



**CARPENTARIA SHIRE**

*Outback by the Sea*

***BUSINESS PAPER***

***21 SEPTEMBER, 2022***

## **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 17 August 2022 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 Staffing Matter**

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

#### **8.2 Request for Rates Based Financial Assistance - Karumba Childrens Centre**

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

#### **8.3 Indigenous Business Australia - Request for Rates Exemption**

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

## BUSINESS PAPERS

### 9 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

#### 9.1 CEO REPORT

**Attachments:** 9.1.1. Rural and Remote Council Compact Meeting [↓](#)  
**Author:** Mark Crawley - Chief Executive Officer  
**Date:** 13 September 2022

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

#### Executive Summary:

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

#### RECOMMENDATION:

That Council:

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

#### MEETINGS SCHEDULE

Date	Time	Event	Location
<b>Council</b>			
<b>21 September 2022</b>	9:00am	Ordinary Meeting of Council	Boardroom
<b>22 September 2022</b>	8:30am	Workshop – Councillors, CEO, Directors and Managers	Boardroom
<b>12 October 2022</b>	9:00am	Ordinary Meeting of Council	Karumba
<b>13 October 2022</b>	8:30am	Workshop – Councillors, CEO, Directors and Managers	Boardroom
<b>NWQROC and LGAQ</b>			
<b>6-7 October</b>		NWQROC Meeting	Cloncurry
<b>17-19 October</b>		LGAQ Annual Conference	Cairns
<b>7-8 December</b>		NWQROC Meeting	Hughenden

## BUSINESS PAPERS

Date	Time	Event	Location
<b>Local Government Professionals Australia</b>			
<b>Now in 2023</b>		Local Government Professionals Aust – National Congress	

### FINANCIAL REPORT

Governance Income and Expenditure to 30 August 2022

Row Labels	Sum of Original Budget	Sum of Actual Bal	Sum of Order Value	Sum of Total Actual
<b>Operating Expenditure</b>				
Communications	167,680	530	7,084	7,614
Community Recovery	15,100	0	3,021	3,021
Disaster Events	4,500	13,274	0	13,274
Disaster Preparedness	7,050	0	14,819	14,819
Elected Members	525,130	38,101	4,565	42,666
Emergency Response	48,750	1,374	270	1,644
Governance	1,154,891	197,024	42,561	239,584
Operational Plan	0	18,090	0	18,090
Regional Economic Development	4,000	3,500	0	3,500
<b>Operating Expenditure Total</b>	<b>1,927,101</b>	<b>271,894</b>	<b>72,320</b>	<b>344,214</b>
<b>Operating Income</b>				
Governance	0	-5,240	0	-5,240
<b>Operating Income Total</b>	<b>0</b>	<b>-5,240</b>	<b>0</b>	<b>-5,240</b>
<b>Grand Total</b>	<b>1,927,101</b>	<b>266,654</b>	<b>72,320</b>	<b>338,973</b>

## BUSINESS PAPERS

### Tourism Budget – LWBDC Centre Manager Discovery Centre and Hatchery

Row Labels	Sum of Original Budget	Sum of Actual Bal	Sum of Order Value	Sum of Total Actual
<b>Operating Expenditure</b>				
Barra Bites Café	19,502	21,459	4,260	25,719
Hatchery	376,677	27,592	3,255	30,847
Les Wilson Barramundi Discovery Centre	796,981	73,216	92,639	165,856
Visitor Information	116,790	29,197	8,863	38,060
<b>Operating Expenditure Total</b>	<b>1,309,949</b>	<b>151,464</b>	<b>109,017</b>	<b>260,481</b>
<b>Operating Income</b>				
Barra Bites Café	0	-20,037	0	-20,037
Hatchery	-35,000	0	0	0
Les Wilson Barramundi Discovery Centre	-390,000	-190,060	0	-190,060
Visitor Information	-10,000	-6,870	0	-6,870
<b>Operating Income Total</b>	<b>-435,000</b>	<b>-216,966</b>	<b>0</b>	<b>-216,966</b>
<b>Grand Total</b>	<b>874,949</b>	<b>-65,502</b>	<b>109,017</b>	<b>43,515</b>

### Tourism

Row Labels	Sum of Original Budget	Sum of Actual Bal	Sum of Order Value	Sum of Total Actual
<b>Operating Expenditure</b>				
Tourism Events	155,000	86,566	15,089	101,656
<b>Operating Expenditure Total</b>	<b>155,000</b>	<b>86,566</b>	<b>15,089</b>	<b>101,656</b>
<b>Operating Income</b>				
Tourism Events	-25,000	0	0	0
<b>Operating Income Total</b>	<b>-25,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>130,000</b>	<b>86,566</b>	<b>15,089</b>	<b>101,656</b>

## BUSINESS PAPERS

### ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

<b>Date:</b>	<b>Ref:</b>	<b>Action</b>	<b>Status</b>	<b>Comment</b>
October 20	012	Concessions not granted. Upgrade the signage to provide passcode to airside traffic.	Part complete	Signage yet to be arranged. Someone scratched code on gate post.
February 21	023	approve the request subject to the conditions outlined in the Subordinate Local Law No. 1.2 Commercial use of LG controlled areas and roads	Progressing	Initial letter advising of Council support for use as requested. Follow up to be provided in relation to Local Law conditions
May 21	007	Recommend the process to finalise the Water Supply Easements in negotiation with Landholders and finalise all agreements for the water supply at Glenore.	Progressing (see below)	Met with Preston Law on 10/2/2022 to progress.
August 21	009	Advisory Committee Policy and Terms of Reference for Advisory Committees adopted	Complete for O/CEO.	TOR for the Office of the CEO Completed See update in report
August 21	GB	Pipeline Easement	Progressing in conjunction with Item from May Meeting	Contact made with Dean Patchett to progress the inclusion of the northern section of the easement/road in our asset register
December 21	GB	Promotional Material – development of a booklet for new residents	Part complete	First draft of the Welcome booklet has been provided for input from Council.
May 22	GB	Prepare EOI for desexing program for Carpentaria Shire	Progressing	Contact made with two local vets for provision of service

## **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. Rural and Remote Council Compact Meeting update**

Attached are the notes from the Rural and Remote Councils Policy and Legislation Committee Meeting held 11 August 2022 for information.

**Recommendation:** For information

#### **3. Davidson Advisory – Project work**

Davidson Advisory have been engaged to compile and complete a Workforce Plan and Executive KPI's.

The Workforce Plan will be data-driven, and future orientated which considers the implications of the overall Council plan. It will include an analysis of the current v future employee and contractor numbers aligned with delivery of the Strategic Plans of Council.

The Executive KPI's will provide a measure for the performance of the Executive Leadership Team members which will align with the Corporate Plan and other Strategic Plans of the Council.

The engagement with Davidson Advisory will be over the next 8 weeks and at the conclusion Council will be provided with the following: -

- People and Workforce Plan
- Strategy Implementation Roadmap
- Performance Plan KPI's aligned to Strategic Plans
- Implementation guidelines for establishing KPI's as part of performance planning

**Recommendation:** For information

#### **4. LGMA State Conference**

During the month I attended the Annual LGMA State Conference with Manager Water and Waste Ben Hill. Conference was well attended.

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**Recommendation:** For information

### **5. Advisory Committee Terms of Reference**

Have sent a follow up to the team in relation to the remaining outstanding Terms of Reference for the Advisory Committees to have these completed and presented to Council for formal adoption.

**Recommendation:** For information

### **6. LGAQ Annual Conference**

Registrations have been submitted for Mayor, Deputy Mayor and CEO for attendance at the LGAQ Annual Conference in Cairns from 17<sup>th</sup> – 19<sup>th</sup> October 2022.

There are several update sessions where Carpentaria Shire would qualify, Rural Council, Resource Council and Coastal Council. With three delegates attending the conference registration has been affected to allow a delegate to attend one of each of these sessions to receive the updates relevant to the category Councils.

An opportunity also exists to meet with the Grants Commission and Remuneration Commission during the Conference. Need to indicate if we would like to meet with the commission.

**Recommendation:** For feedback

### **7. Financial Sustainability Training Program**

The Department has advised that enrolments are now open for the 2022-2023 Financial Sustainability Training Program. Training is also available to Councillors as well as staff, the sessions available (and suggested) for Councillors are as follows: -

- Financial Management in Practice
- Service Planning (New)

The training program is delivered in partnership with QTC and will be hosted at the Regional Hub locations (Brisbane, Cairns, Longreach, Rockhampton, Townsville and Toowoomba).

**Recommendation:** For feedback

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

A full report will be provided to the October 2022 Meeting for Councils consideration. Additional information in relation to other events in the Region, funding opportunities, availability of food vendors etc. will also be included in the report, allowing for an informed discussion.

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**Recommendation:** For information

### **9. De-sexing Program**

Council has approached two vet services for a proposal in accordance with the following:

- Location of service (Council facility or elsewhere)
- Timing (when and where)
- Advertising of Service (Council to assist?)
- Bookings (Schedule of bookings prior to the program)
- Costs (From this Council can work out if the individual pays or Council sponsors the service and so on)
- Other considerations

Could Council provide an indication of how much budget would be appropriate to conduct the program.

**Recommendation:** For feedback

### **10. Jenny Roughan – Planner Visit to Carpentaria**

Arrangements are being made for Jenny Roughan to visit Carpentaria Shire in the week commencing 24<sup>th</sup> October to progress work on the Planning Scheme.

**Recommendation:** For information

### **11. COVID Active Cases - Update**

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

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

**Recommendation:** For information

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### **Tourism Champions Update**

**Prepared by: Julie Cullen**

**Date: 13/09/22**

### **Destination Marketing Activity**

#### **Influencers in Region**

The Kidspot editor/journalist who was in region in early August has now completed their article and this has been reviewed for accuracy and approved for publication. The article and associated social media posts are scheduled to be published in the month of September.

This finalises the \$20,000 grant secured from Tourism Tropical North Queensland to undertake the influencer activity, and this will be fully acquitted with the publication of the above-mentioned article and posts.

#### **Experience and Event Development**

Having attended tourism Events Queensland Conversations with Industry forums this month it is obvious that Experience Development continues to be their primary focus through the delivery of the Best of Queensland Experience Program and Transformational Experience Mentoring Program. Businesses that complete these two programs and achieve the desired status currently receive, and will continue to receive, preferential treatment to those businesses that don't. The primary benefit being that those businesses that achieve Best of Qld Experience ranking will receive priority listing on the Queensland.com website.

The Outback by the Sea Festival attendee surveys have been sent out by Tourism Events Qld and the results are currently being collated, while the Festival Economic Impact Report is being finalised. This document will support future grant applications.

#### **Industry Development**

While the Les Wilson Barramundi Discovery Centre has maintained their Best of Qld Experience ranking for the duration of the Program and enjoy the benefits of this, there are very few Carpentaria tourism businesses that have followed their lead. A clear opportunity lies in increasing the number of tourism businesses who have participated in these programs.

The starting point is to list the business on the Australian Tourism Data Warehouse (ATDW). The ATDW is Australia's national tourism database and distribution platform which represents over 90,000 small and medium sized tourism products and destinations.

The ATDW's ultimate function is to support the Australian Tourism Operators with digital marketing to help extend their exposure and attract more business online.

By listing a product once in the ATDW database, Tourism Operators benefit from being listed on their State or Territory Tourism Organisation's (STO) consumer website, the Australia.com website and through ATDW's extensive network of over 250 tourism distributors. This rich content solution submits to high standards, defined and quality assured by all state and territory government tourism organisations on a daily basis.

Carpentaria Shire tourism business can access a range of industry development resources on the TTNQ website and I would recommend that Council promotes this program to tourism businesses in the region <https://tourism.tropicalnorthqueensland.org.au/training/best-of-queensland-training-program/>. Listing all the regions events and the Visitor Information Centres is also highly recommended.

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Conversations with TEQ also highlighted the continuing focus on Indigenous and Accessible tourism and there are several new business development initiatives that can be sourced through TTNQ to support these outcomes.

## Rural and Remote Councils Policy and Legislation Committee Meeting

### Communique

The fourth Rural and Remote Councils Compact Policy and Legislation Committee Meeting was held on Thursday, 11 August 2022.

Attendees endorsed the minutes of the previous meeting and noted progress on previous actions. No action items from that meeting were raised for discussion.

Attendees were provided an update from the Office of Rural and Regional Queensland on the outcomes of recent Regional Community Forums.

Attendees noted the Committee's Annual Update was drafted and would be finalised and released soon, ideally before the end of September.

Attendees were provided an update on the LGAQ Bush Councils Convention 'Dirt, Dust and Determination' held in Barcaldine between 26 and 28 July.

Attendees noted work was continuing under the 'roads' priority and were provided with updates on the Roads Maintenance Performance Contracts Working Group and heard of the value it was providing to continue to work through issues and to provide a Community of Practice to develop indemnity scenarios to help the sector consider civil liability issues. LGAQ noted that it would be advantageous to progress upgrades to contracts ahead of the upcoming wet season.

An update on the Roads off Alignment Working Group was also provided, including of the intention to develop a flowchart to assist councils to deal with roads off alignment issues.

Attendees were also advised of upcoming Queensland Transport and Roads Investment Program (QTRIP) Industry briefings and provided with information about registering for attendance.

Attendees received updates on the strategic priority of 'housing' and were provided with a data collection template that will be used to develop the Local Housing Action Plans. It was noted that fieldwork was underway, with visits to the six pilot councils scheduled to be complete by the end of September.

Committee Members were advised the National Housing Finances and Investment Corporation (NHFIC) provide an opportunity for infrastructure funding from the Commonwealth. The data from the Local Housing Action Plans could be reviewed by NHFIC representatives and be used by Councils to seek funding from NHFIC for projects.

An update on the strategic priority of 'local government sustainability' was also provided. It included updates on budget initiatives and best-practice asset management for local governments. Attendees also noted the timeline for implementation of the Sustainability Framework, which is to be rolled out to councils and ready for use by 1 July 2023.

The issue of costs being devolved to local government was also discussed, with the LGAQ outlining new research that it has commissioned and which is being undertaken by AEC this year.

Attendees also thanked the Assistant Minister for Local Government, Nikki Boyd MP for her attendance.

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### **9.2 CHANGE TO MEETING DATE - OCTOBER**

<b>Attachments:</b>	NIL
<b>Author:</b>	Mark Crawley - Chief Executive Officer
<b>Date:</b>	30 August 2022
<b>Key Outcome:</b>	Day to day management of activities within the Office of the CEO
<b>Key Strategy:</b>	As per the Departmental Plan for the Office of the CEO

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#### **Executive Summary:**

The October Ordinary General Meeting is scheduled for the third Wednesday and Thursday, and this will clash with the LGAQ Annual Conference. Council may amend its meeting date and it is suggested the meeting be held in the previous week.

#### **RECOMMENDATION:**

That Council bring forward the October Ordinary General Meeting to Wednesday 12<sup>th</sup> and Thursday 13<sup>th</sup> October 2022.

#### **Background:**

Council has scheduled its ordinary meetings for the third Wednesday and Thursday of each month and advertised these in accordance with the requirements in the Regulations. The October Ordinary General Meeting is scheduled and coincides with the Annual LGAQ State Conference, and it is recommended that the meeting be brought forward a week.

An advertisement advising of the change will need to be done to satisfy the requirements of the regulations also.

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

- Mayor Jack Bawden
- Councillors
- Executive Assistant
- Executive Leadership Team

#### **Legal Implications:**

- *Local Government Regulation 2012 – S254B(4) – Public Notice of Meeting*

#### **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

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### 9.3 HUMAN RESOURCES REPORT

**Attachments:** 9.3.1. Safeplan Progress Report August 2022 [↓](#)

**Author:** Lisa Ruyg - Manager Human Resources

**Date:** 6 September 2022

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**Key Outcome:** 1.1 – Responsive and effective service delivery

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

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**Executive Summary:**

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

**RECOMMENDATION:**

That Council accepts the Human Resources Report for information.

### 1. Work, Health & Safety Report

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The Safeplan progress report to August 2022 is attached.

### 2. Staff Movements

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**Arrivals**

Camp Caretakers x 2

Commenced August 2022

### 3. Current Recruitments

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- |                                |                                      |
|--------------------------------|--------------------------------------|
| a) Trainee Store person        | Currently at offer stage             |
| b) Graduate Accountant         | Ongoing                              |
| c) Diploma Qualified Educators | Both local & visa sponsored underway |
| d) Executive Officer           | Closes 26 September 2022             |
| e) Rural Lands Officer         | Closes 7 October 2022                |
| f) Diesel Fitter/ Mechanic     | Closes 7 October 2022                |
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## BUSINESS PAPERS

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### 4. Safety Award Initiative

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A proposal is put forth to introduce an annual in-house Safety Award at Council. The Award will recognise individuals within Council who are actively promoting safe work practices and working towards eliminating or minimising injury risk in the workplace.

It is proposed that any Council staff member or contractor working on Council projects be eligible for nomination, with the Award recipient being determined by the Executive Leadership Team.

Up to two individuals could be recognised annually, with the Award recipients receiving a trophy and a \$100 voucher. It is proposed the presentation take place at the annual Staff Christmas Party alongside the Recognition of Service Awards.

### 5. Alteration to Recognition of Service Policy

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A proposal is put forth to increase the monetary value of the Recognition of Service Awards:

Length of Service	Current Recognition	Proposed Recognition
Five Years	Certificate + \$100	Certificate + \$150
Ten Years	Trophy + \$300	Trophy + \$400
Fifteen Years	Trophy + \$400	Trophy + \$500
Twenty Years	Trophy + \$500	Trophy + \$750
Twenty Five Years	Trophy + \$750	Trophy + \$1000
Thirty Years	Trophy + \$1000	Trophy + \$1500

### 6. Random Drug & Alcohol Testing Program

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From 17 – 22 August 2022, 107 random drug and alcohol tests were conducted. The sites tested were:

17 August 2022	Lillyvale
18 August 2022	Wondoola, Bang Bang
19 August 2022	Karumba, Alexandra
20 August 2022	Sterling, Dorunda/ Cockburn
21 August 2022	Koolatah
22 August 2022	Normanton Depot

## BUSINESS PAPERS

### 7. Budget Report

Row Labels	Sum of Original Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
<b>Operating Expenditure</b>				
Apprenticeships / Traineeship	67,000	6,804	9,321	16,125
Enterprise Bargaining	35,200	0	546	546
Human Resource Operations	341,764	57,913	142,857	200,771
Learning & Development	206,00	8,883	58,152	67,035
Workplace Health and Safety	644,840	74,200	90,017	164,217
<b>Operating Expenditure Total</b>	<b>1,299,103</b>	<b>147,800</b>	<b>300,893</b>	<b>448,693</b>
<b>Operating Income</b>				
Apprenticeships / Traineeship	(53,000)	0		0
Workplace Health & Safety		(12,439)		(12,439)
<b>Operating Income Total</b>	<b>(53,000)</b>	<b>(12,439)</b>		<b>(12,439)</b>
<b>Grand Total</b>	<b>1,242,103</b>	<b>135,362</b>	<b>300,893</b>	<b>436,254</b>

#### Consultation (Internal/External):

- Executive Leadership Team
- The Drug Detection Agency
- WHS Advisor

#### Legal Implications:

- Within normal operational parameters.

#### Financial and Resource Implications:

- Within allocated budget.

#### Risk Management Implications:

- Within normal operational parameters.



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

Safeplan		Key Performance Indicators (KPIs)	
Note* LGW data, legislation requires LGW to count part days lost as full days			
Average Scheme Frequency Rate (Formula = Number of LTI for every million hrs worked)	5.31	Scheme	
Average Scheme Duration Rate (Formula = Average Number of days lost per LTI)	8.76	CSC YTD Aug 2021	0
Progressive Frequency Rate YTD (B) group = wages greater than \$5 million – less than \$10 million	5.45	CSC YTD Aug 2022	0
Progressive duration rate YTD (B) group = wages greater than \$5 million – less than \$10 million	4.00	Safe Plan KPI 2022 - 2023	5 (annual)
% of hazard inspections completed as per Matrices	100%	YTD 2022-2023 compared to SP KPI	112 (annual)
No. RAPs outstanding vs. No. RAPs completed by EMTD – (10 outstanding, 27 completed Jul/Aug)	N/A		20.6 (annual)
Delivery of Take 5 information papers and successful completion of assessments	N/A		19.93 (annual)
% of Quarterly Action Plan (QAP) items completed Quarter July – September 2022	58%		90%
	85.57%		90%
	70%		95.00%
			40.00%
			85.57%
			Due End September

Mechanism of Injury for claims submitted	YTD 2020/2021	Days Lost
28 Being hit by moving object	1	0
12 Hitting Moving Objects	0	0
42 Muscular stress while handling objects	3	0
43 Muscular stress with no objects being handled	2	284
41 Muscular stress while lifting	3	54
01 Falls from a height	0	0
26 Being trapped between Static objects	2	7
84 Work pressure	0	0
<b>Total</b>	<b>11</b>	<b>345</b>
<b>Statutory Paid</b>	<b>\$143,831.84</b>	

Mechanism of Injury for claims submitted	YTD 2021/2022	Days Lost
28 Being hit by moving object		
21 Being hit by falling objects	1	73
42 Muscular stress while handling objects		
43 Muscular stress with no objects being handled		
41 Muscular stress while lifting		
01 Falls from a height		
26 Being trapped between Static objects	1	2
92 Vehicle Accident		
<b>Total</b>	<b>2</b>	<b>75</b>
<b>Statutory Paid</b>	<b>\$26,229.50</b>	

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

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

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

There have been 1 Incident Reports submitted where an injury was sustained from last report 5<sup>th</sup> August to the current date of this Report, not an LTI. Submitted for August was 1 Incident reports, that was for Plant and Windscreen Damage. There was an adjustment of the payout figures for the 2020/2021 of plus 0 Days and \$9,531.07 and for 2021/2022 of plus 0 Days and \$0. (Also, a \$415,000.00 was reduced to a \$175,000.00 Estimate for 2019-2020)

Report Completed on Monday, September 6th, 2022

## BUSINESS PAPERS

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### 9.4 CHRISTMAS SHUT DOWN DATES

<b>Attachments:</b>	NIL
<b>Author:</b>	Lisa Ruyg - Manager Human Resources
<b>Date:</b>	13 September 2022
<b>Key Outcome:</b>	1.1 – Responsive and effective service delivery
<b>Key Strategy:</b>	1.1.2 Develop and maintain healthy and safe working conditions and regularly review workplace health and safety practices.

#### Executive Summary:

Christmas close dates are set by Council on an annual basis to allow for advertising of the shut down and to provide staff with ninety (90) days' notice of the shutdown occurring.

A skeleton staff will be rostered during the shutdown to ensure essential and emergency services are maintained.

#### RECOMMENDATION:

That Council endorse the Christmas Close Down dates and date for the Staff Christmas Party.

#### Background:

It is anticipated the Road Construction Crews will finish on Thursday 15 December 2022.

The proposal below will require relevant staff to use 8 days of leave entitlements which is consistent with previous years.

Division	Close Commences	Recommencement
Operational Staff ( <i>excluding skeleton staff on RMPC, Town Crews and Water</i> )	Close of Business Friday, 16 December 2022	Tuesday, 3 January 2023.
Office Based Staff	Close of Business Friday, 16 December 2022	Tuesday, 3 January 2023.
Child Care Centre	Provision of Childcare services to cease end of day Thursday, 15 December 2022.	Provision of Childcare services to recommence Wednesday, 4 January 2023.
Libraries	Close of Business Friday, 16 December 2022	Tuesday, 3 January 2023.
Barra Centre & NTN VIC	Closed Christmas Day and Boxing Day.	

## **BUSINESS PAPERS**

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**Consultation (Internal/External):**

- Chief Executive Officer
- Manager Economic and Community Development
- Executive Leadership Team
- Barra Centre & Hatchery Manager

**Legal Implications:**

- Nil.

