



CARPENTARIA SHIRE

*Outback by the Sea*

***BUSINESS PAPER***

***22 JANUARY, 2025***

## **BUSINESS PAPERS**

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|                          |
|--------------------------|
| <b>NOTICE OF MEETING</b> |
|--------------------------|

**COUNCILLORS:**

|                    |       |
|--------------------|-------|
| Mayor Jack Bawden  | Mayor |
| Cr Bradley Hawkins |       |
| Cr Andrew Murphy   |       |
| Cr Glenn Smerdon   |       |
| Cr Cherie Schafer  |       |
| Cr Leslie Henry    |       |
| Cr Johnty O'Brien  |       |

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

Anne Andrews  
**CHIEF EXECUTIVE OFFICER**

# BUSINESS PAPERS

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

**RECOMMENDATION**

*That the Minutes of the Ordinary Council Meeting held 10 December 2024 be confirmed.*

- 6 BUSINESS ARISING FROM PREVIOUS MEETINGS**
- 7 RECEPTION OF PETITIONS & DEPUTATIONS**
- 8 MAYORAL MINUTES**
- 9 COUNCILLORS MONTHLY UPDATE**

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### 10 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

#### 10.1 CEO MATTER OF INTEREST REPORT

|                      |  |
|----------------------|--|
| <b>Attachments:</b>  | NIL  |
| <b>Author:</b>       | Anne Andrews - Chief Executive Officer                           |
| <b>Date:</b>         | 15 January 2025  |
| <b>Key Outcome:</b>  | Day to day management of activities within the Office of the CEO |
| <b>Key Strategy:</b> | As per the Departmental Plan for the Office of the CEO           |

#### Executive Summary:

This report provides Councillors with an update of the business of the Department of the CEO for January, 2025.

#### RECOMMENDATION:

For information only.

#### Meeting Schedule

| Date                 | Event  | Location              |
|----------------------|--|-----------------------|
| 26 January 2025      | Australia Day                                      | Normanton and Karumba |
| 28 January, 2025     | TMR Project Update Meeting                         | Normanton             |
| 30 January, 2025     | GSD Board Meeting                                  | Online                |
| 19/20 February, 2025 | Ordinary Meeting of Council                        | Normanton             |
| 31 January, 2025     | LGMA CEO Connect                                   | Online                |
| 13 February, 2025    | GSD Informal Catch Up                              | Online                |
| 20 February, 2025    | Department Local Government Training - Councillors | Normanton             |
| 27 February, 2025    | GSD Board Meeting                                  | Online                |
| 3 – 7 March, 2025    | LGMA Women's Conference                            | Brisbane              |
| 12-13 March 2025     | Civic Leaders Summit                               | Brisbane              |

#### Executive Leadership Team Update

- The Chief Operations Officer will start in the role on February 3, 2025.
- Executive Manager Community Development and Tourism. Recruitment is ongoing and closes on January 28, 2024.

#### Policy Updates

The Procurement, Order of Engagement and Local Preference Policies have been amended following the Councillor workshop in November 2024 and subsequent informal workshops and included in this agenda for Council consideration.

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### **Uniform Update**

Human Resource Department is currently working through the survey responses and will work with staff to develop new policy. Councillor conference/meeting shirts are currently being investigated.

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

- Mayor
- Councillors
- Executive Leadership Team
- Senior Leadership Team
- Executive Assistant
- Executive Officer
- NWQROC

### **Legal Implications:**

- Local Government Regulation 2012.
- Local Government Act 2009.

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

- Current activities fall within the financial parameters of the Department. See monthly financial report.

### **Risk Management Implications:**

- Risk of these activities is considered low to ordinary operations of Council.

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### 10.2 DRAFT LOCAL PREFERENCE POLICY FOR ADOPTION

|                      |   |
|----------------------|---|
| <b>Attachments:</b>  | 10.2.1. Draft Local Preference Policy <a href="#">↓</a><br>10.2.2. Existing Local Preference Policy <a href="#">↓</a> |
| <b>Author:</b>       | Anne Andrews - Chief Executive Officer  |
| <b>Date:</b>         | 14 January 2025   |
| <b>Key Outcome:</b>  | A well governed, responsive Council, providing effective leadership and management, and respecting community values   |
| <b>Key Strategy:</b> | Maintain a focus on integrity, Accountability and Transparency in all that we do                                      |

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#### Executive Summary:

Following discussions by Councillors regarding Council's Local Preference Policy, Order of Engagement Policy and the Procurement Policy, Councillors resolved to host a workshop to ensure that the policies were current and up to date. An official workshop was held on November 7 2024, and subsequent informal workshops post-Council meetings on November 20 and Tuesday 10 December, 2024.

#### RECOMMENDATION:

That Council endorses the amended Local Preference Policy.

#### Background:

Councillors have proposed the following changes to the Local Preference Policy including:

|        |                                     |  |
|--------|-------------------------------------|--|
| Page 2 | Include the word permanent to read: | Is beneficially owned and operated by persons who are <b>permanent</b> residents of the Local Government Area of Council and pay rates |
| Page 2 | Remove                              | Is a registered business or individual that has its principal place of business within the Local Government Area                       |
| Page 2 | Add                                 | Not claim local status in an alternate Local Government Area   |

This policy has also been amended on to the new policy template. Because of the change in template, the preceding version is also attached for comparison.

#### Consultation (Internal/External):

- Mayor
- Councillors
- CEO
- Director of Engineering

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- Consultant Engineer

### **Legal Implications:**

- To ensure that the Council's procurement practices are aligned with its legislative obligations and the Council's policy direction including:
  - Local Government Act 2009
  - Local Government Regulation 2012
  - Trade Practices Act 1974
  - Competition and Consumer Act 2010
  - Employee Code of Conduct
  - Carpentaria Shire Procurement Policy
  - Carpentaria Shire Order of Engagement Policy

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

- As per budgetary provisions for goods and services purchased.

### **Risk Management Implications:**

- When following established and robust procurement practices, Council's risks should be minimised.

The draft Local Preference Policy attached continues to reflect Council's direction of ensuring that local suppliers and contractors are getting an appropriate proportion of the works contracted by Council; however, this has to be considered in line with the basic principles of procurement under the Local Government Act, which are:

- promoting value for money with probity and accountability; and
- advancing Council's economic, social and environmental policies; and
- providing reasonable opportunity for competitive local businesses that comply with relevant legislation to supply to Council; and
- promoting compliance with relevant legislation.



## Local Preference Policy

### Policy Details

|                       |                          |
|-----------------------|--------------------------|
| Policy Category       | Council Policy           |
| Date Adopted          | TBC                      |
| Endorsed by           | ELT                      |
| Approval Authority    | Chief Executive Officer  |
| Effective Date        | TBC                      |
| Policy Version Number | 4-5                      |
| Policy Owner          | Chief Operations Officer |
| Contact Officer       | Director of Engineering  |

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### Supporting documentation

|                      |   |
|----------------------|---|
| Legislation          | <ul style="list-style-type: none"><li>Local Government Act 2009</li><li>Local Government Regulation 2012</li></ul>  |
| Policies             | <ul style="list-style-type: none"><li>Procurement Policy</li><li>Order of Engagement Policy</li><li>Fraud and Corruption Prevention Policy</li><li>Trade Practices Act 1974 Competition and Consumer Act</li><li>Employee Code of Conduct</li></ul> |
| Delegations          | <ul style="list-style-type: none"><li>Director of Engineering and Evaluation Panel</li></ul>  |
| Forms                | <ul style="list-style-type: none"><li>Tender Documents and Schedules</li></ul>  |
| Supporting Documents | <ul style="list-style-type: none"><li>Request for Tender – ROPS Wet Hire Each Construction Season</li></ul>   |

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### Version History:

| Version | Adopted    | Comment                     | eDRMS # |
|---------|------------|-----------------------------|---------|
| V4      | 20/11/2019 | Council Resolution 1119/026 |         |
| V5      | TBC        |                             |         |

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## Intent

The policy's purpose and scope is to provide consistent direction and guidance to all officers when undertaking procurement activities in line with the sound contracting principles included in the *Local Government Act 2009*:

- value for money;
- open and effective competition;
- the development of competitive local business and industry;
- environmental protection; and
- ethical behaviour and fair dealing.

## Scope

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

## Policy Statement

Council is committed to the principle of the development of competitive local business and industry when entering into:

- contracts for the supply of goods or services;
- contracts for the carrying out of works; and
- the disposal of assets.

For this purpose, if an expression of interest, tender or quotation is evaluated and all things being equal it is Council's preference to engage local suppliers to assist in increasing their competitiveness and performance. That is, a ~~local preference evaluation/selection criteria~~ local preference evaluation/selection criteria with a weighting of not more than 15% (of the evaluation/selection criteria total) may be utilised in the evaluation process, and where price, performance, quality, suitability and other selection criteria are evaluated equally then;

Council may accept a tender submission or offer from a local supplier in preference to a comparable tender submission or offer from a non-local supplier even if the tender submission or offer from the non-local supplier has been assessed as more favourable in terms of one or more of the assessment criteria applied (including, but not limited to, price), so long as the overall differences are not substantial, and so long as it is clear that the selected local supplier can meet Council's requirements at an acceptably high standard which is generally comparable to that of other offers.

### 4.1 Local Preference/Content Evaluation and Weighting Criteria

Local preference is not simply a price benefit to a local supplier, (e.g. where their price is 15% higher than a competitor's price), but rather a quantitative measurement that can be utilised in recognition of the physical presence of the supplier in the Carpentaria Shire Council area, as well as the demonstrated and/or actual accompanying social and economic benefits that this provides to Council, such as:

- to assist local businesses enhance their competitive standards and performance;
- to assist local suppliers and ultimately the communities Council serve to achieve financial sustainability and continuation of local services;





- creation of new and/or maintenance of existing local employment opportunities;
- more responsive and readily available servicing support; closer and more convenient communication regarding progress, performance and measurement to enable effective and efficient contract administration and management;
- encouragement for the relocation of established businesses from outside the region to physically enter, establish and maintain a physical presence ongoing in the region;
- support for economic growth within the local area; and
- returning value-added benefits to Council and its ratepayers from the associated local commercial transactions.

Therefore, in this policy statement, a "local supplier" is a supplier that:

- is beneficially owned and operated by persons who are **permanent** residents of the Local Government area of Council and pay rates; or
- ~~is a registered business or individual that has its principal place of business within the Local Government area of Council; or otherwise~~
- has a place of business within the Local Government area of Council which solely or primarily employs persons who are residents or ratepayers of the Local Government area of Council and;
- Who do not claim local status in another Local Government Area.

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## Key Responsibilities

| RESPONSIBLE OFFICER      | RESPONSIBILITY   |
|--------------------------|--|
| Director of Engineering  | To review the successful tenderers and allocate the Order of Engagement  |
| Chief Operations Officer | 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     | To act in accordance with the provision and intent of the Policy   |
| All contractors          | To act within the public interest and comply with the requirements of this Policy.   |

## Definitions

| TERM | DEFINITION  |
|------|---|
| CEO  | <del>Chief Executive Officer</del> – a person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position |
| CSC  | Carpentaria Shire Council   |

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|                                 |   |
|---------------------------------|---|
| <b>Council</b>                  | Carpentaria Shire Council   |
|                                 | Shall mean a <i>Local Government Employee</i> , including:<br>a. the Chief Executive Officer; or<br>b. a person holding an appointment under section 196 of the <i>Local Government Act 2009</i>    |
| <b>Employee</b>                 | An entity or individual permanently and physically located within the Carpentaria Shire Council boundaries.   |
| <b>Local</b>                    | A company or entity as defined by the Australian Securities and Investment Commission (ASIC) and that also appears as "Active" in the ASIC Business Name Register and as amended from time to time. |
| <b>Registered Business</b>      |   |
| <b>The Act</b>                  | Local Government Act 2009   |
| <b>The Regulation-s</b>         | Local Government Regulation 2012  |
| <b>Whole of Life Cost (WoL)</b> | The total of all costs over the life of the good/service/work (i.e. acquisition, maintenance and disposal costs)  |

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Adopted by Council - TBC

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Anne Andrews  
Chief Executive Officer



## CORPORATE POLICY

POL\_I\_CSF\_014  
Corporate Services  
Finance

---

### LOCAL PREFERENCE POLICY

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*Version 4 Adopted on 20/11/2019 by Council Resolution 1119/026*

#### 1. PURPOSE AND SCOPE

The policy's purpose and scope is to provide consistent direction and guidance to all officers when undertaking procurement activities in line with the sound contracting principles included in the *Local Government Act 2009*:

- value for money;
- open and effective competition;
- the development of competitive local business and industry;
- environmental protection; and
- ethical behaviour and fair dealing.

#### 2. REFERENCE

- Local Government Act 2009
- Local Government Regulation 2012
- Trade Practices Act 1974 Competition and Consumer Act
- Employee Code of Conduct
- Carpentaria Shire Council Procurement Policy

#### 3. DEFINITIONS

**CEO** shall mean *Chief Executive Officer* - a person who holds an appointment under section 194 of the *Local Government Act 2009*. This includes a person acting in this position

**CSC** shall mean *Carpentaria Shire Council*

**Council** shall mean *Carpentaria Shire Council*

**Employee** shall mean a *Local Government Employee*, including:

- a. the Chief Executive Officer; or
- b. a person holding an appointment under section 196 of the *Local Government Act 2009*

**Local** shall mean an entity or individual physically located within the Carpentaria Shire Council boundaries.

**Registered Business** shall mean a company or entity as defined by the Australian Securities and Investment Commission (ASIC) and that also appears as "Active" in the ASIC Business Name Register and as amended from time to time.

**The Act** shall mean the *Local Government Act 2009* (as amended)

**The Regulation** shall mean the *Local Government Regulation 2012* (as amended)

LOCAL PREFERENCE POLICY (POL\_I\_CSF\_014)

**Whole of Life Cost (WoL)** shall mean the total of all costs over the life of the good/service/work (i.e. acquisition, maintenance and disposal costs)

#### 4. POLICY STATEMENT

Council is committed to the principle of the development of competitive local business and industry when entering into:

- contracts for the supply of goods or services;
- contracts for the carrying out of works; and
- the disposal of assets.

For this purpose, if an expression of interest, tender or quotation is evaluated and all things being equal it is Council's preference to engage local suppliers to assist in increasing their competitiveness and performance. That is, a local preference evaluation/selection criteria with a weighting of not more than 15% (of the evaluation/selection criteria total) may be utilised in the evaluation process, and where price, performance, quality, suitability and other selection criteria are evaluated equally then;

Council may accept a tender submission or offer from a local supplier in preference to a comparable tender submission or offer from a non-local supplier even if the tender submission or offer from the non-local supplier has been assessed as more favourable in terms of one or more of the assessment criteria applied (including, but not limited to, price), so long as the overall differences are not substantial, and so long as it is clear that the selected local supplier can meet Council's requirements at an acceptably high standard which is generally comparable to that of other offers.

##### 4.1 Local Preference/Content Evaluation and Weighting Criteria

Local preference is not simply a price benefit to a local supplier, (e.g. where their price is 15% higher than a competitor's price), but rather a quantitative measurement that can be utilised in recognition of the physical presence of the supplier in the Carpentaria Shire Council area, as well as the demonstrated and/or actual accompanying social and economic benefits that this provides to Council, such as:

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

Therefore, in this policy statement, a "local supplier" is a supplier that:

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

LOCAL PREFERENCE POLICY (POL\_I\_CSF\_014)

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

Where the total contract value is between \$1 and less than \$15,000 in a financial year, all offers may have a 15% weighting applied to the relevant qualitative criteria when undertaking a comparative analysis of the offers.

Where the total contract value is between \$15,001 and less than \$200,000 in a financial year, all offers may have a 7.5% weighting applied to the relevant qualitative criteria when undertaking a comparative analysis of the offers.

Where the total contract value will be in excess of \$200,000 in a financial year, all offers will be treated in accordance with the identified evaluation criteria and weighting detailed in Council's published invitation document taking into consideration the procurement context, although the weighting of the local preference criteria should not exceed a maximum of 5% and will be calculated as per Table 1 below.

| <b>Contract Value</b>   | <b>LP weighting</b> |
|-------------------------|---------------------|
| \$200,000 – 999,999     | Up to 5%            |
| \$1,000,000 – 1,999,999 | Up to 4%            |
| \$2,000,000 – 2,999,999 | Up to 3%            |
| \$3,000,000 – 3,999,999 | Up to 2%            |
| \$4,000,000 – 4,999,999 | Up to 1%            |
| \$5,000,000 and above   | Nil                 |

The above will not be applicable to the Plant Hire contracts. This policy does not apply when applying preferential weighting to contracts awarded to a register of pre-qualifier suppliers for the supply of Plant Hire. All Plant Hire contracts that are awarded and deemed a Local Supplier will receive a preference in line with the obligations set in the General Conditions of the Plant Hire tender document and subsequently form part of the Plant Hire contract.

Table 1

| <b>Definition</b>   | <b>% of weighting applied</b> | <b>Supporting Business</b>   |
|---|-------------------------------|--|
| Business is registered and operated locally, pays rates or leases a business premises, resides within the Shire and employs locals within Carpentaria Shire Council boundaries. | <b>100%</b>                   | Economic and social benefits remain within the Carpentaria Shire Council area.                                       |
| Business is registered within Carpentaria Shire Council boundaries and employs greater than 50% of its workforce in Carpentaria Shire Council                                   | <b>80%</b>                    | Significant contribution and commitment being demonstrated and being realised in the Carpentaria Shire Council area. |

|   |            |   |
|---|------------|---|
| Business is registered outside Carpentaria Shire Council boundaries and employs between 50% and 20% of its workforce in Carpentaria Shire Council boundaries.   | <b>60%</b> | Economic and social benefits realised through the employment of locally based staff.                      |
| Business is registered outside Carpentaria Shire Council boundaries and employs a locally based workforce from within the Carpentaria Shire Council boundaries of less than 20%.  | <b>40%</b> | Economic and social benefits realised through the employment of locally based staff.                      |
| Business is registered outside Carpentaria Shire Council boundaries and is within the North West Queensland Region. The business employs a locally based workforce from within the greater Carpentaria Shire Council and/or North West Queensland region. | <b>20%</b> | Significant contribution and commitment being demonstrated across the broader North West Queensland area. |
| Others  | <b>Nil</b> |   |

## 5. POLICY REVIEW

Policy will be reviewed at least annually or when any of the following evaluations occur:

- Changes in relevant legislation, regulations, standards and/or Council policies or directives; and
- Other circumstances as determined from time-to-time by the Chief Executive Officer or through a resolution of Council.

This policy is nominated to be reviewed on or before 30 June 2020.

## 6. RESOLUTION

Adopted by Council on the 20 November 2019 by Council Resolution 1119/026.

Chief Executive Officer

## BUSINESS PAPERS

### 10.3 DRAFT ORDER OF ENGAGEMENT POLICY FOR ADOPTION

**Attachments:** 10.3.1. Draft Order of Engagement Policy [↓](#)

**Author:** Anne Andrews - Chief Executive Officer

**Date:** 16 January 2025

**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:

Following discussions by Councillors regarding Council's Local Preference Policy, Order of Engagement Policy and the Procurement Policy, Councillors resolved to host a workshop to ensure that the policies were current and up to date. An official workshop was held on November 7 2024, and subsequent informal workshops post-Council meetings on November 20 and Tuesday 10 December, 2024.

#### RECOMMENDATION:

That Council adopts the draft Order of Engagement Policy.

#### Background:

Councillors have proposed the following changes to the Order of Engagement Policy including:

|        |   |  |
|--------|---|--|
| Page 1 | Include Local Preference Policy in Policies   |  |
| Page 4 | Include the word permanent in the order of engagement description regarding Local Carpentaria LG Area of responsibility | <b>Permanent</b> Local Carpentaria LG area of responsibility |

#### Consultation (Internal/External):

- Mayor
- Councillors
- CEO
- Director of Engineering
- Consultant Engineer

#### Legal Implications:

- To ensure that the Council's procurement practices are aligned with its legislative obligations and the Council's policy direction including:
  - Local Government Act 2009

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- Local Government Regulation 2012
- Fraud and Corruption Prevention Policy
- Carpentaria Shire Procurement Policy
- Carpentaria Shire Local Preference Policy

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

- As per budgetary provisions for goods and services purchased.

### **Risk Management Implications:**

- When following established and robust procurement practices, Council's risks should be minimised. This Policy is applicable to all Council staff engaged in the assessment and evaluation of tenders, and contractors who submit tenders under the RFT.

The draft Order of Engagement Policy attached continues to reflect Council's direction of ensuring that local suppliers and contractors are getting an appropriate proportion of the works contracted by Council; however, this has to be considered in line with the basic principles of procurement under the Local Government Act, which are:

- promoting value for money with probity and accountability; and
- advancing Council's economic, social and environmental policies; and
- providing reasonable opportunity for competitive local businesses that comply with relevant legislation to supply to Council; and
- promoting compliance with relevant legislation.





## Order of Engagement Policy

### Policy Details

|                       |   |
|-----------------------|---|
| Policy Category       | Council Policy                                      |
| Date Adopted          | 14-December-2022_TBC                                |
| Endorsed by           | ELT   |
| Approval Authority    | Chief Executive Officer                             |
| Effective Date        | 14-December-2022_TBC                                |
| Policy Version Number | New-Policy2   |
| Policy Owner          | Director-Corporate-ServicesChief Operations Officer |
| Contact Officer       | Director of Engineering                             |

### Supporting documentation

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

### Version History:

| Version | Adopted    | Comment    | eDRMS # |
|---------|------------|------------|---------|
| V1      | 14/12/2022 | New Policy |         |
| V2      | TBC        |            |         |

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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 **T**ender with the lowest **P**rice or any **T**ender. The Principal will only accept a **T**ender 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 **C**ontract. A particular focus will be made on the past performance of the Tenderers and their operator.

Acceptance of a **T**ender 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 |

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- 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. Items based on work requirements and price and subject to locality as detailed in point 2;
2. Items based on locality:
  - o Permanent Local Carpentaria LG area of responsibility
  - o Outside LG area of responsibility to 100kms;
  - o Outside LG area of responsibility to 250kms
3. Non-locals, based on available work to complete the restoration program.

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## Key Responsibilities

| RESPONSIBLE OFFICER  | RESPONSIBILITY   |
|--|--|
| Director of Engineering                                    | To review the successful tenderers and allocate the Order of Engagement  |
| Director of Corporate Services<br>Chief Operations Officer | 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                                       | To act in accordance with the provision and intent of the Policy   |
| All contractors  | To act within the public interest and comply with the requirements of this Policy.   |

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## Definitions

| TERM                | DEFINITION   |
|---------------------|--|
| ROPS                | Register of Prequalified Suppliers   |
| Principal           | Carpentaria Shire Council (Council)  |
| Order of Engagement | The order on which work will be allocated to individual contractors and individual items of plant received with the Request for Tender. There is also no warranty, commitment or |



| TERM | DEFINITION  |
|------|---|
|      | obligation on behalf of the Principal to offer a minimum number of work hours per day or days per working period. |
|      |   |
|      |   |

Adopted by Council ~~14 December 2022 by Resolution 1222/014~~TBC

~~Mark Crawley~~  
~~Anne Andrews~~  
Chief Executive Officer

## BUSINESS PAPERS

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### 10.4 DRAFT PROCUREMENT POLICY FOR ADOPTION

|                      |   |
|----------------------|---|
| <b>Attachments:</b>  | 10.4.1. Draft Procurement Policy <a href="#">↓</a>  |
|                      | 10.4.2. Draft Procurement Policy Exemptions <a href="#">↓</a>   |
|                      | 10.4.3. Draft Procurement Policy Breaches <a href="#">↓</a>   |
| <b>Author:</b>       | Anne Andrews - Chief Executive Officer  |
| <b>Date:</b>         | 15 January 2025   |
| <b>Key Outcome:</b>  | A well governed, responsive Council, providing effective leadership and management, and respecting community values |
| <b>Key Strategy:</b> | Maintain a focus on integrity, Accountability and Transparency in all that we do                                    |

---

#### Executive Summary:

Pursuant to section 198 of the *Local Government Regulation 2012*, Council has a statutory obligation to have a Procurement Policy and this policy is to be reviewed annually. The previous policy was adopted at the October 2023 meeting. Following discussions by Councillors regarding Council's Local Preference Policy, Order of Engagement Policy and the Procurement Policy, Councillors resolved to host a workshop to ensure that the policies were streamlined, current and up to date. An official workshop was held on November 7, 2024, and subsequent informal workshops were held post-Council meetings on November 20 and Tuesday 10 December, 2024. The revised Procurement Policy is presented for adoption.

#### RECOMMENDATION:

That Council adopts the Procurement Policy as presented.

#### Background:

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

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

In undertaking the review of the Procurement Policy, it has been confirmed that this policy complies with legislative requirements.

Draft changes to the policy are noted in the track changes (attached).

The main changes to this policy have been made to streamline the information for end users and include:

- Purchasing Policy exemptions have been removed from the main policy and will be made available on Council's Intranet under Corporate Procedures and Guidelines.

## **BUSINESS PAPERS**

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- All exemptions must be approved by Department Director, Chief Operations Officer or CEO.
- Policy breach examples have also been removed from the main policy and will be made available on Council's Intranet under Corporate Procedures and Guidelines.

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

- Mayor
- Councillors
- CEO
- ELT
- SLT

### **Legal Implications:**

- Section 198 of the *Local Government Regulation 2012*, states the following:
  - 1) A local government must prepare and adopt a policy about procurement (a procurement policy).
  - 2) The procurement policy must include details of the principles, including the sound contracting principles, that the local government will apply in the financial year for purchasing goods and services.
  - 3) A local government must review its procurement policy annually.

