



CARPENTARIA SHIRE

Outback by the Sea

BUSINESS PAPER

21 MAY, 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 16 April 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 Normanton Aerodrome - Airservices Australia

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

10.2 Register of Pre-Qualified Trade and Professional Services Suppliers - Hilda Toby

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 MONTHLY MATTERS OF INTEREST REPORT

Attachments: NIL

Author: Anne Andrews - Chief Executive Officer

Date: 13 May 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 April/May 2025.

RECOMMENDATION:

For noting only.

Meeting Schedule May – June 2025.

Activity	Location	Date
Council Meeting	Normanton	21 May 2025
GSD / TTNQ Meetings	Normanton	21 May 2025
Launch Visitor Information Guide	Karumba	21 May 2025
Sibanye Still Water Briefing	Normanton	22 May 2025
Council Budget Workshop 2	Normanton	22 May 2025
Gulf Savannah Development Port Karumba Meeting	Normanton	26 May 2025
GSD Board Meeting	Online	29 May 2025
CEO Connect	Online	30 May 2025
NWQROC Monthly Meeting	Online	06 June 2025
Council Meeting	Normanton	18 June 2025
Council Budget Workshop 3	Normanton	19 June 2025

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Activity		Date
NWQROC Meeting	Attendance at the NWQROC Meeting – Mount Isa	7 and 8 May, 2025
NWQROC Karumba Biosecurity Peacetime Exercise	Karumba	14 May 2025
NWQROC Biosecurity Round Table - Chief Biosecurity Officer	Karumba	15 May 2025
Delegations	Assessment of delegations in process to present report to Council.	18 June 2025.
Corporate Plan	The Corporate Plan is presented to Council for endorsement at this meeting.	21 May, 2025.
Normanton Childcare Centre - partial reassessment and re-rating by Department of Education.	<p>Assessment May 8, 2025 focussed on the National Quality Standard (NQS):</p> <ul style="list-style-type: none"> • Quality Area 1 – educational and program practice • Quality Area 2 – Children’s health and safety • Standard 4.1 – staffing arrangements • Quality Area 7 – governance and leadership. <p>Report pending.</p>	TBC
Housing Strategy	1. The agreement has been signed and deposit for the purchase of Ellis Street land from the State Government for new residential subdivision has been paid. Final payment to be made by July 2, 2025.	2 May, 2025.
	2. Council has received correspondence from the Department of Local Government Water and Volunteers that it was successful in receiving \$139,700 for the planning of the Ellis Street Subdivision through the Australian Government Housing Support Program. The Head Funding Agreement is pending.	TBC.
	<p>3. Preparation of application for the QLD Residential Activation Fund to deliver power to Lilyvale Stage One is ongoing. The fund supports the delivery of trunk and essential infrastructure necessary to activate residential infill and greenfield housing developments. This infrastructure may include:</p> <ul style="list-style-type: none"> • water supply • sewerage • stormwater • power • transport e.g. roads. 	Round 1 opens 7 April 2025. Announcements from July 2025.
Country Roads Connect (CRC) Program	Application for Country Road Connect to bitumise a further section of the Normanton to Burketown Road submitted.	2 May, 2025

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Activity		Date
Research application of interest in Country University Centre	In process. Initial meetings underway to develop plan project plan.	30 June, 2025

- Executive Leadership Team meet weekly.
- Senior Leadership Team meet monthly.

Consultation (Internal/External):

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

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 ADOPTION OF FIVE YEAR CORPORATE PLAN

Attachments:	11.2.1. Executive Leadership Team Draft Corporate Plan Review ↓ 11.2.2. Corporate Plan 2025 - 2029 ↓
Author:	Anne Andrews - Chief Executive Officer
Date:	13 May 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 plan and the draft document was placed on public display during the month of April for further consultation. Council did not receive any public submissions during this stage.

RECOMMENDATION:

That Council adopts the five-year 2025-2029 Corporate Plan.

Background:

Mead Perry Group (MPG) was engaged by Council in December 2024 to facilitate the development of a new five-year Corporate Plan. The project commenced a community survey.

The survey was conducted online with the community having access to hard copies at Council offices. The survey opened on 20 January 2025 and closed on the 14 February 2025. 30 surveys were submitted.

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.

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.

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

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.

Council adopted at its March meeting to place the draft plan on display for a further period of consultation. This took place in April and no further comments were received.

During this time, the Executive Leadership Team also reviewed the plan and the amendments are attached to this report and have been incorporated into the document.

The numbering system and format and images have also been updated in the final document.

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.

Executive Leadership Team Review Draft Corporate Plan 02/05/025.				
Outcome. <i>(Relates to final strategy unless otherwise stated).</i>	Change from	Change to	ELT Comment.	
COMMUNITY				
1.5 A sport and recreation plan is in place.	Target: December 2025	December 2026.	Realistic timeframe.	
1.6 Childcare Services meet community needs	Measure: Vacancy rates	Staff vacancy rates.	Aligns with the strategy which is to recruit, retain and develop professional staff.	
1.7 Maintain and develop community facilities.	Strategy: Develop facilities plans for Council community facilities.	Develop facility master management plan for Council community facilities.	Develop a centralised facility management plan to reduce duplication.	
	Measure: % of plan finalised.	Masterplan adopted by Council by December 2026.	Measurable outcome.	
1.8 A cultural strategy is in place.	Measure: Date of strategy adoption.	Strategy adopted by Council by December 2027.	Measurable outcome.	
	Target December 2026.	December 2027.	Realistic timeframe.	
1.9 The amenity of Karumba meets community expectations.	Strategy: Develop a masterplan for Karumba.	Review the master plan for Karumba.	There is an existing Karumba Master Plan.	
	Performance Indicator: Plan development progress.	Masterplan review progress.	Measurable outcome.	
	Measure: Plan development progress.	Masterplan adopted by Council.	Measurable outcome.	
	Target: December 2026.	June 2026.	Priority project for 2025-2026 operational year.	
	Measure: Date of plan adoption.	Plan adopted by Council.	Realistic timeframe.	

1.10 Reconciliation action plan is adopted.	Target: December 2026.	December 2027.	
1.11 Normanton sports precinct masterplan.	Outcome: Normanton sports precinct masterplan. Performance Indicator: Progress with actions implementation. Measure: % of actions completed each year.	Normanton sports precinct masterplan delivered. Funding achieved. Apply for relevant funding.	Action attached to outcome. Delivery of masterplan is dependent on grant funding.
	Target: 20%	As per funding availability.	
1.12 Landsborough Street Masterplan.	Outcome: Landsborough Street Masterplan delivered. Performance Indicator: Progress with actions implementation. Measure: % of actions completed each year. Target: 20%	Funding achieved. Apply for relevant funding. As per funding availability.	Action attached to outcome. Delivery of masterplan is dependent on grant funding.
1.13 Normanton and Karumba Masterplans.	Outcome: Normanton and Karumba Master Plans. Strategy: Undertake planned masterplan actions. Performance Indicator: Progress with actions implementation. Measure: % of actions completed each year. Target: 20%	Normanton Master Plan delivered. Seek funding to deliver planned masterplan actions. Funding achieved. Apply for relevant funding. As per funding availability.	Karumba Master Plan is actioned in outcome 1.9 Action attached to outcome. Delivery of masterplan is dependent on grant funding.
1.14 School Dam Masterplan.	Outcome: School Dam Masterplan. Performance Indicator: Progress with actions implementation.	School Dam Masterplan delivered. Funding achieved.	Action attached to outcome.

	Measure: % of actions completed each year.	Apply for relevant funding.	
	Target: 20%	As per funding availability.	
1.15 The cultural heritage of the shire is maintained.	Target: Sign Audit 100%	Sign Audit 100% December 2029	Timeframes added.
	Target: Refresh heritage walk map. Complete.	Refresh heritage walk map. Complete. June 2026.	
1.16 Quality reliable television and radio broadcasting services.	Target: December 2025	December 2026.	Realistic timeframe.
1.17 Animal Management.	Target: 100%	100% 2029	Timeframe added.
1.18 Cultural liaison officer supports efficient operations.	Target: December 2025.	June 2026.	Realistic timeframe.
ENVIRONMENT			
2.2 Flyway Site Network areas support visitation by migratory birds.	Performance Indicator: Program support. Measure: % of support requests agreed to.	Advocacy activity. Number of advocacies undertaken.	This is an advocacy action.
2.3 A Wetlands Management Plan for the Mutton Hole Wetlands Conservation Park is in place.	Target: 100%. Target: Complete.	Ongoing. Target: Ongoing.	This will be an ongoing activity. This will be an ongoing activity reliant on a number of stakeholders.
2.8 in draft Council's Coastal Hazard Adaptation Strategy has been implemented.	Remove from draft in final (repeated in draft).		2.1 in final.
2.9 in draft Flyway Site Network areas support visitation by migratory birds.	Remove from draft in final (repeated in draft).		2.2 in final.

2.10 in draft A Wetlands Management Plan for the Mutton Hole Wetlands Conservation Park is in place.	. Remove from draft in final (repeated in draft).	2.3 in final.
2.7 Prosecution for illegal dumping of rubbish.	Target: 10%.	10% increase. Clarity.
ECONOMY		
3.5 The housing strategy being implemented.	Target for finalisation rent to buy scheme – December 2025.	December 2026. Realistic timeframe.
	Target: Source funding for Gough Street development – 100%.	100% 2029. Timeframe added.
3.10 Normanton airport terminal and apron is upgraded and expanded.	Target: Funding for terminal 100%	100% 2029. Timeframe added.
	Target: Funding for apron 100%	100% December 2026. Timeframe added.
3.14 Circular economy strategy is in place.	Target: December 2026.	2029. Realistic timeframe.
3.17 A secure and reliable water supply.	Target: December 2026.	Ongoing. Continuous activity.
GOVERNANCE		
4.1 A planned and safe workplace.	Target: Promote the development of local and existing Council staff and allow progression and succession – December 2025.	December 2026. Realistic timeframe.
4.2 A financially sustainable organisation.	Target: Quarterly reporting.	Monthly reporting. As per current practice.
4.4 Quality customer service.	Target: New phone system – June 2025.	December 2025. Realistic timeframe.
4.5 Review, update and implement asset management plans.	Measure: % of planned activities conducted.	Number of planned activities conducted. Measurable outcome.

4.6 The community has confidence in Council.	Measure: Number of COC breaches <2	<10.	Realistic measure.
4.7 The community is well represented.	Target: Review and update the Advocacy Action Plan – December 2025.	June 2026.	Realistic timeframe.
	Target: Maintain representation – 80%.	100%.	Critical relationships.
4.8 Councillors work productively as a team.	Target <2.	<2 per annum.	Timeframe added.
4.9 A well informed and skilled Council.	Target <2.	<2 per annum	Timeframe added.
4.16 Effective and productive Council meetings.	Target: Workshops: Monthly.	As required.	Reflects current operations.



CARPENTARIA SHIRE CORPORATE PLAN

2025 - 2029

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

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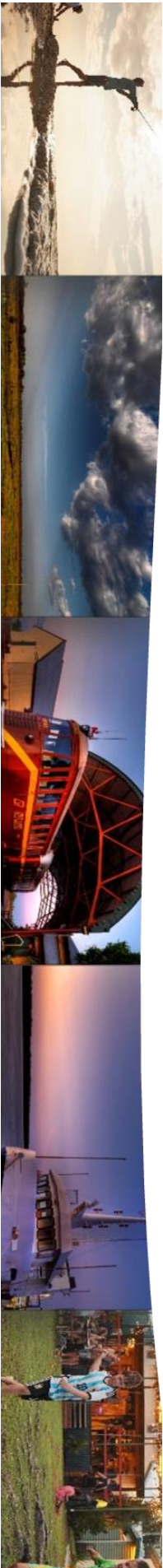
Adopted by Council resolution at the Ordinary Meeting of Council in Normanton held <date>. Resolution number <TBC>.



Enquiries:

Email: council@carpentaria.qld.gov.au
Telephone: 07 4745 2200
Fax: 07 4745 1340
Street Address: 29 – 33 Haig Street Normanton
Postal Address: PO Box 31 Normanton QLD 4890
Website: www.carpentaria.qld.gov.au

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.



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.

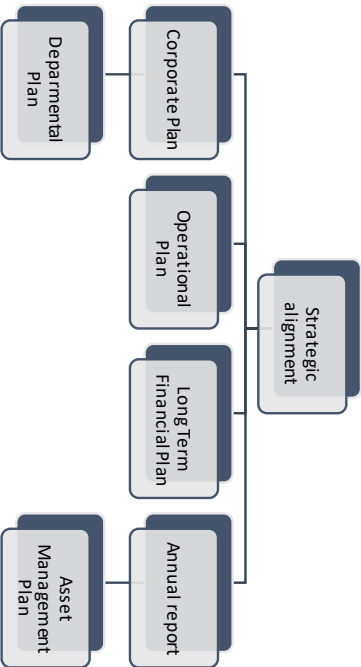


Corporate Planning Framework

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 are 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 Value - What governs 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. Establish a youth advisory committee and invite collaboration with community youth and schools on proposed Council plans.	Level of support for youth programs.	Number of activities supported.	4 per annum	Deliver	Collaborate
1.2	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.	Number of leases finalised.	100% per annum	Deliver	Collaborate
1.3	Aged and disabled community members have access to services that meet their needs.	Plan for the Region's ageing demographic and support the health and aged care sectors.	Advocacy action.	Number of advocacy activities.	2 per annum	Advocate	Collaborate
1.4	The community maintains 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
1.5	A sport and recreation plan is in place.	Develop a new sport and recreation plan.	Plan development progress.	Date of plan adoption.	Dec-26	Deliver	Collaborate
1.6	Childcare services meet community needs.	Recruit, retain and develop professional staff.	Childcare staffing levels.	Staff vacancy rates	<10%	Deliver	
1.7	Maintain and develop community facilities.	Develop facility master management plan for Council community facilities.	Plan development progress.	Plan adopted by Council.	Dec-26	Deliver	Collaborate
1.8	A cultural strategy is in place.	Develop a cultural strategy that addresses Arts, visiting performance, festivals, events, etc.	Strategy development progress.	Strategy adopted by Council.	Dec-27	Deliver	Collaborate
1.9	The amenity of Karumba meets community expectations.	Review the master plan for Karumba.	Master plan review progress.	Plan adopted by Council.	June-26	Deliver	Collaborate
1.10	Reconciliation action plan is adopted.	Engage with the community to inform the establishment of a RAP	Plan development progress.	Plan adopted by Council.	Dec-27	Deliver	Collaborate



#	Outcome	Strategy	Performance Indicator	Measure	Target	Primary	Secondary
1.11	Normanton sports precinct masterplan delivered.	Seek funding to deliver planned masterplan actions.	Funding achieved.	Apply for relevant funding.	As per funding availability	Deliver	Collaborate
1.12	Landsborough street Masterplan delivered.	Seek funding to deliver planned masterplan actions.	Funding achieved.	Apply for relevant funding	As per funding availability	Deliver	
1.13	Normanton Masterplan delivered.	Seek funding to deliver planned masterplan actions.	Funding achieved.	Apply for relevant funding.	As per funding availability.	Deliver	
1.14	School Dam Masterplan delivered.	Seek funding to deliver planned masterplan actions.	Funding achieved.	Apply for relevant funding.	As per funding availability	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% - 2029	Deliver	
		Conduct a heritage signs audit.	Audit progress.	% of signs reviewed.	100% - 2029	Deliver	
		Refresh heritage walk map.	Heritage walk map currency.	Progress with map refresh.	Complete June 2026	Deliver	



10

#	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-26	Deliver	
1.17	Animal Management.	Investigate options for an animal pound upgrade.	Pound upgrade complete.	New pound built.	100% 2029	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.	June-26	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.	Advocacy activity.	Number of advocacy actions.	Ongoing	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.	Ongoing	Deliver	Collaborate



#	Outcome	Strategy	Performance Indicator	Measure	Target	Primary	Secondary
2.4	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	
2.5	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
2.6	Biosecurity officers based in the gulf region.	Advocate to have biosecurity officer positions allocated to the gulf.	Lobbying activity.	Number of activities per annum.	2	Deliver	Advocate
2.7	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% increase	Deliver	
2.8	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 Provenance Economic Diversification Strategy.	Continue to participate in the North West Minerals Provenance.	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. Finalise the purchase of land in Ellis Street. Source funding for the Gough Street development.	Scheme progressed. Purchase progress. Funding.	Date of scheme adoption. Date ownership secured. % of required funding secured.	Dec-26 Dec-25 100% 2029	Deliver Deliver Deliver	Advocate



#	Outcome	Strategy	Performance Indicator	Measure	Target	Primary	Secondary
3.6	Dixie Way upgrade (burke Development Road to Peninsula 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. Develop concept plans for the upgrade of the Normanton airport terminal.	Funding. Concept development progress.	% of required funding secured. Date of concept plan adoption.	100% Dec 2026	Deliver	Advocate
		When plans are adopted, seek funding options for upgrade construction.	Funding.	% of required funding secured.	100% 2029	Deliver	Advocate
3.11	New planning scheme is adopted.	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-29	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	
		Advocate for a country university.	Advocacy activity.	Number of engagements	2 per annum	Collaborate	
3.16	Reliable electricity 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	
3.17	A secure and reliable water supply.	Continue to investigate options to upgrade existing aging infrastructure to enhance reliability.	Investigation progress.	Investigation report completion.	Ongoing	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-26	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.	Monthly	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
4.4	Quality customer service cont ...	Enhance the Council website to improve customer online interaction. Establish a new telephone system to ensure adequate customer access. Establish a quality complaints management system that allows data recording and reporting.	Online functionality. Telephone accessibility. Progress with implementation of a customer request management system.	Number of online services established. Date of telephone system go live. Data system introduced.	2 per annum. Dec-25 Dec-26	Deliver Deliver Deliver	
4.5	Safe and reliable community infrastructure.	Review, update and implement asset management plans Provide code of conduct training at induction and on a regular basis.	Asset management plan implementation. Workplace ethics.	Number of planned activities conducted. Number of COC breaches.	Ongoing < 10	Deliver Deliver	
4.6	The community has confidence in Council.	Monitor and report on Code of Conduct breaches. Registers of interests are maintained in accordance with mandatory requirements.	Reporting. Compliance.	% of COC breaches reported. Number of declarations that are out of date.	100% Nil	Deliver Deliver	



#	Outcome	Strategy	Performance Indicator	Measure	Target	Primary	Secondary
4.7	The community is well represented.	Review and update the Advocacy Action Plan.	Plan development progress.	Date of plan adoption.	June-26	Deliver	Collaborate
		Maintain representation on the NWQROC, WQAC, NWMRTG, QWRAP, and relevant bodies.	Regional engagement.	% of events attended.	>100%	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 Per annum		
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 Per annum	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 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.	As required.	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 HUMAN RESOURCES REPORT

Attachments: NIL

Author: Peter Ryan - Manager Human Resources

Date: 13 May 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

Australasian Management Challenge

Following six weeks' training, six (6) employees and the Manager HR (as the Mentor) attended Brisbane where the team, called the Carpentaria Brolgas, represented Council in the Australasian Management Challenge. Team members included:

- Director Engineering
- Les Wilson Barramundi Discovery Centre Coordinator
- Karumba Administration Officer
- Normanton Customer Service Officer
- Engineering Secretary
- Project Officer

Fourteen (14) teams from across Queensland were represented on the full day challenge. The challenge comprised of numerous exercises and interviews for the team to complete and presented real life situations for teams to manage and offer solutions. Our team performed extremely well up against many other teams who had competed previously. The feedback received by the CEO and Manager HR about how our team performed has been outstanding. One judge indicated that the Brolgas were the only team who was able to adapt to the deliberate high pressure placed on the teams. The main outcomes for the Carpentaria team has been high level personal recognition of their own skills, the ability to work in, and build a team, and recognition of their own shortcomings relative to working in a team atmosphere. The changes in a number of the team members has been enlightening for themselves and for the organisation. The Queensland winner will be announced on May 22 2025 at a gala LGMA event in Brisbane. The winning team will attend Perth to compete in the Australasian Final later in the year.

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Childcare

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 and to ensure the wellbeing of staff.

- The Manager HR in collaboration with the Chief Operating Officer have engaged a recruitment agency from the Cairns area to assist Council in the recruitment and selection of a Manager Finance.
- Council, following a Request for Quotation (RFQ) have selected a firm from the Cairns area to deliver drug and alcohol testing and other related expertise for the upcoming dry season.

2. Work Health and Safety matters

The Safe Plan progress report for the previous month below.

Average Scheme Frequency Rate (* Formula = Number of LTI for every million hrs worked)	9.72	2	1	<5 LTI	1
Average Scheme Duration Rate (*Formula = Average Number of days lost per LTI)	19.86	9	7	<112 Days	7
Progressive Frequency Rate YTD (B) group = wages greater than \$5 million – less than \$10 million	7.99	13.32	8.02	<20.60 Annual	8.02
Progressive duration rate YTD (B) group = wages greater than \$5 million – less than \$10 million	24.40	4.50	7.00	<19.93 Annual	7.00
Percentage of hazard inspections completed as per Matrices	100.00%	66.67%	95%	83.74%	
Action Statistics from Skytrust – Percentage of actions completed against number added YTD from October 1 - 2023 (98 Added, 75 completed)	71.43%	76.53%	90%	69.08%	
Delivery of Take 5 courses on Skytrust	47.11%	73.37%	90%	77.77%	
Percentage of Quarterly Action Plan items completed – April to June 2025	Due end of June	Due end of June	70%	78.34%	
Note* Legislation requires LGW to count part days lost as full days.					

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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	8.91	8.02		
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	7.10	7.99		
CSC LTI's each month	0	0	0	0	1	0	0	0	0	0		

LGW Data: 2024 – 2025 YTD	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
CSC Duration Rate YTD LGW data	0	0	0	0	0	7.00	7.00	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	19.67	24.40		
CSC Days lost YTD (Progressive)	0	0	0	0	7	7	7	7	7	7		

There was one (1) Incident report submitted for April. While using ride on mower on wet surface, the mower slid into side of house (Minor damage).

Attachment 1 – Insurance and Public Liability Claims

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3. Staff Movements

Arrivals

- No new arrivals have commenced this month

Departures

- Project Officer

Current Recruitments

- Manager Childcare Services
- Manager Finance – Full time role through recruitment agency
- Rural Lands Officer – Full time role
- Hatchery Technician – LWBDC
- Educator Childcare – 2 officers selected to commence 30 May 2025
- Water & Waste Treatment Plant Operator – Karumba
- Apprentice Plumber

Current Vacancies

- Casual positions at Childcare Centre Ongoing
- Manager Finance
- Hatchery Technician LWBDC – Karumba
- Apprentice Plumber
- Accountant - Filled by consultant; housing required

4. Random Drug & Alcohol Testing Program

The previous incumbent firm has been offered and accepted the role to carry out these requirements for a one-year contract term. Council is negotiating with the firm to determine a starting date for the contract duties to commence.

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.

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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:

- There will be a cost to Council for the short term back fill for the soon to depart Manager Finance;
- There will be a cost associated with the payment of the recruitment agency for the Manager Finance role concerning the recruitment and selection of the new Manager Finance.
-

Risk Management Implications:

- A corporate risk of a medium to high nature has the potential to affect Council following the recent resignation of the Manager Finance. In recognition of the risk a decision has been made to engage as contractor to be a part of the off boarding of the incumbent. This short-term appointment will also ensure assistance to the Chief Operating Officer during this recruitment and selection process. This together with the use of a trusted recruitment agency from the Cairns area will see this risk lowered significantly to a low one. These actions are seen to be prudent and will ensure a seamless handover as this process is concluded whilst at the same time ensuring assistance is given to the COO and his staff during this busy time of year from a financial and budget perspective.

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11.4 LES WILSON DISCOVERY CENTRE BARRAMUNDI CENTRE MONTHLY REPORT

Attachments:	NIL
Author:	Christopher O'Keefe - Centre Manager - LWBDC
Date:	13 May 2025
Key Outcome:	A dynamic and diverse economy creating industry development and employment opportunities
Key Strategy:	Provision of support for a sustainable Tourism sector

Executive Summary:

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

RECOMMENDATION:

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

Background:

Karumba VIC & Barramundi Centre Statistics:

- Total visitors for April were 425.
- Total days open: 28 Days, Monday – Saturday; 9 am – 4 pm; Sunday 9 am – 12 noon; closed Sunday 6 & 13th.
- Visitation for April averaged at 15.18 visitors per open days.
- Barra Bites Café re-opened on April 16th for barista coffee & cakes; full Kitchen service Monday 28th
- Containers for Change recycling donation total \$ 0.00 – floods prevented pick up.

LWBDC	Total Visitors	Off Street Tours	Booked Group Tours	Invoiced Group Tours	VIC Merch Sale	Consignment Art Sales	Barra Bites Sales
Jan-25							
Feb-25	16	0	0	0	\$ 311.60	\$ 0.0	\$ 13.00
Mar-25	134	0	0	0	\$ 1,515.00	\$ -	\$ 31.00
Apr-25	425	94	12	0	\$5,599.60	\$102.00	\$778.50

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Statistics for Barramundi Centre:

MONTH: MARCH 2025	Karumba VIC	Normanton VIC
Local - Adult	39	4
Local - Child	8	0
Local - Tour	0	0
QLD - Adult	239	59
QLD - Child	48	0
QLD - Tour	8	0
NSW - Adult	28	11
NSW - Child	4	0
NSW - Tour	4	0
VIC - Adult	21	6
VIC - Child	2	0
VIC - Tour	0	0
ACT - Adult	1	0
ACT - Child	0	0
ACT - Tour	0	0
TAZ - Adult	0	0
TAZ - Child	0	0
TAZ - Tour	0	0
SA - Adult	2	2
SA - Child	0	0
SA - Tour	0	0
WA - Adult	8	8
WA - Child	0	0
WA - Tour	0	0
NT - Adult	1	0
NT - Child	0	0
NT - Tour	0	0
INT - Adult	10	12

LWBDC - Google Web page statistics Total Web Interactions		
	Total #	% Up / Down to April 2024
Profile Views	894	up 38.6%
Interactions	238	down 21.7%
Searches	188	up 59.3%
Web Clicks	138	down 32%
Directions	90	up 5.9%
Calls	10	down 37.5%
Reviews	1	

*Interaction is when a customer calls, makes a booking, is sent to website, or requests directions from business profile

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INT - Child	2	0
INT - Tour	0	0
Total Visitors	425	102
Email enquiries	3	
phone enquires	19	

Normanton Free Camping	
Month	April
Days Booked	0

Normanton VIC Statistics:

- Total visitors for Normanton VIC 102
- Total days open: 22 Days, Monday – Friday; 9:00am – 4:30pm.
Closed Saturdays and Sundays.
- Normanton sales total \$ 531.50
 - Retail Sales generated \$ 336.00

Normanton Campsite Statistics:

- Closed for season due to late rains and floods – Opens 1 April, 2025
- Barramundi Centre email has received six emails and three phone inquiries on Normanton Camp

<u>ACTIVITY</u>	<u>OBSERVATION / ACTION</u>															
Karumba VIC	<p>Visitor numbers have drastically changed with the opening of the roads. April numbers are down considerably from April 2024 because of the flooding.</p> <table><tr><th></th><th>Visitors</th><th>Tours</th><th>Total Sales</th><th>Café Sales</th></tr><tr><td>Apr-24</td><td>804</td><td>329</td><td>\$19,189</td><td>\$4,4314</td></tr><tr><td>Apr-25</td><td>425</td><td>106</td><td>\$5,701</td><td>\$778.5</td></tr></table> <p>Despite the slow start the last week in April has seen visitor traffic increase and café sales increase.</p>		Visitors	Tours	Total Sales	Café Sales	Apr-24	804	329	\$19,189	\$4,4314	Apr-25	425	106	\$5,701	\$778.5
	Visitors	Tours	Total Sales	Café Sales												
Apr-24	804	329	\$19,189	\$4,4314												
Apr-25	425	106	\$5,701	\$778.5												
Tours	<p>Off the street tours are seeing increase in numbers from the fishing completion and roads opening.</p> <p>Brisbane Flight Charters Tours and Air Adventure Tours have booked group lunches and morning tea at Barra Bites Café in addition to the group tours booked in November.</p>															
Artist Consignment	<p>First art works on consignment went on display on 18 March, 2025.. Four works have sold, and the artist is working to bring in more pieces. Two more artists are bringing works in the first week of May; a few pieces will be displayed in</p>															

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	Gallery. The art works are receiving good comments and support from visitors.
Inventory & Reports	New monitoring system has been established to more closely maintain stock levels, sale and merchandise. Weekly Sales Trend reports are being generated through POS for both Café and VIC. This is already improving merchandise tracking in VIC and helpful in menu planning for the Café.
Barra Bites Café	Kitchen is fully open, and lunches are being served. Café has received additional orders for tour group lunches with groups already booked for tours. Morning Tea has been ordered for BFC Tour group with lunch. Conference room has received bookings for May with lunch and teas ordered.
Grounds	A major clean up of grounds has commenced; pruning, weeding and mulching of the entire grounds and fence lines. Prepping for future projects.
Spawning	We currently have six females with healthy egg development ready to spawn. Once salt levels return and stabilise a spawning will be conducted. Currently the Norman River has 20ppt. on the incoming spring tide. The next spring tide is due on the 14 May 2025 and should bring suitable salt level back to the river.
Live feed	Rotifer production has been reinitialised with training of inhouse staff as hatchery backup staff with the possibility of locally produced Aquaculture technicians.
Pond	With some salinity returning to the Norman River water exchanges in the pond have commenced with fertiliser and probiotics be added to the pond to insure a healthy ecosystem.
Hatchery	All pumps have been rotated out and serviced with replaced pumps serviced and back on the shelf for backup.
Old Hatchery	Ground works have commenced and a cleaning of the Pier in readiness for Aquamaps annual Hydrography survey of the Norman River.