**Financial and Resource Implications:**

- Within budget.

**Risk Management Implications:**

- Risks are within normal operational parameters.

## **BUSINESS PAPERS**

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### **9.5 LES WILSON BARRAMUNDI DISCOVERY CENTRE, KARUMBA AND NORMANTON VISITOR INFORMATION CENTRES**

<b>Attachments:</b>	NIL
<b>Author:</b>	Amanda O'Malley - Centre Manager - LWBDC
<b>Date:</b>	13 September 2022
<b>Key Outcome:</b>	A dynamic and diverse economy creating industry development and employment opportunities
<b>Key Strategy:</b>	Provision of support for a sustainable Tourism sector

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#### **Executive Summary:**

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

#### **RECOMMENDATION:**

That Council:

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

#### **Les Wilson Barramundi Discovery Centre**

##### Barra Bites Café

- Three staff are now on duty to facilitate 7 day per week operations from 9am to 3pm. Hot food is being served consistently. Hours will be reduced as patronage drops.

##### Hatchery

- Two veterinary students have taken placements at the hatchery for the spawn.

##### Merchandise and Tours:

- A guide is undergoing recruitment process.

##### Interpretive Centre:

- A red claw and a sole fish have been added to the Interpretive Centre to showcase diversity within the region.

## **BUSINESS PAPERS**

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Sole fish and pig nosed turtle tank

## BUSINESS PAPERS

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Red claw tank



Saratoga tank

## BUSINESS PAPERS

### Art gallery:

- A prawn trawler sculpture created by a local artist has been erected in the conference room.



Metal prawn trawler

- Verbal biographies are being created for each artist to feature on the TV in the art gallery and on the art gallery Facebook page.

### Visitor Information Centres:

#### *Attendance*

<b>1<sup>st</sup> - 31<sup>st</sup> August 2022</b>	
<b>Normanton VIC</b>	<b>Karumba VIC</b>
<b>1,198</b>	<b>4,308</b>
Average of 39 people per day	Average of 139 people per day

## BUSINESS PAPERS

	2022			TOURS		
	Visitors	Tours #	Sales (POS)	RTBS (API – Online payment)	Sunlover/ Invoice	Total Sales
JAN	93	15	\$ 1,192.93	\$ 246.00	\$ -	\$ 1,438.93
FEB	57	13	\$ 1,577.66	\$ 116.00	\$ -	\$ 1,693.66
MAR	238	72	\$ 5,146.90	\$ 1,731.00	\$ -	\$ 6,877.90
APR	1572	474	\$ 28,595.10	\$ 3,126.00	\$ 390.25	\$ 32,111.35
MAY	2559	1009	\$ 56,416.81	\$ 8,347.00	\$3,013.25	\$ 67,777.06
JUN	4434	1347	\$ 87,360.67	\$ 16,324.00	\$2,577.00	\$ 106,261.67
JULY	6489	1588	\$ 100,705.00	\$ 13,701.00	\$2,551.00	\$ 116,957.00
AUG	4308	1373	104,104.74	\$15,133.00	\$1,726.50	\$ 120,964.24
<b>TOTAL</b>	15,442	4518	\$ 280,995.07	\$ 43,591.00	\$8,531.50	\$ 454,081.81

- VIC accreditation is being sought for Karumba. Exemptions are being negotiated to ensure restricted hours during the wet season are accepted.
- VIC accreditation is not being sought for the Normanton VIC.
- Town walk books and revised maps are a continued work in progress, as we are understaffed and prioritising maintenance of hours of operation.

### NORMANTON CAMP STATISTICS

1 <sup>st</sup> – 30 <sup>th</sup> June 2022	1 <sup>st</sup> – 31 <sup>st</sup> July 2022	1 <sup>st</sup> - 31 <sup>st</sup> Aug 2022
667	474	452

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

### Digital marketing

- Trip Advisor – maintaining top experience in Karumba and 4.5-star rating.
- Facebook is consistent but engagement is expected to drop as the season slows.
- Instagram is up 244% via use of reels.
- The art gallery Facebook page is live.

## **BUSINESS PAPERS**

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- A scout engaged by 'Getaway' visited Karumba, including the LWBDC on 6 July 2022. She has compiled a list of recommendations for a segment including Karumba and Normanton, featuring the LWBDC.

### Grants & Awards:

- The Savannah Way Public Art Trail is nearing completion, with delivery expected in the last week of September and installation scheduled for 7 October 2022.



## BUSINESS PAPERS

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

#### 10.1 DCS REPORT

**Attachments:** 10.1.1. Local Laws Report - August [↓](#)  
10.1.2. Plant Health Survey - Findings [↓](#)  
10.1.3. Fuel - Period 4 [↓](#)

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

**Date:** 13 September 2022

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

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

#### Executive Summary:

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

#### RECOMMENDATION:

That Council:

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

#### Background:

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

Date:	Action	Status	Comment
	Liaise with relevant parties to improve connectivity at Normanton Rodeo Grounds	Ongoing	Ongoing – reported fault with Telstra about service dropouts. Officers to discussed issue with Telstra to see if we can increase bandwidth during specific events, however, have been advised we already have the maximum bandwidth. Officers are preparing to submit another grant for connectivity.
Jan-20	Abandoned Vehicles – Identify and secure a site.	Complete	Identified vehicles towed to secure compound at Normanton Waste Facility.
Jan-21	Lease / Water Agreements	In Progress	Raw Water Agreements have been mailed to ratepayers to sign and return.
Nov-21	Walkers Creek – Tourism Signage	In Progress	The posts have been installed; signage expected in coming weeks.

## BUSINESS PAPERS

### 2. Budget

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

Row Labels	Sum of Original Budget	Sum of Actual Bal	Sum of Order Value	Sum of Total Actual
<b>Operating Expenditure</b>				
Animal Control	89,727	2,517	0	2,517
Cemeteries	43,880	7,519	7,891	15,411
Corporate Services	50,000	0	0	0
Environmental Health	11,900	0	0	0
Information Technology	524,294	121,079	11,955	133,034
Local Laws	89,787	12,279	7,727	20,006
Major Opex	0	149	202,491	202,640
Mosquito Control	51,000	0	0	0
Pest Management Operations	138,918	38	20,409	20,447
Property And Leases	5,000	0	500	500
Stores & Purchasing	377,883	-36,406	103,730	67,324
Weed Control	202,918	3,040	0	3,040
<b>Operating Expenditure Total</b>	<b>1,585,306</b>	<b>110,215</b>	<b>354,704</b>	<b>464,919</b>
<b>Operating Income</b>				
Animal Control	-4,000	-521	0	-521
Environmental Health	-1,500	-3,025	0	-3,025
Local Laws	0	-1,591	0	-1,591
Property And Leases	-83,000	-11,129	0	-11,129
<b>Operating Income Total</b>	<b>-88,500</b>	<b>-16,266</b>	<b>0</b>	<b>-16,266</b>
<b>Grand Total</b>	<b>1,496,806</b>	<b>93,949</b>	<b>354,704</b>	<b>448,653</b>

The above budget of \$1,496,806 is net of revenue of \$88,000.

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

Cost Account	Job Description	Actual	Orders	Total	CSC	Comments
OPEX2201	Lrcip - Tmr - Lilyvale Subdivison Sliplane	148	57,228	57,376	0	Fully Funded by LRCIP
						Fully Funded by QRA Flood Warning
OPEX2210	Curry PM - Flood Warning Infrastructure Network	0	145,263	145,263	0	Infrastructure
		148	202,491	202,639	0	

**Information Technology** - ICT items such as laptops, desktop computers and monitors have not been replaced at estimated end of life and have lasted beyond expected lives. The largest expenditure to date is for software licensing and service contracts.

**Local Laws** - Outstanding purchase order mostly relates to consulting fees for the Local Laws Officer to utilise on an as required basis.

## **BUSINESS PAPERS**

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### **3. Program Update**

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#### **Local Laws**

##### Local Laws Report

The statistics for local laws are attached. There were no bounties paid for August.

##### Illegal Dumping

Eight cameras have been installed in hotspots. There have been no noticed incidents of illegal dumping. The cameras are working well. The Local Laws Officer continues to conduct routine patrols.

##### Abandoned Vehicles

All vehicles identified as abandoned in Normanton have been relocated to the Normanton Waste Facility. Residents may claim their vehicles if they pay the relevant release of vehicle fee of \$160.

##### Parking

In both townships' vehicles with boats, caravans etc. continue to park in front of businesses. Where the new signs were installed in Karumba, this seems to have reduced the instances of illegal parking.

Police were fining on weekends and the fine issued by them is \$57. The fines issued by the Local Laws Officer (LLO) are two penalty units amounting to \$275.70. This did cause some confusion with tourists, when one fine was issued by the LLO. The LLO visited caravan parks and asked that the parks advise the tourists to park in the designated boat areas.

##### Croc Warning Signage

About a month ago six crocodile signs from the Karumba Norman Street walkway to the Karumba Point Boat ramp area. The walkway is around 3.6 kilometres long, and all the signs between these points have been stolen. It appears they are using drills to drill the signs out.

##### Brown Dog Tick Ehrlichia Canis (E.Canis)

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

#### **Pest and Weed Management**

##### 1080 Baiting Program

Carpentaria Land Council will facilitate the 2<sup>nd</sup> Round of baiting in September/October. There are no further updates.

##### Gulf Catchments Pest Taskforce

Gulf Catchments Pest Task Force are having their next meeting in Burketown on Wednesday the 26 of October and Thursday 27 of October 2022. Anyone interested in attending may RSVP to Southern Gulf NRM.

##### Biosecurity

## **BUSINESS PAPERS**

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Two officers from Biosecurity Queensland met with the Mayor and myself on the 8<sup>th</sup> September to discuss what Council is doing in respect of biosecurity matters. This was a good opportunity to meet representatives from Hughenden and Mareeba.

Council has established a Carpentaria Stations e-mail to enable faster communications to the rural areas and can now distribute information as received. We also provided an update on activities undertaken during the year, such as the Karumba weed clearing, and 1080 Baiting programs.

Mareeba have offered to provide some Biosecurity Act training to the Rural Lands Officer when recruited.

### **Environmental Health**

No further updates.

### **4. Other Items**

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#### Stores Stocktake – Fuel

A fuel stocktake was conducted at the end of the 10/4 and period 4 (12/8/22 to 25/8/22). The result of the stocktake is a deficit quantity of 431.39 litres.

#### Plant Health Survey

We received an e-mail from Richard Davis, one of the scientists who came to Normanton to conduct a Plant Health Survey. The attachment illustrates some of the findings.

*I am writing to provide some feedback on the plant health survey in Normanton and Karumba, conducted in May 2022.*

*We were a small group of plant health scientists who work for the Federal Government's Department of Agriculture, Water and Environment (DAWE) who visited the Gulf region to conduct a plant health survey during the week of 9-13 May 2022.*

*Since the national election, we have become the Department of Agriculture Fisheries and Forestry, but nothing else has changed, including our interest in environmental plant health threats.*

*Importantly, we found no major new incursions of any plant pests, diseases or weeds from overseas. Some of the things that we did find are summarised in the attached 'placemat' that we prepare for stakeholder feedback when we work in communities. I hope it is of some use.*

*Thank you very much for your assistance and support for this activity.*

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

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

#### **Legal Implications:**

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

## **BUSINESS PAPERS**

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**Financial and Resource Implications:**

- Contained within the report.

**Risk Management Implications:**

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

<b>2022/2023 Local Laws Reporting</b>																
Month	New Animal Registrations				Impounded Animals				Euthanized Animals							
	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba				
	Dogs		Other		Dogs		Cats		Euth. Dogs		Euth. Cats		Euth. Other			
Jul	12	1			6		33	15			3		33	15		
Aug		1			3		45	30			3	1	45	30		
Sep																
Oct																
Nov																
Dec																
Jan																
Feb																
Mar																
Apr																
May																
Jun																
<b>Total</b>	<b>12</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>2</b>	<b>78</b>	<b>45</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>78</b>	<b>45</b>	<b>0</b>	<b>0</b>

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

# Northern Australia Quarantine Strategy Normanton, Karumba and Burketown Plant Health Survey

**WHAT WE FOUND**  
May 2022



The Australian Government's Northern Australia Quarantine Strategy (NAQS) plant health scientists conduct surveillance across northern Australia to aid in the early detection of exotic plant pests, diseases and weeds. NAQS also conducts animal and aquatic health surveillance.

## PLANT DISEASES (Pathology)



### Tomato leaf curl virus (ToLCV)

This virus came from the Northern Territory to parts of Cape York Peninsula in the late 1990s.



### Phytoplasmas (specialised bacteria)

Causing little leaf and witches' brooms in food plants like this chili as well as ornamentals.

The only effective control for both of these things is to remove infected plants before insect vectors feed on them and infect their neighbours.

## OTHER NOTABLE DISEASES

Nematode damage found on banana note

## PLANT PESTS (Entomology)



### Cotton mealybug (*Phenacoccus solenopsis*)

Very common pest on a range of hosts. This species and a range of other scale and mealybug were seen. In heavy infestions stunting and distorted leaf growth may be seen.



Sooty mould fungal growth is associated with infestations and this may be the first sign of pest presence.

## OTHER NOTABLE INSECTS

Termites causing extensive damage and death to coconut palms and native trees

## WEEDS (Botany)



### bellyache bush (*Lathropha gossypifolia*)

A weed of National significance and Qld Category 3 restricted invasive weed. Seen at Burketown rubbish tip. There is a risk of it spreading to other locations. It can form dense, smothering infestations. All parts are poisonous.

## OTHER NOTABLE WEEDS

### sicklepod (*Senna obtusifolia*) Qld

Category 3 restricted invasive weed. fast-growing, high-seeding, shrub with long-lived seedbank. Seen at Karumba.



### balloon vine (*Cardiospermum*

*hallicababum*) fast-growing smothering vine, especially along watercourses. Seen at Normanton.



Keep a **TOP WATCH!** in your community



Exotic pests, diseases and weeds can cause damage to fruit and vegetables & significant economic and environmental costs.



Pests and diseases can enter Australia through strong winds, the sea and migratory animals.



If you suspect any plant pests, diseases or weeds you can call your Biosecurity Officer or the Exotic Plant Pest Hotline on **1800 084 881**.



FUEL RECONCILIATION END OF PERIOD							Period No. <u>4</u>
SDSL Tanks and Pods							Dates: <u>12/08/2002 to 25/08/2002</u>
Tank	Pod	Pod Size	Synergy Location	Synergy Opening Stock	Physical Stock	Variance	Camp
DSL9760		12,000	3	2964.12	3764.13	800.01	Koolatah
DSL9761		12,000	4	9660.69	9869.73	209.04	McAllister
DSL9762		12,000	5	10559.15	9394.76	-1164.39	Bang Bang
DSL9763		12,000	6	5448.09	5448.28	0.19	Wondoola
DSL9764		12,000	7	4997.26	5001.21	3.95	Alexandra
DSL9765		12,000	8	3654.96	3788.95	133.99	Delta
	6902	1,000	9	0.10	0.10	0.10	Stabiliser
	6906	800	10	457.39	457.40	0.01	7 Mile
	6907	800	11	152.65	152.11	-0.54	McAllister
	6909	800	13	393.26	390.94	-2.32	Wondoola
	6011	400	16	-179.04	0.00	-179.04	Inkerman
	6018	400	18	196.76	196.76	0.02	McAllister
	358	6,000	24	3206.87	3354.35	147.48	Inkerman
	6930	600	35	251.75	117.13	-134.62	Delta
	6920	600	36	601.30	600.00	-1.30	Stabiliser Crew
	6911	600	38	-843.97	600.00	-243.97	Broadwater
<b>TOTAL</b>				<b>41521.34</b>	<b>43135.85</b>	<b>-431.39</b>	

Comments:

Prepared By: Ivan Schneekloth  
 Signature: [Signature]  
 Works Coordinator: [Signature]  
 Signature: [Signature]  
 Director of Corporate Services: [Signature]  
 Signature: [Signature]  
 Synergy Balances Updated By: [Signature]

## **BUSINESS PAPERS**

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### **10.2 MONTHLY FINANCIAL REPORT - AUGUST 2022**

<b>Attachments:</b>	10.2.1. Monthly Financial Statements - August 2022 <a href="#">↓</a> 10.2.2. Cash <a href="#">↓</a> 10.2.3. Capital Expenditure Budget - August 2022 <a href="#">↓</a>
<b>Author:</b>	Jade Nacario - Manager Finance and Administration
<b>Date:</b>	13 September 2022

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

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

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#### **Executive Summary:**

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

#### **RECOMMENDATION:**

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

#### **FINANCIAL REPORT**

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

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

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

#### **Sustainability Ratios**

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## BUSINESS PAPERS

Indicator	Target	Formula	31 August 2022	Comment
<b>Current Ratio</b> Is Council able to pay off its short-term liabilities with its current assets?	1.5-3.0	Current Assets/Current Liabilities	2.31	Council has 2.31 times more current assets than current liabilities
<b>Operating Surplus Ratio</b> Does Council have sufficient operating revenue to meet Council operating costs?	Between 0 & 10%	Surplus/(Deficit) from Operations / Recurrent Revenue	1.91%	The budget projection is at -9%. The ratio for August is significantly lower due to timing issue of income and expenditures.
<b>Cash Expense Ratio</b> Has Council properly planned for when payments associated with Council activities are due? Indicates the number of months council can continue paying its immediate expenses without additional cash flows	3 to 6 months	Cash at Bank / Expected cash operating costs for one month	5.42	Indicates Council can pay immediate expenses for five months, without additional cash. <b>Note:</b> Based on 22.23 budget
<b>EBITDA Ratio</b> (Earnings Before Income Tax, Depreciation and Amortisation)	Breakeven	Operating Result + Depreciation + QTC Finance Costs / Operating Revenue	\$223,331 or 2.17%	Indicates Council has a small cash surplus.

### Statement of Comprehensive Income

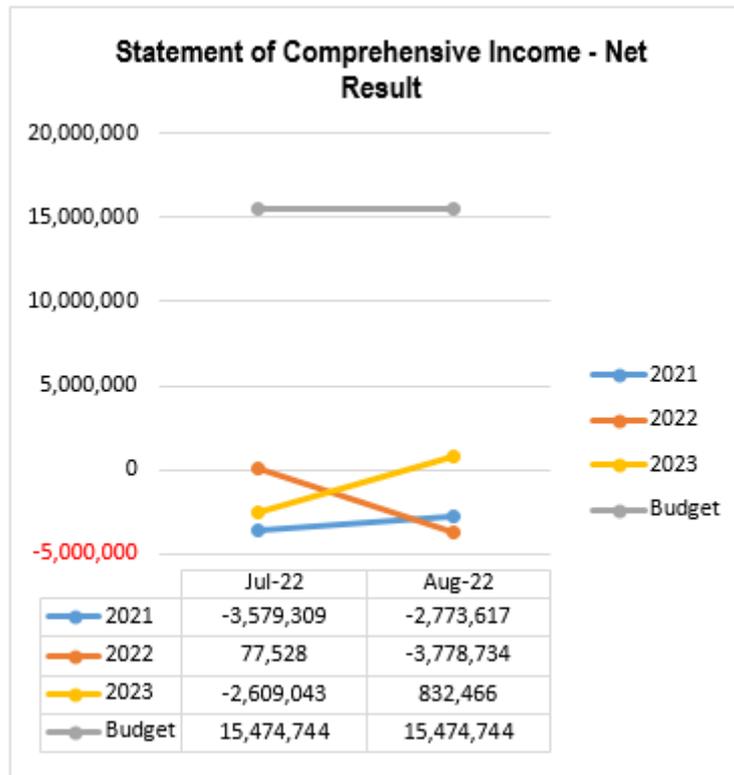
For the second month of the financial year 2022/2023, the financial year had elapsed 16.67%. The comprehensive income statement indicated a net result of \$832,466 in surplus which is the sum of \$11,663,783 in recurrent revenue, \$11,440,452 in recurrent expenditure and \$609,135 in capital revenue. The net income does not include the depreciation expense because the 2021/2022 asset year is yet to be finalized. The estimated depreciation expense to the end of August 2022 was \$1,651,256.

	Actual <i>(from 1 July 2022 to 31 August 2022)</i>	Budget <i>(from 1 July 2022 to 30 June 2023)</i>
Recurrent Revenue	11,663,783	69,037,903
Recurrent Expenses	11,440,452	75,185,377
<b>Net Operating</b>	<b>223,331</b>	<b>(6,147,474)</b>
Capital Revenue	609,135	21,622,218
Capital Expense	0	0
<b>Net Result</b>	<b>832,466</b>	<b>15,474,744</b>

*\*Please see attached Comprehensive Income Statement for details.*

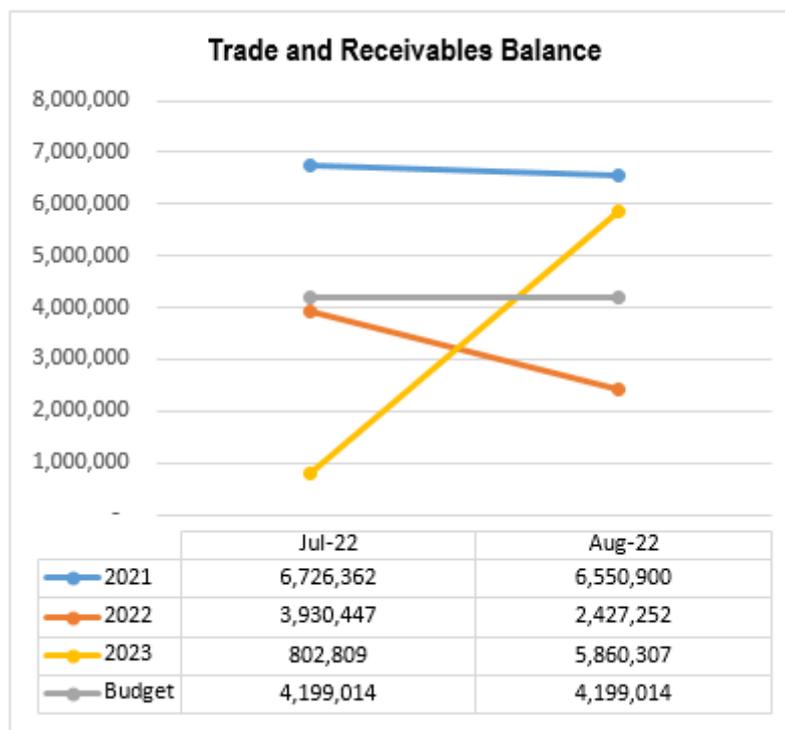
The graph below shows the Net Result for the period, with prior year comparatives, against the budget of \$15,474,744.

## BUSINESS PAPERS



### Financial Position Reports

The graph below shows Council's *Trade and Receivables* balance of \$5,860,307. The receivables balance is made up of rates receivable \$5,295,845 and the remaining balances are receivables from community loans, Main Roads recoverable works and airport charges.

