



CARPENTARIA SHIRE

Outback by the Sea

ORDINARY MEETING

MINUTES

24 OCTOBER, 2018

CONFIRMED MINUTES

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CONFIRMED MINUTES

1 OPENING OF MEETING

The Mayor welcomed members and declared the meeting open at 9:12am.

2 RECORD OF ATTENDANCE

Councillors

Cr LV Bawden	Mayor
Cr JC Young	Deputy Mayor
Cr AT Gallagher	
Cr JD Beard	
Cr BJ Hawkins	
Cr AM Murphy	
Cr PF Wells	

Staff

Mr Michael Hayward	Chief Executive Officer
Ms Angeline Pascoe	Executive Assistant
Mr Oliver Pring	Director Corporate Services
Mr John Martin	Director of Engineering

The following officers attended the meeting as indicated in the minutes

Mr Michael Wanrooy	Senior Engineer
Mr Ben Hill	Manager Water & Waste

3 CONDOLENCES

A minute's silence was held for the passing of the following community members:

- ❖ Ms Lucy Busch
- ❖ Ms Rosemary Beasley
- ❖ Mrs Marilyn Lane

4 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

Confirmation of Minutes from the Ordinary Council Meeting held 12 September 2018, as previously circulated to councillors.

Amendment:

10.3 General Business (Chief Executive Officer) - School Bus Service

Cr Beard advised that when he raised the matter of bus services to Karumba he did not specifically mention the Gulf Christian College and requested that the minutes be amended to remove the reference to the Gulf Christian College.

CONFIRMED MINUTES

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Beard

That the Minutes of the Ordinary Council Meeting held 12 September 2018 as amended be confirmed.

CARRIED 7/0

Resolution No. 1018/001

5 BUSINESS ARISING FROM PREVIOUS MEETINGS

Nil

6 RECEPTION OF PETITIONS & DEPUTATIONS

Nil.

7 MAYORAL MINUTES

7.1 Calotrope Removal from Interpretative Signage

Cr Bawden requested that the interpretative signage in the Les Wilson Barramundi Discovery Centre be modified to remove the image and any references to calotropis and place a more appropriate content.

Action: Remove Calotrope image and references from interpretative signage and replace with an appropriate image

7.2 Armistice Day

Cr Bawden advised that he has been approached by residents and members of the public enquiring if Council planned to hold any events to recognise the Armistice Day Centenary.

Council agreed to sponsor a barbecue in both Karumba and Normanton to recognise the Armistice Day Centenary and to liaise with local organisations and representatives of the 51st Battalion regarding participation in remembrance ceremonies.

Action: Liaise with local organisations and representatives of the 51st Battalion regarding participation in Remembrance Ceremonies and prepare Public Notice to notifying of proposed events

CONFIRMED MINUTES

7.3 North West Minerals Province Meeting

Cr Bawden advised that he had attended a meeting in Burketown in relation to the North West Minerals Province strategies.

Matters discussed included:

- Employment opportunities on a regional basis
- Damage to council infrastructure by mining operations.
- Notification to local government of any new or emerging projects proposed for the relevant local government area.

74 Presentation of 2017/2018 Audit Report

The Auditor-General has issued an unmodified audit opinion on the financial statements for the 2017/2018 financial year.

The auditor-general's observation report was received on 18 October 2018 and a copy provided to the Mayor.

Section 213(3) of the *Local Government Regulation 2012* requires the Mayor to present a copy of the report at the next ordinary meeting following receipt of the report.

Cr Bawden tabled the 2017/2018 Audit Report

MOTION

COUNCIL RESOLUTION

Moved Cr Wells

Seconded Cr Beard

That Council receive the 2017/18 Audit Report as tabled.

CARRIED 7/0

Resolution No. 1018/002

ATTENDANCE:

The Senior Engineer and Manager Water & Waste entered the meeting room at 9:35am.

This space left blank intentionally

CONFIRMED MINUTES

8 CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION

In accordance with the *Local Government Act 2009*, and the *Local Government Regulation 2012*, in the opinion of the General manager, the following business is of a kind as referred to in clause 275(1) of the Regulation, and should be dealt with in a Confidential Session of the Council meeting closed to the press and public.

COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Hawkins

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 275(1) of the Local Government Regulation 2012 as the items listed come within the following provisions

8.1 Rates Discount Application - Karumba Children's Centre Inc. - Carron Street, Karumba

This item is classified CONFIDENTIAL under the provisions of clause 275(1)(d) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to rating concessions.

8.2 National Regulatory System for Community Housing (NRSCH)

This item is classified CONFIDENTIAL under the provisions of clause 275(1)(e) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to contracts proposed to be made by it.

CARRIED 7/0

Resolution No. 1018/003

CLOSURE OF MEETING:

The meeting was closed to the public at **9:38am**.

COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Young

That Council open the meeting to the public.

CARRIED 7/0

Resolution No. 1018/004

REOPENING OF MEETING:

The meeting was reopened to the public at **9:55am**

CONFIRMED MINUTES

8.1 RATES DISCOUNT APPLICATION - KARUMBA CHILDRENS CENTRE INC - CARRON STREET, KARUMBA

Executive Summary:

Pursuant to the *Local Government Regulation 2012*, Section 130, Council can allow a discount on rates for payment made within thirty (30) days of issuing the rates notice.

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Young

That Council approves the dispensation request from the Karumba Children's Centre Inc., for the property described as Lot 105 on SP112353 [Assessment 00068-20000-000] and apply the discount for the rates period 1 July 2018 to 30 December 2018 and also write-off the interest applied as part of the outstanding discount amount.

CARRIED 7/0

Resolution No. 1018/005

Action: Apply the discount for the rates period 1 July 2018 to 30 December 2018 and Write-off the interest applied.

8.2 NATIONAL REGULATORY SYSTEM FOR COMMUNITY HOUSING (NRSCH)

Executive Summary:

Council have been in consultation with the Queensland Government Department of Housing (DPHW) and Public Works in determining Council's contingent liability in the acquisition of the community housing (pensioner housing) properties. Council have received a formal offer and it is attached for consideration.

