



CARPENTARIA SHIRE

Outback by the Sea

BUSINESS PAPER

19 MARCH, 2025

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NOTICE OF MEETING

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 19 February 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 Concealed Water Leak Concession Request - 1 Gough Street, Normanton

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

10.2 ROPS Quarry Operations

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 ROPS Gravel Pits

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 ROPS Supply of Construction Materials

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 ROPS Wet Hire Plant

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

Attachments:	NIL
Author:	Anne Andrews - Chief Executive Officer
Date:	13 March 2025
Key Outcome:	Day to day management of activities within the Office of the CEO
Key Strategy:	As per the Departmental Plan for the Office of the CEO

Executive Summary:

This report provides Councillors with an update of the business of the Department of the CEO for February/March 2025.

RECOMMENDATION:

For information only.

Meeting Schedule

Date	Event	Location
20 March, 2025	Executive Leaders Update – LGA	Normanton
25 March, 2025	Staff Briefing on Council Meeting by Directors	Normanton
27 March, 2025	Councillor session on Financial Management Fundamentals (FMF) with QTC and Department Local Government	Normanton
27 March, 2025	GSD Board Meeting	Online
2-3 April, 2025	NWQROC Meeting	Brisbane
15 April, 2025	Council Business Paper Workshop	Normanton
16 April, 2025	Council Meeting	Normanton

Corporate Plan

During February, the CEO collaborated with Mead Perry Group to provide community consultation for the 2025-2029 Corporate Plan and to finalise the draft in preparation for the plan to be provided to Council and the community for further consultation. The Community was invited to forums in the Normanton and Karumba on the 27 February, 2025 and two staff sessions were held on the 26 February, 2025. The draft is presented to Council at this meeting.

Brisbane Advocacy Visit

During March 11 – 14, 2025 the Mayor and CEO were in Brisbane to attend the Civic Leaders Summit. During this time, meetings were also established with:

- Minister for Natural Resources and Mines Minister for Manufacturing Minister for Regional and Rural Development

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- Assistant Minister for Tourism, Early Learning, Creative Industries and Far North Queensland
- Minister for Local Government and Water and Minister for Fire, Disaster Recovery and Volunteers
- Minister for Transport and Main Roads and;
- Representatives from the office of the Minister for Finance, Trade, Employment and Training.

Meetings with the Minister for Primary Industries and Minister for Housing and Public Works and Minister for Youth have been deferred to a later date due to the impact of the cyclone and change of parliamentary times.

A briefing paper was created to provide Ministers with the key priorities of Council and the community which included:

- Financial sustainability – grant revenue accounts for approximately 80% of the overall revenue
- Maintaining and improving road infrastructure in North West Qld
- Quarry management and quarry permits
- Transport – road, sea and air – including the Normanton airport terminal and apron upgrades
- The sustainable future for the Port of Karumba including opportunities linked to export of critical minerals
- Limited housing options
- Perceived “postcode discrimination” for financing business expansion
- The biosecurity of North West Qld – lack of bio security officers in North West Qld
- Quality and equitable telecommunications
- Reliable power supply
- The development and expansion of the visitor economy
- Senior student and adult education in Normanton – the minimal use of existing TAFE College

Port of Karumba Steering Committee

During February, the Mayor and CEO attended (online) the Port of Karumba Steering Committee established by Gulf Savannah Development to collaborate on and monitor the development of a business case for the sustainable development of the Port of Karumba. The Queensland Government, through the Department of State Development, Infrastructure and Planning (DSDIP) Remote Area Board program, has funded GSD to investigate the sustainable development of the Port of Karumba.

The Port of Karumba sustainable development business case project will provide a strategic analysis of current/future economic development initiatives for Port of Karumba, including current/future opportunities, challenges and strategies to enhance exports and imports, with a key focus on critical minerals and other industries in the Gulf Savannah and North West Queensland regions.

The project will provide a resource for decision making, drive private investment, explore challenges and opportunities, as well as provide economic impact analysis and comparisons with identified options.

Consultation (Internal/External):

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- Mayor
- Councillors
- Executive Leadership Team
- Senior Leadership Team
- Executive Assistant
- Executive Officer
- Gulf Savannah Development
- Queensland Government

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 DRAFT 2025-2029 CORPORATE PLAN

Attachments:	11.2.1. Draft 2025-2029 Corporate Plan ↓
Author:	Anne Andrews - Chief Executive Officer
Date:	13 March 2025
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Develop a 5-year plan towards meeting the Financial Sustainability targets

Executive Summary:

Under the Local Government Act 2009, all Local Governments are required to produce a five-year Corporate Plan. The current plan for Carpentaria Shire expires this year. Mead Perry Group was engaged by Council in December 2024 to facilitate the development of the new Corporate Plan and the draft plan is now available for community feedback.

RECOMMENDATION:

That Council place the Draft 2025-2029 Corporate Plan on community consultation for 28 days and a final report be presented to Council at the May 2025 meeting of Council inclusive of community feedback.

Background:

Mead Perry Group was engaged by Council in December 2024 to facilitate the development of a new Corporate Plan. The project commenced with the confirmation of the approach to be taken and the establishment of a Community Survey.

The survey was conducted online with the community having access to hard copy surveys. The survey opened on 20 January 2025 and closed on the 14 February 2025.

30 surveys were submitted.

The top 10 issues identified by respondents were:

1. Cost of living
2. Water supply
3. Health
4. Housing
5. Roads
6. Social problems (e.g. drugs, violence)
7. Law and order
8. Internet/telephone
9. Council communication with community
10. Community spirit

Council received an overall 6.2 out of ten average satisfaction score by respondents.

MPG Director, Scott Mead travelled to Carpentaria Shire on the 24 February 2025 to facilitate the draft corporate plan development workshops with Council and the community.

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Consultation (Internal/External):

One on one meetings with Councillors were conducted on the 24 February, 2025. A Councillor workshop was also held on the 25 February, 2025. This workshop covered a range of areas including:

- Council planning framework.
- Roles and responsibilities of the three levels of Government in Australia.
- Best practice governance.
- A review of survey outcomes.

During these sessions Council reviewed the existing plan in detail and discussed changes and additions in line with their collective “big picture” objectives.

This workshop was aimed at preparing Council for the onsite workshops, to review the current plan and prepare a draft plan for Community consultation.

The Community was invited to forums in the Normanton and Karumba on 27 February 2025. About 10 community members attended these workshops.

Two staff workshops were held on 26 February 2025. A total of 49 staff participated in the staff workshops.

A community survey was also conducted during January/February 2025.

Legal Implications:

- The Local Government Act 2009 Chapter 4 finances and accountability section 104.5 stipulates that a Local Government must develop a Corporate Plan that incorporates community engagement.

Financial and Resource Implications:

- The financing and resourcing implications will be realised through the development of the annual operational plan and budget.

Risk Management Implications:

- There is the risk that the Council’s financial and human resources may not be able to deliver all the projects in the five-year plan. However, this will be managed through annual operational planning, monitoring and reporting.



CARPENTARIA SHIRE CORPORATE PLAN

2025 - 2029

*It's a great place to work,
live and play*

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Adopted by Council resolution at the Ordinary Meeting of Council in Normanton held <date> . Resolution number <TBC>.



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Carpentaria Shire Council would like to respectfully acknowledge the Gkuṯhaarn, Kukatj and Kuritjar peoples as the traditional owners of the lands and waters that form the Region. Council pays its respect to elders' past, present and emerging and welcomes the ongoing role that indigenous people play within the Carpentaria community.



Introduction

What is the Corporate Plan?

The Corporate Plan is the key strategic business plan for Carpentaria Shire Council. It is the medium-term organisational directions document that describes our key strategic themes and the strategic actions to be undertaken over the next five years, informing the community of Council's intent. It provides a focused framework for Council to plan and undertake its business and service delivery for a five-year period.

The Corporate Plan does not detail the day-to-day business of Council but rather focuses on the strategic actions and is a road map to achieve its strategic themes.

An Operational Plan is developed each year that will detail the further actions Council will take during that year to achieve its Strategic Themes and Key Strategic Actions.

Legislative Context

Carpentaria Shire Council is governed by the Local Government Act 2009 and Local Government Regulation 2012 and operates in accordance with the five guiding principles contained in the legislation: -

- Transparent and effective processes, and decision-making in the public interest; and
- Sustainable development and management of assets and infrastructure, and delivery of effective services; and
- Democratic representation, social inclusion and meaningful community engagement; and
- Good governance of, and by, local government; and
- Ethical and legal behaviour of councillors, local government employees and councillor advisors.

The legislation stipulates the Local Governments must develop a Corporate Plan.

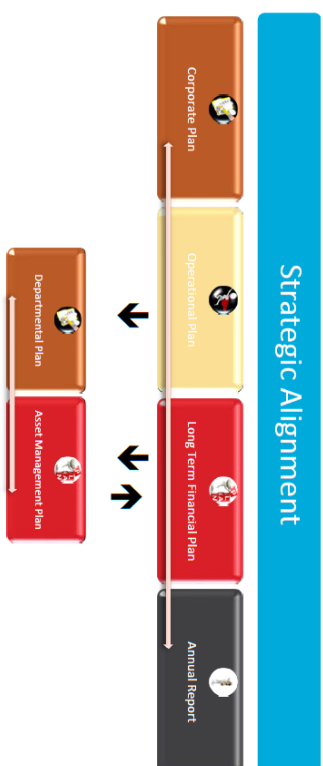


Corporate Planning Framework

The Corporate Planning Framework links together the various components of the corporate planning process and defines how our departments and individuals contribute to the success of the organisation in delivering services to the community.

Annually Council will prepare an operational plan and budget to ensure that we implement and fund initiatives and projects that deliver on the Key Strategic Actions and the Key Strategic Themes identified in the Corporate Plan.

Measurement of our success will be documented and reported against in the Annual Report. Monitoring during the year will be through the reports from the CEO against the Operational Plan presented quarterly.



Monitoring and Measuring Our Performance

To monitor performance, Council will establish performance indicators as outlined below: -

- Corporate Plan indicators – outlined under the key strategic themes and focused on delivering the key strategic actions. Reported to Council annually by the CEO and included in the Annual Report following the completion of the annual financial statements audit.
- Operational Plan indicators – progress reporting against the Operational Plan is provided to Council and the community on a quarterly basis.

Several other strategic and planning documents are also adopted by Council and contain measures for success. These include our Budget, long term financial sustainability plan, and long-term asset management plans.



Vision, Mission and Core Values

OUR VISION

We unique in Queensland, the only place where the "Outback meets the Sea". We are the only place in the Gulf where it is possible to drive on a bitumen road to a major port that has ready access to Asian markets. We have a multi-faceted tourism industry. This is the only place where tourists can experience both the Outback and the majesty of sunsets over the Gulf.

We grow our own professionals that meet the needs of the community. Our residents benefit from a vibrant, growing and sustainable circular economy. Sustainable development delivers our community aims and ensures that it is a place where residents can still go down to the river after work and catch a fish. This is a place that our children can grow up still experiencing the safe lifestyle we enjoyed in earlier generations while accessing modern town facilities.

"Outback by the Sea – It's a great place to work, live and play."

OUR MISSION

We work constructively as a team to advocate for the community, deliver quality service, protect our lifestyle and deliver corporate plan outcomes.

OUR VALUES – What Will Govern Our Behaviour as a Council

- Strong Leadership: Our community deserves leadership with integrity, unity, and consistency.
- Respect and Teamwork: We know that great outcomes for our region are only possible through teamwork.
- Good Governance: We need to deliver good governance for our region which is based on honesty, openness, and transparency of local government.
- Pride In Our Work – Positive and Professional: We aim to do the best for our community all the time, every time. We are not interested in blame, but we want to find the best solutions to problems.
- Informed Decision Making: We need to make sure we have the best information when making decisions.
- Realistic Goals: We believe in dreaming with our eyes open and focusing on what is available.



Key Strategic Themes

The following pages outline Council's Key Strategic Themes and the Key Strategic Actions to be undertaken to achieve Council's long term vision.

The key strategic themes of Carpentaria Community, Carpentaria Environment, Carpentaria Economy and Carpentaria Governance.

- **COMMUNITY:** The key objective is to maintain a safe, healthy, and equitable community that celebrates diversity and enjoys a quality lifestyle.
- **ENVIRONMENT:** The key objective is to maintain the region's environmental assets including natural areas and resources, open space, and agricultural land, are conserved and enhanced for future generations.
- **ECONOMY:** The key objective is to ensure a dynamic and diverse economy creating industry development and employment opportunities.
- **GOVERNANCE:** The key objective is to facilitate a well governed, responsive Council, providing effective leadership and management, and respecting community values

The themes will be realised with the following key strategic actions – those actions that will be undertaken by Council during the next five years. The key strategic actions will be further broken down in the annual Operational Plan and Budget highlighting the projects to be undertaken to assist in achieving for our community. The key strategic actions will be reviewed after the five years.



COMMUNITY

The key objective is to maintain a safe, healthy, and equitable community that celebrates diversity and enjoys a quality lifestyle.

#	Outcome	Strategy	Performance Indicator	Measure	Target	Primary	Secondary
1.1	Council is actively engaged with and responsive to youth in the community.	Continue to support activities and programs that provide for the Youth within the Shire.	Level of support for youth programs.	Number of activities supported.	4 per annum	Deliver	Collaborate
		Establish a youth advisory committee and invite collaboration with community youth and schools on proposed Council plans.	Committee establishment	Progress with establishment	Complete by end of 2025	Deliver	
1.3	Formal tenure arrangements support the use of Council's Facilities by the community.	Develop standard leases for the various groups and which utilise Council facilities.	Progress with leases being put in place.	% of leases finalised.	100% per annum	Deliver	Collaborate
1.5	Aged and disabled community members have access to services that meet their needs.	Plan for the Regions' ageing demographic and support the health and aged care sectors.	Advocacy action	Number of advocacy activities.	2 per annum	Advocate	Collaborate
1.5	The community maintain the ability to respond to natural disaster events.	Regularly review the Local Disaster Management Plan to ensure all disasters are well managed.	Plan currency	Frequency of plan review.	Annual	Deliver	Collaborate



#	Outcome	Strategy	Performance Indicator	Measure	Target	Primary	Secondary
1.6	A sport and recreation plan is in place.	Develop a new sport and recreation plan.	Plan development progress.	Date of plan adoption.	Dec-25	Deliver	Collaborate
1.7	Childcare services meet community needs.	Recruit, retain and develop professional staff.	Childcare staffing levels.	Vacancy rates	<10%	Deliver	
1.8	Maintain and develop community facilities.	Develop facilities management plans for Council community facilities.	Plan development progress.	% of plans finalised.	25% per annum	Deliver	Collaborate
1.9	A cultural strategy is in place.	Develop a cultural strategy that addresses Arts, visiting performance, festivals, events, etc.	Strategy development progress.	Date of strategy adoption.	Dec-26	Deliver	Collaborate
1.10	The amenity of Karumba meets community expectations.	Develop a master plan for Karumba.	Plan development progress.	Date of plan adoption.	Dec-26	Deliver	Collaborate
1.11	Reconciliation action plan is adopted.	Engage with the community to inform the establishment of a RAP	Plan development progress.	Date of plan adoption.	Dec-26	Deliver	Collaborate



#	Outcome	Strategy	Performance Indicator	Measure	Target	Primary	Secondary
1.12	Normanton sports precinct masterplan	Seek funding to deliver planned masterplan actions.	Progress with actions implementation.	% of actions completed each year.	20%	Deliver	Collaborate
1.13	Landsborough street Masterplan	Seek funding to deliver planned masterplan actions.	Progress with actions implementation.	% of actions completed each year.	20%	Deliver	
1.14	Normanton and Karumba Masterplans	Undertake planned masterplan actions.	Progress with actions implementation.	% of actions completed each year.	20%	Deliver	
1.14	School Dam masterplan.	Seek funding to deliver planned masterplan actions.	Progress with actions implementation.	% of actions completed each year.	20%	Deliver	
1.15	The cultural heritage of the shire is maintained.	Develop the Early Explorer's project.	Project development progress.	Date of project adoption.	Dec-28	Deliver	
		Maintain built heritage cultural sites.	Site maintenance.	Programmed works carried out.	100%	Deliver	
		Conduct a heritage signs audit.	Audit progress.	% of signs reviewed.	100%	Deliver	
		Refresh heritage walk map.	Heritage walk map currency.	Progress with map refresh.	Complete	Deliver	



#	Outcome	Strategy	Performance Indicator	Measure	Target	Primary	Secondary
1.16	Quality reliable television and radio broadcasting services.	Investigate reliable service options.	Service upgrades.	Date of new service being operational.	Dec-25	Deliver	
1.17	Animal Management	Investigate options for an animal pound upgrade.	Pound upgrade complete.	New pound built.	100%	Deliver	
1.18	Cultural liaison officer supports efficient operations	Investigate and report to Council on establishment of a cultural liaison officer's position.	Report provided to Council.	Report provided to Council.	Dec-25	Deliver	
1.19	Health services meet community needs	Support and advocate for enhanced health services	Number of advocacies.	Number of advocacies.	4 per annum	Deliver	



ENVIRONMENT

The key objective is to maintain the region's environmental assets including natural areas and resources, open space, and agricultural land, are conserved and enhanced for future generations.

#	Outcome	Strategy	Performance Indicator	Measure	Target	Primary	Secondary
2.1	Council's Coastal Hazard Adaptation Strategy has been implemented.	Seek funding to assist with the implementation of the recommendations contained in the Carpentaria Shire Coastal Hazard Adaptation Strategy.	Securing program funding.	% of required funding secured.	100%	Deliver	Advocate
2.2	Flyway Site Network areas support visitation by migratory birds.	Continue to support the development of the Flyway Site Network areas along the Gulf Coastline.	Program support.	% of support requests agreed to.	100%	Deliver	Advocate
2.3	A Wetlands Management Plan for the Mutton Hole Wetlands Conservation Park is in place.	Review the Wetlands Management Plan and business case for the Mutton Hole Wetlands Conservation Park when traditional ownership has been established.	Progress with plan reviews.	Revised plans are adopted.	Complete	Deliver	Collaborate



#	Outcome	Strategy	Performance Indicator	Measure	Target	Primary	Secondary
2.5	Biosecurity management enhances the environment.	Implement the recommendations contained with the Biosecurity Plan - Pest animals and plants.	Plan implementation.	Progress with recommended actions.	Ongoing.	Deliver	
2.6	A regional biosecurity plan is in place.	Contribute to the development of a Regional (NWQROC Member Councils) Biosecurity Plan and implement recommendations.	Plan implementation.	Progress with recommended actions.	Ongoing.	Collaborate	Deliver
2.7	Biosecurity officers based in the gulf region.	Advocate to have biosecurity officers positions allocated to the gulf.	Lobbying activity.	Number of activities per annum.	2	Deliver	Advocate
2.8	Council's Coastal Hazard Adaptation Strategy has been implemented.	Seek funding to assist with the implementation of the recommendations contained in the Carpentaria Shire Coastal Hazard Adaptation Strategy.	Securing program funding.	% of required funding secured.	100%	Deliver	Advocate



#	Outcome	Strategy	Performance Indicator	Measure	Target	Primary	Secondary
	Flyway Site Network areas support visitation by migratory birds.	Continue to support the development of the Flyway Site Network areas along the Gulf Coastline.	Program support.	% of support requests agreed to.	100%	Deliver	Advocate
2.10	A Wetlands Management Plan for the Mutton Hole Wetlands Conservation Park is in place.	Review the Wetlands Management Plan and business case for the Mutton Hole Wetlands Conservation Park when traditional ownership has been established.	Progress with plan reviews.	Revised plans adoption.	Complete	Deliver	Collaborate
2.11	Prosecution for illegal dumping of rubbish.	Maintain education campaign and encourage community to report illegal dumping.	Increase in number of illegal dumping occurrences reported.	Increase in number of prosecutions.	10%	Deliver	
2.12	Management of green waste in Karumba.	Develop green waste strategy for Carpentaria Shire.	Strategy Delivered.	Actions from strategy implemented.	100%	Deliver	



ECONOMY

The key objective is to ensure a dynamic and diverse economy creating industry development and employment opportunities.

#	Outcome	Strategy	Performance Indicator	Measure	Target	Primary	Secondary
3.1	The Economic Development Strategy is being implemented.	Review and renew the Carpentaria Shire Economic Development Strategy projects.	Strategy development progress.	Date of strategy adoption.	Dec-26	Deliver	
3.2	Carpentaria Shire is included in the opportunities and benefits identified through the North West Minerals Province Economic Diversification Strategy.	Continue to participate in the North West Minerals Province.	Strategy involvement.	Number of engagements with the group.	2 per annum	Collaborate	Deliver
3.3	A sustainable tourism sector.	Review and renew the Tourism Strategy to include new and existing initiatives.	Strategy development progress.	Date of strategy adoption.	Dec-26	Deliver	Collaborate
3.4	Savannah way sealing program maintained.	Continue to pursue funding for the sealing of the unsealed sections of the SAVANNAH WAY – Australia's Adventure Drive.	Funding.	Amount of funding secured.	\$1m per annum.	Advocate	Collaborate
3.5	The housing strategy being implemented.	Finalise the rent to buy scheme.	Scheme progressed.	Date of scheme adoption.	Dec-25	Deliver	Advocate
		Finalise the purchase of land in Ellis Street.	Purchase progress.	Date ownership secured.	Dec-25	Deliver	
		Source funding for the Gough Street development.	Funding.	% of required funding secured.	100%	Deliver	Advocate



#	Outcome	Strategy	Performance Indicator	Measure	Target	Primary	Secondary
3.6	Dixie way upgrade, (Burke Development Road to Peninsular Development Road) is complete.	Continue to source funding for road upgrades.	Funding.	Amount of funding secured.	\$1m per annum.	Advocate	Collaborate
3.7	Quality reliable Telecommunications.	Continue advocating for the establishment of enhanced services to the Shire.	Advocacy activity.	Number of engagements with the group.	2 per annum	Collaborate	
3.8	Buy Local gift card system established.	Investigate and if feasible, establish a buy local card system for the Shire.	Feasibility determination.	Progress with investigation.	Complete by Dec 2025.	Collaborate	Deliver
3.9	Industrial land is available.	Progress new industrial development to sale stage.	Land development progress.	Date land is available for sale.	Dec-26	Deliver	
3.10	Normanton airport terminal and apron is upgraded and expanded.	Source funding to construct an expanded airport parking apron.	Funding.	% of required funding secured.	100%	Deliver	Advocate
3.11	New planning scheme is adopted.	Develop concept plans for the upgrade of the Normanton airport terminal.	Concept development progress.	Date of concept plan adoption.	Dec-25	Deliver	
		When plans are adopted, seek funding options for upgrade construction.	Funding.	% of required funding secured.	100%	Deliver	Advocate
		Finalise flood study report and present to Council for consideration.	Scheme adoption progress.	Date scheme adopted.	Dec-25	Deliver	



#	Outcome	Strategy	Performance Indicator	Measure	Target	Primary	Secondary
3.12	Sustainable future development of the port of Karumba.	Work in collaboration with Gulf Savannah Development on the business plan for the development of port of Karumba.	Plan development progress.	Date of plan adoption.	Dec-26	Collaborate	Deliver
3.13	Century mine infrastructure remains in place when the operator closes.	Advocate strongly with the DNR to require existing infrastructure to be retained.	Advocacy activity.	Number of engagements	4 per annum	Collaborate	
3.14	Circular economy strategy is in place.	Develop a circular economy strategy with the first element being waste.	Strategy development progress.	Date of strategy adoption.	Dec-26	Deliver	Collaborate
3.15	The community grows its own professionals.	Support traineeships and apprenticeships and localised education opportunities.	Apprentice and trainee engagement.	Number of apprentices and trainees on staff.	>4	Deliver	
3.16	Reliable electricity supply.	Advocate for a country university.	Advocacy activity.	Number of engagements	2 per annum	Collaborate	
3.17	A secure and reliable water supply.	Advocate to link power line from Century Mine to Doomadgee, Burketown and Normanton to the existing network.	Advocacy activity.	Number of engagements	4 per annum	Collaborate	
		Continue to investigate options to upgrade existing aging infrastructure to enhance reliability.	Investigation progress.	Investigation report completion.	Dec-26	Deliver	



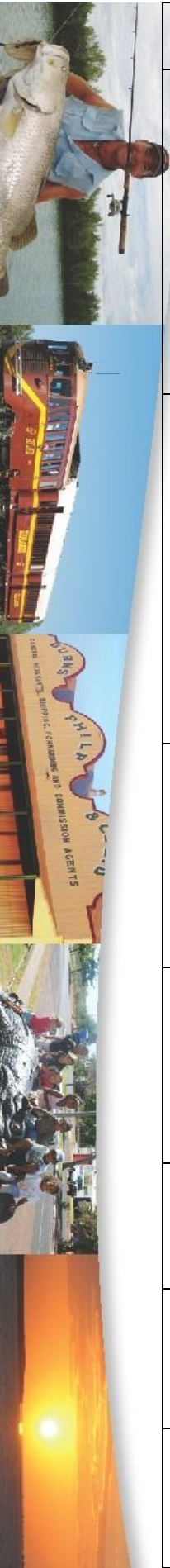
GOVERNANCE

The key objective is to facilitate a well governed, responsive Council, providing effective leadership and management, and respecting community values

#	Outcome	Strategy	Performance Indicator	Measure	Target	Primary	Secondary
4.1	A planned and safe workforce.	Develop and implement of a workforce strategy.	Strategy development progress.	Date of strategy adoption.	Dec-25	Deliver	
		Review and update the People Management framework.	Framework review progress	Date framework adopted.	Dec-25	Deliver	
		Promote the development of local and existing Council staff and allow progression and succession.	Programmed training.	Date training and development plan implemented.	Dec-25	Deliver	
		Maintain compliant WH&S systems that enhance staff safety.	Staff safety.	Number of incidents.	<4 per annum.	Deliver	
4.2	A financially sustainable organisation.	Provide regular reporting on financial sustainability ratios.	Reporting activity.	Frequency of reports.	Quarterly	Deliver	
4.3	An efficient and effective organisation.	Develop systems that promote continuous improvement.	Business improvement	Number of processes reviewed.	8 per annum.	Deliver	
4.4	Quality customer service.	Adopt and implement a customer service charter.	Charter development progress.	Date of charter adoption.	Dec-25	Deliver	



#	Outcome	Strategy	Performance Indicator	Measure	Target	Primary	Secondary
		Enhance the Council website to improve customer online interaction.	Online functionality.	Number of online services established.	2 per annum.	Deliver	
		Establish a new telephone system to ensure adequate customer access.	Telephone accessibility.	Date of telephone system go live.	Jun-25	Deliver	
		Establish a quality complaints management system that allows data recording and reporting.	Progress with implementation of a customer request management system.	Date system introduced.	Dec-26	Deliver	
4.5	Safe and reliable community infrastructure.	Review, update and implement asset management plans.	Asset management plan implementation.	% of planned activities conducted.	100%	Deliver	
		Provide code of conduct training at induction and on a regular basis.	Workplace ethics.	Number of COC breaches.	< 2	Deliver	
4.6	The community has confidence in Council.	Monitor and report on Code of Conduct breaches.	Reporting.	% of COC breaches reported.	100%	Deliver	
		Registers of interests are maintained in accordance with mandatory requirements.	Compliance.	Number of declarations that are out of date.	Nil	Deliver	
4.7	The community is well represented.	Review and update the Advocacy Action Plan.	Plan development progress.	Date of plan adoption.	Dec-25	Deliver	Collaborate



#	Outcome	Strategy	Performance Indicator	Measure	Target	Primary	Secondary
		Maintain representation on the NWQROC, WQAC, NWRRTG, QWRAP, and relevant bodies.	Regional engagement.	% of events attended.	>80%	Deliver	Collaborate
4.8	Councillors work productively as a team.	Establish options for activities to enhance Councillor interaction and cooperation.	Councillor teamwork.	Number of team building activities undertaken.	>2	Deliver	
4.9	A well informed and skilled Council.	Identify and invite Councillors to participate in development opportunities.	Councillor skill development.	Number of development activities undertaken per Councillor.	>2	Deliver	
4.10	Quality financial management.	Resource the financial management function to ensure that statutory requirements are met.	Audit result.	Number of unresolved matters from previous audit.	Nil	Deliver	
4.11	Best practice risk management.	Review and maintain a comprehensive risk management function.	Risk oversight.	Number of risk register reviews.	4 per annum.	Deliver	
4.12	A well-managed fleet operation provides positive outcomes.	Maintain monitoring and reporting to enhance fleet performance and deliver positive revenue outcomes.	Return on capital.	% ROC delivered.	7%	Deliver	
4.13	Internal audit provides adequate assurance.	Ensure internal audit plans are informed by the risk register and reports are reviewed and acted on.	Reporting	Reporting frequency	Quarterly	Deliver	



#	Outcome	Strategy	Performance Indicator	Measure	Target	Primary	Secondary
4.14	Compliant and effective reporting.	Officer's reports reference corporate plan, risk register, legal and financial implications.	Reporting compliance.	Reports that do not address required matters.	Nil	Deliver	
		Ensure all statutory reports are prepared and delivered in a timely manner.	Reporting compliance.	Reports that are not prepared on time.	Nil	Deliver	
4.15	Effective records management	Maintain effective systems to ensure quality and compliant records management.	Compliance.	Number of unresolved record management in internal audit outcomes.	Nil	Deliver	
4.16	Effective and productive Council meetings.	Councillors are well informed through workshops.	Conduct of workshops.	Frequency of Councillor workshops.	Monthly.	Deliver	
		Agendas, minutes and business papers are comprehensive and provided in a timely manner.	Compliance.	Number of agendas that are not provided on time.	Nil	Deliver	



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11.3 MANAGER HUMAN RESOURCES REPORT

Attachments: NIL

Author: Peter Ryan - Manager Human Resources

Date: 13 March 2025

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

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

- The Manager HR has collaborated with the Works Coordinator and EAO to develop a training program for all Camp starters for the 2025 civil construction season. It is proposed that this will be a mandatory pre-start course attended by each worker whether engaged by way of contract or as a Council employee. The review was carried out and consensus reached on the training plan. It is envisaged this course will be delivered to all starters as a pre-season induction upon the commencement of the road repair and construction season. As a result of this review the training content has been finalised.
- 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
- 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. Two training days have been held with the team during the month. One was held in Normanton and the second in Karumba. The team has decided to name itself as the Carpentaria Brolgas. The training has been highly successful to date. It is envisaged that further training days will be held during March to ensure the highest standard possible is attained to represent Council in Brisbane on April 2.

