



CARPENTARIA SHIRE

*Outback by the Sea*

***BUSINESS PAPER***

***15 APRIL, 2020***

## **BUSINESS PAPERS**

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### **NOTICE OF MEETING**

**COUNCILLORS:**

|                     |             |
|---------------------|-------------|
| Mayor Jack Bawden   | Chairperson |
| Cr Amanda Scott     |             |
| 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 Shire Hall, Landsborough Street, Normanton commencing at 11:00am.

Mark Crawley  
**CHIEF EXECUTIVE OFFICER**

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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 18 March 2020 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 Request for write off of interest - 73 Karumba Development Road**

*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 Gulf District Enterprises - Lease Variation**

*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.:*

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### 9 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

#### 9.1 CEO REPORT

**Attachments:** NIL  
**Author:** Mark Crawley - Chief Executive Officer  
**Date:** 7 April 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    |
|-------------------------|--------|--------------------------------------|-------------|
| Council                 |        |                                      |             |
| 15 April 2020           | 9:00am | Ordinary Meeting of Council          | Boardroom   |
| 16 April 2020           | 8:30am | Workshop – Councillors and Directors | Boardroom   |
|                         | 9:00am | Ordinary Meeting of Council          | Karumba     |
|                         | 8:30am | Workshop – Councillors and Directors | Boardroom   |
| NWQROC, FNQROC and LGAQ |        |                                      |             |
| 13 July 2020            |        | Next Generation Councils             | Twin Waters |
| 14-15 July 2020         |        | Civic Leaders                        | Twin Waters |
| August - T.B.A.         |        | Disaster Management Conference       | T.B.A.      |
| 19-21 October 20        |        | Annual Conference                    | Gold Coast  |
| 4-5- November 20        |        | LGx Conference                       | Brisbane    |

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| Date  | Time | Event   | Location |
|---|------|---|----------|
| <b>It is unsure if these conferences will be held due to the restrictions from COVID-19</b>   |      |   |          |
| Local Government Professionals Australia  |      |   |          |
| <b>13-15 May 2020</b>   |      | Board meeting, President's Summit<br>Now via teleconference | Canberra |
| <b>All interstate and international travel for LG Professionals has been cancelled. All future meeting will be via teleconference or Zoom. It is likely that the term for President will be extended until at least the end of the calendar year.</b> |      |   |          |

### FINANCIAL REPORT

Governance Income and Expenditure to 31 March 2020

| <b>INCOME – Operating</b>      |                                   |              |              |
|--------------------------------|-----------------------------------|--------------|--------------|
| Account #                      | Description                       | Budget       | Year to Date |
|                                |                                   |              |              |
| <b>EXPENDITURE - Operating</b> |                                   |              |              |
| Account #                      | Description                       | Budget       | Year to Date |
| 250131                         | Governance – Op Expenses          | 905,000.00   | 929,452.71   |
| 250133                         | Governance - Depreciation         |              | 147,792.85   |
| 250231                         | Elected Members – Op Expenses     | 593,000.00   | 379,249.95   |
| 250331                         | Communications – Op Expenses      |              | 31,015.11    |
| 250431                         | Major Op Expenses                 | 2,507,000.00 | 61,772.56    |
| 250532                         | Property and Leases - Maintenance |              | 1,818.18     |
|                                |                                   |              |              |
| <b>INCOME – Capital</b>        |                                   |              |              |
| Account #                      | Description                       | Budget       | Year to Date |
| 250151                         | Governance – Capital Grants       | 2,595,909.00 | 79,090.91    |
| <b>EXPENDITURE – Capital</b>   |                                   |              |              |
| Account #                      | Description                       | Budget       | Year to Date |
| 250171                         | Governance - WIP                  |              | 71,277.10    |

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### ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

| <b>Date:</b> | <b>Ref:</b> | <b>Action</b>  | <b>Status</b> | <b>Comment</b>  |
|--------------|-------------|--|---------------|---|
| A0618-07     |             | Prepare draft vehicular crossover policy for council consideration.  | In Progress   | Draft Policy 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       | Local Disaster Management Group met on 30/01/2020                               |
| 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 |
| March 20     | 004         | Advise applicant that council offer no objection to the conversion to freehold of a portion of the reserve land described as Lot 12 on SP 252497 | Completed     | Applicant advised of Council decision   |
| March 20     | 005         | Biosecurity Plan adoption – lay on table for presentation at April Meeting   | Completed     | Included in April 20 Agenda for consideration and formal adoption               |
| March 20     | 006         | Major projects listing to be included in Councillor Induction package  | Completed     | Part of induction presentation  |
|              |             |  |               |   |

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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. Councillor Inductions**

The department are working on how they will deliver the Induction for Councillors as a consequence of the Novel coronavirus (COVID-19). It is likely this will be done remotely. More information as it comes to hand.

The Councillor induction planned for the Council facilities etc. will continue as planned.

To accommodate social distancing we may need to consider utilising the Shire Hall for this purpose.

**Recommendation:** For information

#### **3. Amendments to Council Meetings – Regulation changes COVID-19**

Phone and teleconference for Council and committee meetings

The following temporary changes have been made to provisions of both the Local Government Regulation 2012 and the City of Brisbane Regulation 2012 to allow council meetings to occur via phone or teleconference.

##### *Attendance via phone or teleconference*

- Council meetings may take place by phone or teleconferencing, with the chairperson of the meeting allowing individual Councillors or other people to participate by phone or teleconferencing.
- Arrangements for Councillors to participate in meetings by phone or teleconferencing must allow Councillors and other participants to take part in discussions as they happen (for example, not occur by providing a recording of the meeting).

##### *Public accessibility*

- If any person taking part in the meeting is doing so by phone or teleconference, where possible Councils must use streaming or other facilities so that the public can observe or hear the meeting at one of the Council's public offices or on the Council's website. This requirement will help keep the community informed of Council decisions as they

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are made, consistent with the requirement for Council meetings to be open to the public.

### *Closing a meeting due to COVID-19*

- During the current COVID-19 pandemic it may not be practical for health reasons for the public to come into a Council's public offices or for Council to listen or observe council meetings.

Where this is the case, the chairperson will be allowed to close a meeting (either being held in person or via teleconference) if they are satisfied it is not practicable to provide public access. Council must then publish a notice on its website at a reasonable period before the meeting, to advise of this decision. In that instance, Councils are encouraged to live stream their council meetings. However, it is acknowledged that not all Councils, notably smaller Councils, may not be able to provide live video footage.

**Recommendation:** For information

#### **4. Coronavirus COVID-19**

Account codes have been set-up in the chart of accounts to capture costs associated with COVID-19. This will assist if funding does become available to Councils in the future.

Council through the LDMG have made a request to be considered a Discrete Indigenous Community to effect restrictions on movement into the Shire, this is provided through the Biosecurity Legislation and would see Carpentaria Shire included in the Designated Biosecurity areas.

Staff Management and Protocols have been established for staff and interactions with community. Some staff have been approved to work from home to provide additional space within the finance section of the administration building. This is constantly reviewed, and staff are using electronic team meetings to remain in touch with one another.

The Executive Leadership Team meets each morning at 8:30am to receive and provide an update before the CEO is required to provide a Situation Report to the DDMG at 10:00am each morning.

As the Local Disaster Coordinator, I receive a daily update on the Whole – of – Government messaging, a daily update from the State Health Emergency Coordination Centre and North West Hospital and Health Service and a daily update from the various state agencies.

Council has established a dedicated COVID-19 page/link on our website for relevant COVID-19 information for the community.

The permitting system is being well utilised with over 200 permits processed in the first week.

Happy to answer any questions the Councillors have in relation to the response to COVID – 19 locally.

**Recommendation:** For information

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### **5. Compliment**

The following was received from Lynette Russell who has requested the letter be read at the next Council Meeting.

Hello.

As a long-term ratepayer in the shire I would like to have this email read at the next council meeting.

Over the years I have made a couple of complaints.

First, I complained to the deputy mayor about not having a weekly air service directly to Karumba. I realise it was not my complaint that resulted in getting that service, but I would like to thank council for any played a part in initiating that service. And I would like to thank the deputy mayor for listening to my complaint respectfully at the time. Thank you sincerely.

I lodged a complaint to Leanne Crossland about a spelling error in signage at the Point boat ramp. (It read "placment of boats" rather than "placement.") The sign was replaced quickly. Thank you for listening.

I have also complained about the lack of shade cloth over the Karumba pool. Thank you for attending to this.

Finally, I offer my sincere thanks for closing the roads and for all of your efforts in keeping us as safe as possible during this coronavirus outbreak.

Yours sincerely,

Lyne Russell

**Recommendation:** For information

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### **9.2 BUSINESS INCENTIVE OPTIONS - COVID - 19**

|                      |  |
|----------------------|--|
| <b>Attachments:</b>  | 9.2.1. Other Council offerings <a href="#">↓</a>   |
| <b>Author:</b>       | Mark Crawley - Chief Executive Officer   |
| <b>Date:</b>         | 7 April 2020   |
| <b>Key Outcome:</b>  | 6.1 - A strong and diverse economy   |
| <b>Key Strategy:</b> | 6.1.1 In partnership promote the region by supporting the growth of new and existing businesses. |

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#### **Executive Summary:**

The Novel coronavirus (COVID-19) has had an economic impact on the small businesses and tourism operators and facilities following the closures and reduction in trading. Council may wish to consider some options for providing relief.

#### **RECOMMENDATION:**

That Council consider the options provided in the report and authorize the Chief Executive Officer and the Executive Leadership Team to factor the options considered in the fees and charges and budget papers for 2020-2021; and

That Council advise the business community of the measures to be introduced. Those with immediate effect and those considered for the new financial period.

#### **Background:**

With the onset of the Novel coronavirus (COVID-19) pandemic and the closure or reduced trading provisions for local business Council may wish to provide some financial relief to assist.

Some options that the staff have considered are listed below for consideration: -

- 1) Waiver of License Fees – There are currently 25 Businesses with Food Licenses, the current annual food License is \$325.00, it would be recommended for Council to waive this for the 20/21 period to support these businesses, the total waiver would equate to \$8,125.00.
- 2) Waiver of Caravan and Camping Licenses - There are currently 7 Businesses with Caravan and Camping Licenses, the current annual License is \$350.00, it would be recommended for Council to waive this for the 20/21 period to support these businesses, the total waiver would equate to \$2,450.00.
- 3) Waiver of Rates Interest – This would apply across the board and would allow for all rate payers to have an extended period for rates to be paid off (6 months per rates notice). Council would therefore forego Interest on rates of approx. \$59,000 for the financial year however this may be reduced by ratepayers not being awarded the discount after the 30-day discount period. Alternatively, an extended discount may be awarded, however this would impact on Councils cash flow if major rate payers choose to take up the full extended discount period (which is likely).

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- 4) Extended/ multiple Rates Discounts – Currently exploring with Synergy if there are multiple rate discount options available i.e. 10% after 30 days, 5% after 60 days etc. This is still being investigated to ascertain if the finance system will facilitate.
- 5) Waiver of Rates for Eligible NFP Groups – Council currently offer eligible NFP groups a 100% discount on General rates and 50% on utility charges, it is proposing that a 100% discount (excluding QFES Levy) is provided for the 20/21FY:

| Name                        | General    | QESL     | Services    | Total       | Council Concession | Early Payment Discount | Club Payment | Less QFES  |
|-----------------------------|------------|----------|-------------|-------------|--------------------|------------------------|--------------|------------|
| Karumba Childrens Centre    | \$1,630.78 | \$267.00 | \$3,801.40  | \$5,699.18  | \$3,178.34         | \$543.20               | \$1,977.64   | \$1,710.64 |
| Carpentaria Kindergarten    | \$570.00   | \$267.00 | \$5,008.40  | \$5,845.40  | \$2,766.78         | \$557.84               | \$2,520.78   | \$2,253.78 |
| Normanton Rodeo Association | \$1,662.08 | \$27.00  | \$0.00      | \$1,689.08  | \$1,495.88         | \$166.20               | \$27.00      | \$0.00     |
| Normanton Bowls Club        | \$0.00     | \$0.00   | \$2,631.60  | \$2,631.60  | \$1,184.22         | \$263.16               | \$1,184.22   | \$1,184.22 |
| Karumba Recreation Club     | \$3,372.32 | \$267.00 | \$11,748.40 | \$15,387.72 | \$8,231.15         | \$1,512.06             | \$5,644.51   | \$5,377.51 |

The final column 'Less QFES' is the column which the clubs are currently paying (less the QFES payment), the proposal would be for Council to cover this cost (\$10,523.15) and the Clubs would still be responsible for the QFES payment.

- 6) Suspension of Community Group Loans – Council have been approached by Normanton Rugby League for assistance with their loan from Council, the Rodeo and KBA Rec Club also have a loan so I would propose that all 3 clubs have their repayment frozen for 12 months, this would mean pushing out the 3 loans for an additional 12 months, the repayments equate to:
- a. KBA Rec Club - \$ 3,600.00
  - b. Normanton Rugby - \$13,849.41
  - c. Normanton Rodeo - \$19,986.73

### Consultation (Internal/External):

- Mayor Jack Bawden
- Director Corporate Services – Justin Hancock
- Manager Finance and Administration – Jade Nacario

### Legal Implications:

- Options presented are available in current legislation

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**Financial and Resource Implications:**

- Details are outlined in the background to the report

**Risk Management Implications:**

- Workplace Health and Safety Risk is assessed as low
- Financial Risk is assessed as medium
- Public Perception and Reputation Risk is assessed as low

|   | Douglas SC  | Tablelands Regional Council  |
|---|---|--|
| <ul style="list-style-type: none"> <li>• <b>Interest</b> <ol style="list-style-type: none"> <li>1. Are you turning off interest for this year?</li> <li>2. Will you be turning interest off for arrears?</li> <li>3. Will you be changing interest for the next rating period?</li> <li>4. What interest rate will you be using?</li> </ol> </li> <li>• <b>Discount</b> <ol style="list-style-type: none"> <li>1. Do you give discount?</li> <li>2. Will you be extending the discount period?</li> <li>3. Will you extend the discount period for the next rating period?</li> <li>4. Will you still allow the discount for those on Payment Arrangements?</li> </ol> </li> <li>• <b>Debt Recovery</b> <ol style="list-style-type: none"> <li>1. Will you be continuing with Debt Recovery as normal or softening the approach?</li> <li>2. Will you still be progressing with Sale of Land?</li> <li>3. Does Council has a strategy should things progress?</li> </ol> </li> <li>• <b>Financial Assistance</b> <ol style="list-style-type: none"> <li>1. Do you have Payment Arrangements? What are you terms and are they being extended?</li> <li>2. Do you have Financial Hardship? Does it extend to Commercial properties?</li> <li>3. What other financial assistance do you have? Would you be willing to share the forms and policies?</li> </ol> </li> </ul> | <p>YES, interest at this stage is turned off till 30/06/2020</p> <p>Yes, as the parameters don't allow for interest on current and arrears, it is all interest.</p> <p>Yes at this stage we will reinstate interest as at 01/07/2020, however this is depended on the situation then.</p> <p>NO</p> <p>NO, debt recovery now on hold for all assessments. We are talking to ratepayers individually to try and have an arrangement entered into if possible</p> <p>NO, not at this stage</p> <p>YES, always have had arrangement option. Weekly, fortnightly or monthly until June 30. However depending on each situation arrangement may go past 30/06/2020</p> <p>Template application created and with manager/CEO for approval, however needs to go to 1<sup>st</sup> new Council meeting for adoption</p> | <p>Yes - but only for our most recent rate notice of 2020</p> <p>No</p> <p>Possibly, however this decision will form part of the 20/21 budget decisions by the new council</p> <p>Currently our interest rate is 9.83% - the rate for 20/21 will depend on the new calculation and adoption by Council which for 20/21 can be no greater than 8.53%</p> <p>Yes 5% on general rates</p> <p>Yes for the latest 2020 rate bill until 30 June</p> <p>Possibly, this is a decision for the new Council, however considering recommending this be on exception only</p> <p>It is likely for us that this is how the extended discount will be applied – on payment arrangements only</p> <p>On hold for the moment</p> <p>No</p> <p>Day by day at this stage – but are currently developing a strategy</p> <p>Yes – normally to pay by the end of the rating period e.g. 30 June or 31 December. At the moment sticking to this but may be longer for some – case by case at this stage for those impacted by Covid-19</p> <p>Not as an independent arrangement – falls into payment arrangements.</p> <p>None at this stage – interested to hear what others are doing though</p> |

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### **9.3 RATING REQUESTS - COVID - 19 RELATED**

|                      |  |
|----------------------|--|
| <b>Attachments:</b>  | NIL  |
| <b>Author:</b>       | Mark Crawley - Chief Executive Officer   |
| <b>Date:</b>         | 7 April 2020   |
| <b>Key Outcome:</b>  | 6.1 - A strong and diverse economy   |
| <b>Key Strategy:</b> | 6.1.1 In partnership promote the region by supporting the growth of new and existing businesses. |

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#### **Executive Summary:**

The Novel coronavirus (COVID-19) has had an economic impact on the small businesses and tourism operators and facilities following the closures and reduction in trading. Council may wish to consider some options for providing relief.

#### **RECOMMENDATION:**

That Council in accordance with the Council officer report with respect to applications received from the relevant ratepayers referred to in the Council officer report, resolves:

1. to grant a concession pursuant to section 120 (1) (c) and section 121 (a) of the Local Government Regulation 2012 to issue a rebate of the rates and charges paid by the relevant ratepayers; and
2. to grant a concession pursuant to section 120(1) (c) and section 121 (b) of the Regulation to enter into a deferral arrangement for payment of the rates and charges by instalment with the relevant ratepayers for a period of five months commencing from the date of this resolution; and
3. that no interest or additional charges will be incurred because the Council has agreed to a deferral arrangement with the relevant ratepayers; and
4. that the discount period for payment of rates and charges for the 2019/20 financial year remains unchanged and no discounts will apply for a deferral arrangement; and
5. the rates and charges must be fully paid by the relevant ratepayers within the period of the deferral arrangement; and

Council resolves pursuant to section 122 (1) (b) of the Regulation and delegates the authority to the Chief Executive Officer pursuant to section 257 of the Local Government Act 2009 to assess and approve the concessions in accordance with the criteria set out under the Natural Hardship section in the Revenue Statement.

#### **Background:**

Two separate requests have been received from Caravan Park Operators in Karumba (Gulf Country Caravan Park and Karumba Point Sunset Caravan Park) in relation to a refund of 3 months' equivalent of the six-monthly rates and charges levied in February and due in March.

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## **BUSINESS PAPERS**

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Further correspondence has been received from the operator in Normanton has requested a re-assessment of his rates and charges based on the coronavirus impacts. i.e. Not needing the rubbish bins and facilities due to the limited trade and utilisation.

Council may adopt a policy pursuant to section 122 (1) (b) of the Regulation to deal with concessions that it is prepared to grant to ratepayers that fit the criteria set out in section 120 of the Regulation.

The concession can only be for a rebate, deferral arrangement but does not include granting a concession to accept a transfer of land in lieu of rates.

Having reviewed the relevant provisions of the Regulation and commentary it appears that Council is able to pass a resolution to adopt a policy dealing with concessions under section 122 of the Regulation. This resolution does not need to be passed at a budget meeting.

On that basis, Council can adopt a policy by resolution at any time dealing with the concessions that it is prepared to grant with respect to rebates and deferral arrangements and administration of the policy can be delegated to the CEO. The policy will need to refer to the particular class of ratepayers as set out in section 120 of the Regulation e.g. pensioners, not for profits, landowner experiencing hardship etc. (Small to Medium Businesses impacted by the Novel coronavirus (COVID-19) due to reduced hours and loss of trade)

The conditions under which Council is prepared to grant a concession could include but is not limited to:

- what information is to be provided for assessment e.g. pension card, evidence of financial hardship
- is there a specific deferral period or will this be at the discretion of the CEO
- whether interest will be charged for a deferral arrangement
- will the discount period be extended for the deferral period

### **Discounts**

Council is required, at its budget meeting where it sets the budget and rates and charges that will be payable for the coming financial year, to decide what and when the rates and charges must be paid. Pursuant to section 130 (4) of the Regulation, this includes if Council is prepared to allow a discount for early payment of the rates and charges and if so, what the discount period will be.

The discount can be a fixed or percentage amount and can apply to all ratepayers or certain groups of ratepayers or for different rating categories of rateable land.

Section 130 (7) of the Regulation also allows a local government to change the discount period to a later date outside a budget meeting but this can only occur if the due date for payment is also extended to a later date that is after the new discount period. If Council passes a resolution to apply a new discount period under this section, the new discount period (and the new due date for payment of rates and charges) applies to all ratepayers who pay rates and charges.

However, section 130(10) of the Regulation also allows a local government to extend the discount period for an individual ratepayer if it is satisfied that a ratepayer is prevented from paying the rates in time to receive the discount in circumstances beyond their control.

### **Concessions**

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The *Local Government Regulation 2012* (Regulation) deals with concessions and discounts on rates and charges.

Relevantly, section 120 of the Regulation provides that a local government may grant the concession only if it is satisfied

(c) *the payment of the rates or charges will cause hardship to the landowner;*

The concession can be:

- a rebate of all or part of the rates and charges;
- an agreement to defer payment of the rates or charges or
- an agreement to accept a transfer of unencumbered land in full or part payment of the rates and charges.

Council must pass a resolution to apply the appropriate concession pursuant to section 122 of the Regulation and the concession can be applied subject to conditions. Conditions can include a premium or additional charge.

### **Rebate**

Council, if it is satisfied to grant the rebate, will be required to pass a resolution to grant a rebate of rate and charges to the individual landowner who made the application for the rebate if they fit the criteria.

If Council agrees to refund rebated rates or charges and these have already been paid, the local government must refund the amount of the rebated rates or charges which is the amount Council is satisfied to rebate. In this case, it could be the amount already paid by the relevant landowners.

This would mean that the rates and charges as set by Council at the budget meeting are again payable by the due date and if the discount period has expired, the full amount of rates and charges will be payable.

However, as above, Council can pursuant to section 130 (10) of the Regulation also allow an extended discount period for payment of rates and charges if it is satisfied that the ratepayer has been prevented from paying the rates in circumstances beyond their control.

### **Instalments**

If Council agrees to defer payment of rates and charges, it can enter into an agreement with a ratepayer stating when the rates and charges will be payable, and this can include an additional charge for agreeing to defer the payment. Council can only enter into a deferral arrangement if the ratepayer satisfies the criteria set out in section 120 of the Regulation i.e. payment of rates will cause a hardship to the landowner.

Pursuant to section 125 of the Regulation, the agreement must state that the due date for payment of the rates and charges which can be a specific date or when an event happens. For example, the due date can be 3 months from the date the concession is granted or in the current circumstances, an appropriate period from when the current COVID 19 crisis ends although this may be difficult to ascertain.

Justin Hancock - Director of Corporate Service provided the below response to ensure the owners were provided with sufficient advice in relation to the loss of the discount that was provided with the full payment

## **BUSINESS PAPERS**

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*Thank you for your email, Council have been inundated with queries regarding Council's rates, in response Council issued the attached media release on 24 March 2020.*

*In response to your request, prior to issuing a refund I would like to advise that in accordance with Council's Revenue Policy, a discount is offered when a full payment is received. As you have made the full payment on your current rates notice, a discount of \$7,028.97 (\$8,815.66) has been applied to your property, leaving a balance of nil.*

*Please note that when the refund is processed, the discount currently applied will be reversed, therefore bringing your total outstanding balance to \$38,821.44 (\$48,621.04). This amount will be your new outstanding balance and the discount will not be reapplied to your account.*

*If you would like Council to progress with your request for a refund for the amount of \$31,792.47 (\$39,805.38), representing half of your payment of \$63,584, can you please provide Council with your bank account details for this to be processed. Alternatively, as per the media release issued on 24 March 2020, there will be a report tabled to Council on 15 April 2020, at present I am not aware of any outcome Council intends to enact at this meeting, however you may wish to suspend your request until such time as to not forego your current discount of \$7,028.97 (\$8,815.66).*

In relation to John's (Normanton Tourist Park) request concerning the re-assessment this will be undertaken when Council does the rating review.

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

- Mayor Jack Bawden
- Director Corporate Services Justin Hancock

### **Legal Implications:**

- S131(10) If a local government is satisfied a ratepayer has been prevented, by circumstances beyond their control, from paying the rates or charges in time to get a discount, the local government may still allow the discount.  
(11) A ratepayer is not entitled to a discount for paying in full rates or charges for land by the end of a discount period if other rates or charges for the land are overdue.

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

- \$15,844.63 in discount for the two caravan parks from Karumba if discount is not added back to rate cards. Will also set a precedent for all ratepayers to request a three-month refund.

### **Risk Management Implications:**

- Workplace Health and Safety Risk is assessed as low
- Financial Risk is assessed as low
- Public Perception and Reputation risk is assessed as low

## BUSINESS PAPERS

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### 9.4 ADOPTION OF CARPENTARIA SHIRE BIOSECURITY PLAN 2019

|                      |  |
|----------------------|--|
| <b>Attachments:</b>  | NIL  |
| <b>Author:</b>       | Mark Crawley - Chief Executive Officer   |
| <b>Date:</b>         | 7 April 2020   |
| <b>Key Outcome:</b>  | 3.1 - Green spaces, natural areas and natural resources are protected and well managed   |
| <b>Key Strategy:</b> | 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. |

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#### **Executive Summary:**

Community consultation has been undertaken with the landowners and others in relation to the Carpentaria Shire Biosecurity Plan 2019 and it is now ready for formal adoption by Council.

#### **RECOMMENDATION:**

That Council adopt the Carpentaria Shire Biosecurity Plan 2019 and associated Incentive Programs and note the comments provided from the recent consultation with landowners.

#### **Background:**

Gulf Catchments Biosecurity and Agribusiness Innovation was engaged by Council to assist with the development of a Biosecurity Plan for the Carpentaria Shire.

Invasive plants and animals have a significant impact on the environment, the economy (agriculture) and the community (culture, recreation, human health and social amenity).

The *Biosecurity Act 2014* (the Act) sets out a legal framework for the management of invasive plants and animals across the state of Queensland. The *Biosecurity Act 2014* mandates that Local Government must have a biosecurity plan for the management of Invasive Biosecurity Matter within its Local Government Area and is responsible for ensuring Invasive Biosecurity Matter is managed within its Local Government Area, in compliance with the *Biosecurity Act 2014*.

Under the Act, land managers, industry, the community and all levels of Government who deals with Invasive Biosecurity Matter or a carrier, or carries out an activity which poses a Biosecurity Risk, of causing a Biosecurity Event, to a Biosecurity Consideration, have a General Biosecurity Obligation to take all "Reasonable and Practical" measures to prevent or minimise that risk and adverse effects, to that Biosecurity Consideration.

The input of obligated stakeholders from across all sectors of the community is essential and has been drawn on through the development of the Carpentaria Shire Biosecurity Plan 2019.

The Carpentaria Shire Biosecurity Plan 2019 contains an integrated planning framework, which aims to facilitate communication, planning and commitment to "reasonable and practical" levels of management among all obligated stakeholders across the Local Government Area, in compliance with the Act.

The Plans integrated framework includes a linking five-year action plan and concludes with a review and evaluation process to monitor the adoption and effectiveness of the plans

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## **BUSINESS PAPERS**

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programs and actions to meet invasive biosecurity matter obligations listed under the *Biosecurity Act 2014*.

**Consultation (Internal/External):**

- Mayor Jack Bawden
- Councillors
- Rural Landowners
- Scott Middleton – Gulf Catchments Biosecurity & Agribusiness Innovation

**Legal Implications:**

- *Biosecurity Act 2014* sets out the legal framework for the Plan.

**Financial and Resource Implications:**

- A draft 5-year budget is attached to support the 5 Year Action Plan

**Risk Management Implications:**

- Workplace Health and Safety Risk is assessed as low
- Finance Risk is assessed as low
- Public Perception and Reputation Risk is assessed as low

## **BUSINESS PAPERS**

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### **9.5 KARUMBA AIRPORT - LEASE**

|                      |  |
|----------------------|--|
| <b>Attachments:</b>  | NIL  |
| <b>Author:</b>       | Mark Crawley - Chief Executive Officer   |
| <b>Date:</b>         | 7 April 2020   |
| <b>Key Outcome:</b>  | 6.1 - A strong and diverse economy   |
| <b>Key Strategy:</b> | 6.1.1 In partnership promote the region by supporting the growth of new and existing businesses. |

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#### **Executive Summary:**

Council has received further interest from another party in relation to refuelling at the Karumba Airport.

#### **RECOMMENDATION:**

That Council:

1. pursuant to section 262 of the Local Government Regulation 2012 repeal Resolution No. 0418/009 passed on Wednesday 18 April 2018 to recall tenders for the establishment and operation of the aviation fuel facility at Karumba Airport; and
2. pursuant to section 236(2) of the Local Government Regulation 2012 to apply the exemption set out in section 236(1)(a) to enter into a lease of land at the Karumba Airport with IOR Aviation and/or World Fuel Services and Normanton Refueling because the tender for the lease of the land offered in January 2018 was unsuccessful, on the basis that the lease be entered into with IOR Aviation and/or World Fuels and Normanton Refueling in accordance with the independent market valuation obtained by Council for this purpose; and
3. resolves to delegate authority to the Chief Executive Officer to obtain an independent market valuation and negotiate and finalise the terms of this lease with either or both parties.

#### **Background:**

Council invited Expressions of Interest (EOI) in early 2018 for a lease of airport land at the Karumba Airport for the operation of an aircraft refuelling facility which supplied both Avgas and Jet A-1 variants.

Two EOI were received and both parties were asked to submit tenders. Only 1 tender was received which was from Hinterland Aviation. The tender received was a non-confirming tender in that Hinterland Aviation did not include the supply of Avgas in its' tender.

Despite the fact that the tender was non-confirming, Council accepted the non-confirming tender and resolved to enter into negotiations with Hinterland Aviation for the lease of part of the airport land.

Negotiations subsequently stalled and Hinterland Aviation withdrew during late 2019.

IOR then contacted Council and expressed an interest in obtaining a lease over part of the airport land to establish an aircraft refuelling facility for the public. Council entered into

## **BUSINESS PAPERS**

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negotiations with IOR on the basis that it had complied with the contracting provision in the *Local Government Regulation 2012* by calling for the EOIs and subsequently inviting tenders which were not successful.

The lease to be granted to IOR is currently being negotiated on the same or similar terms as those negotiated with Hinterland Aviation.

Council has since been approached by Normanton Refuellers to also enter into negotiations for supply of fuel to the Karumba Airport.

Both Normanton Refuellers and IOR Aviation want sole rights to the fuel resupply.

### Request for Tender

Clause 5 of the Request for Tender (RFT) provides that Council reserved its rights to later invite all Tenderers to change their tenders. Council also reserved its rights to “accept any tender, or to accept any tender in whole or in part in its absolute discretion”

Clause 5 further provided that a tenderer may only lodge a non-conforming tender if a conforming tender was also lodged. We cannot confirm if a conforming tender was submitted by Hinterland Aviation as the sole tenderer in this case but suspect that it was not, given that Hinterland Aviation did not intend to supply Avgas as a requirement under the RFT.

Council has in any case under clause 5 of the RFT, the right to accept any tender or part thereof in its sole discretion and it did so when it accepted the non-confirming tender submitted by Hinterland Aviation.

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

- Mayor Jack Bawden
- Director Corporate Services – Justin Hancock
- IOR Aviation
- World Fuel Services and Normanton Refuelers

### **Legal Implications:**

- *Local Government Regulation 2012 Section 236*

236 of the Regulation and relevantly include where the valuable non-current asset, which in this case is the disposal of an interest in land:

- (1) (a) was previously offered for sale by tender or auction but was not sold; and  
(b) is sold for more than the highest tender or auction bid that was received.  
(c) (vii) the disposal is of an interest in land that is used as an airport or for a related purpose 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.

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

- Lease payments and expenditure to establish area for refueling.

### **Risk Management Implications:**

- Workplace Health and Safety Risk is assessed as low
-

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- Financial Risk is assessed as low
- Public Perception and Reputation Risk is assessed as low

## **BUSINESS PAPERS**

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### **9.6 ESTABLISHMENT OF LTO - FOUR GULF COUNCILS**

|                      |   |
|----------------------|---|
| <b>Attachments:</b>  | NIL   |
| <b>Author:</b>       | Mark Crawley - Chief Executive Officer  |
| <b>Date:</b>         | 7 April 2020  |
| <b>Key Outcome:</b>  | 6.1 - A strong and diverse economy  |
| <b>Key Strategy:</b> | 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:**

Correspondence received from Etheridge Shire Council in relation to the establishment of a local tourism organisation (LTO) for the four Gulf Councils.

#### **RECOMMENDATION:**

That Council advise Etheridge Shire Council that if we are not to continue with Savannah Way Limited as the Local Tourism Organisation (LTO) to support the Gulf Councils the next suggested organization is through Gulf Savannah Development (GSD)

#### **Background:**

There have been different conversations over the past six months in relation to Savannah Way Limited in relation to marketing the Savannah Way and more generally tourism for the Gulf-Savannah Region. Each of the four councils have had concerns in relation to the historical performance of Savannah Way Limited. There is however a new board and administrative support at Savannah Way Limited.

Etheridge Shire passed a resolution at their last Ordinary General Meeting

“resolving that the Etheridge Shire CEO write to the four Gulf Council CEO’s seeking opinion and Council thoughts in forming a “Local Tourism Organisation” between the four Gulf Councils (Croydon, Carpentaria, Burke and Etheridge) and as part of this, the development of one (1) integrated strategic Gulf Tourism Plan”

Etheridge has not developed a concept on how this might work and how it will be managed, it is merely an idea that has been discussed internally by Etheridge Shire Council over the past few months.

Gulf Savannah Development (GSD) only has two financial Council members currently, that being Carpentaria and Burke. There has been reluctance from Etheridge and Croydon Shires to remain members of GSD. If GSD were to become the LTO for the Gulf Councils, then membership from all four councils would need to remain a constant for a period of time to allow for the building of a reputation and getting established to represent the region in Economic Development and Tourism.

GSD have had a preliminary discussion with Etheridge Shire and it may be possible to work through GSD rather than establishing another peak body who will seek a financial contribution to be able to provide services to the four Gulf Councils.

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**Consultation (Internal/External):**

- Mayor Jack Bawden
- Etheridge Shire Council
- Savannah Way Limited
- Gulf Savannah Development

**Legal Implications:**

Not applicable

**Financial and Resource Implications:**

- Council pay contributions

**Risk Management Implications:**

- Workplace Health and Safety Risk is assessed as low
- Financial Risk is assessed as low
- Public Perception and Reputation Risk is assessed as low

## BUSINESS PAPERS

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### 9.7 LGAQ POLICY EXECUTIVE POSITION - NORTH WEST DIVISION

**Attachments:** 9.7.1. LGAQ Correspondence - Call for Nominations [↓](#)  
9.7.2. Information Schedule [↓](#)  
9.7.3. LGAQ Governance Charter [↓](#)  
9.7.4. Fees, Reimbursements and Insurance [↓](#)  
9.7.5. Nomination Form - North West District [↓](#)

**Author:** Mark Crawley - Chief Executive Officer

**Date:** 8 April 2020

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**Key Outcome:** 7.1 - A Shire governed in consultation and partnership with the community

**Key Strategy:** 7.1.1 Ensure leadership and decision making is transparent, accountable and represents the current and future interests of the region's communities.

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#### Executive Summary:

Correspondence has been received from the LGAQ in relation to the nomination of Policy Executive Member for the North West District.

#### RECOMMENDATION:

*That Council advise the Chief Executive Officer of their preferred candidate for nomination for the vacant position of Policy Executive Member – North West.*

#### Background:

In accordance with Rule 5.4 of the Association's Constitution and Rules, nominations are hereby called for the election of District Representatives to the Association's Policy Executive for the period 2020-2024.

**This is not an election for Local Government District Associations. In many cases the District Local Government Association areas and the LGAQ Electoral Districts are not the same.**

Councils within an Electoral District are entitled to nominate candidates for election from amongst elected members of the Councils within their District.

If there is more than one nomination per District, an election by postal ballot will apply. If an election is required, the "first past the post" voting system will apply.

Councils within the North West District

Burke, Carpentaria, Cloncurry, Croydon, Etheridge, Flinders, McKinlay, Mount Isa, Richmond

Please find attached:

Attachment 1A: Policy Executive Members Information Schedule

Attachment 1B: LGAQ Corporate Governance Charter

Attachment 1C: Fees, reimbursements and insurance.

Attachment 2: Nomination Form for your District.

NOTE:

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- a) Nominations close at 5.00pm, Friday 1 May 2020 and must be received by the Chief Executive Officer by that time nominated email address:  
returning\_officer@lgaq.asn.au.
- b) If you intend to nominate a person, you are encouraged to have the matter considered at your Statutory Meeting following the Quadrennial Elections held on Saturday, 28 March 2020.
- c) A Ballot Paper (if necessary) will be sent to you immediately upon the close of nominations.

Members elected at this time take up their position in June 2020 and, subject to the Rules, hold office until June 2024.

**Consultation (Internal/External):**

LGAQ

Mayor Jack Bawden

NWQROC XO Greg Hoffman

**Legal Implications:**

Not applicable

**Financial and Resource Implications:**

All expenses covered by LGAQ

**Risk Management Implications:**

Workplace Health and Safety Risk is assessed as low

Financial Risk is assessed as low

Public Perception and Reputation Risk is assessed as low



7 April 2020

DISTRICT NO.11 - NORTH WEST

Mr Mark Crawley  
Acting Chief Executive Officer  
Carpentaria Shire Council  
PO Box 31  
NORMANTON QLD 4890

[ceo@carpentaria.qld.gov.au](mailto:ceo@carpentaria.qld.gov.au)

Dear Mr Crawley,

**ELECTION OF THE LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND'S (LGAQ) POLICY EXECUTIVE DISTRICT REPRESENTATIVES 2020-2024**

In accordance with Rule 5.4 of the Association's Constitution and Rules, nominations are hereby called for the election of District Representatives to the Association's Policy Executive for the period 2020-2024.

***Please note, this is not an election for Local Government District Associations. In many cases the District Local Government Association areas and the LGAQ Electoral Districts are not the same.***

Councils within an Electoral District are entitled to nominate candidates for election from amongst elected members of the Councils within their District.

If there is more than one nomination per District, an election by postal ballot will apply. If an election is required, the "first past the post" voting system will apply.

**Councils within the South East District**

Burke, Carpentaria, Cloncurry, Croydon, Etheridge,  
Flinders, McKinlay, Mount Isa, Richmond

Please find attached:

Attachment 1A: Policy Executive Members Information Schedule  
Attachment 1B: LGAQ Corporate Governance Charter  
Attachment 1C: Fees, reimbursements and insurance.

Attachment 2: Nomination Form for your District.

**PLEASE NOTE:**

- a) Nominations close at 5.00pm, **Friday 1 May 2020** and must be received by the Chief Executive Officer by that time **nominated email address: [returning\\_officer@lgaq.asn.au](mailto:returning_officer@lgaq.asn.au).**
- b) If you intend to nominate a person, you are encouraged to have the matter considered at your Statutory Meeting following the Quadrennial Elections held on Saturday, 28 March 2020.
- c) A Ballot Paper (if necessary) will be sent to you immediately upon the close of nominations.

Members elected at this time take up their position in **June 2020** and, subject to the Rules, hold office until **June 2024**.

If you have any queries, please do not hesitate to call me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Greg Hallam', is written over a light grey circular stamp or watermark.

Greg Hallam AM  
CHIEF EXECUTIVE OFFICER



ATTACHMENT 1A

**POLICY EXECUTIVE MEMBERS INFORMATION SCHEDULE**

**MEETING OBLIGATIONS**

The Executive currently has six (6) regular meetings each year, however this frequency can be varied by the Policy Executive. With the exception of one regional meeting and the meeting which precedes the Annual Conference, the Policy Executive meets at Local Government House in Brisbane. The dates are as follows:

**Policy Executive Dates 2020**

|           |                  |                           |            |                         |
|-----------|------------------|---------------------------|------------|-------------------------|
| 7-Feb-20  | 8:30am to 3:00pm | Policy Executive Meeting  | LGAQ House | Boardroom               |
| 17-Apr-20 | 8:30am to 3:00pm | Policy Executive Meeting  | LGAQ House | Boardroom               |
| 25-Jun-20 | 8:30am to 4:00pm | Induction for New Members | LGAQ House | Boardroom/Brolga/Orchid |
|           | 6:00pm           | Dinner                    | TBC        | TBC                     |
| 26-Jun-20 | 8:30am to 3:00pm | Policy Executive Meeting  | LGAQ House | Boardroom               |
| 14-Aug-20 | 8:30am to 3:00pm | Policy Executive Meeting  | LGAQ House | Boardroom               |
| 18-Oct-20 | TBC              | Policy Executive Meeting  | Gold Coast | TBC                     |
| 11-Dec-20 | 8:30am to 3:00pm | Policy Executive Meeting  | LGAQ House | Boardroom               |

Special Meetings may be called as required. Meetings by way of telephone hook-up may also be held.

Policy Executive Members may also be appointed to represent the Association on statutory boards and committees as well as ad hoc bodies. These appointments are made by the Policy Executive following consultation with member councils.

Members elected at this time take up their positions in **June 2020**, and subject to the Rules, hold office until **June 2024**.

6 April 2020

# CORPORATE GOVERNANCE CHARTER

January 2020



## Background

The purpose of the Local Government Association of Queensland (LGAQ) is to be the peak body for local government in Queensland with a vision of strong and effective local government. Our mission is to strengthen the ability and performance of local government to better serve the community.

This Corporate Governance Charter defines the role, responsibilities and authorities of the Policy Executive and the Board of the LGAQ, along with the role and function of individual Executive Representatives and Directors.

LGAQ is committed to effective governance practices which reflect accountability, transparency, and professional integrity within an inclusive framework based on trust and intellectual honesty.

**The LGAQ Board and Policy Executive have previously resolved to adopt a number of corporate objectives including:**

- ✘ Establish a leadership reputation for advocacy & representation
- ✘ Establish a leadership reputation for integrity (trusted and authoritative)

Furthermore, the Board and Policy Executive have also resolved to adopt the corporate values of **Accountable, Trusted, Empowered.**

Together, these elements provide the foundation for the Association's policy initiatives and activities.

**This Charter is intended to assist the Policy Executive and Board by:**

- ✘ Providing clear guidelines on roles, responsibilities and relationships of the Policy Executive, Board, Directors and Executive Representatives;
- ✘ Identifying key principles for effective corporate governance to allow "best practice" performance;
- ✘ Ensuring appropriate accountability of the Policy Executive and Board to LGAQ members;
- ✘ Ensuring that the link between the Association's corporate objectives and values and the activities of members of the Board and Policy Executive is identified and understood.

The Charter also provides valuable information for new Directors and Executive Representatives, facilitating the induction process. As stipulated in the LGAQ Constitution (Rule 6.7(1)), Directors and Executive Representatives are required to comply with this Charter.

## Corporate Governance Principles and Structure

Within the private sector, corporate governance is regarded as the system by which companies are directed and managed. It influences how the objectives of the company are set and achieved, how risk is monitored and assessed, and how performance is optimised. Good corporate governance structures encourage companies to create value (through entrepreneurship, innovation, development and exploration) and provide accountability and control systems commensurate with the risks involved.

Corporate Governance for LGAQ is broadly defined as the processes used to represent member interests, including the way in which decisions are made on policies and strategies and how these are achieved to obtain an optimal return for members as the key stakeholders of the Organisation.

**Corporate Governance arrangements for LGAQ include:**

- ✘ The role of Annual Conference;
- ✘ The election of Executive Representatives;
- ✘ The role of the Policy Executive;
- ✘ The role of the President of the Board ("President");
- ✘ The role of the Board;
- ✘ The role of the CEO.

Whilst Directors and Executive Representatives are encouraged to refer to the Constitution of LGAQ for details of the role of Annual Conference, the composition and election of the Policy Executive and Board, the powers and duties of the Policy Executive and Board, and the powers and functions of the CEO and other officers, the following is a brief summary of the key points.

LGAQ's Annual General Meeting of member councils (Annual Conference) is the Association's supreme decision-making body responsible for setting the overall policy direction of LGAQ and electing the President (Rule 6.3 of the Constitution). In a separate process, LGAQ's member councils elect 15 District Representatives (Rule 5.1 of the Constitution) who, together with the President, form the Association's Policy Executive. The President is the only member of the Policy Executive who does not represent a district.

The Policy Executive is responsible for: appointing three Directors to join the LGAQ President in forming the LGAQ Board; appointing the CEO; approving the annual budget of the Organisation; and determining the Association's policy on behalf of member councils (in line with the overall direction set at Annual Conference). The Policy Executive may delegate any of its powers to a Committee appointed out of its number (Rule 5.13 of the Constitution).

The LGAQ Board is responsible for the operation of the business of the company (Rule 6.7 of the Constitution). It is authorised to exercise all of the Organisation's powers that are not required to be exercised by Annual Conference. The Board is responsible for adopting a strategic plan before the end of each financial year. The Board may delegate any of its powers to a Committee appointed out of its number (Rule 6.15 of the Constitution).

The President is the highest elected official of LGAQ and chairs General Meetings, including the Annual General Meeting, and meetings of the Board and Policy Executive.

The CEO is responsible for day-to-day management of the Organisation, subject to the Board's instructions (Rule 6.7 of the Constitution). The CEO's powers may only be exercised after full consultation with the President, and the President must be kept fully informed on an ongoing basis of all action taken pursuant to the CEO's powers. Consistent with normal corporate practices, the President and CEO are the official spokespersons for the Board, Policy Executive and LGAQ.

## Director Role

The general qualification for becoming and remaining a Director is outlined in Rule 6.1 of the Constitution.

The powers and duties of the Directors are spell out in detail in Rule 6.7 of the Constitution. In summary, the Directors:

- ✘ Are responsible for setting the strategic direction and monitoring of the business;
- ✘ Must adopt an annual strategic plan for the Association and ensure that LGAQ conducts its business in accordance with it;
- ✘ Are not directly involved in the day-to-day management of the Organisation but issue the CEO with instructions for the day-to-day management;
- ✘ Make decisions that are not terms of day-to-day management of the Organisation;
- ✘ Must ensure that LGAQ maintains its property in good working order and condition, complies with all agreements to which it is a party, pays its debts as and when they fall due, maintains relevant insurance, complies with the requirements of all relevant legislation, maintains books and records, etc.;
- ✘ Have oversight of the financial management of LGAQ and are responsible for major financial decisions (although the annual budget is approved by the Policy Executive)
- ✘ May grant a power of attorney;

As Directors are appointed out of the ranks of the Policy Executive, a Director must have the skills and the time to be able to perform both roles.

To effectively perform their role, a Director requires:

- ✘ Competency in modern corporate and financial management standards and practices;
- ✘ An ability to provide a holistic focus on local government issues;
- ✘ An ability to put the interests of their own council behind those of the Association;
- ✘ Capacity to devote sufficient time to both Board and Policy Executive responsibilities;
- ✘ Legitimacy and confidence in the eyes of members and fellow Executive Representatives;
- ✘ Ability to exercise objective judgement on corporate affairs independent from management;
- ✘ Access to accurate, relevant and timely information.

A Director has a duty to:

- ✘ Act consistently in the best interests of LGAQ as a whole;
- ✘ Act honestly and in good faith;
- ✘ Not gain advantage by improper use of their position;
- ✘ Not misuse information;
- ✘ Act with due care and diligence;
- ✘ Disclose real or perceived conflicts between personal interests or the interests of any associated person, and the interests of LGAQ to other Directors in accordance with the LGAQ Conflict of Interest Policy
- ✘ Not allow such interests to conflict with the interests of LGAQ.

A Director has no individual authority to participate in the day-to-day management of LGAQ, including making any representations or agreements with member councils, suppliers, customers, employees or other parties or organisations.

Directors are expected to regularly attend Board, Policy Executive, Committee and other meetings organised as part of the Director role. According to Rule 6.1(5) of the Constitution, a Director vacates their office at the conclusion of the third consecutive Board meetings that the person has failed to attend, without the Board's leave.

Directors are supported in their role by secretariat services provided by LGAQ.

## Conduct of Board meetings

A board meeting is the main opportunity for a Director to:

- ✘ Obtain and exchange information with the senior management team;
- ✘ Obtain and exchange information with each other;
- ✘ Make decisions.

A Director shall, in good faith, behave in a manner that is consistent with generally accepted procedures for the conduct of meetings. This will include, but not be limited to:

- ✘ Behaving in a business-like manner;
- ✘ Acting in accordance with policy resolutions of the Association;
- ✘ Addressing issues in a courteous manner;
- ✘ Using judgement, common sense and tact when discussing issues;
- ✘ Avoiding distractive behaviour such as email, text, chat and irrelevant remarks during meetings;
- ✘ Ensuring that others are afforded a reasonable opportunity to put forward their views.

## Review of Board's Effectiveness and Training Needs of Director

The President shall conduct a biennial review of the Board's effectiveness, one year and three years into the Board's term. As part of the review, the President shall consult with each Director separately. The review then provides an opportunity for each Director to discuss any concerns about the Board's operation with the President. A report on the review must be prepared and submitted to the Policy Executive for consideration.

Directors are encouraged to raise any requests or need for independent expert advice, training or guidance with the President at any time. Furthermore, the President shall discuss Directors' training and professional development needs during the biennial review of the Board's effectiveness and pass any needs identified to the secretary for action.

## Executive Representative Role

The General Qualification for becoming and remaining an Executive Representative is outlined in Rule 5.2 of the Constitution.

To be able to fulfil its role, it is important that the Policy Executive incorporates a breadth of experience. This requires capacity to present an appropriate balance of district, member-wide and external viewpoints.

The primary responsibility of an Executive Representative is to LGAQ members as a whole. In fulfilling this responsibility, an Executive Representative should, where appropriate, have regard to the interests of all stakeholders, both internal and external. Policy Executive decisions will be distributed in the public realm unless the Policy Executive makes an express decision to keep the matter confidential.

An Executive Representative therefore requires an extensive knowledge of and connection to local government related issues. It is expected that an Executive Representative will develop an appreciation of the scope, policy and activities of the Association.

### The key roles of an Executive Representative can be broadly defined as:

- ✘ Representing the overall interests of local government within Queensland;
- ✘ Representing each district's interests on the Policy Executive;
- ✘ Contributing to Policy Executive decision-making;
- ✘ Assisting in relationships between councils at a district and regional level.

### In representing, liaising with and informing member councils at a district level, the reasonable expectation of an Executive Representative as the District Representative is that they will:

- ✘ Attend and represent LGAQ at meetings of regional groupings of councils, such as District LGAs and/or ROCs (and/or, where appropriate, other relevant bodies such as Regional Road Groups and RDA Committee);
- ✘ Undertake direct communication with member councils within their electoral district including on key issues and matters before the Policy Executive for consideration;
- ✘ Develop a full understanding of the scope and scale of the activities of the Association to enable referral of member councils to relevant solutions and support services;
- ✘ Familiarise themselves with and provide input into LGAQ segment plans and segment activities relevant to the councils within their district.

In order to be an effective District Representative, an Executive Representative is expected to engage in a process of two-way representation, i.e. reporting regional advocacy issues and council support needs and opportunities to the Policy Executive and reporting outcomes back to the district. Executive Representatives are instrumental in ensuring transparent and inclusive LGAQ decision-making on policy positions by feeding views from members in their district into the decision-making process and communicating the rationale behind the decision-making back to members.

It is up to each Executive Representative to identify and develop appropriate methods of engagement with the councils in their district. Where active District LGAs or ROCs exist, the meetings of these groupings provide an established platform for regional engagement in relation to LGAQ policy-making. Attending meetings of other regional groupings involving councils, such as Regional Road Groups or RDAs, may also be an option. Executive Representatives should also undertake

regular one-on-one engagement with individual councils in their district.

In recognition of the workload involved, Executive Representatives receive appropriate support from LGAQ in the conduct of their duties as District Representatives. Executive Representatives are supported by senior LGAQ officers who, wherever possible, accompany Executive Representatives to ROC and other regional meetings. LGAQ also has a Policy Executive Support Coordinator who acts as the central point of contact and clearing house for all communications (material, information and enquiries related to Policy Executive activities and who coordinates and arranges attendance of Executive Representatives and senior LGAQ staff at meetings of regional groupings of councils.

There will also be a CEO Reference Group comprising the CEOs of Executive Representatives. This group will both support Executive Representatives and provide strategic advice and input to LGAQ. It is important that elected members who are considering nominating for the Policy Executive understand that their involvement on the Policy Executive will be supported by participation of their CEO in the CEO Reference Group.

### To effectively perform their role, an Executive Representative requires:

- ✘ An ability to provide a holistic focus on local government issues;
- ✘ An ability to put the interests of their own council behind those of their electoral district and those of the Association;
- ✘ Capacity to devote sufficient time to Policy Executive responsibilities;
- ✘ Legitimacy and confidence in the eyes of members;
- ✘ Ability to exercise objective judgement on corporate affairs independent from management;
- ✘ Access to accurate, relevant and timely information.

**An Executive Representative has a duty to:**

- ✘ Act consistently in the best interests of LGAQ as a whole.
- ✘ Act honestly and in good faith.
- ✘ Not gain advantage by improper use of their position.
- ✘ Not misuse information.
- ✘ Act with due care and diligence.
- ✘ Disclose real or perceived conflicts between personal interests, or the interests of any associated person, and the interests of LGAQ to the other Executive Representatives in accordance with the LGAQ Conflict of Interest Policy.
- ✘ Not allow such interests to conflict with the interests of LGAQ.

An Executive Representative has no individual authority to participate in the day-to-day management of LGAQ, including making any representations or agreements with member councils, suppliers, customers, employees or other parties or organisations.

Executive Representatives are expected to regularly attend Policy Executive, Committee and other meetings organised as part of the Policy Executive role. According to Rule 5.2(2)(d) of the Constitution, an Executive Representative vacates that office immediately upon the conclusion of the third consecutive Policy Executive meeting that the Executive Representative has failed to attend, without the Policy Executive's leave.

## Conduct of Policy Executive Meetings

The General Qualification for becoming and remaining an Executive Representative is outlined in Rule 5.2 of the Constitution.

To be able to fulfil its role, it is important that the Policy Executive incorporate a breadth of experience. This requires capacity to present an appropriate balance of district, member-wide and external viewpoints.

The primary responsibility of an Executive Representative is to LGAQ members as a whole. In fulfilling this responsibility, an Executive Representative should, where appropriate, have regard to the interests of all stakeholders, both internal and external. Policy Executive decisions will be distributed in the public realm unless the Policy Executive makes an express decision to keep the matter confidential.

An Executive Representative therefore requires an extensive knowledge of and connection to local government related issues. It is expected that an Executive Representative will develop an appreciation of the scope, policy and activities of the Association.

An Executive Representative shall, in good faith, behave in a manner that is consistent with generally accepted procedures for the conduct of meetings. This will include, but not be limited to:

- ✘ Behaving in a business-like manner.
- ✘ Acting in accordance with policy resolutions of the Association.
- ✘ Addressing issues in a courteous manner.
- ✘ Using judgement, common sense and tact when discussing issues.
- ✘ Minimising disruptive behaviour such as email, text, chatter and irrelevant remarks during meetings.
- ✘ Ensuring that others are afforded a reasonable opportunity to put forward their views.

Unless prevented by extenuating circumstances, Executive Representatives are expected to attend Policy Executive meetings for the full duration of the meeting.

Executive Representatives should be forthright in Policy Executive meetings and have a right to question, request information, raise an issue, fully canvass all aspects of any policy issue confronting LGAQ and to cast their vote on any resolution according to their own judgment.

Outside Policy Executive meetings, an Executive Representative will support the spirit of all Policy Executive decisions in discussions with member councils, staff and other parties when acting in their capacity as an Executive Representative. Executive Representatives are expected to advocate the position of their district constituency at Policy Executive meetings and the position of LGAQ back to their district constituency. However, as mentioned earlier, the President and CEO are the official public spokespersons for the Policy Executive and LGAQ.

## Ethical Practices

Directors and Executive Representatives will, at all times in the discharge of their duties and responsibilities, exercise honesty, objectivity and probity and not engage knowingly in acts or activities that have the potential to bring discredit to the Organisation.

Directors and Executive Representatives must also refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and must at all times act in a proper and prudent manner in the use of information acquired in the course of their duties. Directors and Executive Representatives must not use Association information for any personal gain for themselves or their immediate families or in any manner that would be contrary to law or detrimental to the welfare and goodwill of the Association.

Further, Directors and Executive Representatives must not publicly comment on matters relative to activities of the Board or Policy Executive, other than as authorised by the Board or Policy Executive.

Finally, Directors and Executive Representatives must not engage in conduct, whether in the course of undertaking LGAQ business or otherwise, tending to bring the LGAQ or local government in the State of Queensland into disrepute or to cause damage to the public standing and reputation of either of them.

# Code of Conduct

LGAQ has adopted "The way we do business", a code of conduct and service standards for the Association's employees. Although not LGAQ employees, Directors and Executive Representatives are encouraged to familiarise themselves with this document and, in light of the leadership role and responsibility of the Board, lead by example in following it.

## Use of Social Media



### What is social media?

Social media is the use of online or internet based technologies to communicate interactively with other people. There are several well known internet sites which are used for social media, including but not limited to, Facebook, Twitter and LinkedIn.

### The LGAQ and social media

The LGAQ embraces the use of social media for the promotion, development and delivery of services and that of its members.

LGAQ encourages all Directors and Executive Representatives to communicate online in many ways, such as through social media, professional networking sites, blogs and personal web sites. However, all Directors and Executive Representatives need to use good judgment about what material appears online, and in what context.