COUNCIL RESOLUTION

Moved Cr Bawden

Seconded Cr Hawkins

That Council:

- 1. continue to liaise with Department of Housing and Public Works in relation to the divestment of the community housing properties; and***
- 2. that the Mayor and Deputy Mayor endeavour to seek a meeting with the relevant Minister whilst at the Annual Conference to further discuss the matter.***

CARRIED 7/0

Resolution No. 1018/006

Action: Liaise with the Department of Housing and Public Works in relation to the divestment.

Action: The Mayor and Deputy Mayor to seek a meeting with the relevant Minister at the Annual Conference

CONFIRMED MINUTES

CHANGE IN STANDING ORDERS

COUNCIL RESOLUTION

Moved Cr Beard

Seconded Cr Gallagher

That Council change the Standing Orders to commence dealing with the Chief Executive Officer's Reports.

CARRIED 7/0

Resolution No. 1018/007

10 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

10.1 CEO REPORT

Executive Summary:

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

10.1.1 Level 1 Water Restrictions

In order to ensure that residents comply with Council's water restrictions confirmation is sought as to which day (Saturday or Sunday) is the nominated day for watering in Normanton under Level 1 Water Restrictions.

MOTION

Moved Cr Beard

Seconded Cr Young

That the Level 1 Water Restrictions in Normanton be amended to allow sprinklers - 4 days per week from 6:00am – 9:00am and 6:00pm – 9:00pm on Monday, Wednesday, Friday and Sunday.

CARRIED 7/0

Resolution No. 1018/008

Action: Prepare Public Notice to advise of amended times for sprinklers in Normanton.

CONFIRMED MINUTES

10.1.2 Les Wilson Barramundi Discovery Centre - Kitchen Lease

Council discussed the leasing of the Les Wilson Barramundi Discover Centre Kitchen and directed the Manager Tourism to develop terms of reference and prepare a draft lease for council consideration.

MOTION

Moved Cr Murphy

Seconded Cr Wells

That Council:

- 1. call tenders for the leasing of the Les Wilson Barramundi Discovery Centre kitchen; and***
- 2. that the Manager of Tourism develop a terms of reference for council consideration prior to calling of tenders.***

CARRIED 7/0

Resolution No. 1018/009

Action: Develop terms of reference for lease of LWBDC kitchen and prepare draft lease for Councils consideration.

10.1.3 Excess Water Usage

The Chief Executive Officer provided a report on excess water usage in line with Councils request from the September 2018 ordinary meeting.

The report confirmed that all meters have been read and only approximately 10% of the properties that were levied excess water actually requested a meter test. The report further identified a significant increase in the water usage over the past 4 years.

The Chief Executive Officer recommended that further investigation of excess water usage be undertaken and that a program be initiated to test all meters that have recorded excess usage and to test for any concealed leaks.

Council resolved that further investigation be undertaken and a report be prepared for further consideration by council following the completion of the investigation

Action: Undertake inspection of all excess water usage premises to identify any concealed leaks.

Action: Test all meters that have recorded excess usage during the 2017/2018 year.

CONFIRMED MINUTES

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Young

That Council:

- 1. receive the Chief Executive Officer's report; and***
- 2. those matters not covered by resolution be noted.***

CARRIED 7/0

Resolution No. 1018/010

10.2 STATUTORY POLICY - ADVERTISING SPENDING

Executive Summary:

Section 197 of the *Local Government Regulation 2012* requires Council to prepare and adopt a policy about Councils spending on advertising.

The current Advertising Spending Policy was last reviewed in June 2011.

A review of the current policy was undertaken on 13 September 2018 with minor amendments.

COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Beard

That Council adopt the Advertising Spending Policy (Version 4) as presented.

CARRIED 7/0

Resolution No. 1018/011

Action: Update policy register – Advertising Spending Policy

10.3 STATUTORY POLICY - ENTERTAINMENT AND HOSPITALITY

Executive Summary:

Section 196 of the *Local Government Regulation 2012* requires Council to prepare and adopt a policy about Council's spending on entertainment or hospitality.

The current Entertainment and Hospitality Policy was last reviewed in June 2011.

A review of the current policy was undertaken on 13 September 2018 with minor amendments

COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Young

That Council adopt the Entertainment and Hospitality Policy (Version 5) as presented.

CARRIED 7/0

Resolution No. 1018/012

CONFIRMED MINUTES

Action: Update policy register – Entertainment & Hospitality Policy

10.4 STATUTORY POLICY - EXPENSES REIMBURSEMENT

Executive Summary:

Section 250 of the *Local Government Regulation 2012* requires Council to adopt an Expenses Reimbursement policy that provides for the payment of reasonable expenses incurred, or to be incurred, by councillors for discharging their duties and responsibilities as councillors and the provision of facilities to Councillors for that purpose.

The current Expenses Reimbursement Policy was last reviewed in April 2018.

A review of the current policy was undertaken on 13 September 2018 with various amendments including reformatting, changes to facilities in relation to mobile devices and clarification around expense reimbursement for hospitality and travel expenses.

COUNCIL RESOLUTION

Moved Cr Wells

Seconded Cr Hawkins

That Council adopt the Expenses Reimbursement Policy (Version 7) as presented.

CARRIED 7/0

Resolution No. 1018/013

Action: Update policy register – Expenses Reimbursement Policy

10.5 ADMINISTRATIVE POLICY - CORPORATE CREDIT CARD

Executive Summary:

Council has adopted an administrative policy on the use of corporate credit cards.

The current Corporate Credit Card Policy was last reviewed in December 2010.

A review of the current policy was undertaken on 13 September 2018 with minor amendments.

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Young

That Council adopt the Corporate Credit Card Policy (Version 2) as presented.

