



CARPENTARIA SHIRE

*Outback by the Sea*

***BUSINESS PAPER***

***15 JANUARY, 2020***

## **BUSINESS PAPERS**

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### **NOTICE OF MEETING**

**COUNCILLORS:**

Mayor Jack Bawden	Chairperson
Cr John Beard	
Cr Ashley Gallagher	
Cr Bradley Hawkins	
Cr Andrew Murphy	
Cr Peter Wells	
Cr Craig Young	

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

Mark Crawley  
**CHIEF EXECUTIVE OFFICER**

## BUSINESS PAPERS

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

**RECOMMENDATION**

*That the Minutes of the Ordinary Council Meeting held 11 December 2019 be confirmed.*

- 5 BUSINESS ARISING FROM PREVIOUS MEETINGS**
- 6 RECEPTION OF PETITIONS & DEPUTATIONS**
- 7 MAYORAL MINUTES**

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### 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.

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

#### 8.1 Rates Revision request - Lot 104 Hospital Road, Normanton

*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 Carpentaria Shire Council - Energy Investigations Report

*This item is classified CONFIDENTIAL under the provisions of clause 275(1)(h) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.*

#### 8.3 Loans Review

*This item is classified CONFIDENTIAL under the provisions of clause 275(1)(h) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.*

#### 8.4 ILUA Negotiations

*This item is classified CONFIDENTIAL under the provisions of clause 275(1)(f) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to starting or defending legal proceedings involving it.:*

## BUSINESS PAPERS

### 9 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

#### 9.1 CEO REPORT

**Attachments:** NIL  
**Author:** Mark Crawley - Chief Executive Officer  
**Date:** 10 January 2020

**Key Outcome:** 1.5 – Council has high quality governance  
**Key Strategy:** 1.5.3 Council has good decision making processes in place.

#### 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.

#### RECOMMENDATION:

That Council:

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

#### MEETINGS SCHEDULE

Date	Time	Event	Location
<b>Council</b>			
15 January 2020	9.00am	Ordinary Meeting of Council	Boardroom
16 January 2020	8.30am	Workshop – Councillors and Directors	Boardroom
26 February 2020	9:00am	Ordinary Meeting of Council	Boardroom
27 February 2020	8:30am	Workshop – Councillors and Directors	Boardroom
<b>NWQROC, FNQROC and LGAQ</b>			
3 February 2020	9:00am	FNQROC Meeting	Cairns
13-14 February 2020	12:00pm	NWQROC Meeting	Karumba
28 March 2020		Local Government Elections	
<b>Local Government Professionals Australia</b>			
5 March 2020	8:30am	CEO Forum and Dinner	Brisbane

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### FINANCIAL REPORT

Governance Income and Expenditure to 31 December 2019

<b>INCOME – Operating</b>			
<b>Account #</b>	<b>Description</b>	<b>Budget</b>	<b>Year to Date</b>
<b>EXPENDITURE - Operating</b>			
<b>Account #</b>	<b>Description</b>	<b>Budget</b>	<b>Year to Date</b>
150835	Roads – MIPP2 Pipeline Program		3,500.00
250131	Governance – Op Expenses	905,000.00	653,140.00
250133	Governance - Depreciation		82,675.00
250231	Elected Members – Op Expenses	593,000.00	262,452.00
250331	Communications – Op Expenses		16,072.00
<b>INCOME – Capital</b>			
<b>Account #</b>	<b>Description</b>	<b>Budget</b>	<b>Year to Date</b>
250151	Governance – Capital Grants	2,595,909.00	79,090.91
<b>EXPENDITURE – Capital</b>			
<b>Account #</b>	<b>Description</b>	<b>Budget</b>	<b>Year to Date</b>
250171	Governance - WIP		73,230.41

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### ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

<b>Date:</b>	<b>Ref:</b>	<b>Action</b>	<b>Status</b>	<b>Comment</b>
A1217-12		Advise Messrs Lowe of decision and prepare lease documents	In Progress	
A0618-07		Prepare draft vehicular crossover policy for council consideration.	In Progress	Vehicle Crossover design is part of Standard Drawings – FNQROC Draft Policy developed – to be circulated to Councillors for input
0918/0038		Lobby State Government to review the school bus subsidy eligibility criteria	Started	Arranging a deputation with Minister for Education and Transport
Feb-19	138	Include issues identified during flood event on agenda for next LDMG meeting.	Started	Now that the LDM Plan has been drafted. Need to arrange a committee meeting of the Local Disaster Management Group to review Core group members met 19/12/2019
Sept 19		Review current gauges and include in Asset Register and Guardian IMS. Costs to raise those gauges that need to be raised	Noted	To be discussed and progressed further with work being done with NWQROC and QRA
Dec 19		Note the advice from the Solicitors and advise RPS Group to commence negotiations with Inkerman	Complete	Advice sent to King and Co
Dec 19		Adopt the Carpentaria Shire Local Disaster Management Plan 2019-2020 and put on Council's website	Complete	Plan amended and loaded onto website
Dec 19		Reimburse the amount of \$1,500.00 being the amount calculated due to fault in the hot water system.	Complete	Arranged with Finance
Dec 19		Inform Mundjuro Station that Council declines to pay survey costs.	Complete	Advised Department
Dec 19		Asbestos Register - Advise tenderer of Council's decision.	Complete	Advised WH&S to advise successful quote
Dec 19		Inform Savannah Way Ltd of Council's decision.	Complete	Advised via email

## **BUSINESS PAPERS**

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### **MATTERS FOR COUNCIL CONSIDERATION**

#### **1. Covered in separate reports**

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A separate Report will be provided for all matters for Council consideration.

**Recommendation:** NIL

### **MATTERS FOR COUNCIL INFORMATION**

#### **2. Local Government Election**

Will provide updates for Councillors in relation to the upcoming election as they are received from ECQ or the appointed Returning Officer.

Currently working on a presentation which will form part of a formal induction for Councillors following the election.

**Recommendation:** For information

#### **3. Savannah Way Limited**

Drive North Queensland is being suggested/supported by Tourism Tropic North Queensland, so we are at a bit of a loss as to why we received the request from Savannah Way Limited. Will continue to have discussions with TTNQ and provide feedback as it becomes available. The other Councils are indicating that they will not be supporting Drive North Queensland proposal from Savannah Way Limited.

**Recommendation:** For information

#### **4. Gulf Savannah Development**

The Management Committee held a meeting in Normanton and via Teleconference on Monday 6 January 2020 to progress a way forward. We have the Action Items from the Michael Lawrence review and will be looking at developing a Strategic Direction at the next meeting. Looking to increase membership and provide value for the members of GSD.

Steve Jones joins Mayor Ernie Camp, Deputy Mayor Craig Young, CEO Clare Keenan and CEO Mark Crawley as members of the Management Committee.

**Recommendation:** For information

## BUSINESS PAPERS

### 9.2 HUMAN RESOURCES REPORT

**Attachments:** NIL  
**Author:** Lisa Ruyg - Manager Human Resources  
**Date:** 10 January 2020

**Key Outcome:** 1.1 – Responsive and effective service delivery  
**Key Strategy:** 1.1.1 Foster appropriate corporate culture that aligns with Council's Mission, Values and Behaviours.

**Executive Summary:**

This report provides information on the progress of SAFEPLAN, Council's safety management system, and an update on the progress of the Certified Agreement 2019.

**RECOMMENDATION:**

That Council accepts the Human Resources Report for information.

### Work, Health and Safety Report

- Safeplan Progress Report November 2019

KPI	Average Group B Councils	CSC YTD Nov 2018	CSC YTD Nov 2019	CSC YTD	Safe Plan Target Annual
Lost Time Injuries	9.48	1	3	-	5
Lost Time Days	14.52 ytd	3	7	-	112
Hazard Inspections		87.5%	100%	Av.90% p/mth	100% p/mth
Take 5's Completed		86.75%	84.55%	Av.91.5% p/mth	85% p/mth

### Mechanism of Injury for Claims Submitted FYTD

i) Being hit by a moving object	0
ii) Hitting stationary objects	0
iii) Muscular stress while handling objects	2
iv) Muscular stress with no objects being handled	0
v) Muscular stress while lifting	0
vi) Falls from a height	0
vii) Being hit by a falling object	0
viii) Work related harassment and stress	2

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### **Update – Certified Agreement 2020**

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Negotiations to recommence the week commencing 10 February 2020.

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

- Peak Services Legal.
- WHS Advisor.

#### **Legal Implications:**

- Within normal operational parameters.

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

- Nil at this stage.

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

- Within normal operational parameters.



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### 9.3 TOURISM REPORT - DECEMBER 2019

- Attachments:**
- 9.3.1. Stats December [↓](#)
  - 9.3.2. Savannah Way Arts Trail location Brief Karumba [↓](#)
  - 9.3.3. SWAT Project - Briefing Notes for CSC [↓](#)
  - 9.3.4. Savannah Way Arts Trail - Expression of Interest [↓](#)
  - 9.3.5. SWAT Meeting Notes for Local Council [↓](#)
  - 9.3.6. SWAT Meeting Notes - Tourism Operators and Local Business Owners [↓](#)

**Author:** Verena Olesch - General Manager - Tourism

**Date:** 10 January 2020

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**Key Outcome:** 6.1 - A strong and diverse economy

**Key Strategy:** 6.1.4 Promote and develop Carpentaria Shire as a unique destination and to manage tourism in a sustainable way.

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#### 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.

#### RECOMMENDATION:

That Council:

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

### 1.1 Actions Outstanding from Previous Meetings

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Reference	Action	Status
	Nil	

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### 1.2 Visitor Information Centres:

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- December tourism numbers:  
Normanton VIC: (last year December)  
Karumba LWBDC & VIC: 401 (77 last year December)
  - Guided Tours and feeding: 30 New Century (FOC)  
December 2018: 0/\$0
  - Other Revenue  
Normanton: \$ 10.50 (merchandise and library)  
\$ in 2018
-

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- |                |                           |
|----------------|---------------------------|
| Karumba:       | \$ 4,402.09 (merchandise) |
|                | \$ 991.50 in 2018         |
| • Donation Box | \$ 395.80                 |

### **1.3 LW Barramundi Discovery Centre and Hatchery:**

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#### **Building and grounds:**

##### **Hatchery Shed**

- Building and Floor complete, Electrical work started, internal walls going up

### **1.4 Outback-by-the-Sea Festival - Karumba**

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- Additional grant application through QDEP (\$25K)
- Change to YOOTEPE grant for name in progress

### **1.5 Tourism Strategy**

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- Revision of tourism strategy planned for Feb
- Savannah Way Arts Trail:

#### **Background:**

##### Regional Arts Services Network

- The Regional Arts Services Network (RASN) is an initiative of the Queensland Government through Arts Queensland (AQ) to deliver Indigenous and regional arts services across the State. RASN is a network of local arts service providers who, supported by the State Coordination Office, deliver on-the-ground arts services across eight regions.
- AQ is the interim arts service provider for the Far North Queensland region. As part of its RASN program, AQ has partnered with local government to develop and deliver the Savannah Way Arts Trail.

##### Project Summary – Savannah Way Art Trail

- Taking learnings from trails such as the Silo Art trail in Victoria, this collaborative project will leverage an existing thoroughfare, the Savannah Way. The Savannah Way is the main route used by visitors to traverse the Savannah and Gulf countries, with the majority of travellers venturing across this path during the winter months.
  - The project aims to:
    - further enhance visitor experience
    - attract more cultural tourists to the region
    - build skills and capacity of local artists through mentoring and connection.
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Through this collaborative project, one feature artwork will be developed and produced per participating town. Cost to Councils is \$5k per site (already verbally approved by Council but needs to be formalized in a resolution).

### Theme

As the project Artist you would need to work with Local Art Representatives and local key stakeholders as directed by the Project Team, in each location to create and design the artwork to be installed, including the development of concept and application around a theme identified by the local community.

The artworks must comply with all relevant legislation including Protection of the Environment Act 1997 as amended, and Local Government Act 1993, as amended.

### Scope of Works

It is intended that the artworks be applied on infrastructure allocated in each township. In regard to this the artist/s will:

- Design, fabricate and install the artworks.
- Participate in Project Team and Local Key Stakeholder meetings and associated activities as required.
- Assist in the promotion of the project including attending and assisting in the coordination of the project launch.
- Assist Arts Queensland and the Project Team with evaluation of the project.

Further, artists are required to have previous experience in public art installations and excellent project coordination skills to be able to:

- Develop innovative designs and artworks and be flexible with suggestions from the Project Team, key stakeholders and local communities in relation to the designs.
- Manage technical aspects of the site as well as creative aspects of the design intent.
- Create artworks that are relevant and respond to community consultation undertaken in communities in each location on the trail.
- Work independently.
- Coordinate own transport.
- Present a plan for the preparation, treatment and sealing of surfaces exposed to extreme weather conditions (extreme heat, monsoonal rain), including details of specific products to be used and an indicative schedule of reapplication (if any) over a 10-year period.
- Present an itemised project budget stating coordination fees, design fees, artists' fees, materials, transportation, accommodation, per diems, and installation fees.

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- Give presentations to the Project Team and local Council executives/key stakeholders (if required).
- Manage the project expectations and the time lines with highly professional standards.
- Follow all safety procedures in accordance with Australian Standards & Council's WHS policies and procedures.
- Have a current public liability and professional indemnity insurance certificate of up to \$10,000,000.
- Provide Arts Queensland with a full report detailing the project development and implementation including copies of any artwork maintenance manuals or processes.

### Design, Artist/s & Materials Budget

The total budget for all design work, artist/s fees and materials (including all aspects outlined in the above Scope of Works & Project Requirements and Artist Agreement) is to be no greater than \$50,000 (excluding GST) for the total project.

The budget for each artwork would need to be agreed upon between the artist/s and the Project Team.

### Karumba project and site:

Site Description: Two small parcels of council-owned vacant land, one at Karumba Point and one inside Sunderland Park in the Karumba township, connected by a 3km walking trail. Project is dancing Brolgas – as per community consultation and decision 27 November 2019.

### Normanton project and site:

Site Description: possibly median nature strip or rodeo grounds.  
Project tba – suggestions as per community consultation 08 January 2020.

### **Attached document: location brief**

#### **ACTIONS:**

Council to approve:

- approach for Savannah Way Arts Trail sculpture and location/s in Karumba and Normanton.
- the \$5k contribution for each, Normanton and Karumba.
- the release of the EOI and location brief to the artist/s via Arts Queensland.

Council to provide feedback on sizes of statues as per site brief

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### **1.6 Tour Operators**

- Sunlover coming in around 5 bookings per day

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### **1.7 Hatchery Operations**

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### **Spawning 2019:**

20,000 fingerlings to Mount Isa 06 January 2020

### **1.8 Digital Platforms**

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- Website numbers:  
Last month: 298 visits (261 unique visitors) and 571 page views. 77% were new visits
- TripAdvisor – 82 reviews, 4.5 stars
- Google Reviews – 4 new ones in Dec @ 5 stars

### **1.9 Other activities**

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- ADBT Cairns Gallery opening and networking 17 December 2019 attended.
- North West Minerals Province Economic Transition Strategy – grant for \$75k for Destination Video Carpentaria plus stills, electronic microscope for hatchery and indigenous rodeo riders display.

LWBDC Performance 2019-20

	2018-19				2019-20				% CHANGE			
	Visitors	Tours #	Tours \$	Merchandise \$	Visitors	Tours #	Tours \$	Merchandise \$	Visitors	Tours	Tours \$	Merchandise
JULY	3250	725	\$ 13,668.00	\$ 10,869.35	4320	1673	\$ 25,370.00	\$ 15,292.34	133%	231%	186%	141%
AUG	1032	564	\$ 10,656.00	\$ 4,925.80	3469	1242	\$ 18,245.00	\$ 13,034.35	336%	220%	171%	265%
SEPT	452	270	\$ 4,829.50	\$ 1,866.90	2126	842	\$ 12,580.00	\$ 12,734.52	470%	312%	260%	682%
OCT	691	198	\$ 2,405.50	\$ 1,774.90	1098	398	\$ 5,975.00	\$ 9,611.68	159%	201%	248%	542%
NOV	170	0	\$ -	\$ 775.50	419	79	\$ 1,185.00	\$ 4,042.74	246%	0%	0%	521%
DEC	77	0	\$ -	\$ 991.50	402	30	\$ -	\$ 4,402.09	522%	0%	0%	444%
JAN	112	0	\$ -	\$ 674.70					0%	0%	0%	0%
FEB	15	0	\$ -	\$ 56.40					0%	0%	0%	0%
MAR	70	0	\$ -	\$ 415.70					0%	0%	0%	0%
APR	1074	420	\$ 6,245.00	\$ 5,140.10					0%	0%	0%	0%
MAY	2099	594	\$ 9,465.00	\$ 6,474.62					0%	0%	0%	0%
JUN	3196	1080	\$ 15,410.00	\$ 7,740.97					0%	0%	0%	0%
TOTAL	12238	3851	\$ 62,679.00	\$ 41,706.44	11834	4264	\$ 63,355.00	\$ 59,117.72	97%	111%	101%	142%

## Savannah Way Art Trail

Site Brief: Karumba

<b>Key Stakeholders:</b>	<ul style="list-style-type: none"> <li>• Carpentaria Shire Council</li> <li>• Savannah Way Project Team</li> <li>• Arts Queensland</li> <li>• BYNOE Community Advancement Cooperative Society Limited</li> <li>• Kurtijar People</li> </ul>	<b>Artistic Output:</b>	Pair of large-scale, free-standing sculptural works or installations
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**Site Description** Two small parcels of council-owned vacant land, one at Karumba Point and one inside Sunderland Park in the Karumba township, connected by a 3km walking trail

**Measurements** *Site 1: Karumba Point*

Site		Artwork	
Width	?????	Max. Height	?????
Length	?????	Max. Width	?????
M <sup>2</sup>	?????	Max. Length	?????
		M <sup>3</sup>	?????

*Site 2: Sunderland Park*

Site		Artwork	
Width	?????	Max. Height	?????
Length	?????	Max. Width	?????
M <sup>2</sup>	?????	Max. Length	?????
		M <sup>3</sup>	?????

**Environmental Considerations** *Site 1: Karumba Point*  
 Please include any known relevant environmental considerations – soil composition, proximity to water, access restrictions – anything that is likely to have bearing on an artists’ initial approach to developing a concept for artwork to be installed on the site.

*Site 2: Sunderland Park*  
 Please include any known relevant environmental considerations – soil composition, proximity to water, access restrictions – anything that is likely to have bearing on an artists’ initial approach to developing a concept for artwork to be installed on the site.

**Desired / Available Materials**

- Iron
- Steel
- Aluminium
- Recycled components from the boating/fishing industry

**Thematic,  
Iconic and  
Cultural  
Considerations**

***Brolgas: Maternal Dancers***

- Across the Norman River from Normanton to Karumba a huge floodplain known as the Mutton Hole Wetlands Conservation Area is completely flooded in the wet season. All birds flock to this area and Brolgas are the most prominent where literally thousands flock to the billabongs and the plains.
- Brolgas mate for life; they are always found in pairs.
- Synergies with a 'pair' of sculptures or installations – one in Karumba township, the other at Karumba point.
- In the traditional storytelling of the local First Nations people, the Brolga has always been seen as the maternal bird – who taught how to take care of children.
- "We have always immortalised their graceful steps, to this day we imitate Brolga in our traditional dance."
- "A Thousand Brolgas Bring The Rain" – a line from a song by Shane Howard, inspired by time spent in Karumba, and by the dancing brolgas commonly found in the area as the wet or 'green' season approaches.

**Additional  
Considerations**

- Strong desire for an interactive component – a compelling reason for visitors to interact with the artwork.
- Ideas expressed that would allow visitors to 'become' part of the artwork temporarily – reflective of the imitation of the brolga expressed in traditional culture.
- Strong desire for artwork and any interactivity to make use of the setting sun, particularly at the site at Karumba point; a popular spot from which to observe the sun going down.



# Savannah Way Arts Trail

## Project Briefing Notes: Carpentaria Shire Council

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### 1. Project Summary

#### 1.1 Background and Context

In 2017, approximately 53,159 people visited the Gulf Savannah Region for the purposes of holiday or leisure, with over 90% of all visitors using a private/rented 4WD or a private/rented 4WD with a caravan as their primary mode of transport.<sup>1</sup>

Predominantly, these visitors travel along the Savannah Way; spending an average of 8.82 days within the region, and expending an average of \$94.02 per person/per day.<sup>1</sup>

This represents a significant income stream for tourism operators, local businesses and service providers – an income stream that supports local economies, and is intrinsically linked to visitor experience, duration of stay, and engagement with local culture.

This link presents a strong case for the pairing of arts and culture with tourism to drive economic development.

The Australia Council for the Arts reports that overall, the proportion of international tourists engaging with the arts has been on an upward trend since 2011, and that these tourists are more likely to travel outside capital cities into regional areas to engage with artistic and cultural pursuits.<sup>2</sup> While a report from Tourism Research Australia indicates that the average spend per trip from domestic tourists that participate in cultural and heritage activities is almost double compared to those who do not – and that one of the top two cultural activities engaged in by both domestic and international tourists is visitation to buildings, sites or monuments.<sup>3</sup>

Through investment in projects that link arts, culture and heritage to tourism and visitor experience, opportunities to capitalise on growing arts tourism trends can be more fully realised, with positive effects on economy, particularly in regional areas.

<sup>1</sup> 2017 Gulf Savannah Development Tourism Survey

<sup>2</sup> International Arts Tourism: Connecting Cultures, 2018, Australia Council for the Arts

<sup>3</sup> Cultural and Heritage Tourism in Australia, 2009, Tourism Research Australia, Department of Energy Resources and Tourism

#### 1.2 Project Vision

The vision of the Savannah Way Arts Trail is to enhance visitor experiences within the towns and communities along the Savannah Way; to use **public artwork and artistic expression** both as the catalyst for **deeper engagement with local culture**, and as a **driver of economic, social and cultural benefit to local communities**.

Through the project, it is envisioned that artwork will not only assist in **driving visitation, increasing the duration of stay, and increasing the propensity to contribute to local economies**; but also **provide opportunities for local artists and residents to engage with**

**arts and cultural practices, develop new skills, and contribute to the evolving identity of their communities.**

### 1.3 Project Overview

The Queensland Government through Arts Queensland's Regional Art Services Network (RASN) is proud to be working alongside councils in six Local Government Areas to deliver the Savannah Way Arts Trail.

Taking learnings from trails such as the Silo Art trail in Victoria, this collaborative project will leverage an existing thoroughfare, the Savannah Way, utilising public artwork to:

- further enhance visitor experience
- attract more cultural tourists to the region
- build skills and capacity of local artists through mentoring and connection.

Through this collaborative project, and operating in partnership with the relevant local councils, one large-scale feature artwork will be developed and produced for each of the following towns:

<b>Georgetown</b>	Etheridge Shire Council
<b>Croydon</b>	Croydon Shire Council
<b>Normanton</b>	Carpentaria Shire Council
<b>Karumba</b>	Carpentaria Shire Council
<b>Burketown</b>	Burke Shire Council
<b>Doomadgee</b>	Doomadgee Aboriginal Shire Council

The Savannah Way Arts Trail represents a significant opportunity for artists to contribute to the artistic and cultural landscape of Far North Queensland's regional communities, and to positively influence the experiences, behaviours propensities and overall journeys of both new and repeat visitors as they traverse the Savannah Way.

Following on from consultative work undertaken collaboratively between Arts Queensland, Local Councils and the respective communities in each local government area, and taking into account the availability of council-owned land and infrastructure in each location, the trail has come to be envisioned as a series of major sculptural works; with each work existing as an iconic representation of the unique history, culture, geography and diversity of the surrounding communities.

Thematic considerations for each work will be collected and collated through a process of community consultation, and conveyed for response by artists through a public Expression of Interest (EOI) process, with council playing a key role in the development of each major work within their respective regions of governance and oversight, and Arts Queensland providing overall project coordination and support.

The interconnected nature of the artworks along the trail is seen as a key strength of the project

## 2. Financial Information

### 2.1 Project Budget

(as at Wednesday 8 January 2019)

Item	FY19-20	FY20-21	Subtotal	Actual
<b>Income</b>				
Core Funding (AQ In-Kind through FNQ RASN Management)	22,000	21,000	43,000	43,000
Regional Arts Services Network (RASN)	80,000	30,000	110,000	110,000
Partnering Councils	34,000	16,000	50,000	50,000
Premiers Year of Outback Tourism Grant	50,000	-	50,000	50,000
Monsoon Trough Flexible Funding Grant	75,000	-	75,000	75,000
In-Kind Contributions/Additional Support	20,000	20,000	40,000	-
<b>Total</b>	<b>281,000</b>	<b>87,000</b>	<b>368,000</b>	<b>328,000</b>
<b>Total Projected Income</b>			<b>368,000</b>	
<b>Total Actual Income</b>				<b>328,000</b>

Item	FY19-20	FY20-21	Subtotal	Actual
<b>Operational Expenditure</b>				
Grant Writer	5,000	2,000	7,000	1,800
Safety Training	3,000	3,000	6,000	-
Machinery	15,000	15,000	30,000	-
Materials	30,000	30,000	60,000	-
Site Preparation (Pre-Production)	5,000	5,000	10,000	-
<b>Project Facilitation Expenditure</b>				
Acommodation	1,600	800	2,400	-
Travel Expenses	2,100	1,900	4,000	-
Wages/Salary/On-Costs	19,500	19,500	39,000	-
<b>Artist Fees</b>				
Artist Fees	120,000	60,000	150,000	-
Artist - Contingency Allocation	5,000	5,000	10,000	-
<b>Acommodation</b>				
	11,200	5,600	16,800	
<b>Travel Expenses</b>				
	6,000	3,000	9,000	
<b>Marketing and Communications</b>				
Graphic Design	2,000	1,000	3,000	-
Social Media	3,000	2,000	5,000	-
Council Newsletters/Websites/Social Media	-	-	-	-
Local Arts Councils	-	-	-	-
Local Arts Organisations/Groups	-	-	-	-
Photography/Filming	3,000	3,000	6,000	-
Advertising (Artist EOI)	5,000	-	5,000	-
<b>Total</b>	<b>236,400</b>	<b>156,800</b>	<b>363,200</b>	<b>1,800</b>
<b>Total Projected Expenses</b>			<b>363,200</b>	
<b>Net Projected Position</b>			<b>4,800</b>	

### 3. Summary of Council Commitments

#### 3.1 Financial Commitment

As a project partner, and a key stakeholder in the Savannah Way Arts Trail project, Carpentaria Shire Council has previously approved a financial commitment of **\$5,000** in the 2019/20 Financial Year, and a financial contribution of **\$5,000** in the 2020/221 Financial Year, for a total commitment of **\$10,000 across the duration of the project.**

This commitment contributes to the income listed under 'Partnering Councils' in the overall project budget. As details regarding the work to be produced in each location are finalised, site specific budgets will be produced, to ensure that each council's investment is utilised to return maximum benefit to their respective communities, while maintaining the overall integrity and vision of the project as a whole.

#### 3.2 Site/Infrastructure Commitment

Within Carpentaria Shire Council, two potential sites for public artwork to be developed as part of the Savannah Way Art Trail have been identified, in consultation with both the community and council representatives: one in Normanton, and one (in two sections) in Karumba.

The details for each site are recorded in the Site Briefs attached.

Carpentaria Shire Council is asked to approve these sites for the development, fabrication and installation of large-scale sculptural works, in collaboration and consultation with artists identified and appointed through the Expression of Interest process.

Council is asked to note that approval on these sites also constitutes and acknowledgment and acceptance for maintenance, upkeep and insurance for the site and the proposed public artwork, following its design, fabrication and installation.

### 4. Project Timeline and Process

#### 4.1 Expression of Interest

Suitable artists will be identified and engaged through a public Expression of Interest process, in-line with sector and industry best-practice for the design and development of public artworks. Details and documentation to support and facilitate this process, including a proposed timeline, are attached to this document.

Timelines have been constructed around proposed council meeting dates for 2020.

# Savannah Way Arts Trail

## *Expression of Interest*

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### 1. Project Vision

The vision of the Savannah Way Arts Trail is to enhance visitor experiences; to **drive visitation, increase the duration of stay, and increase the propensity to contribute to local economies.** To use **public artwork and artistic expression** both as the catalyst for **deeper engagement with local culture**, and as a **driver of economic, social and cultural benefit to local communities.**

### 2. Background and Context

#### 2.1 Savannah Way

The Savannah Way refers to a 3699km thoroughfare which links Cairns in Far North Queensland (the route's most eastern point) to Broome in Western Australia's Kimberley Ranges, passing through Katherine in the Northern Territory. The route traverses spectacular scenery, five World Heritage Areas and over 20 national parks, and features golden grasslands and savannah woodlands, historic mining towns and train journeys, abundant wildlife and world renowned wetlands, Aboriginal communities, remote cattle stations and diverse geological wonders.