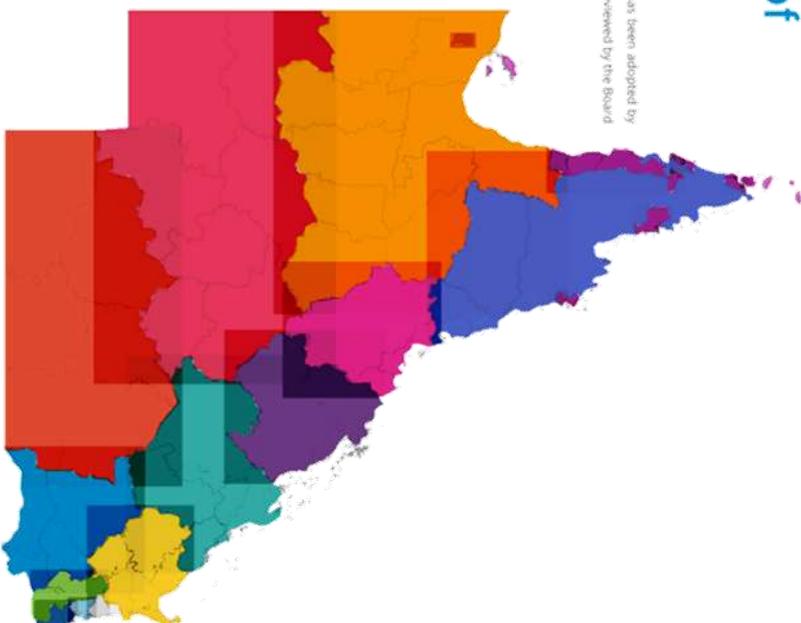
### Information published on social media sites by Directors and Executive Representatives

Directors and Executive Representatives must behave in a manner which promotes and protects the interests of LGAQ. Directors and Executive Representatives must not publish information on social media which:

- ✘ In any way disparages or harms LGAQ's business or reputation;
- ✘ Disparages or personally criticises fellow Directors, Executive Representatives or LGAQ employees;
- ✘ Includes any information which may offend or embarrass fellow Directors, Executive Representatives or LGAQ employees;
- ✘ Contains defamatory statements in relation to fellow Directors, Executive Representatives, LGAQ employees, elected representatives of members or employees of members;
- ✘ Breaches a Directors' or Executive Representatives' obligations to keep information confidential;
- ✘ Breaches a Directors' or Executive Representatives' obligations with respect to Anti-Discrimination, Sexual Harassment or Bullying;
- ✘ Could be perceived as representing the viewpoint or official position of LGAQ on any issue, in circumstances where the Director or Executive Representative has no LGAQ authority to publish that information on the LGAQ's behalf.

# Review of Charter

This Corporate Governance Charter has been adopted by the LGAQ Board and will be formally reviewed by the Board on an annual basis.



| Legend Key                                |                  |                                       |            |                                       |             |                                       |             |
|---|------------------|---------------------------------------|------------|---------------------------------------|-------------|---------------------------------------|-------------|
| <span style="color: lightblue;">●</span>  | District 1       | <span style="color: yellow;">●</span> | District 3 | <span style="color: purple;">●</span> | District 7  | <span style="color: orange;">●</span> | District 11 |
| <span style="color: red;">●</span>        | District 2 North | <span style="color: blue;">●</span>   | District 4 | <span style="color: red;">●</span>    | District 8  | <span style="color: pink;">●</span>   | District 12 |
| <span style="color: darkblue;">●</span>   | District 2 South | <span style="color: orange;">●</span> | District 5 | <span style="color: green;">●</span>  | District 9  |                                       |             |
| <span style="color: lightgreen;">●</span> | District 2 West  | <span style="color: purple;">●</span> | District 6 | <span style="color: blue;">●</span>   | District 10 |                                       |             |



For all enquiries, call or text our  
**Members' Hotline on 1300 542 700**

Local Government House  
25 Evelyn St, Newstead QLD 4006

**Local Government Association  
of Queensland**

—  
**[www.lgaq.asn.au](http://www.lgaq.asn.au)**



ATTACHMENT 1C

**FEES, REIMBURSEMENTS AND INSURANCE**

The current payments to Policy Executive Members attending Policy Executive and Committee Meetings and other approved meetings, for which payment is not made by the outside board, committee or body, are as follows:

|                 |          |
|-----------------|----------|
| Daily Allowance | \$491.00 |
| Accommodation   | \$271.00 |

Travel Costs – Actual airfare (economy class), and/or motor vehicle expenses at current ATO rate ie 68c a kilometre, and/or actual taxi fares, and/or actual parking fees.

These rates are reviewed each year in the Budget in May. Payment of fees and reimbursements is usually made at the meeting attended upon completion of a claim form.

A personal accident insurance scheme operates for all Policy Executive Members whilst travelling or involved in Association activity.

6 April 2020

ATTACHMENT 2

**LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND (LGAQ)  
POLICY EXECUTIVE 2020-2024**

**NOMINATION FORM**

**DISTRICTs NO. 3 to 11**

The City Council of .....

Hereby nominates Cr. ....

To represent District Numbers 3 - 11 on the Association's Policy Executive in accordance with Rule 5.4 of the Constitution and Rules of the Association for the period 2020-2024.

Date at ..... this ..... day of ..... 2020



CHIEF EXECUTIVE OFFICER

I hereby accept this nomination .....

PLEASE RETURN THIS FORM BY POST WITH THE ENCLOSED REGISTERED ENVELOPE TO THE RETURNING OFFICER BY NO LATER THAN 5.00PM FRIDAY 1 MAY 2020

RETURNING OFFICER: MR GJ HALLAM AM  
RETURNING OFFICER  
LOCAL GOVERNMENT ASSOCIATION OF QLD LTD  
PO BOX 2230  
FORTITUDE VALLEY BC QLD 4006

**N.B FAXED NOMINATIONS WILL NOT BE  
ACCEPTED.**

**EMAILED, REGISTERED POST OR BY  
HAND ONLY.**

**Email: [returning\\_officer@lgaq.asn.au](mailto:returning_officer@lgaq.asn.au)**

## BUSINESS PAPERS

### 9.8 HUMAN RESOURCES REPORT

**Attachments:** NIL  
**Author:** Lisa Ruyg - Manager Human Resources  
**Date:** 7 April 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 general human resource matters.

#### **RECOMMENDATION:**

That Council accepts the Human Resources Report for information.

### Work, Health and Safety Report

- Safeplan Progress Report March 2020

| KPI                       | Average Group B Councils | CSC YTD Mar 2019       | CSC YTD Mar 2020       | CSC YTD        | Safe Plan Target Annual |
|---------------------------|--------------------------|------------------------|------------------------|----------------|-------------------------|
| Lost Time Injuries        | 12                       | 5                      | 6                      | -              | 5                       |
| Lost Time Days per Injury | 19.03 per injury         | 156 for total injuries | 107 for total injuries | -              | 156                     |
| Hazard Inspections        |                          | 69%                    | 69%                    | Av.% p/mth     | 90% p/mth               |
| Take 5's Completed        |                          | 79.97%                 | 79.85%                 | Av.91.5% p/mth | 85% p/mth               |

#### Mechanism of Injury for Claims Submitted FYTD

|   |    |
|---|----|
| i) Being hit by a moving object                   | 1  |
| 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* |

## **BUSINESS PAPERS**

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*\*Both claims declined.*

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

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Nil progress since last report.

### **General Pay Increase Granted**

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In accordance with *Council Resolution 0220/033*, a general pay increase of 2% was granted to all employees covered under Council's Certified Agreement 2011. The pay increase was backdated to the first full pay period after 1 April 2019. Employees received the back pay into their bank accounts on Thursday, 2 April 2020.

### **COVID-19 Staff Management and Protocols**

---

A procedure document relating to the COVID-19 pandemic was released to all staff on Thursday, 2 April 2020. The document specifies control measures to assist in minimising the spread of Influenza and COVID-19 throughout the workplace. The document also details the appropriate management of workers at Council worksites if they are found to be suffering from or are suspected of having Influenza or COVID-19.

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

- Executive Leadership Team.
- COVID-19 National Guidelines for Public Health
- Queensland Health.
- WHS Advisor.

#### **Legal Implications:**

- Within normal operational parameters.

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

- Within budget.

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

- Risks associated with COVID-19.

## BUSINESS PAPERS

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### 9.9 TOURISM REPORT - MARCH 2020

- Attachments:**
- 9.9.1. Refurbished Website mock-up [↓](#)
  - 9.9.2. Barra Centre brochure draft inside [↓](#)
  - 9.9.3. Barra Centre Brochure draft front/back [↓](#)
  - 9.9.4. Tasks Hatchery [↓](#)
  - 9.9.5. Tasks LWBDC [↓](#)
  - 9.9.6. CSC Brochure text draft [↓](#)

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

**Date:** 7 April 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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#### CLOSURE OF THE BARRA CENTRE AND VIC'S ON THE 23<sup>RD</sup> MARCH 2020 DUE TO GOVERNMENT ADVICE REGARDING COVID-19

Until then, numbers were as follows:

- March tourism numbers:
  - Normanton VIC: 29 (23 last March)
  - Karumba LWBDC & VIC: 235 (15 last March)
- Guided Tours and feeding: nil/ nil March 2019



## **BUSINESS PAPERS**

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- Adam Harvey now confirmed, also Tim Griffin – contracts not finalized and we will try to lock them in for next year same time

### **1.5 Tourism Strategy**

---

- Revision of tourism strategy in progress – will now need to include the economic recovery strategy post COVID
- Production of CSC brochure in design phase – target for end of May (Monsoon Trough Funding) – draft text attached
- Production of tour vouchers books for all caravan parks and operators so they can book tours at the Barra Centre – 10% booking fee at time of booking
- New Barra Centre Brochure – draft attached
- Helloworld:

**Bookings cancelled until 01 July, some re-booked for September**

**Tour Operators  
Most groups cancelled.**

### **1.6 Hatchery Operations**

---

#### **New hatchery Opening:**

- Was proposed for Saturday 26 September as part of the Outback by the Sea festival
- Grant application through YOOTEF submitted
- Now hoping to re-schedule for the start of the 2021 season, possibly Easter 2021 to coincide with Normanton fishing comp?  
**Feedback appreciated.**

### **1.7 Digital Platforms**

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**Note: with COVID-19 restrictions in place this form of communication is our lifeline and we will look to extend our presence digitally.**

- 6-months digital strategy to ramp up presence as part of the NW Minerals grant (6 months @ \$1k each, to be evaluated after the trial) – has kicked off 1<sup>st</sup> of March
- Have had our most successful fb post yet – over 2,000 people reached and ABNC NW picked up our video re the Cloncurry fingerlings!
- Instagram last week reached 453, with 712 impressions and 7 interactions, 71 followers
- Website update next month – see attached mock-up

### **1.8 Other activities**

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**Rodney Lucas Books – this is another great opportunity for online sales, we have quotes for production and will check different funding avenues.**

## **BUSINESS PAPERS**

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1. A Barramundi Tale (children's picture/text book)

This book was previously published by a company who since liquidated. Rodney has the copyright to the images and text. The book covers the life of a fingerling in Karumba and is the first in a three part series, with books 2 and 3 covering life at the hatchery and being part of the hand feeding tours, and finally Norman turning into Norma, being released back into the wild for spawning. A perfect match for the Barra Centre and Hatchery and sure to become a best-seller in the shop!

We will also assist Rodney to get grant funding in order to write book 2 and 3

2. Barramundi Creation story

Rodney has also done the paintings (in aboriginal style) for the story of the creation of the Barramundi, as told by his grandmother. CSC already has the rights to those paintings, but we would could cover this the same way as 'A Barramundi Tale. Since this is a completely new book, this could become our special commemorative book for the opening of the hatchery. It is right on message when it comes to the indigenous focus of the QLD Government for Tourism, and we could potentially wrap this into the grant for the hatchery opening.

- Complete List of projects attached.



**VISIT**

Blo de nihilit, que velendi laquis doluptaquis amusam sincuntur, que captatur moxant reperionedi dolus legendae. Ut facia sequerisim, utiae parum etur sequa con et potreproo eum.

**DISCOVER**

Blo de nihilit, que velendi laquis doluptaquis amusam sincuntur, que captatur moxant reperionedi dolus legendae. Ut facia sequerisim, utiae parum etur sequa con et potreproo eum.

**PLAN**

Blo de nihilit, que velendi laquis doluptaquis amusam sincuntur, que captatur moxant reperionedi dolus legendae. Ut facia sequerisim, utiae parum etur sequa con et potreproo eum.

**DISCOVER THE AMAZING SECRETS OF THE MIGHTY BARRAMUNDI AT THE LES WILSON BARRAMUNDI DISCOVERY CENTRE, THE ONLY HATCHERY IN THE WORLD TO BREED THE SOUTHERN GULF STRAIN OF THIS ICONIC FISH!**

The brand new interactive and state of the art Interpretive Centre provides the history, stories, lifecycle and habits of these sought-after fish. Discover the wetlands and mangroves and learn about the incredible birdlife and stunning southern Gulf flora.

**OPENING HOURS**

9:00am to 5:00pm Monday to Friday  
9:00am to 4:00pm  
Saturday and Sunday, Public Holidays  
Closed Christmas Day, Boxing Day and New Year's Day

**TOUR TIMES**

**BOOK YOUR TICKETS**

Purchase your tickets online in advance!  
"Caeciliacae pro-reclonfia etreptas dolupta?"  
Ita eum landei gendant aut is untreteca num aut quame volereis quibusia mequos drum dolupta volereh endoucpit ma quatit ne, sardibate vero.

**BOOK NOW**

**SUBSCRIBE TO OUR E-NEWS**

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**SUBSCRIBE**

**HEADING STYLE HERE**

**FIND OUT WHAT ELSE KARUMBA HAS TO OFFER!**

When you visit the Barra Centre, make sure you take time to explore the rest of Karumba. There is lots to do and see!

Karumba is a fisherman's paradise with a huge array of fish, crabs, and prawns in the area. Take a tour to explore the amazing birdlife, as well as crabs and crocodiles.

Visit the amazing Karumba Swimming Pool and Waterpark with the kids.

Or just relax at the the Sunsets Tavern with its views across the mouth of the Norman River.

Les Wilson Barramundi Discovery Centre, including the Karumba Hatchery is the only the only facility in the world to breed the Southern Gulf Barramundi. Our mission is to contribute toward sustainable commercial and recreational barramundi fishing in the Gulf, by releasing thousands of fingerlings every year.

**“AMAZING”**

*“A once in a lifetime experience”*  
Jake from Germany

**“I WAS HOOKED FROM THE MOMENT I STEPPED IN THE DOOR, I WAS ENTERTAINED, EDUCATED & ENTHRALLED”**

Alanis from Brisbane

**Feed A Barra**

VIP TOURS  
BOOKING REQUIRED  
FEE APPLIES

*Tip to Tail - Our Story*

**BITE SIZE BARRA FACTS**

Sex-changing habits; barramundi switch sex from male to female in a feat of molecular wizardry that transforms gonads into ovaries.

Rings in their ears; Barramundi can be aged by counting the growth rings on their ear bones.

**FEATURES**

- Free General Admission
- Free Theatre Admission
- Free Art Gallery Admission
- Free RV Friendly Parking
- Free Wifi
- Tours
- Cafe
- Gift shop

**FOR MORE INFO**

07 4745 2211  
info@barracentre.com.au  
www.barracentre.com.au  
149 Yappar Street KARUMBA

**BARRAMUNDI  
DISCOVERY CENTRE**

Lee Wilson

*i*

The collage features several images: a list of features on the top left; a green frog on a lily pad above a fish in the water on the bottom left; a plate of fish and vegetables on the top middle; a hand pouring water into a bowl with a fish on the bottom middle; and an aerial view of the Barra Centre building with a large mural of a barramundi on the right side.

| NEW HATCHERY                           |            |            |            | DATE : 06 MARCH 2020  |
|--|------------|------------|------------|---|
| TASKS                                  | START DATE | DUE DATE   | % COMPLETE | NOTES   |
| SALTWATER CONNECTION                   | 5/03/2020  | 9/03/2020  | 100%       | Plumbers working on it now, as a result concrete path around the pond is damaged and will need fixing. Connection to be complete over the weekend                                     |
| CLONCURREY FINGERLINGS                 | 3/03/2020  | 9/03/2020  | 100%       | ● collect fingerlings from pond, get them ready for pick up<br>● Monday - this will take care of the rest of the money in trust at CSC  |
| ELECTRICAL WORK                        |            | 10/03/2020 | 100%       | ● lights should work next weekend   |
| CLEAN FEEDING TANKS AT THE CENTRE      | 15/03/2020 | 21/03/2020 | 100%       | ● Emerson and Dave to organise with the help of tour guides, 1 tank at a time, move smaller barra back to the lagoon - this is a priority before 01 April and the start of the season |
| SLAB AND LEAN-TO                       | 10/03/2020 | 22/03/2020 | 100%       | ● slab ready, lean-to in progress   |
| WALKWAY                                | 10/03/2020 | 25/03/2020 | 100%       | ● completed 7 mar walkway, roof in progress   |
| FRESHWATER CONNECTION                  | 5/03/2020  | 31/03/2020 | 25%        | Plumbers working on it now, to be completed after saltwater connection  |
| LARGE SIGN BACK WALL                   | 10/03/2020 | 31/03/2020 |            | Dave and team, before big tank and platform are installed - 2 days work, needs the new scissorlift, check with Tom. Install Aluminium frame, then sign                                |
| CLEAN HATCHERY FLOOR                   |            | 15/04/2020 | 25%        | Tony and Nem - this is a big job, which will take a couple of days  |
| SMALL TANKS                            |            | 15/04/2020 | 75%        | delivery to Hawkins BNS 5/3, latest 10th of March to hatchery - hire forklift (Dave to operate), ensure drop off straight at the hatchery and not Raptis                              |
| BATHROOM OFFICE                        |            | 15/04/2020 | 25%        | needs Malcolm to finish - check with Michael, toilet, sink and shower through Murph   |
| LARGE TANK - DELIVERY AND INSTALLATION | 1/04/2020  | 15/04/2020 |            | delivery confirmed 19 March, ensure we have crane to help unload. Then team will fly up to out the tank together (approx. 2 days)   |

| TASKS   | START DATE | DUE DATE   | % COMPLETE | NOTES  |
|---|------------|------------|------------|--|
| STAINLESS STEEL LAB BENCHES                       |            | 15/04/2020 |            | Dave to make benches (tba timeframe)   |
| OFFICE MOVE AND SET UP HATCHERY                   | 13/03/2020 | 21/04/2020 |            | Including PC - get all furniture and equipment from old building which is still useable  |
| INTERNAL PLUMBING SALT/WATER                      | 1/03/2020  | 30/04/2020 |            | Dave and Emerson, once the saltwater is connected and tanks moved - this will take place over a few weeks                            |
| EARTHWORKS AND BEAUTIFICATION AT THE FRONT        |            | 30/04/2020 |            | MICHAEL TO ORGANISE - before 1st of April if possible  |
| PLATFORM  | 31/03/2020 | 30/04/2020 |            | Amanda to get 3 quotes   |
| REFURB TANKS AND EQUIPMENT OLD HATCHERY           | 1/03/2020  | 30/04/2020 | 25%        | In progress - fibreglassing, painting etc., one large tank is almost ready   |
| MOVE TANKS AND EQUIPMENT FROM OLD TO NEW HATCHERY | 8/03/2020  | 30/04/2020 | 25%        | 2 stock tanks already moved, work in progress, next big tank to be moved 11 March so we can start to connect and move fish           |
| MOVE BROODSTOCK                                   | 8/03/2020  | 30/04/2020 |            | MUSICAL CHAIRS...will have to be sedated and moved with 2 people at a time   |
| FILTRATION LARGE TANK                             | 31/03/2020 | 30/04/2020 |            | LARGE TANK OPERATIONAL 30 MAY parts delivery over the next few weeks   |
| SIGNAGE FROM OLD HATCHERY TO NEW                  |            | 1/05/2020  |            | outside signage, 3 board - they can go between car park and new hatchery building, posts may need to be concreted in (2-3 days work) |
| AQUAPONICS  |            | 15/05/2020 |            | investigate option as put into NW minerals grant, we checked out Gulf Christian set up, will investigate purchasing                  |
| JCU COLLABORATION                                 |            | 1/06/2020  |            | Amanda and Emerson to contact JCU and establish close relationship for future projects   |
| WATER TESTING                                     |            | MONTHLY    |            | CONTINUE WATER TESTING FOR HEAVY METALS  |

TASKS                      START DATE                      DUE DATE                      % COMPLETE                      NOTES

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| TASK LIST  |            | TOURISM PROJECTS |            | DATE : 6 MARCH 2020   |  |
|--|------------|------------------|------------|---|--|
| TASKS  | START DATE | DUE DATE         | % COMPLETE | NOTES   |  |
| <b>CORFLUTES</b>   |            | 5/03/2020        | 100%       | ● design complete, production through Expressway Signs - need to be put up at caravan parks   |  |
| WHS Hazard Inspection                                    | Date       | 11/03/2020       | 100%       | ● Amanda in charge, next inspection 11 March  |  |
| YOOTEP GRANT ROUND 4                                     |            | 15/03/2020       | 100%       | ● Verena and Amanda to finalise per schedule, this will be for the official Hatchery opening event in July  |  |
| DIGITAL MICROSCOPE SET UP                                | Date       | 15/03/2020       | 75%        | ● use old microscope and refurb   |  |
| COLLECTION OF VISITOR DATA THROUGH POS                   | Date       | 15/03/2020       | 100%       | ● NEM TO FINALISE   |  |
| OUTBACK MAGAZINE AD                                      | Date       | 20/03/2020       | 100%       | ● ad finalised, waiting for publication   |  |
| MATILDA MAGAZINE AD                                      | Date       | 20/03/2020       | 100%       | ● ad finalised, waiting for publication   |  |
| UNIFORMS   | Date       | 20/03/2020       | 100%       | ● Nem - long sleeve Shimano fishing shirt with iron on logo batch LWBDC   |  |
| BARRA CENTRE COORDINATOR                                 | 12/03/2020 | 25/03/2020       | 100%       | ● EOI out, interviews from 14 March, appointment by 25.3.   |  |
| RADIO ADVERTISING  | Date       | 25/03/2020       | 100%       | ● new scripts complete  |  |
| FINGERLING SOAP  | Date       | 31/03/2020       | 50%        | ● Amanda and Leigh, moulds complete, test run 18 March  |  |
| STOCKTAKE PRE-SEASON                                     |            | 31/03/2020       | 50%        | ● Mandy, Nem  |  |
| RISK ASSESSMENT POND ACCESS                              | 1/03/2020  | 1/04/2020        | 50%        | ● draft complete, discussed with external safety coordinator and CJ, get assessments from other councils  |  |
| CALICO BAGS SPAWN TO BE WILD AND BAGS FOR SHOP PURCHASES |            | 1/04/2020        |            | ● ON HOLD   |  |
| THEATRE SET UP NEW HATCHERY                              | 11/03/2020 | 15/04/2020       | 50%        | ● coordinate with Tom and Andrew, PO done for Harvey Norman Mt Isa, delivery tba  |  |
| VOUCHER BOOKS AND KICK BACK FOR OPERATORS                | Date       | 15/04/2020       | 25%        | ● Nem and Verena to order voucher books, write procedures for caravan parks/motels. This will give the parks a 10% incentive on booking our tours |  |

| TASKS                               | START DATE | DUE DATE   | % COMPLETE | NOTES   |
|-------------------------------------|------------|------------|------------|---|
| <b>NEW TOUR PRESENTATION</b>        | Date       | 15/04/2020 | 25%        | concept drafted   |
| <b>BEHIND THE SCENES</b>            | Date       | 15/04/2020 | 25%        | concept started, will be finalised as soon as the first tanks are operational in the hatchery. First tour departure 14 April  |
| <b>SPAWN TO BE WILD MERCHANDISE</b> | 10/03/2020 | 15/04/2020 | 25%        | logo approved and finalised, merch to be selected   |
| <b>MERCHANDISE BIG FISH</b>         | Date       | 30/04/2020 | 50%        | fishing shirt design draft approved, gone into production - this will be exclusive to LWBDC in the Gulf   |
| <b>BARRA CENTRE BROCHURE</b>        | Date       | 30/04/2020 | 25%        | starting to work on it 6/3/20   |
| <b>BUDGET</b>                       | Date       | 30/04/2020 | 25%        | CAPEX complete<br>OPEX and Budget April   |
| <b>SARATOGA AND YELLOW BARRA</b>    | 25/03/2020 | 30/04/2020 | 0%         | Verena to check out in Brisbane - emerson to transport from CNS - NW Minerals Grant for BTS   |
| <b>FLOOR BURNS &amp; PHILP</b>      |            | 30/04/2020 | 25%        | KAIN NEEDS TO QUOTE - under stock workers grant, approx \$8k<br>Mandy to create excel and re-order system, liaise with NTN VIC  |
| <b>BROCHURE AUDIT VICS</b>          | 6/03/2020  | 30/04/2020 |            |   |
| <b>SWORD FISH DISPLAY</b>           | Date       | 1/05/2020  | 0%         | Mandy to check - all booked in - DELAYED DUE TO CORONAVIRUS   |
| <b>CSC BROCHURE</b>                 | 1/10/2019  | 1/05/2020  | 25%        | first design draft due 10mar, community consultation, council feedback due  |
| <b>TOURISM STRATEGY</b>             | 10/03/2020 | 1/05/2020  | 0%         | Verena to revise, consult with tourism stakeholders, ELT and council  |
| <b>BUSINESS PLAN</b>                | 15/03/2020 | 1/05/2020  | 0%         | Verena to revise, consult with tourism stakeholders, ELT and council  |
| <b>RODNEY LUCAS BOOK PROJECT</b>    | 6/03/2020  | 1/05/2020  | 25%        | Verena and Amanda, the indigenous Barra story in conjunction with Hatchery opening (re commemorative book), as well as 'A Barramundi Tale'. Digital scanning to be done in Cairns 11.3., then seek publishing company |
| <b>MAPS KARUMBA AND NORMANTON</b>   | Date       | 1/05/2020  | 0%         | tba with the VIC and Marie  |

| TASKS                               | START DATE | DUE DATE   | % COMPLETE | NOTES   |
|-------------------------------------|------------|------------|------------|---|
| WEBSITE                             | 1/03/2020  | 1/05/2020  | 25%        | Verena in conjunction with Vink Media, briefed changes, data collection point, online merch platform                  |
| NORMATON RANGERS CROC DISPLAY       | Date       | 1/05/2020  | 25%        | first talks finalised, waiting for feedback from rangers, also like to implement talks at VIC's during the season     |
| ADOPT A FINGERLING                  | Date       | 1/05/2020  | 25%        | Nem - concept to support breeding program and raise money   |
| NEW CENTURY CONFERENCE MAY 25-27    | 25/05/2020 | 27/05/2020 | 0%         | Verena to coordinate with Shane, Greg and Wild Fish, site inspection complete   |
| IGMA AWARDS BARRA CENTRE            | 10/03/2020 | 26/05/2020 | 25%        | Verena and Amanda to finalise per schedule  |
| MERCHANDISE BUNDARRA                | Date       | 31/05/2020 | 50%        | design draft approved, gone into production - indigenous designs, 100% recycled and aussie made                       |
| VIRTUAL REALITY PROJECT KARUMBA VIC | Date       | 1/06/2020  | 25%        | signed off by council, first proposal to QTIC, invoice processed  |
| FISHERIES GRANT                     | Date       | 1/06/2020  | 0%         | Verena,Emerson/amanda - artificial reef etc.  |
| GBRA RELATIONSHIP AND COOPERATION   | Date       | 1/06/2020  | 0%         | NEEDS TO BE TAKEN UP WITH GBRA COMMITTEE  |
| VETTA PRODUCTION VIDEOS AND TVC     | 1/01/2020  | 1/06/2020  | 25%        | need to send brief re message   |
| RODEO RIDERS                        | 1/03/2020  | 4/06/2020  | 25%        | Verena to meet with Rodeo committee, Dave and Ian collaborating, Marie will do the panel design. All quotes received. |
| CENTRE MANUALS                      | 1/11/2019  | 1/07/2020  | 25%        | ensure all procedures are documented - amanda, Nem and Mandy  |
| QLD AWARDS ATTRACTION               | Date       | 1/08/2020  | 0%         | Verena/Amanda   |
| QLD AWARDS SUSTAINABILITY           | Date       | 1/08/2020  | 0%         | Verena/Amanda   |
| QLD AWARDS VIC                      | Date       | 1/08/2020  | 0%         | Verena/Amanda   |
| DIGITAL CAMPAIGN                    | 1/03/2020  | 1/08/2020  | 25%        | Verena and Tourism Tap - in action now, strategy and targets to be include in council meeting                         |
| FLAG POLES                          | Date       | 1/09/2020  | 0%         | grant?  |

| TASKS                                   | START DATE | DUE DATE   | % COMPLETE | NOTES   |
|---|------------|------------|------------|---|
| HATCHERY OPENING                        | 5/03/2020  | 26/09/2020 | 25%        | start working out schedule, lead-in for OBTS festival<br>Mayor to suggest politician/invite |
| OBTS FESTIVAL                           | ONGOING    | 26/09/2020 | 25%        | committee started work  |
| CAIRNS EXPO<br>stand deco               | postponed  | postponed  | 0%         | organise furniture and spawn to be wild banner<br>book hotel                                |
| INDIGENOUS ART DISPLAY                  | Date       | TBA        | 0%         |   |
| SUNLOVER BOOKINGS AND<br>ADMINISTRATION | ONGOING    |            | 0%         | ongoing - need to work out invoicing  |

**TITLE: Welcome to Gulf Country**  
**SUB-TITLE: Where Outback meets the Sea**

**Front cover**

N/A – Aerial shot of wetlands (cropped to portrait)



All images, logo files, maps saved at this location:

[https://drive.google.com/drive/folders/14mOgJSTBRpgHY9pr2e8xrwUnS\\_xjlePc?usp=sharing](https://drive.google.com/drive/folders/14mOgJSTBRpgHY9pr2e8xrwUnS_xjlePc?usp=sharing)

**Additional images we have that aren't referred to in the guide:**

Sunderland Park:

<https://drive.google.com/file/d/1djVMqlzkfztyCnZmzXdhi9goKFEiMdS/view?usp=sharing>

Cenotaph:

<https://drive.google.com/file/d/1sjKmMDP17RsphVLb30K3RRtVAwysLAW0/view?usp=sharing>

Train Station Museum: [https://drive.google.com/file/d/1J2a1YvG9W\\_V5-PTzskmh5cZ6MI3ALg-P/view?usp=sharing](https://drive.google.com/file/d/1J2a1YvG9W_V5-PTzskmh5cZ6MI3ALg-P/view?usp=sharing)

[https://drive.google.com/file/d/18xS4ZssvSsxw\\_9DxvUdM8Xc9GBROcBD9/view?usp=sharing](https://drive.google.com/file/d/18xS4ZssvSsxw_9DxvUdM8Xc9GBROcBD9/view?usp=sharing)

**Commented [KdG1]:** Verena – these links are to images you supplied but we haven't referred to in the guide as yet. Please let me know if any of these images could fit into any of the sections or need additional blurbs written?

Insert image across two pages:

[https://drive.google.com/file/d/1hAZfUw2swqyWiPeWk1kYnufOE\\_QbjPg9/view?usp=sharing](https://drive.google.com/file/d/1hAZfUw2swqyWiPeWk1kYnufOE_QbjPg9/view?usp=sharing)

OR

<https://drive.google.com/file/d/1P2JH2xKaCjGvdZmNqAhaENTkO-NBeaUS/view?usp=sharing>

**// INSIDE COVER //**

## Table of Contents

### Acknowledgement to Traditional Owners

Carpentaria Shire is home to three Indigenous Tribes: Gkuthaarn, Kukatj and Kurtijar. We would like to acknowledge the value and rich traditions of these tribes and pay our respect to their Elders past, present and future. As you spend time with us here in Carpentaria, we ask you to remember and respect the custodians and origins of the land you are exploring.

**// NEW SECTION //**

### Welcome to the Outback by the Sea

Imagine waking up to a sunrise over the majestic red dirt of the outback, feeling the tug of an iconic barramundi on the end of a line, hearing the crisp 'snap' of a mud crab shell breaking open after a long day hauling pots, before cosying up to a fire under the luminescent stars of the milky way. This is gulf country, and it's yours to discover.

### A land of drought and flooding rains

The Carpentaria Shire represents a majestic union of two disparate worlds, where [the Outback's](#) red dirt meets wetlands, salt pans and the [open](#) ocean. In these parts, Mother Nature reigns supreme.

Discover the rustic towns of Normanton and Karumba filled with artful treasures and rich history.

Spend your days exploring wild islands including the internationally renowned fishing destination Sweers Island and sample the culinary delights of wild-caught barramundi.

This is the place for nomads and fishermen to connect, exchange stories and celebrate the untouched beauty of the top end.

To see the gulf in full swing, time your visit with one of the events in the enclosed calendar – whether it be the Outback by the Sea Festival, Normanton Rodeo, Annual Horse Racing Carnival or Fishing Classics.

*What are you waiting for? Come and explore the Outback by the Sea and find your piece of paradise.*

**Disclaimer:**

*This project has been delivered with joint funding under the Commonwealth/State Disaster Recovery Funding Arrangements through the Community Development Program. Although funding for this product has been provided by both the Australian and Queensland Governments, the material contained herein does not necessarily represent the views of either Government.*

**Insert logos (high res will be supplied to designer)**



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<https://drive.google.com/file/d/1ybWI7G1vbtO3LnVCsqMjPjAVOh9EuBymy/view?usp=sharing>

**// NEW SECTION //**

#### **Weather**

The Carpentaria Shire is lucky enough to experience warm weather all year round. It's location in the tropics means the destination experiences large amounts of rainfall in the summer months. During wet season (between November and April), the Queensland tropics may experience large rainfall and roads and access may be subject to flooding.

Summer (October to March) min 22.6 / max 36.8 C

Average monthly rainfall: 145 mm

Winter (April to September) min 15.3 / max 34.0 C

Average monthly rainfall: 9.25 mm

#### **BREAKOUT BOX /**

Got a great image or video of our region that you've posted on Facebook? We'd love to see it too.

Tag us in your posts, so we can share them on our social channels. Let your travels inspire others to visit our region.

Facebook [facebook.com/CarpentariaShireCouncil](https://www.facebook.com/CarpentariaShireCouncil)

Website [carpentaria.qld.gov.au](http://carpentaria.qld.gov.au)

Field Code Changed

**// NEW SECTION //**

#### **Getting here**

Embark on an adventure and travel by road, air or rail to the Gulf Region.

#### **Driving**

If the journey is all part of the adventure for you, take the road less travelled and drive [the fully sealed road](#) to the Gulf Region.

Travelling by [car or caravan](#) is one of the best ways to explore the Gulf of Carpentaria giving you 24/7 appreciation of the landscape and rich history.

Driving the Australian Outback has never been easier, with upgraded [and sealed](#) roads, better maps, 3G and 4G phone reception (in towns) and more self-sufficient caravans and campers.

You can choose to stick to the highways or to take your thrill-seeking spirit off the beaten track.

Immerse yourself in the outback surroundings exploring kilometres of deep red sand, jaw-dropping gorges, monuments and ruins that nod towards the rich history of explorers, Indigenous communities.

Keep your eyes peeled out the windows for the chance to spot native Australian wildlife, like dingoes, emus and of course, kangaroos.

With off-road adventures and an unexpected landscape in abundance, the Carpentaria Shire is best accessed by four-wheel drive.

While the majority of the roads in Normanton and Karumba are sealed, expect some unsealed roads on your travels. Please take caution when driving on unsealed roads.



[H1] All roads lead to the Gulf Region

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## [H2] The Savannah Way

Sealed roads connect Cairns and the Gulf region, making The Savannah Way a comfortable route for all vehicles. The Savannah Way is Australia's 'Adventure Drive', linking Cairns in Tropical North Queensland with the historic pearling town of Broome in Western Australia's Kimberley. The 3700-kilometre route links 15 National Parks and five World Heritage-listed areas, if you were to tackle the drive in its entirety. You can cross the continent enjoying wide horizons, ancient gorges and abundant wildlife, connecting with Indigenous and pioneering heritage in friendly outback towns.

## [H2] The Matilda Way

This fully sealed 1812-kilometre highway stretches from the New South Wales border all the way to the Gulf of Carpentaria. The Matilda Way cuts through Outback Queensland from Cunnamulla to Karumba, passing through iconic townships in between. Traversing the 'real outback', this route is filled with friendly local characters, incredible attractions and unspoiled natural sites.

### // NEW SECTION //

Insert images: [https://drive.google.com/file/d/1FM86BeUr6F-zuPkYo\\_8jsHbBveIxPuR1/view?usp=sharing](https://drive.google.com/file/d/1FM86BeUr6F-zuPkYo_8jsHbBveIxPuR1/view?usp=sharing)  
[https://drive.google.com/file/d/1EjKenk\\_CT5OYtpb-3ZowWRKrbHGFJfos/view?usp=sharing](https://drive.google.com/file/d/1EjKenk_CT5OYtpb-3ZowWRKrbHGFJfos/view?usp=sharing)

## [H1] TRAVEL TIPS

Queensland's Outback is a diverse landscape; it can be dusty, muddy, flat or flooded. Pay attention to road reports and be sure to check the flood cameras, such as those located on the Carpentaria Shire Council website.

This is particularly important if you're travelling in the wet season - an annual weather event generally occurring between November and April - where roads frequently flood, and conditions are more subject to change.

When travelling to the Gulf, it is important to be ready for the rigours of travelling in isolated areas.

### // BREAKOUT BOX // Road Rules

- Consider the limitations of your vehicle before selecting a route
- Ensure you have good quality maps
- Plan your route and stops for supplies
- Fill up on fuel and other necessities, as the distance between stops can be significant
- Pay attention to the weather
- Carry a first aid kit and water
- Remember you are sharing the road with huge road trains, livestock and native animals, take care and give way (you'll protect your vehicle and the truckies will thank you for it)

- Leave some leg room in your itinerary to take advantage of spontaneous opportunities for exploration

#### [H1] By car

##### [H2] What you need to know before you go

Whether you're a first timer on outback roads or you're an old hand at handling the red dirt, we recommend familiarising yourself with the outback landscape before departing on your travels.

##### [H2] Tips before hitting the road

###### Check your vehicle and book in for a service

If it's your first time hitting the red dust, be sure to inform your mechanic of your travel plans.

###### Map out the distance of your travels

Plot out your itinerary and the estimated distances between towns. Don't solely rely on your GPS system – printed maps [still](#) reign supreme out here.

###### Pack the essentials

Be prepared for anything that could arise and pack a first aid kit, extra water, food, blankets, rubbish bags, spare tyre, tool kit, tow rope, shovel, maps, toilet paper, additional communication equipment (for where mobile phone reception isn't possible for many days).

Commented [H54]: Designer – could be good as a breakout box & displayed as a list

###### Check travel conditions daily

Are the roads ahead sealed or unsealed? On unsealed roads, slow down, turn on your headlights and look for potholes or loose gravel.

##### [H2] Tips when on the road

###### Take regular breaks

To reduce fatigue, pull over to rest at least every two hours. Pull into rest areas and stretch the legs at tourist spots along the way.

###### Headlights on

Keep headlights on low beam during daylight hours to ensure other vehicles can spot you on the road, particularly in [inclement](#) weather.

###### Check your vehicle regularly

Pull over to make regular mechanical and tyre check. Travelling with a 'caravan convoy'? Leave at least 60m between vehicles in a built-up area and 200m in a road train area, to allow other drivers to overtake safely without frustration.

###### Road trains and wide loads

You will encounter a road train or wide load while travelling the outback. If the highway is narrow, pull over to the side of the road safely and allow them to pass. Not only will you

allow the truck to pass safely, you're more likely to protect your paint work and windscreen from stone chips.

**Wildlife and cattle**

Take care when driving and look out for cattle and wildlife on the road. Reduce the amount of driving you do at dawn, dusk and after dark, when animals such as kangaroos come to the side of the road to graze. If you do encounter an animal on the road, don't swerve or radically reduce your speed. Calmly slow down and beep your horn.

**Weather warning**

Expect a variety of weather conditions when travelling in the Carpentaria Shire, especially during wet season (November to April) where heavy rainfall is expected.

It is not unusual for our roads to flood and become slippery during this annual weather event. Follow road closure recommendations and remember if it's flooded, forget it.

**For up to date information on road closures, road works and hazards, visit:  
[www.mainroads.qld.gov.au](http://www.mainroads.qld.gov.au) or contact Main Roads on 13 19 40.**

**Mobile phone reception**

Telstra is the only provider with mobile reception in Normanton and Karumba. Outside of both towns there is no phone reception.

**[H1] By bus**

Not into long days behind the wheel? Outsource the driving and visit the Gulf by bus.

Not only will you have unlimited time to enjoy the surroundings and relax, you will have the chance to meet new people and enjoy a laugh with new-found friends.

Who knows? The bonds you forge in the Outback could last a lifetime.

**[H1] By Train**

Gulflander images: <https://drive.google.com/file/d/1ayo5wjaXH0-1GX947Nxb96NJTbWYjEaD/view?usp=sharing>  
<https://drive.google.com/file/d/1VF9vV9eldkFKIzrvBuLimcViXFy6-HpZ/view?usp=sharing>

**The Gulflander**

All aboard!

Did you know you can tailor your Gulf holiday itinerary to include all four iconic Queensland trains; the Spirit of Queensland, the Gulflander Train (aka the Tin Hare), the Savannahlander Train (aka the Silver Bullet) and the Kuranda Scenic Railway?

Alternatively, you can just include the iconic Gulflander Train in your itinerary which connects Croydon with Normanton.

A working tribute to the early pioneers, the Gulflander Train is a once in a lifetime experience. Affectionately known as the 'Tin Hare' the Gulflander is a fully operational 1950 railmotor, that is said to travel from 'nowhere to nowhere', as this line was never actually connected to the state rail network.

To this day it continues to venture through the countryside on a nostalgic journey between Croydon and Normanton carrying a small number of passengers that are treated to morning tea, trivia, wildlife spotting and storytelling.

#### [H1] By plane

Perhaps the most care-free, but not necessarily the quickest way to travel to Normanton and Karumba is by plane. Regional Express Airlines (REX) offers flights connecting Karumba to major airports, however, expect a mail-run style service with a number of stops along the way.

*Normanton Image:* <https://drive.google.com/file/d/1lwRDnN-183yLzytJKEZfzEcTpKdHzgbc/view?usp=sharing>

// NEW SECTION //

#### H1 THINGS TO SEE AND DO

##### NORMANTON

*Burns Philp images:*

[https://drive.google.com/file/d/1HiTTcuoGdt9\\_3XLftz1o8rWJWaCFM11v/view?usp=sharing](https://drive.google.com/file/d/1HiTTcuoGdt9_3XLftz1o8rWJWaCFM11v/view?usp=sharing)

[https://drive.google.com/file/d/185M963k9yC9aU1x6GAG58Gm0Y-gEgy\\_5/view?usp=sharing](https://drive.google.com/file/d/185M963k9yC9aU1x6GAG58Gm0Y-gEgy_5/view?usp=sharing)

*Norman Bridge/Town Walk:*

<https://drive.google.com/file/d/1xdKA8oE7L3X-SfDh8sWu88J-36mSlxs/view?usp=sharing>

<https://drive.google.com/file/d/1P2JH2xKaCJGvdZmNqAhaENTkO-NBeaUS/view?usp=sharing>

##### Burns Philp Building

Frozen in time, the heritage-listed **Burns Philp Building** attests to the vital role that general merchants and shipping giants James Burns and Robert Philp played in the development of Queensland and its economy. The oldest surviving outpost, it was constructed in 1884 and continues to operate as the Normanton Visitor Information Centre and Library, as well as hosting the Indigenous Stock Workers Display.

*Indigenous Stock Workers Display images:*

Commented [A05]: Art, history and culture seems more  
descript for this section, as many categories as things to see  
and do...

<https://drive.google.com/file/d/1zAW3phAEXWKD7V7vSdrcOrUsEIKmcxjv/view?usp=sharing>  
<https://drive.google.com/file/d/1iRrctbNYeDumKmWTEdTqxzwUeQl3h2v/view?usp=sharing>  
[https://drive.google.com/file/d/1WeqUOOvtgRxM17wVoWvAE0\\_yirVfJUHN/view?usp=sharing](https://drive.google.com/file/d/1WeqUOOvtgRxM17wVoWvAE0_yirVfJUHN/view?usp=sharing)

Gulflander Train: <https://drive.google.com/file/d/1ayo5wjaXH0-1GX947Nxb96NJTbWYjEaD/view?usp=sharing>  
[https://drive.google.com/file/d/1IEEYsqfXCJ-Rik-9UL5w\\_DAIELBHZW0N/view?usp=sharing](https://drive.google.com/file/d/1IEEYsqfXCJ-Rik-9UL5w_DAIELBHZW0N/view?usp=sharing)  
[https://drive.google.com/file/d/1nwSb0mdc4oNMFqowwBE\\_hlOm8r6RqZuH/view?usp=sharing](https://drive.google.com/file/d/1nwSb0mdc4oNMFqowwBE_hlOm8r6RqZuH/view?usp=sharing)  
<https://drive.google.com/file/d/1tSG2vXiLoc7jSpykoZWfuektOY-WZ7z4/view?usp=sharing>

Krys the Croc: <https://drive.google.com/file/d/16P0YCN-rS9oC7ukJpJWX5aSF-WwftaqB/view?usp=sharing>  
Krys the Croc:  
<https://drive.google.com/file/d/1VdX1zaPlaiWQhvoqUHBwQdl6iA1dQqtD/view?usp=sharing>

#### Indigenous Stock Workers Display



See the resilience, spirit and hard work of the Indigenous men and women who played a vital role in the establishment of the cattle industry in the Gulf Region, with a visit to the **Indigenous Stock Workers Display**. Featuring images and artefacts, the display includes historic photographs of Delta Downs Station, Australia's first cattle station run by Traditional Owners.

**Bynoe Arts Centre/Three Tribes Gallery:**  
<https://drive.google.com/file/d/1XecweTaUZTMi-7a5ml4dOzNPTWsy3SHg/view?usp=sharing>

<https://drive.google.com/file/d/1llmSZVVyRgybdG-lHtZvaFSFahACB6wq/view?usp=sharing>

<https://drive.google.com/file/d/1AckAcRLkOP3ph5uyNqaqTKD82rBdVAel/view?usp=sharing>

#### Bynoe Arts Centre

Contemporary and traditional Indigenous artists gather at the **Bynoe Arts Centre** in Normanton. Artists continually experiment with different techniques to create dynamic works influenced by the natural environment. Artwork on sale includes hand-made ceramics, ghost net sculptures, paintings and clothing.

**Commented [KdG6]:** Designer, please add copy of logo near this section. High res will be provided.

**Commented [KdG7]:** Verena – I saw in one of the pics that Bynoe Arts Centre is also called the Three Tribes Gallery and we haven't mentioned Three Tribes in this section. Could you please clarify if we should make reference to Three Tribes here too?

**Commented [VO8R7]:** Yes please

#### **Gulflander Train**

Take a ride on a working tribute to the early pioneers, onboard the **Gulflander Train**. Affectionately known as the 'Tin Hare' the Gulflander is a fully operational 1950 railmotor, that is said to travel from 'nowhere to nowhere' as this line was never connected to the state rail network. To this day it continues to venture through the countryside on a nostalgic journey between Croydon and Normanton, carrying a small number of passengers that are treated to morning tea, trivia, wildlife spotting and storytelling. If you miss the train ride, be sure to visit the Normanton Railway Station, for a dose of Victorian architecture.

#### **Krys the Savannah King**

A petite Polish migrant, Krystyna 'Krys' Pawlowski, was immortalised in the Gulf, where she shot and killed an 8.6-metre-long saltwater crocodile on the banks of the Norman River in 1957. A replica now stands in the Normanton town centre, where it continues to boast status as the largest crocodile on record ever killed or captured in Australia.

#### **CAMP 119**

Step back in time and discover the Gulf Region's rich pioneering history by visiting **Burke & Wills** Camp 119, which includes 10 remaining blazed trees marked during the party's occupation of the site.

The importance of this ill-fated mission is undeniable; the efforts of the search party, including William Landsborough, ultimately led to pastoral exploration and establishment in the region some years later.

*Karumba town sign:* [https://drive.google.com/file/d/1QNrDLq7G5w\\_eMAhM2C1n2QI2NB-Fu-qh/view?usp=sharing](https://drive.google.com/file/d/1QNrDLq7G5w_eMAhM2C1n2QI2NB-Fu-qh/view?usp=sharing)

*Clouds at Karumba Point:*

[https://drive.google.com/file/d/10pQX\\_qZDMnnKMq7L1BklqKMAyorDOLnt/view?usp=sharing](https://drive.google.com/file/d/10pQX_qZDMnnKMq7L1BklqKMAyorDOLnt/view?usp=sharing)

*Karumba Point:* <https://drive.google.com/file/d/1nHF2S-oVdlqNS-znh9mdK8FKXq04RJ65/view?usp=sharing>

#### **KARUMBA**

##### **Flying Boat Base**

At the end of 1934, the British Government decided to implement an air service that would deliver mail to every country in the Commonwealth at a standard rate. The Short Brothers were tasked with building suitable transport, and claimed 'we don't build aircraft that float, we build ships that can fly' upon release of the 'Empire Flying Boats'. The Catalina float planes used in Karumba were perhaps the best known and most-loved flying boat of all.

Commented [AO9]: The float planes weren't constructed in Karumba

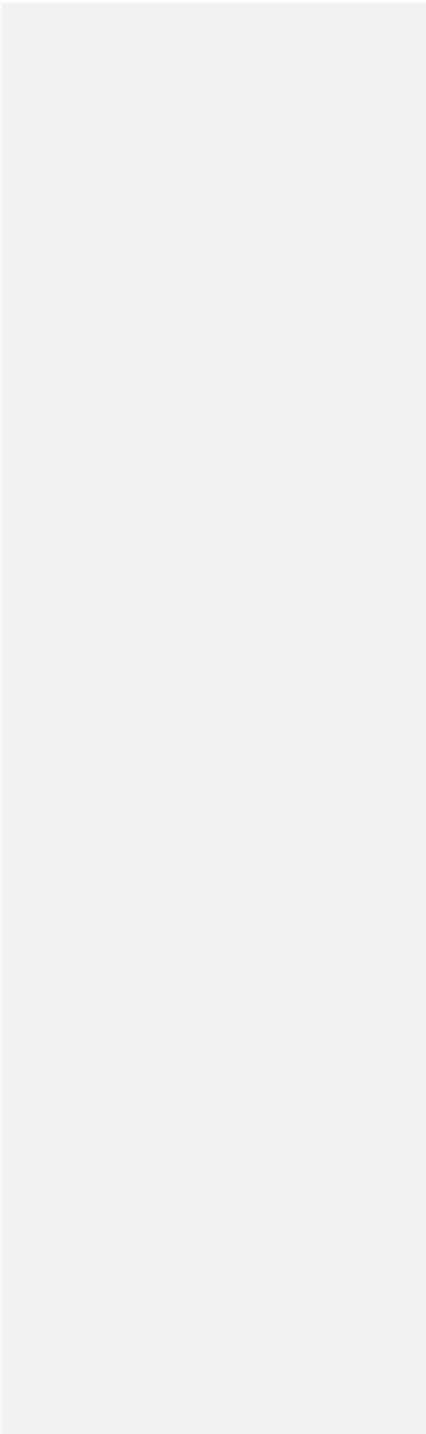
##### **A & B Block**

Qantas and British Overseas Airway Corporation (BOAC), established a base in Karumba to accommodate and refuel aircraft on route to London. They built the two most prominent buildings in Karumba to house their staff and maintenance crews. Known as 'A' and 'B' Block, these buildings served many purposes over the years including radio and communication

bases during World War II, life as a hunting lodge, a school and a station run for mail delivery. A Block was destroyed by fire; however, B block is still standing as a privately-owned residence.

**Old Wharf Bunded Area**

The 'FV Rama' began her two-year survey of the Gulf in 1963. Some unusual shadows showed up on the echo-sounder 32km offshore in May 1964, it was a school of banana prawns. The Rama swung through the school twice and picked up 340kg of prawns, revealing the Gulfs' potential as a commercial fishing ground and setting the scene for the great 'Prawn Rush'. It is the old wharf bunded area where the first catch of commercial prawns was landed by Noel Sykes in 1964.



Insert image: [https://drive.google.com/file/d/11\\_30MfeMh5cMUFRVIA-XHOxrMlwSi4b0/view?usp=sharing](https://drive.google.com/file/d/11_30MfeMh5cMUFRVIA-XHOxrMlwSi4b0/view?usp=sharing)

**// NEW SECTION //**

### **[H1] Parks & Reserves**

#### **Muttonhole Wetlands**

Calling all twitchers. Take your binoculars to the 9000-hectare Mutton Hole Wetlands Regional Park located between Karumba and Normanton for the best birdwatching in the gulf. Spot whistling-ducks, sarus cranes, brolgas, pelicans and jabirus. This park is part of the largest continuous estuarine wetland aggregation in northern Queensland. The parkland [holds](#) international significance as a breeding, feeding, moulting and drought refuge for birds. From November to April these wetlands come alive as the monsoon rain replenishes dry waterways and lakes, attracting all varieties of birdlife. Oh, and be warned – a few crocs live in this park too.

#### **Gulf of Carpentaria Marine Park**

This world-renowned Marine Park is famous for its network of submerged coral reefs. These reefs contain many species that are exclusive to the region, and support diverse communities of large plate corals, abundant soft corals and dense sponge gardens. Its waters form a breeding ground for many regionally important fish, marine turtle and seabird species. Sea snakes and sharks find refuge in the marine park, and turtles and seabirds that breed on nearby islands come here to feed. These waters support the prawn, barramundi and crab populations that the Gulf of Carpentaria is so famous for. This site is also culturally important for the Lardil, Yangkaal, Kaiadlit and Gangalidda people who have responsibilities for sea country here. The Wellesley Island Sea Claim and Thuwatha/Bujimulla Indigenous Protected Areas overlap with the marine park.

Insert fishing images:

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[g](#)

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[g](#)

<https://drive.google.com/file/d/16q3ddUeCvbxlcToPivPtcnnCC3m3E5cQ/view?usp=sharing>

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[https://drive.google.com/file/d/1u0B\\_OJYi\\_tkZKlyVj6QmD-X5a5S4B3NK/view?usp=sharing](https://drive.google.com/file/d/1u0B_OJYi_tkZKlyVj6QmD-X5a5S4B3NK/view?usp=sharing)

Kerry D:

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[g](#)

**// NEW SECTION //**

**[H1] On the water**

**[H2] What's biting up in the Gulf? Everything!**

You really can't go wrong up here; our fishing and crabbing charter operators have access to the greatest shallow and deep-water fishing in the Gulf. There's no shortage of variety for piscatorial enthusiasts, you can reel in barramundi, grunter, salmon, jew, shark, bream, mackerel, queenies and fingermark to name a few. For our crustacean loving friends, mud crabs, sand crabs and prawns are [all](#) on the fishing-menu [too](#).

**Want to cast off together?**

- Benefit from the wisdom of captains Paul and Matt at **Kerry D's Fishing Charters**. With their expertise, you'll be reeling them in like a pro. This locally owned and operated business is open seven days a week all year round. Ph: (07) 4745 9275.

*"From the second the anchor hit the ocean floor it was madness and mayhem, both with a capital 'M'" ----Editor of Fish & Boat Magazine.*

- Score a queen-sized barramundi with **Karumba Fishing Adventures**. Whether you're an experienced fisho or a first-timer, you are welcome onboard. Ph: 0425 868 708.

*"Lots of fun, fish and forever memories. Our boys had a blast and Ray taught me how to land the biggest fish we've ever caught" Nikki*

- Hang with the crew at **Karumba Salt Water Fishing Charters**. Ph: 0474 589 681.

*"It's this simple if you want to catch fish forget the rest Karumba salt water fishing is the best" Robert*

Commented [H510]: Designer - make this a blow out quote

- Wet a line with **Carpentaria Barra and Sportfishing Charters**. For custom fishing charters, whether you're a novice angler, veteran or just eager to get out into the Gulf waters. Lead Guide Gavin 'Groover' is a sought-after barramundi fishing guide in the Gulf. Ph: 0408 796 705.

"Without Gavin 'Groover' I would have never landed a 143cm monster barra"

Christine

Commented [HS11]: Designer - make this a blow out quote

- Immerse yourself in the rich history of **Sweers Island** with golden beaches, forests, mangroves and rocky cliffs to explore, providing home to a myriad of wildlife including dolphins, turtles, dugongs and over one hundred bird species. Ph: (07) 4748 5544.

"This island is a Fishermen's paradise... Tex and Lyn are your perfect hosts. If you are looking for a fishing trip of a lifetime and an Outback Adventure this is the place"

Gramsy

#### Want to go crabbing?

- Get the best of both worlds and jump onboard **Croc and Crab Tours**. The Croc and Crab 'Morning Nature Cruise' includes a tour of the Port of Karumba, live crab pot lifting, live crab handling & tying, as well as croc & bird spotting and morning tea. Ph: 0417 011 411.

"What a perfect setting. eating gulf prawns on an island in the gulf. The cruise was certainly informative regarding the town's current and past use. Watching a flock of kite swoop down to feed right next to the boat was very special." Ken, Simon and

Corinne

#### Discover the waterways

- You haven't really done Karumba until you've been on **Ferryman River Cruises**. Spoilt for choice you can select from Sunset & Croc Spotting Cruises, Bird Watching, Dinner Cruises and Morning tea. Ph: (07) 4745 9155

"I was informed, amused, delighted and amazed"

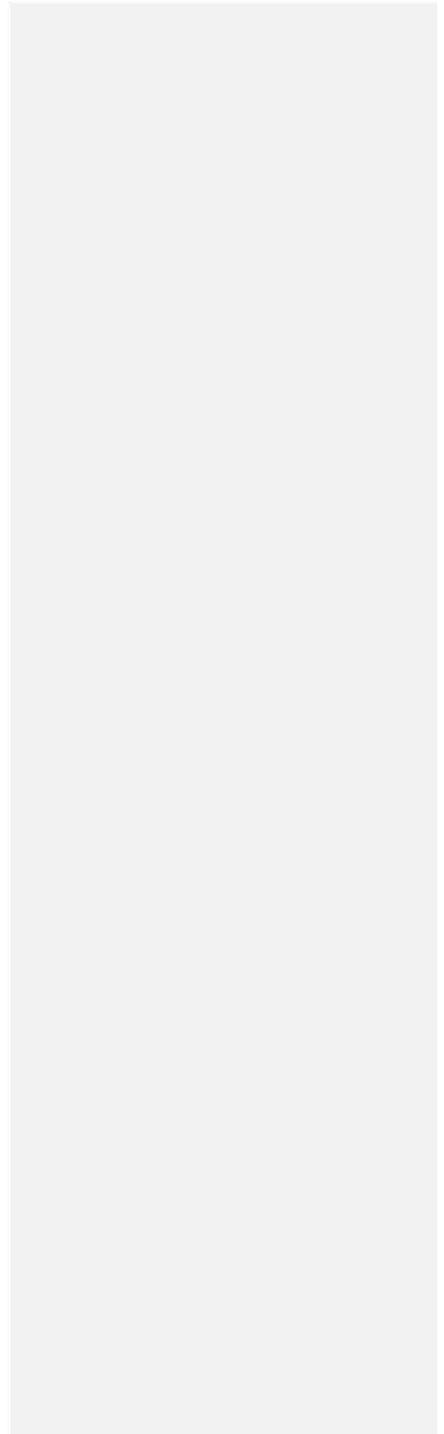
- If you are chasing relaxation **Croc and Crab Tours** offer a Sand Island Sunset Experience which includes a cruise to a nearby sandbank where you will disembark and indulge in fresh cooked gulf prawns, tropical fruits, nibbles and a range of drinks.

"Brilliant way to finish a great day at Karumba: cruised around to various points of interest, lots of Jabirus, Black Kites, Sea Eagles, and other sea birds, crocodile basking in the afternoon sun. Plenty of cheese & deli nibbles & drinks, watching a spectacular sunset. Well worth doing and fantastic hosts." Zari

**Fish like a rock star**

If you are after something a little different, consider a once in a lifetime heli-fishing adventure. There is no better way to secure your secluded spot on the sand.

