



CARPENTARIA SHIRE

*Outback by the Sea*

***BUSINESS PAPER***

***14 OCTOBER, 2020***

## **BUSINESS PAPERS**

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### **NOTICE OF MEETING**

**COUNCILLORS:**

Mayor Jack Bawden	Chairperson
Cr Ashley Gallagher	
Cr Bradley Hawkins	
Cr Andrew Murphy	
Cr Peter Wells	
Cr Craig Young	
Cr Amanda Scott	

Please find attached the Agenda for the Ordinary Council Meeting to be held in the Les Wilson Barramundi Discovery Centre, Yappar Street, Karumba commencing at 9:00am.

Mark Crawley  
**CHIEF EXECUTIVE OFFICER**

## BUSINESS PAPERS

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

**RECOMMENDATION**

*That the Minutes of the Ordinary Council Meeting held 16 September 2020 be confirmed.*

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

## BUSINESS PAPERS

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### **8 CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION**

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

#### **RECOMMENDATION**

*That Council adjourn into Closed Session and members of the press and public be excluded from the meeting of the Closed Session, and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld unless declassified by separate resolution. This action is taken in accordance with clause 275(1) of the Local Government Regulation 2012 as the items listed come within the following provisions*

- 8.1 Rates Based Financial Assistance Request - Karumba Children's Centre**  
*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 Rates Based Financial Assistance Request - Capentaria Kindergarten**  
*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.*
- 8.3 Concealed Water Leak Concession Request - 24 Fielding Street**  
*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.*
- 8.4 Concealed Water Leak Concession Request - 22 Caroline Street**  
*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.*
- 8.5 Purchase of Actiflo ACP11-40Clarifier**  
*This item is classified CONFIDENTIAL under the provisions of clause 275(1)(e) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to contracts proposed to be made by it.:*

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### 9 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

#### 9.1 CEO REPORT

**Attachments:** 9.1.1. LGAQ - Bush Councils Compact [↓](#)  
**Author:** Mark Crawley - Chief Executive Officer  
**Date:** 7 October 2020

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

#### EXECUTIVE SUMMARY:

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

#### RECOMMENDATION:

That Council:

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

#### MEETINGS SCHEDULE

Date	Time	Event	Location
<b>Council</b>			
<b>14 October 2020</b>	9:00am	Ordinary Meeting of Council	Karumba
<b>22 October 2020</b>	8:30am	Workshop – Councillors, CEO and Directors	Boardroom
<b>18 November 2020</b>	9:00am	Ordinary Meeting of Council	Boardroom
<b>19 November 2020</b>	8:30am	Workshop – Councillors, CEO and Directors	Boardroom
<b>9 December 2020</b>	9:00am	Ordinary Meeting of Council	Boardroom
<b>10 December 2020</b>	8:30am	Workshop – Councillors, CEO and Directors	Boardroom
<b>NWQROC, FNQROC and LGAQ</b>			
<b>8-9 October</b>		NWQROC Meeting	Cloncurry
<b>19-21 October</b>		Annual Conference	Gold Coast



## BUSINESS PAPERS

Date	Time	Event	Location
<b>It is unsure if these conferences will be held due to the restrictions from COVID-19</b>			
<b>Local Government Professionals Australia</b>			
		Until further advised all LG Professionals Australia meetings will be held via teleconference	
<b>My time as the National President has ended and I move to the role as Immediate Past President. This will still require attendance at Board meetings; however these are held via Zoom due to COVID-19 and travel restrictions.</b>			
<b>All interstate and international travel for LG Professionals has been cancelled. All future meetings will be via teleconference or Zoom.</b>			

### FINANCIAL REPORT

Governance Income and Expenditure to 30 September 2020

Description	Current Budget	YTD Actual	Percentage	Comments
Governance - Operating Grants, Subsidies and Contributions	-\$195,000.00	\$0.00	0.00%	
Governance - Operating Income	\$0.00	-\$120.00	#DIV/0!	
Governance - Operating Expenses	\$1,082,000.00	\$306,701.06	28.35%	
Government Grant Funded Expenses	\$200,000.00	\$67,136.00	33.57%	
Governance - Capital Grants and Contributions	-\$3,157,000.00	-\$956,329.09	30.29%	
Governance - Operating Grants, Subsidies and Contributions (No GST)	\$0.00	-\$795,000.00	#DIV/0!	
Elected Members - Operating Expenses	\$542,000.00	\$118,428.96	21.85%	
Communications - Operating Expenses	\$139,000.00	\$10,198.88	7.34%	
	<b>-\$1,389,000.00</b>	<b>-\$1,248,984.19</b>	<b>89.92%</b>	

## BUSINESS PAPERS

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### Cemeteries Budget – Angeline Pascoe

Description	Current Budget	YTD Actual	Percentage	Comments
Cemeteries - Ntn Operating Expenses	\$6,000.00	\$2,103.41	35.06%	
Cemeteries - Ntn Maintenance	\$45,000.00	\$2,533.38	5.63%	Will need to adjust to Ntn Burial
Cemeteries - Ntn Burial	\$0.00	\$7,977.87	100.00%	
Cemeteries - Kba Operating Expenses	\$1,000.00	\$237.51	23.75%	
Cemeteries - Kba Maintenance	\$24,000.00	\$2,843.95	11.85%	Will need to adjust to Kba Burial
Cemeteries - Kba Burial	\$0.00	\$4,861.43	100.00%	
Cemeteries - Ntn Operating Income	\$0.00	-\$4,903.18	100.00%	Will account for revenue in amended budget
Cemeteries - Kba Operating Income	\$0.00	-\$2,609.09	100.00%	Will account for revenue in amended budget
Cemeteries - Ntn Depreciation	\$2,000.00	\$0.00	0.00%	
Cemeteries - Kba Depreciation	\$1,000.00	\$0.00	0.00%	
	\$79,000.00	\$13,045.28	16.51%	

## BUSINESS PAPERS

### ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

<b>Date:</b>	<b>Ref:</b>	<b>Action</b>	<b>Status</b>	<b>Comment</b>
June 20		Advised Preston Law of Council desire to conduct a session with Contractors.	Progressing	Working with Works Team to arrange a suitable date
August 20		Supply survey plan of Lilyvale development to Councillors		
August 20		Invite Bram Collins to address Councillors on RTO/LTO	Complete	Email sent to Bram
August 20		The Chief Executive Officer negotiate the original term and if this is unacceptable the status quo is to remain, and loan payments recommence in next financial year and the grant fund allocated to additional storage facilities.	Complete	
August 20		Following a request/complaint from an airport user (light aircraft) CEO to prepare a report for next meeting	Complete	

## BUSINESS PAPERS

### MATTERS FOR COUNCIL CONSIDERATION

#### 1. Covered in separate reports

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

**Recommendation:** NIL

### MATTERS FOR COUNCIL INFORMATION

#### 2. Gravel Pits

To provide information for the Councillors in relation to the gravel pits currently on the Council Records I offer the following by way of update.

There are 75 pits in the records, 73 are Department of Agriculture and Fisheries (Forestry) endorsed. 39 have no DA approved and 29 are scheduled for rehab and drop off. 45 have Environmental Authority under EPPR00896113.

1 pit is up to 1,000,000t (Lilyvale), 41 up to 100,000t, 29 up to 5,000t and the four approved last meeting up to 5,000t but will be going up to 100,000t taking the number of pits up to 100,000t to 45.

Of the 29 up to 5,000 t – all have no DA and no EA with most to be rehab and dropped (except for seven pits)

342,260.74m<sup>3</sup> was extracted from 19 of the pits. This equates to 513,391.11 tonne of material in the 12 months to 30 June 2020 from the following pits: -

<u>Pit Name</u>	<u>M<sup>3</sup></u>	<u>Tonne</u>
Alice River	16,807.09	25,210.635
Back Creek	9096.03	13644.045
Bullock Paddock	10088.69	15133.035
Burke Plain Creek	2373.16	3559.74
Clarke	32379.31	48568.965
Drumduff 1	1573.22	2359.83
Glencoe	11090.8	16636.2
Happy Valley A	4571.85	6857.775
Happy Valley B	92.4	138.6
Iffley 1	2343.26	3514.89
Lilyvale	61356.11	92034.165
Lucksome	11183.23	16774.845
M Creek	33644.58	50466.87
Mundjuro	10779.42	16169.13
Range Creek	3183.72	4775.58

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Reaphook	62709.26	94063.89
Stapleton Tank	13042.01	19563.015
Stirling	27145.7	40718.55
Wash Pool A	28800.9	43201.35
<b>Total</b>	<b>342,260.74</b>	<b>513,391.11</b>

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**Recommendation:** For information

### **3. Gulf Christian College**

Reminder – Wednesday 18<sup>th</sup> November 2020 at 9:30am – Official Opening of the Administration Building Extension and Primary Classrooms Extension followed by a morning tea.

I have RSVP'd for all Councillors and myself.

**Recommendation:** For information

### **4. LGAQ – Bush Councils Compact**

Attached is a copy of the LGAQ release of the Bush Councils Compact. It has caused a bit of controversy amongst the members of the WQAC.

Just four weeks after officially launching the LGAQ State Election priorities on your behalf, the Association is on the cusp of a major win with all but two political parties committing to the Bush Councils Compact.

The Compact is an agreement proposed by the LGAQ following a motion passed by you, our members, at last year's Annual conference.

It is designed to establish a new level of collaboration between the State and Bush Councils to guarantee minimum standards of service delivery and infrastructure for rural and remote communities.

The LGAQ has called on all political parties to commit to the Compact ahead of the October 31 State Election and to implement it within the first 100 days of the new Parliamentary term.

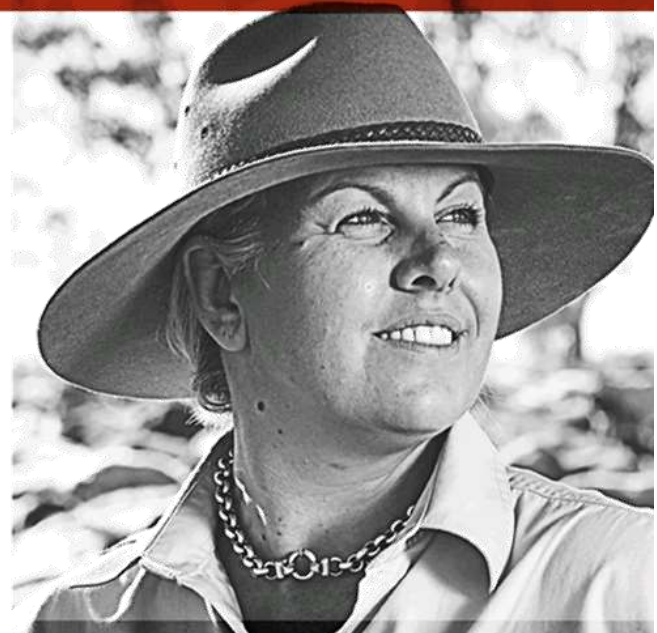
**Recommendation:** For information

# BUSH COUNCILS COMPACT

## Meeting the needs of the Bush

- ▶ This Compact recognises the diversity of Queensland's rural and remote communities and the unique responsibilities, challenges and opportunities confronting the State's 45 bush councils.
- ▶ With almost 40% of Queensland's population living outside major metropolitan areas, rural and remote communities contribute significantly to the state's development, economic prosperity and social fabric.
- ▶ However, small populations, funding and policy uncertainty, the tyranny of distance and a high dependence on cyclical industries can severely inhibit the ability of bush councils to deliver the essential infrastructure and services their communities need and deserve.
- ▶ Bush councils often have to provide and pay for services that are taken for granted by communities elsewhere and, in fact, are routinely delivered outside of local government.
- ▶ One-size-fits-all government policies - invariably generated in a big city environment - regularly ignore any unique circumstances existing in rural and remote economies.
- ▶ This Compact sets out a practical investment and engagement framework to guide government policies, programs and regulatory arrangements by which the liveability of rural and remote communities can be improved, jobs created, economic growth fostered and natural resources sustainably managed.
- ▶ This Compact is not a funding wish list - it is a high-level agreement designed to guarantee minimum standards of service delivery and infrastructure for rural and remote communities.
- ▶ Under this Compact, the Queensland Government will consider how every Cabinet submission, every piece of legislation and every decision might affect bush communities. It will ensure the Government facilitates policy development, resource allocation and reporting so that no rural and remote community in Queensland is left behind.

A partnership between the Queensland Government and the Local Government Association of Queensland that enables bush councils to meet the unique challenges, responsibilities, opportunities and needs of their rural and remote communities.



**"We would like to see a far greater understanding throughout government departments of the realities facing bush councils so they can make better decisions, have greater revenue certainty and, of course, improve the quality of life of rural and remote residents."**

*- Mayor Paul McVeigh,  
Western Downs Regional Council*

## Structure

- ▶ A formal partnership between the Queensland Government and the LGAQ that establishes standards and commitments that empower bush councils to confidently meet the needs of their rural and remote communities.
- ▶ Transparent policy making, regulation and program delivery by government that focusses on creating jobs and delivering infrastructure and essential services in rural and remote communities.
- ▶ Embedded government decision-making mechanisms that never fail to consult and realistically reflect the unique circumstances, opportunities and challenges of rural and remote communities.
- ▶ An on-going commitment that all government programs and services are correctly targeted as well as properly managed and monitored.

## Common objectives

This Compact will ensure the Queensland Government, the LGAQ and bush councils share the same objectives in meeting the needs of rural and remote communities:

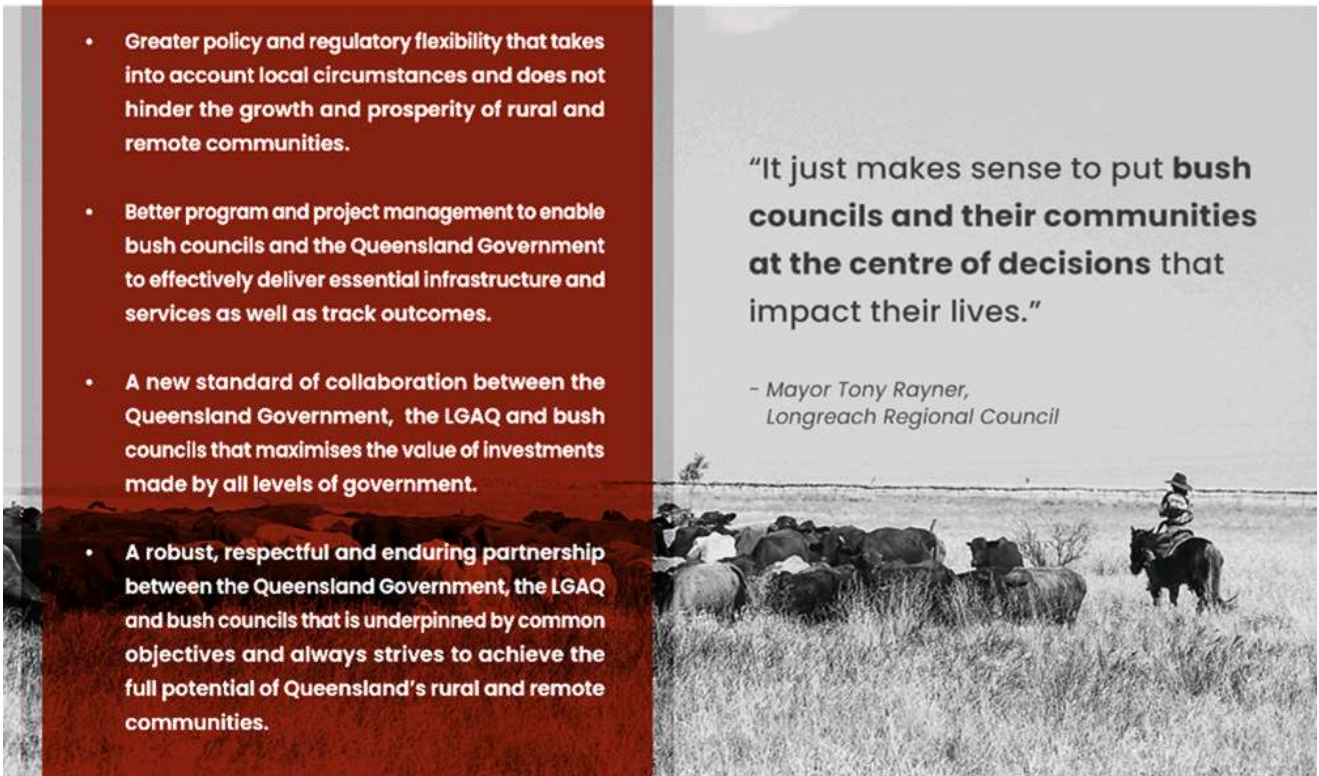
- ▶ **Essential services security** so water, wastewater, waste management and other public services provided to rural and remote communities are safe, reliable and meet local needs.
- ▶ **Improved well-being** to support community health and liveability and attract and retain local populations.
- ▶ **Jobs growth and economic diversification** to better manage the highly cyclical nature of rural and remote economies and enable communities to reach their economic potential.
- ▶ **Improved access** through safer and more efficient road and transport systems for rural and remote communities and industry.
- ▶ **Sustainable natural resource management** that enhances the value of our natural resources and improves environmental and economic outcomes.
- ▶ **Resilient rural and remote communities** that can adapt to climate challenges and, with preventative planning and more effective responses, are better protected from natural and other disasters

## Key outcomes

- **Greater awareness across government of the impact of funding, policy and legislative decisions on bush councils.**
- **Greater funding certainty over the forward estimates to enable bush councils to confidently plan and deliver infrastructure and services.**
- **Greater policy and regulatory flexibility that takes into account local circumstances and does not hinder the growth and prosperity of rural and remote communities.**
- **Better program and project management to enable bush councils and the Queensland Government to effectively deliver essential infrastructure and services as well as track outcomes.**
- **A new standard of collaboration between the Queensland Government, the LGAQ and bush councils that maximises the value of investments made by all levels of government.**
- **A robust, respectful and enduring partnership between the Queensland Government, the LGAQ and bush councils that is underpinned by common objectives and always strives to achieve the full potential of Queensland's rural and remote communities.**

**"It just makes sense to put bush councils and their communities at the centre of decisions that impact their lives."**

*- Mayor Tony Rayner,  
Longreach Regional Council*



# ROLES OF THE PARTIES

Photo credit:  
Tourism and Events Queensland

## Queensland Government

- ▶ Establish an intergovernmental taskforce led by Department of Premier and Cabinet to develop an agreement (the "Bush Councils Compact") between the State Government and the LGAQ that provides an ongoing commitment ensuring bush councils can always meet the needs of their rural and remote communities.
- ▶ Commence implementation of the Bush Councils Compact within the first 100 days of the new government.
- ▶ Create whole-of-government arrangements that streamline the implementation of solutions to challenges and opportunities identified by local government in rural and remote communities.
- ▶ Facilitate greater awareness across government of the impact of funding, policy and legislative decisions on bush councils by publishing an annual report on the State of Our Bush Communities, including an independent assessment of government program and service delivery to these communities. Additional initiatives to include a Regulatory Impact Statement on all proposed legislation likely to affect rural and remote communities and a co-ordinating comment on all Cabinet submissions.
- ▶ Introduce a "Bush Champions" scheme for departmental directors-general and incorporate performance clauses into their contracts related to achieving key milestones under this Compact as well as government program and service delivery to rural and remote communities.
- ▶ Respect the authority of the LGAQ in speaking on behalf of local government in relation to policy, program and regulatory strategies and priorities.

**"One-size-fits-all government policies can often prove frustrating for bush councils by overlooking the unique circumstances that exist in rural and remote communities."**

- Cr Robyn Fuhrmeister,  
Balonne Shire Council

**"My council has 86 individual ratepayers yet manages an area larger than Tasmania!"**

- Mayor Robbie Dare,  
Diamantina Shire Council

## LGAQ

- ▶ Provide policy leadership, coordination and advice on behalf of local government, including advice on the financial and non-financial priorities of bush councils and the potential impact of Queensland Government decisions on their communities.
- ▶ Promote and facilitate bush council use of streamlined arrangements for finding and implementing solutions to problems and opportunities identified by bush councils.
- ▶ Support and facilitate a systematic approach by bush councils to acknowledging and publicising Queensland Government funding contributions to projects.
- ▶ Support enhanced governance and asset management to improve the financial sustainability for bush councils.
- ▶ Respect the responsibility of the Queensland Government to set and deliver on strategic priorities and objectives for rural and remote communities throughout the State.

**"Regional communities are often hamstrung by policies and regulations formulated in Brisbane to appease the social conscience of those who live 1000s of kilometres from where the extra compliance actually impacts - undermining our future."**

- Mayor Stuart Mackenzie,  
Quilpie Shire Council





**Local Government Association  
of Queensland (LGAQ)**

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## BUSINESS PAPERS

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### 9.2 ADMINISTRATIVE ACTIONS COMPLAINTS MANAGEMENT

<b>Attachments:</b>	9.2.1. AAC Policy <a href="#">↓</a> 9.2.2. AAC Procedure <a href="#">↓</a> 9.2.3. AAC FAQ <a href="#">↓</a>
<b>Author:</b>	Mark Crawley - Chief Executive Officer
<b>Date:</b>	6 October 2020
<b>Key Outcome:</b>	7.2 - Responsive and efficient customer service delivery
<b>Key Strategy:</b>	7.2.3 Build a culture of continuous improvement which recognises best practice.

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#### Executive Summary:

A review of the Complaints Policy and Procedure has been undertaken and the updated Policy, Procedure and a Frequently Asked Questions paper has been developed to assist the process.

#### RECOMMENDATION:

That Council adopt the revised Administrative Actions Complaints Policy and Procedure and place on the website in accordance with legislation and provide the Frequently Asked Questions document in the foyer and on the website to assist the community with the processes around making complaints.

#### Background:

Carpentaria Shire Council's ("Council") Administrative Action Complaints Procedure has been established to support the Administrative Action Complaints Policy ("AAC Policy") and provide further detail on how Council will receive, record, assess, process, respond and report on administrative action complaints.

The Local Government Act (LGA) requires Councils to adopt a process for resolving administrative action complaints. Councils must have written policies and procedures that support the complaints management process.

#### Consultation (Internal/External):

- Mount Isa City Council Governance Officer
- Darryl Crees – Consultant assisting Council - Policy

#### Legal Implications:

- Section 268 - *Local Government Act 2009*
  - (1) A local government must adopt a process for resolving administrative action complaints.

#### Financial and Resource Implications:

- Not applicable

## **BUSINESS PAPERS**

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### **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



## Administrative Actions Complaints Policy

### Policy Details

Policy Category	Statutory
Date Adopted	
Endorsed by	Council
Approval Authority	
Effective Date	
Policy Version Number	1
Policy Owner	Chief Executive Officer
Contact Officer	
Review Date	

### Supporting documentation

Legislation	<ul style="list-style-type: none"> <li>Local Government Act 2009</li> <li>Local Government Regulation 2012</li> <li>Information Privacy Act 2009</li> </ul>
Policies	<ul style="list-style-type: none"> <li>Information Privacy Policy</li> <li>Management of Fraud and Corruption Policy</li> <li>Complaints about a Public Official Policy</li> <li>Public Interest Disclosure Policy</li> <li>Information Privacy Complaint Policy</li> <li>Human Rights Policy</li> <li>Code of Conduct for Employees</li> <li>Administrative Action Complaints Procedure</li> </ul>
Delegations	<ul style="list-style-type: none"> <li></li> </ul>
Forms	<ul style="list-style-type: none"> <li>Form 312 – Customer Feedback Form</li> </ul>
Supporting Documents	<ul style="list-style-type: none"> <li></li> </ul>

### Version History:

Version	Adopted	Comment	eDRMS #
1			



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**POLICY STATEMENT** ..... 3

DRAFT



## Policy Statement

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### WHAT IS AN ADMINISTRATIVE ACTION COMPLAINT

Pursuant to s268 of the LG Act an administrative action complaint is a complaint that:

- a) is about an administrative action of a local government, including the following, for example;
  - i) a decision, or failure to make a decision, including a failure to provide a written statement of reasons for a decision;
  - ii) an act, or a failure to do an act;
  - iii) the formulation of a proposal or intention;
  - iv) the making of a recommendation; and
- b) is made by an affected person.

Pursuant to s306(5) of the LG Reg; to remove any doubt, it is declared that, in deciding if a complaint is an administrative action complaint, it is irrelevant:

- a) how quickly the complaint was resolved;
- b) to which area of a local government the complaint was made; or
- c) whether or not the complaint was made anonymously.

### WHAT AN ADMINISTRATIVE ACTION COMPLAINT IS NOT

An administrative action complaint does not apply to:

- a) complaints about a councillor's conduct;
- b) disputes regarding infringement or fines;
- c) complaints about a neighbour, business or community group;
- d) requests for service or information;
- e) complaints made under the *Public Interest Disclosure Act 2010*;
- f) complaints of faulty infrastructure;
- g) complaint about an employees' conduct; or
- h) requests for service, which includes initial enquiries about;
  - i. barking or dogs at large;
  - ii. leaking water pipe;
  - iii. overgrown allotments;
  - iv. pot holes or other issues on roads;
  - v. or any other issue requiring Council services.

Where a complaint has been assessed as a request for service or information, the enquiry shall be forwarded to our Customer Services team to process.

### BENEFITS OF MANAGING COMPLAINTS ABOUT COUNCIL

Council is committed to accepting and processing complaints from the community and providing efficient and impartial review and investigation of complaints. By effectively identifying, receiving and managing complaints against Council steps can be taken to:

- a) improve products and services to the community;
- b) increase community confidence in Council's ability to make effective decisions;
- c) promote transparency and accountability;
- d) implement continual improvement strategies; and
- e) ensure Council employees are appropriately trained.

### WHO CAN MAKE AN ADMINISTRATIVE ACTION COMPLAINT?

As prescribed in s268(2)(b) of the LG Act, an administrative action complaint may only be made by an affected person.

A complaint may be submitted on behalf of an affected person; however, Council will only respond to the affected person. The affected person may provide a letter of



authority confirming they wish for an agent to act on their behalf, where this occurs, Council will correspond directly with the agent only.

#### **MAKING AN ADMINISTRATIVE ACTION COMPLAINT**

Complaints about Council can be made to Council in a variety of ways including:

- a) In person at Council's administration building at 29-31 Haig Street, Normanton QLD;
- b) by telephone to 07) 4745 2200;
- c) by email to [council@carpentaria.qld.gov.au](mailto:council@carpentaria.qld.gov.au) ; or
- d) in writing, addressed to the CEO at PO Box 31, Normanton QLD 4890.

While it is not compulsory, to ensure Council can provide a fair and efficient response to complaints, complainants are encouraged to complete a Customer Feedback Form as this will assist in facilitating a more efficient complaint handling process.

As a minimum, all complaints should contain the following information:

- a) The nature of the complaint with as much detail as possible;
- b) Details of any loss or detriment the affected person has suffered;
- c) If the incident has been reported to another agency;
- d) If the incident has been previously reported to Council with the date and name of the receiving officer;
- e) The remedy the affected person is seeking;
- f) Any supporting information including details of anyone else who is able to support the complaint; and
- g) Contact details of the affected person.

#### **ANONYMOUS COMPLAINTS**

An affected person may make an anonymous complaint, however, for Council to respond to, properly investigate and report on the outcome, contact details are required. Council may refuse to investigate anonymous complaints if insufficient information is provided.

#### **RECORDING OF ADMINISTRATIVE ACTION COMPLAINTS**

All administrative action complaints will be recorded in Council's Administrative Action Complaint Register.

#### **ASSESSMENT OF COMPLAINT CRITERIA**

On receipt of a complaint Council will assess if it is an administrative action complaint, considering clause 4 of this policy. Where the complaint is assessed as an administrative action complaint, Council will then determine the appropriate complexity according to the criteria outlined in Table 1.



**Table 1. Complaint Complexity Criteria**

Type of Complaint	Criteria	Decision Timeframe
Low complexity	Low complexity complaints require no investigation and can be easily addressed through the provision of information, or through negotiating a mutually satisfactory outcome.	10 business days from receipt of complaint
Medium complexity	Medium complexity complaints may require some research into the matter; it may also require some negotiation with the complainant or consultation with other areas of Council. Some investigation or fact finding will be required internally. Typically, medium complexity complaints contain a small number of issues.	30 business days from receipt of complaint
High complexity	High complexity complaints are matters where there are a large number of complaint issues; or where the complaint issues may refer to possible systemic concerns. These matters will typically involve complainants providing very detailed and lengthy background information that requires time to address. The matters can be of a complex nature which may involve working with a number of parties in order to reach an outcome. Formal investigations may be required, involving assessment of information, and may involve interviews or discussions with staff and other relevant persons, including external people or organisations.	45 business days from receipt of complaint

Where the relevant Director deems it necessary, Council may engage an external investigator to conduct the investigation. Where Council has made the decision to engage an external investigator there may be some delays due to availability and as such Council may require additional time to complete the investigation. Where this occurs, Council will notify the complainant in writing and advise the expected timeframe.

When assessing a complaint, consideration must also be given to the following the Council policies:

1. Management of Fraud and Corruption Policy;
2. Complaints about a Public Official Policy;
3. Public Interest Disclosure Policy;
4. Human Rights Policy
5. Information Privacy Policy; and
6. Information Privacy Complaint Policy.

**FINES AND INFRINGEMENT NOTICES**

Where the matter is regarding a Council issued fine or infringement notice, the customer is required to contact the issuing department who will advise the process should they wish to dispute the fine or infringement.

Where the customer remains dissatisfied with the outcome of their dispute, they may then lodge an administrative complaint about the Council decision.

All fines and infringement notice disputes must first go through this dispute process before being escalated to an administrative action complaint.





### **REFUSAL TO INVESTIGATE A COMPLAINT**

Council reserves the right to refuse to investigate an administrative action complaint, or if already commenced an investigation, refuse to continue to investigate the administrative action complaint where it is reasonably believed that:

- a) The complaint is trivial or concerns a frivolous matter or was made vexatiously (as outlined in "Definitions"); or
- b) The complainant was found to not be an affected person and no written authority was received by Council from the actual affected person; or
- c) Council was unable to contact the complainant for further information or insufficient details were provided to Council to commence or continue an investigation; or
- d) It is impractical to investigate a matter due to the length of time that has passed since it occurred; or
- e) The complainant is pursuing the complaint through an alternate review process (e.g. disputing an infringement, liability claims, or where a previous enquiry/application is currently being processed and is within the set timeframe); or
- f) The complaint is made by a complainant that is the same or substantially the same as a previous complaint processed under this policy; or
- g) In situations of unreasonable complainant conduct as detailed later in this policy.

### **COMPLAINT REMEDY**

In resolving an administrative action complaint, Council may consider any of the following or a combination of the following remedy options:

- a) an explanation of how or why the matter occurred, and the action Council will take to prevent a reoccurrence;
- b) an admission of fault;
- c) a change of decision;
- d) the provision of a service;
- e) the provision of information;
- f) a correction of records;
- g) waiving of a penalty;
- h) a review or creation of a policy or procedure;
- i) employee training;
- j) and apology; or
- k) any other mutually agreeable, reasonable resolution.

The decision of which remedy, if any, is to be actioned is at the discretion of the relevant Director and should include a timeframe and a mechanism to report back once the recommendation is complete.

### **INTERNAL REVIEW OF COMPLAINT OUTCOME**

Where the complainant is not satisfied with the outcome of their complaint they may apply for an internal review. An internal review is a way for Council to review the complaint process and outcome. The internal review should be conducted to ensure Council's policies and procedures have been followed and that the right outcome has been reached. An internal review is not a re-investigation into the original complaint.

Please refer to Council's Administrative Action Complaints Procedure ("AAC Procedure") for more information.

Where the complainant remains dissatisfied with the outcome of Council's internal review, the complainant may refer the matter on to an external organisation such as the Queensland Ombudsman.



## REPORTING OF ADMINISTRATIVE ACTION COMPLAINTS

Pursuant to s187 of the LG Reg, Council's Annual Report will include statistical details of all administrative action complaints and will include:

- a) a statement about Council's commitment to dealing fairly with administrative action complaints; and
- b) a statement about how the Council has implemented its complaints management process, including an assessment of Council's performance in resolving complaints under this process.
- c) the number of administrative action complaints made to Council during the financial year;
- d) the number of administrative action complaints resolved by Council during the financial year;
- e) the number of administrative action complaints not resolved by Council during the financial year; and
- f) the number of administrative action complaints not resolved by Council that were made in a previous financial year.

## UNREASONABLE COMPLAINANT CONDUCT

It can be expected that a customer may be frustrated or angry when complaining to Council however where a complainant's conduct raises substantial health, safety or resource issues for Council or individual employees of Council, their conduct may be considered unreasonable. Examples of unreasonable conduct may include, but are not limited to:

- a) unreasonable persistence or contact regarding a complaint;
- b) unreasonable demands that are not proportionate to the complaint;
- c) unreasonable lack of cooperation; or
- d) unreasonable behaviour including aggression, violence or threats of violence.

A complainant's conduct will not preclude there being a valid complaint nor negate Council's obligation to properly process a complaint.

The decision that a complainant's conduct is unreasonable will only be made at an executive management level and will not be used as a quick solution to avoid a complainant's contact. Where the conduct is considered unreasonable, the following steps shall be taken:

1. In the first instance, Council will advise the complainant in writing of:
  - a) the conduct that is considered unreasonable;
  - b) what conduct is expected moving forward; and
  - c) that if the unreasonable conduct continues, Council will restrict the complainant's access to our services.
2. Where this action does not result in cessation of the unreasonable conduct, Council will advise the complainant in writing that we will be restricting their access to our services and what is expected from the complainant moving forward.
3. Where the unreasonable conduct continues Council may consider refusing to respond to any future communication from the complainant. (This step will only be considered in extreme cases of unreasonable complainant conduct and with the approval of the Chief Executive Officer).

Unreasonable complainant conduct will generally be managed by restricting the complainant's access to our services, which may include:

- a) limiting the complainant's contact to one specific employee in Council;
- b) restricting the subject matter that Council will respond to; or
- c) restricting the way in which the complainant can communicate with Council.

Before restricting a complainant's access to our services the executive manager shall take into consideration the complainant's personal circumstances, including:



- a) level of competency; and
- b) their access to communication methods.

#### **PRIVACY AND CONFIDENTIALITY**

Council is committed to the privacy principles under the Information Privacy Act 2009. Council will endeavour to ensure that the details of the complaint, the complainant and the investigation and related decisions are kept confidential.

#### **COMMUNICATION AND DISTRIBUTION**

Council will make available to the public the AAC Policy and AAC Procedure on our website at [www.carpentaria.qld.gov.au](http://www.carpentaria.qld.gov.au)

All Council employees will be advised of Council's administrative action complaints process at the time of their pre-employment induction and at their refresher inductions.

Council employees involved in the administrative action complaints process may have a key performance indicator included in the position description which will be evaluated on an annual basis.

All Council employees involved in the administrative action complaint process will be provided with regular and specific training on the entire complaints management process and will be recorded on Council's Training Matrix.

Supervisors will ensure the policy is distributed to employees.

#### **VARIATIONS**

This policy will be reviewed and updated on an annual basis giving consideration to Council's performance in resolving complaints under this process. The annual review will also focus on any improvement measures Council may adopt to reduce future AAC's.

#### **BREACH OF POLICY**

Where Council reasonably believes an employee has breached this policy, the matter will be dealt with under the Code of Conduct for Employees.

#### **DEFINITIONS**

**Affected Person** – is a person who is apparently directly affected by an administrative action of a local government.

**CEO** – is the Chief Executive Officer or their delegate.

**Complainant** – is the affected person or affected persons authorised agent who has lodged the complaint with Council.

**Executive Management Level** – includes the relevant director or chief executive officer.

**Frivolous Complaint** – is a complaint that has no serious purpose or value. It may have little merit and be trivial.

**Receiving Officer** – is a Council employee to whom a complainant has lodged a complaint with.

**Vexatious Complaint** – is a complaint reasonably considered to be;

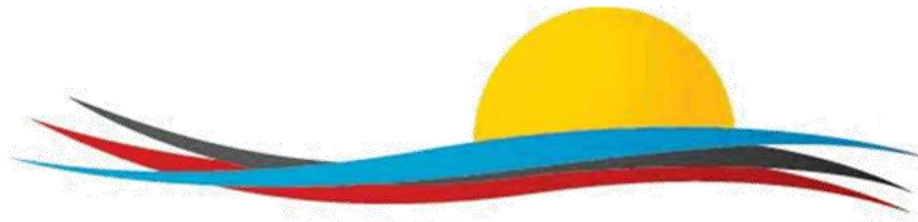
- i) a complaint without merit and is made with the intention of causing inconvenience, annoyance or expense to Council; or
- ii) a complaint made maliciously to damage a person's career or reputation or reputation of Council; or
- iii) a collusion between more than one person or complainant in an attempt to discredit or take retribution against an Officer, Councillor or Council.



Adopted by Council <Date> 2020 by Resolution <#>.

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

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**CARPENTARIA SHIRE**

*Outback by the Sea®*

Administrative Action Complaints  
Procedure

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## 1.0 INTRODUCTION

Carpentaria Shire Council's ("Council") Administrative Action Complaints Procedure has been established to support the Administrative Action Complaints Policy ("AAC Policy") and provide further detail on how Council will receive, record, assess, process, respond and report on administrative action complaints.

## 2.0 COMMENCEMENT

This procedure will commence on and from 01 October 2020. It replaces all other procedures or arrangements governing administrative action complaints (whether written or not).

## 3.0 EARLY RESOLUTION

In the first instance, Council's frontline staff will attempt to resolve the complaint through discussions with the affected person to the satisfaction of both parties. Where this is successful, the receiving officer shall ensure the complaint and resolution is recorded in Council's Administrative Action Complaint Register by providing all information to the Office of the CEO.

Where the complainant is not satisfied through discussions the complainant may lodge an administrative action complaint by completing the Customer Feedback Form.

## 4.0 RECEIPT OF ADMINISTRATIVE ACTION COMPLAINT

Complainants may lodge an administrative action complaint verbally, or in writing. Where Council receives the complaint verbally or by other means where insufficient information is provided, complainants will be requested to complete a Customer Feedback Form.

Completion of the Customer Feedback Form is not mandatory however it does ensure Council receives all the relevant information regarding the complaint and will assist in a more efficient complaint resolution. Where the complainant chooses not to complete a Customer Feedback Form, the receiving officer shall record as much information as possible, on a form, including:

- a) the complainants name and contact details; and
- b) details of the complaint; and
- c) what the complainant would like to see as a result of their complaint.

## 5.0 ENQUIRIES INTO OPEN COMPLAINTS

Once Council commences an investigation of a complaint, enquiries/further complaints regarding the original complaint will not be processed other than to discuss the complaints process.

## 6.0 INTERNAL ASSESSMENT

All administrative action complaints received by Council will be forwarded to the Office of the CEO in the first instance for assessment.

The Office of the CEO will make an assessment of the complaint to determine:

- a) If the complaint is an administrative action complaint (by referring to Council's AAC Policy);
- b) The complexity level of the complaint (as per Table 1 of the AAC Policy);
- c) If Council will investigate the complaint or not, giving consideration to whether the complaint is considered to be vexatious or frivolous, as defined in the AAC Policy;
- d) If the complaint is substantially the same as a complaint the person has previously made; and
- e) Who shall investigate the complaint.

Where the assessment indicates another matter separate to the complaint about Council (e.g. where the complaint triggers a compliance matter), the receiving officer shall advise the complainant in the Receipt and Assessment of Complaint letter that the matter will be looked into by the relevant section outside of the complaints process.

## **7.0 INITIAL RESPONSE TO COMPLAINTS**

Council will issue a written acceptance of all complaints within 5 business days of receipt. This notice will advise:

- a) confirmation of receipt of complaint;
- b) the complaint reference number;
- c) where insufficient details have been provided, Council may request additional information;
- d) the complexity level of the complaint; and
- e) if Council will be investigating and the timeframe as detailed in the AAC Policy.

## **8.0 INTERNAL INVESTIGATION**

Where an employee is chosen to undertake the investigation, they shall be appropriately qualified and shall not be less senior than the officer who took the action that is being investigated. The investigating officer shall remain neutral and have no conflict of interest or perceived conflict of interest in the matter.

The internal investigation is conducted to establish and evaluate the facts to determine whether the complaint has merit or not.

Where the complaint is about the action or inaction of a Council officer, the investigating officer shall review if the matter being complained about is covered by a Council policy or procedure and if so, were they followed correctly.

Where the complaint is about a Council decision or failure to make a decision, the investigating officer shall investigate what led to the decision, or failure to make a decision.

The investigating officer shall record all the information in a confidential investigation report which is to be provided to the relevant Director for review along with the original complaint, keeping to the timeframes set in clause 9 of this procedure.

The investigating officer shall always maintain confidentiality of the complaint and complainant and adhere to Council's Information Privacy Policy and the privacy principles prescribed in the Information Privacy Act 2009.



## 9.0 TIMEFRAMES FOR INVESTIGATIONS

Council will endeavour to meet the following timeframes for dealing with a complaint:

- a) Low complexity complaints should be investigated, and a written outcome of complaint provided to the complainant within 10 business days from receipt of the complaint.
- b) Medium complexity complaints should be investigated, and a written outcome of complaint provided to the complainant within 30 business days from receipt of the complaint.
- c) High complexity complaints should be investigated, and a written outcome of complaint provided to the complainant within 45 business days from receipt of the complaint.
- d) Where these timeframes cannot be met due to the complexity of the complaint or due to other matters outside of Council's control, Council will issue a written notice to the complainant advising of an extension to the timeframe for the investigation. This notice will include a new timeframe for Council to respond.

## 10.0 NOTICE OF OUTCOME

On the completion of the investigation, Council will issue a written notification to the complainant of Council's decision regarding the complaint and reasons for the decision. Council will also provide options for the complainant if they are not satisfied with Council's response.

## 11.0 WHERE THE COMPLAINANT IS NOT SATISFIED WITH COUNCIL'S RESPONSE

### 11.1 INTERNAL REVIEW

11.1.1 Complainants may request an internal review be conducted where they have reason to believe Council's policies and or procedures have not been followed in the original investigation or where they believe the right outcome has not been reached, by submitting an application in writing to the CEO, within 15 business days of Council's notice of outcome. This application must include:

- a) specific details of what policies or procedures the complainant believes were not followed during the investigation; or
- b) details as to why the complainant believes the outcome was incorrect.

11.1.2 Council may refuse to conduct an internal review where the criteria in clause 11.1.1 has not been met.

11.1.3 Council will notify the complainant in writing within 5 business days of receiving the written request of the outcome of their request.

11.1.4 An internal review is not an investigation or a re-investigation of the complaint; it is a review of how Council processed the complaint and Council's decision on the outcome of the complaint.

11.1.5 All internal reviews shall be conducted by an officer:

- a) who did not conduct the original investigation; and

- b) who is either equal to or more senior than the officer involved in the original decision of the complaint.

11.1.6 When conducting the internal review, the Council officer shall:

- a) review the information provided in the request for internal review;
- b) review the entire investigation and subsequent confidential report; and
- c) determine if Council policies and procedures were followed correctly in the processing of the complaint.

11.1.7 The reviewer is to provide a written confidential report to the CEO within 10 business days of receipt of the internal review request detailing:

- a) their findings and if they agree with the original outcome; and
- b) a recommendation of how to proceed and what remedial action should be taken, if any; and
- c) reasons to support their recommendation (what policy/procedure was or was not followed during the investigation) and also what remedy they believe is appropriate.

11.1.8 The CEO shall make the final decision regarding the internal review and shall communicate the outcome in writing to the complainant within 15 business days from the date of the internal review request.

11.1.9 The outcome of the internal review is final, Council will not accept any further requests for review on the matter in the absence of exceptional circumstances as decided by the CEO.

11.1.10 Where the internal review cannot be completed within the set timeframe the complainant will be notified in writing advising the new proposed date of completion.

## 11.2 EXTERNAL REVIEW

Where the complainant remains dissatisfied with Council's internal review, they may make an application for external review to an external organisation.

## 12.0 REPORTING

A monthly report will be provided to the CEO and Executive Leadership Team advising:

- a) the number of complaints received;
- b) the types of complaints;
- c) outstanding complaints;
- d) the number of complaints resolved and unresolved;
- e) complaints being finalised within the timeframes stipulated and if not, reasons for timeframes not being met; and
- f) remedial action completed and not completed.

## 13.0 BREACH OF PROCEDURE

Where Council reasonably believes an employee has breached this procedure, the matter will be dealt with under the Code of Conduct for Employees.

#### 14.0 COMMUNICATION AND DISTRIBUTION

Council will make available to the public, the Administrative Action Complaints Procedure on our website at [www.carpentaria.qld.gov.au](http://www.carpentaria.qld.gov.au)

The responsible officer shall liaise with the Manager Human Resources to create and deliver internal appropriate and regular training to relevant Council employees.

Supervisors will ensure this procedure is distributed as per the Distribution and Dissemination table on this procedure.

#### 15.0 DEFINITIONS

- a) **Complainant** – is the affected person or affected persons authorised agent who has lodged the complaint with Council.
- b) **F frivolous Complaint** – is a complaint that has no serious purpose or value. It may have little merit and be trivial.
- c) **Receiving Officer** – is a Council employee to whom a complainant has lodged a complaint with.
- d) **Vexatious Complaint** – is a complaint reasonably considered to be;
  - I. a complaint without merit and is made with the intention of causing inconvenience, annoyance or expense to Council; or
  - II. a complaint made maliciously to damage a person's career or reputation or reputation of Council; or
  - III. a collusion between more than one person or complainant in an attempt to discredit or take retribution against an Officer, Councillor or Council.

#### 16.0 ASSOCIATED LEGISLATION AND POLICIES

- Local Government Act 2009
- Local Government Regulation 2012
- Administrative Action Complaints Policy
- Code of Conduct for Employees

## ADMINISTRATIVE ACTION COMPLAINTS FACT SHEET AND FREQUENTLY ASKED QUESTIONS



This fact sheet has been prepared to assist anyone who is considering lodging a complaint with Carpentaria Shire Council. Council is required under the *Local Government Act 2009* to respond to complaints in a fair and effective manner.

