



CARPENTARIA SHIRE

Outback by the Sea

BUSINESS PAPER

15 NOVEMBER, 2023

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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	Request to Pay Rates by Arrangement- 1 Dutton Street, Normanton	7
8.2	Overdue Rates and Charges - 7 Beard Crescent, Normanton 4890	7
8.3	Update - Overdue Rates and Charges - 26-28 Col Kitching Drive, Karumba 4891.....	7
9	REPORTS FROM THE CHIEF EXECUTIVE OFFICER	8
9.1	CEO Report.....	8
9.2	Notice of intention to Repeal Resolution	18
	Attachment 9.2.1 Notice to repeal forwarded to Councillors	20
9.3	Delegation Review - Council to CEO	21
	Attachment 9.3.1 Aged Care Act 1997 (Cth).....	23
	Attachment 9.3.2 Environmental Protection Act 1994.....	44
	Attachment 9.3.3 Fire and Emergency Services Act 1994.....	57
	Attachment 9.3.4 Housing Act 2003.....	60
	Attachment 9.3.5 Stock Routes Management Act 2002.....	62
	Attachment 9.3.6 Stock Routes Management Regulation 2023.....	66
	Attachment 9.3.7 Tobacco and Other Smoking Products Act 1998	68
	Attachment 9.3.8 Waste Reduction and Recycling Act 2011	70
	Attachment 9.3.9 Work Health and Safety Regulation 2011	104
9.4	Company Structure for Proposed Entity.....	106
9.5	Recreation Reserve (Lot 2 on Crown Plan LS11)	108
	Attachment 9.5.1 Draft Land Management Plan	110

BUSINESS PAPERS

	Attachment 9.5.2 Land Management Plan Notice	122
9.6	Public Interest Disclosure Policy	123
	Attachment 9.6.1 Public Interest Disclosure Policy	124
9.7	Standing Orders for Council Meetings Policy.....	128
	Attachment 9.7.1 Standing Orders for Council Meetings Policy.....	129
9.8	2024 Council Meeting Dates	148
	Attachment 9.8.1 2024 Council Meeting Dates	150
10	REPORTS FROM DIRECTOR OF CORPORATE SERVICES	151
10.1	DCS Report.....	151
	Attachment 10.1.1 Local Laws Report - October 2023	158
10.2	Monthly Financial Report - October 2023	160
	Attachment 10.2.1 Monthly Financial Statements - October 2023.....	169
	Attachment 10.2.2 Cash - October 2023.....	174
	Attachment 10.2.3 Rates and Services Charges Receivable - October 2023	175
10.3	External Audit - Closing Report.....	178
	Attachment 10.3.1 Final Closing Report 2023.....	180
	Attachment 10.3.2 Final Management Letter - Carpentaria	198
10.4	2022/2023 Annual Report	207
	Attachment 10.4.1 Annual Report 2022/2023	209
10.5	Approved Inspection Program.....	299
10.6	Approval to Keep Animal - More than Two Dogs	302
11	REPORTS FROM DIRECTOR COMMUNITY DEVELOPMENT, TOURISM & REGIONAL	304
11.1	DCDTRP Report	304
11.2	Community Donations and Support	312
11.3	Community Grants, Donations and Support Policy Acquittal Form.....	315
	Attachment 11.3.1 Draft Community Grants, Donations and Support Policy Acquittal Form	317
	Attachment 11.3.2 Community Grants, Donations and Support Policy...	320
11.4	Economic Development Strategy Update and Action Plan	327
	Attachment 11.4.1 Draft Economic Development Strategy 2020-2025 Action Plan.....	330
	Attachment 11.4.2 Draft Terms of Reference Carpentaria Shire Economic Development Advisory Committee	340
11.5	Outback By The Sea Planning - 2024.....	346

BUSINESS PAPERS

	Attachment 11.5.1 TEQ Outback By The Sea Assessment 2020	354
	Attachment 11.5.2 Outback By The Sea Attendance 2022	355
11.6	Tourism Advisory Committee	358
	Attachment 11.6.1 Draft Terms of Referene Tourism Advisory Committee	362
11.7	Normanton Child Care Centre - Transition to Astute Management	368
	Attachment 11.7.1 Astute Normanton Child Care Service Transition October 2023 Report.....	371
	Attachment 11.7.2 Normanton Child Care Working Group Minutes Ocotber 2023	375
	Attachment 11.7.3 Normanton Child Care Management Meeting Minutes October 2023.....	379
	Attachment 11.7.4 Decision Brief Staff Discount Policy	382
11.8	Draft Policy - Childcare Staff Discount on Childcare Fees - Recruitment Incentive	383
	Attachment 11.8.1 Draft Normanton Child Care Employee Discount Policy	386
11.9	Les Wilson Barramundi Discovery Centre, Karumba and Normanton Visitor Information Centres.....	390
12	REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES	397
	12.1 DOE Report.....	397
	12.2 NDRRA/QDRF Report	408
	Attachment 12.2.1 Appendix A - 2021 Expenditure Summary	412
	Attachment 12.2.2 Appendix B - 2021 Completed Works	414
	Attachment 12.2.3 Appendix C - 2022 Expenditure Summary.....	415
	Attachment 12.2.4 Appendix D - 2022 Completed Works.....	417
	Attachment 12.2.5 Appendix E - Betterment Projects	418
	12.3 Water and Waste Monthly Report	419
	12.4 Asset Management Report	427
	12.5 Workshop Report	438
	12.6 Building and Planning Report.....	440
	12.10 17 Palmer Street, Normanton - House Fire.....	452
13	GENERAL BUSINESS	459
14	CLOSURE OF MEETING	459

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 11 October 2023 be confirmed.