The Savannah Way's main route within the Queensland state borders, leads travellers through the townships of Cairns, Mareeba, Ravenshoe, Mt Garnet, Mt Surprise, Georgetown, Croydon, Normanton, Karumba, Burketown and Doomadgee; and through the Local Government Areas (LGA) of Cairns, Mareeba Shire, Etheridge Shire, Croydon Shire, Carpentaria Shire, Burke Shire and Doomadgee Aboriginal Shire.

The route is sealed and suitable for caravan and two wheel drive touring, and attracts more than 50,000 visitors annually, with the majority of visitation occurring during the winter months.

#### 2.2 Savannah Way Arts Trail

The Queensland Government through Arts Queensland's Regional Art Services Network (RASN) is proud to be working alongside councils in six Local Government Areas to deliver the Savannah Way Arts Trail. Taking learnings from trails such as the Silo Art trail in Victoria, this collaborative project will leverage an existing thoroughfare, the Savannah Way, utilising public artwork to:

- further enhance visitor experience
- attract more cultural tourists to the region
- build skills and capacity of local artists through mentoring and connection.

Through this collaborative project, and operating in partnership with the relevant local councils, one large-scale feature artwork will be developed and produced for each of the following towns:

<b>Georgetown</b>	Etheridge Shire Council
<b>Croydon</b>	Croydon Shire Council
<b>Normanton</b>	Carpentaria Shire Council
<b>Karumba</b>	Carpentaria Shire Council
<b>Burketown</b>	Burke Shire Council
<b>Doomadgee</b>	Doomadgee Aboriginal Shire Council

The themes and forms embodied by these artworks are intended to be driven by communities in each town or local government area, and may include, but are not limited to:

- Murals or painted works;
- Sculptural works;
- Public installations;
- Other large-scale works

Arts Queensland is calling for artists to express their interest to develop one or more of these six (6) artworks. This is a significant opportunity to contribute to the artistic and cultural landscape of Far North Queensland's regional communities, and to positively influence the experiences, behaviours propensities and overall journeys of both new and repeat visitors as they traverse the Savannah Way.

### 3. The Art Opportunity

Arts Queensland is seeking expressions of interest (EOI) from experienced artist/s to contribute to the Savannah Way Art Trail Project through the delivery of one or more large-scale public artworks, to be delivered at six distinctive sites within regional communities along the Savannah Way.

Individual or collaborative proposals will be accepted.

Each site will be allocated between **\$25,000 and \$50,000** for the design, development, production and installation of artwork. The total budget for the project (all six sites) is to be no greater than **\$300,000**. Art budgets are inclusive of artist fees, additional fees for services, materials, labour and equipment. The six sites are as follows:

<b>Georgetown</b>	Parcel of council-owned vacant land, located on Savannah Way, adjacent to the Terrestrial Visitor Information Centre	Sculpture or Installation
<b>Croydon</b>	Parcel of council-owned vacant land, situated in Reece Park	Sculpture or Installation
<b>Normanton</b>	<b>TBA</b>	Sculpture or Installation



<b>Karumba</b>	Two small parcels of council-owned vacant land, one at Karumba Point and one in the Karumba township, connected by a 3km walking trail	Sculpture or Installation
<b>Burketown</b>	<b>TBA</b>	Sculpture or Installation
<b>Doomadgee</b>	<b>TBA</b>	Sculpture or Installation

An individual brief for each site, including input from community consultation, environmental considerations, thematic/iconic/cultural considerations, dimensions, indications of proposed format and materials, is provided under 'Site Briefings'.

Artists expressing interest in Savannah Way Art Trail Project are encouraged to consider these briefs in the preparation of their EOI submission.

#### 4. Artworks: Place and Function

Due to the utilitarian nature of public domain environments, artworks will necessarily need to be composed of durable, robust materials and require minimal maintenance.

Due to the positioning of artwork sites within the monsoonal trough, consideration will need to be given to the preparation, treatment and sealing of surfaces exposed to extreme weather conditions, namely extreme heat and monsoonal rain on an annual basis.

The artworks produced to comprise the Savannah Way Arts Trail will need to compliment the rural environments and geographies in which they will reside. Each site is unique, and site-specific considerations need to be taken into account.

In seeking to fulfil the project vision of artworks as catalyst for deeper engagement with local culture, and as a driver of economic, social and cultural benefit to local communities; consideration also needs to be given to interactivity and motivation for visitors to engage with the artwork. This could be achieved through tactic, didactic or kinetic aspects in addition to considerations of size, shape and form.

#### 5. Locations and Materials

A location for each artwork has been identified by each local council, with detailed specifications outlined under 'Site Briefings'.

A variety of materials and approaches will be considered, with the overarching provision that materials must be robust, safe, able to withstand extreme weather conditions, and readily maintained.

## 6. Scope of Works

It is intended that the artworks be applied to, on or within infrastructure allocated in each township. It is expected that the successful artist/s will:

- Design, fabricate/manufacture/produce and install the artworks, including the provision of materials, labour and equipment
- Engage and coordinate the services of engineers, independent consultants, contractors, advisors, local councils, manufacturers and any other third party services as required in the successful delivery of the artwork
- Participate in Project Team and Local Key Stakeholder meetings and associated activities as required
- Assist in the promotion of the project including attending and assisting in the coordination of the project launch
- Assist Arts Queensland and the Project Team with evaluation of the project

Further, artists are required to have previous experience in public art installations and excellent project coordination skills to be able to:

- Develop innovative designs and artworks and be flexible with suggestions from the Project Team, key stakeholders and local communities in relation to the designs
- Manage technical aspects of the site as well as creative aspects of the design intent
- Create artworks that are relevant and respond to community consultation undertaken in communities in each location on the trail
- Work independently
- Coordinate own transport
- Present a plan for the preparation, treatment and sealing of surfaces exposed to extreme weather conditions (extreme heat, monsoonal rain), including details of specific products to be used and an indicative schedule of reapplication (if any) over a 10-year period.
- Present an itemised project budget stating coordination fees, design fees, artists fees, materials, transportation, accommodation, per diems, and installation fees
- Give presentations to the Project Team and local council executives/key stakeholders (if required)
- Manage the project expectations and the timelines with highly professional standards
- Follow all safety procedures in accordance with Australian Standards & Councils WHS policies and procedures
- Have a current public liability and professional indemnity insurance certificate of up to \$10,000 000
- Provide Arts Queensland with a full report detailing the project development and implementation including copies of any artwork maintenance manuals or processes

Arts Queensland would also like the artist to consider the options for mentoring an emerging artist or local arts coordinator as part of the work.



## 7. The Expression of Interest

The Expression of Interest (EOI) is being run and administrated by Arts Queensland, through the Regional Arts Services Network (RASN).

## 8. Outline of Artist Selection Process

### 8.1 Selection Process

#### Step One

Calling for artists to submit through a public EOI to be eligible on a short-list of artists to produce artworks for the Savannah Way Arts Trail. The EOI is open for three weeks and closes at 5.00pm on Friday 14 February 2020.

#### Step Two

The Savannah Way Project Team will assess the EOI submissions, and may contact applicants for clarification and/or interview. Following which, the Project Team will nominate successful artists to be placed on a short-list for each of the six sites.

One artist, or group of artists, may be shortlisted for multiple sites.

#### Step Three

Shortlisted artists will be selected and paid a design fee (\$500) to develop more detailed concept designs, in consultation with each community, including a detailed budget for their proposal.

#### Step Four

The Project Team will provide a report to local councils in each location outlining the concept designs. Once considered by the Councils the Project Team will then select Artist/s to undertake the work.

The selected Artist/s will be commissioned to develop/produce the artworks for the sites specified, through consultation and engagement with councils and communities, including regular reporting to the Project Team.

#### Step Five

Artist/s will liaise with the Project Team to install the artworks in accordance with Councils WH&S procedures in accordance with the listed Timeline & Milestones (5.2).

## 8.2 Timeline and Milestones

Milestone	Notes	Completed By
Expressions of Interest close	EOI received by Arts Queensland	5.00pm on Friday 14 February 2020
Expression of Interest Assessed	Project Team assess the EOI's and engage selected artists to develop concept designs	5.00pm on Friday 21 February 2020
Concept Designs developed	Selected Artists to deliver concept designs & project proposal	Friday 6 March 2020
Concept Design Approval from Councils	Concept designs are required to be approved by local councils in artwork locations	Friday 20 March 2020
Concept Refinement, Design and Artwork Fabrication	Artists commissioned to construct approved artworks, through extended consultation with councils and communities	Friday 26 June 2020
Installation of Artwork	The installation of the artworks in each location	Friday 26 August 2020
Completion & Launch	Upon completion it is expected that there will be an Official event marked by a grand unveiling and public launch	All artworks to be completed by August 2020
Evaluation	Compile existing data and commence post installation measuring	September/October 2020

## 8.3 Savannah Way Project Team

The overall project will be coordinated by the Savannah Way Project Team, which consists of (but is not limited to):

- Nominated Representatives from each of the six (6) local councils
- Julie Tanner, Director of Partnerships – Arts Queensland
- Liam Hensel, Partnerships Manager – Arts Queensland
- David Hudson, RASN Regional Arts Officer – Arts Queensland

The role of the Project Team will be to:

- Developing an Artist brief
- Selecting a suitable Artist/s
- Engage with community Stakeholders
- Monitor the development of the artwork through different stages of development until completion phase
- Provide advice and support for the project when needed
- Ensure all project requirements are met
- Plan and deliver the project launch, and/or affiliated launch events.
- Evaluate the project

It is expected that the Project Team will meet monthly via Skype/Phone meetings or personally until the anticipated conclusion of the project.

## 9. EOI Selection Criteria

### 9.1 Selection Criteria

Applications will be assessed by the Savannah Way Project Team, against the assessment criteria outlined below.

Each application is assessed as a whole and rated against the criteria.

The criteria are given equal weighting.

The criteria for assessing each EOI submission is as follows:

- Artistic merit, as evidenced in the material provided
- Relevance to Savannah Way.
- Relevance to the communities connected to, and influenced by the project.
- Relevance to, and consideration of, the thematic, conceptual and cultural considerations set forward by each community through previously undertaken community consultation.
- Experience of the scale suitable for a large infrastructure project or art installation including public experience in the public realm, major developments and/or major art exhibitions.
- Ability to develop permanent, durable and robust artworks.
- Ability to deliver artwork as part of a large team and tight schedule.

### 9.2 EOI Submissions

Artists who would like to be considered for short-listing, in line with the first step of the Artist Selection Process, are encouraged to submit an Expression Of Interest.

Please provide the following within your submission:

1. A clear indication as to which site, or sites, you wish to express your interest in.
2. A CV (Maximum 1 Page)
3. Details of completed similar projects
4. A brief outline on how you would approach the site/sites and their respective artworks (500 words max.)
5. Names and contact details of at least two referees
6. Portfolio of previous works

7. Ability to participate in the current program dates for subsequent steps in the project, as outlined in item 8.2 (Timelines and Milestones).

Submissions should be submitted to:

David Hudson  
Regional Arts Officer - RASN  
Arts Queensland  
david.hudson@arts.qld.gov.au

Submissions may contain written documentation, videos and/or online links.

Closing date for EOI is **5.00pm on Friday 10 January 2020**.

All submissions must be received by this deadline.

## 10. References

For additional information about the Regional Arts Services Network (RASN) please refer to:

<https://rasn.org.au/>

For additional information about the Savannah Way, please visit:

<https://www.savannahway.com.au/>

To learn more about each of the Local Government Areas connected to the Savannah Way Arts Trail, please refer to the following:

Etheridge Shire Council <https://www.etheridge.qld.gov.au/>

Croydon Shire Council <https://www.croydon.qld.gov.au/>

Carpentaria Shire Council <http://www.carpentaria.qld.gov.au/>

Burke Shire Council <http://www.burke.qld.gov.au/>

Doomadgee Aboriginal Shire Council <https://www.doomadgee.qld.gov.au/>

Arts Queensland reserves the right to adjust the selection process and artist selection due to unforeseen circumstances and/or changing program requirements.

## 11. Site Briefs

Artists are advised that the below briefing notes represent the outcome of initial community consultation jointly facilitated by Arts Queensland and each respective local council. They are intended to be indicative, assisting with the development of initial concepts. Ongoing community consultation is encouraged throughout the creative process to ensure that final artworks are truly representative of the communities in which they will reside.

**[Site Brief for each site to be included in this section]**

## 12. Additional Information

Based on the 2017 Gulf Savannah Development Tourism Survey:

- Approximately 53,159 people visited the Gulf Savannah Region for the purposes of holiday or leisure.
- On average, these visitors expended \$94.02 per person/per day (an increase of \$14.91 per person/per day from the last survey in 2012).
- The average length of stay across the region is 8.82 days.
- 59% of all visitors to the Gulf Savannah region were aged 60+
- 12% of all visitors to the Gulf Savannah region were aged 40-49; 22% aged 50-59
- 60.1% of visiting parties were couples, 24.2% of visiting parties were friends.
- 56% of visitors were return visitors
- The highest proportion of visitors to the region originate from within Queensland (over 60%), representing a significant opportunity to encourage a greater representation of interstate visitors.
- Over 90% of all visitors used a private/rented 4WD or a private/rented 4WD with a caravan as their primary mode of transport to travel around the Gulf Savannah.
- 94.44% of visitors used smartphones while travelling; 50% used tablets and 40.74% used laptops
- When presented with a list of popular activities available throughout the Gulf Savannah region, visitors recorded the highest level of participation in Historical Township Tours, and the highest desire to participate in Cattle Station Tours, if presented with an opportunity.
- 56.82% of visitors reviewed their experiences on Facebook, 34.09% on TripAdvisor and 11.36% on Instagram.

# Meeting Notes

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**Subject:** SWAT – Carpentaria Shire Council Community Consultation  
(Local Council)

**Reference:** Savannah Way Art Trail

**Submitted by:** David Hudson

**Date:** Monday, 18 November 2019

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**Attended:**

- Cherie Schafer - Manager Economic and Community Development Carpentaria Shire
- Verena Olesch - General Manager Tourism Carpentaria Shire (Based in Karumba)
- David Hudson, Arts Queensland

**Overview:**

- Discussion between David Hudson (AQ) and representatives from the Carpentaria Shire Council about the Savannah Way Art Trail, and the potential inputs and outcomes for Normanton.
- Responses recorded (see notes below) with overlapping ideas and themes expanded upon through discussion.
- Arts Queensland advised that community consultation has already been undertaken in Normanton, based around earlier discussion of a public art project.
- Summary notes below have been produced from original notes taken by David Hudson, and from conversations between Liam Hensel and David Hudson following on from the meeting.

**Key meeting points:**

*Sites:*

- Council has previously approved the painting of a large mural on the Normanton Water Tower.
- Normanton Water Tower – large, free-standing structure. Rounded concrete surface. Approximately 36.75M high. Tall and narrow continuous cylindrical column ('shaft') – H26.8M - supporting a wider cylindrical form in top section – H 9.92M. Shaft has diameter of approximately 4.7M; top section has diameter of approximately 6M. Plan attached.
- Wall inside Normanton Visitors Centre could also support a mural (approx. 4M x 15M). Won't be seen from Savannah Way, but people do visit the centre and it would be far easier to paint.
- Aside from the water tower and visitor centre, there are sites suitable for sculptural work.
- Two have been considered in the past – a sculpture of a bucking bull on a site in the centre of town, and a sculpted entry sign to Normanton, positioned along the drive into the town centre.
- If the trend amongst other LGAs included in the project is toward sculptural art forms, Normanton would strongly consider doing the same to provide a 'complete picture' for the Savannah Way Arts Trail as a series of sculptural works.

*Art Forms:*

- Mural on Normanton water tower;
- Sculpture in middle of town;
- Sculpture on the edge of town – incorporating a 'Welcome to Normanton' message.
- Council have previously obtained quotes for a large bronze statue of a bucking bull for the site in the middle of town - \$95K. Different materials could make this cheaper/more cost effective.
- If sculpture was the way forward, this would be the preferred site.

*Themes, Histories, Stories and Iconography:*

**Bucking Bull**

- Normanton has always been a cattle town; connected to drovers, stockmen and the surrounding cattle stations.

# Meeting Notes

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- The Normanton Rodeo, and Rodeo Grounds are a point wherein the community comes together; also an event that attracts visitors each year.
- There are already plenty of public works celebrating other wildlife – a large crocodile (Krys) and other monuments to aquatic life (i.e. barramundi, prawns).
- If represented in sculptural form, it may be able to be crafted in such a way that visitors could 'ride' the bull – making for a great interactive photo opportunity?
- Kurtijar people have worked within the cattle industry since it began; working on stations and alongside the drovers – possible to represent this within the sculpture somehow?
- 

## ***Mural***

- Based on earlier discussions with community members, there was a desire to include the following in a mural to adorn the Normanton water tower:
  - Billabongs
  - Brolga's
  - Beef industry
  - Ringers on horses
  - Earth tones and bright colours
- Mural on water tower can be seen from quite a distance, and 360° - mural could be a wrapping motif that incorporates all of the above.
- Beef, cattle and droving recurring themes for either sculpture or mural.

## ***Exploration History***

- The location of Burke and Wills last northern camp is signposted on the main Normanton-Burketown road. It is only a 1.5-km drive into the bush to the spot which is marked by a couple of plaques
- Gullflander train connects the river port of Normanton to Croydon – established during gold rush.
- The railway line was originally planned to service the beef industry by running from Normanton to Cloncurry but the discovery of gold at Croydon redirected it.
- Train is a tourist attraction in itself – probably doesn't need to be represented on it's own, but could be included as part of a mural motif or broader work incorporating multiple themes/elements/ideas.

## ***Additional Notes***

- Traditional Owners need to be consulted further about the above ideas and suggestions, and their input taken into consideration.
- Could speak to Fred Pascoe – CEO of BYNOE and former mayor of Carpentaria Shire Council – to discuss the thoughts/ideas of the Kurtijar people.

**David Hudson**  
Regional Arts Officer  
Partnerships  
18/11/19



# Meeting Notes

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**Subject:** SWAT – Carpentaria Shire Council Community Consultation  
(Karumba Tourism Operators and Local Business Owners)

**Reference:** Savannah Way Art Trail

**Submitted by:** David Hudson

**Date:** Tuesday 19 November, 2019

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**Attended:**

- David Hudson (Arts Queensland)
- Roslyn – Karumba Point Caravan Park
- Karen Mensch – Savannah Shores
- Natasha Heath – End of the Road Motel
- Lyn Scouller – End of the Road Motel
- Chantelle – Gulf Country Caravan Park
- Alicia – Gulf Country Caravan Park
- Leeanne – Karumba Library
- Lawrence – Gulf Barramundi Restocking Association
- Verena – Carpentaria Shire Council (Tourism)
- Rod – Gone Fishin'

**Overview:**

- David Hudson (AQ) provided overview of Savannah Way Arts Trail, objectives of project, impact and outcomes intended, and examples of public artworks delivering broader economic and social benefits in other regional areas across Australia.
- Verena Olesch led discussion, inviting feedback and responses to a series of questions concerning proposed artform, proposed sites, and desired themes, stories, concepts and ideas to be represented through a large scale public artwork.
- Responses recorded (see notes below) with overlapping ideas and themes expanded upon through discussion.

**Key meeting points:**

*Sites:*

- Council are considering a small number of sites, some of which may support a mural or painting, with an additional two that would be more suited to a sculpture.
- Karumba is split in two – the township and the point. Site(s) need to be found that work equally for both.
- Fuel Tanks could support a large mural, but present an issue with accessibility – behind a fence, and on an active work site.
- Suggestion of huge work shed roof for a mural.
- Main issue with the roof is access and visibility. Shed is behind a fence and exposed to the harsh sun. It would be difficult to view the mural from ground level.
- Suggestion of using an old Catalina plane frame from WWII. The planes is very old and dilapidated. Will need a lot of work to make it an artistic piece
- Vacant land near the current town sign is an option. Sits between Karumba point and town.
- There is already an art piece/monument in a similar location, however it doesn't really have much appeal for visitors, and simply states the words 'Outback by the Sea'.
- Two small pieces of vacant land – one in Karumba Point, one in the township – are options.
- Could connect the two sites thematically. Sites are connected by a walking trail (approx. 3km).
- Consensus from attendees was for vacant land at either end of a walking track that connects the point to the township is the preferred option, with a connected artistic installation at each end (Refer to Fig. 1 attached).



# Meeting Notes

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- These parcels of vacant land are close to accommodation (where visitors are likely to stay) and local businesses. Also close to Savannah Way.
- Visitors to Karumba usually visit with the expectation of an overnight stay – the vacant land at the Karumba Point end of the walking track is popular for sunset. Could be incorporated into artwork.
- Vacant land sites would ideally support a sculpture or free-standing art installation.
- The site at Karumba point would make for an excellent photo opportunity, especially at sunset.
- Having the photo become a method through which a visitor could interact/document their time in Karumba could be a good experiential angle to be considered in the final artwork.

## *Art Forms:*

- Forging ahead with vacant land, a set of two sculptures or free-standing installations would be the preferred art form.
- Important that the two sites are linked somehow, and that visitors are encouraged to walk between one and the other.

## *Themes, Histories, Stories and Iconography:*

- Strong desire to have wildlife as a key representative aspect of the proposed artwork.
- Not barramundi – the Les Wilson Barramundi Discovery Centre has that covered, and many of the existing works and exhibits in Karumba reflect the connection to fishing.
- There are a lot of exhibits within the Discovery Centre, and they mostly focus on the water and the wildlife.
- Crocodiles, fishing, prawns, boats/tractors, barramundi – all of these icons and themes are well-represented by the Discovery Centre. Desire to do something different through artwork.
- Would be great to see something else represented – Karumba is famous for fishing, but there is more to the town than just fishing.
- Crocodiles: With the 8.5M statue of King Krys in Normanton, and the displays within the Barramundi Discovery Centre, attendees felt that the theme of crocodiles was well-covered in other places, and did not need to be represented in the proposed artwork.
- Lots of other animals are native to the area, but also native to other parts of Australia (wallabies, pelicans, etc.) – not necessarily unique to Karumba.
- What is unique to Karumba?  
What can people see/witness here that they may not be able to see anywhere else?
- Brolgas – dancing?
- Graceful, majestic, long-spanned wings.
- Across the Norman River from Normanton to Karumba a huge floodplain known as the Mutton Hole Wetlands Conservation Area is completely flooded in the wet season. All birds flock to this area and Brolgas are the most prominent where literally thousands flock to the billabongs and the plains.
- In the traditional storytelling of the local First Nations people, the Brolga has always been seen as the maternal bird – who taught how to take care of children.
- “We have always immortalised their graceful steps, to this day we imitate Brolga in our traditional dance.”
- Brolgas mate for life; they are always found in pairs. Lines up with a ‘pair’ of sculptures or installations – one in Karumba township, the other at Karumba point.
- “A Thousand Brolgas Bring The Rain” – a line from a song by Shane Howard (*‘Talk Of The Town’*), inspired by time spent in Karumba, and by the dancing brolgas commonly found in the area as the wet or ‘green’ season approaches.
- Brolgas defend their territory, in partnership, together.

## *Materials:*

## Meeting Notes

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- Sculpture could use recycled components from the boating/fishing industry – old boat hulls, machinery from trawlers.
- Aluminum
- Iron/steel – strong, sturdy materials that can withstand the weather and/or the saltiness of the breeze coming from the Gulf.

### *Conceptual Considerations:*

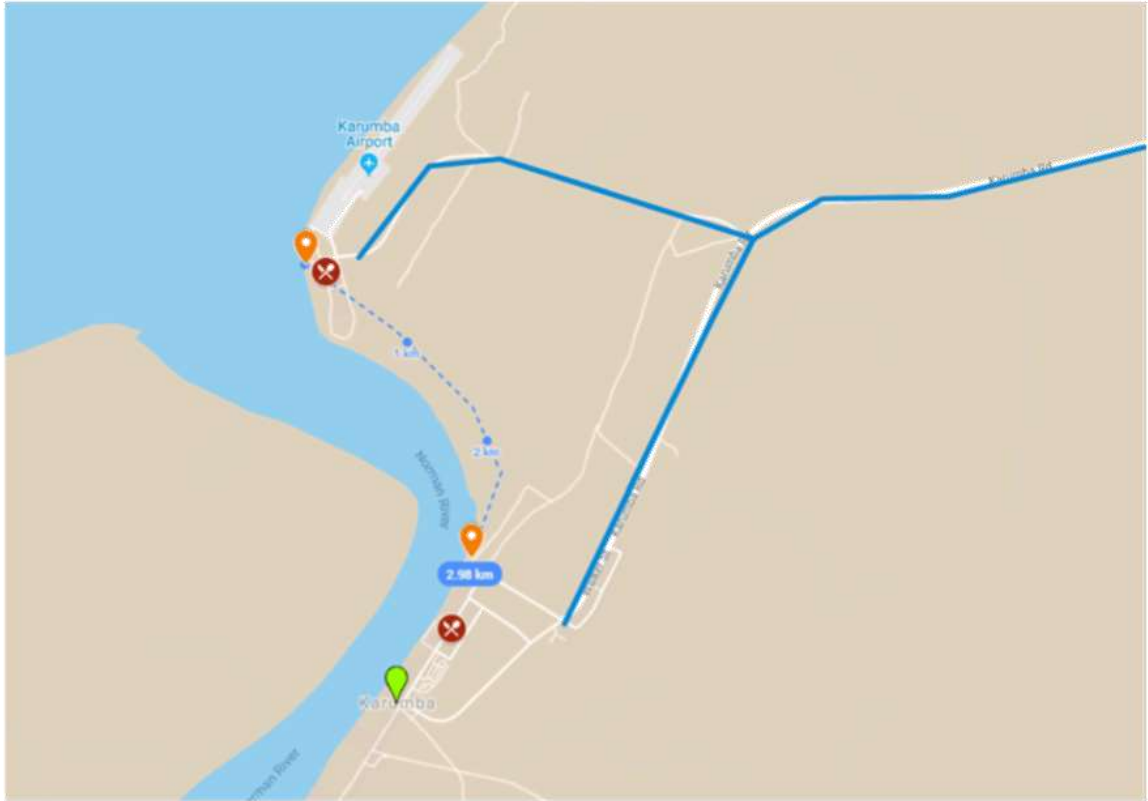
- Ideas came about of two large spread broga wings left/right so that people could stand in the middle of the wings on a plinth with their arms extended straight out as if flying, or 'dancing'.
- Could add to the opportunity for photographs, especially at sunset – with the water/setting sun as backdrop

**David Hudson**  
Regional Arts Officer - RASN  
Partnerships  
19/11/19

# Meeting Notes

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**Fig. 1 MAP: Karumba Art Work Sites – two parcels of vacant land connected by walking track, and their proximity to Savannah Way**



## BUSINESS PAPERS

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### 9.4 COASTAL HAZARD ADAPTION STRATEGY PHASE 3-6

<b>Attachments:</b>	NIL
<b>Author:</b>	Nicole Jones - Senior Procurement & Purchasing Officer
<b>Date:</b>	8 January 2020
<b>Key Outcome:</b>	7.3 - Strategic management of Council
<b>Key Strategy:</b>	7.3.3 Implement sustainable financial management and effective procurement practices.

#### Executive Summary:

Carpentaria Shire Council recently released a public tender with the intention to engage a consultant to complete Carpentaria's Coastal Hazard Adaption Program (CHAS) Phases 3-6.

#### RECOMMENDATION:

That Council award Tender No.2019-0507 to Alluvium Consulting Australia Pty Ltd per the Evaluation Panel's recommendation.

#### Background:

The Coastal Hazard Adaption Strategy (CHAS) program has been initiated by LGAQ through the Queensland Local Government Coast Hazard Adaptation Program (QCoast2100). A CHAS is the product of a series of studies that seek to:

- Identify coast hazard areas
- Understand vulnerabilities and risks to a range of assets
- Engage with the community to understand their preferred approach to adaptation
- Determine the costs, priorities and timeframes for their implementation

The [Minimum Standards and Guidelines](#) working document provides guidance and minimum requirements for the CHAS. It divides the CHAS into eight phases which are:

Phase	Description	Project Status
1	Plan for life-of-project stakeholder communications and engagement	COMPLETED
2	Scope coast hazard issues for the area of interest	COMPLETED
3	Identify areas exposed to current and future coastal hazards	Not Commenced
4	Identify key assets potentially impacted	Not Commenced
5	Undertake a risk assessment of key assets in coast hazard areas	Not Commenced
6	Identify potential adaptation options	Not Commenced
7	Socio-economic appraisal of adaptation options	Not Commenced
8	Strategy development, implementation and review	Not Commenced

## **BUSINESS PAPERS**

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Carpentaria has completed phases 1 and 2 of the CHAS.

In keeping within the LGAQ funding requirements, Council issued the tender via Vendor Panel Public Tenders on Tuesday 12<sup>th</sup> November 2019, with the tender closing on Tuesday 10<sup>th</sup> December 2019 at 2pm. During this time, we received 4 responses to our request for tender, all of which were assessed by an evaluation panel. Details on members of the panel are contained within the table below.

