



CARPENTARIA SHIRE

Outback by the Sea

BUSINESS PAPER

14 DECEMBER, 2022

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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

Presentation:
12:45pm Recognition of Services

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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 16 November 2022 be confirmed.

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

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8 CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION

In accordance with the *Local Government Act 2009*, and the *Local Government Regulation 2012*, in the opinion of the General manager, the following business is of a kind as referred to in clause 254J(3) of the Regulation, and should be dealt with in a Confidential Session of the Council meeting closed to the press and public.

RECOMMENDATION

That Council adjourn into Closed Session and members of the press and public be excluded from the meeting of the Closed Session, and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld unless declassified by separate resolution. This action is taken in accordance with clause 254J(3) of the Local Government Regulation 2012 as the items listed come within the following provisions

8.1 Request to Pay Rates by Arrangement - A607

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

8.2 Review of Excess Water and Utility Charges - A206 - The State of Queensland (Represented by Dept of Agriculture and Fisheries)

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

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9 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

9.1 CEO REPORT

Attachments: 9.1.1. Media Release - Local Housing Action Plans [↓](#)
 9.1.2. ATDW Listing Normanton [↓](#)
 9.1.3. ATDW Listing - Karumba [↓](#)

Author: Mark Crawley - Chief Executive Officer

Date: 6 December 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
Council			
14 December 2022	9:00am	Ordinary Meeting of Council	Boardroom
15 December 2022	8:30am	Workshop – Councillors, CEO, Directors and Managers	Boardroom
18 January 2023	9:00am	Ordinary Meeting of Council	Boardroom
19 January 2023	8:30am	Workshop – Councillors, CEO, Directors and Managers	Boardroom
NWQROC and LGAQ			
Dates for the NWQROC and LGAQ Events are yet to be released. As these are			

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Date	Time	Event	Location
produced an update will be provided.			
Local Government Professionals Australia			
Now in 2023		Local Government Professionals Aust – National Congress	

FINANCIAL REPORT

Governance Income and Expenditure to 31 November 2022

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Tourism Budget – LWBDC Centre Manager
Discovery Centre and Hatchery

Tourism

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ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

Date:	Ref:	Action	Status	Comment
October 20	012	Concessions not granted. Upgrade the signage to provide passcode to airside traffic.	Part complete	Signage yet to be arranged. Someone scratched code on gate post.
February 21	023	approve the request subject to the conditions outlined in the Subordinate Local Law No. 1.2 Commercial use of LG controlled areas and roads	Progressing	Initial letter advising of Council support for use as requested. Follow up to be provided in relation to Local Law conditions
May 21	007	Recommend the process to finalise the Water Supply Easements in negotiation with Landholders and finalise all agreements for the water supply at Glenore.	Progressing (see below)	Met with Preston Law on 10/2/2022 to progress.
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
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
December 21	GB	Promotional Material – development of a booklet for new residents	Nearing completion	Fourth draft of the Welcome booklet has been provided for input from Council.
November 21	017	Delegate authority to the CEO for delegations presented in report	Complete	Update to Delegations Register in new System
November 21	018	Engage with the Department, the Small Business Commissioner to sign a Small Business Friendly Charter	Progressing	Advised the Department that we will be ready to progress in the New Year
November 21	019	Advise Department of no objection to conversion of land to Freehold	Complete	Advised via email
November 21	020	Confirmation of Fuel Levy application to only apply to contractors who originally submitted with RFT 22-0549	Complete	Advised staff of confirmation for fuel levy payments
November 21	021	Cr Young to represent Council at Gulf Savannah NRM AGM and General Meeting	Complete	CR Hawkins attended in lieu of Cr Young who was unable to represent Council
November 21	022	Council to participate in Sarus Crane Awards for 2022-2023	Progressing	Advised NRM we will participate and nominations will be advertised soon.

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MATTERS FOR COUNCIL CONSIDERATION

1. Covered in separate reports

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

Recommendation: NIL

MATTERS FOR COUNCIL INFORMATION

2. Investors – use of Strategic Documents

During the month I have had a meeting with potential investors within the Carpentaria Shire and there is still Commercial in Confidence arrangements in place in relation to the potential investment and I cannot elaborate further on the discussions.

I did wish to point out however, that they are utilizing the Strategic Documents that Council has been preparing over the past couple of years and available on the website and were seeking an update and context around some of the projects that Council has in the pipeline of projects in those documents.

This was great feedback that our documents are being utilized in this way and people, especially potential investors, are utilizing them.

Recommendation: For information

3. Get Ready 2022-2023 projects

Two of the projects from the Get Ready funding have been progressed and are well under way.

An update to the Disaster section of the Council website is nearing completion and should be available for go-live for the coming wet season. The flood cameras will also be incorporated into the Disaster Dashboard and a link from the Website to the Disaster Dashboard will be provided to direct members of the community to the new location of the disaster related information.

The second project is the inclusion of disaster information into the Welcome Booklet that is being finalized, we are hoping this will be available very early in the New Year, at least electronically.

Recommendation: For information

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4. Housing Strategy

Through funding provided by the State Government, the Local Housing Action Plan for the Carpentaria Shire is almost complete and should be launched in the very near future. A copy of the Media Release is attached to the report.

Recommendation: For feedback

5. Call for submissions – Inquiry into the Local Government Electoral and Other Legislation (Expenditure Caps) Amendment Bill 2022

The Local Government Electoral and Other Legislation (Expenditure Caps) Amendment Bill 2022 was introduced into the Queensland Parliament on 1 December 2022. The Bill has been referred to the State Development and Regional Industries Committee for consideration and report by 24 February 2023.

The purpose of the Bill is to implement an electoral expenditure caps scheme for Queensland local governments.

Key features of the scheme include:

- local government electoral expenditure caps for:
 - o councillor and mayoral candidates
 - o groups of candidates
 - o registered political parties that endorse a candidate in an election
 - o third parties (registered and unregistered)
- the Electoral Commission of Queensland to decide and publish enrolment numbers for local government areas and divisions and the corresponding caps
- prescription of certain offences as integrity or serious integrity offences under the Local Government Act and City of Brisbane Act.

More information on the Bill is available on the Departments [website](#).

Call for Submissions

The committee invites submissions addressing any aspect of the Bill, from all interested parties. Guidelines for making a submission to a parliamentary committee are available on the departments website.

The closing date for written submissions is 1:00pm on Friday, 20 January 2023.

How to make a submission

[Click here to make a submission](#). Through this link you can write your submission or upload a file containing your submission.

Public Briefing

The committee will receive a departmental briefing on the Bill on **Wednesday, 14 December 2022 at 11.00am**.

Recommendation: For information

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6. Cyclone Pre-Season Preparations

In the lead up to the wet season preparations have been undertaken in relation to the following: -

- Helicopter Expressions of Interest called
- Cyclone Pre-Season Clean Up advertised for Normanton and Karumba
- Contact with the Rural Landowners via email
- Local Disaster Management Group Meeting called and held
- Attended the DDMG Weather Briefing
- Check with freight company in relation to resupply and sufficient stock-on-hand
- Check with fuel suppliers to ascertain fuel stocks for re-supply as needed.

Recommendation: For information

7. Australian Tourism Data Warehouse (ATDW)

Attached is a copy of the Normanton and Karumba listings in the ATDW.

The ATDW is Australia's national platform for digital tourism marketing in Australia. Established in 2001, the ATDW is jointly owned and managed by all Australian state and territory government tourism bodies.

The digital warehouse – ATDW-Online – stores over 50,000 tourism profiles with information from local tourism operators. All information is available for distribution onto ATDW partners' websites supporting local tourism businesses in expanding their online exposure, bookings and marketing. ATDW is constantly evolving, providing more enhancements to operators to improve their online presence and understand their digital performance.

ATDW is committed to enabling leads to tourism businesses, helping to aid the Australian tourism industry in economic recovery.

There is a cost for membership – Industry (Council/RTO/LTO) \$165, Lite \$220, Premium \$440/month (\$1,980, \$2,640, \$5,280 p.a.) <https://atdw.com.au/>

Recommendation: For information

8. 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/queensland-covid-19-statistics).

Recommendation: For information

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Other Projects currently under the Office of the CEO

Project	Assistance/Delegate	Comments
QCoast ₂₁₀₀ Reference Group	CEO	Part of LGAQ Reference Group for Coastal Management
Queensland Climate Resilient Councils	CEO	Council registered to become part of the Climate Resilient Council
Liquor Accord	CEO	Member of Liquor Accord with QPS and Hoteliers
Staff Newsletter	CEO	Produced and distributed monthly to all staff to update on happenings at Council
Tourism Champion	CEO	CEO has picked up the work in this area following the completion of the Tourism Champions contract
Lilyvale	CEO / DOE / Mike Pickering	CEO is working on the sale of land and the development of a Buyers Booklet Lots on plan for the individual lots have been created.
Get-Ready 2022-2023	CEO	Four projects were submitted for the funding for this year
Welcome Booklet	CEO	Working with Consultant to produce a Welcome Booklet for new residents
Town Planning / Planning Scheme	CEO / Consultant	CEO has lead in the development of the new Planning Scheme with the assistance of the Consultant
Development of a Workforce Plan	CEO/MHR/Consultants	Working with Davidson's to develop a Workforce Plan and Strategy to deliver on the many strategies for Council and the Community
Dinah Island	CEO	On-going issue with the road into Dinah Island. Has paused, but sure it will rise again
RTI Applications	CEO	Processing of the RTI Applications are undertaken by CEO due to no Governance Staff. Assisted by Legal advice.
State Government Small Business Taskforce	CEO / MECD	Receipt of information to assist Small to Medium Enterprises with assistance from Government
Karumba Rec Club	CEO	Long standing MOU for works at the Rec Club. Contact with new President – still to meet and progress options.
Karumba Point to Town Walk	CEO/DOE/ENG	Funding has been allocated from Phase Three of the LRCIP program to undertake improvement works on the walking track
Asset Management	ELT	Work has commenced on the

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		development of Asset Management Plans for each of the individual Asset Classes
Website/Intranet/Discover Carpentaria	CEO / LGAQ / WH&S / Other Staff	CEO has been doing a major share of the updates to the Website. WH&S have updated a major portion of the WH&S information on the Intranet. Other staff have access and update some sections of site
Karumba Point Foreshore	CEO/DOE	Funding has been acquired through grants submitted with assistance of Peak Services and the Detailed Design is almost complete and infrastructure works can then commence
Karumba 150 Celebrations	CEO/Committee	This is mainly being run by Committee, minimal input required from CEO at this time
Council Depot Karumba	CEO	Commenced discussions with Department in relation to closure of road to include in depot area
Nature Based Tourism	CEO	Area identified at Dunbar/Koolatah in Camping and Water Reserve and Aircraft Landing Ground to maybe introduce Nature Tourism. Approach from Southern Gulf NRM
Regional Priorities and Opportunities	CEO	Identification of projects for Economic Recovery and Growth. More work required to develop Business Cases and Project Plans
Youth Strategy	MECD	The implementation plan from the Youth Strategy will need to be considered and additional funding sought to deliver on projects identified
Chief of Navy	CEO	Opportunity to provide Freedom of Entry to Chief of Navy
Pipeline Easement	CEO	Working with Preston Law to progress the development of agreements for the easement with landowners
Monsoon Centre	CEO	A new Business Case is required to update and modernise the opportunities for the development of a Monsoon Centre in the BP Building.
Housing	CEO	Working with WQAC to collate information to assist with the advocacy for additional funding and construction of new housing in the West.
Further Industrial Estate	CEO	Working with surveyor to develop options for the development of additional industrial land in Normanton

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Old Barramundi Discovery Centre	CEO/Amanda O'Malley	Working on options for the old Barramundi Discovery Centre site in Karumba. Some buildings will need to be disposed of.
Disaster Coordination Centre – Stage Two	CEO/DOE/Peak	Looking for additional grants to complete the Disaster Coordination Centre at the Council Depot – requires fit-out
Off-Street – Truck / Caravan Parking Area	CEO	Working with Surveyor to identify potential sites for off-street parking
Flood Risk Management Program	CEO/Erscon	Working up an application for funding to obtain reliable flood information to include in the new Planning Scheme. Funding available from QRA.
Flexible Funding Program	CEO/Peak	Have decided to hold off applying for funding in Round One until additional project plans and business cases have been prepared. Applications will be submitted for Round two
Residential Land Development – Future Township Expansion	CEO	Working with Department in relation to identified land for future residential development. Also working with Surveyor and planner to ensure planning is completed in parallel to ensure the best opportunity to deliver in timely manner.
Social Media Postings	CEO and others	Also doing social media posts to inform community and spread message.
Outback Masters - Golf	CEO and Karumba Recreation Club and Karumba Golf Club	Council has provided a financial contribution towards the Outback Masters event which includes Karumba on the 15 th and 16 th July 2023. https://www.outbackqldmasters.com/passes/
Housing Project – Gough Street	CEO	Council has purchased the adjoining parcel of land and plans and a planning application to amalgamate the lots is being prepared. CEO is working with the surveyor to arrange for the application and survey plan of amalgamation. Additional survey work is being incorporated to assist the architect with design for the proposed development of units on the amalgamated lot.



The Queensland Cabinet and Ministerial Directory

Western Queensland councils set for housing action

Published Friday, 02 December, 2022 at 05:26 PM

Deputy Premier, Minister for State Development, Infrastructure, Local Government and Planning and Minister Assisting the Premier on Olympics Infrastructure

The Honourable Dr Steven Miles

The first six Local Housing Action Plans for councils across Western Queensland have been unveiled to tackle housing challenges in rural and remote communities.

The Palaszczuk Government has partnered with the Western Queensland Alliance of Councils (WQAC) to fast-track the plans for its 22 councils.

Deputy Premier and Minister for Local Government Steven Miles today released the pilot plans for Murweh, Paroo, Flinders, Blackall-Tambo, Boulia and Carpentaria councils.

"These action plans are an important step towards finding local housing solutions that will meet the individual needs of local communities," Mr Miles said.

"Affordable and available housing remains an issue in all corners of the state, with our rural and remote communities facing unique challenges.

"These plans will equip councils to better respond to a range of immediate, emerging and longer-term housing challenges.

"The Western Queensland Alliance of Councils has been leading the way with its work in examining the key factors affecting housing in each of these communities.

"This gives local governments a clearer path forward to respond to housing need and help ensure more Queenslanders have a place to call home."

The plans include an assessment of housing availability, a view of the rental market, social housing, demand for aged care and emergency housing.

"This is just the start, with the learnings from these pilot sites to inform how action plans will be rolled out to the 16 other councils," Mr Miles said.

"We are committed to working with councils to address housing issues and improve the liveability and economic sustainability of communities in Western Queensland."

Leaders of the Western Queensland Alliance of Councils have welcomed the release of the pilot plans.

"Getting Local Housing Action Plans off the ground means we can identify solutions sooner and coordinate responses to the housing challenges facing rural and remote council areas," Cr Jack Bawden, Carpentaria Shire Council Mayor and Chair of the North West Queensland Regional Organisation of Councils, said.

Cr Tony Rayner, Mayor of Longreach Shire Council and Chair of the Remote Area Planning and Development Board, added: "The twenty-two councils of Western Queensland all face similar housing shortages and the best way of addressing this problem is by working together."

"We look forward to completing all the plans providing a path forward to addressing housing issues and supporting our local economies and the liveability of our communities," Cr Samantha O'Toole, Mayor of Balonne Shire and Chair of the South West Queensland Regional Organisation of Councils said.

The \$200,000 initiative is supported by the Department of State Development, Infrastructure, Local Government and Planning, and the Department of Communities and Housing.

Local Housing Action Plans are a commitment under the *Queensland Housing and Homelessness Action Plan 2021-2025*.

The final draft plans, subject to councils' approval, can be viewed at: <https://www.statedevelopment.qld.gov.au/local-housing-action-plans>

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.statedevelopment.qld.gov.au%2flocal-housing-action-plans&c=E.1.b2GJLnYfvDa3dDACsANb5R8N8hAS1O1DaS3ja9OTcgdeM_YTjGKnpXZpCGbgmvxcwSChA9aNaL8xKaIGSGwvcdrvWUNGSKJzsTU

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Normanton QLD

Search Radius 20 Km

Search by Listing Category

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Normanton

The Gulf Savannah region extends from the Great Dividing Range in the east to the Northern Territory border in the west....

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50,000+
Product Profiles

250,000
Images

11 Product
Categories

Search by Keywords

Karumba QLD

Search Radius 20 Km

Search by Listing Category

- | | | | |
|----------------------------------------|-------------------------------------------|--------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Accommodation | <input type="checkbox"/> Attraction | <input type="checkbox"/> Destination Information | <input type="checkbox"/> Event |
| <input type="checkbox"/> Food & Drink | <input type="checkbox"/> General Services | <input type="checkbox"/> Hire | <input type="checkbox"/> Information Services |
| <input type="checkbox"/> Journey | <input type="checkbox"/> Tour | <input type="checkbox"/> Transport | |

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Matilda Way

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BUSINESS PAPERS

9.2 ADOPTION OF CORPORATE VALUES

Attachments:	NIL
Author:	Mark Crawley - Chief Executive Officer
Date:	5 December 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:

Council may recall that some work was being carried out in relation to the Corporate Values as part of the work done with the Leadership Teams

RECOMMENDATION:

That Council adopt the following as the Corporate Values for the Carpentaria Shire Council:

- Community
- Respect
- Integrity
- Safety First
- Professionalism

Background:

Council has a set of Corporate Values that are listed below: -

- Strong Leadership (Integrity, Unity and Consistency)
- Respect and Teamwork
- Good Governance
- Pride in our Work
- Positive and Professional
- Informative Decision Making
- Realistic Goals

Following work with the Leadership Team during the recent training we came up with the following values (CRISP), which we would like to formally request adopt by Council for use throughout the organization: -

- *Community*
 - *Respect*
 - *Integrity*
 - *Safety First*
 - *Professionalism*
-

BUSINESS PAPERS

Values are how we should measure behavior and how we should conduct ourselves while working for Council. The current list is difficult to recall whereas the new proposed list is more concise and retains most of the intent of the original Values, something that was important to the organization when they were developed.

The Values will be included in the future publications and strategic documents prepared by Council. We also will include the values in the email signature block for each of the staff and they will feature on the noticeboards and become a measure that staff can use to correct our behaviors and how we continue to hold ourselves and one another accountable.

Consultation (Internal/External):

- Staff Newsletter – July 2022, March 2022

Legal Implications:

- Not applicable

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

BUSINESS PAPERS

9.3 LOCAL HOUSING ACTION PLAN

Attachments:	NIL
Author:	Mark Crawley - Chief Executive Officer
Date:	8 December 2022
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Continue to represent the community through active Advocacy efforts - (State and Federal Government, regional bodies and others)

Executive Summary:

Through continued advocacy efforts of the Western Queensland Councils through the Alliance, Carpentaria Shire was one of the first group of six Councils to have the Local Housing Action Plan developed and completed, individual LHAP's will now be compiled for each of the remaining member Councils of the WQAC (22 members).

RECOMMENDATION:

That Council adopt the Local Housing Action Plan.

Background:

Council may recall that the Western Queensland Alliance of Councils (WQAC) undertook a project with the Regional Australia Institute to compile the WQAC Housing Solutions Study and the final report was presented in September 2021. Momentum continued following the release of the Study and the State Government provided some funds to allow us to compile the Local Housing Action Plans (LHAP).

Housing was one of the areas in the WQAC Assembly program and the Local Government Association of Queensland has also picked up the need for more effort in relation to housing and has also launched a dedicated Congruent Webpage: Let's Conquer the Housing Crisis, the Premier has also called for a Housing Summit, which was held in Brisbane in September and was attended by Mayor Bawden. This is a very topical issue.

Carpentaria Shire Council was one of the first six Councils chosen to progress the LHAP with funding provided by the State Government. The LHAP is now in final draft and when the final tweaks have been made to the final draft a copy will be distributed. It was not complete at the time of preparing this report.

In the development of the LHAP information was sought from within Council, Bynoe, census data and the various State Government Departments and the Department responsible for the delivery of housing for State Government Employees.

Local Housing Action Plans will now be compiled and developed with the remaining member Councils of the WQAC. This work has already commenced.

A link to the Study can be found below: -

<https://wqac.com.au/housing-study>

Consultation (Internal/External):

- North West Queensland Regional Organisation of Councils (NWQROC)
 - Western Queensland Alliance of Councils (WQAC)
-

BUSINESS PAPERS

- Mayor Bawden
- Councillors
- Michael Pickering – Projects Manager

Legal Implications:

- N/A

Financial and Resource Implications:

- Supported with funding from the State Government

Risk Management Implications:

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

BUSINESS PAPERS

9.4 BIOSECURITY PLAN

Attachments: 9.4.1. Regional Biosecurity Plan [↓](#)
Author: Mark Crawley - Chief Executive Officer
Date: 9 December 2022

Key Outcome: The region's environmental assets including natural areas and resources, open spaces, and agricultural land, are conserved and enhanced for future generations

Key Strategy: Contribute to the development of a Regional (NWQROC Member Councils) Biosecurity Plan and implement recommendations

Executive Summary:

Council has been working with the member Councils of the North West Regional Organisation of Councils to develop a Regional Plan across the North West. The Regional Plan was formally endorsed and adopted at the NWQROC Meeting held in Julia Creek on the 7th and 8th December 2022.

RECOMMENDATION:

That Council adopt the North West Queensland Regional Biosecurity Plan 2022 - 2027 endorsed and adopted for the North West Regional Councils and upload the document to the website. This plan replaces the Biosecurity Plan 2019.

Background:

The North West Queensland Regional Biosecurity Plan has been facilitated and compiled by Southern Gulf NRM and developed in partnership with the North West Queensland Regional Organisation of Council's (NWQROC) participating Councils: Burke, Carpentaria, Cloncurry, Doomadgee, Etheridge, Flinders, McKinlay, Mount Isa and Richmond Shire Councils, as well as Croydon Shire Council, in consultation with regional stakeholders, and Southern Gulf NRM would like to acknowledge their invaluable contribution to the development of this document.

Biosecurity Queensland requested that the Rusa Deer be included in the plan, which is the only addition made following consultation. Data for this addition was sourced directly from the Queensland Feral Deer Management Strategy 2022-2027.

Formally section s53 of the Queensland Biosecurity Act 2014 requires Local Governments to have a biosecurity plan for their LG area. s55 permits Local Governments to act concurrently to develop and share a biosecurity plan and this is what we have all done in the development of this joint, shared Biosecurity Plan.

Southern Gulf NRM would like to thank all the Councils for their collaboration in the development of this Plan.

Although it took a little longer than originally though, the final product is a comprehensive document that each of the 10 Councils and the region as a whole can use not only to satisfy the Biosecurity Act requirements, but to guide increased effort to reduce the impact of weeds and pest on the region.

The Plan clearly identifies the agreed approach for each weed and pest on a catchment and Council basis.

BUSINESS PAPERS

This level of planning can be used to help improve coordination across Councils on shared weed and pest species.

A clear direction from all Councils at the outset of this planning process was the ability to use the Plan to seek greater resources into the region focused on Biosecurity. Southern Gulf NRM are committed to help make this happen.

Adoption of the Plan by all Councils will be a strong signal to governments at both state and federal levels of the commitment of the region to improved biosecurity outcomes.

Consultation (Internal/External):

- North West Regional Organisation of Councils
- Croydon Shire Council
- Southern Gulf NRM Group

Legal Implications:

- *Queensland Biosecurity Act 2014*
55Local governments acting concurrently for biosecurity plan
 - (1) This part, in requiring each local government to have a biosecurity plan, does not stop 2 or more local governments from acting concurrently to propose and adopt the same biosecurity plan for each of the local governments or to subsequently amend the plan.
 - (2) Each local government whose biosecurity plan is identical with the biosecurity plan of another local government must implement the plan in its own local government area to the extent the plan relates to that area.

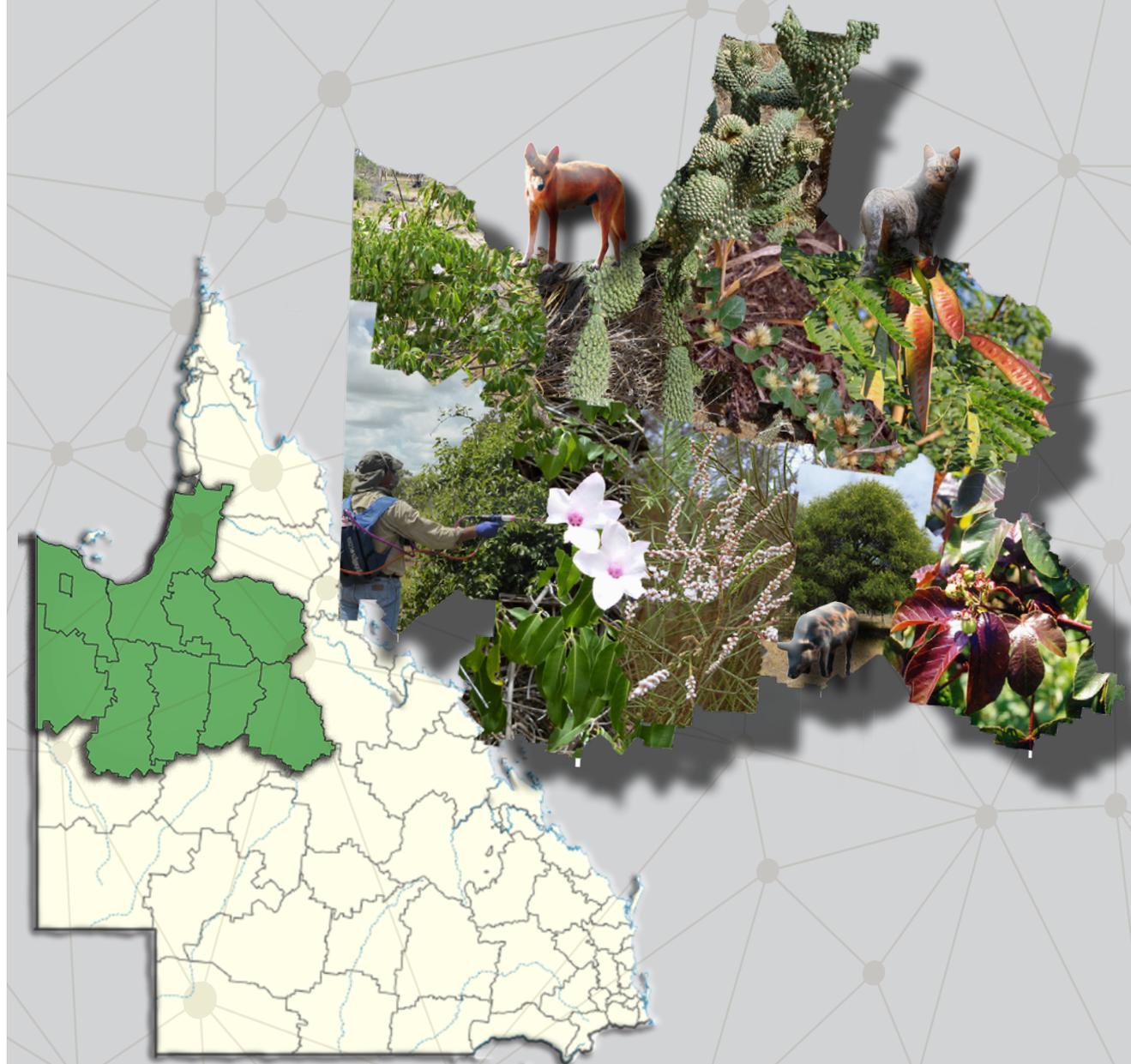
Financial and Resource Implications:

- N/A

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

North West Queensland Regional Biosecurity Plan 2022 – 2027



**10 LOCAL GOVERNMENTS AND THEIR
STAKEHOLDERS WORKING TOGETHER
TO COLLECTIVELY MANAGE
INVASIVE PEST SPECIES**

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1. Executive Summary

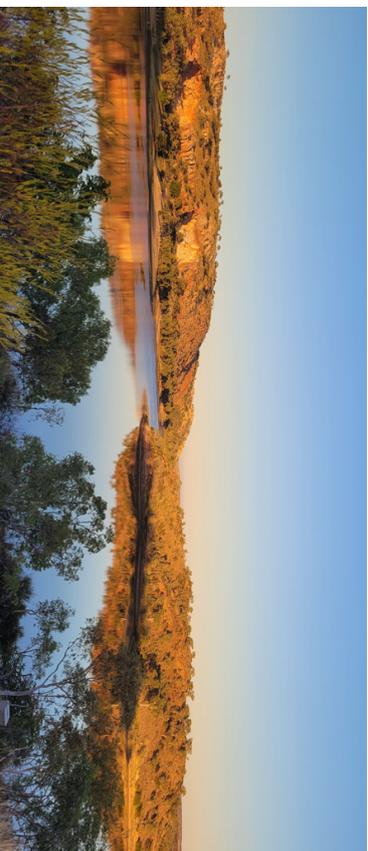
The North West Queensland Regional Biosecurity Plan (the plan), was agreed to be developed by the North West Queensland Regional Organisation of Councils (NWQRoC) to establish a catchment approach to the management of invasive biosecurity matter. The plan sets out the strategic direction of all stakeholders in a cooperative and collaborative way so that all efforts are directed towards the same agreed priorities. The General Biosecurity Obligation (GBO) is the principle obligation under the Act and requires a person to take action to minimise biosecurity risks. The management of invasive biosecurity matter is a shared responsibility of all land managers, industry, the community, and all levels of government. While primary responsibility rests with the land manager, collective action which engages all stakeholders is best practice, particularly for mobile species. This plan delivers achievable objectives to ensure all landholders in the region actively undertake invasive biosecurity matter control, have agreed risk management strategies in place to ensure reduced movements of invasive biosecurity matter from their properties, which is supported by encouragement and incentives. Stakeholders will invest resources in a collaborative approach to ensure both shire and regional community priorities are addressed.

The Biosecurity Act 2014 (the Act) sets out a framework for the management of invasive biosecurity matter across Queensland. Section 53 of the Act mandates that Local Governments (LGs) must have a biosecurity plan for invasive biosecurity matter for its LG area. Section 55 allows for LGs to act concurrently for biosecurity planning, this plan sets priorities at the LG level, as well as the broader stakeholder level, of the combined nine (9) LGs of the NWQRoC and Croydon shire Council, to meet their statutory requirement. Each LG has legislative power to ensure prohibited and restricted biosecurity matter are managed in their LG area. This document is supported by the broader North West Queensland Regional Weed and Pest Animal Strategy 2020-2024.

The development and implementation of this plan is based on the management principals of integration: public awareness, commitment, consultation and partnership, planning, prevention and early intervention, best practice, and improvement.

A copy of the act can be accessed at: <https://www.legislation.qld.gov.au/view/html/inforce/current/act-2014-007>

OR
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2014-007>
Biosecurity Act 2014 | Department of Agriculture and Fisheries, Queensland



2. Area Covered by the Plan

The NWQROC region is situated in the north west corner of Queensland with the Northern Territory and northern coastline forming part of its border. The NWQROC consists of the LG areas of Burke, Carpentaria, Cloncurry, Doomadgee, Etheridge, Flinders, McKinlay, Mount Isa and Richmond.

Although Croydon is not a NWQROC member council, they sought to be a participant in the plan which was welcomed by the members of NWQROC, as they share catchments with member LGs and their inclusion in the plan was desirable for all parties.

The NWQROC services an area covering 18% of Queensland or 350,000km² with approximately 29,000 people calling our region their home.

North West Queensland is a remote region with unique natural resource values and significant Natural Resource Management (NRM) challenges. While the landscapes are largely intact, natural resource condition has been degraded by weeds, pest animals, fire, erosion, drought, flood and overgrazing.

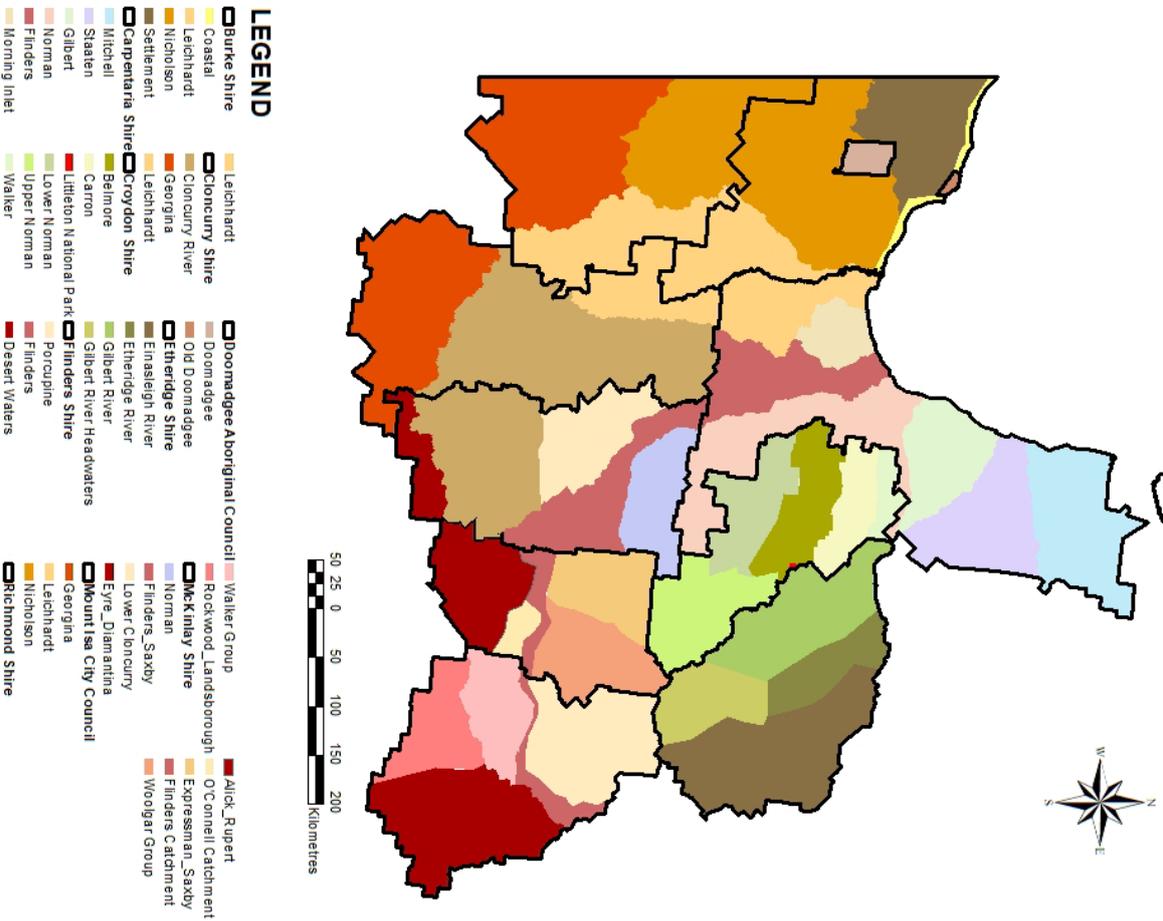
These issues need to be addressed to maintain and restore natural resource condition, and to provide the environment and natural resource-based enterprises with resilience to face further challenges, including climate change.

For these reasons, invasive species biosecurity awareness and management are important natural resource and regional economic issues. Pest management is vitally important environmentally, economically, socially and culturally, for the conservation of the region's natural resources, grazing and mining industries, and community and cultural values.

To ensure consistency with the Act (s48), the plan covers all the lands within the NWQROC participating LG areas regardless of tenure.



LOCAL GOVERNMENT AREAS AND THEIR CATCHMENTS



3. Plan Compilation

- This plan supports each participating LG in meeting their statutory requirements per the act, and encourages LGs and their stakeholders to partake in catchment and regional planning. In developing this plan, consideration has been given to the integrated planning framework from the national level, to the individual owner level, as shown on page 19.

3.1 Purpose of the Plan

The plan provides guidance on how to reduce biosecurity risks associated with invasive plants and animals by:

- Identifying and documenting regional pest priorities.
- Identifying actions for early pest detection and intervention.
- Promoting and supporting stronger governance and leadership.
- Developing strong partnerships, strategic alignment and identifying opportunities for collaboration and alignment of effort.
- Facilitating resource allocation and prioritisation to achieve more efficient and effective utilisation of finite regional resources.
- Building knowledge, encouraging participation, and enhancing capacity of land managers.
- Identifying tools for monitoring and evaluation of progress, and assessing the success of the investment to ensure that lessons learnt are used to improve future plans; and
- Provides a framework and options for possible regulatory actions by LG.

The plan delivers or describes:

- The basis for coordination among delivery and regulatory organisations to ensure combined efforts are aimed at the highest biosecurity risks to the region.
- Priorities for knowledge and/or skills development among partner organisations.
- The basis for collaboration and mutual support between partners.
- Effective governance and coordination arrangements.
- Strategic alignment in management priorities and procedures to reduce biosecurity risks.

3.2 Vision

To foster collaboration and resource sharing between LG and stakeholders, and effectively advocate on agreed shire and regional positions and priorities.

3.3 Scope

The plan includes the management of invasive plants and animals (referred to as invasive biosecurity matter in the Act, plus any locally significant species) that are:

	Within scope of local government biosecurity plans (Invasive Biosecurity Matter)	Outside of scope of local government Biosecurity Plans
Prohibited Matter	Schedule 1 Part 3 – Invasive Plants Part 4 – Invasive Animals	Schedule 1 Part 1 – Aquatic diseases, parasites and viruses Part 2 – Animal diseases, parasites and viruses Part 5 – Marine animals and plants Part 6 – Noxious fish Part 7 – Prohibited matter affecting plants
Restricted Matter	Schedule 2 Part 2 – Restricted matter – Invasive biosecurity matter	Schedule 2 Part 1 – Restricted matter – other than Invasive biosecurity matter
Local Laws	Species specifically targeted as a threat under individual councils' local laws.	

Out of scope items are covered by the Act, and as such, their exclusion from this plan does not negate the General Biosecurity Obligation (GBO) which applies to all persons. Although these items are managed by different agencies, local stakeholders may be well placed to provide valuable information and surveillance, and their assistance may be required for effective management.

A 'nil tenure' approach is taken in the plan, which means that people work together, across public and private land, to manage invasive biosecurity matter. This gives a better result than individual, uncoordinated efforts. The responsibility, actions and costs of biosecurity management are shared by all (shared responsibility). All land and waterways within the boundaries of the LG are included.



3.4 Plan Development, Implementation and Review

All stakeholders (including but not limited to: government agencies, industry groups, community groups and private landholders), have been invited to participate and contribute in the development of the plan by inclusion in stakeholder group meetings or the public submission/review process.

Although the plan is being developed concurrently, each LG will take ownership of the plan and their section of the plan by adoption through council. The plan is a five (5) year plan (2022-2027), that commences from the date of adoption by each participating council. The five (5) years will commence from the adoption date of the last LG.

Any amendments to the plan will require resubmission to council for approval, and replace the old plan on endorsement of the new plan. The plan will be reviewed annually by the RTAG to assess currency and accuracy.