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

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8 CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION

In accordance with the *Local Government Act 2009*, and the *Local Government Regulation 2012*, in the opinion of the General manager, the following business is of a kind as referred to in clause 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 Request to Pay Rates by Arrangement- 1 Dutton Street, Normanton

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

8.2 Overdue Rates and Charges - 7 Beard Crescent, Normanton 4890

This item is classified CONFIDENTIAL under the provisions of clause 254J(3)(f) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to matters that may directly affect the health and safety of an individual or a group of individuals.

8.3 Update - Overdue Rates and Charges - 26-28 Col Kitching Drive, Karumba 4891

This item is classified CONFIDENTIAL under the provisions of clause 254J(3)(e) (f) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government; AND matters that may directly affect the health and safety of an individual or a group of individuals.:

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9 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

9.1 CEO REPORT

Attachments: NIL
Author: Mark Crawley - Chief Executive Officer
Date: 9 November 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 November 2023	9:00am	Ordinary Meeting of Council	Boardroom
16 November 2023	8:30am	Workshop – Councillors, CEO, Directors, and Managers	Boardroom
13 December 2023	9:00am	Ordinary Meeting of Council	Boardroom
14 December 2023	8:30am	Workshop – Councillors, CEO, Directors, and Managers	Boardroom
NWQROC and LGAQ			
21 November 2023	9:30am	QCoast ₂₁₀₀ Knowledge and Information Sharing Forum	Brisbane
29-30 November 2023		NWQROC Meeting	Burketown

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Date	Time	Event	Location
Local Government Professionals Australia			
23 November 2023		CEO Forum	Brisbane

FINANCIAL REPORT

Governance Income and Expenditure to 31 October 2023

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure				
Communications	55,400	4,522	9,141	13,663
Disaster Events	4,500	37,084	0	37,084
Disaster Preparedness	74,000	41,840	0	41,840
Elected Members	572,441	170,935	948	171,883
Emergency Response	51,400	16,189	0	16,189
Governance	1,635,493	672,859	0	672,859
Operational Plan	0	24,300	18,600	42,900
Operating Expenditure Total	2,393,234	967,729	28,689	996,418
Operating Income				
Disaster Preparedness	-7,000	-6,984	0	-6,984
Emergency Response	-17,000	-17,639	0	-17,639
Operating Income Total	-24,000	-24,623	0	-24,623
Grand Total	2,369,234	943,106	28,689	971,795

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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. Contact made with Dean Patchett to progress the inclusion of the northern section of the easement/road in our asset register
August 21	GB	Pipeline Easement		
June 23	004	Authorise the Chief Executive Officer to make a global offer to settle the claim brought by the Landholder up to the amount of \$100,000 ex GST plus agreed interests and agreed legal costs.	Progressing	Solicitors have prepared offer and sent.
June 23	007	Endorsement of the Local Disaster Management Plan and the Evacuation Plan and provide the public with access to the documents on the Council's Website.	Progressing	Documents being finalised for inclusion on the website. Some cosmetic changes required in formatting
August 23	018	Procurement of rock armour for the Karumba Point Foreshore	Complete	Purchase order for rock and transport has been signed off
September 23	008	Call expressions of interest from interested parties for the lease/agistment of Lot 2 on Crown Plan LS11 for a term of 2 years with an option to extend	Progressing	Letter provided to Rodeo Committee to advise of the decision. Preston Law preparing documents for EOI/Tender
October 23	009	Council adopt the Carpentaria Shire Housing Strategy.	Complete	Strategy has been uploaded to Website
		Arrange Meeting Notices and Agenda and send to Advisory Committee Members		Meeting arranged and notices forwarded via email
October 23	GB	Lilyvale marketing – Signs to be installed urgently when received via transport	Complete	Signs were installed by works crew on the next day following delivery
October 23	GB	The Chief Executive Officer and the Director Community Tourism & Regional Prosperity to arrange for the calling of expressions of interest from interested persons to form the Tourism Advisory Committee	Progressing	EOI being prepared

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October 23	034	Council to prepare a submission following the release of the Consultation Document from Department of Agriculture and Fisheries into Gill Net Fishing in the Gulf of Carpentaria	Complete	Submission has been compiled and has been lodged with the Department Copy on Website
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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. LGAQ Conference

At the request of the Local Government Association, I was provided with the opportunity to present on a range of topics during the recent Annual conference in Gladstone, especially from a smaller rural and remote council perspective.