CARRIED 7/0

Resolution No. 1018/014

Action: Update policy register – Corporate Credit Card Policy

CONFIRMED MINUTES

10.6 ADMINISTRATIVE POLICY - ROADS

Executive Summary:

Council proposes to adopt an administrative policy on Rural Roads.

COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Hawkins

That Council adopt the Rural Roads Policy (Version 1) as attached.

CARRIED 7/0

Resolution No. 1018/015

Action: Update policy register – Rural Roads Policy

10.7 ANIMAL MANAGEMENT (AMENDMENT) SUBORDINATE LOCAL LAW (NO.1) 2018

Executive Summary:

At the ordinary meeting of Council held 12 September 2018, council resolved to propose to make Animal Management (Amendment) Subordinate Local Law (No.1) 2018.

Public notification of the making of the proposed subordinate local law has been undertaken and no submissions were received by the close of the submission period.

Council must now decide whether to proceed with the making of the proposed subordinate local law either as advertised, with amendments, or not at all.

COUNCIL RESOLUTION

Moved Cr Wells

Seconded Cr Young

Council resolves—

- 1. To make Animal Management (Amendment) Subordinate Local Law (No. 1) 2018 as advertised; and***
- 2. To adopt, pursuant to section 32 of the Local Government Act 2009, in the form attached to this report to Council, a consolidated version of Subordinate Local Law No. 2 (Animal Management) 2015.***

CARRIED 7/0

Resolution No. 1018/016

Action: Publish notice of making of proposed local law in gazette and on council website

Action: Provide a copy of the notice and a certified copy of the local law to the Minister.

CONFIRMED MINUTES

10.8 GENERAL BUSINESS – CHIEF EXECUTIVE OFFICER

10.8.1 Removal of Boat

Cr Bawden advised that a boat has been stored on council land located in Read Street, Normanton and that storage conditions of the boat is such that it has the potential to cause serious injury to children who play in the area.

Cr Bawden enquired what action can be taken to have the boat made safe and/or removed from Council land.

The Chief Executive Officer advised that the owner of the boat has been identified and that the owner would be contacted and requested to remove the boat from Council land.

Action: Write to boat owner requesting the vessel be removed from Council land.

10.9 HUMAN RESOURCES REPORT

Executive Summary:

This report provides information on activities occurring within the Human Resources Section of Council.

COUNCIL RESOLUTION

Moved Cr Beard

Seconded Cr Murphy

That

- 1. Council receive the Manager Human Resources report; and**
- 2. those matters not covered by resolution be noted.**

CARRIED 7/0

Resolution No. 1018/017

10.10 TOURISM UPDATE - SEPTEMBER 2018

Executive Summary:

This report provides a summary of the operational and promotional activities surrounding the Les Wilson Barramundi Discovery Centre and visitor numbers, as well as activities in relation to the Visitor Information Centres.

Karumba Visitor Information Centre

Discussions relating to the operations of Karumba Visitor Information Centre (KVIC) and the new Les Wilson Barramundi Discovery Centre (LWBDC) recommended that the KVIC operations be relocated to the new centre as of 5 November 2018.

CONFIRMED MINUTES

Moved Cr Bawden

Seconded Cr Beard

That Council trial the following operational hours for the Les Wilson Barramundi Discovery Centre from 1 April 2019 (start of tourist season):

- ***Monday – Friday: 9:00am - 5:00pm***
- ***Weekends (and Public Holidays): 9:00am – 4:00pm***
- ***Closed Christmas, Boxing and New Year’s Days***

CARRIED 7/0

Resolution No. 1018/018

Action: Update LWBDC website and contact details to advertise operating hours.

RECOMMENDATION

Moved Cr Young

Seconded Cr Wells

That Council

- 1. receive the Tourism Update Report; and***
- 2. that those matters not covered by resolution be noted.***

CARRIED 7/0

Resolution No. 1018/019

ATTENDANCE:

The Chief Executive Officer left the meeting room at 11:14am.

ADJOURNMENT:

The meeting adjourned for morning tea at 11:14am

The meeting resumed at 11:50am.

RESUMPTION OF STANDING ORDERS

COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Beard

That standing orders be resumed.

CARRIED 7/0

Resolution No. 1018/020

CONFIRMED MINUTES

9 REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES

9.1 DOE REPORT

Executive Summary:

This report provides information and updates to Council on various activities and programs that are facilitated within the Acting Director Engineering's portfolio.

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Wells

That Council:

- 1. receive the Acting Director of Engineering Report; and*
- 2. that those matters not covered by resolution be noted.*

CARRIED 7/0

\Resolution No. 1018/021

ADJOURNMENT:

The meeting adjourned for lunch at **1:30pm**

The meeting resumed at **2:27pm**.

9.2 NDRRA REPORT

Executive Summary:

All QRA16 Program closeout submissions have been submitted to QRA for review.

All QRA17 Program submissions have been approved with a total RV of \$18.5 million (\$14 million construction) and a pre-payment of \$5.5 million (30%) received. Seven local crews are currently working on NDRRA rectification with the program reaching approx. 63% completion.

The first six submissions of QRA18 have been submitted to QRA with five submissions awaiting approval. The total estimated QRA18 RV program has been estimated at approximately \$20 million.

COUNCIL RESOLUTION

Moved Cr Beard

Seconded Cr Young

That Council:

- 1. accepts the NDRRA Report as presented; and*
- 2. that those matters not covered by resolution be noted.*

CARRIED 7/0

Resolution No. 1018/022

CONFIRMED MINUTES

9.3 WORKSHOP REPORT

Executive Summary:

The Workshop has been operating with a reduce workforce (Rubin Hill has finished employment with Council on the 26th September). MHR is in the process of advertising for a new Fitter/Mechanic.

There has been an office re-adjustment to create a lunch/meeting room and increase the workshop/fitters work area. Positive feedback has been received from Tibau Stephen for Council's assistance.

COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Wells

That Council:

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

CARRIED 7/0

Resolution No. 1018/023

9.4 WATER AND WASTEWATER - SEPTEMBER 2018

Executive Summary:

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

- Water consumption is decreasing, but is still high (80.4ML), with water quality remaining well above the required minimum standards.
- Turbidity meters being reinstated on each filter outlet.
- Glenore pumps were removed and cleaned by trade staff.
- Karumba STP operated within EA requirements throughout the month.
- Additional coagulant trials being carried out.
- Normanton STP pond levels are now low in preparation for the upcoming wet season.
- Terry Clark of TOPO Pty Ltd completed a site report for both waste facilities and Normanton STP irrigation area.

CONFIRMED MINUTES

COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Beard

That Council:

- 1. accepts the Water and Wastewater Report as presented for the period ending 30 September 2018; and***
- 2. that those matters not covered by resolution be noted.***

CARRIED 7/0

Resolution No. 1018/024

9.5 ELECTRICAL TRADES UNIT REPORT - SEPTEMBER 2018

Executive Summary:

The purpose of this report is to provide Council with an update on activities and projects undertaken during the month by the Electrical Trades Unit.

Workload continues to be high with a number of camps and remote installations completed this month. Shaun Petersen has been progressing well with his apprenticeship, core work targets have been met and exceeded. Shaun's first block of TAFE is scheduled for October 15th, he will be away in Mt Isa for 7 weeks.

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Gallagher

That Council:

- 1. accepts the Electrical Trades Unit Report; and***
- 2. that those matters not covered by resolution be noted.***

CARRIED 7/0

Resolution No. 1018/025

CONFIRMED MINUTES

9.6 CARPENTER'S REPORT - SEPTEMBER AND OCTOBER 2018

Executive Summary:

The purpose of this report is to provide Council with an update on activities and projects undertaken during the month by the Building Trades Unit.

COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Hawkins

That Council:

- 1. accepts the Building Trades Unit Report; and***
- 2. that those matters not covered by resolution be noted.***

CARRIED 7/0

Resolution No. 1018/026

9.7 PLUMBING REPORT

Executive Summary:

The purpose of this report is to provide Council with and update on activities and projects undertaken during the month by the Plumbing Unit.

COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Hawkins

That Council:

- 1. accepts the Plumber's Report; and***
- 2. that those matters not covered by resolution be noted.***

CARRIED 7/0

Resolution No. 1018/027

CONFIRMED MINUTES

9.8 BUILDING AND PLANNING REPORT

Executive Summary:

The report is to advise Council of relevant planning and building activities within the Shire for the month of September 2018.

COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Wells

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

CARRIED 7/0

Resolution No. 1018/028

9.9 GENERAL BUSINESS – DIRECTOR OF ENGINEERING

Fencing

Cr Beard enquired about the status of the fencing work to be done at Glenore Weir.

Cr Murphy enquired if fencing could be erected between the tennis courts and the Normanton Sports Centre to make the area more secure.

Council discussed the feasibility of aggregating all annual fencing projects into one contract instead of calling each project individually.

Action: Aggregate all fencing projects and call quotations/tenders in accordance with Council purchasing policy

Les Wilson Barramundi Discovery Centre Irrigation System

Cr Young advised that he had noticed that run off from the irrigation system is causing water to pond at various locations outside of the Les Wilson Barramundi Discovery Centre site.

Cr Young further queried if the current irrigation system is a temporary solution and if a more permanent solution is proposed.

Action: Provide an update on the irrigation system to the November 2018 council meeting.

ATSI TIDS Works

Cr Hawkins enquired about works at the Scrutton River crossing on the Dunbar-Kowanyama Road.

Council discussed the scope and timing of the works and decided to defer further discussion on the matter pending more information.

CONFIRMED MINUTES

Grid - Glenore Weir Road

Cr Gallagher advised that the grid on the Glenore Weir Road requires repair.

Action: Inspect the Glenore Weir Grid and facilitate rectification works as required.

PA System at Shire Hall

Cr Gallagher requested Council consider installing a Public Announcement (PA) System in the Normanton Shire Hall for both internal and external usage.

Cr Gallagher advised that Cloncurry Shire Council have recently installed a PA system that covers a large section of the Cloncurry CBD.

Action: Prepare a scope of works to provide PA system in Normanton Shire Hall that also covers part of the Normanton the CBD similar to the system recently install in the Cloncurry CBD area.

TIDS Funding

Cr Gallagher requested a status update on the 2018/2019 TIDS program.

The Director of Engineer advised that Department of Main Roads have approved the reallocation of TIDS funding to the Dunbar Road (89B), subject to endorsement by NWRRG.

Communication

Cr Gallagher advised that there appears to be some miscommunication between Council staff and landowners regarding the extent of works currently being undertaken under NDRRA arrangements and council funded road maintenance.

Action: Ensure that Council Foreman and Supervisors understand Councils strategy for maintenance and improvements to the rural road networks and that councils strategies and vision is clearly communicated when addressing ratepayer enquiries.

Road Inspection & Rural Property Engagement

Cr Bawden recommended that Council give consideration to undertaking visits to rural properties within the shire to engage with property owners and managers to inform them of Council programs and discuss any matters of concern.

Council agreed to undertake a road inspection program and to invite property owners to meet with councillors at a date to be decided.

Action: Develop and schedule road inspection program.

Concrete Works – Karumba Point Bus Stop

Cr Bawden queried the quality of concrete works for the bus shelter project located near Ash's at Karumba Point and requested that the Director of Engineering investigate the works.

CONFIRMED MINUTES

<p>Action: Investigate and provide a report on Karumba Point Bus-stop to the November Council meeting.</p>
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CONFIRMED MINUTES

11 REPORTS FROM DIRECTOR OF CORPORATE & COMMUNITY SERVICES

11.1 DCS REPORT

Executive Summary:

This report provides information and updates to Council on various activities and programs that are facilitated within the Director of Corporate Services portfolio.

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Young

That Council:

- 1. receive the Director of Corporate Services Report; and***
- 2. that those matters not covered by resolution be noted.***

CARRIED 7/0

Resolution No. 1018/029

11.2 MONTHLY FINANCIAL REPORT - SEPTEMBER 2018

Executive Summary:

The Monthly Financial Report has been prepared for the period ending 30 September 2018.