- Gulf Helicopters, Ph: (07) 4745 1290
- Reef Helicopters Pty Ltd, Ph: (07) 4745 1555
- Helicopter Aviation Services Pty Ltd, Ph: (07) 4745 9351

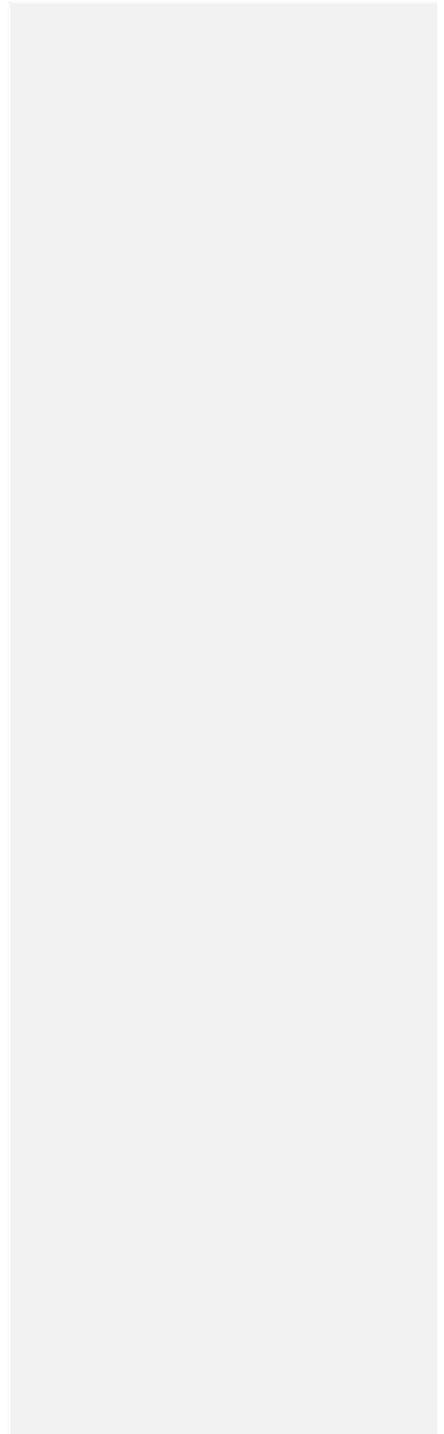


| [\[H1\] Find your way](#)

| Designer to insert double sided maps  
(they are in A3 size – if too cluttered, we have original artwork files to make less cluttered)

| Maps saved here:

| <https://drive.google.com/drive/folders/1SkOrmWy7VtGYxkX11FZnyGE0Y0hbVjRi?usp=sharing>



**// NEW SECTION //**

**[H1] Where to stay**

Whether you roll out a swag and sleep under the stars or opt for something set up for you, we have you covered.

**NORMANTON**

**For free self-sufficient camping**

- Free self-contained camping is available in Normanton, on a first-in, first-served basis (capped to ten vehicles). Visitors are advised to call ahead to the Normanton Visitor Information Centre to check availability before presenting to request a permit. Please note, no holds will be offered under any circumstance.

**For a night amongst nature**

- **Leichardt Lagoon Caravan & Camping Park**  
The Norman River and Weir flow beside this park, which is a great haven for the famous Barramundi, Cherabin (freshwater prawns) and Red Claw.  
Gulf Developmental Road, Normanton  
Ph: 0487 675 173
- **Delta Downs Station**  
Between Karumba and Normanton, limited camping  
Ph: (07) 4745 3433

**For an iconic night in motel-style accommodation**

- **Albion Hotel**  
39 Haig St, Normanton  
Ph: (07) 4745 1218
- **Brolga Palms Motel aka the Purple Pub**  
92 Landsborough St, Normanton  
Ph: (07) 4745 1324

**For the comradery staying in casual accommodation**

- **Gulfland Motel and Caravan Park**  
Motel Rooms, kitchenette rooms and donga accommodation  
Home of the 'Big Barramundi', 11 Landsborough St, Normanton  
Ph: (07) 4745 1290

**Commented [KdG12]:** Verena, any particular images you want to use in this section?

**Commented [VO13R12]:** There is a good image from Sean Scott with the starry sky that we have permission to use

**Commented [HS14]:** Designer - place this as a breakout box, as not all operators get the same blurb

- Normanton Tourist Park  
Cabins, rooms, camping and caravan sites  
14 Brown St, Normanton  
Ph: (07) 4745 1121

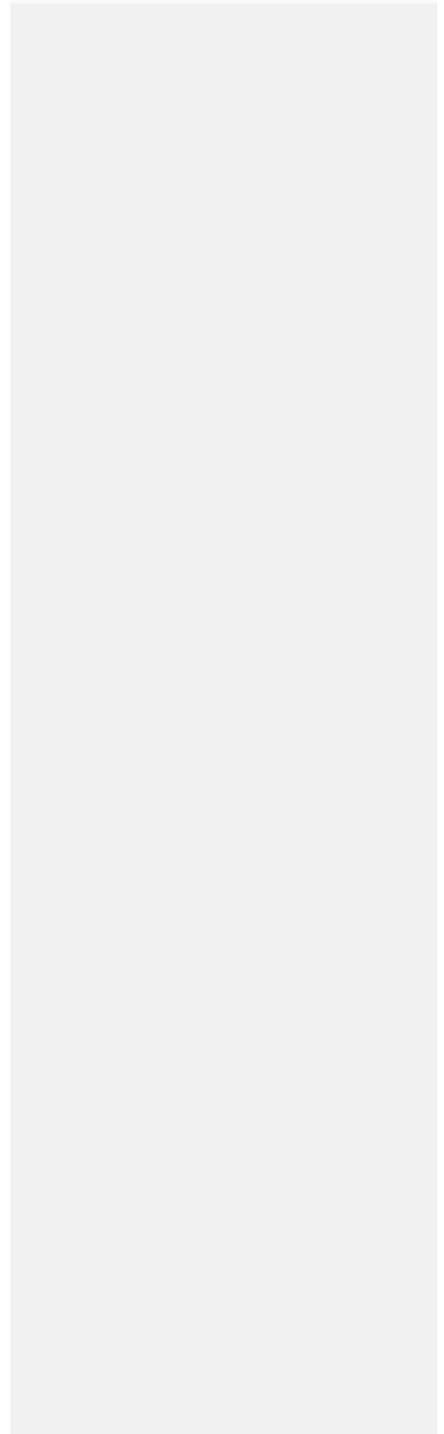
#### KARUMBA

##### For comfortable motel-style accommodation

- Ash's Holiday Units  
Units, cabins [and](#) cottages  
5 Ward St, Karumba  
Ph: (07) 4745 9132
- End of the Road Motel  
Beach front four-star accommodation  
26 Palmer Street, Karumba  
Ph: (07) 4745 9599
- Gee Dee's Family Cabins  
Cabins, units [and](#) holiday house  
27 Palmer Street, Karumba  
Ph: (07) 4745 9433
- Gone Fishin' Holiday Units  
Units  
1-3 Ward Street, Karumba  
Ph: (07) 4745 9502
- Jay Seas Holiday Units  
Units  
30 Palmer St, Karumba  
Ph: (07) 4745 9414
- Karumba Point Sunset Caravan Park  
Caravan Park, Hotel accommodation, villas and camp sites  
39-53 Palmer Street, Karumba  
Ph: (07) 4745 9480
- Karumba Point Tourist & Holiday Park  
Villas, camp sites and caravan sites  
2 Col Kitching Drive, Karumba  
Ph: (07) 4745 9306
- Karumba Gulf Country Caravan Park  
Units, cabins [and](#) caravan park

69 Yappar Street, Karumba  
Ph: (07) 4745 9148

- Pilot's Rest Holiday House  
48-50 Col Kitching Drive, Karumba  
Ph: (07) 4745 9024



**// NEW SECTION //**

**[H1] Where to eat**

If you like to plan your itinerary around what you'll be eating, you'll want to keep this guide handy as you travel the Gulf Region.

**NORMANTON**

- Albion Hotel  
On the menu: Tavern style cooking, including pizza  
37-39 Haig Street, Normanton  
Ph: (07) 4745 1218
- Bynoe Art Centre Café  
On the menu: Coffee, [pies](#) and the like  
85 Landsborough Street, Normanton  
Ph: (07) 4714 9032
- Foodworks  
On the menu: Fried food and snacks  
90 Landsborough Street, Normanton  
Ph: (07) 4745 1376
- Gobble N Go  
On the menu: Good fast food and homemade meals  
40 Thompson Street, Normanton  
Ph: (07) 4645 1571
- Gulfland Motel and Caravan Park  
Expect: Outback-style restaurant  
11 Landsborough Street, Normanton  
Ph: (07) 4745 1290
- Normanton Bakery  
On the menu: Sweet and savoury pastries, coffee and sandwiches  
70 Landsborough Street, Normanton  
Ph: (07) 4745 1143
- Normanton County Snacks & Supplies  
On the menu: Burgers, sandwiches and wraps  
96 Landsborough Street, Normanton  
Ph: (07) 4745 1214
- Normanton Stop Shop  
On the menu: Fast food and snacks  
32 Landsborough Street, Normanton

Ph: (07) 4745 1186

Image – Purple Pub:

<https://drive.google.com/file/d/1XzCmk9DDb4rRWHvqvvcKzbqcJaYNLB1s/view?usp=sharing>

- Purple Pub  
On the menu: Steak, schnitzels and salads  
92 Landsborough Street, Normanton  
Ph: (07) 4745 1324
- Central Hotel Motel  
Expect: Hunger sating good quality meals  
104-106 Landsborough Street, Normanton  
Ph: (07) 4745 1215

Insert images of bar at The Point:

<https://drive.google.com/file/d/18UnhSCKCX3WYUe7nW1MGzzwQm2aI9Ds0/view?usp=sharing>

[https://drive.google.com/file/d/1X4FkGrDPV30jEj\\_WGOj11CabunWLLclX/view?usp=sharing](https://drive.google.com/file/d/1X4FkGrDPV30jEj_WGOj11CabunWLLclX/view?usp=sharing)

Wild Fish Café:

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#### KARUMBA

- Karumba Lodge Hotel, Home of the Famous Animal Bar  
On the menu: Daily specials, coffee and desserts  
44 Yappar Street, Karumba  
Ph: (07) 4745 9121
- Ash's @ the Point Café  
On the menu: Delicious local seafood  
21 Palmer Street, Karumba  
Ph: (07) 4745 9132
- Cam's Corner Servo & Mini Mart  
Expect: Fast food and snacks  
29 Yappar Street, Karumba  
Ph: (07) 4745 9007
- Karumba Hot Bread  
On the menu: Fresh baked pies, pastries and sweets  
57 Yappar Street, Karumba  
Ph: (07) 4745 9996
- Karumba Point Fishing Seafood Market

Commented [KdG15]: Verena – could you please advise the name of the bar in these images?

Commented [VO16R15]: Sunset Tavern

On the menu: Prawns, mud crabs, fish & chips  
14/16 Col Kitching Drive, Karumba  
Ph: (07) 4745 9501

- Karumba Supermarket & Micks Café  
Expect: Tasty meals and friendly service  
63 Yappar Street, Karumba  
Ph: (07) 4745 9188
- Seabreeze Point Store & Cafe  
On the menu: Coffee, big brekkies and takeaway  
35 Palmer Street, Karumba  
Ph: (07) 4745 9006
- Sunset Tavern  
On the menu: Seafood, steaks and pizza  
2 Ward Street, Karumba  
Ph: (07) 4745 9183
- Wild Fish Café  
Expect: Fresh- roasted coffee, wild caught seafood and home-grown beef  
149 Yappar Street, Karumba  
Ph: (07) 4745 9050
- Mud Crabs Direct  
Expect: Fresher than fresh mud crabs  
29 Col Kitching Drive, Karumba  
Ph: 0488 998 489

*Insert image: Barra Centre Shop:* <https://drive.google.com/file/d/19m5O-5kgQjpyaTWQhGNdu3-Sy0gQHlli/view?usp=sharing>

*Normanton Visitor Information Centre:*  
<https://drive.google.com/file/d/1Mrhr9yAXjbClKq4rf9IKjvO7vviw8UQ/view?usp=sharing>

// NEW SECTION //

### [H1] WHERE TO GO SHOPPING

Whether you're wanting a souvenir, bait or a keepsake, you'll find the following stores in the Gulf Region.

#### [H2] NORMANTON

##### **For souvenirs, gifts and keepsakes**

- **Normanton Visitor Information Centre**  
Come into the Normanton Visitor Information Centre in the historic Burns Philp Building, on the corner of Landsborough & Caroline Streets. You can enjoy a cup of tea or coffee, a cool drink and chat to the friendly staff. You might like to purchase a small souvenir and browse Normanton's attractions and history. The Visitor Information Centre houses the Heritage Centre as well and has displays featuring flood photos of Normanton, pioneers and explorers, wildlife displays and historical artefacts.
- **Normanton County Snacks & Supplies**  
Enjoy a bite to eat at this air-conditioned café, with delicious [housemade fresh food](#), baked on-site pies, sausage rolls, desserts, cakes, sandwiches, rolls, bread and lots more. Come in store to enjoy a bite and peruse the souvenirs on offer.
- **Gulf Country Store**  
[Located within the Normanton Post Office, the Gulf Country Store stocks a great range of clothing \(perfect for rodeo season\), electrical and stationery items.](#)
- **Bynoe Art Centre**  
Discover local arts and crafts at the Bynoe Arts Centre, which comprises of a workshop and art gallery. Local indigenous artists produce a wide variety of pieces from hand-painted coffee mugs and oil-on-canvas paintings to more traditional items such as hand-crafted indigenous musical instruments.

#### FISHING TACKLE

- **K.C.'s Corner**

For all your fishing essentials such as tackle and equipment, visit the friendly team at K.C.'s Corner. They may even let you in on where to find the best fishing spots. K.C.'s also stocks useful items for around the house and garden.

## **[H2] KARUMBA**

### **For souvenirs, gifts and keepsakes**

- **Midnight Emporium**  
Of the five senses, scent is one of the most powerful to evoke memories. Good news, Midnight Emporium are the specialists in it. Here you'll find hand-crafted souvenirs, soaps and scents. Made from natural materials, soaps include crocodile oil, barramundi oil, olive oil and goats' milk in a range of exotic colours, scents and sizes.
- **Seabreeze Point Store**  
Part supermarket, café, coffee shop and bait shop, Seabreeze Point Store is your all round one-stop-shop for everything that you could need on your visit to Karumba.
- **Les Wilson Barramundi Discovery Centre & Karumba Information Centre**  
Once you've visited the Les Wilson Barramundi Discovery Centre, pop into the merchandise store to pick up a souvenir to remember your time. The store stocks keepsakes including reusable water bottles, barra socks, locally made jewellery and soft toy barramundi toys. Lots of quirky items with emphasis on locally and Australian made.

### **FISHING TACKLE**

- **Karumba Marine Services – Maggie's to the Locals**  
Karumba Marine Services is the region's local ship chandler stocking all essential supplies as well as a great selection of hardware items.

Insert image:

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// NEW SECTION //

### Things to do in the Gulf

#### Morning Glory Clouds

Karumba is the sunrise specialist, home to what might be the most awe-inspiring sunrises you will ever witness, especially if you time your visit for when the morning glory clouds roll in over the horizon. The morning glory clouds are a rare meteorological phenomenon and is considered the rarest cloud of the 'Arcus Cloud' family. The spectacular effect is formed when two sea breezes collide, causing low level atmospheric waves that are 1-2km in height and spanning up to 1,000 km in length. Karumba and Normanton are one of the lucky few towns worldwide that are home to this phenomenon.

#### Gulflander Train

Pay a visit to the working tribute to the early pioneers, the **Gulflander Train**. Affectionately known as the 'Tin Hare' the Gulflander Train is a fully operational 1950 railmotor, that is said to travel from 'nowhere to nowhere'. To this day it continues to venture through the countryside on a nostalgic journey between Croydon and Normanton carrying a small number of passengers that are treated to morning tea, trivia, wildlife spotting and storytelling.

#### Sunday markets

Feel the sun on your back and salt breeze in your hair as you stroll amongst the stalls offering quality hand-made goods, crafts, jewellery & produce. These Sunday markets run from April to early September and can be found from early morning to midday at Karumba Point, nearby the Sunset Tavern.

#### Golf in the Gulf

Enjoy golf on two iconic courses where saltpans merge with wetlands, creating the ultimate Outback experience. It's time to play around in Outback Queensland with your friends, family and the locals.

#### Stargazing and sunsets

The best things in life really are free when visiting the Gulf of Carpentaria. Enjoy social media-worthy sunsets or in the evening, take a front row seat to the galaxy and marvel at the amazing ~~amount of stars~~ ~~in illuminating~~ he night sky.

Karumba boardwalk pic: [https://drive.google.com/file/d/1gQJh7PG-BiNdtL\\_t-h2Ve2hqDUwccok/view?usp=sharing](https://drive.google.com/file/d/1gQJh7PG-BiNdtL_t-h2Ve2hqDUwccok/view?usp=sharing)  
[https://drive.google.com/file/d/1zL96AHlic6oHbds1EVLqDOAy6uGM\\_En/view?usp=sharing](https://drive.google.com/file/d/1zL96AHlic6oHbds1EVLqDOAy6uGM_En/view?usp=sharing)

#### Walking trails

You'll be sure to get your daily step count in with a walk or cycle around the Gulf's walking trails. Follow the boardwalk between Karumba Point and Karumba for a 3.6km one-way

Commented [AO17]: This appears to be a repeated title... Can we make it 'On the land' so that we have on the water and on land sections for different demographics?

scenic walk or explore Normanton and Karumba townships on the Location and Heritage Walk (see maps, page xx for more information).

**Swimming**

If you want to get wet in the Gulf, you're best to visit the local swimming pool in Karumba. Never swim in the rivers and waterholes as there are plenty of saltwater and freshwater crocodiles about. Be croc-safe!

**Shooting**

Visit the Normanton and Karumba Gun Clubs for regular Clay Target Shooting meets.

**Outback by the Sea Festival**

Join the Gulf Region for the annual Outback by the Sea Festival held across 10 days in September and October. The festival celebrates the arrival of the wet season, which converts the arid landscape into a sea of green. For one week you'll be transformed from tourist to local, from city slicker to swagman. Check out the events guide for details.

**Normanton Rodeo and Campdraft**

The Normanton Rodeo and Campdraft is an action-packed rodeo program that runs over four fun-filled days in June. With lots of horse action, entertainment, food and drinks available, come along for the best weekend in the north.

Insert images of Barra Centre:

Aerial -

<https://drive.google.com/file/d/1ozqNsTuGOFV2My1kQZ5yDrnoC4a9w5X2/view?usp=sharing>

Outside centre: [https://drive.google.com/file/d/1WrPntWKRJ7g1vp7-](https://drive.google.com/file/d/1WrPntWKRJ7g1vp7-Esdq5AvVyx6S5_mT/view?usp=sharing)

[Esdq5AvVyx6S5\\_mT/view?usp=sharing](https://drive.google.com/file/d/1WrPntWKRJ7g1vp7-Esdq5AvVyx6S5_mT/view?usp=sharing)

Bird display -

<https://drive.google.com/file/d/1O9VeguCBAou7ilsaBVI4HZvRcN45pw0s/view?usp=sharing>

Feeding tank -

<https://drive.google.com/file/d/1mAr9JbmefSit5jhd1t5wS2dYiopexLQ4/view?usp=sharing>

## // NEW SECTION

### The Les Wilson Barramundi Discovery Centre & Hatchery

Breakout box: FREE GENERAL ADMISSION

**AWARDS LISTED USING BADGES**

Visit the only hatchery in the world that breeds the genetically distinct Southern Gulf Barramundi, the Les Wilson Barramundi Discovery Centre & Hatchery (LWBDC). The LWBDC contributes toward sustainable barramundi fishing in the Gulf by releasing thousands of fingerlings into the wild every year. From humble beginnings, the LWBDC started life in the hands of professional fishers who set out to secure the future of the fishing industry.

Visitors are invited to experience the story of Australia's most loved sport and eating fish in a world-class architecturally designed building that reflects the barramundi form. Spanning 130m long the main building includes an information centre, café, [theatre](#), [art gallery](#) and interpretive displays, arching around a 2,500 square metre pond. Caravan friendly parking is available.

#### What tours are available?

#### Hand feed a Barra

Want to get closer? You can! Hand feed '[Norma](#)' and her friends. If you are scared - no sweat, the team will help you.

Images of handfeeding:

<https://drive.google.com/file/d/1yOjpUZxdfL1N1EjO4CL7sJywdKKy1pBj/view?usp=sharing>

<https://drive.google.com/file/d/1F1pwR7vx7dsQkKH9WtBR3Ac7EFkHq24Z/view?usp=sharing>

[https://drive.google.com/file/d/1A6RE\\_uVoNW9tyA13iBL6Rux703IK6X9Z/view?usp=sharing](https://drive.google.com/file/d/1A6RE_uVoNW9tyA13iBL6Rux703IK6X9Z/view?usp=sharing)

**Commented [KdG18]:** Designer to insert awards using images provided:  
Qld Tourism Awards  
Grey Nomad Awards (logo TBC)

**Tip to Tail – Our Story**

Explore the amazing world of the hatchery that fuels the Barra Centre. Expert guides will take you behind the scenes where we will delve deeper into operations, from breeding stock selection to release into the wild. This is the ultimate tour for fishing enthusiasts and those with inquisitive minds.

Meet the Barra Centre team in the main building where they'll guide you to the hatchery for a short film about the remarkable efforts being taken to secure the southern gulf barramundi population. You'll then come face to face with, and feed, their most precious fish, the breeding stock, including [Norma](#), the friendly 1m+ long barramundi.

You will meet the experts responsible for maintaining the intricate balance of this habitat, and be taken on a guided tour of the laboratory where you will have the chance to participate in: [broodstock](#) selection, rearing of zooplankton to feed our fish, microscope viewing of metamorphosis, and aging of fish. As well as to learn about their dance of passion through to the release of fingerlings into the wild. Each tour is tailored according to the seasonal experiences available and the interests of the group.

**Please note, custom tours are available on request.**

**// NEW SECTION //**

**Events**

**Weekly**

Karumba Markets, The Point, held every Sunday 8am-12pm (April-September)  
Golf in the Gulf, Karumba Golf Club, held every Thursday and Sunday  
Yoga @ The Barra Centre – Wednesdays and Saturdays

**Monthly**

CWA markets

Commented [KdG19]: Verena to advise location

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**Calendar of Events**

Australia Day Awards – January  
Normanton Barra Classic - April  
ANZAC Day services – April  
Shitbox Ralley, Karumba - May  
Normanton Street Parade and Rodeo – June  
Normanton Show – June  
Cairns to Karumba Bike Ride (C2K) – July  
Youth Week/ NAIDOC Week celebrations – July  
Normanton Gala Ball –August  
Normanton Sprint Races – August  
Karumba Outback by the Sea Festival – September/October  
Karumba Anglers Classic – October  
Remembrance Day services – November

*Sports complex:* <https://drive.google.com/file/d/1L1MmYsuj5KnOjr5d3Kb1erBW0Uq-SiOb/view?usp=sharing>

*Waterpark:*

<https://drive.google.com/file/d/1VKwAO19rsTbtt7uGjC9TkmRv9NnMSL0u/view?usp=sharing>

*Pool:*

<https://drive.google.com/file/d/1AnLTHBPeLNeA0ARTcK4gkoyEIPDDhk9C/view?usp=sharing>

**// NEW SECTION //**

#### **[H1] Services & Facilities**

Take advantage of the health and fitness services and facilities on offer.

#### **KARUMBA**

##### **Fun, Fitness & Entertainment**

- **Swimming Pool & Waterpark**

Take a leisurely dip at the Karumba pool and splash pad overlooking the wetlands. Pick up a few snacks and drinks from the kiosk and enjoy your daily dose of vitamin D.

160 Walker Street, Karumba

Ph: (07) 4745 2200

- **Sports Complex**

160 Walker Street, Karumba

Ph: (07) 4745 9600

- **Karumba Library**

154 Walker Street, Karumba

Ph: (07) 4747 7522

- **Gidgee Sticks Bowhunting & Archery Supplies**

6 Norman Street, Karumba

Ph: 0428 546 027

##### **Tourist Information**

- **Karumba Visitor Information Centre**

149 Yappar Street, Karumba

Ph: (07) 4745 9359

##### **Getting around**

- **Karumba Airport**

Fielding Street, Karumba

Ph: 0427 117 765

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- **Carpentaria Fuels**  
Yappar Street, Karumba  
Ph: (07) 4745 9332
- **Karumba Point Fuels**  
Col Kitching Drive, Karumba Point  
Ph: (07) 4745 9318
- **Cam's Corner Servo & Mini Mart**  
29 Yappar Street, Karumba  
Ph: (07) 4745 9007
- **Karumba Taxi Service**  
Ph: (07) 4745 9022

#### Health Services

- **Primary Health Clinic**  
140-160 Walker Street, Karumba  
Ph: (07) 4747 6400
- **Karumba Pharmacy**  
65 Yappar Street, Karumba  
Ph: (07) 4745 9955
- **Karumba Physiotherapy**  
63 Yappar Street, Karumba  
Ph: 0408 877 909

#### Essential services

- **Australia Post**  
57 Yappar Street, Karumba  
Ph: (07) 4745 9210
- **Civic Centre**  
154 Walker Street, Karumba  
Ph: (07) 4745 2200
- **Police Station**  
49 Yappar Street, Karumba  
Ph: (07) 4745 9120

#### Mechanical Services

- **Jones Marine**  
Ph: (07) 4745 9366

- **Karumba Marine Services**  
6 Massey Drive, Karumba  
Ph: (07) 4745 9260

#### School and Childcare

- **Karumba Children's Centre**  
Carron Street, Karumba  
Ph: (07) 4745 9175
- **Karumba State School**  
5 Yappar Street, Karumba  
Ph: (07) 4747 6222

#### Other

- **Gallaghers Butcher Shop**  
Yappar Street, Karumba  
Ph: (07) [4745 9605](tel:47459605)
- **Karumba Thrift shop**  
Ph: (07) 4745 9175
- **Gulf Barramundi Restocking Association**  
Ph: 0408 712 685 (Ben Day)
- **Wells Plant Hire**  
127 Yappar Street, Karumba  
Ph: (07) 4745 9125
- **Karumba Community Church**  
59 Yappar Street, Karumba  
Ph: (07) [4046 5620 \(Catholic Diocese of Cairns\)](tel:40465620)

## NORMANTON

### Fun, Fitness & Entertainment

- **Sports and Community Centre (including swimming pool)**  
Cnr Landsborough & Philp Street, Normanton  
Ph: (07) 4745 1580
- **Normanton Bowls Club**  
Landsborough Street, Normanton  
Ph: (07) 4745 1614
- **Normanton Gun Club**  
Old Croydon Road, Normanton  
Ph: (07) 4745 1342 or (07) 4745 1261
- **Normanton Golf Course**  
Racecourse Road, Normanton  
Ph: [0429 451 424](tel:0429451424)
- **Queensland Rail Limited – Gulflander**  
Normanton Railway Station, Matilda Street, Normanton  
Ph: (07) 4745 1391 / 1800 577 245 (reservations)

### Tourist Information

- **Normanton Visitor Information Centre**  
Landsborough & Caroline Street, Normanton  
Ph: (07) 4747 8444

### Getting around

- **Top Service Station**  
56 Landsborough St, Normanton  
Ph: (07) 4745 1451
- **Normanton Airport**  
Normanton Airport is open for chartered and scheduled flights  
Airport Road, Normanton  
Ph: (07) 4745 1568
- **S&E Car Hire**  
4 Beard Crescent, Normanton  
Ph: 0420 103 291 (Stuart) or 0419 700 138 (Liz)

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- [Normanton Taxi](#)  
[Landsborough Street, Normanton](#)  
Ph: (07) 4545 1200

#### Health Services

- **Community Health Centre**  
107 Landsborough Street, Normanton  
Ph: (07) 4745 1241
- **Normanton Hospital**  
199 Brown Street, Normanton  
Ph: (07) 4745 2100
- **Normanton Pharmacy**  
85 Landsborough Street, Normanton  
Ph: (07) 4745 1263

#### Essential Services

- **Australia Post**  
105 Landsborough Street, Normanton  
Ph: (07) 4745 1247
- **Normanton Police Station**  
22 Haig Street, Normanton  
Ph: (07) 4745 2555
- **Westpac Banking Corporation**  
88 Landsborough Street, Normanton  
Ph: (07) 4745 2666
- **Centrelink**  
16 Matilda Street, Normanton  
Ph: 13 10 21
- **Normanton QGAP/Magistrates Court**  
24 Haig Street, Normanton  
Ph: (07) 4745 1177

#### Mechanical Services

- **Gulf Auto Repairs**  
3 Wurrup St, Normanton  
Ph: 0447 353 516

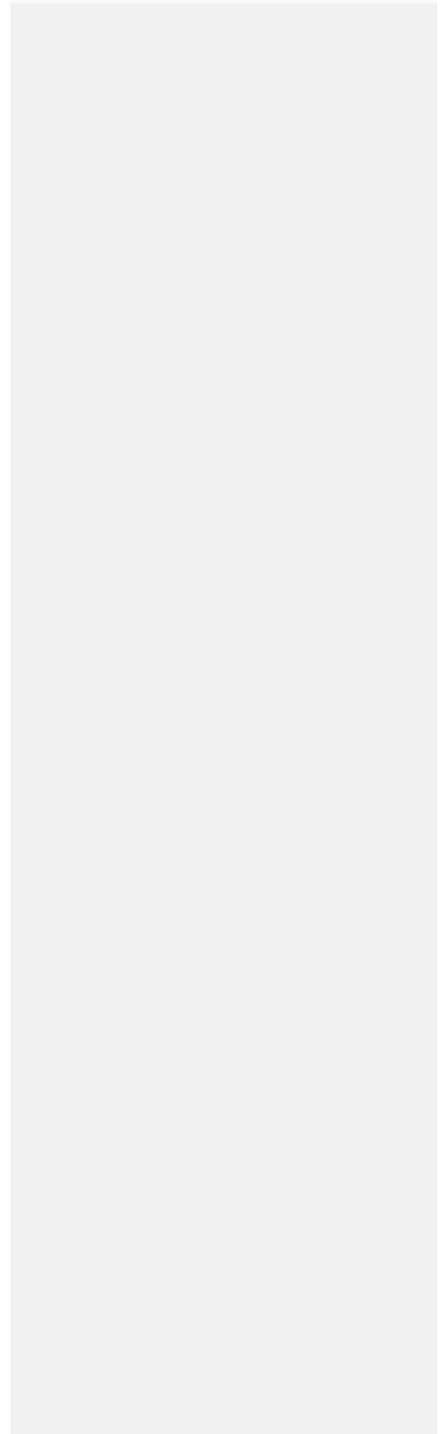
#### School & Childcare

- **Carpentaria Kindergarten**  
Cnr Woodward & Thompson Street, Normanton  
Ph: (07) 4745 1259
- **Gulf Christian College**  
Brown Street, Normanton  
Ph: (07) 4745 1180
- **Normanton State School**  
Little Brown Street, Normanton  
Ph: (07) 4769 7222

#### Other

- **Assembly of God Church**  
[15 Little Brown Street, Normanton](#)  
[Ph: \(07\) 4046 5620 \(Catholic Diocese of Cairns\)](#)
- **Bynoe Art Centre**  
85 Landsborough Street, Normanton  
Ph: (07) 4714 9032
- **Norwest Village**  
3 Beard Street, Normanton  
Ph: (07) 4745 1294
- **Norwest Consolidated**  
30 Noel Street, Normanton  
Ph: (07) 4745 1294
- **Normanton Video & Electrical**  
30 Landsborough Street, Normanton  
Ph: (07) 4745 1387
- **Normanton Traders**  
29 Woodward Street, Normanton  
Ph: (07) 4745 1235
- **Normanton Stop Shop**  
32 Landsborough Street, Normanton  
Ph: (07) 4745 1186
- **TAFE North QLD**  
20 Green Street, Normanton  
Ph: (07) 4745 2000

- **Gallagher Butchering**  
68 Landsborough Street, Normanton  
Ph: (07) 4745 1444
- **K.C.'s Corner**  
28 Landsborough Street, Normanton  
Ph: (07) 4745 1168



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// NEW SECTION //

### [H1] Disaster Management Plan

The Carpentaria Shire is prone to hazardous weather conditions and therefore, in order for Council to ensure a safe, effective and efficient response to a disaster event, it is important to have effective and coordinated disaster management arrangements at all levels of Government to result in successful recovery.

The Carpentaria Local Disaster Management Plan details the disaster management arrangements for the area and outlines the roles and responsibilities of the various agencies involved in disaster management.

In accordance with the Local Disaster Management Plan, Council have also implemented an Evacuation Plan.

Council is working hard to ensure the region is ready for disaster and it is important that you are prepared as well. By being prepared and informed you can significantly reduce the impacts of disasters to you, your family and your property. Residents and visitors can access helpful information in The Carpentaria Disaster Information Booklet, available at the Council Offices in Normanton.

*For more information on The Carpentaria Shire Council Disaster Management Plan and to access the Evacuation Plan and emergency resources, visit [www.carpentaria.qld.gov.au/community/disaster-emergency](http://www.carpentaria.qld.gov.au/community/disaster-emergency)*

**Commented [KdG23]:** Verena, does this plan need to be included here? Or could we please include some reference to have people can access it?  
Is this information on the council website?  
It might be worthwhile adding a CTA at the bottom of this page for if people want to find out more information.  
Please add this if it's available.

**Commented [VO24R23]:** Yes, its on the website – we also have a disaster dashboard

**Emergency Contact Information**

| Organisation                            | For enquiries relating to   | Contact Details  |
|---|---|--|
| <b>Carpentaria Shire Council (LDCC)</b> | <ul style="list-style-type: none"> <li>• Disaster coordination and activation.</li> <li>• Resupply operations.</li> <li>• Helicopter activations.</li> <li>• Maintenance of local government functions.</li> <li>• Maintenance of normal local government services to the community and critical infrastructure.</li> <li>• Public advice with regard to voluntary evacuation.</li> <li>• Debris clearance from roads and bridges.</li> <li>• Road closures &amp; flood camera information available on Council website.</li> <li>• Development and maintenance of a public education/ awareness program.</li> <li>• Coordination of support to emergency response agencies.</li> </ul> | <p>Phone (07) 4745 2200</p> <p>Fax (07) 4745 1340</p> <p>Email: council@carpentaria.qld.gov.au</p>   |
| <b>Queensland Police Service (QPS)</b>  | <ul style="list-style-type: none"> <li>• Emergency assistance as a result of Triple Zero calls.</li> <li>• Preservation of peace and good order.</li> <li>• Prevention of crime.</li> <li>• Traffic control, including assistance with road closures and enforcement and maintenance of road blocks.</li> <li>• Crowd control.</li> </ul>   | <p>For all emergencies<br/>                     Phone Triple Zero 000</p> <p>Normanton Police Station:<br/>                     Phone (07) 4745 2555</p> |

**Commented [KdG25]:** Designer – Please refer to pages 10-13 of the document at this link: <https://www.carpentaria.qld.gov.au/community/disaster-emergency> for this information. Please fit contact information on one page.

**Commented [KdG26]:** Hi Verena, would you like all of this information on just the one page? Is it available in a document you could share or on a website at all? Otherwise myself or my designer will have to re-type it all out.

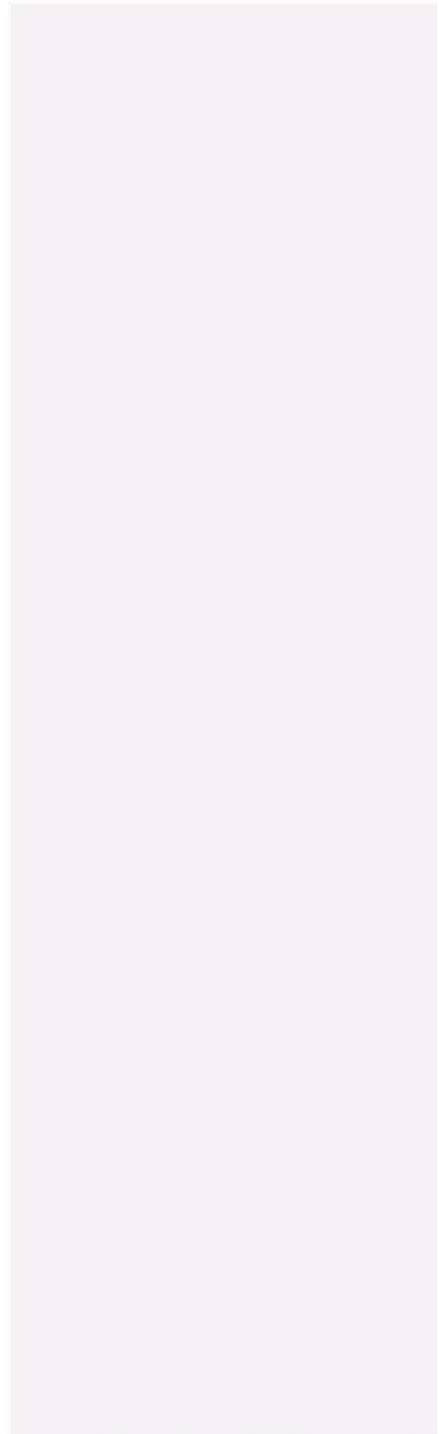
**Commented [VO27R26]:** Better on one page – and it is only on the website, the Disaster Handbook <https://www.carpentaria.qld.gov.au/community/disaster-emergency>

| Organisation  | For enquiries relating to  | Contact Details  |
|---|--|--|
| <b>Queensland Police Service (QPS)</b><br>(continued) | <ul style="list-style-type: none"> <li>• Coordination of evacuation operations.</li> <li>• Coordination of rescue operations.</li> <li>• Registration of evacuated persons.</li> <li>• Tracing or coordination of search for missing members of the community.</li> <li>• Traffic, rail and air accidents.</li> </ul>                            | Karumba Police Station:<br>Phone (07) 4745 9120  |
| <b>Departments of Transport and Main Roads</b>        | <ul style="list-style-type: none"> <li>• Issue of road permits.</li> <li>• Latest information on river levels and road closures.</li> <li>• Regular road reports and flood camera images.</li> </ul>   | Phone 13 23 80<br><br><a href="http://www.QldAlert.com">www.QldAlert.com</a><br>Phone 13 19 40<br>or visit<br><a href="http://www.131940.qld.gov.au">www.131940.qld.gov.au</a><br><br><a href="http://www.carpentaria.qld.gov.au">www.carpentaria.qld.gov.au</a> |
| <b>Queensland Fire and Emergency Services</b>         | <ul style="list-style-type: none"> <li>• Fire control.</li> <li>• Fire prevention.</li> </ul>  | For all emergencies<br>Phone Triple Zero 000<br>For non-emergencies<br>Phone 1800 044 576  |
| <b>Queensland Ambulance Service</b>                   | <ul style="list-style-type: none"> <li>• Emergency assistance as a result of Triple Zero calls.</li> <li>• Assessment, treatment and transportation of injured persons.</li> <li>• Assistance with evacuations (persons with medical conditions).</li> <li>• Provide advice regarding medical special needs sectors of the community.</li> </ul> | For all emergencies<br>Phone Triple Zero 000<br><br>For non-emergency<br>Phone 13 12 33  |

| Organisation                                      | For enquiries relating to   | Contact Details   |
|---|---|---|
| <b>State<br/>Emergency<br/>Services<br/>(SES)</b> | <ul style="list-style-type: none"> <li>• Storm damage response /targs etc.</li> <li>• Assist with rescue of trapped or stranded persons.</li> <li>• Traffic control.</li> <li>• Assistance with lighting/ communications.</li> <li>• Please note: SES along with Council can assist residents with the equipment &amp; products to make sand bags if required.</li> <li>• Rescue of trapped persons.</li> </ul> | Phone 132 500   |
| <b>Bureau of<br/>Meteorology</b>                  | <ul style="list-style-type: none"> <li>• Weather forecasts.</li> <li>• Issuing warnings for gales, storms and other weather conditions likely to endanger life or property, including weather conditions likely to give rise to floods or bushfires.</li> <li>• Publication of meteorological reports and bulletins.</li> </ul>   | <a href="http://www.bom.gov.au">www.bom.gov.au</a>  |
| <b>Volunteer<br/>Marine<br/>Rescue (VMR)</b>      | <ul style="list-style-type: none"> <li>• Assistance with marine search and rescue.</li> </ul>   | Phone (07) 4745 9999  |
| <b>Queensland<br/>Department<br/>of Health</b>    | <ul style="list-style-type: none"> <li>• Emergency assistance as a result of Triple Zero calls.</li> <li>• Coordination of medical resources.</li> <li>• Psychological and counselling services for disaster affected persons.</li> <li>• Ongoing medical and health services required during the recovery period to preserve the general health of the community.</li> </ul>                                   | For all emergencies call Triple Zero 000<br><br>13 Health Service:<br>13 43 25 84<br>Normanton Hospital:<br>(07) 4745 2100<br>Karumba Health Clinic:<br>(07) 4747 6400<br>Community Health:<br>(07) 4745 1241 |

| Organisation           | For enquiries relating to  | Contact Details  |
|------------------------|--|--|
| <b>Radio Broadcast</b> | <ul style="list-style-type: none"><li>• ABC radio provides updates on disaster events in your local area.</li><li>• LDMG have the ability to provide local warnings or updates via KIK FM at Normanton and 4KZ at Karumba.</li></ul> | Tune into:<br>ABC Radio Normanton:<br>105.7fm<br>106.1fm<br>KIK FM Normanton:<br>88.1fm<br>4KZ Karumba only:<br>1611am |

[Back cover](#)



## **BUSINESS PAPERS**

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### **9.10 NORMANTON RODEO AND HORSE SPORTS FACILITY UPGRADE GRANT PROPOSAL**

|                      |   |
|----------------------|---|
| <b>Attachments:</b>  | NIL   |
| <b>Author:</b>       | Jess Hancock - Media Grants Communications Officer  |
| <b>Date:</b>         | 8 April 2020  |
| <b>Key Outcome:</b>  | 2.2 - An active and healthy community   |
| <b>Key Strategy:</b> | 2.2.2 Plan and provide facilities and programs that enable participation in sport and recreation. |

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#### **Executive Summary:**

Carpentaria Shire Council's grants officer in conjunction with the Normanton Rodeo and Horse Sports association have developed a proposal for a facility upgrade to the rodeo grounds, a Council owned and managed facility. The proposal is presented to Council for consideration of permanent infrastructure installation and pending approval will be submitted to relevant capital infrastructure funding bodies for funding support.

#### **RECOMMENDATION:**

1. That Council approves the submission of the Rodeo and Horse Sports Facility Upgrade proposal to one or more grant funding streams.
2. That Council approves the installation of permanent infrastructure at their Rodeo Grounds Facility, pending endorsed funding.
3. That Council approves to fund the ongoing maintenance costs of the upgrade once funded through a grant, as asset owners of the facility.

#### **Background:**

The Normanton Rodeo and Horse Sports grounds is home to the annual Rodeo, the biggest event of the calendar year, horse sprint races, horse sports and is utilised by the community and community groups for public and community events. It additionally, is utilised by visiting schools and sporting groups as a camping and activity facility.

Carpentaria Shire Council was approached by the Normanton Rodeo and Horse Sports Association in 2019, regarding the potential upgrade of the facility lighting due to safety concerns. The main concern being that the current lighting in place is not sufficient to be able to safely undertake sporting activity at the precinct.

The inclusion of an undercover area with grandstand seating for shade for viewers and participants is another important consideration for the long-term sustainability and viability of the sport within the facility. There is currently minimal shade facilities available for viewers and entertainment, which can create heat exhaustion and discourage children and families to attend. The aim is to ensure the rodeo and horse sport facilities are appropriately equipped to ensure a level of safety and security can be maintained and the facility is accessible and appropriately equipped for families.

Due to the unavailability of funds for Council to facilitate this upgrade, officers were submitting small grant funding to be able to facilitate small lighting upgrades and fixes. After

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assessment, this short-term solution was not providing the longevity and quality required to ensure safety standards are met.

As a result, officers worked on a proposal which highlights the full scope of the work to be conducted to make the facility safe and to a suitable standard to conduct horse sporting activity. After identifying a suitable grant opportunity through the community infrastructure grant of up to \$1,000,000 available funds, officers are recommending that Council look to peruse grant funding to cover the cost of the upgrade in its entirety. Whether through this designated funding stream or one of equivalent standing.

There is no active lease arrangement in place with the Normanton Rodeo Association and the facility is available for hire upon application and payment.

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

- Consultation in the development of this recommendation has occurred between the following parties:
  - Carpentaria Shire Council Licensed Electrician
  - Normanton Rodeo Association
  - Normanton Horse Sports Association
  - Sport and Recreation Advisor – Regional Service Delivery
  - CPR Group
  - Elizabeth Taylor Consulting
  - ERSCON Engineering Consultants

Further consultation for this proposal using the socio-economic disadvantage (SEIFA) bureau of statistics was obtained to highlight the disadvantaged area of Carpentaria Shire in comparison to other areas of higher socio-economic standing. The proposal focused on comparison with other regional towns that hold similar events in line with Carpentaria; Cloncurry, Burke Shire and Mount Isa, all of which rate higher on the social economic index in terms of social advantage, making Carpentaria a desirable funding applicant.

Further evidence was collated for this proposal from the Queensland Regional Profile of residents within Carpentaria Shire, the Heath of Queenslanders 2018 report and the Australia Early Development Census, with particular focus on physical health and well-being, social competence and participation, emotional development and participation and communication skills. All of these supporting studies and strategies were key foundations of the Activate Queensland 2019-2029 Strategy, the central assessment tool for funding applications in Sport and Recreation.

### **Economic Consideration**

The below table provides an approximate estimate of the economic impact that the Normanton Rodeo provides to Carpentaria during the event. This detail was collated in consultation with the event organiser, that out of 800 competitors approximately 550 (70%) are from outside the Carpentaria Shire Region. This is a majority of intrastate visitation with a portion of interstate visitation. Assessment was made based on a \$123

## BUSINESS PAPERS

daily spend (based on Tourism and Events Queensland spend for Outback Regional Queensland).

Given the 3-day period of the rodeo, it is anticipated that people will stay a minimum of 4 nights in the region. It is also anticipated given the nature of the event being family orientated that people will bring at minimum one to two supporting guests with them to the event. Based on this, an average of 1.5 supporting guests has been applied to the visitor information below.

| Competitors | Visitors | Total Visitation | No Nights | Spend/Day | Anticipated impact on Carpentaria Shire economy |
|-------------|----------|------------------|-----------|-----------|---|
| 550         | 825      | 1375             | 4         | \$123     | \$676,500                                       |

This economic impact assessment does not consider local event competitors and guests, additional guests travelling with competitors, or the length of stay of event contractors. All of these would have additional considerations for economic contributions from this event.

Overall this event has significant economic implications for our small region.

### Legal Implications:

- There are no evident environmental concerns with the proposal we are putting forward under the environmental protection act.

Consideration to planning scheme, development approvals and the airport overlay has been given in the development of this proposal. Councils' contracted town planner has been consulted on the project and has confirmed that the proposed upgrade will not require a planning approval as it is not a 'material change' to the use of the facility. In addition, the site is not triggered under the Airport Overlay in the Planning Scheme as it is located over 1000 meters from the end of the runway, over 175 meters from the center line/side boundaries of the runway and not within 500 meters of the non-directional beacon located at the airport.

Council will be engaging a reputable and qualified supplier to install any permanent infrastructure and all engineering, building and lighting certifications will be obtained prior to installation in line with the required legislation. This including a building permit, which will be required prior to construction commencement.

Council will ensure there is money allocated within the initial application to accommodate a building permit application and engineer assessment to ensure accurate plans are developed prior to commencement of building.

The facility location does not impact neighboring residents with noise and or light pollution. Council does not pre-empt any imminent concerns from residents or participants as a result of the proposal. Nor are there any perceived impacts to local laws.

The rodeo and horse sports grounds are not considered a flood prone facility, however given the nature of wet season within Normanton consideration will be given to the weather resilience of the equipment and equipment suitable to the natural environment will be rated higher during the procurement process.

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### Financial and Resource Implications:

- Council does not have the financial resources to support the monetary value of the facility upgrade outlined in the proposal, thus requiring financial support from one or more suitable grant bodies. Council would be required to maintain the facility and would be accountable for costs associated with maintenance.

### Estimated Costs for the Proposal.

\*Consultation for this quote was with Council's Electrician as a base line estimate based on design concepts. Formal Quotes have been requested and funding allocated within this estimate.

| Total Estimated Costs for Lighting Upgrade |                        |           |
|--|------------------------|-----------|
| Rodeo Ground Arena                         |                        | \$142,500 |
| Pony Club Arena                            |                        | \$133,000 |
| Racetrack Lighting                         |                        | \$223,500 |
| General Security Lighting                  |                        | \$75,000  |
|  | Total Cost for Upgrade | \$574,000 |

\*Consultation for this quote was with ERSCON Engineering as a base line estimate based on their concept drawing.

| Total Estimated Costs for the Undercover Facility |                        |           |
|---|------------------------|-----------|
| Concrete Base and Undercover area                 |                        | \$150,000 |
| Grandstand Structure                              |                        | \$100,000 |
| Office Structure                                  |                        | \$50,000  |
| Lighting, plumbing etc                            |                        | \$50,000  |
|   | Total Cost for Upgrade | \$350,000 |

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| Total Estimated Costs for Incidental Items |   |                 |
|--|---|-----------------|
| Permits and Approvals                      |   | \$10,000        |
| Designers/Formal Quoting                   | For CAD Drawings and Fully developed Concept Quotes | \$15,000        |
| Additional Staffing expenses               | Including accommodation and Travel                  | \$10,000        |
|  | <b>Total Cost for Incidentals</b>                   | <b>\$35,000</b> |

### **Total Estimated Facility Upgrade Cost**

| Total Estimated Costs for Facility Upgrade |                   |                  |
|--|-------------------|------------------|
| Lighting Upgrade                           |                   | \$574,000        |
| Undercover Facility                        |                   | \$350,000        |
| Incidentals                                |                   | \$35,000         |
|  | <b>Total Cost</b> | <b>\$959,000</b> |

**\***

Please note that all costs are estimates and are based on information available to officers at the time and that with accurate plans and permits in place, more accurate quotes would be obtainable. Council has accommodated funding within this application for the development of the appropriate permits, plans and quoting pending approval of grant funding. For specialized quoting, Council would be required to commit to a level of funding up front given the magnitude of the projects involved. This would be required to go through a formal procurement process in line with Council policy.

### **Estimated Costs for Maintenance**

#### **Lighting**

On advice from Council's licensed electrician it is estimated that the following maintenance will be required on a yearly basis to ensure the lighting equipment is able to be maintained to good working order.

\$5,000 for labor for 3 days to maintain the lighting per calendar year. Plus \$3,000 for hire of an elevated platform and sundry items required to carry out maintenance. This equating to a total of \$8,000 per calendar year over a 5-year period.

After the 5-year period once warranty on parts runs out, Council would need to consider the possibility of lighting equipment needing to be replaced pending breakages. It is not considered a possibility that the lighting poles would need to be fixed or maintained over a 10+ year period. However, after warranty of lighting ceases it would become the

## **BUSINESS PAPERS**

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responsibility of Council to fix any equipment after breakages. This could be a cost of between \$1,000 to \$5,000 per light plus labor and delivery.

### **Undercover Facility**

After consultation with engineering and building professionals, given the right materials are utilised in the construction of this structure i.e.. Cement base, cyclone rated beams and roofing, machinery block base grandstand with aluminum seating and appropriate security measures for the office, there would be minimal maintenance cost to council over its lifetime.

The only consideration for Council would be in allocation of funds for potential vandalism which is not foreseeable. The materials used in construction and with adequate security measure in place for the office, this risk would be significantly reduced. The rodeo grounds are also far enough out of town for break ins to be less than desirable, making it a significantly lower risk.

### **Warranties**

The lighting will come with a 5-year warranty on parts. The equipment will be supplied by a reputable supplier in the lighting industry with good references. Council qualified personal do not expect there to be any concerns with the quality of lighting provided.

There would be no warranty concerns or considerations given the materials being used to build the undercover structure. They are a long-lasting and certified materials.

### **Risk Management Implications:**

- The highest risk in the failure to support this proposal is that the facility will not be sustainable into the future due to safety concerns. This facility remains one of the highest utilised within the community and is home to the largest local born event. Without its preservation, the overall economic sustainability of the town would be implicated. There is a high level of interstate and intrastate visitation to this event, including it's 800 competitors, making it of high economic value to a small town.

Additionally, the viability of other local community groups is heavily reliant on the annual rodeo and without it could have sustainability impacts to other community groups within the shire.

Given the facility is Council owned and there is no certified lease arrangement in place over the rodeo grounds, any incidents at the facility due to insignificant infrastructure could have substantial legal implications to Council. Thus, making is a high legal liability for Carpentaria Shire Council consideration.

Council has a certain buffer in time, due to the warranties in place for the equipment, which in most circumstances equates to 5 years. If council does not agree to put a lease arrangement in place within this 5-year period with the Normanton Rodeo and Horse Sport associations, it faces significant long-term financial loss with the breakdown of equipment. Council would need to consider on approval of suitable funding, a way to ensure some monetary value is held in lieu of venue use to ensure long term sustainability that will not have a detrimental effect to rate payers and Council's bottom line if equipment is all needing to be replaced at once.

A suitable lease arrangement should cover off on maintenance cost projection and cover council in terms of liability and reportable incidents.

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Carpentaria has a 67% percentage Aboriginal and Torres Strait Islander population, a cultural group which considers rodeo a national sport and a key link to the stockman history of the shire. The decline of this facility could have long term identification and heritage concerns for first people within the shire. This sport is considered important to the inception of the town and its roots in cultural and heritage preservation is a key indicator for our push for the facility to be upgraded to meet standards.

There is a risk of vandalism which would pose a financial implication to council should it occur. Unfortunately, officers cannot give an accurate level of the cost of such vandalism until it has occurred.

The final risk for consideration is that if funding is approved and detailed and accurate quotes are drawn up and the cost is more than the funding approved. Council does not have the finances to facilitate any shortfalls. Officers have considered the highest level of lighting performance for this application, however pending advise and quotes from sport lighting professionals there is the opportunity for lux levels to be slightly reduced in certain areas to accommodate budget requirements. The undercover facility could also be done in stages once more funding becomes available. Money has been allocated within the proposed budget to ensure high level and accurate quotes can be obtained prior to the project taking place to guarantee works undertaken are done within the available budget.

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

#### 10.1 DCS REPORT - FEBRUARY 2020

**Attachments:** 10.1.1. 2019-2020 Local Laws Report March 2020 [↓](#)  
**Author:** Justin Hancock - Director of Corporate Services  
**Date:** 7 April 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. |
| 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 | Recruitment undertaken by NGRM under funding received, officer to commence soon.                                   |
| April-19  | That Council proceed with the upgrade to the lighting and that grant funds be sought to fund the upgrade. | In Progress | Grants Officer to work with Normanton Rodeo Association Inc to source grants.                                      |
| Jan-20    | Negotiations with IOR Aviation Pty Ltd to commence for the lease of a site at the Karumba Aerodrome.      | In Progress | Draft lease provided to IOR Aviation Pty Ltd.  |
| Jan-20    | Local Laws Officer to follow up on return from leave  | In Progress | LLO has issued warning for abandoned vehicles to be removed.   |

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### 1.2 W4Q/ LGGSP KNOF [\[information\]](#)

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#### W4Q 2019/2021:

A separate report is being tabled to the April 2020 Ordinary Meeting reviewing the current project schedule for the W4Q funding, along with recommendations for adjustment to be submitted to the State.

#### Normanton to Karumba Optic Fibre Link Project

Council has been in contact with Telstra in regard to the current project schedule for the Normanton to Karumba Fibre Link Project. Telstra is currently scheduled to deploy 2 officers to site in late April to undertake onsite inspections and review the project plan prior to commencing work. At present, the project is scheduled to operate on a 3/1 roster with all contractors being based in Queensland. Telstra has received national accreditation to continue to work during these times due to being an essential service and has developed a COVID-19 Vulnerable Communities Plan. Telstra is currently in the process of engaging with TO groups directly to ensure adequate procedures are in place when working with Cultural Monitors, this includes the issuing of PPE equipment such as P2 Masks, Nitrile Gloves, Goggles etc.

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

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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 | \$1,426,079 | \$54,817          | \$1,480,896   | \$1,820,000 | Aug-19             | May-20           |

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

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Council have expensed a total of \$44,235 of the \$67,011 budget for this project as at March 2020. As a result of the COVID-19 Pandemic, this has resulted in this project being placed on hold for the interim. Council is currently working with the Department of State Development, Manufacturing, Infrastructure and Planning for an extension of time for this project, it is forecasted that the remaining funding will support 12 weeks of works towards this project.

### 1.5 Northern Gulf DRFA Funding [\[information\]](#)

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

- 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 Council's ongoing Dog Control Program (1080 Baiting). Funding will cover the program over a 2-year period. Council have claim 1 round of funding and are in the process of working with CLCAC to schedule an additional round of baiting within the next quarter.
- Pest and Weed Management Program – NGRM is to deliver a Pest and Weed management Program throughout the Shire over a two-year period. NGRM have recruited an officer to deliver this program.

### **1.6 2020/2021 Budget [information]**

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Council has commenced the preparations for the 2020/2021 Budget, the current primary focus is the impact of the COVID-19 Pandemic. To assist in the budgeting process, is it recommended that any strategic decision to combat the COVID-19 Pandemic impacting Councils financial position should be resolved prior to 30 June 2020. Council have commenced the formation of the draft 2020/2021 Capital Budget however this will be impacted by Councils ability to earn Revenue.

To assist in the budgeting process, it is recommended that additional workshops are held in May/June for Council direction to formalize the Budget.