BUSINESS PAPERS

- The Manager HR sat upon the selection panel with the Chief Executive Officer and the Chief Operating Officer for the newly created position of Executive Manager Community & Tourism Services. An internal and external recruit were interviewed. The successful recruit was the internal applicant. This appointment clearly demonstrates that council is able to 'grow its own.'
- The Manager HR collaborated with the Procurement Officer and was able to advertise an RFQ for delivery of Drug and Alcohol Detection Services. The successful firm in relation to this matter will ensure the delivery of a rigorous testing regime across the Council during 2025. The RFQ is to be advertised for 21 days in accordance with normal procedure. It is anticipated that a decision will be made in March concerning the successful firm.
- Council has been advised, following the submission of its primary training program to the LGAQ's Aboriginal Council's Incentive Plan that the delivery of the whole program has been approved for funding in the amount of \$31,680. Advice has also been received that a further \$32,775 has been awarded for all training relative to machinery operation for 2025/26. This equates to a sum \$64,455 of the allotted funding of \$79,000 has been utilised.
- The Manager HR attended, along with numerous staff the town hall where a presentation concerning the next Corporate Plan was delivered by the Chief Executive Officer.
- The Manager HR in the role of secretariat organized the first Staff Housing Committee Meeting officially held since January 2023. Councilors Hawkins & O'Brien together with the Chief Executive officer and other staff member engaged in discussions concerning the ongoing management of the staff housing across the Shire. The meeting was chaired by Deputy Mayor Cr. Hawkins. A separate report has been prepared involving the minutes of the meeting within the body of the monthly council report.

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 Scheme Frequency Rate (* Formula = Number of LTI for every million hrs worked)	9.46	2	1	<5 LTI	1
Average Scheme Duration Rate (*Formula = Average Number of days lost per LTI)	17.48	9	7	<112 Days	7
Progressive Frequency Rate YTD	7.99	16.65	10.02	<20.60 Annual	10.02

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(B) group = wages greater than \$5 million – less than \$10 million					
Progressive duration rate YTD (B) group = wages greater than \$5 million – less than \$10 million	18.00	4.50	7.00	<19.93 Annual	7.00
Percentage of hazard inspections completed as per Matrices		100.00%	0.00%	95%	83.84%
Action Statistics from Skytrust – Percentage of actions completed against number added YTD from October 1 st 2023 (97 Added, 72 completed)		70.97%	74.23%	90%	66.99%
Delivery of Take 5 courses on Skytrust		61.19%	96.73%	90%	79.42%
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
Muscular stress with no objects being handled	1	7
Muscular stress while lifting	1	2
Mental Stress (Claim Rejected)	1	0
Total	4	10
Outstanding estimated \$0 to pay	Statutory Paid	\$13,611

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		
Total	1	7
Statutory Paid	\$2966.25	

LGW Data: 2024 – 2025 YTD	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
CSC LTIFR YTD LGW Data.	0	0	0	0	0	13.36	11.45	10.02				
Group B LTIFR YTD (Councils with wages > \$5 mil < \$10 mil)	0	2.66	3.55	5.32	4.26	7.10	6.65	7.99				
CSC LTI's each month	0	0	0	0	1	0	0	0				

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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	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	18.00				
CSC Days lost YTD (Progressive)	0	0	0	0	7	7	7	7				

There were zero Incident reports submitted in January.

3. Staff Movements

Arrivals

- Chief Operating Officer
- Executive Manager Community Development and Tourism
- Childcare Educator – Casual
- Foreman DRFA – Permanent
- Foreman Permanent Full time
- Senior Foreman – Permanent Full time

Departures

- Director Normanton Childcare Centre
- Cleaner

Current Recruitments

- EOI – Works Coordinator - Contractor role
- Water & Waste Assistant – Fulltime
- Apprentice Plumber – Full time
- Apprentice Carpenter – Full time

Current Vacancies

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

4. Random Drug & Alcohol Testing Program

Nothing to report on this issue

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5. Training Activities

No training was carried out during January

6. Operating Budget and Expenditure

Please refer to the Monthly Finance report.

7. Enterprise Bargaining Update

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.
- 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:

- The allocation of training funding has lowered the burden upon the Human Resources budget relative to training and is greatly welcomed.

Risk Management Implications:

- Risk issues appear to be lower. Preparation for the mandatory pre-season training have been completed and it is anticipated that training shall commence in mid-March. This training is designed to bring about a cultural change to the way we do business utilising the camps. As such the knowledge gained by the workers will assist in bringing the changes required into being.

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11.4 INFLUENZA & COVID-19 POLICY REVIEW

Attachments:	11.4.1. Influenza & COVID-19 Protocols ↓
Author:	Peter Ryan - Manager Human Resources
Date:	11 March 2025
Key Outcome:	Day to day management of activities within the Human Resources Department
Key Strategy:	As per the Departmental Plan for Human Resources

Executive Summary:

This COVID-19 Policy was raised by the Mayor with the Chief Executive Officer after learning that the previous requirements for staff contracting COVID-19 is no longer suitable. The Manager Human Resources as the process owner of the protocol was asked to research the most up-to-date advice and report those findings along with a reviewed protocol.

RECOMMENDATION:

That Council:

1. Agree to and adopt the changes marked in red within the attached document.
2. That Council concurs with the advice as given of Queensland Health in its CDNA National Guidelines for Public Health as reviewed and published in June of 2024
3. That Council agrees that this protocol will be used only where 'Acute Respiratory Symptoms' are present; and
4. That this review replaces the previous protocol from 2020 and as such removes the previous requirements on staff who may contract COVID-19

Background:

This matter was raised by the Mayor with the Chief Executive Officer after learning that the previous requirements for staff contracting COVID-19 is no longer suitable. The Manager Human Resources as the owner of the Protocol was tasked to research the most up to date advice and report those findings along with a reviewed protocol.

Advice was sought through Queensland Health and the protocols outlined in the attached document were discovered to be the most up to date advice pertaining to this matter.

The protocol:

- Recognises the lessening impact of COVID-19 on the general population;
- Still recognises that in certain circumstances it may have a strong impact upon the person;
- The requirement to review and update the protocols to give the latest advice;
- To give Councillors the opportunity to agree to the changes suggested based on the tracked changes in the supplied document attached to this report.

Consultation (Internal/External):

- Chief Executive Officer
-

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- Mayor
- Manager Human Resources
- Queensland Health Department

Legal Implications:

- Nil due to review identifying the latest protocols relative to responding to COVID-19.

Financial and Resource Implications:

- The introduction of the reviewed protocol will lessen the burden upon Council of personnel being required to take sick leave should they contract COVID-19 as per the protocols of the previous document.

Risk Management Implications:

- The risk of staff contracting COVID-19 is still high. The impact of the illness since the pandemic has reduced quite significantly thus removing the requirements dictated by health policy and council protocols is lessened significantly. This is not the case however, in the event of acute respiratory symptoms where guidelines are still in place for personnel to act upon.



PROCEDURE

PRC_I_HR_COVID-19
Human Resources
Executive Services

COVID – 19 & INFLUENZA - STAFF MANAGEMENT AND PROTOCOLS

Version 4 - Revised 28/01/2025

1. PURPOSE

This procedure specifies the requirements for effective management of COVID-19. It outlines applies equally to those suffering or suspected of the changes which have occurred for Council workers suffering from Influenza or COVID-19 symptoms at any Carpentaria Shire Council ("Council") worksite. This version shall identify the current protocols and procedures in recognition of the lessening effects of the COVID-19 virus in particular, The protocols shall be relevant to workers, who as a result of contracting COVID-19 are suffering with 'Acute Respiratory Symptoms'.

2. SCOPE

This Procedure has been developed to align with Coronavirus Disease 2019 (COVID-19) CDNA National Guidelines for Public Health and Qld Health protocols as reviewed in June 2024. This document specifies Council requirements to ensure the most effective proactive control measures to minimise the health risks associated with the spread of Influenza and COVID-19, and the management of workers at Council worksites if they are found to be suffering from or are suspected of having Influenza or COVID-19 and are, suffering from 'Acute Respiratory Symptoms'.

This recommendation may be seen on page 13 of the CDNA National Guideline for Public Health and Queensland Health Protocols as reviewed in June of 2024.

3. DEFINITIONS

WORKERS	All Council staff <u>and</u> contractors <u>and elected officials.</u>
SYMPTOMS	Relating to COVID-19 <u>and Influenza, displaying symptoms</u> include fever, <u>coughing, sore throat, aching joints, runny nose, fatigue</u> and <u>shortness of breath. Acute respiratory symptoms</u>
MUST	Is to be interpreted as mandatory.
IMPACTED AREA	A specific local government area identified by Qld Health as potentially being affected by COVID-19.
NUMBER OF ACTIVE CASES	<u>Defined as total confirmed cases excluding persons recovered and lives lost. (Source: www.health.gov.au. Website accessed 12/8/2021)</u>

responsibility

4. RECOMMENDATIONS FOR PEOPLE WITH ACUTE RESPIRATORY SYMPTOMS

To prevent transmission of SARS-CoV-2 and other respiratory viruses, strongly recommend people with acute respiratory symptoms to:

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- Stay at home until acute symptoms have resolved, other than to seek medical care (including testing) or for other urgent reasons
- Proactively seek prompt medical advice to consider the need for testing for SARS-CoV-2 (and other respiratory pathogens) if at increased risks of severe disease. Early use of appropriate antiviral medications can prevent severe infection.

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Workers

- ~~Must inform their Manager/ Foreman immediately if they are unwell or showing any symptoms of Influenza or COVID-19.~~
- ~~Must isolate if unwell.~~
- ~~Maintain social distancing from Carpentaria Shire community members and workers in their work area.~~
- ~~Follow all direction from Managers, Foremen, WHS and health practitioners regarding Influenza and COVID-19 control measures.~~
- ~~Implement and comply with all controls stated in this procedure.~~
- ~~Maintain good personal hygiene with emphasis on hand washing and area cleanliness.~~

Managers / Foremen

- ~~Must isolate an unwell person from all other workers and visitors.~~
- ~~Implement and comply with all controls stated in this safe work procedure.~~
- ~~Promote personal and hand hygiene, including regular wiping of shared workspaces, communal areas, facilities, and vehicles to minimise spread of Influenza and COVID-19 to all workers.~~
- ~~Be aware of workers' movements, tasks performed and contact with other workers to provide prompt information to health authorities if workers are identified as positive for Influenza or COVID-19.~~
- ~~Communicate updates or changes in Influenza and COVID-19 guidelines to all workers in their control.~~

WHS and Human Resources

- ~~Follow directions from health authorities to maintain isolation or to transfer the worker to the health centre if required.~~
- ~~Direct all workers involved as to isolation actions to be followed.~~
- ~~Arrange for the transport of unwell workers to the health centre where required.~~
- ~~Communicate with Manager / Foremen as to work areas or vehicles that may need to be decontaminated and cleaned.~~
- ~~Implement and comply with all controls stated in this procedure.~~

- ~~• Promote personal and hand hygiene guidelines to all workers.~~

~~Chief Executive Officer~~

- ~~• Communicate changes in COVID-19 and Influenza protocols as indicated by Qld Health to Managers, Foremen and other relevant staff via email, media releases and other bulletins.~~

5. SAFE WORK INSTRUCTIONS/ INFLUENZA & COVID-19 ACTION PLAN

5.1 Self-Assessment

Workers ~~or site visitors~~ who are unwell, ~~or suspect they are unwell~~, are not to present to work or travel to the remote camps ~~if they are suffering from acute respiratory symptoms as a result of contracting COVID-19 or a similar influenza illness.~~ ~~If those symptoms are present~~ Workers should notify their supervisor at the earliest available opportunity that they will not be at work due to illness. The worker will be entitled for special leave until the acute respiratory symptoms have dissipated and they feel well enough to return to work.

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~~5.2 Direction to Take Leave When Unwell~~

~~Workers who present to work with apparent symptoms and signs that they are unwell will be directed to take leave to protect the health of fellow workers. Workers should seek medical assistance and return to work only when fully recovered.~~

~~5.3 Travel to Impacted Areas~~

~~Workers who voluntarily travel to a known COVID-19 impacted area with any number of active cases are to follow health orders as directed by Qld Health.~~

~~Should a worker be required to self-isolate after voluntarily travelling to an impacted area, they must do so at their own expense. They will not be granted paid special leave from Council. Council staff will be required to utilise their annual leave, accrued RDOs or TIL.~~

6. LIMIT PERSONAL CONTACT – ~~SOCIAL DISTANCING~~

Social distancing controls must be followed by all workers and visitors during all personal interactions with others, including all scenarios and actions that are part of this procedure.

- When communicating face to face, attempt to keep 1.5 metres between you and the other person
 - Stop shaking hands to greet others
 - Promote good hand, sneeze, and cough hygiene
 - Provide alcohol based hand rub for all staff and workers
 - Regularly clean and disinfect surfaces that many people touch
 - Promote strict hygiene among food preparation staff (eg child care) and their close contacts
- When directed to wear a mask, masks are to be worn with directions in place at the time. Masks will be provided by Council for workplace use.
- If a worker is suffering with Acute Respiratory Symptoms they are to ensure social distancing and absence from work until those symptoms dissipate.

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7. WORKPLACE AND ACCOMMODATION HYGIENE

7.1 Offices

- Office based staff should wash their hands or use sanitiser frequently throughout the day.
- Outdoor staff entering office areas should sanitise their hands upon entry.
- Shared work stations and work areas should be cleaned regularly. Cleaning should include surfaces, keyboards, mouse, and telephones.

7.2 Common areas

Kitchens, Tea Bays, Food Preparation Areas, Laundries and Ablution Blocks

- Workers must wash hands thoroughly before and after using any food preparation area.
- Shared facilities should be thoroughly cleaned by each individual after each use. Council will supply the disinfectant and cleaning products necessary to do this.
- Where possible, a roster system for the use of common facilities at remote camps should be developed by the relevant work group to maintain the 1.5 metre provision.
- Workers are also encouraged to make use of BBQ facilities at remote camps to minimise numbers of workers in enclosed food preparation areas at any one time.

8. DEVELOPMENT OF SYMPTOMS AT WORK

- Workers that become unwell after arriving at work or at camp must inform their Manager/Foreman immediately and then isolate.
- The unwell person should, if they are able, travel alone home or to a health clinic.
- If the unwell person is unable to drive, transport arrangements will be facilitated by WHS or Human Resources.
- The vehicle transporting the unwell person must be cleaned and sanitised prior to being returned to the worksite.

9. WORKER ISOLATION REQUIREMENTS

- Workers must follow the direction of health clinic staff about any isolation requirements.
- Workers must not return to their workplace or camp to collect belongings prior to going into isolation. Any personal belongings or items will be collected, and arrangements will be made to store or deliver the items.

10. CONFIRMED COVID-19 CASES

10.1 If a Confirmed Case Worker has been at a Remote Camp

- Identify who at the Camp had close contact with the infected person.
- Isolate the close contacts at Camp immediately.
- Clean the area and machines where the close contact people were working and all common areas they have been. Use PPE when cleaning.
- If a confirmed case worker has had close contact with most of the workers at Camp, the Camp may be required to be locked down in accordance with Qld Health orders and directives.
- Council will arrange for the contact less delivery of essential supplies and water to the Camp if a lock down does occur.

10.2 If a Confirmed Case Worker has been at any other Council Worksite or Facility

- Identify who at the workplace had close contact with the infected person.
- Send the close contact people home to isolate and get tested.
- Clean the area where the close contact people were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.
- There may be a requirement to close parts, or all, of the workplace in accordance with Qld Health orders and directives.
- Contact the relevant local health clinic staff and follow any instructions they may have

11.7. LEAVE ARRANGEMENTS FOR COUNCIL STAFF – COVID 19 & INFLUENZA

11.1 If a Council Employee is Sick – Personal Leave

- Stay at home if you are suffering from 'flu-like symptoms or generally feel unwell.
- Telephone your Manager/Foreman and advise them you will not be at work and the expected duration of your absence.
- If you are required to provide a medical certificate and you are not able to obtain one, you may provide a statutory declaration outlining the reasons you were able not to provide a certificate. You may provide the statutory declaration upon your return to work.
- If you have utilised all your sick leave, you may use other leave such as annual leave, banked RDOs, TIL or eligible long service leave.

11.2 Directed to Leave Normal Work Area

If your usual workplace closes because of the pandemic, the following may occur:

- a) You may be required to work from a different site; or
- b) In consultation with your Manager, you may agree to temporarily perform different duties; or
- c) You could apply to take annual leave, banked RDOs, TIL or eligible long service leave.

In the event a Council employee exhausts all leave entitlements, the CEO may allow a negative leave balance to occur. Negative leave balances are not an automatic entitlement and will be considered on a case-by-case basis.

11.3 Feeling Well but Required to Self Isolate

- a) If Council staff are directed to self isolate by Council, they will be granted up to 10 days special leave.
- b) If Council staff are directed to self isolate by a medical practitioner, they may access personal leave.
- c) If Council staff are required to self-isolate because they have voluntarily visited an impacted area with any number of active cases, they must use annual leave, banked RDOs, TIL or eligible longer service leave. In this situation, staff are not eligible for special leave.
- d) If Council staff self-isolate and public health orders do not require it, they must use annual leave, banked RDOs, TIL or eligible long service leave.

11.4 Need to Provide Care for Dependants who are Not Sick

Council staff who have a requirement to care for dependants who are not sick and whose usual care is unavailable due to COVID-19 or Influenza may:

- a) Request their Manager to allow them to work part of the day at home and then take annual leave, banked RDOs or TIL for the remainder of the day; or
- b) Take annual leave, banked RDOs, TIL or eligible long service leave on a full or part time basis.

11.5 Need to Provide Care for Dependants who are Sick

- You may take carer's leave for up to 2 weeks.
- You are required to provide a medical certificate but if you are not able to obtain one, you may provide a statutory declaration outlining the reasons you were not able to provide a certificate. You may provide the statutory declaration upon your return to work.
- If you need more than 2 weeks carers' leave, you may use other leave such as annual leave, banked RDOs, TIL or eligible long service leave.

11.6 Council Shut Down

In the event Council is ordered to shut down by Qld Health, Council will:

- a) Direct staff to take any accrued annual leave, banked RDOs or TIL;
- b) Not direct staff to take long service leave;
- c) Grant special leave of up to 10 days once annual leave, banked RDOs and TIL have been exhausted.
- a) Staff not entitled to leave would be unpaid.

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12 REPORTS FROM DIRECTOR OF CORPORATE SERVICES

12.1 MONTHLY FINANCIAL REPORT - FEBRUARY 2025

Attachments:	12.1.1. Monthly Financial Statements - February 2025 ↓ 12.1.2. CSC WIP 30.06.2025 v2 ↓
Author:	Jade Nacario - Manager Finance and Administration
Date:	13 March 2025
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Maintain a focus on integrity, Accountability and Transparency in all that we do

Executive Summary:

Presentation of the financial report for 28 February 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
8. Fleet and Plant
9. Capital Expenditures

RECOMMENDATION:

That Council accepts the Monthly Financial Report, as required under section 204 of the *Local Government Regulation 2012* for the period ended 28 February 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 28 February 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 \$5,837,518. Refer item 2.
 - The major factors that contributed to the operating result are:

Factors	Actual	Budget	Variance	Comments
Current Surplus/Deficit	5,837,518	-7,950,085	13,787,603	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.
Rates	9,199,075	8,855,500	343,575	The second rates levy was issued in February 2025, with the discount period ending on 21 March 2025. Ratepayers who pay on or before this date will receive a discount, which may result in a reduction in total rates revenue.
Interest Income	1,729,882	1,050,000	679,882	The favourable variance in interest income is attributed to the Council's sustained high cash balances, which include restricted cash from grants received in advance.

- Cash Position – Refer item 3. Cash Position – Refer to Item 3
 - The current cash balance is **\$55,039,264**, reflecting a strong position. For further details, please refer to Item 3.
 - Of the total cash held, **\$33,858,344** is restricted. See the Accounts Summary for additional context.
 - The cash available for operational purposes is **\$21,180,920**, which represents **4.72 months** of cover— above the minimum cash cover target of **4 months** for Tier 7 councils. Management has internal restrictions on funds please refer to the accounts summary.

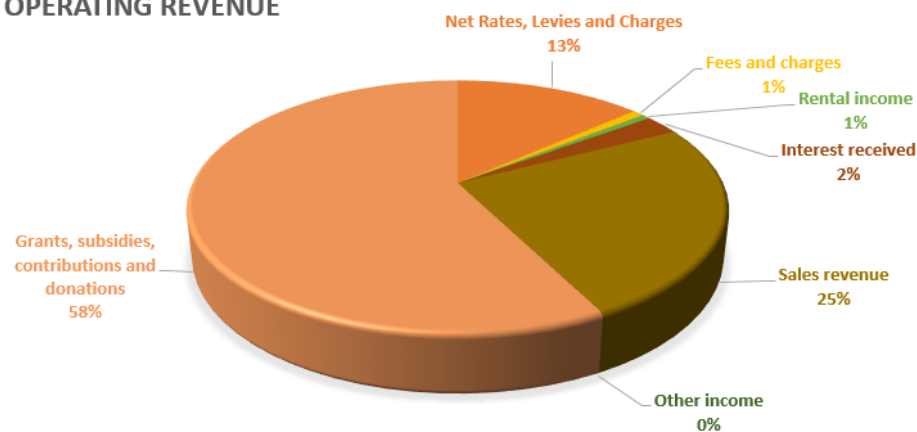
BUSINESS PAPERS

2. Operating Result

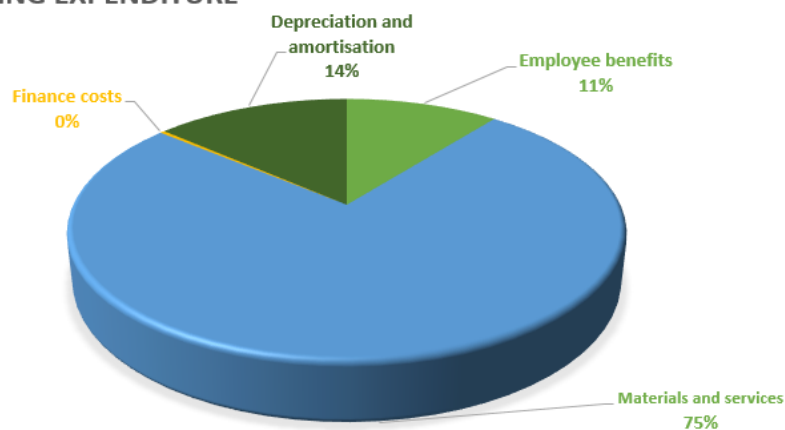
For the eight month of the financial year 2024/2025, the comprehensive income statement operating result indicated a surplus of \$5,837,518. This is the net of \$68,345,369 in recurrent revenue, and \$62,507,851 in recurrent expenditure.