Consultation (Internal/External):

- Chief Executive Officer
- Executive Manager Community Development and Tourism
- Human Resources Manager

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- Queensland Department of Environment, Science and Innovation
- Visitors
- Suppliers

Legal Implications:

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

Financial and Resource Implications:

- Refer to the Monthly Financial Report.

Risk Management Implications:

- The LWBDC is operating within approved risk parameters.

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12 REPORTS FROM CHIEF OPERATING OFFICER

12.1 CHIEF OPERATING OFFICER REPORT

Attachments: 12.1.1. Local Laws Report - April 2025 [↓](#)
12.1.2. Normanton Airport AWS Site Plan [↓](#)

Author: Andrew Shaw - Chief Operating Officer

Date: 13 May 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:

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

RECOMMENDATION:

For information only.

Background:

This report covers activities conducted during April 2025.

1. Local Laws

General

The tourist season has commenced, and the camping overflow area is open for free camping.

Compliance with parking signs is being monitored.

Illegal campers at the Rodeo Grounds have been moved on.

Statistics

The local laws statistics for April 2025 year-to-date are attached.

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Bounty Scheme

The table below shows the bounties paid year-to-date.

Month	Bounty Scheme 2024 to 2025		
	Wild dogs (Qty claimed)	Monthly Total	Budget Remaining
Jul-24	-	-	\$15,000
Aug-24	-	-	\$15,000
Sep-24	91	\$4,550	\$10,450
Oct-24	110	\$5,500	\$4,950
Nov-24	40	\$2,000	\$2,950
Dec-24	-	-	\$2,950
Jan-25	-	-	\$2,950
Feb-25	15	\$750	\$2,200
Mar-25	-	-	\$2,200
Apr-25	-	-	\$2,200
Total	256	\$12,800	\$2,200

Approved inspection program

Council's annual inspection program of residential yards in Normanton and Karumba will be conducted over three months starting from 5 June 2025, with 14 days' notice given on Council's website. The inspections by Council's authorised officer will include registration of animals, number of animals (only two dogs are allowed without further approval from Council), and adequate mosquito control measures.

2. Pest and Weed Management

1080 Baiting

The 1080 Baiting Program Round 1, will be conducted as usual during June/July. Rural properties in the Local Government Area have been contacted from late April 2025. Round 2 will be conducted as usual in September/ October.

Weeds

There was weed control activity during the first half of April only, as the Rural Lands Officer position was vacant in the second half of April. Recruitment activities are underway with a view to a new appointment in May 2025.

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3. Environmental Health

Annual Food Business and Caravan Park Licences

Renewal Notices for FY2025-2026 were mailed out during late April. It is anticipated that the annual inspections for FY2025-2026 will commence in July 2025.

Mosquitos

In response to complaints, mosquito treatments were conducted in April in Normanton and Karumba.

4. Information Technology

- The old telephone system (Telstra TIPT (Telstra IP Telephony)) was at least ten years old and was unreliable to the point of interrupting our operations. During April, a new telephone system was installed – it is a cloud-based Microsoft Teams system (desktop handsets are “Yealink”), powered by Microsoft 365. It integrates with the Teams app on mobile phones and on the desktop/internet.
- A new wi-fi access point was installed in the Normanton boardroom to boost wi-fi speed.
- Installation of the new online camera system for the Normanton Sports Centre has commenced and is in the setup phase.

5. Leases

BOM Automatic Weather Station (AWS) – Normanton Airport

The Commonwealth of Australia (through the Bureau of Meteorology (BOM)) has exercised its first option for a further ten-year term of its current ten-year lease of 256m² at the Normanton Airport, commencing 1 June 2025. There is also one further option under the lease. This is not a registered lease.

A site plan of the leased area for the Automatic Weather Station is attached.

Consultation (Internal/External):

- Chief Executive Officer
- Local Laws Officer
- ICT Officer
- Preston Law
- Environmental Health Officer

Legal Implications:

- Local Government Regulation 2012
- Local Government Act 2009
- Food Act 2006
- Biosecurity Act 2014

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- 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.

2024/2025 Local Laws Reporting																					
Month	New Animal Registrations				Impounded Animals				Euthanized Animals												
	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba							
	Dogs				Dogs				Cats				Euth. Dogs				Euth. Cats				Euth. Other
Jul-24	14	1			8		54	15			7	0	54	15							
Aug-24	6	0			6	2	39	21			5	1	39	21							
Sep-24	0	0			5	1	25	10			3	1	25	10							
Oct-24	2	1			4	1	27	9			4	0	27	9							
Nov-24	2	3			8	0	28	6			6	0	28	6							
Dec-24																					
Jan-25																					
Feb-25					12	0	58	6			8		58	6							
Mar-25		2			8		55	8			4		55	8							
Apr-25	1	1			4		45	3			3		45	3							
May-25																					
Jun-25																					
Total	25	8	0	0	55	4	331	78	0	0	40	2	331	78	0	0					

2024/2025 Local Laws Reporting														
Month	Illegal Campers		Snakes removed		Overgrown Allotment notices		Abandoned Vehicles		Pound Release fees		Infringements Issued		Fines Collected	
	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba
Jul	6	0	10						-	-	-	-	-	-
Aug	5	10	7						-	-	-	-	-	-
Sep	2	3	1						-	-	-	-	-	-
Oct	2	1	4						-	-	-	-	-	-
Nov	0	0	0						-	-	-	-	-	-
Dec									-	-	-	-	-	-
Jan									-	-	-	-	-	-
Feb	0	0	3						-	-	-	-	-	-
Mar	0	0	1						-	-	-	-	-	-
Apr	1	5	8						-	-	-	-	-	-
May									-	-	-	-	-	-
Jun									-	-	-	-	-	-
Total	16	19	34	0	0	0	0	0	0	0	0	0	0	0



Normanton Airport AWS



View to South from AWS

BUSINESS PAPERS

12.2 MONTHLY FINANCIAL REPORT - APRIL 2025

Attachments: NIL

Author: Andrew Shaw - Chief Operating Officer

Date: 13 May 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 30 April 2025 as required under section 204 of the *Local Government Regulation 2012*. The report is presented for noting and indicates whether Council is progressing satisfactorily against its current budget. The contents of the report include:

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

RECOMMENDATION:

That Council accepts the Monthly Financial Report, as required under section 204 of the *Local Government Regulation 2012* for the period ended 30 April 2025.

Background:

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 s.204*.

The following reports for 30 April 2025 are attached for Council's information.

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

1. Key Highlights

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

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- Operating result indicated a loss of \$651,733. Refer to item 2.
 - The major factors that contributed to the operating result are:

Factors	Actual	Budget	Variance	Comments
Current Surplus/Deficit	(\$651,733)	(7,950,085)	7,298,352	The positive various 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 received in June 2024 but was received in July 2024.
Rates	8,997,617	8,855,500	142,117	The two rates levies for FY2024-2025 have now been issued.
Interest Income	1,927,287	1,050,000	877,287	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 **\$50,717,143** reflecting a strong position. For further details, please refer to Item 3.
 - Of the total cash held, **\$27,431,884** is restricted. See the Accounts Summary for additional context.
 - The cash available for operational purposes is **\$23,282,659**, which represents **4.74 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.

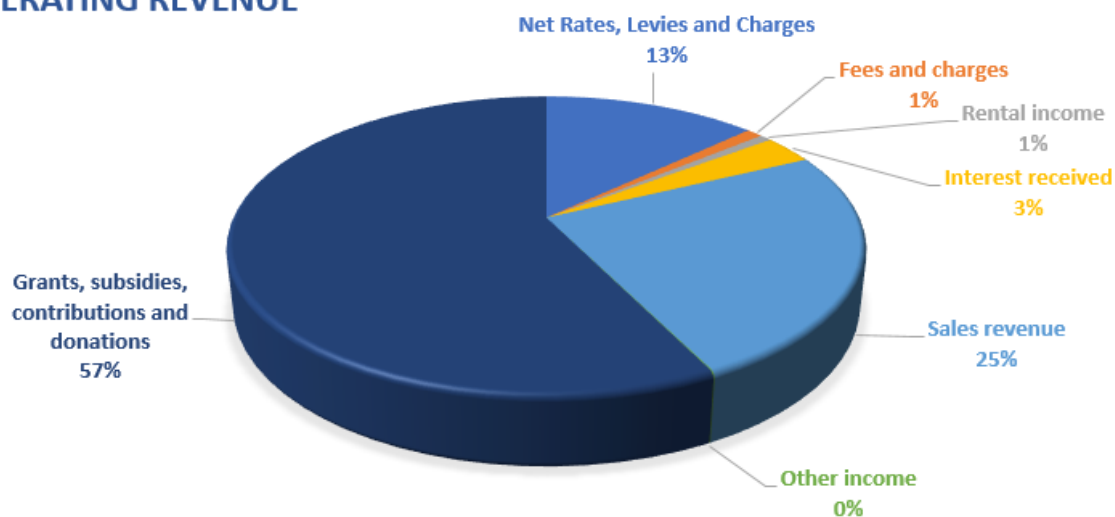
2. Operating Result

For tenth month of the financial year 2024/2025, the comprehensive income statement operating result indicated a loss of \$651,773. This is the net of \$69,191,593 in recurrent revenue, and \$69,843,326 in recurrent expenditure.

BUSINESS PAPERS

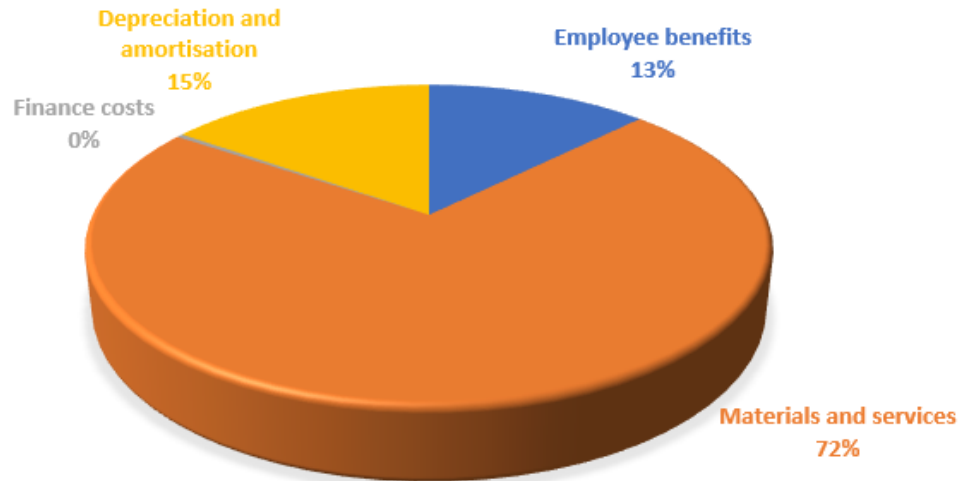
	Actual (1 July 2024 to 30 April 2025)	Budget (1 July 2024 to 30 June 2025)
Revenue	69,191,593	101,956,891
Expenses	69,843,326	109,906,976
Net Operating	(651,773)	(7,950,085)

OPERATING REVENUE

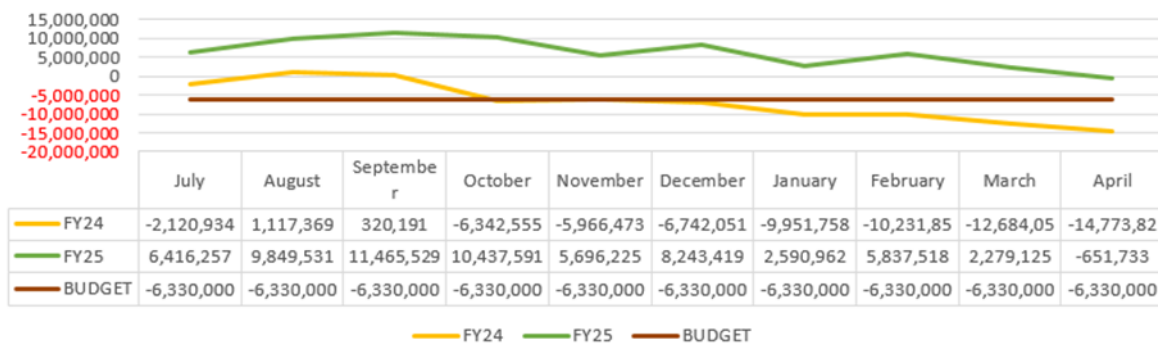


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OPERATING EXPENDITURE



Operating Result



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

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Office of the Chief Executive Officer

Row Labels	Sum of Current Budget	Sum of YTD Actual
Operating Income	62,545	669,947
Disaster Events	0	624,497
Disaster Preparedness	7,000	25,684
Emergency Response	20,545	2,176
Tourism Events	35,000	17,591
Operating Expenditure	-3,038,936	-2,006,795
Communications	-18,000	-7,527
Community Recovery	0	-494
Disaster Events	-10,000	-65,772
Disaster Preparedness	-22,500	-25,709
Elected Members	-562,257	-409,352
Emergency Response	-43,600	-35,436
Governance	-1,585,093	-1,107,186
Regional Economic Development	-11,000	-8,010
Tourism Events	-786,486	-347,309
Grand Total	-2,976,391	-1,336,848

Human Resources

Row Labels	Sum of Current Budget	Sum of YTD Actual
Operating Income	35,000	7,262
Apprenticeships / Traineeship	35,000	4,295
Workplace Health And Safety	0	2,966
Operating Expenditure	-1,403,926	-975,968
Apprenticeships / Traineeship	-61,000	-18,508
Enterprise Bargaining	-5,000	-59,208
Human Resource Operations	-589,548	-476,786
Learning & Development	-209,500	-74,074
Workplace Health And Safety	-538,878	-347,392
Grand Total	-1,368,926	-968,706

BUSINESS PAPERS

Les Wilson Barramundi Discovery Centre

Row Labels	Sum of Current Budget	Sum of YTD Actual
Operating Income	435,000	242,242
Barra Bites Café	65,000	36,542
Hatchery	20,000	1,075
Les Wilson Barramundi Discovery Centre	320,000	184,361
Visitor Information	30,000	20,264
Operating Expenditure	-1,889,063	-954,780
Barra Bites Café	-138,891	-24,824
Hatchery	-514,694	-234,240
Les Wilson Barramundi Discovery Centre	-1,117,318	-584,087
Visitor Information	-118,161	-111,629
Grand Total	-1,454,063	-712,538

BUSINESS PAPERS

Corporate Services

Row Labels	Sum of Current Budget	Sum of YTD Actual
Operating Income	480,500	403,323
Animal Control	2,500	720
Cemeteries	0	4,141
Environmental Health	3,000	2,000
Information Technology	0	300
Local Laws	14,000	2,173
Pensioner Housing	38,000	23,394
Property And Leases	110,000	90,440
Staff Housing	313,000	280,155
Operating Expenditure	-2,366,435	-1,255,329
Animal Control	-125,801	-47,151
Cemeteries	-75,000	-92,711
Corporate Services	-363,000	-35,468
Environmental Health	-15,000	-12,429
Information Technology	-921,902	-514,135
Local Laws	-138,421	-59,486
Mosquito Control	-30,000	-9,053
Pensioner Housing	-26,000	-29,638
Pest Management Operations	-102,891	-136,194
Property And Leases	-13,500	-27
Stores & Purchasing	-257,428	-296,860
Weed Control	-297,491	-22,178
Grand Total	-1,885,935	-852,007

BUSINESS PAPERS

Finance and Administration

Row Labels	Sum of Current Budget	Sum of YTD Actual
Operating Income	8,612,000	14,630,063
Admin And Customer Service	1,000	2,998
Financial Services	3,902,500	9,830,021
Rates Management	4,708,500	4,797,044
Operating Expenditure	-257,533	-1,041,675
Admin And Customer Service	-566,714	-276,541
Financial Services	-1,221,072	-866,108
Payroll	-41,000	-235,194
Rates Management	-214,352	-211,598
Records Management	-149,023	-106,720
Wages On-Costs	1,934,628	654,485
Grand Total	8,354,467	13,588,388

BUSINESS PAPERS

Community Development

Row Labels	Sum of Current Budget	Sum of YTD Actual
Operating Income	806,566	782,612
Arts & Culture	30,375	0
Business Development	2,000	0
Child Care	500,000	407,061
Community Development	0	59,114
Community Events	-12,400	21,804
Gym	45,000	32,134
Halls	51,500	26,234
Libraries	3,000	29,005
Regional Economic Development	0	78,660
Sports & Recreation	28,000	127,568
Swimming Pools	0	109
Youth Services	159,091	0
Cultural Development	0	923
Operating Expenditure	-3,681,736	-2,932,248
Arts & Culture	-31,900	-24,394
Business Development	-5,500	-237
Child Care	-962,367	-639,476
Community Development	-192,013	-198,743
Community Donations	-90,000	-42,740
Community Events	-175,700	-95,432
Cultural & Natural Heritage	-104,500	-124,947
Gym	-75,966	-48,557
Halls	-186,700	-199,242
Libraries	-125,124	-146,623
Recreational Sports Centre	-483,966	-469,273
Rodeo Grounds	-110,000	-113,936
Sports & Recreation	-267,400	-213,556
Swimming Pools	-709,600	-554,983
Youth Services	-161,000	-60,109
Grand Total	-2,875,170	-2,149,635

BUSINESS PAPERS

Engineering

Row Labels	Sum of Current Budget	Sum of YTD Actual
Operating Income	87,417,680	47,425,491
Airports	360,000	265,943
Building Services	4,500	12,365
Drfa (Ndrro)	64,314,000	28,381,750
Engineering Services	1,000	0
Fleet & Plant	0	27,150
Main Roads (Rmpc And Pw)	21,982,000	16,985,649
Pensioner Housing	38,000	25,026
Road	716,180	1,721,380
Town Planning	2,000	6,227
Operating Expenditure	-89,691,897	-51,369,052
Airports	-417,545	-395,110
Asset Management	-280,120	-53,509
Building Services	-827,607	-124,221
Depots & Workshop	-443,144	-615,755
Drfa (Ndrro)	-64,314,000	-28,381,750
Engineering Services	-953,095	-765,226
Fleet & Plant	4,754,411	1,944,605
Main Roads (Rmpc And Pw)	-18,919,650	-15,627,991
Parks & Gardens	-1,585,119	-1,233,460
Pensioner Housing	-171,200	-207,411
Private Works	0	-7,711
Public Conveniences	-314,185	-198,919
Quarries	-10,000	-1,156
Reserves	-16,600	-42,577
Road	-5,505,044	-4,945,258
Staff Housing	-603,000	-688,879
Town Planning	-86,000	-23,695
Regional Planning	0	-808
Stormwater Maintenance	0	-222
Grand Total	-2,274,217	-3,943,561

BUSINESS PAPERS

Asset Management

Row Labels	Sum of Current Budget	Sum of YTD Actual
Operating Expenditure	-862,100	-647,385
Admin And Customer Service	-41,200	-82,537
Airports	-30,000	-5,581
Animal Control	-1,000	-3,204
Cemeteries	-1,100	-2,062
Child Care	-22,300	-31,519
Depots & Workshop	-97,100	-30,748
Emergency Response	-4,500	-951
Engineering Services	0	-3,036
Gym	-17,700	-3,780
Halls	-41,200	-20,848
Hatchery	-4,000	-3,770
Landfill/ Waste Transfer Operations	-4,000	-4,415
Les Wilson Barramundi Discovery Centre	-37,500	-48,915
Libraries	-17,500	-16,677
Parks & Gardens	-20,000	0
Pensioner Housing	-103,500	-53,614
Property And Leases	-4,000	-483
Public Conveniences	-4,500	-3,755
Recreational Sports Centre	-28,100	-20,361
Rodeo Grounds	-20,800	-10,453
Sewerage	-29,500	-12,153
Staff Housing	-256,000	-253,692
Stores & Purchasing	-1,000	-6,467
Swimming Pools	-26,500	-9,633
Visitor Information	-16,000	-2,782
Water	-33,100	-15,951
Grand Total	-862,100	-647,385

BUSINESS PAPERS

Water and Waste Management

Row Labels	Sum of Current Budget	Sum of YTD Actual
Operating Income	4,212,000	4,660,969
Landfill/ Waste Transfer Operations	779,000	838,983
Refuse Collection	0	6,026
Sewerage	1,595,000	1,643,977
Water	1,838,000	2,171,982
Operating Expenditure	-6,820,751	-4,759,064
Landfill/ Waste Transfer Operations	-1,002,800	-555,954
Raw Water Network	-5,000	0
Refuse Collection	-233,653	-213,916
Sewerage	-1,986,031	-1,139,007
Water	-3,593,267	-2,850,186
Grand Total	-2,608,751	-98,095

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

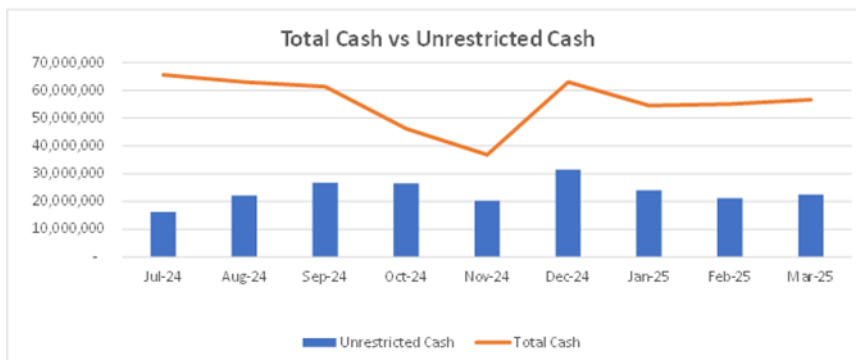
Council's healthy cash balance of \$56,661,558 is expected to generate additional interest revenue. However, it is important to note that this figure is subject to several external restrictions, primarily related to contract liabilities. These restrictions predominantly consist of prepayments received from Queensland Reconstruction Authority (QRA) for flood damage restoration and betterment projects, including \$17,272,210 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 \$33,212,739.

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

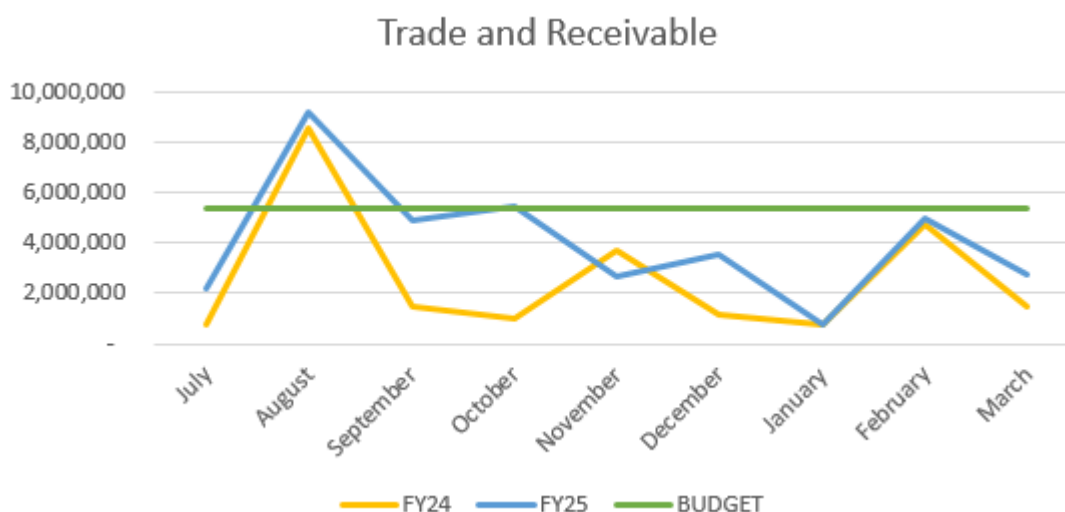
BUSINESS PAPERS

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-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	22,558,474
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	56,661,558



4. Trade and Receivables

The graph below illustrates Council's Trade and Receivables balance of \$2,258,708 compared to a budgeted figure of \$1,087,210. 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.

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 March 2025.

BUSINESS PAPERS

Investment Accounts	Financial Institutions	Funds Available Balance (30 April 2025)	March 2025 Interest Income	YTD Interest Earned
QTC General Fund	QTC	28,316,246	102,286	941,756
QTC Reserves Fund	QTC	28,120,217	107,958	982,199
TOTAL		56,436,463	210,244	1,923,955

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	3,624,830	15 March 2035
Karumba Sewerage	66,099.08	1,174,906	15 June 2030
Normanton Water	34,031.88	678,743	15 March 2031
TOTAL	210,543.13	5,478,479	

7. Sales Contracts and Recoverable Works

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

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

Main Roads	Revenue	Expenditures
RMPC	2,423,872	1,210,150
Recoverable Works	14,561,777	14,417,842

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.

Consultation (Internal/External):

- Executive Leadership Team
- Senior Leadership Team
- Supervisors and relevant officers

Legal Implications:

- *Local Government Regulation 2012*, section 204:

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

- *Local Government Act 2009*

Financial and Resource Implications:

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

Risk Management Implications:

- Risk is considered low, and Council will be advised if major items deviate from the adopted budget and forecasts.
- Risk is high regarding depletion of cash during construction of the Mitchell River Bridge due to the high value of the contract. Council may not be able to fund the construction unless additional prepayments are received from QRA throughout the construction phase. This risk can be mitigated with early communication with QRA as detailed in the report.

BUSINESS PAPERS

12.3 CORPORATE CREDIT CARD POLICY

Attachments: 12.3.1. Corporate Credit Card Policy - May 2025 [↓](#)
Author: Jade Nacario - Manager Finance and Administration
Date: 13 May 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:

Council is required to review its Corporate Credit Card Policy on an annual basis.

RECOMMENDATION:

That Council adopts the Corporate Credit Card Policy.

Background:

This review is to ensure that the policy is up to date, comply with relevant legislations and meet the objectives of Council. The intent of the Corporate Credit Card policy is to document the procedures and controls applying to the use of corporate credit cards by cardholders to ensure sound governance of expenditure incurred on behalf of Council. The policy has been amended to include obligations of cardholder and approving direct managers.

Corporate credit cards have been implemented to allow Council to transact business in a more efficient manner and as an alternative method of payment for purchases of goods and services where other methods of payment are not acceptable to the supplier.

A copy of the draft policy is attached.

Consultation (Internal/External):

- In reviewing the Corporate Credit Card Policy, other Council policies and the legislation have been researched and updated as necessary.

Legal Implications:

- The local government legislation is silent when considering procurement activities where the value is less than \$15,000. However, this policy conforms with the sound contracting principles as per section 104(3) of the *Local Government Act 2009*.

Financial and Resource Implications:

- The review of the policy forms part of normal business operations therefore there are no additional financial and resource implications associated with this matter.

Risk Management Implications:

- Council had issued corporate credit cards to delegated council officers and is required to review this policy on an annual basis.



Corporate Credit Card Policy

Policy Details

Policy Category	Council Policy
Date Adopted	16 June 2024 21 May 2025
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	16 June 2024 21 May 2025
Policy Version Number	54.0
Policy Owner	Director of Corporate Services Chief Operating Officer
Contact Officer	Manager Finance and Administration
Review Date	16 June 2022 1 June 2026

Supporting documentation

Legislation	<ul style="list-style-type: none">Local Government Act 2009Local Government Regulation 2012
Policies	<ul style="list-style-type: none">Procurement PolicyTravel Policy
Delegations	<ul style="list-style-type: none">Nil
Forms	<ul style="list-style-type: none">Nil
Supporting Documents	<ul style="list-style-type: none">Corporate Plan 2021–2025 2026-2030

Version History:

Version	Approval Date	Comment	eDRMS #
5.0	21/05/2025	Changes as per Resolution No. 0525/XXX	
4.0	16/06/2021	Changes as per Resolution No. 0621/017	604935
3.0	18/03/2020	Changes as per Resolution No. 032/011	
2.0	24/10/2018	Changes as per Resolution No. 1018/014	
1.0	10/12/2009	Council resolution 0208/13	14886



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1. Intent

The intent of this policy is to document the procedures and controls applying to the use of corporate credit cards by Council Officers and Elected Members to ensure sound governance of expenditure incurred on behalf of Council.

2. Policy Statement

Credit cards will be issued to the Mayor, the Chief Executive Officer and such Officers as authorised by the Chief Executive Officer (Authorised Cardholders).

Council reserves the right to amend, alter or vary the list of cardholders from time to time.

No private usage of the credit card is allowed.

3. Principles

The use of credit cards have regard to the following principles:

- Ensure the principles of good governance, financial accountability, transparency and sound procurement as outlined by Council procurement policy;
- Expenditure paid for using corporate cards shall be limited solely to purchases directly related to official Council business;
- The use of Corporate Cards does not negate the requirement for quotations as outlined in the Procurement Policy; and
- Credit Cards should only be used in situations where purchase under an account arrangement via Council's purchase order system is not reasonably available.

4. Policy

4.1 Issue of Corporate Credit Cards

Corporate credit cards may be issued to Council Officers when it can be demonstrated that the facility is necessary, and the most effective means of meeting commitments incurred in the course of official Council business. All corporate credit cards shall be issued with the approval of the Chief Executive Officer.

The identified Council positions that may be issued a corporate credit card are identified in the table below:

Card Holder	Limit
Mayor	\$5,000
Chief Executive Officer	\$10,000
Director Corporate Services Chief Operating Officer	\$5 10,000
Director of Engineering	\$5 10,000
Manager Human Resources	\$5,000



Card Holder	Limit
Executive Manager Economic and Community Development	\$ 25 ,000
Manager <u>Les Wilson Barramundi Discovery Centre</u>	\$2,000
Manager of Water & Sewerage	\$2,000
Works Coordinator	\$2,000
Senior Foreman	\$2,000
Town Foreman	\$1,000
KBA Leading Hand	\$1,000
KBA Senior Water Treatment Plant Officer (WTPO)	\$1,000
NTN Senior Water Treatment Plant Officer (WTPO)	\$1,000
Electrician	\$1,000
Carpenter	\$1,000
Plumber	\$1,000
Workshop Foreman	\$1,000

4.2 Credit Limits

The overall limit for Council's credit facility is set at \$~~6050~~,000.

