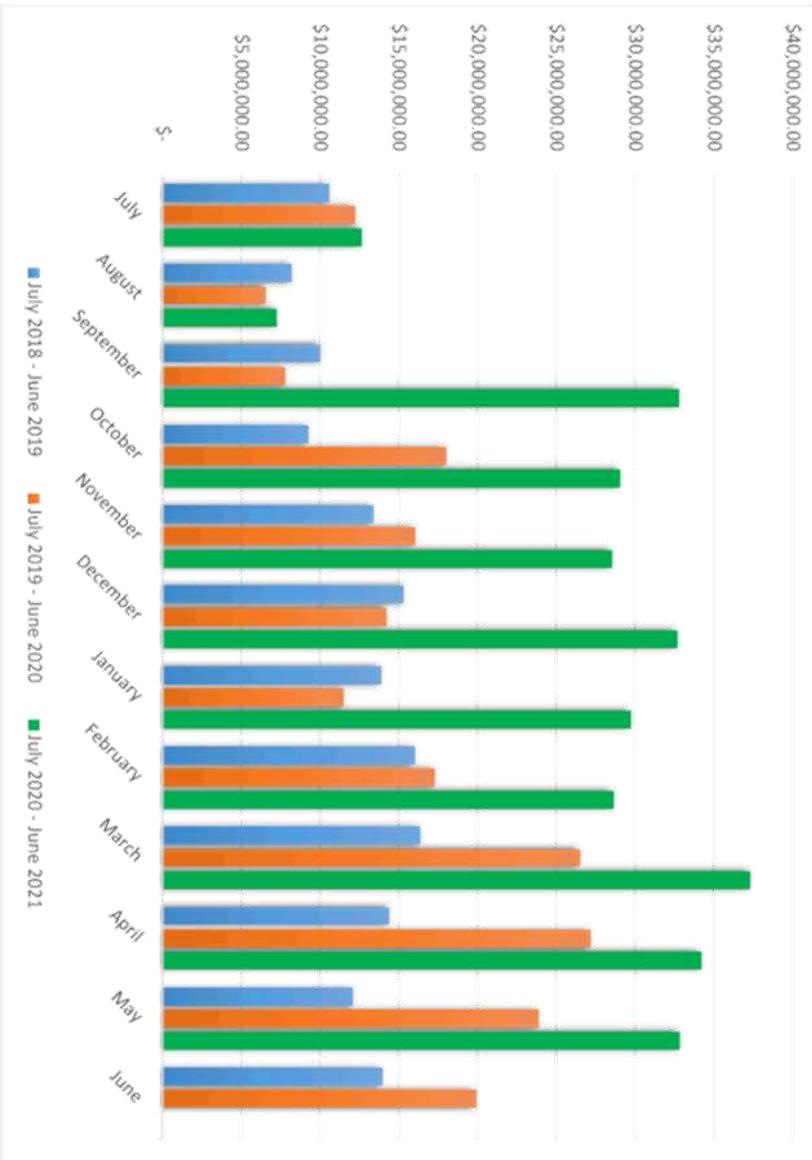


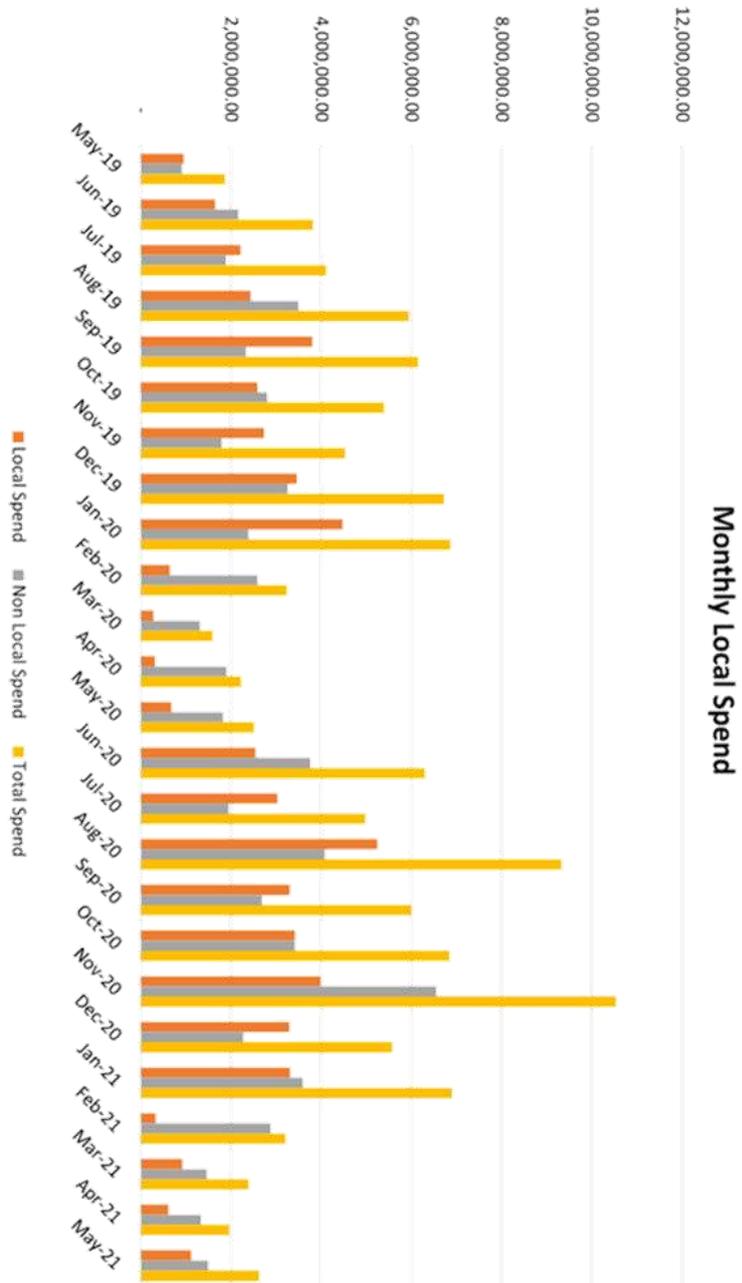
**Accounts Summary**

	31 May 2021	30 April 2021
	\$	\$
<b>General Accounts</b>		
Queensland Treasury Corporation	31,755,832	35,080,862
* Westpac General Operating Accounts	1,094,109	895,404
<b>Total balance held in banks</b>	<b>32,849,941</b>	<b>35,976,266</b>
<b>Trust Accounts</b>		
Queensland Treasury Corporation	91,378	91,378
Westpac Bank	33,659	33,659
<b>Total balance held in trust</b>	<b>125,037</b>	<b>125,037</b>
<b>Other Balances</b>		
** CSC Reserves	11,070,235	11,070,235
CSC Provisions	3,189,899	3,189,899
Net of Contract Assets and Liabilities	5,980,340	5,980,340
<b>Total balance reserves, provisions and contract liabilities</b>	<b>20,240,474</b>	<b>20,240,474</b>
<b>*** QTC Borrowings</b>		
Karumba Sewerage	1,860,997	1,851,125
Normanton Water Upgrade	1,020,089	1,014,794
Raise Glenore Weir	4,744,497	4,728,486
<b>Total balance QTC borrowings</b>	<b>7,625,582</b>	<b>7,594,405</b>
<b>Net Council Position</b>	<b>4,983,884</b>	<b>8,141,387</b>

CASH

Cash	July	August	September	October	November	December	January	February	March	April	May	June
2019	\$10,624,212.00	\$8,210,979.00	\$10,052,874.00	\$9,230,314.00	\$13,365,287.00	\$15,294,953.00	\$13,866,629.00	\$16,004,746.00	\$16,406,721.00	\$14,429,103.00	\$12,076,778.00	\$13,940,891.00
2020	\$12,280,567.00	\$6,538,396.00	\$7,802,385.00	\$17,986,246.00	\$16,045,726.00	\$14,253,941.00	\$11,534,551.00	\$17,310,350.00	\$26,505,321.00	\$27,149,119.00	\$23,891,105.00	\$19,895,041.00
2021	\$12,668,763.00	\$7,267,828.00	\$32,799,197.00	\$29,061,031.00	\$28,569,461.00	\$32,701,782.00	\$29,756,429.00	\$28,656,349.42	\$37,318,356.00	\$34,226,338.00	\$32,854,549.00	

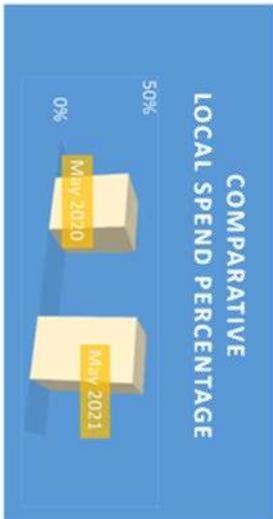




Suppliers	May-20	May-21
Local Spend %age	40%	49%

Suppliers	May-20	May-21
Local Spend	2,544,196	2,835,075
Non Local Spend	3,764,949	2,939,560
Total Spend	6,309,145	5,774,635
Local Spend %age	40%	49%



**CARPENTARIA SHIRE COUNCIL**  
**Capital Expenditure Report**  
**As of 31 May 2021**

WIP - Depots and Workshop	Type	Asset Class	Total Project Budget	Capital Budget 20,21	Expenditure 20,21	Expected Carryover	Grant Acquistal Due Date	Progress Update	Funding Body
Trades Shed	N	Buildings	200,000	14,000	10,435	-	n/a	Complete	Works for Queensland
<b>WIP - Fleet and Plant</b>			<b>1,395,000</b>	<b>1,613,875</b>	<b>-</b>	<b>1,613,875</b>			
P4138 - Graco Linelazer IV 250SPS (linemarker)	N	Plant	30,000	30,000	-	30,000	n/a	Carryover to 21/22 Budget	Council
CATERPILLAR 140M MOTOR GRADER (Sell P3018 & P3131)	R	Plant	440,000	440,000	-	440,000	n/a	Carryover to 21/22 Budget	Council
P1673 - Toyota Landcruiser Prado GXL Wagon	R	Plant	65,000	65,000	-	65,000	n/a	Carryover to 21/22 Budget	Council
P1680 - Toyota Hilux SR Dual Cab 4x4 Utility	R	Plant	55,000	55,000	-	55,000	n/a	Carryover to 21/22 Budget	Council
P1685 - Toyota Landcruiser Single Cab Utility	R	Plant	55,000	55,000	-	55,000	n/a	Carryover to 21/22 Budget	Council
P1770 - Ford Ranger Extra Cab 4x4 Utility	R	Plant	55,000	55,000	-	55,000	n/a	Carryover to 21/22 Budget	Council
P1604 - Toyota Hilux SR Dual Cab 4x4 Utility	R	Plant	55,000	55,000	-	55,000	n/a	Carryover to 21/22 Budget	Council
Job Truck (Sell P1664 - Toyota Landcruiser Dual Cab Utility)	R	Plant	130,000	130,000	-	130,000	n/a	Carryover to 21/22 Budget	Council
P1605 - Toyota Hilux SR 4x4 Single Cab Utility	R	Plant	45,000	45,000	-	45,000	n/a	Carryover to 21/22 Budget	Council
P1568 - Toyota Hilux SR DC Styleside Ute	R	Plant	35,000	35,000	-	35,000	n/a	Carryover to 21/22 Budget	Council
P1608 - Toyota Landcruiser Workmate Utility	R	Plant	35,000	35,000	-	35,000	n/a	Carryover to 21/22 Budget	Council
P1781 - Toyota Hilux SR TD 4x4 Dual Cab Utility	R	Plant	55,000	55,000	-	55,000	n/a	Carryover to 21/22 Budget	Council
P1769 - Toyota Hilux SR TD 4x4 Dual Cab Utility	R	Plant	55,000	55,000	-	55,000	n/a	Carryover to 21/22 Budget	Council
P1750 - Toyota Hilux SR 4x4 Dual Cab Utility	R	Plant	55,000	55,000	-	55,000	n/a	Carryover to 21/22 Budget	Council
P1771 - Toyota Hilux SR 4x4 Dual Cab Utility	R	Plant	55,000	55,000	-	55,000	n/a	Carryover to 21/22 Budget	Council
P1774 - Toyota Hilux SR TD 4x4 Dual Cab Utility	R	Plant	55,000	55,000	-	55,000	n/a	Carryover to 21/22 Budget	Council
P4016 - Jacobsen R-311T Wide area Mower	R	Plant	60,000	60,000	-	60,000	n/a	Carryover to 21/22 Budget	Council
P4013 - Kubota F3680 Front Deck Mower	R	Plant	60,000	60,000	-	60,000	n/a	Carryover to 21/22 Budget	Council
P6500 Cardboard Shredder - Karumba Transfer St	R	Plant	-	-	-	-	n/a	Sale Item to 21/22 Budget	Council
P4139 Vermeer BC1200XL Wood Chipper	R	Plant	-	-	-	-	n/a	Sale Item to 21/22 Budget	Council
P3136 Caterpillar 936E Landfill Compactor	R	Plant	-	75,754	-	75,754	n/a	Sale Item to 21/22 Budget	Council
New Toyota Landcruiser Dual Cab - Lone Patrol	R	Plant	-	80,751	-	80,751	n/a	Carryover to 21/22 Budget	Council
P1772 - Toyota Landcruiser Dual Cab - Mayor	R	Plant	-	80,751	-	80,751	n/a	Carryover to 21/22 Budget	Council
P1653 - New Toyota Hilux	R	Plant	-	62,370	-	62,370	n/a	Carryover to 21/22 Budget	Council
<b>WIP - Airports</b>			<b>60,000</b>	<b>60,000</b>	<b>61,000</b>	<b>-</b>			
Normanton Aerodrome Line Marking	R	Other	35,000	35,000	36,000	-	n/a	Complete	RAUP
Karumba Aerodrome Line Marking	R	Other	25,000	25,000	25,000	-	n/a	Complete	RAUP

**CARPENTARIA SHIRE COUNCIL**  
**Capital Expenditure Report**  
**As of 31 May 2021**

	Type	Asset Class	Total Project Budget	Capital Budget 20.21	Expenditure 20.21	Expected Carryover	Grant Acquistal Due Date	Progress Update	Funding Body
<b>WIP - Parks and Garden</b>									
Normanton Barge Ramp	N	Other	2,345,000	2,308,000	629,956	915,000	n/a	Complete	ORA
Toilets - Karumba Boat Ramp	R	Other	950,000	943,000	507,057	-	30-Jun-21	Expected completion 30 June 21	Works for Queensland Council
Gilbert Street Pontoon Repairs	R	Other	105,000	75,000	21,850	-	n/a	Carryover to 21/22 Budget	ORA
John Henry Oval Upgrade (Active Community Infrastructure)	R	Other	15,000	15,000	-	15,000	31-Dec-21	Carryover to 21/22 Budget	ORA
LRCIP - Carpentaria Shire Playgrounds	R	Other	1,000,000	1,000,000	-	900,000	30-Jun-21	Expected completion 30 June 21	ORA
			275,000	275,000	101,049	-	30-Jun-21	Expected completion 30 June 21	LRCIP
<b>WIP - Rural Shire Roads</b>									
Dunbah-Kowanyamah Floodway	R	Roads	4,541,000	4,541,000	145,493	4,201,545	30-Jun-21	Carryover to 21/22 Budget EOT	TIDS
Old Croydon Grnd	N	Roads	925,000	925,000	80,381	725,000	30-Jun-21	Carryover to 21/22 Budget	TIDS
Shire Grd Installations	N	Roads	35,000	35,000	-	35,000	n/a	Carryover to 21/22 Budget	Council
NDRP Burke & Willis Monument Road	N	Roads	40,000	40,000	-	40,000	n/a	Carryover to 21/22 Budget	Council
Normanton-Burketown Seal Project 11/12	U	Roads	138,000	138,000	63,657	-	30-Jun-21	Expected completion 30 June 21	NDRP
CSC.0017.1819E.REC	U	Roads	2,658,000	2,658,000	1,455	2,656,545	30-Sep-21	Carryover to 21/22 Budget	ORA
Normanton-Burketown Seal Project 13	U	Roads	745,000	745,000	-	745,000	30-Sep-21	Carryover to 21/22 Budget	ORA
CSC.0016.1819E.REC	U	Roads	745,000	745,000	-	745,000	30-Sep-21	Carryover to 21/22 Budget	ORA
<b>WIP - Footpaths</b>									
Disability Access Karumba - Footpaths	U	Roads	480,000	480,000	109,626	105,000	n/a	Carryover to 21/22 Budget	Council
Disability Access Normanton - Footpaths	U	Roads	45,000	45,000	45,000	45,000	n/a	Carryover to 21/22 Budget	Council
Cemetery - Rodeo Grounds Footpath	N	Roads	60,000	60,000	60,000	60,000	n/a	Carryover to 21/22 Budget	Council
	N	Roads	375,000	375,000	109,626	-	30-Jun-21	Expected completion 30 June 21	LRCIP
<b>WIP - Roads to Recovery</b>									
Normanton-Burketown Rd 2019.2020	R	Roads	1,820,000	1,820,000	1,686,086	-		Completed	R2R / TIDS
Normanton-Burketown Rd 2020.2021	R	Roads	1,820,000	1,820,000	7,970	-		Completed	R2R / TIDS
	R	Roads	1,820,000	1,820,000	1,678,116	-		Completed	R2R / TIDS

**CARPENTARIA SHIRE COUNCIL**  
Capital Expenditure Report  
As of 31 May 2021

	Type	Asset Class	Total Project Budget	Capital Budget 20,21	Expenditure 20,21	Expected Carryover	Grant Acquistal Due Date	Progress Update	Funding Body
<b>WIP - Water Maintenance</b>									
Normanton Water Treatment Plant Upgrade	U	Water	6,537,000	5,267,000	1,931,133	1,687,000	30-Jun-21	Expected completion 30 June 21	W4Q Covid Works for Queensland
W4Q COVID - Yapparr Street Valve Replacement	R	Water	80,000	80,000	29,691	-	30-Jun-21	Completed	Works for Queensland
Glennore Weir Scouring	R	Water	-	-	67,835	-	Completed	Completed	Works for Queensland
Glennore Weir Rectification	R	Water	3,917,000	2,652,000	225,149	1,500,000	30-Jun-22	Carryover to 21/22 Budget	LGSSP(1645K)
Raw Water Irrigation	R	Water	950,000	945,000	659,725	187,000	30-Nov-21	Carryover to 21/22 Budget	BBRF (700K)
Office - Normanton WTP	R	Buildings	125,000	125,000	100,036	-	Completed	Completed	Works for Queensland
<b>WIP - Sewerage Maintenance</b>									
Sewerage QRA Betterment Program	R	Sewerage	855,000	822,000	187,867	661,500	Completed	Completed	QRA
De-sludging of Sewerage Lagoon (NDRP)	U	Sewerage	735,000	735,000	-	661,500	Expected completion 30 Sept 21	Carryover to 21/22 Budget, Expect completion 30 Sept 21	NDRP
Normanton STP effluent irrigation replacement	R	Sewerage	20,000	20,000	13,474	-	30-Jun-21	Expected completion 30 June 21	Works for Queensland
Office - Karumba STP	N	Buildings	100,000	67,000	84,513	-	Completed	Completed	Works for Queensland
Inlet Screen Karumba	N	Sewerage	-	-	50,989	-	Completed	Completed	Works for Queensland
<b>WIP - Les Wilson Barra Discovery Centre</b>									
Entertainment Area	N	Buildings	260,000	210,000	213,029	-	Completed	Completed	Building Our Regions Council
Barra Hatchery Upgrade - Phase 2	N	Other	-	-	38,234	-	Completed	Completed	Regions Council
Feeding Facility Shade	N	Other	-	-	1,381	-	Completed	Completed	Regions Council
<b>WIP - Hatchery</b>									
LRCIP Hatchery Fence	N	Other	31,000	31,000	31,600	-	Completed	Completed	LRCIP
<b>WIP - Governance</b>									
Administration Office Upgrade	R	Buildings	150,000	85,000	60,620	-	Completed	Completed	Works for Queensland
Installation of Solar PV Sites	N	Other	539,000	539,000	287,220	-	30-Jun-21	Expected completion 30 June 21	Works for Queensland
Normanton Town Entry Sign	N	Other	55,000	-	13,500	41,500	31-Dec-21	Carryover to 21/22 Budget	LRCIP
<b>WIP - Communications</b>									
Norman River - Telecommunications Towers - Flexible Funding Grant	N	Other	85,000	85,000	88,512	-	Completed	Completed	Flexible Funding Grant

**CARPENTARIA SHIRE COUNCIL**  
**Capital Expenditure Report**  
**As of 31 May 2021**

	Type	Asset Class	Total Project Budget	Capital Budget 20,21	Expenditure 20,21	Expected Carryover	Grant Acquitment Due Date	Progress Update	Funding Body
<b>WIP - Emergency Response</b>			<b>376,259</b>	<b>-</b>	<b>36</b>	<b>376,259</b>			
QRRRF - Disaster Coordination Centre	N	Other	376,259	-	36	376,259		Carryover to 21/22 Budget	ORA - QRRRF
<b>WIP - Child Care</b>			<b>30,000</b>	<b>30,000</b>	<b>-</b>	<b>-</b>			
LRCIP - NCC Soft Fall	N	Other	30,000	30,000	-	-		Complete, not yet invoiced	LRCIP
<b>WIP - Sport and Recreation</b>			<b>80,000</b>	<b>76,000</b>	<b>20,000</b>	<b>5,000</b>			
Showgrounds Electrical Upgrade	R	Other	40,000	38,000	-	-	30-Jun-21	Expected completion 30 June 21	Works for Queensland
Town Hall PA System	N	Plant	22,000	2,000	-	-		Completed	Works for Queensland
Carpentaria Keeps It Cool - Nln Sports Centre	N	Plant	25,000	25,000	20,000	5,000		Carryover to 21/22 Budget	Thriving Communities
<b>WIP - Staff Housing - Normanton</b>			<b>469,000</b>	<b>60,000</b>	<b>74,153</b>	<b>-</b>			
38 Woodward St	R	Buildings	25,000	14,000	17,069	-		Completed	Works for Queensland
36 Woodward St	R	Buildings	82,000	8,000	85	-		Completed	Works for Queensland
23 Woodward St	R	Buildings	188,000	-	696	-		Completed	Works for Queensland
2 Norman St	R	Buildings	149,000	13,000	-	-		Completed	Works for Queensland
62 Landsborough St	R	Buildings	-	-	31,303	-		Completed	Works for Queensland
Drainage Easement Maintenance And Improvement	N	Roads	25,000	25,000	25,000	-		Completed	Works for Queensland
<b>WIP - Landfill / Waste Transfer Station</b>			<b>-</b>	<b>-</b>	<b>789</b>	<b>-</b>			
CCTV Tower - Karumba Transfer Station	N	Other	-	-	491	-		Completed	
Stormwater Diversion	R	Other	-	-	15	-		Completed	
Security Cameras - Karumba Transfer Station	N	Other	-	-	313	-		Completed	
<b>WIP - Capital</b>			<b>20,000</b>	<b>20,000</b>	<b>6,438</b>	<b>-</b>			
Stores Roller Door	R	Other	20,000	20,000	6,438	-		Completed	
<b>Grand Total</b>			<b>20,328,259</b>	<b>18,061,875</b>	<b>5,597,106</b>	<b>9,606,679</b>			

COA	Description	Original Budget	Total	%	Comments
550131	Customer Service - Operating Expenses	\$477,000.00	\$387,959.47	81.33%	
550132	Customer Service - Maintenance	\$28,000.00	\$27,774.19	99.19%	
550231	Financial Services - Operating Expenses	\$1,119,000.00	\$953,261.82	85.19%	
550232	Financial Services - Bank Fees	\$15,000.00	\$45,704.00	304.69%	QTC bank admin fees
550331	Rates Management - Operating Expenses	\$71,000.00	\$95,051.96	133.88%	
550332	Rates Management - Rates Based Financial Assistance	\$20,000.00	\$25,886.24	129.43%	
550431	Debt Management - Operating Expenses	\$0.00	\$109.09	100.00%	
550631	Information Technology - Operating Expenses	\$414,000.00	\$585,654.11	141.46%	Telephone costs is currently \$46K above the estimated budget Additional IT Support staff wages and accommodation costs
550632	Information Technology - Maintenance	\$55,000.00	\$35,859.07	65.20%	
550731	Stores & Purchasing - Operating Expenses	\$161,000.00	\$116,594.94	72.42%	
550732	Stores & Purchasing - Maintenance	\$15,000.00	\$104,727.04	698.18%	Fuel Stocktake variance costed to this account Adjustments in progress to inventory account
550831	Records Management - Operating Expenses	\$65,000.00	\$134,185.07	206.44%	To be included in the budget amendment; \$22K budget from Financial Services Operating Expenses will be reallocated to Records
550931	Payroll - Operating Expenses	\$199,000.00	\$163,717.75	82.27%	
550936	Special Leave	\$15,000.00	\$33,944.49	226.30%	as per Human Resource processes and requirements
<b>TOTAL</b>		<b>\$2,654,000.00</b>	<b>\$2,710,429.24</b>	<b>102.13%</b>	

## **BUSINESS PAPERS**

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### **10.3 INTERNAL AUDIT REPORT**

**Attachments:** 10.3.1. Stores and Inventory Management [↓](#)  
10.3.2. Corporate Cards, Fuel Cards, Standing Accounts and Staff Reimbursements [↓](#)

**Author:** Julianne Meier - Director Corporate Services

**Date:** 9 June 2021

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

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

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#### **Executive Summary:**

Pursuant to section 207 of the Local Government Regulation 2012 two internal audits have been conducted in accordance with the Internal Audit Plan. This report provides an update on the progress of these internal audits for the 2020/2021 financial year.