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

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

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

### **Risk Management Implications:**

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



## Procurement Policy

|                       |   |
|-----------------------|---|
| Policy Category       | Council Policy  |
| Date Adopted          | <del>11<sup>th</sup> October 2023</del> <u>TBC</u>                        |
| Resolution Number     | <del>1023/018</del> <u>TBC</u>  |
| Approval Authority    | Council   |
| Effective Date        | <del>11<sup>th</sup> October 2023</del> <u>TBC</u>                        |
| Policy Version Number | <del>9</del> <u>10</u>  |
| Policy Owner          | <del>Director of Corporate Services</del> <u>Chief Operations Officer</u> |
| Contact Officer       | Manager of Finance and Administration                                     |

### Supporting documentation

|                      |   |
|----------------------|---|
| Legislation          | <ul style="list-style-type: none"><li>• Local Government Act 2009</li><li>• Local Government Regulation 2012</li><li>• Public Sector Ethics Act 1994</li><li>• ISO 26000 Guidance on Social Responsibility</li></ul>  |
| Policies             | <ul style="list-style-type: none"><li>• Code of Conduct</li><li>• Corporate Credit Card Policy</li><li>• Local Preference Policy</li><li>• Procurement Procedure</li><li>• Gifts and Benefits Policy</li><li>• Fraud and Corruption Prevention Policy</li><li>• Asset Disposal Policy</li></ul> |
| Delegations          | <ul style="list-style-type: none"><li>• Financial Delegations</li></ul>   |
| Forms                | <ul style="list-style-type: none"><li>• Authority to Tender Form</li><li>• Conflict of Interest Declaration</li><li>• Variations</li></ul>  |
| Supporting Documents | <ul style="list-style-type: none"><li>• Corporate Plan 2021 - 2025</li></ul>  |

### Version History:

| Version   | Adopted    | Comment                       | eDRMS # |
|-----------|------------|-------------------------------|---------|
| <u>10</u> | <u>TBC</u> | <u>Council Resolution TBC</u> |         |
| 9         | 11/10/2023 | Council Resolution 1023/018   |         |
| 8         | 21/09/2022 | Council Resolution 0922/019   |         |
| 7         | 16/06/2021 | Council Resolution 0621/018   |         |
| 6         | 26/02/2020 | Council Resolution 0220/023   |         |
| 5         | 7/12/2016  | Council Resolution 1216/011   |         |

Procurement Policy  
Policy Number: ~~POL-E-EXGC-006~~  
Document ID: ~~562656~~  
Document accurate and up to date at time of printing

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## Intent

The purpose of this Policy is to set out Carpentaria Shire Council's (~~Council's~~) approach to the acquisition of goods and services, and to satisfy Council's statutory obligations under Section 198 of the Local Government Regulations 2012. This Policy aims to ensure all Council officers implement sound contracting principles ~~in the course of during~~ day-to-day operations to achieve value for Council, whilst maintaining the principles of the policy outlined in the succeeding sections.

## Scope

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

## Policy Statement

~~This document sets out Council's Policy for the acquisition of goods and services and carrying out of the procurement principles.~~ This policy applies to the procurement of goods, materials, equipment and related services, construction contracts, service contracts (including maintenance) and consultancies.

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

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

## Sound Contracting Principles

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

The principles are:

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

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

Value for money

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

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

Procurement Policy  
Policy Number: ~~POL-E-EXGC-006~~  
Document ID: ~~562656~~  
Document accurate and up to date at time of printing

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- f) risk exposure; and
- g) workplace health and safety.

#### Open and effective competition

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

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

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

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

#### Environmental protection

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

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

#### Ethical behaviour and fair dealing

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

Council officers must:

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

### Procurement Thresholds

All procurement must be:

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

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

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

|        | Amount<br>(GST excl.) | PSA       | RPQS (ROPS)                            | All other purchasing<br>(minimum)   |
|--------|-----------------------|-----------|--|---|
| Small  | \$0-\$7,000           | No quotes | No quotes                              | 1 (or more) verbal/written quote, <del>however</del> consideration given to invite quotes for purchases where operationally efficient to do so. |
|        | >\$7,000-\$15,000     | No quotes | No quotes                              | Invite 2 (or more) quotes   |
| Medium | >\$15,000-\$200,000   | No quotes | Consideration given to invite quotes   | Invite 3 (or more) quotes   |
| Large  | ≥\$200,000            | No quotes | Consideration given to invite quotes** | Tender  |

~~\*\*\*Where advantageous to Council, a tender may be undertaken where a buying arrangement already exists if the purchase is more than \$200,000.~~

~~\*\*\*Where it is not operationally expedient to seek quotations only one quote is required, otherwise officers should seek 1 or more quotes. For example: This provision might be applied where some investigative work is required, making it difficult to source quotations in a timely manner and does not apply to stores and administrative type purchase where quotations are more easily sought.~~

The procurement procedure sets out the legislative requirements and related guidance in greater detail.

#### **Purchasing – Exceptions**

Under the Local Government Regulation 2012, there are options available for purchasing exemptions. A guideline to these exemptions can be found on Council's intranet. All consideration for an exemption should be discussed and approved by the Department Director / Chief Operating Officer or the CEO prior to purchase.

| Arrangement Type                     | LQR  | Minimum Requirement   |
|--------------------------------------|------|---|
| Approved- Contractor- List (ACL)     | s231 | <p>Contracted suppliers (panel) must be utilised that best represents value for money for the procurement activity.</p> <p>For all purchases:</p> <ul style="list-style-type: none"><li>the contract must be referenced on the Purchase Order, e.g., No. 22-0546 XYZ.</li></ul> <p>For purchases greater than \$15,000 consideration should be given to whether it would be advantageous to Council to seek quotations.</p> |
| Preferred-Supplier-Arrangement (PSA) | s233 | <p>The single supplier contracted under the PSA should be utilised.</p> <p>For all purchases:</p> <ul style="list-style-type: none"><li>the contract must be referenced on the Purchase Order, e.g., No. 22-0546 Grass Cutting Serv.</li></ul>  |

| Arrangement Type                                      | LGR      | Minimum Requirement  |
|---|----------|--|
| Register of Prequalified Suppliers (RPS)              | s232     | Contracted suppliers (panel) must be utilised that best represents value for money for the procurement activity.<br>For all purchases:<br><ul style="list-style-type: none"> <li>the contract must be referenced on the Purchase Order. e.g., No. 22-0550 Dry Hired Plant.</li> </ul> For purchases greater than \$15,000 consideration should be given to whether it would be advantageous to Council to seek quotations.   |
| LGA Arrangement – Local Buy                           | s234     | Where specialised, high risk, high value services are sought LB will be the preferred option.<br>For all purchases:<br><ul style="list-style-type: none"> <li>Assess the cost vs benefit of using LB; and</li> <li>the Local Buy contract must be referenced on the Purchase Order. Local Buy BUS-272</li> <li>supplier should be recruited by letter of agreement, to ensure they are engaged under the LB Terms and Conditions. Template available from Procurement, or they can do it for you.</li> </ul> |
| Only one supplier reasonably available                | S235 (a) | Council resolution to be recorded on the Purchase Order to support the reasoning. e.g., Council Resolution 0522/009  |
| Specialised or confidential nature of services sought | S235 (b) | Council resolution to be recorded on the Purchase Order to support the reasoning. e.g., Council Resolution 0522/009  |
| Genuine emergency                                     | S235 (c) | Named event, or emergency to be recorded on the Purchase Order.  |
| Arrangement with a Government Agency                  | S235 (f) | Where a TMR Prequalified list is utilised, that list must be referenced on the Purchase Order.   |

### Compliance with Council's Workplace Health and Safety Procedures

To ensure compliance with

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- AS/NZS 31000:2018 Risk Management – Principles and Guidelines,

Council officers involved in purchasing are to abide by Council's Workplace Health and Safety (WHS) Outsourcing & Procurement Procedure and WHS – SPPRC-3.6.1 Purchasing & Supplier Control.

### **Disposal of Land and Non-Current Assets**

As per Section 227 of the Local Government Regulation (LGR) 2012, Council must not enter into a valuable non-current asset contract (disposal of a valuable non-current asset) unless it first invites written tenders for the contract under Section 228, or offers the non-current asset for sale by auction.

### **Responsibilities**

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

~~Council employees must undertake procurement activities in accordance with their delegation of authority, as outlined in the Procurement Procedure. Failure to comply with the substance and intent of the Act or Regulation may constitute a significant breach of Council's Code of Conduct and could carry significant consequences.~~

~~Employees are responsible for familiarizing~~ themselves with Council's policies, guidelines and procedures.

~~Council employees must undertake procurement activities in accordance with their delegation of authority, as outlined in the Procurement Procedure.~~

## Examples of Policy Breaches

Examples of breaches of the procurement policy are available on Council's Intranet under Corporate Procedures and Guidelines.

**Commented [AA1]:** Examples of breaches will be available on Council's Intranet under procedures and guidelines.

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

**1. Inappropriate use of field orders** — When employees have access to computers but do not prepare requisitions on the system or choose to use field orders for convenience or need to use field orders due to poor planning on projects.

**2. Requisition/Order splitting** — Where the total value of a procurement transaction is broken into smaller pieces ("split") to bring the value under a certain level to remain within an officer's delegation limit or fall into a less onerous procurement category.

**3. Failure to utilise stock, consumables and standardised equipment acquired by Council** — In an attempt to achieve value for money and standardise equipment, Council aggregates common use items to the extent possible. Common use items may be acquired in bulk, such as stationery, for all employees to utilise on an as needed basis. Failure to use the items already procured by Council and acquiring similar items to suit individual preferences represents unnecessary, inappropriate expenditure (irrespective of whether a budget exists for such items) and does not represent a legitimate business need.

**4. Inaccurate/inappropriate use of sole supplier provision** — The use of the term "sole supplier" to justify procurement where an officer feels that there is only one qualified supplier in the market is inaccurate and inappropriate and fails to abide by the sound contracting principles within this policy. Sole supplier status can usually only be demonstrated by testing the market through request for quotations or tenders from various parties.

**5. Inaccurate/inappropriate use of "local buy" arrangements** — Attributing the status of "local buy" to Council's local business preference and failing to obtain quotations or tenders on the basis that Council is required to spread its procurement amongst the suppliers within the Carpentaria Shire community. Failure to obtain the relevant

**6. Inappropriate use of "emergency" procurement provisions** — Failure to adequately plan or schedule projects and procurement needs resulting in the inability to undertake formal tendering and quotations due to time pressure does not constitute "emergency" procurement. All emergency procurement must be retrospectively approved by Council irrespective of the reason it was required.

**7. Historical or informal contracting arrangements** — Ad hoc, informal or historical supplier arrangements that have developed over many years are a breach of this policy. All arrangements with suppliers must be contracted either through quotation or tender or satisfy the tests for exceptions detailed in the policy.

**8. Unauthorised or implicit contract extensions** — Failure to track and renew contracts that have expired whilst continuing to utilise the supplier's services. All contracting arrangements entered into by Council have expiry dates including preferred supplier and pre-qualified supplier arrangements. The expiry dates may be detailed within the contract or cease when a specific procurement activity or



~~project is fulfilled.~~

~~9. Knowingly creating inaccurate purchase orders — To generate a purchase order number simply to provide to a supplier and then amending/varying the purchase order at a later time to reflect the actual price on the invoice.~~

~~10. Procuring items without a purchase order — Subsequently creating or directing the creation of a purchase order after the invoice has been received. This example does not apply to utilities invoices, bank charges, loan payments, employee expense claims, and those outlined in Section 4.3 of the Procurement Procedure which are legitimately processed without purchase orders.~~

~~11. Acceptance of low value gifts, promotional material, items of interest, giveaways, hospitality, loyalty bonuses, prizes, supplier events, free or discounted tickets etc. — Which could be perceived to engender favour or promote bias when inviting quotations or awarding contracts, irrespective of value, or when aggregated these items exceed the dollar thresholds for declaration in Council's Gifts and Benefits Register.~~

## Definitions

| Term                      | Definition   |
|---------------------------|--|
| <b>Act</b>                | <i>Local Government Act 2009</i>   |
| <b>Regulation</b>         | <i>Local Government Regulation 2012</i>  |
| <b>Officer</b>            | Refers to any officer of Council who is involved, in any form, in the procurement process. An officer includes employees, contractors, volunteers, and all others who perform work on behalf of Council.   |
| <b>Manager</b>            | Includes all persons appointed to a supervisory position including with the title CEO, Director, Manager, Coordinator, Supervisor, Team Leader.  |
| <b>Procurement</b>        | The purchase, hire, lease, rental, exchange or any other commercial transaction involving the outlay of funds in return for the provision of goods, equipment and related services, construction contracts and service contracts to Council, Council officers and agents unless specifically exempted under the provisions of the Act or Regulation. |
| <b>Whole of life cost</b> | Total cost of a good or service over its entire lifecycle. This may include acquisition costs (associated with the initial procurement), operating costs, maintenance costs, cleaning costs, refurbishment costs, support costs and disposal costs.  |

Adopted by Council by Resolution on 11 October 2023 by Resolution 1023/018.

Anne Andrews  
Mark Crawley  
Chief Executive Officer



## EXAMPLES PROCUREMENT POLICY EXEMPTIONS

To be read in conjunction with Council's Procurement Policy.

The purpose of this document is to provide examples of possible exemptions to Council's Procurement Policy.

Council's Procurement Policy sets out Council's approach to the acquisition of goods and services, and to satisfy Council's statutory obligations under Section 198 of the Local Government Regulations 2012. This Policy aims to ensure all Council officers implement sound contracting principles during day-to-day operations to achieve value for Council, whilst maintaining the principles of the policy outlined in the succeeding sections.

All exemptions must be approved by the Department Director, Chief Operations Officer or CEO.

| Arrangement Type                         | LGR  | Minimum Requirement   |
|--|------|---|
| Approved Contractor List (ACL)           | s231 | Contracted suppliers (panel) must be utilised that best represents value for money for the procurement activity.<br>For all purchases: <ul style="list-style-type: none"><li>the contract must be referenced on the Purchase Order. e.g., No. 22-0546 XYZ.</li></ul> For purchases greater than \$15,000 consideration should be given to whether it would be advantageous to Council to seek quotations.             |
| Preferred Supplier Arrangement (PSA)     | s233 | The single supplier contracted under the PSA should be utilised.<br>For all purchases: <ul style="list-style-type: none"><li>the contract must be referenced on the Purchase Order. e.g., No. 22-0546 Grass Cutting Serv.</li></ul>   |
| Register of Prequalified Suppliers (RPS) | s232 | Contracted suppliers (panel) must be utilised that best represents value for money for the procurement activity.<br>For all purchases: <ul style="list-style-type: none"><li>the contract must be referenced on the Purchase Order. e.g., No. 22-0550 Dry Hired Plant.</li></ul> For purchases greater than \$15,000 consideration should be given to whether it would be advantageous to Council to seek quotations. |



|   |          |  |
|---|----------|--|
| LGA Arrangement – Local Buy                           | s234     | Where specialised, high risk, high value services are sought LB will be the preferred option. For all purchases: <ul style="list-style-type: none"> <li>Assess the cost vs benefit of using LB; and</li> <li>the Local Buy contract must be referenced on the Purchase Order. Local Buy BUS-272</li> <li>supplier should be recruited by letter of agreement, to ensure they are engaged under the LB Terms and Conditions. Template available from Procurement, or they can do it for you.</li> </ul> |
| Only one supplier reasonably available                | S235 (a) | Council resolution to be recorded on the Purchase Order to support the reasoning. e.g., Council Resolution 0522/009.   |
| Specialised or confidential nature of services sought | S235 (b) | Council resolution to be recorded on the Purchase Order to support the reasoning. e.g., Council Resolution 0522/009.   |
| Genuine emergency                                     | S235 (c) | Named event, or emergency to be recorded on the Purchase Order.  |
| Arrangement with a Government Agency                  | S235 (f) | Where a TMR Prequalified list is utilised, that list must be referenced on the Purchase Order.   |

Date: January 2024

Anne Andrews  
**CHIEF EXECUTIVE OFFICER**



## EXAMPLES PROCUREMENT POLICY BREACHES

To be read in conjunction with Council's Procurement Policy.

The purpose of this document is to provide examples of possible breaches to Council's Procurement Policy.

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

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

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

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

1. **Inappropriate use of field orders** – When employees have access to computers but do not prepare requisitions on the system or choose to use field orders for convenience or need to use field orders due to poor planning on projects.
2. **Requisition/Order splitting** – Where the total value of a procurement transaction is broken into smaller pieces ("split") to bring the value under a certain level to remain within an officer's delegation limit or fall into a less onerous procurement category.
3. **Failure to use stock, consumables and standardised equipment acquired by Council** – In an attempt to achieve value for money and standardise equipment, Council aggregates common use items to the extent possible. Common use items may be acquired in bulk, such as stationery, for all employees to use on an as needed basis. Failure to use the items already procured by Council and acquiring similar items to suit individual preferences represents unnecessary, inappropriate expenditure (irrespective of whether a budget exists for such items) and does not represent a legitimate business need.
4. **Inaccurate/inappropriate use of sole supplier provision** – The use of the term "sole supplier" to justify procurement where an officer feels that there is only one qualified supplier in the market is inaccurate and inappropriate and fails to abide by the sound contracting principles within this policy. Sole supplier status can usually only be demonstrated by testing the market through request for quotations or tenders from various parties.



5. **Inaccurate/inappropriate use of “local buy” arrangements** – Attributing the status of “local buy” to Council’s local business preference and failing to obtain quotations or tenders on the basis that Council is required to spread its procurement amongst the suppliers within the Carpentaria Shire community. Failure to obtain the relevant
6. **Inappropriate use of “emergency” procurement provisions** – Failure to adequately plan or schedule projects and procurement needs resulting in the inability to undertake formal tendering and quotations due to time pressure does not constitute “emergency” procurement. All emergency procurement must be retrospectively approved by Council irrespective of the reason it was required.
7. **Historical or informal contracting arrangements** – Ad hoc, informal or historical supplier arrangements that have developed over many years are a breach of this policy. All arrangements with suppliers must be contracted either through quotation or tender or satisfy the tests for exceptions detailed in the policy.
8. **Unauthorised or implicit contract extensions** – Failure to track and renew contracts that have expired, whilst continuing to use the supplier’s services. All contracting arrangements entered into by Council have expiry dates including preferred supplier and pre-qualified supplier arrangements. The expiry dates may be detailed within the contract or cease when a specific procurement activity or project is fulfilled.
9. **Knowingly creating inaccurate purchase orders** – To generate a purchase order number simply to provide to a supplier and then amending/varying the purchase order at a later time to reflect the actual price on the invoice.
10. **Procuring items without a purchase order** – Subsequently creating or directing the creation of a purchase order after the invoice has been received. This example does not apply to utilities invoices, bank charges, loan payments, employee expense claims, and those outlined in Section 4.3 of the Procurement Procedure which are legitimately processed without purchase orders.
11. **Acceptance of low value gifts, promotional material, items of interest, giveaways, hospitality, loyalty bonuses, prizes, supplier events, free or discounted tickets etc.** – Which could be perceived to engender favour or promote bias when inviting quotations or awarding contracts, irrespective of value, or when aggregated these items exceed the dollar thresholds for declaration in Council’s Gifts and Benefits Register.

Date: January 2024

Anne Andrews

**CHIEF EXECUTIVE OFFICER**

## **BUSINESS PAPERS**

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### **10.5 HUMAN RESOURCES REPORT**

**Attachments:** NIL

**Author:** Peter Ryan - Manager Human Resources

**Date:** 16 January 2025

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

**Key Strategy:** Ensure that workforce planning is in place and the safety of employees is maintained and improved

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**Executive Summary:**

This report provides information on the general Human Resource matters and Work Health and Safety matters relevant to the team's daily business.

**RECOMMENDATION:**

That Council accepts the Human Resources Report for information.

### **1. Human Resources Management**

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- During the month of December, the Human Resources (HR) Department finalised a number of long-standing recruitment issues including the appointment of the Chief Operating Officer, Project Officer (Engineering), Manager Assets and permanent and casual staff for the Normanton Library and Visitor Information Centre.
- The HR Department in conjunction with the A/Director Community, Tourism and Regional Growth continues to oversee and assist with the management of the Normanton Childcare Centre and ensure it is appropriately staffed to meet the ratios required of adults to children. Council and Astute Early Years Specialists are also assisting the Acting Manager of the Centre with the day-to-day operations management.
- The Manager HR continues to review policies which have been outstanding for some time. Examples of this include the Council Camps Policy and the Recruitment and Selection Policy. These will be presented to Council for consideration at a future meeting.

## BUSINESS PAPERS

### 2. Work Health and Safety

The Safe Plan progress report for the previous month below.

| CSC WHSMP Key Performance Indicators (KPIs)   | Scheme Current | CSC Actual YTD 2023 | CSC Actual YTD 2024 | CSC KPI Year Target | KPI YTD Comparison |
|---|----------------|---------------------|---------------------|---------------------|--------------------|
| Average <b>Scheme</b> Frequency Rate<br>(* Formula = Number of LTI for every million hrs worked)  | 9.41           | 2                   | 1                   | <5 LTI              | 1                  |
| Average <b>Scheme</b> Duration Rate<br>(*Formula = Average Number of days lost per LTI)   | 14.52          | 9                   | 7                   | <112 Days           | 7                  |
| Progressive Frequency Rate YTD<br>( <b>B</b> ) <b>group</b> = wages greater than \$5 million – less than \$10 million                                 | 7.10           | 22.20               | 13.36               | <20.60 Annual       | 13.36              |
| Progressive duration rate YTD<br>( <b>B</b> ) <b>group</b> = wages greater than \$5 million – less than \$10 million                                  | 15.50          | 4.50                | 7.00                | <19.93 Annual       | 7.00               |
| Percentage of hazard inspections completed as per Matrices  |                | 71.43%              | 100.00%             | 95%                 | 95.12%             |
| Action Statistics from Skytrust – Percentage of actions completed against number added YTD from October 1 <sup>st</sup> 2023 (91 Added, 65 completed) |                | 67.69%              | 71.43%              | 90%                 | 65.31%             |
| Delivery of Take 5 courses on Skytrust  |                | 62.73%              | 65.93%              | 90%                 | 73.63%             |
| Percentage of Quarterly Action Plan items completed – Oct to Dec 2024   |                | 89.75%              | 77.53%              | 70%                 | 77.07%             |
| Note* Legislation requires LGW to count part days lost as full days.  |                |                     |                     |                     |                    |

| Mechanism of injury for claims submitted      | YTD 2024/2025  | Days Lost |
|---|----------------|-----------|
| Hit Stationary object                         | 1              | 7         |
| Muscular stress with no objects being handled |                |           |
| Muscular stress while lifting                 |                |           |
| Mental Stress                                 |                |           |
| <b>Total</b>                                  | <b>1</b>       | <b>7</b>  |
| Outstanding \$1534.00                         | Statutory Paid | \$2966.25 |

| LGW Data: 2024 – 2025 YTD | Jul | Aug | Sep | Oct | Nov | Dec   | Jan | Feb | Mar | Apr | May | Jun |
|---------------------------|-----|-----|-----|-----|-----|-------|-----|-----|-----|-----|-----|-----|
| CSC LTIFR YTD LGW Data.   | 0   | 0   | 0   | 0   | 0   | 13.36 |     |     |     |     |     |     |



## BUSINESS PAPERS

|   |   |      |      |      |      |      |  |  |  |  |  |  |
|---|---|------|------|------|------|------|--|--|--|--|--|--|
| Group B LTIFR YTD (Councils with wages > \$5 mil< \$10 mil) | 0 | 2.66 | 3.55 | 5.32 | 4.26 | 7.10 |  |  |  |  |  |  |
| CSC LTI's each month  | 0 | 0    | 0    | 0    | 1    | 0    |  |  |  |  |  |  |

| LGW Data: 2024 – 2025 YTD   | Jul | Aug  | Sep  | Oct   | Nov   | Dec   | Jan | Feb | Mar | Apr | May | Jun |
|---|-----|------|------|-------|-------|-------|-----|-----|-----|-----|-----|-----|
| CSC Duration Rate YTD LGW data  | 0   | 0    | 0    | 0     | 0     | 7.00  |     |     |     |     |     |     |
| Average duration rate for Group B (Councils with wages > \$5 mil<\$10 mil)) | 0   | 2.00 | 9.50 | 12.50 | 12.50 | 15.50 |     |     |     |     |     |     |
| CSC Days lost YTD (Progressive)   | 0   | 0    | 0    | 0     | 7     | 7     |     |     |     |     |     |     |

### 3. Staff Movements

#### Arrivals

- As reported above arrangements are now in place for those new officers listed to commence with Council in January and February (Chief Operating Officer).

#### Departures

- There are no departures to report on for the month.

#### Current Recruitments

- There are no further recruitments to report on for this month.

#### Current Vacancies

- Casual positions at Childcare Centre      Ongoing
- Accountant      Filled by consultant; housing required

### 4. Random Drug & Alcohol Testing Program

One visit from the contractor during December resulted in 70 workers being tested. No positive results were recorded.

## **BUSINESS PAPERS**

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### **5. Training Activities**

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No formal training was carried out during the month.

### **6. Operating Budget and Expenditure**

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Please refer to the Monthly Finance report.

### **7. Enterprise Bargaining Update**

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Nothing further to report on this matter at this time.

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

- The Drug Detection Agency
- Busy at work
- LGAQ
- Department of Trade, Employment & Training
- LGMA

#### **Legal Implications:**

- There is nothing of concern or for information from a legal perspective attached to this month's report.

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

- All activities are within the approved 2024/2025 operational budget.

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

- Due to the time of year and the shutdown over Christmas there are no risk implications which can be identified at this time.

## BUSINESS PAPERS

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### 10.6 LES WILSON DISCOVERY CENTRE BARRAMUNDI CENTRE MONTHLY REPORT

|                      |  |
|----------------------|--|
| <b>Attachments:</b>  | NIL  |
| <b>Author:</b>       | Christopher O'Keefe - Centre Manager - LWBDC   |
| <b>Date:</b>         | 15 January 2025  |
| <b>Key Outcome:</b>  | A dynamic and diverse economy creating industry development and employment opportunities |
| <b>Key Strategy:</b> | Provision of support for a sustainable Tourism sector                                    |

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#### Executive Summary:

The Les Wilson Barramundi Discovery Centre is Carpentaria Shire's primary tourism asset and is a business unit of Council. The LWBDC is a state-of-the-art Interpretive Centre that provides the history, stories, lifecycle and habits barramundi. The Centre includes interpretive displays, theatre, saltwater lagoon, café, art gallery and provides visitors with guided tours throughout the Centre and Hatchery. It is the only hatchery in the world to breed the Southern Gulf strain of the barramundi. Diversity is the key to operations, managing multi-focal assets to satisfy demands of tourism/culture/retail/café, animal husbandry/ecology, legislative compliance, deliver community /events, meet the issues of seasonal demand and resultant employee management diversification/implication.

#### RECOMMENDATION:

That Council notes the Les Wilson Barramundi Discovery Centre Monthly Report for information only.

#### Background:

#### Visitation:

- Visitation for December 2024 averaged at 6.8 visitors per open day.
- Centre was open for 15 days in December. Due to staff available, operating costs and number of visitors in November, the Centre closed as part of the CSC holiday shutdown.
- There were three enquiries for tours on December 31. No other enquiries for VIC or Barra Centre visitation.
- Barra Bites Café was closed for December due to off season patronage and staff availability.