COUNCIL RESOLUTION

Moved Cr Beard

Seconded Cr Young

That Council:

- 1. accepts the Monthly Financial Report for the period ending 30 September 2018 as presented; and***
- 2. that those matters not covered by resolution be noted.***

CARRIED 7/0

Resolution No. 1018/030

CONFIRMED MINUTES

11.3 2017/2018 ANNUAL REPORT INCLUDING AUDITED ANNUAL FINANCIAL STATEMENTS

Executive Summary:

Pursuant to Section 181 of the *Local Government Regulation 2012*, a local government must prepare an annual report and it must be presented to Council for adoption. The content of the Annual Report is made up of a number of documents, including the audited Annual Financial Statements for the year ended 30 June 2018, along with the Independent Auditor's Report.

COUNCIL RESOLUTION

Moved Cr Bawden

Seconded Cr Beard

That Council;

- 1. endorses the General Purpose Financial Statements for the year ended 30 June 2018 and Independent Auditor's Report, and;*
- 2. adopt the Carpentaria Shire Council Annual Report for 2017/2018 as presented; and*
- 3. that the Annual Report be published on Council's website in accordance with the requirements of the Local Government Regulation 2012.*

CARRIED 7/0

Resolution No. 1018/031

Action: Publish Annual Report on Council's website.

11.4 COMMUNITY DEVELOPMENT

Executive Summary:

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

COUNCIL RESOLUTION

Moved Cr Wells

Seconded Cr Hawkins

That Council:

- 1. receive the Community Development report; and*
- 2. that those matters not covered by resolution be noted.*

CARRIED 7/0

Resolution No. 1018/032

CONFIRMED MINUTES

12 GENERAL BUSINESS

Blackspot Funding

Cr Gallagher requested that consideration be given to establishing mobile coverage at Glenore and Maggieville and enquired if it would be possible to have mobile towers constructed under Blackspot funding.

MOTION

COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Murphy

That Council make submission for mobile towers under the Blackspot Funding Program at Glenore and Maggieville.

CARRIED 7/0

Resolution No. 1018/033

Action: Make a submission under the Blackspot Funding Program for the establishment of mobile towers at Glenore and Maggieville.

13 CLOSURE OF MEETING

The Chair of the meeting, Cr Lyall Bawden, Mayor, declared the meeting closed at 6:13pm.

MINUTES CERTIFICATE

These Minutes are Confirmed.



Councillor LV Bawden
Mayor

24, 10, 2018

Date



RURAL ROADS POLICY

Document Details:

Document Reference Number:

Version Number: 1.0

Responsible Department: Engineering

Next Scheduled Review Date: September 2020

Intent: The intent of this policy is to provide definitive guidance to Council staff, contractors, land owners, asset valuers and external auditors on how Council intends to construct and maintain roads under its control within the Carpentaria Shire Council area.

Version History:

Version	Approval Date	Comment	eDRMS #
1.0	24/10/2018	Council Resolution 1018/015	

1. OBJECTIVES:

- 1.1. To establish guidelines for the management and administration of rural road networks and road reserves controlled by Carpentaria Shire Council.
- 1.2. To establish a road classification framework supported by current engineering standards.
- 1.3. To enable Council to make an informed decision as to the classification of local rural roads included on the road register.
- 1.4. To define guidelines that can be applied to all requests for maintenance on local rural roads.

2. SCOPE

- 2.1. This policy provides guidance as to the classification of local rural roads and the level of service to provide for the construction and maintenance of local rural roads
- 2.2. This policy applies to all local rural roads within the Carpentaria Shire Council area.

3. POLICY

Policy Statement

- 3.1. Carpentaria Shire Council controls a large network of local rural roads which are mostly unsealed rural roads. This policy will assist in categorising these roads and providing further guidelines in terms of construction, maintenance and operational activities performed on this road network.
 - 3.2. Council is not legally required to maintain or administer all gazetted road reserves within its council area.
 - 3.3. Council has developed a road register (Appendix A – Local Rural Road Register and Appendix B – Mapping) that lists the roads that are currently maintained by Council. Roads that are maintained on this list are considered public roads open to the public for access, as stated in the *Local Government Act 2009*.
 - 3.4. For a road to be considered on the road register, it has to meet the *Local Government Act 2009* and has to be approved by Council and placed on the road register. The Act states:

“A public road is an area of land dedicated to public use as a road, is open to, or used by the public. A purely private thoroughfare, one made available to and used only by the owner of the area and the owner’s visitors, is not considered a public road.”

“If an off-alignment area satisfies it being public, it does not matter that the area is state-owned or privately owned; it is a road under Council control via the Local Government Act.”
 - 3.5. Roads will only be added to the road register after consideration from Council and taking into account:-
 - the cost to bring the road up to a minimum standard as defined by Council;
 - its impact on the total roads program; and
 - the section of concern has been surveyed by a registered surveyor to ensure the existing or proposed roadway will be contained fully within the existing road reserve and not generate any encroachments or off alignment issues. This will be at the cost of the applicant.
 - 3.6. The following categories of roads will not be maintained by Council:
 - Crown/State Government roads except those covered under Routine Maintenance Performance Contracts (RMPC)
 - Private Roads
 - Unspecified classifications (fire breaks and other private access tracks) Access for the improved management of a property is the responsibility of the landowner.
-