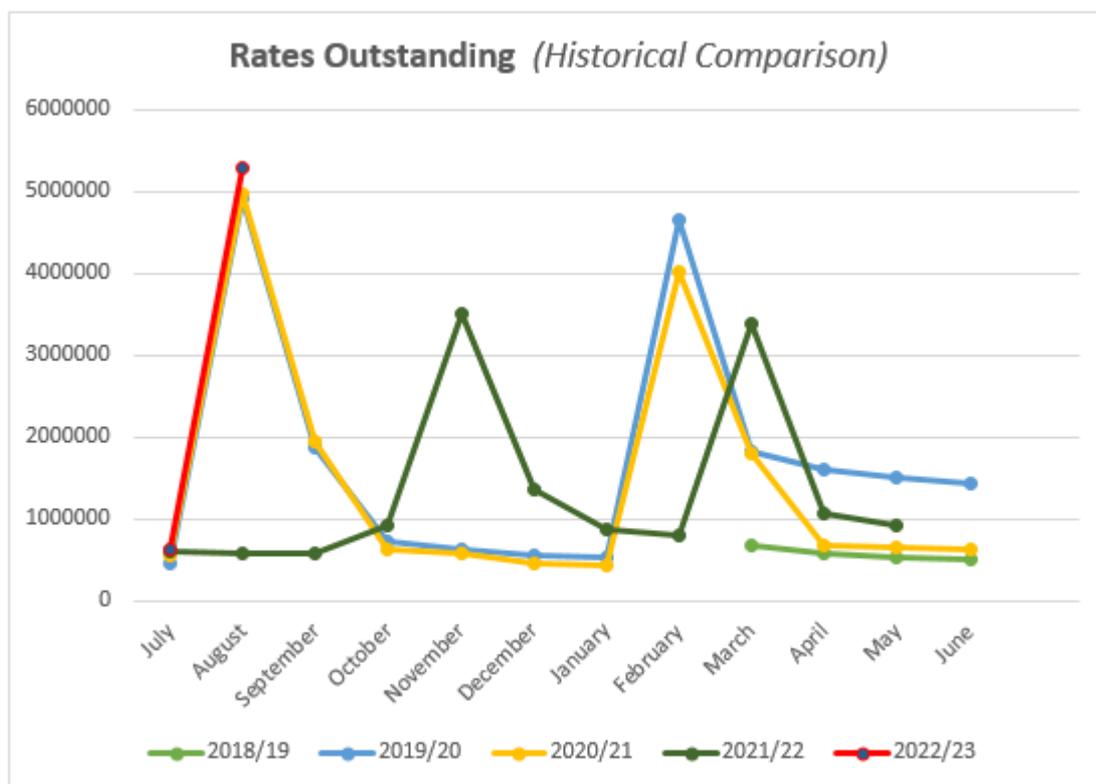


## BUSINESS PAPERS

### Rates and Service Charges Receivables

The rates notice for Levy 1, 2022 have been posted and emailed to ratepayers. Water Consumption Reports along with the fact sheet for the new two-part tariff charges have also been posted to ratepayers. The table below illustrates that 87% of the rates are outstanding, and this is because the levy has been issued, but is not yet due.

Rates Outstanding					
	%	Aug-22	Jul-22	Jun-22	Aug-21
Current Year	87%	4,648,642	-	320,485	- 10,367
1 Year Arrears	3%	184,515	234,496	137,915	280,689
2 Year Arrears	2%	124,297	128,107	91,453	118,751
3+ Year Arrears	4%	210,946	213,412	166,758	194,964
Interest	3%	159,155	155,249	192,704	140,159
Credits		(31,710)	(101,106)	(83,907)	(143,785)
<b>Balance</b>	<b>100%</b>	<b>5,295,845</b>	<b>630,158</b>	<b>825,409</b>	<b>580,412</b>



### Capital Expenditure

Council's capital budget shows the budget and expenditure by project. The attached Capital Expenditure Budget shows some projects shall run over multiple years.

## BUSINESS PAPERS

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The Project Mangers meet fortnightly to discuss and provide updates on the progress of their capital programs.

Council is heavily reliant on grant funding for most capital expenditure, however, some items will be funded by Council. These are set out in the Council's Contribution to the Project column.

Grant applications are submitted on an ongoing basis and will be added to the capital budget as they are approved during the year. Officers do not commence any works until funding has been approved by the funding body and Council.

### **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	4,420,895	15 March 2035
Karumba Sewerage	1,668,481	15 June 2030
Normanton Water	924,357	15 March 2031
<b>TOTAL</b>	<b>7,013,733</b>	

### **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.

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

	Actual 31-Aug-22	Budget 30-Jun-23	% Variance
<b>Income</b>			
<b>Revenue</b>			
<b>Operating revenue</b>			
Net rates, levies and charges	4,847,400	8,918,000	54.36%
Fees and charges	146,144	547,000	26.72%
Rental income	35,370	600,000	5.90%
Interest received	23,352	219,903	10.62%
Sales revenue	1,207,961	7,275,000	16.60%
Other income	38,529	-	-
Grants, subsidies, contributions and donations	5,365,027	51,478,000	10.42%
<b>Total operating revenue</b>	<b>11,663,783</b>	<b>69,037,903</b>	<b>16.89%</b>
<b>Capital revenue</b>			
Grants, subsidies, contributions and donations	609,135	21,622,218	2.82%
<b>Total revenue</b>	<b>12,272,918</b>	<b>90,660,121</b>	<b>13.54%</b>
<b>Capital income</b>			
Total Capital Income	-	-	0.00%
<b>Total income</b>	<b>12,272,918</b>	<b>90,660,121</b>	<b>13.54%</b>
<b>Expenses</b>			
<b>Operating expenses</b>			
Employee benefits	1,172,442	10,105,910	11.60%
Materials and services	10,237,839	54,874,000	18.66%
Finance costs	30,172	357,920	8.43%
Depreciation and amortisation	-	9,847,547	0.00%
<b>Total operating expenses</b>	<b>11,440,452</b>	<b>75,185,377</b>	<b>15.22%</b>
<b>Capital expenses</b>			
Total Capital expenses	-	-	0.00%
<b>Total expenses</b>	<b>11,440,452</b>	<b>75,185,377</b>	<b>15.22%</b>
<b>Net result</b>	<b>832,466</b>	<b>15,474,744</b>	<b>5.38%</b>
<b>Operating result</b>			
Operating revenue	11,663,783	69,037,903	
Operating expenses	11,440,452	75,185,377	
<b>Operating result</b>	<b>223,331</b>	<b>(6,147,474)</b>	

## Statement of Financial Position

as at 31 August 2022

	Actual	Budget
<b>Assets</b>		
<b>Current assets</b>		
Cash and cash equivalents	29,324,952	35,975,943
Trade and other receivables	5,860,307	4,199,014
Inventories	1,161,906	1,143,000
Contract Assets	5,690,025	6,037,000
ATO Receivables	1,009,939	718,000
Total current assets	43,047,130	48,072,957
<b>Non-current assets</b>		
Trade and other receivables	90,571	91,000
Property, plant & equipment	287,009,246	286,552,295
Right of use assets	70,084	65,000
Total non-current assets	287,169,900	286,708,295
<b>Total assets</b>	330,217,030	334,781,252
<b>Liabilities</b>		
<b>Current liabilities</b>		
Trade and other payables	4,064,122	1,544,298
Contract Liabilities	12,553,266	14,162,000
Borrowings	526,632	561,513
Other current liabilities	100,000	100,000
Provisions	1,379,379	950,000
Total current liabilities	18,623,398	17,317,811
<b>Non-current liabilities</b>		
Contract Liabilities	-	5,000,000
Borrowings	6,458,536	5,653,032
Provisions	1,097,620	2,536,000
Other non-current liabilities	-	100,000
Total non-current liabilities	7,556,155	13,289,032
<b>Total liabilities</b>	26,179,553	30,606,843
<b>Net community assets</b>	304,037,476	304,174,409
<b>Community equity</b>		
Asset revaluation surplus	188,906,478	171,681,649
Retained surplus	115,130,999	132,492,760
<b>Total community equity</b>	304,037,476	304,174,409

**Statement of Cash Flows**  
 for the period ended 31 August 2022

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

**Statement of Cash Flows**

Cash flows from operating activities

Receipts from customers	2,779,827	16,870,654
Payments to suppliers and employees	(19,287,443)	(70,295,612)
Interest received	23,352	219,750
Rental income	35,370	603,064
Non-capital grants and contributions	5,365,027	56,903,269
Borrowing costs	(30,172)	(307,920)
<b>Net cash inflow from operating activities</b>	<b>(11,114,038)</b>	<b>3,993,205</b>

Cash flows from investing activities

Payments for property, plant and equipment	(839,890)	(25,405,227)
Grants, subsidies, contributions and donations	609,135	21,622,218
<b>Net cash inflow from investing activities</b>	<b>(230,755)</b>	<b>(3,783,009)</b>

Cash flows from financing activities

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

Net increase in cash and cash equivalent held	(11,344,793)	(324,056)
Opening cash and cash equivalents	40,669,745	36,300,000
Closing cash and cash equivalents	29,324,952	35,975,944



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

	Core \$	QRA \$	Non-Core \$	Total \$	Budget \$
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent revenue</b>					
Rates, levies and charges	4,847,400	-	-	4,847,400	8,918,000
Fees and charges	35,120	-	111,024	146,144	547,000
Rental income	11,129	-	24,242	35,370	600,000
Interest received	23,352	-	-	23,352	219,903
Sales revenue	1,128,931	-	79,029	1,207,961	7,275,000
Other income	38,529	-	-	38,529	-
Grants, subsidies, contributions and donations	835,130	4,516,562	13,335	5,365,027	51,478,000
	6,919,591	4,516,562	227,630	11,663,783	69,037,903
<b>Capital revenue</b>					
Grants, subsidies, contributions and donations	609,135	-	-	609,135	21,622,218
<b>Total revenue</b>	7,528,725	4,516,562	227,630	12,272,918	90,660,121
Capital income	-	-	-	-	-
<b>Total income</b>	7,528,725	4,516,562	227,630	12,272,918	90,660,121
<b>Expenses</b>					
<b>Recurrent expenses</b>					
Employee benefits	(993,188)	(115,310)	(63,944)	(1,172,442)	(10,105,910)
Materials and services	(5,717,415)	(4,401,252)	(119,171)	(10,237,839)	(54,874,000)
Finance costs	(30,172)	-	-	(30,172)	(357,920)
Depreciation	0	-	-	-	(9,847,547)
	(6,740,775)	(4,516,562)	(183,115)	(11,440,452)	(75,185,378)
<b>Capital expenses</b>	-	0	0	-	-
<b>Total expenses</b>	(6,740,775)	(4,516,562)	(183,115)	(11,440,452)	(75,185,378)
<b>Net result</b>	787,951	0	44,516	832,466	15,474,743
<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>	787,951	0	44,516	832,466	15,474,743

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

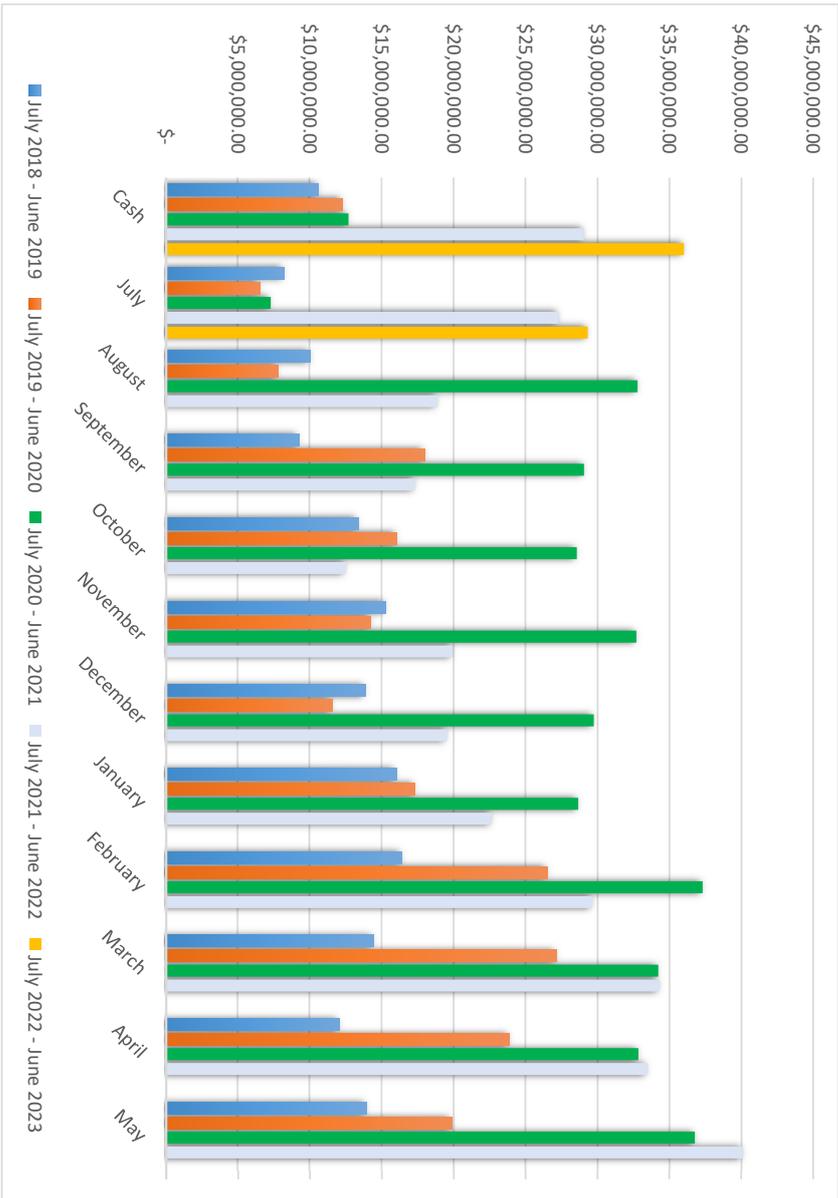


### Accounts Summary

	31 August 2022	31 July 2022
	\$	\$
<b>General Accounts</b>		
Westpac General Operating Accounts	389,566	513,434
QTC General Fund	23,695,034	29,339,862
QTC Sewerage Reserve	477,745	477,745
QTC Airport Reserve	132,275	132,275
QTC Water Supply Reserve	716,313	716,313
QTC Land Development Reserve	12,453	12,453
QTC Plant Replacement Reserve	3,650,508	3,650,508
QTC Future Capital Grants	150,000	150,000
QTC Sustainability Reserve	1,000,000	1,000,000
<b>Total balance held in banks</b>	<b>30,223,894</b>	<b>35,992,590</b>
<b>Trust Accounts</b>		
Queensland Treasury Corporation	91,378	91,378
Westpac Bank	40,429	40,649
<b>Total balance held in trust</b>	<b>131,807</b>	<b>132,027</b>
<b>Other Balances</b>		
CSC Reserves	11,070,235	11,070,235
CSC Provisions	2,476,998	2,456,986
Net of Contract Assets and Liabilities	6,863,240	9,858,066
<b>Total balance reserves, provisions and contract liabilities</b>	<b>20,410,473</b>	<b>23,385,287</b>
<b>QTC Borrowings</b>		
Karumba Sewerage	1,668,481	1,659,631
Normanton Water Upgrade	924,357	919,560
Glenore Weir	4,420,895	4,405,976
<b>Total balance QTC borrowings</b>	<b>7,013,733</b>	<b>6,985,167</b>
<b>Net Council Position</b>	<b>2,799,688</b>	<b>5,622,136</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	\$29,755,429.00	\$28,656,349.42	\$37,318,356.00	\$34,226,338.00	\$32,854,549.00	\$36,769,988.00
2022	\$29,066,133.00	\$27,305,252.00	\$18,876,147.00	\$17,306,164.00	\$12,501,484.00	\$19,906,129.00	\$19,521,847.00	\$22,627,835.00	\$29,625,892.00	\$34,300,881.00	\$33,474,702.00	\$40,097,628.00
2023	\$36,016,895.12	\$29,324,952.00										



**Carpentaria Shire Council - Capital Expenditure Budget - 2022-2023**

13/09/2022 Data Updated		Total Project Budget				Financial Year Budget				YTD				Total		Stage of
Job No	Project Description	Type	Project Expense Budget	Project Grant Funding	Asset Sale / Trade-In	Councils Contribution to Project	Original Budget 2022-2023	Grant 2022-2023	Asset Sale / Trade-In 2022-2023	Council Contribution 2022-2023	YTD Expenses 2021-2022	Committed Orders	Expenses 2021-2022	Comph %		
CH2202	Buildings - 1 Brodie Street - Replaced galvanized plumbing pipework	R	10,000	0	0	10,000	10,000	0	0	10,000	0	0	0	0%		
WQSH13	Buildings - 1/150 Yappar Street	R	45,000	45,000	0	0	45,000	45,000	0	0	0	0	0%			
WQSH14	Buildings - 1/72 Thompson Street	R	65,000	65,000	0	0	65,000	65,000	0	0	0	0	0%			
WQSH12	Buildings - 23 Woodward Street	R	20,000	20,000	0	0	20,000	20,000	0	0	0	0	0%			
WQSH15	Buildings - 36 Woodward Street - External Repaint	R	15,000	15,000	0	0	15,000	15,000	0	0	0	0	0%			
CH2203	Buildings - Residential Development - Gough Street	N	50,000	0	0	50,000	50,000	0	0	50,000	0	0	0%			
WQSH17	Buildings - Staff Housing - Internal Upgrade and Remove Asbestos, Philip Street	R	125,000	125,000	0	0	125,000	125,000	0	0	6	0	6%			
CH2201	Buildings - Staff Housing - Normanton Vacant Pensioner Unit	R	100,000	0	0	100,000	100,000	0	0	100,000	0	0	0%			
WQ2203	Buildings - Staff Housing - Renewals - Prioritised per condition	R	0	0	0	0	0	0	0	0	0	0	0%			
CO2301	Buildings - Store Shelving	R	50,000	0	0	50,000	50,000	0	0	50,000	0	0	0%			
WQSH18	Capex - WAQ 34 Philip Street - Internal Upgrade - Repant, renew	R	20,000	0	0	20,000	20,000	0	0	20,000	30	41,296	41,326	5%		
CW2203	Water - Normanton - Build-in under Water Tower	N	1,500,000	0	1,500,000	0	0	0	0	0	0	0	0%			
n/a	Lilyvale Subdivision Stage 1	N	15,000	0	15,000	0	0	0	0	0	1,500	0	1,500	100%		
CO2104	Capex - Gilbert Street Pontoon Repairs	R	100,000	100,000	0	0	100,000	100,000	0	0	0	64,479	64,479	5%		
DAF22	Coast Reef Habitats - Karumba	N	25,000	0	0	25,000	25,000	0	0	25,000	11,371	1,800	13,171	80%		
CP2204	ICT - TV Radio - Satellite Infrastructure Upgrade Dish 1 - Karumba	R	25,000	0	0	25,000	25,000	0	0	25,000	20,272	0	20,272	100%		
CP2215	ICT - TV Radio - Satellite Infrastructure Upgrade Dish 2 - Karumba	R	592,473	500,000	0	92,473	592,473	500,000	0	92,473	0	0	0	50%		
QRRRF	Karumba Point Shoreline Protection and Revitalisation - Beach Sand Retention Project (Groynes)	N	1,592,473	1,592,473	0	0	0	0	0	0	0	0	0	0%		
PACP	Karumba Point Shoreline Protection and Revitalisation - Revment Wall	N	1,000,000	1,000,000	0	0	1,000,000	1,000,000	0	0	0	0	0	0%		
LRCIP7	LRCIP - Phase 3 - Allocation of \$1m funding towards Restoration of LRCIP - Phase 3 - Karumba Park (closing of Barnett St) - Design and	R	350,000	350,000	0	0	350,000	350,000	0	0	5,024	3,056	8,080	10%		
LRCIP8	LRCIP - Phase 3 - Karumba Point to Town Walking Track (Signage,	U	73,848	73,848	0	0	73,848	73,848	0	0	0	0	0	0%		
CO2201	Other - Cenotaph Upgrade - Two statues "We are one"	U	150,000	150,000	0	0	150,000	150,000	0	0	0	98,000	98,000	0%		
RRF006	Other - Karumba Airport Weather Station	U	87,000	87,000	0	0	87,000	87,000	0	0	0	0	0	95%		
QRRRF2	Other - Karumba Point Shoreline - Detailed Design	N	530,000	500,000	0	30,000	330,000	330,000	0	0	55,730	15,674	71,404	60%		
WQ2204	Other - Onsite Chlorine Generators - Normanton & Karumba Pools	U	320,000	320,000	0	0	320,000	320,000	0	0	861	0	861	0%		
WQ2201	Other - Town Beautification - Landsborough St Development	N	200,000	200,000	0	0	10,000	10,000	0	0	0	0	0	5%		
WQ2202	Other - Town Beautification - School Dam Precinct Development	N	300,000	300,000	0	0	5,000	5,000	0	0	0	0	0	0%		
CP2308	Fleet - P1566 KBA Triton Dual Cab, replace with Dual Cab	R	60,000	0	0	60,000	60,000	0	0	60,000	0	0	0	0%		
CP2209	Fleet - P1582 WTP - SR 4x2 Single Cab Ute	R	35,000	0	8,000	27,000	35,000	0	8,000	27,000	0	0	0	0%		
CP2309	Fleet - P1605 WTP Single Cab	R	65,000	0	0	65,000	65,000	0	0	65,000	0	0	0	0%		
CP2302	Fleet - P1664 Dual Cab Cruiser	R	80,000	0	0	80,000	80,000	0	0	80,000	0	0	0	0%		