#### **RECOMMENDATION:**

That Council note the internal audit reports for:

1. Stores and Inventory Management; and
2. Corporate Cards, Fuel Cards, Standing Accounts and Staff Reimbursements

#### **Background:**

Pursuant to section 105 of the Local Government Act 2009, each local government must establish an efficient and effective internal audit function. At present the legislation does not require Council to establish an audit committee, although this is recommended by Qld Audit Office, in their report (Auditor General Report 17: 2020-21 Local Government 2020 – Report to Parliament), under recommendations for the department to require all councils to establish audit committees.

*We continue to recommend that the department requires all councils to establish audit committees and that the chairperson for this committee is independent of council and management.*

*In light of the difficulties some councils have faced with internal control weaknesses, fraud, ransomware, and achieving financial sustainability, this is more important now than ever.*

In accordance with section 207 of the Local Government Regulation 2012, for each financial year Council must:

- a) Prepare an internal audit plan; and
- b) Carry out an internal audit; and
- c) Prepare a progress report for the internal audit; and
- d) Assess compliance with the internal audit plan.

Council has established an Internal Audit Plan in 2018 and then carried out at least two internal audits per year since.

In 2019 the following internal audits were conducted:

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## **BUSINESS PAPERS**

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1. Contract Management and Procurement in Tender Evaluation and Probity
2. Payroll, including HR entry and exit procedures

In 2020 the following internal audits were conducted:

1. Property and Leasing
2. Customer and Complaints Management

In 2021 the following internal audits were conducted:

1. Stores and Inventory Management (attached)
2. Corporate Cards, Fuel Cards, Standing Accounts and Staff Reimbursements (attached)
3. Works Program Budget Development

Whilst Council has engaged an Internal Auditor and carried out the plan, some of the recommendations from previous years have not been implemented. Whilst the findings were provided to Council, there is a lack of evidence to suggest progress reports on the findings have been provided.

In the 2021/2022 year I take the view that there should be a focus on reviewing the past recommendations to see they are still relevant and then compile a progress report and present to Council at least quarterly on any outstanding matters.

I am working with Council's Internal Auditor to include as part of Internal Audit, the development of an Enterprise Risk Document including a Strategic Risk Register and an Operational Risk Register for the coming financial year.

Management responses have been provided to Internal Audit and are contained within the reports.

The Works Program Budget Development has not yet been finalized, and will be a consultive process including the Director of Engineering and CEO, prior to Management responses being provided to audit.

### Stores and Inventory Management

Whilst this report includes a lot of recommendations and process improvements, and we have put a long date to resolve, it is realistic. I would say that the riskiest items have been addressed immediately, such as stocktaking of fuel pods. I believe that these changes must be consultive and empower the Works Coordinator to work through controls with his foreman to ensure they are provided with feedback, so they in turn can then investigate losses of fuel in a more timely manner.

It should also be noted that changes in staffing, has meant that processes that were previously in place, now are not carried out.

### Corporate Cards, Fuel Cards, Standing Accounts and Staff Reimbursements

Many of these considerations shall be addressed in the coming year, and are not considered to require immediate attention. Council's finance team shall review transactions on monthly reconciliation and raise any concerning matters at that time.

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

- Council's Internal Auditor – Pacifica
- Relevant Managers and Staff as set out in the reports
- Auditor General Report 17: 2020-21 Local Government 2020 – Report to Parliament

## **BUSINESS PAPERS**

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### **Legal Implications:**

- *Local Government Act 2009, section 105*
- *Local Government Regulation 2012, section 207*

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

- Within Budget

### **Risk Management Implications:**

- Failure to complete the Internal Audit function can lead to risk of misappropriation of Council assets and fraud. This function is important to provide Council with an external opinion on business practices.

CONFIDENTIAL REPORT



Carpentaria Shire Council

Stores & Inventory Management

Issued: March 2021

<b>Distribution</b>	
<b>For action:</b>	<b>For information:</b>
Julianne Meier, Director Corporate Services	Mark Crawley, CEO
Jade Nacario, Manager Finance & Administration	Executive Team
Nicole Jones, Senior Procurement & Purchasing Officer	Audit Committee Members





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**Inherent limitations:**

The statements and conclusions provided in this report are given in good faith and in the belief that such statements are not false or misleading. Our conclusions are based on the information provided by Carpentaria Shire Council management and personnel. Neither Pacifica nor any member or employee thereof undertakes responsibility in any way whatsoever to any person in respect to errors in this report arising from incorrect information provided Carpentaria Shire Council, its consultants, contractors or third parties

In preparation of this report, we have relied upon and considered information believed, after due enquiry, to be reliable and accurate. We have no reason to believe that any information supplied to us was false or that any material information has been withheld from us. We do not imply, and it should not be construed, that we verified any of the information provided to us or that our enquiries could have identified any matter, which more extensive examination might disclose. We have however evaluated the information provided to us through enquiry, analysis and examination and nothing has come to our attention to indicate the information provided was materially misstated or would not afford reasonable grounds upon which to base our report.

Because of the inherent limitations of any internal control structure and/or underlying business practices, it is possible that errors and/or irregularities may occur and not be detected during an internal audit or consulting assignment process. Our procedures are not designed to detect all weaknesses in control procedures or business practices, as it is not performed continuously throughout the period. Our recommendations and conclusions are made on this basis.

Any control procedures that may have been in place and their future effectiveness is subject to the risk that the procedures may be altered, circumvented, become inadequate due to changes in conditions or that the degree of compliance with them may deteriorate.

The procedures we have agreed to perform do not constitute an audit in accordance with the Australian Auditing Standards.

The procedures we have agreed to perform do not provide or represent complete coverage of the risks to which the organisation may be exposed or provide assurance that any risk treatments proposed by management are sufficient or effective. The responsibility for adequate and effective risk management and development of a strong ethical culture within the organisation rests with management; this includes fraud and corruption risk management.

**Relative responsibilities:**

The responsibility for determining the adequacy or otherwise of the procedures agreed to be performed by us is that of the Internal Audit Sponsor. The procedures we perform are solely to assist Carpentaria Shire Council.

Our report containing our conclusions, observations and findings is not to be used for any other purpose and is solely for your information. Other than our responsibility to Carpentaria Shire Council and its management, neither Pacifica nor any member or employee of Pacifica undertakes responsibility arising in any way from reliance placed on our report by a third party. Any reliance placed is the responsibility solely of that party.





**1. Executive summary**

**1.1. Background to review**

Stores and inventory at Carpentaria Shire Council (Council) is managed by the Stores Officer and Senior Procurement & Purchasing Officer who report to the Manager Finance and Director of Corporate Services. As of 10 December 2020, these officers oversee some \$504k in recognised inventory assets (\$314k of which is fuel) and undertake numerous other duties for Council.

Inventory holdings are recorded in Council's SynergySoft perpetual inventory management system and are issued through store issue sheets to manage stock control and monitor stores and inventory movements.

As part of the 2020-21 Annual Internal Audit Plan development, management and the Audit Committee saw benefit in a review of the Stores and Inventory Management practices at Council.

**1.2. Summary of objective and approach**

The focus of the review was to examine the work practices around ordering, receiving, recording and updating inventory movements within the Store and determine whether inventory records at Council are complete and accurately reflect inventory and consumable items held.

The review also considered whether processes were in place to ensure stores and inventory items were held at appropriate levels and protected from loss or theft.

The detailed scope of work approved by Council can be provided on request.

The internal audit work was performed with the support of the (then) Director of Corporate Services (Internal Audit Sponsor). Interviews were conducted with key officers from Stores and Finance, as appropriate.

**1.3. Exclusions**

The internal audit project specifically excluded:

- Procurement & Purchasing more widely
- Asset Register maintenance and accuracy
- Accounts Payable
- Corporate Card appropriateness and use
- Financial and Non-Financial Delegations

**2. Overall conclusion**

While officers appear to be undertaking their duties, and some areas of the stores and inventory management function somewhat effectively, there remain areas that require improvements to ensure that Council has an accurate and complete record of all stock on hand and in the perpetual inventory system.

The report sets out areas of improvement in the form of three (3) High, one (1) Moderate and two (2) Low findings. The most significant shortcomings were:

- Fuel inventory at Council is not properly maintained, analysed, and protected:
  - There is inconsistent data in the system.
  - Unusual refuelling occurs after hours, outside what would be considered normal.
  - Plant ID tags for fuel issues are utilised to refuel plant items not related to that ID tag.
- Council's SynergySoft contains inconsistent and incorrect information.
- Council does not fully utilise the capabilities of the inventory management system.
- Data analytics of the inventory on hand indicated the existence of slow moving and/or obsolete stock.
- No formal Process or Policy Documents have been developed on how to manage and maintain Stock at the Council store.
- Segregation of duties between ordering, receiving and invoice payment are not adequate to prevent the risk of fraud, nor are the current processes capable of detecting fraudulent activity if it were to occur.

The shortcomings noted in this report aim to help strengthen the underlying systems, processes and work practices to ensure consistent and reliable operation throughout the organisation.

The internal control environment, established from our examination of current policies, procedures and practices, is assessed as:

<b>MARGINAL</b>	Control procedures exist in some form and/or are partially effective. The procedures may partially prevent or detect errors, anomalies or risks impacting the reliability and integrity of information or outcomes, in some circumstances.
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## 2.1. Summary findings and severity ratings

The findings arising from this internal audit are presented in the summary table below together with the risk severity ratings applied.

Classification of Risk Severity Ratings assigned to each of the internal audit findings are detailed in Appendix 1.

FINDINGS	RISK RATING
3.1 Managing fuel inventory	HIGH
3.2 Consistency, correctness, and redundancy of data in SynergySoft	HIGH
3.3 Reporting	HIGH
3.4 Sample testing of physical inventory	MODERATE
3.5 Processes and Policy Documents guiding write off/write down of inventory	LOW
3.6 Access to stores	LOW
3.7 Procurement – lack of segregation of duties	INHERENT RISK

Detailed findings and the recommendations formulated to improve internal controls and operations are included in the body of this report.

## 2.2. Overview of controls in place

As part of the review, we performed process walkthroughs of the Stores & Inventory operations and work practices. The following necessary controls were found to be in place:

- 95% of Council stock items have bin locations recorded in the system.
- Stock items are numbered according to their store code.
- All Council stock is located in a single central location.
- There is an authorised delegation limit and Procurement Policy in place at Council. Purchases by the Stores Officer that exceed his delegation limit need to be approved by a relevant manager.
- The Stores Officer has been with Council for many years and is very knowledgeable of the stock items and Council's needs.

## 2.3. Management response to the Report

The findings are comprehensive; however, it is difficult to implement these findings immediately. I encouraged on ground discussions and we have already involved the works crews in:

1. Fortnightly stocktaking of the fuel pods, which will extend to all vessels that carry fuel. This itself has created an awareness within the crews and pushed the responsibility for managing the fuel down to foreman level. The works co-ordinator has been working with the foreman to work towards minimal variances.
  2. The Works Coordinator has been empowered to drive an audit of the fuel ID tabs and put a process in place to manage.
  3. Refuelling on the weekends is difficult to manage as the crews work a 10/4 roster which involves working one weekend a fortnight. Discussions are in place to install cameras in various locations.
  4. An Inventory Management Administrative Policy has been developed and consultation is underway to finalise this document.
  5. Segregation of duties is challenging given there is only one (1) store person. Discussions are in place to better manage this.
- Once items 1 to 4 above have been addressed, we can look at process improvement recommendations, but the time to resolve may be 30/6/2023.

*Director Corporate Services*

[SECTION ENDS]



### 3. Internal Audit findings

These Internal Audit findings are reported on an exception basis only. Commentary on the effective internal controls noted during this Internal Audit is included in the Section 2.2: *Overview of controls in place.*

#### 3.1 Managing fuel inventory

**Risk Rating: HIGH**

Fuel inventory at Council is not properly maintained, analysed, and protected. Council's attempts to rectify these issues were described to Internal Audit, including installing cameras to record fuel issues, and purchases of new receiver towers to rectify connection problems that require manual override of the SmartFill system.

The attempted measures have not rectified fuel inventory issues:

- Cameras and the security were physically circumvented and avoided.
- Even though new receiver towers improved connection problems, they have not completely rectified the issue, and manual overrides continue.

#### *Inconsistent data in the system*

Although Council has an automatic fuel tracking system (SmartFill) and fuel meters on all the tanks and pods, fuel consumption is being tracked through manual fuel issue sheets. A random sample comparing the fortnightly reconciled issue sheets and SmartFill data for tanks showed differences of up to three times (3x) for some fuel tanks.

Diesel inventory is not updated on a regular basis. Thus, as of 28 Jan 2020 SynergySoft had not been updated for over three (3) months.

Although Council's fuel issue sheets include a "Physical dip" field at the end of the page, the Officer responsible for fuel reconciliation confirmed that fuel dips are not performed consistently.

#### *Refuelling after hours*

Review of the SmartFill export between July 2017 and December 2020 showed that out of ~2.3m litres of diesel consumed by Council:

- 43k litres were taken from the tanks after hours (between the hours of 7:00 pm and 5:00 am). Council Officers confirmed that there is no reason for refuelling to be happening during these hours.
- 380k litres were taken from the tanks over weekends.

#### *Plant ID tags for fuel issues*

A plant ID tag is scanned at the bowser to trigger operation/fuel pumping. However, Council does not ensure correct tags are used for relevant plant. This leads to any available tag being used to fill any plant item.

#### *Recommendations:*

To address the shortcomings, it is recommended that management:

- 3.1.1 More rigorously scrutinise the existing data to detect and rectify potentially inappropriate issues of fuel.

Consider extra measures and monitoring Council can perform on the existing data for fuel issues. For example:

- Lock the diesel pods and assign a responsible officer to dispensing fuel from each pod.
- Have a suitable internal or external person evaluate and compare fuel usage for similar tasks or similar times of year and margins of difference between them (such as yearly increases of fuel consumption between same periods).

- 3.1.2 Consider and implement measures to have accurate data in SynergySoft regarding fuel issues. These measures may include:

- Stricter requirements to use appropriate ID tags.
- Setting time intervals for reconciliation of fuel.
- Utilising extra personnel when the responsible Officer cannot reconcile fuel themselves.
- Rigorous physical checks when there is a significant difference between SmartFill issues and manual issue sheets, etc.

- 3.1.3 Unusual and suspicious activities, such as refuelling after hours and usage of improper ID tags should be rigorously scrutinised, retaining the supporting documentation and conclusions of the performed reviews.



3.1.4 Amend fuel issue sheets to include:

- Physical dip at the beginning of the fuel issue sheets to confirm the opening balance of fuel on hand.
- A column stating whether the refuelling happened using proper ID tag or it was a manual override. This should be analysed annually / biannually, and results of the analysis documented.
- For the fuel tanks in operation conduct fuel dips at the beginning and the end of using the fuel issue sheet or fortnightly (whichever occurs earlier) to enable accurate and reliable reconciliation.

**Management Response:**

**3.1.1 - 3.1.4** Please see overall management response from Director Corporate Services at Section 2.3 Management response to the Report.

**Responsibility:** Director Corporate Services

**Target Implementation Date:** no later than 30 June 2023

**3.2 Consistency, correctness, and redundancy of data in SynergySoft**

**Risk Rating: HIGH**

Council's SynergySoft contains inconsistent and incorrect information, for example:

- ROPs (reorder point) and ROQs (reorder quantity) are the same, even though they should not be.
- Incorrect issue dates are present in the system.  
There were 78 items (out of 12,794 in 2018-2020) with "18", "19" or "189" as an issue year, instead of 2018 and 2019. Also, there were 25 items with last issued date of 2012. If any analysis on data is performed, these would go undetected, as they are outside of possible date frames.
- Several items had a negative valuation.
- Some items had considerable differences between the "safe #" and "# on hand". A review of a small sample revealed that these are likely to be typos and usage of incorrect measurement units.
- 299 items have less than safe stock on hand. Some of these items may not be

- obsolete. Also, it is likely that the "safe #" for some items is set too high. Council Officers confirmed that these numbers are due for review and renewal.
- There are three (3) pairs of the same items with different stock codes.

**Changes in the inventory system**

Council's SynergySoft gathers all changes to the inventory system as transaction history logs. However, these logs are not reviewed.  
There are currently 13 Council Officers who have access to the Stores module. Furthermore, any officer with access to SynergySoft inventory system can overwrite \$ and # of items in stock, without going through proper steps. This action circumvents saving the changes to the stock in the Masterfile changes log. Therefore, Internal Audit cannot be certain that the data in the inventory Masterfile is integrous and has not been tampered with.

**Recommendations:**

It is recommended that management:

- 3.2.1 Regularly review the completeness and correctness of essential and important data, such as bin locations, correct issue dates, valuation of stock, correct safe stock numbers, etc.
- 3.2.2 Investigate with SynergySoft the effect that inventory Masterfile manual overwrites have on the reporting.  
Ensure that there is an automatic logging of all the changes to the Masterfile, including manual overwrites, and review these monthly.
- 3.2.3 Restrict the ability to make changes to the inventory Masterfile to only relevant people and require approval of an appropriate Executive Manager (Manager of Finance, DCS or CEO).
- 3.2.4 Analyse and review safe stock and reorder quantities depending on the actual usage of stock.
- 3.2.5 Analyse the Masterfile and review all irregularities, such as wrong dates, negative valuations, significant differences between the safe stock quantities and stock on hand, etc.



3.2.6 Utilise the functionality in the inventory management system of having maximum and minimum stock re-order points. Regularly review these numbers so that they reflect the reality.

**Management Response:**

**3.2.1 - 3.2.6** Please see overall management response from Director Corporate Services at Section 2.3 Management response to the Report.

**Responsibility:** Director Corporate Services

**Target Implementation Date:** no later than 30 June 2023

**3.3 Reporting**

Council does not fully utilise the capabilities of its SynergySoft inventory management system. For example, Council's SynergySoft:

- Has an Unused Stock Report, however, it is not being utilised and Council Officers were not aware of it.
- According to this report there is \$100k worth of unused stock at Council (out of total of \$190k).
- Does not contain any expiry dates, which would be useful for such items as PPE and consumables. Council Officers only look at the dates during stocktakes.
- Does not contain consistent information about issuing and receiving officers.

Council recently started recording names of receiving officers in the comments field. However, this is done inconsistently and does not enable the necessary analysis and comparison of stock usage between different officers. This may disguise possible abuse by officers receiving the stores items.

74% (9,507 out of 12,794) issues between Mar 2019 – Dec 2020 did not have a receiving officer noted in the comments.

Data analytics of the inventory on hand indicated the existence of slow moving and/or obsolete stock. More precisely, of the 2,153 stock items:

- 704 (33%) items (~\$108k) in inventory had not been issued since March 2019.
- 538 (25%) items did not currently have any stock on hand recorded against them. Although this does not impose any financial burden on the organisation, it is an

indicator that the inventory catalogue in the module may require revision.

**Recommendations:**

To address the shortcomings, it is recommended that management:

3.3.1 Utilise the "Unused stock" report.

Stock on hand be inspected with a view to identifying possible obsolete stock items. Engage with users to confirm whether any items identified are in fact obsolete. Those agreed to be obsolete can then be measured, valued and methods of disposal or destruction approved by relevant managers.

3.3.2 To ensure that Council is not funding unnecessary or excess stock on hand, it is recommended that more senior management participate in determining what types of inventory and consumable items should be available through stores and the volume that should be on hand at any given time, especially Fuel (as at the time of the review, 6 months' worth of fuel is held in stock, according to SynergySoft and Smartfill).

3.3.3 Investigate with SynergySoft if it is possible to have issuing and receiving officer fields in the issues of stores items. Set up and add this functionality to Council's inventory system.

3.3.4 After introducing issuing and receiving officer fields into the inventory system, set up reports on issuers and receivers (for example, regular comparison of issuing and receiving officers to ensure they are not the same person and to allow better tracking of items issued which might indicate misappropriation).

3.3.5 Incorporate reporting over stock movements to understand the nature of what items are in high demand to:

- Show patterns of potentially inappropriate behaviours or misappropriation.
- Help management with procurement planning and price negotiations.

3.3.6 Seek advice from SynergySoft on which reports are recommended to properly manage stores and inventory.

3.3.7 Data analytics should be considered as a more effective monitoring tool over inventory in the following areas:

- Last issue date analysis – Where last issue date is greater than 12 months, reconsider re-ordering decision as the item may not be required.



- Stock turnover rate analysis – Quantify the volume currently on hand and divide by the average volume issued per outward movement per month (based on past 12 months' average). Where stock on hand represents more than 3-6 months' supply, limit re-ordering frequency and cap maximum re-order stock levels.

**Management Response:**

**3.3.1 - 3.3.7** Please see overall management response from Director Corporate Services at Section 2.3 Management response to the Report.

**Responsibility:** Director Corporate Services

**Target Implementation Date:** no later than 30 June 2023

**3.4 Sample testing of physical inventory**

**Risk Rating:** MODERATE

Sample testing revealed several inconsistencies between the physical inventory and data in SynergySoft. The sample items were chosen based on several factors, including valuation, attractiveness of items, their presence in the Unused Stock Report, etc.

Out of the 37 sample items:

- 19 items corresponded across the system and were physically in the right place.
- 7 items had no location noted in the system. 3 of these could not be found without the Stores Officer.
- 2 more items had incorrect locations in the system (such as "sold").
- 2 items (fuel tanks) should have been disposed of but are still present in the system with 560 litres of diesel in them.
- 3 items did not have as many items physically in stock as noted in the system:
  - 1 stock item is confirmed to be missing by the Stores Officer.
  - 1 stock item number was shown to have 2 different but similarly priced items under the same code.
  - 1 stock item number was individually scattered across different locations.
- 1 item has not been issued since 2015 and was confirmed by the Stores Officer to be obsolete.

- 2 items were issued several days before the sample test and had not been updated as "issued" in the system.
  - 1 item was a duplicate item under a different code.
- Overall, 5% of items (106 out of 2,153) in the Stores Inventory Masterfile did not have bin locations allocated in the system.
- The list of sample items and results of the testing were provided to the Stores Officer and have been partially rectified.

**Recommendations:**

To address the shortcomings, it is recommended that management:

- 3.4.1 Regularly review completeness and correctness of essential and important data (such as presence of bin locations). Availability of correct bin locations and overall correctness of information in the system will help Council mitigate key person reliance during absences from Council.

**Management Response:**

**3.4.1** Please see overall management response from Director Corporate Services at Section 2.3 Management response to the Report.

**Responsibility:** Director Corporate Services

**Target Implementation Date:** no later than 30 June 2023

**3.5 Processes and Policy Documents guiding write off/write down of inventory**

**Risk Rating:** LOW

Examination of work procedures and workflows showed that some routine inventory management procedures and workflows were performed based on SynergySoft user guide. However, there are no formal Process or Policy Documents in place at Council for managing and maintaining Inventory and Stock items. For example, it appeared that Stock Write-Off procedures were not documented and there were no system-enforced controls in place to prevent Stores or Finance officers from processing write-offs without approval. Changes to Council's stock levels of \$13.5k were written into the system in FY2020.





**Recommendations:**

To address the shortcoming, it is recommended that management:

- 3.5.1 Establish more formal policies and procedures, including:
- When the stock issues need to be entered into the system
  - The need to have receiving officers in the system
  - Process of stock take and write-offs, including approval delegation limits and proper escalations.

**Management Response:**

3.5.1 Please see overall management response from Director Corporate Services at Section 2.3 Management response to the Report.

**Responsibility:** Director Corporate Services

**Target Implementation Date:** no later than 30 June 2023

**3.6 Access to stores**

**Risk Rating:** **LOW**

Our sample testing revealed one (1) stock item missing. This was confirmed to be missing by the Stores Officer.

In addition, electronic doors access review by Internal Audit showed that eight (8) people have unrestricted access to the stores.

**Recommendations:**

To address the shortcoming, it is recommended that management:

- 3.6.1 Ensure that access to the stores is restricted only to the necessary personnel (such as Stores Officer and an emergency master key) having consideration for operational efficiency.

**Management Response:**

3.6.1 Please see overall management response from Director Corporate Services at Section 2.3 Management response to the Report.

**Responsibility:** Director Corporate Services

**Target Implementation Date:** no later than 30 June 2023

**3.7 Procurement – lack of segregation of duties**

**Risk Rating:** **INHERENT RISK**

Segregation of duties between the ordering, receiving and invoice payment are not adequate to prevent the risk of fraud, nor are the current processes capable of detecting fraudulent activity if it were to occur.