The maximum monthly credit limit on any card is set at \$10,000.

Monthly credit limits may be amended by the Chief Executive Officer to maintain Council's overall credit limit as agreed with the facility provider.

4.3 Conditions of Use

Credit Cards may only be used for appropriate council expenditure and the Cardholder is responsible for all charges placed against their Credit Card.

A Cardholder has authority to incur expenditure up to the limit of the card. However, all purchases must comply with the Procurement Policy and quotations are still to be obtained as outlined in the Procurement Policy.

By accepting a Corporate Credit Card, the Cardholder agrees to abide by:

- the conditions of use specified by the credit provider on issue of the card; and
- all relevant policies, procedures, and guidelines; and



- provide any relevant documentation, such as tax invoices; and
- any reasonable instructions Council issues in respect to the use of the card.

Where a Cardholder does not comply with the conditions of use of a Credit Card or otherwise misuses a card:

- the cardholder may be held liable for expenditure incurred;
- Council may withdraw the card from the Cardholder; and
- Council may initiate disciplinary action or legal proceedings against the cardholder.

Credit cards shall only be used as follows:

- For the carrying out of Council authorised business including but not limited to travel, accommodation and meal expenses; and
- For the meeting of council liabilities where purchase under an account arrangement via Council's purchase order system is not reasonably available, e.g. where suppliers and service providers only accept payment via credit card; and
- No private expenditure shall be incurred, even if private funds are transferred or repaid immediately to offset the expenditure. Where users need to pay an account (such as an accommodation bill) which includes a private component this private component must be paid privately and not paid with the Council credit card; and
- Where the expenditure has an associated budgetary allocation; and
- Credit cards is specifically designed, but not restricted to, for payment transactions with lower value (below \$300); and
- No small assets or portable items are to be purchased on the credit card.

4.4 Circumstances in Which Cards May Not Be Used

Corporate cards must only be used for the payment of goods and services associated with Council business. Activities that would not qualify for the use of corporate cards include the following:

- Any use that is of personal or private nature;
- Cash advances;
- Payment of fines, e.g. a parking fine or a speeding offence which was incurred whilst on Council business;
- Payment for goods or services which are not available or complete at the time of transaction (i.e. no back orders);
- Purchase of alcohol; except where such expenditure is incurred in accordance with Council's Entertainment and Hospitality Policy. In these instances, details of the event and participants are to be provided along with support for purchases.
- Payment ~~for~~of travel expenditure, where the travel has not been approved in advance in accordance with the Travel Policy; flights and accommodation, other than where such payment is included under a contract of employment.

4.5 Obligations of Cardholder

Upon receiving a new card, the Cardholder should:

- sign the reverse of the card immediately and activate the card by following the instructions provided with the card by the credit provider;



- ensure the safe custody of the credit card and the PIN at all times;
- understand this policy and related reconciliation documents; and

Where staff other than the card holder require purchases to be completed via credit card, the relevant member of staff shall complete a "Credit Card Purchase Request Form". The cardholder must perform the transaction.

The Cardholder shall:

- obtain an invoice/receipt displaying the supplier's ABN for goods
- ensure suppliers record full and proper descriptions of items or services on invoices/receipts;
- confirm the supplier site is secure when placing an order via the internet;
- ensure goods and services are received in good order and condition;
- ensure a credit is received for any returns or refunds;
- immediately report lost, stolen or damaged cards to the credit provider and the Procurement Officer;
- perform a monthly reconciliation of the credit card.

4.6 Obligations of Manager/Approver

The Manager / Approver shall:

- check all invoices/receipts are attached to each transaction;
- check all expenditure is in accordance with the council's policies and procedures;
- review the appropriateness of expense and goods/services;
- ensure the correct supplier and job codes
- immediately notify the Cardholder of any non-compliance;
- approve the credit card reconciliation once satisfied all transactions are accurate.

For any expenditure that is inappropriate or misrepresented, seek an explanation from the Cardholder immediately, prior to approving the monthly reconciliation. Where the expenditure is deemed inappropriate or in breach of Council policy, the Cardholder will be required to reimburse Council. The transaction is to be identified as 'personal expenses to be repaid to Council' and the cardholder will be issued a debtor invoice. Disciplinary action may also be taken.

4.7 Lost or Stolen Cards

The authorised cardholder is to inform the:-

- Westpac Bank (1300 130 961 - 24 hours a day, 7 days a week); and
- Procurement Officer as soon as they become aware the card issued is lost or stolen.

If the loss or theft is outside of business hours the credit organisation should be contacted immediately, with the [Manager](#) Finance and Administration being notified the next business day.

4.8 Return of Cards

The authorised cardholder is to return any cards held with all tax receipts not yet submitted to the Procurement Officer on termination of employment or when asked to do so by the Chief Executive Officer.



Upon return of the credit card, the Manager Finance and Administration will destroy the card and arrange with the credit facility provider for the cancellation of the corporate card.

4.9 Audit of Corporate Cards

An audit of credit card transactions may be conducted at any time during the year.

6. Definitions

TERM	DEFINITION
Council	means the Carpentaria Shire Council.
Corporate Cards	means all cards held under a Council credit card facility. Currently these are the Credit Cards and BP Fuel Cards
Corporate Credit Card Provider	the financial institution that provides Council's Credit Card facility. Currently this is the Westpac Banking Corporation.
Monthly Credit Limit	the dollar limit of the total value of transactions permitted on an individual cardholder's corporate credit card during the billing cycle.
Private Expenditure	refers to any expense that is not related to the Council's business operations. The purchase of gifts, food and other items in relation to non-business activities are private expenditure.

Adopted by Council "Date" by Resolution "Number"

~~Mark Crawley~~Anne Andrews

Chief Executive Officer

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12.4 AUDIT COMMITTEES - REPORT FROM QUEENSLAND AUDIT OFFICE

Attachments: 12.4.1. Queensland Audit Office - report summary - audit committees [↓](#)
12.4.2. Dept of Local Govt - letter recommending to establish an audit committee [↓](#)

Author: Andrew Shaw - Chief Operating Officer

Date: 13 May 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:

The Auditor-General has recommended in a report to parliament that Councils that do not have an audit committee should:

- “critically assess the effectiveness of the current oversight of financial and governance responsibilities, and
- re-evaluate the need for an audit committee”.

To address these concerns, the administration will continue to present to Council meetings each quarter the type of reports and information that it would otherwise report to an audit committee.

RECOMMENDATION:

That Council note this report.

Background:

In April, the Queensland Audit Office (QAO) tabled a report in Parliament with a recommendation that the remaining 12 Councils in regional and remote Queensland without an audit committee should establish one. The QAO report summary is attached and includes the web address for the full report.

The overview to the report on the QAO website reads:

Effective audit committees are fundamental to good governance. They can provide crucial oversight to help Councils meet the community's needs in a transparent and financially responsible way. They also promote accountability and integrity, and can help Councils become more efficient, effective, and economical.

The Department of Local Government supports this recommendation (see letter attached).

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Oversight of financial and governance responsibilities at Carpentaria Shire Council will include reports each quarter at Council meetings that address:

- Internal audit plan and progress
- External audit plan and progress
- Risk register update, controls update
- ICT agreements review
- Major Projects progress and monitoring
- Grants – new grants and monitoring
- Service delivery review

Consultation (Internal/External):

- Chief Executive Officer – Anne Andrews
- Queensland Audit Office – Auditor-General
- Department of Local Government – Acting Director-General, Joshua Hannan

Legal Implications:

- *Local Government Act 2009* section 105 states:
 - (1) Each local government must establish an efficient and effective internal audit function
 - (2) Each large local government must also establish an audit committee.In response to (1) – Council has established an internal audit function.
In response to (2) – Carpentaria Shire Council is not listed as a “large local government” in the *Local Government Regulation 2012* regulation 206A and Schedule 3A. Only 28 councils are deemed to be a “large local government”.
That is, Council Shire Carpentaria Shire Council is not required by the *Local Government Act 2009* to establish an audit committee.

Financial and Resource Implications:

- The costs of an audit committee include: Council resources to prepare information, paying independent member fees, and reimbursing travel costs.

Risk Management Implications:

- The attached report summary from the Queensland Audit Office says an audit committee can assist the Council to manage risk better - by providing timely oversight of a Council's risks and risk mitigation strategies, thereby safeguarding the Council's assets, information, and reputation. The earlier significant risks are identified and managed, the less they are likely to cost to rectify.

Insights on audit committees in local government (Report 10: 2024–25)

Report summary

Queensland's local governments are responsible for delivering essential community services, including water, waste, and roads. To ensure the continued provision of these services, councils must manage their financial resources well and adopt good governance practices. The community's trust in local government increases when councils can demonstrate that they deliver the critical services their community needs in a transparent and financially responsible way.

Audit committees are fundamental to good governance and can assist councils in building and maintaining community trust through:

- accessing cost-effective expertise – by supplementing the skills and local knowledge of councillors with specific technical, governance, or industry expertise, at a relatively low cost. This allows informed, independent challenge of management's strategies, processes, systems, and information
- improving accountability and transparency – by fostering a culture of questioning and challenge. Robust oversight of financial management, reporting, and internal controls enhances the integrity and effectiveness of operations
- increasing access to funding – by monitoring management's actions to improve a council's financial management (including project and asset management practices). Where funding bodies have confidence in the governance practices of councils, it may be easier for these councils to secure grants and other financial support
- managing risk better – by providing timely oversight of a council's risks and risk mitigation strategies, thereby safeguarding the council's assets, information, and reputation. The earlier significant risks are identified and managed, the less they are likely to cost to rectify.

We have been recommending to councils and the Department of Local Government, Water and Volunteers (the department) since 2017 that all councils should have an audit committee. In 2023–24, there were still 12 councils in regional and remote areas of Queensland without audit committees.

In *Local government 2023* (Report 8: 2023–24), we reported that councils without active audit committees or internal audit functions were more often late signing their financial statements and took longer to resolve significant deficiencies in their systems of internal control than those with one.

We also reported that more than 62 per cent of councils are at a moderate or high risk of not being financially sustainable. Of the 12 councils without audit committees, 9 councils were rated as high risk of not being financially sustainable. It is crucial that these councils maintain appropriate oversight of and accountability for their finances.

Stakeholders told us that maintaining an audit committee is too costly for smaller councils. These costs include council resources to prepare information, paying independent member fees, and reimbursing travel costs. Councils are entrusted with managing significant public funds, making robust financial oversight essential. While they do not receive dedicated funding for their audit committees, the 12 councils without committees collectively receive over \$200 million each year to fund their operations.

Queensland is the only state that does not require all councils to have audit committees. It also does not require a majority of independent members on the committee, whereas most states do. To overcome the perceived cost burden of audit committees, New South Wales, Western Australia, and South Australia allow small neighbouring councils to use joint audit committees that share members and resources.

In this report, we draw on the audit committee practices of 10 councils across Queensland to provide actions that councils should consider and implement to improve how their audit committee functions. We make 3 recommendations to the department to improve its role in promoting and facilitating good governance for Queensland's local governments.

We prepared this report using the information we gathered through our audits. Our report does not provide assurance on the effectiveness of audit committees in local governments.



Our ref: CTS 06786/25
DGC25/144

24 April 2025

Ms Anne Andrews
Chief Executive Officer
Carpentaria Shire Council

Department of
**Local Government,
Water and Volunteers**

Email: Anne.andrews@carpentaria.qld.gov.au

Dear Ms Andrews

The Auditor-General recently tabled in Parliament Report 10: 2024–25 *Insights on audit committees in local government* (the report). A copy of the report can be found on the Queensland Audit Office's (QAO) website at <https://www.qao.qld.gov.au/reports-resources/reports-parliament/insights-audit-committees-local-government>.

I note that a copy of the draft report was provided to councils for consideration and comment. I would like to personally thank you and your staff for your efforts in providing feedback.

In the report, the Auditor-General has made the following two recommendations for councils:

1. For councils that do not have an audit committee – Critically assess the effectiveness of the current oversight of financial and governance responsibilities (including management of finances, risks, information technology, assets, projects, grants and delivery of services), and re-evaluate the need for an audit committee.
2. For councils that have an audit committee – Self-assess the performance of the audit committee against the actions listed in Appendix D of the report and continue to improve the maturity and effectiveness of the committee.

The Department of Local Government, Water and Volunteers (the department) supports these recommendations for councils, and I encourage all councils to prioritise the activities needed to implement the recommendations.

In addition to the two recommendations for councils, the Auditor-General also noted several other matters for councils throughout the report. I encourage you to address the following if they apply directly to your council:

- ensure that the audit committee is provided with the necessary support and resources.
- ensure that the recruitment of audit committee members meets the council's requirements.

1 William Street
Brisbane QLD 4000
GPO Box 2247 Brisbane
Queensland 4001 Australia
Telephone 13 QGOV (13 74 68)
Website www.rdmw.qld.gov.au
ABN 51 242 471 577

- ensure that the audit committee has clearly defined responsibilities, an annual work plan, and regularly assesses its performance.

As you may be aware, the department has recently released an Audit Committee Guideline (the guideline), which is designed to support councils with establishing and operating an effective audit committee. The guideline, along with other resources and tools, is available on LG Central.

If you require any further information, please contact Ms Deanne Stewart, Acting Executive Director, Local Government Division in the department on (07) 3452 7875 or email at deanne.stewart@dsdilgp.qld.gov.au, who will be pleased to assist.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Joshua Hannan'.

Joshua Hannan
Acting Director-General

cc Mr Andrew Shaw
Chief Operating Officer
Carpentaria Shire Council
Andrew.shaw@carpentaria.qld.gov.au

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12.5 UPDATED INTERNAL AUDIT PLAN FY2025

Attachments: 12.5.1. Updated Internal Audit Plan FY2025 [1](#)
Author: Andrew Shaw - Chief Operating Officer
Date: 15 May 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:

The Internal Audit Plan FY2025 has been updated. It now includes only one project: Data Analytics – fraud red flag indicators.

RECOMMENDATION:

That Council approve the updated Annual Internal Audit Plan FY2025.

Background:

The existing Internal Audit Plan FY2025 contains three projects: Data Analytics – fraud red flag indicators, Procurement Compliance – batch testing, and Capital Works Programme Development & Reporting. The last two projects are no longer required for the following reasons:

The Procurement Compliance project has already been completed as part of the FY2024 Internal Audit program.

The Capital Works Programme project is no longer needed as the Engineering team has recently been expanded in order to improve project management capability.

Consultation (Internal/External):

- Anne Andrews – Chief Executive Officer
- Council's Internal Auditor – Pacifica Partner – Carolyn Eagle

Legal Implications:

- Each local government must establish an efficient and effective internal audit function, per section 105 of the *Local Government Act 2009*.
Under Local Government Regulation 2012, Regulation 7 requires:
 - (1) For each financial year, a local government must –
 - a. Prepare an internal audit plan
 - b. Carry out an internal audit; and
 - c. Prepare a progress report for the internal audit; and
 - d. Assess compliance with the audit plan.

Financial and Resource Implications:

- The estimated cost of the updated Internal Audit Plan FY2025 is in the range \$26,945 to \$36,455 excluding GST.

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Risk Management Implications:

- Failure to complete the Internal Audit function could mean that misappropriation of Council assets and fraud could go undetected. This function is also important to provide Council with an external opinion on business practices.

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RISK ALIGNED

ANNUAL INTERNAL AUDIT PLAN

FY2025

For Approval by Council

APRIL 2025





1. Background

The Internal Audit function is one component of Carpentaria Shire Council's (Council) governance framework. In addition to key management controls and the organisation-wide risk assessment process, the Internal Audit function provides the organisation's stakeholders with a level of assurance that business processes are operating appropriately and effectively in accordance with organisational and legislative requirements.

Supported by legislation, the Internal Audit function is directed to examine, assess and evaluate the operational and financial control measures the Council has adopted, or plans to adopt, to manage business risks that have the potential to impact the achievement of Council's strategic objectives. In doing so, the Internal Audit planning process must review the corporate-wide risks and consider the areas of the organisation, in consultation with management, that require or would benefit from internal audit activity.

2. Internal Audit planning approach and alignment to Council's Strategic Risks

This Internal Audit Plan has been developed to assess the efficiency and effectiveness of those systems, processes and controls that are implicitly relied upon by the Executive Team.

By assessing the actual business practices performed by officers and their underlying operating activities (and behaviours), Internal Audit provides independent and objective information to the Leadership Team (Council, Executive Team) about the effectiveness of existing systems, procedures and workflows. Our work also targets implementable business improvements and efficiencies.

As management continue to progress actions to improve sustainability, strengthen existing systems and controls, and address known shortcomings, the Internal Audit function will complement that effort. Equally, management is best placed to continue to progress actions that strengthen existing systems and controls where there are known deficiencies, lower than expected (or unacceptable) effectiveness ratings, or where further initiatives/management actions are required to move the risk to a level that is tolerable.

It is important that Internal Audit is cognisant of the work being undertaken and planned by management to reduce or mitigate risks, and leave sufficient time for these initiatives, systems and controls to be embedded before Internal Audit assess their effectiveness. Exceptions to this may be reviews designed to establish a baseline position as a guide to future management initiatives, or to provide assurance that the implementation status or progress of an initiative is sufficient and can achieve the desired objectives.

2.1 Rationale for determining the direction of Internal Audit effort based on risk severity

We used Council's Corporate Risks to develop a list of possible projects for discussion with management, and to prioritise the Internal Audit projects according to management's needs in each year. It is important to recognise that not all risks and/or risk treatments are auditable.

We also recognise that the senior leadership group has several initiatives underway or planned. It is important that Internal Audit is not duplicating that effort or examining processes that are in a state of change.

Our analysis of the alignment between each risk and potential Internal Audit projects is included in section 4 – *Risk Alignment Map* and section 6 – *Projects - Annual Internal Audit Plan FY2025*. Section 7 lists alternative projects that are available for substitution.

3. Summary of Past Internal Audit Projects

Council's Internal Audit function has completed the following represents the Internal Audit Projects in previous years:

FY2023	FY2024
<ul style="list-style-type: none">Procurement CompliancePurchasing Requisitioning and Goods Receiving Practices	<ul style="list-style-type: none">Fraud Risk & Ethical Conduct ReviewProcurement Compliance – Batch Testing ProjectRecords Management Practices



4. Risk Alignment Map – Proposed Internal Audit Projects - Aligned to the Carpentaria Shire Council Corporate Risk Register

This diagram shows the alignment between the risks to which the organisation is exposed, and the proposed Internal Audit projects identified during consultation with the Chief Operating Officer in March 2025. Not all the key risks identified are auditable, or suitable for assessment by Internal Audit in the short-term as further management action is required. Where auditable, we have provided our view of the type of Internal Audit coverage that will be provided over key functions, processes and systems.

IA Coverage: ■ Direct ■ Indirect

Alignment to Carpentaria Shire Council Corporate Risk Register		2024-25 Plan
CORP 1	Failure to deliver Corporate and Operational Plan	1. Data Analytics - fraud red flag indicators
CORP 2	Failure to comply with statutory and/or organisational obligations and responsibilities	✓
CORP 3	Inability to effectively coordinate response to disaster	
CORP 4	Diminished status of Council as "Employer of Choice"	
CORP 5	Loss of political influence with State and Federal governments	
CORP 6	Political influence impacting on operational management of organisation	
CORP 7	Lack of personnel capacity, skills or capability to meet emerging needs	✓
CORP 8	Poor relationships with other Councils, State and/or Federal Governments	✓
CORP 9	Ineffective undertaking of lobbying and advocacy	
CORP 10	Absence of essential records (contractually required by legislation, corporate knowledge)	✓
CORP 11	Potential for poor financial management	✓
CORP 12	Financial sustainability	✓
CORP 13	Inability to effectively engage with the community / Community's perception of Council's direction and value is poor	✓
CORP 14	Fluctuating demand for services not typically delivered by Council	
CORP 15	Poor environmental management	
CORP 16	Inadequate compliance with WH&S Systems	
CORP 17	Infrastructure planning and delivery failure to meet community and service standards	
CORP 18	Failure of Corporate Business Systems, technology infrastructure, business systems and data)	✓
CORP 19	Failure to deliver Council's essential services (water, sewerage, roads & waste) / Critical asset failure	
CORP 20	Loss of income from external and other income sources	✓
CORP 21	Failure to deliver projects	
Number of Risks covered by the IA Project		9

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5. Summary of Internal Audit effort for FY 2023-2025

The following presents an overview of the Internal Audit activity that was performed each year from FY 2023 onwards:

Internal audit activity - type	Description of activity	Total		
		FY 2023 Year 1	FY 2024 Year 2	FY 2025 Year 3
Designated Project Reviews	This Internal Audit Plan sets out the designated Internal Audit projects to be undertaken in each year. The specific projects are detailed to be performed each year are included in Section 6 onwards, of this document.	43 - 46	30 - 34	11 - 17
Financial Performance and Sustainability	Periodically (monthly or quarterly) examine reports and practices to ensure the reported results accurately reflect the true performance and position of the Council. The work will examine financial state; alert management to risks that require attention; and recommend corrective action.	If required		
Probity Advisory & Assurance Services over Large-scale Procurement	Large-scale procurement can carry significant risks to Council. At times, an external independent Probity Advisor may benefit Council to mitigate some of the risks and ensure compliance. Pacifica has an independent Probity Advisory Service available to Council. Our tailored approach covers: <ul style="list-style-type: none"> Fairness and impartiality Accountability and transparency of process Confidentiality and security of information and materials Effective management of conflicts of interest. 	If required		
Special Projects & Hot Topics	Special projects are discrete reviews or investigations into specific activities/areas that are conducted in addition to the approved Internal Audit projects. Management from time to time may request that Internal Audit provide assurance or information on a specific topic. For Council, no internal audit effort has been budgeted for Special Project type projects in this Strategic Internal Audit Plan. Management will determine the appropriate method of engaging Internal Audit for any Special Projects required.	If required		
Internal Audit Planning and Coordination	The following activities are required to deliver an effective, integrated and credible Internal Audit function at Carpentaria Shire Council: <ul style="list-style-type: none"> Formation of the Strategic Internal Audit Plan and Annual Internal Audit Plans in accordance with S.207 LGR2012 and the Professional Standards of the Institute of Internal Auditors (and revision annually). Preparation for, and attendance at (in person or teleconference) Council Meetings, including Internal Audit Status Reporting. Liaison with External Auditors and/or third-party assurance providers where appropriate. Meetings with Internal Audit Sponsor or Executive Management as required. 	6	5	6
Summary of Total Days allocated to proposed Internal Audit activity		49 - 52	35 - 39	17 - 23

6. Projects – FY2025 Annual Internal Audit Plan – [Year 3]

The following table represents each of the proposed project areas requested by the Chief Operating Officer for delivery over FY2025. We have included an overview of the project objective, the link to relevant key risks within Council's Corporate Risk Register, and an estimate of the number of days for each project.

YEAR 3 (FY2025)	Overview of project scope	Link to Council's Strategic Risk Register	Est. Days				
1. Data Analytics – fraud red flag indicators Section/Department: - All Departments	<p>The objective of this review is to perform targeted data analytics on accounts payable, corporate credit cards and payroll to assess and quantify instances of suspicious and/or fraudulent activity.</p> <p>The data analytics to be performed by Internal Audit will cover transactions for a 12-month period from the most recent month-end at the time of this project. The analytics (data permitting) will initially focus on:</p> <table><tr><td>Accounts Payable<ul style="list-style-type: none">▪ Supplier validity▪ Split Invoicing, authorisation levels▪ Duplicate invoice payments▪ Segregation of duties▪ Benford's Law</td><td>Procurement<ul style="list-style-type: none">▪ Requisition/purchase order dates after invoice date▪ Payments without purchase order or requisition</td></tr><tr><td>Corporate Credit Cards<ul style="list-style-type: none">▪ Duplicate purchases▪ Split transactions▪ Weekend transactions▪ Non-business transactions – using the merchant classification category▪ Exceeding limits</td><td>Payroll<ul style="list-style-type: none">▪ Ghost employees▪ Employee relationships▪ Overtime and leave analysis - reasonableness</td></tr></table>	Accounts Payable <ul style="list-style-type: none">▪ Supplier validity▪ Split Invoicing, authorisation levels▪ Duplicate invoice payments▪ Segregation of duties▪ Benford's Law	Procurement <ul style="list-style-type: none">▪ Requisition/purchase order dates after invoice date▪ Payments without purchase order or requisition	Corporate Credit Cards <ul style="list-style-type: none">▪ Duplicate purchases▪ Split transactions▪ Weekend transactions▪ Non-business transactions – using the merchant classification category▪ Exceeding limits	Payroll <ul style="list-style-type: none">▪ Ghost employees▪ Employee relationships▪ Overtime and leave analysis - reasonableness	<ul style="list-style-type: none">▪ Failure to comply with statutory and/or organisational obligations and responsibilities▪ Absence of essential records (contractually required by legislation, corporate knowledge)▪ Potential for poor financial management▪ Failure of Corporate Business Systems, technology infrastructure, business systems and data)▪ Loss of income from external and other income sources	11 - 17
Accounts Payable <ul style="list-style-type: none">▪ Supplier validity▪ Split Invoicing, authorisation levels▪ Duplicate invoice payments▪ Segregation of duties▪ Benford's Law	Procurement <ul style="list-style-type: none">▪ Requisition/purchase order dates after invoice date▪ Payments without purchase order or requisition						
Corporate Credit Cards <ul style="list-style-type: none">▪ Duplicate purchases▪ Split transactions▪ Weekend transactions▪ Non-business transactions – using the merchant classification category▪ Exceeding limits	Payroll <ul style="list-style-type: none">▪ Ghost employees▪ Employee relationships▪ Overtime and leave analysis - reasonableness						
11 - 17							

[DOCUMENT ENDS]

BUSINESS PAPERS

12.6 APPROVED INSPECTION PROGRAM

Attachments: NIL
Author: Andrew Shaw - Chief Operating Officer
Date: 13 May 2025

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

Key Strategy: As per the Departmental Plan for Corporate Service

Executive Summary:

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

The programs can be undertaken pursuant to s.134 of the *Local Government Act 2009* and s.113 *Animal Management (Cats and Dogs) Act 2008* respectively. The proposed inspection programs are for the systematic inspection of dog registrations, mosquito breeding sites and to ensure community safety hazards are not present on an allotment.

RECOMMENDATION:

That Council approve the following inspection programs:

In accordance with s.113 of the *Animal Management (Cats and Dogs) Act 2008*:

1. Dog Registration Inspection Program

(a) Purpose

To ensure that dogs in residence in the Shire are registered in accordance with s.44(2) and s.46 of the *Animal Management (Cats and Dogs) Act 2008*.

(b) Commencement

The program is to start on 5 June 2025.

(c) Type of Program

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

(d) Duration

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

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

(a) Purpose

To ensure compliance with sections 5 and 6 of the *Local Law No.2 (Keeping of Animals) 2015* which prescribes animals that are prohibited, restricted or require local government approval. This program will include an inspection of properties to identify any non-compliance.

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(b) Commencement

This program will commence on 5 June 2025.

(c) Type of Program

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

(d) Duration

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

In accordance with s.427 of the *Public Health Act 2005*:

3. Mosquito Breeding Sites Program

(a) Purpose

To ensure that residences do not have breeding grounds for mosquitos as required under s.17 of the *Public Health Regulation 2018*.

(b) Commencement

This program will commence on 5 June 2025.

(c) Type of Program

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

(d) Duration

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

Background:

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

Council staff will need to ensure that all requirements as defined under s.134 of the *Local Government Act 2009*, s.427 and s.428 of the *Public Health Act 2005* are complied with in undertaking the approved inspection programs.

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

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

The notice must be published—

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

The notice must state the following—

- (a) the name of the local government;
- (b) the purpose and scope of the program, in general terms;
- (c) when the program starts;
- (d) the period over which the program is to be carried out;

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- (e) that the public may inspect a copy of the resolution that approved the program at the local government's public office until the end of the program;
- (f) that a copy of the resolution that approved the program may be purchased at the local government's public office until the end of the program;
- (g) the price of a copy of the resolution that approved the program.

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

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

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

Consultation (Internal/External):

- Phillip Grieve - Local Laws Officer
- Anne Andrews - Chief Executive Officer

Legal Implications:

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

Financial and Resource Implications:

- Within budget.

Risk Management Implications:

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

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12.7 REVENUE POLICY - 2025/2026

Attachments: 12.7.1. Revenue Policy 2025-2026 [↓](#)
Author: Jade Nacario - Manager Finance and Administration
Date: 12 May 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:

Council is required to review its Revenue Policy on an annual basis and this review is to be completed in sufficient time to inform the budget for the forthcoming year. This review has now been completed and the revised policy is attached and presented to Council for adoption.

RECOMMENDATION:

That Council adopts the Revenue Policy for the 2025/2026 financial year.

Background:

As part of its Financial Management System, Council must have a Revenue Policy, per *Local Government Act 2009* section 104. The *Local Government Regulation 2012* section 193 provides further detail as to the legislative requirements of this policy as follows:

- (1) *A local government's revenue policy for a financial year must state—*
 - (a) *the principles that the local government intends to apply in the financial year for—*
 - (i) *levying rates and charges; and*
 - (ii) *granting concessions for rates and charges; and*
 - (iii) *recovering overdue rates and charges; and*
 - (iv) *cost-recovery methods; and*
 - (b) *if the local government intends to grant concessions for rates and charges—the purpose for the concessions; and*
 - (c) *the extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development.*
- (2) *The revenue policy may state guidelines that may be used for preparing the local government's revenue statement.*
- (3) *A local government must review its revenue policy annually and in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year."*

The purpose of the policy is to outline the principles Council will apply when considering revenue raising options which will be included in budget deliberations for the forthcoming 2025/2026 annual budget.

As required by legislation, the Revenue Policy must be reviewed annually, and this review has now been completed. It is confirmed that the policy content conforms to all statutory requirements.