<b>Name</b>	<b>Position/Role</b>
Mark Crawley	Chief Executive Officer
Justin Hancock	Director of Corporate Services

The evaluation panel concluded that although Alluvium Consulting didn't submit the cheapest quote, they have received high recommendations from Douglas Shire Council who have recently completed their CHAS program. Having said that, the quote submitted by Alluvium Consulting was within the approved project funding amount.

Burke Shire Council have also awarded Alluvium Consulting to complete their CHAS phases 3-5. The evaluation panel also sees potential savings in travel costs as Carpentaria & Burke's programs will be completed simultaneously.

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

- Mark Crawley – Chief Executive Officer
- Gerard Meade – Helix Legal
- Philip Keirle – Burke Shire Council

### **Legal Implications:**

- Carpentaria Shire Council complies with all procurement obligations under the *Local Government Act 2009* and other relevant laws.

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

- Nil

### **Risk Management Implications:**

- Risk consideration was given to the compulsory special conditions of the funding agreement.

## BUSINESS PAPERS

### 10 REPORTS FROM DIRECTOR OF CORPORATE & COMMUNITY SERVICES

#### 10.1 DCS REPORT - DECEMBER 2019

**Attachments:** NIL  
**Author:** Justin Hancock - Director of Corporate Services  
**Date:** 8 January 2020

**Key Outcome:** 6.1 - A strong and diverse economy  
**Key Strategy:** 6.1.3 Plan and support local economic development.

#### 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.

#### RECOMMENDATION:

That Council:

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

#### Background:

##### 1.1 Actions Outstanding from Previous Meetings [\[information\]](#)

Date:	Action	Status	Comment
A1017-014	Review the water allocation on all non-profit and sport and recreation users.	In Progress	Council are currently seeking quotes for contractors to undertake the review of General Rates and Utility Charges.
A0418-09	Recall tenders for the establishment and operation of aviation fuel facilities at Karumba Airport	Completed	Hinterland Aviation advised on 11/12/2019 that they no longer wish to progress with the lease of the Karumba Aerodrome.
A0618-21	Liaise with Telstra to improve bandwidth at Normanton Rodeo Grounds	In Progress	Ongoing – reported fault with Telstra about service drop outs.
0918/0032	Implement weed control program to manage spread of noxious weeds in Karumba town area.	In Progress	Funding has been sourced by NGRM for a Weed Management Program.
April-19	That Council proceed with the upgrade to the lighting and that grant funds be sought to fund the upgrade.	In Progress	MECD to work with Normanton Rodeo Association Inc to source grants.

## BUSINESS PAPERS

### 1.2 W4Q/ LGGSP KNOF [information]

#### W4Q 2017/2019:

An extension of time has been awarded for the Barramundi Hatchery Upgrade project to 31 December 2019. This project has a budget of \$941,000, a list of current and committed expenditure is listed below:

**Total Expenditure to Date**   **\$585,696**

**Committed Orders**   **\$319,316**

**Total Project**   **\$905,012**

Council has also committed to an additional \$110,621 in fit out expenditure as part of the additional \$175,000 approved for 'stage 2' of the project.

#### W4Q 2019/2021:

Project Name	Expense	Budget	Project Start Date	Project End Date
Ablution Block - Normanton Water Park	\$0	\$75,000	1-Sep-19	30-Apr-20
Ablution Block - Karumba Boat Ramp	\$0	\$75,000	1-Sep-19	30-Apr-20
School Dam Water/Family Precinct	\$ 10,272	\$450,000	1-Oct-19	30-Jun-20
Staff Housing Upgrades	\$138,453	\$435,000	1-Jul-19	30-Jun-20
Administration Office Upgrades	\$ 64,711	\$150,000	1-Sep-19	30-Nov-19
Trades Shed - Refurbishment	\$0	\$200,000	1-Mar-20	30-Jun-20
Les Wilson Barramundi Discovery Centre - Feeding Facility Shade	\$0	\$20,000	1-Jul-19	30-Sep-19
Office - Normanton Water Treatment Plant	\$0	\$150,000	1-Jul-19	20-Dec-19
Office - Karumba Sewerage Treatment Plant	\$0	\$75,000	1-Jul-19	20-Dec-19
Normanton Town Hall PA System	\$280	\$35,000	1-Aug-19	30-Nov-19
Normanton Showgrounds, Racecourse & Rodeo Grounds - Transformer Upgrade	\$0	\$75,000	1-Aug-19	20-Dec-19

## BUSINESS PAPERS

<b>Total</b>	<b>\$213,716</b>	<b>\$1,740,000</b>		
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- Normanton Town Hall PA System – Installed and completed in first week of December – awaiting invoice.

### Normanton to Karumba Optic Fibre Link Project

The Cultural & Heritage Site Assessment and Site Flora & Fauna Assessment was undertaken in November 2019. Telstra are anticipating that reports and approvals from these assessments should be completed in December 2019, with the construction to then commence after the wet season (May 2020).

### **1.3 Roads 2 Recovery/ TIDS** [\[information\]](#)

Council will be undertaking additional sealing work on the Normanton to Burketown Road, a budget of \$1.82M was allocated for the 19/20 period, funding for this project was provided by TIDS (\$910K), R2R (\$700K) and Council (\$210K).

Project Name	Expense	Committed Expense	Total Expense	Budget	Project Start Date	Project End Date
TIDS/R2R - Normanton to Burketown Road	\$1,147,354	\$217,417	\$1,364,771	\$1,820,000	Aug-19	May-20

### **1.4 Innovation and Improvement Fund** [\[information\]](#)

Council have commenced the scanning of paper based Building and Planning Records, this project is anticipated to be funded until April/ May 2020. The current funding will not support for the entire Library of documents to be digitalised, therefore additional funding will need to be sourced to complete the project. This project can also expand to include the digitalisation of historical rates information, with Council focusing to transition all rates information from paper based to electronic records.

### **1.5 QDRF - Critters Camp Telecommunications** [\[information\]](#)

Transport and Main Roads have approved a Road Corridor Permit for installation of telecommunication tower within the road corridor in the vicinity of the "Critters Camp" Truck Rest Stop. Construction at the site is to commence by 13/01/2020.

### **1.6 Northern Gulf DRFA Funding** [\[information\]](#)

The Northern Gulf Resource Management Group have advised Council that funding has been sourced under the QRA DFRA Package for the following Projects:



## **BUSINESS PAPERS**

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- Erosion Reconnaissance – NGRM to work with property owners surrounding the Upper Gilbert River network to identify and rehabilitate sites effected by erosion due to flooding.
- Aerial Pig Shooting Program – NGRM to engage CLCAC to undertake this program over a two-year period. CLCAC have contacted properties to provide additional in-kind support to help deliver the project.
- Dog Control Program – NGRM and Council to enter into a program to help support Councils on going Dog Control Program (1080 Baiting). Funding will cover the program over a 2 year period.
- Pest and Weed Management Program – NGRM is to deliver a Pest and Weed management Program throughout the Shire over a two-year period. NGRM are currently recruiting for this funding and anticipate officers to commence within the Shire in the new year.

### **1.7 Councillor Remuneration [information]**

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The Commission has reviewed the current categories and decided not to make any change in this current review. The Commission will undertake a comprehensive category review within the first 12 months following the quadrennial local government elections in March 2020.

The Commission has decided to increase the maximum remuneration levels for Mayors, Deputy Mayors and Councillors by two per cent from 1 July 2020. Remuneration from 1 July 2020 will be as follows:

- Mayor - \$108,222
- Deputy Mayor - \$62,435
- Councillor - \$54,110\*

\* For Councillors in Category 1 Councils, a base payment of \$36,073.28 is payable for the 12 months commencing on 1 July 2020. A meeting fee of \$1,503.06 per calendar month (or fortnightly equivalent) is payable for attendance at, and participation in, scheduled meetings of Council subject to certification by the Mayor and/or Chief Executive Officer of the Council. Mayors and Deputy Mayors in category 1 Councils are to receive the full annual remuneration level shown.

As per the Councillor Remuneration Policy, *'the maximum amount of remuneration payable to a Councillor, as determined by the Commission, must be paid to the Councillor unless the local government decides, by resolution, not to pay the maximum amount.'*

*Any resolution not to pay the maximum amount must be effected within 90 days of each remuneration schedule being published in the Government Gazette. Apart from a resolution not to pay the maximum amount, there are no other resolutions required of Council in relation to remuneration and the schedules published by the Commission apply automatically from 1 July each year.'*

## BUSINESS PAPERS

### 1.8 Karumba Aerodrome Lease [Action Item]

Hinterland Aviation advised on 11/12/2019 that they no longer wish to progress with the lease of the Karumba Aerodrome. Council have since been approached by IOR Aviation Pty Ltd to establish a self-funded unmanned 24-hour Avgas and Jet A-1 facility in Karumba. Under Section 236 (Exceptions for valuable non-current asset contracts) of the Local Government Regulation 2012, Council may enter into a Lease/ License arrangement as follows:

S236 1(a) - *the valuable non-current asset:*

- (i) *was previously offered for sale by tender or auction but was not sold; and*
- (ii) *is sold for more than the highest tender or auction bid that was received.*

S236 1(c) - *for the disposal of land or an interest in land:*

- (vii) *the disposal is of an interest in land that is used as an airport or for related purposes if—*
  - (A) *it is in the public interest to dispose of the interest in land without a tender or auction; and*
  - (B) *the disposal is otherwise in accordance with sound contracting principles*

**Action – Council enter into negotiations with IOR Aviation Pty Ltd for the lease of a site at the Karumba Aerodrome to establish a self-funded unmanned 24-hour Avgas and Jet A-1 facility.**

### 1.9 North and Far North Queensland Monsoon Trough – Cat D Funding [Action Item]

Council received \$1,000,000 (Ex GST) under the Disaster Recovery Funding Arrangements (DRFA) Category D Funding for the North and Far North Queensland Monsoon Trough. Under this funding agreement, 'eligible funding costs refers to actual costs incurred for activities related to the recovery needs associated with the event.'

'The Commonwealth has advised that Council may use this funding on priorities they deem most urgent – whether that be rate relief for impacted properties, infrastructure repairs, clean- up activities, fodder drops or the disposal of cattle and livestock which have perished.'

To date, Council has incurred the below revenue and expenditure:

EXPENSES		
1140-0001-0001	Carcass Removal Grant	\$10,000.00
1140-0001-0002	Emergency Avgas Drops	\$23,309.80
1140-0001-0003	Emergency Fodder Drops	\$55,518.12
DIS19001	Carcass Removal	\$40,000.00

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DIS19002	Emergency Avgas Drops	\$14,620.53
DIS19003	Emergency Fodder Drops	\$71,787.60
		<b>\$215,236.05</b>
<b>REVENUE</b>		
1140-1100-0000	NQ Monsoon DRFA Grant	\$1,000,000.00
13303110.1100	DRFA Extraordinary Fodder - Payment 1	\$25,000.00
13303110.1100	DRFA Extraordinary Fodder - Payment 2	\$94,373.29
	DRFA Extraordinary Fodder - Final Pending	\$45,579.31
		<b>\$1,164,952.60</b>

<b>BALANCE</b>		<b>\$949,716.55</b>
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Project for this funding are to be completed by 30 June 2020, recommended projects under this funding are as follows:

- Rates relief;
- Local Spend Vouchers;
- Clean-up and cement stabilization of barge rent (currently with Commonwealth for approval); and
- Amphibious vehicle for resupply essential items (declined).

Action – Council to provide direction as to projects to be undertaken as part of this funding.

## BUSINESS PAPERS

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### 10.2 MONTHLY FINANCIAL REPORT - DECEMBER 2019

**Attachments:** 10.2.1. Monthly Financial Statements - December 2019 [↓](#)  
 10.2.2. Monthly Local Spend - December 2019 [↓](#)  
 10.2.3. Grant Register - December 2019 [↓](#)  
 10.2.4. Capital Expenditure - December 2019 [↓](#)

**Author:** Jade Nacario - Manager Finance and Administration

**Date:** 10 January 2020

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**Key Outcome:** 7.3 - Strategic management of Council

**Key Strategy:** 7.3.3 Implement sustainable financial management and effective procurement practices.

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**Executive Summary:**

The Monthly Financial Report has been prepared for the period ending 31 December 2019.

**RECOMMENDATION:**

That Council:

1. accepts the Monthly Financial Report for the period ending 31 December 2019 as presented; and
2. that those matters not covered by resolution be noted.

**Background:**

**1. ACTIONS ARISING FROM PREVIOUS MEETINGS:**

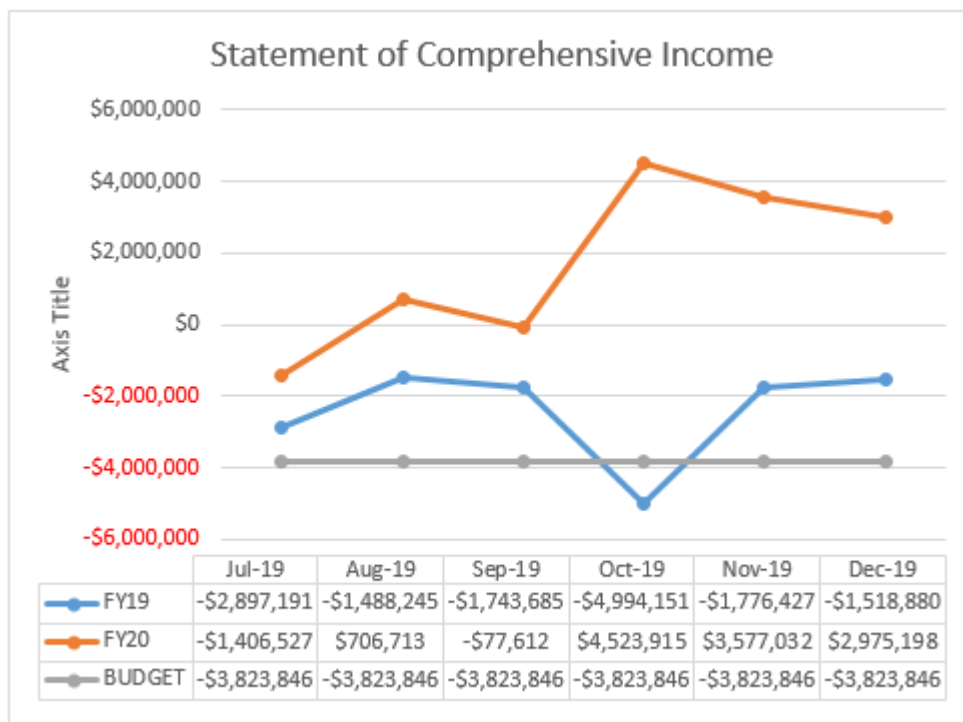
Date:	Action	Status	Comment
Jan-19	Commence Sale of Land for Arrears of Rates proceedings	In Progress	Debt Recovery Agency notified of updated recovery timeline.

## BUSINESS PAPERS

### 2. FINANCIAL REPORT

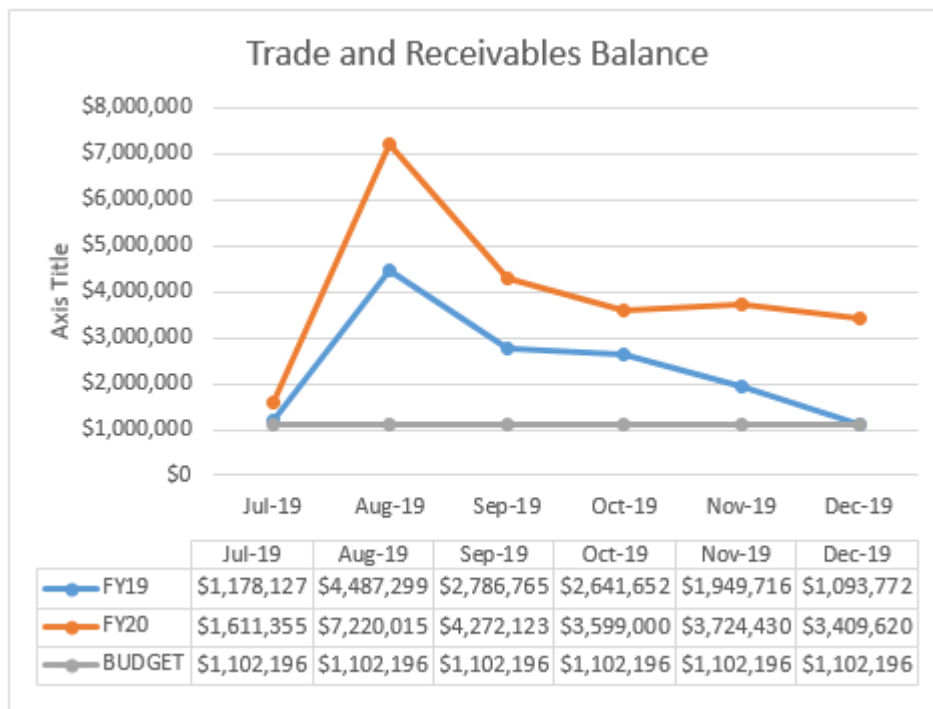
The Monthly Finance Reports are prepared in accordance with the reporting requirements of the *Local Government Act 2009* and *Local Government Regulation 2012*.

The Comprehensive Income Statement indicates a *Net Operating Surplus* result of \$2,975,198, for the sixth month of the current financial year. The increase in net operating surplus is due to the initial payment received from QRA for the 2019 Flood Damaged events.



Council has *Trade and Receivables* of \$3,409,620 as of 31 December 2019. This balance is made up of \$559,932.70 (in outstanding rates & utility charges – with the remaining balance comprising of debtors, community loans etc).

## BUSINESS PAPERS



### Rates and Service Charges

Rates Receivables								
Month	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
<b>Current Year</b>	\$220,481.83	\$201,012.63	0	\$4,439,439.01	\$1,414,576.51	\$269,734.20	\$194,653.22	\$178,115.53
<b>1 Year Arrears</b>	\$68,419.98	\$68,105.30	\$177,299.64	\$164,482.73	\$128,887.53	\$118,399.63	\$109,235.75	\$96,101.07
<b>2 Year Arrears</b>	\$50,432.40	\$50,432.40	\$67,391.27	\$67,391.27	\$66,891.27	\$65,303.85	\$64,381.24	\$58,229.52
<b>3+ Year Arrears</b>	\$107,563.53	\$107,033.53	\$155,839.96	\$154,859.96	\$151,734.96	\$149,854.96	\$147,297.57	\$137,900.57
<b>Interest</b>	\$142,370.46	\$149,932.82	\$153,964.11	\$154,183.83	\$158,595.22	\$165,583.39	\$179,746.00	\$166,388.12
<b>Credits</b>	-\$63,723.97	-\$69,135.17	-\$83,854.00	-\$54,196.18	-\$40,197.61	-\$51,119.25	-\$64,881.86	-\$76,802.11
<b>Balance</b>	\$525,544.23	\$507,381.51	\$470,640.98	\$4,926,160.62	\$1,880,487.88	\$717,756.78	\$630,431.92	\$559,932.70

## **BUSINESS PAPERS**

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### **Procurement**

#### Local Spend

In accordance with Council Procurement Policy, all procurement activities were carried out in a manner which ensure a regard for the sound contracting principle when entering into a contract for either the supply of goods and/or services.

One of the five principles is the development of competitive local business and industry. Please refer to the attachments of this report, the table shows the monthly local spend on Council procurement activities since April 2019.

#### Auction

In accordance with Section 227(1)(b) of the Local Govt Regulation 2012, Council engaged Pickles Auctioneers to auction the following vehicle:

Plant Number	P1638
Vehicle Description	Toyota Landcruiser Prado GXL Wagon
Responsible Officer	Justin Hancock
License Plate Number	283-WIT
Estimated Pick-up Date	16 January 2020

### **Grants**

Please see attachments for Council Grants Register.

### **Capital Expenditures 2019-2020**

Please see attachments for Council Capital Expenditures as of 31 December 2019.

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

- Westpac Banking Corporation
- Queensland Treasury Corporation

#### **Legal Implications:**

- Failure to meet regulatory reporting requirements is a breach of the *Local Government Act 2009*.

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

- As provided for in current adopted 2019/2020 Annual Budget.

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

- Risk is considered low and Council will be advised if major items deviate from the adopted budget and forecasts.



**Statement of Comprehensive Income by Category**  
 For the period ended 31 December 2019

	Core \$	QRA \$	Non-Core \$	Total \$	Budget \$
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent revenue</b>					
Rates, levies and charges	3,898,876	-	-	3,898,876	7,923,000
Fees and charges	293,936	-	116,007	409,943	846,000
Rental income	51,404	-	224,507	275,911	524,000
Interest received	147,332	-	-	147,332	413,000
Sales revenue	910,631	-	64,329	974,959	12,043,000
Other income	82,688	-	32,240	114,928	37,000
Grants, subsidies, contributions and donations	3,083,529	26,123,056	187,455	29,394,040	31,885,000
	<u>8,468,395</u>	<u>26,123,056</u>	<u>624,538</u>	<u>35,215,990</u>	<u>53,671,000</u>
<b>Capital revenue</b>					
Grants, subsidies, contributions and donations	1,131,390	-	684,000	1,815,390	6,944,000
<b>Total revenue</b>	<u>9,599,785</u>	<u>26,123,056</u>	<u>1,308,538</u>	<u>37,031,380</u>	<u>60,615,000</u>
Capital income	157,950	-	-	157,950	160,000
<b>Total income</b>	<u>9,757,735</u>	<u>26,123,056</u>	<u>1,308,538</u>	<u>37,189,330</u>	<u>60,775,000</u>
<b>Expenses</b>					
<b>Recurrent expenses</b>					
Employee benefits	(3,663,605)	(1,050,952)	(410,410)	(5,124,966)	(9,240,000)
Materials and services	(1,301,786)	(19,961,529)	(707,252)	(21,970,568)	(41,787,000)
Finance costs	(208,178)	-	-	(208,178)	(432,846)
Depreciation	(6,463,451)	-	(446,969)	(6,910,420)	(13,139,000)
	<u>(11,637,019)</u>	<u>(21,012,482)</u>	<u>(1,564,631)</u>	<u>(34,214,132)</u>	<u>(64,598,847)</u>
<b>Capital expenses</b>	-	-	-	-	-
<b>Total expenses</b>	<u>(11,637,019)</u>	<u>(21,012,482)</u>	<u>(1,564,631)</u>	<u>(34,214,132)</u>	<u>(64,598,847)</u>
<b>Net result</b>	<u>(1,879,284)</u>	<u>5,110,574</u>	<u>(256,093)</u>	<u>2,975,198</u>	<u>(3,823,846)</u>
<b>Other comprehensive income</b>					
<b>Items that will not be reclassified to net result</b>					
Increase / (decrease) in asset revaluation surplus	-	-	-	-	-
<b>Total other comprehensive income for the year</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total comprehensive income for the year</b>	<u>(1,879,284)</u>	<u>5,110,574</u>	<u>(256,093)</u>	<u>2,975,198</u>	<u>(3,823,846)</u>





**Statement of Comprehensive Income**  
 For the period ended 31 December 2019

	31 December 2019	2019.2020
	Actual	Adopted Budget
	\$	\$
<b>Income</b>		
Recurrent Revenue		
Rates and Charges	3,898,876	7,923,000
Fees and Charges	409,943	846,000
Rental Income	275,911	524,000
Interest Received	147,332	413,000
Sales & Recoverable Works Revenue	974,959	12,043,000
Other Recurrent Income	114,928	37,000
Grants, Subsidies and Contributions	29,394,040	31,885,000
<b>Total Recurrent Revenue</b>	<b>35,215,990</b>	<b>53,671,000</b>
Capital Revenue		
Grants, Subsidies and Contributions	1,815,390	6,944,000
Capital Income	157,950	160,000
<b>Total Income</b>	<b>37,189,330</b>	<b>60,775,000</b>
<b>Expenses</b>		
Recurrent Expenses		
Administration and Governance	(1,534,137)	(8,401,000)
Community	(1,424,758)	(3,071,000)
Engineering	(3,886,304)	(6,127,000)
Fleet and Plant	2,631,465	1,770,000
Environment	(506,543)	(1,034,000)
DRFA	(21,012,482)	(31,000,000)
Tourism	(646,985)	(1,187,000)
Water and Sewerage	(715,791)	(1,977,000)
Finance Costs	(208,178)	(432,846)
Depreciation	(6,910,420)	(13,139,000)
<b>Total Expenses</b>	<b>(34,214,131)</b>	<b>(64,598,846)</b>
Capital Expenses	-	-
<b>Total Expenses</b>	<b>(34,214,131)</b>	<b>(64,598,846)</b>
<b>Net Operating Surplus / (Deficit)</b>	<b>2,975,198</b>	<b>(3,823,846)</b>



**Statement of Financial Position**  
 as at 31 December 2019

	31 December 2019 Actual \$	2019.2020 Adopted Budget \$
<b>Current Assets</b>		
Cash and Equivalents	13,253,941	11,754,125
Trade and Other Receivables	3,250,086	1,102,196
ATO Refund	41,184	-
Inventories	515,676	420,648
Other Financial Assets	478,207	522,488
Investments	1,000,000	1,000,000
<b>Total Current Assets</b>	<b>18,539,094</b>	<b>14,799,457</b>
<b>Non-Current Assets</b>		
Receivables	159,534	193,650
Property, Plant and Equipment	353,939,461	341,912,510
Capital Works in Progress	10,944,922	23,418,170
<b>Total Non-Current Assets</b>	<b>365,043,917</b>	<b>365,524,330</b>
<b>TOTAL ASSETS</b>	<b>383,583,011</b>	<b>380,323,787</b>
<b>Current Liabilities</b>		
Trade and Other Payables	475,072	1,332,112
Interest Bearing Liabilities	509,431	145,911
Provisions	479,389	326,462
Other Accounts Payable	-	-
<b>Total Current Liabilities</b>	<b>1,463,892</b>	<b>1,804,485</b>
<b>Non-Current Liabilities</b>		
Interest Bearing Liabilities	7,624,398	7,893,337
Provisions	1,918,196	1,188,722
Other Accounts Payable	400,000	-
<b>Total Non-Current Liabilities</b>	<b>9,942,594</b>	<b>9,082,059</b>
<b>TOTAL LIABILITIES</b>	<b>11,406,486</b>	<b>10,886,544</b>
<b>NET COMMUNITY ASSETS</b>	<b>372,176,525</b>	<b>369,437,243</b>
Community Equity		
Asset Revaluation Reserve	101,038,400	268,193,727
Retained Surplus	271,138,124	101,243,516
<b>TOTAL COMMUNITY EQUITY</b>	<b>372,176,525</b>	<b>369,437,243</b>



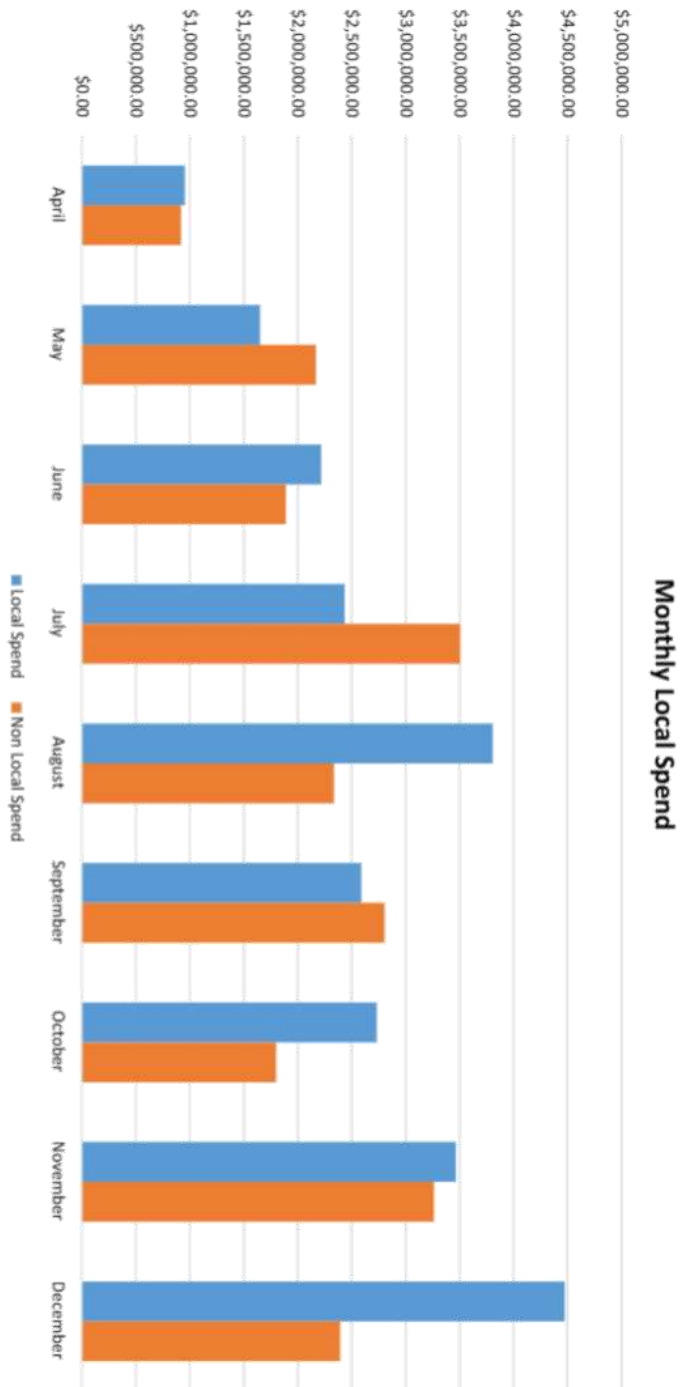
**Cash Flow Statement**  
 For the period ended 31 December 2019