Currently the Stores Officer orders, receives and inputs into the system invoices for goods that come to Council stores.

We understand that due to workforce limitations and sharing of responsibilities of multiple roles the current practices are operationally expedient. However, this practice defeats the 3-way documentation validation control.

**Recommendations:**

To address the shortcoming, it is recommended that:

- 3.7.1 All invoices be processed and matched to purchase orders by Accounts Payable officers.

**Management Response:**

3.7.1 Please see overall management response from Director Corporate Services at Section 2.3 Management response to the Report.

**Responsibility:** Director Corporate Services

**Target Implementation Date:** no later than 30 June 2023

[SECTION ENDS]



## Appendix 1 – Risk rating classifications

Pacifica has developed the following framework for internal audit severity ratings to prioritise internal audit findings according to their relative significance having regard to the potential or known impact on the organisation’s business process.

### Control Effectiveness Ratings

For Carpentaria Shire Council, we have developed an overall assessment of the control effectiveness rating for the exiting business process, when considered holistically.

The control effectiveness rating scale is:

<b>POOR OR UNABLE TO ASSESS</b>	Control procedures are not adequate or are not appropriately designed. The procedures will not prevent or detect errors, anomalies or risks impacting the reliability and integrity of information or outcomes.
<b>MARGINAL</b>	Control procedures exist in some form and/or are partially effective. The procedures may partially prevent or detect errors, anomalies or risks impacting the reliability and integrity of information or outcomes, in some circumstances.
<b>FAIR</b>	Control procedures exist and appear to be operating. However, inadequacies and inconsistencies are evident in some areas. The existing procedures should prevent or detect non-complex or routine errors, anomalies or risks impacting the reliability and integrity of information or outcomes.
<b>MATURE</b>	Control procedures exist and are operating effectively, with minor inadequacies and inconsistencies being evident. The procedures appear mostly adequate and appropriately designed to prevent or detect errors, anomalies or risks impacting the reliability and integrity of information under all typical conditions. Efficiencies in controls design and/or to ensure threats created from non-traditional risk exposures may need to be strengthened.
<b>EFFECTIVE</b>	Control procedures exist and are operating effectively. The procedures appear adequate and appropriately designed to prevent or detect errors, anomalies or risks impacting the reliability and integrity of information or outcomes, under all conditions.

### Internal Audit Findings – Risk Severity Ratings

Each of the individual internal audit findings contained in this report has been assessed against the risk severity matrix below and rated according to Internal Audit’s professional judgement:

<b>Extreme</b>	Risk is considered extreme if both preventive and detective controls for a specific process or objective are inadequate and the impact of these inadequacies is significant. Unless corrected, these deficiencies could expose the organisation to critical business risks. A formal action plan should be developed within 30 days of the report issue date. Corrective action should begin immediately with the full support of the Executive Management Team.
<b>High</b>	Risk is considered high if either preventive or detective controls for a specific process or objective are inadequate and appropriate compensating controls are not in place. Unless corrected, these deficiencies could negatively impact on the results of the organisation. Firm plans for corrective action should be incorporated into the formal management response within this report. Corrective action to commence within one month of the report issue date.
<b>Moderate</b>	Risk is considered to be moderate if controls are in place but there is a possibility that internal control deficiencies could expose the organisation to some financial or business risk. The internal control improvements suggested would ensure that these risk levels are managed, and an appropriate internal control structure established. Firm plans for corrective action should be incorporated into the formal management response within this report. Corrective action to commence within two months of the report issue date.
<b>Low</b>	Risk is considered to be low if control deficiencies exist, however, financial or operational risk exposure is currently not significant. The recommendations suggested will further improve controls with little or no additional time or cost to the operations. Firm plans for corrective action should be incorporated into the formal management response within this report. Corrective action to be complete within six months of the report issue date.

[ DOCUMENT ENDS ]





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## Internal Audit Memorandum

Review of Corporate Cards, Fuel Cards,  
Standing Accounts and Staff Reimbursements

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**CONFIDENTIAL**  
**COMMERCIAL-IN-CONFIDENCE**

Issued: March 2021

Distribution:	Information:
Nicole Jones, Senior Procurement & Purchasing Officer	Mark Crawley, CEO
Jade Nacario, Manager Finance & Administration	Executive Team
Julianne Meier, Director Corporate Services	Audit Committee Members



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### **Inherent limitations:**

*Because of the inherent limitations of any internal control structure, it is possible that errors and/or irregularities may occur and not be detected during the internal audit process. An internal audit is not designed to detect all weaknesses in control procedures, as it is not performed continuously throughout the period. Verification of key internal controls is performed predominantly through process walk-throughs, observations and interviews and recommendations are made on this basis.*

*Any evaluation of the control procedures and their future effectiveness is subject to the risk that the procedures may be altered, circumvented, become inadequate due to changes in conditions or that the degree of compliance with them may deteriorate.*

*The procedures we have agreed to perform do not constitute an audit in accordance with the Australian Auditing Standards.*

*The procedures we have agreed to perform may reflect upon the business risks documented in Council's Risk Registers as they relate to the area under examination, however neither the procedures performed, nor this report, provide or represent complete coverage of the risks to the organisation or that all risk treatments proposed by management are sufficient or effective. The responsibility for adequate and effective risk management rests with management.*

### **Relative responsibilities:**

*The responsibility for determining the adequacy or otherwise of the procedures agreed to be performed by us is that of the Internal Audit Sponsor. The procedures we performed are solely to assist Carpentaria Shire Council in determining the adequacy or otherwise of a selection of internal control measures it has in place.*

*Our report and the conclusions within are not to be used for any other purpose and is solely for your information. Other than our responsibility to Carpentaria Shire Council and its management, neither Pacifica nor any member or employee of Pacifica undertakes responsibility arising in any way from reliance placed on our report by a third party. Any reliance placed is the responsibility solely of that party.*



## 1. EXECUTIVE SUMMARY

### 1.1 Background

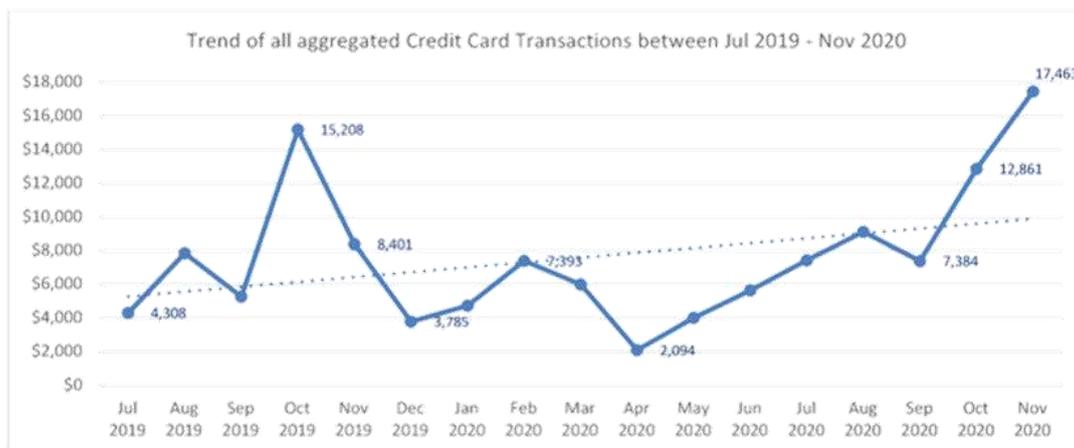
The Local Government legislation requires Carpentaria Shire Council (Council) to perform Internal Audit activity each financial year. The Internal Audit effort is required to be directed towards assurance activities that cover risks to which the organisation is exposed.

Corporate cards and other reimbursable and standing account arrangements can improve procurement and payment efficiency. However, due to their inherent susceptibility to fraud, they require rigorous internal controls and monitoring. Management sought to verify these arrangements and to ensure their usage appeared to be incurred for legitimate business purposes and in accordance with Council policy; and could be appropriately substantiated with receipts or documentation.

To provide the organisation with a level of confidence, Internal Audit examined the use of Corporate Credit Cards, fuel cards and reimbursement practices for the period 1 July 2019 – 30 November 2020. This project review was performed with the authority of the Internal Audit Sponsor (then Director Corporate Services).

### 1.2 Objective and scope of work performed

There are 16 credit cards in use with an average monthly transaction value of approximately \$7.5k. The overall increase in the credit card expenditure correlates with, and is partly explained by, the recent increase in the overall number of credit cards (from 5 to 16).



The purpose of this engagement was to examine the effectiveness of controls over Carpentaria Shire Council’s corporate cards, standing accounts, staff reimbursements and fuel cards to confirm adherence to and appropriateness of business practices and controls.

Internal Audit examined, on a sample basis, the nature of corporate card and like transactions to determine whether cardholders (credit and fuel) and other reimbursable arrangements were compliant with Council policy.

Specifically, Internal Audit considered whether:

- The nature of the transactions appeared reasonable and were incurred legitimately for business purposes.
- There was sufficient substantiation to verify the expenditure (receipts/tax invoices).
- The expenditure appeared to be in accordance with Council policy.

Council does not utilise standing accounts, other than for Telstra and Ergon.



Transaction data required to perform the scope of works was provided by the Senior Procurement & Purchasing Officer and was considered to be a complete record of the transactions for the period under review. The information was supplied in:

- Excel format – for Corporate Credit Card transactions. This information was extracted from Council's finance and banking systems by the Senior Procurement & Purchasing Officer.
- PDF format – for Corporate Fuel Card transactions.
- Excel format – for reimbursements.

We performed a high-level analysis of these transactions for the period July 2019 to November 2020. All exceptions were explained and supported by necessary documents. However, there are shortcomings in Council's existing controls.

### 1.3 Personnel interviewed

As part of our review, we conducted interviews, either formally or informally, with the following personnel:

- Justin Hancock, (then) Director Corporate Services
- Jade Nacario, Manager Finance
- Nicole Jones, Senior Procurement & Purchasing Officer

### 1.4 Management response to Report

Management acknowledges the report and the findings within. The Director Corporate Services and Finance Team will consider the recommendations and implement those that are appropriate, logistically feasible and match internal resources available. Options to introduce detective controls have been discussed with Internal Audit and they concur that these would also be suitable for Council to consider, to mitigate risk.

Council's Credit Card Policy has been revised and is expected to be presented to Council at the June 2021 meeting. The Policy provides clarity on use and monitoring of Corporate Card spending.

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## 2. OBSERVATIONS AND FINDINGS

The following came to our attention during the review and are reported on an exception basis only.

### 2.1 Compliance with Procurement Policy and Corporate Credit Card Policy

Internal Audit received and examined Council’s corporate cards, procurement and reimbursements policies and procedures, which provide in-depth guidance for Corporate Credit Card use at Council.

The Corporate Credit Card Reconciliation Procedure includes a descriptive process and a step-by-step guide for reconciliation of Council’s corporate cards expenditure. Random sample testing of the reconciliation batches did not reveal any activities which might indicate deliberate or accidental misuse.

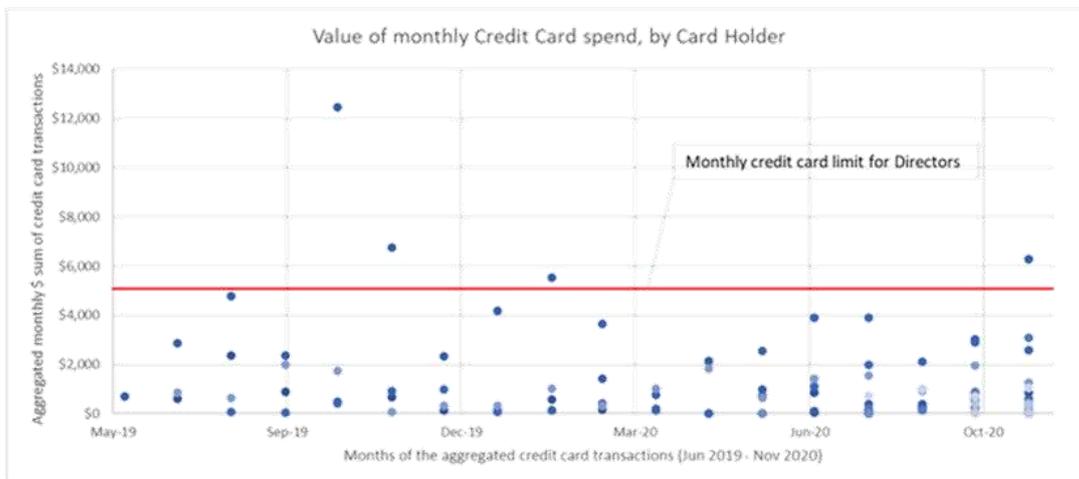
#### *Credit Card usage patterns annual reviews*

According to section 3.24 of Council’s Credit Card Policy (shown below), a summary of the annual credit card usage review should be documented and referred to the CEO. This summary could not be provided to Internal Audit.

3.24. Credit card limits applied to each corporate card shall be reviewed annually by the Chief Executive Officer and Finance Manager, usage patterns, internal controls and risk relating to credit card use will be reviewed annually, a summary of the review will be documented and referred to the Chief Executive Officer and any changes as required authorised by the Chief Executive Officer in all cases.

#### *Credit Card purchases over Credit Card limits*

Review of aggregated monthly transactions of Corporate Credit Card holders revealed several months where the (then) Director of Corporate Services went over his monthly credit card limit defined in the Corporate Credit Card Policy.



#### *Purchase orders are not created in advance of purchases*

For AP transactions between July 2019 and January 2021 provided to Internal Audit, ~45% of invoices did not have purchase orders raised (over 5,000 out of 11,356 invoices).



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### **Conclusion and recommendations for improvement**

Follow Council's Credit Card Policy requirement to annually analyse and document the patterns of credit card usage.

A similar review should also be performed on reimbursements and fuel card transactions.

Consider potential Procurement Policy breaches and ensure that non-compliance is documented. Policy breaches can include purchases without purchase orders, order splitting, etc. A sample of potential Procurement Policy breaches is provided in Appendix 1.

Periodically review purchases for which no POs are raised. Establish whether there are any legitimate reasons that exist that prevent compliant purchase order practice. Stipulate an acceptable level of subsequent purchase order use to cover emergencies. The tolerance for use of such orders should be no more than 20%.

The Purchase Card Reconciliation and Authorisation form does not always have the total sum of the transactions completed. The form should also be amended to include the credit card holder's limit and transaction limit. This will help approvers to easily check whether officers exceeded their delegated limit, and whether approval escalation is required.

### **2.2 Corporate Credit Card transactions during Officers' leave, including weekend transactions**

A sample review of credit card holders' leave forms revealed \$2,603 (out of the reviewed \$46,533 transactions) was transacted during Officers' leave periods.

#### **Conclusion and recommendations for improvement**

While we acknowledge that some of these transactions could have appropriate explanations, credit card transactions should be formally examined when employees are on Personal/Carers Leave (Sick Leave) or known to be on other unscheduled long-term leave. Any exceptions noted should be discussed with relevant Officers.

Ensure that on-boarding and other training materials include credit card usage rules. Also, ensure that credit card holders read the Credit Card Policy before receiving the credit card.

Consider taking back officer credit cards during long-term (including annual) leave to reduce the chance of accidental or intentional use.

### **2.3 Other improvement opportunities and recommendations**

2.3.1 Corporate Credit Card transaction analysis should be performed yearly. Consider the need to analyse fuel card usage (monthly, yearly, card-by-card, etc.)

2.3.2 Council's Environmental Health Officer extensively uses a private vehicle for work-related purposes.

We recommend that Council performs a cost benefit analysis of providing the Officer with a Council vehicle, including liability of Council if any accidents were to occur while the Officer is driving her own vehicle.



## APPENDIX 1 – Sample Policy Breaches (for inclusion in Procurement Policy)

The following list represents examples of common procurement practices that constitute a breach of this policy. This list is not intended to be exhaustive and provides guidance only:

- Procuring items without a purchase order – Subsequently creating or directing the creation of a purchase order after the invoice has been received. This example does not apply to utilities invoices, bank charges, loan payments and employee expense claims, which are legitimately processed without purchase orders.
- Requisition/Order splitting – Where the total value of a procurement transaction is broken into smaller pieces (“split”) to bring the value under a certain level, to remain within an officer’s delegation limit, or fall into a less rigorous procurement category.
- Invoice Splitting by Suppliers – Where the total value of the work of a supplier is expected to be above the payment frequency threshold or the line manager’s delegation of authority, and officers are complicit and sign off invoices that are more favourable to the supplier/contractor than they ought to have been if Council procedures had been followed. This type of supplier preferential treatment is not in the public interest nor does it demonstrate appropriate management of public funds.
- Failure to utilise stock, consumables and standardised equipment acquired by Council. In an attempt to achieve value for money and standardise equipment, Council aggregates common use items to the extent possible. Common use items may be acquired in bulk, such as stationery, for all employees to utilise on an as needed basis. Failure to use the items already procured by Council and acquire similar items to suit individual preferences represents unnecessary, inappropriate expenditure (irrespective of whether a budget exists for such items) and does not represent a legitimate business need.
- Inaccurate/inappropriate use of sole supplier provision – The use of the term “sole supplier” to justify procurement where an officer feels that there is only one qualified supplier in the market is inaccurate and inappropriate and fails to abide by the sound contracting principles within this policy. Sole supplier status can usually only be demonstrated by testing the market through request for quotations or tenders from various parties.
- Inaccurate/inappropriate use of “local buy” arrangements – Attributing the status of “local buy” to Council’s local business preference and failing to obtain quotations or tenders on the basis that Council is required to spread its procurement amongst the suppliers within Council. Failure to obtain the relevant numbers of quotes or seek tenders is in direct contravention of the Local Government Regulations 2012 and Council’s policy. The only legitimate mechanism Council has to obtain services in a Local Buy arrangement is from the LGAQ Local Buy service.
- Inappropriate use of “emergency” procurement provisions – Failure to adequately plan or schedule projects and procurement needs resulting in the inability to undertake formal tendering and quotations due to time pressure does not constitute “emergency” procurement. Council must retrospectively approve all emergency procurement, irrespective of the reason it was required.
- Historical or informal contracting arrangements – Ad hoc, informal or historical supplier arrangements that have developed over many years are a breach of this policy. All arrangements with suppliers must be contracted either through quotation or tender or satisfy the tests for exceptions detailed in the policy.
- Unauthorised or implicit contract extensions - Failure to track and renew contracts that have expired, whilst continuing to utilise the supplier’s services. All contracting arrangements entered by Council have expiry dates including preferred supplier and pre-qualified supplier arrangements. The expiry dates may be detailed within the contract or cease when a specific procurement activity or project is fulfilled.
- Knowingly creating inaccurate purchase orders – To generate a purchase order number simply to provide to a supplier and then amending/varying the purchase order at a later time to reflect the actual price on the invoice.
- Acceptance of low value gifts, promotional material, items of interest, giveaways, hospitality, loyalty bonuses, prizes, supplier events, free or discounted tickets etc – Could be perceived to engender favour or promote bias when inviting quotations or awarding contracts, irrespective of value, or when aggregated these items exceed the dollar thresholds for declaration in Council’s Gifts and Interests register.

## BUSINESS PAPERS

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### 10.4 CORPORATE CREDIT CARD POLICY

<b>Attachments:</b>	10.4.1. Corporate Credit Card Policy <a href="#">↓</a>
<b>Author:</b>	Jade Nacario - Manager Finance and Administration
<b>Date:</b>	10 June 2021
<b>Key Outcome:</b>	7.3 - Strategic management of Council
<b>Key Strategy:</b>	7.3.1 Develop and implement local laws, policies, standards and codes in accordance with legislative requirements and ensure compliance.

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#### Executive Summary:

Council is required to review its Corporate Credit Card Policy on an annual basis. The current policy was last reviewed in March 2020. This review has now been completed and the revised policy is presented to Council for adoption.

#### RECOMMENDATION:

That Council adopts the Corporate Credit Card Policy.

#### Background:

This review is to ensure that the policy is up to date, comply with relevant legislations and meet the objectives of council. The intent of the Corporate Credit Card policy is to document the procedures and controls applying to the use of corporate credit cards by cardholders to ensure sound governance of expenditure incurred on behalf of Council. The policy has been amended to include obligations of cardholder and approving direct managers.

Corporate credit cards have been implemented to allow Council to transact business in a more efficient manner and as an alternative method of payment for purchases of goods and services where other methods of payment are not acceptable to the supplier.

A copy of the amended policy is attached.

#### Consultation (Internal/External):

- In reviewing the Corporate Credit Card Policy, other Council policies and the legislation have been researched and updated as necessary.

#### Legal Implications:

- The local government legislation is silent when considering procurement activities where the value is less than \$15,000. However, this policy conforms with the sound contracting principles as per section 104(3) of the Local Government Act 2009.

#### Financial and Resource Implications:

- The review of the policy forms part of normal business operations therefore there are no additional financial and resource implications associated with this matter.

#### Risk Management Implications:

- Council had issued corporate credit cards to delegated council officers and is required to review this policy on an annual basis.
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# Corporate Credit Card Policy

## Policy Details

Policy Category	Council Policy
Date Adopted	16 June 2021
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	16 June 2021
Policy Version Number	4.0
Policy Owner	Director of Corporate Services
Contact Officer	Manager Finance and Administration
Review Date	16 June 2022

## Supporting documentation

Legislation	<ul style="list-style-type: none"><li>Local Government Act 2009</li><li>Local government Regulation 2012</li></ul>
Policies	<ul style="list-style-type: none"><li>Procurement Policy</li><li>Travel Policy</li></ul>
Delegations	<ul style="list-style-type: none"><li>Nil</li></ul>
Forms	<ul style="list-style-type: none"><li>Nil</li></ul>
Supporting Documents	<ul style="list-style-type: none"><li>Corporate Plan 2021 - 2025</li></ul>

## Version History:

Version	Approval Date	Comment	eDRMS #
4.0	16/06/2021	Changes as per Resolution No. XXX/XXX	
3.0	18/03/2020	Changes as per Resolution No. 032/011	
2.0	24/10/2018	Changes as per Resolution No. 1018/014	
1.0	10/12/2009	Council resolution 0208/13	14886



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## 1. Intent

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The intent of this policy is to document the procedures and controls applying to the use of corporate credit cards by Council Officers and Elected Members to ensure sound governance of expenditure incurred on behalf of Council.

## 2. Policy Statement

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Credit cards will be issued to the Mayor, the Chief Executive Officer and such Officers as authorised by the Chief Executive Officer (Authorised Cardholders).

Council reserves the right to amend, alter or vary the list of cardholders from time to time.

No private usage of the credit card is allowed.

## 3. Principles

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The use of credit cards have regard to the following principles:

- Ensure the principles of good governance, financial accountability, transparency and sound procurement as outlined by Council procurement policy;
- Expenditure paid for using corporate cards shall be limited solely to purchases directly related to official Council business;
- The use of Corporate Cards does not negate the requirement for quotations as outlined in the Procurement Policy; and
- Credit Cards should only be used in situations where purchase under an account arrangement via Council's purchase order system is not reasonably available.

## 4. Policy

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### 4.1 Issue of Corporate Credit Cards

Corporate credit cards may be issued to Council Officers when it can be demonstrated that the facility is necessary, and the most effective means of meeting commitments incurred in the course of official Council business. All corporate credit cards shall be issued with the approval of the Chief Executive Officer.

The identified council positions that may be issued a corporate credit card are identified in the table below::

Card Holder	Limit
Mayor	\$5,000.00
Chief Executive Officer	\$10,000.00
Director Corporate Services	\$5,000.00
Director of Engineering	\$5,000.00
Manager Human Resources	\$5,000.00
Manager Barra Centre and Hatchery	\$2,000.00



Card Holder	Limit
Manager Economic and Community Development	\$2,000.00
Manager of Water & Sewerage	\$2,000.00
Works Coordinator	\$2,000.00
Senior Foreman	\$2,000.00
Town Foreman	\$1,000.00
KBA Leading Hand	\$1,000.00
KBA Senior WTPO	\$1,000.00
NTN Senior WTPO	\$1,000.00
Electrician	\$1,000.00
Carpenter	\$1,000.00
Plumber	\$1,000.00
Workshop Foreman	\$1,000.00

#### 4.2 Credit Limits

The overall limit for Council's credit facility is set at \$50,000.

#### 4.3 Conditions of Use

Credit Cards may only be used for appropriate council expenditure and the Cardholder is responsible for all charges placed against their Credit Card.

A Cardholder has authority to incur expenditure up to the limit of the card. However, all purchases must comply with the Procurement Policy and quotations are still to be obtained as outlined in the Procurement Policy.

By accepting a Corporate Credit Card, the Cardholder agrees to abide by:

- the conditions of use specified by the credit provider on issue of the card; and
- all relevant policies, procedures, and guidelines; and
- provide any relevant documentation, such as tax invoices; and
- any reasonable instructions council issues in respect to the use of the card.