	Actual (1 July 2024 to 28 February 2025)	Budget (1 July 2024 to 30 June 2025)
Revenue	68,345,369	101,956,891
Expenses	62,507,851	109,906,976
Net Operating	5,837,518	(7,950,085)

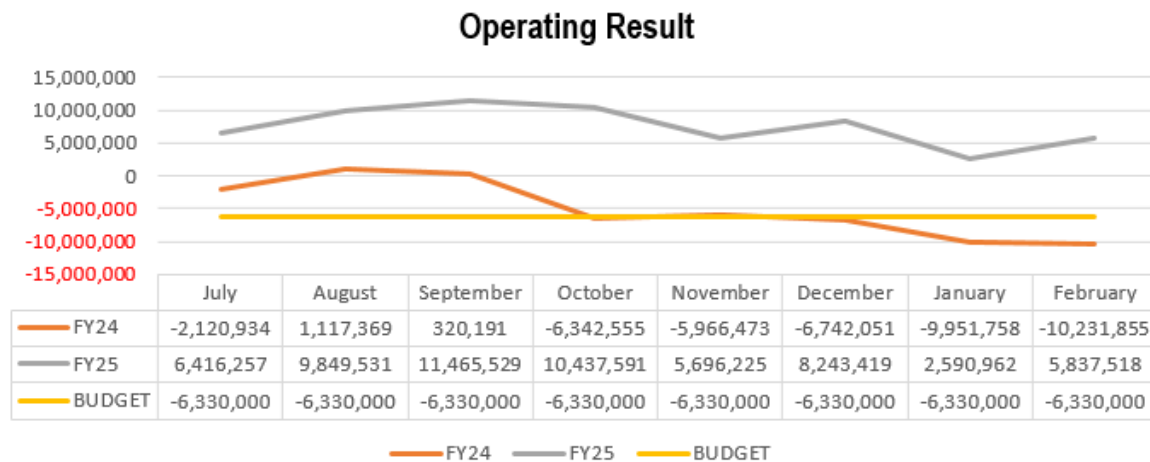
OPERATING REVENUE



OPERATING EXPENDITURE



BUSINESS PAPERS



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

Row Labels	Sum of Current Budget	Sum of YTD Actual
Operating Expenditure	3,038,935.65	1,719,498.69
Communications	18,000.00	7,190.06
Community Recovery	-	494.22
Disaster Events	10,000.00	64,148.99
Disaster Preparedness	22,500.00	-
Elected Members	562,256.85	364,848.74
Emergency Response	43,600.00	32,973.14
Governance	1,585,093.00	991,403.18
Regional Economic Development	11,000.00	8,010.17
Tourism Events	786,485.80	250,430.19
Operating Income	- 62,545.00 -	585,071.23
Disaster Events	- -	559,941.13
Disaster Preparedness	- 7,000.00 -	5,363.14
Emergency Response	- 20,545.00 -	2,176.34
Tourism Events	- 35,000.00 -	17,590.62
Grand Total	2,976,390.65	1,134,427.46

BUSINESS PAPERS

Human Resources

Row Labels		Sum of Current Budget	Sum of YTD Actual
Operating Expenditure		1,403,925.69	878,223.91
Apprenticeships / Traineeship		61,000.00	6,964.60
Enterprise Bargaining		5,000.00	59,207.89
Human Resource Operations		589,548.12	436,315.10
Learning & Development		209,500.00	45,235.87
Workplace Health And Safety		538,877.57	330,500.45
Operating Income	-	35,000.00	- 7,261.70
Apprenticeships / Traineeship	-	35,000.00	4,295.45
Workplace Health And Safety	-	-	2,966.25
Grand Total		1,368,925.69	870,962.21

Les Wilson Barramundi Discovery Centre

Row Labels		Sum of Current Budget	Sum of YTD Actual
Operating Expenditure		1,729,063	828,709
Barra Bites Café		108,891	8,120
Hatchery		514,694	211,892
Les Wilson Barramundi Discovery Centre		987,318	506,797
Visitor Information		118,161	101,900
Operating Income	-	435,000	- 240,145
Barra Bites Café	-	65,000	36,526
Hatchery	-	20,000	1,075
Les Wilson Barramundi Discovery Centre	-	320,000	182,828
Visitor Information	-	30,000	19,716
Grand Total		1,294,063	588,564

BUSINESS PAPERS

Corporate Services

Row Labels		Sum of Current Budget	Sum of YTD Actual
Operating Expenditure		2,393,935	1,126,027
Animal Control		125,801	40,950
Cemeteries		102,500	82,688
Corporate Services		363,000	13,525
Environmental Health		15,000	12,429
Information Technology		921,902	482,139
Local Laws		138,421	51,091
Mosquito Control		30,000	53
Pensioner Housing		26,000	29,638
Pest Management Operations		102,891	122,363
Property And Leases		13,500	27
Stores & Purchasing		257,428	268,948
Weed Control		297,491	22,178
Operating Income	-	480,500	- 379,096
Animal Control	-	2,500	- 637
Cemeteries	-	-	- 3,976
Environmental Health	-	3,000	- 2,000
Information Technology	-	-	- 300
Local Laws	-	14,000	- 2,173
Pensioner Housing	-	38,000	- 20,855
Property And Leases	-	110,000	- 82,440
Staff Housing	-	313,000	- 266,715
Grand Total		1,913,435	746,931

BUSINESS PAPERS

Finance and Administration

Row Labels		Sum of Current Budget	Sum of YTD Actual
Operating Expenditure		257,533	955,198
Admin And Customer Service		566,714	258,413
Financial Services		1,221,072	785,626
Payroll		41,000	231,974
Rates Management		214,352	187,657
Records Management		149,023	86,923
Wages On-Costs	-	1,934,628	- 595,396
Operating Income	-	8,612,000	- 14,627,530
Admin And Customer Service	-	1,000	- 2,906
Financial Services	-	3,902,500	- 9,638,766
Rates Management	-	4,708,500	- 4,985,858
Grand Total	-	8,354,467	- 13,672,332

BUSINESS PAPERS

Community Development

Row Labels		Sum of Current Budget	Sum of YTD Actual
Operating Expenditure		3,688,736	2,650,587
Arts & Culture		31,900	24,394
Business Development		5,500	237
Child Care		962,367	566,082
Community Development		192,013	172,791
Community Donations		90,000	42,118
Community Events		182,700	95,212
Cultural & Natural Heritage		104,500	110,132
Gym		75,966	44,111
Halls		186,700	183,094
Libraries		125,124	129,458
Recreational Sports Centre		483,966	423,741
Rodeo Grounds		110,000	107,319
Sports & Recreation		267,400	194,223
Swimming Pools		709,600	504,544
Youth Services		161,000	53,132
Operating Income	-	827,666	- 745,621
Arts & Culture	-	30,375	-
Business Development	-	2,000	-
Child Care	-	500,000	- 375,435
Community Development	-	-	59,114
Community Events	-	7,700	21,804
Gym	-	45,000	29,702
Halls	-	52,500	23,534
Libraries	-	3,000	28,998
Regional Economic Development	-	-	78,660
Sports & Recreation	-	28,000	127,341
Swimming Pools	-	-	109
Youth Services	-	159,091	-
Cultural Development	-	-	923
Grand Total		2,861,070	1,904,966

BUSINESS PAPERS

Engineering

Row Labels		Sum of Current Budget	Sum of YTD Actual
Operating Expenditure		89,691,897	49,592,585
Airports		417,545	354,879
Asset Management		280,120	31,834
Building Services		827,607	106,691
Depots & Workshop		443,144	558,202
Drfa (Ndrfa)		64,314,000	27,798,104
Engineering Services		953,095	690,422
Fleet & Plant	-	4,754,411	- 2,021,095
Main Roads (Rmpc And Pw)		18,919,650	15,487,559
Parks & Gardens		1,585,119	1,097,814
Pensioner Housing		171,200	187,347
Private Works		-	9,704
Public Conveniences		314,185	178,003
Quarries		10,000	1,156
Reserves		16,600	38,021
Road		5,505,044	4,418,730
Staff Housing		603,000	635,070
Town Planning		86,000	19,113
Regional Planning		-	808
Stormwater Maintenance		-	222
Operating Income	-	87,417,680	- 46,800,873
Airports	-	360,000	- 237,540
Building Services	-	4,500	- 12,010
Coastal Management		-	7,931
Drfa (Ndrfa)	-	64,314,000	- 27,798,105
Engineering Services	-	1,000	-
Fleet & Plant	-	-	- 25,856
Main Roads (Rmpc And Pw)	-	21,982,000	- 16,985,649
Pensioner Housing	-	38,000	- 22,125
Road	-	716,180	- 1,721,380
Town Planning	-	2,000	- 6,227
Regional Planning		-	88
Grand Total		2,274,217	2,791,712

BUSINESS PAPERS

Asset Management

Row Labels	Sum of Current Budget	Sum of YTD Actual
Operating Expenditure	862,100	564,992
Admin And Customer Service	41,200	71,434
Airports	30,000	4,695
Animal Control	1,000	1,806
Cemeteries	1,100	1,605
Child Care	22,300	18,419
Depots & Workshop	97,100	29,585
Emergency Response	4,500	951
Engineering Services	-	3,036
Gym	17,700	3,430
Halls	41,200	20,530
Hatchery	4,000	3,770
Landfill/ Waste Transfer Operations	4,000	4,157
Les Wilson Barramundi Discovery Centre	37,500	48,461
Libraries	17,500	16,373
Parks & Gardens	20,000	-
Pensioner Housing	103,500	46,229
Property And Leases	4,000	483
Public Conveniences	4,500	3,122
Recreational Sports Centre	28,100	19,458
Rodeo Grounds	20,800	9,998
Sewerage	29,500	12,153
Staff Housing	256,000	211,598
Stores & Purchasing	1,000	6,467
Swimming Pools	26,500	8,983
Visitor Information	16,000	2,782
Water	33,100	15,467
Grand Total	862,100	564,992

BUSINESS PAPERS

Water and Waste Management

Row Labels		Sum of Current Budget	Sum of YTD Actual
Operating Expenditure		6,820,751	4,142,531
Landfill/ Waste Transfer Operations		1,002,800	440,061
Raw Water Network		5,000	-
Refuse Collection		233,653	190,779
Sewerage		1,986,031	1,058,210
Water		3,593,267	2,453,480
Operating Income	-	4,212,000	- 4,392,281
Landfill/ Waste Transfer Operations	-	779,000	- 838,983
Refuse Collection	-	-	- 6,026
Sewerage	-	1,595,000	- 1,643,559
Water	-	1,838,000	- 1,903,713
Grand Total		2,608,751	- 249,750

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

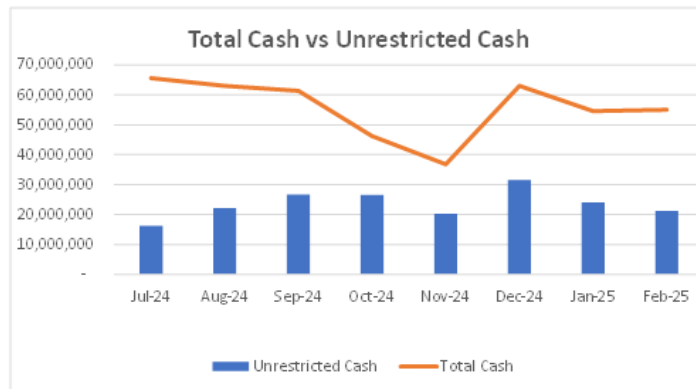
Council's healthy cash balance of \$55,039,264 is expected to generate additional interest revenue. However, it is important to note that this figure is subject to several external restrictions, primarily related to contract liabilities. These restrictions predominantly consist of prepayments received from Queensland Reconstruction Authority (QRA) for flood damage restoration and betterment projects, including \$18,363,016 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 \$33,858,344.

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

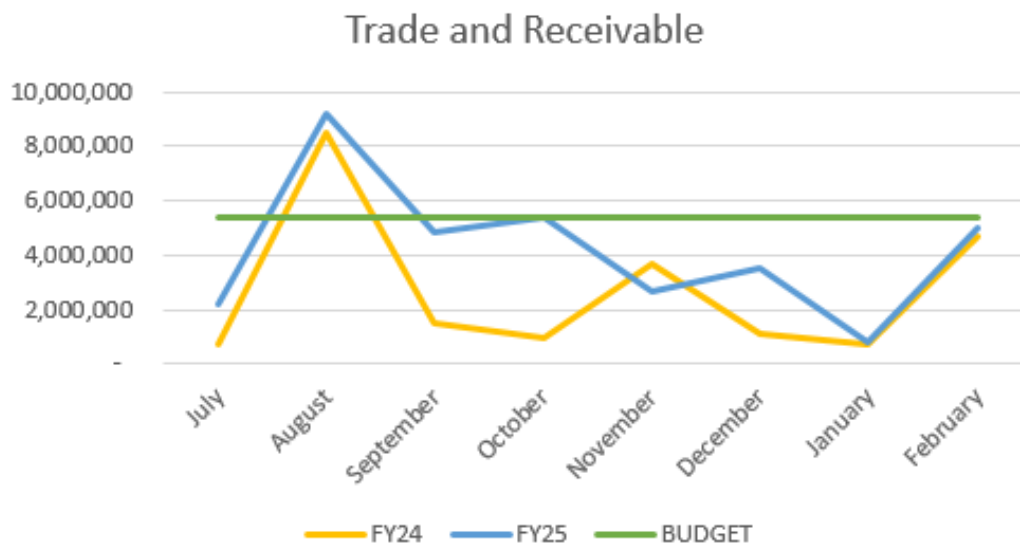
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	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25
Unrestricted Cash	16,270,345	22,160,569	26,695,588	26,534,893	20,226,598	31,517,265	24,047,984	21,180,920
Total Cash	65,588,683	63,012,350	61,340,373	46,214,873	36,792,251	62,981,782	54,548,797	55,039,264



4. Trade and Receivables

The graph below illustrates Council's Trade and Receivables balance of \$4,970,874 compared to a budgeted figure of \$5,386,218. The total outstanding rates of \$4,737,870 are included within the overall outstanding receivables balance.



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

BUSINESS PAPERS

5. Investments

In accordance with Council's Investment Policy, available funds were invested in the Queensland Treasury Corporation Cash Fund, including the cash backing of all Council reserves. The table below outlines the investment performance for the month of February 2025.

Investment Accounts	Financial Institutions	Funds Available Balance (28 Feb 2025)	February 2025 Interest Income	YTD Interest Earned
QTC General Fund	QTC	26,435,605	91,464	839,469
QTC Reserves Fund	QTC	28,120,217	99,720	874,241
TOTAL		54,555,822	191,184	1,713,711

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	3,722,672	15 March 2035
Karumba Sewerage	66,099.08	1,234,515	15 June 2030
Normanton Water	34,031.88	709,118	15 March 2031
TOTAL	210,543.13	5,666,305	

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.

BUSINESS PAPERS

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

Main Roads	Revenue	Expenditures
RMPC	2,423,872	1,167,846
Recoverable Works	14,561,777	14,319,712

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.

8. Fleet and Plant

Plant and Fleet Operations for the period ending 28 February 2025

	Actual	Budget	% Actuals v Budgets
Plant Recovery (Or Plant Hire)	7,698,578	11,800,000	65%
Operating Expenditure			
Depreciation On Non-Current Assets	665,040	809,000	82%
Depreciation - Other Plant & Equipment	14,581	32,000	46%
Depreciation - Plant & Equipment	650,459	777,000	84%
Employee Costs	286,148	522,889	55%
Salaries & Wages	286,148	522,888	55%
Materials & Services	4,726,295	5,713,700	83%
Consultants	-	10,000	0%
Consumables	1,836	25,000	7%
Contractors - Others	1,042	120,000	1%
Contractors - Road Works	1,950	-	100%
Freight	139,677	50,000	279%
Insurance Premiums	188,409	136,000	139%
Materials	290,744	537,000	54%
Plant Hire Payments	2,932,452	3,000,000	98%
Service Contracts	1,580	2,500	63%
Stores Issues	1,054,918	1,675,000	63%
Stores On Costs	-	135,000	0%
Subscriptions	1,050	2,000	53%
Telephone	29,984	15,700	191%
Other Expenses	82,654	5,500	1503%
	5,677,483	7,045,589	81%
Plant and Fleet Net Operating Results	2,021,095	4,754,411	43%

The Fleet & Plant operation yields a positive variance, but the net result remains lower than expected considering that the financial year is already 67% complete.

- Operating Expenditure: \$5,677,483 (81% of the budgeted \$7,045,589)

BUSINESS PAPERS

- This is significantly higher than expected at this stage of the year.
- Key Cost Drivers:
 - Plant Hire Payments are a major cost contributor, with the budget currently 98% expended
 - Other Expenses: \$62,379 spent on third-party repairs for hired plant damages
 - Freight: \$139,677 total spent, significantly exceeding the \$50,000 budget.

Revenue & Charge-Out Issues

- Underutilised Fleet: Several Council-owned and hired plant items are not being charged out, leading to potential revenue loss.
- Plant Hire Recovery: Currently at \$7,698,578 (65% of budgeted \$11,800,000)

Council engaged Mead Perry to conduct its Monthly Plant Review, which identified charge-out inefficiencies and operational gaps. The report, submitted to relevant staff, provides recommendations to improve charge-out accuracy and fleet utilization.

While the Fleet & Plant operation remains within budget, the high expenditure and under-recovery of plant hire revenue require immediate corrective actions. Addressing these inefficiencies will help improve financial sustainability and ensure full cost recovery.

9. Capital Expenditures

Please see attached Capital Projects Expenditures.

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.

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- *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 28 February 2025

	Actual 28-Feb-25	Budget 30-Jun-25	% (Actual vs Budget) 66.67%
Income			
Revenue			
Operating revenue			
Net Rates, Levies and Charges	9,199,075	8,855,500	103.88%
Fees and charges	559,745	790,000	70.85%
Rental income	418,548	539,500	77.58%
Interest received	1,729,882	1,050,000	164.75%
Sales revenue	17,098,679	22,124,000	77.29%
Other income	14,281	6,900	206.97%
Grants, subsidies, contributions and donations	39,325,159	68,590,991	57.33%
Total operating revenue	68,345,369	101,956,891	67.03%
Capital revenue			
Grants, subsidies, contributions and donations	41,020,373	33,459,689	122.60%
Total revenue	109,365,742	135,416,580	80.76%
Total income	109,365,742	135,416,580	80.76%
Expenses			
Operating expenses			
Employee benefits	6,660,293	12,833,445	51.90%
Materials and services	47,173,322	86,462,166	54.56%
Finance costs	194,908	299,365	65.11%
Depreciation and amortisation	8,479,328	10,312,000	82.23%
Total operating expenses	62,507,851	109,906,976	56.87%
Total expenses	62,507,851	109,906,976	56.87%
Net result	46,857,891	25,509,604	183.69%
Operating result			
Operating revenue	68,345,369	101,956,891	67.03%
Operating expenses	62,507,851	109,906,976	56.87%
Operating result	5,837,518	(7,950,085)	-73.43%

Key Points:

- 1 The second rates levy was issued in February 2025, with the discount period ending on 21 March 2025. Ratepayers who pay on or before this date will receive a discount, which may result in a reduction in total rates revenue.
- 2 Depreciation expenses are expected to exceed the budgeted amount due to the comprehensive valuation completed after the adoption of the 2024-25 budget. This variance will be addressed in the budget review.
- 3 The favourable variance in interest income is attributed to the Council's sustained high cash balances, which include restricted cash from grants received in advance.

Carpentaria Shire Council

Statement of Financial Position

as at 28 February 2025

	Actual 28-Feb-25	Budget 30-Jun-25
Assets		
Current assets		
Cash and cash equivalents	55,042,164	35,347,000
Trade and other receivables	4,970,874	5,386,218
Inventories	1,336,575	1,180,264
Contract Assets	7,886,781	11,558,828
ATO Receivables	550,319	422,278
Total current assets	69,786,713	53,894,588
Non-current assets		
Trade and other receivables	-	25,522
Property, plant & equipment	362,156,839	327,645,868
Total non-current assets	362,156,839	327,671,390
Total assets	431,943,551	381,565,978
Liabilities		
Current liabilities		
Trade and other payables	282,330	1,433,631
Contract Liabilities	41,745,125	28,101,443
Borrowings	579,625	597,911
Provisions	871,540	1,404,399
Total current liabilities	43,478,619	31,537,384
Non-current liabilities		
Borrowings	5,086,680	4,733,564
Provisions	1,008,370	1,022,786
Total non-current liabilities	6,095,050	5,756,350
Total liabilities	49,573,670	37,293,734
Net community assets	382,369,882	344,272,244
Community equity		
Asset revaluation surplus	222,067,754	200,688,181
Retained surplus	160,302,128	143,584,063
Total community equity	382,369,882	344,272,244

Carpentaria Shire Council

Statement of Cash Flows

for the period ended 28 February 2025

	Actual 28-Feb-25	Budget 30-Jun-25
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Statement of Cash Flows

Cash flows from operating activities

Receipts from customers	36,444,755	31,776,400
Payments to suppliers and employees	(55,570,471)	(99,295,611)
Interest received	1,729,882	1,050,000
Rental income	418,548	539,500
Non-capital grants and contributions	39,325,159	68,590,991
Borrowing costs	(194,908)	(274,166)

Net cash inflow from operating activities	22,152,964	2,387,114
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Cash flows from investing activities

Payments for property, plant and equipment	(46,378,925)	(38,631,769)
Grants, subsidies, contributions and donations	41,020,373	33,459,689

Net cash inflow from investing activities	(5,358,552)	(5,172,080)
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Cash flows from financing activities

Net cash inflow from financing activities	(235,613)	(474,264)
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Total cash flows

Net increase in cash and cash equivalent held	16,558,800	(3,259,230)
Opening cash and cash equivalents	38,483,363	38,606,230
Closing cash and cash equivalents	55,042,164	35,347,000



Statement of Income and Expenditure by Category
for the period ended 28 February 2025

	Core	Fleet	ORA	RMPC	TMR Rec Works	LWBDC & Hatching	Childcare	Other Non-Core	Total	Budget
Income	\$	\$	\$	\$	\$			\$	\$	\$
Revenue										
Recurrent revenue										
Rates, levies and charges	9,199,075	-	-	-	-	-	-	-	9,199,075	8,855,500
Fees and charges	357,206	-	-	-	-	77,818	95,019	29,702	559,745	790,000
Rental income	93,853	-	-	-	-	-	15,000	309,695	418,548	539,500
Interest received	1,729,882	-	-	-	-	-	-	-	1,729,882	1,050,000
Sales revenue	24,491	-	-	2,423,872	14,561,777	88,539	-	-	17,098,679	22,124,000
Other income	12,351	1,847	-	-	-	-	83	-	14,281	6,900
Grants, subs, cont & donations	11,234,681	24,009	27,798,105	-	-	3,030	265,334	-	39,325,159	68,590,991
Total income	22,651,539	25,856	27,798,105	2,423,872	14,561,777	169,387	375,436	339,397	68,345,369	101,956,891
Expenses										
Recurrent expenses										
Employee benefits	(4,272,085)	(286,148)	(622,297)	(182,594)	(667,347)	(265,834)	(300,618)	(63,370)	(6,660,293)	(12,833,445)
Materials and services	(7,324,816)	2,972,283	(27,175,808)	(985,252)	(13,652,365)	(308,225)	(197,283)	(501,856)	(47,173,322)	(86,462,166)
Finance costs	(194,908)	-	-	-	-	-	-	-	(194,908)	(299,365)
Depreciation	(6,930,511)	(665,040)	-	-	-	(204,980)	(86,600)	(592,197)	(8,479,328)	(10,312,000)
Total expenses	(18,172,320)	2,021,095	(27,798,105)	(1,167,846)	(14,319,712)	(779,039)	(584,501)	(1,157,423)	(62,507,851)	(109,906,976)
Operating Result	3,929,219	2,046,951	0	1,256,026	242,065	(609,652)	(209,065)	(818,026)	5,837,518	(7,950,085)



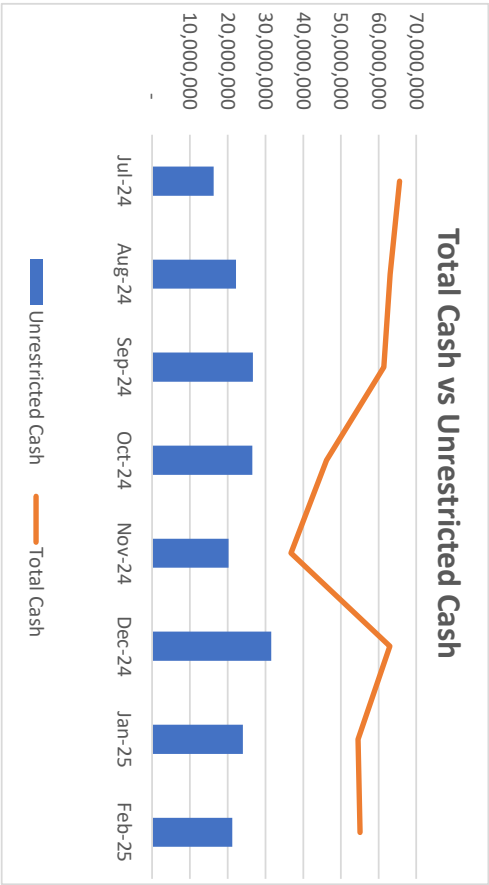
Accounts Summary

	28 February 2025 \$	31 January 2025 \$
General Accounts		
Westpac General Operating Accounts	483,442	236,339
QTC General Fund	26,435,605	22,831,238
QTC Reserves Fund	28,120,217	31,481,220
Total balance held in banks (incl Reserves)	55,039,264	54,548,797
Restricted		
Contract Balances	33,858,344	30,500,813
	33,858,344	30,500,813
Unrestricted Cash	21,180,920	24,047,984
Internal Restrictions		
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
	9,757,201	9,757,201
Unrestricted Cash after Internal Restrictions	11,423,719	14,290,783
QTC Borrowings		
Karumba Sewerage	1,234,515	1,228,468
Normanton Water Upgrade	709,118	705,719
Glenore Weir	3,722,672	3,711,072
Total balance QTC borrowings	5,666,305	5,645,260
Net Council Position after Borrowings and all Restrictions	5,757,414	8,645,523



Cash Balances

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25
Unrestricted Cash	16,270,345	22,160,569	26,695,588	26,534,893	20,226,598	31,517,265	24,047,984	21,180,920
Total Cash	65,588,683	63,012,350	61,340,373	46,214,873	36,792,251	62,981,782	54,548,797	55,039,264



Carpentaria Shire Council
Sustainability Ratios
as at 28 February 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	8.5%	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 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%	21.23%	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	4.72	The higher unrestricted cash ratio indicates Council has sufficient free cash available.
Asset Management	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 Consumption Ratio	The asset consumption ratio approximates the extent to which council's infrastructure assets have been consumed compared to what it would cost to build a new asset with the same benefit to the community.	Greater than 60%	-	Insufficient data available as of reporting date.
Debt Servicing Capacity	Leverage Ratio	The leverage ratio is an indicator of a council's ability to repay its existing debt. It measures the relative size of the council's debt to its operating performance.	0 - 3 times	0.39	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	41.42%	This ratio is based on Net Rates and Fees and Charges.
	Population Growth	Population growth is a key driver of a council's operating income, service needs, and infrastructure requirements into the future.	No target as contextual measure	0.60%	The latest population estimates available on the Queensland Government Statistician's Office was published on the 1st September 2023

Sustainability Ratios

A new Financial Management (Sustainability) 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.