## BUSINESS PAPERS

| LWBDC   | 2024     |         |             |                     | TOURS        |
|---------|----------|---------|-------------|---------------------|--------------|
|         | Visitors | Tours # | Sales (POS) | Sales (Barra Bites) | Total Sales  |
| JAN 24  | 62       | 24      | \$1,559.50  |                     | \$1,735.50   |
| FEB 24  | 16       | 0       | \$1,389.80  |                     | \$1,389.80   |
| MAR 24  | 68       | 38      | \$1123.50   | \$169.00            | \$2091.50    |
| APR 24  | 804      | 329     | \$16,979.20 | 4,314.00            | \$23,503.20  |
| May 24  | 1722     | 659     | \$35,260.96 | \$7,231.78          | \$46,187.99  |
| June 24 | 3068     | 949     | \$53,66.80  | \$10,808.40         | \$70,388.70  |
| July 24 | 4014     | 1339    | \$75,700.35 | \$16,394.80         | \$102,720.90 |
| Aug 24  | 3068     | 999     | \$46,312.45 | \$8,657.00          | \$64,830.45  |
| Sept 24 | 2283     | 925     | \$32 711.60 | \$7,238.40          | \$46,979.00  |
| Oct 24  | 708      | 158     | \$9,105.90  | \$435.00            | \$11,213.10  |
| Nov 24  | 197      | 10      | \$1,877.02  | \$0.0               | \$ 1,964.02  |
| Dec 24  | 102      | nil     | \$ 1,172.00 | Not open            | \$ 1,172.00  |

| Activity                   | Observation / action   |
|----------------------------|--|
| Karumba VIC & Barra Centre | 12 Days of Christmas sale received some patronage. Specials table was successful.<br>New display set up and look for centre gift shop has been worked on over the shutdown.<br>Arrangement for ice cream cones in VIC for 2025 has progressed. Vendor will supply display freezer FOC.<br>Draft for artist consignment agreement/ contract has been sent to CEO for approval and legal checks. |
| Barra Bites Cafe           | The Café was closed for December.  |
| Lagoon maintenance         | Pond has been filled and new probiotic cultures added to give a healthy flora to the water. The previous foaming has disappeared, and water clarity has greatly improved. Filamentous green algae that were a constant problem; it has not returned; the improved circulation has helped in the breakdown of nutrients that was feeding its growth.  |

## BUSINESS PAPERS

|                                    |  |
|------------------------------------|--|
| <b>Spawning</b>                    | Two attempted spawning's were conducted in December, and we will continue to develop a system that will allow us to collect broodstock fish from the exhibition tank as they mature well in this tank whilst being fed regularly through tours during the season.  |
| <b>Rotifer production</b>          | The Rotifer room was revamped over the Christmas break with new protocols in place to improve production and quality of live food. The Rotifer recirculating system that was not previously operational has been repaired and new parts fabricated from salvaged equipment. This \$9,000.00 unit is now functional and will reduce labour and food cost whilst increasing production levels.   |
| <b>Water treatment and storage</b> | A second creepy crawly has been installed into the primary storage tank along with two sock filtration systems that were salvaged and repaired from the old facility. This was incorporated with a repaired pump and now is a two-stage filtration system for the water that comes from the Norman River. The water is now filtered through a 25 micron and 5 microns before it is transferred to the working water storage tank where it is filtered through the sand filter and a second 5-micron filter that works from its own Creepy Crawly. This new system keeps the bottoms of both tanks cleaned and continuously filtered. |

### Consultation (Internal/External):

- Chief Executive Officer
- A/Director Community Development, Tourism Regional Prosperity
- Human Resources Manager
- Queensland Department of Environment, Science and Innovation
- Visitors
- Suppliers

### Legal Implications:

- Fisheries Act 1994, Fisheries (Commercial Fisheries) Regulation 2019
- Fisheries (General Section 24HA of the Native Title Act 1993
- Queensland Aboriginal Cultural Heritage Act 2003
- Native Title Work Procedures. Section 24HA of the Native Title Act 1993
- General fisheries permit (expiry date March 2025)
- Food Act 2006

### Financial and Resource Implications:

- Refer to the Monthly Financial Report.

### Risk Management Implications:

- The LWBDC is operating within approved risk parameters.

## BUSINESS PAPERS

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### 11 REPORTS FROM DIRECTOR OF CORPORATE SERVICES

#### 11.1 MONTHLY FINANCIAL REPORT - DECEMBER 2024

|                      |   |
|----------------------|---|
| <b>Attachments:</b>  | 11.1.1. Monthly Financial Statements - December 2024 <a href="#">↓</a>  |
| <b>Author:</b>       | Jade Nacario - Manager Finance and Administration   |
| <b>Date:</b>         | 16 January 2025   |
| <b>Key Outcome:</b>  | A well governed, responsive Council, providing effective leadership and management, and respecting community values |
| <b>Key Strategy:</b> | Maintain a focus on integrity, Accountability and Transparency in all that we do                                    |

---

#### Executive Summary:

Presentation of the financial report for 31 December 2024 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. The contents of the report include:

1. Key Highlights
2. Operating Result
3. Cash Position
4. Trade and Receivables
5. Investments
6. QTC Loans
7. Sales, contracts and recoverable works

#### RECOMMENDATION:

That Council accepts the Monthly Financial Report, as required under section 204 of the *Local Government Regulation 2012* for the period ended 31 December 2024.

#### FINANCIAL REPORT

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

The following reports for 31 December 2024 are attached for Council's information.

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

## BUSINESS PAPERS

### 1. Key Highlights

The key highlights are shown below, refer to the relevant sections of the report for more detail.

- Operating result indicated a surplus of \$8,243,419. Refer item 2.
  - The major factors that contributed to the operating result are:

| Factors                         | Actual    | Budget            | Variance   | Comments  |
|---------------------------------|-----------|-------------------|------------|---|
| Current Surplus/Deficit         | 8,243,419 | -7,950,085        | 16,193,504 | The current surplus in the actual operating result is due to the late payment of the 2024/25 Financial Assistance Grants (FAGS), the first levy of rates, and the timely submission of Main Roads claims. |
| Grant Revenue FAGS              | 8,438,240 | 3,618,680         | 4,819,560  | 24/25 FAGS allocation expected to be paid in June but was paid in July.   |
| <b>Revised Operating Result</b> |           | <b>-4,331,405</b> |            |   |

- Cash Position – Refer item 3. Cash Position – Refer to Item 3
  - The current cash balance is **\$62,981,782**, reflecting a strong position primarily due to the timing of the **\$8,438,240** payment for Financial Assistance Grants (FAGS) and a prepayment received from the Queensland Reconstruction Authority (QRA) for the Mitchell River Bridge. For further details, please refer to Item 3.
  - Of the total cash held, **\$31,464,517** is restricted. See the Accounts Summary for additional context.
  - The cash available for operational purposes is **\$31,517,265**, which represents **8.46 months** of cover— above the minimum cash cover target of **4 months** for Tier 7 councils.
  - While medium-term forecasts remain positive, cash reserves have decreased due to the commencement of the **\$85 million** Mitchell River Bridge project and the subsequent expenditure of the QRA prepayment. As a result, the Council may experience cash constraints for ongoing construction activities related to the Mitchell River Bridge unless additional prepayments are secured. At the time of writing this report, the remaining cash balance allocated for the Mitchell River Bridge stands at **\$25,936,176**.

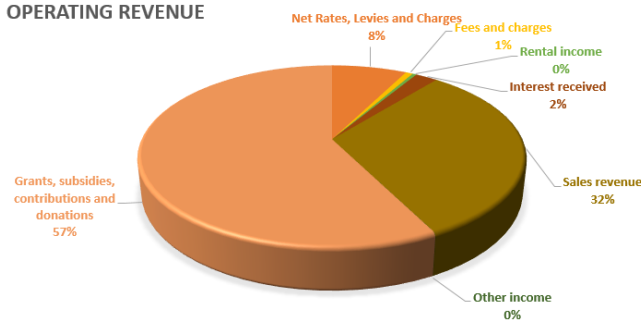
## BUSINESS PAPERS

### 2. Operating Result

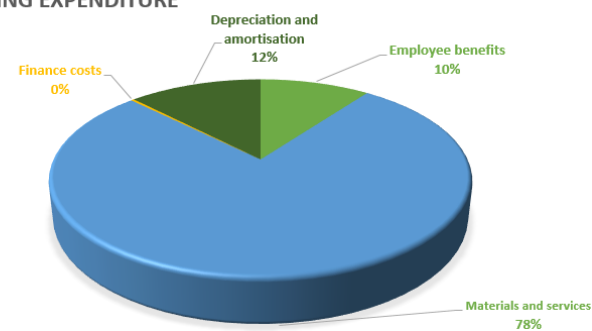
For the fifth month of the financial year 2024/2025, the comprehensive income statement operating result indicated a surplus of \$5,696,225. This is the sum of \$49,855,923 in recurrent revenue, \$44,159,698 in recurrent expenditure.

|                      | Actual<br>(1 July 2024 to 30 Nov 2024) | Budget<br>(1 July 2024 to 30 June 2025) |
|----------------------|--|---|
| Revenue              | 49,855,923                             | 101,956,891                             |
| Expenses             | 44,159,698                             | 109,906,976                             |
| <b>Net Operating</b> | <b>5,696,225</b>                       | <b>(7,950,085)</b>                      |

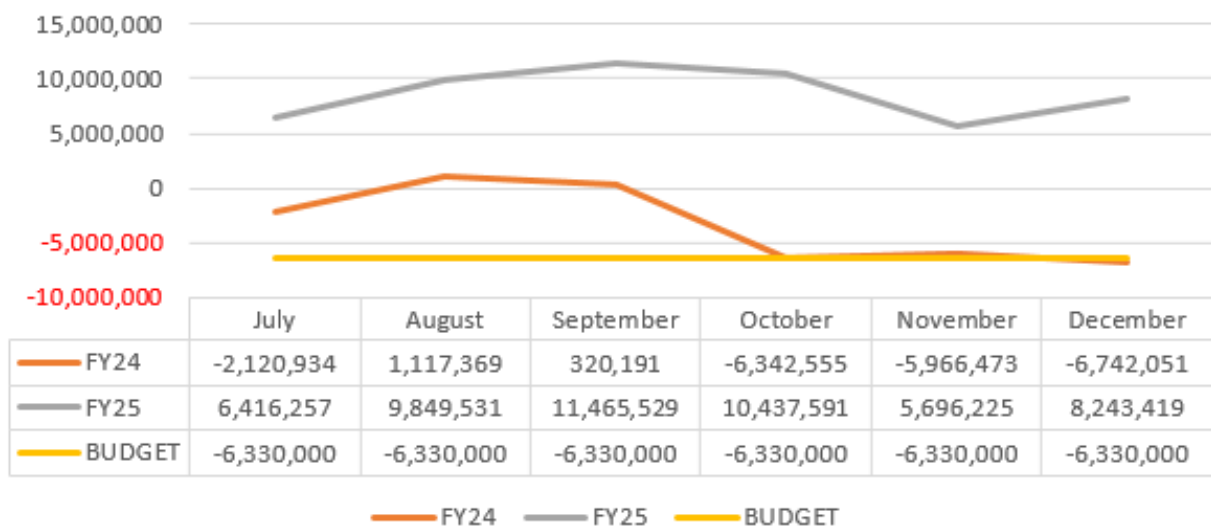
OPERATING REVENUE



OPERATING EXPENDITURE



### Operating Result



More detail budgets are prepared for internal review by the CEO and Directorates. These budgets are available to various Managers as required. These budgets are provided below:



## BUSINESS PAPERS

### Office of the Chief Executive Officer

| Row Labels                    | Sum of Current Budget | Sum of YTD Actual |
|-------------------------------|-----------------------|-------------------|
| <b>Operating Expenditure</b>  | <b>3,038,936</b>      | <b>1,341,279</b>  |
| Communications                | 18,000                | 2,003             |
| Community Recovery            | 0                     | 494               |
| Disaster Events               | 10,000                | 48,495            |
| Disaster Preparedness         | 22,500                | 0                 |
| Elected Members               | 562,257               | 278,747           |
| Emergency Response            | 43,600                | 19,266            |
| Governance                    | 1,585,093             | 772,968           |
| Regional Economic Development | 11,000                | 8,010             |
| Tourism Events                | 786,486               | 211,296           |
| <b>Operating Income</b>       | <b>-62,545</b>        | <b>-610,291</b>   |
| Disaster Events               | 0                     | -560,253          |
| Disaster Preparedness         | -7,000                | -30,272           |
| Emergency Response            | -20,545               | -2,176            |
| Tourism Events                | -35,000               | -17,591           |
| <b>Grand Total</b>            | <b>2,976,391</b>      | <b>730,988</b>    |

### Human Resources

| Row Labels                    | Sum of Current Budget | Sum of YTD Actual |
|-------------------------------|-----------------------|-------------------|
| <b>Operating Expenditure</b>  | <b>1,403,926</b>      | <b>651,942</b>    |
| Apprenticeships / Traineeship | 61,000                | 5,636             |
| Enterprise Bargaining         | 5,000                 | 55,708            |
| Human Resource Operations     | 589,548               | 289,966           |
| Learning & Development        | 209,500               | 16,768            |
| Workplace Health And Safety   | 538,878               | 283,865           |
| <b>Operating Income</b>       | <b>-35,000</b>        | <b>-4,295</b>     |
| Apprenticeships / Traineeship | -35,000               | -4,295            |
| <b>Grand Total</b>            | <b>1,368,926</b>      | <b>647,647</b>    |

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### Corporate Services

| Row Labels                   | Sum of Current Budget | Sum of YTD Actual |
|------------------------------|-----------------------|-------------------|
| <b>Operating Expenditure</b> | <b>2,366,435</b>      | <b>870,759</b>    |
| Animal Control               | 125,801               | 33,907            |
| Cemeteries                   | 75,000                | 65,549            |
| Corporate Services           | 363,000               | 13,525            |
| Environmental Health         | 15,000                | 12,429            |
| Information Technology       | 921,902               | 354,257           |
| Local Laws                   | 138,421               | 48,825            |
| Mosquito Control             | 30,000                | 53                |
| Pensioner Housing            | 26,000                | 20,979            |
| Pest Management Operations   | 102,891               | 93,152            |
| Property And Leases          | 13,500                | 13                |
| Stores & Purchasing          | 257,428               | 205,893           |
| Weed Control                 | 297,491               | 22,178            |
| <b>Operating Income</b>      | <b>-480,500</b>       | <b>-200,227</b>   |
| Animal Control               | -2,500                | -491              |
| Cemeteries                   | 0                     | -3,976            |
| Environmental Health         | -3,000                | -2,000            |
| Information Technology       | 0                     | -300              |
| Local Laws                   | -14,000               | -1,855            |
| Pensioner Housing            | -38,000               | -15,777           |
| Property And Leases          | -110,000              | -65,440           |
| Staff Housing                | -313,000              | -110,388          |
| <b>Grand Total</b>           | <b>1,885,935</b>      | <b>670,532</b>    |

### Finance and Administration

| Row Labels                   | Sum of Current Budget | Sum of YTD Actual  |
|------------------------------|-----------------------|--------------------|
| <b>Operating Expenditure</b> | <b>257,533</b>        | <b>653,534</b>     |
| Admin And Customer Service   | 566,714               | 165,904            |
| Financial Services           | 1,221,072             | 665,936            |
| Payroll                      | 41,000                | 202,962            |
| Rates Management             | 214,352               | 139,088            |
| Records Management           | 149,023               | 41,404             |
| Wages On-Costs               | -1,934,628            | -561,759           |
| <b>Operating Income</b>      | <b>-8,612,000</b>     | <b>-11,261,701</b> |
| Admin And Customer Service   | -1,000                | -2,350             |
| Financial Services           | -3,902,500            | -8,844,124         |
| Rates Management             | -4,708,500            | -2,415,227         |
| <b>Grand Total</b>           | <b>-8,354,467</b>     | <b>-10,608,167</b> |

The payment of the grant is beyond Council's control and has impacted the 23/24 budget, but it had a favorable impact on the 24/25 budget by more than 3 million. When the budget was prepared in May, Officers were unsure whether the Council would receive another

## BUSINESS PAPERS

100% early payment or whether the early payment would be 50% as it had routinely been for the past few years.

### Community Development

| Row Labels                    | Sum of Current Budget | Sum of YTD Actual |
|-------------------------------|-----------------------|-------------------|
| <b>Operating Expenditure</b>  | <b>3,681,736</b>      | <b>1,974,761</b>  |
| Arts & Culture                | 31,900                | 18,644            |
| Business Development          | 5,500                 | 237               |
| Child Care                    | 962,367               | 415,231           |
| Community Development         | 192,013               | 134,302           |
| Community Donations           | 90,000                | 40,640            |
| Community Events              | 175,700               | 70,696            |
| Cultural & Natural Heritage   | 104,500               | 58,089            |
| Gym                           | 75,966                | 34,877            |
| Halls                         | 186,700               | 127,689           |
| Libraries                     | 125,124               | 86,519            |
| Recreational Sports Centre    | 483,966               | 331,611           |
| Rodeo Grounds                 | 110,000               | 74,862            |
| Sports & Recreation           | 267,400               | 147,126           |
| Swimming Pools                | 709,600               | 395,505           |
| Youth Services                | 161,000               | 38,733            |
| <b>Operating Income</b>       | <b>-807,566</b>       | <b>-567,356</b>   |
| Arts & Culture                | -30,375               | 0                 |
| Business Development          | -2,000                | 0                 |
| Child Care                    | -500,000              | -325,324          |
| Community Development         | 0                     | -54,500           |
| Community Events              | 12,400                | 27,696            |
| Gym                           | -45,000               | -21,173           |
| Halls                         | -52,500               | -12,277           |
| Libraries                     | -3,000                | -509              |
| Regional Economic Development | 0                     | -78,660           |
| Sports & Recreation           | -28,000               | -101,577          |
| Swimming Pools                | 0                     | -109              |
| Youth Services                | -159,091              | 0                 |
| Cultural Development          | 0                     | -923              |
| <b>Grand Total</b>            | <b>2,874,170</b>      | <b>1,407,405</b>  |

## BUSINESS PAPERS

### Les Wilson Barramundi Discovery Centre

| Row Labels                             | Sum of Current Budget | Sum of YTD Actual |
|--|-----------------------|-------------------|
| <b>Operating Expenditure</b>           | <b>1,889,063</b>      | <b>678,425</b>    |
| Barra Bites Café                       | 138,891               | 20,907            |
| Hatchery                               | 514,694               | 153,321           |
| Les Wilson Barramundi Discovery Centre | 1,117,318             | 425,112           |
| Visitor Information                    | 118,161               | 79,085            |
| <b>Operating Income</b>                | <b>-435,000</b>       | <b>-237,854</b>   |
| Barra Bites Café                       | -65,000               | -36,490           |
| Hatchery                               | -20,000               | -1,075            |
| Les Wilson Barramundi Discovery Centre | -320,000              | -181,313          |
| Visitor Information                    | -30,000               | -18,975           |
| <b>Grand Total</b>                     | <b>1,454,063</b>      | <b>440,572</b>    |

### Engineering

| Row Labels                   | Sum of Current Budget | Sum of YTD Actual  |
|------------------------------|-----------------------|--------------------|
| <b>Operating Expenditure</b> | <b>89,691,897</b>     | <b>41,519,423</b>  |
| Airports                     | 417,545               | 246,756            |
| Asset Management             | 280,120               | 7,315              |
| Building Services            | 827,607               | 79,498             |
| Depots & Workshop            | 443,144               | 412,684            |
| Drfa (Ndrro)                 | 64,314,000            | 24,014,455         |
| Engineering Services         | 953,095               | 531,440            |
| Fleet & Plant                | -4,754,411            | -2,765,212         |
| Main Roads (Rmpc And Pw)     | 18,919,650            | 14,110,748         |
| Parks & Gardens              | 1,585,119             | 769,778            |
| Pensioner Housing            | 171,200               | 139,499            |
| Private Works                | 0                     | 7,104              |
| Public Conveniences          | 314,185               | 131,291            |
| Quarries                     | 10,000                | 1,103              |
| Reserves                     | 16,600                | 30,844             |
| Road                         | 5,505,044             | 3,312,918          |
| Staff Housing                | 603,000               | 474,056            |
| Town Planning                | 86,000                | 14,339             |
| Regional Planning            | 0                     | 808                |
| <b>Operating Income</b>      | <b>-87,417,680</b>    | <b>-44,307,711</b> |
| Airports                     | -360,000              | -172,410           |
| Building Services            | -4,500                | -11,655            |
| Coastal Management           | 0                     | 7,931              |
| Drfa (Ndrro)                 | -64,314,000           | -24,014,455        |
| Engineering Services         | -1,000                | 0                  |
| Fleet & Plant                | 0                     | -18,197            |
| Main Roads (Rmpc And Pw)     | -21,982,000           | -18,688,288        |
| Pensioner Housing            | -38,000               | -16,322            |
| Road                         | -716,180              | -1,388,899         |
| Town Planning                | -2,000                | -5,417             |
| <b>Grand Total</b>           | <b>2,274,217</b>      | <b>-2,788,289</b>  |

## BUSINESS PAPERS

### Asset Management

| Row Labels                             | Sum of Current | Sum of YTD     |
|--|----------------|----------------|
| <b>Operating Expenditure</b>           | <b>862,100</b> | <b>388,415</b> |
| Admin And Customer Service             | 41,200         | 36,192         |
| Airports                               | 30,000         | 3,916          |
| Animal Control                         | 1,000          | 1,764          |
| Cemeteries                             | 1,100          | 1,482          |
| Child Care                             | 22,300         | 10,532         |
| Depots & Workshop                      | 97,100         | 26,942         |
| Emergency Response                     | 4,500          | 951            |
| Engineering Services                   | 0              | 2,739          |
| Gym                                    | 17,700         | 1,343          |
| Halls                                  | 41,200         | 11,656         |
| Hatchery                               | 4,000          | -3             |
| Landfill/ Waste Transfer Operations    | 4,000          | 4,107          |
| Les Wilson Barramundi Discovery Centre | 37,500         | 39,235         |
| Libraries                              | 17,500         | 4,614          |
| Parks & Gardens                        | 20,000         | 0              |
| Pensioner Housing                      | 103,500        | 36,588         |
| Property And Leases                    | 4,000          | 483            |
| Public Conveniences                    | 4,500          | 3,054          |
| Recreational Sports Centre             | 28,100         | 11,397         |
| Rodeo Grounds                          | 20,800         | 10,046         |
| Sewerage                               | 29,500         | 8,269          |
| Staff Housing                          | 256,000        | 146,834        |
| Stores & Purchasing                    | 1,000          | 6,467          |
| Swimming Pools                         | 26,500         | 6,598          |
| Visitor Information                    | 16,000         | 213            |
| Water                                  | 33,100         | 12,996         |
| <b>Grand Total</b>                     | <b>862,100</b> | <b>388,415</b> |

## BUSINESS PAPERS

### Water and Waste Management

| Row Labels                          | Sum of Current Budget | Sum of YTD Actual |
|-------------------------------------|-----------------------|-------------------|
| <b>Operating Expenditure</b>        | <b>6,820,751</b>      | <b>3,053,560</b>  |
| Landfill/ Waste Transfer Operations | 1,002,800             | 309,268           |
| Raw Water Network                   | 5,000                 | 0                 |
| Refuse Collection                   | 233,653               | 144,400           |
| Sewerage                            | 1,986,031             | 775,576           |
| Water                               | 3,593,267             | 1,824,316         |
| <b>Operating Income</b>             | <b>-4,212,000</b>     | <b>-2,186,083</b> |
| Landfill/ Waste Transfer Operations | -779,000              | -418,960          |
| Refuse Collection                   | 0                     | -6,026            |
| Sewerage                            | -1,595,000            | -821,715          |
| Water                               | -1,838,000            | -939,382          |
| <b>Grand Total</b>                  | <b>2,608,751</b>      | <b>867,477</b>    |

This budget includes operational and maintenance expenditure on Council's

- water and sewer treatment plants and reticulation networks
- landfill and waste transfer operations
- refuse collection

The income is from rates service charges for garbage, sewerage and water.

### 3. Cash Position

Council's healthy cash balance of \$62,981,782 is expected to generate additional interest revenue. However, it is important to note that this figure is subject to several external restrictions, primarily related to contract liabilities. These restrictions predominantly consist of prepayments received from Queensland Reconstruction Authority (QRA) for flood damage restoration and betterment projects, including \$25,936,176 allocated for the Mitchell River Bridge.

Additionally, Council has contract assets arising from works performed for the Department of Transport and Main Roads (TMR) and flood damage recovery projects, which are still pending payment. Contract assets represent work performed in advance. As of the end of the previous month, Council reported a net contract balance of \$31,464,517.

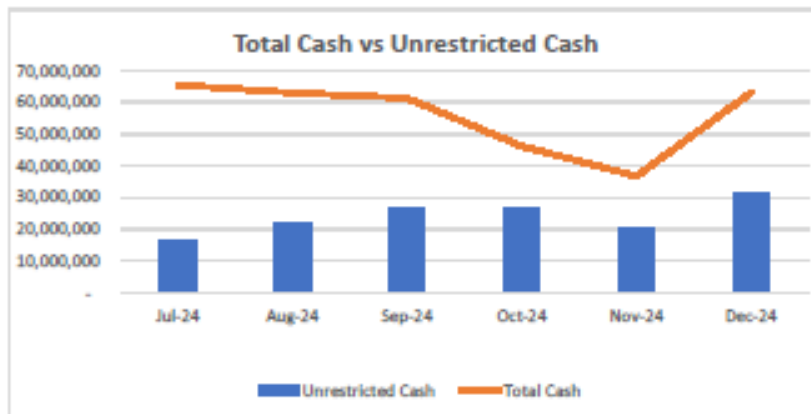
The graph below illustrates the total cash held (orange line) compared to the unrestricted cash available for routine operational expenditures (blue bars).