Where a Cardholder does not comply with the conditions of use of a Credit Card or otherwise misuses a card:

- the cardholder may be held liable for expenditure incurred;
- Council may withdraw the card from the Cardholder; and



- Council may initiate disciplinary action or legal proceedings against the cardholder.

Credit cards shall only be used as follows:

- For the carrying out of Council authorised business including but not limited to travel, accommodation and meal expenses;; and
- For the meeting of council liabilities where purchase under an account arrangement via Councils purchase order system is not reasonably available for example where suppliers and service providers only accept payment via credit card; and
- No private expenditure shall be incurred, even if private funds are transferred or repaid immediately to offset the expenditure. Where users need to pay an account (such as an accommodation bill) which includes a private component this private component must be paid privately and not paid with the Council credit card; and
- Where the expenditure has an associated budgetary allocation; and
- Credit cards is specifically designed, but not restricted to, for payment transactions with lower value (below \$300); and
- No small assets or portable items are to be purchased on the credit card.

#### **4.4 Circumstances in Which Cards May Not Be Used**

Corporate cards must only be used for the payment of goods and services associated with Council business. Activities that would not qualify for the use of corporate cards include the following:

- Any use that is of personal or private nature;
- Cash advances;
- Payment of fines, for example a parking fine or a speeding offence which was incurred whilst on Council business;
- Purchasing of Alcohol; except where such expenditure is incurred in accordance with council's "Entertainment and Hospitality Policy". In these instances, details of the event and participants are to be provided along with support for purchases.
- Payment of travel expenditure, where the travel has not been approved in advance in accordance with the Travel Policy.

#### **4.5 Obligations of Cardholder**

Upon receiving a new card, the Cardholder should:

- sign the reverse of the card immediately and activate the card by following the instructions provided with the card by the credit provider;
- ensure the safe custody of the credit card and the PIN at all times;
- understand this policy and related reconciliation documents; and

Where staff other than the card holder require purchases to be completed via credit card, the relevant member of staff shall complete a "Credit Card Purchase Request Form". The cardholder must perform the transaction.

The Cardholder shall:

- obtain an invoice/receipt displaying the supplier's ABN for goods
- ensure suppliers record full and proper descriptions of items or services on invoices/receipts;



- confirm the supplier site is secure when placing an order via the internet;
- ensure goods and services are received in good order and condition;
- ensure a credit is received for any returns or refunds;
- immediately report lost, stolen or damaged cards to the credit provider and the Procurement Officer;
- perform a monthly reconciliation of the credit card.

#### **4.6 Obligations of Manager/Approver**

The Manager / Approver shall:

- check all invoices/receipts are attached to each transaction;
- check all expenditure is in accordance with the council's policies and procedures;
- review the appropriateness of expense and goods/services;
- ensure the correct supplier and job codes
- immediately notify the Cardholder of any non-compliance;
- approve the credit card reconciliation once satisfied all transactions are accurate.

For any expenditure that is inappropriate or misrepresented, seek an explanation from the Cardholder immediately, prior to approving the monthly reconciliation. Where the expenditure is deemed inappropriate or in breach of council policy, the Cardholder will be required to reimburse council. The transaction is to be identified as 'personal expenses to be repaid to council' and the cardholder will be issued a debtor invoice. Disciplinary action may also be taken.

#### **4.7 Lost or Stolen Cards**

The authorised cardholder is to inform the:-

- Westpac Bank (1300 130 961 - 24 hours a day, 7 days a week); and
- Procurement Officer as soon as they become aware the card issued is lost or stolen.

If the loss or theft is outside of business hours the credit organisation should be contacted immediately, with the Finance and Administration being notified the next business day.

#### **4.8 Return of Cards**

The authorised cardholder is to return any cards held with all tax receipts not yet submitted to the Procurement Officer on termination of employment or when asked to do so by the Chief Executive Officer.

Upon return of the credit card, the Manager Finance and Administration will destroy the card and arrange with the credit facility provider for the cancellation of the corporate card.

#### **4.9 Audit of Corporate Cards**

An audit of credit card transactions may be conducted at any time during the year.

## **6. Definitions**

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TERM	DEFINITION
<b>Council</b>	means the Carpentaria Shire Council.
<b>Corporate Cards</b>	means all cards held under a Council credit card facility. Currently these are the Credit Cards and BP Fuel Cards
<b>Corporate Credit Card Provider</b>	the financial institution that provides Council's Credit Card facility. Currently this is the Westpac Banking Corporation.
<b>Monthly Credit Limit</b>	the dollar limit of the total value of transactions permitted on an individual cardholder's corporate credit card during the billing cycle.
<b>Private Expenditure</b>	refers to any expense that is not related to the Council's business operations. The purchase of gifts, food and other items in relation to non-business activities are private expenditure.

Adopted by Council "Date" by Resolution "Number"

**Mark Crawley**  
**Chief Executive Officer**

## BUSINESS PAPERS

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### 10.5 PROCUREMENT POLICY

<b>Attachments:</b>	10.5.1. Procurement Policy <a href="#">↓</a>
<b>Author:</b>	Jade Nacario - Manager Finance and Administration
<b>Date:</b>	10 June 2021
<b>Key Outcome:</b>	7.3 - Strategic management of Council
<b>Key Strategy:</b>	7.3.1 Develop and implement local laws, policies, standards and codes in accordance with legislative requirements and ensure compliance.

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#### Executive Summary:

Executive Summary:

Council is committed to ensure all procurement activities undertaken by Council or on Council's behalf are completed with the highest levels of integrity, transparency and accountability.

Although there is a statutory obligation for Council to have a Procurement Policy, the community can have confidence that Council's procurement activities will be undertaken with equity and fairness based on the principles articulated within the policy.

#### RECOMMENDATION:

That Council adopts the Procurement Policy as presented.

#### Background:

Pursuant to section 198 of the *Local Government Regulation 2012*, Council has a statutory obligation to have a Procurement Policy and this policy is to be reviewed annually. In addition, Chapter 6 of the *Local Government Regulation 2012*, details Council's statutory obligations that must be maintained when contracting for goods and services.

Whilst the legislation covers contracts which have a value of \$15,000 or more, Council's Procurement Policy covers all procurement activities regardless of the value.

In undertaking the review of the Procurement Policy, it has been confirmed that this policy complies with all necessary legislative requirements and there have been no significant changes to the content of policy or the objectives that Council desires to be achieved with all procurement activities.

Included as an appendix to the policy is the financial thresholds that have been delegated to the selected staffing positions within Council.

#### Consultation (Internal/External):

- This policy has been reviewed and endorsed by relevant Procurement and Finance personnel together with Senior Management prior to presentation to Council.

#### Legal Implications:

- Section 198 of the *Local Government Regulation 2012*, states the following:
    - 1) A local government must prepare and adopt a policy about procurement (a procurement policy).
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## **BUSINESS PAPERS**

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- 2) The procurement policy must include details of the principles, including the sound contracting principles, that the local government will apply in the financial year for purchasing goods and services.
- 3) A local government must review its procurement policy annually.

The Procurement Policy presented to Council for adoption complies with the above statutory requirements.

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

- By applying the Sound Contracting Principles within the Procurement Policy, enables staff to achieve the most beneficial outcomes for Council through standard procurement activities and ultimately assists in reducing implications on finances and resources.

### **Risk Management Implications:**

- The mitigation of procurement risks is enhanced by:
  - following the legislative requirements associated with contracting; and
  - having a robust Procurement Policy; and
  - having strong internal controls through sound purchasing processes/procedures based on integrity, transparency and accountability.



## Procurement Policy

### Policy Details

Policy Category	Council Policy
Date Adopted	16 June 2021
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	16 June 2016
Policy Version Number	7
Policy Owner	Director of Corporate Services
Contact Officer	Senior Procurement Officer
Review Date	June 2022

### Supporting documentation

Legislation	<ul style="list-style-type: none"> <li>Local Government Act 2009</li> <li>Local Government Regulation 2012</li> <li>Public Sector Ethics Act 1994</li> </ul>
Policies	<ul style="list-style-type: none"> <li>Code of Conduct for Employees</li> <li>Corporate Credit Card Policy</li> <li>Local Preference Policy</li> </ul>
Delegations	<ul style="list-style-type: none"> <li>Financial Delegations to Staff</li> </ul>
Forms	<ul style="list-style-type: none"> <li>Nil</li> </ul>
Supporting Documents	<ul style="list-style-type: none"> <li>Corporate Plan 2021 - 2025</li> </ul>

### Version History:

Version	Adopted	Comment	eDRMS #
7	16/06/2021	Draft presented to Council 16/06/2021	
6	26/02/2020	Council Resolution 0220/023	
5	7/12/2016	Council Resolution 1216/011	



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## **Intent**

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This document sets out Council's policy for the procurement of goods and/or services. This policy applies to the procurement of all goods, equipment and services, construction contracts and service contracts.

## **Scope**

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This policy applies to the procurement of all goods, equipment and related services, construction contracts and service contracts (including maintenance). The policy:

- a) refers to purchasing activities across the whole of Carpentaria Shire Council;
- b) applies to all materials, products and services purchased by Council, including items procured by third parties (such as contractors) acting as representatives for Council.

## **Policy Statement**

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Council is committed to ensure all procurement activities undertaken by Council or on Council's behalf are completed with the highest levels of integrity, transparency and accountability.

Council officers must have regard to the following sound contracting principles in all procurement activities of Council which are activities that are, or relate to, both direct purchasing (for example, via corporate credit cards) and the making of contracts for the carrying out of work, or the supply of goods and/or services as defined in the legislation.

## **Sound Contracting Principles**

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Integrated with Council's broader system of sustainable financial management, all procurement activities shall be carried out in a manner which ensures regard for the Sound Contracting principles when entering into a contract for either the supply of goods and/or services.

The Sound Contracting principles are:

- Value for money;
- Open and effective competition;
- Development of competitive local business and industry;
- Environmental protection; and
- Ethical behaviour and fair dealing.

These Sound Contracting principles have been further defined by Council as:

### **Value for Money**

All procurement activities must consider the whole-of-life cost consequences of the procurement arrangement. However, the value for money concept is not restricted to price alone. Value for Money assessment includes consideration of:

- Non-cost attributes such as fitness for purpose, service and support, quality, performance and productivity;
- Cost related factors including whole-of-life costs and transaction costs that are associated with acquisition, use, holding, maintenance and disposal;
- Initial and ongoing technical compliance costs; and



- Compliance with all related acts, regulations and legislative requirements at all times.

### **Open and Effective Competition**

All procurement activities are to be undertaken with the appropriate rigor and documentation to encourage and support supplier confidence through:

- Transparency of process and decision making in all procurement activities;
- Maintaining confidentiality of offers, security of information and commercial-in-confidence material; and
- Maintaining good quality documentation of all request for quotes and tenders and evaluations of offers and recommendations.

### **Development of Competitive Local Business and Industry**

Consideration will be given to the benefits of utilising local suppliers when undertaking procurement activities. These benefits include:

- To assist local businesses enhance their competitive standards and performance;
- To assist local suppliers and ultimately the communities Council serve to achieve financial sustainability and continuation of local services;
- Creation of new and/or maintenance of existing local employment opportunities;
- More responsive and readily available servicing and ongoing maintenance support;
- Closer and more convenient communications regarding progress, performance and measurement to enable effective and efficient contract administration and management;
- Encouragement for the relocation of established businesses from outside the region to physically enter, establish and maintain a physical ongoing presence in the region;
- Support for economic growth within the local area; and
- Returning value-added benefits to Council and its ratepayers from the associated local commercial transactions.

*See Council's Local Preference policy.*

### **Environmental Protection**

Consideration must be given to support and promote sustainable outcomes through ensuring the necessary balance between environmental, economic and social aspects to maintain a high quality environment as a source of competitive advantage such as:

- Prevention or minimisation of waste;
- Use of recycled products and recycling facilities;
- Conservation of energy in buildings and use of equipment;
- Control of order of quantities to avoid stock build-up, minimise storage requirements and reduce possible obsolescence;
- Where possible, specification of environmentally-friendly products in invitation to offer documents; and
- Use of environmentally-friendly products in the management of parks / recreational grounds and for weed control on roads and kerb sides.



### **Ethical Behaviour and Fair Dealing**

All procurement related activities are to be conducted with impartiality, fairness, independence, openness, integrity and professionalism with particular focus on:

- Identifying, declaring and seeking advice on any perceived and/or actual situation that may give rise to a conflict of interest by any Officer involved in the end-to-end procurement process, and ensuring perceived conflicts of interest are documented and recorded;
- Ensuring that all procurement activities are undertaken in accordance with all legal, statutory and internal budgetary obligations; and
- Providing ongoing procurement and contract training for all relevant staff prior to them exercising the financial delegation that commits Council to a contract for the provision of goods and/or services.

### **Administration**

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#### **Purchase Orders**

Purchase orders are to be generated for all purchases of goods and services other than —

- petty cash;
- corporate card transactions; or
- long-term supply contracts (Ergon, Telstra, Freight, Corporate Traveller, Legal service retainers etc); or
- direct payments and fees (bank charges etc); or
- other purchases where a director or the CEO has determined that a genuine emergency has occurred

#### **Goods and Services Tax**

All values quoted in this policy are exclusive of GST.

#### **Optimisation of Value in Procurement**

In order to optimise value in procurement, where applicable, Council will establish annualised or bi-annual purchasing arrangements. This is generally to occur where multiple similar purchases are likely to be required and the total value of goods will exceed \$50,000.



**Purchasing Arrangements**

Where the value of the purchase or the value of the contract over the full contract period (including options to extend) is, or is expected to be, the following table must be followed:

*Table 1: Purchasing Thresholds*

Amount of Purchase	Policy
Under \$2,000	<ul style="list-style-type: none"> <li>For purchases under the value of \$2,000 at least one verbal quote must be obtained (details of which must be recorded and attached to Council's copy of the Purchase Order).</li> <li>Where the officer believes (or reasonably should believe) that the quote does not represent a fair price, additional quotes should be sought.</li> </ul>
\$2,000 - \$15,000	<ul style="list-style-type: none"> <li>Purchases between \$2,000 and \$15,000: two (or more) quotes in written, fax or e-mail form must be requested. Copies of the quotes and/or the requests for quotes must be attached to Council's copy of the Purchase Order.</li> </ul>
\$15,000 - \$200,000	<ul style="list-style-type: none"> <li>Council cannot enter into a medium sized contract unless Council first invites written quotes for the contract (See "Exemptions" and "LGA Arrangements").</li> <li>The invitation must be to at least three persons who Council considers can meet Council's requirements, at competitive prices.</li> <li>Copies of the quotes and/or the requests for quotes must be attached to Council's copy of the Purchase Order.</li> <li>Council may decide not to accept any quotes it receives.</li> <li>If Council does decide to accept a quote, Council must accept the quote most advantageous to it having regard to the sound contracting principles identified in section 104 of the Act.</li> <li>This requirement is subject to the exemptions identified in paragraphs "Exemptions" and "LGA Arrangements".</li> </ul>
\$200,000 and above	<ul style="list-style-type: none"> <li>Council cannot enter into a large-sized contract unless Council first invites written tenders for the contract in accordance with the requirements of section 228 of the <i>Regulation</i> (See "Exemptions" and "LGA Arrangements").</li> <li>Council must either invite written tenders under section 228(4) or invite expressions of interest under section 228(5) before considering whether to invite written tenders under section 228(6)(b).</li> <li>This requirement is subject to the exemptions identified in paragraphs "Exemptions" and "LGA Arrangements".</li> </ul>

**Acceptance of Quotations**

There is no requirement to accept the lowest quotation. However, where a staff member chooses a quotation other than the lowest quotation, they must provide a brief written justification which must be kept with the order.

**Tender Process**

Section 228 of the *Local Government Regulation 2012* sets out how a local government must invite written tenders for —

- a) a large-sized contract; or
- b) a valuable non-current asset contract.

The invitation for tenders must —



- a) be made by an advertisement in a newspaper that circulates generally in the local government area; and
- b) allow written tenders to be given to the local government for at least 21 days after the advertisement is published.

Records of tender must be kept on file and registered in council electronic record management system, InfoXpert.

### Exceptions

Chapter 6, part 3, division 3 of the *Local Government Regulation 2012* identifies exceptions for medium and large-sized contracts. If one of the exceptions applies, Council may enter into —

- a) a medium-sized contractual arrangement without first inviting written quotes; or
- b) a large-sized contractual arrangement without first inviting written tenders.

The exceptions are —

- a) the preparation of a quote or tender consideration plan and adoption by Council in accordance with the requirements of section 230 of the Regulation; or
- b) entering into a contract if the contract is made with a person who is on an approved contractor list established by Council in accordance with the requirements of section 231 of the Regulation; or
- c) entering into a contract if the contract is entered into with a supplier from a register of pre-qualified suppliers established by Council in accordance with the requirements of section 232 of the Regulation; or
- d) entering into a contract for goods or services if the contract is entered into with a preferred supplier under a preferred supplier arrangement that is made in accordance with the requirements of section 233 of the Regulation; or
- e) entering into a contract under an LGA arrangement established in accordance with requirements of section 234 of the Regulation; or
- f) entering into a medium-sized contract or a large-sized contract if —
  - I. Council resolves that it is satisfied that there is only one supplier who is reasonably available; or
  - II. Council resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for Council to invite quotes or tenders; or
  - III. a genuine emergency exists; or
  - IV. the contract is for purchase of goods and is made by auction; or
  - V. the contract is for the purchase of second-hand goods; or
  - VI. the contract is made with, or under an arrangement with, a government agency (See section 235 of the Regulation).

### Arrangements

A range of LGA arrangements has been put in place by Local Buy. When assessing the most effective method of obtaining goods and/or services, Council officers should consider the administrative and price costs to Council of seeking tenders or quotations independently, and the reduction of these costs which may be achieved by use of Local Buy arrangements.



## Delegations

The Chief Executive Officer has the delegated authority to allocate financial delegation to positions within Council. These are summarised in *Annexure 1 – Financial Delegations*. Any new positions or changes/variations must be approved by the Chief Executive Officer in accordance with the relevant legislation.

All staff with requisitioning permissions are only authorised to order goods and services (up to their financial limit) against jobs over which they have clear operational authority and budget responsibility. By signing a requisition/purchase order all officers are confirming that they have taken full notice of this policy and will comply with all of the requirements of this policy.

## Local Supplier

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For the purposes of application of this policy a "local supplier" is a supplier that:

- is beneficially owned and operated by persons who are residents of the local government area of Council and pay rates; or
- is a registered business or individual that has its principal place of business within the Local Government area of Council; or otherwise
- has a place of business within the Local Government area of Council which solely or primarily employs persons who are residents or ratepayers of the Local Government area of Council.

Council's preference is to purchase locally and as such may apply up to a 15% weighting to all offers received in response to its expressions of interest, quotations and Tenders where the offer is able to demonstrate some form of "local" economic benefit.

*Please refer to Council's Local Preference Policy.*

## Responsibilities

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It is the responsibility of the Director Corporate Services to monitor the adequacy and effectiveness of this policy and recommend appropriate changes to Council.

All Council employees responsible for purchasing goods and services of any kind must comply with this policy. It is the responsibility of Council employees involved in the procurement process to understand the meaning and intent of the policy.

Employees are responsible for familiarising themselves with Council's policies, guidelines and procedures, as a failure to do so may be accepted as grounds for breach.

Council officers are required to:

- adhere to the "Sound contracting principles" as stipulated in the *Local Government Act 2009*;
- preserve Council's integrity in the procurement process to ensure that Council may be seen to have acted beyond reproach in all dealings;
- abide by Council's Code of Conduct and all applicable policies and instructions; and
- source quotations and raise purchase orders prior to receiving goods and services.



## Definitions

TERM	DEFINITION
<b>Contract</b>	An agreement, written or otherwise, that creates an obligation that is enforceable by law.
<b>Genuine Emergency</b>	Includes: <ul style="list-style-type: none"><li>(a) a critical or emergency incident, that a reasonable person could not have planned or foreseen, and requires the supply of goods or services to reduce the immediate risk; or</li><li>(b) any time that the Local Disaster Coordinator is performing a function under the Disaster Management Act 2003; or</li><li>(c) any time an event occurs resulting in actual or likely loss of life or serious injury to person/s and where action from Council may prevent or reduce the actual or likely loss of life or serious injury to person/s, or aid and assist in response to the event; or</li><li>(d) any time an event occurs resulting in actual or likely serious damage to property and where action from Council may prevent or reduce the actual or likely serious damage, or aid and assist in response to the event.</li></ul>
<b>Large-Sized Contract Arrangement</b>	Is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$200,000 or more in a financial year, or over the proposed term of the contractual arrangement.
<b>Local Supplier</b>	Defined within the body of the policy.
<b>Medium-Sized Contractual Arrangement</b>	Is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$15,000 or more but less than \$200,000 in a financial year, or over the proposed term of the contractual arrangement.
<b>Procurement</b>	The purchase, hire, lease, rental, exchange or any other commercial transaction involving the outlay of funds in return for the provision of goods, equipment and related services, construction contracts and service contracts to Council, Council officers and agents unless specifically exempted under the provisions of this policy.

Adopted by Council by Resolution

**Mark Crawley**  
Chief Executive Officer

## **BUSINESS PAPERS**

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### **10.6 COMMUNITY DEVELOPMENT REPORT**

**Attachments:** 10.6.1. Library monthly report [↓](#)  
10.6.2. Monthly pool report [↓](#)  
10.6.3. Community Development Funding overview [↓](#)

**Author:** Cherie Schafer - Manager Economic & Community Development

**Date:** 9 June 2021

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**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.

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#### **Executive Summary:**

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

#### **RECOMMENDATION:**

That Council:

1. note the Community Development Report; and
2. that those matters not covered by resolution be noted.

### **1. MATTERS FOR INFORMATION:**

#### **1.1 Karumba and Normanton Swimming Pool Precinct**

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- Statistics and general information for the Normanton and Karumba Pools for the month of May have been (attached). It should be noted that the pool has now closed and there will not be an update on pool statistics until the pool re-opens 31 August.

#### **1.2 Normanton and Karumba Library Statistics**

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- Statistics have been provided on the statistics and general information for the Normanton and Karumba Libraries for the month of May (attached).
- The Karumba library is due to be re-located to the Les Wilson Barramundi Discovery Centre the week of 12<sup>th</sup> July 2021.

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### **1.3 Normanton Childcare**

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The Normanton Childcare Centre provides an important service to the community and is operated by Council Monday to Friday from 7.30am to 5.30pm. Updates around this month's activities are as per below:

- A contractor has been engaged to complete several work items to the external areas of the childcare, including installing a Colourbond fence, sanding and re-oiling all wood play area, upgrading the irrigation systems and replacing the rotted retainer wall and bridge. All works are due to be completed by 30<sup>th</sup> June 2021.

### **1.4 Community Donations approved under the CEO delegation**

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Council receives numerous requests for donations throughout the year under to assist not for profit community groups with their sporting activities/community events. The applications listed below are applications that have been received outside of the grant funding round and have been approved under the Chief Executive Officer's delegation.

- Mount Isa School of the Air Swim Day: Requests the fees to be waived for the use of the pool from 8am to 3pm to run swim lessons for the station children (Estimated cost to Council \$100)
- Gulf Christian College weekly swim lessons: Requests the reduction of fees from \$2 to \$1 per child for swim lessons during the months of October to November for the school (Estimated cost to Council \$400 based on last terms statistics)
- Gulf Christina College Awards night: Requests the fees to be waived for the use of the community donation trailer, additional 15 tables and 120 chairs. (Estimated cost to Council \$1390)
- Gulf Christian College Grade 6 Awards night: Request the waiver of fees and charges for the community donation trailer (Estimated cost to Council \$580)
- Gulf Christian College Swim Carnival: Requests the pools fees and charges to be waived for the Normanton swimming pool from 8.30am to 2.30. (Estimated cost to Council \$120)
- Department Senior, Disability Services Career Expo: Requests the fees to be waived for the use of the Normanton Shire hall, tables, and chairs to host the Carer Expo (Estimated cost to Council \$550)
- Riverside Christian College Youth Trek: Requests fees to be waived for the use of the Normanton Rodeo Grounds, bins, kitchen toilets and showers for a week (Estimated cost to Council \$1250)
- Lisa Mihajlovic Youth Activities: Request the waiver of fees and charges for the Karumba Sports Centre and available sports equipment to run youth activities

## **BUSINESS PAPERS**

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every Thursday for an hour. Approved to the 30 June 2021 while the applicant organises suitable insurance. This activity cannot be covered under Council's insurance as it is not a Council run event (Estimated cost to Council \$1000)

### **1.5 General updates**

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#### Grant outcomes and updates

##### Local Roads and Community Infrastructure Funding

Works on track to be completed by 30 June 2021

- Repainting of both the Normanton and Karumba water Parks
- Extend the cement around the Normanton baby pool
- Replace the shade sail over the Karumba Kath Alexander Park playground
- Replace the soft fall around the Normanton Childcare Forte
- Replace the fence around the Normanton Tennis Courts
- Replace the fence around the Normanton Pool
- Repaint internals and externals of the Normanton Childcare
- Upgrade the irrigation system of the Normanton Childcare
- Remove and replace wood areas that has been damaged by wood rot over the years and not to standards. Install Colourbond fence over the existing chain fence along the back side of the childcare to protect the children from the next-door neighbour's dog when playing in that space.