We provided an update on the AI Cameras at the Road and Transport session, participated as part of a panel of three in relation to Asset Management and participated with the LGAQ CEO in the session in relation to Cost Shifting and the recent survey conducted with Queensland Councils.

In relation to Cost Shifting the LGAQ are heading to Canberra in November and will start communicating the survey findings to the federal government and opposition and in January the LGAQ will launch the finalized cost shifting report and make it part of the State Budget submission and their State Election advocacy.

Recommendation: For information

3. Gulf Savannah Development

The New CEO of Gulf Savannah Development, Neil O'Brien, has hit the ground running since commencing in the role and has started to achieve some great things for the organisation. There is still much to do in relation to increasing the membership, but a great start in such a short period of time.

Neil has over 37 years in state government in several agencies and over 19 years in senior and executive roles, most recently in tourism, events, agriculture, and fisheries.

Neil provides a regular update for the committee on his activities each week and we have been scheduling regular catch ups and meetings. Neil has visited the Region and is getting across some of the opportunities and challenges faced by the Region.

More recently Neil has sent correspondence to the Minister for Transport and Main Roads in relation to increased aviation capacity on regulated routes into the Gulf Region.

The annual general meeting of Gulf Savannah Development is due to be held in Burketown on Tuesday 28th November 2023, prior to the next NWQROC meeting.

Recommendation: For information

BUSINESS PAPERS

4. Gulf of Carpentaria Inshore Fishery Consultation

In accordance with the Council resolution from the last meeting and following the release of the Gulf of Carpentaria Inshore Fishery Consultation – Discussion Paper we set about preparing the submission for lodgment within the timeframes advised in the Discussion Paper.

Thank you to the Director Community, Tourism and Regional Prosperity, Anne and Acting Manager Economic and Community Development, Chris for their efforts and work on preparing the submission.

Recommendation: For information

5. Karumba Point Foreshore – Revetment Works and Acquisition of land

With respect to the Karumba Point Foreshore Protection Works and the acquisition of the land required for the revetment wall we can advised that the gazettal notice for two of the required parcels of land have been affected and the final approvals are progressing.

The purchase order has been raised for the supply and cartage of the rock for placement on the foreshore. Rock will be stored adjacent to the Karumba Airport Road on an area to be set aside for the stockpile of the various sizes of rock for the project.

Recommendation: For information

6. 2024 Public Holiday

Council has received confirmation that Friday 7th June 2024 has been allocated as the public holiday for the Shire of Carpentaria for the purpose of the Normanton Show Day.

Recommendation: For information

BUSINESS PAPERS

ACTIONS FROM STRATEGIC INTENT DOCUMENT

Action	Status	Comment
<u>Departmental Plans</u> CEO to work with Senior Leadership Team to complete documents for adoption.	5%	The Water and Waste Departmental Plan has been updated recently. Office of the CEO Departmental Plan is currently under review
<u>Business Cases</u> CEO to work with Senior Leadership Team to ensure the Business Case and Project Plans are completed in preparation for future grant opportunities.	5%	The draft Business Case and Project Plan have been completed for the School Dam Project. The estimates for the works required and the Cost Benefit Analysis are yet to be completed, there are other Business Cases and Project Plans that are required to be completed.
<u>SurePact</u> CEO to work with the Senior Leadership Team to ensure the use of SurePact system becomes part of the day-to-day operations within Council ensuring that projects are well managed, and grants acquitted and managed in accordance with Milestones contained in the Grant Agreements.	10%	CEO has met with DOE to ensure the use of SurePact is taken up to manage the many projects and contracts under the Engineering Department SurePact will be back on site to undertake further training for some of the new staff.
<u>Workforce Strategy and Plan</u> CEO to continue to progress the actions/recommendations contained in the Implementation Plan and regularly update outstanding items as a standard agenda item at the Senior Leadership Team Meetings.	45%	In the documents provided through the engagement of Davidson's we were provided with an implementation plan to progress where we want to be as an organisation. Some of this work is being undertaken in-house and through support from Peak Services.
<u>Accountability</u> Senior Leadership Team to take a more proactive role in ensuring all staff are treated fairly.	10%	Some training has been provided to the leadership team in relation to managing people under the new Psychosocial Guidelines.
<u>Position Descriptions</u> CEO and Manager Human Resources to distribute new PDs to all staff throughout the organisation. New PD's to be utilised for all new recruitment for vacancies as advertised.	100%	The new Position Descriptions have been completed by Peak Services and are uploaded into the records management system and old PDs are being archived
<u>Performance Reviews</u> Senior Leadership Team to sign off on their individual Performance Plans prior to Christmas Closedown and a first performance review meeting to be held prior to June 2024.	25%	Peak Services will move onto this work following to completion of the current body of work. This was listed as project five of five of the work to be undertaken by Chris Leck