Consultation (Internal/External):

- Chief Operating Officer

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Legal Implications:

- In accordance with section 104 of the *Local Government Act 2009*, Council must have a Revenue Policy as part of its Financial Management System. Although the Revenue Policy must be included with the budget documentation when Council is adopting the annual budget, section 193 of the *Local Government Regulation 2012* states:
"A local government must review its revenue policy annually and in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year."
Accordingly, the Revenue Policy is presented to Council at this meeting to coincide with the commencement of budget deliberations for the 2025/2026 annual budget.

Financial and Resource Implications:

- The review of the policy forms part of normal business operations therefore there are no additional financial and resource implications associated with this matter.

Risk Management Implications:

- Council is statutorily required to have a Revenue Policy and to review this policy on an annual basis.



2025-2026 Revenue Policy

Policy Details

Policy Category	Council Policy
Date Adopted	30 June 2024 16 April 2025
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	01 July 202 5 4
Policy Version Number	3.0.3
Policy Owner	Director of Corporate Services Chief Operating Officer
Contact Officer	Manager Finance and Administration
Review Date	April 202 6 5

Supporting documentation

Legislation	<ul style="list-style-type: none"> Local Government Act 2009 Local Government Regulation 2012
Policies	<ul style="list-style-type: none"> Revenue Statement Rates Based Financial Assistance Policy Rates and Charges Debt Policy
Delegations	<ul style="list-style-type: none"> Nil
Forms	<ul style="list-style-type: none"> Nil
Supporting Documents	<ul style="list-style-type: none"> Corporate Plan 2021 – 2025

Version History:

Version	Adopted	Comment	eDRMS #
3.0.0	15/07/2020	Council Resolution SM0720/001	POL_E_CSF_006
3.0.1	21/04/2021	Council Resolution 0421/023	
3.0.2	30/06/2021	Council Resolution SM0621/018	
3.0.3	20/04/2022	Council Resolution 0422/015	
3.0.4	15/03/2023	Council Resolution 0323/019	
3.0.5	30/06/2024	Council Resolution 0630/	
3.0.6	16/04/2025	Council Resolution 0416/	



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Intent

The Revenue Policy is a strategic document and its adoption, in advance of setting the budget, allows Council to set out the principles that it will use for revenue raising in setting the budget.

Scope

This policy details the principles that Council utilises in levying rates & charges, granting concessions, recovering outstanding rates & charges and the implementation of various fees and charges.

Policy Statement

Council has a statutory requirement to have a Revenue Policy and this policy is to be reviewed on an annual basis in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year.

Section 193 of the *Local Government Regulation 2012*, defines the content to be included in the Revenue Policy and an extract follows:

- (1) *A local government's revenue policy for a financial year must state—*
 - (a) *the principles that the local government intends to apply in the financial year for—*
 - (i) *levying rates and charges; and*
 - (ii) *granting concessions for rates and charges; and*
 - (iii) *recovering overdue rates and charges; and*
 - (iv) *cost-recovery methods; and*
 - (b) *if the local government intends to grant concessions for rates and charges—the purpose for the concessions; and*
 - (c) *the extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development.*
- (2) *The revenue policy may state guidelines that may be used for preparing the local government's revenue statement.*

Levying rates and Charges

Council utilises a principle based approach when levying rates and charges which consist of:

Equity Principle – Council will aim to ensure that all sectors of the rate paying community contribute equitably to the rates revenue of the Council. This means that in determining the level of rates and charges, Council's objective is to ensure the fair and consistent application of lawful rating and charging principles, without bias, taking into account of all relevant considerations, and disregarding irrelevancies such as the perceived personal wealth of individual ratepayers or ratepayer classes.

The general basis for determining rates is the valuation of rateable land as determined under the *Land Valuation Act 2010*, however differential general rating will be applied to achieve a more equitable relationship between the contribution to rates revenue that Council considers appropriate where the highest and best use of the land is taken into consideration, for a more equitable outcome than could be achieved if a simple (i.e. single rate in the dollar) general rating scheme were to be adopted.



Benefit (User Pays) Principle –At a minimum, ratepayers should contribute rates which reflect the cost of providing Council's services to rateable properties in each sector of the community based on the most appropriate category for the rateable land. Wherever possible, this should be reflected in the minimum rate for each rating category.

In addition to the above 2 key principles, Council will also have regard to:

- Transparency in the making of rates and charges.
- Having in place a rating regime that is simple and inexpensive to administer;
- Flexibility to take account of changes in the local economy;
- Making clear what is the Council's and each ratepayer's responsibility to the rating system;
- Timing the levy of rates to take into account the financial cycle of local economy activity, in order to assist smooth running of the local economy.

Granting Concessions for Rates and Charges

In considering the application of concessions, Council will be guided by the principles of:

- Fairness and social conscience by having regard to the different levels of ability to pay within the local community.
- The same treatment for ratepayers with similar circumstances.
- Transparency by making clear the requirements necessary to receive concessions; and
- Flexibility to allow Council to respond to local, State, National or broader economic, environmental or other issues that have a significantly adverse impact on a ratepayers ability to pay rates and charges.

Council may also give consideration to granting a class concession in the event all or part of the local government area is declared a natural disaster area by the State or Federal Government or a similar event which has a significant impact on ratepayers within the local government area.

Recovering Overdue Rates and Charges

Council will exercise its rate recovery powers in order to adjust to ratepayer cash flows so as to minimise the overall rate burden on ratepayers. It will be guided by the principles of:

- Transparency by making clear the obligations of ratepayers and the processes used by Council in assisting them meet their financial obligations.
- Making the processes used to recover outstanding rates and charges clear, simple to administer and cost effective.
- Equity by having regard to providing the same treatment for ratepayers with similar circumstances; and
- Flexibility by responding where necessary to changes in the local economy.



Cost-Recovery Methods

Council recognises the validity of fully imposing the “user pays” principle for its fees and charges (including cost-recovery fees) unless the imposition of the full costs is contrary to its reasonable belief of being in the public interest.

By imposing fees and charges that accurately reflect the full cost of the provision of services will enable Council to promote efficiency in both the provision and use of services without subsidising from other sources of revenue.

Funding of Physical and Social Infrastructure

Council requires property developers to pay reasonable and relevant contributions towards the cost of infrastructure required to support the development. Specific charges are detailed in the policies and other material supporting Council’s town planning schemes.

These policies are based on normal anticipated growth rates. Where a new development is of sufficient magnitude to accelerate the growth rate of a specific community within the Region, it may be necessary to bring forward social infrastructure projects. Where this occurs, Council expects developers to meet sufficient costs so that the availability of facilities is not adversely affected and so that existing ratepayers are not burdened with the cost of providing the additional infrastructure.

Definitions

TERM	DEFINITION
User Pays Principle	Is a pricing approach based on the concept that the most efficient allocation of resources occurs when the customer pays the full cost of goods and/or services that they consume.

Adopted by Council by Resolution.

Anne Andrews
Chief Executive Officer

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12.8 FEES AND CHARGES - 2025/2026

Attachments: 12.8.1. Fees & Charges FY2025-2026 [↓](#)
Author: Jade Nacario - Manager Finance and Administration
Date: 15 May 2025

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

Key Strategy: Maintain a focus on excellence in customer service and improvements in service delivery

Executive Summary:

As part of Council's annual budget setting process, the fees and charges for the next financial year need to be developed and set by Council. This report recommends that Council set the fees and charges effective from the next financial year (from 1 July 2025) in accordance with the attached fees and charges schedule.

RECOMMENDATION:

That Council adopts the Fees and Charges for the 2025/2026 financial year, effective from 1 July 2025, by:

- a. Fixing the cost-recovery fees as indicated in the 2025/2026 Fees and Charges Schedule in accordance with section 97(1) of the *Local Government Act 2009*; and
- b. Fixing all other fees and charges contained in the 2025/2026 Fees and Charges Schedule.

Background:

Council's regulatory and commercial fees and charges are developed and/or reviewed on an annual basis. A review of all fees and charges was undertaken in preparation for the 2025/2026 Financial Year. All new fees and charges that are considered appropriate have been included, along with the removal of any that have become obsolete (or irrelevant). Officers have consulted with managers and executives on the proposed charges for the next financial year. A copy of the proposed fees and charges for 2025/2026 was emailed to Councillors and will be available at the Council meeting.

Consultation (Internal/External):

- Council Workshop
- Executive Leadership Team
- Managers

Legal Implications:

- Section 257 of the *Local Government Act 2009*:
This section provides Council with the power to delegate certain powers it holds to other persons, including the Chief Executive Officer. This section is used to delegate the power to set or vary fees and charges, other than those that are cost-recovery fees, to the Chief Executive Officer.
 - Section 262(3)(c) of the *Local Government Act 2009*:
This section provides Council with the general power to set fees and charges for services and facilities, other than those that are cost recovery fees. These are known as commercial fees and charges.
 - Section 97 of the *Local Government Act 2009*:
-

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This section provides Council with the power to fix cost-recovery fees. This section also prescribes that a cost-recovery fee must not be more than the cost to the local government of taking the action for which the fee is charged. Council cannot delegate this power.

Financial and Resource Implications:

- It can be difficult to estimate the effect the changes will have on Council's overall fees and charges revenue, as fee revenue may vary from year to year depending on a number of factors.
The fees and charges detailed in this report will be published on Council's Website.

Risk Management Implications:

- Compliance with *Local Government Act 2009*



Carpentaria Shire Council

2025-2026 Fees and Charges

Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2025/2026
CUSTOMER SERVICES			
Photocopying / Printing			
Photocopying <i>[Plus 15c per copy on colour paper if available]</i>			
Up to 10 A4 copies (black and white) - per page	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	1.00
10 or more A4 copies (black and white) - per page	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	1.00
Photocopying A3 (black and white) - per page	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	2.00
Colour photocopying A4 - per page	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	2.00
Colour photocopying A3 - per page	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	3.00
Funeral Booklet A5 - per book max 12 (A5) pages, additional pages as per copy cost	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	4.00
MAPS A3 - per page	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	15.00
MAPS A1 - per page	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	30.00
MAPS A4 - per page	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	7.00
Laminating			
Laminating per A4 sheet	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	5.00
Laminating per A3 sheet	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	8.00
Binding			
Binding - per bound article <i>[Col only]</i>	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	20.00
Facsimile			
Facsimile - 1st page	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	6.00
Facsimile - additional pages	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	2.00
Facsimile receiving	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	2.00
Scanning			
Scanning - A4 or A3 (send to email only, up to maximum of 5 pages, additional page \$1.00)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	6.00
Council Security Keys/SALTO fobs			
Replacement of Council issued key/SALTO fob <i>[Damaged or lost]</i>	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	30.00
AIRPORTS			
Landing Fees			
Normanton - Per Tonne or part thereof	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	21.00
Karumba - Per Tonne or part thereof	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	21.00
Passenger Fees			
Per Passenger Fee <i>[RRR Flights and Charter Flights]</i> for each take off and landing			
Normanton	Commercial/Service Fee	Local Government Act 2009, s262(3)(c), s 14 Local Law No. 7 <i>[Aerodromes]</i> 2015	21.00



Carpentaria Shire Council

2025-2026 Fees and Charges

Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2025/2026
Karumba	Commercial/Service Fee	Local Government Act 2009, s262(3)(c); s 14 Local Law No. 7 (Aerodromes) 2015	21.00
Aircraft Parking Charges - Normanton & Karumba			
6 Months	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	900.00
12 months	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	1,550.00

Adopted by Resolution No. 0425/XXX



Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2025/2026
ANIMAL CONTROL			
Cattle and Horses			
Pound release fee per head	Cost Recovery Fee	Local Government Act 2009, s 97(1)(2)(c)	130.00
Sustenance	Cost Recovery Fee	Local Government Act 2009, s 97(1)(2)(c)	At Cost
Transport of livestock	Cost Recovery Fee	Local Government Act 2009, s 97(2)(c)	At Cost
Town Common - (No stallions permitted)			
Cattle and Horses annual licence fee for agistment per head	Commercial/Service Fee	Local Government Act 2009, s 86(3)(c)	85.00
Animal Traps			
Hog Hoppers (Security Deposit)	Bond	Local Government Act 2009, s 86(3)(c)	120.00
Dog Traps (Security Deposit)	Bond	Local Government Act 2009, s 86(3)(c)	120.00
Cat Traps (Security Deposit)	Bond	Local Government Act 2009, s 86(3)(c)	120.00
Dog Registration Fees			
Whole Male or Female per dog	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	25.00
Desexed Male or Female per dog	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	15.00
[NOTE: At the time of registration of a desexed animal, proof of desexing (i.e. veterinary certificate or ear tattoo) must be shown to the registration officer.]			
Aged Person Dog (limit to one dog - service dogs no fee)	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	5.00
Replacement tags each	Commercial/Service Fee	Local Government Act 2009, s 97(2)(a)	6.00
Regulated Dog Registration Fees			
Restricted Dog Permit - (Initial Includes signage and tag) Restricted Dogs Only -	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a) - s 83 Animal Management (Cats and Dogs) Act 2009	425.00
Regulated Dog Registration - Initial (includes signage and tag)	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	500.00
Regulated Dog Registration - Annual Renewal (Restricted, Menacing and Dangerous Dog)	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	240.00
Regulated Dog Collar (additional/replacement)	Commercial/Service Fee	Local Government Act 2009, s 86(3)(c)	42.00
Regulated Dog Signage - Metal (additional/replacement)	Commercial/Service Fee	Local Government Act 2009, s 86(3)(c)	50.00
Regulated Dog Signage - Corflute (additional/replacement)	Commercial/Service Fee	Local Government Act 2009, s 86(3)(c)	21.00
Replacement tags each	Commercial/Service Fee	Local Government Act 2009, s 86(3)(c)	27.00



Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2025/2026
Keeping of animals			
More than 2 dogs over the age of 3 months on an allotment in a designated town area (animal breeder approval)	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a), s 6 Local Law No. 2 (Animal Management) 2015	250.00
[NOTE: For Multiple Units or Dwellings, an application may be submitted, and fee waiver provided subject to approval.]			
More than 2 cats over the age of 3 months on an allotment in a designated town area (animal breeder approval)	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a), s 6 Local Law No. 2 (Animal Management) 2015	250.00
More than 1 horse or donkey on an allotment in a designated town area	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a), s 6 Local Law No. 2 (Animal Management) 2015	250.00
1 or more cows or bulls on an allotment in a designated town area	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a), s 6 Local Law No. 2 (Animal Management) 2015	250.00
1 or more sheep, goats, alpacas or llamas on an allotment in a designated town area	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a), s 6 Local Law No. 2 (Animal Management) 2015	250.00
1 or more roosters on an allotment in a designated town area	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a), s 6 Local Law No. 2 (Animal Management) 2015	250.00
More than 20 poultry on an allotment in a designated town area	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a), s 6 Local Law No. 2 (Animal Management) 2015	250.00
1 or more deer on an allotment in a designated town area	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a), s 6 Local Law No. 2 (Animal Management) 2015	250.00
1 or more pigs (domestic) on an allotment in a designated town area	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a), s 6 Local Law No. 2 (Animal Management) 2015	250.00
More than 5 ducks or geese on an allotment in a designated town area	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a), s 6 Local Law No. 2 (Animal Management) 2015	250.00
Miscellaneous Dog Fees			
Pound release fee/registered & de-sexed dog - First pound release for registered dog - no charge.	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a), s 83 Animal Management (Cats and Dogs) Act 2009	88.00
Micro-chipping fee	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a), s 83 Animal Management (Cats and Dogs) Act 2009	25.00
Pound release fee (registered dog) - First pound release for registered dog - no charge.	Commercial/Service Fee	Local Government Act 2009, s 62(3)(c)	190.00
Pound release fee for unregistered dog - includes registration	Commercial/Service Fee	Local Government Act 2009, s 62(3)(c)	370.00
Penalty for unregistered dog over the age of 3 months	Commercial/Service Fee	Local Government Act 2009, s 62(3)(c)	2 Penalty Units + Registration Fee
Penalty for keeping of more than two dogs and/or cats as pets (Permit to be applied for separately)	Commercial/Service Fee	Local Government Act 2009, s 62(3)(c)	2 Penalty Units
Daily fee - sustenance recovery	Cost Recovery Fee		20.00
BUILDING SERVICES			
Bonds			
Building bond on relocatable/transportable buildings. Refundable on completion and after Certificate of Occupancy / Classification is issued	Bond	Local Government Act 2009 s47	3,500.00
Building bond for protection of road reserve for commercial or multi unit development	Bond	Local Government Act 2009 s47	7,000.00
Bond required for demolition of commercial or multi unit structure	Bond	Local Government Act 2009 s86(1)	7,000.00
Bond required for demolition or removal of structures containing asbestos	Bond	Local Government Act 2009 s86(1)	7,000.00
Building Record Searches			
Building plans and photocopying (A4 & A3)	Cost Recovery Fee	Local Government Act 2009, s 62(3)(c)	140.00



Carpentaria Shire Council

2025-2026 Fees and Charges

Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2025/2026
Building file search - Domestic	Cost Recovery Fee	Local Government Act 2009, s262(3)(c)	340.00
Building file search - Commercial	Cost Recovery Fee	Local Government Act 2009, s262(3)(c)	540.00



Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2025/2026
Application Assessments			
New dwelling single unit less than 150m ²	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	1,373.00
New dwelling single unit more than 150m ²	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	1,582.00
Residential Class 10 Shed / Carport / Patio less than 20m ²	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	164.00
Residential Class 10 Shed/Carport/Patio between 20m ² and 50m ²	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	373.00
Residential Class 10 Shed/Carport/Patio more than 50m ²	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	656.00
Industrial Storage Shed Class 7A	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	752.00
Industrial Class 10 Shed/Carport/Garage or the like less than 20m ²	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	164.00
Industrial Class 10 Shed/Carport/Garage or the like between 20m ² and 50m ²	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	373.00
Industrial Class 10 Shed/Carport/Garage or the like more than 50m ²	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	656.00
Alterations and/or extensions less than \$100,000.00	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	1,221.00
Alterations and/or extensions more than \$100,000.00	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	1,582.00
New multiple dwelling or duplex	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	1,440.00 + 220.00 per unit
Commercial Application Classes 1b, 3, 4, 5, 6, 7, 8 & 9	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	4,470.00
Commercial Application Classes 1b, 3, 4, 5, 6, 7, 8 & 9 less than 300m ²	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	1,967.00
Fence / Sign / Retaining Wall or any other miscellaneous structure	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	407.00
Above ground pools with fencing	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	904.00
In ground pools with fencing	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	1,181.00
Demolition of structure, Domestic (Fee includes Bulk or Commercial Waste charges)	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	791.00
Demolition of structure, Commercial (Fee does not include Bulk or Commercial Waste charges)	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	1,340.00
Amendments to approved plans (minor)	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	130.00
Amendments to approved plans less than 2 hours assessment	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	447.00
Amendments to approved plans major more than 2 hours assessment	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	735.00
Archiving of Private Certifiers Documents	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	181.00
Non-specific assessment all Classes, per hour fee applies	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	277.00
Resubmitted applications	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	605.00
Extension of time to Building Permit	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	170.00



Carpentaria Shire Council

2025-2026 Fees and Charges

Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2025/2026
Roadworks Permit	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	125.00



Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2025/2026
CEMETERIES			
Normanton and Karumba			
Burial Fee (including 2 viewings if requested)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	4,000.00
Additional Viewings (per viewing)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	330.00
<i>Standard Brass Plaques (\$330.00) included in above cost for Lawn Cemetery / Karumba Cemetery only (additional cost for other than standard) Plaques other than Lawn Cemetery at cost plus postage and administration charge.</i>			
Plot Reservation	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	175.00
Plaque - Memorial Wall	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	POA
Interment of Ashes - Memorial Wall [Niche]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	250.00
Hearse Transfer - Airport / Hospital	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	220.00
Hearse Transport - per hour	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	65.00
Body Transfer Normanton	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	225.00
Body Transfer Karumba	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	440.00
Accident scene to hospital transfer - per kilometre	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	3.00
Accident scene to hospital transfer - minimum charge	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	225.00
Coffin Only	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	1,580.00
Burials at other than Normanton and Karumba Cemeteries	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	POA
CHILDCARE SERVICES			
Weekly	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	tba
Daily	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	tba
Half Day (subject to availability)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	tba
Late Fee - first 5 mins [At discretion of Childcare Director]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	tba



Carpentaria Shire Council

2025-2026 Fees and Charges

Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2025/2026
Late Fee - every minute after first 5 minutes (As above)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	tba
Bond: Enrolment Fee	Bond	Local Government Act 2009, s262(3)(c)	tba



Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2025/2026
CLEANING / WASTE DISPOSAL			
Short term use of wheeled bin per week or part thereof per bin [no garbage collection service]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	tba
Short term use of wheeled bin per week or part thereof per bin [including 1 garbage collection service/week]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	tba
Delivery & Return of wheeled bins (during business hours only)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	tba
Replacement of wheeled bin (if not through wear or tear)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	150.00
Replacement bin issued at no charge if damaged bin is returned to Council and due to wear and tear	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	No Charge
Trade Waste			
Trade Waste Annual Permit - Category One Utility Charge (low volume, low strength) <500KL waste per year	Cost Recovery Fee	Local Government Act 2009, s 97(2)(d); s 180 Water Supply (Safety and Reliability) Act 2002	450.00
Waste Disposal			
Normanton Landfill Site			
Asbestos waste disposal - Asbestos removal (only to be carried out by licensed removalist). Disposal only at Normanton tip. Contractor to pay for cartage (per m ³) [Min. asbestos accepted at Karumba or from other Shires]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	500.00 per m ³ (Minimum charge of 0.5 m ³)
Bulk or Commercial Waste - Disposal of bulk or commercial waste at Normanton landfill site only [per tonne]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	50.00
Tyre waste - car, 4WD, truck	Commercial/Service Fee		tba
Karumba Waste Transfer Station			
Building Waste - Up to 3 cubic metres of building waste to be disposed of directly into designated bins at the Karumba Waste Transfer Station on the following:			
Car and Small trailer (8x4)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	45.00
Car and medium trailer (8x5)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	55.00
Car and large trailer (bigger than 8x5)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	70.00
Truck up to 4.5t GVM	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	80.00
No loads on vehicles above 4.5t will be accepted at the Waste Transfer Station and these larger loads are to be taken to the Normanton Landfill by the user.			
LES WILSON BARAMUNDI DISCOVERY CENTRE			
Discovery Centre			
Donation - Gold Coin or QR Code	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	Donation
Customs Fees			
Carpentaria Shire Educational & Recreational Facilities (fee personal)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	4.00
All Other Groups	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	RQA



Carpentaria Shire Council

2025-2026 Fees and Charges

Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2025/2026
DISCOVER & FEED a BARRA TOUR - 50 MINUTES			
Adult	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	35.00
Concession - (Senior and Student card holders)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	30.00
Children (Ages 4 to 17 Years Old)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	25.00
Family Pass (2 Adults & 2 Children)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	85.00
Carpentaria Shire Educational & Recreational Facilities (per person)		Local Government Act 2009, s262(3)(c)	10.00
Companion Card Holder	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	0.00



Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2025/2026
Custom Tour - 90 - 100 minutes MINUTES (PRE-ARRANGED, 10 + PEOPLE REQUIRED)			
base group - 10 Adults (\$65.00 pp)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	650.00
Additional Adult (after 10 base group)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	55.00
Carpentaria Shire Educational & Recreational Facilities (per person)		Local Government Act 2009, s262(3)(c)	30.00
All Other Groups		Local Government Act 2009, s262(3)(c)	POA
GLAMPING EXPERIENCE TOUR ?			
tba	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	tba
Feed & Serve - Guided Tour - 30 minutes			
Adult	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	
Concession - (Senior and Student card holders)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	
Children under 4 Years	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	
Children (Ages 4 to 17 Years Old)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	
Family Pass (2 Adults & 2 Children)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	
Carpentaria Shire Educational & Recreational Facilities (per person)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	
Companion Card Holder	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	
Behind the Scenes - Guided Tour - 60 minutes			
Adult	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	60.00
Concession - (Senior and Student card holders)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	60.00
Children under 4 Years	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	0.00
Children (Ages 4 to 17 Years Old)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	40.00
Family Pass (2 Adults & 2 Children)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	40.00
Carpentaria Shire Educational & Recreational Facilities (per person)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	0.00
Companion Card Holder	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	0.00
Catch & Serve - Guided Tour - 60 minutes on 2 hours on water vehicle - 2 hours on water vehicle			
Adult	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	24.00
Family Pass (2 Adults & 2 Children) limited due to supervision requirements	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	200.00
Boat Feeding			



Carpentaria Shire Council

2025-2026 Fees and Charges

Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2025/2026
per person	Commercial/Service Fee	Local Government Act 2009, s362(3)(c)	4.00
Family Pass (2 Adults & 2 Children)	Commercial/Service Fee	Local Government Act 2009, s362(3)(c)	44.00
Carpentaria Shire Educational & Recreational Facilities (per person)	Commercial/Service Fee	Local Government Act 2009, s362(3)(c)	4.00
Companion Card Holder	Commercial/Service Fee	Local Government Act 2009, s362(3)(c)	4.00



Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2025/2026
Supply of Fingerlings			
Fingerlings - up to 25mm	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	1.00
Fingerlings - 25mm to 50mm	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	2.00
Fingerlings - 50mm to 75mm	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	4.00
Fingerlings - 75mm to 100mm	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	8.00
Fingerlings - over 100mm	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	16.00
Fish from 200mm - 300mm	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	31.00
Fish from 300mm - 400mm	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	46.00
Fish from 400mm - 500mm	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	61.00
Fish over 500mm	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	76.00
Supply to local Governments and Registered Restocking Associations (release into the wild & public dams)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	50% discount
Transport, Fish Food and Onsite-Consultation	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	POA
LIBRARY / VISITOR INFORMATION CENTRES			
Public Internet Access and Computer Use			
Non-library members per 30 minutes or part thereof	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	0.00
Library members per 30 minutes or part thereof	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	0.00
Charities and Non-Profit Community Organisations	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	FOC- 1hr
Students working on assignments	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	FOC- 1hr
<i>Use of own computer equipment charged at same rate</i>			
Normanton VIC TOWN tour	Commercial/Service Fee		5.00
Free camping in Normanton designated camping area	Commercial/Service Fee		0.00
Public Wifi Access			
Library and Non-library members 9:00am to 5:00pm (Per Day)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	Free of Charge
Library members 9:00am to 5:00pm (Per Day)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	Free of Charge
PLANNING			
Development Application for material change of use - code & impact assessable (fee is charged at actual cost - \$1,200 is charged initially + actual costs if over and above \$1,200)	Cost Recovery Fee	Planning Act 2016, s51 (1)(b)(ii)	Base Fee \$1,200.00 + Cost
Development Application for material change of use - Associated Minor Industrial use on industrial lots	Cost Recovery Fee	Planning Act 2016, s51 (1)(b)(ii)	344.00



Carpentaria Shire Council

2025-2026 Fees and Charges

Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2025/2026
Develop Application for reconfiguring a lot (Fee is charged at actual cost - \$1,200 is charged initially + actual costs if over)	Cost Recovery Fee	Planning Act 2016, s51 (1)(b)(ii)	Base Fee \$1,200.00 +
Other development (building work assessable against the planning scheme or operational works) (Fee is charged at actual cost - \$1,200 is charged initially + actual costs if over)	Cost Recovery Fee	Planning Act 2016, s51 (1)(b)(ii)	Base Fee \$1,200.00 +

[Note: Development applications fees are recorded as the minimum charge, large development applications will be processed on an at cost basis. Council reserves the right to assess whether or not applications are deemed large developments]



Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2025/2026
Issue of Certificates			
Boundary Dispensation - Front, Side or Rear	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)	428.00
Limited Planning Certificate	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)	366.00
Standard Planning Certificate	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)	912.00
Full Planning Certificate (Consultancy required) (per certificate plus consultant costs)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)	2,222.00
Town Planning Signs	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)	85.00
Sealing of Survey Plans	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)	192.00
Hardcopy of town planning scheme	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)	344.00
CD of town planning scheme	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)	105.00
PLUMBING AND DRAINAGE			
Sewerage Services			
Waste water and waste disposal at Sewerage Treatment Plant per kilolitre charge	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	52.00
Application for Sanitary Plumbing / Drainage:			
Domestic - New Dwelling (Includes up to 6 fixtures - extra at \$118 per fixture)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	875.00
Domestic - Extension / Alteration (Includes up to 6 fixtures - extra at \$118 per fixture)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	600.00
Domestic - Swimming Pool (New Work)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	300.00
Domestic - Swimming Pool (Alterations)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)	575.00
Commercial Application for Commercial / Industrial - New Buildings (Fee plus per fixture)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)	1,370 +135.00 per fixture
Commercial Application for Commercial / Industrial - Extensions and Alterations	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	975.00 + 135.00 per fixture
Re-inspection fee: All Buildings	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	POA
Sewerage - Construction Plan (Mains)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	95.00
Sewerage House Drainage Plan (Written consent of the property owner is required for the following):			
Copy of the House Drainage Plan (if available)	Cost Recovery Fee	Local Government Act 2009 s97(2)(c); Plumbing and Drainage Act 2002 s85	57.00
Onsite Sewerage Treatment Facilities Rural properties Application for Installation			
New Installation	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	POA
Extension / Alteration / Re-inspection	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	POA
Sewerage Connection			
Connection Fee - gravity	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	POA



Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2025/2026
Connection Fee- low pressure	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	1,862.00
Supply & installation of Sewer Pod at either Karumba or Normanton <i>(Plus connection fee)</i>	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	14,525.00
Disconnection Fee	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	338.00
PRIVATE WORKS			
Any works where no set fee has been determined to be charged as private works			
Quote / Estimate	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	POA



Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2025/2026
RATES SEARCH			
Rate Search - Basic (No water meter reading) - response within seven (7) working days	Cost-recovery fee	Local Government Act 2009 s97(2)(a)(e)	190.00
Rate Search - Full (With a water meter reading) - response within seven (7) working days	Cost-recovery fee	Local Government Act 2009 s97(2)(a)(e)	305.00
Priority Rate Search fee (in addition to above fees) - response within three (3) working days	Cost-recovery fee	Local Government Act 2009 s97(2)(a)(e)	130.00
Counter Search - Ownership [per notice]	Cost-recovery fee	Local Government Act 2009 s97(2)(a)(e)	20.00
Counter Search - Rate Notice or Receipt (not in the current financial year) [per notice]	Cost-recovery fee	Local Government Act 2009 s97(2)(a)(e)	20.00
REGULATORY SERVICES			
Prescribed Activities			
Application to Undertake a Prescribed Activity	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	25.00
Free for public services e.g. BreastScreen			
Alteration or improvement to local government controlled areas and roads			
Instilling, changing, damaging or removing a structure in a local government controlled area or road (refer to applications assessments (roadworks permits))	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	POA
Weekly commercial use of local government controlled areas and roads			
1 day per week [annual fee]	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	490.00
2 - 3 days per week [annual fee]	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	1,200.00
4 - 7 days per week [annual fee]	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	1,600.00
Temporary commercial use of local government controlled areas and roads			
Application and approval for temporary commercial use of local government controlled areas and roads e.g. itinerant vendor / standing stall. Fee includes first day approval. [Maximum 3 continuous days]	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	130.00
Additional Days - Fee per day [Maximum 2 additional days]	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	60.00
Sideshow amusement outlet on reserves - per day	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	130.00
Electricity (if required from Council) - per day per outlet	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	86.00
Carrying out work on a road or interfering with its operation	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	POA
Undertaking regulated activities on local government controlled areas and roads			
Driving or leading animals to cross a road	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	110.00
Depositing goods or materials	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	350.00
Holding a public place activity (excluding temporary entertainment events)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	350.00
Grazing livestock (annual application fee)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	135.00
Additional adjustment fee per head of stock per week	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	3.00



Carpentaria Shire Council

2025-2026 Fees and Charges

Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2025/2026
Parking Permits	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	POA
Establishment or occupation of a temporary home	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	113.00
Installation of advertising devices	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	POA
Abandoned Vehicles			
Release of Vehicle / Goods	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	250.00



Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2025/2026
Camping Grounds & Caravan Parks			
Operation of camping grounds - application fee	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	420.00
Annual fee (pro rata per month if applicable)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	350.00
Transfer of Approval	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	350.00
Application for alteration of approval	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	350.00
Operation of caravan parks - application fee	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	420.00
Annual fee (pro rata per month if applicable)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	350.00
Transfer of Approval	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	350.00
Application for alteration of approval	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	350.00
Approval Search Fee	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	335.00
Operation of Cemeteries	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	POA
Operation of Public Swimming Pools	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	POA
Operation of Rental Accommodation	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	450.00
Annual Renewal	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	370.00
Transfer of Approval	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	370.00
Application for alteration of approval	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	370.00
Approval Search Fee	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	330.00
Operation of temporary entertainment events			
Approval fee - Operation of temporary entertainment events	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	300.00
Security Bond for all events	Bond	Local Government Act 2009 s97(2)(a)	370.00
Undertaking regulated activities regarding human remains	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	POA
Environmental Protection			
File Search Fee	Cost Recovery Fee	Local Government Act 2009, s262(3)(c)	POA



Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2025/2026
Food Business / Licences			
<i>Note: Not for Profit Community and Charitable Organisations are not charged Licensing Fees. Proof of status may be required.</i>			
Application for Food Licence - new food premises (Fixed or Mobile)	Cost Recovery Fee	Food Act 2006, ss 31, 52, 85	394.00
Application for Food Licence (alteration to premises)	Cost Recovery Fee	Food Act 2006, ss 31, 52, 85	394.00
Application for Food Licence - Concession for low risk home business operations	Cost Recovery Fee	Food Act 2006, ss 31, 52, 85	242.00
<i>Note: Application fee does not include Annual Licence Fee.</i>			
Food Licence annual fee - Fixed or Mobile (pro rata per month if applicable)	Cost Recovery Fee	Food Act 2006, ss 31, 52, 85	370.00
Note: Food Licences granted by other Local Governments are recognised in Carpentaria Shire and therefore do not require another licence to be issued (a copy of the licence must be provided). Where the licensee proposes to operate a temporary or mobile food business in a Local Government Controlled Area or Road, the licensee must still apply for an approval to undertake a prescribed activity - Commercial Use of Local Government Controlled Area or Road. Refer to Road Licence annual fee - Concession for low risk home business operations			
Food Licence annual fee - Concession for low risk home business operations	Cost Recovery Fee	Food Act 2006, ss 31, 72, 85	240.00
Restoration of Food Licence (must be made within 30 days of Food Licence Expiry)	Cost Recovery Fee	Food Act 2006, ss 31, 73, 85	260.00
Food Licence - amendment to licence	Cost Recovery Fee	Food Act 2006, ss 31, 74, 85	240.00
Temporary Food Licence (e.g. Food Stall Stand) - (Maximum of 3 continuous days) - (No fees applicable for current licenced fixed food businesses - application still required) - First day included.	Cost Recovery Fee	Food Act 2006, ss 31, 52, 85	125.00
Additional days (Food Licence) - Fee per day (Maximum 2 additional days)	Cost Recovery Fee	Food Act 2006, ss 31, 85	65.00
Accreditation of Food Safety Program when application is accompanied with written advice from approved auditor	Cost Recovery Fee	Food Act 2006, ss 31, 102	366.00
Auditing of Food Safety Programs by Council Auditor	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	POA
File search fee	Cost Recovery Fee	Local Government Act 2009, s97(2)(c)	POA
High Risk Skin Penetration Premises			
Application for approval (Fixed or Mobile)	Cost Recovery Fee	Local Government Act 2009, s97(2)(a); Public Health (Infection Control) for Personal Appearance Services) Act 2003 s 58	400.00
Application for alteration	Cost Recovery Fee	Local Government Act 2009, s97(2)(a); Public Health (Infection Control) for Personal Appearance Services) Act 2003 s 58	370.00
Annual licence (including annual inspection fee)	Cost Recovery Fee	Local Government Act 2009, s97(2)(a); Public Health (Infection Control) for Personal Appearance Services) Act 2003 s 58	400.00
Additional inspection fee (e.g. complaint etc.)	Cost Recovery Fee	Local Government Act 2009, s97(2)(a); Public Health (Infection Control) for Personal Appearance Services) Act 2003 s 58	275.00
Transfer of licence	Cost Recovery Fee	Local Government Act 2009, s97(2)(a); Public Health (Infection Control) for Personal Appearance Services) Act 2003 s 58	360.00
Application and licence for temporary services (Maximum 3 days)	Cost Recovery Fee	Local Government Act 2009, s97(2)(a); Public Health (Infection Control) for Personal Appearance Services) Act 2003 s 58	130.00



Carpentaria Shire Council

2025-2026 Fees and Charges

Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2025/2026
File search fee	Cost Recovery Fee	Local Government Act 2009, s97(2)(c); Public Health Act 2003 s 58	POA
RIGHT TO INFORMATION			
Right To Information application, searches and responses (As per Right to Information Regulation 2009).	Cost Recovery Fee	Local Government Act 2009, s97 (1) (2)(a)(c)	As per regulation



Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2025/2026
SWIMMING POOLS & SPORTS CENTRES			
Normanton and Karumba Swimming Pools			
Child Entry	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	2.00
Child Entry (after school hours on school days)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	1.00
Adult Entry	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	4.00
Adult Entry (Age Pension Concession Card Holder/OLD Repatriation Health) (Gold) Card Holder)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	2.00
Season Single Pass	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	230.00
Season Family Pass (2 Adults and 2 Children under 18 years of age)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	360.00
Season Family Pass - Per Additional Child	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	63.00
Monthly Single Pass	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	35.00
Monthly Family Pass (2 Adults and 2 Children under 18 years of age)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	50.00
Season Single Pass (out of hours access)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	370.00
Monthly Single Pass (out of hours access)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	50.00
Hire of Pool (including amenities & 1 staff member) Half day	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	250.00
Hire of Pool (including amenities & 1 staff member) Full day	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	500.00
Hire of Pool (including amenities & 1 staff member) - BOND			550.00
Additional Staff for supervision \$55 per staff member per hour	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	55.00
Normanton and Karumba Gymnasiums			
Annual Gym Access (includes one gym key)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	390.00
Annual Access - Age Pension Concession Card holder/OLD Repatriation Health (Gold) Card holder	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	190.00
Six Month Access (includes one gym key)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	205.00
Six Month Access - Age Pension Concession Card holder/OLD Repatriation Health (Gold) Card holder	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	95.00
Weekly Access	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	30.00
Monthly Access (30 Days, or part thereof)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	55.00
Monthly Access (30 Days, or part thereof) - Seniors (must present a seniors card as evidence)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	35.00
Replacement of Council issued key/\$A/T/O fee [damaged or lost]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	30.00
Normanton and Karumba Sports Centres			
Commercial, Government or Corporate	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	420.00
Community Group, Not for Profit or Private Use	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	210.00



Carpentaria Shire Council

2025-2026 Fees and Charges

Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2025/2026
Commercial, Government or Corporate - Hourly usage rate	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	84.00
Community Group, Not for Profit or Private Use - Hourly usage rate	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	53.00



Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2025/2026
VENUE HIRE			
Normanton Shire Hall / Karumba Civic Centre / Meeting Room			
<i>[Please note these charges and bonds are cumulative]</i>			
Commercial, Government or Corporate Function	Bond	Local Government Act 2009, s262(3)(c)	550.00
Community Group, Not-for-Profit or Private Use (alcohol consumption)	Bond	Local Government Act 2009, s262(3)(c)	1,105.00
Community Group, Not-for-Profit or Private Use (no alcohol consumption)	Bond	Local Government Act 2009, s262(3)(c)	550.00
Cleaning Fee (cleaning fee shall be applied based on estimate of labour and plant used)			
Cleaning Fee - hourly rate	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	135.00
Main Hall			
<i>[Includes use of tables and chairs]</i>			
Commercial, Government or Corporate Function (incl Urn/Hot Water - Own cups etc)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	440.00
Community Group, Not-for-Profit or Private Use (alcohol consumption)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	440.00
Community Group, Not-for-Profit or Private Use (no alcohol consumption)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	170.00
Private Use - Funeral (no alcohol consumption)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	FOC
Commercial, Government or Corporate Function - Hourly usage rate	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	80.00
Community Group, Not-for-Profit or Private Use (no alcohol consumption) - Hourly usage rate	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	40.00
Use of main hall kitchen facilities (in addition to Venue Hire)			
Commercial, Government or Corporate Function	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	250.00
Community Group, Not-for-Profit or Private Use (alcohol consumption)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	120.00
Community Group, Not-for-Profit or Private Use (no alcohol consumption)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	60.00
Commercial, Government or Corporate Function - Hourly usage rate	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	30.00
Community Group, Not-for-Profit or Private Use (no alcohol consumption) - Hourly usage rate	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	20.00
Table & Chair Hire			
Security Bond (external use only)	Bond		130.00
Hire of tables - per table	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	15.00
Hire of chairs - per chair	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	5.00
Pickup and delivery of tables and chairs by Council (During Council business hours)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	430.00
Pickup and delivery of tables and chairs by Council (Outside Council business hours) <i>[By application only]</i>	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	780.00
Hire of Trailer containing Tables & Chairs (20 tables and 100 chairs)			
Hire (contains Tables & Chairs)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	650.00
Cleaning of Tables and Chairs (if required)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	150.00



Carpentaria Shire Council

2025-2026 Fees and Charges

Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2025/2026
Security Bond	Bond		380.00
Normanton Shire Hall - Meeting Room			
Meeting Room - half day (up to 4 hours)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	105.00
Meeting Room - full day (9am to 4:30pm)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	210.00
Commercial, Government or Corporate Function - Hourly usage rate	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	30.00
Community Group, Not for Profit or Private Use (no alcohol consumption) - Hourly usage rate	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	20.00



Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2025/2026
Other Items			
Hire table cloths (per tablecloth)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	5.00
Hire chair covers (per item)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	5.00
Wheeler Bins - (per bin) includes delivery and collection of bins, and emptying of bins during event. Otherwise refer	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	65.00
Hire of Temporary Fencing per panel	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	5.00
Hire of Lighting Tower per day (hire to supply fuel)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	35.00
Hire of Lighting tower per week (hire to supply fuel)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	210.00
Las Wilson Barramundi Discovery Centre			
Hire Café / Art Gallery / Deck	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	POA
Conference Room - half day (up to 4 hours)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	230.00
Conference Room - full day (9am to 4:30pm)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	440.00
Normanton - John Henry Oval			
Security Bond	Bond		550.00
Casual use of facilities per day (excluding Amenities/Change Rooms)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	170.00
Casual use of facilities per hour (excluding Amenities/Change Rooms)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	60.00
Amenities and Change Rooms	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	170.00
Sporting Clubs - Hire of storage space	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	60.00
Use of John Henry Oval Lights one night	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	20.00
Line marking for events	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	1,575.00
Use of John Henry Oval Lights season pass - not for profit and sports groups	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	120.00
Normanton Golf Course			
Commercial Government or Corporate	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	160.00
Community Group, Not for Profit or Private Use	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	105.00
Normanton Rodeo & Show Grounds			
Security Bond	Bond		550.00
Casual use of facilities per day (including electricity)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	270.00
Cleaning Fee - hourly rate	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	135.00
Overnight accommodation for visitors travelling with livestock and visiting sporting teams and organisations - per camp site			
Unpowered site	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	5.00
Powered site	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	25.00



Carpentaria Shire Council

2025-2026 Fees and Charges

Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2025/2026
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Fee and Charge Description	Fee Type	Authorising Legislation or Local Law/Relevant Provision(s)	Fee (incl GST) 2025/2026
WATER - CONNECTIONS			
20mm Service connection [For single dwelling only]	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Water Supply (Safety and Reliability) Act 2011, ss 164,	2,100.00
25mm Service connection	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Water Supply (Safety and Reliability) Act 2011, ss 164,	2,350.00
32mm Service connection	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Water Supply (Safety and Reliability) Act 2011, ss 164,	2,480.00
40mm Service connection (*)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Water Supply (Safety and Reliability) Act 2011, ss 164,	2,780.00
50mm Service Connection (*)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Water Supply (Safety and Reliability) Act 2011, ss 164,	2,970.00
100mm Service connection (*)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Water Supply (Safety and Reliability) Act 2011, ss 164,	POA
150mm Service connection (*)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Water Supply (Safety and Reliability) Act 2011, ss 164,	POA
(*) Connections for 25mm services or greater, [plus RP2D or double check, whichever is required] and any connection involving a road crossing.			
(*) Applicable to ALL connections: if directional drilling is required by either the Department of Main Roads or Carpentaria Shire Council, the associated costs will be charged back to the applicant.			
Disconnection fee	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Water Supply (Safety and Reliability) Act 2011, ss 164,	350.00
Water meter check [refunded if meter tests faulty] per meter	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Water Supply (Safety and Reliability) Act 2011, ss 164,	260.00
Backflow Prevention			
Application assessment fee (review of building plans)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	80.00
Registration of backflow prevention device (one-off)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	70.00
Annual licence fee	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	50.00
Bulk Water			
Portable Water from Stand Pipe - per kilolitre [Plus \$90.00 after hours opening fee]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	5.00
Portable Water Delivery Fee within 10km of Normanton - [per delivery up to 30,000 litres] Note: Delivery times will vary depending on availability of plant, allow 5 days notice	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	465.00
Portable Water Delivery beyond 10km of Normanton, can be organised by Council, however Applicant must pay the delivery fee directly to the contractor.			
Builders connection - Connection Fee + Usage [per kilolitre]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	6.00

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13 REPORTS FROM DIRECTOR COMMUNITY DEVELOPMENT, TOURISM & REGIONAL

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

Attachments: 13.1.1. Carpentaria SC_Normanton_Monthly Report_April 2025 [↓](#)

Author: Amanda Farraway - Executive Manager Community Development and Tourism

Date: 13 May 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:

January 2025	Master plans for Normanton Rodeo Grounds and Normanton Sports Precinct	In Progress	Community Consultation was held on 4 October 2024. 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. Master plans on display for public exhibition for 28 days in Normanton & Karumba from the 3 February 2025 to 3 March 2025. Final report to Council March 2025 meeting.
May 2025	Early Explorers Project	In Progress	Northern History Services has been engaged to research and prepare material to support an exhibition and tourism signage conveying the history of exploration of the Carpentaria Shire Council

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region.

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.

Numbers have remained consistent throughout the month of April with good attendance over the school holiday period combined with Youth week activities and our standard school holiday program.

Torres Strait & Cape York Peninsula Indigenous Futsal Association

Currently Futsal is being played every second Wednesday and Thursday when Mr. Futsal comes to town. Five community members three adults and two juniors can now referee and coach Futsal after completing the Community Futsal Course which included the Laws of the game, playing concepts, and Looking after a team.

Normanton Childcare Centre

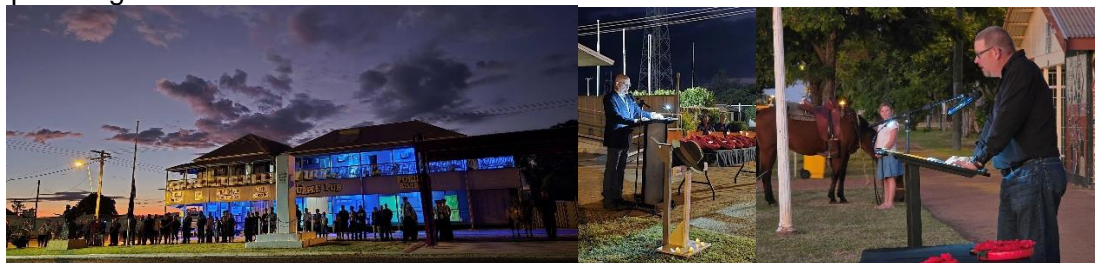
- Recruitment process has started for the Manager of the Centre
- Recruitment is ongoing for the full-time Educator positions.
- Mandatory training is being coordinated to maintain training requirements.

April 2025 Occupancy

	Utilization/Capacity	Waiting List	Occupancy %
Nursery	83/176	7	Overall: 81.47% Nursery: 42.73% Kindy: 47.16%
Kindy	188/440	11	

ANZAC Day

ANZAC Dawn services took place in Normanton and Karumba with Normanton also having the 10am morning service. This year we featured the "Riderless Horse" which is a mark of the fallen soldiers who will not be returning home. Thanks to Troy Gallagher for supplying and parading the horse.



BUSINESS PAPERS



Youth Week 6 April to 12 April 2025 & April School holidays

Activities were held in both Normanton & Karumba. Arts and crafts were held at both libraries on Tuesday & Thursdays, Thanks to the parents and community members who came along to help out.



The Sport Centre in Normanton was open every day offering, a variety of games for the children to play.

The North QLD Cowboys Tackle Together Program took place on Tuesday 8 and Wednesday 9 April, 2025 and included breakfast, lunch and dinner for the participants. Council partnered with the Gidgee Healing community team to cater for the event. Throughout the program we had 70 – 90 participants engaged in skills & drills and various games. It was great to see the increase in community engagement during this project with Normanton Police, North West Remote Health, & Deadly Choices team getting involved with the games and showing off some of their skills.

BUSINESS PAPERS



Arts and crafts were also held at both libraries on Tuesday & Thursday.



BUSINESS PAPERS

Council also hosted an afternoon of activities at the Karumba Sport Centre on Friday 11 April and the Normanton finale was a disco on Saturday the 12 April 2025.

The final event for Youth week was a free disco on Saturday the 12 April 2025 in Normanton. DJ Jake – from the Normanton Athletics Club had the kids dancing, we served Dinner Desert & Fruit there was at least 120 kids in attendance and great to see the mums and dads come along and dance with the kids. As usual they then formed the circle, and all took turns at the shake a leg.



Monthly Visitation for Libraries and Visitor Information Centers

1 -31 October 2024			
Normanton VIC	Normanton Library	Karumba VIC	Karumba Library
102	109	425	46

Normanton:

- 5 new Library members for the month of April.
- First 5 Forever – Term 2 Update We've had a fantastic start to term 2, filled with stories, creativity & meaningful experiences for our little learners.
We began the term with the heartwarming story Hugless Douglas. The children made their own binoculars using recycled materials, then went on a nature walk to Krys the Croc, searching for items on their own special scavenger list – just like the story!

BUSINESS PAPERS



Karumba:

It's been a busy month with First Five Forever, Easter and Youth week. Kids and Parents both got involved in Arts and Craft with Sylvia Hamann. We also had Janelle Watson from NWRH come in and do some Easter Activities with us.

Normanton & Karumba Pools

The Swimming Club will continue into Term 2 to make up for days lost due to closures and weather events.

The works have now started on the new kiosk build with a temporary fence in place and earth works underway.

The temperature of the water has dropped, and we expect to see a decline in the number of local users for the month of May at both sites.

TOTAL ENTRIES			
	Adult	Child	Total
Normanton	60	190	250
Karumba	40	63	103

Department meetings / conference / workshop attendance

- LGMA Ignite leadership programme for the Executive Manager Community
- QLD Small Business Commissioner March 2025 Round up.
- Gulf Savannah Development Tourism Meeting, Normanton & Karumba.
- North West QLD Liveability & Jobs Platform/ Regional Development Australia Townsville & North West QLD Inc.

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
- Early Childhood Regulatory Authority, Department of Education
- QLD Rail
- Acting Childcare Centre Director

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- Swimming Pools Operator
- State Library Queensland
- Peak Services
- Gulf Savannah Development
- Normanton Police
- Normanton State School
- Karumba State School
- Gulf Christian College
- Gidgee Healing
- Film Festivals Australia
- Empire Touring
- Local Level Alliance
- New Word Order
- Selectability
- North West Remote Health
- North Queensland Toyota Cowboys
- Torres Strait & Cape York Peninsula Indigenous Futsal Association
- Swimming QLD
- 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.

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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Astute Early Years Specialists
Monthly Report – April 2025



Summary

Achievements

- This month we have sent through a copy of a child versus staffing operational needs breakdown of operating the centre at 100%.

Challenges / Issues for consideration

- Still waiting on someone to get back to the Astute team regarding the key person to contact and assign to QGrants in the back end to support with QKFS (Kindy Funding). It was Oliver, but we were informed he had left
-

Issue	Action	Status
Notification of Commencement of Partial Assessment and Rating Cycle and Visit Quality Area 1 Quality Area 2 Standard 4.1 Quality Area 7	Astute sent Leanne to the centre to support as well as online support from Liz Regional Manager - QIP has been updated	The centre A&R is scheduled on 8th May

Projects update

Workstreams

Operational Support	<p>Software transition suggestions</p> <ul style="list-style-type: none"> - My Waitlist - https://mywaitlist.com.au/pricing (Astute recommends \$100 per month) - Kidsoft quote - https://kidsoft.com.au/pricing/ <p>Monthly CCS Audit https://docs.google.com/document/d/1q_AgJDqFofpHsOZvrnvKT2OQP_S_e7H8M/edit</p>
Marketing	<ul style="list-style-type: none"> - We have reached out to the team to advise if they would like their fee and enrolment structure reviewed in preparation for the new financial year budget process



Astute consultation

Meetings & Training

- Centre Manager Leadership Workshop - Teelsha attended and actively engaged

Monthly Approved Provider Meetings

- No one in attendance on 2nd April 2025

Operations

April Occupancy

	Utilization/Capacity	Waiting List	Occupancy %
Nursery	83/176	7	Overall: 81.47% Nursery: 42.73% Kindy: 47.16%
Kindy	188/440	11	



Incidents

Date	Age Group	Incident
03/4/25	2-3 yrs	Trip on rocks, bumped his lip.
04/4/25	3-4 yrs	Scratch on cheek.
17/4/25	2-3 yrs	Kicked toe on rock, toe was bleeding.
22/4/25	1-2 yrs	Peer threw toy, toy hit under child's eye leaving small bruise.
28/4/25	2-3 yrs	Kicked toe, toe was bleeding.
30/4/25	2-3 yrs	Peer bit child on back, bite wound on back.
30/4/25	3-4 yrs	Tripped over while running, grazed knee.
30/4/25	2-3 yrs	Peer scratched child, scratch on chin

People

Staffing update:

- Teelsha is stepping up as the interim Centre Manager
- Brandi Gurski started on 28/04

Upcoming

- Continue to support the centre with QKFS once we have the information from Amanda (she is looking into changing the contact in QGrants)
- May Centre Visit

BUSINESS PAPERS

13.2 COMMUNITY DONATIONS AND SUPPORT

Attachments:	NIL
Author:	Amanda Farraway - Executive Manager Community Development and Tourism
Date:	13 May 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 April 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 notes the fee waivers under the delegation of the Chief Executive Officer since the March 2024 meeting of Council.

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 \$53,175.53 for this budget. Council has committed \$20,481.00 to future activities.

- The requests listed in this report total \$3,290.00

Donations approved under the delegation of the Chief Executive Officer

1. Gulf Christian College has requested the fee waiver for the John Henry Memorial Oval Amenities & bins to host their Athletics carnival on 18 & 19 June 2025

John Henry Memorial Oval, Amenities & Bins	\$ 795.00
Total	\$ 795.00

Donations and Fee Waivers for Council Consideration

2. Aspire Cairns Community Limited has requested the fee waiver for the Karumba Festival of Sport to be held at the Karumba Sport Centre and the Karumba Rec club and Hockey fields 15 – 17 September 2025.

Karumba Sport Centre x 2 days	\$ 800.00
Bins x 3	\$ 195.00
Line Marking of Hockey field	\$1500.00
Total	\$2495.00

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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 \$3,290.00

Risk Management Implications:

- Risks are within normal operations parameters.

BUSINESS PAPERS

14 REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES

14.1 DOE REPORT

Attachments: NIL
Author: Michael Wanrooy - Director of Engineering
Date: 13 May 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"> ➤ Solar Lights have arrived. Awaiting poles to arrive ➤ Planning to install by May -June 2025
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 Meeting		Solar Lighting required Palmer St.	In Progress	<ul style="list-style-type: none"> ➤ Solar Lights have arrived. Awaiting poles to arrive ➤ Planning to install by May -June 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 May.

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Date:	Ref:	Action	Status	Comment
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 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		Investigate narrow existing parking linemark at the State School	In Progress	➤ Park linemarking to be widened to 3m. Reseal over existing markings and repaint – May, June
2024 August Meeting		Reseal entrance and carpark in Normanton cemetery	In progress	➤ Put in reseal program ➤ Reseal to start around May – June
2024 October Meeting		New “No Standing Signs” along driveway at Haig St	In Progress	➤ New signs ordered
2025 Feb Meeting		Construct concrete ramp further into the cul-de-sac for pensioner unit at Little Brown Street	Not Started	➤
2025 Feb Meeting		Spray clear protectant to protect K150 tiles	In progress	➤ Contractor being arranged
2025 March Meeting		Flood Marker at Jenny Lynd needs to be moved so it can be seen on camera	Not Started	➤ Look to start after flooding
2025 April Meeting		Work up time for outside Contractors to attend Rodeo	Completed	➤ Program completed and letters sent to business owners

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 April - June, 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.

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- 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 - June, 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 after August 2025 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 late May, weather and access 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 are currently being constructed. In addition, as part of the project, two shade structures are being installed. They will be like the ones installed at the pump track.
- 2.9.** Sand is being removed from the Gilbert River Bridge on 89B. We should have it cleared by Monday 12th May. After the Gilbert, sand will then be removed from the detour road at Clarks Creek. The crew will then head north to Koolatah.

May Accruals

Project	Description	Value (ex GST)	Comments
CN-21081	RMPC Claim 9	\$ 80,000.00	Invoice Sent
CN-21081	Iffley RRUP milestone 4	\$ 841,337.00	Invoice being finalised
CN-22267	Dixie RRUP milestone 4	\$ 495,528.00	Invoice being finalised
CN-23259	Betterment 89B Package 1	\$ 1,007,264.48	Invoice Sent
	Total	\$ 2,424,129.48	

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%	

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CN-21081 2023-25 RMPC	\$5,619,739.52	\$2,456,751.10	\$2,563,896.90	89%	
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%	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%	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%	
TIDS 2024-2025 - Bitumen Reseal - Burketown Road	\$300,000.00			0%	
CN-23259 Betterment 89B Package 1	\$7,726,797.15		\$4,659,971.63	60%	
CN-23368 Betterment 89B Package 2	\$7,715,388.90			0%	

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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	\$30,586,333.59	66%	

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Photo: Removing Sand at the Gilbert River 89B

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Photo: Washout on the Kowanyama Road at the Dunbar end

3. Update on Shire Flood Damage Works

- 3.1.** 89A closed at the Flinders River, 92A closed at the Norman River at Glenore, 89B closed at Walkers Creek. All Shire Roads closed.
- 3.2.** McAllister Camp - Crew returned to work 24/4/25
- 3.3.** Armstrong Camp sent out – Thursday 1/5/25, Crew working McAllister Road from Inverleigh end
- 3.4.** 7 Mile Camp sent out – 7/5/25
- 3.5.** Donors Hill Camp sent out – 8/5/25
- 3.6.** Augustus Camp sent out – 9/5/25
- 3.7.** All the crews are undertaking opening grade followed by stripping and preparing for DRFA works, Erscon pegging as graders strip
- 3.8.** Gravel cartage to all works starts Friday 9/5/25 out of Lilyvale, Reaphook, and Pixie Pits

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4. New Projects/Grant Applications

- 4.1.** Council has submitted a pave and seal project through the Country Roads Connect Program with the State Government for approximately 5 million. Council is looking to seal approximately 7.5km before the Leichhardt River on the Burketown Road.

5. Reports

5.1. Grant Projects Program

Emailed to Councillors and a full A3 copies will be provided at the meeting.

