



CARPENTARIA SHIRE

*Outback by the Sea*

***BUSINESS PAPER***

***19 FEBRUARY, 2025***

## **BUSINESS PAPERS**

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<b>NOTICE OF MEETING</b>
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**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**

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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 22 January 2025 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 CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION

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

#### RECOMMENDATION

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

#### 10.1 Request for purchase of public land

*This item is classified CONFIDENTIAL under the provisions of clause 254J(3)(g) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*

#### 10.2 Potential offer Lilyvale Estate

*This item is classified CONFIDENTIAL under the provisions of clause 254J(3)(g) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*

#### 10.3 Karumba and Normanton Water Towers Template Trustee Lease

*This item is classified CONFIDENTIAL under the provisions of clause 254J(3)(g) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*

#### 10.4 Karumba Rural Fire Station Lease

*This item is classified CONFIDENTIAL under the provisions of clause 254J(3)(g) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*

#### 10.5 Normanton Aerodrome - Airservices Australia

*This item is classified CONFIDENTIAL under the provisions of clause 254J(3)(g) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*

#### 10.6 REX Licence Agreement

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*This item is classified CONFIDENTIAL under the provisions of clause 254J(3)(g) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.:*

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### 11 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

#### 11.1 CEO MATTERS OF INTEREST

<b>Attachments:</b>	NIL
<b>Author:</b>	Anne Andrews - Chief Executive Officer
<b>Date:</b>	11 February 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 February 2025.

#### RECOMMENDATION:

For information only.

#### Meeting Schedule

Date	Event	Location
20 February, 2025	Department Local Government Training - Councillors	Normanton
24 February 2025	Individual meetings with Councillors and Mead Perry – Five-year Corporate Planning Document	Normanton
25 February 2025	Councillor Workshop – Five-year Corporate Plan	Normanton
26 February 2025	Staff Workshops – Five-year Corporate Plan	Normanton and Karumba
27 February 2025	Community Workshops Five-year Corporate Plan	Normanton
27 February, 2025	GSD Board Meeting	Online
27 February, 2025	Staff Housing Committee	Normanton
28 February 2025	LGMA CEO Connect	Online
3 – 7 March, 2025	LGMA Women's Conference – CEO on panel	Brisbane
12-13 March 2025	Civic Leaders Summit	Brisbane
18 March 2025	Councillor briefing workshop	Normanton
19 March 2025	Council Meeting	Normanton
20 March 2025	LGAQ Executive Leaders Update	Normanton
25 March 2025	Staff update on monthly Council meeting	Normanton

#### Executive Leadership Team Update

- The Chief Operations Officer Andrew Shaw started on February 3, 2025.

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- Amanda Farraway has accepted the position of Executive Manager Community Development and Tourism.

The finalised Executive Leadership Team includes:

- CEO – Anne Andrews
- Director of Engineering – Michael Wanrooy
- Chief Operations Officer – Andrew Shaw
- Executive Manager Community Development and Tourism Amanda Farraway
- Human Resources Manager Peter Ryan
- Finance and Administration Manager Jade Nacario
- Executive Assistant – Governance and Communications – Jacinda Sceresini.

The Senior Leadership Team continues to meet monthly.

### **Disaster Management**

The Local Disaster Management Group met on Friday 7 February 2025 and resolved to move to from Stage 1 – Alert to Stage 2 - Lean Forward. This was amended on Monday 10 February 2025 to Stage 3 - Stand Up following the increased flooding that occurred over the weekend and the requirement to mobilise resources.

### **Get Ready Disaster Management Funding**

Round 3 of the Disaster Ready Fund is open. Council has identified two projects – the fit out of the Disaster Shed and upgrade to lighting at the Normanton Aerodrome. Peak Services is currently working with the Engineering Department on the applications.

### **Five-year Corporate Plan**

- Planning for the five-year corporate plan is ongoing with the community survey finalised on Friday 14, 2025.
- The consultation phase has been planned to include consultation and workshops with the community, Councillors and staff during the final week of February.
- It is anticipated that the draft plan will return to Council in March with a recommendation that it be placed on 28-day community consultation before the final plan is delivered to Council.

### **Community communication and consultation**

- Community newsletter distributed.
- Disaster Dashboard and communications updated.
- Normanton Rodeo Grounds and Normanton Sport Reserve Masterplans on 28-day community consultation.

### **Grants Management Reporting**

The Executive Leadership Team is currently working on a framework to report to Council on all current grants and the status of projects. This should be available at the March meeting of Council.

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

- Mayor
  - Councillors
  - Executive Leadership Team
-

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- Senior Leadership Team
- Executive Assistant
- Department Local Government
- NWQROC
- GSD
- LDMG
- QPS
- Peak Services

**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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### **11.2 ACTING CEO DELEGATION**

**Attachments:** NIL

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

**Date:** 11 February 2025

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

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

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#### **Executive Summary:**

Under the Local Government Act 2009, Council is required to appoint a qualified person to be the Chief Executive Officer (CEO). Under section 195, Council may appoint an acting CEO if:

- (a) any vacancy, or all vacancies, in the position; or any period, or all periods, when the chief executive officer is absent from duty or cannot, for another reason, perform the chief executive officer's responsibilities.

This report seeks to endorse the Chief Operations Officer and Director of Engineering as alternate acting CEOs if the CEO is unavailable to perform the role.

#### **RECOMMENDATION:**

That the Chief Operations Officer and the Director of Engineering be endorsed to act in the Chief Executive Role if the CEO is not available.

#### **Background:**

For operational purposes, the Chief Executive Officer is requesting that the two senior members of the Executive Leadership Team – the Chief Operations Officer and the Director of Engineering be endorsed to act in the Chief Executive Officer role if the CEO is not available for work.

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

- Mayor
- Chief Operations Officer
- Director of Engineering

#### **Legal Implications:**

Under the Local Government Act 2009 S194, Council is required to appoint a qualified person to be the Chief Executive Officer. Under S195 - *Appointing An Acting Chief Executive Officer* - Council may choose to appoint a qualified person to act as the chief executive officer during —

- (a) any vacancy, or all vacancies, in the position; or any period, or all periods, when the chief executive officer is absent from duty or cannot, for another reason, perform the chief executive officer's responsibilities.
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**Financial and Resource Implications:**

- The Acting CEO will be remunerated at the CEO rate of pay.

**Risk Management Implications:**

- Appointing an acting CEO ensures continuity of business.

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### 11.3 DRAFT PROCUREMENT POLICY FOR ADOPTION

<b>Attachments:</b>	11.3.1. Draft Procurement Policy <a href="#">↓</a> 11.3.2. Draft Breaches Document <a href="#">↓</a> 11.3.3. Draft Policy Exemptions Document <a href="#">↓</a>
<b>Author:</b>	Anne Andrews - Chief Executive Officer
<b>Date:</b>	11 February 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:

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 amended Procurement Policy was presented to Council at the January 2024 meeting for endorsement along with the Local Preference Policy and the Order of Engagement Policy. Department of Local Government and legal advice were provided to assist Councillors with Conflict-of-Interest decisions with the associated policies.

Due to lack of quorum (five Councillors declared Conflict of Interest for all three policies), Council resolved to defer endorsement of all three policies to the CEO under section 257 of the LGA.

Council has since received advice from the Department of Local Government that the Procurement Policy will need to be re-presented to Council as it is considered Ordinary Business and as such Councillors are not required to manage any perceived conflicts of interest when considering the policy for adoption at a Council meeting.

Adoption of the policy will override any previous versions of the policy.

#### RECOMMENDATION:

That Council adopts the Procurement Policy as presented.

#### Background:

Pursuant to section 198 of the *Local Government Regulation 2012*, Council has a statutory obligation to have a Procurement Policy and this policy is to be reviewed annually. In

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addition, Chapter 6 of the *Local Government Regulation 2012*, details Council's statutory obligations that must be maintained when contracting for goods and services.

The Procurement Policy is considered Ordinary Business and as such Councillors are not required to manage any perceived conflicts of interest when considering the policy for adoption at a Council meeting.

This is set out in the various sections of the *Local Government Act 2009* and *Local Government Regulation 2012*.

Following this advice, the draft policy is attached for Councillors to consider.

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. Endorsement will supersede any previous endorsed versions of the policy.

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.
- 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
- Department Local Government
- Preston Law

### **Legal Implications:**

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

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- 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.

- Part 6 of the Local Government Regulation 2012 (LGR) is about spending and stipulates policies that must be adopted including specifically the Procurement Policy.
- Chapter 5B of the Local Government Act 2009 (LGA) is about Councillor conflicts of interest and ensures that if a Councillor has a personal interest in a matter, the local government deals with the matter in an accountable and transparent way to that meets community expectations.
- However, Section 150EF(d) LGA prescribes that when the local government must make a decision on an ordinary business matter, Chapter 5B does not apply in relation to a conflict of interest if the matter is a document that the LGA is prescribed to adopt under a Local Government Act.

### **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

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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 (GST excl.)	PSA	RPQS (ROPS)	All other purchasing (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 <del>to</del> invite quotes	Invite 3 (or more) quotes
Large	≥\$200,000	No quotes	Consideration given <del>to</del> 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	LGR	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. 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.

### 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 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**



## 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. 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. 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. 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**

## BUSINESS PAPERS

### 11.4 DRAFT ORDER OF ENGAGEMENT POLICY FOR ADOPTION

<b>Attachments:</b>	11.4.1. Draft Order of Engagement Policy <a href="#">↓</a>
<b>Author:</b>	Anne Andrews - Chief Executive Officer
<b>Date:</b>	11 February 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:

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.

The amended policy was presented to the January 2024 meeting for endorsement.

Due to loss of quorum, under section 257 of the Local Government Act 2009, Council delegated the CEO to adopt the Draft Preference Policy.

This resolution was endorsed by the two non-conflicted Councillors but should have been endorsed by all Councillors.

#### RECOMMENDATION:

- That Council adopts the draft Order of Engagement Policy.
- That if Council quorum is lost due to Conflict of Interest that, under section 257 of the Local Government Act 2009, Council resolves to delegate endorsement of the policy to the CEO.

#### 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

## **BUSINESS PAPERS**

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- 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
  - 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 reconstruction 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
<u>Director of Corporate Services</u> <u>Chief Operations Officer</u>	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

### 11.5 DRAFT LOCAL PREFERENCE POLICY FOR ADOPTION

<b>Attachments:</b>	11.5.1. Draft Local Preference Policy - new template <a href="#">↓</a> 11.5.2. Former Local Preference Policy <a href="#">↓</a>
<b>Author:</b>	Anne Andrews - Chief Executive Officer
<b>Date:</b>	11 February 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:

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.

The amended policy was presented to the January 2024 meeting for endorsement.

Due to loss of quorum, under section 257 of the Local Government Act 2009, Council delegated the CEO to adopt the Draft Preference Policy

This resolution was endorsed by the two non-conflicted Councillors but should have been endorsed by all Councillors.

#### RECOMMENDATION:

- That Council endorses the amended Local Preference Policy.
- That if Council quorum is lost due to Conflict of Interest that, under section 257 of the Local Government Act 2009, Council resolves to delegate endorsement of the policy to the CEO.

#### 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.

## **BUSINESS PAPERS**

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### **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
  - 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;

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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
	<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
CEO	
CSC	Carpentaria Shire Council

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	Carpentaria Shire Council
Council	Shall mean a <i>Local Government Employee</i> , including: a. the Chief Executive Officer; or b. a person holding an appointment under section 196 of the <i>Local Government Act 2009</i>
Employee	An entity or individual permanently and physically located within the Carpentaria Shire Council boundaries.
Local	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.
Registered Business	
The Act	Local Government Act 2009
The Regulation-s	Local Government Regulation 2012
Whole of Life Cost (WoL)	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

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### 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

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### 11.6 DRAFT CARPENTARIA SHIRE PLANNING SCHEME

<b>Attachments:</b>	11.6.1. Letter to Mayor Carpentaria Planning Scheme <a href="#">↓</a>
	11.6.2. Ministerial Condition Carpentaria Shire Planning Scheme <a href="#">↓</a>
	11.6.3. Chief Executive Notice Carpentaria Shire Planning Scheme <a href="#">↓</a>
<b>Author:</b>	Anne Andrews - Chief Executive Officer
<b>Date:</b>	11 February 2025
<b>Key Outcome:</b>	The region's environmental assets including natural areas and resources, open spaces, and agricultural land, are conserved and enhanced for future generations
<b>Key Strategy:</b>	Manage development within the Carpentaria Shire in accordance with the desired environmental outcomes

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#### Executive Summary:

Council resolved in 2022 to prepare a new planning scheme for Carpentaria Shire under the Planning Act 2016. The new planning scheme will establish an integrated contemporary policy framework and a development assessment system that provides greater clarity and simplicity for the community, applicants and Council. Council has been collaborating with planning consultants Rough Plan to develop the scheme.

Council resolved in December 2023 to seek ministerial approval for the new planning scheme for Carpentaria Shire under the Planning Act 2016. The new planning scheme will establish an integrated contemporary policy framework and a development assessment system that provides greater clarity and simplicity for the community, applicants and Council. Regulation can be targeted to where it can add value, while removing unnecessary impediments and complexity.

The draft planning scheme was publicly notified from 25 September to 4 November 2023 and was then subject to further review by the State Government (DSDILGP). Ministerial approval, which included one condition (attached), was issued on 25 May 2024. Under step 18 of the Chief Executive's section 18 notice (attached), Council must now decide to adopt the new planning scheme.

The Minister's condition requires that Council must adopt an amendment to the new planning scheme to integrate the findings of localised flood studies in Normanton and Karumba within 12 months of adoption of the new scheme. These flood studies are underway.

Because the flood studies had been expected to be completed in mid to late 2024, the Chief Executive Officer had deferred Council's adoption of the scheme with the intention that the new scheme could be adopted concurrently with an amendment to incorporate the new flood information. This would have ensured the scheme was up to date from the first day of its operation.

However, the flood modelling work has been delayed and its completion date is uncertain. Given the time elapsed since the Minister's approval, officers are of the view that the new scheme will need to be adopted and commenced ahead of the new flood information.

## **BUSINESS PAPERS**

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Once it becomes available, the new flood information will be used to adjust the current flood mapping and change the defined flood level to reflect more accurate modelling. It is expected this would occur by mid-2025.

The defined flood level is primarily used to establish appropriate floor levels for new buildings. To the extent that any person feels adversely affected by the new planning scheme, a process is available by which they can seek to have any development they propose considered under the superseded planning scheme.

### **RECOMMENDATION:**

1. That, in accordance with step 18 of the Chief Executive's section 18 notice, Council decides to adopt the new planning scheme for Carpentaria Shire as contained in attachment (c).
2. That the commencement date, being the day when the planning scheme starts to have effect, is 30 April 2025.
3. That Council delegates to the Chief Executive Officer the power to do all things reasonable and necessary to give effect to recommendation 2 above, including:
  - a. making of any administrative changes to the planning scheme such as correcting typographical errors;
  - b. publishing public notices in accordance with the Planning Act 2016 and the requirements of the Chief Executive's section 18 notice;
  - c. giving notice and a copy of the planning scheme to the Chief Executive of DSDILGP, as required by step 21 of the Chief Executive's section 18 notice

### **Background:**

In early 2022 Council resolved to prepare a new planning scheme for the local government area. This decision was taken in recognition that local governments are required to review their planning schemes at least every 10 years under the Planning Act 2016. Carpentaria Shire Council's current scheme was prepared under the Integrated Planning Act 1997 and commenced in 2008. It is overdue for renewal.

In accordance with Planning Act requirements, the chief executive of the Department of State Development Infrastructure Local Government and Planning (DSDILGP) issued a 'section 18 notice' to Council setting out the required process to prepare the planning scheme. In accordance with steps 3 and 4 of the required process, the draft scheme was provided to the State for formal state interest review in February 2023.

After preliminary comments from State agencies, Council further resolved in June 2023 to make changes to the draft scheme and resubmit the scheme to finalise the State interest review.

On 7 August 2023, DSDILGP advised that it was satisfied the proposed planning scheme appropriately integrated the relevant State interests and that Council may proceed to public notification of the draft scheme in accordance with the step 8 of the section 18 notice.

Public notification was held from 25 September to 4 November 2023. Only one submission was received, which was from Council to itself.

## **BUSINESS PAPERS**

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The draft scheme and required reporting were sent to the Minister in December 2023 seeking approval for its adoption by Council. Ministerial approval, which included one condition (attached), was issued on 25 May 2024.

The Minister's condition requires that Council must adopt an amendment to the new planning scheme to integrate the findings of localised flood studies in Normanton and Karumba within 12 months of adoption of the new scheme.

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

Meetings have been held with DSDILGP officers to discuss State agency comments and planning scheme responses. Engagement has previously been undertaken with councillors and Council officers.

The public notification of the draft planning scheme involved the following public activities:

- A notice was published in the Cairns Post on 23 September 2023.
- A notice and a copy of the draft planning scheme and risk assessment report was published and maintained on Council's website for the whole of the notification period.
- A notice and a copy of the draft planning scheme and risk assessment report were made available at each council office or the whole of the notification period.
- Information was published in Council's monthly newsletter and social media during the notification period.
- Summary information and fact sheets were prepared and made available.
- Community drop-in sessions were held in both Normanton and Karumba in the last week of October 2023.
- Informal discussions were held with Council's traditional owner liaison officers and other Council officers.

Only one submission was received. This was Council's own submission to itself dealing with appropriate flood levels in Normanton and Karumba.

### **Changes made to the draft planning scheme**

During the State's final review, DSDILGP required Council to alter the defined flood level to the level that is understood to reflect the 1974 flood level. This '1974' level is higher than the level which Council had previously sought to rely on prior to completion of new flood modelling.

The primary effect of the defined flood level is to set a standard for floor levels in new buildings to improve their flood immunity.

In recognition of the uncertainty about this matter and the funding allocated to Council to undertake flood modelling, the Minister included a condition requiring that Council must integrate the findings of localised flood studies in Normanton and Karumba within 12 months of adoption of the new scheme.

The new flood studies will provide a factual basis on which to establish an appropriate flood level. In the interim, the new planning scheme describes the defined flood level as set out in the table below.

To the extent that any person feels adversely affected by the new planning scheme, a process is available by which they can seek to have any development they propose considered under the superseded planning scheme (that is, the 2004 planning scheme).



## BUSINESS PAPERS

Column 1 Administrative term	Column 2 Definition
Defined flood level	<p>means the level to which it is reasonably expected flood waters may rise (under Building Regulation 2021, section 8). In Carpentaria Shire the defined flood level is taken to be:</p> <p>(a) 8.8m AHD in Normanton, Lilyvale (being land in the rural residential zone), and surrounds shown on maps OM7.3 and 7.4;</p> <p>(b) 4.5m AHD in Karumba and surrounds shown on map OM7.5, 7.6 and 7.7; and</p> <p>(c) elsewhere the level to which water would rise in a 1% AEP event.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i><b>Editor's note</b> – Where (c) applies, the 1% AEP event level will need to be determined by a site-specific flood study. Such a study is to be prepared by the development proponent to a standard acceptable to Council.</i></p> </div>

### Next steps under the section 18 notice

Under step 18 of the Chief Executive's section 18 notice, Council must now decide to adopt and commence the new planning scheme.

Once this occurs, the section 18 notice requires:

- There must be a public notice about the adoption of the new planning scheme (which must include a notice in the Government Gazette and a notice published locally in the way Council considers will best make people aware of the new planning scheme.
- Council must provide a copy of the public notices and of the planning scheme to the Chief Executive of DSDILGP.

Council will also need to update its website to ensure the new scheme, and all the associated mapping are available for public use.

### Legal Implications:

- This is a statutory process for preparing a new planning scheme required by the Planning Act 2016.

### Financial and Resource Implications:

- Council officers need to prepare and publish the required public notices and make available copies of the new planning scheme and mapping on Council's website and at Council's offices.

### Risk Management Implications:

- Further changes to the planning scheme will be required once the flood studies have been completed. An explanation of the changes and further statutory processes will be required at that time.



## Minister for Housing, Local Government and Planning Minister for Public Works

Our Ref: MC24/53  
Your Ref: AAP

1 William Street  
Brisbane Queensland  
GPO Box 806 Brisbane  
Queensland 4001 Australia  
T: +617 3719 7170  
E: [housing@ministerial.qld.gov.au](mailto:housing@ministerial.qld.gov.au)

25 MAY 2024

Councillor Jack Bawden  
Mayor  
Carpentaria Shire Council  
[mayor@carpentaria.qld.gov.au](mailto:mayor@carpentaria.qld.gov.au)

Dear Councillor Bawden

Thank you for the letter of 2 January 2024 from the Carpentaria Shire Council (the council) requesting approval to adopt the proposed Carpentaria Shire Planning Scheme 2024 (the proposed planning scheme).

I am pleased to advise that, in accordance with the Minister's Guidelines and Rules, I am satisfied the proposed planning scheme, subject to the enclosed Ministerial condition, meets the requirements and the council may now adopt the proposed planning scheme.

I understand the council is undertaking localised flood studies for Normanton and Karumba. This valuable information holds significant importance for the community's safety and preparedness, and the condition requires the timely amendment of the planning scheme to integrate updated flood hazard information.

I would also like to take this opportunity to encourage the council to engage in more frequent and timely updates to the planning scheme. Regular updates will not only enhance the effectiveness of the proposed planning scheme to deal with a changing environment but also ensure the planning scheme remains aligned with the evolving needs and aspirations of the community.

I appreciate the effort that has gone into making the proposed planning scheme. I encourage you to continue working with the Planning and Development Services' North and North-West Regional Office in the Department of Housing, Local Government, Planning and Public Works, on future plan making activities.

If you require further information, my Chief of Staff, Ms Clare Manton can be contacted on (07) 3719 7170 or by email at [clare.manton@ministerial.qld.gov.au](mailto:clare.manton@ministerial.qld.gov.au).

Yours sincerely

A handwritten signature in blue ink, appearing to be 'Meaghan Scanlon', with a stylized flourish extending to the right.

Meaghan Scanlon MP  
**Minister for Housing, Local Government and Planning**  
**Minister for Public Works**

Encl.


## Ministerial condition

Pursuant to section 18 of the *Planning Act 2016*

Pursuant to section 18 for a tailored process of the *Planning Act 2016* (the Planning Act), I hereby advise the Carpentaria Shire Council (the council) that it may proceed to adopt the proposed Carpentaria Planning Scheme 2024 (the planning scheme) (version 6), as submitted under cover letter of 13 February 2024, subject to the following condition:

CONDITION	TIMING
<b>State Planning Policy 2017 SPP – State interest: Natural hazards, risk and resilience</b>	
1. The council must adopt an amendment to the planning scheme to integrate the findings of localised flood studies in Normanton and Karumba.	Within 12 months from the date of adoption of the Carpentaria Planning Scheme.

Dated this 25<sup>th</sup> day of May 2024



Meaghan Scanlon MP  
**Minister for Housing, Local Government and Planning**  
**Minister for Public Works**



Department of  
**State Development, Infrastructure,  
Local Government and Planning**

# Chief Executive Notice

## Notice about the process for making or amending a planning scheme under section 18(3) of the *Planning Act 2016*

### Carpentaria Planning Scheme – Carpentaria Shire Council

#### Part A – Preamble

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In accordance with section 18(4) of the *Planning Act 2016* (the Act), the Chief Executive has considered the matters stated within the Minister's Guidelines and Rules (MGR) when preparing this notice under section 18(3)(a) of the Act. The summary matters relevant to this decision are:

1. The notice given by Carpentaria Shire Council under section (18)(2) of the Act on 11 May 2022.
2. Parts B & C of this notice comprise the provisions and process that apply to the proposed making of this planning scheme in accordance with section 18(6) of the Act.
3. Unless stated otherwise, the process described in Part C of this notice is to be undertaken in the order in which it is prescribed. This does not preclude the need for steps to be repeated should changes be made to the proposed planning scheme for example.
4. In accordance with section 18(5) of the Act, a communications strategy that the local government must implement about the instrument is described in this notice.

#### Part B – Operative provisions

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This part prescribes additional matters that are to be read in conjunction with the requirements set out in Part C.

##### 1. Requesting information

- 1.1 The Minister for Planning or Chief Executive, as relevant to the process, may, at any time, give the local government a notice requesting further information.

## **2. Managing timeframes**

- 2.1 The Minister for Planning, Chief Executive, or the local government, may pause a timeframe (except for the public consultation timeframe) for an action for which they are responsible, by giving notice to any other party in the relevant step of the process. This notice must state how long the timeframe will be paused and a date upon which the timeframe will restart.
- 2.2 If a notice to pause a timeframe is given, the process is paused from the day after the notice is given until the date stated in the notice, unless the notice is withdrawn by the party that gave the notice.
- 2.3 If a notice to pause a timeframe is withdrawn, the process restarts from the day after the withdrawal notice is given.
- 2.4 Despite section 2.1, if a notice to pause a timeframe is given with a request for further information as per section 1.1 above, the timeframe is paused until the request is satisfied.
- 2.5 The duration of a pause notice may be extended by the giving of another pause notice before the paused period ends.

## **3. Public consultation**

In addition to any steps relating to public consultation included in Part C of this notice and in accordance with section 18(5) of the Act, the local government is required to:

- 3.1 Publish at least one public notice about the proposal to make the planning scheme.
- 3.2 Keep the instrument available for inspection and purchase for a period (the consultation period) stated in the public notice of at least 40 business days after the day the public notice is published in a newspaper circulating in the local government area.
- 3.3 Give the Minister for Planning a notice containing a summary of the matters raised in the properly made submissions and stating how the local government dealt with the matters as per step 15.

## **4. Communications strategy**

The local government is required to:

- 4.1 Comply with the minimum public consultation standards prescribed in the Act.
- 4.2 Identify the relevant key stakeholders for the purposes of public consultation.
- 4.3 Undertake a range of consultation methods that can be considered 'best practice' and are fit-for-purpose, generally in accordance with the communications strategy outlined in Appendix A.
- 4.4 Prepare a report on public consultation for the Minister for Planning, to accompany the proposed planning scheme for adoption.
- 4.5 Undertake its engagement process in accordance with the approved Communications Strategy and in line with the principles detailed in part 1 of the department's 'Community engagement toolkit for planning'.

## **5. Changing the proposed planning scheme**

- 5.1 The local government may make changes to the proposed planning scheme to—

- 5.1.1 address issues raised in submissions;
  - 5.1.2 amend a drafting error; or
  - 5.1.3 address new or changed planning circumstances or information; or
  - 5.1.4 address a matter or condition raised during state interest review to appropriately integrate a state interest.
- 5.2 The local government must ensure any changes made to the proposed planning scheme continue to appropriately integrate and address relevant state interest/s, including those identified in a state interest review.
- 5.3 If the local government changes the proposed planning scheme and the change results in the proposed planning scheme being significantly different (having regard to schedule 2 of the MGR) to the version released for public consultation, AND public consultation has started or been completed, the local government must repeat the public consultation required for the proposed planning scheme.
- 5.4 If public consultation is required to be repeated as a result of changes which result in the proposed planning scheme being significantly different, the local government may limit the public consultation to only those aspects of the proposed planning scheme that have changed.
- 5.5 If public consultation is required to be repeated, the timeframes established in Step 9 apply.

## **6. Chief Executive actions**

- 6.1 For Chief Executive actions given in this notice under section 18 of the Act, the Chief Executive includes the Director-General, the State Planner, Executive Director, Director and Manager of the Planning Group in the department.

**Part C – Process for making Carpentaria Shire Council planning scheme under section 18 of the *Planning Act 2016***

Step No.	Summary of action/s	Specific action/s	Entity responsible for action/s	Indicative timeframes (Business days)
<b>Planning and Preparation</b>				
Step 1	The council prepares a draft planning scheme	The council must prepare a draft planning scheme.	The council	None
Step 2	The council undertakes early engagement	<p>While preparing the draft planning scheme, the council must undertake early engagement on the draft planning scheme with:</p> <ul style="list-style-type: none"> <li>(a) relevant stakeholders;</li> <li>(b) the department; and</li> <li>(c) state agencies (through the department).</li> </ul> <p>Consultation should be undertaken at various stages of the drafting process but must include:</p> <ul style="list-style-type: none"> <li>(a) provision of any draft background studies (prepared to support preparing of the proposed planning scheme) to the department for review, prior to drafting the proposed planning scheme provisions; and</li> <li>(b) provision of the draft proposed planning scheme (or agreed parts of the draft) to the department for an early (informal) state interest review. The department will provide the outcomes of the review to the council.</li> </ul>	The council	None
<b>State Interest Review</b>				
Step 3	The council provides notice to commence the state interest review process	<p>The council must give a notice to the Chief Executive to commence the state interest review that includes—</p> <ul style="list-style-type: none"> <li>(a) an electronic copy of the proposed planning scheme in the format identified by the department;</li> <li>(b) a written statement addressing the state interests in the relevant regional plan and the State Planning Policy 2017 (SPP) which includes— <ul style="list-style-type: none"> <li>(i) how the state interests are integrated in the proposed planning scheme;</li> <li>(ii) reasons why any state interests have not been integrated in the proposed planning scheme; and</li> <li>(iii) any state interests that are not relevant;</li> </ul> </li> <li>(c) a written statement about how the key elements of a planning scheme mentioned in section 16(1) of the Planning Act have been addressed and if the proposed planning scheme is consistent with the regulated requirements;</li> <li>(d) a proposed communications strategy;</li> </ul>	The council	None



Step No.	Summary of action/s	Specific action/s	Entity responsible for action/s	Indicative timeframes (Business days)
		<ul style="list-style-type: none"> <li>(e) any background studies or reports that informed the preparation of the proposed planning scheme, including any strategic study or report, or review required under section 25(1) of the Planning Act;</li> <li>(f) any natural hazards, risk and resilience evaluation report prepared having regard to the SPP;</li> <li>(g) any draft feasible alternatives report prepared for a planning change made to reduce the risk of natural hazards, including details of the potentially affected premises and any relevant supporting information;</li> <li>(h) shapefiles of any mapping;</li> <li>(i) a summary of consultation with state agencies and the outcome of the consultation; and</li> <li>(j) any other information considered relevant by the council.</li> </ul>		
Step 4	The Chief Executive undertakes the state interest review	<p>The Chief Executive must commence the state interest review within 5 business days of receiving the council's notice under Step 3. As part of the state interest review, the Chief Executive must consider if the proposed planning scheme—</p> <ul style="list-style-type: none"> <li>(a) advances the purpose of the Planning Act;</li> <li>(b) is consistent with section 16(1) of the Planning Act;</li> <li>(c) is consistent with the regulated requirements prescribed in the Planning Regulation 2017;</li> <li>(d) is well drafted and clearly articulated; and</li> <li>(e) accords with the result of any strategic study or report, or review required under section 25(1) of the Planning Act.</li> </ul>	The Chief Executive	To commence within 5 business days of receiving the council's notice under Step 3
Step 5	The Chief Executive advises of changes required	<p>The Chief Executive may give notice to the council advising of any changes—</p> <ul style="list-style-type: none"> <li>(a) to the proposed planning scheme required to address state interests; and/or</li> <li>(b) to the proposed communications strategy as a result of the state interest review.</li> </ul>	The Chief Executive	During the State Planner's state interest review
Step 6	The State Planner provides outcomes of state interest review and approval to proceed to public notify	<p>The State Planner must give notice to the council that states—</p> <ul style="list-style-type: none"> <li>(a) the outcome of the state interest review; and</li> <li>(b) if the council may proceed to public consultation of the proposed planning scheme; and</li> <li>(c) the conditions, if any, that apply to the proposed planning scheme, including the timing on when the conditions must be complied with; or</li> <li>(d) if the proposed planning scheme may not proceed to public consultation, and the reasons why it may not proceed.</li> </ul>	The State Planner	60 business days from commencement of the state interest review



Step No.	Summary of action/s	Specific action/s	Entity responsible for action/s	Indicative timeframes (Business days)
Step 7	The council makes changes to the proposed planning scheme	The council may make changes to the proposed planning scheme to address conditions in the State Planner's notice about the state interest review.	The council	None
<b>Public Consultation</b>				
Step 8	The council commences public consultation as per the Planning Act, MGR, etc.	<p>The council must give public notice in accordance with:</p> <ul style="list-style-type: none"> <li>(a) the public notice requirements prescribed in the Planning Act, Schedule 2, definition of public notice, paragraph (b);</li> <li>(b) Schedule 4 of MGR; and</li> <li>(c) the communications strategy, including any amended strategy requested by the Minister/Chief Executive.</li> </ul> <p>The public notice must state that any person may make a submission about the instrument to the council within the consultation period.</p>	The council	The consultation period must be a minimum period of 40 business days, commencing after the day the public notice is published in accordance with Section 18 of the Planning Act.
<b>Considering Submissions</b>				
Step 9	The council considers all properly made submissions	The council must consider all properly made submissions about the proposed planning scheme.	The council	None
Step 10	The council prepares written consultation report	<p>The council must prepare a written consultation report that summarises the issues raised in submissions and outlines how the council has responded to issues raised in the properly made submission.</p> <p>The report must be available to—</p> <ul style="list-style-type: none"> <li>(a) view and download on the council's website; and</li> <li>(b) inspect and purchase in each of the council's offices.</li> </ul>	The council	Within 40 business days of the close of the consultation period
Step 11	The council notifies submitters about submissions consideration process	The council must notify persons who made a properly made submission about how the council has dealt with submissions and where to find the consultation report.	The council	None

Step No.	Summary of action/s	Specific action/s	Entity responsible for action/s	Indicative timeframes (Business days)
<b>Changing the Proposed Planning Scheme</b>				
Step 12	The council makes changes to the proposed planning scheme	<p>The council may make changes to the proposed planning scheme to—</p> <ul style="list-style-type: none"> <li>(a) address issues raised in submissions;</li> <li>(b) amend a drafting error; and/or</li> <li>(c) address new or changed planning circumstance.</li> </ul> <p>The council must ensure any changes made to the proposed planning scheme continue to appropriately integrate and address relevant state interests, including those identified in a state interest review.</p>	The council	At any time prior to Step 14
Step 13	The council repeats public consultation	<p>If the council changes the proposed planning scheme and the change results in the proposed planning scheme being significantly different (having regard to schedule 2 of the MGR) to the version released for public consultation, and public consultation has started or been completed, the council must repeat Steps 8 to 11.</p> <p>If Steps 8 to 11 are required to be repeated, the council may limit the steps to only those aspects of the proposed planning scheme that have changed.</p> <p>Once Steps 8 to 11 have been repeated (if required), the council may repeat Steps 12 and 13 (if required).</p>	The council	In accordance with the timeframes for Steps 8 to 12.
<b>The Minister's Consideration</b>				
Step 14	The council requests adoption of scheme	<p>The council must give the Minister a notice to request adoption of the proposed planning scheme that includes—</p> <ul style="list-style-type: none"> <li>(a) if the proposed planning scheme has not changed since the state interest review – <ul style="list-style-type: none"> <li>(i) an electronic copy of the proposed planning scheme; and</li> <li>(ii) a written consultation report prepared in accordance with Step 10; or</li> </ul> </li> <li>(b) if the proposed planning scheme has changed since the state interest review – <ul style="list-style-type: none"> <li>(i) an electronic copy of the proposed planning scheme, clearly identifying any change that has been made to the proposed planning scheme since the state interest review;</li> <li>(ii) a report that includes – <ul style="list-style-type: none"> <li>• the changes made to the proposed planning scheme;</li> <li>• when the changes were made;</li> <li>• why the changes were made;</li> <li>• how the changes relate to the relevant regional plan or the SPP or affect a state interest; and</li> </ul> </li> </ul> </li> </ul>	The council	Within 40 business days of completing Steps 8 to 13.