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<p><u>Governance and Policy Review</u> CEO to work with the EO – GPC and the Senior Leadership Team to ensure all the outstanding governance issues are cleared up and completed prior to the hand over to the new CEO.</p>	60%	<p>The EO-GPC has completed the “quick wins” from the recent review, and we are progressing through the remainder of the items identified in the Governance Review</p> <p>Two more policies are presented for adoption this month</p>
<p><u>Governance Framework</u> CEO to prepare a Governance Framework for formal adoption and inclusion on the Council Website.</p>	85%	<p>CEO has drafted the Governance Framework and will present to the January 2024 Council Meeting</p>
<p><u>LHAP Housing Strategy</u> CEO to continue to provide the secretarial role for the Advisory Committee and has responsibility for many of the response actions contained in the LHAP Implementation Tracker and continue to progress these in accordance with direction from the Advisory Committee and Council.</p>	30%	<p>Carpentaria Shire Council has progressed further than the other member council of the WQAC.</p> <p>The Carpentaria Shire Council Housing Strategy is complete and included on the Council Website.</p> <p>Implementation Tracker is updated prior to each meeting of the LHAP Advisory Committee.</p>
<p><u>Rent to Buy Scheme</u> CEO to meet with the Department to progress this initiative and obtain support from the Department to progress</p>	25%	<p>CEO has met with the Department in relation to this. Obtained examples of what some other Councils are doing in this space.</p>
<p><u>Residential Subdivision</u> CEO to work with surveyor and the Department to progress this parcel of land for further development to provide additional residential lots in the Normanton community.</p>	30%	<p>Draft survey layouts have been provided and the CEO has commenced discussions with the Department in relation to the acquisition of land for future urban expansion.</p> <p>Further discussed with Department during recent visit to Carpentaria Shire Council 25th October 2023</p>
<p><u>Gough Street – Units</u> CEO will continue to work with the architects to ensure the plans are provided to Council to allow for the development of a further scope of works to prepare tender documents that will allow for the calling of tenders for a design and construct for the multi-unit development for further staff accommodation when funds become available to progress this important initiative.</p>	35%	<p>Architect has been engaged and visited site. Also held discussions with Councillors to ascertain input into the layout, yield, and possible design</p> <p>First draft distributed to Councillors for feedback. Feedback sent to Architect for inclusion and amendment of first draft.</p>

BUSINESS PAPERS

<p><u>Candidate Information Session</u> CEO to prepare a presentation and conduct an information session for intending candidates prior to the close of nominations for the 2024 local government election.</p>	90%	<p>The information that was provided for the 2020 Candidates will be updated to reflect the current local government environment for intending candidates and provided as an information session toward the end of the calendar year or early next year.</p>
<p><u>Councillor Induction Handbook</u> CEO to prepare the Induction Handbooks for the incoming Councillors and present at the Induction. Also, to prepare a presentation for the Induction Workshop with new elected members following the declaration of the poll and the Post-Election Meeting.</p>	35%	<p>The template from the Handbook provided to the Councillors following the 2020 Election will be updated to ensure the latest information is available to the 2024 cohort of Councillors following the March/April 2024 Local Government Election</p>
<p><u>Company Limited by Guarantee/Shares</u> CEO to meet with the Department to ascertain if the establishment of a company limited by guarantee will be supported including the transfer of assets from Council to the newly established Company. CEO to also commence, following confirmation from the Department, the development of Policies and Procedures and the other Governance arrangements for the Company's establishment.</p>	25%	<p>The CEO has met with the Department and progressed discussions with King and Company Solicitors. In discussions with King and Company an option will be provided in relation to a Company Limited by Shares, pros, and cons for both will be provided for consideration.</p>
<p><u>WH&S and Psychosocial Health</u> CEO and Senior Leadership Team to ensure that WH&S continues to remain front of mind and we continue to strive to achieve the identified targets set in the WH&S Safety Management System.</p>	25%	<p>We are implementing good practices in relation to WH&S and training has been provided to Supervisors in relation to Psychosocial Health. A new system – SkyTrust has been installed and rolled out throughout Council.</p>
<p><u>Small Business Friendly</u> CEO to work with the Director Community Services, Tourism and Regional Prosperity and the Manager Economic and Community Development to progress the Accelerator Program as part of the Small Business Friendly program</p>	25%	<p>Charter has been signed and we are working through the documentation provided by the Office of the Small Business Commissioner in relation to the Accelerator Program. First draft of Accelerator Program has been submitted to Small Business Commissioner.</p>

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<p><u>Recruitment of new CEO</u> CEO to prepare a report and advertise a Special Meeting with agenda item to include the recruitment for new CEO as soon as possible following the Post-Election Meeting.</p>	5%	<p>A report will be drafted for the Special Meeting to follow the Post-Election Meeting to allow the elected members to decide on the recruitment of the new CEO.</p>
<p><u>New CEO – Handover Notes</u> CEO to prepare detailed handover notes to provide to the new CEO as part of the smooth transition between current CEO and incoming CEO.</p>	10%	<p>The compilation of Hand-Over Notes for the incoming CEO have been started.</p>

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9.2 NOTICE OF INTENTION TO REPEAL RESOLUTION

Attachments:	9.2.1. Notice to repeal forwarded to Councillors ↓
Author:	Mark Crawley - Chief Executive Officer
Date:	9 November 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:

Following receipt of advice from King and Company Solicitors with the establishment of a company to consider the pros and cons of a Company Limited by Shares rather than a Company Limited by Guarantee.