#### Move It NQ funding

Move It NQ is a project of the North Queensland Sports Foundation (NQSF), aimed at supporting healthier and active lifestyles. Through the successful development of evidence-based strategies and delivery of community physical activity programs across North Queensland, Move It NQ has become a leader in driving health-related outcomes across the region.

Council has been successful in its grant application of \$10,320 to run 2 sessions per week for 43 weeks of the year. The Move it NQ funding will be used to engage Taren Carr - Body Fuel Fitness to run regular exercise classes for youth and the general community. The funding will be used to by Body fuel Fitness \$120 per session so that the classes are free for community members. Session are due to be advertised after 1 July 2021.

#### Carpentaria Shire Localised Mental Health Initiatives

Council has been successful in receiving \$75,000 to deliver tailored, local mental health measures to support people who may have been impacted by the COVID-19 pandemic as well as the any local disasters. The funding can be used to host community events to bring people together, deliver programs that enhance mental health and wellbeing, suicide prevention literacy and training programs.

Council will be engaging Livin.Org who specialise in "Breaking the stigma of mental health." Livin.org will deliver mental health programs to local schools and community members between 1 July 2021 and 30 June 2022.

## **BUSINESS PAPERS**

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### Livin.ORGs Mission

This initiative is to help promote wellness and positive living for young people through awareness and early education programs.

- Encourage young people to be open, engage in conversation and be vulnerable.
- Connect to young people through innovative means.
- Create a movement with a brand that makes mental health relatable and that people can build an enduring relationship with.

The second initiative will a community event targeted at mothers.

The Funny Mummies Comedy night will host a comedy performance produced by mothers for mothers and will be scheduled for September 2021. The story telling sessions encourage mothers to share their own experiences (funny, tragic, or just plain inspiring) with each other.

### Community Development Funding

The role of the Community Development Officer (CDO) is to provide support to communities affected by the Monsoon in 2019. This is done through:

- promoting community resilience,
- identifying community needs and prioritising projects that are linked to human and social recovery,
- delivering community recovery information strategies, and
- enhancing capacity for skills development.

The CDO funding expires 30 June 2021 and all events/projects are to be completed before this date, there will not be any extensions provided. The CDO funding was over a period of 24 months however Council was not allocated funding the first round which resulted in having only 18 months to deliver projects. During the 18 months there were several staff turnovers in this role and COVID which also has an impact with continuation of service.

Attached is a full list of events/training conducted under the CDO funding and the unspent funds that Council will not receive before the 30 June 2021. Several Councils have unspent funds, and like Council have been declined in their application to extend the funding agreement allowing extra time to continue the service due to all the delays that were out of Councils control.

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

- Chief Executive Officer
- Director Corporate Services

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**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®*

## Library Services Monthly Report May 2021

<u>Statistics</u>	Normanton			Karumba		
	May-19	May-20	May-21	May-19	May-20	May-21
Monthly Walk-Ins	129	42	98	224	47	105
Number of library loans	195	52	59	101	55	141
Number of people utilising the internet	56	29	122	10	3	4
Number of new members	11	1	3	5	0	0
Total Hours Public Internet Usage	6.5	14.5	8	5	2.5	1.5
Total hours open to the public	69	40	60	92	40	68

### Normanton Library

This month has been a little busier than previous Months, with the tourist season in full swing we've had a few young tourist families using the Library for home schooling and just to read a good book and relax.

We hosted the annual National Simultaneous Storytime event this Month which was a bit different to previous years because the story was read by an astronaut from the International Space Station. We showed a video of the reading on the Library's flat screen TV at 11am – the same time as all the other Libraries in Australia and again at 2pm for a small group of kids who were part of a tourist group passing through Normanton. They really enjoyed it because they had just finished learning about the International Space Station in the home-school lessons.



### Karumba Library

First 5 is continuing every Monday, the new Bee bots have been a great hit. The inside outside library the children are looking forward to using it. The book exchange has been great for adults and the children. We are encouraging borrowers to tell us what books they want, and we can order them for them. We also have a lot of 2020 new release DVD's which are always a big hit with the adults.

There has been 4 people this month for help with setting up of new phones and sims for old phone. Wifi has been getting utilised heavily after hours and people have been bringing down their own bean bags and chairs to sit comfortably out the front while using the wifi.

Staff have participated in discussions for Karumba 150<sup>th</sup>. We are in the process of packing for our move to the Barra centre.

We are also making plans for Mental Health Week we are going to try to become part of the [Blue Tree Project Trail](#). More info to come.

Winter is here, we have ordered some keep warm recipe books for borrows.

## Normanton and Karumba Pool Monthly Report – March 2021

### Normanton

#### Statistics

Patrons	April 2021	May 2021
Adults	62	54
Children	422	5
Water Park	300	Not taken
<b>Total Attendance</b>	<b>697</b>	<b>59</b>

Note\*: These numbers do not include swimming club patrons

#### Normanton opening hours are:

**Monday, Wednesday, Fridays: 2:30pm – 6pm**

**Tuesday, Thursday 2:30pm – 4:30pm**

**Saturday and Sundays 1pm to 6pm**

### Karumba

#### Statistics

Patrons	April 2021	May 2021
Adults	175	90
Children	101	20
Water Park	37	22
<b>Total Attendance</b>	<b>313</b>	<b>132</b>

#### Karumba opening hours

Monday to Sunday 1-6pm

Public Holidays 1.00pm-6.00pm

#### General update

Both pools have been closed as of the 1<sup>st</sup> June to 31 August, 2021

FNQ & NQ Monsoon Trough Cat C Funding - Disaster Recovery Progrjects  
 Figures are as at 21/05/2021

Date	Event	Location	Details (What, Who How)	Stakeholders	Actual Costs/Expenditure
2020	Cooking with Council	Various	All 4 Adventures were contracted to be ambassadors to showcase recipes which could be used during times of disaster	All 4 Adventure	\$ 35,215.78
2020	Family Fun Day	Normanton & Karumba	Family Fun Day with all local services present to	ALL local Service Providers and NGO's Carpentaria	\$ 1,755.13
2020	A6 Disaster Fridge Magnet	Carpentaria Shire	Fridge Magnet distributed to all households in Carpentaria Shire with important Disaster Response and Recovery information	Carpentaria Shire Council Two-Can Media	\$ 392.65
2020/2021	Miscellaneous Costs	Carpentaria Shire	LDMG Meeting, Vulnerable Persons Register, Scorecard Project Kick Off Meeting	Various	\$ 1,824.00
Feb/Jan 2021	Station Welfare Packs	Carpentaria Shire	Welfare Packs including batery operated radios, rain guages and disaster recovery information issued to all stations in Carpentaria Shire	Carpentaria Shire Stations	\$ 5,451.40
Mar-21	Disaster Management "Big Water" Film	Various	Josh Arnold contracted to create a 60 second film and song with key Disaster Management Messages	Josh Arnold Schools	\$ 12,750.00
2.03-6.03.2021	First Aid Course	Normanton & Karumba	First Aid Training Courses in Normanton & Karumba	Bakery Aquatic Response	\$ 22,023.00
March	The Resilience Project	Carpentaria Shire Schools & Carpentaria Shire Council	The Resilience Project delivers online and in class courses to children and teachers about minfullness, empathy, gratitude and wellness.	Normanton State School Karumba State School Gulf Christian College MISOTA Carpentaria SC	\$ 17,598.97

May	Disaster Recovery Booklets	Various	re-order of the Disaster Recovery Booklets in March, and then a re-order in May/June	Two-Can Printers	\$ 4,617.80
May (Ongoing)	Discover Carpentaria Website	Virtual	Virtual Technician Support package which includes support for the uploading and delivery of content on the website (\$80/hour)	Carpentaria Shire Council LGAQ	\$ 1,600.00
9.03-14.03.2021	Chainsaw Course (Original)	Normanton Rodeo Grounds and Karumba Golf Course	3 x 2-day chainsaw courses for 10 people each	ProSaw Australia	\$ 19,850.00
15.03-16.03.2021	Chainsaw Course (extra)	Normanton Rodeo Grounds	Extra course generated out of interest in the course	ProSaw Training	\$ 7,090.00
27.03.2021	Meet & Greet Cricket Comp	Burke & Wills Roadhouse	Cloncurry Shire Council is running an interstation meet & greet and Carpentaria is supporting by providing a band	Cloncurry Shire Council Burke & Wills Roadhouse	\$ 12,097.95
14.04.2021	White Card Training	Normanton	White Card Training	Total Management and Training	\$ 4,460.00
01.05-02.05.2021	Bull Riding School	Normanton Rodeo Grounds	2 Day School with Colin Fisher for adults & kids/young adults. BBQ Dinner & Talk on Saturday Night	Colin Fisher Preston Campbell Small Talk Big Difference	\$ 10,866.12
8.05-09.05.2021	Boat Licence Course	Karumba	2/3 Day Boat Licence Course in Karumba with Jason Robinson and Brenton Gangemi in Karumba (at Animal Lodge/Town Boat Ramp)	Australian Boating College North Queensland	\$ 9,125.00
17.05-22.05.2021	Forklift Ticket Course	Normanton	Forklift ticket course provided at no cost to participants	Des Tremble - Karumba Double D Training	\$ 18,450.00
25.05.2021	Chemical Accreditation Course	Normanton Shire Hall	Agforce to deliver 2 x 1 day workshops from Chemical Accreditation provided at no cost to participants	Agforce	\$ 4,750.00

01.06.2 021 & 03.06.2 021	Wheel of Wellbeing Workshops	Civic Centre & Tavern in Karumba Shire Hall & Gulfland Motel - Normanton	NWHHS to host these for the older generations, Carpentaria Shire to cater for Morning Tea, Lunch and Afternoon Tea, as well as Dinner & Nice Set Up	NWHHS	\$ 900.00
05.06- 06.06.2 021	Woodworking/ Milling Course	Bynoe Compound	2 Day Milling & Resin workshop to get rid of the logs, etc. laying around town following the cyclone as well as upskill community members	Topaz Sustainable Timber	\$ 13,858.85
14.06- 15.06.2 021	Farrier School	Normanton Rodeo Grounds	Horse Shoeing School with William McCulloch to follow Normanton Rodeo	William McCulloch	\$ 5,600.00
26.06.2 021	Ladies Cocktail Night	End of the Road Motel	open to women guest speakers and nibbles provided \$45pp	Katrina Davidson Nikki Row End of the Road	\$ 15,000.00
June	Bynoe Delta Camp	Delta	Bynoe on country camp at Delta Downs Station Council to supply funds to buy catering	Bynoe CACS Delta Downs Station	\$ 1,000.00
June	Tourism & Business Photoshoot	Carpentaria Shire		OQTA Carpentaria Shire Council	\$ 20,000.00
Total Funds					\$246,276.65
Budget					\$297,500.00
Surplus					\$ 51,223.35

## **BUSINESS PAPERS**

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### **10.7 MANAGEMENT OF CCTV POLICY**

<b>Attachments:</b>	10.7.1. CCTV Policy <a href="#">↓</a>
<b>Author:</b>	Cherie Schafer - Manager Economic & Community Development
<b>Date:</b>	11 June 2021
<b>Key Outcome:</b>	7.3 - Strategic management of Council
<b>Key Strategy:</b>	7.3.1 Develop and implement local laws, policies, standards and codes in accordance with legislative requirements and ensure compliance.

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#### **Executive Summary:**

As a local government pursuant to the *Local Government Act 2009*, Council has a broad reaching power to do all things that are in the interests of the good rule and governance in the local government area.

Council endeavours to protect the safety of its employees, contractors, volunteers and the general public as well as the property and assets of Council through a range of initiatives including the installation of Closed Circuit Television (CCTV) in Council workplaces, public spaces and other Council controlled areas, facilities and land.

This Policy provides a framework for the establishment, operation and management of CCTV which is owned by Council to ensure that information including CCTV footage is only collected for a lawful purpose and that CCTV is managed in accordance with this Policy, relevant legislation, other Council policies and guidelines.

#### **RECOMMENDATION:**

That Council adopts the Management of CCTV Policy as presented.

#### **Background:**

While an individuals' right to privacy is protected under applicable legislation, Council has identified the primary purpose for the installation and management of each CCTV device within its network is for the detection of and prevention of criminal activity or harm to persons and property in public spaces and local government controlled areas, facilities and land.

Information is collected in accordance with the Information Privacy Principles set out in the *Information Privacy Act 2009* for the following purposes:

- To monitor and assist in the protection of employees, contractors, volunteers, the general public and Council and community assets.
  - To act as a deterrent against anti-social behaviour and unlawful activity in public spaces or local government-controlled areas, facilities or land.
  - To improve public confidence in the safety and security of public spaces.
  - To assist Council with investigations into unacceptable behaviour, suspicious activity and fraudulent or criminal activity in the Council workplace.
  - To assist Law Enforcement Agencies with investigations into unacceptable behaviour, suspicious activity and fraudulent or criminal activity in public spaces and Council controlled areas, facilities and land.
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- To assist in the investigation and prosecution of crimes against a person, civil and criminal offences in relation to the security of public spaces and Council controlled areas, facilities and land.
- To assist in the identification of owners of lost property in public spaces; and
- For investigation and review of incidents to reduce the threat of harm to individuals and to protect the health, safety and welfare of Council employees, contractors, volunteers and the general public in public spaces and Council controlled areas, facilities and land.

The collection, use and management of all information obtained through CCTV will comply with the *Information Privacy Act 2009*, *Right to Information Act 2009*, the *Local Government Act 2009* and *Public Records Act 2002*.

Access to information obtained through the CCTV network will only be available in limited circumstances, as defined within the policy and any complaints pertaining to CCTV operations will be dealt with in accordance with Council's Complaint Management Policy.

In all areas where there is CCTV coverage, signs will be displayed to inform all users that the area is monitored by CCTV.

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

- This policy has been reviewed by Senior Management and Preston Law prior to presentation to Council for adoption.

### **Legal Implications:**

- As stated above, Preston Law have been consulted to ensure the framework developed by Council for the CCTV operations, processes and procedures is compliant with all relevant legislation.

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

- All costs associated with operation and management of the CCTV network are factored into Council's annual budget.

### **Risk Management Implications:**

- Having effective CCTV operations in place assists in mitigating risks to the safety of Council employees, volunteers and the general public as well as protecting property and assets. This policy ensures that all aspects of the CCTV operations will be compliant to relevant legislation and protect the privacy of individuals.



## Management of CCTV Policy

### Policy Details

Policy Category	Council Policy
Date Adopted	
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	
Policy Version Number	1
Policy Owner	Director Corporate Services
Contact Officer	Julianne Meier
Review Date	3 years from date of adoption

### Supporting documentation

Legislation	<ul style="list-style-type: none"> <li>• Information Privacy Act 2009</li> <li>• Information Privacy Regulation 2009</li> <li>• Local Government Act 2009</li> <li>• Local Government Regulation 2012</li> <li>• Public Records Act 2002</li> <li>• Public Sector Ethics Act 1994</li> <li>• Right to Information Act 2009</li> </ul>
Policies	<ul style="list-style-type: none"> <li>• Code of Conduct for Employees</li> <li>• Privacy Policy</li> <li>• Complaints Policy</li> </ul>
Delegations	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
Forms	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
Supporting Documents	<ul style="list-style-type: none"> <li>• Camera Surveillance and Privacy – Office of the Information Commissioner Queensland</li> <li>• Australian Standard AS 4806.1-2006 Closed Circuit Television (CCTV) – Management and Operation</li> <li>• Australian Standard AS 4806.2-2006 Closed Circuit Television (CCTV) – Application and Guidelines</li> </ul>

### Version History:

Version	Adopted	Comment	eDRMS #
1		Council Resolution	



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## Intent

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Council is the owner of Closed Circuit Television equipment (CCTV) which has been installed or will be installed in the Carpentaria local government area.

The Policy is to provide a framework for the establishment, operation and management of CCTV which is owned by Council to ensure that information including CCTV footage is only collected for a lawful purpose and that CCTV is managed in accordance with this Policy, relevant legislation, other Council policies and guidelines.

## Scope

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This policy applies to all Council employees, contractors, agents and any other persons or entities dealing with information obtained by CCTV or providing security services through CCTV for or on behalf of Council.

## Policy Statement

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As a local government pursuant to the *Local Government Act 2009*, Council has a broad reaching power to do all things that are in the interests of the good rule and governance in the local government area.

Council endeavours to protect the safety of its employees, contractors, volunteers and the general public as well as the property and assets of Council through a range of initiatives including the installation of CCTV in Council workplaces, public spaces and other Council controlled areas, facilities and land.

For the purposes of this policy, information obtained by CCTV may include footage, images and other information from fixed CCTV, vehicle dashboard cameras, remotely piloted aircraft (drones) or body worn cameras whether in use currently or in the future.

## Guiding Principles and Purpose

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Information collected through CCTV may contain the personal information of individuals and Council will take all reasonable steps not to unduly infringe an individuals' right to privacy.

While an individuals' right to privacy is protected under applicable legislation, Council has identified the primary purpose for the installation and management of each CCTV device within its network is for the detection of and prevention of criminal activity or harm to persons and property in public spaces and local government controlled areas, facilities and land.

CCTV will be operated in compliance with applicable legislation and information collected only for lawful purposes.

Information is collected in accordance with the Information Privacy Principles set out in the *Information Privacy Act 2009* for the following purposes:

- To monitor and assist in the protection of employees, contractors, volunteers, the general public and Council and community assets.
- To act as a deterrent against anti-social behaviour and unlawful activity in public spaces or local government-controlled areas, facilities or land.
- To improve public confidence in the safety and security of public spaces.
- To assist Council with investigations into unacceptable behaviour, suspicious activity and fraudulent or criminal activity in the Council workplace.



- have appropriate maintenance schedules to ensure CCTVs are operational and the information obtained through CCTV is at a quality that suits the purpose.
- install notices to inform the community about the installation and use of CCTV in public spaces. Such notices may advise whether that CCTV is installed and operational in the immediate vicinity of the notices. Locations of CCTV required for covert investigations, or where an investigation or function of a Law Enforcement Agency is being undertaken will not be disclosed and use of CCTV for covert investigations will be undertaken with the express consent of the Chief Executive Officer unless otherwise required at law.
- undertake regular review of the use and operation of all CCTV, to identify CCTV that is no longer required for the purpose or that is obsolete in technology and requires replacement.
- ensure staff responsible for undertaking surveillance, viewing and management of information obtained by CCTV are properly authorised and trained in the ethical conduct and use of CCTV.
- ensure that any personal information obtained by CCTV will not be used or disclosed unless authorised or required by law with such use or disclosure consistent with the Information Privacy Principles.
- have appropriate procedures in place to protect against unauthorised access, alteration, dissemination, disclosure, loss or destruction of information obtained by CCTV (excepting through Council's standard record destruction procedures).
- ensure that any personal information obtained by CCTV is not stored in any location outside Australia without the consent of the individual concerned.

## **Requests for Access of CCTV Images**

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Access to or disclosure of CCTV images to a third party can only be provided in the following circumstances:

- If the individual captured by CCTV was reasonably made aware that CCTV was operating in that location and that access to information obtained by CCTV could be permitted under certain circumstances (for example, there was a notice posted in the vicinity of the CCTV which informed the public that an application for access to the information collected by CCTV could be made and would be assessed in accordance with this Policy and applicable legislation);
- If the disclosure is authorised or required by law which includes applications made pursuant to *Information Privacy Act 2009* or the *Right to Information Act 2009*.
- If satisfied on reasonable grounds that the disclosure is necessary for a law enforcement activity being carried out by a Law Enforcement Agency or to prevent or lessen a serious threat of harm to the health, safety or welfare of an individual or the public.
- All application for the disclosure of any information obtained by CCTV to a third party will be assessed and a determination made by the Chief Executive Officer or Director Corporate Services in accordance with this Policy and applicable legislation.

Any information obtained by CCTV which is released without the prior written approval of the Chief Executive Officer or Director Corporate Services may constitute a significant breach of the Employee Code of Conduct which could lead to disciplinary action.

## **Complaints**

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Any complaints received in relation to the operation of CCTV by Council will be dealt with under the Council's Complaints Management Policy.

## **Definitions**

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- To assist Law Enforcement Agencies with investigations into unacceptable behaviour, suspicious activity and fraudulent or criminal activity in public spaces and Council controlled areas, facilities and land.
- To assist in the investigation and prosecution of crimes against a person, civil and criminal offences in relation to the security of public spaces and Council controlled areas, facilities and land.
- To assist in the identification of owners of lost property in public spaces; and
- For investigation and review of incidents to reduce the threat of harm to individuals and to protect the health, safety and welfare of Council employees, contractors, volunteers and the general public in public spaces and Council controlled areas, facilities and land.

## Public Interest

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CCTV systems will be operated with due regard to the protection of privacy and civil liberties of members of the public, Council employees, contractors and volunteers by:

- Ensuring the collection, use, disclosure and storage of any personal information is in accordance with relevant legislation including the *Information Privacy Act 2009*, the *Right to Information Act 2009* and the *Public Records Act 2002*.
- Development of standard operating procedures that recognise and protect privacy, security and integrity in the viewing, use, disclosure and disposal of all information obtained by CCTV.
- The use of appropriate signage in places (at fixed locations) to inform the public and Council employees, contractors and volunteers that Council has installed CCTV in a particular location.
- Informing authorised employees involved in dealing with information obtained by CCTV of the standard operating procedures and their responsibility to act in an ethical and lawful manner as required by legislation.
- Maintaining established processes with the Law Enforcement Agencies and other approved entities in relation to access to information obtained by CCTV.

## System Management and Compliance

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To ensure the safe and successful management of CCTV, Council will:

- ensure the management of each CCTV is consistent with the purpose set out in this Policy, both in documented procedures and in practice.
- ensure the collection, use and management of information obtained through CCTV complies with the *Information Privacy Act 2009*, *Right to Information Act 2009*, the *Local Government Act 2009* and *Public Records Act 2002*.
- retain ownership and security of all equipment, videos, photographs and documentation obtained by CCTV and will have responsibility for the overall maintenance and management of all CCTV operated by the Council in its' local government area.
- ensure that all information obtained by CCTV is stored and secured to prevent unauthorised access or disclosure.
- ensure that retention and disposal of information obtained by CCTV will be in accordance with General Retention and Disposal Schedule for Administrative Records under the *Public Records Act 2002*.



TERM	DEFINITION
<b>Anti-Social Behaviour</b>	Behaviour that creates community concern and can range from acts that are socially unacceptable through to acts that break the law.
<b>Body Worn Camera</b>	Is a wearable camera system incorporating an audio and video, or photographic recording system used to record events when employees or contractors are performing their duties.
<b>Closed Circuit Television (CCTV)</b>	The use of fixed or mobile video cameras to record and transmit images that will be recorded or monitored by authorised personnel for surveillance in public spaces and / or Council Property and which may collect personal information by video and audio recording.
<b>Law Enforcement Agencies</b>	Shall mean any of the following: <ul style="list-style-type: none"> <li>• Queensland Police Service (QPS),</li> <li>• a police force or police service of another State or a Territory,</li> <li>• the Australian Federal Police,</li> <li>• the Police Integrity Commission,</li> <li>• the Australian Crime Commission,</li> <li>• the Department of Corrective Services,</li> <li>• the Department of Juvenile Justice,</li> <li>• any other authority or person responsible for the enforcement of the criminal laws of the Commonwealth or of the State,</li> <li>• a person or body prescribed for the purposes of this definition by regulations</li> </ul>
<b>Public Space</b>	Any place to which the public has access as of right or by invitation, whether express or implied and whether or not a charge is made for admission to the place which is under the control and management of Council.
<b>Unlawful Activity</b>	An act or omission that constitutes an offence against a law of this State or the Commonwealth.

Adopted by Council "Date" by Resolution "Number"

**Mark Crawley**  
 Chief Executive Officer

## 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:** 10 June 2021

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

**Key Strategy:** 5.1.3 Plan and implement urban improvement works which enhance local character and identify, conserve and improve the region's streetscapes and provide iconic parkland.

#### Executive Summary:

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

#### RECOMMENDATION:

That Council:

1. receive and note the Director of Engineering Report as presented; and
2. that those matters not covered by resolution be noted.