## BUSINESS PAPERS



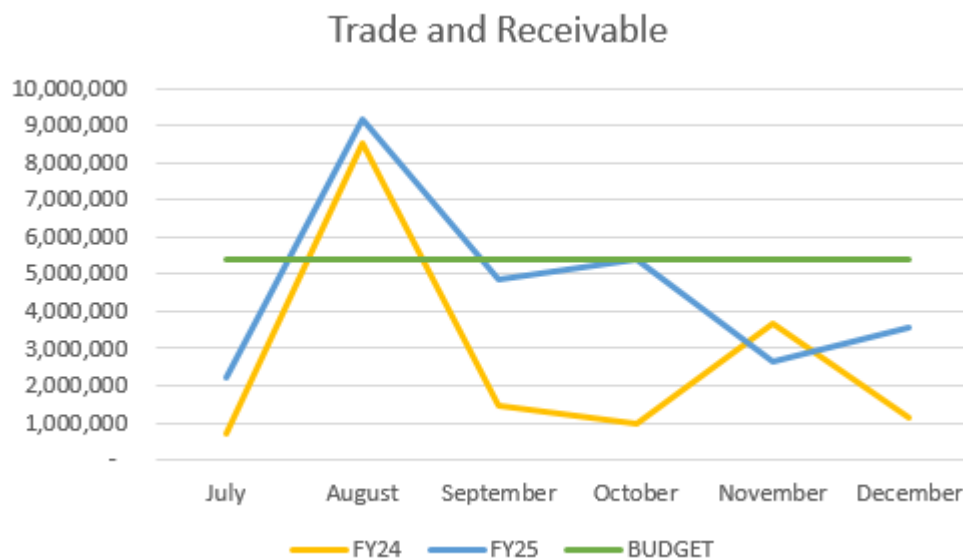
### Cash Balances

|                   | Jul-24     | Aug-24     | Sep-24     | Oct-24     | Nov-24     | Dec-24     |
|-------------------|------------|------------|------------|------------|------------|------------|
| Unrestricted Cash | 16,270,345 | 22,160,569 | 26,695,588 | 26,534,893 | 20,226,598 | 31,517,265 |
| Total Cash        | 65,588,683 | 63,012,350 | 61,340,373 | 46,214,873 | 36,792,251 | 62,981,782 |



#### 4. Trade and Receivables

The graph below illustrates Council's Trade and Receivables balance of \$3,539,236 compared to a budgeted figure of \$5,386,218. A significant portion of the trade receivables is attributable to Main Roads receivables. The total outstanding rates of \$540,564 are included within the overall outstanding receivables balance.



The Budget is based on expected receivables at year end, however due to the nature of receivables there is no real impact if the actual does not reach the budget at year end.



## BUSINESS PAPERS

### 5. Investments

In accordance with Council's Investment Policy, available funds were invested in the Queensland Treasury Corporation Cash Fund, including the cash backing of all Council reserves. Due to the timing of the reporting deadline, QTC has not issued the November 2024 statement as at time of writing. The table below outlines the investment performance for the month of December 2024.

| Investment Accounts | Financial Institutions | Funds Available Balance<br>(31 Dec 2024) | Dec 2024 Interest Income | YTD Interest Earned |
|---------------------|------------------------|--|--------------------------|---------------------|
| QTC General Fund    | QTC                    | 21,355,078                               | 84,632                   | 520,135             |
| QTC Reserves Fund   | QTC                    | 35,693,377                               | 152,539                  | 793,069             |
| <b>TOTAL</b>        |                        | <b>57,048,455</b>                        | <b>223,760</b>           | <b>1,313,204</b>    |

Interest is higher than expected due to the current high cash balance.

### 6. QTC Loans

Council has no planned borrowings over the next ten years and remains committed to reducing its existing debt obligations. Currently, Council holds three loans with the Queensland Treasury Corporation (QTC), as detailed below:

| Loan Purpose     | Quarterly Repayments | Balance          | Maturity Date |
|------------------|----------------------|------------------|---------------|
| Glenore Weir     | 110,412.17           | 3,698,230        | 15 March 2035 |
| Karumba Sewerage | 66,099.08            | 1,221,774        | 15 June 2030  |
| Normanton Water  | 34,031.88            | 701,956          | 15 March 2031 |
| <b>TOTAL</b>     | <b>210,543.13</b>    | <b>5,621,960</b> |               |

### 7. Sales Contracts and Recoverable Works

Council's financial performance during the reporting period has been positively influenced by the Engineering team's timely submission of periodic claims. This proactive approach has significantly increased revenue from recoverable works, thereby contributing to the Council's favourable overall financial position. Timely claims have not only driven revenue growth but have also enhanced cash flow predictability, facilitating the faster recovery of project-related costs. This stability in cash flow has enabled the Council to maintain liquidity and effectively allocate resources for future projects and operational priorities.

The table below provides a detailed breakdown of revenue and expenditures related to Main Roads activities:

| Main Roads        | Revenue    | Expenditures |
|-------------------|------------|--------------|
| RMPC              | 2,121,211  | 1,091,800    |
| Recoverable Works | 16,567,076 | 13,018,947   |

The financial outcomes and operational efficiencies achieved during the period demonstrate the effectiveness of the Council's strategies in contract management and cost recovery. These efforts underscore our ongoing commitment to fiscal responsibility, operational excellence, and community service.



## **BUSINESS PAPERS**

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

- ERSCON – Consulting Engineers
- Executive Leadership Team
- Senior Leadership Team
- Supervisors 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.
- Risk is high regarding depletion of cash during construction of the Mitchell River Bridge due to the high value of the contract. Council may not be able to fund the construction unless additional prepayments are received from QRA throughout the construction phase. This risk can be mitigated with early communication with QRA as detailed in the report.

## Carpentaria Shire Council

### Statement of Comprehensive Income

for the period ended 31 December 2024

|  | Actual<br>31-Dec-24 | Budget<br>30-Jun-25 | % Variance<br>50.00% |
|--|---------------------|---------------------|----------------------|
| <b>Income</b>                                  |                     |                     |                      |
| <b>Revenue</b>                                 |                     |                     |                      |
| <b>Operating revenue</b>                       |                     |                     |                      |
| Net Rates, Levies and Charges                  | 4,458,252           | 8,855,500           | 50.34%               |
| Fees and charges                               | 429,137             | 790,000             | 54.32%               |
| Rental income                                  | 234,340             | 539,500             | 43.44%               |
| Interest received                              | 1,313,204           | 1,050,000           | 125.07%              |
| Sales revenue                                  | 18,811,628          | 22,124,000          | 85.03%               |
| Other income                                   | 11,315              | 6,900               | 163.99%              |
| Grants, subsidies, contributions and donations | 34,133,655          | 68,590,991          | 49.76%               |
| <b>Total operating revenue</b>                 | <b>59,391,531</b>   | <b>101,956,891</b>  | <b>57.91%</b>        |
| <b>Capital revenue</b>                         |                     |                     |                      |
| Grants, subsidies, contributions and donations | 36,947,463          | 33,459,689          | 110.42%              |
| <b>Total income</b>                            | <b>96,338,994</b>   | <b>135,416,580</b>  | <b>71.14%</b>        |
| <b>Expenses</b>                                |                     |                     |                      |
| <b>Operating expenses</b>                      |                     |                     |                      |
| Employee benefits                              | 5,179,096           | 12,833,445          | 40.36%               |
| Materials and services                         | 39,545,643          | 86,462,166          | 45.74%               |
| Finance costs                                  | 149,351             | 299,365             | 49.89%               |
| Depreciation and amortisation                  | 6,274,022           | 10,312,000          | 60.84%               |
| <b>Total operating expenses</b>                | <b>51,148,112</b>   | <b>109,906,976</b>  | <b>46.54%</b>        |
| <b>Capital expenses</b>                        |                     |                     |                      |
| Total capital expenses                         | -                   | -                   | 0.00%                |
| <b>Total expenses</b>                          | <b>51,148,112</b>   | <b>109,906,976</b>  | <b>46.54%</b>        |
| <b>Net result</b>                              | <b>45,190,882</b>   | <b>25,509,604</b>   | <b>177.15%</b>       |
| <b>Operating result</b>                        |                     |                     |                      |
| Operating revenue                              | 59,391,531          | 101,956,891         | 58.25%               |
| Operating expenses                             | 51,148,112          | 109,906,976         | 46.54%               |
| <b>Operating result</b>                        | <b>8,243,419</b>    | <b>(7,950,085)</b>  | <b>-103.69%</b>      |

## Carpentaria Shire Council

### Statement of Financial Position

as at 31 December 2024

|                                | Actual<br>31-Dec-24 | Budget<br>30-Jun-25 |
|--------------------------------|---------------------|---------------------|
| <b>Assets</b>                  |                     |                     |
| <b>Current assets</b>          |                     |                     |
| Cash and cash equivalents      | 62,984,682          | 35,347,000          |
| Trade and other receivables    | 3,539,236           | 5,386,218           |
| Inventories                    | 1,354,613           | 1,180,264           |
| Contract Assets                | 23,933,339          | 11,558,828          |
| ATO Receivables                | -                   | 422,278             |
| Total current assets           | 91,811,871          | 53,894,588          |
| <b>Non-current assets</b>      |                     |                     |
| Trade and other receivables    | -                   | 25,522              |
| Property, plant & equipment    | 357,859,744         | 327,645,868         |
| Total non-current assets       | 357,859,744         | 327,671,390         |
| <b>Total assets</b>            | 449,671,615         | 381,565,978         |
| <b>Liabilities</b>             |                     |                     |
| <b>Current liabilities</b>     |                     |                     |
| Trade and other payables       | 4,156,287           | 1,433,631           |
| Contract Liabilities           | 55,397,856          | 28,101,443          |
| Borrowings                     | 579,625             | 597,911             |
| ATO Payable                    | 1,830,436           | -                   |
| Provisions                     | 937,214             | 1,404,399           |
| Total current liabilities      | 62,901,419          | 31,537,384          |
| <b>Non-current liabilities</b> |                     |                     |
| Borrowings                     | 5,042,335           | 4,733,564           |
| Provisions                     | 1,022,808           | 1,022,786           |
| Total non-current liabilities  | 6,065,143           | 5,756,350           |
| <b>Total liabilities</b>       | 68,966,561          | 37,293,734          |
| <b>Net community assets</b>    | 380,705,054         | 344,272,244         |
| <b>Community equity</b>        |                     |                     |
| Asset revaluation surplus      | 222,067,754         | 200,688,181         |
| Retained surplus               | 158,637,300         | 143,584,063         |
| <b>Total community equity</b>  | 380,705,054         | 344,272,244         |

**Carpentaria Shire Council**  
**Statement of Cash Flows**  
for the period ended 31 December 2024

Actual  
31-Dec-24

Budget  
30-Jun-25

**Statement of Cash Flows**

**Cash flows from operating activities**

|                                      |              |              |
|--------------------------------------|--------------|--------------|
| Receipts from customers              | 19,953,789   | 31,776,400   |
| Payments to suppliers and employees  | (27,042,397) | (99,295,611) |
| Interest received                    | 1,313,204    | 1,050,000    |
| Rental income                        | 234,340      | 539,500      |
| Non-capital grants and contributions | 34,133,655   | 68,590,991   |
| Borrowing costs                      | (149,351)    | (274,166)    |

|   |            |           |
|---|------------|-----------|
| Net cash inflow from operating activities | 28,443,239 | 2,387,114 |
|---|------------|-----------|

**Cash flows from investing activities**

|  |              |              |
|--|--------------|--------------|
| Payments for property, plant and equipment     | (40,773,594) | (38,631,769) |
| Grants, subsidies, contributions and donations | 36,947,463   | 33,459,689   |

|   |             |             |
|---|-------------|-------------|
| Net cash inflow from investing activities | (3,826,131) | (5,172,080) |
|---|-------------|-------------|

**Cash flows from financing activities**

|   |           |           |
|---|-----------|-----------|
| Net cash inflow from financing activities | (115,790) | (474,264) |
|---|-----------|-----------|

**Total cash flows**

|   |            |             |
|---|------------|-------------|
| Net increase in cash and cash equivalent held | 24,501,318 | (3,259,230) |
| Opening cash and cash equivalents             | 38,483,363 | 38,606,230  |
| Closing cash and cash equivalents             | 62,984,682 | 35,347,000  |



Statement of Income and Expenditure by Category  
for the period ended 31 December 2024

|                                | Core                | Fleet            | ORA                 | RWPC               | TMR Rec Works       | LWBDC & Hatching | Childcare        | Other Non-Core   | Total               | Budget               |
|--------------------------------|---------------------|------------------|---------------------|--------------------|---------------------|------------------|------------------|------------------|---------------------|----------------------|
| Income                         | \$                  | \$               | \$                  | \$                 | \$                  |                  |                  | \$               | \$                  | \$                   |
| Revenue                        |                     |                  |                     |                    |                     |                  |                  |                  |                     |                      |
| Recurrent revenue              |                     |                  |                     |                    |                     |                  |                  |                  |                     |                      |
| Rates, levies and charges      | 4,458,252           | -                | -                   | -                  | -                   | -                | -                | -                | 4,458,252           | 8,855,500            |
| Fees and charges               | 255,088             | -                | -                   | -                  | -                   | 77,757           | 75,119           | 21,173           | 429,137             | 790,000              |
| Rental income                  | 76,853              | -                | -                   | -                  | -                   | -                | 15,000           | 142,487          | 234,340             | 539,500              |
| Interest received              | 1,313,204           | -                | -                   | -                  | -                   | -                | -                | -                | 1,313,204           | 1,050,000            |
| Sales revenue                  | 23,597              | -                | -                   | 2,121,211          | 16,567,076          | 99,744           | -                | -                | 18,811,628          | 22,124,000           |
| Other income                   | 9,468               | 1,847            | -                   | -                  | -                   | -                | -                | -                | 11,315              | 6,900                |
| Grants, subs, cont & donations | 9,864,634           | 16,350           | 24,014,455          | -                  | -                   | 3,011            | 235,205          | -                | 34,133,655          | 68,590,991           |
| <b>Total income</b>            | <b>16,001,096</b>   | <b>18,197</b>    | <b>24,014,455</b>   | <b>2,121,211</b>   | <b>16,567,076</b>   | <b>180,512</b>   | <b>325,324</b>   | <b>163,660</b>   | <b>59,391,531</b>   | <b>101,956,891</b>   |
| Expenses                       |                     |                  |                     |                    |                     |                  |                  |                  |                     |                      |
| Recurrent expenses             |                     |                  |                     |                    |                     |                  |                  |                  |                     |                      |
| Employee benefits              | (3,020,156)         | (225,919)        | (638,521)           | (135,656)          | (666,005)           | (208,141)        | (234,748)        | (49,950)         | (5,179,096)         | (12,833,445)         |
| Materials and services         | (5,622,770)         | 3,489,235        | (23,375,934)        | (956,144)          | (12,352,942)        | (227,746)        | (133,283)        | (366,059)        | (39,545,643)        | (86,462,166)         |
| Finance costs                  | 14,968              | -                | -                   | -                  | -                   | (164,319)        | -                | -                | (149,351)           | (299,365)            |
| Depreciation                   | (5,279,989)         | (498,103)        | -                   | -                  | -                   | (57,733)         | (438,197)        | (854,206)        | (6,274,022)         | (10,312,000)         |
| <b>Total expenses</b>          | <b>(13,907,947)</b> | <b>2,765,213</b> | <b>(24,014,455)</b> | <b>(1,091,800)</b> | <b>(13,018,947)</b> | <b>(600,206)</b> | <b>(425,764)</b> | <b>(854,206)</b> | <b>(51,148,112)</b> | <b>(109,906,976)</b> |
| <b>Operating Result</b>        | <b>2,093,149</b>    | <b>2,783,410</b> | <b>0</b>            | <b>1,029,411</b>   | <b>3,548,129</b>    | <b>(419,694)</b> | <b>(100,440)</b> | <b>(690,546)</b> | <b>8,243,419</b>    | <b>(7,950,085)</b>   |



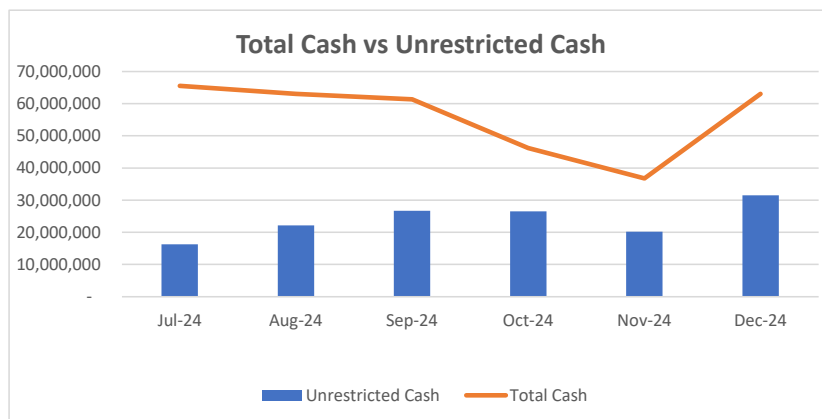
## Accounts Summary

|  | 31 December 2024<br>\$ | 30 November 2024<br>\$ |
|--|------------------------|------------------------|
| <b>General Accounts</b>                            |                        |                        |
| Westpac General Operating Accounts                 | 5,933,328              | 180,462                |
| QTC General Fund                                   | 21,355,078             | 15,207,759             |
| QTC Reserves Fund                                  | 35,693,377             | 21,404,030             |
| <b>Total balance held in banks (incl Reserves)</b> | <b>62,981,782</b>      | <b>36,792,251</b>      |
| <b>Restricted</b>                                  |                        |                        |
| Contract Balances                                  | 31,464,517             | 16,565,653             |
|  | <b>31,464,517</b>      | <b>16,565,653</b>      |
| <b>Unrestricted Cash</b>                           | <b>31,517,265</b>      | <b>20,226,598</b>      |
| <b>QTC Borrowings</b>                              |                        |                        |
| Karumba Sewerage                                   | 1,221,774              | 1,274,445              |
| Normanton Water Upgrade                            | 701,956                | 728,469                |
| Glenore Weir                                       | 3,698,230              | 3,783,214              |
| <b>Total balance QTC borrowings</b>                | <b>5,621,960</b>       | <b>5,786,128</b>       |
| <b>Net Council Position after Borrowings</b>       | <b>25,895,305</b>      | <b>14,440,470</b>      |
| <b>RESERVES</b>                                    |                        |                        |
| <b>Cashed Back Reserves Accounts</b>               |                        |                        |
| QTC Sewerage Reserve                               | 477,745                | 477,745                |
| QTC Airport Reserve                                | 132,275                | 132,275                |
| QTC Water Supply Reserve                           | 716,313                | 716,313                |
| QTC Land Development Reserve                       | 12,453                 | 12,453                 |
| QTC Plant Replacement Reserve                      | 2,693,104              | 2,693,104              |
| QTC Future Capital Grants                          | 1,389,164              | 1,389,164              |
| QTC Road Reseals Reserve                           | 4,280,380              | 4,280,380              |
| QTC Disaster Relief Reserve                        | 55,767                 | 55,767                 |
| QTC Mitchell River                                 | 25,936,176             | 11,646,829             |
| <b>Total Reserves held in QTC</b>                  | <b>35,693,377</b>      | <b>21,404,030</b>      |



### Cash Balances

|                   | Jul-24     | Aug-24     | Sep-24     | Oct-24     | Nov-24     | Dec-24     |
|-------------------|------------|------------|------------|------------|------------|------------|
| Unrestricted Cash | 16,270,345 | 22,160,569 | 26,695,588 | 26,534,893 | 20,226,598 | 31,517,265 |
| Total Cash        | 65,588,683 | 63,012,350 | 61,340,373 | 46,214,873 | 36,792,251 | 62,981,782 |



| Type                    | Measure                               | Overview   | Target (Tier 7)                 | Actual YTD | Council Narrative  |
|-------------------------|---------------------------------------|--|---------------------------------|------------|--|
| Operating Performance   | Operating Surplus Ratio               | The operating surplus is an indicator of the extent to which operating revenues generated cover operational expenses. Any operating surplus would be available for capital funding or other purposes.  | No target as contextual measure | 13.88%     | The favourable result is due to the timing of FA Grants. The budgeted ratio at 30 June 2025 is negative 0.07%.   |
|                         | Operating Cash Ratio                  | The operating cash ratio is a measure of a council's ability to cover its core operational expenses and generate a cash surplus excluding depreciation, amortisation, and finance costs.   | Greater than 0%                 | 24.70%     | The favourable result is due to the timing of FA Grants and rates first levy. The positive operating cash ratio indicates that Council is generating surplus cash from its core operations. The budgeted ratio at 30 June 2025 is 0.02%. This indicates Council is in a position to partially fund some capital renewals, and is heavily reliant on grant funding. |
| Liquidity               | Unrestricted Cash Expense Cover Ratio | The unrestricted cash expense cover ratio is an indicator of the unconstrained liquidity available to a council to meet ongoing and emergent financial demands, which is a key component to solvency. It represents the number of months a council can continue operating based on current monthly expenses. | Greater than 4 months           | 8.46       | The higher unrestricted cash ratio indicates Council has sufficient free cash available to contribute to the cost of debt.   |
|                         | Asset Sustainability Ratio            | The asset sustainability ratio approximates the extent to which the infrastructure assets managed by a council are being replaced as they reach the end of their useful lives.   | Greater than 90%                | -          | Insufficient data available as of reporting date.  |
| Asset Management        | Asset Consumption Ratio               | The asset consumption ratio approximates the extent to which council's infrastructure assets have been consumed compared to what it would cost to build a new asset with the same benefit to the community.  | Greater than 60%                | -          | Insufficient data available as of reporting date.  |
| Debt Servicing Capacity | Leverage Ratio                        | The leverage ratio is an indicator of a council's ability to repay its existing debt. It measures the relative size of the council's debt to its operating performance.  | 0 - 3 times                     | 0.38       | Council's borrowings are almost 1 times its earnings before depreciation (EBDA). The lower leverage ratio indicates Council is able to service its existing debt.  |
| Financial Capacity      | Council-Controlled Revenue            | Council controlled revenue is an indicator of a council's financial flexibility, ability to influence its operating income, and capacity to respond to unexpected financial shocks.  | No target as contextual measure | 29.29%     | This ratio is based on Net Rates and Fees and Charges.   |
|                         | Population Growth                     | Population growth is a key driver of a council's operating income, service needs, and infrastructure requirements into the future.   | No target as contextual measure | 0.60%      | The latest population estimates available on the Queensland Government Statistician's Office was published on the 1st September 2023.  |

#### Sustainability Ratios

A new Financial Management (Sustainability) Guidelines was developed by the Department following consultation with local governments and other stakeholders on the Local Government Sustainability Framework discussion paper. Councils are required to report on the ratios included in the Sustainability Guidelines as part of 2023/24 Annual General Purpose Financial Statements.

Queensland has one of the most diverse local government sectors in Australia, covering a large geographic area. In recognition to its diversity, the Department has allocated each council a category for sustainability reporting and monitoring purposes. As per the Sustainability Grouping for Council, Carpentaria Shire Council belongs to Tier 7.



## BUSINESS PAPERS

### 12 REPORTS FROM DIRECTOR COMMUNITY DEVELOPMENT, TOURISM & REGIONAL

#### 12.1 COMMUNITY DEVELOPMENT, TOURISM AND REGIONAL PROSPERITY MATTERS OF INTEREST REPORT

**Attachments:** NIL  
**Author:** Amanda Farraway - Community Development Coordinator  
**Date:** 15 January 2025

**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:

This report provided information only updates to Council on various activities and programs that are facilitated within the Community Development, Tourism and Regional Prosperity portfolio of Council.

#### RECOMMENDATION:

1. For information only.

#### Background:

This table notes ongoing actions from previous meetings of Council.

| DATE                 | Ref:       | Action   | Status       | Comment  |
|----------------------|------------|--|--------------|--|
| <b>November 2024</b> | 9.2<br>9.4 | Council resolved to repeal Resolution No. 0823/012 made at its Ordinary Council Meeting on Wednesday, 16 <sup>th</sup> August 2023 to authorise the Chief Executive Officer establish a Company Limited by Guarantee as an overarching Company for the Normanton Child Care and resolved to establish the new Company Limited by Shares. | In progress. | June 2024. On hold for further consideration.  |
| <b>November 2023</b> | GB         | Director CDTRP to obtain quotes for the reprint of the Outback By The Sea tourism brochure and distribute to other VICs.   | In progress. | July 2024: The CDTRP team has held kick of meetings with New Word Order. A project plan has been prepared for community consultation. August 2024: Consultation with New Word Order is ongoing and stakeholder engagement is underway. September 2024: Stakeholder engagement complete, Section List complete. New Word Order are moving forward on the copy material whilst waiting |

## BUSINESS PAPERS

|  |  |  |  |   |
|--|--|--|--|---|
|  |  |  |  | for the consultation with our first nations representatives.<br>October 2024:<br>Review of the flat lay in process complete.<br>Photo shoot dates have been set for 30 November to 2 December 2024.<br>January 2025 Review of guide design & copy.<br>Delivery & Distribution planned for the 10 <sup>th</sup> March 2025 |
|--|--|--|--|---|

### **Normanton Childcare Centre**

#### December 2024 Occupancy

|         | Utilization/Capacity | Waiting List | Occupancy %     |
|---------|----------------------|--------------|-----------------|
| Nursery | 45/176               | 3            | Nursery-25.57%  |
| Kindy   | 150/440              | 4            | Kindy-34.09%    |
|         |                      |              | Overall- 30.56% |

- Short month due to centre closure for Christmas period. The team did a great job at getting the service packed up and ready for the closure.
- The team are working cohesively together to support each other's children and families, the acting Centre manager is doing a great job at supporting the team and building a positive team culture.
- Policy review for QA6 and QA7 has been completed; these have been sent to the service for the team to acknowledge and the Service team will update the policy folder for families with the new policies.
- The acting centre manager has been maintaining consistent communication with the management company in relation to any concerns and the operation of the service, and completing required administrative tasks as required to ensure the smooth operation of the centre for children, families and staff .

### **Youth Activities**

#### **Youth Project Officer and Casual Youth officer started in July, 2024.**

Funded by First Nations Sport Fund and Northwest Minerals Province, the youth workers are operating the Normanton Sport Centre five days a week in the afternoons from 3pm to 6pm Monday to Thursday and 3pm to 7pm on Fridays.

The Futsal program provided by Torres Strait & Cape York Peninsula Indigenous Futsal Association is set to continue into 2025, with a Junior Futsal comp during the school holidays being run by the Youth Project Officer.

## BUSINESS PAPERS

### Monthly Visitation for Libraries and Visitor Information Centres

| 1- 18 December 2024 |                   |   |                 |
|---------------------|-------------------|---|-----------------|
| Normanton VIC       | Normanton Library | Karumba VIC   | Karumba Library |
| 33                  | 12                | 102   | 33              |
|                     |                   | Open from 9 am – 12 noon<br>Monday – Saturday;<br>closed Sunday |                 |

#### Karumba:

- First 5 Forever – from December 2024 sessions will be held on Thursdays to accommodate families in Karumba. There were two sessions in the month of December due to Christmas closures.



#### Normanton:

- First 5 Forever program – will resume in February 2025 the day to be confirmed once feedback is gathered from local attendees.

Both Centres are prepared for the Art & Craft sessions to be held on Tuesdays and Thursdays from 10am to 12 noon.

## BUSINESS PAPERS

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### **Normanton & Karumba Pools**

The numbers have dropped due to school holidays across both pools. However, with a slow start to the wet season there is still good numbers of swimmers for the pools.