RECOMMENDATION:

That Council resolves to repeal Resolution No. 0823/012 made at its Ordinary Council Meeting on Wednesday, 16th August 2023.

Background:

Following Council's Ordinary Meeting on Wednesday, 16th August 2023 in which Resolution No. 0823/012 was passed, Council Officers sought legal advice to progress Council's request to establish a Company Limited by Guarantee.

Further investigation of the issue revealed there were more pros than cons with the establishment of a Company Limited by Shares than those for a Company Limited by Guarantee.

With this latest information it is recommended that the Company be structured as a Company Limited by Shares rather than a Company Limited by Guarantee and thus the requirement to repeal the former motion.

Consultation (Internal/External):

- Mayor - Jack Bawden
- King and Company Solicitors
- Queensland Treasury Corporation

Legal Implications:

- Section 262 *Local Government Regulation 2012*

A resolution of a local government may be repealed or amended only if notice of intention to propose the repeal or amendment is given to each councillor at least five days before the meeting at which the proposal is to be made.

Financial and Resource Implications:

- Not applicable
-

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

31 October 2023

To all Councillors
Carpentaria Shire Council

In accordance with the provisions of the *Local Government Regulation 2012* section 262 I hereby provide notice of my intention to rescind motion 0823/012 from the Ordinary General Meeting held on 16th August 2023. A copy of the motion is listed below: -

Moved Cr Bawden

Seconded Cr Murphy

That Council:

1. Authorise the Chief Executive Officer to continue the work to establish a Company Limited by Guarantee as an overarching Company for the Normanton Child Care and the Les Wilson Barramundi Discovery Centre; and
2. Commence discussions with the Department in relation to the process for transferring assets from the Council into the Company for the two Centres; and
3. In developing the Company Charter for the Company (Carpentaria Shire Council Owned Enterprises - CSCOE) the Board will initially be made up of the current Carpentaria Shire Councillors and the Director of Corporate Services as the Company Secretary; and
4. Provide regular reports to Council on the progress of establishing the new Company Limited by Guarantee

Proposed new Motion.

That Council:

1. Authorise the Chief Executive Officer to continue the work with King and Company Solicitors to establish a Company Limited by Shares as an overarching Company for the Normanton Child Care; and
2. Provide regular reports to Council on the progress of establishing the new company.

Your faithfully



Jack Bawden

Mayor

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9.3 DELEGATION REVIEW - COUNCIL TO CEO

Attachments:	9.3.1. Aged Care Act 1997 (Cth) ↓
	9.3.2. Environmental Protection Act 1994 ↓
	9.3.3. Fire and Emergency Services Act 1994 ↓
	9.3.4. Housing Act 2003 ↓
	9.3.5. Stock Routes Management Act 2002 ↓
	9.3.6. Stock Routes Management Regulation 2023 ↓
	9.3.7. Tobacco and Other Smoking Products Act 1998 ↓
	9.3.8. Waste Reduction and Recycling Act 2011 ↓
	9.3.9. Work Health and Safety Regulation 2011 ↓

Author: Mark Crawley - Chief Executive Officer

Date: 9 November 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:

Advice has been received in relation to the changes to delegations required from the Council to Chief Executive Officer for several acts and regulations.

RECOMMENDATION:

That Council delegate authority to the Chief Executive Officer in accordance with the reports provided in the Officer's Report.

Background:

As part of the service provided by King and Company to the Local Government Association of Queensland two reviews are undertaken annually to review changes to delegations as a consequence of legislation changes.

As part of this service the information is picked up by Reliansys and these are uploaded to our Delegations Register and able to be reported to Council as per the attached reports.

Consultation (Internal/External):

- King and Company Solicitors
- Local Government Association of Queensland
- Reliansys – computer system holding the delegation register for Council.

Legal Implications:

- *Aged Care Act 1997(Cth)*
- *Environmental Protection Act 1994*
- *Fire and Emergency Services Act 1990*
- *Housing Act 2003*

BUSINESS PAPERS

- *Stock Routes Management Act 2002*
- *Stock Routes Management Regulation 2023*
- *Tobacco and Other Smoking Products Act 1998*
- *Waste Reduction and Recycling Act 2011*
- *Work Health and Safety Regulation 2011*

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 COUNCIL

RELIANSYS® DELEGATIONS - EXPORT OF UPDATES BY REGISTER - COMPLETE

AGED CARE ACT 1997 (CTH) COUNCIL TO CEO

Note - Exported provisions are separated by category into NEW and then CHANGED and then DELETED.