	31 December 2019 Actual \$	2019.2020 Adopted Budget \$
<b>Cash Flows From Operating Activities:</b>		
Receipts From Customers	6,252,579	20,849,000
Payments to Suppliers and Employees	(32,599,680)	(51,058,000)
	<u>(26,347,101)</u>	<u>(30,209,000)</u>
Interest Received	147,332	413,000
Rental Income	275,911	524,000
Non Capital Grant and Contributions	29,394,040	31,885,000
Borrowing Costs	(208,178)	(401,846)
<b>Net Cash Flows From Operating Activities</b>	<u><b>3,262,005</b></u>	<u><b>2,211,154</b></u>
<b>Cash Flows From Investing Activities:</b>		
Payments for Property, Plant and Equipment	(5,705,472)	(10,571,000)
Proceeds From Sale of Property, Plant and Equipment	157,950	160,000
Grants, Subsidies and Contributions	1,815,390	6,944,000
<b>Net Cash Flows From Investing Activities</b>	<u><b>(3,732,132)</b></u>	<u><b>(3,467,000)</b></u>
<b>Cash Flows From Financing Activities</b>		
Repayment of Borrowings	(216,554)	(419,131)
<b>Net Cash Flows From Financing Activities</b>	<u><b>(216,554)</b></u>	<u><b>(419,131)</b></u>
Net Increase (Decrease) in Cash Held	<b>(686,680)</b>	<b>(1,674,977)</b>
Cash at Beginning of Reporting Period	14,940,621	14,429,102
<b>Cash at End of Reporting Period</b>	<u><b>14,253,941</b></u>	<u><b>12,754,125</b></u>



### Accounts Summary

	31 December 2019	30 November 2019
	\$	\$
<b>General Accounts</b>		
Queensland Treasury Corporation	12,956,086	14,945,033
Westpac Term Deposit	1,000,000	1,000,000
Westpac General Operating Accounts	295,602	98,495
<b>Total balance held in banks</b>	<b>14,251,688</b>	<b>16,043,528</b>
<b>Trust Accounts</b>		
Queensland Treasury Corporation	91,378	91,378
Westpac Bank	32,948	30,838
<b>Total balance held in trust</b>	<b>124,326</b>	<b>122,216</b>
<b>Other Balances</b>		
CSC Reserves	11,070,235	11,070,235
CSC Provisions	2,397,585	2,658,890
<b>Total balance reserves and provisions</b>	<b>13,467,819</b>	<b>13,729,124</b>
<b>QTC Borrowings</b>		
Karumba Sewerage	2,017,645	2,050,849
Normanton Water Upgrade	1,097,397	1,113,945
Raise Glenore Weir	5,018,788	5,077,544
<b>Total balance QTC borrowings</b>	<b>8,133,829</b>	<b>8,242,338</b>
<b>Net Council Position</b>	<b>(7,349,960)</b>	<b>(1,328,525)</b>



Suppliers	April	May	June	July	August	September	October	November	December
Local Spend	\$966,252.01	\$1,851,938.60	\$2,218,862.40	\$2,435,047.95	\$3,809,729.03	\$2,591,735.32	\$2,732,821.69	\$3,466,267.27	\$4,475,434.01
Non Local Spend	\$917,875.91	\$2,169,115.25	\$1,890,144.04	\$3,504,271.95	\$2,337,392.87	\$2,806,454.98	\$1,799,909.29	\$3,262,274.17	\$2,392,136.80
Total Spend	\$1,873,127.92	\$3,821,053.85	\$4,109,006.44	\$5,939,319.90	\$6,147,121.90	\$5,398,190.30	\$4,532,730.98	\$6,728,541.44	\$6,867,572.81
Local Spend Percentage	51%	43%	54%	41%	62%	48%	60%	52%	65%

Funding Description / Projects	Council Funding	Grant Funding	Total Funding	Funding Received	Spent	Project Total	Funding to be Received	Funding to be Spent	Scheduled Completion	Grant Expiry	Comments
Financial Assistance Grants (FAGs) - General Component		\$ 4,062,823	\$ 4,062,823	\$ 3,083,804	\$ 3,083,804		\$ 979,019	\$ 979,019			
Financial Assistance Grants (FAGs) - Roads Component		\$ 1,015,706	\$ 1,015,706	\$ 783,736	\$ 420,658	\$ 363,138	\$ 231,908	\$ 595,047			
LGSP - Nln to Kln Fire	\$ 1,460,000	\$ 1,740,000	\$ 2,900,000	\$ 522,000	\$ 410,000	\$ 112,000	\$ 2,378,000	\$ 2,490,000			
RAIP - Kauraha Airport Upgrade	\$ 263,000	\$ 272,000	\$ 535,000	\$ 19,455	\$ -	\$ 19,455	\$ 32,545	\$ 52,000	11/02/19	1/09/2019	Extension has been sought
a. MPP2 - Strategic Planning - Expansion of Tourism holiday within the Shire	\$ -	\$ 164,000	\$ 164,000	\$ -	\$ -	\$ -	\$ 164,000	\$ 164,000	11/02/19	1/03/2019	
a. MPP2 - Kauraha Town Plan	\$ -	\$ -	\$ -	\$ -	\$ 1,791	\$ -	\$ -	\$ 1,791	11/22/19	11/22/19	
a. MPP2 - Strategic Planning - Raw Water Irrigation	\$ -	\$ -	\$ -	\$ -	\$ 5,200	\$ -	\$ -	\$ 5,200	11/22/19	11/22/19	
a. MPP2 - Strategic Planning - Road Network Assessment	\$ -	\$ -	\$ -	\$ -	\$ 39,246	\$ -	\$ -	\$ 39,246	11/22/19	11/22/19	
WAO - Benarood Hatchery	\$ -	\$ 940,000	\$ 940,000	\$ 870,000	\$ 480,742	\$ 379,258	\$ 70,000	\$ 448,258	11/22/19	11/22/19	Funded 2018/19
A191 TDS - Scudon River	\$ -	\$ 2,000,000	\$ 2,000,000	\$ 35,337	\$ 1,604,617	\$ -	\$ 1,564,683	\$ 305,323	11/22/19	11/22/19	
IP - Property Based Data System	\$ 7,011	\$ 60,000	\$ 67,011	\$ -	\$ 29,092	\$ -	\$ 67,011	\$ 37,919	1/04/2020	1/04/2020	
TDS/R2R - Nomination to Burnetown Road	\$ 210,000	\$ 1,610,000	\$ 1,820,000	\$ 1,550,946	\$ 1,147,554	\$ 403,584	\$ 289,652	\$ 672,646	1/06/2020	1/06/2020	
RMPC - State Roads 2019/2020	\$ -	\$ 1,957,868	\$ 1,957,868	\$ 788,819	\$ 748,449	\$ 19,170	\$ 1,189,269	\$ 1,208,439	1/06/2020	1/06/2020	
BBRF - Raw Water Irrigation	\$ 238,000	\$ 712,000	\$ 950,000	\$ 705,107	\$ 4,500	\$ 703,607	\$ 244,683	\$ 945,500	11/02/19	1/06/2020	
LGAO - Ocotat 2100	\$ 2,780	\$ 215,220	\$ 218,000	\$ -	\$ -	\$ -	\$ 218,000	\$ 278,000	1/09/2020	1/09/2020	
WAO - Staff Housing Upgrade	\$ -	\$ 435,000	\$ 435,000	\$ -	\$ 138,453	\$ -	\$ 435,000	\$ 296,547	31/12/2020	1/06/2021	
LGSP - Glenore War Franchises	\$ 1,666,504	\$ 2,350,566	\$ 3,917,470	\$ -	\$ 126,153	\$ -	\$ 3,917,470	\$ 3,791,317	11/11/2020	1/06/2021	
WAO - School Dam Water Only Project	\$ -	\$ 450,000	\$ 450,000	\$ -	\$ 6,619	\$ -	\$ 450,000	\$ 443,380	1/06/2021	1/06/2021	
WAO - Gilbert St Carpark	\$ -	\$ 450,000	\$ 450,000	\$ -	\$ 481,922	\$ -	\$ 450,000	\$ 51,922	1/06/2021	1/06/2021	
WAO - Trades Shed - Refurbishment	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	1/06/2020	1/06/2021	
WAO - Trades Shed - Refurbishment	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000	31/07/2020	1/06/2021	
WAO - Abulion Block - Kauraha Boat Ramp	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000	31/07/2020	1/06/2021	
WAO - Office - Nomination Water Treatment Plant	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000	31/07/2020	1/06/2021	
WAO - Office - Kauraha Sewerage Treatment Plant	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000	31/07/2020	1/06/2021	
WAO - Nomination Showpours, Racecourse & Robo Grounds - Trunkline Upgrade	\$ -	\$ 35,000	\$ 35,000	\$ -	\$ 280	\$ -	\$ 35,000	\$ 34,720	11/22/19	1/06/2021	Project Complete, Council waiting for invoice
WAO - Administration Town Hall PA System	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000	\$ 85,289	20/04/2020	1/06/2021	
WAO - Les Wilson Benarood Discovery Centre - Feeding Facility Sheds	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ 64,311	\$ -	\$ 20,000	\$ 20,000	1/06/2021	1/06/2021	
COFR - Criter Camp Small Cell Tower	\$ 15,000	\$ 135,000	\$ 150,000	\$ 41,800	\$ -	\$ 41,800	\$ 108,170	\$ 60,000	1/06/2021	1/06/2021	
COFR - Fildors River Floodplain Investigation and Assessment	\$ -	\$ 60,000	\$ 60,000	\$ 16,715	\$ -	\$ 16,715	\$ 43,285	\$ 60,000	1/06/2021	1/06/2022	
<b>Total</b>	<b>\$ 3,248,895</b>	<b>\$ 13,168,324</b>	<b>\$ 16,396,319</b>	<b>\$ 8,397,462</b>	<b>\$ 8,904,693</b>	<b>\$ 2,855,768</b>	<b>\$ 7,548,857</b>	<b>\$ 7,451,826</b>			

NOTES  
a. MPP2 total funding is \$166k across all projects

GL/ Job Cost Account	Particulars	TOTAL BALANCE B/F	2019/ 2020 EXPENSES YTD	TOTAL PROJECT COST	Cap/Exp. C/E	CAPITALISED / EXPENSED	TOTAL PROJECT COST	2019/ 2020 BUDGET	2020 Capital Funding Through
	<b>LAND IMPROVEMENTS (C-\$5000)</b>								
	<i>Need for roads, footings are accounted for separately; improvements include retaining walls, oval, large scale landscaping, Dwyane subdivision Redevelopment</i>	531,444.66	0.00	531,444.66	0.00	0.00	531,444.66	0	
CL1801									
	<b>BUILDINGS (C-\$10,000)</b>								
	<i>Records the built assets on the land which have a roof and walls. Examples include public conveniences, club houses.</i>								
CH1902	Bin Depot & Office Fire Warning System	12,451.05	65,189.25	77,640.30	0.00	0.00	77,640.30	375,000.00	
CH1903	Bin Admin. Switchboard	0.00	0.00	0.00			0.00	0	
CH1905	Bin Chiller - Replace Rusted Wall Sheet	5,134.42	412.46	5,546.88			5,546.88	0	
CH1906	Bin Child Care Centre - Storm Water	0.00	0.00	0.00			0.00	0	
CH1907	Bin Child Care Centre - Softfall	7,316.63	0.00	7,316.63			7,316.63	0	
WO2301	WdO - Administration Office Upgrades	0.00	64,776.79	64,776.79			64,776.79	150,000	WdO C 130k
WO2302	WdO - Office - Nonumton Water Treatment Plant	0.00	0.00	0.00			0.00	150,000	WdO C 130k
WO2303	WdO - Office - Karumba Sewerage Treatment	0.00	0.00	0.00			0.00	75,000	WdO C 75k
	<b>PLANT &amp; EQUIPMENT (C-\$5,000)</b>								
NEW - 0 Turn	NEW - 0 Turn Ride on Mower x 2	26,926.63	915,017.17	941,943.80	0.00	39,743.88	902,199.92	2,394,000.00	
Normanton	Normanton Sports Centre Security Camera	0.00	0.00	0.00			0.00	0	
Sensor Hang	Sensor Hang Replacement 2018	6,030.93	0.00	6,030.93			6,030.93	0	
WO2310	WdO - Nonumton town hall PA system	20,895.70	0.00	20,895.70			20,895.70	0	
CP2001	Renew Plant 2018 - Grader C Antepillar 140k	0.00	279.78	279.78			279.78	35,000	WdO C 35k
CP2002	New Soil Strasher	0.00	0.00	0.00			0.00	500,000	Reserve C 500k
CP2003	Renew Plant 2401 - C Antepillar CW34 Reel Malt-	0.00	856,173.00	856,173.00			856,173.00	950,000	Reserve C 950k
CP2004	Replace Plant 1755 - Food Ranger 4x4 DC (hybrids) with Toyota Prado CXL	0.00	0.00	0.00			0.00	230,000	Reserve C 230k
CP2005	Replace Plant 1666 - Mitsubishi Fuso 2.5L TD 4x4 DC with Toyota Hilux Dual Cab	0.00	0.00	0.00			0.00	70,000	Reserve C 70k
CP2006	Renew Plant 1638 - Toyota Prado CXL 3.0L IBS	0.00	0.00	0.00			0.00	70,000	Reserve C 70k
CP2007	Renew Plant 1503 - Toyota Workmate Landcruiser V8 Dual Cab with 4.5 liter MPF	0.00	0.00	0.00			0.00	120,000	Reserve C 120k
CP2008	Renew Plant 1679 - Toyota Hilux SR Dual Cab 4WD	0.00	0.00	0.00			0.00	120,000	Reserve C 120k
CP2009	Replace Plant 1707 - Ford Ranger 4x4 Dual Cab	0.00	0.00	0.00			0.00	57,000	Reserve C 57k
CP2010	Replace Plant 1707 - Ford Ranger 4x4 Dual Cab	0.00	0.00	0.00			0.00	57,000	Reserve C 57k
CP2011	Replace Plant 1707 - Ford Ranger 4x4 Dual Cab	0.00	0.00	0.00			0.00	57,000	Reserve C 57k
CP2012	Replace Plant 1707 - Ford Ranger 4x4 Dual Cab	0.00	0.00	0.00			0.00	57,000	Reserve C 57k
CP2013	Replace Plant 1707 - Ford Ranger 4x4 Dual Cab	0.00	0.00	0.00			0.00	57,000	Reserve C 57k
CP2014	Replace Plant 1707 - Ford Ranger 4x4 Dual Cab	0.00	0.00	0.00			0.00	57,000	Reserve C 57k
CP2015	Printer 2050 Renewal - Normanton Depot - Warranty Ended August 2017 - Move unit to	0.00	7,872.64	7,872.64			7,872.64	8,000	Cgen. (8k)
CP2016	New Garbage Truck	0.00	1,188.08	1,188.08			1,188.08	0	
CP2017	Greenmax enviro sprayer	0.00	18,848.18	18,848.18			18,848.18	0	
CT2000	Printer - Epson T7200 DMFP	0.00	15,195.00	15,195.00			15,195.00	0	
FS2001	WBDC Pontoons and shade - Feasibility Study	0.00	1,500.00	1,500.00			1,500.00	0	
	<b>ROAD INFRASTRUCTURE (C-\$10,000)</b>								
WdO 192	WdO - Gilbert St Carpark	1,621,756.74	3,296,731.01	4,918,486.75	0.00	0.00	4,918,486.75	3,872,000.00	
		469,527.49	12,400.00	481,927.49			481,927.49	0	



CU/ Job Cost Account	Particulars	TOTAL BALANCE B/F	2019/ 2020 EXPENSES YTD	TOTAL PROJECT COST	Cap/Exp. C/E	CAPITALISED / EXPENSED	TOTAL PROJECT COST	2019/ 2020 BUDGET	2020 Capital Funding Through
W4Q193	W4Q - Normanton Recreational Walking Trail/ Bike Way	313,796.63	-534.49	313,262.14			313,262.14	0	
CR1902	ATSI TIPS - Kemron River Crossing on Dunbush to Kooranyama Rd	38,254.81	1,694,677.07	1,732,931.88			1,732,931.88	2,000,000	TIPS(2M)
CR1903	NDRP Little Prince Approaches to causeway	173,094.62	127,159.50	186,104.12			186,104.12	0	
CR1904	Pathway Construction Progm Khsa	0.00	166,285.96	166,285.96			166,285.96	0	
CR1905	Drainage Pt Repl Khsa	0.00	4,147.15	4,147.15			4,147.15	0	
CR1906	Concrete Causeway Construction - Shandy's Lagoon	1,500.00	0.00	1,500.00			1,500.00	0	
CR1907	Concrete Causeway Construction - Milton Hole	0.00	0.00	0.00			0.00	0	
CR1908	Khsa Facilities - Rectification	0.00	27,389.70	27,389.70			27,389.70	0	
CR1909	Concrete Causeway Construction	28.10	0.00	28.10			28.10	0	
RR1902	R2R Bulmerie St - Woodward St to Brocks St	27,272.20	1,926.12	29,198.32			29,198.32	0	
RR1903	R2R Cavendish St - Landborough St to Thompson St	14,664.16	67,789.95	82,454.11			82,454.11	0	
RR1904	R2R Russell St - Swan St to Marchamara St	33,296.95	2,081.75	35,378.70			35,378.70	0	
RR1905	R2R Thomson St - Brown St to Cavendish St	444,765.99	154,534.54	599,297.53			599,297.53	0	
RR1906	R2R Robert Walker Lane - Lane to LAPE Housing	104,712.79	6,519.83	111,232.62			111,232.62	0	
RR1907	R2R Old Croxson Road N/N, Old Hospital Rd to Airport Rd	0.00	0.00	0.00			0.00	0	
RR2001	R2R/R2R - Normanton to Birkstow Road	0.00	1,147,353.93	1,147,353.93			1,147,353.93	1,820,000	Chem(210K), R2R(700K), TIPS(91
CR2002	RAUP - Karumba Airport Upgrade	0.00	0.00	0.00			0.00	52,000	Reserve(25K)
	<b>WATER INFRA (C\$10,000)</b>	<b>501,846.64</b>	<b>745,074.25</b>	<b>1,246,920.89</b>	<b>0.00</b>	<b>0.00</b>	<b>1,246,920.89</b>	<b>1,610,000.00</b>	
CR1901	Non Weir Raining Investigation (shed in W/P)	9,165.15	0.00	9,165.15			9,165.15	0	
CR1902	Chemose Weir Rectification	131,758.72	453,385.31	585,144.03			585,144.03	0	
CR1903	Island Main to Lyriane study (shed in W/P)	37,000.01	0.00	37,000.01			37,000.01	0	
CR1904	W/P Design Cost Consultant 2016-17	10,290.00	0.00	10,290.00			10,290.00	0	
CR1905	Chemose Dosing Shed KHA	26,272.69	1,830.97	28,103.66			28,103.66	0	
CR1906	Chromose Dam Upgrade KHA	82,665.64	9,031.18	91,696.82			91,696.82	0	
CR1914	Repair/Upgrade Leaking Scour Kha	0.00	13,990.00	13,990.00			13,990.00	0	
CR1915	Water Reservoir Refilling (overflow)	0.00	1,855.59	1,855.59			1,855.59	0	
CR1917	Non Water Storage Shed	94,138.71	0.00	94,138.71			94,138.71	0	
CR1918	Safety Platform at Clarifier	417.01	47,170.68	47,587.69			47,587.69	0	
CR1919	Water plant disinfection upgrade (C/C\$3004)	105,000.00	116,677.41	221,677.41			221,677.41	0	
CR1920	Water Plant Filter Refurbishment Phase 1 C/C 2)	4,683.71	77,865.40	82,549.11			82,549.11	200,000	Reserve(200K)
CR2001	Water Plant Filter Refurbishment (Phase 2 C/C 2)	0.00	69,943.80	69,943.80			69,943.80	0	
CR2002	Recoiling of Reservoir	0.00	0.00	0.00			0.00	120,000	Reserve(120K)
CR2003	Drifted Acronon Installation	0.00	0.00	0.00			0.00	60,000	Reserve(60K)
CR2004	Chemose Dosing System Normanton - 2018/2019	0.00	4,546.39	4,546.39			4,546.39	20,000	Reserve(20K)
CR2005	Filter Refurbishment (Phase 2)	0.00	0.00	0.00			0.00	200,000	Reserve(200K)
CR2006	Water Motor Replacement	0.00	49,277.52	49,277.52			49,277.52	60,000	Reserve(60K)
CR2007	BBR - Raw Water Inflation	0.00	4,500.00	4,500.00			4,500.00	950,000	Reserve(238K), BBR(712K)
	<b>SEWERAGE INFRASTRUCTURE (C\$10,000)</b>	<b>151,796.15</b>	<b>7,085.12</b>	<b>158,875.27</b>	<b>0.00</b>	<b>0.00</b>	<b>158,875.27</b>	<b>30,000.00</b>	
CR1901	Karumba SIP							0	
CR1901	Disinfection dosing upgrade and storage	60,414.02	0.00	60,414.02			60,414.02	0	
CR2001	Inlet Screen	0.00	0.00	0.00			0.00	30,000	
CR1904	Normanton SIP							0	
CR1904	Pipe Inflation Upgrade	0.00	0.00	0.00			0.00	0	
CR1906	Pump Stations							0	
CR1906	Electrical Upgrade at NIN SPS	71,262.00	4,607.20	77,869.20			77,869.20	0	
CR1908	Safety Upgrade Works at NIN SPS	8,918.64	0.00	8,918.64			8,918.64	0	
CR1909	Pump station vent pipe replacement	9,197.49	2,477.92	11,675.41			11,675.41	0	



GL/ Job Cost Account	Particulars	TOTAL BALANCE B/F	2019/ 2020 EXPENSES YTD	TOTAL PROJECT COST	Cap/Exp. C/E	CAPITALISED / EXPENSED	TOTAL PROJECT COST	2019/ 2020 BUDGET	2020 Capital Funding Through
CS1910	NIN SPS Electrical Upgrades	0.00	0.00	0.00			0.00	0	
	<b>OTHER STRUCTURES (€-10,000)</b> <i>Structures are built assets which cannot be classified as a building. Examples include grandstands, swimming pools and herbicide</i>	<b>2,404,695.19</b>	<b>561,296.12</b>	<b>2,965,991.31</b>	<b>0.00</b>	<b>0.00</b>	<b>2,965,991.31</b>	<b>1,855,000.00</b>	
W4Q191	W4Q - LW Barra Hatchery Upgrades	1221,156.04	490,741.71	612,897.75			612,897.75	800,000	W4Q(800k)
W4Q194	W4Q - School Dam Water/ Family Precinct	6,610.00	5,720.00	12,330.00			12,330.00	450,000	W4Q(450k)
CO1902	W4Q - School Dam Water/ Family Precinct	372,455.83	0.00	372,455.83			372,455.83	0	
CO1906	Relocate A/Block to Caters	30,093.68	9.41	30,103.09			30,103.09	0	
CO1907	4B2 tower Karamba	4,500.00	0.00	4,500.00			4,500.00	0	
CO1908	Nin Lpg Dump Compliance	1,819,413.33	0.00	1,819,413.33			1,819,413.33	0	
CO1910	Nin Rodco Grounds - Grease Trap Replacement	1,213.92	0.00	1,213.92			1,213.92	0	
CO1914	NC C - Instal Shade Structure	21,882.16	0.00	21,882.16			21,882.16	0	
CO1915	Normanton Airport fencing	0.00	0.00	0.00			0.00	0	
CO1916	Rescrod Storage Sheds	0.00	0.00	0.00			0.00	0	
CO1918	Greene West (boundary)	4,320.98	0.00	4,320.98			4,320.98	0	
CO1919	Nin Cemetery C/Combination	7,750.00	7,750.00	15,500.00			15,500.00	0	
CO1920	NIN Resupply Barge Ramp	6,799.25	0.00	6,799.25			6,799.25	0	
Carb Account	Kath Alexander Park Fence	7,400.00	0.00	7,400.00			7,400.00	0	
CO2001	Stormwater Diversion - Normanton Landfill	0.00	0.00	0.00			0.00	30,000	
CO2002	catchment Pumping Structure - Normanton Landfill	0.00	47,975.00	47,975.00			47,975.00	50,000	
CO2003	Security Cameras - Karamba Transfer Station	0.00	0.00	0.00			0.00	20,000	
WO2005	W4Q - Abboton Block - Normanton Water Park	0.00	0.00	0.00			0.00	75,000	W4Q(75k)
WO2006	W4Q - Abboton Block - Karamba Boat Ramp	0.00	0.00	0.00			0.00	75,000	W4Q(75k)
WO2007	W4Q - Trades Shed - Refurbishment	0.00	0.00	0.00			0.00	200,000	W4Q(200k)
WO2008	W4Q - Les Wilson Harramun Discovery Centre - Feeding Facility Shade	0.00	0.00	0.00			0.00	20,000	W4Q(20k)
WO2009	W4Q - Normanton Showgrounds, Racecourse & Rodco Grounds - Transformer Upgrade	0.00	0.00	0.00			0.00	75,000	W4Q(75k)
CO2004	Normanton Pool Fence	0.00	0.00	0.00			0.00	30,000	
CO2005	Normanton Cemetery Fence	0.00	0.00	0.00			0.00	30,000	
CO2007	Q/Diff - Criteric Camp Small Cell tower	0.00	9,100.00	9,100.00			9,100.00	0	
	<b>ROSLING (€-10,000)</b>	<b>0.00</b>	<b>143,364.18</b>	<b>143,364.18</b>	<b>0.00</b>	<b>0.00</b>	<b>143,364.18</b>	<b>390,000</b>	
W4QSI1	W4Q 19.20 - 38 Woodward St Normanton	0.00	10,959.40	10,959.40			10,959.40	54,000	W4Q(54k)
W4QSI2	W4Q 19.20 - 36 Woodys and St Normanton	0.00	69,696.25	69,696.25			69,696.25	75,000	W4Q(75k)
W4QSI4	W4Q 19.20 - 6 Norman St Normanton	0.00	193.86	193.86			193.86	28,000	W4Q(28k)
W4QSI5	W4Q 19.20 - 36 Lansdown St Normanton	0.00	2.68	2.68			2.68	30,000	W4Q(30k)
W4QSI6	W4Q 19.20 - 31 Woodward St Normanton	0.00	56,020.50	56,020.50			56,020.50	58,000	W4Q(58k)
W4QSI9	W4Q 19.20 - 2 Norman St Normanton	0.00	6,490.49	6,490.49			6,490.49	145,000	W4Q(145k)
	<b>Other/OPX</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,852,000.00</b>	
COEX2003	Nin to Kba Fibre	0.00	0.00	0.00			0.00	2,400,000	
COEX2004	Develop Energy Management Plan (EMPP)	0.00	0.00	0.00			0.00	30,000	
COEX2005	Sabis Fardock Replacement	0.00	0.00	0.00			0.00	24,000	
COEX2006	Christmas Light Replacement	0.00	0.00	0.00			0.00	2,000	
COEX2007	Upgrades Cloud Hosting Infrastructure	0.00	0.00	0.00			0.00	40,000	
COEX2008	Normanton Pool Pump Building Repair	0.00	0.00	0.00			0.00	5,000	
COEX2009	Printer 20d7 - Community/Water - Warranty	0.00	0.00	0.00			0.00	3,000	
COEX2010	Printer 20d7 Renewal - Normanton Childcare - Warranty Ended August 2017 - Move unit to	0.00	0.00	0.00			0.00	3,000	
W4QSIIE	Star Housing Electrical Upgrade	0.00	0.00	0.00			0.00	45,000	W4Q(45k)
	<b>TOTAL CAPITAL FUNDING APPLICATIONS</b>	<b>5,250,910</b>	<b>5,733,756.10</b>	<b>10,984,666.16</b>	<b>0.00</b>	<b>39,743,888</b>	<b>10,944,922.28</b>	<b>13,078,000</b>	

## **BUSINESS PAPERS**

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### **10.3 2019/2020 OPERATIONAL PLAN 2ND QUARTER REVIEW (DECEMBER 2019)**

**Attachments:** 10.3.1. Operational Plan 2019-2020 December Review [↓](#)

**Author:** Justin Hancock - Director of Corporate Services

**Date:** 8 January 2020

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**Key Outcome:** 5.1 – Council is maintaining responsible financial and corporate management

**Key Strategy:** 5.1.6 Council develops, implements and submits all plans and reports as required under legislation and Council's policies.