An administrative action complaint is a complaint about a decision, failure to make a decision, an act or failure to do an act, the formulation of a proposal or intention, the making of a recommendation and is made by an affected person about Council or its staff (including contractors and volunteers).

### What is the difference between a customer service request and an administrative action complaint?

A customer service request is when a request for Council to act in relation to a service it provides. Examples include:

- A barking dog;
- A leaking water pipe;
- A leaking water main; or
- Overgrown allotments.

These matters may be able to be resolved quickly by submitting a request for service with our customer service team. These requests can be lodged on-line, in person, by phone or in writing.

However, if lodging a customer service request does not resolve the matter to your satisfaction, you can make an administrative action complaint.

### What is not an administrative action complaint?

Administrative action complaints do not include:

- Initial requests for information or service;
- Suggestions or enquiries;
- Complaints about businesses or neighbours;
- Petitions; or
- Comments submitted during formal consultation or negotiation processes.

### How do I make a complaint?

Councils preferred method is in writing by completing the Customer Feedback Form, which may then be submitted;

**By Email** [council@carpentaria.qld.gov.au](mailto:council@carpentaria.qld.gov.au)

**In Person** 29-31 Haig Street Normanton QLD 4890

**By Fax** (07) 4745 2200

**By Mail** to CEO, Carpentaria Shire Council, PO Box 31, Normanton QLD 4890

Completing a Customer Feedback Form allows Council to better investigate and respond to your complaint and to consider a suitable remedy.

### What is the complaints management process for Administrative Action Complaints?

Council has an Administrative Action Complaints Policy and Procedure which can be located on our website at [www.carpentaria.qld.gov.au](http://www.carpentaria.qld.gov.au)

#### Stage 1 – Internal Assessment/Investigation

Complaint will be assessed. Where an investigation is conducted, a senior Council officer will talk to those involved and audit documentation. Once the investigation is completed you will receive a written notification of the outcome and advice of any remedy.

#### Stage 2 – Internal Review

If you are not satisfied with the outcome of Stage 1 you may request an internal review. The review will be conducted by a more senior officer than the investigating officer to ensure Council policies and procedures have been followed and that the right outcome was reached.

#### Stage 3 – External Review

If you are not satisfied with the outcome of the internal review at Stage 2, you can lodge your complaint with an external agency i.e. the Queensland Ombudsman, the Queensland Civil and Administrative Tribunal or any other relevant complaint entity.



## ADMINISTRATIVE ACTION COMPLAINTS FACT SHEET AND FREQUENTLY ASKED QUESTIONS



### What information will I need to provide?

You will need to provide the following details when you lodge a complaint:

- The nature of the complaint in as much detail as possible.
- Details of any loss or detriment you have suffered.
- If the incident has been reported to any other agency or authority.
- The remedy you are seeking.
- Any supporting information and documentation, including names and contact details or anyone else who can support the complaint.
- Your contact details.

Council will accept anonymous complaints. These complaints will be assessed to determine what action is appropriate and it is important to note that the fact the complaint was made anonymously may impact the assessment. Unless there is enough detail about the complaint, it will be difficult to fully investigate the issue. Also, no feedback can be provided to an anonymous complaint.

### Do I have to put my complaint in writing?

No, you can lodge your complaint verbally with a customer service representative. If you have a difficult or more serious complaint, we encourage you to lodge it in writing with all details set out. This can be done by completing Council's Customer Feedback Form.

### What happens next?

Council aims to resolve complaints as quickly and efficiently as possible. Your complaint will be recorded, and you will be provided with a complaints reference number. This will occur within five working days of receipt of a complaint.

As the circumstances vary considerably between complaints, it is difficult to guarantee a set timeframe. The length of time taken will depend on how complex the matter is; however, you will be kept informed of the progress of the investigation. More details of these timeframes can be found in Council's Administrative Action Complaints Policy and Procedure.

### Will my identity remain confidential?

All complaints will be treated confidentially to the fullest extent possible under the law.

### Can I lodge a complaint on behalf of someone else?

Yes, if the affected person gives authority for you to act on their behalf, by completing section 2 on the Complaint Lodgment Form, or providing a letter of authority, authorising Council to communicate directly with you as their agent.

### What if I change my mind?

If you change your mind and wish to withdraw a complaint, you may do so at any time by advising Council in writing.

### If I make a complaint, can Council refuse to investigate?

Yes, Council can refuse to investigate a complaint if:

- The complaint is deemed to be trivial, frivolous or vexatious and lacks substance or credibility.
- The complainant does not have enough direct interest in the administrative action or the subject of the complaint; or
- It is made using rude, aggressive, abusive or threatening language, or where the complainant is physically harassing a Council officer.
- If the complaint is substantially like a previous complaint made.
- The complainant is pursuing the complaint through an alternative review process, or it has already been reviewed through an alternative review process.

### External Agencies

You have the right to lodge your complaint with an external complaint agency such as the Queensland Civil and Administrative Tribunal (QCAT) or the Queensland Ombudsman at any time. However, be aware that these agencies may refer the complaint back to Council to investigate in line with our complaints management policies and procedures.

<http://www.qcat.qld.gov.au>

[www.ombudsman.qld.gov.au](http://www.ombudsman.qld.gov.au)

### Further information

If you require any further information or help with any part of the administrative action complaint process, please contact Council by calling (07) 4745 2200.

Further information can also be found in the Carpentaria Shire Council Administrative Action Complaints Policy and Administrative Action Complaints Procedure, which are located on our website.

### Privacy

The Carpentaria Shire Council will use any personal information collected for the purposes of investigating your complaint and to remain in contact with you. Council is authorised to collect this information under the *Local Government Act 2009* and other local government legislation.



## BUSINESS PAPERS

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### 9.3 PUBLIC INTEREST DISCLOSURE POLICY ETC.

<b>Attachments:</b>	9.3.1. PID Policy <a href="#">↓</a> 9.3.2. PID Procedure <a href="#">↓</a> 9.3.3. PID Management Program <a href="#">↓</a>
<b>Author:</b>	Mark Crawley - Chief Executive Officer
<b>Date:</b>	23 September 2020
<b>Key Outcome:</b>	7.2 - Responsive and efficient customer service delivery
<b>Key Strategy:</b>	7.2.3 Build a culture of continuous improvement which recognises best practice.

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#### Executive Summary:

Council is required to have a policy, procedure and management program to manage public interest disclosures under the *Public Interest Disclosure Act 2010*.

#### RECOMMENDATION:

That Council adopt the Public Interest Disclosure Policy, Procedure and Management Program as required in legislation.

#### Background:

A public interest disclosure is a disclosure about wrongdoing in the public sector that serves the public interest. For an allegation to be considered a public interest disclosure under the *Public Interest Disclosure Act 2010* (the PID Act) it must be:

- public interest information about serious wrongdoing or danger
- an appropriate disclosure
- made to a proper authority.

Chief Executive Officers of public sector entities have obligations under the *Public Interest Disclosure Act 2010* to ensure that:

- public officers of the entity who make Public Interest Disclosures (PIDs) are given appropriate support
- public officers are offered protection from reprisals
- the entity has a management program for PIDs, in accordance with the Public Interest Disclosure standards
- PIDs made to the entity are properly assessed and investigated
- appropriate action is taken in relation to any wrongdoing that is the subject of a PID.

As the oversight entity under the *Public Interest Disclosure Act*, the Office of the Queensland Ombudsman has made standards about the way in which agencies are to deal with PIDs.

#### Consultation (Internal/External):

- Noosa Shire Council
  - Darryl Crees – Consultant assisting Council with Policy Review
-

## **BUSINESS PAPERS**

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**Legal Implications:**

- *Public Interest Disclosure Act 2010*

**Financial and Resource Implications:**

- Not applicable

**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



## Public Interest Disclosure Policy

### Policy Details

Policy Category	
Date Adopted	
Endorsed by	Council
Approval Authority	
Effective Date	
Policy Version Number	1
Policy Owner	Chief Executive Officer
Contact Officer	
Review Date	

### Supporting documentation

Legislation	<ul style="list-style-type: none"> <li>• <i>Public Interest Disclosure Act 2010</i></li> <li>• <i>Local Government Act 2009</i></li> <li>• <i>Public Sector Ethics Act 1994</i></li> <li>• <i>Crime and Corruption Act 2001</i></li> </ul>
Policies	<ul style="list-style-type: none"> <li>• <i>Administrative Action Complaints Process</i></li> <li>• <i>Employee Code of Conduct</i></li> <li>• <i>Councillor Code of Conduct</i></li> <li>• <i>Risk Management Policy</i></li> </ul>
Delegations	<ul style="list-style-type: none"> <li>•</li> </ul>
Forms	<ul style="list-style-type: none"> <li>•</li> </ul>
Supporting Documents	<ul style="list-style-type: none"> <li>•</li> </ul>

### Version History:

Version	Adopted	Comment	eDRMS #
1			





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## Intent

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Carpentaria Shire Council is committed to the disclosure of information about suspected wrongdoing within the organisation so that it can be properly evaluated and, if necessary, appropriately investigated. This Policy confirms this commitment by ensuring practical and effective procedures are developed and embedded in the complaints and integrity framework of the organisation, which comply with the requirements of the Public Interest Disclosure Act 2010 (PID Act).

## Scope

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A Public Interest Disclosure (PID) is a disclosure of perceived wrongdoing by one or more persons within Council concerning an action or activity that the discloser reasonably believes constitutes:

- Corrupt Conduct;
- Maladministration;
- A substantial misuse of public resources;
- A specific and substantial danger to public health and safety;
- A specific and substantial danger to health or safety of a person with a disability;
- A specific and substantial danger to the environment; or
- A reprisal.

Members of the public may lodge a PID about:

- A substantial and specific danger to the health or safety of a person with a disability
- A substantial and specific danger to the environment (as set out in the PID Act)
- A reprisal action in relation to a PID.

## Policy Statement

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By complying with the relevant provisions of the PID Act, Council will strive to ensure the following:

- The promotion of public interest by facilitating public interest disclosures (PID) of wrongdoing;
- PIDs are properly assessed and, where appropriate, properly investigated and dealt with;
- Appropriate consideration is given to the interests of persons who are the subject of a PID;
- Afford protection from reprisals to persons making PIDs; and
- Procedures are in place to afford protection from reprisals to persons making a PID.

Pursuant to s28 of the *Public Interest Disclosure Act 2010*, the CEO must establish and maintain reasonable procedures to ensure that:

- (a) Councillors, employees and the public who make PIDs are given appropriate support; and
- (b) PIDs made to Council are properly assessed and, when appropriate, properly investigated and dealt with; and
- (c) Appropriate Action is taken in relation to any wrongdoing that is the subject of a PID made to the entity; and
- (d) A management program for PIDs made to Council is developed and implemented, and that the program is consistent with the standards prescribed by the Queensland Ombudsman, which reviews the management of PIDs; and
- (e) Councillors and employees of Council who make PIDs are offered protection from reprisals by Councillors or employees.



Council's Public Interest Disclosure Policy and Procedure must be available for public viewing on Council's website, and must be reviewed annually and updated (as required) to ensure that the procedure meets the legislative requirements of the PID Act and the standards prescribed by the Queensland Ombudsman.

## **Roles and Responsibilities**

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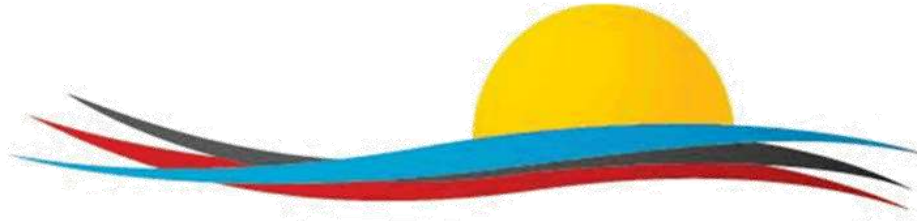
Council has delegated via the 'Public Interest Disclosure' Delegation of Authority, several powers under the *Public Interest Disclosure Act 2010*, to Council's Chief Executive Officer and Director of Corporate Services and Director of Engineering.

Council's associated Public Interest Disclosure Procedure provides further detail of the specific accountabilities and responsibilities in relation to PIDs.

Adopted by Council <Date> 2020 by Resolution <#>.

**Mark Crawley**  
Chief Executive Officer

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**CARPENTARIA SHIRE**

*Outback by the Sea<sup>®</sup>*

Public Interest Disclosure  
Procedure

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## 1.0 Introduction

Carpentaria Shire Council (Council) is committed to fostering an ethical, transparent culture. In pursuit of this, Council values the disclosure of information about suspected wrongdoing in the public sector so that it can be properly assessed and, if necessary, appropriately investigated. Council will provide support to an employee or others who make disclosures about matters in the public interest. This Procedure demonstrates this commitment, and ensures that practical and effective procedures are implemented which comply with the requirements of the [Public Interest Disclosure Act 2010](#) (PID Act).

## 2.0 Objective and Purpose

By complying with the PID Act, Council will:

- promote the public interest by facilitating public interest disclosures (PIDs) of wrongdoing;
- ensure that PIDs are properly assessed and, where appropriate, properly investigated and dealt with;
- ensure appropriate consideration is given to the interests of persons who are the subject of a PID; and,
- ensure protection from reprisal is afforded to persons making PIDs.

As required under the PID Act, the Chief Executive Officer will implement procedures to ensure that:

- any person, Public Officer or Employee who makes a PID is given appropriate support;
- PIDs made to Council are properly assessed and, where appropriate, properly investigated and dealt with;
- appropriate action is taken in relation to any wrongdoing which is the subject of a PID;
- a management program for PIDs made to Council, consistent with the standards issued by the Queensland Ombudsman, is developed and implemented; and,
- public officers who make PIDs are offered protection from reprisal by Council or other public officers of Council.

Council's Public Interest Disclosure Procedure is available for public viewing at [www.carpentaria.qld.gov.au](http://www.carpentaria.qld.gov.au). The Public Interest Disclosure Procedure will be reviewed annually and updated as required to ensure it meets the requirements of the PID Act and the standards issued by the Queensland Ombudsman.

## 3.0 PID Management Program

The Chief Executive Officer has overall responsibility for ensuring that Council develops, implements and maintains a PID management program. Council's PID management program encompasses:

- commitment to encouraging the internal reporting of wrongdoing;
- senior management endorsement of the value to Council of PIDs and the proper management of PIDs;
- a communication strategy to raise awareness among employees about PIDs and Council's PID procedure;
- a training strategy to give employees access to training about how to make a PID, information on the support available to a discloser, and advice on how PIDs will be managed;
- specialist training and awareness about PIDs for senior management and other staff who may receive or manage PIDs, disclosers or workplace issues relating to PIDs;
- the appointment of a specialist officer/unit to be responsible for issues related to the management of PIDs;
- ensuring effective systems and procedures are in place so that issues and outcomes from PIDs inform improvements to service delivery, business processes and internal controls; and,

- regular review of the Public Interest Disclosure Procedure and evaluation of the effectiveness of the PID management program.

The Chief Executive Officer has designated the following roles and responsibilities for managing PIDs within Council:

Role	Responsibilities	Officer
PID Coordinator	<ul style="list-style-type: none"> <li>▪ Principal contact for PID issues within Council</li> <li>▪ Document and manage implementation of PID management program</li> <li>▪ Review and update PID procedure annually</li> <li>▪ Maintain and update internal records of PIDs received</li> <li>▪ Report data on PIDs to Queensland Ombudsman</li> <li>▪ Assess PIDs received</li> <li>▪ Provide acknowledgment of receipt of PID to discloser</li> <li>▪ Undertake risk assessments in consultation with disclosers and other relevant officers</li> <li>▪ Liaise with other agencies about referral of PIDs</li> <li>▪ Allocate Investigator and Support Officer to PID matter</li> </ul>	Chief Executive Officer Ph: (07) 4745 2200 Email: <a href="mailto:ceo@carpentaria.qld.gov.au">ceo@carpentaria.qld.gov.au</a>
PID Support Officer	<ul style="list-style-type: none"> <li>▪ Provide advice and information to discloser on Council's PID procedure, including protections and confidentiality obligations</li> <li>▪ Provide personal support and referral to other sources of advice or support as required</li> <li>▪ Facilitate updates on progress of investigation, proactively contact discloser throughout PID management process</li> </ul>	Director Corporate Service and Director of Engineering Ph: (07) 4745 2200 <a href="mailto:council@carpentaria.qld.gov.au">council@carpentaria.qld.gov.au</a>  Note: other support staff may be appointed to assist if required.
Investigator	<ul style="list-style-type: none"> <li>▪ Conduct investigation of information in PID in accordance with terms of reference</li> <li>▪ Prepare report for delegated decision-maker</li> </ul>	An appropriate internal or external investigator will be appointed for each PID investigated depending upon the type of disclosure and other relevant considerations.
Delegated decision-maker	<ul style="list-style-type: none"> <li>▪ Review investigation report and determine whether alleged wrongdoing is substantiated</li> </ul>	An appropriate decision-maker will be appointed for each PID investigated.
Management	<ul style="list-style-type: none"> <li>▪ Monitor the workplace for any reprisals against a discloser or subject officer and report such instances to the PID coordinator.</li> <li>▪ Not behave in a manner that causes, or attempts to conspire to cause, detriment to another person because they have made or may make a PID.</li> <li>▪ Promote the importance of this procedure and reporting of wrongdoing within Council.</li> </ul>	Management positions, where applicable.

	<ul style="list-style-type: none"> <li>▪ Ensure staff are aware of their rights and responsibilities under the PID Act.</li> </ul>	
All Council Employees	<ul style="list-style-type: none"> <li>▪ Ensure they are familiar with this Procedure and associated Policy.</li> <li>▪ Report reprisals.</li> <li>▪ Ensure that any PID made is based on honest belief and reasonable grounds.</li> <li>▪ Aware of appropriate support processes in place for disclosers and subject officers.</li> </ul>	All Council employees

#### 4.0 What is a Public Interest Disclosure?

Under the PID Act, any person can make a disclosure about a:

- substantial and specific danger to the health or safety of a person with a disability;
- the commission of an offence, or contravention of a condition imposed under a provision of legislation mentioned in Schedule 2 of the PID Act, if the offence or contravention would be a substantial and specific danger to the environment;
- reprisal because of a belief that a person has made or intends to make a disclosure.

In addition, Public Officers can make a disclosure about the following public interest matters:

- corrupt conduct
- maladministration that adversely affects a person's interests in a substantial and specific way
- a substantial misuse of public resources
- a substantial and specific danger to public health or safety
- substantial and specific danger to the environment.

A discloser can have either a 'reasonable belief' that wrongdoing has occurred, or provide evidence which tends to show the wrongdoing has occurred.

A disclosure amounts to a PID and is covered by the PID Act even if the:

- discloser reports the information as part of their duties – such as an auditor reporting a fraud or an occupational health and safety officer reporting a safety breach
- disclosure is made anonymously – the discloser is not required to give their name or any identifying information
- discloser has not identified the material as a PID – it is up to the PID Coordinator to assess information received and decide if it is a PID
- disclosure is unsubstantiated following investigation – the discloser is protected when the information they provide is assessed as a PID, whether or not it is subsequently investigated or found to be substantiated.

#### 5.0 Why make a PID?

Any person who is prepared to speak up about public sector misconduct, wastage of public funds, suspected unlawful activity or danger to health, safety or the environment can be the most important sources of information to identify and address problems in public sector administration. Council supports the disclosure of information about wrongdoing because:

- implementing systems for reporting and dealing with wrongdoing contributes to the integrity of Council;
- the outcomes of PIDs can include improvements to systems that prevent fraud and other economic loss to Council; and,
- the community's trust in public administration is strengthened by having strong processes in place for reporting wrongdoing.



When making a PID the discloser receives the protections provided under the PID Act, including:

- *confidentiality* – the discloser’s name and other identifying information will be protected to the extent possible;
- *protection against reprisal* – the discloser is protected from unfair treatment by Council, Subject Officers and employees of Council as a result of making the PID;
- *immunity from liability* – the discloser cannot be prosecuted for disclosing the information but is not exempt from action if they have engaged in wrongdoing;
- *protection from defamation* – the discloser has a defence against an accusation of defamation by any subject officer.

## 6.0 Who can a PID be disclosed to?

A PID must be made to a ‘proper authority’, such as Carpentaria Shire Council, or other public sector entities.

Disclosers are encouraged to make a disclosure to an appropriate officer of Council first. If the matter is not resolved, or the discloser is concerned about confidentiality, the disclosure may be made to another appropriate agency.

Who to contact within Council	Other agencies that can receive PIDs
<p>Any person (including employees) can make a disclosure to:</p> <ul style="list-style-type: none"> <li>• any person in a supervisory or management position;</li> <li>• the Chief Executive Officer.</li> </ul> <p>To make a disclosure, please contact:</p> <p>Office of the CEO                      Email: <a href="mailto:ceo@carpentaria.qld.gov.au">ceo@carpentaria.qld.gov.au</a></p>	<p>Disclosures can be made to an agency that has a responsibility for investigating the information disclosed:</p> <ul style="list-style-type: none"> <li>• Crime and Corruption Commission (CCC) for disclosures about corrupt conduct including reprisal</li> <li>• Queensland Ombudsman for disclosures about maladministration</li> <li>• Queensland Audit Office for disclosures about a substantial misuse of resources</li> <li>• Department of Child Safety, Youth and Women for disclosures about danger to the health and safety of a child or young person with a disability</li> <li>• Department of Communities, Disability Services and Seniors for disclosures about danger to the health and safety of a person with a disability</li> <li>• Office of the Public Guardian for disclosures about danger to the health and safety of a person with a disability</li> <li>• Department of Environment and Science disclosures about danger to the environment</li> <li>• A Member of the Legislative Assembly (MP) for any wrongdoing or danger</li> <li>• The Chief Judicial Officer of a court or tribunal in relation to a disclosure about wrongdoing by a judicial officer.</li> </ul>

A disclosure can also be made to a journalist if the following conditions have been met:

- a valid PID was initially made to a proper authority, and
- the proper authority:
  - decided not to investigate or deal with the disclosure, or
  - investigated the disclosure but did not recommend taking any action, or
  - failed to notify the discloser within six months of making the disclosure whether or not the disclosure was to be investigated or otherwise dealt with.

A person who makes a disclosure to a journalist in these circumstances is protected under the PID Act. However, disclosers should be aware that journalists are not bound under the confidentiality provisions of section 65 of the PID Act.

## 7.0 How to make a PID

A discloser can make a PID in any way, including anonymously, either verbally or in writing. To assist in the assessment, and any subsequent investigation of a PID, disclosers are requested to:

- provide contact details (this could be an email address that is created for the purpose of making the disclosure or a telephone number)
- provide as much information as possible about the suspected wrongdoing, including:
  - who was involved
  - what happened
  - when it happened
  - where it happened
  - whether there were any witnesses, and if so who they are
  - any evidence that supports the PID, and where the evidence is located
  - any further information that could help investigate the PID
- provide this information in writing.

All PIDs referred to Council will be appropriately assessed. If a person is aware of any activity or incident that they consider is wrongdoing or would impact adversely on the operation of the organisation, they are encouraged to speak up and let an appropriate person know.

## 8.0 Deciding whether a matter is a PID

If there is any doubt as to whether a matter is a PID, further information may be obtained to inform the decision. If doubt still remains, the matter will be considered and managed as a PID.

Mere disagreements over policy do not meet the threshold for a PID under the PID Act.

It is an offence under the PID Act to intentionally give false or misleading information intending it be acted on as a PID. Employees may be subject to disciplinary action for intentionally giving false or misleading information in a PID, or during an investigation into a PID.

Where a discloser states they are making a PID, but it is assessed that the matter is not a PID, Council will advise the discloser:

- that their information has been received, was assessed and does not meet the requirements of a PID;
- the reasons for the decision;
- the review rights available if the discloser is dissatisfied with the decision and how to request review;
- any action Council proposes to take in relation to the matter; and,
- any other options the discloser has in relation to the matter.

## 9.0 Assessing a PID

The disclosure will be assessed in accordance with the PID Act, the PID standards, Council's Public Interest Disclosure Procedure and any other relevant procedure(s).

For a disclosure to be considered an appropriate disclosure covered by these procedures and the PID Act, the disclosure must be assessed by the PID Coordinator and satisfy the subjective or objective test. The disclosure must satisfy the subjective test unless the discloser's motives are in doubt or the discloser is unaware, they have made a disclosure in which case the objective test applies.

### Subjective Test

The subjective test considers:

1. The honest belief of the discloser; and
2. Whether that belief is reasonable.

If the discloser honestly believes on reasonable grounds that the information provided in the disclosure tends to show the conduct alleged, then the disclosure is an appropriate disclosure. The discloser must be appropriately protected when making a disclosure even if the information contained in the disclosure is proven incorrect or unsubstantiated.

### Objective Test

This test applies where a discloser's motives are in doubt or where the discloser does not know that the information they have provided is a PID.

If the information tends to demonstrate probable conduct covered by the PID Act, regardless of the discloser's beliefs, it is considered an appropriate disclosure. The objective test only takes into account the quality and credibility of the information received.

If a disclosure is not determined to be a PID matter, it may still be important and referred to one of Council's other appropriate complaints processes or senior management for action.

Once the matter has been assessed as a PID, Council will advise the discloser:

- that their information has been received and assessed as a PID;
- the action to be taken by Council in relation to the disclosure, which could include referring the matter to an external agency, or conducting an investigation;
- the likely timeframe involved;
- the name and contact details of Council's Support Officer they can contact for updates or advice and support;
- of the discloser's obligations regarding confidentiality;
- the protections the discloser has under the PID Act;
- the commitment of Council to keep appropriate records and maintain confidentiality, except where permitted under the PID Act;
- how updates regarding intended actions and outcomes will be provided to the discloser; and,
- contact details for Council's Employee Assistance Program.

If the PID has been made anonymously and the discloser has not provided any contact details, Council will not be able to acknowledge the PID or provide any updates.

## 10.0 Referring a PID

If Council decides there is another proper authority that is better able to deal with the PID, the PID may be referred to that agency. This may be because:

- the PID concerns wrongdoing by that agency or an employee of that agency
- that agency has the power to investigate or remedy the matter.

Before referring the PID to another agency, Council will conduct a risk assessment, and will not proceed with the referral if there is an unacceptable risk of reprisal.

It may also be necessary to refer the PID to another agency because of a legislative obligation, for example, refer a matter to the Crime and Corruption Commission where there is a reasonable suspicion that the matter involves or may involve corrupt conduct (as required by section 38 of the [Crime and Corruption Act 2001](#)).

The confidentiality obligations of the PID Act permit appropriate officers of Council to communicate with another agency about the referral of a PID. Officers will exercise discretion in their contacts with any other agency.

The discloser will be advised of the action taken by Council.

### 11.0 Risk assessment and protection from reprisal

Disclosers should not suffer any form of detriment as a result of making a PID. Upon receiving a PID, Council will conduct a risk assessment to assess the likelihood of the discloser (or witnesses or affected third parties) suffering reprisal action as a result of having made the disclosure. This assessment will take into account the actual and reasonably perceived risk of the discloser (or witnesses or affected third parties) suffering detriment, and will include consultation with the discloser.

A risk assessment will be undertaken if the discloser is anonymous on the basis of information available in the PID. The risk assessment will also take into account the risk to persons who may be suspected of making the PID.

Consistent with the assessed level of risk, Council will develop and implement a risk management plan and arrange any reasonably necessary support or protection for the discloser (or witnesses or affected third parties).

Council will regularly reassess the risk of reprisal while the PID is being managed, in consultation with the discloser, and review the risk management plan if required.

In the event of reprisal action being alleged or suspected, Council will:

- attend to the safety of the discloser (or witnesses or affected third parties) as a matter of priority;
- review its risk assessment, risk management plan and any protective measures needed to mitigate any further risk of reprisal; and,
- manage any allegation of a reprisal as a PID in its own right.

### 12.0 Declining to take action on a PID

Under the PID Act, Council may decide not to investigate or deal with a PID in various circumstances, including:

- the information disclosed has already been investigated or dealt with by another process
- the information disclosed should be dealt with by another process
- the age of the information makes it impractical to investigate
- the information disclosed is too trivial and dealing with it would substantially and unreasonably divert Council from the performance of its functions

- another agency with jurisdiction to investigate the information has informed Council that an investigation is not warranted.

If a decision is made not to investigate or deal with a PID, Council will give the discloser written reasons for that decision.

If the discloser is dissatisfied with the decision they can request a review by writing to Council's Chief Executive Officer within 28 days of receiving the written reasons for decision.

### 13.0 Communication with disclosers

Under the PID Act, Council must give reasonable information to a discloser.

Council will acknowledge receipt of the PID in writing as soon as practicable. The discloser will be provided with information that meets the requirements of the PID Act and the standards issued by the Queensland Ombudsman, including:

- the action that will be taken in response to the PID
- the protections under the PID Act
- confidentiality obligations of the discloser and Council
- support arrangements.

Council will maintain contact with the discloser and provide regular updates during the management of the PID.

In accordance with the PID Act, after finalising action in response to the PID, Council will advise the discloser in writing of the action taken and the results of the action.

### 14.0 Confidentiality

While Council will make every attempt to protect confidentiality, a discloser's identity may need to be disclosed to:

- provide natural justice to subject officers
- respond to a court order, legal directive or court proceedings.

Council will ensure that communication with all parties involved will be arranged discreetly to avoid identifying the discloser wherever possible.

Disclosers should be aware that while Council will make every attempt to keep their details confidential, it cannot guarantee that others will not try to deduce their identity.

### 15.0 Support for disclosers

Council recognises that providing appropriate support to a discloser is an important feature of effective PID management.

An assessment will be undertaken to identify the support needs of the discloser. Where appropriate, a PID Support Officer will be assigned to the discloser. The PID Support Officer will assist the discloser to access information about PIDs, protections available under the PID Act and the PID management process. The PID Support Officer will proactively contact the discloser to offer support.

Information and support will be provided to the discloser until the matter is finalised.

Making a PID does not prevent reasonable management action. That means that the discloser will continue to be managed in accordance with normal, fair and reasonable management practices during and after the handling of the PID.

## 16.0 Investigating a PID

If a decision is made to investigate a PID, this will be done with consideration for the:

- principles of natural justice
- obligation under the PID Act to protect confidential information
- obligation under the PID Act to protect officers from reprisal
- interests of subject officers.

If as a result of investigation, the information about wrongdoing provided in the PID is substantiated, appropriate action will be taken.

Where the investigation does not substantiate wrongdoing, Council will review systems, policies and procedures to identify whether there are improvements that can be made and consider if staff training is required.

## 17.0 Rights of subject officers

Council acknowledges that for officers who are the subject of a PID the experience may be stressful. Council will protect their rights by:

- assuring them that the PID will be dealt with impartially, fairly and reasonably in accordance with the principles of natural justice;
- confirming that the PID is an allegation only until information or evidence obtained through an investigation substantiates the allegation;
- providing them with information about their rights and the progress and outcome of any investigation; and,
- referring them to the Employee Assistance Program for support.

Information and support will be provided to a subject officer until the matter is finalised.

## 18.0 Record management

In accordance with its obligations under the PID Act and the [Public Records Act 2002](#), Council will ensure that:

- accurate data is collected about the receipt and management of PIDs
- anonymised data is reported to the Office of the Queensland Ombudsman in their role as the oversight agency, through the PID reporting database.

Records about disclosures, investigations, and related decisions will be kept secure and accessible only to appropriately authorised people involved in the management of the PID.

## 19.0 Definitions

The following terms are used in this Procedure.

Term	Definition
Administrative action	(a) means any action about a matter of administration, including, for example: (i) a decision and an act; and (ii) a failure to make a decision or do an act, including a failure to provide a written statement of reasons for a decision; and (iii) the formulation of a proposal or intention; and (iv) the making of a recommendation, including a recommendation made to a Minister; and (v) an action taken because of a recommendation made to a Minister; and (b) does not include an operational action of a police officer or of an officer of the Crime and Corruption Commission.

Confidential information	<p>(a) includes —</p> <p>(i) information about the identity, occupation, residential or work address or whereabouts of a person —</p> <p>(A) who makes a public interest disclosure; or</p> <p>(B) against whom a public interest disclosure has been made; and</p> <p>(ii) information disclosed by a public interest disclosure; and</p> <p>(iii) information about an individual's personal affairs; and</p> <p>(iv) information that, if disclosed, may cause detriment to a person; and</p> <p>(b) does not include information publicly disclosed in a public interest disclosure made to a court, tribunal or other entity that may receive evidence under oath, unless further disclosure of the information is prohibited by law.</p>
Corrupt conduct	<p>As defined in section 15 of the <a href="#">Crime and Corruption Act 2001</a></p> <p>(1) <b>Corrupt conduct</b> means conduct of a person, regardless of whether the person holds or held an appointment, that—</p> <p>(a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of—</p> <p>(i) a unit of public administration; or</p> <p>(ii) a person holding an appointment; and</p> <p>(b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that—</p> <p>(i) is not honest or is not impartial; or</p> <p>(ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or</p> <p>(iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and</p> <p>(c) would, if proved, be—</p> <p>(i) a criminal offence; or</p> <p>(ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.</p> <p>(2) <b>Corrupt conduct</b> also means conduct of a person, regardless of whether the person holds or held an appointment, that—</p> <p>(a) impairs, or could impair, public confidence in public administration; and</p> <p>(b) involves, or could involve, any of the following—</p> <p>(i) collusive tendering;</p> <p>(ii) fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described)—</p> <p>(A) protecting health or safety of persons;</p> <p>(B) protecting the environment;</p> <p>(C) protecting or managing the use of the State's natural, cultural, mining or energy resources;</p> <p>(iii) dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets;</p> <p>(iv) evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue;</p> <p>(v) fraudulently obtaining or retaining an appointment; and</p> <p>(c) would, if proved, be—</p> <p>(i) a criminal offence; or</p> <p>(ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.</p>
Detriment	Includes –

	<p>(a) personal injury or prejudice to safety; and                  (b) property damage or loss; and                  (c) intimidation or harassment; and                  (d) adverse discrimination, disadvantage or adverse treatment about career, profession, employment, trade or business; and                  (e) financial loss; and                  (f) damage to reputation, including, for example, personal, professional or business reputation.</p>
Disability	<p>As defined in section 11 of the <a href="#">Disability Services Act 2006</a>, for the purposes of this procedure:                  (1) A disability is a person's condition that—                  (a) is attributable to—                  (i) an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment; or                  (ii) a combination of impairments mentioned in subparagraph (i);                  and                  (b) results in—                  (i) a substantial reduction of the person's capacity for communication, social interaction, learning, mobility or self-care or management; and                  (ii) the person needing support.                  (2) For subsection (1), the impairment may result from an acquired brain injury.                  (3) The disability must be permanent or likely to be permanent.                  (4) The disability may be, but need not be, of a chronic episodic nature.</p>
Discloser	A person who makes a disclosure in accordance with the <a href="#">Public Interest Disclosure Act 2010</a> .
Employee	Of an entity, includes a person engaged by the entity under a contract of service.
Investigation	For the purposes of this procedure, investigation includes any enquiry undertaken to establish whether the information provided in a PID can be substantiated, including a review or audit.
Journalist	A person engaged in the occupation of writing or editing material intended for publication in the print or electronic news media.
Maladministration	<p>As defined in schedule 4 of the <a href="#">Public Interest Disclosure Act 2010</a>, maladministration is administrative action that—                  (a) was taken contrary to law; or                  (b) was unreasonable, unjust, oppressive, or improperly discriminatory;                  or                  (c) was in accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust, oppressive, or improperly discriminatory in the particular circumstances; or                  (d) was taken—                  (i) for an improper purpose; or                  (ii) on irrelevant grounds; or                  (iii) having regard to irrelevant considerations; or                  (e) was an action for which reasons should have been given, but were not given; or                  (f) was based wholly or partly on a mistake of law or fact; or                  (g) was wrong.</p>
Natural justice	<p>Natural justice, also referred to as 'procedural fairness' applies to any decision that can affect the rights, interests or expectations of individuals in a direct or immediate way. Natural justice is at law a safeguard applying to an individual whose rights or interests are being affected.</p> <p>The rules of natural justice, which have been developed to ensure that decision-making is fair and reasonable, are:</p> <ul style="list-style-type: none"> <li>• avoid bias; and</li> </ul>



	<ul style="list-style-type: none"> <li>• give a fair hearing.</li> <li>• act only on the basis of logically probative evidence.</li> </ul>
Organisational support	<p>For the purposes of this procedure, organisational support means actions such as, but not limited to:</p> <ul style="list-style-type: none"> <li>• providing moral and emotional support</li> <li>• advising disclosers about agency resources available to handle any concerns they have as a result of making their disclosure</li> <li>• appointing a mentor, confidante or other support officer to assist the discloser through the process</li> <li>• referring the discloser to the agency's Employee Assistance Program or arranging for other professional counselling</li> <li>• generating support for the discloser in their work unit where appropriate</li> <li>• ensuring that any suspicions of victimisation or harassment are dealt with</li> <li>• maintaining contact with the discloser</li> <li>• negotiating with the discloser and their support officer a formal end to their involvement with the support program when it is agreed that they no longer need assistance.</li> </ul>
Proper authority	A person or organisation that is authorised under the <a href="#">Public Interest Disclosure Act 2010</a> to receive disclosures.
Public officer	A public officer, of a public sector entity, is an employee, member or officer of the entity.
Reasonable belief	A view which is objectively fair or sensible.
Reasonable management action	<p>Action taken by a manager in relation to an employee, includes any of the following taken by the manager—</p> <ul style="list-style-type: none"> <li>(a) a reasonable appraisal of the employee's work performance;</li> <li>(b) a reasonable requirement that the employee undertake counselling;</li> <li>(c) a reasonable suspension of the employee from the employment workplace;</li> <li>(d) a reasonable disciplinary action;</li> <li>(e) a reasonable action to transfer or deploy the employee;</li> <li>(f) a reasonable action to end the employee's employment by way of redundancy or retrenchment;</li> <li>(g) a reasonable action in relation to an action mentioned in paragraphs (a) to (f);</li> <li>(h) a reasonable action in relation to the employee's failure to obtain a promotion, reclassification, transfer or benefit, or to retain a benefit, in relation to the employee's employment.</li> </ul>
Reprisal	<p>The term 'reprisal' is defined under the <a href="#">Public Interest Disclosure Act 2010</a> as causing, attempting to cause or conspiring to cause detriment to another person in the belief that they or someone else:</p> <ul style="list-style-type: none"> <li>• has made or intends to make a disclosure; or</li> <li>• has been or intends to be involved in a proceeding under the Disclosure Act against any person.</li> </ul> <p>Reprisal under the <a href="#">Public Interest Disclosure Act 2010</a> is a criminal offence and investigations may be undertaken by the Queensland Police Service.</p>
Subject officer	An officer who is the subject of allegations of wrongdoing made in a disclosure.
Substantial and specific	<p>Substantial means 'of a significant or considerable degree'. It must be more than trivial or minimal and have some weight or importance.</p> <p>Specific means "precise or particular". This refers to conduct or detriment that is able to be identified or particularised as opposed to broad or general concerns or criticisms.</p>

## 20.0 Relevant Legislation

[Crime and Corruption Act 2001](#)

[Local Government Act 2009](#)

[Ombudsman Act 2001](#)

[Public Interest Disclosure Act 2010](#)

[Public Records Act 2002](#)

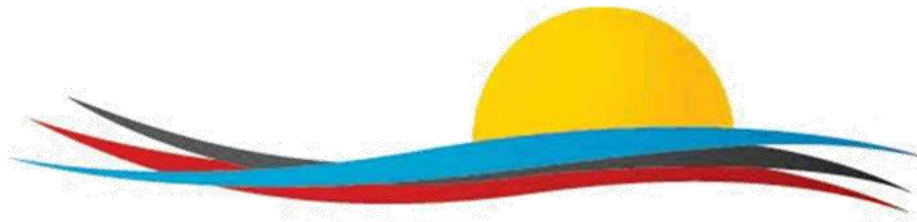
[Public Sector Ethics Act 1994](#)

## 21.0 Related Policies and Procedures

- Administrative Action Complaints Process
- Code of Conduct for Employees
- Councillor Code of Conduct
- Public Interest Disclosure Policy
- Risk Management Policy

## 22.0 Supporting Information

- [Public Interest Disclosure Standard No. 1/2019](#)
- [Public Interest Disclosure Standard No. 2/2019](#)
- [Public Interest Disclosure Standard No. 3/2019](#)
- [Disclosure Fact sheet 1: What is a disclosure](#)
- [Disclosure Fact sheet 2: Checklist for making a disclosure](#)
- [Disclosure Fact sheet 3: Discloser information and support](#)



**CARPENTARIA SHIRE**

*Outback by the Sea®*

Public Interest Disclosure  
Management Program

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## 1.0 INTRODUCTION

Carpentaria Shire Council's Public Interest Disclosure (PID) Management Program has been prepared to comply with section 28 of the *Public Interest Disclosure Act 2010* ("the PID Act") and Public Interest Disclosure Standard No. 1/2019 ("the Standard").

The purpose of this Program is for the management of PIDs made under the PID Act.

Furthermore, Carpentaria Shire Council's PID Policy and Procedures incorporates elements of this PID Management Program and have been implemented to demonstrate Carpentaria Shire Council's commitment to fostering an ethical, transparent culture and the encouragement of reporting suspected wrongdoing.

In summary, Carpentaria Shire Council's PID Management Program encompasses the following:

- Our organisational commitment
- Appointment of a PID Coordinator
- Delegation of PID responsibilities
- Implementation of a communication strategy
- Implementation of a training strategy
- Analysis of PIDs

## 2.0 ORGANISATIONAL PROGRAM

### 2.1 Organisational Commitment

Carpentaria Shire Council ("Council") is committed to ethical practices across all levels of operation and compliance with this PID Management Program. As such, Council is committed to the disclosure of information about suspected wrongdoing so that it can be properly evaluated, investigated and dealt with.

Within this context, Council's commitment to the management of PIDs shall be met by:

1. Council and senior management's support and encouragement about the internal and external reporting of suspected wrongdoing.
2. Strong messaging on the high value and importance which Council and senior management place on PIDs. This includes recognising the important role disclosers play in identifying wrongdoing and thus improving the integrity and performance of Council.
3. The proper management of PIDs, including the protection of disclosers.
4. Providing a consistent and professional response to any PIDs received by Council in line with the PID Management Program, standards prescribed by the Queensland Ombudsman and in the PID Act.
5. Developing and implementing a training program to ensure that:
  - a. All Council officers are aware of their responsibilities about making a PID;
  - b. All Council officers are aware of their responsibilities about reporting corrupt conduct and other important matters adversely affecting the public interest;
  - c. All Council officers are aware of, and have access to, the support structures Council has in place for those who are affected by a PID; and,
  - d. All Council officers are aware of their responsibilities about reprisals and confidentiality.
6. Encouraging all Council officers to be accountable for their actions and maintain the highest standards of professional conduct and ethical service.
7. Commitment to ensuring that enough resources are allocated to managing Council's PID Management Program.
8. Implementing improved procedures and processes following analysis of PIDs.

Furthermore, Council's PID Management Program has been prepared to respect and align with Council's commitment to a strong ethical culture and practices as outlined in Council's Code of Conduct. In particular, the Code of Conduct states that Council officers must act ethically and maintain a high standard of integrity, accountability and transparency. This is reinforced by a legislative framework whereby the *Public Sector Ethics Act 1994* (QLD) outlines four ethical principles that guide Council and its officers' behaviours, namely one of which is integrity and impartiality.

## 2.2 Appointment of a PID Coordinator

The Chief Executive Officer (CEO) will act as the PID Coordinator who is responsible for the management of issues related to PIDs. The CEO may delegate to other senior executives who have:

- Direct access to the CEO in relation to PID matters;
- Delegated authority to appropriately manage PIDs; and,
- Access to resources to allow for the proper management of PIDs.

Furthermore, Council's Director of Engineering, Director of Corporate Services, Manager Human Resources and CEO all have authority via Council Delegation with respect to several powers under the PID Act.

## 2.3 Delegation of PID responsibilities

The PID Coordinator is responsible for:

- Applying consistent and appropriate assessment procedures to determine which complaints meet the requirements of the PID Act for treatment as a PID;
- Monitoring the investigation and resolution of PIDs;
- Managing and coordinating the support and protection offered to disclosers;
- Collecting, reporting and reviewing data about PIDs received;
- Providing clear guidance to staff about how to make a PID;
- Reporting PID information to the Queensland Ombudsman, as required;
- Coordinating or providing staff training regarding PID reporting and PID management;
- Ensuring that Council's PID Policy and PID Procedures are regularly reviewed in accordance with the recommendations provided by the Queensland Ombudsman; and,
- Reporting of PIDs to Council's Audit and Risk Committee annually on:
  - Issues arising from PIDs received during the period; and,
  - Effectiveness of Council's PID Policy and Procedures.

*Note: Any identified issues arising from identification, evaluation and monitoring of a PID are referred and considered as part of Council's audit program.*

## 2.4 Implementation of a communication strategy

Council recognises that the success of its PID Management Program is highly dependent on employee awareness of this program and Council's PID Policy and Procedures.

As such, Council's communication strategy involves the following:

- Promotion of Council's PID Policy and Procedures via Council's website, Council's Intranet, Council Factsheets, flowcharts and various Leadership and Management meetings;
- Introducing the PID Policy and PID Procedures to new employees as part of Council's Induction Program and within the Employee Code of Conduct;
- Ensuring that Council's PID Policy and Procedures are incorporated into Council's PID Training Strategy;
- Reports and messaging to Council's Executive and leadership teams, and other relevant officers;

- Key messages from the Ombudsman circulated to staff as part of information awareness;

## 2.5 Implementation of a training strategy

Council recognises the importance of developing and providing training to staff on PID issues and ensuring that regular training opportunities are provided.