13/09/2022 Data Updated

### Carpentaria Shire Council - Capital Expenditure Budget - 2022-2023

Job No	Project Description	Type	Total Project Budget					Financial Year Budget					YTD Expenses 2021-2022	Committed Orders	Total Expenses 2021-2022	Stage of Comph %		
			Project Expense Budget	Project Grant Funding	Asset Sale / Trade-In	Councils Contrib'n to Project	Original Budget 2022-2023	Grant 2022-2023	Asset Sale / Trade-In 2022-2023	Council Contribution 2022-2023								
CP2304	Fleet - P1784 2WD Hilux Single Cab	R	40,000	0	0	40,000	40,000	0	0	40,000	0	0	0	0	0	0	0%	
CP2303	Fleet - P1877 Dual Cab Colorado	R	50,000	0	0	50,000	50,000	0	0	50,000	0	0	0	0	0	0%		
CP2301	Fleet - P2036 Fuso Tipper	R	70,000	0	0	70,000	70,000	0	0	70,000	0	0	0	0	0	0%		
CP2306	Fleet - P2529 Crane Truck	R	185,000	0	0	185,000	185,000	0	0	185,000	0	0	0	0	0	0%		
CP2305	Fleet - P3516 140M Grader	R	300,000	0	0	300,000	300,000	0	0	300,000	0	0	0	0	0	5%		
CP2307	Fleet - P4502 Vermeer VAC Trailer	R	80,000	0	0	80,000	80,000	0	0	80,000	0	0	0	0	0	0%		
CP2211	Fleet - Plumbers Isuzu Job Truck	N	145,000	0	0	145,000	145,000	0	0	145,000	0	0	0	0	0	0%		
CP2207	Fleet - Replace P1512 Town Services - 4x2 Single Cab Ute (Cleaners)	R	35,000	0	8,000	27,000	35,000	0	0	27,000	0	0	0	0	0	0%		
CP2205	Fleet - Replace P1605 WTP 4x4 Single Cab Utility	R	55,000	0	18,000	37,000	55,000	0	0	37,000	0	0	0	0	0	0%		
CP2206	Fleet - Replace P1653 Electrician - 4 x 4 Single Cab	R	55,000	0	18,000	37,000	55,000	0	0	37,000	0	0	0	0	0	0%		
CP2203	Fleet - Replace P1710 CEO - GXL 4.5L T Diesel Dual Cab	R	82,440	0	35,000	47,440	82,440	0	0	35,000	0	0	0	0	82,322	82,322	50%	
CP2210	Fleet - Replace P2402 WTP - N Series NPR Tipper	R	65,000	0	12,000	53,000	65,000	0	0	53,000	0	0	0	0	0	0%		
CP2208	Fleet - Replace P4136 Quad UTV with 2 seats	R	25,000	0	2,000	23,000	25,000	0	0	2,000	0	0	0	0	0	0%		
CP2310	Water - Normanton - WTP Generator	R	60,000	0	0	60,000	60,000	0	0	0	0	0	0	0	0	0%		
New	ATSI TIDS - Plains/Topsy Creek & Cabbage Tree Creek Causeways	N	1,340,000	0	0	0	1,340,000	0	0	0	0	0	0	0	0	0	5%	
New	Betterment - Inverleigh West Causeway Upgrade	U	500,000	450,000	0	50,000	50,000	0	0	0	0	0	0	0	0	0	0%	
CR2106	Footpaths - Maintenance and Disability Access Karumba	R	45,000	0	0	45,000	45,000	0	0	0	0	0	0	0	0	0	0%	
CR2105	Footpaths - Maintenance and Disability Access Normanton	R	60,000	0	0	60,000	60,000	0	0	0	0	0	0	0	0	0	0%	
RRUP	Iffley Road - Gravel Upgrade	U	4,206,687	4,206,687	0	0	4,206,687	4,206,687	0	0	0	0	0	0	0	0	0%	
RRUP	Koolatah - Dixie Road Widening	U	2,477,642	2,477,642	0	0	2,477,642	2,477,642	0	0	0	0	0	0	0	0	0%	
CL2201	Lilyvale Subdivision Stage 1 - Road Construction - Internal Access Road	N	0	0	0	0	0	0	0	0	0	0	0	134,360	36,050	170,410	70%	
New	Mitchell River Crossing - Bridge Design	U	300,000	300,000	0	0	300,000	300,000	0	0	0	0	0	0	0	0	0%	
New	Other - Savannah Way Art Trail - Footings and Traffic Island Upgrade	U	35,000	0	0	35,000	35,000	0	0	0	0	0	0	0	0	0	0%	
CL2301	Project - Lilyvale Subdivision Entrance Statement	N	85,000	0	0	85,000	85,000	0	0	0	0	0	0	26,201	1,665	27,866		
QRRRF3	Roads - Kerb and Channel across from Christian College, Thompson	U	228,882	218,882	0	10,000	228,882	218,882	0	0	0	10,000	15,875	225	225	16,100	15%	
RR2107	Roads - Roads of Strategic Importance (Ntn to Burketown Rd) (Sealing)	U	20,000,000	16,000,000	0	4,000,000	5,000,000	4,000,000	0	0	0	1,000,000	0	0	0	0	0%	
RR2302	Roads - Shire Grid Installations	N	20,000	0	0	20,000	20,000	0	0	0	0	0	0	13,960	13,960	13,960	5%	
RR2301	Roads - TIDS/R2R/Council - Armstrong (Funding top up road	N	1,513,339	1,465,263	0	48,076	1,513,339	1,465,263	0	0	0	48,076	10,436	0	0	10,436	5%	
CR2301	Roads - TIDS/R2R/Council - Concrete Causeway before Armstrong	N	800,000	800,000	0	0	800,000	800,000	0	0	0	0	0	0	0	0	0%	
Parent	Roads - TIDS/R2R/Council - Normanton to Burketown - Resal	R	300,000	150,000	0	150,000	300,000	150,000	0	0	0	150,000	0	0	0	0	0	0%
CS2201	Roads - TIDS/R2R/Council - Normanton to Burketown - Sealing Works	U	1,820,000	1,621,924	0	198,076	1,820,000	1,621,904	0	0	0	198,096	0	0	0	0	0	0%
CS2202	Sewer - Karumba - Membrane Replacement	R	250,000	0	0	250,000	250,000	0	0	0	0	0	0	0	0	0	0%	
RRFO04	Sewerage - Karumba - Pump Replacement (eone)	R	100,000	0	0	100,000	100,000	0	0	0	0	0	0	89,296	0	89,296	40%	
CW2204	Glennore Weir Water Pipe Replacement Planning Project	R	80,000	80,000	0	0	40,000	40,000	0	0	0	0	0	27,664	0	27,664	80%	
			295,000	295,000	0	0	295,000	295,000	0	0	0	0	0	0	0	0	0%	

**Carpentaria Shire Council - Capital Expenditure Budget - 2022-2023**

13/09/2022 Data Updated

Job No	Project Description	Type	Total Project Budget				Financial Year Budget				YTD Expenses 2021-2022	Committed Orders	Total Expenses 2021-2022	Stage of Compn %
			Project Expenditure Budget	Project Grant Funding	Asset Sale / Trade-In	Councils Contribution to Project	Original Budget 2022-2023	Grant 2022-2023	Asset Sale / Trade-In 2023	Council Contribution 2022-2023				
CL1801	Lilyvale Subdivision Stage 1 - Water Infrastructure	N	0	0	0	0	400,000	0	0	400,000	351,363	271,905	623,268	95%
RRF001A	Water - Glenore Weir Raw Water Upgrade - Emergency Intake Structure	U	150,000	150,000	0	0	150,000	150,000	0	0	0	0	0	0%
RRF002	Water - Karumba Water Tower/Reservoirs On site Chlorine Generator	U	180,000	180,000	0	0	180,000	180,000	0	0	0	0	0	0%
CW2202	Water - Normanton - Manifold (for old Clarifier)	U	20,000	0	0	20,000	20,000	0	0	20,000	0	0	0	0%
CW2201	Water - Normanton - Refurbish Clarifier	R	75,000	0	0	75,000	75,000	0	0	75,000	6,357	0	6,357	10%
RRF003	Water - Normanton Water Treatment Plant - Study & Design (Increase)	N	40,000	40,000	0	0	40,000	40,000	0	0	0	0	0	5%
WQ2205	Water - Normanton Water Treatment Plant - Reservoir Upgrades	U	1,992,916	1,992,916	0	0	1,992,916	1,992,916	0	0	0	0	0	0%
RRF005	Water - Treatment Plant - Controls/Monitoring - Priorities to be	R	180,000	180,000	0	0	60,000	60,000	0	0	23,791	30,835	54,626	75%
WQ2207	Water - Treatment Plant - Normanton - Diversion of Pipework to	N	150,000	150,000	0	0	100,000	100,000	0	0	0	0	0	0%
	Water - Treatment Plant - Normanton - Reservoir Repairs	R	210,000	210,000	0	0	210,000	210,000	0	0	0	0	0	0%
<b>46,302,700</b>			<b>37,751,635</b>	<b>1,601,000</b>	<b>0</b>	<b>6,950,065</b>	<b>27,225,227</b>	<b>22,844,142</b>	<b>101,000</b>	<b>4,280,085</b>	<b>780,136</b>	<b>661,268</b>	<b>1,441,405</b>	<b>3%</b>
<b>Capital Expenditure by Asset Class</b>			<b>Project Expenditure Budget</b>	<b>Project Grant Funding</b>	<b>Asset Sale / Trade-In</b>	<b>Councils Contribution to Project</b>	<b>Original Budget 2021-2022</b>	<b>Grant 2021-2022</b>	<b>Asset Sale / Trade-In 2021-2022</b>	<b>Council Contribution 2021-2022</b>				
	<b>Roads</b>		33,731,550	29,030,398	0	4,701,152	18,281,550	16,580,378	0	1,701,172				
	<b>Plant and Equip.</b>		1,487,440	0	1,500,000	1,386,440	1,487,440	0	101,000	1,386,440				
	<b>Land</b>		1,500,000	0	1,500,000	0	0	0	0	0				
	<b>Sewer</b>		430,000	80,000	0	350,000	390,000	40,000	0	350,000				
	<b>Water</b>		3,292,916	3,197,916	0	95,000	3,522,916	3,027,916	0	495,000				
	<b>Other</b>		5,360,794	5,173,321	0	187,473	3,043,321	2,925,848	0	117,473				
	<b>Buildings</b>		500,000	270,000	0	230,000	500,000	270,000	0	230,000				
<b>46,302,700</b>			<b>37,751,635</b>	<b>1,601,000</b>	<b>0</b>	<b>6,950,065</b>	<b>27,225,227</b>	<b>22,844,142</b>	<b>101,000</b>	<b>4,280,085</b>				
<b>Capital Expenditure by Type</b>			<b>Project Expenditure Budget</b>	<b>Project Grant Funding</b>	<b>Asset Sale / Trade-In</b>	<b>Councils Contribution to Project</b>	<b>Original Budget 2021-2022</b>	<b>Grant 2021-2022</b>	<b>Asset Sale / Trade-In 2021-2022</b>	<b>Council Contribution 2021-2022</b>				
U			32,454,975	28,141,899	0	4,313,076	17,004,975	15,691,879	0	1,313,096				
N			9,495,285	7,504,736	1,500,000	490,549	6,027,812	5,167,263	0	860,549				
R			4,352,440	2,105,000	101,000	2,146,440	4,192,440	1,985,000	101,000	2,106,440				
<b>46,302,700</b>			<b>37,751,635</b>	<b>1,601,000</b>	<b>0</b>	<b>6,950,065</b>	<b>27,225,227</b>	<b>22,844,142</b>	<b>101,000</b>	<b>4,280,085</b>				

## BUSINESS PAPERS

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### 10.3 EXTERNAL AUDIT - 2022 INTERIM REPORT

<b>Attachments:</b>	10.3.1. 2022 Interim Management Letter <a href="#">↓</a>
<b>Author:</b>	Julianne Meier - Director Corporate Services
<b>Date:</b>	6 September 2022
<b>Key Outcome:</b>	A well governed, responsive Council, providing effective leadership and management, and respecting community values
<b>Key Strategy:</b>	Develop systems that promote continuous improvement

#### Executive Summary:

Queensland Audit Office (QAO) contract auditors Crowe Australasia have conducted an audit in accordance with the external audit plan issued 14 April 2022. The attached interim report details the results of the interim audit conducted in June 2022.

The 2022 Interim Report is presented on behalf of the Mayor for Council for information.

#### RECOMMENDATION:

That Council note the contents of the 2022 Interim Report.

#### Background:

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

##### *Presentation of auditor-general's observation report*

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

#### Interim Audit Summary

Whilst no new deficiencies or financial reporting matters have been raised, there are still a number of outstanding matters yet to be resolved.

##### *Significant Deficiencies (unresolved from prior years)*

- |  |                                   |
|--|-----------------------------------|
| 1. Timeliness and Quality of Supporting Workpapers | On track to resolve by 30 June 22 |
| 2. Management Scrutiny of Revaluation Results      | Resolved pending audit clearance  |
| 3. General Journals                                | Resolved pending audit clearance  |
| 4. Rates Levied per Revenue Statement              | WIP – Revised date 30/11/22       |
| 5. Procurement Cycle Deficiencies                  | WIP – Revised date 30/4/23        |
| 6. Masterfile Changes Reports                      | WIP – Revised date 30/9/22        |
| 7. Asset Management Plans                          | WIP – Revised date 30/6/23        |

## BUSINESS PAPERS

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### 8. ICT Governance

WIP – Revised date 30/9/22

Items 1, 2 and 3 are expected to be resolved this year, pending audit clearance. Item 4 will not be resolved until the next audit, because any changes made to the rate cards in accordance with the Revenue Statement were not applied to the rate cards until 1/7/22. As a result, this item will remain until the next audit.

Item 5 should see some move in the right direction now that Council has a detailed Procurement Procedure. Training will need to be conducted, and it may take 3 to 6 months to monitor compliance. This item is on track to be resolved by the revised date of April 2023.

The remaining items are on track to be resolved by the revised due dates.

It takes some time to implement changes required to resolve the abovementioned matters, so unfortunately it is not possible to resolve them in one year.

#### *Deficiencies*

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| 1. Rate Debtors                     | Resolved pending audit clearance  |
| 2. PPE Accounting                   | On track to resolve by 30 June 22 |
| 3. Review of Trust Account Balances | On track to resolve by 30 June 22 |

These items are all expected to be resolved pending audit clearance.

#### *Other Matters*

- |   |                             |
|---|-----------------------------|
| 1. LG Website Publications              | WIP – Revised date 31/12/22 |
| 2. Annual Operational Plan not reviewed | WIP – Revised date 31/8/22  |
| 3. Excessive Employee Leave Balances    | WIP – Action date 30/6/23   |

Officers will work towards resolving these matters by the end of 2023.

There are 4 medium risk and one low risk financial reporting issues mentioned in the Report, but all of these are on track to be resolved by 30 June 2022.

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

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

#### **Legal Implications:**

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

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

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

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

- Public Perception and Reputation Risk is assessed as low.



# Carpentaria Shire Council

24 August 2022

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Our ref: MA:SH

24 August 2022

Mayor Jack Bawden  
Carpentaria Shire Council  
PO Box 31  
NORMANTON QLD 4890

Dear Cr Bawden

**2022 Interim report**

We present to you our interim report for Carpentaria Shire Council for the financial year ending 30 June 2022.

This report details the results of our interim work performed to 30 April 2022. In this phase we assessed the design and implementation of your internal controls, and whether they are operating effectively. The internal controls that we assessed are those key controls we intend to rely on in auditing your financial statements. Our audit does not assess all controls that council have implemented across the organisation.

Under the Australian Auditing Standards, we are required to communicate to you any significant deficiencies in your control environment identified from our audit process. To date our work has identified significant deficiencies in your internal controls. These are explained in detail in section 3 of this report.

We have also undertaken work over the areas of audit focus that were communicated in our external audit plan.

Please note that under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your council's next ordinary meeting.

The *Auditor-General Act 2009* requires the Auditor-General to report to parliament on an issue raised during an audit if they consider it to be significant. The results of our audit will be included in our report to parliament for local government.

If you have any questions or would like to discuss the audit report, please contact me on 4722 9566 or Sarah Trende on 4722 9750.

Yours sincerely

Mark Andrejic  
Engagement Partner

Enc.

cc. Mark Crawley, Chief Executive Officer

2022 Interim report

# 1. Summary

---

We completed our audit planning phase and issued an external audit plan on 21 April 2022. This report details our audit findings from the work we performed on the key controls identified during the audit planning phase over revenue, expenditure and payroll cycles.

## Internal controls

### Significant deficiencies:

- Nil raised in the current year
- 8 unresolved from prior years

### Deficiencies:

- Nil raised in the current year
- 3 unresolved from prior years

### Financial reporting matters:

- Nil raised in the current year
- 5 unresolved from prior years

Based on the results of our testing completed to date and the resolution of prior year issues, we have determined your internal control environment does not support an audit strategy that can rely upon these controls.

## Areas of audit focus

We have also performed work over the areas of audit focus identified in our external audit plan. Our progress against the areas of audit focus is on track.

## Milestones—On track

All agreed financial reporting and audit deliverables milestones to date have been met.

## Audit fees—On track

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2022 Interim report

## 2. Status of issues

### Internal control issues

The following table identifies the number of deficiencies in internal controls and other matters we have identified. Details of deficiencies that we identified during our interim audit are outlined further in this section. Refer to section 3 Prior year issues for the status of prior year issues.

Internal control issues by COSO element	Number of significant deficiencies		Number of deficiencies		Rating
	Current year issues	Prior year unresolved issues	Current year issues	Prior year unresolved issues	
Control environment <i>Structures, policies, attitudes and values that influence daily operations</i>	-	1	-	-	●
Risk assessment <i>Processes for identifying, assessing and managing risk</i>	-	-	-	-	●
Control activities <i>Implementation of policies and procedures to prevent or detect errors and safeguard assets</i>	-	5	-	1	●
Information and communication <i>Systems to capture and communicate information to achieve reliable financial reporting</i>	-	2	-	1	●
Monitoring activities <i>Oversight of internal controls for existence and effectiveness</i>	-	-	-	1	●

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

### Other matters

Issues	Other matters
Current year issues	-
Prior year issues – unresolved	3
<b>Total issues</b>	<b>3</b>

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

### Financial reporting issues

This table identifies the number of financial reporting issues we raised. Refer to section 3 prior year issues for the status of prior year financial reporting issues.

Year and status	High risk	Moderate risk	Low risk
Current year issues	-	-	-
Prior year issues – unresolved	-	4	1

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2022 Interim report

### 3. Prior year issues

The following table summarises the status of deficiencies, financial reporting issues and other matters reported in prior years.

Our risk ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: [www.qao.qld.gov.au/information-internal-controls](http://www.qao.qld.gov.au/information-internal-controls).

<p><b>Internal control issues</b></p>  <p>Significant deficiency</p>  <p>Deficiency</p>  <p>Other matter</p>	<p><b>Financial reporting issues</b></p>  <p>High</p>  <p>Medium</p>  <p>Low</p>
---	---

#### Internal control issues

Ref.	Issue	Status and comment
 <p><b>Significant Deficiencies</b></p>		
21CR-1	<p>Timeliness and Quality of Supporting Workpapers  <i>Information and Communication</i></p> <p>Delay in receiving the financial statements along with supporting workpapers resulted in our final attendance being rescheduled. The quality of the financial statements, audit file and the supporting workpapers did not enable us to conduct the audit in a timely or efficient manner.</p>	<p>Work in progress – on track for resolution by agreed date                      Action date: 30 June 2022</p>
21CR-2	<p>Management Scrutiny and Collaboration of Revaluation Results  <i>Control Activities</i></p> <p>The detailed valuation schedules, as provided by the external valuers were not formula checked prior to finalising the financial statements. A material error was identified.</p>	<p>Resolved pending audit clearance.                      To be verified during final attendance.                      Action date: 31 January 2022</p>
21CR-3	<p>General Journals  <i>Control Activities</i></p> <p>Minimal to no evidence is able to be sighted by audit to confirm independent review over all manual journal entries</p>	<p>Resolved pending audit clearance.                      To be verified during final attendance.                      Action date: 31 January 2022</p>
21IR-1	<p>Rates Levied in Accordance with the Revenue Statement &amp; Rating Practices  <i>Control Activities</i></p>	<p>Work in progress                      Significant deficiencies remain in Council's rating function and demonstrate widespread non-compliance with internal policies and prescribed requirements.                      Original action date: 31 March 2022                      Revised action date: 30 November 2022</p>

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2022 Interim report

Ref.	Issue	Status and comment
 <b>Significant Deficiencies</b>		
21IR-2	Procurement Cycle Deficiencies <i>Control Activities</i>	Work in progress Significant deficiencies remain in Council's procurement function and demonstrate widespread non-compliance with internal policies and prescribed requirements. <i>Original action date: 30 June 2022</i> <i>Revised action date: 30 April 2023</i>
20IR-3	Masterfile change reports <i>Control Activities</i>	Work in progress Masterfile change reports have not been consistently produced and reviewed throughout the financial year for other debtors, rates and payroll <i>Original action date: 31 December 2021</i> <i>Revised action date: 30 September 2022</i>
20CR-1	Asset management plans <i>Control environment</i> Asset Management Plans appear to be significantly out of date.	Work in progress – on track for resolution by agreed date Action date: 30 June 2023
20CR-2	Fraud risk frameworks and assessments <i>Risk assessment</i>	Resolved.
20CR-3	ICT Governance <i>Information and Communication</i>	Work in progress Currently two terminated employees still remain with Windows access profiles. Furthermore, a current employee has three Synergy Soft profiles, all for the same role to allow other employees to use the profile. <i>Original action date: 31 March 2022</i> <i>Revised action date: 30 September 2022</i>
 <b>Deficiencies</b>		
21CR-4	Rate Debtors <i>Control Activities</i> Council has not actively pursued collection of rate debtors.	Resolved pending audit clearance. To be verified during final attendance. Action date: 31 March 2022
21CR-5	Property, Plant and Equipment Accounting <i>Information and Communication</i> Council do not routinely capitalise assets throughout the financial year. Nil evidence is able to be provided to support job costing of managers. No impairment reviews have been undertaken. Council internal process of Asset Purchase Authorisation Form is not always completed.	Work in progress – on track for resolution by agreed date Action date: 30 June 2022
21IR-3	Register of Interests <i>Monitoring Activities</i>	Resolved.

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2022 Interim report

Ref.	Issue	Status and comment
20CR-4	Risk management <i>Risk assessment</i>	Resolved.
20CR-5	Policies and processes out of date or not adopted <i>Control environment</i>	Resolved.
20CR-6	Review of trust account balances <i>Monitoring Activities</i> No consistent review process performed over the balances in the trust account. A significant number of old balances still remain within the trust account.	Work in progress – on track for resolution by agreed date Action date: 30 June 2022
 <b>Other Matters</b>		
21FR-1	Local Government Website Publications <i>Control Environment</i>	Work in progress The following publications on the Council's website remain due for renewal: <ul style="list-style-type: none"> <li>• The Councillor Expenses Reimbursement &amp; Provision of Resources Policy, as published on the website, was due for renewal in June 2018;</li> <li>• Contracts worth \$200,000 or more (exclusive of GST) have not been updated since 31 January 2022;</li> <li>• Councillor conduct register is published as at 30 June 2021.</li> </ul> Original action date: 31 December 2021 Revised action date: 31 December 2022
 <b>Other Matters</b>		
21FR-2	Annual Operational Plan Not Reviewed <i>Monitoring Activities</i>	Work in progress The Chief Executive Officer has failed to present a written assessment of the Council's progress towards implementing the annual operational plan at meetings of the Council held at regular intervals of not more than 3 months Original action date: 31 January 2022 Revised action date: 31 August 2022
19OM-2	Excessive employee leave entitlement balance <i>Monitoring Activities</i> Annual leave: 2 employees with more than 10 weeks entitlement Long service leave: 3 employees with more than 13 weeks entitlement	Work in progress – on track for resolution by agreed date Action date: 30 June 2023

2022 Interim report

## Financial reporting issues

Ref.	Issue	Status and comment
 <b>Medium Risk</b>		
21CR-6	<p><b>Standard Trial Balance</b></p> <p>Synergy system has a number of options for printing a trial balance as a standard system report. Unfortunately, none of these options produce a trial balance with the level of account detail that is required for the preparation of financial statements.</p>	<p>Work in progress – on track for resolution by agreed date</p> <p>Action date: 30 June 2022</p>
20FR-2	<p><b>Provision for landfill restoration</b></p> <p>The original calculation provided to audit in the current year was incorrectly calculated until 2096, however it should have been until 2066.</p>	<p>Work in progress – on track for resolution by agreed date</p> <p>Action date: 30 June 2022</p>
20FR-3	<p><b>Related party disclosures</b></p> <p>Multiple versions of the related party workbook were provided to audit due to numerous material omissions from the original calculation.</p>	<p>Work in progress – on track for resolution by agreed date</p> <p>Action date: 30 June 2022</p>
20FR-4	<p><b>End of year cut-off procedures</b></p> <p>Testing performed over the payables cycle identified multiple invoices relating to the 2021 financial year had not been recorded within the correct period.</p>	<p>Work in progress – on track for resolution by agreed date</p> <p>Action date: 30 June 2022</p>
 <b>Low Risk</b>		
20FR-5	<p><b>Provision for employee entitlements</b></p> <p>Incorrect distinction between the current and non-current classifications of long service leave. Two employees remain accruing long service leave, however, they have not worked in three continuous months</p>	<p>Work in progress – on track for resolution by agreed date</p> <p>Action date: 30 June 2022</p>

**SENSITIVE**



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## BUSINESS PAPERS

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### 10.4 RFT 22-0553 SUPPLY AND DELIVERY OF BULK FUEL

<b>Attachments:</b>	NIL
<b>Author:</b>	Julianne Meier - Director Corporate Services
<b>Date:</b>	13 September 2022
<b>Key Outcome:</b>	A well governed, responsive Council, providing effective leadership and management, and respecting community values
<b>Key Strategy:</b>	Maintain a focus on integrity, Accountability and Transparency in all that we do

---

#### Executive Summary:

A Request for Tender was called for the Supply and Delivery of Bulk Fuel within the Carpentaria Shire, supplying fuel to remote camps and Councils depot. The tender has now been evaluated and Council are asked to enter into a Preferred Supplier Arrangement.

#### RECOMMENDATION:

That Council resolve to enter into a Preferred Supplier Arrangement for RFT 22-0553 Supply and Delivery of Bulk Fuel with Gulf Engineering and Constructions Pty Ltd for a period of 3 years.

