



CARPENTARIA SHIRE

Outback by the Sea

BUSINESS PAPER

15 MARCH, 2023

BUSINESS PAPERS

NOTICE OF MEETING

COUNCILLORS:

Mayor Jack Bawden	Chairperson
Cr Ashley Gallagher	
Cr Bradley Hawkins	
Cr Andrew Murphy	
Cr Craig Young	
Cr Amanda Scott	
Cr Douglas Thomas	

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

Mark Crawley
CHIEF EXECUTIVE OFFICER

BUSINESS PAPERS

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OPENING OF MEETING	6
2	RECORD OF ATTENDANCE.....	6
3	CONDOLENCES	6
4	CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS	6
5	BUSINESS ARISING FROM PREVIOUS MEETINGS	6
6	RECEPTION OF PETITIONS & DEPUTATIONS.....	6
7	MAYORAL MINUTES.....	6
8	CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION	7
	8.1 Lease Agreements	7
	8.2 Normanton Sports Centre Operations.....	7
9	REPORTS FROM THE CHIEF EXECUTIVE OFFICER	8
	9.1 CEO Report.....	8
	9.2 ALGA Conference Attendance.....	18
	Attachment 9.2.1 Discussion Paper 2023 ALGA National General Assembly	20
	9.3 Terms of Reference - Local Housing Action Plan Committee	40
	Attachment 9.3.1 Terms of Reference for Advisory Committee	42
	9.4 Fuel Levy Review.....	47
	9.5 Use of Esplanade - Karumba	49
	Attachment 9.5.1 Subordinate Local Law.....	51
	9.6 Human Resources Report.....	67
	Attachment 9.6.1 Safeplan Progress Report to February 2023	71
	9.7 Les Wilson Barramundi Discovery Centre, Karumba and Normanton Visitor Information Centres.....	72
10	REPORTS FROM DIRECTOR OF CORPORATE & COMMUNITY SERVICES	82
	10.1 DCS Report.....	82
	Attachment 10.1.1 Local Laws Report - February 2022.....	89
	10.2 Monthly Financial Report - February 2023.....	91

BUSINESS PAPERS

	Attachment 10.2.1 Monthly Financial Statement - February 2023	96
	Attachment 10.2.2 Cash - February 2023	100
	Attachment 10.2.3 Rates and Service Charges Receivables Report - February 2023.....	101
	Attachment 10.2.4 Capital Expenditures - February 2023	105
10.3	RFT 23-0004 DRFA Project Management Services	108
	Attachment 10.3.1 RFT 23-0004 Evaluation Report	111
10.4	External and Internal Audit Matters - Status Report.....	116
	Attachment 10.4.1 External and Internal Audit Matters Status Report....	118
10.5	2023-2025 Internal Audit Plan.....	173
	Attachment 10.5.1 Draft Strategic Internal Audit Plan 2023 - 2025.....	176
10.6	Internal Audit Policy and Charter	185
	Attachment 10.6.1 Internal Audit Charter	188
	Attachment 10.6.2 Internal Audit Policy	198
10.7	2023-2024 Revenue Policy	203
	Attachment 10.7.1 2023-2024 Revenue Policy	205
10.8	Approval to Keep Animal - More than Two Dogs	210
10.9	Community Development Report	212
	Attachment 10.9.1 Normanton Sports Centre Monthly Report.....	216
	Attachment 10.9.2 Monthly Pool Report.....	218
10.10	Community Donations and Support	220
	Attachment 10.10.1 Letter rom Normanton Social Fishing.....	224
10.11	K150 Terms of Reference - Advisory Committee.....	226
	Attachment 10.11.1 K150 Terms of Reference Advisory Committee ...	228
10.12	RADF Terms of Reference - Advisory Committee	233
	Attachment 10.12.1 RADF Terms of Reference - Advisory Committee.....	235
10.13	Normanton Heritage Terms of Reference - Advisory Committee.....	240
	Attachment 10.13.1 Heritage Committee - Terms of Reference	242
10.14	Carpentaria K150 event	247
	Attachment 10.14.1 K150 meeting minutes.....	251
10.15	Regional Arts Development Fund (RADF)	256
	Attachment 10.15.1 RADF meeting minutes	258
10.16	User Agreement - Normanton Rodeo Association Incorporated.....	261
	Attachment 10.16.1 Marked up agreement from Feb 2023 workshop.....	264

BUSINESS PAPERS

11	REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES	281
11.1	DOE Report.....	281
11.2	NDRRA/QDRF Report	293
	Attachment 11.2.1 Appendix A - 2021 Expenditure Summary	296
	Attachment 11.2.2 Appendix B - QRA21 Completion Sketch.....	298
	Attachment 11.2.3 Appendix C - Betterment Projects.....	299
11.3	Water and Waste Report.....	300
11.4	Workshop Report	305
11.5	Asset Management Report	309
11.7	Building and Planning Report.....	316
11.8	ROPS Wet Hire Plant.....	319
	Attachment 11.8.1 Appendix A - Fully Conforming Tenders	321
	Attachment 11.8.2 Appendix B - Request Additional Information	324
	Attachment 11.8.3 Appendix C Simplified Summary.....	328
11.9	ROPS Civil Construction Material Tender.....	343
	Attachment 11.9.1 Appendix A - Tender Assessment Pricing.....	345
11.10	23-0003 Preferred Supplier Arrangement for Gravel Pit Packages	351
	Attachment 11.10.1 Appendix A - Tender Assessment Pricing.....	353
12	GENERAL BUSINESS	356
13	CLOSURE OF MEETING	356

BUSINESS PAPERS

- 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 15 February 2023 be confirmed.

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

BUSINESS PAPERS

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 254J(3) of the Regulation, and should be dealt with in a Confidential Session of the Council meeting closed to the press and public.

RECOMMENDATION

That Council adjourn into Closed Session and members of the press and public be excluded from the meeting of the Closed Session, and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld unless declassified by separate resolution. This action is taken in accordance with clause 254J(3) of the Local Government Regulation 2012 as the items listed come within the following provisions

8.1 Lease Agreements

This item is classified CONFIDENTIAL under the provisions of clause 254J(3) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to .

8.2 Normanton Sports Centre Operations

This item is classified CONFIDENTIAL under the provisions of clause 254J(3) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to .:

BUSINESS PAPERS

9 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

9.1 CEO REPORT

Attachments: NIL
Author: Mark Crawley - Chief Executive Officer
Date: 8 March 2023

Key Outcome: Day to day management of activities within the Office of the CEO
Key Strategy: As per the Departmental Plan for the Office of the CEO

Executive Summary:

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

RECOMMENDATION:

That Council:

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

MEETINGS SCHEDULE

Date	Time	Event	Location
Council			
15 March 2023	9:00am	Ordinary Meeting of Council	Boardroom
16 March 2023	8:30am	Workshop – Councillors, CEO, Directors, and Managers	Boardroom
19 April 2023	9:00am	Ordinary Meeting of Council	Karumba
20 April 2023	8:30am	Workshop – Councillors, CEO, Directors, and Managers	Boardroom
NWQROC and LGAQ			
22 March 2023		Local Government Heritage Conference	Maryborough
16 May 2023		LGx Communications Conference	State Library Brisbane
30 May – 01 June 2023		Disaster Management Conference	Brisbane
16 October 2023		LGAQ Annual Conference	Gladstone

BUSINESS PAPERS

Date	Time	Event	Location
Local Government Professionals Australia			
30 March 2023		CEO Forum	Brisbane
29-31 August 2023		Annual Local Government Conference	Caloundra
23 November 2023		CEO Forum	Brisbane

FINANCIAL REPORT

Governance Income and Expenditure to 31 December 2022

Row Labels	Sum of Current Budget	Sum of Order Value	Sum of YTD Actual	Sum of Total Actual
Operating Expenditure				
Communications	167,680	6,684	10,211	16,895
Community Recovery	15,100	3,021	36	3,058
Disaster Events	58,000	0	69,117	69,117
Disaster Preparedness	72,050	14,819	3,822	18,640
Elected Members	525,130	6,518	322,633	329,152
Emergency Response	48,750	270	27,353	27,623
Governance	1,156,391	31,436	854,768	886,204
Operational Plan	0	90,520	50,158	140,678
Regional Economic Development	4,000	0	3,500	3,500
Operating Expenditure Total	2,047,101	153,268	1,341,600	1,494,868
Operating Income				
Disaster Preparedness	-7,000	0	-62,856	-62,856
Emergency Response	-17,000	0	-17,059	-17,059
Governance	0	0	-5,240	-5,240
Operational Plan	0	0	-56,769	-56,769
Operating Income Total	-24,000	0	-141,925	-141,925
Grand Total	2,023,101	153,268	1,199,676	1,352,944

BUSINESS PAPERS

Tourism Budget – LWBDC Centre Manager Discovery Centre and Hatchery

Row Labels	Sum of Current Budget	Sum of Order Value	Sum of YTD Actual	Sum of Total Actual
Operating Expenditure				
Barra Bites Café	24,502	0	68,730	68,730
Hatchery	376,677	7,348	175,194	182,541
Les Wilson Barramundi Discovery Centre	935,148	39,502	539,510	579,012
Visitor Information	136,790	5,067	114,731	119,798
Operating Expenditure Total	1,473,116	51,917	898,165	950,082
Operating Income				
Barra Bites Café	-20,000	0	-38,587	-38,587
Hatchery	-135,000	0	0	0
Les Wilson Barramundi Discovery Centre	-450,000	0	-289,192	-289,192
Visitor Information	-10,000	0	-9,965	-9,965
Operating Income Total	-615,000	0	-337,743	-337,743
Grand Total	858,116	51,917	560,422	612,339

Tourism

Row Labels	Sum of Current Budget	Sum of Order Value	Sum of YTD Actual	Sum of Total Actual
Operating Expenditure				
Tourism Events	155,000	5,532	107,778	113,310
Operating Expenditure Total	155,000	5,532	107,778	113,310
Operating Income				
Tourism Events	-25,000	0	0	0
Operating Income Total	-25,000	0	0	0
Grand Total	130,000	5,532	107,778	113,310

BUSINESS PAPERS

ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

Date:	Ref:	Action	Status	Comment
October 20	012	Concessions not granted. Upgrade the signage to provide passcode to airside traffic.	Part complete	Signage yet to be arranged. Someone scratched code on gate post.
February 21	023	approve the request subject to the conditions outlined in the Subordinate Local Law No. 1.2 Commercial use of LG controlled areas and roads	Progressing	Initial letter advising of Council support for use as requested. Follow up to be provided in relation to Local Law conditions
May 21	007	Recommend the process to finalise the Water Supply Easements in negotiation with Landholders and finalise all agreements for the water supply at Glenore.	Progressing	Met with Preston Law on 10/2/2022 to progress.
August 21	GB	Pipeline Easement		Contact made with Dean Patchett to progress the inclusion of the northern section of the easement/road in our asset register
August 21	009	Advisory Committee Policy and Terms of Reference for Advisory Committees adopted	Complete for O/CEO.	TOR for the Office of the CEO Completed See update in report
November 22	018	Engage with the Department, the Small Business Commissioner to sign a Small Business Friendly Charter	Progressing	Advised the Department that we will be ready to progress in the New Year
November 22	022	Council to participate in Sarus Crane Awards for 2022-2023	Progressing	Advised NRM we will participate, and nominations will be advertised soon.
February 23	008	Delegation from Council to CEO	Complete	Delegations system updated with new changes
February 23	009	Town Planning Scheme adopted for the purposes of the formal State interest review	Complete	Scheme provided to Department for formal review
February 23	010	Community Plan report Card noted and copy provided on website	Complete	Report Card uploaded to website
February 23	011	Adoption of Advocacy Action Plan and copy provided on website	Complete	Plan uploaded to Council website
February 23	012	No Excuse for Abuse Policy formally adopted	Complete	Copy available on website, more community information to be distributed
February 23	013	Authorise CEO to engage Astute to compile a 5-year Business Plan for Childcare Centre	Progressing	Astute have been advised of the resolution and provided a purchase order

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. Local Disaster Management Group (LDMG)

The LDMG are meeting as required, the operational status of the LDMG is Stand Up, as is the DDMG. Resupply is continuing for rural properties upon request, transport coordinator has been appointed and is coordinating supplies to retailers.

Letter was sent to all retailer last week (Friday 3/3/2023), via email and post.

Request was submitted to District for assistance with fuel supplies for the Normanton Airport, this is with Defence.

Operations are still being managed for the North Queensland Monsoon and Flooding 20 December 2022 – January 2023 in

Recommendation: For information

3. Budget Submission - Kennedy

The budget submission request from the Office of Bob Katter MP – Member for Kennedy has been completed and submitted as requested.

Copy was distributed to Councillors and ELT.

Recommendation: For information

4. Priority sale of housing to Council Staff

During the NWQROC meeting I had the opportunity to discuss this project with Officers of the Department of State Development, Infrastructure, Local Government and Planning.

There is a body of work that needs to be compiled to get Treasurer and Ministerial approvals to progress the initiative. Some Councils have done this in the past and the Department will put me in touch with the other Councils to see how they went about the initiative. More information to follow.

Recommendation: For information

BUSINESS PAPERS

5. Recent upgrades/inclusions to Council website

In recent times a number of new additions have been added to the Carpentaria Website, I have advised of some of these previously but thought I would share a further update

New Advocacy Section – The Advocacy Action Plan, the Community Plan Report Card and the Housing Action Plan are all linked in this area
<https://www.carpentaria.qld.gov.au/advocacy>

Under Community Tab – The Welcome Booklet (New Resident Guide 2022) is located in this area along with the new Youth Strategy
<https://www.carpentaria.qld.gov.au/community> there is also a number of Fact Sheets that were recently uploaded, these will continue to be developed and included as completed.

Under the Community Tab / Donations and Grants – you will find access to Grant Guru (Grant Finder from RDA Townsville North West)
<https://www.carpentaria.qld.gov.au/community/donations-grants>

Under Development and Planning Tab / Economic Development Strategy – you will find access to the Community and Economic Profiles from .idEconomic provided through the RDA Townsville North West
<https://www.carpentaria.qld.gov.au/development-and-planning/economic-development-strategy>

Roads and weather has been moved under the Services Tab and also provides information in relation to our Capability Statement and the Dixie Way report and access to our Flood Cameras and River Heights
<https://www.carpentaria.qld.gov.au/services/roads-and-weather>

For copies of current and prior newsletters these can be found at the following link
<https://www.carpentaria.qld.gov.au/newsletters>

At the top of the website in the heading banner you will notice the Twitter, Facebook, and YouTube logos. These will take you to the Social Media Channels that Council also uses, in particular interest on our YouTube channel you will find our promotional videos.

Recommendation: For information

BUSINESS PAPERS

Other Projects currently under the Office of the CEO

Project	Assistance/Delegate	Comments
QCoast ₂₁₀₀ Reference Group	CEO	Part of LGAQ Reference Group for Coastal Management
Queensland Climate Resilient Councils	CEO	Council registered to become part of the Climate Resilient Council Guidelines and Framework have been requested from the LGAQ to start to progress
Liquor Accord	CEO	Member of Liquor Accord with QPS and Hoteliers
Staff Newsletter	CEO	Produced and distributed monthly to all staff to update on happenings at Council
Tourism Champion	CEO	CEO has picked up the work in this area following the completion of the Tourism Champions contract
Lilyvale	CEO / DOE / Mike Pickering	CEO is working on the sale of land and the development of a Buyers Booklet Lots on plan for the individual lots have been created. Colliers have been advised that they have been successful as the company to market and sell lots
Get-Ready 2022-2023	CEO	Four projects were submitted for the funding for this year Progressing
Welcome Booklet	CEO	Working with Consultant to produce a Welcome Booklet for new residents Booklet is now complete and 100 copies have been produced for distribution
Town Planning / Planning Scheme	CEO / Consultant	CEO has lead in the development of the new Planning Scheme with the assistance of the Consultant Separate report to Council – February 2023 Planning Scheme has been sent for State Interest Check
Development of a Workforce Plan	CEO/MHR/Consultants	Davidson's have presented the Workforce Plan and Strategy to deliver on the many strategies for Council and the Community Awaiting quotes to progress some of the actions in the Plan Peak Services engaged to progress some items in the Workforce Plan

BUSINESS PAPERS

Dinah Island	CEO	On-going issue with the road into Dinah Island. Has paused, but sure it will rise again
RTI Applications	CEO	Processing of the RTI Applications are undertaken by CEO due to no Governance Staff. Assisted by Legal advice.
State Government Small Business Taskforce	CEO / MECD	Receipt of information to assist Small to Medium Enterprises with assistance from Government
Karumba Rec Club	CEO	Long standing MOU for works at the Rec Club. Contact with new President – still to meet and progress options. Found additional correspondence in relation to ablution block and loan
Karumba Point to Town Walk	CEO/DOE/ENG	Funding has been allocated from Phase Three of the LRCIP program to undertake improvement works on the walking track
Asset Management	ELT	Work has commenced on the development of Asset Management Plans for each of the individual Asset Classes Asset Manager has been appointed to progress this
Website/Intranet/Discover Carpentaria	CEO / LGAQ / WH&S / Other Staff	CEO has been doing a major share of the updates to the Website. WH&S have updated a major portion of the WH&S information on the Intranet. Other staff have access and update some sections of site
Karumba Point Foreshore	CEO/DOE	Funding has been acquired through grants submitted with assistance of Peak Services and the Detailed Design is almost complete and infrastructure works can then commence
Karumba 150 Celebrations	CEO/Committee	This is mainly being run by Committee, minimal input required from CEO at this time
Council Depot Karumba	CEO	Commenced discussions with Department in relation to closure of road to include in depot area
Nature Based Tourism	CEO	Area identified at Dunbar/Koolatah in Camping and Water Reserve and Aircraft Landing Ground to maybe introduce Nature Tourism. Approach from Southern Gulf NRM
Regional Priorities and Opportunities	CEO	Identification of projects for Economic Recovery and Growth. More work required to develop Business Cases and Project Plans CEO has started with utilising the QTC templates and developed the Business

BUSINESS PAPERS

		Case and Project Plan for the School Dam project
Youth Strategy	MECD	The implementation plan from the Youth Strategy will need to be considered and additional funding sought to deliver on projects identified
Chief of Navy	CEO	Opportunity to provide Freedom of Entry to Chief of Navy Work commenced on the building of the HMAS Carpentaria in August 2022
Pipeline Easement	CEO	Working with Preston Law to progress the development of agreements for the easement with landowners
Monsoon Centre	CEO	A new Business Case is required to update and modernise the opportunities for the development of a Monsoon Centre in the BP Building. Project on hold in preference for a new project recognising the Early Explorers in the Gulf
Early Explorers Display	CEO/Exec Officer	Discussion with Peak Services Grants writer to key an eye out for funding opportunities. Discussion with Barramundi Discovery Centre Manager in relation to possibility of utilising University Students to undertake the research
Housing	CEO	Working with WQAC to collate information to assist with the advocacy for additional funding and construction of new housing in the West. Local Housing Action Plan adopted by Council and available on website
Further Industrial Estate	CEO	Working with surveyor to develop options for the development of additional industrial land in Normanton
Old Barramundi Discovery Centre	CEO/Amanda O'Malley	Working on options for the old Barramundi Discovery Centre site in Karumba. Some buildings will need to be disposed of.
Disaster Coordination Centre – Stage Two	CEO/DOE/Peak	Looking for additional grants to complete the Disaster Coordination Centre at the Council Depot – requires fit-out
Off-Street – Truck / Caravan Parking Area	CEO	Working with Surveyor to identify potential sites for off-street parking Some plans have been provided for consideration if wishing to progress
Flood Risk Management Program	CEO/Erscon	Working up an application for funding to obtain reliable flood information to include in

BUSINESS PAPERS

		the new Planning Scheme. Funding available from QRA.
Flexible Funding Program	CEO/Peak	Have decided to hold off applying for funding in Round One until additional project plans and business cases have been prepared. Applications will be submitted for Round two
Residential Land Development – Future Township Expansion	CEO	Working with Department in relation to identified land for future residential development. Also working with Surveyor and planner to ensure planning is completed in parallel to ensure the best opportunity to deliver in timely manner.
Social Media Postings	CEO and others	Also doing social media posts to inform community and spread message.
Outback Masters - Golf	CEO and Karumba Recreation Club and Karumba Golf Club	Council has provided a financial contribution towards the Outback Masters event which includes Karumba on the 15 th and 16 th July 2023. https://www.outbackqldmasters.com/passes/
Housing Project – Gough Street	CEO	Council has purchased the adjoining parcel of land and plans and a planning application to amalgamate the lots is being prepared. CEO is working with the surveyor to arrange for the application and survey plan of amalgamation. Additional survey work is being incorporated to assist the architect with design for the proposed development of units on the amalgamated lot.

BUSINESS PAPERS

9.2 ALGA CONFERENCE ATTENDANCE

Attachments:	9.2.1. Discussion Paper 2023 ALGA National General Assembly ↓
Author:	Mark Crawley - Chief Executive Officer
Date:	8 March 2023
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Continue to represent the community through active Advocacy efforts - (State and Federal Government, regional bodies and others)

Executive Summary:

Council has received notification of the Annual Australian Local Government Association (ALGA) National General Assembly (NGA) to be held in Canberra from 13 – 16 June 2023

RECOMMENDATION:

That Council authorize the attendance of the Mayor and Chief Executive Officer to attend the 2023 ALGA National General Assembly in Canberra from 13th – 16th June 2023 and also attend the Australian Council of Local Government meeting immediately following the National General Assembly.

Background:

Carpentaria Shire Council has not had representatives attend the ALGA NGA in the past few years. Registrations are currently open for the ALGA NGA and the NGA will be followed with the Australian Council of Local Government meeting.

The 2023 National General Assembly of Local Government (NGA) – incorporating the Regional Cooperation and Development Forum – will be held from 13-16 June in Canberra.

This year's NGA is expected to be the biggest yet and the program is being developed to feature a wide range of high profile and engaging speakers, leaders and presenters.

The theme for the 2023 NGA will be "Our Communities, Our Future". ALGA are looking for ideas for new federal programs and policies that would support councils to build stronger communities in the future.

The 2023 Australian Council of Local Government (ACLG) will also be held at the National Convention Centre in Canberra on Friday 16 June, immediately following the 2023 NGA. We look forward to working with the Government to deliver the first ACLG meeting in more than a decade.

President Scott was pleased to advise that the 2023 Australian Council of Local Government (ACLG) will be held at the National Convention Centre in Canberra on Friday 16 June, immediately following our 2023 National General Assembly of Local Government (NGA).

The re-establishment of the ACLG was an Australian Government commitment, and ALGA looks forward to working with the Government to deliver the first ACLG meeting in more than a decade.

The ACLG will be a valuable opportunity for all Australian councils to hear from the Prime Minister and speak directly to Federal Ministers about the key issues and opportunities for our

BUSINESS PAPERS

communities; and holding it immediately after our NGA will ensure it's informed by our discussions during the week.

This is a good opportunity to attend the ALGA NGA and follow up attendance at the ALCG meeting on the final day of the Assembly.

Consultation (Internal/External):

- Mayor - Jack Bawden
- ALGA President - Linda Scott

Legal Implications:

- Not Applicable

Financial and Resource Implications:

- Conference registration costs
- Flights and accommodation costs

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



2023 NGA

**OUR COMMUNITIES
OUR FUTURE** ▶▶▶

DISCUSSION PAPER
Call for Motions

13 – 16 JUNE 2023

NATIONAL CONVENTION CENTRE
CANBERRA







The Australian Local Government Association (ALGA) is pleased to convene the 29th National General Assembly of Local Government (NGA), to be held in Canberra 13 - 16 June 2023.

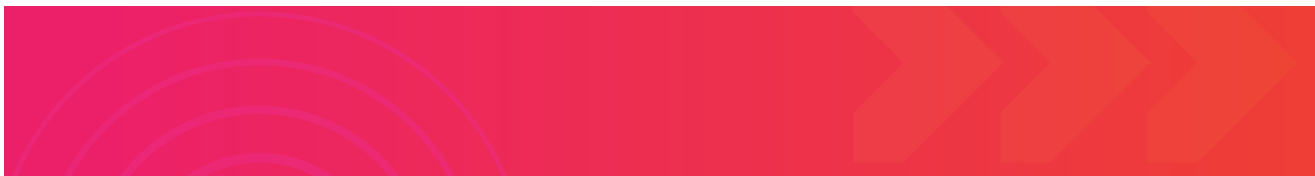
This discussion paper contains essential information for Australian councils considering submitting motions for debate at the 2023 NGA.

It is recommended that all councils and delegates intending to attend this event familiarise themselves with the guidelines for motions contained in this paper.

Key Dates

24 March 2023 Acceptance of Motions	13 June 2023 Regional Cooperation & Development Forum	14 - 15 June 2023 National General Assembly	16 June 2023 Australian Council of Local Government
---	---	---	---

**To submit your motion,
visit: alga.com.au**



Background to ALGA and the NGA

ALGA was established in 1947, and its structure is a federation of member state and territory local government associations.

Its mission is to champion and strengthen Australian councils by representing the agreed position of ALGA members, the seven local government associations from around Australia, who represent 537 Australian councils.

In 1994, the ALGA Board, in consultation with its member associations, established the NGA as a unique forum to engage with councils directly at the national level.

The purpose of the NGA was to build the profile of local government on the national stage and demonstrate to the Australian Government the strength and value of working with local government nationally.

As part of the NGA, debate on motions was introduced as a vehicle for councils from across the nation to canvas ideas, and solutions to the challenges facing Australia's councils and communities.

Outcomes of debate on motions (NGA Resolutions) could then be used by participating councils to inform their own policies and priorities, as well as their own advocacy to the Federal Government and Federal MPs.

At the same time, they assist ALGA, and its member state and territory associations to gain valuable insight into council priorities, emerging national issues, and gauge the level of need and support for emerging policy and program initiatives and advocacy.

Changes for 2023

The ALGA Board has undertaken a comprehensive review of the motions process.

As a result, ALGA has allocated additional time for debate on motions at the 2023 NGA and amended the criteria with a view to improving the quality and relevance of motions included in the Business Papers.

The updated criteria for motions is listed on page 6.

ALGA's policies and priorities will continue to be informed by motions and determined by the ALGA Board and based on the positions of its member associations.

ALGA's Board thanks all councils for attending the NGA, and those that will take the time to submit motions for debate at this event.





Submitting Motions

The theme of the 2023 NGA: Our Communities, Our Future.

This theme conveys the critical importance of our communities, how they are the focus of our attention, and how they are at the centre of all our work.

Our communities are the reason that local governments exist, and it is the health and wellbeing of our communities that will shape Australia's future.

This discussion paper is a call for councils to submit motions for debate at the 2023 NGA, to be held in Canberra 13 – 16 June 2023.

A notice of motion to this year's NGA should either:

- Focus on practical and deliverable programs and policies that the Australian Government can support and work directly with the local government sector to build our communities; or
- New program ideas that would help the local government sector to deliver national objectives.

Motions should be concise, practical and able to be implemented.

They must also meet the guidelines for motions outlined in this paper.

You are encouraged to read all the sections of the paper but are not expected to respond to every issue or question. Your council's motion/s should address one or more of the issues identified in the discussion paper.

Motions must be lodged electronically using the online form available at www.alga.com.au and be received no later than 11:59pm on Friday 24 March 2023.

All notices of motions will be reviewed by the NGA Subcommittee to ensure that they meet the criteria included in this paper.

The Subcommittee reserves the right to select, edit or amend notices of motions to facilitate the efficient and effective management of debate on motions at the NGA.

All NGA resolutions will be published on www.nationalgeneralassembly.com.au.

As the convener of the NGA, the ALGA Board will communicate resolutions to the relevant Australian Government Minister and publish Ministerial responses as they are received on this website.

If your council does submit a motion, there is an expectation that a council representative will be present at the NGA to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2023 NGA.



Criteria for motions

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. Be relevant to the work of local government nationally.
2. Not be focused on a specific jurisdiction, location or region – unless the project or issue has national implications.
3. Be consistent with the themes of the NGA.
4. Complement or build on the policy objectives of ALGA and your state or territory local government association.
5. Be submitted by a council which is a financial member of their state or territory local government association.
6. Propose a clear action and outcome ie call on the Australian Government to act on something.
7. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.
8. Address issues that will directly improve the capacity of local government to deliver services and infrastructure for the benefit of all Australian communities.
9. Not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
10. Be supported by sufficient evidence to support the outcome being sought and demonstrate the relevance and significance of the matter to local government nationally.

Motions must commence with the following wording:

This National General Assembly calls on the Australian Government to ...



Other things to consider

Please note that it is important to complete the background section on the form. Submitters of motions should not assume that NGA delegates will have background knowledge of the proposal.

The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion.

Motions should not be prescriptive in directing how the matter should be pursued.

Try to keep motions practical, focussed, relatively simple and capable of being implemented to ensure that relevant Australian Government Ministers provide considered, thoughtful and timely responses.

Multi-point motions that require cross portfolio coordination have not historically received meaningful responses from the Government.

All motions submitted will be reviewed by the NGA Subcommittee, in consultation with state and territory local government associations, to determine their eligibility for inclusion in the NGA Business Papers.

When reviewing motions, the Subcommittee will consider the motions criteria, clarity of the motion and the importance and relevance of the issue to local government.

If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer. With the agreement of the submitting council, these motions may be edited before inclusion in the NGA Business Papers.

To ensure an efficient and effective debate where there are numerous motions on a similar issue, the Subcommittee will group motions together under an overarching strategic motion.

The strategic motions will have either been drafted by ALGA or will be based on a motion submitted by a council which best summarises the subject matter.

Debate will occur in accordance with the rules for debate on motions published in the Business Papers and will focus on the strategic motions.

Associated sub-motions will be debated by exception only or in accordance with the debating rules.

Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

Motions should be lodged electronically using the online form available on the NGA website at: www.alga.com.au.

All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council.

> **Motions should be received no later than 11:59pm on Friday 24 March 2023.**

Setting the scene

'Through a devastating pandemic, through a succession of dangerous and damaging natural disasters, through global uncertainty and painful price rises – The Australian people have demonstrated the best of our national character. Resolute and resilient in hard times. Practical and pragmatic about the challenges we confront. Optimistic and confident in a better future. And ready to work together to build it.'

The Hon Jim Chalmer MP, Federal Treasurer Budget Speech 2022-23

The opening statement of the Federal Treasurer's first Budget Speech describes the backdrop against which the 2023 NGA will be held.

The 2022 NGA was held just weeks after the change in the Federal Government on 21 May 2022. On 25 October 2022, the new Government handed down its first Budget which updated the economic outlook, realigned priorities and outlined how the Government was to meet its election promises.

The Budget update foreshadows deteriorating economic conditions, citing global challenges, slowing growth, high inflation and higher interest rates, and acknowledges the mounting cost of living pressures on individuals, families and communities.

Key updates include:

- The economy is expected to grow solidly this financial year, by 3 ¼ percent – before slowing to 1 ½ percent growth for 2023/24, a full percentage point lower than what was forecast in March;
- That slowing growth will have an effect on employment, but jobs will continue to be created, and unemployment is expected to stay low by historical standards – at 4 ½ percent in 2023/24 and 2024/25;
- Inflation is expected to peak at 7 ¾ percent late in 2022, before moderating over time to 3 ½ percent through 2023/24, and returning to the Reserve Bank's target range in 2024/25; and that
- When that inflation moderates, real wages are expected to start growing again in 2024.



The Government is also committed to repairing the Budget in a ‘measured and responsible’ manner consistent with the objective of maintaining full employment and the delivery of essential services. It foreshadows that this will be achieved through spending restraint, with new spending focused on high-quality and targeted investments and building on the capability of the Australian people, expanding the productive capacity of the economy, and supporting action on climate change.

The Budget also included a focus on measuring and improving community wellbeing.

By the time of the 2023 NGA, the Government will have delivered its second Budget, which will provide further updates to the economic outlook and also refine its economic strategy going forward.

The 2023 NGA provides you – the elected representatives of Australia’s local councils and communities – with the opportunity to engage with the Federal Government and key Ministers.

Further, it is your opportunity to advocate for new or extended programs and policy initiatives that could strengthen local governments’ capacity to deliver services and infrastructure to communities across the nation.

This year’s call for motions focusses on eight priority areas:

- Productivity;
- Local Government Infrastructure;
- Community Wellbeing;
- Local Government Workforce;
- Data, Digital Technology and Cyber Security;
- Climate Change and Renewable Energy;
- Natural Disasters; and
- Housing.





1. Productivity

In February 2022, the then Federal Treasurer asked the Productivity Commission to undertake an inquiry into Australia’s productivity performance and provide recommendations on productivity enhancing reform.

This inquiry was the second of a regular series, undertaken at five-yearly intervals, and recognises that productivity growth is vital for Australia’s future. Drawing on the Intergenerational Report the Treasurer notes that ‘... future growth in income and living standards will be driven from productivity growth as the participation effects of young migration are offset by an ageing population.’

ALGA engaged SGS Economics and Planning to undertake research to support its submissions to this inquiry.

SGS Principal and Partner Dr Marcus Spiller presented on some of the findings of this research at the 2022 NGA. In his presentation he identified that local governments generate local economic activity through employment, payment of wages and expenditure on goods and services in the local economy. In addition, SGS identified nine ways local government supports the productive capacity of the broader economy.

Figure 1 – Nine ways local governments contribute to the productive capacity of the broader economy



Sources: Adapted from SGS Research for ALGA’s Submission to Productivity Commission (2022)

Are there programs and initiatives that the Commonwealth Government could implement to improve local government’s capacity to support productivity growth?

Are there programs that could support one, or all of the identified ways local government contributes to productivity in the broader economy?



2. Local Government Infrastructure

The 2021 National State of the Assets Report (NSoA) shone a spotlight on local government infrastructure assets. While the technical report shows that local government assets such as roads, bridges, buildings, parks and recreation, stormwater, water and wastewater and airports and aerodromes are generally in good to very good condition, around 10 percent are not fit for purpose, and around 20 - 25 percent are only fair and over time will need attention.

Over the past 12 months this situation has further deteriorated as a result of natural disasters, and particularly flooding across the eastern seaboard.

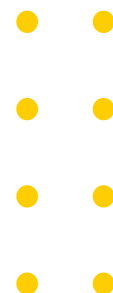
The technical report shows that in 2019/20 non-financial infrastructure assets were valued at \$342 billion and were depreciating at \$7.7 billion per year. Replacement costs of these infrastructure assets were in the order of \$533 billion.

While 86 percent of councils have adopted long term financial plans, one third of councils do not have asset management plans for their major assets, or if they do, they are out-of-date. Of the councils that do have asset management plans only 66 percent included financial projections in their financial plan.

Asset management and long-term financial planning are essential tools for councils to manage community assets now and into the future.

Are there programs or initiatives that the Commonwealth Government could adopt to improve the long-term sustainability of council's infrastructure?

Are there programs or initiatives that the Commonwealth Government could provide to improve the sector's capacity to manage local government infrastructure and to integrate these plans into long-term financial plans?



3. Community Wellbeing

While the NSoA focuses attention on physical assets, local governments also provide a wide range of important community services that improve local wellbeing. These services are provided at the discretion of councils based on local characteristics, needs, priorities and resources of the local community.

Australian Bureau of Statistics (ABS) data shows that local government annual expenditure in 2020/21 was \$43 billion. It is important to note that nationally local government is 83 percent self-sufficient. That is, the vast majority of local government services and infrastructure are funded at the local level either through rates, fees and charges, sale of goods and services, and interest, and only 17 percent comes from grants and subsidies from other levels of government. Unfortunately, many of these grants and subsidies are tied, and often require matching funding which restricts the ability to address local priorities in the way the council and community might like.

Local government community services are broadly defined and may include but not limited to:

- environmental health including food safety;
- childcare, early childhood education;
- aged care, senior citizens;
- services to the disabled;
- programs to address disadvantage, to reduce poverty and homelessness;
- sporting and recreational programs;
- arts and cultural activities, program and festivals;
- tourism and economic development activities; and
- library services.

Councils also play a key role making places that are attractive and liveable for current and future workers, and closing the gap between Indigenous and non-Indigenous Australians.

ALGA's research shows that almost one in four councils are heavily reliant on federal Financial Assistance Grants, which make up at least 20 percent of their annual operating revenue. Financial sustainability of local governments remains an ongoing issue which threatens local service provision and community wellbeing.

Noting the funding arrangements for the provision of local government community services in your area and across the country, are there programs and initiatives that the Commonwealth Government could implement to improve the delivery of these services?

Are there changes to existing programs, including to administrative arrangements, that would significantly improve local government human service planning and provision of services and infrastructure across Australia?

Are there new programs the Australian Government could develop that would support councils to close the gap between Indigenous and non-Indigenous Australians?

What are the actions the Australian Government could take to support councils to improve their ongoing financial sustainability, and their capacity to deliver the services their communities need?



4. Local Government Workforce

Local government is a major employer in Australia providing employment, career advancement and training opportunities for more than 190,800 Australians, across an estimated 400 occupations. In many communities, the council is one of the largest employers.

There are 537 local councils in Australia. Importantly, they are geographically dispersed and provide essential public administration to every corner of the nation.

According to the 2022 National Local Government Workforce Skills and Capability Survey, more than 90 percent of local governments are experiencing skills shortages, resulting in around two thirds of councils having their projects impacted or delayed.

Skills shortages occur for a variety of reasons including an inability to compete against the private sector, worker accommodation, support services for families, ageing of the workforce and geographic isolation. The attrition rate (or rate of turnover) of local government staff is estimated to be between 15 – 20 percent per annum.

The most cited skills shortages include engineers, urban planners, building surveyors, environmental officers and human resources professionals.

ALGA's submission to the Productivity Commission's Productivity Inquiry called on all levels of government to work together to improve training pathways and address skills and labour shortages for the benefit of councils, communities, and businesses right across Australia.

While local government must face its immediate workforce challenges, it must also anticipate the changing nature of work, and future skills needed to meet the changing needs of our communities.

Are there programs or initiatives that the Commonwealth Government could implement that would enhance local government's capacity to attract and retain appropriately skilled staff now and into the future?

Are there programs or changes to existing programs that would increase local government's ability to employ apprentices and trainees?

Are there other initiatives that the Commonwealth Government could provide to improve the sector's ability to plan and develop skills fit for the future?



5. Data, Digital Technology and Cyber Security

Provision of information technology to all Australians is vital for innovation, economic growth and social equity. However, it is potentially even more important to regional Australia where the tyranny of distance increases the inequity of services available – including education, health, economic and social.

Innovative technology is becoming more broadly available and has the ability to boost productivity and economic growth.

Councils around Australia continue to embrace new technologies to improve their service delivery standards and broaden consultation and engagement with their local communities. However, many councils lack basic technological infrastructure and have a shortage of necessary skills and resources.

In October 2022, cyber-attacks on major Australian corporate organisations including Optus and Medibank Private highlighted the critical importance of cyber security. It is a timely reminder as digital information, services and products become an increasing feature of modern business operation including in local government.

Like all risks, local government must manage the risk of cyber-attack and address cyber security. At a national level, there is a poor understanding of local government's vulnerability to cyber-attacks and a lack or inadequacy of risk management strategies and business continuity planning within the sector. While this is primarily a responsibility of the sector itself, governments at all levels must work together to ensure that the public have confidence in government information management systems and its security.

Drawing upon your own council experience, and your knowledge of other councils within your state, or territory, are there programs and initiatives that the Commonwealth Government could implement to help local government develop its digital technology services and infrastructure and/or to improve cyber security within the sector?



6. Climate Change and Renewable Energy

Local governments are playing an important leadership role in addressing climate change, supporting a wide range of programs to lower the carbon footprint of their own business operations and in their local communities.

As a sector, local government is leading the debate for lowering carbon emissions, sourcing renewable energy, responding creatively to reduce greenhouse gas emissions from landfills, and facilitating the construction of green buildings and water sensitive design of cities and towns.

Councils also have a role to play supporting communities in transition, moving away from fossil fuels to new industries.

Pragmatically, local government has been at the forefront of addressing the impacts of climate change and adapting to reduce its environmental footprint. These impacts include an increased number of days with high temperatures, less rainfall and more droughts in southern Australia, less snow, more intense rainfall and fire weather, stronger cyclones, and sea level rise. These changes will increase stress on Australia's infrastructure and physical assets and natural ecosystems that are already threatened, and significantly affect agriculture, forestry, fisheries, transport, health, tourism, finance and disaster risk management.

At the 2022 NGA, there were five Strategic Motions and 15 associated motions debated concerning this issue. Councils are encouraged to review these motions on ALGA's website prior to developing new motions for debate at the 2023 NGA.

Noting the Government's commitment to reducing emissions, are there programs and initiatives that the Commonwealth Government could develop to assist councils in their work to address climate change and reduce emissions?



7. Natural Disasters

Over the past five years, Australian communities have experienced unprecedented natural disasters. At the time of writing, almost every community in Australia, particularly those on the East Coast, had been adversely affected by wet weather conditions associated with the La Nina weather pattern.

Councils in Western Australia are still recovering from a cyclone in 2021, and the Black Summer bushfires in 2019/20 burned approximately 250,000 square kilometres across the country.

The impacts of heavy rainfall, record breaking floods and associated social disruption and damage to infrastructure have exposed weaknesses as well as the strength of current emergency management systems.

There have been numerous NGA motions in the past regarding natural disasters. This year, councils are encouraged to draw on their practical experience of the improvements that could be made to managing emergencies.

Please note, however, that many aspects of emergency management are state or territory responsibilities, and your motions should focus on how the Commonwealth Government could assist.

What new programs could the Australian Government develop to partner with local government to improve the current natural disaster management systems to further assist in recovery and build resilience?



8. Housing

A lack of affordable housing remains one of the biggest issues for Australian councils and communities.

There is less social and affordable housing stock available than there was a decade ago, and more low-income Australians are experiencing housing stress.

The shortage and rising costs of rental properties and affordable home ownership are having significant social and economic impacts in cities and towns across Australia, including rural and regional communities.

This is due to a range of factors including changes to recent migration patterns, cheap finance and labour and material shortages in the construction sector.

While the provision of affordable housing is not a local government responsibility, councils often facilitate affordable housing within their communities, operating within state/territory planning, financial and other legislation requirements.

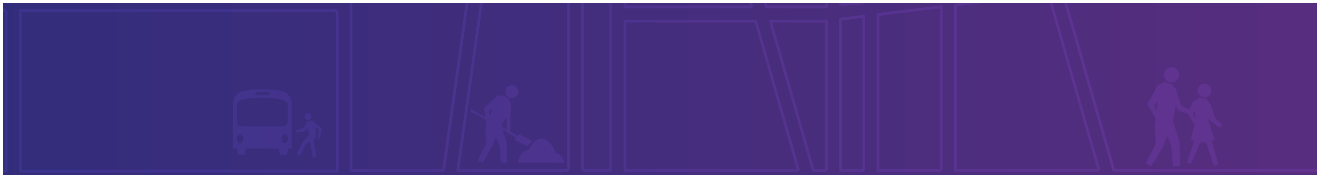
Some councils are going further, addressing thin markets and developing land and housing themselves, delivering local solutions to meet the needs of their communities.

Local government also plays an important role addressing some of the causes of homelessness, including social inclusion programs that can assist mental health and family violence issues, as well as providing support for people currently experiencing homelessness.

What new programs and policies could the Australian Government develop to partner with local government to support the provision of more affordable housing?

How can the Australian Government work with councils to address the causes and impacts of homelessness?





Conclusion

Thank you for taking the time to read this discussion paper and your support for the 2023 National General Assembly of Local Government.

A FINAL REMINDER:

- » Motions should be lodged electronically at www.alga.com.au and received no later than 11.59pm on Friday 24 March 2023.
- » Motions must meet the criteria published in this paper.
- » Motions should commence with the following wording: 'This National General Assembly calls on the Australian Government to...'
- » Motions should not be prescriptive in directing how the matter should be pursued
- » Motions should be practical, focussed and relatively simple.
- » It is important to complete the background section on the form.
- » Motions must not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
- » When your council submits a motion there is an expectation that a council representative will be present at the 2023 National General Assembly to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2023 National General Assembly in Canberra.







AUSTRALIAN
LOCAL GOVERNMENT
ASSOCIATION

8 Geils Court | 02 6122 9400
Deakin, ACT, 2600 | alga@alga.asn.au

www.alga.com.au

BUSINESS PAPERS

9.3 TERMS OF REFERENCE - LOCAL HOUSING ACTION PLAN COMMITTEE

Attachments:	9.3.1. Terms of Reference for Advisory Committee ↓
Author:	Mark Crawley - Chief Executive Officer
Date:	8 March 2023
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Continue to represent the community through active Advocacy efforts - (State and Federal Government, regional bodies and others)

Executive Summary:

The Carpentaria Shire Local Housing Action Plan (LHAP) has now been formally endorsed and is available on the Council website for the community and others to avail themselves and the next action from the LHAP is to establish the Advisory Committee and progress actions.

RECOMMENDATION:

That Council endorse the Terms of Reference for the Local Housing Action Plan Advisory Committee and authorise the Chief Executive Officer to contact the key stakeholders and call Expressions of Interest from interested persons from the community to sit on the committee.

Background:

The Local Housing Action Plan was an initiative of the Western Queensland Alliance of Councils (WQAC), and the Carpentaria Shire was the first member Council to formally endorse the LHAP and upload to the website. <https://www.carpentaria.qld.gov.au/advocacy>

Contact has been received from the Department of Communities, Housing and Digital Economy to further progress the actions in the LHAP.

As all committees of Council are advisory a draft Terms of Reference has been produced to progress the LHAP and outline the purpose and key responsibilities for committee members.

Key stakeholders have been identified to sit on the Advisory Committee and it is proposed that two members of the community are also invited to sit and provide input. EOI's will be called to determine the community representatives.

Consultation (Internal/External):

- NWQROC
- WQAC
- Mayor - Jack Bawden
- Rebecca Kenny - Department of Communities, Housing and Digital Economy

Legal Implications:

- All committees of Council are Advisory Committee and committee recommendations must come back to Council for formal consideration before adoption.

BUSINESS PAPERS

Financial and Resource Implications:

- May be some small costs associated with meeting expenses.

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



Local Housing Action Plan (LHAP) Advisory Committee

March 2023

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



Contents

Name.....	2
Purpose	2
References	2
Membership.....	2
Tenure	2
Key Responsibilities of Members.....	3
Meetings	3
Secretariat.....	3
Agendas and Minutes	3
Review.....	4
Contact Details.....	4

www.carpentaria.qld.gov.au

Enquiries:

Email: council@carpentaria.qld.gov.au

Telephone: 07 4745 2200

Fax: 07 4745 1340

Street Address: 29 – 33 Haig Street Normanton

Postal Address: PO Box 31 Normanton QLD 4890

Carpentaria Shire Council would like to respectfully acknowledge the Gkuthaarn, Kukatj and Kurtijar peoples as the traditional owners of the lands and waters that form the Region. Council pays its respect to elders' past, present and emerging and welcomes the ongoing role that indigenous people play within the Carpentaria community.



Name

The committee will be known as the Carpentaria Shire Council Local Housing Action Plan (LHAP) Advisory Committee.

Purpose

The purpose of the committee is to provide:

- Advice in relation to housing stocks in Carpentaria Shire Council area;
- Details of new planned developments within the Departments and across Council;
- Assistance to other members of the committee to progress important housing initiatives; and
- To provide advice to Councillors for further consideration.

References

Local Housing Action Plan (LHAP) adopted by Council at General Meeting held 14th December 2022. Documents reference number Magiq Doc ID #541289

Membership

In the interest of operational efficiency, membership of the committee will generally be limited to Key Stakeholder and two (2) community representative:

Agency

Carpentaria Shire Council

Department of Communities, Housing and Digital Economy

Department of Energy and Public Works

State Government Employee Housing

Bynoe CACS

Community Representative

Representative/s

Mayor Jack Bawden

CEO Mark Crawley

Rebecca Kenny

Director, Engagement and Planning

Chris Limpus

District Manager

Owen Richardson

Two representatives from Community through EOI

Additional Members may be invited to join as required

A quorum will exist if at least four (4) representatives are in attendance and the chair deems there is adequate representation. Recommendations to Council will not be made without a quorum.

Where the membership is unable to reach a majority decision on any particular issue, the chairperson may make a determination.

From time to time, the committee may consult with other agencies or staff and Council on specific issues and/or invite a representative to attend a working group meeting.

Tenure

Mayor Jack Bawden will be the chairperson.

All members should hold a position within their respective agencies that allows them to:

- Provide reliable information for discussion and consideration
- Make decisions that will assist with progressing initiatives in the Local Housing Action Plan adopted by Council on 14 December 2022. Copy available on website.



Key Responsibilities of Members

All members are responsible for being an active committee member by:

- a. attending meetings
- b. providing timely advice to the chairperson about non-attendance at meetings together with the name of your proxy
- c. ensuring your proxy is adequately prepared for meetings by providing all relevant documentation and comprehensive advice about current activities and this Terms of Reference
- d. working collaboratively with other team members to accomplish desired outcomes
- e. raising awareness within your agency to foster increased support for initiatives and improve opportunities for synergies across agencies

In addition, the Chairperson will be responsible for:

- a. maintaining order in the meetings
- b. Ensure all members have the opportunity to provide input into discussions and recommendations
- c. ensuring that the minutes and a Committee Report containing any recommendations is presented to the Council for consideration.

Meetings

- Meetings will generally be held at least quarterly.
- Meetings will generally be held at the Council Boardroom, 29-33 Haig Street, Normanton.
- Out of session meetings between specific members are encouraged to progress actions and take advantage of opportunities for presentation of reports for the consideration of the Local Housing Action Plan Advisory Committee.

Secretariat

Secretariat support will be provided by Council.

Agendas and Minutes

The secretariat will be responsible for the following:

- Distributing the agenda and any relevant papers to all members at least two full working days prior to the meeting date.
- Accurate minutes including key discussion points, recommendations, and actions to be distributed to all members within 15 working days of the meeting date.
- Minutes and any recommendations from the Committee are to be presented back to Council by way of a Committee Report immediately following the Meeting.



Review

The operation of the committee, this Terms of Reference and the overall effectiveness of the committee will be reviewed annually to ensure efficiency is maintained. This review will be carried out by the committee. The review will include, but is not limited to:

- effectiveness of the committee
- effectiveness of this Terms of Reference
- a review of the committee membership

Contact Details

All communications should be addressed to:

Secretariat
Mark Crawley
Chief Executive Officer
PO Box 31
Normanton, Queensland, 4890
Telephone: 4745 2200
Email: mark.crawley@carpentaria.qld.gov.au

Document control sheet

Contact for enquiries and proposed changes

If you have any questions regarding this document or if you have a suggestion for improvements, please contact:

Mark Crawley

Chief Executive Officer

4745 2200

Version History

Version No.	Date	Changed by	Nature of Amendment	Review Date
1		Committee	Approved document	
2				
3				
4				

Document sign off

This Document was **approved** by: <Insert who endorses>



BUSINESS PAPERS

9.4 FUEL LEVY REVIEW

Attachments:	NIL
Author:	Mark Crawley - Chief Executive Officer
Date:	8 March 2023
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Maintain a focus on integrity, Accountability and Transparency in all that we do

Executive Summary:

Council has received several requests for a review of the fuel levy provided to contractors between 1st July and December 2022.

RECOMMENDATION:

That Council consider the request and provide direction for the Chief Executive Officer to progress.

Background:

Correspondence has been received from several contractors from the 2022 construction season requesting a review of the fuel levy provided from 1st July through December.

Council introduced a fuel levy from 1st July due to the fluctuations in fuel pricing throughout the construction period.

The fuel levy was based on the levy that was introduced in Mareeba Shire, the original motion sought approval from the QRA before the levy was to be introduced and it was subsequently resolved to pay the levy to the 2022 contractors.

Calculations were made based on the number of hours worked and paid to all contractors who submitted pricing as part of the RFT at the start of the construction season.

At the time of preparing the report all fuel levy payment had been made to the contractors.

Consultation (Internal/External):

- Mayor - Jack Bawden
- Director Corporate Services - Julianne Meier
- Contractors – 2022 Construction Season

Legal Implications:

- Not applicable – paid in accordance with resolution of Council.

Financial and Resource Implications:

- Will depend on how Council wishes to proceed with the review of the fuel levy. Will be resources required to undertake any further calculations and subsequent payments.

BUSINESS PAPERS

Risk Management Implications:

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

BUSINESS PAPERS

9.5 USE OF ESPLANADE - KARUMBA

Attachments:	9.5.1. Subordinate Local Law ↓
Author:	Mark Crawley - Chief Executive Officer
Date:	8 March 2023
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Maintain a focus on integrity, Accountability and Transparency in all that we do

Executive Summary:

Request has been received from the new owners of the Sunset Tavern in relation to the use of the Esplanade for dining in conjunction with the Business.

RECOMMENDATION:

That Council grant a permit for the commercial use of the land at the front of the Sunset Tavern and End of the Road Motel for the purposes of dining and that the Conditions contained in the Subordinate Local Law 1.2 (Commercial use of Local Government Controlled Areas and Roads) 2015 be advised and that the term of the permit be for a period of five years.

Background:

In previous years Council has granted the Sunset Tavern permission to utilize the portion of the esplanade in front of the Tavern for dining. The Anchorage Bar and Café at the End of the Road Motel also utilize the area in front of the property on the esplanade for dining.

A formal request has been received from the new owners of the Sunset Tavern in relation to a longer-term solution without having to write to Council annually for permission.

I sought advice from the Department of Resources in relation to maybe closing the road and converting to Reserve however was advised that the best option was to grant a permit under the Local Law.

Have regard to the Subordinate Local Law (copy attached), Council may grant permission following receipt of an application. As this has been an ongoing use for many years and Council is aware of the use, on this occasion no application has been requested. Council may wish to advise the two businesses of the conditions applicable to the commercial use of the area and this can be achieved in providing a permit, with conditions, to both businesses.

Consultation (Internal/External):

- Mayor - Jack Bawden
- Department of Resources – Deanna Holder
- New owners of the Sunset Tavern

Legal Implications:

- Permission may be granted under local law
-

BUSINESS PAPERS

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



CARPENTARIA SHIRE
Outback by the Sea®

Carpentaria Shire Council

**Subordinate Local Law No. 1.2
(Commercial Use of Local
Government Controlled Areas and
Roads) 2015**

Current 16 September 2015

Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2015

Contents

Part 1	Preliminary.....	3
	1 Short title	3
	2 Purpose and how it is to be achieved	3
	3 Authorising local law	3
	4 Definitions	3
Part 2	Approval for prescribed activity	3
	5 Matters regarding the prescribed activity—Authorising local law, ss 6(3), (4), 8(2)(a), 9(1)(d), 10(3), 12, 13(a), 14(1)(a).....	3
	6 Approvals that are non-transferable—Authorising local law, s 15(2)	4
Part 3	Application to State-controlled roads	4
	7 State-controlled roads to which the local law applies—Authorising local law, schedule 1	4
Schedule 1	Commercial use of local government controlled areas and roads.	5
Schedule 2	Categories of approval that are non-transferable	13
Schedule 3	State-controlled roads to which the local law applies	14
Schedule 4	Dictionary.....	15

Part 1 Preliminary

1 Short title

This subordinate local law may be cited as *Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2015*.

2 Purpose and how it is to be achieved

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

3 Authorising local law

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

4 Definitions

- (1) Particular words used in this subordinate local law have the same meaning as provided for in the authorising local law.
- (2) The dictionary in schedule 4 defines particular words used in this subordinate local law.

Part 2 Approval for prescribed activity

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

- (1) Schedule 1—
 - (a) names a prescribed activity in section 1; and
 - (b) prescribes the matters specified in this section for the prescribed activity.
- (2) For section 6(3) of the authorising local law, it is declared that section 6(2) of the authorising local law does not apply to the particular activities stated in section 2 of schedule 1.

Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2015

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

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

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

Part 3 Application to State-controlled roads

7 State-controlled roads to which the local law applies—Authorising local law, schedule 1

For the purposes of the definition of *road* in schedule 1 of the authorising local law, the State-controlled roads listed in schedule 3 are roads to which the authorising local law applies unless otherwise provided in the local law.

Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2015

Schedule 1 Commercial use of local government controlled areas and roads

Section 5

1. Prescribed activity

Commercial use of local government controlled areas and roads.

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

No activities stated.

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

- (1) Details of the nature, time and place of the prescribed activity for which the approval is sought.
- (2) If the applicant wants to use a particular part of a local government controlled area or road for serving food and drink or for other business purposes—a plan showing the relevant part of the local government controlled area or road.
- (3) If the prescribed activity is to be operated from a site, stall or vehicle—specifications for the site, stall or vehicle which is proposed to be used in the operation of the prescribed activity.
- (4) Details of the name, street address, telephone number, facsimile number and email address of the person responsible for the operation of the prescribed activity.
- (5) A copy of the current registration certificate for each vehicle proposed to be used in the operation of the prescribed activity.
- (6) Details of the operation of the prescribed activity including—
 - (a) if goods or services are to be supplied—the nature of the goods and services to be supplied; and
 - (b) if the goods or services are to be supplied at particular times—the times during which the goods or services will be supplied; and
 - (c) if goods or services are to be supplied—the method of sale of the goods or services; and
 - (d) a copy of each policy of insurance of the applicant which relates to the operation of the prescribed activity; and
 - (e) how the applicant proposes to dispose of waste generated by the operation of the prescribed activity; and
 - (f) if signage is intended to be displayed – details of the signage and how

5

Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2015

the signage will be secured whilst displayed.

- (7) Subsection (8) applies if—
- (a) the prescribed activity is to be operated at a place on a local government controlled area or road; and
 - (b) the place abuts, or is adjacent to, land other than a local government controlled area or road; and
 - (c) the operation of the prescribed activity may cause a nuisance, inconvenience or annoyance to the occupier of the land.
- (8) The application must be accompanied by—
- (a) the written consent of the occupier of the land to the operation of the prescribed activity at the place; or
 - (b) a written statement from the occupier of the land in support of the operation of the prescribed activity at the place.
- (9) If requested — a report, study or certification from a suitably qualified person about —
- (a) the undertaking of the prescribed activity generally; or
 - (b) a specific aspect of the undertaking of the prescribed activity.

Examples—

1. A certificate of a registered professional engineer about the structural adequacy of a structure, improvement or building to be used in the undertaking of the prescribed activity.
2. A certificate of a registered professional engineer about the extent to which the undertaking of the prescribed activity will comply with relevant requirements of the Manual of Uniform Traffic Control Devices.

4. Additional criteria for the granting of an approval

- (1) The prescribed activity for which the approval is sought must not unduly interfere with the proper use of the local government controlled area or road.
- (2) The physical characteristics of the local government controlled area or road must be suitable for the prescribed activity.
- (3) The prescribed activity must not cause unreasonable nuisance, inconvenience or annoyance to—
 - (a) the occupier of any land which adjoins the location of the prescribed activity; or
 - (b) vehicular traffic; or

Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2015

- (c) pedestrian traffic.
- (4) The prescribed activity must not have an unreasonable detrimental effect on the amenity of the surrounding area.
- (5) If the prescribed activity is mobile roadside vending or stationary roadside vending—
 - (a) whether the prescribed activity for which the approval is sought is competitive with business activities operated from fixed premises in the local government area; and
 - (b) whether the business activities operated from the fixed premises are sufficient to meet public demand for the goods or services proposed to be sold as part of the operation of the prescribed activity; and
 - (c) whether the grant of the approval will result in substantial competition between the applicant for the approval and operators of business activities operated from fixed premises in the local government area; and
 - (d) whether the goods or services proposed to be sold as part of the operation of the prescribed activity, or similar goods or services, are available for sale from fixed premises near the location of the prescribed activity.

5. Conditions that must be imposed on an approval

No conditions prescribed.

6. Conditions that will ordinarily be imposed on an approval

- (1) The conditions of an approval may require that the approval holder—
 - (a) limit the activities authorised by the approval to 1 or more of—
 - (i) a single specified location;
 - (ii) a number of specified locations;
 - (iii) a specified area;
 - (iv) a number of specified areas; and
 - (b) limit the activities to specified days and times; and
 - (c) limit the activities to—
 - (i) a specified period of time; or
 - (ii) specified periods of time; and
 - (d) display the approval in a specified position, and produce the approval

Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2015

- for inspection on demand by an authorised person; and
- (e) take specified measures to protect the safety of persons who may be involved in, or affected by, the activities authorised by the approval, for example, the installation and maintenance of specified safety barriers; and
 - (f) give specified indemnities and take out and maintain insurance against personal injury and property damage resulting from the activities authorised by the approval; and
 - (g) take specified measures to ensure that the activities authorised by the approval do not cause a nuisance; and
 - (h) if the approval authorises the approval holder to use a specified part of a road for the operation of the activity — pay a specified rental to the local government at specified intervals; and
 - (i) submit the operation of the activity, including any vehicle or premises used in the operation of the activity, for inspection by an authorised person; and
 - (j) prominently and permanently display at a specified location each of—
 - (i) the approval number granted by the local government in numbers not less than 50mm in height; and
 - (ii) the name and address of the approval holder in letters not less than 75mm in height; and
 - (k) if the approval relates to an activity on a road—give a written indemnity to the State; and
 - (l) limit the activities authorised by the approval such that the activities may not be operated within a specified radius of—
 - (i) fixed premises which sell or offer for sale, the same or similar goods or services; or
 - (ii) the site of operation of another prescribed activity—
 - (A) the operation of which is authorised by an approval granted by the local government; and
 - (B) at which the same or similar goods or services are sold or offered for sale; and
 - (m) limit the operation of the prescribed activity so that it does not—
 - (i) create a traffic nuisance; or
 - (ii) increase an existing traffic nuisance; or

Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2015

- (iii) detrimentally affect the efficiency of the road network in which the activity is undertaken; and
 - (n) limit the operation of the prescribed activity so that it does not detrimentally affect the amenity of the neighbourhood in which the prescribed activity is undertaken; and
 - (o) ensure that the operation of the prescribed activity does not create a road safety risk; and
 - (p) ensure that all facilities and equipment used in the operation of the prescribed activity are, at all times, maintained—
 - (i) in good working order and condition; and
 - (ii) in a clean and sanitary condition; and
 - (q) if the approval authorises the operation of a roadside vending activity on a road on specified days—remove the vehicle from the road after the close of business each day unless otherwise specified by the local government.
- (2) If the prescribed activity is mobile roadside vending, the conditions of the approval may also require that the approval holder—
 - (a) limit the operation of the activity to—
 - (i) a specified vehicle; or
 - (ii) a number of specified vehicles; and
 - (b) if the approval holder is selling or offering for sale, goods, for example, food, or services—not engage in mobile roadside vending on any local government controlled area or road within a specified radius of fixed premises which sell or offer for sale, the same or similar goods or services.
 - (c) not—
 - (i) unless authorised by an authorised person—park the vehicle used for the activity for a period longer than is necessary to serve a customer who has hailed down the vehicle; or
 - (ii) amplify, or cause to be made, any noise identifying or otherwise drawing attention to the vehicle, except in accordance with standards laid down under the *Environmental Protection Act 1994*; or
 - (iii) place a sign or device advertising the activity of the approval holder on any local government controlled area or road; and
 - (d) keep and maintain the vehicle in a clean, tidy and orderly condition at all times; and

Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2015

- (e) produce the vehicle for inspection by an authorised person—
 - (i) prior to commencement of the prescribed activity; and
 - (ii) when required by the authorised person; and
 - (f) limit the operation of the activity to vehicles having specified characteristics, appropriate for the operation of the activity; and
 - (g) only serve customers from the non-traffic or kerbside side of a vehicle used in the operation of the activity; and
 - (h) not operate the activity in a manner which is, or may be, a risk to road safety; and
 - (i) unless authorised by an authorised person—not permit or allow an animal in or about any vehicle used in the operation of the activity; and
 - (j) not discharge trade waste generated by the operation of the activity otherwise than in accordance with an approval under the *Water Supply (Safety and Reliability) Act 2008*; and
 - (k) for waste generated by the operation of the activity—
 - (i) only dispose of the waste—
 - (A) in a safe and sanitary manner; and
 - (B) in a manner which maintains the vehicle and its surrounds in a clean, tidy, sanitary and hygienic condition; and
 - (ii) not dispose of the waste—
 - (A) so as to attract pests; or
 - (B) into a water course; or
 - (C) at another location other than a location properly intended for the receipt of the waste.
- (3) If the prescribed activity is footpath dining, the conditions of the approval may also require that the approval holder—
- (a) limit the operation of the activity to a specified area which is contiguous to, or in the vicinity of, a registered café, restaurant, takeaway food shop or similar premises which are operated by the approval holder (*principal premises*); and
 - (b) limit the operation of the activity to the footpath immediately adjacent to the principal premises; and
 - (c) keep and maintain a clear unobstructed pedestrian corridor of a

Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2015

- specified width depending on the density of pedestrian traffic; and
- (d) limit the operation of the activity to the normal business hours of the principal premises; and
 - (e) remove all tables, chairs, fixtures and fittings from the area identified in the approval when the principal premises are not open for business; and
 - (f) keep and maintain the area identified in the approval, including all tables, chairs, fixtures, fittings and equipment used in the operation of the activity at all times in a clean, sanitary and tidy condition; and
 - (g) keep and maintain in and about the area identified in the approval, adequate waste disposal facilities, for example, bins, and be responsible for the removal of all waste from the waste disposal facilities at such intervals as an authorised person may direct; and
 - (h) not place or display any sign or device advertising the activity in the area identified in the approval otherwise than in accordance with an approval of the local government which authorises the use of the footpath for that purpose; and
 - (i) not use an umbrella within the area identified in the approval unless the umbrella has not less than 2m clearance above ground level adjacent to the umbrella and is securely anchored to the satisfaction of an authorised person; and
 - (j) only use furniture in the area identified in the approval which is—
 - (i) aesthetically acceptable to the local government; and
 - (ii) kept in a proper state of repair; and
 - (k) provide, for use by patrons of each of the principal premises and the area identified in the approval, adequate toilet facilities; and
 - (l) regularly clean the area identified in the approval—
 - (i) during business hours for the principal premises; and
 - (ii) daily, after the close of business of the principal premises.
- (4) If the prescribed activity is the display of goods for sale on a footpath, the conditions of the approval may also require that the approval holder—
- (a) limit the operation of the activity to a specified area which is contiguous to, or in the vicinity of, retail premises which are operated by the approval holder (also *principal premises*); and
 - (b) limit the operation of the activity to the footpath immediately adjacent to the principal premises; and
 - (c) keep and maintain a clear unobstructed pedestrian corridor of a

Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2015

- specified width depending on the density of pedestrian traffic; and
- (d) limit the operation of the activity to the normal business hours of the principal premises; and
 - (e) only use, for the purposes of display of the goods for sale, a structure which is—
 - (i) of safe construction; and
 - (ii) in good condition and repair; and
 - (iii) securely fixed to the footpath; and
 - (f) only display goods for sale if the goods are in an orderly and sightly condition; and
 - (g) only display goods for sale if the goods are the property of, or offered for sale by, the approval holder; and
 - (h) remove all goods, and any structure designed for the display of the goods for sale, when the principal premises are not open for business.