### **Department meetings / conference / workshop attendance**

- Ongoing meetings with New Word Order for Visitor Information Guide.
- Swim QLD
- Royal Flying Doctor Service

| TOTAL ENTRIES |       |       |       |
|---------------|-------|-------|-------|
|               | Adult | Child | Total |
| Normanton     | 80    | 523   | 603   |
| Karumba       | 110   | 60    | 170   |

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

- Chief Executive Officer
- Mayor
- Executive Officer
- Manager Les Wilson Barramundi Discovery Centre
- Coordinator Les Wilson Barramundi Discovery Centre
- Library Coordinator
- Astute Early Years Specialist Pty Ltd ATF The Comerford Family Trust
- Childcare Centre Director
- Swimming Pools Operator
- Manager of Water & Waste
- Department of Premier & Cabinet
- State Library Queensland
- Peak Services
- Local Schools
- Normanton Police
- Normanton State School
- Gulf Christian College
- Gidgee Healing
- Film Festivals Australia
- Empire Touring
- Local Level Alliance
- New Word Order
- Selectability
- North Queensland Toyota Cowboys
- Torres Strait & Cape York Peninsula Indigenous Futsal Association
- Services Australia

### **Legal Implications:**

- Local Government Regulation 2012.
- Local Government Act 2009.
- Water Quality Guidelines for Public Aquatic Facilities.

## **BUSINESS PAPERS**

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- National Health and Medical Research Council's Guidelines for managing risks in recreational water.
- Royal Life Saving Society Australia Guidelines for safe pool operations.
- Australian Pool Standards.

**Financial and Resource Implications:**

- Please see the monthly finance report.

**Risk Management Implications:**

- Risk is considered low to medium depending on service areas.

## BUSINESS PAPERS

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### 12.2 MASTER PLANS FOR NORMANTON RODEO GROUNDS AND NORMANTON SPORTS PRECINCT

|                     |   |
|---------------------|---|
| <b>Attachments:</b> | 12.2.1. Normanton Rodeo Grounds LMP <a href="#">↓</a><br>12.2.2. Normanton Sports Reserve LMP <a href="#">↓</a> |
| <b>Author:</b>      | Amanda Farraway - Community Development Coordinator   |
| <b>Date:</b>        | 16 January 2025   |

---

|                     |  |
|---------------------|--|
| <b>Key Outcome:</b> | Day to day management of activities within the Economic and Community Development Department |
|---------------------|--|

|                      |   |
|----------------------|---|
| <b>Key Strategy:</b> | As per the Departmental Plan for Economic and Community Development |
|----------------------|---|

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**Key Outcome:** Council to consider the attached Draft Landscape Master Plans

**Key Strategies:**

The Outback by the Sea Tourism Strategy recognises that: *Major events attract a lot of visitors to the region, which is great for the economy, so we need to support and grow signature events such as the Fishing Competition, Rodeo and look at hosting major regional sporting events.*

Council's Youth Strategy identifies under *Things To Do*: *A diversity of activities and programs are offered to young people. Young people have access to a range of programs and opportunities that enhance social inclusion and connection.*

**Executive Summary:**

This report updates Council on various consultation activities undertaken and feedback received, in arriving at Draft Master Plans for both the Normanton Rodeo Grounds and the Normanton Sports Precinct. The report recommends that both draft plans be placed on public exhibition for 28 days.

**RECOMMENDATION:**

That Council:

1. Place both the Master Plans for the Normanton Rodeo Grounds and the Normanton Sports Precinct on public exhibition for 28 days; and
2. That following the completion of the public exhibition process, a report be presented to Council on the outcomes resulting from the exhibition process at the March 2025 Council meeting.

**Background:**

Council appointed the Place Design Group in 2023, to commence consultations with the community and to develop Draft Landscape Master Plans (LMPs) for the Normanton Rodeo Grounds and the Normanton Sports Precinct.

## **BUSINESS PAPERS**

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A Draft LMP was developed in late 2023 for the Sports Precinct. A Draft LMP for the Rodeo Grounds was delayed due to resourcing issues.

On Thursday 3 October and Friday 4 October, the Principal of the Place Design Group visited Normanton (Shire Hall) where consultation took place, 20 community members attending including various representatives from local organisations, Normanton Athletics Club, Normanton Stingers Rugby League Club, Normanton Rodeo Association, Carpentaria Horse Sports, Normanton Swimming Club and Normanton Cricket Club attended the consultation.

A dedicated session took place with the Normanton Rodeo Association regarding the Rodeo Grounds Master Plan. With a small number of other community members also attended various sessions.

Following the consultation sessions, the Place Design Group developed the attached Draft Landscape Master Plans for both precincts.

Further feedback from the Athletics Club then resulted in the additional attached document, detailing athletics-based potential for the precinct.

### **Issues for consideration**

The attached Draft Master Plans and results of initial community feedback represent aspirational goals of the community in support of future development potential for both precincts. Council has not budgeted for many of the upgrades as identified. However, Master Plans adopted by Council can often facilitate successful outcomes and can “carry significant weight” with external funding bodies.

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

- Chief Executive Officer
- Acting Director Community Development Tourism & Regional Prosperity
- Director of Engineering
- Engineer
- The Place Design Group
- Community Members

### **Legal Implications:**

- Local Government Regulation 2012
- Local Government Act 2009

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

- The Place Design Group advises that any further updates to the Draft LMPs will attract a minor fee variation to the existing approved contract of works.

## **BUSINESS PAPERS**

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Many of the upgrades envisaged in the attached Draft LMPs will require significant funding to be successfully delivered. As Council has not budgeted for these projects, grant funding applications may be required to be submitted to external funding bodies for many of the initiatives and upgrades visualised in the Master Plan documents.

**Risk Management Implications:**

- Community consultation has provided an opportunity for residents to take part in the planning of community facilities and made the decision-making process transparent which minimises the risk of residents feeling excluded from the planning process.



# NORMANTON RODEO GROUNDS LANDSCAPE MASTER CONCEPT PLANS



place  
design  
group.

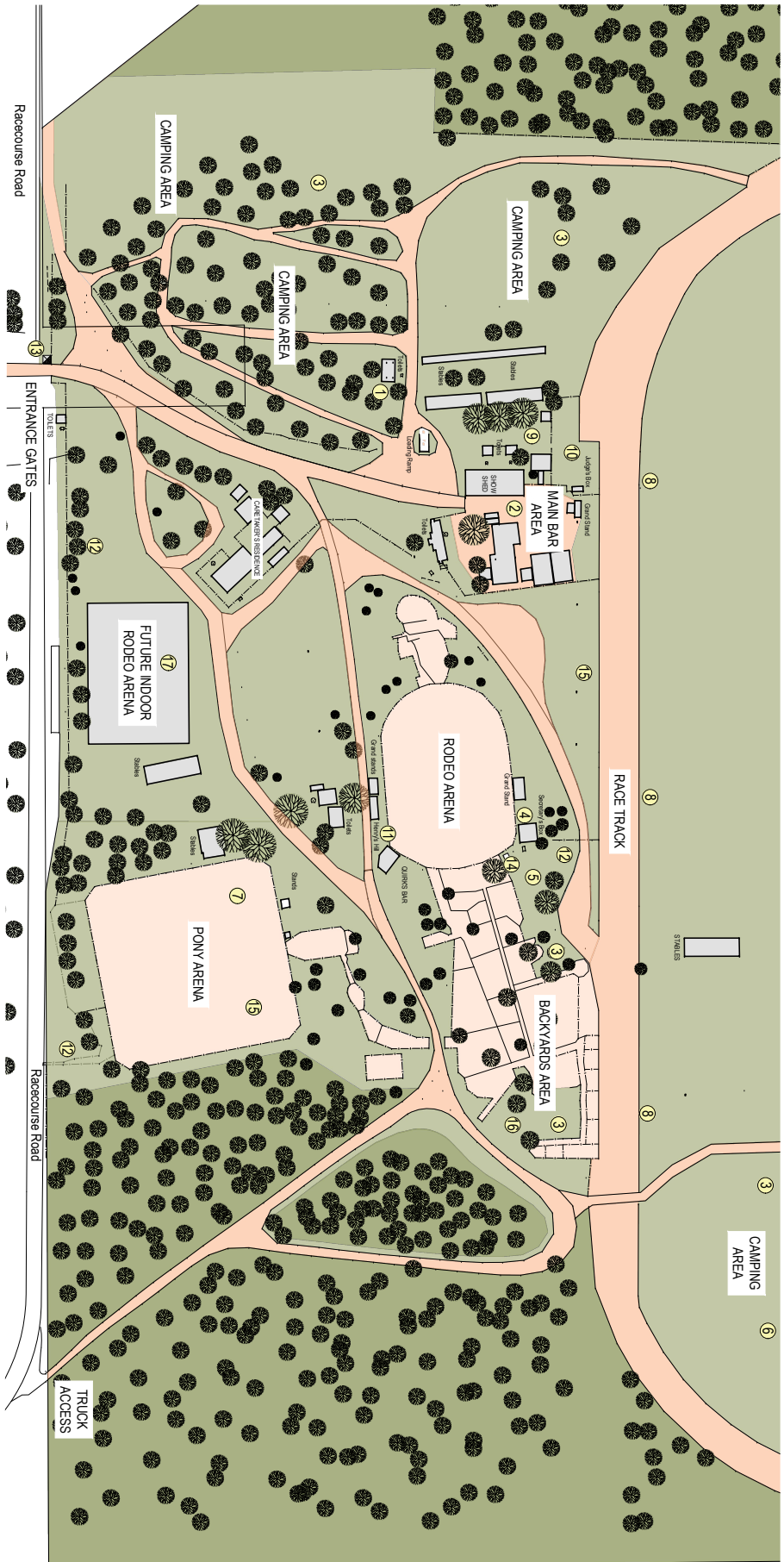
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Issue Date - 25th November 2024  
Issue for Council Endorsement

## Normanton Rodeo Grounds LANDSCAPE MASTER CONCEPT PLAN

Overall Plan

- 1 **REPLACE EXISTING AMENITIES BLOCK**  
TOILET SHOWER NEAR THE HORSE STABLES NEARS THE FLOOD RELINING. THE EXISTING AMENITIES BLOCK IS IN POOR CONDITION. IT IS RECOMMENDED THAT THIS AMENITIES BLOCK BE REPLACED.
- 2 **MAIN BAR AREA UPGRADE WORKS**  
UPGRADE EXISTING COONCE BUILDING & FACILITIES. REFINISH EXISTING ROOF. INSTALL CONCRETE SLAB UNDER EXISTING SHED STRUCTURE. ADD NEW KITCHEN, SERVICE AREA, TOILET, SHOWER, NEW PA SYSTEM, ROOM & REFRIG. UPGRADE EXISTING NEW PA SYSTEM.
- 3 **ADDITIONAL WATER & POWER OUTLETS**  
INSTALL ADDITIONAL WATER & POWER OUTLETS TO THE CAMPING AREA WITHIN THE MIDDLE OF THE RACE TRACK.
- 3 **UPGRADE WATER RETICULATION**  
REPLACE EXISTING WATER RETICULATION THROUGHOUT THE BACKYARD AREA WITH NEW POLY PIPE AND APPROVED FITTINGS.
- 4 **UPGRADE EXISTING AMENITIES BLOCK**  
UPGRADE WORKS REQUIRED TO ENSURE EXISTING AMENITIES BLOCK IS COMPLIANT WITH QUALITY ACCESS REQUIREMENTS.
- 5 **REPLACE EXISTING WATER TANK**  
THE EXISTING TANK ADJACENT TO THE SECRETARY'S AREA IS IN NEED OF REPLACEMENT WITH A LARGER TANK AND LIFTED HIGHER TO ACCESS WITH GRAVITY FEEDING.
- 6 **NEW AMENITIES BLOCK**  
NEW AMENITIES BLOCK TO BE INSTALLED TO CAMPING AREA WITHIN THE RACE TRACK.
- 7 **UPGRADE PONY CLUB FACILITIES**  
INSTALL NEW FLOOD LIGHTING TO PONY CLUB AREA. EXTEND EXISTING SHED. EXTEND EXISTING RENCED AREA AND INSTALL CHILDREN'S PLAYGROUND SPACE.
- 8 **INSTALL NEW RACE TRACK LIGHTING**  
INSTALL NEW LIGHTING AND POWER SUPPLY TO THE EXISTING POLES ALONG THE STRAIGHT AND APPROX. 200M (NEAR THE POSTS).
- 9 **JOCKEY AREA**  
UPGRADE AND EXTEND EXISTING SECRETARY'S BOX. UPGRADE EXISTING SHOWER AND TOILET TO SECRETARY'S BOX.
- 10 **SADDLING ENCLOSURE**  
UPGRADE EXISTING SADDLING AREA. REPLACE EXISTING WITH NEW WALL AND PROOF FENCING.
- 11 **NEW ROOFED STRUCTURE**  
INSTALL NEW ROOFED STRUCTURE TO EXTEND OVER EXISTING BAR AND ADJACENT AREA. INSTALL TO PROVIDE SHADY SPACE FOR VEHICLES.
- 12 **INVESTIGATE & INSTALL A BORE OR 2**  
INVESTIGATE INSTALLING 1 BORE AND CHECK WATER QUALITY AND QUANTITY. DRAINAGE, FLOODING AND OVERFLOW AND WASTE OF WATER SERVICE.
- 13 **NEW SHELTER AT ENTRY**  
INSTALL NEW CONCRETE ROADWAY/SHADE STRUCTURE FOR AMBULANCE SERVICES ADJACENT SECRETARY'S BOX AT THE MAIN RODEO AREA.
- 14 **NEW PA SYSTEM**  
UPGRADE EXISTING AMENITIES NEW PA SYSTEM TO RACE TRACK.
- 15 **NEW INTERNET BOOSTER**  
INSTALL NEW INTERNET BOOSTER TO INCREASE COVERAGE TO BACKYARD AREA AND BEYOND.
- 17 **FUTURE INDOOR RODEO ARENA**  
LONG TERM DESIRE TO CONSTRUCT A SEPARATE INDOOR ARENA SIMILAR TO THE INDOOR ARENA AT THE RODEO ARENA. THE INTENTION IS THAT THE NEW INDOOR RODEO ARENA WOULD BE A MULTI-PURPOSE FACILITY WITH OVERHEAD SPRINKLER SYSTEM THAT COULD FACILITATE OVERSEAS COMPETITIONS, FUN FESTIVALS, AND GENERAL FUNCTIONS AND OUTDOOR SPACE.





LEGEND

- 1 REPLACE EXISTING AMENITIES BLOCK**  
TOTAL 6 SHOWERS NEAR THE HORSE STABLES BEHIND THE RACE TRACK ALONG WITH THE EXISTING AMENITIES BLOCK. THE RACE TRACK ALONG WITH THE EXISTING AMENITIES BLOCK BE REPLACED.
- 2 MAIN BAR AREA UPGRADE WORKS**  
UPGRADE EXISTING CONCRETE BUILDING & FACILITIES, REFINISH EXISTING MAIN BAR, INSTALL CONCRETE SLAB FLOOR EXISTING SHADE STRUCTURE, REFINISH EXISTING KITCHEN, REFINISH EXISTING RESTROOMS, REFINISH EXISTING ROOM & FREEZER, UPGRADE EXISTING NEW PA SYSTEM, REFINISH EXISTING FLOORING, UPGRADE EXISTING NEW PA SYSTEM.
- 3 ADDITIONAL WATER & POWER OUTLETS**  
INSTALL ADDITIONAL WATER & POWER OUTLETS TO THE CAMPING AREA WITHIN THE BLOCK OF THE RACE TRACK.
- 4 UPGRADE WATER RETICULATION**  
REPLACE EXISTING WATER RETICULATION THROUGHOUT THE BACKYARD AREA WITH NEW POLY PIPE AND APPROVED FITTINGS.
- 5 UPGRADE EXISTING AMENITIES BLOCK**  
UPGRADE WORKS REQUIRED TO ENSURE EXISTING AMENITIES BLOCK IS COMPLIANT WITH CURRENTLY IN PLACE REQUIREMENTS.
- 6 REPLACE EXISTING WATER TANK**  
THE WATER TANK ADJACENT TO THE SECRETARY'S BOX IS IN NEED OF REPLACEMENT WITH A LARGER TANK AND LIFTED HIGHER TO ASSIST WITH GRAVITY FEEDING.
- 7 NEW AMENITIES BLOCK**  
NEW AMENITIES BLOCK TO BE INSTALLED TO CAMPING AREA WITHIN THE RACE TRACK.
- 8 UPGRADE PONY CLUB FACILITIES**  
INSTALL NEW FLOOD LIGHTING TO PONY CLUB AREA, EXTEND EXISTING SHADE, EXTEND EXISTING FENCED AREA AND INSTALL CHILDREN'S PLAYGROUND AND SPACE.
- 9 INSTALL NEW RACE TRACK LIGHTING**  
INSTALL NEW LIGHTING AND POWER SUPPLY TO THE EXISTING POLES ALONG THE RACE TRACK, APPROX 78 POLES ALONG THE STRAIGHT ROAD APPROX 200M WEST THE POST.
- 10 JOCKEY AREA**  
UPGRADE AND EXTEND EXISTING SECRETARY'S BOX, UPGRADE EXISTING SHOWERS AND TOILET TO SECRETARY'S BOX.
- 11 SADDLING ENCLOSURE**  
UPGRADE SADDLING SYSTEM, REPLACE FENCE WITH NEW WALLABY PROOF FENCE.
- 12 NEW ROOFED STRUCTURE**  
INSTALL NEW ROOFED STRUCTURE TO EXTEND OVER CHANGING ROOM AND ADJACENT HENRY HILL TO PROVIDE GREATER SHADE FOR CHANGING.
- 13 INVESTIGATE & INSTALL A BORE OR 2**  
INVESTIGATE AND INSTALL A BORE OR 2 TO PROVIDE GREATER WATER SUPPLY, GENERALLY A 60MM ALTERNATIVE AND WOULD BACK UP WITH SUPPLY.
- 14 NEW SHELTER AT ENTRY**  
NEW SHELTER AT ENTRY.
- 15 NEW AMBULANCE SHADE STRUCTURE**  
INSTALL NEW CONCRETE FLOORED NEW SHADE STRUCTURE FOR AMBULANCE SERVICES ADJACENT TO SECRETARY'S BOX AT THE MAIN RODEO AREA.
- 16 NEW PA SYSTEM**  
UPGRADE EXISTING INSTALL NEW PA SYSTEM TO RACE TRACK.
- 17 NEW INTERNET BOOSTER**  
INSTALL NEW INTERNET BOOSTER TO IMPROVE COVERAGE TO BACKYARD AREA AND BEYOND.
- 18 FUTURE INDOOR RODEO ARENA**  
LONG TERM INTENT TO CONSTRUCT A SEPARATE INDOOR ARENA SIMILAR TO THE EXISTING FACILITIES AT HUBBARD ON CHARTERS TOWERS. IT IS ANTICIPATED THAT THE NEW INDOOR RODEO ARENA WOULD BE A 100M X 100M ARENA. THE NEW INDOOR RODEO ARENA COULD ALSO BE USED FOR HORSE CONFERENCE, FESTIVALS AND GENERAL FUNCTIONS FOR OVER 300 PEOPLE.



## 1 REPLACE EXISTING AMENITIES BLOCK

TOILET & SHOWER NEAR THE HORSE STABLES NEEDS THE FLOOR REPLACING AND THE BUILDING IS IN NEED OF REPAIRS GENERALLY. IT IS RECOMMENDED THAT THIS AMENITIES BLOCK BE REPLACED.

## 2 MAIN BAR AREA UPGRADE WORKS

UPGRADE EXISTING COOKHOUSE BUILDING & FACILITIES, REPAIR/REPLACE EXISTING MAIN BAR, INSTALL CONCRETE SLAB UNDER EXISTING SHADE STRUCTURE, REPLACE EXISTING CONTAINERS ADJACENT BAR WITH PERMANENT COLD ROOM & FREEZER, UPGRADE EXISTING / NEW PA SYSTEM.

### 3 ADDITIONAL WATER & POWER OUTLETS

WITHIN THE MIDDLE OF THE RACE TRACK

### 3 UPGRADE WATER RETICULATION

REPLACE EXISTING WATER RETICULATION THROUGHOUT THE

REPLACE EXISTING WATER RETICULATION THROUGHOUT THE BACKYARD ARE WITH NEW POLY PIPE AND APPROVED FITTINGS.

#### 4 UPGRADE EXISTING AMENITIES BLOCK

CONPLIANT WITH DISABILITY ACCESS REQUIREMENTS.

**5 REPLACE EXISTING WATER TANK**  
THE WATER TANK ADJACENT THE SECRETARY'S AREA IS IN

THE WATER TANK ADJACENT THE SECRETARY'S AREA IS IN NEED OF REPLACEMENT WITH A LARGER TANK AND LIFTED HIGHER TO ASSIST WITH GRAVITY FEEDING.

**NEW AMENITIES BLOCK**  
NEW AMENITIES BLOCK TO BE INSTALLED TO C

NEW AMENITIES BLOCK TO BE INSTALLED TO CAMPING AREA WITHIN THE RACE TRACK

**7 UPGRADE PONY CLUB FACILITIES**  
INSTALL NEW FLOOD LIGHTING TO PONY CLUB ARENA. EXTEND EXISTING

INSTALL NEW FLOOD LIGHTING TO PONY CLUB ARENA, EXTEND EXISTING SHEET  
EXTEND EXISTING FENCED AREA AND INSTALL CHILDREN'S PLAYGROUND  
SPACE.

## 8 INSTALL NEW RACE TRACK LIGHTING

INSTALLED ALONG THE EDGE OF THE RACE TRACK - APPROX 7.6 POLES (ALONG THE STRAIGHT AND APPROX 200m PAST THE POST).

**9 Jockey Area**  
Upgrade and extend existing

UPGRADE AND EXTEND EXISTING SECRETARY'S BOX, UPGRADE EXISTING SHOWER AND TOILET TO SECRETARY'S BOX.

## 10 SADDLING ENCLOSURE

UPGRADE IRRIGATION SYSTEM, REPLACE FENCE WITH NEW WALLABY PR  
FENCING.

## NEW ROOFED STRUCTURE

INSTALL NEW ROOFED STRUCTURE TO EXTEND OVER QUIRKS BAR AND ADJACE  
HENRY HILL TO PROVIDE GREATER SHADE FOR PATRONS.

## 12 INVESTIGATE & INSTALL A BORE

INVESTIGATE INSTALLING 1-2 BORES AND CHECK WATER QUALITY AND SUPPLY  
GENERALLY AS AN ALTERNATIVE AND WABLE BACK UP WATER SUPPLY.

### 13 NEW SHELTER AT ENTRY

NEW AMBRII ANCE SHADE STRICTIONE

INSTALL NEW CONCRETE PAD WITH NEW SHADE STRUCTURE FOR AMBULANCE SERVICES ADJACENT SECRETARY'S BOX AT THE MAIN RODEO ARENA.

# NEW PA SYSTEM

## UPGRADE EXISTING / INSTALL NE

## NEW INTERNET BOOSTER

AND ALL THE WHILE, I DOUBT I'LL ENJOY COVERAGE IN  
BEYOND.

## FUTURE INDOOR RODEO ARENA

LONG TERM DESIRE TO CONSTRUCT A SEPARATE INDOOR FACILITY AT HUGHENDEN OR CHARTERS

INTENDED THAT THE NEW INDOOR RODE ARENA WOULD BE A MULTIPURPOSE FACILITY WITH OVERHEAD SPRINKLER SYSTEM THAT COULD ALSO BE USED FOR HOSTING CONFERENCES, FILM FESTIVALS, AND GENERAL FUNCTIONS FOR OVER 300 PEOPLE.



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NORMANTON SPORTS RESERVE  
LANDSCAPE MASTER CONCEPT PLANS

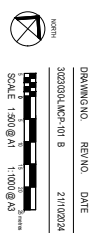


place  
design  
group.