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#### **Executive Summary:**

The *Local Government Act 2009* requires that a local government must for each financial year prepare and by resolution adopt an Annual Operational Plan. A report on the Operational Plan is to be prepared and presented to Council on a quarterly basis outlining the year to date progress against key performance indicators for all operational activities.

#### **RECOMMENDATION:**

That Council accepts the review of the 2019 – 2020 Annual Operational Plan as of December 2019.

#### **Background:**

The Operational Plan is an annual document which outlines activities and actions Council will undertake for the financial year in accordance with the adopted Budget. S174 of the Local Government Regulation 2012 requires Council to “*prepare and adopt an annual operational plan for each financial year*”.

S174 of the Local Government Regulation 2012 also states that “*The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.*”

In line with S174, Council has elected to undertake a review as follows: 1<sup>st</sup> quarter (September 2019), 2<sup>nd</sup> quarter (December 2019), 3<sup>rd</sup> quarter (March 2020) and 4<sup>th</sup> Quarter (June 2020).

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

- Chief Executive Officer – Mark Crawley
- Executive Leadership Team

#### **Legal Implications:**

- *Local Government Act 2009*
- *Local Government Regulation 2012*

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

- The Operational Plan identifies the annual objectives as defined in Council's Corporate Plan
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## **BUSINESS PAPERS**

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**Risk Management Implications:**

- Risks are within normal operational parameters.



# Operational Plan

2019 – 2020

Review December 2019



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## Operational Plan 2019-2020

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### Introduction

The Operational Plan is part of the important strategic documents in relation to the Integrated Planning Framework that Council operates within under legislation. The Operational Plan is a requirement under the Local Government Regulation 2012 and this plan has been prepared in accordance with those requirements.

The Operational Plan must –

- a) Be consistent with the annual budget; and
- b) State how the local government will-
  - i. Progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and
  - ii. Manage operational risks; and
- c) Include an annual performance plan for each commercial business unit of the local government.

#### a) Consistent with the Annual Budget

In accordance with the *Local Government Regulation 2012*, Council's Budget 2019-2020 was developed in accordance with, and is directly aligned to, the Operational Plan 2019-2020.

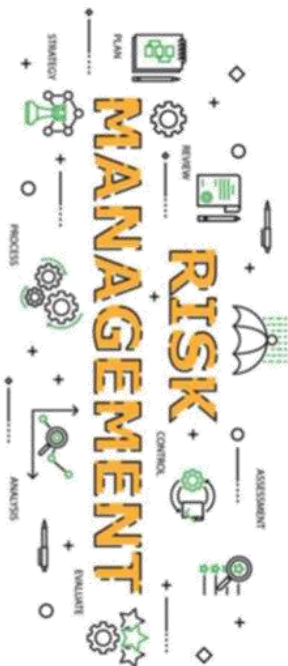
#### b) (i) Progress the implementation of the Corporate Plan

The Operational Plan focuses specifically on the Key Strategic Themes identified in the Corporate Plan and not the day to day delivery of other services, activities and programs, but seeks to highlight the planned actions and activities for the year that will further advance Council's Key Strategic Themes of:-

- Culture
- Community
- Natural Environment
- Built Environment
- Infrastructure and Asset Management
- Economy
- Governance
- Innovation and Technology

### b) (ii) Managing Operational Risk

Carpentaria Shire Council has adopted a comprehensive Risk Management Framework which details how the organisation manages its risks. Council and the Executive Leadership Team are committed to the management of risk through entrenching appropriate enterprise risk management strategies to identify, treat and monitor organisational risks whilst ensuring maximisation of opportunities. Council monitors its strategic and operational risks on a continual basis through the Audit, Risk and Business Improvement Committee.



### WORKPLACE HEALTH AND SAFETY

Council is committed to providing a safe, healthy and productive working environment for our workers, contractors and visitors to the workplace. Council's commitment is met through the conduct of regular toolbox meetings and compliance with Worksafe Plan. Adopting and promoting the provisions of the Work Health and Safety Act 2011 and its associated Regulations, Code and Standards is paramount, together with significant importance placed on the areas of hazard/risk management, injury prevention strategies and a focus of continual improvement will ensure WH&S plans are achieved.

### c) Annual Performance Plan for Commercial Business Units

At the commencement of the 2019-2020 financial year, Carpentaria Shire Council did not have any commercial business units, however Council will reassess legislative criteria and make a determination as required.

### Performance Reporting

The Operational Plan 2019-2020 will serve as the foundation for regular quarterly reporting of organisational progress of short and long term objectives. Furthermore, Council will conduct statutory annual reviews of organisational performance and report the results in an annual report.



### Strategic Framework

The Operational Plan translates the Key Strategic Themes set out in our five-year Corporate Plan into key initiatives to be undertaken throughout the Financial Year. Our performance is reported each quarter by the Chief Executive Officer in a report to the Council and Community. At year end an Annual Review against the Corporate Plan is prepared by the Chief Executive Officer and reported in the Annual Report.



## Operational Plan 2019-2020

Function	Programme	Service
Culture	Human Resource Management	Recruitment & Selection
		Learning & Development
		Performance Management
		Industrial Relations
Community	Arts & Culture Community Development Community Health Community Infrastructure Community Services Disaster Management	Workplace Health & Safety
		RADF / Galleries
		Cemeteries
		Preparedness Emergency Response / Recovery
Natural Environment	Bio-security Natural Resource Management Environmentally Relevant Activities	Sports Grounds
		Swimming Pools
		Sports Centres
		Parks & Open Spaces
Built Environment	Town Planning Engineering Services Operations	Pest and Weed Management
		Sewerage
		Waste Management
		Quarries
		Fleet & Plant



Operational Plan 2019-2020

Function	Programme	Service
Infrastructure and Asset Management	Infrastructure	Roads
	Asset Management	Water Supply
Economy	Economic Development	
	Tourism	Visitor Information
	Regional Development	
Governance	Administration	Complaints Management
		Records Management
		Local Laws
		Customer Service
	Executive Services	Member Services
	Financial Management	Community Engagement
		Procurement
		Accounts
	Risk Management	
	Organisational Development	
Innovation and Technology		Website

## Operational Plan 2019-2020

## 1 Culture

Corporate Outcomes		Strategic Actions	
1.1 Responsive and effective service delivery	1.1.1	Foster appropriate corporate culture that aligns with Council's Mission, Values and Behaviours.	
	1.1.2	Develop and maintain healthy and safe working conditions and regularly review workplace health and safety practices.	
	1.1.3	Deliver professional development opportunities and pathways for all employees.	
	1.1.4	Support business operations with effective workforce planning including recognising emerging technologies and transitioning employment opportunities.	
	1.1.5	Attract and retain a skilled workforce through implementation of contemporary human resource practices and organisation development.	

Program	Service	Link	Key Initiative 2019-2020	Performance Measure	Budget	% Complete	Status Commentary	RO
Human Resource Management	Performance Management	1.1.1	<ul style="list-style-type: none"> <li>Development and implementation of a performance management system that provides feedback for all employees in regard to job performance and satisfaction.</li> </ul>	<ul style="list-style-type: none"> <li>Performance Management for all staff in place by 30 March 2020</li> </ul>		40%	A number of areas of Council have undertaken performance appraisals, however, participation by Outdoor Crews is yet to commence.	MHR
		1.1.3	<ul style="list-style-type: none"> <li>Development of a training calendar which promoted and creates an environment for career pathways and multi-skilling opportunities</li> </ul>	<ul style="list-style-type: none"> <li>All training programs identified in the training calendar are undertaken with 95% attendance</li> </ul>	\$120,000	25%	The majority of training will occur in April 2020, prior to the commencement of the 2020 Works Season.	MHR

Operational Plan 2019-2020

Program	Service	Link	Key Initiative 2019-2020	Performance Measure	Budget	% Complete	Status Commentary	RO
	Recruitment & Selection	1.1.4	<ul style="list-style-type: none"> <li>Undertake a Review of Payroll processes and Employment Entitlements</li> <li>Application for apprentice and trainee positions for the 2019-2020 intake, with a focus on enhancing local employment</li> </ul>	<ul style="list-style-type: none"> <li>Review to be undertaken and report provided - 30 September 19</li> <li>Successful filling of positions funded under the program</li> </ul>		20%	<p>A contractor has been engaged to undertake the review. Anticipated to be completed December 2019.</p> <p>Skilling Queenslanders funding not yet announced.</p>	CEO MHR
	Industrial Relations	1.1.5	<ul style="list-style-type: none"> <li>Continue with open and fair enterprise bargaining negotiations</li> <li>Provide a standard of employee housing that encourages a stable workforce</li> </ul>	<ul style="list-style-type: none"> <li>Enterprise bargaining completed before the end of calendar year</li> </ul>		80%	<p>Negotiations ongoing.</p>	CEO MHR
	Workplace Health & Safety	1.1.2	<ul style="list-style-type: none"> <li>Maintain compliant and effective Occupational Health &amp; Safety Plan</li> <li>Implement Annual WHS Management through Quarterly Action Plans</li> <li>Undertake a review of the camp accommodation standard for operational works staff. With a focus on a safe and comfortable work environment</li> </ul>	<ul style="list-style-type: none"> <li>Audit results must always remain above the 70% threshold</li> <li>Quarterly Action Plans are presented to the CEO at the end of each quarter</li> <li>Review undertaken and presented to CEO by 30 April 2020</li> </ul>		50%	<p>Internal WHS audits ongoing to ensure compliance with LGW audits. Quarterly action plan reviewed and updated for presentation to CEO.</p>	MHR DOE

## Operational Plan 2019-2020

**2 COMMUNITY**

Corporate Outcomes		Strategic Actions	
2.1 A creative, educated community		2.1.1 Identify and promote opportunities for arts, cultural expression and the development of creative industries.	
		2.1.2 Ensure cultural facilities and programming meets the needs of the community and regional development.	
		2.1.3 Provide contemporary library facilities and services across the region to meet the needs of the community.	
2.2 An active and healthy community		2.2.1 Plan and provide an integrated and accessible network of open space.	
		2.2.2 Plan and provide facilities and programs that enable participation in sport and recreation.	
		2.2.3 Establish partnerships with stakeholders to increase opportunity for participation in sport, recreation and community activity.	
2.3 A safe, sustainable and resilient community		2.3.1 Maintain and improve health standards including food safety, immunisation and public health.	
		2.3.2 Maintain and improve environmental standards including animal and pest management.	
		2.3.3 Improve community safety through design, information and programs.	
		2.3.4 Enhance disaster management preparedness and capability in collaboration with the community.	
		2.3.5 Develop and implement effective community information and education programs in collaboration with key community stakeholders.	
2.4 A connected and inclusive community		2.4.1 Build social capital through provision of accessible community infrastructure and programs.	
		2.4.2 Provide equitable access to and advocate for a range of services, programs and facilities to address disadvantage and foster inclusion.	

Program	Service	Link	Key Initiative 2019-2020	Performance Measure	Budget	% Complete	Status Commentary	RO
Community Development	Arts & Culture	2.1.1	<ul style="list-style-type: none"> <li>Seek grants for arts and cultural activities and facility development</li> <li>Support Regional Arts Development</li> </ul>	<ul style="list-style-type: none"> <li>90% success rate on grant applications submitted</li> <li>100% of RADF grant expended</li> </ul>	\$30,000	50%	Grants have been successful of \$25k with Council contributing another \$5k. Community consultation around workshops has been completed.	MECD

Operational Plan 2019-2020

Program	Service	Link	Key Initiative 2019-2020	Performance Measure	Budget	% Complete	Status Commentary	RO
	Cultural Heritage	2.1.2	<ul style="list-style-type: none"> <li>Identify cultural and natural heritage assets of the shire</li> <li>Work with traditional owners and local indigenous groups to identify and preserve significant sites</li> <li>Seek funding to implement opportunities identified in the cultural heritage plan</li> </ul>	<ul style="list-style-type: none"> <li>All assets identified are maintained in a database</li> <li>All significant sites are captured and supervised</li> <li>advised of significance to limit disturbance</li> <li>100% of funding opportunities pursued</li> </ul>		0%	Revision yet to commence.	DCS
	Events	2.4.1	<ul style="list-style-type: none"> <li>Recognise community achievements through continued celebration of Anzac and Australia day celebrations</li> <li>Development of an Events Calendar in consult with others</li> </ul>	<ul style="list-style-type: none"> <li>Community events planned and run by Council have a good attendance rate</li> <li>5% clash rate for events on similar weekends as other Council areas</li> </ul>	\$55,000	75%	<p>Council events identified in the community services area include:</p> <ul style="list-style-type: none"> <li>Council Ball</li> <li>Anzac Day</li> <li>Australia Day</li> </ul>	MECD
	Employment	2.4.1	<ul style="list-style-type: none"> <li>Develop a projects listing that creates employment opportunities and attracts funding within the shire</li> <li>Invitation to local residents for access</li> </ul>	<ul style="list-style-type: none"> <li>Comprehensive database of projects for funding consideration compiled by 30 December 2019</li> <li>All appropriate training</li> </ul>		20%	<p>Economic Development Plan currently being developed. Projects listed is being compiled. Projects will then be able to be run through the QTC Project Decision Making Framework.</p>	ALL

Operational Plan 2019-2020

Program	Service	Link	Key Initiative 2019-2020	Performance Measure	Budget	% Complete	Status Commentary	RO
			<ul style="list-style-type: none"> <li>to Council training opportunities</li> <li>Conduct Vendor Panel training sessions for local business to promote access to electronic council tender/quotations</li> </ul>	<ul style="list-style-type: none"> <li>programs open to members of the public</li> <li>Two separate sessions conducted during the financial year</li> </ul>		0%	Vendor Panel/ Procurement information session is scheduled for February 2020.	
		2.3.5	<ul style="list-style-type: none"> <li>Help develop community awareness of new technologies and digital applications</li> </ul>	<ul style="list-style-type: none"> <li>Information session arranged through representatives of the Department</li> </ul>		50%	Economic Diversification Workshops scheduled for September 2019. DSDMIP currently in the process of finalising the Economic Development Strategy.	DCS
	Services	2.4.2	<ul style="list-style-type: none"> <li>Investigate renewable energy opportunities, particularly the installation of solar panels</li> <li>Development of an advocacy plan that identifies opportunities for services in the Region                             <ul style="list-style-type: none"> <li>Access to Century Power Line</li> <li>Improve telecommunications services available in the shire</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Undertake an assessment of the council facilities to ascertain opportunity to convert to solar</li> <li>Advocacy Action Plan developed by 30 December 2019 identifying the advocacy actions to be undertaken by the Council during the financial year</li> </ul>	\$30,000	100%	The Energy Project has completed an Energy Investigation Report and Energy Management Plan.	CEO DCS
						0%	Advocacy plan will be workshopped with the Councilors in November 2019	



Operational Plan 2019-2020

Program	Service	Link	Key Initiative 2019-2020	Performance Measure	Budget	% Complete	Status Commentary	RO
			<ul style="list-style-type: none"> <li>o Pursue government funding to improve mobile connectivity along the highways</li> <li>o Subsidised air fares</li> </ul> <ul style="list-style-type: none"> <li>• Complete the extension of fibre optic cable from Normanton to Karumba and advocate for connection to Burketown</li> </ul>	<ul style="list-style-type: none"> <li>• Project completed in accordance with funding guidelines by 30 September 2019</li> </ul>	\$2,400,000	50%	Extension has been granted until 30 September 2020. Cultural Heritage Agreement completed in November 2019, works to commence in April/ May 2020.	
	Education	2.4.2	<ul style="list-style-type: none"> <li>• Meet with the Education Minister on provision of increased higher level education opportunities</li> <li>• Investigate initiatives to enable access to Grade 12 education without having to leave the Carpentaria region</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting to be arranged with Minister for Education, Mayor and CEO to discuss opportunities</li> <li>• As above – meeting to be arranged before 31 December 2019</li> </ul>		25%	Mayor has three deputations during the Community Cabinet held in Townsville. A deputation was not arranged with the Education Minister at that time.	CEO MECD

## Operational Plan 2019-2020

Program	Service	Link	Key Initiative 2019-2020	Performance Measure	Budget	% Complete	Status Commentary	RO
Community Resilience	Disaster Management	2.3.4	<ul style="list-style-type: none"> <li>Maintain a current Local Disaster Management Plan</li> <li>Provide ongoing training for all LDMG members</li> <li>Advocate for, and develop aerodrome facilities that enhance RFDS access to remote areas of the shire</li> </ul>	<ul style="list-style-type: none"> <li>Plan reviewed and endorsed by Council &amp; LDMG – September 19</li> <li>90% attendance at training session for members and LDMG</li> <li>Applications completed for funding to improve facilities as they are announced</li> </ul>		100%	Disaster Management Plan has been adopted.	CEO
	Emergency Response		<ul style="list-style-type: none"> <li>Support and provide funding and resources to shire emergency services groups</li> <li>Promote recruitment of volunteers to the Rural Fire Service and State Emergency Services</li> </ul>	<ul style="list-style-type: none"> <li>100% of available grant funds expended in accordance with criteria</li> <li>Call for volunteers completed prior to wet season. Second round called prior to 30 June 2020</li> </ul>		50%	Funding expended in line with guidelines.  Recruitment of Group Leader Karumba and Carpentaria Local Controller pending SES Mount Isa approval.	DCS CEO
						50%		



Operational Plan 2019-2020

Program	Service	Link	Key Initiative 2019-2020	Performance Measure	Budget	% Complete	Status Commentary	RO
Community Wellbeing	Health	2.3.1	<ul style="list-style-type: none"> <li>Advocate for appropriate health needs and community expectations to services providers</li> <li>Advocate for essential Government services to be retained and/or provided to cater for communities needs</li> <li>Advocate to improve health outcomes through regional networks</li> <li>Provide information, education and training regarding public health issues and compliance</li> </ul>	<ul style="list-style-type: none"> <li>Advocacy Action Plan developed by 30 December 2019 identifying the advocacy actions to be undertaken by the Council during the financial year</li> </ul>		50%	<p>Attended CAG meetings for both Normanton and Karumba and bring information back to council.</p> <p>Deliver month interagency meetings.</p>	MECD
		2.3.2	<ul style="list-style-type: none"> <li>Provide measures to eradicate vermin and insect epidemics</li> <li>Implement strategies to improve public awareness of Singapore Ants</li> </ul>	<ul style="list-style-type: none"> <li>Immediate call to action when identified within the Shire</li> <li>Undertake two community awareness campaigns during the financial year</li> </ul>		25%	<p>Draft Biosecurity Plan has been returned to Council for comment and adoption.</p>	DCS MECD
	Sport & Recreation	2.2.2	<ul style="list-style-type: none"> <li>Design and survey of the School Dam including environmental and</li> </ul>	<ul style="list-style-type: none"> <li>Completed as part of MIP2 funded program (7.3 –</li> </ul>	\$120,000 (combined)			MECD

Operational Plan 2019-2020

Program	Service	Link	Key Initiative 2019-2020	Performance Measure	Budget	% Complete	Status Commentary	RO
	Parks & Open Spaces	2.2.1	<ul style="list-style-type: none"> <li>Seek funding to develop a plan for the staged development of parks, gardens and streetscapes using low maintenance and water efficient plant species and designs, taking into account the individuality of each community</li> </ul>	<ul style="list-style-type: none"> <li>Funding sought through next stage of Maturing the Infrastructure Pipeline Program (when released)</li> </ul>				MECD
		2.2.3	<ul style="list-style-type: none"> <li>Conduct an awareness session for current and new community groups that promotes good practice for events and maintenance of their infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>Session conducted in conjunction with State Department of Sport and Recreation before 31 December 2019</li> </ul>				MECD
			<ul style="list-style-type: none"> <li>ecological assessment</li> <li>Seek funding for the development of a Sport and Recreation Development Plan</li> </ul>	<ul style="list-style-type: none"> <li>Normanton Town area of Interest)</li> <li>Progression of this initiative is dependent on funding allocation</li> </ul>				

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## 3 Natural Environment

Corporate Outcomes	Strategic Actions
3.1 Green spaces, natural areas and natural resources are protected and well managed	3.1.1 Plan and manage open space, parkland and natural areas to eradicate pests and noxious weeds and promote biodiversity, water quality and community use.

Program	Service	Link	Key Initiative 2019-2020	Performance Measure	Budget	% Complete	Status Commentary	RO
Bio-security	Pest Management	3.1.1	<ul style="list-style-type: none"> <li>Manage noxious weeds, pest animals (in particular wild dogs/feral pigs) and disease in the shire in accordance with the Shire Pest Management Plan</li> <li>Through the NWQROC and regional NRM groups seek regional cooperation to establish stronger compliance measure to control pest plants and animals and other biologicals</li> </ul>	<ul style="list-style-type: none"> <li>Review of pest management plan during the period and development of an Implementation Plan as part of the review</li> <li>Active participation in meetings to ensure a successful approach to controlling pests on a Regional basis</li> </ul>	\$170,000	75%	2 rounds of 1080 baiting has been completed.	DCS
Natural Resource Management		3.1.1	<ul style="list-style-type: none"> <li>Pursue funding for phases 3 – 6 of the Coastal Hazard Adaptation Study</li> <li>Develop a plan incorporating recreational use (Rock Pool) for the</li> </ul>	<ul style="list-style-type: none"> <li>Application lodged for assessment for funding for phases 3 – 6 Planning &amp; Business Case completed for the development of Rock Pool –</li> </ul>		100%	Funding has been secured for phases 3 – 6.  Interpretive drawing prepared for the proposed Rock Pool. Need to secure funding for the development of a Business Case.	CEO

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			<ul style="list-style-type: none"> <li>foreshore at Karumba</li> <li>Make representations regarding land use management issues on behalf of shire residents, as required</li> </ul>	<ul style="list-style-type: none"> <li>Karumba by 30 April</li> <li>95% attendance at meetings called specific to land use management</li> </ul>					
			<ul style="list-style-type: none"> <li>Complete the development of a Hatchery to ensure long term sustainability of local fishing stocks</li> </ul>	<ul style="list-style-type: none"> <li>Hatchery opened to the public by 31 December 2019</li> </ul>		\$800,000	75%	<p>Funding extension granted until 31 December 2019. Tender awarded and construction commenced in September 2019.</p>	DCS DOE
	3.1.1		<ul style="list-style-type: none"> <li>Environmental assessment of proposed cleaning required at Norman River and the School Dam</li> </ul>	<ul style="list-style-type: none"> <li>Completed as part of MIPP2 funded program (7.3 – Normanton Town area of Interest)</li> </ul>		\$120,000 (combined)		<p>Monthly reporting is required for the MIPP 2 projects. Copy of the monthly report to be provided to Councillors.</p>	CEO

## Operational Plan 2019-2020

## 4 Built Environment

Corporate Outcomes		Strategic Actions	
4.1 Sustainable urban and rural development	4.1.1 Ensure development accords with Carpentaria Shire Council's planning scheme, planning instruments, codes and legislation	4.1.1	Ensure development accords with Carpentaria Shire Council's planning scheme, planning instruments, codes and legislation
4.2 A safe, equitable and integrated transport system	4.2.1 Implement an integrated and accessible transport system for the region, including a safe walking and cycling network.	4.2.1	Implement an integrated and accessible transport system for the region, including a safe walking and cycling network.

Program	Service	Link	Key Initiative 2019-2020	Performance Measure	Budget	% Complete	Status Commentary	RO
Planning & Development	Town Planning	4.1.1	<ul style="list-style-type: none"> <li>Maintain a planning scheme in accordance with the requirements of the <i>Planning Act 2016</i></li> <li>Establish resource sharing opportunities for development assessment</li> <li>Develop and implement a strategy to regularise land use tenure</li> <li>Development of an electronic Property Based Data System</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the Planning Scheme is 100% compliant with requirements in legislation</li> <li>Other member Councils within ROC prepared to consider Strategy complete by 30 March 2020</li> <li>Implementation of a property based records management system within Magiq</li> </ul>	\$68,000	50%	Electronic Database Structure has been developed, large format printer/scanner has been sourced and scanning has commenced.	DOE
	Land Use Management		<ul style="list-style-type: none"> <li>Review land use tenure in consult with State Government as part of ILUA negotiations</li> </ul>	<ul style="list-style-type: none"> <li>Discussions are concluded and land use determined by end of reporting period 30 June 2020</li> </ul>				DOE

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	Transport System	4.2.1	<ul style="list-style-type: none"> <li>Prepare preliminary designs and concept drawings of the "Karumba Point Foreshore" including boardwalk and park facilities</li> <li>Design and prepare drawings of an Esplanade "ring road"</li> </ul>	<ul style="list-style-type: none"> <li>Completed as part of MIPP2 funded program (7.1 – Karumba Town Plan)</li> <li>Completed as part of MIPP2 funded program (7.1)</li> </ul>	\$120,000 (combined)	15%	Concept drawings for rock pool and park facilities completed	DOE
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## 5 INFRASTRUCTURE AND ASSET MANAGEMENT

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Corporate Outcomes		Strategic Actions	
5.1 Integrated and timely provision and management of sustainable infrastructure and assets		5.1.1 Develop a Strategic Infrastructure and Asset Management Plan to guide the provision, maintenance, decommissioning, replacement and enhancement of Council assets and infrastructure.	
		5.1.2 Ensure the provision and management of infrastructure and assets meet the needs and priorities of Council, the community and industry.	
		5.1.3 Plan and implement urban improvement works which enhance local character and identity, conserve and improve the region's streetscapes and provide iconic parkland.	
5.2 A safe and sustainable road network		5.2.1 Plan and deliver a safe, sustainable and efficient road network.	
		5.2.2 Plan and deliver safe and effective stormwater management outcomes and a flood resilient region.	
		5.2.3 Plan and deliver safe, sustainable and efficient airports and aerodrome services.	
5.3 A safe and sustainable water network.		5.3.1 Plan, deliver and manage efficient and sustainable, high quality, water supply systems	
		5.3.2 Advance water use efficiency and water cycle innovation throughout the region.	
		5.4.1 Plan, deliver and manage efficient and sustainable waste and resource management services.	
5.4 Sustainable waste management		5.4.2 Plan and deliver an integrated waste infrastructure network.	
		5.4.3 Minimise the impacts of waste generation through modified consumer behaviour, effective recycling infrastructure and practices, and the reduction of emissions from landfill.	
		5.5.1 Plan, deliver and manage a high quality sewerage network and treatment facilities.	
5.5 A sustainable sewerage network		5.5.2 Effective and efficient use of recycled water.	

Program	Service	Link	Key Initiative 2019-2020	Performance Measure	Budget	% Complete	Status Commentary	RO
Engineering Services	Technical Support	5.1.1	<ul style="list-style-type: none"> <li>Develop and implement AMP in partnership with elected members</li> </ul>	<ul style="list-style-type: none"> <li>Individual asset class plans reviewed and completed 30/6/2020</li> </ul>	\$180,000			DOE



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Program	Service	Link	Key Initiative 2019-2020	Performance Measure	Budget	% Complete	Status Commentary	RO
			<ul style="list-style-type: none"> <li>Engage and manage resources to effectively manage council building assets</li> <li>Review the level of service of Karumba Town facilities and infrastructure (water, sewer, roads and community services) to forecast performance against increased tourist numbers</li> <li>Develop and implement Quality Assurance system across all works operations</li> <li>Develop harmonious working relationships with landholders in conjunction with infrastructure works</li> <li>Develop and implement protocols to ensure that all stakeholder interests are observed</li> </ul>	<ul style="list-style-type: none"> <li>Development of a maintenance schedule for building maintenance by 30 September 2019</li> <li>Completed as part of MIPP2 funded program (7.1)</li> <li>Quality Assurance System commenced prior to 31 December 2019</li> <li>Procedure for engaging with landowners along the transport/road corridor developed</li> <li>Community consultation is undertaken prior to major changes to the 3-5 year program</li> </ul>	(\$120,000 (combined))		A maintenance schedule has been completed for the staff housing upgrades to the value of \$435,000 under the W4Q Funding and endorsed by Council.	