Following adoption of the plan, LGs will have the freedom to work with any stakeholder in delivering the objectives of the plan and applying for funding. This plan meets the statutory requirements of the Act and fosters a collaborative approach to invasive biosecurity management.



4. Importance of Biosecurity Management

The region supports significant biodiversity: water resource, community and residential, and agriculture and industry assets. A risk-based system underpinned by science that protects the regions people, environment, and economy from biosecurity threats of today and tomorrow is essential to long term sustainability. Understanding the importance of our assets provides a strong foundation to focus our collective efforts and supports a wide range of partnerships.

4.1 Biodiversity Assets

The variety of plants, animals, micro-organisms, and ecosystems that form a living environment, is constantly evolving. The key threats to native species are loss, degradation, and fragmentation of habitat; invasive species; and altered fire regimes. Invasive biosecurity matter can increase the impact of these key threats, making their management essential for the conservation of our endangered, threatened, and vulnerable species.

4.2 Water Resource Assets

Water is the source of life and protecting our water assets is essential to our community's sustainability and longevity. The region supports many water assets that encompass coastal, marine and freshwater systems, including coastlines, both ephemeral and permanent water courses, wetlands, lakes, springs and aquifers. Water quality is negatively impacted by invasive biosecurity matter and its management should be considered in any water resource management.

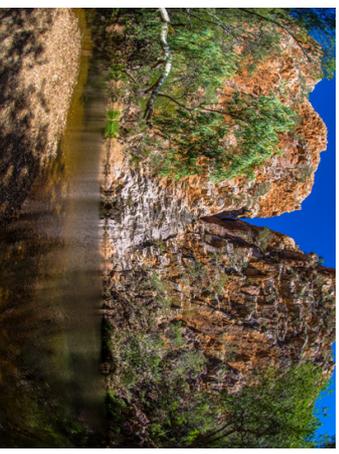
The region relies on our water resource assets to supply drinking water, provide for agriculture and industry development, support healthy ecosystems and nationally significant wetlands, and recreation and social amenity.

4.3 Community and Residential Assets

A unique natural landscape, world class fossil deposits, national parks and cultural heritage sites makes the region an attractive investment opportunity. Community and residential assets contribute significantly to the livability of the region. Often significant investment has been made to support the establishment of these assets. Ensuring invasive biosecurity matter is adequately managed helps ensure that the value of these assets is not negatively impacted.

4.4 Agricultural and Industry Assets

As highlighted in the 'North West Queensland Economic diversification strategy 2019 Resources (mining and mineral processing) contributes 67% of the region's economy, and an estimated \$215 million in royalties shared across Queensland (QLD). The gross value of agricultural production (beef cattle production, cropping and commercial fishing) in outback QLD is \$2.4 billion with 85% total value of agricultural production being produced on 82% land area. Tourism (predominantly drive tourism), with a strong focus on the outback experience contributes \$58.4,8 million spent from domestic overnight visitors and creates 2,000 jobs in outback QLD. Business and industry (small business/supply chain and emerging industry sectors) consists of 2,399 businesses, 31.5% of which are agricultural, forestry and fishing businesses with 96.8% employing less than 20 employees. These are the economic asset of our region, protecting it by managing invasive biosecurity matter is vital for sustainability.



5. Regional Governance and Coordination

Ensuring that the ten (10) participating LGs and their stakeholders have a structure for coordination and communication is imperative to the success of the plan. We must learn from the past experiences, to respond faster and more comprehensively and to make the best use of the knowledge and resources we have. Clear process that facilitates information sharing and data collection ensures that LG annual work planning and budgeting is sufficient to address the



5.1 Regional Technical Advisory Group

The Regional Technical Advisory Group (RTAG) facilitates communication and feedback; makes recommendations, provides advice, and supports the GCPTF and NWQROC. The group provides oversight and facilitates a regional approach to pest and weed management in the region.

Membership of the group consists of two (2) NWQROC representatives, one (1) Gulf Savannah representative, one (1) DAF Biosecurity Queensland officer, two (2) SGNRM representatives with SGNRM also facilitating and providing a secretariat.

Four (4) meetings are held annually, with more scheduled on an as needed basis. The RTAG provides oversight and strategic direction on the implementation of the North West Queensland Regional Weed and Pest Animal Strategy 2020-2024 and the development and implementation of region wide actions stemming from the Regional Biosecurity Plan. Stakeholder representatives may be invited to attend the RTAG meeting by group members on an as needed basis to provide updates and advice to the group.

Recommendations from the RTAG will be presented to either GCPTF or NWQROC, updates of the groups progress will be reported to both groups.

5.2 Gulf Catchments Pest Taskforce

The purpose of the Gulf Catchments Pest Task Force (GCPTF) is to enhance pest plant and animal control within North West Queensland and the Gulf region and reduce their current and potential impacts.

It provides a forum of leadership and participation by major stakeholders in pest plant and animal management. It facilitates networking, information sharing, feedback, advice, integrating and support to members and the broader groups they represent on pest management issues and responses of relevance at the LG and regional levels. The group assists to identify, prioritise and address invasive biosecurity issues within the region. It also provides opportunity for addressing operational issues of LGs Rural Lands Officers or Rangers, as well as providing a platform for capacity building to support their roles and responsibilities within LG.

Operational issues and recommendations are presented to the RTAG for consideration. Issues are considered and addressed by the RTAG where possible. If issues need to be addressed by LGs, recommendations and supporting information is presented to the NWQROC.

5.3 Local Government Work Planning

Following the delivery of the NWQROC Regional Biosecurity Plan, each participating LG will be required to develop an annual work plan, working toward the agreed outcomes of the plan.

Each LG will report against their workplan at the GCPTF meeting to demonstrate contribution towards the regionally agreed outcomes.

Work planning needs to be developed in collaboration with portfolio councillors to ensure that invasive biosecurity budgets are adequate to deliver the agreed work plan. Work plans will need to be delivered prior to the LG budgeting period to ensure inclusion in the budget for approval. The workplans will be discussed at the GCPTF meeting at the April/May meeting to ensure collaboration and efficiencies can be identified and capitalised on as well as potential funding projects identified, and application made for appropriate funding.

5.4 Data Sharing Arrangements

A key action towards building stronger biosecurity system is to evolve how we work together. Regional data sharing arrangements are necessary, and a consistent standardised data capture system that facilitate sharing between agencies is vital to support well informed decision making at LG area and regional levels. Regional data sharing will enable the establishment of regional infestation maps, treatment areas, efficiencies in resourcing; and targeted control ensuring value for money, protect and capitalise on past investment.

This would also provide a data supported platform to quantify regional targets, recognize and celebrate success and provide for legacy monitoring.



6. Guiding Principles

- This plan embodies the six fundamental principles that underpin effective management of invasive biosecurity matter. They provide a common basis for all of QLD.
 - These principles are most effective when they are used by all partners in the biosecurity system to guide planning an investment, and when they are incorporated into strategies, plans and actions across all management levels (Queensland Invasive Plants and Animals' Strategy 2019-2024).



Prevention and Early Intervention

Prevention and early intervention is generally the most cost-effective management strategy. It is usually impossible to eradicate an established invasive species—impacts and/or management costs for these species often become perpetual.

Government generally has a greater involvement in the earlier stages of prevention and eradication than in later stages of management. However, everybody has a role in preventing the introduction and spread of invasive species.

An invasive species may present different levels of risk and hazard in different regions and productive systems. We need to determine these levels before deciding on priorities for prevention and management.

Preventing the spread of current invasive species will greatly reduce the risk of further negative impacts.



Monitoring and Assessment

We need reliable data from monitoring to ensure that invasive species are managed holistically and for the long term. This data will inform progress and investment.

To control invasive species, we need a balance between prevention, surveillance, and preparedness.

An increasing amount of information is available on the distribution, abundance and impacts of invasive species. However, this data could be better organised and analysed through existing and new technologies, leading to improved decision-making.



Awareness and Education

Effective management of an invasive species relies on broad stakeholder knowledge of the problem and the management issues. However, people are often not aware of the impacts that invasive species have on the environment or primary production, or that their own actions may be contributing to a problem.

In fact, many such problems are increased through lack of community knowledge. For example, people may not realise that they assist the spread of invasive species if they allow domestic dogs to breed with wild dogs, release domestic deer or unintentionally move seeds of invasive plants (via contaminated soil or equipment).

The level of knowledge on invasive species is increasing, but more targeted public education and a higher public profile are needed. Different stakeholders need different information and support to raise their awareness of problems and increase their willingness to help with management.

Overall community awareness may improve when stakeholders have accessible, science-based information on invasive species, their characteristics, their impacts and control actions. When people have this knowledge, they may also be enabled to take ownership of the issue with increased confidence and be more likely to act.



Effective Management Systems

It is widely accepted that, for invasive species, integrated management systems are the most effective. That is, best practice for effective control often involves multiple control methods, and successful long-term management relies on cooperation with neighbours and the coordination of control activities. Therefore, to ensure the best possible outcomes, we will call upon all stakeholders to advocate and adopt best practice for all management activities.

Legislation on the management of invasive species is backed by suitable enforcement measures, but enforcement is best used as a targeted catchment based measure integrated with education, planning and incentives for control.



Strategic Planning and Management Framework

Through strategic planning, we can prioritise actions and ensure that resources are used for maximum effect.

However, a strategic approach can only achieve common goals and priorities if there is effective communication and cooperation between all parties within the system. Biosecurity planning offers a partnership mechanism to achieve this level of coordination and efficiency and the regulatory bottom line.

The Biosecurity Act facilitates a risk-based approach to the management of invasive species; this approach promotes the efficient use of resources.



Commitment to Roles and Responsibilities

To successfully control invasive species in the long term, we need clearly defined and accepted roles and responsibilities.

When planning and implementing management programs, stakeholders should recognise each other's capacity to deliver the desired outcomes. The broad scope and nature of problems demands a long-term commitment by all stakeholders; they need to recognise the effort, time and cost required for effective management.

LG planning is crucial to the success of invasive species management and provides an opportunity to foster community commitment to roles and responsibilities. NRM groups facilitate planning and management at a regional level, while state government agencies have a responsibility to manage invasive species on lands and water bodies under their control. Community and LG planning must include all stakeholders (such as managers of state land) early in the process.

7. Biosecurity Responsibilities

■ Biosecurity is about ensuring there is a system in place that is resilient, while at the same time being flexible to meet a diverse range of needs. We are faced with an expanding number of future threats, while at the same time having to manage pests and diseases that are already here. Understanding our biosecurity responsibilities is critical to biosecurity management as a whole.

7.1 The Biosecurity Act

The Biosecurity Act 2014 (the Act) aims to protect QLD from the impacts of invasive plants and animals, animal and plant diseases, and biological, chemical and physical contaminants. It promotes proactive management of biosecurity risks using timely and effective biosecurity responses to protect human health, the economy, the environment and social amenity.

The Act is built around the following concepts:

- Shared responsibility - everyone (governments, industries and individuals) who deals with something that may pose a biosecurity risk to Queensland has an obligation to manage the risk effectively.

- Risk-based decision making - the Act requires that the response to a biosecurity risk is reasonable and practical and risk-based decision making is used to ensure that the response is proportionate to the level of risk. This allows flexibility in the application of the legislation and balances the interests of the community with those of the individual.

- The precautionary principle - allows action to be taken to manage biosecurity incursions where serious or irreversible damage is possible but the scientific knowledge is incomplete. It considers that on-balance, the cost of not taking action to minimise a risk is more significant than the cost of taking early and definitive action which subsequently proves to be unnecessary.

These principles are designed to provide a responsive and equitable system for the management of biosecurity risks in QLD.

7.2 Invasive Biosecurity Matter

The plan deals with the management of biosecurity risks associated with invasive plants and animals (invasive biosecurity matter). For Use this includes:

1. Prohibited Matter - invasive plants and animals listed in Schedule 1 of the Act
2. Restricted Matter - invasive plants and animals listed in Schedule 2 of the Act

The significant obligations that are relevant to this work are the general biosecurity obligation (GBO), prohibited matter obligations and restricted matter obligations.

7.3 General Biosecurity Obligations (GBO)

The General Biosecurity Obligation (GBO) is the principle obligation under the Act and requires a person to take action to minimise biosecurity risks.

To fulfill their GBO, a person must:

1. Meet the prescribed requirements of any of the other 5 significant obligations that are relevant (see prohibited and restricted matter details below), and
2. Undertake any other actions that are required in the circumstances to minimise the biosecurity risk. This may include active management of priority invasive plants and animals risk (outcome-based elements).

The second aspect of the GBO provides the flexibility required to ensure all risks can be effectively and efficiently managed. In practical terms this is achieved by an individual taking reasonable and practical measures to prevent or minimise the biosecurity risk.

Prohibited matter obligations

Prohibited matter is biosecurity matter that is not currently established in the State, but if it entered, could have serious impacts. Prohibited biosecurity matter must not be dealt with without a permit, the risks it poses must not be exacerbated, and if found, it must be reported to an inspector as soon as practical (and within 24 hours). This can be achieved by reporting the prohibited matter to the Department of Agriculture and Fisheries on 13 25 23.

Restricted matter obligations

Restricted matter is biosecurity matter that is already having a social, environmental, or economic impact in the State and must be managed when it is found. Restricted matter is assigned category numbers from 1-7 based on its characteristics and the risks it poses. Unless restricted matter is held under permit, it must be dealt with according to the category(s) it has been assigned.

Further information on categories can be found in Appendix 2. Prohibited and restricted matter lists can be found in Appendix 3.

8. Stakeholder Roles and Responsibilities

■ Ensuring stakeholders understand and meet their GBO, greatly reduces the risk of new introductions and further spread of existing invasive species. Clearly defined roles and responsibilities leads to greater cooperation between government, industry and the community.

8.1 Role of Local Government

The role of LG in relation to the Act includes:

1. An administrative function - enforced through authorised officers. LG officers authorised under the Act have functions and powers to ensure invasive biosecurity matter found within the LGs area of operation is managed in compliance with the Plan under authority provided by the Act. The plan and associated operational and compliance plans guide the way LGs will do this by providing direction on the priorities for the region and how the LGs will encourage and/or enforce compliance.
2. The actions the LG and its officers must take to meet their general biosecurity obligation. Like any other person or organisation, LGs and their employees have an obligation to report notifiable incidents, minimise the risks associated with any biosecurity matter they are dealing with, and refer obvious biosecurity risks that do not relate to invasive biosecurity matter on to Biosecurity Queensland inspectors (Via the 13 25 23 Business Information Centre number). A 'nil tenure' approach is taken in the plan, which means that people work together, across public and private land, to manage invasive biosecurity matter. This gives a better result than individual, uncoordinated efforts. The responsibility, actions and costs of biosecurity management are shared by all (shared responsibility). All land and waterways within the boundaries of the LG are included.

To be clear, a property status or use does not negate a landholders GBO. Where production prevents the use of traditional methods of control, alternative actions must be taken to ensure the landholder is meeting their GBO.



8.2 Other Stakeholder Roles

Responsibilities	
Australian Government	<ul style="list-style-type: none"> Provide the framework for pest management in Australia. Provide leadership and coordination for emergency responses to pests of national significance. Manage pests on their area of responsibility.
Queensland Government	<ul style="list-style-type: none"> Biosecurity Queensland Develop and implement pest management policy through legislation, research and extension education programs. Coordinate state response to priority pests. Guide, encourage and assist local government, regional NRM groups, landholders and land managers in invasive pest management. Other Queensland Government Agencies Manage pests on state-managed land in accordance with agreed local/regional priorities. Prevent the spread of high priority species.
Agriculture and Production Industries	<ul style="list-style-type: none"> Follow best practice for pest management on land they have responsibility for in line with relevant legislation, policy, guidelines, management plans and codes of practice. Be involved in the development of LG Biosecurity Plans. Cooperate with, and participate in, local area pest and weed management programs. Develop on-property biosecurity plans.
Shire Residents and Visitors	<ul style="list-style-type: none"> Report unusual plants and animals. Dispose of green waste and aquarium plants/animals properly. Reduce the density or distribution of priority weeds. Meet GBO.
Tourists	<ul style="list-style-type: none"> Ensure vehicles and equipment are pest free. Report unusual plants and animals. Be biosecurity aware and ensure that invasive material is not moved from site to site.
Community Groups	<ul style="list-style-type: none"> Promote awareness of pest issues with the wider community. Seek funding when available.

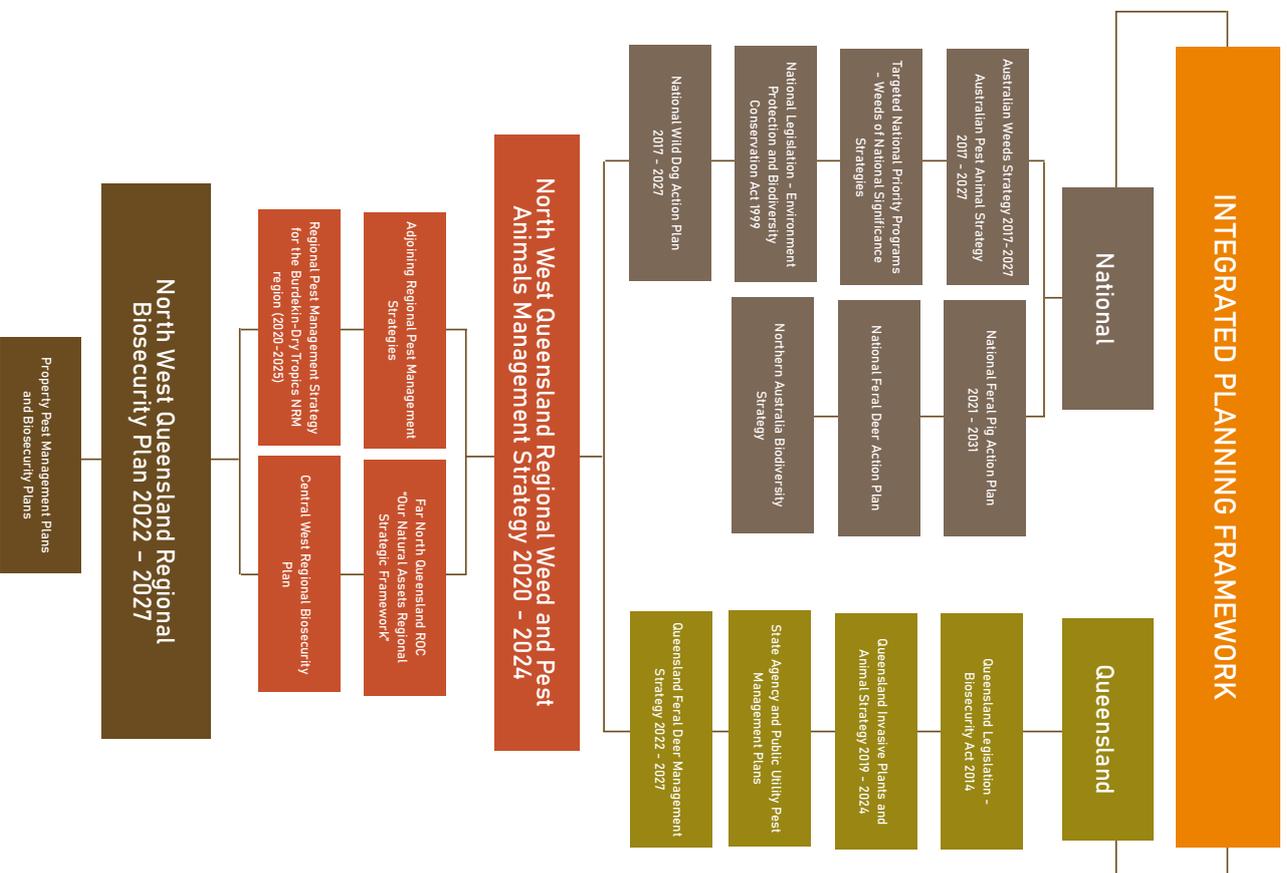
Responsibilities	
NRM Groups	<ul style="list-style-type: none"> Promote and facilitate pest management on agreed local priorities. Enable continued improvement in the management of pests on priority projects. Conduct education and awareness activities. Coordinate weed and pest control implementation. Coordinate the delivery of incentives. Map weed and pest distributions and assist in regional data management. Coordinate regional planning.
Mines and Quarries	<ul style="list-style-type: none"> Ensure machinery and equipment hygiene. Practice on site biosecurity. Ensure best practice rehabilitation is carried out on exhausted sites. Weed hygiene on quarry material to prevent movement of invasive matter.
Utility Managers	<ul style="list-style-type: none"> Ensure vehicles and equipment is pest free. Report unusual plants and animals. Advise landholder of presence on property.
Contractors and Industry Developers	<ul style="list-style-type: none"> Ensure vehicles and equipment is pest free. Report unusual plants and animals.
Traditional Owners and the broader Aboriginal and Torres Strait Islander Community	<ul style="list-style-type: none"> Distribute information and facilitate the securing of resources for management. Participate in on-ground activities. Record and report on local issues and projects. Report unusual plants and animals. Collaborate with management agencies where possible.
Garden Supply Industry	<ul style="list-style-type: none"> Research new lines of stock before introducing them. Do not stock or trade invasive species or known environmental weeds. Manually remove weeds and bag seed heads Erect property and site-specific signs.
Commercial and Recreational Fishing Industry	<ul style="list-style-type: none"> Boat and Equipment Hygiene. Coastline surveillance and reporting. Collaborate and assist in emergency response where necessary.
Charitable Organisations	<ul style="list-style-type: none"> Ensure supply is from reliable source Provide weed hygiene declarations on supplied products.

9. Integrated Planning Framework

A regional Biosecurity Plan needs to be consistent with the overarching Federal and State strategies. This plan has been developed with this consistency in mind. The Act sets out the legal framework for the management of invasive biosecurity matter across the state of QLD and was developed to ensure it encompassed the provisions contained in other supporting legislation. The overarching frameworks are linked throughout the plan to support strategic links to obligations and available funding from these agencies. The management focus for any particular invasive species may vary across spatial scale. For example, the management strategy for a certain invasive plant may be asset protection at the state level, but for some regions it may be containment and within that region, at a local level, it may be eradication. Therefore, the management of invasive plants and animals requires planning and coordination at federal, state, regional, local and even property levels. The integrated planning framework presents stakeholders with a strategic and holistic approach to the containment, control and eradication of invasive biosecurity matter based on risk, impact, and liability within each of the 10 participating LG areas.



10



11

10. Biosecurity Management

■ Making decisions about the level of risk the invasive biosecurity matter presents is a critical part of biosecurity planning. A risk-based decision making process will help determine the way risks are managed.

The level of impact of the invasive biosecurity matter (including existing species and species not yet present) on the local community and the potential for successful control measures are an important consideration as part of assessing risk and prioritisation of risk.

The risk of each species entering and becoming established is assessed, with the highest risk species given highest priority. There are four key types of action in managing invasive plants and animals: prevention, eradication, containment and public interest asset-based protection.

10.1 Priority Invasive Plants and Animals

The risk prioritisation process allows for the identification of species of highest risk to the region and identify management objectives to reduce this risk. The risk-based decision-making process used for this document is based on the reasonable and practical measures for priority invasive plants and animals that were set with the guidance of the Biosecurity Queensland (2020), LG Biosecurity Planning Support Tools – Risk Prioritisation Tool, The Department of Agriculture and Fisheries, Brisbane. Each participating LG has completed a risk-based process to support the thresholds that appear in table 2. The six (6) steps that were considered when appointing these thresholds are included below.



Management thresholds have been identified for each priority invasive biosecurity matter listed in table 2. The Queensland Weed and Pest Animal Strategy (QW&PAS 2019-2024) assigns management objectives for specific invasive biosecurity matter listed under the act, as described below, with the addition of a watch list.

PREVENTION AND EARLY INTERVENTION Maintain QLD's pest-free status	<ul style="list-style-type: none"> Prevent the introduction of the pest species. Remove the pest species from trade. Isolate any known incursion of the pest species and eradicate immediately. Monitor any reported sightings of the pest species.
ERADICATION Return QLD to pest-free status	<ul style="list-style-type: none"> Remove all pest plants and and exhaust the seed bank. Remove all pest animals. Prevent the spread of pest species reproductive material. Prevent reintroduction of pest species. Remove the pest species from trade.
CONTAINMENT A Create an exclusion zone with prevention and eradication objectives, and actively reduce infestation inside containment area	<ul style="list-style-type: none"> Remove/treat all pest plant and exhaust seed bank. Remove all pest animals. Prevent the spread of pest species reproductive material. Prevent reintroduction of pest species to containment area. Remove the pest species from trade. Take all reasonable actions to prevent the spread and remove pest animal populations.
CONTAINMENT B Create an exclusion zone with prevention and eradication objectives, and manage species as per best practice to reduce impacts on priority assets within the containment area	<ul style="list-style-type: none"> Ensure actions are taken to prevent pest entry into other areas. Prevent the spread of pest species reproductive material out of containment area. Minimise the spread of pest species reproductive material into areas under active control. Remove the pest species from trade. Take all reasonable actions to control, prevent or limit spread of pest animals.
ASSET PROTECTION Reduce the overall economic, environmental, and/or social impacts of the species, including targeted management to protect key sites/assets	<ul style="list-style-type: none"> Reduce impacts of pest species on assets. Minimise the spread of pest species reproductive material into uninfected areas or into areas under active control. Remove the pest species from trade.
WATCH LIST Unlikely to establish in area	<ul style="list-style-type: none"> Pest species risk has been considered and currently does not pose a biosecurity threat. Ongoing periodic monitoring of pest species to confirm status. The pest species is unlikely to be targeted for coordinated control unless its impacts increase and pose a threat.

CAUTION

It is important to remember that there is a legislative obligation for individuals and organisations to meet the prescribed prohibited and restricted matter obligations, regardless of the risk-rating that is identified for your LG area or region.

Invasive Plants	PREVENTION & EARLY INTERVENTION					ERADICATION	CONTAINMENT A	CONTAINMENT B	ASSET PROTECTION	WATCH LIST
	Coastal	Leichardt	Nicholson	Settlement	Urban	Urban	Urban	Urban	Urban	Urban
<i>Cylindropuntia</i> <i>Ziziphus mauritiana</i>	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
<i>Andropogon gayanus</i>	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
<i>Sporobolus pyramidalis</i> , <i>S. natalensis</i>	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
<i>Cuscuta campestris</i>	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
<i>Opuntia microdasys</i>	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
<i>Cylindropuntia fulgida</i> var. <i>mamilata</i>	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
<i>Harrisia cactus</i> <i>Harrisia martinii</i> , <i>torulosa</i> & <i>pomianensis</i>	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red

Invasive Plants	PREVENTION & EARLY INTERVENTION		ERADICATION	CONTAINMENT A	CONTAINMENT B	ASSET PROTECTION	WATCH LIST
	Urban	Coastal					
Urban							
Alick_Rupert							
O'Connell							
Flinders							
Woolgar Group							
Saxby_Expressman							
Urban							
Saxby_Expressman							
Flinders							
Porcupine							
Walker Group							
Rockwood_Landsborough							
Desert Waters							
Urban							
Nicholson							
Leichardt							
Georgina							
Urban							
Upper Cloncurry							
Diamantina_Eyre							
Lower Cloncurry							
Flinders_Saxby							
Norman							
Old Doomadgee							
Doomadgee							
Urban							
Mitchell							
Einasleigh							
Etheridge							
Gilbert							
Gilbert Headwaters							
Urban							
Walker							
Upper Norman							
Lower Norman							
Littleton National Park							
Carron							
Belmore							
Urban							
Belmore							
Urban							
Leichardt							
Cloncurry							
Georgina							
Urban							
Staaten							
Norman							
Morning Inlet							
Mitchell							
Flinders							
Gilbert							
Urban							
Settlement							
Nicholson							
Leichardt							
Coastal							
Paddy's Lucerne							
Sida rhombifolia							
Parkinsonia aculeata							
Parthenium hysterophorus							
Jatropha curcas							
Praxelis clematidea							
Opuntia stricta							
Vachellia nilotica subsp. indica							
Reed Headed Cotton Bush							
Asclepias curassavica							
Cryptostegia grandiflora							
Safron Thistle							
Carthamus lanatus							

	ASSET PROTECTION WATCH LIST	ASSET PROTECTION	CONTAINMENT B	CONTAINMENT A	ERADICATION	PREVENTION INTERVENTION
Urban						
Alick-Rupert						
O'Connell						
Flinders						
Woolgar Group						
Saxby-Expressman						
Urban						
Flinders						
Porcupine						
Walker Group						
Rockwood-Landsborough						
Desert Waters						
Urban						
Nicholson						
Leichhardt						
Georgina						
Urban						
Upper Cloncurry						
Diamantina-Eyre						
Lower Cloncurry						
Flinders-Saxby						
Norman						
Old Doomadgee						
Doomadgee						
Urban						
Mitchell						
Einasleigh						
Etheridge						
Gilbert						
Gilbert Headwaters						
Urban						
Walker						
Upper Norman						
Lower Norman						
Littleton National Park						
Carron						
Belmore						
Urban						
Georgina						
Cloncurry						
Leichhardt						
Urban						
Cloncurry						
Norman						
Morning Inlet						
Mitchell						
Flinders						
Gilbert						
Urban						
Settlement						
Nicholson						
Leichhardt						
Coastal						
Invasive Plants						
Yellow Candles Senna Alata						
Yellow Flame Tree Peltophorum pterocarpum						
Yellow Flaxseed Cascabela thevetia						

12. Reasonable and Practical Measures

Reasonable and practical measures describe the action(s) needed to minimise the biosecurity risk associated with invasive plants and animals. Determined by the situation, stakeholders within the LG area may be required to discharge the GBO and take reasonable and practical measures to reduce the biosecurity risk.

Examples of measures include:

- Following hygiene procedures, such as washing vehicles/machinery, to prevent the spread of an invasive plant
- Checking that the plant or animal you are acquiring is not listed in the biosecurity plan
- Reporting the presence of eradication targets to the LG biosecurity officer
- Managing invasive plants or animals in accordance with best practice control methods
- Getting involved in a pest animal baiting or fencing program.

A full list of reasonable and practical measures for the priority invasive plants and animals listed in this plan see (table 2) can be found in Appendix 4.

Make yourself familiar with the reasonable and practical measures associated with the invasive plants and animals listed in this plan.



i. Appendix 1 - Definitions

Biosecurity considerations	Include human health, social amenity, the economy and the environment i.e. things which may be negatively impacted by biosecurity matter.
Biosecurity event	An event or potential event that has been, or is likely to be caused by biosecurity matter, and which has had, or may have a significant adverse effect on a biosecurity consideration (s14). These are usually high-risk events such as an outbreak of disease which may have widespread impacts on an industry.
Biosecurity matter	(Referred to in the plan as invasive plants and animals) A living thing (other than a human or part of a human), a disease, a pathogenic agent that can cause disease in a living thing other than a human or in a human via transmission of the pathogenic agent from an animal, or a contaminant (biological, chemical and physical) (s15).
Biosecurity risk	Any risk (real or potential) of an adverse effect on a biosecurity consideration caused by: biosecurity matter, dealing with biosecurity matter or a carrier, or carrying out an activity relating to biosecurity matter or a carrier (s16).
Carrier	Can be any 'thing', dead or alive, biological or inanimate, that is carrying or has the potential to carry biosecurity matter' (s17). A 'thing' includes a human.
Contaminant	Anything that may be harmful to animal or plant health or pose the risk of an adverse effect on a biosecurity consideration (s18). Examples include pathogenic bacteria in irrigation water, environmental contaminants including dioxins and residual organochlorine pesticides, heavy metals in fertilisers and animal feed and weed seeds.
General Biosecurity Obligation	Everyone is responsible for managing biosecurity risks that are: <ul style="list-style-type: none"> • under their control; and • that they know about or should reasonably be expected to know about. Under the GBO, individuals and organisations whose activities pose a biosecurity risk must take all reasonable and practical steps to prevent or minimise each biosecurity risk by: <ul style="list-style-type: none"> • minimising the likelihood of causing a biosecurity event; and limit the consequences if such an event is caused; and • preventing or minimise the harmful effects a risk could have, and not do anything that might make any harmful effects worse.
Invasive biosecurity matter	Invasive plants and animals (weeds and pest animals) listed as: <ul style="list-style-type: none"> • prohibited matter in schedule 1, parts 3 and 4; • restricted matter in schedule 2, part 2; or • listed in a regulation or emergency prohibited matter declaration (a temporary measure prior to listing as restricted or prohibited matter in the Act).
Prohibited matter	Biosecurity matter that is not currently present in Queensland and is prohibited because there are reasonable grounds to believe that it may have a significant adverse effect on a biosecurity consideration if it did enter Queensland (ss19 and 20). Prohibited matter is listed in schedule 1 of the Act and schedule 1, part 1 of the Regulation.
Reasonable and practical measures	The term 'reasonable and practical measures' is used throughout the legislation to include all the mitigation measures (actions or inactions) that a person would reasonably be expected to undertake to prevent or minimise a biosecurity risk in a particular circumstance.
Restricted matter	Biosecurity matter that is already present in Queensland and may have an adverse effect on a biosecurity consideration if restrictions are not imposed (ss21 and 22). Restricted matter is listed in schedule 2 of the Act and schedule 1, part 2 of the Regulation. Restricted matter is assigned category numbers from 1-7 based on its characteristics and the risks it poses.

ii. Appendix 2 – Biosecurity Act Categories

- Categories 1 and 2 have specific urgent reporting requirements, whether or not they are in a person's possession.
- Categories 3, 4, 5 and 7 relate to the requirements for restricted matter that is in a person's possession.