As part of our regular training in ethical behaviour, employees will be educated on the elements of the PID act, in particular:

- How to identify wrongdoing;
- How to make a PID;
- The support and protection afforded to the discloser; and,
- How PIDs are managed by Council.

Council's training strategy involves the following:

- All new employees are introduced to PID awareness as part of our induction program and within the Employee Code of Conduct;
- Staff are scheduled to attend PID training sessions – internal and/or external. A record of attendance is maintained by the Governance team.
- Staff members of the Governance team and managers are provided the opportunity to attend comprehensive PID training presented by the QLD Ombudsman's Office, including:
  - Module 1: Assessment and Management
  - Module 2: Risk Assessment and Protection
  - Module 3: Support
- Officers that are called upon to act as Support officers are also provided the opportunity to participate in PID training, especially for Module 3: Support.

## 2.6 Analysis of PIDs to inform improvements

Council acknowledges the value of information obtained from PIDs in identifying systemic issues, trends and informing administrative improvements.

Following the finalisation of a PID, the PID Coordinator will assess and report to the Chief Executive Officer regarding any recommendations for change as a result of that assessment e.g. service delivery, personnel management, business processes or internal controls. Similarly, the PID coordinator also provides an annual report to Council's Audit and Risk Committee outlining an assessment and recommendations for change.

The PID Coordinator also conducts an annual review of the effectiveness of Council's PID Management Program.

## 3.0 RELEVANT LEGISLATION, POLICIES AND STANDARDS

- Crime and Corruption Act 2001
- Local Government Act 2009
- Ombudsman Act 2001
- Public Interest Disclosure Act 2010
- Public Sector Ethics Act 1994
- Public Interest Disclosure Policy
- Public Interest Disclosure Procedures
- Code of Conduct
- Public Interest Disclosure Standard No.1/2019
- Public Interest Disclosure Standard No.2/2019
- Public Interest Disclosure Standard No.3/2019

## BUSINESS PAPERS

### 9.4 AIRPORT USAGE - NORMANTON AND KARUMBA

- Attachments:**
- 9.4.1. Avdata information for the Normanton and Karumba Airports 2019-2020 [↓](#)
  - 9.4.2. Responses from WQAC Councils [↓](#)

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

**Date:** 9 October 2020

**Key Outcome:** 7.2 - Responsive and efficient customer service delivery

**Key Strategy:** 7.2.1 Continually review and enhance service delivery to ensure Council's responsiveness to customer and community expectations.

#### Executive Summary:

An email to Council received on 3 September 2020 from a concerned aviator required a review of the fees and charges levied at the airports.

#### RECOMMENDATION:

That Council:

1. does not grant concessions for aircraft landing at the Normanton and Karumba airports; and
2. that the airport manager plans for the provision of a sign to advise airport operators of the procedure to obtain the passcode for airside operations at Normanton and Karumba.

#### Background:

Following receipt of an email on 3 September 2020 in relation to the airport and difficulties around getting out from airside and the fees charged I undertook to obtain some information prior to the last meeting. At the September meeting it was requested that a further report be provided for consideration by Council.

The landing charges adopted in the schedule of fees and charges are provided below: -

#### Airports

<b>Landing Fees</b>		
Normanton – per tonne or part thereof	Commercial / service fee	\$19.00
Karumba – per tonne or part thereof	Commercial / service fee	\$19.00
<b>Passenger Fees</b>		
Per Passenger Fee [RPT Flights and Charter Flights] for each takeoff and landing		
Normanton	Commercial / service fee	\$19.00
Karumba	Commercial / service fee	\$19.00
<b>Aircraft Parking Charges – Normanton &amp; Karumba</b>		
6 months	Commercial / service fee	\$770.00
12 months	Commercial / service fee	\$1,325.00



## BUSINESS PAPERS

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Attached to the report is the Avdata information for the previous financial year 2019-2020. Based on this information a total of 1,472 collections were made in relation to the Normanton Airport and 611 in Karumba. Revenue derived for Normanton totaled \$232,338.00 and Karumba \$74,744.00, operations of the Normanton airport provided a slight profit before depreciation however when depreciation is added the facility returned an operational loss of \$33,845.00 for the financial year.

<b>Normanton</b>	
Revenue	\$232,338.00
Operating Expenses	\$120,452.00
Maintenance Expenses	\$66,526.00
	\$186,978.00
Operating Position	\$45,360.00
Depreciation	\$79,205.00
<b>Total</b>	<b>-\$33,845.00</b>

<b>Karumba</b>	
Revenue	\$74,744.00
Operating Expenses	\$67,237.00
Maintenance Expenses	\$33,022.00
	\$100,259.00
Operating Position	<b>-\$25,515.00</b>
Depreciation	\$42,642.00
<b>Total</b>	<b>-\$68,157.00</b>

**Consultation (Internal/External):**

- Mayor Jack Bawden

## **BUSINESS PAPERS**

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- Councillors
- Director Corporate Services

**Legal Implications:**

- Not applicable

**Financial and Resource Implications:**

- A concession granted will impact the bottom line. The facilities are already operating below breakeven.

**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

# Airport Usage Analysis

#yntn usage counts for 12 month period ending at month 2020-06

customerld	customerName	2019-07	2019-08
null	null	7	6
150004489	Chartair P/L	1	0
150004503	R F D S - QLD	28	21
150004506	Hinterland Aviation P/L	4	0
150004512	Pilatus Australia P/L	0	0
150004652	Lloyd Helicopters P/L	0	0
150004721	North Qld Aero Club	0	0
150004738	Gambamora Industries P/L	0	1
150004862	Pegasus Air P/L (NSW)	0	1
150004986	R S E Investments P/L	0	0
150005073	A A Co P/L	0	0
150005250	M D H P/L	1	0
150005309	Cloncurry Mustering Co P/L	0	1
150005323	Dr J C Martin	0	0
150005366	G & R Wills Holdings P/L	0	1
150005414	Consolidated Pastoral Co P/L (NT)	0	0
150005431	Dasap P/L	23	19
150005476	Mr D J Camp	0	0
150005535	Mr R M Gillham	0	1
150005650	Great Barrier Reef Helicopters P/L	0	0
150005805	Redcliffe Aero Club	1	0
150006242	Daintree Air Services	0	1
150006252	LifeFlight Australia Ltd	0	1
150006632	Tower Resources P/L	1	1
150006686	Poolhurst P/L	1	0
150006822	Shepair P/L	0	0
150007021	Mr S F Green	0	1
150007133	Uniting Church In Aust (Qld)	0	2
150007733	Sundown Pastoral Co P/L - QLD	0	0
150007742	Mr K E Munn	0	0
150008188	Mr A R McClymont	0	0
150008217	Armstrong & Sons P/L	0	0
150008501	Lonoaks P/L	0	0
150008598	Kirkhope Aviation P/L	0	1
150009781	Gulf Aircraft P/L	0	0
150009824	Southern Cross Executive Heli P/L	1	0
150010756	L A & A M Matthews P/L	0	1
150011382	Foxling P/L	0	0
150011467	Nautilus Aviation P/L	1	0
150011547	Elliott Holdings (Aust) P/L	0	1
150011826	Callanan Holdings P/L	0	1
150012304	Regional Express Holdings Ltd	47	44
150013566	Lake Macquarie Helicopters P/L	0	1
150013607	Dr B P Finn P/L	0	0
150013736	Mr D A Palmer	0	0
150014036	Wayport P/L	1	0
150014643	Mr J S Raby	1	0
150014684	Hartcorp Enterprises P/L	3	0

150014998	Arnhem Land Community Airlines	1	0
150015656	R C S Aviation P/L	0	0
150017059	Mr D L Murphy	0	0
150017161	Aerodrome Management Services P/L	0	0
150019505	Mr O J Godfrey	0	0
150019514	Touchdown Helicopters P/L	0	0
150019844	Blue Dog Helicopters P/L	0	0
150021264	Ms C L McLoughlin A/P	0	0
150021642	Freestone's Transport P/L	0	0
150022407	Gulf Coast Aviation P/L	3	1
150022955	F C G Enterprises P/L	0	0
150023234	Mr G M Mayne	0	0
150023797	Mr C D Maclean	0	0
150024118	Mr R J Robotham	0	0
150024864	Aviation Specialists Toowoomba P/L	1	0
150025157	Wells Plant Hire P/L	0	0
150025169	Koolardie Aviation P/L	0	0
150025276	Flightech Air Logistics ATF The Flightech Aviation	1	1
150026094	Mr J C Smith	0	1
150028124	Developing Aviation P/L	0	0
150029886	G S L Aviation P/L	0	0
150030634	Aero Professional Services P/L	0	0
150030781	I S A Helicopters P/L	0	0
150031448	Hillgrove Pastoral Co P/L	1	0
150031878	Mr P Woodland	0	0
150031924	Prophurst P/L	0	0
150031925	Mr M W Lamb	0	1
150032104	Mr B Whiley	1	0
150032855	Mr C J Harding	0	0
150032878	M & P James P/L	0	0
150033200	Mr G W Mansey	4	5
150033490	W E C Industries P/L	0	0
150034246	Reef to Range P/L	0	0
150034585	Vectra Holdings P/L	0	2
150034636	Mr M A Waterson	0	0
150035056	Mr R I Ellis	0	1
150035227	Mr B Floyd	0	1
150035617	Mr M Kains	1	0
150035718	Mr G Humphreys	1	0
150036734	Skytrans P/L	0	0
150037046	Atherton Creek Air Charters P/L	0	0
150037113	Mr J I Buljubasich	0	1
150037873	Cleveland Bay Consulting P/L	0	0
150038452	Mr J T Adams	0	0
150038467	Bairnsdale Air Charter P/L	1	0
150038715	I Source Logistics (Aust)	0	0
150038908	Mr J S Hays	0	0
150039408	Mr D M Sheahan	0	0
150039501	Calcorp P/L	1	0
150039593	Textron Aviation Inc	0	0
150039596	Air Tours Australia P/L	0	3

150041504 Mr R J Banks	0	0
150041713 Little Archie P/L	0	0
150041766 Aerohire P/L	0	0
150042309 Port Macquaire Helicopters P/L	0	0
150042383 Tescorp P/L	0	1
150042839 Helicom AU P/L	4	0
150043736 Mr G B Cox	0	0
150044036 Aero Optics P/L	0	1
150044414 Mr G J Wilson	0	0
150044608 Fairfield Central Medical Practice	2	1
150044619 All Form Concrete & Civil	0	0
150044779 R44 Exploration P/L	0	2
150044924 K A I Aviation P/L	0	1
150044944 Queensland Government Air (QGAir)	4	5
150045424 D & H Powell P/L	0	0
150045668 R N H Civil Contructions P/L	1	0
150045881 Crystal View Investments (QLD) P/L	0	1
150045883 Bluejay Investments P/L	0	1
150045893 Ms K Kuskopf	0	0
150045986 Central Helicopter Services P/L	0	0
150046529 Mission Aviation Fellowship International	0	0
150046808 Starcage P/L TA Barkly Aviation	4	5
150046896 R N W (QLD) P/L	0	2
150047082 Wooroona Helicopters P/L	0	0
150047624 Cairns Scenics	0	0
150047723 OneSteel Pty	1	0
150048081 Mr R Katter	0	0
150048422 Outback Helicopter Airwork NT P/L	0	0
150048675 Mr F Young	1	0
150049303 Mr H I McClymont	0	0

Revenue	\$232,338.00
Operating Expenses	\$120,452.00
Maintenance Expenses	\$66,526.00
	\$186,978.00
Operating Position	\$45,360.00
Depreciation	\$79,205.00
Total	-\$33,845.00

2019-09	2019-10	2019-11	2019-12	2020-01	2020-02	2020-03	2020-04	2020-05
2	3	0	0	1	3	3	1	2
1	1	0	1	2	0	0	0	0
23	27	18	20	16	22	17	16	22
1	3	4	1	2	4	1	2	0
0	0	0	0	0	0	0	0	1
1	1	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
0	0	0	1	0	1	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	2	0
0	0	0	1	0	0	0	0	0
4	0	0	1	0	0	0	0	0
1	2	2	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	4	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	1
16	20	22	13	18	29	15	1	5
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	1	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
1	0	1	2	0	2	0	0	1
0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
3	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	1	0
0	0	0	0	0	0	1	0	0
0	0	0	1	0	0	0	0	1
2	0	0	0	0	0	0	0	0
0	0	0	0	0	2	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	1	0
0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	1	0	0
0	2	0	0	0	0	0	0	0
0	0	0	0	1	8	4	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
45	47	43	40	46	40	45	26	42
0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
4	0	0	1	0	0	0	0	0

0	0	0	1	1	1	1	1	0
2	1	0	0	0	0	1	0	0
1	0	0	0	0	0	0	0	0
0	4	0	0	0	0	0	0	0
0	1	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0
0	1	0	0	0	0	0	0	0
0	0	3	0	0	0	0	0	1
2	0	0	0	0	0	0	0	0
2	3	1	2	0	3	7	2	6
0	0	0	0	0	0	0	0	0
0	1	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
0	1	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	1	0	0	0
0	0	0	0	0	0	2	0	0
0	3	1	3	0	0	9	9	3
0	0	0	0	0	0	0	0	0
0	0	1	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
0	6	0	0	0	0	0	0	0
0	0	0	0	0	1	4	0	0
0	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0
0	1	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
0	0	0	1	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	1	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	1	0	0	0
0	1	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	1
1	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	1	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
0	0	1	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
1	0	1	0	0	0	0	0	0
1	4	1	3	0	0	2	0	0

0	0	0	2	0	0	0	0	0
1	0	0	0	0	0	0	0	0
2	1	0	1	0	0	0	0	0
1	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	1	0	0	0	0
0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
3	1	1	1	0	2	1	0	1
0	0	0	0	0	0	0	1	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
10	8	6	5	7	11	8	2	1
1	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	1	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
0	1	0	1	0	0	0	0	0
6	7	4	4	0	8	4	7	10
0	0	0	0	0	0	0	0	0
0	0	1	0	0	0	0	0	0
1	1	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
0	0	1	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0



2020-06

4	32
0	6
22	252
2	24
0	1
0	2
1	2
1	4
0	1
0	2
0	1
0	6
0	6
1	1
0	5
0	1
8	189
1	1
0	1
0	1
0	1
0	1
0	9
0	1
0	1
0	1
0	5
0	1
0	1
0	2
0	2
0	2
0	1
0	1
0	1
0	3
0	2
0	14
0	1
0	1
44	509
0	1
0	1
0	1
0	1
0	1
0	8



0	2
0	1
0	4
0	1
0	1
0	4
0	1
0	1
0	1
3	16
0	1
0	2
0	1
3	70
0	1
0	1
0	1
0	1
0	1
0	1
2	4
8	67
0	2
0	1
0	2
0	1
0	1
0	1
0	1
0	1
0	1
1472	

# Airport Usage Analysis

#ykmb usage counts for 12 month period ending at month 2020-06

customerId	customerName	2019-07	2019-08
null	null	5	7
150004489	Chartair P/L	0	2
150004503	R F D S - QLD	0	0
150004506	Hinterland Aviation P/L	5	5
150004721	North Qld Aero Club	0	0
150004820	Ms M Pagani	0	0
150004986	R S E Investments P/L	0	0
150004988	Mr F N Giandomenico	0	0
150005073	A A Co P/L	0	0
150005250	M D H P/L	0	0
150005309	Cloncurry Mustering Co P/L	4	2
150005323	Dr J C Martin	0	0
150005431	Dasap P/L	2	2
150005550	Mr H H McMillan	0	1
150005642	Lorraine Pastoral Co P/L	0	0
150005805	Redcliffe Aero Club	1	0
150006242	Daintree Air Services	0	1
150006504	Shade To Order P/L	0	1
150006632	Tower Resources P/L	1	1
150006822	Shepair P/L	0	0
150007021	Mr S F Green	0	1
150007133	Uniting Church In Aust (Qld)	1	0
150007742	Mr K E Munn	0	0
150008081	Mr P M Deed	0	1
150008217	Armstrong & Sons P/L	0	0
150008598	Kirkhope Aviation P/L	0	1
150008628	Mr M A Brockhoff	1	0
150009824	Southern Cross Executive Heli P/L	2	0
150010756	L A & A M Matthews P/L	0	1
150011467	Nautilus Aviation P/L	0	0
150011547	Elliott Holdings (Aust) P/L	0	1
150011826	Callanan Holdings P/L	0	1
150012000	Air Central West P/L	0	1
150012304	Regional Express Holdings Ltd	9	10
150013736	Mr D A Palmer	0	0
150014036	Wayport P/L	2	0
150015325	Elrose Air P/L	1	0
150019514	Touchdown Helicopters P/L	0	0
150021214	Mr R J Lucas	0	0
150021264	Ms C L McLoughlin A/P	0	0
150021343	Mr G A Nankervis	1	0
150021626	Southern Cross Aircraft Engineering Services	0	1
150021642	Freestone's Transport P/L	0	0
150022955	F C G Enterprises P/L	0	0
150024118	Mr R J Robotham	0	0
150025169	Koolardie Aviation P/L	0	0
150025276	Flightech Air Logistics ATF The Flightech Aviation	0	1

150026094 Mr J C Smith	0	1
150028124 Developing Aviation P/L	0	0
150030634 Aero Professional Services P/L	0	0
150031448 Hillgrove Pastoral Co P/L	1	0
150031878 Mr P Woodland	0	0
150031924 Prophurst P/L	0	0
150031925 Mr M W Lamb	0	1
150032311 Great Artesian Veterinary Surgery	0	1
150032855 Mr C J Harding	0	0
150032878 M & P James P/L	0	0
150033371 Mr S Cilento	1	0
150034520 Mr S W Tosoni	0	0
150034585 Vectra Holdings P/L	2	0
150034636 Mr M A Waterson	0	0
150035056 Mr R I Ellis	0	1
150035617 Mr M Kains	1	0
150035690 Queensland Ship Surveyors P/L	1	0
150036402 Barkly Helicopters P/L	0	0
150037046 Atherton Creek Air Charters P/L	1	1
150037113 Mr J I Buljbasich	0	0
150037761 Mr T E Gunn	1	0
150037873 Cleveland Bay Consulting P/L	0	0
150038459 Hellwin Aviation P/L	0	0
150038467 Bairnsdale Air Charter P/L	1	0
150039596 Air Tours Australia P/L	0	2
150040777 Mr R F Sutton	0	0
150041713 Little Archie P/L	0	0
150042309 Port Macquaire Helicopters P/L	0	0
150042839 Helicom AU P/L	4	0
150044068 SR22 Flyers P/L	0	0
150044414 Mr G J Wilson	0	0
150044608 Fairfield Central Medical Practice	4	1
150044619 All Form Concrete & Civil	0	0
150044779 R44 Exploration P/L	0	2
150044924 K A I Aviation P/L	1	0
150044944 Queensland Government Air (QGAir)	0	1
150045424 D & H Powell P/L	0	0
150045668 R N H Civil Contructions P/L	1	0
150045883 Bluejay Investments P/L	0	1
150045893 Ms K Kuskopf	1	1
150046529 Mission Aviation Fellowship International	0	0
150046808 Starcage P/L TA Barkly Aviation	1	0
150046813 Tigpig P/L	0	0
150047624 Cairns Scenics	0	0
150047633 Platinum Aircraft Charter - Account B	1	0
150049907 Mr D D Graham	0	0
150051057 Byron Bay Gliding P/L	0	0

Revenue

\$74,744.00

Operating Expense	\$67,237.00
Maintenance Expe	\$33,022.00
	\$100,259.00
Operating Position	-\$25,515.00
Depreciation	\$42,642.00
Total	-\$68,157.00

2019-09	2019-10	2019-11	2019-12	2020-01	2020-02	2020-03	2020-04	2020-05
5	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	1	0	0	0	0	0	0
3	5	3	3	7	3	7	4	3
1	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	1	24	4
0	1	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
0	1	0	1	0	1	0	0	0
17	19	8	6	0	1	5	9	1
0	0	0	0	0	0	0	0	0
8	7	1	2	1	4	1	0	0
0	0	1	0	0	0	0	0	0
0	0	1	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	1	0	0	1	0	0	1
1	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
1	1	0	0	0	0	0	0	0
0	0	0	0	0	0	1	0	0
0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	1	0	0
0	0	0	0	1	2	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
9	11	8	7	9	8	9	1	0
1	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
0	0	1	0	0	0	0	0	0
0	0	1	0	0	0	0	0	1
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	1	0	0	0	0	0	0	0
0	0	0	0	0	0	1	0	0
0	2	3	0	0	2	23	91	5

0	0	0	0	0	0	0	0	0
0	0	1	0	0	0	0	0	0
0	1	1	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	2	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	1	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	1	1	0	0	0	0	0
0	0	0	0	0	0	0	0	1
0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
1	0	1	0	0	1	1	2	2
0	0	0	0	0	0	0	0	1
1	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	2	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
6	4	2	4	1	4	3	1	2
0	0	0	0	0	0	2	20	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	1	0
2	0	0	0	0	1	0	0	0
1	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	1	0	0	0	0	0	0	0
0	1	0	0	0	0	0	0	0
1	3	0	1	0	1	0	0	0
0	0	0	1	0	0	0	0	0
1	1	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	1	0	0	0	0	0	0	0



2020-06

1	18
0	2
1	2
4	52
0	1
1	1
0	29
0	1
0	1
0	3
1	73
1	1
0	28
0	2
0	1
0	1
0	1
0	1
0	5
0	1
0	1
0	3
0	1
0	1
0	1
0	1
0	1
0	2
0	3
0	3
0	1
0	1
0	1
0	81
0	1
0	2
0	1
0	1
0	1
0	2
0	1
0	1
0	1
1	1
0	1
0	1
0	127

0	1
0	1
0	2
0	1
0	1
0	1
0	1
0	1
0	1
0	1
1	1
0	1
3	5
0	2
0	1
0	1
0	1
0	3
0	1
0	2
0	1
1	10
0	1
0	1
0	1
0	4
0	1
0	2
0	1
0	4
0	1
0	1
5	37
0	22
0	2
0	2
0	4
0	1
0	1
0	1
0	3
1	2
0	7
1	2
0	2
0	1
1	1
0	1
611	

**Barcoo**

Council has two airports in Normanton and Karumba and REX Airlines provides an RPT service. Others who use the airport include private charters, the RFDS, etc. and private planes. Our Council has 3 strips at Stonehenge & Jundah being unregistered strips and 1 at Windorah being a certified airport where we have REX landing 4 days per week.

Does council provide free landing for the private planes that access the airports within your area?  
 Yes

If not free, what are your fees.

Does the Council provide a sign on the airside of the fence to provide the gate code (if you have a locked gate with keypad access, similar to the sign attached)? Gates are not locked

If you do provide a sign, do you have instances of members of the public then using the code to gain access to airside operations? N/A

**Burke**

We charge everyone landing fees (QPS, ADF etc) - even RFDS ( but we give the total back in an annual donation to them. \$11 per 1,000 kg from memory.

Our code may be on the gate but may also be on the NOTAM.

**Richmond**

Richmond Shire Council does not charge local planes within the Richmond Shire. We charge everyone else through AvData. We refund RFDS at the end of every year since the Government pays the landing fees and this is additional income for them.

There is gate code on the airside of the fence for people who come in on planes. We have not had any issues of unauthorised personal going airside, but our airport is a few kilometres out of town.

**Bouli**

You sound like you have had the same visitor I had....but mine also complained that we charged a 'refuelling' fee despite the fact that our fuel is \$ 1.20 cheaper than Birdsville (which he quoted and our fee - \$25). The gate code is not located on our gate either but is available to all 'flyers' who are using ERSA as the code is available to them and is not secret. We just won't put it on the gate. Happy landing!!!!

AIRPORT CHARGES			
<b>Landing Charges</b>			
Regular Public Transport (RPT) Operators	No Charge		
All Other Aircrafts over 2000kg Maximum Take-off Weight (MTOW) <i>(no charge for aircrafts under 2000kg MTOW)</i>	\$7.70 per 1,000kg Min Fee \$10.00	Y	14010510.156
<b>Refuelling Costs</b>			
Av Gas Charge per litre (subject to change)	\$1.99 + 20% (\$0.40) = \$2.39/litre	Y	14010500.156
Other Jet Fuel etc (subject to change)	\$320 + 20% (\$64) = \$384/drum	Y	14010500.156
<b>Refuelling Fee</b>			
During normal hours (8am to 4pm weekdays)	Minimum Charge \$25.00	Y	14010520.156
After Hours/Weekends by prior arrangement	Minimum Charge \$50.00	Y	14010520.156
After Hours/Weekends with no prior arrangement	Minimum Charge \$75.00	Y	14010520.156
<i>For call out - Airport Manager 0427 163 773 or 0427 128 212 (anytime) or (07) 4746 3188 (B/H) or (07) 4746 3176 (A/H)</i>			

### **Bulloo**

Does council provide free landing for the private planes that access the airports within your area?

If not free, what are your fees. **Council does not have landing fees. Have considered a system such as Avdata to at least understand movements but this hasn't occurred.**

Does the Council provide a sign on the airside of the fence to provide the gate code (if you have a locked gate with keypad access, similar to the sign attached)? **Yes, we do.** We only put a small dymo number on the lock.

If you do provide a sign, do you have instances of members of the public then using the code to gain access to airside operations? **No**

### **Balonne**

Our situation reflects Bulloo's.

### **Quilpie**

we have no landing fees.

We have a very discreet label on the inside of the ped access gate post with the code. It's not visible from outside the fence.

### **Flinders**

We also charge private aircraft fees

### **Longreach**

Our main airport at Longreach is leased out to a private operator (QLD Airports Ltd). They do charge landing fees for general aviation. They also control all security, access points and keypads for gates. Individuals need to contact the Airport operator for the codes.

For our other three airstrips, no fees are charged and there is no security fencing.

### **Diamantina**

We put Avdata in at Birdsville to collect useage as the basis for setting landing fees in the future.

We currently only charge a landing fee/passenger charge for Birdsville Races. No landing fees for Bedourie.

No signs up with gate code at the moment but a discrete label will be affixed to gate as per Quilpie

### **Blackall-Tambo**

We use AVDATA to charge aircraft that use the Aerodrome. (Mainly RPT flights)

I have given RFDS and Careflight exemptions from paying landing fees in the past.

As for the access gate we have the ARO phone number inside the gate and the Code is under a hinged metal flap that pilots can access.

### Winton

Does council provide free landing for the private planes that access the airports within your area?

If not free, what are your fees.

There are no landing fees at the Winton aerodrome for private or commercial aircraft.

Does the Council provide a sign on the airside of the fence to provide the gate code (if you have a locked gate with keypad access, similar to the sign attached)?

Yes we do

The sign can only be seen from the airside of the aerodrome.

If you do provide a sign, do you have instances of members of the public then using the code to gain access to airside operations?

There has been no known incidents of the public (personnel without a ASIC card) gaining access to the airside operations within the last approx. 8 years.

Personnel who rent the hangers should have a ASIC security clearance.

There are a number of people with keys including, Council staff, the caretaker, Weather Bureau (visit approx. once a year), police, ambulance.

### McKinlay

Does council provide free landing for the private planes that access the airports within your area? If not free, what are your fees.

- RFDS and private planes are currently exempt from paying landing fees at the Julia Creek Airport, the only planes that are charged are charter planes and those that lodge flight paths. These are billed through AVDATA. Please see below our current costs;  
Commercial aircraft landing fees      \$10.00 per tonne  
Passenger      \$2.75 per person

Does the Council provide a sign on the airside of the fence to provide the gate code (if you have a locked gate with keypad access, similar to the sign attached)?

If you do provide a sign, do you have instances of members of the public then using the code to gain access to airside operations?

- I have attached a copy of our sign that is located on our fences. We have an electronic vehicle and pedestrian gate that require a code to gain access airside. We currently don't advertise our codes however have an ARO on duty at all times that give out the code when requested. We are currently looking at changing the code again so that we can monitor who accesses airside as ours is currently an easy one and we don't want members of the public accessing airside if they do not need to.



## BUSINESS PAPERS

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### 9.5 TOURISM REPORT - SEPTEMBER 2020

<b>Attachments:</b>	9.5.1. September stats <a href="#">↓</a> 9.5.2. Outback by the Sea Festival Report <a href="#">↓</a>
<b>Author:</b>	Verena Olesch - General Manager - Tourism
<b>Date:</b>	7 October 2020

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<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:

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

---

Reference	Action	Status
	Nil	

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### 1.2 Visitor Information Centres:

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- September tourism numbers:
  - Normanton VIC: (September 19)
  - Karumba LWBDC & VIC: 4010 (2126 last September)
- Guided Tours and feeding: 1417 / \$21,253.63  
842 / \$11,554.55 in September 2019
- Other Revenue
  - Normanton: \$ (merchandise and library)
  - Karumba: \$ 38,489.47 (merchandise)  
\$ 12,734.52 in September 2019
- Donation Box \$ 1,230.00

## BUSINESS PAPERS

### 1.3 LW Barramundi Discovery Centre:

#### Merchandise and tours:

- Another record sales again for merchandise in September, this time over three times as much as last year
- Tour numbers also up on last year by 80%
- Online merchandise platform work-in-progress, PayPal to be set up through accounts

#### LWBDC Entertainment Area

- BoR05 grant fully completed, to be acquitted over the next couple of weeks
- Total grant value \$260k, actual spend was \$264k (\$4 will come out of operating expenses)
- Was officially opened with the concert on the 26<sup>th</sup> of September, the stage looked amazing and the set-up worked really well. Great blueprint for next year, when we don't have to battle COVID-19 regulations.

#### Visitor Information Centre

- Virtual Reality display arrived, films complete – intend to take this to Cairns Expo
- One VR clip will feature fishing with A4A, catching a Barra out at Delta Downs

#### Budget

Description	Current Budget	YTD Actual	Percentage	Comments
Visitor Information Kba - Operating Income	\$0.00	-\$240.91	100.00%	
Visitor Information Ntn - Operating Expenses	\$91,000.00	\$29,385.19	32.29%	does not reflect seasonality
Visitor Information Ntn - Maintenance	\$33,000.00	\$1,879.58	5.70%	
Visitor Information Ntn - Grant Funded Expenses	\$0.00	\$1,320.08	100.00%	wrong input
Visitor Information Kba - Operating Expenses	\$103,000.00	\$30,716.30	29.82%	does not reflect seasonality
Visitor Information Kba - Maintenance	\$0.00	\$142.10	100.00%	wrong input
Wilson Barramundi Discovery Centre - Operating Grants, Subsidies and Contributions	\$0.00	-\$135,000.00	100.00%	QLD Tourism Icons Grant
Wilson Barramundi Discovery Centre - Operating Income	-\$203,000.00	-\$154,243.37	75.98%	great results for merch and tours
Wilson Barramundi Discovery Centre - Operating Expenses	\$639,000.00	\$308,150.84	48.22%	merch cost of goods in here
Wilson Barramundi Discovery Centre - Maintenance	\$44,000.00	\$36,141.12	82.14%	\$21k checking with finance
Wilson Barramundi Discovery Centre - Depreciation	\$213,000.00	\$0.00	0.00%	
Wilson Barramundi Discovery Centre - Grant Funded Expenses	\$0.00	\$2,827.90	100.00%	
Wilson Barramundi Discovery Centre - Capital Grants and Contributions	-\$250,000.00	-\$125,000.00	50.00%	
Hatchery - Operating Grants, Subsidies and Contributions	\$0.00	-\$21,728.00	100.00%	
Hatchery - Operating Income	-\$55,000.00	-\$536.36	0.98%	
Hatchery - Operating Expenses	\$294,000.00	\$106,777.73	36.32%	set up of hatchery
Hatchery - Maintenance	\$62,000.00	\$10,030.35	16.18%	
Hatchery - Depreciation	\$113,000.00	\$0.00	0.00%	
Tourism Events - Operating Income	\$0.00	-\$2,727.27	100.00%	
Barra Blues Festival Income	-\$60,000.00	\$0.00	0.00%	
Outback by the Sea	\$110,000.00	\$34,061.41	30.96%	will get fully expensed
Tourism - Grant Funded Projects Income & Expense	\$0.00	\$24,561.70	100.00%	
	\$1,134,000.00	\$146,518.39	12.92%	

Detailed visitor numbers, tours and merchandise attached.

Revised budget sent to accounts – revenue adjusted upwards by an additional \$130k.

#### Grants:

- Signage grant of \$50k (unmatched) – signed and waiting for final execution before starting expenditure

## BUSINESS PAPERS

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- Outback Queensland Icons Grant of \$125k plus GST (unmatched) approved:

Expenditure so far:	spent	expected
Brand Awareness	41,818.18	50,000.00
Access and Filtration	38,995.00	60,000.00
Cleaning and hygiene	1,429.08	15,000.00

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

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- Done and dusted, despite the challenges of COVID-19 – **see attached initial post-festival report**
- We collected a database through the COVID-19 registration forms and will send out feedback links to those who opted in, as well as locals and stakeholders, see below link (please complete):  
<https://surveys.customerdirect.com.au/TEQ/2020/Tier3/Outback/index.aspx?MeetingID=10383>
- The hatchery was officially opened by Mayor Jack Bawden, with a good turnout for the opening ceremony.
- Plaques for the opening and also a dedication to the founding members will be installed.  
There was a suggestion to potentially name the hatchery in honour of a founding member. We could honour all founding members equally by dedicating the Hatchery to 'the founding members' and by perhaps installing a 'Hall of Fame'. This could potentially include audio recordings of the stories delivered personally or via family members, as well as photos etc. This will allow visitors to identify with the founding members and to hear their stories.

### 1.5 Tourism

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- LGMA Awards – have entered national awards
- Grey Nomad Awards – have entered national awards
- Normanton: Indigenous Stockwomens display in planning – applied for \$20k through Aurizon (display and interactive component) and \$5k through New Century (photography and travel) – also gone out through vendor panel for the display
- Helloworld:  
no contracts yet for 2021, will depend on border situations
- Revamped Monsoon Centre and Mutton Hole wetlands:  
Suggest dual approach, with funding available through RISE Fund for joint application with indigenous party (CLCAC) – max \$2m, this could cover the Mutton Hole project,



## **BUSINESS PAPERS**

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as an extension from the Monsoon Centre (waiting for release of additional grants, ie BoR) for another Monsoon Centre funding push

- Looking to do a Today Show segment between Mt Isa, Normanton and Karumba, to be financed out of the advertising budget

### **1.6 Hatchery Operations**

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#### **New Hatchery Shed**

- Large tank full and working, bio-filter seeded, fish being introduced
- Funding received through ZandA grant now over \$20k – into hatchery operating expenses to assist with running costs – there is a possibility of additional funds
- Getting the hatchery ready for spawning – broodstock to be collected before next full moon, chemical / equipment needed for spawning organized.

### **1.7 Digital Platforms**

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- Continue to have fantastic results on Facebook with posts averaging almost 3,000 views, 90 sec Carpentaria clip nearly 10k views
- Steady increase in Instagram followers
- Expanded digital platform with All 4 Adventure expansion through the tourism Icons grant – 2x EDM's (300k plus distribution), Facebook, Instagram and YouTube channels, plus use of the fishing on the pond episode once it has gone to air, as well as special LWBDC promo video and distribution
- Influencers attended the festival (Tessa, runner up from MasterChef, Sammie from Weekender, Narelle from Escape Magazine) – they had lots of engagement on social media and we will get a full report through TEQ in the next couple of weeks, blogs and posts still being posted now

### **1.8 Other activities**

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- Filming through the festival and production of 90 sec Barra Centre promo video
- Rezdy booking system to replace WhyteWater, cutover imminent, all tour products entered and system has been set up.
- Bar code printer installed as part of the Point of Sale system in Karumba, eliminating entry errors and stock discrepancies

**LWBDC Performance 2020-21**

	ACTUAL 2019-20			BUDGET 2020-21			ACTUAL 2020-21			
	Visitors	Tours #	Tours \$	Visitors	Tours #	Tours \$	Visitors	Tours #	Tours \$	Merchandise \$
JULY	4320	1673	\$ 22,731.82	4000	1600	\$ 24,000.00	3321	820	\$ 14,445.44	\$ 25,597.29
AUG	3469	1242	\$ 16,586.36	3400	1360	\$ 20,400.00	4278	1102	\$ 20,738.18	\$ 37,590.28
SEPT	2126	842	\$ 11,554.55	800	320	\$ 4,800.00	4010	1417	\$ 21,253.63	\$ 38,489.47
OCT	1098	398	\$ 5,322.73	800	320	\$ 4,800.00				
NOV	419	79	\$ 1,136.36	400	160	\$ 2,400.00				
DEC	402	30	\$ -	400	160	\$ 2,400.00				
JAN	202	0	\$ -	400	160	\$ 2,400.00				
FEB	173	0	\$ -	200	80	\$ 1,200.00				
MAR	235	74	\$ 236.36	200	80	\$ 1,200.00				
APR	0	0	\$ -	2400	960	\$ 14,400.00				
MAY	99	0	\$ -	3200	1280	\$ 19,200.00				
JUN	1107	279	\$ 5,473.39	3800	1520	\$ 22,800.00				
TOTAL	13650	4617	\$ 63,041.57	20000	8000	\$ 120,000.00	11609	3339	\$ 56,437.25	\$ 101,677.04

COVID-19 impacted months

	% CHANGE TO ACTUAL LAST YEAR			% CHANGE TO BUDGET			
	Visitors	Tours #	Tours \$	Visitors	Tours #	Tours \$	Merchandise
JULY	77%	49%	64%	83%	51%	60%	64%
AUG	123%	89%	125%	126%	81%	102%	111%
SEPT	188%	168%	184%	501%	443%	443%	481%
OCT	0%	0%	0%	0%	0%	0%	0%
NOV	0%	0%	0%	0%	0%	0%	0%
DEC	0%	0%	0%	0%	0%	0%	0%
JAN	0%	0%	0%	0%	0%	0%	0%
FEB	0%	0%	0%	0%	0%	0%	0%
MAR	0%	0%	0%	0%	0%	0%	0%
APR	0%	0%	0%	0%	0%	0%	0%
MAY	0%	0%	0%	0%	0%	0%	0%
JUN	0%	0%	0%	0%	0%	0%	0%
TOTAL	85%	72%	90%	58%	42%	47%	51%

All revenue figures are net - excluding GST

# TOURISM TAP REPORT



## OUTBACK BY THE SEA – POST EVENT REPORT

DATE 05 October 2020

### PURPOSE

This document is prepared by Tourism Tap, the Event Coordinator for the Outback by the Sea Festival as an interim summary for the Carpentaria Shire Council.

### OVERVIEW

The Outback by the Sea Festival was held in Karumba from September 26 - October 5, 2020. Sponsored by the Qld State Government, Carpentaria Shire Council and the Les Wilson Barramundi Discovery Centre, the 10-day Festival included the opening of the Hatchery facility, an opening night concert, the annual Karumba Community Anglers Classic and other localised events.

The impacts of COVID-19 restrictions made the delivery of the event more challenging than previous events. Mandatory Event Checklists were completed and submitted to Health authorities, and other government bodies upon request, with evidence to ensure that attendance numbers would be limited to 250 (made up from ticket holders, staff and performers/contractors) for the Festival Concert with strict social distancing and sanitation measures in place throughout the entire Festival period.

### PROGRAM OF EVENTS

A callout was made to Carpentaria Shire Council businesses and residents in early July to establish the type of events that the Community would like to see included in the Festival program. The Event Coordinator also visited local businesses to determine their interest in delivering an event during the Festival. Unfortunately, these two initiatives did not yield any significant results. The resulting Program of Events shown below focussed on the Les Wilson Barramundi Discovery Centre, the End of the Road Motel, The Sunset Tavern, Ash's at the Point and the Recreation Club.



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# TOURISM TAP REPORT

## MARKETING

The Outback by the Sea Festival Facebook page, printed corflutes and Public Relations were the primary marketing channels used to promote the range of activities available during the Festival. During the promotion period, Outback by the Sea Festival Facebook followers grew from 561 to 698 and the Program post had a reach of more than 24,400.

Marketing collateral included the professionally designed Program and Poster which was distributed online via the Les Wilson Barramundi Discovery Centre website, the Facebook pages, plus printed corflutes placed throughout Karumba and Normanton.

A series of Event Posters produced by the Event Coordinator were posted on Facebook and printed for display in the Visitor Information Centres and the various event venues. A selection of these posters is shown below.



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## TOURISM TAP

## REPORT

Public Relations was driven by the local print media coverage including this article in the North West Star <https://www.northweststar.com.au/story/6941700/karumba-set-to-party-for-outback-by-the-sea-festival/> and ABC radio both before and during the Festival.

The attendance of three social influencers secured by Tourism Events Qld added significant firepower to the social media surrounding the event. Their Facebook pages below show samples of their posts during the Festival:

Tessa Boersma – MasterChef Contestant <https://www.instagram.com/tessa.boersma/>  
<https://www.facebook.com/tessboersma/>  
Sammie O'Brien – Weekender Presenter <https://www.instagram.com/sammieobrien/>  
Narelle Bouveng - Journalist <https://www.instagram.com/alittleatlarge/>  
<https://www.facebook.com/alittleatlarge/>

A separate report will be prepared by Tourism Events Queensland on the above familiarisation trip, but initial feedback from the influencers themselves was very positive, with more engagements on social media than they had in the weeks and days leading up to the event.

### RESULTS

All 243 tickets available for the opening Concert were secured by registration prior to the event. This was anticipated as the tickets were free and the Program was well received. Unfortunately, only 150 of these ticket holders attended and this has been attributed to the fact there was no financial penalty for non-attendance. Most of the non-attendees were identified as local residents, despite a pre-event SMS to return unwanted tickets so we could re-allocate them.

Attendance at the individual events was relative to the quality and novelty of the event with the Seafood Cocktails by the Sea event selling out with 40 bookings and the Ghost Net Workshops attracting more than 25 participants each day. Ash's had 6 registrations for the prawn peeling competition, but 60 spectators made for a very busy night. The Fishing Classic Dinner also attracted 60 attendees.

The Barra Centre was extremely busy during the Festival period with the launch of Catch and Release Fishing and Hatchery Tours adding to the revenue outcomes. Visitor numbers during the Festival Week were 1,330, with over 90% from Queensland.

Visitor Feedback will be provided via the Tourism and Events Qld survey which will be sent to guests who agreed to receive the survey during the CPOVID check in process. This will be used to fine tune future events and investment strategies.

<https://surveys.customerdirect.com.au/TEQ/2020/Tier3/Outback/index.aspx?MeetingID=10383>



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## TOURISM TAP

## REPORT

### PLANNING AHEAD

There is no doubt that the Outback by the Sea Festival took some significant steps forward from the previous year's Concert. The addition of the Karumba Anglers Classic and the creation of the Festival Week was perfectly timed for the school holidays.

Based on the outcomes of this year's event, and an understanding of what is possible now that the stage infrastructure is in place, there are a number of recommendations that can be made to ensure future success. These include:

- Setting the dates for next year's Festival in the next month to facilitate planning:  
At this stage we locked in the 25<sup>th</sup> of September 2021 to 4<sup>th</sup> of October 2021 on the Australian Tourism Data Warehouse, which links to the Queensland Events Calendar.
- Implementing a community engagement plan in early 2021 to seek planning input.
- Continuing to combine the Anglers Classic and Concert into one Festival with the Barra Centre as Festival HQ
- Focusing on the delivery of premium quality, ticketed events that feature food (beef and seafood), indigenous culture (art, food, music, dance) and music unique to the region. Adam Harvey (who was unable to headline this year's event due to COVID-19), is likely to be next year's main concert attraction.
- Collaborating with other Outback Event promoters to create an "Outback Event Trail" that draws people through the Outback to end in Karumba for the Festival.
- Seeking funding commensurate with the delivery of this enhanced event profile.



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## **BUSINESS PAPERS**

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### **9.6 2021 COUNCIL MEETING DATES**

<b>Attachments:</b>	9.6.1. 2021 Council Meeting Dates <a href="#">↓</a>
<b>Author:</b>	Angeline Pascoe - Executive Assistant
<b>Date:</b>	7 October 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:**

The *Local Government Act 2009* requires a Shire Council to meet at least once a month.

The proposed meeting dates for 2021 are presented for Council's consideration and adoption.

Carpentaria Shire Council meetings are traditionally held on the third Wednesday and following Thursday (if required) of each month. These dates have been recommended for the 2021 year with the exception of the October and December meetings. The October meeting will collide with the LGAQ's Annual Conference being held in October 2021. Council may wish to consider bringing the meeting forward or put it back a week. The December meeting has been brought forward due to the Christmas close down period and to allow any follow up items after the meeting to be actioned prior to the close down.

#### **RECOMMENDATION:**

That Council adopt the 2021 Council Meeting dates as presented:

- 20 & 21 January;
- 17 & 18 February;
- 17 & 18 March;
- 21 & 22 April (at Karumba);
- 19 & 20 May;
- 16 & 17 June;
- 21 & 22 July (Budget Meeting);
- 18 & 19 August;
- 15 & 16 September;
- 20 & 21 October (at Karumba);
- 17 & 18 November; and
- 8 & 9 December (earlier due to Christmas)

#### **Background:**

These dates work in with public holidays. However, Council may have other commitments that they wish to consider.

## **BUSINESS PAPERS**

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Council may wish to consider dates for public consultation meetings, although it is not necessary to do so as a statutory requirement in this resolution.

Council may want to give consideration as to whether it wants one or two meetings at Karumba.

**Consultation (Internal/External):**

- Mark Crawley – Chief Executive Officer
- Angeline Pascoe – Executive Assistant

**Legal Implications:**

- Section 257(1) of the *Local Government Regulation 2012* requires a Shire Council to meet at least once in each month.

**Financial and Resource Implications:**

- Nil.

**Risk Management Implications:**

- Nil.