## Operational Plan 2019-2020

Program	Service	Link	Key Initiative 2019-2020	Performance Measure	Budget	% Complete	Status Commentary	RO
		5.1.3	<ul style="list-style-type: none"> <li>Develop and maintain a shire and state road infrastructure plan that identifies a 3-5 year schedule of designed projects</li> <li>Document scope of works for forward programed works</li> </ul>	<ul style="list-style-type: none"> <li>3-5 year schedule presented to Council with Budget. Updated at regular intervals with funding</li> <li>100% of future works is well document and appropriately scoped</li> </ul>				DOE
Infrastructure	Roads	5.1.2	<ul style="list-style-type: none"> <li>Advocate on behalf of the community and the region to State and Federal Governments regarding transport and roads matters</li> <li>Raise the profile of road network through Regional Organisation of Councils (FNQROC &amp; NWQROC)</li> </ul>	<ul style="list-style-type: none"> <li>Advocacy Action Plan developed by 30 December 2019 identifying the advocacy actions to be undertaken by the Council during the financial year</li> </ul>				DOE
		5.2.1	<ul style="list-style-type: none"> <li>Undertake a detailed assessment and determination of the Levels of Service requirements for each road</li> <li>Identification and asset inventory of all LRRS roads within the Shire</li> <li>Undertake a gap analysis of the Level of</li> </ul>	<ul style="list-style-type: none"> <li>Completed as part of MIPP2 funded program (7.4 – Carpentaria Road Network)</li> <li>Completed as part of MIPP2 funded program (7.4)</li> <li>Completed as part of MIPP2</li> </ul>	\$120,000 (combined)			DOE

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Program	Service	Link	Key Initiative 2019-2020	Performance Measure	Budget	% Complete	Status Commentary	RO
			<ul style="list-style-type: none"> <li>Service of existing infrastructure</li> <li>Undertake a review of the maintenance requirements for the existing infrastructure</li> <li>Identification and prioritisation of capital infrastructure projects required to raise the level of service of each road to meet its adopted Level of Service</li> <li>Undertake a review of the life cycle costs of the LRRS roads</li> <li>Undertake a detailed review of the materials required for the upgrade and maintenance of these assets with emphasis on base course sourcing and cost optimisations</li> <li>Develop costs estimates for both upgrade projects and maintenance requirements on all aspects of the life cycle costs of a road asset and consider upgrade requirements</li> <li>Assess and make recommended changes of the main intersection from a T intersection into a roundabout to reduce</li> </ul>	<ul style="list-style-type: none"> <li>funded program (7.4)</li> <li>Completed as part of MIPP2 funded program (7.4)</li> <li>Completed as part of MIPP2 funded program (7.4)</li> <li>Completed as part of MIPP2 funded program (7.4)</li> <li>Completed as part of MIPP2 funded program (7.4)</li> <li>Completed as part of MIPP2 funded program (7.4)</li> <li>Completed as part of MIPP2 funded program (7.1)</li> </ul>				

## Operational Plan 2019-2020

Program	Service	Link	Key Initiative 2019-2020	Performance Measure	Budget	% Complete	Status Commentary	RO
	Water Supply	5.3.1	<ul style="list-style-type: none"> <li>congestion at the Karumba Point intersection</li> <li>Provision of recommendations including design of upgrades to water reticulation as required in Karumba</li> <li>Manage water supply schemes in accordance with Council's TMP and implement water use restriction trigger point signage</li> <li>Provide safe and reliable potable water supplies in accordance with the Australian Drinking Water Standards</li> <li>Ensure the community's water security needs are met by continuing to monitor the capacity in water storages</li> <li>Investigate energy efficiencies in delivery and treatment of water supply</li> </ul>	<ul style="list-style-type: none"> <li>Completed as part of MIPP2 funded program (7.1)</li> <li>All variations to operations outside TMP are reported to Councilors within 12 hours of discovery</li> <li>All variance to water quality is reported to Councilors within 12 hours of occurrences</li> <li>Water levels are reported to Councilors within 12 hours of need to amend restrictions</li> <li>Undertake assessment of use of solar at treatment facilities</li> </ul>	\$120,000 (combined)	0%	<p>Supply has been provided in accordance with Council's updated DWQMP to ensure a safety and reliability.</p> <p>Potable water has continued to meet ADWG.</p> <p>Water security has been maintained through managing water levels at all facilities.</p> <p>Investigations are underway to improve energy efficiencies. This includes the efficiency gains in larger pumps at Glenore weir and the energy management project in conjunction with DCS. Onsite inspections occurring in October with final report expected in December.</p>	DOE MWW
				50%		50%		

## Operational Plan 2019-2020

Program	Service	Link	Key Initiative 2019-2020	Performance Measure	Budget	% Complete	Status Commentary	RO
Environmentally	Sewerage	5.3.2	<ul style="list-style-type: none"> <li>Continue community education on responsible water usage</li> <li>Investigate the implementation of a 2 part tariff system for water charging in Normanton and Karumba</li> <li>Investigate current water use and large business usage to assess potable water v raw water irrigation opportunities</li> <li>Design a raw water irrigation network to reduce demand of treated water</li> <li>Undertake a cost benefit analysis of the project</li> <li>Undertake a whole of life costs assessment to determine appropriate staging</li> </ul>	<ul style="list-style-type: none"> <li>Two separate education programs during financial year</li> <li>Review undertaken and report provided to Council by 31 December 2019</li> <li>Completed as part of MIPP2 funded program (7.2)</li> <li>Completed as part of MIPP2 funded program (7.2)</li> </ul>	\$120,000 (combined)	33%	An initial rates review has commenced to provide relevant information for rating purposes to move closer to full cost recovery.	MWW MFAA
			<ul style="list-style-type: none"> <li>Design a raw water irrigation network to reduce demand of treated water</li> <li>Undertake a cost benefit analysis of the project</li> <li>Undertake a whole of life costs assessment to determine appropriate staging</li> </ul>	<ul style="list-style-type: none"> <li>Completed as part of MIPP2 funded program (7.2)</li> <li>Completed as part of MIPP2 funded program (7.2)</li> </ul>	\$120,000 (combined)	80%	Data has been collated and recommendations put forward.	
Environmentally	Footpaths	5.1.2	<ul style="list-style-type: none"> <li>Design of a footpath network extending the existing infrastructure to form a walking circuit around Normanton and linking all tourist sites</li> </ul>	<ul style="list-style-type: none"> <li>Completed as part of MIPP2 funded program (7.3)</li> </ul>	\$120,000 (combined)	100%	Preliminary designs have been made for the first stage and is being completed by a consultant company.	DOE
			<ul style="list-style-type: none"> <li>Provision of recommendations</li> </ul>	<ul style="list-style-type: none"> <li>Completed as part of MIPP2</li> </ul>	\$120,000 (combined)	25%	The cost benefit analysis of the project has been completed.	
Environmentally	Sewerage	5.5.1	<ul style="list-style-type: none"> <li>Provision of recommendations</li> </ul>	<ul style="list-style-type: none"> <li>Completed as part of MIPP2</li> </ul>	\$120,000 (combined)	0%	Staging and whole of life costs will be undertaken as part of the design process.	DOE MWW

## Operational Plan 2019-2020

Program	Service	Link	Key Initiative 2019-2020	Performance Measure	Budget	% Complete	Status Commentary	RO
Relevant Activities	Waste Management	5.4.1	<ul style="list-style-type: none"> <li>Manage waste facilities in accordance with EPA guidelines</li> </ul>	<ul style="list-style-type: none"> <li>All variations to operations outside guidelines are reported to Councilors within 12 hours of notification</li> </ul>		33%	Some issues relating to waste facilities such as illegal dumping, leachate collection at NLF, oil collection and stormwater management.	DOE
								MMWW
								DOE
		5.4.3	<ul style="list-style-type: none"> <li>Investigate the feasibility of installing environmentally compliant incinerator at council transfer stations and landfills</li> </ul>	<ul style="list-style-type: none"> <li>Feasibility undertaken and prepare report for consideration by Councilors before 31 March 2020</li> </ul>		33%	Consultant engaged to undertake feasibility report due in January 2020.	DOE
	Quarries		<ul style="list-style-type: none"> <li>Implementation of systems that ensure quarry operations are managed in accordance with EPA guidelines</li> <li>Identify and map existing quarries and borrow pits</li> <li>Undertake a material quality assessment of all</li> </ul>	<ul style="list-style-type: none"> <li>All quarry operations are conducted in accordance with plans developed for that purpose</li> <li>100% of quarry and borrow pits have Planning Approval</li> </ul>		80%	Quarry Management Plan completed which includes maps and locations of quarries. Most Quarry Pits have planning approval. In accordance with EPA Guidelines	DOE

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Program	Service	Link	Key Initiative 2019-2020	Performance Measure	Budget	% Complete	Status Commentary	RO
			private and council operated quarry materials.	<ul style="list-style-type: none"> <li>All materials are tested to ensure the quarry materials are suitable for use</li> </ul>				



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## 6 Economy

Corporate Outcomes		Strategic Actions	
6.1 A strong and diverse economy		6.1.1 In partnership promote the region by supporting the growth of new and existing businesses.	
		6.1.2 Ensure planning and infrastructure supports future economic growth.	
		6.1.3 Plan and support local economic development	
		6.1.4 Promote and develop Carpentaria shire as a unique destination and to manage tourism in a sustainable way	

Program	Service	Link	Key Initiative 2019-2020	Performance Measure	Budget	% Complete	Status Commentary	RO
Economic Development	Regional Development	6.1.1	<ul style="list-style-type: none"> <li>Maintain relationships and memberships of all regional organisations and bodies</li> <li>Investigate opportunities for Regional Development through Gulf Savannah Development (GSD), NWAQROC</li> </ul>	<ul style="list-style-type: none"> <li>100% of memberships maintained with attendance and active participation. 100% attendance at GSD and NWAQROC meetings to ensure representation of Carpentaria Shire Council</li> </ul>	\$125,000	100%	Memberships are being reviewed and will be completed following the GSD review. Will be in a better position to provide an update following the GSD Review. Mayor and CEO continue to attend the various meetings and actively participate.	CEO DCS

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	Local Economic Development	6.1.3	<ul style="list-style-type: none"> <li>Prepare an Economic Development Strategy for the Shire that supports other Strategies in the Region</li> <li>Promote community awareness of Council procurement opportunities</li> <li>Continued reporting on local spend on procurement activities</li> <li>Promote council employees awareness on Council's commitments to development of competitive local business and industry</li> </ul>	<ul style="list-style-type: none"> <li>Strategy completed by 31 December 2019. Consultation with DSDMIP and GSD</li> <li>10% increase in new local vendors</li> <li>Report Months to Council on Local Spend figures.</li> </ul>		50%	Local spend reported to Councils on a monthly basis. Trade Services Tender has been completed to assist in identifying and engaging local suppliers.	ALL
Tourism		6.1.2	<ul style="list-style-type: none"> <li>Review the promotion of the Savannah Way drive experience to support tourism growth in the Region</li> </ul>	<ul style="list-style-type: none"> <li>95% attendance at Savannah Way Limited meetings and discussions to promote this route.</li> </ul>				DOE



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		6.1.4	<ul style="list-style-type: none"> <li>Review the design and Business Case for the develop a Monsoon Centre at Burns Philp Building</li> <li>Promote development of the Mutton Hole Wetlands for eco-tourism through the Tourism Strategy</li> <li>Support initiatives to attract recreational fishing activities</li> <li>Design of interpretive signage at tourism locations to provide information on history and environmental points of interest</li> </ul>	<ul style="list-style-type: none"> <li>Undertake a review of the current documents and update where necessary</li> <li>Undertake a review of the Business Case and develop an Implementation Plan to progress Barra and Blues Festival to coincide with other fishing events to boost numbers</li> <li>Completed as part of MIPP2 funded program (7.3)</li> </ul>		20%	Barra and Blues Festival has been scheduled for October 2020, various grants submitted and awaiting outcomes, \$50k for Karumba Barra & Blues YOOTEP grant awarded.	GMT
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## Operational Plan 2019-2020

## 7 Governance

Corporate Outcomes		Strategic Actions	
7.1 A Shire governed in consultation and partnership with the community	7.1.1	Ensure leadership and decision making is transparent, accountable and represents the current and future interests of the region's communities.	
	7.1.2	Implement effective community consultation processes that enable participation, engagement and collaboration	
	7.1.3	Develop and maintain community participation, partnerships and volunteer programs.	
	7.1.4	Implement an effective information and education program to encourage community participation in decision making and build social capital.	
7.2 Responsive and efficient customer service delivery	7.2.1	Continually review and enhance service delivery to ensure Council's responsiveness to customer and community expectations.	
	7.2.2	Work collaboratively across Council to provide effective, efficient and coordinated outcomes.	
	7.2.3	Build a culture of continuous improvement which recognises best practice.	
7.3 Strategic management of Council	7.3.1	Develop and implement local laws, policies, standards and codes in accordance with legislative requirements and ensure compliance.	
	7.3.2	Implement integrated strategic planning approaches across Council, including efficient and effective risk management.	
	7.3.3	Implement sustainable financial management and effective procurement practices.	

Program	Service	Link	Key Initiative 2019-2020	Performance Measure	Budget	% Complete	Status Commentary	RO
Administration	Customer Service	7.2.2	<ul style="list-style-type: none"> <li>Champion a customer service culture for internal and external customers of Council</li> </ul>	<ul style="list-style-type: none"> <li>Review the Customer Charter by 30 March 2020.</li> </ul>		50%	Internal audit undertaken and report provided back to Council in January 2020. Recommendations to be enacted.	M/FAA
		7.2.1	<ul style="list-style-type: none"> <li>Ensure Council staff and elected members lead by example to</li> </ul>	<ul style="list-style-type: none"> <li>Number of complaints received from the community</li> </ul>		0%	Customer Service Module to be implemented into Synergy Soft to assist in the monitoring	M/FAA

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Program	Service	Link	Key Initiative 2019-2020	Performance Measure	Budget	% Complete	Status Commentary	RO
Executive Services	Community Engagement	7.1.2	<ul style="list-style-type: none"> <li>promote a cohesive and respectful culture and strong community values</li> <li>Encourage and foster social cohesion between Council and the community</li> </ul>	<ul style="list-style-type: none"> <li>through the complaints system are reduced by 25%</li> <li>Conduct a community attitude survey by 30 September 2019</li> </ul>	\$84,000	50%	and handling of service requests and complaints.	MFAA
	Records Management		<ul style="list-style-type: none"> <li>Maintain an accurate records management system that captures all Corporate Correspondence</li> </ul>	<ul style="list-style-type: none"> <li>95% of all corporate records are captured in the Records Management System (Magiq)</li> </ul>			State archives and 3 <sup>rd</sup> party consultants have been engaged to assist in reviewing and improving Councils Records Management processes.  Council is currently disposing archived records that had reached the disposal date.  The records team had transferred the documents located in the stack of boxes located in the back wall of the archived room. These boxes will then be sorted, as these records are from previous years and were mixed.	MFAA
			<ul style="list-style-type: none"> <li>Council maintains effective communication with the community and</li> </ul>	<ul style="list-style-type: none"> <li>Include in the community attitude survey to be completed by 30 September 2019 a section on the communication style of Council</li> </ul>		25%	Customer Request Management internal audit has been completed and report provided to Council in January 2020. Customer Service training has commenced for all staff.	DCS MFAA MECD

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Program	Service	Link	Key Initiative 2019-2020	Performance Measure	Budget	% Complete	Status Commentary	RO
	Organisational Development	7.3.1	<ul style="list-style-type: none"> <li>Identify the needs of and opportunities available in each community through annual meetings and regular consultation with community groups</li> <li>the shire's key partners and stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Conduct a series of community meetings within the towns and at the various locations during the road inspections</li> </ul>		50%	<p>Policy Reviews have commenced.</p> <p>Organisational Structure has been adopted. May require</p>	CEO DCS
			<ul style="list-style-type: none"> <li>Undertake a review of all Policies in use by Council and ensure community access is provided to the policies effecting community members</li> <li>Maintain an organisational structure that is effective, efficient and financially responsible</li> <li>Review local laws and related policies in line with the annual budget</li> <li>Implement and maintain a reporting /complaints</li> </ul>	<ul style="list-style-type: none"> <li>Policy review is undertaken in relation to all policies to ensure they meet operational, legislative requirements and align with and support the Corporate Plan</li> <li>Review of the Organisational Structure annually as part of the budget process</li> <li>Appropriate local laws and policies are reviewed annually</li> <li>Review the Complaints</li> </ul>				

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Program	Service	Link	Key Initiative 2019-2020	Performance Measure	Budget	% Complete	Status Commentary	RO
			management system to better manage community and Council expectations and requirements	Management System to ensure compliance with legislation and Departmental requirements			Further review to obtain further efficiency. Reviewed as required	
	Risk Management	7.3.2	<ul style="list-style-type: none"> <li>Undertake a review of the enterprise risk management system</li> <li>Undertake a comprehensive review of the corporate and operational risk registers</li> <li>Develop and implement a Footpath inspection program/policy</li> </ul>	<ul style="list-style-type: none"> <li>Review undertaken by 30 March 2020</li> <li>Review undertaken and presented to Audit and Risk Committee by 31 December 2019</li> <li>Develop a Footpath Inspection program and present to Council for endorsement by 30 March 2020</li> </ul>			Implementation of new customer request/ customer complaints software	ALL

## Operational Plan 2019-2020

Program	Service	Link	Key Initiative 2019-2020	Performance Measure	Budget	% Complete	Status Commentary	RO
Financial Management	Revenue	7.3.3	<ul style="list-style-type: none"> <li>Capitalise on external revenue sources to benefit and enhance the shire</li> <li>Manage revenue collection from rates, fees, charges and internal sources efficiently and effectively</li> <li>Investigate subsidies, assistance and options available to sustain public transport</li> <li>Identify and respond to community infrastructure funding opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Identify and report to Council on alternative revenue source opportunities</li> <li>Undertake a review of the current sources of revenue to ensure compliance with charges</li> <li>Carry out a review of available subsidies for community members and promote</li> <li>Fill the vacancy for the Media and Grants Officer by 30 September 2019</li> </ul>		<p>50%</p> <p>100%</p>	<p>1st Levy for 2019-2020 discount period has closed last 25 September 2019. Engaged with Reinforcements Consultants to assist with the review of the Council Rates.</p> <p>Newly hired Media and Grants Officer commence employment on the 8th of October 2019</p>	MFAA SFO
	Financial Planning	7.3.3	<ul style="list-style-type: none"> <li>Conduct a full review of the individual asset management plans for the individual asset classes</li> <li>Compile 10 year financial strategies to replace assets and account for depreciation</li> </ul>	<ul style="list-style-type: none"> <li>90% of the individual asset class management plans are reviewed and updated</li> <li>10 year asset replacement and maintenance schedules are compiled for all asset classes</li> </ul>		10%	The asset management team are currently looking between Synergysoft and Reflect Asset Management Systems. Initial presentations for these systems is now complete. The team awaits feedback from Synergysoft team in regards to Longreach Council implementation of the asset management system in conjunction with the Reflect system of Asset Edge.	MFAA





Operational Plan 2019-2020

## 8 Innovation and Technology

Corporate Outcomes		Strategic Actions	
8.1 Responsive and innovative processes & systems	8.1.1 Implement reliable and contemporary information, knowledge and management systems.		
	8.1.2 Identify and implement process and system improvements, facilitating improved decision making.		

Program	Service	Link	Key Initiative 2019-2020	Performance Measure	Budget	% Complete	Status Commentary	RO
Administration	Information Technology	8.1.1	<ul style="list-style-type: none"> <li>Modules chosen for new computer system are implemented prior to year end</li> </ul>	<ul style="list-style-type: none"> <li>100% of the additional computer system modules are tested and installed by 30 June 2020</li> </ul>	\$100,000	60%	Synergysoft modules are now implemented for the Financial, Rates and Property. 1. HR module has been implemented. 2. Workshop Maintenance Module – initial presentation is complete and now awaits for the templates to be completed 3. ERP module – additional training has been provided. 4. Power BI – is ready for roll out after another workshop with Justin and Jade	MFAA WHSO
Human Resource Management	Workplace Health & Safety	8.1.1	<ul style="list-style-type: none"> <li>Improve worker safety through training and awareness</li> <li>Fleet monitor reporting is provided monthly to inform decision making in relation to plant</li> </ul>	<ul style="list-style-type: none"> <li>20% reduction in WH&amp;S injuries</li> <li>90% success rate in reporting. All initiatives identified to increase</li> </ul>				MHR WHSO



Operational Plan 2019-2020

			optimisation through vehicle tracking system	optimisation are trialled within 2 month of identification				
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*It's a great place to work,  
live and play*

## BUSINESS PAPERS

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### 10.4 APPROVED INSPECTION PROGRAM

<b>Attachments:</b>	NIL
<b>Author:</b>	Justin Hancock - Director of Corporate Services
<b>Date:</b>	9 January 2020

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<b>Key Outcome:</b>	1.5 – Council has high quality governance
<b>Key Strategy:</b>	1.5.1 Council complies with its legislative obligations.

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#### 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 s134 of the *Local Government Act 2009* and s113 *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 s113 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 s44(2) and s46 of the *Animal Management (Cats and Dogs) Act 2008*.

(b) Commencement

The program is to start on 1 July 2020.

(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 six (6) 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 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 1 July 2020.

(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 s427 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 s2N of the *Public Health Regulation 2005*.

(b) Commencement

This program will commence on 1 March 2020.

(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 are 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 s134 of the *Local Government Act 2009*, s427 and s428 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;

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- (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;
- (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):**

- Local Laws Officers

### **Legal Implications:**

- Approved inspection programs provide Council with a statutory mechanism to ensure compliance with Local Government Acts.

### **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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### **10.5 INFORMATION PRIVACY POLICY**

<b>Attachments:</b>	10.5.1. Information Privacy Policy <a href="#">↓</a>
<b>Author:</b>	Justin Hancock - Director of Corporate Services
<b>Date:</b>	10 January 2020
<b>Key Outcome:</b>	7.3 - Strategic management of Council
<b>Key Strategy:</b>	7.3.1 Develop and implement local laws, policies, standards and codes in accordance with legislative requirements and ensure compliance.

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#### **Executive Summary:**

Council has a legislative responsibility to securely handle and store all personal information that is collected and/or obtained during the normal course of business. This policy details the requirements and responsibilities of Councillors and staff when dealing with personal information.

#### **RECOMMENDATION:**

That Council adopts the Information Privacy Policy as presented.

#### **Background:**

Personal information is defined in section 12 of the Information Privacy Act 2009 as *"information or an opinion, including information or an opinion forming part of a database whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion."*

In order for Council to provide services and facilities, it has to collect the personal information of its customers such as name, address, telephone number, email etc. With the collection of this information comes the legislative responsibility to ensure the privacy of individuals is protected.

This policy provides guidance to Councillors and staff of the requirements of the *Information Privacy Act 2009* and to the secure handling and storage of all personal information collected or obtained during the normal course of business.

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

- Senior Management have reviewed the policy prior to presentation to Council.

#### **Legal Implications:**

- This policy establishes the statutory requirements, under the *Information Privacy Act 2009*, and Council's expectations with regards to the collection, use, storage and disclosure of personal information.

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

- There are no financial or resource implications in adopting the Information Privacy Policy.

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### **Risk Management Implications:**

- During its normal course of operations Council collects considerable amount of personal information that is required to provide services and facilities. Having a policy outlining the responsibilities of Councillors and staff with regards to all aspects of information privacy and communicating these requirements, mitigates the risk of Council breaching the requirements of the *Information Privacy Act 2009*.





## Information Privacy Policy

### Policy Details

Policy Category	Council Policy
Date Adopted	15 January 2020
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	15 January 2020
Policy Version Number	2
Policy Owner	Director Corporate Services
Contact Officer	Justin Hancock
Review Date	January 2024

### Supporting documentation

Legislation	<ul style="list-style-type: none"> <li>• Information Privacy Act 2009</li> <li>• Local Government Act 2009</li> <li>• Local Government Regulation 2012</li> <li>• Public Records Act 2002</li> <li>• Public Sector Ethics Act 1994</li> <li>• Right to Information Act 2009</li> </ul>
Policies	<ul style="list-style-type: none"> <li>• Code of Conduct for Councillors</li> <li>• Code of Conduct for Employees</li> <li>• Complaints Management Process Policy</li> <li>• Confidential Information Policy</li> </ul>
Delegations	<ul style="list-style-type: none"> <li>• NI</li> </ul>
Forms	<ul style="list-style-type: none"> <li>• NI</li> </ul>
Supporting Documents	<ul style="list-style-type: none"> <li>• Queensland Government General Retention and Disposal Schedule</li> </ul>

### Version History:

Version	Adopted	Comment	eDRMS #
1	18/04/2012	Council Resolution No. 0412/018	
2	15/01/2019	Council Resolution	



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## **Intent**

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To ensure all Councillors and Council Staff understand their statutory obligations relating to personal information that is collected by Council and at all times comply with the *Information Privacy Act 2009*.

## **Scope**

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This policy applies to:

- all personal information collected, used and stored by Council in every aspect of its operations and performance; and
- all Councillors and Council staff regardless of their employment type or status.

## **Policy Statement**

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Carpentaria Shire Council ("Council") is committed to protecting the privacy of individuals. Council will take all reasonable steps to ensure that the collection, use, disclosure and handling of all personal information by Council complies with all relevant legislation and associated information privacy principles.

The *Information Privacy Act 2009* sets out the ways in which Council must handle personal information. It also gives individuals the right to request a copy of their personal information and request for documents to be amended if they are inaccurate or out of date.

## **Collection**

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All personal information collected by Council will be used only for the purpose of conducting Council business and for the provision of services to the community.

Council will only collect personal information in a lawful and fair manner for a purpose directly related to and necessary to fulfil a function or activity of Council. Wherever possible, Council will advise persons what the information will be used for either prior to or at the point of collection.

All reasonable steps will be undertaken to ensure that personal information collected is relevant to the purpose for which it is collected, is accurate, complete and up to date. The collection of personal information will not be done in a way that is an unreasonable intrusion into the personal affairs of the individual.

## **Storage and Security**

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Council will undertake all reasonable measures to maintain a secure system for storing personal information and will utilise appropriate technologies, security methods, operational policies and procedures to protect the information from unauthorised access, improper use, alteration, unlawful or accidental destruction and accidental loss.

No person, including employees, consultants or contractors, will access or use personal information unless authorised to do so.



## Access and Amendment

Persons may have access to their personal information and may seek to have this information corrected. Written applications for access and correction will be dealt with by Council in accordance with the provisions of the Act.

## Use and Disclosure

Council will use personal information it collects for the primary purpose for which it was collected or for a secondary purpose if it is directly related to the primary purpose.

Additionally, Council may use the information for other (identified or non-identified) purposes where a person has consented to such use or disclosure.

## Complaints

If an individual believes that Council has not dealt with their personal information in accordance with the *Information Privacy Act 2009*, they may submit an information privacy complaint. Any complaints received will be processed under the provisions of Council's Complaints Management Process Policy.

Following Council's response to the complaint, should the individual complainant remain dissatisfied, they may make a privacy complaint to the Queensland Information Commissioner, provided that at least 45 business days have elapsed since the complaint was first made.

## Definitions

TERM	DEFINITION
<b>Access</b>	Providing an individual with personal information about himself or herself that is held by the Council. This may include allowing that individual to inspect personal information or to obtain a copy of the personal information.
<b>Collection</b>	Gathering, acquiring or obtaining personal information from any source and by any means.
<b>Consent</b>	In relation to sensitive information means a voluntary agreement (express or implied) to some act, practice or purpose. The individual must be adequately informed before giving consent and must have the capacity to understand and communicate their consent.
<b>Disclosure</b>	The release of personal information to persons or organisations outside of Council (receiving entity) where the receiving entity does not know the personal information and Council ceases to have control over the receiving entity in relation to who will know the personal information in the future. It does not include giving individuals personal information about themselves.
<b>Information Privacy Principles</b>	Defined in schedule 3 of the <i>Information Privacy Act 2009</i> .
<b>Personal Information</b>	Is defined in section 12 of the <i>Information Privacy Act 2009</i> as - information or an opinion, including information or an opinion forming part of a database, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.



Adopted by Council "Date" by Resolution "Number"

**Mark Crawley**  
**Chief Executive Officer**

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### **10.6 GIFTS AND BENEFITS POLICY**

<b>Attachments:</b>	10.6.1. Gifts and Benefits Policy <a href="#">↓</a>
<b>Author:</b>	Justin Hancock - Director of Corporate Services
<b>Date:</b>	10 January 2020
<b>Key Outcome:</b>	7.3 - Strategic management of Council
<b>Key Strategy:</b>	7.3.1 Develop and implement local laws, policies, standards and codes in accordance with legislative requirements and ensure compliance.

---

#### **Executive Summary:**

There is a legislative requirement contained in the *Industrial Relations Regulation 2018*, for Council to have a Gifts Policy. The Gifts and Benefits Policy presented to Council for adoption is based on sound corporate governance principles and complies with all legislative requirements.

When it comes to developing financial thresholds to determine when a gift or benefit is reportable, the legislation is silent, and it is up to the individual organisation to establish reasonable financial thresholds.

The current financial threshold of \$150.00 has not been amended however a provision has now been included for recipient employees to declare gifts and benefits where the aggregate value received from the same donor or source exceeds \$150.00 over the financial year.

#### **RECOMMENDATION:**

That Council adopts the Gifts and Benefits Policy as presented.

#### **Background:**

Council employees hold positions of public trust and must carry out their duties impartially and with honesty to enhance public confidence in the integrity of Council administration.