7. Term of an approval

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

8. Term of renewal of an approval

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

Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2015

Schedule 2 Categories of approval that are non-transferable

Section 6

Each approval for the prescribed activity named in schedule 1, section 1 is non-transferable unless otherwise provided in the approval.

Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2015

Schedule 3 State-controlled roads to which the local law applies

Section 7

Subject to the chief executive's written agreement under the *Transport Operations (Road Use Management) Act 1995*, section 66(5)(b), every State-controlled road in the local government area of the local government.

Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2015

Schedule 4 Dictionary

Section 4

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

goods includes wares, merchandise, chattels, money, stone, timber, metal, fluid and any other article, substance or material whatsoever and also includes an animal.

mobile roadside vending means an operator soliciting or carrying on the supply of goods or services (including food or drink) for profit in circumstances where—

- (a) the operator travels from place to place; and
- (b) the operator supplies the goods or services to a customer in response to the customer waiving down the operator.

principal premises has the meaning given in schedule 1, section 6(3)(a) and (4)(a).

sale includes —

- (a) to sell; and
- (b) sell for resale; and
- (c) offer, or expose for sale; and
- (d) agree or attempt to sell; and
- (e) receive, keep or have in possession for sale; and
- (f) cause or permit to be sold or offered or exposed for sale; and
- (g) provide a sample; and
- (h) barter; and
- (i) auction; and
- (j) supply or have available for supply; and
- (k) suffer or permit any of the above acts.

stationary roadside vending means an operator soliciting or carrying on the supply of goods or services (including food or drink) for profit in circumstances where—

- (a) the operator carries on the activity from—
 - (i) a specified place; or
 - (ii) a number of specified places; but
- (b) the activity is not footpath dining.

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

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

Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2015

This and the preceding 15 pages bearing my initials is a certified copy of *Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2015* made in accordance with the provisions of the *Local Government Act 2009* by Carpentaria Shire Council by resolution dated the 16th day of September 2015.

.....
Chief Executive Officer

290353_1

BUSINESS PAPERS

9.6 HUMAN RESOURCES REPORT

Attachments: 9.6.1. Safeplan Progress Report to February 2023 [↓](#)

Author: Lisa Ruyg - Manager Human Resources

Date: 7 March 2023

Key Outcome: 1.1 – Responsive and effective service delivery

Key Strategy: 1.1.1 Foster appropriate corporate culture that aligns with Council's Mission, Values and Behaviours.

Executive Summary:

This report provides information on the progress of SAFEPLAN, Council's safety management system, and an update on general human resource matters.

RECOMMENDATION:

That Council accepts the report for information.

1. Work, Health & Safety Report

The Safeplan progress report to February 2023 is attached.

2. Staff Movements

Arrivals

- | | |
|---------------------|-----------------------------------|
| • Karen Troy | Procurement Officer |
| • Jacinda Sceresini | Executive Officer |
| • Sylvia Hammann | VIC & Café Attendant & Tour Guide |
| • Tracey Sceresini | VIC & Café Attendant & Tour Guide |
| • Rania Gonsalves | VIC & Café Attendant & Tour Guide |
| • Peta Ellam | VIC & Café Attendant & Tour Guide |
| • Faren Bynoe | Apprentice Diesel Fitter |
| • Tina Newman | Admin Trainee. |

Departures

- | | |
|--------------------|-----------------------------|
| • Tony Schafer | Diesel Fitter |
| • Caitlin Caldwell | VIC Attendant & Tour Guide. |

3. Current Recruitments

- | | |
|---------------|---------------------------------------|
| • Electrician | Efforts at recruiting are continuing. |
|---------------|---------------------------------------|
-

BUSINESS PAPERS

Skytrust is essentially “audit ready” as it doesn’t entail looking or sorting through paperwork trying to find hard copies of documentary evidence as required through the current internal or external audit process.

It is envisaged the reporting capabilities in Skytrust will allow us to identify gaps more readily within our WHS system and provide us with other tools such as a skills and training analysis, and succession planning function.

6. Upcoming Training Activities

21 & 22 March 2023	Fraud Awareness for Supervisors and Managers Fraud Awareness for Officers
27 – 30 March 2023	Mental Health First Aid Officer Training Mental Health Awareness Workshops Heads Up Tool Box Talk Training
17 April 2023	Work Safely at Heights Manual Handling
18 April 2023	Traffic Management Implementation Day 1 Enter and Work in Confined Spaces CPR Refresher
19 April 2023	Traffic Management Implementation Day 2 Low Voltage Rescue & CPR
20 April 2023	Traffic Management Implementation Set Ups Full First Aid & CPR Course
21 April 2023	CPR Refresher Correct Use of PPE

7. Health & Well Being Activities

11 – 13 April 2023	‘Flu Shots Skin Checks General Health Assessments
--------------------	---

Dr Abi from the Bowen Hills Medical Centre will be holding clinics in both Normanton and Karumba on the above dates.

Consultation (Internal/External):

- Executive Leadership Team
- WHS Advisor
- Precruitment Recruitment Agency
- Lo-Go Appointments
- Bowen Hills Medical Centre

BUSINESS PAPERS

- Advanced Industry Training
- Peak Services
- Michelle McFadyen Consulting.

Legal Implications:

- Within normal operational parameters.

Financial and Resource Implications:

- Within allocated budget.

Risk Management Implications:

- Within normal operational parameters.



CSC Safety Management Plan Progress Report – February 2023 (Report for year 2022-2023)

Safety Plan		Key Performance Indicators (KPIs)		Scheme		Safe Plan KPI 2022 - 2023		YTD 2022-2023 compared to SP KPI	
Note* LGW data, legislation requires LGW to count part days lost as full days									
Average Scheme Frequency Rate (Formula = Number of LTI for every million hrs worked)		9.23		2		5 (annual)		1	
Average Scheme Duration Rate (Formula = Average Number of days lost per LTI)		20.05		2		112 (annual)		5+	
Progressive Frequency Rate YTD (B) group = wages greater than \$5 million – less than \$10 million		9.53		7.80		20.6 (annual)		7.80	
Progressive duration rate YTD (B) group = wages greater than \$5 million – less than \$10 million		20.07		2.00		19.93 (annual)		5.00	
% of hazard inspections completed as per Matrices		N/A		100.00%		90%		97.50%	
No. RAPs outstanding vs. No. RAPs completed by EMTD – (3 overdue, 1 new, 10 in progress Jan/Feb)		N/A		17.00%		33.33%		32.83% (MTD Average)	
Delivery of Take 5 information papers and successful completion of assessments		N/A		72.00%		95.40%		95.40%	
% of Quarterly Action Plan (QAP) items completed Quarter January – March 2023		N/A		Due end March		Due end March		70%	

Mechanism of Injury for claims submitted	YTD 2020/2021	Days Lost	Mechanism of Injury for claims submitted	YTD 2021/2022	Days Lost
28 Being hit by moving object	1	0	28 Being hit by moving object	1	73
12 Hitting Moving Objects	0	0	21 Being hit by falling objects	1	73
42 Muscular stress while handling objects	3	0	42 Muscular stress while handling objects	1	73
43 Muscular stress with no objects being handled	2	394	43 Muscular stress with no objects being handled	1	73
41 Muscular stress while lifting	3	54	41 Muscular stress while lifting	1	73
01 Falls from a height	0	0	01 Falls from a height	1	73
26 Being trapped between Static objects	2	7	26 Being trapped between Static objects	1	73
84 Work pressure	0	0	92 Vehicle Accident	1	73
Total	11	455	Total	2	75
Statutory Paid	\$174,573.84		Statutory Paid	\$26,229.50	

Mechanism of Injury for claims submitted	YTD 2022/2023	Days Lost
28 Being hit by moving object	1	0
21 Being hit by falling objects	1	5
42 Muscular stress while handling objects	1	5
43 Muscular stress with no objects being handled	1	5
41 Muscular stress while lifting	1	5
01 Falls from a height	1	5
26 Being trapped between Static objects	1	5
92 Vehicle Accident	1	5
Total	1	5
Statutory Paid	\$1,321.00	

LGW Date, 2022 - 2023 YTD	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
CSC LTIHR YTD: GW Data	0	0	0	0	0	10.41	8.92	7.80				
Group B LTIHR YTD (Councils with wages > \$5 mil-\$10 mil)	0	5.45	9.08	8.17	10.90	11.80	10.90	9.53				
CSC LTIs each month	0	0	0	0	1	0	0	0				

LGW Date, 2022 - 2023 YTD	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
CSC Duration Rate YTD LGW data	0	0	0	0	0	5.00	5.00	5.00				Jun
Average duration rate for Group B (Councils with wages > \$5 mil-\$10 mil)	0	4.00	9.60	13.17	14.20	16.54	18.07	20.07				

There was 1 Incident Report submitted where an injury was sustained in February (Dr visit required, not an LTI, returned to work).

There was an adjustment of the payout figures for the 2020/2021 of plus 0 Days and \$3,347.00 and for 2022/2023 of plus 0 Days and \$0. (2021/2022 figures are final) (A\$157,263.00 Estimate is still recorded for 2019-2020)

BUSINESS PAPERS

9.7 LES WILSON BARRAMUNDI DISCOVERY CENTRE, KARUMBA AND NORMANTON VISITOR INFORMATION CENTRES

Attachments:	NIL
Author:	Amanda O'Malley - Centre Manager - LWBDC
Date:	9 March 2023
Key Outcome:	A dynamic and diverse economy creating industry development and employment opportunities
Key Strategy:	Provision of support for a sustainable Tourism sector

Executive Summary:

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

RECOMMENDATION:

That Council:

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

LES WILSON BARRAMUNDI DISCOVERY CENTRE HATCHERY

Broodstock

- The spawn is on hold until viable hormone can be sourced. Stock is expected when flooding subsides.
- The exhibition tank is at full carrying capacity.
- We are maintaining the salinity in the tanks via addition of salt.
- We are developing a capture net to allow for retrieval of brood stock from the exhibition tank, giving us a broad genetic pool to draw from, and increasing the brood stock holding capability.

Permit

- An application has been granted to Council for a restocking.

Merchandise and tours:

- Patronage is characteristically low, due to flooding and wet weather associated with the low season.
- The panels on the ceiling of the information centre/souvenir store roof have been re-fixed, the cause of ongoing leaks is being investigated.

BUSINESS PAPERS

- Recruitment has been concluded and we are equipped to run operations 7 days per week, as required.

Interpretive centre:

- Funding to source footage to enhance the dedication to those that started, and contributed to, the hatchery over the years has been secured.
- The art gallery and café has been fitted out with additional furnishings and is ready for the 2023 peak season.

Visitor Information Centres:

Attendance

1-28 th February 2023	
Normanton VIC	Karumba VIC
0	0
Average of 0 people per day (open 0 days while awaiting mould testing)	Average of 0 people per day (open 12 days, limited to Friday, Saturday & Sunday)
(January average was 0.2 people per day)	(January average was 0.66 people per day)

	2022-2023			TOURS		
	Visitors	Tours #	Sales (POS)	RTBS (API – Online payment)	Sunlover/ Invoice	Total Sales
FEB 22	57	13	\$ 1,577.66	\$ 116.00	\$ 0	\$ 1,693.66
MAR 22	238	72	\$ 5,146.90	\$ 1,731.00	\$ 0	\$ 6,877.90
APR 22	1572	474	\$ 28,595.10	\$ 3,126.00	\$ 390.25	\$ 32,111.35
MAY 22	2559	1009	\$ 56,416.81	\$ 8,347.00	\$3,013.25	\$ 67,777.06
JUN 22	4434	1347	\$ 87,360.67	\$ 16,324.00	\$2,577.00	\$ 106,261.67
JULY 22	6489	1588	\$ 100,705.00	\$ 13,701.00	\$2,551.00	\$ 116,957.00
AUG 22	4308	1373	\$ 104,104.74	\$15,133.00	\$1,726.50	\$ 120,964.24
SEP 22	2875	1083	\$ 77,977.89	\$8,122.00	\$738.00	\$86,837.89
OCT 22	1189	233	\$ 19,397.60	\$804.00	\$652.50	\$20,854.10
NOV	168	0	\$ 2,421.90	\$0	\$0	\$2,421.90

BUSINESS PAPERS

22						
DEC 22	93	0	\$ 2,933.95	\$0	\$0	\$2,933.95
JAN 23	4	0	\$178.00	\$0	\$0	\$178.00
FEB 23	0	0	\$28.00	\$0	\$0	\$0
TOTAL						
L	19,771	5,834	\$383,932.41	\$ 52,517.00	\$9,922.00	\$ 567,307.65

KARUMBA

- The Karumba VIC is open on Fri, Sat, Sun from 9-12 for the month of February. Staff are carrying out project work, such as planning the Outback by the Sea Festival, tending to social media and forward posting, updating tour footage, seeking interpretive center enhancements, improving signage, ordering materials and stock, training in the hatchery and new duties, and performing other tasks to reduce the load during peak season. The annual cleaning budget has also been reallocated from contractors to staff to promote staff retention during low season.
- Town walk books and revised maps are sitting with Normanton staff for feedback.

NORMANTON

- Normanton VIC/Library closed on 12/01/23 due to the need for roof repairs, leading to water ingress. Maintenance is largely complete and mould testing kits have been delivered to Normanton. Tom Loadsman is performing testing.

NORMANTON CAMP STATISTICS

1 – 30 th June 2022	1- 31 st July 2022	1-31 st Aug 2022	1-30 th Sept 2022	1-31 st October 2022	1-30 th November 2022	1-31 st December 2022	1-31 st Jan 2023	1-28 th Feb 2023
667	474	452	133	17	0 (closed)	0 (closed)	0 (closed)	0 (closed)

*Statistics are unavailable for previous years for comparison, due to the paper forms not being filed or tallied.

Camping closed on 01/11/22 for the wet season and the signage has been updated at the entry point to the site by the Ranger.

Digital marketing

BUSINESS PAPERS

- Merv Hughes Fishing booked out; hence an alternate ambassador is being sought to launch 'Swim with the Barra'. A variety of replacements have been emailed and we are awaiting quotes to present to Council for consideration.
- Trip Advisor – maintaining top experience in Karumba and 4.5-star rating.
- Facebook is consistent, post engagements are up 76%.
- Instagram is down 17% on last month. This is expected to rise when people can access the region.
- Tik Tok viewings are slowly growing, with an average of 721 views.
- The art gallery Facebook page engagement is up by 376%. This is attributed to advertising external opportunities and funding. The Karumba 'Flooded with Art' grant application has been submitted to address social isolation and loneliness in the wet season, whilst providing engaging and free activities for locals & support local artists via enhanced opportunities for work.

Grants & Awards:

- Savannah Way Arts Trail sculpture base plates have been delayed due to flooding.
- Regional Arts Services Network (RASN) have not been able to attend due to flooding but have moved forward with delivering workshops to supplement material for the Outback by the Sea Festival. The next workshops are planned between 19-21 March, weather dependent.

Outback by the Sea Festival 2023:

- To be held from 25-29th September 2023.
- The Karumba Children's Centre is running the fishing competition in 2023 and may be interested in an on-going basis.

BUSINESS PAPERS

KARUMBA ITINERARY

	25/09/2023	26/09/2023	27/09/2023	28/09/2023	29/09/2023
TIME	Day 1 Activities	Day 2 Activities	Day 3 Activities	Day 4 Activities	Day 5 Activities
9:00-10:00	Morning tea with the Barra - Barra Bites Café & Fish feeding	Morning tea movie - Morning Glory Cloud in the conference room	Amazing Race - Kick off in Karumba VIC	Morning tea movie - meet the locals in the conference room	Morning tea with the Barra - Barra Bites Café & Fish feeding
10:00-11:00	Bark painting workshop in the conference room	Meet the Rangers workshop/display in the art gallery	Amazing Race	Sports Day - Rec Club	Judging and announcing winners of the Amazing Race online
11:00-12:00	Bark painting workshop in the conference room	Meet the Rangers workshop/display in the art gallery	Amazing Race - Conclude	Sports Day - Rec Club	Judging and announcing winners of the Amazing Race online
12:00-1:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:00-2:00	Epoxy workshop in the conference room	Earring painting in the conference room	Painting workshop in the conference room	Rod building workshop in the conference room	Judging and announcing of dance comp online
2:00-3:00	Plant doctor in the Civic centre	Rangers turtle kite making in the conference room	Plant doctor in the Civic centre	Rod building workshop in the conference room	Judging and announcing of dance comp online
3:00-4:00	Fish Rodeo Workshop session in the conference room	Fish Rodeo Workshop session in the conference room	Plant doctor in the Civic centre	Rod building workshop in the conference room	Judging and announcing of photography comp online
4:00-5:00	CLEAN UP/SET UP TIME	CLEAN UP/SET UP TIME	CLEAN UP/SET UP TIME	CLEAN UP/SET UP TIME	Judging and announcing of photography comp online
5:00-6:00	Fauna photography session	Learning the ways of the land Karumba Nature Walk/sunset tavern	Flora photography session	Photography slide show	SET UP CONCERT
6:00-7:00	NO EVENTS - CULTURAL NIGHT ON	Dive In Pool Move Night	Karumba Art Gallery exhibition - Café staff to run and cater	Song writing workshop	CONCERT - Rec club sports ground

BUSINESS PAPERS

7:00-8:00	NO EVENTS - CULTURAL NIGHT ON	Dive In Pool Move Night	Star gazing: The universe and the future of space - Kids	Song writing workshop	CONCERT - Rec club sports ground
8:00-9:00	NO EVENTS - CULTURAL NIGHT ON	Dive In Pool Movie Night	Star gazing: The universe and the future of space - Adults	NO EVENT	CONCERT - Rec club sports ground

NORMANTON ITINERARY

	25/09/2023	26/09/2023	27/09/2023	28/09/2023	29/09/2023
TIME	Day 1 Activities	Day 2 Activities	Day 3 Activities	Day 4 Activities	Day 5 Activities
9:00-10:00	Morning tea at the Gulflander Train Station	Morning tea movie - Morning Glory Cloud	Amazing Race - Kick off in Normanton VIC	Morning tea movie - meet the locals	Morning tea at the Gulflander Train Station
10:00-11:00	Rangers Muttonhole wetlands walk	Painting workshop at Normanton VIC	Amazing Race	NO EVENT _ SPORTS DAY IN KARUMBA	Judging and announcing winners of the Amazing Race online
11:00-12:00	Learning the ways of the land Normanton VIC/River	Painting workshop at Normanton VIC	Amazing Race - Conclude Albion	NO EVENT _ SPORTS DAY IN KARUMBA	Judging and announcing winners of the Amazing Race online
12:00-1:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:00-2:00	Earring painting in VIC	Epoxy workshop in VIC	Bark painting workshop in the Normanton VIC/Hall	Song writing workshop	Judging and announcing of dance comp online
2:00-3:00	CLEAN UP/SET UP TIME	CLEAN UP/SET UP TIME	Bark painting workshop in the Normanton VIC/Hall	Song writing workshop	Judging and announcing of dance comp online
3:00-4:00	Bull & Heifer Rodeo Workshop session in the Normanton VIC	Bull & Heifer Rodeo Workshop session in the Normanton VIC	Bark painting workshop in the Normanton VIC/Hall	Song writing workshop	Judging and announcing of photography comp online
4:00-5:00	CLEAN UP/SET UP TIME	CLEAN UP/SET UP TIME	CLEAN UP/SET UP TIME	CLEAN UP/SET UP TIME	Judging and announcing of photography comp online
5:00-6:00	Fauna photography session	Flora photography session	Sunset photography session	Photography slide show	NO EVENTS - CONCERT ON

BUSINESS PAPERS

6:00-7:00	Cultural & Talent Night NTN Hall	Rod building workshop	Dive In Pool Movie Night	SET UP TIME	NO EVENTS - CONCERT ON
7:00-8:00	Cultural & Talent Night NTN Hall	Rod building workshop	Dive In Pool Movie Night	Star gazing: The universe and the future of space - Kids	NO EVENTS - CONCERT ON
8:00-9:00	Cultural & Talent Night NTN Hall	Rod building workshop	Dive In Pool Movie Night	Star gazing: The universe and the future of space - Adults	NO EVENTS - CONCERT ON

Amazing Race

The Amazing Race is being introduced in 2023, to promote exposure of local businesses, key tourism assets and experiences.

Task	Venue	Task	Intent
1	Karumba Library	Find a specific book and post a photo. Candice in Karumba to hand out pre-printed book codes for local authors to participants and then take a photo of the competitors holding the book once found and watch them post it on social media before they leave.	Intent – promotes local authors & their products.
1	Normanton Library	Find a specific book and post a photo. Jason in Normanton to hand out pre-printed book codes for local authors to participants and then take a photo of the competitors holding the book once found and watch them post it on social media before they leave.	Intent – promotes local authors & their products.
2	Karumba VIC	Find a specific person on the VIC display panels. VIC in Karumba to hand out pre-printed names and then take a photo of the competitors with the panel once found and watch them post on social media before they leave.	Intent – promote free displays and Visitor Information Centres.
2	Normanton VIC	Find a specific person on the VIC display panels. VIC in Normanton to hand out pre-printed names and then take a photo of the competitors with the panel once found and watch them post on social media before they leave.	Intent – promote free displays and Visitor Information Centres.
3	Karumba Water Park	Wrestle a croc. Lifeguard or VIC worker to throw a blow-up croc into the water park. It needs to be lassoed by the competitors and a photo posted before they leave.	Intent – promote croc awareness and water park. No swimming necessary, so no additional safety risks introduced.

BUSINESS PAPERS

Task	Venue	Task	Intent
3	Normanton Water Park	Wrestle a croc. Lifeguard or VIC worker to throw a blow-up croc into the water park. It needs to be lassoed by the competitors and a photo posted before they leave.	Intent – promote croc awareness and water park. No swimming necessary, so no additional safety risks introduced.
4	Café/grocery store/other food or drink store of choice in Karumba	Eat or drink an item of your choosing in 30 seconds or less. Participating businesses to ensure a before and after photo is posted before the competitors leave.	Intent – promote local food and drink businesses, as well as their products. No prescriptive food or drink, so budget and allergies can be accommodated.
4	Café/grocery store/other food or drink store of choice in Normanton	Eat or drink an item of your choosing in 30 seconds or less. Participating businesses to ensure a before and after photo is posted before the competitors leave.	Intent – promote local food and drink businesses, as well as their products. No prescriptive food or drink, so budget and allergies can be accommodated.
5	Barra Centre in Karumba	Feed a monster barra. Tour Guide to take photo and post it before competitors leave.	Intent - promote Barra Centre tour.
5	Krys the Croc in Normanton	Feed Krys the croc with a fellow team member. Customer service staff at Council chambers to take a photo and post it before competitors leave.	Intent – promote iconic statue and history.
6	Karumba Art Gallery	Find a piece of art. VIC worker to pass out printed name of work for participants to find and ensure photo is posted before competitors leave.	Intent – promote local artists and galleries.
6	Normanton Art Gallery	Find a piece of art. Bynoe worker to pass out printed name of work for participants to find and ensure photo is posted before competitors leave.	Intent – promote local artists and galleries.
7	Fisheries in Karumba	Choice of two challenges: choose a fishing line knot to untangle as quickly as you can and post the video. Or sort a box of cardboard barra into legal and illegal bins as quickly as you can and post the video.	Intent – promote fishing/promote knowledge of size limits of barra.
7	Bynoe or Rangers in Normanton	Choice of two challenges: choose a fishing line knot to untangle as quickly as you can and post the video. Or sort a box of cardboard barra into legal and illegal bins as quickly as you can and post the video.	Intent – promote fishing/promote knowledge of size limits of barra.

Task	Venue	Task	Intent
-------------	--------------	-------------	---------------

BUSINESS PAPERS

8	Town Walk in Karumba	Locate a mangrove, hermit crab or mangrove crab on the Karumba to Karumba Point Walk and post it.	Intent – promote town walk, flora and fauna.
8	Town Walk in Normanton	Locate a lily or bird on the Karumba to Karumba Point Walk and post it.	Intent – promote town walk, flora and fauna.
9	Sculpture in Karumba	Take a photo in front of the Savannah Way Art Trail Sculpture, adopting the same position as the animals in the sculpture.	Intent – promote the Savannah Way Art Trail.
9	Sculpture in Normanton	Take a photo in front of the Savannah Way Art Trail Sculpture, adopting the same position as the animals in the sculpture.	Intent – promote the Savannah Way Art Trail.
10	Gulflander train station in Normanton	Find the historic artefact called "".	Intent – promote the self-guided section of the train station.
10	Sandcastle building in Karumba	Make a crab sculpture in the sand.	Intent – promote the self-guided section of the beach and crabs.
11	Police in Karumba	Find hidden key in room and escape without officers seeing you. Post video or photo when you are free with the officer.	Intent – incorporate community minded police service.
11	Police in Normanton	Find hidden key in room and escape without officers seeing you. Post video or photo when you are free with the officer.	Intent – incorporate community minded police service.
12	Bars and pubs in Karumba	Film a 20 second song or dance in the bar, pub or venue of your choice and ask the bar person to check it before you leave.	Intent – promote local venues.
12	Bars and pubs in Normanton	Film a 20 second song or dance in the bar, pub or venue of your choice and ask the bar person to check it before you leave.	Intent – promote local venues.
13	Accommodation in Karumba	Locate a hidden item in the front garden of the accommodation venue of your choice (pelican statue).	Intent – promote accommodation services.
13	Accommodation in Normanton	Locate a hidden item in the front garden of the accommodation venue of your choice (pelican statue).	Intent – promote accommodation services.
14	Karumba Fish Rodeo	Wear your home-made outfit to the Sunset Tavern and have a photo taken at the bar with a staff member.	Intent – promote local venues.
14	Normanton Bull & Heifer Rodeo	Wear your home-made outfit to the Albion and have a photo taken at the bar with a staff member.	Intent – promote local venues.

Additional experiences yet to be added to the schedule:

- Pub/high tea experiences run by local businesses
- Regional Arts Services Network (RASN) workshops
- Topology workshops
- Gulf Savannah NRM display/workshop

BUSINESS PAPERS

Culture & Talent Night:

- Potential to move to Wednesday to utilise musicians for the concert night
- Topology Belly Dancers
- Local schools (developing content)
- Seeking local engagement via advertising, once date approved

Costing

- Will be provided as a handout during the meeting.

BUSINESS PAPERS

10 REPORTS FROM DIRECTOR OF CORPORATE & COMMUNITY SERVICES

10.1 DCS REPORT

Attachments: 10.1.1. Local Laws Report - February 2022 [↓](#)
Author: Julianne Meier - Director Corporate Services
Date: 8 March 2023

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

Key Strategy: Maintain a focus on integrity, Accountability and Transparency in all that we do

Executive Summary:

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

RECOMMENDATION:

That Council:

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

Background:

1. Actions Outstanding from Previous Meetings

BUSINESS PAPERS

Date:	Action	Status	Comment
	Liaise with relevant parties to improve connectivity at Normanton Rodeo Grounds	Ongoing	Ongoing – reported fault with Telstra about service dropouts. Officers to discussed issue with Telstra to see if we can increase bandwidth during specific events, however, have been advised we already have the maximum bandwidth. Officers are preparing to submit another grant for connectivity.
Jan-21	Lease / Water Agreements	In Progress	Raw Water Agreements have been mailed to ratepayers to sign and return.
Oct 22	Contractors Copies of Worksheets	In Progress	Works Department considering possibility of providing yellow copy to Contractor, as the second copy it is likely to be more readable.
Jan 23	Archive Container		DOE to measure area on store mezzanine floor area to confirm if conversion to an archive storage area is less than the cost to purchase a purpose-built container.
Jan 23	Waste behind Transfer Station in Karumba		Council to consider options to have waste removed and transferred to the Normanton Waste Facility.

2. Program Update

Local Laws

The stats for February are attached for review.

The wet weather has brought several snakes out of hiding.

Approved Inspection Program

The Approved Inspection Program commenced on the 9th of February in Normanton. Due to flooding Karumba inspections will occur when weather permits. There has been a total of 41 unregistered dogs, and 7 dogs that will require a permit as there are more than two already registered at the property. 19 dogs have been registered this month in Normanton and 3 from Karumba. The LLO will follow up in due course to ensure the owners carry out appropriate registrations.

The LLO is also handing out mosquito fact sheets to raise more awareness of breeding sites. The constant rain is providing ideal breeding grounds for the mosquitos.

Pest and Weed Management

Croydon Shire will be hosting a Natural Resource Management Forum on Tuesday 14th March 2023. The forum will be great opportunity for neighboring Councils to come together and hear from each other as well as guest presenters from government, NRM groups, and industry. At this time, we are not sure we will be able to attend the forum due to roads being cut due to wet weather.

1080 Survey

Thank you to the stations that participated in the 1080 baiting program survey conducted last month. There were nine responses to the survey and all of those respondents agreed Council should continue to provide this service. It will be quite some time before we can get out on country.

Training

BUSINESS PAPERS

I have contacted Ballistic Training Solutions and they have advised that for them to conduct training in Normanton they would require at least 4 people enrolled in the sessions. I have invited surrounding Councils and Carpentaria Land Council Aboriginal Corporation to be involved in the training program and others.

The training required to receive 1080 accreditation is to receive competencies in each of the following courses:

ACDC Training

- AHCCHM307 – Prepare and apply chemicals to control pest, weeds and diseases
- AHCCHM304 – Transport and store chemicals
- both courses at a cost of \$750 per person

1080 Training

- AHCPMG312 – Apply poison baits for vertebrate pest control in rural & environmental landscapes
- cost \$1,100 per person

We have locked in dates Tuesday 2nd until Friday the 5th the first week of May after the Labour Day public holiday to conduct the training.

If anyone is interested in attending all three sessions the cost will be \$1,850 plus any catering costs or consumables, which may be \$100. I would need to know by the end of March if anyone is planning on attending the sessions and the training would need to be paid for in full before attendance.

3. Other Items

Stores Stocktake – Fuel

No stock take of fuel has been undertaken during the month.

Review of Local Laws

There are no updates for this month.

Annual Budget Preparation 2023/2024

Budget planning has commenced, and a proposed budget calendar has been prepared and distributed to relevant officers, to ensure they are well prepared for the timelines. Council workshops and main agenda items are listed below:

- Thursday 16th March 2023 - Fees and Charges and Operational Plan
- Thursday 20th April 2023 – Capital Budget and Revenue Statement
- Thursday 18th May 2023 – Operational Budget, Capital Budget, Long Term Forecast
- Monday 22nd May 2023 – Proposed community consultation on Council's Budget, planned pop up stands and or presence at Normanton Shire Hall and Karumba Civic Centre
- Thursday 1st June 2023 – Budget feedback
- Thursday 22nd June 2023 – Budget Adoption

Community consultation has not been held in respect of the budget in Carpentaria. It is suggested that we engage with the community and have some pop-up stands or plan for 2 to 3 days presence at the Normanton Shire Hall and Karumba Civic Centre.

BUSINESS PAPERS

I'd like to promote some proposed capital projects with design and drawings, costs etc. and advise of any proposed rating changes or increases if any.

Cybersecurity

CyberMetrix have been engaged to assist with the implementation of the roadmap and meetings have already been held with relevant officers and Council's Managed Services provider to further assess Council's position.

The engagement shall consist of the following milestones:

- Level 3 - Professional cyber security certification from CSCAU
- Implementation support to implement policies, plans and work with IT team and external providers as project management support
- Policies and plans, including:
 - Cyber security policy
 - Cyber incident response plan
 - Invoice fraud policy
 - Confidentiality agreement
- Education and training

The timeline from kick off to certification is expected to be around 12 months.

This project is progressing, and the following policies have been developed for internal review:

- Cyber Security Policy
- Invoice Fraud Policy

Environmental Health

Mosquitos

A contractor has been engaged to conduct some mosquito treatments in the Township of Normanton. Generally, this will occur in the early morning between 4am to 6am and then in the evening from 6:30pm to 8:30pm. When able a treatment shall be organised for Karumba.

Annual Food Business and Caravan Park Inspections

Each year inspections are carried out prior to issuing food business licences. Planning is underway to conduct these inspections towards the end of May.

4. Budget

The 2022/2023 budget was adopted at the 16th June 2022 Budget Meeting. An extract of the budget areas of responsibility of the Directorate are shown below.

BUSINESS PAPERS

Row Labels	Sum of Current Budget	Sum of Order Value	Sum of YTD Actual	Sum of Total Actual
Operating Expenditure				
Animal Control	90,277	0	24,263	24,263
Cemeteries	43,880	14,627	84,257	98,884
Corporate Services	50,000	9,500	0	9,500
Environmental Health	10,900	0	7,121	7,121
Information Technology	524,294	36,018	499,364	535,382
Local Laws	89,787	7,727	54,696	62,423
Major Opex	0	74,343	14,095	88,438
Mosquito Control	51,000	4,091	10,736	14,827
Pest Management Operations	138,918	0	60,150	60,150
Property And Leases	5,000	500	7,885	8,385
Stores & Purchasing	382,683	49,496	33,996	83,492
Weed Control	277,918	0	47,477	47,477
Operating Expenditure Total	1,664,656	196,303	844,038	1,040,341
Operating Income				
Animal Control	-4,000	0	-2,176	-2,176
Cemeteries	-20,000	0	-11,857	-11,857
Environmental Health	-2,000	0	-3,375	-3,375
Local Laws	-25,000	0	-2,586	-2,586
Property And Leases	-83,000	0	-74,271	-74,271
Weed Control	0	0	587	587
Operating Income Total	-134,000	0	-93,678	-93,678
Grand Total	1,530,656	196,303	750,360	946,663

BUSINESS PAPERS

Row Labels	Sum of Current Budget	Sum of Order Value	Sum of YTD Actual	Sum of Total Actual
Operating Expenditure				
Arts & Culture	24,500	5,509	16,255	21,764
Child Care	790,665	36,345	330,184	366,529
Community Development	303,880	619	76,287	76,906
Community Donations	21,100	0	41,121	41,121
Community Events	192,664	44,711	71,992	116,702
Cultural & Natural Heritage	151,950	0	78,788	78,788
Gym	81,170	3,531	33,653	37,184
Halls	189,500	3,886	170,448	174,334
Libraries	232,466	1,096	75,331	76,427
Recreational Sports Centre	433,910	16,628	320,395	337,023
Rodeo Grounds	116,070	5,815	77,088	82,904
Sports & Recreation	157,220	9,360	168,110	177,470
Swimming Pools	631,840	24,819	421,368	446,187
Youth Services	0	0	1,550	1,550
Operating Expenditure Total	3,326,935	152,318	1,882,568	2,034,887
Operating Income				
Arts & Culture	-24,500	0	-24,500	-24,500
Child Care	-360,000	0	-116,233	-116,233
Community Events	-100,000	0	21,280	21,280
Gym	-35,000	265	-27,293	-27,028
Halls	-18,000	0	-28,645	-28,645
Libraries	-5,000	0	-9,763	-9,763
Recreational Sports Centre	0	0	-675	-675
Rodeo Grounds	0	0	-414	-414
Sports & Recreation	0	0	-11,793	-11,793
Swimming Pools	0	0	-91	-91
Operating Income Total	-542,500	265	-198,127	-197,862
Grand Total	2,784,435	152,583	1,684,442	1,837,025

Row Labels	Sum of Current Budget	Sum of Order Value	Sum of YTD Actual	Sum of Total Actual
Operating Expenditure				
Admin And Customer Service	476,602	8,399	787,995	796,393
Financial Services	1,283,067	166,273	595,107	761,380
Payroll	53,805	2,000	63,678	65,678
Rates Management	247,273	53,821	195,992	249,813
Records Management	138,608	4,841	93,352	98,193
Wages On-Costs	-1,532,714	0	-398,250	-398,250
Operating Expenditure Total	666,641	235,334	1,337,874	1,573,208
Operating Income				
Admin And Customer Service	-500	0	-1,192	-1,192
Financial Services	-4,672,000	0	-2,347,743	-2,347,743
Rates Management	-4,753,000	0	-4,834,945	-4,834,945
Operating Income Total	-9,425,500	0	-7,183,879	-7,183,879
Grand Total	-8,758,859	235,334	-5,846,005	-5,610,671

BUSINESS PAPERS

Consultation (Internal/External):

- Mark Crawley - Chief Executive Officer
- Local Laws Officer
- Environmental Health Officer – Contract
- Rural Lands Officer

Legal Implications:

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

Financial and Resource Implications:

- Contained within the report.

Risk Management Implications:

- Risk is considered low, to ordinary operations of Council.

Local Laws Reporting														
Month	New Animal Registrations				Impounded Animals				Euthanized Animals					
	Dogs		Other		Dogs		Cats		Euth. Dogs		Euth. Cats		Euth. Other	
	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba
Jul	12	1	0	0	6	0	33	15	0	0	33	15	0	0
Aug	0	1	0	0	3	2	45	30	0	0	45	30	0	0
Sep	4	4	0	0	4	0	42	25	0	0	42	25	0	0
Oct	0	2	0	0	6	1	39	22	0	0	39	22	0	0
Nov	0	0	0	0	6	0	18	10	0	0	18	10	0	0
Dec	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Jan	1	0	0	0	0	holiday	0	0	0	0	0	0	0	0
Feb	19	3	0	0	1	0	43	0	0	0	43	0	0	0
Mar														
Apr														
May														
Jun														
Total	37	11	0	0	26	3	220	102	0	0	220	102	0	0

Local Laws Reporting														
Month	Illegal Campers		Snakes removed		Overgrown Allotment notices		Abandoned Vehicles		Pound Release fees		Infringements Issued		Fines Collected	
	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba
Jul	0	0	0	2	0									
Aug	0	0	0	2					-	-	-	-	-	-
Sep	0	0	2	1					-	-	-	-	-	-
Oct	0	0	2	1					-	-	-	-	-	-
Nov	0	0	2	0					-	-	-	-	-	-
Dec	0	0	0	0					-	-	-	-	-	-
Jan	0	0	0	0					-	-	-	-	-	-
Feb	0	0	3	0					-	-	-	-	-	-
Mar									-	-	-	-	-	-
Apr									-	-	-	-	-	-
May									-	-	-	-	-	-
Jun									-	-	-	-	-	-
Total	0	0	9	6	0	0	0	0	0	0	0	0	0	0

BUSINESS PAPERS

10.2 MONTHLY FINANCIAL REPORT - FEBRUARY 2023

Attachments: 10.2.1. Monthly Financial Statement - February 2023 [↓](#)
10.2.2. Cash - February 2023 [↓](#)
10.2.3. Rates and Service Charges Receivables Report -
February 2023 [↓](#)
10.2.4. Capital Expenditures - February 2023 [↓](#)

Author: Jade Nacario - Manager Finance and Administration

Date: 7 March 2023

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

Key Strategy: Maintain a focus on integrity, Accountability and Transparency in all that we do

Executive Summary:

Presentation of the financial report for 28 February 2023 as required under section 204 of the *Local Government Regulation 2012*. The report is presented for noting and indicates whether Council is progressing satisfactorily against its current budget.

RECOMMENDATION:

That Council accepts the Monthly Financial Report, as required under section 204 of the *Local Government Regulation 2012* for the period ended 28 February 2023.

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 s204*.

The following reports for 28 February 2023 are attached for Council's information.

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

Sustainability Ratios

BUSINESS PAPERS

Indicator	Target	Formula	28 February 2023	Comment
Current Ratio Is Council able to pay off its short-term liabilities with its current assets?	1.5-3.0	Current Assets/Current Liabilities	2.36	Council has 2.36 more current assets than current liabilities
Operating Surplus Ratio Does Council have sufficient operating revenue to meet Council operating costs?	Between 0 & 10%	Surplus/(Deficit) from Operations / Recurrent Revenue	-10.21%	The budget projection is at -9%.
Cash Expense Ratio Has Council properly planned for when payments associated with Council activities are due? Indicates the number of months council can continue paying its immediate expenses without additional cash flows	3 to 6 months	Cash at Bank / Expected cash operating costs for one month	5.45	Indicates Council can pay its operating expenses on the next five months with current cash balance. Note: Based on 22.23 budget
EBITDA Ratio (Earnings Before Income Tax, Depreciation and Amortisation)	Breakeven	Operating Result + Depreciation + QTC Finance Costs / Operating Revenue	\$3,174,347 or 7.94%	

Statement of Comprehensive Income

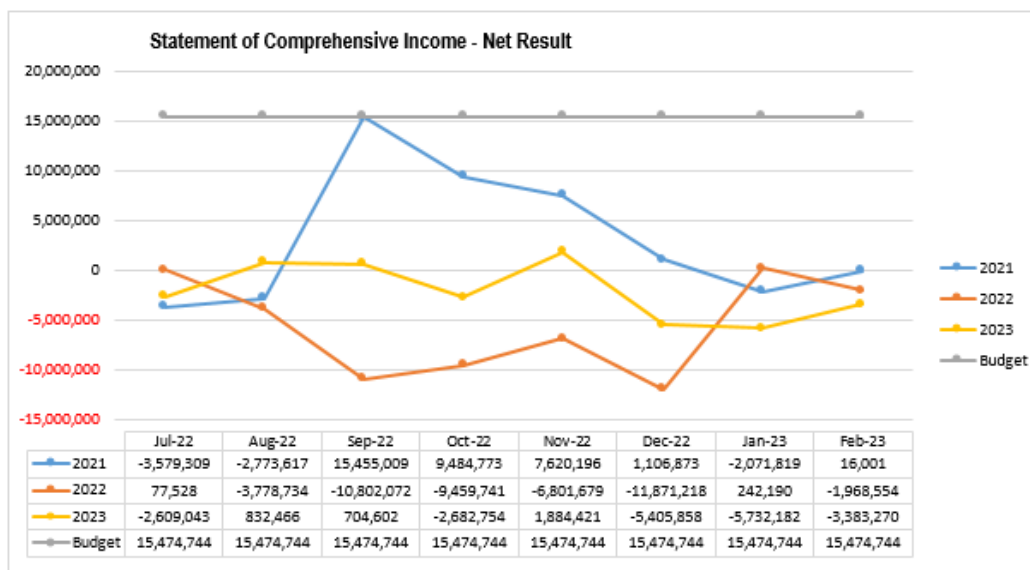
For the eight month of the financial year 2022/2023, the financial year had elapsed 66.67%. The comprehensive income statement net result indicated a deficit of \$3,383,270. This is the sum of \$39,979,221 in recurrent revenue, \$44,059,123 in recurrent expenditure and \$696,632 in capital revenue. A detailed budget analysis shall be presented at the meeting.

	Actual (from 1 July 2022 to 28 February 2023)	Budget (from 1 July 2022 to 30 June 2023)
Recurrent Revenue	39,979,221	69,037,903
Recurrent Expenses	44,059,123	75,185,377
Net Operating	(4,079,902)	(6,147,474)
Capital Revenue	696,632	21,622,218
Capital Expense	0	0
Net Result	(3,383,270)	15,474,744

*Please see attached Comprehensive Income Statement for details.

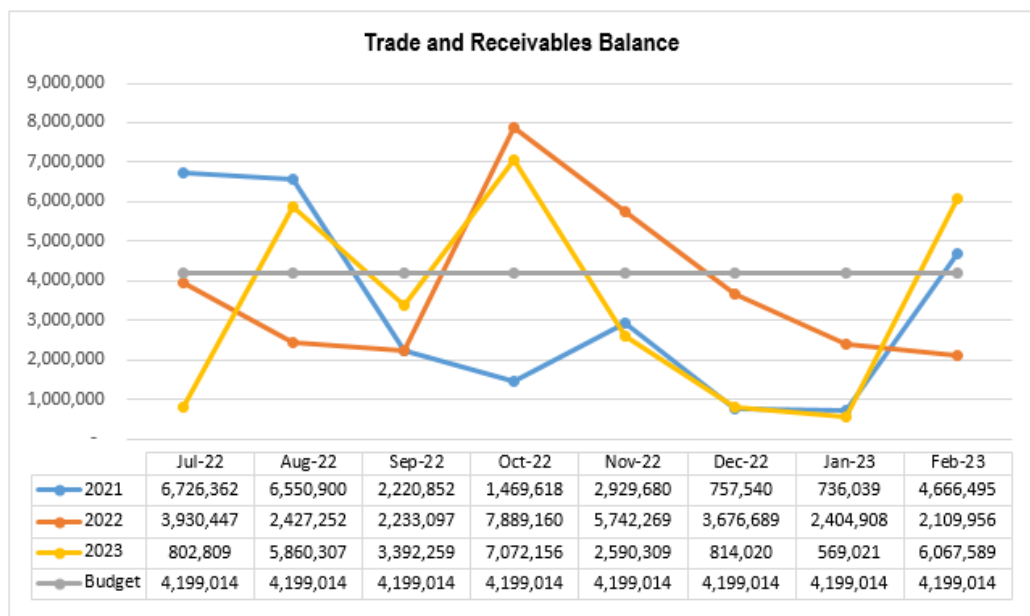
The graph below shows the Net Result for the period, with prior year comparatives, against the budget.

BUSINESS PAPERS



Financial Position Reports

The graph below shows Council's *Trade and Receivables* balance of \$6,067,589.



Rates and Service Charges

Council's February Rate Notices were issued on Tuesday 28 February 2023 with the discount period to end on Thursday 30 March 2023. Kurumba's Rate Notices were flown by helicopter on Wednesday 1 March 2023. Mid-Year Water Consumption Notices were issued for Normanton with the Rate Notices except for ratepayers whose Rate Notices were issued via email, the water consumption notices were sent via post.

Karumba Water Meter Reads were delayed due to the weather conditions and flooding. Karumba Rate Notices were flown to Karumba by helicopter and delivered to the Post Office. The Karumba Water Notices will be sent out in due course.

BUSINESS PAPERS

The Water Notices will show the consumption reading and charge, but the amount will not be due and payable until billed with the Rates in August 2023. Generally, the first half of the year has the higher water consumption because that is the driest. January to June typically has the lower water consumption because the wet season usually falls in the second half of the year.

The shortfall in Net rates, levies and charges is due to the water consumption not yet being billed yet. When the next Rate Notice is issued in August 2023, it will include water consumption for the prior year, and the accounting treatment will be to accrue the water consumption back to the 2022/2023 financial year.

Please see attachment for the detailed rates and services charges receivables.

Fees and Charges

Fees and charges revenue is already \$505,994 against a budget of \$547,000. We tend to budget conservatively, but the main areas doing so well are:

	Budget	Actual	
Airport Fees	-179,000	-203,902	114%
Lwbdc - Tours	-150,000	-140,155	93%
Gym	-35,000	-27,293	78%

Interest Received

Interest received to date is \$496,303 against a budget of \$219,903. This is because Council has managed to maintain a high cash balance mostly around \$28 million.

QTC Loans

Council has no planned borrowings over the next ten years and is committed to paying down existing debt. Council currently has three loans with Queensland Treasury Corporation (QTC), the details are shown below:

Loan Purpose	Quarterly Repayments	Balance	Maturity Date
Glenore Weir	110,412.17	4,286,677	15 March 2035
Karumba Sewerage	66,099.08	1,587,017	15 June 2030
Normanton Water	34,031.88	883,892	15 March 2031
TOTAL	210,543.13	6,757,586	

Capital Projects Expenditures

As at the 28 February 2023, Council had spent \$2.8m on its capital projects. This is 10.29% of the total budgeted amount of \$27.2m. The top five highest budget of the capital projects which is a total of \$15.5m is yet to commence as most of these projects funding were approved after the second quarter of the financial year. It should be noted some of these projects may be pushed out to next financial year due to late funding approvals.

BUSINESS PAPERS

The extended wet season has caused delays in ongoing construction, as contractors are not able to access Normanton or Karumba by road, and this has also caused delays in construction materials being delivered.

Where projects are grant funded, officers are considering, going to the funding bodies to request extensions of time if they feel there will be project overruns. It is difficult to know when the rain will stop.

Many of these projects shall be discussed separately in the engineering report. Please see attached detailed capital projects expenditures.

Consultation (Internal/External):

- Julianne Meier - Director of Corporate Services
- Executive Leadership Team
- Managers and relevant officers

Legal Implications:

- *Local Government Regulation 2012*, section 204:
 1. The local government must prepare a financial report.
 2. The chief executive officer must present the financial report –
 - a. if the local government meets less frequently than monthly—at each meeting of the local government; or
 - b. otherwise — at a meeting of the local government once a month.
 3. The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.
- *Local Government Act 2009*

Financial and Resource Implications:

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

Risk Management Implications:

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

Carpentaria Shire Council
Statement of Comprehensive Income
 for the period ended 28 February 2023

	Actual 28-Feb-23	Budget 30-Jun-23	% Variance 66.67%
Income			
Revenue			
Operating revenue			
Net rates, levies and charges	8,233,956	8,918,000	92.33%
Fees and charges	505,994	547,000	92.50%
Rental income	325,397	600,000	54.23%
Interest received	496,303	219,903	225.69%
Sales revenue	4,738,161	7,275,000	65.13%
Other income	90,240	-	-
Grants, subsidies, contributions and donations	25,589,169	51,478,000	49.71%
Total operating revenue	39,979,221	69,037,903	57.91%
Capital revenue			
Grants, subsidies, contributions and donations	696,632	21,622,218	3.22%
Total revenue	40,675,853	90,660,121	44.87%
Capital income			
Total Capital Income	-	-	0.00%
Total income	40,675,853	90,660,121	44.87%
Expenses			
Operating expenses			
Employee benefits	5,771,945	10,105,910	57.11%
Materials and services	30,800,409	54,874,000	56.13%
Finance costs	232,520	357,920	64.96%
Depreciation and amortisation	7,254,249	9,847,547	73.67%
Total operating expenses	44,059,123	75,185,377	58.60%
Capital expenses			
Total Capital expenses	-	-	0.00%
Total expenses	44,059,123	75,185,377	58.60%
Net result	(3,383,270)	15,474,744	-21.86%
Operating result			
Operating revenue	39,979,221	69,037,903	
Operating expenses	44,059,123	75,185,377	
Operating result	(4,079,902)	(6,147,474)	66.37%

Statement of Financial Position

as at 28 February 2023

	Actual 28-Feb-23	Budget 30-Jun-23
Assets		
Current assets		
Cash and cash equivalents	29,516,827	35,975,943
Trade and other receivables	6,067,589	4,199,014
Inventories	1,115,506	1,143,000
Contract Assets	6,998,739	6,037,000
ATO Receivables	-	718,000
Total current assets	43,698,661	48,072,957
Non-current assets		
Trade and other receivables	90,571	91,000
Property, plant & equipment	281,739,987	286,552,295
Right of use assets	70,084	65,000
Total non-current assets	281,900,641	286,708,295
Total assets	325,599,302	334,781,252
Liabilities		
Current liabilities		
Trade and other payables	855,535	1,544,298
Contract Liabilities	15,577,639	14,162,000
Borrowings	526,632	561,513
Other current liabilities	171,500	100,000
ATO Payable	66,435	-
Provisions	1,274,227	950,000
Total current liabilities	18,471,968	17,317,811
Non-current liabilities		
Contract Liabilities	-	5,000,000
Borrowings	6,230,954	5,653,032
Provisions	1,018,108	2,536,000
Other non-current liabilities	-	100,000
Total non-current liabilities	7,249,063	13,289,032
Total liabilities	25,721,030	30,606,843
Net community assets	299,878,272	304,174,409
Community equity		
Asset revaluation surplus	188,906,478	171,681,649
Retained surplus	110,971,794	132,492,760
Total community equity	299,878,272	304,174,409

Statement of Cash Flows
 for the period ended 28 February 2023

Actual Budget
 28-Feb-23 30-Jun-23

Statement of Cash Flows

Cash flows from operating activities

Receipts from customers	9,668,524	16,870,654
Payments to suppliers and employees	(44,727,701)	(70,295,612)
Interest received	496,303	219,750
Rental income	325,397	603,064
Non-capital grants and contributions	25,589,169	56,903,269
Borrowing costs	(232,520)	(307,920)
Net cash inflow from operating activities	(8,880,828)	3,993,205

Cash flows from investing activities

Payments for property, plant and equipment	(2,824,880)	(25,405,227)
Grants, subsidies, contributions and donations	696,632	21,622,218
Net cash inflow from investing activities	(2,128,248)	(3,783,009)

Cash flows from financing activities

Net cash inflow from financing activities	(199,014)	(534,252)
---	-----------	-----------

Total cash flows

Net increase in cash and cash equivalent held	(11,208,090)	(324,056)
Opening cash and cash equivalents	40,724,917	36,300,000
Closing cash and cash equivalents	29,516,827	35,975,944



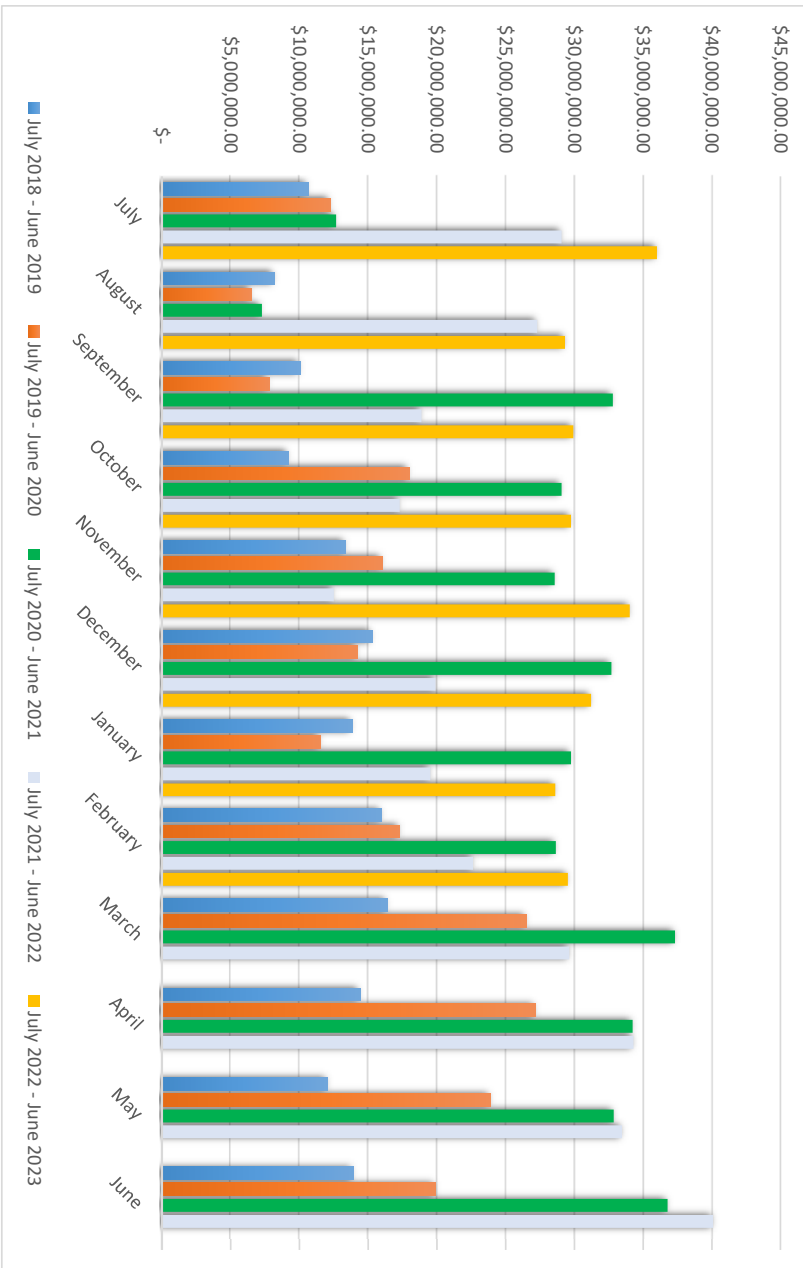
Statement of Comprehensive Income by Category
 for the period ended 28 February 2023

	Core \$	QRA \$	Non-Core \$	Total \$	Budget \$
Income					
Revenue					
Recurrent revenue					
Rates, levies and charges	8,233,956	-	-	8,233,956	8,918,000
Fees and charges	309,245	-	196,749	505,994	547,000
Rental income	61,543	-	263,854	325,397	600,000
Interest received	496,303	-	-	496,303	219,903
Sales revenue	4,649,288	-	88,873	4,738,161	7,275,000
Other income	90,240	-	-	90,240	-
Grants, subsidies, contributions and	2,157,454	23,357,276	74,438	25,589,169	51,478,000
	15,998,030	23,357,276	623,915	39,979,221	69,037,903
Capital revenue					
Grants, subsidies, contributions and	256,362	440,271	-	696,632	21,622,218
Total revenue	16,254,391	23,797,547	623,915	40,675,853	90,660,121
Capital income	-	-	-	-	-
Total income	16,254,391	23,797,547	623,915	40,675,853	90,660,121
Expenses					
Recurrent expenses					
Employee benefits	(4,713,194)	(564,699)	(494,052)	(5,771,945)	(10,105,910)
Materials and services	(7,455,173)	(22,792,577)	(552,659)	(30,800,409)	(54,874,000)
Finance costs	(232,520)	-	-	(232,520)	(357,920)
Depreciation	(6,590,627)	-	(663,623)	(7,254,249)	(9,847,547)
	(18,991,514)	(23,357,276)	(1,710,334)	(44,059,123)	(75,185,378)
Capital expenses	-	-	-	-	-
Total expenses	(18,991,514)	(23,357,276)	(1,710,334)	(44,059,123)	(75,185,378)
Net result	(2,737,122)	440,271	(1,086,419)	(3,383,270)	15,474,743
Other comprehensive income					
Items that will not be reclassified to net result					
Increase / (decrease) in asset revaluat	-	-	-	-	-
Total other comprehensive income f	-	-	-	-	-
Total comprehensive income for the	(2,737,122)	440,271	(1,086,419)	(3,383,270)	15,474,743

Non Core activities include Les Wilson Barra Discovery Centre, Hatchery, Barra Bites, Child Care, Gym, Staff Housing and Penisoner Housing

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	\$13,866,629.00	\$16,004,746.00	\$16,406,721.00	\$14,429,103.00	\$12,076,778.00	\$13,940,891.00
2020	\$12,280,567.00	\$6,538,396.00	\$7,802,385.00	\$17,986,246.00	\$16,045,726.00	\$14,253,941.00	\$11,534,551.00	\$17,310,350.00	\$26,505,321.00	\$27,149,119.00	\$23,891,105.00	\$19,895,041.00
2021	\$12,668,763.00	\$7,267,828.00	\$32,799,197.00	\$29,061,031.00	\$28,569,461.00	\$32,701,782.00	\$29,755,429.00	\$28,656,349.42	\$37,318,356.00	\$34,226,338.00	\$32,854,549.00	\$36,769,988.00
2022	\$29,066,133.00	\$27,305,252.00	\$18,876,147.00	\$17,306,164.00	\$12,501,484.00	\$19,906,129.00	\$19,521,847.00	\$22,627,835.00	\$29,625,892.00	\$34,300,881.00	\$33,474,702.00	\$40,097,628.00
2023	\$36,016,895.12	\$29,324,952.00	\$29,916,342.00	\$29,764,622.00	\$34,019,634.00	\$31,208,774.91	\$28,614,115.00	\$29,516,827.00				



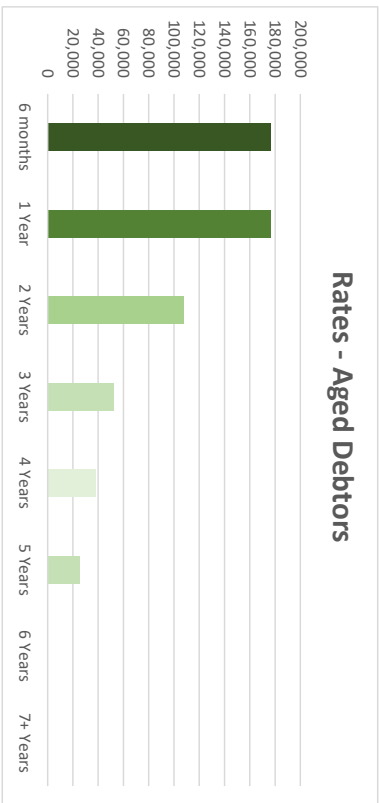
**Rates and Service Charges Receivables Report
 February 2023**

Number of Assessments
 Total Active 1188
 Non Valued 350 Non-Rateable, but Utility charges & ESL may still apply.
 Valued 838 Valuations issued by State Valuations Office

Payment Arrangements
 No. of Assess 6
 Amount 117,995

Aged Debtor Breakdown

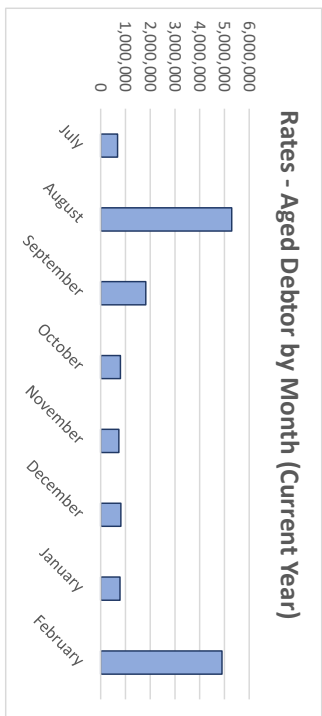
TOTAL	Legal Fees	Current	6 months	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years	7+ Years
4,900,603	0	4,322,998	177,023	176,237	107,900	52,384	38,318	25,588	155	0



Rates and Service Charges Receivables Report
 February 2023

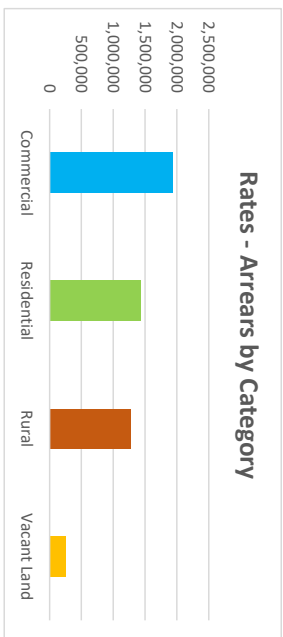
Aged Debtor by Month											
July	August	September	October	November	December	January	February	March	April	May	June
678,953	5,296,730	1,820,687	796,847	733,638	814,405	778,159	4,900,603				

* The GL Account balance and Outstanding Debtors Report show a difference of \$19,675.21. This is the Rates Paid in Advance total.