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## Meeting Dates for 2021

The Carpentaria Shire Council meets every third Wednesday and the following Thursday of the month unless otherwise stated. Meetings are generally held in the Council Chambers, Haig Street, Normanton unless otherwise stated.

Order of Business: Wednesday, Ordinary Meeting of Council  
 Thursday, Ordinary Meeting of Council

All Business pertaining to the Agenda is due on the Tuesday, one week before the meeting date.

Council Meetings commence at 9am and are open to the public.

Month	Agenda Due	Meeting Date	Meeting Type
January	12	20 21	Ordinary Meeting Ordinary Meeting
February	9	17 18	Ordinary Meeting Ordinary Meeting
March	9	17 18	Ordinary Meeting Ordinary Meeting
April	13	21 22	Ordinary Meeting - Karumba Ordinary Meeting
May	11	19 20	Ordinary Meeting Ordinary Meeting
June	8	16 17	Ordinary Meeting Ordinary Meeting
July	13	21 22	Ordinary Meeting <b>Budget Meeting</b>
August	10	18 19	Ordinary Meeting Ordinary Meeting
September	7	15 16	Ordinary Meeting Ordinary Meeting
October	12	20 21	Ordinary Meeting - Karumba Ordinary Meeting
November	9	17 18	Ordinary Meeting Ordinary Meeting
December	1	8 9	Ordinary Meeting <b>Note: 1 week earlier due to Christmas</b>

## BUSINESS PAPERS

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

#### 10.1 DCS REPORT - SEPTEMBER 2020

**Attachments:** 10.1.1. Justin Hancock - Sept 2020 [↓](#)  
**Author:** Justin Hancock - Director of Corporate Services  
**Date:** 5 October 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 for the month of September 2020; 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	Meeting held with CLCAC on 24/09 to implement Biosecurity Plan for noxious weeds.
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.

## BUSINESS PAPERS

Jan-20	Local Laws Officer to follow up on return from leave	In Progress	LLO has issued warning for abandoned vehicles to be removed.
May-20	Apply exemption to enter into a lease of land at Karumba Airport with applicants; and delegate authority to CEO to obtain an independent market valuation and negotiate and finalise terms of the lease.	Ongoing	Survey plans have been received and draft agreement is currently being finalised with Councils lawyers.

### 1.2 Budget [information]

Commencing in August 2020, all responsible officers have been provided a copy of their budget expenditure to date and are required to table this as part of their monthly reports to Council.

As at 30 September 2020, the financial year had elapsed 25%. Attached is the budget and year to date expenses accountable by the Director of Corporate Services.

### 1.3 LGGSP KNOF [information]

Telstra has finalised and commissioned the Normanton to Karumba Fibre Optic line. Council are currently awaiting receipt of the final invoice for the works and will acquit for the project by 30 October 2020.

### 1.4 Innovation and Improvement Fund [information]

This project has been finalised and acquitted with the Department, Councils Records Officer will continue with the digitalization of Building and Planning Records in line with resources allocated under the 2020/21 Budget.

### 1.5 Dog Registrations and Approved Inspections [information]

Dog Registrations were issued on 22 June 2020, with the 14 day amnesty period ending on 6 July 2020. At the end of the renewal period, 298 dog registrations were renewed, 188 dog registrations lapsed, and 17 dogs were identified as deceased or left town.

As at the end of July, 386 dogs were registered, 63 dog registrations remained unregistered, and 24 dogs were identified as deceased or left town.

As at the end of August, 412 dogs were registered, 36 dog registrations remained unregistered, and 25 dogs were identified as deceased or left town.

As at the end of September, 430 dogs were registered (3 new registrations), 13 dog registrations remained unregistered, and 33 dogs were identified as deceased or left town.

## **BUSINESS PAPERS**

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Council's Local Laws Officer has ceased the approved inspection program on 30 September 2020. Council still have the right to issue infringement notices to those animals wandering at large and are unregistered.

### **1.6 Karumba Aerodrome Fuel Facilities [\[information\]](#)**

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Council have finalised the draft leases and will issues the draft leases to the potential tenants in early October 2020.

### **1.7 Land Held for Resale [\[information\]](#)**

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Inspections on vacant land were undertaken on 10 September 2020, Council are to be in receipt of the valuation in early October 2020. Once in receipt of the valuations, Council will proceed with the tendering of the vacant land.

### **1.8 State Emergency Services [\[information\]](#)**

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In September, Council and State Emergency Services undertook interviews for the vacant Local Controller position for the Carpentaria Shire. Jacob Daniels was offered and commenced in the role in late September, Jacob should be commended for the work undertaken to date with significant work being undertaken to address outstanding housekeeping and safety issues in Normanton and Karumba.

### **1.9 Biosecurity – Noxious Weeds [\[information\]](#)**

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In September Council's Environmental Health Officer and Director of Corporate Services held a meeting with the Carpentaria Land Council to discuss the implementation of Council's Biosecurity Plan, initially targeting areas surrounding the Karumba and Normanton Townships. Council will look to finalise these plans in October with the program to commence in November/ December.

### **1.10 Biosecurity – Noxious Weeds [\[information\]](#)**

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Council and Department of Agriculture and Fisheries held a meeting in September to discuss the implementation of a Pest Management Program for Singapore Ants. Council is currently scheduling to commence this program in July 2021 with a further round of baiting in October 2021. The intended target areas of this program will be the townships of Normanton and Karumba, with the intent to eradicate the spread of Singapore ants within the townships initially.

Description	Current Budget	YTD Actual	Percentage	Comments
Property and Leases - Operating Income	\$0.00	<b>-\$1,200.00</b>	100.00%	Rental income for new lease
Animal Control Kba - Operating Income	\$0.00	<b>-\$11.00</b>	100.00%	
Major OpEx - Operating Grants, Sponsorship and Contribution	<b>-\$1,433,000.00</b>	<b>-\$36,690.00</b>	2.56%	
Major OpEx - Operating Grants	\$2,912,000.00	\$70,700.50	2.43%	
Disaster Preparedness - Operating Grants, Subsidies and Contributions	<b>-\$7,000.00</b>	\$0.00	0.00%	
Disaster Preparedness - Grants (NO GST)	<b>-\$15,000.00</b>	\$0.00	0.00%	
Disaster Preparedness - Operating Expenses	\$20,000.00	\$0.00	0.00%	
Disaster Preparedness - Grants Expenses	\$122,000.00	\$2,754.00	2.26%	
Disaster Preparedness - Capital Grants	<b>-\$85,000.00</b>	<b>-\$76,500.00</b>	90.00%	90% of Grant received in advance
Emergency Response - Operating Grants, Subsidies and Contributions N	<b>-\$20,000.00</b>	\$0.00	0.00%	
Emergency Response - Operating Income	<b>-\$5,000.00</b>	\$0.00	0.00%	
Emergency Response - Operating Expenses Ntn	\$23,000.00	\$3,256.27	14.16%	
Emergency Response - Maintenance Ntn	\$30,000.00	\$0.00	0.00%	
Emergency Response - Depreciation Ntn	\$16,000.00	\$0.00	0.00%	
Emergency Response - Operating Expenses Kba	\$20,000.00	\$2,927.20	14.64%	
Emergency Response - Maintenance Kba	\$24,000.00	\$0.00	0.00%	
Emergency Response - Depreciation Kba	\$13,000.00	\$0.00	0.00%	
COVID-19	\$750,000.00	\$227,993.72	30.40%	
Operating Income - Grants, Subsidies and Contribution - Community Re	<b>-\$316,000.00</b>	<b>-\$115,140.00</b>	36.44%	6 Rates concession provided totalling \$192k
Community Recovery Officer - Operating Expenses	\$247,000.00	\$17,813.96	7.21%	
Community Recovery Engagement	\$70,000.00	\$487.98	0.70%	
Mosquito Control - Operating Expenses	\$137,000.00	\$0.00	0.00%	
Local Laws - Operating Grant	<b>-\$120,000.00</b>	\$0.00	0.00%	
Local Laws - Operating Income	<b>-\$3,000.00</b>	\$0.00	0.00%	
Local Laws - Licence Fees (GST FREE)	<b>-\$4,000.00</b>	\$0.00	0.00%	
Local Laws - Operating Expenses	\$50,000.00	\$12,751.48	25.50%	
Local Laws - Illegal Dumping Grant	\$139,000.00	\$430.80	0.31%	
Local Laws Kba - Operating Expenses	\$41,000.00	\$13,213.45	32.23%	
Environmental Health - Operating Income	<b>-\$2,000.00</b>	\$0.00	0.00%	
Environmental Health - Operating Income (GST FREE)	<b>-\$8,000.00</b>	\$0.00	0.00%	
Environmental Health - Operating Expenses	\$26,000.00	\$3,821.02	14.70%	
Pest Management Operations - Operating Grants, Subsidies and Contr	<b>-\$40,000.00</b>	\$0.00	0.00%	
Pest Management Operations - Operating Expenses	\$96,000.00	\$5,924.11	6.17%	
Animal Control - Operating Income	<b>-\$2,000.00</b>	<b>-\$3,235.00</b>	161.75%	Additional dog registrations received.
Animal Control - Operating Expenses Nrt	\$62,000.00	\$15,502.97	25.00%	

Animal Control - Maintenance Nrt	\$16,000.00	\$0.00	0.00%
Animal Control - Operating Expenses Kba	\$60,000.00	\$13,149.84	21.92%
Animal Control - Maintenance Kba	\$13,000.00	\$0.00	0.00%
Weed Control - Operating Expenses	\$105,000.00	\$0.00	0.00%
	<b>\$2,932,000.00</b>	<b>\$157,951.30</b>	<b>5.39%</b>

## **BUSINESS PAPERS**

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### **10.2 MONTHLY FINANCIAL REPORT - SEPTEMBER 2020**

<b>Attachments:</b>	10.2.1. Monthly Financial Statement <a href="#">↓</a> 10.2.2. Cash <a href="#">↓</a> 10.2.3. Monthly Local Spend <a href="#">↓</a> 10.2.4. Capital Expenditures <a href="#">↓</a> 10.2.5. Budget Finance and Admin <a href="#">↓</a>
<b>Author:</b>	Jade Nacario - Manager Finance and Administration
<b>Date:</b>	9 October 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 30 September 2020.

#### **RECOMMENDATION:**

That Council:

1. accepts the Monthly Financial Report for the period ending 30 September 2020 as presented; and
2. that those matters not covered by resolution be noted.

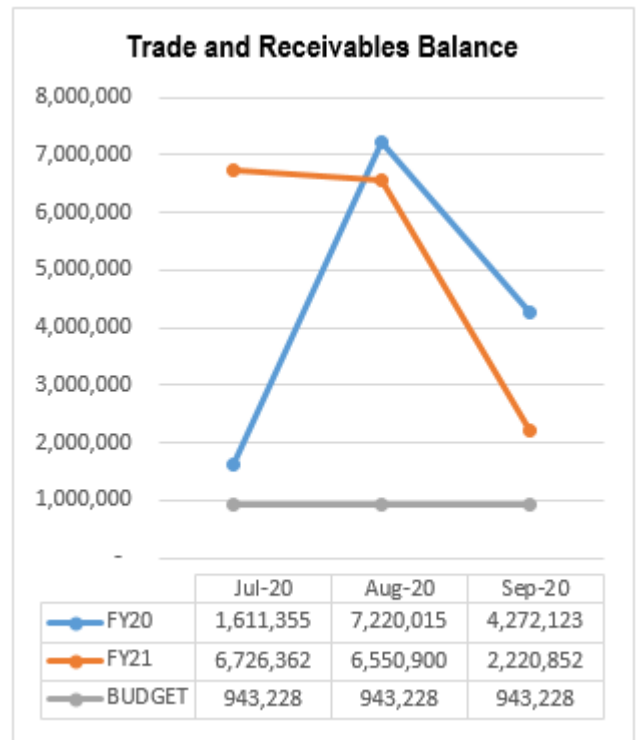
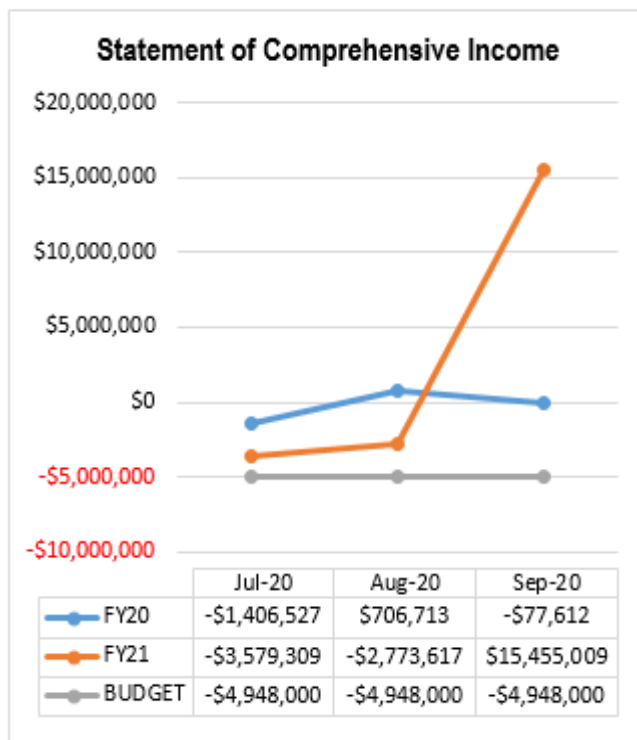
#### **FINANCIAL REPORT**

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 \$15,455,009, for the third month of the current financial year. The increase of revenue is due to Council is currently waiting for the external audit to be finalized before closing off the Asset Year 2019-2020 in Synergysoft, due to this the system is unable to run depreciation for the current year. It is estimated that the depreciation as of 30 September 2020 is \$3,557,250.

Council has *Trade and Receivables* of \$ 2,220,852 as of 30 September 2020. This balance is made up of \$1,944,129 (in outstanding rates & utility charges – with the remaining balance comprising of debtors, community loans etc.)

## BUSINESS PAPERS



### Rates and Service Charges

Month	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sept 20
Current Year	1,429,186.33	1,226,100	1,171,766.14	-	-	\$ 4,328,088.24	\$ 1,455,376.83
1 Year Arrears	92,897.17	91,268.71	\$89,755.97	\$1,128,673.14	\$ 292,675.36	\$ 284,704.17	\$ 185,898.83
2 Year Arrears	52,117.40	49,356.84	\$47,476.12	\$79,535.25	\$75,705.59	\$ 70,532.08	\$ 71,134.95
3+ Year Arrears	130,981.27	125,950	\$124,500.87	\$168,146.77	\$166,896.77	\$ 165,071.49	\$ 164,271.49
Interest	173,145.37	177,853.69	\$177,972.57	\$181,222.30	\$178,051.94	\$ 175,318.03	\$ 167,844.88
Credits	-55,817.73	-66,006.43	-\$97,861.74	-\$115,185.62	\$147,188.25	-\$ 52,254.21	-\$ 100,397.23
<b>Balance</b>	<b>\$1,822,509.81</b>	<b>\$1,604,522.81</b>	<b>\$1,513,609.93</b>	<b>\$1,442,391.84</b>	<b>\$566,141.41</b>	<b>\$ 4,971,459.80</b>	<b>\$ 1,944,129.75</b>

### 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 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.



## **BUSINESS PAPERS**

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### **Capital Expenditures 2020-2021**

Please see attachments for Council Capital Expenditures as of 30 September 2020.

### **Budget**

As at 30 September 2020, the financial year had elapsed 25%. Attached is the budget and year to date expenses accountable by the Manager of Finance and Admin.

### **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 2020/2021 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 30 September 2020

	Core \$	QRA \$	Non-Core \$	Total \$	Budget \$
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent revenue</b>					
Rates, levies and charges	3,738,498	-	-	3,738,498	7,867,000
Fees and charges	81,032	-	192,670	273,702	608,000
Rental income	21,496	-	127,078	148,574	531,000
Interest received	30,814	-	-	30,814	200,000
Sales revenue	2,323,970	-	1,464	2,325,433	10,061,000
Other income	63,523	-	-	63,523	7,000
Grants, subsidies, contributions and donations	946,384	23,811,341	261,501	25,019,225	60,698,000
	<u>7,205,716</u>	<u>23,811,341</u>	<u>582,712</u>	<u>31,599,768</u>	<u>79,972,000</u>
<b>Capital revenue</b>					
Grants, subsidies, contributions and donations	2,183,786	-	125,000	2,308,786	11,768,000
<b>Total revenue</b>	<u>9,389,502</u>	<u>23,811,341</u>	<u>707,712</u>	<u>33,908,555</u>	<u>91,740,000</u>
Capital income	14,727	-	-	14,727	-
<b>Total income</b>	<u>9,404,229</u>	<u>23,811,341</u>	<u>707,712</u>	<u>33,923,282</u>	<u>91,740,000</u>
<b>Expenses</b>					
<b>Recurrent expenses</b>					
Employee benefits	(1,487,622)	(609,262)	(344,368)	(2,441,252)	(11,720,000)
Materials and services	(2,979,895)	(12,415,370)	(529,415)	(15,924,680)	(70,340,000)
Finance costs	(102,341)	-	-	(102,341)	(399,000)
Depreciation	-	-	0	0	(14,229,000)
	<u>(4,569,858)</u>	<u>(13,024,632)</u>	<u>(873,782)</u>	<u>(18,468,273)</u>	<u>(96,688,000)</u>
<b>Capital expenses</b>	0	0	0	0	-
<b>Total expenses</b>	<u>(4,569,858)</u>	<u>(13,024,632)</u>	<u>(873,782)</u>	<u>(18,468,273)</u>	<u>(96,688,000)</u>
<b>Net result</b>	<u>4,834,370</u>	<u>10,786,709</u>	<u>(166,071)</u>	<u>15,455,009</u>	<u>(4,948,000)</u>
<b>Other comprehensive income</b>					
<b>Items that will not be reclassified to net result</b>					
Increase / (decrease) in asset revaluation surplus	-	-	-	-	-
<b>Total other comprehensive income for the year</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total comprehensive income for the year</b>	<u>4,834,370</u>	<u>10,786,709</u>	<u>(166,071)</u>	<u>15,455,009</u>	<u>(4,948,000)</u>



**Statement of Comprehensive Income**  
 for the period ended 30 September 2020

	30 September 2020	2020.2021
	Actual	Adopted Budget
	\$	\$
<b>Income</b>		
Recurrent Revenue		
Rates and Charges	3,738,498	7,867,000
Fees and Charges	273,702	608,000
Rental Income	148,574	531,000
Interest Received	30,814	200,000
Sales & Recoverable Works Revenue	2,325,433	10,061,000
Other Recurrent Income	63,523	7,000
Grants, Subsidies and Contributions	25,019,225	60,698,000
<b>Total Recurrent Revenue</b>	<b>31,599,768</b>	<b>79,972,000</b>
Capital Revenue		
Grants, Subsidies and Contributions	2,308,786	11,768,000
Capital Income	14,727	0
<b>Total Income</b>	<b>33,923,282</b>	<b>91,740,000</b>
<b>Expenses</b>		
Recurrent Expenses		
Administration and Governance	(2,230,371)	(9,036,500)
Community	(603,681)	(3,494,500)
Engineering	(3,956,848)	(14,054,000)
Fleet and Plant	2,773,332	2,548,000
Environment	(271,055)	(1,889,000)
DRFA	(13,024,632)	(52,500,000)
Tourism	(585,994)	(1,376,000)
Water and Sewerage	(466,683)	(2,258,000)
Finance Costs	(102,341)	(399,000)
Depreciation	0	(14,229,000)
<b>Total Expenses</b>	<b>(18,468,274)</b>	<b>(96,688,000)</b>
Capital Expenses		
	-	-
<b>Total Expenses</b>	<b>(18,468,273)</b>	<b>(96,688,000)</b>
<b>Net Operating Surplus / (Deficit)</b>	<b>15,455,009</b>	<b>(4,948,000)</b>



**Statement of Financial Position**  
 as at 30 September 2020

	30 September 2020 Actual \$	2020.2021 Adopted Budget \$
<b>Current Assets</b>		
Cash and Equivalents	32,799,197	11,865,705
Trade and Other Receivables	2,220,852	943,228
Inventories	623,680	535,632
Other Financial Assets	478,207	478,207
ATO Receivable	(2,424,576)	360,000
Investments	1,000,000	1,000,000
Contract Assets	8,322,569	0
<b>Total Current Assets</b>	<b>43,019,930</b>	<b>15,182,772</b>
<b>Non-Current Assets</b>		
Receivables	159,534	159,534
Property, Plant and Equipment	357,217,246	346,984,156
Capital Works in Progress	7,083,417	18,016,000
<b>Total Non-Current Assets</b>	<b>364,460,197</b>	<b>365,159,690</b>
<b>TOTAL ASSETS</b>	<b>407,480,127</b>	<b>380,342,462</b>
<b>Current Liabilities</b>		
Trade and Other Payables	1,930,899	3,981,672
Interest Bearing Liabilities	539,845	539,998
Provisions	1,184,923	919,872
Other Accounts Payable	100,000	100,000
Contract Liabilities	9,931,911	0
<b>Total Current Liabilities</b>	<b>13,687,579</b>	<b>5,541,542</b>
<b>Non-Current Liabilities</b>		
Interest Bearing Liabilities	7,255,622	7,057,920
Provisions	1,676,220	2,060,847
Other Accounts Payable	200,000	200,000
<b>Total Non-Current Liabilities</b>	<b>9,131,842</b>	<b>9,318,767</b>
<b>TOTAL LIABILITIES</b>	<b>22,819,421</b>	<b>14,860,308</b>
<b>NET COMMUNITY ASSETS</b>	<b>384,660,707</b>	<b>365,482,153</b>
<b>Community Equity</b>		
Asset Revaluation Reserve	269,621,280	268,161,543
Retained Surplus	115,039,427	97,320,610
<b>TOTAL COMMUNITY EQUITY</b>	<b>384,660,707</b>	<b>365,482,153</b>



**Cash Flow Statement**  
 for the period ended 30 September 2020

	30 September 2020	2020.2021
	Actual	Adopted Budget
	\$	\$
<b>Cash Flows From Operating Activities:</b>		
Receipts From Customers	10,700,587	26,666,954
Payments to Suppliers and Employees	<u>(24,060,426)</u>	<u>(82,160,000)</u>
	<b>(13,359,839)</b>	<b>(55,493,046)</b>
Interest Received	30,814	200,000
Rental Income	148,574	531,000
Non Capital Grant and Contributions	25,019,225	53,091,790
Borrowing Costs	<u>(102,341)</u>	<u>(399,000)</u>
<b>Net Cash Flows From Operating Activities</b>	<b><u>11,736,432</u></b>	<b><u>(2,069,256)</u></b>
<b>Cash Flows From Investing Activities:</b>		
Payments for Property, Plant and Equipment	<u>(1,188,190)</u>	<u>(17,540,868)</u>
Proceeds From Sale of Property, Plant and Equipment	0	276,000
Grants, Subsidies and Contributions	2,308,786	11,768,000
<b>Net Cash Flows From Investing Activities</b>	<b><u>1,120,596</u></b>	<b><u>(5,496,868)</u></b>
<b>Cash Flows From Financing Activities</b>		
Repayment of Borrowings	0	<u>(463,212)</u>
<b>Net Cash Flows From Financing Activities</b>	<b><u>0</u></b>	<b><u>(463,212)</u></b>
Net Increase (Decrease) in Cash Held	<b>12,857,027</b>	<b>(8,029,336)</b>
Cash at Beginning of Reporting Period	19,942,170	19,895,041
<b>Cash at End of Reporting Period</b>	<b><u>32,799,197</u></b>	<b><u>11,865,705</u></b>

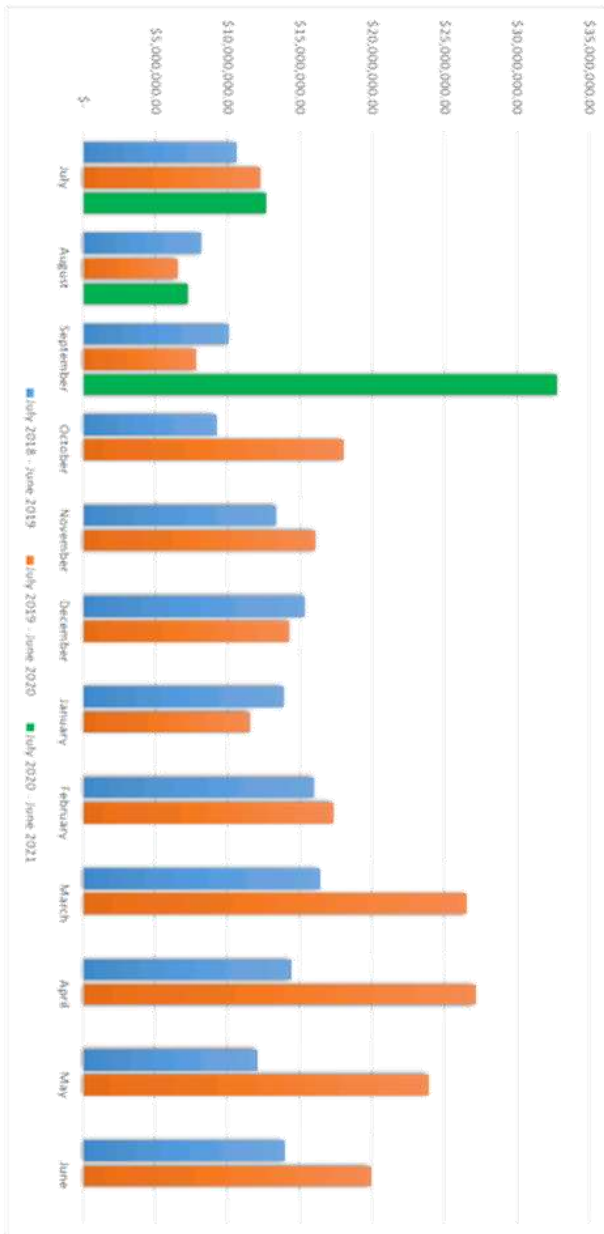


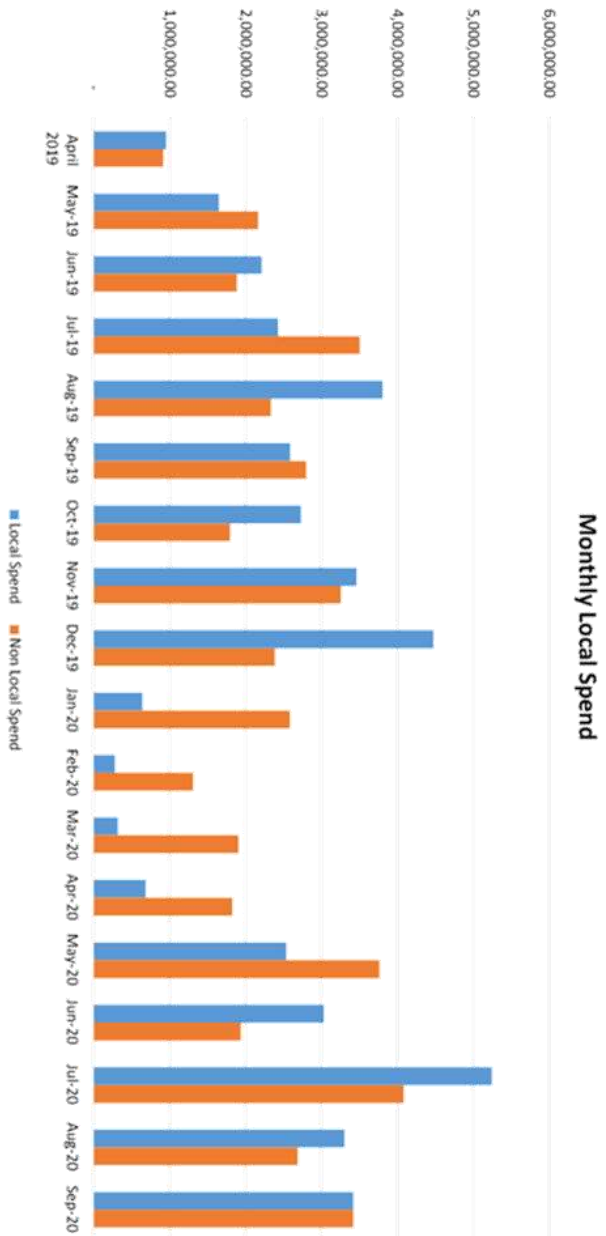
**Accounts Summary**

	30 September 2020 \$	31 August 2020 \$
<b>General Accounts</b>		
Queensland Treasury Corporation	32,252,274	7,147,556
AMP Term Deposit	1,000,000	1,000,000
Westpac General Operating Accounts	542,173	115,522
<b>Total balance held in banks</b>	<b>33,794,447</b>	<b>8,263,078</b>
<b>Trust Accounts</b>		
Queensland Treasury Corporation	91,378	91,378
Westpac Bank	34,269	33,059
<b>Total balance held in trust</b>	<b>125,647</b>	<b>124,437</b>
<b>Other Balances</b>		
CSC Reserves	11,070,235	11,070,235
CSC Provisions	2,861,144	2,911,046
<b>Total balance reserves and provisions</b>	<b>13,931,379</b>	<b>13,981,281</b>
<b>QTC Borrowings</b>		
Karumba Sewerage	1,913,376	1,969,402
Normanton Water Upgrade	1,045,417	1,074,069
Raise Glenore Weir	4,836,674	4,930,996
<b>Total balance QTC borrowings</b>	<b>7,795,467</b>	<b>7,974,467</b>
<b>Net Council Position</b>	<b>12,067,602</b>	<b>(13,692,670)</b>

CASH

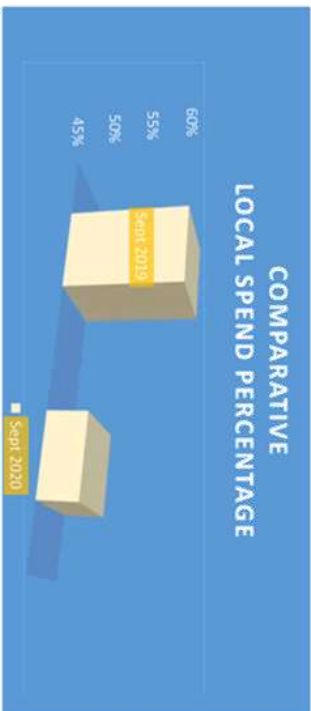
Cash	July	August	September	October	November	December	January	February	March	April	May	June
2019	\$10,624,212.00	\$8,210,979.00	\$10,052,874.00	\$9,230,314.00	\$13,365,287.00	\$15,294,953.00	\$13,886,829.00	\$16,004,746.00	\$16,406,721.00	\$14,428,103.00	\$12,076,778.00	\$13,940,891.00
2020	\$12,280,567.00	\$6,538,396.00	\$7,802,285.00	\$17,986,246.00	\$16,045,726.00	\$14,253,941.00	\$11,534,551.00	\$17,310,350.00	\$26,505,321.00	\$27,148,119.00	\$23,891,105.00	\$19,885,041.00
2021	\$12,868,763.00	\$7,287,828.00	\$32,799,197.00									





Suppliers	Sep-19	Sep-20
Local Spend %age	60%	50%

Suppliers	Sep-19	Sep-20
Local Spend	2,732,822	3,421,423
Non Local Spend	1,798,909	3,418,540
Total Spend	4,532,731	6,839,963
Local Spend %age	60%	50%





CU/Job Cost	Particulars	TOTAL BALANCE B/F EXPENSES YTD	2020/2021 EXPENSES YTD	TOTAL PROJECT COST	Cap/Exp. C/E	CAPITANSED / TOTAL PROJECT	% COMP	2020/2021 BUDGET	2020 Capital Funding Through
	LXND (-\$51)								
	IMPROVEMENTS (-\$50900)	531,444.66	0.00	531,444.66		0.00			
	<i>Records the purchase of land assets but not land held for resale. Buildings are accounted for separately. Improvements include retaining walls, roads, large scale landscaping</i>								
	System Subdivision Redevelopment								
CL1801	BUILDINGS (-\$10,000)	531,444.66	0.00	531,444.66		0.00			
	<i>Records the built assets on the land which have a roof and walls. Examples include public conveniences, club houses.</i>								
	133,043.49	57,806.35	190,849.84			0.00		277,000	
WO2001	WAO - Administration Office Lift/Grades	96,790.02	53,640.85	150,430.87		0.00	63%	85,000	
WO2002	WAO - Nomination Water Treatment Plant	2,525.47	2,273.65	4,799.12		0.00	2%	125,000	
WO2003	WAO - Office - Karamba Sewerage Treatment Plant	33,728.00	1,891.83	35,619.83		0.00	3%	67,000	
	0.00								
	PLANT & EQUIPMENT (-\$5,000)	20,378.69	0.00	20,378.69		0.00		527,000.00	
WO2010	WAO - Nomination Iron Hill P/A System	20,378.69	0.00	20,378.69		0.00	0%	2,000	
CP2101	P4118 - Glenco Lincider IV 2500pa (Lansdowne)	0.00	0.00	0.00		0.00	0%	30,000	
CP2102	P3018 P 3111 Conceptual 140M Motor Grader	0.00	0.00	0.00		0.00	0%	440,000	
CP2104	P1680 - Toyota Hiace 35 Dual Cab 4x4 Utility	0.00	0.00	0.00		0.00	0%	55,000	

CI/Job Cost	Particulars	TOTAL BALANCE B/F	2020/2021	TOTAL PROJECT	Cap/Exp	CAPITALISED /	TOTAL	COMP	2020/2021	2020 Capital Funding
		EXPENSES YTD	COST	C/E	EXPENSED	PROJECT	%	BUDGET	Through	
	<b>ROAD INFRASTRUCTURE (-\$10,000)</b>									
CR1903	BRIDGES & HYDRAULIC S/R (-\$10,000)	2,175,325.56	2,196,176.43	0.00	0.00	2,196,176.43	0%	7,075,000		
CR2001	NDRP Litter Byrnoe Approaches to culseway	299,833.35	299,833.35	0.00	0.00	299,833.35	0%	209,000		
CR2002	IBS/RSR - Nomination to Bankstown Road	1,820,086.77	1,827,788.64	0.00	0.00	1,827,788.64	0%	-		
	KALP - Karumba Airport Upgrade	53,005.44	53,005.44	0.00	0.00	53,005.44	0%	-		
CR2003	2019 Nominations-Bankstown Road	2,400.00	5,289.00	0.00	0.00	5,289.00	0%	-		
CR2004	Sec.0017/1819E Rec	0.00	10,260.00	0.00	0.00	10,260.00	0%	-		
CR2101	N/dp Burke & Wills Monument Road	0.00	0.00	0.00	0.00	0.00	0%	138,000		
CR2102	Nomination-Bankstown Seal Project 11/12 Csc.0017/1819E Rec	0.00	0.00	0.00	0.00	0.00	0%	745,000		
CR2103	Nomination-Bankstown Seal Project 13 Csc.0016/1819E Rec	0.00	0.00	0.00	0.00	0.00	0%	2,658,000		
CR2104	Old C/road Road Grid	0.00	0.00	0.00	0.00	0.00	0%	35,000		
CR2105	Disability Access Nomination - Hoopaths	0.00	0.00	0.00	0.00	0.00	0%	60,000		
CR2106	Disability Access Karumba - Hoopaths	0.00	0.00	0.00	0.00	0.00	0%	45,000		
CR2107	Shire Grid Installations	0.00	0.00	0.00	0.00	0.00	0%	40,000		
CR2108	Asst Tds Dunbar Kowaryama Road Roadway	0.00	0.00	0.00	0.00	0.00	0%	925,000		
WOC 301	Drainage Facemnt Maintenance And Improvcment	0.00	0.00	0.00	0.00	0.00	0%	25,000		
RR2101	ids/RSR - Nomination to Bankstown Road	0.00	0.00	0.00	0.00	0.00	0%	1,820,000		
LC2101	ccp - Cemetery - Rodley Grounds Footpath	0.00	0.00	0.00	0.00	0.00	0%	375,000		
	<b>WATER INFRA (-\$10,000)</b>									
W1901	Snr Wer Rensng Investigation (field in WIP)	1,588,398.23	1,586,702.88	0.00	0.00	1,586,702.88	0%	3,677,000		
W1902	Extensve Wer Recentration	9,165.15	9,165.15	0.00	0.00	9,165.15	3%	-		
W1903	Extend Main to Ulyvate study (field in WIP)	1,287,909.95	1,367,040.91	0.00	0.00	1,367,040.91	3%	2,652,000		
W1904	WIP Design Cost Consultant 2016-17	37,000.01	37,000.01	0.00	0.00	37,000.01	0%	-		
W2007	IBR - Raw Water Irrigation	10,290.00	10,290.00	0.00	0.00	10,290.00	2%	945,000		
WOC 302	Yalpar St Water Valve Replacement	44,033.12	64,645.87	0.00	0.00	64,645.87	0%	80,000		
WOC 303	Nomination Water Treatment Plant Upgrades And Maintenance	0.00	0.00	0.00	0.00	0.00	0%	-		
RR2101	Csc.0018/1819E Dss Chemere Wer Sewerage	94,410.94	94,410.94	0.00	0.00	94,410.94	0%	-		
	<b>SEWERAGE INFRASTRUCTURE (-\$10,000)</b>									
		15,752.00	65,997.66	0.00	0.00	81,749.66		755,000		
	<b>Karumba SIP</b>									
CS3001	Inlet Screen	0.00	25,569.44	0.00	0.00	25,569.44		-		
RR2001	Sewerage - Gra Retirement Program 2020	15,752.00	31,822.27	0.00	0.00	47,574.27		-		
	<b>Nomination SIP</b>									
CS2101	De-Studling Of Sewerage Lagoon (N/dp)	0.00	0.00	0.00	0.00	0.00	0%	735,000		
WOC 304	Nomination Sewerage Treatment Plant Effluent Irrigation Replacement	0.00	8,605.95	0.00	0.00	8,605.95	43%	20,000		
	<b>Pump Stations</b>									
		0.00	0.00	0.00	0.00	0.00				

Cost	Particulars	TOTAL BALANCE B/F	2020/2021	TOTAL PROJECT	Cap./Exp.	CAPITALISED /	TOTAL	%	2020/2021	2020 Capital Funding
Code		EMPNSNS YTD	COST	C/E	EMPNSND	PROJECT	COMP	BUDGET	Through	
	<b>OTHER STRUCTURES (&lt;\$10,000)</b> <i>Structures are hand assets which cannot be classified as a building. Examples include playgrounds, swimming pools and heritage assets such as hand stents and monuments.</i>	<b>1,550,390.89</b>	<b>696,814.30</b>	<b>2,247,205.19</b>		<b>2,211,445.93</b>			<b>3,335,000</b>	
W4Q191	W4Q - LW Bana Hatchery Upgrades	935,047.64	0.00	935,047.64		935,047.64			-	
W4Q194	W4Q - School Dam Water/Farmy Precinct	13,330.00	0.00	12,330.00		12,330.00			-	
CO1902	W4Q - H/O	35,759.26	0.00	35,759.26	E	35,759.26			-	
CO1919	Stn Cemetery - Columbarium	15,500.00	0.00	15,500.00		15,500.00			-	
CO1920	N/S Resupply Range Ramp	6,799.25	404,091.97	410,891.22		410,891.22	43%		943,000	
CO2001	Stormwater Diversion - Normanton Landfill	18,711.60	-78.42	18,633.18		18,633.18			-	
CO2003	Security Cameras - Karumba Transfer Station	17,423.00	0.00	17,423.00		17,423.00			-	
CO2008	QdF - Finders River Floodplain Investigation And Assessment	0.00	110.01	110.01		110.01			-	
CO2009	Bana Hatchery Upgrade - Phase 2	164,275.27	4,523.44	168,798.71		168,798.71			-	
CO2101	Karumba Foreshore Sand Replacement	82,544	83,072.05	83,154.59		83,154.59			-	
ES2001	W4Q - Pomboons And Shade - Feasibility Study	1,500.00	0.00	1,500.00		1,500.00			-	
WQ2006	W4Q - Abutment Block - Karumba Boat Ramp	30,103.09	10,130.37	30,103.09		30,103.09	0%		75,000	
WQ2007	W4Q - Trades Shed - Rehabilitation	197,211.82	0.00	207,342.19		207,342.19	72%		14,000	
WQ2008	W4Q - Les Wilson Burramundi Discovery Centre - Feeding Facility Shade	2,461.29	0.05	2,461.34		2,461.34			-	
WQ2009	W4Q - Normanton Showground, Racecourse & Redco Grounds - Transformers Upgrade	1,600.00	0.00	1,600.00		1,600.00	0%		38,000	
CO2010	Solar PV Systems (Solar Energy)	9,000.00	7,694.09	16,694.09		16,694.09			-	
CO2011	Kba Transfer Station Cctv Tower	\$2,924.73	235.00	53,159.73		53,159.73	0%		-	
CO2102	Normanton Aerodrome Line Marking	0.00	0.00	0.00		0.00	0%		35,000	
CO2103	Karumba Aerodrome Line Marking	0.00	0.00	0.00		0.00	0%		25,000	
CO2104	Gilbert Street Postbox Repairs	0.00	0.00	0.00		0.00	0%		15,000	
CO2105	Stores Roller Door	0.00	0.00	0.00		0.00	0%		20,000	
CO2106	John Henry Oval Upgrade (Active Community Infrastructure)	0.00	0.00	0.00		0.00	0%		1,000,000	
WQ2011	W4Q - Installation Of Solar PV Sites	0.00	829.41	829.41		829.41	0%		539,000	
ETC211	Norman River - Telecommunications towers - Hecker Funding Grant	0.00	0.00	0.00		0.00	0%		85,000	
ETC212	Leop - John Henry Oval Playground	0.00	0.00	0.00		0.00	0%		275,000	
ETC213	Leop - Lwbdc Hatchery Fence	0.00	0.00	0.00		0.00	0%		31,000	
ETC214	Leop - Nccc Soft Fall	0.00	0.00	0.00		0.00	0%		30,000	
BC08501	Building Our Regions - Entertainment Area Lwbdc	49,661.40	186,306.33	235,867.73		235,867.73	89%		210,000	
	<b>HOUSING (&gt;\$10,000)</b>	<b>247,095.83</b>	<b>17,573.26</b>	<b>264,669.09</b>		<b>264,669.09</b>	<b>1.21</b>		<b>35,000</b>	
W4Q0811	W4Q 19/20 - 38 Woodland St Normanton	11,464.81	16,848.81	28,313.62		28,313.62	120%		14,000	
W4Q0812	W4Q 19/21 - 36 Woodland St Normanton (C shed)	0.00	85.45	85.45		85.45	1%		8,000	
W4Q0816	W4Q 19/20 - 23 Woodland St Normanton	191,067.92	639.00	191,706.92		191,706.92	0%		-	
W4Q0819	W4Q 19/21 - 23 Norman St Normanton (C shed)	0.00	0.00	0.00		0.00	0%		13,000	
WQ08110	W4Q 20/19/2021 - 140 Yappur St Roof And Kitchen Replacement	44,563.10	0.00	44,563.10		44,563.10	0%		-	
	<b>Other OPEX</b>	<b>0.00</b>	<b>1,570,700.50</b>	<b>1,570,700.50</b>		<b>1,570,700.50</b>			<b>-</b>	
	<i>Water Operating Expenses and Intangibles</i>									
OPF13003	Sim to Kba Fibre	0.00	1,500,000.00	1,500,000.00		1,500,000.00	0%		-	
OPF13101	Tralle Counters	0.00	26,525.00	26,525.00		26,525.00	0%		-	
OPF1901	Fusion Syners Soft Implementation	0.00	44,175.50	44,175.50		44,175.50	0%		-	
	<b>TOTAL MAJOR OPERATING</b>	<b>0</b>	<b>1,570,700.50</b>	<b>1,570,700.50</b>		<b>1,570,700.50</b>			<b>-</b>	
	<b>TOTAL CAPITAL FINANCING APPLICATIONS</b>	<b>6,061,829</b>	<b>1,057,347</b>	<b>7,119,176</b>		<b>7,083,417.18</b>	<b>7%</b>		<b>15,681,000</b>	
	<b>TOTAL FINANCING APPLICATIONS</b>	<b>6,061,829</b>	<b>2,028,048</b>	<b>8,689,877</b>		<b>8,654,117.68</b>	<b>17%</b>		<b>15,681,000</b>	

Responsible Officer	Description	Current Budget	YTD Actual	Percentage	Comments
Jade Nacario - Manager Finance & Administrative	Customer Service - Operating Expenses	\$477,000.00	\$136,699.71	28.66%	
Jade Nacario - Manager Finance & Administrative	Stores & Purchasing - Operating Expenses	\$161,000.00	\$39,334.92	24.43%	
Jade Nacario - Manager Finance & Administrative	Stores & Purchasing - Maintenance	\$15,000.00	\$0.00	0.00%	
Jade Nacario - Manager Finance & Administrative	Stores & Purchasing - Depreciation	\$1,000.00	\$0.00	0.00%	
Jade Nacario - Manager Finance & Administrative	Stores & Purchasing - On Costs Allocated to Works	-\$200,500.00	-\$39,946.24	19.92%	
Jade Nacario - Manager Finance & Administrative	Customer Service - Operating Income	-\$1,000.00	-\$111.36	11.14%	
Jade Nacario - Manager Finance & Administrative	Customer Service - Maintenance	\$28,000.00	\$2,301.06	8.22%	
Jade Nacario - Manager Finance & Administrative	Customer Service - Depreciation	\$223,000.00	\$0.00	0.00%	
Jade Nacario - Manager Finance & Administrative	Financial Services - Operating Grants, Subsidies and Contributions	-\$4,040,000.00	-\$533,161.50	13.20%	
Jade Nacario - Manager Finance & Administrative	Financial Services - Operating Income	-\$302,000.00	-\$24,289.22	12.02%	
Jade Nacario - Manager Finance & Administrative	Financial Services - Operating Expenses	\$1,119,000.00	\$282,711.85	25.26%	
Jade Nacario - Manager Finance & Administrative	Financial Services - Bank Fees	\$15,000.00	\$4,091.21	27.27%	
Jade Nacario - Manager Finance & Administrative	Rates Management - General Rates	-\$4,400,000.00	-\$2,209,871.18	50.22%	1st Levy for period 1 July to 31 Dec 2020 was completed in August 2020
Jade Nacario - Manager Finance & Administrative	Rates Management - Operating Income	\$0.00	-\$2,654.53	100.00%	Rates Search Income
Jade Nacario - Manager Finance & Administrative	Rates Management - Discount on General Rates	\$500,000.00	\$164,289.73	32.86%	
Jade Nacario - Manager Finance & Administrative	Rates Management - Pensioner Discount on General Rates (Council)	\$48,000.00	\$23,112.67	48.15%	1st Levy for period 1 July to 31 Dec 2020 was completed in August 2020
Jade Nacario - Manager Finance & Administrative	Rates Management - General Rates Write Offs	\$17,000.00	\$0.00	0.00%	
Jade Nacario - Manager Finance & Administrative	Rates Management - Pensioner Discount on General Rates (State)	\$0.00	\$4,950.00	100.00%	
Jade Nacario - Manager Finance & Administrative	Rates Management - Operating Expenses	\$71,000.00	\$1,653.42	2.33%	
Jade Nacario - Manager Finance & Administrative	Rates Management - Rates Based Financial Assistance	\$20,000.00	\$7,988.36	39.94%	1st Levy for period 1 July to 31 Dec 2020 was completed in August 2020
Jade Nacario - Manager Finance & Administrative	Information Technology - Operating Expenses	\$414,000.00	\$116,032.81	28.03%	
Jade Nacario - Manager Finance & Administrative	Information Technology - Maintenance	\$55,000.00	\$7,225.84	13.14%	
Jade Nacario - Manager Finance & Administrative	Information Technology - Depreciation	\$2,000.00	\$0.00	0.00%	
Jade Nacario - Manager Finance & Administrative	Records Management - Operating Expenses	\$65,000.00	\$42,728.86	65.74%	payment for records management review milestone 1; an amendment to reallocate budget from Finance to Records will be included in the upcoming budget review
Jade Nacario - Manager Finance & Administrative	Payroll - Operating Expenses	\$199,000.00	\$43,584.45	21.90%	
Jade Nacario - Manager Finance & Administrative	Special Leave	\$15,000.00	\$6,365.53	42.44%	
Jade Nacario - Manager Finance & Administrative	Statutory Holidays	\$260,000.00	\$288.35	0.11%	
Jade Nacario - Manager Finance & Administrative	Sick Leave	\$380,000.00	\$77,007.92	20.27%	
Jade Nacario - Manager Finance & Administrative	SL	\$130,000.00	\$0.00	0.00%	
Jade Nacario - Manager Finance & Administrative	Superannuation	\$1,050,000.00	\$239,181.80	22.78%	
Jade Nacario - Manager Finance & Administrative	Compassionate Leave	\$1,000.00	\$1,816.30	181.63%	
Jade Nacario - Manager Finance & Administrative	Stores & Purchasing - Auction	\$14,000.00	\$0.00	0.00%	

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### 10.3 REFINANCING OF EXISTING LOANS

<b>Attachments:</b>	10.3.1. Loan Schedules <a href="#">↓</a> 10.3.2. Refinancing - QTC <a href="#">↓</a>
<b>Author:</b>	Justin Hancock - Director of Corporate Services
<b>Date:</b>	5 October 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:

Sections 104(5) LGA 2009 and Section 192 LGR 2012 requires Council to adopt a Debt Policy to set out the planned borrowings for Council over the next ten (10) years. At present, Council does not have any planned "New" borrowings, however three (3) existing loans are currently held by Council.