### **1.7 Abandoned Vehicles [information]**

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Councils Local laws Officer has applied notices to 13 abandoned vehicles to be removed from councils' footpaths and roadways. To date, 4 of these vehicles have been removed, Council have undertaken REVS checks and are working with property owners to have the remaining vehicles removed.

| 2019/2020 Local Laws Reporting                           |                          |          |          |          |                   |          |            |            |                    |          |           |            |            |          |
|--|--------------------------|----------|----------|----------|-------------------|----------|------------|------------|--------------------|----------|-----------|------------|------------|----------|
| Month  | New Animal Registrations |          |          |          | Impounded Animals |          |            |            | Euthanized Animals |          |           |            |            |          |
|  | Ntn                      | Kba      | Ntn      | Kba      | Ntn               | Kba      | Ntn        | Kba        | Ntn                | Kba      | Ntn       | Kba        | Ntn        | Kba      |
| Jul-19   |                          |          |          |          | 20                |          |            |            |                    |          |           |            |            |          |
| Aug-19   |                          |          |          |          | 4                 | 1        | 1          | 18         | 20                 |          | 3         | 18         | 20         |          |
| Sep-19   |                          |          |          |          | 6                 | 1        | 1          | 18         | 13                 |          | 5         | 18         | 13         |          |
| Oct-19   |                          |          |          |          | 6                 |          |            | 20         | 12                 |          | 4         | 20         | 12         |          |
| Nov-19   |                          |          |          |          | 2                 |          |            | 28         | 33                 |          |           | 28         | 33         |          |
| Dec-19   |                          |          |          |          | 5                 |          |            | 25         | 15                 |          | 3         | 25         | 15         |          |
| Jan-20   |                          |          |          |          |                   |          |            |            |                    |          |           |            |            |          |
| Feb-20   |                          |          |          |          | 6                 |          |            | 16         | 12                 |          | 5         | 16         | 12         |          |
| Mar-20   |                          |          |          |          | 12                | 1        | 1          | 16         | 3                  |          | 10        | 16         | 3          |          |
| Apr-20   |                          |          |          |          |                   |          |            |            |                    |          |           |            |            |          |
| May-20   |                          |          |          |          |                   |          |            |            |                    |          |           |            |            |          |
| Jun-20   |                          |          |          |          |                   |          |            |            |                    |          |           |            |            |          |
| <b>Total</b>   | <b>0</b>                 | <b>0</b> | <b>0</b> | <b>0</b> | <b>61</b>         | <b>3</b> | <b>164</b> | <b>130</b> | <b>130</b>         | <b>0</b> | <b>45</b> | <b>164</b> | <b>130</b> | <b>0</b> |
| Total 2019 & 2020 Rounded Current Penalty Unit \$133,000 |                          |          |          |          |                   |          |            |            |                    |          |           |            |            |          |

| 2019/2020 Local Laws Reporting |                 |            |                |          |                             |          |                    |          |                    |          |                      |          |                 |          |
|--------------------------------|-----------------|------------|----------------|----------|-----------------------------|----------|--------------------|----------|--------------------|----------|----------------------|----------|-----------------|----------|
| Month                          | Illegal Campers |            | Snakes removed |          | Overgrown Allotment notices |          | Abandoned Vehicles |          | Pound Release fees |          | Infringements Issued |          | Fines Collected |          |
|                                | Ntn             | Kba        | Ntn            | Kba      | Ntn                         | Kba      | Ntn                | Kba      | Ntn                | Kba      | Ntn                  | Kba      | Ntn             | Kba      |
| Jul                            | 33              | 37         |                |          |                             |          |                    |          | \$110.00           | -        | -                    | -        | -               | -        |
| Aug                            | 48              | 52         |                |          |                             |          |                    |          | -                  | -        | -                    | -        | -               | -        |
| Sep                            | 12              | 14         | 1              |          |                             |          |                    |          | -                  | -        | -                    | -        | -               | -        |
| Oct                            | 4               | 2          | 2              |          |                             |          |                    |          | -                  | -        | -                    | -        | -               | -        |
| Nov                            | 1               | 2          | 1              |          |                             |          |                    |          | \$330.00           | -        | -                    | -        | -               | -        |
| Dec                            | 2               | 1          |                |          |                             |          |                    |          | -                  | -        | -                    | -        | -               | -        |
| Jan                            |                 |            |                |          |                             |          |                    |          | -                  | -        | -                    | -        | -               | -        |
| Feb                            | 1               | 2          | 2              |          |                             |          |                    |          | -                  | -        | -                    | -        | -               | -        |
| Mar                            | 10              | 6          | 2              |          |                             |          |                    |          | -                  | -        | -                    | -        | -               | -        |
| Apr                            |                 |            |                |          |                             |          |                    |          | -                  | -        | -                    | -        | -               | -        |
| May                            |                 |            |                |          |                             |          |                    |          | -                  | -        | -                    | -        | -               | -        |
| Jun                            |                 |            |                |          |                             |          |                    |          | -                  | -        | -                    | -        | -               | -        |
| <b>Total</b>                   | <b>111</b>      | <b>116</b> | <b>8</b>       | <b>0</b> | <b>0</b>                    | <b>0</b> | <b>0</b>           | <b>0</b> | <b>440</b>         | <b>0</b> | <b>0</b>             | <b>0</b> | <b>0</b>        | <b>0</b> |

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### 10.2 MONTHLY FINANCIAL REPORT - MARCH 2020

|                      |   |
|----------------------|---|
| <b>Attachments:</b>  | 10.2.1. Monthly Financials March 2020 <a href="#">↓</a><br>10.2.2. Monthly Local Spend March 2020 <a href="#">↓</a><br>10.2.3. Capital Asset Summary March 2020 <a href="#">↓</a> |
| <b>Author:</b>       | Jade Nacario - Manager Finance and Administration   |
| <b>Date:</b>         | 7 April 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.   |

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#### Executive Summary:

The Monthly Financial Report has been prepared for the period ending 31 March 2020.

#### RECOMMENDATION:

That Council:

1. accepts the Monthly Financial Report for the period ending 31 March 2020 as presented; and
2. that those matters not covered by resolution be noted.

#### Background:

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

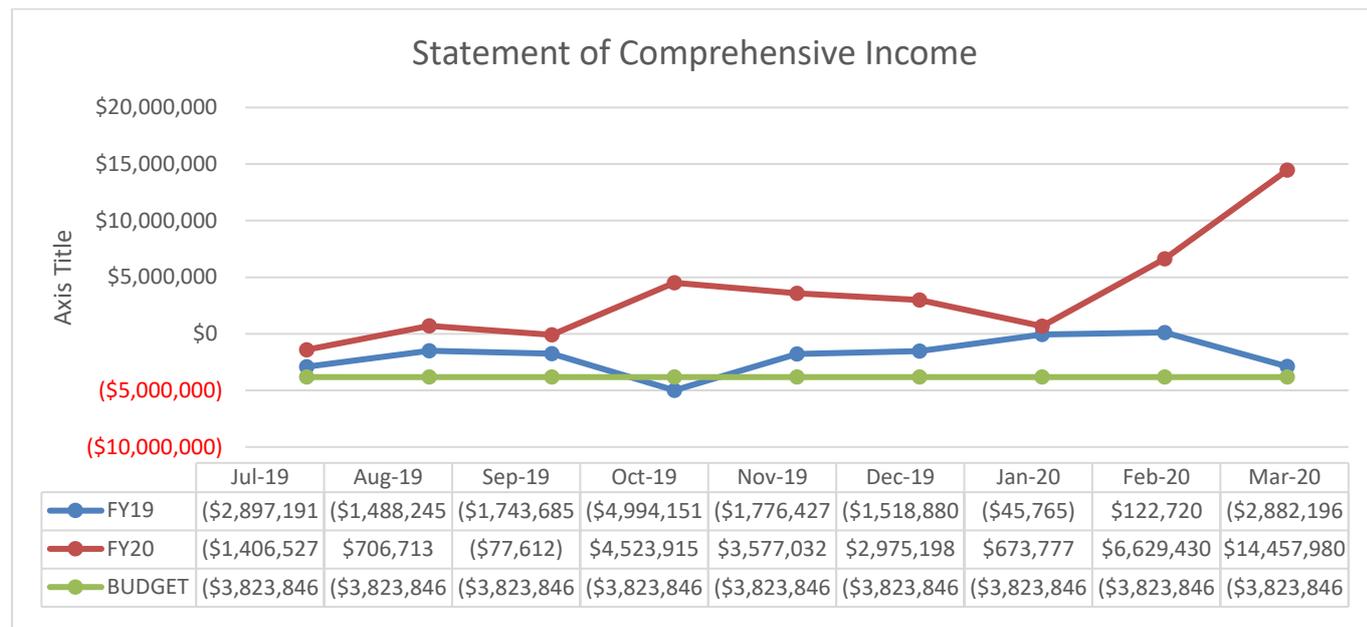
| Date:  | Action   | Status      | Comment   |
|--------|--|-------------|---|
| Jan-19 | Commence Sale of Land for Arrears of Rates proceedings | In Progress | Debt Recovery Agency notified of updated recovery timeline. |

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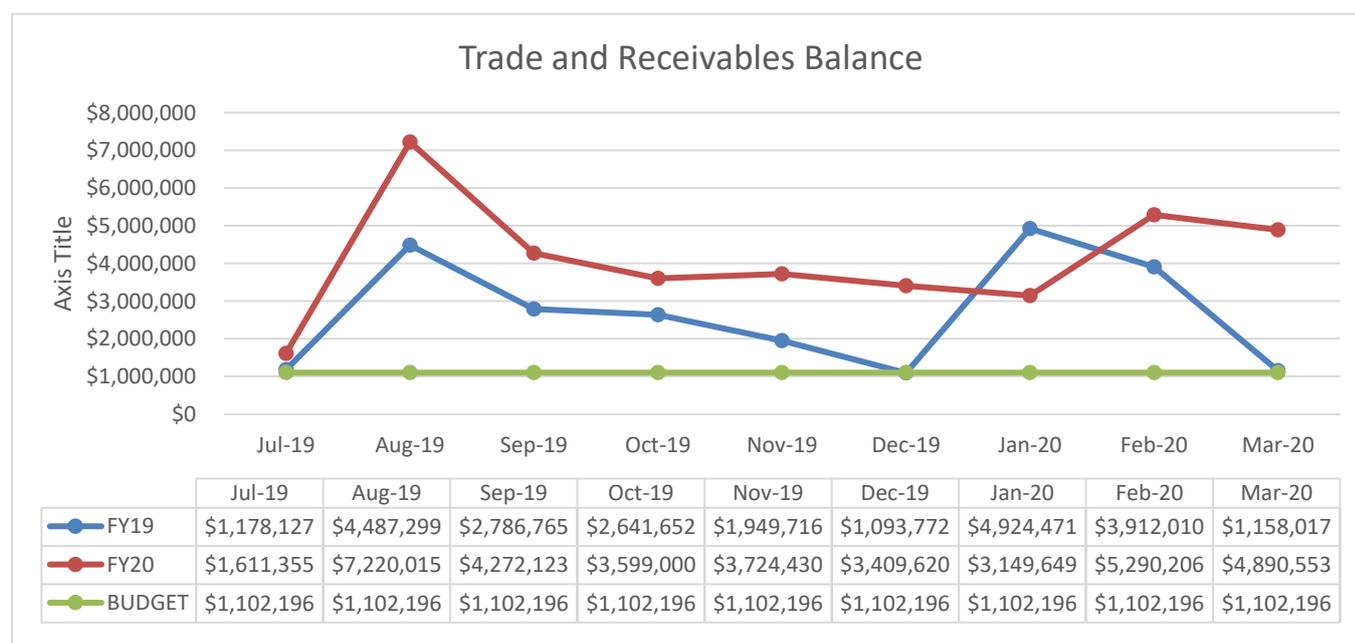
### 2. FINANCIAL REPORT

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 \$14,457,980, for the ninth month of the current financial year.



Council has *Trade and Receivables* of \$4,890,553 as of 31 March 2020. This balance is made up of \$1,822,509 (in outstanding rates & utility charges – with the remaining balance comprising of debtors, community loans etc.



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### Rates and Service Charges

| Rates Receivables |              |                |                |              |              |              |              |                |                |
|-------------------|--------------|----------------|----------------|--------------|--------------|--------------|--------------|----------------|----------------|
| Month             | Jul-19       | Aug-19         | Sep-19         | Oct-19       | Nov-19       | Dec-19       | Jan-20       | Feb-20         | Mar-20         |
| Current Year      | \$0.00       | \$4,439,439.01 | \$1,414,576.51 | \$269,734.20 | \$194,653.22 | \$178,115.53 | \$169,410.96 | \$4,241,223.38 | \$1,429,186.33 |
| 1 Year Arrears    | \$177,299.64 | \$164,482.73   | \$128,887.53   | \$118,399.63 | \$109,235.75 | \$96,101.07  | \$84,097.79  | \$90,477.97    | \$92,897.17    |
| 2 Year Arrears    | \$67,391.27  | \$67,391.27    | \$66,891.27    | \$65,303.85  | \$64,381.24  | \$58,229.52  | \$53,703.33  | \$53,117.40    | \$52,117.40    |
| 3+ Year Arrears   | \$155,839.96 | \$154,859.96   | \$151,734.96   | \$149,854.96 | \$147,297.57 | \$137,900.57 | \$136,298.07 | \$132,741.27   | \$130,981.27   |
| Interest          | \$153,964.11 | \$154,183.83   | \$158,595.22   | \$165,583.39 | \$179,746.00 | \$166,388.12 | \$177,557.27 | \$173,050.90   | \$173,145.37   |
| Credits           | -\$83,854.00 | -\$54,196.18   | -\$40,197.61   | -\$51,119.25 | -\$64,881.86 | -\$76,802.11 | -\$90,732.39 | -\$24,737.72   | -\$55,817.73   |
| Balance           | \$470,640.98 | \$4,926,160.62 | \$1,880,487.88 | \$717,756.78 | \$630,431.92 | \$559,932.70 | \$530,335.03 | \$4,665,873.20 | \$1,822,509.81 |

### 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.

### Capital Expenditures 2019-2020

Please see attachments for Council Capital Expenditures as of 31 March 2020.

#### **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 March 2020

|  | Core<br>\$   | QRA<br>\$    | Non-Core<br>\$ | Total<br>\$  | Budget<br>\$ |
|--|--------------|--------------|----------------|--------------|--------------|
| <b>Income</b>  |              |              |                |              |              |
| <b>Revenue</b>   |              |              |                |              |              |
| <b>Recurrent revenue</b>                                 |              |              |                |              |              |
| Rates, levies and charges                                | 7,752,782    |              | 88,139         | 7,840,921    | 7,923,000    |
| Fees and charges   | 367,699      |              | 149,030        | 516,729      | 846,000      |
| Rental income  | 114,691      |              | 389,958        | 504,649      | 524,000      |
| Interest received  | 220,168      |              | -              | 220,168      | 413,000      |
| Sales revenue  | 1,076,273    |              |                | 1,076,273    | 12,043,000   |
| Other income   | 75,862       |              | 32,240         | 108,102      | 37,000       |
| Grants, subsidies, contributions and donations           | 2,927,827    | 37,398,983   | 233,820        | 40,560,630   | 31,885,000   |
|  | 12,535,303   | 37,398,983   | 893,186        | 50,827,473   | 53,671,000   |
| <b>Capital revenue</b>                                   |              |              |                |              |              |
| Grants, subsidies, contributions and donations           | 5,818,473    | 979,996      | 684,000        | 7,482,469    | 6,944,000    |
| <b>Total revenue</b>                                     | 18,353,776   | 38,378,979   | 1,577,186      | 58,309,942   | 60,615,000   |
| Capital income   | -            | -            | -              | -            | 160,000      |
| <b>Total income</b>                                      | 18,353,776   | 38,378,979   | 1,577,186      | 58,309,942   | 60,775,000   |
| <b>Expenses</b>  |              |              |                |              |              |
| <b>Recurrent expenses</b>                                |              |              |                |              |              |
| Employee benefits  | (4,103,933)  | (1,625,184)  | (837,182)      | (6,566,300)  | (9,240,000)  |
| Materials and services                                   | (4,625,453)  | (20,640,726) | (806,207)      | (26,072,386) | (41,787,000) |
| Finance costs  | (312,459)    | -            | -              | (312,459)    | (432,846)    |
| Depreciation   | (10,224,768) | -            | (673,612)      | (10,898,379) | (13,139,000) |
|  | (19,266,613) | (22,265,910) | (2,317,001)    | (43,849,524) | (64,598,847) |
| <b>Capital expenses</b>                                  | (2,437)      | 0            | 0              | (2,437)      | (2,437)      |
| <b>Total expenses</b>                                    | (19,269,050) | (22,265,910) | (2,317,001)    | (43,851,961) | (64,601,284) |
| <b>Net result</b>  | (915,274)    | 16,113,069   | (739,815)      | 14,457,980   | (3,826,283)  |
| <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>     | -            | -            | -              | -            | -            |
| <b>Total comprehensive income for the year</b>           | (915,274)    | 16,113,069   | (739,815)      | 14,457,980   | (3,826,283)  |



**Statement of Comprehensive Income**  
 for the period ended 31 March 2020

|  | 31 March 2020<br>Actual<br>\$ | 2019.2020<br>Adopted Budget<br>\$ |
|--|-------------------------------|-----------------------------------|
| <b>Income</b>                            |                               |                                   |
| Recurrent Revenue                        |                               |                                   |
| Rates and Charges                        | 7,840,921                     | 7,923,000                         |
| Fees and Charges                         | 516,729                       | 846,000                           |
| Rental Income                            | 504,649                       | 524,000                           |
| Interest Received                        | 220,168                       | 413,000                           |
| Sales & Recoverable Works Revenue        | 1,076,273                     | 12,043,000                        |
| Other Recurrent Income                   | 108,102                       | 37,000                            |
| Grants, Subsidies and Contributions      | 40,560,630                    | 31,885,000                        |
| <b>Total Recurrent Revenue</b>           | <b>50,827,473</b>             | <b>53,671,000</b>                 |
| Capital Revenue                          |                               |                                   |
| Grants, Subsidies and Contributions      | 7,482,469                     | 6,944,000                         |
| Capital Income                           | 0                             | 160,000                           |
| <b>Total Income</b>                      | <b>58,309,942</b>             | <b>60,775,000</b>                 |
| <b>Expenses</b>                          |                               |                                   |
| Recurrent Expenses                       |                               |                                   |
| Administration and Governance            | (1,939,192)                   | (8,401,000)                       |
| Community                                | (1,660,677)                   | (3,071,000)                       |
| Engineering                              | (5,970,656)                   | (6,127,000)                       |
| Fleet and Plant                          | 2,283,111                     | 1,770,000                         |
| Environment                              | (901,891)                     | (1,034,000)                       |
| DRFA                                     | (22,265,910)                  | (31,000,000)                      |
| Tourism                                  | (925,341)                     | (1,187,000)                       |
| Water and Sewerage                       | (1,258,128)                   | (1,977,000)                       |
| Finance Costs                            | (312,459)                     | (432,846)                         |
| Depreciation                             | (10,898,379)                  | (13,139,000)                      |
| <b>Total Expenses</b>                    | <b>(43,849,524)</b>           | <b>(64,598,846)</b>               |
| Capital Expenses                         |                               |                                   |
|  | (2,437)                       | -                                 |
| <b>Total Expenses</b>                    | <b>(43,851,961)</b>           | <b>(64,598,846)</b>               |
| <b>Net Operating Surplus / (Deficit)</b> | <b>14,457,980</b>             | <b>(3,823,846)</b>                |



**Statement of Financial Position**  
 as at 31 March 2020

|                                      | 31 March 2020<br>Actual<br>\$ | 2019.2020<br>Adopted Budget<br>\$ |
|--------------------------------------|-------------------------------|-----------------------------------|
| <b>Current Assets</b>                |                               |                                   |
| Cash and Equivalents                 | 25,505,321                    | 11,754,125                        |
| Trade and Other Receivables          | 4,731,019                     | 1,102,196                         |
| Inventories                          | 467,859                       | 420,648                           |
| Other Financial Assets               | 478,207                       | 522,488                           |
| Investments                          | 1,000,000                     | 1,000,000                         |
| <b>Total Current Assets</b>          | <b>32,182,406</b>             | <b>14,799,457</b>                 |
| <b>Non-Current Assets</b>            |                               |                                   |
| Receivables                          | 159,534                       | 193,650                           |
| Property, Plant and Equipment        | 353,911,097                   | 341,912,510                       |
| Capital Works in Progress            | 9,717,372                     | 23,418,170                        |
| <b>Total Non-Current Assets</b>      | <b>363,788,004</b>            | <b>365,524,330</b>                |
| <b>TOTAL ASSETS</b>                  | <b>395,970,410</b>            | <b>380,323,787</b>                |
| <b>Current Liabilities</b>           |                               |                                   |
| Trade and Other Payables             | 1,119,565                     | 1,332,112                         |
| Interest Bearing Liabilities         | 509,431                       | 145,911                           |
| ATO Payable                          | 767,217                       | -                                 |
| Provisions                           | 84,884                        | 326,462                           |
| <b>Total Current Liabilities</b>     | <b>2,481,097</b>              | <b>1,804,485</b>                  |
| <b>Non-Current Liabilities</b>       |                               |                                   |
| Interest Bearing Liabilities         | 7,513,193                     | 7,893,337                         |
| Provisions                           | 1,918,196                     | 1,188,722                         |
| Other Accounts Payable               | 400,000                       | -                                 |
| <b>Total Non-Current Liabilities</b> | <b>9,831,389</b>              | <b>9,082,059</b>                  |
| <b>TOTAL LIABILITIES</b>             | <b>12,312,486</b>             | <b>10,886,544</b>                 |
| <b>NET COMMUNITY ASSETS</b>          | <b>383,657,924</b>            | <b>369,437,243</b>                |
| Community Equity                     |                               |                                   |
| Asset Revaluation Reserve            | 279,231,778                   | 268,193,727                       |
| Retained Surplus                     | 104,426,146                   | 101,243,516                       |
| <b>TOTAL COMMUNITY EQUITY</b>        | <b>383,657,924</b>            | <b>369,437,243</b>                |



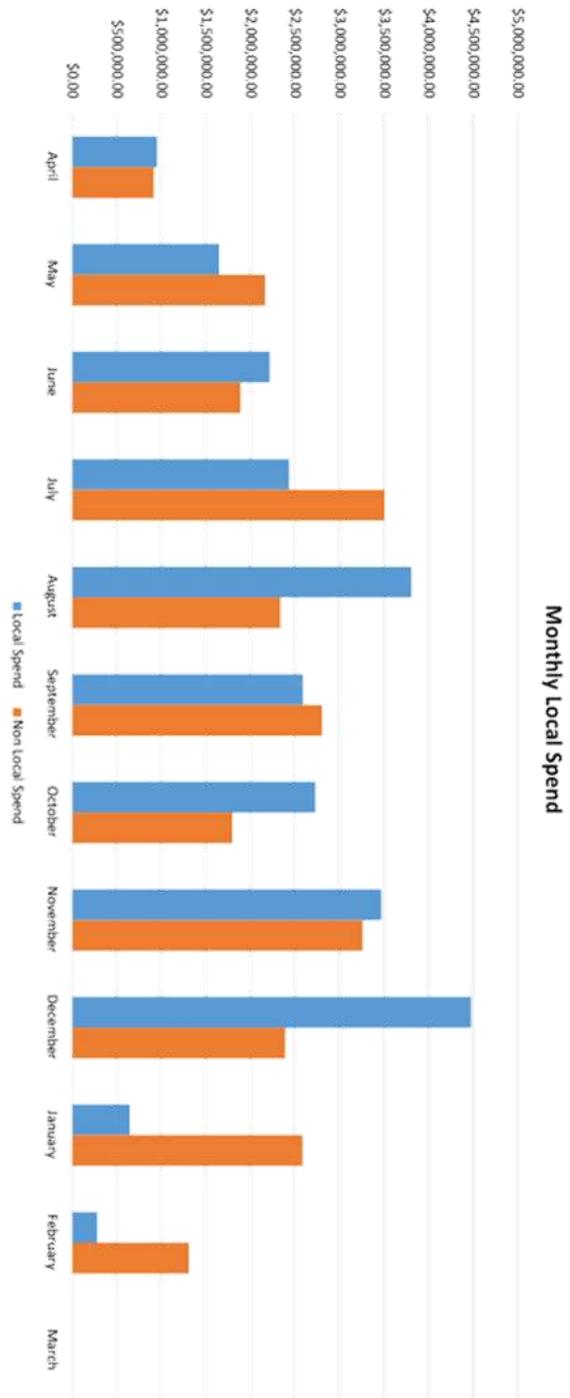
**Cash Flow Statement**  
 for the period ended 31 March 2020

|   | 31 March 2020<br>Actual<br>\$ | 2019.2020<br>Adopted Budget<br>\$ |
|---|-------------------------------|-----------------------------------|
| <b>Cash Flows From Operating Activities:</b>        |                               |                                   |
| Receipts From Customers                             | 9,723,367                     | 20,849,000                        |
| Payments to Suppliers and Employees                 | (37,906,851)                  | (51,058,000)                      |
|   | <u>(28,183,484)</u>           | <u>(30,209,000)</u>               |
| Interest Received                                   | 220,168                       | 413,000                           |
| Rental Income                                       | 504,649                       | 524,000                           |
| Non Capital Grant and Contributions                 | 40,560,630                    | 31,885,000                        |
| Borrowing Costs                                     | (312,459)                     | (401,846)                         |
| <b>Net Cash Flows From Operating Activities</b>     | <u><b>12,789,504</b></u>      | <u><b>2,211,154</b></u>           |
| <b>Cash Flows From Investing Activities:</b>        |                               |                                   |
| Payments for Property, Plant and Equipment          | (8,537,466)                   | (10,571,000)                      |
| Proceeds From Sale of Property, Plant and Equipment | 157,950                       | 160,000                           |
| Grants, Subsidies and Contributions                 | 7,482,469                     | 6,944,000                         |
| <b>Net Cash Flows From Investing Activities</b>     | <u><b>(897,048)</b></u>       | <u><b>(3,467,000)</b></u>         |
| <b>Cash Flows From Financing Activities</b>         |                               |                                   |
| Repayment of Borrowings                             | (327,759)                     | (419,131)                         |
| <b>Net Cash Flows From Financing Activities</b>     | <u><b>(327,759)</b></u>       | <u><b>(419,131)</b></u>           |
| Net Increase (Decrease) in Cash Held                | <b>11,564,697</b>             | <b>(1,674,977)</b>                |
| Cash at Beginning of Reporting Period               | 14,940,624                    | 14,429,102                        |
| <b>Cash at End of Reporting Period</b>              | <u><b>26,505,321</b></u>      | <u><b>12,754,125</b></u>          |



### Accounts Summary

|  | 31 March 2020     | 29 February 2020   |
|--|-------------------|--------------------|
|  | \$                | \$                 |
| <b>General Accounts</b>                      |                   |                    |
| Queensland Treasury Corporation              | 25,369,111        | 16,212,584         |
| Westpac Term Deposit                         | 1,000,000         | 1,000,000          |
| Westpac General Operating Accounts           | 133,955           | 95,511             |
| <b>Total balance held in banks</b>           | <b>26,503,066</b> | <b>17,308,095</b>  |
| <b>Trust Accounts</b>                        |                   |                    |
| Queensland Treasury Corporation              | 91,378            | 91,378             |
| Westpac Bank                                 | 123,175           | 31,023             |
| <b>Total balance held in trust</b>           | <b>214,554</b>    | <b>122,401</b>     |
| <b>Other Balances</b>                        |                   |                    |
| CSC Reserves                                 | 11,070,235        | 11,070,235         |
| CSC Provisions                               | 2,003,079         | 2,099,533          |
| <b>Total balance reserves and provisions</b> | <b>13,073,314</b> | <b>13,169,768</b>  |
| <b>QTC Borrowings</b>                        |                   |                    |
| Karumba Sewerage                             | 2,038,807         | 2,038,807          |
| Normanton Water Upgrade                      | 1,108,657         | 1,108,657          |
| Raise Glenore Weir                           | 5,052,150         | 5,052,150          |
| <b>Total balance QTC borrowings</b>          | <b>8,199,614</b>  | <b>8,199,614</b>   |
| <b>Net Council Position</b>                  | <b>5,230,137</b>  | <b>(4,061,285)</b> |



| Suppliers              | April          | May            | June           | July           | August         | September      | October        | November       | December       | January        | February       | March          |
|------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Local Spend            | \$965,252.01   | \$1,651,938.60 | \$2,218,862.40 | \$2,435,047.95 | \$3,869,729.03 | \$2,591,735.32 | \$2,732,821.69 | \$3,466,267.27 | \$4,475,434.01 | \$646,479.63   | \$284,444.49   | \$320,338.96   |
| Non Local Spend        | \$917,875.91   | \$3,821,053.85 | \$4,109,006.44 | \$5,539,319.90 | \$6,147,721.90 | \$5,398,190.30 | \$4,532,730.98 | \$6,728,541.44 | \$6,867,572.81 | \$3,234,919.80 | \$1,595,384.56 | \$2,229,596.94 |
| Total Spend            | \$1,873,127.92 | \$3,821,053.85 | \$4,109,006.44 | \$5,539,319.90 | \$6,147,721.90 | \$5,398,190.30 | \$4,532,730.98 | \$6,728,541.44 | \$6,867,572.81 | \$3,234,919.80 | \$1,595,384.56 | \$2,229,596.94 |
| Local Spend Percentage | 51%            | 43%            | 54%            | 41%            | 62%            | 49%            | 60%            | 52%            | 65%            | 20%            | 18%            | 14%            |



| GL/Job Cost Account | Particulars   | BALANCE B/F       | 2019/2020 EXPENSES YTD | TOTAL PROJECT COST  | Cap/Exp C/E | CAPITALISED / EXPENSED | TOTAL PROJECT BALANCE | %           | 2019/2020 BUDGET    | 2020 Capital Funding Through |
|---------------------|---|-------------------|------------------------|---------------------|-------------|------------------------|-----------------------|-------------|---------------------|------------------------------|
|                     | <b>WATER INFRA (-\$10,000)</b>  | <b>501,846.64</b> | <b>1,656,707.26</b>    | <b>2,158,553.90</b> | <b>0.00</b> | <b>138,442.96</b>      | <b>2,020,010.94</b>   | <b>103%</b> | <b>1,610,000.00</b> |                              |
| WV1901              | Sin Wer Rainwater Investigation (Red in W/P)  | 9,165.15          | 0.00                   | 9,165.15            |             |                        | 9,165.15              | 0%          | 0                   |                              |
| WV1902              | Ground Water Recharge   | 131,758.72        | 0.00                   | 131,758.72          |             |                        | 131,758.72            | 0%          | 0                   |                              |
| WV1903              | Estimated Main to Lyvate study (Red in W/P)   | 37,000.01         | 0.00                   | 37,000.01           |             |                        | 37,000.01             | 0%          | 0                   |                              |
| WV1904              | W/P Design Cost Consultant 2016-17 (Red in W/P)   | 10,290.00         | 0.00                   | 10,290.00           |             |                        | 10,290.00             | 0%          | 0                   |                              |
| WV1905              | 4 Thorne Dosing Shed K&A  | 26,277.69         | 0.00                   | 26,277.69           |             |                        | 26,277.69             | 0%          | 0                   |                              |
| WV1906              | 4 Thorne Dosing Shed K&A  | 82,665.64         | 13,167.08              | 95,832.72           | C           | 28,458.66              | 96,032.72             | 0%          | 0                   |                              |
| WV1914              | Repair/upgrade caking Score K&A   | 0.00              | 13,990.00              | 13,990.00           | C           | 13,990.00              | 0.00                  | 0%          | 0                   |                              |
| WV1915              | Water Reservoir Reclng (overflow)   | 0.00              | 1,855.59               | 1,855.59            | C           | 1,855.59               | 0.00                  | 0%          | 0                   |                              |
| WV1917              | Sin Water Storage Shed  | 94,138.71         | 0.00                   | 94,138.71           | C           | 94,138.71              | 0.00                  | 0%          | 0                   |                              |
| WV1918              | Safety Platform at Carrier  | 47,587.69         | 0.00                   | 47,587.69           |             |                        | 47,587.69             | 0%          | 0                   |                              |
| WV1919              | Water plant de/recon upgrade (ref CS2004)   | 105,000.00        | 0.00                   | 105,000.00          |             |                        | 105,000.00            | 133%        | 200,000             | 200,000                      |
| WV1920              | Water Plant Filter Refurbishment (Phase 1 Of 2)   | 4,683.71          | 305,152.89             | 309,836.60          |             |                        | 309,836.60            | 0%          | 0                   |                              |
| WV2001              | Water Plant Filter Refurbishment (Phase 2 Of 2)   | 0.00              | 75,411.74              | 75,411.74           |             |                        | 75,411.74             | 0%          | 0                   |                              |
| WV2002              | Resealing of Reservoir  | 0.00              | 0.00                   | 0.00                |             |                        | 0.00                  | 0%          | 0                   |                              |
| WV2003              | Rebased Aeration Installation   | 0.00              | 0.00                   | 0.00                |             |                        | 0.00                  | 0%          | 0                   |                              |
| WV2004              | 4 Thorne Dosing System Normaltion - 2018/2019 Redover (WV1919)  | 0.00              | 18,736.96              | 18,736.96           |             |                        | 18,736.96             | 94%         | 20,000              | 20,000                       |
| WV2005              | Filter Refurbishment (Phase 2)  | 0.00              | 50,514.42              | 50,514.42           |             |                        | 50,514.42             | 84%         | 60,000              | 200,000                      |
| WV2006              | Water Meter Replacement   | 0.00              | 4,500.00               | 4,500.00            |             |                        | 4,500.00              | 0%          | 0                   | 60,000                       |
| WV2007              | RRF - Raw Water Irrigation  | 0.00              | 0.00                   | 0.00                |             |                        | 0.00                  | 0%          | 0                   | 950,000                      |
|                     | <b>SWERFACE INFRASTRUCTURE (-\$10,000)</b>  | <b>133,676.62</b> | <b>4,607.20</b>        | <b>138,283.82</b>   | <b>0.00</b> | <b>0.00</b>            | <b>138,283.82</b>     | <b>15%</b>  | <b>30,000.00</b>    |                              |
|                     | <b>Karumba SIP</b>  |                   |                        |                     |             |                        |                       |             |                     |                              |
| CS1901              | Drainage clearing upgrade and storage   | 60,414.02         | 0.00                   | 60,414.02           |             |                        | 60,414.02             | 0%          | 0                   | 0                            |
| CS2001              | Indef Screen  | 0.00              | 0.00                   | 0.00                |             |                        | 0.00                  | 0%          | 0                   | 0                            |
|                     | <b>Normaltion SIP</b>   |                   |                        |                     |             |                        |                       |             |                     |                              |
| CS1906              | Electrical Upgrade at SIN SIP   | 73,262.60         | 4,607.20               | 77,869.80           |             |                        | 77,869.80             | 0%          | 0                   | 0                            |
|                     | <b>OTHER STRUCTURES (-\$10,000)</b>   |                   |                        |                     |             |                        |                       |             |                     |                              |
|                     | <i>Structures are built assets which cannot be categorised as a building. Examples include grandstands, swimming pools and heritage assets such as hand made sand merricks.</i> |                   |                        |                     |             |                        |                       |             |                     |                              |
| WQ191               | WQO - LW Barra Hatchery Upgrades  | 122,156.64        | 812,403.83             | 934,559.87          | 0.00        | 1,823,734.31           | 1,906,290.76          | 62%         | 1,975,000.00        | 800,000                      |
| WQ194               | WQO - Scholw Dam Water Family Reservoir   | 6,610.00          | 5,720.00               | 12,330.00           |             |                        | 12,330.00             | 1%          | 0                   | 450,000                      |
| WQ1902              | WBRB - Frick Dam  | 372,455.83        | 0.00                   | 372,455.83          |             |                        | 372,455.83            | 0%          | 0                   | 0                            |
| WQ1906              | Redecline A/B back to Criton  | 30,093.68         | 9.41                   | 30,103.09           |             |                        | 30,103.09             | 0%          | 0                   | 0                            |
| WQ1907              | RRF - Lower Karumba   | 4,500.00          | 0.00                   | 4,500.00            |             |                        | 4,500.00              | 0%          | 0                   | 0                            |
| WQ1908              | Sin Lipp Dump Compliance  | 1,819,413.33      | 0.00                   | 1,819,413.33        | C           | 1,819,413.33           | 0.00                  | 0%          | 0                   | 0                            |
| WQ1910              | Sin Kodoo Grounds - fence, ramp replacement   | 1,213.92          | 0.00                   | 1,213.92            |             |                        | 1,213.92              | 0%          | 0                   | 0                            |
| WQ1914              | MC.CC - Initial Shade Structure   | 21,882.16         | 0.00                   | 21,882.16           |             |                        | 21,882.16             | 0%          | 0                   | 0                            |
| WQ1918              | 4 Licence West Boundary)  | 4,320.98          | 0.00                   | 4,320.98            | E           | 4,320.98               | 0.00                  | 0%          | 0                   | 0                            |
| WQ1919              | Sin Cemetery Conurbation  | 7,750.00          | 0.00                   | 7,750.00            |             |                        | 7,750.00              | 0%          | 0                   | 0                            |
| WQ1920              | SIN Resupply Large Ramp   | 6,799.24          | 0.00                   | 6,799.24            |             |                        | 6,799.24              | 0%          | 0                   | 0                            |
| WQ2006              | Karumba Amph Activated Fence  | 7,400.00          | 37,749.18              | 45,149.18           |             |                        | 45,149.18             | 20%         | 0                   | 0                            |
| WQ2001              | Normaltion Division - Normaltion Landfill   | 0.00              | 6,000.00               | 6,000.00            |             |                        | 6,000.00              | 96%         | 30,000              | 30,000                       |
| WQ2002              | Structure Pumping Structure - Normaltion Landfill   | 47,975.00         | 0.00                   | 47,975.00           |             |                        | 47,975.00             | 0%          | 0                   | 0                            |
| WQ2003              | Security Camera - Karumba Transfer Station  | 0.00              | 0.00                   | 0.00                |             |                        | 0.00                  | 0%          | 0                   | 0                            |
| WQ2005              | WQO - Abortion Road - Normaltion Water Park   | 0.00              | 0.00                   | 0.00                |             |                        | 0.00                  | 0%          | 0                   | 0                            |
| WQ2006              | WQO - Abortion Road - Karumba Boat Ramp   | 0.00              | 0.00                   | 0.00                |             |                        | 0.00                  | 0%          | 0                   | 0                            |
| WQ2007              | WQO - Trades Shed - Redupment   | 3,499.17          | 0.00                   | 3,499.17            |             |                        | 3,499.17              | 2%          | 20,000              | 20,000                       |
| WQ2008              | WQO - Les Wilson Baranand Discovery Centre - 1 seclng Facility Shade  | 0.00              | 0.00                   | 0.00                |             |                        | 0.00                  | 0%          | 0                   | 0                            |
| WQ2009              | WQO - Normaltion Show grounds, Racecourse & Kodoo Grounds - Transmonee Upgrade  | 280.09            | 0.00                   | 280.09              |             |                        | 280.09                | 0%          | 0                   | 0                            |
| WQ2004              | Normaltion Pool Fence   | 0.00              | 0.00                   | 0.00                |             |                        | 0.00                  | 0%          | 0                   | 0                            |
| WQ2004              | QDRR - 4 tires & amp Stral & ell tower  | 171,214.56        | 0.00                   | 171,214.56          |             |                        | 171,214.56            | 114%        | 150,000             | 150,000                      |
| WQ2009              | Barra Hatchery Upgrade Phase 2  | 0.00              | 125,188.64             | 125,188.64          |             |                        | 125,188.64            | 0%          | 0                   | 0                            |
| CS2001              | WBRB - Postions And Shade - Feasibility Study   | 0.00              | 1,500.00               | 1,500.00            |             |                        | 1,500.00              | 0%          | 0                   | 0                            |
|                     | <b>HOUSING (-\$10,000)</b>  | <b>0.00</b>       | <b>238,346.79</b>      | <b>238,346.79</b>   | <b>0.00</b> | <b>0.00</b>            | <b>238,346.79</b>     | <b>61%</b>  | <b>390,000</b>      |                              |
| WQ0S11              | WQO 19-20 - 38 Woodrow St Normaltion  | 0.00              | 11,426.37              | 11,426.37           |             |                        | 11,426.37             | 21%         | 54,000              | 54,000                       |
| WQ0S12              | WQO 19-20 - 36 Woodrow St Normaltion  | 0.00              | 73,445.92              | 73,445.92           |             |                        | 73,445.92             | 98%         | 75,000              | 75,000                       |
| WQ0S14              | WQO 19-20 - 6 Norman St Normaltion  | 0.00              | 193.86                 | 193.86              |             |                        | 193.86                | 1%          | 0                   | 0                            |
| WQ0S15              | WQO 19-20 - 76 Landborough St Normaltion  | 0.00              | 0.00                   | 0.00                |             |                        | 0.00                  | 0%          | 0                   | 0                            |
| WQ0S16              | WQO 19-20 - 33 Woodrow St Normaltion  | 0.00              | 139,417.21             | 139,417.21          |             |                        | 139,417.21            | 233%        | 58,000              | 58,000                       |
| WQ0S19              | WQO 19-20 - 2 Norman St Normaltion  | 0.00              | 23,860.43              | 23,860.43           |             |                        | 23,860.43             | 16%         | 145,000             | 145,000                      |

| GL/ Job Cost Account | Particulars  | BALANCE B/F  | 2019/2020 EXPENSES YTD | TOTAL PROJECT COST | Cap/Exp C/E | CAPITALISED / EXPENSED | TOTAL PROJECT BALANCE | %    | 2019/2020 BUDGET | 2020 Capital Funding Through |
|----------------------|--|--------------|------------------------|--------------------|-------------|------------------------|-----------------------|------|------------------|------------------------------|
|                      | <b>Other/OP/EX</b>   |              |                        |                    |             |                        |                       |      |                  |                              |
|                      | Major Operating Expenses and Intangibles   | 0.00         | 50,167.62              | 50,167.62          | 0.00        | 0.00                   | 50,167.62             | 2%   | 2,555,000.00     |                              |
| OP/EX2001            | Minor Op Ex - The Energy Project   | 0.00         | 32,743.57              | 32,743.57          | 0.00        | 0.00                   | 32,743.57             | 0%   | 0                |                              |
| OP/EX2003            | Min to Kva Fibre   | 0.00         | 0.00                   | 0.00               | 0.00        | 0.00                   | 0.00                  | 0%   | 2,400,000        |                              |
| OP/EX2004            | Percept Energy Management Plan (EMP)   | 0.00         | 0.00                   | 0.00               | 0.00        | 0.00                   | 0.00                  | 0%   | 30,000           |                              |
| OP/EX2005            | Solar Panel Replacement  | 0.00         | 1,853.40               | 1,853.40           | 0.00        | 0.00                   | 1,853.40              | 93%  | 2,000            |                              |
| OP/EX2006            | Thermal Light Replacement  | 0.00         | 3,583.80               | 3,583.80           | 0.00        | 0.00                   | 3,583.80              | 9%   | 40,000           |                              |
| OP/EX2007            | Upgrade Cool Heating Infrastructure  | 0.00         | 0.00                   | 0.00               | 0.00        | 0.00                   | 0.00                  | 0%   | 3,000            |                              |
| OP/EX2008            | Normanton Pool Pump Building Repair  | 0.00         | 1,712.45               | 1,712.45           | 0.00        | 0.00                   | 1,712.45              | 57%  | 3,000            |                              |
| OP/EX2009            | Printer 2007 - Community/ Water - Warranty ended May 2016  | 0.00         | 1,712.45               | 1,712.45           | 0.00        | 0.00                   | 1,712.45              | 57%  | 3,000            |                              |
| OP/EX2010            | Printer 2007 - Renewal - Normanton Childcare - Warranty ended August 2017 - Move unit to FISC ON Warranty ended Aug 2017 | 0.00         | 8,561.95               | 8,561.95           | 0.00        | 0.00                   | 8,561.95              | 285% | 45,000           |                              |
| OP/EX2011            | W4QSH  | 0.00         | 0.00                   | 0.00               | 0.00        | 0.00                   | 0.00                  | 0%   | 10,646,000       |                              |
|                      | Staff Housing Electrical Upgrade   | 0.00         | 50,167.62              | 50,167.62          | 0.00        | 0.00                   | 50,167.62             |      | 2,555,000        |                              |
|                      | OPAL CAPITAL   | 5,232,795.93 |                        | 13,882,829.96      | 0.00        | 4,165,457.60           | 9,717,372.36          |      | 10,646,000       |                              |
|                      | TOTAL MAJOR OPERATING  | 0.00         | 50,167.62              | 50,167.62          | 0.00        | 0.00                   | 50,167.62             |      | 2,555,000        |                              |
|                      | TOTAL FUNDING APPLICATIONS   | 5,232,796    | 8,700,201.68           | 13,932,997.58      | 0.00        | 4,165,457.60           | 9,767,830.98          | 66%  | 13,201,000       |                              |

## **BUSINESS PAPERS**

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### **10.3 BUDGET 2020 REVIEW**

|                      |   |
|----------------------|---|
| <b>Attachments:</b>  | NIL   |
| <b>Author:</b>       | Jade Nacario - Manager Finance and Administration                                     |
| <b>Date:</b>         | 8 April 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:**

This report presents the review of the 2019/2020 Budget for the Carpentaria Shire Council as part of the 2019/2020 budget process and presents the amended budget as at 30 June 2020.

#### **RECOMMENDATION:**

That Council:

1. approve the amended budget as presented.

#### **Background:**

In accordance with Section 107A of the Local Government Act 2009, Council has adopted the 2019/2020 Budget last 28<sup>th</sup> June 2019.

As part of Council's best practice and in accordance with its Corporate Plans' strategy in implementing a sustainable financial management, Council will conduct a half yearly review of its current adopted budget. A half yearly comparative report was presented to Council for information in the February 2020 council meeting. Budget was not amended last February 2020 as Council was in Caretaker Period.

A review was undertaken for all Income and Expense accounts. The review involves but not limited to the following:

- Consultation with Directors, Managers and Senior Officers
- Review of all transactions
- Incorporating budgets approved by resolutions
- End Of year forecast based on the actual income and expenses as of 31 March 2020 and other expected expenses in the remainder of the year

Below are the findings as per review:

- Operating Income and Expenses:

Council does not foresee a material and significant variations on its overall adopted original budget. However, there were transfers of funding from one budget center/section to another, please see budget workbook for detailed information.

- Capital Expenditures

Council is unable to determine on date of writing any material and/or significant variations on Council Capital Expenditures/Projects. However, transactions on all the accounts has been reviewed and are deemed to be capital in nature.

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## **BUSINESS PAPERS**

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

- Chief Executive Officer
- Directors
- Managers
- Senior Officers

### **Legal Implications:**

- Local Government Regulation 2012

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

- The information presented is the estimated end of year actual income and expenses for financial year 2019/2020.

### **Risk Management Implications:**

- As per Section 170 (3) and (4) of the Local Government Regulation 2012, the local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year but must comply with Section 169. This report is for information purposes only.

## BUSINESS PAPERS

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### 10.4 INTERNAL AUDIT REPORT - PROPERTY AND LEASING MANAGEMENT REVIEW

**Attachments:** 10.4.1. CSC DRAFT REPORT - Property Leasing Management Review [↓](#)

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

**Date:** 7 April 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:

Council is committed to continuous improvement within its business operations and recognises the importance of Internal Audit as an integral component of Council's corporate governance framework.

Council's independent Internal Auditors, Pacifica Chartered Accountants, utilises a risk management approach in delivering on projects detailed in Council's adopted annual internal audit plan.

#### RECOMMENDATION:

That Council note and accept the Property and Leasing Management Review Report.

#### Background:

In December 2019, Council's independent Internal Auditors, Pacifica Chartered Accountants, attended the Shire to undertake an internal audit of Council's Property and Leasing Management processes. The scope of work for this Internal Audit project was to take an independent review of the adequacy of property and leasing management processes to ensure the organisation's obligations, financial and reputational risk are effectively managed.

Overall, the Property and Leasing Management practices at Council, assessed through observations, interviews and testing across the organisation, was:

#### DEVELOPING

Control procedures exist in some form and/or are partially effective. The procedures may partially prevent or detect errors, anomalies or risks impacting the reliability and integrity of Council processes, decision-making and/or financial information, in some circumstances.

As part of this review, it was identified that Council's underlying systems, processes and work practices were generally adequate and appropriate. None-the-less some business practices could be strengthened to ensure they are operating consistently and reliably and provide Council with greater surety over reported revenue (received from the leased property), and the negotiations of leases.

## **BUSINESS PAPERS**

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Council has commenced some of the recommendation contained within this report including the review of Council's Pensioner Housing Policy. With the recent commencement of a new staff member in the Engineer Role and resignation of Councils Building, Planning and Property Officer, this has seen some delays in actioning some items.

**Consultation (Internal/External):**

- Chief Executive Officer – Mark Crawley
- Director of Engineering – Michael Wanrooy
- Engineer – Kerrod Giles
- A/Building, Planning and Property Officer – Elizabeth Browning
- Pacifica Chartered Accountants – Andy Smith
- Pacifica Chartered Accountants – Carolyn Eagle

**Legal Implications:**

- S207 Local Government Regulation 2012 – Internal Audit

**Financial and Resource Implications:**

- N/A – As per budget

**Risk Management Implications:**

- The findings identified as part of this report include a risk severity rating which can be aligned with Council's Organisational Risk Management Framework.

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CONFIDENTIAL REPORT



Internal Audit Memorandum  
Property and Leasing Management Review

Completed: March 2020

| Distribution   |   |
|--|---|
| <b>For action:</b><br>Justin Hancock, Director Corporate Services<br>Michael Wanrooy, Director Engineering<br>Jade Nacario, Manager Finance and Administration | <b>For information:</b><br>Mark Crawley, Chief Executive Officer<br>Audit Committee<br>Executive Team |



## Contents

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### **Inherent limitations:**

*Because of the inherent limitations of any internal control structure it is possible that errors and/or irregularities may occur and not be detected during the internal audit process. An internal audit is not designed to detect all weaknesses in control procedures, as it is not performed continuously throughout the period. Verification of key internal controls is performed predominantly through process walk-throughs, observations and interviews and recommendations are made on this basis.*

*Any evaluation of the control procedures and their future effectiveness is subject to the risk that the procedures may be altered, circumvented, become inadequate due to changes in conditions or that the degree of compliance with them may deteriorate.*

*The procedures we have agreed to perform do not constitute an audit in accordance with the Australian Auditing Standards.*

*The procedures we have agreed to perform reflect upon the business risks documented in Council's Corporate Risk Register, but do not provide or represent complete coverage of the risks to the organisation or that all risk treatments proposed by management are sufficient or effective. The responsibility for adequate and effective risk management rests with management*

### **Relative responsibilities:**

*The responsibility for determining the adequacy or otherwise of the procedures agreed to be performed by us is that of the Internal Audit Sponsor. The procedures we performed are solely to assist Carpentaria Shire Council in determining the adequacy or otherwise of a selection of internal control measures it has in place.*

*Our report of factual findings is not to be used for any other purpose and is solely for your information. Other than our responsibility to Carpentaria Shire Council and its management, neither Pacifica nor any member or employee of Pacifica undertakes responsibility arising in any way from reliance placed on our report by a third party. Any reliance placed is the responsibility solely of that party.*



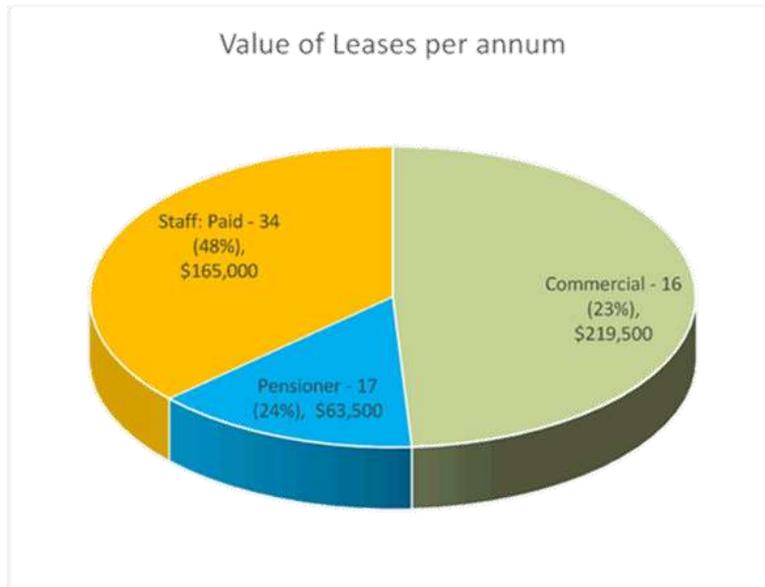
## 1. Executive summary

### 1.1. Background to review

Carpentaria Shire Council (Council) owns and controls various land and building assets which are either occupied by Council, available for lease or are licensed to businesses for their use.

Council manages 71 properties (4 currently vacant), consisting of commercial, aged housing, staff housing and properties leased by Not-For-Profit organisations. The total annual revenue generated from these sites is approximately \$500k.

Council has also invested in a new ERP system (SynergySoft) to replace PracticalPlus and as part of the implementation there is an opportunity to include leased property processes.



### 1.2. Summary of objective and approach

Council has requested an independent review of the adequacy of property and leasing management processes to ensure the organisation's obligations, financial and reputational risk are effectively managed.

The review examined:

- The processes and internal controls associated with entering, recording, managing, monitoring and renewing lease arrangements to ensure Council receives all revenue to which it is entitled under its various contractual terms with lessees.
- The debt management strategies and the extent to which bonds and other securities are in place to manage Council's risk.
- The completeness of Council's lease reporting in accordance with the Australian Accounting Standards Board (AASB16).

As part of the review, officers were interviewed, and documents and reports reviewed. Where appropriate, processes were tested to support the findings.

The specific objectives, scope and approach of this project were agreed with the Chief Executive Officer and Director Corporate Services in advance of the commencement of fieldwork in February 2020. The Internal Audit work was performed in consultation with the Director Corporate Services, Manager Finance and Administration, Senior Finance Officer, Building, Planning and Property Administration Officer and other representatives of business units involved in any of the leasing activities.



## 2. Overall conclusion

Overall, the Property and Leasing Management practices at Council, assessed through observations, interviews and testing across the organisation, was:

### DEVELOPING

Control procedures exist in some form and/or are partially effective. The procedures may partially prevent or detect errors, anomalies or risks impacting the reliability and integrity of Council processes, decision-making and/or financial information, in some circumstances.

It was evident from the work performed, that Council's underlying systems, processes and work practices were generally adequate and appropriate. None-the-less some business practices could be strengthened to ensure they are operating consistently and reliably and provide Council with greater surety over reported revenue (received from the leased property), and the negotiations of leases.

A summary of the more important improvement opportunities for management consideration were:

- The accuracy and completeness of Council's leased Property Registers are essential to the effective management of Council's leased property. Council's leased property is recorded, managed and maintained in Property Registers that are manually updated in Excel spreadsheets. There is more than one version of the Registers in circulation.
- Examination of business processes showed that there is no periodic analytical review or formal reconciliation process in place that compares the rental income due per the Registers with the rental invoices generated out of the financial system. As a result, it is not possible to verify that all the rental invoices sent to lessees of Council property completely and accurately represent all invoices that should have been generated.
- There are no reconciliations or confirmation mechanisms in place to ensure that securities and bonds held over properties are obtained for their full value in accordance with tenancy agreements.

Detailed findings are included at Section 4 – Observations and Improvement Opportunities.

### 2.1. Effective work practices

Carpentaria Shire Council has embedded processes and practices in place for the recording and retention of information used in the administration of leased property. As part of the review we performed process walkthroughs and limited sample testing of Council's Property Leasing operations, systems and work practices. The following necessary controls were found to be in place at the time of fieldwork, based on our observations and enquiries:

- Any new tenure or lease renewals are approved by the Elected Members at Council's Ordinary Meeting, except for staff housing.
- The Chief Executive signs all leasing contracts. Lessees/Tenants must also sign an acceptance to demonstrate their agreement to the leased terms and conditions.
- The staff housing and aged (pensioner) housing is managed using the guidelines as set down by the Residential Tenants authority (RTA).
- Management are aware of the flaws in their current policies and have engaged an experienced consultant to rewrite and update Council's policies.
- As seen through Council's draft Tropical Financial Statements, it appears that adequate consideration has been given to AASB16 Leases.

## 3. Management acknowledgement and response

The effectiveness of the control environment outlined in this report was discussed in a formal exit meeting with the Director Corporate Services and the other principal officers at Carpentaria Shire Council at the end of on-site fieldwork.

Management has noted the findings, business improvement opportunities and inherent risks associated with the control environment outlined. They have advised that this Internal Audit Memorandum will be used as part of the business practice and procedure design elements to be adopted in the new system. Officers will be supported with further training initiatives, especially in Customer Service and operational roles.



## 4. Property and leasing Management - Observations and improvement opportunities

These Internal Audit findings are reported on an exception basis only. Commentary on the effective internal controls noted during this Internal Audit is included in *Section 2.1: Effective work practises*.

### 4.1 There are no work procedures, guidelines or work instructions governing the leasing of properties

**Severity Rating: HIGH**

Officers who are responsible for the maintenance and management of the various properties that Council leases, have little or no written instructions or directions on how to perform their roles. The policies pertaining to leased properties (Staff Housing Policy and Pensioner (Aged) Housing Policy) are incomplete and outdated. Both the Staff Housing Policy and the Staff Housing Policy have not been reviewed on their due review date, and the Staff Housing Policy has not been approved by the CEO although it was passed in a Council meeting in January 2018. There is no policy regulating the leasing of commercial properties.

The lack of instructions or documentation results in new staff being dependant on instructions received from the previous incumbent, if they are available.

Not only does this result in a loss of corporate knowledge, it exposes the organisation to financial and reputational risks within the process, including in relation to incorrect or incomplete transactions.

Council policies are used to direct staff and provide a firm foundation on which staff can make decisions without having to defer constantly to management. Reviews of the policies must take place regularly to ensure they are kept up to date with changing circumstances and Council decisions.

#### Recommendations:

As part of the introduction of the new Synergy Soft system, the following should be considered:

4.1.1. Clarify and document Council's agreed process for the administration of leases. This should include direction to officers on what to do in the advent of unusual events, such as the death of a pensioner or sudden termination of an employee.

4.1.2. Ensure that the Staff Housing Policy and the Pensioner Housing Policy are updated and approved by Council (at least biennially). The following inconsistencies were noted and require correction:

The Staff Housing Policy states that there three "executive" houses or accommodation that is linked to a position. This is no longer correct and needs to be deleted.

Paragraph 2.4 of the Staff Housing Policy states that the Staff Housing Committee will allocate the housing that is not pegged against an employment position. However, paragraph 2.9 maintains that it is the decision of the CEO. This policy should be amended to either make the CEO a non-voting chair of the committee or reword the policy so that the decision is the CEO's based on recommendations from the committee.

#### Management Response:

4.1.1

**Responsibility:** Engineer

**Target implementation date:** 30/09/2020

4.1.2

**Responsibility:** Building, Planning and Property Officer

**Target implementation date:** 30/06/2020

### 4.2 There are multiple Lease Registers in existence

**Severity Rating: HIGH**

The Senior Finance Officer and the Building, Planning & Property Administration Officer use different Pensioner (Aged) Housing and Staff Housing spreadsheets as their references for recording and maintaining information in relation to leased premises.

Although both officers regularly liaise with each other, information between each register (contained in spreadsheets) differs. The registers have been developed over time and have each evolved into their own format. To ensure



completeness and accuracy over Council's leased premises, it is imperative that a single source of truth be utilised by both officers. Any changes in the leases should be recorded in a single document used by both officers.