Carpentaria Shire Council
Capital Project Expenditures
as at 28 February 2025

Description	Job	Description	C/F Balances as at 30 June 2024	YTD Project Expenditures	Capitalised	Expense	Closing Balances 30/06/2025	Asset Class
Town Planning - WIP								
	CL1801	Capex - Lilyvale Subdivision Redevelopment	17,039.99				17,039.99	Water
Fleet & Plant - WIP								
	CP2401	Capex - Fleet - Jacobsen R311T Wa Rotary Mower - Replace With Single Deck	19.73			19.73	0.00	Plant and Equip.
	CP2404	Capex - Fleet - Isuzu C Series CZ 455 805VnT Water Truck	82,842.73		82,842.73		-	Plant and Equip.
	CP2406	Capex - Fleet - Holden Colorado 4X4 Dual Cab S		67,362.59			67,362.59	Plant and Equip.
	CP2407	Capex - Fleet - Replace Toyota Hilux - 1492JP - Foreman P1979		78,882.99			78,882.99	Plant and Equip.
	CP2410	Capex - Fleet - Toyota Hilux - 1472JP Natsush - Replace With Style Side Lite		71,724.37			71,724.37	Plant and Equip.
Parks & Gardens - WIP								
	LRCP8	Capex - LRCP - Phase 3 - Karumba Park (Closing Of Barnett St) - Design And Construct	211,638.80		211,638.80		-	Other
	BB1251	Capex - Enhancement Of School Dam (Two Port Shelters With Benches And Bird Hides)	-	49,763.30			49,763.30	Other
	CO2106	Capex - John Henry Oval Upgrade (Active Community Infrastructure)	-	2,730.00			2,730.00	Other
	WO2402	Capex - W4Q Normanton School Dam Predict - Stage 2	-	18,590.68			18,590.68	Other
Council Roads WIP - Rural Shire Roads								
	CR2104	Capex - Old Croydon Road Grid	-	2,608.46			2,608.46	Roads
	CR2107	Capex - Shire Grid Installations	7,287.24				7,287.24	Roads
	CR2203	Capex - QRA - Mitchell River Crossing - Bridge Design	319,064.73		31,190.84		287,873.89	Roads
	CR2204	Capex - RRUP - Miley Road - Gravel Upgrade	2,994,252.92	1,103,042.00			4,097,294.92	Roads
	CR2205	Capex - RRUP - Koolah - Dike Road Widening	273,820.22	2,188,464.31			2,462,284.53	Roads
	CR2302	Capex - QRA - Inverleigh West Causeway Upgrade - Betterment	-	87.83		87.83	-	Roads
	CR2303	Capex - ATSI TTDS - Plains/Topsy Creek & Cabbage Tree Creek Causeways	-	27,918.00		-	27,918.00	Roads
	CR2304	Capex - Rain Gauges And Flood Camera	-	8,000.00		-	8,000.00	Roads
	CR2404	Capex - RDSI - Roads Of Strategic Importance (Ntn To Burkettown Rd) (Sealing)	22,374.39	95,250.16			117,624.55	Roads
	CR2410	Capex - QRA - Burke & Wills Monument Access CSC.0065.2122D Crc	311,341.26	7,821.14			319,162.40	Roads
	CR2411	Capex - QRA - Normanton - Burkettown Road Betterment CSC.0076.2223G Rec	19,680.70	6,660,766.79			6,680,447.49	Roads
	CR2501	Capex - Shire Road Reseals 2024	-	3,277.62			3,277.62	Roads
Shire Roads (TTDS) Drainage & Bridge Network - WIP								
	CR2408	Capex - ATSI TTDS - Days Creek Causeways	140,878.88	839,721.00			980,599.88	Roads
NDARRA - WIP								
	CR2406	Capex - QRA - Betterment - Dunbar-Kowaryama Road Sealing	3,337,008.72				3,337,008.72	Roads
	CR2407	Capex - QRA - Mitchell River Crossing - Bridge Construction	643,912.94	31,340,251.83			31,984,164.77	Roads
R2R - WIP								
	RR2301	Capex - Normanton To Burkettown Rd (Before Armstrong)	7.35	5328.39		7.35	-	Roads
	RR2401	Capex - Normanton - Burkettown Road (Armstrong)	-	533.97			538.99	Roads
	RR2402	Capex - TTDS / R2R - Normanton - Burkettown Road Sealing	-	\$1,588.99			1,588.99	Roads
	RR2501	Capex - TTDS - Pongdesire Creek Causeway Widening	-	\$633,511.66			633,511.66	Roads
	RR2503	Capex - McAllister Creek Causeway	-	\$20,449.15			20,449.15	Roads
	RR2505	Capex - TTDS - Raising Of Dips By Constructing New Floodways And Culverts	-	\$405,758.58			405,758.58	Roads
Water Maintenance - WIP								
	CW2201	Capex - Ntn Water - Returbish Clarifier	98,331.14	-		-	98,331.14	Water
	CW2302	Capex - NWTP Reservoir Upgrades (2 Concrete Inground Storage Tanks)	32,857.45	32,777.01		-	65,634.46	Water
	CW2402	Capex - Water - Meter Replacement Program - Pending Advice In Smart Metering Business Case	13,287.50	500.00		-	13,787.50	Water
	CW2403	Capex - Water - Seada / Telmetry Renewals	40,352.00	3,840.00	44,192.00	-	-	Water

Carpentaria Shire Council
Capital Project Expenditures
as at 28 February 2025

Description	Job	Description	C/F Balances as at 30 June 2024	YTD Project Expenditures	Capitalised	Expense	Closing Balances 30/06/2025	Asset Class
	CV2405	Capex - Water - Karumba Chlorination Renewal	328.72	-	-	-	328.72	Water
	RRF001	Capex - Glenore Weir Emergency Intake And Infiltrate	33,163.71	-	33,163.71	-	-	Water
	RRF003	Capex - Normanton Water Treatment Plant - Study & Design (Increase Possible Supply)	95.33	-	-	95.33	0.00	Water
	RRF004	Capex - Karumba Sewerage System - System Review & Master Plan	77,606.69	-	-	-	77,606.69	Waste
	CV2204	Capex - Nin Water - Glenore To Normanton Pipe Replacement Planning Project	-	11.69	-	-	11.69	Water
	CV2407	Capex - Karumba Water Tower Road Upgrade	-	\$17.53	-	-	17.53	Water
	CV2502	Capex - Water - Karumba Reservoir (Concrete Ground Level) New Liner	-	\$1,943.75	-	-	1,943.75	Water
	CV2504	Capex - Water - Normanton Backwash Lagoon	-	\$6,090.00	-	-	6,090.00	Water
	CV2506	Capex - Water - Standpipe Relocation To Footpath	-	\$1,922.50	-	-	1,922.50	Water
	RRF005	Capex - Water Treatment Plant - Normanton - Soda Ash Dosing	-	\$66.11	-	-	66.11	Water
	W4Q194	Capex - W4Q - School Dam Water / Family Precinct	-	\$685.68	-	-	685.68	Water
	WQ2408	Capex - W4Q Normanton Water - Valve Replacements	-	\$2,762.50	-	-	2,762.50	Water
Sewerage Maintenance - WIP								
	CS2201	Capex - Karumba Sewer - Membrane Replacement	1,252.75	-	-	-	1,252.75	Waste
	CS2403	Capex - Sewer - Analyser Upgrades / Replacement Program	23,868.47	-	-	-	23,868.47	Waste
	CS2502	Capex - Sewer - Sewer Lagoons, Normanton - Screen, Outlet Screen, Liner, Irrigation Pipework Renewal	-	\$1,135.00	-	-	1,135.00	Waste
	CS2504	Capex - Sewer - Sewer Treatment Plant, Karumba - Repairs To Balance Tanks	-	\$831.25	-	-	831.25	Waste
	CS2505	Capex - Sewer Karumba - Pump Replacement (Tone) Rolling Program	-	\$56,070.66	-	-	56,070.66	Waste
	WQ2401	Capex - W4Q Karumba Stp - Replace Membrane Treatment Plant	-	\$50,340.97	-	-	50,340.97	Waste
Coastal Management - WIP								
	DAF22	Capex - DAF - Coast Reef Habitats - Karumba	73.32	-	-	-	73.32	Other
	PAC001	Capex - PACP - Karumba Point Shoreline Protection & Revitalisation Project	871,251.99	1,922,975.37	-	-	2,794,227.36	Other
	QRRR4	Capex - QRRR - Karumba Horseshoe Groyne And Sand	1,271,861.90	17,157.32	1,289,019.22	-	-	Other
Governance - WIP								
	WQ2202	Capex - Town Beautification - School Dam Precinct Development	3,372.67	41,070.10	-	-	44,442.77	Other
	WQ2201	Capex - Town Beautification - Landsborough St Development	-	\$256,652.42	-	-	256,652.42	Other
Ceneteries - WIP								
Cultural & Natural Heritage - WIP								
Swimming Pools - WIP								
	CO1913	Capex - Karumba Swimming Pool Shade	91.75	-	-	91.75	91.75	Other
	CO1913	Capex - Karumba Swimming Pool Shade	-	91.75	-	-	-	Other
	IRC10	Capex - IRCP4 Part A - Normanton Pool Change Rooms/Amenities, And Kiosk - Philip Street	-	9,450.00	-	-	9,450.00	Other
Staff Housing - Ntn WIP								
	CH2301	Capex - Design And Construct Staff Housing In Gough Street	36,798.47	9.59	-	-	36,808.06	Buildings
	CH2201	Capex - CSC Funded - Buildings - Staff Housing - Nin Vacant Prisoner Unit	\$24.53	\$9.59	-	-	34.12	Buildings
	CH2404	Capex - 17 Palmer Street - Renew Kitchen	\$0.00	\$466.37	-	-	466.37	Buildings
	CH2408	Capex - Brodie Street Units - Renew Kitchen, Floors & Internal Repair	\$36,038.00	\$29,272.73	-	-	65,310.73	Buildings
	CH2409	Capex - 52 Green Street - Replace Kitchen	\$41,748.28	\$370.09	-	-	51,118.37	Buildings
	CH2412	Capex - 17 Palmer Street Demolition And Clean Up	\$0.00	\$73.16	-	-	73.16	Buildings
	WQ2405	Capex - W4Q Staff Housing Upgrades	\$45.68	\$25,000.00	-	-	25,045.68	Buildings
	WOSH20	Capex - W4Q (21-24) Buildings - 2/72 Thompson Street - Refurb Entire Unit, Install Concrete Driveway	\$5,100.00	\$131,250.00	-	-	136,350.00	Buildings
	WOSH23	Capex - 140 Yappan Street - Restump Under House And Repair Damaged Internal Walls	-	131,250.00	-	-	131,250.00	Buildings
Staff Housing - Kba WIP								
	CH2401	Capex - Buildings - 2/150 Yappan Street - Replace Shadecloth With Roof Sheeting	25,453.18	-	-	-	25,453.18	Buildings
	CH2413	Capex - Purchase New Property 37 Yappan Street, Karumba	208,716.48	-	-	-	208,716.48	Buildings
Halls - WIP								
	WQ2406	Capex - W4Q Normanton Shire Hall - Electrical Works	-	\$24,897.67	-	-	24,897.67	Other
Stores & Purchasing - WIP								
	CO2413	Capex - Buildings - Depot Store Mezzanine Floor - Enduse For Records Storage	2,640.00	-	-	-	2,640.00	Buildings
Work In Progress - Capital			19,455.16	-	-	-	19,455.16	Buildings
			11,187,985.77	46,378,924.62	1,692,047.30	301.99	55,874,561.10	

BUSINESS PAPERS

12.2 EXTERNAL AUDIT MATTERS - STATUS REPORT

Attachments:	12.2.1. External Audit Corrective Action Plan ↓
Author:	Jade Nacario - Manager Finance and Administration
Date:	13 March 2025
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Develop systems that promote continuous improvement

Executive Summary:

External audits was conducted during the year in accordance with the *Local Government Regulation 2012* (Regulation). Officers present the external audit interim and closing reports to Council for review in accordance with section 213 of the Regulation. The External Audit Matters Status Report combines all outstanding matters from previous audits that have not yet been resolved. This report provides an update from management in terms of the progress of outstanding matters.

RECOMMENDATION:

For Information Only.

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.*

These reports are generally issued to the Mayor and Chief Executive Officer and are presented to Council.

This report provides an update on outstanding audit matters identified in the Interim and Final External Audits conducted by the Queensland Audit Office (QAO). It outlines key findings, corrective actions, and the status of each issue.

The Manager of Finance and Administration, on behalf of the Chief Operating Officer, liaises with relevant officers to obtain updates and ensure that audit matters are appropriately addressed. Audit matters will remain in this report until they receive formal clearance from the auditors, at which point they will be considered resolved and removed.

BUSINESS PAPERS

Key Areas of Focus

This report includes:

- Outstanding audit matters and their impact on financial reporting.
- Corrective action plans detailing proposed solutions and responsible officers.
- The status of each action item to ensure accountability and progress tracking.

Summary of Audit Findings and Actions

The audit findings and corrective actions outlined in the attached report highlight the following key areas:

1. Stock Management & Valuation
 - Identified stocktake variances and missing stock valuation reports.
 - Need for enhanced stocktake procedures, segregation of duties, and periodic reconciliations.
2. Financial Reconciliation & Compliance
 - Discrepancies in GST reconciliation and bank reconciliations.
 - Engagement of a Local Government Tax Specialist to assist with compliance.
3. Governance & Transparency
 - Non-compliance with the Local Government Act due to late updates of Registers of Interests by councillors.
 - Implementation of a compliance tracking system and periodic reviews.
4. Year-End Financial Processes
 - Incorrect recording of year-end expenses, leading to material adjustments.
 - Strengthening of year-end accrual review procedures and internal audits.
5. Procurement & Contract Management
 - Non-compliance with procurement policies, including missing quotations and contract records.
 - Engagement of a procurement consulting team to improve processes and compliance.
6. Asset Disposal Procedures
 - Instances of asset disposals occurring without CEO approval.
 - Implementation of a mandatory approval workflow and centralised asset register.
7. Supplier & Invoice Review Processes
 - Lack of systematic checks before contractor payments.
 - Strengthening of invoice scrutiny processes and internal compliance monitoring.

BUSINESS PAPERS

Next Steps

- Ongoing Monitoring & Compliance: Each responsible officer will continue to implement the corrective actions outlined in the report to ensure full resolution of outstanding audit matters.
- Periodic Reporting: Updates on progress will be included in future reports until all matters receive audit clearance.
- Training & Process Improvements: Training sessions and process improvements will be rolled out to strengthen internal controls and compliance with audit requirements.

Council remains committed to addressing all external audit matters in a timely and effective manner. The corrective action plans outlined in this report will ensure ongoing compliance, improve financial accuracy, and strengthen governance and operational processes.

Consultation (Internal/External):

- Crowe Australasia – External Audit
- Anne Andrews – Chief Executive Officer
- Andrew Shaw – Chief Operating Officer
- Julianne Meier – Previous Director of Corporate Services
- Jade Nacario - Manager Finance and Administration
- Finance Team

Legal Implications:

- Non-compliance with the *Local Government Regulation 2012*
 - 212 Auditing of financial statements by auditor-general
 - 213 Presentation of auditor-general's observation report

Financial and Resource Implications:

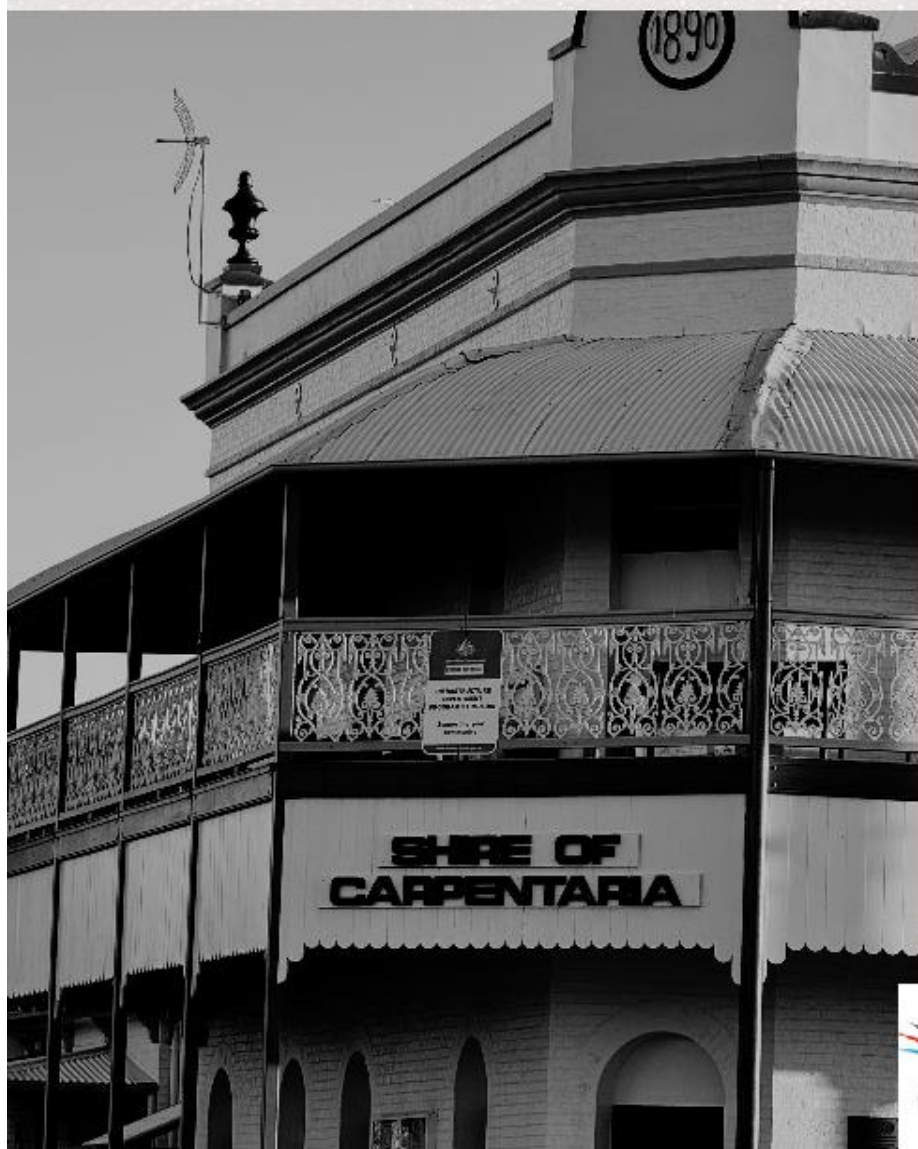
- There may be some additional expenses in respect on consulting expenses to resolve issues. However, the overall financial risk is assessed as low.

Risk Management Implications:

- Public Perception and Reputation Risk is assessed as low.

EXTERNAL AUDIT CORRECTIVE ACTION PLAN

CARPENTARIA SHIRE COUNCIL
2023.2024 EXTERNAL AUDIT



Prepared by
JADE NACARIO



External Audit Findings & Corrective Action Plan

24FR-2

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.

QAQ 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

Key Audit Findings

Stocktake Variances

Discrepancies were identified in inventory balances, which were mainly caused by errors in stocktaking procedures.

Stock Valuation Report Missing

The Les Wilson Barramundi Centre stock valuation report for 30 June 2024 was not printed or available at the time of audit, requiring Finance to backtrack inventory movements.

Segregation of Duties Not Clearly Defined

Lack of clear responsibilities between Stores and Finance led to inconsistencies in stock recording.

Impact on Financial Statements

Although not material this year, failure to correct these variances could result in larger financial reporting risks in future audits.

Required Actions & Next Steps

- Segregation of Duties
- Stocktake Procedure Enhancement
- Training and Compliance
- Regular Internal Stock Reviews

Meeting with responsible officers to discuss the findings, address concerns, develop the External Audit Corrective Action Plan and ensure all team members agree and understand the corrective plan.

Proposed Corrective Action Plan (24FR-2)

Key Issue	Tasks	Responsible Officer	Timeline	Status
Stocktake Variances	Implement enhanced stocktake procedures to minimize errors and improve accuracy	Store Officer / Finance Team	Implementation by Q3 2024, with Monthly Reviews	Proposed
	Conduct training for staff involved in stocktaking to ensure proper recording of inventory			Proposed
	Introduce periodic stock reconciliations to identify and address variances in real time			Proposed
Stock Valuation Report Missing	Ensure stock valuation reports are printed and retained for all stocktakes. Implement a tracking system for stock valuation reports to prevent missing documentation	Senior Finance Officer / Store Officer	Immediate Implementation & Ongoing Monitoring	Proposed
	Assign responsibility to a designated officer for record-keeping and audit readiness			Proposed
Segregation of Duties Not Clearly Defined	Establish clear segregation of duties between Stores and Finance	Manager of LWBDC / Senior Finance Officer	Process Finalisation by Q2 2024, Training by Q3 2024	Proposed
	Define roles so that Stores conduct physical stock counts while Finance records and reconciles stock			Proposed
	Develop written guidelines on responsibilities and workflows to prevent role overlap			Proposed
Impact on Financial Statements	Conduct monthly internal audits to assess the accuracy of inventory records. Implement corrective action tracking for variances that may impact financial reporting	Finance Team / Audit & Compliance Team	Ongoing Monitoring & Annual Audit Review	Proposed
	Strengthen compliance monitoring to ensure financial risks are mitigated before external audits			Proposed

External Audit Findings & Corrective Action Plan

24CR-1

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

Key Audit Findings

GST Per General Ledger Not Reconciled Against Lodgements to ATO

Status

RESOLVED. Council has established processes for reviewing GST reconciliations. Identifying reconciling items is a normal part of the reconciliation process, with necessary adjustments reflected in either the current or next reporting period. The audit observations relate to reconciling items identified during the Council's periodic reviews.

Required Actions & Next Steps

Council has engaged with a Local Government Tax Specialist to assist with review and lodgements and workshoper preparations
Recruitment for an in house accountant

Corrective Action Plan (24CR-1)					
Key Issue	Tasks	Responsible Officer	Timeline	Status	
GST Per General Ledger Not Reconciled Against Lodgements to ATO	Engaged a Local Government Tax Specialist to assist with review and lodgements and workpaper preparations in the next 12 months	Manager of Finance and Admin	31/10/2024	Completed	
	Recruitment for an inhouse accountant	Manager of Human Resource		Hold due to Housing Issues	
	Engaged a Local Government Tax Specialist to train newly hired accountant	Manager of Finance and Admin		Yet to Commence	
	Engaged a Local Government Tax Specialist to implement processes and procedures	Manager of Finance and Admin		Yet to Commence	

External Audit Findings & Corrective Action Plan

24CR-2

D Deficiency

24CR-2 Register of interests not updated

Observation

In accordance with section 260 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 282 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

Key Audit Findings

Failure to Update Registers on Time

All 7 councillors did not update their registers of interests within 30 calendar days as required by the Local Government Act.

Non-Compliance with Legislative Requirements

The delay in updating the register represents non-compliance with the Local Government Act 2009 and other prescribed regulations.

Impact on Transparency & Public Trust

Registers of interests are intended to promote transparency by providing the public insight into any potential conflicts of interest. Delayed updates reduce the accountability and transparency of council operations.

Required Actions & Next Steps

Assign a responsible officer to oversee register updates

Proposed Corrective Action Plan (24CR-2)

Key Issue	Tasks	Responsible Officer	Timeline	Status
Register of Interests Not Updated Within Required Timeframes	Establish a reminder system to ensure councillors and advisors update their register within 30 days of term commencement, changes, or year-end	Governance Officer	Implementation by June 2025, with Annual Monitoring	Proposed
	Implement a compliance tracking process where updates are monitored and flagged for follow-up	Governance Officer		Proposed
	Require councillors and advisors to acknowledge their obligations annually in writing	Governance Officer		Proposed
	Assign a compliance officer to oversee register updates and ensure submission deadlines are met	Governance Officer		Proposed
	Conduct periodic internal reviews to verify adherence and report non-compliance to the Chief Executive Officer	Governance Officer		Proposed
	Provide training or briefing sessions to reinforce the importance of timely and accurate register updates	Governance Officer		Proposed

External Audit Findings & Corrective Action Plan
24CR-3

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.

QAQ 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

Key Audit Findings

Incorrect Recording of Year-End Expenses

Testing identified five instances where expenses related to FY 2024 were not recorded in the correct period.

The total value of these invoices was \$641,783, which was material to the financial statements and required adjustment.

Risk of Financial Misstatements

Failure to properly account for accruals at year-end increases the risk of material misstatements in financial reporting.

Impact on Financial Accuracy & Compliance

This oversight affects the accuracy of financial records and may result in audit compliance issues.

Required Actions & Next Steps

- Strengthen Year-End Accrual Review Procedures
- Clear Guidelines & Training for Finance Staff
- Review & Approval Process for Year-End Transactions
- Post-Year-End Transaction Reviews
- Internal Audits for Year-End Payables

A review session will be scheduled with the Senior Finance Officer to implement these corrective actions before the next financial year-end

Corrective Action Plan (24CR-3)

Key Issue	Tasks	Responsible Officer	Timeline	Status
End of Year Cut-Off Procedures Not Properly Applied	Strengthen year-end accrual review procedures to ensure all expenses are recorded in the correct period	Senior Finance Officer	Implementation by July 2025, with Annual Monitoring	Yet to Commence
	Implement clear guidelines and training for the Finance Team on cut-off procedures and accrual accounting	Manager of Finance and Admin	Jun-25	Yet to Commence
	Conduct regular reviews of post-year-end transactions to identify any misclassified expenses	Accountant	Implementation by July 2025, with Annual Monitoring	Yet to Commence
	Establish a review and approval process for all material expenses occurring near year-end	Manager of Finance and Admin	Implementation by July 2025, with Annual Monitoring	Yet to Commence
	Perform internal audits on year-end payables to detect and correct any missed accruals	Accountant	Implementation by July 2025, with Annual Monitoring	Yet to Commence
	Ensure all finance staff are aware of cut-off timelines and accounting treatments to maintain compliance	Senior Finance Officer	Implementation by July 2025, with Annual Monitoring	Yet to Commence

External Audit Findings & Corrective Action Plan

24CR-4

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 \$9,190.06 and unrepresented payments totalled \$5,183.96. 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.

CAO 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

Key Audit Findings

Aged Outstanding Transactions

The bank reconciliation includes outstanding deposits and unrepresented payments from previous year

Potential Financial Misstatements

The presence of stale reconciling items may result in inaccurate financial reporting or the inclusion of outdated transactions in Council's records

Complications in Reconciliation Processes

Unresolved transactions create complexities in future reconciliations, increasing the risk of errors in financial reporting

Required Actions & Next Steps

Review and Investigate Aged Transactions - RESOLVED

Remove Stale Transactions - RESOLVED

Strengthen Bank Reconciliation Procedures - RESOLVED

Audit and Compliance Monitoring

Next Step

Scheduled a review session with the Accountant and Senior Finance Officer to discuss the findings and implement corrective actions

Corrective Action Plan (24CR-4)

Key Issue	Tasks	Responsible Officer	Timeline	Status
Old Reconciling Items on Bank Reconciliation	Conduct a detailed review of aged outstanding deposits and unrepresented payments to determine their validity	Senior Finance Officer		Completed
	Investigate the root cause of why these transactions remain unresolved	Senior Finance Officer		Completed
	Remove any stale transactions that are unlikely to be cleared to prevent misstatements in financial records	Senior Finance Officer		Completed
	Strengthen bank reconciliation procedures to ensure timely resolution of outstanding items	Senior Finance Officer / Manager of Finance and Admin		In Progress
	Implement monthly reviews of bank reconciliations to detect and resolve outdated transactions proactively	Manager of Finance and Admin		In Progress
	Ensure that reconciliation procedures align with audit best practices and financial reporting requirements	Senior Finance Officer		In Progress

External Audit Findings & Corrective Action Plan 21IR-1

Ref.	Rating	Issue	Status and comment	Responsible Officer	Action Date
21IR-1		Rates levied in accordance with the revenue statement & rating practices	Work in progress <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: <ul style="list-style-type: none"> 3 instances, in a sample of 5 pensioners, where the pensioner card and pensioner application form could not be evidenced; and Changes to the Masterfile data, outside QVAS reports are not reviewed by independent reviewer. 	Manager of Finance and Administration Rates Officer	30-Oct-24

Key Audit Findings

1. Pensioner Concessions:

In 3 instances out of 5 sampled, the auditors could not evidence the pensioner card and pensioner application form for the concession applied.

2. Masterfile Changes:

The auditors have noted that changes to the rates Masterfile (outside of QVAS reports) are not independently reviewed.

Required Actions & Next Steps

The rates team reviewed the above findings and is currently reviewing whether the current processes align with our documented procedures.

Corrective Action Plan (21IR-1)

Key Issue	Tasks	Responsible Officer	Timeline	Status
Pensioner Concessions - Missing Documentation	For the pensioners that we have previously verified through Centrelink portal, prior to each levy, we do not agree on asking them again to complete an application form however we will send them a letter to request for a copy of their current pensioner card.	Rates Officer	15-Apr-25	In Progress
	Review and update the process for verifying and documenting pensioner eligibility and update the procedures			
Masterfile Changes - Lack of Independent Review	Ensure all required supporting documents (pensioner card and application form) are consistently retained and easily accessible for audits	Rates Officer	Immediate Implementation & Ongoing Monitoring	In Progress
	Reinforce tracking system to log and verify pensioner concession approvals			
	Assess internal controls over Masterfile updates and identify gaps in independent review		Immediate Implementation & Ongoing Monitoring	In Progress
	Implement a secondary review or reconciliation process for all Masterfile changes	Rates Officer	Immediate Implementation & Ongoing Monitoring	In Progress
	Establish a documented approval process for any modifications outside QVAS reports		30-Jun-25	Yet to Commence

External Audit Findings & Corrective Action Plan

21IR-2

Ref.	Rating	Issue	Status and comment	Responsible Officer	Action Date
21IR-2		Procurement cycle deficiencies	<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"> 1 instance where the required number of quotes required were not obtained 2 instances of a purchase order being raised after the invoice 6 instances whereby a purchase order was not created; and 2 instances of plant hired outside of the pre-qualified contract. <p>Furthermore, in relation to our tenders testing the following was identified:</p> <ul style="list-style-type: none"> 1 instance that the evaluation report with assessment criteria and scores could not be provided; and 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"> 1 instance where unable to sight a contract for a contractor where expenditure exceeded \$200k during the year 	<p>ELT Director of Corporate Services Manager of Finance and Administration Senior Finance Officer Procurement Officer</p>	<p>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>

Key Audit Findings

- Purchase Order & Quotation Compliance**
Failure to obtain the required number of quotes (1 instance).
Engagement of plant hire services outside of pre-qualified contracts (2 instances).
- Tendering Process Issues**
Lack of supporting documentation for assessment criteria and scores in an evaluation report (1 instance).
Failure to advertise a tender for the required 21-day period (1 instance).
- Contract Management**
Inability to locate a contract for a contractor whose expenditure exceeded \$200,000 during the year.

Required Actions & Next Steps

To address these issues and improve compliance, we are in the process of engaging a procurement consulting team to assist in reviewing and strengthening our procurement processes. Their expertise will help Council implement the necessary controls and ensure alignment with internal policies and legislative requirements.
A proposed corrective action plan is currently under review.

Proposed Corrective Action Plan (21IR-2)

Key Issue	Tasks	Responsible Officer	Timeline	Status
Purchase Order & Quotation Compliance	Implement a control mechanism to ensure that purchase orders are created before invoices are received.	Senior Finance Officer Procurement Officer	Immediate Implementation	Yet to Commence
	Collaborate with the consultants to develop a structured procurement compliance framework.			
Tendering Process Issues	Ensure that all plant hire services are engaged exclusively through pre-qualified contracts.	Tendering & Contract Management Team	Within Next Procurement Cycle	Yet to Commence
	Work with the consultants to review and strengthen tendering processes, ensuring compliance with advertising and documentation requirements.			
Contract Management	Implement measures to ensure all tenders meet the 21-day advertising requirement.	Senior Finance Officer Procurement Officer	Next Quarter	Yet to Commence
	Establish a centralised contract register to ensure all relevant documentation is properly maintained.			
Ongoing Compliance & Monitoring	Ensure all contracts exceeding \$200,000 are properly documented and accessible.	Procurement Consulting Team	Ongoing	Yet to Commence
	The procurement consulting team will conduct an in-depth review and provide recommendations for process improvements.			
	A quarterly procurement compliance review will be conducted to track progress and ensure full resolution of deficiencies.			
	Support the implementation of training sessions to reinforce compliance requirements.			