#### RECOMMENDATION:

For Council Information.

#### Background:

In January 2020 a report was tabled to Council entitled 'Loan Review', this report provided an overview of Council's existing loans and the potential to refinance these loans as a result of reduced interest rates. As a result of Council's inability to fund the 'Early Repayment Adjustment' out of reserves or incorporate the ERA as part of a new loan, Council were unable to progress this review any further.

On 7 September 2020 the Director-General for Department of Local Government, Racing and Multicultural Affairs, Warwick Agnew, announced the Queensland Government's initiative to work with Regional Councils to refinance existing loans and the provision to include the 'Early Repayment Adjustment' as part of the refinancing.

Carpentaria Shire Council currently have three (3) existing borrowing from the Queensland Treasury Corporation (QTC), these loans are as follows:

Loan Description	Glenore Weir Upgrade	Karumba Sewer	Normanton Water	Total
<b>Current Balance</b>	\$4,829,171	\$1,908,692	\$1,042,913	\$7,780,777
<b>Market Value Balance</b>	\$5,747,474	\$2,444,789	\$1,345,062	\$9,537,325
<b>Interest Rate</b>	3.93%	6.27%	6.13%	
<b>Maturity Date</b>	15 March 2035	15 June 2030	15 March 2031	

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The above Current Balance represents the current amount recognised as owing by Council as a Current and Non-Current Liability on the Statement of Financial Position. The Market Value is the value recognised by the QTC, with the difference to be recognised as a 'Early Repayment Adjustment' if Council were to consider the refinancing of the loan(s). This would mean that if Council wished to consolidate all 3 loans into a single loan at today's current rate, a 'Early Repayment Adjustment' of \$1,756,548 would be payable.

QTC have advised that the following fixed rate loans are applicable as at 29 September 2020, however if Council were to apply there is a possibility that these may change from day to day.

- 15 Years – 1.42%
- 20 Years – 1.72%

In undertaking this review, Council officers have identified 2 potential scenarios in which Council may wish to consider:

### Option 1 – Refinance Karumba Sewer and Normanton Water loans for 15 years at 1.42%

Loan Description	Karumba Sewer	Normanton Water	Total	Refinanced Loan
<b>Loan Balance</b>	\$1,908,692	\$1,042,913	\$2,951,605	\$3,789,851
<b>Interest Rate</b>	6.27%	6.13%	6.22%	1.42%
<b>Maturity Date</b>	15 June 2030	15 March 2031		15 June 2035
<b>Repayment</b>	\$66,099	\$34,032	\$100,131	\$70,837
<b>ERA</b>	\$0	\$0	\$0	\$838,245
<b>Interest</b>	\$687,885	\$395,721	\$1,083,606	\$425,776
<b>Admin Fee</b>	\$12,625	\$7,427	\$20,052	\$34,482
<b>Total</b>	\$700,509	\$403,149	\$1,103,658	\$1,295,503

This option will provide a significant reduction in the borrowing interest rate which will assist in offsetting the Early Repayment Adjustment. Overall, Council would incur additional fees and charges of \$192,000 over the 15 year term of the loan. Council would also receive a reduction in quarterly repayments of almost \$30,000 per quarter, this reduction in repayments will support Council's long term cash flow and will also generate additional interest revenue, albeit very minimal over the 15 year period. Council are also provided with the option of funding the ERA of \$838,245 out of reserves, this option is not recommended as this would provide significant constraints on cash reserves.

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### Option 2 – Refinance all loans for 20 years at 1.72%

Loan Description	Karumba Sewer	Normanton Water	Glenore Weir Upgrade	Total	Refinanced Loan
<b>Loan Balance</b>	\$1,908,692	\$1,042,913	\$4,829,171	\$7,780,777	\$9,537,325
<b>Interest Rate</b>	6.27%	6.13%	3.93%	4.79%	1.72%
<b>Maturity Date</b>	15 June 2030	15 March 2031	15 March 2035		15 June 2040
<b>Repayment</b>	\$66,099	\$34,032	\$110,412	\$210,543	\$142,715
<b>ERA</b>	\$0	\$0	\$0	\$0	\$1,756,548
<b>Interest</b>	\$687,885	\$395,721	\$1,578,409	\$2,662,015	\$1,760,537
<b>Admin Fee</b>	\$12,625	\$7,427	\$46,246	\$66,298	\$117,710
<b>Total</b>	\$700,509	\$403,149	\$1,624,656	\$2,728,313	\$3,634,795

This option will provide Council with a slight reduction in borrowing interest rate which will marginally assist in offsetting the Early Repayment Adjustment. Overall, Council would incur significant additional fees and charges of \$906,000 over the 20 year term of the loan. Council would also receive a reduction in quarterly repayments of almost \$68,000 per quarter, this reduction in repayments will support Council's long term cash flow and will also generate additional interest revenue, albeit very minimal over the 20 year period. Council are also provided with the option of funding the ERA of \$1,756,548 out of reserves, this option is not recommended as this would provide significant constraints on cash reserves.

Council are also legislated by Sections 104(5) LGA 2009 and Section 192 LGR 2012 which requires Council to adopt a Debt Policy to set out the planned borrowings for Council over the next ten (10) years. At Council's Special Meeting on 15 July 2020, Council reviewed and adopted this policy stating that Council does not have any planned "New" borrowings for the next 10 year period. If Council wishes to pursue the refinancing of its loans and incorporate the ERA as part of the refinancing, this would constitute a 'new' loan and would require Council to amend and adopt the Debt Policy to reflect this new loan.

### **Officer Recommendations**

#### Option 1

That Council note the report tabled and elect to not pursue the refinancing of existing loans.

#### Option 2

That Council:

- Elect to refinance the existing Karumba Sewer and Normanton Water Loans and any Early Repayment Adjustment for a period of 15 years at a rate no greater than 1.42%;

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- Direct the Manager of Finance and Administration to review Council's Debt Policy and submit the amended policy to the November 2020 Council meeting; and
- Direct the Manager of Finance and Administration to update Council's Local Government Forecasting Model (LGFM) and submit this to the Queensland Treasury Corporation and Department of Local Government, Racing and Multicultural Affairs.

### Option 3

That Council:

- Elect to refinance all existing Loans and any Early Repayment Adjustment for a period of 20 years at a rate no greater than 1.72%;
- Direct the Manager of Finance and Administration to review Council's Debt Policy and submit the amended policy to the November 2020 Council meeting; and
- Direct the Manager of Finance and Administration to update Council's Local Government Forecasting Model (LGFM) and submit this to the Queensland Treasury Corporation and Department of Local Government, Racing and Multicultural Affairs.

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

- Mark Crawley – Chief Executive Officer
- Jade Nacario – Manager Finance and Administration
- Queensland Treasury Corporation

### **Legal Implications:**

- Sections 104(5) LGA 2009 and Section 192 LGR 2012 requires Council to adopt a Debt Policy to set out the planned borrowings for Council over the next ten (10) years.

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

- Option 1 – No additional financial or resource implications.
- Option 2 – This option will improve Council's cash flow by reducing quarterly repayments from \$100,131 to \$70,837. However, this option will incur additional fees and charges of \$192,000 over the 15 year term of the loan.
- Option 2 – This option will improve Council's cash flow by reducing quarterly repayments from \$210,543 to \$142,715. However, this option will incur additional fees and charges of \$906,000 over the 20 year term of the loan.

### **Risk Management Implications:**

- Low Risk – QTC is a secure credit lender.



### Glenore Weir

Payment Date	Opening Balance	Payment	Interest	Administration	Principal	Closing Balance
15 Sep 2020	4,889,662	110,412	47,980	1,406	61,027	4,828,635
15 Dec 2020	4,828,635	110,412	47,381	1,388	61,643	4,766,992
15 Mar 2021	4,766,992	110,412	46,776	1,371	62,266	4,704,727
15 Jun 2021	4,704,727	110,412	46,165	1,353	62,894	4,641,832
15 Sep 2021	4,641,832	110,412	45,548	1,335	63,530	4,578,303
15 Dec 2021	4,578,303	110,412	44,925	1,316	64,171	4,514,131
15 Mar 2022	4,514,131	110,412	44,295	1,298	64,819	4,449,312
15 Jun 2022	4,449,312	110,412	43,659	1,279	65,474	4,383,838
15 Sep 2022	4,383,838	110,412	43,016	1,260	66,135	4,317,702
15 Dec 2022	4,317,702	110,412	42,367	1,241	66,803	4,250,899
15 Mar 2023	4,250,899	110,412	41,712	1,222	67,478	4,183,421
15 Jun 2023	4,183,421	110,412	41,050	1,203	68,160	4,115,261
15 Sep 2023	4,115,261	110,412	40,381	1,183	68,848	4,046,413
15 Dec 2023	4,046,413	110,412	39,705	1,163	69,543	3,976,870
15 Mar 2024	3,976,870	110,412	39,023	1,143	70,246	3,906,624
17 Jun 2024	3,906,624	110,412	38,334	1,123	70,955	3,835,669
16 Sep 2024	3,835,669	110,412	37,638	1,103	71,672	3,763,997
16 Dec 2024	3,763,997	110,412	36,934	1,082	72,396	3,691,601
17 Mar 2025	3,691,601	110,412	36,224	1,061	73,127	3,618,474
16 Jun 2025	3,618,474	110,412	35,506	1,040	73,866	3,544,609
15 Sep 2025	3,544,609	110,412	34,781	1,019	74,612	3,469,997
15 Dec 2025	3,469,997	110,412	34,049	998	75,365	3,394,632
16 Mar 2026	3,394,632	110,412	33,310	976	76,126	3,318,505
15 Jun 2026	3,318,505	110,412	32,563	954	76,895	3,241,610
15 Sep 2026	3,241,610	110,412	31,808	932	77,672	3,163,938
15 Dec 2026	3,163,938	110,412	31,046	910	78,456	3,085,482
15 Mar 2027	3,085,482	110,412	30,276	887	79,249	3,006,233
15 Jun 2027	3,006,233	110,412	29,499	864	80,049	2,926,184
15 Sep 2027	2,926,184	110,412	28,713	841	80,858	2,845,326
15 Dec 2027	2,845,326	110,412	27,920	818	81,674	2,763,652
15 Mar 2028	2,763,652	110,412	27,118	795	82,499	2,681,152
15 Jun 2028	2,681,152	110,412	26,309	771	83,333	2,597,820
15 Sep 2028	2,597,820	110,412	25,491	747	84,174	2,513,646
15 Dec 2028	2,513,646	110,412	24,665	723	85,024	2,428,621
15 Mar 2029	2,428,621	110,412	23,831	698	85,883	2,342,738
15 Jun 2029	2,342,738	110,412	22,988	674	86,751	2,255,988
17 Sep 2029	2,255,988	110,412	22,137	649	87,627	2,168,361
17 Dec 2029	2,168,361	110,412	21,277	623	88,512	2,079,849
15 Mar 2030	2,079,849	110,412	20,409	598	89,406	1,990,444
17 Jun 2030	1,990,444	110,412	19,531	572	90,309	1,900,135
16 Sep 2030	1,900,135	110,412	18,645	546	91,221	1,808,914
16 Dec 2030	1,808,914	110,412	17,750	520	92,142	1,716,772
17 Mar 2031	1,716,772	110,412	16,846	494	93,073	1,623,699
16 Jun 2031	1,623,699	110,412	15,933	467	94,013	1,529,686
15 Sep 2031	1,529,686	110,412	15,010	440	94,962	1,434,724
15 Dec 2031	1,434,724	110,412	14,078	412	95,921	1,338,803
15 Mar 2032	1,338,803	110,412	13,137	385	96,890	1,241,912
15 Jun 2032	1,241,912	110,412	12,186	357	97,869	1,144,043
15 Sep 2032	1,144,043	110,412	11,226	329	98,857	1,045,186
15 Dec 2032	1,045,186	110,412	10,256	300	99,856	945,330
15 Mar 2033	945,330	110,412	9,276	272	100,864	844,466
15 Jun 2033	844,466	110,412	8,286	243	101,883	742,583
15 Sep 2033	742,583	110,412	7,287	213	102,912	639,671
15 Dec 2033	639,671	110,412	6,277	184	103,951	535,719
15 Mar 2034	535,719	110,412	5,257	154	105,001	430,718
15 Jun 2034	430,718	110,412	4,226	124	106,062	324,656
15 Sep 2034	324,656	110,412	3,186	93	107,133	217,523
15 Dec 2034	217,523	110,412	2,134	63	108,215	109,308
15 Mar 2035	109,308	110,412	1,073	31	109,308	0

### Karumba Sewer

Payment Date	Opening Balance	Payment	Interest	Administration	Principal	Closing Balance
15 Sep 2020	1,943,454	66,099	30,444	559	35,096	1,908,358
15 Dec 2020	1,908,358	66,099	29,894	549	35,656	1,872,702
15 Mar 2021	1,872,702	66,099	29,336	538	36,225	1,836,477
15 Jun 2021	1,836,477	66,099	28,768	528	36,803	1,799,674
15 Sep 2021	1,799,674	66,099	28,192	517	37,390	1,762,284
15 Dec 2021	1,762,284	66,099	27,606	507	37,986	1,724,298
15 Mar 2022	1,724,298	66,099	27,011	496	38,592	1,685,706
15 Jun 2022	1,685,706	66,099	26,407	485	39,208	1,646,498
15 Sep 2022	1,646,498	66,099	25,792	473	39,833	1,606,665
15 Dec 2022	1,606,665	66,099	25,168	462	40,469	1,566,196
15 Mar 2023	1,566,196	66,099	24,534	450	41,114	1,525,082
15 Jun 2023	1,525,082	66,099	23,890	438	41,770	1,483,311
15 Sep 2023	1,483,311	66,099	23,236	426	42,437	1,440,875
15 Dec 2023	1,440,875	66,099	22,571	414	43,114	1,397,761
15 Mar 2024	1,397,761	66,099	21,896	402	43,801	1,353,960
17 Jun 2024	1,353,960	66,099	21,210	389	44,500	1,309,460
16 Sep 2024	1,309,460	66,099	20,513	376	45,210	1,264,250
16 Dec 2024	1,264,250	66,099	19,804	363	45,931	1,218,319
17 Mar 2025	1,218,319	66,099	19,085	350	46,664	1,171,655
16 Jun 2025	1,171,655	66,099	18,354	337	47,408	1,124,247
15 Sep 2025	1,124,247	66,099	17,611	323	48,165	1,076,082
15 Dec 2025	1,076,082	66,099	16,857	309	48,933	1,027,149
16 Mar 2026	1,027,149	66,099	16,090	295	49,713	977,436
15 Jun 2026	977,436	66,099	15,312	281	50,507	926,929
15 Sep 2026	926,929	66,099	14,520	266	51,312	875,617
15 Dec 2026	875,617	66,099	13,717	252	52,131	823,486
15 Mar 2027	823,486	66,099	12,900	237	52,962	770,524
15 Jun 2027	770,524	66,099	12,070	222	53,807	716,717
15 Sep 2027	716,717	66,099	11,227	206	54,666	662,051
15 Dec 2027	662,051	66,099	10,371	190	55,538	606,513
15 Mar 2028	606,513	66,099	9,501	174	56,424	550,090
15 Jun 2028	550,090	66,099	8,617	158	57,324	492,766
15 Sep 2028	492,766	66,099	7,719	142	58,238	434,528
15 Dec 2028	434,528	66,099	6,807	125	59,167	375,360
15 Mar 2029	375,360	66,099	5,880	108	60,111	315,249
15 Jun 2029	315,249	66,099	4,938	91	61,070	254,179
17 Sep 2029	254,179	66,099	3,982	73	62,044	192,135
17 Dec 2029	192,135	66,099	3,010	55	63,034	129,101
15 Mar 2030	129,101	66,099	2,022	37	64,040	65,061
17 Jun 2030	65,061	66,099	1,019	19	65,061	0
16 Sep 2030						
16 Dec 2030						
17 Mar 2031						
16 Jun 2031						
15 Sep 2031						
15 Dec 2031						
15 Mar 2032						
15 Jun 2032						
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15 Dec 2033						
15 Mar 2034						
15 Jun 2034						
15 Sep 2034						
15 Dec 2034						
15 Mar 2035						

### Normanton Water

Payment Date	Opening Balance	Payment	Interest	Administra tion	Principal	Closing Balance
15 Sep 2020	1,060,222	34,032	16,240	305	17,487	1,042,735
15 Dec 2020	1,042,735	34,032	15,972	300	17,760	1,024,975
15 Mar 2021	1,024,975	34,032	15,700	295	18,037	1,006,937
15 Jun 2021	1,006,937	34,032	15,424	289	18,319	988,619
15 Sep 2021	988,619	34,032	15,143	284	18,604	970,014
15 Dec 2021	970,014	34,032	14,858	279	18,895	951,120
15 Mar 2022	951,120	34,032	14,569	273	19,190	931,930
15 Jun 2022	931,930	34,032	14,275	268	19,489	912,441
15 Sep 2022	912,441	34,032	13,976	262	19,793	892,648
15 Dec 2022	892,648	34,032	13,673	257	20,102	872,545
15 Mar 2023	872,545	34,032	13,365	251	20,416	852,130
15 Jun 2023	852,130	34,032	13,053	245	20,734	831,395
15 Sep 2023	831,395	34,032	12,735	239	21,058	810,337
15 Dec 2023	810,337	34,032	12,412	233	21,387	788,951
15 Mar 2024	788,951	34,032	12,085	227	21,720	767,230
17 Jun 2024	767,230	34,032	11,752	221	22,059	745,171
16 Sep 2024	745,171	34,032	11,414	214	22,403	722,768
16 Dec 2024	722,768	34,032	11,071	208	22,753	700,015
17 Mar 2025	700,015	34,032	10,722	201	23,108	676,906
16 Jun 2025	676,906	34,032	10,369	195	23,469	653,438
15 Sep 2025	653,438	34,032	10,009	188	23,835	629,603
15 Dec 2025	629,603	34,032	9,644	181	24,207	605,396
16 Mar 2026	605,396	34,032	9,273	174	24,585	580,811
15 Jun 2026	580,811	34,032	8,897	167	24,968	555,843
15 Sep 2026	555,843	34,032	8,514	160	25,358	530,485
15 Dec 2026	530,485	34,032	8,126	153	25,754	504,731
15 Mar 2027	504,731	34,032	7,731	145	26,156	478,576
15 Jun 2027	478,576	34,032	7,331	138	26,564	452,012
15 Sep 2027	452,012	34,032	6,924	130	26,978	425,034
15 Dec 2027	425,034	34,032	6,510	122	27,399	397,634
15 Mar 2028	397,634	34,032	6,091	114	27,827	369,808
15 Jun 2028	369,808	34,032	5,665	106	28,261	341,547
15 Sep 2028	341,547	34,032	5,232	98	28,702	312,845
15 Dec 2028	312,845	34,032	4,792	90	29,150	283,695
15 Mar 2029	283,695	34,032	4,345	82	29,605	254,090
15 Jun 2029	254,090	34,032	3,892	73	30,067	224,023
17 Sep 2029	224,023	34,032	3,431	64	30,536	193,487
17 Dec 2029	193,487	34,032	2,964	56	31,013	162,474
15 Mar 2030	162,474	34,032	2,489	47	31,496	130,978
17 Jun 2030	130,978	34,032	2,006	38	31,988	98,990
16 Sep 2030	98,990	34,032	1,516	28	32,487	66,503
16 Dec 2030	66,503	34,032	1,019	19	32,994	33,509
17 Mar 2031	33,509	34,032	513	10	33,509	0
16 Jun 2031						
15 Sep 2031						
15 Dec 2031						
15 Mar 2032						
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15 Sep 2033						
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15 Mar 2034						
15 Jun 2034						
15 Sep 2034						
15 Dec 2034						
15 Mar 2035						

**Total**

Payment Date	Opening Balance	Payment	Interest	Administra tion	Principal	Closing Balance
15 Sep 2020	\$7,893,337	210,543	94,664	2,269	113,610	7,779,728
15 Dec 2020	\$7,779,728	210,543	93,247	2,237	115,059	7,664,669
15 Mar 2021	\$7,664,669	210,543	91,812	2,204	116,528	7,548,141
15 Jun 2021	\$7,548,141	210,543	90,357	2,170	118,016	7,430,125
15 Sep 2021	\$7,430,125	210,543	88,883	2,136	119,524	7,310,601
15 Dec 2021	\$7,310,601	210,543	87,389	2,102	121,052	7,189,549
15 Mar 2022	\$7,189,549	210,543	85,875	2,067	122,601	7,066,948
15 Jun 2022	\$7,066,948	210,543	84,340	2,032	124,171	6,942,777
15 Sep 2022	\$6,942,777	210,543	82,785	1,996	125,762	6,817,015
15 Dec 2022	\$6,817,015	210,543	81,209	1,960	127,374	6,689,640
15 Mar 2023	\$6,689,640	210,543	79,612	1,923	129,008	6,560,632
15 Jun 2023	\$6,560,632	210,543	77,993	1,886	130,664	6,429,968
15 Sep 2023	\$6,429,968	210,543	76,352	1,849	132,343	6,297,625
15 Dec 2023	\$6,297,625	210,543	74,689	1,811	134,043	6,163,582
15 Mar 2024	\$6,163,582	210,543	73,004	1,772	135,767	6,027,815
17 Jun 2024	\$6,027,815	210,543	71,296	1,733	137,515	5,890,300
16 Sep 2024	\$5,890,300	210,543	69,564	1,693	139,285	5,751,015
16 Dec 2024	\$5,751,015	210,543	67,810	1,653	141,080	5,609,935
17 Mar 2025	\$5,609,935	210,543	66,031	1,613	142,899	5,467,036
16 Jun 2025	\$5,467,036	210,543	64,229	1,572	144,743	5,322,293
15 Sep 2025	\$5,322,293	210,543	62,402	1,530	146,611	5,175,682
15 Dec 2025	\$5,175,682	210,543	60,550	1,488	148,505	5,027,177
16 Mar 2026	\$5,027,177	210,543	58,673	1,445	150,425	4,876,752
15 Jun 2026	\$4,876,752	210,543	56,771	1,402	152,370	4,724,382
15 Sep 2026	\$4,724,382	210,543	54,843	1,358	154,342	4,570,040
15 Dec 2026	\$4,570,040	210,543	52,888	1,314	156,341	4,413,699
15 Mar 2027	\$4,413,699	210,543	50,907	1,269	158,367	4,255,332
15 Jun 2027	\$4,255,332	210,543	48,900	1,223	160,420	4,094,912
15 Sep 2027	\$4,094,912	210,543	46,864	1,177	162,502	3,932,411
15 Dec 2027	\$3,932,411	210,543	44,801	1,131	164,611	3,767,799
15 Mar 2028	\$3,767,799	210,543	42,710	1,083	166,750	3,601,050
15 Jun 2028	\$3,601,050	210,543	40,590	1,035	168,917	3,432,132
15 Sep 2028	\$3,432,132	210,543	38,442	987	171,114	3,261,018
15 Dec 2028	\$3,261,018	210,543	36,264	938	173,342	3,087,676
15 Mar 2029	\$3,087,676	210,543	34,056	888	175,599	2,912,077
15 Jun 2029	\$2,912,077	210,543	31,819	837	177,887	2,734,190
17 Sep 2029	\$2,734,190	210,543	29,550	786	180,207	2,553,983
17 Dec 2029	\$2,553,983	210,543	27,251	734	182,558	2,371,424
15 Mar 2030	\$2,371,424	210,543	24,920	682	184,942	2,186,483
17 Jun 2030	\$2,186,483	210,543	22,557	629	187,358	1,999,125
16 Sep 2030	\$1,999,125	144,444	20,161	575	123,708	1,875,417
16 Dec 2030	\$1,875,417	144,444	18,769	539	125,136	1,750,281
17 Mar 2031	\$1,750,281	144,444	17,359	503	126,581	1,623,699
16 Jun 2031	\$1,623,699	110,412	15,933	467	94,013	1,529,686
15 Sep 2031	\$1,529,686	110,412	15,010	440	94,962	1,434,724
15 Dec 2031	\$1,434,724	110,412	14,078	412	95,921	1,338,803
15 Mar 2032	\$1,338,803	110,412	13,137	385	96,890	1,241,912
15 Jun 2032	\$1,241,912	110,412	12,186	357	97,869	1,144,043
15 Sep 2032	\$1,144,043	110,412	11,226	329	98,857	1,045,186
15 Dec 2032	\$1,045,186	110,412	10,256	300	99,856	945,330
15 Mar 2033	\$945,330	110,412	9,276	272	100,864	844,466
15 Jun 2033	\$844,466	110,412	8,286	243	101,883	742,583
15 Sep 2033	\$742,583	110,412	7,287	213	102,912	639,671
15 Dec 2033	\$639,671	110,412	6,277	184	103,951	535,719
15 Mar 2034	\$535,719	110,412	5,257	154	105,001	430,718
15 Jun 2034	\$430,718	110,412	4,226	124	106,062	324,656
15 Sep 2034	\$324,656	110,412	3,186	93	107,133	217,523
15 Dec 2034	\$217,523	110,412	2,134	63	108,215	109,308
15 Mar 2035	\$109,308	110,412	1,073	31	109,308	0

## 15 Year - 1.42%

Payment Date	Opening	Payment	Interest	Administra	Principal	Closing
15 Sep 2020	\$3,789,851	\$70,837	\$13,454	\$1,090	\$56,293	\$3,733,558
15 Dec 2020	\$3,733,558	\$70,837	\$13,254	\$1,073	\$56,509	\$3,677,048
15 Mar 2021	\$3,677,048	\$70,837	\$13,054	\$1,057	\$56,726	\$3,620,322
15 Jun 2021	\$3,620,322	\$70,837	\$12,852	\$1,041	\$56,944	\$3,563,378
15 Sep 2021	\$3,563,378	\$70,837	\$12,650	\$1,024	\$57,163	\$3,506,215
15 Dec 2021	\$3,506,215	\$70,837	\$12,447	\$1,008	\$57,382	\$3,448,833
15 Mar 2022	\$3,448,833	\$70,837	\$12,243	\$992	\$57,602	\$3,391,231
15 Jun 2022	\$3,391,231	\$70,837	\$12,039	\$975	\$57,823	\$3,333,408
15 Sep 2022	\$3,333,408	\$70,837	\$11,834	\$958	\$58,045	\$3,275,363
15 Dec 2022	\$3,275,363	\$70,837	\$11,628	\$942	\$58,268	\$3,217,095
15 Mar 2023	\$3,217,095	\$70,837	\$11,421	\$925	\$58,491	\$3,158,604
15 Jun 2023	\$3,158,604	\$70,837	\$11,213	\$908	\$58,716	\$3,099,888
15 Sep 2023	\$3,099,888	\$70,837	\$11,005	\$891	\$58,941	\$3,040,947
15 Dec 2023	\$3,040,947	\$70,837	\$10,795	\$874	\$59,167	\$2,981,779
15 Mar 2024	\$2,981,779	\$70,837	\$10,585	\$857	\$59,394	\$2,922,385
17 Jun 2024	\$2,922,385	\$70,837	\$10,374	\$840	\$59,622	\$2,862,763
16 Sep 2024	\$2,862,763	\$70,837	\$10,163	\$823	\$59,851	\$2,802,911
16 Dec 2024	\$2,802,911	\$70,837	\$9,950	\$806	\$60,081	\$2,742,831
17 Mar 2025	\$2,742,831	\$70,837	\$9,737	\$789	\$60,311	\$2,682,519
16 Jun 2025	\$2,682,519	\$70,837	\$9,523	\$771	\$60,543	\$2,621,976
15 Sep 2025	\$2,621,976	\$70,837	\$9,308	\$754	\$60,775	\$2,561,201
15 Dec 2025	\$2,561,201	\$70,837	\$9,092	\$736	\$61,008	\$2,500,193
16 Mar 2026	\$2,500,193	\$70,837	\$8,876	\$719	\$61,243	\$2,438,950
15 Jun 2026	\$2,438,950	\$70,837	\$8,658	\$701	\$61,478	\$2,377,473
15 Sep 2026	\$2,377,473	\$70,837	\$8,440	\$684	\$61,713	\$2,315,759
15 Dec 2026	\$2,315,759	\$70,837	\$8,221	\$666	\$61,950	\$2,253,809
15 Mar 2027	\$2,253,809	\$70,837	\$8,001	\$648	\$62,188	\$2,191,621
15 Jun 2027	\$2,191,621	\$70,837	\$7,780	\$630	\$62,427	\$2,129,194
15 Sep 2027	\$2,129,194	\$70,837	\$7,559	\$612	\$62,666	\$2,066,528
15 Dec 2027	\$2,066,528	\$70,837	\$7,336	\$594	\$62,907	\$2,003,622
15 Mar 2028	\$2,003,622	\$70,837	\$7,113	\$576	\$63,148	\$1,940,473
15 Jun 2028	\$1,940,473	\$70,837	\$6,889	\$558	\$63,390	\$1,877,083
15 Sep 2028	\$1,877,083	\$70,837	\$6,664	\$540	\$63,634	\$1,813,449
15 Dec 2028	\$1,813,449	\$70,837	\$6,438	\$521	\$63,878	\$1,749,571
15 Mar 2029	\$1,749,571	\$70,837	\$6,211	\$503	\$64,123	\$1,685,448
15 Jun 2029	\$1,685,448	\$70,837	\$5,983	\$485	\$64,369	\$1,621,079
17 Sep 2029	\$1,621,079	\$70,837	\$5,755	\$466	\$64,616	\$1,556,463
17 Dec 2029	\$1,556,463	\$70,837	\$5,525	\$447	\$64,864	\$1,491,599
15 Mar 2030	\$1,491,599	\$70,837	\$5,295	\$429	\$65,113	\$1,426,486
17 Jun 2030	\$1,426,486	\$70,837	\$5,064	\$410	\$65,363	\$1,361,123
16 Sep 2030	\$1,361,123	\$70,837	\$4,832	\$391	\$65,614	\$1,295,510
16 Dec 2030	\$1,295,510	\$70,837	\$4,599	\$372	\$65,865	\$1,229,644
17 Mar 2031	\$1,229,644	\$70,837	\$4,365	\$354	\$66,118	\$1,163,526
16 Jun 2031	\$1,163,526	\$70,837	\$4,131	\$335	\$66,372	\$1,097,154
15 Sep 2031	\$1,097,154	\$70,837	\$3,895	\$315	\$66,627	\$1,030,527
15 Dec 2031	\$1,030,527	\$70,837	\$3,658	\$296	\$66,882	\$963,645
15 Mar 2032	\$963,645	\$70,837	\$3,421	\$277	\$67,139	\$896,506
15 Jun 2032	\$896,506	\$70,837	\$3,183	\$258	\$67,397	\$829,109

15 Sep	2032	\$829,109	\$70,837	\$2,943	\$238	\$67,655	\$761,454
15 Dec	2032	\$761,454	\$70,837	\$2,703	\$219	\$67,915	\$693,539
15 Mar	2033	\$693,539	\$70,837	\$2,462	\$199	\$68,176	\$625,363
15 Jun	2033	\$625,363	\$70,837	\$2,220	\$180	\$68,437	\$556,926
15 Sep	2033	\$556,926	\$70,837	\$1,977	\$160	\$68,700	\$488,226
15 Dec	2033	\$488,226	\$70,837	\$1,733	\$140	\$68,963	\$419,263
15 Mar	2034	\$419,263	\$70,837	\$1,488	\$121	\$69,228	\$350,035
15 Jun	2034	\$350,035	\$70,837	\$1,243	\$101	\$69,494	\$280,541
15 Sep	2034	\$280,541	\$70,837	\$996	\$81	\$69,760	\$210,781
15 Dec	2034	\$210,781	\$70,837	\$748	\$61	\$70,028	\$140,753
15 Mar	2035	\$140,753	\$70,837	\$500	\$40	\$70,297	\$70,456
15 Jun	2035	\$70,456	\$70,726	\$250	\$20	\$70,456	\$0

425,776.32 34,481.89

## 20 Year - 1.72%

Payment Date	Opening Balance	Payment	Interest	Administra tion	Principal	Closing Balance
15 Sep 2020	\$9,537,325	\$142,715	\$41,010	\$2,742	\$98,963	\$9,438,362
15 Dec 2020	\$9,438,362	\$142,715	\$40,585	\$2,714	\$99,417	\$9,338,946
15 Mar 2021	\$9,338,946	\$142,715	\$40,157	\$2,685	\$99,873	\$9,239,073
15 Jun 2021	\$9,239,073	\$142,715	\$39,728	\$2,656	\$100,331	\$9,138,743
15 Sep 2021	\$9,138,743	\$142,715	\$39,297	\$2,627	\$100,791	\$9,037,952
15 Dec 2021	\$9,037,952	\$142,715	\$38,863	\$2,598	\$101,253	\$8,936,698
15 Mar 2022	\$8,936,698	\$142,715	\$38,428	\$2,569	\$101,718	\$8,834,980
15 Jun 2022	\$8,834,980	\$142,715	\$37,990	\$2,540	\$102,185	\$8,732,796
15 Sep 2022	\$8,732,796	\$142,715	\$37,551	\$2,511	\$102,653	\$8,630,142
15 Dec 2022	\$8,630,142	\$142,715	\$37,110	\$2,481	\$103,124	\$8,527,018
15 Mar 2023	\$8,527,018	\$142,715	\$36,666	\$2,452	\$103,597	\$8,423,421
15 Jun 2023	\$8,423,421	\$142,715	\$36,221	\$2,422	\$104,073	\$8,319,348
15 Sep 2023	\$8,319,348	\$142,715	\$35,773	\$2,392	\$104,550	\$8,214,798
15 Dec 2023	\$8,214,798	\$142,715	\$35,324	\$2,362	\$105,030	\$8,109,769
15 Mar 2024	\$8,109,769	\$142,715	\$34,872	\$2,332	\$105,511	\$8,004,257
17 Jun 2024	\$8,004,257	\$142,715	\$34,418	\$2,301	\$105,995	\$7,898,262
16 Sep 2024	\$7,898,262	\$142,715	\$33,963	\$2,271	\$106,482	\$7,791,780
16 Dec 2024	\$7,791,780	\$142,715	\$33,505	\$2,240	\$106,970	\$7,684,810
17 Mar 2025	\$7,684,810	\$142,715	\$33,045	\$2,209	\$107,461	\$7,577,349
16 Jun 2025	\$7,577,349	\$142,715	\$32,583	\$2,178	\$107,954	\$7,469,395
15 Sep 2025	\$7,469,395	\$142,715	\$32,118	\$2,147	\$108,449	\$7,360,946
15 Dec 2025	\$7,360,946	\$142,715	\$31,652	\$2,116	\$108,947	\$7,251,999
16 Mar 2026	\$7,251,999	\$142,715	\$31,184	\$2,085	\$109,446	\$7,142,553
15 Jun 2026	\$7,142,553	\$142,715	\$30,713	\$2,053	\$109,949	\$7,032,604
15 Sep 2026	\$7,032,604	\$142,715	\$30,240	\$2,022	\$110,453	\$6,922,151
15 Dec 2026	\$6,922,151	\$142,715	\$29,765	\$1,990	\$110,960	\$6,811,192
15 Mar 2027	\$6,811,192	\$142,715	\$29,288	\$1,958	\$111,469	\$6,699,723
15 Jun 2027	\$6,699,723	\$142,715	\$28,809	\$1,926	\$111,980	\$6,587,743
15 Sep 2027	\$6,587,743	\$142,715	\$28,327	\$1,894	\$112,494	\$6,475,249
15 Dec 2027	\$6,475,249	\$142,715	\$27,844	\$1,862	\$113,010	\$6,362,240
15 Mar 2028	\$6,362,240	\$142,715	\$27,358	\$1,829	\$113,528	\$6,248,711
15 Jun 2028	\$6,248,711	\$142,715	\$26,869	\$1,797	\$114,049	\$6,134,662
15 Sep 2028	\$6,134,662	\$142,715	\$26,379	\$1,764	\$114,572	\$6,020,090
15 Dec 2028	\$6,020,090	\$142,715	\$25,886	\$1,731	\$115,098	\$5,904,992
15 Mar 2029	\$5,904,992	\$142,715	\$25,391	\$1,698	\$115,626	\$5,789,366
15 Jun 2029	\$5,789,366	\$142,715	\$24,894	\$1,664	\$116,156	\$5,673,210
17 Sep 2029	\$5,673,210	\$142,715	\$24,395	\$1,631	\$116,689	\$5,556,521
17 Dec 2029	\$5,556,521	\$142,715	\$23,893	\$1,597	\$117,224	\$5,439,296
15 Mar 2030	\$5,439,296	\$142,715	\$23,389	\$1,564	\$117,762	\$5,321,534
17 Jun 2030	\$5,321,534	\$142,715	\$22,883	\$1,530	\$118,302	\$5,203,232
16 Sep 2030	\$5,203,232	\$142,715	\$22,374	\$1,496	\$118,845	\$5,084,387
16 Dec 2030	\$5,084,387	\$142,715	\$21,863	\$1,462	\$119,390	\$4,964,996
17 Mar 2031	\$4,964,996	\$142,715	\$21,349	\$1,427	\$119,938	\$4,845,058
16 Jun 2031	\$4,845,058	\$142,715	\$20,834	\$1,393	\$120,488	\$4,724,570
15 Sep 2031	\$4,724,570	\$142,715	\$20,316	\$1,358	\$121,041	\$4,603,529
15 Dec 2031	\$4,603,529	\$142,715	\$19,795	\$1,324	\$121,596	\$4,481,933

15 Mar	2032	\$4,481,933	\$142,715	\$19,272	\$1,289	\$122,154	\$4,359,778
15 Jun	2032	\$4,359,778	\$142,715	\$18,747	\$1,253	\$122,715	\$4,237,064
15 Sep	2032	\$4,237,064	\$142,715	\$18,219	\$1,218	\$123,277	\$4,113,786
15 Dec	2032	\$4,113,786	\$142,715	\$17,689	\$1,183	\$123,843	\$3,989,943
15 Mar	2033	\$3,989,943	\$142,715	\$17,157	\$1,147	\$124,411	\$3,865,532
15 Jun	2033	\$3,865,532	\$142,715	\$16,622	\$1,111	\$124,982	\$3,740,550
15 Sep	2033	\$3,740,550	\$142,715	\$16,084	\$1,075	\$125,555	\$3,614,995
15 Dec	2033	\$3,614,995	\$142,715	\$15,544	\$1,039	\$126,131	\$3,488,864
15 Mar	2034	\$3,488,864	\$142,715	\$15,002	\$1,003	\$126,710	\$3,362,154
15 Jun	2034	\$3,362,154	\$142,715	\$14,457	\$967	\$127,291	\$3,234,863
15 Sep	2034	\$3,234,863	\$142,715	\$13,910	\$930	\$127,875	\$3,106,988
15 Dec	2034	\$3,106,988	\$142,715	\$13,360	\$893	\$128,462	\$2,978,526
15 Mar	2035	\$2,978,526	\$142,715	\$12,808	\$856	\$129,051	\$2,849,475
15 Jun	2035	\$2,849,475	\$142,715	\$12,253	\$819	\$129,643	\$2,719,832
15 Sep	2035	\$2,719,832	\$142,715	\$11,695	\$782	\$130,238	\$2,589,594
15 Dec	2035	\$2,589,594	\$142,715	\$11,135	\$745	\$130,835	\$2,458,759
15 Mar	2036	\$2,458,759	\$142,715	\$10,573	\$707	\$131,435	\$2,327,324
15 Jun	2036	\$2,327,324	\$142,715	\$10,007	\$669	\$132,038	\$2,195,285
15 Sep	2036	\$2,195,285	\$142,715	\$9,440	\$631	\$132,644	\$2,062,641
15 Dec	2036	\$2,062,641	\$142,715	\$8,869	\$593	\$133,253	\$1,929,389
15 Mar	2037	\$1,929,389	\$142,715	\$8,296	\$555	\$133,864	\$1,795,525
15 Jun	2037	\$1,795,525	\$142,715	\$7,721	\$516	\$134,478	\$1,661,047
15 Sep	2037	\$1,661,047	\$142,715	\$7,143	\$478	\$135,095	\$1,525,952
15 Dec	2037	\$1,525,952	\$142,715	\$6,562	\$439	\$135,715	\$1,390,237
15 Mar	2038	\$1,390,237	\$142,715	\$5,978	\$400	\$136,337	\$1,253,900
15 Jun	2038	\$1,253,900	\$142,715	\$5,392	\$360	\$136,963	\$1,116,937
15 Sep	2038	\$1,116,937	\$142,715	\$4,803	\$321	\$137,591	\$979,346
15 Dec	2038	\$979,346	\$142,715	\$4,211	\$282	\$138,222	\$841,124
15 Mar	2039	\$841,124	\$142,715	\$3,617	\$242	\$138,856	\$702,267
15 Jun	2039	\$702,267	\$142,715	\$3,020	\$202	\$139,493	\$562,774
15 Sep	2039	\$562,774	\$142,715	\$2,420	\$162	\$140,133	\$422,641
15 Dec	2039	\$422,641	\$142,715	\$1,817	\$122	\$140,776	\$281,865
15 Mar	2040	\$281,865	\$142,715	\$1,212	\$81	\$141,422	\$140,443
15 Jun	2040	\$140,443	\$141,087	\$604	\$40	\$140,443	\$0
				\$1,760,537	\$117,710		





# Refinancing Fixed Rate Loans

CARPENTARIA REGIONAL COUNCIL – SEPTEMBER 2020

## Opportunity to refinance existing Fixed Rate Loan/s (FRL)

- Historically low interest rates present an opportunity to reduce the interest rates on Council's existing Fixed Rate Loan/s (FRLs) by refinancing and extending the loan term out to a maximum of 20 years (from the date of refinancing).
- This opportunity could result in an immediate cash flow benefit by reducing loan repayments (from refinancing to a reduced interest rate and extending the term over which the principal is repaid) after allowing for the Early Repayment Adjustment.
- Freed up cash flow from refinancing can be used for reinvestments that stimulate economic activity, help deliver projects or support jobs, and could be applied to capex direct or additional borrowings for capex.