#### 1. Actions Arising from Previous Meetings

Reference	Action	Status
A0318-18	Liaise with TMR to obtain approval to install a pedestrian crossing on Landsborough Street in the vicinity of the Stop Shop <ul style="list-style-type: none"> <li>➤ 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.</li> </ul>	In Progress
1/11/2018	Investigate and prepare a report including scope of works and estimate of costs to reinstate the grid on the Old Croydon Road for Councils consideration. <ul style="list-style-type: none"> <li>➤ Put on Works Program</li> </ul>	In Progress
9/12/20	Install no boat trailer signs along Massey Drive to Carina Street <ul style="list-style-type: none"> <li>➤ Council is arranging for signs to be purchased – with Artcraft</li> </ul>	In Progress
17/03/21	Install bin at Corduroy <ul style="list-style-type: none"> <li>➤ In works program. Bin post under order</li> </ul>	In Progress
17/03/21	Repair/reinstall fallen guideposts on Col Kitchener Drive <ul style="list-style-type: none"> <li>➤ Put in Works Program</li> </ul>	In Progress

## BUSINESS PAPERS

Reference	Action	Status
21/04/21	Repair gates at the Oval. ➤ Gulf Construction is arranging construction of gates	In Progress
21/04/21	10 year inspection for Cherry Picker due ➤ Picker sent to Townsville	In Progress

### 2. Miscellaneous Projects

- 2.1. The 2020-2021 TIDS is completed on the Normanton - Burketown Road. Council is planning a new 5km sealed section between Inverleigh and Inverleigh West for the 2021-2022 TIDS.
- 2.2. CN1605 – The widening works on this narrow section at the Flinders River on 89A is being done by Council's stabiliser crew. The length of the works is 9km and includes major concrete protection upgrades and new culvert replacing old existing ones. Approximately 5.4km of new gravel pavement has been carted to the road and as from 8<sup>th</sup> of June 3.7km stabilisation works have been completed. All concrete works and new culvert works have been completed. The first sealing works is programmed for the 17<sup>th</sup> June and the remaining works will be completed by the end of June. Council will upgrade the 10 Mile intersection with new bitumen seal.
- 2.3. CN1607 – John O'Brien's crew are undertaking these widening works at the narrow sections on 89A near Donors Hill Station. All road base material has been carted to site and laid out to its correct depth. As from 8<sup>th</sup> of June 3.5km of the 6.91km or 51% of the work has been stabilised and ready for sealing. The first sealing works is programmed for the 14<sup>th</sup> June and the remaining works will be completed by end of June. The crew will upgrade the Augustus Downs intersection with 89A to a sealed standard.
- 2.4. Footpath to the Rodeo – the works are progressing well. Completed sections of the new footpath to the rodeo grounds are completed. All that remains is a small section at the start at the end of the aerodrome.
- 2.5. Terry's crew are working on the TMR emergent and DRFA works. They are repairing pavement failures on the State Roads.
- 2.6. The remaining 2.5km of works on 89B Australian Government Stimulus Package has been completed and sealed (Ch. 30680 - Ch. 35800) by SPA.
- 2.7. SPA is working on the second 5km package on 89B using funding from the Australian Government Stimulus Package. All subgrade works are complete, all gravel pavement have been carted to site and laid out. SPA are currently undertaking stabilisation works and the new sealed works will be completed before the end of June.
- 2.8. Federal Safety Audit: Council is preparing for our Federal Safety Audit on the Flinders River/ Walkers Bend project. The audit is expected to be undertaken by 16<sup>th</sup> to 17<sup>th</sup> June.

## BUSINESS PAPERS

- 2.9. 89B Emergent works – Council is planning to deliver approximately 15000 tonnes of gravel between Dorunda and Dunbar using single trailers. The gravel will be used to treat numerous boggy sites of the road that road trains and heavy vehicles can't access.

Table: TMR Projects progress report for 2020 – 2021

Projects	Value	Claimed	Progress
89B TMR 2020 DRFA Emergent Works	\$ 200,000.00	\$ 195,552.70	Completed
CN-12531 89B TMR 2019 DRFA Betterment Works	\$ 5,817,621.05	\$ 5,817,621.05	Completed
2019 TMR DRFA REPA Works on 84A, 89A, 89B and 92A	\$ 2,146,085.20	\$ 1,997,841.66	95% Complete Remainder of works being completed by Terry's Crew. Claims being prepared
2019 TMR DRFA REPA 92A Variation (Separate Contract)	\$ 363,073.95	\$ 363,073.95	Completed
Grid Replacement at the Flinders River 89A	\$ 84,515.00	\$ 84,515.00	Completed
2020-2021 RMPC	\$ 1,965,500.00	\$ 2,164,615.00	77%
2020-2021 RMPC Variation Extra for pavement rehab (New)	\$ 480,000.00 \$ 374,946.57		
ATSI TIDS - Dunbar Creek - New Causeway and approach on the Kowanyama Road	\$ 925,000.00	\$ 157,430.12	EOT sent to TMR. Works starting mid June.
TMR Contribution to 2020-2021 TIDS on the Normanton Burketown Road	\$ 910,000.00	\$ 836,139.45	Works 100% Completed. Outstanding claim being arranged
Rehabilitation Works on 89A and Various Other Works	\$ 1,124,805.40	\$ 1,124,805.40	Completed
89B Aus. Government Stimulus - Ch. 30680 - Ch. 35800	\$ 2,215,489.68	\$ 2,090,163.68	Works 100% Complete Except new grid and linemarking <b>New Entry</b> Value to increase once 89B has been assessed
2021 TMR Emergent Works	\$ 450,000.00	\$ 196,651.83	

## BUSINESS PAPERS

89B – CN16288 (5km)	\$ 2,568,735.00	\$ 303,475.00	<b>New Entry</b> Progressive Claims being arranged
89A – CN16065 (North and South Approach of Flinders River)	\$ 5,433,960.70	\$ 1,261,552.50	<b>New Entry</b> Progressive Claims being arranged
89A – CN1607 (South of Bang Bang, Approx. 130km south of Normanton)	\$ 4,516,126.80	\$ 1,405,959.00	<b>New Entry</b> Progressive Claims being arranged
89A – Variation to CN1607 (Augustus Downs Intersection seal upgrade)	\$ 375,000.00		<b>New Entry</b> Work underway
<b>Total</b>	<b>\$ 29,950,859.35</b>	<b>\$17,999,396.34</b>	<b>60%</b>



**Photo:** Stabilisation works on the Donors Hill Package

## **BUSINESS PAPERS**

Date & Time: Tue, 08 Jun 2021, 09:33:59 AEST  
Position: -018°40'26.86" / +140°30'37.41" (±4.6m)  
Altitude: 70m (±3.6m)  
Datum: AUSTRALIAN GEOCENTRIC 1994 (GDA94)  
Azimuth/Bearing: 338° N22W 6009mils True (±13.1)  
Elevation Angle: +01.2°  
Horizon Angle: -01.6°  
Zoom: 1.0X



**Photo:** Stabilisation works on the Donors Hill Package

## **BUSINESS PAPERS**

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**Photo:** Footpath works heading towards the Rodeo Grounds

## **BUSINESS PAPERS**

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**Photo:** 89A Stabilisation works by Council southern end of the Flinders River section.

## **BUSINESS PAPERS**

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**Photo:** 89A Aerial shot end of the Flinders River section.



**Photo:** 89A concrete protection works southern end of the Flinders River section.

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## **BUSINESS PAPERS**

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**Photo:** Laying out gravel on 5km section on 89B.

### **3. Update on Shire Flood Damage Works**

#### 3.1. DRFA construction season

- Karl Pickering's crew – Completed Shady Lagoon Access. Currently at 10 Mile Road undertaking 2019 and 2020 restoration works.
- Colin Charger's crew - Currently working on the Karumba Pipeline Road. Completed 2019 works and now working on the 2020.
- Brenton Murray's Crew working on the Donors Hill to Augustus Road. Completed Cowan Downs Access and Donors Hill Access Roads completed.
- Cameron Young's Crew completed the remaining 19 work from Wondoola intersection to Urella. Shifted from Wondoola to Deadcalf to work on the Broadwater to Iffley Road 2020.
- Gavin Delacour's still at crew working on the Iffley Road towards Trenton Station
- A mobile crusher has been brought in to work at the Pixie Pit located on the Donors Hill to Augustus Road. It has been authorized to go to another two pits – Pack Saddle (Leichhardt -Nardoo Rd) and Goat Head Pits (Normanton to Burketown)

### **4. Trades Report**

- 4.1. Working on the Karumba toilet at the boat ramp. Waiting for half the panels to arrive from the supplier which was ordered in January. Supplier promised to deliver by next week. The actual installation should take less than 4 days.
- 4.2. Shifting camps.

## **BUSINESS PAPERS**

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- 4.3. Standard housing, electrical and plumbing maintenance.
- 4.4. On-going installations to new smoke detectors as required by legislation to all Council buildings.
- 4.5. Nearing completion of bathroom renovations on 55 Green Street.
- 4.6. Rodeo grounds show shed and lighting electrical upgrades for W4Q
- 4.7. Rodeo grounds general maintenance.
- 4.8. New lighting installed at Krys the Croc.
- 4.9. Fixing football oval lights – damaged caused by birds picking at electrical wiring.



**Photo:** New lighting at Krys the Croc.

## **BUSINESS PAPERS**

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**Photo:** New lighting at the Rodeo.

### **5. New Projects/Grant Applications**

- 5.1. Council have been successful in receiving \$375,000 variation from TMR for the intersection upgrade of the Donors Hill - Augustus Downs Road with 89A. This work needs to be completed by end of June.
- 5.2. Council received a further \$374,946.57 RMPC variation to undertake pavement rehabilitation to damaged pavement near Bang Bang to be completed by end of June.

### **6. Reports**

- 6.1. Capital Works program progress as attached.
- 6.2. Engineering Budget

## BUSINESS PAPERS

Description	Original Budget	Actual Bal	Order Value
Reg Planning - Operating Expenses	\$0.00	-\$3,225.95	\$0.00
TP Ntn - Operating Grants, Subsidies and Contributions	-\$18,000.00	-\$46,115.70	\$0.00
TP Ntn - Operating Income	-\$5,000.00	-\$4,097.27	\$0.00
TP Kba - Operating Income	\$0.00	-\$1,000.00	\$0.00
TP Ntn - Operating Expenses	\$88,000.00	\$41,596.09	\$5,250.00
Town Planning - Major Op Ex	\$0.00	\$61,139.68	\$0.00
TP Kba - Operating Expenses	\$24,000.00	\$3,870.00	\$1,750.00
Eng - Operating Expenses	\$972,000.00	\$1,051,692.89	\$59,631.60
Eng - Maintenance	\$83,000.00	\$62,055.57	\$24,900.36
Eng - Capital Grants and Contributions (GST Inc.)	\$0.00	-\$36,064.56	\$0.00
Depots Ntn - Operating Expenses	\$257,000.00	\$165,659.01	\$403.84
Depots Ntn - Maintenance	\$188,443.50	\$106,214.09	\$23,608.58
Workshop - Operating Expenses	\$65,032.13	\$53,869.28	\$14,991.21
Workshop - Maintenance	\$22,000.00	\$35,490.76	\$4,503.48
Workshop - Small Plant & Loose Tools	\$5,000.00	\$7,965.09	\$18.18
Depots Kba - Operating Expenses	\$65,000.00	\$53,084.64	\$235.45
Depots Kba - Maintenance	\$32,000.00	\$24,240.56	\$500.00
Fleet and Plant - Operating Income	-\$120,000.00	-\$67,232.00	\$0.00
Fleet and Plant - Operating Expenses	\$136,000.00	\$1,043,203.90	\$0.00
Fleet & Plant -Tyres and Batteries	\$135,000.00	\$131,868.76	\$0.00
Fleet & Plant -Fuel and Oils	\$1,199,000.00	\$940,273.30	\$0.00
Fleet & Plant - Internal Repair Wages	\$545,000.00	\$492,887.72	\$0.00
Fleet & Plant - Parts and Repairs	\$1,700,000.00	\$1,171,033.37	\$988,456.43
Fleet & Plant - Registrations and Insurance	\$185,000.00	\$193,025.81	\$0.00
Fleet & Plant - Plant Recoveries Allocated to Works and Services	-	-\$7,358,158.87	\$0.00
Fleet & Plant - Capital Income	\$0.00	-\$14,727.27	\$0.00
Asset Management - Operating Expenses	\$115,000.00	\$89,081.13	\$43,038.40
Airport Ntn - Operating Income	-\$220,000.00	-\$194,961.76	\$0.00
Airport Ntn - Operating Expenses	\$94,000.00	\$119,921.62	\$12,859.49
Airport Ntn - Maintenance	\$53,000.00	\$25,519.07	\$0.00
Airport Kba - Operating Expenses	\$64,000.00	\$59,473.21	\$0.00
Airport Kba - Maintenance	\$54,000.00	\$24,410.18	\$70.59
Airport Kba - Capital Grants and Contributions	-\$30,000.00	-\$28,278.17	\$0.00
Parks & Gardens Ntn - Operating Expenses	\$38,000.00	\$218,373.85	\$0.00
Parks & Gardens Ntn - Maintenance	\$414,000.00	\$337,101.55	\$454.55
Parks and Gardens - Small Plant and Loose Tools	\$5,000.00	\$0.00	\$0.00
Parks & Gardens Kba - Operating Expenses	\$58,000.00	\$43,631.59	\$0.00
Parks & Gardens Kba - Maintenance	\$382,000.00	\$245,889.11	\$4,160.13
Parks & Gardens - Capital Income	-	-\$90,000.00	\$0.00

## BUSINESS PAPERS

	\$1,000,000.00		
Public Conveniences Ntn - Operating Expenses	\$64,000.00	\$61,282.94	\$68.13
Public Conveniences Ntn - Maintenance	\$22,000.00	\$6,365.52	\$0.00
Public Conveniences Kba - Operating Expenses	\$106,000.00	\$65,186.54	\$0.00
Public Conveniences Kba - Maintenance	\$23,000.00	\$6,994.81	\$400.00
	-		
Roads - Grants (No GST)	\$1,035,000.00	-\$362,364.00	\$0.00
Road Maintenance - Normanton Town Streets	\$347,000.00	\$6,462.56	\$0.00
Road Maintenance - KarumbaTown Streets	\$347,000.00	\$40,709.04	\$0.00
Road - Operating Expenses	\$267,000.00	\$208,077.81	\$0.00
Road Maintenance - Rural Shire Roads	\$565,000.00	\$219,013.51	\$13,600.00
Roads - Capital Income	-\$925,000.00	-\$340,443.70	\$0.00
Shire Roads (TIDS) - Capital Grants and Contributions	-\$910,000.00	-\$309,417.46	\$0.00
	-		
RMPC - Operating Income	\$1,965,000.00	-\$2,162,615.00	\$0.00
	-	-	
TMR Recoverable Works Income	\$7,965,000.00	\$13,065,534.62	\$0.00
Main Roads - Other Recoverable Works	\$5,802,000.00	\$8,191,371.98	\$2,861,355.95
RMPC - Maintenance	\$1,743,000.00	\$1,118,252.17	\$61,679.64
Main Roads - DRFA Works	\$1,600,000.00	\$1,626,269.09	\$24,135.84
Other Main Roads Expenditures	\$0.00	\$52,890.59	\$95,913.00
Roads 2 Recovery (R2R) - Capital Grants and Contributions	-\$711,000.00	-\$715,512.00	\$0.00
Private Works - Expenditure and Income	-\$10,000.00	-\$34,975.51	\$0.00
Building Services - Operating Income	\$0.00	-\$1,082.27	\$0.00
Building Services - Operating Expenses	\$158,000.00	\$232,399.07	\$0.00
Building Services Small Plant & Loose Tools	\$8,000.00	\$6,294.48	\$1,686.43
Pensioner Housing - Ntn Operating Income	-\$27,000.00	-\$16,359.45	\$0.00
Pensioner Housing - Kba Operating Income	-\$36,000.00	-\$24,430.29	\$0.00
Pensioner Housing - Ntn Operating Expenses	\$30,000.00	\$28,190.08	\$0.00
Pensioner Housing - Ntn Maintenance	\$52,000.00	\$20,212.99	\$2,408.20
Pensioner Housing - Kba Operating Expenses	\$35,000.00	\$33,164.44	\$0.00
Pensioner Housing -Kba Maintenance	\$44,000.00	\$23,473.98	\$3,666.87
Staff Housing - Ntn Operating Income	-\$380,000.00	-\$329,755.00	\$0.00
Staff Housing - Kba Operating Income	-\$30,000.00	-\$20,098.00	\$0.00
Staff Housing - Ntn Operating Expenses	\$166,000.00	\$158,594.64	\$0.00
Staff Housing - Ntn Maintenance	\$201,000.00	\$242,658.63	\$13,683.13
Staff Housing - Kba Operating Expenses	\$24,000.00	\$22,339.95	\$32.73
Staff Housing - Kba Maintenance	\$71,000.00	\$28,956.28	\$1,000.00
Reserves - Operating Income	\$6,000.00	-\$27,766.15	\$3,998.53
Reserves - Maintenance Expenses	\$0.00	\$20,351.83	\$0.00
Quarries - Operating Income	\$0.00	-\$1,075.02	\$0.00
Quarries - Operating Expenses	\$73,000.00	-\$25,489.46	\$0.00
Quarries - Maintenance	\$55,000.00	\$1,995.60	\$0.00

## BUSINESS PAPERS

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		-	
Total	\$3,047,524.37	-\$6,056,699.12	\$4,268,460.74

ID	Task Mode	Task Name	Duration	Start	Finish	% Complete
1	✓	<b>Capital Works Program</b>	<b>590 days</b>	<b>Fri 28/06/19</b>	<b>Thu 30/09/21</b>	<b>2.71%</b>
2	✓	<b>Buildings</b>	<b>427 days</b>	<b>Mon 12/08/19</b>	<b>Tue 30/03/21</b>	<b>2.96%</b>
3	✓	W4Q - Administration Office Upgrades	331 days	Mon 12/08/19	Mon 16/11/20	2.90%
4	✓	W4Q - Office - Normanton Water Treatment Plant	390 days	Wed 2/10/19	Tue 30/03/21	1.00%
5	✓	W4Q - Office - Karumba Sewerage Treatment Plant	129 days	Wed 2/10/19	Mon 30/03/21	1.00%
6	✓					
7	✓					
8	✓					
9	✓					
10	✓	<b>Housing</b>	<b>351 days</b>	<b>Fri 28/06/19</b>	<b>Fri 30/10/20</b>	<b>100%</b>
11	✓	W4Q 19.20 - 38 Woodward St Normanton	303 days	Wed 4/09/19	Fri 30/10/20	100%
12	✓	W4Q 19.20 - 36 Woodward St Normanton	304 days	Fri 2/08/19	Wed 30/09/20	100%
13	✓	W4Q 19.20 - 23 Woodward St Normanton	263 days	Mon 2/09/19	Wed 2/09/20	100%
14	✓	W4Q 19.20 - 2 Norman St Normanton	263 days	Fri 28/06/19	Tue 30/06/20	100%
15	✓	W4Q 19.20 - 140 Yappar Street Karumba	35 days	Mon 13/04/20	Fri 29/05/20	100%
16	✓	W4Q 19.20 - 62 Landsborough St Normanton	19 days	Tue 25/08/20	Fri 18/09/20	100%
17	✓	W4Q COVID - Greenway Street - Drainage Improvements	7 days	Tue 20/10/20	Wed 28/10/20	100%
18	✓					
19	✓					
20	✓					
21	✓	<b>Other Infrastructure</b>	<b>388 days</b>	<b>Mon 6/01/20</b>	<b>Wed 30/06/21</b>	<b>26.1%</b>
22	✓	NTN Resupply Barge Ramp (NDRP)	57 days	Tue 14/07/20	Wed 30/09/20	100%
23	✓	LRCP - Cemetery - Rodeo Grounds Footpath	107 days	Tue 2/02/21	Wed 30/06/20	2.20%
24	✓	LRCP - John Henry Oval Playground	107 days	Tue 2/02/21	Wed 30/06/20	2.5%
25	✓	LRCP - LWBDC Hatchery Fence	55 days	Tue 14/07/20	Mon 28/09/20	100%
26	✓	LRCP - NCC Soft Fall	76 days	Tue 2/03/21	Tue 15/06/20	10%
27	✓	W4Q - Trades Shed - Refurbishment	140 days	Mon 17/02/20	Fri 28/08/20	100%
28	✓	W4Q - Showgrounds, Racecourse & Rodeo Grounds - Transformer Upgrade	94 days	Wed 17/02/21	Mon 28/06/21	0%
29	✓	W4Q - Ablution Block - Karumba Boat Ramp	97 days	Mon 1/02/21	Tue 15/06/21	15%
30	✓	W4Q COVID - Normanton Water Treatment Filter Shed Ref.	169 days	Thu 6/08/20	Tue 30/03/21	100%
31	✓	John Henry Oval Upgrade (Active Community Infrastructure)	155 days	Tue 24/11/20	Mon 28/06/21	25%
32	✓	Normanton Aerodrome Line Marking	108 days	Wed 18/11/20	Fri 16/04/21	100%
33	✓	Karumba Aerodrome Line Marking	96 days	Fri 4/12/20	Fri 16/04/21	100%
34	✓	Gilbert Street Pontoon Repairs	95 days	Tue 2/02/21	Mon 14/06/20	20%
35	✓	W4Q - Installation of Solar PV Sties	217 days	Tue 1/09/20	Wed 30/06/20	70%
36	✓	Norman River - Telecommunications Towers - Flexible Fund	50 days	Mon 23/03/20	Fri 29/05/20	80%
37	✓	BOR LWBDC Entertainment Area	79 days	Mon 15/06/20	Thu 1/10/20	100%
38	✓	Barra Hatchery Upgrade Phase 2	232 days	Mon 6/01/20	Tue 24/11/20	100%
39	✓	W4Q LWBDS Shade Facility	0 days	Fri 28/08/20	Fri 28/08/20	100%
40	✓	W4Q - Normanton Town Hall PA System	0 days	Mon 6/01/20		95%

ID	Task Mode	Task Name	Duration	Start	Finish	% Complete	Gantt Chart (Half 2, 2019 to Half 2, 2021)											
41	✓	<b>Roads</b>	<b>492 days</b>	<b>Mon 12/08/19</b>	<b>Tue 29/06/21</b>	<b>55%</b>												
42	✓	NDRP Little Bryce Approaches to causeway	231 days	Mon 12/08/19	Mon 29/06/21	100%												
43	✓	TIDS/R2R - Normanton to Burketown 2019-20	158 days	Tue 24/09/19	Thu 30/04/21	100%												
44	✓	TIDS/R2R - Normanton to Burketown 2020-21	155 days	Mon 16/11/19	Fri 18/06/21	100%												
45	✓	NDRP Burke & Willis Monument Road	59 days	Mon 5/04/21	Thu 24/06/21	100%												
46	✓	Normanton-Burketown Seal Project 11/12 CSC 0017 1819E REC84 days	84 days	Thu 4/03/21	Tue 29/06/21	10%												
47	✓	Normanton-Burketown Seal Project 13 CSC 0016 1819E REC84 days	84 days	Thu 4/03/21	Tue 29/06/21	0%												
48	✓	Old Croydon Road Grid	62 days	Mon 29/03/20	Mon 28/06/20	0%												
49	✓	Disability Access Normanton - Footpaths	66 days	Mon 29/03/20	Mon 28/06/20	20%												
50	✓	Disability Access Karumba - Footpaths	66 days	Mon 29/03/20	Mon 28/06/20	20%												
51	✓	Shire Grid Installations - If required	66 days	Mon 29/03/20	Mon 28/06/20	0%												
52	✓	U ATSI TIDS Dunbar Kowanyama Road Floodway	182 days	Thu 26/09/19	Fri 5/06/20	15%												
53	✓	<b>Water Infrastructure</b>	<b>517 days</b>	<b>Tue 9/07/19</b>	<b>Wed 30/06/21</b>	<b>74%</b>												
54	✓	Glencore Weir Rectification Stage 2 (UGSSP) U	517 days	Tue 9/07/19	Wed 30/06/21	70%												
55	✓	BBRF - Raw Water Irrigation	206 days	Thu 2/07/20	Thu 15/04/21	90%												
56	✓	W4Q COVID - Normanton Water Treatment Plant Clarifier	238 days	Mon 3/08/20	Wed 30/06/21	40%												
57	✓	W4Q COVID - Yappar Street Valve Replacement	87 days	Mon 30/11/20	Tue 30/03/21	75%												
58	✓	W4Q COVID - Normanton Water Filter Refurbishment Phase 3	217 days	Thu 2/07/20	Fri 30/04/21	100%												
59	✓	W4Q COVID - Recoating of Reservoir	52 days	Fri 2/10/20	Mon 14/12/20	100%												
60	✓	ORA - csc.0018.1819E Dws Glencore Weir Scouring	1 day	Tue 9/07/19	Tue 9/07/19	100%												
61	✓	<b>Sewerage Infrastructure</b>	<b>414 days</b>	<b>Mon 2/03/20</b>	<b>Thu 30/09/21</b>	<b>54%</b>												
62	✓	Inlet Screen - Kba	326 days	Mon 2/03/20	Sun 30/05/21	100%												
63	✓	De-sludging of Sewerage Lagoon (NDRP)	295 days	Fri 14/08/20	Thu 30/09/21	18%												
64	✓	Replace Screw Screen (NDRP)	65 days	Fri 14/08/20	Thu 12/11/20	100%												
65	✓	Replace Damaged Manholes	207 days	Fri 14/08/20	Mon 31/05/21	22%												
66	✓	Purchase and Install Amenities Block (NDRP)	65 days	Fri 14/08/20	Thu 12/11/20	100%												
67	✓	W4Q COVID - Normanton STP effluent irrigation replacement	229 days	Fri 14/08/20	Wed 30/06/21	70%												

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### 11.2 NDRRA/QDRF REPORT

<b>Attachments:</b>	11.2.1. Appendix A - 2019 Expenditure Summary <a href="#">↓</a>
	11.2.2. Appendix B - QRA19 Completion Sketch <a href="#">↓</a>
	11.2.3. Appendix C - 2020 Expenditure Summary <a href="#">↓</a>
	11.2.4. Appendix D - QRA20 Completion Sketch <a href="#">↓</a>
	11.2.5. Appendix E - Betterment Projects <a href="#">↓</a>
	11.2.6. Appendix F - EOT Approvals <a href="#">↓</a>

**Author:** John Martin - Consultant Engineering

**Date:** 11 June 2021

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**Key Outcome:** 5.2 - A safe and sustainable road network

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

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#### Executive Summary:

**QRA19:** The QRA19 project is approximately 93.6% complete. Five (5) crews are currently working with QRA19 works being prioritised over QRA20 works to ensure deadlines are met. Deadlines for the QRA19 works are between September 30 and December 30, 2021. An EOT request has been submitted for Dunbar to Kowanyama Road, Rutland Plains Access and Dunbar to Koolatah Road due to the poor condition of 89B restricting gravel haulage.