#### Background:

Council seeks a request for tender at three yearly intervals to support the construction season, and supply bulk fuel to remote camps and Council's depot. The Preferred Supplier for the Supply of Bulk Fuel provides simplicity for officers when processing orders, as they are not required to source quotations each time a delivery is required.

Pursuant to section 233 of the *Local Government Regulation 2012* (Qld), Carpentaria identified a need and set out to establish a Preferred Supplier because bulk fuel is purchased in large volumes and frequently.

On Friday 22<sup>nd</sup> July, Council released a request for Tender RFT 22-0553 Supply and Delivery of Bulk Fuel via Vendor Panel. The Tender subsequently closed at 2.00pm AEST on Tuesday 16<sup>th</sup> August 2022, at which time 2 tender responses were received.

The 2 responses were received from 2 different suppliers and were then assessed by an evaluation panel. This evaluation was completed by 4<sup>th</sup> September 2022 and was conducted utilising the online Evaluation tool within Vendor Panel.

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

Name	Position/Role
Julianne Meier	Director Corporate Services
Michael Sceresini	Works Coordinator
Kerrod Giles	Engineer

Tender responses were assessed on the below Evaluation Criteria:

## BUSINESS PAPERS

Criteria	Weighting
Price	70%
Development of Business & Community	10%
Experience of Supplier	20%

The two suppliers that submitted responses are shown in the vendor panel summary below:

Vendor / response	Indicated price	Score	Outcome
FUTUREBUS / VPR543792	\$0.31	7.50	Declined
GULF ENGINEERING & CONSTRUCTIONS PTY LTD / VPR545353	\$0.01	82.50	Accepted

Futurebus did not score well, mostly because they did not meet the requirements of the tender and rather provided alternative options for Council. It is therefore recommended that Council enter into a Preferred Supplier Arrangement with Gulf Engineering and Constructions Pty Ltd for a period of 3 years.

Council may in its absolute discretion, extend the End Date by 3 years on the same terms as this contract by giving written notice to this effect to the Supplier at any time prior to the end date.

### Consultation (Internal/External):

- Richard Azar – Procurement Co-Ordinator
- Michael Wanrooy – Director of Engineering
- Mick Sceresini - Works Co-Ordinator

### Legal Implications:

- Application of the “Exception for register of preferred suppliers” under s233 of the *Local Government Regulations 2012*.

### Financial and Resource Implications:

- Nil.

### Risk Management Implications:

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

## **BUSINESS PAPERS**

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### **10.5 PROCUREMENT POLICY**

<b>Attachments:</b>	10.5.1. Procurement Policy <a href="#">↓</a>
<b>Author:</b>	Julianne Meier - Director Corporate Services
<b>Date:</b>	6 September 2022
<b>Key Outcome:</b>	A well governed, responsive Council, providing effective leadership and management, and respecting community values
<b>Key Strategy:</b>	Maintain a focus on integrity, Accountability and Transparency in all that we do

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#### **Executive Summary:**

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. The revised Procurement Policy is presented for adoption.

#### **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 legislative requirements and the Policy has been reduced in size as a detailed Procurement Procedure has been developed to be read in conjunction with this Policy.

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

- This policy has been reviewed and endorsed by relevant Procurement and Finance personnel together with ELT 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).
    - 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.
-

## **BUSINESS PAPERS**

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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

<b>Policy Category</b>	Council Policy
<b>Date Adopted</b>	
<b>Endorsed by</b>	Chief Executive Officer
<b>Approval Authority</b>	Council
<b>Effective Date</b>	
<b>Policy Version Number</b>	8
<b>Policy Owner</b>	Director of Corporate Services
<b>Contact Officer</b>	Manager of Finance and Administration
<b>Review Date</b>	Annually, or earlier if legislative changes occur

## Supporting documentation

<b>Legislation</b>	<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> <li>ISO 26000 Guidance on Social Responsibility</li> </ul>
<b>Policies</b>	<ul style="list-style-type: none"> <li>Code of Conduct</li> <li>Corporate Credit Card Policy</li> <li>Local Preference Policy</li> <li>Procurement Procedure</li> <li>Gifts and Benefits Policy</li> <li>Fraud and Corruption Prevention Policy</li> <li>Asset Disposal Policy</li> </ul>
<b>Delegations</b>	<ul style="list-style-type: none"> <li>Financial Delegations</li> </ul>
<b>Forms</b>	<ul style="list-style-type: none"> <li>Authority to Tender Form</li> <li>Conflict of Interest Declaration</li> </ul>
<b>Supporting Documents</b>	<ul style="list-style-type: none"> <li>Corporate Plan 2021 - 2025</li> </ul>

## Version History:

Version	Adopted	Comment	eDRMS #
8		Council Resolution xxxxx	
7	16/06/2021	Council Resolution 0621/018	
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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The purpose of this Policy is to set out Council's approach to the acquisition of goods and services, and to satisfy Carpentaria Shire Council's statutory obligations under Section 198 of the *Local Government Regulations 2012*.

## Scope

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This policy applies to officers, agents and contractors (including temporary contractors) of the Council collectively referred to as "officers".

## Policy Statement

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Officers carrying out procurement activities must comply with Council's policies and procedures. They must also comply with all relevant Act's and legislation including but not limited to the *Local Government Act 2009* (the Act) and the *Local Government Regulation 2012* (the Regulation).

Procurement must only be undertaken where there is a budget for the expenditure or it is otherwise authorised by a Council resolution unless the emergency provisions in the Regulation apply.

## Sound Contracting Principles

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Councillors and officers must have regard to the 'sound contracting principles' s104 (3) of the Act.

The principles are:

- a) value for money; and
- b) open and effective competition; and
- c) the development of competitive local business and industry; and
- d) environmental protection; and
- e) ethical behaviour and fair dealing.

Whilst the sound contracting principles are to be considered, equal consideration is not required to be given.

### Value for money

Council must harness its purchasing power to achieve the best value for money. The concept of value for money is not restricted to price alone. The value for money assessment must include consideration of:

- a) contribution to the advancement of Council's priorities and
- b) fit for purpose, quality, services and support; and
- c) whole of life costs; and
- d) environmental, social and economic impacts; and
- e) technical compliance issues; and
- f) risk exposure; and
- g) workplace health and safety.

### Open and effective competition

Procurement should be open and result in effective competition in the provision of goods and services. Council must give fair and equitable consideration to all prospective suppliers.

### **The development of competitive local business and industry**

Where price, performance, quality, suitability and other evaluating criteria are comparable, the following areas may be considered in evaluating offers:

- creation of local employment opportunities;
- more readily available servicing support;
- more convenient communications for contract management;
- the benefit to Council of an associated local commercial transaction.

### **Environmental protection**

Council promotes environmental protection through its procurement processes and will consider the following:

- environmentally friendly goods and services;
- foster the development of products and processes of low environmental and climatic impact;
- promote the use of environmentally friendly goods and services; and
- encourage environmentally responsible activities.

### **Ethical behaviour and fair dealing**

Officers are to behave with impartiality, fairness, independence, openness, integrity and professionalism in their discussions and negotiations with suppliers and their representatives.

Council officers must:

- declare any perceived or actual conflicts of interests throughout the procurement process;
- maintain confidentiality of offers and security of information;
- maintain good quality documentation in accordance with Councils records management procedures.

## **Procurement Thresholds**

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All procurement must be:

- sourced according to the minimum requirements in the table below unless an exception applies; and
- approved by the relevant officer with the financial delegation; and
- be accompanied by evidence of quotations, or documented reasons for insufficient quotations; and
- made by purchase orders, except where otherwise defined in the Procurement Procedure.

The Purchasing Thresholds table sets out the minimum requirements unless any of the legislative exceptions are applied.

**Table 1: Purchasing Thresholds (excluding GST)**

Value	Minimum Requirement
Less than \$2,000	One quote either verbal or written
\$2,000 to less than \$15,000	At least two or more written quotes must be sought
\$15,000 to less than \$200,000	At least three or more written quotes must be sought
\$200,000 or greater	Public tender required

The procurement procedure sets out the legislative requirements and related guidance in greater detail. Chapter 6 Contracting sets out the legislative requirements of the Regulation. Further detail is provided in the Procurement Procedure.

## **Responsibility**

Managers are responsible for ensuring the procurement policy and related documents are understood by officers and create an environment that supports compliant procurement activities.

All officers are responsible for adherence to this Policy.

The Director of Corporate Services is responsible for:

- Monitoring and reporting of Council's procurement activities; and
- Supporting the compliance of Council's procurement activities.

## **Definitions**

Term	Definition
<b>Act</b>	<i>Local Government Act 2009</i>
<b>Regulation</b>	<i>Local Government Regulation 2012</i>
<b>Officer</b>	Refers to any officer of Council who is involved, in any form, in the procurement process. An officer includes employees, contractors, volunteers, and all others who perform work on behalf of Council.
<b>Manager</b>	Includes all persons appointed to a supervisory position including with the title CEO, Director, Manager, Coordinator, Supervisor, Team Leader.
<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 the Act or Regulation.
<b>Whole of life cost</b>	Total cost of a good or service over its entire lifecycle. This may include acquisition costs (associated with the initial procurement), operating costs, maintenance costs, cleaning costs, refurbishment costs, support costs and disposal costs.

Adopted by Council by Resolution XXX/XXXX

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

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### 10.6 COMMUNITY DEVELOPMENT REPORT

<b>Attachments:</b>	10.6.1. Charity Ball post meeting minutes <a href="#">↓</a> 10.6.2. Australia day Nomination form <a href="#">↓</a>
<b>Author:</b>	Cherie Schafer - Manager Economic & Community Development
<b>Date:</b>	13 September 2022
<b>Key Outcome:</b>	A safe, healthy, and equitable community that celebrates diversity and enjoys a quality lifestyle
<b>Key Strategy:</b>	Continue to support activities and programs that provide for the youth within the Shire

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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 Budget

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An extract of the Community Development 2022/2023 budget and balances are shown below.

Although it is early in the financial year there are not expected to be any budgetary shortfalls. Expenditure has been budgeted in full, for example a full year of staff wages has been included, where revenue has been budgeted conservatively.

For example the latest figures for the Childcare centre to 30 June 2022 show expenditure at \$570,472 and income \$435,724, leaving a deficit of \$134,748 for Council to fund. The current budget for childcare shows a much larger deficit, however as the centre continues to face challenges of attracting staff, the actual wage costs decrease.

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Row Labels	Sum of Original Budget	Sum of YTD Actual	Sum of Order Value	Sum of Actual Bal
<b>Operating Expenditure</b>				
Arts & Culture	0	5,318	11,864	5,318
Child Care	785,765	343	300	343
Community Development	303,880	0	619	0
Community Donations	1,100	2,098	0	2,098
Community Events	500	4,954	14,337	4,954
Cultural & Natural Heritage	150,950	0	0	0
Gym	81,170	1,141	146	1,141
Halls	188,100	9,945	11,828	9,945
Libraries	149,299	1,060	3,450	1,060
Recreational Sports Centre	428,510	1,547	1,622	1,547
Rodeo Grounds	110,170	37	2,660	37
Sports & Recreation	178,220	79	0	79
Swimming Pools	515,194	15,682	7,652	15,682
<b>Operating Expenditure Total</b>	<b>2,892,858</b>	<b>42,205</b>	<b>54,477</b>	<b>42,205</b>
<b>Operating Income</b>				
Child Care	-260,000	-7,477	0	-7,477
Community Events	0	-2,382	0	-2,382
Gym	-35,000	-6,527	0	-6,527
Halls	-18,000	-527	0	-527
Libraries	0	-242	0	-242
Sports & Recreation	0	-982	0	-982
Swimming Pools	-12,000	0	0	0
<b>Operating Income Total</b>	<b>-325,000</b>	<b>-18,137</b>	<b>0</b>	<b>-18,137</b>
<b>Grand Total</b>	<b>2,567,858</b>	<b>24,068</b>	<b>54,477</b>	<b>24,068</b>

### 1.2 Normanton and Karumba Library Statistics

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

- First 5 forever in Karumba this month has had no attendance. The Karumba Librarian has contacted the Karumba Childcare, Karumba State School (preps), mums with 0-5 yrs. old is and re – put poster up around town to assist getting the word out.
- Library activities have not been run this month in Normanton due to lack of staffing. There has been youth attending the centre to watch TV and play
- games after school from 2.30 to 3:30pm.

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<b><u>Statistics23</u></b>	<b>Normanton</b>			<b>Karumba</b>		
	Aug-20	Aug-21	Au-22	Aug-20	Aug-21	Aug-22
Monthly Walk-Ins	42	237	63	202	215	76
Number of library loans	13	127	109	128	106	215
Number of people using the internet	29	45	13	19	84	41
Number of new members	0	12	2	2	7	4
Total Hours Public Internet Usage	14.5	22.5	6.5	9.5	3	32
Total hours open to the public	40	66	66	84	84	80

### **Normanton and Karumba Cemetery Beautification**

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

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

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

### **1.3 Normanton Childcare Centre**

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

Council is working through the process with We Are Astute and the Immigration Department to cover all the requirements for Visa Sponsorship employment. It is expected that this will be completed and advertised late October.

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Interviews were conducted Monday 5 September for those who have applied for the diploma qualified positions.

- One applicant withdrew their application; and.
- Officers were unable to progress the second applicant at the time of writing this report.

There are currently 8 families on the waiting list wanting to start care from November, January and March. Council would need to hire one fulltime diploma qualified staff take on these children as 4 of them are babies.

Staff have introduced a cooking day as an activity with the kids that they are really enjoying.

Inclusion Support visited the centre to talk to the staff around what support they can offer for children with behavioural issues

Staff have expressed that there is continued issues with the pop-up sprinklers which is making the lawns look tired and dead. Council may need to look at funding to give the pops-up an overhaul and replace the entire system.

### **1.4 Normanton Sports Centre Monthly Report**

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

Bynoe did not submit the monthly report in time to submit to Council – four requests were sent to Bynoe asking for the report.

Youth Christmas party: Due to the Manager of Economic and Community Development taking long service leave from the 23<sup>rd</sup> September until early January Council will not be facilitating the organisation of the Youth Christmas party. Council has approached Bynoe to facilitate and run this event and propose that Council provide the below to assist this event if Bynoe goes ahead with the event.

1. Community Donation table and chair trailer – used each year
2. A balance of \$300 for meats for the BBQ – used each year (community agencies generally supply salads/bread)
3. Supply available lollies left over from a previous event for the lolly drop
4. Use of the blow-up movie screen – for the family movie provided after dinner.

For feedback.

### **Grant applications and updates:**

#### **First Nations Sport and Recreation Program – Approved \$40,000**

The First Nations Sport and Recreation Program aims to provide physical activity opportunities for Aboriginal and Torres Strait Islander peoples throughout Queensland.

## **BUSINESS PAPERS**

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The program provides funding to organisations in non-discrete communities to coordinate and facilitate the delivery of community-identified physical activity opportunities for Aboriginal and Torres Strait Islander peoples to increase physical activity participation.

Council applied for \$50,000 in funding to support the non-for-profit sporting clubs in the Shire to hire casual Sport and Recreation officers who will be rostered to assist clubs in training and game days when required.

Council was successful in its application however for a balance of \$40,000. Council has been in consultation with the Department of Sport and Recreation and these funds cannot be auspiced to another organisation to use.

It was previously suggested that Council may be able to use these funds to support a third party who requested funds from Council to assist the delivery of Sport and recreation after school. Council is unable to assist this group as they also were successful in receiving the first Nation funding however applied for sporting equipment rather than funds to hire a Sport and Recreation Officer.

This leaves Council only being able to support:

- The Normanton Stingers – not currently active
- The Normanton Junior Rugby – season finished and not due to kick off again until March 2023
- The Normanton Swim Club
- Normanton Athletics Club

It is proposed to advertise for a Sport and Recreation officer for a fixed term from December with the aim to start in January. The funding received is required to be spent in full by 30<sup>th</sup> June, 2023.

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

Works have started on two statues, which will be placed joined back-to-back and placed at the Normanton Cenotaph.

The two life size statues will be placed on an elevated platform off the ground and is due to be completed late November to early December. Due to the Manager of Economic and Community Development taking long service leave from the 23<sup>rd</sup> September, this project has now been handed over the Engineering Department to look after the final installation requirements.

## **BUSINESS PAPERS**



## **BUSINESS PAPERS**

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### Normanton Ladies fitness/ Gulf Trust

The order for new exercise equipment has been placed and is expected to arrive in the next 4 to 6 weeks. Bynoe will keep in contact with Council as this order progresses.

### **Events organised:**

The Manager of Economic and Community Services has organised the events that will be taking place during the three months while she is on long service leave. A list of the event organised, and background is listed below.

- Day for Daniel 28<sup>th</sup> October – Normanton and Karumba
- Little Red Riding Hood 29<sup>th</sup> October - Normanton
- Remembrance Day 11 November – Normanton and Karumba
- Seniors Christmas Lunch 24<sup>th</sup> November – Normanton
- Light up our Community Christmas lights December – Normanton and Karumba

Australia Day Nomination form 2023 – A copy of the nomination form is attached for review. During The Australia Day post meeting it was suggested that the volunteer category could be removed as generally Citizens of the year are given to those who volunteer in the community.

Seeking Councils input if they would like to remove the Volunteer category or leave it in.

Carpentaria RFDS Charity Ball – post meeting minutes attached for review and feedback.

### **General updates:**

The Savannah Way Art Trail project is on track to be completed and the arts works installed October/ November 2022. The project Normanton project is at the stage where the medium strip out the front of the Burns Philip building needs to be extended so the footing can be installed. These works are required to be completed no later than the end of September. Due to the Manager of Economic and Community Development taking long service leave from the 23<sup>rd</sup> September, this project has now been handed over the Engineering Department to look after the final installation requirements.

The Flag poles to be placed at the Karumba Civic Centre and the Anzac fire pit to be placed at Sunderland Park look to be installed during September. The contractor has been provided plans of where these items are to be placed and have looked at the site.

## **BUSINESS PAPERS**

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Work have been completed By the Normanton Rodeo Association to bring the Normanton Jockey Shed up to a workable and safe standard before the Normanton Sprint Races.

Youth continue to damage Councils playgrounds and Sporting Facilities. On the 7<sup>th</sup> September youth have burnt holes in the Normanton Pool shade sail and also cut a hole in the shade sail of the Normanton playground. The Normanton Playground shade sail had only been up for a week after coming back from the previous damage done by youth.

Picture of the Normanton Pool shade sail.



## **BUSINESS PAPERS**

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Picture of the Normanton Playground shade sail.



**Consultation (Internal/External):**

- Chief Executive Officer – Mark Crawley
- Director Corporate Services – Julianne Meier
- Manager of Economic and Community Development – Cherie Schafer

**Legal Implications:**

- Nil

**Financial and Resource Implications:**

- Within budget.

**Risk Management Implications:**

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



# CARPENTARIA SHIRE

*Outback by the Sea®*

## **Gala Ball – Post event meeting**

**Date:** Thursday 9 September 2022  
**Venue:** Council Chambers - Boardroom  
**Commencement:** 3.00pm  
**Chairperson:** Cherie Schafer  
**Invited:** Cathy Bawden, Shannon Gallagher

### Agenda items

### **Ball Details suggestions for 2023**

**Date:** Saturday 5<sup>th</sup> August 2023  
**Time:** 6.30pm – 12am  
**Name:** Carpentaria ..... Charity Ball  
**Venue** – Burns Philp Building  
**Ticket Cost:** grant dependant however similar to 2022 Adults \$60 Youth 6 – 14 yrs. \$30 yrs. under free (to sit on parent’s lap)  
**Ticket Selling Method:** Eventbrite  
**Capped Ticket Numbers:** 200 as this is all you can fit comfortably in one bay  
**Dress Code:** Formal Attire

### **Budget & Sponsorship:**

The committee thought the Sponsorship package was a fair price and would encourage using the same package for 2023. Pricing as per below.

#### New Sponsorship Categories:

Diamond	\$5,000 – amount available - 2
Platinum	\$3,000 – amount available - 4
Gold	\$2,000 – amount available - unlimited

Silver	\$1,000 – amount available - unlimited
Bronze	\$500 – amount available - unlimited

### **Bar**

The bar worked out well offering this out to a community group and it is recommended that this takes place at the 2023 ball:

- Items for next year to consider – supplying ice for drinks as some guest wanted to tip their cans into a cup with ice.
- EFT machine
- No VB next time round
- Get Champagne – this was ordered however not supplied as they did not get in the order.
- The bar location and set up was good – the large desk in the second bay made a good bar area

### **Catering**

- Received positive feedback around the food
- Was a good idea to leave out for guest to come back and have another serving as they go hungry
- Chicken – possibly roasted chicken next year rather than sliced chicken
- Salads and desserts were very nice

### **Band and Entertainment**

- Positive feedback around the band Bull Dust and suggest possibly getting back in 2023

### **Charity suggestions**

- RFDS – set as an annual event as the RFDS is well used by all the shire
- Cancer – There is a house in Townsville or Cairns for residence to stay at while they go away for cancer treatment so donate the funds to these houses
- Renal chair for the hospital – need to speak to the hospital about this one to get a good understanding as supplying a chair is great however the Hospital would need to ensure they have a trained nurse to be able to assist the patients.

### **Grants and funding**

It is suggested that Council look for funding to enhance the ball and make the event easier to run examples include:

- For the bar: either more eskies or a large stand-up glass fridge
- Make some changes in the second bay where the bar area is so that it is easier for catering and bar service each year.
- For caterers: Baymaries to assist keeping the food warm
- Storage for all the ball items so that these are not required to be carted back and forth each year and can be secured away
- Cooling and lighting

- Fix the sink area in the second bay so this can be used to rinse and get water when needed.
- **General items**
  
- The photo booth is a must as this is well used by guests
- Recommended to do a media wall to recognise the sponsor as this not only looked great but was good for photos that captured the sponsors logos.
- Table arrangements – possibly do not have all the sponsors in one half – mix them up amongst all the guests
- Phil did a great job for security
- Wrist bands were a good idea and helped Phil with his job so do again
- Kids did a fantastic job doing waiter service
- Cooling – need to look at installing a cooling system or some fans similar to the Shire Hall
- Tom is getting quotes for a large mirror ball and new lighting for next year's ball. We are also looking to replace the fairy lights as they are on their way out. Tom looking for commercial fairy lights that have longevity.
- Ball Committee: put out to the community for members. Add specification to become a committee members such as:
  - Requirement to attend meetings
  - Required to attend the event
  - Requirement to assist on the night if needed

**Meeting Closed:** 3.45pm



# Carpentaria Shire Council Australia Day Nomination Form

**Postal Address**  
PO Box 31  
Normanton QLD 4890

**Internet**  
[www.carpentaria.qld.gov.au](http://www.carpentaria.qld.gov.au)  
[council@carpentaria.qld.gov.au](mailto:council@carpentaria.qld.gov.au)





## About the Australia Day Awards

The Carpentaria Shire Council Australia Day Awards celebrate the hard work and commitment of individuals, community groups and events throughout our Shire. These awards give an opportunity to publicly recognise and celebrate those who are doing wonderful things in our community.

This form is available online at [www.carpentaria.qld.gov.au](http://www.carpentaria.qld.gov.au) or hard copies are available at Council Administration Office, Gallagher Butchery, Normanton Stop Shop, Normanton Post Office, Normanton Traders, Karumba Supermarket, Les Wilson Barramundi Discovery Centre.

Please submit completed forms and documentation by:

### Delivering to

Australia Day Awards  
Carpentaria Shire Council  
33 Haig Street  
Normanton QLD 4890

### Mailing to

Australia Day Awards  
Carpentaria Shire Council  
PO Box 31  
Normanton QLD 4890

### Emailing to

Australia Day Awards  
[council@carpentaria.qld.gov.au](mailto:council@carpentaria.qld.gov.au)

Please contact Carpentaria Shire Council on (07) 4745 2200 for further information

### Key Dates

- Monday 9th January 2023 Nominations Close
  - Thursday 26 January 2023 Australia Day Awards presentation and celebration
- \*please note that nominations will be open year-round and can be submitted electronically through Council's website, or in hard copy form via email, post or hand delivery. Hard copy forms are also available on Council's Website.**

### Privacy Notice

Carpentaria Shire Council is collecting the personal information you supply on this form for the purpose of processing your entry for the 2023 Australia Day Awards. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.