In addition, the lease registers can be accessed by any officer who uses the same drive as either the Senior Finance Officer or the Building, Planning and Property Admin Officer (custodians of the lease registers).

**Management initiative:**

Internal Audit have been advised that management are intending to review all current leases to ensure that they are legally correct and up to date.

**Recommendations:**

- 4.2.1 Each of the Property Registers (Commercial, Staff Housing and Pensioner Housing) should be examined by the two responsible officers and all information reconciled and collated into a single spreadsheet. Each Property Register is to have its own separate spreadsheet which is lodged in MagicQ (Council's electronic Records Management system). As access to MagicQ is password controlled, this provides an additional level of security over the records.
- 4.2.2 Whenever any adjustment or update is required to be made to any Register, the officer should log the document out of the system, make the necessary adjustments and then lodge it back into MagicQ. This provides an audit trail on when and by whom amendments were made. Any changes will also be immediately noticeable to the other officer thus alleviating the necessity for multiple documents to be held outside the system.
- 4.2.3 Establish a column in each register that shows the expected lease invoice date, frequency of invoicing and amount. This should then be used as a checklist to produce invoices by the Senior Finance Officer and will ensure that Council has invoiced all lease revenue to which it is entitled. Wherever possible, alter the invoicing cycle to occur at a common date either as a fortnightly, monthly, quarterly or biannual interval, rather than using the specific date of the lease as the trigger point for invoicing.
- 4.2.4 The Staff Housing Register, Pensioner Housing Register and Commercial Leases Register should be standardised. The three (3) registers should remain separate to ensure ease of control and entry. However, the following can be used in each register:
  - Unique lease identification number. There are several different ways to create the number (e.g. PH1 (Pensioner House1), L01.20 (Lease #1 of 2020) or LP15 (Lease #15), however, naming conventions should be consistent and used to identify the lease in the accounting system as well as the records management system. This number would be used to identify the hard copies of lease that are kept in the Council's safe.
  - Physical description, both street address and lot number.
  - GIS Address
  - Description of lease (e.g. residential, use of property for radio towers).
  - Start date
  - End Date. Ensure that the end dates of each lease are regulated across each type of lease. For example: All pensioner leases are set to ten years. Legal advice should be sought to ensure that staff leases are linked to their employment without breaching Labour or RTA laws.
  - Rental amount and when due. By using separate Registers, a second sheet in the Excel file can be used to create an accounting period calendar for the payments that can be easily checked to the revenue accounts.
  - Special clauses (note only referring to the lease document).
  - All leases should include the ability to apply Consumer Price Index (CPI) increases after each year.
  - A separate sheet should be constructed in the same Excel file to show inspections planned and completed.
  - Expired leases should be kept on the Register in a separate section for the next five years for ease of reference.
- 4.2.5 Each register is to be lodged in MagicQ where access is limited to the administrators of the Registers and senior officers.



**Management Response:**

**4.2.1**

**Responsibility:** Senior Finance Officer & Building, Planning and Property Officer  
**Target implementation date:** 30/06/2020

**4.2.2**

**Responsibility:** Building, Planning and Property Officer  
**Target implementation date:** 30/06/2020

**4.2.3**

**Responsibility:** Senior Finance Officer  
**Target implementation date:** 30/06/2020

**4.2.4**

**Responsibility:** Senior Finance Officer & Building, Planning and Property Officer  
**Target implementation date:** 30/06/2020

**4.2.5**

**Responsibility:** Building, Planning and Property Officer  
**Target implementation date:** 30/06/2020

**4.3 Not all Staff Housing accommodation are protected with bond payments**

**Severity Rating:** HIGH

Rental bonds are used as financial protection for the lessor (Council) in case the tenant breaches the terms and conditions of their tenancy agreement. The examination of the Staff Housing Register held by the Building, Planning and Property Admin Officer showed that only three (3) staff members had paid bonds on their residences. The Staff Housing Register administered by the Senior Finance Officer (held in the finance section) shows that additional bonds have been deposited with the Residential Tenancies Authority. Employment contracts examined and the Staff Housing Policy state that a bond is to be paid by the Tenant on each residential property.

While a record of bonds paid can be re-constructed by reference to personnel records, there is no readily available register or column in the spreadsheets of bonds paid, nor is there any reconciliations between Council's records and those of the RTA.

**Management initiative:**

Management have allowed new employees to pay their bond amounts over a period of four pay periods, to ease the financial burden of paying a rental bond.

**Recommendation:**

To ensure that Council receives the correct bond amounts and minimises its risk, we recommend that management:

- 4.3.1 Establish and maintain a bond register, either as an additional sheet/column to the Staff Housing Register or as a separate register, and update the information to include the following:
- Amount of bond paid
  - Date of bond paid
  - Date transferred to RTA
  - RTA reference number.
- 4.3.2 At least once per annum obtain a statement from the RTA to confirm the bond amounts held on behalf of the Council. A reconciliation is to be made between the Council Bond Register and the RTA amount. This reconciliation is to be carried out by the Manager Finance & Administration.
- 4.3.3 Where the house or unit is provided as part of the financial remuneration of the employee, ensure that a bond is lodged by the Tenant and the rental bond is based on the stated financial benefit in the employment agreement.



For example: if the provided housing is valued at \$10k per annum, the bond is calculated as follows:

$10,000/26 = 384.62$  per fortnight

The deemed rental is used as the basis for the calculation of a bond that is based on the notional rental of:

$384.62 \times 2$  fortnights = 769.23

The applicable bond set at \$760.

Management should note that current RTA provisions allow residential bonds to be set at a maximum of four (4) weeks of the rental value. As the effective rent on housing provided as part of the employment package is zero, Council should establish alternative procedures to obtain rental bonds (at the equivalent rate of the deemed notional rent) and remit these bonds to the RTA.

- 4.3.4 To ensure that Council is adequately protected, have the employee (or any other Tenant) obtain a Bond Loan from the RTA, instead of Council needing to establish a payment plan for collection of the bond. The Bond Loan acts in the same way as Council's payment plan however the Council receives the full Bond for the property without any risk, and the employee pays down their bond loan as a payment plan with the RTA.

**Management Response:**

**4.3.1**

**Responsibility:** Building, Planning and Property Officer

**Target implementation date:** 30/06/2020

**4.3.2**

**Responsibility:** Building, Planning and Property Officer

**Target implementation date:** 30/06/2020

**4.3.3**

**Responsibility:** Building, Planning and Property Officer

**Target implementation date:** 30/06/2020

**4.3.4**

**Responsibility:** Building, Planning and Property Officer

**Target implementation date:** 30/06/2020

**4.4 A private contractor is leasing three (3) Council properties for accommodation**

**Severity Rating:** HIGH

Erscon Pty Ltd currently leases three (3) of the properties that are reserved for staff housing. The documentation that relates to these properties are on rental leases and documented on the standard RTA Form 18a. There has been no bond collected on these properties and the tenancy documentation shows no end date.

In accordance with the terms of Council's Staff Housing Policy, this should not be allowed unless endorsed by Council. Management have not been able to provide any documentation that shows that Council accepted this arrangement.

Although elected members sit on the Staff Housing Committee that approves the allocation of staff housing, the Staff Housing Policy requires an approval from Council. It should be noted that we have been informed that a Director of Erscon Pty Ltd is a former employee of Council and occupies the house when in Normanton.

At the time of fieldwork, we were unable to gain a clear understanding of why Erscon have or require three (3) Council rental properties.

Findings in respect of Erscon and Council employment was identified in our Internal Audit Report on *Contract Management & Procurement Practices*, dated February 2019.

**Recommendation:**

To ensure compliance with Council policies, and to ensure that Council's reputational risk is managed efficiently, the following actions are recommended:

- 4.4.1 A report be prepared for Council detailing the requirements of the Erscon Pty Ltd and the purpose for which they are currently renting the three (3) properties. Council should pass a resolution that approval is given (or not given) for Erscon Pty Ltd to lease the three (3) properties from Carpentaria Shire Council.



- 4.4.2 Ensure that these leases to Erscos are subject to the condition that, if the properties are required for staff housing purposes, the leases may be cancelled before their expiry date. A reasonable notice period should be negotiated with Erscos.
- 4.4.3 These properties should have a 12-month (appropriately dated) lease agreement, renewable at Council's discretion.
- 4.4.4 Internal Audit was advised that Erscos Pty Ltd also uses one of the properties as a temporary office. Consequently, Erscos should produce documents to demonstrate that they have Public Liability cover of a minimum of \$20M, and Council should take copies each year.
- 4.4.5 A security bond equivalent to four weeks (or 2 Fortnights) rental for each property is to be deposited by Erscos with Council who will then lodge it with the RTA.

**Management Response:**

**4.4.1**

**Responsibility:** Director of Engineering  
**Target implementation date:** 30/06/2020

**4.4.2**

**Responsibility:** Director of Engineering  
**Target implementation date:** 30/06/2020

**4.4.3**

**Responsibility:** Director of Engineering  
**Target implementation date:** 30/06/2020

**4.4.4**

**Responsibility:** Director of Engineering  
**Target implementation date:** 30/06/2020

**4.4.5**

**Responsibility:** Director of Engineering  
**Target implementation date:** 30/06/2020

**4.5 Regular inspections of all leased property are not being carried out or recorded**

**Severity Rating:** MODERATE

The Pensioner Housing Policy (Para 6.6.6) requires that the pensioner accommodation is inspected every three months. There are no records on file to show that these regular inspections have been carried out.

The Staff Housing Policy (Para 3.2) requires staff housing to be inspected every six months. There are no records to show when these inspections took place or the results thereof. Staff have indicated that they cannot recall when they last had an inspection.

**Recommendation:**

To ensure that Council's assets are managed correctly and are not being allowed to fall into disrepair, it is recommended that:

- 4.5.1 All inspections be carried out in accordance with Council policies.
- 4.5.2 Reports of the inspections, even if there are no defects noted, should be filed on the ERM system under the relevant property.
- 4.5.3 Management should ensure that an inspection roster is compiled, possibly on Excel, in which inspection dates are recorded. After each inspection, that date can be reset to show that it has been carried out. A senior officer should add a task that they review this roster.

**Management Response:**

**4.5.1**

**Responsibility:** Engineer  
**Target implementation date:** 30/06/2020



**4.5.2**

**Responsibility:** Engineer

**Target implementation date:** 30/06/2020

**4.5.3**

**Responsibility:** Engineer

**Target implementation date:** 30/06/2020

**4.6 Timeliness and completeness of invoicing posting in Council's system**

**Severity Rating:** **LOW**

During our testing it was observed that there is evidence that the invoices in September 2019 may have been duplicated and those in December were not posted. Management has been advised of the potential problem and have instigated a reconciliation of the lease debtors and the staff housing to resolve the issue.

In the process of posting journals, the senior Finance Officer uses standard debtor journal postings. However, due to the different rental periods that are used across the numerous properties, it is not difficult to make an erroneous post or to miss a posting entirely.

**Recommendations:**

To ensure that Council receives all revenue to which it is entitled, it is recommended that:

- 4.6.1 Management complete the reconciliations and make the required adjustments immediately.
- 4.6.2 Staff housing and Pensioner housing journals can continue to be posted as a standing journal every accounting period, as they are consistent from period to period. However, commercial invoices should be raised individually on their due date, which is obtained from the Commercial Leases Register.
- 4.6.3 Every six months, a reconciliation is performed between the general ledger revenue accounts and the Registers to ensure that all income has been invoiced to date. This reconciliation should be carried out by the Manager Finance and Administration. The reconciliations should be done in November and May of each year to account for the financial reporting periods.

**Management response:**

**4.6.1**

**Responsibility:** Senior Finance Officer

**Target implementation date:** 30/06/2020

**4.6.2**

**Responsibility:** Senior Finance Officer

**Target implementation date:** 30/06/2020

**4.6.3**

**Responsibility:** Senior Finance Officer

**Target implementation date:** 30/06/2020

**4.7 Compliance with RTA regulations**

**Severity Rating:** **LOW**

The Pensioner Housing Policy states that the Council intends to administer the Pension Housing within the regulations of the RTA. The officer who administers the Staff Housing and Pensioner Housing has a basic understanding of these regulations. The following variations were observed.

- 4.7.1 When the Council conducts an entry or exit inspection, the inspection schedule (Exit Condition Report – Form 14a) must be signed off by the tenant, or their representative, as agreement with the inspection report. This is not being done and is a breach of the RTA regulations. In the event of a dispute, Council would not be able to claim the bond or damages.



- 4.7.2 The entry and exit inspection reports are only being signed, on Council's behalf, by the CEO or Director of Engineering. The inspection document should also be signed by the inspecting officer. Then it can be counter-signed by the CEO or Director of Engineering
- 4.7.3 There are three (3) pensioner units that are not occupied, although Council continues to post invoices against the vacated premises. When a tenant vacates or abandons a property, it is the responsibility of the lessor to advise the tenant that they can lose the lease unless certain measures are taken. There is no evidence of correspondence or the issuing of show cause notices.

**Recommendation:**

To comply with the requirements of the Pensioner Housing Policy and RTA requirements, it is recommended that:

- 4.7.1 Council officers ensure that the Form 14a is completed properly, signed by the inspecting officer and tenant at the time of inspection, and
- 4.7.2 Ensure that all pensioners are advised of their rights and responsibilities under the Residents Tenancy Act.

It is management's responsibility to enforce all provisions of the RTA.

**Management response:**

**4.7.1**

**Responsibility:** Building, Planning and Property Officer

**Target implementation date:** 30/06/2020

**4.7.2**

**Responsibility:** Building, Planning and Property Officer

**Target implementation date:** 30/06/2020

DRAFT



## 5. Business Improvement Opportunities

During the Internal Audit, we noted several business practices that could be enhanced.

The matters reported in Section 4 - Internal Audit findings above represent business processes, systems or practices where internal control deficiencies were identified that have the potential to expose Council to more significant risk.

Conversely, the Business Improvement Opportunities reported here are for management consideration and are presented as possible opportunities to enhance business performance, efficiency or effectiveness.

In most instances these areas are compensated for by the small size of the organisation and the relatively low volume and turnover.

These are not intended to be reported in the Internal Audit Issues Register, and management responses are not required, although they are acknowledged if provided.

### 5.1 Administration of Commercial Leases.

Management is reviewing the commercial leases to ensure that the commercial leases are legally correct and that the rentals are updated to reflect a commercial rate. Internal Audit endorses this process; however, management should also take the opportunity to generate a set of procedures on administering commercial leases.

#### *Opportunities*

- The administration of the commercial leases should be assigned to a single officer. (Manager Finance & Administration). Placing the administration as the responsibility of a single officer ensures a consistency in the routine administration and that all revenue is correctly posted and collected. The Manager Finance & Administration may delegate tasks to other officers concerning commercial leases, when required.
- Management should always endeavour to ensure that the lease includes a clause for annual increases. The usual practise is to use a fixed percentage per annum or, at a minimum, the annual Consumer Price Index as an increase percentage.
- Council should obtain a bond or refundable deposit for each lease to ensure that Council does not suffer any fiscal loss at the terminations of a lease. If Council determines that a bond or deposit is too onerous for the tenant, then it is recommended that the lease is payable one period in advance. (i.e. if the rental is annual, it is paid in full before commencement of the occupancy).

### 5.2 Financial Assessment of Leases.

Currently expenditure and revenue for the leases are posted to accounts in the financial ledger. These are broken down into the Staff, Pensioner and Commercial leases. There is no analysis of transactions per housing/property unit. Consequently, management are unable to determine if any property is a fiscal burden to Council. An analysis would enable management to make better decisions about the leased properties by understanding the true cost to Council.

#### *Opportunity:*

- During the review of the leases, management should allocate cost codes to each lease that will enable them to track, analyse and report on the revenue and expenditure on each lease.



## Appendix 1 – Risk rating classifications

Pacifica has developed the following framework for internal audit severity ratings to prioritise internal audit findings according to their relative significance having regard to the potential or known impact on the organisation's business process.

### Control Effectiveness Ratings

Internal Audit presents an overall assessment of the control effectiveness rating of the business processes, when considered holistically. The following is the control effectiveness rating scale:

|                                 |  |
|---------------------------------|--|
| <b>POOR OR UNABLE TO ASSESS</b> | Control procedures are not adequate or are not appropriately designed. The procedures will not prevent or detect errors, anomalies or risks impacting the reliability and integrity of information or outcomes.  |
| <b>MARGINAL</b>                 | Control procedures exist in some form and/or are partially effective. The procedures may partially prevent or detect errors, anomalies or risks impacting the reliability and integrity of information or outcomes, in some circumstances.   |
| <b>EVOLVING</b>                 | Control procedures exist and appear to be operating. However, inadequacies and inconsistencies are evident in some areas. The existing procedures should prevent or detect non-complex or routine errors, anomalies or risks impacting the reliability and integrity of information or outcomes.   |
| <b>MATURE</b>                   | Control procedures exist and are operating effectively, with minor inadequacies and inconsistencies being evident. The procedures appear mostly adequate and appropriately designed to prevent or detect errors, anomalies or risks impacting the reliability and integrity of information under all typical conditions. Efficiencies in controls design and/or to ensure threats created from non-traditional risk exposures may need to be strengthened. |
| <b>STRONG</b>                   | Control procedures exist and are operating effectively. The procedures appear adequate and appropriately designed to prevent or detect errors, anomalies or risks impacting the reliability and integrity of information or outcomes, under all conditions.  |

### Risk Severity Ratings

Each of the individual internal audit findings contained in this report has been assessed against the risk severity matrix below and rated according to Internal Audit's professional judgement:

|                 |   |
|-----------------|---|
| <b>EXTREME</b>  | Risk is considered extreme if both preventive and detective controls for a specific process or objective are inadequate and the impact of these inadequacies is significant. Unless corrected, these deficiencies could expose the organisation to critical business risks. A formal action plan should be developed within 30 days of the report issue date. Corrective action should begin immediately with the full support of the Executive Management Team.  |
| <b>HIGH</b>     | Risk is considered high if either preventive or detective controls for a specific process or objective are inadequate and appropriate compensating controls are not in place. Unless corrected, these deficiencies could negatively impact on the results of the organisation. Firm plans for corrective action should be incorporated into the formal management response within this report. Corrective action to commence within one month of the report issue date.   |
| <b>MODERATE</b> | Risk is considered to be moderate if controls are in place but there is a possibility that internal control deficiencies could expose the organisation to some financial or business risk. The internal control improvements suggested would ensure that these risk levels are managed and an appropriate internal control structure established. Firm plans for corrective action should be incorporated into the formal management response within this report. Corrective action to commence within two months of the report issue date. |
| <b>LOW</b>      | Risk is considered to be low if control deficiencies exist, however, financial or operational risk exposure is currently not significant. The recommendations suggested will further improve controls with little or no additional time or cost to the operations. Firm plans for corrective action should be incorporated into the formal management response within this report. Corrective action to be complete within six months of the report issue date.   |

[DOCUMENT ENDS]

## BUSINESS PAPERS

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### 10.5 2019/2020 OPERATIONAL PLAN 3RD QUARTER REVIEW (MARCH 2020)

**Attachments:** 10.5.1. Operational Plan 2019-2020 March Review [↓](#)  
**Author:** Justin Hancock - Director of Corporate Services  
**Date:** 7 April 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 March 2020.

#### 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*

## **BUSINESS PAPERS**

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**Financial and Resource Implications:**

- The Operational Plan identifies the annual objectives as defined in Council's Corporate Plan

**Risk Management Implications:**

- Risks are within normal operational parameters.



# Operational Plan

2019 – 2020

Review March 2020



## 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.

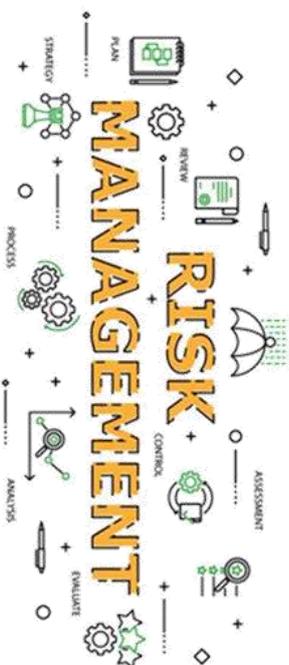
### b) (i) Progress the implementation of the Corporate Plan

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          |
|                     |  | Workplace Health & Safety     |
| Community           | Arts & Culture<br>Community Development<br>Community Health<br>Community Infrastructure<br>Community Services<br>Disaster Management | RADF / Galleries              |
|                     |  | Cemeteries                    |
|                     |  | Preparedness                  |
|                     |  | Emergency Response / Recovery |
|                     |  | Sports Grounds                |
| Natural Environment | Bio-security<br>Natural Resource Management<br>Environmentally Relevant Activities   | Swimming Pools                |
|                     |  | Sports Centres                |
|                     |  | Parks & Open Spaces           |
|                     |  | Pest and Weed Management      |
|                     |  | Sewerage                      |
| Built Environment   | Town Planning<br>Engineering Services<br>Operations  | Waste Management              |
|                     |  | Quarries                      |
|                     |  |                               |
|                     |  |                               |
|                     |  | Fleet & Plant                 |



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%        | On hold. Travel external to Shire restricted and in-house training postponed due to COVID-19.                                    | 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%        | A contractor has been engaged to undertake the review. Anticipated to be completed December 2019.   | CEO<br>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>   |        | 30%        | Negotiations ongoing.   | CEO<br>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> |        | 60%        | Internal WHS audit conducted Jan to March 2020. Approx 60% compliance achieved. Anticipated to achieve in excess of 70% once identified measures have been implemented. Quarterly action plan reviewed and updated for presentation to CEO. | MHR<br>DOE |

## 2 COMMUNITY

Operational Plan 2019-2020

| 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.                    | 2.1.3 Provide contemporary library facilities and services across the region to meet the needs of the community.                     | 2.1.2 Ensure cultural facilities and programming meets the needs of the community and regional development.                                   |
|                                     | 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. |  | 2.3.1 Maintain and improve health standards including food safety, immunisation and public health.  |
| 2.2 An active and healthy community | 2.3.2 Maintain and improve environmental standards including animal and pest management.  | 2.3.5 Develop and implement effective community information and education programs in collaboration with key community stakeholders. | 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.                                    |  | 2.4.1 Build social capital through provision of accessible community infrastructure and programs.   |
|                                     | 2.4 A connected and inclusive community   |  | 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 | 75%        | Successful in obtaining \$1M in funding under the Active Community Infrastructure program for the John Henry Oval. | MECD |

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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% cash rate for events on similar weekends as other Council areas</li> </ul>  | \$55,000 | 75%        | Council events identified in the community services area include:<br>Council Ball<br>Anzac Day<br>Australia Day   | 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>  |          | 60%        | 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. | 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>   |          | 50%        | Vendor Panel/ Procurement information session completed in 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%        | Councils Community Development Officer has started to plan a Digital literacy Workshop for the Shire as part of the funding provided under the CDO position. | 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 |
|         |          |       |   | <ul style="list-style-type: none"> <li>Advocacy plan will be workshopped with the Councilors in November 2019</li> </ul>  |          | 0%         |  |         |

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>○ Pursue government funding to improve mobile connectivity along the highways</li> <li>○ Subsidised air fares</li> </ul>  |  |             |            |   |             |
|         | Education | 2.4.2 | <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> <li>• Explore new technologies and innovative ideas which may be of benefit to the shire</li> </ul>             | <ul style="list-style-type: none"> <li>• Project completed in accordance with funding guidelines by 30 September 2019</li> <li>• Monitor Department of Innovation website and pass on opportunities for the community</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, currently being reviewed due to COVID-19. |             |
|         | 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<br>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>   |        | 75%        | Funding expended in line with guidelines.  | DCS CEO |
|                      |                     |       |  |  |        | 50%        | Recruitment of Group Leader Karumba and Carpentaria Local Controller pending SES Mount Isa approval. |         |

## 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> |                      | 75%        | <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>      |                      | 50%        | <p>Biosecurity Plan has been adopted by Council, working with NGRM to execute plan under funding received.</p>                                | DCS<br>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 MIPP2 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   |
|---------|---------------------|-------|---|---|--------|------------|-------------------|------|
|         |                     |       | <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> |        |            |                   |      |
|         |                     | 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 |
|         | 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 |

## Operational Plan 2019-2020

## 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</li> <li>Planning &amp; Business Case completed for the development of Rock Pool –</li> </ul>   |           | 100%       | Funding has been secured for phases 3 – 6.   | CEO |
|                             |                 |       |  |   |           | 50%        | Funding applications have been approved for NGRM to undertake a 1080 Baiting Program (\$80,000 over 2 Years), Aerial Pig Shooting Program and 2 x Biosecurity Officers to undertake Weed Surveillance and Control. |     |
|                             |                 |       |  |   |           | 100%       | Interpretive drawing prepared for the proposed Rock Pool. Need to secure funding for the development of a Business Case.   |     |

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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 | 100% | Works Completed.   | DCS<br>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 – Norman Town area of Interest)</li> </ul>  | \$120,000 (combined)   |           |      | Monthly reporting is required for the MIPP 2 projects. Copy of the monthly report to be provided to Councillors. | 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 | 4.2 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. |

| 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 | 75%        | <p>Elisabeth Taylor (Town Planner) is engaged to undertake all planning development applications.</p> <p>Electronic Database Structure has been developed, large format printer/scanner has been sourced and scanning has commenced.</p> | 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) | 30% | Concept drawings for rock pool and park facilities completed.<br>Raw Water Report Completed. Design for Raw Water completed by Toppo Group.<br>Road Network Report has been done by Cummins with design plans undertaken by Erscou. | DOE |
|--|------------------|-------|--|--|----------------------|-----|---|-----|

## 5 INFRASTRUCTURE AND ASSET MANAGEMENT

| 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 |            | Applied for Membership with IPWEAQ for National Asset Management Strategy (NAMS) to start individual asset class plans. | DOE |

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>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> | <p>\$120,000 (combined)</p> |            | <p>A maintenance schedule has been completed for the staff housing upgrades for the value of \$435,000 under the W4Q Funding and endorsed by Council.</p> |    |

Operational Plan 2019-2020

| Program        | Service | Link  | Key Initiative 2019-2020   | Performance Measure   | Budget               | % Complete | Status Commentary   | RO  |
|----------------|---------|-------|--|---|----------------------|------------|---|-----|
| Infrastructure | Roads   | 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>   |                      |            | <p>Council is working with TMR with scope of works for the upgrade to the Normanton Main Street. Up to 30km of new DRFA betterment and TIDS/R2R works for new bitumen secured for 2020 - 2021.</p>                                    | DOE |
|                |         | 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>                           |                      |            | <p>Raise the profile of 89B with TMR – 5.3 Million betterment works resulting in approximately 15km new bitumen works. Prioritised TIDS/R2R 1.82 Million contributions to the Burketown Road completing 7km new two lane bitumen.</p> | 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) | 50%        | <p>Reports under MIPP2 funding progressing.</p> <p>LRRS roads within the Shire are reviewed yearly and funded via TIDs and R2R through the NW Qld Technical Regional Roads Group.</p>   | DOE |

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>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 (7.1)</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) | 10%        | Currently with consultants.   | DOE<br>MWW |
|         |              |       |   | <ul style="list-style-type: none"> <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>  |                      | 75%        | Supply has been provided in accordance with Council's updated DWQMP to ensure a safety and reliability.   |            |
|         |              |       |   | <ul style="list-style-type: none"> <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>  |                      | 75%        | Potable water has continued to meet ADWG.   |            |
|         |              |       |   | <ul style="list-style-type: none"> <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>  |                      | 90%        | Water security has been maintained through managing water levels at all facilities and maintaining Level 1 water restrictions.  |            |
|         |              |       |   | <ul style="list-style-type: none"> <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>  |                      |            | 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. |            |

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| Program | Service   | Link  | Key Initiative 2019-2020   | Performance Measure   | Budget                      | % Complete                       | Status Commentary   | RO                  |
|---------|-----------|-------|--|---|-----------------------------|----------------------------------|---|---------------------|
|         |           | 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> | <p>\$120,000 (combined)</p> | <p>66%</p> <p>33%</p> <p>95%</p> | <p>Mid-year meter reads were completed and admin staff are signed up to the water education network to provide community education.</p> <p>An initial rates review has commenced to provide relevant information for rating purposes to move closer to full cost recovery.</p> <p>Data has been collated and recommendations put forward.</p> <p>Preliminary designs have been made for the first stage and is being completed by a consultant company.</p> <p>The cost benefit analysis of the project has been completed.</p> | <p>MWW<br/>MFAA</p> |
|         | 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> <li>Completed as part of MIPP2 funded program (7.2)</li> </ul>  | <p>\$120,000 (combined)</p> | <p>50%</p> <p>100%</p>           | <p>Staging and whole of life costings are still ongoing.</p>  | <p>DOE</p>          |

Operational Plan 2019-2020

| Program                             | Service  | Link  | Key Initiative 2019-2020   | Performance Measure   | Budget  | % Complete   | Status Commentary  | RO         |  |  |
|-------------------------------------|----------|-------|--|---|---|--|--|------------|--|--|
| Environmentally Relevant Activities | Sewerage | 5.5.1 | <ul style="list-style-type: none"> <li>Provision of recommendations including design of upgrades to sewer reticulation as required in Karumba</li> <li>Manage sewerage treatment scheme in accordance with EPA guidelines</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 guidelines are reported to Councilors within 12 hours of notification</li> </ul> | \$120,000 (combined)  | 10%  | Currently with consultants.  | DOE<br>MWW |  |  |
|                                     |          |       | 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>                 |  | 50%        | Some issues relating to waste facilities such as illegal dumping, leachate collection at NLF, oil collection and stormwater management. Grants have been approved for mitigating the current issues. | DOE<br>MWW   |
|                                     |          |       |  |   | 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>           |            | 95%  | Final report from the consultant has been received. A business report will be put forward at one of the upcoming Council meetings. |
| 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> </ul>                  | <ul style="list-style-type: none"> <li>All quarry operations are conducted in accordance with plans developed for that purpose 100% of quarry and borrow pits</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        |  |  |

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>Undertake a material quality assessment of all private and council operated quarry materials.</li> </ul> | <ul style="list-style-type: none"> <li>have Planning Approval</li> <li>All materials are tested to ensure the quarry materials are suitable for use</li> </ul> |        |            |                   |    |

## 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), NWQROC</li> </ul> | <ul style="list-style-type: none"> <li>100% of memberships maintained with attendance and active participation.</li> <li>100% attendance at GSD and NWQROC 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 |

Operational Plan 2019-2020

|  |  |       |   |  |  |     |   |     |
|--|--|-------|---|--|--|-----|---|-----|
|  |  | 6.1.4 | <ul style="list-style-type: none"> <li>Review the design and Business Case for the develop a Monsoon Centre at Burns Philip 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</li> <li>Review date for 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 |
|--|--|-------|---|--|--|-----|---|-----|

## 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>    |        | 75%        | Internal audit undertaken and report provided back to Council in January 2020, new Customer Service Module implemented in February 2020. | MFAA |
|                |                  | 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 implemented in February 2020, this will assist to capture and report on complaints.                              | MFAA |

## Operational Plan 2019-2020

| 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%        | <p>State archives and 3<sup>rd</sup> party consultants have been engaged to assist in reviewing and improving Councils Records Management processes.</p> <p>Council is currently disposing archived records that had reached the disposal date.</p> <p>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.</p> <p>Customer Request Management internal audit has been completed and report provided to Council in January 2020. Customer Service training has commenced for all staff.</p> | MFAA<br>DCS<br>MFAA<br>MECD |
|                    |                      |       | <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>                                 |          |            |  |                             |

Operational Plan 2019-2020

| 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 further review to obtain further efficiency.</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> |        |            | <p>Implementation of new customer request/ customer complaints software.</p>   |         |

## Operational Plan 2019-2020

| Program | Service         | Link  | Key Initiative 2019-2020  | Performance Measure   | Budget | % Complete | Status Commentary   | RO  |
|---------|-----------------|-------|---|---|--------|------------|---|-----|
|         | 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>Management System to ensure compliance with legislation and Departmental requirements</li> <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> |        | 25%        | Risk management Policy currently under review by JLT.<br><br>Draft Footpath Inspection Policy has been developed. | 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>100%</p> <p>100%</p> | <p>All Rates and Service Charge Levies have been issued.</p> <p>Newly hired Media and Grants Officer commence employment on the 8th of October 2019</p>   | MFAA<br>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 | 80%        | <p>Synergysoft modules are now implemented for the Financial, Rates and Property.</p> <ol style="list-style-type: none"> <li>HR module has been implemented.</li> <li>Workshop Maintenance Module – initial presentation is complete and now awaits for the templates to be completed</li> <li>ERP module – additional training has been provided.</li> <li>Power BI – is ready for roll out after another workshop with Justin and Jade</li> </ol> | MFAA<br>MHR<br>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> |           |            |   |                     |

Operational Plan 2019-2020

|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
|  |  |  | optimisation through vehicle tracking system | optimisation are trialled within 2 month of identification |  |  |  |  |
|--|--|--|--|--|--|--|--|--|



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

## BUSINESS PAPERS

### 10.6 WORKS FOR QUEENSLAND (W4Q) 2019-2021 - PROJECT AMENDMENTS

|                      |   |
|----------------------|---|
| <b>Attachments:</b>  | NIL   |
| <b>Author:</b>       | Justin Hancock - Director of Corporate Services                           |
| <b>Date:</b>         | 7 April 2020  |
| <b>Key Outcome:</b>  | 6.1 - A strong and diverse economy  |
| <b>Key Strategy:</b> | 6.1.2 Ensure planning and infrastructure supports future economic growth. |

#### Executive Summary:

Works for Queensland (W4Q) program supports regional Councils to undertake job-creating maintenance and minor infrastructure projects. The allocation is to be spent on job-creating maintenance and minor infrastructure projects relating to assets owned or controlled by Council. Eligible Council should place emphasis on providing jobs for young people (15 to 24 years) in the 'not in employment, education or training' (NEET) category.

#### RECOMMENDATION:

That Council endorses the amendments to the Works for Queensland 2019-2021 program as follows:

| Project Title  | Revised Budgets |
|--|-----------------|
| Ablution Block - Normanton Water Park                                  | \$ -            |
| Ablution Block - Karumba Boat Ramp                                     | \$ 75,000       |
| School Dam Water/Family Precinct                                       | \$ -            |
| Staff Housing Upgrades   | \$ 489,000      |
| Administration Office Upgrades   | \$ 150,000      |
| Trades Shed - Refurbishment  | \$ 200,000      |
| Les Wilson Barramundi Discovery Centre - Feeding Facility Shade        | \$ -            |
| Office - Normanton Water Treatment Plant                               | \$ 125,000      |
| Office - Karumba Sewerage Treatment Plant                              | \$ 100,000      |
| Normanton Town Hall PA System  | \$ 22,000       |
| Normanton Showgrounds, Racecourse & Rodeo Grounds – Electrical Upgrade | \$ 40,000       |
| Installation of Solar PV Sites   | \$ 539,000      |

#### Background:

Council received correspondence in December 2018 confirming the continuation of the Works for Queensland (W4Q) program for an additional 2 years over the 2019-2021 period.

## BUSINESS PAPERS

Council received a total funding of \$1,740,000 for this funding round, of which Council nominated 11 projects to be completed. In preparation of the 2020-2021 capital works program it has been noted that some amendments will be required to the nominated projects due to varying reason, a summary of the proposed adjustments are as follows:

| Project title   | W4Q project budget (excluding GST) | Revised Budgets | Comments   |
|---|------------------------------------|-----------------|--|
| Ablution Block - Normanton Water Park                           | \$ 75,000                          | \$ -            | No longer needed due to funding sourced from Active Community Infrastructure Grant   |
| Ablution Block - Karumba Boat Ramp                              | \$ 75,000                          | \$ 75,000       |  |
| School Dam Water/Family Precinct                                | \$ 450,000                         | \$ -            | Repurpose funds due to Native Title still ongoing.   |
| Staff Housing Upgrades  | \$ 435,000                         | \$ 489,000      | 38 Woodward Street (\$25,000), 36 Woodward Street (\$82,000), 23 Woodward Street (\$175,000), 2 Norman Street (\$152,000) and 140 Yappar Street (\$55,000) |
| Administration Office Upgrades                                  | \$ 150,000                         | \$ 150,000      | Refurbishment of Airconditioning Unit, surplus funds to be used for an automatic front door to the Office.   |
| Trades Shed - Refurbishment                                     | \$ 200,000                         | \$ 200,000      | Purchase order raised and works commenced.   |
| Les Wilson Barramundi Discovery Centre - Feeding Facility Shade | \$ 20,000                          | \$ -            | Existing infrastructure repurposed.  |
| Office - Normanton Water Treatment Plant                        | \$ 150,000                         | \$ 125,000      | \$25,000 transferred to Office - Karumba Sewerage Treatment Plant  |
| Office - Karumba Sewerage Treatment Plant                       | \$ 75,000                          | \$ 100,000      |  |

## BUSINESS PAPERS

|   |                     |                     |   |
|---|---------------------|---------------------|---|
| Normanton Town Hall PA System   | \$ 35,000           | \$ 22,000           | Completed Under Budget.   |
| Normanton Showgrounds, Racecourse & Rodeo Grounds - Transformer Upgrade | \$ 75,000           | \$ 40,000           | Switchboard and wiring requiring upgrading, this will be under the current budgeted amount. |
| Installation of Solar PV Sites  | \$ -                | \$ 539,000          | Installation of Solar as per Energy Management Plan   |
| <b>TOTAL</b>  | <b>\$ 1,740,000</b> | <b>\$ 1,740,000</b> |   |

The above funded projects are to be fully expensed by 30 June 2021.

**Consultation (Internal/External):**

- Chief Executive Officer – Mark Crawley
- Director of Engineering – Michael Wanrooy
- Engineer – Kerrod Giles

**Legal Implications:**

- N/A

**Financial and Resource Implications:**

- Total funding awarded is \$1,740,000, expenditure in excess of this amount would need to be Council funded.

**Risk Management Implications:**

- Low Risk

## **BUSINESS PAPERS**

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### **10.7 BOUNTY SCHEME FOR WILD DOGS, FERAL CATS AND FERAL PIGS POLICY**

**Attachments:** 10.7.1. Bounty Scheme for Wild Dogs, Feral Cats and Feral Pigs Policy [↓](#)  
10.7.2. Form 104 - Bounty on Feral Animals Claim Form [↓](#)

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

**Date:** 14 April 2020

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

**Key Strategy:** 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's Pest Management Plan was established to manage the adverse economic, environmental and social impacts of pest plants and animals across the Shire. This Pest Management Plan identified 3 High Priority Pest Animals being – Wild Dogs, Feral Cats and Feral Pigs.

In assisting the objectives of the Pest Management Plan, this policy provides the guidelines for a bounty scheme, on these high priority pest animals, which can be claimed by individuals who have the necessary written consent from land owners or managers.

This bounty scheme has been operating successfully for a number of years and the reviewed policy is presented to Council for re-adoption.

#### **RECOMMENDATION:**

That Council:

1. adopts the Bounty Scheme for Wild Dogs, Feral Cats and Feral Pigs Policy as presented; and
2. approves the following bounty rates:
  - Dog Scalps - \$10.00 Per Scalp
  - Cat Scalps - \$10.00 Per Scalp
  - Pig Snouts - \$2.00 Per Snout
  - Pig Tails & Snouts - \$5.00 Per Tail & Snout

#### **Background:**

Council has been an active community partner and stakeholder in pest management activities throughout the Shire and offering a bounty on feral animals is only one of the initiatives introduced to assist in the control of these animals and the adverse impacts upon the eco-systems, economy and rural industry.

This policy was originally adopted by Council in 2009 and the bounty scheme has been successfully managed by Council's Local Laws Officers over the years. A review of this

## **BUSINESS PAPERS**

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policy has now been undertaken and there has been no change to the policy intent or the bounty scheme process.

**Consultation (Internal/External):**

- The review of this policy has been undertaken with consultation with Senior Management and Council's Local Laws Officer.

**Legal Implications:**

- There are no legal implications with Council offering a bounty to assist in the control of feral animals within the Shire.

**Financial and Resource Implications:**

- This policy has been in existence for some years and any costs associated with the administration of this policy is incorporated into Council's annual budget.

**Risk Management Implications:**

- There are no risk management implications in adopting this policy.



## Bounty Scheme for Wild Dogs, Feral Cats and Feral Pigs Policy

### Policy Details

|                       |   |
|-----------------------|---|
| Policy Category       | Council Policy                              |
| Date Adopted          | 15 April 2020                               |
| Endorsed by           | Chief Executive Officer                     |
| Approval Authority    | Council                                     |
| Effective Date        | 15 April 2020                               |
| Policy Version Number | 2   |
| Policy Owner          | Justin Hancock, Director Corporate Services |
| Contact Officer       | Phil Grieve, Local Laws Officer             |
| Review Date           | April 2023                                  |

### Supporting documentation

|                      |  |
|----------------------|--|
| Legislation          | <ul style="list-style-type: none"><li>• <i>Biosecurity Act 2014</i></li><li>• <i>Local Government Act 2009</i></li><li>• <i>Local Government Regulation 2012</i></li><li>• <i>Local laws</i></li></ul> |
| Policies             | <ul style="list-style-type: none"><li>• Nil</li></ul>  |
| Delegations          | <ul style="list-style-type: none"><li>• Nil</li></ul>  |
| Forms                | <ul style="list-style-type: none"><li>• Consent Certification Form</li><li>• Bounty on Feral Animals Claim Form</li></ul>  |
| Supporting Documents | <ul style="list-style-type: none"><li>• Carpentaria Shire Council Pest Management Plan</li></ul>   |

### Version History:

| Version | Adopted   | Comment                    | eDRMS # |
|---------|-----------|----------------------------|---------|
| 1       | 9/12/2009 | Council Resolution 1209/15 |         |
| 2       |           | Council Resolution         |         |



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| <b>CLAIMS PROCEDURES</b> ..... | <b>3</b> |
| <b>DEFINITIONS</b> .....       | <b>4</b> |



## **Intent**

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To provide guidelines for the submission, assessment and processing of claims for bounty on certain feral animals.

## **Scope**

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Applies to all individuals and landholders lodging an application to receive bounty on wild dogs, feral cats or feral pigs.

## **Policy Statement**

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Contained within Council's Pest Management Plan are high priority pest animals that have been identified due to the depredation these animals cause within the eco-systems and the effect on rural industry and the economy.

To support landholders and other affected parties in efforts to contain and reduce populations of feral animals, Council has established a bounty scheme on the following types of feral animals:

- Wild Dog (*Canis familiaris*)
- Feral Pig (*Sus scrofa*)
- Feral Cat (*Felis catus*)

This policy provides the framework for receiving, assessing and processing claims submitted to the bounty scheme.

## **Claims Procedures**

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To receive the bounty available on wild dogs, feral pigs and feral cats, the following terms and conditions must be met:

- The properties from which the eligible feral animal has been culled must be located within the local government area of Carpentaria Shire Council.
- It is a mandatory requirement the each and every bounty claim to be supported with a current consent certification form signed by the relevant landholder/ property manager. This consent certification form is attached as Appendix A
- Claimants will be required to produce photographic identification when submitting their claim.
- Claims can only be lodged by prior appointment with Council's Local Laws Officer/Animal Control Officer. Initial contact can be made by contracting Council's Administration Office on (07) 4745 2200. The Customer Service Team will direct all enquiries to Council's Local Laws Officer/Animal Control Officer to establish a mutually acceptable appointment time.
- Council's Local Laws Officer/Animal Control Officer will advise the claimant of the payment procedure should the scalps, tails or snouts be assessed eligible under this policy.
- Presentation of scalps, tails or snouts for assessment, will only occur at the Normanton Dog Pound located at the rear of the Council Depot on Phillip Street Normanton at the pre-arranged date and time established with Council's Local Laws Officer/Animal Control Officer.



- Council will only accept dog scalps, cat scalps or pig tails and snouts that are fresh, salted or frozen. No scalps, tails or snouts that are rotten or decaying or whole bodies will be accepted.
- Any claims received that do not conform to the guidelines established in this policy will be deemed ineligible.
- Council's Local Laws Officer/Animal Control Officer's decision to the eligibility of each claim is final.
- Claimants may claim a maximum amount of \$1,500.00 per financial year. Council's Director of Corporate Services also reserves the right to reduce/decline claim amount(s) in the event that budget provisions are not available.
- The payment authorisations for all approved claims will be processed by Council's Accounts Payable Section in the next available scheduled payment run.
- The claimant will receive a copy of the payment authorisation as proof of receipt.
- Any scalps, tails of snouts not deemed eligible for the bounty scheme can be disposed of by the applicant at Council's refuse facility. The incorrect disposal of such material is an infringement of Council's Local Laws and penalties (maximum penalty – 20 penalty points) may be enforced on offenders.

### Definitions

| TERM              | DEFINITION   |
|-------------------|--|
| <b>Feral Cats</b> | Are the same species as domestic cats, however they live and reproduce in the wild and survive by hunting and scavenging.              |
| <b>Feral Pigs</b> | Are descendants of domestic pigs that live and reproduce in the wild and survive by hunting, foraging and scavenging.                  |
| <b>Wild Dog</b>   | Refers to purebred dingoes, dingo hybrids, and domestic dogs that have escaped or been deliberately released and now live in the wild. |

Adopted by Council "Date" by Resolution "Number"

**Mark Crawley**  
Chief Executive Officer

## APPENDIX A – Claim Form

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**Certification of Claim Form for  
Bonus Scheme for Wild Dogs, Feral Cats and Feral Pigs  
Completed by Land Owner/ Manager**

I confirm that: \_\_\_\_\_  
*(Name of authorised person able to cull on Property)*

has permission to cull Wild Dogs, Feral Cats and Feral Pigs on my property as described below:

Property Name: \_\_\_\_\_

Property Location: \_\_\_\_\_

**Authorised by Property Owner / Manager:**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:**        /        /20



**CARPENTARIA SHIRE**  
*Outback by the Sea®*

**Form 104 – Bounty on Feral Animals Claim Form**

**Postal Address**  
 PO Box 31  
 Normanton QLD 4890

**Local Laws**  
 Ph: 07 4745 2200  
 Fax: 07 4745 1340

**Internet**  
 www.carpentaria.qld.gov.au  
 council@carpentaria.qld.gov.au

| <b>Section A – Applicant Details</b>          |   |
|---|---|
| Name:   | <input type="text"/>  |
| Surname:                                      | <input type="text"/>  |
| Address:                                      | <input type="text"/>  |
| Phone:  | <input type="text"/>  |
| Mobile:                                       | <input type="text"/>  |
| Fax Number:                                   | <input type="text"/>  |
| <b>Section B – Bank Account Details</b>       |   |
| Name Of Bank:                                 | <input type="text"/>  |
| BSB Number:                                   | <input type="text"/>  |
| Account Number:                               | <input type="text"/>  |
| Payment By Cheque?                            | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| <b>Section C – Scalps, Snouts &amp; Tails</b> |   |
| Number Of Dog Scalps:                         | \$10.00   |
| <input type="text"/>                          | <input type="text"/>  |
| Number Of Cat Scalps:                         | \$10.00   |
| <input type="text"/>                          | <input type="text"/>  |
| Number Of Pig Snouts:                         | \$2.00  |
| <input type="text"/>                          | <input type="text"/>  |
| Number Of Pig Tails & Snouts                  | \$5.00  |
| <input type="text"/>                          | <input type="text"/>  |
| Total:  | <input type="text"/>  |
| <b>Section D – Payment Authorisation</b>      |   |
| Payment Authorised By:                        | <input type="text"/>  |
| Name: (please print)                          | <input type="text"/>  |

| Surname: (please print)   | <input type="text"/>  |
|---|---|
| Signature:  | <input type="text"/>  |
| Date:   | <input type="text"/>  |
| <b>Section E – Office Use Only</b>  |   |
| Certification Form from Property Owner/Manager sighted?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Scalps comply with policy?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Authorised Officer Name:  | <input type="text"/>  |
| Signature:  | <input type="text"/>  |
| Date:   | <input type="text"/>  |
| Collection Notice: The personal information collected on this form is for purpose of carrying out the Local Government functions and will not be disclosed to any other party unless authorised or required by law. |   |

## BUSINESS PAPERS

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### 10.8 NON-CURRENT ASSET POLICY

|                      |  |
|----------------------|--|
| <b>Attachments:</b>  | 10.8.1. Non-Current Asset Policy <a href="#">↓</a>   |
| <b>Author:</b>       | Justin Hancock - Director of Corporate Services  |
| <b>Date:</b>         | 14 April 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:

Contained within the *Local Government Act 2009*, are the principles to ensure that the system of local government is accountable, effective, efficient and sustainable. One of these principles is – “*sustainable development and management of assets and infrastructure, and delivery of effective services*”.

The Non-Current Asset Policy has been developed to establish guidelines for consistent asset management accounting practices in Council operations and to ensure compliance with the Australian Accounting Standards and all relevant legislation.

It is a legislative requirement for Council to produce annual financial statements, which includes reporting of Council’s non-current assets and this policy establishes the process for the capture of meaningful data to enable timely and accurate reporting.

#### RECOMMENDATION:

That Council adopts the Non-Current Asset Policy as presented.

#### Background:

To enable the formal identification of an asset as a non-current asset, this policy contains the necessary criteria to be satisfied, the various categories of assets and the financial thresholds that are applied to the value of the asset. The identification criteria follows:

- The asset must possess future economic benefits;
- It must be probable that those future economic benefits will be realised;
- Council must demonstrate control of the asset;
- A transaction or event must have occurred;
- It must be capable of reliable measurement and valuation;
- It must have a useful life to Council of longer than one year;
- The purchase or construction cost must be greater than Council’s asset recognition threshold amount applicable to the relevant asset class;
- It must not be a network asset.

Section 206 (2) of the *Local Government Regulation 2012* requires Council to identify an amount (the asset recognition threshold) below which the purchase of an asset will be immediately expensed. The various asset categories and relevant financial thresholds are detailed in the following table:

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| Asset Class                 | Amount   |
|-----------------------------|----------|
| Road Infrastructure         | \$10,000 |
| Sewerage Infrastructure     | \$10,000 |
| Water Infrastructure        | \$10,000 |
| Buildings                   | \$10,000 |
| Other Infrastructure Assets | \$10,000 |
| Land and Improvements       | \$1      |
| Plant and Equipment         | \$5,000  |

Once an asset satisfies all the above conditions it is deemed a non-current asset and will be included into Council's asset register for accounting and reporting purposes.

The policy presented to Council for adoption also provides guidelines for the accounting treatment of non-current assets which include:

- Valuation of Non-Current Physical Assets
- Useful Life and Depreciation
- Impairment
- Internal Controls
- Capital Versus Maintenance Expenditure
- Work in Progress

When an asset is no longer useful for Council operations or is surplus to requirements, the process detailed in Council's Asset Disposal Policy are to be followed for disposing of assets.

### Consultation (Internal/External):

- This policy has been reviewed by senior management prior to presentation to Council for adoption.

### Legal Implications:

- In accordance with the *Local Government Act 2009* and *Local Government Regulation 2012*, Council has a legislative requirement to produce annual financial statements that conform to the Australian Accounting Standards. This policy provides the guidelines to consistently manage Council's non-current assets to ensure timely and accurate reporting.

### Financial and Resource Implications:

- All costs associated with the management of non-current assets and the reporting in the annual financial statements are included in Council's adopted budget.

### Risk Management Implications:

- Having guidelines that provide a consistent approach to the management and reporting of Council's non-current assets reduces the potential risk of non-compliance to legislation and the Australian Accounting Standards.

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## Non-Current Assets Policy

### Policy Details

|                       |                                  |
|-----------------------|----------------------------------|
| Policy Category       | Council Policy                   |
| Date Adopted          |                                  |
| Endorsed by           | Chief Executive Officer          |
| Approval Authority    | Council                          |
| Effective Date        |                                  |
| Policy Version Number | 3                                |
| Policy Owner          | Manager Finance & Administration |
| Contact Officer       | Jade Nacario                     |
| Review Date           | 2 years from date of adoption    |

### Supporting documentation

|                      |  |
|----------------------|--|
| Legislation          | <ul style="list-style-type: none"><li>Local Government Act 2009</li><li>Local Government Regulation 2012</li></ul> |
| Policies             | <ul style="list-style-type: none"><li>Asset Disposal Policy</li></ul>  |
| Delegations          | <ul style="list-style-type: none"><li>Nil</li></ul>  |
| Forms                | <ul style="list-style-type: none"><li>Nil</li></ul>  |
| Supporting Documents | <ul style="list-style-type: none"><li>AASB 116 Property Plant and Equipment</li></ul>                              |

### Version History:

| Version | Adopted    | Comment                     | eDRMS # |
|---------|------------|-----------------------------|---------|
| 2       | 20/05/2015 | Council Resolution 0515/023 |         |
| 3       |            |                             |         |



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## Intent

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To set guidelines for implementing consistent asset management processes throughout Council and to state Council's position with regard to its financial management of Non-Current Assets in accordance with the *Local Government Regulation 2012* and the *Australian Accounting Standard 116 Property, Plant and Equipment*.

## Scope

---

This policy applies to all of Council's non-current physical assets.

## Policy Statement

---

Under the *Local Government Act 2009* and *Local Government Regulation 2012* all local governments in Queensland must produce annual financial statements that comply with Australian Accounting Standards.

An asset accounting policy is necessary to assist in the process of capturing meaningful data for strategic planning purposes to ensure a sustainable asset platform upon which to deliver services into the future.

This information will be audited as part of the annual external audit conducted by the Queensland Audit Office.

## Asset Identification

---

Only individually identified assets will be recognised and recorded as a non-current asset.

In order to be classified as a non-current asset the following criteria must be satisfied:

- The asset must possess future economic benefits;
- It must be probable that those future economic benefits will be realised;
- Council must demonstrate control of the asset;
- A transaction or event must have occurred;
- It must be capable of reliable measurement and valuation;
- It must have a useful life to Council of longer than one year;
- The purchase or construction cost must be greater than Council's asset recognition threshold amount applicable to the relevant asset class;
- It must not be a network asset.

## Asset Recording

---

Assets are to be recorded and maintained in the corporate asset registers or in a "portable and attractive items" registers if the initial purchase price is less than Council's asset recognition threshold. The asset recognition thresholds are detailed further in this policy.



## Asset Classes

---

Given the diverse nature of Council's operations, Council controls a wide variety of different assets. In order to account for and manage those assets they have been classed into a number of categories of like assets. These categories are:

- Road Infrastructure
- Sewerage Infrastructure
- Water Infrastructure
- Buildings
- Other Infrastructure Assets
- Land and Improvements
- Plant and Equipment

## Asset Recognition Thresholds

---

Pursuant to the requirements of section 206 (2) of the *Local Government Regulation 2012* for each asset class, Council will identify an amount (the asset recognition threshold) below which the purchase of an asset will be immediately expensed. The asset recognition thresholds are:

| Asset Class                 | Amount   |
|-----------------------------|----------|
| Road Infrastructure         | \$10,000 |
| Sewerage Infrastructure     | \$10,000 |
| Water Infrastructure        | \$10,000 |
| Buildings                   | \$10,000 |
| Other Infrastructure Assets | \$10,000 |
| Land and Improvements       | \$1      |
| Plant and Equipment         | \$5,000  |

These threshold values are exclusive of the Goods and Services Tax. They refer to individual acquisitions and not aggregated amounts (as Council does not recognise network assets).

## Valuation of Non-Current Physical Assets

---

Pursuant to section 206 (1) of *Local Government Regulation 2012*, the value of Council's non-current physical assets must be worked out using relevant accounting documents. Accordingly, methods used will be consistent with relevant Australian Accounting Standards.

In accordance with the requirements of the *Local Government Regulation 2012*, Council will value the asset classes of Plant and Equipment on a cost basis and will value all Land, Land Improvements, Buildings and Other Structures and Road, Water and Sewerage Infrastructure on a revaluation basis.

A comprehensive external revaluation of all non-current assets will occur over a three year cycle. Each year the classes of non-current assets not being comprehensively revalued by external valuers, will be subject to an annual desktop revaluation. Annual review of all non-current assets



will also be used to determine validity of inclusion of asset in Council's annual insurance renewal program.

## **Useful Life and Depreciation**

---

Determining the useful life of conventional assets such as plant and equipment is not generally difficult as life cycle information is available. Many infrastructure assets are so long lived that the information and experience needed to accurately predict asset lives is not readily available. In the absence of such information, assets are to be given the longest sustainable life possible and conventional assets are to be given useful lives consistent with industry standards.

All of the Council's property plant and equipment will be depreciated over useful life based on the original cost or gross carrying value of the assets as recorded in Council's asset register. Land assets are not depreciated.

The method of depreciation chosen shall reflect the pattern in which the asset's future economic benefits are expected to be consumed.

Asset depreciation and amortisation parameters, useful lives, asset condition (used to assess remaining useful lives) and residual values are to be reviewed with sufficient regularity to ensure that they are representative of current conditions and expectations at the end of each financial year. Remaining useful life of an asset should be reassessed whenever a major addition or any significant partial disposal occurs.

## **Impairment**

---

All Council assets will be periodically assessed for impairment. Asset management plans will specify steps to be taken to renew or replace impaired assets.

Due to their specialist nature and community use there is no active and liquid market for certain Council assets to determine recoverable amount as the higher of fair (market) value or value in use for impairment purposes. Value in use for these assets is measured as depreciated replacement cost.

As the carrying (fair) value of specialist assets is also based on depreciated replacement cost, any impairment of specialist assets will be accounted for as a revaluation adjustment.

## **Internal Controls**

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The following internal controls are to be adopted for asset registers:

- All inputs to Council's asset register are to be supported by authorised source documentation in an auditable format.
- All systems and processes connected with the maintenance of Council's asset register are to be documented as established procedures.
- Council's asset register is to be capable of tracking and reporting asset movements.
- Council's asset register is to be reconciled on a regular basis to control accounts maintained in the general ledger.
- Asset stocktakes are to be undertaken on a cyclical basis to ensure actual assets support reported financial information. All stocktake working papers supporting asset verification are to be retained and any differences between records and physical counts are to be explained.



## **Capital versus Maintenance Expenditure**

---

Expenditure will be classified as capital expenditure where the expenditure:

- results in the acquisition or construction of a new and separately identifiable asset (above asset recognition threshold)
- extends the asset's useful life
- improves the asset's revenue earning capacity, service potential or future economic benefit, often by taking advantage of more modern technology; or
- adds attributes which were not previously part of the asset.

Expenditure will be classified as maintenance where it is necessarily incurred in maintaining the predetermined service potential or economic life of an asset and includes expenditure on road assets and water and sewerage assets where:

- it is part of a routine maintenance program; or
- it does not significantly increase the design life or useful life of the assets; or
- it relates to localised problems such as subsidence, breaking up etc., of part of the asset; or
- the basic qualities of the asset are not being upgraded.

Capital expenditure must either be recorded as a new asset or an increase in the current carrying value of the asset. Maintenance expenditure will be expensed in the financial statements.