**QRA20:** The QRA20 project is approximately 4.4% complete. Assets with both QRA19 and QRA20 scope have been programmed simultaneously where feasible to reduce camp and mobilisation costs. The QRA20 scope has a deadline of 30 June 2022.

**QRA21:** All assessments have been completed within the Shire except for the Mitchell River Crossing which has now been cleared and is able to be assessed. An infield assessment has been requested to continue progressing the submissions.

**QRRRF:** Two (2) projects have been selected by QRA and detailed submissions have been lodged to QRA for further assessment. There has been no outcome received from QRA yet.

**NQRRG:** Six (6) projects were submitted for the North Queensland Recovery and Resilience Grant (\$857K). There has been no outcome received from QRA yet

#### RECOMMENDATION:

That Council:

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

#### Background:

##### 2019 QRA Event

1. The QRA19 REPA submissions have a total RV of approx. \$68.6million (construction budget of \$54.7million).

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2. Approximately 93.6% of the project has been completed with an estimated Expenditure Ratio of 0.96. Refer to Appendix A and B for construction progress.
3. Five (5) crews are currently working on accessible roads within the Shire. The QRA19 scope of work is being prioritised to ensure deadlines are met.
4. A request for an extension of time on Dunbar to Kowanyama Road, Rutland Plains Access and Dunbar to Koolatah Road has been requested from 30 September 2021 to 31 December 2021 as the condition of 89B will not allow gravel to be hauled from Normanton.
5. Expenditure for the Gravel Haulage to Dunbar to Kowanyama Road is aligning closely to the forecast budget. The project expenditure is currently 40% complete and 41% of the total gravel has been delivered (approximately 35,000t). Construction is programmed to recommence in early July.
6. QRA has approved seven (7) betterment projects for construction. The full list of projects is provided in Appendix E.
7. Extensions of time have been approved for all six (6) QRA19 REPA submissions. The full list of projects is detailed in Appendix F.

### **2020 QRA Event**

1. Four (4) REPA submissions have been approved with a total RV of \$48.7million (construction budget of \$38.2million).
2. Approximately 4.4% of the project has been completed with an estimated Expenditure Ratio of 0.91. Refer Appendix C and D for construction progress.
3. Construction is currently underway simultaneously with the QRA19 project. The QRA19 scope is being prioritised to ensure deadlines are met, however roads with both QRA19 and QRA20 scope have been programmed together where possible to reduce camp and mobilisation costs, which is reflected in the current Expenditure Ratio.
4. The QRA20 program of work has a deadline of 30 June 2022.

### **2021 QRA Event**

1. On January 4, 2021 Carpentaria Shire Council was activated for REPA and CDO relief measures in response to Tropical Cyclone Imogen and the Associated Low-Pressure System.
2. Emergency work is underway in the far North of the Shire as roads have only recently become accessible. Approximately \$404k has been expended on Emergency Works to date.

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3. All shire roads have been picked up and damage assessments have been completed (excluding a detailed pickup of the Mitchell River Crossing). The Mitchell River Crossing has been cleared of sand and the assessment is underway.
4. All submissions have been uploaded within the QRA MARS system and an infield assessment has been requested with QRA.

### **Construction**

1. There is higher expectation for quality this year with rework being undertaken on sections of construction that have not reached the required quality standards.
2. Plant breakdowns have been less frequent in the last month than earlier in the year which is very beneficial as crews move further away from Normanton.
3. It is evident in recent swings that productivity is increasing across the board compared to earlier in the year and is reaching the benchmark productivity rates expected.

### **Queensland Resilience and Risk Reduction Fund (QRRRF)**

1. Three (3) expressions of interest (EOIs) were submitted to QRA for funding under the Queensland Resilience and Risk Reduction Funding Program. Two (2) of the EOIs were selected by QRA to be developed further and be resubmitted as detailed submissions. These have been resubmitted to QRA and successful projects will be announced by 30 June 2021. The projects are summarised in the Table 1 below.

**Table 1: QRRRF Detailed Submissions**

Priority	Project Name	Project Description	Requested Funding
1	Karumba Foreshore	Submitted by Council.	Submitted by Council.
2	Normanton Stormwater Upgrades	Construct kerb and channel upgrades on recently sealed sections of Thompson, Caroline and Brown Streets to help mitigate stormwater flooding and associated scouring.	\$228,882

### **North Queensland Recovery and Resilience Grants (NQRRG)**

1. Six (6) projects were submitted to QRA for funding under the North Queensland Recovery and Resilience Grant. The submitted projects are summarised in the Table 2 below. Council is currently waiting on feedback from QRA to proceed with the projects.

**Table 2: NQRRG Projects**

Project	Project Name	Requested Funding
1	Karumba Airport Weather Station	\$87,000
2	Karumba Chlorine Generator	\$180,000
3	Normanton Water Treatment Plant Pipework Upgrades	\$150,000
4	Normanton Water Treatment Plant Storage Upgrades	\$40,000
5	Investigation into New Karumba Sewage System	\$80,000
6	Glenore Weir Intake, Pipework and Valve Set Upgrades	\$320,000

## **BUSINESS PAPERS**

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

- Chief Executive Officer – Mark Crawley
- Director of Engineering – Michael Wanrooy
- ERSCON Consulting Engineers – John Martin and Nick Lennon

### **Legal Implications:**

- Nil.

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

- QRA 19 Trigger Point contribution - \$32,408
- QRA 19 10% Council contribution to day labour - \$188,894.90
- QRA 20 Trigger Point contribution - \$29,363
- QRA 20 10% Council contribution to day labour - \$4,097.45
- QRA 21 Triger Point contribution - \$30,180

### **Risk Management Implications:**

- Moderate – QRA19 – An extension of time has been granted for requested submissions due to productivity losses from COVID-19.
- Moderate – Double Bookings of plant being internally reviewed to be resolved.
- Moderate – QRA20 – Construction to commence in mid-2021 with a deadline of 30 June 2022.

**CARPENTARIA SHIRE COUNCIL**  
 SUMMARY OF QRA19 EXPENDITURE

**CURRENT**

**Project Completed**

**Forecast Project Expenditure to RV Ratio**

**31/05/2021**

**93.6%**

**0.96**



Submission 1 - CSC.0006.1819.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
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.
Donors Hill to Augustus Downs Road	\$ 1,445,604.64	\$ 1,040,739.71	100%	0.72	Accrued expenditure processing, construction recently completed.
Normanton to Burketown Road	\$ 7,225,068.50	\$ 30,278,522.25	92%	1.54	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 combined RV.
Hfley Road	\$ 7,360,091.97	\$ 5,099,109.92	93%	0.75	Accrued expenditure processing, road currently under construction with two crews.
<b>TOTAL</b>	<b>\$ 16,071,267.11</b>	<b>\$ 16,433,827.88</b>			

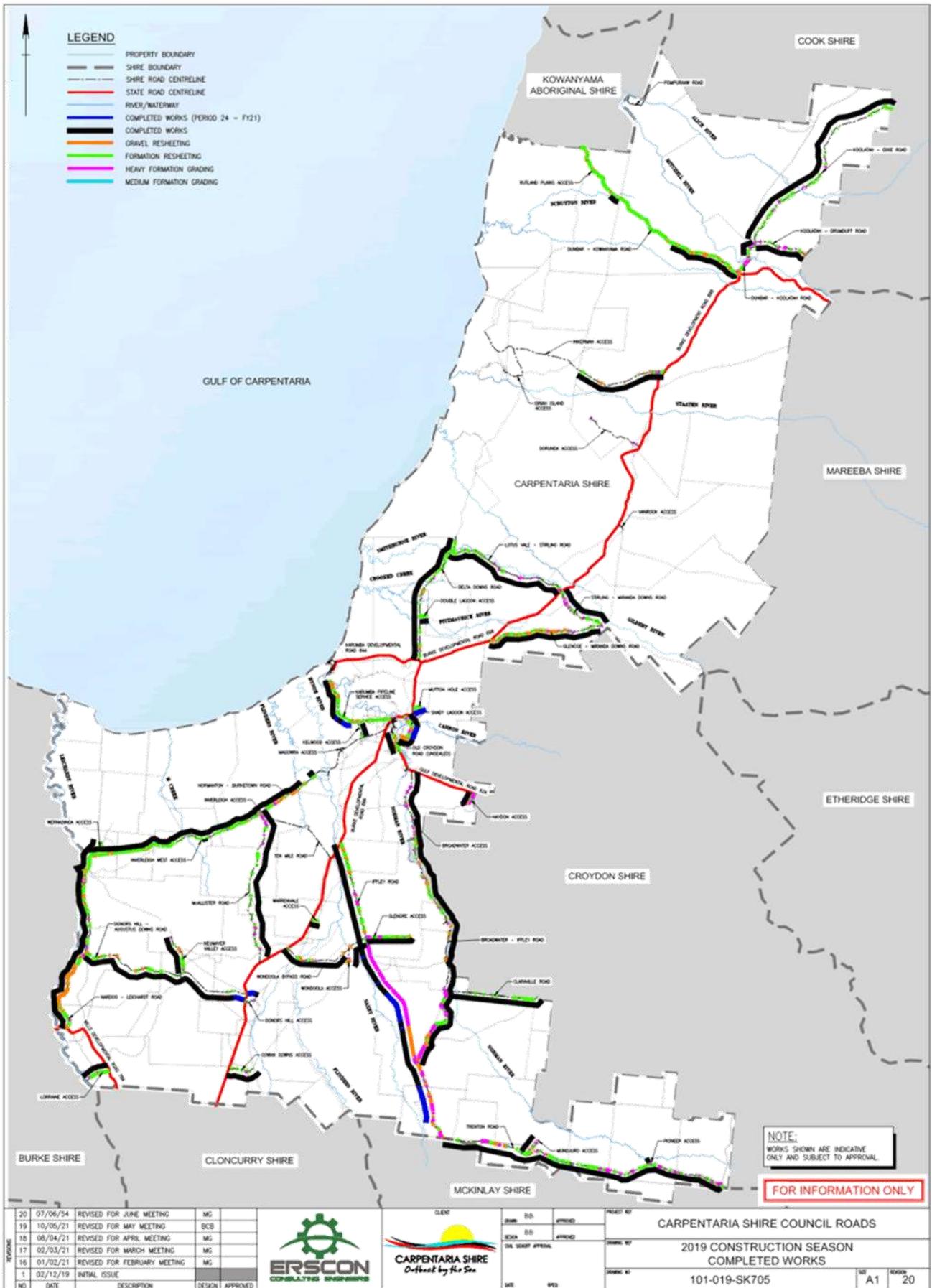
\*Expected expenditure ratio is the ratio of final expenditure divided by the recommended value. (i.e. 1.5 is 50% over budget, 0.8 is 20% under budget)

Submission 3 - CSC.0009.1819.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Koolatah to Dixie Road	\$ 926,965.19	\$ 1,095,465.92	100%	1.18	Overlapping camp and establishment costs with Koolatah - Drumduff Road and Dunbar - Koolatah Road. When assessing roads together, expenditure expected to align closer to RV.
Nardoo to Leichardt Road	\$ 5,141,264.01	\$ 3,318,702.95	100%	0.65	Gravel push up costs for Washpool pit (used for Normanton to Burketown and Nardoo to Leichardt Road) booked to Normanton to Burketown Road. When assessing both simultaneously expenditure is predicted to be less than the RV.
Trenton Road	\$ 2,798,987.71	\$ 2,926,054.17	100%	1.05	
<b>TOTAL</b>	<b>\$ 8,867,216.91</b>	<b>\$ 7,340,223.04</b>			

Submission 5 CSC.0015.1819.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Stirling to Miranda Downs	\$ 619,559.74	\$ 1,517,588.18	100%	2.45	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	\$ 328,481.44	\$ 731,600.48	100%	2.23	Overlapping camp and establishment costs with Koolatah - Dixie Road and Dunbar - Koolatah Road. When assessing roads together, expenditure expected to align closer to RV.
Lotusvale to Stirling	\$ 886,520.02	\$ 824,287.11	100%	0.93	Some savings expected as costs for pushing up gravel booked to Stirling to Miranda Downs Road.
Glencoe to Miranda Downs	\$ 2,147,220.96	\$ 1,156,505.84	100%	0.54	Some savings expected as costs for pushing up gravel booked to Stirling to Miranda Downs Road.
Inkerman Access	\$ 496,648.83	\$ 701,804.96	100%	1.41	Significant costs to push up material at Clarke Pit solely booked to this road, despite being utilised by other roads within the Shire.
Double Lagoon Access	\$ 152,260.02	\$ 64,872.76	100%	0.43	Cost savings as camp and mobilisation costs booked to Delta Downs Road.
Delta Downs Road	\$ 1,109,261.09	\$ 1,660,466.01	100%	1.50	Costs to push up material at Lilyvale Pit booked to this road, despite being utilised by several roads within the Shire. Excessive gravel haul distance.
Shady Lagoon Access	\$ 687,326.20	\$ 369,360.18	100%	0.54	Accrued expenditure processing, construction recently completed.
Mutton Hole Access	\$ 177,693.65	\$ 9,710.03	100%	0.05	Accrued expenditure processing, construction recently completed.
Dunbar to Koolatah	\$ 695,191.97	\$ 211,367.45	48%	0.64	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.
Dorunda Access	\$ 32,878.62	\$ -	0%	1.00	
Rutland Plains Access	\$ 122,507.79	\$ -	0%	1.00	
<b>TOTAL</b>	<b>\$ 7,455,590.33</b>	<b>\$ 7,247,563.00</b>			

Submission 4 CSC 0019.18191_REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Glenore Access	\$ 909,509.81	\$ 849,701.90	100%	0.93	
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	\$ 521,767.89	\$ 331,612.04	100%	0.64	Camp and establishment overlaps with simultaneously constructed Nardoo to Leichardt, when assessing roads together expenditure aligns closer to combined RV.
McAllister	\$ 807,881.47	\$ 1,049,681.21	100%	1.30	Overlapping camp and establishment costs for the remaining QRA18 Ten Mile scope booked to this road.
Mundjuro Access	\$ 249,585.23	\$ 272,947.09	100%	1.09	
Pioneer Access	\$ 43,036.66	\$ 21,960.05	100%	0.50	Cost savings as camp and mobilisation costs booked to adjacent Trenton Road.
Warremole Access	\$ 116,685.30	\$ 71,374.32	100%	0.61	Cost savings as construction was completed simultaneously with QRA18 scope of work with overlapping camp and mobilisation costs.
Wernadings Access	\$ 358,899.18	\$ 184,957.42	100%	0.52	Cost savings from simultaneous construction with QRA18 Wernadings Access Scope of work.
Wondoola Bypass	\$ 364,937.20	\$ 391,939.47	100%	1.07	
Wondoola Access	\$ 434,387.84	\$ 156,958.20	100%	0.36	Cost overlaps with simultaneously constructed Wondoola Bypass. When assessing roads together, expenditure aligns closer to RV.
Broadwater to Iflley	\$ 2,980,206.69	\$ 2,651,180.24	100%	0.89	Overlapping camp and establishment costs for Claraville, Haydon Access and Broadwater Access booked to Broadwater to Iflley Road. When assessing roads together, expenditure expected to align closer to combined RV.
Claraville	\$ 554,687.64	\$ 742,812.45	100%	1.34	Overlapping camp and establishment costs with Broadwater to Iflley 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 - Iflley Road.
Haydon Access	\$ 157,107.11	\$ 135,883.38	100%	0.86	Overlapping camp and establishment costs with Broadwater to Iflley Road. When assessing roads together, expenditure expected to align closer to combined RV.
Neumayer Valley Access	\$ 346,224.08	\$ 282,920.11	100%	0.82	Overlapping camp and establishment costs with Donors to Augusts Downs Road. When assessing roads together, expenditure expected to align closer to combined RV.
Old Croydon (Unsealed)	\$ 739,052.69	\$ 188,414.49	100%	0.25	Costs saving incurred due to no camp establishment costs required as the crew worked from town.
Cowan Downs Access	\$ 154,166.71	\$ 49,244.21	100%	0.32	Accrued expenditure processing, construction recently completed.
Kelwood Access	\$ 44,232.85	\$ 69,593.69	100%	1.57	QRA19 and QRA20 scope were constructed together and booked to the same QRA19 job number. When assessing together expenditure is expected to align below the combined RV due to reduced scope.
Donors Hill Access	\$ 33,867.43	\$ 5,374.83	100%	0.16	Accrued expenditure processing, construction recently completed.
Karumba Pipeline Service Access	\$ 1,631,989.21	\$ 667,690.68	55%	0.74	Accrued expenditure processing, currently under construction.
<b>TOTAL</b>	<b>\$ 10,494,695.45</b>	<b>\$ 8,126,830.63</b>			

Submission 6 CSC 0019.18191_REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Wondoola Access (Flood Gauge)	\$ 50,000.00	\$ 36,381.00	100%	0.73	Market rate to be adjusted to reflect the actual cost of Flood Gauge.
Col Kitching Drive	\$ 5,611.27	\$ 1,958.07	100%	0.35	Expenditure incorrectly booked to Palmer Street KBA, expenditure expected to align closer to RV.
Dunbar - Koolatah Road (Mitchell River Crossing)	\$ 505,158.00	\$ -	0%	1.00	
Ellis Street	\$ 88.56	\$ -	0%	1.00	
Jubilee Way	\$ 239.11	\$ -	0%	1.00	
Old Hospital Road	\$ 1,434.10	\$ 811.24	0%	1.00	
Palmer Street KBA	\$ 6,025.50	\$ 1,958.07	0%	1.00	Expenditure incorrectly booked, needs to be transferred to Col Kitching Drive. No construction has commenced.
Russell Street	\$ 1,176.50	\$ -	0%	1.00	
Simpson Street	\$ 117.65	\$ 811.24	0%	1.00	
<b>TOTAL</b>	<b>\$ 567,850.69</b>	<b>\$ 41,921.62</b>			



**CARPENTARIA SHIRE COUNCIL**

**SUMMARY OF QRA20 EXPENDITURE**

**CURRENT**

**Project Completed**

**Forecast Project Expenditure to RV Ratio**

**31/05/2021**

**4.4%**

**0.91**



Submission 1 - CSC.0038.1920E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Magowra Access	\$ 81,030.08	\$ 83,386.90	100%	0.77	Savings incurred due to crew working from town and no camp establishment required.
Cowan Downs Access	\$ 295,151.76	\$ 269,950.82	100%	0.91	
Donors Hill Access	\$ 205,044.23	\$ 104,832.56	100%	0.51	Accrued expenditure processing, construction recently completed.
Kelwood Access	\$ 327,771.72	\$ -	100%	0.00	All expenditure booked to the simultaneously constructed QRA19 Kelwood Access.
Donors Hill - Augustus Downs Road	\$ 4,596,053.77	\$ 288,907.49	12%	0.52	Accrued expenditure processing, road currently under construction.
Ten Mile Road	\$ 540,570.23	\$ -	6%	0.00	Accrued expenditure processing, road currently under construction.
Augustus Downs Access	\$ 28,213.06	\$ -	0%	1.00	
Inverleigh Access	\$ 27,275.28	\$ -	0%	1.00	
Karumba Pipeline Service Access	\$ 168,026.92	\$ -	0%	1.00	
Lorraine Access	\$ 43,982.34	\$ -	0%	1.00	
McAllister Road	\$ 2,474,714.58	\$ 2,750.00	0%	1.00	
Nardoo - Leichardt Road	\$ 1,169,208.38	\$ -	0%	1.00	
Neumayer Valley Access	\$ 371,655.57	\$ -	0%	1.00	
Normanton - Burketown Road	\$ 1,630,691.51	\$ 951.84	0%	1.00	
<b>TOTAL</b>	<b>\$ 11,921,389.43</b>	<b>\$ 730,979.61</b>			

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

Submission 2 - CSC.0038.1920E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Woodview Access	\$ 27,893.25	\$ 12,049.88	100%	0.43	Savings incurred due to crew working from town and no camp establishment required.
Beard Access	\$ 25,561.73	\$ 7,696.03	100%	0.30	Construction completed in less than one day, savings incurred due to crew working from town and no camp establishment required.
Glenore Weir Service Access	\$ 41,470.85	\$ 31,126.71	100%	0.75	Overlapping costs with adjacent Glenore Weir Road (Secondary Access), when assessing together expenditure is expected to align closely with the combined RV.
Glenore Weir Road (Secondary Access)	\$ 11,743.38	\$ 20,694.19	100%	1.76	Overlapping costs with adjacent Glenore Weir Service Access, when assessing Assets together expenditure is expected to align closely with the combined RV.
Broadwater - Ifley Road	\$ 3,524,272.79	\$ 5,310.00	0%	1.00	
Clarville Road	\$ 1,329,536.07	\$ -	0%	1.00	
Glenore Access	\$ 92,564.27	\$ 787.20	0%	1.00	
Ifley Road	\$ 4,365,707.86	\$ 133,897.00	0%	1.00	
Mandjuro Access	\$ 94,246.86	\$ -	0%	1.00	
Pioneer Access	\$ 34,977.91	\$ -	0%	1.00	
Trenton Road	\$ 2,751,917.36	\$ 7.92	0%	1.00	
Wondoola Access	\$ 471,158.12	\$ 4,945.00	0%	1.00	
Wondoola Bypass Road	\$ 1,021,560.02	\$ 12,317.89	0%	1.00	
Yappar River Access	\$ 72,257.77	\$ -	0%	1.00	
Yappar River Access (Secondary Access)	\$ 43,445.97	\$ -	0%	1.00	
<b>TOTAL</b>	<b>\$ 13,768,314.21</b>	<b>\$ 228,831.82</b>			

Submission 3 CSC.0017.1920E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Shady Lagoon Access	\$ 73,713.47	\$ 498.37	100%	0.01	Accrued expenditure processing, construction recently completed.
Delta Downs Road	\$ 1,598,239.95	\$ 47,699.91	0%	1.00	
Dorunda Access	\$ 1,788,533.76	\$ -	0%	1.00	
Glencoe - Miranda Downs Road	\$ 516,884.05	\$ 3,919.59	0%	1.00	
Inkerman Access	\$ 1,804,651.21	\$ 2,497.44	0%	1.00	
Lotus Vale - Stirling Road	\$ 1,627,243.38	\$ -	0%	1.00	
Stirling - Miranda Downs Road	\$ 389,425.85	\$ -	0%	1.00	
Vanhook Access	\$ 149,018.33	\$ -	0%	1.00	
<b>TOTAL</b>	<b>\$ 7,447,710.00</b>	<b>\$ 34,615.11</b>			

Submission 4 CSC.0038.1920E_REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Dunbar - Koolatah Road	\$ 217,384.80	\$ 4,004.50	0%	1.00	
Koolatah - Dixie Road	\$ 4,041,152.28	\$ 14,499.18	0%	1.00	
Koolatah - Drumduff Road	\$ 793,815.29	\$ -	0%	1.00	
<b>TOTAL</b>	<b>\$ 5,052,352.37</b>	<b>\$ 18,503.68</b>			



FILE LOCATION: \\1911 Corp SAC\2020 Resheeting - 4 Scope\_2 Drawings\OVERALL SHIRE SKETCHES\INS SERIES 101-020-SK713 2020 COMPLETED WORKS.dwg  
 DATE: 06/06/2021 10:09:04 AM

NO.	DATE	DESCRIPTION	DESIGN APPROVED
3	07/06/21	REVISED FOR JUNE MEETING	MG
2	10/05/21	REVISED FOR MAY MEETING	SCB
1	08/04/21	INITIAL ISSUE FOR APRIL MEETING	



DATE	BY	APPROVED
DATE	BY	APPROVED
DATE	BY	APPROVED

PROJECT NO	CARPENTARIA SHIRE COUNCIL ROADS	
PROJECT NO	2020 CONSTRUCTION SEASON COMPLETED WORKS	
DRAWING NO	101-020-SK713	REVISED 3

FOR INFORMATION ONLY

**Appendix E - Approved Betterment Projects**

<b>Project</b>	<b>Value</b>
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
Disaster Coordination Shed	\$375,000

**Appendix F – EOT Approvals**

Submission Reference	Funding Type	Project	Previous Time Limit	EOT Duration (months)	EOT approval
CSC.0006.1819E.REC	QRA19 REPA	Submission 1	30-Jun-21	3	30-Sep-21
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

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### 11.3 WATER AND WASTE REPORT - MAY 2021

**Attachments:** NIL  
**Author:** Ben Hill - Manager Water and Sewerage  
**Date:** 10 June 2021

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

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#### Executive Summary:

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

- Water levels at Glenore Weir are approximately 3.27m (AHD).
- Total treated water was 86.1ML for the month.
- The clarifier is on site and currently being installed (Works for Queensland - COVID).
- Valves on Yappar Street have been installed/replaced (Works for Queensland - COVID).
- Additional work on this project will take place to ensure best value for money.
- End of year water meter readings to be undertaken June/July (billing period).
- Grant funding approved for Glenore Weir pumps and electrical drives to be upgraded (LGGSP).
- Eight low pressure pumps were replaced in Karumba during the month.
- Additional work has been carried out at Normanton Landfill to regain air space and ready tyres for recycling (RRTAP)
- A request for tender for Waste services is being advertised.