Category	Description
Category 1 Must be reported to an inspector	Category 1 restricted matter requires immediate containment or eradication to minimise the risk of spread. It must be reported to an inspector within 24 hours of an individual becoming aware of its presence (s42).
Category 2 Must be reported to an authorised officer	Category 2 restricted matter includes a range of plant and fish species that pose a significant biosecurity risk and require management. Category 2 restricted matter must be reported to an authorised officer (i.e. an inspector or an authorised person) within 24 hours of an individual becoming aware of its presence (s42).
Category 3 Not to be distributed or disposed	Category 3 restricted matter includes all invasive animals and plants where deliberate distribution or disposal is a key source of spread. These species must not be given as a gift, sold, traded or released into the environment while still alive unless the distribution or disposal is provided for in a regulation or under a permit (s43 of the Act and chapter 2, part 3 of the Regulation). Note: alive includes viable propagules (seeds or spores) or vegetative material from which the plant could grow.
Category 4 Not to be moved	Category 4 restricted matter includes specific invasive plants and animals that must not be moved from their site of origin to ensure they are not spread into other areas of the State (s45 (a)). This includes viable propagules or vegetative material from which the plant could re-grow.
Category 5 Not to be kept	Category 5 restricted matter cannot be possessed or kept under a person's control. This restricted matter category includes invasive species that have a high pest potential and capacity to impact heavily on the environment. There are exemptions for seized items, where the restricted matter is being held for identification purposes or under permit (s45 (b)).
Category 6 Not to be fed	Category 6 restricted matter cannot be fed unless held under a restricted matter permit or for the purposes of poison baiting. This includes invasive animals and noxious fish which are not owned by a person. The intention of this prohibition is to discourage population growth (s45 (c)).
Category 7 Must be killed	Category 7 restricted matter must be killed as soon as practicable and disposed of in a way described under a regulation. This is currently intended for the management of noxious fish (s44 of the Act and chapter 2, part 3 of the Regulation).

iii. Appendix 3 – Prohibited and Restricted Matter

- Prohibited Matter – Schedule 1, Part 3 & Part 4

Invasive Plants
acacias non-indigenous to Australia (<i>Acacia</i> spp., <i>Mariosousa</i> spp., <i>Senegalia</i> spp. and <i>Vachellia</i> spp. other than <i>Vachellia nilotica</i> , <i>Vachellia tanzaniana</i>)
anchored water hyacinth (<i>Eichhornia azurea</i>)
annual thumbergia (<i>Thumbergia annua</i>)
bitterweed (<i>Helium amarum</i>)
candiberry myrtle (<i>Morrelia faya</i>)
cholla cactus (<i>Cylindropuntia</i> spp. and hybrids other than <i>C. fulgida</i> , <i>C. imbricata</i> , <i>C. prolifera</i> , <i>C. rosea</i> , <i>C. spinosior</i> and <i>C. tunicata</i>)
Christ's thorn (<i>Ziziphus spina-christi</i>)
Eurasian water milfoil (<i>Myriophyllum spicatum</i>)
fanworts (<i>Cabomba</i> spp. other than <i>C. caroliniana</i>)
floating water chestnuts (<i>Trapa</i> spp.)
harrisia cactus (<i>Harrisia</i> spp. syn. <i>Eriocereus</i> spp. other than <i>H. martinii</i> , <i>H. tortuosa</i> and <i>H. pomianensis</i> syn. <i>Cereus pomianensis</i>)
honey locust (<i>Gleditsia</i> spp. other than <i>G. triacanthos</i>)
horsetails (<i>Equisetum</i> spp.)
kochia (<i>Bassia scoparia</i> syn. <i>Kochia scoparia</i>)
lagarosiphon (<i>Lagarosiphon major</i>)
mesquites (all <i>Prosopis</i> spp. and hybrids other than <i>P. glandulosa</i> , <i>P. pallida</i> and <i>P. velutina</i>)
Mexican bean tree (all <i>Cecropia</i> spp. other than <i>C. pachystachya</i> , <i>C. palmata</i> and <i>C. peltata</i>)
milconia (<i>Milconia</i> spp. other than <i>M. calvescens</i> , <i>M. cionotricha</i> , <i>M. nervosa</i> and <i>M. racemosa</i>)
milkania (<i>Milkania</i> spp. other than <i>M. micrantha</i>)
Peruvian primrose bush (<i>Ludwigia peruviana</i>)
prickly pear (<i>Opuntia</i> spp. other than <i>O. aurantiaca</i> , <i>O. elata</i> , <i>O. ficus-indica</i> , <i>O. microdasys</i> , <i>O. monacantha</i> , <i>O. stricta</i> , <i>O. streptacantha</i> and <i>O. tomentosa</i>)
red sesbania (<i>Sesbania punicea</i>)
salvinias (<i>Salvinia</i> spp. other than <i>S. molesta</i>)
serrated tussock (<i>Nassella trichotoma</i>)
Siam weed (<i>Chromolaena</i> spp. other than <i>C. odorata</i> and <i>C. squarida</i>)
spiked pepper (<i>Piper aduncum</i>)
tropical soda apple (<i>Solanum varium</i>)
water soldiers (<i>Stratiotes aloides</i>)
witch weeds (<i>Striga</i> spp. other than native species)

■ All amphibians, mammals and reptiles other than the following

Invasive Animals
amphibians, mammals and reptiles that are restricted matter
amphibians, mammals and reptiles indigenous to Australia, including marine mammals of the orders Cetacea, Pinnipedia, Sirenia
alpaca (Lama pacos)
asian house gecko (Hemidactylus frenatus)
axolotl (Ambystoma mexicanum)
bison or American buffalo (Bison bison)
black rat (Rattus rattus)
camel (Camelus dromedarius)
carne toad (Rhinella marina syn. Bufo marinus)
cat (Felis catus and Prionailurus bengalensis x Felis catus)
cattle (Bos spp.)
chital (axis) deer (Axis axis)
dog (Canis lupus familiaris)
donkey (Equus asinus)
European hare (Lepus europaeus)
fallow deer (Dama dama)
goat (Capra hircus)
guanicoe (Lama guanicoe)
guinea pig (Cavia porcellus)
horse (Equus caballus)
house mouse (Mus musculus)
llama (Lama glama)
mule (Equus caballus x Equus asinus)
pig (Sus scrofa)
rabbit (Oryctolagus cuniculus)
red deer (Cervus elaphus)
rusa deer (Rusa timorensis syn. Cervus timorensis)
sewer rat (Rattus norvegicus)
sheep (Ovis aries)
water buffalo (Bubalus bubalis)

■ Restricted Matter - Schedule 2, Part 2

Invasive Plants	Category
African boxhorn (Lycium ferocissimum)	3
African fountain grass (Cenchrus setaceum)	3
African tulip tree (Spathodea campanulata)	3
alligator weed (Alternanthera philoxeroides)	3
annual ragweed (Ambrosia artemisiifolia)	3
asparagus fern (Asparagus aethiopicus, A. africanus and A. plumosus)	3
asparagus fern (Asparagus scandens)	3
athel pine (Tamarix aphylla)	3
badhara bush (Gmelina elliptica)	3
balloon vine (Cardiospermum grandiflorum)	3
belly-ache bush (Jatropha gossypifolia and hybrids)	3
bitou bush (Chrysanthemoides monilifera ssp. rotundifolia)	2,3,4,5
blackberry (Rubus anglocandicans, Rubus fruticosus aggregate)	3
boneseed (Chrysanthemoides monilifera ssp. monilifera)	2,3,4,5
bridal creeper (Asparagus asparagoides)	2,3,4,5
bridal veil (Asparagus declinatus)	3
broad-leaved pepper tree (Schinus terebinthifolius)	3
cabomba (Cabomba caroliniana)	3
camphor laurel (Cinnamomum camphora)	3
candyleaf (Stevia ovata)	3
cane cactus (Austrocylindropuntia cylindrica)	3
cat's claw creeper (Dolichandra unguis-cati)	3
Chilean needle grass (Nassella neesiana)	3
chinee apple (Ziziphus mauritiana)	3
Chinese celtis (Celtis sinensis)	3
cholla cacti with the following names--	3
• coral cactus (Cylindropuntia fulgida)	3
• devil's rope pear (C. imbricata)	3
• Hudson pear (Cylindropuntia rosea and C. tunicata)	2,3,4,5
• jumping cholla (C. proliferata)	2,3,4,5
• snake cactus (C. spinosior)	3
Dutchman's pipe (Aristolochia spp. other than native species)	3

Restricted Matter - Schedule 2, Part 2

Invasive Plants	Category
elephant ear vine (<i>Argyrea nervosa</i>)	3
Eve's pin cactus (<i>Austrocylindropuntia subulata</i>)	3
fireweed (<i>Senecio madagascariensis</i>)	3
flax-leaf broom (<i>Genista linifolia</i>)	3
gamba grass (<i>Andropogon gayanus</i>)	3
giant sensitive plant (<i>Mimosa diplotricha</i> var. <i>diplotricha</i>)	3
gorse (<i>Ulex europaeus</i>)	3
groundsel bush (<i>Baccharis halimifolia</i>)	3
harrisia cactus (<i>Harrisia martinii</i> , <i>H. tortuosa</i> and <i>H. pomaniensis</i> syn. <i>Cereus pomaniensis</i>)	3
harungana (<i>Harungana madagascariensis</i>)	3
honey locust (<i>Gleditsia triacanthos</i> including cultivars and varieties)	3
hygrophila (<i>Hygrophila costata</i>)	3
hymenachne or olive hymenachne (<i>Hymenachne amplexicaulis</i> and hybrids)	3
Koster's curse (<i>Cleidemia hirta</i>)	2,3,4,5
kudzu (<i>Pueraria montana</i> var. <i>lobata</i> syn. <i>P. lobata</i> , <i>P. triloba</i> other than in the Torres Strait Islands)	3
lantanas—	3
• creeping lantana (<i>Lantana montevidensis</i>)	3
• lantana, common lantana (<i>Lantana camara</i>)	3
limnorchis, yellow burthead (<i>Limnorchis flava</i>)	2,3,4,5
Madeira vine (<i>Anredera cordifolia</i>)	3
Madras thorn (<i>Pithecellobium dulce</i>)	2,3,4,5
mesquites—	3
• honey mesquite (<i>Prosopis glandulosa</i>)	3
• mesquite or algarroba (<i>Prosopis pallida</i>)	3
• Quilpie mesquite (<i>Prosopis velutina</i>)	3
Mexican bean tree (<i>Cecropia pachystachya</i> , <i>C. palmata</i> and <i>C. peltata</i>)	2,3,4,5
Mexican feather grass (<i>Naassella tenuissima</i>)	2,3,4,5
miconia with the following names—	
• <i>Miconia calvescens</i>	2,3,4,5
• <i>M. cionotricha</i>	2,3,4,5
• <i>M. nervosa</i>	2,3,4,5
• <i>M. racemosa</i>	2,3,4,5

Restricted Matter - Schedule 2, Part 2

Invasive Plants	Category
mikania vine (<i>Mikania micrantha</i>)	2,3,4,5
mimosa pigra (<i>Mimosa pigra</i>)	2,3,4,5
Montpellier broom (<i>Genista monspessulana</i>)	3
mother of millions (<i>Bryophyllum delagoense</i> syn. <i>B. tubiflorum</i> , <i>Kalanchoe delagoensis</i>)	3
mother of millions hybrid (<i>Bryophyllum x houghtonii</i>)	3
ornamental gingers—	
• Kahili ginger (<i>Hedyochium gardenianum</i>)	3
• white ginger (<i>H. coronarium</i>)	3
• yellow ginger (<i>H. flavescens</i>)	3
parkinsonia (<i>Parkinsonia aculeata</i>)	3
parthenium (<i>Parthenium hysterophorus</i>)	3
pond apple (<i>Azadirachta indica</i>)	3
prickly acacia (<i>Vachellia nilotica</i>)	3
prickly pears—	
• bunny ears (<i>Opuntia microdasys</i>)	2,3,4,5
• common pest pear, spiny pest pear (<i>O. stricta</i> syn. <i>O. inermis</i>)	3
• drooping tree pear (<i>O. monacantha</i> syn. <i>O. vulgaris</i>)	3
• prickly pear (<i>O. elata</i>)	2,3,4,5
• tiger pear (<i>O. aurantiaca</i>)	3
• velvety tree pear (<i>O. tomentosa</i>)	3
• Westwood pear (<i>O. streptacantha</i>)	3
privets—	
• broad-leaf privet, tree privet (<i>Ligustrum lucidum</i>)	3
• small-leaf privet, Chinese privet (<i>L. sinense</i>)	3
rats tail grasses—	
• American rat's tail grass (<i>Sporobolus jacquemontii</i>)	3
• giant Parramatta grass (<i>S. fertilis</i>)	3
• giant rat's tail grass (<i>S. pyramidalis</i> and <i>S. natalensis</i>)	3
rubber vines—	
• ornamental rubber vine (<i>Crytostegia madagascariensis</i>)	3
• rubber vine (<i>C. grandiflora</i>)	3
sagittaria (<i>Sagittaria platyphyla</i>)	3

■ Restricted Matter - Schedule 2, Part 2

Invasive Plants	Category
salvinia (<i>Salvinia molesta</i>)	3
Scotch broom (<i>Cytisus scoparius</i>)	3
Senegal tea (<i>Gymnocoronis spilanthoides</i>)	3
Siam weed with the following names--	3
• <i>Chromolaena odorata</i>	3
• <i>C. squallida</i>	3
sicklepods--	3
• foetid cassia (<i>Senna tora</i>)	3
• hairy cassia (<i>S. hirsuta</i>)	3
• sicklepod (<i>S. obtusifolia</i>)	3
silver-leaf nightshade (<i>Solanum elaeagnifolium</i>)	3
Singapore daisy (<i>Sphagneticola trilobata</i> syn. <i>Wedelia trilobata</i>)	3
telegraph weed (<i>Heterotheca grandiflora</i>)	3
thunbergia (<i>Thunbergia grandiflora</i> syn. <i>T. laurifolia</i>)	3
tobacco weed (<i>Elephantopus mollis</i>)	3
water hyacinth (<i>Eichhornia crassipes</i>)	3
water lettuce (<i>Pistia stratiotes</i>)	3
water mimosa (<i>Neptunia oleracea</i> and <i>N. Plena</i>)	2,3,4,5
wilflows (all <i>Salix</i> spp. other than <i>S. babingtonica</i> , <i>S. x calendron</i> and <i>S. x reichardtii</i>)	3
yellow bells (<i>Tecoma stans</i>)	3
yellow oleander, Captain Cook tree (<i>Casabela thevetia</i> syn. <i>Thevetia peruviana</i>)	3

■ Restricted Matter - Schedule 2, Part 2

Invasive Animals	Category
barbary sheep (<i>Ammotragus lervia</i>)	2,3,4,5,6
blackbuck antelope (<i>Antilope cervicapra</i>)	2,3,4,5,6
cat (<i>Felis catus</i> and <i>Prionailurus bengalensis</i> x <i>Felis catus</i>), other than a domestic cat	3,4,6
dingo (<i>Canis lupus dingo</i>)	3,4,5,6
dog (<i>Canis lupus familiaris</i>), other than a domestic dog	3,4,6
European fox (<i>Vulpes vulpes</i>)	3,4,5,6
European rabbit (<i>Oryctolagus cuniculus</i>)	3,4,5,6
feral chital (<i>axis</i>) deer (<i>Axis axis</i>)	3,4,6
feral fallow deer (<i>Dama dama</i>)	3,4,6
feral goat (<i>Capra hircus</i>)	3,4,6
feral pig (<i>Sus scrofa</i>)	3,4,6
feral red deer (<i>Cervus elaphus</i>)	3,4,6
hog deer (<i>Axis porcinus</i>)	2,3,4,5,6
red-eared slider turtle (<i>Trachemys scripta elegans</i>)	2,3,4,5,6
feral rusa deer (<i>Rusa timorensis</i> , syn. <i>Cervus timorensis</i>)	3,4,6
sambar deer (<i>Rusa unicorn</i> , syn. <i>Cervus unicorn</i>)	2,3,4,5,6
Tamp Ants	Category
yellow crazy ant (<i>Anoplolepis gracilipes</i>)	3

iv. Appendix 4 – Reasonable and Practical Measures for Priority Invasive Plants and Animals

Prevention and Early Intervention – Preventing introduction or intervening early is generally the most cost-effective management of invasive species.			
Guiding Principal	Strategic Actions	Responsibility	Success Indicator
<ul style="list-style-type: none"> Stakeholders are aware of risks and prevent the introduction of new invasive species to the region. New invasive species incursions are detected early and managed to minimise further spread. Invasive species are managed to prevent their movement into new areas/catchments within the region 	Identify, prioritise, and promote prohibited, emerging, and isolated high risk invasive biosecurity matter for prevention, surveillance, reporting and early intervention activities.	BQ, RTAG, LG	Pest alert list and reporting mechanism is established, and high priority prohibited, emerging and isolated invasive biosecurity matter prevention actions are actively promoted.
	Conduct surveillance activities for early detection of new incursions.	BQ, RTAG, LG	Detections are actively shared among stakeholders. Regional pest prevention measures are promoted at GCPTF, RTAG and other forums.
	Inspect local suppliers and markets for restricted invasive biosecurity matter.	LG	Local markets are informed of GBO regarding invasive biosecurity matter.
	Promote and utilise hygiene protocols and local wash down facilities.	LG, NRM	Information is being actively shared on hygiene and availability of washdown facilities.
	Adopt biosecurity and weed hygiene protocols to minimising spread by carriers.	All Stakeholders	Spread prevention is actively promoted and adopted.
	New pests and spread of isolated pest incursions are prevented across all land tenure within LGs.	All Stakeholders	High priority emerging and isolated invasive biosecurity matter eradication and containment actions are actively promoted and adopted.
	Support stakeholders' adoption of prevention, eradication and containment activities through agreements, incentives, or compliance.	BQ, LG, NRM	High impact IBM containment/impact reduction actions are actively promoted and adopted.
	Establish on-property biosecurity plan.	All Landholders	Landholders establish and implement on property biosecurity plans.
	Implement 'Best Practice' management actions.	All Stakeholders	Recognised best practice utilised in on ground activities.
	Report any incursions or seek assistance for suspicious material.	All Stakeholders	Pest alert list and reporting mechanism is established and utilised.
Implement hygiene protocols and practices to minimise spread.	All Stakeholders	Landholders are using hygiene declarations to assess risk, restricting property access, and including signage. All available washdown facilities are being utilised.	
Establish GNP buffers as minimum requirement.	All Landholders	Boundary buffer containment concept is supported.	
Work with LG and NRM groups in programs and incentive schemes.	LG, NRM, All Landholders	Actively engage in invasive biosecurity management in local area.	
Ensure compliance with GBO.	All Stakeholders	Understand GBO and what that means to activities being carried out.	

Monitoring and Assessments – Established pests are monitored to allow for reliable and timely information to be reported for effective decision making.			
Guiding Principal	Strategic Actions	Responsibility	Success Indicator
<ul style="list-style-type: none"> Coordinate and assist surveillance and monitoring programs to support prevention and early intervention activities. Collect, collate, utilise, and make available data relevant to invasive species management. 	Promote information sharing by key stakeholders to ensure that information is kept current and accurate across the region for better decision making and resource allocation.	NWQROC, RTAG, GCPTF, LG, SQNRM	Information is actively shared throughout this governance structure.
	Maintain lines of communication between agencies so that pests can be reported to relevant authorities.	RTAG, GCPTF, NRM	High risk Invasive Biosecurity matter is promoted to ensure identification and reporting when encountered.
	Promote prohibited, emerging, and isolated high-risk Invasive Biosecurity Matter for surveillance, prevention, and reporting.	BQ, RTAG, GCPTF	Biosecurity surveillance completed and any recognised activities completed.
	Stakeholders are to undertake surveillance for new pests and monitor and report possible biosecurity risk.	All Stakeholders	Number of key stakeholder's actively conducting surveillance and reporting recognised invasive biosecurity risk.
	Support stakeholder surveillance, monitoring, and identification activities.	LG, BQ, NRM	Stakeholders are mapping data on all biosecurity matter, and it is included in on-property biosecurity plans.
	Assist mapping and data capture amongst stakeholders.	LG, NRM	No. of stakeholder's participating in data capture and sharing for distribution mapping.
	Collate all invasive pest presence, distribution, and control data available into a mapping system and support monitoring and assessments.	LG, NRM	Data collected is collated into informative regional mapping documents.
	Develop pest data sharing program amongst stakeholders.	NRM, NWQROC, RTAG, GCPTF, LG	No. of regional pest distribution maps available to stakeholder's.
Support the Biosecurity Queensland Annual Pest Distribution Survey.	BQ, NRM, LG	No. of LG participating in Annual Pest Distribution survey.	
Encourage and support the development of individual property plans to a scale that meets standards to activate access to NRM plans, permits and funding.	LG, NRM	No. of landholders completing compliant plans.	

Awareness and Education – Stakeholders are informed and knowledgeable with the capability and capacity to take ownership of invasive species management. Consultation and partnership arrangements between land managers, community, industry, state, and LG must be established to achieve a collaborative and coordinated approach to management.

Guiding Principal	Strategic Actions	Responsibility	Success Indicator
<ul style="list-style-type: none"> Stakeholders are informed and knowledgeable, with the capability and capacity to take ownership of pest management. Stakeholders have a clear understanding of the biology, ecology and impacts of invasive biosecurity matter they are managing. Stakeholders are actively participating in invasive species groups for understanding and information sharing. 	Regional Biosecurity plan developed in consultation with stakeholders and made available for public consultation and submissions.	SGNRM, NWQRDC, LG	Draft developed in consultation with stakeholders. Public notice advertised for public consultation and submissions.
	Adopted NWQRBP made available via all 10 participating councils' websites and available at LG main office and public information centres.	LG	All participating LG make the plan available electronically, and hard copy at public office and Library.
	Invasive Biosecurity matter information is made available to stakeholders.	BQ, NRM, LG	No. communications distributed to stakeholders. No. of communication pathways expanded.
	Weed hygiene protocols and practices promoted and enforced among potential carriers.	LG	No. of stakeholders using washdown facilities. Information shared amongst stakeholders of the importance of movement hygiene.
	Promote adoption of surveillance, prevention and reporting activities for high risk, new incursions, isolated incursions or prohibited biosecurity matter among stakeholders.	LG, BQ, NRM	Number of landholders, groups or representatives which information was provided.
	Information is shared amongst key stakeholders for good decision making.	LG, GCPTF, SGNRM	Information is shared amongst key stakeholders so that information is kept current and accurate.
	Assist stakeholders with species identification and planning activities.	BQ, NRM	Number of landholders assisted, pests identified, and property plans developed.
Work with NRM groups and Government Departments to provide training and information relating to invasive biosecurity matter.	LG, BQ, NRM	Number of stakeholders who attend workshops or received training.	

Effective Management System – Invasive species management must be based on ecologically and socially responsible practices that protect the environment and productive capacity of natural resources while minimising impacts to the community. There should be a balance between feasibility, cost-effectiveness, sustainability, humaneness, community perceptions and safety, and emergency response.			
Guiding Principal	Strategic Actions	Responsibility	Success Indicator
<ul style="list-style-type: none"> Plan to minimise the impacts of invasive species by developing and implementing an integrated strategic plan. Adopt and promote best practice amongst all Landholders. Offer incentives to stakeholders for priority invasive species management activities. 	Plans are established in compliance with the act and linking frameworks to ensure consideration in funding programs.	SGNRM, LG	NWQRBP is compiled in consideration with integrated planning framework.
	Agreed programs support control actions from invasive biosecurity matter in compliance with the Act and linking frameworks.	LG, NRM	Planning framework is established linking programs and actions which recognised as best practice and actively adopted.
	Make case studies available with cost benefit analysis so that Land Managers are better informed for decision making.	BQ, NRM	Research and development is targeted at high priority species. Outcomes of research is made available to the public.
	Schedule management activities to coincide with natural population fluctuations and seasonal conditions.	All Landholders	On-property biosecurity plans schedule activities to coincide with population fluctuations and seasonal conditions and appoint a budget and resources to meet these objectives.
	Programs and actions agreed to among a stakeholder collective should be consistent with stakeholder responsibilities under the Act.	All Stakeholders	Programs are developed in consideration of legislated responsibilities under the act and all stakeholders affected by the program are consulted.
	GNP buffer zones are adopted as minimum requirement.	All Landholders	GNP boundary buffer containment concept is supported.
	On ground works for pest programs and actions should align with best practice for timing, control technique used and cost benefit.	All Landholders	Best practice procedures are actively promoted and adopted.
	Ensure that the execution of pest programs aligns with other legislation and practices (i.e., Baiting programs/ Animals Welfare/Medicines and Poisons Act).	All Stakeholders	Consideration is given to duty of care and programs and protocols do not contradict other relevant legislation.
Promote and support release of state government biological controls as a tool in the arsenal.	BQ, NRM, LG	Uptake and use of biological control to support on ground activities.	
Support stakeholder implementation of best practice programs and actions through incentives, agreements, or biosecurity instruments.	BQ, NRM, LG	Programs and incentives are developed in consultation with stakeholders. Biosecurity instruments are developed to support compliance where required.	

Strategic Planning and Management framework – Planning for invasive species management should be based on risk management to ensure that resources are targeted at the priorities identified at local, regional, state and federal levels.			
Guiding Principal	Strategic Actions	Responsibility	Success Indicator
<ul style="list-style-type: none"> Priorities are established to give direction to planning and policy. Environmentally significant areas are protected from invasive species. Invasive species management is integrated with other operation planning processes. Invasive species management is adequately resourced to complete on ground works. 	Prioritise invasive species and implement plans based on risk analysis and achievable outcomes.	LG/SGNRM	NWQRBP is developed on sound risk-based decision-making processes and priorities are established based on achievable outcomes.
	Establish a catchment-based program to ensure the effort downstream is supported upstream.	LG, NRM	Catchment representation, communication, planning and assessment are adopted.
	Establish an integrated planning framework which ensures stakeholder programs and actions are creating an overall uniform/strategic approach to planning and management.	BO/LG/NRM	NWQRBP and guiding framework is effective in facilitating stakeholder planning and resourcing.
	Pest programs and actions should aim to align with overarching framework obligations and available funding streams to strategically direct finite resources.	All Stakeholders	Programs and actions are receiving funding or achieving outcomes from investment.
	GNP buffer zones are adopted as minimum requirement.	All Landholders	GNP boundary buffer containment concept is supported.
	LG is incorporating programs and actions into all relevant departmental planning, policy and operation works (i.e., roads, waste, water, and park maintenance).	LG	Work plans, policies and projects are developed in each department with consideration GBO responsibilities and to encourage holistic management across the entire LG workforce.
	All stakeholders incorporate identified, agreed programs and actions into operation activities.	All Landholders	Landholders are planning and resourcing priority invasive species management into their annual workplans.
	Participate in local catchment group planning and projects with NRM and neighbours to align obligated commitments with Commonwealth WONS that increases likelihood of securing funding.	All Stakeholders	No. of funded projects established to target pests of national significance.
	Seek out and source funding opportunities to support catchment groups targeting priorities of national significance identified through integrated pest planning framework.	LG, NRM	No. of landholders collaboratively working together as a catchment group to address priorities.
	Conduct coordinated programs that support invasive species priority management. i.e., 1080 Baiting program.	LG	No. of landholders participating in coordinated programs
Support stakeholder adoption and implementation of programs and actions through incentives, agreements and biosecurity instruments and compliance procedures.	LG, NRM	Agreed programs and actions are being adopted by key stakeholders.	
Conduct annual review to evaluate the effectiveness of programs and actions to support ongoing improvements.	RTAG, GCPFF, SGNRM	Review is conducted and outcomes are communicated with stakeholders.	

Commitment to Roles and Responsibilities – Effective invasive species management requires shared responsibility, capability, capacity and long-term commitment by landholders/mangers, the community, industry groups and government. Those who create the risk associated with pest species introduction or spread and those that benefit from their management should help to minimise the impacts of invasive species and contribute to the cost of management.

Guiding Principal	Strategic Actions	Responsibility	Success Indicator
<ul style="list-style-type: none"> Stakeholders understand and are committed to their roles and responsibilities under the Act. All stakeholders are committed to, and undertake, coordinated management. Stakeholder roles and responsibilities are established in consultation with all stakeholders. Offer incentives to stakeholders for priority invasive species management activities. 	<p>Stakeholders are aware of their obligations under the Act through agreed awareness and education actions.</p> <p>Develop and maintain a Local Government Area Pest Advisory Group, to establish commitment to the development of the plan, its actions and inform pest management generally.</p> <p>Provide an opportunity for the entire community to provide input by circulating the plan for public consultation and submissions.</p> <p>The plan is adopted by all participating councils and subsequent work plans are derived from this plan.</p>	<p>BQ, LG, NRM</p> <p>LG, SGNRM, All Stakeholders</p> <p>LG, SGNRM</p>	<p>GBO material is actively disseminated.</p> <p>Pest Advisory Groups and contact list is established and used to communicate invasive species updates.</p> <p>NWQRBP is made available to the public for submissions to be considered prior to finalisation.</p> <p>NWQRBP is presented and adopted by all 10 participating councils by resolution at their respective LG Meetings.</p>
	<p>Participate and contribute to regional planning, advisory groups, and forums such as the GCPTF and RTAG.</p>	<p>BQ, LG, NRM, Advisory Stakeholders</p>	<p>Forums are represented by LG and key stakeholders from the region.</p>
	<p>Liaise with government and industry and ensure that state wide oversight representation is well informed of regional priorities for research consideration.</p>	<p>NWQRDC, NRM</p>	<p>NWQRDC appointee represents the regions priorities for research investments and programs.</p>
	<p>Catchment surveillance, monitoring, and assessment to evaluate commitment to actions.</p>	<p>All stakeholders</p>	<p>Invasive species communication is maintained through the pest advisory groups. Monitoring data collection and shared.</p>
	<p>Support commitment to local laws relevant to invasive biosecurity matter.</p>	<p>LG</p>	<p>LG's local laws supports management of locally declared biosecurity risk.</p>
	<p>Support stakeholder commitment to the plan and compliance with their GBO, through incentives, agreements, biosecurity instruments or compliance procedures.</p>	<p>LG</p>	<p>An implementation agreement is developed to support adoption of identified priorities and actions. Biosecurity instruments are developed to support compliance where required.</p>

v. Appendix 5 - References

- Many thanks to the following experts in their fields for compiling valuable data that was vital to the implementation of this plan.
 - Biosecurity Queensland (2020). Local Government Biosecurity Planning Support Tools – Risk Prioritisation Tool, The Department of Agriculture and Fisheries, Brisbane.
 - CSIRO PUBLISHING | The Rangeland Journal
 - Central West Biosecurity Plan V5 at 3 February 2015_Final Endorsed (rapad.com.au)
 - Carpentaria Shire Biosecurity Plan 2019
 - Cloncurry Shire Area Biosecurity Plan 2019-2023
 - Croydon Shire Biosecurity Plan 2019
 - DNRM (2014) Area Management Plan for the Control of Pest Plants in the Dry Tropics Region 2014-2024; Department of Natural Resources and Mines.
 - Feral Horse | Business Queensland
 - Flinders Shire Local Government Biosecurity Plan 2017-2021
 - Mckinlay Shire Biosecurity Plan 2019
 - Mount Isa City Council Biosecurity Plan 2018
 - Namadgi National Park-Feral Horse Management Plan 2020 (act.gov.au)
 - North West Queensland Diversification Strategy 2019
 - Richmond Shire Area Biosecurity Plan 2020 – 2024
 - S Csurhes et al. (2009) Invasive Animal Risk Assessment: Feral Horses Equus Caballus: Queensland Government Feral Horse Risk Assessment (daf.qld.gov.au)
 - State of Queensland (2021) Regional Collaborative Framework, Enhancing Queensland's Local Government Biosecurity Capacity: Biosecurity Queensland, Invasive Plants and Animals Unit
 - The Queensland Invasive Plants and Animals Strategy 2019-2024
 - The Queensland Weed and Pest Animal Strategy (QW&PAS 2019-2024)

vi. Appendix 6 – Table of Acronyms

Invasive Plants	Category
BA	Biosecurity Queensland
GBD	General Biosecurity Obligation
GCPTF	Gulf Catchments Pest Taskforce
GMP	Good Neighbour Program
LG	Local Government
NRM	Natural Resource Management
NWQRQC	North West Queensland Regional Organisation of Council
QLD	Queensland
RTAG	Regional Technical Advisory Group
SGNRM	Southern Gulf NRM
The Act	Biosecurity Act 2014
The Plan/NWQRBP	North West Queensland Regional Biosecurity Plan
WONS	Weeds of National Significance

vii. Appendix 7 – Photo Credits

- We would like to acknowledge the talented individuals who have successfully captured the elements of North West Queensland.
 - Athel Pine Flowers – Forest & Kim Starr Creative
 - Belly Ache Bush – Nathan March DAF QLD
 - Coral Cactus – SGNRM
 - Feral Cat - DAF QLD
 - Feral Pig - DAF QLD
 - Gas Gun Spraying – Nathan March DAF QLD
 - Khaki Weed - D Sharp DES QLD
 - Leucaena Seed Pods - DAF QLD
 - Prickly Acacia – SGNRM
 - Rubbervine – SGNRM
 - Wild Dog - DAF QLD
 - Lake Moondara – SGNRM
 - Mount Isa Rockface – SGNRM
 - Lantana Flowers – DAF QLD
 - Calotrope Flowers – Nathan March DAF QLD
 - Gamba Flowers & Seeds – Nathan March DAF QLD
 - Candlebush Flowers – Kenpei Creative Commons
 - Fountain Springs – Isaacagle Photography
 - Tech in Agrobusiness – SGNRM
 - Gas Gun Spraying – Nathan March DAF QLD
 - Innovation Day – Kelsey Hosking DAF QLD
 - Collaboration Meeting - GCPTF
 - Field Day – SGNRM
 - Cloncurry Mustering – Riki Fulton
 - Station Gate – SGNRM



Shutting the gate on invasive pest species



Each year biosecurity threats increase as we welcome more visitors, parcels, and cargo to our region. It is imperative that we are all biosecurity aware to protect our unique natural resources, agriculture and industry, community and residential assets, for the region's long term sustainability and growth.



Plan prepared by Southern Gulf NRM on behalf of the NWQROC and 10 Local Governments
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BUSINESS PAPERS

9.5 ORDER OF ENGAGEMENT POLICY

Attachments:	9.5.1. Draft Order of Engagement Policy ↓
Author:	Mark Crawley - Chief Executive Officer
Date:	8 December 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:

It has been recommended that a policy be developed and used as part of the Construction Season RFT process following a recent Audit. The draft Policy is attached for Council's review and adoption.

RECOMMENDATION:

That Council adopt the Order of Engagement Policy for inclusion with the Request for Tenders for the 2023 Construction Season

Background:

The Order of Engagement Policy has been drafted for inclusion with the Request for Tenders for the 2023 Construction Season

The Order of Engagement (OoE) included in the draft policy has been used to explain the process used for the order of engagement in the past.

A copy of the draft policy has been forwarded to Audit for review and comment and at the time of drafting the report no response had been received in relation to the draft policy.

The following is from feedback I received in relation to the OoE from procurement for consideration.

The order of engagement can be broken down as follows:

1. One (1) item for each contractor that only tendered water trucks; (is this based on price and/or locality?) i.e., local contractor first then by locations beyond Normanton/Karumba?
2. Item for local contractors not yet chosen based on price; (If not chosen based on price would they not be listed 3rd instead of 2nd)
3. Items for local contractors based on price;
4. Nonlocals, based on available work to complete the restoration program.

My thoughts:

1. Items based on work requirements and price and subject to locality as detailed in point 2;
 2. Items based on locality:
 - Local Carpentaria LG area of responsibility
 - Outside LG area of responsibility to 100kms;
 - Outside LG area of responsibility to 250kms
-

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3. Non locals, based on available work to complete the restoration program

Consultation (Internal/External):

- Mayor Jack Bawden
- Julianne Meier – Director Corporate Services
- Michael Wanrooy - Director of Engineering
- Michael Sceresini – Works Coordinator
- Kerrod Giles - Engineer
- Richard Azar – Procurement

Legal Implications:

- Recommended from Audit

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



Order of Engagement Policy

Policy Details

Policy Category	Council Policy
Date Adopted	
Endorsed by	ELT
Approval Authority	Chief Executive Officer
Effective Date	
Policy Version Number	New Policy
Policy Owner	Director Corporate Services
Contact Officer	Director of Engineering

Supporting documentation

Legislation	<ul style="list-style-type: none"> Local Government Act 2009 Local government Regulation 2012
Policies	<ul style="list-style-type: none"> Procurement Policy Fraud and Corruption Prevention Policy
Delegations	<ul style="list-style-type: none"> Director of Engineering and Evaluation Panel
Forms	<ul style="list-style-type: none"> Tender Documents and Schedules
Supporting Documents	<ul style="list-style-type: none"> Request for Tender – ROPS Wet Hire each Construction Season

Version History:

Version	Adopted	Comment	eDRMS #
V1		New Policy	

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Intent

The purpose of this Policy is to provide a clear framework for the order of engagement of contractors following the Request for Tenders (RFT) for ROPS Wet Hire Plant for each Construction Season.

Scope

This Policy is applicable to all Council staff engaged in the assessment and evaluation of tenders, and contractors who submit tenders under the RFT.

Provisions

Council offers no guarantee of a minimum number of hours per day or days per roster for any one or all contractors.

The Principal is not bound to accept the Tender with the lowest Price or the Tender with the highest score against the Evaluation Criteria, or any Tender. The Principal will only accept a Tender where the Principal is satisfied that the Tenderer has appropriate resources, technical skill, managerial capability and financial capacity to perform all its obligations in accordance with the Contract. A particular focus will be made on the past performance of the Tenderers and their operator.

Acceptance of a Tender by the Principal shall only place the Tenderer on a Register of Pre-qualified Suppliers; there shall be no warranty, commitment or obligation on behalf of the Principal to offer or provide work. If successful, there is also no warranty, commitment or obligation on behalf of the Principal to offer a minimum number of work hours per day or days per working period.

Policy

Carpentaria Shire Council is not set to create a monopoly for a single contractor by allocating all the available work to a single provider. First preference is also allocated to local contractors living and based in the Carpentaria Shire before consideration of non-locals.

Traditionally, based on the event and restorations works required, Council has five re-construction crews allocated to carry out restoration works across the Council area following the events associated with natural disasters and funded through Disaster Relief Funding Arrangements (DRFA).

Those construction crews are generally made up of the following plant items: -

- Graders 10
- Front End Loaders 5
- Crane 1
- Water Trucks (Body) 6
- Water Trucks (Truck and Dog) 2
- Water Trucks (Semi Tankers) 20
- Scrapers As required



- Bulldozers As required
- Excavators As required
- Semi Tippers (single, Double, Triple and Quad) As required
- Low Loaders As required

The order of engagement can be broken down as follows:

1. One (1) item for each contractor that only tendered water trucks;
2. Item for local contractors not yet chosen based on price;
3. Items for local contractors based on price;
4. Non locals, based on available work to complete the restoration program.

Key Responsibilities

RESPONSIBLE OFFICER	RESPONSIBILITY
Director of Engineering	
Director of Corporate Services	To review Inventory guidelines to ensure the efficient and effective use of Council resources and the mitigation of any identified risks
Managers/Supervisors	To actively promote the requirements of this Policy to ensure their areas of responsibility have the appropriate items recorded in the PAA register.
Responsible Officers	
All contractors	To act within the public interest and comply with the requirements of this Policy.

Definitions

TERM	DEFINITION
ROPS	Register of Prequalified Suppliers
Principal	Carpentaria Shire Council (Council)



Adopted by Council "Date" by Resolution "Number"

Mark Crawley
Chief Executive Officer

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9.6 POLICY REVIEW

Attachments:	9.6.1. Standing Orders Policy ↓
Author:	Mark Crawley - Chief Executive Officer
Date:	5 December 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:

The Standing Orders Policy is due for review in December 2022. No changes are proposed for the Policy.

RECOMMENDATION:

That Council adopt the Standing Orders Policy as presented and set no review date for the Policy and that the Policy be reviewed when legislation changes require a further review.

Background:

The policy has come up for review. Council may recall that we have adopted a new procedure that as policies are due for review, we remove the need for regular review unless required by legislation change or circumstance requires a review of the policy, this is a policy that has not yet had its review and it is recommended that when adopted this time, no review date is attached to the policy.

Consultation (Internal/External):

- No consultation undertaken, as no changes are proposed

Legal Implications:

- Section 150G of the *Local Government Act 2009* refers to the adoption of meeting procedures

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



Standing Orders for Council Meetings

Intent: To provide written rules for the orderly conduct of Council Meetings and to set out certain procedures to ensure the Local Government principles are reflected in the conduct of Local Government meetings and Local Government committee meetings.

Policy Details

Policy Category	Council Policy
Date Adopted	11/12/2019
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	3 rd December 2018
Policy Version Number	2
Policy Owner	Executive Services
Contact Officer	Chief Executive Officer
Review Date	December 2022

Supporting documentation

Legislation	<ul style="list-style-type: none"> Local Government Act 2009
Policies	<ul style="list-style-type: none"> Code of Conduct for Councillors
Delegations	<ul style="list-style-type: none"> Nil
Forms	<ul style="list-style-type: none"> Nil
Supporting Documents	<ul style="list-style-type: none"> Nil

Version History:

Version	Adopted	Comment	eDRMS #
1	12/12/2018	Council Resolution 1218/016	
2	11/12/2019	Council Resolution 1219/016	



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1. Standing Orders

- 1.1 These Standing Orders apply to all meetings of Council and any standing Committees.
- 1.2 Any provision of these Standing Orders may be suspended by resolution of any meeting of Council. A separate resolution is required for any such suspension and must specify the application and duration of each suspension.
- 1.3 Where at a Council meeting a matter arises which is not provided for in these Standing Orders, such matters shall be determined by resolution of Council upon a motion which may be put without notice but otherwise in conformity with these Standing Orders.

2. Procedures for Meetings of Council

Presiding Officer

- 2.1 The Mayor will preside at a meeting of Council.
- 2.2 If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside.
- 2.3 If both the Mayor and the Deputy Mayor, or the Mayors' delegate, are absent or unavailable to preside, a Councillor chosen by the Councillors present at the meeting will preside at the meeting.
- 2.4 Council will choose the Chairperson for a Committee meeting. This Chairperson will normally preside over meetings of the Committee.
- 2.5 If the Chairperson of a Committee is absent or unavailable to preside, a Councillor chosen by the Councillors present will preside over the Committee meeting.

Order of Business

- 2.6 Before proceeding with the business of the meeting, the person presiding at the meeting shall undertake the acknowledgement and/or greetings deemed appropriate by the Council.
- 2.7 The order of business shall be determined by resolution of Council from time to time. The order of business may be altered for a particular meeting where the Councillors at that meeting pass a motion to that effect. A motion to alter the order of business may be moved without notice.
- 2.8 Unless otherwise altered, the order of business shall be as follows:
 - attendances
 - apologies and granting of leaves of absence
 - confirmation of Minutes
 - Officers Reports.
- 2.9 The minutes of a preceding meeting whether an ordinary or a special meeting, not previously confirmed shall be taken into consideration, at every ordinary meeting of Council, in order that such minutes may be confirmed and no discussion shall be permitted with respect to such minutes except with respect to their accuracy as a record of the proceedings.

Agendas

- 2.10 The Agenda may contain:
 - Notice of meeting
 - Minutes of the previous meetings
 - Business arising out of previous meetings
 - Business which the Mayor wishes to have considered at that meeting without notice
 - Matters of which notice has been given
 - Committees' reports to Council referred to the meeting by the CEO



- Officers' reports to Council referred to the meeting by the CEO
 - Deputations and delegations
 - Any other business Council determines by resolution be included in the agenda paper.
- 2.11 Business not on the Agenda or not fairly arising from the Agenda shall not be considered at any Meeting unless permission for that purpose is given by Council at such meeting. Business must be in accordance with the adopted Terms of Reference for each Committee.

Petitions

- 2.12 Any petition presented to a meeting of Council shall:
- be in legible writing or typewritten and contain a minimum of ten (10) signatures
 - include the name and contact details of the Principal Petitioner (i.e., one person who is the organiser and who will act as the key contact for the issue)
 - include the postcode of all petitioners, and
 - have the details of the specific request/matter appear on each page of the petition.
- 2.13 Where a Councillor presents a petition to a meeting of Council no debate on or in relation to it shall be allowed and the only motion which may be moved is that the petition be received; or received and referred to a committee or officer for consideration and a report to Council; or not be received because it is deemed invalid.
- 2.14 Council will respond to the Principal Petitioner in relation to all petitions deemed valid.