Step No.	Summary of action/s	Specific action/s	Entity responsible for action/s	Indicative timeframes (Business days)
		<ul style="list-style-type: none"> <li>what issues the changes respond to;</li> </ul> (iii) the reasons why the council doesn't consider the proposed planning scheme to be significantly different from the public consultation version; and (iv) a written consultation report prepared in accordance with Step 10.		
Step 15	The Minister considers the council's request to adopt the proposed planning scheme	The Minister must consider if the council may adopt the proposed planning scheme by considering— <ul style="list-style-type: none"> <li>(a) the information given with the notice under Step 14;</li> <li>(b) if any conditions set out in the given under Step 6 have been complied with;</li> <li>(c) if the adoption version of the proposed planning scheme is significantly different to the public consultation version; and</li> <li>(d) if the proposed planning scheme –               <ul style="list-style-type: none"> <li>(i) advances the purpose of the Planning Act;</li> <li>(ii) is consistent with section 16(1) of the Planning Act;</li> <li>(iii) is consistent with the regulated requirements prescribed in the Planning Regulation 2017;</li> <li>(iv) is well drafted and clearly articulated; and</li> <li>(v) accords with the result of any relevant study or report, or review required under section 25(1) of the Planning Act.</li> </ul> </li> </ul>	The Minister	During the Minister's consideration of the council's request to adopt the proposed planning scheme
Step 16	The Minister provides approval to adopt	The Minister must give the council a notice stating— <ul style="list-style-type: none"> <li>(a) if the council may adopt the proposed planning scheme; and</li> <li>(b) the Minister's conditions, if any, that apply to the proposed planning scheme; or</li> <li>(c) if the proposed planning scheme may not be adopted, and the reasons why it may not be adopted.</li> </ul>	The Minister	40 business days from receiving the council's notice under Step 14
<b>Adoption</b>				
Step 17	The council complies with Ministerial conditions of adoption	Any conditions stated in the notice given by the Minister under Step 16 must be complied with before the council may adopt the proposed planning scheme, unless stated otherwise in the notice.	The council	None
Step 18	The council decides to adopt the proposed planning scheme	The council must decide to adopt or not proceed with the proposed planning scheme.	The council	None

Step No.	Summary of action/s	Specific action/s	Entity responsible for action/s	Indicative timeframes (Business days)
Step 19	The council publicly notifies adoption	<p>If the council decides to adopt the proposed planning scheme, the council must publish a public notice in accordance with the requirements of the Planning Act, Schedule 2, definition of public notice, paragraph (c) that must state—</p> <ul style="list-style-type: none"> <li>(a) the name of the council;</li> <li>(b) the decision made by the council about the planning scheme;</li> <li>(c) the date the planning scheme was adopted;</li> <li>(d) the commencement date for the planning scheme (if different to the adoption date);</li> <li>(e) the title of the planning scheme;</li> <li>(f) if the planning scheme only applies to part of the council's local government area, a description of the location of that area;</li> <li>(g) the purpose and general effect of the planning scheme; and</li> <li>(h) where a copy of the planning scheme may be inspected and purchased.</li> </ul>	The council	None
Step 20	If the council does not adopt, the council publicly notifies decision not to adopt	<p>If the council decides not to proceed with the planning scheme, the council must publish a public notice in accordance with the requirements of the Planning Act, Schedule 2, definition of public notice, paragraph (c) that must state—</p> <ul style="list-style-type: none"> <li>(a) the name of the council;</li> <li>(b) the decision made by the council about the planning scheme; and</li> <li>(c) the reasons for not proceeding with the planning scheme</li> </ul>	The council	None
Step 21	The council provides public notice and copy of the planning scheme to the Chief Executive	The council must give the Chief Executive a copy of the public notice issued under Step 19 or Step 20, and if adopted, a copy of the planning scheme.	The council	Within 10 business days of publishing the public notice under Step 19 or Step 20

Dated this 5 day of July 2022



**Chris Aston**  
**Acting State Planner**  
**Department of State Development, Infrastructure,**  
**Local Government and Planning**

## **Appendix A – Communications Strategy**

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## BUSINESS PAPERS

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### 11.7 HUMAN RESOURCES REPORT

**Attachments:** NIL  
**Author:** Peter Ryan - Manager Human Resources  
**Date:** 11 February 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:**

For information only.

### 1. Human Resources Management

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- The Manager HR is collaborating with the Works Coordinator to review the Council Camps Policy which has not been reviewed since 2010. This reviewed policy will be the subject of a separate report at this Council meeting.
- The Manager Human Resources is building a training program to be delivered to all workers working remotely this dry coming dry season on the annual road construction program. The training program is a collaborative effort involving the Works Coordinator and contract owners who supply workers to this annual project. This has been designed to change the culture of those living in the camp situation following an unfortunate incident in 2024 involving workers and the increase in the detection of illicit drug use by Council's drug detection contractor. The training is designed to provide as much information relative to accepted behaviour in the camps. Each worker shall undertake the one-day prestart training. Each worker shall be provided with a booklet containing all relevant policies and procedures. These include code of conduct documents and anti-Discrimination, Drugs and Alcohol Policy and Bullying and Harassment policies. The training shall also include information relative to the use of illicit drugs and excessive alcohol use in the camps.
- The Manager HR continues to assist in matters associated with the management of Council's childcare centre, particularly in relation to the ongoing recruitment of staff to ensure a full complement to meet compliance standards relative to staff/child ratios

## BUSINESS PAPERS

- The Manager HR has put together a team of six (6) Council staff following its nomination to participate in the 2025 Australasian Management Challenge. The Manager HR has been selected to be the team's mentor. The Challenge shall occur on April 2, 2025, in Brisbane. Preparation for the Challenge will be undertaken during February and March. The team members are, Michael Wanrooy, Amy Jensen, Candice Harris, Isabella Beard, Eddie Ibal and Virginia Edwards, with the Manager HR being the team mentor.

### 2. Work Health and Safety matters

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 (* Formula = Number of LTI for every million hrs worked)	9.44	2	1	<5 LTI	1
Average <b>Scheme</b> Duration Rate (*Formula = Average Number of days lost per LTI)	15.45	9	7	<112 Days	7
Progressive Frequency Rate YTD <b>(B) group</b> = wages greater than \$5 million – less than \$10 million	6.85	19.03	11.45	<20.60 Annual	11.45
Progressive duration rate YTD <b>(B) group</b> = wages greater than \$5 million – less than \$10 million	16.89	4.50	7.00	<19.93 Annual	7.00
Percentage of hazard inspections completed as per Matrices		100.00%	100.00%	95%	95.82%
Action Statistics from Skytrust – Percentage of actions completed against number added YTD from October 1 <sup>st</sup> 2023 (96 Added, 67 completed)		73.68%	69.79%	90%	65.95%
Delivery of Take 5 courses on Skytrust		62.71%	96.83%	90%	76.94%
Percentage of Quarterly Action Plan items completed – Jan to Mar 2025		Due end March	Due end March	70%	77.07%
Note* Legislation requires LGW to count part days lost as full days.					

Mechanism of injury for claims submitted	YTD 2023/2024	Days Lost
Being hit by moving object	1	1

## BUSINESS PAPERS

Muscular stress with no objects being handled	1	7
Muscular stress while lifting	1	2
Mental Stress (Claim Rejected)	1	0
<b>Total</b>	<b>4</b>	<b>10</b>
Outstanding estimated \$0 to pay	<b>Statutory Paid</b>	<b>\$13,611</b>

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>
	<b>Statutory Paid</b>	<b>\$2966.25</b>

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	11.45					
Group B LTIFR YTD (Councils with wages > \$5 mil< \$10 mil)	0	2.66	3.55	5.32	4.26	7.10	6.65					
<b>CSC LTI's each month</b>	0	0	0	0	1	0	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	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	16.89					
<b>CSC Days lost YTD (Progressive)</b>	0	0	0	0	7	7	7					

There were zero Incident reports submitted in January.

### 3. Staff Movements

#### Arrivals

- Chief Operating Officer
- Executive Manager Community Development and Tourism
- 1 x Childcare officer – Normanton Childcare Centre – Full time
- Workshop Trades Assistant - Casual



## **BUSINESS PAPERS**

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### **Departures**

- Cleaner

### **Current Recruitments**

- EOI – Works Coordinator - Contractor role
- 1 x Foreman DRFA – Full time to Council Employment
- 1 x Foreman Internal advertisement – Full time
- 1 x Senior Foreman- Full time permanent
- Workshop Trades Assistant – Casual
- Water & Waste Assistant – Fulltime
- Apprentice Plumber – Full time
- Apprentice Carpenter – Full time
- Normanton Town Crew Labourer – Full time
- 1 x Childcare Educator – Full time

### **Current Vacancies**

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

#### **4. Random Drug & Alcohol Testing Program**

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Nothing to report on this issue

#### **5. Training Activities**

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No training was carried out during January

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

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Please refer to the Monthly Finance report.

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

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## **BUSINESS PAPERS**

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Nothing further to report on this matter at this time.

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

- CEO
- Executive Leadership Team
- LGAQ
- Apprentice and Trainee administrators from various organisations.
- The Crime and Conduct Commission (CCC)
- Astute Childcare Services
- 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:**

- There will be a financial cost associated with the training of camp crews prior to commencement as outlined in this report. This will entail an extra days' pay for all workers involved due to the mandatory requirement to attend the pre-season start training. The cost of this is yet to be determined. It is envisaged though that the cost will come from the program funds as allocated annually.

### **Risk Management Implications:**

- The identified risk associated with this report concerns the preseason training program as outlined in this report. If the mandatory training is not completed by workers both Council and contract labour the risk is that there will be a delay in the commencement of the season. The main risk however is that if the training is not carried out or there is a lack of interest in its outcomes then the stated aim of the training, i.e. cultural change may not occur. It is the belief of management that this is a low risk as there is a general feeling that this training and change is going to be accepted well by the workers.

## **BUSINESS PAPERS**

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### **11.8 COUNCIL CAMPS POLICY REVIEW**

<b>Attachments:</b>	11.8.1. Council Camps Policy <a href="#">↓</a>
<b>Author:</b>	Peter Ryan - Manager Human Resources
<b>Date:</b>	14 February 2025
<b>Key Outcome:</b>	Day to day management of activities within the Human Resources Department
<b>Key Strategy:</b>	As per the Departmental Plan for Human Resources

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#### **Executive Summary:**

This policy has been reviewed due the following factors:

- Had not been reviewed since 2010;
- The desire of Council, contractors and their staff engaged by Council to work on the annual road repair project and who are required to live on site on a 10/4 roster in camps supervised and owned by Council to have sufficient guidance to operate appropriately in this situation;
- To change the camp culture through strong leadership in recognition of Council and community expectations;
- To introduce an annual pre-season training program for all workers engaged on this project; and
- To build stronger relationships between the workers, contract owners and senior Council staff in what is Council's major project of works on an annual basis.

#### **RECOMMENDATION:**

- That Council review the document with the intent of accepting the changes brought about by the review or to make necessary changes as may be relevant.
- That Council supports the notion of a requirement for all workers on this annual project undergo mandatory training as supplied by Council prior to being authorised to work remotely and reside in the camps.

#### **Background:**

The original Policy was developed in 2009 in recognition of the need to give adequate guidance to those required to work remotely within the Shire and as such are required to reside in Council Camps for the duration of each 10/4 swing.

As a result of numerous factors which included some poor behaviour relating to alcohol during 2024. Alongside this issue there is a disproportionate detection of illicit drugs such as cannabis and of greater concern the apparent increase in the use of drugs such Meth, Methylamphetamine.

It has been recognised that there has been a lack of senior leadership on site. This includes contract owners who supply plant and staff but also extends to a lack of leadership by Council's senior management in failure to become engaged with this, the most important annual project Council undertakes. It is also recognised that these works assist greatly in ensuring the ongoing success of the local townships.

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## **BUSINESS PAPERS**

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Senior staff have been involved in supporting a pre-season training day for all workers. This training made up 11 modules includes Anti-discrimination & EEO, reminders about the consequences of alcohol and drug abuse and the associated policy, the Codes of Conduct, fatigue management, bullying and harassment and camp rules.

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

- Chief Executive Officer;
- Director of Engineering;
- Works Coordinator;
- Team Leader Camps Administrator;
- Executive Leadership Team; and
- Various contractor owners

### **Legal Implications:**

- Failure to recognise that a change in the style of leadership and management together with a cultural shift will result in continued loss of workers and low worker morale brought about by frustration with the current situation. The ongoing misuse of illicit drugs for example more than likely will result in a major injury incident. This will have the potential to embroil Council in costly and unnecessary legal disputes. The approach being put forward is one that is taking a strategic approach to bringing about changes that are not only required but are wanted by the majority of what is an outstanding workforce.

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

- Carrying out this training will impose a cost of one days' extra pay plus lunches per employee engaged on the project. This will equate to approximately 80 personnel . It is viewed that this investment will have a long-term benefit and metrics will be used in the future to substantiate this.

There should not be any impact on resources a result of the changes identified in the policy review.

### **Risk Management Implications:**

- It is the view of those involved in bringing this together that risk will be lowered, particularly if illicit drug and alcohol abuse are minimised. On the other hand, failure to act accordingly at this time will only result in Council having to continue to absorb risks that it is currently carrying.



## Council Camps Policy (**DRAFT ONLY**)

### Policy Details

<b>Policy Category</b>	
<b>Date Adopted</b>	
<b>Resolution Number</b>	
<b>Endorsed by</b>	
<b>Approval Authority</b>	
<b>Effective Date</b>	
<b>Policy Version Number</b>	Version 3 (2025)
<b>Policy Owner</b>	Human Resources
<b>Contact Officer</b>	Human Resources Manager

### Supporting documentation

<b>Legislation</b>	Work Health and Safety Act 2011
<b>Policies</b>	Codes of Conduct ( <a href="#">Council &amp; Contractor</a> ) Drug & Alcohol Policy <del>Anti-Discrimination</del> <a href="#">Discrimination &amp; EEO Policy</a> <a href="#">Fatigue Management Policy</a> <a href="#">Workplace Anti-Bullying &amp; Harassment Guidelines</a> <a href="#">WHS Policy Statement</a>
<b>Delegations</b>	
<b>Forms</b>	
<b>Supporting Documents</b>	a) Local Government Employees Award, Sections 5.9, 10.1 & 10.3 b) Contractor & Council Codes of Conduct

### Version History:

Version	Adopted	Comment	eDRMS #
2	20/01/10		POL_I_HR_012
3	January 2025	The Policy must be reviewed every 2 years and as maybe otherwise required from to time.	POL_I_HR_012



		This review is being carried out 15 years from the previous review.	
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PROVISIONS.....	3
RESPONSIBILITY .....	5
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## Intent

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The intent of this policy is to ensure the ongoing safety and wellbeing of workers required to work and live remotely in camps and who are generally on a 10/4 roster. The principal reason for camps is to manage fatigue issues due to the type of work carried out and the vast distances from depots and other facilities within the shire.

A cultural change is required and it is expected that this policy will form an integral role in ensuring such a change is brought into being. A high standard of integrity, behaviour and work ethics will be the benchmark for workers being employed on the annual roads construction program and are required due to the nature of their work to stay in council camps.

## Scope

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This policy applies to all workers required to work a 10/4 or similar roster (e.g. ~~truck drivers~~ staggered RDO's) and who are working in remote areas where council camps are required to house workers during their roster period. Forepersons, supervisors and camp caretakers are regarded as workers for the purpose of this Policy.

## Policy Statement

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This Policy applies to workers who work out of Council Camps and are required to reside in the camps to achieve council goals in relation to its works' program. They must comply with Council's policies and procedures and in particular the Council Camps Policy.

Contractors, Council employees, forepersons, supervisors and camp caretakers working and living in camps shall abide by the codes of conduct for contractors and employees at all times. Failure to abide by the codes shall result in disciplinary action. This could result in removal from working with council in accordance with the codes of conduct and or the Drug and Alcohol Policy when and if applicable. .

Each worker is responsible for their own conduct and it is expected that contractor owners shall ensure their workers are utilising the camp for what it has been designed for. That is as a place to rest after a days' work and in preparation for the following days' work. It is expected that senior officers inclusive of Council employees and contract owners shall display leadership and high level management practices to bring about a strong culture within this unique workplace.

## Provisions

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Council will provide the following equipment as a minimum at its construction camps:

- Kitchen facilities;
- Generator Power;
- Potable water;
- Amenities; (what); and



- Single & multi-single accommodation.

See schedule 1 relative to provisions.

Contractors are required to provide their own accommodation for their workers. This shall be in keeping with tender specifications.

The specific boundary of the camp will be defined by a jobsite camp plan. The plan shall form part of the works plan documentation.  
~~form part of the works plan documentation.~~

### Camp Rules

- If required to travel outside the camp confines which is situated on private land the employee must seek the permission of the land holder prior to undertaking such travel;
- All workers must ensure that accommodation quarters, amenities, kitchen, office areas and the camp grounds are left in a clean and tidy state by the user after each use;
- Visitors who are not engaged in working on the program e.g. family and friends are not permitted into any camp area at any time.
- Visitors who are working on the program and are visiting from another camp are allowed to visit provided they have permission from the camp foreperson to do so. Such visits will be restricted to the hours of 5pm to 8pm on any day. Visits outside these hours will not be authorised;
- ~~Workers may drink alcoholic beverages after 5pm in the campsites. It is expected that drinking shall be in moderation. It is a requirement that mid strength or low alcohol beer, wine or spirits only are allowed to be taken to camp. Workers may not consume any more than 6 standard drinks on any day whilst in camp. Senior officers will display strong leadership to ensure any poor behaviour or breaking of these rules is brought to the attention of the worker with a view to maintaining a high level of decorum during the downtimes in camp~~
- Low level social activity is encouraged. Parties, loud music and raucous behaviour are not permitted in the camps. It is expected that each worker will ensure their behaviour is civil and that inebriation is not considered to be a part of the culture within the camps.
- All camp activity of a social nature will not extend past 10pm at any time. Failure to abide by this rule will result in disciplinary action against the worker/s. This does not mean that social activity may continue in the dongas. This will be the time that the camp shuts down each evening for the day workers.
- No worker will be permitted to work on council programs where they must camp out until they have undergone the new pre-start program. This is a course devised by council's human resources branch in response to to the recognised need to bring about cultural change in this important aspect of Council's works program.. As indicated, failure to attend this pre start program will eliminate the ability of the worker to be engaged on the program and camp on site.





- Council workers and Gulf Labour Hire employees are not permitted to drive private vehicles to their allocated campsites. Transport is provided and that shall be utilised at all times.
- Workers are not permitted to bring pets of any description to the camps

These rules have been introduced to bring into being a degree of management to the camps. This is as a result of a major incident concerning alcohol on a camp in 2024. This resulted in the dismissal from the project of a foreman and five other workers.

It is recognised that the majority of the workers on site at the camps do act professionally and appropriately at all times. However due to the poor behaviour of others and requests for stronger regulation to eliminate such behaviour these rules have been designed to meet the needs of the majority of the workers engaged at the camps.

The camps are put in place to ensure a safe haven for workers following long hot days of work so that workers may obtain the rest they require so that they may return to work as refreshed as possible the next day. This is directly related to both Work Health and Safety and worker wellbeing.

This policy will form the foundation for the development of a new culture relating to this important annual council program.

## Responsibility

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1. Every worker is personally responsible for their behaviour and safety within the camp atmosphere.
2. Foreperson's, Supervisors and team leaders are responsible for strong leadership in relation to ensuring the camp rules as laid out in this policy are adhered to. This means that if action needs to be taken, then it will be taken as per the guidelines set out in the pre-start induction training. Failure to take appropriate action may result in disciplinary action.
3. The Senior Forepersons will oversee, assist and encourage their staff to take required action when and if necessary within the camp atmosphere.
4. The Works Coordinator shall oversee the program including the setup, moving and decommissioning of camps. He shall be responsible for ensuring the Council Camp Policy and Procedures are compliant.
5. The Director of Engineering maintains overall accountability for the entire program inclusive of the council camps.

## Definitions

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TERM	DEFINITION
<b>Worker</b>	Any person working in Council camps and are generally required to work a 10/4 roster and are required to live in Council camps due to distance and the fatigue issues this presents.
<b>Contract Owner</b>	A person who owns a contracting business and has workers engaged in Council's annual construction program.
<b>Employee</b>	A council employee who is not a contract worker but is described as a worker in the general sense. This applies to council employees engaged in the annual council roads program and is required to work a 10/4 roster and stays in the camps for the 10 day period of their roster.
<b>Camp Caretaker</b>	A worker engaged by council to be present during the four day down period of the 10/4 roster system. This officer will ensure camp security, water and fuel supply for the next roster and cleanliness of ablution blocks on the camp site.
<b>Culture</b>	The attitude displayed by workers engaged by council on its annual road construction program who are required to reside in camps for the duration of their roster. The also requires adherence to the rules outlined in the Policy as well as adherence to creating a safe and appropriate workplace.
<b><u>RDO's</u></b>	<u>Rostered Days Off</u>

Adopted by Council on "Date" by Resolution "Number".

**Anne Andrews**  
**Chief Executive Officer**

## BUSINESS PAPERS

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### 11.9 LES WILSON BARRAMUNDI DISCOVERY CENTRE MONTHLY REPORT

<b>Attachments:</b>	NIL
<b>Author:</b>	Christopher O'Keefe - Centre Manager - LWBDC
<b>Date:</b>	14 February 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/cafe, 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:**

#### **Karumba VIC & Barramundi Centre Statistics:**

- Total visitors for January were 77.
- Total days open : 26 Days, Monday – Saturday; 9 am – 12 noon; closed Sundays.
- Visitation for January 2025 averaged at 2.9 visitors per open days.
- Barra Bites Café was closed for December due to off season patronage and staff availability.
- Barra Centre received a \$20.00 from **Containers for Change** recycling program. It is entered as a donation to the Centre

#### **GOOGLE Statistics for Barramundi Centre:**

- 851 Profile views (+27%)
- 184 Web interactions :
  - 72 Website visits from Profile (+2%)
  - 186 Web searches (+50%)

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- 99 Direction requests (+67%)
- 13 Phone call inquiries (+160%)

### **Normanton VIC & Library Statistics:**

- Total visitors for January were 50.
- Total days open : 22 Days, Monday – Friday; 9 am – 12 noon; closed Saturdays and Sundays.
- Normanton VIC merchandise sales total was \$627.00
- 45 - Library Visitors (25 Adults & 20 Children)
- \$60.50 - Library Services

### **Normanton Campsite Statistics:**

- Closed for season

Visitor Data 1 – 31 <sup>st</sup> Jan 2025	Karumba VIC	Normanton VIC
Local Adult	14	33
Local Child	5	0
QLD Adult	27	9
QLD Child	20	3
NSW Adult	2	0
NSW Child	0	0
VIC Adult	1	0
VIC Child	0	0
TAZ Adult	1	0
TAZ Child	0	0
NT Adult	5	1
NT Child	0	0
SA Adult	0	0
SA Child	0	0
WA Adult	0	0
WA Child	0	0
INT Adult	2	4
INT Child	0	0
<b>TOTAL</b>	<b>77</b>	<b>50</b>

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LWBDC	2024				TOURS		
	Visitors	Tours #	Sales (POS)	Sales (Barra Bites)	RTBS (API – Online payment)	Invoiced Tours	Total Sales
Jan 25	77	4	\$952.00	Nil	Nil	Nil	\$952.00

### ACTIVITY – OBSERVATION / ACTION

#### **Karumba VIC**

- majority of visitors were during the holidays, with majority being from Mt Isa, Townsville and general QLD residents.
- Centre Coordinator was on Leave from 15 January.
- VIC Information wall as discussed with Coordinator. All information is displayed via travel ways – Savannah Way, Overlanders Way & Matilda Way. QR Codes are printed and displayed for download as are printed brochures.
- Public Notice Board has been hung and is easily accessible in the VIC listing vital information and local and neighbouring shire events.
- New display for the Sibayne Stillwater ship and information has been made. A new display showcasing the old bottles unearthed from the Burns Phillips building has been created.
- The gift shop has been freshened up with new display and merchandise. Marketing of Artist Bios has been posted with merchandise.
- Initiated membership with Containers for Change to collect and recycle all bottles and cans consumed from Barra Bites. Proceeds are deposited as donation to the Centre. January received \$20.00 for our first bottle pick up.

#### Artist Consignment

- A draft consignment agreement was sent for legal review and final draft for local artist. We have four local artist that are wanting to display and sell merchandise at the Centre this coming season – Rob Lucas, Sylvia Hammann, Judy Sneddon and Jo Porter.

#### Ideal POS System

- Ideal POS System - Stock & Banking system – experienced a total system shutdown in mid-January. System Shutdowns have been occurring periodically from November 2024. Support at Ideal POS worked with Coordinator, VIC attendant and CSC IT department to source a solution. In late January it was decided to purchase an update system to eliminate these problems. Ideal POS is organising this with CSC IT

## **BUSINESS PAPERS**

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department. We should have the system update completed in February. The Cost is just below \$800.00.

### Recruitment

- Active marketing for a cook for Barra Bites has been initiated with HR, with focus at cooking schools.
- Recruiting for VIC staff is being initiated.
- Graduate Student Work Experience Initiative with James Cook University for hatchery and Centre works has been re-established. Chris visited the campus at Townsville to register; the application has been vetted by JCU with the first students expected to start in May.

### Ignite Workshops

- Coordinator has been nominated and accepted for the Leadership Workshop; it runs from February to July 2025.

### Hatchery Works

- Manager visited James Cook University in Townsville to meet with Jerry Dean, manager at JCU Hatchery facility; he toured the hatchery facility and discussed new hatchery research and development methods being trailed.
- Work is in progress to include a larger brood stock holding tank. To be able to hold two separate family groups (a family group is 2 - 3 females and 4 - 5 males). This will provide 4 complete family groups for spawning - 2 active spawning families and 2 back up families. This will reduce stress on Broadstock during spawning. Covers are being made to remove external stresses and stimuli disturb the fish. The system will allow a focus nutrient boosting on the female breeders and improve egg development.
- The systems are being built from recycled equipment and salvaged components from the old facility.

### Electric Issues

- The underground 3-Phase electric cabling from main panel to hatchery blew out in early January. Electrician was called in on emergency to assist in temporary fix and complete repairs. The cables underground had to be replaced, and a separate generator had to be brought in to keep hatchery, algae and rotifer departments running (cables from LWBDC generator were also blown out). Electrician believes the blow out was a combination of issues, being rats chewing on cable covers, possible lightning strikes and the ground water levels rising from rain. Final fix was completed the first week in February.

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### **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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### 12 REPORTS FROM DIRECTOR OF CORPORATE SERVICES

#### 12.1 MONTHLY FINANCIAL REPORT - JANUARY 2025

**Attachments:** 12.1.1. Monthly Financial Statement - January 2025 [↓](#)  
**Author:** Jade Nacario - Manager Finance and Administration  
**Date:** 13 February 2025

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

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

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#### Executive Summary:

Presentation of the financial report for 31 January 2025 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 January 2025.

#### 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 January 2025 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 \$2,590,962. Refer item 2.
  - The major factors that contributed to the operating result are:

Factors	Actual	Budget	Variance	Comments
Current Surplus/Deficit	2,590,962	-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), 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.
TMR and RMPC	16,885,324	21,982,000	5,096,676	The favourable variance in sales revenue is attributed to regular claims processing for TMR works during the construction season.

- Cash Position – Refer item 3. Cash Position – Refer to Item 3
  - The current cash balance is **\$54,548,797**, 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, **\$30,500,813** is restricted. See the Accounts Summary for additional context.
  - The cash available for operational purposes is **\$24,047,984**, which represents **5.87 months** of cover— above the minimum cash cover target of **4 months** for Tier 7 councils.

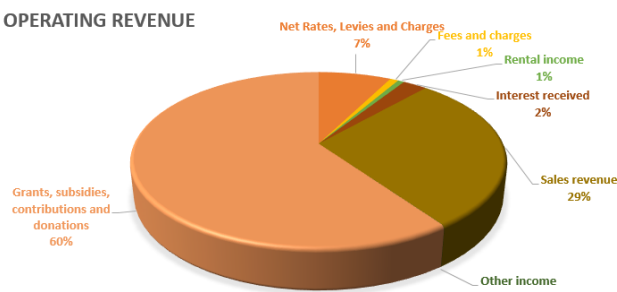
### 2. Operating Result

## BUSINESS PAPERS

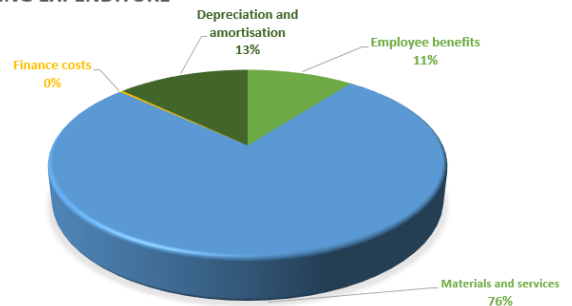
For the seventh month of the financial year 2024/2025, the comprehensive income statement operating result indicated a surplus of \$2,590,962. This is the sum of \$59,289,431 in recurrent revenue, \$56,698,469 in recurrent expenditure.

	Actual (1 July 2024 to 31 January 2025)	Budget (1 July 2024 to 30 June 2025)
Revenue	59,289,431	101,956,891
Expenses	<b>56,698,469</b>	109,906,976
<b>Net Operating</b>	<b>2,590,962</b>	<b>(7,950,085)</b>

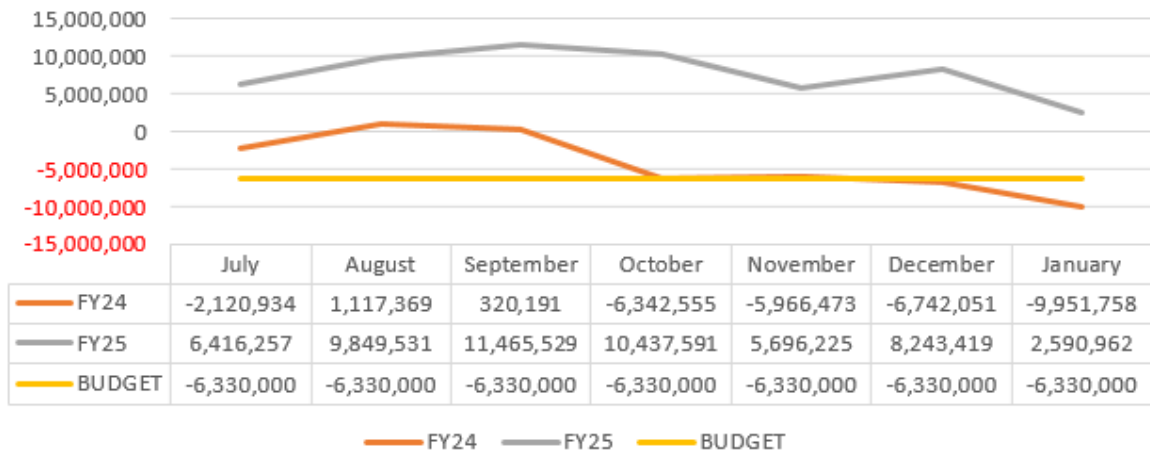
OPERATING REVENUE



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:  
**Office of the Chief Executive Officer**

## BUSINESS PAPERS

Row Labels	Sum of Current Budget	Sum of YTD Actual
<b>Operating Expenditure</b>	<b>3,038,936</b>	<b>1,522,543</b>
Communications	18,000	6,885
Community Recovery	0	494
Disaster Events	10,000	62,607
Disaster Preparedness	22,500	0
Elected Members	562,257	322,117
Emergency Response	43,600	20,755
Governance	1,585,093	862,022
Regional Economic Development	11,000	8,010
Tourism Events	786,486	239,652
<b>Operating Income</b>	<b>-62,545</b>	<b>-585,071</b>
Disaster Events	0	-559,941
Disaster Preparedness	-7,000	-5,363
Emergency Response	-20,545	-2,176
Tourism Events	-35,000	-17,591
<b>Grand Total</b>	<b>2,976,391</b>	<b>937,472</b>

### Human Resources

Row Labels	Sum of Current Budget	Sum of YTD Actual
<b>Operating Expenditure</b>	<b>1,403,926</b>	<b>810,438</b>
Apprenticeships / Traineeship	61,000	5,675
Enterprise Bargaining	5,000	55,708
Human Resource Operations	589,548	410,085
Learning & Development	209,500	27,935
Workplace Health And Safety	538,878	311,035
<b>Operating Income</b>	<b>-35,000</b>	<b>-7,262</b>
Apprenticeships / Traineeship	-35,000	-4,295
Workplace Health And Safety	0	-2,966
<b>Grand Total</b>	<b>1,368,926</b>	<b>803,176</b>

### Corporate Services

## BUSINESS PAPERS

Row Labels	Sum of Current Budget	Sum of YTD Actual
<b>Operating Expenditure</b>	<b>2,393,935</b>	<b>963,152</b>
Animal Control	125,801	35,701
Cemeteries	102,500	73,656
Corporate Services	363,000	13,525
Environmental Health	15,000	12,429
Information Technology	921,902	392,380
Local Laws	138,421	46,517
Mosquito Control	30,000	53
Pensioner Housing	26,000	20,859
Pest Management Operations	102,891	107,086
Property And Leases	13,500	13
Stores & Purchasing	257,428	238,757
Weed Control	297,491	22,178
<b>Operating Income</b>	<b>-480,500</b>	<b>-354,215</b>
Animal Control	-2,500	-615
Cemeteries	0	-3,976
Environmental Health	-3,000	-2,000
Information Technology	0	-300
Local Laws	-14,000	-2,173
Pensioner Housing	-38,000	-18,316
Property And Leases	-110,000	-74,440
Staff Housing	-313,000	-252,395
<b>Grand Total</b>	<b>1,913,435</b>	<b>608,937</b>

### Finance and Administration

Row Labels	Sum of Current Budget	Sum of YTD Actual
<b>Operating Expenditure</b>	<b>257,533</b>	<b>837,729</b>
Admin And Customer Service	566,714	182,677
Financial Services	1,221,072	721,496
Payroll	41,000	206,901
Rates Management	214,352	151,684
Records Management	149,023	54,418
Wages On-Costs	-1,934,628	-479,447
<b>Operating Income</b>	<b>-8,612,000</b>	<b>-11,431,268</b>
Admin And Customer Service	-1,000	-2,586
Financial Services	-3,902,500	-9,008,207
Rates Management	-4,708,500	-2,420,474
<b>Grand Total</b>	<b>-8,354,467</b>	<b>-10,593,539</b>

### Community Development

## BUSINESS PAPERS

Row Labels	Sum of Current Budget	Sum of YTD Actual
<b>Operating Expenditure</b>	<b>3,688,736</b>	<b>2,214,887</b>
Arts & Culture	31,900	24,394
Business Development	5,500	237
Child Care	962,367	455,300
Community Development	192,013	155,513
Community Donations	90,000	42,118
Community Events	182,700	79,568
Cultural & Natural Heritage	104,500	67,580
Gym	75,966	39,741
Halls	186,700	142,303
Libraries	125,124	96,909
Recreational Sports Centre	483,966	376,311
Rodeo Grounds	110,000	79,006
Sports & Recreation	267,400	164,991
Swimming Pools	709,600	446,490
Youth Services	161,000	44,426
<b>Operating Income</b>	<b>-827,666</b>	<b>-705,602</b>
Arts & Culture	-30,375	0
Business Development	-2,000	0
Child Care	-500,000	-343,990
Community Development	0	-54,500
Community Events	-7,700	-21,804
Gym	-45,000	-26,927
Halls	-52,500	-22,578
Libraries	-3,000	-28,998
Regional Economic Development	0	-78,660
Sports & Recreation	-28,000	-127,114
Swimming Pools	0	-109
Youth Services	-159,091	0
Cultural Development	0	-923
<b>Grand Total</b>	<b>2,861,070</b>	<b>1,509,285</b>

**Les Wilson Barramundi Discovery Centre**

## BUSINESS PAPERS

Row Labels	Sum of Current Budget	Sum of YTD Actual
<b>Operating Expenditure</b>	<b>1,729,063</b>	<b>727,859</b>
Barra Bites Café	108,891	8,078
Hatchery	514,694	176,206
Les Wilson Barramundi Discovery Centre	987,318	452,224
Visitor Information	118,161	91,350
<b>Operating Income</b>	<b>-435,000</b>	<b>-239,106</b>
Barra Bites Café	-65,000	-36,514
Hatchery	-20,000	-1,075
Les Wilson Barramundi Discovery Centre	-320,000	-182,073
Visitor Information	-30,000	-19,444
<b>Grand Total</b>	<b>1,294,063</b>	<b>488,753</b>

### Engineering

Row Labels	Sum of Current Budget	Sum of YTD Actual
<b>Operating Expenditure</b>	<b>25,377,897</b>	<b>20,234,127</b>
Airports	417,545	290,289
Asset Management	280,120	10,326
Building Services	827,607	90,443
Depots & Workshop	443,144	481,907
Engineering Services	953,095	588,037
Fleet & Plant	-4,754,411	-2,166,350
Main Roads (Rmpc And Pw)	18,919,650	15,264,039
Parks & Gardens	1,585,119	903,513
Pensioner Housing	171,200	159,546
Private Works	0	9,177
Public Conveniences	314,185	152,663
Quarries	10,000	1,156
Reserves	16,600	32,385
Road	5,505,044	3,870,671
Staff Housing	603,000	527,563
Town Planning	86,000	17,953
Regional Planning	0	808
<b>Operating Income</b>	<b>-23,103,680</b>	<b>-18,537,346</b>
Airports	-360,000	-213,885
Building Services	-4,500	-11,655
Coastal Management	0	7,931
Engineering Services	-1,000	0
Fleet & Plant	0	-20,874
Main Roads (Rmpc And Pw)	-21,982,000	-16,885,324
Pensioner Housing	-38,000	-19,223
Road	-716,180	-1,388,899
Town Planning	-2,000	-5,417
<b>Grand Total</b>	<b>2,274,217</b>	<b>1,696,782</b>

## BUSINESS PAPERS

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### Asset Management

Row Labels	Sum of Current Budget	Sum of YTD Actual
<b>Operating Expenditure</b>	<b>862,100</b>	<b>482,674</b>
Admin And Customer Service	41,200	56,568
Airports	30,000	4,525
Animal Control	1,000	1,764
Cemeteries	1,100	1,523
Child Care	22,300	13,212
Depots & Workshop	97,100	27,801
Emergency Response	4,500	951
Engineering Services	0	3,036
Gym	17,700	2,905
Halls	41,200	19,466
Hatchery	4,000	3,770
Landfill/ Waste Transfer Operations	4,000	4,107
Les Wilson Barramundi Discovery Centre	37,500	46,756
Libraries	17,500	14,185
Parks & Gardens	20,000	0
Pensioner Housing	103,500	42,421
Property And Leases	4,000	483
Public Conveniences	4,500	3,002
Recreational Sports Centre	28,100	14,199
Rodeo Grounds	20,800	9,912
Sewerage	29,500	8,485
Staff Housing	256,000	172,926
Stores & Purchasing	1,000	6,467
Swimming Pools	26,500	8,983
Visitor Information	16,000	2,372
Water	33,100	12,853
<b>Grand Total</b>	<b>862,100</b>	<b>482,674</b>

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### Water and Waste Management

Row Labels	Sum of Current Budget	Sum of YTD Actual
<b>Operating Expenditure</b>	<b>6,820,751</b>	<b>3,590,053</b>
Landfill/ Waste Transfer Operations	1,002,800	370,294
Raw Water Network	5,000	0
Refuse Collection	233,653	167,042
Sewerage	1,986,031	926,437
Water	3,593,267	2,126,281
<b>Operating Income</b>	<b>-4,212,000</b>	<b>-2,208,863</b>
Landfill/ Waste Transfer Operations	-779,000	-418,960
Refuse Collection	0	-6,026
Sewerage	-1,595,000	-836,370
Water	-1,838,000	-947,508
<b>Grand Total</b>	<b>2,608,751</b>	<b>1,381,189</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 \$54,548,797 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 \$21,724,019 allocated for the Mitchell River Bridge.