## **Work in Progress**

---

Work in progress balances are to be reviewed regularly to ensure that they are cleared no later than six months after practical completion or prior to full revaluation of the pertinent asset class, whichever occurs first.

After an asset is reported as complete and has been capitalised, all further costs will be subject to a test of materiality vs the burden of administration to determine if the costs post capitalisation will be capitalised or expensed.

## **Disposal of Assets**

---

Any disposal of Council assets is to be undertaken in accordance with Council's Asset Disposal Policy.



## Definitions

| TERM                            | DEFINITION   |
|---------------------------------|--|
| <b>Amortisation</b>             | Is the systematic allocation of the depreciable amount of an intangible asset over its useful life.  |
| <b>Asset</b>                    | A resource controlled by Council as a result of past events and from which future economic benefits are expected to flow to Council.   |
| <b>Carrying Value</b>           | The amount at which an asset is recorded (either at cost or fair value) within the asset register after deducting any accumulated depreciation and accumulated impairment losses. This is the same as an asset's written down value.         |
| <b>Depreciation</b>             | Is the systematic allocation of the depreciable amount of an asset over its useful life.   |
| <b>Future Economic Benefits</b> | The ability of an asset to provide goods or services in accordance with the organisation's goals and objectives.   |
| <b>Impairment</b>               | A decrease in service potential of an asset as a consequence of an irregular event or catastrophe resulting in its recoverable amount being less than its carrying value.  |
| <b>Materiality</b>              | If the omission or misstatement of an item, individually or collectively would influence the economic decisions of users of the financial statements or the accountability of management or governing body.                                  |
| <b>Non-Current Asset</b>        | An asset that is expected to be utilised over more than one financial year.  |
| <b>Residual Value</b>           | Is the estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life. |
| <b>Useful Life</b>              | The period of time over which an asset is expected to be available for use by Council.   |

Adopted by Council "Date" by Resolution "Number"

**Mark Crawley**  
Chief Executive Officer

## **BUSINESS PAPERS**

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### **10.9 COMMUNITY DEVELOPMENT**

|                      |   |
|----------------------|---|
| <b>Attachments:</b>  | 10.9.1. Monthly report - Normanton and Karumba Pool <a href="#">↓</a><br>10.9.2. Monthly report - Library <a href="#">↓</a> |
| <b>Author:</b>       | Cherie Schafer - Manager Economic & Community Development   |
| <b>Date:</b>         | 7 April 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:**

Following Legislative direction from the Federal Government Libraries, pools, gyms and Sports Centre's were shut to the public on Monday 23 March 2020. The information provided in this report are statistics up to the date of closure.

#### **1.1 Normanton Sports Centre**

---

- Statistics have been provided on the stats and general information for both the Normanton and Karumba Sports Centres for the month of March (attached).
- The Centre is currently closed to the public due to COVID-19.

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

---

- Statistics have been provided on the stats and general information for both the Normanton and Karumba Pools for the month of March (attached).
- Both pools are currently closed to the public due to COVID-19.

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

---

- Statistics have been provided on the stats and general information for both the Normanton and Karumba Libraries for the month of March (attached).
  - Both Libraries are currently closed to the public due to COVID-19
-

## **BUSINESS PAPERS**

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### **1.4 Normanton Childcare Centre**

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- Implemented new requirements around cleaning measures for COVID -19.
- Reduced numbers due to parents being on leave and keeping children home.
- Have had several small events during the month including dress up days.

### **1.5 N150 Bricks**

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- The laying of the N150 bricks has been finalised. The green colour bond fence is due to be placed behind the bricks and garden beds will be placed on each side of the bricks and behind.

Due to COVID-19 and the availability of obtaining plants the garden area has been temporarily put on hold.

### **1.6 Interagency meeting**

---

- Minutes from the March Interagency meeting handed to Councillors.

### **Grant Applications and Outcomes 2020:**

Previous funding outcomes

- Community Gambling Fund – Junior Rugby League - Approved
- Community Gambling Fund – Karumba Rec Club - Approved
- Gulf Trust Fund – Junior Rugby League – Approved
- Gulf Trust Funding – Normanton Childcare - Approved
- Community Gambling Fund – Normanton Stingers – Approved
- Community Gambling Fund – Normanton Childcare parent Committee – Declined
- Sport and Recreation Infrastructure Funding – Approved up to \$1 Million

Recently Submitted – Manager Community Development

- RADF 2020/2021 funding
- SOTN funding – Council ball

Recently Submitted - Grants Officer

- Community Gambling Fund – Normanton Athletics Club
- SOTN funding- Gulf Junior Rugby League

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

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

## **BUSINESS PAPERS**

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**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 and Karumba Pool Monthly Report – March 2020

### Normanton

#### Statistics

| Patrons                 | February 2020 | March 2020 |
|-------------------------|---------------|------------|
| Adults                  | 124           | 47         |
| Children                | 304           | 438        |
| Water Park              | 100           | 119        |
| <b>Total Attendance</b> | <b>528</b>    | <b>604</b> |

Normanton opening hours are:

**Monday, Wednesday and Friday 2.30pm to 6pm**

**Tuesday and Thursday 2.30pm to 4.30pm**

**Saturday and Sunday 1.00pm to 6.00pm**

**POOL and Water Park CLOSED UNTIL FRUTHER NOTICE DUE TO COVID 19**

#### Special Events

Normanton Swimming Club are training twice a week on Tuesdays and Thursdays.

Normanton State School and Gulf Christian College doing swimming lessons Monday to Friday.

Water aerobics is going strong at 6pm Monday, Wednesday and Friday nights with Amanda Scott.

Unfortunately, with the COVID-19 virous all activities have been cancelled.

#### General Update

During the month of March, the pool and water park operated effectively, with the average daily temperature of the pool 31°C with the heater operating in 'Stand by' mode, with the water parks average daily temperature of 31°C.

The Normanton Town Crew came down and erected 3 x large (9mx6m) SES tarps, to help keep the pool temperature down. This temporary shad was a hit by the schools and all pool users.

Due to the Coronavirus, to save on operating costs, we will be running the filtration to a bare minimum.

The good news is with this wormer weather, the pool and water park are getting heavily used and was being enjoyed by all.



## Karumba

### Statistics

| Patrons                 | February 2020 | March 2020 |
|-------------------------|---------------|------------|
| Adults                  | 135           | 128        |
| Children                | 89            | 62         |
| Water Park              | 23            | 6          |
| <b>Total Attendance</b> | <b>247</b>    | <b>196</b> |

### Karumba opening hours

Monday to Sunday 10am-6pm

Saturday & Sunday 1pm - 6pm

Public Holidays 1.00pm-6.00pm

### Special events

This month we were hoping to get Water Aerobics off the ground but due to the Coronavirus that will not be the case.

Karumba State School Swimming Carnival has been cancelled.

### General update

Pool temp has been at 32 degrees most of the month. The waterpark has been sitting on 36 degrees.

A few Normanton faces still enjoying the Karumba Pool.

The plant room was running effectively. With the pool closed now Waterpark is turned off and Pool is running at a minimal.

| Statistics - Carpentaria Library Services | Normanton |        |        | Karumba |        |        |
|---|-----------|--------|--------|---------|--------|--------|
|   | Mar-18    | Mar-19 | Mar-20 | Mar-18  | Mar-19 | Mar-20 |
| Monthly Walk-Ins                          | 132       | 142    | 62     | 154     | 260    | 119    |
| Number of library loans                   | 91        | 191    | 58     | 90      | 184    | 53     |
| Number of people utilising the internet   | 29        | 3.5    | 16     | 18      | 0      | 5      |
| Number of new members                     | 1         | 9      | 0      | 4       | 1      | 2      |
| Total Hours Public Internet Usage         | 17        | 3.5    | 7      | 9       | 0      | 5      |
| Total hours open to the public            | 84        | 84     | 48     | 84      | 84     | 60     |

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

#### 11.1 DOE REPORT

**Attachments:** NIL  
**Author:** Michael Wanrooy - Director of Engineering  
**Date:** 14 April 2020

**Key Outcome:** 5.1 - Integrated and timely provision and management of sustainable infrastructure and assets

**Key Strategy:** 5.1.3 Plan and implement urban improvement works which enhance local character and identify, conserve and improve the region's streetscapes and provide iconic parkland.

#### Executive Summary:

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

#### RECOMMENDATION:

That Council:

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

#### 1. Actions Arising from Previous Meetings

| Reference | Action  | Status      |
|-----------|---|-------------|
| A1117-08  | Construct a 1.8 metre plastic coated cyclone mesh fence around Kath Alexander Park.<br>➤ Work is Complete   | Complete    |
| A0318-18  | Liaise with TMR to obtain approval to install a pedestrian crossing on Landsborough Street in the vicinity of the Stop Shop<br>➤ Council is working with TMR to produce a detailed schedule and estimate for the pedestrian crossing through the Safer Roads Sooner project.<br>➤ | In Progress |
| 1/11/2018 | Relocate and extend tie-downs to northern side of a aircraft parking area.<br>➤ Contractor is being arranged to have this complete before May   | In Progress |
| 1/11/2018 | Investigate and prepare a report including scope of works and estimate of costs to reinstate the grid on the Old Croydon Road for Councils consideration.<br>➤  | Not Started |
| April 19  | Assess the possibility of closing this road area and creating a playground/park in this area.   | Not Started |

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| Reference | Action  | Status      |
|-----------|---|-------------|
| Sept 19   | <p>Cr Bawden requested that the Director of Engineering arrange for an audit to be undertaken on all Council Buildings and Footpaths, with a strategy to be implemented to introduce disability access to these assets</p> <ul style="list-style-type: none"> <li>➤ An audit for Normanton Footpaths is completed Refer 6.1</li> <li>➤ An audit for Karumba footpaths is completed Refer 6.2</li> </ul> | In Progress |
|           | <p>Look at the line marking at Karumba business district</p> <ul style="list-style-type: none"> <li>➤ Put in budget June 2020 - 2021</li> </ul>   | In Progress |

### 2. Miscellaneous Projects

- 2.1. The new garbage truck was delivered to Normanton on 7 April. It is 6m<sup>3</sup> larger than the previous one with additional features of a camera on all sides and rear, and a gurney with water reservoir for cleaning.
- 2.2. Hatchery Shed –The walkway between the Hatchery and the Barramundi Discovery Centre is 100% complete, completing the W4Q funding portion.
- 2.3. Wayne Miller’s crew have nearly completed installing the fence around the Kath Alexander Park. They have completed the N150 pavers project, just the installation of the colorbond fence remains outstanding.
- 2.4. Terry Casey’s RMPC crew are hand mowing and spraying herbicide on State Controlled Roads.
- 2.5. Shelton Turner’s Crew - They are slashing between Normanton and Cloncurry, undertaking hand mowing around town. Cameron is grading 89B under RMPC.
- 2.6. Gibson Charger – undertaking RMPC grade on 89B.
- 2.7. Greg Brooks slashing from Bang Bang to Normanton on 89A.

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**Photo:** New Garbage Truck.



**Photo:** Work on fence at Kath Alexander Park

## **BUSINESS PAPERS**

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**Photo:** Walkway at new Hatchery



**Photo:** Lighting demonstration of existing tank – Barra Hatchery

## **BUSINESS PAPERS**

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

- 3.1. Council is preparing 6 camps for flood damage works. Camps and crews will start to move out on the 14/04/2020. We should have all camps out by the end of the first swing.
- 3.2. Council undertaking road run daily on all roads and checking graders doing emergent works.
- 3.3. Colin Charger / Grader / Crew:
  - Emergent works – Leichhardt / Augustus / Nardoo (completed).
  - Emergent works – Augustus / Donors Hills / Wondoola bypass (completed).
- 3.4. Gibson Charger:
  - Undertaking Emergent work Glencoe to Miranda.
- 3.5. Other Emergent work touch ups:
  - Norwest, Grader continue Glencoe to Miranda – Emergent work.
  - Norwest, Grader Stirling to Miranda – Emergent Work.
  - O'Brien's Grader, Broadwater to Iffley - Emergent work.
  - O'Brien's Grader, Claraville – Emergent work.
  - Tom's Tonkas, Grader Trenton Emergent completed.
  - Tom's Tonkas, Grader working Iffley to Boundary – emergent work.
- 3.6. Ronnie Kerr / Crew:
  - Start Normanton Gun Club 2018 DRFA works Mon 6/04/2020. They will be carting material from Lillyvale.
- 3.7. Dean TMR (inspector) with Terry did RADAR pick up for the 2020 emergent works for 89B.

### **4. Trades Report**

- 4.1. 36 Woodward – 100% complete
- 4.2. 2 Norman Street - 100% completed.
- 4.3. 38 Woodward Street: 70% complete undertaking maintenance repairs.
- 4.4. 23 Woodward Street – 80% complete
- 4.5. Trades Shed – installed electrical conduits – Shed on order.

## **BUSINESS PAPERS**



**Photo:** Work being done on 23 Woodward Street.

### **5. New Projects/Grant Applications**

- 5.1. Grid Replacement 89A. TMR has awarded Council \$85K to replace an existing grid near the Flinders River. TMR will supply the grid and Council will arrange to pick it up from Cloncurry.
- 5.2. Council is working with TMR to produce a detailed schedule and estimate for the pedestrian crossing at the Stop Shop and a round-a-bout where the old borehead is located at Landsborough St through the Safer Roads Sooner project.

## BUSINESS PAPERS



**Photo:** Example of the type of crossing we are looking at. This one was constructed for Camooweal.

### 6. Reports

#### 6.1. Audit on Normanton pram inverts

| Location           | Street Location                            | Comments  | Risk Score |
|--------------------|--|---|------------|
| 1A                 | Out bound lane<br>Landsborough<br>Caroline | Concrete ramp provided grade of ramp needs to be checked, it doesn't link to any footpath could easily be linked to walking track to Fred Pascoe fishing bridge   | Medium     |
| <a href="#">1B</a> | Out bound lane<br>Landsborough<br>Caroline | No ramp provided possible street crossing point   | Medium     |
| 2A                 | Out bound lane<br>Landsborough<br>Caroline | Steel ramp provided, has holes in grates which could cause tripping issues if people were wearing shoes with small heels, needs some form of railing/barrier to prevent pedestrians on mobility scooters, wheel chairs or the blind from going over the edges as they are raise approximately 200mm from ground level which could cause falls | High       |
| 2B                 | Out bound lane<br>Landsborough<br>Caroline | No ramp provided possible street crossing point   | Medium     |
| 3A                 | Out bound lane<br>Landsborough Haig        | No ramp provided concrete footpath provided   | High       |
| 3B                 | Out bound lane<br>Landsborough Haig        | No ramp provided possible street crossing point   | Medium     |
| 4A                 | Out bound lane<br>Landsborough Haig        | No ramp provided concrete footpath provided   | High       |

## BUSINESS PAPERS

|     |  |   |        |
|-----|--|---|--------|
| 4B  | Out bound lane<br>Landsborough Haig            | No ramp provided possible street crossing point   | Medium |
| 5A  | Out bound lane<br>Landsborough<br>Brown        | Steel ramp provided, has holes in grates which could cause tripping issues if people were wearing shoes with small heels, needs some form of railing to prevent pedestrians on mobility scooters, wheel chairs or the blind from going over the edges as they as they are raise approximately 200mm from ground level which could cause falls         | High   |
| 5B  | Out bound lane<br>Landsborough<br>Brown        | Steel ramp provided, has holes in grates which could cause tripping issues if people were wearing shoes with small heels, needs some form of railing to prevent pedestrians on mobility scooters, wheel chairs or the blind from going over the edges as they as they are raise approximately 200mm from ground level which could cause falls         | High   |
| 6A  | Out bound lane<br>Landsborough<br>Brown        | Steel ramp provided, has holes in grates which could cause tripping issues if people were wearing shoes with small heels, needs some form of railing/barrier to prevent pedestrians on mobility scooters, wheel chairs or the blind from going over the edges as they as they are raise approximately 200mm from ground level which could cause falls | High   |
| 6B  | Out bound lane<br>Landsborough<br>Brown        | No ramp provided possible street crossing point   | Medium |
| 7A  | Out bound lane<br>Landsborough Little<br>Brown | Concrete ramp provided would need to check disability standards for grade   | Low    |
| 7B  | Out bound lane<br>Landsborough Little<br>Brown | No ramp provided possible street crossing point   | Medium |
| 8A  | Out bound lane<br>Landsborough Little<br>Brown | Concrete ramp provided would need to check disability standards for grade   | Low    |
| 8B  | Out bound lane<br>Landsborough Little<br>Brown | No ramp provided possible street crossing point   | Medium |
| 9A  | Outbound lane<br>Landsborough<br>Brodie        | Concrete ramp provided would need to check disability standards for grade   | Low    |
| 9B  | Outbound lane<br>Landsborough<br>Brodie        | No ramp provided possible street crossing point   | Medium |
| 10A | Outbound lane<br>Landsborough<br>Brodie        | Concrete ramp provided would need to check disability standards for grade   | Low    |
| 10B | Outbound lane<br>Landsborough<br>Brodie        | No ramp provided possible street crossing point   | Medium |
| 11A | Outbound lane<br>Landsborough<br>Woodward      | Concrete ramp provided would need to check disability standards for grade   | Low    |
| 11B | Outbound lane<br>Landsborough<br>Woodward      | No ramp provided possible street crossing point   | Medium |

## BUSINESS PAPERS

|     |   |   |        |
|-----|---|---|--------|
| 12A | Outbound lane<br>Landsborough<br>Woodward | Concrete ramp provided very narrow would need to check disability standards for grade and width | High   |
| 12B | Outbound lane<br>Landsborough<br>Woodward | No ramp provided possible street crossing point   | Medium |
| 13A | Outbound lane<br>Landsborough<br>Dutton   | Concrete ramp provided would need to check disability standards for grade                       | Low    |
| 13B | Outbound lane<br>Landsborough<br>Dutton   | No ramp provided possible street crossing point   | Medium |
| 14A | Outbound lane<br>Landsborough<br>Dutton   | Concrete ramp provided would need to check disability standards for grade                       | Low    |
| 14B | Outbound lane<br>Landsborough<br>Dutton   | No ramp provided possible street crossing point   | Medium |
| 15A | Outbound lane<br>Landsborough<br>Matilda  | Concrete ramp provided would need to check disability standards for grade                       | Low    |
| 15B | Outbound lane<br>Landsborough<br>Matilda  | No ramp provided possible street crossing point   | Medium |
| 16A | Outbound lane<br>Landsborough<br>Matilda  | No Kerb ramp or footpath provided   | High   |
| 16B | Outbound lane<br>Landsborough<br>Matilda  | No ramp provided possible street crossing point   | Medium |
| 17A | Outbound lane<br>Landsborough<br>Palmer   | No Kerb ramp or footpath provided   | High   |
| 17B | Outbound lane<br>Landsborough<br>Palmer   | No ramp provided possible street crossing point   | Medium |
| 18A | Outbound lane<br>Landsborough<br>Palmer   | No Kerb ramp or footpath provided   | High   |
| 18B | Outbound lane<br>Landsborough<br>Palmer   | No ramp provided possible street crossing point   | Medium |
| 19A | Outbound lane<br>Landsborough Philp       | Kerb ramp provided no footpath provided   | High   |
| 19B | Outbound lane<br>Landsborough Philp       | No ramp provided possible street crossing point   | Medium |
| 20A | Outbound lane<br>Landsborough Philp       | No ramp provided footpath provided  | High   |
| 20B | Outbound lane<br>Landsborough Philp       | No ramp provided possible street crossing point   | Medium |
| 21A | Outbound lane<br>Landsborough Noel        | No Kerb ramp or footpath provided   | High   |
| 21B | Outbound lane<br>Landsborough Noel        | No ramp provided possible street crossing point   | Medium |

## BUSINESS PAPERS

|     |  |   |        |
|-----|--|---|--------|
| 22A | Outbound lane<br>Landsborough Noel       | No Kerb ramp or footpath provided               | High   |
| 22B | Outbound lane<br>Landsborough Noel       | No ramp provided possible street crossing point | Medium |
| 23A | Inbound lane<br>Landsborough Noel        | New nothing required                            | Low    |
| 23B | Inbound lane<br>Landsborough Noel        | No ramp provided possible street crossing point | Medium |
| 24A | Inbound lane<br>Landsborough Noel        | New nothing required                            | Low    |
| 24B | Inbound lane<br>Landsborough Noel        | No ramp provided possible street crossing point | Medium |
| 25A | Inbound lane<br>Landsborough Philp       | New nothing required                            | Low    |
| 25B | Inbound lane<br>Landsborough Philp       | No ramp provided possible street crossing point | Medium |
| 26A | Inbound lane<br>Landsborough Philp       | Nothing required                                | Low    |
| 26B | Inbound lane<br>Landsborough Philp       | No ramp provided possible street crossing point | Medium |
| 27A | Inbound lane<br>Landsborough<br>Matilda  | Nothing required                                | Low    |
| 27B | Inbound lane<br>Landsborough<br>Matilda  | No ramp provided possible street crossing point | Medium |
| 28A | Inbound lane<br>Landsborough<br>Matilda  | Nothing required                                | Low    |
| 28B | Inbound lane<br>Landsborough<br>Matilda  | No ramp provided possible street crossing point | Medium |
| 29A | Inbound lane<br>Landsborough<br>Dutton   | Nothing required                                | Low    |
| 29B | Inbound lane<br>Landsborough<br>Dutton   | No ramp provided possible street crossing point | Medium |
| 30A | Inbound lane<br>Landsborough<br>Dutton   | Nothing required                                | Low    |
| 30B | Inbound lane<br>Landsborough<br>Dutton   | No ramp provided possible street crossing point | Medium |
| 31A | Inbound lane<br>Landsborough<br>Woodward | Nothing required                                | Low    |
| 31B | Inbound lane<br>Landsborough<br>Woodward | No ramp provided possible street crossing point | Medium |
| 32A | Inbound lane<br>Landsborough<br>Woodward | Nothing required                                | Low    |

## BUSINESS PAPERS

|     |  |  |        |
|-----|--|--|--------|
| 32B | Inbound lane<br>Landsborough<br>Woodward | No ramp provided possible street crossing point  | Medium |
| 33A | Inbound lane<br>Landsborough<br>Brodie   | Nothing required   | Low    |
| 33B | Inbound lane<br>Landsborough<br>Brodie   | No ramp provided possible street crossing point  | Medium |
| 34A | Inbound lane<br>Landsborough<br>Brodie   | Nothing required   | Low    |
| 34B | Inbound lane<br>Landsborough<br>Brodie   | No ramp provided possible street crossing point  | Medium |
| 35A | Inbound lane<br>Landsborough<br>Brown    | Nothing required   | Low    |
| 35B | Inbound lane<br>Landsborough<br>Brown    | No ramp provided possible street crossing point  | Medium |
| 36A | Inbound lane<br>Landsborough<br>Brown    | Steel ramp provided, has holes in grates which could cause tripping issues if people were wearing shoes with small heels, needs some form of railing to prevent pedestrians on mobility scooters, wheel chairs or the blind from going over the edges, uneven and has tripping point leading and out   | High   |
| 36B | Inbound lane<br>Landsborough<br>Brown    | No ramp provided possible street crossing point  | Medium |
| 37A | Inbound lane<br>Landsborough Haig        | Steel ramp provided, has holes in grates which could cause tripping issues if people were wearing shoes with small heels, needs some form of railing to prevent pedestrians on mobility scooters, wheel chairs or the blind from going over the edges, uneven and has tripping point leading and out, gaps in grates could lead to bike riders or pedestrian being injured | High   |
| 37B | Inbound lane<br>Landsborough Haig        | No ramp provided possible street crossing point  | Medium |
| 38A | Inbound lane<br>Landsborough Haig        | Steel ramps provided, has holes in the grates which could cause tripping issues if people were wearing shoes with small heels, needs some form of railing barrier to prevent pedestrians on mobility scooter, wheel chairs or the blind from going over the edge, has minor tripping areas leading into and out of the crossing  | High   |
| 38B | Inbound lane<br>Landsborough Haig        | No ramp provided possible street crossing point  | Medium |
| 39A | Inbound lane<br>Landsborough<br>Caroline | One single ramp quite dangerous, has holes in grate which could cause shoe heels to become wedged causing a fall, needs urgent attention   | High   |

## BUSINESS PAPERS

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|-----|--|--|--------|
| 39B | Inbound lane<br>Landsborough<br>Caroline | No ramp provided possible street crossing point  | Medium |
| 40A | Inbound lane<br>Landsborough<br>Caroline | Double steel ramp reasonable condition with small area to be patched, holes in grate could cause tripping issue for people wearing small heels, gap between ramps needs to be rectified could cause issue for small sized wheels | High   |
| 40B | Inbound lane<br>Landsborough<br>Caroline | No ramp provided possible street crossing point  | Medium |

### 6.2. Audit on Karumba pram inverts

## BUSINESS PAPERS

| Location | Street Location                | Comments   | Risk Score |
|----------|--------------------------------|--|------------|
|          | <b><u>Karumba Point</u></b>    |  |            |
| 1A       | Palmer Street                  | Kerb ramp provided good  | Low        |
| 2A       | Palmer Street                  | Kerb ramp provided good  | Low        |
| 3A       | Palmer Street                  | Footpath provided no kerb ramp   | High       |
| 4A       | Palmer Street                  | No kerb ramp or footpath provided  | High       |
| 5A       | Palmer Street                  | Footpath provided no kerb ramp   | High       |
| 6A       | Palmer Street                  | No kerb ramp or footpath provided  | High       |
| 7A       | Palmer Street                  | No kerb ramp or footpath provided  | High       |
| 8A       | Ward Street                    | No kerb ramp or footpath provided  | High       |
| 9A       | Ward Street                    | Kerb ramp provided good  | Low        |
| 10A      | Ward Street                    | No kerb ramp provided footpath provided  | High       |
| 11A      | Ward Street                    | Kerb ramp provided and path to camera's no disabled car parking provided to access disabled camera               | Medium     |
|          |                                |  |            |
|          | <b><u>Karumba Township</u></b> |  |            |
| 1A       | Yappar Street                  | pool pedestrian crossing narrow not to stan  | Medium     |
| 2A       | Yappar Street                  | pool pedestrian crossing narrow not to stan  | Medium     |
| 3A       | Yappar Street                  | Path does not finish at seal edge  | Medium     |
| 4A       | Yappar Street                  | No kerb ramp footpath doesn't meet kerb  | High       |
|          |                                | Photo 2  |            |
| 5A       | Yappar Street                  | Pedestrian crossing good   | Low        |
| 6A       | Yappar Street                  | Pedestrian crossing good   | Low        |
| 7A       | Yappar Street                  | Kerb ramp and footpath provided  | Low        |
| 7B       | Yappar Street                  | No kerb ramp or footpath provided  | High       |
| 8A       | Yappar Street                  | New kerb ramp and path provided  | Low        |
| 8B       | Yappar Street                  | New kerb ramp and path provided  | Low        |
| 9A       | Yappar Street                  | Kerb ramp and footpath provided  | Low        |
| 9B       | Yappar Street                  | No kerb ramp provided footpath provided  | High       |
| 10A      | Yappar Street                  | New kerb ramp and path provided  | Low        |
| 11A      | Yappar Street                  | New kerb ramp and path provided  | Low        |
| 11B      | Yappar Street                  | No kerb ramp or footpath provided  | High       |
| 12A      | Yappar Street                  | No kerb ramp or footpath provided  | High       |
| 12B      | Yappar Street                  | Kerb ramp and footpath provided  | Low        |
| 13A      | Yappar Street                  | Kerb ramp provided new footpath only leads to caravan park entrance no path along Yappar Street from this point. | Medium     |
| 14A      | Walker Street                  | No kerb ramp provided footpath provided  | High       |
| 15A      | Walker Street                  | New kerb ramp and path provided  | Low        |

## **BUSINESS PAPERS**

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### **11.2 NDRRA/QDRF REPORT**

|                     |  |
|---------------------|--|
| <b>Attachments:</b> | 11.2.1. Appendix A - QRA18 Expenditure Summary <a href="#">↓</a>     |
|                     | 11.2.2. Appendix B - QRA18 Completion Sketch <a href="#">↓</a>       |
|                     | 11.2.3. Appendix C - QRA19 Expenditure Summary <a href="#">↓</a>     |
|                     | 11.2.4. Appendix D - QRA19 Completion Sketch <a href="#">↓</a>       |
|                     | 11.2.5. Appendix E - Betterment Projects <a href="#">↓</a>           |
|                     | 11.2.6. Appendix F - TMR19 89B REPA Submitted <a href="#">↓</a>      |
|                     | 11.2.7. Appendix G - TMR19 89B REPA Approved <a href="#">↓</a>       |
|                     | 11.2.8. Appendix H - TMR19 89B Quantity comparison <a href="#">↓</a> |

**Author:** John Martin - Consultant Engineering

**Date:** 8 April 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:**

QRA18 REPA is currently 97% complete with only minor roads remaining to be constructed prior to the June 30, 2020 deadline. Works have been programmed to re-commence prior to Easter.

QRA19 REPA submissions 1-5 have all been approved with a total RV in excess of \$66 million. Submission 6 and project specific tenders are still under development.

QRA20 has been activated for CDO, EW and REPA. Damage pick-up is complete except for the northern roads where access is cut with submissions at approximately 30% complete

QRA have approved seven (7) betterment projects with a further seven (7) under consideration.

TMR19 REPA contract has been issued at less than 4% of Council's assessment.

TMR19 Betterment contract for 89B (\$5.5million) has been awarded to Council for construction commencing in July 2020.

TMR20 will be picked up in early April. No emergency work has commenced as directed by TMR.

Road construction is considered an essential service. Construction of QRA18 will commence in early April and QRA19 will commence immediately following the Easter long weekend. COVID-19 advice from the State and Federal Government will be monitored closely in the coming weeks to ensure all camps meet Council's requirements.

#### **RECOMMENDATION:**

That Council:

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

#### **Background:**

##### **2018 QRA Restoration**

## **BUSINESS PAPERS**

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1. The QRA18 Program (\$13.8million construction value) is approximately 97% complete and has a forecast final construction cost of \$19.6million. 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 during the close out process.
3. The remaining roads are programmed for construction 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.
4. There is a moderate risk that if further COVID-19 restrictions are implemented by the State or Federal Government, construction may not be completed by the deadline. Further advice from the State and Federal Government will be monitored closely over the coming weeks.

### **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 REPA is in excess of \$66 million, 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 and 30% prepayment paid to Council.
  - Submission 3 (Secondary Roads) – Project RV \$12.1million. Approved and 30% prepayment paid to Council.
  - Submission 4 (Southern Roads) – Project RV \$13.6million. Approved and 30% prepayment paid to Council.
  - Submission 5 (Northern Roads) – Project RV approx. \$10.1million. Approved and awaiting 30% prepayment.
  - Submission 6 (Town Streets, Flood gauges, MR Crossing) – Project RV approx. \$0.85 million. Approved and 30% prepayment awaiting.
3. Works are programmed to re-commence immediately after the Easter long weekend with Iffley Road at approximately 52% complete (refer Appendix C and D).

## **BUSINESS PAPERS**

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4. QRA have been advised that additional costs are expected due to COVID-19. An extension of time has been submitted to compensate for a reduction in available resources and travel restrictions. and Further advice from the State and Federal Government regarding COVID-19 will be monitored closely over the coming weeks.
  
5. QRA has approved the following seven betterment projects:
  - Normanton to Burketown Pavement Improvements and Sealing CH37.458 – 43.185 – Project RV \$3.1million, Construction value \$2.5million.
  - Normanton to Burketown Pavement Improvements and Sealing CH53.218 – 55.742 – Project RV \$0.96million, Construction value \$0.76million.
  - Burke and Wills Monument Road pavement improvements (\$138,000).
  - Little Bynoe Northern Approach works (\$346,000 - 50% complete).
  - Critters Camp Communication (\$150,150 – 100% complete).
  - Monsoon Trough Flood Impact Study (\$60,000).
  - Desludging of the Normanton Sewerage Lagoon (\$734,508).
  
6. Seven (7) additional QRA Betterment projects have been submitted to QRA and are awaiting an outcome – refer Appendix E.

### **2020 QRA Event**

1. Due to significant rainfall and flooding from the Queensland Monsoonal Flooding event (23 January to 3 February 2020), Carpentaria Shire has been “activated” for Counter Disaster Operations (CDO), Emergency Works (EW) and Reconstruction of Essential Public Assets (REPA).
2. Damage assessments have been completed on all accessible Shire roads. Vehicle access to the Far Northern Roads (Dixie, Koolatah etc) is impassable due to water levels at the Mitchell River and biosecurity restrictions through Cook Shire.
3. Emergency work is ongoing and will continue until Easter when REPA construction commences.
4. CDO claim (\$3,600) for search and rescue operations has been submitted to QRA for reimbursement. Additional costs for a medicine drop are currently being acquitted through a separate CDO claim.
5. Projects are currently being developed for the 2019/20 Queensland Disaster Resilience Fund – refer Appendix E for a full list of projects.

### **2019 TMR**

1. TMR19 REPA has been assessed by TMR with less than 4% of Councils assessment approved. Council applied for 247km of treatment on 89B with 7.7km approved by TMR. Appendix F, G and H compare the quantity of approved treatment on 89B to adjacent Shire roads.
2. TMR 19 Betterment tender (\$5.5million) has been approved for construction in 2020.

## **BUSINESS PAPERS**

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### **2020 Plant Hire Tenders**

1. TMR will complete damage pick up in early April.
2. TMR have directed that no Emergency Works can be done until specifically ordered.
3. Significant cattle movement is expected (some movement is understood to be from south to north) and RMPC has been used to complete opening grading works to allow some traffic movement.
4. The gravel tender for Dunbar-Kowanyama Road (1,400 quad road trains) is expected to be significantly constrained for Carpentaria Shire local suppliers due to the poor condition of the road.

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

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

### **Legal Implications:**

- Nil.

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

- QRA18 Trigger Point contribution - \$29,085
- QRA18 10% Council contribution to day labour - \$176,982.87
- QRA19 Trigger Point contribution - \$32,408
- QRA19 10% Council contribution to day labour - \$23,008.72
- QRA20 Trigger Point contribution - \$29,363

### **Risk Management Implications:**

- Moderate – QRA18 – Further restrictions implemented by the State or Federal Government due to COVID-19 may significantly impact Councils ability to deliver the project by the 30 June 2020 deadline.
- Moderate – QRA19 – Large scope of work to be completed prior to the June 30, 2021 deadline. An extension of time has been submitted to QRA due to the COVID-19 travel restrictions implemented.
- Low – QRA20 – Submissions currently being prepared, not expected to be approved for construction until late 2020 or early 2021

**CARPENTARIA SHIRE COUNCIL**  
 SUMMARY OF QRA18 EXPENDITURE

CURRENT  
 Project Completed

30/03/2020  
 97.0%

Forecast Project Expenditure to RV Ratio

1.58



| 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. Project has been closed out and audited by QRA. |
| <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          | \$ 725,668.86        | 100%         | 1.02                       |       |
| Dinah Island Access      | \$ 610,025.00          | \$ -                 | 0%           | 1.00                       |       |
| Porpuraaw Road           | \$ 119,540.00          | \$ 237.51            | 0%           | 1.00                       |       |
| <b>TOTAL</b>             | <b>\$ 1,440,451.00</b> | <b>\$ 725,906.37</b> |              |                            |       |

| Submission 3 - CSC 58.18    |                        |                        |              |                            |   |
|-----------------------------|------------------------|------------------------|--------------|----------------------------|---|
| Road Name                   | Recommended Value      | Expenditure            | Complete (%) | Expected Expenditure Ratio | Notes   |
| Clarville Road              | \$ 685,291.00          | \$ 688,145.56          | 100%         | 1.00                       |   |
| Glencore Access (Surveyors) | \$ 19,435.00           | \$ 35,359.74           | 100%         | 1.82                       | Ratio not representative due to small scope of work.  |
| Broadwater to Ilflay Road   | \$ 1,212,620.00        | \$ 1,941,125.34        | 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          | \$ 329,749.51          | 100%         | 1.18                       | Overlapping Costs with Wondoola Access.   |
| Ilflay Road                 | \$ 395,235.00          | \$ 780,106.62          | 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>\$ 3,863,701.84</b> |              |                            |   |

| Submission 4 - CSC 54.18           |                        |                        |              |                            |   |
|------------------------------------|------------------------|------------------------|--------------|----------------------------|---|
| Road Name                          | Recommended Value      | Expenditure            | Complete (%) | Expected Expenditure Ratio | Notes   |
| Augustus Downs Access              | \$ 8,599.00            | \$ 4,258.27            | 100%         | 0.50                       | Ratio not representative due to small scope of work.  |
| Cowan Downs Access                 | \$ 132,798.00          | \$ 92,598.61           | 100%         | 0.70                       | Mobilisation costs shared with adjacent Donors Hill Access.   |
| Donors Hill Access                 | \$ 85,624.00           | \$ 156,638.11          | 100%         | 1.83                       | Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.  |
| Donors Hill to Augustus Downs Road | \$ 354,839.00          | \$ 809,943.35          | 100%         | 2.28                       | Constructed simultaneously with 2017 works with overlapping costs booked to this job. Issues with access to water. Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season. |
| Lorraine Access                    | \$ 46,397.00           | \$ 65,140.36           | 100%         | 1.40                       | Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.  |
| Nardoo to Leichardt Road           | \$ 17,953.00           | \$ 31,187.92           | 100%         | 1.74                       | Ratio not representative due to small scope of work.  |
| Neumayer Valley Access             | \$ 69,445.00           | \$ 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           | \$ 11,022.00           | 100%         | 0.80                       | Overlapping mobilisation costs with Normanton to Burketown Road.  |
| Kelwood Access                     | \$ 201,164.00          | \$ 165,312.15          | 100%         | 0.82                       | Cost savings from proximity to Normanton.   |
| McAllister Road                    | \$ 472,115.00          | \$ 1,130,949.28        | 100%         | 2.40                       | 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          | \$ 33,061.00           | \$ -                   | 0%           | 1.00                       |   |
| Ten Mile Road                      | \$ 491,052.00          | \$ 452,830.33          | 41%          | 2.27                       | Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.  |
| Warrenvale Access                  | \$ 15,685.00           | \$ 804.39              | 0%           | 1.00                       |   |
| Wernadinga Access                  | \$ 10,707.00           | \$ 297.39              | 0%           | 1.00                       |   |
| <b>TOTAL</b>                       | <b>\$ 2,038,107.00</b> | <b>\$ 3,068,333.73</b> |              |                            |   |

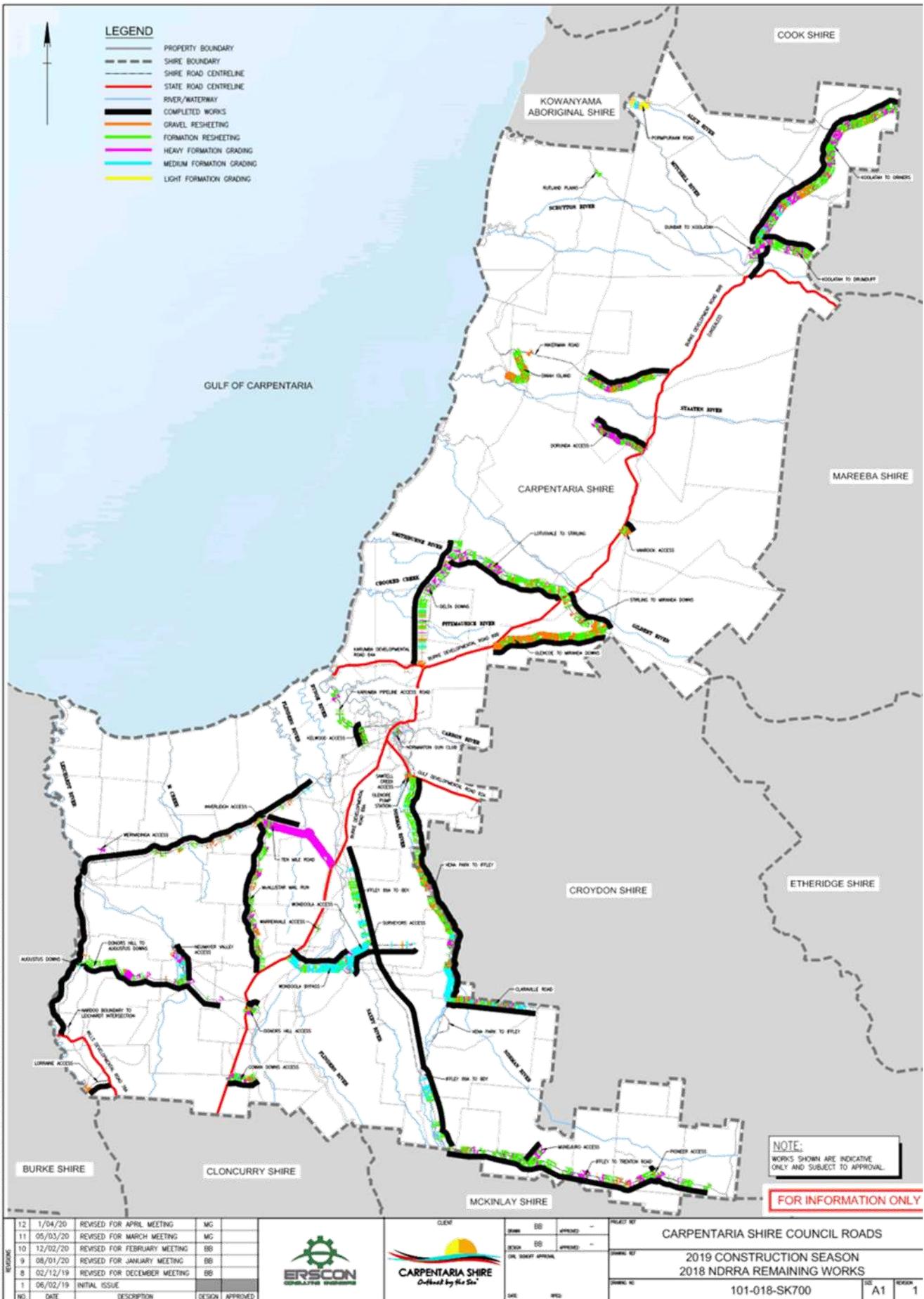
| Submission 5 - CSC 52.18 |                      |                        |              |                            |  |
|--------------------------|----------------------|------------------------|--------------|----------------------------|--|
| Road Name                | Recommended Value    | Expenditure            | Complete (%) | Expected Expenditure Ratio | Notes  |
| Dorunda Access           | \$ 584,653.00        | \$ 841,734.61          | 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>\$ 1,020,998.29</b> |              |                            |  |

| Submission 6 - CSC 55.18    |                      |                        |              |                            |   |
|-----------------------------|----------------------|------------------------|--------------|----------------------------|---|
| Road Name                   | Recommended Value    | Expenditure            | Complete (%) | Expected Expenditure Ratio | Notes   |
| Normanton to Burketown Road | \$ 600,885.00        | \$ 1,923,614.69        | 100%         | 3.20                       | QRA19 works completed late in 2019 incorrectly booked to this job. Costs will be transferred to correct job and align expenditure closer to RV. |
| <b>TOTAL</b>                | <b>\$ 600,885.00</b> | <b>\$ 1,923,614.69</b> |              |                            |   |

| Submission 8 - CSC.59.18 |                      |                      |              |                            |  |
|--------------------------|----------------------|----------------------|--------------|----------------------------|--|
| Road Name                | Recommended Value    | Expenditure          | Complete (%) | Expected Expenditure Ratio | Notes  |
| Ifley to Trenton Road    | \$ 604,195.00        | \$ 845,612.10        | 100%         | 1.40                       | Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season. |
| Mundjuro Access          | \$ 35,479.00         | \$ 24,991.46         | 100%         | 0.70                       | Mobilisation and camp costs shared with adjacent Ifley - Trenton Road.                                       |
| Pioneer Access           | \$ 16,622.00         | \$ 14,480.74         | 100%         | 0.87                       | Mobilisation and camp costs shared with adjacent Ifley - Trenton Road.                                       |
| <b>TOTAL</b>             | <b>\$ 656,296.00</b> | <b>\$ 885,084.30</b> |              |                            |  |

| Submission 9 - CSC.62.19       |                        |                        |              |                            |   |
|--------------------------------|------------------------|------------------------|--------------|----------------------------|---|
| Road Name                      | Recommended Value      | Expenditure            | Complete (%) | Expected Expenditure Ratio | Notes   |
| Koolatah to Dixie Road         | \$ 1,627,301.00        | \$ 2,331,552.54        | 100%         | 1.43                       | Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.                                    |
| Dunbar to Koolatah Road        | \$ 110,343.00          | \$ 155,466.34          | 100%         | 1.41                       | Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.                                    |
| Koolatah to Drumduff Road      | \$ 310,953.00          | \$ 491,823.88          | 100%         | 1.58                       | Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.                                    |
| Stirling to Miranda Downs Road | \$ 240,727.00          | \$ 502,077.56          | 100%         | 2.09                       | Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.                                    |
| Delta Downs Road               | \$ 571,992.00          | \$ 1,124,300.68        | 100%         | 1.97                       | Long gravel haul from Lilyvale Pt. Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season. |
| Lotusvale to Stirling Road     | \$ 777,306.00          | \$ 1,308,669.47        | 100%         | 1.68                       | Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.                                    |
| Rutland Plains Access          | \$ 2,737.00            | \$ -                   | 0%           | 1.00                       |   |
| <b>TOTAL</b>                   | <b>\$ 3,641,359.00</b> | <b>\$ 5,913,890.47</b> |              |                            |   |

| Submission 10 - CSC.60.18 |                     |             |              |                            |       |
|---------------------------|---------------------|-------------|--------------|----------------------------|-------|
| Road Name                 | Recommended Value   | Expenditure | Complete (%) | Expected Expenditure Ratio | Notes |
| Glenore Weir Road         | \$ 11,372.00        | \$ -        | 0%           | 1.00                       |       |
| Sawtell Creek Access      | \$ 6,640.00         | \$ -        | 0%           | 1.00                       |       |
| <b>TOTAL</b>              | <b>\$ 18,012.00</b> | <b>\$ -</b> |              |                            |       |



**CARPENTARIA SHIRE COUNCIL**  
 SUMMARY OF QRA19 EXPENDITURE

CURRENT

30/03/2020

Project Completed

12.0%

Forecast Project Expenditure to RV Ratio

0.95



| Submission 1 - CSC.0004.1819E.REC  |                                |                        |              |                            |  |
|------------------------------------|--------------------------------|------------------------|--------------|----------------------------|--|
| Road Name                          | Construction Recommended Value | Expenditure            | Complete (%) | Expected Expenditure Ratio | Notes  |
| Iffley Road                        | \$ 7,965,253.97                | \$ 3,693,051.92        | 52%          | 0.90                       | Expected re-establishment costs at the start of 2020 construction season is expected to align expenditure closer to Recommended Value. |
| Normanton to Burketown Road        | \$ 8,345,264.72                | \$ 70,352.62           | 13%          | 0.90                       | Costs incorrectly booked to 2018 Normanton to Burketown Job. Costs to be transferred to this job for work completed.                   |
| Donors Hill to Augustus Downs Road | \$ 1,235,778.13                | \$ -                   | 0%           | 1.00                       |  |
| Dunbar Koolatah Road               | \$ 40,500.00                   | \$ 26,974.62           | 53%          | 1.21                       | Costs incurred to order flood camera parts, camera not yet installed.  |
| <b>TOTAL</b>                       | <b>\$ 17,586,796.82</b>        | <b>\$ 3,790,379.16</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.0010.1819E.REC |                                |             |              |                            |       |
|-----------------------------------|--------------------------------|-------------|--------------|----------------------------|-------|
| Road Name                         | Construction Recommended Value | Expenditure | Complete (%) | Expected Expenditure Ratio | Notes |
| Dunbar to Kowanyama Road          | \$ 5,772,450.47                | \$ -        | 0%           | 1.00                       |       |
| <b>TOTAL</b>                      | <b>\$ 5,772,450.47</b>         | <b>\$ -</b> |              |                            |       |

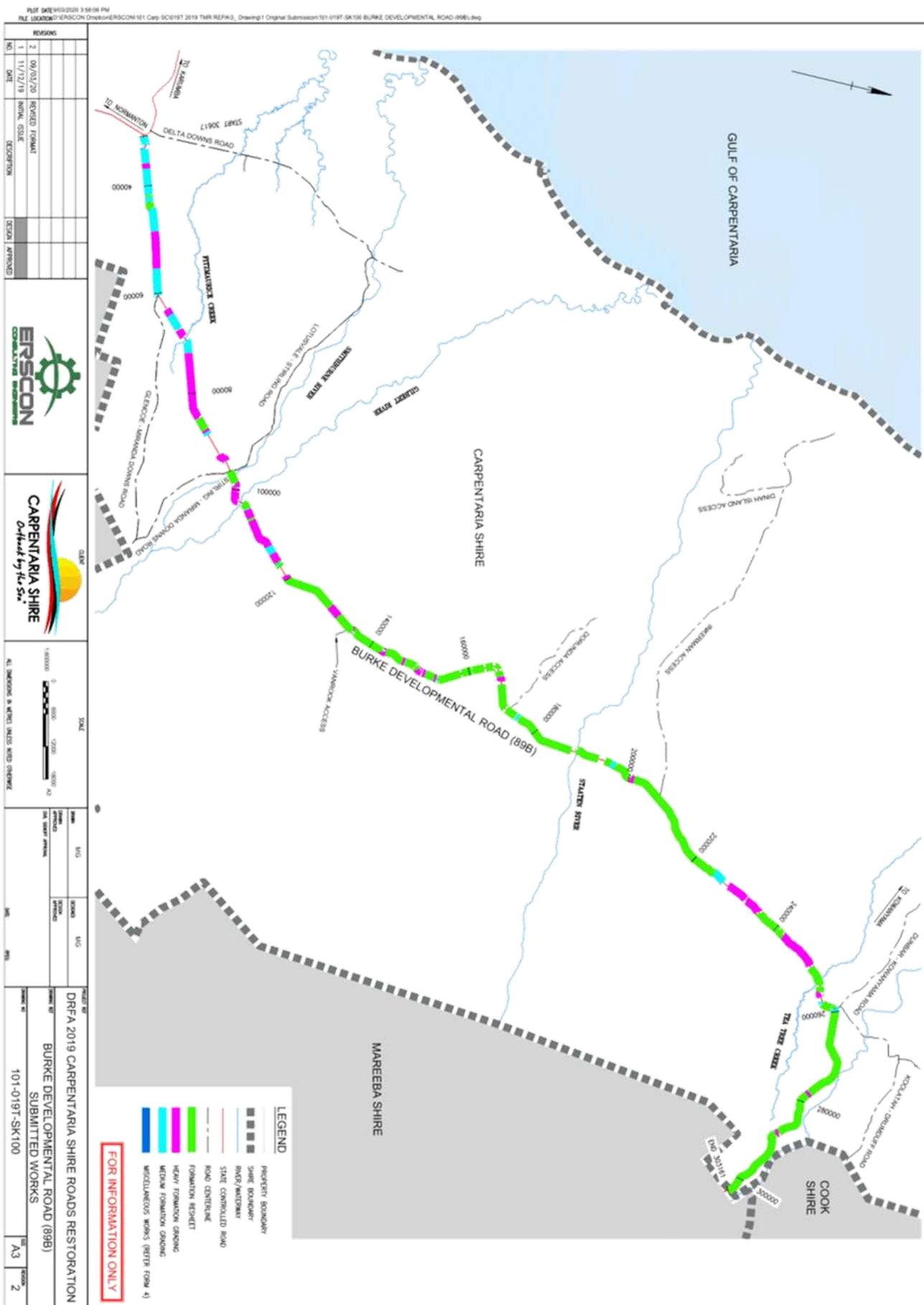
| Submission 3 - CSC.0009.1819E.REC |                                |             |              |                            |       |
|-----------------------------------|--------------------------------|-------------|--------------|----------------------------|-------|
| Road Name                         | Construction Recommended Value | Expenditure | Complete (%) | Expected Expenditure Ratio | Notes |
| Koolatah to Diele Road            | \$ 1,017,829.19                | \$ -        | 0%           | 1.00                       |       |
| Trenton Road                      | \$ 1,087,067.71                | \$ -        | 0%           | 1.00                       |       |
| Nardoo to Leichardt Road          | \$ 5,457,880.01                | \$ -        | 0%           | 1.00                       |       |
| <b>TOTAL</b>                      | <b>\$ 9,562,776.91</b>         | <b>\$ -</b> |              |                            |       |

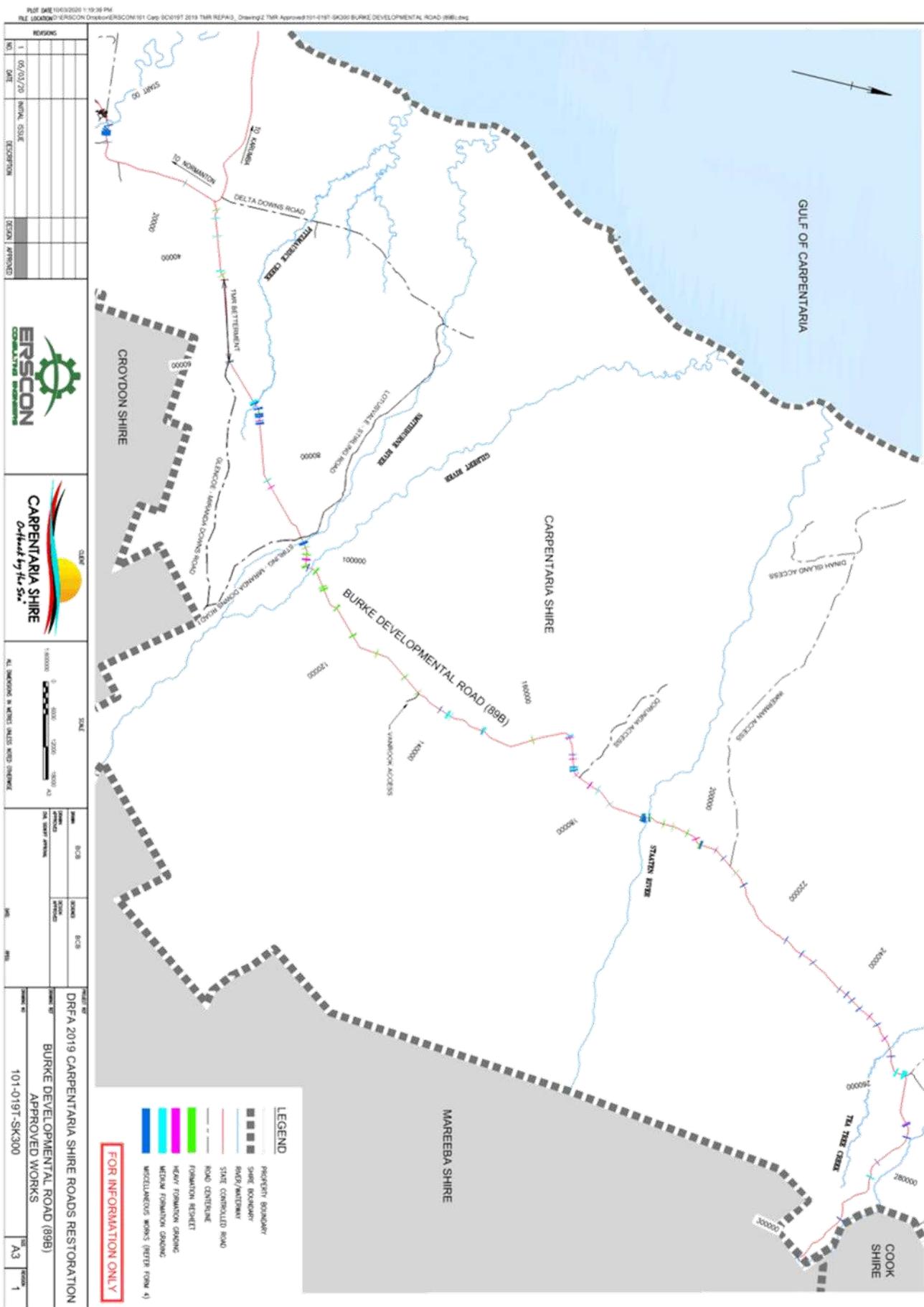
| Submission 4 CSC.0015.1819E.REC |                                |             |              |                            |       |
|---------------------------------|--------------------------------|-------------|--------------|----------------------------|-------|
| Road Name                       | Construction Recommended Value | Expenditure | Complete (%) | Expected Expenditure Ratio | Notes |
| Delta Downs Road                | \$ 1,234,193.09                | \$ -        | 0%           | 1.00                       |       |
| Dorunda Access                  | \$ 61,616.91                   | \$ -        | 0%           | 1.00                       |       |
| Double Lagoon Access            | \$ 151,260.02                  | \$ -        | 0%           | 1.00                       |       |
| Dunbar to Koolatah              | \$ 621,349.80                  | \$ -        | 0%           | 1.00                       |       |
| Glencoe to Miranda Downs        | \$ 2,336,152.96                | \$ -        | 0%           | 1.00                       |       |
| Inkerman Access                 | \$ 575,844.88                  | \$ -        | 0%           | 1.00                       |       |
| Koolatah to Drumduff            | \$ 400,021.44                  | \$ -        | 0%           | 1.00                       |       |
| Lotusvale to Stirling           | \$ 886,520.02                  | \$ -        | 0%           | 1.00                       |       |
| Mutton Hole Access              | \$ 197,093.65                  | \$ -        | 0%           | 1.00                       |       |
| Rutland Plains Access           | \$ 62,784.92                   | \$ -        | 0%           | 1.00                       |       |
| Shady Lagoon Access             | \$ 706,726.20                  | \$ -        | 0%           | 1.00                       |       |
| Stirling to Miranda Downs       | \$ 714,067.74                  | \$ -        | 0%           | 1.00                       |       |
| <b>TOTAL</b>                    | <b>\$ 7,949,231.58</b>         | <b>\$ -</b> |              |                            |       |

| Submission 5 CSC.0019.1819E.REC |                                |             |              |                            |       |
|---------------------------------|--------------------------------|-------------|--------------|----------------------------|-------|
| Road Name                       | Construction Recommended Value | Expenditure | Complete (%) | Expected Expenditure Ratio | Notes |
| Broadwater to Iffley            | \$ 3,317,286.59                | \$ -        | 0%           | 1.00                       |       |
| Broadwater Access               | \$ 7,458.24                    | \$ -        | 0%           | 1.00                       |       |
| Clarville                       | \$ 631,331.54                  | \$ -        | 0%           | 1.00                       |       |
| Cowan Downs Access              | \$ 192,966.61                  | \$ -        | 0%           | 1.00                       |       |
| Donors Hill Access              | \$ 72,667.33                   | \$ -        | 0%           | 1.00                       |       |
| Glenore Access                  | \$ 909,509.81                  | \$ -        | 0%           | 1.00                       |       |
| Haydon Access                   | \$ 195,907.01                  | \$ -        | 0%           | 1.00                       |       |
| Inverleigh Access               | \$ 5,671.11                    | \$ -        | 0%           | 1.00                       |       |
| Inverleigh Access (Secondary)   | \$ 6,592.06                    | \$ -        | 0%           | 1.00                       |       |
| Inverleigh West Access          | \$ 26,659.05                   | \$ -        | 0%           | 1.00                       |       |
| KBA Pipeline Service Access     | \$ 1,631,989.21                | \$ -        | 0%           | 1.00                       |       |
| Kelwood Access                  | \$ 63,632.75                   | \$ -        | 0%           | 1.00                       |       |
| Lorraine Access                 | \$ 603,515.79                  | \$ -        | 0%           | 1.00                       |       |
| McAllister                      | \$ 917,701.37                  | \$ -        | 0%           | 1.00                       |       |
| Mundjuro Access                 | \$ 249,585.23                  | \$ -        | 0%           | 1.00                       |       |
| Neumayer Valley Access          | \$ 346,224.08                  | \$ -        | 0%           | 1.00                       |       |
| Old Croydon (Unsealed)          | \$ 407,664.35                  | \$ -        | 0%           | 1.00                       |       |
| Pioneer Access                  | \$ 43,036.66                   | \$ -        | 0%           | 1.00                       |       |
| Warrenvale Access               | \$ 155,485.20                  | \$ -        | 0%           | 1.00                       |       |
| Wernadinga Access               | \$ 358,899.18                  | \$ -        | 0%           | 1.00                       |       |
| Wondoola Access                 | \$ 224,681.17                  | \$ -        | 0%           | 1.00                       |       |
| Wondoola Bypass                 | \$ 364,937.20                  | \$ -        | 0%           | 1.00                       |       |
| <b>TOTAL</b>                    | <b>\$ 10,733,401.54</b>        | <b>\$ -</b> |              |                            |       |



| Betterment Projects Under Assessment |   |                                |               |             |            |                    |                    |                              |                |  |
|--------------------------------------|---|--------------------------------|---------------|-------------|------------|--------------------|--------------------|------------------------------|----------------|--|
| Project no.                          | Asset                                   | Category                       | Start CH (km) | End CH (km) | Length (m) | Associated Funding | Betterment Funding | Estimated TOTAL Project Cost |                |  |
| CSC-E01-0454                         | Glenore Weir Scouring                   | Water                          |               |             |            |                    | \$ 60,000          | \$ 60,000                    |                |  |
| CSC-E01-0455                         | Glenore Weir Pumps                      | Water                          |               |             |            |                    | \$ 50,000          | \$ 50,000                    |                |  |
| CSC-E01-0492                         | Dunbar-Kowanyama                        | Betterment - Sealing           | 2.342         | 6.431       | 4089       | \$ 240,000         | \$ 650,000         | \$ 890,000                   |                |  |
| CSC-E01-0493                         | Dunbar-Kowanyama                        | Betterment - Sealing           | 9.336         | 11.642      | 2306       | \$ 170,000         | \$ 380,000         | \$ 550,000                   |                |  |
| CSC-E01-0494                         | Dunbar-Kowanyama                        | Betterment - Sealing           | 12.585        | 14.069      | 1484       | \$ 90,000          | \$ 270,000         | \$ 360,000                   |                |  |
| CSC-E01-0495                         | Dunbar-Kowanyama                        | Betterment - Sealing           | 17.76         | 20.775      | 3015       | \$ 210,000         | \$ 480,000         | \$ 690,000                   |                |  |
| CSC-E01-0496                         | Dunbar-Kowanyama                        | Betterment - Sealing           | 28.964        | 31.555      | 2591       | \$ 145,000         | \$ 420,000         | \$ 565,000                   |                |  |
| <b>2019/20 QDRF Projects</b>         |   |                                |               |             |            |                    |                    |                              |                |  |
| P1                                   | Normanton to Burkettown                 | Magowra Creek Causeway         | 20.915        | 21.136      | 221        |                    |                    |                              | In Development |  |
| P2                                   | Normanton to Burkettown                 | Armstrong Creek Causeway       | 46.627        | 46.85       | 223        |                    |                    |                              | In Development |  |
| P3                                   | Normanton to Burkettown                 | Goat Creek Concrete Floodway   | 66.248        | 66.303      | 55         |                    |                    |                              | In Development |  |
| P3                                   | Normanton to Burkettown                 | Poindestre Creek Floodway      | 83.187        | 83.249      | 62         |                    |                    |                              | In Development |  |
| P4                                   | Normanton Town                          | Barge Channel Turnaround Area  |               |             |            | \$ -               | \$ 550,000         | \$ 550,000                   |                |  |
| P5                                   | Koolatah to Dixie                       | Alice River Flood Gauge        | 30.3          | 30.3        | 1          | \$ -               | \$ 70,000          | \$ 70,000                    |                |  |
| P6                                   | Iffley Road                             | Importing Gravel on Black Soil | 42.281        | 44.981      | 2700       | \$ -               | \$ 440,000         | \$ 440,000                   |                |  |
| P7                                   | Iffley Road and Donors Hill to Augustus | Bore Construction              |               |             |            |                    |                    |                              | In Development |  |
| P8                                   | Various Locations                       | Install Eight Flood Cameras    |               |             |            | \$ -               | \$ 360,000         | \$ 360,000                   |                |  |
| P9                                   | Critters Camp                           | Toilet Block                   |               |             |            |                    |                    |                              | In Development |  |
| P10                                  | Normanton to Burkettown                 | Reseal                         | 0             | 1.366       | 1366       | \$ -               | \$ 150,000         | \$ 150,000                   |                |  |
| P11                                  | Wondoola Bypass                         | Importing Gravel on Black Soil | 0             | 28.161      | 17.513     | \$ -               | \$ 1,500,000       | \$ 1,500,000                 |                |  |