Interest by Month											
July	August	September	October	November	December	January	February	March	April	May	June
4,899	2,972	8,115	6,632	1,670	8,733	6,170	4,242				

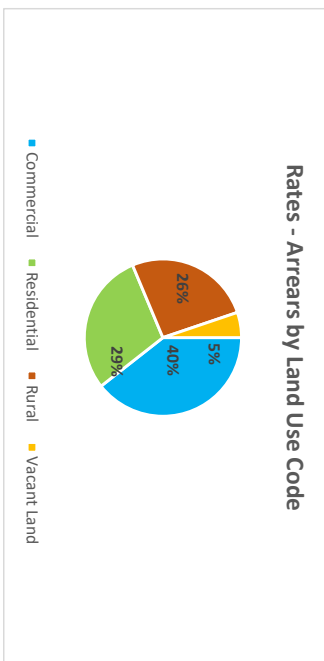
Aged Debtor Breakdown by Category											
	Total	Current	6 months	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years	7+ Years	
Commercial	1,931,913	1,700,978	63,018	87,588	62,039	6,193	6,613	5,483	0	0	
Residential	1,433,662	1,157,637	91,532	71,783	39,855	37,532	22,258	13,066	0	0	
Rural	1,279,825	1,276,854	1,789	1,182	0	0	0	0	0	0	
Vacant Land	255,203	187,529	20,684	15,685	6,006	8,659	9,447	7,038	155	0	
Totals	4,900,603	4,322,998	177,023	176,237	107,900	52,384	38,318	25,588	155	0	



Rates and Service Charges Receivables Report
 February 2023

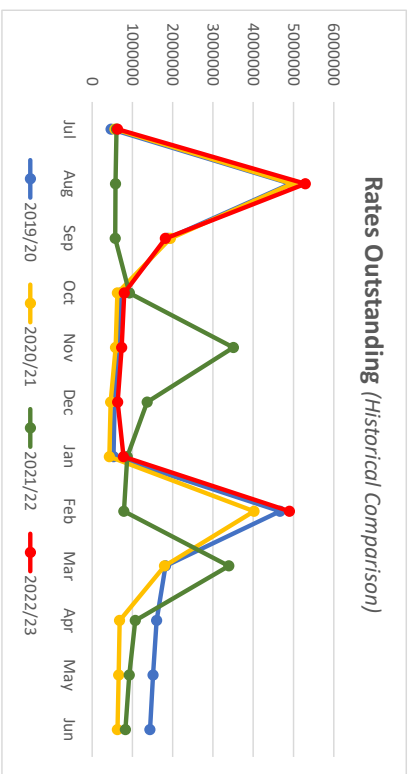
Breakdown by Land Usage

Land Usage	No. of Asses	Total	Percentage
Commercial	206	1,931,913	39%
Residential	645	1,433,662	29%
Rural	59	1,279,825	26%
Vacant Land	278	255,203	5%
	1,188	4,900,603	



Historical Comparison by Month

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019/20	\$ 470,641	\$ 4,926,161	\$ 1,880,488	\$ 717,757	\$ 630,432	\$ 559,597	\$ 530,335	\$ 4,665,873	\$ 1,822,510	\$ 1,602,662	\$ 1,513,610	\$ 1,437,098
2020/21	\$ 566,141	\$ 4,971,460	\$ 1,944,130	\$ 626,507	\$ 582,667	\$ 459,510	\$ 428,312	\$ 4,020,974	\$ 1,799,963	\$ 682,334	\$ 658,186	\$ 628,928
2021/22	\$ 606,708	\$ 580,412	\$ 573,791	\$ 925,817	\$ 3,508,592	\$ 1,367,235	\$ 873,592	\$ 788,448	\$ 3,394,719	\$ 1,072,555	\$ 921,857	\$ 825,409
2022/23	\$ 630,158	\$ 5,295,845	\$ 1,820,687	\$ 796,847	\$ 733,637	\$ 633,310	\$ 778,159	\$ 4,900,603				

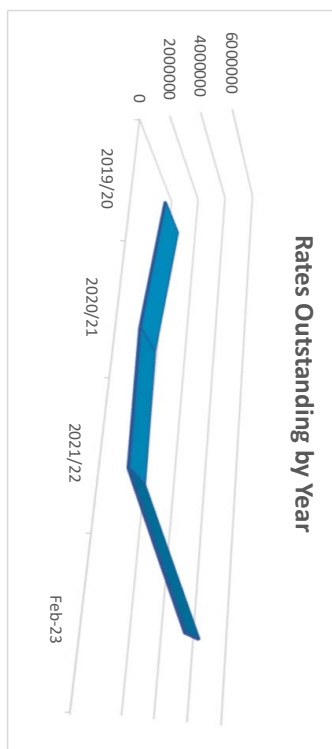


Rates and Service Charges Receivables Report

February 2023

Historical Comparison by Year

2019/20	\$ 1,437,098
2020/21	\$ 628,928
2021/22	\$ 825,409
Feb-23	\$ 4,900,603

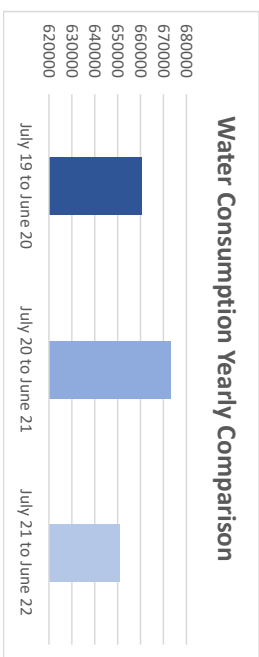


All water consumption started being levied from July, 2022.

Water Consumption Comparison

Year	Total Cons	\$ Rated
July 19 to June 20	660249	\$ 226,556
July 20 to June 21	673160	\$ 384,477
July 21 to June 22	650686	\$ 507,505
July 22 to June 23		

Water Consumption Yearly Comparison



Carpentaria Shire Council - Capital Expenditure Budget - 2022-2023

21/02/2023 Data Updated		Total Project Budget				Financial Year Budget				Add'l		YTD Expenses		Committed		Total		Stage
Job or WO No	Project Description	Asset Class	Type	Project Expense Budget	Project Grant Funding	Asset Sale / Trade-In	Councils Contribution to Project	Original Budget 2022-2023	Grant 2022-2023	Asset Sale / Trade-In 2022-2023	Council Contribution 2022-2023	Items 2022-2023	2022-2023	Orders	2022-2023	2022-2023	Expenses 2022-2023	Comp'n %
WQSH12	Buildings - 23 Woodward Street	Buildings	R	20,000	20,000	0	0	20,000	20,000	0	0	0	0	0	0	0	0	0%
WQSH13	Buildings - 1/150 Yappar Street	Buildings	R	45,000	45,000	0	0	45,000	45,000	0	0	0	0	0	0	0	0	0%
WQSH14	Buildings - 1/772 Thompson Street	Buildings	R	65,000	65,000	0	0	65,000	65,000	0	0	0	0	0	0	0	0	0%
WQSH15	Buildings - 36 Woodward Street - External Repaint	Buildings	R	15,000	15,000	0	0	15,000	15,000	0	0	0	0	0	0	0	0	0%
CH2201	Buildings - Staff Housing - Normanton Vacant Pensioner Unit - Disabled Access Toilet, Showers, Laundry, Internal Refit	Buildings	R	100,000	0	0	100,000	100,000	0	0	100,000	0	0	0	0	0	0	0%
WQSH17	Buildings - Staff Housing - Internal Upgrade, Henrietta Street	Buildings	R	125,000	125,000	0	0	125,000	125,000	0	0	0	6	0	0	6	6	15%
WQSH19	Capex - 16 Henrietta Street, Normanton	Buildings	R	50,000	0	0	50,000	50,000	0	0	50,000	0	0	4,826	0	4,826	4,826	5%
CO2301	Buildings - Store Shelving	Buildings	R	20,000	0	0	20,000	20,000	0	0	20,000	0	0	0	0	0	0	0%
CH2202	Buildings - 1 Brodie Street - Replaced galvanized plumbing pipework	Buildings	R	10,000	0	0	10,000	10,000	0	0	10,000	0	937	665	0	1,603	1,603	100%
CH2203	Buildings - Residential Development - Gough Street	Buildings	N	50,000	0	0	50,000	50,000	0	0	50,000	0	52,000	0	0	52,000	99%	
WQSH18	Buildings - W4/Q 34 Philip Street - Internal Upgrade - Repaint, renew Kitchen, Lighting, Bathroom, Flooring	Buildings	R	0	0	0	0	0	0	0	0	0	84,836	3,389	0	88,225	88,225	100%
CP2204	ICT - TV Radio - Satellite Infrastructure Upgrade Dish 1 - Karumba	Other	R	25,000	0	0	25,000	25,000	0	0	25,000	0	11,371	1,800	0	13,171	13,171	100%
QRRF	Karumba Point Shoreline Protection and Revitalisation - Beach Sand Retention Project (Groyne)	Other	N	592,473	500,000	0	92,473	592,473	500,000	0	92,473	0	0	0	0	0	0	50%
PAQP	Karumba Point Shoreline Protection and Revitalisation - Revetment Wall	Other	N	1,592,473	1,592,473	0	0	0	0	0	0	0	0	0	0	0	0	0%
LRCIP7	LRCIP - Phase 3 - Allocation of \$1m funding towards Restoration of Karumba Foreshore - Revetment Wall	Other	R	1,000,000	1,000,000	0	0	1,000,000	1,000,000	0	0	0	0	0	0	0	0	0%
LRCIP8	LRCIP - Phase 3 - Karumba Park (closing of Barnett St) - Design and Construct	Other	N	350,000	350,000	0	0	350,000	350,000	0	0	0	8,080	0	0	8,080	8,080	10%
LRCIP0	LRCIP - Phase 3 - Karumba Point to Town Walking Track (Signage, Designated Path, Bridges)	Other	U	73,848	73,848	0	0	73,848	73,848	0	0	0	0	0	0	0	0	10%
RRF006	Other - Karumba Airport Weather Station	Other	N	87,000	87,000	0	0	87,000	87,000	0	0	0	0	0	0	0	0	100%
QRRF2	Other - Karumba Point Shoreline - Detailed Design	Other	N	530,000	500,000	0	30,000	330,000	330,000	0	0	0	93,427	26,212	0	119,639	119,639	60%
WQ2204	Other - Onsite Chlorine Generators - Normanton & Karumba Pools	Other	U	320,000	320,000	0	0	320,000	320,000	0	0	0	40,971	127,377	0	168,349	168,349	10%
WQ2201	Other - Town Beautification - Landsborough St Development	Other	N	200,000	200,000	0	0	10,000	10,000	0	0	0	0	0	0	0	0	5%
WQ2202	Other - Town Beautification - School Dam Precinct Development	Other	N	300,000	300,000	0	0	5,000	5,000	0	0	0	0	0	0	0	0	5%
DAF22	Coast Reef Habitats - Karumba	Other	N	100,000	100,000	0	0	100,000	100,000	0	0	0	136	64,479	0	64,615	64,615	50%
CO2201	Other - Canoph Upgrade - Two statues "We are one"	Other	U	150,000	150,000	0	0	150,000	150,000	0	0	15,600	42,058	56,000	0	98,058	98,058	70%
CP2203	Fleet - Replace P1710 CEO - GXL 4.5L T Diesel Dual Cab	Plant and Equip	R	82,440	0	35,000	47,440	82,440	0	35,000	47,440	0	81,952	0	0	81,952	100%	
CP2205	Fleet - Replace P1605 WTP 4x4 Single Cab Utility	Plant and Equip	R	55,000	0	18,000	37,000	55,000	0	18,000	37,000	0	0	0	0	0	0	0%
CP2206	Fleet - Replace P1553 Electrician - 4 x 4 Single Cab	Plant and Equip	R	55,000	0	18,000	37,000	55,000	0	18,000	37,000	0	0	0	0	0	0	0%

Carpentaria Shire Council - Capital Expenditure Budget - 2022-2023

21/02/2023 Data Updated		Total Project Budget					Financial Year Budget					Add'l		YTD Expenses		Committed		Total		Stage
Job or WO No	Project Description	Asset Class	Type	Project Expense Budget	Project Grant Funding	Asset Sale / Trade-In	Councils Contribution to Project	Original Budget 2022-2023	Grant 2022-2023	Asset Sale / Trade-In 2022-2023	Council Contribution 2022-2023	Items 2022-2023	2022-2023	2022-2023	Orders	Expenses 2022-2023	Expenses 2022-2023	Comp'n %		
CP2207	Fleet - Replace P1512 Town Services - 4x2 Single Cab Ute (Cleaners)	Plant and Equip	R	35,000	0	8,000	27,000	35,000	0	8,000	27,000	0	0	0	0	0	0	0	0%	
CP2208	Fleet - Replace P4136 Quad UTV with 2 seats	Plant and Equip	R	25,000	0	2,000	23,000	25,000	0	2,000	23,000	0	0	0	0	0	0	0	0%	
CP2209	Fleet - P1582 WTP - SR 4x2 Single Cab Ute	Plant and Equip	R	35,000	0	8,000	27,000	35,000	0	8,000	27,000	0	0	0	0	0	0	0	0%	
CP2210	Fleet - Replace P2402 WTP - N Series NPR Tipper	Plant and Equip	R	65,000	0	12,000	53,000	65,000	0	12,000	53,000	0	0	0	0	0	0	0	0%	
CP2211	Fleet - Plumbers Isuzu Job Truck	Plant and Equip	N	145,000	0	0	145,000	145,000	0	0	145,000	0	0	0	0	0	0	0	0%	
CP2310	Water - Normanton - WTP Generator	Plant and Equip	R	60,000	0	0	60,000	60,000	0	0	60,000	0	0	0	0	0	0	0	10%	
CP2301	Fleet - P2036 Fuso Tipper	Plant and Equip	R	70,000	0	0	70,000	70,000	0	0	70,000	0	0	0	0	0	0	0	0%	
CP2302	Fleet - P1664 Dual Cab Cruiser	Plant and Equip	R	80,000	0	0	80,000	80,000	0	0	80,000	0	0	0	0	0	0	0	0%	
CP2303	Fleet - P1877 Dual Cab Colorado	Plant and Equip	R	50,000	0	0	50,000	50,000	0	0	50,000	0	0	0	0	0	0	0	0%	
CP2304	Fleet - P1784 2WD Hilux Single Cab	Plant and Equip	R	40,000	0	0	40,000	40,000	0	0	40,000	0	0	0	0	0	0	0	0%	
CP2305	Fleet - P3516 140M Grader	Plant and Equip	R	300,000	0	0	300,000	300,000	0	0	300,000	0	0	0	0	0	0	0	75%	
CP2306	Fleet - P2529 Grane Truck	Plant and Equip	R	185,000	0	0	185,000	185,000	0	0	185,000	0	0	0	0	0	0	0	0%	
CP2307	Fleet - P4502 Vermeer VAC Trailer	Plant and Equip	R	80,000	0	0	80,000	80,000	0	0	80,000	0	0	0	0	0	0	0	0%	
CP2308	Fleet - P1566 KBA Triton Dual Cab ,replace with Dual Cab	Plant and Equip	R	60,000	0	0	60,000	60,000	0	0	60,000	0	0	0	0	0	0	0	0%	
CP2309	Fleet - PXXXX WTP Single Cab	Plant and Equip	R	65,000	0	0	65,000	65,000	0	0	65,000	0	0	0	0	0	0	0	0%	
CR2106	Footpaths - Maintenance and Disability Access Karumba New	Roads	R	45,000	0	0	45,000	45,000	0	0	45,000	0	0	0	0	0	0	0	0%	
CR2105	Footpaths - Normanton - 2m wide footpath - Cafe to Pharmacy	Roads	R	60,000	0	0	60,000	60,000	0	0	60,000	0	0	0	0	0	0	0	0	0%
n/a	Lilyvale Subdivision Stage 1	Land	N	1,500,000	0	1,500,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
CL2201	Lilyvale Subdivision Stage 1 - Road Construction - Internal Access Road	Roads	N	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100%
CL1801	Lilyvale Subdivision Stage 1 - Water Infrastructure	Water	N	0	0	0	400,000	400,000	0	0	400,000	651,977	37,140	689,117	99%					
CL2301	Project - Lilyvale Subdivision Entrance Statement	Other	N	85,000	0	0	85,000	85,000	0	0	85,000	28,030	0	28,030	70%					
CR2107	Roads - Roads of Strategic Importance (Ntn to Burketown Rd) (Sealing) ROI	Roads	U	20,000,000	16,000,000	0	4,000,000	5,000,000	4,000,000	0	1,000,000	0	0	0	0	0	0	0	0%	
Parent	Roads - Shire Grnd Installations	Roads	N	20,000	0	0	20,000	20,000	0	0	20,000	0	0	13,960	13,960	100%				
RR2301	Roads - TIDS/R2R/Council - Normanton to Burketown - Sealing Works	Roads	U	1,820,000	1,621,924	0	198,076	1,820,000	1,621,904	0	198,096	0	0	0	0	0	0	0	0%	
RR2302	Roads - TIDS/R2R/Council - Concrete Causeway before Armstrong	Roads	N	800,000	800,000	0	0	800,000	800,000	0	0	0	11,025	0	11,025	2%				
RR2301	Roads - TIDS/R2R/Council - Concrete Causeway before Armstrong	Roads	N	800,000	800,000	0	0	800,000	800,000	0	0	0	11,025	0	11,025	2%				
RR2302	Roads - TIDS/R2R/Council - Armstrong (Funding top up road realignment)	Roads	N	1,513,339	1,465,263	0	48,076	1,513,339	1,465,263	0	48,076	43,140	1,294	44,434	5%					
CR2301	Roads - TIDS/R2R/Council - Normanton to Burketown - Reseal	Roads	R	300,000	150,000	0	150,000	300,000	150,000	0	150,000	0	0	0	0	0	0	0	5%	
CR2302	Roads - Betterment - Inverleigh West Causeway Upgrade	Roads	U	500,000	450,000	0	50,000	50,000	0	0	50,000	0	0	0	0	0	0	0	2%	
CR2203	Roads - Mitchell River Crossing - Bridge Design	Roads	U	300,000	300,000	0	0	300,000	300,000	0	0	0	0	0	0	0	0	0	2%	
RRUP	Roads - Hfley Road - Gravel Upgrade	Roads	U	4,206,687	4,206,687	0	0	4,206,687	4,206,687	0	0	0	0	0	0	0	0	0	0%	
CR2303	Roads - Koolatah - Dixie Road Widening	Roads	U	2,477,642	2,477,642	0	0	2,477,642	2,477,642	0	0	0	0	0	0	0	0	0	0%	
CR2202	Roads - ATSI TIDS - Plains/Topsy Creek & Cabbage Tree Creek Causeway/Roads	Roads	N	1,340,000	1,340,000	0	0	1,340,000	1,340,000	0	0	0	32,658	374,712	407,370	10%				
RR0004	Other - Savannah Way Art Trail - Footings and Traffic Island Upgrade	Roads	U	35,000	0	0	35,000	35,000	0	0	35,000	0	0	0	0	0	0	0	25%	
RR0004	Sewerage - Karumba Sewerage System - System Review & Master Plan	Sewer	N	80,000	80,000	0	0	40,000	40,000	0	0	31,625	0	31,625	90%					
CS2201	Sewer - Karumba - Membrane Replacement	Sewer	R	250,000	0	0	250,000	250,000	0	0	250,000	96	0	96	0%					

Carpentaria Shire Council - Capital Expenditure Budget - 2022-2023

21/02/2023 Data Updated		Total Project Budget										Financial Year Budget					Add'l		YTD Expenses		Committed		Total		Stage
Job or WO No	Project Description	Asset Class	Type	Project Expense Budget	Project Grant Funding	Asset Sale / Trade-In	Councils Contribution to Project	Original Budget 2022-2023	Grant 2022-2023	Asset Sale / Trade-In 2022-2023	Council Contribution 2022-2023	Items 2022-2023	YTD Expenses 2022-2023	Committed Orders	Expenses 2022-2023	Stage of Comp'n %									
CS2202	Sewer - Karumba - Pump Replacement (eone)	Sewer	R	100,000	0	0	100,000	100,000	0	0	100,000		89,296	0	89,296	70%									
RRF001A	Water - Glenore Weir Raw Water Upgrade - Emergency Intake Structure	Water	U	150,000	150,000	0	0	150,000	150,000	0	0		0	0	0	0%									
RRF002	Water - Karumba Water Tower/Reservoirs On site Chlorine Generator	Water	U	180,000	180,000	0	0	180,000	180,000	0	0		271	0	271	0%									
RRF003	Water - Normanton Water Treatment Plant - Study & Design (increase potable supply)	Water	N	40,000	40,000	0	0	40,000	40,000	0	0		482	0	482	5%									
WQ2205	Water - Treatment Plant - Controls/Monitoring - Priorities to be established	Water	R	180,000	180,000	0	0	60,000	60,000	0	0		37,520	27,629	65,149	75%									
RRF005	Water - Treatment Plant - Normanton - Diversion of pipework to improve operational efficiency	Water	N	150,000	150,000	0	0	100,000	100,000	0	0		0	0	0	0%									
WQ2207	Water - Treatment Plant - Normanton - Reservoir Repairs	Water	R	210,000	210,000	0	0	210,000	210,000	0	0		0	0	0	0%									
CW2201	Water - Normanton - Refurbish Clarifier	Water	R	75,000	0	0	75,000	75,000	0	0	75,000		6,405	75,757	82,162	10%									
CW2202	Water - Normanton - Manifold (for old Clarifier)	Water	U	20,000	0	0	20,000	20,000	0	0	20,000		145	0	145	0%									
CW2301	Water - 4X Osec L20 Hypochlorite Generating Systems	Water	R	295,000	295,000	0	0	295,000	295,000	0	0		13,278	0	13,278	0%									
CW2204	Glenore Weir Water Pipe Replacement Planning Project	Water	R	1,992,916	1,992,916	0	0	1,992,916	1,992,916	0	0		6,574	0	6,574	2%									
New	Water - Normanton Water Treatment Plant Reservoir Upgrades	Water	U	1,992,916	1,992,916	0	0	1,992,916	1,992,916	0	0		0	0	0	0%									
CW1902	Capex - Glenore Weir Rectification (Lgsp)	Water	R	0	0	0	0	0	0	0	0		84,173	908	85,082	100%									
RAUPN9	Cap Ex - Linemarking And Transformer Aerodrome (karumba)	Other	R	0	0	0	0	0	0	0	0		15,547	10,453	26,000	85%									
RAUPN9	Cap Ex - Linemarking Aerodrome (Normanton)	Other	R	0	0	0	0	0	0	0	0		12,426	0	12,426	85%									
				46,033,818	37,532,753	1,601,000	6,900,065	26,996,345	22,625,260	101,000	4,270,085	15,600	1,924,470	873,924	2,798,394	7%									

BUSINESS PAPERS

10.3 RFT 23-0004 DRFA PROJECT MANAGEMENT SERVICES

Attachments:	10.3.1. RFT 23-0004 Evaluation Report ↓
Author:	Julianne Meier - Director Corporate Services
Date:	9 March 2023
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Maintain a focus on integrity, Accountability and Transparency in all that we do

Executive Summary:

A Request for Tender was called for the provision of project management services. to coordinate and deliver Council's Emergency Works, Reconstruction of Essential Public Assets and Betterment programs under the Disaster Recovery Funding Arrangements (DRFA).

RECOMMENDATION:

That Council resolve to enter into a Preferred Supplier Arrangement for RFT 23-0004 DRFA Project Management Services with Erscon, as per the evaluation in the attached document "RFT 23-0004 Evaluation Report".

Background:

Pursuant to section 233 of the Local Government Regulation 2012 (Qld), Carpentaria identified a need and set out to establish a Prequalified Supplier arrangement for project management services to coordinate and deliver Council's Emergency Works, Reconstruction of Essential Public Assets and Betterment programs under the Disaster Recovery Funding Arrangements.

Council has up to 6 construction crews and camps to complete its DRFA packages which includes recovery and restoration work. The crews are comprised of a mixture of Council plant, wet hire plant and dry hire plant. The emergent and recovery works are supervised by Council's foremen and Works Coordinator under the Engineering Department. The DRFA construction crews work 10 days on and 4 days off shift. The 2023 season is estimated to be worth approximately \$36 million.

Council is seeking an experienced Consultant to provide professional services with a committed team to help Council with DRFA submissions and to help with the successful delivery of works.

Many of the works are located on roads in isolated parts of the Shire. During the wet, the gravel roads are susceptible to flooding, washouts and closures. Other road conditions within the Shire to be aware of are corrugation, bull dust patches, erosions, animal strikes and no fuel stations outside Normanton and Karumba. It is imperative that the Consultant supply their own 4WD vehicles that have long range tanks, satellite phones and provide staff that have an appreciation of working in remote areas.

On 16th December 2022, Council released a Request for Tender for RFT 23-0004 DRFA Project Management Services via Vendor Panel. The Tender closed at 2:00pm AEST on 31 January 2023, at which time 9 tender responses were received.

BUSINESS PAPERS

All responses were then assessed by an evaluation panel. The evaluation panel members completed their individual evaluation by 1 March 2023 utilising Vendor Panel. Moderation meetings were conducted with the evaluation panel on 2nd and 3rd March 2023, to review and moderate the evaluation scoring.

Details on members of the panel are contained within the table below:

Name	Position/Role
Michael Wanrooy	Director of Engineering
Kerrod Giles	Engineer
Michael Sceresini	Works Coordinator
Peter Morichovitis	Principal Advisor – Peak Services

A procurement advisor from Peak Services was also included as part of the Evaluation Team to provide external expertise and independence for the procurement process.

Tender responses were assessed using the following Evaluation Criteria:

Criteria	Weighting
DRFA Experience	20%
Key Personnel, Experience and Capability	20%
Methodology	20%
Local Benefit	20%
Price	20%

The final evaluation scoring is shown in the table below:

Tenderer	Average Score
Erscon	85.00
McMurtrie Consulting Engineers	77.50
Project Delivery Managers	72.50
ARO Industries	70.00
TEG Consulting	68.75
Independent Project Managers	66.25
Lackon	65.00
APEC	42.50
Civil Services Group	42.50

The officers recommendation is that Council enter into a Preferred Supplier Arrangement for RFT 23-0004 DRFA Project Management Services with the highest scorer, Erscon.

Consultation (Internal/External):

- Mark Crawley – Chief Executive Officer
- Michael Wanrooy – Director of Engineering

BUSINESS PAPERS

- Richard Azar – Procurement Specialist
- Peter Morichovitis - Principal Advisor – Peak Services
- Relevant Staff

Legal Implications:

- Application of the “Exception for register of preferred suppliers” under s232 of the *Local Government Regulations 2012*.

Financial and Resource Implications:

- Within Budget.

Risk Management Implications:

- Implementing as recommended the preferred supplier arrangement will reduce risk and increase compliance with Council’s Procurement practices in line with the *Local Government Regulation 2012* (Qld).

RFT 23-0004 DRFA Project Management Services - Tender Evaluation

Criteria	Weighting	Evaluation				
		Average	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4
APEC						
Price (Schedule I)	20%	43.75	25	50	50	50
Local Benefits (Schedule D)	20%	62.50	50	75	50	75
Experience (DRFA) (Schedule E)	20%	31.25	25	50	25	25
Experience/Capability (Key Personnel and Capacity) (Schedule F & G)	20%	37.50	25	50	25	50
Methodology (Schedule H)	20%	37.50	25	50	25	50
		42.50	30	55	35	50

Criteria	Weighting	Evaluation				
		Average	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4
ARO Industries						
Price (Schedule I)	20%	43.75	25	50	50	50
Local Benefits (Schedule D)	20%	50.00	50	50	50	50
Experience (DRFA) (Schedule E)	20%	75.00	75	75	75	75
Experience/Capability (Key Personnel and Capacity) (Schedule F & G)	20%	87.50	100	75	100	75
Methodology (Schedule H)	20%	93.75	100	100	100	75
		70.00	70	70	75	65

RFT 23-0004 DRFA Project Management Services - Tender Evaluation

Criteria	Weighting	Evaluation				
		Average	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4
Civil Services Group						
Price (Schedule I)	20%	56.25	50	75	50	50
Local Benefits (Schedule D)	20%	18.75	0	25	25	25
Experience (DRFA) (Schedule E)	20%	56.25	50	75	50	50
Experience/Capability (Key Personnel and Capacity) (Schedule F & G)	20%	62.50	50	75	50	75
Methodology (Schedule H)	20%	18.75	0	25	25	25
		42.50	30	55	40	45

Criteria	Weighting	Evaluation				
		Average	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4
Erskon						
Price (Schedule I)	20%	68.75	75	75	75	50
Local Benefits (Schedule D)	20%	93.75	100	75	100	100
Experience (DRFA) (Schedule E)	20%	93.75	100	75	100	100
Experience/Capability (Key Personnel and Capacity) (Schedule F & G)	20%	75.00	75	75	75	75
Methodology (Schedule H)	20%	93.75	100	100	100	75
		85.00	90	80	90	80

RFT 23-0004 DRFA Project Management Services - Tender Evaluation

Criteria	Weighting	Evaluation				
		Average	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4
Independent Project Managers						
Price (Schedule I)	20%	68.75	75	75	75	50
Local Benefits (Schedule D)	20%	56.25	50	75	50	50
Experience (DRFA) (Schedule E)	20%	81.25	75	75	100	75
Experience/Capability (Key Personnel and Capacity) (Schedule F & G)	20%	56.25	50	50	75	50
Methodology (Schedule H)	20%	68.75	75	50	75	75
		66.25	65	65	75	60

Criteria	Weighting	Evaluation				
		Average	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4
Lackon						
Price (Schedule I)	20%	56.25	50	75	50	50
Local Benefits (Schedule D)	20%	62.50	50	75	75	50
Experience (DRFA) (Schedule E)	20%	68.75	50	75	75	75
Experience/Capability (Key Personnel and Capacity) (Schedule F & G)	20%	68.75	50	75	75	75
Methodology (Schedule H)	20%	68.75	50	75	75	75
		65.00	50	75	70	65

RFT 23-0004 DRFA Project Management Services - Tender Evaluation

Criteria	Weighting	Evaluation				
		Average	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4
McMurtrie Consulting Engineers						
Price (Schedule I)	20%	62.50	50	75	75	50
Local Benefits (Schedule D)	20%	75.00	75	75	75	75
Experience (DRFA) (Schedule E)	20%	81.25	75	75	100	75
Experience/Capability (Key Personnel and Capacity) (Schedule F & G)	20%	81.25	75	75	100	75
Methodology (Schedule H)	20%	87.50	100	75	100	75
		77.50	75	75	90	70

Criteria	Weighting	Evaluation				
		Average	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4
Project Delivery Managers						
Price (Schedule I)	20%	56.25	50	75	50	50
Local Benefits (Schedule D)	20%	62.50	50	75	75	50
Experience (DRFA) (Schedule E)	20%	93.75	100	75	100	100
Experience/Capability (Key Personnel and Capacity) (Schedule F & G)	20%	56.25	50	50	50	75
Methodology (Schedule H)	20%	93.75	100	75	100	100
		72.50	70	70	75	75

RFT 23-0004 DRFA Project Management Services - Tender Evaluation

Criteria	Weighting	Evaluation				
		Average	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4
TEG Consulting						
Price (Schedule I)	20%	62.50	50	75	75	50
Local Benefits (Schedule D)	20%	68.75	50	75	75	75
Experience (DRFA) (Schedule E)	20%	62.50	50	75	75	50
Experience/Capability (Key Personnel and Capacity) (Schedule F & G)	20%	62.50	50	50	75	75
Methodology (Schedule H)	20%	87.50	75	75	100	100
		68.75	55	70	80	70

BUSINESS PAPERS

10.4 EXTERNAL AND INTERNAL AUDIT MATTERS - STATUS REPORT

Attachments: 10.4.1. External and Internal Audit Matters Status Report [↓](#)

Author: Julianne Meier - Director Corporate Services

Date: 9 March 2023

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

Key Strategy: Develop systems that promote continuous improvement

Executive Summary:

External and internal audits are conducted during the year in accordance with the *Local Government Regulation 2012* (Regulation). Officers present the external audit interim and closing reports to Council for review in accordance with section 213 of the Regulation, and also present the findings from internal audit reports. The External and Internal Audit Matters Status Report combines all outstanding matters from previous audits that have not yet been resolved. This report provides an update from management in terms of the progress of outstanding matters.

RECOMMENDATION:

That Council:

1. receive for consideration the current status reports on external and internal audit matters;
2. note all works being undertaken to date in finalising these outstanding audit matters; and
3. endorse the removal of audit matters deemed to be resolved.

Background:

Section 213 of the *Local Government Regulation 2012* states:

Presentation of auditor-general's observation report

- (1) *This section applies if the auditor-general gives the mayor of a local government a copy of the auditor-general's observation report about an audit of the local government's financial statements.*
- (2) *An auditor-general's observation report, about an audit of a local government's financial statements, is a report about the audit prepared under section 54 of the Auditor-General Act 2009 that includes observations and suggestions made by the auditor-general about anything arising out of the audit.*
- (3) *The mayor must present a copy of the report at the next ordinary meeting of the local government.*

These reports are generally issued to the Mayor and Chief Executive Officer and are presented to Council in the Director of Corporate Services Reports.

Section 207 of the *Local Government Regulation 2012* states:

- (3) *A local government must give its audit committee—*
 - (a) *the progress report mentioned in subsection (1)(c); and*

BUSINESS PAPERS

(b) *at least twice during the year after the internal audit is carried out, each of the following documents—*

- (i) *a summary of the recommendations stated in the report;*
- (ii) *a summary of the actions that have been taken by the local government in response to the recommendations;*
- (iii) *a summary of any actions that have not been taken by the local government in response to the recommendations.*

(4) *If a local government does not have an audit committee, a reference to the committee in subsection (3) is taken to be a reference to the chief executive officer.*

Internal Audit reports are presented to Council in accordance with section 207 of the Regulation.

External and Internal Audit Matters – Status Report

This report combines outstanding audit matters from the Interim and Final External Audits and any Internal Audits that have been conducted. The Director of Corporate Services then liaises with relevant officers to obtain updates and ensure the audit matters are progressed. Audit matters will stay on this report until audit clearance. Once cleared by audit those matters will be considered resolved and removed.

I've included lights to reflect the risk of the matters raised.

This report is for noting and discussion.

Consultation (Internal/External):

- Crowe Australasia – External Audit
- Pacifica – Internal Audit
- Mark Crawley - Chief Executive Officer
- Jade Nacario - Manager Finance and Administration
- Relevant Officers

Legal Implications:

- Non-compliance with the *Local Government Regulation 2012*
 - 212 Auditing of financial statements by auditor-general
 - 213 Presentation of auditor-general's observation report
 - 207 Internal audit

Financial and Resource Implications:

- There may be some additional expenses in respect on consulting expenses to resolve issues. However, the overall financial risk is assessed as low.

Risk Management Implications:

- Public Perception and Reputation Risk is assessed as low.



CARPENTARIA SHIRE

Outback by the Sea[®]

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

PURPOSE

This report has been prepared for the oversight of management actions on all audit matters.

Julianne Meier

Date Prepared: 21st February 2023

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

Table of Contents

Introduction 1

Dashboard of External Audit Matters 2

Progress to Resolution of External Audit Matters 4

21CR-1 Timeliness and Quality of Supporting Workpapers 4

21CR-2 Management Scrutiny and Collaboration of Revaluation Results Control Activities 9

21CR-3 General Journals 10

21IR-1 Rates Levied in Accordance with the Revenue Statement & Rating Practices 11

21IR-2 Procurement Cycle Deficiencies 16

20IR-3 Masterfile Change Reports 18

20CR-1 Asset Management Plans 19

20CR-3 ICT Governance 20

22CR-1 Lack of agreement on contractual terms with suppliers prior to work commencing 21

22CR-2 Lack of systematic review of services delivered by suppliers during annual construction season 23

21CR-4 Rates Debtors 24

21CR-5 Property, Plant and Equipment Accounting 25

20CR-6 Review of Trust Account Balances 27

22CR-3 Opportunities for greater transparency in the allocation of work across suppliers for the annual construction season 28

22CR-4 Proactive management of probity risks relating to the procurement process 29

21FR-1 Local Government Website Publications 30

21FR-2 Annual Operational Plan Not Reviewed 31

19OM-2 Excessive Employee Leave Entitlement Balances 32

21CR-6 Standard Trial Balance 33

20FR-2 Provision for Landfill Restoration 34

20FR-3 Related Party Disclosures 35

20FR-4 End of Year Cut-Off Procedures 37

20FR-5 Provision for Employee Entitlements 38

Dashboard of Internal Audit Matters 39

Progress to Resolution of Internal Audit Matters 40

Stores & Inventory Management 40

Review of Corporate Cards, Fuel Cards, Standing Accounts and Staff Reimbursements 52

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

Introduction

Council is legislatively required to have the auditor-general audit its financial statements annually and to implement and complete an annual internal audit plan. During these audits there are matters raised with recommended management actions that will assist Council in strengthening internal controls and mitigating risks. Should these matters not be addressed appropriately then the risk to Council operations may be escalated which would not be in the best interest of the community.

This report has been established to fully inform the Committee on all outstanding audit matters and the progress being achieved by the organisation in implementing the auditors recommended actions.

Furthermore, this report ensures the Audit Committee's functions are compliant with the requirements stated within legislation:

Section 211 (1)(b)(ii) & (iv) of the *Local Government Regulation 2012* which states:

(ii) the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate;

(iv) the auditor-general's audit report and auditor general's observation report about the local government's financial statements for the preceding financial year;

As a quick reference for the Committee, both the external audit section and the internal audit section have a dashboard detailing in total the outstanding matters by category/rating and number of matters that have been added and resolved in each financial year.

Before any outstanding audit matters can be removed from this report, the following should occur:

- External audit matters resolved to the satisfaction of the Queensland Audit Office;
- Internal audit matters resolved to Executive Leadership's satisfaction; and
- The resolution of matters endorsed by the Audit Committee.

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

Dashboard of External Audit Matters







This dashboard provides a rolling status of all external audit matters including added and resolved items with total outstanding matters at the end of each financial year.

Assessed Category	June 21	Financial Year 2022		June 22	Matters Outstanding		
		Added	Resolved				
Internal Control Issues							
<i>Significant Deficiency</i>	8	0	3	5	21CR-1 Timeliness and Quality of Supporting Workpapers - Resolved 21CR-2 Management Scrutiny and Collaboration of Revaluation Results - Resolved 21CR-3 General Journals 21IR-1 Rates Levied in Accordance with the Revenue Statement & Rating Practices 21IR-2 Procurement Cycle Deficiencies 20IR-3 Masterfile Change Reports 20CR-1 Asset Management Plans 20CR-3 ICT Governance		
	<i>Deficiency</i>	3	2	1	4	22CR-1 Lack of agreement on contractual terms with suppliers prior to work commencing 22CR-2 Lack of systematic review of services delivered by suppliers during annual construction season 21CR-4 Rates Debtors 21CR-5 Property Plant and Equipment Accounting 20CR-6 Review of Trust Account Balances	
		<i>Other Matter</i>	3	2	1	4	22CR-3 Opportunities for greater transparency in the allocation of work areas across suppliers for the annual construction season 22CR-4 Proactive management of probity risks relating to the procurement process 21FR-1 Local Government Website Publications 21FR-2 Annual Operational Plan Not Reviewed - Resolved 19OM-2 Excessive employee leave entitlement balance
			Financial Reporting Issues				
	<i>High</i>	0	0	0	0	21CR-6 Standard Trial Balance 20FR-2 Provision for Landfill Restoration	
	<i>Medium</i>	4	0	2	2	20FR-3 Related Party Disclosures 20FR-4 End of year cut-off procedures 20FR-5 Provision for employee entitlements	
<i>Low</i>	1	0	0	1			
Totals	19	4	7	16			

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

For additional information, definitions utilised by the Queensland Audit Office appear in the following tables.

Internal Rating Definitions	
Definition	Prioritisation of remedial action
<p> A significant deficiency is a deficiency, or combination of deficiencies, in internal control that requires immediate remedial action.</p> <p>Also, we increase the rating from a deficiency to a significant deficiency based on:</p> <ul style="list-style-type: none"> • the risk of material misstatement in the financial statements • the risk to reputation • the significance of non-compliance with policies and applicable laws and regulations • the potential to cause financial loss including fraud, or • where management has not taken appropriate timely action to resolve the deficiency. 	<p>This requires immediate management action to resolve.</p>
<p> A deficiency arises when internal controls are ineffective or missing, and are unable to prevent, or detect and correct, misstatements in the financial statements. A deficiency may also result in non-compliance with policies and applicable laws and regulations and/or inappropriate use of public resources.</p>	<p>We expect management action will be taken in a timely manner to resolve deficiencies.</p>
<p> An <u>other matter</u> is expected to improve the efficiency and/or effectiveness of internal controls, but does not constitute a deficiency in internal controls. If an other matter is not resolved, we do not consider that it will result in a misstatement in the financial statements or non-compliance with legislative requirements.</p>	<p>Our recommendation may be implemented at management's discretion.</p>
Financial Reporting Issues	
Potential effect on the financial statements	Prioritisation of remedial action
<p> We assess that there is a <u>high likelihood</u> of this causing a material misstatement in one or more components (transactions, balances, and disclosures) of the financial statements, or there is the potential for financial loss including fraud.</p>	<p>This requires immediate management action to resolve.</p>
<p> We assess that there is a <u>medium likelihood</u> of this causing a material misstatement in one or more components of the financial statements.</p>	<p>We expect management action will be taken in a timely manner.</p>
<p> We assess that there is a <u>low likelihood</u> of this causing a material misstatement in one or more components of the financial statements.</p>	<p>We recommend management action to resolve; however, a decision on whether any action is taken is at management's discretion.</p>


STATUS REPORT ON EXTERNAL AND INTERNAL AUDIT MATTERS

STANDING ITEM

Progress to Resolution of External Audit Matters


All outstanding external audit matters are detailed in the following pages, providing the Committee with an update on management action undertaken to date.

21CR-1 Timeliness and Quality of Supporting Workpapers

Category	Area - Component	Issue	Rating	QAO Recommendation	Responsible Officer	Status
Internal Control	21CR-1 Timeliness and Quality of Supporting Workpapers	Information and Communication: In our External Audit Plan, we agreed a number of key milestone dates with management relating to the provision of audit feedback. These milestones, particularly the milestone for provision of draft financial statements, includes providing the necessary supporting documentation and workpapers. It was noted that draft financial statements were received on 8 September 2021 (with the date per External Audit Plan of 30 August 2021). Another subsequent six versions of financial statements were received. Furthermore, delay in receiving the financial statements along with supporting workpapers resulted in our final attendance being rescheduled. The quality of the financial statements, audit file and the supporting workpapers did not enable us to conduct the audit in a timely or efficient manner. The initial date outlined within the External Audit Plan for management to sign the financial statements was 8 October 2021, however, due to the delays noted above, an extension was sought until 31 December 2021. During the course of our final audit procedures, we made the following observations: <ul style="list-style-type: none"> First draft pro-forma financial statements provided on 23 June 2021 had not been fully tailored for Council or updated from the prior year disclosures. It was evident the pro-forma financial statements had 	Significant Deficiency 	During the course of planning for the 2022 audit, management should consider the appropriateness of audit critical milestones and ensure the appropriate internal resources are deployed to ensure all tasks are completed and quality information is provided to audit in a timely manner. Council should ensure each financial statement supported (inclusive of information to support the origin of numbers used within the disclosure) and recognised in accordance with the underlying accounting standards. It is our expectation that a detailed audit file will be provided as part of the 2022 audit attendance. Furthermore, the above may suggest that monthly and quarterly reconciliations and	MFA Due Date 30 Jun 22	Management Response: Council engaged external support early, to prepare position papers and workpapers, however in hindsight we acknowledge the consultant did not have considerable internal knowledge of the business operations to perform those tasks without a critical review. Unfortunately, the lack of quality month end processes and internal resources at the time compounded the challenge of time to conduct a quality internal review. To be fair, we did prepare position papers in time, but did not receive timely feedback allowing changes to final papers. In addition, many of the changes were relatively minor. We now see greater value in performing the calculations and preparing the workpapers ourselves as we have the business knowledge and having a quality external review and support as required. For this to be effective Council has already agreed to recruit additional accounting resources to support the Manager of Finance and Administration to get the internal processes in place commencing January. Update: 21/2/2023 The finance team was provided with additional resources early in 2022 and has focussed primarily on end of month processes, and this has required regular reconciliations throughout the year leading to less work required at year end.

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

Category	Area - Component	Issue	Rating	QAQ Recommendation	Responsible Officer	Status
		<p>not been subject to internal quality review.</p> <ul style="list-style-type: none"> Workpapers to support the related party disclosure provided during the course of the final audit visit required subsequent revision for material omitted information. The calculations initially performed were also noncompliant with the requirements of AASB 124 Related Party Disclosures. At least five versions of this workpaper were provided to audit. Key Management Personnel workpapers omitted transactions that had occurred in the new payroll system that was changed to during the current financial year. A subsequent revision of this workpaper was provided, whereby it was identified that certain charge codes, within the new payroll software, were omitted (i.e. annual leave, allowances etc.) from calculations. A third revision of this workpaper was provided. Long service leave – incorrect classification between current and non-current liabilities was applied. The value of salaries and wages accruals had not been assessed prior to queries being raised by audit. An aged schedule for payables did not exist until requested by audit and required some manual reperformance prior to testing being able to commence. Landfill restoration provision – the useful life of the Normanton open site was incorrectly calculated due to the remediation term being incorrect. A 		<p>reporting should be reviewed and refined to reduce the amount of work required at year end.</p>		<p>There has been an increased focus on upskilling the team. Where there is a high level of complexity, external resources are employed to assist the team.</p> <p>An external review of workpapers and financial statements is conducted at year end, prior to presenting papers to audit.</p> <p>This matter has now been resolved as noted in the 2022 Final Management Report, and will now be removed from this report.</p> 

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

Category	Area - Component	Issue	Rating	QAO Recommendation	Responsible Officer	Status
		<p>subsequent revision of this workpaper was provided.</p> <ul style="list-style-type: none"> Annual leave and long service leave – incorrect filtering was applied to reports extracted from the financial system which therefore resulted in the incorrect year end balances being calculated per employee. A subsequent revision of these workpapers was provided. Errors were identified in Council's reconciliation of asset additions and the breakdown of asset renewals versus other additions. A subsequent revision of this workpaper was provided. Errors were identified in Council's reconciliation of work in progress and the movements within. A subsequent revision of this workpaper was provided. June 2021 recoverable works claims, submitted in July 2021 were not considered as accrued revenue and therefore a material adjustment to trade receivables and sales revenue was required. AASB 15 & 1058 position papers were not supported by job cost codes. Underlying supporting documentation including grant agreements, bank statements, remittance advices or job cost extracts from the financial system were not saved in a centralised location. Consequently, a significant amount of time was required from the finance staff to locate support for the samples selected. A significant amount of audit time was required in order to collate all required 				

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

Category	Area - Component	Issue	Rating	QAO Recommendation	Responsible Officer	Status
		<p>documentation to gain comfort over the accuracy, existence and completeness of grant revenue.</p> <ul style="list-style-type: none"> Formulas in workpapers completed by an external consultant were not made available to audit, even when specifically requested. The workpapers were unable to be easily followed with the omission of critical formulas. Consequently, additional audit time was required to ensure that calculations within were complete and accurate. Workpapers completed by an external consultant were not subject to an internal Council review prior to audit receiving the information. This resulted in a number of subsequent revisions. A number of disclosures were included in the proforma financial statements and then subsequently removed in the complete draft financial statements, not on QAO instruction. Therefore, it had to be advised that these were to be included in the final draft financial statements. Consequently, additional audit time was spent in rereviewing financial statements. Given the quantum of qualitative and quantitative adjustments made during the course of the audit process, it was evident the financial statements provided to audit on 8 September 2021 and drafts and working papers provided subsequent to this were not subject to a thorough internal quality review process. <p>Implication:</p>				

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT



STANDING ITEM

Category	Area - Component	Issue	Rating	QAO Recommendation	Responsible Officer	Status
		<p>We understand Council has faced some challenges over the financial year with the implementation of a new accounting system and shortage of resources. The above highlights significant deficiencies in Council year end close process with resulting significant adjustments to the financial statements. Significant delays were experienced in finalising the 2021 audit, including the required redirection of additional audit resources in order to work through these matters. Failure to make these adjustments within the financial reporting system increases the risk of anomalies between audited financial statements in future periods and compromises the integrity of the financial reporting system. This exceeds the scope of our normal audit engagement and will incur additional fees. There does not appear to have been an effective monitoring mechanism to support timely achievement of audit deliverables. The quantum of issues raised and adjustments to the financial statements also raises concerns regarding the accuracy and completeness of interim financial information provided to decision makers.</p>				

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM


21CR-2 Management Scrutiny and Collaboration of Revaluation Results Control Activities

Category	Area - Component	Issue	Rating	QAO Recommendation	Responsible Officer	Status
Internal Control	21CR-2 Management Scrutiny and Collaboration of Revaluation Results Control Activities	<p>Control Activities: Council engaged AssetVal to conduct an independent comprehensive revaluation over Road and Drainage Infrastructure classes held at fair value for the 2021 financial year. The valuation resulted in a number of changes to the inputs and assumptions previously adopted by Council. The detailed valuation schedules, as provided by the external valuers were not formula checked prior to finalising the financial statements and the prior period error calculation. This was despite the valuation schedules going through external engineering consultants, the internal engineering department, external accountant consultants and the internal finance department. Council did not undertake a thorough review of the work of the valuer. As a result, a material error was identified that was required to be adjusted by Council.</p> <p>Implication: The process undertaken by management was incomplete and inaccurate. Additional work was required to be performed by audit for comfort over fair value of Council's property, plant and equipment.</p>	<p>Significant Deficiency</p> 	<p>Council should dedicate appropriate resources to ensure the timely completion of the revaluation process in the 2022 financial year. This includes the provision of detailed instructions to the valuers, thorough review of valuation results and documented management scrutiny of such and reconciliation and upload of the valuation results into the Synergy Soft fixed asset module.</p>	<p>M/FA</p> <p>Due Date 31 Jan 22</p>	<p>Management Response: Council involved its engineers, consultant engineers and accounting advisory services to conduct a thorough review of the revaluation. There was considerable back and forth communication during this process. The results were not loaded into the Synergy Soft fixed asset module, as officers were waiting for confirmation of the position paper. The fact there was a significant error in the paper was extremely unfortunate and somehow missed. The final asset register will be loaded into Synergy Soft fixed asset module prior to rolling the assets forward, after audit sign off.</p> <p>Update: 21/2/2023 The finance team has now been adequately resourced and shall apply more thorough checks in-house to revaluations. This matter has now been resolved as noted in the 2022 Final Management Report, and shall now be removed from this report.</p> 

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM


21CR-3 General Journals

Category	Area - Component	Issue	Rating	QAO Recommendation	Responsible Officer	Status
Internal Control	21CR-3 General Journals	<p>Control Activities: Testing performed over manual general journals noted that review of underlying supporting documentation is not always required when posting general journals to the general ledger. Independent review is not always occurring, as often an employee is instructed to post the general journal on behalf of another employee or external consultant.</p> <p>The employee is doing the posting on request and is not always provided the supporting documentation and therefore may not understand or check what is being posted. In other instances, an external consultant is instructing Council employees to post journal entries, however, again may not understand or check what they are posting.</p> <p>Minimal to no evidence is able to be sighted by audit to confirm independent review over all manual journal entries.</p> <p>Implication: General journals by nature involve an element of risk as the internal control environment can be bypassed, resulting in undetected errors when an adequate review process is not in place. A sound control environment is necessary to ensure the risk of management override of controls is mitigated. The authorisation function is critical to ensure any unauthorised or incorrect entries are not processed in the accounting system.</p>	<p>Significant Deficiency</p> 	<p>We recommend all general journals are printed and supporting documentation attached. Furthermore, we recommend a second staff member reviews and approves to ensure reasonableness and accuracy.</p>	<p>M/FA</p> <p>Due Date 31 Jan 22 30 Jun 23</p>	<p>Management Response: We appreciate the need for supporting documentation and shall ensure this occurs in future. We would also seek separate request to transfer from the relevant officer, and have the journal reviewed by a secondary officer.</p> <p>Update: 2022 Final No evidence is able to be sighted by audit to confirm independent review over manual journal entries.</p> <p>Update 21/2/2022 Council is moving to electronic documents only, so will not be printing. However, there is now a process in place to review the GL impact before the journal is processed, and then again after the journal update has been posted to the GL. These journals are then signed off by an independent officer.</p> <p>Officers are of the view this matter is now finalised pending audit clearance.</p>

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

21IR-1 Rates Levied in Accordance with the Revenue Statement & Rating Practices

Category	Area - Component	Issue	Rating	QAO Recommendation	Responsible Officer	Status
Internal Control	21IR-1 Rates Levied in Accordance with the Revenue Statement & Rating Practices	<p>Control Activities: Rates Levied in Accordance with Revenue Statement</p> <p>As per our audit strategy issued on 25 May 2021, the below issue was advised by management as having been on track for resolution by agreed date of 30 June 2021.</p> <p>Through our testing procedures it was identified that this area still requires management attention. The results of our testing are outlined below.</p> <p>Based on our initial walkthrough and testing over Council's rating cycle, it was identified that we could not rely on the control environment and thus we reverted to substantive testing over 14 assessment numbers. The following observations were made regarding our sample of 14.</p> <ul style="list-style-type: none"> 1 instance where the assessment number was incorrectly classified within the <u>differential rating categories</u> by definition; 7 instances where the assessment number was allocated the <u>incorrect water units per class</u> and thus was levied the <u>incorrect water charge</u>; 10 instances where the assessment number was levied the <u>incorrect sewerage utility charge</u>; 7 instances where the assessment number was levied the <u>incorrect waste management utility charge</u> due to the <u>incorrect number of cleansing units applied based on minimum number of</u> 	Significant Deficiency 	We recommend a review of current processes be undertaken and updated as necessary to reduce the risk of errors in the completeness and accuracy of levies raised or non-compliance with prescribed requirements. <p>It is recommended that management ensure processes are implemented to ensure appropriately authorised and experienced staff member, other than the preparer, review the trial rates levy prior to it being levied, and review the monthly reconciliations as and when they are produced. These documents should be signed by both the preparer and the reviewer.</p>	DCS	<p>Management response:</p> <p>The revenue statement has been revised and adopted at the 30 June 2021 special budget meeting. The revised revenue statement harmonises the sewerage charging methodology for both Normanton and Karumba which we expect will simplify the application of these charges in future. The cleansing categories have been significantly reduced to remove confusion. Council plans to review the water charging methodology in 2021/2022 financial year.</p> <p>An audit of the rating database is underway, and we expect revisions to be made prior to the August 21 levy. Whilst we are concerned about the audit findings, we don't consider it would be reasonable to extrapolate the data to form an assumption about a material misstatement. For example, residential ratepayers make up most of the rates base and are mostly correct. There are some properties that have 2 parcels of land that are being levied for 1 service charge, so an adjustment will be made in due course. There is little risk with the rural ratepayer category given they have no services attached. The largest risk will like with commercial and industrial properties due to the complexity of calculating the applicable units.</p> <p>Whilst Council may be collecting more bins than the minimum number of bins allocated, this is difficult to audit bin lifts due to presentation rates and seasonal changes affecting accommodation and tourism type businesses. At this time the priority rests with water and sewerage unit allocations, but we may address this as part of a process improvement moving forward.</p> <p>Council has increased resources allocated to the rating function to assist with processing the audit findings, and to develop and maintain processes.</p>
					Due Date	
					31 March 22 30 Nov 22	

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

Category	Area - Component	Issue	Rating	QAO Recommendation	Responsible Officer	Status
		<p>bins allocated to the assessment number; and</p> <ul style="list-style-type: none"> 1 instance where the parcel on an assessment number was incorrectly classed in a <u>levy group under the Fire and Emergency Services Regulation 2011</u> and thus was levied the incorrect Fire and Emergency Services Levy. <p>Where assessment numbers have <u>two parcels of land attached, one of which is vacant land, rates levied against the assessment number is inconsistent</u>. In some instances, the vacant land has no charges attached to this parcel, whereas others have levy charges assigned to the vacant land.</p> <p>If quantified against the population, the above errors could result in a material error and reflect an overall undercharging of rates revenue.</p> <p>Current practice is to assign each parcel of land, on each assessment number a category as per the Revenue Statement for differential rates, water, sewerage in Karumba and garbage, however, it was noted that <u>all charging categories do not have definitions</u>, except for the differential rates categories. The current Revenue Statement is open to interpretation and is not clear.</p> <p>The current revenue statement reads that waste management utility charges, in both Karumba and Normanton are charged based on <u>minimum number of bins allocated to each category</u>, not actual number of bins that the assessment number currently has. Therefore, in all properties tested, except for the seven instances identified above, they are being</p>		<p>With respect to the Synergy Soft provided generic checklist, it is recommended that at a minimum this checklist is followed in the next biannual rates levy issue with evidence to support. The checklist can also be adapted to suit Council's needs and preferences and should be signed as completed and reviewed by an independent employee.</p>		<p>We are in the processes of allocating additional resources to the rating function and providing adequate training to ensure records are kept and maintained for each rate card. Additionally, an independent review and health checks shall be conducted by a third party.</p> <p>Update: 2022 Interim</p> <p>Significant deficiencies remain in Council's rating function and demonstrate widespread noncompliance with internal policies and prescribed requirements.</p> <p>Update: 21/2/2023</p> <p>Rates Levied in Accordance with the Revenue Statement</p> <p>Differential Rating Categories</p> <p>A thorough review has been undertaken, by reviewing mapping (Qld Globe, Google Earth) and conducting drive-by audits, resulting in the database being updated accordingly.</p> <p>Water units</p> <p>The water methodology has been changed from a unit allocation in 2022 to a user pays methodology in 2023. This has significantly reduced the definitions table and a lot of the subjectivity previously required.</p> <p>Sewer units</p> <p>The old ETV sewer methodology was changed in FY 21, and when the charges were converted there may have been some properties were undercharged due to some estimates being made in the conversion, and some ETV's may have already been incorrect. Despite this there were quite a lot of checks conducted to ensure the reasonableness of the converted charges, by manual recalculations and drive by audits.</p> <p>We have now conducted a more thorough review of charges and updated where necessary.</p> <p><u>Waste management utility charges</u></p>

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

Category	Area - Component	Issue	Rating	QAO Recommendation	Responsible Officer	Status
		<p>undercharged as some properties have more than the allocated minimum number of bins per the revenue statement.</p> <p>Rating Practices: As per our audit strategy issued on 25 May 2021, the below issue was advised by management as having been resolved. Testing performed over Council's rating cycle noted the following observations.</p> <ul style="list-style-type: none"> • Currently, the Synergy Soft provided <u>checklist</u> regarding the rates levying process is utilised, however, there is no evidence that this was followed prior to the rates notices being issued. • In our sample of 5 <u>pensioner concessions</u> we noted 1 instance whereby the pensioners card was not retained on file and thus we could not verify that this was sighted by Council; • We were unable to evidence that an <u>annual verification check, with Centrelink</u>, was performed during the current financial year to validate pensioner status; • Whilst reviewing the reconciliation performed between the general ledger and subsidiary rates module we noted: <ul style="list-style-type: none"> ○ In our sample of 3, we were unable to evidence that this reconciliation was reviewed by an independent employee; and ○ December 2020 was selected in our sample and it was identified that the general ledger and <u>subsidiary module did not reconcile</u>. While the 				<p>A review was undertaken in 2021 by Mead Perry to consider moving to a per bin methodology, however this idea was abandoned because modelling showed overall some ratepayers would have increased significantly while others reduced significantly. This was not considered an equitable outcome and it was decided more collection data needed to be obtained for commercial properties. The report also provided cost comparisons to other shires and looked at the charges for like businesses for waste. It should be noted that Carpentaria waste charges were reasonably high compared to some other rural remote Councils. Council did not have accurate collection data, but rather used previous audit records, which were conducted in the wet season, and therefore not representative of a full year's collections. It is very difficult to determine whether an overcharge or undercharge has occurred because of the seasonality of tourism, and the length of tourism seasons due to length of the wet season and roads being cut and both towns being isolated for weeks at a time.</p> <p>An audit of the garbage bins collected commenced for businesses in October 22. Once a full year's data has been collected, we may review the garbage charging methodology again.</p> <p>An effort was made to simplify the Revenue Statement, and one of the tables was omitted, however it was later discovered the table should not have been removed, and this needs to be rectified in the next Revenue Statement in 23/24.</p> <p>All affected ratepayers were advised in writing and the charges have been adjusted accordingly.</p> <p>Rating Practices <u>Rates checklist</u></p>

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

Category	Area - Component	Issue	Rating	QAO Recommendation	Responsible Officer	Status
		<p>difference was explained, by the preparer, there was no evidence of review to confirm the reasonableness of the explanation.</p> <p>Implication: The above findings and observations represent significant deficiencies in Council's rating function and demonstrate widespread non-compliance with internal policies and prescribed requirements. As mentioned above, we have revised our initial risk assessment with respect to the rating cycle and were required to undertake additional substantive testing. Management have been requested to demonstrate if the above errors would result in a material misstatement in rates revenue, the outcome of which may impact the audit opinion for 30 June 2021.</p>				<p>The rates team have taken the SynergySoft checklist and revised it to include a balanced amount, that links back to the source document. Pre and Post Trial Balances are retained, and the report is signed off by an independent officer.</p> <p><u>Pensioner card</u></p> <p>We acknowledge there are some records that may have been destroyed after seven years, rather than being retained as an active file. Officers plan to conduct an audit of pensioners and write to them if we no longer hold details. <u>Annual Centrelink verification</u> Officers now conduct two verifications per year and retain adequate records. <u>Independent review</u> The MFA now reviews the end of month rates GL's to subsidiary module. Rates officer has also been trained, and reconciles the rates module to GL daily to address imbalances when they occur. Imbalances are reported to IT Vision immediately for resolution, where they cannot be resolved in-house. <u>GL to subsidiary ledger not balancing</u> The imbalance has now been reconciled and officers have retained supporting documentation.</p> <p>Conclusion This issue has been ongoing for several years and could never be resolved in one year, as changes in the methodology involved a significant body of work. Whilst sewer in Karumba and Water methodologies have been changed, some properties have required subsequent changes. Officers are of the view now that most of the issues related to these audit matters, have been resolved, except for:</p> <ul style="list-style-type: none"> Waste charges in the Revenue Statement and how the tables are presented; and

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT


STANDING ITEM

Category	Area - Component	Issue	Rating	QAO Recommendation	Responsible Officer	Status
						<ul style="list-style-type: none"> Pensioner cards on file for all active pensioners; and and this matter is no longer a significant deficiency.
						Although modelling has been run in the SynergySoft system and compared to the modelling conducted by Mead Perry and differences were explained, another review shall be undertaken by Mead Perry in the next quarter, once the second levy has been issued to conduct a final review of the service charges and water consumption to confirm charging has resulted in the desired outcomes. Any anomalies shall be reviewed and followed up.