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 - QRA24 Expenditure Summary ↓
	14.2.4. Appendix D - 2024 Completed Works Sketch ↓
	14.2.5. Appendix E - QRA22 Expenditure Summary ↓
	14.2.6. Appendix F - Cash Flow Summary April ↓
	14.2.7. Appendix G - Betterment Projects ↓
Author:	John Martin - Consultant Engineering
Date:	13 May 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 three (3) submissions has been lodged. QRA has been requested to finalise the assessment and payment of final 10% to allow Council to close out these projects. A further EOT request has been submitted to QRA for Submission 6 (Dunbar – Kowanyama Road REPA and Betterment) to extend the completion deadline from 30 June to 30 September 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. With the anticipated rollovers of four (4) roads into the 2025 event, the remaining construction value is approximately \$14.4million with approximately 73% complete. An EOT request has been submitted to QRA for three (3) submissions to extend the completion deadlines until 31 December 2025. Crews have begun progressively mobilising to camps around the Shire to recommence work once emergency works have been completed and heavy vehicle access is established. The current QRA Cash Flow for road restoration/betterment is approximately \$14.6million in advance. The total QRA (including Mitchell River Bridge) cash flow is approximately \$28.4million in advance.

QRA24: Carpentaria Shire Council was activated for REPA, Emergency Works and CDO relief measures on 29 December 2023 and 7 March 2024 in response to the Tropical Cyclone Jasper and Tropical Cyclone Kirrily respectively. 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. \$70million (construction budget of \$52million). 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.

QRA25: Carpentaria Shire Council was activated for REPA, Emergency Works and CDO relief measures on 10 February 2025 and 11 April 2025, in response to two (2) rainfall and flooding events. Damage pickup and Emergency Works have commenced on roads that are accessible and will continue in the upcoming months as areas of the Shire become accessible. Damage assessments are in progress with submissions currently being prepared in the QRA MARS system.

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OTHER: Two (2) pavement and sealing projects on Normanton to Burketown Road (\$5million each) have been submitted under Country Roads Connect (CRC) and Disaster Ready Fund (DRF) Round 3 funding, with outcomes expected in June and September 2025. A project for six (6) concrete floodways on Normanton to Burketown Road (\$1million) has been submitted under Local Recovery and Resilience Grants (LRRG) funding with outcome expected shortly.

RECOMMENDATION:

For Information Only.

Background:

2022 QRA Event

1. Three (3) submissions were lodged for acquittal prior to 30 September 2024 deadline. The last audit question was completed on 26/02/2025 (to confirm Claraville Road was within Carpentaria Shire) with the final payment (10%) of each of the three submissions still outstanding. QRA has been requested on a number of occasions to finalise assessment as a priority to allow Council to close out these projects.
2. A further EOT request has been submitted to QRA (Submission 6 Dunbar – Kowanyama Road REPA and Betterment) to extend the completion deadline from 30 June 2025 to 30 September 2025. Refer to Appendix E for construction progress.

2023 QRA Event

1. QRA23 REPA has a total RV budget of approx. \$89.0million (construction budget of \$66.5million).
2. Iffley Road, Lotusvale – Stirling Road, Wondoola Bypass and Wondoola Access will be submitted for roll-over into QRA25 event because of significant additional damage.
3. Approximately 73% of the remaining scope has been completed with an Expenditure Ratio of 0.92. Refer to Appendix A and B for further construction details.
4. Submission 1 (Northern Roads) has an approved EOT deadline until 30 September 2025. All five (5) remaining submissions have current completion deadlines of 30 June 2025. An EOT request has been submitted to QRA for Submission 2 (Northern Roads), Submission 3 (Southern Roads), Submission 4 (Southern Rollover Roads) to extend the completion deadlines until 31 December 2025.
5. A construction value of approximately \$14.4million in scope is remaining to be constructed prior to current submissions deadlines. Crews have begun progressively mobilising to camps around the Shire to commence remaining works once emergency works have been completed to enable heavy vehicle access.

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6. The current QRA cash flow (refer Appendix F) shows the road restoration/betterment is approximately \$14.6million in advance. The total QRA (including Mitchell River Bridge) cash flow is approximately \$29.4million in advance.

2024 QRA Event

1. Carpentaria Shire Council was activated for REPA, Emergency Works and CDO relief measures on 29 December 2023 and 7 March 2024, in response to Tropical Cyclone Jasper and Tropical Cyclone Kirrily.
2. Betterment Submissions have been lodged on QRA MARS system which include realignment, sealing and floodway upgrades on Normanton – Burketown Road and Dunbar – Koolatah Road.
3. The estimated RV for all QRA24 REPA and Betterment submissions will be approx. \$70million (construction budget of \$52million).
4. Construction of QRA24 scope will commence shortly with QRA23 scope being prioritised to ensure submission deadlines are met. Refer to Appendix C and D for further construction details.
5. All approved QRA24 submissions have a completion deadline of 30 June 2026.

2025 QRA Event

1. Carpentaria Shire Council was activated for REPA, Emergency Works and CDO relief measures on 10 February 2025 and 11 April 2025, in response to North and Far North Tropical Low and Western Queensland Surface Trough and Associated Rainfall and Flooding.
2. 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.
3. Damage pickup has 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.
4. Damage assessments are in progress with submissions currently being prepared in the QRA MARS system.

Other

1. A pavement and sealing project on Normanton to Burketown Road (approx. 7.5km and \$5million) has been submitted under Country Roads Connect (CRC) funding. An outcome is expected to be received by Council in June 2025.

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2. A pavement and sealing project on Normanton to Burketown Road (approx. 7.1km and \$5million) has been submitted under Disaster Ready Fund (DRF) Round 3 funding. An outcome is expected to be received by Council in September 2025.
3. A project for six (6) concrete floodways on Normanton to Burketown Road (\$1million) has been submitted under Local Recovery and Resilience Grants (LRRG) funding. An outcome is expected to be received by Council 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
- QRA 25 Trigger Point contribution - \$68,086

Risk Management Implications:

- High – QRA23 – A construction value of \$14.4million in scope remains to be constructed prior to current deadlines. Further EOTs have been requested to help alleviate deadline pressures, however an outcome has not yet been received from QRA.
- High – QRA24 – It is expected the construction RV will be \$52million. Further EOTs for the QRA23 event will impact on the QRA24 program.
- Low – QRA25 – The full extent of damage is currently under investigation and will not be understood until flood waters recede however the RV is expected to be lower than QRA24 as a significant extent of road has not been re-constructed and may not be reclaimed.

CARPENTARIA SHIRE COUNCIL

SUMMARY OF QRA23 EXPENDITURE

CURRENT

Project Completed

Forecast Project Expenditure to RV Ratio

1/05/2025

73%

0.92



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	Cost savings incurred due to overlapping construction costs with simultaneously constructed Remote Roads Upgrade Pilot Program scope on Iffley Road. Due to significant additional damage incurred from the 2024/25 event, remaining line items to be rolled over into 2024/25 submissions.
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 2023/24 event, all scope has been rolled over into CSC.0082.2324P REC.
Dunbar - Kowanyama Road	\$ 1,239,780.10	\$ 10,964.28	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, line items have been rolled over into CSC.0086.2324P REC.
Dunbar - Kowanyama Road (Secondary Access)	\$ 109,217.34	\$ -	0%	1.00	Cost variance against RV. Expected to align closely after works are completed.
Inkerman Access	\$ 1,631,100.04	\$ 12,096.00	100%	0.01	Due to significant additional damage incurred from the 2023/24 event, all scope has been rolled over into CSC.0082.2324P REC.
Koolatah - Dixie Road	\$ 5,759,502.97	\$ 4,293,861.15	100%	0.75	Cost savings incurred due to overlapping construction costs with simultaneously constructed Remote Roads Upgrade Pilot Program scope on Koolatah - Dixie Road.
Koolatah - Drumduff Road	\$ 1,424,067.05	\$ 7,457.62	0%	1.00	Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction.
TOTAL	\$ 11,824,469.84	\$ 4,324,379.05			

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 a prolonged 2024/25 wet season, 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 a prolonged 2024/25 wet season, an EOT may be required.
Glenore Weir Service Access	\$ 13,974.13	\$ 1,469.37	0%	1.00	Scope is at risk of not being completed by due date as a result of a prolonged 2024/25 wet season, an EOT may be required.
Haydon Access	\$ 47,186.10	\$ 49,640.22	0%	1.00	Scope is at risk of not being completed by due date as a result of a prolonged 2024/25 wet season, 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 a prolonged 2024/25 wet season, an EOT may be required.
Lilyvale Road	\$ 106,160.62	\$ -	0%	1.00	Scope is at risk of not being completed by due date as a result of a prolonged 2024/25 wet season, an EOT may be required.
Lorraine Access	\$ 510,204.94	\$ 387,890.85	100%	0.76	Overlapping camp and establishment costs with simultaneously constructed ORA23 Nardoo Leichardt Road. When assessing scope together expenditure is expected to align closely with the combined RV.
Nardoo - Leichardt Road	\$ 3,635,210.55	\$ 3,870,276.99	100%	1.06	Overlapping camp and establishment costs with simultaneously constructed ORA23 Wernadanga Access and ORA23 Lorraine Access. When assessing scope together expenditure is expected to align closely with the combined RV.
Trenton Road	\$ 8,481,929.71	\$ 5,765,993.52	100%	0.68	Cost savings were achieved due to the close proximity of gravel pits along this road, the average haul distance was below the Shire average. The scope was also approved creating Overlapping camp and establishment costs with simultaneously constructed ORA23 Nardoo Leichardt Road. When assessing scope together expenditure is expected to align closely with the combined RV.
Wernadanga Access	\$ 490,579.17	\$ 464,161.06	100%	0.95	Overlapping camp and establishment costs with simultaneously constructed ORA23 Nardoo Leichardt Road. When assessing scope together expenditure is expected to align closely with the combined RV.
Wondoola Access	\$ 855,477.93	\$ 321,923.13	100%	0.38	Overlapping camp and establishment costs with simultaneously constructed Glenore Access and Iffley Road REPA/RRUPP scope. When assessing scope together expenditure is expected to align closely with the combined RV. Due to significant additional damage incurred from the 2024/25 event, remaining line items to be rolled over into 2024/25 submissions.
Wondoola Bypass Road	\$ 1,661,333.50	\$ 195,981.09	100%	0.12	Due to significant additional damage incurred from the 2025 event, all scope has been rolled over.
TOTAL	\$ 16,863,682.49	\$ 11,195,200.77			

Submission 2 - CSC.0073.2223G REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Delta Downs Road	\$ 3,938,668.34	\$ 1,276,399.97	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 a prolonged 2024/25 wet season, 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 ORA23 Lotusvale - Stirling Road and Stirling - Miranda Downs Road. When assessing scope together expenditure is expected to align closely with the combined RV.
Glencoe - Miranda Downs Road	\$ 3,401,968.46	\$ 2,509,535.26	100%	0.74	Due to significant additional damage incurred from the 2024/25 event, remaining line items to be rolled over into 2024/25 submissions.
Lotus Vale - Stirling Road	\$ 1,708,813.12	\$ 864,793.64	100%	0.51	Overlapping camp and establishment costs with simultaneously constructed ORA23 Lotusvale - Stirling Road and Glencoe - Miranda Downs Road. When assessing scope 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 a prolonged 2024/25 wet season, an EOT may be required.
TOTAL	\$ 12,884,215.70	\$ 7,081,592.16			

Submission 4 - CSC.0075.2223G REC					
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Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Glenore Access	\$ 1,332,663.55	\$ 1,085,065.73	100%	0.81	Overlapping camp and establishment costs with simultaneously constructed Wondoola Access and Iffley Road REPA/RRUPP scope. When assessing scope together expenditure is expected to align closely with the combined RV.
Kelwood Access	\$ 569,396.34	\$ 1,469.37	0%	1.00	Construction recently commenced. Scope is at risk of not being completed by due date as a result of a prolonged 2024/25 wet season, an EOT may be required.
McAllister Road	\$ 4,693,540.87	\$ 191,033.84	0%	1.00	Construction recently commenced. Scope is at risk of not being completed by due date as a result of a prolonged 2024/25 wet season, an EOT may be required.
Mundjuro Access	\$ 589,668.16	\$ 116,904.80	100%	0.20	Overlapping camp and establishment costs with simultaneously constructed ORA23 Trenton Road. When assessing scope together expenditure is expected to align closely with the combined RV.
Normanton - Burketown Road	\$ 1,740,803.60	\$ 1,865,744.95	40%	2.70	Boredrain Creek culvert upgrade has been completed. Remaining scope is currently under construction.
Pioneer Access	\$ 34,106.44	\$ 6,689.25	100%	0.20	Overlapping camp and establishment costs with simultaneously constructed ORA23 Trenton Road. When assessing scope 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 2023/24 event, all scope has been rolled over into CSC.0082.2324P.REC.
TOTAL	\$ 9,545,904.66	\$ 3,272,624.69			

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. Efficiencies were experienced during the execution of the project which resulted in the full allocated contingency amount not being required.
TOTAL	\$ 6,055,511.46	\$ 6,684,811.13			



CARPENTARIA SHIRE COUNCIL

SUMMARY OF QRA24 EXPENDITURE

CURRENT

Project Completed

Forecast Project Expenditure to RV Ratio

1/05/2025

0.0%

1.00



Submission 2 (CSC.0079.2324P REC)					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Beard Access	\$ 33,952.20	\$ -	0%	1.00	
Broadwater - Iffey Road	\$ 5,684,283.53	\$ -	0%	1.00	
Broadwater Access	\$ 24,586.87	\$ -	0%	1.00	
Claraville Road	\$ 2,713,332.81	\$ -	0%	1.00	
Glenore Weir Road	\$ 11,871.44	\$ -	0%	1.00	
Glenore Weir Service Access	\$ 65,579.44	\$ -	0%	1.00	
Haydon Access	\$ 288,727.01	\$ -	0%	1.00	
Mutton Hole Access	\$ 221,844.85	\$ -	0%	1.00	
Nine Mile Road	\$ 49,285.10	\$ -	0%	1.00	
Old Croydon Road (Unsealed)	\$ 511,017.22	\$ -	0%	1.00	
Pioneer Access	\$ 60,542.79	\$ -	100%	0.00	Due to significant additional damages caused by the 2024/2025 event, scope has been rolled over.
Sawtell Creek Access	\$ 54,218.59	\$ -	0%	1.00	
Shady Lagoon Access	\$ 967,689.19	\$ -	0%	1.00	
Warrenvale Access	\$ 110,282.35	\$ -	0%	1.00	
Yappar River Access	\$ 95,776.99	\$ -	0%	1.00	
Yappar River Access (Secondary Access)	\$ 46,453.97	\$ -	0%	1.00	
TOTAL	\$ 10,939,444.35	\$ -			

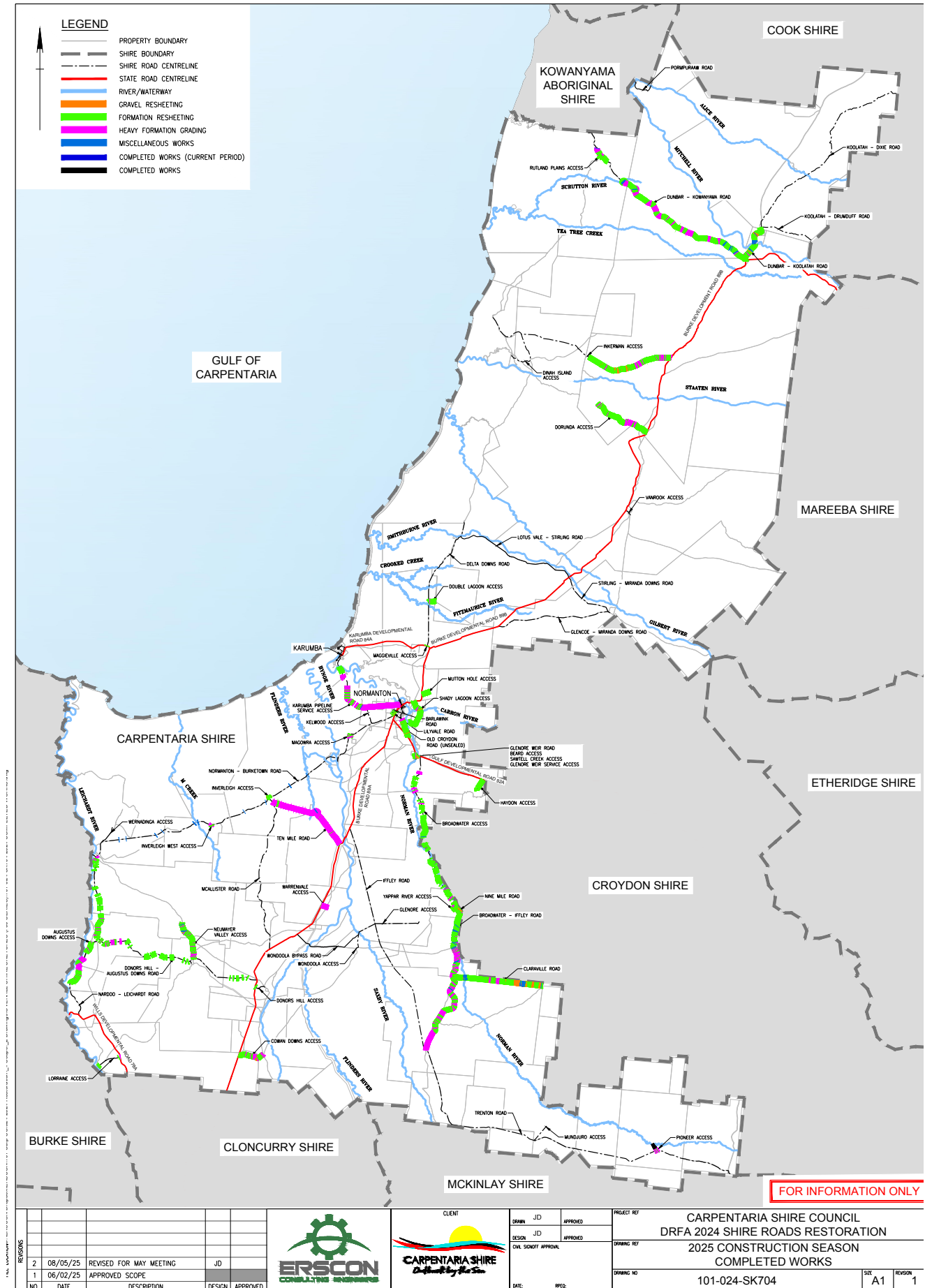
* Expected expenditure ratio is the ratio of final expenditure divided by the recommended value. (i.e. 1.5 is 50% over budget, 0.8 is 20% under budget)

Submission 5 (CSC.0082.2324P REC)					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Dorunda Access	\$ 1,476,358.27	\$ -	0%	1.00	
Double Lagoon Access	\$ 183,861.98	\$ -	0%	1.00	
Dunbar - Koolatah Road	\$ 6,678,993.45	\$ -	0%	1.00	
Inkerman Access	\$ 2,282,080.73	\$ -	0%	1.00	
Maggleville Access	\$ 2,314.79	\$ -	0%	1.00	
Rutland Plains Access	\$ 96,908.54	\$ -	0%	1.00	
Ten Mile Road	\$ 1,418,041.33	\$ -	0%	1.00	
Yappar Street	\$ 32,575.97	\$ -	0%	1.00	
TOTAL	\$ 12,171,135.06	\$ -			

Submission 3 (CSC.0083.2324P REC)					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Augustus Downs Access	\$ 31,218.44	\$ -	0%	1.00	
Cowan Downs Access	\$ 631,795.04	\$ -	0%	1.00	
Donors Hill Access	\$ 19,832.16	\$ -	0%	1.00	
Donors Hill - Augustus Downs Road	\$ 1,104,531.19	\$ -	0%	1.00	Construction crew has mobilised and construction has commenced
Inverleigh Access	\$ 51,159.41	\$ -	0%	1.00	
Inverleigh Access (Secondary Access)	\$ 7,257.19	\$ -	0%	1.00	
Inverleigh West Access	\$ 22,243.59	\$ -	0%	1.00	
Karumba Pipeline Service Access	\$ 1,706,875.88	\$ -	0%	1.00	
Ulyvale Road	\$ 53,849.66	\$ -	0%	1.00	
Lorraine Access	\$ 66,474.31	\$ -	0%	1.00	
Magowra Access	\$ 68,987.60	\$ -	0%	1.00	
Nardoo - Leichardt Road	\$ 2,682,058.20	\$ -	0%	1.00	Construction crew has mobilised and construction has commenced
Neumayer Valley Access	\$ 991,649.29	\$ -	0%	1.00	
Normanton - Burketown Road	\$ 3,834,517.39	\$ -	0%	1.00	
TOTAL	\$ 11,272,449.35	\$ -			

Submission 4 (CSC.0086.2324P REC)					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Dunbar - Kowanyama Road	\$ 6,344,618.80	\$ -	0%	1.00	
TOTAL	\$ 6,344,618.80	\$ -			

Submission 6 (CSC.0087.2324P REC)					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Normanton - Burketown Road	\$ 4,539,831.91	\$ -	0%	1.00	
TOTAL	\$ 4,539,831.91	\$ -			



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, due to a prolonged 24/25 wet season an Extension of Time has been requested.
TOTAL	\$ 5,692,392.28	\$ 3,337,008.72			

ORA Cash Flow Summary

Expenditure as at 6/5/2025

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 0057/2122M RFI	Inverleith West Causeway	\$ 500,000	CR2302	\$ 104,990	\$ 635,299	\$ 88	\$ 740,337	\$ 142,500	\$ 285,000	\$ 47,500	\$ 475,000	\$ -
2022 ORRF	CSC 0058/2122M RFI	Mitchell River Investigation	\$ 300,000	CR2203	\$ 16,616	\$ 302,449	\$ 31,191	\$ 287,874	\$ 85,500	\$ 171,000	\$ 16,980	\$ 273,480	\$ -
2022 ORRF	CSC 0065/21220 CRC	Burke & Willis Management Access	\$ 364,288	CR2410	\$ -	\$ 311,341	\$ 6,064	\$ 317,405	\$ 109,280	\$ -	\$ 207,743	\$ 317,024	\$ -
2022 WPF	CSC 0067/21220 WPF	Flood Risk Management Program	\$ 171,785	FRMP2001, FRMP2002, FRMP2003	\$ -	\$ 42,240	\$ 25,709	\$ 67,949	\$ 51,536	\$ -	\$ -	\$ 51,536	\$ 16,413
2022 REPA	CSC 0060/21220 REC	2022 Submission 1	\$ 15,463,772	FD6022	\$ 276,972	\$ 5,162,405	\$ 158,016	\$ 5,597,393	\$ 4,639,132	\$ -	\$ 944,316	\$ 5,583,448	\$ 508,700
2022 REPA	CSC 0061/21220 REC	2022 Submission 3	\$ 6,453,276	FD6122	\$ 474,898	\$ 14,011	\$ 951	\$ 487,918	\$ 1,935,983	\$ 998,879	\$ 390,537	\$ 546,567	\$ 21,647
2022 REPA	CSC 0064/21220 REC	2022 Submission 2	\$ 12,071,599	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 0064/21220 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	FRM393	\$ -	\$ 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	\$ 4,263,166	\$ 4,323,019	\$ -	\$ 4,713,907	\$ -	\$ 4,713,907	\$ 390,283
2023 REPA	CSC 0073/22235 REC	2023 Submission 2	\$ 17,111,475	FD7323	\$ -	\$ 1,130,885	\$ 5,949,878	\$ 7,080,763	\$ -	\$ 5,133,443	\$ 2,233,470	\$ 7,366,912	\$ 286,189
2023 REPA	CSC 0074/22235 REC	2023 Submission 3	\$ 22,396,589	FD7423	\$ -	\$ 961,456	\$ 10,228,442	\$ 11,189,878	\$ -	\$ 6,718,977	\$ 4,703,174	\$ 11,422,151	\$ 232,213
2023 REPA	CSC 0075/22235 REC	2023 Submission 4	\$ 12,743,486	FD7523	\$ -	\$ 92,155	\$ 3,180,470	\$ 3,272,625	\$ -	\$ 3,823,046	\$ 4,703,174	\$ 8,526,220	\$ 550,421
2023 REPA	CSC 0076/22235 REC	2023 Submission 6	\$ 7,997,031	CR2411	\$ -	\$ 24,044	\$ 6,660,767	\$ 6,684,811	\$ -	\$ 2,279,109	\$ 4,144,192	\$ 6,423,301	\$ 261,510
2023 REPA	All ORA23 Submissions	2023 Project Management	\$ -	FD2023	\$ -	\$ -	\$ 2,025,218	\$ 2,025,218	\$ -	\$ -	\$ -	\$ 2,025,218	\$ -
2024 CDO	CSC 0080/23240 CDO	2024 CSC CDO	\$ 240,979	CD0224	\$ -	\$ 237,592	\$ 3,387	\$ 240,979	\$ -	\$ -	\$ -	\$ 240,979	\$ -
2024 EW	CSC 0081/23240 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 0078/23240 REC	2024 Submission 1 - Mitchell River Bridge	\$ 87,996,922.23	CR2407	\$ -	\$ 645,913	\$ 35,012,715	\$ 35,656,628	\$ -	\$ 5,000,000	\$ 45,411,017	\$ 50,411,017	\$ 14,754,390
2024 REPA	CSC 0079/23240 REC	2024 Submission 2 - Eastern Roads	\$ 14,465,984.31	FD7924	\$ -	\$ -	\$ 9,384	\$ 9,384	\$ -	\$ -	\$ 4,340,395	\$ 4,340,395	\$ 4,331,011
2024 REPA	CSC 0082/23240 REC	2024 Submission 5 - Rollover Roads	\$ 16,115,218.40	FD8224	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,829,996	\$ 4,829,996	\$ 4,829,996
2024 REPA	CSC 0083/23240 REC	2024 Submission 3 - Western Roads	\$ 14,900,400.63	FD8324	\$ -	\$ -	\$ 376	\$ 376	\$ -	\$ -	\$ 4,472,520	\$ 4,472,520	\$ 4,472,520
2024 REPA	CSC 0086/23240 REC	2024 Submission 4 - (Dunbar - Kowaryama Road)	\$ 8,010,557.19	FD8624	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,748,692	\$ 1,748,692	\$ 1,748,692
2024 REPA	CSC 0089/23240 REC	2024 Submission 6 - (Normanton - Burketown Road)	\$ 713,955.76	FD8924	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 214,187	\$ 214,187	\$ 214,187
2024 NRI	All ORA24 Submissions	2024 Project Management	\$ -	FD2024	\$ -	\$ -	\$ 37,495	\$ 37,495	\$ -	\$ -	\$ -	\$ 37,495	\$ -
2024 CDO	CSC 0088/23240 NRI	Karumba Foreshore Protection Project	\$ 4,547,830.00	TBA	\$ -	\$ -	\$ 156,755	\$ 156,755	\$ -	\$ -	\$ 1,364,349	\$ 1,364,349	\$ 1,364,349
2025 CDO	TBA on Acquisition	2025 CSC CDO	\$ -	CD0225	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2025 EW	TBA on Acquisition	2025 CSC Emergency Works	\$ -	FD0225	\$ -	\$ -	\$ 243,187	\$ 243,187	\$ -	\$ -	\$ -	\$ 243,187	\$ -
TOTAL													\$ 29,397,479

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 May 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 April 2024.

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

- Total treated water consumption (Normanton and Karumba) was 66.3ML for the month of April.
- Six (6) eOne pump replacements occurred for the month of April.
- Two water mains repairs completed in Karumba
- Chlorine generators services

RECOMMENDATION:

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

Background:

Water Industry Update

The NW-QWRAP groups Lagoon Desludging Pre-Assessment project will commence in Normanton at the STP Lagoons and Karumba Gold Course Irrigation Lagoon from 19-22 May. The scope of the project includes depth profiling, estimation of sludge volumes, and assessing the general condition of lagoons.

Operations

Normanton-Karumba Water Supply Scheme

For the month of April, approximately 72.0ML was pumped from Glenore Weir and 3.8ML from the Normanton bore for a total of 75.8ML of raw water. Total treated water consumption (Normanton and Karumba) was 66.3ML for the month of April. 6.84ML was used for backwashing and bulk water supply/storage.