External Audit Findings & Corrective Action Plan
22CR-2

Ref.	Rating	Issue	Status and comment	Responsible Officer	Action Date
22CR-2		Lack of Systematic Review of Services Delivered by Suppliers During Annual Construction Season	Work in progress 2024 Interim: 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.	Manager Finance and Administration Senior Finance Officer Accounts Payable Team	Action date: 30 April 2023 Revised action date: 30 November 2023 New revised action date: 30 October 2024

Key Audit Findings

The audit revealed that while ad hoc checks are performed before payments are made to contractors, these checks have been found insufficient. Additionally, errors identified are not always rectified before invoices are processed, leading to potential compliance risks.

Required Actions & Next Steps

Review Council current invoice review processes

Corrective Action Plan (22CR-2)				
Key Issue	Tasks	Responsible Officer	Timeline	Status
Lack of Systematic Review of Services Delivered by Suppliers During Annual Construction Season	Reinforce council structured review process before contractor payments	Senior Finance Officer	Immediate Implementation & Ongoing Monitoring	On Going
	Request for the ELT to consider bringing back the WIN "Work Improvement Notices" to whole of council	Manager of Finance and Admin		In Progress
	Ensure that errors identified in invoice checks are rectified before payment is made	Accounts Payable Team		On Going
	Create a Central Register for all issues in each financial year	Senior Finance Officer		Completed
	Document all identified issues in a central register and maintain records for audit purposes	Accounts Payable Team		On Going
	Notify the relevant approving officer and supplier via email regarding invoice discrepancies	Accounts Payable Team		In Progress
	Hold invoices until discrepancies are resolved and verified	Accounts Payable Team		On Going
	Update invoice and contract timesheet approval process - ie to include complete name and signature when signing supporting documents / timesheets	Senior Finance Officer		In Progress
	Provide additional training for the Accounts Payable Team on invoice scrutiny and compliance	Senior Finance Officer		On Going
	Engage specialists to provide training to the Accounts Payable Team	Senior Finance Officer		Completed
	Conduct regular internal audits to ensure adherence to the new process	Senior Finance Officer		In Progress

External Audit Findings & Corrective Action Plan
21CR-5

Ref.	Rating	Issue	Status and comment	Responsible Officer	Action Date
21CR-5		Property, plant & equipment accounting	Work in progress <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. 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.	Manager of Finance and Administration Accountant	

Key Audit Findings

The audit identified that disposals of assets were not always approved by the CEO, as per Council's internal policies. The auditors have noted that changes to the rates Masterfile (outside of QVAS reports) are not independently reviewed.

Required Actions & Next Steps

Management Team to strengthen the asset disposal process

Corrective Action Plan (21CR-5)

Key Issue	Tasks	Responsible Officer	Timeline	Status
Disposal of Assets Without CEO Approval	Implement a mandatory approval workflow for asset disposals.	Manager of Finance and Admin	Immediate Implementation & Quarterly Monitoring	Yet to Commence
	Update internal policies to reinforce CEO approval requirements.	Manager of Finance and Admin		Yet to Commence
	Establish a centralised asset disposal register.	Accountant		In Progress
	Conduct training on disposal procedures & compliance.	Manager of Finance and Admin		Yet to Commence
	Perform quarterly audits to verify compliance.	Manager of Finance and Admin		Yet to Commence

External Audit Findings & Corrective Action Plan 201R-3

Ref.	Rating	Issue	Status and comment	Responsible Officer	Action Date
201R-3		Review of Masterfile changes	Work in progress 2024 <i>Interim</i> : Masterfile change reports have not been consistently produced and reviewed throughout the financial year for other debtors, rates, and payroll.	Manager Finance and Administration Senior Finance Officer	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
Key Audit Findings					
1. Masterfile Changes:					
Inconsistent Review of Masterfile Change Reports					
Required Actions & Next Steps					
Implement a structured review process for Masterfile changes covering debtors, rates, and payroll					
Corrective Action Plan (201R-3)					
Key Issue	Tasks		Responsible Officer	Timeline	Status
Inconsistent Review of Masterfile Change Reports	Implement a structured review process for Masterfile changes covering debtors, rates, and payroll		Senior Finance Officer Rates Officer	Immediate Implementation & Ongoing Monitoring	In Progress
	Assign dedicated reviewers responsible for validating Masterfile changes and ensuring compliance		Manager of Finance and Admin	Ongoing Monitoring	Completed
	Require periodic reconciliations of Masterfile updates to identify discrepancies and unauthorised changes		Manager of Finance and Admin	Immediate Implementation & Ongoing Monitoring	Completed
	Conduct quarterly internal audits to ensure Masterfile reports are consistently reviewed and signed off		Finance Officers	Immediate Implementation & Ongoing Monitoring	In Progress
	Implement training and awareness sessions for finance personnel on Masterfile change monitoring and best practices		Manager of Finance and Admin	30/06/2025	In Progress

BUSINESS PAPERS

13 REPORTS FROM DIRECTOR COMMUNITY DEVELOPMENT, TOURISM & REGIONAL

13.1 COMMUNITY DEVELOPMENT, TOURISM & REGIONAL PROSPERITY MATTERS OF INTEREST REPORT

Attachments:	NIL
Author:	Amanda Farraway - Community Development Coordinator
Date:	13 March 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:

DATE	Ref:	Action	Status	Comment
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.	<p>July 2024: The CDTRP team has held kick off meetings with New Word Order. A project plan has been prepared for community consultation.</p> <p>August 2024: Consultation with New Word Order is ongoing and stakeholder engagement is underway.</p> <p>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.</p> <p>October 2024: Review of the flat lay in process complete.</p>

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

Financial Report

Refer to Monthly Financial Report.

Youth Activities

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

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

The numbers at the Centre have remained consistent Monday, Wednesday, Friday, with an increase on Tuesdays and Thursdays due to pool closure on these days.

We engaged with Swimming QLD during their visit and with the schools and, both of Council's Youth officers completed their practical pool lifeguard modules.

Torres Strait & Cape York Peninsula Indigenous Futsal Association

Currently Futsal is being played every second Wednesday & Thursday when Mr. Futsal comes to town, it is proving to be quite popular with the teen girls and with the junior age groups.

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NQ Cowboys Community Program Partnership - Try for 5 and Tackle Together program 10 to 12 February 2025

Tahlulah Tillett and Samantha Johnstone returned to Normanton where both schools experienced their first official Try for 5! school visits, where each classroom had conversations about why it's important to attend school.

During the three-day visit, the Cowboys also hosted activities at the Normanton Sports Centre and the Normanton Stingers Rugby League Club, finishing the visit with a morning tea with members of Gidgee Healing and local Elders at the Normanton Library.



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Normanton Childcare Centre

- The Centre Director has resigned, and the Educational Leader will continue in the Acting Director role. Council will start the recruitment process for a new director in April 2025.
- Recruitment is ongoing for the full-time positions.
- Mandatory training is being coordinated to maintain training requirements.

We engaged with Swimming QLD to run a lesson with the children around water safety, they thoroughly enjoyed the activities.



February Occupancy

	Utilization/Capacity	Waiting List	Occupancy %
Nursery	73/170	7	Overall 48.79% Nursery 45.63% Kindy 52.50%
Kindy	210/400	10	

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Events

Gala Ball

- Expressions of Interest have been called for the Ball committee, closing on Friday 14 March.
- First meeting for the committee will be held in the Boardroom on Monday 17 March at 5pm.

Out Back by the Sea Festival 12 to 15 September 2025

Outback by the Sea Film Festival

- Film Festivals Australia will present the short film festival on Friday 12th September at the Karumba Rec Club. This event will be free for the public to attend with up to 15 national and short films screening.
- Workshops will be held with the local schools in the leadup to the festival, equipping the students with the skills to make a basic short film with their phones.
- A workshop will be held on Saturday and it will be free to attend open to any level of filmmaker, during this workshop participants will hear from experts and learn tips and insights into making short films.

Outback by the Sea Concert

- Council is collaborating with Empire Touring negotiating artists for the concert which is to be held Saturday 12 September, 2025 at the Karumba Rec Club.
- Sponsorship letters will go out when artists are locked in.

Monthly Visitation for Libraries and Visitor Information Centres

1 -31 October 2024			
Normanton VIC	Normanton Library	Karumba VIC	Karumba Library
26	39	16	33

Normanton:

- Children's readathon is ongoing with nine children have signed up.
- Gidgee Healing held a morning tea for the local elders and Tahlulah from the Cowboys Try for 5 program.
- First 5 Forever –17 children and 13 adults attended in February. With a wide variety of activities on offer, it is proving to be a popular program.

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Karumba:

- First 5 Forever – Three sessions were held in February with a total nine children and three adults attending. This month, Council received new library bags and decorated them and explored shapes with slinky apples.



Normanton & Karumba Pools

TOTAL ENTRIES			
	Adult	Child	Total
Normanton	108	655	735
Karumba	117	145	262

- The closure of Normanton Pool on Tuesday and Thursday aren't affecting overall numbers, resulting in increased numbers on Monday, Wednesday and Friday.
- Karumba remains consistent with 8 – 10 people attending daily.
- School swimming has commenced with 14 school lessons per week across both pools.
- Swim club has started again, and Thursday nights dinners are proving to be a big success.
- There have been incidences of trespassing/break-ins on several occasions. These have been reported to the Police.

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Department meetings / conference / workshop attendance

- Ongoing meetings with New Word Order for Visitor Information Guide.
- Commencement of the LGMA Ignite leadership programme for the Executive Manager Community Development and Tourism and Coordinator Les Wilson Barramundi Discovery Centre.

Consultation (Internal/External):

- Chief Executive Officer
- Mayor
- 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
- 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
- LGMA

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.

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Financial and Resource Implications:

- Please see the Monthly Finance Report.

Risk Management Implications:

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

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13.2 COMMUNITY DONATIONS AND SUPPORT

Attachments: NIL
Author: Amanda Farraway - Community Development Coordinator
Date: 13 March 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:

During the period since the February 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:

That Council

1. Notes the fee waiver under the delegation of the Chief Executive Officer since the February 2024 meeting of Council.
2. Considers the fee waiver submitted to Council by Gulf Christian College for the fee waiver of gym memberships for students studying a Certificate 2 in Sport and Recreation.

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 \$23,256.00 to future activities.

- The requests listed in this report total \$3,740.00

Donations and Fee Waivers for Council Consideration

1. Gulf Christian College has requested the fee waiver of gym memberships for eight Year 11 students at the Normanton Gym. The students are studying for the Certificate 2 in Sport and Recreation. Students will attend the gym once a week for a one hour session during the school terms with their Gym teacher Mr. Peter Lister. Mr. Lister will hold the fob for the entry to the Gym. (See attached letter). A Council resolution is required as this falls outside the policy as being a fee waiver over \$1,000.00 requested outside the two rounds for major donations and Council has rejected group sporting requests previously.

Normanton Sport Centre	\$2,960.00
Total	\$2,960.00

BUSINESS PAPERS

Donations approved under the delegation of the Chief Executive Officer

2. Normanton Police have requested the fee waiver for the hire of the Normanton Shire Hall to host either a Disco or Movie night on the second Friday of each month in May and June.

Normanton Shire Hall	\$ 780.00
Total	\$ 780.00

Consultation (Internal/External):

- Chief Executive Officer
- Executive Manager Community and Tourism Services
- Customer Service Officer
- External Stakeholders (applicants)

Legal Implications:

- Community Donations and Support Policy.

Financial and Resource Implications:

- The requests in this report for the 2024/2025 budget total \$3,740.00.

Risk Management Implications:

- Risks are within normal operations parameters.

BUSINESS PAPERS

13.3 MASTER PLANS FOR NORMANTON RODEO GROUNDS AND NORMANTON SPORTS PRECINCT

Attachments: 13.3.1. Normanton Rodeo Grounds Master Plans [↓](#)
13.3.2. Normanton Sports Precinct Master Plans [↓](#)
Author: Amanda Faraway - Community Development Coordinator
Date: 13 March 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

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

Executive Summary:

This report updates Council on various consultation activities undertaken and feedback received, in arriving at Draft Master Plans for both the Normanton Rodeo Grounds and the Normanton Sports Precinct. Both draft plans have been placed on public exhibition for 28 days from 3 February to the 3 March 2025.

RECOMMENDATION:

That Council:

1. Adopt the Master Plan for the Normanton Rodeo Grounds.
2. Adopt the Master Plan for the Normanton Sport Reserve including the proposed pool kiosk, proposed pool amenities block and proposed toilet block for the Water Park and the minor amendments suggested by the Normanton Athletics club (see attached map).
3. Engage Place Design Group to update the Normanton Sports Reserve Plan.
4. Notes that these projects have not been budgeted for and grant funding applications will be required from external funding bodies.

Background:

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

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

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

BUSINESS PAPERS

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

Following the consultation sessions, the Place Design Group developed the attached Draft Landscape Master Plans for both precincts. Council resolved at the January meeting of Council to place the amended plans on display for 28 days for further consultation.

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

Issues for consideration

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

Consultation (Internal/External):

- Chief Executive Officer
- Executive Manager Community & Tourism Services
- Director of Engineering
- Engineer
- The Place Design Group
- Community Members and Groups

Legal Implications:

- Local Government Regulation 2012
- Local Government Act 2009

Financial and Resource Implications:

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

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

Risk Management Implications:

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

NORMANTON RODEO GROUNDS LANDSCAPE MASTER CONCEPT PLANS



place
design
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Issue Date - 25th November 2024
Issue for Council Endorsement

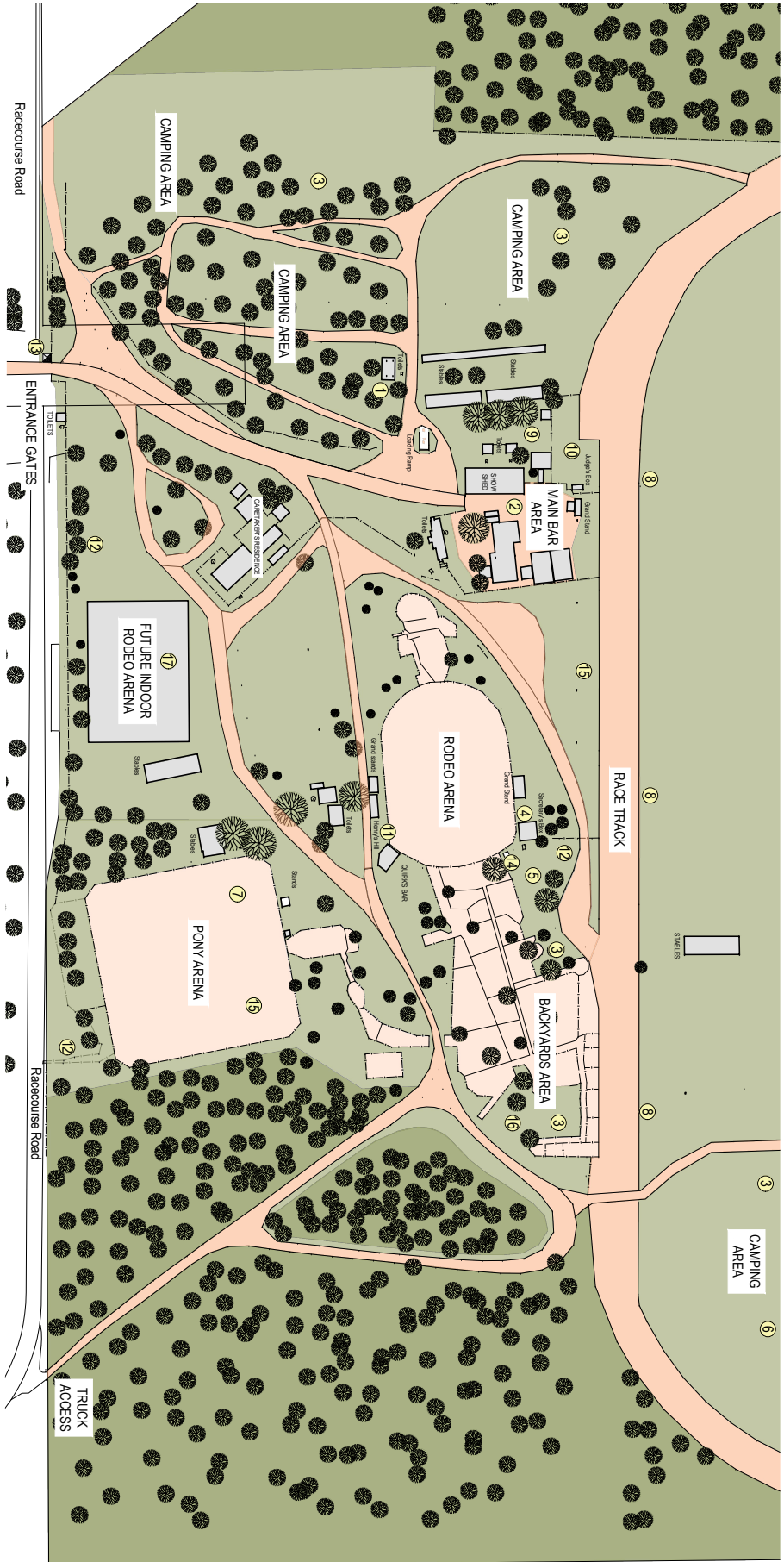


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Normanton Rodeo Grounds LANDSCAPE MASTER CONCEPT PLAN

Overall Plan

- 1 **REPLACE EXISTING AMENITIES BLOCK**
TOILET SHOWER NEAR THE HORSE STABLES NEARS THE FLOOD RELINING. THE EXISTING AMENITIES BLOCK IS TO BE REPLACED WITH A NEW BLOCK. IT IS RECOMMENDED THAT THIS NEW BLOCK BE REPLACED WITH A NEW BLOCK.
- 2 **MAIN BAR AREA UPGRADE WORKS**
UPGRADE EXISTING COOKHOUSE BUILDING & FACILITIES. REFINISH EXISTING BAR AREA. CONSIDER ADDITIONAL SEATING AND STRUCTURE. REFINISH EXISTING TOILET AND SHOWER. REFINISH EXISTING OLD ROOM & REFRIG. UPGRADE EXISTING NEW PA SYSTEM.
- 3 **ADDITIONAL WATER & POWER OUTLETS**
INSTALL ADDITIONAL WATER & POWER OUTLETS TO THE CAMPING AREA WITHIN THE MIDDLE OF THE RACE TRACK.
- 3 **UPGRADE WATER RETICULATION**
REPLACE EXISTING WATER RETICULATION THROUGHOUT THE BACKYARD AREA WITH NEW POLY PIPE AND APPROVED FITTINGS.
- 4 **UPGRADE EXISTING AMENITIES BLOCK**
UPGRADE WORKS REQUIRED TO ENSURE EXISTING AMENITIES BLOCK IS COMPLIANT WITH QUALITY ACCESS REQUIREMENTS.
- 5 **REPLACE EXISTING WATER TANK**
THE EXISTING TANK ADJACENT TO THE SECRETARY'S AREA IS IN NEED OF REPLACEMENT WITH A LARGER TANK AND LIFTED HEIGHT TO ASSIST WITH GRAVITY FEEDING.
- 6 **NEW AMENITIES BLOCK**
NEW AMENITIES BLOCK TO BE INSTALLED TO CAMPING AREA WITHIN THE RACE TRACK.
- 7 **UPGRADE PONY CLUB FACILITIES**
INSTALL NEW FLOOD LIGHTING TO PONY CLUB AREA. EXTEND EXISTING SHED. EXTEND EXISTING FENCED AREA AND INSTALL CHILDREN'S PLAYGROUND SPACE.
- 8 **INSTALL NEW RACE TRACK LIGHTING**
INSTALL NEW LIGHTING AND POWER SUPPLY TO THE EXISTING POLES ALONG THE STRAIGHT AND APPROX. 200M WEST (THE POSTS).
- 9 **JOCKEY AREA**
UPGRADE AND EXTEND EXISTING SECRETARY'S BOX. UPGRADE EXISTING SHOWER AND TOILET TO SECRETARY'S BOX.
- 10 **SADDLING ENCLOSURE**
UPGRADE EXISTING SADDLING AREA. REPAIR EXISTING WITH NEW WALL AND PROOF FENCING.
- 11 **NEW ROOFED STRUCTURE**
INSTALL NEW ROOFED STRUCTURE TO EXTEND OVER EXISTING BAR AND ADJACENT NEW TAIL TO PROVIDE SHADY SPACE FOR VEHICLES.
- 12 **INVESTIGATE & INSTALL A BORE OR 2**
INVESTIGATE INSTALLING 1 BORE AND CHECK WATER QUALITY AND QUANTITY. DRAINAGE AND REMEDIATION AND CONSIDERATION OF WATER SUPPLY.
- 13 **NEW SHELTER AT ENTRY**
INSTALL NEW CONCRETE RADIUM/SHADE STRUCTURE FOR AMBULANCE SERVICES ADJACENT SECRETARY'S BOX AT THE MAIN RODEO AREA.
- 14 **NEW PA SYSTEM**
UPGRADE EXISTING PA SYSTEM WITH A NEW SYSTEM TO RACE TRACK.
- 15 **NEW INTERNET BOOSTER**
INSTALL NEW INTERNET BOOSTER TO INCREASE COVERAGE TO BACKYARD AREA AND BEYOND.
- 17 **FUTURE INDOOR RODEO ARENA**
LONG TERM DESIRE TO CONSTRUCT A SEPARATE INDOOR ARENA SIMILAR TO THE INDOOR ARENA AT THE RODEO GROUND. THE INDOOR ARENA WOULD BE A MULTI-PURPOSE FACILITY WITH OVERHEAD SPRINKLER SYSTEM THAT COULD BE USED FOR HORSE RACING, RODEO, FOOTBALL, RUGBY, AND OTHER SPORTS. THE INDOOR ARENA WOULD BE A MULTI-PURPOSE FACILITY WITH OVERHEAD SPRINKLER SYSTEM THAT COULD BE USED FOR HORSE RACING, RODEO, FOOTBALL, RUGBY, AND OTHER SPORTS.



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LEGEND

- 1 REPLACE EXISTING AMENITIES BLOCK
TOILET & SHOWER NEAR THE HORSE STABLES NEEDS THE FLOORING ALONG WITH THE SHOWER AREA TO BE REPLACED. IT IS RECOMMENDED THAT THE AMENITIES BLOCK BE REPLACED.
- 2 MAIN AREA UPGRADE WORKS
UPGRADE EXISTING COOKHOUSE, BALDING & FACILITIES, REPAIR/REPLACE EXISTING MAIN BUILDING, CONCRETE BALDING EXISTING SHEDS, STRUCTURE, REPAIR/REPLACE EXISTING SHEDS, STRUCTURE, REPAIR/REPLACE EXISTING ROOMS & FREEZER, UPGRADE EXISTING NEW PA SYSTEM.
- 3 ADDITIONAL WATER & POWER OUTLETS
INSTALL ADDITIONAL WATER & POWER OUTLETS TO THE CAMPING AREA WITHIN THE BLOCK OF THE RACE TRACK.
- 3 UPGRADE WATER RETICULATION
REPLACE EXISTING WATER RETICULATION THROUGHOUT THE BACKYARD AREA WITH NEW POLY PIPE AND APPROVED FITTINGS.
- 4 UPGRADE EXISTING AMENITIES BLOCK
UPGRADE WORKS REQUIRED TO ENSURE EXISTING AMENITIES BLOCK IS COMPLY WITH CURRENTLY IN PLACE REQUIREMENTS.
- 5 REPLACE EXISTING WATER TANK
THE WATER TANK ADJACENT TO THE SECRETARY'S BOX IS IN NEED OF REPLACEMENT WITH A LARGER TANK AND LIFTED HIGHER TO ASSIST WITH GRAVITY FEEDING.
- 6 NEW AMENITIES BLOCK
NEW AMENITIES BLOCK TO BE INSTALLED TO CAMPING AREA WITHIN THE RACE TRACK.
- 7 UPGRADE PONY CLUB FACILITIES
INSTALL NEW LIGHTING TO PONY CLUB AREA, EXTEND EXISTING SHED, EXTEND EXISTING FENCED AREA AND INSTALL CHILDREN'S PLAYGROUND AND SPACE.
- 8 INSTALL NEW RACE TRACK LIGHTING
INSTALL NEW LIGHTING AND POWER SUPPLY TO THE EXISTING POLES ALONG THE EDGE OF THE RACE TRACK, APPROX 7.8 METERS ALONG THE STRAIGHT RAIL APPROX 20M (JUST THE POST).
- 9 JOCKEY AREA
UPGRADE AND EXTEND EXISTING SECRETARY'S BOX, UPGRADE EXISTING SHOWER AND TOILET TO SECRETARY'S BOX.
- 10 SADDLING ENCLOSURE
UPGRADE RIGORATION SYSTEM, REPLACE FENCE WITH NEW WALLABY PROOF FENCING.
- 11 NEW ROOFED STRUCTURE
INSTALL NEW ROOFED STRUCTURE TO EXTEND OVER CHANGING ROOM AND ADJACENT HENRY HILL TO PROVIDE GREATER SHADE FOR PARKING.
- 12 INVESTIGATE & INSTALL A BORE OR 2
INVESTIGATE THE FEASIBILITY OF INSTALLING A BORE OR 2 TO PROVIDE WATER SUPPLY FOR GENERAL USE AND WATER SUPPLY FOR THE SUPPLY.
- 13 NEW SHELTER AT ENTRY
- 14 NEW AMBULANCE SHADE STRUCTURE
INSTALL NEW CONCRETE AND NEW PA SYSTEM FOR AMBULANCE SERVICES ADJACENT TO SECRETARY'S BOX AT THE MAIN RODEO AREA.
- 15 NEW PA SYSTEM
UPGRADE EXISTING NEW PA SYSTEM TO RACE TRACK.
- 16 NEW INTERNET BOOSTER
INSTALL NEW INTERNET BOOSTER TO IMPROVE COVERAGE TO BACKYARD AREA AND BEYOND.
- 17 FUTURE INDOOR RODEO ARENA
LONG TERM DESIRE TO CONSTRUCT A SEPARATE INDOOR ARENA SIMILAR TO THE EXISTING FACILITIES AT HOGGINS OR CHARLES TOWERS. IT IS ANTICIPATED THAT THE NEW INDOOR RODEO ARENA WOULD BE A 100M X 100M ARENA. THE NEW INDOOR RODEO ARENA WOULD ALSO BE USED FOR HOSTING CONFERENCES, FILM FESTIVALS AND GENERAL FUNCTIONS FOR OVER 300 PEOPLE.