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

21IR-2 Procurement Cycle Deficiencies

Category	Area - Component	Issue	Rating	QAQ Recommendation	Responsible Officer	Status
Internal Control	21IR-2 Procurement Cycle Deficiencies	<p>Control Activities:</p> <p>Testing performed over Council's procurement and payments cycle noted the following observations. Our sample size was 28 creditor transactions, with each transaction potentially made up of multiple invoices.</p> <ul style="list-style-type: none"> 4 instances where purchases were not supported by the required number of quotes as per Council's procurement policy; 4 instances where a purchase order was not available to support the invoice; 2 instances where the purchase order was raised after the invoice date; 1 instance where the invoice amount was greater than the original purchase order and there was no amendment made; In relation to preferred supplier arrangements: <ul style="list-style-type: none"> 1 instance where we were unable to determine if the rates charged for the vehicles/equipment utilised agreed to the approved rates per the preferred supplier list due to the quote and invoice being for a lump sum amount; 2 instances where purchases were made from a preferred supplier, however, the rates charged on the vehicles/equipment utilised did not agree to the approved rates per the preferred supplier list; and 4 instances where the invoice included items and/or services which did not form part of the tender submission and Council had not obtained alternative quotes. 	Significant Deficiency 	We acknowledge Council have appointed a Senior Purchasing Officer to centralise and achieve greater control over the procurement function. It is recommended appropriate resources are dedicated to undertaking a thorough review of the procurement function, areas of non-compliance and opportunities for efficiency and improvement. Training should be conducted with all staff on a regular basis to ensure they are aware of the requirements under the Local Government Regulation 2012 and Council policies.	DCS 30 Apr 23 30 Jun 22	<p>Management Response:</p> <p>A detailed Procurement Procedure is currently being developed to assist officers involved in the procurement function. Once this is in place, training will be provided to all employees, and compliance checking shall be introduced in the accounts section, with non-compliance identified and further training provided as required.</p> <p>Update: 2022 Interim</p> <p>Significant deficiencies remain in Council's procurement function and demonstrate widespread non-compliance with internal policies and prescribed requirements.</p> <p>Update: 2022 Final</p> <p>We have analysed creditor purchase history and identified four instances where year to date spend with a creditor, for the provision of same or similar goods and services, is in excess of \$200,000 (ex. GST, thereby constituting a large contractual arrangement. In these instances, Council had not undertaken a tender process, or a valid exemption to undertaking a tender process under Division 3 did not apply.</p> <p>Update: 23/2/2023</p> <p>A written procurement procedure has been developed, however this has not yet been rolled out to the staff.</p> <p>We acknowledge the risk involved and some effort has been made to change practices, however I am of the view that rectifying this issue will require significant process changes in some work areas. The small changes that have been made are exhaustive and challenging.</p>

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM


Category	Area - Component	Issue	Rating	QAO Recommendation	Responsible Officer	Status
		<ul style="list-style-type: none"> We have analysed creditor purchase history and identified 1 instance where year to date spend with a creditor, for the provision of same or similar goods and services, is in excess of \$200,000 (excluding GST) thereby constituting a large contractual arrangement. In this instance, Council had not undertaken a tender process, or a valid exemption to undertaking a tender process under Division 3 did not apply. <p>In addition to the 4 instances identified above that did not have the required number of quotes, an additional 4 instances were identified for which no quotes/tenders were provided to demonstrate how Council sought value for money. Upon investigation and discussions with relevant staff members it was determined that the supplier was on the local buy listing, therefore according to Council's procurement policy no quotes are required to be sought. While this is a permissible practice under the Council's procurement policy and in accordance with Local Government Legislation, there is no evidence available to audit to confirm that Council sought this supplier through Local Buy.</p> <p>Implication The above findings represent significant deficiencies within the procurement cycle and demonstrate widespread noncompliance with internal policies and prescribed requirements.</p>				<p>I have had conversations with Council's Internal Auditor and believe the best approach is to have them come onsite and conduct consultive workshops and assist with process review and finalise the procurement procedure and policy.</p> <p>This way each area that is required to make process changes will be able to negotiate various pain points in terms of what is acceptable risk and what is unacceptable (for example purchase orders raised after the purchase). The role of the auditor will be to support the teams to develop processes.</p> <p>From there we will have a simplified and detailed procedure and policy that has been agreed or accepted by officers. This would then be followed by compliance testing to ensure officers are doing what they should be doing.</p> <p>The Internal Audit Plan shall be presented to Council in a separate report to the March 23 meeting.</p>



EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT


STANDING ITEM

2019-3 Masterfile Change Reports

Category	Area - Component	Issue	Rating	QAQO Recommendation	Responsible Officer	Status
Internal Control	2019-3 Masterfile Change Reports	<p>Control Activities:</p> <p>During our review of system controls and processes it was identified that Masterfile Change Reports (System Audit Reports) have not been produced or reviewed by an appropriate level of management during the current finance year in relation to Other Debtors, Rates, and Creditors cycles. No review of Masterfile changes can therefore be demonstrated for these cycles.</p> <p>We note that payroll Masterfile changes reporting has been implemented in the current review period.</p> <p>We note for creditors Synergy Soft sends email notifications to nominated employees as Masterfile changes happen and these are reviewed when received, however, audit is unable to evidence this as no proof of the review is retained.</p>	Significant Deficiency 	It is recommended that Council re-introduce the process whereby these reports are produced and signed as evidence of review by an appropriately authorised level of management, at intervals considered appropriate by Council (e.g. Monthly).	<p>Manager of Finance and Administration</p> <p>Due Date</p> <p>1 July 20 31 Dec 21 30 Sept 22</p>	<p>Management Response:</p> <p>Agreed and Resolved. Council is now performing masterfile changes review.</p> <p>Update: 2022 Interim</p> <p>Masterfile change reports have not been consistently produced and reviewed throughout the financial year for other debtors, rates and payroll.</p> <p>Update: 24/2/2023</p> <p>There is now a process in place where an independent officer reviews the Masterfile changes report regularly, as part of the end of month review.</p>

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT


STANDING ITEM

20CR-1 Asset Management Plans						
Category	Area - Component	Issue	Rating	QAQ Recommendation	Responsible Officer	Status
Internal Control	20CR-1 Asset Management Plans	<p>Control Environment</p> <p>At the time of our final attendance, it was identified that the Asset Management Plans appear to be significantly out of date (last issued – February 2013).</p> <p>Implication</p> <p>The Asset Management Plan is a cornerstone in the pursuit of operational efficiencies and more effective infrastructure maintenance and renewal processes. By not having adequate processes in place to ensure the plan is regularly updated and adhered to could result in inefficiencies and overruns in the future.</p>	<p>Significant Deficiency</p> <p style="text-align: center;"></p>	<p>It is recommended that Council look to ensure that adequate plans are regularly updated and maintained and reported to Council frequently.</p>	<p>DOE</p> <p>DCS</p>	<p>Management Response:</p> <p>Council is currently in the process of adopting the Asset Management Policy and Asset Management Strategy 2020-2024. Council has recently acquired membership with the IPWEAQ NAMS program to utilise their templates to complete Asset Management Plans for Carpentaria Shire Council in house, refresher training is being organised. Council has also introduced the Reflect Asset Management program to assist in inspection and maintenance management. Road Assets have been formally collected via an external consultant and quotes have been obtained to outsource the initial pickup of Council Buildings.</p> <p>These datasets will be used to compile the Asset Management Plans in house as well as previous revaluations using the IPWEAQ NAMS program.</p> <p>Update 2022 Interim</p> <p>Asset Management Plans appear to be significantly out of date.</p> <p>Update: 23/2/2023</p> <p>CT Management have been engaged to develop Asset Management Plans (AMP's) for each class of assets. Draft AMP's for Transport and Buildings have been developed and provided to the engineering department for review. CT are expecting to provide the Draft AMP for Water and Wastewater next week.</p>
					<p>Due Date</p> <p>30 Jun 22</p> <p>30 Jun 23</p>	

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM


20CR-3 ICT Governance

Category	Area - Component	Issue	Rating	QAO Recommendation	Responsible Officer	Status
Internal Control	20CR-3 ICT Governance	<p>Information and Communication</p> <p>Our review of Council's IT general and access controls identified there is currently no formal process for onboarding and offboarding of employees, meaning there is limited monitoring of current server access rights, nor a formal process for the removal of access rights for terminated staff or contractors. In the absence of a formal process, reliance is placed on word of mouth with regards to employee movements, and without formal notification of required access levels, there is an increased risk of inappropriate access levels being granted.</p> <p>As a result of the above, a number of terminated employees still have access to modules within Synergy Soft. Furthermore, it was found that multiple employees have duplicate access rights which are old accounts from the original set up and thus the access should be deactivated. From the review of employees with access it was also found that generic accounts currently exist (i.e. TBA, ICT Support Officer, Stores Support etc.) which should also be deactivated.</p> <p>Our review also identified some inconsistencies in the access rights granted to employees in Synergy Soft, in particular, where access rights are inconsistent with the employees' role and provides the user with access to sensitive information such as payroll, creditor masterfiles and general journal processing.</p> <p>Implication</p> <p>Having systems and processes to preserve the integrity of the IT network and control environment is a critical element to achieve reliable financial reporting and to minimise Council's fraud risk exposure.</p>	<p>Significant Deficiency</p> <p style="text-align: center;"></p>	<p>It is recommended Council review access to all financial modules and server locations to ensure user access profiles are appropriate. Furthermore, a periodic review of user access rights is recommended to ensure they remain current based on staff movements. Council should consider implementing a formal onboarding and offboarding process (for example the use of a new/terminated employee notification form) which includes the approval of access levels required for an employees' role.</p>	<p>MHR MFA</p> <p>Due Date</p> <p>30 Jun 21 31 Mar 22 30 Sept 22</p>	<p>Management Response:</p> <p>Recommendation accepted. Council is currently reviewing on boarding and off boarding process for new and terminated employees. This process will incorporate requirements from HR, Payroll, WHS, Finance, Records and IT and other requirements.</p> <p>Update: 21/2/2023</p> <p>Council has a managed services provider, Roberts and Morrow Technology (RMT) and operate in a cloud environment. Council's users are managed by an Active Directory. Although no formal onboarding and offboarding process exists, employees are terminated regularly from the Active Directory as limited licencing exists. Without access through the Active Directory terminated employees are unable to gain access to Systems. However, we have developed the onboarding and offboarding form which is now being utilised.</p> <p>Further Council is working with Cybermetrix to implement a cyber risk management program based on a Level 3 – Professional cyber security certification from Cyber Security Certification Australia (CSCAU).</p> <p>Officers are of the view this matter is now resolved pending audit clearance.</p>

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

22CR-1 Lack of agreement on contractual terms with suppliers prior to work commencing

Category	Area - Component	Issue	Rating	QAO Recommendation	Responsible Officer	Status
Internal Control	22CR-1 Lack of agreement on contractual terms with suppliers prior to work commencing	Control Activities: In response to Council's tenders, some contractors requested departures from the standard terms and conditions included in the tender documents (e.g. restricting their limit of liability). However, due to the limited time between receiving responses to the tender and Council awarding of the contract via resolution at a Council meeting, Council did not obtain appropriate input from its procurement team or legal advice. Where these departures were not resolved in a timely manner, it lead to contracts being signed only after work had commenced, or in some instances, not at all. Implication Without appropriate scrutiny and agreement on the contractual terms and conditions with suppliers, there is an increased risk that Council is unable to enforce its rights under the contract in the event of a dispute.	Deficiency 	We recommend that Council review all requested departures from the standard contractual terms and conditions before contracts are awarded. Contracts should be signed between the relevant parties before work commences.	DCS Due Date 30 Apr 23	Management Response: We acknowledge there appears to be a lack of understanding around the importance of closing the procurement loop with a fully executed contract. There have also been no documented processes to support decision making, which makes compliance reviews impossible. Council has now recruited a procurement specialist to support all Departments from inception of the scope through to the negating the departures. A detailed procurement procedure has already been developed and distributed, and we expect this to be fully implemented within the next six months with mandatory training from low value purchasing to procurement. It is important at the end of this process that officers understand the requirement for forward planning, to allow sufficient time for procurement to prepare documentation, and negotiate departures before the commencement of works. Update: 23/2/2022 Council's procurement team have liaised with Ochre Legal to refine the tendering templates to now have any departures included in the response schedule so any departures are obvious. Previously Council would tender for Dry Hire of Plant and Dry Hire of Light Vehicles and select a tenderer, but not follow through with preparation of a contract. That meant officers went to tender with general terms and conditions. Both the Plant

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT


STANDING ITEM

Category	Area - Component	Issue	Rating	QAO Recommendation	Responsible Officer	Status
						<p>and Light Vehicles tenderers have requested departures, The terms for the Plant tender have been negotiated and agreed and a contract signed.</p> <p>The tender for Light Vehicles is still in the negotiation process. In the meantime the contractor is being utilised on their own terms and conditions.</p> <p>It is anticipated future contracts of this nature should be much easier as officers will use the specific templates with the negotiated terms as the tender document.</p>

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM


22CR-2 Lack of systematic review of services delivered by suppliers during annual construction season

Category	Area - Component	Issue	Rating	QAQ Recommendation	Responsible Officer	Status
Internal Control	22CR-2 Lack of systematic review of services delivered by suppliers during annual construction season	Control Activities: Before payment is made to contractors for work delivered during the annual construction season, Council employees perform ad hoc checks on a sample basis, such as checking whether the rate charged by contractor on the invoice matches the approved rate on the pre-qualified supplier listing. We have previously raised a significant deficiency on procurement where we identified deviations from approved rates on invoices (refer 21IR-2). This indicates that these ad hoc checks are not sufficient. Implication Without a consistent, documented approach to checking the accuracy of invoices, errors may go undetected, resulting in over/underpayment to contractors.	Deficiency 	We recommend that a methodology be developed and documented which outlines the approach to be applied to the checking of invoices. Council staff should retain a record of errors as it may identify repetitive errors made by certain suppliers.	DCS DOE Due Date 30 Apr 23	Management Response: The contract manager is first person signing off say the works have been completed is ultimately responsible for ensuring the invoice is in line with the quoted rates. The DCS shall work with the DOE to document an agreed process to ensure this occurs. Update: 21/2/2023 This is similar to the issue Procurement Cycle Deficiencies issue above. I have had conversations with Council's Internal Auditor and believe the best approach is to have them come onsite and conduct consultative workshops and assist with process review and finalise the procurement procedure and policy. This way each area that is required to make process changes will be able to negotiate various pain points in terms of what is acceptable risk and what is unacceptable (for example purchase orders raised after the purchase). The role of the auditor will be to support the teams to develop processes. From there we will have a simplified and detailed procedure and policy that has been agreed or accepted by officers. This would then be followed by compliance testing to ensure officers are doing what they should be doing. The Internal Audit Plan shall be presented to Council in a separate report to the March 23 meeting.

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

21CR-4 Rates Debtors


Category	Area - Component	Issue	Rating	QAQ Recommendation	Responsible Officer	Status
Internal Control	21CR-4 Rates Debtors	<p>Control Activities: A review of rate debtors identified that during the 2021 financial year Council has not actively pursued collection of rate debtors. In relation to rates debtors which have been overdue for more than three years, Council should have commenced legal and/or intention to sell actions in order to recover outstanding rates.</p> <p>Implication: Council is not complying with its own Rates and Charges Internal policies and Chapter 4 of the Local Government Regulation 2012 regarding the collection of rate debtors.</p>	Deficiency 	Management should ensure appropriate resources are dedicated to undertaking a thorough review of outstanding rates debtors and commence collection activities as soon as possible.	DCS Due Date 31 Mar 22	<p>Management Response: Council was in the process of pursuing outstanding rates when Covid commenced, then Council introduced various policies in response. It is my understanding most Council's and recovery agents ceased debt recovery during these times, excepting larger Councils that were pursuing for Sale of Land. In June, Council significantly revised its Debt Recovery Policy and introduced a Hardship Policy to prepare for the collection of outstanding rates. As the first-rate levy has been issued for 2021 and the due date has passed, we expect to be issuing reminder letters in January 2022, and subsequently following the timeline within the Debt Recovery Policy. The debt recovery agent has been engaged, and ratepayers will be referred to the recovery agent, in accordance with the Debt Recovery Policy should they not meet the timelines.</p> <p>Update:21/2/2023 There is now a process in place to actively pursue outstanding rate debts. This matter has now been resolved as noted in the 2022 Final Management Report, and shall now be removed from this report.</p>



EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

21CR-5 Property, Plant and Equipment Accounting

Category	Area - Component	Issue	Rating	QAO Recommendation	Responsible Officer	Status
Information and Comm.	21CR-5 Property, Plant and Equipment Accounting	<p>Monitoring Activities</p> <p>Testing performed over property, plant and equipment noted the following weaknesses in Council's asset accounting practices:</p> <ul style="list-style-type: none"> Council do not <u>routinely capitalise assets</u> throughout the financial year, and therefore it was identified that several assets were capitalised as at 30 June 2021 instead of when acquired or completed. Consequently, depreciation expense is understated. A calculation was provided by Council and reviewed by audit to determine that depreciation was not materially misstated. Nil evidence is able to be provided to support <u>job costing of managers</u> time to capital projects. No <u>impairment reviews</u> have been undertaken over capital projects that have been ongoing for multiple years. Council internal process of <u>Asset Purchase Authorisation Form</u>, containing important information about each separately identifiable asset, is not always filled out or authorised by the responsible employee (Director of Engineering). <p>Implication</p> <p>Property plant and equipment is the most material balance in the financial statements at \$271M. In the absence of quality underlying records and appropriate internal processes Council's financial statements are at increased risk of misstatement.</p>	Deficiency 	Management should ensure appropriate resources are dedicated to undertaking a thorough review of asset accounting processes with changes made as necessary to ensure the complete, accurate and timely recording of information.	MFA Due Date 30 Jun 22 30 Nov 22	<p>Management Response:</p> <p>We acknowledge additional resources are required to support this function. Council has agreed to provide additional resources to conduct quality month end processes.</p> <p>Update 2022 Final:</p> <p>It was identified that depreciation was not calculated on asset additions throughout the financial year. Consequently, depreciation expense is understated. A calculation was provided by Council and reviewed by audit to determine that depreciation was not materially misstated.</p> <p>No impairment reviews have been undertaken over capital projects that have been ongoing for multiple years.</p> <p>Council internal process of Asset Purchase Authorisation Form, containing important information about each separately identifiable asset, is not always filled out or authorised by the responsible employee.</p> <p>Update: 23/2/2023</p> <p><u>Routine capitalisations</u></p> <p>Project meetings are held regularly to obtain status updates from Project Managers in respect of capital projects. This information is provided to finance to assist with the capitalisation process.</p> <p>Officers are currently being trained, but some capitalisation has commenced. They are currently using the last transaction as the capitalisation date, which is not always correct if suppliers are late invoicing and items are rolled back at year end. This will be discussed in training.</p>

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT


STANDING ITEM

Category	Area - Component	Issue	Rating	QAO Recommendation	Responsible Officer	Status
						<p>Job costing managers time Some grants do not allow PM's time to be costed, and some grant budgets are limited. Typically, the capital budget includes contractor costs and materials, and plant and labour are left out where the budgeted item is low. More work needs to occur to get this capital costing correct, and plant and wages out of the P & L where appropriate.</p> <p><u>Impairment reviews</u> The DCS and DOE shall review the reconciled WIP to discuss whether any items in the 22/23 WIP need to be reviewed, and expense if necessary.</p> <p><u>Asset Purchase Authorisation Form</u> The MFA can advise the DCS of any incomplete paperwork for follow up with the Engineering team.</p>

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

20CR-6 Review of Trust Account Balances

Category	Area - Component	Issue	Rating	QAQ Recommendation	Responsible Officer	Status
Internal Control	20CR-6 Review of Trust Account Balances	<p>Monitoring Activities</p> <p>Council's trust account includes a significant number of old balances that have been in the trust account for longer than 12 months. Our enquiries indicate there is no consistent review process performed over the balances in the trust account.</p> <p>Implication</p> <p>In the absence of regular review, Council may be retaining monies for purposes that are no longer relevant or have been fulfilled, meaning the balances should have been refunded to the depositor."</p>	Deficiency 	We recommend the balances that make up the trust account be reviewed and any balances that should no longer be held in trust cleared as appropriate.	MFA Due Date 30 Jun 21 30 Jun 22 30 Apr 23	<p>Management Response:</p> <p>Recommendation accepted. In the future, Council will review regularly the balances in Trust to ensure funds no longer required to be held in trust, are refunded or cleared.</p> <p>Update 2022 Final:</p> <p>No consistent review process performed over the balances in the trust account. A significant number of old balances remain within the trust account.</p> <p>Update:23/2/2023</p> <p>A large balance has been identified, and the MFA will prepare a report to Council to have the funds returned to general funds as the purpose of the trust is no longer relevant. The MFA is to compile a list of outstanding balances and what effort has been made to contact the depositors and provide this to the DCS for review.</p>

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

22CR-3 Opportunities for greater transparency in the allocation of work across suppliers for the annual construction season

Category	Area - Component	Issue	Monitoring Activities	Rating	QAQ Recommendation	Responsible Officer	Status
Internal Control	22CR-3 Opportunities for greater transparency in the allocation of work across suppliers for the annual construction season	Due to severe weather events, a large amount of recovery work on Council's assets is required each year. Council applies a model where almost all tender responses for this work are listed on a prequalified supplier list. The work is then allocated based on the 'order-of-engagement'. We noted that there is no established policy for this process and based on our review performed and discussions held, appears to have been based purely on price for the 2022 construction season.		Other Matter	Given the significance of the annual work program and number of local suppliers engaged, we recommend Council: <ul style="list-style-type: none"> develop a clear approach to how the order-of-engagement will be determined publish this approach as part of the tender process 	DCS DOE Due Date 30 Nov 22	Management Response: We accept the findings, and the DCS shall work with the DOE to document an agreed process to ensure this occurs. Update:23/2/2023 An Order of Engagement Policy has been developed and has been published on Council's website. We believe this matter has now been resolved and can be removed from this report pending audit clearance.

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

22CR-4 Proactive management of probity risks relating to the procurement process

Category	Area - Component	Issue	Rating	QAQ Recommendation	Responsible Officer	Status
Internal Control	22CR-4 Proactive management of probity risks relating to the procurement process	<p>Monitoring Activities</p> <p>Due to Council's remote location, there are times when only a single supplier is able to supply certain types of machinery during the annual construction season. While suppliers outside of Normanton are able to respond to Council's tenders, we did not see evidence of Council proactively seeking quotes from alternative suppliers in other areas.</p> <p>Implication</p> <p>Without actively seeking quotes from alternative suppliers in other areas, Council may not be able to ascertain whether they are achieving best value for money with their current local suppliers.</p>	Other Matter	Council should take steps to be more proactive in managing the probity risks relating to the procurement of suppliers. This could involve but should not be limited to, actively sourcing alternative quotes where only one response was received in response to a particular tender.	DCS DOE	<p>Management Response:</p> <p>We acknowledge we utilise the tender for the relevant Construction Season to engage suppliers outside that particular scope of works.</p> <p>We will work with the relevant Departments to forward plan to ensure there is adequate time to scope and seek additional tenders should the scope vary from plant hire for the construction season.</p> <p>Update: 23/2/2023</p> <p>DOE</p>
					Due Date 30 Nov 22	

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT



STANDING ITEM

21FR-1 Local Government Website Publications						
Category	Area - Component	Issue	Rating	QAQ Recommendation	Responsible Officer	Status
Internal Control	21FR-1 Local Government Website Publications	<p>Control Environment:</p> <p>Upon review of what is required to be published on Carpentaria Shire Council's website, per the Local Government Regulation 2012 and the Local Government Act 2009, the following was identified as at 18 June 2021:</p> <ul style="list-style-type: none"> The Councillor Expenses Reimbursement & Provision of Resources Policy, as published on the website, was due for renewal in June 2018; Councillor material personal interest at a meeting is published as at 30 June 2019; Council conflict of interest at a meeting is published as at 30 June 2019; and Councillor conduct register is published as at 30 June 2019. 	Other Matter	We recommend that a formal review of the requirements under both the Local Government Regulation 2012 and the Local Government Act 2009, in regard to website publications be reviewed to ensure compliance. A formal review of all policies should take place to ensure they have been updated and reviewed in line with the relevant policy, laws and regulations.	CEO Due Date 31 Dec 21 31 Dec 22	<p>Management Response:</p> <p>Management concur with the Audit findings and due to staff shortages within the Office of the CEO this has been overlooked. A review will be undertaken over the next six months to ensure the information is brought up to date in accordance with legislative requirements.</p> <p><i>Update: 2022 Interim</i></p> <p>The following publications on the Council's website remain due for renewal:</p> <ul style="list-style-type: none"> The Councillor Expenses Reimbursement & Provision of Resources Policy, as published on the website, was due for renewal in June 2018; Contracts worth \$200,000 or more (exclusive of GST) have not been updated since 31 January 2022; Councillor conduct register is published as at 30 June 2021. <p><i>Update: 22/2/2023</i></p> <p>The contracts over \$200k now forms part of a monthly process for the Procurement Officer. The Councillor Expenses Policy has been updated and is published. The Councillor conduct register is updated and published on Council's website.</p> <p>Officers are of the view this matter is now resolved, pending audit clearance.</p>

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

21FR-2 Annual Operational Plan Not Reviewed

Category	Area - Component	Issue	Rating	QAQ Recommendation	Responsible Officer	Status
Internal Control	21FR-2 Annual Operational Plan Not Reviewed	<p>Monitoring Activities: During our review of legislative requirements, it was identified that Council have failed to comply with section 174(3) of the Local Government Regulation 2012, in that the Chief Executive Officer has failed to present a written assessment of the Council's progress towards implementing the annual operational plan at meetings of the Council held at regular intervals of not more than 3 months.</p> <p>Implication: The above finding represents non-compliance with the Local Government Regulation 2012 and other prescribed requirements.</p>	Other Matter 	We recommend the Operational Plan report be presented to Council on a quarterly basis.	CEO DCS DOE Mrs Due Date 30 Sept 21	<p>Management Response: Management agrees with the Audit Finding in this regard and Quarterly Reports will be presented to Council for acknowledgement.</p> <p>Update: 22/2/2023 The Operational Plan is now presented quarterly to Council for review. This matter is now resolved per Final Management Letter 2022 and shall now be removed from this report.</p> 

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM


190M-2 Excessive Employee Leave Entitlement Balances

Category	Area - Component	Issue	Rating	QAO Recommendation	Responsible Officer	Status
Internal Control	190M-2 Excessive Employee Leave Entitlement Balances	<p>Monitoring Activities</p> <p>Our review of employee entitlements has identified a number of excessive leave balances:</p> <ul style="list-style-type: none"> Annual leave: 10 employees with more than 10 weeks entitlement; and Long service leave: 6 employees with more than 13 weeks entitlement. <p>Implication</p> <p>The existence of excessive leave balances presents the following risks to Council:</p> <ul style="list-style-type: none"> as employee salaries increase, Council will incur additional costs as employees will have to be paid their accrued leave entitlements at the higher rate of pay; and fraud risks are associated with an employee's reluctance to take leave; and possible workplace health and safety issues with employees not taking their leave and a consequent increased risk of stress related illness." 	Other Matter	We recommend that management continue to review balances on a regular basis and encourage staff to take annual leave and long service leave in the year accrued.	MHR MFA	<p>Agree with the recommendation. Excess leave balances had reduced since the end of the financial year. Leave balances will also reduce to another two weeks this coming Christmas break. Staff were also provided an option to have convert into cash their leave balances in excess of 150 hours for indoor staff and 180 hours for outdoor staff.</p> <p>Update:2022 Final</p> <p>Annual leave: 3 employees with more than 10 weeks entitlement</p> <p>Long service leave: 1 employee with more than 13 weeks entitlement</p> <p>Update: 22/2/2022</p> <p>There are 7 employees with greater than 400 hours annual leave entitlement.</p> <p>There are 10 employees with greater than 400 hours long service leave entitlement. 4 of these employees have worked for Council for longer than 20 years.</p> <p>The People Framework allows staff to take leave as a cash payout.</p> <p>1 employee with a significant leave balance left Council, and another took long service leave, so these balances are reducing.</p> <p>The DCS shall present these accrual balances to ELT on a quarterly basis so responsible managers are aware of the WHS obligations, particularly considering the Managing psychosocial hazards at work Code of Practice from Safe Work Australia.</p>
					<p>Due Date</p> <p>30 Jun 24 30 Jun 23</p>	

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT



STANDING ITEM

21CR-6 Standard Trial Balance

Category	Area - Component	Issue	Rating	QAQ Recommendation	Responsible Officer	Status
Financial Reporting	21CR-6 Standard Trial Balance	The Synergy system has a number of options for printing a trial balance as a standard system report. Unfortunately, none of these options produce a trial balance with the level of account detail that is required for the preparation of financial statements. This also impacts external audit as the trial balance is the starting point for lead schedules for income, expenditure and the balance sheet. Implication: A trial balance with the appropriate level of detail is a fundamental report for financial reporting for any entity. The lack of a standardised trial balance with the required detail is creating significant inefficiencies for the preparation of financial statements and for QAQ. At this point in time, data extraction from the system, followed by the creation of pivot tables is required in order to obtain a trial balance with the necessary detail to prepare financial statements.	Medium Risk 	QAQ recommend that Council work with Synergy to develop a standardised trial balance with the relevant account level required for Council to prepare financial statements. This would also enable QAQ to readily load the trial balance into Caseware and significantly improve efficiency. QAQ are aware that this is an issue at other Councils in Queensland. It may be possible to work in co-ordination with other Councils to resolve this matter.	DCS Due Date 30 Jun 22	Management Response: This is challenging, as we are limited by the system that we use. The Directors from a number of Council's using Synergy Soft are considering forming a user group that might have more impact in working with IT Vision on system improvements. We will certainly try to progress this matter. Update: 22/2/2023 Council now uses an LG Solutions template to produce the financial statements and map the GL accounts. Council is planning to move to a new finance software system in the next two years. There has been no progress at this stage. We don't believe this poses a risk to Council, and should be removed from this register.

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

20FR-2 Provision for Landfill Restoration						
Category	Area – Component	Issue	Rating	QAQO Recommendation	Responsible Officer	Status
Financial Reporting	20FR-2 Provision for Landfill Restoration	<p>Observation</p> <p>Council has a provision for landfill restoration of the Normanton Landfill site. Audit testing noted that Council has performed the calculation based on 46 years, however, consideration should have been given to the individual timeline for each open and closed site. This resulted in additional audit testing to ensure the provision was materially correct and consistent with the anticipated costs to rehabilitate. The closed site should have 29 years remaining for maintenance and monitoring, whereas the open site is to remain operational for 16 years and once closed 30 years of maintenance and monitoring.</p> <p>Implication</p> <p>The measurement of the provision for landfill rehabilitation is not in accordance with Australian Accounting Standards or Councils adopted accounting policy. An estimate of the error has been included in the schedule of unadjusted errors.”</p>	Medium Risk 	We recommend Council review the current accounting treatment of the landfill rehabilitation provision, considering the requirements of Australian Accounting Standards and the timelines of each individual component of the site.	MFA MWW Due Date 30 Jun 21	<p>Management Response:</p> <p>Recommendation accepted. Council had recently engaged with a surveyor for the landfill, this will provide updated data to be used for the calculation of the landfill rehabilitation provision.</p> <p>Update: 22/2/2023</p> <p>This matter has now been resolved per Final Management Letter 2022 and shall now be removed from this report.</p>
						

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

20FR-3 Related Party Disclosures

Category	Area – Component	Issue	Rating	QAO Recommendation	Responsible Officer	Status
Financial Reporting	20FR-3 Related Party Disclosures	<p>Observation</p> <p>Our review and testing over the related party disclosures presented in the draft financial statements noted the following:</p> <ul style="list-style-type: none"> • Related party transactions identified by audit were omitted from the disclosure; • Correct date ranges were not applied to the entities controlled by key management personnel and therefore multiple financial years were included in the original disclosure; • Outstanding balances at the end of the reporting period in relation to transactions with related parties were not disclosed; • Year to date Council superannuation was omitted from one key management personnel; • Where a new Councillor had been elected, replacing a Councillor, their start and end dates were not taken into consideration when calculating purchases of materials and services from entities controlled by key management personnel or employee expenses for close family members of key management personnel; • Employee expenses for close family members of key management personnel were incorrectly calculated as they did not include annual leave and long service leave movements; and • Gross salaries were incorrectly recorded as superannuation salary sacrifice deductions were omitted from this calculation. <p>The above was updated in the final financial statements provided to audit after our review had been completed.</p> <p>Implication</p>	Medium Risk	We recommend related party disclosures are drafted with the “shell” financial statements. The disclosures can include all related party transactions captured at that date and can be reviewed by audit for feedback prior to drafting annual financial statements.	M/FA	<p>Management Response:</p> <p>Recommendation accepted. Council will regularly update the workbook throughout the financial year.</p> <p>Update: 2022 Final</p> <p>Two versions of the related party workbook were provided to audit due to numerous omissions from the original calculation.</p> <p>Update: 22/2/2023</p> <p>The DCS will provide Councillors and Executive Team with copies of the prior year declarations in March and ask them to review and update if necessary. This request will again be made in July to confirm no changes have occurred since March. This will allow the finance team to prepare workpapers in adequate time.</p>
					<p>Due Date</p> <p>30 Jun 21 30 Jun 22 30 April 23</p>	

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT



STANDING ITEM

Category	Area – Component	Issue	Rating	QAO Recommendation	Responsible Officer	Status
		The absence of clearly defined criteria for reporting related party information, and lack of early preparation and review, has impacted the accuracy and reliability of related party disclosures made available for audit. Additional time and resources were required to ensure the related party disclosure in Council's certified financial statements is considered accurate and complete. Limiting the time available to thoroughly review and assess related party transactions heightens the risk of incomplete or incorrect financial statement disclosures."				

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

20FR-4 End of Year Cut-Off Procedures

Category	Area - Component	Issue	Rating	QAQ Recommendation	Responsible Officer	Status
Financial Reporting	20FR-4 End of Year Cut-Off Procedures	<p>Observation</p> <p>Testing performed over the payables cycle identified 79 instances where an expense related to the 2020 financial year had not been recorded within the correct period. Of the 79 instances, 77 of the invoices were in relation to freight transactions with one supplier. The total value of these invoices was \$241,089 which was not considered material; however, an uncorrected misstatement has been raised accordingly.</p> <p>Implication</p> <p>The above errors highlight issues with Council's end of year cut-off process. We understand Council's current practice is to have a cut-off date in July of the next financial year for the receipt of late invoices, however, limited consideration is given to accrued expenditure past this point."</p>	<p>Medium Risk</p> 	We recommend Council give consideration to invoices paid after year end to ensure they are being recorded within the correct accounting period.	<p>MFA</p> <p>Due Date 30 Aug 21</p>	<p>Recommendation accepted. Council will include the review of year-end invoices procedure as part of the ongoing Finance and Admin Process and Procedure Project.</p> <p>Update: 22/02/2023</p> <p>This matter has now been <u>resolved</u> per 2022 Final Management Letter.</p> 

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

20FR-5 Provision for Employee Entitlements

Category	Area - Component	Issue	Rating	QAO Recommendation	Responsible Officer	Status
Financial Reporting	20FR-5 Provision for Employee Entitlements	<p>Observation</p> <p>Our review of the assumptions and inputs utilised in computing the provision for employee entitlements has noted the following:</p> <ul style="list-style-type: none"> • Incorrect distinction between the current and non-current classifications of long service leave. Council assessed 0-9 years of service as non-current, however, employees with more than seven years of service should be classified as current; and • One employee was excluded from both the annual leave and long service leave schedules as they were terminated after the financial year end but before the schedules were extracted from the finance system. <p>Implication</p> <p>Although not materially misstated, the balance of employee entitlements in the financial statements is not an accurate representation of the liability in accordance with Australian Accounting Standards. Inaccurate estimates can result in a material misstatement of the provision balance for employee benefits.</p>	Low Risk	<p>We recommend all inputs, assumptions and costs related to employee entitlements are thoroughly reviewed in the 2021 financial year. All key inputs should be supported by documented rationale.</p>	<p>MFA</p> <p>Due Date</p> <p>30 Jun 21 30 Jun 22 30 April 23</p>	<p>Recommendation accepted. Council has now started accruing accrued leave balances on fortnightly basis including the review of the current and non-current provision for Annual Leave and Long Service Leave.</p> <p>Update:2022 Final</p> <p>It was identified in three instances that the employee had accrued more than their annual leave entitlement in one year, due to transferring to camp workers accrual. On change over additional hours were added to the employee's accrual entitlement. This appears to be a system error.</p> <p>Update: 22/2/2023</p> <p>The matter above has been resolved, and these transactions are now reviewed regularly. The reviews of current and non-current can be confirmed by the MFA in future. Resolved pending audit clearance.</p>

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

Dashboard of Internal Audit Matters

This dashboard provides a rolling status of all internal audit matters including added and resolved items with total outstanding matters at the end of each financial year.

Assessed Category	Financial Year 2021		Financial Year 2022		Matters Outstanding	
	Added	Resolved	June 21	Added		Resolved
Internal Issues Outstanding						
Insert Project Name – Stores and Inventory Management						
High	3					3.1 Managing fuel inventory.1 Managing Fuel Inventory 3.2 Consistency, correctness, and redundancy of data in SynergySoft 3.3 Reporting
Medium	1					3.4 Sample testing of physical Inventory
Low	2					3.5 Processes and Policy Documents guiding write off/write down of inventory 3.6 Access to stores
PIO						
Inherent Risk	1					3.7 Procurement – lack of segregation of duties
Insert Project Name – Review of Corporate Cards, Fuel Cards, Standing Accounts and Staff Reimbursements						
High						
Medium						
Low	3					2.1 Compliance with Procurement Policy and Corporate Credit Card Policy 2.2 Corporate Credit Card transactions during Officers' leave, including weekend transactions 2.3 Corporate Credit Card transactions during Officers' leave, including weekend transactions
Totals	10					

Internal Audit definitions of ratings are detailed in the adjacent table.

Rating	Definition	Action Required
High	Issue represents a control weakness, which could cause or is causing major adverse effect on the daily ability to achieve process objectives.	Urgent treatment required, and A detailed plan of action to be approved by Management with resolution within no later than 90 days.
Medium	Issue represents a control weakness, which could cause or is causing significant adverse effect on the daily ability to achieve process objectives.	Treatment required: Action within a reasonable time period; and Timeframe for action is subject to competing priorities and cost benefit analysis, but should not exceed 6 months.
Low	Issue represents a control weakness, with minimal but reportable impact on the ability to achieve process objectives.	No treatment required – risk managed within normal operations; or Minor treatment desirable.

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

Progress to Resolution of Internal Audit Matters

All outstanding internal audit matters relating to the projects are detailed in the following pages, providing the Committee with an update on management action undertaken to date.

Stores & Inventory Management

Stores & Inventory Management

Rating of Finding: High

Finding	Recommendations	Agreed Management Action(s)	Responsible Officer	Status
<p>3.1 Managing fuel inventory</p> <p>Fuel inventory at Council is not properly maintained, analysed, and protected. Council's attempts to rectify these issues were described to Internal Audit, including installing cameras to record fuel issues, and purchases of new receiver towers to rectify connection problems that require manual override of the SmartFill system.</p> <p>The attempted measures have not rectified fuel inventory issues:</p> <ul style="list-style-type: none"> Cameras and the security were physically circumvented and avoided. Even though new receiver towers improved connection problems, they have not completely rectified the issue, and manual overrides continue. <p>Inconsistent data in the system</p> <p>Although Council has an automatic fuel tracking system (SmartFill) and fuel meters on all the tanks and pods, fuel consumption is being tracked through manual fuel issue sheets. A random sample comparing the fortnightly reconciled issue sheets and SmartFill</p>	<p>To address the shortcomings, it is recommended that management:</p> <p>3.1.1 More rigorously scrutinise the existing data to detect and rectify potentially inappropriate issues of fuel.</p> <p>Consider extra measures and monitoring Council can perform on the existing data for fuel issues. For example:</p> <ul style="list-style-type: none"> Lock the diesel pods and assign a responsible officer to dispensing fuel from each pod. Have a suitable internal or external person evaluate and compare fuel usage for similar tasks or similar times of year and margins of difference between them (such as yearly increases of fuel consumption between same periods). <p>3.1.2 Consider and implement measures to have accurate data in SynergySoft regarding fuel issues. These measures may include:</p> <ul style="list-style-type: none"> Stricter requirements to use appropriate ID tags. Setting time intervals for reconciliation of fuel. 	<p>The findings are comprehensive; however, it is difficult to implement these findings immediately. I encouraged on ground discussions and we have already involved the works crews in:</p> <ol style="list-style-type: none"> Fortnightly stocktaking of the fuel pods, which will extend to all vessels that carry fuel. This itself has created an awareness within the crews and pushed the responsibility for managing the fuel down to foreman level. The works co-ordinator has been working with the foreman to work towards minimal variances. The Works Coordinator has been empowered to drive an audit of the fuel ID tabs and put a process in place to manage. Refuelling on the weekends is difficult to manage as the crews work a 10/4 roster which involves working one weekend a fortnight. Discussions are in place to 	<p>DCS</p> <p>Due Date 30 Jun 23</p>	<p>Update 24/2/2023</p> <p>As a period of time has lapsed some of the issues have now been resolved, but not necessarily in accordance with the recommendations.</p> <p>Managing fuel inventory</p> <p>Fuel pods are mostly used during the works season. Otherwise, Council's main tank DSL1 is used. A camera is now installed to view the DSL1 tank. It is not operational to have cameras at each worksite. Now that there is a regular stocktaking process in place, and the works coordinator, is signing off on any variances, there may no longer be a need for cameras in camps. The manual override keys have been disabled.</p> <p>During the works season a fortnightly stocktake is conducted at the end of the 10/4 works roster. Often this occurs at the work site.</p> <p>There is a formal Fuel Issues Administrative Procedure in the process of being finalised which has been trialled and in place for at least six months.</p> <p>The fuel usage can be compared to hours the machine has been operating by way of viewing a utilisation report. A recent review of this report shows we have costed \$40k of fuel to a grader that has</p>

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

Stores & Inventory Management		Rating of Finding: High		
Finding	Recommendations	Agreed Management Action(s)	Responsible Officer	Status
<p>data for tanks showed differences of up to three times (3x) for some fuel tanks. Diesel inventory is not updated on a regular basis. Thus, as of 28 Jan 2020 SynergySoft had not been updated for over three (3) months.</p> <p>Although Council's fuel issue sheets include a "Physical dip" field at the end of the page, the Officer responsible for fuel reconciliation confirmed that fuel dips are not performed consistently.</p> <p>Refuelling after hours Review of the Smartfill export between July 2017 and December 2020 showed that out of ~2.3m litres of diesel consumed by Council:</p> <ul style="list-style-type: none"> 43k litres were taken from the tanks after hours (between the hours of 7:00 pm and 5:00 am). Council Officers confirmed that there is no reason for refuelling to be happening during these hours. 380k litres were taken from the tanks over weekends. <p>Plant ID tags for fuel issues A plant ID tag is scanned at the bowser to trigger operation/fuel pumping. However, Council does not ensure correct tags are used for relevant plant. This leads to any available tag being used to fill any plant item.</p>	<ul style="list-style-type: none"> Utilising extra personnel when the responsible Officer cannot reconcile fuel themselves. Rigorous physical checks when there is a significant difference between Smartfill issues and manual issue sheets, etc. <p>3.1.3 Unusual and suspicious activities, such as refuelling after hours and usage of improper ID tags should be rigorously scrutinised, retaining the supporting documentation and conclusions of the performed reviews.</p> <p>3.1.4 Amend fuel issue sheets to include:</p> <ul style="list-style-type: none"> Physical dip at the beginning of the fuel issue sheets to confirm the opening balance of fuel on hand. A column stating whether the refuelling happened using proper ID tag or it was a manual override. This should be analysed annually / biannually, and results of the analysis documented. For the fuel tanks in operation conduct fuel dips at the beginning and the end of using the fuel issue sheet or fortnightly (whichever occurs earlier) to enable accurate and reliable reconciliation. 	<p>install cameras in various locations.</p> <p>4. An Inventory Management Administrative Policy has been developed and consultation is underway to finalise this document.</p> <p>5. Segregation of duties is challenging given there is only one (1) store person. Discussions are in place to better manage this.</p> <p>Once items 1 to 4 above have been addressed, we can look at process improvement recommendations, but the time to resolve may be 30/6/2023.</p>		<p>very limited hours. This suggests our data needs to be improved. Council has employed a Manager of Assets who will assist with reviews and training requirements.</p> <p>There are challenges existing and some staff do not know the plant number fuel is being issued to. The Assets Manager is organising large plant identification numbers to be placed on the vehicles to make this obvious.</p> <p>A plant utilisation report is being developed for review fortnightly at the Capital Catch Up Meetings.</p> <p>Inconsistent data in the system: Manual issue sheets are retained due to the difficulties in getting crews to understand the differences between issues and transfers.</p> <p>These sheets are reviewed by the Managers on return, and then passed on to store. Store then processes a fuel stocktake to recognise any variances. Generally a fortnightly stocktake is conducted in line with the 10/4/ roster during the works season.</p> <p>Refuelling after hours The main tank is now monitored by camera. The camps have caretakers to assist with monitoring of fuel.</p> <p>Plant ID tags for fuel issues Some machines have like keys and when operators move between plant they may take the fuel tag with them. An audit of fuel tags is being conducted, to limit</p>

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

Stores & Inventory Management				Rating of Finding: High	
Finding	Recommendations	Agreed Management Action(s)	Responsible Officer	Status	
				confusion, and have some identifier on the tag to show which plant no it belongs to. Conclusion: Although other matters have come to light during these investigations, items that remain outstanding are: <ol style="list-style-type: none"> 1. Finalising the Fuel Issue Administrative Policy 2. Plant ID tags audit 3. Plant ID stickers to identify the plant 4. Review of Plant Utilisation Reports 	

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

Stores & Inventory Management		Rating of Finding: High		
Finding	Recommendations	Agreed Management Action(s)	Responsible Officer	Status
<p>3.2 Consistency, correctness, and redundancy of data in SynergySoft</p> <p>Council's SynergySoft contains inconsistent and incorrect information, for example:</p> <ul style="list-style-type: none"> • ROPs (Reorder point) and ROOs (reorder quantity) are the same, even though they should not be. • Incorrect issue dates are present in the system. • There were 78 items (out of 12,794 in 2018-2020) with "18", "19" or "189" as an issue year, instead of 2018 and 2019. Also, there were 25 items with last issued date of 2012. If any analysis on data is performed, these would go undetected, as they are outside of possible date frames. • Several items had a <u>negative</u> valuation. • Some items had considerable <u>differences between the "safe #" and "# on hand"</u>. A review of a small sample revealed that these are likely to be typos and usage of incorrect measurement units. • 299 items have less than safe stock on hand. Some of these items may not be obsolete. Also, it is likely that the "safe #" for some items is set too high. 	<p>3.1.1 Regularly review the completeness and correctness of essential and important data, such as bin locations, correct issue dates, valuation of stock, correct safe stock numbers, etc.</p> <p>3.1.2 Investigate with SynergySoft the effect that inventory Masterfile manual overwrites have on the reporting.</p> <p>Ensure that there is an automatic logging of all the changes to the Masterfile, including manual overwrites, and review these monthly.</p> <p>3.1.3 Restrict the ability to make changes to the inventory Masterfile to only relevant people and require approval of an appropriate Executive Manager (Manager of Finance, DCS or CEO).</p> <p>3.1.4 Analyse and review safe stock and reorder quantities depending on the actual usage of stock.</p> <p>3.1.5 Analyse the Masterfile and review all irregularities, such as wrong dates, negative valuations, significant differences between the safe stock quantities and stock on hand, etc.</p> <p>3.1.6 Utilise the functionality in the inventory management system of having maximum and minimum</p>	<p>The findings are comprehensive; however, it is difficult to implement these findings immediately. I encouraged on ground discussions and we have already involved the works crews in:</p> <ol style="list-style-type: none"> 1. Fortnightly stocktaking of the fuel pods, which will extend to all vessels that carry fuel. This itself has created an awareness within the crews and pushed the responsibility for managing the fuel down to foreman level. The works co-ordinator has been working with the foreman to work towards minimal variances. 2. The Works Coordinator has been empowered to drive an audit of the fuel ID tabs and put a process in place to manage. 3. Refueling on the weekends is difficult to manage as the crews work a 10/4 roster which involves working one weekend a fortnight. Discussions are in place to install cameras in various locations. 	<p>DCS</p> <p>Due Date 30 Jun 23</p>	<p>Update 24/2/2023</p> <p>As a period of time has lapsed some of the issues have now been resolved, but not necessarily in accordance with the recommendations.</p> <p>Consistency, correctness, and redundancy of data in SynergySoft</p> <p>Stores Module Balancing to GL</p> <p>Stores have been trained to conduct a monthly module reconciliation to the GL. Part of this process is to review the audit file of changes. This has been implemented rather than restricting the ability to make changes. Stores staff need to be empowered to use and maintain the system. They now understand how incorrect updating of pricing through the Stock Maintenance can cause imbalances in the GL.</p> <p><u>Reorder points and safety stock</u></p> <p>This is something that requires collaboration with work groups. A report has been commenced with the view to establish both minimum and maximum quantity levels. The reorder quantity will be determined based on the requirement at the time. Some progress has been made, possibly 10%.</p> <p><u>Negative valuation</u></p> <p>There are 12 items with a value of \$100.90 with a negative valuation. This is not material and will be addressed in due course. This is possibly resulting from the</p>

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

Stores & Inventory Management		Rating of Finding: High		
Finding	Recommendations	Agreed Management Action(s)	Responsible Officer	Status
<p>Council Officers confirmed that these numbers are due for review and renewal.</p> <ul style="list-style-type: none"> There are three (3) pairs of the same items with different stock codes. <p>Changes in the inventory system Council's SynergySoft gathers all changes to the inventory system as transaction history logs. However, these logs are not reviewed.</p> <p>There are currently 13 Council Officers who have access to the Stores module. Furthermore, any officer with access to SynergySoft inventory system can overwrite \$ and # of items in stock, without going through proper steps. This action circumvents saving the changes to the stock in the Masterfile changes log. Therefore, Internal Audit cannot be certain that the data in the inventory Masterfile is integrous and has not been tampered with.</p>	<p>stock re-order points. Regularly review these numbers so that they reflect the reality.</p>	<p>4. An Inventory Management Administrative Policy has been developed and consultation is underway to finalise this document.</p> <p>5. Segregation of duties is challenging given there is only one (1) store person. Discussions are in place to better manage this.</p> <p>Once items 1 to 4 above have been addressed, we can look at process improvement recommendations, but the time to resolve may be 30/6/2023.</p>		<p>system set up and controls. Ideally the system would not allow negative issues, however it is not material enough to investigate changes to set up. I assume possibly there are incoming goods not yet set up that may have caused this.</p> <p>Conclusion: Further improvements are planned, such as:</p> <ol style="list-style-type: none"> 1. Reorder points and safety stock updates to SynergySoft 2. Training on issue dates and consistency of format

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

Stores & Inventory Management		Rating of Finding: High		
Finding	Recommendations	Agreed Management Action(s)	Responsible Officer	Status
<p>3.3 Reporting</p> <p>Council does not fully utilise the capabilities of its SynergySoft inventory management system. For example, Council's SynergySoft:</p> <ul style="list-style-type: none"> Has an Unused Stock Report, however, it is not being utilised and Council Officers were not aware of it. According to this report there is \$100k worth of unused stock at Council (out of total of \$190k). Does not contain any expiry dates, which would be useful for such items as PPE and consumables. Council Officers only look at the dates during stocktakes. Does not contain consistent information about issuing and receiving officers. <p>Council recently started recording names of receiving officers in the comments field. However, this is done inconsistently and does not enable the necessary analysis and comparison of stock usage between different officers. This may disguise possible abuse by officers receiving the stores items.</p>	<p>3.3.1 Utilise the "Unused stock" report. Stock on hand be inspected with a view to identifying possible obsolete stock items. Engage with users to confirm whether any items identified are in fact obsolete. Those agreed to be obsolete can then be measured, valued and methods of disposal or destruction approved by relevant managers.</p> <p>3.3.2 To ensure that Council is not funding unnecessary or excess stock on hand, it is recommended that more senior management participate in determining what types of inventory and consumable items should be available through stores and the volume that should be on hand at any given time, especially Fuel (as at the time of the review, 6 months' worth of fuel is held in stock, according to SynergySoft and SmartFill).</p> <p>3.3.3 Investigate with SynergySoft if it is possible to have issuing and receiving officer fields in the issues of stores items. Set up and add this functionality to Council's inventory system.</p> <p>3.3.4 After introducing issuing and receiving officer fields into the inventory system, set up reports on issuers and receivers (for example, regular comparison of issuing and receiving officers to ensure they are not the same person and to allow better tracking of items issued which might indicate misappropriation).</p> <p>3.3.5 Incorporate reporting over stock movements to understand the nature of what items are in high demand to:</p>	<p>The findings are comprehensive; however, it is difficult to implement these findings immediately. I encouraged on ground discussions and we have already involved the works crews in:</p> <ol style="list-style-type: none"> Fortnightly stocktaking of the fuel pods, which will extend to all vessels that carry fuel. This itself has created an awareness within the crews and pushed the responsibility for managing the fuel down to foreman level. The works co-ordinator has been working with the foreman to work towards minimal variances. The Works Coordinator has been empowered to drive an audit of the fuel ID tabs and put a process in place to manage. Refuelling on the weekends is difficult to manage as the crews work a 10/4 roster which involves working one weekend a 	<p>DCS</p> <p>Due Date 30 Jun 23</p>	<p>Update 24/2/2023</p> <p>Unused Stock Report</p> <p>The storeman reviews this report, and sets aside items no longer required for auction. This review has been occurring in liaison with other departments.</p> <p>Excess stock on hand</p> <p>Fuel is now managed well and we plan to prepare a stores catalogue to bring an awareness to managers what items are held in stores.</p> <p><u>Issuing and receiving officer fields</u></p> <p>It is not worthwhile to follow up with SynergySoft. Council is upgrading finance software, and SynergySoft have ceased developing it's old software and created a revised cloud version, which likely does have this functionality.</p> <p><u>Data analytics</u></p> <p>Staff could have some more training, however it is simply not that easy to have all inventory items turnover regularly. Some items will be slower than others depending on the quantity.</p> <p>Given Normanton is in such an isolated area, some items are retained longer than they might usually be at other Councils.</p> <p>I have conducted a quick review and there are items older than two years, however much of these items are not of high value and not perishable.</p>

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

Stores & Inventory Management				Rating of Finding: High
Finding	Recommendations	Agreed Management Action(s)	Responsible Officer	Status
<p>74% (9,507 out of 12,794) issues between Mar 2019 – Dec 2020 did not have a receiving officer noted in the comments.</p> <p>Data analytics of the inventory on hand indicated the existence of slow moving and/or obsolete stock. More precisely, of the 2,153 stock items:</p> <ul style="list-style-type: none"> 704 (33%) items (~\$108k) in inventory had not been issued since March 2019. 538 (25%) items did not currently have any stock on hand recorded against them. Although this does not impose any financial burden on the organisation, it is an indicator that the inventory catalogue in the module may require revision. 	<ul style="list-style-type: none"> Show patterns of potentially inappropriate behaviours or misappropriation. Help management with procurement planning and price negotiations. <p>3.3.6 Seek advice from SynergySoft on which reports are recommended to properly manage stores and inventory.</p> <p>3.3.7 Data analytics should be considered as a more effective monitoring tool over inventory in the following areas:</p> <ul style="list-style-type: none"> Last issue date analysis – Where last issue date is greater than 12 months, reconsider re-ordering decision as the item may not be required. Stock turnover rate analysis – Quantify the volume currently on hand and divide by the average volume issued per outward movement per month (based on past 12 months' average). Where stock on hand represents more than 3-6 months' supply, limit re-ordering frequency and cap maximum re-order stock levels. 	<p>fortnight. Discussions are in place to install cameras in various locations.</p> <p>4. An Inventory Management Policy has been developed and consultation is underway to finalise this document.</p> <p>5. Segregation of duties is challenging given there is only one (1) store person. Discussions are in place to better manage this.</p>		
<p>Once items 1 to 4 above have been addressed, we can look at process improvement recommendations, but the time to resolve may be 30/6/2023.</p>				

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

Stores & Inventory Management		Rating of Finding: Moderate		
Finding	Recommendations	Agreed Management Action(s)	Responsible Officer	Status
<p>3.4 Sample testing of physical inventory</p> <p>Sample testing revealed several inconsistencies between the physical inventory and data in SynergySoft. The sample items were chosen based on several factors, including valuation, attractiveness of items, their presence in the Unused Stock Report, etc.</p> <p>Out of the 37 sample items:</p> <ul style="list-style-type: none"> • 19 items corresponded across the system and were physically in the right place. • 7 items had no location noted in the system. 3 of these could not be found without the Stores Officer. • 2 more items had incorrect locations in the system (such as "sold"). • 2 items (fuel tanks) should have been disposed of but are still present in the system with 560 litres of diesel in them. • 3 items did not have as many items physically in stock as noted in the system: <ul style="list-style-type: none"> ○ 1 stock item is confirmed to be missing by the Stores Officer. ○ 1 stock item number was shown to have 2 different but similarly priced items under the same code. ○ 1 stock item number was individually scattered across different locations. • 1 item has not been issued since 2015 and was confirmed by the Stores Officer to be obsolete. • 2 items were issued several days before the sample test and had not been updated as "issued" in the system. 	<p>3.4.1 Regularly review completeness and correctness of essential and important data (such as presence of bin locations). Availability of correct bin locations and overall correctness of information in the system will help Council mitigate key person reliance during absences from Council.</p>	<p>The findings are comprehensive; however, it is difficult to implement these findings immediately. I encouraged on ground discussions and we have already involved the works crews in:</p> <ol style="list-style-type: none"> 1. Fortnightly stocktaking of the fuel pods, which will extend to all vessels that carry fuel. This itself has created an awareness within the crews and pushed the responsibility for managing the fuel down to foreman level. The works co-ordinator has been working with the foreman to work towards minimal variances. 2. The Works Coordinator has been empowered to drive an audit of the fuel ID tabs and put a process in place to manage. 3. Refuelling on the weekends is difficult to manage as the crews work a 10/4 roster which involves working one weekend a fortnight. Discussions are in place to install cameras in various locations. 4. An Inventory Management Administrative Policy has been developed and consultation is underway to finalise this document. 5. Segregation of duties is challenging given there is only 	<p>DCS</p> <p>30 June 23</p> <p>Due Date</p>	<p>Update 24/2/23</p> <p>Officers are of the view that the issues with fuel have now been resolved, refer above for a more detailed explanation. The stores is now resourced with a second officer, and the Procurement Officer is located at stores. This has allowed officers more time to conduct random checking, and tidy the store.</p> <p>Annual stock taking over the past two years has not identified any significant variances, and fuel is now subjected to many stocktakes during the year. A review of inventory descriptions and stock maintenance is ongoing.</p>

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

Stores & Inventory Management					Rating of Finding: Moderate
Finding	Recommendations	Agreed Management Action(s)	Responsible Officer	Status	
<ul style="list-style-type: none"> 1 item was a duplicate item under a different code. <p>Overall, 5% of items (106 out of 2,153) in the Stores Inventory Masterfile did not have bin locations allocated in the system.</p> <p>The list of sample items and results of the testing were provided to the Stores Officer and have been partially rectified.</p>		<p>one (1) store person. Discussions are in place to better manage this.</p> <p>Once items 1 to 4 above have been addressed, we can look at process improvement recommendations, but the time to resolve may be 30/6/2023.</p>			

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

Stores & Inventory Management		Rating of Finding: Low		
Finding	Recommendations	Agreed Management Action(s)	Responsible Officer	Status
<p>3.5 Processes and Policy Documents guiding write off/write down of inventory</p> <p>Examination of work procedures and workflows showed that some routine inventory management procedures and workflows were performed based on SynergySoft user guide.</p> <p>However, there are no formal Process or Policy Documents in place at Council for managing and maintaining Inventory and Stock items. For example, it appeared that Stock Write-Off procedures were not documented and there were no system-enforced controls in place to prevent Stores or Finance officers from processing write-offs without approval.</p> <p>Changes to Council's stock levels of \$13.5k were written into the system in FY2020.</p>	<p>To address the shortcoming, it is recommended that management:</p> <p>3.5.1 Establish more formal policies and procedures, including:</p> <ul style="list-style-type: none"> When the stock issues need to be entered into the system The need to have receiving officers in the system Process of stock take and write-offs, including approval delegation limits and proper escalations. 	<p>The findings are comprehensive; however, it is difficult to implement these findings immediately. I encouraged on ground discussions and we have already involved the works crews in:</p> <ol style="list-style-type: none"> Fortnightly stocktaking of the fuel pods, which will extend to all vessels that carry fuel. This itself has created an awareness within the crews and pushed the responsibility for managing the fuel down to foreman level. The works co-ordinator has been working with the foreman to work towards minimal variances. The Works Coordinator has been empowered to drive an audit of the fuel ID tabs and put a process in place to manage. Refuelling on the weekends is difficult to manage as the crews work a 10/4 roster which involves working one weekend a fortnight. Discussions are in place to install cameras in various locations. An Inventory Management Administrative Policy has been developed and consultation is underway to finalise this document. Segregation of duties is challenging given there is only one (1) store person. Discussions are in place to better manage this. <p>Once items 1 to 4 above have been addressed, we can look at process improvement recommendations, but the time to resolve may be 30/6/2023.</p>	<p>DCS</p> <p>Due Date 30 June 23</p>	<p>Update 24/2/23</p> <p>There has been collaborative policy work since this audit. A Stores Management Administrative Policy has been developed in liaison with the works coordinator, workshop manager and storeman. A Fuel Issues Administrative Policy has also been developed in liaison with the Works Coordinator and Stores, and has been in use for at least six months.</p> <p>Fraud training still needs to be delivered to the staff so they understand the importance of these controls.</p> <p>The development of these procedures has been valuable as it sets out responsibilities of staff and stores.</p>

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

Stores & Inventory Management		Rating of Finding: Low	
Finding	Recommendations	Agreed Management Action(s)	Status
<p>3.6 Access to stores</p> <p>Our sample testing revealed one (1) stock item missing. This was confirmed to be missing by the Stores Officer.</p> <p>In addition, electronic doors access review by Internal Audit showed that eight (8) people have unrestricted access to the stores.</p>	<p>To address the shortcoming, it is recommended that management:</p> <p>3.6.1 Ensure that access to the stores is restricted only to the necessary personnel (such as Stores Officer and an emergency master key) having consideration for operational efficiency.</p>	<p>As above.</p>	<p>Responsible Officer</p> <p>DCS</p> <p>Update 24/2/23</p> <p>Access is challenging as the works teams are at work during the 10/4 roster and stores staff do not work on weekends. Access permissions are set out in the Stores Management Administrative Policy. This has been in place for over a year, and the stock variance at year end is not significant and does not warrant restricting access.</p> <p>Cameras have also been installed in stores.</p>
			<p>Due Date</p> <p>30 June 23</p>

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

Stores & Inventory Management		Inherent Risk		
Finding	Recommendations	Agreed Management Action(s)	Responsible Officer	Status
<p>3.7 Procurement – lack of segregation of duties Segregation of duties between the ordering, receipting and invoice payment are not adequate to prevent the risk of fraud, nor are the current processes capable of detecting fraudulent activity if it were to occur. Currently the Stores Officer orders, receives and inputs into the system invoices for goods that come to Council stores. We understand that due to workforce limitations and sharing of responsibilities of multiple roles the current practices are operationally expedient. However, this practice defeats the 3-way documentation validation control.</p>	<p>3.7.1 All invoices be processed and matched to purchase orders by Accounts Payable officers.</p>	<p>As above.</p>	<p>DCS</p> <p>Due Date 30 June 23</p>	<p>Update 24/2/23 This matter will be covered under the process improvements recommended by Internal Audit in 22/23. However a second officer has been employed at stores and can be involved in the goods receipting to allow some segregation of duties.</p>

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

Review of Corporate Cards, Fuel Cards, Standing Accounts and Staff Reimbursements

Review of Corporate Cards, Fuel Cards, Standing Accounts and Staff Reimbursements		
Improvement Opportunity	Recommendations	Process Improvement Opportunity Status
<p>2.1 Compliance with Procurement Policy and Corporate Credit Card Policy</p> <p>Internal Audit received and examined Council's corporate cards, procurement and reimbursements policies and procedures, which provide in-depth guidance for Corporate Credit Card use at Council.</p> <p>The Corporate Credit Card Reconciliation Procedure includes a descriptive process and a step-by-step guide for reconciliation of Council's corporate cards expenditure. Random sample testing of the reconciliation batches did not reveal any activities which might indicate deliberate or accidental misuse.</p> <p>Credit Card usage patterns annual reviews</p> <p>According to section 3.24 of Council's Credit Card Policy (shown below), a summary of the annual credit card usage review should be documented and referred to the CEO. This summary could not be provided to Internal Audit.</p> <div style="border: 1px solid black; padding: 5px;"> <p>3.24. Credit card limits applied to each corporate card shall be reviewed annually by the Chief Executive Officer and Finance Manager. usage patterns, internal controls and risk relating to credit card use will be reviewed annually, a summary of the review will be documented and referred to the Chief Executive Officer and any changes as required authorised by the Chief Executive Officer in all cases.</p> </div> <p>Credit Card purchases over Credit Card limits</p> <p>Review of aggregated monthly transactions of Corporate Credit Card holders revealed several months where the (then) Director of Corporate Services went over his monthly credit card limit defined in the Corporate Credit Card Policy.</p> <p>Purchase orders are not created in advance of purchases</p> <p>For AP transactions between July 2019 and January 2021 provided to Internal Audit, ~45% of invoices did not have purchase orders raised (over 5,000 out of 11,356 invoices).</p>	<p>Follow Council's Credit Card Policy requirement to annually analyse and document the patterns of credit card usage.</p> <p>A similar review should also be performed on reimbursements and fuel card transactions.</p> <p>Consider potential Procurement Policy breaches and ensure that non-compliance is documented. Policy breaches can include purchases without purchase orders, order splitting, etc. A sample of potential Procurement Policy breaches is provided in Appendix 1.</p> <p>Periodically review purchases for which no POs are raised. Establish whether there are any legitimate reasons that exist that prevent compliant purchase order practice. Stipulate an acceptable level of subsequent purchase order use to cover emergencies. The tolerance for use of such orders should be no more than 20%.</p> <p>The Purchase Card Reconciliation and Authorisation form does not always have the total sum of the transactions completed. The form should also be amended to include the credit card holder's limit and transaction limit. This will help approvers to easily check whether officers exceeded their delegated limit, and whether approval escalation is required.</p>	<p>Update 24/2/23</p> <p>The Corporate Credit Card Policy has been reviewed and updated since this report was prepared. Procurement Procedure has been developed to try to push some of these transactions through the purchasing and stores area. The Form has been amended as requested.</p>

EXTERNAL AND INTERNAL AUDIT MATTERS STATUS REPORT

STANDING ITEM

Review of Corporate Cards, Fuel Cards, Standing Accounts and Staff Reimbursements

Review of Corporate Cards, Fuel Cards, Standing Accounts and Staff Reimbursements	Recommendations	Process Improvement Opportunity Status
<p>2.2 Corporate Credit Card transactions during Officers' leave, including weekend transactions</p> <p>A sample review of credit card holders' leave forms revealed \$2,603 (out of the reviewed \$46,533 transactions) was transacted during Officers' leave periods.</p>	<p>While we acknowledge that some of these transactions could have appropriate explanations, credit card transactions should be formally examined when employees are on Personal/Care's Leave (Sick Leave) or known to be on other unscheduled long-term leave. Any exceptions noted should be discussed with relevant Officers.</p> <p>Ensure that on-boarding and other training materials include credit card usage rules. Also, ensure that credit card holders read the Credit Card Policy before receiving the credit card.</p> <p>Consider taking back officer credit cards during long-term (including annual) leave to reduce the chance of accidental or intentional use.</p>	<p>Update 24/2/23 MFA to provide update.</p>
<p>2.3 Other improvement opportunities and recommendations</p>	<p>2.3.1 Corporate Credit Card transaction analysis should be performed yearly. Consider the need to analyse fuel card usage (monthly, yearly, card-by-card, etc.)</p> <p>2.3.2 Council's Environmental Health Officer extensively uses a private vehicle for work-related purposes.</p> <p>We recommend that Council performs a cost benefit analysis of providing the Officer with a Council vehicle, including liability of Council if any accidents were to occur while the Officer is driving her own vehicle.</p>	

BUSINESS PAPERS

10.5 2023-2025 INTERNAL AUDIT PLAN

Attachments:	10.5.1. Draft Strategic Internal Audit Plan 2023 - 2025 ↓
Author:	Julianne Meier - Director Corporate Services
Date:	9 March 2023
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Maintain a focus on integrity, Accountability and Transparency in all that we do

Executive Summary:

Council is required to prepare an internal audit plan for each financial year. A Strategic Internal Audit Plan for 2023-2025 has been prepared, reviewed by the Executive Leadership Team and is now presented for Council to review.