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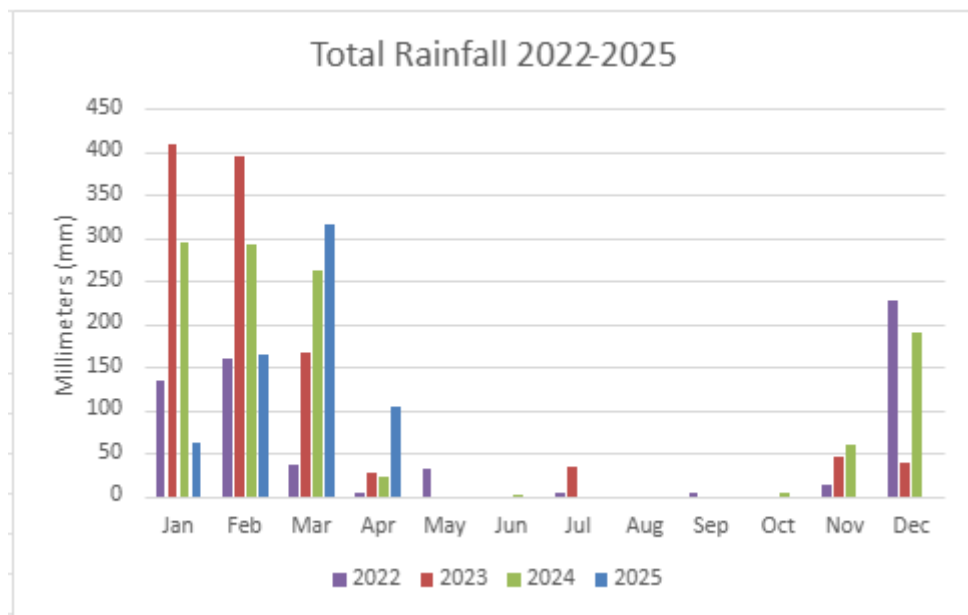


Figure 1 – Monthly Rainfall

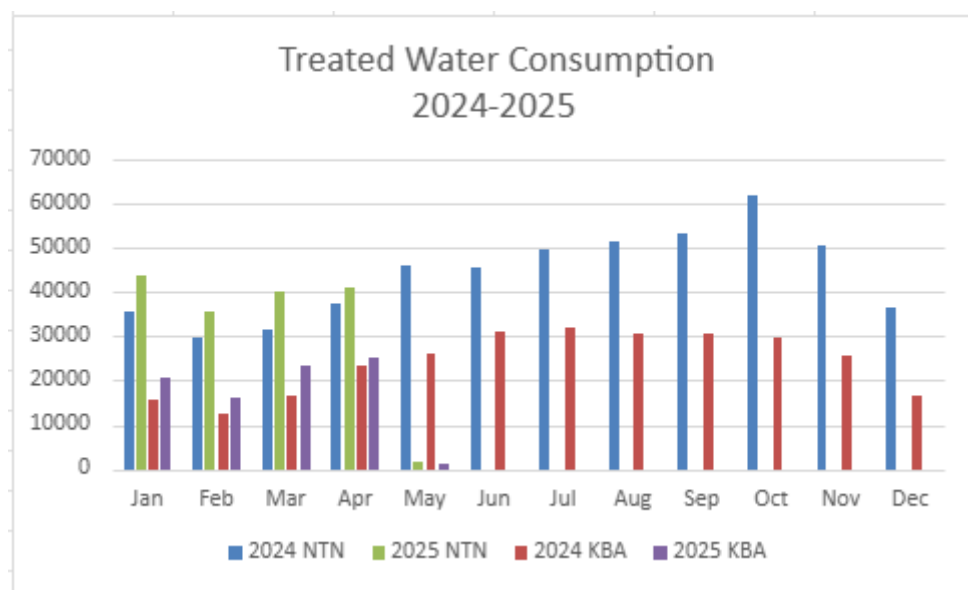


Figure 2 – Treated Water Consumption by Zone

Maintenance and upgrades

The Normanton Water Treatment Plant (WTP) has experienced several operational challenges in recent weeks, largely driven by an increase in water consumption in both Normanton and Karumba compared to the same period last year. Compounding this demand, the raw water supply has exhibited a distinct black coloration, likely due to elevated tannin levels, which has made treatment more difficult than usual. In response, the Water and Waste team conducted a major clean and overhaul of the clarifier and chemical dosing systems to maintain water quality and treatment efficiency. Despite these efforts, the reservoir level dropped just below 30%, prompting the implementation of temporary water restrictions to safeguard supply.

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To better understand the nature of the discoloured raw water and to inform further treatment strategies, water samples were sent to the Cairns Regional Council Water Laboratory for detailed analysis. The team is currently awaiting these results. In the interim, staff continue to monitor system performance closely and maintain maintenance measures to ensure community water needs are met.

The four OSEC chlorine generators at the Normanton Water Treatment Plant, Normanton Pool, Karumba Reservoir, and Karumba Pool, along with the soda ash dosing plant at Normanton WTP, all received their scheduled maintenance during the reporting period. The six-monthly services for the chlorine generators and the 12-monthly service for the soda ash dosing plant were all efficiently carried out by the same qualified contractor, ensuring the continued optimal performance and reliability of these critical systems across both locations.

Normanton Sewerage Scheme

The Normanton Sewage Treatment Plant (STP) lagoons continue to operate within expected parameters. Two new Aerators have arrived (one replacement and one spare) and will be installed in the coming days.

Karumba Sewerage Scheme

- During April, six (6) low pressure pumps were replaced.
- Karumba Sewage Treatment facility treated approximately 4.5L of sewerage during April.
- Three (3) Power outages were recorded at Karumba STP during April.
- Two minor water main leaks repaired in April. 1 x 100mm water main at Palmer Street and 1 x 25mm service at Karumba Truck Stop

Compliance

Samples from the treatment plant were analysed and found to be within range of all parameters as set out in the Environmental Authority.

Maintenance and Upgrades

For the month, six Eone low pressure pumps were replaced in the field after failing. Council officers have been attending each caravan park and removing the pumps to undertake inspections, perform any required maintenance and generally clean up the systems before the peak season. Once the inspections are completed, officers will look to prioritise and stage upgrades.

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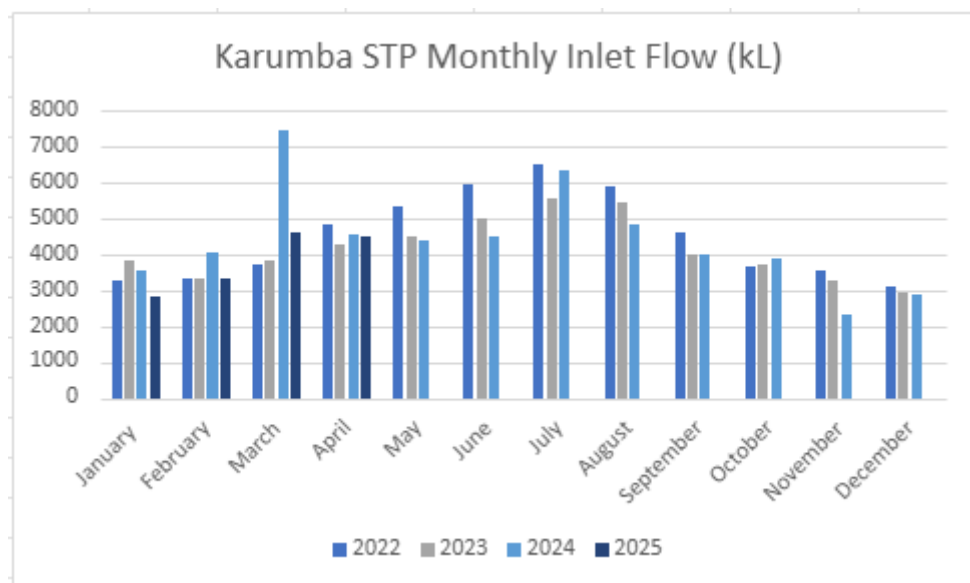


Figure 3 – Total Monthly inlet flow for Karumba STP

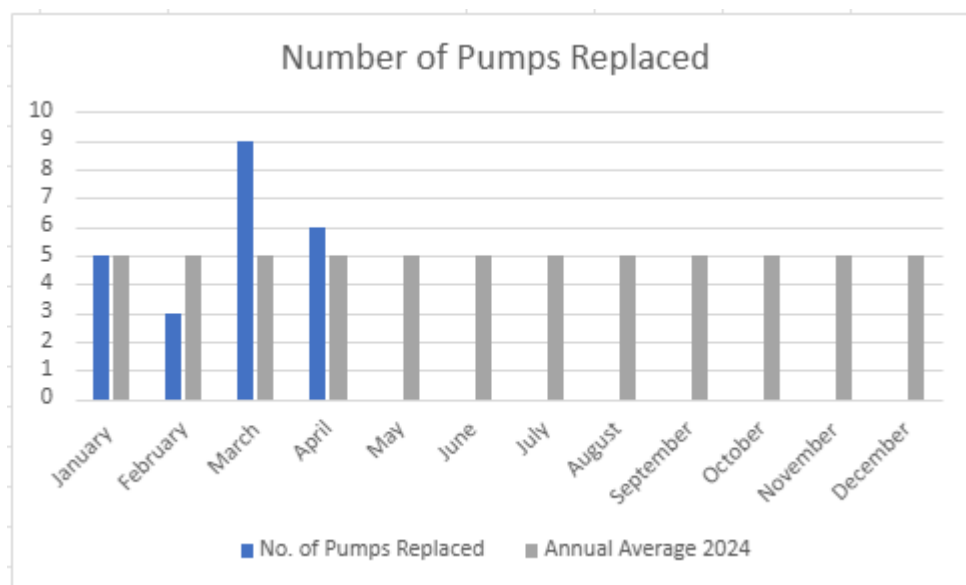


Figure 4 – Sewer Reticulation Pump Replacements

Waste Services

- Regular discussions continue with the site supervisors to maintain operations as well as monthly virtual meetings with managers and directors.

Consultation (Internal/External):

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

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- qldwater
- Viridis Consultants
- SCADA Engineering
- Wanless Pty Ltd
- Department of Environment and Science

Legal Implications:

- Low – Within operational parameters.

Risk Management Implications:

- Nil.

Financial and Resource Implications:

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

BUSINESS PAPERS

14.4 LOCAL LAW - SUBORDINATE LOCAL LAW NO.1.6 (OPERATIONS OF CAMPING GROUNDS)

Attachments: 14.4.1. Operations of Camping Grounds [↓](#)
Author: Guilherme Ribeiro - Assets Manager
Date: 13 May 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:

This report has been prepared to bring to the Council's attention that Subordinate Local Law No. 1.6 (Operations of Camping Grounds) 2015 is identical to Subordinate Local Law No. 1.8 (Operations of Caravan Parks) 2015. Consequently, amendments are necessary. Specifically, Schedule 1, Section 5 contains numerous criteria, conditions, and documents that are not applicable to the operations of camping grounds. One notable example is the requirement that "water supply for drinking purposes must be potable water." This stipulation necessitates water testing and sampling, which imposes undue difficulty on the management of camping grounds.

Therefore, it is recommended that the Council consider revising the law to better reflect the unique operational needs of camping grounds, thereby simplifying compliance and reducing unnecessary burdens.

RECOMMENDATION:

That Council approve changes proposed on Schedule 1 (Operation of Camping Grounds) Section 5 on attached document.

Background:

Amending Subordinate Local Law No.1.6(Operations of Camping Grounds) 2015

Our Council's local law for the operations of camping grounds spans an extensive 13 pages. In comparison, the local laws of surrounding Councils such as Richmond, Etheridge, and Cloncurry range from 1 to 5 pages. Additionally, it is not identical to Subordinate Local Law No. 1.8 (Operations of Caravan Parks) 2015. Therefore, amendments are necessary. These amendments are also in accordance with the Local Government Act 2009, Division 2, which outlines the process for making, recording, and reviewing local laws.

29 Local Law Making process:

- (2) A local government makes a local law by passing a resolution to make the local law.
 - (6) To remove any doubt, it is declared that a local government does not have to carry any public consultation before making either of the following:
 - (a) An interim local law;
 - (b) A local law that only incorporates a model local law and does not contain an anti-competitive provision.
- After the changes are made, the Council must follow the guidelines outlined in Section 29B for the publication of local laws.

BUSINESS PAPERS

Consultation (Internal/External):

- Michael Wanrooy - Director of Engineering
- Guilherme Ribeiro – Assets Manager
- Kim Driver – Manager, Governance and Advisory Services (LGAQ)
- Kerrod Giles – Engineer

Legal Implications:

- Low – within operational parameters.
- Local Government Act 2009 – Queensland Legislation

Risk Management Implications:

- Simplifying camping requirements and making an administrative change
- Amending subordinate law which is lower risk
- Improving development application process

Financial and Resource Implications:

- There is no financial implication to Council



CARPENTARIA SHIRE
Outback by the Sea®

Carpentaria Shire Council

Subordinate Local Law No. 1.6 (Operations of Camping Grounds) 2015

Current 16 September 2015

Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2015

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Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2015

Part 1 Preliminary

1 Short title

This subordinate local law may be cited as *Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2015*.

2 Purpose and how it is to be achieved

- (1) The purpose of this subordinate local law is to supplement *Local Law No. 1 (Administration) 2015* which provides for a legal and procedural framework for the administration, implementation and enforcement of the local government's local laws, subordinate local laws and other regulatory powers, and for miscellaneous administrative matters.
- (2) The purpose is to be achieved by providing for—
 - (a) various matters regarding the granting of approvals for prescribed activities; and
 - (b) further specification of the definitions relevant to various prescribed activities.
- (3) In particular, the purpose of this subordinate local law is to supplement the legal and procedural framework for the prescribed activity named in schedule 1, section 1.

3 Authorising local law

The making of the provisions in this subordinate local law is authorised by *Local Law No. 1 (Administration) 2015* (the **authorising local law**).

4 Definitions

- (1) Particular words used in this subordinate local law have the same meaning as provided for in the authorising local law.
- (2) The dictionary in schedule 3 defines particular words used in this subordinate local law.

Part 2 Approval for prescribed activity

5 Matters regarding the prescribed activity—Authorising local law, ss 6(3), (4), 8(2)(a), 9(1)(d), 10(3), 12, 13(a), 14(1)(a)

- (1) Schedule 1—
 - (a) names a prescribed activity in section 1; and
 - (b) prescribes the matters specified in this section for the prescribed activity.

- (2) For section 6(3) of the authorising local law, it is declared that section 6(2) of the authorising local law does not apply to the particular activities stated in section 2

Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2015

of schedule 1.

- (3) For section 6(4) of the authorising local law, it is declared that the prescribed activity named in section 1 of schedule 1 is a category 2 activity.
- (4) For section 8(2)(a) of the authorising local law, the documents and materials that must accompany an application for approval for the prescribed activity are stated in section 3 of schedule 1.
- (5) For section 9(1)(d) of the authorising local law, the local government may only grant an approval for the prescribed activity if it is satisfied the proposed operation and management of the activity would be consistent with the additional criteria prescribed in section 4 of schedule 1.
- (6) For section 10(3) of the authorising local law, the conditions that must be imposed on an approval for the prescribed activity are stated in section 5 of schedule 1.
- (7) For section 10(3) of the authorising local law, the conditions that will ordinarily be imposed on an approval for the prescribed activity are stated in section 6 of schedule 1.
- (8) For section 13(a) of the authorising local law, the term of an approval for the prescribed activity is provided for in section 7 of schedule 1.
- (9) For section 14(1)(a) of the authorising local law, the further term for renewal or extension of an approval for the prescribed activity is provided for in section 8 of schedule 1.
- (10) For section 12 of the authorising local law, this subordinate local law prescribes—
 - (a) the application requirements for which the local government may accept as evidence the certificate of a third party certifier; and
 - (b) the individuals or organisations that are declared to be third party certifiers; and
 - (c) the qualifications that are necessary for an individual or organisation to be a third party certifier.

6 Approvals that are non-transferable—Authorising local law, s 15(2)

For section 15(2) of the authorising local law, it is declared that the categories of approval listed in schedule 2 are non-transferable.

Schedule 1 Operation of camping grounds

Section 5

1. Prescribed activity

Operation of camping grounds

2. Activities that do not require an approval under the authorising local law

Camping grounds established and operated outside a designated town area

No activities stated.

Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2015

3. Documents and materials that must accompany an application for an approval

All documents and materials that must accompany an application include-

- (a) a plan showing the boundaries of the camping ground and the division of the camping ground into camping sites; and
 - (b) if the applicant is not the owner of the land on which the camping ground is situated—the written consent of the owner to the application; and
 - (c) details of the facilities to be provided for campers; and (d) details of water quality, reticulation and drainage.
-
- (1) ~~If the applicant is not the owner of the place at which the camping ground is to be operated—the written consent of the owner to the application.~~
 - (2) ~~A plan of the proposed camping ground which must be drawn to scale showing—~~
 - (a) ~~the land comprising the camping ground and its location and real property description; and~~
 - (b) ~~the boundaries of the camping ground; and~~
 - (c) ~~the division of the camping ground into camp sites, including—~~
 - (i) ~~the location and number of potential camp sites with each site clearly defined and bearing a distinguishing mark or number; and~~
 - (ii) ~~the separation distance between each camp site; and~~
 - (iii) ~~the number of persons who, it is intended, may occupy each camp site; and~~
 - (d) ~~the location of each road and building situated within the camping ground; and~~
 - (e) ~~details of the water supply system, including the position of all water points; and~~
 - (f) ~~details of the sewerage system including the position of each sanitary convenience, ablution and laundry building; and~~
 - (g) ~~details of the on-site sewerage facilities and the waste water disposal system; and~~
 - (h) ~~the nature and position of— (i)—all fire safety installations; and~~
~~— (ii)—all electrical installations; and~~

Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2015

- (iii) ~~all food preparation areas; and~~
- (iv) ~~all recreational facilities; and~~ (v) ~~all~~ ~~car~~
~~parking facilities.~~
- (3) ~~Details of the facilities for sanitation, washing and laundry to be provided for users of the camping ground.~~
- (4) ~~Details of water quality, reticulation and drainage facilities to be provided for users of the camping ground.~~
- (5) ~~Details of the rules which will govern the use of the camping ground, including rules which prohibit or restrict the keeping of dogs at the camping ground.~~
- (6) ~~A current certificate of compliance issue under the *Fire and Emergency Services Act 1990*.~~
- (7) ~~A current certificate of testing and compliance issued under the *Electricity Safety Act 2002*.~~

4. Additional criteria for the granting of an approval

Additional criteria will include

- (a) the camping ground can be operated in a way which will not cause nuisance, inconvenience or annoyance to the occupiers of adjoining land; and
 - (b) all facilities in the camping ground are at an acceptable standard or can be brought to acceptable standard.
-
- (1) ~~The operation of the camping ground must be lawfully conducted on the premises.~~
 - (2) ~~The operation of the camping ground must not produce~~
 - (a) ~~environmental harm; or~~
 - (b) ~~environmental nuisance; or~~
 - (c) ~~an unreasonable inconvenience or annoyance to the occupiers of any adjoining land.~~
 - (3) ~~All facilities at the camping ground must be~~
 - (a) ~~of an acceptable standard; or~~
 - (b) ~~able to be brought to an acceptable standard;~~~~for use by residents of the camping ground.~~

Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2015

5. Conditions that must be imposed on an approval

No conditions stated.

6. Conditions that will ordinarily be imposed on an approval

Nothing to prescribe

- (1) ~~The operation of the camping ground must not detrimentally affect the amenity of adjoining land.~~
- (2) ~~The operation of the camping ground, including any premises, building, structure, vehicle, facility, equipment or fixture must be maintained in— (a) good working order and condition; and (b) a clean, safe and tidy condition.~~
- (3) ~~Provision must be made for people and vehicles to enter and exit the camping ground safely.~~
- (4) ~~The approval holder must provide and maintain an adequate supply of water to the camping ground, including water suitable for drinking, cooking and personal hygiene.~~
- (5) ~~The water supply for drinking purposes must be potable water.~~
- (6) ~~The approval holder must ensure that, if water obtained from a particular water outlet in the camping ground may be unsuitable for drinking, a sign is prominently displayed at the outlet stating “Unsuitable for Drinking”.~~
- (7) ~~The approval holder must provide and maintain adequate toilet, bathing and showering facilities for persons of both sexes (including disabled persons) using the camping ground, including—~~
 - (a) ~~at least 2 showers or baths (in separate cubicles) for each sex, for every 15 individual camp sites (within the camping ground); and~~
 - (b) ~~at least 1 handbasin for every 4 shower cubicles (or baths) for each sex; and~~
 - (c) ~~shower (or bath) cubicles must be constructed so as to totally conceal a person within the cubicle from persons who may be outside the cubicle; and~~
 - (d) ~~for water closets for every 12 individual camp sites (within the camping ground)—~~
 - (i) ~~for males—at least 2 water closet pedestals and 0.9 metres of urinal stall; and~~
 - (ii) ~~for females—at least 4 water closet pedestals.~~

Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2015

- (8) ~~If bed linen is supplied—~~
 - (a) ~~keep it in a clean and sanitary condition; and~~
 - (b) ~~replace it with clean bed linen after each change of occupation of the camp site.~~
- (9) ~~All materials of a hazardous or dangerous nature which are used in the operation of the camping ground must be stored and used in a safe manner.~~
- (10) ~~Facilities for the disposal of waste must be—~~
 - (a) ~~sufficient to accommodate the collection and storage of all waste generated as part of the operation of the camping ground; and~~
 - (b) ~~provided in the manner, and at the locations, specified by the local government.~~
- (11) ~~The local government may limit the number of persons who may occupy a camp site and require the approval holder to—~~
 - (a) ~~ensure that the limit is displayed on a notice erected in a prominent position at the camping ground; and~~
 - (b) ~~take appropriate action to ensure that the limit is not contravened.~~
- (12) ~~The approval holder must keep and maintain a register which details—~~
 - (a) ~~the name and address of each person who hires a camp site; and~~
 - (b) ~~an identifying number for the site; and~~
 - (c) ~~if any vehicle is brought on to the site—~~
 - (i) ~~the registration number of the vehicle; and~~
 - (ii) ~~the dates when the hiring of the site begins and ends.~~
- (13) ~~The approval holder must, at the request of an authorised person, produce the register for inspection.~~
- (14) ~~The approval holder must not permit or allow the occupation of a camp site by more persons than the limit fixed for the site under the conditions of an approval.~~
- (15) ~~The approval holder must not permit or allow a person to bring on to a camp site a tent or other type of accommodation that is not fit for human habitation.~~
- (16) ~~The approval holder must keep and maintain all buildings, playground areas and equipment used for recreational purposes at the camping ground in a safe and proper condition.~~

Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2015

- (17) ~~The approval holder must not, unless the local government agrees in writing, change the camp sites at the camping ground by—~~
 - ~~(a) adding to the existing sites; or~~
 - ~~(b) changing the position or boundaries of a site.~~
- (18) ~~The approval holder must not change any building, structure or facility at the camping ground by—~~
 - ~~(a) adding new buildings, structures or facilities; or~~
 - ~~(b) removing existing buildings, structures or facilities; or~~
 - ~~(c) changing the position of any building, structure or facility.~~
- (19) ~~However, subsections (17) and (18) do not apply if the proposed change constitutes development under the Sustainable Planning Act 2009.~~
- (20) ~~The operation of the camping ground must not—~~
 - ~~(a) create a traffic problem; or~~
 - ~~(b) increase an existing traffic problem; or~~
 - ~~(c) detrimentally affect the efficiency of an existing road network.~~
- (21) ~~The approval holder must not use an extension telephone bell, open air address system or similar device as part of the operation of the camping ground if the bell, system or device causes a nuisance or annoyance to any person.~~
- (22) ~~The operation of the camping ground must not attract fly breeding or vermin infestation.~~
- (23) ~~In the operation of the camping ground the approval holder must only use lighting which is angled or shaded so that the lighting does not cause a nuisance or inconvenience.~~
- (24) ~~The approval holder must dispose of all waste generated as part of the operation of the camping ground in a manner which maintains the operation of the camping ground and its surrounds in a clean, tidy, sanitary and hygienic condition.~~
- (25) ~~Signage used in the operation of the camping ground must be exhibited in a manner, and at the locations, specified by the local government.~~
- (26) ~~Each camp site used as part of the operation of the camping ground must be individually numbered and described in the manner specified by the local government.~~
- (27) ~~The local government may prescribe rules which govern the use of the camping ground and require the approval holder to ensure compliance with the rules by each user of the camping ground.~~

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- (28) ~~The rules which govern the use of the camping ground must be displayed in the manner, and at the locations, specified by the local government so that the rules can be viewed by users of the camping ground.~~

7. Term of an approval

A permit may be granted for a specified occasion or for a specified term by the Local Government having regard to the information submitted by the applicant.

- (1) ~~The term of an approval must be determined by the local government having regard to the information submitted by the applicant.~~
- (2) ~~The term of the approval must be specified in the approval.~~

8. Term of renewal of an approval

If a permit is granted for a specified term, the Local Government having regard to the information submitted by the applicant, may from time to time, on application by the holder of the permit, renew or extend the permit.

- (1) ~~The term for which an approval may be renewed or extended must be determined by the local government having regard to the information submitted by the approval holder.~~
- (2) ~~If the local government grants the application, the local government must specify in the written notice, the term of the renewal or extension.~~
-

Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2015

**~~Schedule 2 — Categories of approval that are
nontransferable~~**

~~Section 6~~

~~Each approval for the prescribed activity named in schedule 1, section 1 is transferable.~~

Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2015

Schedule 3 — Dictionary

Section 4

~~*building* has the meaning given in the *Building Act 1975*.~~

~~*camp site* means a part of a camping ground which is designated for occupation by a tent, inclusive of ropes, poles, supports and pegs incidental to the erection and use of the tent.~~

~~*commercial camping ground* means land that is made available, on a commercial basis, for camping but does not include a caravan park. *electrical installation* has the meaning given in the *Electricity Act 1994*. *environmental harm* has the meaning given in the *Environmental Protection Act 1994*. *environmental nuisance* has the meaning given in the *Environmental Protection Act 1994*.~~

~~*facilities* includes —~~

- ~~(a) toilets; and~~
 - ~~(b) bathing and showering facilities; and~~
 - ~~(c) facilities for washing and drying clothes; and~~
 - ~~(d) facilities for cooking and food preparation; and~~
 - ~~(e) sporting and other recreational facilities; and~~
 - ~~(f) other facilities for the use or convenience of people using a camping ground.~~
- ~~*fire safety installation* has the meaning given in the *Building Act 1975*. *local government public health risk* has the meaning given in the *Public Health Act 2005*. *on-site sewerage facility* has the meaning given in the *Plumbing and Drainage Act 2002*. *potable water* means water which complies with the Australian Drinking Water Guidelines.~~

~~*premises* means the premises used for the operation of the camping ground.~~

~~*sanitary convenience* has the meaning given in the *Environmental Protection Act 1994*.~~

~~*sewerage system* has the meaning given in the *Plumbing and Drainage Act 2002*.~~

~~*structure* has the meaning given in the *Local Government Act 2009*.~~

~~*vehicle* has the meaning given in the *Transport Operations (Road Use Management) Act 1995*.~~

~~*vermin* means —~~

- ~~(a) reptiles, bed bugs, lice, fleas, parasites and cockroaches; and~~
- ~~(b) guinea pigs and other rodents capable of carrying or transmitting a notifiable disease; but~~
- ~~(c) does not include —~~
 - ~~(i) a protected animal within the meaning of the *Nature Conservation Act 1992*; or~~
 - ~~(ii) a local government public health risk.~~

~~*waste* has the meaning given in the *Environmental Protection Act 1994*.~~

Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2015

~~water supply system has the meaning given in the *Standard Plumbing and Drainage Regulation 2003*.~~

This and the preceding 2 pages bearing my initials is a certified copy of *Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2015* made in accordance with the provisions of the *Local Government Act 2009* by Carpentaria Shire Council by resolution dated the 16th day of September 2015.

.....
Chief Executive Officer

~~This and the preceding 12 pages bearing my initials is a certified copy of *Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2015* made in accordance with the provisions of the *Local Government Act 2009* by Carpentaria Shire Council by resolution dated the 16th day of September 2015.~~

.....
~~Chief Executive Officer~~

290365_1

BUSINESS PAPERS

14.5 BUILDING AND PLANNING REPORT

Attachments: NIL

Author: Elizabeth Browning - Engineering Records Operator

Date: 13 May 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 April 2025.

RECOMMENDATION:

For Information Only.

Background:

Planning Applications Received

DA No.	Applicant	Address	Application Type	Status
I/2513	D Wren Pty Ltd TTE David Wren Family Trust TTE BPK Wren Pty Ltd and TC Hutchinson	3 & 5 Noel Street West, Normanton QLD 4890 (Lot 20 & 21 SP136532)	Request for Exemption Certificate – two Dual Occupancies	

Planning Applications Approved

DA No.	Applicant	Address	Application Type	Status
N/A				

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Building Applications Received by Building Certifier

DA No.	Applicant	Address	Application Type	Value
I/2509	Stanbroke Pty Ltd c/- Buildable Approvals Pty Ltd	Augustus Downs Road Stokes QLD 4823 (Lot 1 on TW5)	Single Storey Detached Dwelling (Class 1a)	TBA
I/2512	Bynoe Community Advancement c/- All Construction Approvals	Units 1 & 2, 20 Balonne Street Normanton 4890 (Lot 70 on N1481)	Demolition of Existing Dual Occupancy	TBA

Applications pending waiting on further information (Applicants advised)

DA No.	Applicant	Address	Application Type	Date Received
I/2227	Epic Environmental Pty Ltd on behalf of AACo	(Lot 2 TD1, Lot 1 & 2 on TD4, &) Lot 166 SP276509	Assessment Determination – Gulf Irrigation Project	01/12/2022. (Request for Third Party advice)
I/2302	tba	3 Ellis Street Normanton 4890 (Lot 26 N14849)	Dual occupancy	tba
I/2304	tba	Karumba Point Caravan Park, Karumba QLD 4891 (Lot 11 SP258858)	Purchase State Land (boundary realignment – Lot 11 SP258858)	tba

Non-Conformance

DA No.	Applicant	Address	Application Type	Status
N/A				

Consultation (internal/external)

- Jennifer Roughan – Consultant Town Planner
- Peter Watton – Building Certifier
- Rebekah Mulligan – Building Certifier, GMA Certification
- Tennille Johnson – Senior Administrative Assistant, GMA Certification
- Scott Pearson – Senior Town Planner, Energy Queensland
- Pamela Davidson – Director, Simply Town Planning

Legal implications

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- 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

Financial and Resource Implications

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

Risk Management Implications

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

BUSINESS PAPERS

**14.6 REQUEST FOR EXEMPTION CERTIFICATE - TWO DUAL OCCUPANCIES -
I/2513 - BPK WREN PTY LTD, D WREN PTY LTD & TINA HUTCHINSON -
3 & 5 NOEL STREET WEST, NORMANTON (LOT 20 & 21 ON SP136532)**

Attachments: 14.6.1. Council report for 3-5 Noel Street West, Normanton -
Exemption Certificate request I/2513 [↓](#)

Author: Elizabeth Browning - Engineering Records Operator

Date: 13 May 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:

Council is in receipt of a request for an exemption certificate for the development of two dual occupancies (one on each lot) at 3 & 5 Noel Street West Normanton. The properties are zoned Residential and formally described as Lot 20 & 21 on SP136532. The proposal properly meets the tests for issuing an exemption certificate under section 46 of the Planning Act – where development is only made assessable because of an error in the planning scheme and/or the consequences of the development are minor and inconsequential. The exemption certificate can be tied to the proposed plan of development, to comply with all of the normal planning scheme requirements for dual occupancies.

Refer details in attached Council report.