08 NOVEMBER 2023

Carpentaria Shire Council
NEW Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
693131	Aged Care Act 1997 (Cth)	Section 54-1A	Power, in the circumstances listed in subsection (1), to ensure that at least one registered nurse is on site, and on duty, at all times at the residential facility.		
693132	Aged Care Act 1997 (Cth)	Section 54-8(1)	Power, as an approved provider, to ensure, as far as reasonably practicable, compliance with subsections 54-5(1)(b) and (2)(b) and subsections 54-6(1) and (2) in relation to a person who:- (a) is a staff member of the approved provider; and (b) makes a disclosure that qualifies for protection under section 54-4.		
693133	Aged Care Act 1997 (Cth)	Section 54-8(2)	Power, as an approved provider, who receives a report of a reportable incident from a person to take reasonable measures to ensure that the fact that the person was the maker of the report is not disclosed.		
693134	Aged Care Act 1997 (Cth)	Section 54-8(3)	Power, as an approved provider, to take reasonable measures to ensure that the report recipient does not disclose the fact that the person was the maker of the report.		

Carpentaria Shire Council

CHANGED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
595375	Aged Care Act 1997 (Cth)	Section 9-1A(1)	Power, as an approved provider, to notify the Secretary of the following in relation to each home care service the provider proposes to provide:- (a) the name and address of the service; and (b) any other information of a kind specified in the Approved Provider Principles for the purposes of this section.	CEO	
595376	Aged Care Act 1997 (Cth)	Section 9-1A(4)	Power, as an approved provider, to notify of any change in the information notified under subsection (1).	CEO	
595377	Aged Care Act 1997 (Cth)	Section 9-1(1)	Power, as an approved provider, to notify the Quality and Safety Commissioner of a change of circumstances that materially affects the approved provider's suitability to be a provider of aged care.	CEO	
595378	Aged Care Act 1997 (Cth)	Section 9-2(2)	Power, as an approved provider, to comply with a request from the Quality and Safety Commissioner for information relevant to the approved provider's suitability to be a provider of aged care.	CEO	
595379	Aged Care Act 1997 (Cth)	Section 9-3(2)	Power, as an approved provider, to give the Secretary information relating to payments.	CEO	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
595380	Aged Care Act 1997 (Cth)	Section 9-3A(2)	Power, as an approved provider, to give the Secretary or Quality and Safety Commissioner information specified in subsection (1) following receipt of a written request from the Secretary or Quality and Safety Commissioner.	CEO	
595381	Aged Care Act 1997 (Cth)	Section 9-3B(4)	Power, as an approved provider, to comply with a request in writing from the Secretary or Quality and Safety Commissioner for information specified in subsection (2).	CEO	
595382	Aged Care Act 1997 (Cth)	Sections 13-1 and 13-3	Power to apply for an allocation of places and pay the application fee.	CEO	
595383	Aged Care Act 1997 (Cth)	Section 13-4(2)	Power to reply to a request for further information from the Secretary.	CEO	
595384	Aged Care Act 1997 (Cth)	Section 15-3(1)	Power to apply for a determination under section 15-1 before the end of the provisional allocation period.	CEO	
595385	Aged Care Act 1997 (Cth)	Section 15-4(3)(b)	Power to respond to a notice from the Secretary.	CEO	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
595386	Aged Care Act 1997 (Cth)	Section 15-5	Power to apply to the Secretary for a variation of a provisional allocation.	CEO	
595387	Aged Care Act 1997 (Cth)	Section 15-6	Power to surrender a provisional allocation by notice in writing to the Secretary.	CEO	
595388	Aged Care Act 1997 (Cth)	Section 15-7(4)	Power to apply to the Secretary for an extension of the provisional allocation period.	CEO	
595389	Aged Care Act 1997 (Cth)	Section 16-2	Power, as an approved provider, to give the Secretary a transfer notice.	CEO	
595390	Aged Care Act 1997 (Cth)	Section 16-2(5)	Power, as a transferor or a transferee, to request the Secretary to determine another period under paragraph 4(a) or (b).	CEO	
595391	Aged Care Act 1997 (Cth)	Section 16-2(8)	Power, as a transferor or a transferee, to give the Secretary written notice of the changes.	CEO	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
595392	Aged Care Act 1997 (Cth)	Section 16-4(2)(e)	Power to make submissions in response to a notice to resolve	CEO	
595393	Aged Care Act 1997 (Cth)	Section 16-5(3)	Power to agree in writing to another proposed transfer day	CEO	
595394	Aged Care Act 1997 (Cth)	Section 16-11	Power, as a transferor, to give to the transferee the records prescribed in subsections (1) and (2).	CEO	
595395	Aged Care Act 1997 (Cth)	Section 16-13	Power, as an approved provider to whom a place has been provisionally allocated, to give the Secretary a transfer notice.	CEO	
595396	Aged Care Act 1997 (Cth)	Section 16-13(5)	Power, as a transferor or a transferee, to request the Secretary to determine another period under paragraph 4(a) or (b).	CEO	
595397	Aged Care Act 1997 (Cth)	Section 16-13(8)	Power, as a transferor or a transferee, to give the Secretary written notice of the changes.	CEO	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
595398	Aged Care Act 1997 (Cth)	Section 16-15(2)(e)	Power as a transferee or a transferor, to make submissions to the Secretary in response to a notice to resolve.	CEO	
595399	Aged Care Act 1997 (Cth)	Section 16-16(3)(a)	Power, as a transferor or a transferee, to agree in writing to another proposed transfer day.	CEO	
595400	Aged Care Act 1997 (Cth)	Section 17-2	Power, as an approved provider to whom a place has been allocated under Division 14, to apply in writing to the Secretary to vary the conditions and to give the Secretary written notice of any changes to the application.	CEO	
595401	Aged Care Act 1997 (Cth)	Section 17-3(1)	Power to respond to a request for further information issued by the Secretary.	CEO	
595402	Aged Care Act 1997 (Cth)	Section 17-7(2)	Power, as an applicant, to apply in writing to the Secretary to approve a day as the variation day.	CEO	
595403	Aged Care Act 1997 (Cth)	Section 18-2(1)	Power, as an approved provider, to relinquish all or some of the places by notice in writing to the Secretary.	CEO	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
595404	Aged Care Act 1997 (Cth)	Section 18-2(4)	Power, as an approved provider, to give notice of the relinquishment.	CEO	
595405	Aged Care Act 1997 (Cth)	Section 18-3(4)	Power, as an approved provider, to modify the proposals as specified in the notice issued by the Secretary.	CEO	
595406	Aged Care Act 1997 (Cth)	Section 18-5(2)(b)	Power, as an approved provider, to make written submissions to the Secretary in response to a notice to revoke the allocation.	CEO	
595407	Aged Care Act 1997 (Cth)	Section 23-4(3)(b)	Power, as an approved provider, to make written submissions to the Secretary in response to a notice that revocation is being considered.	CEO	
595408	Aged Care Act 1997 (Cth)	Section 25-3	Power, as an approved provider, to carry out an appraisal of the level of care needed by a care recipient, relative to the needs of other care recipients, and give it to the Secretary.	CEO	