RECOMMENDATION:

That Council note the contents of the 2023-2025 Strategic Internal Audit Plan.

Background:

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

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

The *Local Government Regulation 2012*, section on Internal Audit states:

207 Internal audit

- (1) *For each financial year, a local government must—*
 - (a) *prepare an internal audit plan; and*
 - (b) *carry out an internal audit; and*
 - (c) *prepare a progress report for the internal audit; and*
 - (d) *assess compliance with the internal audit plan.*
 - (2) *A local government's internal audit plan is a document that includes statements about—*
 - (a) *the way in which the operational risks have been evaluated; and*
 - (b) *the most significant operational risks identified from the evaluation; and*
 - (c) *the control measures that the local government has adopted, or is to adopt, to manage the most significant operational risks.*
-

BUSINESS PAPERS

- (3) *A local government must give its audit committee—*
- (a) *the progress report mentioned in subsection (1)(c); and*
 - (b) *at least twice during the year after the internal audit is carried out, each of the following documents—*
 - (i) *a summary of the recommendations stated in the report;*
 - (ii) *a summary of the actions that have been taken by the local government in response to the recommendations;*
 - (iii) *a summary of any actions that have not been taken by the local government in response to the recommendations.*
- (4) *If a local government does not have an audit committee, a reference to the committee in subsection (3) is taken to be a reference to the chief executive officer.*

Pacifica Chartered Accountants have been engaged to undertake the internal audit function in accordance with s207 of the *Local Government Regulation 2012*.

This Internal Audit Plan may be reviewed and updated annually. Procurement is considered the area of greatest risk. Although processes are in place it is difficult to change processes.

A Procurement Procedure has been developed, however, there are challenges within the business and many officers continue to raise purchase orders that do not adequately capture the outstanding commitments.

There is a significant risk of contractors seeking compensation for works, especially where projects have been funded and have closed out.

The Plan is to have the Procurement Procedure reviewed and workflows mapped across the organisation with operational staff involvement with the goal to develop a process, where purchase orders are completed prior to purchases, and properly receipted in the finance system so that outstanding orders can be tracked.

This body of work will be more of a staff development and training program with a goal to have process maps, and procedures that represent the minimum expectations for compliance with the Procurement Procedure and Policy.

The Strategic Internal Audit Plan for 2023 to 2025 is attached for review.

Consultation (Internal/External):

- Chief Executive Officer – Mark Crawley
- Manager Finance and Administration – Jade Nacario
- Pacifica Chartered Accountants

Legal Implications:

- Local Government Regulation 2012 – Section 207.

Financial and Resource Implications:

- Provision for Internal Audit is provided in the Operational Budget.

Risk Management Implications:

- Can be a high risk, for example raising of purchase orders and failing to adequately and/or accurately capture commitments can be costly to Council if the works is funded, and the grant is acquitted without all invoices being charged to the job.

BUSINESS PAPERS

CONFIDENTIAL



**RISK ALIGNED THREE-YEAR
STRATEGIC INTERNAL AUDIT PLAN
FY2023-FY2025**

FEBRUARY 2023





1. Background

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

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

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

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

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

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

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

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

In our assessment of Council’s Corporate Risks, we considered the residual risk and management’s assessment of the control effectiveness of existing systems and procedures to mitigate those risks. We used this information to develop a list of possible projects for discussion with management, and to prioritise the Internal Audit projects performed in each year. It is important to recognise that not all risks and/or risk treatments are auditable.

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

Our analysis of the alignment between each risk and potential Internal Audit projects is included in section 4 – *Risk Alignment Map* and section 6 – *Projects - Annual Internal Audit Plan FY2023*. Section 7 lists alternative projects that are available for substitution.

3. Summary of Past Internal Audit Projects

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

FY2018:	FY2019:	FY2020:	FY2021	FY2022
<ul style="list-style-type: none"> ▪ 2017-2017 Shell Financial Statements review 	<ul style="list-style-type: none"> ▪ Contract Management & Procurement review ▪ Payroll & HR Entry and Exit Procedures 	<ul style="list-style-type: none"> ▪ Property & Leasing Management review ▪ Customer Request Management & Complaints Handling review 	<ul style="list-style-type: none"> ▪ Corporate Cards ▪ Stores & Inventory Management 	<ul style="list-style-type: none"> ▪ Risk Management Consultancy





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

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

IA Coverage: ■ Direct | ■ Indirect

Alignment to Carpentaria Shire Council Corporate Risk Register		Residual Risk Severity	2022-23 Plan			2023-24 Plan		2024-25 Plan				
			1. Procurement Policy Review - 3 phases	2. Procurement Compliance - batch testing	3. Purchasing & Expenditure Review	1. Fraud Risk & Ethical Conduct Review	2. Records Management, including OIC and Archive Act	2. Procurement Compliance - batch testing	1. Data Analytics - fraud red flag indicators	2. Procurement Compliance - batch testing	3. Capital Works Programme Development & Reporting	
CORP 1	Failure to deliver Corporate and Operational Plan	Low										
CORP 2	Failure to comply with statutory and/or organisational obligations and responsibilities	Moderate	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CORP 3	Inability to effectively coordinate response to disaster	Moderate										
CORP 4	Diminished status of Council as "Employer of Choice"	Moderate					✓					
CORP 5	Loss of political influence with State and Federal governments	Moderate										
CORP 6	Political influence impacting on operational management of organisation	Moderate					✓	✓				
CORP 7	Lack of personnel capacity, skills or capability to meet emerging needs	Moderate	✓	✓				✓				✓
CORP 8	Poor relationships with other Councils, State and/or Federal Governments	Moderate										
CORP 9	Ineffective undertaking of lobbying and advocacy	High										
CORP 10	Absence of essential records (contractually required by legislation, corporate knowledge)	High										
CORP 11	Potential for poor financial management	Low	✓	✓	✓			✓				
CORP 12	Financial sustainability	Moderate					✓					
CORP 13	Inability to effectively engage with the community / Community's perception of Council's direction and value is poor	Low					✓					
CORP 14	Fluctuating demand for services not typically delivered by Council	Moderate										
CORP 15	Poor environmental management	Moderate										✓
CORP 16	Inadequate compliance with WH&S systems	Moderate										
CORP 17	Infrastructure planning and delivery failure to meet community and service standards	Moderate	✓	✓	✓			✓				
CORP 18	Failure of Corporate Business Systems, technology infrastructure, business systems and data)	Moderate										
CORP 19	Failure to deliver Council's essential services (water, sewerage, roads & waste) / Critical asset failure	Moderate		✓			✓					
CORP 20	Loss of income from external and other income sources	Moderate										
CORP 21	Failure to deliver projects	Moderate		✓	✓			✓				
Number of Risks covered by the IA Project			5	8	7	8	8	0	8	8		
This project covers the risks to the organisation more broadly, as processes and internal control assessments have been performed across the organisation over several years.												





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

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

Internal audit activity - type	Description of activity	Total		
		FY 2023 Year 1	FY 2024 Year 2	FY 2025 Year 3
Designated Project Reviews	This Internal Audit Plan sets out the designated Internal Audit projects to be undertaken in each year. The specific projects are detailed to be performed each year are included in Section 6 onwards, of this document.	43 - 46	30 - 34	34-37
Financial Performance and Sustainability	Periodically (monthly or quarterly) examine reports and practices to ensure the reported results accurately reflect the true performance and position of the Council. The work will examine financial state; alert management to risks that require attention; and recommend corrective action.		If required	
Probity Advisory & Assurance Services over Large-scale Procurement	Large-scale procurement can carry significant risks to Council. At times, an external independent Probity Advisor may benefit Council to mitigate some of the risks and ensure compliance. Pacifica has an independent Probity Advisory Service available to Council. Our tailored approach covers: <ul style="list-style-type: none"> ▪ Fairness and impartiality ▪ Accountability and transparency of process ▪ Confidentiality and security of information and materials ▪ Effective management of conflicts of interest. 		If required	
Special Projects & Hot Topics	Special projects are discrete reviews or investigations into specific activities/areas that are conducted in addition to the approved Internal Audit projects. Management from time to time may request that Internal Audit provide assurance or information on a specific topic. For Council, no internal audit effort has been budgeted for Special Project type projects in this Strategic Internal Audit Plan. Management will determine the appropriate method of engaging Internal Audit for any Special Projects required.		If required	
Internal Audit Planning and Coordination	The following activities are required to deliver an effective, integrated and credible Internal Audit function at Carpentaria Shire Council: <ul style="list-style-type: none"> ▪ Formation of the Strategic Internal Audit Plan and Annual Internal Audit Plans in accordance with S.207 LGR2012 and the Professional Standards of the Institute of Internal Auditors (and revision annually). ▪ Preparation for, and attendance at (in person or teleconference) Council Meetings, including Internal Audit Status Reporting. ▪ Liaison with External Auditors and/or third-party assurance providers where appropriate. ▪ Meetings with Internal Audit Sponsor or Executive Management as required. 	6	5	5
Summary of Total Days allocated to proposed Internal Audit activity		49 - 52	35 - 39	39 - 42



6. Projects – FY2023 Annual Internal Audit Plan – Year 1

The following table represents each of the proposed project areas that management and Internal Audit support for delivery over FY2023. We have included an overview of the project objective, the link to relevant key risks within Council's Corporate Risk Register, and an estimate of the number of days for each project. The projects that were included in Years 2 to 3 of the Strategic Internal Audit Plan 2023-2025 are subject to an annual review process. This may involve revision of planned projects and re-prioritisation, where appropriate, to meet the changing needs of the organisation.

YEAR 1 (FY2023)	Department	Overview of project scope	Risks within Council's Risk Register	Est. Days
<p>Phase 1: Procurement Policy Review</p>	All departments	<p>Review and rewrite Council's Procurement Procedure (and Policy where required) to provide a holistic and integrated framework to enhance accountability and consistency throughout the organisation. While considering the framework in its entirety, Internal Audit will develop process maps for the necessary workflows, where appropriate. This is the second stage of a broader body of work in the procurement function and will be followed by procurement compliance batch testing to highlight areas of the business which may require further support from management. (Scope is limited by the budget.)</p>	<ul style="list-style-type: none"> Failure to comply with statutory and/or organisational obligations and responsibilities Absence of essential records (contractually required by legislation, corporate knowledge) Financial sustainability Infrastructure planning and delivery failure to meet community and service standards Lack of personnel capacity, skills or capability to meet emerging needs Inability to effectively engage with the community / Community's perception of Council's direction and value is poor 	4-7
<p>Phase 2: Process mapping workflows, including internal control gateways</p>		<p>For each element of the end-to-end Procurement to Payment workflow, Internal Audit will develop process maps to enable officers to visualise the entire workflow covering both their roles and duties and the flow on affects to other parts of the organisation. The visual process maps (prioritised in consultation with management to fit project budget) will include the key internal control and legislative compliance checkpoints.</p> <p>The process maps will represent the typically expected workflow for a legislatively compliant local government.</p> <p>This is the second stage of a broader body of work in management's initiative to improve procurement function and will be followed by procurement compliance batch testing to highlight areas of the business which may require further support from management. (Scope is limited by the budget.)</p>		12
<p>Phase 3: Business practice re-alignment</p>		<p>In workshops, workgroups or individual meetings, present the visual process maps from Phase 2 and discuss the alignment with actual day-to-day procurement practices performed. Understand the difference and the root causes, and in consultation with workgroups, identify impediments to achieving the processes and workflows documented. Refine process maps and internal control checkpoints where possible. From information gained, identify ineffective, unnecessary and inefficient procurement, purchasing and payables work practices</p>		10





		performed by officers. Educate officers about the need for, flow on effects and consequences of observing key checkpoints and why they exist. Informally educate officers by building awareness of correct, necessary practice and the underlying purpose.		7
2. Procurement Compliance – batch testing	All departments via Finance	Undertake detailed testing of a sample of Council purchasing transactions for a 12-month period from the most recent month-end at the time of this project. The aim is to assess whether Council officers have complied with the requirements of Council's Purchasing Procedure (and Policy where required) and the Local Government Regulations (2012) in sourcing quotes and tenders where necessary, and in accordance with delegations.		10
3. Purchase requisitioning and goods receiving practices	All departments	<p>The objective of this review is to identify potential gaps the goods receiving and receiving processes and the extent of the organisation's risk of fraud and/or inadvertent error. Focus on these processes to determine if they are adequate and operating effectively to ensure the organisation only pays for items that:</p> <ul style="list-style-type: none"> ▪ It has requested and actually received by Council; ▪ Are legitimate business expenses incurred in the normal course of business; and ▪ Were appropriately authorised in accordance with financial delegations, departmental budgets and approved purchase requisitions. 		10
TOTAL ESTIMATED DAYS				43 - 46

[CONTINUES OVER]



6.1 Proposed projects – FY2024 Annual Internal Audit Plan – Year 2

YEAR 2 (FY2024)	Department	Overview of project scope	Risks within Council's Risk Register	Est. Days
1. Fraud Risk & Ethical Conduct	All departments	Fraud and Corruption Control continues to receive extensive focus from the Auditor-General and Crime & Corruption Commission. These Agencies have been critical of the awareness, effectiveness and responsiveness of Councils to implementing fraud prevention and detection strategies to manage fraud risk. Management supported the inclusion of this project to advance the fraud risk and control environment at Council and to assess the effectiveness of fraud awareness and compliance training delivered in Q1 FY2023	<ul style="list-style-type: none"> Failure to deliver Corporate and Operational Plan Failure to comply with statutory and/or organisational obligations and responsibilities Financial sustainability Inability to effectively engage with the community / community's perception of Council's direction and value is poor Loss of income from external and other income sources 	12 Q1
2. Records Management, including OIC and Archive Act compliance	Organisation-wide	Records management comprises the creation, receipt, maintenance, use, safeguarding, and disposal of records for capturing and maintaining evidence and information of value. Enabling effective management of records throughout their life cycle requires knowledge of the business, system support, naming conventions consistently applied, appropriate access rights, knowledge of disposal and retention such as archiving, transferring and deleting and, importantly, compliance with the policy and standards established throughout the process. Sound records management contributes to the timely provision of information under the <i>Right to Information Act 2009</i> and <i>Information privacy Act 2009</i> , and in examining complaints (which essential to meeting legislative requirements and mitigate reputational risks to Council). Review Business Rules and recommend improvements, if any.	<ul style="list-style-type: none"> Failure to comply with statutory and/or organisational obligations and responsibilities Inability to effectively engage with the community / community's perception of Council's direction and value is poor 	11-15
3. Procurement Compliance – batch testing	All departments via Finance	Undertake detailed testing of a sample of Council purchasing transactions for a 12-month period from the most recent month-end at the time of this project. The aim is to assess whether Council officers have complied with the requirements of Council's Purchasing Policy and the Local Government Regulations (2012) in sourcing quotes and tenders where necessary, and in accordance with delegations.	<ul style="list-style-type: none"> Failure to comply with statutory and/or organisational obligations and responsibilities Financial sustainability 	7
TOTAL ESTIMATED DAYS				30 - 34



6.2 Proposed projects – FY2025 Annual Internal Audit Plan – Year 3

YEAR 3 (FY2025)	Department	Overview of project scope	Risks within Council's Risk Register	Est. Days
<p>1. Data Analytics – fraud red flag indicators</p>	<p>All Departments</p>	<p>The objective of this review is to perform targeted data analytics on accounts payable, corporate credit cards and payroll to assess and quantify instances of suspicious and/or fraudulent activity.</p> <p>The data analytics to be performed by Internal Audit will cover transactions for a 12-month period from the most recent month-end at the time of this project. The analytics (data permitting) will initially focus on:</p> <ul style="list-style-type: none"> ▪ Accounts Payable <ul style="list-style-type: none"> ▪ Supplier validity ▪ Inappropriate supplier relationships ▪ Split Invoicing, authorisation levels ▪ Duplicate invoice payments ▪ GST anomalies ▪ Benford's Law analysis ▪ Segregation of duties ▪ Procurement <ul style="list-style-type: none"> ▪ Requisition/purchase order dates after invoice date ▪ Purchase approvals outside delegations ▪ Payments without purchase order or requisition ▪ Amended requisition/purchase order after approval ▪ Corporate Credit Cards <ul style="list-style-type: none"> ▪ Duplicate payments ▪ Duplicate purchases ▪ Split transactions ▪ Weekend transactions ▪ Non-business transactions – using the merchant classification category ▪ Exceeding limits ▪ Payroll <ul style="list-style-type: none"> ▪ Ghost employees ▪ Employee relationships ▪ Timesheet irregularities – posted timesheet data entry ▪ Overtime and leave anomalies ▪ FFT reconciliation 	<ul style="list-style-type: none"> ▪ Failure to comply with statutory and/or organisational obligations and responsibilities ▪ Inability to effectively engage with the community / Community's perception of Council's direction and value is poor 	<p>15 Q2</p>

CONFIDENTIAL
COMMERCIAL-IN-CONFIDENCE. Liability limited by a scheme approved under Professional Standards Legislation



<p>2. Procurement Compliance – batch testing</p>	<p>All departments via Finance</p>	<p>Undertake detailed testing of a sample of Council purchasing transactions for a 12-month period from the most recent month-end at the time of this project. The aim is to assess whether Council officers have complied with the requirements of Council's Purchasing Policy and the Local Government Regulations (2012) in sourcing quotes and tenders where necessary, and in accordance with delegations.</p>	<p>7</p>
<p>3. Capital Works Programme Development & Reporting</p>	<p>All departments via Engineering</p>	<p>Council's Capital Works Programme represents a significant portion of the organisation's budget and, if not effectively managed and controlled, presents potentially significant risks to the organisation's financial and operational sustainability, and its ability to deliver core services.</p> <p>This review will ascertain whether the Capital Works Programme for the current year and out-years is based on robust analysis and integrated with the organisation's deliverables, service levels and access to funds.</p> <p>It will also assess the effectiveness of controls in place to monitor and report on the financial and operational progress/status of a sample of Capital Works Projects (regardless of value) underway or completed in the current financial year.</p> <p>Internal Audit will examine the process in place to identify, assess, prioritise, revise and forecast the projects/activities to be included in the current year and out-year Capital Works Programme, including an assessment of the Project Decision Framework and gateway process used to assess the underlying need (priority) and confirm project readiness.</p>	<p>12- 15</p>
<p>TOTAL ESTIMATED DAYS</p>			<p>34 – 37</p>

7. Alternative Internal Audit projects – available for substitution

Several alternative projects were considered in developing the above Internal Audit plan. When prioritised the following projects were considered relevant but not as high a priority as the projects selected above. These projects have been captured below as potential substitutable projects, if Council's needs change or other risks emerge requiring Internal Audit attention:

- Maintenance Management Practices
- Tender Evaluation & Contract Management
- Social Engineering & Scam Awareness Assessment
- Water Management Practices
- Plant and Fleet Management Practices
- Councillor Obligations
- Project Management Practices
- Cash Handling Practices
- Environment Management Systems
- Managing Conflicts of Interest
- Implementation of Council Decisions
- Grants & Subsidies Application and Acquitital Processes
- Recoverable Works and Debtor Management

[DOCUMENT ENDS]

BUSINESS PAPERS

10.6 INTERNAL AUDIT POLICY AND CHARTER

Attachments:	10.6.1. Internal Audit Charter ↓ 10.6.2. Internal Audit Policy ↓
Author:	Julianne Meier - Director Corporate Services
Date:	2 March 2023
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Maintain a focus on integrity, Accountability and Transparency in all that we do

Executive Summary:

Section 105 of the *Local Government Act 2009* and Section 207 of the *Local Government Regulation 2012* set out the legislative requirement to establish an internal audit function. Council are asked to adopt the Internal Audit Policy and Internal Audit Charter.

RECOMMENDATION:

That Council adopts the Internal Audit Policy and Internal Audit Charter as presented.

Background:

Section 105 of the *Local Government Act 2009* and Section 207 of the *Local Government Regulation 2012* details the responsibilities that each local government has to implement an efficient and effective internal audit function.

Internal Auditing is an independent and objective assurance and consulting function designed to assist Council in reviewing and optimising performance with regards to internal controls, processes and procedures utilised in Council operations. Ultimately this will lead to enhanced service delivery and timely achievement of Council's corporate goals and objectives.

The *Local Government Regulation 2012*, section 207 states:

207 Internal audit

- (1) For each financial year, a local government must—
 - (a) prepare an internal audit plan; and
 - (b) carry out an internal audit; and
 - (c) prepare a progress report for the internal audit; and
 - (d) assess compliance with the internal audit plan.
 - (2) A local government's internal audit plan is a document that includes statements about—
 - (a) the way in which the operational risks have been evaluated; and
 - (b) the most significant operational risks identified from the evaluation; and
 - (c) the control measures that the local government has adopted, or is to adopt, to manage the most significant operational risks.
 - (3) A local government must give its audit committee—
 - (a) the progress report mentioned in subsection (1)(c); and
-

BUSINESS PAPERS

(b) at least twice during the year after the internal audit is carried out, each of the following documents—

- (i) a summary of the recommendations stated in the report;*
- (ii) a summary of the actions that have been taken by the local government in response to the recommendations;*
- (iii) a summary of any actions that have not been taken by the local government in response to the recommendations.*

(4) If a local government does not have an audit committee, a reference to the committee in subsection (3) is taken to be a reference to the chief executive officer.

Whilst legislation mandates that Council is to have an effective and efficient Internal Audit Function it is not descriptive in how this function is to perform. The Internal Audit Policy and Internal Audit Charter provides greater detail on all aspects of the function including:

- The role and purpose of internal Audit
- Organisational arrangements and independence
- Authority
- Competence, standards and conduct of Audit work
- Relationship to External Audit
- Scope of Internal Audit activities
- Responsibilities
- Internal Audit approach
- Reporting accountability
- Quality assurance
- Management's responsibilities

To achieve all that is necessary with the Internal Audit, Council engages an external supplier (accounting firm) that has the required qualified, skilled and experienced staff to undertake this important function.

There are minimal changes to the attached Policies. The most significant changes were to the Internal Audit Charter and that included a definitions section and inclusion of a requirement to establish an External Audit and Internal Audit Matters Status Report and provided quarterly updates to the Audit Committee.

Council does not have an established Audit Committee Function. There are references to the Audit Committee in the Internal Audit Charter. This has not been changed, but rather in accordance with Section 207(4) of the *Local Government Regulation 2012* if a local government does not have an audit committee, a reference to the committee in subsection (3) is taken to be a reference to the chief executive officer.

An Audit Committee could be established in accordance with Queensland Audit Office recommendations, to provide independent professional advice to Council on various matters. This is a matter for Council consideration, but at this stage there is no legislative requirement to establish an Audit Committee.

These Policy documents have been implemented to support and compliment the internal audit function. Council are asked to adopt these documents as presented.

BUSINESS PAPERS

Consultation (Internal/External):

- Internal Auditor – Pacifica

Legal Implications:

- It is a statutory requirement for Council to have an Internal Audit function and the Internal Audit Policy and Charter demonstrates Council's compliance to its legislative obligations.

Financial and Resource Implications:

- All costs associated with the Internal Audit Function are incorporated into Council's annual budget.

Risk Management Implications:

- Through the independence and objectivity of an effective Internal Audit function, it will assist deliver improved operations and simultaneously mitigate the potential risks of legislative non-compliance, modified audit opinions and inadequate corporate governance.



Internal Audit Charter

Policy Details

Policy Category	Council Policy
Date Adopted	15 March 2023
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	18 February 2015
Policy Version No	2
Policy Owner	Chief Executive Officer
Contact Officer	Director of Corporate Services
Review Date	As required, or where legislation changes

Supporting documentation

Legislation	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i> <i>Public Interest Disclosure Act 2010</i> <i>Crime and Corruption Act 2001</i>
Policies	Risk Management Policy
Delegations	Nil
Forms	Nil
Supporting Documents	Internal Audit Policy Internal Audit Plan External and Internal Audit Matters Status Report Risk Registers

Version History:

Version	Adopted	Comment	eDRMS #
1	18/02/2015	Council Resolution 0215/023	
2	15/3/2023	Council Resolution xxxx/xxx	



Contents

INTRODUCTION	3
THE ROLE AND PURPOSE OF INTERNAL AUDIT	3
INDEPENDENCE AND THE POSITION OF INTERNAL AUDIT FUNCTION WITHIN COUNCIL	3
AUTHORITY	4
RELATIONSHIP TO EXTERNAL AUDIT	4
SCOPE OF INTERNAL AUDIT ACTIVITIES	5
RESPONSIBILITY FOR DETECTING AND REPORTING IRREGULARITIES	6
INTERNAL AUDIT APPROACH	6
RISK PROFILE, THREE YEAR AND ANNUAL INTERNAL AUDIT PLANS:	6
RESPONSIBILITIES AND AUDITING STANDARDS:	7
REPORTING ACCOUNTABILITY	7
INTERNAL AUDIT REPORT:	7
MANAGEMENT'S RESPONSIBILITY FOR CORRECTIVE ACTION	8
QUALITY ASSURANCE	8
RESPONSIBILITIES	8
DEFINITIONS	9



Introduction

The *Local Government Regulation 2012* (the 'Regulation') requires that Carpentaria Shire Council establish an effective and efficient internal audit function. This Charter establishes the authority and responsibility conferred by Council on Internal Audit and incorporates the internal audit duty requirements of the Regulation). More specifically the Charter defines the function, scope, operating and reporting parameters of the internal audit activity.

The Role and Purpose of Internal Audit

The internal audit function is established to provide independent, objective assurance and consulting services designed to add value and improve the organisation's operations. It helps the organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Accordingly audit planning must be sufficiently comprehensive to regularly audit/review all facets of Council's operations, having regard to the functions and duties imposed on Council. An effective audit function will provide Council and the Chief Executive Officer with: Management oriented appraisals of Council functions and activities to determine their appropriateness in the context, of Council objectives (including, but not restricted to accounting and financial management information, performance monitoring and control systems).

- Reviews of the reliability of accounting and financial management, an assessment of the systems of internal control, an evaluation of compliance with relevant legislation, local law, local law policies, Council policies, operating guidelines and delegations and the protection of the assets and resources under the control of management.
- Independent and confidential advice on action to be taken to improve operational effectiveness, efficiency and economy.
- Follow up appraisals, where appropriate, regarding action taken by operational management as a result of audit recommendations.
- Review of program/support plan performance criteria and performance indicators for relevance, reliability and accuracy at such other times as may be appropriate.
- Management-oriented evaluation of programs/support plans to determine that legislation, local law, local law policies, Council policies, and program/support plan objectives and strategies remain appropriate and are being achieved; whether resources are optimally allocated across programs/support plans and optimally utilised within each program/support plan; and that the strategic management system ensures accountability of programs/support plans in line with the strategic direction as set by Council in the Corporate Plan.

This Charter also recognises the role that the internal audit function may be called upon to play as an appropriate entity under the *Public Interest Disclosure Act 2010*.

Independence and the Position of Internal Audit Function within Council

Internal Audit has independent status within the Council and for that purpose shall have further access to the Chief Executive Officer and Audit Committee. Further the internal audit function:

- Shall have no executive or managerial powers, functions, authorities or duties except those relating to the management of the audit function.
- Shall not be involved in the day to day operation of Council, nor in the internal operational



- checking systems of Council except those relating to the administrative and management of the audit activities.
- Shall not be responsible for the designing, installing or maintaining systems, procedures or controls, but will advise on these matters and provide assurance to management that completed systems will contribute to the achievement of the intended corporate objectives. If, however, an officer of the Internal Audit Function is involved in the detailed development or implementation of a system, then any post implementation review should, as far as possible, be conducted by another officer of the Branch or by staff entirely independent of the Branch.
 - May have an observer/adviser status on steering committees, formed to co-ordinate financial/information systems design and implementation, at the discretion of the Director Corporate & Community Services.

Authority

Internal audit has no direct responsibility or authority over, any of the activities, which it audits. Therefore, the audits and evaluations do not in any way relieve other persons in Council of the responsibilities assigned to them.

Internal audit shall generally undertake projects in accordance with programs/plans approved by the Chief Executive Officer but shall also conduct such further unscheduled projects as the Chief Executive Officer considers desirable. Due consideration should also be given to the views of the Audit Committee and Directors in regard to suitable projects. The nature and scope of each project will be left to the professional judgement of the Internal Auditor.

For the purpose of its function, Internal Audit is authorised to review all areas of Council and to have full, free, and unrestricted access to all Council's activities, records (both manual and electronic), property, and personnel. Council activities include entities over which Council has direct management, sponsorship or financial control.

All employees shall co-operate fully in making available any material or information reasonably requested by internal auditors. Further, all employees are expected to bring to the attention of the Internal Auditor any suspected situation involving improper activity or non-compliance with applicable policies, plans, procedures, laws or regulations, of which they have knowledge. The Internal Auditor will make the Chief Executive Officer aware of any such situations.

It is the policy of Council that all audit activities remain free of influence by any organisational elements. This will include such matters as scope of audit programs, the frequency and timing of examinations and the content of audit reports.

For approved areas of audit, evaluation and review, where Internal Audit does not possess all the necessary experience/skills, additional internal or external resources may be utilised subject to budgetary constraints and approval by Director Corporate Services.

Relationship to External Audit

Internal Audit shall co-operate fully with the Auditor-General and the appointed external auditor in respect of any internal audits undertaken. Working papers together with any further explanations are to be made available in order to enhance the effectiveness of the total audit coverage and to minimise duplication.

To ensure that Internal Auditor is aware of all matters associated with its functional responsibilities, the Internal Auditor is to be supplied with copies of all relevant correspondence received from External Audit and Queensland Audit Office.



Scope of Internal Audit Activities

The scope of internal auditing is to determine whether the organisation's network of governance, risk management and control processes, as designed and represented by management, is adequate and functioning in an effective manner. It includes, but is not necessarily limited to, the following:

- Reviewing the reliability and integrity of financial and operating information and the means used to identify measure, classify and report such information.
- Reviewing the systems established to ensure compliance with those policies, plans, procedures, laws and regulations which could have a significant impact on operations and reports and whether the organisation is in compliance. Audit should also be pro-active in offering advice to management in regard to the implications of future legislation, policy and industry changes.
- Reviewing the means of safeguarding assets and, where appropriate, verifying the existence of such assets.
- Reviewing and appraising the economy and efficiency with which resources are employed, identify opportunities to improve operating performance, and recommend solutions where appropriate.
- Contributing to the corporate management process by assessing and reporting the relevance, reliability and adequacy of management data and performance indicators and reviewing operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned.
- Co-ordinating audit work with external auditors to assuring completeness of coverage, preventing a duplication of effort and ensuring the effective use of audit resources.
- Participating (in an advisory role) in the planning, design, development, implementation and operation of major computer-based systems to determine whether:
 - Adequate controls are incorporated in the systems
 - Thorough system testing is performed at appropriate stages
 - System documentation is complete and accurate
 - The needs of the user are met
- Conducting periodic audits of computer service centres and make post installation evaluations of major data processing systems to determine whether these systems meet their intended purposes, requirements and objectives.
- Reviewing compliance with Council's guidelines for ethical business conduct and promote high standards of personal and Council performance through the promotion of a Council Code of Conduct.
- Internal auditing's core role with regard to Enterprise Risk Management (ERM) is to provide objective assurance to the Council on the effectiveness of the organisation's ERM activities to help ensure key business risks are being managed appropriately and that the system of internal control is operating effectively.
- Developing a Three Year Internal Audit Plan and an Annual Internal Audit Plan, based on risk analysis, and subject these to the Director Corporate & Community Services for review and approval. In the formulation of these plans the views of the Audit Committee should be taken into consideration. Work programs/proposals will be prepared for each audit activity or project undertaken by Internal Audit.



- Conduct audit projects of Council activities as directed by the Chief Executive Officer.
- Follow up the implementation of audit recommendations.

The scope of the internal audit function extends to include all departments, programs, sub-programs, functions, funded schemes and entities over which Council has direct management, sponsorship or financial control.

Any dispute as to whether an activity falls within the scope of Council's internal audit function shall be determined by the Chief Executive Officer.

Responsibility for Detecting and Reporting Irregularities

Internal Audit is not legally or professionally responsible for preventing irregularities (which include fraud, other illegal acts and errors). In order to facilitate the fraud/corruption prevention function, the Internal Auditor should be informed of any special investigation, fraud, theft or other suspected cases of misappropriation.

The responsibility for prevention of irregularities rests with the Chief Executive Officer and management through the implementation and continued operation of an adequate internal control system. Internal auditors are responsible for examining and evaluating the adequacy and the effectiveness of actions taken by management to fulfil this obligation.

However, in exercising due professional care, internal auditors should be alert to the possibility of irregularities and those conditions and activities where irregularities are most likely to occur. Due care implies reasonable care and competence, not infallibility, nor extraordinary performance. It requires internal auditors to conduct examinations and verifications to a reasonable extent.

The Internal Auditor has a responsibility to report irregularities and allegations of irregularities to the Chief Executive Officer and, at the next available meeting, to the Audit Committee. The Chief Executive Officer will be responsible for taking appropriate investigative action and this may include a request to the Internal Auditor to investigate the matter. The Director of Corporate Services will be responsible for all future reports to the Audit Committee until the matter has been resolved to the Audit Committees satisfaction.

The CEO is responsible for reporting any irregularities according to the provisions of the *Local Government Act 2009*, the *Crime and Corruption Act 2001* and any other statutory regulations that may come into force from time to time.

Internal Audit Approach

Internal Audit will adopt an integrated risk based approach to allocating resources and planning.

Risk Profile, Three Year and Annual Internal Audit Plans:

Internal Audit, in consultation with management, will develop a risk profile for each area within Council so that greater audit attention can be directed to areas of higher risk.

Based on the risk assessment, the general direction of Council's internal audit activities over the medium term is to be documented in the Three-Year Internal Audit Plan. This plan shall be reviewed and approved by the Director Corporate Services. The Plan will also be reviewed annually to take account of any change in circumstances.

The Annual Audit Plan projects may include financial, compliance, performance, due diligence, information systems, program evaluation, operational audits and other approaches as deemed appropriate, given the resources and also the priorities established through the risk assessment process and other more recent considerations.



Responsibilities and Auditing Standards:

Audit will discharge its responsibilities in accordance with this document and the Standards with the proviso that this document shall be overridden by the Standards, should a conflicting interpretation arise.

Specific standards which are to be followed include:

- Audit staff must maintain an independent outlook and must ensure their independence to plan, investigate and report with honesty and objectivity.
- Projects are to be performed by or under the control of a suitably skilled, experienced and competent person(s).

Findings and recommendations or suggestions are developed and documented with due care during the course of each engagement, such that the reporting process is expedited.

- Regular quality assurance reviews of project plans, reports and working papers are carried out.
- Information acquired during the course of work must not be used and/or conveyed for purposes outside the scope of Audit's approved responsibilities.

Reporting Accountability

Internal Audit Report:

- A draft report shall be prepared and issued by the Internal Auditor to the Director of Corporate Services as soon as possible after the completion of an audit project. The draft report will include comments and action plans by the operational manager where appropriate.
- The Director of Corporate Services receiving the draft audit report should respond within fourteen (14) working days or such longer period as may be determined between the Director of Corporate Services and the Internal Auditor. This response is to indicate what actions are to be taken or planned, a responsible officer and a timetable for the anticipated completion of these actions in regard to the specific findings and recommendations in the draft audit report.
- A final audit report will be prepared and issued by the Internal Auditor to the Chief Executive Officer and Director of Corporate Services and will include the comments and action plans as per the response of the Director of Corporate Services. If a response is not received by the due date Internal Audit is required to issue the draft as the final audit report with a comment in relation to the non response.
- As well as the final report to the Director Corporate Services, copies will be provided to the relevant Director/Manager and other officers as appropriate. An indication will be given as to whether the person receiving the report should be taking action or securing action in relation to the report, or merely receiving the report for information.
- A copy of this report will also be forwarded to the Audit Committee Members, Audit Committee Advisers, and Audit Committee attendees, as per the approved agenda list.
- The Internal Auditor may also advise the Auditor-General, Queensland Audit Office, or the Auditor-General's delegate/contractor about any audit findings as appropriate or if requested.
- A summary of audit recommendations, action taken and action outstanding will be included in an External and Internal Audit Matters Status Report, compiled by the Director Corporate Services shall be reported to the Audit Committee on a quarterly basis.



Management's Responsibility for Corrective Action

In accordance with section 156(e) of the Regulation the Chief Executive Officer is to provide response to each internal audit detailing the actions to be taken and the timing of those actions.

The appropriate Director/Manager is responsible for seeing that action is either planned or taken within thirty (30) working days from receipt of the final audit report on recommendations made or deficient conditions reported by auditors (internal and external). Recommendations are considered outstanding until they are implemented and/or hold a status of 'no further action required'. Any recommendations that have not been actioned within the agreed timeframe will be reported to and followed through by the Director Corporate Services.

If the appropriate Director/Manager foresees difficulties implementing the recommendations within the time frame, the Director/Manager should advise the Director of Corporate Services regarding the cause of delay and the revised implementation schedule.

Upon implementation of the recommendations, the appropriate Manager shall liaise with the Director of Corporate Service to update the status of the External and Internal Audit Matters Status Report.

External and Internal Audit Matters shall be removed from the Status Report once the matters have been cleared by External or Internal audit or they are deemed to be no longer relevant by the Audit Committee.

Quality Assurance

Audit Work: In order to ensure that the quality of internal audit work is consistently maintained at a high standard, the Internal Auditor should establish and maintain a quality assurance program. This program is to include:

- Developing a comprehensive work reporting arrangement.
- Maintaining a regular review of audit plans, reports and working papers.
- Maintaining effective communication links with the Audit Committee members, Chief Executive Officer, Directors, Managers, external auditors and the Queensland Audit Office.
- Arranging and providing ongoing staff training as appropriate.
- Issue necessary oral and written directions and maintain written policies and procedures to assist and direct staff in the performance of their duties.

Responsibilities

Officer	Responsibility
Director of Corporate Services	To oversee and coordinate an efficient and effective Internal Audit function within Council; and <ul style="list-style-type: none">• maintain the External Audit and Internal Audit Matters Status Report• present reports to Council on audit matters
All Staff	To provide any and all assistance to Council's Internal Auditors as required.
ELT	To promote the internal audit function.



Officer	Responsibility
Operational Managers	To respond to audit queries in a timely manner, be actively involved in resolution of any matters and support the implementation of recommended processes.

Definitions

TERM	DEFINITION
Assurance services	Assurance services involve the internal auditor's objective assessment of evidence to provide an independent opinion or conclusions regarding a process, system or other subject matter. The nature and scope of the assurance engagement are determined by the internal auditor.
Audit Committee	Under section 105(2) of the <i>Local Government Act 2009</i> , a large local government is required to establish an audit committee. Carpentaria Shire Council does not fall into the category of a Large Local Government, therefore is not required to establish an audit committee, although it is recommended by Qld Audit Office. Section 207(4) of the <i>Local Government Regulation 2012</i> states: <i>If a local government does not have an audit committee, a reference to the committee in subsection (3) is taken to be a reference to the chief executive officer.</i>
Consulting services	Consulting services are advisory in nature and are generally performed at the specific request of an engagement client. The nature and scope of the consulting engagement are subject to agreement with the engagement client.
Internal Audit	The assessment and evaluation of the control measures that the local government has adopted, or is to adopt, to manage the risks (<i>operational risks</i>) to which the local government's operations are exposed.
Operational Manager	Operational Manager is the manager who is responsible for the area under audit, and in normal circumstances would be a manager of a branch (other than the Internal Audit), however it may be the department manager where the audit is across more than one branch.
Standards	Standards includes as follows: The Institute of Internal Auditors' Standards for Professional Practice, Statement of Responsibilities, Statements on Internal Auditing Standards, and Code of Ethics. The Information Systems Audit and Control Association's Statements on Information Systems Auditing Standards.

Adopted by Council 15 February 2023 by Resolution **0220/019**.

Mark Crawley
Chief Executive Officer





Internal Audit Policy

Policy Details

Policy Category	Council Policy
Date Adopted	15 March 2023
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	18 February 2015
Policy Version Number	3
Policy Owner	Chief Executive Officer
Contact Officer	Director of Corporate Services
Review Date	As required

Supporting documentation

Legislation	<ul style="list-style-type: none">• <i>Local Government Act 2009</i>• <i>Local Government Regulation 2012</i>
Policies	<ul style="list-style-type: none">• Risk Management Policy
Delegations	<ul style="list-style-type: none">• Nil
Forms	<ul style="list-style-type: none">• Nil
Supporting Documents	<ul style="list-style-type: none">• Internal Audit Charter• Internal Audit Plan

Version History:

Version	Adopted	Comment	eDRMS #
1	18/02/2015	Council Resolution 0215/023	
2	26/02/2020	Council Resolution 0220/019	
3	15/3/2023	Council Resolution xxxx/xxx	



Contents

INTENT.....	3
SCOPE.....	3
POLICY STATEMENT	3
ORGANISATIONAL ARRANGEMENTS AND INDEPENDENCE.....	3
COMPETENCE, STANDARDS AND CONDUCT OF AUDIT WORK	4
AUDIT PLANNING AND CONTROL	4
INTERNAL AUDIT REPORTING PROCESS	4
ORGANISATIONAL REPORTING BY INTERNAL AUDITOR	5
DEFINITIONS	5



Intent

To ensure Carpentaria Shire Council (Council) complies with all legislative requirements through the maintenance of an effective and efficient internal audit function.

Scope

This policy applies to the Council appointed Internal Auditor and all staff responsible for the internal audit function.

Policy Statement

Section 105 of the *Local Government Act 2009* and Section 207 of the *Local Government Regulation 2012* details the responsibilities that each local government has in regard to an efficient and effective internal audit function. Internal Auditing is an independent and objective assurance and consulting function designed to assist Council in achieving their corporate objectives and goals. The objective of Internal Audit is to provide management and Council with independent advice on the following:

- To review and monitor legislative compliance generally and specifically the effectiveness of any legal compliance reporting process.
- To review and monitor compliance with the Council's established policies and procedures and recommend improvements.
- To appraise the adequacy, application and cost effectiveness of financial, administrative and operating controls.
- To examine the integrity of financial, administrative and operating systems and the accuracy of information reported.
- To examine Information Technology systems and their development to determine the efficacy of internal controls.
- To appraise and monitor the procedures and controls over external contractual relationships.
- To evaluate the effectiveness of Council's risk management and to assist with the identification and assessment of risks to which Council's operations are exposed.
- To investigate, to assist in, or be advised of any investigations where losses to Council assets have occurred or integrity issues arise.
- To examine and evaluate operational functions to maximise the economic, efficient and effective use of all Council resources.
- To consider requests for specific audit assignments from Councillors and Executive Leadership Team with due consideration to overall Council risk, availability of Internal Audit resources and impact to the approved Annual Operational Plan.
- Contribute to the overall audit requirements in regard to Council's Financial Statements.

Organisational Arrangements and Independence

The Internal Auditor (as appointed by Council) is responsible to Council, through the Chief Executive Officer, for the effective management of an independent Internal Audit function. The independent status within Council is essential to effective internal auditing and shall be maintained at all times.



The Internal Auditor has no managerial powers, authorities, functions or duties except those relating to the Internal Audit function. Accordingly, internal audit activities do not in any way relieve other personnel from their responsibilities.

To enable the effective performance of their function, the Internal Auditor has the right of access to Council's properties, works, records, accounts, correspondence, minutes and other documents that may be necessary in the conduct of a review. Council personnel may be requested to provide relevant information within a specified time frame to enable a review to be efficiently completed.

The Internal Audit responsibilities do not extend to the detailed development, implementation of, or variation to financial and administrative systems, but should be **advised** of any approved development or change to such systems.

Internal Audit will promote its image as a service function carrying out its responsibilities through constructive co-operation with Executive Leadership Team and personnel at all levels within Council.

Competence, Standards and Conduct of Audit Work

Internal Audit will maintain a high degree of professionalism through application of the following competency and standard requirements:

- Internal Audit personnel will be qualified to at least the minimum required for entry to the professional accounting bodies or other appropriate qualification that may be determined from time-to-time.
- Internal Audit personnel will be appropriately experienced and skilled to independently operate as effective Internal Auditors.
- An appropriate range of skills will be maintained within the function.
- Internal Audit personnel will maintain and develop competency and skills through involvement in accepted professional development programmes.
- Standards applicable to the Internal Audit function will be, as applicable, those promulgated by the Australian Professional Accounting Bodies and the Institute of Internal Auditors Australia.
- Appropriate quality assurance and performance standards shall be met with all activities undertaken by Internal Audit.

Audit Planning and Control

Internal Audit planning shall be risk based and aligned to the Council's Corporate Plan. The risk based methodology will indicate where longer term strategic or cyclic activities are involved. In addition, the Internal Audit plan will take cognizance of the results of the previous year, advice and requests from Council and Management.

The Internal Audit Annual Work Plan shall be approved by the Chief Executive Officer in consultation with the Executive Leadership Team, consisting of the Directors and/or various Managers.

Internal Audit Reporting Process

The Internal Audit Reporting Process will comply with the section 207 of the *Local Government Regulation 2012* and as promulgated from time-to-time.



Matters arising during audits, including matters for possible inclusion in reports will, on completion of the audit, be discussed with the Manager in charge of the work function and where appropriate with the responsible Director.

Matters that can be promptly resolved without the need for formal reporting will be done so and if necessary, followed up. Details of such matters will be retained in audit working papers.

Formal reports will be issued to Council's Chief Executive Officer as soon as possible after the completion of the review. These reports will include the Manager's response to audit recommendations, the responsible officer to undertake the corrective action and the expected date that the corrective action will be completed.

Managers are required to respond to all issues within 30 working days of the formal report being issued. This is an initial response only and further work associated with particular recommendations will be negotiated with the appropriate Manager/Director as required.

The Audit Report including Management responses and actions will be presented to Council via the Director of Corporate Services.

Organisational Reporting by Internal Auditor

The Internal Auditor is directly responsible to the Chief Executive Officer and will report the results of audit reviews to the Chief Executive Officer and Director of Corporate Services.

Definitions

TERM	DEFINITION
Internal Audit	The assessment and evaluation of the control measures that the local government has adopted, or is to adopt, to manage the risks (<i>operational risks</i>) to which the local government's operations are exposed.

Adopted by Council 15 February 2023 by Resolution [0220/019](#).

Mark Crawley
Chief Executive Officer

BUSINESS PAPERS

10.7 2023-2024 REVENUE POLICY

Attachments:	10.7.1. 2023-2024 Revenue Policy ↓
Author:	Julianne Meier - Director Corporate Services
Date:	2 March 2023
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Maintain a focus on integrity, Accountability and Transparency in all that we do

Executive Summary:

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

RECOMMENDATION:

That Council adopts the Revenue Policy for the 2023/2024 financial year.

Background:

As part of its Financial Management System, Council must have a Revenue Policy. Section 193 of the *Local Government Regulation 2012* provides further detail as to the legislative requirements of this policy and this information follows:

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

The purpose of the policy is to outline the principles Council will apply when considering revenue raising options which will be included in budget deliberations for the forthcoming 2023/2024 annual budget.

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

BUSINESS PAPERS

Consultation (Internal/External):

- Council workshop.
- King and Company Solicitors

Legal Implications:

- In accordance with section 104 of the *Local Government Act 2009*, Council must have a Revenue Policy as part of its Financial Management System. Although the Revenue Policy must be included with the budget documentation when Council is adopting the annual budget, section 193 of the *Local Government Regulation 2012* states:

“A local government must review its revenue policy annually and in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year.”

Accordingly, the Revenue Policy is presented to Council at this meeting to coincide with the commencement of budget deliberations for the 2023/2024 annual budget.

Financial and Resource Implications:

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

Risk Management Implications:

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



2023-2024 Revenue Policy

Policy Details

Policy Category	Council Policy
Date Adopted	15 March 2023
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	15 March 2023
Policy Version Number	3.0.4
Policy Owner	Director of Corporate Services
Contact Officer	Manager Finance and Administration
Review Date	March 2024

Supporting documentation

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

Version History:

Version	Adopted	Comment	eDRMS #
3.0.0	15/07/2020	Council Resolution SM0720/001	POL_E_C SF_006
3.0.1	21/04/2021	Council Resolution 0421/023	
3.0.2	30/06/2021	Council Resolution SM0621/018	
3.0.3	20/04/2022	Council Resolution 0422/015	
3.0.4	15/3/2023	Council Resolution	



Contents

INTENT.....	3
SCOPE.....	3
POLICY STATEMENT	3
LEVYING RATES AND CHARGES.....	3
GRANTING CONCESSIONS FOR RATES AND CHARGES.....	4
RECOVERING OVERDUE RATES AND CHARGES.....	4
COST-RECOVERY METHODS.....	5
FUNDING OF PHYSICAL AND SOCIAL INFRASTRUCTURE	5
DEFINITIONS	5



Intent

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

Scope

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

Policy Statement

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

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

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

Levying rates and Charges

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

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

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



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

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

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

Granting Concessions for Rates and Charges

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

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

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

Recovering Overdue Rates and Charges

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

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



Cost-Recovery Methods

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

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

Funding of Physical and Social Infrastructure

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

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

Definitions

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

Adopted by Council 15 March 2023 by Resolution.

Mark Crawley
Chief Executive Officer

BUSINESS PAPERS

10.8 APPROVAL TO KEEP ANIMAL - MORE THAN TWO DOGS

Attachments:	NIL
Author:	Julianne Meier - Director Corporate Services
Date:	2 March 2023
Key Outcome:	7.2 - Responsive and efficient customer service delivery
Key Strategy:	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 69 Matilda Street, Normanton.

Background:

An application was received on 27th February 2023 requesting the approval to keep more than two (2) dogs on the following property:

Property Address: 69 Matilda Street, Normanton

Parcel: L1 SP112898

Land Size: 2023 m²

The applicant has requested that five (5) dogs are to be located on the premises above, details of the animals are as follows:

Animal Name	Megs	Quinn	Debbie	Whip	Remmy
Breed	Whippet Cross	Whippet Cross	Whippet Cross	Whippet	Arab Cross
Age	18 months	18 months	18 months	3yrs 1m	6yrs
Microchipped	No	No	No	No	No
Primary Colour	Red Speckle	White	Grey	Grey	Brindle
Desexed	No	No	No	No	No
Declared Dangerous	No	No	No	No	No
Tag No	230517	230519	230520	230288	230287
Registration Expiry	30/6/23	30/6/23	30/6/23	30/6/23	30/6/23

BUSINESS PAPERS

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 waste waters 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 21st February 2023 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.

The dogs are healthy, well looked after, and regularly exercised. Their accommodation fit for purpose and the animals are not considered a nuisance.

Consultation (Internal/External):

- Julianne Meier - Director of Corporate Services
- Phillip Grieve - Local Laws Officer

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 Local Laws Officer.

BUSINESS PAPERS

10.9 COMMUNITY DEVELOPMENT REPORT

Attachments: 10.9.1. Normanton Sports Centre Monthly Report [↓](#)
10.9.2. Monthly Pool Report [↓](#)

Author: Cherie Schafer - Manager Economic & Community Development

Date: 7 March 2023

Key Outcome: A safe, healthy, and equitable community that celebrates diversity and enjoys a quality lifestyle

Key Strategy: Continue to support activities and programs that provide for the youth within the Shire

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

1. MATTERS FOR INFORMATION:

BUSINESS PAPERS

1.1 Normanton and Karumba Library Statistics

Statistics and general information for the Normanton and Karumba Library's for the month of February have been provided in the table below.

<u>Statistics</u>	Karumba		
	Feb-21	Feb-22	Feb-23
Monthly Walk-Ins	82	32	24
Number of library loans	131	166	125
Number of people utilising the internet	2.5	1	32
Number of new members	1	2	1
Total Hours Public Internet Usage	4.5	4	8
Total hours open to the public	80	80	80

Normanton Library Activities – The Normanton Library has remained closed for the month of February while undergoing repairs.

Karumba Activities – Update provided by the Karumba librarian.

- First Five Forever – We had 4 attendees for two sessions held on Wednesdays.



BUSINESS PAPERS

1.2 Normanton Sports Centre Monthly Report

Council entered into a management agreement for the Normanton Sports Centre with Bynoe CACS Ltd in July 2021 for a period of two years, which is due to expire July 2023.

The report for the month of February 2023 for the Normanton Sports Centre is attached for information.

1.3 Normanton and Karumba Pool Statistics

Statistics and general information for the Normanton and Karumba Pools for the month of February attached for review.

1.4 Carpentaria Youth Strategy - Update

In November 2022 Council adopted the Carpentaria Youth Strategy. The Youth Strategy provides a plan for what the Council will do for young people living in Carpentaria Shire over the next 5 years. Setting out how the Council will work with young people, parents, schools, training providers, service provider and other levels of government to support young people to reach their full potential.

One of the action items in the plan was to employ an officer to work with youth and community to deliver the actions outlined in the Youth Strategy.

Council has submitted a grant application under the Strong Communities fund for \$359,998 to support the implementation of the Youth Strategy over the 5 years.

Council is still awaiting an outcome of the grant application.

1.5 Small Business Friendly Charter signing event.

In November 2022 Council adopted to engage with the Department, the Small Business Commissioner and sign a Small Business Friendly Charter (SBFC).

The Small Business Friendly program aims to reduce barriers between large organisations and small business and to enhance the operating environment for small businesses.

Members from Queensland Small Business Commissioners officer will be visiting the Carpentaria Shire on March 28th to sign the SBFC between Council and Queensland Small Businesses. A breakfast will be held for the business of the Shire to be able to attend and watch the signing of the agreement.

1.6 Get Ready 2022/2023

Council has been successful in receiving \$2,000 in funding to host a Get Ready breakfast for both Normanton and Karumba where the Department can share information in relation to support for small business and grants and subsidies available in times of natural disasters.

Council is working with the Department to organise a get Ready event in both Normanton and Karumba for the month of June.

BUSINESS PAPERS

1.7 Carpentaria Sport and Recreation plan - update

During 2010 Council adopted a Sport and Recreation Plan which included to maintain and build upon the Shires existing Sporting facilities, parks, and local play spaces.

The 2010 Sport and Recreation plan is now outdated with several the action items either completed, not relevant, ongoing or have progressed however not fully completed. Council has held several Council workshops to update the Sport and Recreation plan to be implemented.

A separate report has been prepared to note the action items.

Consultation (Internal/External):

- Chief Executive Officer – Mark Crawley
- Director of Corporate Services – Julianne Meier
- Manager of Economic and Community Development – Cherie Schafer

Legal Implications:

- Nil

Financial and Resource Implications:

- Within budget.

Risk Management Implications:

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



Normanton Sports Centre

MONTHLY REPORT – FEBRUARY, 2023

EXECUTIVE SUMMARY

The month of February has been a mixed month with the wet weather, some days we were extremely busy and other days the wet weather seem to keep the children away. We have started on a Friday doing a sausage sizzle to end the week off.

Christel Barry our sports 'Centre supervisor' has now left and has been replaced by Josie Bond we have also placed Taren Carr down at the Centre to try and bring some organization and structure back to the Centre.

We encourage the kids to keep the Sports Centre tidy inside and out before they head home with rewarding them with Icy Cups that are made by Staff Members the day before. We have had some trouble outside the centre with girls fighting we have now gone to the parents with the issues and have placed a 2-day ban on any one fighting, we speak to the parents first so they understand why their child is suspended and we get a permission slip signed by the parents to allow us to implement the suspension.

On a Wednesday from the 22nd February, 2023 for 6 weeks Deadly Choices are doing a program with the 5- to 8-year-olds from 3p.m. to 4p.m. at the Centre.

Week one	Week two	Week three	Week Four
30/01/2023 32	06/02/2023 34	13/02/2023 32	20/02/2023 31
31/01/2023 19	07/02/2023 21	14/02/2023 35	21/02/2023 28
01/02/2023 33	08/02/2023 24	15/02/2023 28	22/02/2023 35
02/02/2023 24	09/02/2023 22	16/02/2023 22	23/02/2023 21
03/02/2023 26	10/02/2023 18	17/02/2023 18	24/02/2023 33

ATTENDENCES

Total Attendances for Centre Weekdays:

We are averaging around 25 to 35 students per afternoon.

Total Attendances for the Month of February, 2023

Total Attendance for the Month: 526

Grants applied for: Nil

Community meetings Held:

Impacts on service delivery:

Nil

Hours of operation

Monday to Friday: 2:30-6:00pm

CALENDAR –

Every Friday a sausage sizzle will be held.

Every Wednesday afternoon for the next 6 weeks deadly choice will run a program for 5- to 8-year-old.

Monthly Report for Normanton and Karumba Pools February 2023

TOTAL ENTRIES			
	Adult	Child	Total
Normanton	45	400	445
Karumba	145	40	185

General Update

- With the return of school the numbers are back up with plenty of children returning to swimming
- School learn to swim has recommenced with really high numbers of school attendance on days when swimming is on which is really pleasing.
- The equipment and pool pump is working well. The water quality is great.
- Still having a few issues with chemical supply but I assume it is that time of the year.
- Cleanup Australia. We are offering a free swim to participants in cleanup Australia day on Friday the 31st of March.
- We have committed to the outback by the sea festival later in the year with a movie night at both Karumba and Normanton.
- Swim club has returned and we are starting to get a few new families to join which is great to see the numbers increasing.
- Aqua fitness has started at both facilities thanks to Moveit NQ and we are now getting 6-8 people at Karumba and 6-10 people coming to Normanton. Hopefully these numbers will go up if we can get a break in this rain.



Issues

Normanton

- Lack of parent supervision is still an issue at Normanton.
- Children in the indoor centre are still coming into the pool to use the water bubbler causing issues for supervision.
- Children under the age of 10 are currently hanging around the gate harassing people coming in to the pool to try and get someone to watch them. This is stopping other members of the community from coming to use the facility.
- We had a parent come into the pool this month and abuse another child that was swimming.
- There were 2 large fights this month, which I was forced to call the police about. One at the splash park and one out the front of the pool. This is a cause for concern as while I am ok to handle myself in this sort of situation I am not comfortable about putting my staff at risk. Police are supposed to be doing active patrols during the operating times of the indoor centre but I haven't noticed them.

Karumba

- I haven't been able to get to Karumba this month but the staff are doing a great job keeping the pool running.

Numbers are back to their usual amount. We have had a few issues with the rain event causing the water quality to drop but it has been fixed school swimming has recommenced as has swim club and we are excited to get back into the new year. We have cleanup Australia day on the 31st which should be great.

I am keeping a close eye on the issue around the children and parents behaviour and hopefully it settles back down soon.

BUSINESS PAPERS

10.10 COMMUNITY DONATIONS AND SUPPORT

Attachments: 10.10.1. Letter rom Normanton Social Fishing [↓](#)
Author: Cherie Schafer - Manager Economic & Community Development
Date: 8 March 2023

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

Executive Summary:

Council receives numerous requests for donations throughout the year. Council advertised a community donation round for any events between now and August. The applications received during the round for donations and fee waivers are listed in this report for Council's consideration.

RECOMMENDATION:

That Council approves the following requests for Donations and Support and waivers of fees and charges:

1. A fee waiver of \$1,230 to be provided to the Normanton Social Fishing Club for:
 - The community donation trailer \$580
 - Use of 10 bins \$650
 2. A fee waiver of \$580 be provided to Gulf Christian Colledge family fun day for:
 - Community Donation trailer \$580
 3. A fee waiver of \$580 be provided to Gulf Christian Colledge NAIDOC night for:
 - Community Donation trailer \$580
 4. A fee waiver of \$1,750 to be provided to Riverside Christian Colledge for:
 - Use of the Normanton Rodeo Grounds including the kitchen \$1,750
 5. A fee waiver of \$2,340 to be provided to Normanton Country Women's Association for:
 - Use of the Normanton Shire Hall x 6 days \$2,340
 6. A fee waiver of \$17,030 to be provided to Normanton Rodeo committee:
 - Printing 300 Black and white plus 20 colour copies \$ 150.00
 - Table and chair trailer plus additional chairs \$ 680.00
 - Road closure for the street parade \$ 1,000.00
 - Water Truck for 7 x days \$ 6,500.00
 - Grader and Water Truck for road works \$ 3,100.00
 - Grade fire Break/ Rip both arenas \$ 3,600.00
 - Rubbish Collection/ Slashing / lighting tower \$ 2,000.00
 - Mowing of the Rodeo grounds
-

BUSINESS PAPERS

(this is included in the mowing schedule and not costed)

Total \$17,030.00

7. A fee waiver of \$780 to be provided Normanton State School for:
 - Use of the Normanton Shire Hall x 2 days \$780
8. A fee waiver of \$390 to be provided DATSIP for:
 - Use of the Normanton Shire Hall \$390
9. A fee waiver of \$9,600 to be provided Normanton Stingers for:
 - Use of the Normanton John Henry Oval for 4 nights up to 30th June \$9,600

Background:

Council has a Community Donations and Support funding program for events held in the Carpentaria Shire. There has been expenditure \$42,218.87 against the budget of \$96,000 related to local non-profit groups for the financial year are displayed in the table below.

The below applications have been received for Council's consideration. If all donations listed below are approved, this will bring the overall expense budget total to \$76,498.87.

Acct Code	Account	Actual
IK1000	In Kind - Bynoe	6545.46
IK1010	In Kind - Carpentaria Kindergarten	618.18
IK1030	In Kind - Gidgee Healing	1100.00
IK1040	In Kind - Gulf Christian College	527.27
IK1070	In Kind - Karumba Recreation Club	2353.51
IK1110	In Kind - Normanton Police	872.73
IK1120	In Kind - Normanton Rodeo	8428.90
IK1130	In Kind - Normanton State School	13005.13
IK1230	In Kind - Kurtjar Aboriginal Corporation	354.55
IK1260	In Kind - Mount Isa School of the Air	2354.55
IK1264	In Kind - VMR Karumba	409.09
IK1265	In Kind - Normanton Christian Centre	354.55
IK1722	In Kind - Aspire Cairns Community	2324.95
IK1723	In Kind - Deadly Choices	1600.00
IK1724	In Kind - NAIDOC Dinner/Ball	1370.00
	* Total *	42218.87

Donations and Fee Waivers for Council's Consideration

BUSINESS PAPERS

1. Normanton Social Fishing Club will be hosting the Annual Fishing Competition again this year at the Albion Hotel from the 6 to the 9th of April 2023. The Normanton Social Fishing Club requests the waiver of fees and charges of \$1,230 for:
 - The community donation trailer \$580
 - Use of 10 bins \$650

2. Gulf Christian College (GCC) family Fun opening is due to be held 12 May 2023. This event is a great event for the youth and families of the GCC. The GCC request the waiver of fees and charges for \$580 for:
 - The community donation trailer \$580

3. Gulf Christian College (GCC) NAIDOC night is due to be held 19 July 2023 at the GCC. This event is a great event for the youth to participate in and the family to attend to celebrate NAIDOC. GCC request the waiver of fees and charges of \$580 for:
 - The community donation trailer \$580

4. Riverside Christian College Normanton expedition is due to be held from 23rd June to 30th June 2023. This event bring youth from outside of the shire to experience the Gulf. Riverside Christian College request the waiver of fees and charges of \$1,750 for:
 - Use of the Normanton Rodeo Grounds including the kitchen \$1,750

5. Normanton Country Women's Association Markets runs monthly markets throughout the year which is a great event for the community to attend. Normanton Country Women's Association request the waiver of fees and charges of \$2,340 for:
 - Use of the Normanton Shire Hall x 6 days \$2,340

6. The Normanton Rodeo Association holds an annual Rodeo which brings thousands of people to community over four days. The event has a massive impact on the Economy for the shire as well donation going back to all the not-for-profit groups who assist over the weekend.