Deputations

- 2.15 A deputation wishing to attend and address a meeting of Council shall apply in writing to the CEO not less than seven (7) business days before the meeting.
- 2.16 The CEO, on receiving an application for a deputation shall notify the Chairperson who shall determine whether the deputation may be heard. The CEO shall inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time shall be arranged for that purpose, and an appropriate time period allowed.
- 2.17 For deputations comprising three or more persons, only three persons shall be at liberty to address Council unless the Councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- 2.18 If a member of the deputation other than the appointed speakers interjects or attempts to address the Council, the Chairperson may finalise the deputation.
- 2.19 The Chairperson may terminate an address by a person in a deputation at any time where:
- the Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting
 - the time period allowed for a deputation has expired, or
 - the person uses insulting or offensive language or is derogatory towards Councillors or staff members.
- 2.20 The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

3. Motions

Motion to be moved

- 3.1 A Councillor is required to 'move' a motion and then another Councillor is required to 'second' the motion.
- 3.2 When a motion has been moved and seconded, it shall become subject to the control of



Council and shall not be withdrawn without the consent of Council.

- 3.3 Other Councillors can propose amendments to the motion which must be voted on before voting on the final motion.
- 3.4 A motion brought before a meeting of Council in accordance with the *Local Government Act 2009* or these Standing Orders shall be received and put to the meeting by the Chairperson. The Chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
- 3.5 The Chairperson may call the notices of motion in the order in which they appear on the agenda, and where no objection is taken to a motion being taken as a formal motion, the Chairperson may put the motion to the vote without discussion.

Absence of Mover of Motion

- 3.6 Where a Councillor who has given notice of a motion is absent from the meeting of Council at which the motion is to be considered, the motion may be:
 - moved by another Councillor at the meeting, or
 - deferred to the next meeting.

Motion to be seconded

- 3.7 A motion or an amendment to a motion shall not be debated at a meeting of Council unless or until the motion or the amendment is seconded, with the exception of Procedural Motions.

Amendment of Motion

- 3.8 An amendment to a motion shall be in terms which maintain or further clarify the intent of the original motion and do not contradict the motion.
- 3.9 Not more than one motion or one proposed amendment to a motion may be put before a meeting of Council at any one time.
- 3.10 Where an amendment to a motion is before a meeting of Council, no other amendment to the motion shall be considered until after the first amendment has been put.
- 3.11 Where a motion is amended by another motion, the original motion shall not be put as a subsequent motion to amend that other motion.

Speaking to motions and amendments

- 3.12 The mover of a motion or amendment shall read it and shall state that it is so moved but shall not speak to it until it is seconded.
- 3.13 The Chairperson will manage the debate by allowing the Councillor who proposed the motion the option of speaking first on the motion. The Chairperson will then call on any other Councillor who wishes to speak against the motion and then alternatively for and against the motion as available, until all Councillors who wish to speak have had the opportunity.
- 3.14 A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded.
- 3.15 A motion or amendment may be withdrawn by the mover thereof with the consent of Council, which shall be signified without debate, and a Councillor shall not speak upon such motion or amendment thereof after the mover has been granted permission by Council for its withdrawal.
- 3.16 The mover of a motion or amendment shall have the right to reply. Each Councillor shall speak no more than once to the same motion or same amendment except as a right of reply.
- 3.17 Each speaker shall be restricted to not more than five (5) minutes unless the Chairperson rules otherwise.



- 3.18 Where two or more Councillors indicate they may wish to speak at the same time, the Chairperson shall determine who is entitled to priority.
- 3.19 In accordance with Section 273 of the Local Government Regulation 2012, if a decision made at a meeting is inconsistent with a recommendation or advice given to Council by an advisor of the Council, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

Method of taking vote

- 3.20 The Chairperson will call for all Councillors in favour of the motion to indicate their support. The Chairperson will then call for all Councillors against the motion to indicate their objection. A Councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minute secretary shall record the names of Councillors voting in the affirmative and of those voting in the negative. The Chairperson shall declare the result of a vote or a division as soon as it has been determined.
- 3.21 Councillors have the right to request that their names and how they voted be recorded in the minutes if they so request, for voting other than by Division.
- 3.22 Except upon a motion to repeal or amend it, the resolution shall not be discussed after the vote has been declared.
- 3.23 If a report contains distinct recommendations, the decision of Council may be taken separately on each recommendation.

Repealing or amending resolutions

- 3.24 A resolution of Council may not be amended or repealed unless notice of motion is given in accordance with the requirements of the Local Government Act 2009 or the Local Government Regulation 2012.
- 3.25 Councillors present at the meeting at which a motion to repeal or amend a resolution is put, may defer consideration of that motion. Such deferral shall not be longer than three (3) months.

Procedural motions

- 3.26 A Councillor at a meeting of Council may, during the debate of a matter at the meeting, move, as a procedural motion, without the need for a seconder the following motions:
 - that the question/motion be now put
 - that the motion or amendment now before the meeting be adjourned
 - that the meeting proceed to the next item of business
 - that the question lie on the table
 - a point of order
 - a motion of dissent against the Chairpersons decision
 - that this report/document be tabled
 - to suspend the rule requiring that (insert requirement)
 - that the meeting stand adjourned.
- 3.27 A procedural motion, "*that the question be put*", may be moved and where such a procedural motion is carried, the Chairperson shall immediately put the question to the motion or amendment to that motion under consideration. Where such procedural motion is lost, debate on the motion or amendment to that motion shall continue.
- 3.28 The procedural motion, "*that the motion or amendment now before the meeting be adjourned*", may specify a time or date, to which the debate shall be adjourned. Where no date or time is specified:
 - a further motion may be moved to specify such a time or date, or
 - the matter about which the debate is to be adjourned, shall be included in the business



paper for the next meeting.

- 3.29 Where a procedural motion "*that the meeting proceed to the next item*" is carried, debate on the matter that is the subject of the motion shall cease and may be considered again by Council on the giving of notice in accordance with the Standing Orders.
- 3.30 A procedural motion, "*that the question lie on the table*", shall only be moved where the Chairperson or a Councillor requires additional information on the matter before the meeting (or the result of some other action of Council or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the Council shall proceed with the next matter on the business paper. The motion, that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.
- 3.31 Any Councillor may ask the Chairperson to decide on a 'point of order' where it is believed that another Councillor:
- has failed to comply with proper procedures
 - is in contravention of the Local Government Act/Regulations, or
 - is beyond the jurisdiction power of Council.

Points of order cannot be used as a means of contradicting a statement made by the Councillor speaking. Where a 'point of order' is moved, consideration of the matter to which the motion was moved shall be suspended pursuant to clause 10.2. The Chairperson shall determine whether the point of order is upheld.

Upon the question of order suddenly arising during the process of a debate, a Councillor may raise a point of order, and thereupon the Councillor against whom the point of order is raised, shall immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising shall, until decided, suspend the consideration and decision of every other question.

- 3.32 A Councillor may move '*a motion of dissent*' in relation to a ruling of the Chairperson on a point of order. Where such motion is moved, further consideration of any matter shall be suspended until after a ruling is made. Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made shall proceed as though that ruling had not been made. Where as a result of that ruling the matter was discharged as out of order, it shall be restored to the business paper and be dealt with in the normal course of business.
- 3.33 The motion, '*that this report/document be tabled*', may be used by a Councillor to introduce a report or other document to the meeting, only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.
- 3.34 A procedural motion, "*to suspend the rule requiring that .*", may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule shall specify the duration of such a suspension.
- 3.35 A procedural motion, that the meeting stands adjourned, may be moved by a Councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a Councillor's time for speaking to the matter, and shall be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting the Council shall continue with the business before the meeting at the point where it was discontinued on the adjournment.



4. Maintenance of Good Order

Conduct during Meetings

- 4.1 Councillors will conduct themselves in accordance with the principles of the *Local Government Act 2009* and the standards of behavior set out in the Code of Conduct. The Chairperson may observe or be made aware of instances of possible unsuitable meeting conduct.
- 4.2 After a meeting of Council has been formally constituted and the business commenced, a Councillor shall not enter or leave from such meeting without first notifying the Chairperson.
- 4.3 Councillors shall speak of each other during the Council meeting by their respective titles, "Mayor" or "Councillor", and in speaking of or addressing officers shall designate them by their respective official or departmental title and shall confine their remarks to the matter then under consideration.
- 4.4 No Councillor who is speaking shall be interrupted except upon a point of order being raised either by the Chairperson or by a Councillor.
- 4.5 When the Chairperson speaks during the process of a debate, the Councillor then speaking or offering to speak shall immediately cease speaking, and each Councillor present shall preserve strict silence so that the Chairperson may be heard without interruption.

Disorder

- 4.6 The Chairperson may adjourn the meeting of Council, where disorder arises at a meeting other than by a Councillor. On resumption of the meeting, the Chairperson shall move a motion, which shall be put without debate, to determine whether the meeting shall proceed. Where such a motion is lost, the Chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

Questions

- 4.7 A Councillor may at a Council meeting ask a question for reply by another Councillor or an officer regarding any matter under consideration at the meeting. A question shall be asked categorically and without argument and no discussion shall be permitted at the meeting of Council in relation to a reply or a refusal to reply to the question. A Councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next Meeting.
- 4.8 A Councillor who asks a question at a meeting, whether or not upon notice, shall be deemed not to have spoken to the debate of the motion to which the question relates.
- 4.9 The Chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a Councillor may move a motion that the Chairperson's ruling be disagreed with, and if such motion be carried the Chairperson shall allow such question.

5. Attendance and Non-Attendance

Attendance of public and the media at meeting

- 5.1 An area shall be made available at the place where any meeting of Council is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area shall be permitted to attend the meeting.
- 5.2 When the Council is sitting in Closed Session, the public and representatives of the media shall be excluded.



- 5.3 The resolution that Council proceed into Closed Session must specify the nature of the matters to be considered and these matters must be in accordance with Section 275 Local Government Regulation 2012. The Chairperson may direct any persons improperly present to withdraw immediately. Council must not make a resolution (other than a procedural resolution) in a closed session. Council must resolve to move out of closed session so that a resolution can be passed on the matters considered in Closed Session.

Public participation at meetings

- 5.4 A member of the public may take part in the proceeding of a meeting only when invited to do so by the Chairperson.
- 5.5 In each Meeting, time may be required to permit members of the public to address the Council on matters of public interest related to local government. The time allotted shall not exceed fifteen minutes and no more than three speakers shall be permitted to speak at any one meeting. The right of any individual to address the Council during this period shall be at the absolute discretion of Council.
- 5.6 If any address or comment is irrelevant, offensive, or unduly long, the Chairperson may require the person to cease making the submission or comment.
- 5.7 For any matter arising from such an address, Council may take the following actions:
- refer the matter to a committee
 - deal with the matter immediately
 - place the matter on notice for discussion at a future meeting
 - note the matter and take no further action.
- 5.8 Any person addressing the Council shall stand and act and speak with decorum and frame any remarks in respectful and courteous language.
- 5.9 Any person who is considered by the Council or the Mayor to be unsuitably dressed may be directed by the Mayor or Chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

Closed Meetings

- 5.10 Local Government and standing committees may resolve that a meeting be closed to the public if its Councillors or members consider it necessary to discuss any of the following matters:
- Appointment, dismissal or discipline of employees
 - Industrial matters affecting employees
 - Local Government's budget
 - Rating concessions or contracts proposed to be made by the Local Government or starting or defending legal proceedings involving the Local Government
 - Any action to be taken by the Local Government under the Planning Act 2016 (PA), including applications made to it under the PA
 - Business for which a public discussion would be likely to prejudice the interests of the Local Government or someone else or enable a person to gain a financial advantage.
- A Local Government or committee must not make a resolution (other than procedural) in a closed session meeting. If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation.
- 5.11 To take an issue into a closed session, the Local Government must first pass a resolution to do so.
- 5.12 In the interests of accountability and transparency, the Local Government must specify the nature of the matter to be discussed and the reasoning of the Councillors for going into closed session.



- 5.13 If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session and name the topic to be discussed and a brief explanation of why it is deemed necessary to take the issue into closed session.
- 5.14 The minutes of a Local Government must detail the matter discussed and reasoning for discussing the matter in closed session. The Local Government must also ensure that it complies with the statutory obligations associated with recording of passed resolutions.

6. Model Meeting Procedures

Process for dealing with unsuitable meeting conduct by a Councillor in a meeting

When dealing with an instance of unsuitable conduct by a Councillor in a meeting, the following procedures must be followed:

- 6.1 The Chairperson must decide whether or not unsuitable meeting conduct has been displayed by a Councillor.
- 6.2 If the Chairperson decides the unsuitable meeting conduct has occurred, the Chairperson must consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the Chairperson decides the conduct is of a serious nature, refer to 6.7 for the steps to be taken.
- 6.3 If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:
 - 6.3.1 Ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct
 - 6.3.2 Apologising for their conduct
 - 6.3.3 Withdrawing their comments.
- 6.4 If the Councillor complies with the Chairperson's request for remedial action, no further action is required.
- 6.5 If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request may result in an order being issued.
- 6.6 If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.
- 6.7 If the Councillor still continues to fail to comply with the Chairperson's request for remedial actions, the Chairperson may make one or more of the orders below:
 - 6.7.1 an order reprimanding the Councillor for the conduct
 - 6.7.2 an order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.¹
- 6.8 If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting by an appropriate officer. The meeting must be adjourned whilst the Councillor is being removed.²
- 6.9 Following the completion of the meeting, the Chairperson must ensure:
 - 6.9.1 details of any order issued is recorded in the minutes of the meeting.³
 - 6.9.2 if it is the third (3rd) or more order within a 12-month period made against a Councillor or the Councillor has refused to leave following an order issued to leave the meeting,

¹ Section 150I(2) of the LGA

² Section 150I(2)(c) of the LGA

³ Section 150I(3) of the LGA



these matters are to be dealt with at the next meeting of the Local Government and treated as inappropriate conduct pursuant to the LGA⁴

6.10 the Local Government's Chief Executive Officer is advised to ensure details of any order made must be updated in the Local Governments Councillor Conduct Register pursuant to the LGA.

Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for parts 6.1, 6.7 and 6.8 above.

Process for dealing with suspected Inappropriate Conduct which has been referred to a Local Government

Pursuant to section 150AF of the LGA, after receiving a referral by the Independent Assessor or under paragraph 6.9.2 of this document of an instance of suspected inappropriate conduct, the Local Government must complete an investigation into the alleged conduct.

After the completion of the investigation, the Local Government must decide whether the Councillor has engaged in inappropriate conduct in a Council meeting, unless it has delegated responsibility for this decision under section 257 of the LGA.

When dealing with an instance of suspected inappropriate conduct which has been referred to a Local Government by the Independent Assessor, the Local Government must:

- 6.11 Be consistent with the Local Government principle of transparent and accountable decision making in the public interest, by dealing with suspected inappropriate conduct in an open meeting of the Council. Where the complainant or other parties may be adversely affected due to the nature of the complaint, the Council may resolve to go into closed session under section 275 of the *Local Government Regulation 2012* (the LGR).
- 6.12 When deliberating on the issue the subject Councillor must leave the place where the meeting is being held, including any area set aside for the public. Should the complainant be a Councillor, that Councillor must inform the meeting of a personal interest and follow the conflict of interest procedures in Section 4.
- 6.13 The Local Government should then debate the issue and decide whether the accused Councillor engaged in inappropriate conduct.
- 6.14 If the Local Government decides that the subject Councillor has engaged in inappropriate conduct, the Local Government is then required to decide what penalty or penalties from the following orders, if any, to impose on the subject Councillor:
 - 6.14.1 an order that the Councillor make a public admission that the Councillor has engaged in inappropriate conduct
 - 6.14.2 an order reprimanding the Councillor for the conduct
 - 6.14.3 an order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense
 - 6.14.4 an order that the Councillor be excluded from a stated Local Government meeting or an order that the Councillor is removed, or must resign, from a position representing the Local Government, other than the office of Councillor, for example, the Councillor is ordered to resign from an appointment representing the Local Government on a State board or committee
 - 6.14.5 an order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct
 - 6.14.6 an order that the Councillor reimburse the Local Government for all or some of the costs arising from the Councillor's inappropriate conduct.

⁴ Section 150J of the LGA



- 6.15 When making an order, the Local Government can take into consideration any previous inappropriate conduct of the Councillor, and any allegation made in the investigation that was admitted, or not challenged and that the Local Government is reasonably satisfied is true.
- 6.16 The subject Councillor and where relevant the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made.
- 6.17 The Local Government must ensure the meeting minutes reflect the resolution made.

Material Personal Interest

Councillors are ultimately responsible for informing of a material personal interest on matters to be discussed at a Council or committee meeting. When dealing with a material personal interest, Councillors must abide by the following procedures:

- 6.18 A Councillor with a material personal interest must inform the meeting of the Local Government of their material personal interest and set out the nature of the interest, including:
 - 6.18.1 The name of the person or other entity who stands to gain a benefit, or suffer a loss, depending on the outcome of the consideration of the matter at the meeting
 - 6.18.2 How a person or other entity stands to gain the benefit or suffer the loss
 - 6.18.3 If the person or other entity who stands to gain the benefit or suffer the loss is not the Councillor – the nature of the Councillor's relationship to the person or entity.
- 6.19 The Councillor must then leave the place of the meeting and stay away while the matter is being discussed and voted on unless the subject Councillor has Ministerial approval to participate in the matter. The Councillor must not influence or attempt to influence the remaining Councillors to vote on the matter in a particular way.
- 6.20 Once the Councillor has left the area where the meeting is being conducted, the Local Government can continue discussing and deciding on the matter at hand.
- 6.21 If a Councillor at a meeting reasonably believes, or reasonably suspects that another Councillor has a material personal interest in a matter to be discussed at the meeting and has not informed the meeting about the interest, the Councillor must advise the Chairperson of the meeting, as soon as practicable, about their belief or suspicion, and the facts and circumstances that form the basis of the belief or suspicion.
- 6.22 The Chairperson then should ask the Councillor with the suspected material personal interest whether they do in fact have a material personal interest. If that is the case, the Councillor must follow the above procedures from item 6.18.
- 6.23 In the event the majority of Councillors inform a meeting of a material personal interest regarding a matter:
 - 6.23.1 the Local Government must resolve to delegate the consideration and decision on the matter, pursuant to section 257 of the LGA; or
 - 6.23.2 if the matter cannot be delegated under section 257 of the LGA, the Local Government should seek Ministerial approval for the Councillors to be able to consider and vote on the matter, subject to any conditions the Minister for Local Government may impose.
- 6.24 Where a Councillor informs a meeting of a material personal interest in a matter, the Chairperson must ensure the minutes of the meeting (to be posted on the Council's website) record:
 - 6.24.1 The name of the Councillor who has a material personal interest in the matter
 - 6.24.2 The material personal interest, including the particulars mentioned by the Councillor regarding the material personal interest
 - 6.24.3 Whether the Councillor participated in the meeting, or was present during the meeting,



under an approval granted by the Minister for Local Government.

Conflict of Interest

Councillors are ultimately responsible for informing of any personal interest where they have a real or perceived conflict of interest on matters to be discussed at Council or committee meetings (other than ordinary business matters). When dealing with a conflict of interest, Councillors must abide by the following procedures:

- 6.25 A Councillor with a real or perceived conflict of interest must inform the meeting of the Local Government of their personal interest and set out the nature of the interest, including:
 - 6.25.1 The nature of the interest
 - 6.25.2 If the Councillor's personal interest arises because of the Councillor's relationship with, or receipt of a gift or benefit from, another person:
 - 6.25.2.1 the name of the other person
 - 6.25.2.2 the nature of the relationship or value and date of receipt of the gift or benefit received, and
 - 6.25.2.3 the nature of the other person's interests in the matter.
- 6.26 The subject Councillor may themselves elect to leave the meeting while the matter is being discussed and voted on due to a perceived conflict of interest or conflict of interest. If the Councillor does not leave the meeting, they may advise the other Councillors why they believe they are able to act in the public interest while remaining in the meeting. This could include prior advice from the Integrity Commissioner on the personal interest.
- 6.27 The other Councillors entitled to vote at the meeting must then decide whether the subject Councillor has a conflict of interest (including a perceived conflict of interest) in the matter due to their personal interest. A Councillor who has declared a personal interest in relation to a matter, must not vote under section 175E(4) as to whether another Councillor may stay in the meeting.
- 6.28 If the other Councillors decide there is no conflict of interest or a perceived conflict of interest, the subject Councillor may remain in the meeting and the meeting may continue.
- 6.29 If the other Councillors decide there is a conflict of interest they must then decide whether the subject Councillor must leave the meeting while the matter is being discussed and voted on or can participate in the meeting in relation to the matter including voting on the matter. If the Councillor must leave the place of the meeting the Councillor must not influence or attempt to influence the remaining Councillors to vote on the matter in a particular way
- 6.30 When deciding whether a Councillor may stay in a meeting and vote following the decision of a conflict of interest, the other Councillors must consider significant variables including, but not limited to:
 - 6.30.1 The size or significance of the benefit the subject Councillor stands to receive or benefit
 - 6.30.2 The benefit the subject Councillor stands to receive versus the benefit the community stands to receive from the potential decision
 - 6.30.3 The closeness of any relationship the subject Councillor may have with a given person or group.
- 6.31 In making the decision under 6.30, it is irrelevant how the subject Councillor intended to vote on the issue or any other issue (if known or suspected).
- 6.32 If a Councillor at a meeting reasonably believes, or reasonably suspects that another Councillor has a real or perceived conflict of interest in a matter to be discussed at the meeting and has not informed the meeting about the interest, the Councillor must advise the Chairperson of the meeting, as soon as practicable, about their belief or suspicion, and the facts and circumstances



that form the basis of the belief or suspicion.

- 6.33 The Chairperson then should ask the Councillor with the suspected conflict of interest to inform the meeting of any personal interest they have in the matter and follow the above procedures from item 6.25.
- 6.34 In the event the majority of Councillors inform of a personal interest in a matter:
- 6.34.1 the Local Government must resolve to delegate the consideration and decision on the matter, pursuant to section 257 of the LGA, or
 - 6.34.2 if the matter cannot be delegated under the section 257 of the LGA, the Local Government should seek Ministerial approval for the Councillors to be able to consider and vote on the matter, subject to any conditions the Minister for Local Government may impose.
- 6.35 Where a Councillor informs a meeting of a personal interest in a matter, the Chairperson must ensure the minutes of the meeting (to be posted on the Council's website) record:
- 6.35.1 The name of the Councillor who has declared the conflict of interest
 - 6.35.2 The nature of the personal interest, as described by the Councillor
 - 6.35.3 The decisions made under 6.27 and 6.29 above
 - 6.35.4 Whether the Councillor participated in the meeting under an approval by the Minister
 - 6.35.5 If the Councillor voted on the matter, how they voted
 - 6.35.6 How the majority of Councillors voted on the matter.

Adopted by Council 11 December 2019 by Resolution 1219/016

Mark Crawley
Chief Executive Officer

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9.7 HUMAN RESOURCES REPORT

Attachments: 9.7.1. Safeplan Progress Report to November 2022 [↓](#)

Author: Lisa Ruyg - Manager Human Resources

Date: 6 December 2022

Key Outcome: 1.1 – Responsive and effective service delivery

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

Executive Summary:

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

RECOMMENDATION:

That Council accepts the Human Resources Report for information.

1. Work, Health & Safety Report

The Safeplan progress report to November 2022 is attached.

2. Staff Movements

Arrivals

Dominic Augustus	Graduate Accountant
Srikanth (Sri) Kota	Graduate Engineer
Kahleigh Pascoe	Casual Customer Service Officer
Tiaywana Young	Casual Customer Service Officer

Commencing January 2023

Lydia Gabbert	Lead Educator
Taleesha Spencer	Lead Educator
Tahirih Bristow-Stagg	Assistant Building, Planning & Property Officer
Carl (CJ) Casey	Rural Lands Officer
Natasha Glaskin	Executive Officer

Departures

Ben Hill	Manager Water & Waste
Candice Hill	Business Support Officer - Store

3. Current Recruitments

- | | |
|-------------------------|---------------------|
| • Asset Manager | At offer stage |
| • Manager Water & Waste | Closes January 2023 |
| • Procurement Officer | Closes January 2023 |
-

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- Apprentice Diesel Fitter Closes January 2023
- Trainee Admin Closes January 2023
- Apprentice (to be determined) Anticipated to close January 2023

4. Random Drug & Alcohol Testing Program

8 November 2022 – 14 November 2022

A total of 127 random drug and alcohol tests were performed. Sites tested:

Pioneer/ Lilyvale Pit	17 tests	
Alexandra/ Pipeline Project	21 tests	Non-negative drug test recorded
Depot, MRPC. Karumba	24 tests	
Koolatah/ Dunbar	22 tests	
Stirling/ Inkerman	30 tests	Non-negative drug test recorded
Normanton Depot	13 tests	Positive alcohol reading

22 November 2022 – 28 November 2022

A total of 113 random drug and alcohol tests were conducted. Sites tested:

Inkerman/ Koolatah	18 tests	Non-negative drug & positive alcohol
Dunbar/ 10 Mile	17 tests	
Karumba/ Normanton Admin	24 tests	
Stirling/ Depot	18 tests	
Depot/ Alexandra	16 tests	
Depot/ RMPC/ Pipeline Project	20 tests	

Consultation (Internal/External):

- Executive Leadership Team
- The Drug Detection Agency
- WHS Advisor
- Precruitment Pty Limited

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 – November 2022 (Report for year 2022-2023)

Safeplan		Key Performance Indicators (KPIs)		Scheme		Safe Plan KPI 2022 - 2023		YTD 2022-2023 compared to SP KPI	
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)		79.6		1		5 (annual)		1	
Average Scheme Duration Rate (Formula = Average Number of days lost per LTI)		14.93		2		112 (annual)		5	
Progressive Frequency Rate YTD (B) group = wages greater than \$5 million – less than \$10 million		10.9		12.49		20.6 (annual)		1.00	
Progressive duration rate YTD (B) group = wages greater than \$5 million – less than \$10 million		14.2		2.00		19.93 (annual)		5.00	
% of hazard inspections completed as per Matrices		N/A		100.00%		90%		99.17%	
No. RAPs outstanding vs. No. RAPs completed by EMTD – (18 outstanding, 4 completed Sep/Oct)		N/A		36.00%		75.00%		90%	
Delivery of Take 5 information papers and successful completion of assessments		N/A		76.00%		91.06%		85%	
% of Quarterly Action Plan (QAP) items completed Quarter: October – December 2022		N/A		Due End Dec		Due End Dec		70%	

Mechanism of Injury/for claims submitted	YTD 2020/2021	Days Lost	Mechanism of Injury/for claims submitted	YTD 2021/2022	Days Lost
28 Being hit by moving object	1	0	28 Being hit by moving object	1	73
12 Hitting Moving Objects	0	0	21 Being hit by falling objects	1	
42 Muscular stress while handling objects	3	0	42 Muscular stress while handling objects		
43 Muscular stress with no objects being handled	2	374	43 Muscular stress with no objects being handled		
41 Muscular stress while lifting	3	54	41 Muscular stress while lifting		
01 Falls from a height	0	0	01 Falls from a height		
26 Being trapped between Static objects	2	7	26 Being trapped between Static objects		2
84 Work pressure	0	0	92 Vehicle Accident		
Total	11	435	Total	2	75
Statutory Paid	\$165,615.84		Statutory Paid	\$26,229.50	

Mechanism of Injury for claims submitted	YTD 2022/2023	Days Lost
28 Being hit by moving object		
21 Being hit by falling objects		
42 Muscular stress while handling objects	1	5
43 Muscular stress with no objects being handled		
41 Muscular stress while lifting		
01 Falls from a height		
26 Being trapped between Static objects		
92 Vehicle Accident		
Total	1	5
Statutory Paid	0	

LGW Date: 2022 - 2023 YTD	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
CSC LTI/HR YTD LGW Data	0	0	0	0	0							
Group B LTI/HR YTD (Councils with wages > \$5 mil-\$10 mil)	0	5.45	9.08	8.17	10.9							
CSC LTIs each month	0	0	0	0	1							

LGW Date: 2022 - 2023 YTD	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
CSC Duration Rate YTD LGW Data	0	0	0	0	0							
Average duration rate for Group B (Councils with wages > \$5 mil-\$10 mil)	0	4.00	9.60	13.17	14.20							
CSC DR each month	0	0	0	0	5							

There was 1 Incident Report submitted where an injury was sustained in November. Five days lost time from work was recorded to 5/12/2022.

There was an adjustment of the payout figures to the 2020/2021 of plus 25 Days and \$6,266.00 and for 2021/2022 of plus 0 Days and \$0. (A \$157,263.00 down from \$175,000.00 Estimate is still recorded for 2019-2020)

Report Completed on Monday, December 5th, 2022

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9.8 RESERVATION OF PLOTS - NORMANTON AND KARUMBA CEMETERIES

Attachments: 9.8.1. Application for Reservation of a Grave or Columbarium Niche [↓](#)

Author: Angeline Pascoe - Executive Assistant

Date: 7 December 2022

Key Outcome: Day to day management of activities within the Economic and Community Development Department

Key Strategy: As per the Departmental Plan for Economic and Community Development

Executive Summary:

Council owns, manages and is responsible for the cemeteries in Normanton and Karumba. In 2021 the Statement of Principles – Cemeteries was presented to Council for adoption.

Within the Normanton and Karumba Cemeteries, there are reserved plots, some of which have been reserved for a number of years. However, Council does not charge a fee for these vacant plots. If Council decides on a one-off reservation fee, all persons with plots reserved will be sent correspondence advising of Council's decision and fee.

RECOMMENDATION:

That Council consider a fee for the reservation of plots in the Normanton and Karumba Cemeteries.

Background:

Council owns, manages and is responsible for the cemeteries in Normanton and Karumba. In 2021 the Statement of Principles – Cemeteries was presented to Council for adoption. This document sets appropriate standards for the services provided at Carpentaria Shire Council's operated cemeteries, which enables the effective delivery of services to meet the community needs.

Within the Normanton and Karumba Cemeteries, there are reserved plots, some of which have been reserved for a number of years. Currently there are no fees for reservation of a plot whether it is on the monumental section, lawn section or columbarium wall.

The Schedule of Fees and Charges will need to be amended to include additional fees for the Reservation of a Grave or Columbarium Niche. The following fees below are from other local governments around Carpentaria Shire.

Mount Isa City Council	Reservation of grave (monumental section)	\$150.00
	Reservation of grave (lawn section)	\$165.00
Cloncurry Shire Council	Reservation of grave	\$235.00
Cairns Regional Council	Reservation of grave (adult)	\$995.00
	Reservation of grave (child) (1-8yrs)	\$536.00
Townsville City Council	Reservation of grave (monumental or lawn)	\$2,120.00
Tablelands Regional Council	Reservation of grave	\$630.00

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Mareeba Shire Council	Reservation of grave (adult)	\$599.00
	Reservation of grave (child)	\$300.00

Upon the death of the reservee, the reservation fee is deducted from the burial fees.

Consultation (Internal/External):

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

Legal Implications:

- Council Local Law

Financial and Resource Implications:

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

Risk Management Implications:

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



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Email: council@carpentaria.qld.gov.au
 Website: www.carpentaria.qld.gov.au

PO Box 31
 29-33 Haig Street, NORMANTON QLD 4890

APPLICATION FOR RESERVATION OF A GRAVE OR COLUMBARIUM NICHE

A Grave Site / Columbarium Niche is to be reserved for the person whose details appear below.

Please reserve a site in:		Row/Site Number:		
Please TICK which CEMETERY:		Please TICK which SECTION:		
Normanton <input type="checkbox"/>	Karumba <input type="checkbox"/>	Monumental <input type="checkbox"/>	Lawn <input type="checkbox"/>	Columbarium Wall <input type="checkbox"/>

Section A – Details of Reseree

Full Name of Applicant:			
Date of Birth:			
Residential Address:			
Postal Address:			
Email:		Phone:	

Section B – Next of Kin (must be different to above)

Full Name:			
Residential Address:			
Phone:			
Relationship to Reseree:			

Section C – Applicable Amounts

Reservation of Grave (Monumental Section)	\$0.00	Reservation of Columbarium Niche	\$0.00
Reservation of Grave (Lawn Section)	\$0.00		

NOTE –

- This is an Application for Reservation of a Grave or Columbarium Niche. A Reservation fee is required to be paid.
- Prior to Internment, a separate Application for Coffin or Casket Burial is to be completed. The Burial Fee will be applied at that time.

Section D – Declaration

Applicant Name:			
Signature:		Date:	

Information Privacy Act 2009: Carpentaria Shire Council is collecting this information in accordance with the Local Government Act 2009. The information collected on this form will only be accessed by authorised Council Officers for the purpose of updating Council's burial register. Your information will not be given to any other person or Agency until you have given us permission, or we are required to do so by law.

OFFICE USE ONLY	
Received by:	Date:
Fees:	Receipt No:

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10 REPORTS FROM DIRECTOR OF CORPORATE & COMMUNITY SERVICES

10.1 DCS REPORT

Attachments: 10.1.1. Local Law Report - November [↓](#)
10.1.2. Letter from Gulf District Enterprises [↓](#)

Author: Julianne Meier - Director Corporate Services

Date: 8 December 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-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.
Oct 22	Contractors Copies of Worksheets	In Progress	Works Department considering possibility of providing yellow copy to Contractor, as the second copy it is likely to be more readable.

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2. Program Update

Local Laws

Local Laws Report

The statistics for local laws are attached.

Month	Bounty Scheme 2022 to 2023		
	Wild dogs (Qty claimed)	Monthly Total	Budget Remaining
Jul		0	10,000
Aug	4	200	9,800
Sep		0	9,800
Oct	23	1,150	8,650
Nov	20	1,000	7,650
Dec		0	7,650
Jan		0	7,650
Feb		0	7,650
Mar		0	7,650
Apr		0	7,650
May		0	7,650
Jun		0	7,650
Total	47	2,350	7,650
Total Budget		\$10,000	
Bounty per dog		\$50	
Percentage of Budget Remaining		76.50%	
Percentage of Budget Expended		23.50%	

3. Other Items

Stores Stocktake – Fuel

There is no stocktake to report for the month.

Letter from Gulf District Enterprises

A letter has been received from Gulf District Enterprises requesting additional space to meet compliance with the Food Safety Regulations. Currently they are operating from a small space at the Normanton Airport, and are asking Council to expand the space they are currently using.

Council are asked to consider the request and provide feedback.

Consultation (Internal/External):

- Mark Crawley - Chief Executive Officer
- Carpentaria Land Council Aboriginal Corporation

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- Environmental Health Officer – Contract
- Local Laws Officer

Legal Implications:

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

Financial and Resource Implications:

- Contained within the report.

Risk Management Implications:

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

2022/2023 Local Laws Reporting														
Month	New Animal Registrations				Impounded Animals				Euthanized Animals					
	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba
Jul-22	12	1			6	0	33	15	0	0	33	15		
Aug-22	0	1			3	2	45	30	3	1	45	30		
Sep-22	4	4			4	0	42	25	3	0	42	25		
Oct-22	0	2			6	1	39	22	3	0	39	22		
Nov-22	4	0			6	0	18	10	3	0	18	10		
Dec-22														
Jan-23														
Feb-23														
Mar-23														
Apr-23														
May-23														
Jun-23														
Total	20	8	0	0	25	3	177	102	0	0	177	102	0	0

2022/2023 Local Laws Reporting														
Month	Illegal Campers		Snakes removed		Overgrown Allotment notices		Abandoned Vehicles		Pound Release fees		Infringements Issued		Fines Collected	
	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba
Jul	0	0	0	2										
Aug	0	0	0	2					-	-	-	-	-	-
Sep	0	0	2	1					-	-	-	-	-	-
Oct	0	0	2	1					-	-	-	-	-	-
Nov	0	0	2	0					-	-	-	-	-	-
Dec									-	-	-	-	-	-
Jan									-	-	-	-	-	-
Feb									-	-	-	-	-	-
Mar									-	-	-	-	-	-
Apr									-	-	-	-	-	-
May									-	-	-	-	-	-
Jun									-	-	-	-	-	-
Total	0	0	6	6	0	0	0	0	0	0	0	0	0	0

Doc ID:
Carpentaria Shire Council
21 NOV 2022
Original to:
Copy to:
Manager/Director Approval:
Actions:

Carpentaria Shire Council Proposal

18/11/22

To whom it may concern,

In regards to my previous correspondence with you requesting the lease of the adjacent room to Kiosk for expansion. We now propose, the adjacent adjoining room, could be sub divided. Our company are willing and happy to pay for the subdivision of the adjoining room, If approved.

A recent visit from the Health and Safety Officer has advised that to be compliant and meet the necessary Health and Safety Regulations, a Food Licence, a double sink and hand basin must be installed. We have filled out the appropriate application for the Food License and pay the fees.

This will allow the Kiosk to prepare and provide a larger menu, longer operating hours thus providing a valuable service to visitors and locals alike.

We look forward to continuing and expanding our dedicated services at the Airport Kiosk however to do this we would require your assistance to help our kiosk expand, so we can comply with Health Regulations.

Regards



Stu and Liz
Gulf District Enterprises

BUSINESS PAPERS

10.2 MONTHLY FINANCIAL REPORT - NOVEMBER 2022

Attachments: 10.2.1. Monthly Financial Statements November 2022 [↓](#)
10.2.2. Cash November 2022 [↓](#)
10.2.3. Capital Expenditure Report - November 2022 [↓](#)

Author: Jade Nacario - Manager Finance and Administration

Date: 8 December 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:

Presentation of the financial report for 30 November 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 30 November 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 30 November 2022 are attached for Council's information.