Additionally, Council has contract assets arising from works performed for other funding bodies 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 liability balance of \$30,500,813.

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

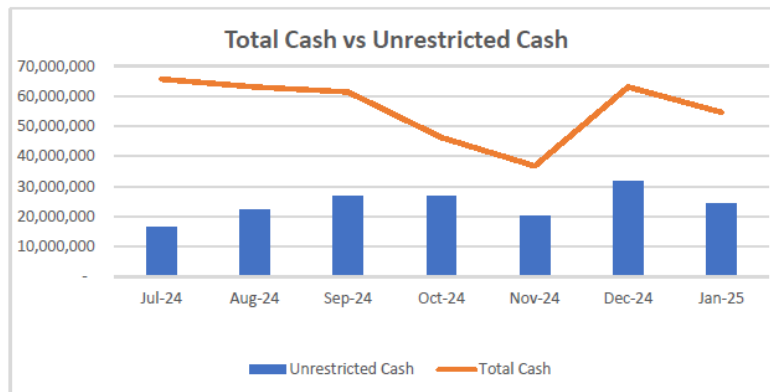


## BUSINESS PAPERS



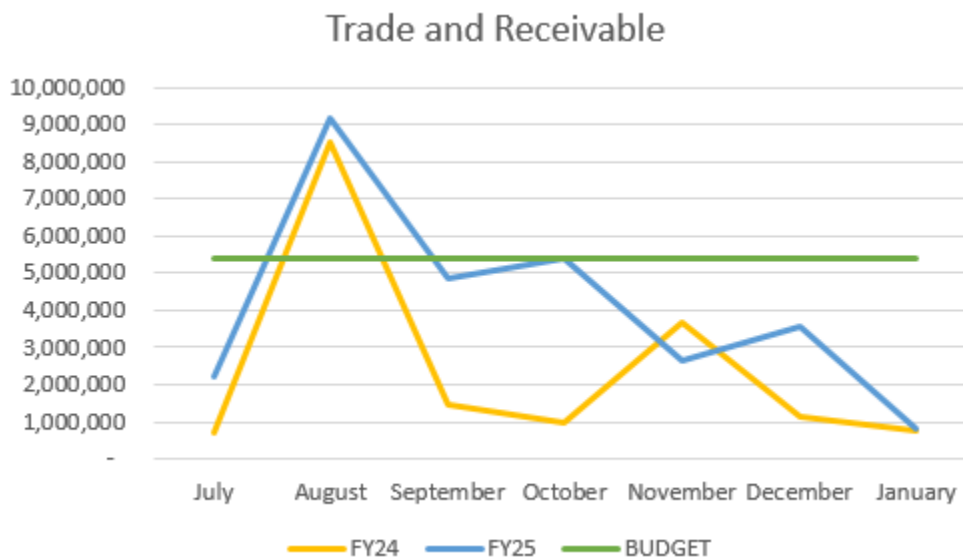
### Cash Balances

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25
Unrestricted Cash	16,270,345	22,160,569	26,695,588	26,534,893	20,226,598	31,517,265	24,047,984
Total Cash	65,588,683	63,012,350	61,340,373	46,214,873	36,792,251	62,981,782	54,548,797



#### 4. Trade and Receivables

The graph below illustrates Council's Trade and Receivables balance of \$787,161 compared to a budgeted figure of \$5,386,218. The total outstanding rates of \$554,669 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.

#### 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

## BUSINESS PAPERS

reserves. The table below outlines the investment performance for the month of January 2025.

Investment Accounts	Financial Institutions	Funds Available Balance (31 Jan 2025)	January 2025 Interest Income	YTD Interest Earned
QTC General Fund	QTC	22,831,238	177,377	748,006
QTC Reserves Fund	QTC	31,481,220	65,988	774,521
<b>TOTAL</b>		<b>54,312,458</b>	<b>243,364</b>	<b>1,522,527</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	3,711,072	15 March 2035
Karumba Sewerage	66,099.08	1,228,469	15 June 2030
Normanton Water	34,031.88	705,719	15 March 2031
<b>TOTAL</b>	<b>210,543.13</b>	<b>5,645,260</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	2,323,547	1,122,523
Recoverable Works	14,561,777	14,141,516

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):**

- 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 January 2025

	Actual 31-Jan-25	Budget 30-Jun-25	% Variance 58.33%
<b>Income</b>			
<b>Revenue</b>			
<b>Operating revenue</b>			
Net Rates, Levies and Charges	4,455,374	8,855,500	50.31%
Fees and charges	514,428	790,000	65.12%
Rental income	390,787	539,500	72.44%
Interest received	1,482,260	1,050,000	141.17%
Sales revenue	16,998,443	22,124,000	76.83%
Other income	14,281	6,900	206.97%
Grants, subsidies, contributions and donations	35,433,858	68,590,991	51.66%
Total operating revenue	59,289,431	101,956,891	57.91%
<b>Capital revenue</b>			
Grants, subsidies, contributions and donations	40,593,542	33,459,689	121.32%
<b>Total revenue</b>	<b>99,882,973</b>	<b>135,416,580</b>	<b>73.76%</b>
<b>Total income</b>	<b>99,882,973</b>	<b>135,416,580</b>	<b>73.76%</b>
<b>Expenses</b>			
<b>Operating expenses</b>			
Employee benefits	5,910,345	12,833,445	46.05%
Materials and services	43,275,989	86,462,166	50.05%
Finance costs	173,504	299,365	57.96%
Depreciation and amortisation	7,338,631	10,312,000	71.17%
Total operating expenses	56,698,469	109,906,976	51.59%
<b>Capital expenses</b>			
Total capital expenses	-	-	0.00%
<b>Total expenses</b>	<b>56,698,469</b>	<b>109,906,976</b>	<b>51.59%</b>
<b>Net result</b>	<b>43,184,504</b>	<b>25,509,604</b>	<b>169.29%</b>
<b>Operating result</b>			
Operating revenue	59,289,431	101,956,891	58.15%
Operating expenses	56,698,469	109,906,976	51.59%
Operating result	2,590,962	(7,950,085)	-32.59%

#### Key Points:

- 1 The second rates levy was issued in February 2025 and will be reflected in next month's report.
- 2 Depreciation expenses are expected to exceed the budgeted amount due to a comprehensive valuation.
- 3 The favourable variance in sales revenue is attributed to regular claims processing for TMR works during the construction season.

## Carpentaria Shire Council

### Statement of Financial Position

as at 31 January 2025

	Actual 31-Jan-25	Budget 30-Jun-25
<b>Assets</b>		
<b>Current assets</b>		
Cash and cash equivalents	54,551,697	35,347,000
Trade and other receivables	787,161	5,386,218
Inventories	1,307,510	1,180,264
Contract Assets	15,885,665	11,558,828
ATO Receivables	633,977	422,278
Total current assets	73,166,010	53,894,588
<b>Non-current assets</b>		
Trade and other receivables	-	25,522
Property, plant & equipment	361,307,185	327,645,868
Total non-current assets	361,307,185	327,671,390
<b>Total assets</b>	434,473,195	381,565,978
<b>Liabilities</b>		
<b>Current liabilities</b>		
Trade and other payables	42,988	1,433,631
Contract Liabilities	46,386,478	28,101,443
Borrowings	579,625	597,911
ATO Payable	1,830,436	-
Provisions	855,673	1,404,399
Total current liabilities	49,695,200	31,537,384
<b>Non-current liabilities</b>		
Borrowings	5,065,635	4,733,564
Provisions	1,013,684	1,022,786
Total non-current liabilities	6,079,319	5,756,350
<b>Total liabilities</b>	55,774,519	37,293,734
<b>Net community assets</b>	378,698,676	344,272,244
<b>Community equity</b>		
Asset revaluation surplus	222,067,754	200,688,181
Retained surplus	156,630,923	143,584,063
<b>Total community equity</b>	378,698,676	344,272,244

**Carpentaria Shire Council**  
**Statement of Cash Flows**  
for the period ended 31 January 2025

Actual  
31-Jan-25

Budget  
30-Jun-25

**Statement of Cash Flows**

**Cash flows from operating activities**

Receipts from customers	28,256,229	31,776,400
Payments to suppliers and employees	(44,672,231)	(99,295,611)
Interest received	1,482,260	1,050,000
Rental income	390,787	539,500
Non-capital grants and contributions	35,433,858	68,590,991
Borrowing costs	(173,504)	(274,166)

Net cash inflow from operating activities	20,717,399	2,387,114
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**Cash flows from investing activities**

Payments for property, plant and equipment	(45,126,818)	(38,631,769)
Grants, subsidies, contributions and donations	40,593,542	33,459,689

Net cash inflow from investing activities	(4,533,276)	(5,172,080)
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**Cash flows from financing activities**

Net cash inflow from financing activities	(115,790)	(474,264)
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**Total cash flows**

Net increase in cash and cash equivalent held	16,068,333	(3,259,230)
Opening cash and cash equivalents	38,483,363	38,606,230
Closing cash and cash equivalents	54,551,697	35,347,000



Statement of Income and Expenditure by Category  
for the period ended 31 January 2025

	Core	Fleet	ORA	RMPC	TMR Rec Works	LWBDC & Hatchery	Childcare	Other Non-Core	Total	Budget
Income	\$	\$	\$	\$	\$			\$	\$	\$
Revenue										
Recurrent revenue										
Rates, levies and charges	4,455,374	-	-	-	-	-	-	-	4,455,374	8,855,500
Fees and charges	327,506	-	-	-	-	77,818	82,177	26,927	514,428	790,000
Rental income	85,853	-	-	-	-	-	15,000	289,934	390,787	539,500
Interest received	1,482,260	-	-	-	-	-	-	-	1,482,260	1,050,000
Sales revenue	24,220	-	-	2,323,547	14,561,777	88,899	-	-	16,998,443	22,124,000
Other income	12,434	1,847	-	-	-	-	-	-	14,281	6,900
Grants, subs, cont & donations	9,899,481	19,027	25,265,507	-	-	3,030	246,813	-	35,433,858	68,590,991
<b>Total income</b>	<b>16,287,128</b>	<b>20,874</b>	<b>25,265,507</b>	<b>2,323,547</b>	<b>14,561,777</b>	<b>169,747</b>	<b>343,990</b>	<b>316,861</b>	<b>59,289,431</b>	<b>101,956,891</b>
Expenses										
Recurrent expenses										
Employee benefits	(3,702,782)	(249,313)	(594,504)	(151,068)	(656,358)	(240,193)	(263,414)	(52,713)	(5,910,345)	(12,833,445)
Materials and services	(6,345,774)	3,001,747	(24,671,003)	(971,455)	(13,485,158)	(265,481)	(137,639)	(401,226)	(43,275,889)	(86,462,166)
Finance costs	(173,504)	-	-	-	-	(265,481)	-	-	(773,504)	(299,365)
Depreciation	(5,991,704)	(586,083)	-	-	-	(181,361)	(67,460)	(512,023)	(7,338,631)	(10,312,000)
<b>Total expenses</b>	<b>(16,213,764)</b>	<b>2,166,351</b>	<b>(25,265,507)</b>	<b>(1,122,523)</b>	<b>(14,141,516)</b>	<b>(687,035)</b>	<b>(468,513)</b>	<b>(965,962)</b>	<b>(36,698,469)</b>	<b>(109,906,976)</b>
<b>Operating Result</b>	<b>73,364</b>	<b>2,187,225</b>	<b>0</b>	<b>1,201,024</b>	<b>420,261</b>	<b>(517,288)</b>	<b>(124,523)</b>	<b>(649,101)</b>	<b>2,590,962</b>	<b>(7,950,085)</b>



### Accounts Summary

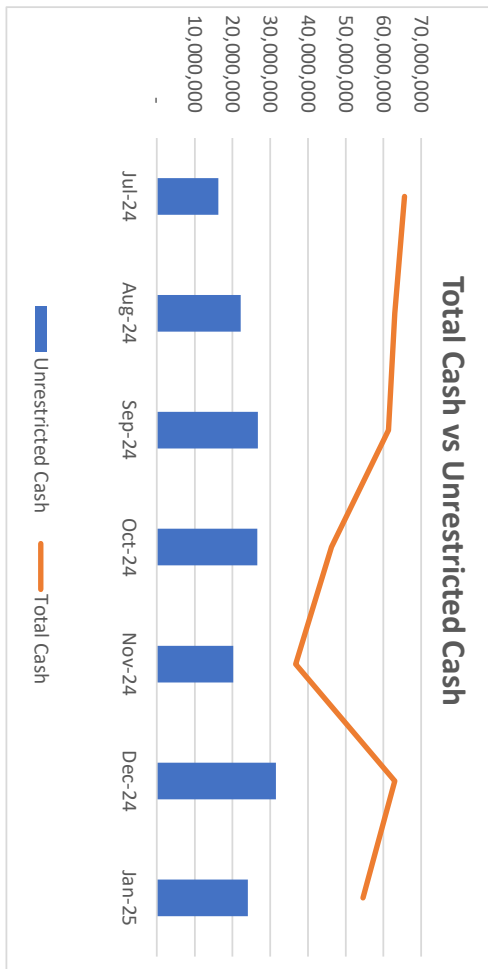
	31 January 2025 \$	31 December 2024 \$
<b>General Accounts</b>		
Westpac General Operating Accounts	236,339	5,933,328
QTC General Fund	22,831,238	21,355,078
QTC Reserves Fund	31,481,220	35,693,377
<b>Total balance held in banks (incl Reserves)</b>	<b>54,548,797</b>	<b>62,981,782</b>
<b>Restricted</b>		
Contract Balances	30,500,813	31,464,517
	<b>30,500,813</b>	<b>31,464,517</b>
<b>Unrestricted Cash</b>	<b>24,047,984</b>	<b>31,517,265</b>
<b>QTC Borrowings</b>		
Karumba Sewerage	1,228,468	1,221,774
Normanton Water Upgrade	705,719	701,956
Glenore Weir	3,711,072	3,698,230
<b>Total balance QTC borrowings</b>	<b>5,645,260</b>	<b>5,621,960</b>
<b>Net Council Position after Borrowings</b>	<b>18,402,724</b>	<b>25,895,305</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	21,724,019	11,646,829
<b>Total Reserves held in QTC</b>	<b>31,481,220</b>	<b>21,404,030</b>





## Cash Balances

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25
Unrestricted Cash	16,270,345	22,160,569	26,695,588	26,534,893	20,226,598	31,517,265	24,047,984
Total Cash	65,588,683	63,012,350	61,340,373	46,214,873	36,792,251	62,981,782	54,548,797



Carpentaria Shire Council  
Sustainability Ratios  
as at 31 January 2025

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	4.37%	The favourable result is due to the timing of FA Grants and is attributed to regular claims processing for TMR works during the construction season. The positive operating cash ratio indicates that Council is generating surplus cash from its core operations. 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%	17.04%	The favourable result is due to the timing of FA Grants and is attributed to regular claims processing for TMR works during the construction season. 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	5.87	The higher unrestricted cash ratio indicates Council has sufficient free cash available.
	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.
	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	0.56	Council's borrowings are almost 1 times its earnings before depreciation (EBDA).
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	29.00%	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 Statisticians Office was published on the 1st September 2023

**Sustainability Ratios**

A new Financial Management (Sustainability) Guideline 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 Guideline 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

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### 12.2 EXTERNAL AUDIT - 2023-2024 CLOSING REPORT

<b>Attachments:</b>	12.2.1. 2024 CSC Closing Report <a href="#">↓</a> 12.2.2. 2024 Final Management Report - Final issued <a href="#">↓</a>
<b>Author:</b>	Jade Nacario - Manager Finance and Administration
<b>Date:</b>	13 February 2025

<b>Key Outcome:</b>	A well governed, responsive Council, providing effective leadership and management, and respecting community values
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<b>Key Strategy:</b>	Develop systems that promote continuous improvement
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#### Executive Summary:

Queensland Audit Office (QAO) contract auditors Crowe Australasia have conducted an audit in accordance with the external audit plan issued 27 March 2024. The attached closing report for the financial year ended 30 June 2024, includes the results of the audit, identified audit misstatements, and other matters.

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

#### RECOMMENDATION:

That Council note the contents of the 2024 Closing Report.

#### Background:

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

*Presentation of auditor-general's observation report*

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

Following the completion of the audit, **QAO prepared a Closing Report and a Final Management Letter**, summarizing the audit findings and management responses.

#### Financial reporting

The Auditor-General once again for the financial year 2023-24 consistent to prior year has issued an unmodified opinion on the Council's financial statements.

## BUSINESS PAPERS

### Operating surplus ratio

Type	Measure	Target (Tier 7)	Actual	5-Year Average
Operating Performance	Operating Surplus Ratio	0% to 10%	-25.30%	-11.00%

QAO has noted that Council is outside the target range (0–10%) for the Operating Surplus Ratio, recording -25.30%, with a five-year average of -11%. This indicates that Council's operating expenses exceed its operating revenue.

At the adoption of the 2023–24 budget, Council already anticipated challenges in achieving a positive operating surplus ratio due to:

- Continued reliance on grant funding
- Limited opportunities to generate own-source revenue
- Timing delays in receiving Financial Assistance Grants (FA Grants)

For the 2024 financial year, no advance payment of 2024-25 Financial Assistance Grants was received which is inconsistent with the prior year that resulted to negative operating surplus. However, post 30 June 2024, Council received \$8,574,864, representing 85% of its FA Grants for the 2025 financial year.

### Operating cash ratio

Type	Measure	Target (Tier 7)	Actual	5-Year Average
Operating Performance	Operating Cash Ratio	Greater than 0%	-4.80%	6.30%

As of 30 June 2024, Council's Operating Cash Ratio is -4.80%, with a five-year average of 6.30%, which also below the target range. This was impacted by the delayed receipt of FA Grants in July 2024.

### Unrestricted cash expense ratio

Type	Measure	Target (Tier 7)	Actual	5-Year Average
Liquidity	Unrestricted Cash Expense Cover Ratio	Greater than 4 months	2.90	N/A

Council's Unrestricted Cash Expense Cover Ratio as of 30 June 2024 is 2.9 months. This was impacted by:

- Delayed receipt of FA Grants (July 2024)
- Delays in recoverable works claims

### Asset sustainability ratio

Type	Measure	Target (Tier 7)	Actual	5-Year Average
Asset Management	Asset Sustainability Ratio	Greater than 90%	15.40%	33.50%

Council's Asset Sustainability Ratio is 15.40%, with a five-year average of 33.50%—significantly below the 90% target for its tier.

This suggests that Council may be underspending on asset renewal and replacement. However, most road renewals were completed under Disaster Recovery Funding Arrangements (DRFA), which are classified as operating expenditure under Council's Essential Assets Policy.

## BUSINESS PAPERS

### Asset consumption ratio

Type	Measure	Target (Tier 7)	Actual	5-Year Average
Asset Management	Asset Consumption Ratio	Greater than 60%	62.20%	73.20%

Council's Asset Consumption Ratio stands at 62.20%, with a five-year average of 73.20%, exceeding the target range.

Council has consistently met this target over the past five years, demonstrating effective asset management.

### Leverage Ratio

Type	Measure	Target (Tier 7)	Actual	5-Year Average
Debt Servicing Capacity	Leverage Ratio	0 - 3 times	-2.11	0.94

Council's leverage ratio is at -2.11 and the five-year average is 0.94. Council is below the target ratio. However, Council has achieved the five-year average. The timing of the financial assistance grant has contributed to this result.

### Status of issues

The audit has identified new internal control and financial reporting issues. The report also outlines prior year issues, along with management responses and actions taken to resolve them.

The 2024 Closing Report provides an overview of Council's financial position and audit findings. While challenges remain—particularly with the Operating Surplus Ratio and Asset Sustainability Ratio—these are largely influenced by external factors such as grant timing and funding limitations.

Council will continue to monitor financial performance, implement corrective actions, and ensure sound financial management practices.

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

- Crowe Australasia (contract auditors)
- Anne Andrews – Chief Executive Officer
- Mark Crawley – Former Chief Executive Officer
- Julianne Meier – Former Director of Corporate Services
- Relevant Officers

### **Legal Implications:**

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

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

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

### **Risk Management Implications:**

- Public Perception and Reputation Risk is assessed as low.



## 2024 CLOSING REPORT

# Carpentaria Shire Council

18 October 2024

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CONFIDENTIAL

Ms A Andrews  
Chief Executive Officer  
Carpentaria Shire Council

Dear Ms Andrews

### 2024 Closing report

We present our closing report for Carpentaria Shire Council for the financial year ended 30 June 2024. It includes the results of our audit, the status of audit issues, identified audit misstatements, and other matters.

Our audit was conducted in accordance with our external audit plan. We confirm that up to the date of this report, we have maintained our independence obligations in relation to our conduct of this audit.

Our closing report is not the Auditor-General's observation report that needs to be tabled in a council meeting as required under section 213 of the Local Government Regulation 2012.

#### Expected opinion

We expect to issue an unmodified opinion on the financial statements. Our audit opinion is subject to completion of our audit. We have included the key outstanding matters to be finalised below.

#### Control environment

In our interim report, we assessed that your internal control environment does not support an audit strategy where we can rely upon your entity's controls. We have confirmed that there has been no change to our initial assessment. Please refer to section 3 *Status of issues* for further details.

#### Materiality \$734,000

Decrease of \$17,000 to planning materiality.

#### Estimated final fees

\$97,500

#### Outstanding matters

Item	Responsibility
Financial statements review – quality check over final version	Audit
Subsequent events update – review of transactions and events to date of signing	Management and Audit
Management representation letter – to be signed with the financial statements	Management
Financial report certification – signing of the financial statements by management	Management

QAO is keen to hear your views about the audit services we provide and will seek your feedback via an online survey. This survey will help us understand what is working well and where there are opportunities for us to improve our engagement with you.

Thank you for your time this year, it has been a pleasure to work with you. If you have any questions or would like to discuss this report, please contact me on 07 4722 9559 or Sarah Trende on 07 4722 9750.

Yours sincerely

Donna Sinanian  
Partner

Enc.

cc. Cr Jack Bawden, Mayor

2024 Closing report

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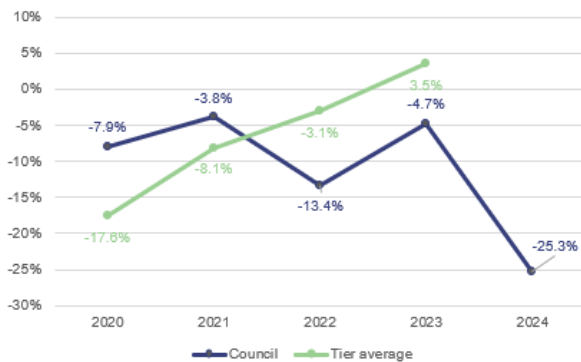
# 1. Financial sustainability assessment

Councils are required to report a variety of metrics under the Financial Management (Sustainability) Guideline 2023 (the [guideline](#)) issued by the Department of Housing, Local Government, Planning and Public Works (the department).

The department has also published a risk framework with the guideline; however, the risk framework does not assign an overall risk of financial sustainability. Accordingly, we have not assessed council's financial sustainability.

As required under the Local Government Regulation 2012, we have audited the accuracy of these ratios in line with the guideline and will issue an audit opinion on the current year financial sustainability statements. Our audit opinion does not include 3 contextual ratios disclosed by council in the current year financial sustainability statements.

Ratio	Commentary
<b>Operating surplus ratio</b> – The operating surplus ratio 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.	



Council's 5 year average is

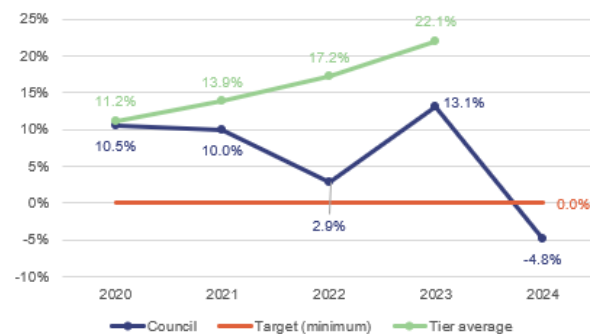
**-11.0%**

This indicates that council's operating expenses exceeds its operating revenue.

In the 2024 financial year, the Commonwealth Government delayed the advance payment of the Financial Assistance Grants (FA grant) that has resulted in council generating an increased negative operating surplus then prior years. Post 30 June 2024, council has received \$8,574,864 representing 85% of its FA grants that it is entitled to for the 30 June 2025 year.

Operating deficits over the long term affect a council's ability to internally fund its capital requirements and other initiatives as and when they fall due, potentially requiring external funding support.

<b>Operating cash ratio</b> – 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.
--



Council's 5 year average is

**6.3%**

This is **greater** than the **0.0% target** for the tier, indicating that council is able to fund its operating expenditure operations.

A positive operating cash ratio indicates that a council is generating surplus cash from its core operations, which suggests that council has the ability to self-fund its operating expenditure requirements.



2024 Closing report

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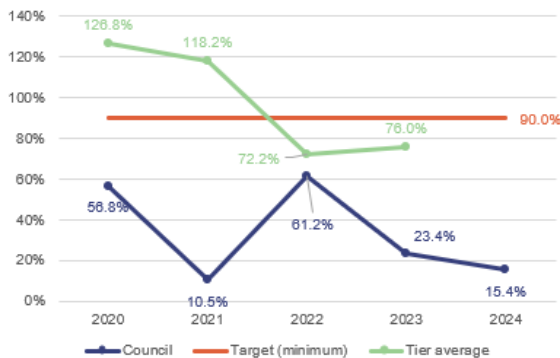
Ratio	Commentary
<b>Unrestricted cash expense cover ratio</b> – The unrestricted cash expense cover ratio is an indicator of the unconstrained liquidity available to a council to meet ongoing and emergent financial demands, which is a key component to solvency. It represents the number of months a council can continue operating based on current monthly expenses.	

Council's unrestricted cash expense cover ratio at 30 June 2024 is

# 2.9 months

This is **less** than the **4 months target** for the tier, which suggests council's limited unconstrained liquidity available to Council, including potential capital investments. A low ratio is also a potential indicator of solvency concerns.

**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.

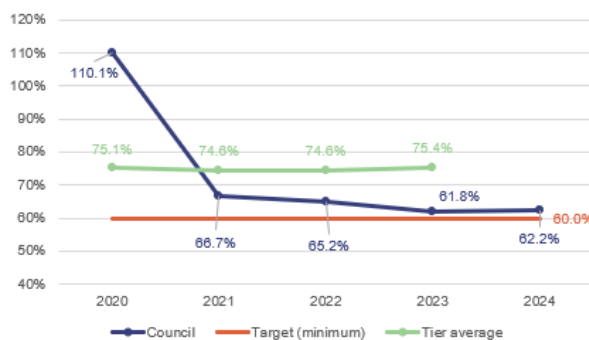


Council's 5 year average is

# 33.5%

This is **less** than the **90% target** for the tier, potentially indicating council are underspending on capital replacement of their assets.

**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.



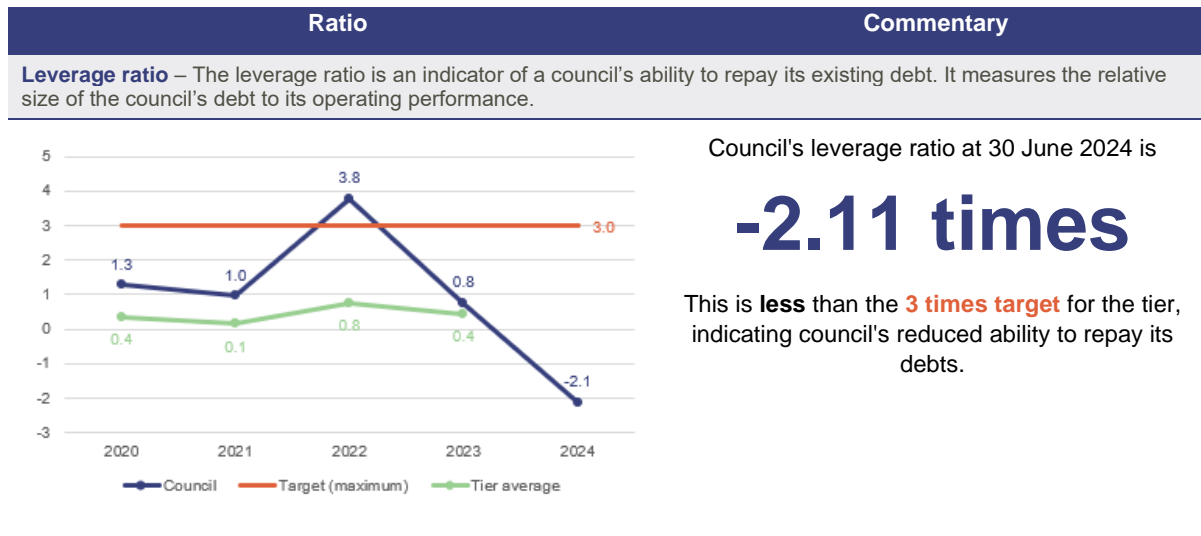
Council's 5 year average is

# 73.2%

This is **greater** than the **60.0% target** for the tier, indicating council's assets are being consumed in line with their estimated useful lives.

2024 Closing report

SENSITIVE



2024 Closing report

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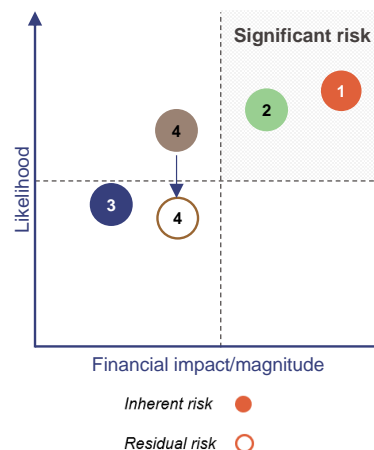
## 2. Audit conclusions

### Areas of audit focus

Our external audit plan identified items that present the greatest risk of material error to the financial statements.

This chart displays the inherent risk for the identified areas of audit focus, together with considering the effectiveness of your internal controls (residual risk), and the financial impact (magnitude).

Our overall conclusions on these areas of audit focus are outlined in the table below.



Risk	Description of risk	Audit conclusion
1	<b>Valuation of infrastructure assets</b> <ul style="list-style-type: none"> <li>Property plant and equipment is the most material balance in the financial statements at \$323 million</li> <li>Valuation involves significant estimates and judgements, particularly in years where a comprehensive revaluation is undertaken.</li> <li>Significant capital works program, with complex asset capitalisation</li> <li>There is no market-based evidence of fair value due to the specialised nature of the assets (comparable items are rarely sold)</li> <li>Infrastructure assets generally have long lives which require significant estimation</li> <li>Separation between renewals and additions may not be clear and may affect reliability of sustainability ratio reporting</li> <li>Management may be motivated to manipulate financial sustainability ratios as they are publicly included in sustainability statements</li> </ul>	<b>Testing performed</b> We have performed the following procedures: <ul style="list-style-type: none"> <li>Reviewed management's assessment of the valuation outcome.</li> <li>Assessed the appropriateness of depreciation methods used in the calculation of depreciation.</li> <li>Assessed valuation methodologies and reasonableness of key assumptions such as unit rates, condition and useful life assessments.</li> <li>Assessed the competence, capability and objectivity of specialists engaged in the valuation process.</li> <li>Check on a sample basis the accuracy of input data used by management to estimate the fair value.</li> <li>Assessed management's key assumptions and judgements based on our knowledge of the infrastructure construction industry.</li> <li>Checked the mathematical accuracy of valuation models.</li> <li>Assessed the appropriateness of indices used for property, plant and equipment asset classes.</li> <li>Reviewed whether work-in-progress was ready for use at balance date and should be capitalised, valued, and depreciated.</li> <li>Consideration has also been given to Council's methodology for ensuring completeness of asset information, identification of asset renewals and additions, and associated financial statement disclosures.</li> <li>Reviewed the financial statement disclosures for consistency with the requirements of AASB 13 Fair Value Measurement and AASB 116 Property, Plant and Equipment.</li> </ul> <b>Results and conclusion</b> Based on the results of the procedures performed, we have obtained sufficient appropriate evidence that the balance is not materially misstated.