The Normanton Rodeo Association has requested Council provide fees waivers and plant for the below items:

- | | |
|--|-------------|
| • Printing 300 Black and white plus 20 colour copies | \$ 150.00 |
| • Table and chair trailer plus additional chairs | \$ 680.00 |
| • Road closure for the street parade | \$ 1,000.00 |
| • Water Truck for 7 x days | \$ 6,500.00 |
| • Grader and Water Truck for road works | \$ 3,100.00 |
| • Grade fire Break/ Rip both arenas | \$ 3,600.00 |
| • Rubbish Collection/ Slashing / lighting tower | \$ 2,000.00 |
| • Mowing of the Rodeo grounds | |
| (included in the mowing schedule and not costed) | |

Total \$17,030.00

BUSINESS PAPERS

7. Normanton State School Star Lab will be running a workshop for Normanton and Karumba students. Normanton State school request the waiver of fees and charges of \$780 for:
 - Use of the Normanton Shire Hall x 2 days \$780
8. DATSIP - Normanton Career Expo is looking to run an expo to promote agencies and opportunities for local student to access boarding schools. DSDSATSIP requests the waiver of fees and charges for \$390 for:
 - Use of the Normanton Shire Hall \$390
9. Normanton Rugby League Football Club (Normanton Stingers) requests the use of the John Henry oval run training nights for the Senior Stinger x 2 nights and the Junior Stingers x 2 nights of the week. (Normanton Stingers) request the fee waiver of \$9,600 for:
 - Use of the John Henry Oval for 4 nights up to 30th June \$9,600

Consultation (Internal/External):

- Mark Crawley - Chief Executive Officer
- Julianne Meier - Director Corporate Services
- Cherie Schafer - Manager Economic and Community Services
- External Stakeholders (applicants)

Legal Implications:

- Community Donation and Support Policy

Financial and Resource Implications:

- Within budget.

Risk Management Implications:

- Risks are within normal operational parameters.



NORMANTON SOCIAL FISHING CLUB

President: Amanda Scott 0417 630 333
Vice President: Brock Curtis 0456 622 693
Treasurer: Matthew White 0400 634 136
Secretary: Chereese Scott 0458 873 973
Current Email: albionnormanton@gmail.com

Dear Carpentaria Shire Council,

I would like to contest your decision in regards to providing community donation towards the Normanton Barra Competition. The Normanton Social Fishing Club is a non-for-profit organisation that provides an annual event over the Easter Long Weekend. This year marks our 30th Anniversary which due to lack of committee members, may be the last fishing competition held by a committee in our town. We were told that the reason why we were only granted the use of 10 bins for the weekend and not the tables and chairs was because the council felt like "The Albion would benefit more from this then the Barra Committee". This is upsetting as now, this is \$600 less that we can put back into the community. In past years, the committee has donated over ten thousand dollars to the lovely organisations who were so kind to volunteer their time to the event. These totals are listed below:

3 Dec 2021	WITHDRAWAL/CHEQUE 200339	-\$3,000.00	Normanton SS
25 Nov 2021	WITHDRAWAL/CHEQUE 200337	-\$5,000.00	Hospital
25 Nov 2021	WITHDRAWAL/CHEQUE 200336	-\$3,000.00	Kindy
22 Nov 2021	WITHDRAWAL MOBILE 1200958 TFR Westpac Com	-\$2,044.96	

Due to lack of members and the passing of our amazing Dolly Murrily, the committee has not been able to donate funds for 2022 yet. However, once our newly appointed treasurer has arrived back from holidays these funds will be donated. The totals we plan on donating are less than previous years as we have been gaining less sponsorship due to disagreement with some of the rules. We currently have a "weigh in" competition which benefits our committee more so than "catch and release" as we simply do not have the committee members to run it any other way. I have attached the income statement for the 2022 competition below.

This event brings HUNDREDS of people into our community benefiting not only the Albion Hotel. It benefits The Top Servo, where the nominees buy their fuel from. It benefits KCs hardware where nominees who needs fishing supplies will buy from. It benefits Norman County Snacks where they will buy their takeaway from, the Caravan Parks and the Gulfland Motel where people will stay. This decision has upset our committee and we now understand why no one else will step up and join us as the lack of support from the council and community makes this event SO difficult to run. It is important to note that The Albion Hotel donates its venue to the Barra Competition for zero charge. The Albion Hotel only makes money from the food and bar sales that the patrons attending the Barra Competition purchase. The Albion Hotel has paid for the Barra Competitions tables and chairs as a donation for the past two years due to lack of donations to the event. We would like to kindly ask for you to change your mind in regards to this donation. We, as a committee, would like to donate as much as we can back to the community as possible.

Kind Regards,

Chereese Scott.



NORMANTON SOCIAL FISHING CLUB

President: Amanda Scott 0417 630 333
Vice President: Brock Curtis 0456 622 693
Treasurer: Matthew White 0400 634 136
Secretary: Cherese Scott 0458 873 973
Current Email: albionnormanton@gmail.com

Income Statement	
BARRA COMPETITION 2022	
Revenue	
Nominations	\$ 6,420.00
Raffle Tickets	\$ 15,515.00
Shirts	\$ 4,095.00
Donations	\$ 7,350.00
Goose Club	\$ 2,663.60
Total Sales	\$ 36,044.00
Expenses	
Raffle Tickets	\$ 120.00
Trophies	\$ 476.20
Photos	\$ 250.00
Shirts	\$ 9,091.50
Prize money	\$ 22,300.00
Tables and chairs	\$ 670.00
Total Expenses	\$ 32,907.70
Net Income (Loss)	\$ 3,136.30

BUSINESS PAPERS

10.11 K150 TERMS OF REFERENCE - ADVISORY COMMITTEE

Attachments:	10.11.1. K150 Terms of Reference Advisory Committee ↓
Author:	Cherie Schafer - Manager Economic & Community Development
Date:	6 March 2023
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Maintain a focus on integrity, Accountability and Transparency in all that we do

Executive Summary:

At the August 2021 General Meeting the Council adopted a new Policy in relation to Advisory Committees and draft Terms of Reference for each of the committees in use by Council. The Terms of Reference for the K150 Advisory Committee are attached for adoption by Council.

RECOMMENDATION:

That Council adopt the Terms of Reference for the K150 Advisory Committee.

Background:

Legislation in accordance with section 265 of the *Local Government Regulation 2012* provides for the establishment of advisory committees.

Council adopted the Advisory Committee Policy and Draft Terms of Reference at the Ordinary General Meeting held on 18 August 2021.

Advisory Committees are established to provide recommendations to Council for consideration and decision on a variety of issues. Advisory committees provide Council with the opportunity to include members of the community on certain committees, the Terms of Reference provide scope for which the committee are to operate and report back to Council.

Draft Terms of Reference were established and are now being prepared for each of the advisory committees formed to provide recommendations to Council.

Advisory Committees will be resourced with Council staff to ensure that notes are taken and any recommendations from the Advisory Committee are presented back to Council through a Committee Report (similar to an Officer's Report) for consideration and decision.

The Terms of Reference for the K150 Advisory Committee are presented to Council for adoption.

Consultation (Internal/External):

- Mark Crawley - Chief Executive Officer
 - Cherie Schafer - Manager Community and Economic Development
 - Julianne Meier - Director Corporate Services
 - External Stakeholders - K150 committee (applicants)
-

BUSINESS PAPERS

Legal Implications:

- Advisory Committees may be established in accordance with the *Local Government Regulation 2012* section:
265 Advisory committees
 - (1) An advisory committee—
 - (a) must not be appointed as a standing committee; and
 - (b) may include in its members persons who are not councillors.
 - (2) A member of an advisory committee (whether or not they are a councillor) may vote on business before the committee.

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.



Karumba 150 Advisory Committee

February 2023

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



Contents

Name	2
Purpose	2
References.....	2
Membership.....	2
Tenure	2
Key Responsibilities of Members.....	4
Meetings.....	4
Secretariat	4
Agendas and Minutes	4
Review	5
Contact Details	5

www.carpentaria.qld.gov.au

Enquiries:

Email: council@carpentaria.qld.gov.au

Telephone: 07 4745 2200

Fax: 07 4745 1340

Street Address: 29 – 33 Haig Street Normanton

Postal Address: PO Box 31 Normanton QLD 4890

Carpentaria Shire Council would like to respectfully acknowledge the Gkuthaarn, Kukatj and Kurtijar peoples as the traditional owners of the lands and waters that form the Region. Council pays its respect to elders' past, present and emerging and welcomes the ongoing role that indigenous people play within the Carpentaria community.



Name

The committee will be known as the Carpentaria Shire Council Karumba 150 (K150) Advisory Committee.

Purpose

The purpose of the committee is to provide:

- to assist with the organising and running of the K150 event;
- provide information and suggestions on activities for the weeklong event;
- make recommendations and seek assistance, where appropriate, from Council; and
- other assistance where required.

References

Similar opportunities that were run/organised for the N150 event in 2018.

Membership

In the interest of operational efficiency, membership of the committee will generally be limited to Council staff, Councilors and 5-6 community members:

Agency	Representative/s
Councils Chief Executive Officer	Mark Crawley
Councils Director of Corporate	Julianne Meier
Councils Manager of	Cherie Schafer
Economic and Community	
Councils Mayor	Jack Bawden
Community Member	Cathy Bawden
Community Member	Kyra Hill
Community Member	Leeanne Crossland
Community Member	Sylvia Hamman
Community Member	Rose Bowens
Community Member	Brian Page
Community Member	Tanya Page
Community Member	Tiana Newton

A quorum will exist if at least 3 community members and one Council representative and the chair deems there is adequate representation. Recommendations to Council will not be made without a quorum.

Where the membership is unable to reach a majority decision on any issue, the chairperson may make a determination.

From time to time, the committee may consult with other agencies or staff and Council on specific issues and/or invite a representative to attend a working group meeting.

Tenure

Cherie Schafer will be the chairperson.

All members should hold a position within their respective agencies that allows them to:

- Provide feedback and suggestions from the community;
- Provide feedback on items on the agenda; and
- Develop a weeklong program of events to ensure a successful celebration.



Key Responsibilities of Members

All members are responsible for being an active committee member by:

- a. attending meetings
- b. providing timely advice to the chairperson about non-attendance at meetings together with the name of your proxy
- c. ensuring your proxy is adequately prepared for meetings by providing all relevant documentation and comprehensive advice about current activities and this Terms of Reference
- d. working collaboratively with other team members to accomplish desired outcomes
- e. raising awareness within your agency, and the wider community, to foster increased support for initiatives and improve opportunities for synergies across agencies
- f. Assisting the committee with gathering information such as quotes, photo, relevant information required to make informed decisions
- g. The committee members must be willing to work on task leading up to the event as well as volunteer their time to assist where needed during the week long event.

In addition, the Chairperson will be responsible for:

- a. Facilitating the meetings
- b. ensuring that the minutes and a Committee Report containing any recommendations is presented to the Council for consideration.

Meetings

- Meetings will generally be held monthly or as required
- Meetings will generally be held at the Karumba Civic Centre
- Out of session meetings between specific members are encouraged to progress actions and take advantage of opportunities for presentation of reports for the consideration of the K150 committee.

Secretariat

Secretariat support will be provided by Council.

Agendas and Minutes

The secretariat will be responsible for the following:

- Distributing the agenda and any relevant papers to all members at least two full working days prior to the meeting date.
- Accurate minutes including key discussion points, recommendations, and actions to be distributed to all members within 15 working days of the meeting date.
- Minutes and any recommendations from the Committee are to be presented back to Council by way of a Committee Report immediately following the Meeting.



Review

The operation of the committee, this Terms of Reference and the overall effectiveness of the committee will be reviewed annually to ensure efficiency is maintained. This review will be carried out by the committee. The review will include, but is not limited to:

- effectiveness of the committee
- effectiveness of this Terms of Reference
- a review of the committee membership

Contact Details

All communications should be addressed to:

Cherie Schafer
Manager of Economic and Community Development
PO Box 31
Normanton, Queensland, 4890
Telephone: 4745 2200
Email: cherie.schafer@carpentaria.qld.gov.au

Document control sheet

Contact for enquiries and proposed changes

If you have any questions regarding this document or if you have a suggestion for improvements, please contact:

Cherie Schafer
Manager of Economic and Community Development
PO Box 31
Normanton, Queensland, 4890
Telephone: 4745 2200
Email: cherie.schafer@carpentaria.qld.gov.au

Version History

Version No.	Date	Changed by	Nature of Amendment	Review Date
1		Committee	Approved document	
2				
3				
4				

Document sign off

This Document was **approved** by: <Insert who endorses>



BUSINESS PAPERS

10.12 RADF TERMS OF REFERENCE - ADVISORY COMMITTEE

Attachments:	10.12.1. RADF Terms of Reference - Advisory Committee ↓
Author:	Cherie Schafer - Manager Economic & Community Development
Date:	27 February 2023
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Maintain a focus on integrity, Accountability and Transparency in all that we do

Executive Summary:

At the August 2021 General Meeting the Council adopted a new Policy in relation to Advisory Committees and draft Terms of Reference for each of the committees in use by Council. The Terms of Reference for the RADF Advisory Committee are attached for adoption by Council.

RECOMMENDATION:

That Council adopt the Terms of Reference for the RADF Advisory Committee.

Background:

Legislation in accordance with section 265 of the *Local Government Regulation 2012* provides for the establishment of advisory committees.

Council adopted the Advisory Committee Policy and Draft Terms of Reference at the Ordinary General Meeting held on 18 August 2021.

Advisory Committees are established to provide recommendations to Council for consideration and decision on a variety of issues. Advisory committees provide Council with the opportunity to include members of the community on certain committees, the Terms of Reference provide scope for which the committee are to operate and report back to Council.

Draft Terms of Reference were established and are now being prepared for each of the advisory committees formed to provide recommendations to Council.

Advisory Committees will be resourced with Council staff to ensure that notes are taken and any recommendations from the Advisory Committee are presented back to Council through a Committee Report (similar to an Officer's Report) for consideration and decision.

The Terms of Reference for the RADF Advisory Committee are presented to Council for adoption.

Consultation (Internal/External):

- Mark Crawley - Chief Executive Officer
 - Cherie Schafer - Manager Community and Economic Development
 - Julianne Meier - Director Corporate Services
 - External Stakeholders - RADF committee (applicants)
-

BUSINESS PAPERS

Legal Implications:

- Advisory Committees may be established in accordance with the *Local Government Regulation 2012* section:
265 Advisory committees
 - (1) An advisory committee—
 - (a) must not be appointed as a standing committee; and
 - (b) may include in its members persons who are not councillors.
 - (2) A member of an advisory committee (whether or not they are a councillor) may vote on business before the committee.

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.



Regional Arts Development Fund Advisory Committee

February 2023

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



Contents

Name.....	2
Purpose	2
References	2
Membership.....	2
Tenure	2
Key Responsibilities of Members.....	3
Meetings	3
Secretariat.....	3
Agendas and Minutes	3
Review.....	4
Contact Details.....	4

www.carpentaria.qld.gov.au

Enquiries:

Email: council@carpentaria.qld.gov.au

Telephone: 07 4745 2200

Fax: 07 4745 1340

Street Address: 29 – 33 Haig Street Normanton

Postal Address: PO Box 31 Normanton QLD 4890

Carpentaria Shire Council would like to respectfully acknowledge the Gkuthaarn, Kukatj and Kurtijar peoples as the traditional owners of the lands and waters that form the Region. Council pays its respect to elders' past, present and emerging and welcomes the ongoing role that indigenous people play within the Carpentaria community.



Name

The committee will be known as the Carpentaria Shire Council Regional Arts Development Fund (RADF) Advisory Committee.

Purpose

The purpose of the committee is to provide:

- ; Promote and encourage the RADF activities and collaboration
- ; assist getting community feedback around Arts and Cultural needs, including surveys
- ; and
- vote and Provide direction on RADF application received

References

<Insert relevant information>

Membership

In the interest of operational efficiency, membership of the committee will generally be limited to :

Agency	Representative/s
Council - Manager of Economic and Community Development	Cherie Schafer
Council – Community Development Assistant	Tracey McShane
Council - Elected member	Amanda Scott
Community member	Irene Fitzimmons
Community member	Barb Wollner
Community member	Mel DeSlover
Community Member	Tanya Arnold

A quorum will exist if at least three 3 RADF representatives are in attendance and the chair deems there is adequate representation. Recommendations to Council will not be made without a quorum. Where the membership is unable to reach a majority decision on any particular issue, the chairperson may make a determination.

From time to time, the committee may consult with other agencies or staff and Council on specific issues and/or invite a representative to attend a working group meeting.

Tenure

Cherie Schafer will be the chairperson.

All members should hold a position within their respective agencies that allows them to:

- Provide feedback from the community
- Vote on RADF applications received



Key Responsibilities of Members

All members are responsible for being an active committee member by:

- a. attending meetings
- b. providing timely advice to the chairperson about non-attendance at meetings together with the name of your proxy
- c. ensuring your proxy is adequately prepared for meetings by providing all relevant documentation and comprehensive advice about current activities and this Terms of Reference
- d. working collaboratively with other team members to accomplish desired outcomes
- e. raising awareness within your agency to foster increased support for initiatives and improve opportunities for synergies across agencies

In addition, the Chairperson will be responsible for:

- a. keeping a list of all funded projects
- b. ensuring that the minutes and a Committee Report containing any recommendations is presented to the Council for consideration.

Meetings

- Meetings will generally be held on a quarterly basis
- Meetings will generally be held at Councils boardroom
- Out of session meetings between specific members are encouraged to progress actions and take advantage of opportunities for presentation of reports for the consideration of the RADF committee.

Secretariat

Secretariat support will be provided by Council.

Agendas and Minutes

The secretariat will be responsible for the following:

- Distributing the agenda and any relevant papers to all members at least two full working days prior to the meeting date.
- Accurate minutes including key discussion points, recommendations and actions to be distributed to all members within 15 working days of the meeting date.
- Minutes and any recommendations from the Committee are to be presented back to Council by way of a Committee Report immediately following the Meeting.



Review

The operation of the committee, this Terms of Reference and the overall effectiveness of the committee will be reviewed annually to ensure efficiency is maintained. This review will be carried out by the committee. The review will include, but is not limited to:

- effectiveness of the committee
- effectiveness of this Terms of Reference
- a review of the committee membership

Contact Details

All communications should be addressed to:

Secretariat

Cherie Schafer

Manager of Economic and Community Development

PO Box 31

Normanton, Queensland, 4890

Telephone: 4745 2200

Email: cherie.schafer@carpentaria.qld.gov.au

Document control sheet

Contact for enquiries and proposed changes

If you have any questions regarding this document or if you have a suggestion for improvements, please contact:

Cherie Schafer

Manager of Economic and Community Development

PO Box 31

Normanton, Queensland, 4890

Telephone: 4745 2200

Email: cherie.schafer@carpentaria.qld.gov.au

Version History

Version No.	Date	Changed by	Nature of Amendment	Review Date
1	16 February, 2023	Committee	Approved document	
2				
3				
4				

Document sign off

This Document was **approved** by: <Insert who endorses>



BUSINESS PAPERS

10.13 NORMANTON HERITAGE TERMS OF REFERENCE - ADVISORY COMMITTEE

Attachments:	10.13.1. Heritage Committee - Terms of Reference
Author:	Cherie Schafer - Manager Economic & Community Development
Date:	2 March 2023
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Maintain a focus on integrity, Accountability and Transparency in all that we do

Executive Summary:

At the August 2021 General Meeting the Council adopted a new Policy in relation to Advisory Committees and draft Terms of Reference for each of the committees in use by Council. The Terms of Reference for the Normanton Heritage Advisory Committee are attached for adoption by Council.

RECOMMENDATION:

That Council adopt the Terms of Reference for the Normanton Heritage Advisory Committee.

Background:

Legislation in accordance with section 265 of the *Local Government Regulation 2012* provides for the establishment of advisory committees.

Council adopted the Advisory Committee Policy and Draft Terms of Reference at the Ordinary General Meeting held on 18 August 2021.

Advisory Committees are established to provide recommendations to Council for consideration and decision on a variety of issues. Advisory committees provide Council with the opportunity to include members of the community on certain committees, the Terms of Reference provide scope for which the committee are to operate and report back to Council.

Draft Terms of Reference were established and are now being prepared for each of the advisory committees formed to provide recommendations to Council.

Advisory Committees will be resourced with Council staff to ensure that notes are taken and any recommendations from the Advisory Committee are presented back to Council through a Committee Report (similar to an Officer's Report) for consideration and decision.

The Terms of Reference for the Normanton Heritage Advisory Committee are presented to Council for adoption. The Terms of Reference have been circulated to the committee, however no other community members have been nominated to date.

Consultation (Internal/External):

- Mark Crawley - Chief Executive Officer
 - Cherie Schafer - Manager Community and Economic Development
 - Julianne Meier - Director Corporate Services
-

BUSINESS PAPERS

- External Stakeholders - Normanton Heritage committee (applicants)

Legal Implications:

- Advisory Committees may be established in accordance with section 265
265 Advisory committees
 - (1) An advisory committee—
 - (a) must not be appointed as a standing committee; and
 - (b) may include in its members persons who are not councillors.
 - (2) A member of an advisory committee (whether or not they are a councillor) may vote on business before the committee.

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.



Normanton Heritage Committee Advisory Committee

February 2023

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



Contents

Name.....	2
Purpose	2
Membership.....	2
Tenure.....	2
Key Responsibilities of Members.....	3
Meetings	3
Secretariat.....	3
Agendas and Minutes	3
Review.....	4
Contact Details.....	4
Document control sheet	4

www.carpentaria.qld.gov.au

Enquiries:

Email: council@carpentaria.qld.gov.au

Telephone: 07 4745 2200

Fax: 07 4745 1340

Street Address: 29 – 33 Haig Street Normanton

Postal Address: PO Box 31 Normanton QLD 4890

Carpentaria Shire Council would like to respectfully acknowledge the Gkuthaarn, Kukatj and Kurtijar peoples as the traditional owners of the lands and waters that form the Region. Council pays its respect to elders' past, present and emerging and welcomes the ongoing role that indigenous people play within the Carpentaria community.



Name

The committee will be known as the Carpentaria Shire Council Normanton Heritage Committee Advisory Committee.

Purpose

The purpose of the committee is to provide direction and feedback to Council on projects that relate to history/heritage.

Membership

In the interest of operational efficiency, membership of the committee will generally be limited to:

Agency

Council – Manager of Economic and
Community Development
Council – Community Development Assistant
Council - Elected member
Community Member
Community Member
Community Member
Community Member
Community Member

Representative/s

Cherie Schafer
Tracey McShane
Amanda Scott
Irene Fitzsimmons
Nola Gallagher
Ashley Gallagher
Doug Thomas

A quorum will exist if at least three representatives are in attendance and the chair deems there is adequate representation. Recommendations to Council will not be made without a quorum.

Where the membership is unable to reach a majority decision on any particular issue, the chairperson may make a determination.

From time to time, the committee may consult with other agencies or staff and Council on specific issues and/or invite a representative to attend a working group meeting.

Tenure

Cherie Schafer will be the chairperson.

All members should hold a position within their respective agencies that allows them to:

- Vote on tabled items
- Provide feedback and suggestions



Key Responsibilities of Members

All members are responsible for being an active committee member by:

- a. attending meetings
- b. providing timely advice to the chairperson about non-attendance at meetings together with the name of your proxy
- c. ensuring your proxy is adequately prepared for meetings by providing all relevant documentation and comprehensive advice about current activities and this Terms of Reference
- d. working collaboratively with other team members to accomplish desired outcomes
- e. raising awareness within your agency to foster increased support for initiatives and improve opportunities for synergies across agencies

In addition, the Chairperson will be responsible for:

- a. insert additional requirements facilitating meetings
- b. ensuring that the minutes and a Committee Report containing any recommendations is presented to the Council for consideration.

Meetings

- Meetings will generally be held twice yearly or as required
- Meetings will generally be held at the Burns Philip Building or the Boardroom.
- Out of session meetings between specific members are encouraged to progress actions and take advantage of opportunities for presentation of reports for the consideration of the Heritage committee.

Secretariat

Secretariat support will be provided by Council.

Agendas and Minutes

The secretariat will be responsible for the following:

- Distributing the agenda and any relevant papers to all members at least two full working days prior to the meeting date.
- Accurate minutes including key discussion points, recommendations and actions to be distributed to all members within 15 working days of the meeting date.
- Minutes and any recommendations from the Committee are to be presented back to Council by way of a Committee Report immediately following the Meeting.



Review

The operation of the committee, this Terms of Reference and the overall effectiveness of the committee will be reviewed annually to ensure efficiency is maintained. This review will be carried out by the committee. The review will include, but is not limited to:

- effectiveness of the committee
- effectiveness of this Terms of Reference
- a review of the committee membership

Contact Details

All communications should be addressed to:

Secretariat

Cherie Schafer

Manager of Economic and Community Development

PO Box 31

Normanton, Queensland, 4890

Telephone: 4745 2200

Email: cherie.schafer@carpentaria.qld.gov.au

Document control sheet

Contact for enquiries and proposed changes

If you have any questions regarding this document or if you have a suggestion for improvements, please contact:

Cherie Schafer

Manager of Economic and Community Development

PO Box 31

Normanton, Queensland, 4890

Telephone: 4745 2200

Email: cherie.schafer@carpentaria.qld.gov.au

Version History

Version No.	Date	Changed by	Nature of Amendment	Review Date
1		Committee	Approved document	
2				
3				
4				

Document sign off

This Document was **approved** by: <Insert who endorses>



BUSINESS PAPERS

10.14 CARPENTARIA K150 EVENT

Attachments:	10.14.1. K150 meeting minutes
Author:	Cherie Schafer - Manager Economic & Community Development
Date:	3 March 2023
Key Outcome:	A safe, healthy, and equitable community that celebrates diversity and enjoys a quality lifestyle
Key Strategy:	Development of, and implementation of, a cultural plan

Executive Summary:

This report provides information and updates to Council around the Carpentaria Shire K150 Event, and the activities organised and those that require a resolution.

RECOMMENDATION:

That Council:

1. Confirm and endorse the actions of the Chief Executive Officer to procure services on behalf of the committee as listed in the Officers Report; and
2. Note the other items and actions contained in the Committee Minutes included in the Officer's Report and authorise expenditures proposed in accordance with budget for the Event.
3. Council to provide guidance on third party events that Council is to supporting financially around:
 - a. If Council staff are to assist organizing the event, and
 - b. Is there an expectation to give back to the K150 event

Background:

Council along with the K150 community Committee are holding a weeklong worth of events to celebrate Karumba turning 150 years Old.

The minutes of the last K150 meeting and relevant information is attached for review.

Items approved under the delegation of the CEO

The below items have been approved under the delegation of the Chief Executive officer and requires adoption from Council. Please note venues have not yet been confirmed for several of the items below.

Bulldust part payment for performance at the Tavern (RADF funded the Karumba Recreation Club performance)	\$4,600.00
In the booth x 2 events (Karumba Recreation Club and The Tavern)	\$6,100.00
Night Sky astronomy x 2 nights	\$3,492.00

BUSINESS PAPERS

Karaoke at the Karumba Lodge x 2 nights	\$620.00
Ian Quin 1 x Tavern & 1 x lodge performance	\$600.00
K150 Shirts for the Elected Members (Includes artwork costing)	\$788.89

During the Teams meeting held on the 02/03/2023 it was decided that the Merchandise to be purchased and sold by Council will consist of:

- Hat pins
- Key Rings
- Stubby Coolers
- Mugs
- Stickers
- Caps
- Tea towel
- Mouse pads

The committee have selected a few photos to go on certain items above otherwise the K150 Logo will be branded on items.

Items requiring direction from Council:

The Manager of Economic and Community Services also requests direction from Council around what events Council is to provide assistance too. For example, at the meeting held 02/03/2023 it was discussed that the Karumba Recreation Clubs would require a lot of support from Council and the Committee not just financially but also labour to make this event a success.

It was also asked later if I would be assisting the pubs and clubs organising their events eg the Tavern on the Friday night.

I would also like some guidance around the pubs that Council is looking to provide the entertainment and accommodation fees for if there is an expectation to give back to the K150 in some capacity. For example, it may be that if Council is paying the fees and accommodation at the Karumba Lodge that they provide a free breakfast to those who finish the morning walk on the Tuesday.

The Tavern maybe able to supply the brunch after the paver opening at 10am on the Friday.

The committee would like to know if they are able to use the words Karumba Out Back By the Sea or if they are not allowed due the Outback By The Sea Festival.

The K150 would like the TOR to include Brian Page and some specific wording around committee members responsibilities as they feel there are some members who are not contributing other than attending meeting to listen in. This is having a negative impact on other committee members as they are required to take on additional tasks.

BUSINESS PAPERS

A separate report has been written for the Purpose of the K150 Terms of Reference.

Below is a draft of the estimated budget, some of these items have been included as they were expenses during the N150 event and may or may not be required during the K150 event.

K150 Event 2023			
Expenditure - total \$75000			
Item	Details	Estimated Cost	Actual Cost
Photobooth	PO raised		\$6,100
Bulldust Band -Tavern			\$4,600
Night Sky	PO raised		\$3,492
Ian Quin			\$6,000
Alyn Owen			\$620
Bus hire and Service - Church		\$1,000	\$1,000
K150 Shirts for elected members	PO raised		\$788.89
Merchandise		\$5,000	\$5,000
Laying of the K150 Pavers	estimate based on N150	\$15,125	\$15,125
catering for Paver opening	catering	\$1,500	\$1,500
Wages	Staff, Town Crew, Etc. for Set Up and Pack Up, Water Truck, etc.	N150 cost \$14370	\$10,000
Accomodation for entertainment		\$1,000	\$1,000
Queensland Police Service	Security - this may be required for the Rec Club event	\$1300 cost of the N150 event	\$1,300
Profesional printing and advertising	Cost as per N150 event	\$492	\$492
Toilets and pump out fee	Cost from N150 Rac Club may require extra toilets for the event	\$1,650	\$1,650
Movie night	family movie night	\$600	\$600
General catering for other events		\$2,000	\$2,000
Total		\$ 28,367.00	\$ 55,267.89
Total Budget Spent		#VALUE!	
RADF Funded Projects total budget \$20000			
Partner	Details	Cost	
Bulldust, accomodatio x	Band PO Accomdation PO	\$4,600	
Paint and Sip	Arts work shop	\$3,000	
Ian Mc Intosh	Writer workshop	\$4,750	
K150 books	Printing of book	\$5,880	
Roy Flood/ macreme	Arts workshop	\$3,520	
Total			
Total Surplus		\$	21,750.00

Legal Implications:

- Nil

Financial and Resource Implications:

- Within budget.

BUSINESS PAPERS

Risk Management Implications:

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



K150 Committee Meeting

Meeting	K150 Celebration Committee
Date	Tuesday 14 February
Time	3:00pm
Location	Council Boardroom and teams for Kba residence
Chair	Cherie Schafer
Attendance	Cherie Schafer, Tracey McShane, Mark Crawley, Julianne Meier, Doug Thomas, Cathy Bawden, Jack Bawden, teams – Leeanne Crossland, Kyra
Apologies	Rose
Minutes taken	Cherie Schafer

Points of Discussion

Terms of Reference (TOR): Mayor Jack kicked off the meeting with the discussion of the TOR for the K150 committee.

Mayor Jack thanked Kyra for all the hard work and hours she has put into being and has elected Cherie Schafer to take up being the chair of the K150 meeting with Kyra's resignation.

update

TOR Council report drafted for adoption for the March council meeting

Paver update: Fully paid for with \$320 left over. Kyra has a new plan of the layout which she will email out to the committee.

Kyra had requested details of all the station to do a sign and the latitude and longitudes however didn't get a response from Council so possibly won't go ahead with this project. This is the same for the compass.

The pavers will be reviled at the opening at 10am 30th June – Mayor Jack to prepare his speech.

Action: Ivan to get a quote for a sign with all the station names and directions and we can go from there as to if we go ahead or not.

Cherie has sent Ivan a request for quotes to obtain something similar the below photo to list all the station in shire.



Action: Kyra to send new design to Committee

Action: Cherie to obtain quotes to install the Paver will proceed for quotes once new sign received.

K150 Books: Cathy and Doug have the USB with all the photos on and will start working on the lay out.

- Kyra asked if Council had got a quote for the books as per the discussion late last year – no quotes obtained as yet.
- Cherie asked for the contact so she can follow this one up – Mayor Jack forward the contact.
- Kyra advised she had more photos to send to be incorporated into the book.
- Possible RADF funding to cover the printing of the books as this would cover the heritage priority of the funding.

update

Cherie has contacted Linda from Cardzilla regarding the printing of 150 K150 books. The quote is attached to design, print and supply 150 books.

Cardzilla would require all the photos and relevant information by April to start working on a proof that would need to be approved by 1st May to have this project completed in time and have shipped for mid-June.

Event/Quote discussion:

Cherie went through all the quotes and ask for which items have been previously approved by the committee so that Purchase order can be raised by Council. The below items have been approved.

Photo booth x 2 events – In the Booth are sending quote for the two days. I am unsure if the committee realised the cost is looking around \$6300 for two nights.

Bulldust x 2 events – Bulldust have advised that they need to re-quote as the \$6400 didn't include lighting etc which the committee advised they required.

Ian Quin – require and official quote can't use a txt

Night Sky

Roy Flood

Alywn Owens - \$250per nigh from 6pm to 10pm x 2 two nights' accommodation at the lodge and \$120

fuel. Cathy to do up a formal quote.
Paint and Sip – still getting quotes

Possible items

Ian McIntosh – I feel this item could be covered through RADF funding so have asked for a formal quote.

Cherie went through each event listed in the excel sheet, of which the committee provided updates. A draft version of the updates attached.

While going through the list of events cherie asked who is responsible for the event, the organization or council eg Recreation Club, Tavern or Council of which updates were recorded.

Cherie to provide a simple event planning template to assist groups organizing their own events.

update

Draft simple event plan attached for review.
An update of the event attached for review

Merchandise:

The committee has reduced the merchandise list down to the below items:

Hat pins
Stickers (including bumper stickers)
Stubby Coolers
Tea Towels
Trucker hats

update

Cherie has contacted the LWBDC who will send the contact details for the Merchandise supplier council uses. Cherie will then have discussions around what can be supplied for the K150 event.

Event Flyer:

Cherie asked the committee if they would be happy for Tracey to design a flyer with all the events for the week on it similar to what was done for the N150.

The committee was happy for this to be done.

update

Cathy, Kyra and Sylvia have replied they would like the colour blue incorporated into the flyer and some photos of Karumba in the background of the flyer.

K150 Shirt:

Look to order K150 long sleeve shirts similar to last years Out Back By the sea Festival. It was decided that the colour would be stone/bone, full button with the K150 logo.

the elected members would be provided a shirt for free; committee members and Council staff would be required to pay for their own.

update

Cherie has obtained a quote for the shirts for the Elected members. Cherie has sent an email the CSC CEO checking he is happy for the order to be placed and go out to staff and the committee to see if they would

like to buy a shirt for \$45 each.

General questions:

It was raised if Council could seek quote for transportation/bus for the week of the K150 event.

update

Cherie has spoken to Doug around the Church providing a quote to dry hire the bus for a period of a week. This way the bus is available through the week if required. As the bus is dry hired the Church requests that they are made aware of who will be driving the bus and to ensure they have the correct license.

Action: Does the committee have a list/some name of who could volunteer to drive the bus.

Leanne advised Cherie that she has a license to drive a small bus.

Cathy raised that the LWBDC has advised that only 22 members can fit into the board room area for workshops. There have been previous Council functions with more than 22 able to fit in the space.

Cherie advised it would come down to what sort of workshop was being ran to how much space they needed to how many could fit comfortable in the space.

Cathy asked for this item to be followed up.

update

Cherie contacted the LWBDC to discuss how many people can fit in the LWBDC boardroom. It was advised with the current set up in the centre 22 people can be seated. There is more space however there are no additional tables and chairs at the centre so this is something the committee would be required to organise if they wish to fit more people in this space. Picture attached.



Cathy raised if Council would supply medallions and sashes to the Karumba Gun Club as they did for Normanton. After general discussion it was found the Karumba gun club is just holding a come along and have a shoot wear as the Normanton Gun Club held a large annual event with Members from Mount Isa Gun club etc to attend so didn't think Council would supply for a come along and try event as such.

Event items for consideration:

Candle making workshop 2 hrs

Canva poster design workshop 2 hrs

Contact CWA art shed

Contact lady in Kba for a Macramé workshop

Another idea the committee may have to be emailed to Cherie and Tracey.

BUSINESS PAPERS

10.15 REGIONAL ARTS DEVELOPMENT FUND (RADF)

Attachments:	10.15.1. RADF meeting minutes ↓
Author:	Cherie Schafer - Manager Economic & Community Development
Date:	7 March 2023
Key Outcome:	A safe, healthy, and equitable community that celebrates diversity and enjoys a quality lifestyle
Key Strategy:	Development of, and implementation of, a cultural plan

Executive Summary:

This report provides information and updates to Council around the Carpentaria Shire RADF funding, and the activities organised and those projects approved by the RADF committee that require Council approval.

RECOMMENDATION:

That Council approves the RADF recommendation below from the RADF committee.

Background:

Council received \$24,500 through RADF funding and co-contributed \$5000 bringing the total to \$29,500.

An RADF round was advertised, and the below items were received and tabled at an RADF meeting for the committee members to assist with the application evaluation.

The minutes of the RADF meeting held 28 February and relevant information is attached for review.

The below items have been approved by the RADF committee and requires adoption by Council.

▪ Bulldust entertainment for the K150	\$4,600
▪ Jally Entertainment (Kids Performance)	\$2,750
▪ K150 Books	\$5,880
▪ Ian McIntosh 2-day workshop	\$4,750
▪ Trent White Photography NAIDOC	\$5,000
▪ Paint and Sips up to the cost of	\$3,000
▪ Roy Flood/ Macramé' up to the cost of	\$3,520
Total	\$29,500

Legal Implications:

- Nil

BUSINESS PAPERS

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

Outback by the Sea®

RADF Meeting

Date:	28th February, 2023
Venue:	Council training room
Commencement:	4pm
Apologies:	Tanya Arnold
Present:	Cherie Schafer, Barb Wollner, Irene Fitzimmons, Mel Gallagher (email vote after meeting with Cherie earlier) Cr Amanda Scott.

Meeting chaired by Cherie Schafer.

Agenda items

1. Discuss budgeting and ideas for RADF Funding use.

General business:

Cherie Schafer

- Cherie begins meeting by updating the commit on the current budget what activities has previously been approved.

Around the table discussions on for assessment.

Local priorities:

- Indigenous Youth workshops
- Heritage and Lasting Projects
- Touring Dance and Musical productions
- High Quality Art workshops

RADF Project	Comments from the Committee	RADF funded total
<p>Buldust live music x 2 performance K150 event</p> <p>The committee would like two events – one held at the Tavern and one held at the Karumba Recreation Club for the K150 event</p> <p>\$9200</p>	<p>Funding for performance at Rec club - SUPPORTED</p> <p>Funding for performance at Sunset Tavern – <u>NOT</u> SUPPORTED</p> <p>Tavern is a private business</p> <p><u>Support the provision of \$4600 from RADF toward the performance at Rec Club only. Not supported if used for Tavern performance.</u></p>	<p>\$4600</p>
<p>Jally Entertainment children performance</p>	<p>Council – November 2023 this one has been booked</p>	<p>\$2750</p>
<p>Trent White Photography – NAIDOC Committee a week in Normanton taking pictures of Elders to be produced and used in a launch event during NAIDOC week. Photos will be them put on display with a caption at the BP building. Funding was applied for this through another funding stream however did not get up.</p> <p>\$12500</p>	<p>NAIDOC week project. Support partial funding of this project and suggest the committee request support from the TO Groups.</p>	<p>\$5000</p>
<p>K150 Book (same as N150 book) – K150 committee. This funding will produce a picture book the same as the N150 book which will go out for sale in the community</p>	<p>Supported – Normanton book was a great tribute and keepsake to the history of the town.</p>	<p>\$5880</p>
<p>Ian McIntosh – K150 committee 2 day story writing workshop for children</p>	<p>Supported – for the benefit of the adults/kids in the shire and</p>	<p>\$4750</p>

and adults to be held in Karumba. They can take up to 22 people per workshop.	developing creative arts. I am a passionate supported of the written art.	
Paint and Sip for the K150 event	The K150 groups is finalising quotes however the RADF committee is happy to support up to \$3000 for this project including the food however no alcohol costs.	\$3000
	The RADF committee does encourage to go with the local quote if this is an option.	
Roy Flood –workshop and performance	The RADF committee is happy to Roy Flood and a possible Macramé workshop to use the remaining funding	\$3,520
Any other small workshop eg Macramé.		
Total RADF Expenditure		\$29,500

All members on the committee agreed with the above outcomes.

Meeting closed at 4.45pm

NOTE - next meeting to be scheduled.

BUSINESS PAPERS

10.16 USER AGREEMENT - NORMANTON RODEO ASSOCIATION INCORPORATED

Attachments: 10.16.1. Marked up agreement from Feb 2023 workshop [↓](#)

Author: Cherie Schafer - Manager Economic & Community Development

Date: 7 March 2023

Key Outcome: 2.2 - An active and healthy community

Key Strategy: 2.2.2 Plan and provide facilities and programs that enable participation in sport and recreation.

Executive Summary:

The User Agreement between the Normanton Rodeo Association Incorporated and Council for the Normanton Showgrounds, had expired, and has been renegotiated and is now presented to Council for adoption.

RECOMMENDATION:

That Council:

1. note the marked-up version of the user agreement; and
2. provide feedback in relation to draft User Agreement; and
3. delegate to the Chief Executive Officer the power to make amendments as discussed and finalise this User Agreement.

Background:

The User Agreement established between Council and the Normanton Rodeo Association (NRA) in 2010 has expired and a revised agreement has now been reviewed by Preston Law. The updated Draft User Agreement has been workshopped between Council on the 14th of February 2023 and the Normanton Rodeo Committee.

Attached is a copy of the updated Draft User Agreement with marked up changes. Each change marked up is listed below for councils' consideration:

1. Term of five years from 2023 adoption date to 2028.
2. The Rodeo committee would like to see a Nil fee payable in leu of in-kind maintenance of \$2,200 completed annually as per the 2010 agreement.
3. Permitted Use Item 4.2 (b) - The committee would like it acknowledged that some of these facilities that they are granting use of has been constructed by the Rodeo Committee.

BUSINESS PAPERS

4. User Charge Item 5 – The Rodeo Committee would like all sections relating to a user charge removed for payment of an annual/monthly fee. The committee would like included:
 - The NRA can use the cold room free of charge one month before and two weeks after the Normanton Rodeo.
 - The NRA can use the cold room free of charge one week before and after the Normanton Races.
 - Council agrees not to charge a user fee in acknowledgement of NRA's ongoing improvements and contributions each year.

5. Maintenance Obligations Item 6: The NRA committee would like this section to include:
 - Council to maintain the rodeo grounds and facilities including mowing/slashing. Previously there has been two major slashes per year and then as required.

6. User to maintain Normanton Rodeo Grounds Item 7: The NRA would like this updated to:
 - NRA must only maintain those facilities that are for sole use of the NRA. Items include the secretary's box and loudspeakers. All other items to be maintained by Council unless proven to be damaged by the NRA.

As explained during the workshop, Council hires out the facility for private functions including parties and other community events. There have been times where items have been damaged, left untidy or the Council process to check these facilities have not been completed. NRA feels that this is Council's responsibility to rectify not the NRA.

7. The user shall be - Item 8.3 (b): remove the wording user charge.

8. Annexure (A) Map of the Normanton Racecourse/Rodeo Grounds.

The NRA would like to see the map returned to that of the original agreement and not reduced to the Rodeo and Horse Sports area. As explained during the workshop there are several items owned or constructed by the Rodeo committee over the years to improve the facility for ongoing Rodeo/Races events that are not included in the map attached in the draft agreement.

BUSINESS PAPERS

Council are asked to provide feedback on the abovementioned items so the User Agreement can be finalised.

Consultation (Internal/External):

- Mark Crawley - Chief Executive Officer
- Julianne Meier - Director of Corporate Services
- Cherie Schafer - Manager Economic & Community Development
- Preston Law
- Normanton Rodeo Association

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.



USER AGREEMENT
NORMANTON RACECOURSE
RESERVE

Carpentaria Shire Council
ABN 59 242 797 822

(Council)

Normanton Rodeo Association Incorporated
ABN 31 846 621 857

(User)

INDEX

1. REFERENCE SCHEDULE 3

2. DEFINITIONS..... 4

3. INTERPRETATIONS..... 5

4. PERMITTED USE 6

5. USER CHARGE [TBC IF REQUIRED] 7

6. MAINTENANCE OBLIGATIONS 7

7. THE USER MUST MAINTAIN THE NORMANTON RODEO GROUND AND ALL IMPROVEMENTS ON THE DESIGNATED AREA INCLUDING, BUT NOT LIMITED TO, THE ARENA, STOCK YARDS, STOCK WATERING FACILITIES (OTHER THAN WATER SUPPLY), ALL FENCING BORDERING AND WITHIN THE DESIGNATED AREA, LOUDSPEAKER SYSTEM, GRANDSTAND SEATING AND ANY OTHER ITEMS OWNED BY THE USER LOCATED WITHIN THE DESIGNATED AREA, INCLUDING BUT NOT LIMITED TO MOWING THE DESIGNATED AREA AND GENERALLY KEEPING THE DESIGNATED AREA IN GOOD CONDITION AND REPAIR. RESPONSIBILITIES FOR STOCK..... 7

8. DESTRUCTION OR DAMAGE 8

9. ASSIGNMENT AND SUBLICENSING..... 8

10. RIGHT OF ENTRY 9

11. DEFAULT 9

11.1. Termination upon provision of notice 9

11.2. Rights in Addition to Other Remedies 9

12. INDEMNITIES..... 9

13. INSURANCES..... 11

14. END OF AGREEMENT 11

15. EXTENSION OF AGREEMENT..... 11

16. MISCELLANEOUS 12

17. GOVERNING LAW 12

18. GOODS AND SERVICES TAX 12

USER AGREEMENT

This Agreement is made this day of 2021.

PARTIES

1. **Carpentaria Shire Council** of 29-33 Haig Street, Normanton in the State of Queensland
(Council)
2. **Normanton Rodeo Association Incorporated** ABN 31 846 621 857 of [\[insert-Address\] 1 Racecourse Rd Normanton in the state of Queensland](#).
(User)

BACKGROUND

- A. Council is the Trustee of the Land.
- B. Council has agreed to accept the User's request to use the Designated Area for the Permitted Use subject to the User entering into this Agreement on terms set out herein.

THE PARTIES COVENANT AND AGREE

1. REFERENCE SCHEDULE		
ITEM NO.	DATA	DETAILS
Item 1	PARTIES	
	Council:	Carpentaria Shire Council ABN 59 242 797 822
	Address for Notices:	29-33 Haig Street, Normanton, QLD, 4890
	Telephone:	(07) 4745 2200

	<p>User:</p> <p>Address for Notices:</p> <p>Telephone:</p>	<p>Normanton Rodeo Association Incorporated ABN 31 846 621 857</p> <p>PO Box 108 Normanton QLD 4890</p> <p>0417 882 562</p>
Item 2	<p>TERM</p> <p>Commencement Date:</p> <p>Expiry Date:</p>	<p>[TO BE ADVISED] 2023</p> <p>[TO BE ADVISED] 2028</p>
Item 4	<p>ANNUAL USER CHARGE</p> <p>Date Annual User Charge commences:</p> <p>Amount of Annual User Charge (exclusive of GST):</p> <p>Amount of Monthly User Charge (exclusive of GST):</p>	<p>Commencement Date</p> <p>\$(TO BE ADVISED) Nil</p> <p>\$(TO BE ADVISED) Nil</p>
Item 5	<p>PERMITTED USE</p> <p>Permitted Use:</p>	<p>Means the use of the Designated Area and the Normanton Rodeo Grounds for the conduct of events on an as is needed basis, in conjunction with other users, including, but not limited to, the Normanton Rodeo</p>
Item 7	<p>PUBLIC LIABILITY INSURANCE</p> <p>Public Liability Insurance:</p>	<p>\$20 Million</p>

2. DEFINITIONS

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

- 2.1. "Agreement" means this User Agreement;
- 2.2. "Business Day" means Monday to Friday, except public holidays in Normanton, Queensland;
- 2.3. "Council" means Carpentaria Shire Council ABN 59 242 797 822;
- 2.4. "Commencement Date" means the commencement date specified in the Reference Schedule or such other date as the parties mutually agree;

- 2.5. "Designated Area" means the part of the Land identified on the Plan and shown enclosed in blue, which includes the Normanton Rodeo Ground;
- 2.6. "Event of Default" means failure by the User to perform, keep or fulfil any other covenant, undertaking, obligation or condition in this Agreement;
- 2.7. "Expiry Date" means the expiry date specified in the Reference Schedule;
- 2.8. "Item" means an item of the Reference Schedule;
- 2.9. "Land" mean Lot 6 on Survey Plan 235283;
- 2.10. "Normanton Rodeo Ground" means the improvements to the Designated Area and includes all buildings, arena, yards and paddocks, and including the items set out in the inventory specified in Annexure B of this Agreement. The Normanton Rodeo Ground, including all items included in the inventory in Annexure B, is and at all times shall remain the property of, Council.
- 2.11. "Permitted Use" means the use outlined in the Reference Schedule;
- 2.12. "Plan" means the plan in Annexure A;
- 2.13. "Reference Schedule" means the reference schedule contained in clause 1 of this Agreement;
- 2.14. "Services" means all services of any nature from time to time provided as the context requires to the Designated Area for use or available for use by the User;
- 2.15. "Term" means the period commencing on the Commencement Date and ending on the Expiry Date or such other date in accordance with this Agreement;
- 2.16. "User" means the user party specified the Reference Schedule;
- 2.17. "User Charge" means the Annual User Charge specified in the Reference Schedule;

3. INTERPRETATIONS

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

- 3.1. clause and other headings are for reference only. They shall not be deemed to form any part of the context or to affect the interpretation of this Agreement;
- 3.2. a reference to a person includes any other legal entity and vice versa;
- 3.3. words expressed in the singular include the plural and vice versa;
- 3.4. words expressed in one gender include the other genders, as is appropriate in the context;
- 3.5. a reference to a statute includes all regulations and subordinate legislation and amendments;
- 3.6. an obligation of two or more parties binds them jointly and each of them severally;

- 3.7. an obligation incurred in favour of two or more parties is enforceable by them severally;
- 3.8. when a thing is required to be done or money required to be paid under this document on a day which is not a Business Day, the thing must be done and the money paid on the immediately succeeding Business Day; and
- 3.9. this document may not be construed adversely to a party only because that party was responsible for preparing it.

4. PERMITTED USE

4.1. Permitted Use

Council agrees to allow the User to use the Designated Area for the Permitted Use on the terms and conditions contained in this Agreement.

4.2. User's covenants

- (a) The User shall ensure that the use and access of the Designated Area does not cause any nuisance to any neighbours or users in common of the Land, Designated Area or adjoining areas.
- (b) The User acknowledges that the use of the Designated Area is not exclusive to it and Council reserves the right to grant other parties the right to use and occupy the Designated Area in conjunction with the User. Council may grant other parties the right to use and occupy the Designated Area following reasonable consultation with the User.
- (c) The User shall abide by and comply with all directions of Council in relation to the use of and access to the Designated Area and the Land from time to time ("Directions"). Without limiting the generality of this clause, the User agrees that:
 - i) any Directions, whether verbal or in writing shall form part of this Agreement but in the event of any inconsistency, the terms of this Agreement shall prevail; and
 - ii) it shall cause all invitees, employees, contractors, guests, etc to comply with the Directions.
- (d) The User, at its cost and expense, must:
 - i) observe all directions, rules and regulations for the time being in force relating to the means of access to and use of the Designated Area and the Land;
 - ii) comply with all laws and regulations in relation to the Permitted Use;
 - iii) comply at all times with all applicable laws, including any local laws and all relevant environmental protection laws and orders, and the requirements of authorities in connection with the Designated Area and Land, the User's property and the use or occupation of the Designated Area and Land;

Commented [MCS1]: The Rodeo Committee would like it acknowledged of all the facilities constructed by the Rodeo committee that Council may allow others to use.

- iv) know, understand and adhere to all workplace health and safety requirements and all environmental laws, including any particular requirements notified by the Council to the User from time to time;
 - v) promptly notify Council of any damage to the Designated Area and Land;
 - vi) ensure that any property provided by Council with the Normanton Rodeo Grounds, including that property specified in Annexure B, is kept in a good condition. This obligation includes an obligation on the part of the User to enter into service contracts for any items required to be serviced or maintained.
- (e) The User acknowledges and agrees that, without limiting or otherwise fettering anything else in this Agreement or Council's rights at law generally, if the User installs anything at the Designated Area, or brings anything on to the Designated Area, that Council, acting reasonably, considers to be a health and safety risk or a breach of any law (including any local law), then:
- i) Council may direct the User to remove the item or take such steps in respect of the item to remove the health and safety risk or otherwise make the item compliant with any law;
 - ii) If the User does not take the steps required by Council in the timeframe nominated by Council, then Council may enter upon the Designated Area and take the step itself, and recover all costs associated with doing so from the User. If Council exercises this right, it shall not be liable to pay any compensation, howsoever arising, to the User.
- (f) The parties acknowledge and agree that Council's right in subclause (e)(ii) of this clause includes a right to demolish and remove any buildings or other structures or fixtures
5. **USER CHARGE [TBC IF REQUIRED]**
- 5.1. The User must pay the User [Charge] to Council as directed monthly in advance or at such other intervals as Council directs from time to time.
- 5.2. If this Agreement ends at a time other than the Expiry Date, the User must pay to Council prior to the end of this Agreement the proportion of the User Fee due at that time together with any other monies due under this Agreement.
- 5.3. Any payments due to be made under this Agreement by the User to Council must be paid on time and the User must not withhold or set off any payment under this Agreement for any reason.
6. **MAINTENANCE OBLIGATIONS**
- 6.1. The Council must maintain the supply of power, electrical lighting and fittings, water supply, amenity blocks, roads and access to the Designated Area.
7. **THE USER MUST MAINTAIN THE NORMANTON RODEO GROUND AND ALL IMPROVEMENTS ON THE DESIGNATED AREA INCLUDING, BUT NOT LIMITED TO, THE ARENA, STOCK YARDS, STOCK WATERING FACILITIES (OTHER THAN WATER SUPPLY), ALL FENCING BORDERING AND WITHIN THE DESIGNATED AREA, LOUDSPEAKER**

Commented [MCS2]:

Commented [MCS3R2]: The NRA committee would like to see this updated to: Council agrees not to charge any fees in acknowledgement of NRA's ongoing improvements and contributions over the years.

Commented [MCS4]: It was discussed that the NRA committee would be responsible for paying for the running of the fridges for extended periods of time.

The NRA committee would like to be able to run all the large fridges one month out from the Rodeo and one to two weeks after the Rodeo.

The Races would be one week before and after the event. The Rodeo would be happy to discuss fee for power if they wish to extend the periods between Rodeo and Races.

Commented [MCS5]: The NRA committee would like: Council to also maintain the grounds in a neat and tidy manner i.e. mowing, upkeep of grounds.

Commented [MCS6]: Does this need to be in capital and bold?

Commented [MCS7R6]: NRA committee would like this to be updated to: Users must maintain only those facilities that are for the sole use of the NRA. Items would include the secretary's box and the loudspeakers. All other items are owned by Council and should then be maintained by council unless agreed upon.

Item 7 should be completely removed and updated to the above - and not in bold.

SYSTEM, GRANDSTAND SEATING AND ANY OTHER ITEMS OWNED BY THE USER LOCATED WITHIN THE DESIGNATED AREA, INCLUDING BUT NOT LIMITED TO MOWING THE DESIGNATED AREA AND GENERALLY KEEPING THE DESIGNATED AREA IN GOOD CONDITION AND REPAIR. RESPONSIBILITIES FOR STOCK

- 7.1. The User is responsible for the control and management of stock within the Designated Area for all purposes related to the keeping of stock within the Designated Area, other than stock under the control of Council. This includes stock entering and leaving the Designated Area.
- 7.2. The User must follow any reasonable directions given by Council with respect to control and management of stock.

8. DESTRUCTION OR DAMAGE

8.1. Reinstatement

- (a) If the Designated Area shall during the Term of this Agreement be destroyed or damaged, whether remaining partially available for use by the User or incapable of use and if there shall be sufficient insurance moneys to repair and reinstate fully, Council shall proceed with all reasonable speed to repair and reinstate the Designated Area, subject to Council adhering to its requirements, and the requirements of its insurer, with respect to calling upon Council's policies of insurance.
- (a) If there shall be insufficient moneys to repair and reinstate the Designated Area or any necessary part of the Designated Area fully or, if any necessary permit or consent to fully rebuild the Designated Area cannot reasonably be obtained, then Council may elect, by giving written notice to the User within one (1) month of the date of such damage or destruction, either to:
 - i) proceed with such repair, as may be possible, or
 - ii) revoke this Agreement in which event this Agreement shall be terminated.

8.2. Any repair or reinstatement under this clause will be carried out by the Council using such materials and forms of construction and according to such plans as shall be reasonably determined by the Council.

8.3. The User shall be:

- (a) liable for any damage, excluding normal wear and tear, where that damage is caused by the User; and
- (b) in such case the cost of the repair of such damage shall be as determined by the Council's insurers or Council, acting reasonably. There shall be no right of relocation pursuant to Clause 10, and the User Charge shall continue to be paid in respect of the Designated Area.

Commented [MCS8]: Remove all items around user charges

9. ASSIGNMENT AND SUBLICENSING

9.1. This User Agreement is granted by Council to the User and shall be personal to the User. The User covenants with Council that the User shall not assign, sublicense or

allow any other person the right to use the Designated Area and Land area without the prior written consent of the Council.

10. RIGHT OF ENTRY

10.1. The Council reserves the right to:

- 10.1.1. at all reasonable times access and use the Designated Area for any purpose, other than during the User's annual rodeo meet; and
- 10.1.2. at all times effect any works to the Designated Area considered necessary by the Council for the safety or preservation of the Designated Area or to comply with any Laws. The Council will (except in an emergency, the existence of which shall be determined by Council acting reasonably) carry out the works in a manner which minimises, so far as practicable, interruption to the Permitted Use.

11. DEFAULT

11.1. **Termination upon provision of notice**

- 11.1.1. If an Event of Default occurs, Council shall give the User a notice in writing requesting that the Event of Default be remedied.
- 11.1.2. If the Event of Default is not remedied within fourteen (14) days of the date of the notice provided pursuant to paragraph (a) of this clause, Council may give to the User notice of its intention to terminate its obligations under this Agreement after the expiration of fourteen (14) days from the date such notice is served.
- 11.1.3. Upon the expiration of such period referred to in sub-clause (b) of this clause, Council shall (without prejudice to any rights arising prior to such date) have no further obligations to the User under this Agreement and this Agreement shall be deemed to be terminated.
- 11.1.4. If upon receipt of such notice the User cures the default within the said fourteen (14) day period then such notice shall be of no force and effect.

11.2. **Rights in Addition to Other Remedies**

The rights contained in this clause shall be in addition to any and all rights and remedies for breach of contract or otherwise available to Council.

12. INDEMNITIES

- 12.1. The User occupies and uses the Designated Area and Land at its own risk. The Council is not liable in any circumstances to the User for any damage to the User's property in or about the Designated Area, interruption to the Services nor any loss of profits by the User.
- 12.2. The User must indemnify and keep indemnified the Council (during and after the Term) against all actions, losses and expenses incurred by the Council:

12.2.1. for any loss, damage, death or injury caused by, or incidental to, the User's use of the Designated Area or the Land or by an escape of any water, fire, gas, electricity or other such agent from the Designated Area or the Land except where the Council has caused or contributed by negligence, wilful act or omission;

12.2.2. which are caused by, or incidental to, the User's failure to comply with this Agreement.

12.3. Notwithstanding anything in this Agreement to the contrary, Council will not be in default of this Agreement for a remediable breach, unless the User has given written notice to Council of the breach, and Council has failed to remedy the breach within a reasonable period of time.

13. INSURANCES

- 13.1. The User must take out and maintain in the User's name with Council's interest noted, a standard public liability insurance policy with an insurance company approved by Council, for at least the amount specified in the Reference Schedule. If required by Council, the User must extend this policy to cover risks of an insurable nature regarding indemnities that the User has provided to the Council under this Agreement.
- 13.2. If requested by Council, the User must produce to Council evidence of any insurance policies (including renewals) effected by the User under this clause 21.
- 13.3. The User must not do anything which could:
 - 13.3.1. prejudice any insurance of the Land or property at the Land;
 - 13.3.2. increase the premium for that insurance without Council's consent.
- 13.4. If the User does anything that increases the premium of any insurance Council has in connection to the Land, the User must pay the amount of that increase to Council on demand.

14. END OF AGREEMENT

- 14.1. The User must at the expiry of the Agreement peacefully yield up the Designated Area to the Council.
- 14.2. The User must, during the last 14 days of the Term remove all items and equipment including fittings, additions, chattels, signage and other branding it has erected or affixed to the Designated Area and Land during the Term. The User must make good any damage caused in the removal.
- 14.3. At the expiry of the Agreement, the Council may elect to either:
 - 14.3.1. deem any fittings, additions, signage, chattels or other property not removed from the Designated Area and Land as abandoned and such items shall become the property of Council; or
 - 14.3.2. remove any fittings, additions, signage, chattels or other property not removed from the Designated Area and Land and dispose of them, with any costs associated with such removal and disposal recoverable from the User as a liquidated debt, payable on demand.
- 14.4. The ending of this Agreement does not affect any of Council's rights against the User on account of any antecedent breach by the User of a term of this Agreement.

15. EXTENSION OF AGREEMENT

- 15.1. This clause applies whereby both Council and the User agree to extend the Term of this Agreement.
- 15.2. If the Council and User agree to extend the Term of this Agreement, Council reserves the right to amend the terms of this Agreement.

16. MISCELLANEOUS

- 16.1. This Agreement constitutes the agreement of the parties hereto with respect to the subject matter and supersedes any prior agreement.
- 16.2. If any provision of this Agreement is found to be void or unenforceable, the remaining provisions shall not be in any way affected.
- 16.3. Any notice by either party in respect of this Agreement shall be deemed served if in writing, by prepaid mail, email or hand delivered to the respective addresses specified in Item 1 of the Reference Schedule and shall be deemed effective three (3) business days later.

17. GOVERNING LAW

- 17.1. This Agreement shall be governed and construed in accordance with the laws of the State of Queensland and the parties agree to submit to the jurisdiction of the Courts of Queensland.

18. GOODS AND SERVICES TAX

- 18.1. For the purposes of this clause the following words shall have their corresponding meaning:-
- "Act" means the A New Tax System (Goods and Services Tax) Act 1999;
- "Creditable Acquisition" has the meaning attributed to that term in the GST Law;
- "GST" has the meaning attributed to that term in the GST Law;
- "GST Date" means the date upon which this Agreement becomes subject to GST under the GST Law;
- "GST Exclusive Market Value" has the meaning attributed to that term in the GST Law;
- "GST Free" has the meaning attributed to that term in the GST Law;
- "GST Law" has the meaning given to that term in the Act or if the Act is not valid or has been repealed, means any act of parliament imposing or relating to the imposition or administration of a goods and services tax in Australia and any regulation made under that act of parliament;
- "GST Rate" means the rate of GST applying to the transaction in question under the GST Law at the time the Supply is made;
- "Input Tax Credit" has the meaning attributed to that term in the GST Law;
- "Payee" means the party receiving the Payment;
- "Payer" means the party making the Payment;
- "Payment" means:-
- (a) the amount of monetary consideration (exclusive of GST); or

(b) the GST Exclusive Market Value of any non-monetary consideration (including any act or forbearance)

required to be paid or provided by the Payer to the Payee for any Supply under, or for the purposes of, this Agreement;

"Supply" has the meaning attributed to that term in the GST Law;

"Tax Invoice" has the meaning attributed to that term in the GST Law.

- 18.2. Subject to sub-clause 8.4 of this clause, any Payment required to be paid under this Agreement after the GST Date, other than a Payment for a GST Free Supply, shall be increased by the GST Rate.
- 18.3. Before or at the time a Payment is due, the Payee must deliver a Tax Invoice for that Payment to the Payer.
- 18.4. Where a Payment required to be paid under this Agreement is a reimbursement for, or contribution to, a Creditable Acquisition made by the Payee (including any reimbursement or contribution to outgoings, charges or expenses in respect of the Apron Area), the Payment shall, prior to the increase provided for by sub-clause 8.2 of this clause, be discounted by an amount equal to the Input Tax Credit which the Payee is entitled to claim for that Creditable Acquisition under the GST Law.

DATED THIS _____ day of _____ 2021

EXECUTED AS AN AGREEMENT

COUNCIL

EXECUTED by **Carpentaria Shire Council** in accordance with Section 236 of the *Local Government Act 2009 (QLD)* in the presence of:

Signature of Mayor

Witness

Signature of Chief Executive Officer

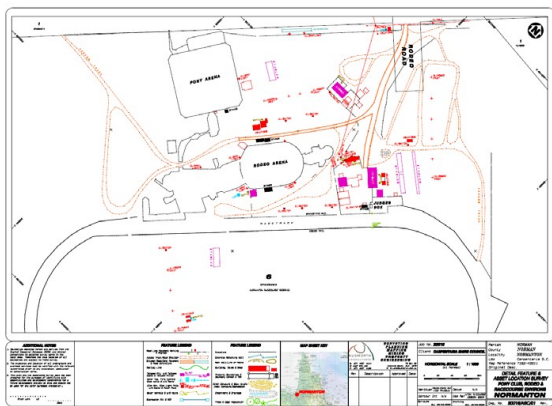
EXECUTED by **Normanton Rodeo Association Incorporated** in accordance with the *Associations Incorporation Act 1981 (Qld)* in the presence of:

[President](#)

WITNESS

Secretary

ANNEXURE A – PLAN





Commented [MCS1]: Area to be expanded back to original agreement to include race area

ANNEXURE B
INVENTORY

Normanton Rodeo Committee items include

- Two cold rooms in the races area
- Wooden tables and chairs in the races area
- Bookkeepers stall in the races area
- Shipping container in the races area
- 2 x starting stalls
- 3 x container toilets
- Secretaries box
- Loudspeakers
- Grandstands owned by Rodeo and football committee
- Rodeo shed (placed besides care takers house)
- Gate keeps stall (placed at the entry of the Rodeo grounds)
- The Owen Grieve memorial cook house
- Fencing around bar and paddock
- Portable panels

Formatted: Left

Formatted: List Paragraph, Left, Bulleted = Level: 1 +
Aligned at: 0.63 cm + Indent at: 1.27 cm
Formatted: Font: Bold

BUSINESS PAPERS

11 REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES

11.1 DOE REPORT

Attachments: NIL

Author: Michael Wanrooy - Director of Engineering

Date: 9 March 2023

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 and note the Director of Engineering Report as presented; and
2. that those matters not covered by resolution be noted.