Staff are not entitled to extra benefits from external parties and the provision of gifts or benefits to employees can create perceptions of a conflict of interest. However, there are instances when third parties are generally very appreciative of the service provided by an employee or group of employees and they wish to show their appreciation through a gift or benefit.

This policy provides guidance to staff on matters that should be considered prior to accepting gifts or benefits from third parties and if the real value of the gift or benefit exceeds \$150.00 the requirements for declaring. This financial threshold for declaration of gifts and benefits also now applies where a recipient employee, over the course of a financial year, receive gifts or benefits from the same donor/source and the aggregate value of these gifts and benefits exceeds \$150.00.

Should a staff member ever feel that an acceptance of a gift or benefit could be perceived, real or otherwise, as a conflict of interest then they should graciously decline that gift or benefit.

It has also been included in the revised policy for the Gifts and Benefits Register to be submitted to the Executive Leadership Team on a quarterly basis for monitoring and review purposes.

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

- Senior Management have reviewed the policy prior to presentation to Council.

### **Legal Implications:**

- Schedule 3 of the *Industrial Relations Regulation 2018* details the requirements for financial policies to be held by the organisation which includes the requirement for a Gifts Policy. An extract from the Regulation appears below:

#### **5 Policy for gifts**

*An organisation's policy for gifts must—*

- (a) state the circumstances in which an officer or employee of the organisation—*
  - (i) may accept a gift from an entity other than the organisation; and*
  - (ii) must refuse a gift from an entity other than the organisation; and*
- (b) include procedures about reporting and documenting the receipt of gifts.*

The Gifts and Benefits Policy presented to Council for adoption complies with the above requirements.

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

- There are no financial and/or resource implications in adopting this policy.

### **Risk Management Implications:**

- Adherence to this Gifts and Benefits Policy will assist in mitigating the potential risks of staff being placed in situations where a reasonable person could perceive a conflict of interest exists.





## Gifts and Benefits Policy

### Policy Details

Policy Category	Council Policy
Date Adopted	15 January 2020
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	15 January 2020
Policy Version Number	2
Policy Owner	Director Corporate Services
Contact Officer	Justin Hancock
Review Date	January 2023

### Supporting documentation

Legislation	<ul style="list-style-type: none"> <li>Industrial Relations Regulation 2018</li> <li>Local Government Act 2009</li> <li>Local Government Regulation 2012</li> <li>Public Services Ethics Act 1994</li> <li>Crime and Corruption Act 2001</li> </ul>
Policies	<ul style="list-style-type: none"> <li>Code of Conduct for Employees</li> <li>Fraud and Corruption Prevention Policy</li> </ul>
Delegations	<ul style="list-style-type: none"> <li>NI</li> </ul>
Forms	<ul style="list-style-type: none"> <li>Gifts and Benefits Declaration Form</li> <li>Gifts and Benefits Register</li> </ul>
Supporting Documents	<ul style="list-style-type: none"> <li>NI</li> </ul>

### Version History:

Version	Adopted	Comment	eDRMS #
1	19/08/2015	Council Resolution 0815/019	
2	15/01/2020	Council Resolution	



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## Intent

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The purpose of this policy is to enable a written record to be maintained of all gifts and benefits received or given by employees of Council in the interests of transparency, accountability and sound corporate governance.

## Scope

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This policy applies to all employees of Council as defined in this policy.

## Policy Statement

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Council employees hold positions of public trust and must carry out their duties impartially and with honesty to enhance public confidence in the integrity of Council administration.

They are not entitled to extra benefits from external parties and the provision of gifts or benefits to employees can create perceptions of a conflict of interest. Therefore, it is appropriate to question why they are offered and whether they should be accepted.

The Public Sector Ethics Act 1994, identifies the following four ethics principles as fundamental to good public administration:

- Integrity and impartiality;
- Promoting the public good;
- Commitment to the system of government; and
- Accountability and transparency.

In addition, the Local Government Act 2009 contains the local government principles which include:

- Transparent and effective processes, and decision-making in the public interest;
- Good governance of, and by, local government; and
- Ethical and legal behaviour of Councillors and local government employees.

This policy aims to minimise the risk of employees being exposed to an actual or perceived conflict of interest associated with gifts or benefits offered in the course of their official duties. In developing this policy, the following standards have been devised and considered essential in maintaining public trust:

- Gifts or benefits are not an entitlement, or a right and should not generally be accepted.
- Monetary gifts, including cash, vouchers or gift cards, of any value must never be accepted.
- Any gifts or benefits received – with a retail value in excess of \$150.00 or the aggregate value received from one donor/source in a financial year that exceeds \$150.00 – must be declared. This includes:
  - any prizes won while representing Council on official business (e.g. community events, conferences etc).
  - an individual award in recognition of work undertaken in an employee's official capacity, which includes components that could be deemed a gift or benefit.
  - tickets or invitations to an event, whether or not, Council is sponsoring that event.



- small tokens of gratitude which would normally be accepted as a matter of social convention.
- Any gifts or benefits offered with a retail value in excess of \$350 can only be retained if approval is given by the Chief Executive Officer with such approval only to be given in exceptional circumstances.
- Employees must not solicit, demand or request gifts or any personal benefit for themselves or any other person by virtue of their position.
- No gift may be accepted that could influence, or be perceived to influence an employee in the performance of their public or professional duties currently or in the future.
- Disclosures of conflicts of interests, gifts, benefits and other personal interests by employees is required.
- Applying disclosure requirements that enhance transparency, good decision making and public trust, is fundamental to great governance.

### **Accepting Gifts or Benefits**

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As a general guide, if an employee is offered a gift or benefit, they should put themselves in the position of the person offering the gift or benefit and consider why the gift is being given and whether acceptance is appropriate. Each type of gift or benefit carries a level of risk that should be considered when deciding whether it should be accepted or declined. In determining whether acceptance of a gift is appropriate, the two major considerations are:

- the intent in which the gift or benefit is given; and
- the public perception of acceptance of the gift or benefit.

As gifts and benefits can create obligations and expectations, if it can be considered in any way, perceived or actual, that the gift is given with the intention of influencing a decision or action of the recipient, it must be declined.

The offer of any gift or benefit, which can be of either monetary or non-monetary nature, that is to influence a decision or outcome is a bribe and is prohibited under legislation and this policy. Any such instances are to be immediately referred to the Chief Executive Officer who has the responsibility to refer to the Crime and Corruption Commission.

If the employee, who is the proposed recipient of a gift or benefit, is unsure of the impacts or liabilities incurred if they accept the gift or benefit, they should refer the matter to their Director prior to acceptance.

### **Declaring and Reporting of Gifts or Benefits**

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Upon the determination to accept a gift or benefit and the retail value of this gift or benefit exceeds \$150.00, the recipient employee must complete the "Benefits and Gifts Declaration Form" and provide the form to their Director for countersigning. This should be completed within 5 working days of acceptance of the gift or benefit.

Similarly, if over the course of a financial year the aggregate value of gifts or benefits received from the same donor or source exceeds \$150, the recipient employee must complete the "Benefits and Gifts Declaration Form" as detailed above.

Depending on the individual circumstances and merits surrounding the acceptance of the gift or benefit, the Director may refer the matter to the Chief Executive Officer for countersigning.



The completed and signed form is to be registered in Council's electronic document management system (EDMS). Upon EDMS registration of the declaration form the details are to be recorded into Council's Gifts and Benefits Register. The details recorded in the register are

- the EDMS reference number for Benefit and Gift Declaration Form
- recipient employee name and position
- date of benefit/gift receipt
- description of benefit/gift received
- estimated value
- provider of benefit/gift
- classification of benefit/gift
- relevant person countersigning declaration (Director, CEO or Mayor)
- whether matter referred to CEO

### **Review and Monitoring of Gifts or Benefits**

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The Gifts and Benefits Register must be submitted to an Executive Leadership Team meeting on a quarterly basis to enable senior management to review the effectiveness of this policy and the appropriateness of gifts or benefits being received by employees.



## Definitions

TERM	DEFINITION
<b>Disclosure</b>	Making a declaration about a gift or benefit by completing and submitting an appropriate form
<b>Employee</b>	Any person who has been an employee of Council (permanent, part-time and/or casual), volunteers, work experience, contractors or consultants either current or past.
<b>Gift or benefit</b>	Means an item or service offered, with a real value in excess of \$150.00 or the aggregate value from the same donor/source over a financial year exceeds \$150, to an employee or related person of the employee, where the item offered is free of charge or for a charge substantially less than the full value.
<b>Perceptions of a conflict of interest</b>	Occurs where it could be perceived by others that a public official's private interests could improperly influence the performance of their public duties – whether or not this is in fact the case.
<b>Public Perception</b>	Means the perception of a fair-minded, reasonable person in possession of all facts and full knowledge of the context.
<b>Retail Value</b>	Is the value of the gift or benefit that you would expect to pay if that item was purchased from a retail supplier.

Adopted by Council "Date" by Resolution "Number"

Mark Crawley  
Chief Executive Officer



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### **10.7 RELATED PARTY DISCLOSURE POLICY**

<b>Attachments:</b>	10.7.1. Related Party Disclosure Policy <a href="#">↓</a>
<b>Author:</b>	Justin Hancock - Director of Corporate Services
<b>Date:</b>	10 January 2020
<b>Key Outcome:</b>	7.3 - Strategic management of Council
<b>Key Strategy:</b>	7.3.1 Develop and implement local laws, policies, standards and codes in accordance with legislative requirements and ensure compliance.

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#### **Executive Summary:**

Council has a legislative obligation to produce annual financial statements that conform with the Australian Accounting Standards. Contained within the Australian Accounting Standards is the requirement to report on transactions between Council and related parties of Council's Key Management Personnel.

This provides another layer of accountability and transparency that there has been no undue influence exerted by any party in these transactions which occur as part of Council's normal business operations. The reviewed policy presented for adoption provides guidance to Council's Key Management Personnel as to their responsibilities in identifying and reporting their related parties.

#### **RECOMMENDATION:**

That Council adopts the Related Party Disclosure Policy.

#### **Background:**

From 1 July 2016, the Australian Accounting Standards Board (AASB) has determined that AASB 124 – Related Party Disclosures, will apply to government entities, including local governments. Related parties include government-related entities, key management personnel (KMP), their close family members and any entities that they control or jointly control.

This reporting requirement enables users of financial statements to form a view about the effects of related party relationships on an entity. Any transactions with these related parties, whether monetary or a non-financial benefit, need to be identified for inclusion in Council's annual financial statements.

This policy was originally adopted by Council in July 2016 to provide guidance to Council's KMP of their responsibilities associated with identifying and reporting their related parties to ensure statutory compliance. Council's KMP have been identified as:

- Mayor, Deputy Mayor and Councillors
- Chief Executive Officer (CEO)
- A senior executive employee (defined by s196(6) of the Local Government Act 2009)
- Any person acting in one of the above roles for a period in excess of one month (that is not already identified as a KMP)

This policy has now been reviewed and is presented to Council for re-adoption.

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

- Senior Management have reviewed the policy prior to presentation to Council. As there is a statutory requirement for Council to comply with AASB124, wider consultation has not been undertaken.

### **Legal Implications:**

- There is a legislative requirement for Council to produce annual financial statements that comply with the Australian Accounting Standards. This policy provides guidance to all Key Management Personnel on their responsibilities to disclose their related parties and to assist with the reporting of any material transactions these parties have with Council.

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

- All work undertaken with regards to compliance to Related Party Disclosure has been factored into normal business operations therefore there will not be any additional financial and/or resource implications.

### **Risk Management Implications:**

- By Key Management Personnel remaining vigilant in maintaining and updating their Related Party Disclosures will mitigate potential risks that Council is not operating within sound corporate governance principles particularly relating to accountability and transparency.





## Related Party Disclosure Policy

### Policy Details

Policy Category	Council Policy
Date Adopted	
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	
Policy Version Number	2
Policy Owner	Director Corporate Services
Contact Officer	Justin Hancock
Review Date	2 years from date of adoption

### Supporting documentation

Legislation	<ul style="list-style-type: none"> <li>• <i>Crime and Corruption Act 2001</i></li> <li>• <i>Local Government Act 2009</i></li> <li>• <i>Local Government Regulation 2012</i></li> <li>• <i>Public Sector Ethics Act 1994</i></li> </ul>
Policies	<ul style="list-style-type: none"> <li>• Code of Conduct for Councillors</li> <li>• Code of Conduct for Employees</li> </ul>
Delegations	<ul style="list-style-type: none"> <li>• NI</li> </ul>
Forms	<ul style="list-style-type: none"> <li>• Key Management Personnel Declaration</li> </ul>
Supporting Documents	<ul style="list-style-type: none"> <li>• Australian Accounting Standards</li> </ul>

### Version History:

Version	Adopted	Comment	eDRMS #
1	21/07/2016	Council Resolution 0716/010	
2		Council Resolution	



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## **Intent**

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To provide a framework for governing related-party transactions, reporting related-party transactions, balances and commitments to achieve the level of disclosures required by the Australian Accounting Standard AASB 124 Related-party disclosures.

## **Scope**

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This Policy will apply to all Councillors, Key Management Personnel and their Related Parties.

## **Policy Statement**

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Under the provisions of the *Local Government Act 2009* and the *Local Government Regulation 2012*, Council must produce annual financial statements that comply with Australian Accounting Standards.

From 1 July 2016, the Australian Accounting Standards Board (AASB) has determined that AASB 124 – Related Party Disclosures, will apply to government entities, including local governments. Related parties include government-related entities, key management personnel (KMP), their close family members and any entities that they control or jointly control.

In accordance with paragraph 14 of AASB 124, to enable users of financial statements to form a view about the effects of related party relationships on an entity it is appropriate to disclose the related party relationship when control exists, irrespective of whether there have been transactions between the related parties. Any transactions with these parties, whether monetary or a non-financial benefit, need to be identified for inclusion in Council's annual financial statements.

This policy seeks to reduce the risk that Council's transactions may be influenced by the interests of parties related to the transaction. This occurs where the parties are in a position to influence the decision of whether a benefit is provided to them and the terms of the provision of that benefit.

It is therefore important that Key Management Personnel act honestly and with reasonable care and diligence whilst avoiding improper use of their position and information. It is equally important that Key Management Personnel of the Council are subject to a high level of accountability, including appropriate disclosure of their transactions with the Council in the annual financial statements.

## **Government Related Entities**

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In accordance with AASB 10, AASB11 and AASB 128, Council will need to determine if there are any entities that are controlled by Council, jointly controlled by Council or over which Council has significant influence.

Any transactions with these parties, whether monetary or a non-financial benefit, need to be identified for inclusion in Council's annual financial statements.

Under paragraph 25 of AASB 124, Council is exempt from the disclosure requirements in relation to related party transactions and outstanding balances, including commitments, with government entities that have control, joint control or significant influence over Council.



## **Key Management Personnel**

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Council has determined in accordance with AASB 124, that the following positions meet the definition of KMP:

- Mayor, Deputy Mayor and Councillors
- Chief Executive Officer (CEO)
- A senior executive employee (defined by s196(6) of the *Local Government Act 2009*)
- Any person acting in one of the above roles for a period in excess of one month (that is not already identified as a KMP)

KMP are to provide an annual Related Party Declaration identifying:

- their close family members; and
- entities that they control or jointly control; and
- entities that their close family members control or jointly control.

Related parties of KMP will be determined by Council's Related Party Register.

## **Close Family Members of KMP**

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The following will be considered as close family members of KMP:

- Spouse/domestic partner of the Mayor, Councillors and the CEO
- Children and dependents of the Mayor, Councillors and the CEO
- Children and dependents of a spouse/domestic partner of the Mayor, Councillors and the CEO
- Children and dependents of a senior executive employee
- Spouse/domestic partner of a senior executive employee
- Children and dependents of a spouse/domestic partner of a senior executive employee
- Other Family Members of a KMP that may be expected to influence, or be influenced by, that person in their dealings with Council.

Close family members will be identified in the Related Party Declaration made by a KMP.

## **Entities that are Controlled or Jointly Controlled by a KMP or Their Close Family Members**

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Entities include companies, trusts, joint ventures, partnerships and non-profit associations. Key management personnel will identify all entities through the Related Party Declaration form.

## **Review**

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A review of all related parties (KMP, close family members and related entities) will be conducted annually, or in the event of one or more of the following triggers:

- a) Change of Councillor/s (including Mayor and Deputy Mayor) or CEO
- b) Change in Senior Executive Employees;



- c) Corporate restructure
- d) Change in family structure of KMP.

### **Identifying Ordinary Customer Transactions (OCTs)**

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Council has determined that the following transactions constitute an OCT and are therefore not material for disclosure. All other transactions above Council's external audit materiality limit will be disclosed.

- a) Paying Council fees, rates or charges
- b) Attending Council functions that are open to the public
- c) Payment for goods or services from Council at rates published in Council's Register of Fees and Charges.

In the event that the transaction was to occur on terms and conditions that are different to those offered to the general public, then the transaction may become material.

### **Related Party Register**

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Related Party Transactions will be collated in a Related Party Register for audit and reporting purposes.

### **Disclosing Related Party Transactions**

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Council will disclose KMP compensation in accordance with the requirements of paragraph 17 of AASB 124.

In accordance with paragraph 18 of AASB 124 Council is also required to disclose information about transactions that have occurred between Council and its related parties, including transactions between Council and its KMPs, that is necessary for users to understand the potential effect of the relationship on the financial statements.

Once the related party transactions have been identified they will be analysed by the Director Corporate Services and the Manager Finance & Administration. Where transactions are found to be of material or significant nature, they will be disclosed in the financial statements.

The following matters must be considered in determining the materiality and significance of any related party transactions:

- Significance of transaction in terms of quantum
- Whether the transaction was carried out on non-market terms
- Whether the transaction is outside normal day-to-day business operations, such as the purchase and sale of assets
- Whether the transaction is disclosed to regulatory or supervisory authorities
- Whether the transaction has been reported to senior management
- Whether the transaction was subject to Council approval.

All material and significant related party transactions will be disclosed in the annual financial statements and include the following detail, where relevant:

- i. The nature of the related party relationship and
- ii. Relevant information about the transactions including
  - a. The amount of the transaction





- b. The amount of outstanding balances, including commitments, and
- iii. Their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in the settlement; and
- iv. Details of any guarantee given or received
  - a. Provision for doubtful debts related to the amount of outstanding balances; and
  - b. The expense recognised during the period in respect of bad or doubtful debts due from related parties.

Transactions or balances that occur within an ordinary citizen transaction shall be excluded from the detailed disclosures. An exception to this would be if the terms and conditions differ from those offered to the general public the transaction may be material therefore a disclosure would be required.

Below are some practical examples of transactions, which may be considered to be disclosed:

- A KMP of Carpentaria Shire Council is the Director of a company, which provided services to Carpentaria Shire Council during the relevant period.
- A KMP of Carpentaria Shire Council is a Director of an entity, which Carpentaria Shire Council paid a membership fee to for the relevant period.

## Definitions

TERM	DEFINITION
<b>Arm's Length Transaction</b>	Is a transaction in which all parties act freely and independently and have no relationship to each other.
<b>Close Family Member of Key Management Personnel (KMP)</b>	Is a family member who may be expected to influence, or be influenced by, that person in their dealings with Council.
<b>Control</b>	Is the power to govern the financial and operating policies of an entity so as to obtain benefits from its activities.
<b>Entity</b>	Can include a body corporate, a partnership or a trust, incorporated association, or unincorporated group or body.
<b>Key Management Personnel (KMP)</b>	Is defined in the Local Government Regulation 2012 to include Councilors, the Chief Executive Officer and Senior Executive Employees. It is further defined in AASB 124 – Related Party Disclosures as “those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity”. For the purpose of this policy, key management personnel will be aligned with the definition within the Local Government Regulation 2012.
<b>Key Management Personnel (KMP) Compensation</b>	Includes all forms of consideration paid, payable or provided by Council in exchange for services provided.
<b>Materiality</b>	Means the assessment of whether by omitting it or misstating the transaction (either individually or in aggregate with other transactions) it



TERM	DEFINITION
	could influence decisions that users make on the entity's financial statements. For the purpose of this policy it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.
<b>Non-financial Benefit</b>	A benefit received that is non-monetary or contains a component that is non-monetary.
<b>Ordinary Citizen Transactions (OCTs)</b>	Are transactions that an ordinary citizen would undertake with Council, that do not need to be captured and reported for disclosure.
<b>Related Party</b>	Is an affiliate, an employee, members of the immediate family of an employee, and persons having a controlling influence on controlled entities.
<b>Related Party Transactions</b>	Is a transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.
<b>Significant Influence</b>	Is the power to participate in the financial and operating policy decisions of an entity, but is not control over those policies.

Adopted by Council "Date" by Resolution "Number"

**Mark Crawley**  
 Chief Executive Officer



## **BUSINESS PAPERS**

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### **10.8 COMMUNITY DEVELOPMENT**

<b>Attachments:</b>	10.8.1. Library monthly report - Dec 2019 <a href="#">↓</a> 10.8.2. Pool Precinct monthly report - Dec 2019 <a href="#">↓</a>
<b>Author:</b>	Cherie Schafer - Manager Economic & Community Development
<b>Date:</b>	10 January 2020
<b>Key Outcome:</b>	2.3 – Supporting and growing our tourism industry
<b>Key Strategy:</b>	2.3.1 Operate the visitor information centres at Normanton and Karumba.

---

#### **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.

#### **RECOMMENDATION:**

That Council:

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

### **1. MATTERS FOR INFORMATION:**

#### **1.1 Actions Outstanding from Previous Meetings**

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- Nil

#### **1.2 Karumba and Normanton Swimming Pool Precinct**

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- Statistics have been provided on the stats and general information for both the Normanton and Karumba Pools for the month of December (attached).

#### **1.3 Normanton and Karumba Library Statistics**

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- Statistics have been provided on the stats and general information for both the Normanton and Karumba Libraries for the month of December (attached).

#### **1.4 Normanton Childcare Centre**

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- One staff has commenced maternity leave with a second due to go in the coming months.
  - There will be some movements with children going off to Prep and Kindy and new children starting from the waiting list.
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## **BUSINESS PAPERS**

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### **1.7 Grants Applications Submitted**

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- Community Gambling Funds – Normanton Horse Sports Lights - pending
- Community Gambling Funds – Normanton Races - Approved
- Community Gambling Funds – Carpentaria Shire Council - pending
- FRRR Haywire Youth Innovation funding - Approved
- RADF 2019/2020 Funding – approved
- Thriving Communities – approved
- Community Gambling Fund – Junior Rugby League - pending
- Community Gambling Fund – Karumba rec Club - pending
- Gulf Trust Fund – Junior Rugby League – pending
- Community Gambling Fund – Normanton Stingers – Pending
- Community Gambling Fund – Normanton Childcare parent Committee – pending

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

- Chief Executive Officer – Mark Crawly
- Director Corporate Services – Justin Hancock

#### **Legal Implications:**

- Nil

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

- Within budget.

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

- Risks are relatively low - supports Council's aim of engaging with the community as well as providing key activities and facilities.

Normanton & Karumba Library Stats	Normanton			Karumba		
	Dec-17	Dec-18	Dec-19	Dec-17	Dec-18	Dec-19
Library Numbers	255	106	71	283	181	119
Number of library loans	25	68	43	44	138	60
Number of people utilising the internet	26	29	37	6	17	5
Number of new members	5	1	0	6	5	1
Total public internet hours usage	13.5	14.5	wifi users only	3.5	8.5	2.5hours plus Wifi users
Total hours open to the public	76	56	45	76	56	60

## Normanton and Karumba Pool Monthly Report – December 2019

### Normanton

#### Statistics

Patrons	November 2019	December 2019
Adults	129	170
Children	947	654
Water Park	255	427
<b>Total Attendance</b>	<b>1331</b>	<b>1251</b>

#### Normanton opening hours are:

Council Christmas shut down period 1pm - 6pm daily

Monday to Friday 10.00am-6.00pm

Saturday & Sunday 1.00pm – 6.00pm

Public Holidays 1.00pm-6.00pm

#### General Update

The swimming pool shade sail was damaged beyond repair in the storm on Thursday 2<sup>nd</sup> January, 2020.

Quotes have been sourced to replace the shade sail, which will possibly be claimed through Councils insurance.

### Karumba

#### Statistics

Patrons	November 2019	December 2019
Adults	183	242
Children	217	329
Water Park	121	103
<b>Total Attendance</b>	<b>411</b>	<b>674</b>

#### Karumba opening hours

Council Christmas shut down period 1pm - 6pm daily

Monday to Friday 10.00am-6.00pm

Saturday & Sunday 1.00pm – 6.00pm

Public Holidays 1.00pm-6.00pm

### Special events

Vacation care utilized the pool for the two weeks during the school holidays.

### General update

The storm activity has started and that brings the power outages.

Due to this there was some issues in the plant room that was resolved quickly and everything is running as normal. Pool temp is 27 degrees.

Considering the number of people in town over the Christmas period the pool has been utilized well by locals.

## **BUSINESS PAPERS**

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### **10.9 COMMUNITY DONATIONS AND SUPPORT**

**Attachments:** NIL  
**Author:** Cherie Schafer - Manager Economic & Community Development  
**Date:** 10 January 2020

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**Key Outcome:** 2.2 – Council supports our community organisations  
**Key Strategy:** 2.2.2 Council provides support for local community organisations.

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#### **Executive Summary:**

Council receives numerous requests for donations throughout the year. The applications listed in the recommendation are applications that have been received outside of the grant funding round.

#### **RECOMMENDATION:**

That Council approves the following requests for donation and support :

1. Normanton State School – Gulf District Athletics Carnival. Requests use of oval which is to be mowed, line marked and use of toilets.
2. QCWA – Monthly markets: request use of Shire Hall, tables and chairs.

#### **Background:**

Council advertised its second round of the 2019/2020 Community Donations and Support funding program for events held between January and July 2020. The below applications have been received.

1. Normanton State School – Gulf District Athletics Carnival. Requests use of oval which is to be mowed, line marked and use of toilets. **(Estimated cost to Council \$2140)**
2. QCWA – Monthly markets – use of Shire Hall, tables and chairs. **(Estimated cost to Council \$3120)**

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

- Mark Crawley - Chief Executive Officer
- Justin Hancock - Director Corporate Services
- External Stakeholders (applicants)

#### **Legal Implications:**

- Nil

## **BUSINESS PAPERS**

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**Financial and Resource Implications:**

- Within budget.

**Risk Management Implications:**

- Risks are within normal operational parameters.



## **BUSINESS PAPERS**

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### **11 REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES**

#### **11.1 NDRRA/QDRF REPORT**

**Attachments:** 11.1.1. Appendix A - QRA18 Expenditure Summary [↓](#)  
11.1.2. Appendix B - QRA18 Completion [↓](#)  
11.1.3. Appendix C - QRA19 Expenditure Summary [↓](#)  
11.1.4. Appendix D - QRA19 Completion [↓](#)

**Author:** John Martin - Consultant Engineering

**Date:** 10 January 2020

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**Key Outcome:** 5.2 - A safe and sustainable road network

**Key Strategy:** 5.2.1 Plan and deliver a safe, sustainable and efficient road network.

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#### **Executive Summary:**

QRA17 REPA acquittal process (including audits and inspections) is nearing completion.

QRA18 REPA is currently 96% complete and with minor access remaining to be completed prior to the June 30, 2020 deadline.

QRA19 CDO has been approved (\$286,381.52) with only minor plant ineligibility.

QRA19 EW (\$4.2million) has been completed and acquittal documentation submitted.

QRA19 REPA submissions (1, 2 & 3 approved - 4 and 5 approval in principal) have a total estimated RV in excess of \$60million. Works have ceased for the wet season.

QRA have approved three (4) Betterment projects with a further 8 under consideration.

TMR19 EW (\$3.7million) invoices have been submitted to QRA and awaiting final payment.

TMR18 and TMR19 REPA works are expected to be constructed in 2020.

TMR19 Betterment contract for 89B (\$5.5million) is awaiting TMR approval.

The 2020 Plant Hire Tender has been released and is due to close on 10<sup>th</sup> of January 2020.

#### **RECOMMENDATION:**

That Council:

1. Accepts the NDRRA/QDRF Report as presented; and
2. That those matters not covered by resolution be noted.

#### **Background:**

##### **2017 QRA Restoration**

1. The QRA17 Program (\$21.0 million construction value) was completed prior to the June 30, 2019 deadline with acquittal documents submitted prior to the September 30 deadline. QRA are progressively paying the final 10% once acquittals are processed.

## **BUSINESS PAPERS**

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### **2018 QRA Restoration**

1. The QRA18 REPA Program has a forecast construction value of \$21.25million (approved RV budget of \$18.7 million). Construction is approximately 96% complete and \$20.3 million expended (refer Appendix A and B).
2. Recent benchmarking (based on the 2018 construction season) confirmed the actual construction costs are approximately 40% higher than the RV rates. Updated benchmarking rates have been approved for the QRA19 program of works and the variance for the QRA18 project will be finalised as part of the close out process.
3. QRA18 construction work has ceased for the wet season. The remaining roads to be constructed prior to June 30, 2020 are Karumba Pipeline, Normanton Gun Club, Ten Mile, Warrenvale Access, Wernadinga Access, Glenore Pump Station Access, Rutland Plains Access and Sawtell Access for a total construction RV of approximately \$600K.