## What Council needs to know about refinancing an existing FRL

- FRLs are refinanced at the Market Value at the time of refinancing.
- The difference between the Book Value and Market Value of the loan (Early Repayment Adjustment (ERA)) will need to be recognised as a once-off adjustment in the financial accounts.
- At the time of refinancing, the ERA can be funded by either debt (added to the loan balance) and/or cash (where Council has sufficient forecast minimum liquidity to meet its requirements). QTC's analysis below shows the impact of refinancing under both funding options.
- While refinancing and extending loan terms results in reduced loan repayments, the total cumulative interest cost over the extended loan term (as well as the term over which the debt sits on the balance sheet) will be higher.
- Refinancing over the current remaining loan term provides no economic benefit. The benefit comes from refinancing at current low rates over a longer term.
- Council can choose to refinance some or all existing FRLs. Refinancing also presents an opportunity to consolidate existing loans being refinanced.
- Council's financial ratios will be impacted as a result of refinancing existing loans. Depending on how the ERA is funded some financial ratios eg, operating position and debt service coverage, are likely to be positively impacted and some financial ratios eg, leverage related ratios are likely to be negatively impacted.

## Refinancing results

- Council has requested indicative refinance information assuming all loans are refinanced over a loan term of 15 years and 20 years.
- Refinancing all existing FRLs (excluding the Glenore Weir Upgrade loan) at the current 15-year FRL interest rate of 1.42 per cent (1.54 per cent including the administration rate) will result in an immediate cash flow benefit to Council through reduced annual loan repayments of \$0.12 million if the ERA is funded by debt; or \$0.18 million if

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the ERA is funded by cash<sup>1</sup> (Table 1). The Glenore Weir Upgrade loan has been excluded as the current loan term is approximately 15 years.

- Refinancing all existing FRLs at the current 20-year FRL interest rate of 1.72 per cent (1.84 per cent including the administration rate) will result in an immediate cash flow benefit to Council through reduced annual loan repayments of \$0.27 million if the ERA is funded by debt; or \$0.38 million if the ERA is funded by cash<sup>1</sup> (Table 1).

TABLE 1 – SUMMARY OF ESTIMATED REFINANCED LOAN POSITION AS AT 16 SEPTEMBER 2020

	Total Market Value (\$m)	Total Book Value (\$m)	Early Repayment Adjustment (ERA) (\$m)	Refinanced Loan Balance (\$m)	Book Rate % (excl admin 0.115%)	Total Quarterly Repayment (\$m)	Total Reduced Annual Repayment (\$m)
Current loan position	9.5	7.8	1.8	N/A	4.79 <sup>2</sup>	0.21	N/A
<b>Refinanced loan position (estimated) – extend term to 15 years</b> (excludes Glenore Weir Upgrade loan)							
ERA funded by debt				3.8	1.42	0.07	0.12
ERA funded by cash				3.0	1.42	0.06	0.18
<b>Refinanced loan position (estimated) – extend term to 20 years</b>							
ERA funded by debt				9.5	1.72	0.14	0.27
ERA funded by cash				7.8	1.72	0.12	0.38

- All figures are indicative only and are current as at 16 September 2020. The actual ERA, interest rate and repayment amount for each loan will be determined at the date of refinancing based on market rates at the refinancing date.
- Appendix 1 (A.1) shows the refinanced loan details assuming the loan term is extended to 15 years and the ERA is funded by debt; and Appendix 2 (A.2) shows the refinanced loan details assuming the loan term is extended to 15 years and the ERA is funded by cash.
- Appendix 3 (A.3) shows the refinanced loan details assuming the loan term is extended to 20 years and the ERA is funded by debt; and Appendix 4 (A.4) shows the refinanced loan details assuming the loan term is extended to 20 years and the ERA is funded by cash.
- The refinanced loan details can be entered into the Local Government Forecasting Model (LGFM) to enable Council to assess the impact of refinancing FRLs on its financial position and overall credit metrics. Guidance on how to input the refinanced loan details into the LGFM is available.

### Summary of key considerations for Council

- Council may choose to refinance all or some of its FRLs
- There is a benefit of refinancing loans with a higher interest rate
- The shorter the term to maturity the less benefit from refinancing
- Remaining useful life of the asset being funded by the debt being commensurate with the extended term
- Aggregate ERA to be funded, and the funding method (debt and/or cash)
- Current (FY2021) and/or future forecast borrowing requirements
- Financial and credit impact of refinancing FRLs
- This initiative is only possible from being able to issue longer term debt at low rates. Low (relative) rates are supported by the State’s strong balance sheet and credit rating. Council deposits held with QTC (eg, via QTC Cash

<sup>1</sup> The analysis does not include consideration of the return on any alternative uses of the cash (in lieu of using it to pay the ERA). That is, if the ERA is funded from debt the remaining cash will provide ongoing interest earnings. This can be considered when doing a comparison between the two options.

<sup>2</sup> Weighted average book rate of existing loans

Fund) contribute towards the State's liquidity supporting the balance sheet and credit rating. Council is encouraged to consider placing deposits surplus to near term operational needs with QTC.

### What is the application and assessment process?

- DLGRMA Approval is required to extend loan terms. If electing to add the ERA onto the loan balance, a borrowing approval is required for the increase in debt.
- If the ERA is to be added onto the loan balance, a sufficient buffer should be included in your borrowing application to DLGRMA to allow for movements in interest rates prior to the refinance occurring. Up to date information on loan balances and current market interest rates is available on [QTC Link](#). QTC can assist in determining this buffer.
- As per all borrowing or loan modification applications, QTC will assess each application on a case-by-case basis and make a recommendation to DLGRMA on the proposed increase in debt and/or loan term extension.
- If applying to refinance existing loans, as well as new borrowings in FY21, both applications should be submitted together to DLGRMA by 26 February 2021, accompanied by an updated Local Government Forecasting Model (LGF) that reflects the impact of refinancing and/or new borrowings.

### Exclusions of analysis

- The above analysis does not represent a view by QTC that interest rates have bottomed, only that the current low interest rate environment presents an opportunity for Council to lock in current low interest rates for a longer term.
- QTC does not provide legal, accounting or taxation advice. Council is responsible for obtaining its own legal, tax and accounting advice before undertaking a refinancing of its FRL/s. Council is responsible for determining whether the refinancing of its existing FRLs is appropriate given its own individual circumstances.

## Appendix

### A.1: Refinanced loan details – Loan term extended to 15 years and ERA funded by debt (added to the loan)

Council's Glenore Weir Upgrade loan has been excluded as the current loan term is approximately 15 years.

**TABLE 2: REFINANCED LOAN POSITION – ASSUMING LOAN TERM EXTENDED TO 15 YEARS AND ERA IS FUNDED FROM DEBT AS AT 16 SEPTEMBER 2020**

Account Number	Account	Current loan information						Refinance loan information (Estimated)					
		Market Value	Book Value	Early Repayment Adjustment	Book Rate (excl admin 0.115%)	Repayment Quarterly	Maturity Date	Loan balance	Book Rate (excl admin 0.115%)	Repayment Quarterly	Maturity Date	Reduced Repayment Annual	
80871	Carpentaria SC - Karumba Sewer	2,444,789	1,908,692	536,097	6.27%	66,099	15/06/2030	2,444,789	1.42%	45,696	13/09/2035	81,611	
80873	Carpentaria SC-Normanton Water	1,345,062	1,042,913	302,148	6.13%	34,032	15/03/2031	1,345,062	1.42%	25,141	13/09/2035	35,563	
<b>Total</b>		<b>3,789,851</b>	<b>2,951,606</b>	<b>838,245</b>	<b>6.22%</b>	<b>100,131</b>		<b>3,789,851</b>	<b>1.42%</b>	<b>70,837</b>		<b>117,174</b>	
<b>Excluded loan as current term approx 15 years</b>													
80870	Carpentaria SC-Glenore Weir Upgrade	5,747,474	4,829,171	918,303	3.93%	110,412	15/03/2035	5,747,474	1.42%	107,428	13/09/2035	11,936	

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**A.2: Refinanced loan details – Loan term extended to 15 years and ERA funded by cash**

Council's Glenore Weir Upgrade loan has been excluded as the current loan term is approximately 15 years.

**TABLE 3: REFINANCED LOAN POSITION – ASSUMING LOAN TERM EXTENDED TO 15 YEARS AND ERA IS FUNDED FROM CASH AS AT 16 SEPTEMBER 2020**

Account Number	Account	Market Value	Book Value	Current Loan Information				Refinance Loan Information (Estimated)				Reduced Repayment Annual
				Early Repayment Adjustment	Book Rate (excl admin 0.115%)	Repayment Quarterly	Maturity Date	Loan Balance	Book Rate (excl admin 0.115%)	Repayment Quarterly	Maturity Date	
80871	Carpentaria SC - Karumba Sewer	2,444,789	1,908,692	536,097	6.27%	66,099	15/06/2030	1,908,692	1.42%	35,676	13/09/2035	121,692
80873	Carpentaria SC-Normanton Water	1,345,062	1,042,913	302,148	6.13%	34,032	15/03/2031	1,042,913	1.42%	19,493	13/09/2035	58,154
<b>Total</b>		<b>3,789,851</b>	<b>2,951,606</b>	<b>838,245</b>	<b>6.22%</b>	<b>100,131</b>		<b>2,951,606</b>	<b>1.42%</b>	<b>55,170</b>		<b>179,846</b>
<b>Excluded loan as current term &gt; 15 years</b>												
80870	Carpentaria SC-Glenore Weir/Upgra	5,747,474	4,829,171	918,303	3.93%	110,412	15/03/2035	4,829,171	1.42%	90,264	13/09/2035	80,593

Refinancing Fixed Rate Loans

A.1: Refinanced loan details – Loan term extended to 20 years and ERA funded by debt (added to the loan)

TABLE 4: REFINANCED LOAN POSITION – ASSUMING LOAN TERM EXTENDED TO 20 YEARS AND ERA IS FUNDED FROM DEBT AS AT 16 SEPTEMBER 2020

Account Number	Account	Market Value	Book Value	Current loan information				Refinance loan information (Estimated)				Reduced Repayment Annual
				Early Repayment Adjustment	Book Rate (excl admin 0.115%)	Repayment Quarterly	Maturity Date	Loan Balance	Book Rate (excl admin 0.115%)	Repayment Quarterly	Maturity Date	
80870	Carpentaria SC-Glenore WeirUpgra	5,747,474	4,829,171	918,303	3.93%	110,412	15/03/2035	5,747,474	1.72%	86,004	11/09/2040	97,632
80871	Carpentaria SC - Karumba Sewer	2,444,789	1,908,692	536,097	6.27%	66,099	15/06/2030	2,444,789	1.72%	36,583	11/09/2040	118,063
80873	Carpentaria SC-Normanton Water	1,345,062	1,042,913	302,148	6.13%	34,032	15/03/2031	1,345,062	1.72%	20,127	11/09/2040	55,619
<b>Total</b>		<b>9,537,325</b>	<b>7,780,777</b>	<b>1,756,548</b>	<b>4.79%</b>	<b>210,543</b>		<b>9,537,325</b>	<b>1.72%</b>	<b>142,715</b>		<b>271,314</b>

Refinancing Fixed Rate Loans

A.2: Refinanced loan details – Loan term extended to 20 years and ERA funded by cash

TABLE 5: REFINANCED LOAN POSITION – ASSUMING LOAN TERM EXTENDED TO 20 YEARS AND ERA IS FUNDED FROM CASH AS AT 16 SEPTEMBER 2020

Account Number	Account	Market Value	Book Value	Current Loan Information				Refinance Loan Information (Estimated)				Reduced Repayment Annual
				Early Repayment Adjustment	Book Rate (excl admin 0.115%)	Repayment Quarterly	Maturity Date	Loan Balance	Book Rate (excl admin 0.115%)	Repayment Quarterly	Maturity Date	
80870	Carpentaria SC-Glenore Weir/Upgra	5,747,474	4,829,171	918,303	3.93%	110,412	15/03/2035	4,829,171	1.72%	72,263	11/09/2040	152,598
80871	Carpentaria SC - Karumba Sewer	2,444,789	1,908,692	536,097	6.27%	66,099	15/06/2030	1,908,692	1.72%	28,561	11/09/2040	150,151
80873	Carpentaria SC-Normanton Water	1,345,062	1,042,913	302,148	6.13%	34,032	15/03/2031	1,042,913	1.72%	15,606	11/09/2040	73,704
<b>Total</b>		<b>9,537,325</b>	<b>7,780,777</b>	<b>1,756,548</b>	<b>4.79%</b>	<b>210,543</b>		<b>7,780,777</b>	<b>1.72%</b>	<b>116,430</b>		<b>376,452</b>

Refinancing Fixed Rate Loans

## BUSINESS PAPERS

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### 10.4 WATER SUPPLY AGREEMENTS (RAW WATER)

<b>Attachments:</b>	10.4.1. Water Supply Agreement <a href="#">↓</a>
<b>Author:</b>	Justin Hancock - Director of Corporate Services
<b>Date:</b>	9 October 2020
<b>Key Outcome:</b>	7.3 - Strategic management of Council
<b>Key Strategy:</b>	7.3.1 Develop and implement local laws, policies, standards and codes in accordance with legislative requirements and ensure compliance.

#### Executive Summary:

Carpentaria Shire Council currently provides services to its raw water connection for the purpose of servicing domestic and stock watering purposes. With the expansion of Council's raw water network in Normanton, Council may seek to expand the supply of raw water services to commercial users in the 2021/2022 period. In April 2019, it was identified Council's existing water supply agreements were outdated and inflexible for Council and the end user.

#### RECOMMENDATION:

For Council's feedback.

#### Background:

In April 2019, Council's Acting Chief Executive Officer, John Kelly, was provided a copy of an updated draft Water Supply Agreement. This draft agreement was reviewed and updated over a period of time, eventually this agreement was sent to landowners connected to Council's raw water network on 31 August 2020.

In the September 2020 meeting of Council, a request was submitted in General Business to table the draft report provided to landowners for review. In accordance with this request, Council's Lawyers, Preston Law, have provided a summary of changes compared to previous arrangements (below) and a draft agreement has been attached. It is Council's intention to utilize this draft agreement for future connections to Council's raw water network to limit ongoing operational expenses to draft a new agreement for every new connection.

Please find below a summary of changes undertaken:

Updated Water Supply Agreements	Previous Water Supply Agreements
Water allocation – 5 megalitres	Water allowance – 900 kilolitres
Water charges payable – broken down into yearly charges for domestic, stock and excess water per connection. Water charges reviewed in line with the adoption of the annual Revenue Statement.	Water charges payable i.e. \$32 per unit



## BUSINESS PAPERS

Landowner to maintain any works it requires to connect to the water supply scheme	Acknowledgement of the fact water is untreated.
Council has the ability to suspend the landowners right to extract raw water where it is required for the use of the community.	Council provides no warranties as to the quality of the water or of continuous supply.
Council does not warrant the quality or availability of the water.	
Landowner to ensure it has all applicable approvals in place.	
The Agreement makes provision for pumping strategy meetings.	
Landowner indemnifies Council for any loss or damage suffered by it in connection with the Agreement.	
Council may require the Landowner to take out a policy of insurance.	
Either party may terminate the Agreement with 3 months written notice. Council has the right to terminate the Agreement if the Landowner defaults under the Agreement. Default situations are specified in clause 13.3 of the Agreement. These include, a breach of any of the terms of the Agreement, failure of the Landowner to maintain works, if the Landowner damages the interests of Council or engages in misconduct, a breach of any approvals that may be required, or if Council decides that it is no longer viable or sustainable to provide water to the Landowner.	

### Consultation (Internal/External):

- Chief Executive Officer – Mark Crawley
- Manager Water and Waste – Ben Hill
- Preston Law – Julianna Cuda

### Legal Implications:

- The draft water supply arrangement has been developed to limit Council's liability in supplying raw water to landowners.

### Financial and Resource Implications:

- The provision of developing a draft water supply arrangement will limit the requirement to engage legal services to execute an agreement for future raw water connections.

## **BUSINESS PAPERS**

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### **Risk Management Implications:**

- High Risk – The absence of a robust water supply agreement for the supply of raw water to landowners could result in Council being liable for the quality or availability of the water.

## **AGREEMENT – WATER SUPPLY**

**Carpentaria Shire Council**

**(“Council”)**

**[INSERT]**

**(“Landowner”)**

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## PARTIES

1. Carpentaria Shire Council of 29-33 Haig Street, Normanton in the State of Queensland

2. [INSERT]

(“Landowner”)

## BACKGROUND

- A. Council is the Water Service Provider for the Carpentaria local government area and owns and operates the Water Supply Scheme for the purpose of supplying water to the Carpentaria local government area.
- B. The Landowner requires Raw Water for the purposes specified in the Reference Schedule.
- C. The Landowner acknowledges that the Raw Water is untreated water.
- D. Council agrees to provide the Landowner with Raw Water from the Water Supply Scheme subject to the conditions contained in this Agreement.

## REFERENCE SCHEDULE

Item 1	Council: Address for Notices: Postal Address: Email Address:	Carpentaria Shire Council 29-33 Haig Street Normanton Qld 4890 PO Box 31 Normanton Qld 4890 council@carpentaria.qld.gov.au
Item 2	Landowner Address for Notices Postal Address: Email Address:	[INSERT]
Item 3	Term of Agreement Each Renewed Term	1 year 1 year
Item 4	Domestic Water Charge  Stock Watering Charge	<b>\$XXX.XX</b> per Chargeable Year per Connection from the Commencement Date subject to annual Review  Domestic Water Charges payable as at the Commencement Date = <b>\$XXX.XX</b>  <b>\$2.60</b> per kilolitre per Chargeable Year per Connection from the Commencement date subject to annual Review
	Excess Water Charge	<b>\$ 2.60</b> per kilolitre
	Review Date	On or before the commencement of each Chargeable Year
	Review Method	Adoption of annual Revenue Statement.
Item 5	Water Allocation	5 megalitres per Chargeable Year per Connection
Item 6	Purpose and Number of Connections	Stock Watering – Nil

		Domestic – 3 Connections [INCLUDE CONNECTION DETAILS]
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## OPERATIVE PROVISIONS

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### 1. DEFINITIONS AND INTERPRETATION

#### 1.1. Definitions

In this Agreement unless inconsistent with the context of subject matter:

- (a) **“Approvals”** means all approvals, permits, licences as may be required or necessary at law for the supply of Raw Water under this Agreement;
- (b) **“Chargeable Year”** means each separate year of the Term, the first of such Chargeable Year commencing on the Commencement Date and each subsequent Chargeable Year commencing on the corresponding day of each succeeding day of each succeeding year;
- (c) **“Commencement date”** means the date that the last party executes this Agreement;
- (d) **“Connection/s”** means the point at which Landowner connects to the Water Supply Scheme and is the sole access point from which the Landowner may extract or obtain the Raw Water, as shown on the attached Drawing;
- (e) **“Council”** means Carpentaria Shire Council, its successors and assigns;
- (f) **“Domestic”** means use of the Raw Water for domestic and household purposes;
- (g) **“Domestic Water Charge”** means the annual charge to extract Raw Water from the Water Supply Scheme for Domestic purposes as specified in the Reference Schedule and as amended from time to time in the Revenue Statement;
- (h) **“Drawing”** means the drawing attached in Schedule 1 showing the location of the Connections to the Water Supply Scheme;
- (i) **“Excess Water Charge”** means the amount specified in the Reference Schedule and as amended from time to time, for each and every kilolitre of Raw Water taken for Stock Watering purposes from a Connection over and above the Water Allocation for Stock Watering purposes in any Chargeable Year of the Term;
- (j) **“Expiry Date”** means the date the Agreement is terminated in accordance with Clause 13;
- (k) **“Interest”** has the meaning given to that term in Clause 5 of this Agreement;
- (l) **“Landowner”** means [INSERT];
- (m) **“Party” or “Parties”** means either or both of Council and Landowner;

- (n) **"Raw Water"** means untreated water which is derived from Glenore Weir and available through the Connection to the Landowner for Domestic or Stock Watering purposes;
- (o) **"Raw Water Meter"** means a device and any associated equipment that is capable of measuring the volume of Raw Water that is being extracted by the Landowner which is to be or has been installed at the Landowner's cost with prior written approval of Council and which is fully compliant with any relevant Australia Standards or other standard (including legislative standards, if applicable) and which is located as close as practicable to the Connection;
- (p) **"Revenue Statement"** means the fees and charges set by Council at the Councils annual budget meeting and as varied from time to time during the Term;
- (q) **"Stock Watering"** means Raw Water which is used for the purpose of the keeping of livestock;
- (r) **"Stock Watering Charge"** means the cost per kilolitre for Raw Water extracted from the Connection for Stock Watering purposes as specified in the Reference Schedule and as amended from time to time in the Revenue Statement;
- (s) **"Term"** means a period from the Commencement Date unless the Agreement is terminated in accordance with clause 13 of the Agreement.
- (t) **"Water Allocation"** means 5 megalitres of Raw Water for Stock Watering purposes per Connection per Chargeable Year which the Landowner is permitted to extract under the terms of this Agreement;
- (u) **"Water Charge"** means the Domestic Water Charge and/or the Stock Watering Charge as specified in the Reference Schedule;
- (v) **"Water Supply Scheme"** means the Carpentaria Shire Council water supply service which is in place and operated by Council to provide and deliver water including Raw Water to the Carpentaria local government area;
- (w) **"Works"** means any works that are necessary to be undertaken by the Landowner for Connection to the Water Supply Scheme, with all costs payable by the Landowner.

## 1.2. Interpretations

In this Agreement unless inconsistent with the context or subject matter:

- (a) A reference to a person includes any other legal entity;
- (b) Where any word or phrase is given a defined meaning any other part of speech or other grammatical form concerning the word or phrase has a corresponding meaning;
- (c) A reference to a statute includes all regulations and subordinate legislation and amendments;

- (d) A reference to a monetary amount is a reference to an Australian currency amount;
- (e) An obligation of two or more Parties binds them jointly and each of them severally;
- (f) An obligation incurred in favour of two or more Parties is enforceable by them severally;
- (g) References to time are in local time in Queensland;
- (h) A reference to a business day means any day on which trading banks are open for business in Queensland;
- (i) If any time period specified in this agreement expires on a day which is not a business day, the period shall expire at the end of the next business day;

## **2. AGREEMENT**

### **2.1. Right to extract Raw Water**

- (a) Council hereby grants to the Landowner for the Term a right to extract Raw Water from the Connections as specified in the Reference Schedule subject to the terms and conditions set out in this Agreement.
- (b) The Landowner has or will undertake the Works for this purpose and must not extract Raw Water other than from the Connection/s.

### **2.2. Acknowledgement by the Landowner**

- (a) The Landowner acknowledges that the Raw Water has not been treated in any way and that it is being supplied to the Landowner directly from Glenore Weir; and
- (b) Due to climatic conditions the supply of Raw Water may be intermittent or temporarily discontinued at any time.

## **3. TERM**

### **3.1. Term**

This Agreement is granted for the Term.

## **4. CHARGES AND METERING**

### **4.1. Raw Water Meter**

- (a) The Landowner is required at their cost, to install a Raw Water Meter, and any associated Works, as approved by Council and with all relevant Approvals as close as possible to the Connection.
- (b) The Raw Water Meter will be monitored by Council as necessary and all Raw Water drawn through the Raw Water Meter will be deemed to have been drawn by the Landowner and will therefore attract the payment of the Water Charge.



- (c) In the event that the Raw Water Meter fails to operate or fails to operate properly, then during the period of failure, the Landowner shall be deemed to have drawn the Raw Water at a rate per twenty-four (24) hour period or part thereof equal to the average daily metered rate in the preceding billing period.

#### **4.2. Water Charge**

- (a) The Landowner shall pay the Domestic Water Charge 6 monthly in arrears.
- (b) The Landowner shall pay the Stock Water Charge annually in arrears.
- (c) Council shall invoice the Landowner for the Water Charge, which is payable by the Landowner within thirty (30) days of issue of the invoice.
- (d) If Council does not render an invoice pursuant to sub-clause (b), the Council may at any time issue an invoice for the period for which it has not rendered an invoice, including after the expiry of the Agreement.
- (e) The Landowner must pay the Water Charge on time to the Council without set-off, counterclaim, withholding or deduction.

#### **4.3. Excess Water Charge**

- (a) The Landowner must not extract a greater volume of Raw Water for Stock Watering purposes than the volume specified in the Water Allocation without the prior written consent of Council.
- (b) Where extraction of Raw Water for Stock Watering purposes over and above the Water Allocation is approved by Council, the Landowner must pay the Excess Water Charge for each kilolitre of Raw Water extracted which is in excess of the Water Allocation (rounded up to the nearest kilolitre).
- (c) Any additional Raw Water extracted pursuant to this clause will be added to the tax invoice for the period in which the Landowner use of the Raw Water has exceeded the Water Allocation.
- (d) No Excess Water Charge applies to Raw Water used for Domestic purposes.

#### **4.4. Review**

- (a) The Water Charge and Excess Water Charge will be subject to annual review and adopted as part of Councils annual Revenue Statement.
- (b) Until the determination of the Water Charge and Excess Water Charge has been made for any Chargeable Year, the Water Charge and Excess Water Charge payable will be at the rate of the immediately preceding Chargeable Year.

### **5. INTEREST**

#### **5.1. Interest payable on unpaid monies**

- (a) Any monies not paid when due shall bear interest from the due date for payment to the date of payment at an interest rate determined by the

Council at the annual budget meeting compounding daily, and such interest must be paid along with the principal monies. Any judgement for such monies shall likewise bear interest from the date of judgement until the date of payment.

- (b) The parties acknowledge that the interest rate as at the date of the Agreement is 8.5%.

## **6. MAINTENANCE OF WORKS**

### **6.1. Maintenance Obligations**

- (a) The Works must be maintained by the Landowner at its own cost to the standard acceptable to Council and must remain watertight at all times.
- (b) If the Landowner fails to maintain the Works to a standard acceptable to Council, Council may carry out such maintenance of the Works to ensure that it is operational and in good condition, with the costs wholly recoverable by Council from the Landowner or Council may leave or remove the Works with the costs of removal recoverable by Council from the Landowner.

## **7. SUSPENSION OF RIGHT TO EXTRACT RAW WATER**

### **7.1. Council may suspend the right to extract Raw Water**

- (a) Constant water supply to the Carpentaria local government area is paramount and will have priority at all times
- (b) Council may in its absolute discretion suspend the Landowner's rights under this Agreement to extract Raw Water where Raw Water is required for use by the community in the Carpentaria local government area for any reason whatsoever.

### **7.2. No compensation**

No compensation for loss or damage howsoever caused is payable by the Council to the Landowner in the event of failure to supply the Raw Water specified in the Water Allocation from whatever cause.

## **8. WARRANTIES**

### **8.1. Warranties**

- (a) The Council gives no warranties as to:
  - (i) The quality of the Raw Water extracted from the Connection; or
  - (ii) The availability of the Water Allocation pursuant to the terms of this Agreement

### **8.2. Warranties as to Supply**

- (a) Council will attempt to maintain continuous supply and will not intentionally cease pumping from the Glenore Weir through the Water Supply Scheme without notice to the Landowner.

- (b) Council makes no warranties to maintain continuous supply of Raw Water should supply be interrupted due to pump failure, main breaks or matters outside the control of the Council.

## **9. APPROVALS**

### **9.1. The Landowner to obtain Approvals**

The Landowner must obtain all Approvals necessary to extract the Raw Water pursuant to this Agreement and as required pursuant to applicable legislation including but not limited to *Local Government Act 2009* and *Water Supply (Safety and Reliability) Act 2008*.

## **10. PUMPING STRATEGY MEETINGS**

### **10.1. Attendance at pumping strategy meetings**

The Landowner must ensure that an authorised person of the Landowner attends meetings on request by Council with seven (7) days written notice.

### **10.2. Purpose of Meetings**

The meetings will be attended by an authorised person of Council to discuss Council's proposed pumping strategy with respect to Council's water supply requirements and the Water Allocation required by the Landowner.

## **11. INDEMNITIES AND INSURANCE**

### **11.1. Indemnity**

The Landowner must indemnify the Council and save it harmless in respect of all actions, claims, demands, costs and expenses whatsoever arising in any manner whatsoever out of or in connection with this Agreement, including but not limited to construction and maintenance of the Works, use of the Raw Water and any activities associated with the extraction of the Raw Water. This indemnity continues notwithstanding the termination of this Agreement.

### **11.2. Insurance**

- (a) Council may at any time during the Term by notice in writing to the Landowner require the Landowner to take out insurance and maintain a policy of public liability insurance with limit of not less than twenty million dollars (\$20,000,000.00) for any one occurrence against any liability attaching the Landowner as a result of its operations under this Agreement. That policy of insurance must note the Council's interests or be otherwise endorsed so as to protect the interests of the Council as if it were a co - insured under that policy.
- (b) If Council requires the Landowner to take out insurance under Clause 11.2(a), the Landowner must provide evidence satisfactory to the Council of the terms and currency of their insurance policy referred to in this Clause upon request of Council.

**11.3. Release**

The Landowner agrees to use and take water under this Agreement at the Landowners risk and releases to the fullest extent permitted by law the Council, its servants, agents and contractors from all claims and demands of any kind and from all liability which may arise in respect of any accident, damage or injury occurring to any person or property except to the extent that such loss or damage is caused by the Council's negligent act or omission.

**12. COSTS**

**12.1. Costs**

Each Party bears their own costs of and incidental to the negotiation, preparation, execution and stamping (where applicable) of this Agreement.

**13. DEFAULT AND TERMINATION**

- 13.1. Either Party may terminate this Agreement on the giving of three (3) months written notice to the other Party.
- 13.2. If this Agreement is terminated, then the Water Charge payable for the Chargeable Year in which the termination occurs will be payable and on a pro rata basis.
- 13.3. The Council may terminate this Agreement immediately and without liability of any kind to the Landowner if:
- (a) The Landowner is placed into liquidation, receivership or administration;
  - (b) The Landowner breaches any term of this Agreement and such breach is not remedied to the Council's satisfaction within 14 days of written notice by the Council in accordance with Clause 13.4
  - (c) The Landowner has by its actions or omissions in the opinion of the Chief Executive Officer of Council damaged the interests of the Council or has brought into serious disrepute the reputation of the Council;
  - (d) The Landowner fails to maintain the Works as specified in Clause 6 of the Agreement
  - (e) The Landowner engages in any misconduct (including but not limited to fraud or dishonest behaviour);
  - (f) The Landowner is charged with a breach of any Approvals that may be required pursuant to the Agreement;
  - (g) The Landowner fails to provide satisfactory evidence to the Council of the existence and currency of the insurance policy as specified in Clause 11.2 (b) of this Agreement;
  - (h) Council, in its absolute discretion, considers that it is no longer viable or sustainable to continue providing the Raw Water to the Landowner pursuant to the Agreement having regard to circumstances arising in its local government area (including but not limited to community water shortage)

and in the interests of good rule and governance of Council's local government area.

- 13.4. Any notice to remedy given by the Council under Clause 13.3(b) must specify the particular term of the Agreement alleged to have been breached and provide sufficient details of the breach to allow the Landowner to remedy the breach.
- 13.5. Should cancellation of this Agreement occur as a result of the Landowner's default, then:
- (a) The Landowner acknowledges that it will have no claim against the Council at law or in equity for loss or paid for the Chargeable Year in which cancellation occurs, or inconvenience in consequence thereof:
  - (b) Council will be entitled to take such legal action it considers appropriate against the Landowner to claim damages for any loss suffered by Council.
- 13.6. Upon the termination of this Agreement for any reason whatsoever, the Landowner shall deliver up to the Council or its authorised representative any property of the Council, or of any client or customer of the Council which may be in its possession or custody or under its control.

#### **14. GENERAL PROVISIONS**

##### **14.1. Not Binding on Successors**

This Agreement shall be for the benefit of and binding upon the Parties and is personal to the Parties.

##### **14.2. Governing Law**

The Agreement is governed by the laws of Queensland and the Commonwealth of Australia which are in force in Queensland.

##### **14.3. Further Assurances**

The Parties must execute and deliver all documents and must do all things as per necessary for the complete performance of their respective obligations under this Agreement.

##### **14.4. Entire Understanding**

This Agreement contains the entire understanding and agreement between the Parties as to the subject matter of this Agreement.

##### **14.5. Waiver**

No waiver by a Party of a provision of this Agreement is binding unless made in writing.

##### **14.6. Severance**

If a provision of this Agreement is void or unenforceable it must be severed from this Agreement and the provisions that not void or unenforceable are unaffected by the severance

**14.7. Cumulative rights**

The rights and remedies of a Party to this Agreement are in addition to the rights and remedies conferred on the Party at law or in equity.

**14.8. Counterparts and fax**

The Agreement may be executed in any number of counterparts and when executed communication of the fact of execution to the other Parties may be made by sending evidence of execution by fax or email.

**14.9. Attorneys**

Where this Agreement is executed for a Party by an attorney, the attorney by executing it declares that the attorney has no notice of revocation of the power of attorney.

**14.10. Contra proferentum**

The *contra proferentem* rule and other rules or construction will not apply to disadvantage a Party whether that Party put the clause forward, was responsible for drafting all or part of it or would otherwise benefit from it.

**14.11. Dispute Resolution**

- (a) If a dispute arises in connection with this Agreement than a Party may only deal with that dispute in the manner set out in this Clause.
- (b) A Party to a dispute which arises in connection with this agreement may give to the other Party to the dispute a notice specifying the dispute and requiring its resolution under this Clause.
- (c) Within 14 days after a notice is given under Clause 14.11(b) (or such longer period as is agreed in writing by the Parties to the dispute) each Party to the dispute must use its best efforts to resolve the dispute in good faith.
- (d) If the dispute is not resolved within 28 days after the date of the notice in clause 14.11(b), any Party may take legal proceedings to resolve the dispute.
- (e) The provisions of the Clause do not prevent any Party from obtaining any injunctive declaratory or other interlocutory relief from a Court which may be urgently required.

**14.12. Address for Notices**

- (a) Address for Council :  
  
29-33 Haig Street, Normanton Qld 4890
- (b) Address for Landowner:  
  
[INSERT]

**SCHEDULE 1**

**DRAWING SHOWING LOCATION OF CONNECTION**

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2020

**EXECUTED AS AN AGREEMENT**

**EXECUTED** on behalf of **CARPENTARIA SHIRE** )  
**COUNCIL** in accordance with the *Local* ) **Mayor**  
*Government Act 2009* and in the presence of )  
)  
**Witness** ) **Chief Executive Officer**  
)  
**Date** )

**EXECUTED** by )  
[INSERT] as Landowner in the presence of: )  
)  
)  
**Witness** )  
) **[INSERT]**  
)  
**Date** )



## BUSINESS PAPERS

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### 10.5 APPROVAL TO KEEP ANIMAL - MORE THAN TWO DOGS - COLEMAN

<b>Attachments:</b>	10.5.1. More than 2 Dogs - Coleman <a href="#">↓</a>
<b>Author:</b>	Justin Hancock - Director of Corporate Services
<b>Date:</b>	1 October 2020
<b>Key Outcome:</b>	7.2 - Responsive and efficient customer service delivery
<b>Key Strategy:</b>	7.2.2 Work collaboratively across Council to provide effective, efficient and coordinated outcomes.

#### Executive Summary:

The purpose of *Subordinate Local Law No. 2 (Animal Management) 2015* local law is to supplement Local Law No. 2 (Animal Management) 2015, which provides for regulation of the keeping and control of animals within the local government's area.

#### RECOMMENDATION:

That Council:

- accept and approve the application to keep more than two (2) dogs for the property located at 48A Green Street, Normanton (L102 N14851); and
- provide a concession on the application fee (\$220.00) due to the application being within 12 months of the previous approved application.

#### Background:

An application was received on 16 September 2020 requesting the approval to keep more than two (2) dogs on the following property:

Property Address:	48A Green Street, Normanton
Parcel:	L102 N14851
Land Size:	1,012 m2

The applicant has requested that three (3) dogs are to be located on the premises above, details of the animals are as follows:

Animal Name	Dusty	Sweety	Storm
<b>Breed</b>	Bull Mastiff	Cross Breed	Catahoula
<b>Age</b>	2 Years	1 Year	3 Months
<b>Microchipped</b>	Yes	Yes	Yes
<b>Desexed</b>	No	No	No
<b>Declared/ Dangerous</b>	No	No	No
<b>Tag No</b>	200420	200373	To be registered

## BUSINESS PAPERS

<b>Registration Expiry</b>	30/06/2020	30/06/2020	upon approval of permit
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Section 6 of *Subordinate Local Law No. 2 (Animal Management) 2015* outlines circumstances in which keeping animals requires approval, for Dog's approval is required for the keeping of 3 or more dogs over the age of 3 months on an allotment in a designated town area.

Schedule 4 of *Subordinate Local Law No. 2 (Animal Management) 2015* outlines the minimum standards for keeping of a dog/s, a person who keeps an animal on premises must:

- (a) *ensure that the animal is adequately identified so that the owner's name, address and telephone number are readily ascertainable; and*
- (b) *ensure that wastewater from enclosures are drained in a nuisance free manner and that run-off is kept off adjoining premises or as otherwise directed by an authorised person; and*
- (c) *ensure that excreta, food scraps and other material that is, or is likely to become, offensive is collected at least daily and, if not immediately removed from the premises, is kept in a waste container of a kind approved by an authorised person; and*
- (d) *ensure that any enclosure in which the animal is kept is properly maintained in—*
  - (i) *a clean and sanitary condition; and*
  - (ii) *an aesthetically acceptable condition; and*
- (e) *take all reasonable steps to prevent the animal from making a noise or disturbance that causes a nuisance; and*
- (f) *ensure that the area available to the animal kept on the premises is appropriately sized so that the animal can be effectively and comfortably kept.*

Council's Local Laws Officer inspected the property on 23 September 2020 and did not identify any standards currently not being met in order to keep an animal/s on the premises. Council's LLO also inspected the premises for potential noise complaints from neighbours and identified the risk as low due to the location of the property.

Council had previously approved an application (23\_2019-20) for the keeping of more than two dogs in February 2020. The applicant paid for the permit in April 2020 and advised Council on 23 May 2020 that the third dog 'Murray' had passed away. The applicant has not requested a concession for the new application; however, Council may wish to provide a concession on the application fee considering the circumstances surrounding the previous application.

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

- Chief Executive Officer – Mark Crawley
- Local Laws Officer – Phil Grieve

## **BUSINESS PAPERS**

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### **Legal Implications:**

- As per standards outlined in Council's Subordinate Local Law No. 2 (Animal Management) 2015 and Animal Management (Cats and Dogs) Act 2008.

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

- A permit fee of \$220.00 will be due and payable if the permit is granted.

### **Risk Management Implications:**

- Low Risk – Inspections and assessment undertaken by LLO.

# Form 102 - Dog Registration

Animal Management (Cats and Dogs) Act 2008



Postal Address  
PO Box 31  
Normanton QLD 4890

Executive Services  
Ph: 07 4745 2200  
Fax: 07 4745 1340

Internet  
[www.carpentaria.qld.gov.au](http://www.carpentaria.qld.gov.au)  
[council@carpentaria.qld.gov.au](mailto:council@carpentaria.qld.gov.au)

Note: Use this form for new dog registration or changes to existing registration details. Registrations renewals will be sent to owners 14 days before the expiry of registration.

- New Registration
- Change of Details

### Section A - Applicant Details

Name: Paul

Surname: Coleman

Residential Address: 48 A Green St Normanton

Postal Address:  As Above  
P.O. Box 118

Town/Suburb: Normanton Postcode: 4890

State: QLD

Home Phone: \_\_\_\_\_

Mobile Phone: 0423 313 024

Email: nicola.holland@bigpond.com

Breeder Identification Number (BIN): \_\_\_\_\_

### Section B - Animal Details

Desexed and/or Tattoo: (evidence (eg. veterinarian's certificate) to be provided)

- Yes - Desexed and Tattooed
- No

Dog Name: STORM

DOB: 15.6.2020

Age: 3mths

Primary Colour: Brown - Brindle

Secondary Colour: Light brown/white

Other Distinguishing Marks/Features: \_\_\_\_\_

Blue eyes

Breed: Catahoula

- Male
- Female

Microchip Number: 953010004556465

### Section C - Animal Address

As Above

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Post Code: \_\_\_\_\_

### Section D - Regulated Dogs Only (if applicable)

- Dangerous Dog
- Menacing Dog
- Restricted Dog (Contact Council for Restricted Dog applications)

Permit Number: \_\_\_\_\_

### Section E - Authorisation

I hereby apply for registration of the dog/s described on this form. The information I have provided is true and correct to the best of my knowledge.

Full Name: Paul Coleman

Signature: Paul Coleman

Date: 16.9.2020

Note: please allow up to 5 business days for Council to process your application. When your application has been processed, the registration tag/s will be posted to your postal address.

### Section F - Office Use Only

Tag Number: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

## Form 204 - Keeping of Animals

Local Law No 2 (Animal Management) 2015



CARPENTARIA SHIRE

Outback by the Sea®

Postal Address  
PO Box 31  
Normanton QLD 4890

Executive Services  
Ph: 07 4745 2200  
Fax: 07 4745 1340

Internet  
[www.carpentaria.qld.gov.au](http://www.carpentaria.qld.gov.au)  
[council@carpentaria.qld.gov.au](mailto:council@carpentaria.qld.gov.au)

*Note: Please allow up to 14 days for processing and issue of approval.*

- New Approval  
 Change of Details

### Section A - Approval Sought

- More than two (2) Dogs.  
 More than two (2) Cats.  
 More than one (1) Horse or Donkey.  
 One (1) or more Cow(s) or Bull(s).  
 One (1) or more Sheep, goat, alpaca or llama.  
 One (1) or more roosters.  
 More than twenty (20) poultry.  
 One (1) or more deer.  
 One (1) or more pig(s).  
 More than five (5) ducks or geese.

- Yes - Desexed and Tattooed  
 No

### Section B - Animal Details

Name: Storm  
DOB: 15-6-2020  
Age: 3mths  
Primary Colour: Brown - brindle  
Secondary Colour: tan/white  
Other Distinguishing Marks/Features: Blue eyes  
Breed: Gatshoula  
 Male  
 Female  
NLIS tag/Brand/Microchip Number: 953010004556465

### Section C - Animal Address

- As Above

Address: 48A Green Street  
Town/Suburb: Normanton  
Post Code: 4890

### Section D - Regulated Dogs (only if applicable)

- Dangerous Dog  
 Menacing Dog  
 Restricted Dog (Contact Council for Restricted Dog applications)

Approval Number: \_\_\_\_\_

### Section E - Authorisation

*I hereby apply declare that the information I have provided is true and correct to the best of my knowledge.*

Full Name: Paul Coleman  
Signature: "Paul Coleman"  
Date: 16-9-2020

*Note: please allow up to 14 business days for Council to process your application. When your application has been processed, the registration tag/s and/or approval will be sent to your postal address.*

### Section F - Office Use Only

Tag Number: \_\_\_\_\_  
 Application Fee Paid - Receipt Number: \_\_\_\_\_  
Processing Officer: \_\_\_\_\_  
Date: \_\_\_\_\_

## **BUSINESS PAPERS**

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### **10.6 COMMUNITY DEVELOPMENT**

<b>Attachments:</b>	10.6.1. Community Services Budget <a href="#">↓</a> 10.6.2. Sports Centre monthly report <a href="#">↓</a> 10.6.3. Pool precinct monthly report <a href="#">↓</a> 10.6.4. Library monthly report <a href="#">↓</a>
<b>Author:</b>	Cherie Schafer - Manager Economic & Community Development
<b>Date:</b>	7 October 2020
<b>Key Outcome:</b>	2.1 - A creative, educated community
<b>Key Strategy:</b>	2.1.3 Provide contemporary library facilities and services across the region to meet the needs of the community.

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#### **Executive Summary:**

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

#### **RECOMMENDATION:**

That Council:

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

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

#### **1.1 Community Services Budget**

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- Budgets items for the month of September (Attached)

#### **1.2 Normanton Sports Centre**

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- Statistics have been provided on the stats and general information for the Normanton Sports Centre for the month of September (attached).
- Council has been successful in a grant written by the MECD for two “Big Ass fans” to be installed in the Normanton Sports Centre. Once the works has been completed it is expected to reduce the temperature within the Sports Centre by a few degrees which will be helpful during summer.

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

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

## **BUSINESS PAPERS**

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### **1.4 Normanton and Karumba Library Statistics**

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

### **1.5 Normanton Childcare**

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- New Lead Educator has started
- The childcare staff are fully aware of the COVID guidelines and have been following the strict cleaning requirements.

### **1.6 Interagency meeting**

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- Minutes from the October meeting emailed to Councillors.

### **1.7 Grant Applications and Outcomes 2020:**

- RADF 2020/2021 funding - Approved
- SOTN funding – Council Ball – Approved \$2500 for the 2021 Ball
- Community Gambling – replace heritage signs - pending
- Community Gambling Fund – Normanton Athletics Club - Approved
- SOTN funding- Gulf Junior Rugby League – Approved

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

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

#### **Legal Implications:**

- Nil

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

- Within budget.