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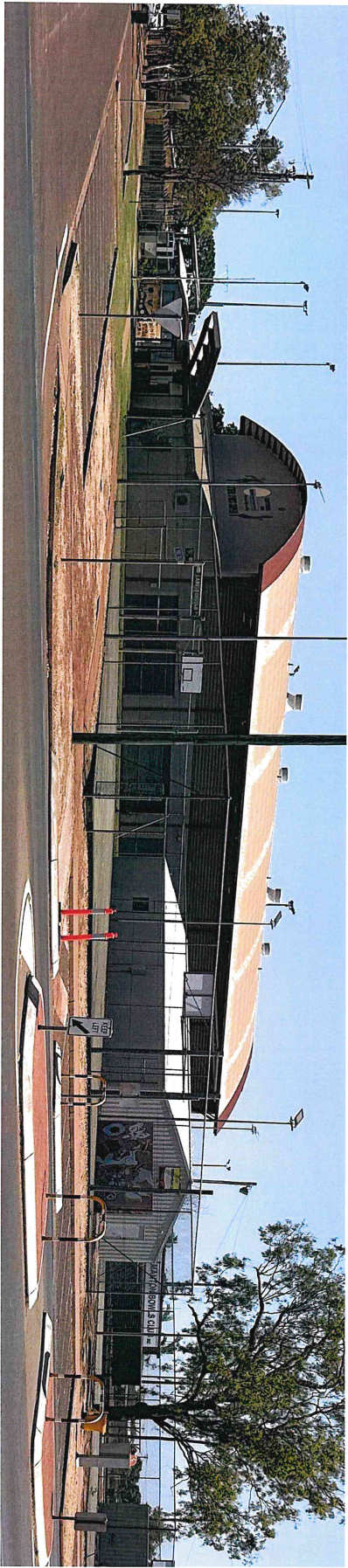
Normanton Rodeo Grounds
LANDSCAPE MASTER CONCEPT PLAN

Sheet 2 of 2



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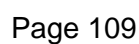
NORMANTON SPORTS RESERVE LANDSCAPE MASTER CONCEPT PLANS

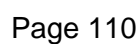


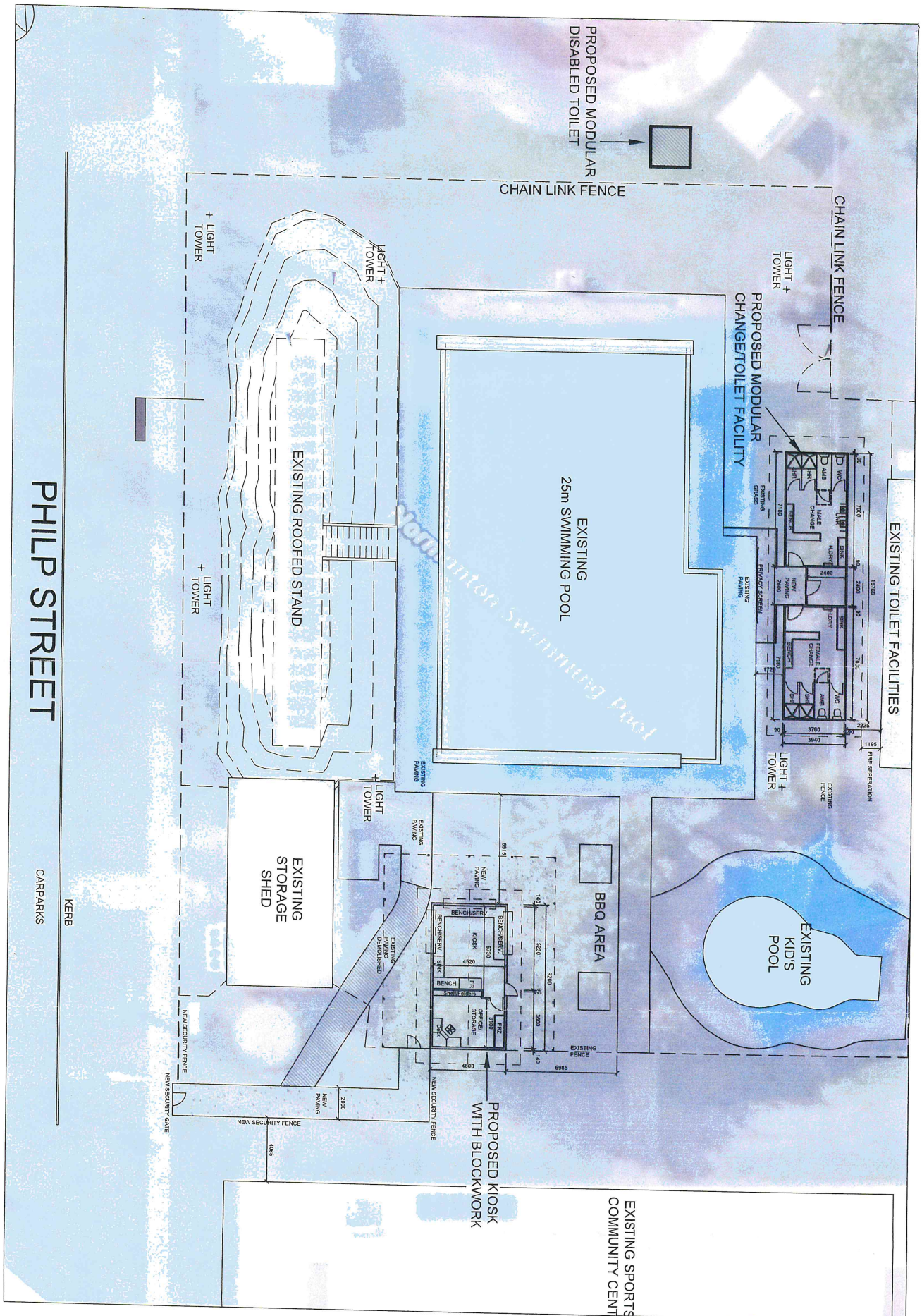
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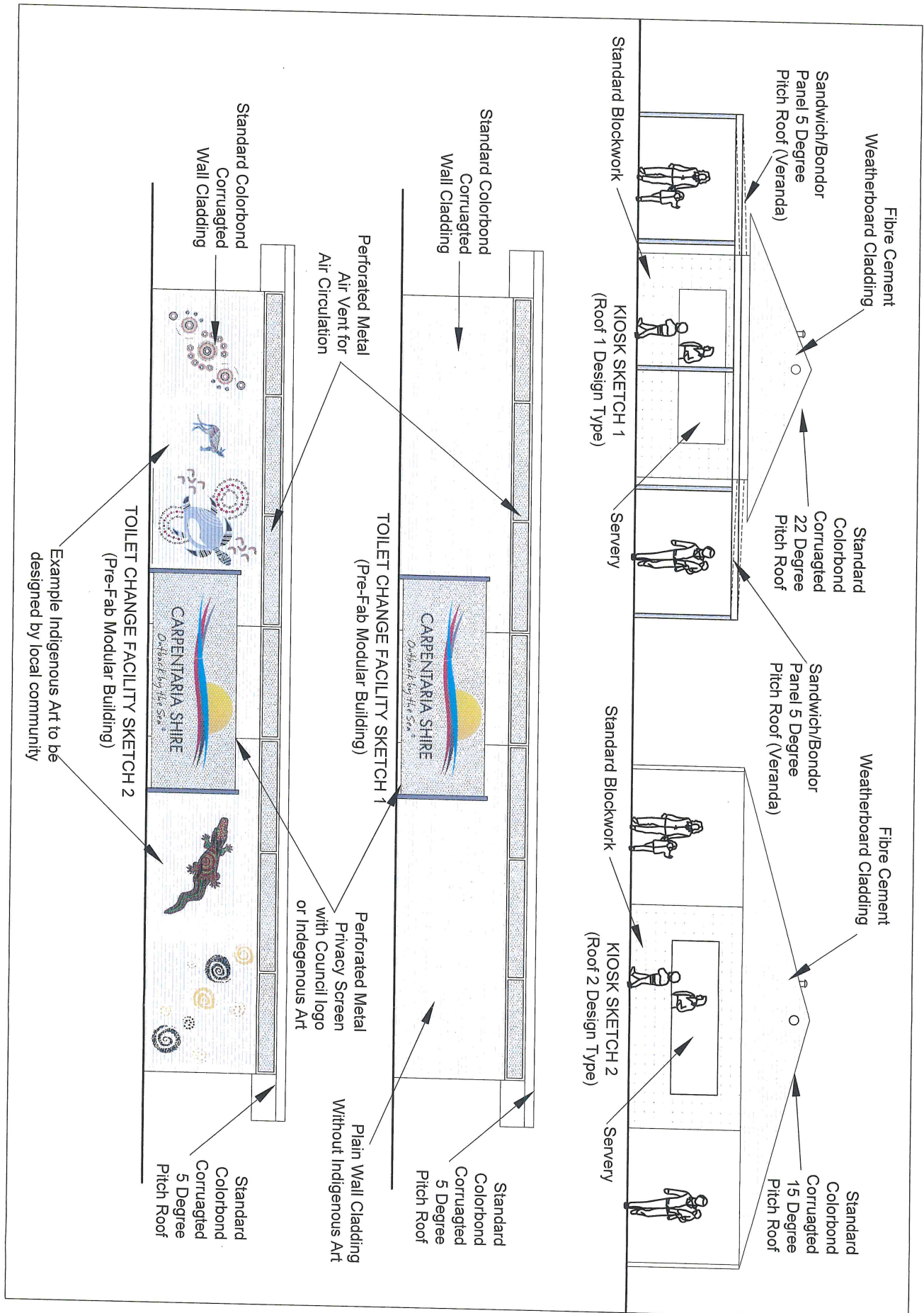
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Issue Date - 21st October 2024
Issued for approval









BUSINESS PAPERS

13.4 YOUTH ADVISORY COMMITTEE - TERMS OF REFERENCE

Attachments: 13.4.1. Youth Advisory Committee - Terms of Reference [↓](#)
Author: Amanda Faraway - Community Development Coordinator
Date: 13 March 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:

The Youth Advisory Committee, Terms of Reference has been developed to align with the establishment of the Carpentaria Shire Council Youth Advisory Committee.

RECOMMENDATION:

That Council approve and adopt the Youth Advisory Committee – Terms of Reference.

Background:

Carpentaria Youth Strategy 2023-2028 provides a five-year framework that will enable the shire to strategically meet the current and future needs of our young people and their and support work for young people and their families.

As per page 17 of the Carpentaria Youth Strategy, and Council's Corporate plan 2021-2025, a key priority area was Carpentaria Governance and that the youth of the shire wish to have transparent and consultative processes used to ensure that Council meets the needs of young people in our community and that opportunities are created for young people to contribute to decision making and future planning in their community.

Findings from the community consultation also indicated participants were supportive of the concept of a Youth Council.

The establishment of a Youth Council also forms part of the activities received from the Building Sustainable Grant Round 2 grant.

Consultation (Internal/External):

- Chief Executive Officer
- Executive Manager Community and Tourism Services

Legal Implications:

- Under 18 years have parental permission to attend and participate.
- Key Staff members hold a current working with children – Blue card.

Financial and Resource Implications:

Within current resourcing and will be supported by the new Sport, Recreation and Youth officer once appointed.

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Risk Management Implications:

- Workplace Health & Safety risk is low.



Youth Advisory Committee

Terms of Reference

February 2025

*It's a great place to work,
live and play*



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Street Address: 29 – 33 Haig Street Normanton

Postal Address: PO Box 31 Normanton QLD 4890

Carpentaria Shire Council would like to respectfully acknowledge the Gkuthaarn, Kukatj and Kurtijar peoples as the traditional owners of the lands and waters that form the Region. Council pays its respect to elders' past, present and emerging and welcomes the ongoing role that indigenous people play within the Carpentaria community.



Name

The committee will be known as the Carpentaria Shire Council Youth Advisory Committee.

Purpose

The purpose of the committee is to provide a platform for youth throughout the Carpentaria Shire Council to communicate with Council on current and emergent themes impacting youth in the shire. To showcase the bold ideas youth have in creating a region they want to live, work and stay in.

Membership

Membership Term

The Carpentaria Shire Youth Advisory Committee will be a two (2) year term unless the committee member turns 25 during the term.

Membership Structure

Representation across the region is vital and membership positions will be offered as follows:

Normanton	1
Karumba	1
Gulf Christian College	2
Normanton State School	2
Karumba State School	1
Community/Sporting Groups	1 per group

Members Must:

- Reside in the Carpentaria Shire Council
- Aged Between 15 to 24 years
- Members over 18 years will be required to obtain a current working with children – Blue card
- Under 18 years have parental permission to attend and participate.

The appointment of members will be through an expression of interest process.

In addition, the Mayor and the Portfolio Councillor will attend each meeting, along with Council personnel as required. Councillors may attend as observers.

Each member school is invited, at its discretion, to have a staff member accompany the student member to each meeting. The role of the staff member is as an observer and to provide support to the student member if needed, excluding closed session of the meeting.

Parents/guardians are welcome to attend meetings, particularly if they are transporting their child to/from the meetings, excluding closed sessions of the meeting.

From time to time, the committee may consult with other agencies or staff and Council on specific issues and/or invite a representative to attend a working group meeting.



Key Responsibilities of Members

Carpentaria Shire Youth Advisory Committee members are responsible for being active committee members by:

- a. attending all meetings.
- b. members are to ensure they provide an apology prior to the meeting if they are unable to attend.
- c. voice opinions, provide feedback and/or suggestions to Council's policies. Local laws, services and programs that affect young people.
- d. act as a representative from their school and community.
- e. act as a liaison between Council and young people; and
- f. attend and/or participate in civic ceremonies/meetings/events/functions (when invited).

All members are expected to conduct themselves in a responsible and respectful manner.

Nomination and Appointment of the Youth Advisory Committee

Nomination

Nominations must be received by Council by the specified return date.

Appointment

Carpentaria Shire Council's Mayor and portfolio Councillor will approve and appoint nominees as members of the Carpentaria Shire Youth Advisory Committee.

Following approval by the Mayor and Portfolio Councillor each student member will receive a letter confirming their appointment to the Carpentaria Youth Advisory Committee.

Meetings

- Meetings will generally be held bi-monthly at dates and times determined by the committee as an approved meeting schedule.
- Meetings will generally be held at the Carpentaria Shire Office, Normanton.

The Carpentaria Shire Youth Advisory Committee will be chaired by the Mayor or Portfolio Councillor in the Mayor's absence. A Council officer will undertake the secretariat duties.



Each meeting will normally consist of:

- Mayoral Welcome and Open;
- Attendance including Apologies;
- Order of Business – including declarations of interest, Confirmation of Minutes, and Business arising from Previous Meeting;
- Mayor's/Portfolio Councillor's update.
- General Business.
- Community or Council Event Opportunities.
- Closed session (only if required) and
- Confirmation of next meeting and Close.

Support

Council staff will provide resources, assistance, guidance, and support to the committee members. This support will include coordinating the meetings.

Agendas and Minutes

The secretariat will be responsible for the following:

- Distributing the agenda and any relevant papers to all members at least two full working days prior to the meeting date.
- Accurate minutes including key discussion points, recommendations and actions to be distributed to all members within 15 working days of the meeting date.
- Minutes and any recommendations from the Committee are to be presented back to Council by way of a Committee Report immediately following the Meeting.

Contact Details

All communications should be addressed to:

Secretariat

Amanda Farraway

Executive Manager Community Development & Tourism

PO Box 31

Normanton, Queensland, 4890

Telephone: 07 4745 2200

Email: council@carpentaria.qld.gov.au



BUSINESS PAPERS

14 REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES

14.1 DOE REPORT

Attachments: NIL
Author: Michael Wanrooy - Director of Engineering
Date: 13 March 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:

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"> ➤ Quotes for new lighting received. PO underway. ➤ Planning to install by April 2025
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"> ➤ Town Services currently undertaking linemaking with 65% completed
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"> ➤
2024 February Meeting		Walkway required along Yappar Street to the Barramundi Discovery Centre.	In Progress	<ul style="list-style-type: none"> ➤ Funding for Footpath successful – expected start June 2025.
2024 February		Solar Lighting required Palmer St.	In Progress	<ul style="list-style-type: none"> ➤ Quotes for new lighting received. PO underway

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Date:	Ref:	Action	Status	Comment
Meeting				➤ Planning to install by April 2025
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"> ➤ New Line marking completed ➤ Awaiting Parking Stop and Hotel Customer Parking signs to arrive. ➤ Looking to install March.
2024 July Meeting		Cricket Oval is dry	In Progress	PIMS (irrigation) has not shown up to undertake works, therefore PO was cancelled. Meant to be completed before Christmas. Council seeking irrigation specialist from Mt Isa
2024 July Meeting		Future planning for footpath – Caravan Park to Ashes Palmer St.	In Progress	➤ Plans being drafted
2024 August Meeting		Allocate budget for perimeter fencing at rear and sides of Normanton Cemetery	Not Started	
2024 August Meeting		Clear vegetation to improve sight distance at 89B/84A intersection	Not Started	➤ Plan to undertake March-April, weather depending.
2024 August Meeting		Install bollards at Sutherland Park entrance to prevent 4 Wheelers access	In Progress	➤ Works Coordinator will arrange
2024 August Meeting		Investigate narrow existing parking linemark at the State School	In Progress	➤ Park linemarking to be widened to 3m. Reseal over existing markings and repaint – April
2024 August Meeting		Reseal entrance and carpark in Normanton cemetery	In progress	<ul style="list-style-type: none"> ➤ Put in reseal program ➤ Reseal to start around April to minimise bitumen bleeding
2024 October Meeting		New “No Standing Signs” along driveway at Haig St	Not Started	➤
2025 Jan Meeting		Clean vegetation waste at Karumba and check cameras at Karumba waste station	Completed	<ul style="list-style-type: none"> ➤ Waste being removed and nearly completed ➤ Camera working but not remotely accessible
2025 Feb Meeting		Construct concrete ramp further into the cul-de-sac for pensioner unit at Little Brown Street	Not Started	➤
2025 Feb Meeting		Construct loading ramp outside Rodeo Grounds		➤ Plans provided for this meeting to discuss

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Date:	Ref:	Action	Status	Comment
2025 Feb Meeting		Spray clear protectant to protect K150 tiles	In progress	➤ Contractor being arranged

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 April, weather and access 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 in May, 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.

March Accruals

Project	Description	Value (ex GST)	Comments
CN-22267	Iffley RRUP milestone 4	\$841,337.00	Invoice Sent
CN-22267	Dixie RRUP milestone 4	\$495,528.00	Invoice Sent
	Total	\$1,336,865.00	

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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 (RRUPP) Iffley Road Resheeting - gravel from Ch. 42.299km to 81.276km (Total \$5,258,359)	\$5,258,359.00	\$2,103,343.00	\$3,155,016.00	100%	Final Invoice sent
CN-22267 Remote Roads Upgrade Pilot program (RRUPP) Koolatah Road widening 0.007km to 30.307km (Total \$3,097,053)	\$3,097,053.00	\$1,238,821.00	\$1,858,232.00	100%	Final invoice sent
CN-22446 89B REPA Works	\$12,690,179.57	\$2,030,475.62	\$6,747,359.43	69%	
CN-22447 - Replacement of Culverts 89B and 89A	\$510,774.69	\$302,410.06	\$12,900.00	62%	
CN-22464 Jasper Emergent Works	\$2,141,974.45		\$2,141,974.45	100%	
CN-22464 Kirrily Emergent Works	\$1,516,499.81		\$1,516,499.81	100%	
TIDS 2024-2025 Widening of Poindestre Creek - Burketown Road	\$350,000.00		\$285,595.49	82%	
TIDS 2024-2025 Placement of floodways/culverts at Dips on Chainage 80.045km, 80.432km, 81.475km, 83.852km, 86.760km, 88.394km and 88.620km - Burketown Road	\$250,000.00		\$202,187.00	81%	

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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%	
Total	\$58,782,412.11	\$8,430,802.22	\$29,439,044.11	64%	



Photo: Clark Creek 89B

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Photo: Plane Creek near Dunbar – Kowanyama Road

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Photo: Iffley Road

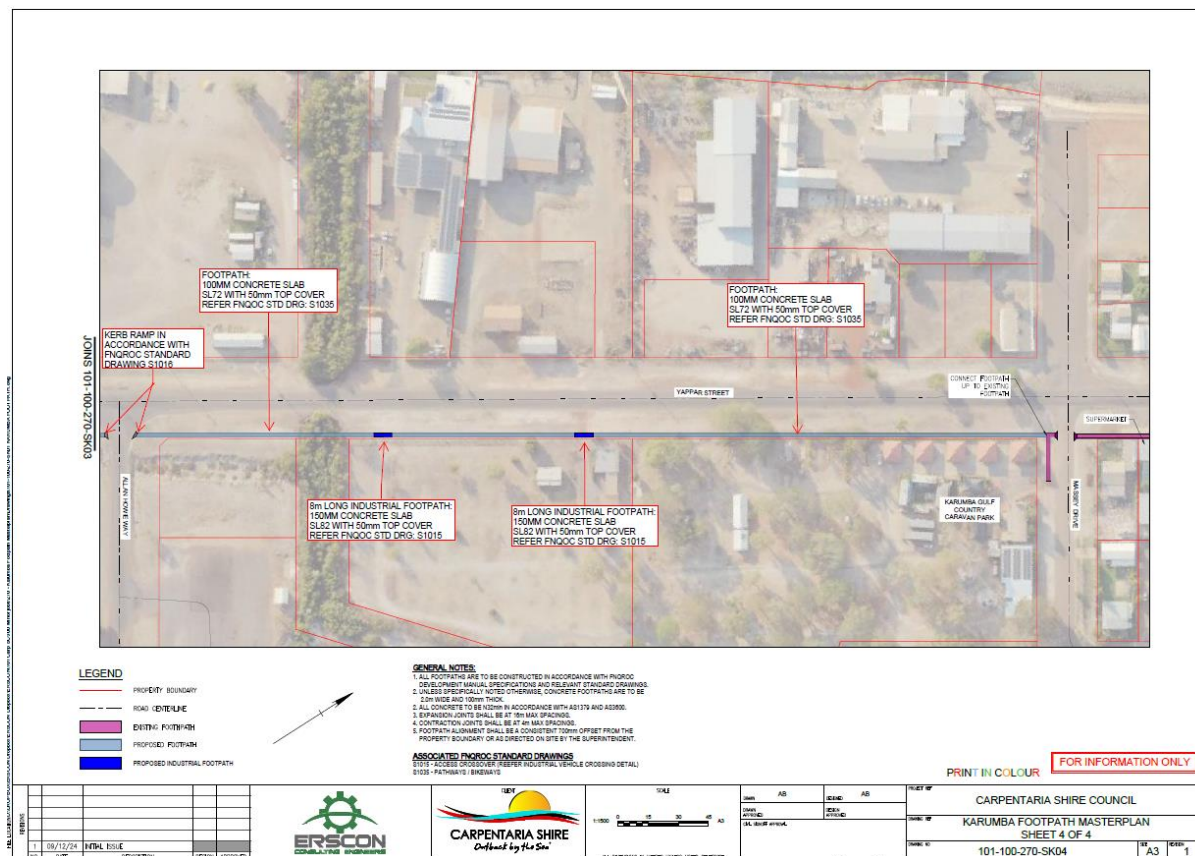
3. Update on Shire Flood Damage Works

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- 3.1.** Council is preparing for two camps to go out ASAP to undertake restoration works plus the stabiliser camp.
- 3.2.** Council has started emergent works on the Macalister Road and the Normanton Burketown Road.
- 3.3.** Road flood damage photos are progressing.
- 3.4.** 89B remain closed to date.
- 3.5.** All roads where accessible are monitored on a regular basis and road condition report updated.

4. New Projects/Grant Applications

- 4.1.** Council has sent an estimate to TMR for the third Betterment Package on 89B to continue sealing works between Vanrook and Inkerman. We estimate this project to be around 9 million.
- 4.2.** Council has sent an estimate to TMR for the widening project from single lane to two lanes at Warrenvale for 2025-2026 financial year.
- 4.3.** Council was successful in obtaining \$300,000 grant to match \$300,000 Council funds for the construction of 2m wide footpath between the Karumba Town centre to the Les Wilson Barramundi Discovery Centre.




Plan of Karumba Footpath – Full copy of plans to be provided at the Council Meeting.

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5. Reports

5.1. Grant Projects Program

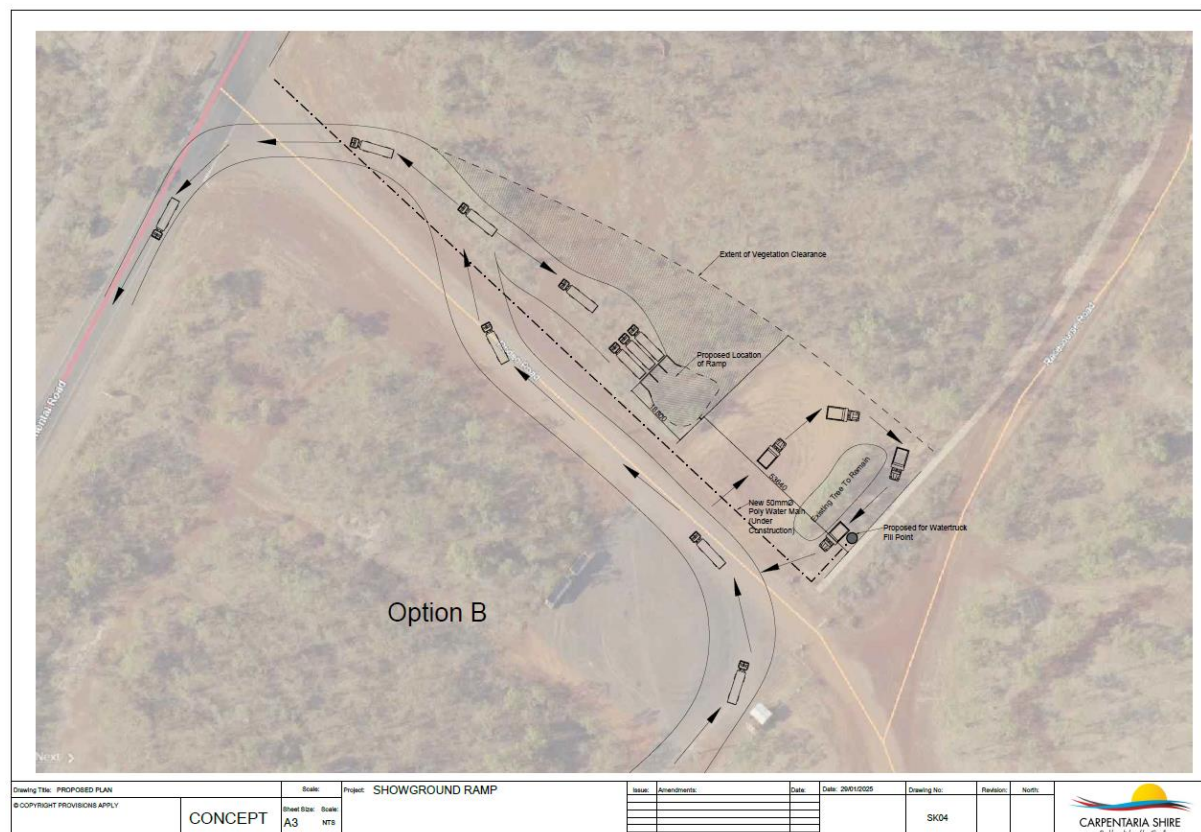
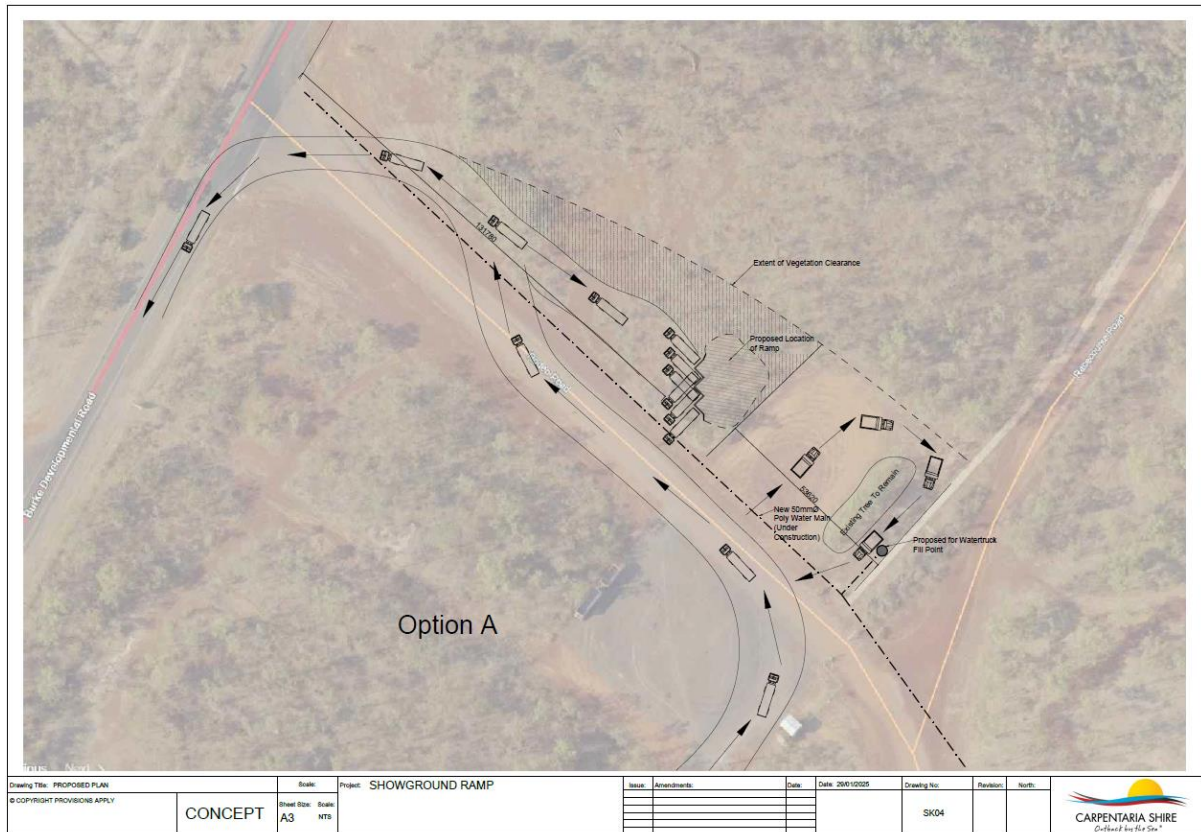
A full A3 copies will be provided at the meeting