595409	Aged Care Act 1997 (Cth)	Section 25-4(3)(b)	Power, as an approved provider, to make written submissions to the Secretary in response to a notice to suspend the approved provider from making appraisals and reappraisals.	CEO	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
595410	Aged Care Act 1997 (Cth)	Sections 25-4(6A) and 25-4A	Power, as an approved provider, to enter an agreement with the Secretary and comply with the terms of the agreement.	CEO	
595411	Aged Care Act 1997 (Cth)	Section 25-C	Power, as an approved provider, to apply to the Secretary for the lifting of a suspension from making appraisals and reappraisals.	CEO	
595412	Aged Care Act 1997 (Cth)	Section 25-4D	Power, as an approved provider, to respond to a notice from the Secretary requiring the applicant to give further information.	CEO	
595413	Aged Care Act 1997 (Cth)	Section 26-2(3)	Power, as an approved provider, to give the Secretary information relevant to whether an appraisal received out of time was sent in sufficient time to be received by the Secretary.	CEO	
595414	Aged Care Act 1997 (Cth)	Sections 27-3(1) and (3A)	Power, as an approved provider, to conduct a reappraisal in response to a notice received from the Secretary under subsection (1) or (3A).	CEO	
595415	Aged Care Act 1997 (Cth)	Section 27-3(4)	Power, as an approved provider, to apply to the Secretary to vary or revoke a notice give under subsection (1) or (3A).	CEO	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
595416	Aged Care Act 1997 (Cth)	Section 27-4	Power, as an approved provider, to conduct a reappraisal on its own initiative.	CEO	
595417	Aged Care Act 1997 (Cth)	Section 27-8(3)	Power, as an approved provider, to give the Secretary information relevant to whether an appraisal received out of time was sent in sufficient time to be received by the Secretary.	CEO	
595418	Aged Care Act 1997 (Cth)	Section 32-3	Power to make an application for extra service status, pay the application fee, respond to any requests for further information received from the Secretary and agree to an assessment of the residential care service conducted by a person authorised by the Secretary.	CEO	
595419	Aged Care Act 1997 (Cth)	Section 32-8(6)	Power, as an approved provider, to agree with the Secretary to vary the conditions applying to the extra service status.	CEO	
595420	Aged Care Act 1997 (Cth)	Section 33-4	Power, as an approved provider, to request in writing that the Secretary revoke or suspend the extra service status.	CEO	
595421	Aged Care Act 1997 (Cth)	Sections 35-1 and 35-2	Power, as a person who has applied for extra service status or who has been granted extra service status, to apply to the Aged Care Pricing Commissioner for extra service fees to be approved for one or more places.	CEO	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
595422	Aged Care Act 1997 (Cth)	Sections 36-1, 36-2, 36-3 and 36-4	Power, as a person providing residential care on an extra service basis, to enter an extra service agreement with a care recipient.	CEO	
595423	Aged Care Act 1997 (Cth)	Section 42-5	Power, as an approved provider, to apply for the Secretary to determine that the service is taken, for the purposes of Chapter 3, Part 3.1, Division 42, to meet its accreditation requirement and respond to any requests for further information from the Secretary.	CEO	
595424	Aged Care Act 1997 (Cth)	Section 43-4	Power, as an approved provider, after the end of each payment period, to give the Secretary:- (a) a claim, in the form approved by the Secretary, for residential care subsidy that is payable in respect of the residential care service for that payment period; and (b) any information relating to the claim that is stated in the form to be required, or that the Secretary requests; and (c) copies of any documents relating to the claim, or to the payment of *residential care subsidy, that are stated in the form to be required, or that the Secretary requests.	CEO	
595425	Aged Care Act 1997 (Cth)	Section 43-4A	Power, as an approved provider, to vary the claim made in respect of a payment period.	CEO	
595426	Aged Care Act 1997 (Cth)	Section 43-5	Power, as an approved provider, to enter an agreement with the Secretary for the deduction of fees from amounts of residential care subsidy otherwise payable to the approved provider.	CEO	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
595427	Aged Care Act 1997 (Cth)	Section 43-6	Power, as an approved provider, to enter an agreement with the Secretary under which:- (a) amounts equal to the capital payments made in respect of the service are to be deducted from amounts of *residential care subsidy otherwise payable to the approved provider in respect of the service; and (b) so far as amounts are so deducted, the approved provider ceases to be liable to the Commonwealth for repayment in respect of the capital payments.	CEO	
595428	Aged Care Act 1997 (Cth)	Section 44-32(3)(a)	Power, as an approved provider, to respond to a notice from the Secretary requiring written submissions regarding the revocation of a determination of financial hardship.	CEO	
595429	Aged Care Act 1997 (Cth)	Section 46-2(2)	Power, as an approved provider providing home care services, to comply with a request to suspend the service.	CEO	
595430	Aged Care Act 1997 (Cth)	Section 47-4	Power, as an approved provider, after the end of each payment period, to give the Secretary:- (a) a claim, in the form approved by the Secretary, for home care subsidy that is payable in respect of the home care service for that payment period; and (b) any information relating to the claim that is stated in the form to be required, or that the Secretary requests.	CEO	
595431	Aged Care Act 1997 (Cth)	Section 47-4A	Power, as an approved provider, to vary the claim made in respect of a payment period.	CEO	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
595432	Aged Care Act 1997 (Cth)	Section 48-8(5)	Power, as an approved provider, to apply to the Secretary for a determination under subsection (2) in respect of a care recipient and respond to any request for further information from the Secretary.	CEO	
595433	Aged Care Act 1997 (Cth)	Section 48-11	Power, as an approved provider, to apply to the Secretary on behalf of a care recipient for a determination of eligibility for a hardship supplement and to respond to any requests for further information from the Secretary.	CEO	
595434	Aged Care Act 1997 (Cth)	Section 48-12(3)(a)	Power, as an approved provider, to respond to a notice from the Secretary requiring written submissions regarding the revocation of a determination of financial hardship.	CEO	
595435	Aged Care Act 1997 (Cth)	Section 52F1 (1)(a)	Power, as the provider of a residential care service or an eligible flexible care service, to give a person:- (a) an accommodation agreement; and (b) such other information as is specified in the Fees and Payments Principles.	CEO	
595436	Aged Care Act 1997 (Cth)	Section 52F1 (1)(b)	Power, as the provider of a residential care service or an eligible flexible care service, to agree with the person, in writing, about the maximum amount that would be payable if the person paid an accommodation payment for the service.	CEO	
595437	Aged Care Act 1997 (Cth)	Sections 52F-2 to 52F-6	Power, as an approved provider, to enter an accommodation agreement with a person.	CEO	