**Please read the following criteria carefully and in full before submitting your application.**

#### Award Categories and Criteria

- Citizen of the Year
  - Must be 28 years of age or over as at 26 January 2023.
  - Someone that has contributed to the community in a beneficial way, in a voluntary basis, and not within the person's paid work or job commitments.
  - Winner of this award will become the Carpentaria Shire Ambassadors until 26 January 2024
- Young Citizen of the Year
  - Must be aged between 16 and 27 years old as at 26 January 2023
  - Someone that has contributed to the community in a beneficial way, in a voluntary basis, and not within the person's paid work or job commitments.
  - Winner of this award will become the Carpentaria Shire Ambassadors until 26 January 2024
- Sports Administrator of the Year\*
  - This award can be given to a person of any age
  - The aim of the Sports Administrator award is to recognise a person who has made a significant contribution in **Carpentaria Shire** to sport as a coach, official, administrator and/or a mentor/trainer. The nominee's contributions will have been completed on a voluntary basis or exceeding the normal requirements of their paid work.
  - All sports will be considered
- Senior Sports Person\*
  - Must be 18 years or over as January 26 January 2023
  - The aim of this award to recognise outstanding and noteworthy record of achievement in sports.
  - Residents who attend or have attended Boarding School or other further education outside of the Carpentaria Shire are still eligible.
- Junior Sports Person\* \*\*
  - Must be under 18 years of age as at January 2023
  - The aim of this award to recognise outstanding and noteworthy record of achievement in sports.
  - Residents who attend or have attended Boarding School or other further education outside of the Carpentaria Shire are still eligible.

\*Junior Sports Person, Senior Sports Person and Sports Administrator **in the Carpentaria Shire** will be nominated by the Australia Day Council Committee in the North Queensland Sports Foundation 2023 Sports Star Awards

\*\* Junior Sports Person of the Year winner will be nominated by Council for the North Queensland Sports Development Bursaries in 2023.

- Community Event of the Year
  - This award is given in recognition of hosting an event in 2022, and that made a significant contribution or exceptional achievement in Carpentaria Shire.



- Committee of the Year
  - This award is designed to acknowledge committees who, through their efforts have given something to the community. This can include but isn't limited to event organisation, fundraisers, or other contributions to the community
  - The committee **MUST** be of not for profit status
- Volunteer/s of the Year
  - This award is for person/s who have gone above and beyond the scope of their work or job commitment within the community. This can include work within community groups, sporting teams, etc.
  - The award can be awarded to an individual, partnership or group
- Arts/Cultural Award
  - This award is to recognise individuals/organisations that have produced, promoted, or taught in arts and culture. Examples can include painting, music, photography, cultural awareness, sculptures.
  - This award is open to individuals of any age as well as organisations
- The Mayor's Award
  - This award is to acknowledge the quiet achievers of Carpentaria Shire. They will have shown ambition, self-motivation, and dedication by pursuing different opportunities for themselves and/or others in the community.
  - **This award will be judged by the Mayor only**

#### Criteria

- Nominees **MUST** be a resident of the Carpentaria Shire
- Nominations may be submitted by groups (for example, committees, associations, schools, so on) or individuals, with or without the knowledge of the persons being nominated.
- The nature of the Citizen Awards places emphasis on what the person has/had done for the community in their various fields of involvement, rather than:
  - recognising personal achievements and/or ambitions (except where the personal achievement has brought recognition to the Carpentaria community and has engendered community pride); or
  - what they may have done as part of the normal duties in their occupation (except where the nominee's achievements are above and beyond what is expected in an individual's normal duties).
- Awards will not be granted posthumously.
- Self-nominations of individuals will not be accepted
- Nominees must comply with age restrictions specified in award categories.
- If nominee are nominated in the wrong category, nominators will be notified.
- Unsuccessful nominees may be re-nominated in subsequent year
- Uncompleted forms or short sentence wording will not be accepted



### Judging

- Australia Day awards will be considered by a committee. The committee will consist of the Mayor, six Councillors and elected community members from both Normanton and Karumba
- The committee may determine that no nominee is suitable for an award in a category
- The committee reserves the right to transfer nominees to other categories based on appropriateness
- The decision of the committee will be final, and no correspondence will be entered into
- The judging of candidates will be based on the information provided in the nomination
- The Committee may choose to contact referees listed in this nomination form

The selection panel will also consider the following in assessing and comparing nominations against the above criteria

- Personal, academic, sporting, and professional achievements awards and recognition
- Contribution to the relevant field (how has the nominee 'put back' into their field to benefit others)
- Demonstrated leadership, innovation, and creativity
- Future goals and likely impact
- Nature of activity or service
- Achievements as an individual or as part of a group or organisation



**Nomination Form**

Nominate a category:

- Citizen of the Year
- Young Citizen of the Year
- Sports Administrator of the Year
- Senior Sports Person of the Year
- Junior Sports Person of the Year
- Community Event/Organisation of the Year
- Committee of the Year
- Volunteer of the Year
- Arts/Cultural Award
- The Mayors Award

**Nominee:** (this section MUST be completed)

Full Name	
Age at 26 January 2023	<input type="checkbox"/> UNKNOWN

Or provide details of Community Event or Committee

Event/Committee Name	
----------------------	--

**Nominee Details:** (this section MUST be completed)

Postal Address			
State		Postcode	
Home Phone Number			
Mobile Phone Number			
Occupation			
Email Address			
Gender			
Is the nominee an Australian Citizen			





How is the person/event/organisation an inspiration for the community?

Why should this person's/event's/organisation's contributions be recognised by an Australia Day Award?

**Postal Address**  
PO Box 31  
Normanton QLD 4890

**Internet**  
[www.carpentaria.qld.gov.au](http://www.carpentaria.qld.gov.au)  
[council@carpentaria.qld.gov.au](mailto:council@carpentaria.qld.gov.au)





If nominating for sports awards please list level of achievement in the sport i.e regional titles etc.


**Supporting Documentation**

Council encourages you to include supporting documents such as photographs and press articles. By providing this documentation the panel will have a much better understanding of why you think your nominee should be selected for an award.

Please list supporting documents below and attach clear copies only, **no originals** and no more than ten (10) pages of supporting documentation

Please list below all supporting documents attached	
1	
2	
3	
4	
5	



**Nominee Referee**

Details of referee who can make a direct comment on nominee			
Full Name			
Postal Address			
State		Postcode	
Home Phone Number			
Mobile Phone Number			
Occupation			
Email Address			

**Nominator Details** (details of person submitting this nomination)

Full Name			
Postal Address			
State		Postcode	
Home Phone Number			
Mobile Phone Number			
Occupation			
Email Address			

## BUSINESS PAPERS

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### 10.7 COMMUNITY DONATIONS AND SUPPORT

**Attachments:** NIL

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

**Date:** 13 September 2022

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**Key Outcome:** 2.2 – Council supports our community organisations

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

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#### Executive Summary:

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

#### RECOMMENDATION:

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

1. A fee waiver of \$580 to be provided to the Gulf Christian College for:
  - The community donation trailer \$580
 All items are to be picked up and returned by the school.
  
2. A fee waiver of \$2,096 be provided to the Gulf Christian Colledge for:
  - The community donation trailer \$580
  - Additional 29 tables and 170 chairs \$1256
  - 4 Bins \$260
 All items to be picked up and returned by the school.

#### Background:

Council has a Community Donations and Support funding program for events held in the Carpentaria Shire. There has been expenditure \$4221.70 against the budget of \$96,000 related to local non-profit groups for the financial year.

Acct Code	Account	Actual
IK1070	In Kind - Karumba Recreation Club	216.86
IK1130	In Kind - Normanton State School	3614.21
IK1721	In Kind - NWHHS	390.00
	* Total *	4221.70

## **BUSINESS PAPERS**

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### **Donations and Fee Waivers for Council's Consideration**

1. Gulf Christian College will be hosting the Year 6 Graduation on the 28<sup>th</sup> of November and request the fee waiver for:

- The community donation trailer

All items to be picked up and returned by the school.

**Officers Recommendation:**

A fee waiver of \$580 to be provided to the Gulf Christian College for:

- The community donation trailer \$580

2. Gulf Christian College will be hosting the Annual Awards Night on 1 December 2022 request the fee waiver for:

- The community donation trailer \$580
- Additional 29 tables and 170 chairs \$1,256
- 4 bins \$260

All items to be picked up and returned by the school.

**Officers Recommendation:**

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

- The community donation trailer \$580
- Additional 29 tables and 170 chairs \$1,256
- 4 bins \$260

### **Donations and Fee Waivers approved under the Chief Executive Delegation.**

1. Gidgee Healing requests the Normanton Shire Hall to host a day event during women's health week: Fees and charges waived for:

- The Normanton Shire Hall \$580

2. Bynoe CACS has held an eight-week touch football competition for the community and will be finalising the event with and awards night and dinner at the John Henry Oval. Fees and charges waived by the for:

- The Normanton Shire Hall \$580
- 20 black table clothes \$100

**Consultation (Internal/External):**

- Mark Crawley - Chief Executive Officer
- Julianne Meier - Director Corporate Services

## **BUSINESS PAPERS**

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- Cherie Schafer - Manager Economic and Community Services
- External Stakeholders (applicants)

**Legal Implications:**

- Community Donation and Support Policy

**Financial and Resource Implications:**

- Within budget.

**Risk Management Implications:**

- Risks are within normal operational parameters.

## BUSINESS PAPERS

### 11 REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES

#### 11.1 DOE REPORT

**Attachments:** NIL

**Author:** Michael Wanrooy - Director of Engineering

**Date:** 14 September 2022

**Key Outcome:** 5.1 - Integrated and timely provision and management of sustainable infrastructure and assets

**Key Strategy:** 5.1.3 Plan and implement urban improvement works which enhance local character and identify, conserve and improve the region's streetscapes and provide iconic parkland.

#### Executive Summary:

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

#### RECOMMENDATION:

That Council:

1. receive and note the Director of Engineering Report as presented; and
2. that those matters not covered by resolution be noted.

#### 1. Actions Arising from Previous Meetings

Reference	Action	Status
1/11/2018	Investigate and prepare a report including scope of works and estimate of costs to reinstate the grid on the Old Croydon Road for Council's consideration. ➤ The Grid is programed to start in conjunction with the Lilyvale Estate roadworks.	In Progress
October Meeting	Undertake a sign audit on Carpentaria LRRS network and present at December Meeting ➤ Audit is completed for Burketown Road. ➤ Wet season delaying audits on Iffley Road, Kowanyama Road and the Dunbar to Koolatah to Oriners Road.	In Progress
December Meeting	Add Premix to grooves at the Scruton River Floodway.	Not Started
January Meeting	Repair copper log fencing at NTN Cemetery ➤ A replacement for the existing dilapidated copper log barrier made from composite materials has been ordered and will be installed by Malcolm when the materials arrive. A wallaby proof fence to replace the existing old perimeter fence at the back and sides has been ordered. Rotunda kit ordered. Materials for the project is expected to land in Normanton by the end of July.	In Progress

## BUSINESS PAPERS

Reference	Action	Status
March Meeting	Are there alternatives to repair scour on the footpath in Philp Street besides filling with gravel as every wet season it erodes repeatedly ➤ Council to investigate and undertake solutions	Not Started
August Meeting	Install extra cat eyes at the pedestrian refuge ➤ The line markers will install when they come back to town to linemark the new Traders carparking area	In Progress
August Meeting	Ensure width of lane at roundabout is minimum 5m wide for roadtrains to comfortably pass ➤ Design has accommodated minimum width	Completed
August Meeting	Shorten Island at Intersection of Landsborough and Caroline St. to tree line at Curley's end ➤ Works being planned	In Progress
August Meeting	Discuss with TMR for slip lane at: Right turn from 92A to Glenore Weir – Near miss incident Right turn to 89B towards Dunbar at Walkers Creek Shady Lagoon turnoff ➤ Discussed with TMR briefly – Getting plans drawn up to help push it along with TMR	In Progress
August Meeting	Present a brief Stabiliser Report at next meeting ➤ Refer report item 6.1	Completed

### 2. Miscellaneous Projects

- 2.1. Lilyvale Subdivision Intersection works – The water main works are complete. Cameron Young has started the internal road works. Two floodways have been completed at the low points and gravel is currently being carted and placed on the internal road.
- 2.2. TMR Emergent works has been completed on 89B.
- 2.3. CN-17815 - 2021 DRFA works on 89B Ch. 0 to Ch. 180 km. Works have been completed to CH 140km.
- 2.4. CN-17937 89B (Ch. 63.49km to Ch. 69.37km Package 4). Linemarking was completed in August. This project is now fully completed.
- 2.5. CN-18809 – (Pave and seal 89B Ch 70.40 Km to Ch 77.70 Km Package 5) Linemarking was completed in August. This project is now fully completed.
- 2.6. Stop Shop Crossing – Ongoing discussions with Ergon and TMR for the upgrade of the existing light. We can confirm that the electricity bill for that pole will be paid by TMR.
- 2.7. Reef Project: Council is working with Catchment Solutions to obtain approvals and required reports for the delivery of the reef project. The project includes installing 10 habitat concrete reef structures 20km of shore. A site visit to inspect suitability and other environmental requirements has been arranged for 2 sites – 15 and 20km from shore to be held on 22<sup>nd</sup> September. A senior DAF personnel will be attending as well.

## BUSINESS PAPERS

- 2.8. Terry Casey's RMPC crew are working on the new 2022-2023 maintenance work on State Controlled Roads.
- 2.9. The Mitchell River crossing is still closed to all traffic currently. There is damage and missing mats with 400mm of water running over the causeway. Council cannot repair the mats until the water has dropped.
- 2.10. The Karumba pontoon in the main town has had new fenders installed. A gap has been left at the end so that boats can drop their ramp without damaging the new fenders.

Table: TMR Projects progress report for 2022 – 2023

Projects	Value	Claimed	Progress
TIDS - 2/1200x450 new culverts at gully 1 to 2km past the Gilbert River. Total Value \$67,000. Claimed to June 2022 \$24,315.40. Remaining \$42,684.60	\$42,684.60	\$42,684.60	100% Completed
CN-17815 - 2021 DRFA works on 89B Ch. 0 to Ch. 180. Total Value \$2,551,476.10. Claimed to June 2022 \$879,185.30. Remaining \$1,672,290.80	\$1,672,290.80	\$833,828.20	55% Completed
Variation to CN-17815 - 2021 DRFA works on 89B Ch. 180 to Ch. 303	\$606,412.60		Not Started
CN-17937 - Pave and Seal AG Stimulus Package 4 on 89B (Ch.63.49 to 69.37) approx. 6km past the Glencoe turnoff. Total Value \$2,924,640.60. Claimed to June 2022 \$2,859,372.60. Remaining \$65,268.80	\$65,268.00	\$65,268.00	100% Completed
CN-18809 Pave and Seal AG Stimulus Package 5 on 89B Ch. 70.4km to 77.70km. Total Value \$3,416,320.60. Claimed to June 2022 \$2,241,886.80. Remaining \$1,174,433.80	\$1,174,433.80	\$1,174,433.80	100% Completed
CN-18939 - 2022 89B DRFA Emergent Works - to the Gilbert River - requesting variation to 850K. Total Value \$850,000. Claimed \$126,071.19. Remaining \$723,928.81	\$723,928.81	\$723,928.81	100% Completed
ATSI TIDS Dunbar Kowanyama Road	\$1,340,000.00		
CN-18939 - 2022 89B DRFA Emergent Works variation	\$132,000.00	\$132,000.00	100% Completed
TIDS 2022-2023	\$910,000.00		
CN-16542 2022-23 RMPC	\$2,044,550.00	\$157,350.00	
<b>Total</b>	<b>\$8,711,568.61</b>	<b>2,840,143.41</b>	<b>33%</b>

## **BUSINESS PAPERS**

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**Photo:** New Fenders at the Karumba Pontoon

## **BUSINESS PAPERS**



**Photo:** New Fenders at the Karumba Pontoon



## **BUSINESS PAPERS**

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**Photo:** Lilyvale internal road works.



**Photo:** Lilyvale internal roadworks

### **3. Update on Shire Flood Damage Works**

There was a COVID spike affecting workers with three in isolation. Lost 4 x Gulf Labour Hire from termination, illness, jail, and resignation.

Still having a shortage of grader operators and semi water trucks, rostering graders and semi water tankers to suit work requirements.

- 3.1. **Gavin Delacour - Alexandra Camp** - Working Leichhardt to Normanton at Leichhardt River end, using traffic control for approaches to the Leichhardt, no load and cart operations this swing, approx. 2 x swings to complete Leichhardt to Normanton, then camp shift to Augustus for Nardoo to Leichhardt works
- 3.2. **Colin Charger – Stirling Camp** - Crew working Lotusvale to Stirling Road, mix and lay gravel for the 2020 works.
- 3.3. **Brenton Murray - Cockburn Camp** - Dorunda Access 2020 works due to finish this swing (on time), load and cart out of Clark pit.

## **BUSINESS PAPERS**

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- 3.4. **Karl Pickering - Pioneer Camp** - Working Pioneer to Trenton Road including Pioneer and Mundjuro accesses.
- 3.5. **Josie Bond – Inkerman Camp** - Inkerman Access 2020 and 2021 works, 2020 work is on track to finish on time (end September). They are loading and carting out of Clarks pit
- 3.6. **Shaun Henry - Normanton based** – Working on the Glencoe to Miranda Road, 2020 works, material already tipped.
- 3.7. **Cameron Young - Normanton Based** – Lilyvale Subdivision on hold, crew to priority shoulder work 89A around McAllister Road turn off for one swing. Then returning to Lilyvale Subdivision.
- 3.8. **John Person - Koolatah Camp** - Working Koolatah / Drumduff / Dixie roads, load and cart out of Alice Pit.

#### **4. Trades Report**

- Fitted gates to 76 Landsborough Street
- Erected signs for John Henry oval works for QLD
- 2/51 Henry Street – internal paint, replace all electrical fixtures
- Camp Moves – Inkerman, Cockburn and Koolatah
- 2/41 Sutherland Street general maintenance repairs
- 34 Philp Street – remove kitchen and bathroom (funded works)
- Normanton Water Park - repair fence
- Administration building – break in repairs
- Karumba Water tower – shifted fence
- Fix broken water mains
- Leadership Training
- Plumbing inspections – GCC and new shop
- Fix broken sewer at 60 Landsborough Street
- Replace electrical cabling to 60 Landsborough Street shed
- Kba Water Tower – repair fault level probes
- Kba Sewer Plant – run fibre cable to new office
- Karumba Park – install timers on toilet lights
- Karumba Pool – assist with pump suction pipe repairs
- TV Huts – Found faulty cable causing issues with reception, site now stable with alarms now ceased. Upgrades to output power due next month and will greatly increase strength to residents at no cost to council.
- Karumba Sewer e-one repairs

## BUSINESS PAPERS

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- Sports Oval – fault find irrigation on oval, found plastic in the non-return valve, and cable fault need to dig up to repair when Town crew is free.

### 5. New Projects/Grant Applications

- Council has submitted to the QRA for Betterment Works for a sealing project on the Dunbar Kowanyama Road.
- TMR has submitted to the QRA in conjunction with Council for Betterment Works for continuing approximately 8km of new seal on 89B towards the Gilbert River

### 6. Reports

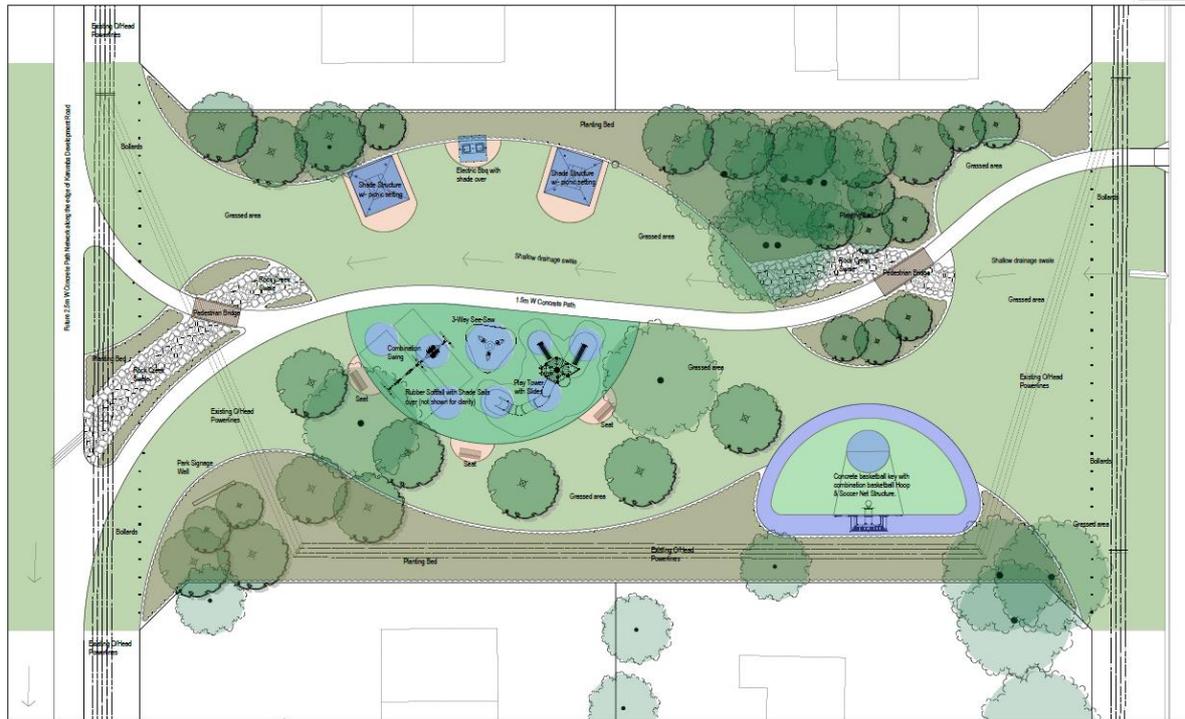
#### 6.1. Stabiliser

Plant Category	Council Plant	Purchase Price	Costs	Recovery	hrs
Stabilizer	P3811	\$ 856,173.00	\$ 535,850.00	\$ 2,332,627.00	4132

#### 6.2. Burnett St Park – Concept Design.

A full A3 drawing will be provided for the meeting.

## BUSINESS PAPERS



place  
design  
group.