<div>  <div> CARPENTARIA SHIRE COUNCIL PROJECT GRANT DASHBOARD </div> </div>														
WORK FOR QUEENSLAND GRANT (W4Q)														
JOB NUMBER	PROJECT REFERENCE NUMBER	PROJECT NAME	PROJECT DESCRIPTION	ASSIGNED TO	SCHEDULE					FINANCE				
					START	FINISH	DURATION	% COMPLETE	PRIORITY	BUDGET	COUNCIL CONTRIBUTION	SPENT	REMAINDER	VARIATION
WQ2401	CSC W4Q 2024-27 001 179-001392	Karumba STP Replace Membrane Treatment Plant	Supply & install new sewerage membrane treatment plant	Matt/Joe	6/01/25	30/04/25	175	4%	URGENT	\$1,200,000.00	\$0.00	\$0,340.97	\$1,149,659.03	\$0.00
WQ2402	CSC W4Q 2024-27 001 179-001393	Normanton School Dam Precinct Stage 2	Improve existing recreational infrastructure around the school dam	Kerrod	10/05/25	10/08/25	92	9%	MEDIUM	\$200,000.00	\$0.00	\$18,590.68	\$181,409.32	\$0.00
WQ2403	CSC W4Q 2024-27 001 179-001394	Normanton Solar Lights	Supply & install solar lights to roads grounds	Eddie	10/06/25	1/04/26	356	0%	LOW	\$75,000.00	\$0.00	\$0.00	\$75,000.00	\$0.00
WQ2404	CSC W4Q 2024-27 001 179-001395	Karumba Point Solar Lights	Supply & install solar lights on Palmer Street, Karumba Point	Eddie	12/02/25	4/06/25	173	0%	LOW	\$35,000.00	\$0.00	\$0.00	\$35,000.00	\$0.00
WQ2405	CSC W4Q 2024-27 001 179-001396	Staff Housing Upgrades 25-26	Refurbish various staff houses	Eddie/Gul	14/02/25	1/11/26	625	13%	LOW	\$200,000.00	\$0.00	\$25,000.00	\$175,000.00	\$0.00
WQ2406	CSC W4Q 2024-27 001 179-001397	Normanton Shire Hall Electrical Works	Revise aged care & faulty electrical works	Liz/Michael	14/01/25	30/11/25	318	33%	LOW	\$75,000.00	\$0.00	\$24,897.47	\$50,102.53	\$0.00
WQ2407	CSC W4Q 2024-27 001 179-001398	Normanton Shire Hall Conference Room	ITC upgrades to conduct meetings & training	Kerrod/Michael	1/06/25	1/12/25	122	0%	LOW	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00
WQ2408	CSC W4Q 2024-27 001 179-001407	Normanton Water Valve Replacement	Replace existing & install new gate valves at various location to isolate main breaks	Matt/Joe	14/05/25	30/11/25	200	1%	LOW	\$275,000.00	\$0.00	\$2,372.50	\$272,627.50	\$0.00
WQ2409	CSC W4Q 2024-27 001 179-001408	Normanton WTP Mainhold & Clarifier 1 Renewal	Construct mainhold to ins Clarifier 1 & 2. Improvements to Clarifier 1.	Matt/Joe	1/09/25	10/12/25	100	0%	LOW	\$200,000.00	\$0.00	\$0.00	\$200,000.00	\$0.00
WQ2410	CSC W4Q 2024-27 001 179-001409	Normanton Accommodation Conversion	Convert an office to residential dwelling	Eddie/Gul	1/10/25	15/11/25	45	0%	LOW	\$135,000.00	\$0.00	\$0.00	\$135,000.00	\$0.00
WQ2411	CSC W4Q 2024-27 001 179-001410	Karumba Childcare Centre	Repair cracking on external walls	Eddie	1/10/25	1/12/25	61	0%	LOW	\$35,000.00	\$0.00	\$0.00	\$35,000.00	\$0.00
WQ2412	CSC W4Q 2024-27 001 179-001412	Karumba Sports Centre-Big Fan & Seating	Install new fan & seating	Eddie	1/11/25	1/12/25	30	0%	LOW	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$0.00
WQ2413	CSC W4Q 2024-27 001 179-001413	Normanton Showground Amenities Refurbishment	Refurbish existing amenities at Normanton Showground	Eddie	17/02/25	30/04/26	498	0%	LOW	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$0.00
										\$2,800,000.00	\$0.00	\$121,201.82	\$2,378,798.18	\$0.00
LOCAL GOVERNMENT AREA GRANT (LGA)														
JOB NUMBER	PROJECT REFERENCE NUMBER	PROJECT NAME	PROJECT DESCRIPTION	ASSIGNED TO	SCHEDULE					FINANCE				
					START	FINISH	DURATION	% COMPLETE	PRIORITY	BUDGET	COUNCIL CONTRIBUTION	SPENT	REMAINDER	VARIATION
TBC	TBC	Aboriginal Council Training Program	Training program for Indigenous	Peter	6/01/25	30/04/25	175	60%	LOW	\$130,000.00	\$0.00	\$51,000.00	\$79,000.00	\$0.00
TBC	LGA Leadership for Sun Safety	Sun Safety	To champion sun safety within community	Amanda	3/03/25	30/04/26	484	70%	LOW	\$5,000.00	\$0.00	\$3,500.00	\$1,500.00	\$0.00
										\$135,000.00	\$0.00	\$54,500.00	\$80,500.00	\$0.00

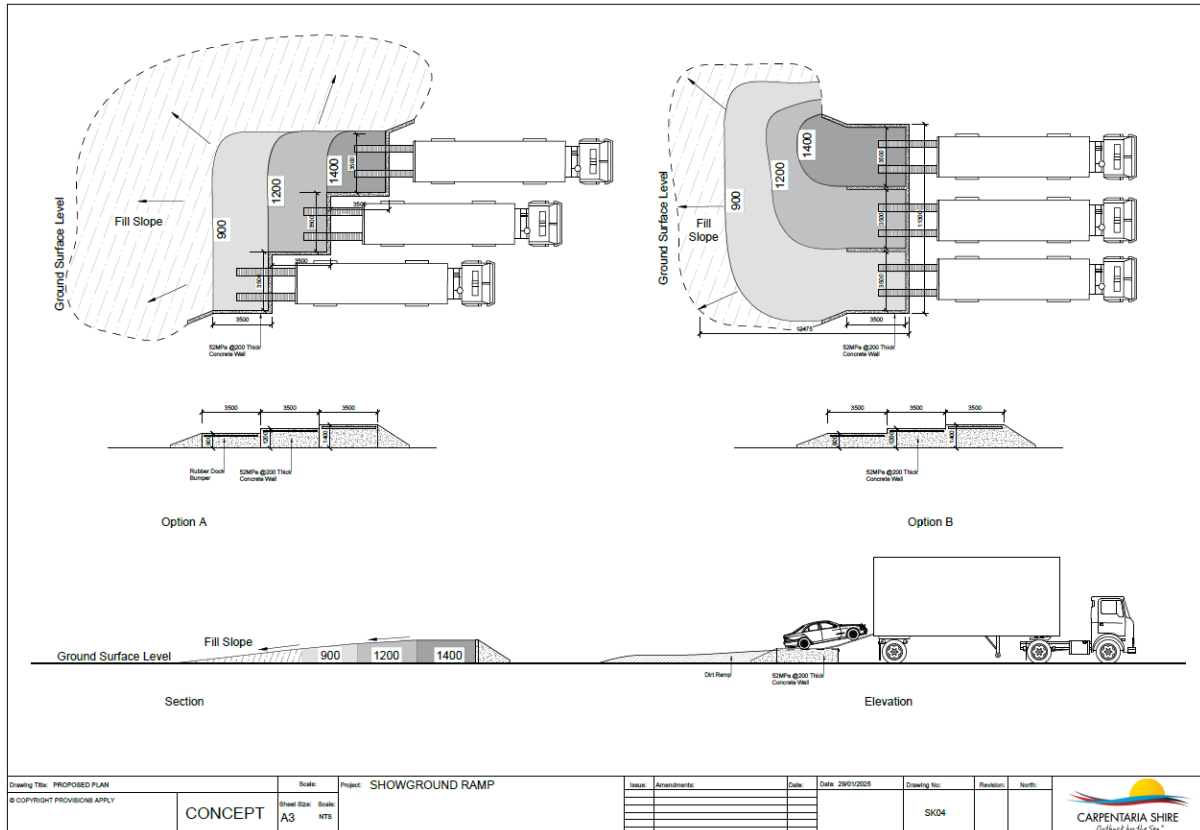
5.2. Showground Loading Ramp

Council has provided a few options for the Loading Ramp outside the Showgrounds. A full A3 copies will be provided at the meeting.

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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.

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14.2 NDRRA/QDRF REPORT

Attachments:	14.2.1. Appendix A - QRA23 Expenditure Summary ↓ 14.2.2. Appendix B - 2023 Completed Works Sketch ↓ 14.2.3. Appendix C - QRA22 Dunbar - Kowanyama Betterment Expenditure Summary ↓ 14.2.4. Appendix D - Cash Flow Summary February 2025 ↓ 14.2.5. Appendix E - Betterment Projects ↓
Author:	John Martin - Consultant Engineering
Date:	13 March 2025
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Provision of safe and reliable infrastructure (roads, water and sewer, buildings and facilities, etc.)

Executive Summary:

QRA22: Acquittal documentation for the final three (3) submissions were lodged to QRA with approval and payment of the final 10% is expected shortly. 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 completion deadlines ranging from 30 June to 30 September 2025. The QRA23 project is approximately 73% complete, which has increased due to proposed scope to be rolled over into QRA25 Submissions as a result of significant additional damage incurred from the 2025 event. A construction value of approximately \$14.4million in scope is remaining to be constructed prior to current submissions deadlines. Two crews are expected to mobilise to commence construction on McAllister Road by mid March, with further crews to progressively mobilise to camps around the Shire to complete the remaining scope when accessible. The current QRA Cash Flow for road restoration/betterment is approximately \$15.6million in advance. The total QRA (including Mitchell River Bridge) cash flow is approximately \$34million 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 shortly with QRA23 scope being prioritised to ensure 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. \$700k) which includes sealed section repairs. The proposed Leichardt River Bridge was deemed ineligible by QRA and funding will alternatively be sought under ROSI funding. Betterment Submissions have been lodged on QRA MARS system which include realignment, sealing and floodway upgrades on Normanton – Burketown Road and Dunbar – Koolatah Road. The estimated RV for all QRA24 REPA and Betterment submissions will be approx. \$68.2million (construction budget of \$50.7million).

QRA25: Carpentaria Shire Council was activated for REPA, Emergency Works and CDO relief measures on 10 February 2025 in response to the North and Far North Tropical Low flooding. Damage pickup and Emergency Works have begun throughout the Shire on roads that are currently accessible from Normanton and will continue in the upcoming months as areas of the Shire become accessible.

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RRUPP: Construction of the two (2) approved projects have been completed and will be lodged for acquittal shortly.

OTHER: Normanton to Burketown Road Betterment Project (RV Approx. 8.6million) has been completed and acquittal documentation is currently being prepared. Poingdestre Causeway Upgrade project has been fully acquitted and Council has received the final payment. A final outcome has been received for Mitchell River Crossing Investigation with final approval and payment to Council expected shortly.

RECOMMENDATION:

For Information Only.

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 and payment of outstanding expenditure (final 10% payment) to Council is expected shortly.
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 73% of the scope has been completed with an Expenditure Ratio of 0.91 Refer to Appendix A and B for further construction details.
3. Project competition has increased due to proposed scope to be rolled over into QRA25 Submissions as a result of significant additional damage incurred from the 2025 event.. This includes remaining scope on Ifley Road, Lotusvale – Stirling Road, Wondoola Bypass and Wondoola Access
4. Submission 1 (Northern Roads) has an EOT deadline until approved 30 September 2025. The other five (5) submissions have deadlines of 30 June 2025.
5. A construction value of approximately \$14.4million in scope is remaining to be constructed prior to current submissions deadlines. Two crews are expected to mobilise to commence construction on McAllister Road by mid March. Further crews will progressively mobilise to camps around the Shire to complete the remaining scope when accessible.
6. The current QRA cash flow (refer Appendix D) shows the road restoration/betterment is approximately \$15.6million in advance. The total QRA (including Mitchell River Bridge) cash flow is approximately \$34million in advance.

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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. \$700k) which includes sealed section repairs and is currently subject to queries. The proposed Leichardt River Bridge was deemed ineligible by QRA and funding will alternatively be sought under ROSI funding.
4. The estimated RV for all QRA24 REPA and Betterment submissions will be approx. \$68.2million (construction budget of \$50.7million).
7. Construction of QRA24 scope will commence shortly with QRA23 scope being prioritised to ensure submission deadlines are met.
5. All approved QRA24 submissions have a completion deadline of 30 June 2026.
6. Betterment Submissions have been lodged on QRA MARS.system which include realignment, sealing and floodway upgrades on Normanton – Burketown Road and Dunbar – Koolatah Road.

2025 QRA Event

1. Carpentaria Shire Council was activated for REPA, Emergency Works and CDO relief measures on 10 February 2025 in response to the North and Far North Tropical Low flooding.
2. Damage pickup and assessments have begun throughout the Shire on roads that are currently accessible from Normanton. Damage pickup will continue in the upcoming months as areas of the Shire become accessible.
3. Emergency works have commenced throughout the Shire on roads that are currently accessible and will continue in the upcoming months to restore access where required.

Remote Roads Upgrade Pilot Program (RRUPP)

1. Construction of the Iffley Road Gravel Upgrade and Koolatah – Dixie Road Widening projects have been completed and both projects will be lodged for acquittal shortly.

Other

1. Work has been completed on Normanton - Burketown Road pavement and sealing project (RV Approx. 8.6million) as part of QRA23 betterment funding (approx. 12km). Acquittal documentation is currently being prepared prior to 30 September 2025 deadline.

BUSINESS PAPERS

2. Poingdestre Causeway Upgrade has been fully acquitted and Council has received the final payment. A final outcome report has been received for the Mitchell River Crossing Investigation and final payment to Council is expected shortly. Refer to Appendix E for all approved betterment projects.

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:

- Medium – QRA23 – EOT and Rollovers have helped alleviate deadline pressures. A construction value of \$14.4million in scope is still remaining to be constructed prior to current submission deadlines and completion is dependent on further wet weather and heavy vehicle access.
- Medium – QRA24 – It is expected the construction RV will be \$50.7million. Further 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

1/03/2025

73%

0.91



Submission 5 - CSC.0069.2223G REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Iffley Road	\$ 9,346,235.99	\$ 2,199,710.86	100%	0.24	Due to significant additional damage incurred from the 2025 event, Remaining works scope has been rolled over.
TOTAL	\$ 9,346,235.99	\$ 2,199,710.86			

*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. Remaining scope is at risk of not being completed by due date as a result of early weather events, an EOT may be required.
Dunbar - Kowanyama Road (Secondary Access)	\$ 109,217.34	\$ -	0%	1.00	Cost variance against RV. Expected to align closely after works are completed. Scope is at risk of not being completed by due date as a result of early weather events, an EOT may be required.
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
Koolalah - Dixie Road	\$ 5,759,502.97	\$ 4,260,859.05	100%	0.74	Overlapping costs booked to the RRRUP job number due to scope being within the same chainages, cost adjustments are being undertaken
Koolalah - Drumduff Road	\$ 1,424,067.05	\$ 7,458.31	0%	1.00	Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction. Scope is at risk of not being completed by due date as a result of early weather events, an EOT may be required.
TOTAL	\$ 11,824,469.84	\$ 4,289,908.26			

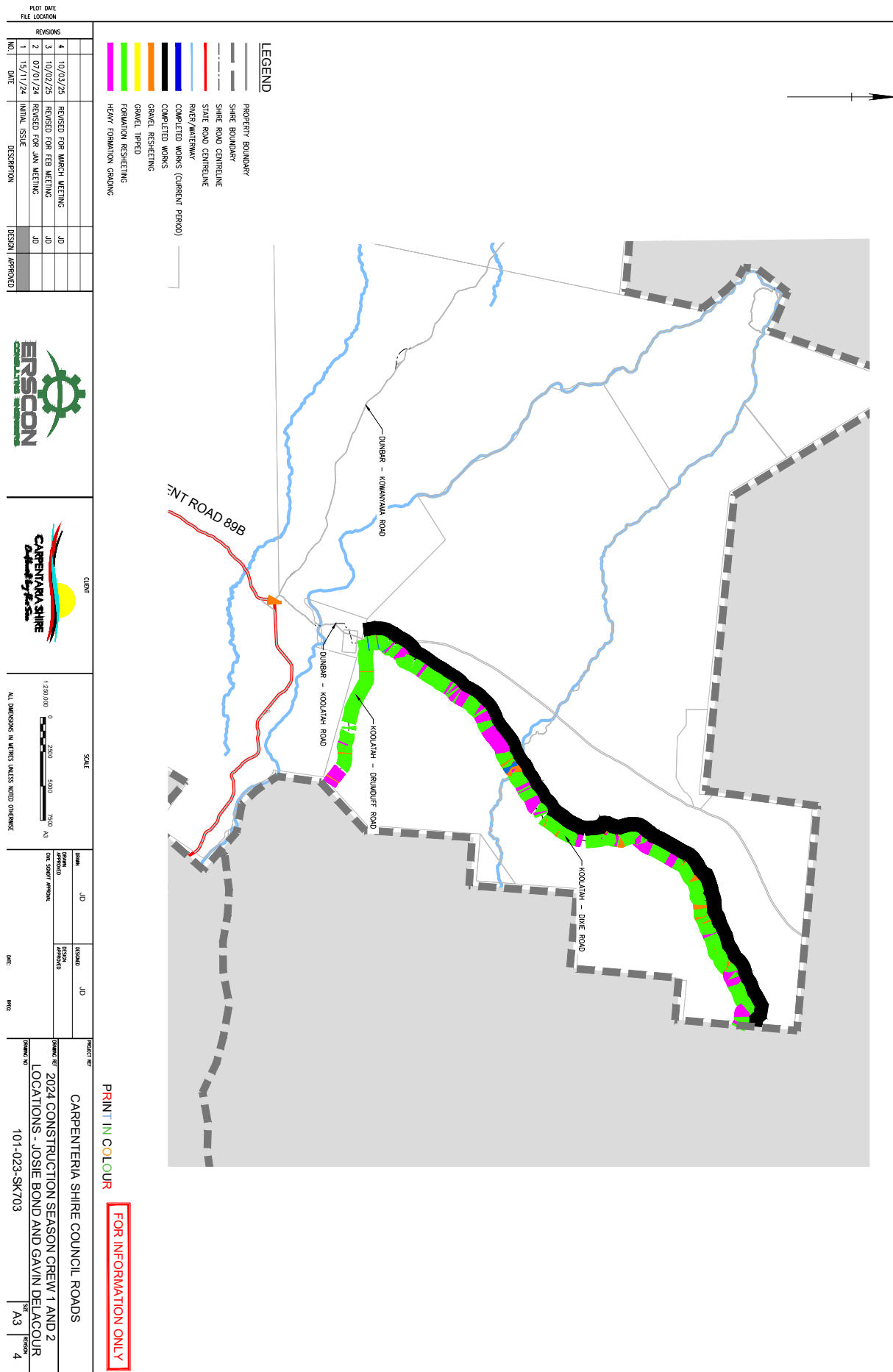
Submission 3 - CSC.0074.2223G REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Barlawink Access	\$ 64,713.90	\$ -	0%	1.00	Cost variance against RV. Expected to align closely after works are completed. Scope is at risk of not being completed by 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	\$ 3,866,392.90	100%	1.06	Overlapping camp and establishment costs with simultaneously constructed QRA23 Wernadina 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	\$ 5,737,886.77	100%	0.68	Accured costs processing, construction recently completed.
Wernadina 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	100%	0.38	Due to significant additional damage incurred from the 2025 event, Remaining works scope has been rolled over.
Wondoola Bypass Road	\$ 1,661,333.50	\$ 195,119.74	100%	0.12	Due to significant additional damage incurred from the 2024 event, all scope has been rolled over.
TOTAL	\$ 16,863,682.49	\$ 11,111,240.81			

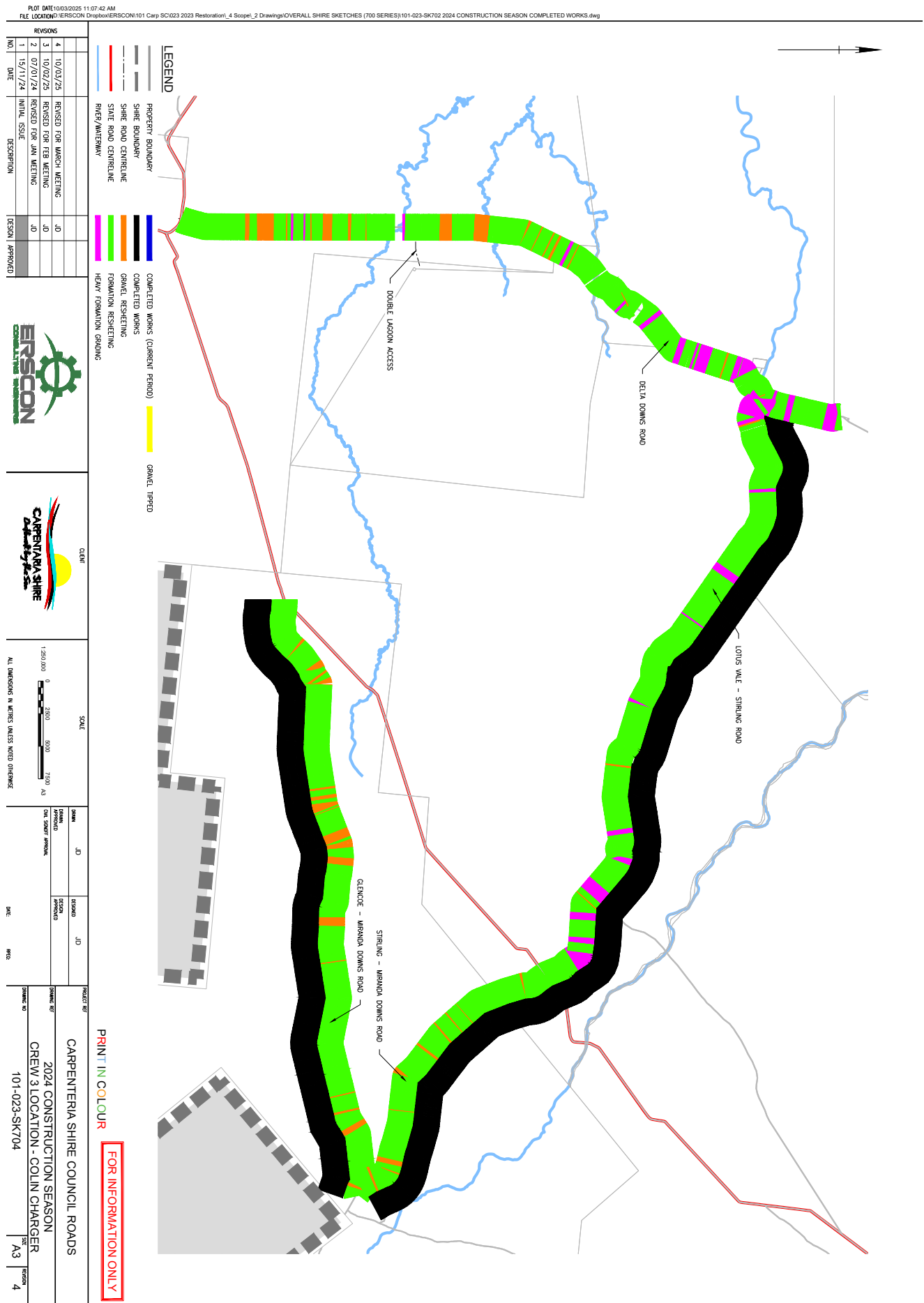
Submission 2 - CSC.0073.2223G REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Delta Downs Road	\$ 3,938,668.34	\$ 1,274,930.60	0%	1.00	Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual 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 Stirling - Miranda Downs Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Glencoe - Miranda Downs Road	\$ 3,401,968.46	\$ 2,480,919.15	100%	0.73	Due to significant additional damage incurred from the 2025 event, Remaining works scope has been rolled over.
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	\$ 7,051,506.68			

Submission 4 - CSC.0075.2223G.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Glenore Access	\$ 1,332,663.55	\$ 1,053,884.15	100%	0.79	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	\$ 70,844.20	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 QRA23 Trenton Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Normanton - Burketown Road	\$ 1,740,803.60	\$ 1,804,193.62	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 QRA23 Trenton Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Ten Mile Road	\$ 585,725.70	\$ 5,716.75	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	\$ 3,058,232.77			

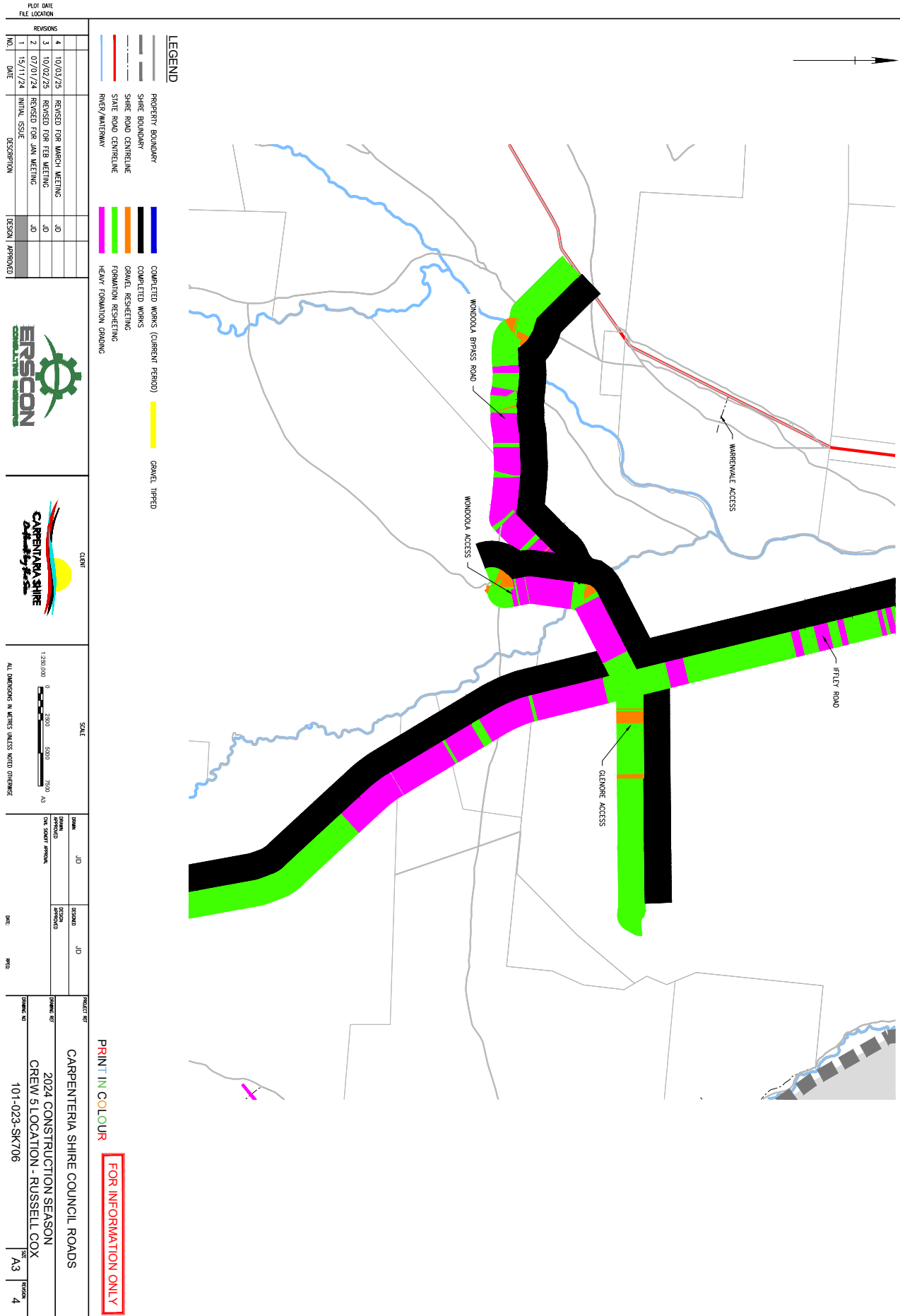
Submission 6 - CSC.0076.2223G.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Normanton - Burketown Road (Betterment)	\$ 6,055,511.46	\$ 6,684,811.13	100%	1.10	Project Complete, acquittal documentation is currently being prepared
TOTAL	\$ 6,055,511.46	\$ 6,684,811.13			