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Risk	Description of risk	Audit conclusion
2	<b>Revenue Recognition</b> <ul style="list-style-type: none"> <li>Council receives a significant number of grants each year</li> <li>These grants have several conditions attached and are complex to account for under AASB 15 and AASB 1058</li> <li>There may be incentive to manipulate the recognition between recurrent and capital grants to improve financial sustainability ratios</li> </ul>	<b>Testing performed</b> <ul style="list-style-type: none"> <li>Reviewed Council's classification of grants between recurrent and capital revenue</li> <li>Assessed management's processes and controls to ensure revenue has been recognised in accordance with the accounting standards AASB 15 and AASB 1058</li> <li>Tested a sample of grant programs and ensure their recognition is accurate based on grant/subsidy agreements and other correspondence</li> </ul> <b>Results and conclusion</b> <p>Council has corrected misstatements identified during the audit and based on this and the results of other audit procedures performed, we are satisfied we have obtained sufficient appropriate audit evidence to conclude the balance is not materially misstated.</p>
3	<b>Disclosure of related party transactions</b> <ul style="list-style-type: none"> <li>Council is required to disclose related party relationships, transactions and outstanding balances, including commitments, in the annual financial statements</li> <li>Council may not have established relevant systems and internal controls to effectively identify, capture and record related party transactions</li> <li>Public interest in related party transactions of Councils</li> </ul>	<b>Testing performed</b> <p>We have assessed:</p> <ul style="list-style-type: none"> <li>Obtain and review Council assessment (identification) of related parties.</li> <li>Review assessment of officers considered Key Management Personnel</li> <li>Review Council's systems and controls in place for the collection of the related party information to assess their reliability through system walkthrough</li> <li>Review controls in place to authorise and approve significant transactions and arrangements with related parties</li> <li>Obtain Council assessment of those related party transactions which require disclosure and understand rationale for disclosing/not disclosing</li> <li>Tests to search for unidentified, unrecorded related party transactions</li> </ul> <b>Results and conclusion</b> <p>Based on the results of the procedures performed, we have obtained sufficient appropriate evidence that the balance is not materially misstated.</p>
4	<b>Occurrence and validity of expenditure</b> <ul style="list-style-type: none"> <li>Large supplier base with decentralised purchasing</li> <li>Council undertakes large projects where legislative requirements guide tendering and probity processes.</li> <li>Increase in vendor fraud attacks across Queensland</li> </ul>	<b>Testing performed</b> <p>We have performed the following procedures:</p> <ul style="list-style-type: none"> <li>Assessed compliance with Council policies</li> <li>Assessed approval of expenditure in line with financial delegations</li> <li>Reviewed significant transactions to ensure compliance with procurement policy and the Local Government Regulations</li> <li>Reviewed controls over payroll and assess compliance with Council's policies</li> <li>Reviewed credit card transactions</li> <li>Carried out analytical reviews of payroll costs and other expenditure.</li> <li>Review management's assessment of capital costs that should have been expensed.</li> </ul>

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Risk	Description of risk	Audit conclusion
		<ul style="list-style-type: none"> <li>Scrutinised operating expense accounts for project costs that should have been capitalised</li> </ul> <p><b>Results and conclusion</b></p> <p>Refer to matters previously reported and new matters raised in the current year in sections 3 and 5 in relation to procurement cycle deficiencies identified.</p> <p>Based on the audit procedures performed, we have obtained sufficient appropriate audit evidence to conclude with reasonable assurance that expenditure is materially correct.</p>

## Commonwealth certificates

Each year, we are required under the relevant legislation and Commonwealth Government funding arrangement to provide an audit opinion on the following grants:

Grant acquittal	Status of the audit
Roads to Recovery	As at the date of this report, we have not completed our audit of the Roads to Recovery acquittal. We expect to complete our audit by 31 October 2024.
Local Roads and Community Infrastructure Program	As at the date of this report, we have not completed our audit of the LRCI acquittals for Phase(s) 3, and 4. Phases 1 and 2 have been finalised in prior years. We expect to complete our audit by 31 October 2024.

## Materiality

We reassessed our audit materiality thresholds based on your year-end financial statement balances, and these have changed since we communicated them in the external audit plan. We used these thresholds in finalising our audit and assessing misstatements.

<b>Overall materiality</b>	<b>\$734,000</b>	(per external audit plan \$751,000)
<b>Performance materiality</b>	<b>\$587,000</b>	(per external audit plan \$600,000)
<b>Clearly trivial threshold</b>	<b>\$73,400</b>	(per external audit plan \$75,000)
<b>Specific – property, plant and equipment<sup>1</sup></b>	<b>\$15,609,000</b>	(per external audit plan \$17,469,000)

Note: <sup>1</sup> Specific materiality is only applicable to the valuation assertion of property, plant and equipment and to the associated asset revaluation surplus balances.

## Evaluation of quantitative misstatements

At the date of this report, we have identified quantitative misstatements in relation to accrued expenditure. Management corrected these misstatements, resulting in an increase in liabilities of \$419.6 thousand, increase in assets of \$421.4 thousand and an increased in profit of \$1.8 thousand.

At the date of this report, we have identified quantitative misstatements of \$6 thousand that remain uncorrected by management. Although they are below the minimum posting level in aggregate, each individual journal entry was above.

Details of these corrected and uncorrected misstatements are included in section 6 *Misstatements*.

## Evaluation of disclosure misstatements

At the date of this report, we have not identified misstatements in disclosures that required correction to the financial statements.

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## 3. Status of issues

### Internal control issues

The following table identifies the number of deficiencies in internal controls and other matters we have identified. Details of the deficiencies we identified during our final audit are outlined further in this section. Refer to section 5 *Matters previously reported* for the status of previously raised issues.

Year and status	Significant deficiencies	Deficiencies	Other matters*
Current year issues	-	3	-
Prior year issues – unresolved	3	4	1
<b>Total issues</b>	<b>3</b>	<b>7</b>	<b>1</b>

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

The following section details new control deficiencies and other matters identified as since our last interim report dated 22 July 2024. It includes a response from those charged with governance.

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



### **D** Deficiency

#### 24CR-1 GST per general ledger not reconciled against lodgements to Australian Taxation Office

##### Observation

At year-end, a variance was identified between the Council's GST accounts and the Australian Tax Office (ATO) statements. Upon investigation, it was discovered that this discrepancy had been occurring throughout the year but went unnoticed until the year-end reconciliation process. This suggests that the Council had not been performing regular reconciliations of its GST accounts with ATO statements during the year.

##### Implication

Failing to perform regular GST reconciliations exposes the Council to the risk of material misstatements in its financial records. If discrepancies are only identified during the year-end process, it may require significant time and effort to investigate, as the Council would need to review a full year's worth of transactions. While the current year's variance was not material enough to require an adjustment, this may not be the case in future years, potentially leading to larger discrepancies.

##### QAO recommendation

We recommend that the Council implement monthly GST reconciliations to ensure that variances are identified and addressed promptly. Regular reconciliation will help reduce the risk of significant discrepancies accumulating over time, making them easier to investigate and correct, while ensuring the accuracy of the Council's financial reporting throughout the year.

##### Management response

Noted. Council has processes to review GST reconciliation. It is normal to identify reconciling items which needs to be rectified and reflected in the current or on the next reporting period. The observation mentioned above pertains to the reconciling items that were identified as part of Council periodic review. Council will ensure regular reviews moving forward.

Responsible officer: Manager of Finance and Admin

Status: Work in Progress

Action date: 31 March 2025

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## **D** Deficiency

### **24CR-2 Register of interests not updated**

#### Observation

In accordance with section 290 of the Local Government Regulation 2012, the Chief Executive Officer must maintain a register of interests for Councillors, Councillor advisors, and Senior Executive Employees. The register of interests of a councillor must be available to the public at the local government's public office and on its website. The registers of interests of councillor advisors, CEOs, senior executive employees and related persons are kept by local governments but are not published publicly.

A councillor, the CEO or a senior executive employee must ensure that they:

- Submit a new register of interests within 30 calendar days of the start of their term or appointment
- Notify of any changes to interests within 30 calendar days (section 292 of the Local Government Regulation 2012 or section 201B of the Local Government Act)
- Provide an update to the register within 30 calendar days of the end of each financial year (councillors and councillor advisors only) (section 201C of the Local Government Act)

It was identified that all 7 councillors did not update their registers within 30 calendar days of year end (by 30 July 2024).

#### Implication

The above finding represents non-compliance with the Local Government Act 2009 and other prescribed requirements.

Registers of interests are meant to promote transparency by providing the public with insight into any potential conflicts of interest that councillors may have. The delayed updates reduce the transparency of council operations.

#### QAO recommendation

Council should ensure that all councillors and councillor advisors check their registers of interests and confirm that it is up to date by 30 July each year to ensure compliance with the Act. A confirmation for each Councillor and a separate one for each of their related persons, using the approved forms, must be completed and submitted to the CEO by 30 July each year.

#### Management response

Noted for process improvement.

Responsible officer: Chief Operating Officer

Status: Work in progress

Action date: 30 June 2025

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## **D** Deficiency

### **24CR-3 End of year cut-off procedures**

#### Observation

Testing performed over the payables cycle identified 5 instances where an expense related to the 2024 financial year had not been recorded within the correct period. The total value of these invoices was \$641,783 which was deemed material to the financial statements and required adjustment.

#### Implication

Failure to properly account for accruals at year-end presents a risk of material misstatement in financial reporting. This oversight affects the accuracy of financial records.

#### QAO recommendation

We recommend that the Council applies greater scrutiny to payments made after the financial year-end, ensuring that expenses are recorded in the correct period. A thorough review of year-end accruals will help prevent similar issues in the future and reduce the risk of material misstatement.

#### Management response

Noted for year-end process improvement.

Responsible officer: Senior Finance Officer

Status: Work in progress

Action date: 31 July 2025

## **O** Other Matter

### **24CR-4 Old reconciling items on bank reconciliation**

#### Observation

A review of the Westpac bank reconciliation revealed outstanding deposits dating back to 2022 and unrepresented payments dating back to 2021. As at 30 June 2024 outstanding deposits totalled \$9,190.66 and unrepresented payments totalled \$5,163.96. Given the age of these items, it is unlikely they will be cleared or occur.

#### Implication

The age of these reconciling items raises concerns about the accuracy of the Council's financial records. The fact that these transactions have remained unresolved for such a long period indicates that they are unlikely to be cleared or occur. This creates the risk that financial statements could be misstated due to the inclusion of outdated or incorrect information. Additionally, unresolved items can complicate ongoing reconciliations.

#### QAO recommendation

It is recommended that Council reviews the bank reconciliation, investigates these aged items, and removes any stale transactions to ensure accurate financial records moving forward.

#### Management response

Issue has been identified during the year and waiting for additional information to determine the proper accounting of the reconciling items.

Responsible officer: Accountant

Status: Work in progress

Action date: 31 January 2025



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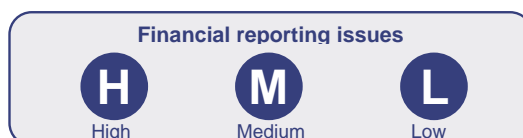
## Financial reporting issues

This table identifies the number of financial reporting issues we raised. Details of the financial reporting issues we identified during our final audit are outlined further in this section. Refer to section 3 *Matters previously reported* for the status of previously raised financial reporting issues.

Year and status	High risk	Moderate risk	Low risk
Current year issues	-	2	-
Prior year issues – unresolved	-	-	1
<b>Total</b>	<b>-</b>	<b>2</b>	<b>1</b>

The following section details new financial reporting issues identified as at since our last interim report dated 22 July 2024. It includes a response from those charged with governance.

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



### **M** Medium Risk

#### 24FR-2 Inventory variances due to stocktake procedures

##### Observation

During the inventory testing, variances between the inventory balances were identified. The root of these discrepancies was attributed to errors during the stocktake process, compounded by limitations in the inventory management system and the reports that could be generated afterward.

Notably, the stocktake valuation for Les Wilson Barramundi Centre as at 30 June 2024 was not printed, which was discovered by the Finance team while searching for the report to provide to the audit. In the absence of copies, the Finance team had to work backwards to track movements from 30 June 2024 to 14 August 2024 to calculate the inventory value as of 30 June 2024.

##### Implication

When an improper stocktake process occurs, the likelihood of errors increases. Although the error was not material to the financial statements, an unadjusting journal entry was required to be posted. This oversight not only impacts the accuracy of the financial records but also requires additional time and resources from both the Council and the audit team to conduct the necessary testing and adjustments.

##### QAO recommendation

We recommend implementing a clear segregation of duties within the stocktake process. This could involve the Stores team conducting the stock counts while a member of the Finance team records the stock counts in the system. Establishing this separation will enhance the accuracy of the stocktake process and help mitigate the risk of discrepancies in the future.

##### Management response

Agreed and process improvement to be implemented during the financial year.

Responsible officer: Senior Finance Officer / Store Officer / Manager of LWBDC

Status: Work in progress

Action date: 30 June 2025

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**M** Medium Risk

**24FR-3 Annual leave provision incorrectly calculated**

**Observation**

A review of the annual leave provision, including a recalculation performed by the audit, revealed an error in the application of the 17.5% leave loading. Instead of multiplying the employee's hourly rate by the leave loading, it was added to the hourly rate. This miscalculation resulted in an understatement of the annual leave provision. Although the error was not considered material enough to warrant an adjustment in the financial statements, an unadjusted journal entry was required to record the discrepancy.

**Implication**

The incorrect calculation of leave loading led to an understatement of the annual leave provision, which could have affected the accuracy of the financial statements if the error were larger. While the error was not material in this instance, it exposes a vulnerability in the leave provision calculation process. If similar errors continue, they may accumulate over time and result in a material misstatement in future financial periods.

**QAO recommendation**

We recommend that the Council strengthens its internal review processes for calculating leave provisions, ensuring that leave loading is applied correctly. A secondary review step by another team member, or automated checks within the payroll system, could help detect such errors early.

**Management response**

Noted for year-end process improvement.

Responsible officer: Accountant

Status: Work in progress

Action date: 30 June 2025

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## 4. Other required information

We are required to report certain matters to those charged with governance. The table below provides a summary of the matters we usually communicate at the end of our audit.




Matters for QAO to consider	How these were addressed
Disagreements with management	During our audit, we received full cooperation from management and had no unresolved disagreements over the application of accounting principles and the scope of our audit.
Significant difficulties	We did not encounter any significant difficulties.
Compliance with laws and regulations	We did not identify any instances of non-compliance with laws and regulations having a material effect on the financial report.
Matters significant to related parties	We did not identify any significant matters relating to related parties during the audit.
Changes to accounting policies	We confirm there were no significant changes to accounting policies during the period.
Accounting for estimates and judgements	<p>We have identified two key accounting estimates for Carpentaria Shire Council which relates to the significant judgements and estimates for Valuation of Property, Plant and Equipment and Provision for Restoration. Based on our audit procedures, we note the following regarding judgement and estimates:</p> <ul style="list-style-type: none"> <li>• There has been no significant changes in how management has performed its estimation and assessed any associated uncertainties compared to prior year.</li> <li>• No management experts have been required to be used in determining the estimates. We did not engage an auditor's experts.</li> <li>• We did not identify any indicators of management bias.</li> <li>• We did not encounter any difficulties in obtaining sufficient audit evidence to support management's estimates and judgements.</li> <li>• Accounting policies in place appropriately reflect the accounting treatment of relevant estimates.</li> <li>• The methodology adopted in determining the estimates are materially in accordance with accounting standards</li> </ul>
Other matters significant to the oversight of the financial reporting process	We did not identify any significant matters relating to the financial reporting process during the audit.
Fraud and illegal acts	<p>We enquired of management regarding:</p> <ul style="list-style-type: none"> <li>• knowledge of any fraud or suspected or alleged fraud affecting the entity involving management, employees who have significant roles in internal control, or others where fraud could have a material effect on the financial report</li> <li>• knowledge of any allegations of fraud, or suspected fraud, affecting the financial information.</li> </ul> <p>In addition to the above enquiries, we have also undertaken certain testing that we had detailed in our external audit plan and we are not aware of any fraud or illegal acts during our audit.</p>
Other information in the entity's annual report	We have not yet performed audit procedures to verify the other information in the entity's annual report as required by Australian Auditing Standard ASA 720 <i>The Auditor's Responsibilities Relating to Other Information</i> . Our review will examine whether financial and non-financial information in the annual report are consistent with the financial report.

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## 5. Matters previously reported

The following table summarises control deficiencies, financial reporting issues and other matters that we previously reported this year in our interim report and unresolved issues we raised in prior years.

Ref.	Rating	Issue	Status and comment
21IR-1		<b>Rates levied in accordance with the revenue statement &amp; rating practices</b>	<p>Work in progress</p> <p><i>2024 Interim:</i> Whilst we note a significant amount of time and resources has been dedicated to addressing this issue, deficiencies still remain. The following was identified in relation to rating practices:</p> <ul style="list-style-type: none"> <li>3 instances, in a sample of 5 pensioners, where the pensioner card and pensioner application form could not be evidenced; and</li> <li>Changes to the Masterfile data, outside QVAS reports are not reviewed by independent reviewer.</li> </ul> <p>Responsible Officer: Manager of Finance and Administration Action date: 30 October 2024</p>
21IR-2		<b>Procurement cycle deficiencies</b>	<p>Work in progress</p> <p><i>2024 Interim:</i> Significant deficiencies remain in Council's procurement function and demonstrate widespread noncompliance with internal policies and prescribed requirements. Specifically we identified:</p> <ul style="list-style-type: none"> <li>1 instance where the required number of quotes required were not obtained</li> <li>2 instances of a purchase order being raised after the invoice</li> <li>6 instances whereby a purchase order was not created; and</li> <li>2 instances of plant hired outside of the pre-qualified contract.</li> </ul> <p>Furthermore, in relation to our tenders testing the following was identified:</p> <ul style="list-style-type: none"> <li>1 instance that the evaluation report with assessment criteria and scores could not be provided; and</li> <li>1 instance that the tender was not advertised for the required 21 days prior to the closing date (s. 228(5)(b) <i>Local Government Regulation 2012</i>).</li> </ul> <p><i>2024 Final:</i></p> <ul style="list-style-type: none"> <li>1 instance where unable to sight a contract for a contractor where expenditure exceeded \$200k during the year</li> </ul> <p>Responsible officer: Director of Corporate Services Original action date: 30 June 2022 Revised action date: 30 April 2023 New revised action date: 31 March 2024 New revised action date: 30 October 2024</p>
20IR-3		<b>Review of Masterfile changes</b>	<p>Work in progress</p> <p><i>2024 Interim:</i> Masterfile change reports have not been consistently produced and reviewed throughout the financial year for other debtors, rates, and payroll.</p> <p>Responsible officer: Manager Finance and Administration Original action date: 31 December 2021 Revised action date: 30 September 2022</p>




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Ref.	Rating	Issue	Status and comment
			New revised action date: 30 November 2023 New revised action date: 30 October 2024
20CR-1		<b>Asset management plans</b>	Resolved
23CR-1		<b>Councillor Remuneration</b>	<p>Work in progress</p> <p><i>2024 Interim:</i> Councillors were not paid in accordance with the Local Government Remuneration Commission. Council are committed to fixing this by year end.</p> <p><i>2024 Final:</i> Councillors were not paid in accordance with the Local Government Remuneration Commission. Four Councillors were overpaid by \$235.86.</p> <p>Responsible officer: Manager Finance and Administration</p> <p>Action date: 30 November 2023</p> <p>New revised action date: 30 June 2024</p> <p>New revised action date: 30 June 2025</p>
22CR-2		<b>Lack of Systematic Review of Services Delivered by Suppliers During Annual Construction Season</b>	<p>Work in progress</p> <p><i>2024 Interim:</i> Before payment is made to contractors for work delivered during the annual construction season, Council employees perform ad hoc checks, however it was found that these checks are not sufficient. Furthermore, where errors are identified they are not always rectified, and the invoice is still paid.</p> <p>Responsible officer: Manager Finance and Administration</p> <p>Action date: 30 April 2023</p> <p>Revised action date: 30 November 2023</p> <p>New revised action date: 30 October 2024</p>
21CR-5		<b>Property, plant &amp; equipment accounting</b>	<p>Work in progress</p> <p><i>2024 Final:</i> Whilst we note a significant amount of time and resources has been dedicated to this area, particularly surrounding asset capitalisations and related depreciation, we did identify a deficiency in relation to disposal of assets.</p> <p>Testing performed over disposal of assets identified that they were not always approved by the Chief Executive Officer as required by Council's internal policies.</p> <p>Responsible officer: Manager Finance and Administration</p> <p>Revised action date: 30 November 2022</p> <p>New revised action date: 30 November 2023</p> <p>New revised action date: 30 June 2025</p>
20CR-6		<b>Review of trust account balances</b>	<p>Work in progress</p> <p><i>2024 Final:</i> No consistent review process performed over the balances in the trust account. A significant number of old balances still remain within the trust account.</p> <p>Responsible officer: Manager Finance and Administration</p> <p>Original action date: 30 June 2022</p> <p>Revised action date: 30 April 2023</p> <p>New revised action date: 30 April 2024</p> <p>New revised action date: 31 December 2024</p>
24IR-1		<b>Former employee listed as bank signatory</b>	Resolved pending audit clearance

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Ref.	Rating	Issue	Status and comment
			<p><i>2024 Interim:</i> Based on a review of Council bank signatures, we identified that the former Manager of Human Resources still has user access to a council bank account.</p> <p>Responsible officer: Manager of Human Resources</p> <p>Action date: 30 October 2024</p>
19OM-2		<b>Excessive employees leave entitlement balance</b>	Resolved
21CR-6		<b>Standard trial balance</b>	Resolved
23FR-1		<b>Application of AASB 9 Financial Instruments – Expected Credit Loss (ECL) Guidance</b>	<p>Work in progress</p> <p><i>2024 Final:</i> Council is only providing for debtors that are believed to be specifically impaired and have not applied an appropriate future expected credit losses assessment across the asset class in accordance with AASB 9.</p> <p>Responsible officer: Manager of Human Resources</p> <p>Action date: 30 June 2024</p> <p>Revised action date: 31 July 2024</p>

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## 6. Misstatements

### Summary of corrected quantitative misstatements

We identified the following quantitative misstatements during the audit. Management subsequently corrected them in the financial statements.

#	Details	Profit or loss Dr/(Cr)	Asset Dr/(Cr)	Liabilities Dr/(Cr)	Equity Dr/(Cr)
		\$'000	\$'000	\$'000	\$'000
1	Work in progress	-	99.1	-	-
	Contract assets	-	322.3	-	-
	Contract liabilities	-	-	182	-
	Accrued trade and other payables	-	-	(601.6)	-
	Operating grants	(405)	-	-	-
	Capital grants	(99.2)	-	-	-
	Contractors expense	502.4	-	-	-
	<i>To correct invoices relating to 2023/24FY not accrued at year end</i>				
	<b>Total</b>	<b>(1.8)</b>	<b>421.4</b>	<b>(419.6)</b>	<b>-</b>

### Summary of uncorrected quantitative misstatements

Our audit identified the following quantitative misstatements, which we reported to management. Management has assessed these misstatements as not material (either to the financial statements as a whole or to individual line item presentations). We concur with management's assessment.

#	Details	Profit or loss Dr/(Cr)	Asset Dr/(Cr)	Liabilities Dr/(Cr)	Equity Dr/(Cr)
		\$'000	\$'000	\$'000	\$'000
1	Accrued rates revenue	-	185.8	-	-
	Service charges	(185.8)	-	-	-
	<i>Adjust accrued rates receivable based on water billing actually levied in August 2024</i>				
2	Salaries and wages	90.4	-	-	-
	Provision for annual leave	-	-	(90.4)	-
	<i>To increase provision for annual leave due to calculation error</i>				
3	Inventory – stores issues	-	2.6	-	-
	Inventory – stores purchases	-	(2.7)	-	-
	Inventories – control	-	(49.8)	-	-

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#	Details	Profit or loss Dr/(Cr)	Asset Dr/(Cr)	Liabilities Dr/(Cr)	Equity Dr/(Cr)
		\$'000	\$'000	\$'000	\$'000
	Inventories – LWBDC	-	(39.5)	-	-
	Stores issues	89.4	-	-	-
	<i>To align general ledger balances to inventory reports as at 30 June 2024</i>				
	<b>Total</b>	<b>(6)</b>	<b>96.4</b>	<b>(90.4)</b>	<b>-</b>



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## 7. Next year planning considerations

We identified the following matters during the current year audit for consideration in planning next year's audit.

### Climate-related financial disclosures

Next year audit planning considerations	Potential effect on your reporting obligations	Potential effect on your audit
<p>In June 2023, the International Sustainability Standards Board (ISSB) issued its first 2 standards – IFRS S1 <i>General Requirements for Disclosure of Sustainability-related Financial Information</i> and IFRS S2 <i>Climate-related Disclosures</i>.</p> <p>In October 2023, the AASB released Exposure Draft SR1 <i>Australian Sustainability Reporting Standards (ASRS) 1 General requirements for disclosure of Climate-related Financial Information</i> for public feedback.</p> <p>The AASB's approach is to take a 'climate first' approach, and is proposing that references to sustainability in the ISSB standards be replaced with 'climate related' in the Australian equivalents.</p> <p>In-scope entities will need to prepare a new, standalone sustainability report and have it audited.</p>	<p>In January 2024, the Commonwealth Treasury issued proposed legislation as to how it intends to mandate application of climate-related financial disclosures (and applicable assurance requirements) to entities reporting under the <i>Corporations Act 2001</i>. Queensland Treasury will determine the application to Queensland public sector entities that aren't reporting under the Corporations Act, such as departments and statutory bodies.</p> <p>Carpentaria Shire Council is not included in the scope of the draft Commonwealth legislation. Therefore, you are not a mandatory reporting entity and will need to follow the guidance from Queensland Treasury.</p>	<p>We will work with management to assess Queensland Treasury requirements and guidance, as applicable.</p>



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## Carpentaria Shire Council

28 November 2024

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

Dear Cr Bawden

### Final management report for Carpentaria Shire Council

We have completed our 2024 financial audit for Carpentaria Shire Council. The Auditor-General has issued an unmodified audit opinion on your financial statements.

The purpose of this report is to update you on any matters that have arisen since we presented our interim management letter to you on 22 July 2024. I can confirm that we have not identified significant issues since the presentation of our interim management report. The issues and other matters we have formally reported to management and an update on management's actions taken to resolve these issues is included as Appendix A.

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

### Report to parliament

We intend to include the results of our audit of Carpentaria Shire Council in our report to parliament on the Results of the Local Government Sector. We will comment on the results of our audit, any significant internal control issues, and the overall results for the sector, including major transactions and events. We will discuss the proposed report content with your council contact and continue to consult as we draft it. Formally, councils have an opportunity to comment on our report, and for these comments to be included in the final version tabled in parliament.

### Audit fee

The final audit fee for this year is \$97,500, exclusive of GST. This fee is in line with the amount estimated in our external audit plan.

We would like to thank you and your staff for your engagement in the audit this year and look forward to working with your team again next year.

If you have any questions about this report or would like to discuss any matters regarding our services and engagement, please do not hesitate to contact me on 07 4722 9559 or Sarah Trendle on 07 4722 9750.

Yours sincerely

Donna Sinanian  
Engagement Partner

cc. Ms A Andrews, Chief Executive Officer, Carpentaria Shire Council



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2024 Final management report

## Appendix A1 – Status of issues

### Internal control issues

This section provides an update on the significant control deficiencies and other matters we have identified. It includes a response from those charged with governance.

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



#### **D** Deficiency

### 24CR-1 GST per general ledger not reconciled against lodgements to Australian Taxation Office

#### Observation

At year-end, a variance was identified between the Council's GST accounts and the Australian Tax Office (ATO) statements. Upon investigation, it was discovered that this discrepancy had been occurring throughout the year but went unnoticed until the year-end reconciliation process. This suggests that the Council had not been performing regular reconciliations of its GST accounts with ATO statements during the year.

#### Implication

Failing to perform regular GST reconciliations exposes the Council to the risk of material misstatements in its financial records. If discrepancies are only identified during the year-end process, it may require significant time and effort to investigate, as the Council would need to review a full year's worth of transactions. While the current year's variance was not material enough to require an adjustment, this may not be the case in future years, potentially leading to larger discrepancies.

#### QAO recommendation

We recommend that the Council implement monthly GST reconciliations to ensure that variances are identified and addressed promptly. Regular reconciliation will help reduce the risk of significant discrepancies accumulating over time, making them easier to investigate and correct, while ensuring the accuracy of the Council's financial reporting throughout the year.

#### Management response

Noted. Council has processes to review GST reconciliation. It is normal to identify reconciling items which needs to be rectified and reflected in the current or on the next reporting period. The observation mentioned above pertains to the reconciling items that were identified as part of Council periodic review. Council will ensure regular reviews moving forward.

Responsible officer: Manager of Finance and Admin

Status: Work in Progress

Action date: 31 March 2025

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2024 Final management report

## **D** Deficiency

### **24CR-2 Register of interests not updated**

#### Observation

In accordance with section 290 of the Local Government Regulation 2012, the Chief Executive Officer must maintain a register of interests for Councillors, Councillor advisors, and Senior Executive Employees. The register of interests of a councillor must be available to the public at the local government's public office and on its website. The registers of interests of councillor advisors, CEOs, senior executive employees and related persons are kept by local governments but are not published publicly.

A councillor, the CEO or a senior executive employee must ensure that they:

- Submit a new register of interests within 30 calendar days of the start of their term or appointment
- Notify of any changes to interests within 30 calendar days (section 292 of the Local Government Regulation 2012 or section 201B of the Local Government Act)
- Provide an update to the register within 30 calendar days of the end of each financial year (councillors and councillor advisors only) (section 201C of the Local Government Act)

It was identified that all 7 councillors did not update their registers within 30 calendar days of year end (by 30 July 2024).

#### Implication

The above finding represents non-compliance with the Local Government Act 2009 and other prescribed requirements.

Registers of interests are meant to promote transparency by providing the public with insight into any potential conflicts of interest that councillors may have. The delayed updates reduce the transparency of council operations.

#### QAO recommendation

Council should ensure that all councillors and councillor advisors check their registers of interests and confirm that it is up to date by 30 July each year to ensure compliance with the Act. A confirmation for each Councillor and a separate one for each of their related persons, using the approved forms, must be completed and submitted to the CEO by 30 July each year.

#### Management response

Noted for process improvement.

Responsible officer: Chief Operating Officer

Status: Work in progress

Action date: 30 June 2025

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2024 Final management report

## **D** Deficiency

### **24CR-3 End of year cut-off procedures**

#### Observation

Testing performed over the payables cycle identified 5 instances where an expense related to the 2024 financial year had not been recorded within the correct period. The total value of these invoices was \$641,783 which was deemed material to the financial statements and required adjustment.

#### Implication

Failure to properly account for accruals at year-end presents a risk of material misstatement in financial reporting. This oversight affects the accuracy of financial records.

#### QAO recommendation

We recommend that the Council applies greater scrutiny to payments made after the financial year-end, ensuring that expenses are recorded in the correct period. A thorough review of year-end accruals will help prevent similar issues in the future and reduce the risk of material misstatement.

#### Management response

Noted for year-end process improvement.

Responsible officer: Senior Finance Officer

Status: Work in progress

Action date: 31 July 2025

## **O** Other Matter

### **24CR-4 Old reconciling items on bank reconciliation**

#### Observation

A review of the Westpac bank reconciliation revealed outstanding deposits dating back to 2022 and unrepresented payments dating back to 2021. As at 30 June 2024 outstanding deposits totalled \$9,190.66 and unrepresented payments totalled \$5,163.96. Given the age of these items, it is unlikely they will be cleared or occur.

#### Implication

The age of these reconciling items raises concerns about the accuracy of the Council's financial records. The fact that these transactions have remained unresolved for such a long period indicates that they are unlikely to be cleared or occur. This creates the risk that financial statements could be misstated due to the inclusion of outdated or incorrect information. Additionally, unresolved items can complicate ongoing reconciliations.

#### QAO recommendation

It is recommended that Council reviews the bank reconciliation, investigates these aged items, and removes any stale transactions to ensure accurate financial records moving forward.

#### Management response

Issue has been identified during the year and waiting for additional information to determine the proper accounting of the reconciling items.

Responsible officer: Accountant

Status: Work in progress

Action date: 31 January 2025

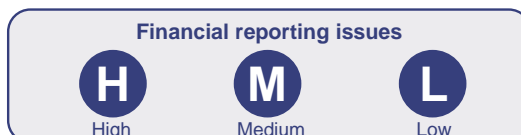
SENSITIVE

## 2024 Final management report

### Financial reporting issues

This section provides an update on the financial reporting issues we have identified. It includes a response from those charged with governance.

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



#### **M** Medium Risk

### 24FR-2 Inventory variances due to stocktake procedures

#### Observation

During the inventory testing, variances between the inventory balances were identified. The root of these discrepancies was attributed to errors during the stocktake process, compounded by limitations in the inventory management system and the reports that could be generated afterward.

Notably, the stocktake valuation for Les Wilson Barramundi Centre as at 30 June 2024 was not printed, which was discovered by the Finance team while searching for the report to provide to the audit. In the absence of copies, the Finance team had to work backwards to track movements from 30 June 2024 to 14 August 2024 to calculate the inventory value as of 30 June 2024.

#### Implication

When an improper stocktake process occurs, the likelihood of errors increases. Although the error was not material to the financial statements, an unadjusting journal entry was required to be posted. This oversight not only impacts the accuracy of the financial records but also requires additional time and resources from both the Council and the audit team to conduct the necessary testing and adjustments.

#### QAO recommendation

We recommend implementing a clear segregation of duties within the stocktake process. This could involve the Stores team conducting the stock counts while a member of the Finance team records the stock counts in the system. Establishing this separation will enhance the accuracy of the stocktake process and help mitigate the risk of discrepancies in the future.

#### Management response

Agreed and process improvement to be implemented during the financial year.

Responsible officer: Senior Finance Officer / Store Officer / Manager of LWBDC

Status: Work in progress

Action date: 30 June 2025



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2024 Final management report



## Medium Risk

### 24FR-3 Annual leave provision incorrectly calculated

#### Observation

A review of the annual leave provision, including a recalculation performed by the audit, revealed an error in the application of the 17.5% leave loading. Instead of multiplying the employee's hourly rate by the leave loading, it was added to the hourly rate. This miscalculation resulted in an understatement of the annual leave provision. Although the error was not considered material enough to warrant an adjustment in the financial statements, an unadjusted journal entry was required to record the discrepancy.

#### Implication

The incorrect calculation of leave loading led to an understatement of the annual leave provision, which could have affected the accuracy of the financial statements if the error were larger. While the error was not material in this instance, it exposes a vulnerability in the leave provision calculation process. If similar errors continue, they may accumulate over time and result in a material misstatement in future financial periods.

#### QAO recommendation

We recommend that the Council strengthens its internal review processes for calculating leave provisions, ensuring that leave loading is applied correctly. A secondary review step by another team member, or automated checks within the payroll system, could help detect such errors early.

#### Management response

Noted for year-end process improvement.

Responsible officer: Accountant

Status: Work in progress

Action date: 30 June 2025

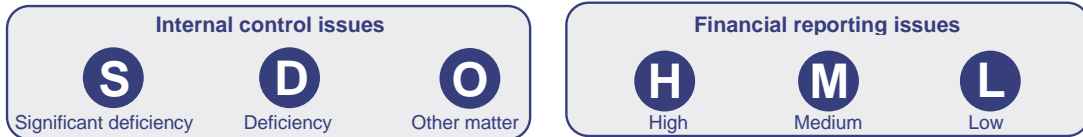
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2024 Final management report

## Appendix A2 – Matters previously reported

The following table summarises all control deficiencies, financial reporting issues and other matters that have previously been raised some of which may have been reported as resolved in the closing report. The listing includes issues from our report this year and those issues raised in prior years.