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

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

Responsible Officer	Description	Current Budget	YTD Actual	Percentage	Comments
Cherie Schafer - Manager Economic & Communit	Child Care - Ntn Operating Grants, Subsidies and Contributions (GST Inc.)	\$0.00	-\$37,500.00	100.00%	
Cherie Schafer - Manager Economic & Communit	Community - Grants (NO GST)	-\$140,000.00	\$0.00	0.00%	
Cherie Schafer - Manager Economic & Communit	Community Development - Ntn Operating Expenses	\$219,000.00	\$40,028.96	18.28%	
Cherie Schafer - Manager Economic & Communit	Community Development - Kha Operating Expenses	\$0.00	\$92.30	100.00%	
Cherie Schafer - Manager Economic & Communit	Community Donations - In Kind Support	\$100,000.00	\$9,047.07	9.05%	
Cherie Schafer - Manager Economic & Communit	Community Donations - Cash Donations	\$5,000.00	\$600.00	12.00%	
Cherie Schafer - Manager Economic & Communit	Community Events Ntn - Operating Expenses	\$86,000.00	\$0.00	0.00%	
Cherie Schafer - Manager Economic & Communit	Community Events Kha - Operating Expenses	\$2,000.00	\$2,000.00	100.00%	
Cherie Schafer - Manager Economic & Communit	Child Care - Ntn Operating Subsidies (GST not reportable)	-\$225,000.00	-\$67,272.70	29.90%	
Cherie Schafer - Manager Economic & Communit	Child Care - Ntn Operating Income	-\$110,000.00	-\$24,316.52	22.11%	
Cherie Schafer - Manager Economic & Communit	Child Care - Ntn Operating Expenses	\$677,000.00	\$145,747.27	21.53%	
Cherie Schafer - Manager Economic & Communit	Child Care - Ntn Maintenance	\$75,000.00	\$1,903.09	2.54%	
Cherie Schafer - Manager Economic & Communit	Child Care - Ntn Depreciation	\$74,000.00	\$0.00	0.00%	
Cherie Schafer - Manager Economic & Communit	Child Care - Kha Operating Expenses	\$45,000.00	\$45,000.00	100.00%	
Cherie Schafer - Manager Economic & Communit	Sports & Recreation - Operating Grants, Subsidies and Contributions	-\$68,000.00	-\$32,650.00	48.01%	
Cherie Schafer - Manager Economic & Communit	Sports & Recreation - Operating Income Normanton	\$0.00	-\$859.08	100.00%	
Cherie Schafer - Manager Economic & Communit	Sports & Recreation - Ntn Operating Expenses	\$191,000.00	\$37,752.67	19.77%	
Cherie Schafer - Manager Economic & Communit	Sports & Recreation - Ntn Maintenance	\$62,000.00	\$23.96	0.04%	
Cherie Schafer - Manager Economic & Communit	Sports & Recreation - Ntn Depreciation	\$386,000.00	\$0.00	0.00%	
Cherie Schafer - Manager Economic & Communit	Sports & Recreation - PCYC	\$77,500.00	\$15,341.97	19.80%	
Cherie Schafer - Manager Economic & Communit	Sports & Recreation - FRFR Grant - Media Room	\$0.00	\$1,040.81	100.00%	
Cherie Schafer - Manager Economic & Communit	Sports & Recreation - Grants Expenses	\$0.00	\$1,888.34	100.00%	
Cherie Schafer - Manager Economic & Communit	Sports & Recreation - Kha Operating Expenses	\$22,000.00	\$0.00	0.00%	
Cherie Schafer - Manager Economic & Communit	Sports & Recreation - Kha Maintenance	\$21,000.00	\$67.00	0.32%	
Cherie Schafer - Manager Economic & Communit	Sports & Recreation - Kha Depreciation	\$135,000.00	\$0.00	0.00%	
Cherie Schafer - Manager Economic & Communit	Cultural & Natural Heritage - Operating Expenses	\$14,000.00	\$3,753.59	26.81%	
Cherie Schafer - Manager Economic & Communit	Cultural & Natural Heritage - Depreciation	\$145,000.00	\$0.00	0.00%	
Cherie Schafer - Manager Economic & Communit	Arts & Culture - BADF	-\$25,000.00	-\$24,500.00	98.00%	
Cherie Schafer - Manager Economic & Communit	Libraries - Ntn Operating Grants, Subsidies and Contributions	\$30,000.00	\$2,340.00	7.80%	
Cherie Schafer - Manager Economic & Communit	Libraries - Ntn Operating Income	-\$16,000.00	\$0.00	0.00%	
Cherie Schafer - Manager Economic & Communit	Libraries - Kha Operating Income	-\$2,500.00	-\$81.82	3.27%	
Cherie Schafer - Manager Economic & Communit	Libraries - Kha Operating Expenses	-\$500.00	-\$844.08	168.82%	
Cherie Schafer - Manager Economic & Communit	Libraries - Ntn Operating Expenses	\$88,000.00	\$28,549.35	32.44%	
Cherie Schafer - Manager Economic & Communit	Libraries - Ntn Maintenance	\$35,000.00	\$1,181.59	3.38%	
Cherie Schafer - Manager Economic & Communit	Libraries - Kha Operating Expenses	\$99,000.00	\$25,267.36	25.52%	
Cherie Schafer - Manager Economic & Communit	Libraries - Kha Maintenance	\$24,000.00	\$3,732.38	15.55%	
Cherie Schafer - Manager Economic & Communit	Libraries - Kha Depreciation	\$16,000.00	\$0.00	0.00%	
Cherie Schafer - Manager Economic & Communit	Swimming Pools Ntn - Operating Income	-\$5,000.00	-\$1,046.82	20.94%	
Cherie Schafer - Manager Economic & Communit	Swimming Pools - Kha Operating Income	-\$5,000.00	-\$1,881.81	37.64%	
Cherie Schafer - Manager Economic & Communit	Swimming Pools - Ntn Operating Expenses	\$186,000.00	\$32,657.23	17.56%	
Cherie Schafer - Manager Economic & Communit	Swimming Pools - Ntn Maintenance	\$72,000.00	\$9,120.28	16.58%	
Cherie Schafer - Manager Economic & Communit	Swimming Pools - Ntn Depreciation	\$242,000.00	\$41,270.33	17.05%	
Cherie Schafer - Manager Economic & Communit	Swimming Pools - Kha Operating Expenses	\$36,000.00	\$3,333.77	9.26%	
Cherie Schafer - Manager Economic & Communit	Swimming Pools - Kha Maintenance	\$148,000.00	\$0.00	0.00%	



Cherie Schafer - Manager Economic & Commu	Recreation Sports Centre - Ntn Operating Income	\$0.00	<b>-\$331.18</b>	100.00%	
Cherie Schafer - Manager Economic & Commu	Recreation Sports Centres - Ntn Operating Expenses	\$0.00	\$32,000.07	100.00%	
Cherie Schafer - Manager Economic & Commu	Recreation Sports Centres - Ntn Maintenance	\$0.00	\$12,388.02	100.00%	
Cherie Schafer - Manager Economic & Commu	Recreation Sports Centres - Kba Operating Expenses	\$0.00	\$19,404.04	100.00%	
Cherie Schafer - Manager Economic & Commu	Recreation Sports Centres - Kba Maintenance	\$0.00	\$2,778.78	100.00%	
Cherie Schafer - Manager Economic & Commu	Hall - Operating Income	<b>-\$14,000.00</b>	<b>-\$6,393.72</b>	45.67%	
Cherie Schafer - Manager Economic & Commu	Hall - Ntn Operating Expenses	\$64,000.00	\$19,449.37	30.39%	
Cherie Schafer - Manager Economic & Commu	Hall - Maintenance	\$52,000.00	\$1,845.29	3.55%	
Cherie Schafer - Manager Economic & Commu	Hall - Depreciation	\$117,000.00	\$0.00	0.00%	
Cherie Schafer - Manager Economic & Commu	Halls - Depreciation	\$15,000.00	\$7,005.40	46.70%	
Cherie Schafer - Manager Economic & Commu	Halls - Karumba Maintenance	\$14,000.00	\$1,125.16	8.04%	
Cherie Schafer - Manager Economic & Commu	Gym Ntn - Operating Income	<b>-\$13,000.00</b>	<b>-\$5,035.07</b>	38.73%	
Cherie Schafer - Manager Economic & Commu	Gym Ntn - Operating Expenses	<b>-\$3,000.00</b>	<b>-\$2,654.58</b>	88.49%	
Cherie Schafer - Manager Economic & Commu	Gym - Ntn Operating Income	\$23,000.00	\$2,117.17	9.21%	
Cherie Schafer - Manager Economic & Commu	Gym - Ntn Maintenance	\$33,000.00	\$273.90	0.83%	
Cherie Schafer - Manager Economic & Commu	Gym - Ntn - Depreciation	\$12,000.00	\$0.00	0.00%	
Cherie Schafer - Manager Economic & Commu	Gym - Kba Operating Expenses	\$43,000.00	\$5,173.25	12.03%	
Cherie Schafer - Manager Economic & Commu	Gym - Kba Maintenance	\$54,000.00	\$3,251.23	6.02%	
Cherie Schafer - Manager Economic & Commu	Operating Income	<b>-\$3,000.00</b>	<b>-\$272.72</b>	9.09%	
Cherie Schafer - Manager Economic & Commu	Operating Expenses	\$59,000.00	\$17,624.78	29.87%	
Cherie Schafer - Manager Economic & Commu	Maintenance	\$43,000.00	\$6,037.26	14.04%	
Cherie Schafer - Manager Economic & Commu	Depreciation	\$53,000.00	\$0.00	0.00%	
		<b>\$3,319,500.00</b>	<b>\$376,572.94</b>	<b>11.34%</b>	



# Normanton Sports Centre

MONTHLY REPORT – SEPTEMBER 2020

### **EXECUTIVE SUMMARY**

The Normanton Sports Centre numbers have increased slightly again this month. The children are still enjoying the some of the games on offer but are loving the new Media room for its air conditioning, computers, books and colouring in, they are super keen for the TV in the media room to be replaced so they can play the PS4. Every afternoon after school, we try and run 2 - 3 activities to try and include everyone to join in and burn off a little excess energy but with this warmer weather we are finding it hard to encourage everyone to join in.

This month we partnered with Bynoe and Face with a few activities in the sports center and pool with good numbers.

The pool is now open intime for the warmer weather and the kids are loving it!

With the onset of summer, some of our local junior sporting groups Muddies and Junior Athletics seasons have come to an end and our Swimming Club is starting up.

Cricket has seen some great games with Top end vs Bottom end and even a Town vs Country match with station hands coming in from near and far to join in on the fun.

Soccer with Fola (Center Care) has taken a break over the school holidays but will start back this coming weekend at 3pm on the John Henry Oval with the new Soccer Goals by the Normanton Sports Centre.

### **ATTENDANCES**

**Total Attendances for the Month:      Approx. 675**

**Total Attendances for Last Month:      Approx. 892 (due to COVID)**

Total Attendances for Centre Programs Weekdays:      Approx. Total with an average of people per day 38

Total Attendances for Centre Programs Weekends:      Approx. Total 0 with an average of people per day Closed weekends

Centre closed for a total of 2 days this month

Total Attendances for Partnership Programs: 115

### CALENDAR – Upcoming Events

Tonight's movie night on the John Henry Oval where we are screening Sonic the Hedgehog and on the 30<sup>th</sup> October, we have Day for Daniel followed by a Halloween movie by the Pool

### PHOTOS FROM EVENT



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## Normanton and Karumba Pool Monthly Report – September 2020

### Normanton

#### Statistics

Patrons	August 2020	September 2020
Adults	Closed	116
Children	Closed	885
Water Park		398
<b>Total Attendance</b>		<b>1399</b>

Normanton opening hours are:

**School Holidays operating hours**

**Monday to Sunday 10.00am to 6pm**

#### Special Events

Water aerobics Wednesday evenings 6pm run by Amanda Scott has started with a big splash this month and will continue through until April 2021, with great numbers!

Over the school holidays, we partnered with Face and Bynoe and held pool games on Tuesday 22<sup>nd</sup> September with over 30 children joining in on the fun.

#### General Update

It took a bit to get up and running this year with over 13 wheelie bin loads of leaves being removed from in and around the pool area, but we did it! The pool is sparkling with its new pool shade and everyone is loving it. With the new shade, we can slide the shade on and off the pool to naturally heat the water and pull it back over when we want some cooling. We now have the equipment to hopefully be able to pull the shade half and half to get the best of both worlds.

During the month of September, the pool and water park operated effectively, with the average daily temperature of the pool 27.7°C with the heater operating in 'Stand by' mode, with the water parks average daily temperature of 26°C.

The good news is with this warmer weather, the pool and water park are getting heavily used and was being enjoyed by all.

## Karumba

### Statistics

Patrons	August 2020	September 2020
Adults	Closed	458
Children	Closed	349
Water Park		249
<b>Total Attendance</b>		<b>1056</b>

### Karumba opening hours

Monday to Sunday 1pm to 6pm

Sept School Holidays 10am to 6pm

Public Holidays 1.00pm-6.00pm

### General update

Huge clean-up was done before we reopened. It took about a month to clean up after COVID closure with Col Kemp happy to volunteer most of his time in helping with the clean-up. The algae has left some staining on the tiles but over time I have noticed it is gradually clearing. Pool temp has been at 28 degrees most of the month. The waterpark has been sitting on 30 degrees.

The new opening hours 1pm – 6pm daily have brought mixed reactions, as we have a few lap users they prefer to swim before lunch and not buy an out of hours pass.

The plant room is running effectively. New stations have arrived for the waterpark once installed the flow for the bucket should flow better.

Community and visitors have been very excited that we are back up and running and overall a busy month.

Carpentaria Shire Library Services Statistics	Normanton			Karumba		
	Sep-18	Sep-19	Sep-20	Sep-18	Sep-19	Sep-20
Monthly Walk-Ins	240	107	161	322	264	153
Number of library loans	183	96	121	103	87	113
Number of people utilising the internet	32	13	53	31	20	17
Number of new members	9	10	6	5	1	3
Total Hours Public Internet Usage	16	8	0.5	15	10	2
Total hours open to the public	190	63	66	203	80	84



## **BUSINESS PAPERS**

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### **10.7 ECONOMIC DEVELOPMENT STRATEGY**

<b>Attachments:</b>	10.7.1. Economic Development Strategy action paper <a href="#">↓</a>
<b>Author:</b>	Cherie Schafer - Manager Economic & Community Development
<b>Date:</b>	9 October 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:**

This report provides a draft copy of the Economic Development Strategy action paper (EDS) which contains the projects that will be worked on over the next five years. It outlines industries, tourism and local agencies that all play a role in the current economy for the Shire

#### **RECOMMENDATION:**

That Council adopts the Economic Development Strategy action paper (EDS) as presented.

#### **Background:**

The primary purpose of the Economic Development Strategy action paper (EDS) is to support Council and the community to grow the economy in a strategic and planned manner.

The strategy identifies a vision, key opportunities, and short to medium term actions that have been developed in consultation with all levels of government, business, industry and the community.

Council is required to identify the projects in order of priority. An EDS advisory committee will be formed so that actions and strategies can be put in place to meet the outlined projects.

Suggested Advisory committee members:

- Carpentaria Shire Council
- Carpentaria Land Council Aboriginal Corporation
- Bynoe CACS Ltd
- Member from each Traditional Owner Group
- Gulf Chamber of Commerce
- Agriculture representative
- Fishing representative
- Tourism representative
- Business representative

#### **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.

# CARPENTARIA SHIRE

## ECONOMIC DEVELOPMENT STRATEGY

### Action Plan 2020-2025

Version 09 September 2020



Attachment 1 – Suggested action for Carpentaria Shire Economic Development Strategy 2020-2025 Action Plan Suggest reduce to a manageable number						
Actions	Priority	Implement action Lead	Implementation Stakeholder	Key milestones	Status report	Due Date
<b>Tourism</b> Our community embraces new and growing opportunities that promote the regions rich natural environment. <ul style="list-style-type: none"> <li>• Implement and link local and regional Tourism Strategies.</li> <li>• Identify and grow natural attraction tourism opportunities.</li> <li>• Extend shoulder tourism seasons.</li> </ul>						
Develop adventure and outback, indigenous and cultural experiences.		CSC General Tourism Manager (GTM)	Local Indigenous Groups DSDTI – Tourism Division	<ul style="list-style-type: none"> <li>• Expand tourism products</li> <li>• Additional experiences to retain visitors within Carpentaria Shire longer, thereby increasing revenues from tourism</li> </ul>	Council – GTM released to the public	
Release the Carpentaria Shire Council Tourism Strategy 2010-2022		CSC GTM	CSC Tourism Manager	<ul style="list-style-type: none"> <li>• Underpin future proposed developments and assist attract investment</li> </ul>		
Progress actions within the Tourism Strategy.		CSC GTM	Local Tourism Providers	<ul style="list-style-type: none"> <li>• Expand tourism products</li> <li>• Additional experiences to retain visitors within Carpentaria Shire longer, thereby increasing revenues from tourism</li> </ul>		
Gulf Savannah Farm Station Stay manual		GSD		<ul style="list-style-type: none"> <li>•</li> </ul>		Oct 30 2020

Development of the Normanton Monsoon Centre	CSC GTM			<ul style="list-style-type: none"> <li>Expand tourism products</li> <li>Additional experiences to retain visitors within Carpentaria Shire longer, thereby increasing revenues from tourism</li> </ul>	Councils General Tourism Manager (GTM) is working on a fresh approach to this project.	
Indigenous tourism products from retail to wholesale	CSC GTM	Traditional Owner Groups CLCAC Bynoe GSD DSDTI – Indigenous Advisory Team	<ul style="list-style-type: none"> <li>Expand tourism products</li> <li>Additional experiences to retain visitors within Carpentaria Shire longer, thereby increasing revenues from tourism</li> </ul>			
Development of the Mutton Hole Wetlands	CSC GTM	Local Indigenous Groups GSD DSDTI – Tourism Division	<ul style="list-style-type: none"> <li>Expand tourism products</li> <li>Additional experiences to retain visitors within Carpentaria Shire longer, thereby increasing revenues from tourism</li> </ul>	Council and stakeholders have previously completed some works with this project. Some thoughts is to transfer trusteeship to the Traditional Owner groups to allow Indigenous tourism		
Gulf Savannah Regional Branding	GSD	GSD	<ul style="list-style-type: none"> <li>Maximise exposure and return on investment</li> </ul>		30/10/2020	
Develop new destination marketing material.	CSC GTM	GSD Local Tourism Businesses QR DSDTI NWMP Team	<ul style="list-style-type: none"> <li>Increased visitation and expenditure in Carpentaria Shire</li> </ul>			

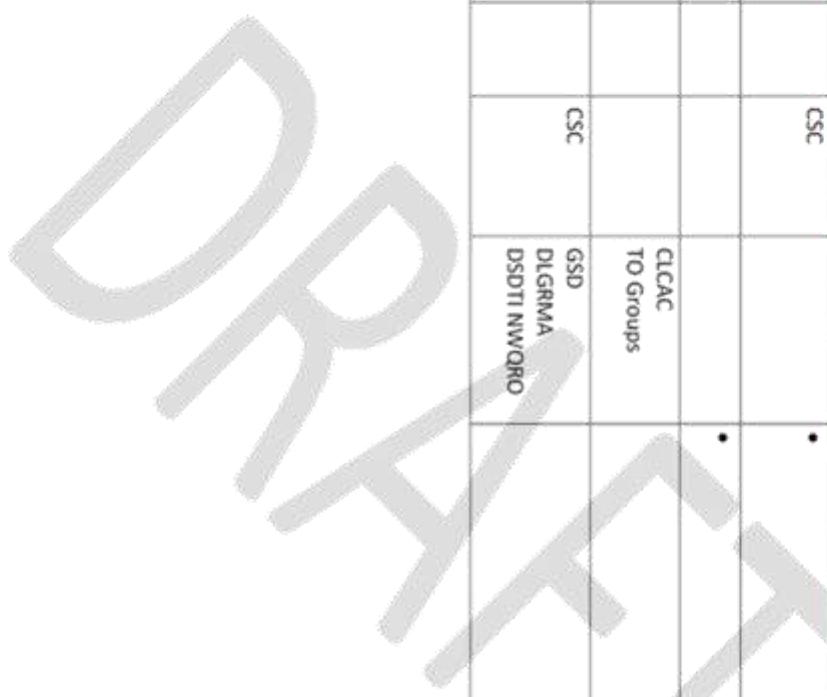
		DSD/TT Tourism Division				
	<b>Agriculture</b>					
	As a region, we recognize actions that promote growth in agricultural related activities.					
	<ul style="list-style-type: none"> <li>Look at how we can grow the agricultural potential of the region.</li> <li>Seek new possible ways for new business opportunities from our agricultural products.</li> </ul>					
Regional branding and marketing of local products including beef, prawns and fish.		CSC Local Fishing Operators Local Beef Producers	<ul style="list-style-type: none"> <li></li> </ul>			
Investigate the potential for value-add opportunities within the beef supply chain industry.			<ul style="list-style-type: none"> <li></li> </ul>			
Gulf Fresh – local food production			<ul style="list-style-type: none"> <li></li> </ul>		Need to encourage local suppliers to brand product from the Gulf, this will be a great project for the EDS and the stakeholders to work on together	
Investigate diversified agricultural opportunities such as broadacre cropping.			<ul style="list-style-type: none"> <li></li> </ul>			
Gulf Savannah Regional Development		GSRD	<ul style="list-style-type: none"> <li></li> </ul>			
	<b>Fishing</b>					
	We want to be recognized as having a sustainable, strong and balanced fishing industry.					
	<ul style="list-style-type: none"> <li>Look at ways of maintaining the viability of our commercial and recreational fishing.</li> <li>Explore the potential for artificial reefs to attract fishing and tourism activities.</li> </ul>					
Create a fishing habitat of Karumba to increase recreational fishing		NGRM CSC GTM	<ul style="list-style-type: none"> <li>Grant prepared and submitted</li> </ul>		Karumba locals are working on a project to create an artificial reef	
Work with commercial and recreational fishing groups to improve sustainability.			<ul style="list-style-type: none"> <li></li> </ul>			

<p><b>Community</b>                  We are a community where more people will want to live, visit and experience.</p> <ul style="list-style-type: none"> <li>• We will work to maintain and grow our community services for locals and visitors.</li> <li>• Explore how we can recognize and promote the attributes of living and working in the Shire.</li> </ul>					
<p>Identify the availability and issues related to public and private housing and develop a plan to address identified issues.</p> <ul style="list-style-type: none"> <li>• <b>Progress Llylyvale Subdivision</b></li> </ul> <p>Prioritise key projects and progress the business case.</p> <p>Enhance networking to share good stories to promote community pride.</p>				<ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>Improve digital connectivity across the shire</b></p> <p>Identify gaps and address gaps in training and employment.</p>	Bynoe	TAFE Employment Network Agencies Businesses DSBET Ed Qld CLCAC	<ul style="list-style-type: none"> <li>•</li> </ul>	<p>Council has done previous works on this project however require substantial funding for this project to continue.</p> <p>This project is in progress Council working with GSD</p>	
<p><b>Karumba Foreshore Development</b></p>	CSC	DES DSDTI	<ul style="list-style-type: none"> <li>•</li> </ul>	<p>Part of the works being done by Council currently:</p> <ul style="list-style-type: none"> <li>• CHAS – Phase 3-6</li> <li>• MIPP2 – Karumba Town Plan</li> </ul> <p>DES funding through the Monsoon event to cart additional sand onto the foreshore</p>	

Strengthen relationships between project proponents and employment providers.								
Further development of the Port of Karumba								Mayor and CEO are attempting to schedule a meeting with Townsville Port in relation to the Port Operations. This is part of election ask from NWQROC and WQAC
Establishment of an agricultural training Academy								Bynoe – CEO Fred Pascoe is working of this project.
<p><b>Small business</b></p> <p>We support our small businesses and welcome new business opportunities.</p> <ul style="list-style-type: none"> <li>• Encourage locals and visitors to spend and purchase more in the region.</li> <li>• Introduce and actively encourage a "Buy Local" program.</li> <li>• Increase the uptake of new technologies by the business community.</li> </ul>								
Identify and support existing businesses needs to be more competitive.								
Schedule a calendar of business support activities.	CSC GTM	DSDTI NWQRO						
Support local business to expand, grow and modernise.		DSBET						This is a great project for the stakeholders in relation to the EDS. Council is working with DSBET to get more of a focus between the Department and Small Business in the Gulf
Inform and support business to access new technologies.								
Working together								



We believe having productive partnerships between government, business, industry and community is important. <ul style="list-style-type: none"> <li>• Seek opportunities to share resources.</li> <li>• Look for and develop projects that will grow our community and economy.</li> </ul> Secure reliable digital connectivity that is used across the Shire and region.						
Plan and action a pathway to make new residential and commercial land available.		CSC		•		
Audit infrastructure for best use of facilities.				•		
Work with Traditional Owners on land requirements – cultural monitoring.			CLCAC TO Groups			
Pursue funding to install a digital connection between Normanton and Karumba (Optic Fibre Cable)		CSC	GSD DLGRMA DSDTI NWQRO		In process	



## BUSINESS PAPERS

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

#### 11.1 DOE REPORT

**Attachments:** 11.1.1. Burketown Road [↓](#)  
**Author:** Michael Wanrooy - Director of Engineering  
**Date:** 9 October 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
A0318-18	<p>Liaise with TMR to obtain approval to install a pedestrian crossing on Landsborough Street in the vicinity of the Stop Shop</p> <ul style="list-style-type: none"> <li>➤ The assessment is currently in progress with TMR's team in Brisbane through the Targeted Road Safety Program (TRSP) and the Queensland Safer Roads Sooner Program.</li> </ul>	In Progress
1/11/2018	<p>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.</p> <ul style="list-style-type: none"> <li>➤ Put in budget June 2020 - 2021</li> </ul>	Not Started
	<p>Look at the line marking at Karumba business district</p> <ul style="list-style-type: none"> <li>➤ Tying it with Aerodrome line marking to be done. Quotes for Aerodrome line marking received.</li> </ul>	In Progress

## BUSINESS PAPERS

### 2. Miscellaneous Projects

- 2.1. Terry Casey's RMPC crew are currently undertaking RMPC maintenance and weed poisoning works on all State Controlled Roads.
- 2.2. A small crew has been established at Inkerman Camp doing maintenance, DRFA and RMPC works on 89B unsealed section.
- 2.3. Shelton Turner's Crew – 89B Bitumen works  
The progress so far is:
- 5km of the works has been sealed with two coats of bitumen. The next 5km of seal is scheduled for 9th October.
  - 10km of 200mm deep cement stabilised base pavement with all lots passing the testing requirements is completed.
- The crew will move to 89A to begin the rehabilitation works next swing and following that complete the bitumen damage at 92A at Glenore.
- 2.4. Gibson Charger is still off work. Jenno has been sent to the Inkerman Camp to work.
- 2.5. Barge Ramp at Normanton. Works completed.
- 2.6. Fencing around hatchery completed, three pontoons have been installed at the lake at LWBDC.
- 2.7. Council has resolved all safety issues with CASA dating back to 2017 for the Karumba aerodrome.
- 2.8. Two grids installed on the McAllister Road. Council did the installation and the station supplied the grids.

Table: TMR Projects progress report for 2020 – 2021

Projects	Value	Progress
89B TMR 2020 DRFA Emergent Works	\$200,000.00	Completed
CN-12531 89B TMR 2019 DRFA Betterment Works	\$5,817,000.00	74%
2019 TMR DRFA REPA Works on 84A, 89A, 89B and 92A	\$2,146,000.00	35% Glenore section to start end of October
Grid Replacement at the Flinders River 89A	\$85,000.00	100%
2020-2021 RMPC	\$1,965,500.00	40%
2020-2021 RMPC Variation	\$480,000.00	New
ATSI TIDS - Dunbar Creek - New Causeway and approach on the Kowanyama Road	\$925,000.00	Design under way

## BUSINESS PAPERS

TMR Contribution to 2020-2021 TIDS on the Normanton Burketown Road	\$910,000.00	Job surveyed and pegged. A section is due to start in Nov.
Rehabilitation Works on 89A and Various Other Works	\$1,237,000	New - To start mid October
89B Aus. Government Stimulus - Ch. 30680 - Ch. 35800	\$2,309,058.07	To start end of October 2020 Ch. 30680 - Ch. 35800
<b>Total</b>	<b>\$16,074,558.07</b>	



**Photo:** First 5km seal on 89B

## **BUSINESS PAPERS**

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**Photo:** Preparing basecourse on 89B for the second 5km.



**Photo:** Completed Barge Ramp.

## **BUSINESS PAPERS**

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**Photo:** Stones removed from Karumba Point.

### **3. Update on Shire Flood Damage Works**

#### 3.1. Colin Charger / moved to Delta Camp from Stirling Camp:

- 2019 Restoration Works – Complete Glencoe to Miranda Road by 8<sup>th</sup> October.
- Will start on 2019 Restoration works on Delta Road.
- All gravel have been carted on Delta road previously.

#### 3.2. Ronnie Kerr / Moved to Armstrong Camp:

- 2019 Restoration works on the Normanton Burketown Road working between the Flinders River and Inverleigh. Will be completed by 13<sup>th</sup> October.
- All carting completed.
- Will move to Dunbar Camp on 14<sup>th</sup> – 15<sup>th</sup> to begin work on the Kowanyama Road.

#### 3.3. Gavin Delacour / Augustus Camp:

- 2019 Restoration Works - Working Nardoo to Augustus Rd – finish this swing.
- Gravel trucks are pulling out of Washpool A pit for Donors Hill to Augustus Road.

## **BUSINESS PAPERS**

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- Next shift to Donors Hill

3.4. Dave Atu / Koolatah Camp:

- 2019 Restoration Works Koolatah to Oriners Road
- All gravel carted to road

3.5. Brenton Murray / Deadcalf Camp

- 2019 Restoration Works – Completed his section of the Iffley to Broadwater Road.
- Currently working on the 2019 Restoration on the Clareville Road. One swing left.

3.6. Karl Pickering / Broadwater Camp:

- 2019 Restoration - Working on the Broadwater to Croydon Road. Work nearly completed.
- All cartage of gravel completed.
- Moving to Haydon Access next

**4. Trades Report**

4.1. Moving Camps

4.2. Electrical wiring of filters for the Hatchery

4.3. Standard housing, electrical and plumbing maintenance.

**5. New Projects/Grant Applications**

5.1. Council was successful in applying and being granted \$480K of RMPC variation.

**6. Reports**

6.1. Article on the Burketown Road published in the Annual TIDS Alliance Report as attached.

## REGIONAL ROADS AND TRANSPORT GROUP PROFILES

### NORTH WEST QUEENSLAND RRTG (continued)

#### **Burketown Road, Carpentaria Shire Council** Sealing

*Submitted by Michael Wanrooy (Director of Engineering and Technical Committee Chair, Carpentaria Shire Council) and Gerard Read (Technical Coordinator), NWQRRTG.*

One of the primary objectives for the NWQRRTG has been, and will continue to be, the progressive sealing of key routes which connect the small towns and communities in the region. These are high priority Local Roads of Regional Significance and are critical to the economic and social prosperity of this vast area. They are characterised by:

- Relatively low, but important, traffic volumes with a high proportion of heavy vehicles.
- Marginal subgrades and available paving materials.
- Extreme susceptibility to wet weather which greatly hinders trafficability.
- Major and minor watercourse crossings with a low level of immunity which lead to extended outage periods.

One of the highest priorities is the Normanton to Burketown Road. Burketown is the oldest town in the southern Gulf of Carpentaria, established in 1865 as a port to support the growing trade in the cattle industry. In the early years it became obvious Burketown and surrounding areas were prone to prolonged flooding. To compound

this problem, a typhoid pandemic at the time struck and decimated Burketown's population. Normanton was established in 1867 as a result, with better port access from the Norman River. Normanton is home to the Gulflander train and home to the largest crocodile (8.63m) ever caught, a replica of which proudly sits on the main street outside the Carpentaria Shire Council offices. Normanton is also the gateway to Karumba which is known as the prawn and barramundi capital of Australia.

The Normanton to Burketown Road is the direct link between the two remote towns and is part of the nationally recognised Savannah Way across the tropical surrounds of northern Australia, linking Cairns in Queensland with Broome in Western Australia. It is a popular drive tourism route and caters for heavy vehicle transport servicing the cattle industry. The road also provides important indirect access to the port of Karumba which forms a key plank for Northern Australian development. It is a crucial Council-controlled Local Roads of Regional Significance 226 kilometres in length, with approximately 150 kilometres located in



Burketown Road



## REGIONAL ROADS AND TRANSPORT GROUP PROFILES

### NORTH WEST QUEENSLAND RRTG (continued)



*Burketown Road*

the Carpentaria Shire Council area and the balance in the Burke Shire Council area (where the road is known as the Floraville Road). The road is fully sealed within Burke Shire, however just under 100 kilometres within Carpentaria Shire is unsealed.

The road passes “Camp CXIX”, Burke and Wills’ final camp site before setting out for the final push to the gulf. The camp is situated at the edge of the Bynoe River, a tributary of the Flinders River. Flinders River is Queensland’s longest river (1,004 kilometres) and has a mean annual discharge of 3,857 Gigalitres, all of which enters the Gulf of Carpentaria approximately 36 kilometres west of Normanton. In February 2019, Flinders River was in flood and grew into a “mega-river” stretching to a width of 70 kilometres in places. The recorded flood levels were 1.5m higher than the 1974 floods and could be seen from space.

Through the NWQRRTG works program, significant funding has been allocated and spent in the past 10 years or more, upgrading and progressively sealing the Normanton to Burketown Road towards achieving the ultimate goal of a fully sealed link. Further Roads and Transport Alliance TIDS funding (matched by Carpentaria Shire Council funding) was spent in 2019–20 sealing another 6 kilometres section. The work included some minor realignment, shaping and repairing the existing formation, placement of 200mm deep gravel paving material (cement stabilised) and a final two-coat bitumen seal to a width of

7.2m. Works were undertaken in-house by the Council workforce, commencing in July 2019, and were completed in three phases; two phases prior to Christmas 2019 and the third phase in March-April 2020.

Carpentaria Shire Council Director of Engineering and NWQRRTG Technical Committee Chair, Michael Wanrooy stated, “The original scheduled scope of works was completed under budget which allowed an additional length of the road to be constructed in May 2020 which was great. Council had recently purchased a new Wirtgen stabiliser and this was the first project the plant was used on. It is a welcome addition to Council’s plant fleet.”

Carpentaria Shire Council Mayor and NWQROC Chair, Cr Jack Bawden, “The Normanton Burketown Road is one of Council’s and the NWQ region’s highest priorities. Council is determined to see the seal completed to deliver improved road safety for all road users and develop local employment opportunities. The road services the cattle industry and is used by large numbers of tourists towing caravans on adventure tours visiting numerous tourist sites along the Savannah Way. A ‘Normanton Burketown Road, Savannah Way Access Strategy’ was commissioned by Council and released in September 2019. It is 170 pages long and details the work required and associated costs for every single kilometre of the road – just under \$100 million and the seal will be completed.”

## **BUSINESS PAPERS**

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### **11.2 NDRRA/QDRF REPORT**

**Attachments:** 11.2.1. Appendix A - QRA19 Expenditure Summary [↓](#)  
11.2.2. Appendix B - QRA19 Completion Sketch [↓](#)  
11.2.3. Appendix C - EOT Approvals [↓](#)

**Author:** John Martin - Consultant Engineering

**Date:** 7 October 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 closeout documentation was submitted to QRA prior to the September 30 deadline. Audits from QRA are expected in the coming weeks to finalise the acquittal process.

**QRA19:** REPA funding has been approved with a total RV of \$73 million and construction budget of \$59 million. Six crews have completed approximately \$29.7million (53.5%) of the reconstruction works at an Expenditure Ratio of 0.90. Approximately 12% of gravel has been delivered to Dunbar – Kowanyama Road and is currently tracking within budget expectations.

QRA have currently approved six (6) betterment projects.

**QRA20:** REPA submissions have all been approved with a total RV of \$52.8million. Council has received the 30% pre-payment of \$15.8million.

Four (4) projects have been submitted to QRA under the QRRRF funding.

#### **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**

1. The QRA18 REPA closeouts have been submitted. Audits from QRA are expected in the upcoming weeks to finalise the acquittal and be paid the final 10% that is currently being held by QRA.

## **BUSINESS PAPERS**

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### **2019 QRA Event**

1. QRA19 REPA submissions have been approved with a total RV of approx. \$73million (construction budget of \$59million).
2. The 30% prepayment has been exceeded and progress claims will be submitted fortnightly to assist with Council's cash flow.
3. Six (6) crews are currently constructing QRA19 projects. The project is currently 53% complete with a forecast final construction cost of \$53million and estimated expenditure to RV ratio of 0.90. Refer Appendix A and B for construction progress.
4. Delivery of gravel to Dunbar – Kowanyama Road commenced in mid-September and is approximately 12% complete (10,086t delivered) as of 30 September. Approximately 50% (40,000t) of gravel is programmed for delivered by early to mid-November allowing a construction crew to lay out the gravel prior to the wet season shut down. The project is currently tracking within budget expectations.
5. QRA has approved the following betterment projects for construction in 2020/21:
  - 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).
  - Monsoon Trough Flood Impact Study (\$60,000).
  - Desludging of the Normanton Sewerage Lagoon (\$734,508).
  - Glenore Weir Scouring Rectification (\$66,487).
6. Extensions of time have been approved on five (5) QRA19 REPA submissions and three (3) QRA betterment projects. The full list of projects is detailed in Appendix C. Notably the following projects have been approved within the EOT to 30 September 2021:
  - Dunbar to Kowanyama Road.
  - Dunbar to Koolatah Road.
  - Rutland Plains Access.

### **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. Four (4) REPA submissions have been approved with a total RV of \$52.8 million (construction budget of \$41.2million).
    - Submission 1 – Southwest Roads – RV \$16.8million, construction \$13.1million
    - Submission 2 – Southeast Roads – RV \$19.2million, construction \$15million
    - Submission 3 – Northern Roads – RV \$10.3million, construction \$8.1million
    - Submission 4 – Far Northern Roads – RV \$6.5million, construction \$5million
  3. Council has received the 30% pre-payment of \$15.8million.
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## **BUSINESS PAPERS**

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4. Emergency work on all Shire roads has been completed, with approximately \$335k expended. Closeout documents have been submitted with audits from QRA expected in the upcoming weeks to finalise the acquittal.
5. Four (4) projects have been submitted for the 2019/20 Queensland Resilience and Risk Reduction Fund (QRRRF):
  - SES Shed Construction, Normanton Council Depot – RV \$376,259
  - Armstrong Creek Causeway, Normanton to Burketown Road – RV \$696,927
  - Floodway, Normanton - Burketown Road – RV \$292,316
  - Poingdestre Creek Causeway, Normanton - Burketown Road – RV \$486,167
6. QRA have met with Council to review benchmarking rates for the 2020 project. The approved QRA20 rates are approximately 10% higher than the QRA19 rates.

### **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:**

- QRA 19 Trigger Point contribution - \$32,408
- QRA 19 10% Council contribution to day labour - \$131,196.06
- QRA 20 Trigger Point contribution - \$29,363

### **Risk Management Implications:**

- Low – QRA 19 – An extension of time has been granted for requested submission due to productivity losses from COVID-19.
- Low – QRA 20 – Construction not planned to commence until early 2021.

**CARPENTARIA SHIRE COUNCIL**  
 SUMMARY OF QRA19 EXPENDITURE

**CURRENT** 30/09/2020  
**Project Completed** 53.5%  
**Forecast Project Expenditure to RV Ratio** 0.90



Submission 1 - CSC.0004.1819.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Ifley Road	\$ 7,965,253.97	\$ 3,893,551.95	52%	0.95	
Normanton to Burketown Road	\$ 8,345,264.72	\$ 7,312,943.87	82%	1.07	
Donors Hill to Augustus Downs Road	\$ 1,235,778.13	\$ 143,244.07	0%	1.00	
Dunbar Koolatah Road	\$ 40,500.00	\$ 15,456.00	85%	0.45	Costs incurred to order flood camera parts, camera not yet installed.
<b>TOTAL</b>	<b>\$ 17,586,796.82</b>	<b>\$ 11,365,195.89</b>			

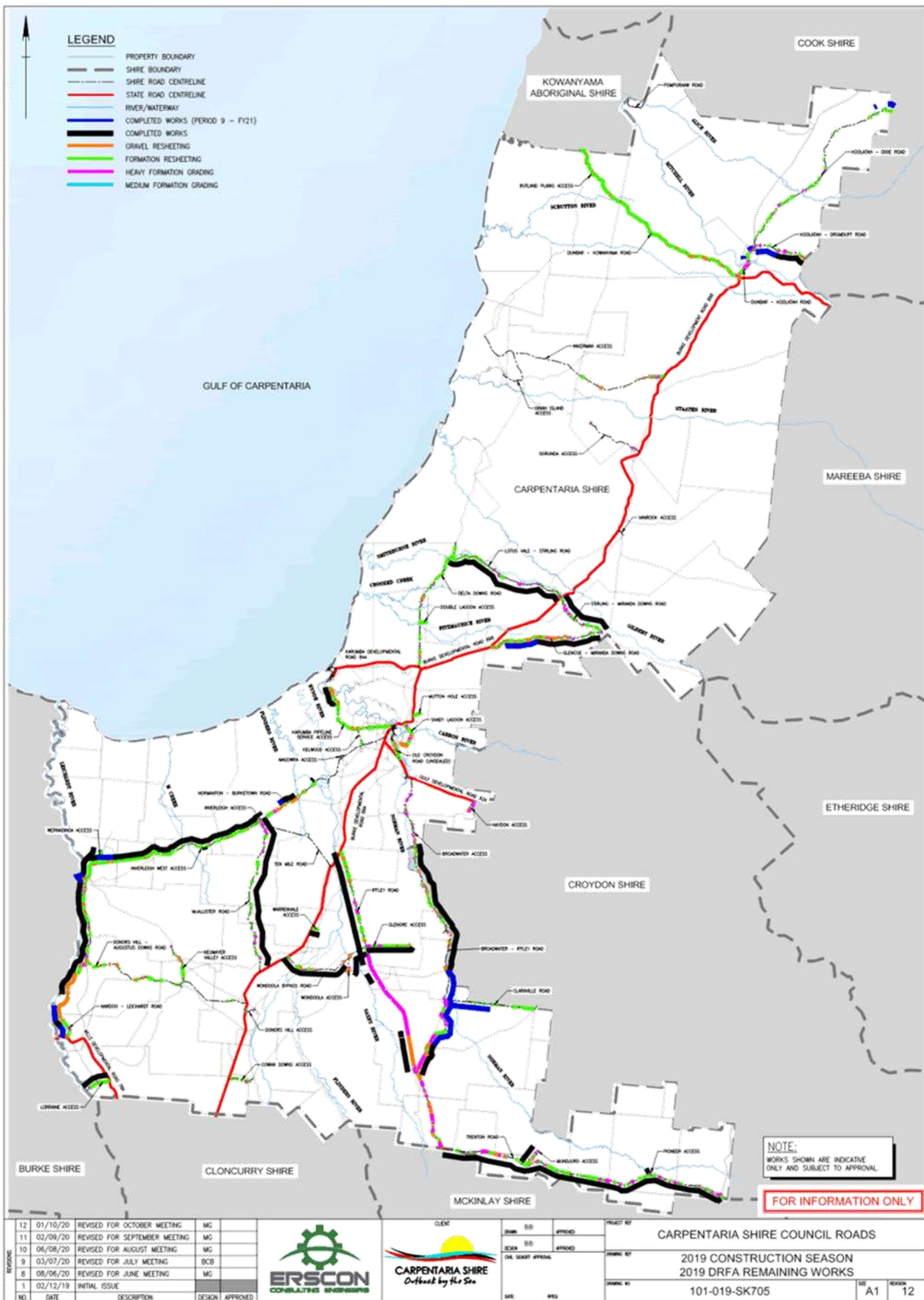
\*Expected expenditure ratio is the ratio of final expenditure divided by the recommended value. (i.e. 1.5 is 50% over budget, 0.8 is 20% under budget)

Submission 2 - CSC.0010.1819.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Dunbar to Kowanyama Road	\$ 11,730,742.81	\$ 711,881.53	6%	1.00	Trucks have commenced tipping gravel, no construction has started.
<b>TOTAL</b>	<b>\$ 11,730,742.81</b>	<b>\$ 711,881.53</b>			

Submission 3 - CSC.0009.1819.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Trenton Road	\$ 8,087,067.71	\$ 3,124,148.97	99%	1.02	
Nardoo to Leichardt Road	\$ 5,457,880.01	\$ 2,111,146.32	89%	0.44	Accrued costs processing. Road currently under construction.
Koolatah to Dixie Road	\$ 1,037,829.19	\$ 61,371.73	40%	0.15	Overlapping camp and establishment costs with Koolatah - Drumduff Road. When assessing roads together, expenditure expected to align closer to RV.
<b>TOTAL</b>	<b>\$ 9,582,776.91</b>	<b>\$ 5,296,667.02</b>			

Submission 4 CSC.0015.1819.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Glencoe to Mirandas Downs	\$ 2,336,152.96	\$ 626,520.75	78%	0.34	Accrued costs processing. Road currently under construction. Push up of gravel and delivery of gravel were booked to Stirling to Mirandas Downs Road.
Stirling to Mirandas Downs	\$ 714,067.74	\$ 1,752,209.88	100%	2.45	Costs for pit establishment, pushing up of gravel and stockpiling for Glencoe to Mirandas and Lotusvale to Stirling booked to this road. When assessing all roads together the expenditure aligns closer to the RV.
Lotusvale to Stirling	\$ 886,520.02	\$ 1,357,452.83	100%	1.53	Overlapping costs with Stirling to Mirandas and Glencoe to Mirandas Downs Road. When assessing all together expenditure aligns closer to RV.
Delta Downs Road	\$ 1,234,393.09	\$ 243,463.08	14%	1.39	Trucks have commenced tipping gravel, no construction has started.
Double Lagoon Access	\$ 152,260.02	\$ -	0%	1.00	
Dorunda Access	\$ 61,618.91	\$ -	0%	1.00	
Dunbar to Koolatah	\$ 621,749.80	\$ 22,943.42	18%	0.20	Accrued costs processing. Road currently under construction. Overlapping camp and establishment costs with Koolatah to Drumduff Road.
Koolatah to Drumduff	\$ 400,021.44	\$ 867,963.20	100%	2.17	Overlapping camp and establishment costs with Koolatah - Dixie and Dunbar to Koolatah Road. When assessing roads together, expenditure expected to align closer to RV.
Inkerman Access	\$ 575,844.83	\$ 46,128.32	0%	1.00	Trucks have commenced tipping gravel, no construction has started.
Mutton Hole Access	\$ 197,093.65	\$ -	0%	1.00	
Rutland Plains Access	\$ 62,784.92	\$ -	0%	1.00	
Shady Lagoon Access	\$ 706,736.20	\$ -	0%	1.00	
<b>TOTAL</b>	<b>\$ 5,613,078.62</b>	<b>\$ 4,290,160.73</b>			

Submission 5 CSC.0019.1819.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Glenore Access	\$ 909,509.81	\$ 823,477.32	100%	0.91	
Inverleigh Access	\$ 5,671.11	\$ 1,006.35	100%	0.18	Construction completed in less than one day, majority of costs booked to adjacent Normanton to Burketown Road.
Inverleigh Access (Secondary)	\$ 6,592.06	\$ -	100%	0.00	Construction completed in less than one day, majority of costs booked to adjacent Normanton to Burketown Road.
Inverleigh West Access	\$ 26,659.05	\$ 2,164.49	100%	0.08	Construction complete. Costs booked to adjacent Normanton to Burketown road as construction was completed in less than one day.
Lorraine Access	\$ 601,515.79	\$ 991,221.33	100%	0.65	Accrued costs processing. Road recently finished construction.
McAllister	\$ 917,701.37	\$ 971,989.62	100%	1.06	
Mundjuro Access	\$ 249,585.23	\$ 136,456.28	100%	0.55	Cost savings as camp and mobilisation costs booked to adjacent Trenton Road.
Pioneer Access	\$ 43,036.66	\$ 12,909.83	100%	0.30	Cost savings as camp and mobilisation costs booked to adjacent Trenton Road.
Warrenvale Access	\$ 155,485.20	\$ 71,374.32	100%	0.46	Cost savings as construction was completed simultaneously with QRA18 scope of work with overlapping camp and mobilisation costs.
Wernadanga Access	\$ 358,899.18	\$ 184,957.42	100%	0.52	Cost savings from simultaneous construction with QRA18 Wernadanga Access Scope of work.
Wondoola Bypass	\$ 364,937.20	\$ 464,180.02	100%	1.27	Cost overlaps with simultaneously constructed Wondoola Access. When assessing roads together, expenditure aligns closer to RV.
Broadwater to Ifley	\$ 3,317,286.59	\$ 2,347,718.16	90%	0.79	Accrued costs processing. Road currently under construction.
Clarville	\$ 631,331.54	\$ 21,040.83	17%	0.19	Accrued costs processing. Road currently under construction.
KBA Pipeline Service Access	\$ 1,631,989.21	\$ 368,472.45	28%	0.81	Road partially constructed, remaining works to be completed later in the year.
Wondoola Access	\$ 224,681.17	\$ 164,851.20	94%	0.78	Cost overlaps with simultaneously constructed Wondoola Bypass. When assessing roads together, expenditure aligns closer to RV.
Broadwater Access	\$ 7,458.24	\$ 13.99	0%	1.00	
Cowan Downs Access	\$ 192,966.61	\$ -	0%	1.00	
Donors Hill Access	\$ 72,667.33	\$ -	0%	1.00	
Haydon Access	\$ 195,907.01	\$ -	0%	1.00	
Kelwood Access	\$ 63,632.75	\$ -	0%	1.00	
Neumayer Valley Access	\$ 346,224.08	\$ -	0%	1.00	
Old Croydon (Unsealed)	\$ 407,664.35	\$ -	0%	1.00	
<b>TOTAL</b>	<b>\$ 10,733,401.54</b>	<b>\$ 5,963,833.61</b>			



Submission Reference	Funding Type	Project	Previous Time Limit	EOT Duration (months)	EOT approval
CSC.0010.1819E.REC	QRA19 REPA	Submission 2	30-Jun-21	3	30-Sep-21
CSC.0009.1819E.REC	QRA19 REPA	Submission 3	30-Jun-21	3	30-Sep-21
CSC.0019.1819E.REC	QRA19 REPA	Submission 4	30-Jun-21	3	30-Sep-21
CSC.0015.1819E.REC	QRA19 REPA	Submission 5	30-Jun-21	3	30-Sep-21
CSC.0025.1819E.REC	QRA19 REPA	Submission 6	30-Jun-21	6	31-Dec-21
CSC.0016.1819E.REC	2018-19 Betterment	Normanton to Burketown Sealing P11/12	30-Jun-21	3	30-Sep-21
CSC.0017.1819E.REC	2018-19 Betterment	Normanton to Burketown Sealing P13	30-Jun-21	3	30-Sep-21
CSC.0011.1819E.DWS	2018-19 Betterment	Desilting of the Normanton Sewer Lagoons	30-Jun-21	3	30-Sep-21

## **BUSINESS PAPERS**

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### **11.3 WATER AND WASTE REPORT - SEPTEMBER 2020**

**Attachments:** NIL  
**Author:** Ben Hill - Manager Water and Sewerage  
**Date:** 9 October 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 currently at the approximate height of 1.61m AHD.
- Total treated water was 98.2ML for the month.
- A burst main occurred along Yappar Street which was repaired by operations staff.
- Department of Environment and Science scheduled for a regulatory inspection of Normanton Landfill on October 14.
- A new assistant for the Karumba water and waste crew has commenced with Council.
- The funded illegal dumping compliance officer has also commenced in the role.
- Many upcoming funded projects to be delivered during the new financial year.
- Karumba STP inlet screen currently being by-passed.
- Twelve 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 30<sup>th</sup> September 2020; and
2. that those matters not covered by resolution be noted.