CARPENTARIA SHIRE COUNCIL

SUMMARY OF QRA22 Dunbar - Kowanyama Road Betterment EXPENDITURE
CURRENT
Project Completed
Forecast Project Expenditure to RV Ratio

1/03/2025
80.0%
0.73



Submission 4 (CSC.0064.2122D.REC)					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Dunbar - Kowanyama Road (Betterment)	\$ 5,692,392.28	\$ 3,337,008.72	80%	0.73	Road was partially constructed before wet season shutdown, remaining works are scheduled in the 2025 construction year.
TOTAL	\$ 5,692,392.28	\$ 3,337,008.72			

ORA Cash Flow Summary

Expenditure as at 1/3/2025

Submission lodged for aquittal
Submission fully acquitted



Funding Event Stream	ORA Submission	CSC Submission	Recommended Value	Synergy 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 RFI	Kaunua Foreshore	\$ 1,335,604	ORRF4	\$ -	\$ 1,271,862	\$ 3,097	\$ 1,274,959	\$ 379,681	\$ -	\$ 828,073	\$ 1,207,754	\$ -
2022 ORRF	CSC 0056/2122M RFI	Inverleith West Causeway	\$ 500,000	CR2302	\$ 104,950	\$ 635,299	\$ 88	\$ 740,337	\$ 142,500	\$ 285,000	\$ 47,500	\$ 475,000	\$ -
2022 ORRF	CSC 0056/2122M RFI	Mitchell River Investigation	\$ 300,000	CR2203	\$ 16,616	\$ 302,449	\$ 31,191	\$ 287,874	\$ 85,500	\$ 171,000	\$ -	\$ 256,500	\$ 16,880
2022 ORRF	CSC 0056/2122M RFI	Burke & Willis Management Access	\$ 364,288	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, FRMP2202, FRMP2203	\$ -	\$ 42,240	\$ -	\$ 42,240	\$ 51,536	\$ -	\$ -	\$ 51,536	\$ 9,296
2022 REPA	CSC 0060/2122D REC	2022 Submission 1	\$ 15,463,772	FD6022	\$ 276,972	\$ 5,162,405	\$ 158,016	\$ 5,597,393	\$ 4,639,132	\$ -	\$ 944,316	\$ 5,583,448	\$ 508,700
2022 REPA	CSC 0061/2122D 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	\$ 6,792,957	\$ 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, FD2022	\$ 62,381	\$ 11,396,865	\$ 640,792	\$ 10,818,453	\$ 2,963,160	\$ 785,204	\$ 373,123	\$ 11,190,487	\$ 1,552,311
2023 REPA	CSC 0069/22235 REC	2023 Submission 5	\$ 12,412,252	FR6393	\$ -	\$ 61,940	\$ 2,137,771	\$ 2,199,711	\$ -	\$ 3,715,105	\$ -	\$ 3,715,105	\$ 1,515,894
2023 REPA	CSC 0072/22235 REC	2023 Submission 1	\$ 15,713,023	FD7223	\$ -	\$ 59,853	\$ 4,229,295	\$ 4,289,148	\$ -	\$ 4,713,907	\$ -	\$ 4,713,907	\$ 424,759
2023 REPA	CSC 0073/22235 REC	2023 Submission 2	\$ 17,111,745	FD7323	\$ -	\$ 1,130,885	\$ 5,919,792	\$ 7,050,678	\$ -	\$ 5,133,443	\$ 2,233,470	\$ 7,366,912	\$ 316,233
2023 REPA	CSC 0074/22235 REC	2023 Submission 3	\$ 22,396,589	FD7423	\$ -	\$ 961,456	\$ 10,144,482	\$ 11,105,918	\$ -	\$ 6,718,977	\$ 4,703,174	\$ 11,422,151	\$ 316,233
2023 REPA	CSC 0075/22235 REC	2023 Submission 4	\$ 12,743,486	FD7523	\$ -	\$ 921,155	\$ 2,966,078	\$ 3,887,233	\$ -	\$ 3,823,046	\$ -	\$ 3,823,046	\$ 764,813
2023 REPA	CSC 0076/22235 REC	2023 Submission 6	\$ 7,997,031	CR2411	\$ -	\$ 24,044	\$ 6,660,767	\$ 6,684,811	\$ -	\$ 2,279,709	\$ 4,144,192	\$ 6,423,301	\$ 261,510
2023 REPA	All ORA23 Submissions	2023 Project Management	\$ -	FD2023	\$ -	\$ -	\$ 1,632,206	\$ 1,632,206	\$ -	\$ -	\$ -	\$ 1,632,206	\$ -
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 0081/2324U EVK	2024 CSC Emergency Works	\$ 1,831,725.44	FD0124	\$ -	\$ 1,193,889	\$ 604,443	\$ 1,798,432	\$ -	\$ -	\$ 1,798,432	\$ 1,798,432	\$ -
2024 REPA	CSC 0078/2324P REC	2024 Submission 1 - Mitchell River Bridge	\$ 87,996,922.23	CR2407	\$ -	\$ 645,913	\$ 31,340,252	\$ 31,984,165	\$ -	\$ 5,000,000	\$ 45,411,017	\$ 50,411,017	\$ 18,426,853
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 3 - Rollover Roads	\$ 16,099,986.59	FD8224	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,829,996	\$ 4,829,996	\$ -
2024 REPA	CSC 0083/2324P REC	2024 Submission 4 - Western Roads	\$ 14,968,400.63	FD8324	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,472,520	\$ 4,472,520	\$ -
2024 REPA	CSC 0086/2324P REC	2024 Submission 5 - (Turnbar - Kowaryama Road)	\$ 5,828,974.76	FD8624	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,748,692	\$ 1,748,692	\$ -
2024 REPA	CSC 0087/2324P REC	2024 Submission 6 - (Narration - Burketown Road)	\$ -	FD8724	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024 NRI	All ORA23 Submissions	2024 Project Management	\$ -	FD2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024 CDO	CSC 0085/2324B NRI	Karumba Foreshore Protection Project	\$ 4,547,830.00	TBA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2025 CDO	TBA on Acquit	2025 CSC CDO	\$ -	FD0225	\$ -	\$ -	\$ 4,901	\$ 4,901	\$ -	\$ -	\$ -	\$ 1,364,349	\$ 1,364,349
2025 EW	TBA on Acquit	2025 CSC Emergency Works	\$ -	FD0225	\$ -	\$ -	\$ 6,242	\$ 6,242	\$ -	\$ -	\$ -	\$ 4,901	\$ 4,901
													\$ 34,049,957

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
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
National Resilience Fund - Infrastructure	Karumba Foreshore Protection Project	\$4,547,830	30/06/2026

Project has been completed

BUSINESS PAPERS

14.3 WATER AND WASTE MONTHLY REPORT

Attachments:	NIL
Author:	Joe Beddows - Technical Officer - Water and Waste
Date:	13 March 2025
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Provision of safe and reliable infrastructure (roads, water and sewer, buildings and facilities, etc.)

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 February 2024.

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

- Total treated water consumption (Normanton and Karumba) was 51.9ML for the month of February.
- Three (3) eOne pump replacements occurred for the month of February.
- Recorded rainfall for February was 165.4mm

RECOMMENDATION:

That Council receive and note for information the Water and Waste Monthly Report for January 2025.

Background:

Water Industry Update

The NW-QWRAP groups first meeting of 2025 took place in Mount Isa on the 13th February 2025. The next NW-QWRAP meeting is scheduled for the 29th May in Richmond

Current NW-QWRAP Projects:

- Water Operator Skills, Needs & Gap Analysis
- Lagoon Desludging Pre-Assessment
- Sewer Pump Station Condition Assessment
- AC Main Condition Assessment

Operations

Normanton-Karumba Water Supply Scheme

Raw water turbidity at the Normanton Water Treatment Plant averaged 355 NTU throughout February; however, a significant improvement was observed in the final six days of the month, with turbidity dropping below 100 NTU. This reduction in raw water turbidity enhances the efficiency of the treatment process, as lower NTU levels reduce the demand for coagulants and other treatment chemicals, improving sedimentation and filtration performance. Additionally, all chemical dosing equipment has been calibrated to ensure accurate dosing rates, with servicing carried out where necessary. These proactive maintenance measures help maintain optimal water quality and ensure the treatment process remains effective and reliable.

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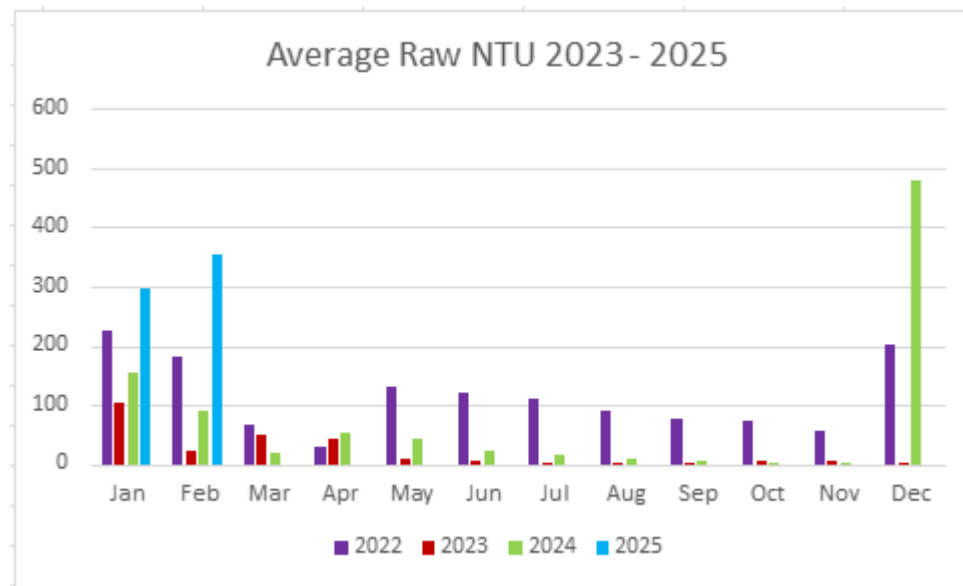


Figure 1 – Average Raw Water Turbidity 2022-2025

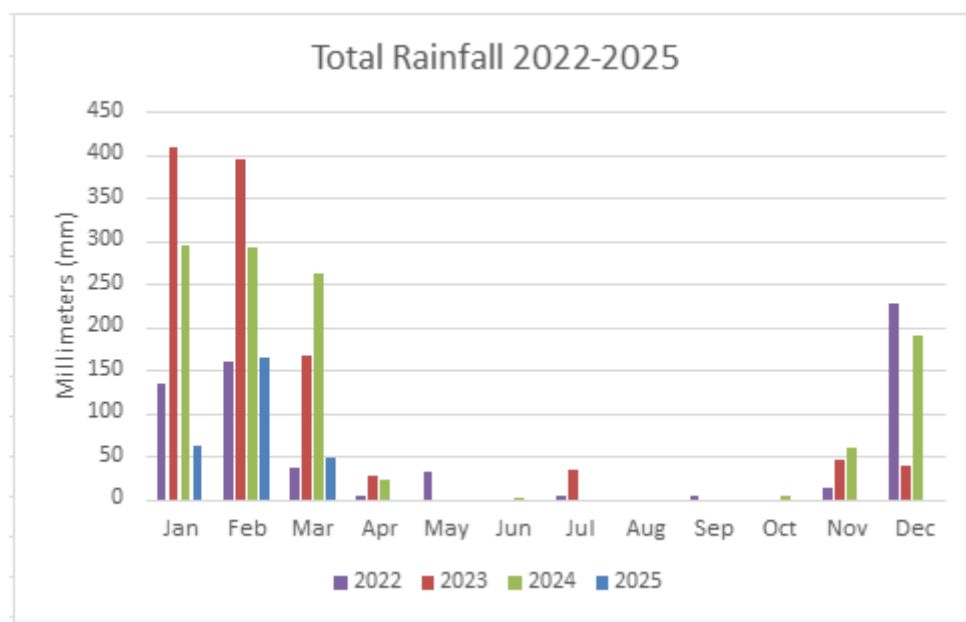


Figure 2 – Monthly Rainfall

For the month of February, approximately 57.1ML was pumped from Glenore Weir and 3.0ML from the Normanton bore for a total of 60.1ML of raw water. Total treated water consumption (Normanton and Karumba) was 51.9ML for the month of February.

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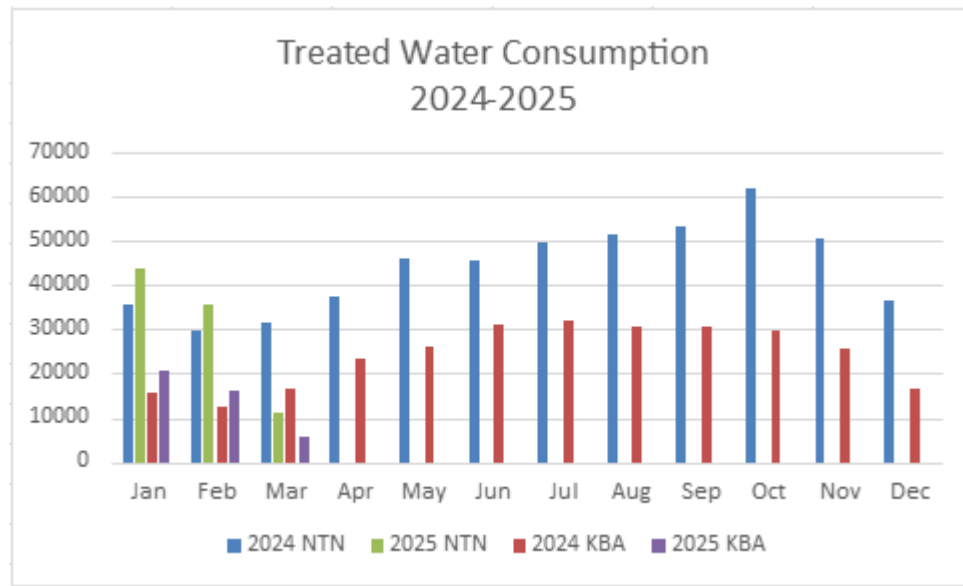


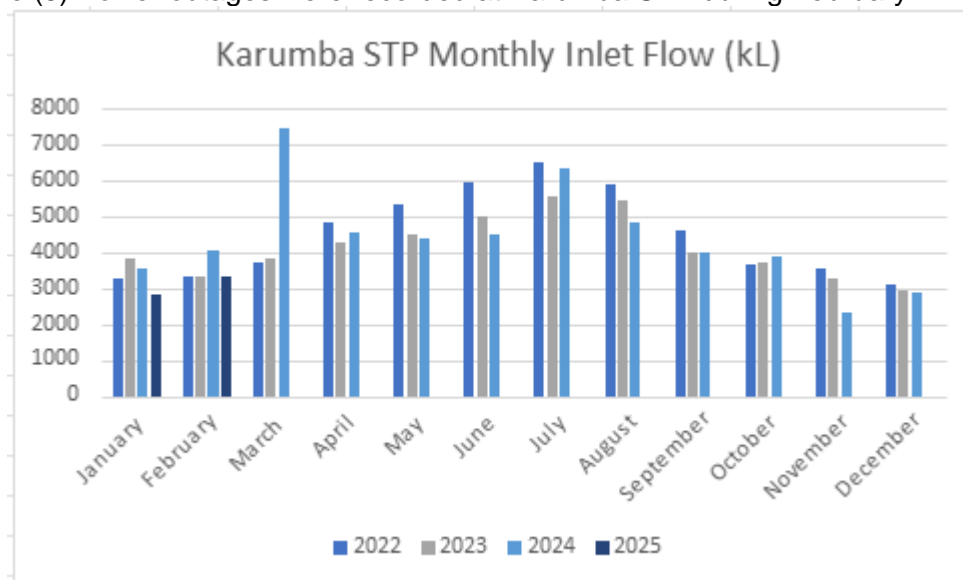
Figure 3 – Treated Water Consumption by Zone

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 February, three (3) low pressure pumps were replaced.
- Karumba Sewage Treatment facility treated approximately 3.57ML of sewerage during February.
- Five (5) Power outages were recorded at Karumba STP during February.



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Figure 4 – Total Monthly inlet flow for Karumba STP

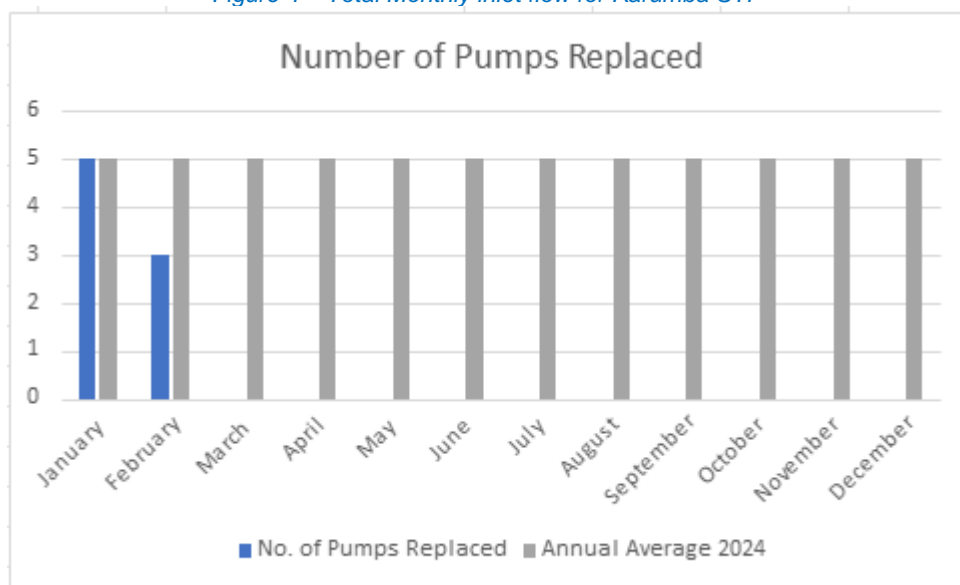


Figure 5 – Sewer Reticulation Pump Replacements

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. Of particular concern is the illegal dumping of asbestos at the Karumba facility in January, which poses a significant health risk. Asbestos disposal is strictly prohibited at Karumba and must be pre-arranged for disposal at the Normanton waste facility in accordance with safety regulations.



Photo 1 – Asbestos dumped at Karumba Waste Transfer Station

Consultation (Internal/External):

- Michael Wanrooy - Director of Engineering
- Joe Beddows – Manager Water and Waste
- Matthew Brennan – Project Engineer

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- 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

14.4 RECOGNITION OF SOLE SUPPLIER

Attachments:	NIL
Author:	Joe Beddows - Technical Officer - Water and Waste
Date:	13 March 2025
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Provision of safe and reliable infrastructure (roads, water and sewer, buildings and facilities, etc.)

Executive Summary:

This report has been prepared to provide Council with an overview of the market response received for the design and construct tender for the replacement of the Karumba Wastewater Treatment Plant Membrane Skid.

One(1) tender submission was received from Veolia. The submission is non compliant and fails to meet the design and installation components of the proposed contract. The response received is for supply only of goods. The entity of Veolia(Veolia Water Technologies & Solutions Australia Pty Ltd) which responded is not LocalBuy registered.

Council project officers wish to renegotiate a "Supply Only" contract with Veolia under exemption as a sole supplier to expedite production and delivery of the required replacement assets.

To ensure compliance with section 228 of the *Local Government Regulation 2012* (Qld) and given the substantive difference between "supply only" and "design and construct", we consider that there is a risk that Council will be considered not to have complied with section 228 if it now enters into a contract with Veolia for the "supply only" of the equipment without taking further steps. As such, it is recommended that actions are taken to ensure that it complies with Chapter 6 of the Regulation by utilising an exception to the requirement to undertake tenders (such as resolving that there is only one supplier reasonably available under section 235(a))

RECOMMENDATION:

That Council resolves that Veolia is the sole supplier of goods required for the replacement of the Membrane Skid at the Karumba Wastewater Treatment Plant. As such, Council authorises project officers to act under exemption to renegotiate a "supply only" contract for the goods under section 235(a).

Background:

- Design & Construct Tender released to market
- One(1) response received
- Tender submission is non-compliant and does not cover design and installation aspects of the proposed contract

Consultation (Internal/External):

- Michael Wanrooy - Director of Engineering
 - Joe Beddows – Manager Water and Waste
 - Matthew Brennan – Project Engineer
 - Gerard Meade - Ochre Legal
 - Kerrod Giles – Engineer
-

BUSINESS PAPERS

- Jason Jetten - Conexa

Legal Implications:

- Local Government Act 2009
- Local Government Regulation 2012
- Queensland Procurement Policy 2023

Risk Management Implications:

- Significant negotiation required under existing contract type. unnecessary contract complexity to council as the proposal is supply only
- Time delays will be encountered if retendering is required, which is the alternative to an exemption.
- The current membrane skid is in poor condition, supply of goods has a + 6 months lead time on delivery to site. Getting the required goods on order for production is a high priority.

Financial and Resource Implications:

- Significant time and resources required to negotiate under the current contract type
Renegotiation under exemption gives council some leverage to extract the best value for money.

BUSINESS PAPERS

14.5 BUILDING AND PLANNING REPORT

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

RECOMMENDATION:

For Information Only.

Background:

Planning Applications Received

DA No.	Applicant	Address	Application Type	Status
N/A				

Planning Applications Approved

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	Approved with conditions.

Building Applications Received by Building Certifier

DA No.	Applicant	Address	Application Type	Value
N/A				

Applications pending waiting on further information (Applicants advised)

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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
- 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

Policy Implications

- Procurement Policy

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Financial and Resource Implications

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

Risk Management Implications

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

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14.6 SUPPLY AND DELIVERY OF NEW PLANT AND FLEET

Attachments:	NIL
Author:	Guilherme Ribeiro - Assets Manager
Date:	13 March 2025
Key Outcome:	Day to day management of activities within Engineering Services Directorate
Key Strategy:	As per the Departmental Plan for Engineering Services

Executive Summary:

This report provides information for Council to determine high priority replacement for the 2024 – 2025 fleet. The plant listed are aging and require constant maintenance and repairs. Council has not purchased a new vehicle this financial year and would like to request consideration to order some high priority plant for replacement.

RECOMMENDATION:

That Council approves the tender for the replacement of the following plants:

- P2703 Hino 500 (RMPC)
- P2534 Isuzu NPR400 (Town Crew)
- P2520 Isuzu NPS300 (Workshop)
- P3033 Massey Ferguson Tractor (Slashing)
- P1938 Prado (DCS)
- Estimated new price cost is \$865,000, estimated auction price is \$290,000. Changeover cost to Council is estimated as \$575,000.

Background:

Council has provided a list of plant for review which are high priority for replacement. By the time the order is made, all the plant listed below will need to be carried into next year's budget.

Plant #	Vehicle Type	Odo Reading	Date Acq.	WDV	New Vehicle Cost	WDV - New Vehicle	Plant Details
P2703	Hino 500 Series FG 1628 Crew Cab	307,761	2017	\$90,000.00	\$265,000.00	\$175,000.00	Air-con, Air System, cabin and road warning accessories are failing, aftermarket add-on electrical wiring failing. Truck is tag out

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P2534	Isuzu NPR400 Premium Crew Cab Tipper	148,863	2015	\$65,000.00	\$180,000.00	\$115,000.00	This truck gets heavy usage around Normanton and Karumba. It's in bad shape for its intentional use. It's old-style air-con system is no longer sustainable. The track of this truck is also heavily damage because of use and the Hydraulic system is become slow. The engine has lost a substantial amount of power from use and gearbox will soon need an overhaul. The suspension on this truck is now due for replacement/upgrade
P2520	Isuzu NPS300 4x4 Trayback Truck	182,536	2015	\$60,000.00	\$185,000.00	\$125,000.00	Karumba tractor is rusting in steel control cable and electrical component connections. Hydraulic system will need complete overhaul, front loader lift arms bent. Machine looks older than it is. Cosmetically in bad shape. Truck is Tag out.
P3033	Massey Ferguson MF5440 4wd Tractor	29,015	2012	\$45,000.00	\$140,000.00	\$95,000.00	
P1938	Toyota Prado GXL 2.8L T Diesel Automatic Wagon	169,000	-	\$30,000.00	\$95,000.00	\$65,000.00	Prado is due for replacement with high mileage
				\$290,000.00	\$865,000.00	\$575,000.00	

Consultation (Internal/External):

- Michael Wanrooy – Director of Engineering
- Executive Leadership Team
- William Bollen – Workshop Foreman

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Legal Implications:

- Procurement policies

Financial and Resource Implications:

- Low - Within budget allocation
- Increased repair and operating costs
- Tagging out plant

Risk Management Implications:

- Within normal operating parameters.
- Plant breakdowns
- Increased maintenance

BUSINESS PAPERS

14.7 DESIGN AND CONSTRUCT KIOSK AND CHANGE ROOM

Attachments:	NIL
Author:	Kerrod Giles - Engineer
Date:	13 March 2025
Key Outcome:	Day to day management of activities within Engineering Services Directorate
Key Strategy:	As per the Departmental Plan for Engineering Services

Executive Summary:

This report provides information for Council to award the tender for the design and construct for the Normanton Pool Kiosk and Change room. Three invitations were sent via Vendor Panel to local contractors. Two tenders were received.

RECOMMENDATION:

That Council:

1. Approves the tender from Barto's Construction for the value of \$700,000.00 plus GST

Or
2. Approves the tender from Wren Constructions for the value of \$822,440 plus GST, however, Council will need to contribute \$122,440.00 on top of the grant.

Background:

Council received a \$700,000.00 grant from LRCIP Round 4. Council will use the grant to build a new kiosk and change room at the Normanton Swimming pool. The grant closes on 30 June 2025.

Council invited three local qualified builders via Vendor Panel.

Tenderers were informed of the closing date, sent a plan layout and to see if they can design and build to match the grant.

Barto's Construction submitted a lump sum value of \$700,000.00 plus GST. Their program indicated an estimated completion date of 20 June 2025. The kiosk will be built from block work walls on slab. The toilets and change rooms will be built on slab with metal framing and colorbond cladding. They have indicated they will build similar to the plans submitted in the tender documents.

Wren Constructions submitted a lump sum value of \$822,440.00 plus GST. They did not provide a completion date with their tender; however, they understand that the building has to be constructed by end of June 2025. The kiosk and change rooms will be built on slab and will be constructed from blockwork to achieve longer shelf life. The change room will be on a reduced scale to the plans supplied with the tender documents.

Consultation (Internal/External):

- Michael Wanrooy – Director of Engineering
- Kerrod Giles - Engineer
- Eddie Ibal – Project Officer

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Legal Implications:

- Meeting Building Code of Australia
- Meeting Australia Standards

Financial and Resource Implications:

- Within grant allocation
- Potential variations above grant allocations

Risk Management Implications:

- Time Constraints
- Cost Variations
- Constructing during pool opening hours

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15 GENERAL BUSINESS

16 CLOSURE OF MEETING