**Northern Roads - Length of Treatment Approved**

| Road  | 89B   |       | Glencoe-Miranda Downs |        | Dorunda Access |       | Stirling-Miranda Downs |        | Vanrook Access |       | Inkerman Access |        | Lotusvale to Stirling |        | Delta Downs Road |        |
|---|-------|-------|-----------------------|--------|----------------|-------|------------------------|--------|----------------|-------|-----------------|--------|-----------------------|--------|------------------|--------|
|   | 2018  | 2019  | QRA18                 | QRA19  | QRA18          | QRA19 | QRA18                  | QRA19  | QRA18          | QRA19 | QRA18           | QRA19  | QRA18                 | QRA19  | QRA18            | QRA19  |
| Road Length (km)                              | 303   | 303   | 47.73                 | 47.73  | 25.18          | 25.18 | 23.45                  | 23.45  | 2.83           | 2.83  | 36.42           | 36.42  | 51.25                 | 51.25  | 55.95            | 55.95  |
| Gravel Resheet Approved (km)                  | 0     | 1.76  | 28.18                 | 16.8   | 2.16           | 0     | 3.16                   | 0.21   | 1.63           | 0     | 5.38            | 2.55   | 4.77                  | 0      | 3.56             | 1.56   |
| Formation Resheet Approved (km)               | 0     | 0     | 18.81                 | 16.17  | 9.65           | 0.43  | 4.03                   | 9.46   | 1.17           | 0     | 16.7            | 5.38   | 20.41                 | 14.26  | 12.91            | 19.24  |
| Heavy Formation Grade Approved (km)           | 0     | 2.77  | 0                     | 4.23   | 12.05          | 0.48  | 0.65                   | 5.71   | 0              | 0     | 4.42            | 1.98   | 4.03                  | 6.71   | 5.89             | 2.01   |
| Medium Formation Grade Approved (km)          | 0     | 3.15  | 0                     | 0.62   | 0              | 0     | 0                      | 0      | 0              | 0     | 0               | 0      | 0                     | 0      | 1.62             | 0      |
| % of Road Approved with Treatment             | 0.00% | 2.53% | 98.45%                | 79.24% | 94.76%         | 3.61% | 33.43%                 | 65.59% | 98.94%         | 0.00% | 72.76%          | 27.21% | 57.00%                | 40.92% | 42.86%           | 40.77% |
| % of Road Approved with Treatment 2018 & 2019 | 2.53% |       | 177.69%               |        | 98.37%         |       | 99.02%                 |        | 98.94%         |       | 99.97%          |        | 97.91%                |        | 83.63%           |        |

## BUSINESS PAPERS

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### 11.3 WATER AND WASTE REPORT - MARCH 2020

**Attachments:** NIL  
**Author:** Ben Hill - Manager Water and Sewerage  
**Date:** 14 April 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:

- Glenore Weir is overflowing with an approximate height of 3.70m AHD.
- Total treated water was 71.2ML for the month.
- The chlorine generator was inspected and cleaned by the supplier.
- Filters #3 and #4 refurbishment has been completed.
- Betterment funding has been approved to do works at Normanton STP.
- There is a current vacancy at Karumba transfer station/sewage plant
- Options are being discussed on how best to place an illegal dumping compliance officer.
- There is potential the verification samples may not be able to be sent to Cairns Lab.
- Increased in-house monitoring and sampling will be undertaken to ensure public health is maintained.
- Eight 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> March 2020; and
2. that those matters not covered by resolution be noted.

#### Background:

##### Glenore Weir

The river level at Glenore Weir was estimated to be 8.00m (AHD 3.70m) on the 31st of March 2020, representing a significant increase in water levels due to recent rainfall (see Figure 1). The Bureau of Meteorology recorded 48.2mm rainfall at Normanton Airport during the month.

## BUSINESS PAPERS

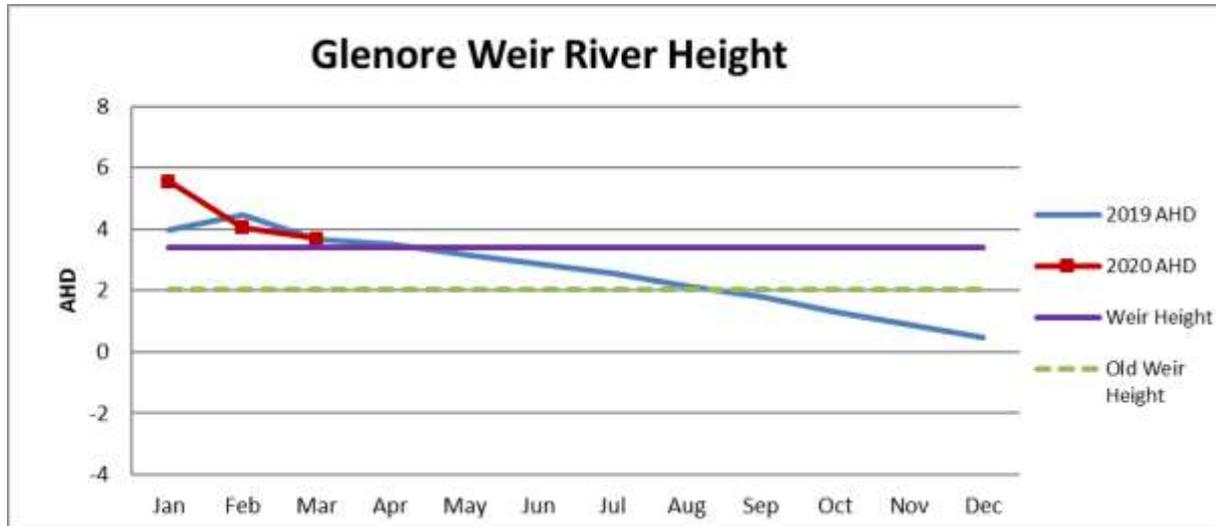


Figure 1: River height on last day of the month

### Normanton Water Treatment Plant

For the month, 67.4ML was pumped from Glenore Weir and 3.8ML from the Normanton bore for a total of 71.2ML of raw water. As can be seen in Figure 2, water consumption has increased in comparison to the previous month due to a lower amount of precipitation.

Normanton consumed 39.3ML (55.2%) and 24.7ML (34.7%) was pumped to Karumba, 4.0ML (5.6%) was used for backwashing and bulk water supply with the remaining 4.5% recorded to treatment losses.

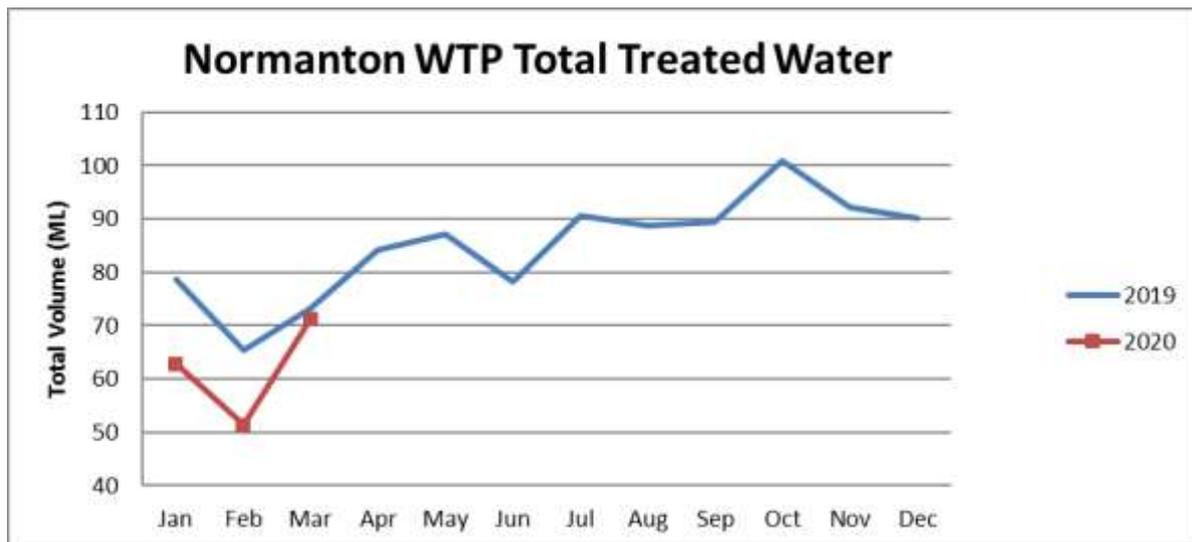


Figure 2: Total raw water treated

### Maintenance and Upgrades

Service technicians completed works at the treatment plant including servicing of the on site generator. The COVID-19 crisis has put a burden on various operations and some of the

## BUSINESS PAPERS

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scheduled work was either unable to be complete or has been postponed until restrictions have eased.

Water Treatment Australia (WTA) completed filter refurbishments for filters #3 and #4. All four filters that have been completed are performing very well and improvements have been made to their configuration that provides operations staff with greater flexibility and will improve water quality. Samples for disinfection by-products potential have been sent to the lab, if they come back within range, it will not be necessary to install aerators in the ground reservoirs which would be a significant long-term cost saving.

There is the possibility that weekly water samples will be unable to be sent to Cairns if Rex Airlines discontinues their service. Water and Waste staff will carry out all of the relevant tests required and can now test in-house for e. coli and will undertake all relevant sampling until the service resumes.

### **Normanton STP and Sewerage Reticulation Network**

Normanton Sewerage Treatment Plant (STP) received an estimated 12.0ML (see Figure 3) of wastewater in March which was evaporated or used for irrigation.

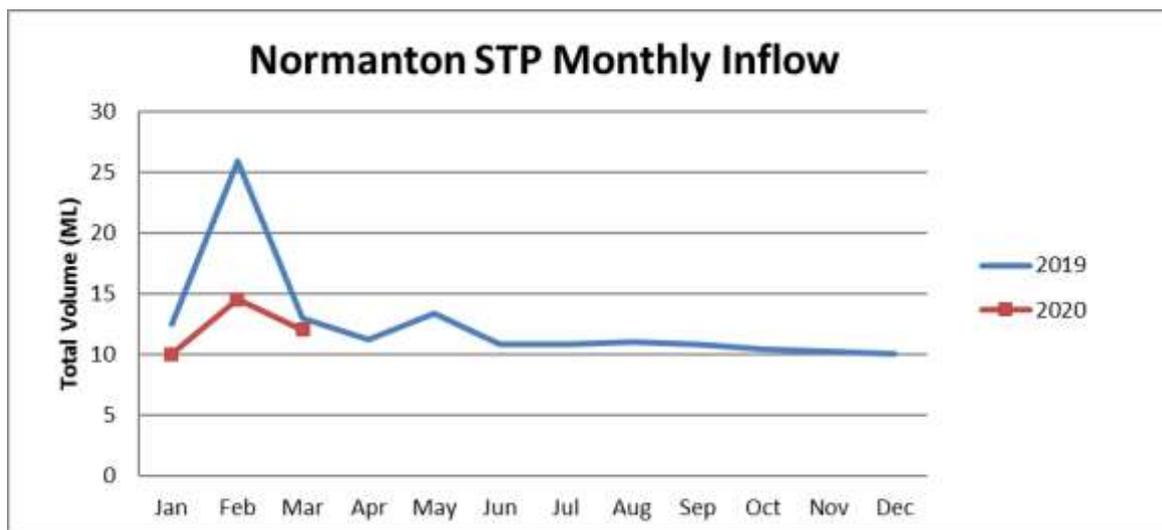


Figure 3: Total volume treated at Normanton STP

### **Maintenance and Upgrades**

General maintenance tasks and repairs were carried out by operations staff members throughout the month. Spare pumps have been purchased which will fit into Pump Stations #2 and #3. Once they are installed, the old pumps will be removed and assessed by the fitter in relation to whether they are able to be refurbished.

### **Karumba STP and Low Pressure Network**

Karumba sewage treatment facility treated approximately 3.8ML (see Figure 4) for March.

## BUSINESS PAPERS

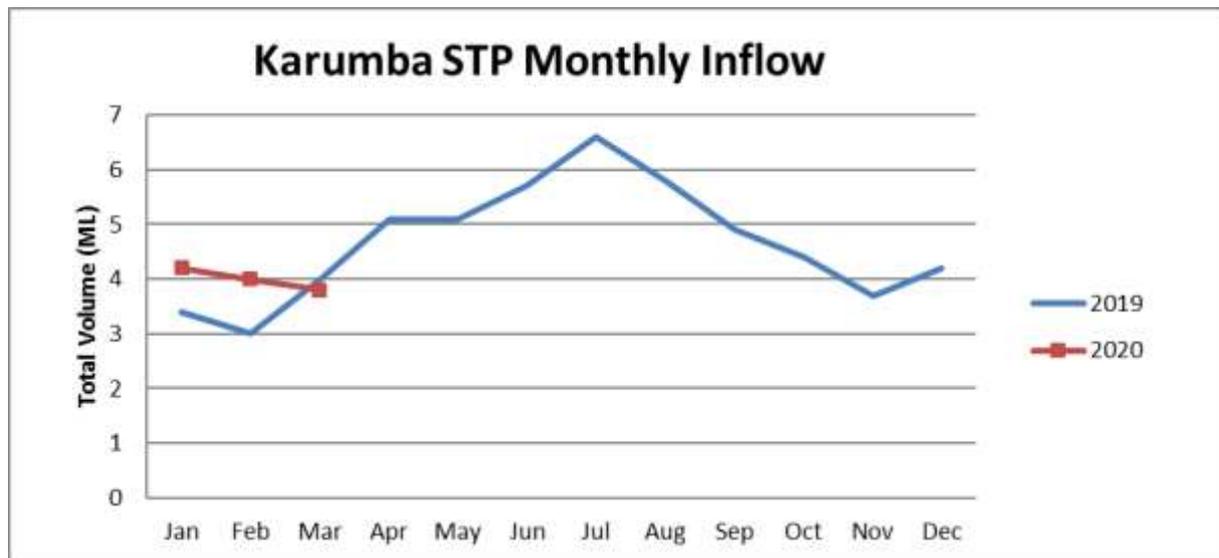


Figure 4: Total Monthly inlet flow for Karumba STP

### Compliance

During the month, all samples collected and analysed were within licence requirements. Similar to the water samples, depending whether Rex Airlines continues to operate, Council may be unable to send samples to Cairns Lab to meet Environmental Authority (licence) conditions. The Department will be approached for guidance to ensure that it is not seen as a non-compliance. The same licence covers both sewage treatment facilities and both landfill facilities.

### Maintenance and Upgrades

Karumba STP had general maintenance carried out as necessary. For the month, eight e/one pumps were replaced.

### Karumba Waste Transfer and Normanton Landfill

The new Normanton Landfill operator has been working hard on a number of things at the facility and has made great inroads in cleaning up. He has emphasised to members of the public the importance of depositing waste into the correct locations/piles. He has also started compacting the rubbish and used both Council's old machine as well as the one that is currently on dry-hire. This has really highlighted the need for Council to purchase a compactor for the longevity of the active cell.

The next month will continue to see the operator continue to clean up the facility, erect increased signage and provide direction to members of the public. He also has a focus on removing and treating leachate in the active cell so that he can continue compacting and covering rubbish which will reduce flies, vermin, odours and wind-blown litter. Stormwater management and clean up will also occur over the next few weeks as required by the Department in their last compliance inspection report.

The Karumba Transfer Station operator has moved over to assist at Normanton after the former plumber/operator transferred out of the Water and Waste department. The job has been advertised and a suitable applicant is being sought. Unfortunately, this has meant that there has been a decrease in resources used at the facility for the past couple of weeks. The strategy for engaging an illegal dumping officer is being discussed to ensure the greatest value to Council.

## **BUSINESS PAPERS**

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**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.

**Risk Management Implications:**

- Nil.

## BUSINESS PAPERS

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### 11.4 BUILDING AND PLANNING REPORT

|                      |   |
|----------------------|---|
| <b>Attachments:</b>  | NIL   |
| <b>Author:</b>       | Elizabeth Browning - Engineering Records Operator   |
| <b>Date:</b>         | 14 April 2020   |
| <b>Key Outcome:</b>  | 4.1 - Sustainable urban and rural development   |
| <b>Key Strategy:</b> | 4.1.1 Ensure development accords with Carpentaria Shire Council's planning scheme, planning instruments, codes and legislation. |

The report is to advise Council of relevant planning and building activities within the Shire for the month of March 2020.

#### RECOMMENDATION:

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

#### Background:

##### Planning Applications Received

| DA No. | Applicant | Address | Application Type | Status |
|--------|-----------|---------|------------------|--------|
| Nil    |           |         |                  |        |

##### Planning Applications Approved

| DA No. | Applicant | Address | Application Type | Status |
|--------|-----------|---------|------------------|--------|
| Nil    |           |         |                  |        |

##### Building Applications Received

| DA No. | Applicant     | Address                              | Application Type | Value |
|--------|---------------|--------------------------------------|------------------|-------|
| I/2003 | Raymond Tully | 1 Gough Street<br>Normanton QLD 4890 | Shed             | 27500 |

##### Building Permits Issued

| DA No. | Applicant            | Address                               | Application Type       | Value  |
|--------|----------------------|---------------------------------------|------------------------|--------|
| I/2001 | William John O'Neill | 70 Philp Street<br>Normanton QLD 4890 | Demolition of Dwelling | >11000 |
| I/2003 | Raymond Tully        | 1 Gough Street<br>Normanton QLD 4890  | Shed                   | 27500  |

##### Applications pending waiting on further information (Applicants advised)

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| <b>DA No.</b> | <b>Applicant</b> | <b>Address</b> | <b>Application Type</b> | <b>Date Received</b> |
|---------------|------------------|----------------|-------------------------|----------------------|
| Nil           |                  |                |                         |                      |

**Consultation (internal/external)**

- N/A

**Legal implications**

- N/A

**Policy Implications**

- N/A

**Financial and Resource Implications**

- N/A

**Risk Management Implications**

- Low – risks are within normal operational parameters

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### 11.5 APPLICATION FOR MATERIAL CHANGE OF USE: BUSINESS (CAFE), SHOP (SUPERMARKET), SERVICE STATION AND CARETAKER'S RESIDENCE

|                      |   |
|----------------------|---|
| <b>Attachments:</b>  | 11.5.1. Appendix 1 - Concept Plans <a href="#">↓</a><br>11.5.2. Appendix 2 - State Government Decision Notice with Conditions <a href="#">↓</a> |
| <b>Author:</b>       | Elizabeth Browning - Engineering Records Operator   |
| <b>Date:</b>         | 14 April 2020   |
| <b>Key Outcome:</b>  | 4.1 - Sustainable urban and rural development   |
| <b>Key Strategy:</b> | 4.1.1 Ensure development accords with Carpentaria Shire Council's planning scheme, planning instruments, codes and legislation.                 |

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#### EXECUTIVE SUMMARY:

The Council is in receipt of an Application for Material Change of Use (MCU) for a new Shop (Supermarket), Business (Cafe), Service Station and Caretaker's Residence, located on a large site at the corner of Landsborough Street, Matilda Street and Dutton Street, Normanton, described as Lots 88 to 93 NR14812.

The application is Code Assessable and Public Notification is not required.

The Application required referral through the State Assessment Referral Agency (SARA) as the site has frontage to a State Controlled Road (SCR) and approval was granted subject to six (6) standard conditions.

The application is generally in accordance with the Carpentaria Shire Planning Scheme and is recommended for approval, subject to conditions.

#### RECOMMENDATION:

That Council resolves:

In accordance with the *Planning Act 2016*, as amended, the applicant be notified that the application for a Development Permit for a Material Change of Use for a new Shop (Supermarket), Business (Cafe), Service Station and Caretaker's Residence, located on the corner of Landsborough Street, Matilda Street and Dutton Street, Normanton, described as Lots 88 to 93 NR14812 is approved, subject to the conditions detailed below.

#### A. ASSESSMENT MANAGER CONDITIONS (COUNCIL)

##### General

1. The development shall be undertaken substantially in accordance with the submitted Plans:

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| PLAN                                | AUTHOR                   | DRAWING NUMBER & DATE                |
|-------------------------------------|--------------------------|--------------------------------------|
| Concept Plan and Car Parking Layout | RPS                      | PR144964-3 Issue B, dated March 2020 |
| Supermarket Floor Plan              | Bud Brannigan Architects | DA 102-A, dated November 2019        |
| Supermarket - Elevations            | Bud Brannigan Architects | DA 200-A, dated November 2019        |
| Supermarket - Sections              | Bud Brannigan Architects | DA 300-A dated, November 2019        |

and all supporting documentation, except as modified by this approval and to the satisfaction of the Chief Executive Officer or delegate.

2. Any future building work on-site shall be carried out generally in accordance with any relevant Council requirements and the Building Code of Australia and to the satisfaction of the Chief Executive Officer or delegate.
3. This approval, granted under the provisions of the *Planning Act 2016*, shall lapse six (6) years from the day the approval takes effect, in accordance with the provisions of Section 85 of the *Planning Act 2016*, if the development has not been commenced.

### Maintenance of the Site

4. The applicant shall ensure the site is maintained, during and after development, in a clean and tidy condition, at all times, to the satisfaction of the Chief Executive Officer or delegate.

### Building Façade

5. The extensive blank facade of the building along the Landsborough Street frontage is to be improved, by either:
  - using different coloured colourbond panels to create a pattern and visual interest along the blank facade; or

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- providing fixed large planter boxes on the footpath along the blank façade, with native shrubs that will grow to a maximum height of approximately 3 metres, located at 2 metre intervals, to provide a visual screen; or
- some other proposal to break up the blank façade of the building along the Landsborough Street frontage, agreed to in writing by Council, following lodgement with Council of information and a plan outlining the proposal;

The agreed option is to be shown on the approved building plans and implemented to the satisfaction of the Chief Executive Officer or delegate.

### **Planting Plan**

6. A Planting Plan is to be submitted to Council for approval, showing the following details:
- 2-metre-wide landscaping of native trees and shrubs along the Matilda Street frontage, as shown on the Approved Concept Plan, with the addition of landscaping in the unsealed island area adjacent to the vehicular accessed driveway; and
  - 2-metre-wide landscaping of native trees and shrubs along the Landsborough Street frontage, as shown on the Approved Concept Plan, with the addition of landscaping in the unsealed island areas (2) adjacent to the vehicular accessed driveway; and
  - 2-metre-wide landscaping of native trees and shrubs along the Dutton Street frontage, from the intersection with Landsborough Street to the common property boundary with the adjoining Church site; and adjacent to the vehicular access driveway, as shown on the Approved Concept Plan; and
  - The retention, where practicable, of any existing mature trees, located in proximity to the new Caretaker's residence, to improve the amenity for residents.

The landscaping is to be in place, prior to commencement of the use; and maintained at all times, to the satisfaction of the Chief Executive Officer or delegate.

### **Containment of Contaminants and Service Station Safety**

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7. The hardstand bowser area is required to drain to a central stormwater collection pit for treatment, prior to discharging into Council's stormwater drainage system, to the satisfaction of the Chief Executive Officer or delegate.
8. The underground fuel storage is to be constructed with a leak detection system and operate in accordance with an Environmental Management Plan, including a record keeping system, in compliance with regulations for the storage of flammable and combustible liquids, to the satisfaction of the Chief Executive Officer or delegate.

### **Drainage**

9. The site is required to drain to a lawful point of discharge, to the satisfaction of the Chief Executive Officer or delegate.

### **Urban Services**

10. The development is required to be connected to all urban services. The applicant/proponent is to meet the cost of any connections or upgrades required to any urban services for the approved development and water supply and sewerage are to be constructed to relevant standards stated in Schedule 1, Part 3 of the Planning Scheme and to the satisfaction of the Chief Executive Officer or delegate.
11. Any work associated with connecting to or upgrading of urban services shall be undertaken in accordance with an approved plan and shall be established and completed prior to the commencement of the use; and to the satisfaction of the Chief Executive Officer or delegate.
12. Should any of the Council's assets be damaged during the construction of any associated works, the cost of the reinstatement of all such assets shall be met by the applicant/proponent and to the satisfaction of the Chief Executive Officer or delegate.

### **On-Street Works**

13. The following on-street works are required:
    - closure of any existing vehicular access/es to the site frontages, excluding any vehicular crossover which will service the new Caretaker's Residence; and the reinstatement of kerb and channel and any damage to the road pavement made good, to Council's specifications and standards;
    - the construction of a two (2) metre wide concrete footpath to all site frontages, where required, to Council's specifications and standards;
    - the repair of any existing footpath/s, to Council's specifications and standards;
-

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- The construction of three (3) crossovers and aprons, as shown on the approved Concept Plan, connecting to the existing road pavement, to Council's specifications and standards;
- the construction of bitumen seal between the kerb and channel and the existing road pavement to all site frontages, where required, and the line-marking of on-street car parking spaces, as required in Condition 15 below and generally in accordance with the approved Concept Plan and to Council's specifications and standards.

All on-street works are to be completed, prior to commencement of the use, to the satisfaction of the Chief Executive Officer or delegate.

### **Car Parking and Vehicular Circulation**

14. A minimum of 46 car parking spaces are required to be provided on-site, in association with the development, in compliance with the approved Concept Plan and Car Parking Layout and prior to commencement of the use, to the satisfaction of the Chief Executive Officer or delegate.
15. All car parking on site is to be clearly line-marked for use by customers and demarcation arrows, directing vehicular circulation on site are to be provided, in compliance with Condition 15 below and generally in accordance with the approved Concept Plan and Car Parking Layout and installed prior to commencement of the use, to the satisfaction of the Chief Executive Officer or delegate.
16. To off-set the shortfall of on-site car parking 24 on-street car parking spaces are to be line marked to the Landsborough Street frontage, 4 spaces are to be line-marked to the Matilda Street frontage and the Dutton Street frontage, generally in compliance with the approved Concept Plan and Car Parking Layout and prior to commencement of the use, to the satisfaction of the Chief Executive Officer or delegate.

### **Lighting**

17. Any lighting proposed in association with the development must ensure there is no light spillage onto adjoining properties or roads, to the satisfaction of the Chief Executive Officer or delegate.

### **Signage**

18. The Supermarket signage, shown on the approved Elevation Plans, is approved; no other signage, other than a Community Notice Board, located in proximity to the entrance to the Supermarket, is permitted. Any additional signage for the Service Station is required to comply with the Advertising Devices Code in the Carpentaria Shire Planning Scheme and must not contain any product advertising, to the satisfaction of the Chief Executive Officer or delegate.

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### **Caretaker's Residence**

19. The Caretaker's Residence is only approved for occupation by a caretaker and his/her family who are employed to maintain and safeguard the commercial premises. At no time is the accommodation to be used for short term overnight accommodation or similar, to the satisfaction of the Chief Executive Officer or delegate.
20. The floor level of habitable rooms in the new Caretaker's Residence is 9.1 metres AHD, to the satisfaction of the Chief Executive Officer or delegate.

### **Environmentally Relevant Activities**

21. Any activities on the site required to operate under an Environmental Authority (EA) must not commence operation until a current EA Permit is in place, to the satisfaction of the Chief Executive Officer or delegate.

### **Fencing**

22. A solid 1.8 metre high screen fence is required to be erected along the common boundary with adjacent Residential zoned land and along the vehicular access driveway servicing the site from Matilda Street to the on-site car parking area and return to the common boundary to the north, to provide safety, privacy and amenity for the residents of the Caretaker's Residence, to the satisfaction of the Chief Executive Officer or delegate.
23. A Plan for a Refuse Collection Area, sufficient in size to accommodate all refuse generated by the mix of commercial uses on the site and located in proximity to the Supermarket with the location to be shown on a plan, is required to be submitted to Council for approval, prior to the issue of a Building Permit. The Refuse Collection Area must be screened from public view and have a concrete floor and a hose connection to allow hosing out on a regular basis, to the satisfaction of the Chief Executive Officer or delegate.

### **Café/Take Away**

24. The Café/take away area/s of the Supermarket to be used for the storage, preparation, handling, packing and/or service of food must comply with the requirements of the Food Act 2006 and Food Safety Standards and AS 4674-2004 – Design, construction and fit-out of food premises; as amended or updated.

Prior to construction of any premises used for storage, preparation, handling, packing and/or service of food, application must be made to Council's Health Section and be accompanied by two (2) copies of plans drawn to a scale, not smaller than 1:100. Such plans are to include details of ventilation (including mechanical exhaust ventilation systems), finishes to walls, floors and ceilings, details of the proposed

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layout and materials to be used in the construction of all fixtures, fittings and equipment. The plans should include detailed cross sections of all areas to be included in the construction. All works must be carried out in accordance with the requirements of the Food Act 2006, Food Safety Standards and AS 4674 – 2004 – Design, construction and fit-out of food premises.

Prior to operation of the food business, the operator must hold a current Food Licence issued by Council under the Food Act 2006. Every licensed food business is required to have a Food Safety Supervisor who has met specified competencies and is reasonably available at all times the business is operating.

The Café/take away is required to operate at all times, in accordance with the Food Licence, to the satisfaction of the Chief Executive Officer or delegate.

### **Site Amalgamation**

25. The site is to be amalgamated so that the development is located on one (1) lot.

A Plan of Survey is to be lodged with Council for endorsement, prior to registration by the State. A Dealing Number, issued by the Department of Natural Resources, Mines and Energy (DNRME) is to be provided to Council, prior to commencement of construction, to the satisfaction of the Chief Executive Officer or delegate.

### **B. REFERRAL AGENCY CONDITIONS**

CONCURRENCE AGENCY                      Department of Transport and Main Roads (TMR)

**C. SUBMISSIONS**                              N/A

### **D. FURTHER DEVELOPMENT PERMITS REQUIRED**

- carrying out building works;
- carrying out drainage works; and
- carrying out plumbing works.

### **E. APPLICABLE CODES FOR SELF ASSESSABLE DEVELOPMENT**

- Shire of Carpentaria Planning Scheme
- Standard Building Regulation 1993
- Building Act 1975
- Building Code of Australia

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- Water and Sewerage Act 1949

### **F. RIGHT OF APPEAL**

Appeal Rights from the *Planning Act 2016* are attached.

### **TOWN PLANNING REPORT**

This report has been prepared by Council's Town Planning Consultant, Liz Taylor, in consultation with Council Officers.

### **MATERIAL CHANGE OF USE**

#### **1.0 SITE AND APPLICATION SUMMARY**

|                                       |  |
|---------------------------------------|--|
| <b>APPLICANT:</b>                     | Bynoe Community Advancement Society Ltd<br>(BYNOE)   |
| <b>REGISTERED<br/>LANDOWNER:</b>      | BYNOE  |
| <b>LOCATION:</b>                      | Corner Landsborough Street, Matilda Street and<br>Dutton Street, Normanton                     |
| <b>REAL PROPERTY<br/>DESCRIPTION:</b> | Lots 88 to 93 NR14812  |
| <b>SITE AREA:</b>                     | 6,072m <sup>2</sup>  |
| <b>EXISTING USE:</b>                  | Dwelling on Lot 92, which is to be demolished, the<br>balance is vacant urban land.            |
| <b>PROPOSED USE:</b>                  | Shop – (Supermarket) including a Business (Café),<br>Service Station and Caretaker's Residence |
| <b>TYPE OF APPLICATION:</b>           | Material Change of Use – Code Assessable   |
| <b>TOWN PLANNING<br/>ZONING:</b>      | Commercial   |

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|                           |      |
|---------------------------|------|
| <b>SUBMISSIONS:</b>       | N/A  |
| <b>REFERRAL AGENCIES:</b> | Yes  |
| <b>CONCURRENCE AGENCY</b> | DTMR |
| <b>ADVICE AGENCY</b>      | N/A  |

### **2.0 BACKGROUND**

In November 2019 an Application for Material Change of Use (MCU) was lodged with the Council to develop Commercial zoned land in Normanton, located on the corner of Landsborough Street, Matilda Street and Dutton Street for a development comprising a Supermarket, which will include a Café/takeaway, a Service Station and Caretaker's Residence. The Application is Code Assessable and is generally compliant with the Planning Scheme.

### **3.0 SITE**

The site is rectangular in shape with an area of 6,072m<sup>2</sup> and contains six (6) lots, being Lots 88, 89, 90, 91, 92 and 93 NR14812. The site has frontage to Landsborough Street of 112 meters and frontage to Matilda Street and Dutton Street of 60 meters each. All lots are zoned Commercial, and are generally level and vacant, except for Lot 92 which contains a dwelling which will be demolished to make way for the development.

The site is connected to all urban services.

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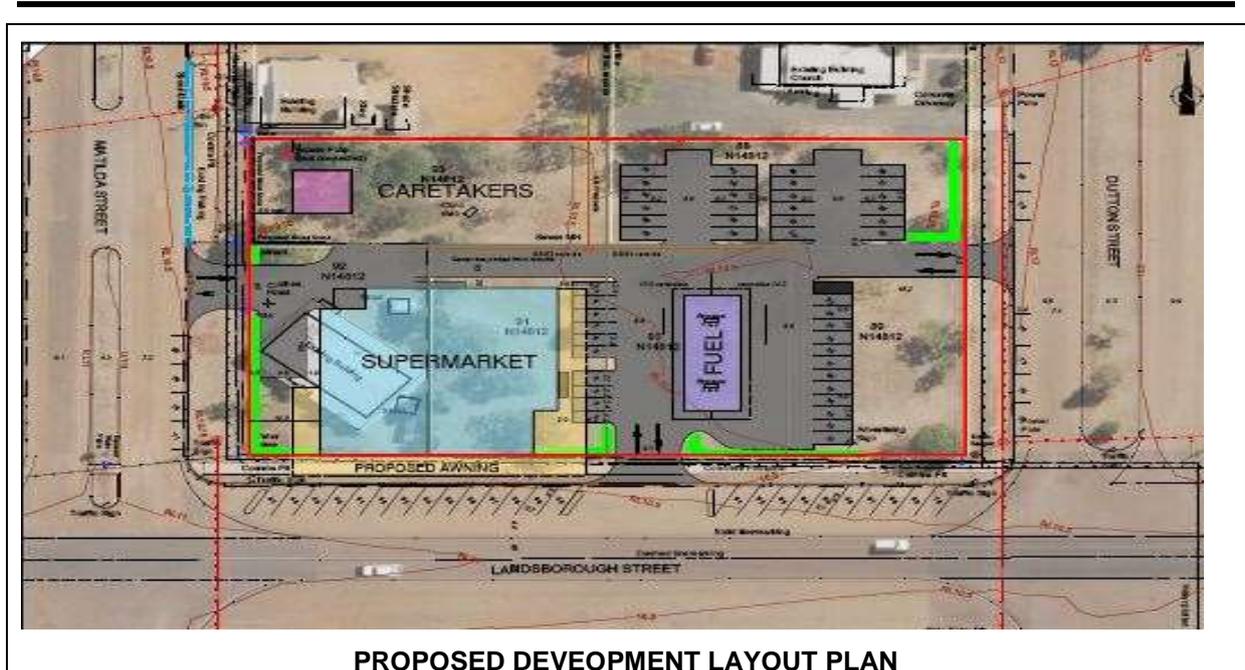


**SITE PLAN**

### **4.0 PROPOSAL**

The proposed commercial development includes a Supermarket (to include a Café/takeaway and payment/service point for the fuel bowsers) located in proximity to the corner of Matilda Street and Landsborough Street; a new Caretaker's Residence, located behind the Supermarket in Matilda Street and four (4) fuel bowsers under a canopy, located centrally to the Landsborough Street frontage and proximate to the Supermarket. Vehicular access is from all street frontages and 10 car parking spaces will be provided on-site adjacent to the Supermarket, with 12 spaces provided to east of the fuel bowsers and 24 spaces provided to the north of the fuel bowsers. In addition, a further 34 spaces are proposed in the road reserve to the three street frontages, refer layout plan below.

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**PROPOSED DEVELOPMENT LAYOUT PLAN**

The Supermarket is a large building with an area of approximately 945m<sup>2</sup>. It includes a large Supermarket area and shared checkout (to be used for both Supermarket sales and the fuel sales) a designated Café seating area of approximately 50m<sup>2</sup>, a kiosk, bakery, hot food preparation area, cold storage area, general storage area, tea room and staff amenities, office, ablution facilities for the public and staff, a click and collect area for collection of groceries ordered on-line and a loading dock to the rear. Two (2) trolley collection points are located on site; one (1) at the entrance to the Supermarket and one (1) in the car parking area near the fuel bowsers.

The building is one (1) storey in height with two (2) roof forms; the majority of the roof is 5 meters in height with an elevated section, adjacent to the Landsborough Street entrance, which is 8 meters in height. The Supermarket is built up to the Landsborough Street frontage with a zero setback, as required under the Planning Scheme. It has an awning that extends along the entire frontage of Landsborough Street and returns for the full length of the building when viewed from Dutton Street and extends along part of the building along Matilda Street. The building has a 10 metre setback from Matilda Street with an area in the setback to be used for loading and unloading, adjacent to the loading dock and for landscaping.

The Service Station area is located under an open canopy, approximately 7 metres in height and 260m<sup>2</sup> in area with four (4) fuel bowsers with underground tanks below.

The entire Supermarket building will be clad in colourbond and present a blank façade to Landsborough Street for a length of nearly 30 metres and to Matilda Street for a distance of approximately 28 metres and will present to the street as a very large shed or industrial building.

The blank façade along Matilda Street will be broken up with landscaping and the mass of the building will not be overbearing as it is set back 10 metres from the site

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boundary. However, the Landsborough Street building elevation has the potential to detrimentally impact on the visual amenity of the streetscape and given that Landsborough Street is the main street through Normanton and the Landsborough Street and Matilda Street intersection is a visually significant intersection and is in close proximity to the historic Normanton railway station, a condition is proposed to be placed on the approval to require the blank facade of the building along the Landsborough Street frontage to be improved, by either:

- using different coloured colourbond panels to create a pattern and visual interest along the blank facade; or
- introduce fixed large planter boxes along the blank façade, with native shrubs that will grow to a maximum height of approximately 3 metres, located at 2 metre intervals, to provide a visual screen; or
- Some other measure to break up the blank façade of the building along the Landsborough Street frontage.

In addition, the condition will not allow any product advertising on the external walls of the building, with advertising signage limited to the Supermarket signs shown on the submitted plans and a community notice board, located adjacent to the entrance to the Supermarket, if required.

A Copy of the Concept Plans lodged with the Application is attached at **Appendix 1.**

### **5.0 STATUTORY PLANNING CONSIDERATIONS**

The proposed development falls under the land use definitions of Shop (Supermarket), Business (Café), Service Station and Caretaker's Residence in the Planning Scheme.

The Shop land use definition, states:

*'Shop – means the use of premises for the display and retail sale of goods.*

*The use includes facilities commonly described as a shop, supermarket, stall or market.*

*The term does not include activities defined under the term "Showroom".'*

The Business land use definition, states:

*'Business - means the use of premises, whether or not licensed, for the provision of business and professional advice, administrative functions, goods or services and places for the consumption of food.*

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*The use includes the hiring out of small domestic items such as appliances, entertainment, sporting and health equipment, the exchange of domestic items and clothing, the provision and supply of personal services such as betting, hair and beauty care, laundering, dry cleaning and other customer services and facilities commonly described as bank, building society, credit union, cafes, fast food outlets, professional offices, and restaurants.'*

The Service Station land use definition, states:

*'Service Station – means the use of premises for the retail sale of motoring requirements such as fuels, lubricants, oils and greases, batteries, tyres, spare parts and auto accessories, to the travelling public.'*

*The following activities are also included when conducted as ancillary activities: –*

- *the maintenance, service and repair of motor vehicles;*
- *the hire of a limited range of vehicles or trailers;*
- *the washing of motor vehicles for a fee, including facilities provided for the public to wash their own vehicles; and/or*
- *the sale of convenience items to the travelling public.'*

The Caretaker's Residence land use definition, states:

*'Caretaker's residence- means the use of premises for the purposes of self-contained accommodation for the use by a caretaker, including their household, who is employed for care taking or management purposes in connection with a commercial, industrial, recreational or other non-residential use conducted on the premises.'*

Under the provisions of the Planning Scheme, the site is located within the Commercial Zone and all proposed land uses are Code assessable developments.

### 6.0 DEVELOPMENT REQUIREMENTS

The application is Code assessable and requires assessment against the following Codes:-

- Commercial Zone Code;
- Dwelling House Code;
- Advertising Devices Code;
- Planning Scheme Building Matters Code; and
- General Development Code.

Commercial Zone Code

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The Intent of the Commercial Zone and the Overall Outcomes of the Zone, are as follows: -

### *The Intent*

*The Commercial Zone is intended for use as the Business and Commercial centre of Normanton and Karumba where retailing, personal services, business and entertainment activities may establish. This Zone may also include some Commercial or Industrial Activities, which commonly occur in conjunction with retailing, business and tourism.*

*The Overall Outcomes are the purpose of the Commercial Zone Code and are as follows:-*

- (a) to ensure natural values and cultural and heritage features are not adversely affected by defined uses or use classes;*
- (b) any adverse effects on the environment are minimised with respect to noise, dust, contaminated stormwater discharge and increased volumes of traffic within the Zone and within adjacent residential areas; and*
- (c) the creation of a safe and attractive town centre appropriate for pedestrians.*

An assessment of the proposed development against the relevant provisions of the Commercial Zone Code is outlined below.

### Development Requirements – Commercial Zone Code

| Specific Outcomes   | Probable Solutions for Assessable Development and Acceptable Solutions for Self-Assessable Development | Comment         |
|---|--|-----------------|
| <p><b><i>Consistent and Inconsistent Activities in the Residential Zone</i></b></p> <p><b>SO1</b> The following defined uses or use classes are consistent with the Overall Outcomes sought by the Zone :-</p> <p>(i) Business;</p> | <p><b>PS1.1</b> No Acceptable or Probable Solutions are prescribed</p>                                 | <p>Complies</p> |

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| Specific Outcomes  | Probable Solutions for Assessable Development and Acceptable Solutions for Self-Assessable Development | Comment               |
|--|--|-----------------------|
| (ii) Caretaker's Residence;<br>(iii) Community Facilities;<br>(iv) Hotel;<br>(v) Medical Centre<br>(vi) Motel;<br>(vii) Service Station;<br>(viii) Shop;<br>(ix) Showroom; and<br>(x) Tourism - minor and major.   |  |                       |
| <p><b>SO2</b> The following defined uses or use classes are inconsistent with the Overall Outcomes sought by the Zone:-</p> (i) Accommodation Building;<br>(ii) Aerodromes and Aviation Facilities;<br>(iii) Agriculture;<br>(iv) Animal Husbandry;<br>(v) Community Infrastructure;<br>(vi) Duplex Dwelling;<br>(vii) Dwelling House;<br>(viii) Extractive Industry;<br>(ix) Home-based industry;<br>(x) Industry;<br>(xi) Intensive Agriculture;<br>(xii) Minor Aquaculture;<br>(xiii) Multiple Dwelling;<br>(xiv) Special industry;<br>(xv) Sport and recreation; and | <p><b>PS2.1</b> No Acceptable or Probable Solutions are prescribed</p>                                 | <p>Not Applicable</p> |

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| Specific Outcomes   | Probable Solutions for Assessable Development and Acceptable Solutions for Self-Assessable Development   | Comment  |
|---|--|--|
| (xvi) Station Homestead.  |  |  |
| <p><b>Amenity, Public Health or Safety</b></p> <p><b>SO3</b> There are no significant adverse effects on amenity, public health or safety with regard to the following:-</p> <ul style="list-style-type: none"> <li>(i) sewage disposal;</li> <li>(ii) water supply for human use; or</li> <li>(iii) permanent or temporary occupation of, or access to, areas subject to natural hazards.</li> </ul> | <p><b>PS3.1</b> Site is connected to Council's reticulated water supply system and sewerage (Schedule 1, Part 2 -Water Supply Service Area Maps and Sewerage Service Area Map);</p> <p>or</p> <p><b>PS3.2</b> Where the site is not within the reticulated system a tank with a minimum of 4,500 litres capacity is connected to each Business.</p> <p><b>PS3.3</b> Sewerage disposal system is provided.</p> <p><b>PS3.4</b> The defined use or use class is connected to electricity source.</p> <p><b>PS3.5</b> The defined use or use class is connected to a Tele-communication system.</p> | <p>Complies- the site is connected to Council's reticulated water and sewerage system.</p> |
| <p><b>Operation and Provision of Infrastructure</b></p>   |  |  |

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| Specific Outcomes   | Probable Solutions for Assessable Development and Acceptable Solutions for Self-Assessable Development  | Comment  |
|---|---|--|
| <p><b>SO4</b> Uses are of a type and scale that maintain the standards of service identified in Schedule 1, Part 1.</p>   | <p><b>PS4.1</b> No Acceptable or Probable Solutions are prescribed</p>  | <p>Complies- the site is connected to Council's reticulated water and sewerage system.</p>                             |
| <p><b>SO5</b> Water supply, sewerage and roads are provided to:-</p> <ul style="list-style-type: none"> <li>(i) meet appropriate standards at the least whole-of-life cost, including avoiding unnecessary duplication;</li> <li>(ii) be robust and fit for the purposes and intended period of operation;</li> <li>(iii) be easily maintained without unnecessarily requiring specialist expertise or equipment;</li> <li>(iv) be comprised of components and materials that are readily accessible and available from numerous local sources; and</li> <li>(v) be readily integrated with existing systems and facilitate the orderly provision of future systems.</li> </ul> | <p><b>PS5.1</b> No Acceptable Solution provided</p> <p><b>PS5.2</b> For assessable development the Probable Solution is, water supply, sewerage and roads are constructed to relevant standards stated in Schedule 1, Part 3.</p> | <p>Complies – water supply, sewerage and roads are constructed to relevant standards stated in Schedule 1, Part 3.</p> |
| <p><b>SO6</b> The safe and efficient operation of roads and railways are maintained having regard to:-</p> <ul style="list-style-type: none"> <li>(i) the nature of vehicles using the road;</li> <li>(ii) the location of uses that may be adversely affected by noise and dust generated from use of the road or</li> </ul>   | <p><b>PS6.1</b> No Acceptable or Probable Solutions are prescribed</p>  | <p>Can comply</p>  |

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| Specific Outcomes  | Probable Solutions for Assessable Development and Acceptable Solutions for Self-Assessable Development                               | Comment  |
|--|--|--|
| <p>railway;</p> <p>(iii) the location and design of access points; and</p> <p>(iv) the design of stormwater drainage.</p>  |  |  |
| <p><b>S07</b> Uses and works are located and designed to avoid significant adverse effects on safe aircraft operations due to:-</p> <p>physical intrusions;</p> <p>reduced visibility;</p> <p>collisions with birds;</p> <p>electromagnetic interference with aircraft navigation systems; or</p> <p>other functional problems for aircraft (including artificial lighting hazards).</p> | <p><b>PS7.1</b> No Probable Solutions are prescribed</p>   | <p>Complies</p>  |
| <p><b>Built Form</b></p> <p><b>S08</b> The built form is compatible with the desired character and amenity of the surrounding area and does not adversely affect the visual amenity.</p>   | <p><b>PS8.1</b> The maximum height of a building, structure or object, or height at which an activity is carried out, is 12.75m.</p> | <p>Complies, in terms of building height with a maximum building height 8.0 metres.</p> <p><u>However, the blank facade of the building to Landsborough Street and the use of colourbond external cladding will result in the building having the character of a very large industrial shed.</u></p> |

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| Specific Outcomes  | Probable Solutions for Assessable Development and Acceptable Solutions for Self-Assessable Development  | Comment  |
|--|---|--|
|  |   | <u>A condition, as described above in section 4.0 of this report, will address this concern.</u> |
| <p><b>Site Coverage</b></p> <p><b>SO9</b> The site coverage of buildings ensures that there is sufficient area for the provision of services and landscaping.</p>  | <p><b>PS9.1</b> The site coverage of all buildings does not exceed 80% of the site area.</p>  | Complies   |
| <p><b>Building Setbacks</b></p> <p><b>SO10</b> Buildings must be setback to:-</p> <ul style="list-style-type: none"> <li>• maintain the character of the area; and</li> <li>• achieve separation from the neighbouring buildings and from road frontages.</li> </ul> | <p><b>PS10.1</b> Buildings, structures or objects are constructed to the front boundary of the full frontage of the site.</p> <p><b>PS10.2</b> Where a boundary adjoins any zone other than Commercial Zone, the setback is 2m.</p> | Complies   |
| <p><b><u>Awnings</u></b></p> <p><b>SO11</b> The design of the buildings provides for the integration of the development within the existing streetscape and provides for the protection of the public from the inclement weather.</p>                                | <p><b>SP11.1</b> An awning a minimum width of 3 metres in width or setback 0.5m from the tentative kerb line, is provided to the full frontage or frontages of the building where the building is built</p>                         | Complies   |

## BUSINESS PAPERS

|  |   |  |
|--|---|--|
|  | to the front property alignment or alignments.  |  |
| <p><b>Site Access, Parking, Loading and Unloading</b></p> <p><b>SO12</b> Car parking does not hinder or obstruct the use of an area by pedestrians or other vehicles.</p>                    | <p><b>PS12.1</b> Site access or accesses are located 15m from an intersection.</p>  | Complies   |
| <p><b>SO13</b> Parking areas are laid out in such a manner as to provide adequate access to each parking space and to permit free circulation of vehicles entering, leaving and parking.</p> | <p><b>PS13.1</b> Off street parking is to be provided at the rear or side or underneath a building.</p> <p><b>PS13.2</b> Vehicle unloading areas, goods storage areas, waste storage areas and outdoor equipment are designed and located to be not visible from the street.</p> <p><b>PS13.3</b> Parking spaces comply with Table 6.10 - Areas and Dimensions.</p> <p><b>PS13.4</b> Access to parking spaces is provided from an aisle with an unobstructed width of at least 6.2 metres.</p> <p><b>PS13.5</b> For a parallel parking space the minimum dimensions are 6.2 metres by 2.6 metres.</p> | <p>Complies</p> <p>Complies</p> <p>Complies</p> <p>Complies</p> <p><u>Requires discussed, see below Section 8.0 – Other Issues</u></p> <p>Complies – site is</p> |

## BUSINESS PAPERS

|  |   |  |
|--|---|--|
|  | <p><b>PS13.6</b> Car parking spaces for particular uses are in accordance with Table 6.11 - Number of Car Parking Spaces Required</p> <p><b>SP13.7</b> The gradient of a parking space does not exceed 10 per cent.</p> <p><b>PS13.8</b> Parking areas are:-</p> <p>(i) not closer than 3 metres from the alignment of any structure; and</p> <p>(ii) not closer than 3 metres to any boundary of the site.</p> <p><b>PS13.9</b> Parking areas are located within the site on which the use is to be conducted.</p> | <p>generally level</p> <p>Complies</p> <p>Complies</p> <p><u>Requires discussion, see below Section 8.0 - Other Issues</u></p>   |
| <p><b>Water Quality Maintenance</b></p> <p><b>SO14</b> All activities maintain the water quality of Carpentaria Shire's groundwater, waterways and surface water storages.</p> | <p><b>PS14.1</b> Any activities which:-</p> <p>a) involve the handling of water-borne pollutants are provided with bunded, impervious surfaces linked to an integrated drainage and treatment</p>   | <p><u>The fuel bowser area will be required drain to a central pit and all stormwater will be treated to remove any pollutants.</u></p> <p><u>The approval will be</u></p> |

## BUSINESS PAPERS

|   |  |  |
|---|--|--|
|   | <p>system;</p> <p>b) involve the storage of waste water are provided with properly designed and constructed, secure, sealed storage facilities;</p> <p>or</p> <p>c) contain all liquid wastes and discharge them to a sewer or removed from the site for treatment and disposal to an approved facility.</p> | <p><u>conditioned accordingly.</u></p> |
| <p><b>Other Uses</b></p> <p><b>SO15</b> The predominance of commercial activities is retained and there are no significant adverse effects on the local amenity.</p> <p><b>SO16</b> Any Business, Medical Centre or Shop are to be located to provide a service centre to serve the adjacent residents rather than be located in different parts of the town.</p> | <p><b><u>PS15.1</u></b> No Acceptable or Probable Solutions are prescribed.</p>  | <p>Complies</p> <p>Complies</p>        |

The proposed development complies with the Code or can be conditioned to comply with the Code.

Dwelling House Code

## BUSINESS PAPERS

The Dwelling House Code is called up in the Table of Assessment for the Commercial Zone as being relevant for the assessment of a Caretaker's Residence. However, there is no reference in the Overall Outcomes, or in the prescriptive provisions of the Code relating to Caretaker's Residence and on that basis the code is not assessed.