TOWNSVILLE  
46 Ross River Road  
Mundingberrra QLD 4812  
PO Box 450 Ailsherville QLD 4814  
T +61 7 4725 7849

Karumba Town Park  
LANDSCAPE CONCEPT PLAN  
Sheet 2 of 3

DRAWING NO. REV. NO. DATE  
202209-LCP-102 A 20/09/2022  
SCALE 1:500 @ A1 1:400 @ A2

### 6.3. Budget

Row Labels	Sum of Original Budget	Sum of Actual Bal	Sum of Order Value	Sum of Total Actual
<b>Operating Expenditure</b>				
Airports	290,500	19,021	77,774	96,795
Asset Management	259,383	1,238	48,489	49,726
Building Services	229,282	23,851	2,974	26,826
Coastal Management	200,000	0	0	0
Depots & Workshop	584,045	39,164	15,809	54,973
Engineering Services	750,951	103,269	187,066	290,335
Fleet & Plant	-1,295,709	372,454	2,826,921	3,199,375
Main Roads (Rmpc And Pw)	5,766,042	3,460,017	1,295,993	4,756,009
Parks & Gardens	442,240	162,185	14,885	177,071
Pensioner Housing	211,830	9,671	12,494	22,165
Private Works	0	-130	0	-130
Public Conveniences	63,150	16,465	7,661	24,126
Quarries	52,000	0	0	0
Reserves	8,000	1,563	3,630	5,193
Road	5,050,369	66,939	60,766	127,705

## BUSINESS PAPERS

Staff Housing	512,310	25,718	23,157	48,875
Town Planning	54,749	11,011	70,219	81,229
<b>Operating Expenditure Total</b>	<b>13,179,142</b>	<b>4,312,435</b>	<b>4,647,837</b>	<b>8,960,272</b>
<b>Operating Income</b>				
Airports	-220,000	-23,221	0	-23,221
Building Services	-4,000	-360	0	-360
Engineering Services	0	-2,355	0	-2,355
Fleet & Plant	-50,000	7,032	0	7,032
Main Roads (Rmpc And Pw)	-7,190,000	-1,121,449	0	-1,121,449
Pensioner Housing	-63,000	-4,641	0	-4,641
Road	-1,400,000	-228,000	0	-228,000
Roads (Tids)	0	44,862	0	44,862
Staff Housing	-433,500	-19,601	0	-19,601
Town Planning	-5,750	0	0	0
<b>Operating Income Total</b>	<b>-9,366,250</b>	<b>-1,347,732</b>	<b>0</b>	<b>-1,347,732</b>
<b>Grand Total</b>	<b>3,812,892</b>	<b>2,964,704</b>	<b>4,647,837</b>	<b>7,612,540</b>

## **BUSINESS PAPERS**

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### **11.2 NDRRA/QDRF REPORT**

<b>Attachments:</b>	11.2.1. Appendix A - 2020 Expenditure Summary <a href="#">↓</a>
	11.2.2. Appendix B - QRA20 Completion Sketch <a href="#">↓</a>
	11.2.3. Appendix C - 2021 Expenditure Summary <a href="#">↓</a>
	11.2.4. Appendix D - QRA21 Completion Sketch <a href="#">↓</a>
	11.2.5. Appendix E - Betterment Projects <a href="#">↓</a>

**Author:** John Martin - Consultant Engineering

**Date:** 14 September 2022

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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:** Four (4) submissions have been acquitted by QRA and Council have received the final payments. A final outcome report has been received for Submission 4 pending final endorsement by QRA and Submission 6 has been submitted for acquittal.

**QRA20:** The QRA20 project is approximately 83% complete. Six (6) crews are currently mobilised in camps, with a temporary seventh crew currently working from Normanton. The QRA20 project has an original deadline of June 30, 2022. EOT's have been approved for three (3) submissions until 30 September 2022. Submission 1 was completed ahead of its 30 June 2022 deadline.

**QRA21:** The QRA21 project is approximately 14.4% complete. Works have commenced in conjunction with the QRA20 projects to reduce mobilisation costs. QRA20 scope is being prioritised to ensure that submission deadlines for the project are met. The deadline for the QRA21 works is 30 June 2023.

**QRA22:** Carpentaria Shire Council was activated for REPA, Emergency Works and CDO relief measures for three (3) flooding events. Three (3) submissions have been lodged on the QRA MARS system and two (2) other submissions are currently being prepared for lodgment. Emergency works have been completed throughout the Shire and acquittal documentation is currently being prepared.

**OTHER:** Normanton to Burketown Road Betterment projects have been fully acquitted and final payment received. Acquittal documentation for the Disaster Coordination Centre are currently being prepared. Three (3) QRRRF Projects have been approved with project construction deadlines of 30 June 2024. Short listed QRA Betterment projects are currently being prepared for submission to QRA. Detailed Submissions are being prepared for Burke and Wills Monument Access Road Pavement and Sealing and Normanton Racetrack Lighting Upgrade.

#### **RECOMMENDATION:**

That Council:

1. accepts the NDRRA/QDRF Report as presented; and
2. that those matters not covered by resolution be noted.

#### **Background:**

##### **2019 QRA Event**

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## **BUSINESS PAPERS**

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1. Four (4) submissions have been acquitted by QRA and Council have received the final payments. A final outcome report has been received for Submission 4, pending final endorsement by QRA. Submission 6 has been submitted for acquittal ahead of the 30 September 2022 deadline for acquittal.

### **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 83% of the project has been completed with an estimated Expenditure Ratio of 0.86. Refer Appendix A and B for construction progress.
3. The QRA20 project has an original deadline of June 30, 2022. EOT's have been approved for three (3) submissions until 30 September 2022. Submission 1 was completed ahead of its 30 June 2022 deadline.
4. Six (6) crews are currently mobilised in camps around the Shire to construct works within the QRA20 program ahead of submission deadlines. A temporary seventh crew is currently working from Normanton.

### **2021 QRA Event**

1. All five (5) lodged QRA21 REPA submissions have now been approved with a total RV of approx. \$39.9million (construction budget of \$31.1million).
2. Approximately 14.3% of the project has been completed with an estimated Expenditure Ratio of 0.82. Refer to Appendix C and D for construction summaries.
3. QRA21 construction work has commenced in conjunction with QRA20 scope where suitable to reduce mobilisation costs. QRA20 scope is being prioritised to ensure that submission deadlines for the project are met.
4. The QRA21 program of work has a deadline of 30 June 2023.

### **2022 QRA Event**

1. Carpentaria Shire Council was activated for REPA, Emergency Works and CDO relief measures for three (3) flooding events on the 17 February 2022 (Ex-Tropical Cyclone Seth), 18 February 2022 (Far North Queensland Low Pressure Trough) and 20 May 2022 (Northern and Central Western Queensland Rainfall and Flooding).
  2. Approx. \$232k has been expended on Emergency Works, submission documents are currently being prepared for acquittal by 30 September 2022.
  3. Three (3) submissions have been lodged on the QRA MARS system, with an infield assessment to be confirmed by QRA. Two (2) other submissions are currently being prepared for lodgment.
-

## BUSINESS PAPERS

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### Other

1. Normanton to Burketown Road Betterment Projects have been fully acquitted and the final payments have been received by Council.
2. Acquittal documentation for the Disaster Coordination Centre are currently being prepared for acquittal by the 30 September 2022 deadline. A full list of active betterment projects is provided in Appendix E
3. Three (3) QRRRF Projects have been approved with project deadlines of 30 June 2024. See Table 1 below for approved project details.

**Table 1: QRRRF Projects**

Project Name	QRRRF Funding	Council Contribution
Karumba Shoreline Protection & Revitalisation – Beach Sand Retention Project	\$1,265,604.00	\$70,000.000
Inverleigh West Causeway Upgrade	\$475,000.000	\$25,000.000
Mitchell River Crossing Upgrade Investigation	\$285,000.000	\$15,000.000

4. Short listed QRA Betterment projects are currently being prepared for submission to QRA. See Table 2 below for project details.

**Table 2: Betterment Projects**

Project Name	Project Description	Requested Funding
Dunbar – Kowanyama Road Seal	Stabilize pavement and spray seal road between chainages 64806 – 82414. Flood events have continuously caused damage and scouring to existing gravel road.	Approx. \$5million

5. Detailed Submissions are being prepared for two Community and Recreational Asset funding projects – Burke and Wills Monument Access Road Pavement and Sealing and Normanton Racetrack Lighting Upgrade. Submissions are due to be lodged to QRA by 31 December 2022.

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

- Mark Crawley - Chief Executive Officer

## **BUSINESS PAPERS**

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- Michael Wanrooy - Director of Engineering
- John Martin and Nick Lennon - ERSCON Consulting Engineers

### **Legal Implications:**

- Nil.

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

- QRA 19 Trigger Point contribution - \$32,408
- QRA 20 Trigger Point contribution - \$29,363
- QRA 21 Triger Point contribution - \$30,180

### **Risk Management Implications:**

- Moderate – QRA20 – EOT's have been approved for two (3) submissions until 30 September 2022. There is a moderate risk that work will not be completed by the deadlines based on current programing and number of crews.
- Moderate – QRA21 – Construction has a deadline of 30 June 2023. There is a moderate risk that work will not be completed by this deadline based on current programing the number of crews.

**CARPENTARIA SHIRE COUNCIL**

**SUMMARY OF QRA20 EXPENDITURE**

**CURRENT**

**Project Completed**

**Forecast Project Expenditure to RV Ratio**

**31/08/2022**

**83%**

**0.86**



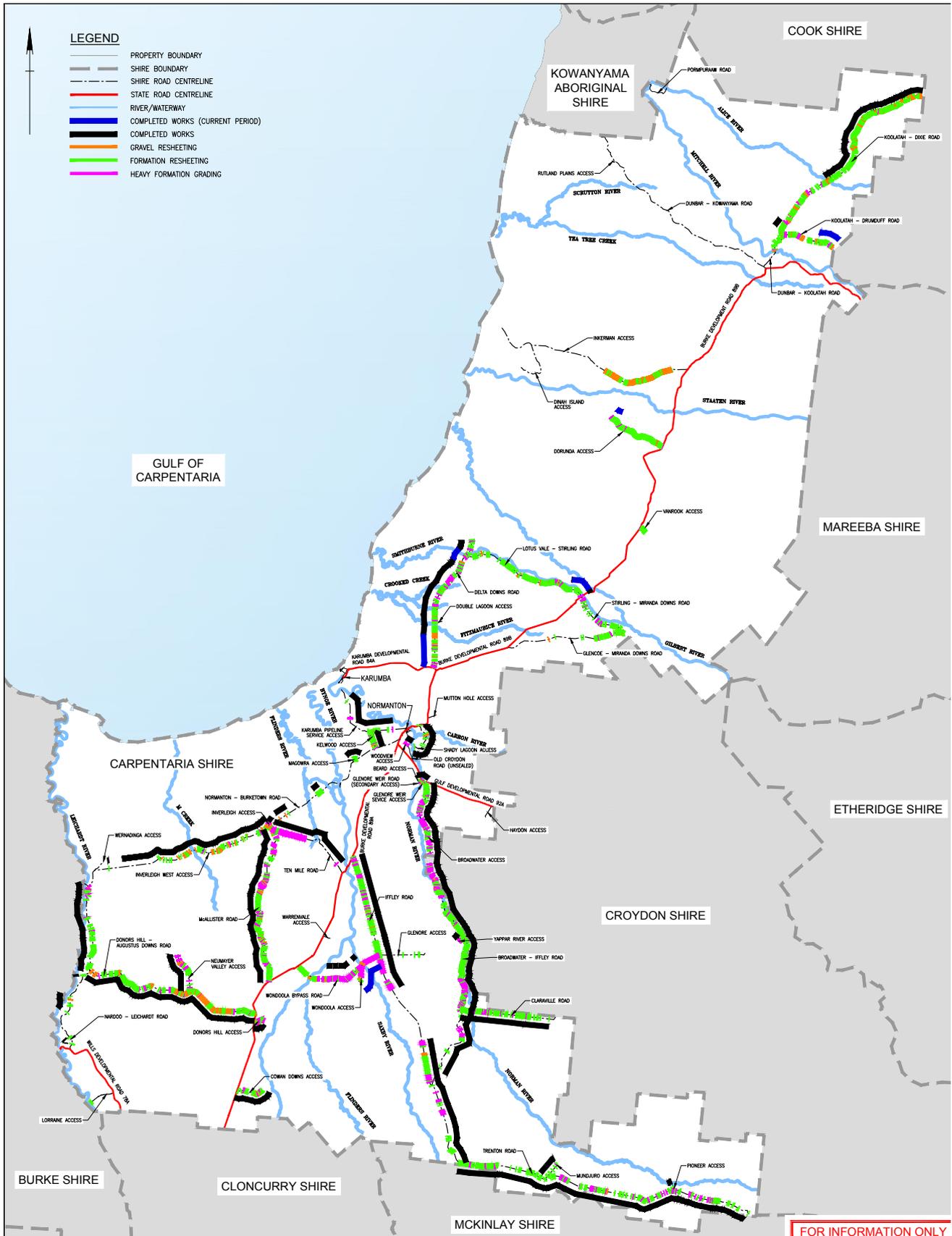
Submission 1 - CSC.0039.1920E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Magowra Access	\$ 83,030.08	\$ 57,567.40	100%	0.69	Savings incurred due to crew working from town and no camp establishment required.
Cowan Downs Access	\$ 295,151.76	\$ 290,955.99	100%	0.99	
Donors Hill Access	\$ 205,044.23	\$ 150,138.72	100%	0.73	Overlapping camp and establishment costs with simultaneously constructed QRA19/20 Cowan Downs, QRA19/20 Donors Hill to Augustus Downs and QRA19 Donors Hill Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Kelwood Access	\$ 327,771.72	\$ 1,451.21	100%	0.00	All expenditure booked to the simultaneously constructed QRA19 Kelwood Access.
Ten Mile Road	\$ 540,570.23	\$ 369,321.79	100%	0.68	Savings incurred due to crew working from town and no camp establishment required.
Karumba Pipeline Service Access	\$ 168,026.92	\$ 100,430.79	100%	0.60	Overlapping camp and establishment costs with simultaneously constructed QRA19 Karumba Pipeline Service Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Neumayer Valley Access	\$ 371,655.57	\$ 344,797.15	100%	0.93	Overlapping camp and establishment costs with simultaneously constructed Donors Hill - Augustus Downs Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Inverleigh Access	\$ 27,275.28	\$ 2,405.86	100%	0.09	Overlapping camp and establishment costs with simultaneously constructed Ten Mile Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Donors Hill - Augustus Downs Road	\$ 4,556,053.77	\$ 3,931,583.12	100%	0.86	Overlapping camp and establishment costs with simultaneously constructed Neumayer Valley Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Augustus Downs Access	\$ 28,213.06	\$ 4,675.13	100%	0.17	Overlapping camp and establishment costs with simultaneously constructed Nardoo to Leichardt Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Nardoo - Leichardt Road	\$ 1,169,208.38	\$ 956,575.86	100%	0.82	Overlapping camp and establishment costs with simultaneously constructed Augustus Downs Access and Lorraine Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Normanton - Burketown Road	\$ 1,630,691.51	\$ 1,609,542.04	100%	0.99	
Lorraine Access	\$ 43,982.34	\$ 86,626.75	100%	1.97	Overlapping expenditure booked to the simultaneously constructed QRA21 Lorraine Access.
McAllister Road	\$ 2,474,714.58	\$ 1,947,468.78	100%	0.79	Overlapping camp and establishment costs with simultaneously constructed QRA21 McAllister Road. When assessing roads together expenditure is expected to align closely with the combined RV.
<b>TOTAL</b>	<b>\$ 11,921,389.43</b>	<b>\$ 9,853,540.59</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.0037.1920E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Shady Lagoon Access	\$ 73,713.47	\$ 38,902.73	100%	0.53	Overlapping camp and establishment costs with simultaneously constructed QRA19 Shady Lagoon Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Delta Downs Road	\$ 1,598,239.95	\$ 2,768,167.47	100%	1.73	Expenditure is slightly higher than the Recommended Value due to push up of gravel costs for Lilyavle Pit being heavily booked to this road despite being utilised for other REPA works and has a longer than average gravel haul length from the Pit.
Lotus Vale - Stirling Road	\$ 1,627,243.38	\$ 541,898.75	67%	0.50	Accrued costs processing, currently under construction.
Inkerman Access	\$ 1,804,651.21	\$ 122,046.06	9%	0.78	Accrued costs processing, currently under construction.
Dorunda Access	\$ 1,288,533.76	\$ 14,319.53	0%	1.00	Preliminary costs booked, no construction has commenced.
Glencoe - Miranda Downs Road	\$ 516,884.05	\$ 101,338.90	0%	1.00	Preliminary costs booked, no construction has commenced.
Stirling - Miranda Downs Road	\$ 389,425.85	\$ 16,753.43	0%	1.00	Preliminary costs booked, no construction has commenced.
Vanrook Access	\$ 149,018.33	\$ 659.78	0%	1.00	Preliminary costs booked, no construction has commenced.
<b>TOTAL</b>	<b>\$ 7,447,710.00</b>	<b>\$ 3,604,086.65</b>			

Submission 4 CSC.0038.1920E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Koolatah - Dixie Road	\$ 4,041,152.28	\$ 2,932,647.75	67%	1.08	Accrued costs processing, currently under construction.
Koolatah - Drumduff Road	\$ 793,815.29	\$ 95,491.39	26%	0.46	Accrued costs processing, currently under construction.
Dunbar - Koolatah Road	\$ 217,384.80	\$ 48,809.70	0%	1.00	Preliminary costs booked, no construction has commenced.
<b>TOTAL</b>	<b>\$ 5,052,352.37</b>	<b>\$ 3,076,948.84</b>			

Submission 2 - CSC.0036.1920E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Woodview Access	\$ 27,893.25	\$ 12,173.40	100%	0.44	Savings incurred due to crew working from town and no camp establishment required.
Beard Access	\$ 25,561.73	\$ 7,809.22	100%	0.31	Construction completed in less than one day, savings incurred due to crew working from town and no camp establishment required.
Glenore Weir Service Access	\$ 41,470.85	\$ 31,310.36	100%	0.75	Overlapping costs with adjacent Glenore Weir Road (Secondary Access), when assessing together expenditure is expected to align closely with the combined RV.
Glenore Weir Road (Secondary Access)	\$ 11,743.38	\$ 13,417.00	100%	1.14	Overlapping costs with adjacent Glenore Weir Service Access, when assessing Assets together expenditure is expected to align closely with the combined RV.
Pioneer Access	\$ 34,977.91	\$ 44,640.35	100%	1.28	Overlapping camp and establishment costs with simultaneously constructed Trenton Road and Mundjuro Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Claraville Road	\$ 1,229,536.07	\$ 776,801.90	100%	0.63	Overlapping camp and establishment costs with simultaneously constructed Broadwater - Iffley Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Trenton Road	\$ 2,751,917.36	\$ 1,855,113.15	100%	0.67	Overlapping camp and establishment costs with simultaneously constructed Mundjuro Access and Pioneer Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Mundjuro Access	\$ 94,246.86	\$ 38,273.42	100%	0.41	Overlapping camp and establishment costs with simultaneously constructed Trenton Road and Pioneer Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Yappar River Access	\$ 72,257.77	\$ 43,886.93	100%	0.61	Overlapping camp and establishment costs with simultaneously constructed Broadwater - Iffley Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Yappar River Access (Secondary Access)	\$ 43,445.97	\$ 1,158.33	100%	0.03	Overlapping camp and establishment costs with simultaneously constructed Broadwater - Iffley Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Broadwater - Iffley Road	\$ 3,524,272.79	\$ 2,795,829.75	100%	0.79	Overlapping camp and establishment costs with simultaneously constructed Claraville Road and Yappar River Accesses. When assessing roads together expenditure is expected to align closely with the combined RV.
Iffley Road	\$ 4,365,707.86	\$ 3,371,529.77	100%	0.77	Accrued costs processing, construction has been recently completed
Glenore Access	\$ 52,564.27	\$ 15,792.91	100%	0.30	Accrued costs processing, construction has been recently completed
Wondoola Access	\$ 471,158.12	\$ 567,752.38	100%	1.21	Overlapping costs with adjacent Wondoola Access QRA21 and Wondoola Bypass QRA20/21. When assessing Assets together expenditure is expected to align closely with the combined RV.
Wondoola Bypass Road	\$ 1,021,560.02	\$ 743,433.52	63%	1.15	Accrued costs processing, currently under construction.
<b>TOTAL</b>	<b>\$ 13,768,314.21</b>	<b>\$ 10,318,922.39</b>			



REVISIONS NO. DATE DESCRIPTION DESIGN APPROVED	18	08/09/22	REVISED FOR SEPT. MEETING	MG	
	17	08/08/22	REVISED FOR AUGUST MEETING	MG	
	16	07/07/22	REVISED FOR JULY MEETING	DM	
	15	07/06/22	REVISED FOR JUNE MEETING	AB	
	14	10/05/22	REVISED FOR MAY MEETING	MG	
1	08/04/21	INITIAL ISSUE FOR APRIL MEETING			

	CLIENT		DESIGN: M/G APPROVED DESIGN: M/G APPROVED DIAL SKNOFF APPROVAL	PROJECT REF: CARPENTARIA SHIRE COUNCIL ROADS DRAWING REF: 2020 CONSTRUCTION SEASON COMPLETED WORKS DRAWING NO: 101-020-SK713
	DATE: _____ RECD: _____	SIZE: A1 REVISION: 18		

**CARPENTARIA SHIRE COUNCIL**

**SUMMARY OF QRA21 EXPENDITURE**

**CURRENT**

**Project Completed**

**Forecast Project Expenditure to RV Ratio**

**31/08/2022**

**14.3%**

**0.82**



Submission 1 - CSC.0052.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Wondoola Access	\$ 145,923.99	\$ 50,860.22	81%	0.43	Accrued costs processing, road currently under construction.
Wondoola Bypass Road	\$ 335,719.59	\$ 2,558.81	44%	0.02	Accrued costs processing, road currently under construction.
Trenton Road	\$ 2,759,624.32	\$ 135,519.18	16%	0.31	Accrued costs processing, road currently under construction.
Broadwater - Iffley Road	\$ 3,253,190.35	\$ 2,290.00	0%	1.00	Preliminary costs booked, no construction has commenced.
Broadwater Access	\$ 15,718.68	\$ -	0%	1.00	
Claraville Road	\$ 802,925.42	\$ 5,304.78	0%	1.00	Preliminary costs booked, no construction has commenced.
Cowan Downs Access	\$ 109,883.67	\$ -	0%	1.00	
Glenore Access	\$ 954,142.42	\$ -	0%	1.00	
Haydon Access	\$ 294,418.51	\$ -	0%	1.00	
Iffley Road	\$ 48,565.72	\$ 1,400.00	0%	1.00	Preliminary costs booked, no construction has commenced.
Mundjuo Access	\$ 269,163.15	\$ -	0%	1.00	
Old Croydon Road (Unsealed)	\$ 410,198.93	\$ -	0%	1.00	
Pioneer Access	\$ 43,477.20	\$ -	0%	1.00	
Sawtell Creek Access	\$ 46,052.54	\$ -	0%	1.00	
Warrenvale Access	\$ 112,183.94	\$ -	0%	1.00	
<b>TOTAL</b>	<b>\$ 9,601,188.43</b>	<b>\$ 197,932.99</b>			