#### RECOMMENDATION:

That Council:

1. accepts the Water and Wastewater Report as presented for the period ending 31<sup>st</sup> May 2021; and
2. that those matters not covered by resolution be noted.

#### Background:

##### Glenore Weir

The DNRME level gauge at Glenore Weir recorded a level of 7.57m on the 31<sup>st</sup> of May (3.27m AHD). The Bureau of Meteorology recorded no rainfall at Normanton Airport during the month.

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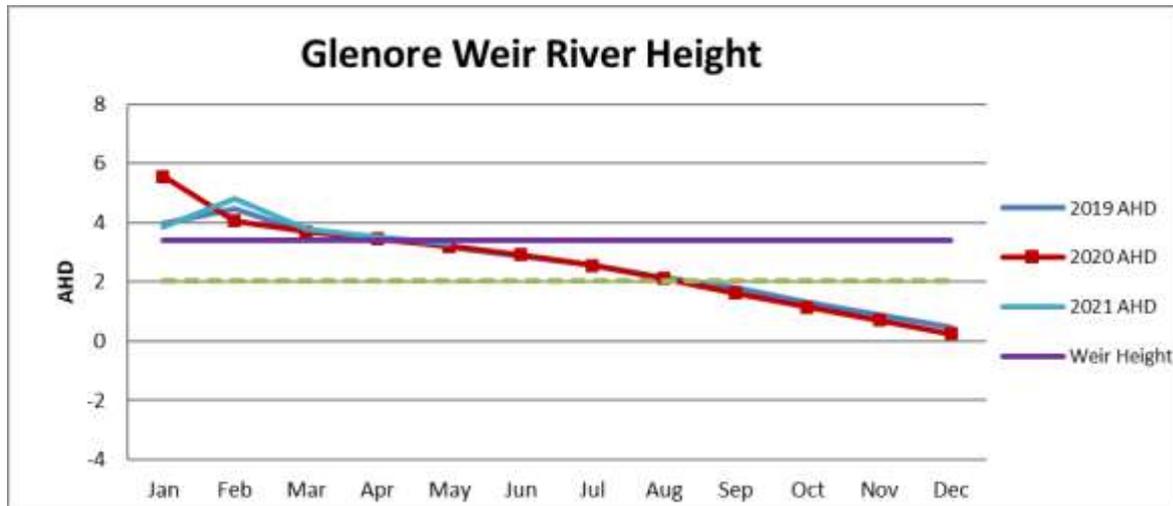


Figure 1: Glenore Weir River Height on the last day of the month.

### Normanton Water Treatment Plant

For the month, 81.9ML was pumped from Glenore Weir and 4.2ML from the Normanton bore for a total of 86.1ML of raw water. As can be seen in Figure 1, water consumption is similar to the same as last year.

Normanton consumed 51.2ML (58.9%) and 27.8ML (32.3%) was pumped to Karumba, 3.6ML (4.2%) was used for backwashing and bulk water supply/storage. The remaining 3.6% was recorded as systems losses.

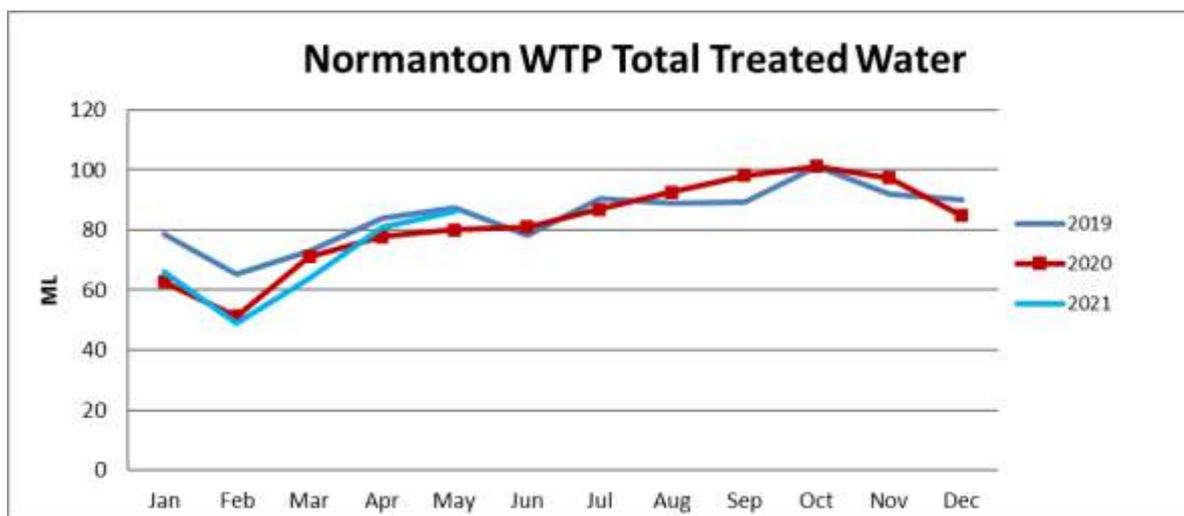


Figure 2: Total raw water treated

### **Maintenance and Upgrades**

Multiple valves were replaced on Yappar Street as part of an upgrade that will allow smaller sections of the network to be isolated in future bursts. The system was tested with works

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being carried out on the second day that allowed Karumba Point and clinic to remain in service while a shutdown in town occurred. Additional works will be carried out in June to get the best value for the remaining funding.

The Actiflo clarifier has arrived on site and is currently situated on the concrete plinth at the water treatment plant (see Figure 3). Heaton Plant and Pipeline have been on site and have removed redundant equipment and performed preliminary works to be ready for when the clarifier arrived. They are currently running all of the associated pipework and infrastructure to ensure the project is completed on time.



**Figure 3: Actiflo Clarifier on concrete plinth at Normanton Water Treatment Plant.**

As discussed previously, the Glenore weir pumps and electrical drives will be replaced under the joint funding with the Local Government Grants and Subsidies Program (LGGSP). All components have been purchased with the drives scheduled to arrive and be installed in late July. The pumps have a longer lead time and will be installed once they arrive, with the existing to be removed and kept as spares.

Related to the above point, the secondary raw water pipeline will be installed once betterment funding is approved. It is anticipated that Queensland Reconstruction Authority (QRA) will be jointly funding the project along with remaining BBRF funding from raw water irrigation project.

Water meter readings will take place between June 16 and July 14 for the end of year billing period. Council has again engaged contractors to perform the readings, which will include photographs. Public notices have gone out to inform the public. Due to the amount of capital

## BUSINESS PAPERS

works being undertaken and the tight deadlines for grant funding, mains flushing will be carried out in the new financial year.

### Normanton Sewage Treatment Plant and Reticulation Network

Normanton Sewerage Treatment Plant (STP) received an estimated 12.0ML (see Figure 2) of wastewater in May. The inlet flow meter is not correctly functioning and will be investigated by technicians when they are available. Parameters met licence conditions and irrigation continued. The desilting project about to kick off will alleviate many of the issues previously experienced at the STP.

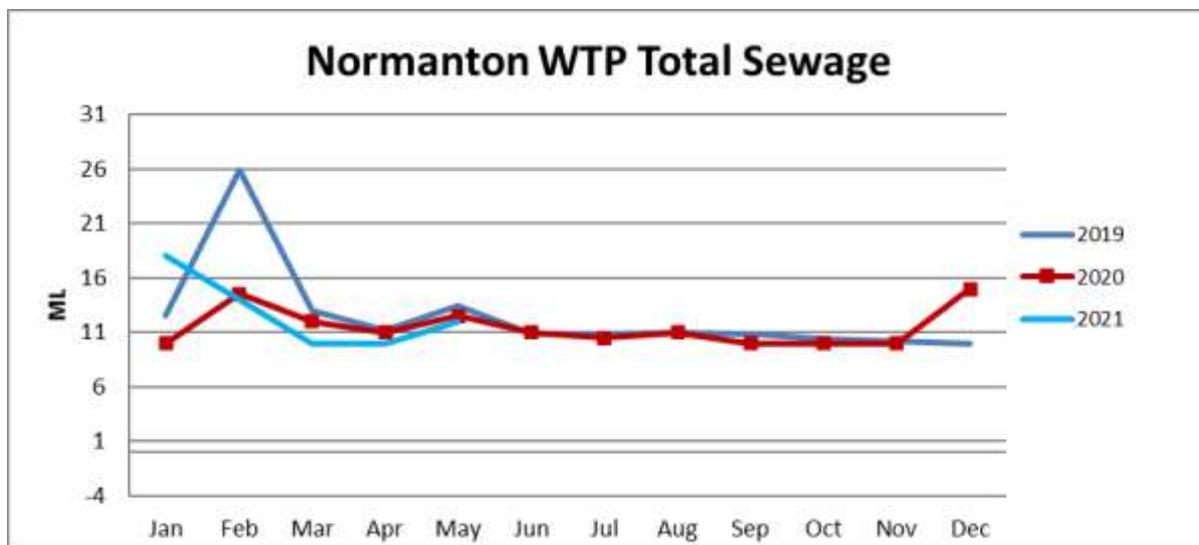


Figure 4: Total volume treated at Normanton STP

### **Maintenance and Upgrades**

Labour hire staff have commenced setting up additional irrigation as part of the Works for Queensland (Covid) funding and will complete the works in June.

### Karumba STP and Low Pressure Network

Karumba Sewage Treatment facility treated approximately 5.0ML (see Figure 3) for May.

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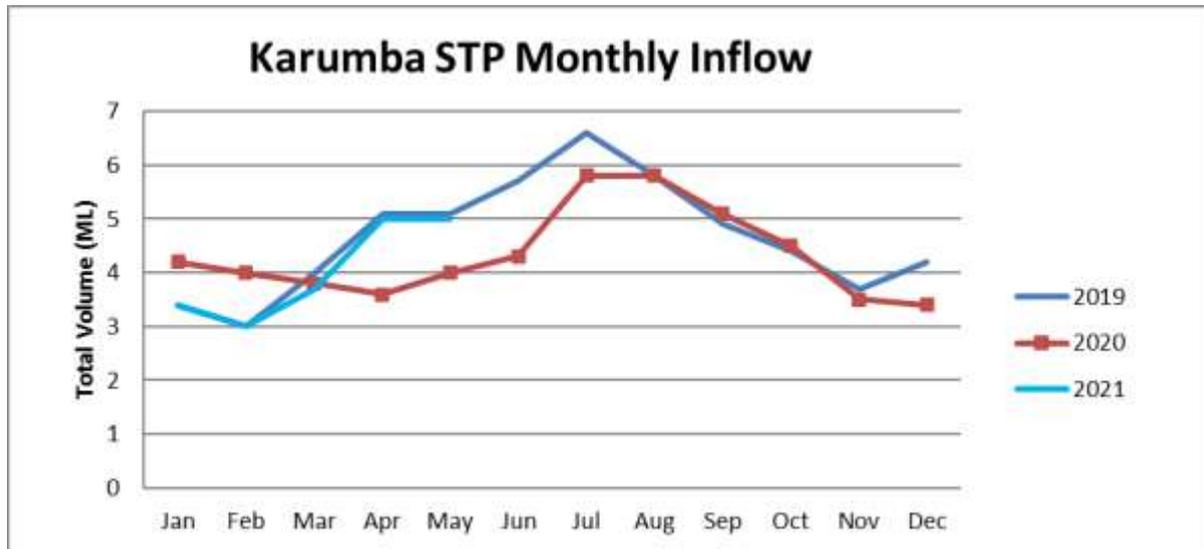


Figure 5: Total Monthly inlet flow for Karumba STP.

### 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

Flow rates through the treatment plant are consistent with last month, which is back to the pre-COVID totals. As discussed previously, the sewage pumps are a constant issue with another eight pumps replaced and repaired for the month. This has also been an issue with the caravan park pump stations.

Membrane repairs continue to be carried out to bring them back to full service after the inlet screen was not functioning. A cleaning regime has been implemented that will nurse the membranes through until funds can be sourced to replace the existing cassettes. This is expected to cost approximately \$150,000 and will need to take place in the next two to three years.

### Karumba Waste Transfer and Normanton Landfill

Normanton Landfill continues to operate as usual, with a new labour hire staff member operating machinery and cleaning up the sites. Additional works will be undertaken in June to reclaim lost air space in the cell and also to remove the tyres from the bottom of the pit to be recycled under the RRTAP funding provided by the Department of Environment and Science.

The tender for waste operations will be out for the majority of June and will be presented at the July Council meeting for resolution. It has been put out as a public notice as well as being advertised online, through *Vendor Panel*, multiple newspapers and radio.

### Projects/Budgets

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The following Table is a brief overview/summary of the ongoing projects in the Water and Waste department.

**Table 1: Project summary for Water and Waste**

Area	Description	Funding body	Budget	Status
W a t e r	Yappar Street valve replacement	W4Q	\$ 80,000.00	stage 1 completed in early May - additional works to be carried out with remaining funding.
	Recoat Reservoir #3 at Ntn WTP	W4Q	\$ 100,000.00	Project completed - (original budget of \$120k)
	Office/control building at Ntn WTP	W4Q	\$ 125,000.00	Project completed
	Installation of second clarifier	W4Q	\$ 950,000.00	Clarifier on site and in place. Pipework and associated equipment being installed. Slight overrun on costs - reduction in other grant funded works to make up shortfall.
	Conversion/upgrade of PLC	W4Q	\$ 50,000.00	To be undertaken under next round of funding.
	Filter upgrade at Ntn WTP	W4Q	\$ 200,000.00	completed
	Repair and upgrade Ntn WTP shed	W4Q	\$ 10,000.00	Reduced scope - completed (reduced from \$145k)
	Repair scouring on left hand weir embankment	QRA	\$ 60,000.00	completed
	Raw water irrigation project	BBRF	\$712,000/ \$238,000	Additional work repairing missing section of raw water pipe (application with BBRF for change of scope/EOT)
	Raw water line upgrade	W4Q	\$ 175,000.00	Reduced scope to cover overrun of clarifier installation. The works will be undertaken as part of next round of funding.
S e w a g e	Ntn STP de-silting project	QRA	\$ 734,000.00	Tender has been awarded to Dredging Solutions - will commence mid June.
	Ntn STP irrigation repairs	QRA	\$ 20,000.00	Works being undertaken - will be completed late June.
	Kba STP inlet screen replacement	CSC	\$ 60,000.00	completed
	Kba STP Office/control building	W4Q	\$ 100,000.00	completed
W a s t e	Tyre recycling project	DES	\$200,000/ \$130,000	S and J Australian Scrap Tyre Disposal have commenced - approximately 33% complete - may get additional tyres removed. Extension of time approved by the funding body.
	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	Compliance officer has resigned - alternatives being sought. Approached the department. Purchasing mobile/portable cameras and utilising current staff where possible - may need to pass on some funding other project partners to use.

**Table 2: Financials (Actuals v Budgets to the end of the month)**

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COA	Description	Original Budget	Actual	Order Val	To	
151631	Water Ntn - Operating Expenses	\$965,000.00	\$674,915.81	\$67,847.68	\$742,763.49	76.97%
151632	Water Ntn - Maintenance	\$280,000.00	\$225,716.39	\$13,262.94	\$238,979.33	85.35%
151634	Water Ntn - Connection	\$0.00	\$24,866.17	\$0.00	\$24,866.17	100.00%
151641	Water Kba - Operating Expenses	\$181,000.00	\$112,033.25	\$16,146.69	\$128,179.94	70.82%
151642	Water Kba - Maintenance	\$105,000.00	\$47,245.53	\$5,156.00	\$52,401.53	49.91%
151831	Sewerage Ntn - Operating Expenses	\$191,000.00	\$117,536.60	\$6,583.70	\$124,120.30	64.98%
151832	Sewerage Ntn - Maintenance	\$171,000.00	\$81,842.34	\$1,581.00	\$83,423.34	48.79%
151841	Sewerage Kba - Operating Expenses	\$450,000.00	\$338,121.67	\$11,586.81	\$349,708.48	77.71%
151842	Sewerage Kba - Maintenance	\$278,000.00	\$217,019.62	\$17,397.62	\$234,417.24	84.32%
151844	Sewerage Kba - Installation	\$21,000.00	\$5,117.35	\$0.00	\$5,117.35	24.37%
450231	Refuse Collection Ntn - Garbage Collection Use Only	\$185,000.00	\$132,697.18	\$0.00	\$132,697.18	71.73%
450232	Refuse Collection - Maintenance	\$0.00	\$55.73	\$0.00	\$55.73	100.00%
450234	Refuse Collection Karumba - Garbage Collection Use	\$188,000.00	\$107,775.85	\$0.00	\$107,775.85	57.33%
450235	Refuse - Kba Maintenance	\$0.00	\$55.65	\$0.00	\$55.65	100.00%
450331	Landfill/Waste Transfer Operations - Ntn - Operatin	\$365,000.00	\$250,012.19	\$302,850.16	\$552,862.35	151.47%
450332	Landfill/Waste Transfer Operations - Ntn - Maintena	\$109,000.00	\$83,534.37	\$5,001.97	\$88,536.34	81.23%
450334	Landfill/Waste Transfer Operation - Grant Funded E	\$0.00	\$160,355.12	\$206,599.38	\$366,954.50	100.00%
450341	Landfill/Waste Transfer Operations - Kba - Operatin	\$253,500.00	\$149,689.70	\$0.00	\$149,689.70	59.05%
450342	Landfill/Waste Transfer Operations - Kba - Maintena	\$65,500.00	\$17,907.66	\$3,768.67	\$21,676.33	33.09%

### Consultation (Internal/External):

- Director of Engineering - Michael Wanrooy.
- Manager Water and Waste - Ben Hill.

### Legal Implications:

- Low – within normal operational parameters.

### Financial and Resource Implications:

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

### Risk Management Implications:

- Nil.

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### 11.4 WORKSHOP REPORT

<b>Attachments:</b>	NIL
<b>Author:</b>	William Bollen - Workshop Foreman
<b>Date:</b>	10 June 2021
<b>Key Outcome:</b>	5.1 - Integrated and timely provision and management of sustainable infrastructure and assets
<b>Key Strategy:</b>	5.1.1 Develop a Strategic Infrastructure and Asset Management Plan to guide the provision, maintenance, decommissioning, replacement and enhancement of Council assets and infrastructure.

#### Executive Summary:

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

#### RECOMMENDATION:

That Council:

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

#### Background:

All Council Plant Currently undergoing Wet Season Maintenance

Service, Repairs and Maintenance - Completed Task:	
P3008 Loader 950H:	The last Transmission fill calibration came close to failing, I would recommend sending to Hastings for clutches to be serviced/replaced. Hrs:9869
P1778 For Ranger:	Top front control arms replaced Klm: 103144
P2801 Hino Truck:	Wheel bearings repacked and tensioned. Klm: 108005
P3131 Grader:	Steering malfunction corrected, a/c repaired, awaiting computer service tools to complete cooling fan calibration.
P9926 Hilux:	75,00klm service Klm:74542
P9931 Cruiser:	New front shocks fitted
P9922 Hilux:	80K Service completed and headlight bulbs replaced Klm: 80092
P9967 Prado:	60K service completed. Vehicle was 6000klm overdue. Light bar was removed, tester complained of visibility and preferred halogen lights Klm:66049
P9931 Cruiser:	50K Service completed and manual burn off completed Klm: 53772
P9926 Hilux:	70K Service completed replaced UHF and lightbar Klm:70011

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P9931 Cruiser:	Prep for shocky replacement and replace battery
P9407 Roller:	Blow out radiator and air filters. Hrs:1978
P9705 Roller:	Check over, blow out radiator and air filter Hrs:2278
P9714 Roller:	Check over, blow out radiator and air filter Hrs:8216
P9710 Roller:	Replace damaged/ staked tyre Hrs: 1776
P9407 Roller:	Machine check over Hrs:1975
P9706 Roller:	Replaced UHF Hrs:1533
P2001 Garbage Truck:	Full service completed
P1611 Cruiser:	Replace fan speed resistor and fuel level sender KIm: 21000
P3404 Roller:	Replace exhaust manifold and gasket Hrs: 2504
P3404 Roller:	Replace Hydraulic hoses, weld mirror brackets and replace mirrors and replace windows Hrs: 2549
P3404 Roller:	Repair short in A/C system Hrs: 2508
P3516 Grader:	250 hrs service completed, grease nipples replaced, rear hydraulic hose replaced GHRS 7552
P3515 Grader:	250hrs service completed Hrs: 7552
P2902 Isuzu Truck:	50K service completed KIm: 50000
P1582 Single Cab Hilux:	Logbook service completed, and battery replaced. KIm: 101,255
P3137 Backhoe:	Boom cylinders re-sealed and aircon repaired. Hrs: 3579
P2036 Tipper:	Ordered left step and power window switches
P3810 Track Steer:	Replaced cutting edges and awaiting drive motor hoses HRS 1410
P3134 Roller:	Service and replace all filters, fit new UHF, repair gear stick, and replace reverse beeper
P3404 Roller:	Blow Out radiator and air filter Hrs 2582
P1608 Cruiser:	Replace UHF radio KIm 197545
P3701 Loader:	Check fault and order parts, 2 <sup>nd</sup> Steer Motor and hoses Hrs 7020
P1779 Hilux:	Remove spotlights and fit new light bar KIm 204266
P2403 Prime Mover:	Operator allowed the truck to go past the burn off resulting on engine shut down, Truck had to be given a sequence to initiate manual burn off KIm 352005
P2512 GIGA:	Adjust brakes, check PDF and add treatment, repair air leak, clean cab and replace right steer tyre KIm 276812
P3609 Backhoe:	Complete service, tension hoses under floor, repair grill, check over and make parts list Hrs 2470
P1974 Hilux:	Replace UHF aerial, replace all brakes KIm 83824

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

**Plant not currently being used:**

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**Consultation (Internal/External):**

- Nil.

**Legal Implications:**

- Nil.

**Financial and Resource Implications:**

- Nil.

**Risk Management Implications:**

- Within normal operating parameters.

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### 11.5 BUILDING AND PLANNING REPORT

<b>Attachments:</b>	NIL
<b>Author:</b>	Elizabeth Browning - Engineering Records Operator
<b>Date:</b>	10 June 2021
<b>Key Outcome:</b>	4.1 - Sustainable urban and rural development
<b>Key Strategy:</b>	4.1.1 Ensure development accords with Carpentaria Shire Council's planning scheme, planning instruments, codes and legislation.

The report is to advise Council of relevant planning and building activities within the Shire for the month of May 2021.

#### RECOMMENDATION:

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

#### Background:

##### Planning Applications Received

DA No.	Applicant	Address	Application Type	Status
N/A				

##### Planning Applications Approved

DA No.	Applicant	Address	Application Type	Status
N/A				

##### Building Applications Received by Building Certifier

DA No.	Applicant	Address	Application Type	Value
I/2104	Thongpliam Insung & Geoff Martin	10 Henry Street Karumba QLD 4891	Convert duplex 2x 1a to Dwelling (1 x 1a)	TBA

##### Building Permits Issued by Building Certifier

DA No.	Applicant	Address	Application Type	Value
N/A				

## **BUSINESS PAPERS**

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### **Applications pending waiting on further information (Applicants advised)**

<b>DA No.</b>	<b>Applicant</b>	<b>Address</b>	<b>Application Type</b>	<b>Date Received</b>
I/2105 or1903	Gulf Christian College	TBA	Classroom	TBA

### **Consultation (internal/external)**

- Peter Watton
- Elizabeth Taylor
- Michael Pickering
- Jennifer Roughan

### **Legal implications**

- N/A

### **Policy Implications**

- N/A

### **Financial and Resource Implications**

- N/A

### **Risk Management Implications**

- Low – risks are within normal operational parameters

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