### **2019 QRA Event**

1. Due to significant rainfall and flooding from the North and Far North Queensland Monsoon Trough (25 January to 14 February), Carpentaria Shire has been “activated” for Counter Disaster Operations (CDO), Emergency Work (EW), Restoration of Essential Public Assets (REPA) and Category D betterment funding.
  2. QRA19 Emergency Work claims (\$4.2million) have been submitted to QRA and are undergoing final acquittal assessment.
  3. CDO closeout has been approved in with \$286,381.52 reimbursed to Council. \$524.25 was not recommended (ineligible plant costs).
  4. QRA19 REPA works is expected to be in excess of \$60million, distributed as follows:
    - Submission 1 (Principal Roads) RV \$23 million. Approved and 30% prepayment paid to Council.
    - Submission 2 (Dunbar to Kowanyama Road) – Project RV \$7.3million. Approved.
    - Submission 3 (Secondary Roads) – Project RV \$12.1 million. Approved and 30% prepayment paid to Council.
    - Submission 4 (Southern Roads) – Project RV approx. \$13.6million. Initial VFM and Compliance review completed.
    - Submission 5 (Northern Roads) – Project RV approx. \$10.1million. Initial VFM and Compliance review completed.
    - Submission 6 (Town Streets, Flood gauges, MR Crossing) – in development.
  5. Works have ceased for the wet season with construction on Iffley Road reaching approximately 52% (expenditure at 87% of current budget) (refer Appendix C and D).
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## **BUSINESS PAPERS**

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6. Through discussions with QRA a grant advance of \$3.425 million has been approved and received by Council to assist with holding the costs of CDO and Emergency Works.
7. QRA has approved the following four QDRF projects:
  - Little Bynoe North Approach works (\$346,000.00 - 50% complete).
  - Critters Camp Communication (\$150,150.00), and
  - Monsoon Trough Flood Impact Study (\$60,000.00).
  - Desludging of the Normanton Sewerage Lagoon (\$734,508.00).
8. Eight (8) additional QRA Betterment projects (Category B & D Funding) have been developed further and have been re-submitted to QRA for approval.

### **2019 TMR**

1. TMR19 Emergency Works closeout documents have been sent to TMR for acquittal and final payment. Approximately \$3.7million has been expended under TMR19 EW.
2. Following a meeting with TMR in Cloncurry and a teleconference, all TMR18 and TMR19 REPA submissions will be reassessed and submitted to QRA for approval to allow construction to be completed in 2020. A construction value in the order of \$15million has been estimated for REPA works.
3. TMR 19 Betterment tender (\$5.5million) was submitted on 25<sup>th</sup> October for pavement and sealing of Burke Developmental Road. The project will include importing 200mm of base course material, stabilising and sealing the 15km section from CH45.5 – 60.3 located south of the Glencoe to Miranda Downs turnoff and connecting with the existing seal just north of the turnoff.

### **2020 Plant Hire Tenders**

1. The Request for Tender was released on Friday 22 November 2019 and tender submissions will close on 10<sup>th</sup> of January 2020.
2. The tenders will primarily be assessed against mandatory criteria and deemed either conforming or non-conforming. Conforming Tenders will be placed on one of two Registers, the first will be for local suppliers and the second for non-local suppliers.

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

- Chief Executive Officer – Mark Crawley
- Director of Engineering – Michael Wanrooy
- ERSCON Consulting Engineers – John Martin and Nick Lennon

### **Legal Implications:**

- Nil.

## **BUSINESS PAPERS**

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

- QRA17 Trigger Point contribution - \$33,443
- QRA17 10% Council contribution to day labour - \$203,881.91
- QRA18 Trigger Point contribution - \$29,085
- QRA18 10% Council contribution to day labour - \$173,361.59
- QRA19 Trigger Point contribution - \$32,408
- QRA19 10% Council contribution to day labour - \$21,994.64

### **Risk Management Implications:**

- Low – QRA18 – Impacts to the construction programme from other Council projects and absenteeism.

**CARPENTARIA SHIRE COUNCIL**  
 SUMMARY OF QRA18 EXPENDITURE

CURRENT  
 Project Completed

10/01/2020  
 96.1%

Forecast Project Expenditure to RV Ratio

1.67



Submission 1 - CSC 50.18					
Road Name	Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Glencoe to Miranda Downs Road	\$ 2,050,012.00	\$ 3,252,631.48	100%	1.59	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
<b>TOTAL</b>	<b>\$ 2,050,012.00</b>	<b>\$ 3,252,631.48</b>			

\*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 2 - CSC 56.18					
Road Name	Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Inkerman Road	\$ 710,886.00	\$ 723,588.86	100%	1.02	
Dinah Island Access	\$ 610,025.00	\$ -	0%	1.00	
Pompuuraw Road	\$ 119,540.00	\$ 237.51	0%	1.00	
<b>TOTAL</b>	<b>\$ 1,440,451.00</b>	<b>\$ 723,626.37</b>			

Submission 3 - CSC 58.18					
Road Name	Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Charville Road	\$ 685,291.00	\$ 688,145.56	100%	1.00	
Glencoe Access (Surveyors)	\$ 19,435.00	\$ 35,359.74	100%	1.82	Ratio not representative due to small scope of work.
Broadwater to Ifley Road	\$ 1,212,620.00	\$ 1,937,267.39	100%	1.60	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Wondoola Access	\$ 121,803.00	\$ 89,215.07	100%	0.73	Overlapping costs with Wondoola Bypass.
Wondoola Bypass Road	\$ 280,235.00	\$ 329,194.58	100%	1.17	Overlapping Costs with Wondoola Access.
Ifley Road	\$ 395,235.00	\$ 739,934.80	100%	1.97	Approved rates for construction too low. Inconsistent works increased costs due to multiple establishments/disestablishments. Variation to rates has been approved for QRA19 construction season.
<b>TOTAL</b>	<b>\$ 2,714,619.00</b>	<b>\$ 3,858,137.14</b>			

Submission 4 - CSC 54.18					
Road Name	Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Augustus Downs Access	\$ 8,599.00	\$ 4,758.27	100%	0.50	Ratio not representative due to small scope of work.
Cowan Downs Access	\$ 132,798.00	\$ 91,998.61	100%	0.70	Mobilisation costs shared with adjacent Donors Hill Access.
Donors Hill Access	\$ 81,624.00	\$ 156,638.11	100%	1.81	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Donors Hill to Augustus Downs Road	\$ 254,839.00	\$ 809,943.35	100%	2.28	Constructed simultaneously with 2017 works with overlapping costs booked to this job. Issues with water access. Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Lonsdale Access	\$ 46,337.00	\$ 65,140.36	100%	1.40	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Narberoo to Leichardt Road	\$ 17,953.00	\$ 31,187.52	100%	1.74	Ratio not representative due to small scope of work.
Neumayer Valley Access	\$ 68,443.00	\$ 96,739.05	100%	1.39	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Inverleigh Access	\$ 13,694.00	\$ 13,022.00	100%	0.80	Overlapping costs with Normanton to Burketown Road.
Relwood Access	\$ 201,184.00	\$ 169,312.15	100%	0.82	Cost savings from proximity to Normanton.
McAllister Road	\$ 472,115.00	\$ 1,126,171.58	100%	2.39	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Karumba Pipeline Service Access	\$ 84,974.00	\$ 50,612.52	0%	1.00	
Normanton Gun Club Access	\$ 31,061.00	\$ -	0%	1.00	
Ten Mile Road	\$ 491,052.00	\$ 953,941.81	30%	2.27	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Warrensale Access	\$ 15,685.00	\$ 804.39	0%	1.00	
Wernadanga Access	\$ 10,707.00	\$ 297.39	0%	1.00	
<b>TOTAL</b>	<b>\$ 2,038,107.00</b>	<b>\$ 2,964,687.51</b>			

Submission 5 - CSC 53.18					
Road Name	Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Dorunda Access	\$ 584,653.00	\$ 839,880.64	100%	1.44	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Vanrook Access	\$ 122,744.00	\$ 179,263.68	100%	1.46	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
<b>TOTAL</b>	<b>\$ 707,397.00</b>	<b>\$ 1,019,144.32</b>			

Submission 6 - CSC 55.18					
Road Name	Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Normanton to Burketown Road	\$ 600,885.00	\$ 1,805,344.36	100%	3.00	QRA19 works incorrectly booked to QRA18 and currently being assessed prior to transfer. Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
<b>TOTAL</b>	<b>\$ 600,885.00</b>	<b>\$ 1,805,344.36</b>			

Submission 8 - CSC 18 19					
Road Name	Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Ifley to Trenton Road	\$ 604,335.00	\$ 843,289.20	100%	1.40	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Mundjuro Access	\$ 33,479.00	\$ 24,991.48	100%	0.70	Mobilisation and camp costs shared with adjacent Ifley - Trenton Road.
Pioneer Access	\$ 16,622.00	\$ 14,480.34	100%	0.87	Mobilisation and camp costs shared with adjacent Ifley - Trenton Road.
<b>TOTAL</b>	<b>\$ 654,436.00</b>	<b>\$ 882,761.02</b>			

Submission 9 - CSC 18 19					
Road Name	Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Koolah to Dole Road	\$ 1,627,301.00	\$ 2,311,409.66	100%	1.43	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Dunbar to Koolah Road	\$ 116,343.00	\$ 153,281.84	100%	1.39	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Koolah to Drumduff Road	\$ 310,953.00	\$ 477,400.55	100%	1.54	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Stirling to Miranda Downs Road	\$ 240,727.00	\$ 497,741.20	100%	2.07	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Delta Downs Road	\$ 571,982.00	\$ 1,086,939.77	100%	1.90	Long gravel haul from Ulyvale Pit. Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Lotusvale to Stirling Road	\$ 777,306.00	\$ 1,213,133.59	100%	1.56	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Rutland Plains Access	\$ 2,737.00	\$ -	0%	2.00	
<b>TOTAL</b>	<b>\$ 3,643,355.00</b>	<b>\$ 5,758,970.61</b>			

Submission 10 - CSC 18 19					
Road Name	Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Glencore Weir Road	\$ 13,372.00	\$ -	0%	2.00	
Sawtell Creek Access	\$ 6,640.00	\$ -	0%	2.00	
<b>TOTAL</b>	<b>\$ 19,912.00</b>	<b>\$ -</b>			







**CARPENTARIA SHIRE COUNCIL**  
 SUMMARY OF QRA19 EXPENDITURE

CURRENT 8/01/2020  
 Project Completed 12.3%  
 Forecast Project Expenditure to RV Ratio 0.94

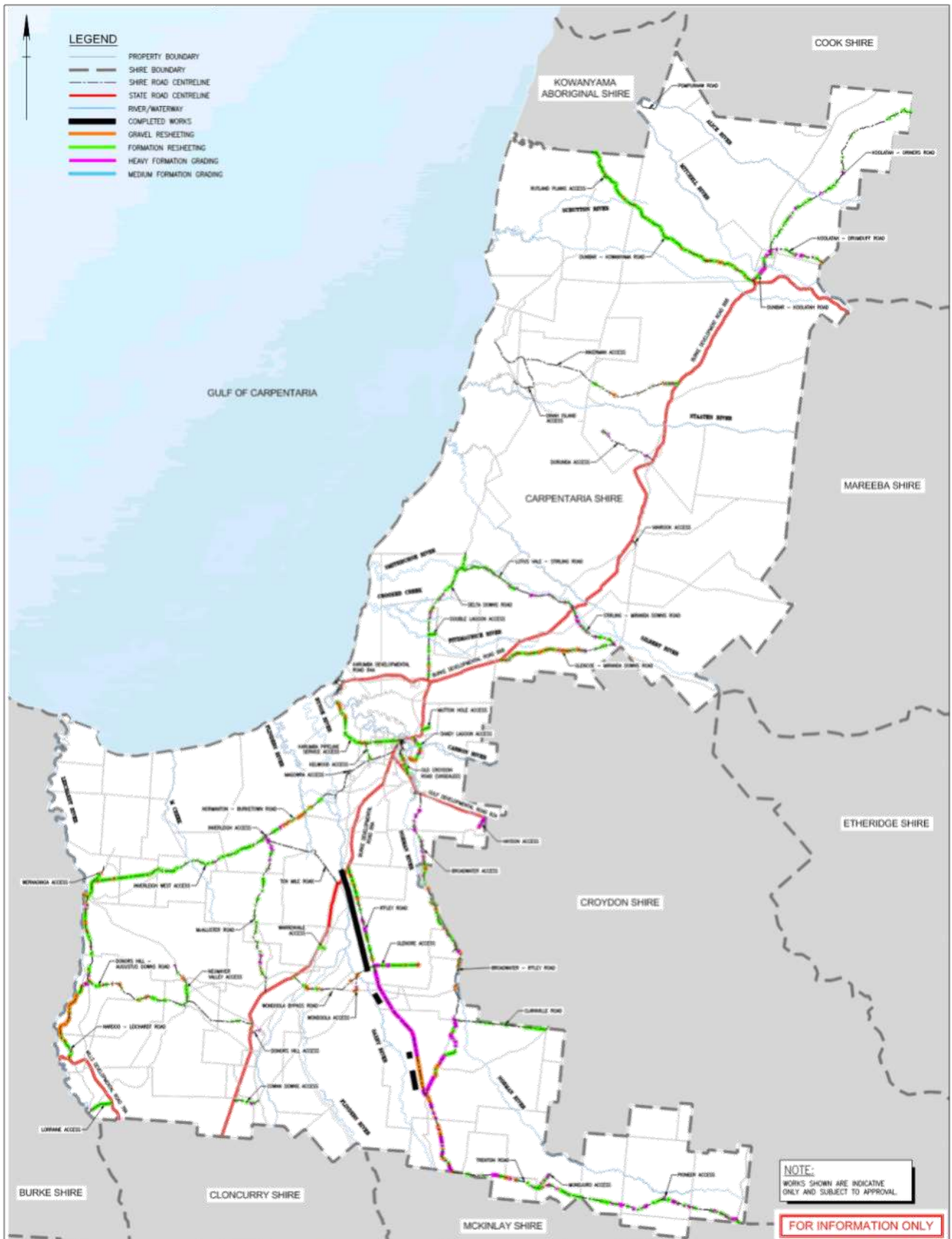


Submission 1 - CJC 0094 1924 EHC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Offey Road	\$ 7,965,253.97	\$ 3,572,160.63	52%	0.87	Expected re-establishment costs will align closer to Recommended Value.
Normanston to Burkleson Road	\$ 8,345,264.72	\$ -	0%	0.00	Costs incorrectly booked, needs to be transferred to correct job.
Doonan Hill to Augustus Doonan Road	\$ 1,235,778.33	\$ -	0%	1.00	
Dunbar Koolah Road	\$ 40,500.00	\$ 11,253.24	0%	1.00	Costs associated with flood camera quote, construction not yet commenced.
<b>TOTAL</b>	<b>\$ 17,586,796.82</b>	<b>\$ 3,583,413.87</b>			

\*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 2 - CJC 0095 1923 EHC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Dunbar to Kowaryna Road	\$ 5,772,450.47	\$ -	0%	1.00	
<b>TOTAL</b>	<b>\$ 5,772,450.47</b>	<b>\$ -</b>			

Submission 3 - CJC 0096 1913 EHC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Avelatah to Diale Road	\$ 1,017,529.19	\$ -	0%	1.00	
Trenson Road	\$ 3,087,867.91	\$ -	0%	1.00	
Nardoo to Leishardt Road	\$ 5,457,680.01	\$ -	0%	1.00	
<b>TOTAL</b>	<b>\$ 9,562,776.91</b>	<b>\$ -</b>			



**NOTE:**  
 WORKS SHOWN ARE INDICATIVE  
 ONLY AND SUBJECT TO APPROVAL.

**FOR INFORMATION ONLY**

				CLIENT: CARPENTARIA SHIRE COUNCIL DRAWN BY: [blank] CHECKED BY: [blank] DATE: [blank]	PROJECT NO: 101-019-SK705 DRAWING NO: [blank] SHEET NO: [blank]
PROJECT TITLE: CARPENTARIA SHIRE COUNCIL ROADS 2019 CONSTRUCTION SEASON 2019 DRFA REMAINING WORKS		SCALE: A1		REVISIONS:	
NO.	DATE	DESCRIPTION	DESIGN	APPROVED	
3	08/01/20	REVISED FOR JANUARY MEETING	BB		
2	05/12/19	INFIELD SCOPE SUBMISSIONS 4&5	BB		
1	02/12/19	INITIAL ISSUE			

## **BUSINESS PAPERS**

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### **11.2 WATER AND WASTE REPORT - JANUARY 2020**

**Attachments:** NIL  
**Author:** Ben Hill - Manager Water and Sewerage  
**Date:** 10 January 2020

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**Key Outcome:** 5.3 - A safe and sustainable water network  
**Key Strategy:** 5.3.1 Plan, deliver and manage efficient and sustainable, high quality, water supply systems.

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#### **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:

- Total treated water was 90.2ML for the month.
- Filter #1 has been working quite well since refurbishment.
- Filters #2 and #3 refurbishment will begin in January 2020.
- Betterment funding has been approved to do works at Normanton STP.
- The current vacancy at Normanton Landfill will be advertised.
- Two E-one pumps were replaced in Karumba during the month.

#### **RECOMMENDATION:**

That Council:

1. accepts the Water and Wastewater Report as presented for the period ending 31<sup>st</sup> December 2019; and
2. that those matters not covered by resolution be noted.

#### **Background:**

##### **Glenore Weir**

The river level at Glenore Weir was estimated to be 4.76m (AHD 0.46m) on the 31st of December 2019, representing an approximate decrease in river height of approximately 0.44m since the end of November (see Figure 1). The Bureau of Meteorology recorded 32mm rainfall at Normanton Airport during the month.

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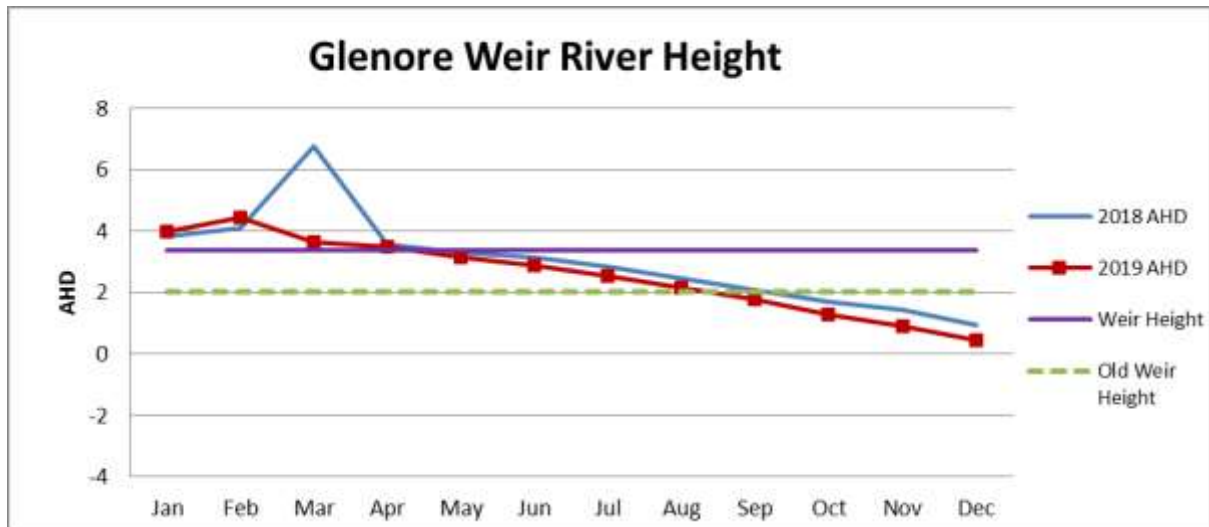


Figure 1: River height on last day of the month

### Normanton Water Treatment Plant

For the month, 85.4ML was pumped from Glenore Weir and 4.7ML from the Normanton bore for a total of 90.2ML of raw water. As can be seen in Figure 2, water consumption is consistent with the same time last year.

Normanton consumed 49.8ML (55.2%) and 35.5ML (39.4%) was pumped to Karumba, 3.4ML (3.8%) was used for backwashing and bulk water supply with the remaining 1.6% recorded to treatment losses.

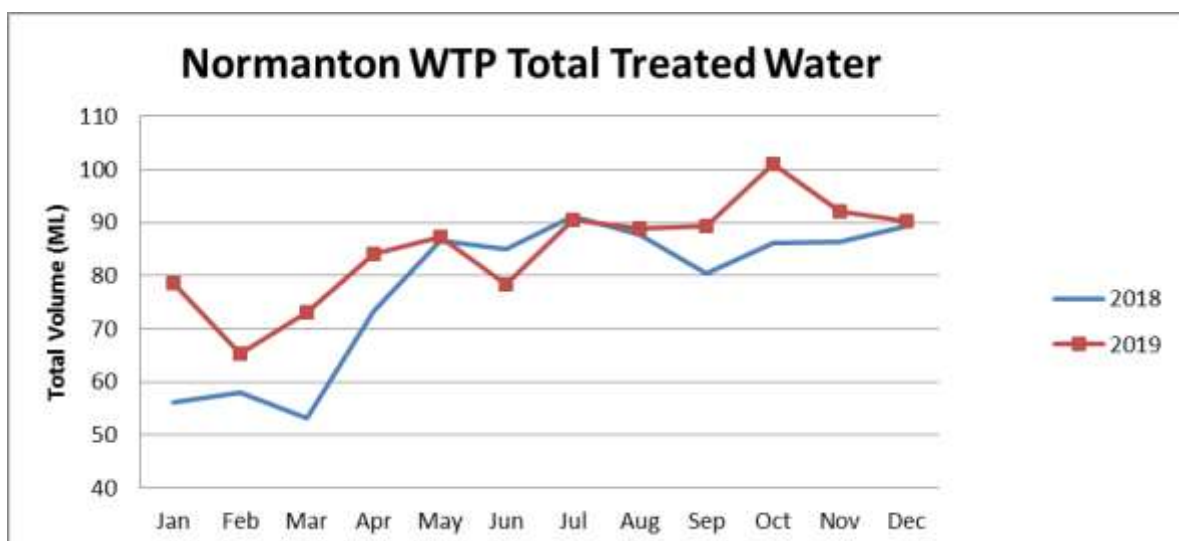


Figure 2: Total raw water treated

### Maintenance and Upgrades

Due to the Christmas shutdown and a skeleton crew being in operation, only required maintenance tasks were carried out. Works continue to be carried out in order to create savings for the various chemical dosing systems. Filter #1 has been working very well since

## BUSINESS PAPERS

being refurbished, with improved performance and longer run-times between washes. The second and third filters are scheduled to be individually taken offline and refurbished in January.

### Normanton STP and Sewerage Reticulation Network

Normanton Sewerage Treatment Plant (STP) received an estimated 10.0ML (see Figure 3) of wastewater in December which was evaporated or used for irrigation.

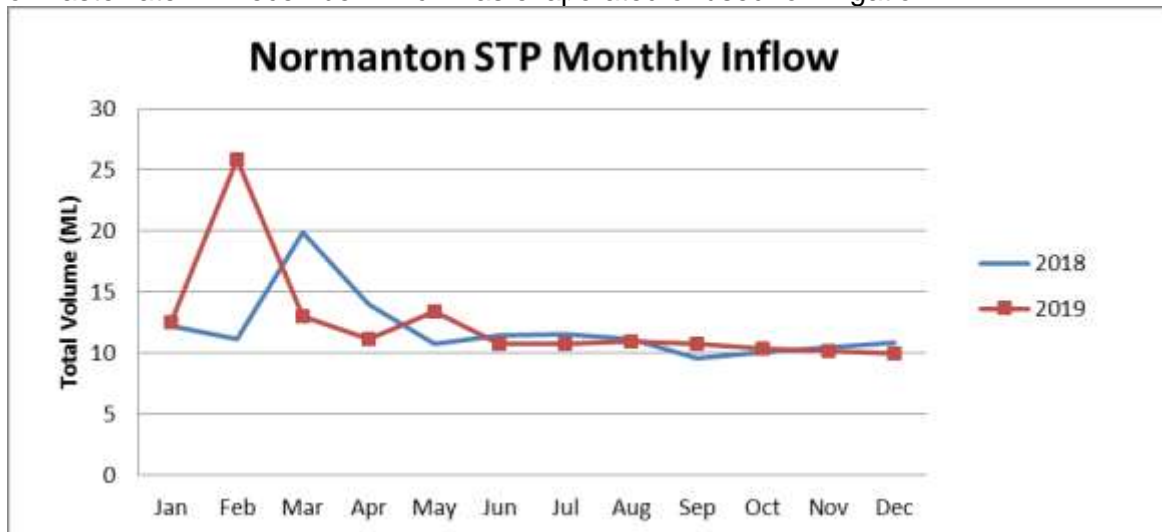


Figure 3: Total volume treated at Normanton STP

### Maintenance and Upgrades

General maintenance tasks and repairs were carried out by operations staff members throughout the month. The STP has also received betterment funding from the Queensland Reconstruction Authority (QRA) to de-silt the sewage lagoons and repair some of the infrastructure damaged in the 2019 flooding. Planning and preparation will commence as soon as possible with works to be carried out after the wet season.

### Karumba STP and Low Pressure Network

Karumba sewage treatment facility treated approximately 4.2ML (see Figure 4) for December.

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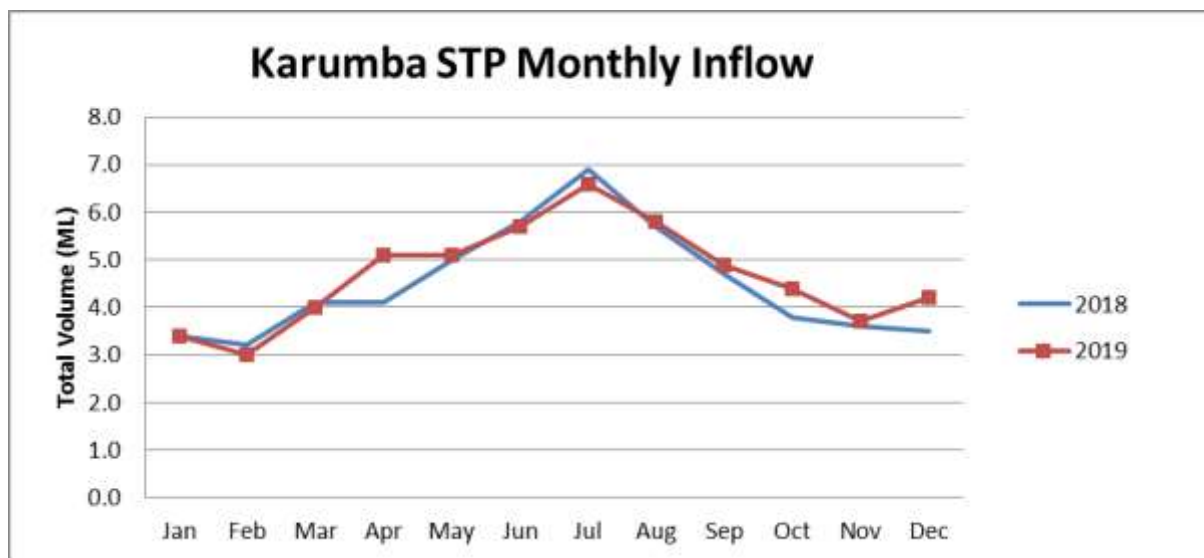


Figure 4: Total Monthly inlet flow for Karumba STP

### Compliance

During the month, all samples collected and analysed were within licence requirements.

### Maintenance and Upgrades

Karumba STP had general maintenance carried out as necessary. For the month, only two eone pumps were replaced.

### Karumba Waste Transfer and Normanton Landfill

The Normanton Landfill operator is no longer working with Council which has led to a return to the previous practice of using town crew staff when they are available to perform maintenance. The position will be re-advertised in January in order to replace the operator and improve practices at the landfill facility.

The Karumba Transfer Station has a lot of illegally dumped rubbish behind the facility which needs to be addressed. Notices, signage and cameras are being put out in an effort to prevent more rubbish being deposited behind the transfer station. The transfer station operator will also undergo verification of competency for machinery tickets in order to start sorting and cleaning up the rubbish. The area will take a long time to clean up and will incur a significant cost to Council.

### Consultation (Internal/External):

- Director of Engineering - Michael Wanrooy.
- Manager Water and Waste - Ben Hill.

### Legal Implications:

- Low – within normal operational parameters.

### Financial and Resource Implications:

- Medium – upgrades required for 2019/20 financial year to remain compliant.

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**Risk Management Implications:**

- Nil.



## **BUSINESS PAPERS**

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- 12 GENERAL BUSINESS**
- 13 CLOSURE OF MEETING**