4. STANDARDS

PART 1 – LOCAL RURAL ROAD NETWORK

Road Classification

4.1. The Council's local rural road network is classified into the following categories:-

Table 1: Road Classification Criteria

Category 1: LRRS Roads	The criteria for a LRRS Roads is defined by "The Roads and Transport Alliance: Operational Guidelines" and require approval by the Regional Road Transport Group. They consist of one or more of the following: <ul style="list-style-type: none"> ▪ Provides a primary connecting function across more than one local government area within a regional road network. ▪ Form an important part of the economic development strategy of the region, including access to natural resources, agricultural areas, industrial zones and attractions of regional significance; ▪ Provide access to rail heads, freight depots, ports or major airfields from a higher order road; ▪ Connect shires, towns, cities, and regions and provide travel time and distance savings; ▪ Provide a connecting function across a local government boundary; ▪ Acts as a significant commuter route; ▪ Provide the only access to a remote community
Category 2: Primary Roads	Primary roads have at least one of the following characteristics: <ul style="list-style-type: none"> ▪ Roads that connect between higher order roads within the shire; or ▪ Roads that connect with neighbouring council's roads or interstate roads where these roads are of a comparable standard. ▪ Roads that service more than one property.
Category 3: Access Roads	Access roads have at least one of the following characteristics: <ul style="list-style-type: none"> ▪ No through roads; or ▪ service one property; ▪ a road that is the main access to a property ▪ A secondary access to a town/property where a higher order road exists.
Category 4: Point of Interest	These roads are defined as: <ul style="list-style-type: none"> ▪ A no through road connecting a point of interest (ie lookout, historical site)

Identification

- 4.2. Each local rural road has a start point at the designated beginning of the road. The starting point for all local rural roads is at either of the following points:
- the major carriageway (starting with the highest order roads); or
 - the intersection of major carriageways in urban areas.
- 4.3. The start and end of the road is defined in Appendix A.
- 4.4. The end of a category 3 access road will be marked by a "Road Ends" sign.
- 4.5. This is the point at which Council's responsibility for the maintenance of the road and public access ceases
- 4.6. Where a category 3 access road ends at a grid or gate, the road ceases 50 metres prior to the gate or grid and therefore, the gate or grid does not need to be licensed under Subordinate Local Law No: 1.15 (Carrying out Works on a Road or Interfering with a Road or its Operation) 2015.

Landlocked Property

- 4.7. Council is not obliged to provide road access to a landlocked parcel.

- 4.8. The owner of the landlocked parcel may apply to the Supreme Court under the Property Law Act Section 180 for the statutory right of user, eg easement, over the land that separates his parcel from the nearest dedicated (and constructed) road.

Subdivision

- 4.9. Where the subdivision of land creates a new road, a condition of the development approval will be that the developer constructs the new road in accordance with Council requirements at the developer cost.
- 4.10. Where the subdivision of land or a new development involves the upgrading of a road within an existing road reserve and the upgrade is solely for the development, a condition of approval will be that the developer, at the developer's expense, upgrade the existing road to a standard sufficient to service that development.
- 4.11. In other cases Council may negotiate with the proponent for a contribution to the cost of the upgrade to enable the application to meet the requirements of the development.
- 4.12. The approval of a dwelling on a property, to which no constructed road exists or the access does not meet a particular standard; does not commit the Council to the construction or repairs of that road. This will be the responsibility of the landowner.
- 4.13. Where an existing lot which currently forms part of a larger aggregation is sold to a third party, access to this land via a gazetted road will be at the new owners cost.

Closing of Roads

- 4.14. The Local Government Act 2009 empowers a local government to close any road (not just a dedicated road) permanently to all traffic, if there is another route reasonably available for the use by the traffic.
- 4.15. If Council elects to close a road, then it will be advertised locally and appropriately signed at each end, to inform users that this road is not a public roads.

Roads off Alignment

- 4.16. Many of the roads within the Council area are off alignment. These roads will be treated as per the "Roads off Alignment and Undedicated Roads – Guidelines for Local Governments". This will particularly be the case where a grazing lease is to be renewed.

Budget

- 4.17. The annual budget adopted by Council may include allocations for local rural road maintenance and upgrades in accordance with the Asset Management Plans adopted by Council.
- 4.18. Expenditure against the road budget will be driven by service levels and intervention levels.

PART 2 - DESIGN

Design Criteria

- 4.19. Road design criteria for local rural roads will be in accordance the standard set out in tables 4, 5 and 6 and industry best practice as determined by Council.
- 4.20. Where a road is upgraded, the road will be built to the vision standard set out in Table 4, Table 5 and Table 6. The vision standards below are a future goal for each road category.

Table 4. Width and Running Surface

Road Category	Formation Width	Pavement Width	Running Surface
Cat.1 LRRS	10m	8m	Gravel* and upgrade to seal** where funds permit
Cat.2 Primary Roads	8m	6m	Gravel – Best local quality available
Cat.3 Access Roads	6m	6m	Gravel – Best local quality available
Cat.4 Point of Interest	8m	6m	Gravel/Seal

* Gravel Type 2 Sub Type 2.2 Sourced Locally

**Seal width is 6m wide

Table 5. Road Furniture

Road Category	Signage	Guideposts
Cat.1 LRRS	Fully compliant to MUTCD	Fully compliant to MUTCD
Cat.2 Primary Roads	High risk areas only*	High risk areas only*
Cat.3 Access Roads	High risk areas only*	High risk areas only*
Cat.4 Point of Interest	Fully compliant to MUTCD	Fully compliant to MUTCD

*High risk areas are identified through Risk Assessments or Road Audit.

Table 6. Floodway's

Road Category	High Flow Areas (with records of repeat damage)	Low flow areas
Cat.1 LRRS	Concrete floodways with RCBC or RCP structures	Bound Pavement Gravel* and Sealed**
Cat.2 Primary Roads	Bound Pavement Gravel* and Sealed**	Gravel
Cat.3 Access Roads	Gravel	Gravel
Cat.4 Point of Interest	Gravel	Gravel

* Gravel Type 2 Sub Type 2.2 Sourced Locally

**Seal width is 6m wide

PART 3 – MAINTENANCE STANDARDS

Maintenance Levels

- 4.21. The majority of the local rural road network is unsealed. Consequently, the road condition at any time will be dependent on previous heavy vehicle usage and weather conditions. The level of service for the maintenance of local rural roads is largely dependent on the available budget. The below levels of service are indicative only.
- 4.22. Maintenance levels will also be assessed through asset management condition ratings to determine maintenance levels of rural roads.
- 4.23. The timing of when work is undertaken is dependent on weather conditions and available resources.