#### **Background:**

##### **Glenore Weir**

The level gauge at Glenore Weir is estimated to be 5.91m (AHD 1.61m) on the 30<sup>th</sup> of September 2020, a decrease of approximately 0.50m in the past month (see Figure 1). The Bureau of Meteorology recorded no rainfall at Normanton Airport during the month.



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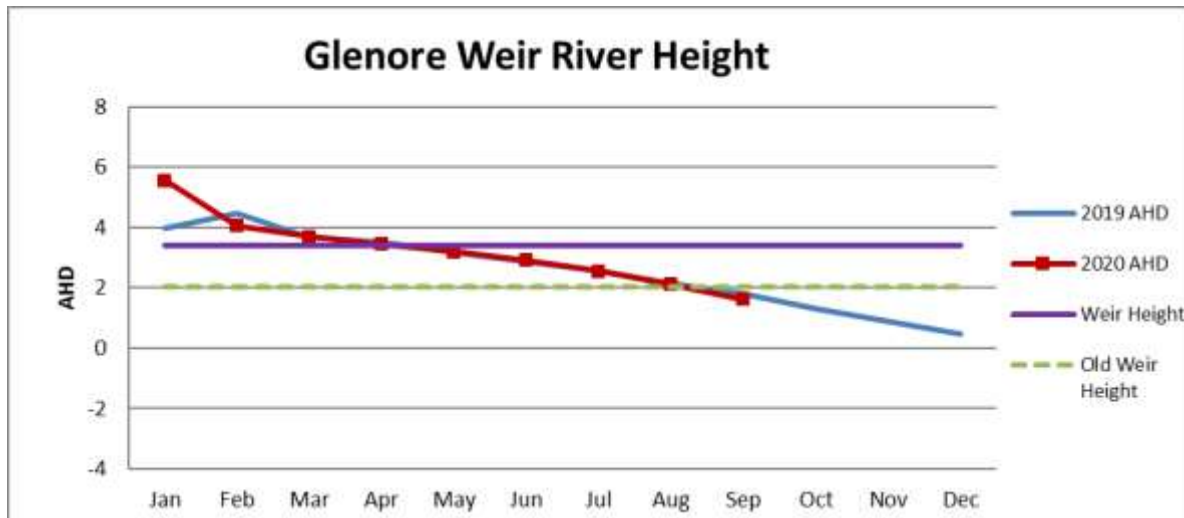


Figure 1: River height on last day of the month

### Normanton Water Treatment Plant

For the month, 93.1ML was pumped from Glenore Weir and 5.1ML from the Normanton bore for a total of 98.2ML of raw water. As can be seen in Figure 2, water consumption has increased significantly since last month and is higher than the same period last year.

Normanton consumed 56.0ML (57.0%) and 34.7ML (35.3%) was pumped to Karumba, 5.6ML (5.7%) was used for backwashing and bulk water supply/storage. The remaining 2.0% was recorded to systems losses.

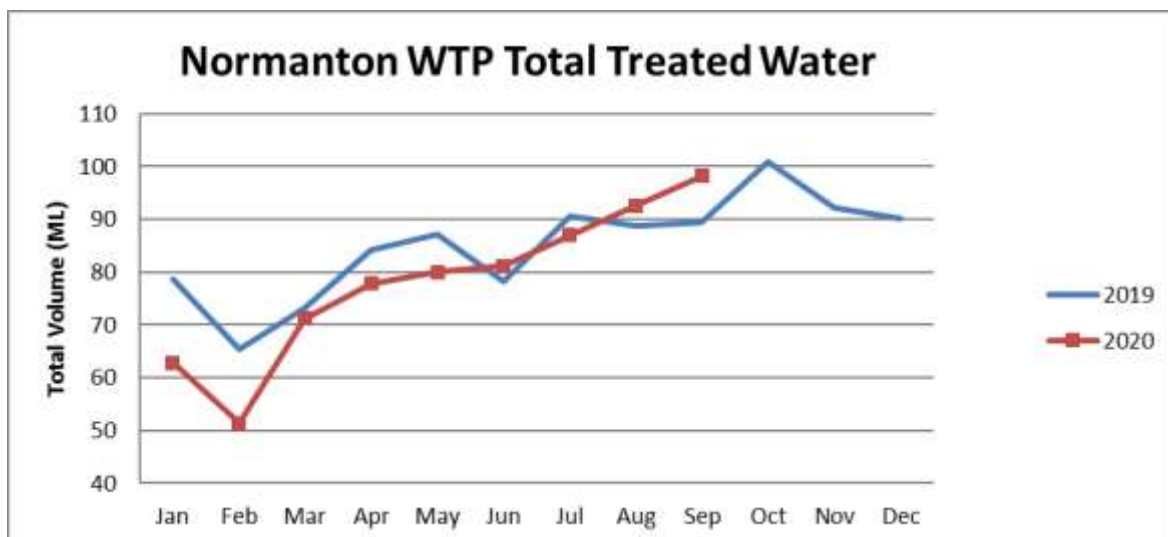


Figure 2: Total raw water treated

### **Maintenance and Upgrades**

Water consumption continues to be very high with the raw water delivery line struggling to keep up with the additional flow rates. The raw water lines have been flushed and investigated to ensure all the cross connections are open between the 150mm and 250mm

## BUSINESS PAPERS

pipes. Further investigation also continues into the existing raw water lines and ways to cost effectively alleviate some of the pressures on the system. The initial focus will be on replicating the last 1.2 kilometres of pipeline from where the 150mm pipeline ends.

The ground reservoir recoating is scheduled to take place in the final week of October or the first week of November. It will require the reservoir being taken offline for approximately one week while it is cleaned up, repaired and coated. The job will mean that there is reduced storage capacity at the treatment plant while the works are being undertaken, however, the works need to be completed prior to the onset of the wet season and before the filter refurbishment project can be completed. Council officers are comfortable that the temporarily reduced storage capacity should not cause any issues with water security. Staff will ensure the other reservoirs are kept at full capacity for the duration of the project.

Many projects are under way in various stages for the water systems, the clarifier installation (as noted in a separate report) is anticipated to be purchased very soon with a tender to be put out for required works. The final stage of the filter refurbishment can start once the reservoir is back online from the recoating project (above).

Another burst main occurred along Yappar Street in Karumba on the 26<sup>th</sup> of September. As previously mentioned, funding has been provided for strategically placed valves to be installed that will improve isolation and reduce the impacts of future burst pipes. The project will be delivered in bite size chunks to minimize impacts to the residents and will be undertaken by local trades suppliers.

### Normanton Sewage Treatment Plant and Reticulation Network

Normanton Sewerage Treatment Plant (STP) received an estimated 10ML (see Figure 3) of wastewater in August which was evaporated or used for irrigation.

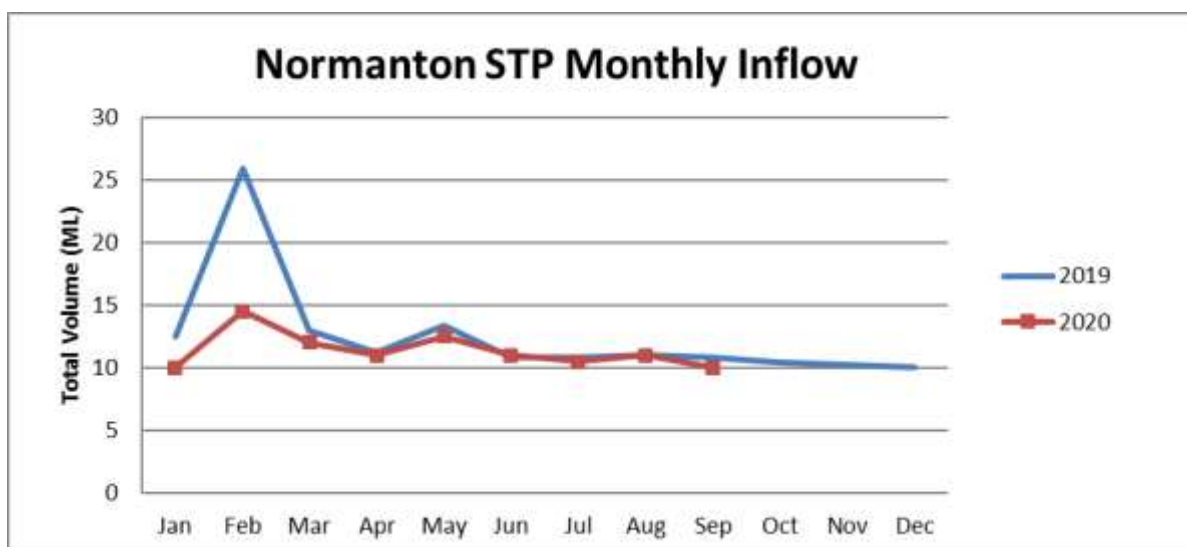


Figure 3: Total volume treated at Normanton STP

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### Maintenance and Upgrades

General maintenance tasks and repairs were carried out by operations staff members throughout the month. Repairs to the effluent irrigation pipework are being carried out and additional works are scheduled throughout the next few months such as replacing valves, fittings and damaged irrigation flumes.

### Karumba STP and Low Pressure Network

Karumba sewage treatment facility treated approximately 5.1ML (see Figure 4) for September.

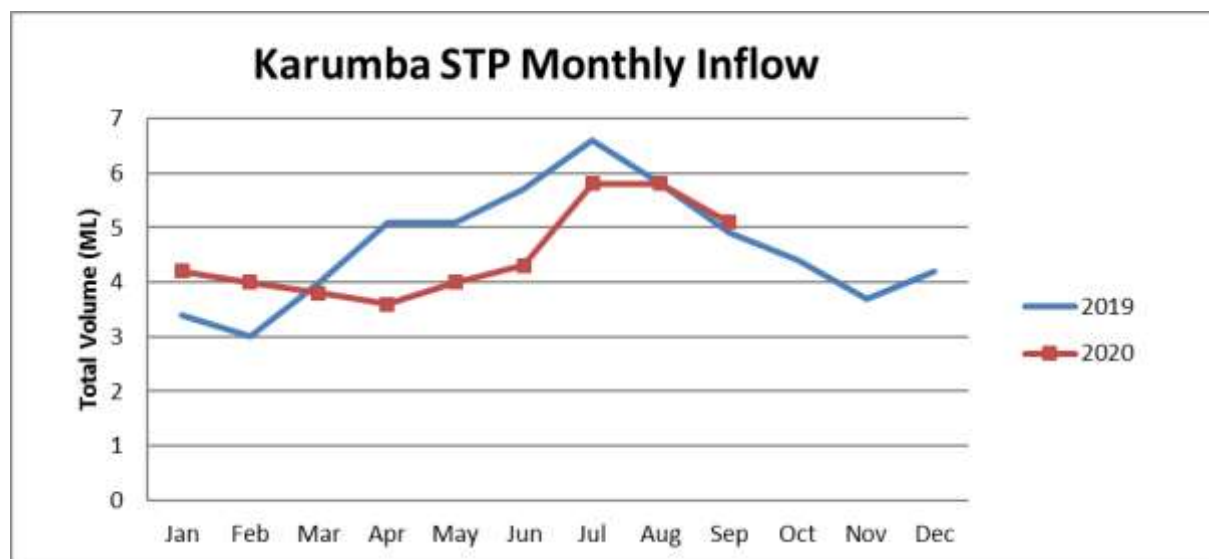


Figure 4: Total Monthly inlet flow for Karumba STP.

### Compliance

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

### Maintenance and Upgrades

Karumba STP had general maintenance carried out as necessary. The issue with the low pressure pumps continues, with twelve pumps replaced and repaired for the month.

As described in the August report, the inlet screen has had an issue and needs to be by-passed while repairs are carried out. A new replacement screen had already been ordered in April this year but has experienced delays in getting to Australia due to COVID. With this in mind, the company is now building a new unit from scratch in Australia, with delivery scheduled for January.

### Karumba Waste Transfer and Normanton Landfill

General operations and maintenance continue within the waste facilities, with the Normanton Landfill continuing to clean up and treat leachate. The new landfill compactor has been working and increased compaction is being achieved. S and J Australian Scrap Tyre

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Disposal has commenced negotiations and managing the logistics for the removal of tyres as per the funding agreement with the Department of Environment and Science.

There continues to be staff turnover and changes within the water and waste department, with the Normanton landfill operator being seconded into the workshop for the rest of the works season. A replacement operator from the works crew has commenced at the landfill to cover the absence and provide a back up in future periods of leave/absences. The secondary choice for the Karumba Water and Waste assistant has commenced with Council. He is cleaning up the facility and will hopefully pick up the operational requirements quite quickly.

The Department of Environment and Science have contacted Council to notify that a regulatory inspection of Normanton Landfill Facility will be undertaken on October 14. Officers will notify the elected members of the outcomes after the inspection have been completed.

### **Projects/Budgets**

The following Tables are a brief overview/summary of the ongoing projects in Water and Waste along with year to date budget figures.

**Table 1: Project summary for Water and Waste**

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Area	Description	Funding body	Budget	Status
W a t e r	Yappar Street valve replacement	W4Q	\$ 80,000.00	Planning - to be completed in small sections
	Recoat Reservoir #3 at Ntn WTP	W4Q	\$ 120,000.00	Scheduled for late October/November
	Office/control building at Ntn WTP	W4Q	\$ 125,000.00	Currently being built off-site and due for arrival in October
	Installation of second clarifier	W4Q	\$ 950,000.00	Council to procure directly, then tender out installation, commissioning and associated works
	Conversion/upgrade of PLC	W4Q	\$ 50,000.00	coupled with above project
	Filter upgrade at Ntn WTP	W4Q	\$ 200,000.00	media on site, contractors engaged (to be completed after the reservoir recoating completed)
	Repair and upgrade Ntn WTP shed	W4Q	\$ 145,000.00	seeking quotes for upgrade - Gulf Construction to complete initial repairs
	Repair scouring on left hand weir embankment	QRA	\$ 60,000.00	completed
	Raw water irrigation project	BBRF	\$712,000/ \$238,000	Tender has been awarded to Barto's Plumbing. Michael Pickering taking up the role
S e w a g e	Ntn STP de-silting project	QRA	\$ 734,000.00	Tender has been awarded to Dredging Solutions - department has granted an extension of time due to COVID restrictions
	Ntn STP irrigation repairs	QRA	\$ 20,000.00	Materials have arrived on site, works commencing
	Kba STP inlet screen replacement	CSC	\$ 60,000.00	ordered in 19/20 FY - COVID delayed delivery from Europe. After discussion, the manufacturer has agreed to fabricate a new system in Australia
	Kba STP Office/control building	W4Q	\$ 100,000.00	Currently being built off-site and due for arrival October
W a s t e	Tyre recycling project	DES	\$200,000/ \$130,000	S and J Australian Scrap Tyre Disposal to undertake
	Karumba CCTV tower	DES	\$ 60,000.00	tower complete, additional electronics/monitoring equipment to be purchased using funding - awaiting IT Officer
	Illegal dumping compliance officer	DES	\$ 123,182.00	Introductory training completed. Issuing warnings as required.

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Table 2: Year to date budget summary

Description	Current Budget	YTD Actual	Percentage	Co
Maintenance Ntn - Operating Income	-\$48,000.00	-\$13,770.00	28.69%	income
Maintenance Kba - Operating Income	\$0.00	-\$2,090.00	100.00%	income
Maintenance - Water Charges	-\$1,635,000.00	-\$821,499.32	50.24%	income
Maintenance - Excess Water Charges	-\$150,000.00	\$0.00	0.00%	income
Ntn - Operating Expenses	\$965,000.00	\$160,556.01	16.64%	invoices to come
Ntn - Maintenance	\$280,000.00	\$56,188.79	20.07%	
Ntn - Depreciation	\$722,000.00	\$0.00	0.00%	accounting standard
Kba - Operating Expenses	\$181,000.00	\$29,947.59	16.55%	
Kba - Maintenance	\$105,000.00	\$26,905.44	25.62%	
Kba - Depreciation	\$320,000.00	\$0.00	0.00%	accounting standard
Ntn - Capital Grants and Contributions	-\$1,645,000.00	\$0.00	0.00%	income
ge Maintenance Ntn - Sewerage Charges	-\$706,000.00	-\$365,701.81	51.80%	income
ge Maintenance Kba - Operating Income	\$0.00	-\$14,655.00	100.00%	income
ge Maintenance Kba - Sewerage Charges	-\$856,000.00	-\$429,768.70	50.21%	income
ge Ntn - Operating Expenses	\$191,000.00	\$28,376.43	14.86%	
ge Ntn - Maintenance	\$171,000.00	\$45,291.98	26.49%	
ge Ntn - Depreciation	\$182,000.00	\$0.00	0.00%	accounting standard
ge Kba - Operating Expenses	\$450,000.00	\$98,656.39	21.92%	
ge Kba - Maintenance	\$278,000.00	\$85,725.59	30.84%	
ge Kba - Depreciation	\$341,000.00	\$0.00	0.00%	accounting standard
ge Kba - Installation	\$21,000.00	\$337.09	1.61%	one off jobs
ge Maintenance Ntn - Capital Grants and Contributions	-\$515,000.00	\$0.00	0.00%	income
Collection Ntn - Operating Expenses	\$185,000.00	\$36,645.47	19.81%	
Collection - Maintenance	\$0.00	\$5.63	100.00%	zero budget
Collection Karumba - Operating Expenses	\$188,000.00	\$35,768.26	19.03%	
- Kba Maintenance	\$0.00	\$29.45	100.00%	zero budget
/Waste Transfer Operations - Ntn - Operating Grants, Subs	-\$200,000.00	\$0.00	0.00%	income
/Waste Transfer Operations - Ntn - Operating Income	-\$10,000.00	-\$4,798.83	47.99%	income
/Waste Transfer Operations - Ntn - Landfill Charges	-\$705,000.00	-\$353,928.90	50.20%	income
/Waste Transfer Operations - Ntn - Operating Expenses	\$695,000.00	\$46,701.13	6.72%	majority of budget to
/Waste Transfer Operations - Ntn - Maintenance	\$109,000.00	\$48,564.76	44.55%	completed short term
/Waste Transfer Operations - Ntn - Depreciation	\$25,000.00	\$0.00	0.00%	accounting standard
/Waste Transfer Operation - Grant Funded Expenses	\$0.00	\$17,459.99	100.00%	income
/Waste Transfer Operations - Kba - Operating Expenses	\$253,500.00	\$49,517.36	19.53%	
/Waste Transfer Operations - Kba - Maintenance	\$65,500.00	\$6,099.75	9.31%	staff member change
/Waste Transfer Operations - Kba - Depreciation	\$8,000.00	\$0.00	0.00%	accounting standard
	-\$734,000.00	-\$1,233,435.45	168.04%	

### 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 2020/21 financial year to remain compliant.

### Risk Management Implications:

- Nil.

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### **11.4 WORKSHOP REPORT**

**Attachments:** NIL  
**Author:** William Bollen - Workshop Foreman  
**Date:** 9 October 2020

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**Key Outcome:** 5.1 - Integrated and timely provision and management of sustainable infrastructure and assets

**Key Strategy:** 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.

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#### **Executive Summary:**

This report provides information and updates to Council on various maintenance and repairs that are facilitated within the Workshop.

#### **RECOMMENDATION:**

That Council:

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

#### **Background:**

The Workshop has had a difficult time with staff through absentees and injuries.

There was a period when it was just Ray and I which resulted in a back log of work but managed to overcome.

Tibau is now back from personal leave and Tony is also back from Annual leave.

Cody Reid's apprenticeship has been terminated once again based on job abandonment.

Jesse Callope is now on leave due to a workplace injury to a finger.

Jobs completed between the list mentioned below includes major and minor services to Landcruiser and Hilux's, replacement of multi and drum roller tyres, small plant repairs and services, operating forklift for outside crews, parts ordering and call outs to breakdowns that turn out to be operator error e.g. emergency stop and Admin tasks etc.

Parts delivery times is still a month between particularly if parts are outside of Queensland. This causes downtime to be lengthy which also results in parts being swapped out from other plant.

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### **Completed Tasks:**

1. Maintenance and tyres have been the biggest time-consuming part over the last month, along with Bomag Rollers performance and reliability dropping off.
2. CAT Drum rollers have dropped in reliability considering the age and treatment they have proven but again parts are the biggest factor.
3. Air-conditioning in most plant have been serviced after operator complaints since the temperature is rising. Most Aircon repairs are delayed because only one workshop fitter has the relevant refrigerant license. **Lisa has organised training in Cairns which will commence in November.**
4. The Float P0394 has been modified to keep the ramps working, a new pump and motor has been ordered along with brake lines and electrical cables to replace full length of trailer.
5. Prime Mover P2403 Awaiting A/C compressor and drier, have also replaced driver's side door window with updated assembly, replacement turntable has been delivered, wires on starter have been repaired and air leaks.
6. Hook Trailer P4404 has had all tyres replaced and electrical/Hydraulic faults have been repaired.
7. Service and repairs are also being completed over the weekend just to free up time Monday - Friday for priority works.
8. P3018 Grader: A/C compressor and drier replaced, radiator and condenser cleaned, articulation sensors repaired.
9. P3402 Multi: Steering Arm broke free will be temporarily repaired and brought back to town.
10. P3811 Stabilizer underwent its 500hr service last month.
11. P4136 Line Marker is due for replacement as soon as possible as major components are now failing. The latest casualty is the main control board.



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<b>Plant currently on the waiting list for repairs for either parts or diagnosing:</b>	
<b>Plant not currently being used:</b>	
P3131	Grader parts for the chain box - Parts received
P3406	Injector lines, fuel pump, common rail – Awaiting parts
P3134	Radiator - Awaiting parts
P2036	Window, steering issue.
P3011	Skid Steer A/C parts, door window, bucket edge
P3137	Karumba Backhoe A/C condenser and grill damaged during operation
P2001	Isuzu Garbage compactor Grind from PTO/Transmission sent to Irelands
P4136	Paint/Line marker control board failure

**Consultation (Internal/External):**

- Nil

**Legal Implications:**

- Nil

**Financial and Resource Implications:**

- Nil

**Risk Management Implications:**

- Within normal operating parameters

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### 11.5 BUILDING AND PLANNING REPORT

<b>Attachments:</b>	NIL
<b>Author:</b>	Elizabeth Browning - Engineering Records Operator
<b>Date:</b>	7 October 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 September 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 by Building Certifier

DA No.	Applicant	Address	Application Type	Value
Nil				

##### Building Permits Issued

DA No.	Applicant	Address	Application Type	Value
Nil				

**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>

**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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### 11.6 UPDATE OF COUNCIL'S ROAD NETWORK

**Attachments:** 11.6.1. Shire Roads Register [↓](#)  
11.6.2. Town Streets Register [↓](#)  
11.6.3. Map 1 [↓](#)  
11.6.4. Map 2 [↓](#)

**Author:** Tamara O'Kane - Assets Officer

**Date:** 7 October 2020

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**Key Outcome:** 5.1 - Integrated and timely provision and management of sustainable infrastructure and assets

**Key Strategy:** 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.

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#### Executive Summary:

The Carpentaria Shire Road Register has had some minor updates of roads to unify naming conventions used and will enable uniformity between claiming, reporting and auditing, and assist in associating Council's financial, mapping and asset databases.

#### RECOMMENDATION:

That Council accept the contents and make recommendations where required, relating to the attached Shire Roads Register, Town Street Register and associated Maps 1 and 2.

#### Background:

Two accompanying maps have been attached that coincide with the attached spreadsheets, for clarity and discussion. The alignment and name title of some roads will be altered and added to the roads database to capture maintenance costs and to ensure the roads are eligible for Disaster Recovery Funding Arrangements (DRFA), previously Natural Disaster Relief and Recovery Arrangements (NDRRA).

#### Consultation (Internal/External):

- Jack Parry – Carpentaria
- Nick Lennon - ERSCON
- George Mani – Mangoes Mapping

#### Legal Implications:

- N/A

#### Financial and Resource Implications:

- N/A

#### Risk Management Implications:

- N/A
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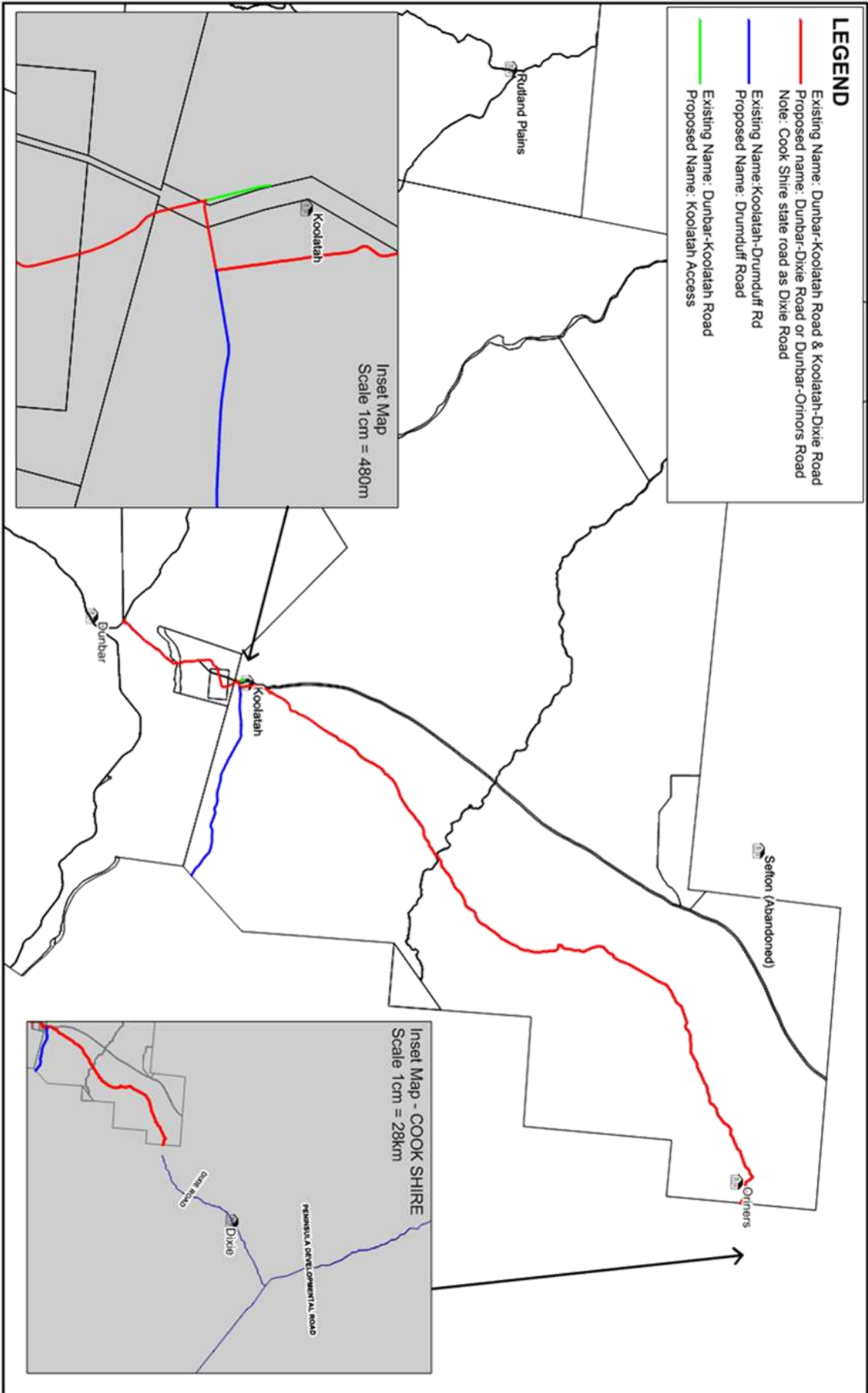
RURAL SHIRE ROADS REGISTER					
Asset Number	Name	Classification	Length (m)	Comments	For Councils Consideration
<b>LRRS Roads (Local Roads of Regional Significance)</b>					
1005	Dunbar - Kowariyama Road	LRRS	96,240.62		
1010	Iffley Road	LRRS	130,999.57		
1015	Koolatah - Dixie Road	LRRS	89,793.02	See below Dunbar Koolatah Road	
1020	Nardoo - Leichardt Road	LRRS	73,457.78	Currently not classed as a LRRS road by NWQRC even though it has been considered a LRRS road by Council for a long period of time. Currently all signage that has been installed recently states Nardoo Burketown Road	That Council consider adding this road to the LRRS network as it considered a link road to Burketown. That Council consider the naming convention to reflect the current signage of Nardoo Burketown Road or stay with the current name of Nardoo Leichardt Road
1025	Normanton - Burketown Road	LRRS	149,054.08		
<b>Primary Roads</b>					
2005	Broadwater Road	Primary Roads	127,947.51	Currently the Broadwater Road covers the road from Glenore to Iffley Road and doesnt really reflect that it is a link road.	That Council consider the following names or leave it as it is named. Suggestions Glenore Iffley Road, Broadwater Iffley Road
2010	Claraville Road	Primary Roads	37,167.32		
2015	Delta Downs Road	Primary Roads	55,954.80		
2020	Donors Hill - Augustus Downs Road	Primary Roads	74,827.41		
2025	Dunbar - Koolatah Road	Primary Roads	18,361.17	Currently Classified as a LRRS Road by NWQRC - as this is a link road consideration should be given to combining this section of road with Koolatah Dixie Road and renaming the road as one single road as shown on the attached map 1. This would also need to be taken back to the NWQRC for ratification if Council decides to combine both roads. This would also include renaming the section shown on the attached map as the Koolatah Access	That Council consider the following names or leave it as named. Dunbar Dixie Road or Dunbar Orriers Road. That Council consider the following name change of Koolatah Access.
2030	Glenore - Miranda Downs Road	Primary Roads	47,809.99		
2035	Glenore West Road	Primary Roads	1,413.19		
2040	Koolatah - Drumduff Road	Primary Roads	22,551.93		
2045	Lotus Vale - Stirling Road	Primary Roads	51,437.94		
2050	McAllister Road	Primary Roads	68,154.53		
2055	Old Croydun Road (Unsealed)	Primary Roads	7,840.00		
2060	Pompuraw Road	Primary Roads	10,808.00		
2065	Stirling - Miranda Downs Road	Primary Roads	21,435.41		
2070	Ten Mile Road	Primary Roads	36,240.63		
2075	Trenton Road	Primary Roads	120,995.94		
2080	Wondoola Bypass Road	Primary Roads	37,952.01		
<b>Property Accesses</b>					
3005	Augustus Downs Access	Access Roads	686.06		
3010	Beard Access	Access Roads	615.59		
3015	Broadwater Access	Access Roads	557.52		
3020	Cowan Downs Access	Access Roads	11,160.86		
3025	Dinah Island Access	Access Roads	20,516.93		
3030	Donors Hill Access	Access Roads	4,902.04		
3035	Dorunda Access	Access Roads	25,123.32		
3040	Double Lagoon Access	Access Roads	1,021.90		
3045	Glenore Access	Access Roads	18,713.50		
3050	Glenore West Service Access	Access Roads	830.64		
3055	Haydon Access	Access Roads	5,189.13		
3060	Inkerman Access	Access Roads	83,751.32		
3065	Inverleigh Access	Access Roads	736.10		
3070	Inverleigh West Access	Access Roads	933.02		
3075	Karumba Pipeline Service Access	Access Roads	37,230.86		
3080	Kelwood Access	Access Roads	6,935.53		
3085	Lorraine Access	Access Roads	10,363.23		
3090	Maggieville Access	Access Roads	204.42		
3095	Magowra Access	Access Roads	2,928.94		
3100	Mundjuro Access	Access Roads	7,941.94		
3105	Mutton Hole Access	Access Roads	3,774.73		
3110	Neumayer Valley Access	Access Roads	16,799.41		
3115	Pioneer Access	Access Roads	1,885.96		
3120	Rutland Plains Access	Access Roads	1,884.36		
3125	Sawtell Creek Access	Access Roads	976.64		
3130	Shady Lagoon Access	Access Roads	14,389.64		
3135	Talawanta Access	Access Roads	1,264.42		
3140	Vainook Access	Access Roads	2,839.99		
3145	Warrenvale Access	Access Roads	3,157.05		
3150	Wernadinga Access	Access Roads	7,646.84		
3155	Wondoola Access	Access Roads	12,934.35		
3160	Woodview Access	Access Roads	983.45		
3165	Yappar River Access	Access Roads	2,820.03		
<b>Points of Interest</b>					
4005	Burke and Wills Monument Access	Point of Interest	1,534.24		
4010	Karumba Cemetery Access	Point of Interest	1,263.77		

TOWN STREETS REGISTER					
Asset Number	Name	Classification	Length (m)	Comments	For Councils Consideration
<b>NORMANTON</b>					
5005	Airport Road	Urban	250.41		
5010	Balonne Street	Urban	423.80		
5015	Beard Crescent	Urban	504.78		
5020	Bell Street	Urban	312.27		
5025	Brodie Street	Urban	243.64		
5030	Brown Street	Urban	1,266.97		
5035	Caroline Street	Urban	546.32		
5040	Dutton Street	Urban	959.76		
5045	Edwards Road	Urban	574.74		
5050	Ellesmere Street	Urban	182.05		
5055	Ellis Street	Urban	596.35		
5060	Esplanade	Urban	287.37	The current road name suggest a road "type", as an example it should be Fishing Bridge Esplanade or something similar.  Also during asset collection it became evident that the section of road on the other side of the fishing bridge is not on the current road register and should be for asset purposes see attached map 2 for location.	That Council consider creating a name for both sections internally or go out to the Public for naming ideas.
5065	Forsyth Street	Urban	123.26		
5070	Gough Street	Urban	166.27		
5075	Green Street	Urban	1,133.05		
5080	Greenaway Street	Urban	284.91		
5085	Greensulls Lane	Urban	209.20		
5090	Haig Street	Urban	464.57		
5095	Hannam Street	Urban	134.39		
5100	Henrietta Street	Urban	426.52		
5105	Hollingsworth Street	Urban	280.25		
5110	Hospital Road	Urban	1,071.67		
5115	Jubilee Way	Urban	117.60		
5120	Karen Lane	Urban	452.72		
5125	Landsborough Street	Urban	1,847.19		
5130	Ledlie Lane	Urban	224.68		
5135	Little Brown Street	Urban	311.99		
5140	Macnamara Street	Urban	220.45		
5145	Manson Street	Urban	103.70		
5150	Matilda Street	Urban	1,174.41		
5155	Newman Street	Urban	150.87		
5160	Noel Street	Urban	684.51		
5165	Noel Street West	Urban	222.48		
5170	Norman Street	Urban	279.77		
5175	Normanton Gun Club Access	Urban	1,723.06		
5180	Normanton Waste Facility Access	Urban	120.28		
5185	Normanton Weighbridge Access	Urban	587.44		
5190	Old Croydon Road (Sealed)	Urban	5,517.00		
5195	Palmer Street	Urban	240.74		
5200	Philp Street	Urban	1,391.83		
5205	Racecourse Road	Urban	222.20		
5210	Read Street	Urban	140.44		
5215	Resupply Road	Urban	482.34		
5220	Robert Walker Avenue	Urban	238.16		
5225	Rodeo Drive Access	Urban	429.97		
5230	Russell Street	Urban	207.69		
5235	Simpson Street	Urban	170.50		
5240	Sutherland Street	Urban	404.21		
5245	Swan Street	Urban	186.35		
5250	Thompson Street	Urban	1,573.15		
5255	Travers Street	Urban	255.56		
5260	Wharf Lane	Urban	455.17		
5265	Woodward Street	Urban	833.74		
5270	Wurnup Street	Urban	670.27		
<b>KARUMBA</b>					
6005	Allan Howie Way	Urban	1,256.89		
6010	Anderson Street	Urban	110.18		
6015	Barnett Street	Urban	109.82		
6020	Carmo Street	Urban	219.24		
6025	Carron Street	Urban	953.65		
6030	Clarina Street	Urban	473.78		
6035	Col Kitching Drive	Urban	3,661.14		
6040	Edmonson Street	Urban	182.52		
6045	Fielding Street	Urban	764.44		
6050	Gilbert Street	Urban	256.59		
6055	Henry Street	Urban	681.25		
6060	Karumba Airport Road	Urban	515.63		
6065	Karumba Cyclone Green Waste Centre	Urban	598.92		
6075	Karumba Gun Club Access	Urban	531.76		
6080	Karumba Holdings Access	Urban	1,305.81		
6085	Karumba Truck Stop	Urban	287.04		
6090	Karumba Waste Transfer Access	Urban	2,290.20		
6095	Karumba Water Storage Road	Urban	898.76		
6100	Karumba Point Esplanade	Urban	111.54		
6105	Landsborough Street	Urban	124.27		
6110	Lindley Street	Urban	52.18		
6115	Lynch Close	Urban	112.78		
6120	Massey Drive	Urban	260.07		
6125	McIntosh Street	Urban	187.35		
6130	Norman Street	Urban	409.55		
6135	Palmer Street	Urban	488.03		
6140	Riverview Drive	Urban	609.29		
6145	Usher Street	Urban	54.96		
6150	Walker Street	Urban	593.90		
6155	Ward Street	Urban	245.91		
6160	Yappar Street	Urban	2,828.91		



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 PROJECT: 2020\_025

Scale 1cm = 5.5km at A4  
 Map Grid of Australia Zone 54 (GDA94)







## **BUSINESS PAPERS**

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### **11.7 UPGRADE OF MAPINFO**

<b>Attachments:</b>	11.7.1. MapInfo Quote <a href="#">↓</a>
<b>Author:</b>	Tamara O'Kane - Assets Officer
<b>Date:</b>	7 October 2020
<b>Key Outcome:</b>	5.1 - Integrated and timely provision and management of sustainable infrastructure and assets
<b>Key Strategy:</b>	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.

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#### **Executive Summary:**

Council needs to upgrade the old version of MapInfo (v12.5) to a new version (v19). It's been six (6) years since the last update and the current program is now obsolete. Council requires funding of \$12,000 to purchase the upgrade. This was not forecasted for this year's budget.

#### **RECOMMENDATION:**

That Council approves the purchase to upgrade MapInfo.

#### **Background:**

MapInfo is an integral part of Council's strategic planning and day-to-day services. Council uses MapInfo for updating and distributing Geographical Information Systems (GIS) spatial data across the Council's infrastructure assets (i.e. digital water and sewerage infrastructure).

Superseding the old version (v12.5) with the newest update (v19) encompasses many functionality improvements regarding new tools that will help both new and advanced users.

Council would be shifting to 64-bit from 32-bit processor which is included in the upgrade of MapInfo, 64-bit processors are more capable and can handle more data improving the efficiency of map creations and data management.

Upgrading to the new version will enable the capacity for staff to undertake Advanced Techniques training to become MapInfo Certified Professionals with Pitney Bowes.

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

- Michael Wanrooy – Director of Engineering
- Justin Hancock – Director of Corporate Services

#### **Legal Implications:**

- N/A

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

- Amendment to adopted budget to include approved funds, expense to be included in amended budget.

## **BUSINESS PAPERS**

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**Risk Management Implications:**

- N/A



## QUOTE

**Quote Number:** Q000580/1  
**Quote Date:** 16 September 2020  
**Valid To:** 30 September 2020

Mangoesmapping Pty Ltd  
ABN: 13 602 549 557  
Phone: +61 7 4004 9714  
Email: [accounts@mangoesmapping.com.au](mailto:accounts@mangoesmapping.com.au)  
Suite 13, 1 Jack Street  
Atherton, QLD 4883

### Carpentaria Shire Council

PO Box 31  
Normanton  
QLD 4890  
Australia

Attention: Tamara O'Kane

### Mapping System Technology Refresh

Upgrade of Carpentaria Shire Council's corporate GIS mapping solution from MapInfo Professional v12.5 to MapInfo Professional v19

### Costs

Description	Quantity	Rate	Amount
<b>Mapping System Technology Refresh</b> Transcribe existing corporate GIS interface from 32-bit environment (MapInfo v12.5) to 64-bit environment (MapInfo v2019).  Adapt existing software to accommodate significant changes to mapbasic tools, thematic mapping and printed map templates.  Alpha and beta testing within Mangoesmapping, user acceptance testing with client stakeholders, and associated issue management.  Project management communications with client and Robert Morrow Technology (managed services provider).  Develop and deliver documentation to assist application deployment by managed services provider  Update and deliver end-user supporting documentation.	1.00	12,100.00	12,100.00
		Sub Total	12,100.00
		GST	1,210.00
		<b>Total</b>	<b>13,310.00</b>

By accepting this quote you are also accepting Mangoesmapping's Terms and Conditions ([www.mangoesmapping.com.au/about/terms-and-conditions](http://www.mangoesmapping.com.au/about/terms-and-conditions)).

## **BUSINESS PAPERS**

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