1. Actions Arising from Previous Meetings

Reference	Action	Status
October Meeting	Undertake a sign audit on Carpentaria LRRS network and present at December Meeting ➤ Signs for Little Bynoe, Bynoe and Flinders River including no parking on bridge are being ordered from the signs manufacturer as per the plan submitted to Council December 2022 meeting.	In Progress
December Meeting	Add Premix to grooves at the Scruton River Floodway.	Not Started
January Meeting	Repair copper log fencing at NTN Cemetery ➤ Malcolm will undertake copper log replacement starting Monday 14th. Materials in Normanton. ➤ Heritage documents sent to Department for approval to undertake rotunda and wallaby fence construction ➤ Heritage documents accepted and works can proceed. Copper log fencing replacement nearly completed. ➤ The Rotunda to start when there is a break in the weather	In Progress
March Meeting	Are there alternatives to repair scour on the footpath in Philp Street besides filling with gravel as every wet season it erodes repeatedly	In Progress

Reference	Action	Status
	<ul style="list-style-type: none"> ➤ Repairs put in works program as per plan submitted in December 2022 Meeting ➤ In works program 	
August Meeting	Shorten median island at Intersection of Landsborough and Caroline St. to tree line at Curley's end. <ul style="list-style-type: none"> ➤ In works program 	In Progress
August Meeting	Discuss with TMR for slip lane at: Right turn from 92A to Glenore Weir – Near miss incident Right turn to 89B towards Dunbar at Walkers Creek Shady Lagoon turnoff <ul style="list-style-type: none"> ➤ Discussed with TMR briefly – Getting plans drawn up to help push it along with TMR ➤ Will look at improving site distance in the road reserve at Walkers Creek bend 	In Progress
October Meeting	Move existing football posts in Karumba to Hockey fields. <ul style="list-style-type: none"> ➤ Being arranged with Town Services ➤ Awaiting break in weather 	In Progress
October Meeting	Extend concrete footpath from Carrol's to Sam's. <ul style="list-style-type: none"> ➤ Works being planned ➤ Awaiting break in weather 	In Progress
November Meeting	Look at drainage for Karumba Developmental Road as water crosses over low lying residential homes around Bill Knights home. <ul style="list-style-type: none"> ➤ Council has inspected and surveyed the area and will look at undertaking works before Christmas to drain the problem areas. ➤ Council placed a small dirt levee along fence line. ➤ Council to construct a better shaped gravel levee after wet 	In Progress
November Meeting	Council to obtain quote to do minor repairs and possible fresh up paint job on Kris.	Not Started
January Meeting	Karumba Transfer Station needs cleaning up <ul style="list-style-type: none"> ➤ A meeting was held with Wanless regarding the cleanup. They have pushed up and tidied the green waste. They are arranging further clean-ups with the metal waste. I will get the new Water and Waste Manager to follow up. ➤ Wanless managed to the empty the transfer bins in Karumba when there was a day's opportunity to do so. 	In Progress
January Meeting	Normanton Town Dump. Construct a ramp near the transfer bins. <ul style="list-style-type: none"> ➤ There are minimum guidelines to meet: Council will construct a tyre retaining wall at the face approx. 750mm below the top of the bin, then construct a narrow 150mm thick slab on top of the tyre wall to hold the hand rail. A gravel pad will be constructed to meet the slab. A conveyor belt will be placed between the face and to the top of the bins to prevent any falls between the gap. Council is working with Wanless. This is not a permanent solution and is considered temporary. 	In Progress
February Meeting	Edge drop of Hospital Road	Completed

BUSINESS PAPERS

Reference	Action	Status
	➤ Council has placed barrier boards at the hazzard. Drop off at edge will be added to DRFA submissions.	
February Meeting	Clean drainage block near entrance of swimming pool ➤ Council has investigated and blockage checked. All clear of debris.	Completed
February Meeting	Entry spring loaded gate as a second entrance to the playground in Karumba – gate to face sports centre.	Not started
February	Centre support for shade structure not attached to shade sail in Karumba ➤ Shade sail reattached	Completed

2. Miscellaneous Projects

- 2.1. Thompson St Kerb and Channel Project – New Kerb and Channel complete. Bitumen works has been pushed back from March to April depending on the weather.
- 2.2. ATSI TIDS - Floodway upgrade on the Dunbar - Kowanyama Road. Two raised causeways are planned for Plains Creek and Cabbage Tree Creek. Survey, design drawings and DAF approvals have been completed. Culverts have been ordered and expected delivery in March 2023. Council has put in a variation for Extension of Time up to 30th August which has been approved by TMR. Council has also requested a cost variation.
- 2.3. Reef Project - Council's consultant Matt Moore has been working with DAF to finalise the best 2 sites to deploy the Habitat Reef modules/FADs. In consultation with MSQ (Ben Day), and after discussing potential locations with other local community members (including commercial fisherman) during site investigation field trip late last year, we have landed on the two attached locations. From this consultation, it was evident that the sites should be placed towards the east of Karumba, away from the sediment-laden water flowing out of the Flinders and Norman Rivers. This turbid water flows towards the west. Further, these sites have been chosen with both the Prawn fishery and Commercial in-shore netting in mind (both these sites appear to be away from where these fisheries operate – this information has formed part of this initial site selection process). A new site visit is planned for April to present the sites to the Karumba Community.

Site A – Inshore; 4 nm offshore from leads to Karumba

This inshore site hopefully provides us a sweet spot between being close to boat ramps while also being in suitable depth for iconic recreational species such as Golden Snapper (Fingermark), Barramundi, Grunter, and other bread and butter species.

Site B -Offshore; 24 nm offshore from leads to Karumba

This offshore site, although a further distance away from boat ramps, but still easily within the range of many reef boats (e.g. 4.5 m +) provides a suitable location to attract a wider array of iconic recreational target species due to its added depth and interaction with currents. The Reefs out here should assist with upwelling nutrient-laden currents. This provides food for plankton, which in turn feeds baitfish and provides food resources for pelagic species such as Spanish Mackerel. There is also the potential for this site to attract Sailfish and Mahi Mahi (Dolphin fish) - if this was to eventuate, it would potentially open up a whole new recreational fishery in the Gulf and attract even more people to the region. In addition to the pelagics, we expect this site to throw Coral Trout, Fingermark, Black-spot Tuskfish (to name a few) in good numbers as well.

We feel these 2 sites will provide us the best bang for buck and will deliver us great results. Following the success of these sites, we could look in future to put Reefs closer to shore and in the river.

Reef Configuration

Each of the 2 x sites will comprise 5 x Habitat Reef modules. The configuration will comprise of 1 x Ledge and Cave Habitat Reef in the centre with the 4 x Pyramid Habitat Reef modules positioned around the outside of this, at potentially 20-40 m spacings (in a circle array out from the central Ledge and Cave). Spacings are to be confirmed. A surface FAD (buoy) will be positioned in the centre of this array (close to the Ledge and Cave), and moored via a conventional anchoring system – this is to allow easier maintenance of the central FAD. This FAD will provide fishers with an easily identifiable location and assist with drift fishing. Each FAD (1 at each site) will be fitted with an Acoustic Receiver, providing the opportunities to investigate migrations and movements of key Recreational fishery species e.g. Sailfish, Black Jewfish, Mud Crab etc., to help inform management, and provide additional flow-on benefits for project. Note: The Acoustic Receiver and any associated tracking projects are not part of this project, but will assist many other researchers and provide great communication information to the local community (and it's easy to attach, so long as DAF can provide it). Further, each Habitat Reef module will be fitted with a mid-water FAD (similar to a crab pot float attached with Dyneema).

Next Steps

- Our consultant is currently consulting with the Northern Prawn Fishery and in-shore commercial fishing operators regarding these new locations.
 - Following endorsement from these groups, Dan Smith (DAF) will then seek official endorsement from DAF for DAF to be a part of this project – we just need to line everything up first.
 - Following endorsement from all parties, we can plan deployment for May. We will have to do another site investigation at these locations to check on the bottom substrate (e.g. relatively flat substrate and no existing reef). We don't anticipate this throwing up any curve balls, but still need to confirm.
- 2.4. Normanton Cemetery – Council has submitted Heritage approval documents for the installation of the Rotunda, wallaby fence and internal copper log fence replacement. They have approved the works to go ahead. Planning to construct the rotunda as soon as there is a break in the weather.
- 2.5. TIDS/Betterment Works – Armstrong Realignment. Council has completed designs and approvals. Attempts have been made to construct the base slab for the culverts prior to

BUSINESS PAPERS

the Christmas break, but early flooding have disrupted works. Culverts have been ordered and delivery is expected when the roads get opened.

- 2.6. TIDS – Reseal on the Normanton - Burketown Road, various length, from the intersection to Little Bynoe – Borals planned to do the works on 12 December but was forced to reschedule the works around January due to delayed projects on the east coast caused by rain delays. Due to flooding in the area, sealing has been pushed back from March to April.
- 2.7. RMPC Crew and everyone else in the outside crew – undertaking patching / road patrols / herbicide / guideposts / signs / mowing as required.
- 2.8. Normanton Town Crew, full on mowing and maintaining Normanton. Mowers and crew from Normanton have been sent to Karumba to assist with mowing.
- 2.9. Daily road runs undertaken on all roads where accessible to check road conditions, place signage, monitor water levels, and remove silt and debris where possible.
- 2.10. Karumba crew has mostly been flooded in, Shane Stark is working out of the Karumba Depot.
- 2.11. Council have provided an Emergency Resupply Operation for Local Stations requiring help. Council arranged a helicopter to assist with the resupply efforts including picking up from the grocery stores. Stations that have received help include Broadwater (twice), Haydon (twice), Timora, Stirling, Vanrook, Double Lagoon, Inkerman, Dunbar. We are currently doing a resupply to Lotusvale/Stirling, Vanrook, Inkerman, Dunbar and Neumayer Valley.

Table: TMR Projects progress report for 2022 – 2023

Projects	Value	Claimed	Progress
TIDS - 2/1200x450 new culverts at gully 1 to 2km past the Gilbert River. Total Value \$67,000. Claimed to June 2022 \$24,315.40. Remaining \$42,684.60	\$42,684.60	\$42,684.60	100% Completed

CN-17815 - 2021 DRFA works on 89B Ch. 0 to Ch. 180. Total Value \$2,551,476.10. Claimed to June 2022 \$879,185.30. Remaining \$1,672,290.80	\$1,454,514.60	\$1,454,514.60	100% Completed
Variation to CN-17815 - 2021 DRFA works on 89B Ch. 180 to Ch. 303	\$132,440.60	\$132,440.60	100% Completed
CN-17937 - Pave and Seal AG Stimulus Package 4 on 89B (Ch.63.49 to 69.37) approx. 6km past the Glencoe turnoff. Total Value \$2,924,640.60. Claimed to June 2022 \$2,859,372.60. Remaining \$65,268.80	\$65,268.00	\$65,268.00	100% Completed
CN-18809 Pave and Seal AG Stimulus Package 5 on 89B Ch. 70.4km to 77.70km. Total Value \$3,416,320.60. Claimed to June 2022 \$2,241,886.80. Remaining \$1,174,433.80	\$1,174,433.80	\$1,174,433.80	100% Completed
CN-18939 - 2022 89B DRFA Emergent Works - to the Gilbert River - requesting variation to 850K. Total Value \$850,000. Claimed \$126,071.19. Remaining \$723,928.81	\$723,928.81	\$723,928.81	100% Completed
ATSI TIDS Dunbar Kowanyama Road	\$1,340,000.00	\$448,106.87	33%
CN-18939 - 2022 89B DRFA Emergent Works variation	\$982,000.00	\$982,000.00	100% Completed
TIDS 2022-2023	\$910,000.00	\$13,342.15	
CN-16542 2022-23 RMPC	\$2,044,550.00	\$707,372.00	35%
2023 TMR Emergent Works	\$750,000.00		
Total	\$9,619,820.41	\$5,744,091.43	60%

BUSINESS PAPERS



Photo: Proposed New Reef Locations



Photo: Station Creek – Burketown Road



Photo: Armstrong Creek

BUSINESS PAPERS



Photo: 92A – On the way to Critters Camp



Photo: Norman River – Town of Normanton in background



Photo: SES helping locals return home.

BUSINESS PAPERS



Photo: Blast from the Past – 1969, photo taken from a film made by Malcolm Douglas. He was passing through Normanton briefly.

3. Update on Shire Flood Damage Works

- 3.1. All Shire Roads closed. Rivers and creeks running influenced by frequent storm activity.
- 3.2. ERSCON are out and about doing pickups when they can access roads.

4. Trades Report

- 4.1 Nil.

5. New Projects/Grant Applications

- 5.1. Council have requested a variation to the current RMPC. TMR are looking to grant \$500,000 for insitu stabilisation works for ruts on 89A and \$20,000 for Call Point signs at locations on 89B.
- 5.2. Council has requested a cost variation to the 2022-23 ATSI TIDS project on the Kowanyama Road. TMR is allocating a further \$150,000 to the project which is expected to be completed by end of August 2023.

6. Reports

- 6.1. Nil
- 6.2. Budget

Row Labels	Sum of Current Budget	Sum of Order Value	Sum of YTD Actual	Sum of Total Actual
Operating Expenditure				
Airports	435,825	89,762	243,019	332,782
Asset Management	238,383	30,310	37,729	68,038
Building Services	229,282	9,840	177,603	187,443
Coastal Management	111,240	0	0	0
Depots & Workshop	669,512	13,239	453,182	466,421
Engineering Services	750,951	331,192	744,795	1,075,987
Fleet & Plant	-1,204,059	1,572,880	-270,251	1,302,629
Main Roads (Rmpc And Pw)	5,543,892	552,458	4,124,771	4,677,228
Parks & Gardens	1,213,593	21,850	882,813	904,663
Pensioner Housing	372,264	25,136	188,983	214,119
Private Works	0	0	4,439	4,439
Public Conveniences	194,995	1,792	123,640	125,432
Quarries	52,000	0	334	334
Reserves	8,000	3,630	18,019	21,649
Road	5,293,070	13,600	3,695,285	3,708,885
Staff Housing	678,544	38,324	450,169	488,492
Town Planning	114,749	28,421	81,057	109,478
Operating Expenditure Total	14,702,241	2,732,434	10,955,586	13,688,020
Operating Income				
Airports	-229,000	0	-213,356	-213,356
Building Services	-4,000	0	-3,845	-3,845
Coastal Management	0	0	-136	-136
Engineering Services	0	0	-2,600	-2,600
Fleet & Plant	-50,000	0	-15,744	-15,744
Main Roads (Rmpc And Pw)	-7,010,000	0	-4,638,273	-4,638,273
Pensioner Housing	-63,000	0	-43,138	-43,138
Road	-1,400,000	0	0	0
Roads (Tids)	0	0	44,901	44,901
Staff Housing	-414,000	0	-186,006	-186,006
Town Planning	-5,750	0	-6,484	-6,484
Operating Income Total	-9,175,750	0	-5,064,683	-5,064,683
Grand Total	5,526,491	2,732,434	5,890,903	8,623,337

BUSINESS PAPERS

11.2 NDRRA/QDRF REPORT

Attachments: 11.2.1. Appendix A - 2021 Expenditure Summary [↓](#)
11.2.2. Appendix B - QRA21 Completion Sketch [↓](#)
11.2.3. Appendix C - Betterment Projects [↓](#)

Author: John Martin - Consultant Engineering

Date: 9 March 2023

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.

Executive Summary:

QRA20: The QRA20 project is 100% complete. Acquittal documentation has been lodged for the approval of all four (4) submissions and audits are currently being undertaken.

QRA21: The QRA21 project is approximately 52% complete. There is currently no construction work being undertaken due to the wet season shutdown, construction will recommence once floodwaters have subsided. The 2023 construction programme is being compiled to complete all submissions prior to the 30 June 2023 deadline utilising five (5) construction crews.

QRA22: Three (3) REPA Submissions have been approved and Council has received the 30% pre-payments from QRA. Two (2) REPA Submissions are currently awaiting approval. QRA22 construction work will commence once all QRA21 scope has been completed to ensure that submission deadlines are met.

QRA23 Carpentaria Shire Council has been activated for REPA, Emergency Works and CDO relief measures for flooding related to ex Tropical Cyclone Ellie / Monsoon Trough. Initial reports indicate significant damage to Council's transport infrastructure. Emergency works have commenced on accessible roads from Normanton.

OTHER:

All outstanding Fuel Levy adjustments have now been calculated and paid to Contractors.

The Mitchell River Crossing Investigation project is progressing with preliminary geotechnical investigations being performed to guide options analysis and structural design.

RECOMMENDATION:

That Council:

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

Background:

2020 QRA Event

1. Acquittal documentation for all four (4) submissions has been lodged on MARS and audits by QRA are currently being undertaken.

BUSINESS PAPERS

2021 QRA Event

1. All five (5) lodged QRA21 REPA submissions have been approved with a total RV of approx. \$39.9million (construction budget of \$31.1million).
2. Approximately 52% of the project has been completed with an estimated Expenditure Ratio of 0.90. Refer to Appendix A and B for construction progress summaries.
3. There is currently no construction work being undertaken due to the wet season shutdown. Construction will recommence once flood waters subside, and roads are accessible from Normanton.
4. The 2023 construction season programme is being compiled to complete the approved scope prior to submission deadlines utilising five (5) construction crews. A full list of active betterment projects is provided in Appendix C.
5. The QRA21 submissions have a deadline of 30 June 2023.

2022 QRA Event

1. Three (3) REPA Submissions have been approved and Council has received the 30% pre-payments from QRA. Two (2) Submissions have been lodged on the QRA MARS system pending an outcome from QRA.
2. QRA22 construction work will commence once all QRA21 scope has been completed in the 2022 construction season to ensure that submission deadlines for the QRA21 project are met.
3. The QRA22 program of work has a deadline of 30 June 2024.

2023 QRA Event

1. Carpentaria Shire Council was activated for REPA, Emergency Works and CDO relief measures on 6 January 2023 in response to flooding caused by Ex-Tropical Cyclone Ellie / Monsoon Trough.
2. Emergency works have commenced throughout the Shire on roads that are currently accessible and will continue in the upcoming months to restore access where required.
3. Damage pickup has begun throughout the Shire on roads that are currently accessible from Normanton. Damage pickup will continue in the upcoming months as areas of the Shire become accessible.

Other

1. All outstanding Fuel Levy adjustments have now been calculated and paid to Contractors.

BUSINESS PAPERS

2. The Mitchell River Crossing Investigation project is progressing with preliminary geotechnical investigations being performed to guide options analysis and structural design.

Consultation (Internal/External):

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

Legal Implications:

- Nil.

Financial and Resource Implications:

- QRA 20 Trigger Point contribution - \$29,363
- QRA 21 Trigger Point contribution - \$30,180
- QRA 22 Trigger Point contribution - \$30,015
- QRA 23 Trigger Point contribution - \$29,070

Risk Management Implications:

- High – QRA21 – Construction has a deadline of 30 June 2023. There is a high risk that work will not be completed by this deadline using five (5) construction crews based on residual work from the 2022 construction season and the forecast work for the 2023 season.

CARPENTARIA SHIRE COUNCIL

SUMMARY OF QRA21 EXPENDITURE

CURRENT

Project Completed

Forecast Project Expenditure to RV Ratio

1/03/2023

52.47%

0.90



Submission 1 - CSC.0052.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Pioneer Access	\$ 43,477.20	\$ 2,545.40	100%	0.06	Overlapping camp and establishment costs with simultaneously constructed Trenton Road. When assessing roads together expenditure is expected to align well with the combined RV.
Wondoola Access	\$ 145,923.99	\$ 91,981.30	100%	0.63	Overlapping camp and establishment costs with simultaneously constructed QRA20 Wondoola Access and QRA20/21 Wondoola Bypass Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Wondoola Bypass Road	\$ 335,719.59	\$ 164,110.49	100%	0.49	Overlapping camp and establishment costs with simultaneously constructed QRA20 Wondoola Bypass Road and QRA20/21 Wondoola Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Trenton Road	\$ 2,759,624.32	\$ 1,785,046.06	77%	0.84	Road partially constructed before wetseason shutdown, remaining works will be completed as soon as accessible in the 2023 construction season.
Broadwater - Iffleay Road	\$ 3,253,190.35	\$ 2,438.39	0%	1.00	Preliminary costs booked, no construction has commenced.
Broadwater Access	\$ 15,718.68	\$ -	0%	1.00	
Claraville Road	\$ 802,925.42	\$ 5,304.78	0%	1.00	Preliminary costs booked, no construction has commenced.
Cowan Downs Access	\$ 109,883.67	\$ -	0%	1.00	
Glenore Access	\$ 954,142.42	\$ -	0%	1.00	
Haydon Access	\$ 294,418.51	\$ -	0%	1.00	
Iffleay Road	\$ 48,565.72	\$ 37,154.26	0%	1.00	Preliminary costs booked, no construction has commenced.
Mundjuro Access	\$ 269,163.15	\$ 917.73	0%	1.00	Preliminary costs booked, no construction has commenced.
Old Croydon Road (Unsealed)	\$ 410,198.93	\$ -	0%	1.00	
Sawtell Creek Access	\$ 46,052.54	\$ -	0%	1.00	
Warrenvale Access	\$ 112,183.94	\$ -	0%	1.00	
TOTAL	\$ 9,601,188.43	\$ 2,089,498.41			

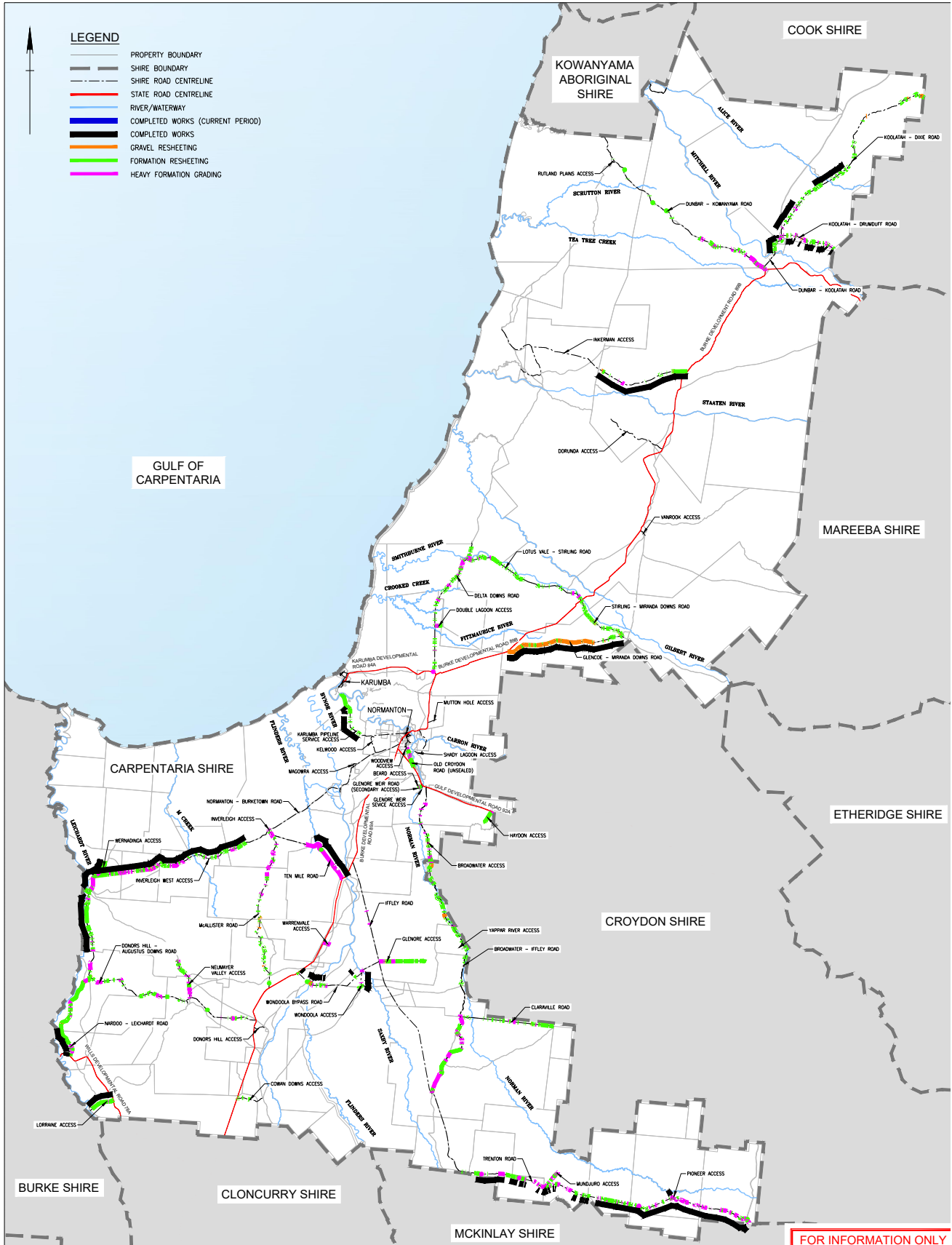
*Expected expenditure ratio is the ratio of final expenditure divided by the recommended value. (i.e. 1.5 is 50% over budget, 0.8 is 20% under budget)

Submission 2 - CSC.0054.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Wernadinga Access	\$ 408,403.56	\$ 206,933.00	100%	0.51	Overlapping camp and establishment costs with simultaneously constructed Normanton - Burketown. When assessing roads together expenditure is expected to align well with the combined RV.
Normanton - Burketown Road	\$ 3,384,537.60	\$ 2,029,427.45	98%	0.61	Road partially constructed before wetseason shutdown, remaining works will be completed as soon as accessible in the 2023 construction season.
Lorraine Access	\$ 537,639.45	\$ 550,526.75	100%	1.02	
Ten Mile Road	\$ 812,165.79	\$ 574,379.09	100%	0.71	Road partially constructed before wetseason shutdown, remaining works will be completed as soon as accessible in the 2023 construction season.
Karumba Pipeline Service Access	\$ 732,792.98	\$ 623,209.54	73%	1.17	Road partially constructed before wetseason shutdown, remaining works will be completed as soon as accessible in the 2023 construction season.
Nardoo - Leichardt Road	\$ 4,089,855.77	\$ 1,908,598.54	65%	0.72	Road partially constructed before wetseason shutdown, remaining works will be completed as soon as accessible in the 2023 construction season.
McAllister Road	\$ 1,111,966.62	\$ 58,503.91	4%	1.32	
Donors Hill - Augustus Downs Road	\$ 1,141,343.18	\$ 8,089.54	0%	1.00	Preliminary costs booked, no construction has commenced.
Inverleigh Access	\$ 2,341.08	\$ -	0%	1.00	
Inverleigh Access (Secondary Access)	\$ 6,577.32	\$ -	0%	1.00	
Neumayer Valley Access	\$ 408,933.45	\$ -	0%	1.00	
Yappar Street	\$ 32,194.71	\$ -	0%	1.00	
TOTAL	\$ 12,668,751.51	\$ 5,959,667.82			

Submission 3 - CSC.0048.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Inkerman Access	\$ 562,783.25	\$ 484,472.45	100%	0.86	Overlapping camp and establishment costs with simultaneously constructed 2020 Inkerman Access. When assessing roads together expenditure is expected to align well with the combined RV.
Glencoe - Miranda Downs Road	\$ 3,529,821.76	\$ 2,580,911.63	100%	0.73	Overlapping camp and establishment costs with simultaneously constructed Lotus Vale - Stirling Road and Stirling - Miranda Downs Road. When assessing roads together expenditure is expected to align well with the combined RV.
Stirling - Miranda Downs Road	\$ 924,687.03	\$ 202,045.25	20%	1.09	
Delta Downs Road	\$ 1,121,390.34	\$ 194,906.79	0%	1.00	Preliminary costs booked, no construction has commenced.
Double Lagoon Access	\$ 165,580.92	\$ -	0%	1.00	
Lotus Vale - Stirling Road	\$ 1,128,254.06	\$ 494,014.35	0%	1.00	Preliminary costs booked, no construction has commenced.
TOTAL	\$ 7,432,517.36	\$ 3,956,350.47			

Submission 4 - CSC.0042.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Dunbar - Koolatah Road	\$ 254,319.58	\$ 368,350.81	100%	1.45	Overlapping camp and establishment costs with simultaneously constructed 2020/21 Koolatah - Drumduff Road, 2020/21 Koolatah - Dixie Road and 2021 Dunbar - Koolatah Road. When assessing roads together expenditure is expected to align well with the combined RV.
Koolatah - Drumduff Road	\$ 408,762.84	\$ 367,867.21	100%	0.90	Overlapping camp and establishment costs with simultaneously constructed 2020/21 Koolatah - Dixie Road, 2020/21 Dunbar - Koolatah Road and 2021 Koolatah - Drumduff Road. When assessing roads together expenditure is expected to align well with the combined RV.
Dunbar - Kowanyama Road	\$ 254,319.58	\$ 481.52	0%	1.00	Preliminary costs booked, no construction has commenced.
TOTAL	\$ 917,402.00	\$ 736,699.54			

Submission 5 - CSC.0049.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Koolatah - Dixie Road	\$ 1,359,200.81	\$ 1,795,371.14	84%	1.58	Road partially constructed before wetseason shutdown, remaining works will be completed as soon as accessible in the 2023 construction season.
TOTAL	\$ 1,359,200.81	\$ 1,795,371.14			



REVISIONS NO. DATE DESCRIPTION DESIGN APPROVED	10	01/03/23	REVISED FOR MARCH MEETING	BB	
	9	06/02/23	REVISED FOR FEBRUARY MEETING	AB	
	8	09/01/23	REVISED FOR JANUARY MEETING	MG	
	7	06/12/22	REVISED FOR DECEMBER MEETING	MG	
	6	07/11/22	REVISED FOR NOVEMBER MEETING	MG	
	1	19/11/21	INITIAL ISSUE		

CLIENT CARPENTARIA SHIRE <i>Soft as the Sun</i>	DESIGN: MG APPROVED	PROJECT REF CARPENTARIA SHIRE COUNCIL ROADS
	CIVL SKETCH APPROVAL	
DATE: _____ REFC: _____		DRAWING NO 101-021-SK703
		SIZE: A1 REVISION: 10

Appendix E - Approved Betterment Projects

Project	Value
Normanton to Burketown Pavement Improvements and Sealing (Project 11/12)	Project RV \$3.1million Construction value \$2.5million
Normanton to Burketown Pavement Improvements and Sealing (Project 13)	Project RV \$0.96million Construction value \$0.76million
Desludging of the Normanton Sewerage Lagoon	\$974,558
Disaster Coordination Shed	Project RV \$376,259.30 Construction Value \$390,090.91
Karumba Airport Weather Station	\$87,000
Karumba Chlorine Generator	\$180,000
Normanton Water Treatment Plant Pipework Upgrades	\$150,000
Normanton Water Treatment Plant Storage Upgrades	\$40,000
Investigation into New Karumba Sewage System	\$80,000
Glenore Weir Intake, Pipework and Valve Set Upgrades	\$320,000
Karumba Foreshore	\$500,000
Normanton Stormwater Upgrades	\$228,882
Armstrong Creek Causeway	\$793,339
Iffley Road gravel upgrade	\$4,206,687
Koolatah – Dixie Road widening	\$2,477,642
Karumba Shoreline Protection & Revitalisation – Beach Sand Retention Project	\$1,335,604
Inverleigh West Causeway Upgrade	\$500,000
Mitchell River Crossing Upgrade Investigation	\$300,000

Project has been completed

BUSINESS PAPERS

11.3 WATER AND WASTE REPORT

Attachments: NIL
Author: Natasha Glaskin - Manager Water and Sewerage
Date: 9 March 2023

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.

Executive Summary:

This report has been prepared to provide Council with an overview of actions completed and underway within the Water and Waste Department.

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

- The water level at Glenore Weir on 28/02/2023 was 11.5m.
- Recorded Rainfall for February was 394.3mm.
- Normanton WTP produced approximately 26 ML.
- A total of 12 eOne / low pressure pump replacements were required, including one in Normanton.

Contractors for all Water and Waste projects continue to be delayed.

RECOMMENDATION:

That Council:

1. accepts the Water and Wastewater Report as presented for the period ending 28th February 2023; and
2. that those matters not covered by resolution be noted.

Background:

Glenore Weir

The water level at Glenore Weir was measured at 11.5m on the last day of the month (Figure 1 – Glenore Weir River Height at end of month). The Bureau of Meteorology recorded 394.3 mm of rainfall at Normanton Airport during the month (Figure 2 – Monthly Rainfall).

BUSINESS PAPERS

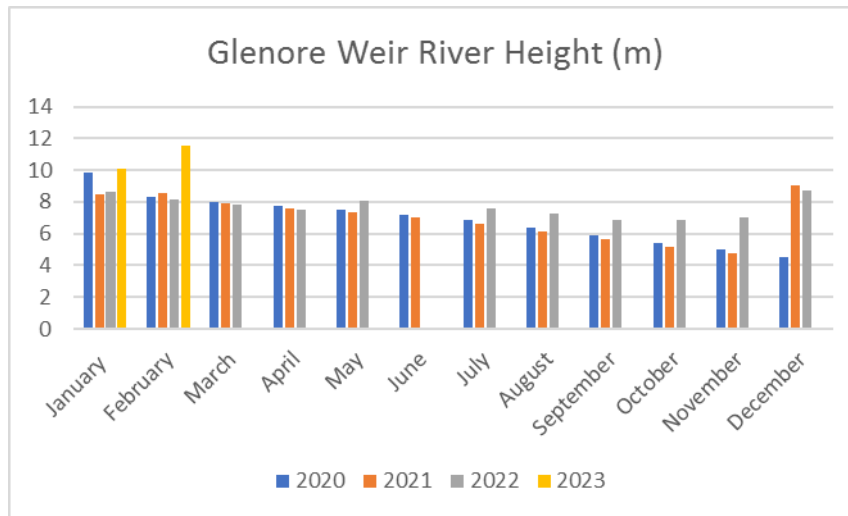


Figure 1 - Glenore Weir River Height at end of month.

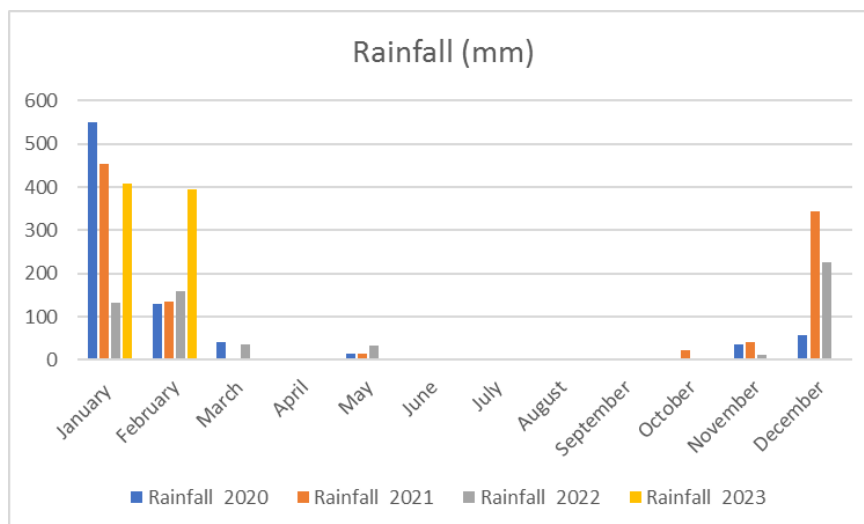


Figure 2 - Monthly Rainfall

Normanton Water Treatment Plant (NWTP)

Demand for water has significantly decreased and is attributable to the weather. Of the 26.31ML of water produced by NWTP (Figure 3 – Volume of Water treated), 11.41ML was pumped to Karumba.

BUSINESS PAPERS

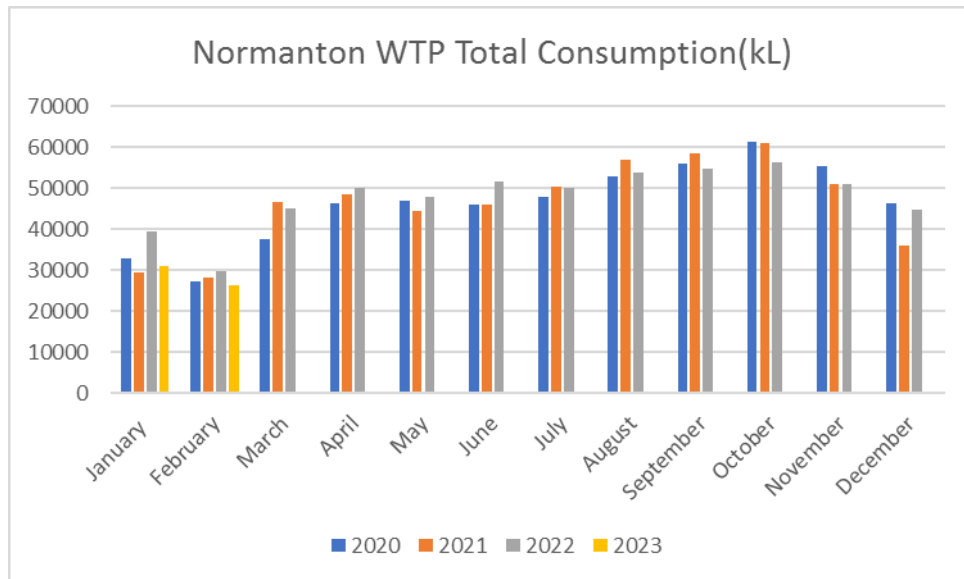


Figure 3 – Volume of water treated at NWTP

NWTP Maintenance and Upgrades

- A contractor has been engaged and will perform a number of repairs, including recommissioning of the old clarifier at the NWTP. Due to the sustained rainfall, the Contractors have been repeatedly delayed and a new date has not been set.
- Site works for the installation of the Chlorine Generators has commenced with local contractors.

Normanton Sewage Treatment and Reticulation Network

Normanton Sewerage Treatment Plant (STP) flow meter is currently out of service and will be replaced in the coming months.

NSTP Maintenance and Upgrades

- One eOne pump was replaced in Normanton.

Karumba STP and Low Pressure Network

Karumba Sewage Treatment facility treated approximately 3.2ML for the month (Figure 4 – Total Monthly inlet flow).

BUSINESS PAPERS

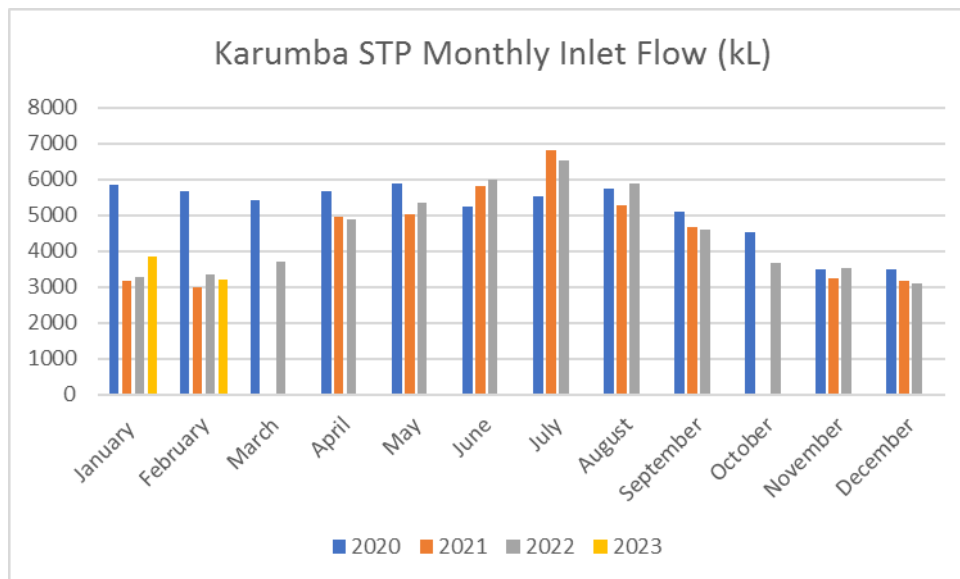


Figure 4 - Total Monthly inlet flow for Karumba STP

KSTP Maintenance and Upgrades

- 11 low pressure pumps were replaced with new pumps.
- Increased Membrane maintenance continues in an effort to prolong life; a detailed assessment is underway to determine if a staged replacement is possible.

Waste Services

Karumba Waste Transfer Station and Normanton Landfill

- Haul of waste was possible from Karumba to Normanton on one occasion at the end of the month. Access continues to be monitored.
- Discussions have been held with Wanless 06/03/2023 regarding the Transfer Station in Karumba. The extended isolations are noted to have impacted the normal flow of operations. Karumba Waste Transfer Station will be prioritised as soon as the roads are open.

Consultation (Internal/External):

- Michael Wanrooy - Director of Engineering
- Natasha Glaskin – Manager Water and Waste
- Joe Beddows – Technical Officer (Water and Waste)
- Michael Sceresini – Works Coordinator
- Executive Leadership Team
- Trades and operational staff
- Wanless Pty Ltd.
- North West Services Pty Ltd.

Legal Implications:

- Low – within normal operational parameters.

BUSINESS PAPERS

Financial and Resource Implications:

- Medium.
 - Critical upgrades required for the current and next financial year to remain compliant. Detailed information will be provided to Council as part of the budget process.
 - Significant increases to chemical costs have been advised for remainder of the Financial Year and into next. Details will be provided to Council as more information is available.

Row Labels	Sum of Current Budget	Sum of Order Value	Sum of YTD Actual	Sum of Total Actual
Operating Expenditure				
Landfill/ Waste Transfer Operations	678,457	307,991	358,114	666,105
Refuse Collection	197,419	0	141,791	141,791
Sewerage	1,477,820	135,348	950,496	1,085,844
Water	2,658,747	202,542	1,894,867	2,097,409
Operating Expenditure Total	5,012,443	645,882	3,345,267	3,991,150
Operating Income				
Landfill/ Waste Transfer Operations	-737,000	0	-771,494	-771,494
Refuse Collection	0	0	-1,694	-1,694
Sewerage	-1,660,000	0	-1,483,569	-1,483,569
Water	-1,847,000	0	-1,202,418	-1,202,418
Operating Income Total	-4,244,000	0	-3,459,175	-3,459,175
Grand Total	768,443	645,882	-113,908	531,974

Risk Management Implications:

- Continue to monitor.

BUSINESS PAPERS

11.4 WORKSHOP REPORT

Attachments: NIL

Author: William Bollen - Workshop Foreman

Date: 8 March 2023

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.

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. receive the Workshop Report as presented; and
2. that those matters not covered by resolution be noted.

Background:

Service, repairs, and maintenance

Completed Tasks:

Below is the works carried out over the last month.

Please note majority of these service and repairs include travel time and some minor defects are not recorded below.

Current and Completed Tasks	
P2001 Garbage Truck	Test all speed sensors and order all. Corrosion found on VSS sensor. 116697KLM
P3609 Backhoe	Replace Bonnet. Additional Work-Replace Belt 2850hrs
P4501 Forklift	Service, grease, and wash machine 1835hrs
P2512 Giga	Replace Batteries x2. 22093klm
P3701 966K Loader	Replace Batteries x2. 8378hrs

BUSINESS PAPERS

Current and Completed Tasks (contd.)	
P3515 Grader	Check machine and repair tyre. 9410hrs
P0633 Generator	Check and re-fuel. 1107hrs
P7021 Generator	Check and re-fuel. 2318hrs
P7001 Generator	Check and Re-fuel. 760hrs
P7011 Generator	Adjust Belt, check and re-fuel. 293hrs
P0623 Generator	Check over and re-fuel. 955hrs
P1172 Cruiser	40K service, replace windscreen and mold. 41700klm
P1169 Hilux	Replace Starter Motor. 71556klm
P7019 Generator	Inspection and test
P7009 Generator	Check over and reset faults
P4512 Mower	Replace left strut and jockey wheel. 1306hrs
P2403 Western Star	Replace brakes, hubs, bearings etc. 406152klm
P2001 Garbage Truck	Replace complete lifter arm assembly and calibrate. 116557klm
P2001 Garbage Truck	Replace steer tyres and re-fit instrument cluster 116697klm
P2512 Isuzu GIGA	Replace cracked Air-con evaporator, vac system and re-gas. 336038klm
P2402 WTP Tipper	Replace all 6 tyres and fit new slave cylinder. 108047klm
P4512 Kubota Mower	Make up deck flap, replace blades and grease. 1333hrs
P4511 Kubota Mower	Make Deck flap, replace all blades. Deck replacement on order (Assembly) 10003hrs
P2529 Crane Truck	Replace right rear brake chamber and adjust brakes. 153928klm
P4013 Kubota Mower	Replace starter motor, alternator, and fuel solenoid. 1559hrs

BUSINESS PAPERS

P0130 Garbage Truck	Check all fluids and grease. KBA Truck.
P4511 Kubota Mower	Replace blades and grease nipples. 976hrs
P4512 Kubota Mower	Check all fluids and grease for operation. 1300hrs
P1104 Hilux	Replace Windscreen. 29653klm
P1171 Ford Ranger	40Klm Service completed. 43576klm
P1169 Hilux	70Klm Service completed. 71542klm
P3811 Grader	Completing wet season maintenance
P0394 Float	All bearings and brakes replaced airlines replaced pant was cleaned.
P1165 Cruiser	Top Servo to balance tyres and we rotate and fit. 45135klm
P1907 Hilux	110,000Klm Logbook service at 109,389klm
P1170 Hilux	Replace starter Motor and check over. 40,000klm
P2001 Garbage Truck NTN	Replace Hydraulic Oil. 115600klm
P3033 Tractor	Check operation and test run for use. 29015hrs
P3609 Backhoe	Replace batteries x2 and check over, Bonnet assembly and struts replaced. 2640hrs
P1111 Hilux	Replace starter Motor, Battery, and front brakes. 72524klm
P0394 Float	Replace "Do Not Overtake" sign, install timber floor with new bolts, replace various grease nipples. Check brake operation
P1170 Hilux	40K Service, replace battery and replace starter motor. 40267klm
P3717 Grader	Hydraulic lock out switch replaced, centre lock assembly re-sealed and fitted, centre lock switch replaced, awaiting front main engine seal and trans yoke and seal
P3008 950H Loader	Wet Season service completed
P3701 966K	Currently completing wet season service

BUSINESS PAPERS

Plant currently on the waiting list for repairs for either parts or diagnosing:
Plant not currently being used:

Consultation (Internal/External):

- Nil.

Legal Implications:

- Nil.

Financial and Resource Implications:

- Nil.

Risk Management Implications:

- Within normal operating parameters.

BUSINESS PAPERS

11.5 ASSET MANAGEMENT REPORT

Attachments:	NIL
Author:	Tom Loadsman - Assets Manager
Date:	9 March 2023
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.

Executive Summary:

This report provides information and updates to Council on various tasks that are facilitated within the Asset Managers team. The following items of interest are discussed in further detail within the report:

- Normanton Admin Office – Box guttering damaged
- Normanton and Karumba Television issues
- Flood gauge maintenance funding

RECOMMENDATION:

That Council:

1. receive the Asset Managers Report as presented; and
2. that those matters not covered by resolution be noted.

Background:

Asset Manager

RFT23-0009 – Supply of Trucks

The tender for supply of work trucks has been released. The includes a new plumbers truck, replacement crane truck/tilt tray, roads crew cab job truck and two replacement tippers. This closes on Tuesday the 28th of March at 2:00pm.

10 Year Plant Replacement Plan

Further development of the 10-year plant replacement plan which will continue to be updated as condition assessments of existing plant is received.

Plant review and process investigations

Assess individual plant costs to help improve data inputs from staff. Plant recovery rates to be adjusted to more realistic rates consistent with past cost history. Align asset and plant registers where necessary.

BUSINESS PAPERS

Trades Plans

Development of preventative maintenance plans with the trades team to reduce reactive tasks.

BOM Flood Monitoring Equipment

LGAQ are working with the State and Federal government to provide funding for critical assets currently maintained by local government. Potential for federal government to fund capital costs and state government to fund maintenance costs. Information on our flood systems has been sent to LGAQ to assist with this discussion.

Normanton TV – Channel 7

Various fault-finding techniques performed, found Channel 7 Transmitter was found to be faulty, temporary replacement is on its way with existing transmitter to be sent away for repairs.

Karumba TV – SBS and other channel lockouts

Fault finding has narrowed the fault down to the cabling between the hut and the tower. There are suggestions that there is water inside the conduit resulting in reflected power locking out transmitters.

Building Works

Trades Report

The trades team have performed both preventative and reactive maintenance works throughout the month of January. The team is also continuing to complete capital works projects as planned plus extra works as requested.

Electrical

Reactive Works

- Repairs to Sports Oval Lights, control system malfunctioned, two lights are now out of service and require access with an EWP once the wet settles.
- Various faults in houses, pensioner units and buildings repaired

Preventative works

- Electrical preventive maintenance performed on houses and other buildings as per schedule.

Carpentry Team

BUSINESS PAPERS

Reactive Works

- Repairs to locks and doors as necessary
- Pressure clean 38 Woodward Street veranda, investigate a plan to remove marine carpet and tile, whilst repairing rotten timber beams underneath

Preventative Works

- Service Salto locks in Karumba and began services in Normanton.
- Replaced doors on Karumba Point toilets and Karumba men's quarters.

2 Norman Street

Engineer currently working on the scope for repairs, may require a visit to confirm.

Burns Philp Building

Repairs to box guttering system continue, water ingress has decreased, future works planned to rectify permanently. Investigations continue on the best method to prevent overflow of guttering. Mould kit due this week, with test results to be sent away for examination before repairs commence and building can re-open.

Normanton Admin Office

Guttering on the roof of the old building has deteriorated causing leaks into the archive room and second floor air-conditioning room. Photos suggest that the box guttering has rusted in multiple places. Works to commence on scope of works to replace box guttering and roofing iron.

Les Wilson Barramundi Centre

Decorative acoustic ceiling panels fixed with screws to prevent further damage. Roof leaks common in this building with investigations continuing.

W4Q Funded works

16 Henrietta Street

- Works continue on the refurbishment, with new ceilings and flooring installed. Began assembly of the kitchen. Weather is holding up some materials but job is progressing well.

Normanton Water Plant

- Commenced building works on the Chlorine room to allow for chillers and air-conditioners to be installed.

Capital works

Normanton Water Tower

BUSINESS PAPERS

- Commenced works to build in underneath the water tower to allow for air conditioning of vital communications equipment.

1/72 Thompson Street Renovation

- Removed the bathroom and kitchen. Samples sent away identified asbestos fibres in the walls and ceilings. Asbestos removed from the necessary walls, ready for further works as per works schedule.

Plumber

Reactive Works

- Repairs to Burst water main in Karumba (Yappar Street)
- Repairs to various leaking water taps and guttering systems
- Replace workshop pit pump
- Town Medium Strips
- 2/21 Little Brown Street, repair under slab water leak and reinstate slab

Preventative Works

- Water meter replacements continued

W4Q Funded Works

- 1/72 Thompson Street
Removal of outdated and non-compliant plumbing and drainage systems damaged in the existing slab. Install new water main into kitchen to prevent future issues.

Consultation (Internal/External):

- Michael Wanrooy – Director of Engineering
- Executive Leadership Team
- Trades and operational staff
- Q-Build

Legal Implications:

- Low – within operational parameters

Financial and Resource Implications:

- Low - Within Budget

Risk Management Implications:

- Within normal operating parameters.

BUSINESS PAPERS

11.6 SUPPLY AND DELIVERY OF NEW PLANT AND FLEET

Attachments:	NIL
Author:	Tom Loadsman - Assets Manager
Date:	9 March 2023
Key Outcome:	Day to day management of activities within Engineering Services Directorate
Key Strategy:	As per the Departmental Plan for Engineering Services

Executive Summary:

This report provides information received from RFT23-006 and quotations received for the acquisition of a new UTV and vacuum trailer.

- Light Vehicle Tender – Supply and Delivery of Light Vehicles
- UTV – Quotations Received
- Vacuum Trailer Replacement – Quotations received

RECOMMENDATION:

That Council:

1. Award the tender to John Cole Toyota for 6 Vehicles at a total of \$308,839.91
2. Award the tender to Pacific Toyota for 3 Vehicles at a total of \$208,315.89
3. Purchase a new Kubota UTV from Qmac at a cost of \$ 30,363.64
4. Purchase a new Vacuum Trailer from RDO at a cost of \$119,823.96

Background:

Council's fleet is aging, and Council has committed funding for 2023 to replace 9 Vehicles. Council has set a budget of \$475,000.00 ex GST to purchase new vehicles after trade.

RFT 23-0006 Supply and Delivery Light Vehicles

The tender has closed for nine light vehicle replacements. Council has received two tenders which are listed in the table below. The tender assessment panel has reviewed the tender submissions received for the Vehicle Replacement Program. The tenders have been assessed with a 100% price weighting for conforming vehicles.

Assessment

Assessment of the vehicles is listed in the following table from all tenderers. We have also included expected minimum returns on the current vehicles.

Council will auction the current vehicles upon receipt of the new vehicles.

BUSINESS PAPERS

				Pacific Toyota		John Cole		
Existing Plant	Age	Vehicle KM	New Vehicle Type	ETA	Price Ex GST	ETA	Price Ex GST	Minimum Expected Return
P1877 Extra Cab Colorado	6	123,384	Dual Cab Hilux 4 x 4	24-32	\$69,838.59	24	\$66,888.60	\$10,000.00
P1566 Triton Dual Cab	8	120,265	Dual Cab Hilux 4 x 4	24-32	\$69,838.59	24	\$66,888.60	\$10,000.00
P1605 Single Cab Hilux	7	132,213	Single Cab Hilux 4 x 4	24-32	\$57,836.22	24	\$53,952.13	\$18,000.00
P1979 Dual Cab Hilux	6	160614	Dual Cab Hilux 4 x 4	24-32	\$69,838.59	24	\$66,888.60	\$20,000.00
P1653 4 x 4 Single Cab	7	139,099	Hilux SC Ute 4 x 4	16-24	\$68,638.71	24	\$66,870.83	\$18,000.00
P1512 4x2 Single Cab Ute	8	74,744	Single Cab Hilux 4 x 2	8-12	\$39,993.72	8	\$39,603.32	\$10,000.00
P1582 4x2 Single Cab Ute	8	120,000	Single Cab Hilux 4 x 2 HR	8-12	\$43,551.96	24	\$41,903.94	\$15,000.00
P1771 Dual cab 4x4	7	265143	Dual cab Hilux 4 x 4	8-12	\$69,838.59	24	\$66,888.60	\$25,000.00
P1784 2WD Hilux Single Cab	6	130000	Single Cab Hilux 4x2	24-32	\$39,993.72	8	\$39,603.32	\$15,000.00
Total Vehicle cost			\$517,115.80					
Vehicle Minimum Returns			\$146,000.00					
Costs After Sales			\$371,115.80					

Plant Quotations

Purchase of new Kubota RTV X900W-A

Budget \$25,000.00

Quotations for the same product, Qmac Machinery successful.

Supplier	Type of Machine	Prices	Minimum Resale	Expected
Qmac	Kubota RTV X900W-A	\$ 30,363.64	N/A	
Casalis	Kubota RTV X900W-A	\$ 31,363.63		

Replacement of Vacuum Trailer 4502

8 Years old – Budget \$80,000.00 Expected Return \$25,000.00

Two quotations for a replacement vacuum trailer have been received. Recommend RDO are engaged as the equipment is familiar and longevity known.

Supplier	Type of Machine	Prices	Minimum Resale	Expected
DNV	VM850 – No dig Vacuum trailer	\$ 89,070.30	\$30,000	
RDO	Vermeer Vacuum Trailer (Same as Existing)	\$119,823.96		

BUSINESS PAPERS

Consultation (Internal/External):

- Michael Wanrooy – Director of Engineering
- Executive Leadership Team
- William Bollen – Workshop Foreman

Legal Implications:

- Low – within operational parameters

Financial and Resource Implications:

- Low - Within budget allocation

Risk Management Implications:

- Within normal operating parameters.

BUSINESS PAPERS

11.7 BUILDING AND PLANNING REPORT

Attachments: NIL
Author: Elizabeth Browning - Engineering Records Operator
Date: 9 March 2023

Key Outcome: 4.1 - Sustainable urban and rural development

Key Strategy: 4.1.1 Ensure development accords with Carpentaria Shire Council's planning scheme, planning instruments, codes and legislation.

Executive Summary:

The report is to advise Council of relevant planning and building activities within the Shire for the month of January 2023.

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
N/A				

Planning Applications Approved

DA No.	Applicant	Address	Application Type	Status
I/1826	Scouller Energy Pty Ltd	Lot 999 Burke Development Road, Normanton QLD 4890	ROL approval Extension Application	Extension approved

Building Applications Received by Building Certifier

DA No.	Applicant	Address	Application Type	Value
I/2019	Ryan & Kellie Bartlett	7-9 Wurrup Street Normanton QLD 4890	Shed - class 10a	\$15,000.00

Building Permits Issued

BUSINESS PAPERS

DA No.	Applicant	Address	Application Type	Value
N/A				

Applications pending waiting on further information (Applicants advised)

DA No.	Applicant	Address	Application Type	Date Received
I/2227	Epic Environmental Pty Ltd on behalf of AACo	(Lot 2 TD1, Lot 1 & 2 on TD4, & Lot 166 SP276509	Assessment Determination – Gulf Irrigation Project	01/12/2022. (Request for Third Party advice)
I/2209	D Wren Pty Ltd & F Wren Pty Ltd c/-RPS Group Pty Ltd	132-138 Yappar Street, Karumba QLD 4891 (Lot 84 SP323732)	Operational work (Prescribed Tidal Works) Rock Revetment wall 2206-29441 SRA	SARA Information request (14/02/2023)
I/2209	D Wren Pty Ltd & F Wren Pty Ltd c/-RPS Group Pty Ltd	132-138 Yappar Street, Karumba QLD 4891 (Lot 84 SP323732)	Operational work (Prescribed Tidal Works) Rock Revetment wall 2206-29441 SRA PR147219_ID_L81953	SARA response to Information request (27/02/2023)
I/2302	tba	3 Ellis Street Normanton 4890	Dual occupancy	tba

Consultation (internal/external)

- Jennifer Roughtan – Consultant Town Planner
- Ian Doust – Town Planner
- Kenton Byrne – Building Surveyor
- Clayton Baker – Building Certifier

Legal implications

- N/A

Policy Implications

- N/A

Financial and Resource Implications

BUSINESS PAPERS

- N/A

Risk Management Implications

- Low – risks are within normal operational parameters.

BUSINESS PAPERS

11.8 ROPS WET HIRE PLANT

Attachments:	11.8.1. Appendix A - Fully Conforming Tenders ↓ 11.8.2. Appendix B - Request Additional Information ↓ 11.8.3. Appendix C Simplified Summary ↓
Author:	Nick Lennon - Consultant Engineer
Date:	9 March 2023
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.

Executive Summary:

A request for tenders for the ROPS Wet Hire Plant 2023 Construction Season (CN: 23-0001) closed on 31 January 2023 with forty-two (42) tenders received. Tenderers for each item of Wet Hire Plant have been assessed and placed on a Fully Conforming Tenders List and Request Additional Information list.

RECOMMENDATION:

That Council approve the suppliers on Appendix A - Fully Conforming Tenders for the Wet Hire Plant as presented. An RFI is to be sent to tenderers on Appendix B – Request Additional Information that have non-conformances with requested information to be provided prior to engagement if it satisfies the conditions of the tender.

Background:

A request for tenders for the ROPS Wet Hire Plant 2023 Construction Season (CN: 23-0001) was issued by Carpentaria Shire Council on 16 December 2022 and closed on 31 January 2023. forty-two (42) suppliers submitted tenders for Wet Hire Plant:

Ten (10) items of plant were requested within the ROPS Wet Hired Plant:

- 5.1 Grader
- 5.2 Scraper
- 5.3 Bulldozer
- 5.4 Front End Loader
- 5.5 Excavator
- 5.6 Crane
- 5.7 Water Truck
- 5.8 Side Tippers
- 5.9 Low Loader (Float)
- 5.10 Miscellaneous

Assessment:

BUSINESS PAPERS

Tenders were assessed for each of the 10 items of plant. The overall tenders were assessed against three mandatory criteria (Technical Capability, Financial Capability and Managerial Capability). If this information was not provided, the entire tender was deemed to “Require Additional Information”.

In addition to the mandatory assessment criteria, individual items of plant had mandatory requirements outlined on the response schedule (registrations, insurances etc.). If this information was not provided, only the associated item of plant was deemed to Require Additional Information.

The majority of tenderers are missing either the mandatory tenderer capability information or at least one mandatory plant items such as registrations, insurances, weighbridge docketts and proof of ownership etc.

In response to this, two lists have been created for Council approval: Appendix A - Fully Conforming Tenders and Appendix B -Request Additional Information with the missing documentation noted on the list.

A simplified summary of all responses (both conforming and non-conforming) per item of plant has also been provided for reference in Appendix C

It is therefore recommended that Council accept all items of plant noted on Appendix A.

It is also recommended that Council accept the items of plant noted on Appendix B under the condition that all requested information is submitted to Council prior to engagement provided that it satisfies the conditions of the tender.

Consultation (Internal/External):

- Mark Crawley – Chief Executive Officer
- Michael Wanrooy – Director of Engineering
- Tender Assessment Panel – Michael Wanrooy, Michael Sceresini, Nick Lennon

Legal Implications:

- Nil.