Table 3. Maintenance Levels of Service

Road Category	Light Formation Grading (Dry)	Heavy Formation Grading (Wet)	Re-sheeting	Upgrade: Pave and Seal
Cat.1 LRRS	Annually	Every 1-2 years and based on condition assessment	Every 7 years nominally, sections as required	Based on funding availability from external sources
Cat.2 Primary Roads	Annually	Every 2-3 years and based on condition assessment	Sections as required	
Cat.3 Access Roads	Annually or as determined by condition assessment	Every 5 years and based on condition assessment	Sections as required	
Cat.4 Point of Interest	As determined by condition assessment			

PART 4 - ALTERATION OR IMPROVEMENT TO COUNCIL CONTROLLED ROADS

- 4.24. If a property owner wishes to make improvements on a council controlled road they must make application under Council Subordinate Local Law No. 1.1 Alteration or Improvement to Local Government Controlled Areas and Roads) 2015.
- 4.25. Any proposed roadworks effecting Council infrastructure will require the issue by council of an approved permit in accordance with Council Local Law No: 1 (Administration) 2015 and Subordinate Local Law No: 1.15 (Carrying out Works on a Road or Interfering with a Road or its Operation) 2015.
- 4.26. Sections of roadway improvements undertaken by third parties at their cost will not be maintained or improved by Council unless they are included on the adopted road register.

Grids and Gates

- 4.27. Gates and Grids are managed in accordance with Subordinate Local Law No: 1.15 (Carrying out Works on a Road or Interfering with a Road or its Operation) 2015.
- 4.28. The property owner is responsible for the supply of the grid to Councils standard.
- 4.29. Grid and gates are the responsibility of the property owner adjoining the reserve land (those that obtain benefit from the gate or grid).
- 4.30. The property owner is responsible for all costs associated with the maintenance of an existing gate or grid (including signage) or the construction costs associated with the installation of a new grid or the replacement of an existing gate or grid.
- 4.31. Table 2 sets out the minimum widths where gates and/or grids are allowed on a particular road category.
- 4.32. Where new or replacement grids/gates are to be installed, the minimum widths set out in Table 2 must be met.
- 4.33. The exception to this may be where a road is being realigned requiring the gate/grid to be relocated. Council will make a reasonable contribution towards these costs depending on the condition of the existing grid at the time.

Table 2. Grid/Gate Permitted Options

Road Category	Grids allowed	Gates allowed	Minimum width Required	Comments
Cat.1 LRRS	Yes	No	8m	Two Lane
Cat.2 Primary Roads	Yes	No	4m	Single Lane
Cat.3 Access Roads	Yes	Yes	4m	Single Lane
Cat.4 Point of Interest	Yes	No	4m	Single Lane

5. RESPONSIBILITIES

Compliance, monitoring and review

- The administration of this policy is the responsibility of the Director of Engineering

Reporting

6. DEFINITIONS

To assist in interpretation of this policy and associated standards and procedures, the following definitions shall apply:

Council means Carpentaria Shire Council

Local Rural Road means a road open to and used by the public which is under the control of Council in accordance with the Local Government Act 2009 and which is located outside the boundary of a town common.

7. SUPPORTING DOCUMENTATION

Legislation	<ul style="list-style-type: none"> • Local Government Act 2009 • Local Government Regulation 2012
Policies	<ul style="list-style-type: none"> • Gates and Grids Policy (To be drafted)
Delegations	<ul style="list-style-type: none"> •
Forms	<ul style="list-style-type: none"> •
Supporting Documents	<ul style="list-style-type: none"> • ARRB Unsealed Roads Manual – Guidelines to Good Practice • LGAQ Roads off Alignment and Undedicated Roads – Guidelines for Local Governments • Local Government Act 2009 • MUTCD Works on Roads Part 3

Appendix A

Local Rural Road Register

RURAL SHIRE ROADS REGISTER

Asset Number	Name	Classification	Length (m)
<i>LRRS Roads (Local Roads of Regional Significances)</i>			
1005	Dunbar - Kowanyama Road	LRRS	96,740.62
1010	Iffley Road	LRRS	130,999.57
1015	Koolatah - Dixie Road	LRRS	89,793.02
1020	Nardoo - Leichardt Road	LRRS	73,457.78
1025	Normanton - Burketown Road	LRRS	149,054.08
<i>Primary Roads</i>			
2005	Broadwater - Iffley Road	Primary Roads	127,947.51
2010	Claraville Road	Primary Roads	37,167.32
2015	Delta Downs Road	Primary Roads	55,954.30
2020	Donors Hill - Augustus Downs Road	Primary Roads	74,827.41
2025	Dunbar - Koolatah Road	Primary Roads	18,361.17
2030	Glencoe - Miranda Downs Road	Primary Roads	47,809.99
2035	Glenore Weir Road	Primary Roads	1,413.19
2040	Koolatah - Drumduff Road	Primary Roads	22,551.93
2045	Lotus Vale - Stirling Road	Primary Roads	51,437.94
2050	McAllister Road	Primary Roads	68,154.53
2055	Old Croydon Road (Unsealed)	Primary Roads	7,840.00
2060	Pompuraaw Road	Primary Roads	10,808.00
2065	Stirling - Miranda Downs Road	Primary Roads	23,435.41
2070	Ten Mile Road	Primary Roads	36,240.63
2075	Trenton Road	Primary Roads	120,995.94
2080	Wondoola Bypass Road	Primary Roads	37,952.01
<i>Property Accesses</i>			
3005	Augustus Downs Access	Access Roads	686.06
3010	Beard Access	Access Roads	615.59
3015	Broadwater Access	Access Roads	557.52
3020	Cowan Downs Access	Access Roads	11,160.86
3025	Dinah Island Access	Access Roads	20,516.93
3030	Donors Hill Access	Access Roads	4,902.04
3035	Dorunda Access	Access Roads	25,123.32
3040	Double Lagoon Access	Access Roads	3,021.90
3045	Glenore Access	Access Roads	18,713.50
3050	Glenore Weir Service Access	Access Roads	830.64
3055	Haydon Access	Access Roads	5,189.13
3060	Inkerman Access	Access Roads	83,751.32
3065	Inverleigh Access	Access Roads	736.10
3070	Inverleigh West Access	Access Roads	933.02
3075	Karumba Pipeline Service Access	Access Roads	37,230.86
3080	Kelwood Access	Access Roads	6,935.53
3085	Lorraine Access	Access Roads	10,363.23
3090	Maggieville Access	Access Roads	204.42
3095	Magowra Access	Access Roads	2,928.94