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

BUSINESS PAPERS

Sustainability Ratios

Indicator	Target	Formula	30 November 2022	Comment
Current Ratio Is Council able to pay off its short-term liabilities with its current assets?	1.5-3.0	Current Assets/Current Liabilities	2.05	Council has 2.05 times more current assets than current liabilities
Operating Surplus Ratio Does Council have sufficient operating revenue to meet Council operating costs?	Between 0 & 10%	Surplus/(Deficit) from Operations / Recurrent Revenue	0.62%	The budget projection is at -9%.
Cash Expense Ratio Has Council properly planned for when payments associated with Council activities are due? Indicates the number of months council can continue paying its immediate expenses without additional cash flows	3 to 6 months	Cash at Bank / Expected cash operating costs for one month	6.28	Indicates Council can pay immediate expenses for six months, without additional cash. Note: Based on 22.23 budget
EBITDA Ratio (Earnings Before Income Tax, Depreciation and Amortisation)	Breakeven	Operating Result + Depreciation + QTC Finance Costs / Operating Revenue	\$189,881 or 0.62%	Council's operating income is higher than its operating expenditures for the month of November 2022

Statement of Comprehensive Income

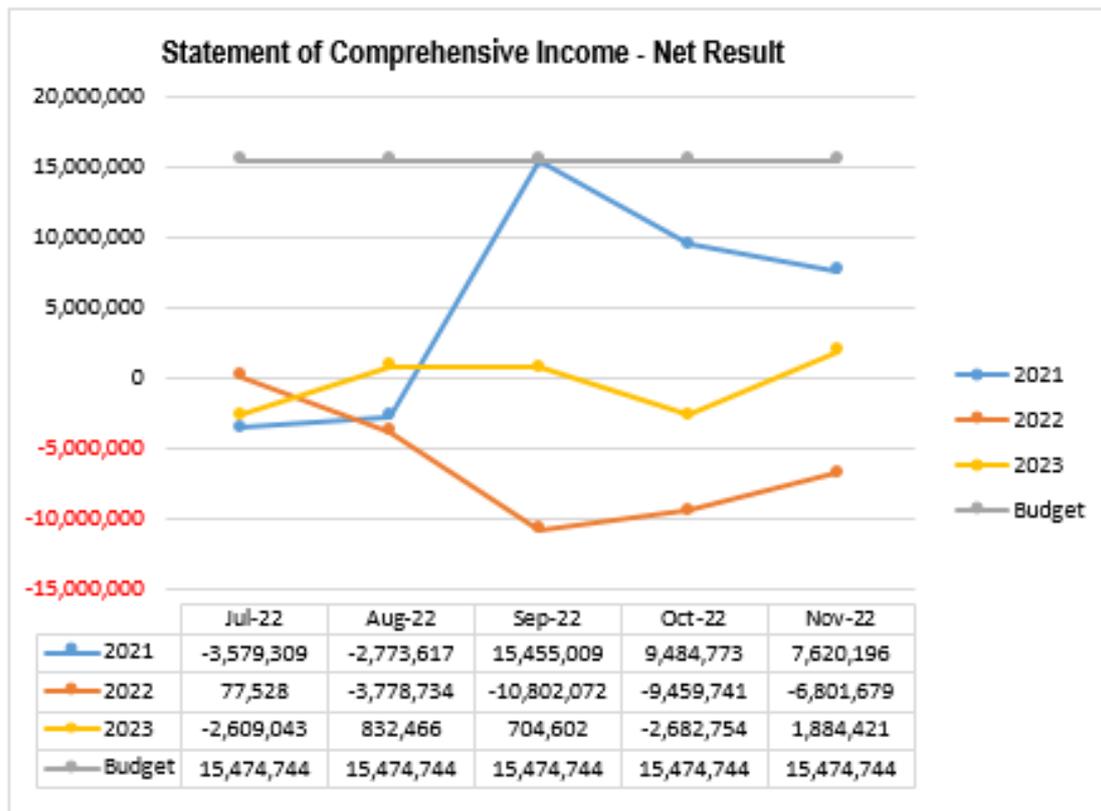
For the fifth month of the financial year 2022/2023, the financial year had elapsed 41.67%. The comprehensive income statement indicated a net result of \$1,884,421 in surplus which is the sum of \$30,462,980 in recurrent revenue, \$30,273,098 in recurrent expenditure and \$1,694,540 in capital revenue.

	Actual <i>(from 1 July 2022 to 30 November 2022)</i>	Budget <i>(from 1 July 2022 to 30 June 2023)</i>
Recurrent Revenue	30,462,980	69,037,903
Recurrent Expenses	30,273,098	75,185,377
Net Operating	189,881	(6,147,474)
Capital Revenue	1,694,540	21,622,218
Capital Expense	0	0
Net Result	1,884,421	15,474,744

**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 \$1,884,421.

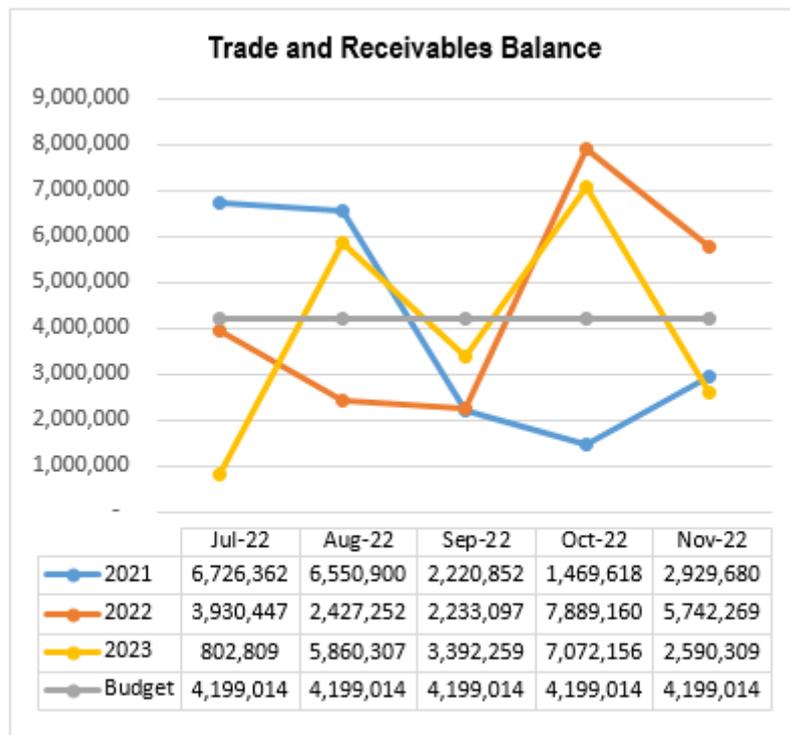
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Financial Position Reports

The graph below shows Council's *Trade and Receivables* balance of \$2,590,309. The receivables balance is made up of rates receivable \$733,638 and the remaining balances are receivables from community loans, Main Roads recoverable works and airport charges.

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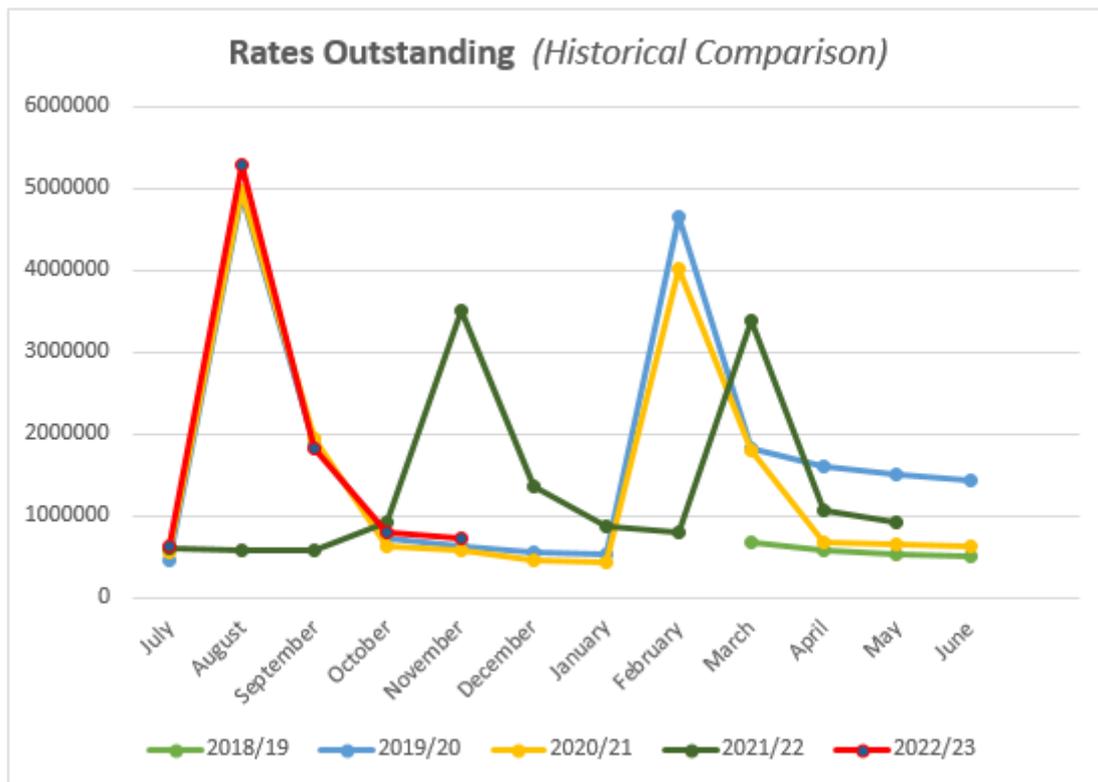
Rates and Service Charges Receivables

The rates team have now finalized the revision of utility charges as identified at the community meetings held in Normanton and Karumba. Officers have sent letters to ratepayers explaining the changes. Reminder notices for Levy 1 have now been issued and sent to ratepayers.

Rates Outstanding					
	%	Nov-22	Oct-22	Sep-22	Nov-21
Current Year	29%	262,045	275,806	1,239,184	2,899,751
1 Year Arrears	17%	152,848	155,400	158,906	234,643
2 Year Arrears	13%	120,719	120,948	121,606	112,141
3+ Year Arrears	22%	199,242	203,453	205,553	193,697
Interest	19%	171,322	166,608	163,017	156,499
Credits		(172,538)	(125,368)	(67,578)	(88,140)
Balance	100%	733,638	796,847	1,820,687	3,508,592

The graph below shows that the rates outstanding in 2022/2023 at the end of November, are similar to the outstanding amounts at the same time in previous years. This demonstrates Council is back on track with the issue of notices, and collections of levies, despite the late issue of notices in November 2021.

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QTC Loans

Council has no planned borrowings over the next ten years and is committed to paying down existing debt. Council currently has three loans with Queensland Treasury Corporation (QTC), the details are shown below:

Loan Purpose	Quarterly Repayments	Balance	Maturity Date
Glenore Weir	110,412.17	4,354,123	15 March 2035
Karumba Sewerage	66,099.08	1,628,070	15 June 2030
Normanton Water	34,031.88	904,281	15 March 2031
TOTAL	210,543.13	6,886,474	

Capital Budget

Council's capital expenditure is shown in the attached worksheet. The Capital budget for the financial year totals \$27.225m, with \$22.844 funded by grants. Council's contribution to the capital budget is \$4.28m.

Where a project has been budgeted, the works shall not commence until the funding agreement has been executed.

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New items will be added to the capital budget as funding applications are successful throughout the year.

Consultation (Internal/External):

- Julianne Meier - Director of Corporate Services
- Executive Leadership Team
- Managers and relevant officers

Legal Implications:

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

Local Government Act 2009

Financial and Resource Implications:

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

Risk Management Implications:

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

Carpentaria Shire Council
Statement of Comprehensive Income
 for the period ended 30 November 2022

	Actual 30-Nov-22	Budget 30-Jun-23	% Variance
Income			
Revenue			
Operating revenue			
Net rates, levies and charges	4,465,900	8,918,000	50.08%
Fees and charges	378,319	547,000	69.16%
Rental income	210,099	600,000	35.02%
Interest received	144,594	219,903	65.75%
Sales revenue	4,249,651	7,275,000	58.41%
Other income	61,921	-	-
Grants, subsidies, contributions and donations	20,952,496	51,478,000	40.70%
Total operating revenue	30,462,980	69,037,903	44.13%
Capital revenue			
Grants, subsidies, contributions and donations	1,694,540	21,622,218	7.84%
Total revenue	32,157,519	90,660,121	35.47%
Capital income			
Total Capital Income	-	-	0.00%
Total income	32,157,519	90,660,121	35.47%
Expenses			
Operating expenses			
Employee benefits	3,677,302	10,105,910	36.39%
Materials and services	26,475,006	54,874,000	48.25%
Finance costs	120,790	357,920	33.75%
Depreciation and amortisation	-	9,847,547	0.00%
Total operating expenses	30,273,098	75,185,377	40.26%
Capital expenses			
Total Capital expenses	-	-	0.00%
Total expenses	30,273,098	75,185,377	40.26%
Net result	1,884,421	15,474,744	12.18%
Operating result			
Operating revenue	30,462,980	69,037,903	
Operating expenses	30,273,098	75,185,377	
Operating result	189,881	(6,147,474)	

Statement of Financial Position

as at 30 November 2022

	Actual 30-Nov-22	Budget 30-Jun-23
Assets		
Current assets		
Cash and cash equivalents	34,019,634	35,975,943
Trade and other receivables	2,590,309	4,199,014
Inventories	1,188,659	1,143,000
Contract Assets	9,297,151	6,037,000
ATO Receivables	-	718,000
Total current assets	47,095,753	48,072,957
Non-current assets		
Trade and other receivables	90,571	91,000
Property, plant & equipment	288,255,173	286,552,295
Right of use assets	70,084	65,000
Total non-current assets	288,415,827	286,708,295
Total assets	335,511,580	334,781,252
Liabilities		
Current liabilities		
Trade and other payables	3,518,105	1,544,298
Contract Liabilities	17,192,397	14,162,000
Borrowings	526,632	561,513
Other current liabilities	171,500	100,000
Provisions	1,522,425	950,000
Total current liabilities	22,931,059	17,317,811
Non-current liabilities		
Contract Liabilities	-	5,000,000
Borrowings	6,359,843	5,653,032
Provisions	1,074,717	2,536,000
Other non-current liabilities	-	100,000
Total non-current liabilities	7,434,559	13,289,032
Total liabilities	30,365,618	30,606,843
Net community assets	305,145,962	304,174,409
Community equity		
Asset revaluation surplus	188,906,478	171,681,649
Retained surplus	116,239,485	132,492,760
Total community equity	305,145,962	304,174,409

Statement of Cash Flows
 for the period ended 30 November 2022

Actual Budget
 30-Nov-22 30-Jun-23

Statement of Cash Flows

Cash flows from operating activities

Receipts from customers	11,639,203	16,870,654
Payments to suppliers and employees	(39,069,481)	(70,295,612)
Interest received	144,594	219,750
Rental income	210,099	603,064
Non-capital grants and contributions	20,952,496	56,903,269
Borrowing costs	(120,790)	(307,920)
Net cash inflow from operating activities	(6,243,880)	3,993,205

Cash flows from investing activities

Payments for property, plant and equipment	(2,085,817)	(25,405,227)
Grants, subsidies, contributions and donations	1,694,540	21,622,218
Net cash inflow from investing activities	(391,277)	(3,783,009)

Cash flows from financing activities

Net cash inflow from financing activities	(70,125)	(534,252)
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Total cash flows

Net increase in cash and cash equivalent held	(6,705,283)	(324,056)
Opening cash and cash equivalents	40,724,917	36,300,000
Closing cash and cash equivalents	34,019,634	35,975,944



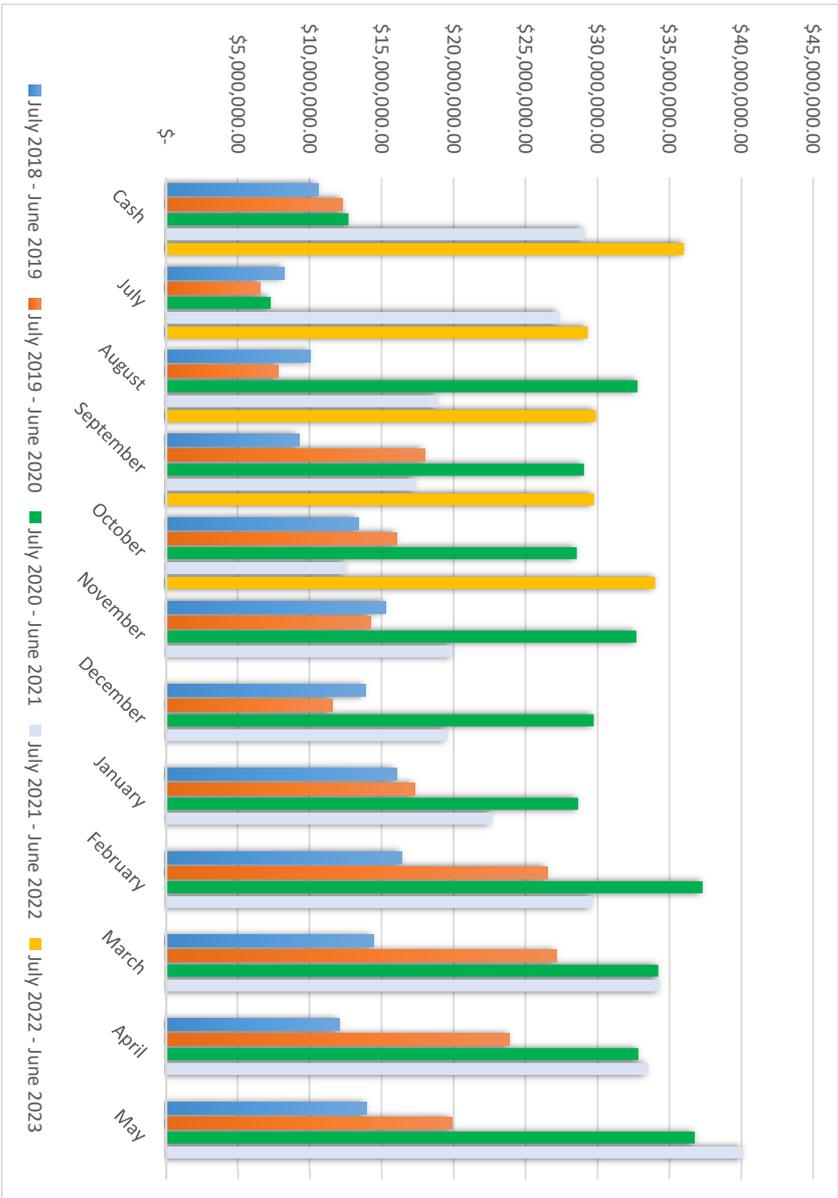
Statement of Comprehensive Income by Category
 for the period ended 30 November 2022

	Core \$	QRA \$	Non-Core \$	Total \$	Budget \$
Income					
Revenue					
Recurrent revenue					
Rates, levies and charges	4,465,900	-	-	4,465,900	8,918,000
Fees and charges	202,675	-	175,644	378,319	547,000
Rental income	59,108	-	150,991	210,099	600,000
Interest received	144,594	-	-	144,594	219,903
Sales revenue	4,069,271	-	180,381	4,249,651	7,275,000
Other income	61,921	-	-	61,921	-
Grants, subsidies, contribu	1,583,410	19,305,585	63,500	20,952,496	51,478,000
	10,586,879	19,305,585	570,516	30,462,980	69,037,903
Capital revenue					
Grants, subsidies, contribu	1,694,540	-	-	1,694,540	21,622,218
Total revenue	12,281,419	19,305,585	570,516	32,157,519	90,660,121
Capital income	-	-	-	-	-
Total income	12,281,419	19,305,585	570,516	32,157,519	90,660,121
Expenses					
Recurrent expenses					
Employee benefits	(2,656,630)	(673,153)	(347,519)	(3,677,302)	(10,105,910)
Materials and services	(7,362,639)	(18,632,432)	(479,935)	(26,475,006)	(54,874,000)
Finance costs	(120,790)	-	-	(120,790)	(357,920)
Depreciation	0	-	-	-	(9,847,547)
	(10,140,060)	(19,305,585)	(827,454)	(30,273,098)	(75,185,378)
Capital expenses	-	-	-	-	-
Total expenses	(10,140,060)	(19,305,585)	(827,454)	(30,273,098)	(75,185,378)
Net result	2,141,359	0	(256,938)	1,884,421	15,474,743
Other comprehensive income					
Items that will not be reclassified to net result					
Increase / (decrease) in ass	-	-	-	-	-
Total other comprehensive i	-	-	-	-	-
Total comprehensive incom	2,141,359	0	(256,938)	1,884,421	15,474,743

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

CASH

Cash	July	August	September	October	November	December	January	February	March	April	May	June
2019	\$10,624,212.00	\$8,210,979.00	\$10,052,874.00	\$9,230,314.00	\$13,365,287.00	\$15,294,953.00	\$13,866,629.00	\$16,004,746.00	\$16,406,721.00	\$14,429,103.00	\$12,076,778.00	\$13,940,891.00
2020	\$12,280,567.00	\$6,538,396.00	\$7,802,385.00	\$17,986,246.00	\$16,045,726.00	\$14,253,941.00	\$11,534,551.00	\$17,310,350.00	\$26,505,321.00	\$27,149,119.00	\$23,891,105.00	\$19,895,041.00
2021	\$12,668,763.00	\$7,267,828.00	\$32,799,197.00	\$29,061,031.00	\$28,569,461.00	\$32,701,782.00	\$29,755,429.00	\$28,656,349.42	\$37,318,356.00	\$34,226,338.00	\$32,854,549.00	\$36,769,988.00
2022	\$29,066,133.00	\$27,305,252.00	\$18,876,147.00	\$17,306,164.00	\$12,501,484.00	\$19,906,129.00	\$19,521,847.00	\$22,627,835.00	\$29,625,892.00	\$34,300,881.00	\$33,474,702.00	\$40,097,628.00
2023	\$36,016,895.12	\$29,324,952.00	\$29,916,342.00	\$29,764,622.00	\$34,019,634.00							



Carpentaria Shire Council - Capital Expenditure Budget - 2022-2023

5/12/2022 Data Updated		Total Project Budget					Financial Year Budget				Add'l Items		Committee		Total		Stage of
Job or WIO No	Project Description	Asset Class	Type	Project Expense Budget	Project Grant Funding	Asset Sale / Trade-In	Councils Contrib'n to Project	Original Budget 2022-2023	Grant 2022-2023	Asset Sale / Trade-In 2022-2023	Council Contribution 2022-2023	2022-2023	YTD Expenses 2022-2023	Committee Orders	Expenses 2022-2023	Expenses 2022-2023	Comp'n %
WQSH12	Buildings - 23 Woodward Street	Buildings	R	20,000	20,000	0	0	20,000	20,000	0	0	0	0	0	0	0	0%
WQSH13	Buildings - 1/150 Yappar Street	Buildings	R	45,000	45,000	0	0	45,000	45,000	0	0	0	0	0	0	0	0%
WQSH14	Buildings - 1/772 Thompson Street	Buildings	R	65,000	65,000	0	0	65,000	65,000	0	0	0	0	0	0	0	0%
WQSH15	Buildings - 36 Woodward Street - External Repaint	Buildings	R	15,000	15,000	0	0	15,000	15,000	0	0	0	0	0	0	0	0%
CH2201	Buildings - Staff Housing - Normanton Vacant Pensioner Unit - Disabled Access Toilet, Showers, Laundry, Internal Refit	Buildings	R	100,000	0	0	100,000	100,000	0	0	100,000	0	0	0	0	0	0%
WQSH17	Buildings - Staff Housing - Internal Upgrade, Henrietta Street	Buildings	R	125,000	125,000	0	0	125,000	125,000	0	0	6	6	0	6	15%	
WQSH19	Capex - 16 Henrietta Street, Normanton	Buildings	R	50,000	0	0	50,000	50,000	0	0	50,000	11,264	11,271	0	22,536	10%	
CO2301	Buildings - Store Shelving	Buildings	R	20,000	0	0	20,000	20,000	0	0	20,000	0	4,826	0	4,826	5%	
CM2203	Water - Normanton - Build-in under Water Tower	Buildings	N	20,000	0	0	20,000	20,000	0	0	20,000	0	0	0	0	0%	
CH2202	Buildings - 1 Brodie Street - Replaced galvanized plumbing pipework	Buildings	R	10,000	0	0	10,000	10,000	0	0	10,000	937	937	665	1,603	100%	
CH2203	Buildings - Residential Development - Gough Street	Buildings	N	50,000	0	0	50,000	50,000	0	0	50,000	52,000	0	0	52,000	99%	
WQSH18	Buildings - W4/Q 34 Philip Street - Internal Upgrade - Repaint, renew Kitchen, Lighting, Bathroom, Flooring	Buildings	R	84,836	0	0	0	0	0	0	0	84,836	3,389	88,225	88,225	100%	
CP2204	ICT - TV Radio - Satellite Infrastructure Upgrade Dish 1 - Karumba	Other	R	25,000	0	0	25,000	25,000	0	0	25,000	11,371	1,800	13,171	13,171	100%	
QRRF	Karumba Point Shoreline Protection and Revitalisation - Beach Sand Retention Project (Groyne)	Other	N	592,473	500,000	0	92,473	592,473	500,000	0	92,473	0	0	0	0	0	50%
PAKP	Karumba Point Shoreline Protection and Revitalisation - Revement Wall	Other	N	1,592,473	1,592,473	0	0	0	0	0	0	0	0	0	0	0	0%
LRCIP7	LRCIP - Phase 3 - Allocation of \$1m funding towards Restoration of Karumba Foreshore - Revement Wall	Other	R	1,000,000	1,000,000	0	0	1,000,000	1,000,000	0	0	0	0	0	0	0	0%
LRCIP8	LRCIP - Phase 3 - Karumba Park (closing of Barnett St) - Design and Construct	Other	N	350,000	350,000	0	0	350,000	350,000	0	0	8,080	0	0	8,080	10%	
LRCIP0	LRCIP - Phase 3 - Karumba Point to Town Walking Track (Signage, Designated Path, Bridges)	Other	U	73,848	73,848	0	0	73,848	73,848	0	0	0	0	0	0	0	10%
RRF006	Other - Karumba Airport Weather Station	Other	N	87,000	87,000	0	0	87,000	87,000	0	0	0	0	0	0	0	100%
QRRF2	Other - Karumba Point Shoreline - Detailed Design	Other	N	530,000	500,000	0	30,000	330,000	330,000	0	0	93,427	26,212	0	119,639	60%	
WQ2204	Other - Onsite Chlorine Generators - Normanton & Karumba Pools	Other	U	320,000	320,000	0	0	320,000	320,000	0	0	40,971	127,377	0	168,349	10%	
WQ2201	Other - Town Beautification - Landsborough St Development	Other	N	200,000	200,000	0	0	10,000	10,000	0	0	0	0	0	0	0	5%
WQ2202	Other - Town Beautification - School Dam Precinct Development	Other	N	300,000	300,000	0	0	5,000	5,000	0	0	0	0	0	0	0	5%
DAF22	Coast Reef Habitats - Karumba	Other	N	100,000	100,000	0	0	100,000	100,000	0	0	136	64,479	0	64,615	50%	
CO2201	Other - Cenotaph Upgrade - Two statues "We are one"	Other	U	150,000	150,000	0	0	150,000	150,000	0	0	42,058	56,000	0	98,058	70%	
CP2203	Fleet - Replace P1710 CEO - GXL 4.5L T Diesel Dual Cab	Plant and Equip	R	82,440	0	35,000	47,440	82,440	0	35,000	47,440	81,952	0	0	81,952	100%	
CP2205	Fleet - Replace P1605 WTP 4x4 Single Cab Utility	Plant and Equip	R	55,000	0	18,000	37,000	55,000	0	18,000	37,000	0	0	0	0	0	0%
CP2206	Fleet - Replace P1553 Electrician - 4 x 4 Single Cab	Plant and Equip	R	55,000	0	18,000	37,000	55,000	0	18,000	37,000	0	0	0	0	0	0%

Carpentaria Shire Council - Capital Expenditure Budget - 2022-2023

5/12/2022 Data Updated		Total Project Budget										Financial Year Budget					Add'l Items		YTD		Committee		Total		Stage of			
Job or W/O No	Project Description	Asset Class	Type	Project Expense Budget	Project Grant Funding	Asset Sale / Trade-In	Councils Contrib'n to Project	Original Budget 2022-2023	Grant 2022-2023	Asset Sale / Trade-In 2022-2023	Council Contribution 2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	
CP2207	Fleet - Replace P1512 Town Services - 4x2 Single Cab Ure (Cleaners)	Plant and Equip	R	35,000	0	8,000	27,000	35,000	0	8,000	27,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
CP2208	Fleet - Replace P4136 Quad UTV with 2 seats	Plant and Equip	R	25,000	0	2,000	23,000	25,000	0	2,000	23,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
CP2209	Fleet - P1582 WTP - SR 4x2 Single Cab Ure	Plant and Equip	R	35,000	0	8,000	27,000	35,000	0	8,000	27,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
CP2210	Fleet - Replace P2402 WTP - N Series NPR Tipper	Plant and Equip	R	65,000	0	12,000	53,000	65,000	0	12,000	53,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
CP2211	Fleet - Plumbers Isuzu Job Truck	Plant and Equip	N	145,000	0	0	145,000	145,000	0	0	145,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
CP2310	Water - Normanton - WTP Generator	Plant and Equip	R	60,000	0	0	60,000	60,000	0	0	60,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10%
CP2301	Fleet - P2036 Fusio Tipper	Plant and Equip	R	70,000	0	0	70,000	70,000	0	0	70,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
CP2302	Fleet - P1664 Dual Cab Cruiser	Plant and Equip	R	80,000	0	0	80,000	80,000	0	0	80,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
CP2303	Fleet - P1877 Dual Cab Colorado	Plant and Equip	R	50,000	0	0	50,000	50,000	0	0	50,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
CP2304	Fleet - P1784 2WD Hilux Single Cab	Plant and Equip	R	40,000	0	0	40,000	40,000	0	0	40,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
CP2305	Fleet - P3516 140M Grader	Plant and Equip	R	300,000	0	0	300,000	300,000	0	0	300,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	75%
CP2306	Fleet - P2529 Grane Truck	Plant and Equip	R	185,000	0	0	185,000	185,000	0	0	185,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
CP2307	Fleet - P4502 Vermeer VAC Trailer	Plant and Equip	R	80,000	0	0	80,000	80,000	0	0	80,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
CP2308	Fleet - P1566 KBA Triton Dual Cab ,replace with Dual Cab	Plant and Equip	R	60,000	0	0	60,000	60,000	0	0	60,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
CP2309	Fleet - PXXXX WTP Single Cab	Plant and Equip	R	65,000	0	0	65,000	65,000	0	0	65,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
CR2106	Footpaths - Maintenance and Disability Access Karumba	Roads	R	45,000	0	0	45,000	45,000	0	0	45,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
CR2105	New Footpaths - Normanton - 2m wide footpath - Cafe to Pharmacy	Roads	R	60,000	0	0	60,000	60,000	0	0	60,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
n/a	Lilyvale Subdivision Stage 1	Land	N	1,500,000	0	1,500,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
CL2201	Lilyvale Subdivision Stage 1 - Road Construction - Internal Access Road	Roads	N	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100%
CL1801	Lilyvale Subdivision Stage 1 - Water Infrastructure	Water	N	400,000	0	0	400,000	400,000	0	0	400,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	99%
CL2301	Project - Lilyvale Subdivision Entrance Statement	Other	N	85,000	0	0	85,000	85,000	0	0	85,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	70%
CR2107	Roads - Roads of Strategic Importance (Ntn to Burketown Rd) (Sealing) ROI	Roads	U	20,000,000	16,000,000	0	4,000,000	5,000,000	4,000,000	0	1,000,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Parent	Roads - Shire Grnd Installations	Roads	N	20,000	0	0	20,000	20,000	0	0	20,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100%
RR2301	Roads - TIDS/R2R/Council - Normanton to Burketown - Sealing Works	Roads	U	1,820,000	1,621,924	0	198,076	1,820,000	1,621,904	0	198,096	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
RR2302	Roads - TIDS/R2R/Council - Concrete Causeway before Armstrong	Roads	N	800,000	800,000	0	0	800,000	800,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2%
RR2302	Roads - TIDS/R2R/Council - Armstrong (Funding top up road realignment)	Roads	N	1,513,339	1,465,263	0	48,076	1,513,339	1,465,263	0	48,076	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5%
CR2301	Roads - TIDS/R2R/Council - Normanton to Burketown - Reseal	Roads	R	300,000	150,000	0	150,000	300,000	150,000	0	150,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5%
CR2302	Roads - Betterment - Inverleigh West Causeway Upgrade	Roads	U	500,000	450,000	0	50,000	50,000	0	0	50,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2%
CR2203	Roads - Mitchell River Crossing - Bridge Design	Roads	U	300,000	300,000	0	0	300,000	300,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2%
RRUP	Roads - Hfley Road - Gravel Upgrade	Roads	U	4,206,687	4,206,687	0	0	4,206,687	4,206,687	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
RRUP	Roads - Koolatah - Dixie Road Widening	Roads	U	2,477,642	2,477,642	0	0	2,477,642	2,477,642	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
CR2303	Roads - ATSI TIDS - Plains/Topsy Creek & Cabbage Tree Creek Causeway/Roads	Roads	N	1,340,000	1,340,000	0	0	1,340,000	1,340,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10%
CR2202	Other - Savannah Way Art Trail - Footings and Traffic Island Upgrade	Roads	U	35,000	0	0	35,000	35,000	0	0	35,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25%
RRR004	Sewerage - Karumba Sewerage System - System Review & Master Plan	Sewer	N	80,000	80,000	0	0	40,000	40,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	90%
CS2201	Sewer - Karumba - Membrane Replacement	Sewer	R	250,000	0	0	250,000	250,000	0	0	250,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%

Carpentaria Shire Council - Capital Expenditure Budget - 2022-2023

5/12/2022 Data Updated		Total Project Budget										Financial Year Budget					Add'l Items		Committee		Total	Stage of
Job or W/O No	Project Description	Asset Class	Type	Project Expense Budget	Project Grant Funding	Asset Sale / Trade-In	Councils Contrib n to Project	Original Budget 2022-2023	Grant 2022-2023	Asset Sale / Trade-In 2022-2023	Council Contribution 2022-2023	YTD Expenses 2022-2023	Committee d Orders	Expenses 2022-2023	70%							
CS2202	Sewer - Karumba - Pump Replacement (eone)	Sewer	R	100,000	0	0	100,000	100,000	0	0	100,000	89,296	0	89,296	70%							
RRF001A	Water - Glenore Weir Raw Water Upgrade - Emergency Intake Structure	Water	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	Water	U	180,000	180,000	0	0	180,000	180,000	0	0	271	0	271	0%							
RRF003	Water - Normanton Water Treatment Plant - Study & Design (Increase potable supply)	Water	N	40,000	40,000	0	0	40,000	40,000	0	0	482	0	482	5%							
WQ2205	Water - Treatment Plant - Controls/Monitoring - Priorities to be established	Water	R	180,000	180,000	0	0	60,000	60,000	0	0	37,520	27,629	65,149	75%							
RRF005	Water - Treatment Plant - Normanton - Diversion of Pipework to improve operational efficiency	Water	N	150,000	150,000	0	0	100,000	100,000	0	0	0	0	0	0%							
WQ2207	Water - Treatment Plant - Normanton - Reservoir Repairs	Water	R	210,000	210,000	0	0	210,000	210,000	0	0	0	0	0	0%							
CW2201	Water - Normanton - Refurbish Clarifier	Water	R	75,000	0	0	75,000	75,000	0	0	75,000	6,405	75,757	82,162	10%							
CW2202	Water - Normanton - Manifold (for old Clarifier)	Water	U	20,000	0	0	20,000	20,000	0	0	20,000	145	0	145	0%							
CW2301	Water - 4X Osec L20 Hypochlorite Generating Systems	Water	U	20,000	0	0	20,000	20,000	0	0	20,000	13,278	0	13,278	0%							
CW2204	Glenore Weir Water Pipe Replacement Planning Project	Water	R	295,000	295,000	0	0	295,000	295,000	0	0	6,574	0	6,574	2%							
New	Water - Normanton Water Treatment Plant Reservoir Upgrades	Water	U	1,992,916	1,992,916	0	0	1,992,916	1,992,916	0	0	0	0	0	0%							
CW1902	Capex - Glenore Weir Rectification (Lgsp)	Water	U	0	0	0	0	0	0	0	0	84,173	908	85,082	100%							
RAUPN9	Cap Ex - Linemarking And Transformer Aerodrome (karumba)	Other	R	0	0	0	0	0	0	0	0	15,547	10,453	26,000	85%							
RAUPN9	Cap Ex - Linemarking Aerodrome (Normanton)	Other	R	0	0	0	0	0	0	0	0	12,426	0	12,426	85%							
Capital Expenditure by Asset Class				46,033,818	37,532,753	1,601,000	6,900,065	26,996,345	22,625,260	101,000	4,270,085	15,600	1,924,470	873,924	2,798,394	7%						
Roads				33,417,668	28,811,516	0	4,606,152	17,967,668	16,361,496	0	1,606,172											
Plant and Equip.				1,487,440	0	101,000	1,386,440	1,487,440	0	101,000	1,386,440											
Land				1,500,000	0	1,500,000	0	0	0	0	0											
Sewer				430,000	80,000	0	350,000	390,000	40,000	0	350,000											
Water				3,292,916	3,197,916	0	95,000	3,522,916	3,027,916	0	495,000											
Other				5,405,794	5,173,321	0	232,473	3,128,321	2,925,848	0	202,473											
Buildings				500,000	270,000	0	230,000	500,000	270,000	0	230,000											
Capital Expenditure by Type				46,033,818	37,532,753	1,601,000	6,900,065	26,996,345	22,625,260	101,000	4,270,085											
U				32,226,093	27,923,017	0	4,303,076	16,776,093	15,472,997	0	1,303,096											
N				9,495,285	7,504,736	1,500,000	490,549	6,027,812	5,167,263	0	860,549											
U				4,312,440	2,105,000	101,000	2,106,440	4,192,440	1,985,000	101,000	2,106,440											
R				46,033,818	37,532,753	1,601,000	6,900,065	26,996,345	22,625,260	101,000	4,270,085											

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10.3 2021/2022 ANNUAL REPORT

Attachments:	NIL
Author:	Julianne Meier - Director Corporate Services
Date:	8 December 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:

Pursuant to Section 181 of the *Local Government Regulation 2012*, a local government must prepare an annual report and it must be presented to Council for adoption. The Annual Report must provide information about how Council progressed the implementation of the five-year corporate plan during the period, its financial performance and other specific information required by legislation is presented for adoption.

RECOMMENDATION:

That Council adopt the Carpentaria Shire Council Annual Report for 2021/2022.

Background:

The *Local Government Act 2009* and *Local Government Regulation 2012* details the required information that must be included in Council's Annual Report. Section 182 Preparation of Annual Report states:

1. *A local government must prepare an annual report for each financial year.*
2. *The local government must adopt its annual report within 1 month after the day the auditor-general gives the auditor-general's audit report about the local government's financial statements for the financial year to the local government.*
3. *However, the Minister may, by notice to the local government, extend the time by which the annual report must be adopted.*
4. *The local government must publish its annual report on its website within 2 weeks of adopting the annual report.*

The Annual Report is an essential source of information to the community, and includes:

- Council's progress toward achieving its goals and objectives as detailed in the five year Corporate Plan;
- Council's Audited Financial Statements;
- A Community Financial Report that assists community members to obtain a greater understanding of Council's audited financial statements;
- Other information about Council's operations.

An extension was provided to complete the Financial Statements to 31st December 2021. Queensland Audit Office (QAO) have issued Council with an unmodified audit opinion

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confirming that Council's financial statements meet all necessary legislative requirements and compliance. The Annual Report is being finalised and shall be presented at the meeting.

Consultation (Internal/External):

- Mark Crawley - Chief Executive Officer
- Julianne Meier - Director of Corporate Services
- Michael Wanrooy - Director of Engineering
- Managers and Staff
- External – Crowe Horwath (QAO appointed auditors)

Legal Implications:

- In compiling the Annual Report, staff have utilised the checklist provided by the Department of Local Government, Racing and Multicultural Affairs to ensure compliance with the *Local Government Act 2009* and *Local Government Regulation 2012*.