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



### Internal control issues

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2024 Final management report

Ref.	Rating	Issue	Status and comment
21IR-1		<b>Rates levied in accordance with the revenue statement &amp; rating practices</b>	<p>Work in progress</p> <p><i>2024 Interim:</i> Whilst we note a significant amount of time and resources has been dedicated to addressing this issue, deficiencies still remain. The following was identified in relation to rating practices:</p> <ul style="list-style-type: none"> <li>3 instances, in a sample of 5 pensioners, where the pensioner card and pensioner application form could not be evidenced; and</li> <li>Changes to the Masterfile data, outside QVAS reports are not reviewed by independent reviewer.</li> </ul> <p>Responsible Officer: Manager of Finance and Administration</p> <p>Action date: 30 October 2024</p>
21IR-2		<b>Procurement cycle deficiencies</b>	<p>Work in progress</p> <p><i>2024 Interim:</i> Significant deficiencies remain in Council's procurement function and demonstrate widespread noncompliance with internal policies and prescribed requirements. Specifically we identified:</p> <ul style="list-style-type: none"> <li>1 instance where the required number of quotes required were not obtained</li> <li>2 instances of a purchase order being raised after the invoice</li> <li>6 instances whereby a purchase order was not created; and</li> <li>2 instances of plant hired outside of the pre-qualified contract.</li> </ul> <p>Furthermore, in relation to our tenders testing the following was identified:</p> <ul style="list-style-type: none"> <li>1 instance that the evaluation report with assessment criteria and scores could not be provided; and</li> <li>1 instance that the tender was not advertised for the required 21 days prior to the closing date (s. 228(5)(b) <i>Local Government Regulation 2012</i>). <p><i>2024 Final:</i></p> <ul style="list-style-type: none"> <li>1 instance where unable to sight a contract for a contractor where expenditure exceeded \$200k during the year</li> </ul> <p>Responsible officer: Director of Corporate Services</p> <p>Original action date: 30 June 2022</p> <p>Revised action date: 30 April 2023</p> <p>New revised action date: 31 March 2024</p> <p>New revised action date: 30 October 2024</p> </li></ul>
20IR-3		<b>Review of Masterfile changes</b>	<p>Work in progress</p> <p><i>2024 Interim:</i> Masterfile change reports have not been consistently produced and reviewed throughout the financial year for other debtors, rates, and payroll.</p> <p>Responsible officer: Manager Finance and Administration</p> <p>Original action date: 31 December 2021</p> <p>Revised action date: 30 September 2022</p> <p>New revised action date: 30 November 2023</p> <p>New revised action date: 30 October 2024</p>






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Ref.	Rating	Issue	Status and comment
20CR-1	<b>S</b>	<b>Asset management plans</b>	Resolved
23CR-1	<b>D</b>	<b>Councillor Remuneration</b>	<p>Work in progress</p> <p><i>2024 Interim:</i> Councillors were not paid in accordance with the Local Government Remuneration Commission. Council are committed to fixing this by year end.</p> <p><i>2024 Final:</i> Councillors were not paid in accordance with the Local Government Remuneration Commission. Four Councillors were overpaid by \$235.86.</p> <p>Responsible officer: Manager Finance and Administration</p> <p>Action date: 30 November 2023</p> <p>New revised action date: 30 June 2024</p> <p>New revised action date: 30 June 2025</p>
22CR-2	<b>D</b>	<b>Lack of Systematic Review of Services Delivered by Suppliers During Annual Construction Season</b>	<p>Work in progress</p> <p><i>2024 Interim:</i> Before payment is made to contractors for work delivered during the annual construction season, Council employees perform ad hoc checks, however it was found that these checks are not sufficient. Furthermore, where errors are identified they are not always rectified, and the invoice is still paid.</p> <p>Responsible officer: Manager Finance and Administration</p> <p>Action date: 30 April 2023</p> <p>Revised action date: 30 November 2023</p> <p>New revised action date: 30 October 2024</p>
21CR-5	<b>D</b>	<b>Property, plant &amp; equipment accounting</b>	<p>Work in progress</p> <p><i>2024 Final:</i> Whilst we note a significant amount of time and resources has been dedicated to this area, particularly surrounding asset capitalisations and related depreciation, we did identify a deficiency in relation to disposal of assets.</p> <p>Testing performed over disposal of assets identified that they were not always approved by the Chief Executive Officer as required by Council's internal policies.</p> <p>Responsible officer: Manager Finance and Administration</p> <p>Revised action date: 30 November 2022</p> <p>New revised action date: 30 November 2023</p> <p>New revised action date: 30 June 2025</p>
20CR-6	<b>D</b>	<b>Review of trust account balances</b>	<p>Work in progress</p> <p><i>2024 Final:</i> No consistent review process performed over the balances in the trust account. A significant number of old balances still remain within the trust account.</p> <p>Responsible officer: Manager Finance and Administration</p> <p>Original action date: 30 June 2022</p> <p>Revised action date: 30 April 2023</p> <p>New revised action date: 30 April 2024</p> <p>New revised action date: 31 December 2024</p>





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2024 Final management report

Ref.	Rating	Issue	Status and comment
24IR-1		<b>Former employee listed as bank signatory</b>	Resolved pending audit clearance <i>2024 Interim:</i> Based on a review of Council bank signatures, we identified that the former Manager of Human Resources still has user access to a council bank account. Responsible officer: Manager of Human Resources Action date: 30 October 2024
19OM-2		<b>Excessive employees leave entitlement balance</b>	Resolved
21CR-6		<b>Standard trial balance</b>	Resolved
23FR-1		<b>Application of AASB 9 Financial Instruments – Expected Credit Loss (ECL) Guidance</b>	Work in progress <i>2024 Final:</i> Council is only providing for debtors that are believed to be specifically impaired and have not applied an appropriate future expected credit losses assessment across the asset class in accordance with AASB 9. Responsible officer: Manager of Human Resources Action date: 30 June 2024 Revised action date: 31 July 2024
Ref.	Rating	Issue	Status
21IR-1		<b>Rates levied in accordance with the revenue statement &amp; rating practices</b>	<b>Work in progress</b> Whilst we note a significant amount of time and resources has been dedicated to addressing this issue, deficiencies still remain. The following was identified in relation to rating practices: <ul style="list-style-type: none"> <li>3 instances, in a sample of 5 pensioners, where the pensioner card and pensioner application form could not be evidenced; and</li> <li>Changes to the Masterfile data, outside QVAS reports are not reviewed by independent reviewer.</li> </ul> Responsible Officer: Manager of Finance and Administration Action date: 30 October 2024

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2024 Final management report

Ref.	Rating	Issue	Status and comment
21IR-2		Procurement cycle deficiencies	<p><b>Work in progress</b></p> <p><i>2024 Interim:</i> Significant deficiencies remain in Council's procurement function and demonstrate widespread noncompliance with internal policies and prescribed requirements. Specifically we identified:</p> <ul style="list-style-type: none"> <li>1 instance where the required number of quotes required were not obtained</li> <li>2 instances of a purchase order being raised after the invoice</li> <li>6 instances whereby a purchase order was not created; and</li> <li>2 instances of plant hired outside of the pre-qualified contract.</li> </ul> <p>Furthermore, in relation to our tenders testing the following was identified:</p> <ul style="list-style-type: none"> <li>1 instance that the evaluation report with assessment criteria and scores could not be provided; and</li> <li>1 instance that the tender was not advertised for the required 21 days prior to the closing date (s. 228(5)(b) <i>Local Government Regulation 2012</i>). <p><i>2024 Final:</i></p> <ul style="list-style-type: none"> <li>1 instance where unable to sight a contract for a contractor where expenditure exceeded \$200k during the year</li> </ul> <p>Responsible officer: Director of Corporate Services Original action date: 30 June 2022 Revised action date: 30 April 2023 New revised action date: 31 March 2024 New revised action date: 30 October 2024</p> </li></ul>
20IR-3		Review of Masterfile changes	<p><b>Work in progress</b></p> <p><i>2024 Interim:</i> Masterfile change reports have not been consistently produced and reviewed throughout the financial year for other debtors, rates, and payroll.</p> <p>Responsible officer: Manager Finance and Administration Original action date: 31 December 2021 Revised action date: 30 September 2022 New revised action date: 30 November 2023 New revised action date: 30 October 2024</p>
20CR-1		Asset management plans	<b>Resolved</b>
23CR-1		Councillor Remuneration	<b>Resolved</b>

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2024 Final management report

Ref.	Rating	Issue	Status and comment
22CR-2	<b>D</b>	<b>Lack of Systematic Review of Services Delivered by Suppliers During Annual Construction Season</b>	<b>Work in progress</b> <i>2024 Interim:</i> Before payment is made to contractors for work delivered during the annual construction season, Council employees perform ad hoc checks, however it was found that these checks are not sufficient. Furthermore, where errors are identified they are not always rectified, and the invoice is still paid. Responsible officer: Manager Finance and Administration Action date: 30 April 2023 Revised action date: 30 November 2023 New revised action date: 30 October 2024
21CR-5	<b>D</b>	<b>Property, plant &amp; equipment accounting</b>	<b>Resolved</b>
20CR-6	<b>D</b>	<b>Review of trust account balances</b>	<b>Resolved</b>
19OM-2	<b>O</b>	<b>Excessive employees leave entitlement balance</b> <i>2024 Final:</i> 1 employees with more than 10 weeks entitlement of annual leave.	<b>Resolved</b>
21CR-6	<b>M</b>	<b>Standard trial balance</b>	<b>Resolved</b>
23FR-1	<b>L</b>	<b>Application of AASB 9 Financial Instruments – Expected Credit Loss (ECL) Guidance</b>	<b>Work in progress</b> <i>2024 Final:</i> Council is only providing for debtors that are believed to be specifically impaired and have not applied an appropriate future expected credit losses assessment across the asset class in accordance with AASB 9

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2024 Final management report

## Appendix A3 – Climate-related financial disclosures

Next year audit planning considerations	Potential effect on your reporting obligations	Potential effect on your audit
<p>In June 2023, the International Sustainability Standards Board (ISSB) issued its first 2 standards – IFRS S1 <i>General Requirements for Disclosure of Sustainability-related Financial Information</i> and IFRS S2 <i>Climate-related Disclosures</i>.</p> <p>In October 2023, the AASB released Exposure Draft SR1 <i>Australian Sustainability Reporting Standards (ASRS) 1 General requirements for disclosure of Climate-related Financial Information</i> for public feedback.</p> <p>The AASB's approach is to take a 'climate first' approach, and is proposing that references to sustainability in the ISSB standards be replaced with 'climate related' in the Australian equivalents.</p> <p>In-scope entities will need to prepare a new, standalone sustainability report and have it audited.</p>	<p>In January 2024, the Australian Treasury issued proposed legislation as to how it intends to mandate application of climate related financial disclosures (and applicable assurance requirements) to entities reporting under the <i>Corporations Act 2001</i>. Queensland Treasury will determine the application to Queensland public sector entities that aren't reporting under the Corporations Act, such as departments and statutory bodies.</p> <p>Carpentaria Shire Council is not included in the scope of the draft Commonwealth legislation. Therefore, you are not a mandatory reporting entity and will need to follow the guidance from Queensland Treasury.</p>	<p>We will work with management to assess Queensland Treasury requirements and guidance, as applicable.</p>





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## BUSINESS PAPERS

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

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

**Attachments:** NIL  
**Author:** Amanda Farraway - Community Development Coordinator  
**Date:** 14 February 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:

For information only.

#### Background:

This table notes ongoing actions from previous meetings of Council.

DATE	Ref:	Action	Status	Comment
November 2024	9.2 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.
November 2023	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 for the consultation with our first nations representatives.

## BUSINESS PAPERS

				<p>October 2024: Review of the flat lay in process complete. Photo shoot dates have been set for 30 November to 2 December 2024. January 2025 Review of guide design &amp; copy. Delivery &amp; Distribution planned for the 10<sup>th</sup> March 2025</p>
January 2025		Master plans for Normanton Rodeo Grounds and Normanton Sports Precinct	In Progress	<p>Community Consultation was held on 4<sup>th</sup> October 2024. December 2024 Council received the revised draft of the Master Plans with initial community feed back representing the aspirational goals of the community for both Precincts. Master plans on display for public exhibition for 28 days in Normanton &amp; Karumba from the 3<sup>rd</sup> February to 3<sup>rd</sup> March 2025.</p>

### 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.

Our plans for the Junior Futsal comp during the school holidays unfortunately was not successful and that was solely due to the kids being away for school holidays as the numbers were rather low at the Centre for the holidays as well.

School is back and the number at the Centre have increased significantly with 45 youth attending each afternoon.

### School Holiday Activities

Both Normanton & Karumba Library offered school holiday activities for children





## BUSINESS PAPERS

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### Australia Day

This year we had a total of 24 Nominees across the categories. The winners of each category are:

## BUSINESS PAPERS

**ARTS/  
CULTURAL AWARD**  
David Hamman  
(Sylvia Hamman collected on behalf of David)



**SENIOR SPORTS  
PERSON OF THE YEAR**  
Troy Gallagher



**COMMUNITY  
EVENT/ORGANISATION  
OF THE YEAR**  
Normanton Sprint Races & Rodeo



**VOLUNTEER/S OF  
THE YEAR**  
Irene Fitzsimmons



**JUNIOR SPORTS PERSON  
OF THE YEAR**  
Carla McGilvary



**YOUNG CITIZEN  
OF THE YEAR**  
Sharie Rainbow  
(Jake Daniels Collected on behalf of Sharie)



**CITIZEN OF THE YEAR**  
Doug Thomas



**MAYORS AWARD**  
Corrine Long





**Australia Day**  
Reflect. Respect. Celebrate.

This year we hosted an Australia Day Ambassador Mr John Lazarou, during his time here we showed John some of the highlights of things to see and do here in both Normanton and Karumba. Judging from Johns Facebook post I think he had a great time here in the Gulf.

## BUSINESS PAPERS

Over the past 20 years I've been fortunate enough to be invited as an Australia Day ambassador and visit some of the remote areas of outback Queensland.

This year was no different and in fact it will take me a long time to forget the genuine and warm hospitality I received from the community of Normanton and Karumba.

A huge thank you to my mate [Steven](#) for joining me to share and witness this amazing and unique experience. Thank you to the Mayor and all the councillors of the Normanton Shire [Michael](#), [Amanda](#), [Anne](#) and all the team for organising a jam packed and interesting itinerary during our stay.

We did a lot and saw so much in 3 days and I know we didn't even touch the sides, this only makes me want to come back to visit and explore more of what's on offer.

A special thank you to our personal guide [Troy](#) for showing us around the property in a buggy and introducing us to some of his cows and a curious huge goanna 🐍

Last but not least Drew the policeman you're a legend thank you for the tour and let me know when it's my turn to cook in the man cave for the social club!

Happy Australia Day 2025 🇦🇺



Thanks to the Normanton Cricket Club, Normanton Bowls Club, Carpentaria Horse Sports, and the Karumba Rec Club for hosting Australia Day Events within the community.

### Department meetings / conference / workshop attendance

- Ongoing meetings with New Word Order for Visitor Information Guide.
- Swim QLD
- Small Business Friendly Program – Round Table meeting
- RADF 2024-2025 Mid Year Progress meeting



## **BUSINESS PAPERS**

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

- Chief Executive Officer
- Mayor
- Executive Officer
- Director of Engineering
- Youth Services Project Officer
- Manager Les Wilson Barramundi Discovery Centre
- Coordinator Les Wilson Barramundi Discovery Centre
- Library Officers
- Astute Early Years Specialist Pty Ltd ATF The Comerford Family Trust
- Acting 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
- Swimming QLD
- Gulflander
- Savannahlander

### **Legal Implications:**

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

## **BUSINESS PAPERS**

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**Risk Management Implications:**

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



## BUSINESS PAPERS

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### 13.2 COMMUNITY DONATIONS AND SUPPORT

<b>Attachments:</b>	NIL
<b>Author:</b>	Amanda Farraway - Community Development Coordinator
<b>Date:</b>	14 February 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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#### Executive Summary:

During the period since the January 2025 meeting of Council, the requests listed in this report have been received for consideration in the Carpentaria Shire Council Community Donations and Support Program.

#### RECOMMENDATION:

For information only.

#### Background:

Council has a Community Donations and Support program for events held in the Carpentaria Shire. Requests for donations are called in two rounds each year for donations of over \$1,000.00. Applications for under \$1,000.00 can be approved under CEO delegation at any time during the financial year. The budget for the 2024/2025 financial year is \$89,000. At the date of this report there has been an expenditure of \$38,869.14 for this budget. Council has committed \$22,861.00.00 to future activities.

- The requests listed in this report total \$395.00

#### Donations approved under the delegation of the Chief Executive Officer

1. Heels & Reels – has requested the fee waiver for the hire of the Les Wilson Barramundi Discovery Centre Saturday 8 March 2025

Les Wilson Barramundi Discovery Centre	\$ 395.00
<b>Total</b>	<b>\$ 395.00</b>

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#### Consultation (Internal/External):

- Chief Executive Officer
- Acting Director Community Development, Tourism and Regional Prosperity
- Customer Service Officer
- External Stakeholders (applicants)

#### Legal Implications:

- Community Donations and Support Policy

## **BUSINESS PAPERS**

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**Financial and Resource Implications:**

- The requests in this report for the 2024/2025 budget total \$395.00

**Risk Management Implications:**

- Risks are within normal operations parameters.

## BUSINESS PAPERS

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

#### 14.1 DOE REPORT

**Attachments:** NIL  
**Author:** Michael Wanrooy - Director of Engineering  
**Date:** 13 February 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 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>
2024 February Meeting		Walkway required along Yappar Street to the Barramundi Discovery Centre. Solar Lighting required Palmer St.	In Progress	<ul style="list-style-type: none"> <li>➤ Limited funding for Footpath available – expected start March 2025.</li> <li>➤ Solar lighting by April</li> </ul>

## BUSINESS PAPERS

Date:	Ref:	Action	Status	Comment
				2025 – W4Q funded
2024 April Meeting		Create 5 car parks at the boat parking area in front of the Hotel in Gilbert Street	50% completed	<ul style="list-style-type: none"> <li>➤ New Line marking completed</li> <li>➤ Awaiting Parking Stop and Hotel Customer Parking signs to arrive.</li> <li>➤ Looking to install February - March.</li> </ul>
2024 May Meeting		Remove Information sign in Median Strip	Completed	<ul style="list-style-type: none"> <li>➤ Sign removed</li> </ul>
2024 July Meeting		Flagpole to be installed at Normanton Shire Hall	Completed	<ul style="list-style-type: none"> <li>➤ Installed prior to Australia Day</li> </ul>
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	<ul style="list-style-type: none"> <li>➤ Plans being drafted</li> </ul>
2024 July Meeting		Investigate drain at back of Gulf Caravan Park Karumba	Completed	<ul style="list-style-type: none"> <li>➤ Drain Cleaned</li> </ul>
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	<ul style="list-style-type: none"> <li>➤ Plan to undertake February March, weather depending.</li> </ul>
2024 August Meeting		Install bollards at Sutherland Park entrance to prevent 4 Wheelers access	In Progress	<ul style="list-style-type: none"> <li>➤ Works Coordinator will arrange</li> </ul>
2024 August Meeting		Investigate narrow existing parking linemark at the State School	In Progress	<ul style="list-style-type: none"> <li>➤ Park linemarking to be widened to 3m. Reseal over existing markings and repaint – April</li> </ul>
2024 August Meeting		Reseal entrance and carpark in Normanton cemetery	In progress	<ul style="list-style-type: none"> <li>➤ Put in reseal program</li> <li>➤ Reseal to start around April to minimise bitumen bleeding</li> </ul>
2024 October Meeting		New “No Standing Signs” along driveway at Haigh St	Not Started	<ul style="list-style-type: none"> <li>➤</li> </ul>
2025 Jan Meeting		Clean vegetation waste at Karumba and check cameras at Karumba waste station	In progress	<ul style="list-style-type: none"> <li>➤ Discussed with works to arrange removal of waste - March</li> <li>➤ Tim Gunn engaged to get camera working -</li> </ul>

## BUSINESS PAPERS

Date:	Ref:	Action	Status	Comment
				ASAP
2025 Jan Meeting		Repair fallen down flood gauge at Walkers Creek	Completed	➤ Flood gauge reinstalled

### 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 March, 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. 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. Project on hold till after the monsoon.
- 2.4. 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 March, weather depending.
- 2.5. 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.
- 2.6. ROSI Funding – Council is planning works to start after the wet season to continue bitumen sealing. Council have scoped the site. Looking to start work between Inverleigh West station – M Creek – jump up on the Burketown Road.
- 2.7. Kowanyama Road Betterment Works – Sealing Works. Council is planning to seal the last 5km prior in March, weather depending.
- 2.8. 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.

### February Accruals

Project	Description	Value (ex GST)	Comments
CN-21081	RMPC Claim 7	\$100,325.00	Invoice Sent
CN-22267	Iffley RRUP milestone 4	\$841,337.00	Claims being prepared

## BUSINESS PAPERS

CN-22267	Dixie RRUP milestone 4	\$495,528.00	Claims being prepared
<b>Total</b>		<b>\$941,662.00</b>	

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

Projects	Project Value	Claimed 2023-2024	Claim 2024-2025	Progress	Comments
ATSI-TIDS Dunbar Kowanyama Road - Days Creek	\$960,000.00	\$125,000.00	\$835,000.00	100%	
CN-21081 2023-25 RMPC	\$5,619,739.52	\$2,456,751.10	\$2,423,871.90	87%	
CN-21599 Mentana Creek Floodway	\$1,799,265.48	\$174,001.44	\$1,334,573.23	84%	
CN-21602 89B Formation Stage 1	\$1,900,000.00	\$0.00	\$1,900,000.00	100%	
CN-21603 89A and 84A REPA Works	\$1,038,059.82		\$626,171.99	60%	
CN-22267 Remote Roads Upgrade Pilot program (RRUP) 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 (RRUP) 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%	



## BUSINESS PAPERS

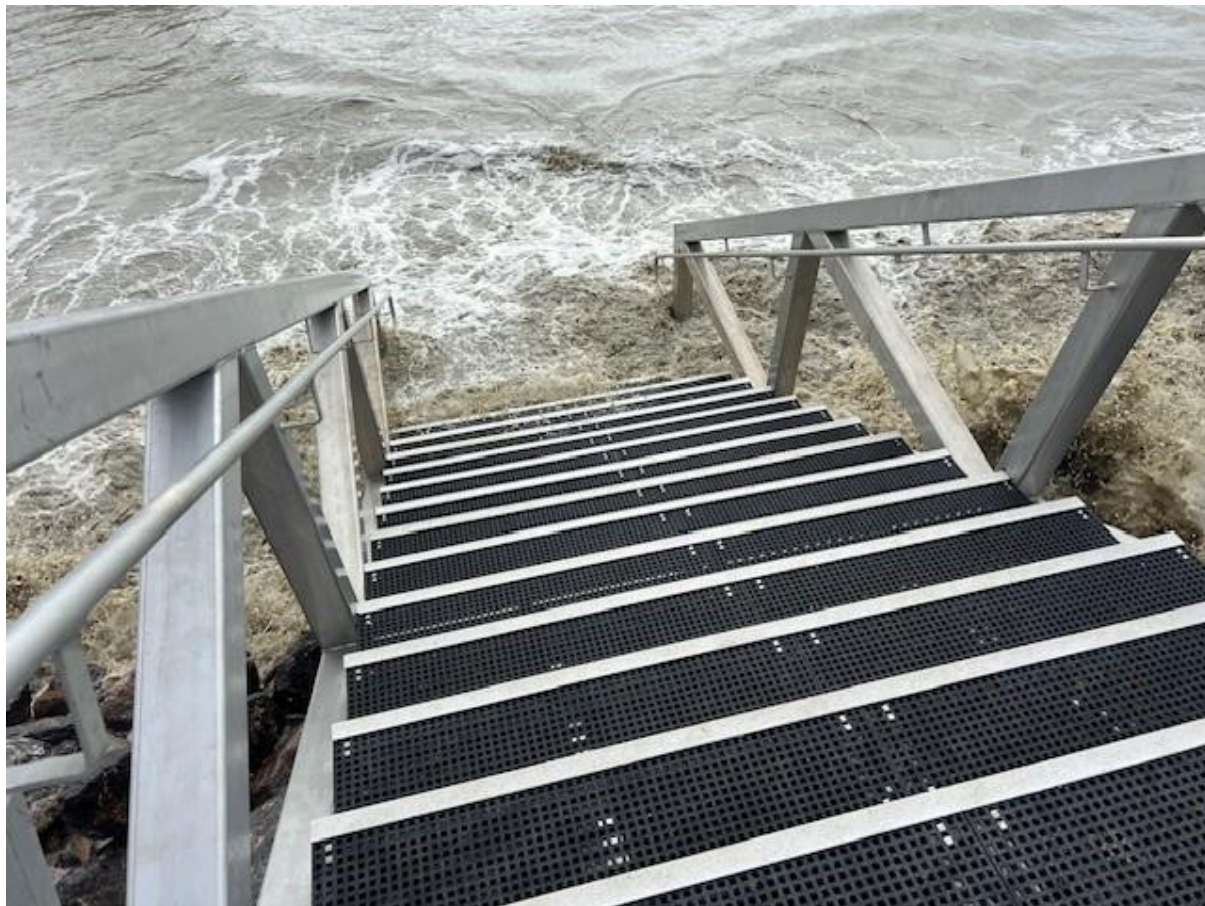
TIDS 2024-2025 Placement of floodways/culverts at Dips on Chainage 80.045km, 80.432km, 81.475km, 83.852km, 86.760km, 88.394km and 88.620km - Burketown Road	\$250,000.00		\$202,187.00	81%	
TIDS 2024-2025 - Bitumen Reseal - Burketown Road	\$300,000.00			0%	
CN-23259 Betterment 89B Package 1	\$7,726,797.15		\$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>\$29,439,044.11</b>	<b>64%</b>	



## **BUSINESS PAPERS**

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**Photo:** Wave actions on the new Seawall



**Photo:** Wave actions on the new Seawall



## **BUSINESS PAPERS**

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**Photo:** Wave actions on the new Seawall

## **BUSINESS PAPERS**

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**Photo:** Flooding at Armstrong Creek – 500mm deep. Before the upgrade it would be around 1.7m deep.



## **BUSINESS PAPERS**

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**Photo:** Damage at M Creek – Was submerged by 2m.

## **BUSINESS PAPERS**

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

- 3.1. Council has submitted an application to the QRA for Activation
- 3.2. Council has closed the road to Karumba due to flooding at Walkers Creek, Brannigans Creek and at the Jenny Lind.
- 3.3. 89B remain closed to date.
- 3.4. All roads where accessible are monitored on a regular basis and road condition report updated.

### **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 lanes at Warrenvale for 2025-2026 financial year.

### **5. Reports**

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

Nil

#### **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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### 14.2 NDRRA/QDRF REPORT

<b>Attachments:</b>	14.2.1. Appendix A - QRA23 Expenditure Summary <a href="#">↓</a>
	14.2.2. Appendix B - 2023 Completed Works Sketch <a href="#">↓</a>
	14.2.3. Appendix C - QRA22 Dunbar - Kowanyama Betterment Expenditure Summary <a href="#">↓</a>
	14.2.4. Appendix D - Cash Flow Summary January 2025 <a href="#">↓</a>
	14.2.5. Appendix E - Betterment Projects <a href="#">↓</a>
<b>Author:</b>	John Martin - Consultant Engineering
<b>Date:</b>	13 February 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 the final three (3) submissions were 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) EOT request has been approved by 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 62% of reconstruction work has been completed with approximately 75% of the project time now passed. An EOT has been approved for Submission 1 (Northern Roads) from 30 June 2025 until 30 September 2025 to allow more time for northern roads to be completed. Approximately \$23.7million of scope is remaining to be constructed after the wet season shutdown. Seven (7) crews (minimum) will be required to complete all the work prior to the current deadlines. Opportunities for EOT and rollover of additional scope will be explored during the 2024/25 wet season to further alleviate deadline pressures.

The current QRA Cash Flow for road restoration/betterment is approximately \$12.8million in advance. The total QRA (including Mitchell River Bridge) cash flow is approximately \$34.6million in advance.

**QRA24:** 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. Four (4) QRA24 REPA submissions have been approved and the pre-payments (totaling approx. \$15.4million) have been received by Council. Construction of QRA24 scope will commence once QRA23 scope has been completed to ensure QRA23 submission deadlines are met. All approved QRA24 submissions have a completion deadline of 30 June 2026. Submission 6 (Normanton – Burketown Road) has been lodged in QRA MARS (Approx. \$5.4million) and is currently subject to queries, which includes sealed section repairs and a proposed bridge works for the Leichardt River Crossing. It is estimated once all six (6) submissions have been approved that the total RV will be approx. \$53million (construction budget of \$40million). Proposed betterment projects are currently being developed in preparation for the lodgement prior to the 30 March 2025 deadline.

**QRA25:** An activation request has been approved by QRA for the North and Far North Tropical Low which is currently impacting the Shire. Both Counter Disaster Operations and REPA assistance measures have been activated.

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## **BUSINESS PAPERS**

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**RRUPP:** Construction of the two (2) approved projects have been completed. Processing of accrued costs and adjustments from the RRUPP projects to REPA projects have been finalised and both projects will be lodged for acquittal in due course.

**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). A final outcome has been received for Poingdestre Causeway Upgrade with final approval and payment to Council expected shortly. Mitchell River Crossing Investigation was lodged for acquittal prior to 30 September deadline.

### **RECOMMENDATION:**

That Council:

1. Accepts the QDRF Report as presented.

### **Background:**

#### **2022 QRA Event**

1. The final three (3) submissions were 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) EOT request has been approved by QRA to extend the submission deadline until 30 June 2025. Refer to Appendix C for construction progress.

#### **2023 QRA Event**

1. QRA23 REPA has a total RV budget of approx. \$89.0million (construction budget of \$66.5million).
2. Approximately 62% of the scope has been completed and 75% of the time has elapsed with an Expenditure Ratio of 0.94 (including RRUPP booking adjustments). Refer to Appendix A and B for further construction details.
3. An EOT has been approved for Submission 1 (Northern Roads) from 30 June 2025 to 30 September 2025. This allows more time for Koolatah – Drumduff Road, Dunbar – Kowanyama Road and Dunbar – Kowanyama Road (Secondary Access) to be completed.
4. Approximately \$23.7million of scope is remaining to be constructed after the wet season shutdown. Seven (7) crews (minimum) will be required to complete all the work prior to the current deadlines (excluding further rollovers and EOT). Opportunities for

## **BUSINESS PAPERS**

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EOTs and rollover of additional scope will be explored during the 2024/25 wet season to further alleviate deadline pressures.

5. The current QRA cash flow (refer Appendix D) shows the road restoration/betterment is approximately \$12.8million in advance. The total QRA (including Mitchell River Bridge) cash flow is approximately \$34.6million 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. Four (4) QRA24 REPA submissions have been approved and the prepayments totalling approx. \$15.4million have been received by Council.
3. Submission 6 (Normanton – Burketown Road) has been lodged in QRA MARS (Approx. \$5.4million) and is currently subject to submission queries, which includes sealed section repairs and a proposed bridge for the Leichardt River Crossing.
4. The estimated QRA24 RV budget is approx. \$53million (construction budget of \$40million).
5. Construction of QRA24 scope will commence once QRA23 scope has been completed to ensure QRA23 submission deadlines are met.
6. All approved QRA24 submissions have a completion deadline of 30 June 2026.
7. Proposed betterment projects are currently being developed in preparation for the lodgement prior to the 30 March 2025 deadline.

### **2025 QRA Event**

1. An activation request has been approved by QRA for the North and Far North Tropical Low which is currently impacting the Shire. Both Counter Disaster Operations and REPA assistance measures have been activated.

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

1. Construction of the Iffley Road Gravel Upgrade and Koolatah – Dixie Road Widening projects have been completed.
2. Processing of accrued costs and adjustments from the RRUPP projects to REPA projects have been finalised and both projects will be lodged for acquittal shortly.

## **BUSINESS PAPERS**

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### **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. A final outcome has been received for Poingdestre Causeway Upgrade with final approval and payment to Council expected shortly. Mitchell River Crossing Investigation was lodged for acquittal prior to 30 September deadline.

### **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 – Submissions that have a construction deadline of 30 June 2025 are at a high risk that work will not be completed by this deadline based on the current construction programme.
- Medium – QRA24 – It is expected the RV will be significantly less than the QRA23 however any EOTs for the QRA23 event will impact the QRA24 program.