3100	Mundjuro Access	Access Roads	7,941.94
3105	Mutton Hole Access	Access Roads	3,774.73
3110	Neumayer Valley Access	Access Roads	16,799.41
3115	Pioneer Access	Access Roads	1,885.96
3120	Rutland Plains Access	Access Roads	1,884.36
3125	Sawtell Creek Access	Access Roads	976.64
3130	Shady Lagoon Access	Access Roads	14,389.64
3135	Talawanta Access	Access Roads	1,264.42
3140	Vanrook Access	Access Roads	2,839.99
3145	Warrenvale Access	Access Roads	3,157.05
3150	Wernadinga Access	Access Roads	7,646.84
3155	Wondoola Access	Access Roads	12,934.35
3160	Woodview Access	Access Roads	983.45
3165	Yappar River Access	Access Roads	2,820.03
	<u>Points of Interest</u>		
4005	Burke and Wills Monument Access	Point of Interest	1,534.24

TOWN STREETS REGISTER

Asset Number	Name	Classification	Length (m)
NORMANTON			
5005	Airport Road	Urban	250.41
5010	Balonne Street	Urban	423.80
5015	Beard Crescent	Urban	504.78
5020	Bell Street	Urban	312.27
5025	Brodie Street	Urban	243.64
5030	Brown Street	Urban	1,266.97
5035	Caroline Street	Urban	546.32
5040	Dutton Street	Urban	959.76
5045	Edwards Road	Urban	574.74
5050	Ellesmere Street	Urban	182.05
5055	Ellis Street	Urban	596.35
5060	Esplanade	Urban	287.37
5065	Forsyth Street	Urban	123.26
5070	Gough Street	Urban	166.27
5075	Green Street	Urban	1,133.05
5080	Greenaway Street	Urban	284.91
5085	Greensills Lane	Urban	209.20
5090	Haig Street	Urban	464.57
5095	Hannam Street	Urban	134.39
5100	Henrietta Street	Urban	426.52
5105	Hollingsworth Street	Urban	280.25
5110	Hospital Road	Urban	1,071.67
5115	Jubilee Way	Urban	117.60
5120	Karen Lane	Urban	452.72
5125	Landsborough Street	Urban	1,847.19
5130	Ledlie Lane	Urban	224.68
5135	Little Brown Street	Urban	311.99
5140	Macnamara Street	Urban	220.45
5145	Manson Street	Urban	103.70
5150	Matilda Street	Urban	1,174.41
5155	Newman Street	Urban	150.87
5160	Noel Street	Urban	684.51
5165	Noel Street West	Urban	222.48
5170	Norman Street	Urban	279.77
5175	Normanton Gun Club Access	Urban	1,723.06
5180	Normanton Waste Facility Access	Urban	120.28
5185	Normanton Weighbridge Access	Urban	587.44
5190	Old Croydon Road (Sealed)	Urban	5,517.00
5195	Palmer Street	Urban	240.74
5200	Philp Street	Urban	1,391.83
5205	Racecourse Access	Urban	222.20
5210	Read Street	Urban	140.44
5215	Resupply Road	Urban	482.34

5220	Robert Walker Avenue	Urban	238.16
5225	Rodeo Drive Access	Urban	429.97
5230	Russell Street	Urban	207.69
5235	Simpson Street	Urban	170.50
5240	Sutherland Street	Urban	404.21
5245	Swan Street	Urban	186.35
5250	Thompson Street	Urban	1,573.15
5255	Travers Street	Urban	255.56
5260	Wharf Lane	Urban	455.17
5265	Woodward Street	Urban	833.74
5270	Wurru Street	Urban	670.27
KARUMBA			
6005	Allan Howie Way	Urban	1,256.89
6010	Anderson Street	Urban	110.18
6015	Barnett Street	Urban	109.82
6020	Carmo Street	Urban	219.24
6025	Carron Street	Urban	953.65
6030	Clarina Street	Urban	473.78
6035	Col Kitching Drive	Urban	3,661.14
6040	Edmonson Street	Urban	182.52
6045	Fielding Street	Urban	764.44
6050	Gilbert Street	Urban	256.59
6055	Henry Street	Urban	681.25
6060	Karumba Airport Road	Urban	515.63
6065	Karumba Cyclone Green Waste Centre	Urban	598.92
6075	Karumba Gun Club Access	Urban	531.76
6080	Karumba Holdings Access	Urban	1,305.81
6085	Karumba Truck Stop	Urban	287.04
6090	Karumba Waste Transfer Access	Urban	2,290.20
6095	Karumba Water Storage Road	Urban	898.76
6100	Karumba Point Esplanade	Urban	111.54
6105	Landsborough Street	Urban	124.27
6110	Lindley Street	Urban	52.18
6115	Lynch Close	Urban	112.78
6120	Massey Drive	Urban	260.07
6125	McIntosh Street	Urban	187.35
6130	Norman Street	Urban	409.55
6135	Palmer Street	Urban	488.03
6140	Riverview Drive	Urban	609.29
6145	Usher Street	Urban	54.96
6150	Walker Street	Urban	593.90
6155	Ward Street	Urban	245.91
6160	Yappar Street	Urban	2,828.91