Financial and Resource Implications:

- As provided in this report.

Risk Management Implications:

- Risk is considered low and Council will work through identified matters outlined in the audit report.

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10.4 APPROVED INSPECTION PROGRAM

Attachments:	NIL
Author:	Julianne Meier - Director Corporate Services
Date:	8 December 2022

Key Outcome: Day to day management of activities within Corporate Services Directorate

Key Strategy: As per the Departmental Plan for Corporate Service

Executive Summary:

The purpose of this report is to seek Council's approval to implement approved inspection programs for compliance with the *Public Health Act 2005* (mosquito breeding sites), *Animal Management (Cats and Dogs) Act 2008* (dog registrations) and *Local Law No. 2 (Animal Management) 2015*.

The programs can be undertaken pursuant to s134 of the *Local Government Act 2009* and s113 *Animal Management (Cats and Dogs) Act 2008* respectively. The proposed inspection programs are for the systematic inspection of dog registrations, mosquito breeding sites and to ensure community safety hazards are not present on an allotment.

RECOMMENDATION:

That Council approve the following inspection programs:

In accordance with s113 of the *Animal Management (Cats and Dogs) Act 2008*:

1. Dog Registration Inspection Program

(a) Purpose

To ensure that dogs in residence in the Shire are registered in accordance with s44(2) and s46 of the *Animal Management (Cats and Dogs) Act 2008*.

(b) Commencement

The program is to start on 1 February 2023.

(c) Type of Program

The Dog Registration Inspection Program will be a systematic program which will include all properties in Normanton and Karumba townships.

(d) Duration

This program will run for three (3) months from the commencement date.

2. Local Law No. 2 (Keeping of Animals) 2015

(a) Purpose

To ensure compliance with sections 5 and 6 of the *Local Law 2 (Keeping of Animals) 2015* which prescribes animals that are prohibited, restricted or require local government approval. This program will include an inspection of properties to identify any non-compliance.

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(b) Commencement

This program will commence on 1 February 2023.

(c) Type of Program

The Keeping of Animals Compliance Program is a systematic program which will include all properties in Normanton and Karumba.

(d) Duration

This program will run for three (3) months from the commencement date.

In accordance with s427 of the *Public Health Act 2005*:

3. Mosquito Breeding Sites Program

(a) Purpose

To ensure that residences do not have breeding grounds for mosquitos as required under s17 of the *Public Health Regulation 2018*.

(b) Commencement

This program will commence on 1 February 2023.

(c) Type of Program

The mosquito breeding sites program is a systematic program which will include all properties in Normanton and Karumba townships.

(d) Duration

This program will run for three (3) months from the commencement date.

Background:

The purpose of these programs is to ensure compliance with the relevant legislation in order to manage the issues that result from non-compliance such as wandering dogs, mosquito-borne diseases and dangers posed to the community-by-community safety hazards.

Council staff will need to ensure that all requirements as defined under s134 of the *Local Government Act 2009*, s427 and s428 of the *Public Health Act 2005* are complied with in undertaking the approved inspection programs.

Council's Mosquito Management Plan provides for a series of measures, including inspection programs, to be undertaken to minimise the public health risk.

Council must give the public notice of the approval of an inspection program, at least fourteen (14) days, but not more than 28 days, before the approved inspection program starts.

The notice must be published—

- (a) in a newspaper that is circulating generally in the local government area; and
- (b) on the local government's website.

The notice must state the following—

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- (a) the name of the local government;
- (b) the purpose and scope of the program, in general terms;
- (c) when the program starts;
- (d) the period over which the program is to be carried out;
- (e) that the public may inspect a copy of the resolution that approved the program at the local government's public office until the end of the program;
- (f) that a copy of the resolution that approved the program may be purchased at the local government's public office until the end of the program;
- (g) the price of a copy of the resolution that approved the program.

The price of a copy of the resolution that approved the program must be no more than the cost to the local government of making the copy available for purchase.

From the time when the notice is published in the newspaper until the end of the program —

- (a) the public may inspect a copy of the resolution that approved the program at the local government's public office; and
- (b) copies of the resolution that approved the program must be available for purchase at the local government's public office at the price stated in the notice.

Consultation (Internal/External):

- Local Laws Officer
- Chief Executive Officer

Legal Implications:

- Approved inspection programs provide Council with a statutory mechanism to ensure compliance with the relevant legislation.

Financial and Resource Implications:

- Within budget.

Risk Management Implications:

- Council is expected to ensure compliance with Local Government Acts for the community's public health and safety. The proposed inspection programs reduce the risk for the community of wandering dogs, mosquito borne diseases and community safety hazards.

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10.5 SWIMMING POOL REPORT

Attachments: 10.5.1. Swimming Pool Report - November 2022 [↓](#)

Author: Julianne Meier - Director Corporate Services

Date: 8 December 2022

Key Outcome: A safe, healthy, and equitable community that celebrates diversity and enjoys a quality lifestyle

Key Strategy: Continue to support activities and programs that provide for the youth within the Shire

Executive Summary:

This report provides information and updates to Council on the Karumba and Normanton Swimming Pools and Water Parks.

RECOMMENDATION:

That Council:

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

1. MATTERS FOR INFORMATION:

Update from the Pool Contractor:

Pool Opening Hours

I have had requests from the public to see if it would be possible to change the pool hours for Normanton and Karumba to 11am -2pm during the school holidays to try and avoid the afternoon storms.

I think it would be really beneficial to the community and it wouldn't really affect the kids as they don't have school so would still be able to use the pools.

Council has also received a request from a member of the public because children are asking if the pool could be opened more on school holidays as they have nowhere to go, and nothing to do.

For feedback.

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Consultation (Internal/External):

- Chief Executive Officer – Mark Crawley
- Pool Contractor – Charles McShane

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.

Monthly Report for Normanton and Karumba Pools November 2022

TOTAL ENTRIES NOVEMBER			
	Adult	Child	Total
Normanton	80	635	715
Karumba	121	103	224

General Update

- Starting to quiet down now with the end of the school year and storms starting to come in.
- Karumba pool is fairly quiet with mainly the regular users.
- The equipment and pool pump is working well. The water quality is great.
- Swim club continues, numbers are about 90 per week which is not included in the figures.
- Morning training has also commenced and we are getting about 10-15 per session also not included in the figures. So this would add approximately 600 extra entries for the month.



Issues

Normanton

- The water bubbler in the indoor sports centre is apparently still not fixed, therefore the kids are coming into the pool to use the one in there. The kids are leaving the gate open creating a huge safety risk and some kids are under age and non-swimmers.
- The outside toilets in the sports centre are working well, but supervision is an issue as there is access to the toilets by anyone who is not part of the pool. As a result the kids around the indoor centre are making a lot of mess in the toilets.
- Still having issues with parents not satisfactorily supervising their small children and allowing them out of arms reach and out of sight.
- Children under the age of 10 are still hanging around the gate harassing people coming in to the pool to try and get someone to watch them. This is stopping other members of the community from coming to use the facility.
- Some adults are bringing in large numbers of small children who are unable to swim, which they are not capable of supervising by themselves causing significant risk.
- We are having issues with children breaking into the facility. It is happening approximately once a week. I am going over to the pool every night to check the facility and have access to the security cameras but the kids are still breaking in.
- A lot of kids are deliberately lying about their age to try and get in for a swim when they aren't 10 yet.

Karumba

- Computer system for the pool is still stopping due to dosing issues. We are currently working with council staff to try and fix but it has apparently been an issue for a few seasons.
- The chlorine line into the waterpark needs fixing. I have put a temporary fix on it but we are waiting for staff to repair it permanently

Maintenance Notes

Normanton

- The damage to the shade cover seems to have stopped getting worse. There are plans to repair the shade but it needs to be done when the company has time to do it straight away as the pool will heat up very quickly without shade and a lot of swimmers will get sunburnt. We may have to close the pool for the time period the shade is down.
- The front gate needs fixing as the automatic close on it is getting worn out. At times it doesn't close at all which is dangerous.



Karumba.

- New regulators for CO2 have been purchased and installed.

- The shade sail over the pool need to be reattached to the top pulleys before the rainy season to avoid the breaking under the strain of rain water pooling.

Maintenance Requests:

Normanton

- Repair or replace the front gate so it shuts immediately after someone enters.
- We are now using the sport centre toilets and should consider fencing them off to the pool so there is only access to them through the pool. The swimmers are getting the blame for mess and damage made by children from the indoor centre.

Major Works Requests

Normanton

- Polypipe for Normanton pool to allow for better temperature control for colder months.
- Request for the hill to be converted into a three tier concrete grandstand. The current hill is not usable for adults to sit on and there is no shade.
- Air conditioned and secure kiosk and new entry to allow the pool to be run properly.

Overall it has been a fantastic month and the community seems very happy at the pools. School carnivals were a success. School swimming lessons have ended and we had approximately 1500 entries over the school term which has led to a large number of kids learning to swim.

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10.6 COMMUNITY DEVELOPMENT REPORT

Attachments: 10.6.1. Normanton Cemetery Master Concept Plan [↓](#)
10.6.2. Karumba Cemetery Master Concept Plan [↓](#)
10.6.3. Ausnorth Cemetery Report [↓](#)
10.6.4. Ausnorth Normanton Cemetery Map [↓](#)
10.6.5. Ausnorth Karumba Cemetery Map [↓](#)
10.6.6. Sports Centre December Holiday Program [↓](#)
10.6.7. Bynoe Monthly Report November 22 [↓](#)

Author: Julianne Meier - Director Corporate Services

Date: 8 December 2022

Key Outcome: A safe, healthy, and equitable community that celebrates diversity and enjoys a quality lifestyle

Key Strategy: Continue to support activities and programs that provide for the youth within the Shire

Executive Summary:

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

RECOMMENDATION:

That Council:

1. note the Community Development Report; and
2. provide feedback on the Normanton and Karumba Cemetery concept master plans; and
3. that those matters not covered by resolution be noted.

1. MATTERS FOR INFORMATION:

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.1 Normanton and Karumba Library Statistics

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

<u>Statistics</u>	Normanton			Karumba		
	Nov-20	Nov-21	Nov-22	Nov-20	Nov-21	Nov-22
Monthly Walk-Ins	47	72	63	N/A	39	61
Number of library loans	183	119	165	N/A	83	103
Number of people utilising the internet and Wi-Fi	65	21	19	N/A	20	32
Number of new members	5	12	2	N/A	3	0
Total Hours Public Internet Usage	6.5	5.5	6	N/A	6.5	14
Total hours open to the public	88	63	66	N/A	88	88

Normanton Library Activities

First 5: The First 5 Reading Group was relatively quiet in November, attendance usually drops in the warmer months.

Pop Culture Day: We had two (2) Pop Culture Day sessions in November with the same two (2) people that usually attend once a fortnight on their day off work.

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Karumba Activities

First 5 Forever program has been welcoming with families coming in every Wednesday. The kids are excited to get their take home book. Parents are also happy to help with reading.



Normanton and Karumba Cemetery Beautification

Concept master plans have now been developed for the Normanton and Karumba Cemeteries. Community consultation was undertaken in both townships. Some community members were involved in the initial draft, and then two meetings were held in public spaces. The concept designer Hywel Jones from Place Design Group attended the public meeting via Teams and provided information to the community about the plans and took feedback from the onsite consultation and has revised the master plans accordingly.

Ausnorth were engaged to conduct a site survey of both cemeteries to ensure accuracy in plotting existing graves. This survey has now been conducted and has been overlaid over the concept master plan to provide a more accurate representation of where the known gravesites are. Ausnorth have provided a report and have made the recommendations below:

Normanton

There is no doubt that there are many more unmarked graves located within the Normanton Cemetery – in particular in-and-around the older/pioneer sections of the Cemetery.

On this basis Council is recommended to give some consideration to the location of concealed grave locations via the use of Ground Penetrating Radar (GPR) techniques.

BUSINESS PAPERS

Karumba

Unlike Normanton, the Karumba Point Cemetery Reserve is not located within a purpose-designed/tenure secured allotment, nor is the site accessible via a legal/dedicated road reserve.

On this basis Council is recommended to give some consideration to incorporating the geometric design and allocation of sufficient lands to enclose the Karumba Point Cemetery during any future Native Title/Indigenous Land Use Agreement negotiations involving the management of State Lands in Karumba.

Although the GPR technique has not been recommended for Karumba, at least two people from the Karumba public meeting thought there were unmarked graves in the cemetery. Quotations are being sourced for GPR techniques for both cemeteries. Officers will pursue the Karumba Point Cemetery tenure and road reserve with the State Government. Otherwise, the Ausnorth report and maps are just for information.

The initial draft concept master plan for the Normanton Cemetery was provided to Queensland Heritage committee for review. Before any works outlined on the plan for Normanton take place a heritage exemption certificate needs to be lodged and approved. Due to the extensive information required there will be further work required to obtain all the relevant information. Once the GPR has been conducted and overlaid on the concept master plan we will be able to lodge the exemption certificate.

Concept Master Plans – Normanton and Karumba Cemeteries

Both plans have been revised since the community consultation. The Council is asked to review the plans and provide feedback and advise if they would like anything added, prior to being returned to the community for feedback on the final. The timeline is planned as:

- Draft concept master plans to Council for consideration - December
- GPR survey completed by March/April
- Results forwarded to Place Design Group for overlay on the attached concept master plans
- Concept master plans to community for final community consultation.

.1 Normanton Childcare Centre

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.

BUSINESS PAPERS

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 the successful candidate will commence in January 2023.

.2 Normanton Sports Centre Monthly Report

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

The monthly report for the Normanton Sports Centre is attached for information.

Youth Christmas Party

Bynoe have confirmed they will facilitate and run this event, and it will be held on Friday the 9th of December 2022. Council will provide the below to assist:

1. Community Donation table and chair trailer – as a waiver of fees and charges
2. A balance of \$300 for meats for the BBQ – as a donation
3. Use of the blow-up movie screen – for the family movie provided after dinner.

Holiday Program

The attached flyer shows dates and activities planned at the Normanton Sports Centre for the December School Holiday Program.

Grant applications and updates:

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. The funding agreement specifically states:

The memorial will commemorate the contributions made by indigenous and non-indigenous people fighting together side by side in both WW1 and WW2. The memorial will also commemorate the valuable contribution that the Northern Australia Observation Unit the NACKEROOS made to WW2.

The artist has changed the statues based on the feedback provided and the images below show the revised models. The artist will send the final to manufacture in bronze which takes about 6 weeks. It is anticipated the statues shall be ready for installation in early March.

BUSINESS PAPERS



BUSINESS PAPERS



Events organised:

A list of the event organised, and background is listed below.

- Light up our Community Christmas lights December – Normanton and Karumba

Australia Day

Nomination forms are available on Council's website, and hardcopies are being distributed to several locations in Normanton and Karumba over the coming week. A grant application has been submitted for \$20,000 to support the activities.

BUSINESS PAPERS

General update:

Council offices will work with the CWA to keep the community noticeboard updated.

Consultation (Internal/External):

- Chief Executive Officer – Mark Crawley
- Community Support Officer – Tracey McShane
- Manager of Economic and Community Development – Cherie Schafer

Legal Implications:

- Nil

Financial and Resource Implications:

- Within budget.

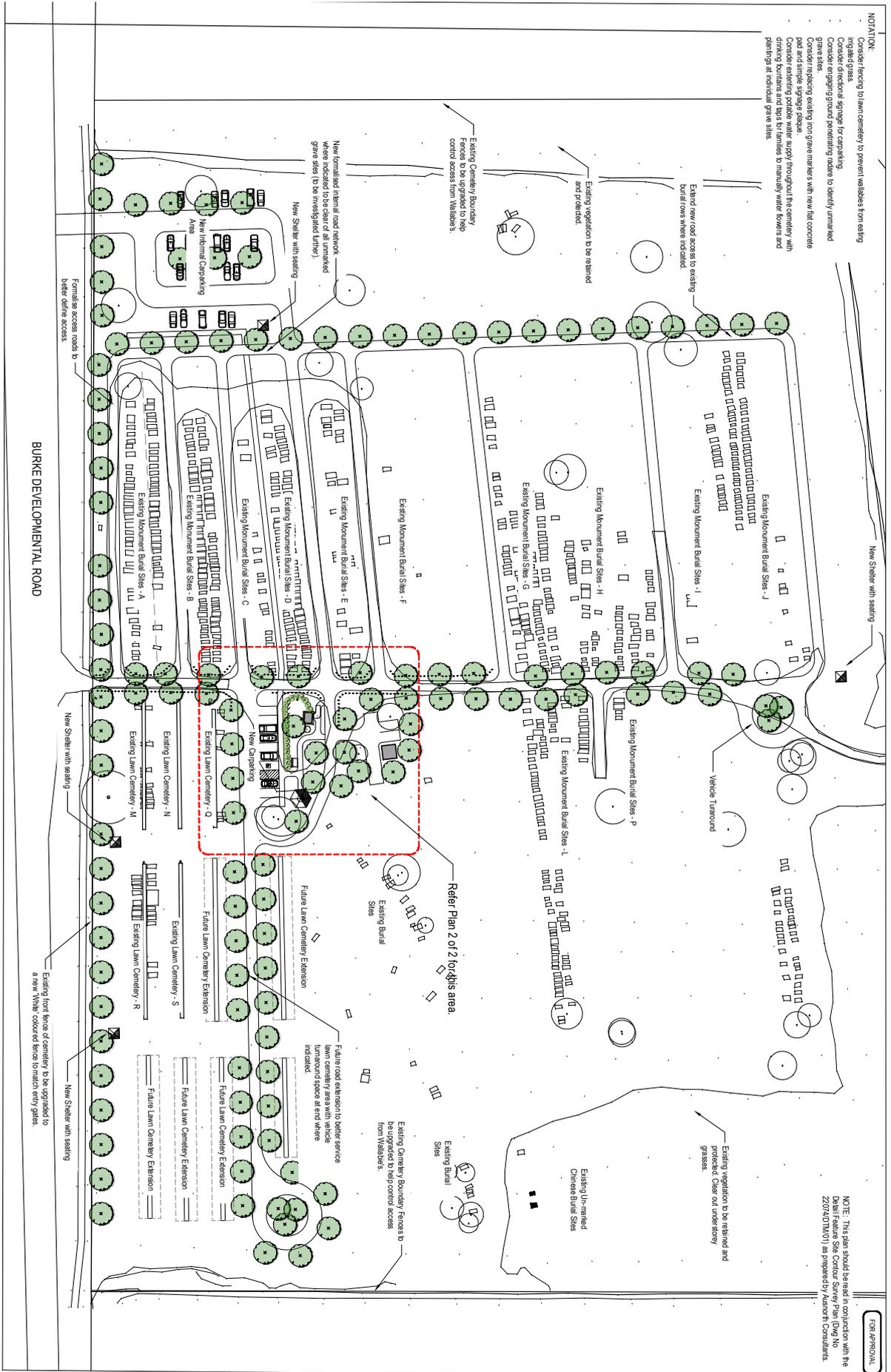
Risk Management Implications:

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



TOWNSVILLE
 46 Ross River Road
 Mundubberga QLD 4812
 PO Box 450 Alkenvale QLD 4814
 T: 07 7 4796 7643

Normanton Cemetery
 LANDSCAPE MASTER CONCEPT PLAN



- NOTATION:
- Consider fencing to lawn cemetery to prevent wallabies from eating irrigated grass.
 - Consider directional signage for carparking.
 - Consider engaging ground penetrating radar to identify unmarked grave sites.
 - Consider sealing existing iron grave markers with new flat concrete pad and simple signage above.
 - Consider extending potable water supply throughout the cemetery with drinking fountains and taps for families to manually water flowers and plantings at individual grave sites.

NOTE: This plan should be read in conjunction with the Detail Features Site Outline Survey Plan (DWG No. 22074101M(0)) as prepared by Auscom Consultants.

FOR APPROVAL

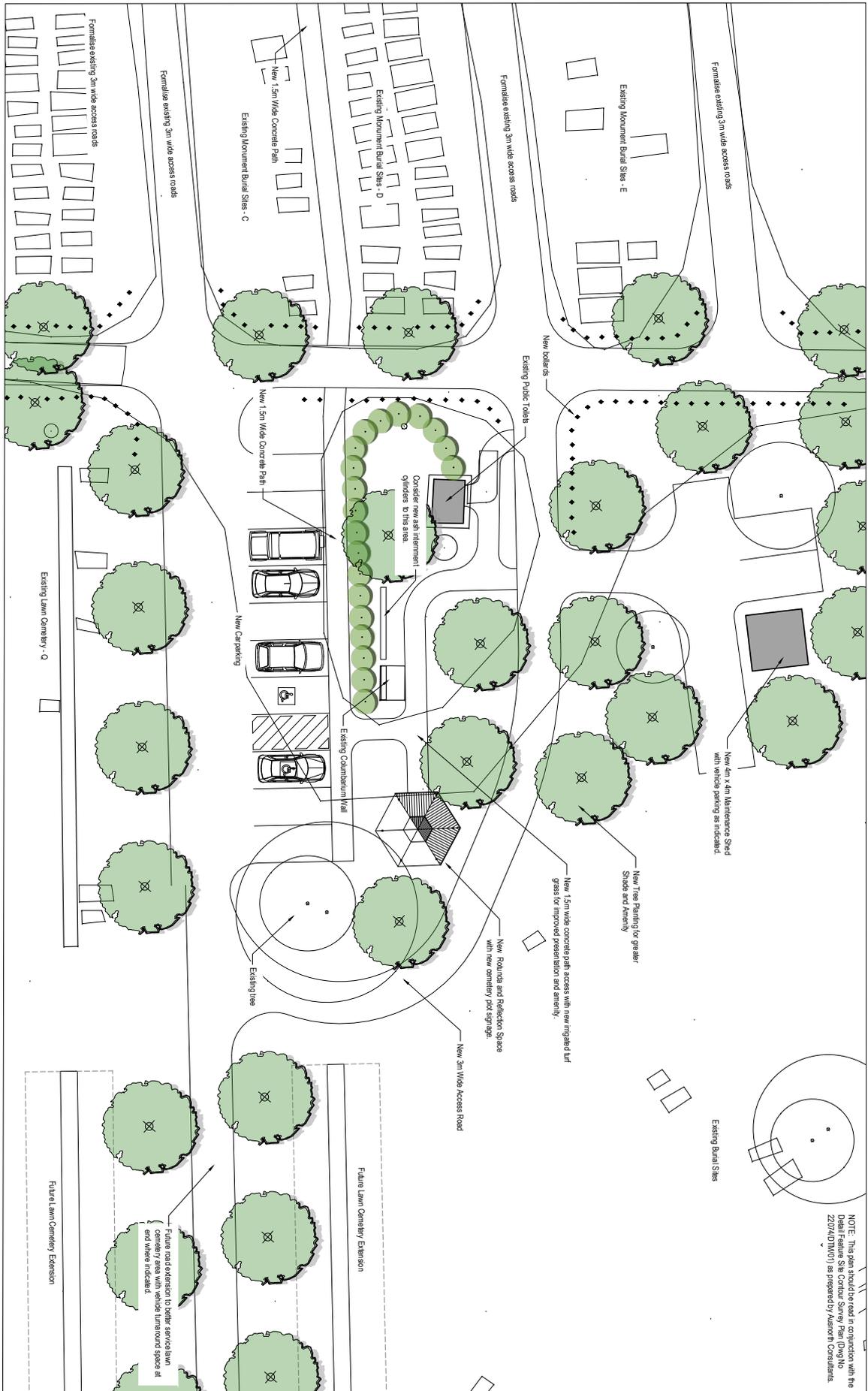
DRAWING NO.	REVNO.	DATE
302004-LCMP-101-D		28/11/2022

SCALE: 1:1000

**place
 design
 nrnrn.**

TOWNSVILLE
 46 Ross River Road
 Mundubberga QLD 4812
 PO Box 450 Alkerville QLD 4814
 T: 07 4776 7043

**Normanton Cemetery
 LANDSCAPE MASTER CONCEPT PLAN**



NOTE: This plan should be used in conjunction with the Detail Fencing Site Control Survey Plan (DWG No. 2207407M10) as prepared by Ausnorm Consultants.

FOR APPROVAL

NO.	REVISION	DATE
1	30/04/2024 - CMP-02-D	28/11/2022

SCALE: 1:1000



Your Ref: PO 11069
 Our Ref: 22075:M01

PO Box 38 Machans Beach QLD 4878
 ACN 116 510 028
 Bus: (07) 4037 0144 • Fax (07) 4037 0166
 Mob: 0427 570 100
 Email: B.Lane@ausnorth.com.au
 Web: www.ausnorth.com.au

Cairns, November 21st 2022

CARPENTARIA SHIRE COUNCIL

PO Box 31
 NORMANTON QLD 4890

Attention : **Michael Wanrooy, Senior Engineer & Julianne Meier, Director Corporate Services**
 E: Michael.Wanrooy@carpentaria.qld.gov.au & Julianne.Meier@carpentaria.qld.gov.au

**Re: CEMETERY MASTER PLANNING PROJECT
 NORMANTON & KARUMBA**

Please find accompanying this submission the following survey documentation in accord with the original project workscope.

PROJECT DESCRIPTION	SURVEY DRAWINGS	COMMENTS
<p>NORMANTON CEMETERY SURVEY PROJECT</p> <p>Initial project instructions issued to ANC were to fully survey the subject property for the purposes of accurately assessing the quantum and location of all existent & observable Grave Sites in relation to the subject property – being LOT 95 on NM62 – in addition to capturing the location of all major as-built improvements (e.g. fencelines, internal access tracks, ablutions/septic biocycle treatment, etc), reticulated infrastructure (e.g. power, water, Telstra, etc) and significant natural surface features (e.g. embankments, drainage lines, significant vegetation, etc) as per the following strategic and development control objectives:</p> <ul style="list-style-type: none"> • Provide the spatial database platform for the preparation of a Graves Register that is able to be 	<p>CEMETERY RESERVE & SURROUNDS – DETAIL FEATURE SITE CONTOUR SURVEY : NORMANTON : DWG.22074/DTM/01 at an A1 format plan scale of 1:750 and contour interval of 200mm; with digital data in 2D PDF and 3D ACAD formats accompanying this submission via separate email attachment.</p> <p>Survey coordinate datum adopted for the project is MGA2020 (Zone 54) with all elevations being referred to AHD via connection to PSM15613, with the overall database being contrasted against the background cadastre (property boundary network) for orientation, reconnaissance and general project management purposes.</p> <p>In accord with survey industry B8 Mapping Quality Standards, a contour interval of 200mm will mean that 90% of all features depicted within the integrated survey database</p>	<p>In accordance with the intent of the original project briefing instructions, the plan depicts the following spatial database information :</p> <ul style="list-style-type: none"> • Relevant natural surface topographic features (e.g. embankments, drainage lines, depressions & spot height elevations, etc) have been coordinated with data captured at a sufficient density to provide for the computation of a project-wide Digital Terrain Model (DTM) and the extraction of contours at a 200mm interval. <p>On this basis it can be demonstrated that the developed portion of the cemetery is centrally focussed, with gradients falling at a rate approximating 2% in a northerly direction.</p> <ul style="list-style-type: none"> • Typical public infrastructure was observed as being limited in extent, with assets related to internal potable water distribution being located

PROJECT DESCRIPTION	SURVEY DRAWINGS	COMMENTS																																						
<p>cross-referenced with existing cemetery burial records</p> <p>• To assist with the future master planning and development of infrastructure at the Normanton Cemetery</p>	<p>shall have a scalable accuracy greater than or equal to 1/2 of the quoted contour interval (e.g. better than ±100mm).</p>	<p>within the property as shown, with a septic biocycle tank located adjacent to the Ablution block.</p> <p>• All individual, visible Grave Site locations have been surveyed, with their material nature also recorded for analysis and enhanced identification purposes as follows :</p> <table border="1" data-bbox="1002 703 1361 1928"> <thead> <tr> <th data-bbox="1010 703 1121 763">GRAVE TYPE</th> <th data-bbox="1126 703 1353 763">DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td data-bbox="1010 770 1121 799">A</td> <td data-bbox="1126 770 1353 799">Wire Mesh Frame</td> </tr> <tr> <td data-bbox="1010 799 1121 891">B</td> <td data-bbox="1126 799 1353 891">Natural Surface (with or without marker)</td> </tr> <tr> <td data-bbox="1010 891 1121 920">C</td> <td data-bbox="1126 891 1353 920">Iron Lattice Frame</td> </tr> <tr> <td data-bbox="1010 920 1121 949">D</td> <td data-bbox="1126 920 1353 949">Concrete Slab</td> </tr> <tr> <td data-bbox="1010 949 1121 1010">E</td> <td data-bbox="1126 949 1353 1010">Marble Slab atop Concrete</td> </tr> <tr> <td data-bbox="1010 1010 1121 1070">F</td> <td data-bbox="1126 1010 1353 1070">Plastic Frame Border</td> </tr> <tr> <td data-bbox="1010 1070 1121 1131">G</td> <td data-bbox="1126 1070 1353 1131">Concrete Block Border</td> </tr> <tr> <td data-bbox="1010 1131 1121 1191">H</td> <td data-bbox="1126 1131 1353 1191">Concrete Slab & Marble Border</td> </tr> <tr> <td data-bbox="1010 1191 1121 1252">I</td> <td data-bbox="1126 1191 1353 1252">Concrete Formwork Border</td> </tr> <tr> <td data-bbox="1010 1252 1121 1312">J</td> <td data-bbox="1126 1252 1353 1312">Concrete & Ceramic Tile</td> </tr> <tr> <td data-bbox="1010 1312 1121 1373">K</td> <td data-bbox="1126 1312 1353 1373">Placed Rock Border</td> </tr> <tr> <td data-bbox="1010 1373 1121 1464">L</td> <td data-bbox="1126 1373 1353 1464">Marble Border & Mixed Stone Interior</td> </tr> <tr> <td data-bbox="1010 1464 1121 1525">M</td> <td data-bbox="1126 1464 1353 1525">Star Picket & Wire Fenced Border</td> </tr> <tr> <td data-bbox="1010 1525 1121 1653">N</td> <td data-bbox="1126 1525 1353 1653">Concrete Formwork Border & Mixed Stone Interior</td> </tr> <tr> <td data-bbox="1010 1653 1121 1682">O</td> <td data-bbox="1126 1653 1353 1682">Timber Frame</td> </tr> <tr> <td data-bbox="1010 1682 1121 1742">P</td> <td data-bbox="1126 1682 1353 1742">Post & Wire Frame</td> </tr> <tr> <td data-bbox="1010 1742 1121 1803">Q</td> <td data-bbox="1126 1742 1353 1803">Concrete Plaque & Natural Surface</td> </tr> <tr> <td data-bbox="1010 1803 1121 1928">R</td> <td data-bbox="1126 1803 1353 1928">Concrete Formwork Border & Mixed Stone Interior</td> </tr> </tbody> </table>	GRAVE TYPE	DESCRIPTION	A	Wire Mesh Frame	B	Natural Surface (with or without marker)	C	Iron Lattice Frame	D	Concrete Slab	E	Marble Slab atop Concrete	F	Plastic Frame Border	G	Concrete Block Border	H	Concrete Slab & Marble Border	I	Concrete Formwork Border	J	Concrete & Ceramic Tile	K	Placed Rock Border	L	Marble Border & Mixed Stone Interior	M	Star Picket & Wire Fenced Border	N	Concrete Formwork Border & Mixed Stone Interior	O	Timber Frame	P	Post & Wire Frame	Q	Concrete Plaque & Natural Surface	R	Concrete Formwork Border & Mixed Stone Interior
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<p data-bbox="284 1285 539 1346">KARUMBA SURVEY PROJECT</p> <p data-bbox="229 1375 596 1942">Initial project instructions issued to ANC were to fully survey the subject property for the purposes of accurately assessing the quantum and location of all existent & observable Grave Sites in relation to the subject property – being part of LOT 11 on SP258858 – in addition to capturing the location of all major as-built improvements (e.g. fencelines, internal access tracks, ablutions/septic biocycle treatment, etc), reticulated infrastructure (e.g. power, water, Telstra, etc) and significant natural surface features (e.g. embankments,</p>	<p data-bbox="614 1285 981 1615">CEMETERY RESERVE & SURROUNDS – DETAIL FEATURE SITE CONTOUR SURVEY : KARUMBA : DWG.22075/DTM/01 at an A1 format plan scale of 1:500 and contour interval of 200mm; with digital data in 2D PDF and 3D ACAD formats accompanying this submission via separate email attachment.</p> <p data-bbox="614 1644 981 1942">Survey coordinate datum adopted for the project is MGA2020 (Zone 54) with all elevations being referred to AHD vide connection to PSM76314, with the overall database being contrasted against the background cadastre (property boundary network) for orientation,</p>	<p data-bbox="1002 1285 1361 1375">Refer to above general commentary and Grave Feature Code Table.</p> <p data-bbox="1002 1404 1361 1615">Unlike Normanton, the Karumba Point Cemetery Reserve is not located within a purpose-designed/tenure-secured allotment, nor is the site accessible via a legal/dedicated road reserve.</p> <p data-bbox="1002 1644 1361 1942"> On this basis Council is recommended to give some consideration to incorporating the geometric design and allocation of sufficient lands to enclose the Karumba Point Cemetery during any future Native Title/Indigenous Land Use Agreement negotiations </p>												

PROJECT DESCRIPTION	SURVEY DRAWINGS	COMMENTS
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In closing, if the **Carpentaria Shire Council** should have any questions, comments or queries regarding these projects or the Survey Report in general, please feel free to contact me directly here in Cairns.

Yours sincerely

AUSNORTH Consultants PTY LTD



Brian Lane LS MASIBA MPIA
 Director/Cadastral Surveyor

Enc.

cc: **PLACE DESIGN GROUP**
 PO Box 450
 AITKENVALE QLD 4814
Attention: Mr. Hywel Jones, Design Principal (Townsville)

ADDITIONAL NOTES

1. Burials are indicated on the map and are not to be removed from the site. The map is a plan view and does not show the depth of the burials. The map is a plan view and does not show the depth of the burials.
2. The map is a plan view and does not show the depth of the burials.
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FEATURE LEGEND

FEATURE LEGEND

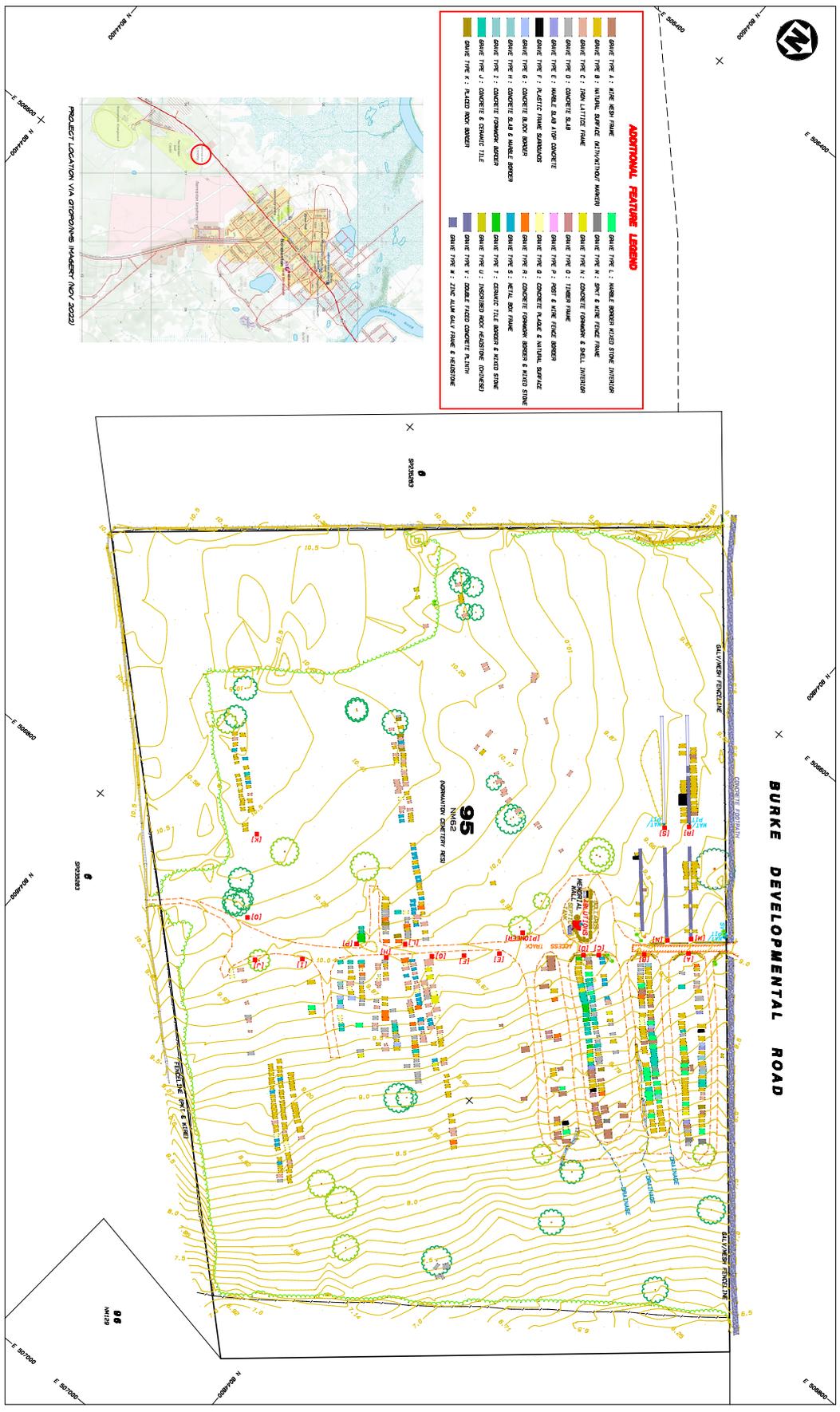
MAP SHEET KEY

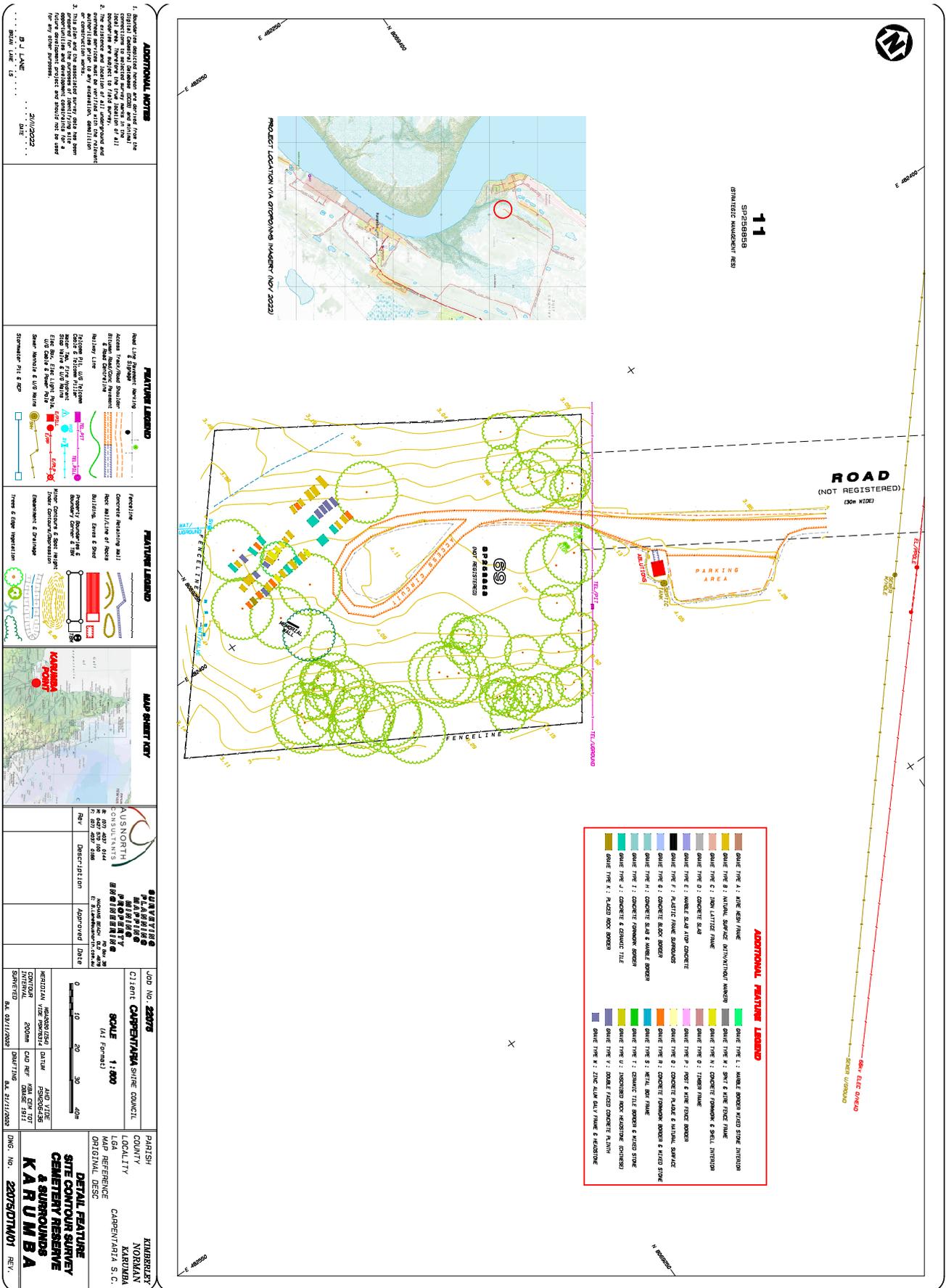
REVISIONS

Rev	Description	Approved	Date
1	Issue for public comment	[Signature]	12/14/2022
2	Issue for public comment	[Signature]	12/14/2022
3	Issue for public comment	[Signature]	12/14/2022
4	Issue for public comment	[Signature]	12/14/2022
5	Issue for public comment	[Signature]	12/14/2022
6	Issue for public comment	[Signature]	12/14/2022
7	Issue for public comment	[Signature]	12/14/2022
8	Issue for public comment	[Signature]	12/14/2022
9	Issue for public comment	[Signature]	12/14/2022
10	Issue for public comment	[Signature]	12/14/2022

JOB NO. 22074
 CLIENT: CARPENTARIA SURVEYING
 SCALE: 1:700
 DATE: 12/14/2022

DETAIL FEATURE SITE CONTOUR SURVEY & SURROUNDINGS
 PARISH: NORMAN
 COUNTY: NORMAN
 LOCALITY: NORMANTON
 LGA REFERENCE: CARPENTARIA S.C.
 MAP REFERENCE: ORIGINAL DESC
 ORIGINAL DATE: 2007/4/01
 DATE: 2022/12/14





December Holiday Program

Monday	Tuesday	Wednesday	Thursday	Friday
<p>05.</p> <p>Arts & Craft Start of Colouring comp</p> <p>Round robin Sports</p>	<p>06.</p> <p>Arts & Craft candle making</p> <p>Round robin Sports</p>	<p>07.</p> <p>little Chefs Christmas Biscuits</p> <p>Round robin Sports</p>	<p>08.</p> <p>Arts & Craft End of Colouring comp</p> <p>Round robin Sports</p>	<p>09.</p> <p>under 12s Edor comp</p> <p>Christmas Party Starts 5pm</p>
Monday	Tuesday	Wednesday	Thursday	Friday
<p>12.</p> <p>Arts & Craft Christmas Activities</p> <p>Round robin Sports</p>	<p>13.</p> <p>Arts & Craft Christmas Activites</p> <p>Round robin Sports</p>	<p>14.</p> <p>Little chefs</p> <p>Round robin Sports</p>	<p>15.</p> <p>Arts & Craft Christmas Activites</p> <p>Round robin Sports</p>	<p>16.</p> <p>Free Swim Day & Sausage Sizzle</p>



Normanton Sports Centre

MONTHLY REPORT – NOVEMBER

EXECUTIVE SUMMARY

The month of November again has been a busy one with School children visiting each day. We have organized afternoon programs for different ages, numbers have varied depending on what is on around the community.