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Issue Date - 21st October 2024  
Issued for approval



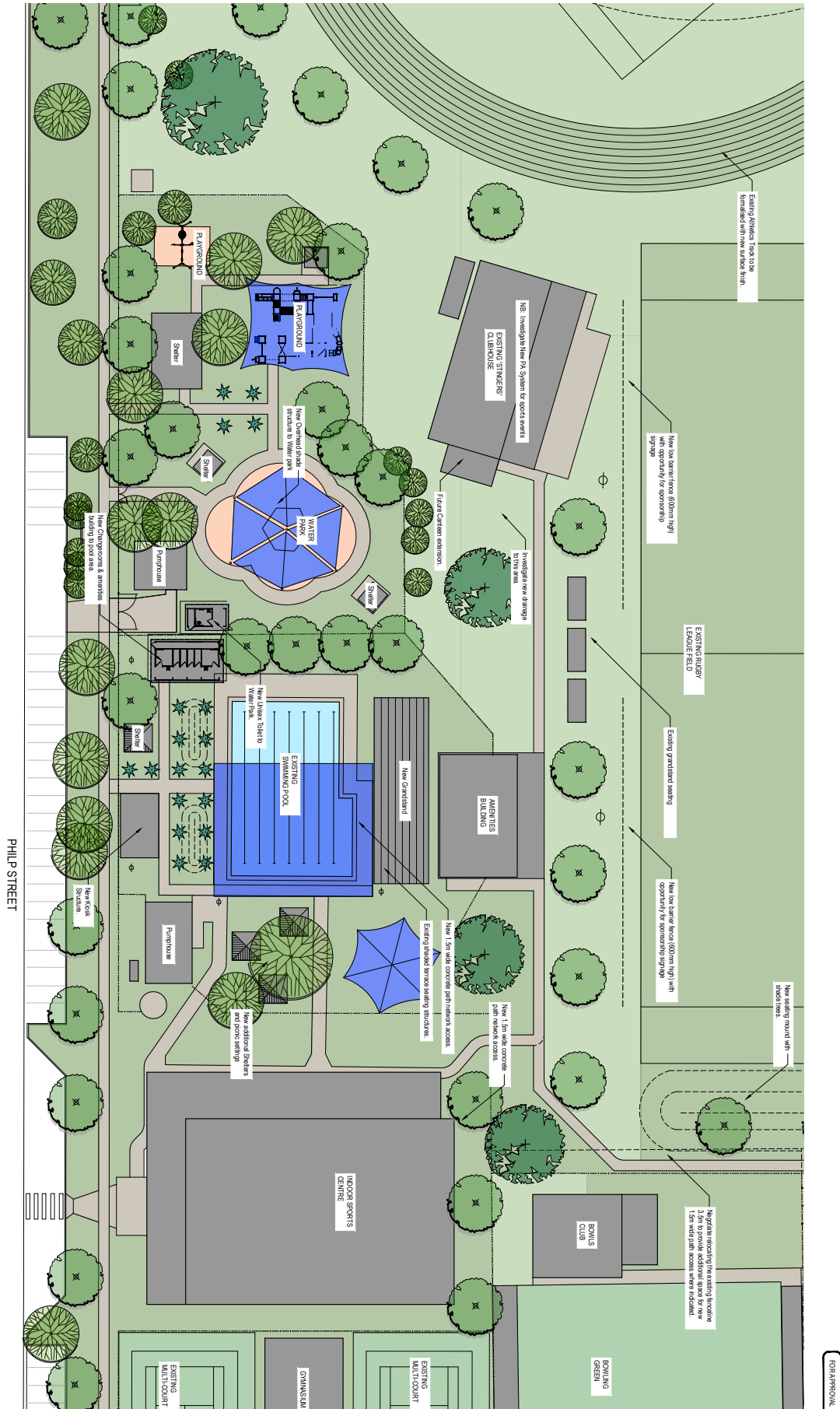




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# Normanton Sports Reserve LANDSCAPE MASTER CONCEPT PLAN

Sheet 2 of 2



## BUSINESS PAPERS

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

#### 13.1 DOE REPORT

**Attachments:** NIL

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

**Date:** 16 January 2025

**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 for information only.

#### 1. Actions Arising from Previous Meetings

| Date:                 | Ref: | Action  | Status      | Comment  |
|-----------------------|------|---|-------------|--|
| 2023 June Meeting     |      | Look at solar lights for footpath to Rodeo Grounds  | In Progress | <ul style="list-style-type: none"> <li>➤ W4Q Funding has been submitted – Queensland Government Funding Approved 3<sup>rd</sup> Oct – Works being planned.</li> <li>➤ Planning to install by April 2025</li> </ul> |
| 2023 December Meeting |      | Remove stoppers at Karumba Point Boat ramp as they are starting to degrade, and bolts are being exposed – Seek TMR's permission as they own the infrastructure. | In Progress | <p>TMR has approved. Awaiting funding approval from TMR to undertake works.</p> <p>Exposed bolts have been bent downwards to make safe</p>   |
| 2023 December Meeting |      | Parking line marking in Normanton main street needs to be repainted   | In Progress | <ul style="list-style-type: none"> <li>➤ Town Services currently undertaking linemaking with 65% completed</li> </ul>  |
| 2024 January Meeting  |      | Council to look at a design for a Fish Attraction Device mould for future additional areas.   | Not Started | <ul style="list-style-type: none"> <li>➤</li> </ul>  |



## BUSINESS PAPERS

| Date:                 | Ref: | Action   | Status        | Comment   |
|-----------------------|------|--|---------------|---|
| 2024 January Meeting  |      | Flood markers at Alexandria Crossing needs to be set at correct levels   | Completed     | ➤ New flood gauges installed prior to Christmas   |
| 2024 February Meeting |      | Walkway required along Yappar Street to the Barramundi Discovery Centre.<br>Solar Lighting required Palmer St. | In Progress   | ➤ Limited funding for Footpath available – expected start March 2025.<br>➤ Solar lighting by April 2025 – W4Q funded                          |
| 2024 February Meeting |      | Can metre marker at the bridge (Glenore) be moved to the other side of the road.                               | Completed     | ➤ New markers installed.  |
| 2024 April Meeting    |      | Create 5 car parks at the boat parking area in front of the Hotel in Gilbert Street                            | 50% completed | ➤ New Line marking completed<br>➤ Awaiting Parking Stop and Hotel Customer Parking signs to arrive.<br>➤ Looking to install February - March. |
| 2024 May Meeting      |      | Tourists are parking in the unloading zone for mail truck outside Karumba – Check linemarking                  | Completed     | ➤ New line marking undertaken in the area   |
| 2024 May Meeting      |      | Remove Information sign in Median Strip  | In Progress   | ➤ Discussed with Works Coordinator to remove in February  |
| 2024 July Meeting     |      | Armstrong and Spring Creek requires flood markers  | Completed     | ➤ New flood markers installed   |
| 2024 July Meeting     |      | Flagpole to be installed at Normanton Shire Hall   | In Progress   | ➤ Put in works program<br>➤ To be installed during the wet season   |
| 2024 July Meeting     |      | Cricket Oval is dry  | In Progress   | PIMS (irrigation) has been engaged to improve water pressure to repair exist. Irrigation. Tentatively for February                            |
| 2024 July Meeting     |      | Future planning for footpath – Caravan Park to Ashes Palmer St.  | In Progress   | ➤ Plans being drafted   |
| 2024 July Meeting     |      | Investigate drain at back of Gulf Caravan Park Karumba   | In Progress   | ➤ Council to do a drain clean prior to the wet season   |
| 2024 August Meeting   |      | Allocate budget for perimeter fencing at rear and sides of Normanton Cemetery                                  | Not Started   |   |
| 2024 August Meeting   |      | Clear vegetation to improve sight distance at 89B/84A intersection   | Not Started   | ➤ Plan to undertake February March, weather depending.  |

## BUSINESS PAPERS

| Date:                 | Ref: | Action  | Status      | Comment   |
|-----------------------|------|---|-------------|---|
| 2024 August Meeting   |      | Install bollards at Sutherland Park entrance to prevent 4 Wheelers access | In Progress | ➤ Works Coordinator will arrange  |
| 2024 August Meeting   |      | Investigate narrow existing parking linemark at the State School          | In Progress | ➤ Park linemarking to be widened to 3m. Reseal over existing markings and repaint – April |
| 2024 August Meeting   |      | Reseal entrance and carpark in Normanton cemetery                         | In progress | ➤ Put in reseal program<br>➤ Reseal to start around April to minimise bitumen bleeding    |
| 2024 October Meeting  |      | New “No Standing Signs” along driveway at Haigh St                        | Not Started | ➤   |
| 2024 November Meeting |      | Clean tank at Bang Bang and repair mesh to prevent frog access            | Completed   | ➤ Tank cleaned  |

### 2. Miscellaneous Projects

- 2.1. TMR Betterment Project 11km new pave and seal on 89B – Work has stopped for the wet season. 7km of the new road had a first coat bitumen seal laid prior to Christmas. Council is planning the second bitumen coat in February, weather depending.
- 2.2. Mitchell River Bridge –The bridge contractor has demobilised from site and will resume after the wet season when access is available.
- 2.3. Betterment Project – Burketown Road. The betterment project was completed prior to Christmas with sealing undertaken in December. 12.5km of new sealed road was done under this project.
- 2.4. Seven dips between the 7 Mile Camp and West Inverleigh – Council will work on 7 dips by constructing upstream and downstream concrete protection or install culverts on the Burketown Road. At this stage 4 dips have been completed. This works is being funded through TIDs. We have till June 2025 to complete this project.
- 2.5. Landsborough Street Upgrade – Gulf Construction has completed the slab and foundations for the new median strip shelter. They are looking to complete the shelter before Australia Day. Town Services planted three new 6m to 7m tall trees which arrived prior to Christmas.
- 2.6. Mentana Creek –The culvert and concrete protection works have been completed including general fill. The stabiliser crew have completed the pavement ready for seal. Bitumen sealing could not be done during December, and Council is arranging sealing for February, weather depending.
- 2.7. Clark Creek – The base slab for the culverts have been constructed. The existing base have been covered by gravel and open to traffic. The culvert installation and associated concrete protection works will commence after the wet season and completed before June 2025.

## BUSINESS PAPERS

- 2.8.** ROSI Funding – Council is planning works to start after the wet season to continue bitumen sealing past Inverleigh West on the Burketown Road.
- 2.9.** Kowanyama Road Betterment Works – Sealing Works. Council is planning to seal the last 5km prior in February, weather depending.
- 2.10.** Bird Hide Project (School Dam) – Stump footings for the bird hides have been installed at two locations along the school dam shoreline. The rest of the structure will be installed after the wet season. In addition, as part of the project, two shade structures have been ordered. They will be like the ones installed at the pump track.

### January Accruals

| Project  | Description                    | Value (ex GST)        | Comments                   |
|----------|--------------------------------|-----------------------|----------------------------|
| CN-21081 | RMPC Claim 5                   | \$580,000.00          | Invoice Sent               |
| CN-21081 | RMPC Claim 6                   | \$202,335.50          | Invoice Sent               |
| CN-22828 | Formation Package 2<br>Claim 5 | \$434,158.16          | Invoice Sent               |
| CN-21599 | Mentana Claim 4                | \$277,312.50          | Invoice Sent               |
| CN-23217 | Clark Ck Claim 2               | \$994,271.13          | Invoice Sent               |
| CN-23259 | Betterment Package<br>1        | \$1,164,491.90        | Invoice Sent               |
| CN-22446 | TMR 89B REPA                   | \$931,786.24          | Invoice Sent               |
|          | TIDS                           | \$61,697.86           | Invoice Sent               |
|          | ATSI TIDS Day Ck               | \$835,000.00          | Invoice Sent               |
| CN-22267 | Iffley RRUP<br>milestone 3     | \$1,262,006.00        | Claim sent for<br>approval |
| CN-22267 | Iffley RRUP<br>milestone 4     | \$841,337.00          | Claims being<br>prepared   |
| CN-22267 | Dixie RRUP<br>milestone 3      | \$743,293.00          | Claim sent for<br>approval |
| CN-22267 | Dixie RRUP<br>milestone 4      | \$495,528.00          | Claims being<br>prepared   |
|          | <b>Total</b>                   | <b>\$8,327,689.29</b> |                            |

**Table:** TMR Projects progress report for 2024 – 2025

| Projects   | Project Value  | Claimed<br>2023-2024 | Claim 2024-<br>2025 | Progress | Comments |
|--|----------------|----------------------|---------------------|----------|----------|
| ATSI-TIDS Dunbar<br>Kowanyama Road - Days<br>Creek | \$960,000.00   | \$125,000.00         | \$835,000.00        | 100%     |          |
| CN-21081 2023-25<br>RMPC                           | \$5,619,739.52 | \$2,456,751.10       | \$2,323,546.90      | 85%      |          |
| CN-21599 Mentana Creek<br>Floodway                 | \$1,799,265.48 | \$174,001.44         | \$1,334,573.23      | 84%      |          |
| CN-21602 89B Formation<br>Stage 1                  | \$1,900,000.00 | \$0.00               | \$1,900,000.00      | 100%     |          |

## BUSINESS PAPERS

|   |                        |                       |                        |            |                         |
|---|------------------------|-----------------------|------------------------|------------|-------------------------|
| CN-21603 89A and 84A REPA Works   | \$1,038,059.82         |                       | \$626,171.99           | 60%        |                         |
| CN-22267 Remote Roads Upgrade Pilot program (RRUPP) Iffley Road Resheeting - gravel from Ch. 42.299km to 81.276km (Total \$5,258,359)                       | \$5,258,359.00         | \$2,103,343.00        | \$3,155,016.00         | 100%       | Working on Final Claims |
| CN-22267 Remote Roads Upgrade Pilot program (RRUPP) Koolatah Road widening 0.007km to 30.307km (Total \$3,097,053)  | \$3,097,053.00         | \$1,238,821.00        | \$1,858,232.00         | 100%       | Working on Final Claims |
| CN-22446 89B REPA Works   | \$12,690,179.57        | \$2,030,475.62        | \$6,747,359.43         | 69%        |                         |
| CN-22447 - Replacement of Culverts 89B and 89A  | \$510,774.69           | \$302,410.06          | \$12,900.00            | 62%        |                         |
| CN-22464 Jasper Emergent Works  | \$2,141,974.45         |                       | \$2,141,974.45         | 100%       |                         |
| CN-22464 Kirrily Emergent Works   | \$1,516,499.81         |                       | \$1,516,499.81         | 100%       |                         |
| TIDS 2024-2025 Widening of Poindestre Creek - Burketown Road  | \$350,000.00           |                       | \$285,595.49           | 82%        |                         |
| TIDS 2024-2025 Placement of floodways/culverts at Dips on Chainage 80.045km, 80.432km, 81.475km, 83.852km, 86.760km, 88.394km and 88.620km - Burketown Road | \$250,000.00           |                       | \$202,187.00           | 81%        |                         |
| TIDS 2024-2025 - Bitumen Reseal - Burketown Road  | \$300,000.00           |                       |                        | 0%         |                         |
| CN-23259 Betterment 89B Package 1   | \$7,726,797.15         |                       | \$3,652,707.15         | 47%        |                         |
| CN-23368 Betterment 89B Package 2   | \$7,715,388.90         |                       |                        | 0%         |                         |
| CN-22828 Formation Works Stage 2  | \$2,282,025.00         |                       | \$1,459,731.54         | 64%        |                         |
| CN-23217 Clarke Creek Upgrade - 89B   | \$3,626,295.72         |                       | \$1,287,224.12         | 35%        |                         |
| <b>Total</b>  | <b>\$58,782,412.11</b> | <b>\$8,430,802.22</b> | <b>\$29,338,719.11</b> | <b>64%</b> |                         |

## **BUSINESS PAPERS**

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**Photo:** New Main Street Tree being planted



## **BUSINESS PAPERS**

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**Photo:** New Main Street Tree being planted



## **BUSINESS PAPERS**

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**Photo:** Line marking for single vehicles outside the Animal Bar.



**Photo:** Fresh line marking at the LWBDC



## **BUSINESS PAPERS**

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**Photo:** Fresh line marking at the Normanton Airport



## **BUSINESS PAPERS**

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**Photo:** 10mm second coat bitumen seal – Burketown Road

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

- 3.1. All camps in Normanton
- 3.2. 89B remain closed to date. All other roads remain open.
- 3.3. All roads monitored on a regular basis and road condition report updated.
- 3.4. Special thanks to:
  - Dunbar Station Manager (Jack) and crew for their assistance with providing fuel and transport of vehicles and people.
  - Contractors involved in moving Dunbar camp via Chillagoe.
  - Highbury Station Manager and crew for their assistance towing out bogged vehicles.
  - ALBEM for a loan of a genset, and
  - Lee Taylor, helicopter on standby

### **4. New Projects/Grant Applications**

- 4.1. Council is working with TMR on a third Betterment Package on 89B to continue sealing works between Vanrook and Inkerman. We estimate this project to be around 9 million.
- 4.2. Working with TMR on widening project from single lane to two lane at Warrenvale for 2025-2026 financial year.

### **5. Reports**

#### **5.1. TMR Works Program**

## **BUSINESS PAPERS**

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A full A3 program will be presented at the meeting.

### **5.2. Budget**

- Refer to Monthly Finance Report

#### **Legal Implications:**

- Local Government Regulation 2012
- Local Government Act 2009
- Council's Local Laws

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

- Contained within the report.

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

- Failure to comply with the relevant legislative requirements could result in reputational and political risk.
- Risk is considered low, to ordinary operations of Council.

## BUSINESS PAPERS

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### 13.2 NDRRA/QDRF REPORT

|                      |   |
|----------------------|---|
| <b>Attachments:</b>  | 13.2.1. Appendix A - QRA23 Expenditure Summary <a href="#">↓</a>  |
|                      | 13.2.2. Appendix B - 2023 Completed Works Sketch <a href="#">↓</a>  |
|                      | 13.2.3. Appendix C - QRA22 Dunbar to Kowanyama<br>Betterment Expenditure Summary <a href="#">↓</a>                  |
|                      | 13.2.4. Appendix D - Cash Flow Summary for December 2024 <a href="#">↓</a>  |
|                      | 13.2.5. Appendix E - Betterment Projects <a href="#">↓</a>  |
| <b>Author:</b>       | John Martin - Consultant Engineering  |
| <b>Date:</b>         | 15 January 2025   |
| <b>Key Outcome:</b>  | A well governed, responsive Council, providing effective leadership and management, and respecting community values |
| <b>Key Strategy:</b> | Provision of safe and reliable infrastructure (roads, water and sewer, buildings and facilities, etc.)              |

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#### Executive Summary:

**QRA22:** Acquittal documentation for three (3) submissions have been lodged to QRA with approval and payments of the final 10% subject to assurance audits which are currently in progress. Submission 6 (Dunbar – Kowanyama Road REPA and Betterment) was not completed prior to the 31 December 2024 deadline due to restricted heavy vehicle access. An EOT request has been submitted to QRA to extend the deadline until 30 June 2025.

**QRA23:** A total RV of approx. \$89.0million (construction budget of \$66.5million) has been approved with a deadline of 30 June 2025. Approximately 59.2% of reconstruction work has been completed with approximately 75% of project time now past. \$25.5million of the scope will need to be constructed after the wet season shutdown. Without further rollovers and/or EOTs approximately 8 crews will likely be required to complete all the work prior to the current deadline. QRA23 scope for Inkerman Road, Dorunda Access and Ten Mile Road have been rolled over (\$3.9million) into QRA24 submissions. An EOT has been submitted to QRA for Submission 1 (Northern Roads) from June 30 2025 to 30 September 2025 to account for the delays to access north of the Mitchell River.

Further opportunities will be explored after the 2024/25 wet season to rollover additional scope into future submissions.

Current QRA Cash Flow for road restoration/betterment is approximately \$14.1million in advance. The total QRA (including Mitchell River Bridge) cash flow is approximately \$40.1million in advance.

**QRA24:** Submission 2 (South-Eastern Roads), Submission 3 (South-Western Roads), Submission 4 (Dunbar - Kowanyama Road) and Submission 5 (Northern Rollover Roads) have all been approved and the prepayments totalling approx. \$15.4million have been received by Council. Submission 6 (Normanton – Burketown Road) has been lodged in QRA MARS (Approx. \$5.4million) which includes sealed section repairs and a proposed bridge for the Leichardt River Crossing. It is estimated once all six (6) submissions have been approved that the total RV will be approx. \$57million (construction budget of \$43million).

**RRUPP:** Construction of the two (2) approved projects have been completed. Processing of accrued costs and adjustments from the RRUPP projects to REPA projects to be finalised prior to acquittal.

## **BUSINESS PAPERS**

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**OTHER:** Work has been completed on Normanton to Burketown Road pavement and sealing project (RV Approx. 8.6million) as part of QRA23 betterment funding (approx. 12km). Betterment projects for Mitchell River Crossing Investigation and Poingdestre Causeway Upgrade have all be lodged for acquittal prior to 30 September deadline. Burke & Wills Monument Access (Sealing) has been fully acquitted, and Council has received the final 10% payment.

**RECOMMENDATION:**

That Council:

1. Accepts the QDRF Report as presented.

**Background:**

**2022 QRA Event**

1. Three (3) submissions have been lodged for acquittal prior to 30 September 2024 deadline.
2. Assurance audits are progressively being undertaken prior to final approval and payment of outstanding expenditure (final 10% payment) to Council.
3. Submission 6 (Dunbar – Kowanyama Road REPA and Betterment) was not completed prior to the 31 December 2024 deadline due to restricted heavy vehicle access. An EOT request has been submitted to QRA to extend the submission deadline until 30 June 2025. Refer to Appendix C for construction progress.

**2023 QRA Event**

1. All six (6) QRA23 REPA submissions (including rollovers) have been approved with a total RV of approx. \$89.0million (construction budget of \$66.5million).
2. Approximately 59.2% of the program and 75% of the time has been completed at an Expenditure Ratio of 0.91. There will need to be some cost adjustments from the RRUPP projects to REPA projects which will increase the expenditure ratio closer to 1.0 as expected. Refer to Appendix A and B for further construction details.
3. Based on current expenditure, approximately \$12.5million of work can be completed by the existing crews after the wet season and a further \$13million of work will need to be rolled over or completed by additional contract crews during May and June 2025.
4. The QRA23 scope for Inkerman Road, Dorunda Access and Ten Mile Road has been lodged for rollover into QRA24 submissions. Opportunities to rollover additional scope will be explored after the 2024/25 wet season to alleviate deadline pressures.
5. An EOT has been submitted to QRA for Submission 1 (Northern Roads) from June 30, 2025, to 30 September 2025 due to an earlier than expected 2024/25 wet season. This will allow more time for Koolatah – Drumduff Road, Dunbar – Kowanyama Road and Dunbar – Kowanyama Road (Secondary Access) to be completed.

## **BUSINESS PAPERS**

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6. The current QRA cash flow (refer Appendix D) shows the road restoration/betterment is approximately \$14.1million in advance. The total QRA (including Mitchell River Bridge) cash flow is approximately \$40.1million in advance.

### **2024 QRA Event**

1. Carpentaria Shire Council was activated for REPA, Emergency Works and CDO relief measures on 29 December 2023 in response to the Tropical Cyclone Jasper event.
2. CDO (\$240k) and Emergency Works (\$1.8million) submissions have been fully acquitted and the final payments to Council have been received.
3. Submissions 2, 3, 4 and 5 have all been approved and the prepayments totalling approx. \$15.4million have been received by Council.
4. The final Submission 6 (Normanton – Burketown Road) has been lodged in QRA MARS (approx. \$5.4million) which includes sealed section repairs and a proposed bridge for the Leichardt River Crossing.
5. Submission 1 refers to the Mitchell River Bridge and has been reported by others.
6. It is estimated once all roadwork submissions have been approved, the total RV for the QRA24 project will be approx. \$57million with a construction budget of \$43million.

### **Remote Roads Upgrade Pilot Program (RRUPP)**

Two (2) projects have now been completed under RRUPP funding:

- The Iffley Road Gravel Upgrade project (RV \$4.2million).
- Koolatah – Dixie Road Widening project (RV \$2.5million).

Final cost apportionment and acquittals are currently in progress.

### **Other**

1. Work has been completed on Normanton to Burketown Road pavement and sealing project (RV approx. 8.6million) as part of QRA23 betterment funding (approx. 12km).
2. Betterment projects for Mitchell River Crossing Investigation and Poindestre Causeway Upgrade have all be lodged for acquittal prior to 30 September deadline.
3. A full list of current betterment projects can be seen in Appendix E.

## **BUSINESS PAPERS**

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

- Anne Andrews - Chief Executive Officer.
- Michael Wanrooy - Director of Engineering.
- John Martin and Nick Lennon - ERSCON Consulting Engineers.

### **Legal Implications:**

- Nil.

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

- QRA 23 Trigger Point contribution - \$29,070
- QRA 24 Trigger Point contribution - \$66,586

### **Risk Management Implications:**

- High – QRA23 – All submissions have a construction deadline of 30 June 2025. There is a high risk that work will not be completed by this deadline based on the current construction programme.
- Low – QRA24 – It is expected the RV will significantly reduce compared to QRA23 requiring a 5 crew season.



## CARPENTARIA SHIRE COUNCIL

### SUMMARY OF QRA23 EXPENDITURE

CURRENT

Project Completed

Forecast Project Expenditure to RV Ratio

1/01/2025

59.2%

0.91



| Submission 5 - CSC.0069.2223G REC |                                |              |              |                            |   |
|-----------------------------------|--------------------------------|--------------|--------------|----------------------------|---|
| Road Name                         | Construction Recommended Value | Expenditure  | Complete (%) | Expected Expenditure Ratio | Notes   |
| Iffley Road                       | \$ 9,346,235.99                | \$ 70,876.12 | 32%          | 0.02                       | Accured costs processing construction currently in progress. Overlapping costs booked to the RRUPP job number due to scope being within the same chainages, cost adjustments to be performed after completion. Scope is at risk of not being completed by due date as a result of early weather events, an EOT may be required. |
| TOTAL                             | \$ 9,346,235.99                | \$ 70,876.12 |              |                            |   |

\* 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 1 - CSC.0072.2223G REC          |                                |                 |              |                            |   |
|--|--------------------------------|-----------------|--------------|----------------------------|---|
| Road Name                                  | Construction Recommended Value | Expenditure     | Complete (%) | Expected Expenditure Ratio | Notes   |
| Dorunda Access                             | \$ 1,660,802.34                | \$ -            | 100%         | 0.00                       | Due to significant additional damage incurred from the 2024 event, all scope has been rolled over into CSC.0082.2324P REC   |
| Dunbar - Kowanyama Road                    | \$ 1,239,780.10                | \$ 9,494.90     | 0%           | 1.00                       | Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction. Due to significant additional damage   |
| Dunbar - Kowanyama Road (Secondary Access) | \$ 109,217.34                  | \$ -            | 0%           | 1.00                       | Cost variance against RV. Expected to align closely after works are completed. Scope is at  |
| Inkerman Access                            | \$ 1,631,100.04                | \$ 12,096.00    | 100%         | 0.01                       | Due to significant additional damage incurred from the 2024 event, all scope has been rolled over into CSC.0082.2324P REC   |
| Koolatah - Dixie Road                      | \$ 5,759,502.97                | \$ 4,118,319.36 | 100%         | 0.72                       | Accured costs processing, construction recently completed.  |
| Koolatah - Drumduff Road                   | \$ 1,424,067.05                | \$ 7,458.31     | 0%           | 1.00                       | Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction. Scope is at risk of not being completed by due date as a result of early weather events, an EOT may be required. |
| TOTAL                                      | \$ 11,824,469.84               | \$ 4,147,368.57 |              |                            |   |

| Submission 3 - CSC.0074.2223G REC |                                |                  |              |                            |   |
|-----------------------------------|--------------------------------|------------------|--------------|----------------------------|---|
| Road Name                         | Construction Recommended Value | Expenditure      | Complete (%) | Expected Expenditure Ratio | Notes   |
| Barlawink Access                  | \$ 64,713.90                   | \$ -             | 0%           | 1.00                       | Cost variance against RV. Expected to align closely after works are completed. Scope is at  |
| Broadwater - Iffley Road          | \$ 509,861.51                  | \$ 137,864.54    | 0%           | 1.00                       | Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction. Scope is at risk of not being completed by   |
| Glenore Weir Service Access       | \$ 13,974.13                   | \$ -             | 0%           | 1.00                       | Scope is at risk of not being completed by due date as a result of early weather events, an   |
| Haydon Access                     | \$ 47,186.10                   | \$ -             | 0%           | 1.00                       | Scope is at risk of not being completed by due date as a result of early weather events, an EOT may be required.  |
| Karumba Pipeline Service Access   | \$ 487,050.43                  | \$ -             | 0%           | 1.00                       | Scope is at risk of not being completed by due date as a result of early weather events, an EOT may be required.  |
| Lillyvale Road                    | \$ 106,160.62                  | \$ -             | 0%           | 1.00                       | Scope is at risk of not being completed by due date as a result of early weather events, an EOT may be required.  |
| Lorraine Access                   | \$ 510,204.94                  | \$ 404,258.85    | 100%         | 0.79                       | Overlapping camp and establishment costs with simultaneously constructed ORA23 Nardoo Leichardt Road. When assessing roads together expenditure is expected to align closely with the combined RV.  |
| Nardoo - Leichardt Road           | \$ 3,635,210.55                | \$ 3,938,979.24  | 100%         | 1.08                       | Overlapping camp and establishment costs with simultaneously constructed ORA23 Wernadanga Access and ORA23 Lorraine Access. When assessing roads together expenditure is expected to align closely with the combined RV.                                    |
| Trenton Road                      | \$ 8,481,929.71                | \$ 5,381,996.63  | 100%         | 0.63                       | Accured costs processing, construction recently completed.  |
| Wernadanga Access                 | \$ 490,579.17                  | \$ 464,161.06    | 100%         | 0.95                       | Overlapping camp and establishment costs with simultaneously constructed ORA23 Nardoo Leichardt Road. When assessing roads together expenditure is expected to align closely with the combined RV.  |
| Wondoola Access                   | \$ 855,477.93                  | \$ 312,367.50    | 58%          | 0.62                       | Accured costs processing, Partial works completed before wet season shutdown. Remaining scope is at risk of not being completed by due date as a result of early weather events, an EOT may be required.  |
| Wondoola Bypass Road              | \$ 1,661,333.50                | \$ 174,320.91    | 0%           | 1.00                       | Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction. Scope is at risk of not being completed by due date as a result of early weather events, an EOT may be required. |
| TOTAL                             | \$ 16,863,682.49               | \$ 10,813,948.73 |              |                            |   |