### Advertising Devices Code

The purpose of this Code is as follows:-

- (a) *advertising devices are safely constructed and secured and do not create a hazard;*  
*and*  
(b) *advertising devices are compatible with the physical characteristics of the site where they are located and the character of the local area.*

| Specific Outcomes   | Probable Solutions for Assessable Development  | Comment  |
|---|--|--|
| <p><b><i>Scale and Design</i></b></p> <p>Are consistent with the scale and design of existing buildings and other works on the site and in the locality where they are located, and do not intrude into aircraft operational areas.</p> | <p>Advertising devices are consistent devices as identified in Schedule 2.</p>                                   | <p>Complies - The proposed signage is comprised of 4 wall signs:</p> <ul style="list-style-type: none"> <li>- 2 to the Landsborough Street building facade;</li> <li>- 1 to the Dutton Street building façade; and</li> <li>- 1 to the rear facade of the building.</li> </ul> <p><u>Any additional signage will be conditioned to comply with the Advertising Devices Code and associated Schedule 2.</u></p> |
| <p><b><i>Siting and Provision</i></b></p> <p>Sited and provided on premises having regard to:-</p> <p>(i) maintaining or enhancing the amenity</p>  | <p>An advertising device complies with the criteria stated in Columns 1 and 2 of Table 6.6 and applicable to</p> | <p>Complies</p>  |

## BUSINESS PAPERS

| Specific Outcomes  | Probable Solutions for Assessable Development | Comment |
|--|---|---------|
| <p>enjoyed by people on the site and in the locality where the devices are located;</p> <p>(ii) avoiding confusion with traffic signs, or reduction in their visibility or conspicuous nature; and</p> <p>(iii) avoiding hazards to vehicular or pedestrian traffic due to their location or illumination.</p> | <p>the differing types of advertising.</p>    |         |

A condition will be placed on the approval confirming approval of the proposed Supermarket signage and to require that any additional signage, such as that associated with the Service Station, is required to comply with the Advertising Devices Code and Schedule 2 of the Planning Scheme.

### Planning Scheme Building Matters Code

The Overall Outcomes for the Planning Scheme Building Matters Code, states:

*The Overall Outcomes are the purpose of the Planning Scheme Building Matters Code, to ensure that buildings or structures are compatible with surrounding development.*

The building/structure proposed to be erected can comply with the Code in terms of building height, building setbacks and landscaping. However, the Specific Outcome for Built Form states:

*'The built form is compatible with the desired character and amenity of the surrounding area and does not adversely affect the visual amenity.'*

The blank facade of the building to Landsborough Street and the use of colourbond external cladding will result in the building having the character of a very large industrial shed, so a condition, as described above in section 4.0 of this report, will be imposed to address this concern.

## BUSINESS PAPERS

### General Development Code

The purpose of this Code is to achieve the following overall Outcomes:

- (a) *ensure that defined uses or use classes provide a level of amenity commensurate with that of existing localities; and*
- (b) *provide for the safety and health requirements for Residential and Commercial Activities.*

### Comment

The site is located in the Commercial Zone, and is well serviced in terms of water, sewerage, drainage and road networks.

### Development Requirements

| Specific Outcomes   | Probable Solutions for Assessable Development   | Comment  |
|---|---|--|
| <p><b>Boundary Roads</b></p> <p>Proposals aid in the orderly and proper acquisition of land.</p>                                      | <p>A new road having one half the width of any other road in that locality is provided where a proposal for such a road occurs at the boundary of the land and the land is in two or more ownerships. Concrete kerb and channel is required along the frontage or frontages in urban areas.</p> | <p>Not Applicable</p>  |
| <p><b>Electricity</b></p> <p>Residential, Commercial and Industrial uses are supplied with electricity where supply is practical.</p> | <p>The proposal demonstrates that a supply of electricity is approved, where a supply is practical, prior to Council's endorsement on the plan of survey.</p>   | <p>Complies- the site is connected to the electricity network.</p> |
| <p><b>External Works</b></p>  |   |  |

## BUSINESS PAPERS

| Specific Outcomes   | Probable Solutions for Assessable Development   | Comment   |
|---|---|---|
| <p>Any defined uses or use classes are to provide for external works relative to its size and scale and location in an urban or rural area.</p> | <p>Proposals include:-</p> <ul style="list-style-type: none"> <li>(i) in non-urban areas the construction of concrete kerb and channel is to be for the full length of the frontage or frontages of the site if such standard of kerb and channel exists within 100m of the development;</li> <li>(ii) grading of the footpath for the full length of the frontage or frontages of the site;</li> <li>(iii) crossings over channel and footpath;</li> <li>(iv) a constructed footpath for the full length of the frontage or frontages of the site if such standard of constructed footpath exists within 100m of the development;</li> <li>(v) where the road is not fully paved, the paving of the road with bitumen between the existing pavement and the channel if such standard of paved road exists within 100m of the development; and</li> <li>(vi) where the road is not paved, the construction of the carriageway and the paving with bitumen from the lip of the channel to the centre-line for half the width of the</li> </ul> | <p>Not Applicable</p> <p>Complies or can be conditioned to comply</p> |

## BUSINESS PAPERS

| Specific Outcomes  | Probable Solutions for Assessable Development   | Comment   |
|--|---|---|
|  | <p>carriageway or for a width of 6 metres, whichever is greater. Where concrete kerb and channel is not required, for a width of 6 metres if such standard of road exists within 100m of the development.</p>                                   | <p>Complies or can be conditioned to comply</p>   |
| <p><b>Landscaping</b></p> <p>The visual amenity in any locality is enhanced by proposals that incorporate:</p> <ul style="list-style-type: none"> <li>• Landscaping appropriate to the area in the density and height of the vegetation proposed.</li> <li>• Visual screening by mounds, screen walls, or the planting of trees and shrubs.</li> </ul> | <p>Existing vegetation to be retained.</p>  | <p>Complies- <u>A condition will require landscaping of native shrubs and trees, to be provided and planted in accordance with a planting plan approved by Council.</u></p> <p><u>An option will also be provided in a condition for fixed planter boxes to be sited along the Landsborough Street footpath frontage of the building to provide a screening effect to the blank façade.</u></p> |
| <p><b>Lighting</b></p> <p>Any proposed lighting has no adverse impacts on the surrounding residential areas.</p>   | <p>The level of illumination at the boundary of the site does not exceed 8 lux measured at any level upwards from the ground level.</p> <p>Lighting is shielded or screened in a manner that causes minimal impact on adjoining properties.</p> | <p>Can be conditioned to comply</p>   |

## BUSINESS PAPERS

| Specific Outcomes   | Probable Solutions for Assessable Development   | Comment   |
|---|---|---|
| <p><b><i>Parking, Loading and Unloading</i></b></p> <p>Car parking does not hinder or obstruct the use of any area by pedestrians or other vehicles and parking areas are laid out in such a manner as to provide adequate access to each parking space and to permit free circulation of vehicles entering, leaving and parking.</p> | <p>Parking spaces comply with Table 6.10 – Areas and Dimensions.</p> <p>Access to parking spaces is provided from an aisle with an unobstructed width of at least 6.2 metres.</p> <p>For a parallel parking space the minimum dimensions are 6.2 metres by 2.6 metres.</p> <p>Car parking spaces for particular uses are in accordance with Table 6.11 – Number of Car Parking Spaces required.</p> <p>Parking areas are:-</p> <ul style="list-style-type: none"> <li>(i) drained, sealed, marked and signed;</li> <li>(ii) readily accessible for vehicular use and designed so that vehicles can enter and leave the premises in forward gear;</li> <li>(iii) not closer than 3 metres from the alignment of any structure;</li> <li>(iv) not closer than 3 metres to any boundary of the site;</li> <li>(v) landscaped;</li> <li>(vi) provided with trolley bay areas, pedestrian</li> </ul> | <p>Can comply or be conditioned to comply</p> <p>Can comply or be conditioned to comply</p> <p>Can comply or be conditioned to comply</p> <p><u>Requires discussion, see below Section 8.0 – Other Issues</u></p> <p>Can comply or be conditioned to comply</p> |

## BUSINESS PAPERS

| Specific Outcomes  | Probable Solutions for Assessable Development   | Comment  |
|--|---|--|
|  | <p>walkways and devices to facilitate safe pedestrian circulation; and</p> <p>(vii) provided with motorbike and cycle parking spaces.</p> <p>Parking areas are located within the site on which the use is to be conducted.</p> <p>Adequate space is provided for the loading, unloading and fuelling of vehicles, for the parking of trailers and for the picking up and setting down of passengers.</p> | <p><u>Requires discussion, see below, Section 8 – Other Issues</u></p> <p>Can comply or be conditioned to comply</p> |
| <p>Parking of heavy vehicles has no detrimental effect on the amenity of residential areas.</p>  | <p>Heavy vehicles used for the cartage of livestock are not parked in a Residential Zone except for the prime mover exclusive of any trailers.</p> <p>Where parking a heavy vehicle on land used for residential purposes occurs, provision is made to house the vehicle in a Class 1 or Class 10 building;</p> <p>or</p> <p>The vehicle is parked behind the front building alignment.</p>               | <p>Not Applicable</p> <p>Not Applicable</p>  |
| <p><b>Provision of Water</b></p> <p>Every Residential, Commercial or Industrial building outside the Council service area is provided with</p> | <p>Rainwater storage tanks have a minimum capacity of 4,500 litres.</p>   | <p>Not Applicable</p>  |



## BUSINESS PAPERS

| Specific Outcomes  | Probable Solutions for Assessable Development  | Comment    |
|--|--|------------|
| The drainage or filling of land to enable its use.   | <p>Council requirements, which will be a condition of development, are met.</p> <p>The movement of material shall not cause a dust nuisance.</p> <p>There is no adverse impact on adjacent premises.</p> | Can Comply |
| <p><b>Site Access</b></p> <p>The movement of vehicles, including emergency vehicles, into and out of the site is facilitated.</p>                | The site layout facilitates the movement of traffic without impacting on the flow of traffic on the adjoining road or roads.   | Complies   |
| <p><b>Awnings Over Footpaths</b></p> <p>In the Commercial Zone protection for pedestrians from severe climatic conditions is to be provided.</p> | Proposals to provide covered walkways or awnings over pedestrian walkways.   | Complies   |

### 7.0 STATE GOVERNMENT REFERRAL

By correspondence dated 25 March 2020, the State government imposed six (6) conditions on the approval of the development. The six (6) conditions relate to:

- requiring the development to be undertaken in accordance with the approved Plans;
- specifying vehicular access;
- requiring the closure of the existing vehicular accesses and reinstatement of the kerb and channel;
- provision of the new road access from Landsborough Street to be constructed in compliance with Council requirements; and
- requiring a no worsening effect for stormwater discharge to the State-controlled road.

## BUSINESS PAPERS

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A copy of the State government correspondence is attached at Appendix 2.

### 8.0 OTHER ISSUES

#### Car Parking Provision

The proposed redevelopment generates a requirement for car parking spaces, as follows:

- Shop (Supermarket) 1 space per 20m<sup>2</sup> for shop GFA (800/20 = 40 spaces) and 1 space per 50m<sup>2</sup> for shop storage (100/50 = 2 spaces);
- Business (Café) – 1 space per 30m<sup>2</sup> for café GFA = (50/30 = 2 spaces);
- Service Station – 4 spaces per service bay = (4 fuel bowsers = 4 X 4 = 16 spaces).

Under the Planning Scheme a total of 60 car parking spaces are required on-site and a total of 46 spaces are provided on site, resulting in a shortfall of 14 spaces.

The 46 spaces provided on site are located as follows, (refer Proposed Development Layout Plan, in Section 4.0, above):

- 10 spaces immediately adjacent to the Supermarket entrance;
- 12 spaces to the east of the fuel bowsers, in proximity to the Supermarket; and
- 24 spaces to the north of the Supermarket and fuel bowsers, a short walk to the Supermarket.

The applicant has proposed to address the shortfall of 14 spaces on-site by providing line-marked spaces along the kerb and channel in Matilda Street – 4 spaces, Landsborough Street – 24 spaces and Dutton Street – 6 spaces, providing a total of 34 additional spaces.

It is considered that the proposed car parking of 46 spaces on-site and 32 spaces on-street (removing 2 from Dutton Street due to proximity to Residential zoned land) is more than sufficient for the development. The approval will be conditioned accordingly.

#### Currency Period

The Planning Act 2016 provides for a six (6) year currency period for all MCU approvals, which means the development is required to be completed with a six (6) year period. Notwithstanding the current unprecedented economic downturn, it is anticipated that the proposed development will be able to be commenced and completed within the statutory timeframe. However, should this not be the case the Applicant can apply to Council in writing, prior to the MCU approval lapsing, for an extension to the currency period.

## **BUSINESS PAPERS**

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### **9.0 CONCLUSION**

The proposed development for a Service Station, Supermarket, including a Café and a Caretaker's Residence on a large commercial site in Normanton, with good vehicular access generally complies with the planning intent and the relevant Codes under the current Planning Scheme and will be a significant asset to the local community and the Shire. The proposed development is recommended to Council for approval, subject to reasonable and relevant conditions.

#### **Legal Implications:**

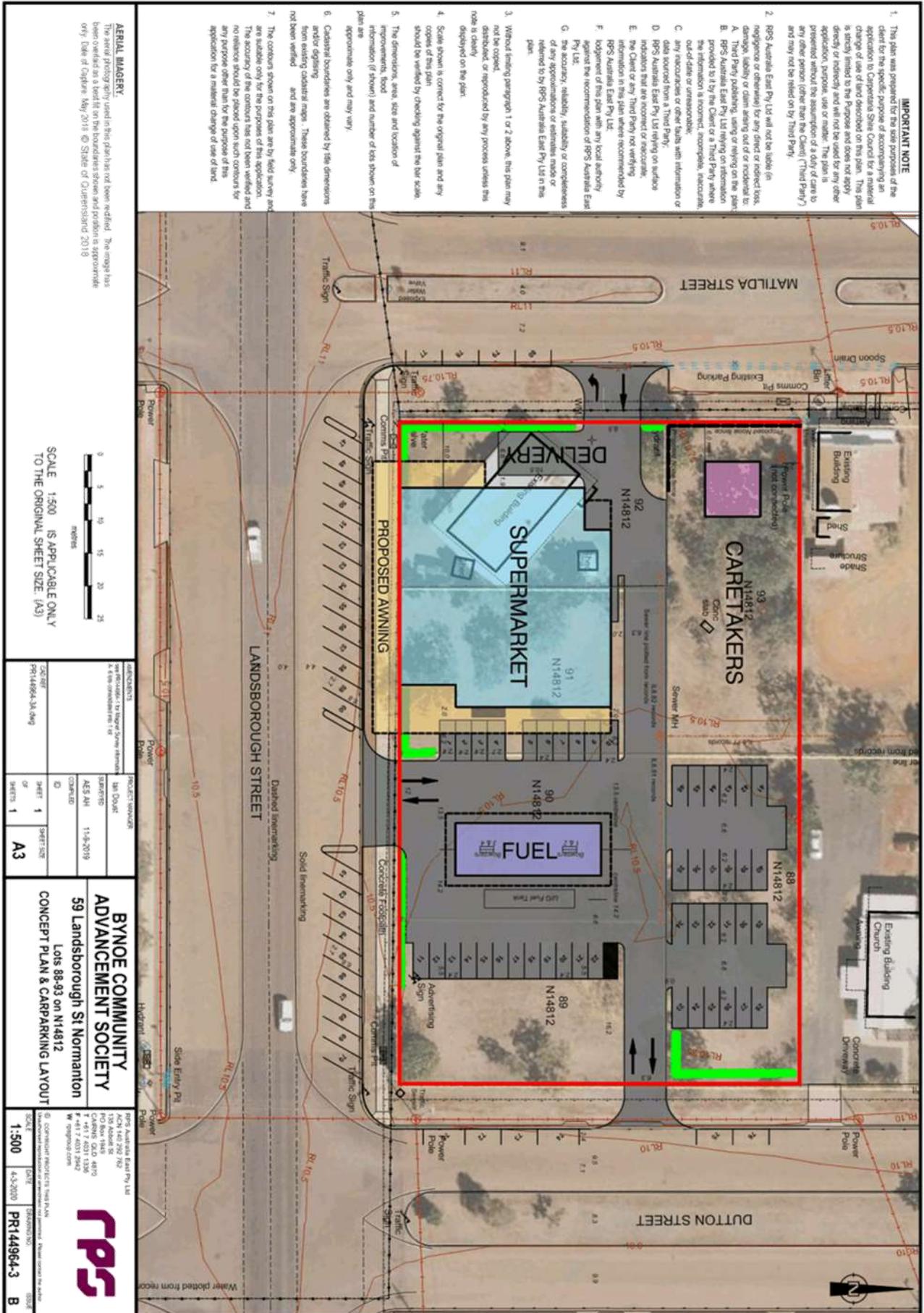
- Planning Act (2016)
- Council's Planning Scheme

#### **Policy Implications:**

- Nil

#### **Financial & Resource Implications:**

- Nil



**IMPORTANT NOTE**

- This plan was prepared for the sole purpose of the client for the specific purpose of accompanying an application to Capricornia Shire Council for a material change of use of land described on this plan. This plan is strictly limited to the Purpose and does not apply directly or indirectly, and will not be used for any other application, purpose, use or matter. The plan is presented without the assumption of a duty of care to any other person (other than the Client) ("Third Party") and may not be relied on by Third Party.
- RPS Australasia East Pty Ltd will not be liable (in negligence or otherwise) for any direct or indirect loss, damage, liability or claim arising out of or in connection with this plan.
- Third Party publishing, using or relying on this plan.
- RPS Australasia East Pty Ltd relying on information provided to it by the Client or a Third Party where the information is incorrect, incomplete, inaccurate, out-of-date or unreasonable.
- any inaccuracies or other faults with information or data sourced from a Third Party.
- RPS Australasia East Pty Ltd relying on surface indicators that are incorrect or inaccurate.
- the Client or any Third Party not verifying information in this plan where recommended by RPS Australasia East Pty Ltd.
- Approval of this plan with any local authority against the recommendation of RPS Australasia East Pty Ltd.
- the accuracy, reliability, suitability or completeness of any representations or estimates made or referred to by RPS Australasia East Pty Ltd in this plan.
- Without limiting paragraph 1 or 2 above, this plan may not be copied, reproduced, or reproduced by any process unless this note is clearly displayed on the plan.
- Scale shown is correct for the original plan and any copies of this plan should be verified by checking against the bar scale displayed on the plan.
- The dimensions, area, size and location of improvement, food information (if shown) and number of lots shown on this plan are approximate only and may vary.
- Boundary boundaries are obtained by the dimensions and/or existing cadastral maps. These boundaries have not been verified and are approximate only.
- The contours shown on this plan are by field survey and are suitable only for the purposes of this application. The accuracy of the contours has not been verified and no reliance should be placed upon such contours for any purpose other than for the purpose of this application for a material change of use of land.

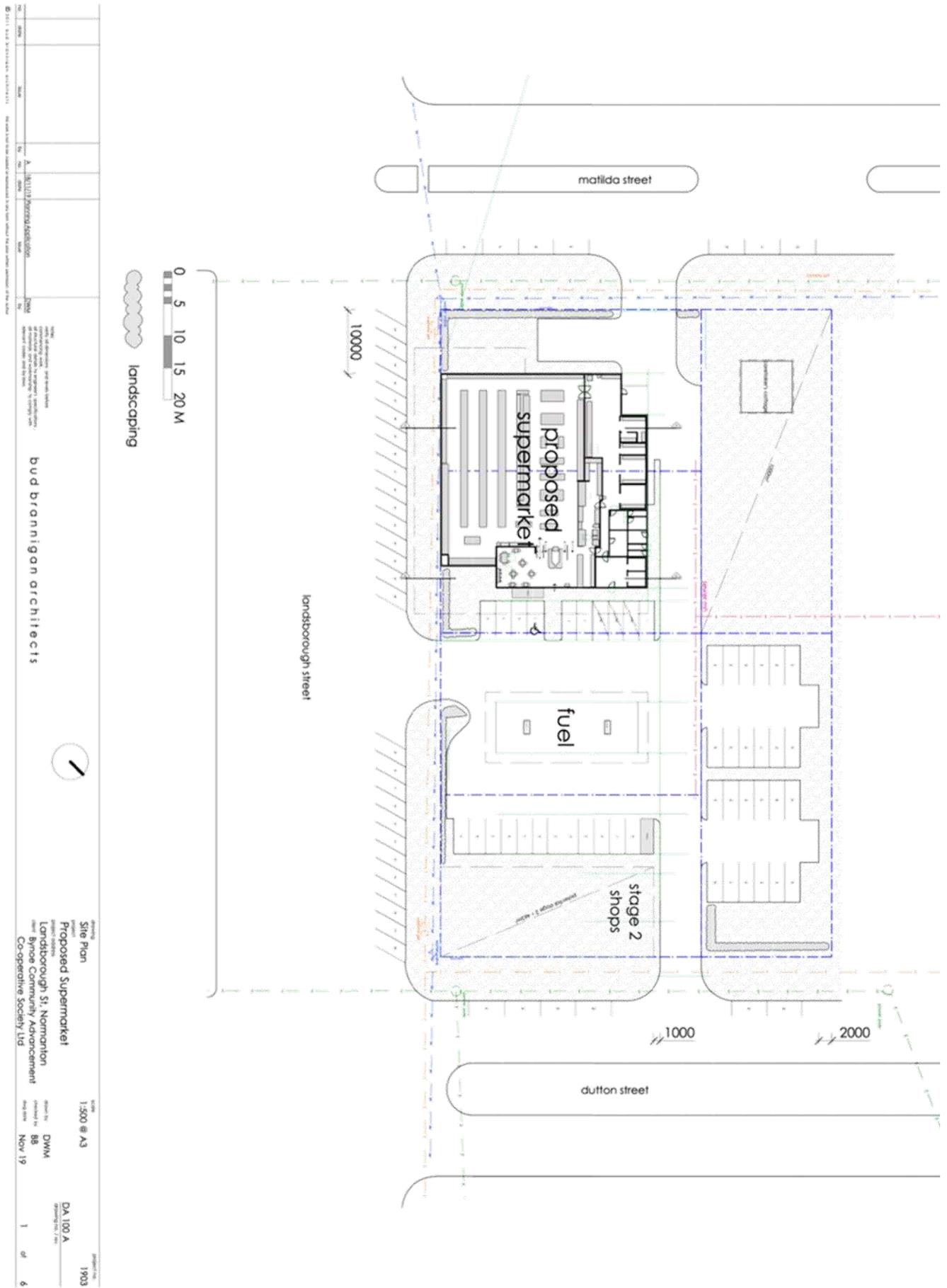
**AERIAL IMAGERY.**  
 The aerial photography used in this plan has not been modified. The image has been overlaid on a best fit on the boundaries shown and position is approximate only. Date of Capture: May 2018 © State of Queensland 2018

SCALE 1:500 IS APPLICABLE ONLY TO THE ORIGINAL SHEET SIZE (A3)

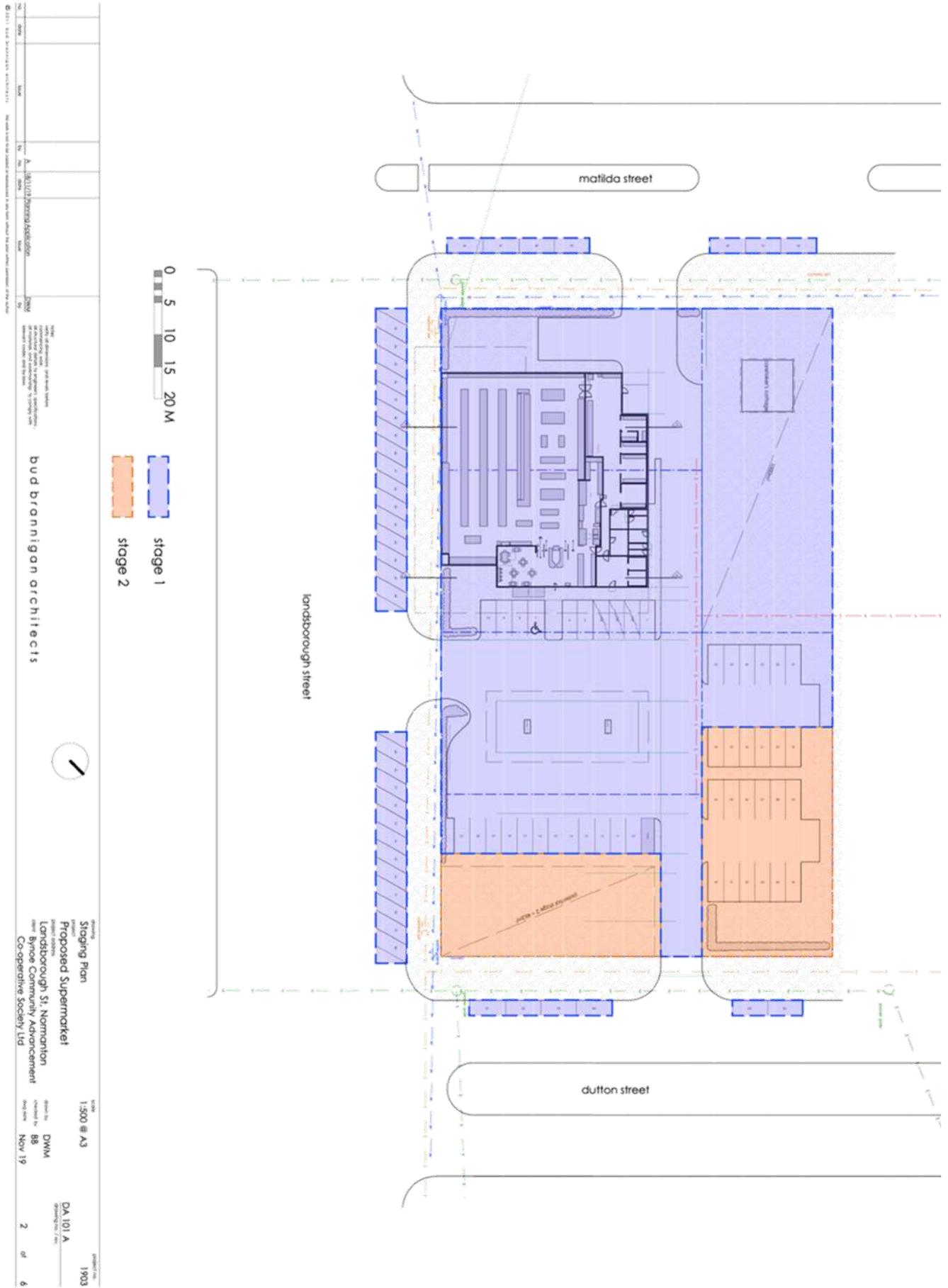
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| DRAWN BY: PR144964-3A-A99 | CLIENT: Bynoe Community Advancement Society |
| CHECKED BY: [Signature]   | DATE: 11-6-2019                             |
| SHEET: 1                  | OF: 1                                       |
| SHEET SIZE: A3            |   |

**BYNOE COMMUNITY ADVANCEMENT SOCIETY**  
 59 Landsborough St Normanton  
 Lots 88-93 on N14812  
 CONCEPT PLAN & CARPARKING LAYOUT

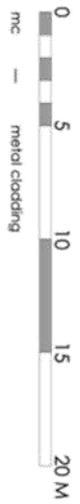
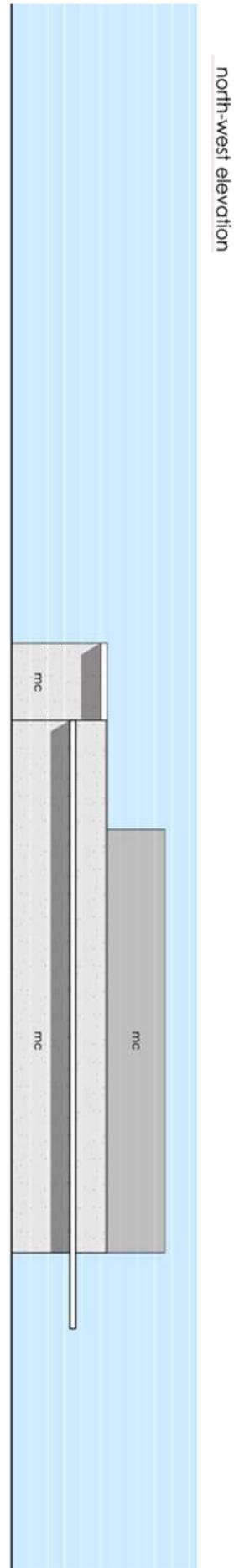
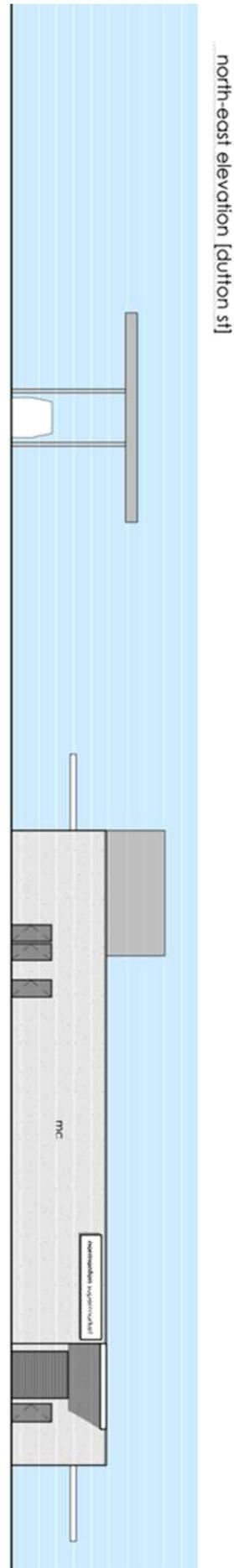
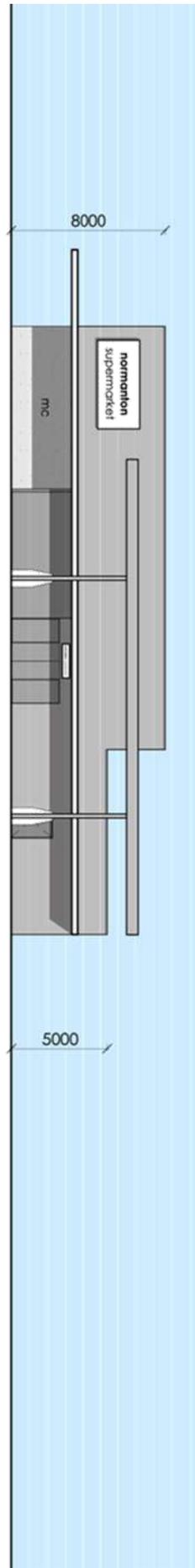
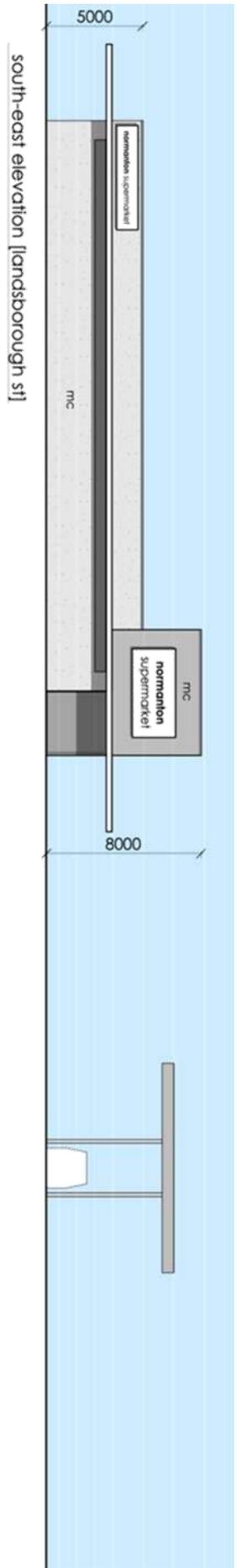
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|--------------|---|
| Project Name | Proposed Supermarket  |
| Client       | Landsborough St. Normanton<br>Dysoe Community Advancement<br>Co-operative Society Ltd |
| Architect    | budbrannigan architects   |
| Scale        | 1:500 @ A3  |
| DA 100 A     | 1903  |
| Sheet No.    | 1 of 6  |
| Date         | Nov 19  |
| Drawn by     | BB  |
| Checked by   | DWM   |







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Project Name: **Normanton Supermarket**

Client: **Normanton Supermarket**

Address: **Landborough St, Normanton**

Project Number: **1903**

Scale: **1:200 @ A3**

Project Stage: **Proposed Supermarket**

Project Manager: **DWM**

Client Contact: **BB**

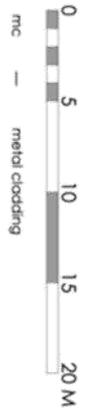
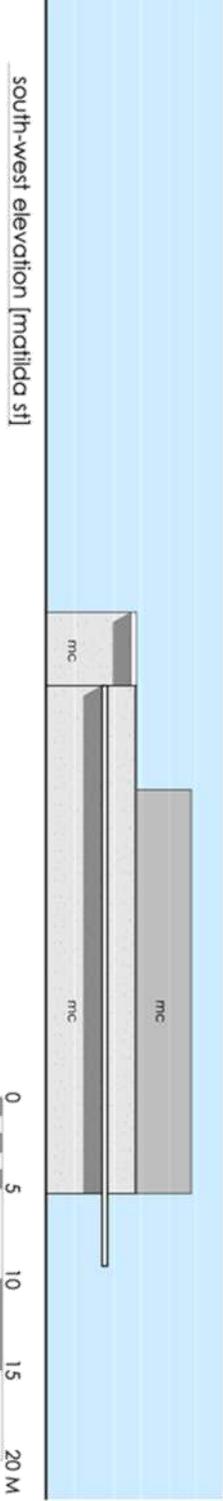
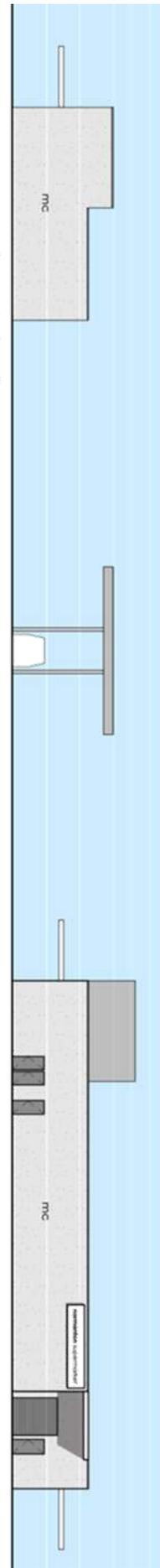
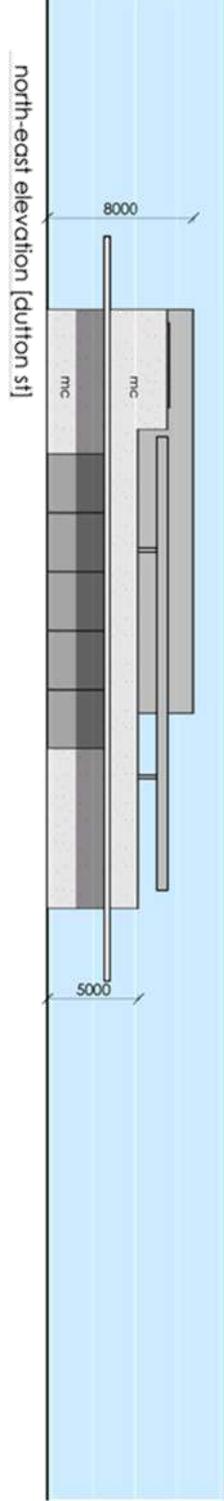
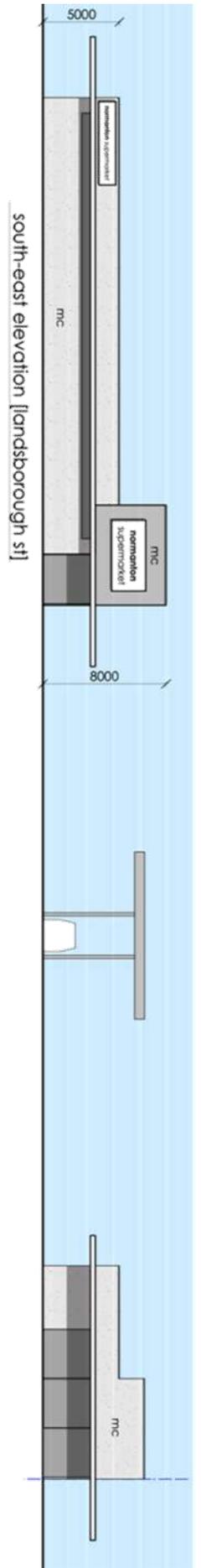
Issue Date: **NOV 19**

Sheet: **4** of **6**

DA 200 A

1903

**budbrannigan architects**



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Project Name: **Proposed Supermarket**  
 Location: **Landsborough St, Normanton**  
 Client: **Dynac Co-Operative Society Ltd**

Project No: **BB**  
 Date: **NOV 19**

Scale: **1:250 @ A3**

Author: **DWA**  
 Checked: **BB**

Project No: **DA 201 A**  
 Drawing No: **5** of **6**  
 Date: **1903**

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Project Name: **budbrannigan architects**

Project Location: **Londonborough St, Normanton**

Project Description: **Proposed Supermarket**

Client: **Dynac Community Advancement Co-operative Society Ltd**

Scale: **1:100 @ A3**

Drawn by: **DWM**

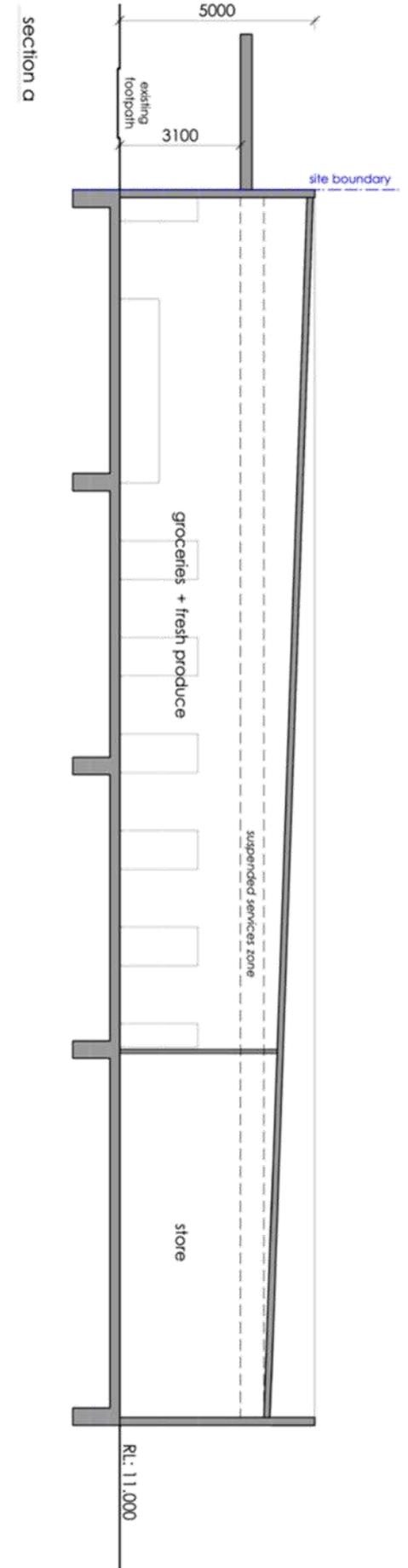
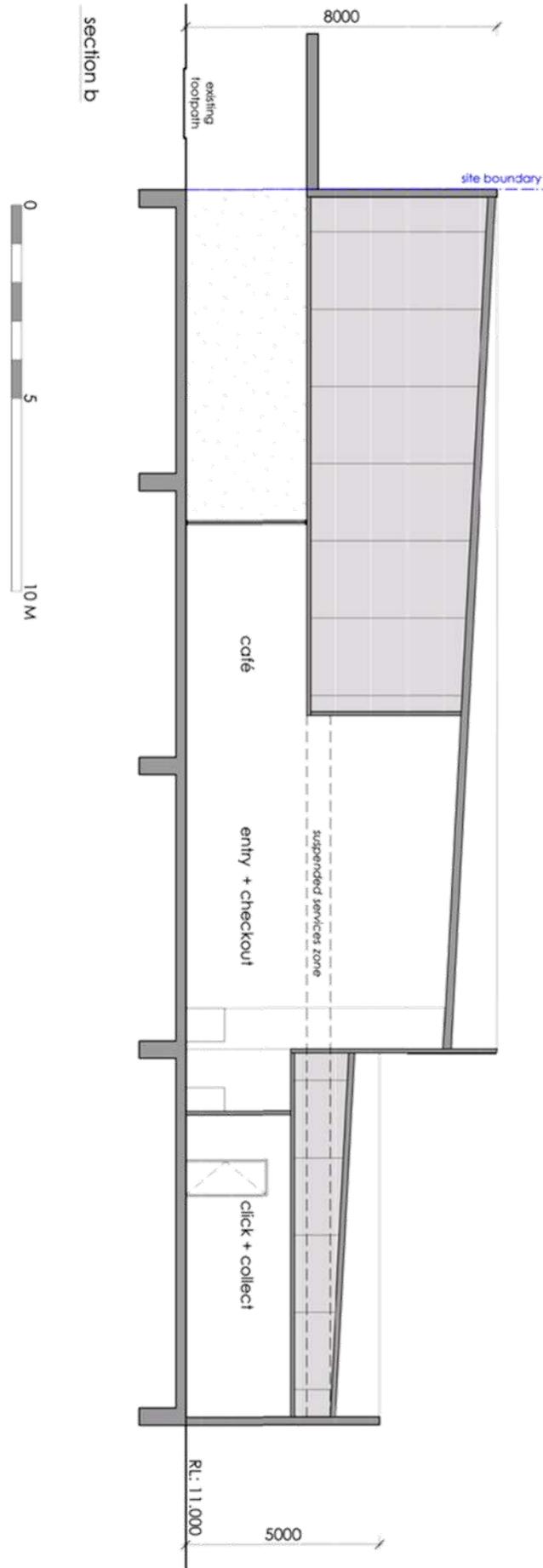
Checked by: **BB**

Issue Date: **NOV 19**

Project No: **DA 300 A**

Sheet No: **6** of **6**

Year: **1903**



RA6-N



Department of  
**State Development,  
Manufacturing,  
Infrastructure and Planning**

SARA reference: 1912-14498 SRA  
Council reference: I/1930  
Applicant reference: PR144964

25 March 2020

Carpentaria Shire Council  
PO Box 31  
Normanton Qld 4890  
council@carpentaria.qld.gov.au

Attention: Liz Taylor

Dear Ms Taylor

## **SARA response—57, 59 Landsborough Street, Normanton; and 33 Matilda Street, Normanton**

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

The development application described below was confirmed as properly referred by the Department of State Development, Manufacturing, Infrastructure and Planning on 5 December 2019.

### **Response**

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|                   |   |
|-------------------|---|
| Outcome:          | Referral agency response – with conditions.   |
| Date of response: | 25 March 2020   |
| Conditions:       | The conditions in <b>Attachment 1</b> must be attached to any development approval. |
| Advice:           | Advice to the applicant is in <b>Attachment 2</b> .                                 |
| Reasons:          | The reasons for the referral agency response are in <b>Attachment 3</b> .           |

### **Development details**

---

|               |   |   |
|---------------|---|---|
| Description:  | Development permit  | Material change of use for Business, Service Station, Shop and Caretakers Residence<br><br>Reconfiguring a lot – Lot amalgamation (Six (6) lots into One (1) Lot) |
| SARA role:    | Referral Agency.  |   |
| SARA trigger: | Schedule 10, Part 9, Division 4, Subdivision 2, Table 4 (Planning |   |

1912-14498 SRA

Regulation 2017)— Development application for a material change of use within 25m of a state controlled road

Schedule 10, Part 9, Division 4, Subdivision 2, Table 1 (Planning Regulation 2017)— Development application for a reconfiguring a lot within 25m of a state controlled road

SARA reference: 1912-14498 SRA

Assessment Manager: Carpentaria Shire Council

Street address: 57, 59 Landsborough Street and 33 Matilda Street, Normanton

Real property description: Lot 89 on N14812; Lot 88 on N14812; Lot 90 on N14812; Lot 91 on N14812; Lot 92 on N14812; Lot 93 on N14812

Applicant name: Bynoe Community Advancement Society Ltd

Applicant contact details: C/- RPS Australia  
135 Abbott Street  
Cairns QLD 4870  
Stacey.Devaney@rpsgroup.com.au

## Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (s.30 Development Assessment Rules) Copies of the relevant provisions are in **Attachment 4**.

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

For further information please contact Catherine Hobbs, Principal Planning Officer, on 4758 3412 or via email [NQSARA@dsmip.qld.gov.au](mailto:NQSARA@dsmip.qld.gov.au) who will be pleased to assist.

Yours sincerely



Graeme Kenna  
Manager (Planning)

cc Bynoe Community Advancement Society Ltd, [Stacey.Devaney@rpsgroup.com.au](mailto:Stacey.Devaney@rpsgroup.com.au)

enc Attachment 1 - Referral agency conditions  
Attachment 2 - Advice to the applicant  
Attachment 3 - Reasons for referral agency response  
Attachment 4 - Representations provisions  
Attachment 5 - Approved plans and specifications

### Attachment 1—Referral agency conditions

(Under section 56(1)(b)(i) of the *Planning Act 2016* the following conditions must be attached to any development approval relating to this application) (Copies of the plans and specifications referenced below are found at Attachment 5)

| No.  | Conditions   | Condition timing   |
|--|--|--|
| <b>Development Permit for Material change of use for Business, Service Station, Shop and Caretakers Residence</b>  |  |  |
| Schedule 10, Part 9, Division 4, Subdivision 2, Table 4 (Planning Regulation 2017)—The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of the Department of Transport and Main Roads to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition(s): |  |  |
| 1.   | (a) The road access location, is to be located generally in accordance with Concept Plan & Carparking Layout, prepared by RPS, dated 04/03/2020 reference PR144964-3 and revision B.<br>(b) Road access works comprising 12m wide commercial standard access, at the road access location must be provided generally in accordance with Concept Plan & Carparking Layout, prepared by RPS, dated 04/03/2020 reference PR144964-3 and revision B.<br>(c) The road access works must be designed and constructed in accordance with Far North Queensland Regional Organisation of Councils' (FNQROC) Standard Drawing S1015 Access Crossovers (Commercial & Industrial Vehicle Crossing).  | (a) At all times<br><br>(b) and (c):<br>Prior to the commencement of use     |
| 2.   | (a) The existing vehicular property access located between Lot 92 on N14812 and the Burke Developmental Road must be permanently closed and removed.<br>(b) The kerb and channelling between the pavement edge and the property boundary must be reinstated in accordance FNQROC's Standard Drawing S1000 at no cost to the Department of Transport and Main Roads'.   | (a) and (b):<br>Prior to the commencement of use                             |
| 3.   | (a) Stormwater management of the development must ensure no worsening or actionable nuisance to the state controlled road.<br>(b) Any works on the land must not: <ol style="list-style-type: none"> <li>i. create any new discharge points for stormwater runoff onto Landsborough Street;</li> <li>ii. interfere with and/or cause damage to the existing stormwater drainage on Landsborough Street;</li> <li>iii. surcharge any existing culvert or drain on Landsborough Street;</li> <li>iv. reduce the quality of stormwater discharge onto the Landsborough Street.</li> <li>v. increase the depth, duration or velocity of flood waters on the state-controlled road corridor being Landsborough Street.</li> </ol> (c) RPEQ certification with supporting documentation must be provided to <a href="mailto:Cloncurry.Corridor@tmr.qld.gov.au">Cloncurry.Corridor@tmr.qld.gov.au</a> within the Department of Transport and Main Roads, confirming that the development has been constructed in accordance with part/s (a) and (b) of this condition | (a) At all times<br>(b) At all times<br>(c) Prior to the commencement of use |
| <b>Development Permit for Reconfiguring a lot – Lot amalgamation (Six (6) lots into One (1) Lot)</b>   |  |  |
| Schedule 10, Part 9, Division 4, Subdivision 2, Table 1 (Planning Regulation 2017)—The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of the Department of  |  |  |

1912-14498 SRA

|  |   |   |
|--|---|---|
| Transport and Main Roads to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition(s): |   |   |
| 4.   | (a) The road access location, is to be located generally in accordance with Concept Plan & Carparking Layout, prepared by RPS, dated 04/03/2020 reference PR144964-3 and revision B.<br>(b) Road access works comprising 12m wide commercial standard access, at the road access location must be provided generally in accordance with Concept Plan & Carparking Layout, prepared by RPS, dated 04/03/2020 reference PR144964-3 and revision B.<br>(c) The road access works must be designed and constructed in accordance with Far North Queensland Regional Organisation of Councils' (FNQROC) Standard Drawing S1015 Access Crossovers (Commercial & Industrial Vehicle Crossing).   | (a) At all times<br><br>(b) and (c): Prior to submitting the Plan of Survey to the local government for approval        |
| 5.   | (a) The existing vehicular property access located between Lot 92 on N14812 and the Burke Developmental Road must be permanently closed and removed.<br>(b) The kerb and channelling between the pavement edge and the property boundary must be reinstated in accordance FNQROC's Standard Drawing S1000 at no cost to the Department of Transport and Main Roads'.  | (a) and (b): Prior to submitting the Plan of Survey to the local government for approval                                |
| 6.   | (a) Stormwater management of the development must ensure no worsening or actionable nuisance to the state controlled road.<br>(b) Any works on the land must not: <ul style="list-style-type: none"> <li>vi. create any new discharge points for stormwater runoff onto Landsborough Street;</li> <li>vii. interfere with and/or cause damage to the existing stormwater drainage on Landsborough Street;</li> <li>viii. surcharge any existing culvert or drain on Landsborough Street;</li> <li>ix. reduce the quality of stormwater discharge onto the Landsborough Street.</li> <li>x. increase the depth, duration or velocity of flood waters on the state-controlled road corridor being Landsborough Street.</li> </ul> (c) RPEQ certification with supporting documentation must be provided to <a href="mailto:Cloncurry.Corridor@tmr.qld.gov.au">Cloncurry.Corridor@tmr.qld.gov.au</a> within the Department of Transport and Main Roads, confirming that the development has been constructed in accordance with part/s (a) and (b) of this condition | (a) At all times<br>(b) At all times<br>(c) Prior to submitting the Plan of Survey to the local government for approval |

## Attachment 2—Advice to the applicant

| <b>General advice</b> |   |
|-----------------------|---|
| 1.                    | Terms and phrases used in this document are defined in the <i>Planning Act 2016</i> its regulation or the State Development Assessment Provisions (SDAP) v2.5. If a word remains undefined it has its ordinary meaning.   |
| 2.                    | <b>Approval of awning encroachment in state-controlled road corridor</b><br>Written approval is required from the Department of Transport and Main Roads prior to construction of the awning in the state-controlled road reserve in accordance with section 50(2) of the <i>Transport Infrastructure Act 1994</i> (TIA). This approval must be obtained prior to commencing construction within the state-controlled road corridor. The approval process may require the approval of engineering designs of the proposed works and be certified by a Registered Professional Engineer of Queensland (RPEQ). Please contact the department to make an application for a s. 50 TIA ancillary works and encroachments approval. |
| 3.                    | <b>Road Works approval</b><br>Written approval is required from the department to carry out road works that are road access works (including driveways) on a state-controlled road in accordance with section 33(1) of the TIA. This approval must be obtained prior to commencing any works on the state-controlled road. The approval process may require the approval of engineering designs of the proposed works, certified by a Registered Professional Engineer of Queensland (RPEQ). Please contact the department ( <a href="mailto:Cloncurry_Corridor@tmr.qld.gov.au">Cloncurry_Corridor@tmr.qld.gov.au</a> ) to make an application for road works approval.   |

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### **Attachment 3—Reasons for referral agency response**

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

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

The development complies with State code 1: Development in a State-controlled road environment of the State Development Assessment Provisions (SDAP). Specifically, the development:

- does not create a safety hazard for users of a state-controlled road
- does not compromise the structural integrity of state-controlled roads, road transport infrastructure or road works
- does not result in a worsening of the physical condition or operating performance of state-controlled roads and the surrounding road network
- does not compromise the state's ability to construct, or significantly increase the cost to construct state-controlled roads and future state-controlled roads
- does not compromise the state's ability to maintain and operate state-controlled roads, or significantly increase the cost to maintain and operate state-controlled roads

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

- The development application material and submitted plans
- *Planning Act 2016*
- Planning Regulation 2017
- The *State Development Assessment Provisions* (version 2.4), as published by the department
- The Development Assessment Rules
- SARA DA Mapping system

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## **Attachment 4—Change representation provisions**

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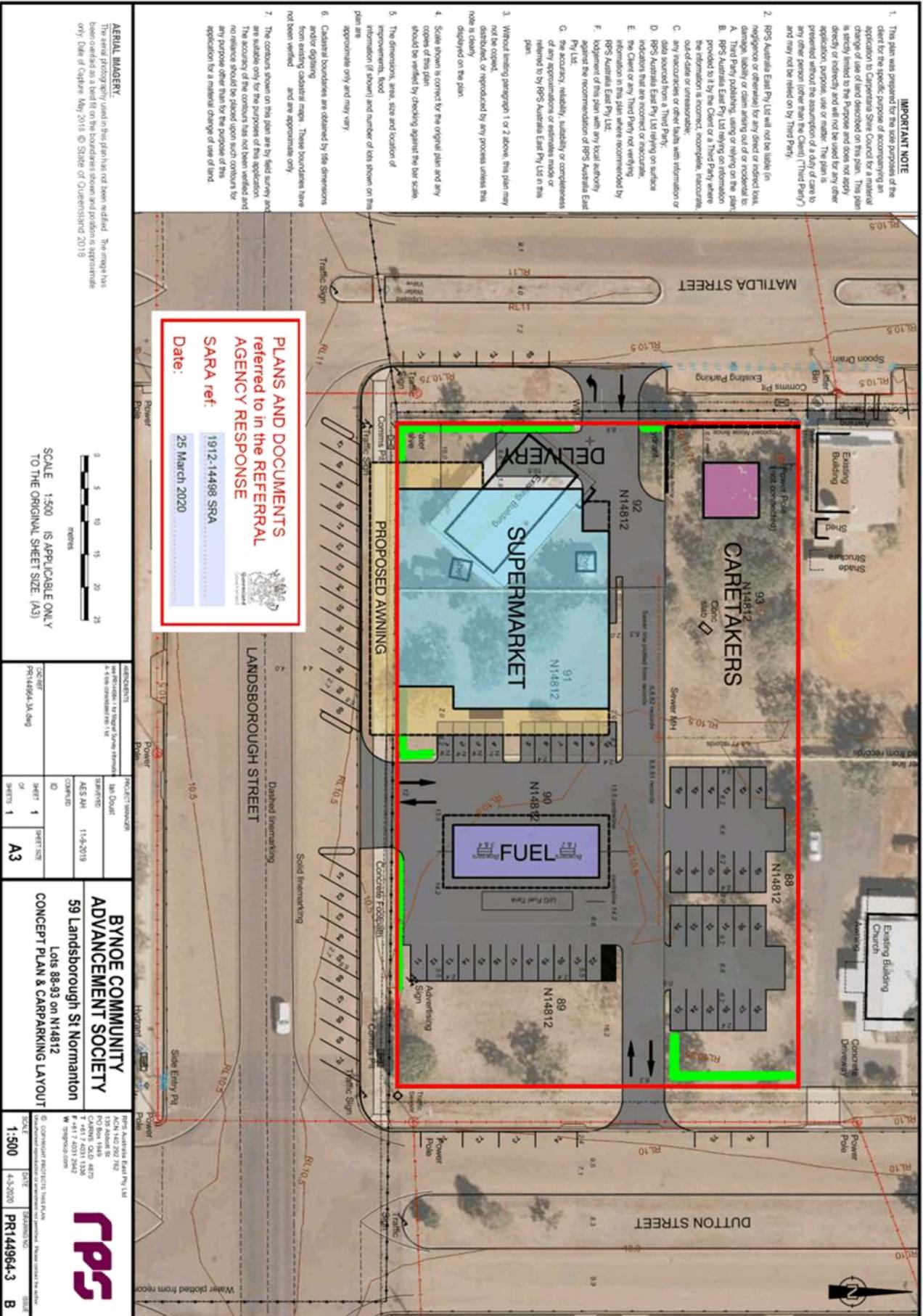
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1912-14498 SRA

## **Attachment 5—Approved plans and specifications**

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**PLANS AND DOCUMENTS referred to in the REFERRAL AGENCY RESPONSE**

SARA ref: 1912-14498 SRA

Date: 25 March 2020

**IMPORTANT NOTE**

1. This plan was prepared for the sole purpose of the client for the specific purpose of accompanying an application to Capricornia Shire Council for a material change of use of land described on this plan. This plan is strictly limited to the Purpose and does not apply directly or indirectly, and will not be used for any other application, purpose, use or matter. The plan is presented without the assumption of a duty of care to any other person (other than the Client) (Third Party) and may not be relied on by Third Party.

2. RPS Australasia East Pty Ltd will not be liable (in negligence or otherwise) for any direct or indirect loss, damage, liability or claim arising out of or incidental to:

A. Third Party publishing, using or relying on the plan.

B. RPS Australasia East Pty Ltd relying on information provided to it by the Client or a Third Party where the information is incorrect, incomplete, inaccurate, out-of-date or unreasonable.

C. any inaccuracies or other faults with information or data sourced from a Third Party.

D. RPS Australasia East Pty Ltd relying on surface indicators that are incorrect or inaccurate.

E. the Client or any Third Party not verifying information in this plan where recommended by RPS Australasia East Pty Ltd.

F. lodgment of this plan with any local authority against the recommendation of RPS Australasia East Pty Ltd.

G. the accuracy, reliability, suitability or completeness of any approximations or estimates made or referred to by RPS Australasia East Pty Ltd in this plan.

3. Without limiting paragraph 1 or 2 above, this plan may not be copied, reproduced, or reproduced by any process unless this note is deleted, or reproduced by any process unless this note is deleted on the plan.

4. Scale shown is correct for the original plan and any copies of this plan should be verified by checking against the bar scale displayed on the plan.

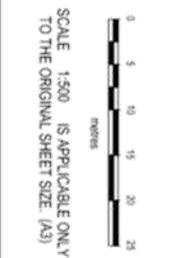
5. The dimensions, area, size and location of improvements, food information (if shown) and number of lots shown on this plan are approximate only and may vary.

6. Cadastral boundaries are obtained by the dimensions and/or digitising from existing cadastral maps. These boundaries have not been verified and are approximate only.

7. The contours shown on this plan are by field survey and are suitable only for the purposes of this application. The accuracy of the contours has not been verified and no reliance should be placed upon such contours for any purpose other than for the purpose of this application for a material change of use of land.

**AERIAL IMAGERY.**

The aerial photography used on this plan has not been verified. The image has been overlaid as a best fit on the boundaries shown and position is approximate only. (Date of Capture: May 2019 © State of Queensland 2019)



|   |                                   |                  |                   |
|---|-----------------------------------|------------------|-------------------|
| PREPARED BY:<br>PROJECT MANAGER:<br>DATE: | DRAWN BY:<br>CHECKED BY:<br>DATE: | SHEET NO:<br>OF: | SHEET SIZE:<br>A3 |
|---|-----------------------------------|------------------|-------------------|

**BYNOE COMMUNITY ADVANCEMENT SOCIETY**

59 Landsborough St Normanton

Lots 88-93 on N14812

CONCEPT PLAN & CARPARKING LAYOUT

RPS  
 RPS Australasia East Pty Ltd  
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 159 Adelaide St  
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SCALE: 1:500  
 DATE: 4/3/2020  
 SHEET NO: PR144964-3  
 OF: 8

## **BUSINESS PAPERS**

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