Christell Barry the centers supervisor has implemented some changes within the team and has organized more activities of an afternoon.

We are still in the process of setting up the room that we have called the quiet room into more a room for children to access computers, video games, TV and movies. Most of the new equipment has arrived just waiting on some floor mats and other small items.

We encourage the kids to keep the Sports Centre tidy inside and out before they head home with rewarding them with Icy Cups that are made by Staff Members the day before.

*We are continually replacing sports equipment as things go missing, get damaged or need more as the groups are getting larger that are playing. We have just spent **\$3600.00 of Bynoe's money** to keep the levels of sporting equipment like balls etc up to the standard we need for the numbers turning up. We are still having staff meetings regularly to plan activities and events.*

ATTENDANCES

Total Attendances for Centre Programs Weekdays: we are averaging around 30 to 40 one day we hit the 58 mark we have noticed a small decline in numbers since the afternoon program at the Christian centre has opened.

Total Attendances for Centre Programs Weekends: 0

We are currently meeting with other providers around the annual xmas party.

Total Attendances for the Month:

Week one

Monday: 21.

1/11/22: 23

2/11/22: 20

3/11/22: 28

4/11/22: 30

Week two

7/11/22: 31

8/11/22: 58

9/11/22: 19

10/11/22:37

11/11/22: 10

Week three

14/11/22:46

15/11/22:44

16/11/22:36

17/11/22:23

18/11/22:37

Week four

21/11/22:25

22/11/22: 26

23/11/22: 17

24/11/22: 6

25/11/22: 7

Total Attendances for Last Month: 544

Impacts on service delivery:

Hours of operation

Monday to Friday: 2:30-6:00pm

GRANT APPLICATIONS Applied / Received

Grant	Program	Amount	Status
o	Nil applied for		

MEETINGS ATTENDED IN RELATION TO SPORTS CENTRE OPERATIONS

Meeting	Outcomes / Action Items
We have been meeting once a week for the month of October .	Organizing rosters and activities for the coming month.

CALENDAR – No events on calendar as yet.

BUSINESS PAPERS

10.7 COMMUNITY DONATIONS AND SUPPORT

Attachments: NIL
Author: Julianne Meier - Director Corporate Services
Date: 7 December 2022

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

Executive Summary:

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

RECOMMENDATION:

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

1. provide a fee waiver of \$605.00 to Bynoe CACS Ltd for the hire of Council facilities for the purpose of Youth Wellbeing Workshops; and
2. provide a fee waiver of \$580.00 and a donation of \$300 to Bynoe CACS Ltd for the Youth Christmas Party.

Background:

Council has a Community Donations and Support funding program for events held in the Carpentaria Shire.

There is no specific budget set aside for the in-kind type of expenditure because it is not actual expenditure. For example, for a fee waiver it may represent a potential loss of revenue, or for the use of Council resources such as wages and plant these are generally budgeted within the areas of responsibility.

There is no real way to measure the value of in-kind support provide by Council to these community organisations, so we use the forgone revenue. On the other hand, cash donations represent a true outflow of Council resources, and there is a small budget set aside for this.

The value of in-kind support provided to local non-profit groups for the financial year is as set out in the table below.

BUSINESS PAPERS

Acct Cod	Account	Actual
IK1000	In Kind - Bynoe	5,064
IK1030	In Kind - Gidgee Healing	1,100
IK1040	In Kind - Gulf Christian College	527
IK1070	In Kind - Karumba Recreation Club	2,354
IK1110	In Kind - Normanton Police	873
IK1120	In Kind - Normanton Rodeo	8,429
IK1130	In Kind - Normanton State School	7,460
IK1230	In Kind - Kurtijar Aboriginal Corporation	355
IK1260	In Kind - Mount Isa School of the Air	2,355
IK1264	In Kind - VMR Karumba	409
IK1721	In Kind - NWHHS	390
IK1722	In Kind - Aspire Cairns Community	1,845
* Total *		31,159

The budget for cash donations is \$1,100. To date \$700 has been provided to the Karumba Seniors Luncheon, and \$200 to Karumba State School for Awards Night.

Donations and Fee Waivers for Council's Consideration

- Bynoe CACS Ltd have requested a waiver of fees for the hire of the Normanton Shire Hall to facilitate a Youth Wellbeing Workshop for youth in the community. The workshops are to educate youth around the benefits from making healthy choices through running various activities and educational sessions.
 - Hall Hire \$390.00
 - Kitchen Hire \$215.00

Officers Recommendation:

That Council provide a fee waiver of \$605.00 to Bynoe CACS Ltd for the hire of Council facilities for the purpose of Youth Wellbeing Workshops.

- Bynoe CACS Ltd have confirmed they will organise the Youth Christmas Party to be held on the 9th of December. Bynoe CACS Ltd have requested a waiver of fees and charges for the hire of the tables and chairs and in-kind support for the BBQ.
 - Table and Chairs \$580.00
 - Meat for BBQ – Purchase order to the butcher to the value of \$300.00

Officers Recommendation:

That Council provide a fee waiver of \$580.00 and a donation of \$300.00 to Bynoe CACS Ltd for the Youth Christmas Party.

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Donations and Fee Waivers approved under the Chief Executive Delegation.

3. There have been no requests for donations or fee waivers within the Chief Executive Officer's delegation.

Consultation (Internal/External):

- Mark Crawley - Chief Executive Officer
- 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.

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11 REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES

11.1 DOE REPORT

Attachments: NIL

Author: Michael Wanrooy - Director of Engineering

Date: 8 December 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
October Meeting	Undertake a sign audit on Carpentaria LRRS network and present at December Meeting <ul style="list-style-type: none"> ➤ Audit is completed for Burketown Road. ➤ Wet season delaying audits on Iffley Road, Kowanyama Road and the Dunbar to Koolatah to Oriners Road. ➤ Signs for Little Bynoe, Bynoe and Flinders River will be presented at the meeting on an A3 drawing. 	In Progress
December Meeting	Add Premix to grooves at the Scruton River Floodway.	Not Started
January Meeting	Repair copper log fencing at NTN Cemetery <ul style="list-style-type: none"> ➤ Malcolm will undertake copper log replacement starting Monday 14th. Materials in Normanton. ➤ Heritage documents sent to Department for approval to undertake rotunda and wallaby fence construction ➤ Heritage documents accepted and works can proceed. Copper log fencing replacement nearly completed. 	In Progress
March Meeting	Are there alternatives to repair scour on the footpath in Philp Street besides filling with gravel as every wet season it erodes repeatedly	In Progress

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Reference	Action	Status
	<ul style="list-style-type: none"> ➤ Council has investigated the issue. It seems storm water travels from upstream catchments along the gutter and does a hydraulic jump over the pram invert located on the corner of Green St and Philp St. Due to the steep slope of the natural ground between the fence line and existing kerb, the flow of storm water scours the dirt within 1 to 2m behind the kerb. ➤ Possible solutions – Construct walk over grate at edge of pram invert and run down behind kerb, than break out onto channel. ➤ Or construct 2m wide footpath from behind kerb. ➤ Looked at underwater stormwater drains but to costly and possibly not enough cover and fall. ➤ Council will provide sketches for possible solutions. 	
August Meeting	<p>Shorten median island at Intersection of Landsborough and Caroline St. to tree line at Curley's end</p> <ul style="list-style-type: none"> ➤ Works being planned 	In Progress
August Meeting	<p>Discuss with TMR for slip lane at: Right turn from 92A to Glenore Weir – Near miss incident Right turn to 89B towards Dunbar at Walkers Creek Shady Lagoon turnoff</p> <ul style="list-style-type: none"> ➤ Discussed with TMR briefly – Getting plans drawn up to help push it along with TMR 	In Progress
September Meeting	<p>Arrange for yellow bin outside the Chemist</p> <ul style="list-style-type: none"> ➤ Put on works program 	In Progress
October Meeting	<p>Move existing football posts in Karumba to Hockey fields</p> <ul style="list-style-type: none"> ➤ Being arranged with Town Services 	In Progress
October Meeting	<p>Extend concrete footpath from Carrol's to Sam's.</p> <ul style="list-style-type: none"> ➤ Works being planned 	In Progress
November Meeting	<p>Look at drainage for Karumba Developmental Road as water crosses over low lying residential homes around Bill Knights home.</p> <ul style="list-style-type: none"> ➤ Council has inspected and surveyed the area and will look at undertaking works before Christmas to drain the problem areas. 	In Progress
November Meeting	<p>Council to undertake Singapore and white ant control at the rodeo grounds.</p> <ul style="list-style-type: none"> ➤ A full pest control for Singapore ants, cockroaches was undertaken in early November. Council was informed by Irene and Council had full pest control done immediately. Council will monitor. ➤ Council will check for white ants 	In Progress
November Meeting	<p>Council to obtain quote to do minor repairs and possible fresh up paint job on Kris.</p>	

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2. Miscellaneous Projects

- 2.1. Thompson St Kerb and Channel Project – New Kerb and Channel has been constructed to prevent and minimise ongoing erosion. Bitumen works will commence possibly middle to late January depending on the weather.
- 2.2. ATSI TIDS - Floodway upgrade on the Dunbar Kowanyama Road. Two raised causeways are planned for Plains Creek and Cabbage Tree Creek. Survey, design drawings and DAF approvals have been completed. Culverts have been ordered and expected delivery in March 2023. Council has put in a variation for Extension of Time up to 30th August which has been approved by TMR.
- 2.3. Lilyvale Subdivision Road works –The entrance sign is planned to be constructed in the next few days.
- 2.4. CN-17815 - 2021 TMR DRFA works on 89B from Normanton to the Mareeba Shire Boundary. Due to Clarke Creek flooding and rain on other parts of 89B works have ceased.
- 2.5. Stop Shop Crossing – Application submitted to Ergon. Awaiting installation by them for upgrading the streetlight to LED including installation of an extra luminaire outreach located at the corner of the Basketball/tennis courts.
- 2.6. Reef Project: A site visit was made to inspect suitability and other environmental requirements for 2 sites – 15 and 20km from shore. The 20km site is looking the best. Further meetings will be held with the local fishing charter groups. A senior DAF personnel did the underwater surveillance using an underwater drone. DAF is looking to contribute buoys to add to the reef structures to attract pelagic fish.
- 2.7. Terry Casey's RMPC crew are currently spraying weeds on the State Controlled Roads.
- 2.8. Normanton Cemetery – Council has submitted Heritage approval documents for the installation of the Rotunda, wallaby fence and internal copper log fence replacement. They have approved the works to go ahead.
- 2.9. TIDS/Betterment Works – Armstrong Realignment. Council has completed designs and approvals. The base slab for the culverts will be installed prior to the Christmas break. The new causeway will be roughly 900mm higher than the old crossing and 9m wide.
- 2.10. TIDS – Reseal on the Normanton Burketown Road, various length, from the intersection to Little Bynoe – Borals planned to do the works on 12 December but was forced to reschedule the works around January due to delayed projects on the east coast caused by rain delays.

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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	\$1,255,828.60	75% 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	\$448,106.87	33%
CN-18939 - 2022 89B DRFA Emergent Works variation	\$982,000.00	\$982,000.00	100% Completed
TIDS 2022-2023	\$910,000.00	\$13,342.15	
CN-16542 2022-23 RMPC	\$2,044,550.00	\$707,372.00	35%
Total	\$ 9,561,568.61	\$5,412,964.83	57%

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Photo: Thompson Street Kerb and Channel

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Photo: Thompson Street Kerb and Channel

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Photo: Copper Log Replacement at the Normanton Cemetery

3. Update on Shire Flood Damage Works

- 3.1. **Pioneer Camp** – brought to Normanton Depot Friday 25/11/22 and Saturday 26/11/22 – Had to bring Pioneer camp out through Croydon. (Wet black soil Iffley).
- 3.2. **Stirling Camp** - brought to Normanton Depot Friday 2/12/22, Stirling crew working out of Normanton to complete Miranda to Glencoe, works will be completed by 10/12/22.
- 3.3. **Inkerman Camp** – brought to Normanton Depot Tuesday 6/12/22. GLH cleaned accommodation / machines and vehicles.
- 3.4. **Dunbar Camp** – brought to Normanton Depot Wednesday 7/12/22. GLH cleaned accommodation / machines and vehicles
- 3.5. **Koolatah Camp** – is isolated until the Mitchell River goes down (Camp attendant at camp).
- 3.6. **Alexandra Camp** - working finishing off Nardoo to Augustus Road, will complete works Saturday 10/12/22, camp shift to Normanton Depot Sunday 11/12/22.
- 3.7. Shaun Henry and crew working on DRFA works on 10 Mile Road, working out of the Normanton Depot. Crew will demobilize Monday 12/12/22.
- 3.8. Cameron Young and crew working the pipeline road (problems with king tides).

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- 3.9. Have had a rough 2 plus weeks with storms and rain – flooding on 89B and the road is closed.
- 3.10. All Tutt's Hire gear will have a blanket stand down for the season on 13/12/22.
- 3.11. All FleetCrew vehicles will returned by 13/12/22

4. Trades Report

- Trade Apprentices attended TAFE for 3 weeks
- Refit of 34 Philp St – kitchen, bathroom, full internal paint, floor coverings, carpentry, plumbing and electrical refits.
- Camps and camp maintenance
- Karumba Water Park - put system back in auto.
- Glenore Weir install level probe on wharf.
- Setup camera system for Office and Burns Philp building.
- Water plant faults and repairs.
- Flood camera setups.
- General Housing maintenance.

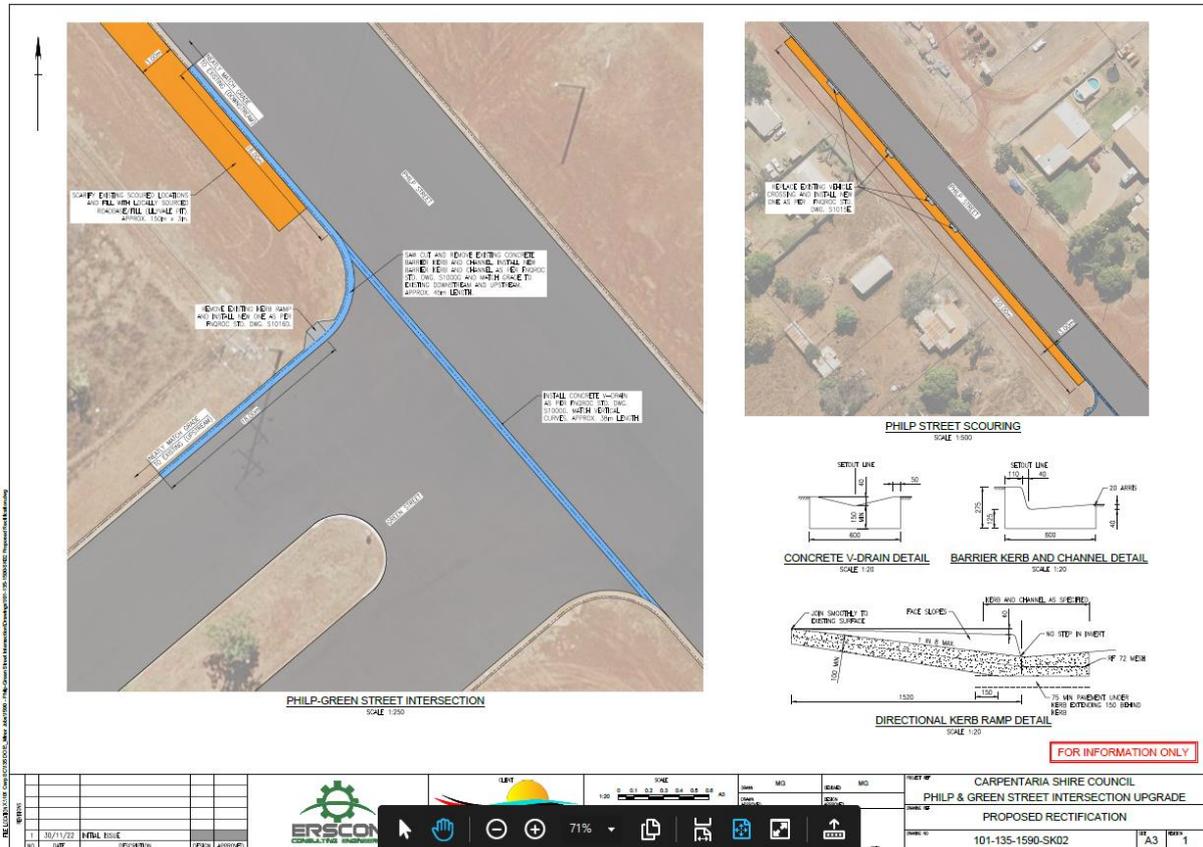
5. New Projects/Grant Applications

- 5.1. Nil

6. Reports

- 6.1. Philp St – Erosion at Kerb at Green St intersection – An A3 size drawing will be presented at the meeting.

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Proposed Solution

6.2. Budget – Nil

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11.2 NDRRA/QDRF REPORT

Attachments:	11.2.1. Appendix A - 2020 Expenditure Summary ↓
	11.2.2. Appendix B - QRA20 Completion Sketch ↓
	11.2.3. Appendix C - 2021 Expenditure Summary ↓
	11.2.4. Appendix D - QRA21 Completion Sketch ↓
	11.2.5. Appendix E - Betterment Projects ↓

Author: John Martin - Consultant Engineering

Date: 8 December 2022

Key Outcome: 5.2 - A safe and sustainable road network

Key Strategy: 5.2.1 Plan and deliver a safe, sustainable and efficient road network.

Executive Summary:

QRA19: Six (6) Submissions have been fully acquitted by QRA and Council has received the final payments.

QRA20: The QRA20 project is 100% complete. Submission 1 acquittal documentation has been submitted for approval. Submissions 2, 3 and 4 were completed prior to the deadline and final invoices are being reviewed and acquittal documents are being prepared.

QRA21: The QRA21 project is approximately 48.2% complete. Six (6) crews were working on the project but are progressively shutting down for the wet season. 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) REPA Submissions have been approved and Council has received the 30% pre-payments from QRA. Acquittal documentation for Emergency Works has been submitted with the final outcome pending from QRA.

OTHER: A Fuel Levy for the month of July, September and beginning of October has been calculated and paid to all relevant contractors. Further levies for October will be calculated for payment on a batch-by-batch basis in the coming weeks. The Mitchell River Crossing Investigation project is progressing with preliminary geotechnical investigations being performed to guide options analysis and structural design. Acquittal documentation for the Disaster Coordination Centre has been submitted for approval. Short listed QRA Betterment project on Dunbar – Kowanyama Road has been lodged on the QRA Mars System. 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.

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Background:

2019 QRA Event

1. All six (6) Submissions have now been fully acquitted by QRA and Council has received the final payments.

2020 QRA Event

1. Four (4) REPA submissions have been approved with a total RV of \$48.7million (construction budget of \$38.2million).
2. The project is now 100% complete with an estimated Expenditure Ratio of 0.88. Refer Appendix A and B for final construction summaries.
3. All four (4) submissions were completed prior to their approved QRA submission deadlines ranging from June 30, 2022, to September 30 2022.
4. Acquittal documentation for Submission 1 has been lodged and is currently undergoing to audits by QRA. The remaining three (3) submissions are currently being prepared for acquittal pending the finalisation of expenditure.

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 48.2% of the project has been completed with an estimated Expenditure Ratio of 0.90. Refer to Appendix C and D for construction progress summaries.
3. The construction crews are currently completing the final works prior to the wet season shutdown.
4. The program for the 2023 construction season is being compiled to assess the need for additional crews to complete the approved scope prior to the deadline.
5. 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).

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2. Approx. \$232k has been expended on Emergency Works and submission documents have been submitted with final outcome pending from QRA.
3. Three (3) REPA Submissions have been approved and Council has received the 30% pre-payments from QRA. Two (2) Submissions have been lodged on the QRA MARS system, pending an outcome from QRA.
4. Construction of the QRA22 program is expected to commence during the 2023 construction season with scope to be prioritised to ensure QRA21 submission deadlines are met.
5. The QRA22 program of work has a deadline of 30 June 2024.

Other

1. A Fuel Levy has been paid to relevant Contractors for work performed during the month of July, September and the beginning of October. Fuel Levy calculations will be performed and paid to contractors on a batch by batch basis once wet hire invoice batches have been processed every fortnight on a Friday.
2. The Mitchell River Crossing Investigation project is progressing with preliminary geotechnical investigations being performed to guide options analysis and structural design. Alternative options are being considered and discussed with QRA.
3. Acquittal documentation for the Disaster Coordination Centre has been submitted to QRA for approval. A full list of active betterment projects is provided in Appendix E
4. Short listed QRA Betterment project on Dunbar – Kowanyama Road has been lodged in the QRA MARS system awaiting an outcome from QRA.
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
- 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
-

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- QRA 20 Trigger Point contribution - \$29,363
- QRA 21 Trigger Point contribution - \$30,180
- QRA 22 Trigger Point contribution - \$30,015

Risk Management Implications:

- 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 residual work from the 2022 construction season and the forecast work for the 2023 season.

CARPENTARIA SHIRE COUNCIL
SUMMARY OF QRA20 EXPENDITURE

CURRENT

1/12/2022

Project Completed

100%

Expenditure to RV Ratio

0.88



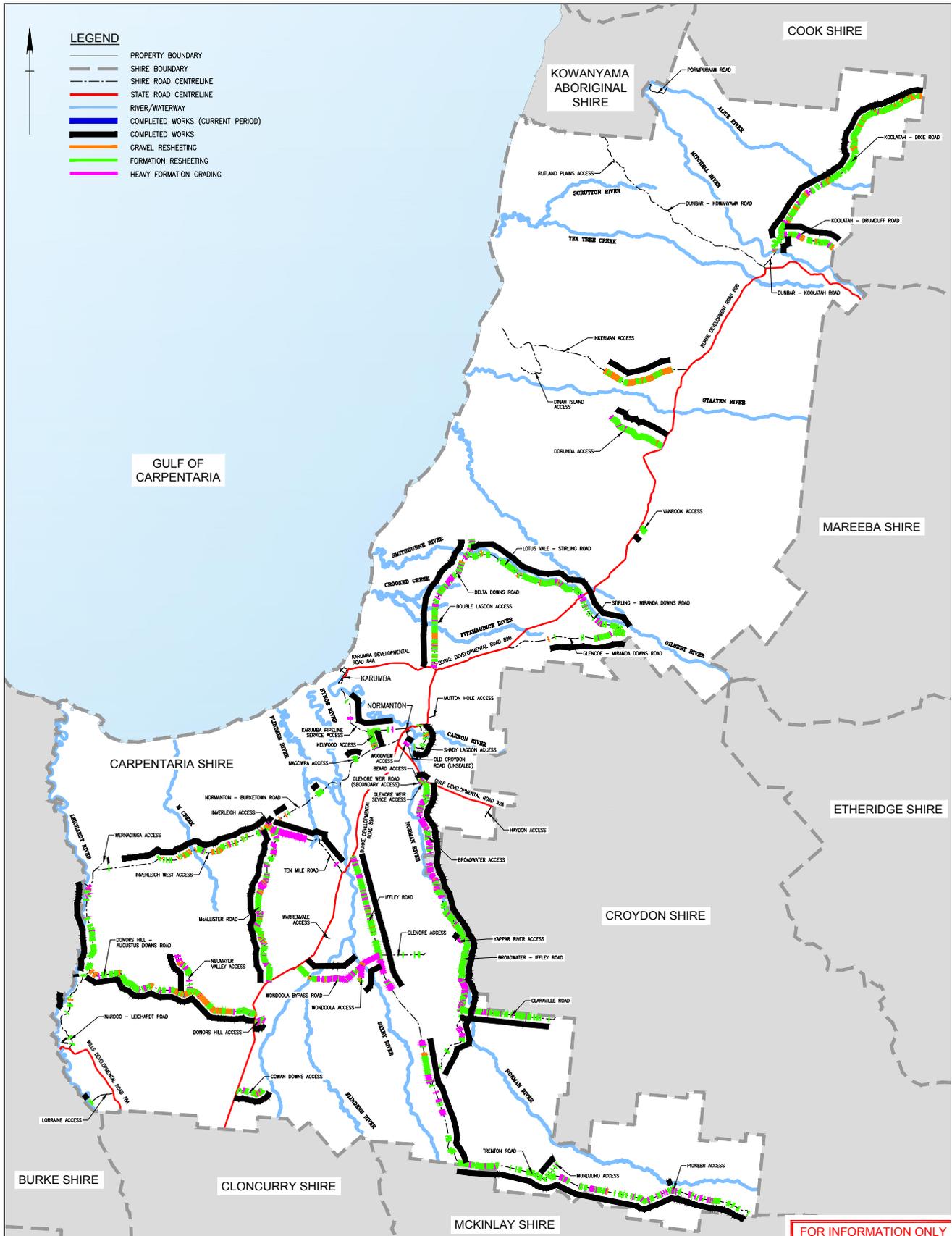
Submission 1 - CSC.0039.1920E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Magowra Access	\$ 83,030.08	\$ 57,567.40	100%	0.69	Savings incurred due to crew working from town and no camp establishment required.
Cowan Downs Access	\$ 295,151.76	\$ 302,771.60	100%	1.03	Overlapping camp and establishment costs with simultaneously constructed Neumayer Valley Access, Donors Hill Access and Donors Hill - Augustus Downs Road. When assessing roads together expenditure aligns closely with the combined RV.
Donors Hill Access	\$ 205,044.23	\$ 154,818.28	100%	0.76	Overlapping camp and establishment costs with simultaneously constructed Neumayer Valley Access, Cowan Downs Access and Donors Hill - Augustus Downs Road. When assessing roads together expenditure aligns closely with the combined RV.
Kelwood Access	\$ 327,771.72	\$ 1,451.21	100%	0.00	Overlapping expenditure with simultaneously constructed QRA19 Kelwood Access Scope of work. Significant cost savings were achieved as some treatments were reduced to Heavy Formation Grading as sufficient gravel was able to be recovered from table drains and no imported material was required for these line items. Savings were also incurred due to the construction crew working from town with no camp costs required.
Ten Mile Road	\$ 540,570.23	\$ 387,389.09	100%	0.72	Overlapping costs with simultaneously constructed Inverleigh Access. When assessing roads together expenditure aligns closely with the combined RV. Savings incurred due to crew working from town and no camp establishment required.
Karumba Pipeline Service Access	\$ 168,026.92	\$ 154,455.06	100%	0.92	Overlapping camp and establishment costs with simultaneously constructed QRA19 Karumba Pipeline Service Access. When assessing roads together expenditure aligns closely with the combined RV.
Neumayer Valley Access	\$ 371,655.57	\$ 348,165.75	100%	0.94	Overlapping camp and establishment costs with simultaneously constructed Cowan Downs Access, Donors Hill Access and Donors Hill - Augustus Downs Road. When assessing roads together expenditure aligns 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 aligns closely with the combined Recommended Value. Savings incurred due to crew working from town and no camp establishment required.
Donors Hill - Augustus Downs Road	\$ 4,556,053.77	\$ 4,082,829.99	100%	0.90	Overlapping camp and establishment costs with simultaneously constructed Neumayer Valley Access, Donors Hill Access and Cowan Downs Access. When assessing roads together expenditure aligns 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 aligns closely with the combined RV.
Nardoo - Leichardt Road	\$ 1,169,208.38	\$ 1,080,286.15	100%	0.92	Overlapping camp and establishment costs with simultaneously constructed Augustus Downs Access and Lorraine Access. When assessing roads together expenditure aligns closely with combined RV.
Normanton - Burketown Road	\$ 1,630,691.51	\$ 1,696,171.35	100%	1.04	
Lorraine Access	\$ 43,982.34	\$ 95,742.73	100%	2.18	Overlapping expenditure booked to the simultaneously constructed 2021 Nardoo to Leichardt. When assessing roads together expenditure aligns closely with the combined RV.
McAllister Road	\$ 2,474,714.58	\$ 1,961,862.85	100%	0.79	Overlapping camp and establishment costs with simultaneously constructed QRA21 McAllister Road. When assessing roads together expenditure aligns closely with the combined RV.
TOTAL	\$ 11,921,389.43	\$ 10,330,592.45			

*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	\$ 67,552.95	100%	0.92	Overlapping camp and establishment costs with simultaneously constructed QRA19 Shady Lagoon Access. When assessing roads together expenditure is expected to align closely with combined RV.
Delta Downs Road	\$ 1,598,239.95	\$ 3,281,402.94	100%	2.05	Expenditure exceeded the Recommended Value due to push up of gravel costs for Lilyvale Pit being heavily booked to this road despite being utilised for other REPA works and the road has a higher than average gravel haul distance from Lilyvale Pit.
Lotus Vale - Stirling Road	\$ 1,627,243.38	\$ 1,822,914.50	100%	1.12	Overlapping camp and establishment costs with simultaneously constructed Glencoe - Miranda Downs Road and Stirling - Miranda Downs Road. When assessing roads together expenditure aligns well with the combined RV.
Dorunda Access	\$ 1,288,533.76	\$ 706,666.66	100%	0.55	Overlapping camp and establishment costs with simultaneously constructed Vanrook Access. When assessing roads together expenditure aligns well with the combined RV. Cost savings were achieved due to the long continuous work fronts approved. Significant time was saved on plant as there was less time tying into the existing pavement and moving between work fronts.
Vanrook Access	\$ 149,018.33	\$ 183,958.45	100%	1.23	Overlapping camp and establishment costs with simultaneously constructed Dorunda Access. When assessing roads together expenditure aligns well with the combined RV. Cost savings were achieved due to the long continuous work fronts approved. Significant time was saved on plant as there was less time tying into the existing pavement and moving between work fronts.
Glencoe - Miranda Downs Road	\$ 516,884.05	\$ 429,536.01	100%	0.83	Overlapping camp and establishment costs with simultaneously constructed Lotus Vale - Stirling Road and Stirling - Miranda Downs Road. When assessing roads together expenditure aligns well with the combined RV.
Stirling - Miranda Downs Road	\$ 389,425.85	\$ 181,222.39	100%	0.47	Overlapping camp and establishment costs with simultaneously constructed Glencoe - Miranda Downs Road and Lotus Vale - Stirling Road. When assessing roads together expenditure aligns well with the combined RV.
Inkerman Access	\$ 1,804,651.21	\$ 860,925.94	100%	0.48	Overlapping camp and establishment costs with simultaneously constructed QRA21 Inkerman Access. When assessing roads together expenditure aligns closely with the combined RV.
TOTAL	\$ 7,447,710.00	\$ 7,534,179.84			

Submission 4 CSC.0038.1920E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Koolatah - Drumduff Road	\$ 793,815.29	\$ 729,012.42	100%	0.92	Overlapping camp and establishment costs with simultaneously constructed 2020/21 Koolatah - Dixie Road, 2020/21 Dunbar - Koolatah Road and 2021 Koolatah - Drumduff Road. When assessing roads together expenditure aligns well with the combined RV.
Koolatah - Dixie Road	\$ 4,041,152.28	\$ 3,319,712.10	100%	0.82	Overlapping camp and establishment costs with simultaneously constructed 2020/21 Koolatah - Drumduff Road, 2020/21 Dunbar - Koolatah Road and 2021 Koolatah - Dixie Road. When assessing roads together expenditure aligns well with the combined RV.
Dunbar - Koolatah Road	\$ 217,384.80	\$ 104,748.74	100%	0.48	Overlapping camp and establishment costs with simultaneously constructed 2020/21 Koolatah - Drumduff Road, 2020/21 Koolatah - Dixie Road and 2021 Dunbar - Koolatah Road. When assessing roads together expenditure aligns well with the combined RV.
TOTAL	\$ 5,052,352.37	\$ 4,153,473.26			

Submission 2 - CSC.0036.1920E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Beard Access	\$ 25,561.73	\$ 7,809.22	100%	0.31	Savings incurred due to crew working from town and no camp establishment required.
Broadwater - Iffley Road	\$ 3,524,272.79	\$ 3,050,374.87	100%	0.87	Overlapping camp and establishment costs with simultaneously constructed Claraville Road and Yappar River Access. When assessing roads together expenditure aligns well with the combined RV. Cost savings were achieved due to the long continuous work fronts approved. Significant time was saved on plant as there was less time tying into the existing pavement and moving between work fronts.
Claraville Road	\$ 1,229,536.07	\$ 785,449.38	100%	0.64	Overlapping camp and establishment costs with simultaneously constructed Broadwater - Iffley Road and Yappar River Access. When assessing roads together expenditure aligns well with the combined RV. Cost savings were achieved due to the long continuous work fronts approved. Significant time was saved on plant as there was less time tying into the existing pavement and moving between work fronts.
Glenore Access	\$ 52,564.27	\$ 70,177.71	100%	1.34	Overlapping camp and establishment costs with simultaneously constructed Wondoola Access, Wondoola Bypass and Iffley Road. When assessing roads 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 together expenditure aligns well with the combined RV. 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 aligns well with the combined RV. Savings incurred due to crew working from town and no camp establishment required.
Iffley Road	\$ 4,365,707.86	\$ 3,667,181.65	100%	0.84	Overlapping camp and establishment costs with simultaneously constructed Wondoola Access, Wondoola Bypass and Glenore Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Mundjuro Access	\$ 94,246.86	\$ 46,087.12	100%	0.49	Overlapping camp and establishment costs with simultaneously constructed Trenton Road and Pioneer Access. When assessing roads together expenditure aligns well with the combined RV. Cost savings were achieved due to the proximity of the three gravel pits to these roads, the average haul distance was below the shire average.
Pioneer Access	\$ 34,977.91	\$ 44,262.44	100%	1.27	Overlapping camp and establishment costs with simultaneously constructed Trenton Road and Mundjuro Access. When assessing roads together expenditure aligns well with the combined RV. Cost savings were achieved due to the proximity of the three gravel pits to these roads, the average haul distance was below the shire average.
Trenton Road	\$ 2,751,917.36	\$ 1,968,855.67	100%	0.72	Overlapping camp and establishment costs with simultaneously constructed Pioneer Access and Mundjuro Access. When assessing roads together expenditure aligns well with the combined RV. Cost savings were achieved due to the proximity of the three gravel pits to these roads, the average haul distance was below the shire average.
Wondoola Access	\$ 471,158.12	\$ 633,644.65	100%	1.34	Overlapping camp and establishment costs with simultaneously constructed Iffley Road, Wondoola Bypass and Glenore Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Wondoola Bypass Road	\$ 1,021,560.02	\$ 1,053,240.31	100%	1.03	Overlapping camp and establishment costs with simultaneously constructed Wondoola Access, Iffley Road and Glenore Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Woodview Access	\$ 27,893.25	\$ 23,657.40	100%	0.85	Savings incurred due to crew working from town and no camp establishment required.
Yappar River Access	\$ 72,257.77	\$ 46,034.15	100%	0.64	Overlapping camp and establishment costs with simultaneously constructed Broadwater - Iffley Road and Claraville Road. When assessing roads together expenditure aligns well with the combined RV. Cost savings were achieved due to the long continuous work fronts approved. Significant time was saved on plant as there was less time tying into the existing pavement and moving between work fronts.
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 and Claraville Road. When assessing roads together expenditure aligns well with the combined RV. Cost savings were achieved due to the long continuous work fronts approved. Significant time was saved on plant as there was less time tying into the existing pavement and moving between work fronts.
TOTAL	\$ 13,768,314.21	\$11,442,660.26			