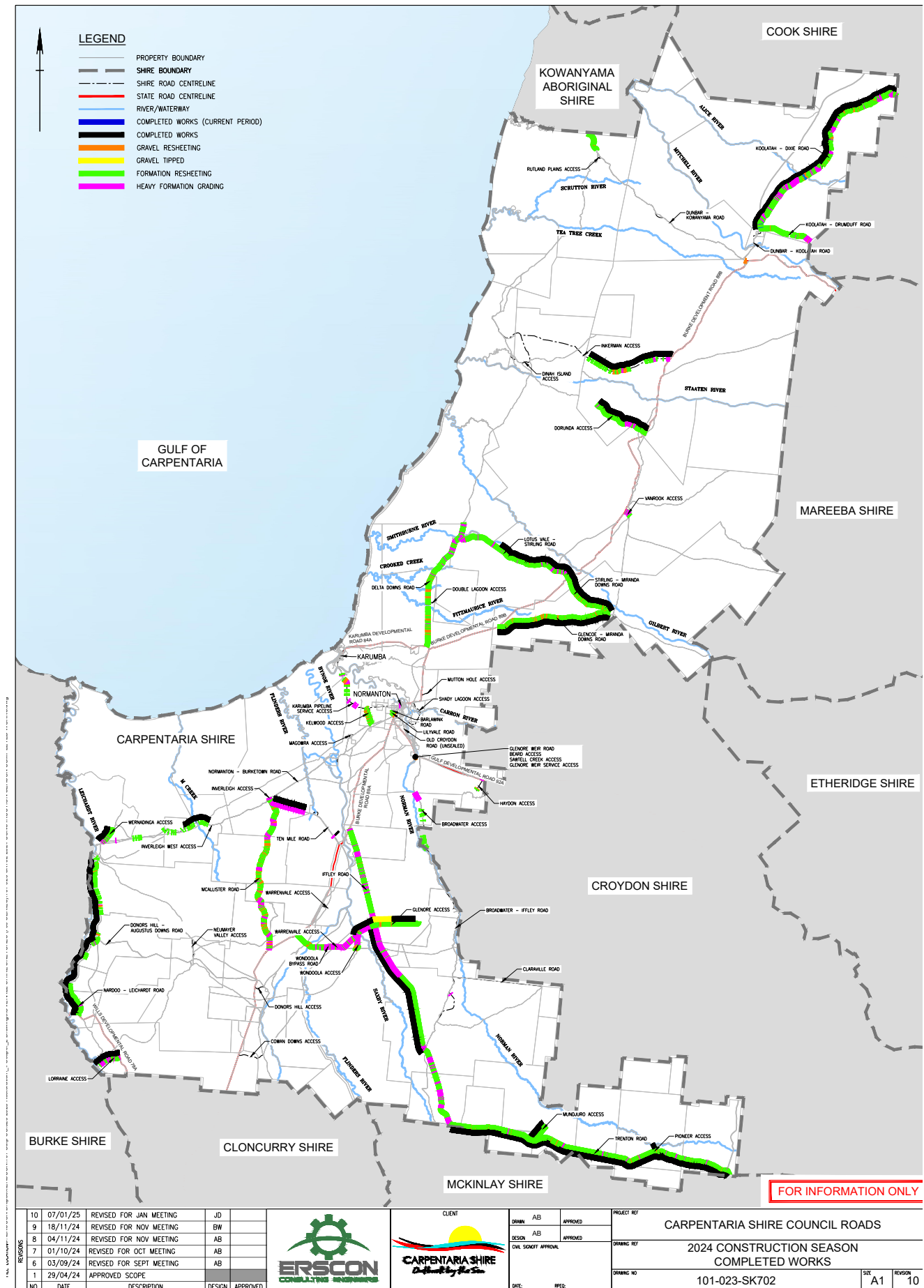
| Submission 2 - CSC.0073.2223G REC |                                |                 |              |                            |   |
|-----------------------------------|--------------------------------|-----------------|--------------|----------------------------|---|
| Road Name                         | Construction Recommended Value | Expenditure     | Complete (%) | Expected Expenditure Ratio | Notes   |
| Delta Downs Road                  | \$ 3,938,668.34                | \$ 1,282,275.58 | 0%           | 1.00                       | Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction. Scope is at risk of not being completed by due date as a result of early weather events, an EOT may be required. |
| Stirling - Miranda Downs Road     | \$ 3,672,940.10                | \$ 2,427,707.46 | 100%         | 0.66                       | Overlapping camp and establishment costs with simultaneously constructed ORA23 Lotusvale - Stirling Road and Stirling - Miranda Downs Road. When assessing roads together expenditure is expected to align closely with the combined RV.                    |
| Glencoe - Miranda Downs Road      | \$ 3,401,968.46                | \$ 2,016,108.64 | 56%          | 1.06                       | Accured costs processing, construction currently in progress. Remaining scope is at risk of not being completed by due date as a result of early weather events, an EOT may be required.  |
| Lotus Vale - Stirling Road        | \$ 1,708,813.12                | \$ 875,843.64   | 100%         | 0.51                       | Overlapping camp and establishment costs with simultaneously constructed ORA23 Lotusvale - Stirling Road and Glencoe - Miranda Downs Road. When assessing roads together expenditure is expected to align closely with the combined RV.                     |
| Vanrook Access                    | \$ 161,825.68                  | \$ -            | 0%           | 1.00                       | Scope is at risk of not being completed by due date as a result of early weather events, an EOT may be required.  |
| TOTAL                             | \$ 12,884,215.70               | \$ 6,601,935.32 |              |                            |   |

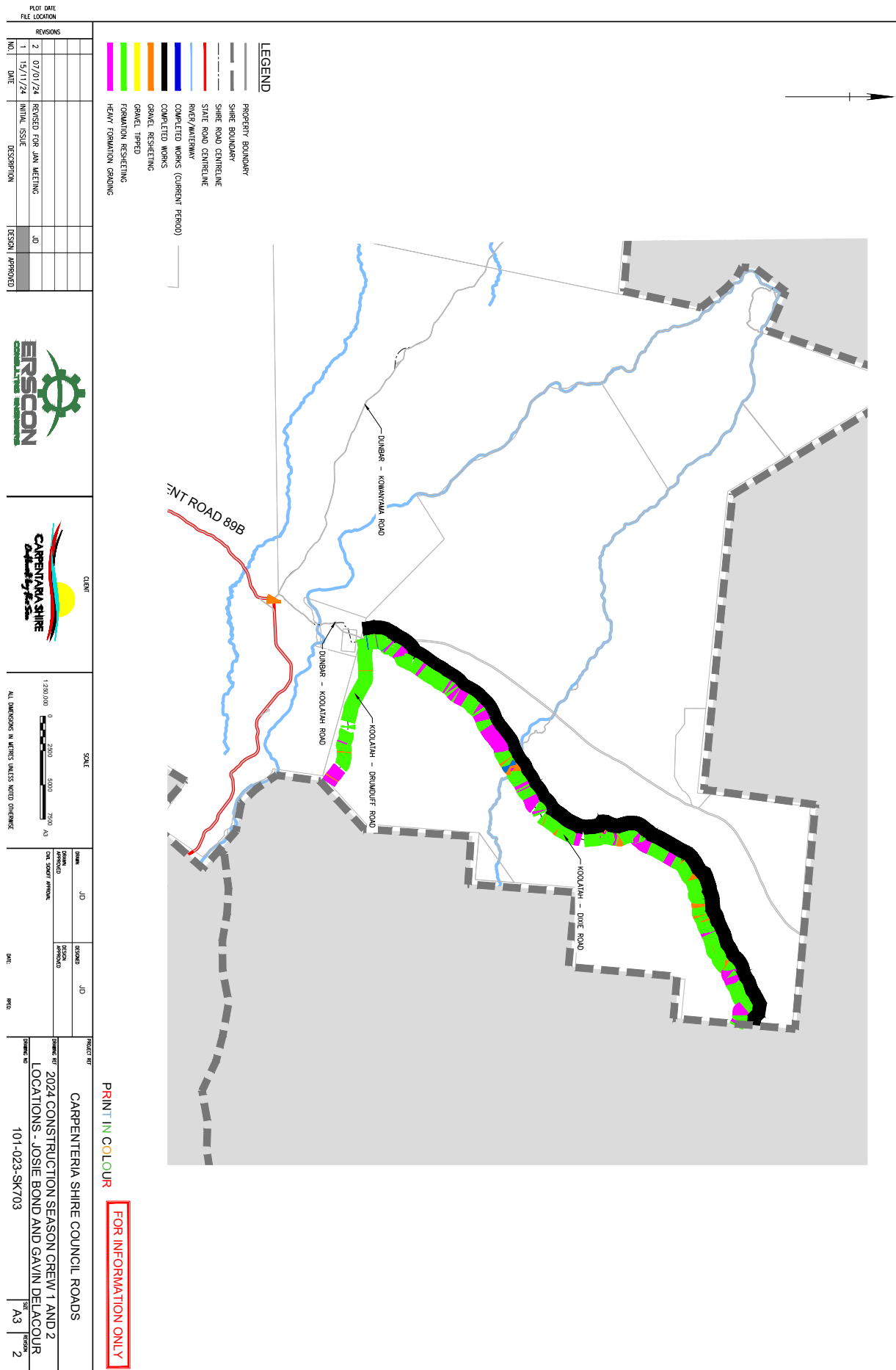
| Submission 4 - CSC.0075.2223G REC |                                |                 |              |                            |   |
|-----------------------------------|--------------------------------|-----------------|--------------|----------------------------|---|
| Road Name                         | Construction Recommended Value | Expenditure     | Complete (%) | Expected Expenditure Ratio | Notes   |
| Glenore Access                    | \$ 1,332,663.55                | \$ 907,998.94   | 55%          | 1.24                       | Scope is at risk of not being completed by due date as a result of early weather events, an EOT may be required.  |
| Kelwood Access                    | \$ 569,396.34                  | \$ -            | 0%           | 1.00                       | Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction. Scope is at risk of not being completed by due date as a result of early weather events, an EOT may be required. |
| McAllister Road                   | \$ 4,693,540.87                | \$ 51,621.47    | 0%           | 1.00                       | Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction. Scope is at risk of not being completed by due date as a result of early weather events, an EOT may be required. |
| Mundjuro Access                   | \$ 589,668.16                  | \$ 116,904.80   | 100%         | 0.20                       | Accured costs processing, construction recently completed.  |
| Normanton - Burketown Road        | \$ 1,740,803.60                | \$ 1,711,334.57 | 0%           | 1.00                       | Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction. Scope is at risk of not being completed by due date as a result of early weather events, an EOT may be required. |
| Pioneer Access                    | \$ 34,106.44                   | \$ 6,689.25     | 100%         | 0.20                       | Overlapping camp and establishment costs with simultaneously constructed QRA23 Trenton Road. When assessing roads together expenditure is expected to align closely with the combined RV.   |
| Ten Mile Road                     | \$ 585,725.70                  | \$ 5,387.93     | 100%         | 0.01                       | Due to significant additional damage incurred from the 2024 event, all scope has been rolled over into CSC.0082.2324P REC   |
| TOTAL                             | \$ 9,545,904.66                | \$ 2,799,936.96 |              |                            |   |

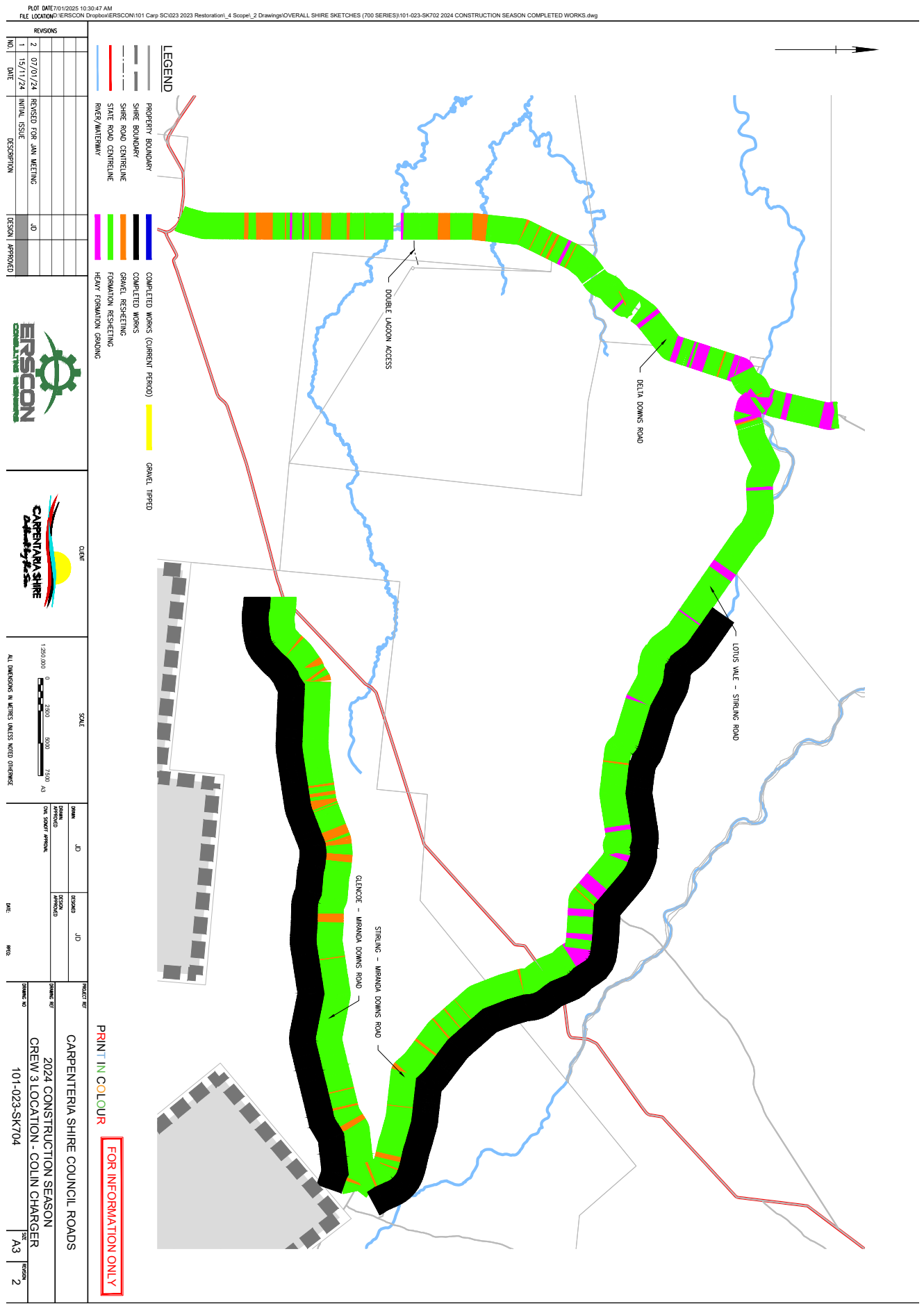
  

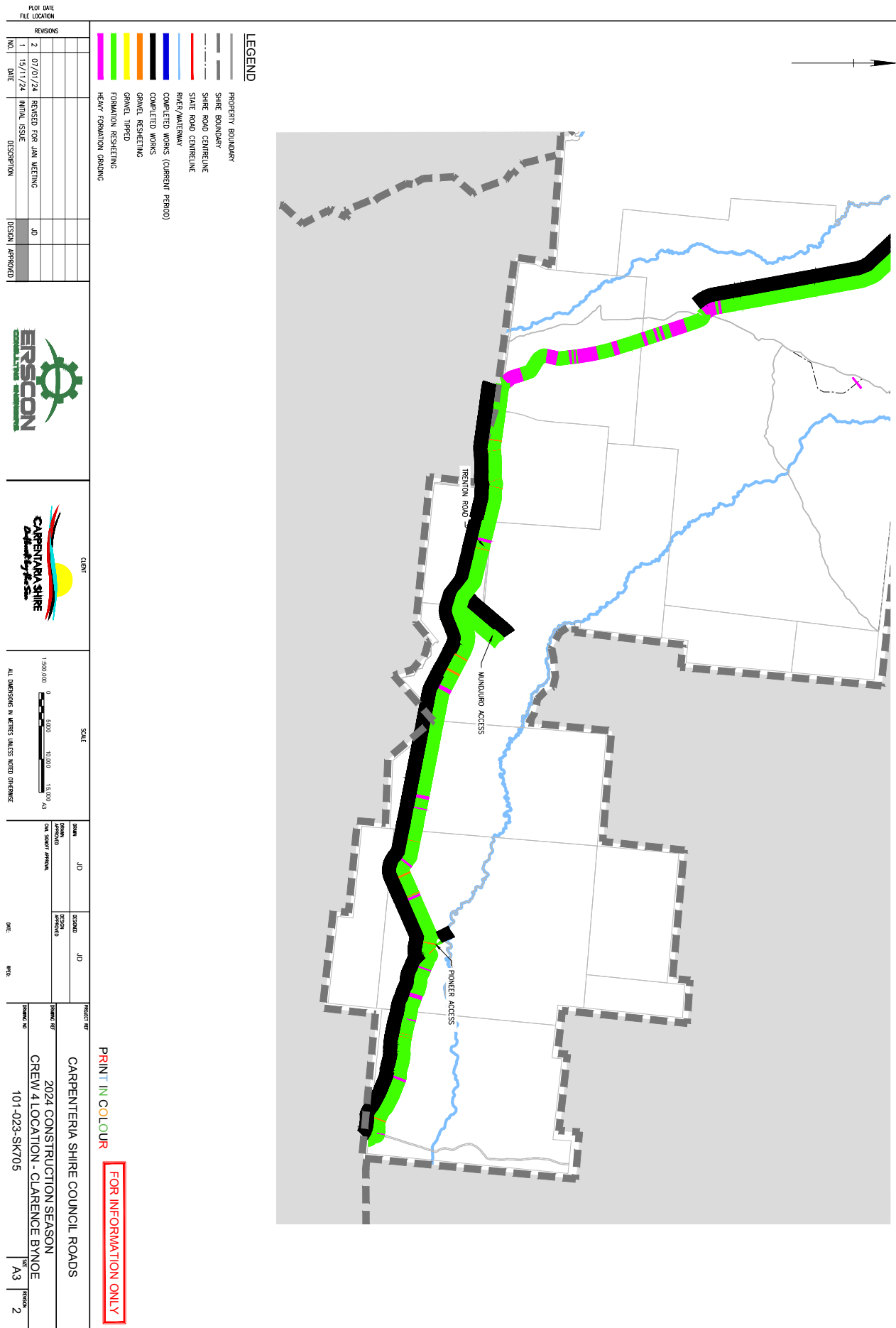
| Submission 6 - CSC.0076.2223G REC       |                                |                 |              |                            |  |
|---|--------------------------------|-----------------|--------------|----------------------------|--|
| Road Name                               | Construction Recommended Value | Expenditure     | Complete (%) | Expected Expenditure Ratio | Notes  |
| Normanton - Burketown Road (Betterment) | \$ 6,055,511.46                | \$ 6,726,557.49 | 100%         | 1.20                       | Accured costs processing, construction recently completed. |
| TOTAL                                   | \$ 6,055,511.46                | \$ 6,726,557.49 |              |                            |  |

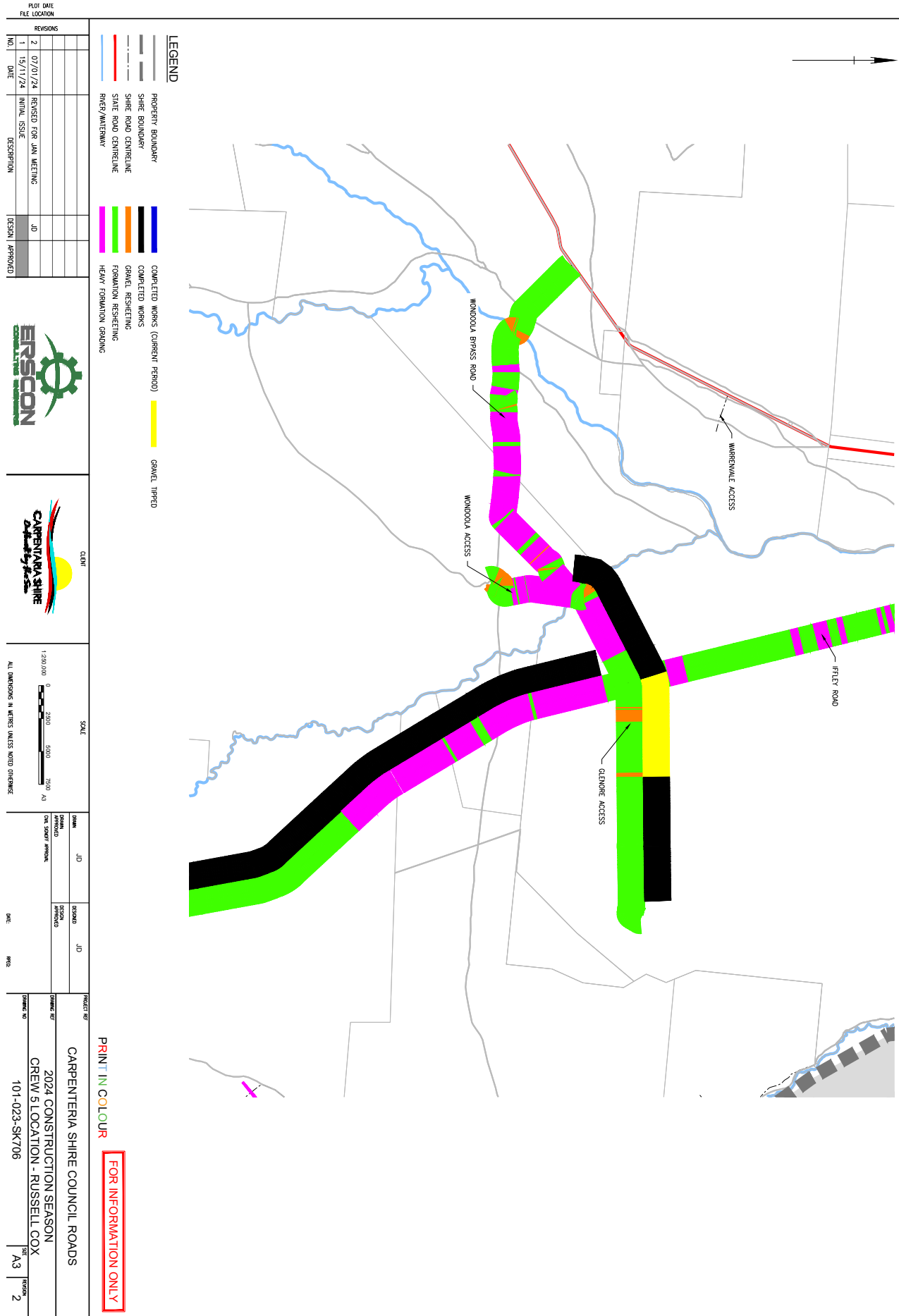












CARPENTARIA SHIRE COUNCIL

SUMMARY OF QRA22 Dunbar - Kowanyama Road Betterment EXPENDITURE

CURRENT

Project Completed

Forecast Project Expenditure to RV Ratio

1/01/2025

80.0%

0.73



| Submission 4 (CSC.0064.2122D.REC)    |                                |                 |              |                            |   |
|--------------------------------------|--------------------------------|-----------------|--------------|----------------------------|---|
| Road Name                            | Construction Recommended Value | Expenditure     | Complete (%) | Expected Expenditure Ratio | Notes   |
| Dunbar - Kowanyama Road (Betterment) | \$ 5,692,392.28                | \$ 3,337,008.72 | 80%          | 0.73                       | Road was partially constructed before wet season shutdown, due to early weather events in 2024 an EOT has been requested. |
| TOTAL                                | \$ 5,692,392.28                | \$ 3,337,008.72 |              |                            |   |