## CARPENTARIA SHIRE COUNCIL

### SUMMARY OF QRA23 EXPENDITURE

#### CURRENT

#### Project Completed

#### Forecast Project Expenditure to RV Ratio

1/02/2025

61.8%

0.94



Submission 5 - CSC.0069.2223G REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Iffley Road	\$ 9,346,235.99	\$ 64,124.60	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	\$ 64,124.60			

\*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 incurred from the 2024 event, several line items have been rolled over into CSC.0086.2324P REC. EOT has been approved
Dunbar - Kowanyama Road (Secondary Access)	\$ 109,217.34	\$ -	0%	1.00	Cost variance against RV. Expected to align closely after works are completed. EOT has been approved
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	\$ 4,224,216.14	100%	0.73	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. EOT has been approved.
TOTAL	\$ 11,824,469.84	\$ 4,253,265.35			

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 risk of not being completed by due date as a result of early weather events, an EOT may be required.
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 due date as a result of early weather events, an EOT may be required.
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 EOT may be required.
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	\$ 387,890.85	100%	0.76	Overlapping camp and establishment costs with simultaneously constructed QRA23 Nardoo Leichardt Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Nardoo - Leichardt Road	\$ 3,635,210.55	\$ 3,862,518.24	100%	1.06	Overlapping camp and establishment costs with simultaneously constructed QRA23 Wernadinga Access and QRA23 Lorraine Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Trenton Road	\$ 8,481,929.71	\$ 5,718,389.54	100%	0.67	Accured costs processing, construction recently completed.
Wernadinga Access	\$ 490,579.17	\$ 464,161.06	100%	0.95	Overlapping camp and establishment costs with simultaneously constructed QRA23 Nardoo Leichardt Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Wondoola Access	\$ 855,477.93	\$ 321,924.95	58%	0.64	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	\$ 195,119.74	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	\$ 11,087,868.92			

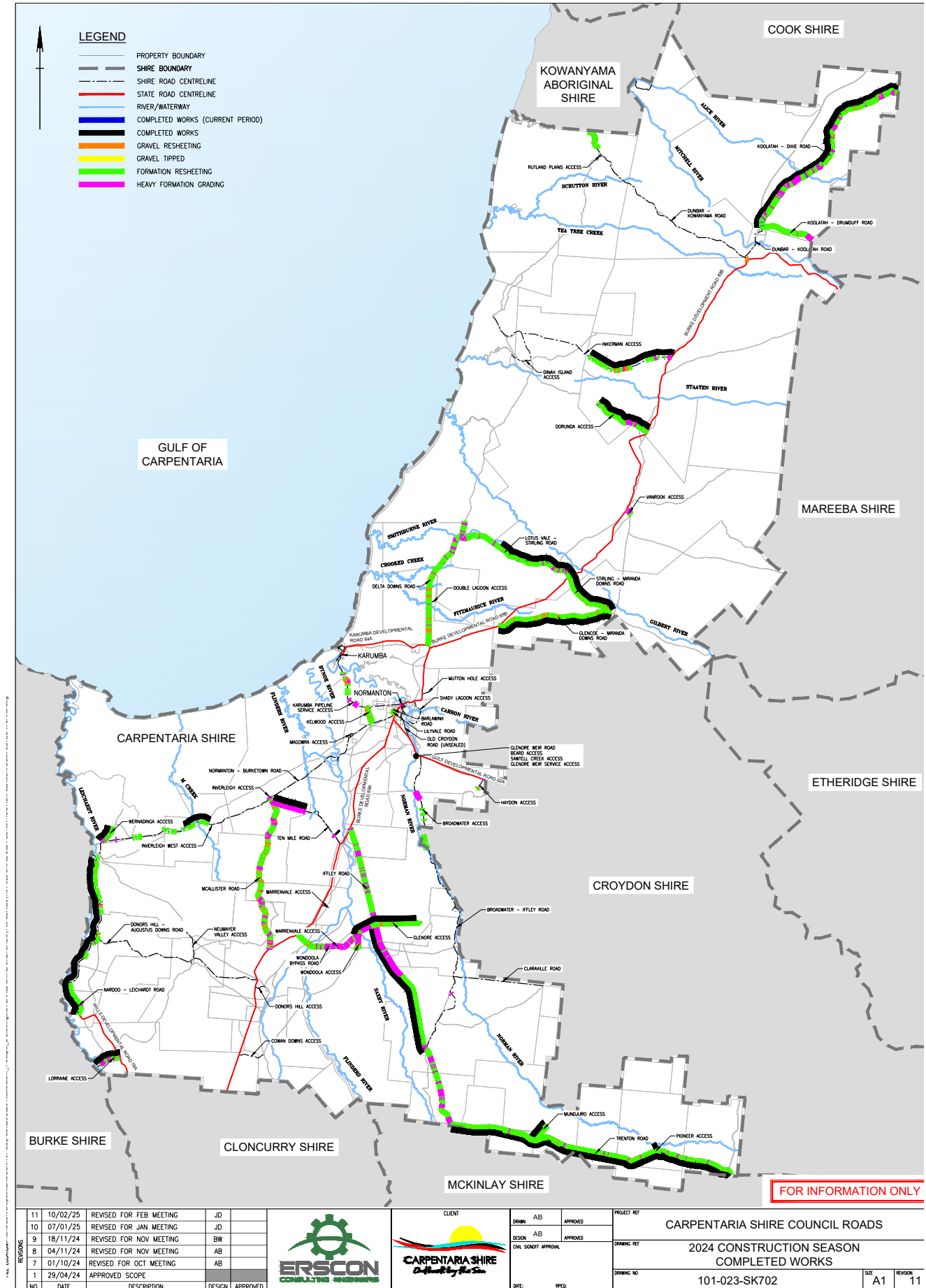
Submission 2 - CSC.0073.2223G REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Delta Downs Road	\$ 3,938,668.34	\$ 1,274,930.60	0%	1.00	Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual 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	\$ 2,430,863.29	100%	0.66	Overlapping camp and establishment costs with simultaneously constructed QRA23 Lotusvale - Stirling Road and 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	\$ 2,477,869.53	71%	1.03	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.
Lotus Vale - Stirling Road	\$ 1,708,813.12	\$ 864,793.64	100%	0.51	Overlapping camp and establishment costs with simultaneously constructed QRA23 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	\$ 7,048,457.06			

## BUSINESS PAPERS

Submission 4 - CSC.0075.2223G.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Glenore Access	\$ 1,332,663.55	\$ 1,022,101.95	100%	0.77	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	\$ 53,606.66	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	Overlapping camp and establishment costs with simultaneously constructed ORA23 Trenton
Normanton - Burketown Road	\$ 1,740,803.60	\$ 1,797,828.86	40%	2.61	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 ORA23 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	\$ 3,002,519.45			

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	\$ 6,730,921.13	100%	1.11	Construction completed prior to wet season shut down
TOTAL	\$ 6,055,511.46	\$ 6,730,921.13			





CARPENTARIA SHIRE

*Outback by the Sea*

ORDINARY COUNCIL MEETING  
Wednesday, 19 February 2025

# BUSINESS PAPERS

PLOT DATE  
FILE LOCATION

REVISIONS

NO.	DATE	DESCRIPTION
1	15/7/24	INITIAL ISSUE
2	07/7/24	REVISED FOR JAN MEETING
3	10/6/25	REVISED FOR FEB MEETING

NO.	DATE	DESCRIPTION
1	15/7/24	INITIAL ISSUE
2	07/7/24	REVISED FOR JAN MEETING
3	10/6/25	REVISED FOR FEB MEETING

NO.	DATE	DESCRIPTION
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3	10/6/25	REVISED FOR FEB MEETING

LEGEND
PROPERTY BOUNDARY
SHIRE BOUNDARY
SHIRE ROAD CENTRELINE
STATE ROAD CENTRELINE
RIVER/WATERWAY
COMPLETED WORKS (CURRENT PERIOD)
GRAVEL RESPECTING
GRAVEL TIPPED
FORMATION RESPECTING
HEAVY FORMATION GRADING

LEGEND
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SHIRE BOUNDARY
SHIRE ROAD CENTRELINE
STATE ROAD CENTRELINE
RIVER/WATERWAY
COMPLETED WORKS (CURRENT PERIOD)
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HEAVY FORMATION GRADING

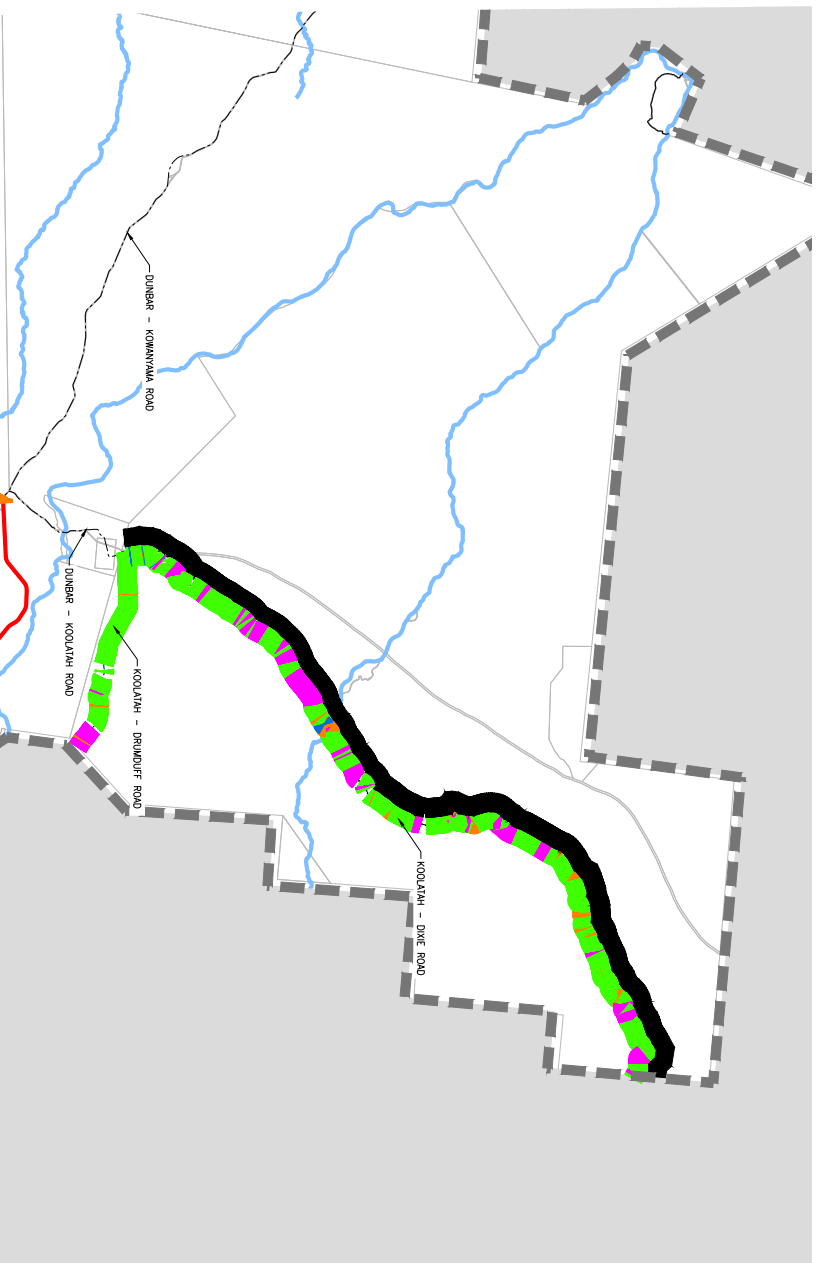
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COMPLETED WORKS (CURRENT PERIOD)
GRAVEL RESPECTING
GRAVEL TIPPED
FORMATION RESPECTING
HEAVY FORMATION GRADING



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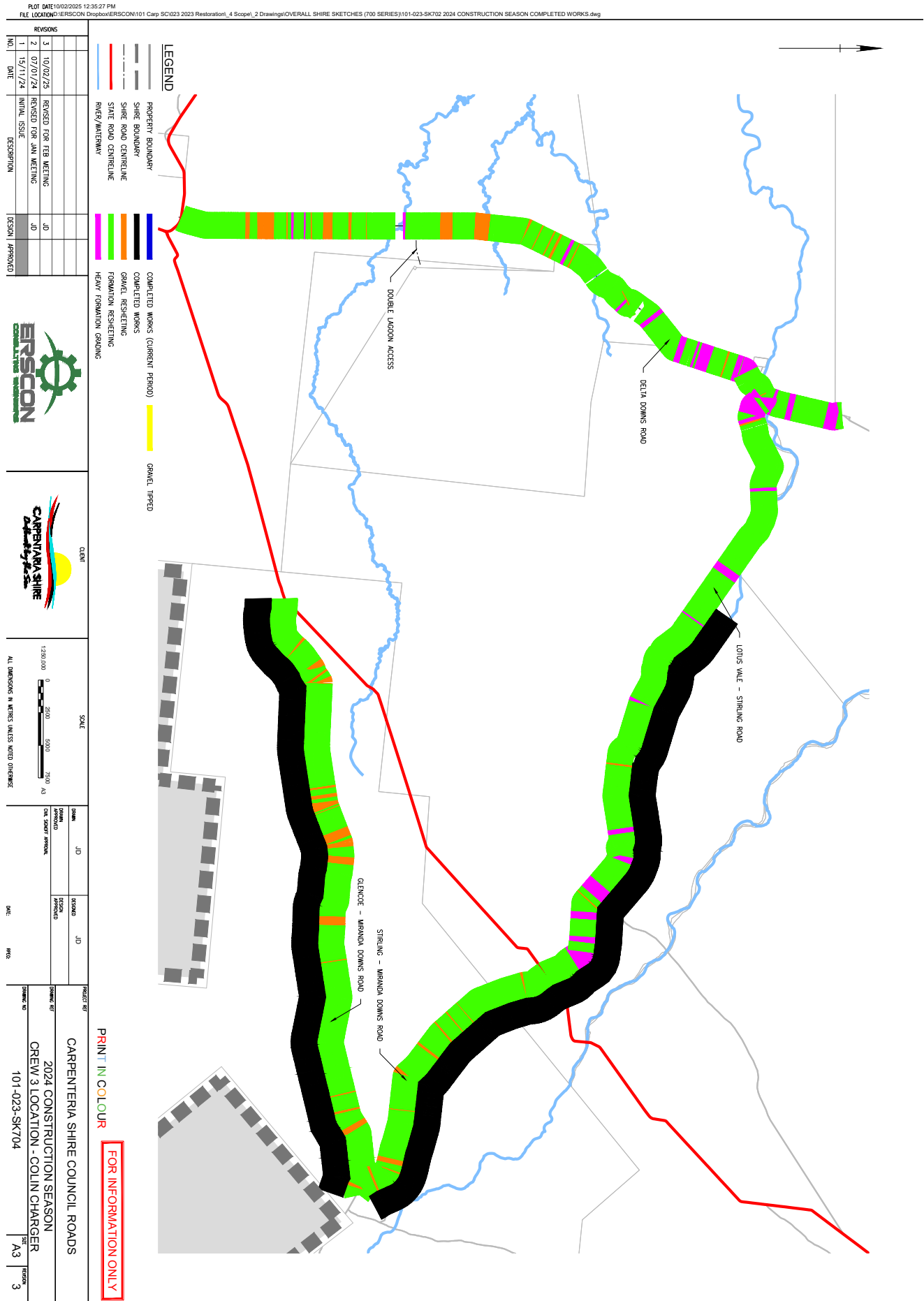
FOR INFORMATION ONLY

CARPENTARIA SHIRE COUNCIL ROADS

2024 CONSTRUCTION SEASON CREW 1 AND 2  
LOCATIONS - JOSIE BOND AND GAVIN DELACOUR

101-023-SK703

A3 3



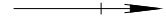


CARPENTARIA SHIRE

*Outback by the Sea*

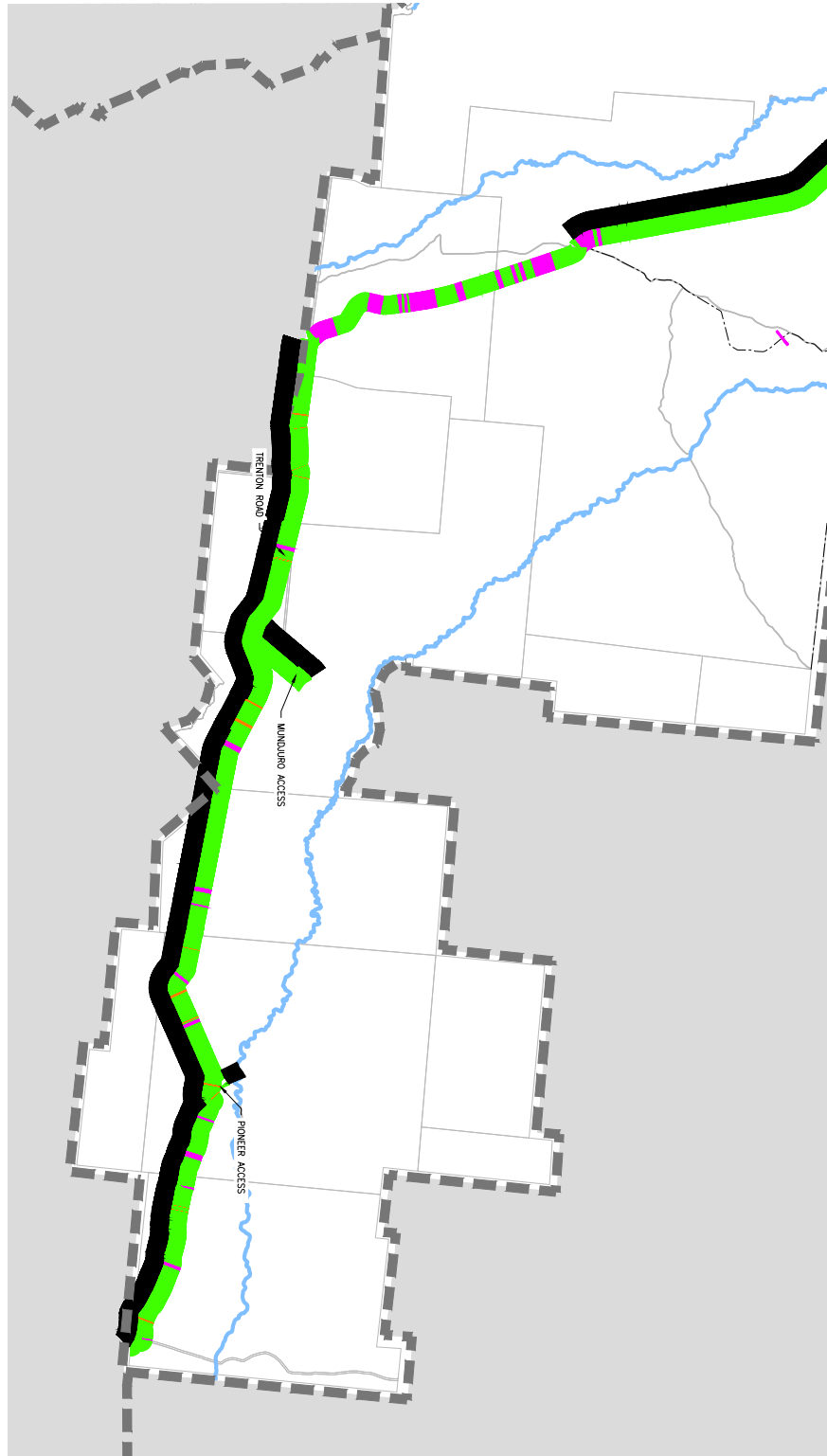
ORDINARY COUNCIL MEETING  
Wednesday, 19 February 2025

# BUSINESS PAPERS



PLOT DATE		FILE LOCATION	
REVISIONS			
NO.	DATE	DESCRIPTION	DESIGN APPROVED
3	10/6/25	REVISED FOR FEB MEETING	JD
2	07/6/24	REVISED FOR JAN MEETING	JD
1	15/3/24	INITIAL ISSUE	

LEGEND
PROPERTY BOUNDARY
SHIRE BOUNDARY
SHIRE ROAD CENTRELINE
STATE ROAD CENTRELINE
RIVER/WATERWAY
COMPLETED WORKS (CURRENT PERIOD)
GRAVEL RESURFACING
GRAVEL TIPPED
FORMATION RESURFACING
HEAVY FORMATION GRADING



SCALE



ALL DIMENSIONS IN METRES UNLESS NOTED OTHERWISE

PRINT IN COLOUR

FOR INFORMATION ONLY

OWNER	DATE SUBMITTED	DATE SUBMITTED	DATE SUBMITTED
JD	JD	JD	JD
CARPENTARIA SHIRE COUNCIL ROADS			
2024 CONSTRUCTION SEASON			
CREW 4 LOCATION - CLARENCE BYNOE			
101-023-SK705			
A3			
3			



CARPENTARIA SHIRE COUNCIL

SUMMARY OF QRA22 Dunbar - Kowanyama Road Betterment EXPENDITURE

CURRENT

1/02/2025

Project Completed

80.0%

Forecast Project Expenditure to RV Ratio

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, an EOT has been approved with works scheduled to be completed in the 2025 construction year
TOTAL	\$ 5,692,392.28	\$ 3,337,008.72			



# ORA Cash Flow Summary

Expenditure as at 31/2/2025

Submission lodged for aquitalia  
Submission fully acquitted



Funding Event Stream	ORA Submission Number	CSC Submission	Recommended Value	Synegry Job Number	22/23 SVN	23/24 SVN	24/25 SVN	Total Expenditure	Payments FY23	Payments FY24	Payments FY25	Total Payments to Date	Outstanding Amount
2022 ORRF	CSC.0056.2122M.RH	Karumba Foreshore	\$ 1,335,604	ORRF4	\$ -	\$ 1,271,862	\$ 3,097	\$ 1,274,959	\$ 379,681	\$ -	\$ 828,073	\$ 1,207,754	\$ -
2022 ORRF	CSC.0057.2122M.RH	Inverleith West Causeway	\$ 500,000	CR2302	\$ 104,950	\$ 635,299	\$ 88	\$ 740,337	\$ 142,500	\$ 285,000	\$ -	\$ 427,500	\$ 47,500
2022 ORRF	CSC.0058.2122M.RH	Mitchell River Investigation	\$ 300,000	CR2203	\$ 16,616	\$ 302,449	\$ 31,191	\$ 287,874	\$ 85,500	\$ 171,000	\$ -	\$ 256,500	\$ 16,980
2022 ORRF	CSC.0066.2122D.CRC	Burke & Willis Monument Access	\$ 364,286	CR2410	\$ -	\$ 311,341	\$ 6,064	\$ 317,405	\$ 109,280	\$ -	\$ 207,743	\$ 317,024	\$ -
2022 WPF	CSC.0067.2122D.WPF	Flood Risk Management Program	\$ 171,785	FRMP2201	\$ -	\$ 42,240	\$ -	\$ 42,240	\$ 51,536	\$ -	\$ -	\$ 51,536	\$ 9,296
2022 REPA	CSC.0060.2122D.REC	2022 Submission 1	\$ 15,463,772	FRMP2203	\$ -	\$ 5,162,405	\$ 1,88,016	\$ 5,997,393	\$ 4,639,132	\$ -	\$ 944,316	\$ 5,583,448	\$ 508,700
2022 REPA	CSC.0061.2122D.REC	2022 Submission 3	\$ 6,453,276	FD6122	\$ 474,858	\$ 14,011	\$ 951	\$ 487,918	\$ 1,935,983	\$ 998,879	\$ 390,537	\$ 546,567	\$ 21,647
2022 REPA	CSC.0064.2122D.REC	2022 Submission 2	\$ 12,071,559	FD6322	\$ 888,287	\$ 6,799,957	\$ 146,146	\$ 7,777,389	\$ 3,623,268	\$ 1,928,991	\$ 1,979,910	\$ 7,532,169	\$ 846,614
2022 REPA	CSC.0064.2122D.REC	2022 Submission 4	\$ 12,963,489	FD6422, CR2406	\$ 62,381	\$ 11,396,865	\$ 640,792	\$ 10,818,453	\$ 2,963,160	\$ 7,854,204	\$ 373,123	\$ 11,190,487	\$ 372,034
2022 REPA	All ORA23 Submissions	2022 Project Management	\$ -	FD2022	\$ 506,379	\$ 1,045,932	\$ 1,552,311	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,552,311
2023 REPA	CSC.0069.2223G.REC	2023 Submission 5	\$ 12,412,252	FR6323	\$ -	\$ 61,940	\$ 2,185	\$ 64,125	\$ -	\$ 3,715,105	\$ -	\$ 3,715,105	\$ 3,650,980
2023 REPA	CSC.0072.2223G.REC	2023 Submission 1	\$ 15,713,023	FD7223	\$ -	\$ 59,853	\$ 4,192,652	\$ 4,252,505	\$ -	\$ 4,713,307	\$ -	\$ 4,713,307	\$ 461,401
2023 REPA	CSC.0073.2223G.REC	2023 Submission 2	\$ 17,111,475	FD7323	\$ -	\$ 1,130,885	\$ 5,916,743	\$ 7,047,628	\$ -	\$ 5,133,443	\$ 876,800	\$ 6,010,243	\$ 1,037,385
2023 REPA	CSC.0074.2223G.REC	2023 Submission 3	\$ 22,396,589	FD7323	\$ -	\$ 96,436	\$ 10,121,710	\$ 11,082,546	\$ -	\$ 6,718,977	\$ 3,700,133	\$ 10,419,110	\$ 863,436
2023 REPA	CSC.0075.2223G.REC	2023 Submission 4	\$ 12,743,486	FD7523	\$ -	\$ 92,155	\$ 2,910,564	\$ 3,002,519	\$ -	\$ 3,823,046	\$ -	\$ 3,823,046	\$ 820,526
2023 REPA	CSC.0076.2223G.REC	2023 Submission 6	\$ 7,997,031	CR2411	\$ -	\$ 24,044	\$ 6,706,877	\$ 6,730,921	\$ -	\$ 2,279,109	\$ 2,065,743	\$ 4,964,852	\$ 1,766,069
2023 REPA	All ORA23 Submissions	2023 Project Management	\$ -	FD2023	\$ -	\$ -	\$ 1,409,205	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,409,205
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.0079.2324P.REC	2024 Submission 1 - Mitchell River Bridge	\$ 87,996,922.23	CR2407	\$ -	\$ 645,913	\$ 28,033,085	\$ 28,666,998	\$ -	\$ 5,000,000	\$ 45,411,017	\$ 50,411,017	\$ 21,724,019
2024 REPA	CSC.0079.2324P.REC	2024 Submission 2 - Eastern Roads	\$ 14,467,984.31	FD7924	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,340,395	\$ 4,340,395	\$ -
2024 REPA	CSC.0082.2324P.REC	2024 Submission 5 - Rolover Roads	\$ 16,099,986.59	FR8224	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,829,996	\$ 4,829,996	\$ -
2024 REPA	CSC.0083.2324P.REC	2024 Submission 3 - Western Roads	\$ 14,908,400.63	FR8324	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,472,520	\$ 4,472,520	\$ -
2024 REPA	CSC.0086.2324P.REC	2024 Submission 4 - (Dunbar - Kowaryama Road)	\$ 5,828,974.76	FR8624	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,748,692	\$ 1,748,692	\$ -
2024 REPA	CSC.0087.2324P.REC	2024 Submission 6 - (Dunbar - Burketown Road)	\$ -	FR8724	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024 CDO	All ORA24 Submissions	2024 Project Management	\$ -	CDO225	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2025 EW	TBA on Acquired	2025 CSC CDO	\$ -	FD0225	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2025 CDO	TBA on Acquired	2025 CSC Emergency Works	\$ -	FD0225	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
													\$ 34,560,013

### Approved Betterment Projects

Funding Source	Project Name	Total Project Value	Deadline
Queensland Betterment Funding	Dunbar - Kowanyama Road (Pavement and Sealing)	\$6,712,951	30/06/2025
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

## BUSINESS PAPERS

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### 14.3 WATER AND WASTE MONTHLY REPORT

<b>Attachments:</b>	NIL
<b>Author:</b>	Joe Beddows - Technical Officer - Water and Waste
<b>Date:</b>	13 February 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 January 2024.

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

- Total treated water consumption (Normanton and Karumba) was 64.4ML for the month of January.
- Five (5) eOne pump replacements occurred for the month of January.
- Recorded rainfall for January was 62.4mm

#### **RECOMMENDATION:**

That Council receive and note for information the Water and Waste Monthly Report for December 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 January 2025, the Water Treatment Plant continued to experience operational challenges, though conditions were an improvement compared to December. Raw water turbidity remained elevated but did not reach the extreme levels observed in the previous month. Despite this, maintaining optimal treatment processes required ongoing adjustments and close monitoring.

While turbidity levels were high, they remained within the measurable range of the plant's analysers, allowing for more effective process control. This reduced the need for constant operational changes, though additional chemical dosing and monitoring were still required to maintain treated water quality.

## BUSINESS PAPERS

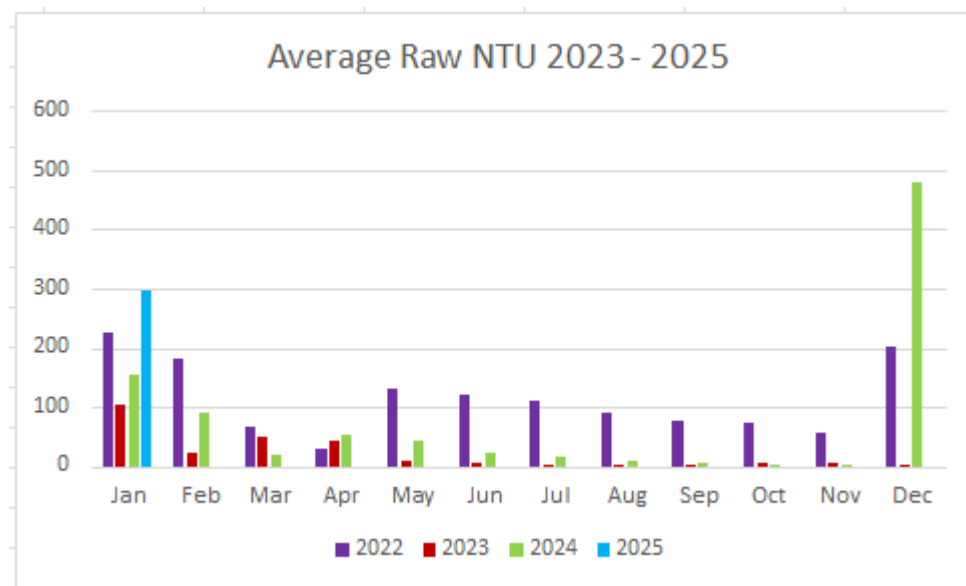


Figure 1 – Average Raw Water Turbidity 2022-2025

Power outages and storm activity persisted throughout January, though their impact was less severe than in December. However, the damage to key infrastructure from previous lightning strikes continued to affect operations. The temporary flow meter solution implemented in December remained in use, allowing the Glenore pumps to function with partial automation. Replacement flow meters have been ordered, with delivery expected in the coming weeks.

The team's proactive response and operational adjustments ensured continued water supply despite these challenges. Further improvements are planned once new equipment is installed, stabilising treatment processes as weather conditions evolve.

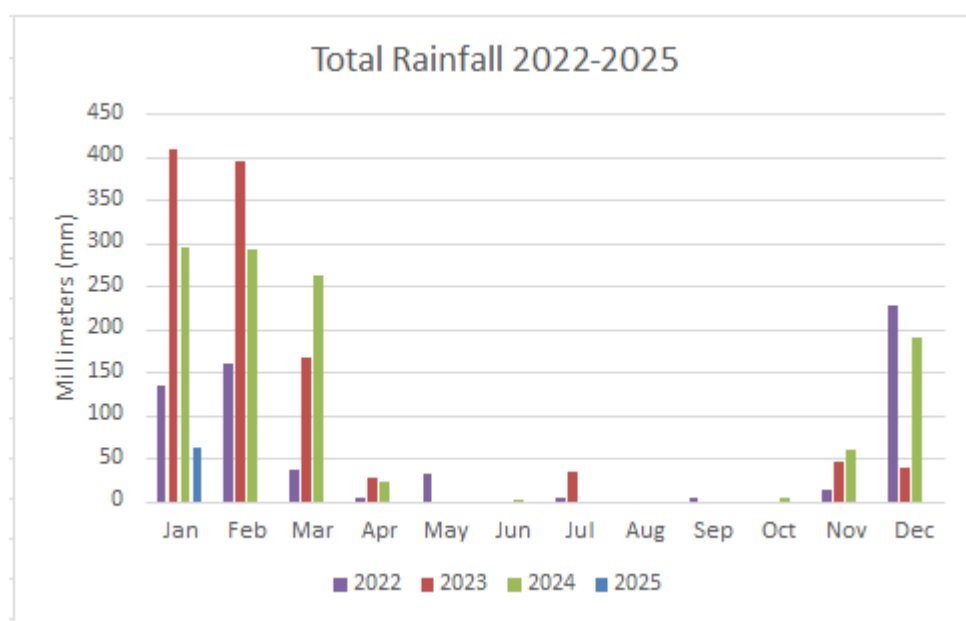


Figure 2 – Monthly Rainfall

## BUSINESS PAPERS

For the month of January, approximately 69.7ML was pumped from Glenore Weir and 3.7ML from the Normanton bore for a total of 73.4ML of raw water.

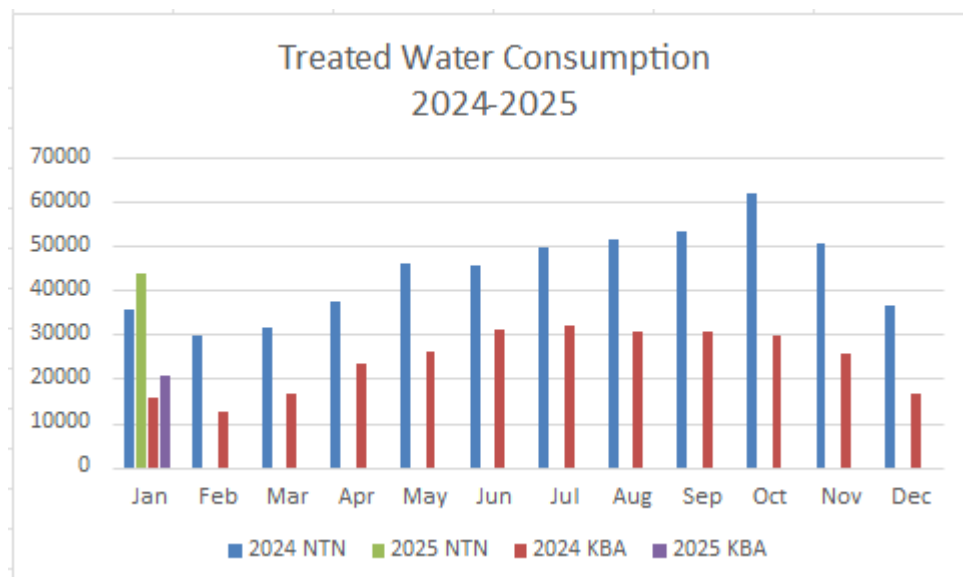


Figure 3 – Treated Water Consumption by Zone

### 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 January, five (5) low pressure pumps were replaced.
- The Tender for the Karumba Waste Water Treatment Plant - Membrane Skid Upgrade closed on the 29<sup>th</sup> of January. Council along with Conexa will review and evaluate submitted proposals
- Karumba Sewage Treatment facility treated approximately 2.82ML of sewerage during January.
- Ten (10) Power outages were recorded at Karumba STP during January.
- Faulty Bio-Reactor Recirculation Pump Replaced.

## BUSINESS PAPERS

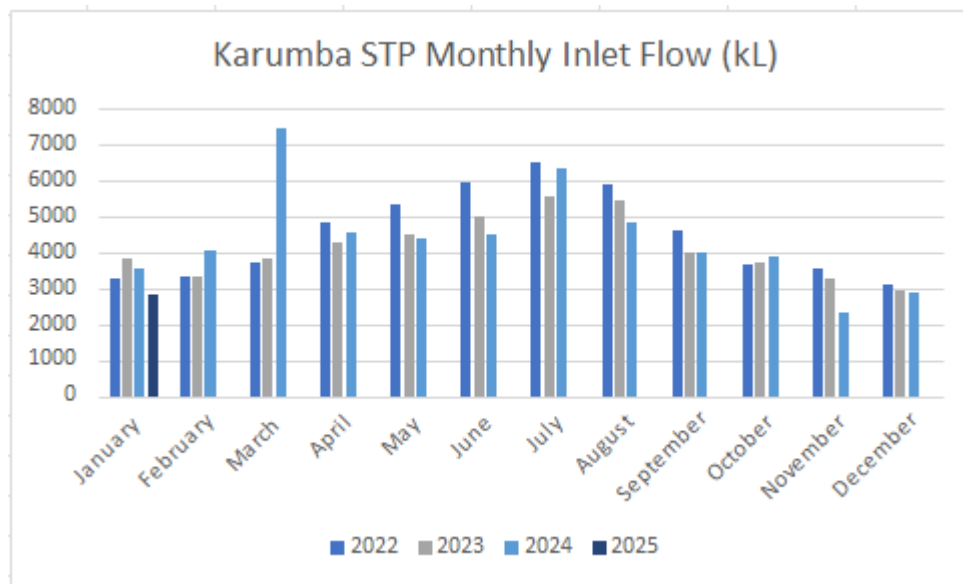


Figure 4 – Total Monthly inlet flow for Karumba STP

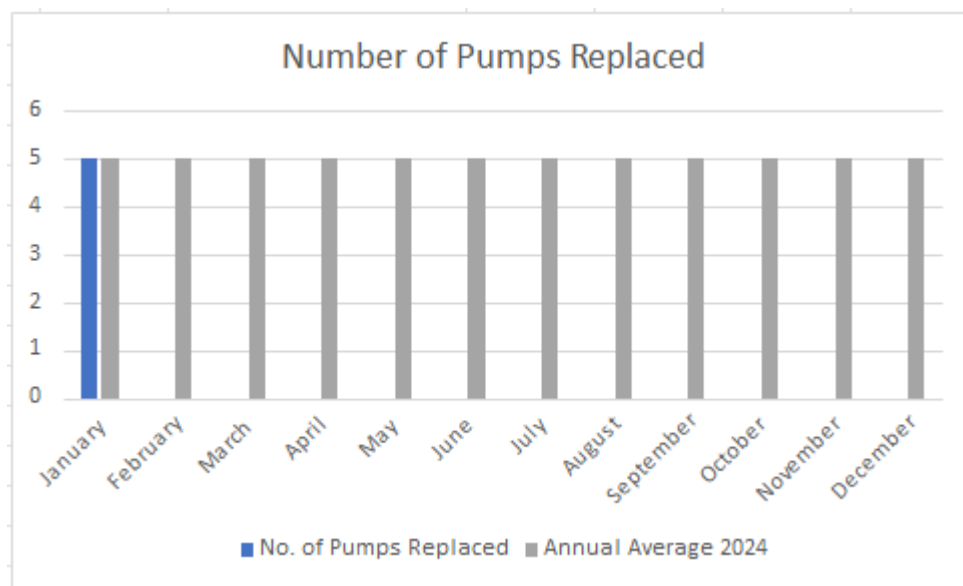


Figure 5 – Sewer Reticulation Pump Replacements

## **BUSINESS PAPERS**

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### **Waste Services**

Illegal dumping remains an ongoing issue at both the Normanton and Karumba refuse tips, despite the waste facilities being accessible to the public free of charge. Recent observations indicate an increase in improper disposal of household waste, furniture, and general rubbish, leading to environmental hazards and creating an unsightly mess. This behavior undermines community efforts to maintain clean and sustainable waste management practices. The Carpentaria Shire Council has a zero-tolerance policy on illegal dumping, with fines applicable to offenders. Residents are urged to use the designated disposal areas correctly and report any illegal dumping activities to the council or relevant authorities to ensure the proper management of waste and the protection of the local environment.

### **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.

### **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.

## BUSINESS PAPERS

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### 14.4 BUILDING AND PLANNING REPORT

**Attachments:** NIL  
**Author:** Elizabeth Browning - Engineering Records Operator  
**Date:** 13 February 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 January 2025.