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NO.	DATE	DESCRIPTION	DESIGN	APPROVED
21	06/12/22	REVISED FOR DECEMBER MEETING	MG	
20	07/11/22	REVISED FOR NOVEMBER MEETING	MG	
19	04/10/22	REVISED FOR OCTOBER MEETING	MG	
18	08/09/22	REVISED FOR SEPT. MEETING	MG	
17	08/08/22	REVISED FOR AUGUST MEETING	MG	
1	08/04/21	INITIAL ISSUE FOR APRIL MEETING		



CLIENT	DATE	ISSUED
CARPENTARIA SHIRE		
DESIGN	DATE	ISSUED
MG		
MG		
DVAL SNOFF APPROVAL		

PROJECT REF	CARPENTARIA SHIRE COUNCIL ROADS
DRAWING REF	2020 CONSTRUCTION SEASON COMPLETED WORKS
DRAWING NO	101-020-SK713
SIZE	A1
REVISION	21

CARPENTARIA SHIRE COUNCIL

SUMMARY OF QRA21 EXPENDITURE

CURRENT

Project Completed

Forecast Project Expenditure to RV Ratio

1/12/2022

48.2%

0.90



Submission 1 - CSC.0052.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Pioneer Access	\$ 43,477.20	\$ 2,545.40	100%	0.06	Overlapping camp and establishment costs with simultaneously constructed Trenton Road. When assessing roads together expenditure is expected to align well with the combined RV.
Wondoola Access	\$ 145,923.99	\$ 91,981.30	100%	0.63	Accrued costs processing, construction recently completed.
Wondoola Bypass Road	\$ 335,719.59	\$ 152,737.67	100%	0.45	Accrued costs processing, construction recently completed.
Trenton Road	\$ 2,759,624.32	\$ 1,719,612.03	61%	1.03	Accrued costs processing, road currently under construction.
Broadwater - Iffley Road	\$ 3,253,190.35	\$ 2,385.55	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	\$ 11,491.11	0%	1.00	Preliminary costs booked, no construction has commenced.
Mundjuro Access	\$ 269,163.15	\$ 917.73	0%	1.00	Preliminary costs booked, no construction has commenced.
Old Croydon Road (Unsealed)	\$ 410,198.93	\$ -	0%	1.00	
Sawtell Creek Access	\$ 46,052.54	\$ -	0%	1.00	
Warrenvale Access	\$ 112,183.94	\$ -	0%	1.00	
TOTAL	\$ 9,601,188.43	\$ 1,986,975.57			

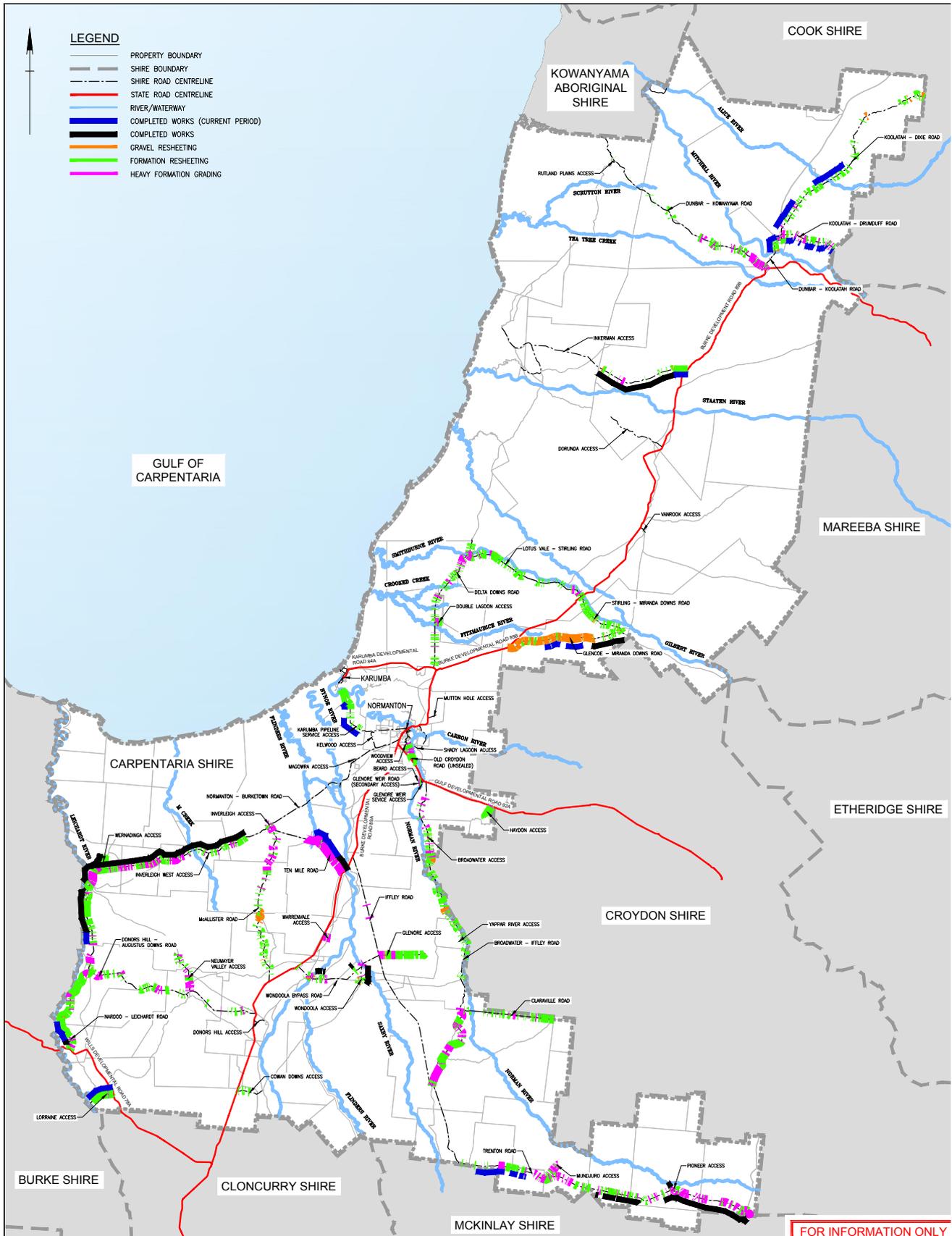
*Expected expenditure ratio is the ratio of final expenditure divided by the recommended value. (i.e. 1.5 is 50% over budget, 0.8 is 20% under budget)

Submission 2 - CSC.0054.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Wernadinga Access	\$ 408,403.56	\$ 204,145.19	100%	0.50	Overlapping camp and establishment costs with simultaneously constructed Normanton - Burketown. When assessing roads together expenditure is expected to align well with the combined RV.
Normanton - Burketown Road	\$ 3,384,537.60	\$ 2,941,243.79	100%	0.87	Accrued costs processing, construction recently completed.
Lorraine Access	\$ 537,639.45	\$ 460,039.94	100%	0.86	Accrued costs processing, construction recently completed.
Ten Mile Road	\$ 812,165.79	\$ 269,749.99	82%	0.41	Accrued costs processing, road currently under construction.
Karumba Pipeline Service Access	\$ 732,792.98	\$ 237,778.61	50%	0.65	Accrued costs processing, road currently under construction.
Nardoo - Leichardt Road	\$ 4,089,855.77	\$ 1,379,413.24	46%	0.73	Accrued costs processing, road currently under construction.
McAllister Road	\$ 1,111,966.62	\$ 38,334.58	4%	0.98	
Donors Hill - Augustus Downs Road	\$ 1,141,343.18	\$ 7,058.58	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	
Neumayer Valley Access	\$ 408,933.45	\$ -	0%	1.00	
Yappar Street	\$ 32,194.71	\$ -	0%	1.00	
TOTAL	\$ 12,668,751.51	\$ 5,537,763.92			

Submission 3 - CSC.0048.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Inkerman Access	\$ 562,783.25	\$ 411,725.56	100%	0.73	Overlapping camp and establishment costs with simultaneously constructed 2020 Inkerman Access. When assessing roads together expenditure is expected to align well with the combined RV.
Glencoe - Miranda Downs Road	\$ 3,529,821.76	\$ 1,242,589.37	100%	0.35	Accrued costs processing, construction recently completed.
Stirling - Miranda Downs Road	\$ 924,687.03	\$ 181,566.74	20%	0.98	Accrued costs processing, road currently under construction.
Delta Downs Road	\$ 1,121,390.34	\$ 19,710.00	0%	1.00	Preliminary costs booked, no construction has commenced.
Double Lagoon Access	\$ 165,580.92	\$ -	0%	1.00	
Lotus Vale - Stirling Road	\$ 1,128,254.06	\$ 449,404.37	0%	1.00	Preliminary costs booked, no construction has commenced.
TOTAL	\$ 7,432,517.36	\$ 2,304,996.04			

Submission 4 - CSC.0042.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Dunbar - Koolatah Road	\$ 254,319.58	\$ 271,674.48	100%	1.07	Accrued costs processing, construction recently completed.
Koolatah - Drumduff Road	\$ 408,762.84	\$ 282,986.80	100%	0.69	Accrued costs processing, construction recently completed.
Dunbar - Kowanyama Road	\$ 254,319.58	\$ 190.72	0%	1.00	Preliminary costs booked, no construction has commenced.
TOTAL	\$ 917,402.00	\$ 554,852.00			

Submission 5 - CSC.0049.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Koolatah - Dixie Road	\$ 1,359,200.81	\$ 886,473.99	100%	0.65	Accrued costs processing, construction recently completed.
TOTAL	\$ 1,359,200.81	\$ 886,473.99			



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NO.	DATE	DESCRIPTION	DESIGN	APPROVED
7	06/12/22	REVISED FOR DECEMBER MEETING	MG	
6	07/11/22	REVISED FOR NOVEMBER MEETING	MG	
5	04/10/22	REVISED FOR OCTOBER MEETING	MG	
4	08/09/22	REVISED FOR SEPT. MEETING	MG	
3	08/08/22	REVISED FOR AUGUST MEETING	MG	
1	19/11/21	INITIAL ISSUE		



CLIENT	DATE	ISSUE
DESIGN	APPROVED	
DESIGN	APPROVED	
DATE	ISSUE	

PROJECT REF	CARPENTARIA SHIRE COUNCIL ROADS
DRAWING REF	2021 CONSTRUCTION SEASON COMPLETED WORKS
DRAWING NO	101-021-SK703
SIZE	A1
REVISION	7

Appendix E - Approved Betterment Projects

Project	Value
Normanton to Burketown Pavement Improvements and Sealing (Project 11/12)	Project RV \$3.1million Construction value \$2.5million
Normanton to Burketown Pavement Improvements and Sealing (Project 13)	Project RV \$0.96million Construction value \$0.76million
Desludging of the Normanton Sewerage Lagoon	\$974,558
Disaster Coordination Shed	Project RV \$376,259.30 Construction Value \$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 – Beach Sand Retention Project	\$1,335,604
Inverleigh West Causeway Upgrade	\$500,000
Mitchell River Crossing Upgrade Investigation	\$300,000

Project has been completed

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11.3 WATER AND WASTE REPORT

Attachments: NIL
Author: Ben Hill - Manager Water and Sewerage
Date: 8 December 2022

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

Executive Summary:

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

- Water levels at Glenore Weir are approximately 7.08m (2.78m AHD).
- Total treated water was 88.7ML for the month.
- Contractor scheduled for January 16 to refurbish the old clarifier.
- Discoloured and dirty water issue has been resolved in Normanton.
- Pre-filtration dosing continues to precipitate manganese.
- Six pressure sewer pumps were replaced in Karumba.

RECOMMENDATION:

That Council:

1. accepts the Water and Wastewater Report as presented for the period ending 30th November 2022; and
2. that those matters not covered by resolution be noted.

Background:

Glenore Weir

The water level at Glenore Weir was measured at 7.08m on the DNRME gauge (2.78m AHD). The Bureau of Meteorology recorded minimal rainfall at Normanton Airport during the month.

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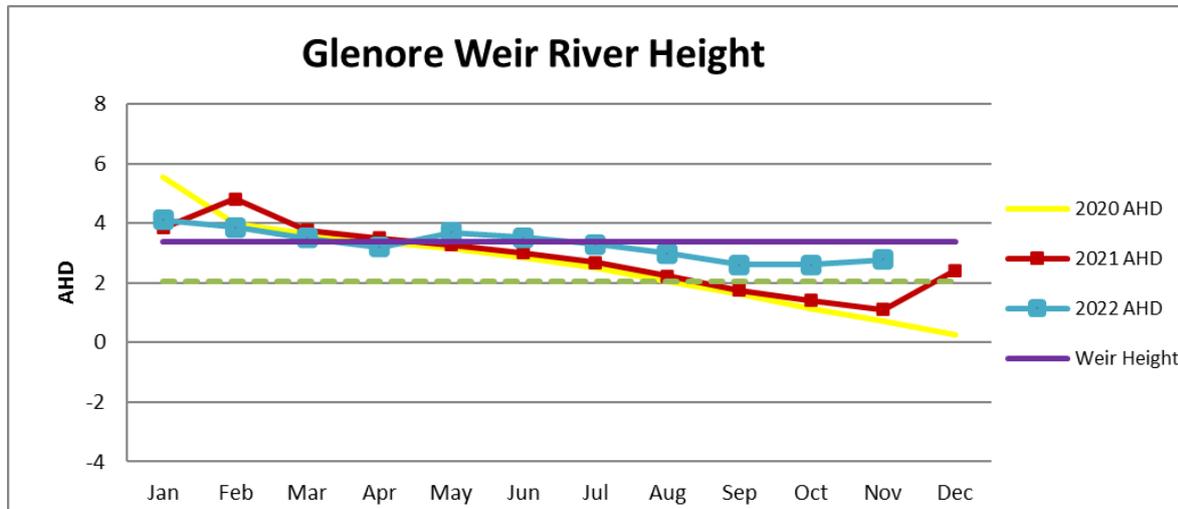


Figure 1: Glenore Weir River Height on the last day of the month.

Normanton Water Treatment Plant

For the month, 84.1ML was pumped from Glenore Weir and 4.6ML from the Normanton bore for a total of 88.7ML of raw water (see Figure 1).

Normanton used 51.1ML (57.6%) and 28.6ML (32.2%) was pumped to Karumba, approximately 4.0ML (4.5%) was used for backwashing and bulk water supply/storage. The remaining 6.7% was recorded as systems losses and flushing.

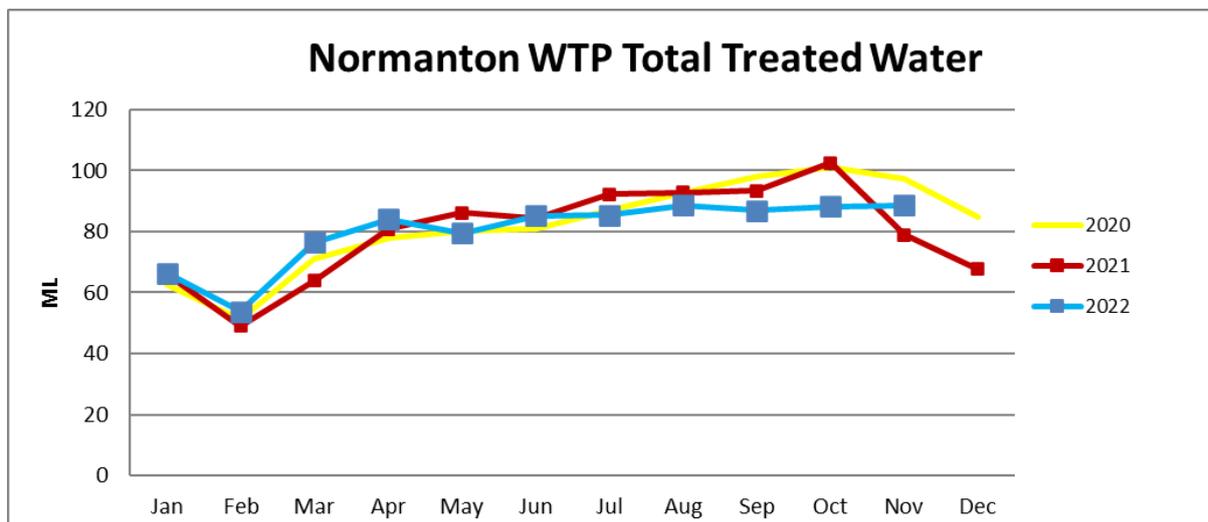


Figure 2: Total raw water treated

Maintenance and Upgrades

A contractor has been engaged and will perform all necessary repairs and assist with recommissioning of the old clarifier at the Water Plant. The contractors have been delayed and are now scheduled to be on site on January 16. This will allow for increased redundancy and capacity at the treatment plant.

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The dirty/discoloured water issues have been resolved and pre-filtration sodium hypochlorite dosing continues to ensure manganese issues do not reoccur. Preparations are being made for the Christmas shutdown and wet season with increased chemical stockpiles being on-hand and generators being fueled and ready. Slightly reduced staff numbers will be available over the shutdown period, with the Normanton Senior Operator acting as overseer.

Normanton Sewage Treatment Plant and Reticulation Network

Normanton Sewerage Treatment Plant (STP) received approximately 10ML (see Figure 3) of wastewater for the month. This number is an estimate, as the flow meter is currently out of service.

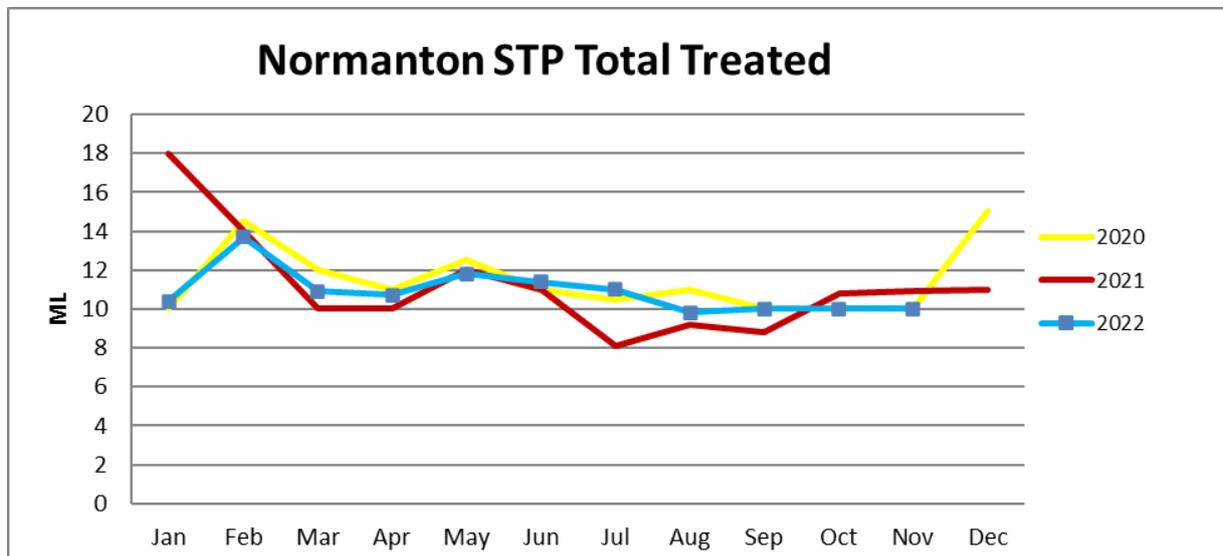


Figure 3: Total volume treated at Normanton STP

Maintenance and Upgrades

A new assistant has started in Normanton who will continue to assist the Senior Operator for water and wastewater operations. Initially he will focus mostly on sewer operations while learning other aspects of the treatment processes.

Karumba STP and Low Pressure Network

Karumba Sewage Treatment facility treated approximately 6.4ML (see Figure 4) for the month.

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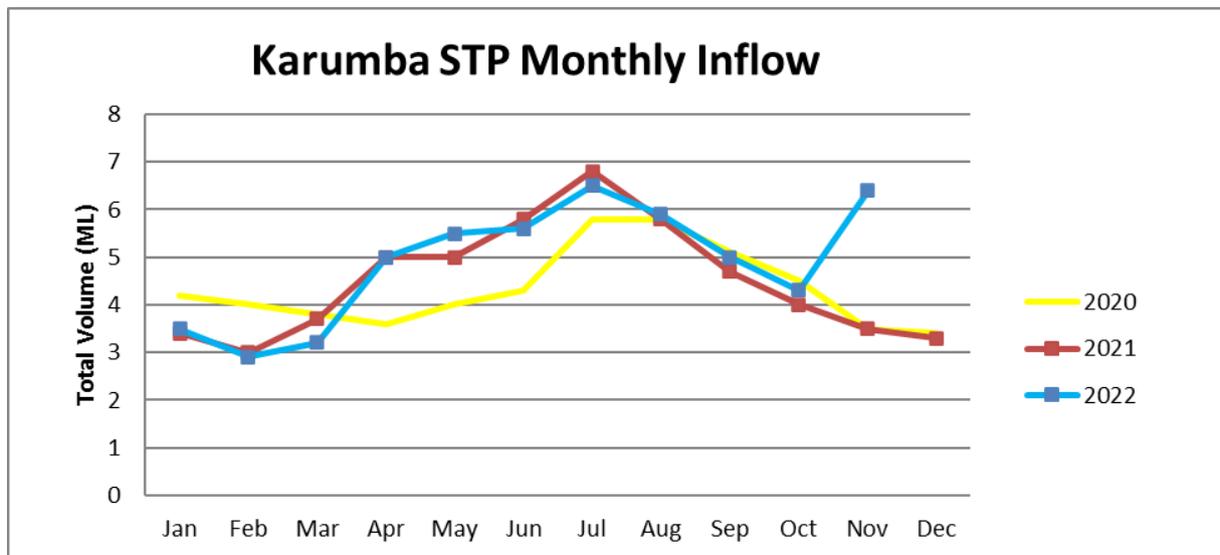


Figure 4: Total Monthly inlet flow for Karumba STP.

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, six low pressure pumps were replaced with new pumps.

Various maintenance tasks were carried out, with particular focus on the membranes. Further work needs to be undertaken to ensure they last until the new ones can be installed. It is the manager's opinion that they will last providing they are properly cared for between now and then, however, it is imperative that they are replaced in the 2023/24 financial year.

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.

Discussions were had in relation to disposal and usage of fishing nets, Wanless have requested that Council notify them prior to bringing nets over to ensure that an appropriate location can be prepared for their immediate disposal. Concerns were also raised by a member of the public in relation to use of netting to capture wind-blown rubbish capturing wildlife. Wanless will document daily inspections of the netting and record any incidents of the wildlife becoming captured.

Further discussions were had around a potential clean-up of the waste behind Karumba Transfer Station. Wanless are interested in assisting with the cleanup and will try and provide an option that is financially advantageous to Council. They are currently preparing a proposal for a future decision.

The NWQROC have also made an initial approach to Council to consider the possibility of receiving waste from Doomadgee and Burke Shire. This would be at a cost to the other Council's that would subsidise the CAPEX cost of building a new cell and rehabilitation of the

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current system. Anne Prince Consulting will prepare a business case for the proposal for Council's consideration at a future meeting.

Finances

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure				
Landfill/ Waste Transfer Operations	678,457	128,550	487,700	616,249
Refuse Collection	197,419	69,311	0	69,311
Sewerage	1,477,820	256,662	65,398	322,059
Water	2,658,747	526,904	80,829	607,733
Operating Expenditure Total	5,012,443	981,427	633,926	1,615,353
Operating Income				
Landfill/ Waste Transfer Operations	-737,000	-375,211	0	-375,211
Refuse Collection	0	-1,694	0	-1,694
Sewerage	-1,660,000	-736,251	0	-736,251
Water	-1,847,000	-1,104,628	0	-1,104,628
Operating Income Total	-4,244,000	-2,217,784	0	-2,217,784
Grand Total	768,443	-1,236,357	633,926	-602,431

Consultation (Internal/External):

- Michael Wanrooy - Director of Engineering.
- Ben Hill - Manager Water and Waste.
- Executive Leadership Team
- Trades and operational staff.
- Northern Water Management.
- Viridis Pty Ltd.
- Wanless Pty Ltd.

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.

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11.4 WORKSHOP REPORT

Attachments:	NIL
Author:	William Bollen - Workshop Foreman
Date:	6 December 2022
Key Outcome:	5.1 - Integrated and timely provision and management of sustainable infrastructure and assets
Key Strategy:	5.1.1 Develop a Strategic Infrastructure and Asset Management Plan to guide the provision, maintenance, decommissioning, replacement and enhancement of Council assets and infrastructure.

Executive Summary:

This report provides information and updates to Council on various maintenance and repairs that are facilitated within the Workshop.

RECOMMENDATION:

That Council:

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

Background:

Service, repairs, and maintenance

Completed Tasks:

Below is the works carried out over the last month.

Please note majority of these service and repairs include travel time and some minor defects are not recorded below.

Current and Completed Tasks	
P2902 Isuzu Truck	Logbook Service ODO:111931
P9993 Hilux Hire	Body Repair and replace trailer plug ODO:34616
P1181 Hilux	Logbook service, front pads replaced ODO:80765
P9927 Landcruiser Hire	Logbook service ODO:50383
P3516 Grader	Aircon low pressure hose replaced HRS:8041

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Current and Completed Tasks (contd.)	
P2512 Isuzu GIGA	Logbook service cleaned radiator ODO:327000
Barra Centre Generator	Serviced and Re-fueled HRS:
P0632 Generator	Serviced and Fueled HRS:742
P7020 Generator	Serviced, fueled replaced battery HRS:
P7009 Generator	Serviced and fueled HRS:159
P7010 Generator	Serviced and fueled HRS: 294
P0394 Float	Brake shoes, drums replaced bearings repacked
P2511 Isuzu GIGA	Logbook service ODO:255040
P3132 Mini Roller	Logbook service and fuel lines replaced HRS:197
P3701 Loader	Repair Aircon hose, relace grease line HRS:
P2511 Isuzu GIGA water tank	Service Honda motor
P4502 Vermeer Trailer	Replaced flat tyre, 2 more on order
P1771 Hilux	Replaced uhf aerial, clutch replaced ODO: 264084
P2520 Job Truck	Clean tank breathers ODO: 155916
P4406 Fuel Trailer	Replace jockey wheel
P3609 Backhoe	Replace hydraulic hoses HRS:2800
P2513 Rental Water truck	Diagnose and repair starting issue ODO:22098
P2512 Isuzu GIGA	Repair air leak and adjust brakes ODO:338231
P9920 Hilux Hire	Replaced starter and battery ODO:49039
P9928 Landcruiser Hire	Repair door lock mechanism ODO:
P2512 Isuzu Giga	Replace all drive brakes ODO:
P6011 Fuel Pod	Replace hose and flow meter
P3717 Grader	Replace air governor HRS:6179
P9765 Main fuel tank	Fit temporary fuel pump until replacement arrives
P1566 Triton	Logbook Service ODO:114465
P1181 Hilux	Logbook Service ODO:70890
P1165 Landcruiser	Logbook service and replace brakes

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P1150 Hilux	Logbook Service, remove and repair fuel tank, replace 2x tyres and replace UHF ODO:57518
P1164 Landcruiser	Logbook service, replace brakes and repair fuel hose ODO: 41065
P4601 Event Trailer	Replace spare tyre and lights
P2703 Hino RMPC	Replace steer tyres, rotate drive tyres, replace seat covers ODO: 215404
P9101 Grader Hire	Repair aircon, blow out radiator HRS: 5397
Depot Bowser	Replace hand piece and drive belt
P4013 Kubota Mower	Replace driveshaft, replace deck spindle, service HRS: 1502
P6603 Spray Trailer	Replace damaged auto feed reel
P1566 Triton	Replace clips in grill, replace aircon test port caps, replace washer bottle cap, replace wiper blades, fit fire extinguisher ODO:
P2903 Isuzu Job Truck	Fit clutch kit, replace fly wheel, replace crane position sensor, relace side mirrors and test drive.
P2736 Isuzu truck	Replace UHF ODO:162949
P2534 Town Truck	Replace Beacon, replace Aircon compressor, clean rear cab fan
P1773 Hilux	Make inner wheel guard and fit
P7722 Generator	Complete check over
P2902 Isuzu Truck	Clean aircon evaporator and condenser
P4407 Fuel Trailer	Modify sign rack because of damage, replace caliper, repack bearings and replace light plug.
P1979 Hilux	Replace bulbs, replace fuses and repair short in tray
P1022 Hearse	Repair tyre, replace fuel level sender, wash and test
P1150 Hilux	Replace rear bulbs, erase DTS code and test ODO:53384

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P3515 Grader	Replace hydraulic hose HRS: 9232
P1150 Hilux	Replace Starter Motor ODO:52252
3531 Tractor	Complete service ready for slashing HRS:3202
P1174 Hilux	Logbook Service ODO:51801
P0633 Generator Depot	Service all filters changed
P3033 Tractor	Fit all front hydraulic cylinders sealed by Enzed, complete machine service.
P2903 Isuzu Truck	Complete logbook service ODO:96240
P9924 Landcruiser	Logbook service, replace rear brake pads ODO: 63496
P9924 Toyota Hire	Logbook service and rear pads replaced ODO: 63496
P0394 Float	Complete clean for repair under body
P1170 Hilux	Logbook Service
P1169 Hilux	Logbook Service, Replace Right CV, adjust brakes ODO: 61549
P3701 Loader	Repair bonnet latch, repair A/C hose
P1165 Landcruiser	Replace brakes and adjust, replace front and rear diff oils
P9930 Hilux Hire	Replace battery and stater motor
P1168 Hilux	Replace Starter motor and battery, repair tail gate, logbook service ODO: 20006

Plant currently on the waiting list for repairs for either parts or diagnosing:

Plant not currently being used:

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Consultation (Internal/External):

- Nil.

Legal Implications:

- Nil.

Financial and Resource Implications:

- Nil.

Risk Management Implications:

- Within normal operating parameters.

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11.5 BUILDING AND PLANNING REPORT

Attachments:	NIL
Author:	Elizabeth Browning - Engineering Records Operator
Date:	7 December 2022
Key Outcome:	4.1 - Sustainable urban and rural development
Key Strategy:	4.1.1 Ensure development accords with Carpentaria Shire Council's planning scheme, planning instruments, codes and legislation.

The report is to advise Council of relevant planning and building activities within the Shire for the month of November 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
N/A				

Planning Applications Approved

DA No.	Applicant	Address	Application Type	Status
I/2205	Lyu Family Investments Pty Ltd	67 Yappar Street, Karumba QLD 4891 (Lot 1 on K36412)	Minor Changes	Approved with conditions
I/2218	S & J Wright Investments Pty Ltd	2 Col Kitching Drive, Karumba QLD 4891 (Lot 65 SP166290)	Building Work Assessable against Planning Scheme	Approved with conditions

Building Applications Received by Building Certifier

DA No.	Applicant	Address	Application Type	Value
I/2224	Michael & Tracey Sceresini	8 Norman Street Karumba QLD 4891	Shed (Class 10a)	tba

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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
I/2209	D Wren Pty Ltd & F Wren Pty Ltd c/-RPS Australia East Pty Ltd	132-138 Yappar Street Karumba QLD 4891	Operational Works (Karumba Revetment Wall – Karumba Seawall)	SARA advice: Application not properly made. Lot 103 SP118075 to be included as part of the subject site for proposed works

Consultation (internal/external)

- Jennifer Roughan – Consultant Town Planner
- Peter Watton – Building Certifier

Legal implications

- N/A

Policy Implications

- N/A

Financial and Resource Implications

- N/A

Risk Management Implications

- Low – risks are within normal operational parameters.
- Confidentiality matters

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11.6 GRADER TENDER (RFQ 22-0562)

Attachments:	NIL
Author:	Michael Wanrooy - Director of Engineering
Date:	8 December 2022
Key Outcome:	5.2 - A safe and sustainable road network
Key Strategy:	5.2.1 Plan and deliver a safe, sustainable and efficient road network.

Executive Summary:

Council has put out a tender on Vendor Panel for the supply of a grader with specifications to meet our operational needs to replace our old 140M.

Council has received tenders from Hastings Deering and RDO Equipment. Hastings have provided two grader options and RDO Equipment one. There are two mandatory requirements which are for price and estimated delivery time so Council can make an assessment to see if budget and delivery are within acceptable limits.

Council has asked the tenderers to meet our minimum requirements. Both Hastings Deering and RDO Equipment has provided a detailed response to those requirements.

The CAT 150 replaces the 140M and is comparable to a John Deere 770GP.

The CAT 140 replaces the 12M and is comparable to a John Deere 670GP.

Note: CAT prices have gone up 13.3% for a 150M based on last year's tender; and

The 670GP has risen by 22.6%

RECOMMENDATION:

That Council award the tender to Hastings Deering for their 150 Motor Grader for \$595,000 ex GST. The 150 Motor Grader is equivalent to our current graders whereas the John Deere 670 is a smaller machine.

Background:

Council's fleet is aging, and Council has committed funding for 2022 to replace our 2015 140M grader with approx. 10,000 hrs.

Early last year, Council sold two graders at Pickles auction:

- 2013 CAT 140M, 9013 hrs for \$201,363.64 excluding GST
- 2013 CAT 140M, 10,137 hrs for \$211,363.64 excluding GST

Council has obtained current resale values for CAT and John Deere Graders via the [Construction.com.au](https://www.construction.com.au) website for Council's information provided in the following table.

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Constructionsales.com	
Grader	Asking Price
Cat 2015 140M – 8,418hrs	\$ 340,000.00
Cat 2009 140M – 14,5190hrs	\$ 215,000.00
CAT 2008 140M – 13,563hrs	\$ 195,000.00
2013 John Deere 670G - 6700hrs	\$ 295,000.00
2016 John Deere 670G - 6200hrs	\$ 318,890.00
2017 John Deere 770GP – 7,192hrs	\$ 219,450.00

Council maintains a current fleet of 3 CAT 140M and 1 CAT 150 motor graders. Council's operators are familiar with the operation and controls of those machines. Council's workshop stores oils and maintenance parts for CAT plants.

We have provided the details of two existing graders in our fleet which includes work done on them in the last 10 months. Council is looking to replace unit P3516.

Unit# P3515 Grader (Keep)

HRS: 9300

Purchased/delivered: 05/05/2015

Roughly \$13000 of unscheduled parts have gone into this machine.

Plant ongoing issues/repairs:

1. A/c harness in engine bay requires replacing with high and low sensors.
2. Cab blower motor replaced.
3. Multiple hydraulic hoses replaced around a-frame.
4. Engine bay Hydraulic hoses will need replacing during wet season.
5. Machine has developed a steering issue with the low voltage sensors.
6. Multiple oil leaks developing around engine.
7. Main engine harness has rubbed through on ECM.
8. Transmission sometimes shifts violently when operating (reaching clutch wear limit).
9. Call out for minor defects are creeping up.

Unit# P3516 Grader (Sell)

HRS: 8200

Purchased/delivery: 05/05/2015

Roughly \$15300 of unscheduled parts have gone into this machine.

Plant ongoing issues/repairs:

1. Steering has malfunctioned. Possible and likely cause ECM fault.

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2. Secondary steering has been repaired and main motor replaced.
3. Slope and position sensors no longer work. Sensors have been replaced and harness checked. Hastings investigated fault and ECM again is likely cause.
4. Engine ECM harness has been repaired, rubbed through in engine bay.
5. A/C harness at compressor will need repairing or replacing.
6. Machine blade is slightly warped causing premature wear of blade slides.
7. Last transmission fill calibration was only just able to pass complete 5th gear is failing.
8. High pitched whistle is evident in turbo (will need inspecting for replacement).
9. Injector issues are starting to be noticed, cylinder shut down test conducted pointed to 2 injectors at fault (recommend replacing all).
10. A/C compressor will need replacing during the wet.
11. Breakdown call outs are common.

Assessment

The following table lists the price and some details received from the tenderers. The equipment that comes with the graders are too numerous to list in this report.

Description	Hasting Deering	Hasting Deering	RDO Equipment Pty Ltd	
	150 Motor Grader	140 Motor Grader	670GP Motor Grader	
	Value (ex. GST)	Value (ex. GST)	Value (ex. GST)	Optional Extra
2022 Price Received	\$595,000.00	\$ 548,000.00	\$605,000.00	
	Standard	Standard	\$ 18,500.00	John Deere Premium Circle - lower operating costs, no wear inserts, 40% increase in torque and 15% increase in circle speed
Total Price	\$595,000.00	\$ 548,000.00	\$623,500.00	
Estimated Delivery Time	6 - 8 weeks	6 - 8 weeks	6 – 8 Weeks	Most likely April 2023 for all of them
Warranty	Premium 72 months/ 6000 hrs	Premium 72 months/ 6000 hrs	Standard – varies from 24 months to 36 months/ 2000 - 4000 hrs, structural up to 10,000 hrs or 3 years whichever comes first.	CAT Premium Warranty Covers all powertrain drives, hydraulics and technology components. Cat is offering the premium warranty

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				at no extra charge on top of their standard. John Deere offers standard insurance free of charge. Extended warranty - extra POA.
Power	136kW to 174kW	136kW to 159kW	134kW to 175kW	
Reverse Fan	Yes	Yes	Yes	
Service Support	Mount Isa	Mount Isa	Townsville	
Moldboard	14 ft	14 ft	14 ft	
Base Weight	19 tonnes	16.2 tonnes	16 tonnes	
Max Weight	23.5 tonnes	22.0 tonnes	24.9 tonnes	
Fitted Slope Meter	Yes	Yes	Yes	
GPS Ready	Yes	Yes	Yes	
Safety Equipment	Yes	Yes	Yes	

Consultation (Internal/External):

- Chief Executive Officer – Mark Crawley
- Director of Engineering – Michael Wanrooy
- Engineer – Kerrod Giles
- Works Coordinator – Michael Sceresini
- Tender Assessment Panel – Michael Wanrooy, Kerrod Giles and Michael Sceresini

Legal Implications:

- Nil.

Financial and Resource Implications:

- Depends on resale via Pickles

Risk Management Implications:

- Nil.

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