RECOMMENDATION:

That Council resolve in accordance with the Planning Act 2016, that the proposed development at 3-5 Noel Street West, Normanton, formally described as Lots 20 and 21 on SP136532, be granted an exemption certificate; subject to the development for two x dual occupancies), being carried out generally in accordance with the Max Slade Designs layout plan dated March 2025 Drawing No A102 and complying with section 6.4 Accommodation Building Code in the Shire of Carpentaria Planning Scheme 2008.

Consistent with section 46(3)(iii) of the Planning Act 2016, this exemption certificate is given because the development was categorised as assessable under the Shire of Carpentaria Planning Scheme 2008 due to an error.

More particularly, the planning scheme contains an anomaly in its definitions of residential dwellings, which leaves the proposed dual occupancies undefined because the dwellings are not attached. Absent this anomaly in the definition, the proposal would have been accepted (self-assessable) development.

In any event, and consistent with 46(3)(i) of the Planning Act 2016, the effects of the development would be minor or inconsequential, considering the circumstances under which the development was categorised as assessable development.

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Background:

Summary of assessment

Wren Constructions has submitted a request for an **exemption certificate** (Appendix A) for the development of two dual occupancies at 3 & 5 Noel Street West (one on each lot). An exemption certificate is a mechanism under section 46 of the Planning Act 2016 which means a development that would otherwise have been assessable, does not have to go through a planning application process to obtain a development permit (although it will continue to require building approval).

The proposal properly meets the tests for issuing an exemption certificate under section 46 of the Planning Act – where development is only made assessable because of an error in the planning scheme and/or the consequences of the development are minor and inconsequential.

Under the (still current) 2008 planning scheme, duplexes are ordinarily ‘self-assessable’ (meaning no application is required); however, there is an anomaly in the scheme’s definitions whereby it anticipates that to qualify as a duplex, dwellings would be attached.

Duplexes that are proposed side by side on a lot, but are not attached, are therefore left ‘undefined’. This technically means that they require the more complicated and lengthy impact assessment application pathway (which also involves public notification).

Because the dwellings proposed for 3 & 5 Noel Street West are not in the form of attached dwellings, they fail the definition (which incorrectly assumes duplexes would always be attached).

Accordingly, an exemption certificate is recommended. The certificate would be tied to the proposed plan of development, which complies with all the normal planning scheme requirements for dual occupancies.

All information including decision making requirements for exemption certificates are included in attached Council report for 3-5 Noel Street West.

Exemption Certificate

The exemption certificate can be tied to the proposed plan of development, which complies with all of the normal planning scheme requirements for dual occupancies.

Pursuant to section 46(8) of the Planning Act 2016, the exemption certificate would cease to have effect if the development has not been undertaken within two years.

TOWN PLANNING REPORT

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

Consultation (internal/external)

- Jennifer Roughan – Consultant Town Planner

BUSINESS PAPERS

- Peter Watton – Project Manager / Building Certifier

Legal implications

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

Policy Implications

- Policy implications are set out in the assessment report.

Financial and Resource Implications

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

Risk Management Implications

- Low – risks are within normal operational parameters.

ROUGH PLAN

REQUEST FOR EXEMPTION CERTIFICATE – TWO DUAL
OCCUPANCIES

3-5 NOEL STREET WEST, NORMANTON



Version Control

Revision	Date issued	Author	Revision type
0	5/05/2025	J. Roughan	Report for Council agenda

ROUGH PLAN

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ROUGH PLAN

1.0 Executive Summary

1.1 Development details

Proposed development:	Two dual occupancies (one on each lot)
Site address:	3 & 5 Noel Street West, Normanton
Real property description:	Lots 20 & 21 on SP136532
Site area:	1268m ² x 2
Zone:	Residential zone
Owners:	D Wren Pty Ltd TTE David Wren Family Trust TTE BPK Wren Pty Ltd and TC Hutchinson

1.2 Summary of Assessment

Wren Constructions has submitted a request for an **exemption certificate** (Appendix A) for the development of two dual occupancies at 3 & 5 Noel Street West (one on each lot). An exemption certificate is a mechanism under section 46 of the Planning Act 2016 which means a development that would otherwise have been assessable, does not have to go through a planning application process to obtain a development permit (although it will continue to require building approval).

The proposal properly meets the tests for issuing an exemption certificate under section 46 of the Planning Act – where development is only made assessable because of an error in the planning scheme and/or the consequences of the development are minor and inconsequential.

Under the (still current) 2008 planning scheme, duplexes are ordinarily 'self-assessable' (meaning no application is required); however, there is an anomaly in the scheme's definitions whereby it anticipates that to qualify as a duplex, dwellings would be attached.

Duplexes that are proposed side by side on a lot, but are not attached, are therefore left 'undefined'. This technically means that they require the more complicated and length impact assessment application pathway (which also involves public notification).

Because the dwellings proposed for 3 & 5 Noel Street West are not in the form of attached dwellings they fail the definition (which incorrectly assumes duplexes would always be attached).

Accordingly, an exemption certificate is recommended. The certificate would be tied to the proposed plan of development, which complies with all of the normal planning scheme requirements for dual occupancies.

ROUGH PLAN

2.0 The Site and Proposed Development

The subject land is located at 3-5 Noel Street West, Normanton and is formally described as lots 20 and 21 on SP136532. It is currently vacant. Each lot has an area of 1268m², as shown on figure 1 below. The land is included in the residential zone under the 2008 Carpentaria Shire Planning Scheme.



Figure 1: Aerial view

The applicant proposes to construct two dual occupancies (one on each lot) creating four dwellings in total, as indicated in the figure below. The proposed development plans are included in Appendix B.

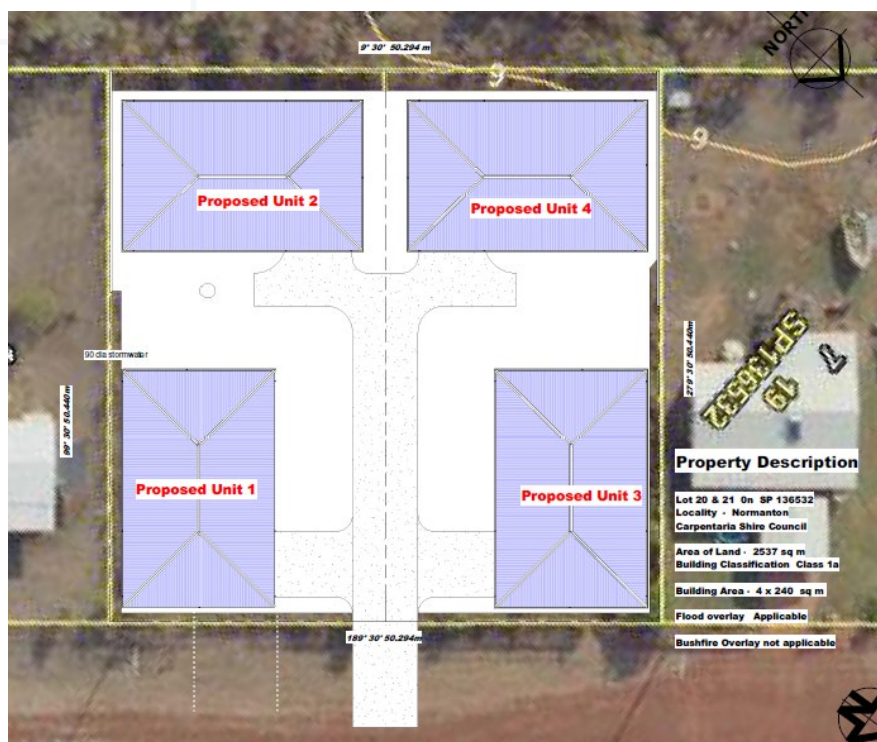


Figure 2: Site layout plan

ROUGH PLAN

3.0 Assessment

Decision Making Requirements for Exemption Certificates

The Planning Act 2016 requirements for exemption certificates are set out in section 46. It says:

(1) A development approval is not required for assessable development on premises if there is an exemption certificate for the development.

(2) The following persons may give an exemption certificate—

(a) for development for which a local government would be the prescribed assessment manager if the development, and no other development, were the subject of a development application—the local government;

(b) otherwise—the chief executive.

(3) The person may give an exemption certificate if—

(a) for development for which there is a referral agency—each referral agency has agreed in writing to the exemption certificate being given; and

(b) any of the following apply—

(i) the effects of the development would be minor or inconsequential, considering the circumstances under which the development was categorised as assessable development;

(ii) the development was categorised as assessable development only because of particular circumstances that no longer apply;

(iii) the development was categorised as assessable development because of an error.

Consistent with section 46(3)(iii) of the Planning Act 2016, an exemption certificate is warranted for the proposed development because the development was categorised as assessable under the Shire of Carpentaria Planning Scheme 2008 due to an error.

More particularly, the planning scheme contains an anomaly in its definitions of residential dwellings¹, which leaves the proposed dual occupancies undefined because the dwellings are not attached. Absent this anomaly in the definition, the proposal would have been accepted (self-assessable) development.

In any event, and consistent with 46(3)(i) of the Planning Act 2016, the effects of the development would be minor or inconsequential, considering the circumstances under which the development was categorised as assessable development.

The certificate can be tied to the proposed plan of development, which complies with all of the normal planning scheme requirements for dual occupancies.

A draft exemption certificate is included as Appendix C. Pursuant to section 46(8) of the Planning Act 2016, the exemption certificate would cease to have effect if the development has not been undertaken within two years.

¹ These definitions are not superseded by the Regulated Requirements definitions in the Planning Regulation because the scheme is an older planning scheme prepared under the Integrated Planning Act.

ROUGH PLAN

4.0 Recommendation

Recommendation

That Council resolve:

In accordance with the Planning Act 2016, that the proposed development at 3-5 Noel Street West, Normanton, formally described as lots 20 and 21 on SP136532, be granted an exemption certificate; subject to the development for two x dual occupancies), being carried out generally in accordance with the following plan and complying with section 6.4 Accommodation Building Code in the Shire of Carpentaria Planning Scheme 2008.

Plan title	Prepared by	Date	Drawing No.
Layout Plan	Max Slade Designs	March 2025	A102

Reasons for decision

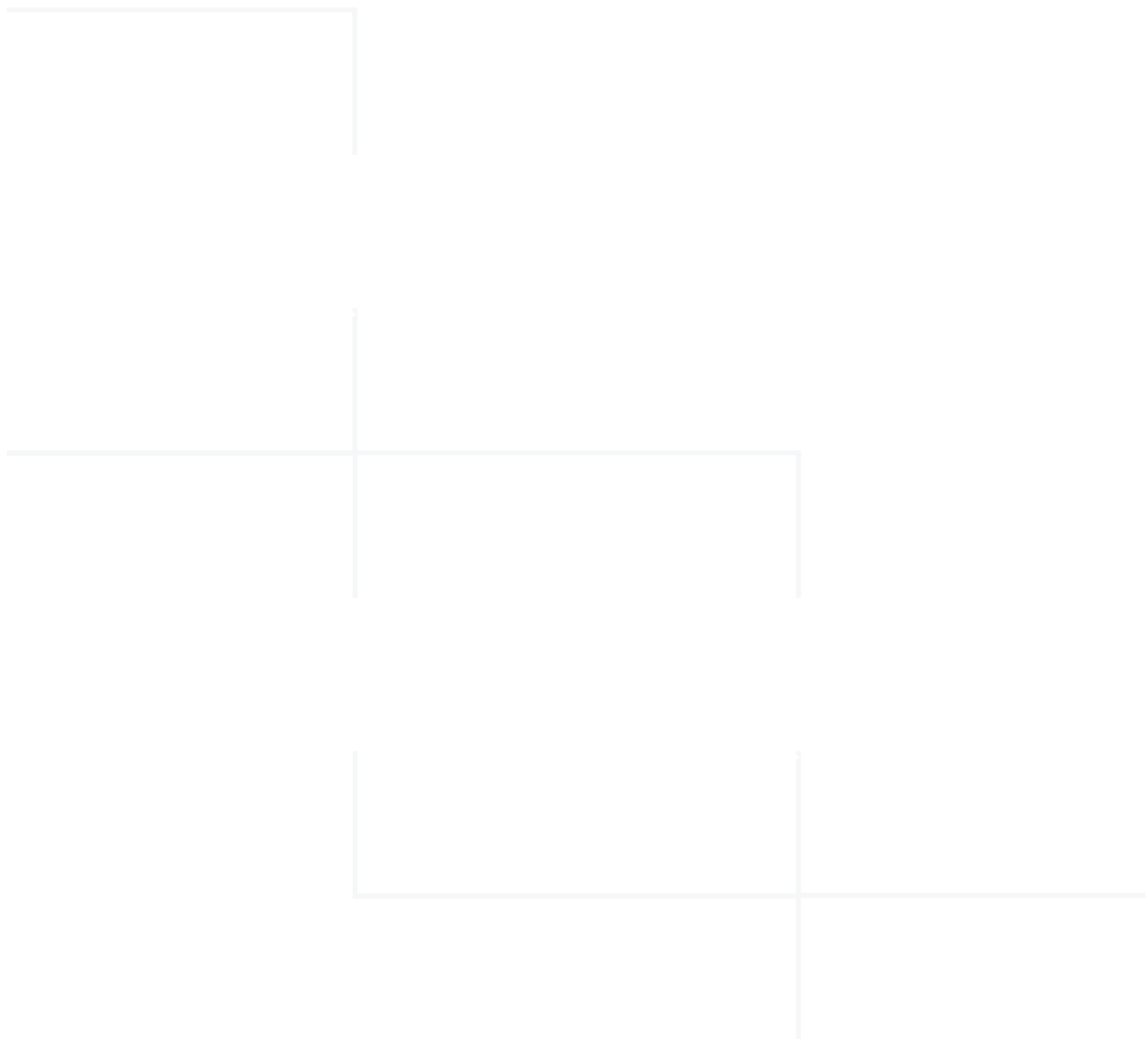
Consistent with section 46(3)(iii) of the Planning Act 2016, this exemption certificate is given because the development was categorised as assessable under the Shire of Carpentaria Planning Scheme 2008 due to an error.

More particularly, the planning scheme contains an anomaly in its definitions of residential dwellings, which leaves the proposed dual occupancies undefined because the dwellings are not attached. Absent this anomaly in the definition, the proposal would have been accepted (self-assessable) development.

In any event, and consistent with 46(3)(i) of the Planning Act 2016, the effects of the development would be minor or inconsequential, considering the circumstances under which the development was categorised as assessable development.

ROUGH PLAN

Appendix A: Request for Exemption Certificate





ABN 79 166 198 871

The Chief Executive Officer
Carpentaria Shire Council (CSC)
PO Box 31
Normanton QLD 4890

Our Ref. PW. 10-2025
PW. 11-2025.

Attention Elizabeth Browning.

RE: APPLICATION FOR EXEMPTION INACCORDANCE WITH SECTION 46 PLANNING ACT & REGULATIONS QLD 2016. CONSTRUCTION OF 2 x 3 BEDROOM HOUSES AT 3 NOEL STREET WEST & 5 NOEL STREET WEST: NORMANTON QLD 4890.

Dear Elizabeth,

THE APPLICANTS ARE:

- BPK Wren Pty Ltd, D. Wren Pty Ltd & Tina Hutchinson of 90 Yappar Street. Karumba Qld 4891. P.O. Box 225 Karumba Qld 4891.

The Licensed Builder will be Wren Construction Pty Ltd of 90 Yappar Street. Karumba 4891 P.O. Box 225 Karumba Qld. 4891.

- Area of each Lot is 1269m².
- Total of built area each Lot 2 x Houses 480m².

THE DEVELOPMENT: (Concept Drawings attached)

- The development consists of 2 x 3 Bedroom Block residences situated on 3 Noel Street West and 5 Noel Street West. (Lot 20 and 21 on SP: 136532)
- The application includes 1 x 3 Bedroom block dwelling at the front of the blocks and a 1 x 3-bedroom block dwelling at the rear of the block on each Lot a total of 4 x 3-bedroom block residences on both blocks.
- The residences will have a 3.000 metre concrete driveway along the central boundary of the blocks (Refer Drawing A.101.)which will run down the common boundary of the blocks.
- The driveways to the carports in the front units will be accessed from the main driveway as shown on Drawing (A101).
- The development top both blocks will be landscaped. A Landscape plan will be

Lots 20 & 21 Noel St. West Normanton. Application for exemption under Section 46 of the Planning Act & Regulation.2016.

1



ABN 79 166 198 871

forwarded to Council with the Construction Drawings later.

- The floor levels to all units will be a minimum of 7.1. AHD.
- Each unit will have its own fenced yard area.
- It is not intended to amalgamate the Lots.

SUMMARY.

The development is a minor alteration to the current Planning Scheme. Currently the existing Scheme would allow 1 x 3 Bedroom Duplex in a single structure (Code Accessible). The exemption is for 2 x 3 Bedroom individual dwelling on each Lot which would give the occupants more privacy and fit in well with the character of the street.

Yours sincerely,

A handwritten signature in black ink that reads 'David Wren'.

David Wren
MANAGING DIRECTOR



M: 0439 788 376
E: david@wrengroup.com.au
P: PO Box 225 Karumba Qld 4891

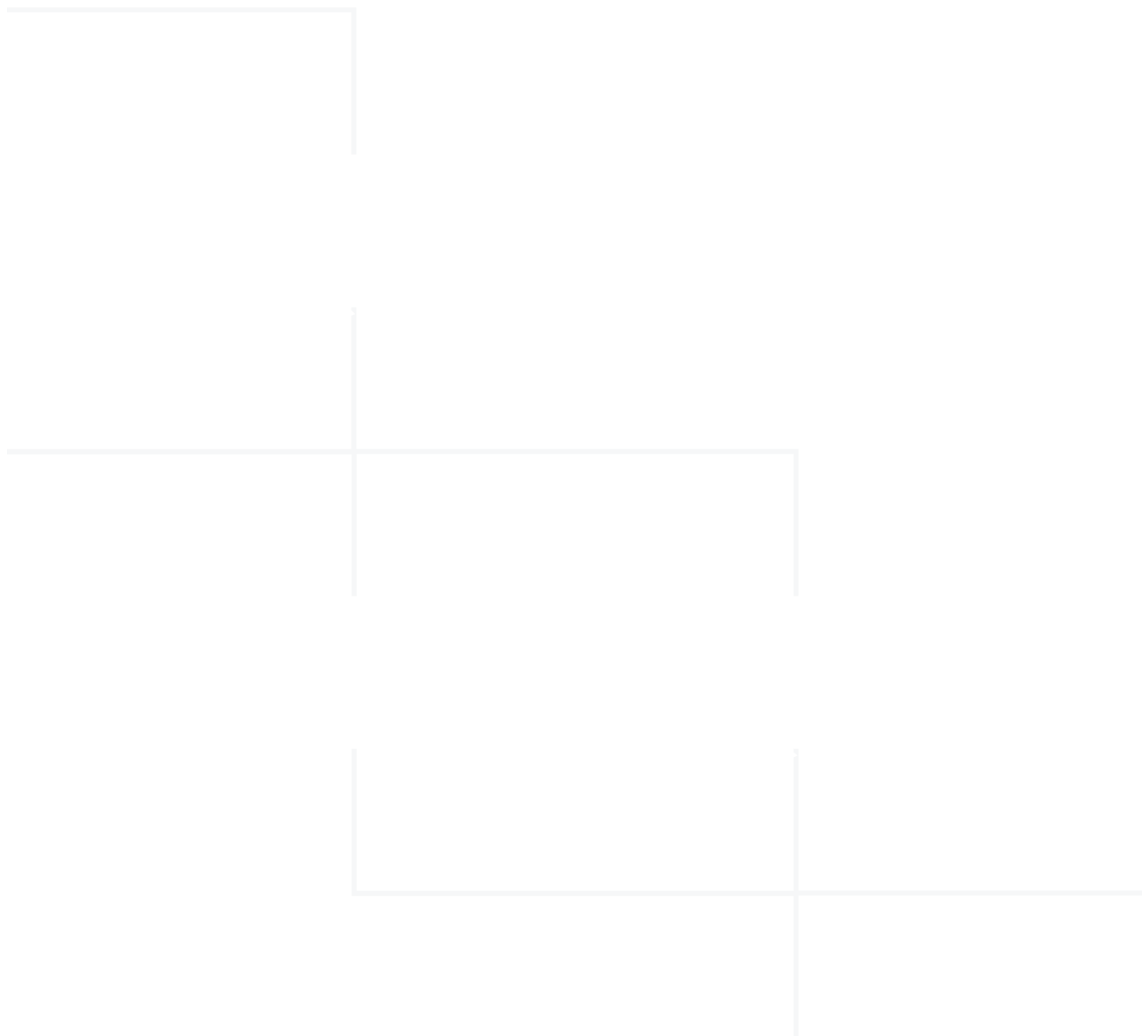
(ATTACHMENT CONCEPT DRAWINGS)

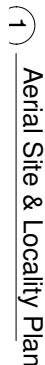
Lots 20 & 21 Noel St. West Normanton. Application for exemption under Section 46 of the Planning Act & Regulation.2016.

2

ROUGH PLAN

Appendix B: Proposed of Development Plans







03 25

B3

Sheet No. Sheet Name

A102 LAYOUT PLAN



Description		Date	Number
Blockwork dimensions amended		27 11 24	A
Notes			
All work must be in accordance with local authority By-laws and Australian Standards for Construction Code of Australia The Builder should verify all dimensions on site before TAKE REQUIRED DIMENSIONS IN PREFERENCE TO SCALED IF IN DOUBT, ASK !!			
Client			
When			
Constructions			
Project			
Unit			
Development			
Location			
3 - 5 Neels Street			
Normanton			
Design / Wind Classification: A3			
Date			
March 2025			
Drawn			
Max Stobie			
Scale			
1 : 200			
Job No.			
M25 - 5036			
A.B.N. No. 16 016 688 331			
Max Stobie Designs Pty. Ltd.			
GMSB Lic. No. 69479			
Builder - Low Rise			
Designing - Medium Rise			
Phone 07 40 91 2099			
max.stobie@bipond.net.au			



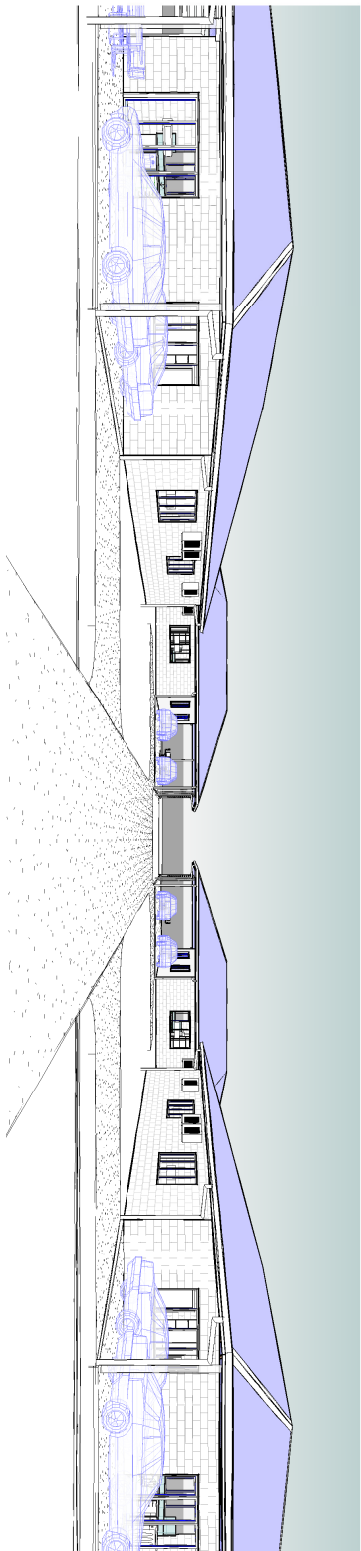
Description	Date	Notes
<div>Project Unit Development</div>		At work, must be in accordance with Local Authority By-laws and the Building Construction Code The Builder should verify all dimensions on site before commencing any work. TAKE REQUIRED DIMENSIONS IN FIELD BEFORE TO SCALE! IF IN DOUBT ASK !!
	Client:	
	When	
	Constructions	
<div>Location 3-5 South Street Normanton</div>	Date: March 2025	
	Design With Classification: N3	
	Drawn: Author	
	Scale: 1:100	
	Job No. M25- 5036	
<div>A.B.N. No. 16 010 608 321 New State Designs Pty. Ltd. O&A U.S. No. 645499 Building Designer - Medium Rise Phone: 07 40 91 2099 mailto:mas@newstate.net.au</div>		



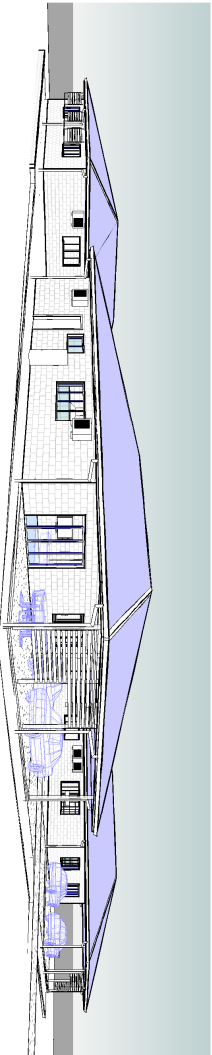


Description	Date	Number	Notes
<p>All work must be in accordance with Local Authority By-laws and the Building Construction Code</p> <p>The Builder should verify all dimensions on site before commencing any work.</p> <p>PAVE REQUIRED DIMENSIONS IN THIS REFERENCE TO SCALED IF IN DOUBT ASK !!</p>			
Client			
When			
Constructions			
Unit			
Development			
Location			
3 - 5 Noels Street			
Normanton			
Design Wind Classification - N3			
Date	March 2025		
Drawn	Max Skide		
Scale	1: 500		
Job No.	M25 - 5036		
<p>A.B.N. No. 15 010 608 321</p> <p>Max Skide Designs Pty. Ltd.</p> <p>08581 Ltd. No. 659279</p> <p>Trading Name: Max Skide</p> <p>Phone 07 40 91 2899</p> <p>maxskide@bipond.net.au</p>			





1 3D View From Noels Street



2 3D View 2

Concept #2 - 25 03 25

Description		Number	Date
Notes			
All work must be in accordance with local authority By-laws and the Building Code of Australia. The Builder should verify all dimensions on site before commencing work. TAKE FIGURED DIMENSIONS IN PREFERENCE TO SCALED			
IF IN DOUBT ASK!!			
Client			
Wren Constructions			
Project			
Unit			
Development			
Location			
3 - 5 Noels Street			
Normanton			
Design Wind Classification - N3			
Date			March 2025
Drawn			Max Slade
Scale			
Job No.			M25 - 5036
A.B.M. No. 16 010 608 321			
Max Slade Designs Pty. Ltd.			
100/101 Sturt Street			
Normanton, QLD 4207			
Builder - Max Slade			
Building Designer - Medium Rise			
Phone 07 40 91 2099			
maxslade@bigpond.net.au			

Sheet No. Sheet Name.
A102C 3D Views



25/03/2025 11:38:33 AM



Notes	<p>At work, must be in accordance with local Authority By-laws and the Building Construction Code of Australia.</p> <p>As a contractor, must verify all dimensions on the site before commencing any work.</p> <p>TAKA FIGURED DIMENSIONS IN PREFERENCE TO SCALED IF IN DOUBT. ASK !!</p>
Client	When
Project	Constructions
Unit	
Development	
Location	
3-5 Noels Street	
Normanton	
Design Wind Classification - N3	
Date	March 2025
Drawn	Max Slade
Scale	As indicated
Job No.	M25 - 5036
A.M. No.	15 070 608 321
Max Slade Design Pty. Ltd.	
GNSR Lic. No. 609479	
Building Designer - Medium Rise	
Phone 07 401 2019	
maxslade@bigpond.net.au	

ROUGH PLAN

Appendix C: Draft Exemption Certificate

X May 2025

Mr David Wren
Managing Director, Wren Constructions
PO Box 225 Karumba Qld 4891
david@wrengroup.com.au

Dear Mr Wren

EXEMPTION CERTIFICATE FOR DUAL OCCUPANCIES ON 3 & 5 NOEL STREET NORMANTON

under section 46 of the Planning Act 2017

I refer to your request for an exemption certificate to be given for the development described below dated 28 March 2025. Council agrees to grant the exemption for the development described below under section 46 of the Planning Act 2016.

1. Premises

Address: 3 & 5 Noel Street West, Normanton.

Real property description: lots 20 & 21 on SP136532.

Land owners: D Wren Pty Ltd TTE David Wren Family Trust TTE BPK Wren Pty Ltd and TC Hutchinson

2. Proposed development

Establishing two detached dwellings on each lot (two x dual occupancies), generally in accordance with the following plan and complying with section 6.4 Accommodation Building Code in the Shire of Carpentaria Planning Scheme 2008.

Plan title	Prepared by	Date	Drawing No.
Layout Plan	Max Slade Designs	March 2025	A102

3. Referral agencies

There are no referral agencies relevant to the proposal.

4. Reasons for giving the exemption certificate

Consistent with section 46(3)(iii) of the Planning Act 2016, this exemption certificate is given because the development was categorised as assessable under the Shire of Carpentaria Planning Scheme 2008 due to an error.

More particularly, the planning scheme contains an anomaly in its definitions of residential dwellings², which leaves the proposed dual occupancies undefined because the dwellings

² These definitions are not superseded by the Regulated Requirements definitions in the Planning Regulation because the scheme is an older planning scheme prepared under the Integrated Planning Act.

ROUGH PLAN

are not attached. Absent this anomaly in the definition, the proposal would have been accepted (self-assessable) development.

In any event, and consistent with 46(3)(i) of the Planning Act 2016, the effects of the development would be minor or inconsequential, considering the circumstances under which the development was categorised as assessable development.

5. When exemption certificate ceases to have effect

Pursuant to section 46(8) of the Planning Act 2016, this exemption certificate has effect for two years from the date of this correspondence.

BUSINESS PAPERS

15 GENERAL BUSINESS

16 CLOSURE OF MEETING