QRA Cash Flow Summary

Expenditure as at 6/1/2025

Submission lodged for audit  
Submission fully audited



| Event Stream | QRA Submission        | CSC Submission                                | Recommended Value | Synergy Job Number | 22/23 SYM  | 23/24 SYM     | 24/25 SYM     | Total Expenditure | Payments FY23 | Payments FY24 | Payments FY25 | Total Payments to Date | Outstanding Amount |
|--------------|-----------------------|---|-------------------|--------------------|------------|---------------|---------------|-------------------|---------------|---------------|---------------|------------------------|--------------------|
| 2022 QRRF    | CSC.0056.21220.MRH    | Kanuma Foreshore                              | \$ 1,335,604      | QRRF-4             | \$ -       | \$ 1,271,862  | \$ 3,097      | \$ 1,274,959      | \$ 379,681    | \$ -          | \$ 828,073    | \$ 1,207,754           | \$ -               |
| 2022 QRRF    | CSC.0057.21220.MRH    | Inverleigh West Causeway                      | \$ 500,000        | CR2302             | \$ 104,950 | \$ 635,299    | \$ 88         | \$ 740,337        | \$ 142,500    | \$ 285,000    | \$ -          | \$ 427,500             | \$ 47,500          |
| 2022 QRRF    | CSC.0058.21220.MRH    | Mitchell River Investigation                  | \$ 300,000        | CR2203             | \$ 16,616  | \$ 307,449    | \$ 31,191     | \$ 287,874        | \$ 85,500     | \$ 171,000    | \$ -          | \$ 256,500             | \$ 16,880          |
| 2022 CRC     | CSC.0065.21220.CRC    | Burke & Willis Monument Access                | \$ 364,268        | CR2410             | \$ -       | \$ 311,341    | \$ 6,064      | \$ 317,405        | \$ 109,280    | \$ -          | \$ 207,743    | \$ 317,024             | \$ -               |
| 2022 WPF     | CSC.0067.21220.WPF    | Flood Risk Management Program                 | \$ 171,785        | FNMP2202, FNMP2203 | \$ -       | \$ 42,240     | \$ -          | \$ 42,240         | \$ 51,536     | \$ -          | \$ -          | \$ 51,536              | \$ 9,296           |
| 2022 REPA    | CSC.0060.21220.REC    | 2022 Submission 1                             | \$ 15,463,772     | FD6022             | \$ 276,972 | \$ 5,162,405  | \$ 158,016    | \$ 5,597,393      | \$ 4,639,132  | \$ -          | \$ 944,316    | \$ 5,583,448           | \$ 508,700         |
| 2022 REPA    | CSC.0061.21220.REC    | 2022 Submission 2                             | \$ 6,453,776      | FD6122             | \$ 474,858 | \$ 14,011     | \$ 951        | \$ 487,318        | \$ 1,935,983  | \$ 998,879    | \$ 390,537    | \$ 546,567             | \$ 21,647          |
| 2022 REPA    | CSC.0062.21220.REC    | 2022 Submission 3                             | \$ 12,077,559     | FD6322             | \$ 838,287 | \$ 6,793,957  | \$ 146,146    | \$ 7,777,389      | \$ 3,623,268  | \$ 1,928,991  | \$ 1,979,910  | \$ 7,532,169           | \$ 846,614         |
| 2022 REPA    | CSC.0064.21220.REC    | 2022 Submission 4                             | \$ 12,963,489     | FD6422, CR2406     | \$ 62,381  | \$ 11,395,865 | \$ 620,539    | \$ 10,838,707     | \$ 2,963,160  | \$ 7,854,204  | \$ 373,123    | \$ 11,190,487          | \$ 351,780         |
| 2022 REPA    | ALL QRA22 Submissions | 2022 Project Management                       | \$ -              | FD2022             | \$ 506,379 | \$ 1,045,932  | \$ 1,552,311  | \$ -              | \$ -          | \$ -          | \$ -          | \$ -                   | \$ 1,552,311       |
| 2023 REPA    | CSC.0069.22236.REC    | 2023 Submission 5                             | \$ 12,412,752     | FD6293             | \$ -       | \$ 61,940     | \$ 8,937      | \$ 70,876         | \$ -          | \$ 3,715,105  | \$ -          | \$ 3,715,105           | \$ 3,644,229       |
| 2023 REPA    | CSC.0072.22236.REC    | 2023 Submission 1                             | \$ 15,713,023     | FD7223             | \$ -       | \$ 59,833     | \$ 4,086,755  | \$ 4,146,609      | \$ -          | \$ 4,713,907  | \$ -          | \$ 4,713,907           | \$ 567,298         |
| 2023 REPA    | CSC.0073.22236.REC    | 2023 Submission 2                             | \$ 17,111,475     | FD7323             | \$ -       | \$ 1,130,885  | \$ 5,456,600  | \$ 6,587,485      | \$ -          | \$ 5,133,443  | \$ 876,800    | \$ 6,010,243           | \$ 577,243         |
| 2023 REPA    | CSC.0074.22236.REC    | 2023 Submission 3                             | \$ 22,396,589     | FD7423             | \$ -       | \$ 961,436    | \$ 9,753,776  | \$ 10,715,211     | \$ -          | \$ 6,718,972  | \$ 3,700,133  | \$ 10,419,110          | \$ 296,101         |
| 2023 REPA    | CSC.0075.22236.REC    | 2023 Submission 4                             | \$ 12,743,486     | FD7523             | \$ -       | \$ 93,155     | \$ 2,707,282  | \$ 2,799,937      | \$ -          | \$ 3,823,066  | \$ -          | \$ 3,823,066           | \$ 1,023,109       |
| 2023 REPA    | CSC.0076.22236.REC    | 2023 Submission 6                             | \$ 7,997,031      | CR2411             | \$ -       | \$ 24,044     | \$ 6,706,677  | \$ 6,730,921      | \$ -          | \$ 2,279,109  | \$ 2,685,743  | \$ 4,964,852           | \$ 1,766,089       |
| 2023 REPA    | ALL QRA23 Submissions | 2023 Project Management                       | \$ -              | FD2023             | \$ -       | \$ -          | \$ 1,279,732  | \$ 1,279,732      | \$ -          | \$ -          | \$ -          | \$ -                   | \$ 1,279,732       |
| 2024 CDO     | CSC.0080.2324P.CDO    | 2024 CSC CDO                                  | \$ 240,979        | CDO224             | \$ -       | \$ 237,592    | \$ 3,387      | \$ 240,979        | \$ -          | \$ -          | \$ 240,979    | \$ 240,979             | \$ -               |
| 2024 EW      | CSC.0081.2324P.EWK    | 2024 CSC Emergency Works                      | \$ 1,831,725,44   | FD0124             | \$ -       | \$ 1,193,989  | \$ 604,443    | \$ 1,798,432      | \$ -          | \$ -          | \$ 1,798,432  | \$ 1,798,432           | \$ -               |
| 2024 REPA    | CSC.0078.2324P.REC    | 2024 Submission 1 - Mitchell River Bridge     | \$ 87,996,922,23  | CR2407             | \$ -       | \$ 643,913    | \$ 23,730,760 | \$ 24,374,673     | \$ -          | \$ 5,000,000  | \$ 45,411,017 | \$ 50,411,017          | \$ 26,036,344      |
| 2024 REPA    | CSC.0079.2324P.REC    | 2024 Submission 2 - Eastern Roads             | \$ 14,467,984,31  | FD7924             | \$ -       | \$ -          | \$ -          | \$ -              | \$ -          | \$ -          | \$ 4,340,395  | \$ 4,340,395           | \$ 4,340,395       |
| 2024 REPA    | CSC.0082.2324P.REC    | 2024 Submission 3 - Redlover Roads            | \$ 16,099,986,59  | FD8224             | \$ -       | \$ -          | \$ -          | \$ -              | \$ -          | \$ -          | \$ 4,829,996  | \$ 4,829,996           | \$ 4,829,996       |
| 2024 REPA    | CSC.0083.2324P.REC    | 2024 Submission 3 - Western Roads             | \$ 14,998,400,63  | FD8324             | \$ -       | \$ -          | \$ -          | \$ -              | \$ -          | \$ -          | \$ 4,472,520  | \$ 4,472,520           | \$ 4,472,520       |
| 2024 REPA    | CSC.0086.2324P.REC    | 2024 Submission 4 - (Dunbar - Kookaryna Road) | \$ 5,828,974,76   | FD8624             | \$ -       | \$ -          | \$ -          | \$ -              | \$ -          | \$ -          | \$ 1,746,692  | \$ 1,746,692           | \$ 1,746,692       |
| 2024 REPA    | TBA on Approval       | 2024 Submission 6 - (Norman - Burketown Road) | \$ -              | TBA                | \$ -       | \$ -          | \$ -          | \$ -              | \$ -          | \$ -          | \$ -          | \$ -                   | \$ -               |
| 2024 REPA    | ALL QRA24 Submissions | 2024 Project Management                       | \$ -              | FD2024             | \$ -       | \$ -          | \$ -          | \$ -              | \$ -          | \$ -          | \$ -          | \$ -                   | \$ -               |
|              |                       |   |                   |                    | \$ -       | \$ -          | \$ -          | \$ -              | \$ -          | \$ -          | \$ -          | \$ -                   | \$ -               |
|              |                       |   |                   |                    |            |               |               |                   |               |               |               |                        | \$ -40,110,762     |

### Approved Betterment Projects

| Funding Source                             | Project Name   | Total Project Value | Deadline   |
|--|--|---------------------|------------|
| Queensland Betterment Funding              | Dunbar - Kowanyama Road (Pavement and Sealing)                                   | \$6,712,951         | 31/12/2024 |
| Remote Roads Upgrade Pilot Program (RRUPP) | Iffley Road gravel upgrade   | \$4,206,687         |            |
| Remote Roads Upgrade Pilot Program (RRUPP) | Koolatah – Dixie Road widening   | \$2,477,642         |            |
| Flood Risk Management Program (FRMP)       | WP3 Flood studies, risk assessments, management studies and intelligence systems | \$171,785           | 30/06/2026 |
| Queensland Betterment Funding              | Normanton - Burketown Road (Pavement and Sealing)                                | \$7,997,031         | 30/06/2025 |

Project has been completed



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### 13.3 WATER AND WASTE MONTHLY REPORT

|                      |   |
|----------------------|---|
| <b>Attachments:</b>  | NIL   |
| <b>Author:</b>       | Joe Beddows - Technical Officer - Water and Waste   |
| <b>Date:</b>         | 15 January 2025   |
| <b>Key Outcome:</b>  | A well governed, responsive Council, providing effective leadership and management, and respecting community values |
| <b>Key Strategy:</b> | Provision of safe and reliable infrastructure (roads, water and sewer, buildings and facilities, etc.)              |

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#### **Executive Summary:**

This report has been prepared to provide Council with an overview of actions completed and underway within the Water and Waste Department throughout December 2024.

The following items of interest are presented in further detail within the report:

- Total treated water consumption (Normanton and Karumba) was 52.8ML for the month of December.
- Six (6) eOne pump replacements occurred for the month of December.

#### **RECOMMENDATION:**

That Council:

1. Receive and note for information the Water and Waste Monthly Report for November 2024.

#### **Background:**

##### **Water Industry Update**

The NW-QWRAP group first meeting of 2025 will take place in Mount Isa on the 13<sup>th</sup> February 2025.

##### **Operations**

##### **Normanton-Karumba Water Supply Scheme**

In December, the Water Treatment Plant experienced several technical and operational challenges that required significant adjustments to maintain operations. These were primarily caused by high raw water turbidity, power outages, and equipment damage from lightning strikes.

High turbidity levels in the raw water posed a significant treatment challenge, as they exceeded the plant's capacity to effectively process and treat the water. Throughout December 2024, there were multiple days when the raw water turbidity was so high that it exceeded the measurable range of our analysers (above 2000 NTU), making it impossible to accurately monitor the raw NTU. This contrasted sharply with the same period in 2023, where the highest recorded raw NTU was 5.57. The extreme turbidity levels in 2024 required

## BUSINESS PAPERS

frequent operational adjustments and increased monitoring to optimise treatment processes under challenging conditions.

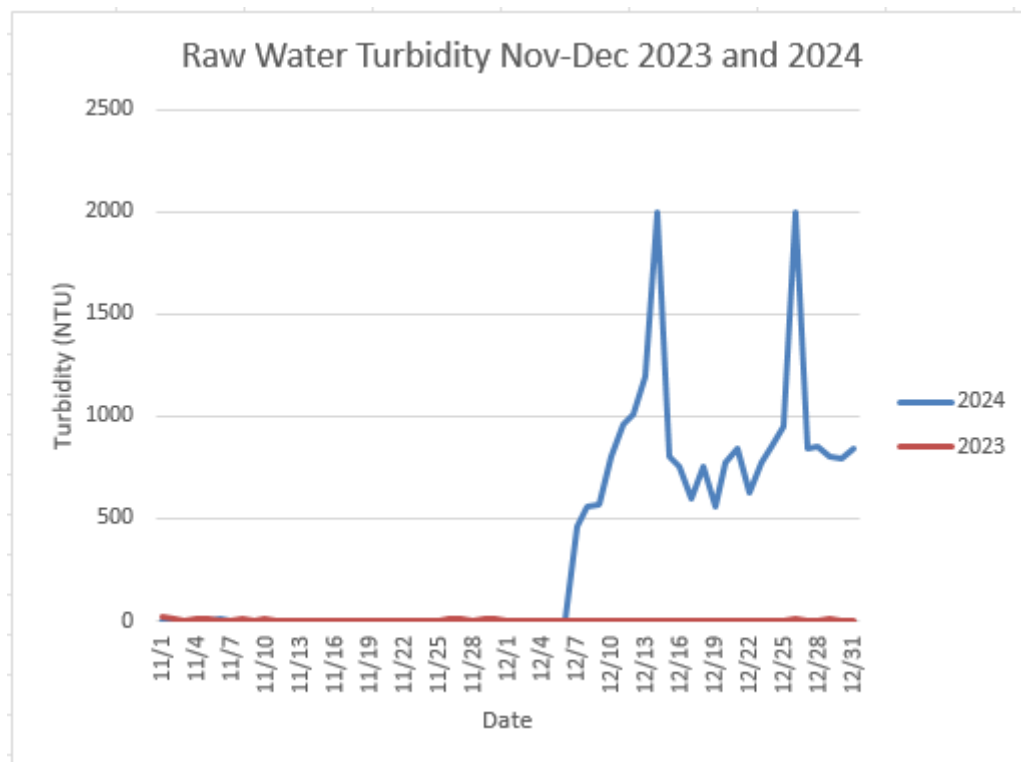


Figure 1 – Raw Water Turbidity Nov-Dec 2023 and 2024 comparison

Concurrently, the plant was affected by multiple power outages and lightning strikes, which caused extensive damage to critical equipment. The Glenore Weir flow meters and pressure sensors were damaged, disrupting automated pump operations. The spare flow meter installed as a contingency was also damaged by lightning the next day, further complicating the situation. Without functional flow meters, the Glenore pumps had to be operated manually. Manual operation eliminated automated restarts during power outages, requiring careful management to ensure continuous operation.

A temporary solution was implemented by combining parts from damaged 150mm and 300mm flow meters to create a semi-functional flow meter. This allowed the pumps to resume automated operation, reducing the need for manual control. However, replacement flow meters are required for long-term functionality, with an expected lead time of 6-8 weeks, potentially extended due to the holiday period.

These challenges necessitated adaptive measures to maintain operations and minimise disruptions, particularly during peak demand periods. The technical adjustments ensured that the plant continued to deliver treated water despite adverse conditions.

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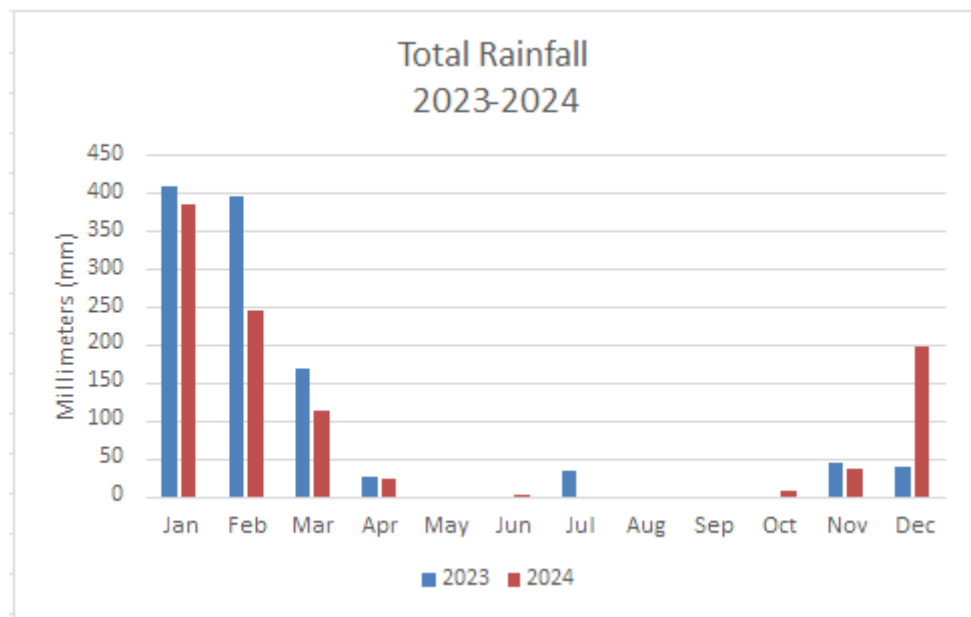


Figure 2 – Monthly Rainfall

For the month of December, approximately 63.3ML was pumped from Glenore Weir and 3.3ML from the Normanton bore for a total of 66.6ML of raw water.

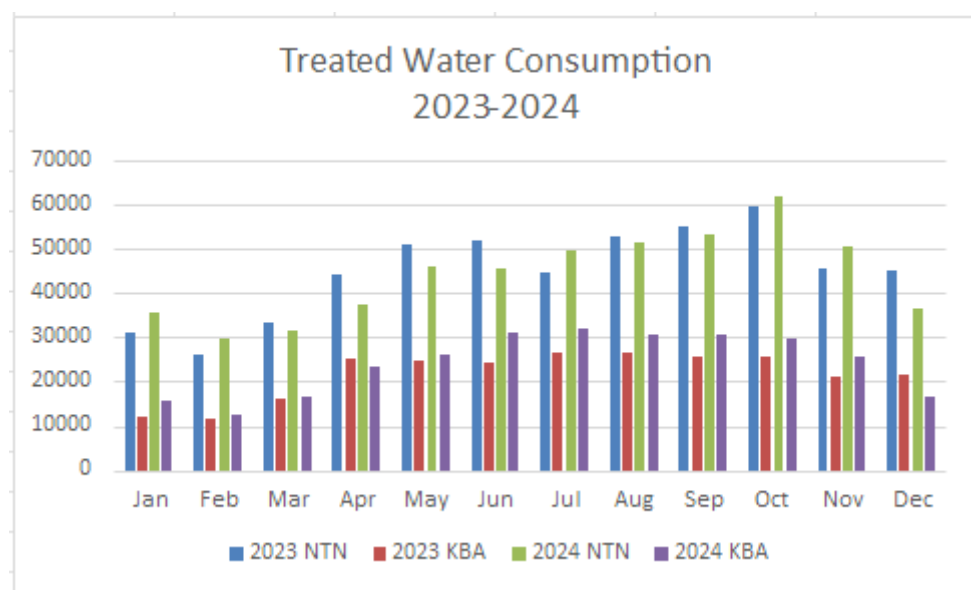


Figure 3 – Treated Water Consumption by Zone

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### Normanton Sewerage Scheme

- The Normanton Sewage Treatment Plant (STP) lagoons are currently operating as expected, effectively treating wastewater in compliance with environmental and regulatory standards. Routine monitoring and maintenance have ensured optimal performance, with no significant issues detected in the lagoon system. However, power outages in the area occasionally trip the aerators, requiring manual intervention to restore their operation. Despite these interruptions, the overall functionality of the lagoon system remains stable and reliable.

### Karumba Sewerage Scheme

- During December, again six (6) low pressure pumps were replaced. Similarly to November, the jump in pump replacements compared to previous months is likely attributed to a number of unplanned power outages during December.
- The Tender for the Karumba Waste Water Treatment Plant - Membrane Skid Upgrade was released on Vendor Panel on the 11<sup>th</sup> December with a closing date of 8<sup>th</sup> of January. A number of respondents have requested an extension to the due date, after discussion the decision was made to extend the closing date to the 29<sup>th</sup> January 2025.
- Karumba Sewage Treatment facility treated approximately 2.97ML of sewerage during December.

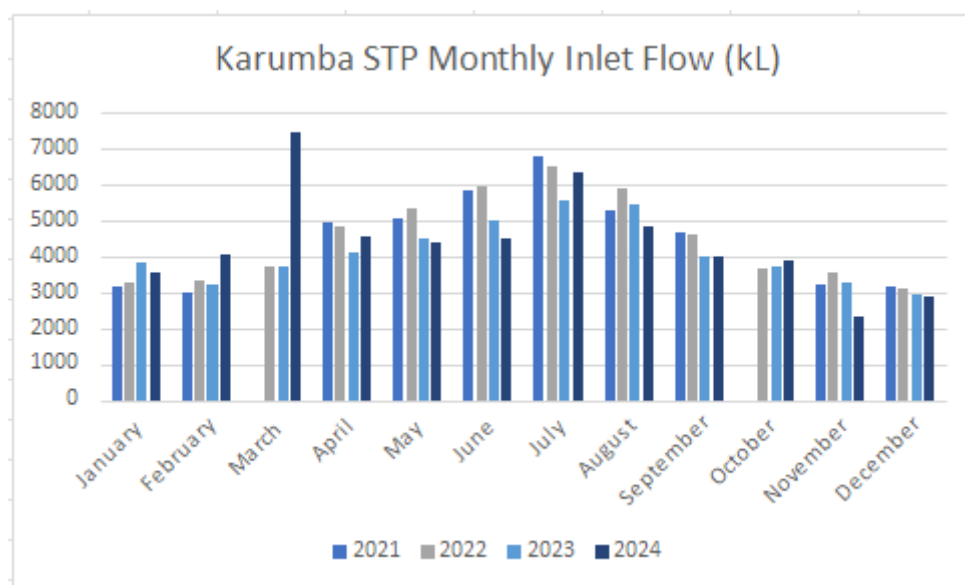


Figure 4 – Total Monthly inlet flow for Karumba STP

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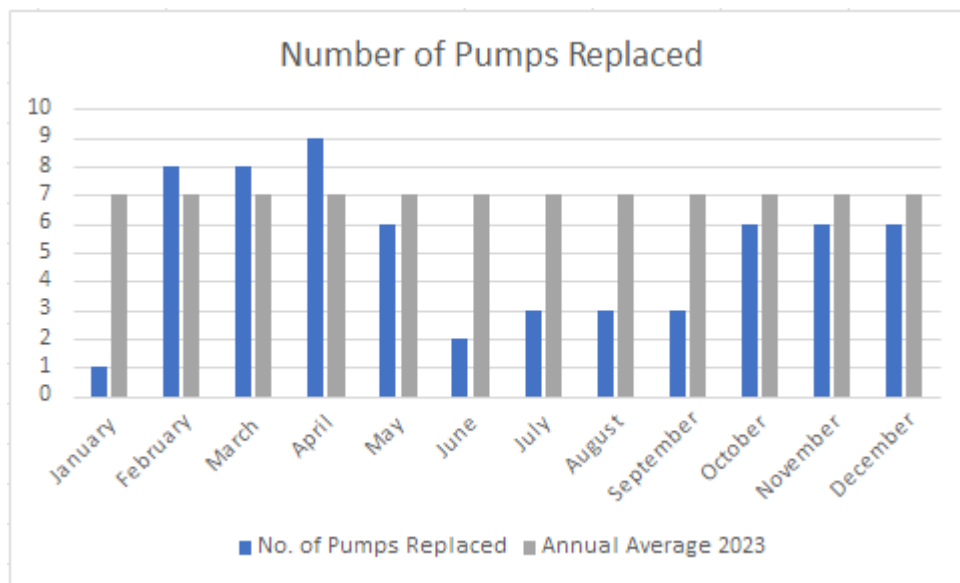


Figure 5 – Sewer Reticulation Pump Replacements

### **Waste Services**

A series of fires at the Normanton Landfill have highlighted the need for improved fire suppression capabilities at the facility. These incidents have not only raised safety concerns but have also emphasized the importance of having reliable measures in place to manage and mitigate such risks effectively.

Water and Waste are currently in discussions with contractors to explore and implement solutions that will enhance fire suppression capabilities.

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

- Michael Wanrooy - Director of Engineering
- Joe Beddows – Manager Water and Waste
- Matthew Brennan – Project Engineer
- Trades and operational staff
- *qldwater*
- *Viridis Consultants*
- *SCADA Engineering*
- *Wanless Pty Ltd*
- Department of Environment and Science

### **Legal Implications:**

- The *Water Supply (Safety & Reliability) Act 2008* requires Council to prepare and publish the standard of supply to be expected and declare the respective service areas. It is essential Council documents and communicates the intended purposes of the respective Raw and Non-Potable supplies to protect public health.

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### **Risk Management Implications:**

- Complying with Council's policy, departmental legislative requirements in the intended uses of the Raw and Non-Potable supplies, mitigates potential compliance risks for Council.

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

- All operational expenditure are within the budget set for Water and Waste.

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### 13.4 BUILDING AND PLANNING REPORT

**Attachments:** NIL

**Author:** Elizabeth Browning - Engineering Records Operator

**Date:** 16 January 2025

**Key Outcome:** 4.1 - Sustainable urban and rural development

**Key Strategy:** 4.1.1 Ensure development accords with Carpentaria Shire Council's planning scheme, planning instruments, codes and legislation.

#### Executive Summary:

The report is to advise Council of relevant planning and building activities within the Shire for the month of December 2024.

#### RECOMMENDATION:

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

#### Background:

##### Planning Applications Received

| DA No. | Applicant   | Address  | Application Type  | Status  |
|--------|---|--|---|---|
| I/2430 | CM Casey,<br>CF Casey,<br>KE Burns,<br>CW Burns &<br>OMSRI Pty Ltd<br>c/- Ausnorth<br>Consultants Pty Ltd | 30 & 32 Landsborough<br>Street<br>Normanton QLD 4890<br>(Lot 21 RP884163 &<br>Lot 22 RP894136) | Reconfiguring a Lot<br>for Two into Three<br>Lots<br>2412-43967 SRA | Awaiting<br>referral agency<br>response<br>No statutory<br>information<br>request from<br>SARA 7/1/25.<br>(Received<br>05/12/2024.) |

##### Planning Applications Approved

| DA No. | Applicant                       | Address  | Application Type   | Status                                      |
|--------|---------------------------------|--|--|---|
| I/2425 | Ergon Energy<br>Corporation Ltd | 1 Bell Street<br>Normanton QLD 4890<br>(Lot 28 SP136520) | MCU Community<br>Infrastructure – new<br>sheds<br>2410-42812 SRA | Referral<br>agency<br>response from<br>SARA |

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### Building Applications Received by Building Certifier

| 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/2227 | Epic Environmental Pty Ltd on behalf of AACo | (Lot 2 TD1, Lot 1 & 2 on TD4, &) Lot 166 SP276509              | Assessment Determination – Gulf Irrigation Project           | 01/12/2022. (Request for Third Party advice) |
| I/2302 | tba  | 3 Ellis Street Normanton 4890 (Lot 26 N14849)                  | Dual occupancy   | tba  |
| I/2304 | tba  | Karumba Point Caravan Park, Karumba QLD 4891 (Lot 11 SP258858) | Purchase State Land (boundary realignment – Lot 11 SP258858) | tba  |

### Non-Conformance

| DA No. | Applicant | Address | Application Type | Status |
|--------|-----------|---------|------------------|--------|
| N/A    |           |         |                  |        |

### Consultation (internal/external)

- Jennifer Roughan – Consultant Town Planner
- Scott Pearson – Senior Town Planner
- Brian Lane – Ausnorth Consultants Pty Ltd

### Legal implications

- Shire of Carpentaria Planning Scheme May 2008
- Draft Carpentaria Planning Scheme
- Planning Act 2016
- Planning Regulation 2017
- Regional Planning Interests Act 2014
- Queensland Development Code
- National Construction Code 2022
- Building Regulation 2021



## **BUSINESS PAPERS**

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- Plumbing and Drainage Act 2018
- Plumbing and Drainage Regulation 2019

### **Policy Implications**

- Procurement Policy

### **Financial and Resource Implications**

- Town Planners availability and terms of Purchase Orders.
- Building Certifiers supply of documentation.
- 2024-2025 Commercial and Regulatory Fees and Charges.

### **Risk Management Implications**

- Planning, Building, Plumbing and Drainage monitoring continues.
- Low – risks are within normal operational parameters while monitoring continues.

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**14 GENERAL BUSINESS**

**15 CLOSURE OF MEETING**