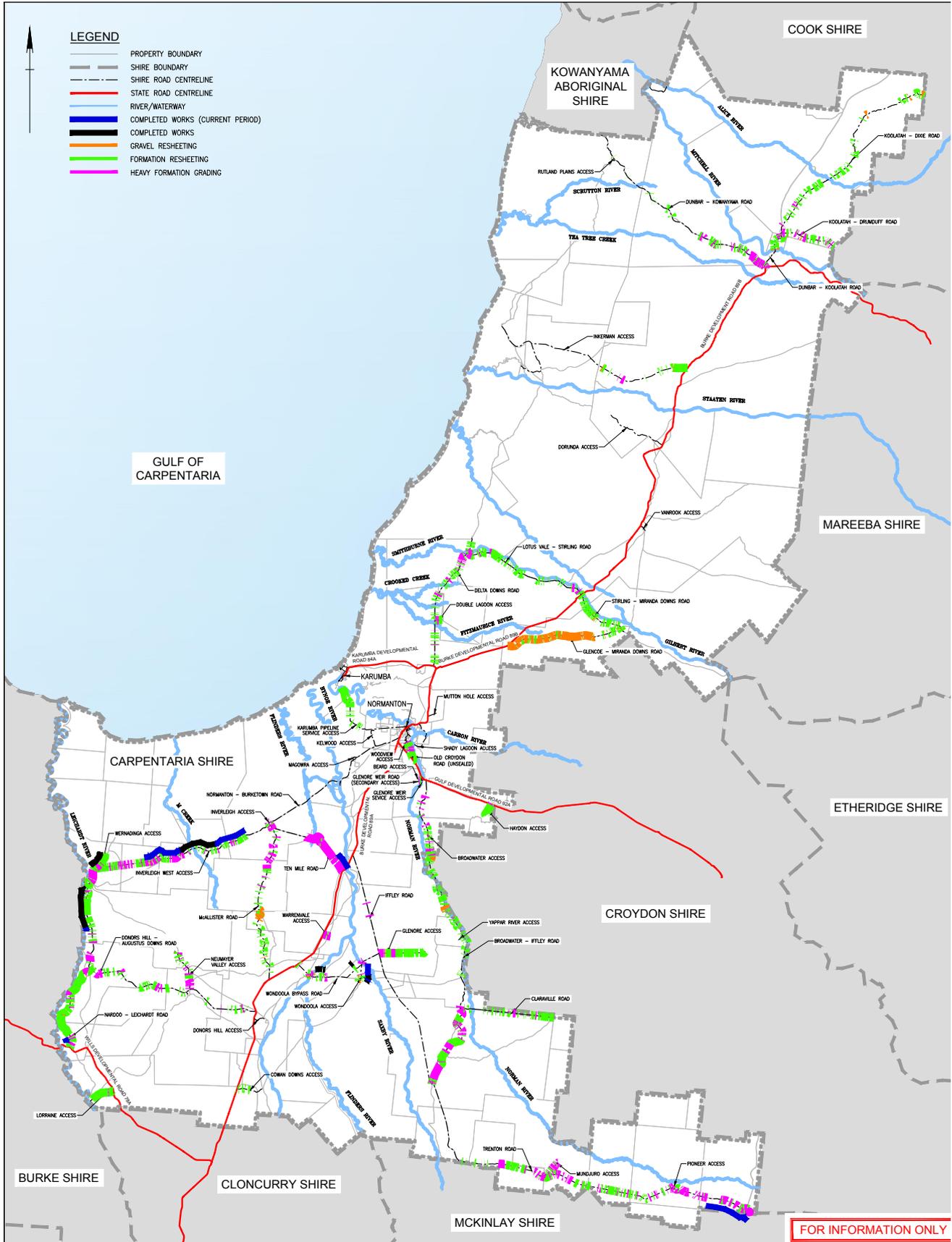
\*Expected expenditure ratio is the ratio of final expenditure divided by the recommended value. (i.e. 1.5 is 50% over budget, 0.8 is 20% under budget)

Submission 2 - CSC.0054.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Wernadinga Access	\$ 408,403.56	\$ 191,944.99	100%	0.47	Accrued costs processing, construction recently completed.
Normanton - Burketown Road	\$ 3,384,537.60	\$ 594,494.99	63%	0.28	Accrued costs processing, road currently under construction.
Nardoo - Leichardt Road	\$ 4,089,855.77	\$ 959,533.91	30%	0.78	Accrued costs processing, road currently under construction.
Ten Mile Road	\$ 812,165.79	\$ 159,017.28	26%	0.74	Accrued costs processing, road currently under construction.
Donors Hill - Augustus Downs Road	\$ 1,141,343.18	\$ 5,459.50	0%	1.00	Preliminary costs booked, no construction has commenced.
Inverleigh Access	\$ 2,341.08	\$ -	0%	1.00	
Inverleigh Access (Secondary Access)	\$ 6,577.32	\$ -	0%	1.00	
Karumba Pipeline Service Access	\$ 732,792.98	\$ -	0%	1.00	
Lorraine Access	\$ 537,639.45	\$ 72,469.88	0%	1.00	Preliminary costs booked, no construction has commenced.
McAllister Road	\$ 1,111,966.62	\$ 6,257.02	0%	1.00	Preliminary costs booked, no construction has commenced.
Neumayer Valley Access	\$ 408,933.45	\$ -	0%	1.00	
Yappar Street	\$ 32,194.71	\$ -	0%	1.00	
<b>TOTAL</b>	<b>\$ 12,668,751.51</b>	<b>\$ 1,989,177.57</b>			

Submission 3 - CSC.0048.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Delta Downs Road	\$ 1,121,390.34	\$ -	0%	1.00	
Double Lagoon Access	\$ 165,580.92	\$ -	0%	1.00	
Glencoe - Miranda Downs Road	\$ 3,529,821.76	\$ -	0%	1.00	
Inkerman Access	\$ 562,783.25	\$ -	0%	1.00	
Lotus Vale - Stirling Road	\$ 1,128,254.06	\$ 7,963.41	0%	1.00	Preliminary costs booked, no construction has commenced.
Stirling - Miranda Downs Road	\$ 924,687.03	\$ 2,880.00	0%	1.00	Preliminary costs booked, no construction has commenced.
<b>TOTAL</b>	<b>\$ 7,432,517.36</b>	<b>\$ 10,843.41</b>			

Submission 4 - CSC.0042.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Dunbar - Koolatah Road	\$ 254,319.58	\$ -	0%	1.00	
Dunbar - Kowanyama Road	\$ 254,319.58	\$ -	0%	1.00	
Koolatah - Drumduff Road	\$ 408,762.84	\$ -	0%	1.00	
<b>TOTAL</b>	<b>\$ 917,402.00</b>	<b>\$ -</b>			

Submission 5 - CSC.0049.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Koolatah - Dixie Road	\$ 1,359,200.81	\$ -	0%	1.00	
<b>TOTAL</b>	<b>\$ 1,359,200.81</b>	<b>\$ -</b>			



FOR INFORMATION ONLY

NO.	DATE	DESCRIPTION	DESIGN	APPROVED
4	08/09/22	REVISED FOR SEPT. MEETING	MG	
3	08/08/22	REVISED FOR AUGUST MEETING	MG	
2	12/07/22	APPROVED SCOPE	MG	
1	19/11/21	INITIAL ISSUE		



CLIENT	MG	APPROVED
DESIGN	MG	APPROVED
DATE	19/11/21	19/11/21

PROJECT REF	CARPENTARIA SHIRE COUNCIL ROADS		
DRAWING REF	2021 CONSTRUCTION SEASON COMPLETED WORKS		
DRAWING NO	101-021-SK703	SIZE	A1
REVISION		NO.	4

**Appendix E - Approved Betterment Projects**

<b>Project</b>	<b>Funding Amount</b>
Normanton to Burketown Pavement Improvements and Sealing (Project 11/12)	\$2,657,714.84
Normanton to Burketown Pavement Improvements and Sealing (Project 13)	\$744,059.89
Desludging of the Normanton Sewerage Lagoon	\$974,558
Disaster Coordination Shed	\$390,090.91
Karumba Airport Weather Station	\$87,000
Karumba Chlorine Generator	\$180,000
Normanton Water Treatment Plant Pipework Upgrades	\$150,000
Normanton Water Treatment Plant Storage Upgrades	\$40,000
Investigation into New Karumba Sewage System	\$80,000
Glenore Weir Intake, Pipework and Valve Set Upgrades	\$320,000
Karumba Foreshore	\$500,000
Normanton Stormwater Upgrades	\$228,882
Armstrong Creek Causeway	\$793,339
Iffley Road gravel upgrade	\$4,206,687
Koolatah – Dixie Road widening	\$2,477,642
Karumba Shoreline Protection & Revitalisation	\$1,335,604
Inverleigh West Causeway Upgrade	\$500,000
Mitchell River Crossing Upgrade Investigation	\$300,000

Project has been completed

## **BUSINESS PAPERS**

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### **11.3 WATER AND WASTE REPORT**

**Attachments:** NIL  
**Author:** Ben Hill - Manager Water and Sewerage  
**Date:** 14 September 2022

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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 2.98m (AHD).
- Total treated water was 88.6ML for the month.
- Regulatory workshop attended by staff in Mt Isa.
- Final clarifier inspection undertaken prior to end of the Defects Liability Period.
- A change of scope will be provided to replace the entire membrane skid.
- Eleven pressure sewer pumps were replaced in Karumba.

#### **RECOMMENDATION:**

That Council:

1. accepts the Water and Wastewater Report as presented for the period ending 31<sup>st</sup> August 2022; and
2. that those matters not covered by resolution be noted.

#### **Background:**

##### **Glenore Weir**

The water level at Glenore Weir was measured at 7.28m on the DNRME gauge (2.98m AHD). The Bureau of Meteorology recorded no rainfall at Normanton Airport during the month.

## BUSINESS PAPERS

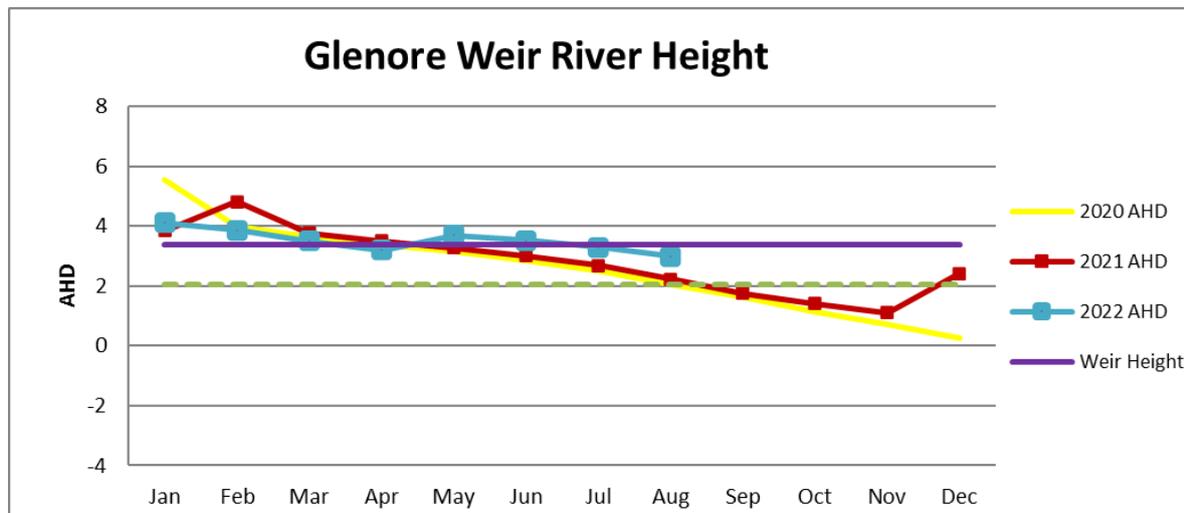


Figure 1: Glenore Weir River Height on the last day of the month.

### Normanton Water Treatment Plant

For the month, 84.0ML was pumped from Glenore Weir and 4.6ML from the Normanton bore for a total of 88.6ML of raw water (see Figure 1).

Normanton consumed 53.9ML (60.8%) and 28.8ML (32.5%) was pumped to Karumba, approximately 4.0ML (4.5%) was used for backwashing and bulk water supply/storage. The remaining 2.2% was recorded as systems losses.

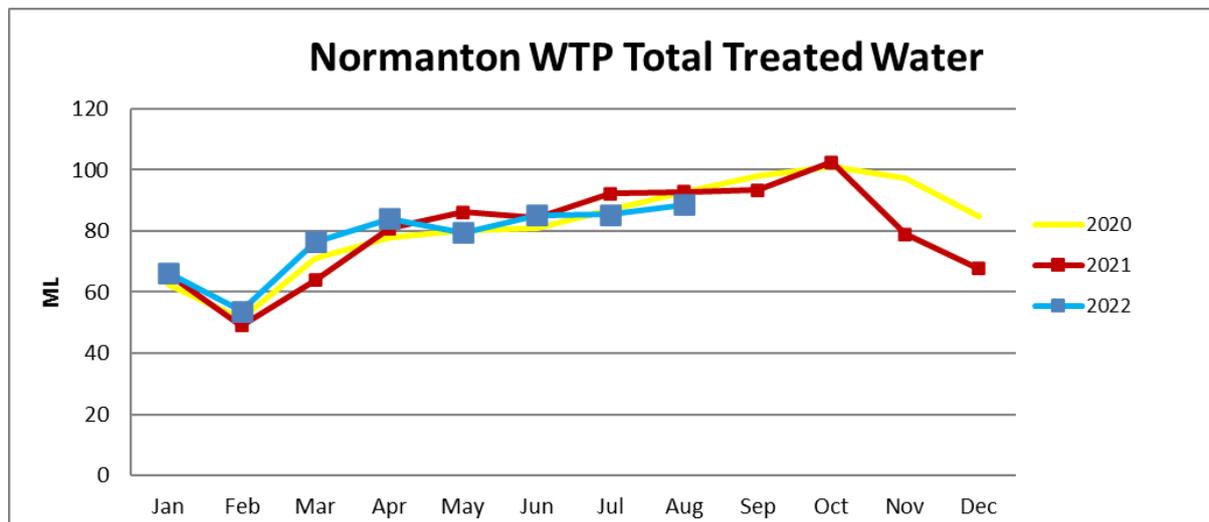


Figure 2: Total raw water treated

### **Maintenance and Upgrades**

The manager and senior operator travelled to Mount Isa to attend a regulatory workshop held by the Department of Regional Development, Manufacturing and Water in association with Queensland Health. The workshop provided information on upcoming changes to regulatory requirements as well as industry presentations. Carpentaria provided a presentation on the challenges that were faced in the recent clarifier installation.

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A consultant engineer came to site to undertake a final commissioning of the new clarifier at the end of its defects and liability period. It was also used as an opportunity to train staff members and find out further increase the reliability and efficiency in operating the clarifier.

### Normanton Sewage Treatment Plant and Reticulation Network

Normanton Sewerage Treatment Plant (STP) received approximately 9.8ML (see Figure 3) of wastewater for the month.

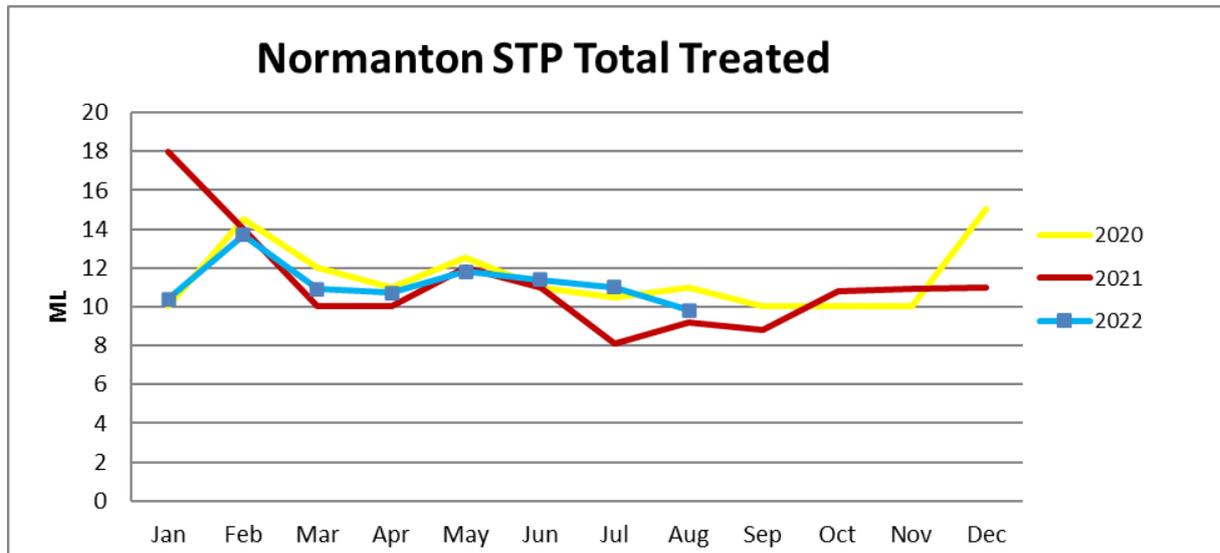


Figure 3: Total volume treated at Normanton STP

### Karumba STP and Low Pressure Network

Karumba Sewage Treatment facility treated approximately 5.9ML (see Figure 4) for the month.

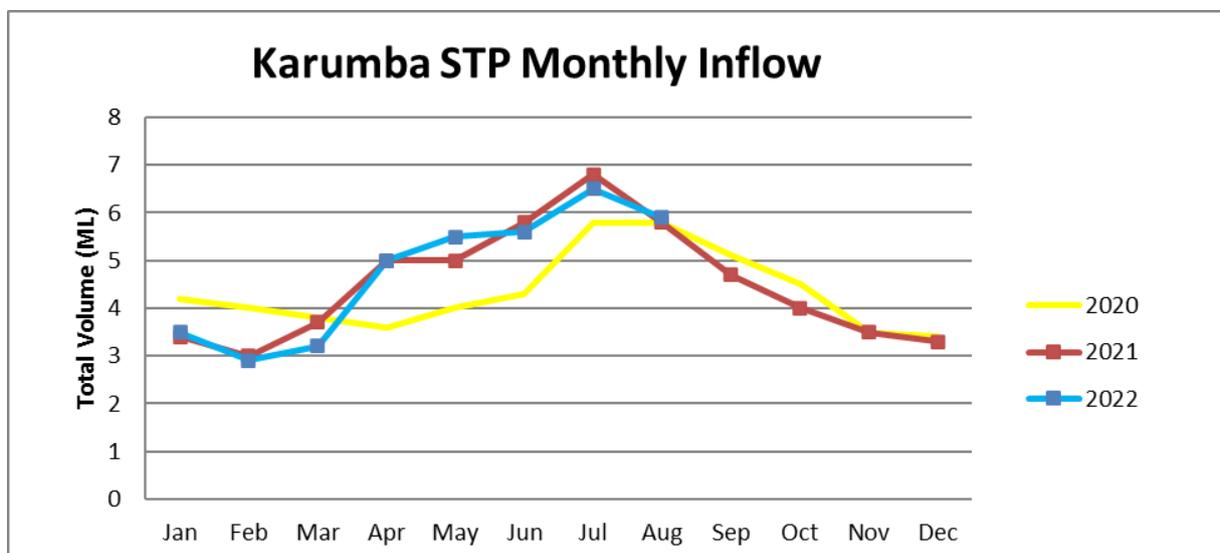


Figure 4: Total Monthly inlet flow for Karumba STP.

## BUSINESS PAPERS

### Compliance

Samples sent that while irrigation was occurring were found to be within range of all parameters as set out in the Environmental Authority.

### Maintenance and Upgrades

For the month, eleven low pressure pumps were replaced during the month, seven of which were of new pumps. Serial numbers, addresses and further details are being kept for assessment over the next couple of years.

Permeate Partners came to site and put in place further works to ensure the membranes make it through for another year. The recommendation was made to replace the entire system to be replaced as a package. This may require some additional budget from what was originally sought, however savings may be made in other areas to cover the shortfall. As previously discussed, the project will run into next financial year which will allow for these changes to occur.

### Karumba Waste Transfer and Normanton Landfill

Regular discussions continue with the site supervisors to maintain operations as well as monthly virtual meetings with managers and directors. Work continues in a business as usual fashion.

### Finance

Table 2 below shows the Water and Waste budget and expenditure for the 2022/23 financial year.

**Table 2. Finance and budget for the year to date**

Row Labels	Sum of Original Budget	Sum of Actual Bal	Sum of Order Value	Sum of Total Actual
<b>Operating Expenditure</b>				
Landfill/ Waste Transfer Operations	678,457	45,747	175,558	221,305
Refuse Collection	86,600	23,783	0	23,783
Sewerage	1,458,220	77,467	43,855	121,322
Water	2,628,747	200,697	56,923	257,619
<b>Operating Expenditure Total</b>	<b>4,852,024</b>	<b>347,694</b>	<b>276,336</b>	<b>624,030</b>
<b>Operating Income</b>				
Landfill/ Waste Transfer Operations	-737,000	-431,151	0	-431,151
Refuse Collection	0	-1,694	0	-1,694
Sewerage	-1,660,000	-732,710	0	-732,710
Water	-1,847,000	-1,144,050	0	-1,144,050
<b>Operating Income Total</b>	<b>-4,244,000</b>	<b>-2,309,606</b>	<b>0</b>	<b>-2,309,606</b>
<b>Grand Total</b>	<b>608,024</b>	<b>-1,961,912</b>	<b>276,336</b>	<b>-1,685,576</b>

## **BUSINESS PAPERS**

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**Consultation (Internal/External):**

- Michael Wanrooy - Director of Engineering.
- Ben Hill - Manager Water and Waste.
- Executive Leadership Team
- Trades and operational staff.

**Legal Implications:**

- Low – within normal operational parameters.

**Financial and Resource Implications:**

- Medium – upgrades required for 2022/23 financial year to remain compliant.

**Risk Management Implications:**

- Nil.

## BUSINESS PAPERS

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### 11.4 BUILDING AND PLANNING REPORT

<b>Attachments:</b>	NIL
<b>Author:</b>	Elizabeth Browning - Engineering Records Operator
<b>Date:</b>	14 September 2022
<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 August 2022.

#### RECOMMENDATION:

That Council note and accept the content of the Building and Planning Report as presented.

#### Background:

##### Planning Applications Received

DA No.	Applicant	Address	Application Type	Status
I/2209	D Wren Pty Ltd & F Wren Pty Ltd c/- RPS Australia East Pty Ltd	132-138 Yappar Street, Karumba QLD 4891 (Lot 84 on SP323732)	Operational Works (Karumba Revetment Wall – Karumba Seawall)	Extension of time granted on 24/06/2022. (SARA advice: Application not properly made. Lot 103 SP118075 to be included as part of the subject site for proposed works.)

##### Planning Applications Approved

DA No.	Applicant	Address	Application Type	Status
I/2211	Venlock Pty Ltd	Nardoo & Berguna Station PO Box 476, Cloncurry QLD 4824 (Lot 2 on TW7 and Lot 8 on TW8)	Operational work for installing bores for livestock watering purpose (2206-29159 SDA)	Approved

## BUSINESS PAPERS

### Building Applications Received by Building Certifier

DA No.	Applicant	Address	Application Type	Value
I/2210	Bynoe Properties Pty Ltd trustee for Bynoe Properties Units	59 Landsborough Street Normanton QLD 4890 (Lot 90 on SP332618)	Supermarket Pole sign	tba
I/2212	Bynoe Community Advancement Co-Operative Society Ltd (CACS)	2 McNamara Street Normanton QLD 4890 (Lot 25 on N1481)	1x 2 Bedroom, Duplex	\$900,000.00
I/2213	Bynoe Community Advancement Co-Operative Society Ltd (CACS)	4 McNamara Street Normanton QLD 4890 (Lot 26 on N1481)	1x 2 Bedroom, Duplex	\$900,000.00
I/2214	Bynoe Community Advancement Co-Operative Society Ltd (CACS)	6 McNamara Street Normanton QLD 4890 (Lot 27 on N1481)	1x 2 Bedroom, Duplex	\$900,000.00
I/2215	A Vorpapel & G Kilah	Old Croydon Road Normanton QLD 4890 (Lot 82 on SP280698)	New Construction of Dwelling	\$375,702.00
I/2217	Bynoe Community Advancement Co-Operative Society Ltd (CACS)	10 Russell Street Normanton QLD 4890 (Lot 35 on N14835)	1x 2 Bedroom, Duplex	\$900,000.00

### Building Permits Issued

DA No.	Applicant	Address	Application Type	Value
N/A				

### Applications pending waiting on further information (Applicants advised)

DA No.	Applicant	Address	Application Type	Date Received
N/A				

### Consultation (internal/external)

- Liz Taylor – Consultant Town Planner
- Jennifer Roughan – Consultant Town Planner
- Michael Pickering – Consultant Town Planner

## **BUSINESS PAPERS**

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- Peter Watton – Building Certifier
- Emergent Building Approvals – Building Certifiers

### **Legal implications**

- N/A

### **Policy Implications**

- N/A

### **Financial and Resource Implications**

- N/A

### **Risk Management Implications**

- Low – risks are within normal operational parameters.

## **BUSINESS PAPERS**

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- 12 GENERAL BUSINESS**
- 13 CLOSURE OF MEETING**