#### 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, CF Casey, KE Burns, CW Burns & OMSRI Pty Ltd c/- Ausnorth Consultants Pty Ltd	30 & 32 Landsborough Street Normanton QLD 4890 (Lot 21 RP884163 & Lot 22 RP894136)	Reconfiguring a Lot for Two into Three Lots 2412-43967 SRA	Pending.

#### Planning Applications Approved

DA No.	Applicant	Address	Application Type	Status
I/2425	Ergon Energy Corporation Ltd	1 Bell Street Normanton QLD 4890 (Lot 28 SP136520)	MCU Community Infrastructure – new sheds 2410-42812 SRA	Approved with conditions

#### Building Applications Received by Building Certifier

DA No.	Applicant	Address	Application Type	Value
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## BUSINESS PAPERS

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N/A				
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### 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
- Peter Watton – Building Certifier

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

## **BUSINESS PAPERS**

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### **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.

## BUSINESS PAPERS

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**14.5 DEVELOPMENT APPLICATION I/2430 - RECONFIGURATION OF A LOT (TWO INTO THREE LOTS) – CM CASEY, CF CASEY, KE BURNS, CW BURNS & OMSRI PTY LTD - 30 & 32 LANDSBOROUGH STREET, NORMANTON (LOT 21 RP884163 & LOT 22 RP894136)**

<b>Attachments:</b>	14.5.1. 30-32 Landsborough Street Normanton ROL combined report I2430 <a href="#">↓</a> 14.5.2. 30-32 Landsborough Street Normanton Plans - I2430 <a href="#">↓</a>
<b>Author:</b>	Elizabeth Browning - Engineering Records Operator
<b>Date:</b>	13 February 2025
<b>Key Outcome:</b>	4.1 - Sustainable urban and rural development
<b>Key Strategy:</b>	4.1.1 Ensure development accords with Carpentaria Shire Council's planning scheme, planning instruments, codes and legislation.

---

**Executive Summary:**

Council is in receipt of an application for a development permit for a reconfiguration of a lot to create 3 new lots from 2 existing lots. The properties within the Commercial zone are located at 30 & 32 Landsborough Street Normanton, formally described as Lot 21 on RP884163 and Lot 22 on RP894136. The proposed development is code assessable and complies or can be conditioned to comply with all applicable assessment benchmarks and relevant matters in the attached report.

**RECOMMENDATION:**

That Council resolve in accordance with the Planning Act 2016, that the applicant be notified that the application for a development permit for reconfiguring a lot at 30-32 Landsborough Street, Normanton, formally described as Lot 21 on RP884163 and Lot 22 on RP894136, is approved, subject to the conditions detailed below.

**Background:**

**Summary of assessment**

The proposed development is code assessable and complies or can be conditioned to comply with all applicable assessment benchmarks, including:

- Reconfiguring a lot code
- General development code
- State Planning Policy assessment benchmark for natural hazards risk and resilience.

It will have no material effect on the character or functioning of the locality.

It is therefore recommended for approval.

All information is included in the attached report.

**Conditions**

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## **BUSINESS PAPERS**

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### **General**

1. The development is to be undertaken substantially in accordance with the following approved plans attached to the development permit:
  - (i) Drawing No. 24031/ROL/01 Sheet 1 of 3 dated 21/11/2024
  - (ii) Drawing No. 24031/ROL/01 Sheet 3 of 3 dated 21/11/2024
  - (iii) Drawing No.24031/ROL/01 Sheet 3 of 3 dated 21/11/2024
2. All lot numbering on the Plan of Subdivision to be submitted to Council must remain as shown on the Approved Plans.

### **Services**

3. All lots are required to drain to a lawful point of discharge to the satisfaction of the Director of Engineering Services or delegate.
4. Crossovers consistent with FNQROC Standard Drawing S1015 for commercial access or to the satisfaction of the Director of Engineering Services or delegate, are to be provided / maintained for all lots, from the edge of the road pavement to the lot boundary.
5. All lots (including new lot 23) are to be connected to water supply and sewerage infrastructure, constructed to standards stated in Schedule 1, Part 3 of the Carpentaria Shire Planning Scheme. The cost of connection to all services is to be met by the applicant/proponent.
6. All lots (including new lot 23) are to be connected to power and telecommunications sewerage infrastructure, constructed to standards required by the relevant service provider.
7. Should any of the Council's assets be damaged during construction, the cost of the reinstatement of all such assets shall be met by the proponent and to the satisfaction of the Director of Engineering Services or delegate.

### **Easement**

8. A minimum 3.0m wide easement must be registered against the titles of lots 22 and 23 in favour of Council over the sewer line traversing the land.
9. All easements must be granted at no cost to the Grantee. The easement documentation must be in accordance with Council's standard easement terms. Draft easement documentation must be submitted to Council for endorsement.

### **Boundary Encroachments**

10. All existing and proposed utility services and connections (e.g. electricity, telecommunications, water, sewerage) are to be wholly located within the lot they serve, or alternatively included within an easement where location within the lot is not possible.

## **BUSINESS PAPERS**

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11. All existing structures are fully contained within a single lot. Any existing structure that is not wholly contained within a single lot must be removed.

### **When Conditions Must Be Complied With**

12. Unless otherwise stated, all works required by the conditions of this development approval must be completed prior to approval of the Plan of Subdivision.

### **TOWN PLANNING REPORT**

The attached report has been prepared by Jennifer Roughan, Council's Town Planning Consultant.

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

- Jennifer Roughan – Consultant Town Planner
- Brian Lane – AusNorth Consultants

#### **Legal implications**

- Application has followed required Planning Act process and assessment report sets out Council's decision-making requirements under the Planning Act.

#### **Policy Implications**

- Policy implications are set out in the assessment report.

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

- Conditions of approval are proposed to ensure impacts of the development are adequately managed. There are no other implications.

#### **Risk Management Implications**

- Low – risks are within normal operational parameters.

# ROUGH PLAN

DEVELOPMENT APPLICATION – RECONFIGURATION OF LAND  
30-32 LANDBOROUGH STREET, NORMANTON  
APPLICATION NO: I/2430

ROUGH PLAN

## Version Control

Revision	Date issued	Author	Revision type
0	11/02/2025	J. Roughan	Report for Council agenda

ROUGH PLAN

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ROUGH PLAN

## 1.0 Executive Summary

### 1.1 Development application details

<b>Proposed development:</b>	The application seeks a development permit for a reconfiguration of a lot to create 3 new lots from of 2 existing lots.
<b>Site address:</b>	30-32 Landsborough Street, Normanton
<b>Real property description:</b>	Lot 21 on RP884163 Lot 22 on RP894136
<b>Site area:</b>	3035m <sup>2</sup>
<b>Zone:</b>	Commercial zone
<b>Overlays:</b>	<ul style="list-style-type: none"> <li>Aerodrome and aviation facilities overlay</li> <li>Acid sulphate soils overlay</li> </ul> <i>Note the proposed development is not made assessable against the associated overlay codes</i>
<b>Category of assessment:</b>	Code assessable
<b>Applicable assessment benchmarks:</b>	<ul style="list-style-type: none"> <li>General development code</li> <li>Reconfiguring a Lot Code</li> <li>State Planning Policy assessment benchmark for natural hazards risk and resilience</li> </ul>
<b>Referral</b>	<p>The development application was referred in accordance with the requirements of schedule 10, Part 9, division 4, Subdivision 2 (State transport corridors and future State transport corridors) in the Planning Regulation 2017:</p> <ul style="list-style-type: none"> <li>Table 1—Reconfiguring a lot near a State transport corridor</li> <li>Table 3—Reconfiguring a lot near a State-controlled road intersection</li> </ul>
<b>Owner and applicant:</b>	Cecelia Mavis Casey, Colin Francis Casey, Kathryn Elsie Burns, Charles William Burns, Omsri Pty Ltd C/- Brian Lane Ausnorth Pty Ltd PO Box 38 MACHANS BEACH QLD 4878

### 1.2 Summary of Assessment

The proposed development is code assessable and complies or can be conditioned to comply with all applicable assessment benchmarks, including:

- reconfiguring a lot code
- general development code
- State Planning Policy assessment benchmark for natural hazards risk and resilience

It will have no material effect on the character or functioning of the locality.

It is therefore recommended for approval.

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## 2.0 The Site and Proposed Development

### 2.1 The Site

The subject land is located at 30-32 Landsborough Street, Normanton and is formally described as lot 21 on RP884163 and lot 22 on RP894136. It is occupied by the Normanton Stop Shop and the Post Office, and adjoins a drainage reserve owned by Council. It has a total area of 3035m<sup>2</sup>, with the configuration of the existing lots shown on figure 2 below.

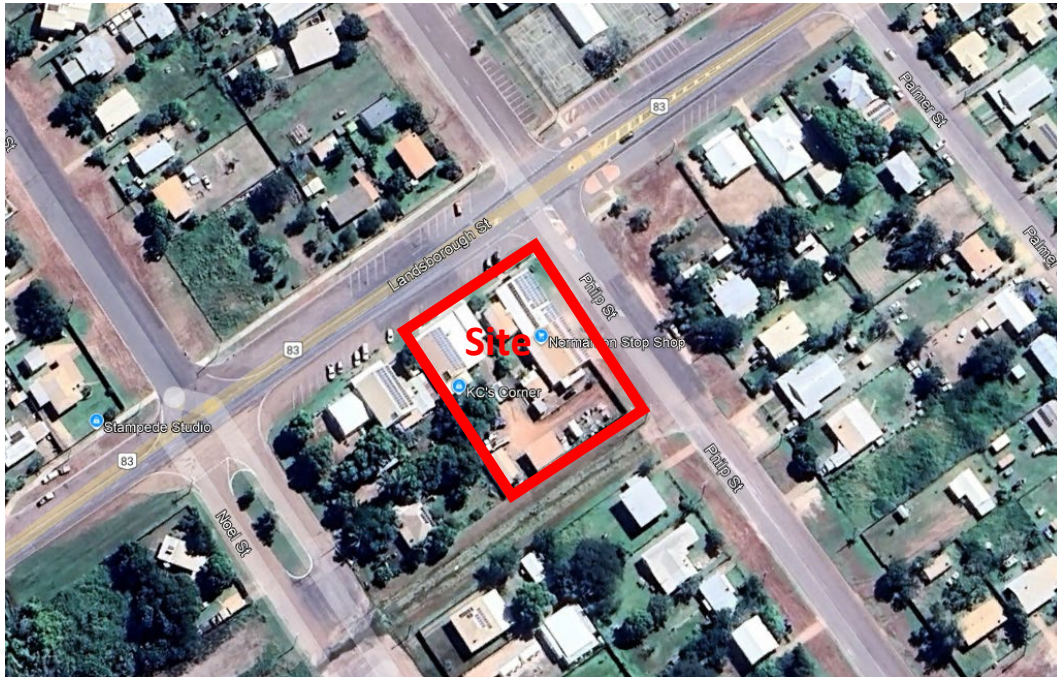


Figure 1: Aerial view

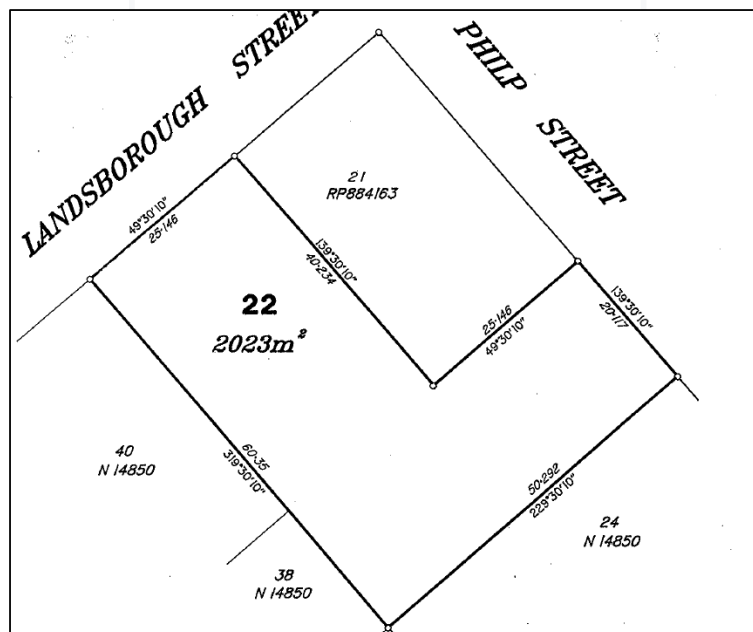


Figure 2: Existing lots 21 and 22

ROUGH PLAN

The land is included in the commercial zone under the Carpentaria Shire Planning Scheme.

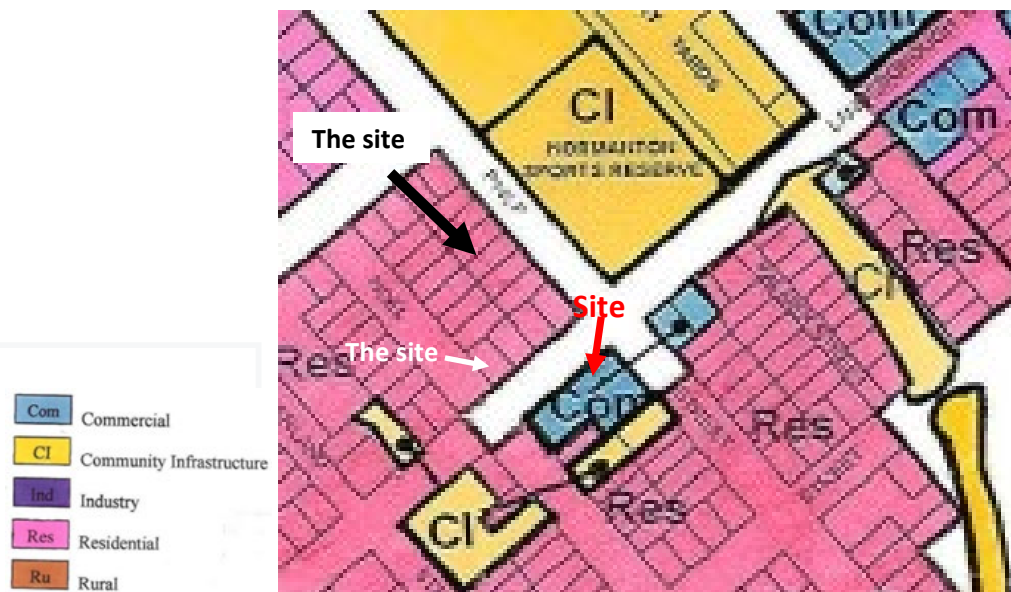


Figure 2: Zoning

## 2.2 The Proposed Development

The applicant proposes to re-subdivide the existing two lots to create three new lots, as indicated in the figures below. The proposed development plans are included in Appendix A.



Figure 3: Site layout plan

ROUGH PLAN

Lot 22 (877m<sup>2</sup>) would continue to gain access from an existing cross over on Landsborough Street.

Lot 21 (1132m<sup>2</sup>), which fronts both streets, would continue to have access from an existing cross over on Philp Street.

The new lot 23 (at 1026m<sup>2</sup>) would gain access from Philp Street. However, there is no existing constructed cross over at this frontage.

An existing sewerage main traverses the rear of lot 22. This is proposed to be included in a 3.0m wide easement corridor, being easement A (within proposed lot 22) and easement B (within proposed lot 23), as shown in figure 4 below.

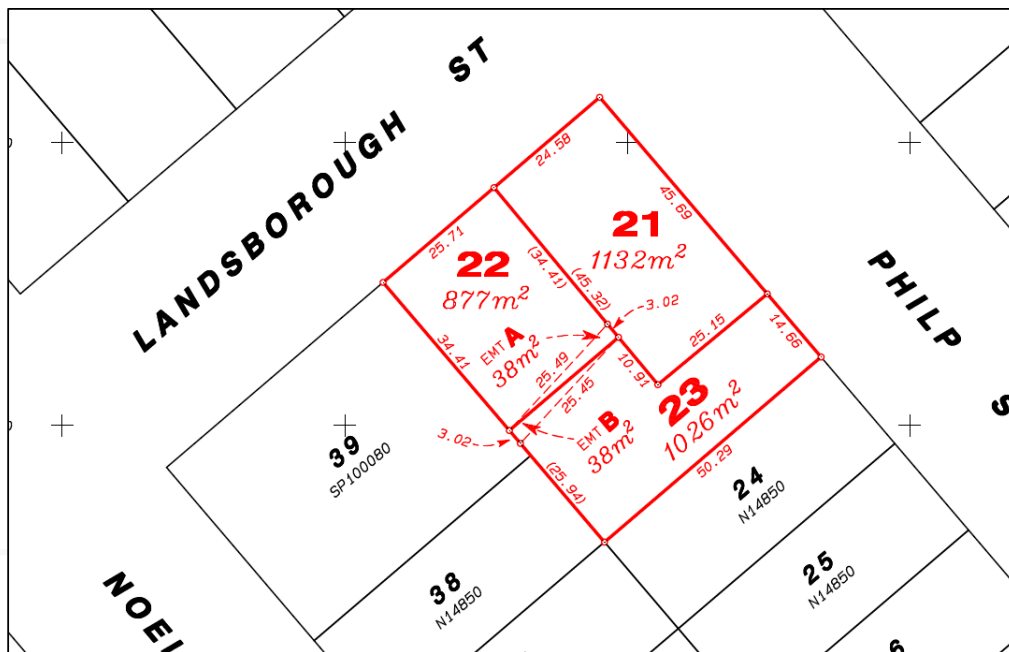


Figure 4: Proposed new lots



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### 3.0 Assessment

#### Decision Making Requirements for Code Assessable Development

*The Planning Act 2016 requirements for code assessment are set out in section 45 (3). It requires that a code assessable application must be carried out only:*

- (a) against the applicable assessment benchmarks (including the relevant codes in the planning scheme and the relevant assessment benchmarks set out in the State Planning Policy ; and*
- (b) having regard to any matters prescribed by regulation (which include the State Planning Policy and the material submitted with the application).*

*Section 60 (2) of the Planning Act states that, after carrying out the assessment, the assessment manager:*

- (a) must decide to approve the application to the extent the development complies with all of the assessment benchmarks for the development;*
- (b) may decide to approve the application even if the development does not comply with some of the assessment benchmarks;*
- (c) may impose development conditions on an approval; and*
- (d) may, to the extent the development does not comply with some or all the assessment benchmarks, decide to refuse the application only if compliance can not be achieved by imposing development conditions.*

#### 3.1 Shire of Carpentaria Planning Scheme Assessment Benchmarks

Under the table of assessment for the industry zone, the proposed development is **code assessable** and the **applicable assessment benchmarks** are identified as the **reconfiguring a lot code**. The **general development code** also states that it is applicable to reconfiguration.

The subject land also falls within the mapped acid sulphate soils and aerodrome overlay areas. However, the tables of assessment for those overlays makes the proposed development exempt from assessment against the relevant overlay code.

An overview of the proposal's performance against the applicable codes is provided below. A more detailed assessment against the specific benchmarks nominated in each code is provided in Appendix B.

The applicable codes seek to ensure that any newly created lots are properly serviced and suited for uses for which the land is zoned (in this case, the commercial zone). The proposed development is consistent with these outcomes.

The proposed development will not change the character of the subject land or the immediate locality. It complies or can be conditioned to comply with all requirements dealing with servicing and access.

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### 3.2 State Planning Policy Assessment Benchmarks and Referral

The only aspect of the State Planning Policy (SPP) of relevance to the subject land and proposed development relates to natural hazards, risk and resilience state interest<sup>1</sup>. The land falls within the Flood hazard area - level 1 - Queensland floodplain assessment overlay under the State's development assessment mapping (DAMS) layers<sup>2</sup>. However, it is outside the highest known flood extent for Normanton (the 1974 event). The subject land is at a similar level as all other development in the locality, which is currently a level of risk tolerated by Council and the community. An assessment of the proposed development against the SPP assessment benchmark is set out in Appendix C.

The application has also been subject of referral to the State Assessment and Referral Agency due to its proximity to a state controlled road. The Referral response is contained in Appendix D and indicates the State has no concerns with the proposed development and does not require any conditions to be imposed.

### 3.3 Draft Carpentaria Shire Planning Scheme 2024

The Draft Carpentaria Shire Planning Scheme 2024 has been publicly notified but has not yet commenced. While it is not an applicable benchmark for the proposed development, the proposal is consistent with all relevant parts of the new planning scheme.

<sup>1</sup> SPP assessment benchmarks for liveable communities, mining and extractive resources, water quality and strategic airports and aviation facilities are not relevant to the subject land or proposed development.

<sup>2</sup> DAMs mapping is available at <https://dams.dsdi.esriaustraliaonline.com.au/damappingsystem/>

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## 4.0 Recommendation

### Recommendation

That Council resolve:

In accordance with the Planning Act 2016, that the applicant be notified that the application for a development permit for reconfiguring a lot at 30-32 Landsborough Street, Normanton, formally described as Lot 21 on RP884163 and 22 on RP894136, is approved, subject to the conditions detailed below.

### Reasons for approval

The proposed development complies or can be conditioned to comply with all applicable assessment benchmarks, including:

- Reconfiguring a lot code
- General development code
- State Planning Policy assessment benchmark for natural hazards risk and resilience

The proposed development is consistent with the intentions for the commercial zone and will not materially affect the character or function of the locality.

### Conditions

#### General

1. The development is to be undertaken substantially in accordance with the following approved plans attached to the development permit:
  - (i) Drawing No. 24031/ROL/01 Sheet 1 of 3 dated 21/11/2024
  - (ii) Drawing No. 24031/ROL/01 Sheet 3 of 3 dated 21/11/2024
  - (iii) Drawing No. 24031/ROL/01 Sheet 3 of 3 dated 21/11/2024
2. All lot numbering on the Plan of Subdivision to be submitted to Council must remain as shown on the Approved Plans.

#### Services

3. All lots are required to drain to a lawful point of discharge to the satisfaction of the Director of Engineering Services or delegate.
4. Crossovers consistent with FNQROC Standard Drawing S1015 for commercial access or to the satisfaction of the Director of Engineering Services or delegate, are to be provided / maintained for all lots, from the edge of the road pavement to the lot boundary.
5. All lots (including new lot 23) are to be connected to water supply and sewerage infrastructure, constructed to standards stated in Schedule 1, Part 3 of the Carpentaria Shire Planning Scheme. The cost of connection to all services is to be met by the applicant/proponent.
6. All lots (including new lot 23) are to be connected to power and telecommunications sewerage infrastructure, constructed to standards required by the relevant service provider.
7. Should any of the Council's assets be damaged during construction, the cost of the reinstatement of all such assets shall be met by the proponent and to the satisfaction of the Director of Engineering Services or delegate.

ROUGH PLAN

#### **Easement**

8. A minimum 3.0m wide easement must be registered against the titles of lots 22 and 23 in favour of Council over the sewer line traversing the land.
9. All easements must be granted at no cost to the Grantee. Draft easement documentation must be submitted to Council for endorsement.

#### **Boundary Encroachments**

10. All existing and proposed utility services and connections (e.g. electricity, telecommunications, water, sewerage) are to be wholly located within the lot they serve, or alternatively included within an easement where location within the lot is not possible.
11. All existing structures are fully contained within a single lot. Any existing structure that is not wholly contained within a single lots must be removed.

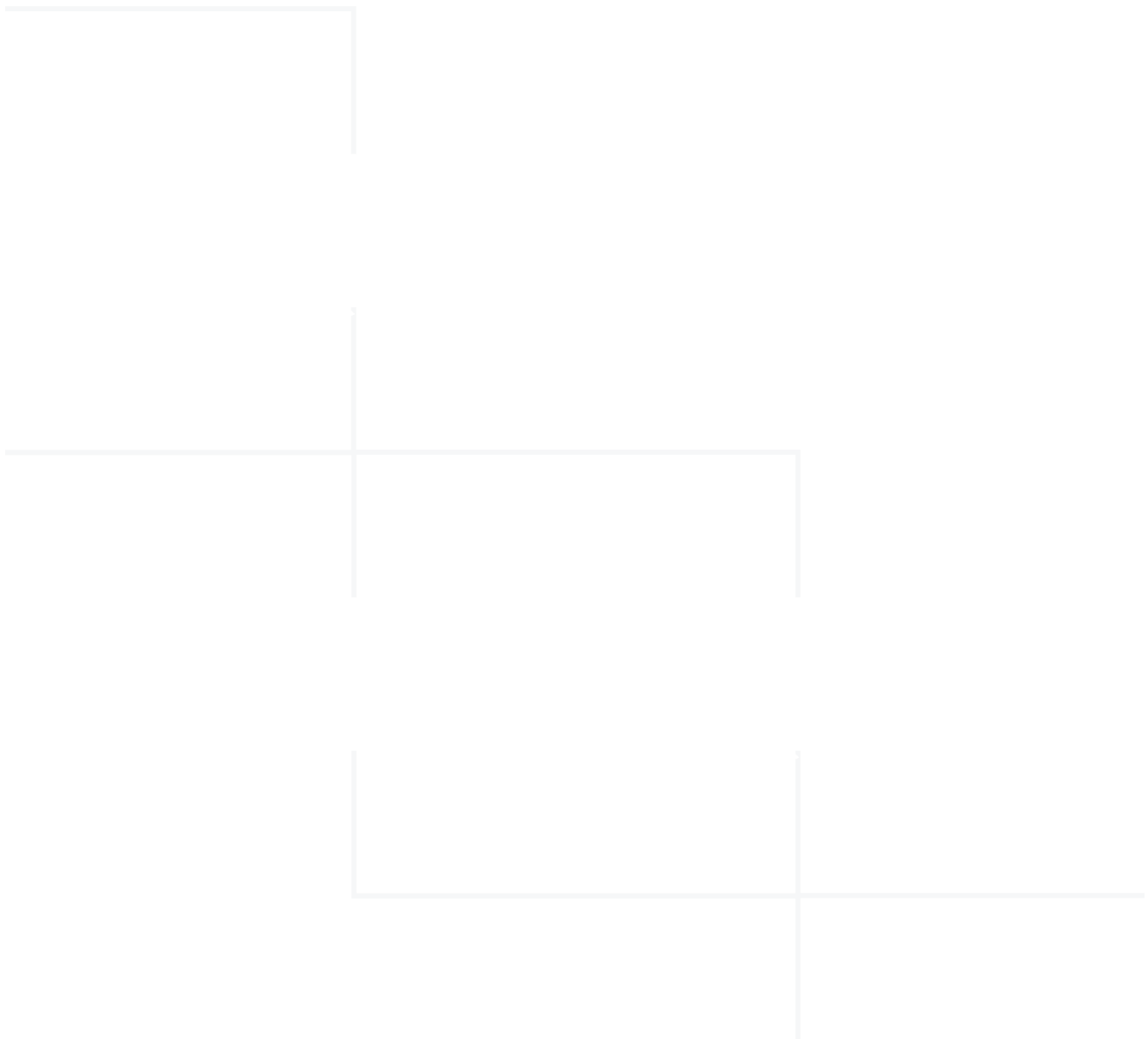
#### **When Conditions Must Be Complied With**

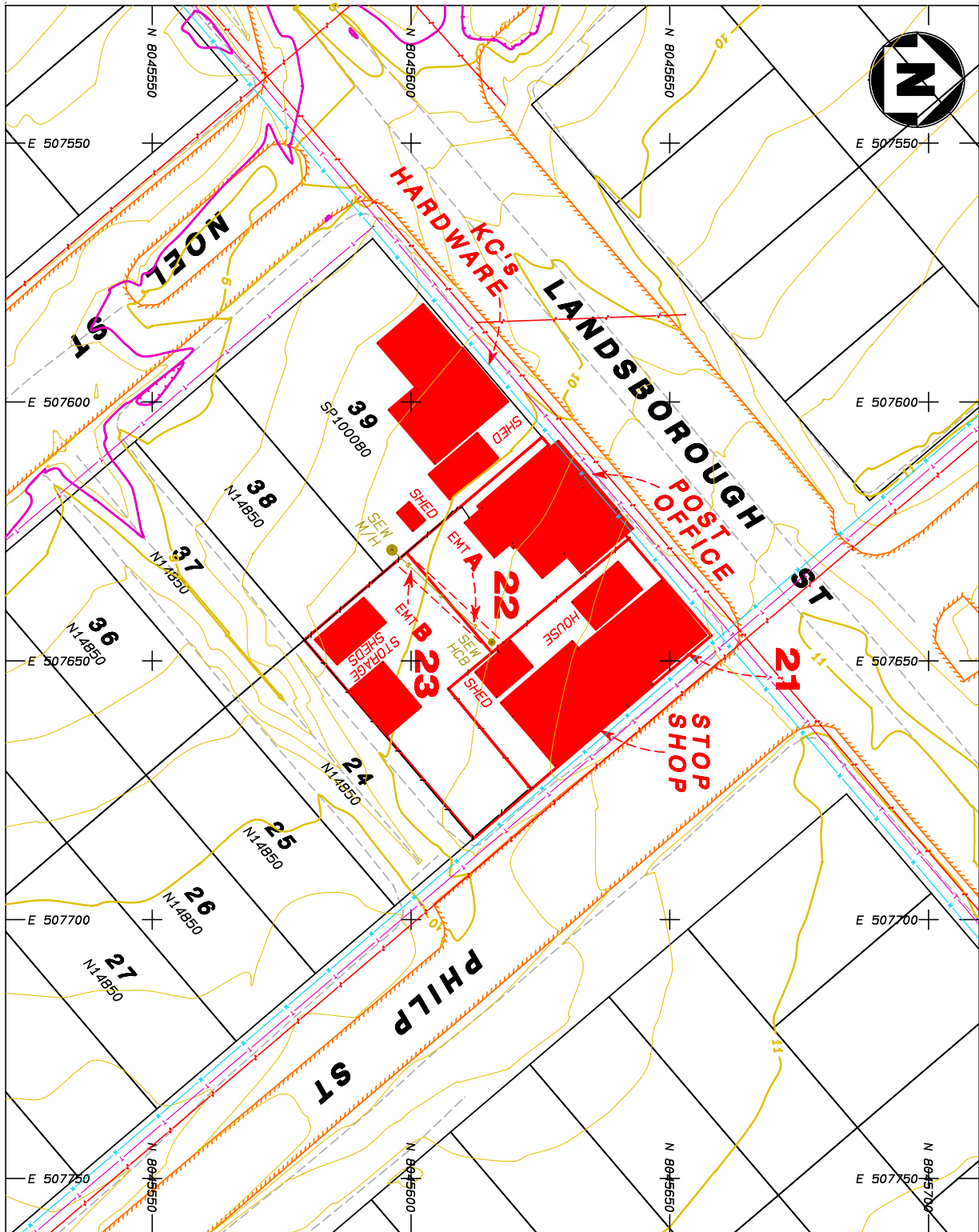
12. Unless otherwise stated, all works required by the conditions of this development approval must be completed prior to approval of the Plan of Subdivision.



ROUGH PLAN

## Appendix A: Proposed of Development Plans





**AUSNORTH**  
SURVEILING  
PLANNING  
CONSULTANTS  
PROPERTY  
ENGINEERING

**PROJECT**  
**LANDSBOROUGH & PHILP**  
**STREET COMMERCIAL**  
**SUBDIVISION PROJECT**  
**PROPOSED LOTS 21-23**  
**CANCELLING LOT 21 ON RP934163**  
**AND LOT 22 ON RP944136**

**LEGEND/MAP KEY**

- BITUMEN ROAD
- CONCRETE PAVEMENT
- MINOR CONTOURS
- INDEX CONTOURS
- IRL 6 481 2009
- IRL 6 481 2009
- IRL 8 831 1974
- IRL 8 831 1974
- EMBANKMENT & WATERCOURSE & POUNDED WATER
- PROPERTY BOUNDARIES
- EXISTING/PROPOSED OVERHEAD POWER, TELESTALION & WATER/SEWERAGE

**ADDITIONAL NOTES**

1. ASSET/SERVICE LOCATIONS ARE APPROX ONLY & BASED ON DBVD COUNCIL RECORDS. ACCORDINGLY DUE CAUTION IS RECOMMENDED PRIOR TO ANY EXCAVATION OR CONSTRUCTION WORKS.
2. BEARINGS, DISTANCES & AREAS SUBJECT TO FINAL SURVEY

**SCALE (AS)** 1:750  
0 10 20 30 40m

**DATUMS**

AHD	PM15613
CONTOURS	250mm
PROJECTION	WGA2020/ZONE 54
DATUM	PM15613
LGA	CARPENTARIA S.C.
LOCALITY	NORMANTON
DATE	21/11/2024
DWG. NO	REV

**24031/ROL/01**  
SHEET 1 OF 3





**PROJECT**  
**LANDSBOROUGH & PHIL**  
**STREET COMMERCIAL**  
**SUBDIVISION PROJECT**  
**PROPOSED LOTS 21-23**  
**CANCELLING LOT 21 ON R044163**  
**AND LOT 22 ON R044163**

**LEGEND/MAP KEY**

- BITUMEN ROAD
- CONCRETE PAVEMENT
- MINOR CONTOURS
- INDEX CONTOURS & DEPRESSION
- [R] 6.481 2009
- FLOOD LEVEL
- [R] 8.831 1974
- FLOOD LEVEL
- EMBANKMENT & WATERCOURSE & PONDED WATER
- PROPERTY BOUNDARIES
- EXISTING/PROPOSED
- OVERHEAD POWER
- TELSTRA/NUBN & WATER/SEWERAGE

**ADDITIONAL NOTES**

1. ASSET/SERVICE LOCATIONS ARE APPROX ONLY & BASED ON DBRI COUNCIL RECORDS. ACCORDING DUE CAUTION IS RECOMMENDED PRIOR TO ANY EXCAVATION OR CONSTRUCTION WORKS
2. BEARINGS, DISTANCES & AREA: SUBJECT TO FINAL SURVEY

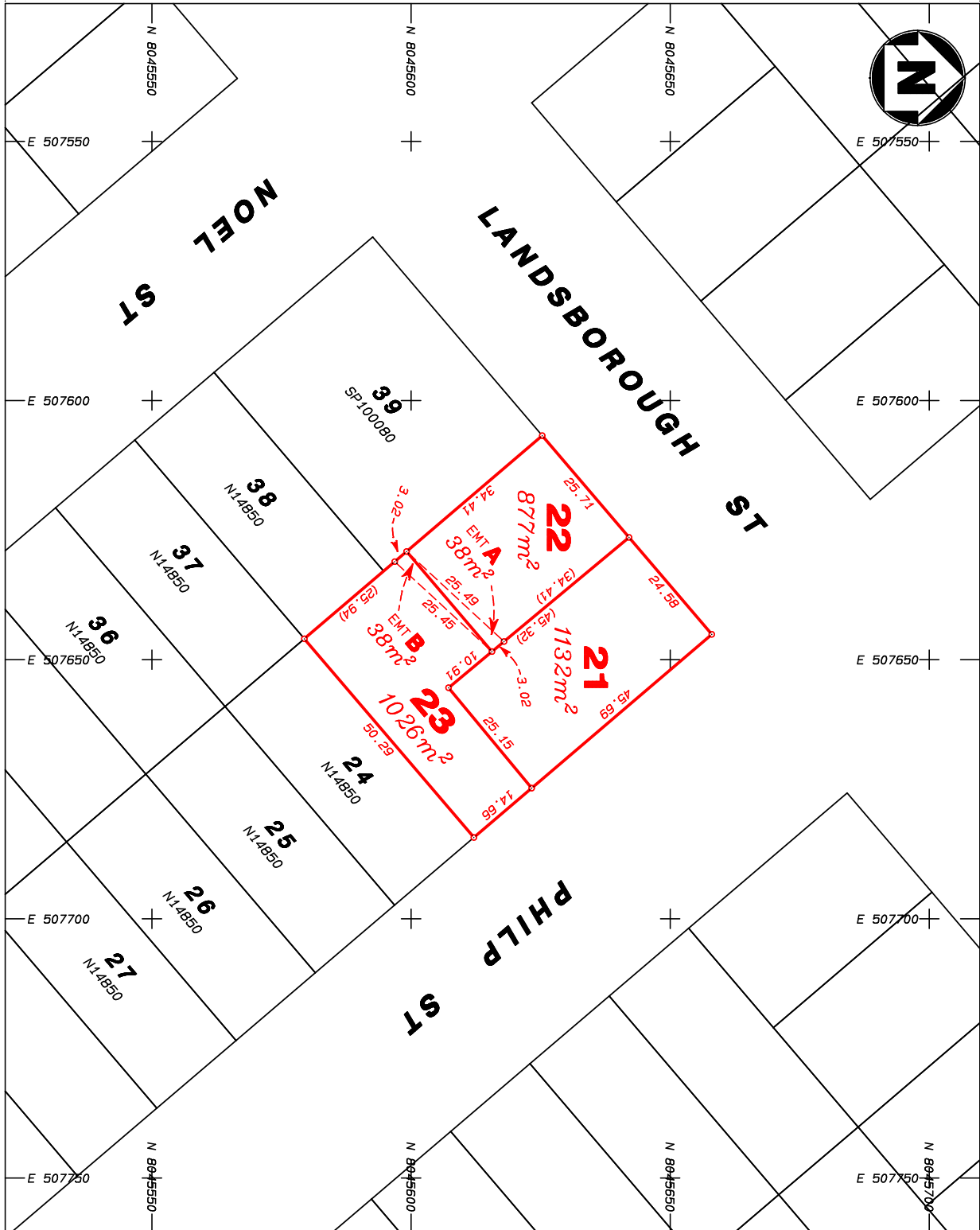
**SCALE (A3)** 1:750

0 10 20 30 40

**DATUMS**

AHD	PW15613
CONTOURS	250mm
PROJECTION	MG2020 / ZONE 54
DATUM	PW15613
LGA	CARPENTARIA S. C.
LOCALITY	NORMANTON
DATE	21/11/2024