Financial and Resource Implications:

- Nil

Risk Management Implications:

- Nil

Plant Hire - 2023 Construction Season

Assessment: Grader (Maintenance)

Contractor	Operating Rate	Extra over price for Final trim	Registration No.	Manufacturer	Model
Advanced Civil Earthworks Pty Ltd	\$ 205.00	\$ 15.00	67523C	John Deere	770 Grader
Advanced Civil Earthworks Pty Ltd	\$ 205.00	\$ 15.00	69141C	CAT	140M Grader
Advanced Civil Earthworks Pty Ltd	\$ 205.00	\$ 15.00	9321C0	CAT	12M Grader
Bolwarra Enterprises Pty Ltd	\$ 235.00	\$ -	36885C	Caterpillar	16G Grader
Bolwarra Enterprises Pty Ltd	\$ 215.00	\$ -	60074C	Caterpillar	14H Grader
Cheyenne Earthmoving Pty Ltd	\$ 181.82	\$ 36.36	94058C	Caterpillar	150M
Cheyenne Earthmoving Pty Ltd	\$ 181.82	\$ 36.36	99655C	Caterpillar	160M
Cheyenne Earthmoving Pty Ltd	\$ 181.82	\$ 36.36	94921C	Caterpillar	150M
D G McGowan & P L Murrhly	\$ 210.00	\$ -	TBC	CAT	140 M/H
FARRELL'S CIVIL CONTRACTING PTY LTD	\$ 230.00	\$ -	8131C0	Caterpillar	160M
FARRELL'S CIVIL CONTRACTING PTY LTD	\$ 230.00	\$ -	98694C	John Deere	670GP
Gulf Concrete Qld Pty Ltd	\$ 197.00	\$ -	37225C	CAT	160H
John O'Brien Civil Pty Ltd	\$ 240.00	\$ 100.00	270106C	Caterpillar	140M
John O'Brien Civil Pty Ltd	\$ 240.00	\$ 100.00	19428C	Caterpillar	140M
Marrin	\$ 220.00	\$ -	59785C	John Deere	670D Motor
Norwest Consolidated	\$ 200.00	\$ 30.00	96584C	Caterpillar	150
Norwest Consolidated	\$ 200.00	\$ 30.00	735902	Caterpillar	140M
Peetree Contracting Pty Ltd	\$ 200.00	\$ 220.00	03023C	Caterpillar	140H
PICKERING EARTHMOVING	\$ 179.09	\$ 70.00	80603C	Caterpillar	140M
PICKERING EARTHMOVING	\$ 179.09	\$ 70.00	C87049	Caterpillar	140H
QHH	\$ 240.00	\$ 255.00	5420C1	Caterpillar	140H VHP series 2
RC & KR Mahoney	\$ 200.00	\$ -	C50709	CATERPILLAR	140H VHP
RK Contracting	\$ 195.00	\$ 215.00	3564C0	Caterpillar	140M VHP
S&K Civil Contracting	\$ 180.00	\$ 50.00	09039C	Volvo	940G
Scott Freight Company Pty Ltd	\$ 151.71	\$ 158.71	75686C	Caterpillar	140M
Scott Freight Company Pty Ltd	\$ 151.71	\$ -	89718C	JOHN DEERE	770G
Thuriba Civil Pty Ltd	\$ 157.73	\$ 18.18	32646C	Caterpillar	140H
Tom's Tonkas Pty Ltd	\$ 181.00	\$ -	49513C	Caterpillar	140H II Series

Plant Hire - 2023 Construction Season

Assessment: Scraper

Contractor	Operating Rate	Registration No.	Manufacturer	Model
Cheyenne Earthmoving Pty Ltd	\$ 427.47		Caterpillar	651B
Norwest Consolidated	\$ 360.00	46623C	Caterpillar	631E
Norwest Consolidated	\$ 360.00	68337C	Caterpillar	631E
Norwest Consolidated	\$ 360.00	68338C	Caterpillar	631E
PICKERING EARTHMOVING	\$ 312.27	C84123	Caterpillar	623F
Tom's Tonkas Pty Ltd	\$ 342.00	C93459	Caterpillar	623F
Tom's Tonkas Pty Ltd	\$ 342.00	C95785	Caterpillar	623 Super F

Plant Hire - 2023 Construction Season

Assessment: Bulldozer

D6 Equivalent

Contractor	Operating Rate	Registration No.	Manufacturer	Model
Norwest Consolidated	\$ 200.00	C47797	Caterpillar	D6R Dozer Crawler

D7 Equivalent

Contractor	Operating Rate	Registration No.	Manufacturer	Model
FARRELL'S CIVIL CONTRACTING PTY LTD	\$ 250.00		Caterpillar	D7
Scott Freight Company Pty Ltd	\$ 245.00		Caterpillar	D7H

D8 Equivalent

Contractor	Operating Rate	Registration No.	Manufacturer	Model
Norwest Consolidated	\$ 360.00	C03654	Caterpillar	D8T Dozer Crawler
Norwest Consolidated	\$ 360.00	14401C	Caterpillar	D8T Dozer Crawler
PICKERING EARTHMOVING	\$ 337.27	66154C	CATERPILLAR	D8T
Tom's Tonkas	\$ 342.00	29024C	Caterpillar	D8T Crawler Dozer

D9 Equivalent

Contractor	Operating Rate	Registration No.	Manufacturer	Model
Cheyenne Earthmoving Pty Ltd	\$ 363.64		Caterpillar	D9N

D10 Equivalent

Contractor	Operating Rate	Registration No.	Manufacturer	Model
Cheyenne Earthmoving Pty Ltd	\$ 440.00		Caterpillar	D10N

Plant Hire - 2023 Construction Season

Assessment: Front End Loader

Contractor	Operating Rate	Registration No.	Manufacturer	Model
Boilwarra Enterprises Pty Ltd	\$ 235.00	66150C	Caterpillar	980F
C & K Burns	\$ 195.00	C03681	Caterpillar	966G
Cheyenne Earthmoving Pty Ltd	\$ 200.00	6750C0	Caterpillar	972
Cheyenne Earthmoving Pty Ltd	\$ 227.27		Caterpillar	982M
DanTam & Sons Pty Ltd	\$ 145.00	97244C	CAT	432
Gulf Concrete Qld Pty Ltd	\$ 197.00	03035C	CAT	966H
Marrin	\$ 175.00	84604C 0067C1	Hitachi	Loader Wheel
Norwest Consolidated	\$ 190.00	C91555	Caterpillar	966H
Norwest Consolidated	\$ 190.00	00164C	Caterpillar	966H
PICKERING EARTHMOVING	\$ 198.18	C86968	Caterpillar	966H
PICKERING EARTHMOVING	\$ 198.18	68565C	Caterpillar	966m
Scott Freight Company Pty Ltd	\$ 161.82	C58227	Caterpillar	996H
Tom's Tonkas	\$ 181.00	50120C	Caterpillar	966K

Plant Hire - 2023 Construction Season

Assessment: Excavator

Excavator <10T

Contractor	Operating Rate	Registration No.	Manufacturer	Model
Bolwarra Enterprises Pty Ltd	\$ 140.00	45065	Volvo	ECR88 Plus
Oz Earthmoving Pty Ltd	\$ 165.00	88402C	Kubota	KX080

Excavator 10T

Contractor	Operating Rate	Registration No.	Manufacturer	Model

Excavator 20T

Contractor	Operating Rate	Registration No.	Manufacturer	Model
Advanced Civil Earthworks Pty Ltd	\$ 132.00	70952C	Doosan	DX140
Advanced Civil Earthworks Pty Ltd	\$ 156.00	6623C1	Kobelco	SK225
Advanced Civil Earthworks Pty Ltd	\$ 156.00	97783C	Doosan	DX225
Advanced Civil Earthworks Pty Ltd	\$ 156.00	97782C	Doosan	DX225
Advanced Civil Earthworks Pty Ltd	\$ 156.00	99578C	CAT	323
Advanced Civil Earthworks Pty Ltd	\$ 132.00	2454C0	Kobelco	SK135
Advanced Civil Earthworks Pty Ltd	\$ 132.00	3095C1	CAT	314
Advanced Civil Earthworks Pty Ltd	\$ 156.00	65124C	CAT	323
Bolwarra Enterprises Pty Ltd	\$ 155.00	66152C	Volvo	ECR145CL
DanTam & Sons Pty Ltd	\$ 200.00	6739C0	Sumitomo	SH210LC6
FARRELL'S CIVIL CONTRACTING PTY LTD	\$ 185.00	99735C	Case	CX210C
FARRELL'S CIVIL CONTRACTING PTY LTD	\$ 185.00	6590C0	Hitachi	ZX260LC-5
Marrin	\$ 220.00	66125C	Hitachi	ZX210LC-5
S&K Civil Contracting	\$ 165.00	18107C	Volvo	EC140B
Scott Freight Company Pty Ltd	\$ 150.50	C77506	HITACHI	2X200-3

Excavator 30T

Contractor	Operating Rate	Registration No.	Manufacturer	Model
Advanced Civil Earthworks Pty Ltd	\$ 180.00	88400C	Kobelco	SK300
Bolwarra Enterprises Pty Ltd	\$ 190.00	76834C	Volvo	ECR235C
Bolwarra Enterprises Pty Ltd	\$ 190.00	80773C	Volvo	EC300DL
Norwest Consolidated	\$ 200.00	50317C	Caterpillar	330F
Norwest Consolidated	\$ 125.00	C97458	Caterpillar	305D
Norwest Consolidated	\$ 190.00	C47795	Caterpillar	325DXL
Oz Earthmoving Pty Ltd	\$ 190.00	13791C	Komatsu	PC220LC-8

Excavator 40T

Contractor	Operating Rate	Registration No.	Manufacturer	Model
Bolwarra Enterprises Pty Ltd	\$ 220.00	66151C	Volvo	EC360CLC
Bolwarra Enterprises Pty Ltd	\$ 235.00	75018C	Volvo	EC380DL
Cheyenne Earthmoving Pty Ltd	\$ 227.27	19233C	Caterpillar	330DL
PICKERING EARTHMOVING	\$ 199.09	56314C	CATERPILLAR	336 FL

Excavator 50T

Contractor	Operating Rate	Registration No.	Manufacturer	Model
Cheyenne Earthmoving Pty Ltd	\$ 245.45		Caterpillar	349DL

Plant Hire - 2022 Construction Season

Assessment: Crane

Contractor	Operating Rate	Registration No.	Manufacturer	Model
GULF CONCRETE (QLD) PTY LTD	\$ 308.00	061 DMA	FRANNA	4WD

Plant Hire - 2023 Construction Season

Assessment: Water Truck

Semi Tankers

Contractor	Operating Rate	Truck Type (Body Truck, Semi Tanker, Truck and Dog)	Registration No.	Manufacturer	Model	Tank Capacity
A & G Contracting Qld	\$ 163.64	Semi Water Truck	439LOJ 481QEX	International Hockney	T2670	32,000LT
A & G Contracting Qld	\$ 163.64	Semi Water Truck	XQ15JJ YQ14IO	Ford Stonestar	Louisville	32,000lt
A & G Contracting Qld	\$ 163.64	Semi Water Truck	581MBI 416QPB	Kenworth Fruehalf	K100	37,000lt
Arkey Haulage Pty Ltd	\$ 173.00	Semi Tanker	221WQH 145QLQ	Kenworth Hockney	T659 Semi Tanker	30,000
Bolwarra Enterprises Pty Ltd	\$ 155.00	Water Tanker Truck	XQ32MT	Mack	Granite	13,000L (Legal Load)
Cheyenne Earthmoving Pty Ltd	\$ 200.00	Semi tanker	631VIR YQ86TL	Tieman	Primemover Trailer	32000
Cheyenne Earthmoving Pty Ltd	\$ 245.45	Semi	XB15AI YQ00HY 648QTW	Western Star Stonestar Consultrons	Prime mover Water Water	36000
Cheyenne Earthmoving Pty Ltd	\$ 163.64	Semi	XQ94IA YQ62KF	Mack Stonestar	Granite Water	36000
Daryl Garde						
Delight Water Pty Ltd	\$ 163.00	Semi Tanker	XB16AH YQ03BS	T658	28,200kg	30,000L
Delight Water Pty Ltd	\$ 195.00	Semi Tanker	XQ23BZ (Tank Trailer)	T609	26,500kg	30,000L
DF & LJ Turner	\$ 169.00	Semi Water Truck	Truck: XQ0ZJJ Trailer: YQ82LH	Western Star	4800 FX	43,000L
Douglas Sivyer	\$ 170.00	Prime Mover & Tanker Trailer Semi	158TJS 066QXN	Western Star Holmwood	4864 Series & ATM Over 4.5T	Holmwood 35,000 Litres
DTL CONTRACTING	\$ 170.00	Semi water tanker	XQ05JJ (P/MOVER)	FORD	STERLING	35,000 LTR'S
George E and Desley R Schneekloth	\$ 180.00	Semi Water Truck	0015HR 551UCC	Kenworth Fruehauf	K Series Semi Water Tanker	37,000ltrs
George E and Desley R Schneekloth	\$ 180.00	Semi Water Truck	925IJO YQ27GS	Kenworth Fruehauf	K Series Semi Tanker Trailer	37,000ltrs
Gulf Concrete Qld Pty Ltd	\$ 195.00	Semi Tanker	270 VIB (Prime Mover) YQ 90 NK	Mack	Fleet Liner	26,000 Litres
Hawkins Transport Qld Pty Ltd	\$ 195.00	Semi Water Tanker	Prime Mover: 306 TPQ Tanker:	Kenworth	K100	27,000 Litres
Hawkins Transport Qld Pty Ltd	\$ 195.00	Semi Water Tanker	Prime Mover: 882 VUL Tanker: YQ 12	Kenworth	T650	27,000 Litres
In & Out Mechanical	\$ 176.00	SEMI WATER TANKER	XQ14JJ (PM) YQ04B2	KENWORTH	T401	27,000 L
J.T Murrily & S.J Murrily	\$ 176.00	Prime Mover with semi tanker	768 TKN	Western Star	4864	19000
John O'Brien Civil Pty Ltd	\$ 169.00	Semi Tanker	105JPF (TRUCK) 655QYR	Kenworth (Truck) Hockney (Tanker)	K100 (TRUCK) Tanker	30,000 Litres
John O'Brien Civil Pty Ltd	\$ 169.00	Semi Tanker	400VMF (TRUCK)	Kenworth (Truck) Hockney (Tanker)	K Series 100 Tanker	37,000 Litres
KS Contracting Pty Ltd	\$ 170.00	Semi Water Truck	XQ16JJ YQ26JO	Freightliner Hockney	FL Semi Water Tanker	37,000lts
KS Contracting Pty Ltd	\$ 170.00	Semi Water Truck	464LPB 414QPB	Kenworth Hockney	K100G Semi Water Tanker	37,000ltrs
KS Contracting Pty Ltd	\$ 170.00	Semi Water Truck	511RMK 779QXT	Kenworth Fruehauf	K104 Semi Water Tanker	37,000kg
Neville Elmes	\$ 170.00	Semi	XQ03JJ & YQ89LH	Iveco & Homemade	Eurotech MP 4500	28000lt
Neville Elmes	\$ 170.00	Semi	XQ03JJ & YQ27QF	Iveco & AAA Trailer	Eurotech MP 4500	32000 Lt
Norwest Consolidated	\$ 168.00	Semi	413FFZ / 832QWI	Mack / Haulmark	ValueLiner Prime Mover / Tri Axle Semi Tanker	24,760
Norwest Consolidated	\$ 168.00	Semi	602RPT / 235QNB	Mack / Haulmark	ValueLiner Prime Mover / Highgate Semi Tanker	25,550
Norwest Consolidated	\$ 168.00	Semi	350RQM / YQ49GK	Kenworth / Mick Murray Welding	T404 / Tander Trailer Semi	32,500L
Oz Earthmoving Pty Ltd	\$ 180.00	Semi Tanker	XQ30MT YQ34TV (was XQ33OX before cust plate)	Nissan UD Tristar	GW26-460	32,000Lt
Peetree Contracting Pty Ltd	\$ 181.81	Semi Water Truck	154TLK YQ13JH	KENWORTH STONESTAR	T401	32 000LTR
PICKERING EARTHMOVING	\$ 154.55	Semi Water Cart Tanker	PEM08 897QWO	Mack	Titan	34000 LT
RK Contracting	\$ 178.00	Semi Tanker	Truck - 024 RAG Trailer - YQ71PF	2004 Sterling	AT Series Truck	30000
RTW Civil Earthworks	\$ 100.00	Not Listed	Not Listed	Not Listed	Not Listed	15000L

S&K Civil Contracting	\$ 165.00	Semi Tanker	1685PP &	Mack & Stonestar	Elite & Semi Tanker	30,000
Scott Freight Company Pty Ltd	\$ 173.00	semi water tanker	XQ48VQ – TRUCK 135UEA - TRAILER	KENWORTH JARMYN	KT909 JARMYN WATER TANKER	35000
Scott Freight Company Pty Ltd	\$ 173.00	semi water tanker	138XKG – TRUCK 140QYD - TRAILER	KENWORTH ROSS ALLEN	K104 ROSS ALLEN WATER TANKER	35000
Scott Freight Company Pty Ltd	\$ 173.00	semi water tanker	XQ31NA – TRUCK YQ85KP - TRAILER	WESTERN STAR STONE STAR	4600	35000
Thuriba Civil Pty Ltd	\$ 160.46	Semi Water Tanker	Truck: XQ72JR Trailer: YQ46FB	Kenworth Truck Central West	T650 Water Tanker	32000L
Thuriba Civil Pty Ltd	\$ 160.46	Semi Water Tanker	Truck: XQ47AT Trailer: YQ46FB	Kenworth Truck Central West	T904 Water Tanker	32000L
Two Mile Safari						
W J Saunders Family Trust	\$ 168.00	Prime Mover and Trailer	Truck XQ00JJ Trailer 954UGZ	Kenworth Truck and Fruehauf	T650	34000L

Body Trucks

Contractor	Operating Rate	Truck Type (Body Truck, Semi Tanker, Truck and Dog)	Registration No.	Manufacturer	Model	Tank Capacity
Bolwarra Enterprises Pty Ltd	\$ 170.00	8 axle Water Tanker Truck	XB02AD	Isuzu	FYH 300-350 8x4	18,000L
Delight Water Pty Ltd	\$ 132.00	8 Wheeler	008RQT	International	Acco	18,000L
Hawkins Transport Qld Pty Ltd	\$ 148.00	8 Wheeler	XQ 06 JJ	Volvo	FL10	20,000 Litres
Hawkins Transport Qld Pty Ltd	\$ 195.00	8 Wheeler	XQ 29 BZ	International	K02651	17,170Litres
In & Out Mechanical	\$ 154.00	TWIN STEER – TRI AXLE (10 X 4)	XQ 27 KT	KENWORTH	T358	17,420 L
Marrin	\$ 135.00	6 Wheeler	325XMD	HINO	HINO FS 700	12,000L
Norwest Consolidated	\$ 145.00	Body Tanker	261TQX	Volvo	FM9 Twin Steer Body Tanker	19660
Oz Earthmoving Pty Ltd	\$ 140.00	Body Water	704VKA	NISSAN UD	GW470	14,000Lt

Truck and Dog

Contractor	Operating Rate	Truck Type (Body Truck, Semi Tanker, Truck and Dog)	Registration No.	Manufacturer	Model	Tank Capacity
D G McGowan & P L Murrhiy	\$ 175.00	Truck and Dog	581 JZD	Nissan	CW Series	25,000L
J.T Murrhiy & S.J Murrhiy	\$ 176.00	Body Truck and Dog	681 EUD	Nissan	UD	25,000

Double Semi Tanker

Contractor	Operating Rate	Truck Type (Body Truck, Semi Tanker, Truck and Dog)	Registration No.	Manufacturer	Model	Tank Capacity
Norwest Consolidated	\$ 275.00	Road Train	350RQM YQ49GK 832QWI 116QWP	Kenworth / Mick Murray Welding / Haulmark Tri Axle Semi Tanker / Western Hi-Way Dolly	T404 Primemover / Tri Axle Trailer / Boggie Dolly / Tri Axle Trailer	32,500L + 24,760L

Plant Hire - 2023 Construction Season

Assessment: Side Tipper

Single Tipper

Contractor	Single Tipper		
	Operating Rate	Manufacturer	Model
Bolwarra Enterprises Pty Ltd	\$ 155.00	Mack	CLR Superliner
Bolwarra Enterprises Pty Ltd	\$ 155.00	Mack	CXXT Titan 6x4
Bolwarra Enterprises Pty Ltd	\$ 155.00	Mack	CLR Elite
Bolwarra Enterprises Pty Ltd	\$ 155.00	Mack	Titan 6x4 MP10
Cheyenne Earthmoving Pty Ltd	\$ 154.55	Mack	Titan
Cheyenne Earthmoving Pty Ltd	\$ 154.55	Mack	Titan
Hawkins Transport Qld Pty Ltd	\$ 260.00	Kenworth	C501
Hawkins Transport Qld Pty Ltd	\$ 260.00	Kenworth	C501
Hawkins Transport Qld Pty Ltd	\$ 260.00	Kenworth	C501
Hawkins Transport Qld Pty Ltd	\$ 260.00	Kenworth	C501
Hawkins Transport Qld Pty Ltd	\$ 260.00	Kenworth	C501
Hawkins Transport Qld Pty Ltd	\$ 260.00	Kenworth	T950
Hawkins Transport Qld Pty Ltd	\$ 260.00	Kenworth	T904
Hawkins Transport Qld Pty Ltd	\$ 260.00	Kenworth	T658
Hawkins Transport Qld Pty Ltd	\$ 260.00	Kenworth	T658
Hawkins Transport Qld Pty Ltd	\$ 260.00	Kenworth	T658
Hawkins Transport Qld Pty Ltd	\$ 260.00	Kenworth	T658
Hawkins Transport Qld Pty Ltd	\$ 260.00	Mack	Trident
Hawkins Transport Qld Pty Ltd	\$ 260.00	Mack	Super Liner
John O'Brien Civil Pty Ltd	\$ 200.00	Kenworth	T658
Oz Earthmoving Pty Ltd	\$ 180.00	Western Star	4900 Series
Oz Earthmoving Pty Ltd	\$ 180.00	NISSAN UD	GW26-460
Peetree Contracting Pty Ltd	\$ 200.00	KENWORTH	T658
PICKERING EARTHMOVING	\$ 189.00	KENWORTH	T658
PICKERING EARTHMOVING	\$ 189.00	Mack	Titan
RTW Civil Earthworks	\$ 100.00	Not Listed	Not Listed
Scott Freight Company Pty Ltd	\$ 209.89	WESTERN STAR	4900 SERIES
Scott Freight Company Pty Ltd	\$ 209.89	Mack	Superliner
Scott Freight Company Pty Ltd	\$ 209.89	KENWORTH	K104
Thuriba Civil Pty Ltd	\$ 197.73	Kenworth	T650
Thuriba Civil Pty Ltd	\$ 197.73	Kenworth	T650
Thuriba Civil Pty Ltd	\$ 197.73	Kenworth	T904
Wells Plant Hire Pty Ltd	\$ 248.00	Kenworth	T650
Wells Plant Hire Pty Ltd	\$ 248.00	Kenworth	C501

Double Tipper

Contractor	Double Tipper		
	Operating Rate	Manufacturer	Model
Bolwarra Enterprises Pty Ltd	\$ 260.00	Mack	CLR Superliner
Bolwarra Enterprises Pty Ltd	\$ 260.00	Mack	CXXT Titan 6x4
Bolwarra Enterprises Pty Ltd	\$ 260.00	Mack	CLR Elite
Bolwarra Enterprises Pty Ltd	\$ 260.00	Mack	Titan 6x4 MP10
Cheyenne Earthmoving Pty Ltd	\$ 254.55	Mack	Titan
Cheyenne Earthmoving Pty Ltd	\$ 254.55	Mack	Titan
Hawkins Transport Qld Pty Ltd	\$ 320.00	Kenworth	C501
Hawkins Transport Qld Pty Ltd	\$ 320.00	Kenworth	C501
Hawkins Transport Qld Pty Ltd	\$ 320.00	Kenworth	C501
Hawkins Transport Qld Pty Ltd	\$ 320.00	Kenworth	C501
Hawkins Transport Qld Pty Ltd	\$ 320.00	Kenworth	C501
Hawkins Transport Qld Pty Ltd	\$ 320.00	Kenworth	T950
Hawkins Transport Qld Pty Ltd	\$ 320.00	Kenworth	T904
Hawkins Transport Qld Pty Ltd	\$ 320.00	Kenworth	T658
Hawkins Transport Qld Pty Ltd	\$ 320.00	Kenworth	T658
Hawkins Transport Qld Pty Ltd	\$ 320.00	Kenworth	T658
Hawkins Transport Qld Pty Ltd	\$ 320.00	Mack	Trident
Hawkins Transport Qld Pty Ltd	\$ 320.00	Mack	Super Liner
John O'Brien Civil Pty Ltd	\$ 265.00	Kenworth	T658
Oz Earthmoving Pty Ltd	\$ 280.00	Western Star	4900 Series
Peetree Contracting Pty Ltd	\$ 200.00	KENWORTH	T658
PICKERING EARTHMOVING	\$ 254.00	KENWORTH	T658
PICKERING EARTHMOVING	\$ 254.00	Mack	Titan
Scott Freight Company Pty Ltd	\$ 278.07	WESTERN STAR	4900 SERIES
Scott Freight Company Pty Ltd	\$ 278.07	Mack	Superliner
Scott Freight Company Pty Ltd	\$ 278.07	KENWORTH	K104
Thuriba Civil Pty Ltd	\$ 243.64	Kenworth	T650
Thuriba Civil Pty Ltd	\$ 243.64	Kenworth	T650
Thuriba Civil Pty Ltd	\$ 243.64	Kenworth	T904
Wells Plant Hire Pty Ltd	\$ 298.00	Kenworth	T650
Wells Plant Hire Pty Ltd	\$ 298.00	Kenworth	C501

Triple Tipper

Contractor	Triple Tipper		
	Operating Rate	Manufacturer	Model
Bolwarra Enterprises Pty Ltd	\$ 375.00	Mack	CXXT Titan 6x4
Bolwarra Enterprises Pty Ltd	\$ 375.00	Mack	CLR Elite
Bolwarra Enterprises Pty Ltd	\$ 375.00	Mack	Titan 6x4 MP10
Cheyenne Earthmoving Pty Ltd	\$ 300.00	Mack	Titan
Cheyenne Earthmoving Pty Ltd	\$ 300.00	Mack	Titan
Hawkins Transport Qld Pty Ltd	\$ 380.00	Kenworth	C501
Hawkins Transport Qld Pty Ltd	\$ 380.00	Kenworth	C501
Hawkins Transport Qld Pty Ltd	\$ 380.00	Kenworth	C501
Hawkins Transport Qld Pty Ltd	\$ 380.00	Kenworth	C501
Hawkins Transport Qld Pty Ltd	\$ 380.00	Kenworth	C501
Hawkins Transport Qld Pty Ltd	\$ 380.00	Kenworth	T950
Hawkins Transport Qld Pty Ltd	\$ 380.00	Kenworth	T904
Hawkins Transport Qld Pty Ltd	\$ 380.00	Kenworth	T658
Hawkins Transport Qld Pty Ltd	\$ 380.00	Kenworth	T658
Hawkins Transport Qld Pty Ltd	\$ 380.00	Kenworth	T658
Hawkins Transport Qld Pty Ltd	\$ 380.00	Kenworth	T658
Hawkins Transport Qld Pty Ltd	\$ 380.00	Mack	Trident
Hawkins Transport Qld Pty Ltd	\$ 380.00	Mack	Super Liner
John O'Brien Civil Pty Ltd	\$ 335.00	Kenworth	T658
Peetree Contracting Pty Ltd	\$ 327.27	KENWORTH	T658
PICKERING EARTHMOVING	\$ 319.00	KENWORTH	T658
PICKERING EARTHMOVING	\$ 319.00	Mack	Titan
Scott Freight Company Pty Ltd	\$ 325.00	WESTERN STAR	4900 SERIES
Scott Freight Company Pty Ltd	\$ 325.00	Mack	Superliner
Scott Freight Company Pty Ltd	\$ 325.00	KENWORTH	K104
Thuriba Civil Pty Ltd	\$ 289.55	Kenworth	T650
Thuriba Civil Pty Ltd	\$ 289.55	Kenworth	T904
Wells Plant Hire Pty Ltd	\$ 348.00	Kenworth	T650
Wells Plant Hire Pty Ltd	\$ 348.00	Kenworth	C501

Quad Tipper

Contractor	Quad Tipper		
	Operating Rate	Manufacturer	Model
Cheyenne Earthmoving Pty Ltd	\$ 363.64	Mack	Titan
Cheyenne Earthmoving Pty Ltd	\$ 363.64	Mack	Titan
Hawkins Transport Qld Pty Ltd	\$ 380.00	Kenworth	C501
Hawkins Transport Qld Pty Ltd	\$ 380.00	Kenworth	C501
Hawkins Transport Qld Pty Ltd	\$ 380.00	Kenworth	C501
Hawkins Transport Qld Pty Ltd	\$ 380.00	Kenworth	C501
Hawkins Transport Qld Pty Ltd	\$ 380.00	Kenworth	C501
Hawkins Transport Qld Pty Ltd	\$ 380.00	Kenworth	T950
Hawkins Transport Qld Pty Ltd	\$ 380.00	Kenworth	T904
Hawkins Transport Qld Pty Ltd	\$ 380.00	Kenworth	T658
Hawkins Transport Qld Pty Ltd	\$ 380.00	Kenworth	T658
Hawkins Transport Qld Pty Ltd	\$ 380.00	Kenworth	T658
Hawkins Transport Qld Pty Ltd	\$ 380.00	Kenworth	T658
Hawkins Transport Qld Pty Ltd	\$ 380.00	Mack	Trident
Hawkins Transport Qld Pty Ltd	\$ 380.00	Mack	Super Liner
Scott Freight Company Pty Ltd	\$ 375.00	WESTERN STAR	4900 SERIES

Plant Hire - 2023 Construction Season

Assessment: Low Loader (Float)

Float Single		Float Single		
Contractor	Operating Rate	Registration No.	Manufacturer	Model
Advanced Civil Earthworks Pty Ltd	\$ 200.00	114WBJ (Drop Deck Rego: 677QXH), 923QUN	Western Star (Drop Deck: Top Start)	4800 Series (Drop Deck: Drop Deck)
Bolwarrra Enterprises Pty Ltd	\$ 165.00	600XQM, 710QFL	Mack	CXXT Titan 6x4
Bolwarrra Enterprises Pty Ltd	\$ 240.00	XQ70CX, 932QYS	Mack	Titan 6x4 MP10
Cheyenne Earthmoving Pty Ltd	\$ 227.27	XQ65PN, 462UEE	Mack	CLR series
Cheyenne Earthmoving Pty Ltd	\$ 245.45	370XXU, YQ54NW	Western Star	Prime mover
Cheyenne Earthmoving Pty Ltd	\$ 200.00	X814AI, YQ82DN	Mack	2013 Mack trident
FARRELL'S CIVIL CONTRACTING PTY LTD	\$ 185.00	XQ59LF	Kenworth	T409
Gulf Concrete Qld Pty Ltd	\$ 260.00	334 FFL, 292 QEX	MACK	CLR
Gulf Concrete Qld Pty Ltd	\$ 260.00	334 FFL, 292 QEX	MACK	CLR
Marrin	\$ 360.00	XQ11DK, 057UCZ	Isuzu	GIGA425
Norwest Consolidated	\$ 180.00	504LLN, 625QWX	Kenworth	C501T-primemover
Norwest Consolidated	\$ 200.00	504LLN, 063QPA	Kenworth	C501T-primemover
Norwest Consolidated	\$ 200.00	504LLN, 063QPA	Kenworth	C501T-primemover
Norwest Consolidated	\$ 200.00	504LLN, 364UDO	Kenworth	C501T-primemover
Norwest Consolidated	\$ 200.00	504LLN, 364UDO	Kenworth	C501T-primemover
Norwest Consolidated	\$ 180.00	055KUG, 625QWX	Kenworth	T904 Prime Mover
Norwest Consolidated	\$ 200.00	055KUG, 063QPA	Kenworth	T904 Prime Mover
Norwest Consolidated	\$ 200.00	055KUG, 063QPA	Kenworth	T904 Prime Mover
Norwest Consolidated	\$ 200.00	055KUG, 364UDO	Kenworth	T904 Prime Mover
Norwest Consolidated	\$ 200.00	005KUG, 364UDO	Kenworth	T904 Prime Mover
Norwest Consolidated	\$ 180.00	350RQM, 625QWX	Kenworth	T404 Primemover
Norwest Consolidated	\$ 200.00	350RQM, 063QPA	Kenworth	T404 Primemover
Oz Earthmoving Pty Ltd	\$ 180.00	1485GM, 468QYB	Western Star	4900 Series
Oz Earthmoving Pty Ltd	\$ 180.00	704VKA, 363QXT	Nissan UD	GW 470
Peetree Contracting Pty Ltd	\$ 200.00	XQ84HU, 681UDH	KENWORTH	T909
PICKERING EARTHMOVING	\$ 204.55	235LIN, 698QVT	Mack	Titan
RK Contracting	\$ 185.00	TBA, YQ61PF	2004 Kenworth	K104
Scott Freight Company Pty Ltd	\$ 204.00	069TXK, 059QIP	FREIGHTLINER	FL SERIES
Scott Freight Company Pty Ltd	\$ 220.15	990TXX, YQ86JF	Kenworth	T659
Scott Freight Company Pty Ltd	\$ 167.63	990TXX, YQ59NA	Kenworth	T659
Toms Tonkas	\$ 290.00	XQ09EW, 885QZO	Kenworth	T909
Toms Tonkas	\$ 190.00	XQ09EW, 885QZO	Kenworth	T909

Float Double/Dolly		Float Double/Dolly		
Contractor	Operating Rate	Registration No.	Manufacturer	Model
Bolwarrra Enterprises Pty Ltd	\$ 190.00	600XQM, 710QFL + DOLLY	Mack	CXXT Titan 6x4
Bolwarrra Enterprises Pty Ltd	\$ 285.00	XQ70CX, 932QYS + DOLLY	Mack	Titan 6x4 MP10
Gulf Concrete Qld Pty Ltd	\$ 320.00	334 FFL, 292 QEX, 425 QMS	MACK	CLR
Gulf Concrete Qld Pty Ltd	\$ 320.00	334 FFL, 292 QEX, 023 QNU	MACK	CLR
Norwest Consolidated	\$ 250.00	504LLN, 364UDO, 363UDO	Kenworth	C501T-primemover
Norwest Consolidated	\$ 250.00	055KUG, 063QPA, 753QPF	Kenworth	T904 Prime Mover
Norwest Consolidated	\$ 250.00	005KUG, 364UDO, 363UDO	Kenworth	T904 Prime Mover
Toms Tonkas	\$ 340.00	XQ09EW, 885QZO, 884QZO	Kenworth	T909
Toms Tonkas	\$ 240.00	XQ09EW, 885QZO, 884QZO	Kenworth	T909

Float Triple		Float Triple		
Contractor	Operating Rate	Registration No.	Manufacturer	Model
Gulf Concrete Qld Pty Ltd	\$ 380.00	334 FFL, 292 QEX, 425 QMS, 043 UEV	MACK	CLR
Gulf Concrete Qld Pty Ltd	\$ 380.00	334 FFL, 292 QEX, 023 QNU, 681 UDH	MACK	CLR

Plant Hire - 2023 Construction Season

Assessment: Miscellaneous

Contractor	Description of Plant (i.e slasher, tractor, dolly, tilt tray, flat top trailer, septic pump out etc)	Operating Rate	Registration No.
Advanced Civil Earthworks Pty Ltd	Sterling Truck (T02)	\$ 118.00	939WQE
Advanced Civil Earthworks Pty Ltd	Kenworth Tipper (T05)	\$ 118.00	296XGF
Advanced Civil Earthworks Pty Ltd	Moxy Dump Truck (ADT03)	\$ 168.00	97780C
Advanced Civil Earthworks Pty Ltd	Moxy Dump Truck (ADT04)	\$ 168.00	97781C
Bolwarra Enterprises Pty Ltd	Articulated Dump Truck (Moxy) 40 Tonne	\$ 235.00	60072C
Bolwarra Enterprises Pty Ltd	Articulated Dump Truck (Moxy) 40 Tonne	\$ 235.00	60073C
Cheyenne Earthmoving Pty Ltd	Dump truck	\$ 127.27	
DF & LJ Turner	Witrgen W210 Profiler – Milling Machine	\$ 550.00	3702C0
Ellis Profiling Pty Ltd	Road Stabiliser		12015C
Ellis Profiling Pty Ltd	2m Road Profiler		59097C
Ellis Profiling Pty Ltd	1m Road Profiler		33987C
Ellis Profiling Pty Ltd	Spreader Truck		201SYI
Ellis Profiling Pty Ltd	2m Road Profiler		82571C
Gulf Concrete Qld Pty Ltd	Pilot Vehicle	\$ 100.00	615 CQ4
Gulf Concrete Qld Pty Ltd	Wheeled Loader	\$ 174.00	28227C
Gulf Concrete Qld Pty Ltd	End Tip Trailer	\$ 60.00	952 UGZ
Gulf Concrete Qld Pty Ltd	Prime Mover – Camp Move	\$ 240.00	633 RCT
Gulf Concrete Qld Pty Ltd	Prime Mover – Camp Move	\$ 240.00	717 XPD
Gulf Concrete Qld Pty Ltd	Prime Mover – Camp Move	\$ 240.00	426 SPD
Gulf Concrete Qld Pty Ltd	Prime Mover – Camp Move	\$ 240.00	XQ 35 UX
Gulf Concrete Qld Pty Ltd	Prime Mover – Camp Move	\$ 240.00	428 SPD
Gulf Concrete Qld Pty Ltd	Prime Mover – Camp Move	\$ 240.00	078 LTV
Gulf Concrete Qld Pty Ltd	Drop Deck Trailer	\$ 60.00	143 QVK
Gulf Concrete Qld Pty Ltd	Flat Top Trailer	\$ 60.00	252 QKM
Gulf Concrete Qld Pty Ltd	Flat Top Trailer	\$ 60.00	253 QKM
Gulf Concrete Qld Pty Ltd	Drop Deck Trailer	\$ 60.00	425 QMS
Gulf Concrete Qld Pty Ltd	Flat Top Trailer	\$ 60.00	586 QVB
Gulf Concrete Qld Pty Ltd	Flat Top Trailer	\$ 60.00	587 QVB
Gulf Concrete Qld Pty Ltd	Drop Deck Trailer	\$ 60.00	799 QYL
Gulf Concrete Qld Pty Ltd	Tilt Tray	\$ 218.00	302 TQX
Gulf Concrete Qld Pty Ltd	Til Tray	\$ 196.00	QX 27 BW
Gulf Concrete Qld Pty Ltd	Flat Top Trailer	\$ 60.00	QWU 157
Hawkins Transport Qld Pty Ltd	Side Tipper – Single – Twin Steer - Tri	\$ 260.00	525 OEB
Hawkins Transport Qld Pty Ltd	Prime Mover – Spare Side Tipper	\$ 200.00	525 OEB
Hawkins Transport Qld Pty Ltd	Prime Mover – Spare Side Tipper/ Water Truck	\$ 200.00	610 XJO
Hawkins Transport Qld Pty Ltd	Prime Mover – Spare Side Tipper	\$ 200.00	960 LIX
Hawkins Transport Qld Pty Ltd	Prime Mover – Spare Side Tipper	\$ 200.00	XQ81VZ
Hawkins Transport Qld Pty Ltd	Prime Mover – Spare Side Tipper/ Water Truck	\$ 200.00	629 XBM
Hawkins Transport Qld Pty Ltd	Spare Prime Mover – Side Tipper	\$ 200.00	XQ28BZ
Hawkins Transport Qld Pty Ltd	Prime Mover – Spare Side Tipper/ Water Truck	\$ 200.00	XQ07JJ
Hawkins Transport Qld Pty Ltd	Prime Mover – Spare Side Tipper/ Water Truck	\$ 200.00	287 SRQ
Hawkins Transport Qld Pty Ltd	Prime Mover – Spare Side Tipper/ Water Truck	\$ 200.00	946 LNP
Hawkins Transport Qld Pty Ltd	Prime Mover – Spare Side Tipper	\$ 200.00	CPL011
Hawkins Transport Qld Pty Ltd	Prime Mover – Spare Side Tipper	\$ 200.00	XQ53XI
Hawkins Transport Qld Pty Ltd	Prime Mover Spare / Water Truck	\$ 195.00	610 XJO
Hawkins Transport Qld Pty Ltd	Prime Mover Spare/ Water Truck	\$ 195.00	629 XBM
Hawkins Transport Qld Pty Ltd	Prime Mover – Water Truck	\$ 195.00	XQ 07 JJ

Hawkins Transport Qld Pty Ltd	Prime Mover Spare / Water Truck	\$ 195.00	287 SRQ
Hawkins Transport Qld Pty Ltd	Prime Mover – Water Truck	\$ 195.00	946 LNP
In & Out Mechanical	SPARE PRIME MOVER – WATER TANKER	\$ 176.00	TBA
Marrin	Truck and Dog Trailer	\$ 170.00	991QPF
Marrin	Truck and Top Trailer	\$ 160.00	YQ68MX
Neville Elmes	Forklift	\$ 130.00	To Be Advised
Normanton Refuellers	Triple Deck Mower	\$ 130.00	91475C
Northern Pump Rentals	Major N 100 mm 3 phase Electric Submersible 32	\$ 85.28	N/A
Northern Pump Rentals	50mm diesel flexdrive 18 l long range tank	\$ 110.00	N/A
Northern Pump Rentals	High Head skid based 75mm pump	\$ 167.50	N/A
Northern Pump Rentals	Skid mounted 100mm centrifugal pump	\$ 165.22	N/A
Northern Pump Rentals	Pas 150 HF 300 CNP Skid mounted 150mm	\$ 215.30	N/A
Northern Pump Rentals	Trailer mounted 150mm centrifugal pump	\$ 215.00	N/A
Northern Pump Rentals	150 mm Sediment Tank	\$ 65.00	N/A
Northern Pump Rentals	150 mm Stand pipe	\$ 40.00	N/A
Northern Pump Rentals	WEDA D04BN-230 50 mm Electric submersible	\$ 44.00	N/A
Northern Pump Rentals	WEDA D30N 75 mm Electric Submersible 15 Amp	\$ 66.00	N/A
Northern Pump Rentals	Weda Weda S30N 75 mm Electric Submersible	\$ 66.00	N/A
Norwest Consolidated	Prime mover + B Triple Semi Trailer	\$ 350.00	504LLN 334QYQ
Norwest Consolidated	Prime Mover + 2 x Trailer	\$ 280.00	504LLN 334QYQ
Norwest Consolidated	Prime mover + B Triple Semi Trailer	\$ 350.00	055KUG 334QYQ
Norwest Consolidated	Prime Mover + 2 x Trailer	\$ 280.00	055KUG 334QYQ
Norwest Consolidated	Prime mover + B Triple Semi Trailer	\$ 350.00	350RQM 116QWP
Norwest Consolidated	Prime Mover + 2 x Trailer	\$ 280.00	350RQM 334QYQ
Norwest Consolidated	Track Skid Steer Loader	\$ 125.00	79975C
Oz Earthmoving Pty Ltd	Body truck-Tandem Tipper	\$ 140.00	704VKA
Oz Earthmoving Pty Ltd	Concrete Agi Truck - Mini	\$ 140.00	391GRH
Oz Earthmoving Pty Ltd	DOLLY - TANDEM	N/A	524QNH
Oz Earthmoving Pty Ltd	Skid Steer	\$160.00	97186C
Oz Earthmoving Pty Ltd	Tilt Tray 45Ft	\$ 180.00	148SGM
Oz Earthmoving Pty Ltd	Tractor/Slasher 7ft	\$ 155.00	68879C
Oz Earthmoving Pty Ltd	Tractor/Slasher 6ft	\$ 150.00	75014C
Oz Earthmoving Pty Ltd	Truck-10mt Deck Beaver Tail	\$ 160.00	021ZME
Oz Earthmoving Pty Ltd	Twin Drum Roller	\$ 125.00	67455C
PICKERING EARTHMOVING	Float Dolly	\$ 35.00	YQ411H
Scott Freight Company Pty Ltd	MOXY - ARTICULATED	\$ 180.00	32727C
Scott Freight Company Pty Ltd	SMOOTH DRUM ROLLER	\$ 167.63	4995C0
Scott Freight Company Pty Ltd	MULTI TYRE ROLLER	\$ 167.63	4996C0
Scott Freight Company Pty Ltd	Prime Mover	\$ 164.44	XQ01JJ
Scott Freight Company Pty Ltd	Prime Mover	\$ 164.44	990TXK
Scott Freight Company Pty Ltd	Prime Mover	\$ 164.44	069TXK
Stabilised Pavements of Australia Pty Ltd	Powder spreader		214RDG
Stabilised Pavements of Australia Pty Ltd	Powder spreader		YQ53PS
Stabilised Pavements of Australia Pty Ltd	Profiler		83887C
Stabilised Pavements of Australia Pty Ltd	Profiler		69786C
Stabilised Pavements of Australia Pty Ltd	Stabiliser		15388C
Stabilised Pavements of Australia Pty Ltd	Stabiliser		95564C

BUSINESS PAPERS

11.9 ROPS CIVIL CONSTRUCTION MATERIAL TENDER

Attachments:	11.9.1. Appendix A - Tender Assessment Pricing ↓
Author:	Nick Lennon - Consultant Engineer
Date:	9 March 2023
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.

Executive Summary:

A request for tenders for the supply and delivery of Civil Construction Materials (Contract 23-0002) closed on 24 January 2022 with five (5) tenders received. The tenders have been assessed against three mandatory categories; Technical Capability, Managerial Capability and Financial Capability. Each material type has been assessed separately.

RECOMMENDATION:

That Council approve the list of material suppliers presented.

Background:

A request for tenders for the Supply and Delivery of civil construction materials (Contract No.: 23-0002) was issued by Carpentaria Shire Council and closed on 24 January 2023 at 2:00PM. Five (5) suppliers submitted tenders for supply of materials.

- Bolwarra Enterprises Pty Ltd
- Gulf Concrete Qld Pty Ltd
- Nordev Contractors Pty Ltd
- Wells Plant Hire Pty Ltd
- MC Group QLD Pty Ltd

Assessment:

The tender received from Nordev Contractors was deemed ineligible as it related to the contractor operating out of Council owned pits.

The remaining four (4) tenderers were deemed conforming with the tender assessment as per Table 1 below

Table 1 – Tender Assessment

Tenderer	Technical Capability	Managerial Capability	Financial Capability	Conforming Tender
Bolwarra Enterprises Pty Ltd	✓	✓	✓	✓
Gulf Concrete Qld Pty Ltd	✓	✓	✓	✓
Nordev Contractors Pty Ltd	X	X	X	X
Wells Plant Hire Pty Ltd	✓	✓	✓	✓
MC Group QLD Pty Ltd	✓	✓	✓	✓

All pricing responses are provided in Appendix A.

BUSINESS PAPERS

As minimal suppliers submitted a response to the request for tender, it is recommended that Council adopt the attached list and suppliers are engaged based on the individual jobs Council require their services on.

Consultation (Internal/External):

- Mark Crawley – Chief Executive Officer
- Michael Wanrooy – Director of Engineering
- Procurement Specialist – Richard Azar
- Tender Assessment Panel – Kerrod Giles, Michael Sceresini, Nick Lennon

Legal Implications:

- Nil.

Financial and Resource Implications:

- Nil

Risk Management Implications:

- Nil

APPENDIX A - Tender Assessment Pricing

		Type 2.2 Gravel			
		Price			
Tenderer	Unit	Rate (\$/unit)	Norrampton Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/t/km) ⁽²⁾
Wells Plant Hire Pty Ltd	tonne	\$26.27	\$33.18	\$36.77	\$0.22
Bolwara Enterprises Pty Ltd	tonne	\$30.00	\$29.00	\$38.00	\$14.00
MC Group Qld Pty Ltd	tonne	\$32.00			\$0.26
					\$0.30
		Type 2.3 Gravel			
		Price			
Tenderer	Unit	Rate (\$/unit)	Norrampton Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/t/km) ⁽²⁾
Wells Plant Hire Pty Ltd	tonne	\$26.27	\$33.18	\$36.77	\$0.22
Bolwara Enterprises Pty Ltd	tonne	\$25.00	\$29.00	\$38.00	\$14.00
MC Group Qld Pty Ltd	tonne	\$31.00			\$0.26
					\$0.30
		Type 3.2 Gravel			
		Price			
Tenderer	Unit	Rate (\$/unit)	Norrampton Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/t/km) ⁽²⁾
Wells Plant Hire Pty Ltd	tonne	\$26.27	\$33.18	\$36.77	\$0.22
Bolwara Enterprises Pty Ltd	tonne	\$24.00	\$29.00	\$38.00	\$14.00
MC Group Qld Pty Ltd	tonne	\$30.00			\$0.26
					\$0.30
		Type 2.2* Gravel			
		Price			
Tenderer	Unit	Rate (\$/unit)	Norrampton Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/t/km) ⁽²⁾
Wells Plant Hire Pty Ltd	tonne	\$26.27	\$33.18	\$36.77	\$0.22
Bolwara Enterprises Pty Ltd	tonne	\$30.00	\$29.00	\$38.00	\$14.00
MC Group Qld Pty Ltd	tonne	\$32.00			\$0.26
					\$0.30
		General Fill			
		Price			
Tenderer	Unit	Rate (\$/unit)	Norrampton Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/t/km) ⁽²⁾
Wells Plant Hire Pty Ltd	tonne	\$16.15	\$22.65	\$38.15	\$0.22
MC Group Qld Pty Ltd	tonne	\$16.00			\$0.26
					\$0.30
		Rock - 200mm			
		Price			
Tenderer	Unit	Rate (\$/unit)	Norrampton Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/t/km) ⁽²⁾
Wells Plant Hire Pty Ltd	tonne	\$32.35	\$38.85	\$43.30	\$0.22
Bolwara Enterprises Pty Ltd	tonne	\$40.00	\$29.00	\$38.00	\$14.00
MC Group Qld Pty Ltd	tonne	\$27.00			\$0.26
					\$0.30

Rock - 300mm						
Tenderer	Unit	Rate (\$/unit)	Nomination Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/t/km) ⁽²⁾	Haul on Gravel Road (\$/t/km) ⁽²⁾
Wells Plant Hire Pty Ltd	tonne	42.82	53.6	59.1	0.22	0.22
Bolwara Enterprises Pty Ltd	tonne	33	29	38	14	19
MC Group Qld Pty Ltd	tonne	\$28.00			\$0.26	\$0.30

Rock - 500mm						
Tenderer	Unit	Rate (\$/unit)	Nomination Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/t/km) ⁽²⁾	Haul on Gravel Road (\$/t/km) ⁽²⁾
Wells Plant Hire Pty Ltd	tonne	\$42.82	\$53.60	\$59.10	\$0.22	\$0.22
Bolwara Enterprises Pty Ltd	tonne	\$30.00	\$29.00	\$38.00	\$14.00	\$19.00
MC Group Qld Pty Ltd	tonne	\$30.00			\$0.26	\$0.30

75mm Minus						
Tenderer	Unit	Rate (\$/unit)	Nomination Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/t/km) ⁽²⁾	Haul on Gravel Road (\$/t/km) ⁽²⁾
Wells Plant Hire Pty Ltd	tonne	\$21.25	\$27.75	\$33.25	\$0.22	\$0.22
Bolwara Enterprises Pty Ltd	tonne	\$30.00	\$29.00	\$38.00	\$14.00	\$19.00
MC Group Qld Pty Ltd	tonne	\$16.00			\$0.26	\$0.30

20/40 Trench Rock						
Tenderer	Unit	Rate (\$/unit)	Nomination Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/t/km) ⁽²⁾	Haul on Gravel Road (\$/t/km) ⁽²⁾
Wells Plant Hire Pty Ltd	tonne	\$59.15	\$63.10	\$71.55	\$0.22	\$0.22
Bolwara Enterprises Pty Ltd	tonne	\$30.00	\$29.00	\$38.00	\$14.00	\$19.00
MC Group Qld Pty Ltd	tonne	\$32.00			\$0.26	\$0.30

10mm Aggregate						
Tenderer	Unit	Rate (\$/unit)	Nomination Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/t/km) ⁽²⁾	Haul on Gravel Road (\$/t/km) ⁽²⁾
Wells Plant Hire Pty Ltd	tonne	\$58.65	\$63.05	\$69.48	\$0.22	\$0.22
Bolwara Enterprises Pty Ltd	tonne	\$60.00	\$29.00	\$38.00	\$14.00	\$19.00
MC Group Qld Pty Ltd	tonne	\$70.00			\$0.26	\$0.30

20mm Aggregate						
Tenderer	Unit	Rate (\$/unit)	Nomination Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/t/km) ⁽²⁾	Haul on Gravel Road (\$/t/km) ⁽²⁾
Wells Plant Hire Pty Ltd	tonne	\$54.41	\$61.23	\$65.04	\$0.22	\$0.22
Bolwara Enterprises Pty Ltd	tonne	\$60.00	\$29.00	\$38.00	\$14.00	\$19.00
MC Group Qld Pty Ltd	tonne	\$66.00			\$0.26	\$0.30

		10mm Screenings		Price			
Tenderer	Unit	Rate (\$/unit)	Norrampton Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/t/km) ⁽²⁾	Haul on Gravel Road (\$/t/km) ⁽²⁾	
Bolwarra Enterprises Pty Ltd	tonne	\$60.00	\$29.00	\$38.00	\$14.00	\$19.00	
MC Group Qld Pty Ltd	tonne	\$70.00			\$0.26	\$0.30	

		14mm Screenings		Price			
Tenderer	Unit	Rate (\$/unit)	Norrampton Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/t/km) ⁽²⁾	Haul on Gravel Road (\$/t/km) ⁽²⁾	
Bolwarra Enterprises Pty Ltd	tonne	\$60.00	\$29.00	\$38.00	\$14.00	\$19.00	
MC Group Qld Pty Ltd	tonne	\$66.00			\$0.26	\$0.30	

		Crusher Dust		Price			
Tenderer	Unit	Rate (\$/unit)	Norrampton Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/t/km) ⁽²⁾	Haul on Gravel Road (\$/t/km) ⁽²⁾	
Wells Plant Hire Pty Ltd	tonne	\$24.29	\$31.12	\$36.42	\$0.22	\$0.22	
Bolwarra Enterprises Pty Ltd	tonne	\$30.00	\$29.00	\$38.00	\$14.00	\$19.00	
MC Group Qld Pty Ltd	tonne	\$21.00			\$0.26	\$0.30	

		Sand		Price			
Tenderer	Unit	Rate (\$/unit)	Norrampton Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/t/km) ⁽²⁾	Haul on Gravel Road (\$/t/km) ⁽²⁾	
Wells Plant Hire Pty Ltd	tonne	\$36.13	\$38.17	\$36.13	\$0.22	\$0.22	
Bolwarra Enterprises Pty Ltd	tonne	\$30.00	\$29.00	\$38.00	\$14.00	\$19.00	
MC Group Qld Pty Ltd	tonne	\$21.00			\$0.26	\$0.30	

		Garden Loam		Price			
Tenderer	Unit	Rate (\$/unit)	Norrampton Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/t/km) ⁽²⁾	Haul on Gravel Road (\$/t/km) ⁽²⁾	
Wells Plant Hire Pty Ltd	tonne	33.41	\$39.41	\$45.41	\$0.22	\$0.22	

		Pre-coat 7mm		Price			
Tenderer	Unit	Rate (\$/unit)	Norrampton Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/t/km) ⁽²⁾	Haul on Gravel Road (\$/t/km) ⁽²⁾	
Bolwarra Enterprises Pty Ltd	tonne	\$82.50	\$50.00	\$62.00	\$14.00	\$19.00	
MC Group Qld Pty Ltd	tonne	\$125.00			\$0.26	\$0.30	

		Pre-coat 10mm		Price			
Tenderer	Unit	Rate (\$/unit)	Norrampton Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/t/km) ⁽²⁾	Haul on Gravel Road (\$/t/km) ⁽²⁾	
Bolwarra Enterprises Pty Ltd	tonne	\$82.50	\$50.00	\$62.00	\$14.00	\$19.00	
MC Group Qld Pty Ltd	tonne	\$125.00			\$0.26	\$0.30	

Tenderer		Unit	Rate (\$/unit)	Norrampton Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/km) ⁽²⁾	Haul on Gravel Road (\$/km) ⁽²⁾
Bolwara Enterprises Pty Ltd	tonne	\$82.50	\$50.00	\$62.00	\$14.00	\$19.00	
MC Group Qld Pty Ltd	tonne	\$120.00	\$0.26	\$0.26	\$0.30	\$0.30	

Pre-coat 14mm

Tenderer		Unit	Rate (\$/unit)	Norrampton Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/km) ⁽²⁾	Haul on Gravel Road (\$/km) ⁽²⁾
Bolwara Enterprises Pty Ltd	tonne	\$82.50	\$50.00	\$62.00	\$14.00	\$19.00	
MC Group Qld Pty Ltd	tonne	\$115.00	\$0.26	\$0.26	\$0.30	\$0.30	

Pre-coat 16mm

Tenderer		Unit	Rate (\$/unit)	Norrampton Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/km) ⁽²⁾	Haul on Gravel Road (\$/km) ⁽²⁾
Bolwara Enterprises Pty Ltd	tonne	\$82.50	\$50.00	\$62.00	\$14.00	\$19.00	
MC Group Qld Pty Ltd	tonne	\$110.00	\$0.26	\$0.26	\$0.30	\$0.30	

10mm Blend

Tenderer		Unit	Rate (\$/unit)	Norrampton Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/km) ⁽²⁾	Haul on Gravel Road (\$/km) ⁽²⁾
Wells Plant Hire Pty Ltd	tonne	\$76.83	\$84.13	\$89.43	\$0.22	\$0.22	
Bolwara Enterprises Pty Ltd	tonne	\$60.00	\$29.00	\$38.00	\$14.00	\$19.00	
MC Group Qld Pty Ltd	tonne	\$70.00	\$0.26	\$0.26	\$0.30	\$0.30	

20mm Blend

Tenderer		Unit	Rate (\$/unit)	Norrampton Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/km) ⁽²⁾	Haul on Gravel Road (\$/km) ⁽²⁾
Wells Plant Hire Pty Ltd	tonne	\$66.39	\$73.63	\$78.93	\$0.22	\$0.22	
Bolwara Enterprises Pty Ltd	tonne	\$60.00	\$29.00	\$38.00	\$14.00	\$19.00	
MC Group Qld Pty Ltd	tonne	\$66.00	\$0.26	\$0.26	\$0.30	\$0.30	

10mm Stone

Tenderer		Unit	Rate (\$/unit)	Norrampton Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/km) ⁽²⁾	Haul on Gravel Road (\$/km) ⁽²⁾
Wells Plant Hire Pty Ltd	tonne	\$58.65	\$65.95	\$71.25	\$0.22	\$0.22	
Bolwara Enterprises Pty Ltd	tonne	\$60.00	\$29.00	\$38.00	\$14.00	\$19.00	
MC Group Qld Pty Ltd	tonne	\$70.00	\$0.26	\$0.26	\$0.30	\$0.30	

20mm Stone

Tenderer		Unit	Rate (\$/unit)	Norrampton Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/km) ⁽²⁾	Haul on Gravel Road (\$/km) ⁽²⁾
Wells Plant Hire Pty Ltd	tonne	\$54.41	\$61.72	\$67.01	\$0.22	\$0.22	

Bolwarran Enterprises Pty Ltd	tonne	\$60.00	\$29.00	\$38.00	\$14.00	\$19.00
MC Group Qld Pty Ltd	tonne	\$66.00			\$0.26	\$0.30

40mm Stone

Price						
Tenderer	Unit	Rate (\$/unit)	Nomination Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/km) ⁽²⁾	Haul on Gravel Road (\$/km) ⁽²⁾
Wells Plant Hire Pty Ltd	tonne	\$59.15	\$66.25	\$71.55	\$0.22	\$0.22
MC Group Qld Pty Ltd	tonne	\$38.00			\$0.26	\$0.30

Stabilised Sand

Price						
Tenderer	Unit	Rate (\$/unit)	Nomination Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/km) ⁽²⁾	Haul on Gravel Road (\$/km) ⁽²⁾
Bolwarran Enterprises Pty Ltd	m3	\$575.00	\$775.00	\$885.00	POA	POA
MC Group Qld Pty Ltd	m3	\$1,100.00			\$2.50	\$5.00
Gulf Concrete QLD Pty Ltd	m3	\$332.00			\$7.50	\$9.50

20MPa Concrete

Price						
Tenderer	Unit	Rate (\$/unit)	Nomination Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/km) ⁽²⁾	Haul on Gravel Road (\$/km) ⁽²⁾
Bolwarran Enterprises Pty Ltd	m3	\$600.00	\$800.00	\$1,000.00	POA	POA
MC Group Qld Pty Ltd	m3	\$1,100.00			\$3.50	\$5.00
Gulf Concrete QLD Pty Ltd	m3	\$466.00			7.5	9.5

25MPa Concrete

Price						
Tenderer	Unit	Rate (\$/unit)	Nomination Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/km) ⁽²⁾	Haul on Gravel Road (\$/km) ⁽²⁾
Bolwarran Enterprises Pty Ltd	m3	\$620.00	\$820.00	\$1,020.00	POA	POA
MC Group Qld Pty Ltd	m3	\$1,150.00			\$2.50	\$5.00
Gulf Concrete QLD Pty Ltd	m3	\$493.00			7.5	9.5

32MPa Concrete

Price						
Tenderer	Unit	Rate (\$/unit)	Nomination Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/km) ⁽²⁾	Haul on Gravel Road (\$/km) ⁽²⁾
Bolwarran Enterprises Pty Ltd	m3	\$640.00	\$840.00	\$1,040.00	POA	POA
MC Group Qld Pty Ltd	m3	\$1,200.00			\$2.50	\$5.00
Gulf Concrete QLD Pty Ltd	m3	\$520.00			7.5	9.5

40MPa Concrete

Price						
Tenderer	Unit	Rate (\$/unit)	Nomination Surrounds (\$/unit) ⁽¹⁾	Karumba Surrounds (\$/unit) ⁽¹⁾	Haul on Bitumen Road (\$/km) ⁽²⁾	Haul on Gravel Road (\$/km) ⁽²⁾
Bolwarran Enterprises Pty Ltd	m3	\$660.00	\$860.00	\$1,060.00	POA	POA
MC Group Qld Pty Ltd	m3	\$1,250.00			\$2.50	\$5.00

BUSINESS PAPERS

11.10 23-0003 PREFERRED SUPPLIER ARRANGEMENT FOR GRAVEL PIT PACKAGES

Attachments: 11.10.1. Appendix A - Tender Assessment Pricing [↓](#)

Author: Nick Lennon - Consultant Engineer

Date: 9 March 2023

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.

Executive Summary:

A request for tenders for the supply and delivery of gravel pit packages (Contract 23-0003) closed on 24th January 2023 with two (2) tenders received. Each gravel type has been assessed separately under recommendations.

RECOMMENDATION:

That Council approve the list of material suppliers presented.

Background:

A request for tenders for the Supply and Delivery of gravel pit packages (Contract No.: 23-0003) was issued by Carpentaria Shire Council on 16 December 2022 and closed on 24 January 2023. Two (2) suppliers submitted tenders for supply of gravel pit packages.

- Norwest Consolidated
- Tom's Tonkas Pty Ltd

Assessment:

Tenders were assessed on the ability to provide all mandatory items outlined in the tender documentation and the three criteria noted in the RFT – Technical Capability, Financial Capability, Managerial Capability. Prices were requested for 3 categories of gravel pits – sandy material, silicified sandstone and ridge gravel.

Both tenderers were deemed fully conforming as summarized below in Table 1.

Table 1 – Tender Assessment

Tenderer	Technical Capability	Managerial Capability	Financial Capability	Conforming Tender
Norwest Consolidated	✓	✓	✓	✓
Tom's Tonkas	✓	✓	✓	✓

It was noted that Norwest Consolidated provided pricing with alternative conditions. The supplied prices for each category are illustrated in Appendix A.

Consultation (Internal/External):

- Mark Crawley – Chief Executive Officer
- Michael Wanrooy – Director of Engineering

BUSINESS PAPERS

- Procurement Specialist – Richard Azar
- Tender Assessment Panel – Michael Wanrooy, Michael Sceresini, Nick Lennon

Legal Implications:

- Nil.

Financial and Resource Implications:

- Nil.

Risk Management Implications:

- Nil.

Appendix A – Tender Assessment Pricing

Schedule 5.1 - Sandy Material

Tenderer	Rate (excl. GST)/m3	Typical Plant
Norwest Consolidated	\$3.70**	2 x Caterpillar D8T Dozers
Norwest Consolidated	\$3.70**	1 x Caterpillar D8T Dozers
Norwest Consolidated	\$4.30*	2 x Caterpillar D8T Dozers
Norwest Consolidated	\$4.30*	1 x Caterpillar D8T Dozers
Norwest Consolidated	\$4.45**	2 x Caterpillar 631E Scrapers, 2 x Caterpillar D8T Dozers
Norwest Consolidated	\$5.05*	2 x Caterpillar 631E Scrapers 2 x Caterpillar D8T Dozers
Tom's Tonkas Pty Ltd	\$3.45	1 x D8T Dozer
Tom's Tonkas Pty Ltd	\$3.70	2 x 623F Elevated Scraper 1 x D8T Dozer

*Price under condition that pit quantity is minimum 20,000m3 if contractor is to supply surveyor to confirm quantity.

**Price under condition that Principal to supply surveyor to confirm quantity.

Schedule 5.2 – Ridge Gravel

Tenderer	Rate (excl. GST)/m3	Typical Plant
Norwest Consolidated	\$3.70**	2 x Caterpillar D8T Dozers
Norwest Consolidated	\$3.70**	1 x Caterpillar D8T Dozers
Norwest Consolidated	\$4.30*	2 x Caterpillar D8T Dozers
Norwest Consolidated	\$4.30*	1 x Caterpillar D8T Dozers
Norwest Consolidated	\$4.45**	2 x Caterpillar 631E Scrapers 2 x Caterpillar D8T Dozers
Norwest Consolidated	\$5.05*	2 x Caterpillar 631E Scrapers 2 x Caterpillar D8T Dozers
Tom's Tonkas Pty Ltd	\$3.98	1 x D8T Dozer
Tom's Tonkas Pty Ltd	\$4.20	2 x 623F Elevated Scraper 1 x D8T Dozer

*Price under condition that pit quantity is minimum 20,000m3 if contractor is to supply surveyor to confirm quantity.

**Price under condition that Principal to supply surveyor to confirm quantity.

Schedule 5.3 – Silicified Sandstone

Tenderer	Rate (excl. GST)/m3	Typical Plant
Norwest Consolidated	\$3.70**	1 x Caterpillar D8T Dozers
Norwest Consolidated	\$3.70**	2 x Caterpillar D8T Dozers
Norwest Consolidated	\$4.30*	1 x Caterpillar D8T Dozers
Norwest Consolidated	\$4.30*	2 x Caterpillar D8T Dozers
Norwest Consolidated	\$4.45**	2 x Caterpillar 631E Scrapers 2 x Caterpillar D8T Dozers
Norwest Consolidated	\$5.05*	2 x Caterpillar 631E Scrapers 2 x Caterpillar D8T Dozers
Tom's Tonkas Pty Ltd	\$4.25	1 x D8T Dozer
Tom's Tonkas Pty Ltd	\$4.90	2 x 623F Elevated Scraper 1 x D8T Dozer

*Price under condition that pit quantity is minimum 20,000m3 if contractor is to supply surveyor to confirm quantity.

**Price under condition that Principal to supply surveyor to confirm quantity.

BUSINESS PAPERS

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