DWG. No  
**24031/ROL/01**  
REV  
SHEET 3 OF 3



**SURVEYING**  
PLANNING  
ENGINEERING  
CONSULTANTS  
**AUSNORTH**  
PROPERTY  
CONSULTANTS

**PROJECT**  
**LANDSBOROUGH & PHILP**  
**STREET COMMERCIAL**  
**SUBDIVISION PROJECT**  
**PROPOSED LOTS 21-23**  
**CANCELLING LOT 21 ON R2004/165**  
**AND LOT 22 ON R204/156**

**LEGEND/MAP KEY**

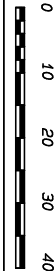
- BITUMEN ROAD
- CONCRETE PAVEMENT
- MINOR CONTOURS
- INDEX CONTOURS
- DEPRESSION
- IRL 6.481 2009
- FLOOD LEVEL
- IRL 6.831 1974
- FLOOD LEVEL
- EMBANKMENT & WATERCOURSE & POUNDED WATER

- PROPERTY BOUNDARIES
- EXISTING/PROPOSED
- OVERHEAD POWER
- TELSTRA/IBN & WATER/SEWAGE

**ADDITIONAL NOTES**

1. ASSET/SERVICE LOCATIONS ARE APPROX ONLY & BASED ON DBY COUNCIL RECORDS. ACCORDING DUE CAUTION IS RECOMMENDED PRIOR TO ANY EXCAVATION OR CONSTRUCTION WORKS
2. BEARINGS, DISTANCES & AREA. SUBJECT TO FINAL SURVEY

**SCALE (AS)** 1:750



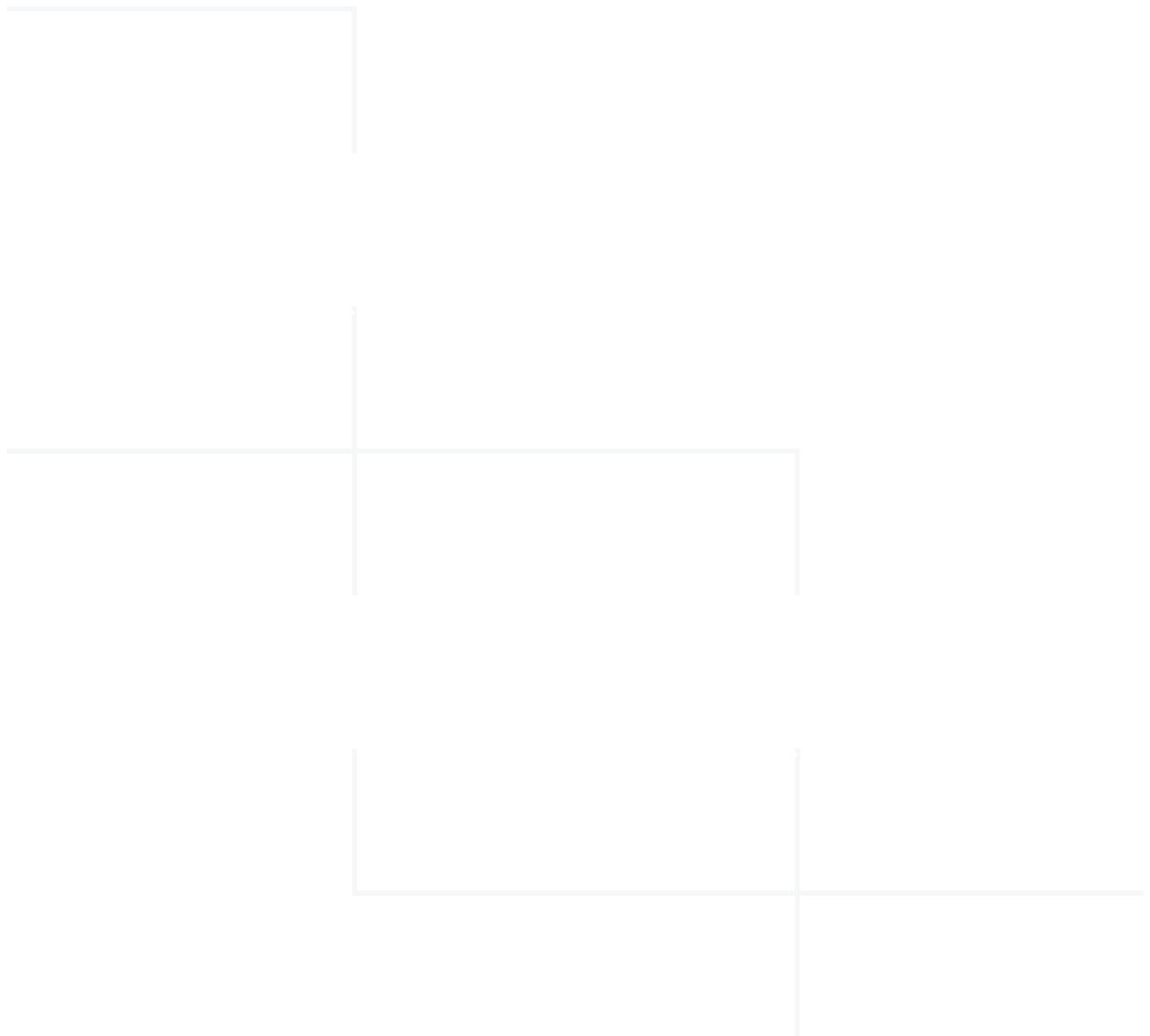
**DATUMS**

AHD	PM15613
CONTOURS	250mm
PROJECTION	MGA2020 / ZONE 54
DATUM	PM15613
LGA	CARPENTARIA S.C.
LOCALITY	NORMANTON
DATE	21/11/2024

DWG. NO. REV  
**24031/ROL/01**  
SHEET 3 OF 3

ROUGH PLAN

## Appendix B: Assessment against Applicable Planning Scheme Codes





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6.8 Reconfiguring a Lot C Code

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Implications of the proposed minor change
<b>COMMERCIAL ZONE</b>		
<b>Vehicular Access</b> Lot reconfigurations must allow for good access to the proposed defined use or use class and assist in the implementation of the road hierarchy.	Each new lot or separate part of a lot has appropriate and practical vehicular access to a road such that the access does not significantly detract from the function of the road.  Any new road has a carriageway width of 8m within a road reserve of 20m.	<b>Complies</b> - The proposal uses existing access points for the new lots.  Lot 21 will continue to gain access from an existing cross over on Philp Street.  Existing lot 22 has access via an existing crossover on Landsborough Street, and an unconstructed access to Philp Street. The latter will become the access point for the new lot 23. A constructed crossover at this frontage location can be required through conditions of approval.
<b>On-Site Services and Facilities</b> A range of adequate, safe and reliable on-site services and facilities must be provided.	Each new lot or separate part of a lot is capable of being connected to, or providing for within the lot, an appropriate level of the following:- (i) water supply; (ii) sewage treatment; (iii) drainage; (iv) power supply; and (v) telecommunications.	<b>Complies</b> – Each new lot can be connected to all urban services. This can be ensured through conditions of approval.
<b>Commercial Uses</b> Each new lot or separate part of a lot has adequate useable area to allow for:- (i) buildings and structures to be erected in a location that is convenient and, as far as practicable, avoids placing people and works at risk from flooding or other hazard;	Each new lot or separate part of a lot has the following:-  (i) minimum area of 450m <sup>2</sup> if in the serviced area otherwise 1000m <sup>2</sup> ; and (ii) a minimum road frontage of 10m	<b>Complies</b> – All proposed lots will meet the minimum dimensions required and will be of a size and shape that is suitable for commercial use.

ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Implications of the proposed minor change
(ii) parking for one car for each 30m <sup>2</sup> of gross floor area; and (iii) reasonable vehicular access from the road.		
<b>Non-Commercial Uses</b> Having regard to its intended use, each new lot or separate part of a lot has the following:- (i) sufficient area and suitable proportions; (ii) adequate frontage to a road; (iii) suitable areas within the lot for the location of relevant activities or works; and (iv) parking spaces as required by the Code.	An area and dimension as set out for the use or appropriate zone. Parking requirements as set out for the defined use or use class.	<b>Complies</b> – All proposed lots will meet the minimum dimensions required and will be of a size and shape that is suitable for commercial use.
<b>GENERAL (ALL ZONES)</b>		
<b>Landscaping</b> Landscaping must maintain the character and visual amenity of the surrounding area.  If reconfiguring a lot:- (i) where possible, vegetated areas and vegetation linkages are retained; and (ii) changes to the natural topography are minimised.	No acceptable or probable solutions are prescribed	<b>Complies</b> – No changes to site landscaping /garden areas are proposed and no earthworks are proposed.
<b>Land Protection</b> The spread of pest plants and seeds is prevented or minimised.	No acceptable or probable solutions are prescribed.	<b>Complies</b> – There is no likelihood of spread of pest plants or seeds associated with the development.

PROPOSED RECONFIGURATION  
30-32 LANDSBOROUGH STREET, NORMANTON

ROUGH PLAN

6.9 General Development Code

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<b>Boundary Roads</b> Proposals aid in the orderly and proper acquisition of land.	A new road having one half the width of any other road in that locality is provided where a proposal for such a road occurs at the boundary of the land and the land is in two or more ownerships. Concrete kerb and channel is required along the frontage or frontages in urban areas.	<b>NA</b> – the proposal does not involve the construction of new roads
<b>Electricity</b> Residential, Commercial and Industrial uses are supplied with electricity where supply is practical.	The proposal demonstrates that a supply of electricity is approved, where a supply is practical, prior to Council's endorsement on the plan of survey.	<b>Can be conditioned to comply</b>
<b>External Works</b> Any defined uses or use classes are to provide for external works relative to its size and scale and location in an urban or rural area.	Proposals include:- (i) in non-urban areas the construction of concrete kerb and channel is to be for the full length of the frontage or frontages of the site if such standard of kerb and channel exists within 100m of the development; (ii) grading of the footpath for the full length of the frontage or frontages of the site; (iii) crossings over channel and footpath; (iv) a constructed footpath for the full length of the frontage or frontages of the site if such standard of constructed footpath exists within 100m of the development; (v) where the road is not fully paved, the paving of the road with bitumen between the existing pavement and the channel if such standard of paved road exists within 100m of the development; and (vi) where the road is not paved, the construction of the carriageway and the paving with bitumen from the lip of the channel to the centre-line for half the width of the carriageway or for a width of 6 metres, whichever is greater. Where concrete kerb and channel is not	<b>Crossover to an appropriate standard for lot 23 can be conditioned to comply.</b> <b>Otherwise complies with the specific outcome</b> - external works at the site are consistent with elsewhere in the street.

PROPOSED RECONFIGURATION  
30-32 LANDSBOROUGH STREET, NORMANTON



ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<b>Landscaping</b> The visual amenity in any locality is enhanced by proposals that incorporate landscaping appropriate to the area in the density and height of the vegetation proposed. Visual screening by mounds, screen walls, or the planting of trees and shrubs.	Existing vegetation to be retained.  required, for a width of 6 metres if such standard of road exists within 100m of the development.	<b>Complies</b> – No existing vegetation is affected.
<b>Lighting</b> Any proposed lighting has no adverse impacts on the surrounding residential areas	The level of illumination at the boundary of the site does not exceed 8 lux measured at any level upwards from the ground level. Lighting is shielded or screened in a manner that causes minimal impact on adjoining properties.	<b>NA</b> - Not relevant to the reconfiguration proposal.
<b>Parking, Loading and Unloading</b> Car parking does not hinder or obstruct the use of any area by pedestrians or other vehicles. Parking areas are laid out in such a manner as to provide adequate access to each parking space and to permit free circulation of vehicles entering, leaving and parking.	Parking spaces comply with Table 6.10 - Areas and Dimensions. Access to parking spaces is provided from an aisle with an unobstructed width of at least 6.2 metres. For a parallel parking space the minimum dimensions are 6.2 metres by 2.6 metres. Car parking spaces for particular uses are in accordance with Table 6.11 - Number of Car Parking Spaces Required. The gradient of a parking space does not exceed 10 per cent. Parking areas are:- (i) drained, sealed, marked and signed; (ii) readily accessible for vehicular use and designed so that vehicles can enter and leave the premises in forward gear;	<b>Complies</b> – Existing car parking arrangements are not affected. Each lot is of a sufficient size to accommodate future development and associated requirements. Adequate access can be provided.

PROPOSED RECONFIGURATION  
30-32 LANDSBOROUGH STREET, NORMANTON

ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
	<p>(iii) not closer than 3 metres from the alignment of any structure;</p> <p>(iv) not closer than 3 metres to any boundary of the site;</p> <p>(v) landscaped;</p> <p>(vi) provided with trolley bay areas, pedestrian walkways and devices to facilitate safe pedestrian circulation; and</p> <p>(vii) provided with motorbike and cycle parking spaces.</p> <p>Parking areas are located within the site on which the use is to be conducted.</p> <p>Adequate space is provided for the loading, unloading and fuelling of vehicles, for the parking of trailers and for the picking up and setting down of passengers.</p>	
Parking of heavy vehicles has no detrimental effect on the amenity of residential areas.	<p>Heavy vehicles used for the carriage of livestock are not parked in a Residential Zone except for the prime mover exclusive of any trailers.</p> <p>Where parking a heavy vehicle on land used for residential purposes occurs, provision is made to house the vehicle in a Class 1 or Class 10 building;</p> <p>or</p> <p>The vehicle is parked behind the front building alignment.</p>	NA – Not relevant to the reconfiguration proposal.
<b>Provision of Water</b>  Every Residential, Commercial or Industrial building outside the Council service area is provided with an adequate potable water supply.	<p>Rainwater storage tanks have a minimum capacity of 4,500 litres.</p> <p>Where rainwater storage tanks are not supplied, a dam, dams or bore supply is available.</p>	NA – The site is within the serviced area.
<b>Sewerage</b>  Outside the Council service area acceptable methods of sewage and sillage waste disposal protect the environment and the health of residents	Methods of sewage disposal comply with the Department of Natural Resources and Mines On-site Sewerage Code and AS/NZS 1547:2000.	NA – The site is within the serviced area.

PROPOSED RECONFIGURATION  
30-32 LANDSBOROUGH STREET, NORMANTON

ROUGH PLAN

Column 1 Specific Outcomes	Column 2 Probable Solutions for Assessable Development	Performance of the Proposed Development
<b>Storage</b> Storage of equipment, materials, machinery or tools has no detrimental effect on the visual amenity of a residential area	All equipment, materials, machinery or tools of trade in any business, profession, trade or hobby are housed in a Class 1 or Class 10 building or screened	<b>NA</b> – Not relevant to the reconfiguration proposal.
<b>Vegetation</b> The visual amenity of the surrounding uses and of the Shire is protected.  A defined use or use class does not adversely impact on the ecological or landscape values of vegetation.	Trees and shrubs whether natural growth or planted are retained on the site except where on the site of a proposed building construction or posing a fire hazard to the development.  Vegetation is retained within:- (i) 50 metres of the high bank of a river; and/or (ii) 25 metres of the bank of any other watercourse.	<b>Complies</b> – There is no existing vegetation, and the proposed lot sizes allow for new landscaping to be provided. No native vegetation of ecological value will be affected.
<b>Drainage and Filling</b>  The drainage or filling of land to enable its use	Council requirements, which will be a condition of development, are met.  The movement of material shall not cause a dust nuisance.  There is no adverse impact on adjacent premises	<b>Complies</b> - The proposed development will not involve earthworks affecting drainage.
<b>Site Access</b>  The movement of vehicles, including emergency vehicles, into and out of the site is facilitated.	The site layout facilitates the movement of traffic without impacting on the flow of traffic on the adjoining road or roads.	<b>Complies</b> – the proposed vehicular access will be of an appropriate standard and location.
<b>Awnings Over Footpaths</b>  In the Commercial Zone protection for pedestrians from severe climatic conditions is to be provided	Proposals to provide covered walkways or awnings over pedestrian walkways.	<b>NA</b> – Not relevant to the reconfiguration proposal.

PROPOSED RECONFIGURATION  
30-32 LANDSBOROUGH STREET, NORMANTON

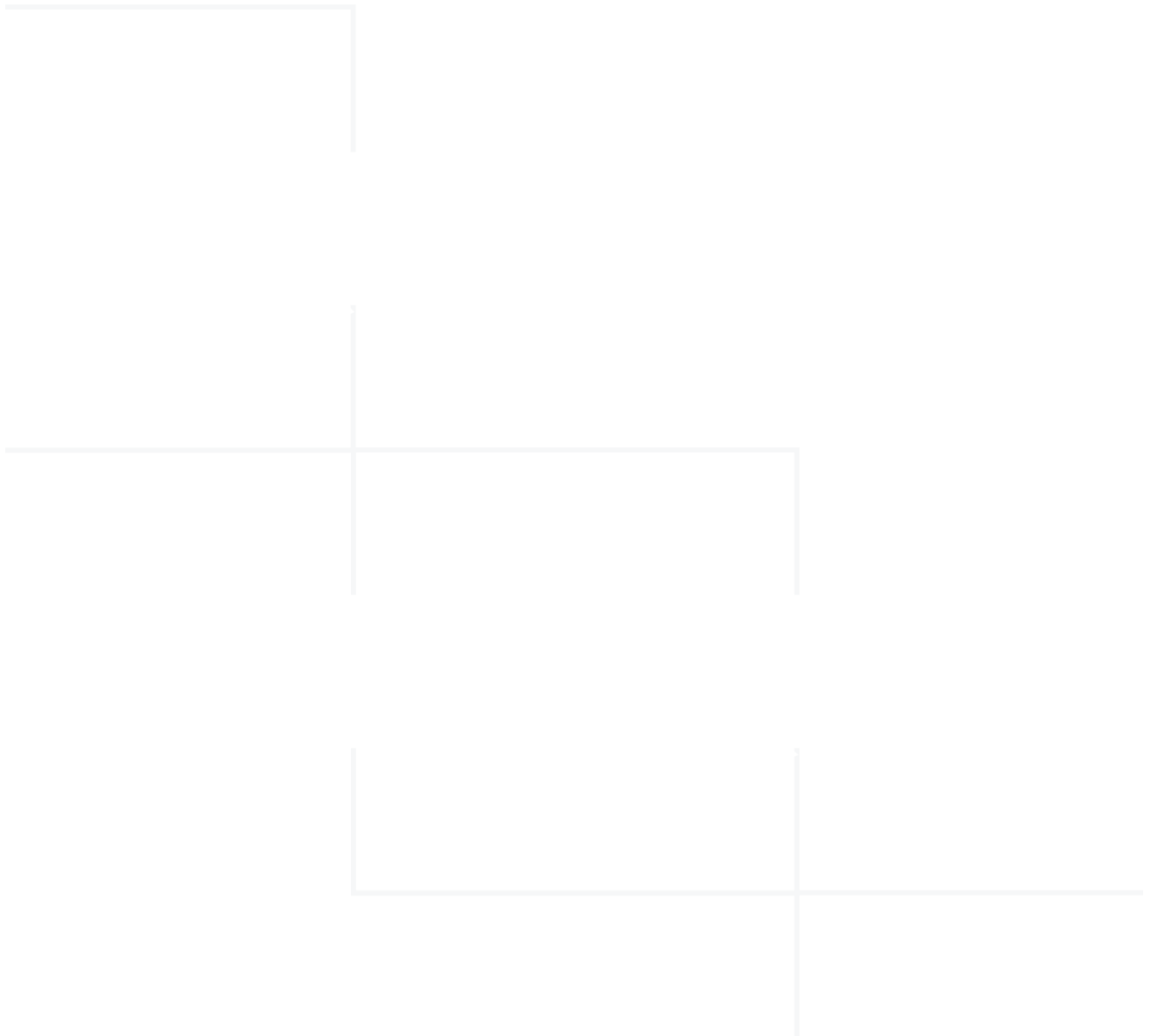
ROUGH PLAN

## Appendix C: Assessment against SPP Natural Hazards Assessment Benchmark

SPP Assessment Benchmark	Performance of the Proposed Development
(3) Development ... avoids natural hazard areas, or where it is not possible to avoid the natural hazard area, development mitigates the risks to people and property to an acceptable or tolerable level.	The subject land is above the highest known flood level for Normanton (the 1974 event) and is at a similar level to the balance of the commercial zone.  This is currently a level of risk tolerated by Council and the community.
(4) Development supports and does not hinder disaster management response or recovery capacity and capabilities.	The proposed development will not impact on disaster management or recovery capacity in any way.
(5) Development directly, indirectly and cumulatively avoids an increase in the severity of the natural hazard and the potential for damage on the site or to other properties.	Change to the impact of flood hazard on other properties is very unlikely.
(6) Risks to public safety and the environment from the location of hazardous materials and the release of these materials as a result of a natural hazard are avoided.	The proposed development will not involve the handling of hazardous materials.
(7) The natural processes and the protective function of landforms and the vegetation that can mitigate risks associated with the natural hazard are maintained or enhanced.	There will be no change to protective landforms or vegetation.

ROUGH PLAN

## Appendix D: Referral Response



RA6-N



SARA reference: 2412-43967 SRA  
Council reference: I/2430  
Applicant reference: 24031

24 January 2025

Chief Executive Officer  
Carpentaria Shire Council  
PO Box 31  
NORMANTON QLD 4890  
council@carpentaria.qld.gov.au

Attention: Elizabeth Browning

Dear Ms Browning

## **SARA referral agency response—32 Landsborough Street, Normanton; 30 Landsborough Street, Normanton**

(Referral agency response given under section 56 of the *Planning Act 2016*)

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 18 December 2024.

### **Response**

Outcome:	Referral agency response – No requirements  Under section 56(1)(a) of the <i>Planning Act 2016</i> , SARA advises it has no requirements relating to the application.
Date of response:	24 January 2025
Advice:	Advice to the applicant is in <b>Attachment 1</b>
Reasons:	The reasons for the referral agency response are in <b>Attachment 2</b>

### **Development details**

Description:	Development Permit    Reconfiguring a Lot for Two into Three Lots
SARA role:	Referral agency
SARA trigger:	Schedule 10, Part 9, Division 4, Subdivision 2, Table 1, Item 1 (10.9.4.2.1.1) – Reconfiguring a lot within 25 metres of a state-controlled road (Planning Regulation 2017) Schedule 10, Part 9, Division 4, Subdivision 2, Table 3, Item 1 (10.9.4.2.3.1) – Reconfiguring a lot near a state-controlled road intersection (Planning Regulation 2017)

2412-43967 SRA

SARA reference: 2412-43967 SRA  
Assessment manager: Carpentaria Shire Council  
Street address: 30 & 32 Landsborough Street, Normanton  
Real property description: Lot 21 on RP884163; Lot 22 on RP894136  
Applicant name: Ausnorth Consultants  
Applicant contact details: PO Box 38  
MACHANS BEACH QLD 4878  
B.Lane@ausnorth.com.au

*Human Rights Act 2019*  
considerations: A consideration of the 23 fundamental human rights protected under the Human Rights Act 2019 has been undertaken as part of this decision. It has been determined that this decision does not limit human rights.

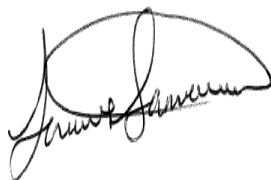
## Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (s.30 Development Assessment Rules). Copies of the relevant provisions are in **Attachment 3**.

A copy of this response has been sent to the applicant for their information.

For further information please contact Zinal Chand, A/Planning Officer, on (07) 3432 2410 or via email NQSARA@dsdilgp.qld.gov.au who will be pleased to assist.

Yours sincerely



Javier Samanes  
A/ Manager (Planning)

cc Ausnorth Consultants, B.Lane@ausnorth.com.au  
enc Attachment 1 - Advice to the applicant  
Attachment 2 - Reasons for referral agency response  
Attachment 3 - Representations about a referral agency response provisions

2412-43967 SRA

## Attachment 1—Advice to the applicant

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### General advice

- |    |  |
|----|--|
| 1. | Terms and phrases used in this document are defined in the <i>Planning Act 2016</i> , its regulation or the State Development Assessment Provisions (SDAP) (version 3.1). If a word remains undefined it has its ordinary meaning. |
|----|--|



2412-43967 SRA

## **Attachment 2—Reasons for referral agency response**

(Given under section 56(7) of the *Planning Act 2016*)

### **The reasons for the SARA's decision are:**

- The development is a reconfiguring a lot for a two into three lots of subdivisions for commercial allotments. The reconfiguration also includes two new easements to accommodate an existing sewerage main located along the proposed boundary between Lot 22 and the new Lot 23. No new or altered access points to Landsborough Street or Philp Street are proposed as part of this development.
- The proposed subdivision is a low-impact development and does not introduce new risks, modify existing state-controlled road operations, or increase demand for infrastructure.
- All potential issues regarding vehicle access, stormwater, flooding, and road noise have been adequately addressed, demonstrating compliance with the relevant provisions of the code.
- The development complies with State code 1 of SDAP, without requirements, as it supports safe and efficient state-controlled road use without requirements.

### **Material used in the assessment of the application:**

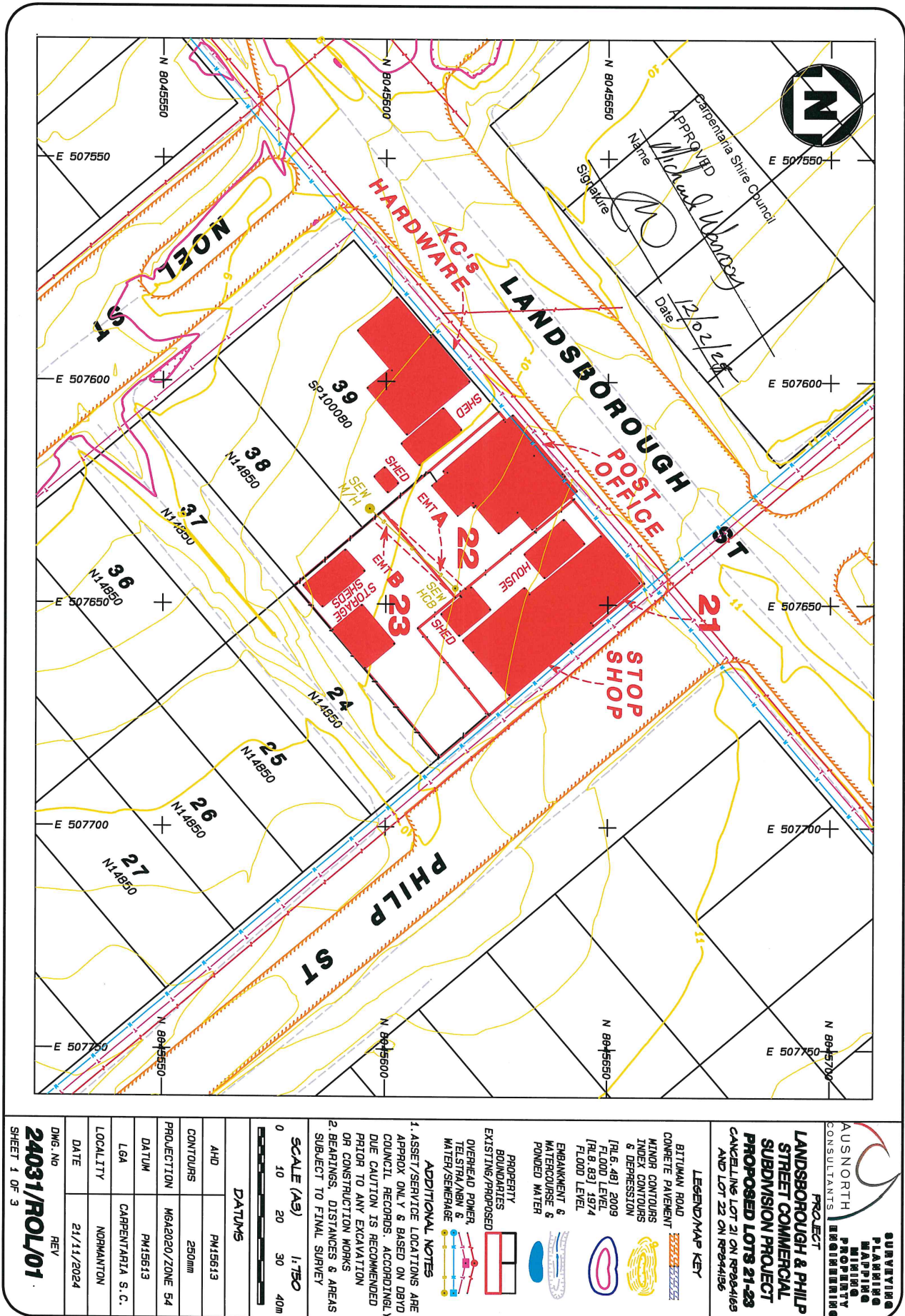
- the development application material and submitted plans
- *Planning Act 2016*
- Planning Regulation 2017
- the SDAP (version 3.1), as published by SARA
- the Development Assessment Rules
- SARA DA Mapping system
- State Planning Policy mapping system
- section 58 of the *Human Rights Act 2019*

2412-43967 SRA

## **Attachment 3—Representations about a referral agency response provisions**

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**SURVEYING  
PLANNING  
MAPPING  
PROPERTY  
ENGINEERING**  
**AUSNORTH  
CONSULTANTS**  
**PROJECT**

**LANDSBOROUGH & PHILP  
STREET COMMERCIAL  
SUBDIVISION PROJECT  
PROPOSED LOTS 21-23  
CANCELLING LOT 21 ON F2864165  
AND LOT 22 ON F2864156**

**LEGEND/MAP KEY**

BITUMEN ROAD  
CONCRETE PAVEMENT  
MINOR CONTOURS  
INDEX CONTOURS  
& DEPRESSION  
[RL 6.48] 2009  
FLOOD LEVEL  
[RL 8.83] 1974  
EMBANKMENT &  
WATERCOURSE &  
POUNDED WATER

PROPERTY  
BOUNDARIES  
EXISTING/PROPOSED  
OVERHEAD POWER,  
TELESTR./NBN &  
WATER/SEWERAGE

**ADDITIONAL NOTES**

1. ASSET/SERVICE LOCATIONS ARE APPROX ONLY & BASED ON DPOD COUNCIL RECORDS. ACCORDINGLY DUE CAUTION IS RECOMMENDED PRIOR TO ANY EXCAVATION OR CONSTRUCTION WORKS  
2. BEARINGS, DISTANCES & AREAS SUBJECT TO FINAL SURVEY

**SCALE (AS)** 1:750  
0 10 20 30 40m

**DATUMS**

AHD PM15613

CONTOURS 250mm

PROJECTION MGA2020/ZONE 54

DATUM PM15613

LGA CARPENTARIA S. C.

LOCALITY NORMANTON

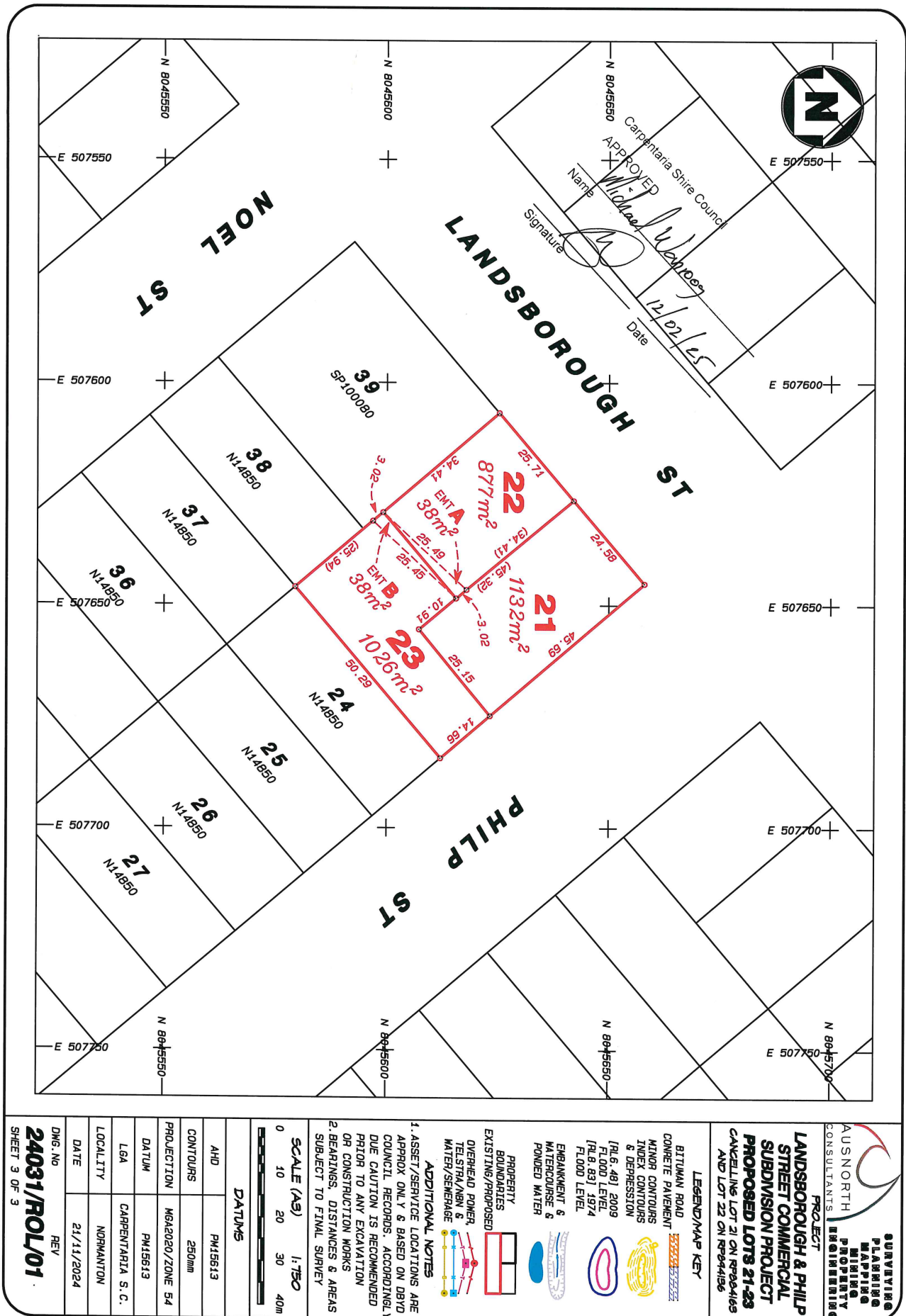
DATE 21/11/2024

DWG. NO. REV

**24031/ROL/01**

SHEET 2 OF 3





## **BUSINESS PAPERS**

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**15 GENERAL BUSINESS**

**16 CLOSURE OF MEETING**