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
595438	Aged Care Act 1997 (Cth)	Section 52G-4	Power, as an approved provider, to apply to the Aged Care Pricing Commission for approval to charge an accommodation payment that is higher than the maximum amount of accommodation payment determined by the Minister under section 52G-3 for:- (a) a residential care service or flexible care service; or (b) a distinct part of such a service, and to respond to any requests for further information made by the Aged Care Pricing Commissioner.	CEO	
595439	Aged Care Act 1997 (Cth)	Section 52J-6	Power, as an approved provider, to retain income derived from a refundable deposit.	CEO	
595440	Aged Care Act 1997 (Cth)	Section 52J-7(1)	Power, as an approved provider, to deduct a daily payment from a refundable deposit in the circumstances specified in subsection (1).	CEO	
595441	Aged Care Act 1997 (Cth)	Section 52J-7(2)	Power, as an approved provider, to deduct an amount from a refundable deposit in the circumstances specified in subsection (2).	CEO	
595442	Aged Care Act 1997 (Cth)	Section 52K-1(4)(b)	Power, as an approved provider to whom an accommodation payment or accommodation contribution is payable, to apply to the Secretary to determine a case of financial hardship and respond to any request for information from the Secretary.	CEO	
595443	Aged Care	Section	Power, as an approved provider, to respond to a notice from the Secretary requiring written	CEO	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Act 1997 (Cth)	52K-2(3)(a)	submissions regarding the revocation of a determination of financial hardship under section 52K-1.		
595444	Aged Care Act 1997 (Cth)	Section 52M-1(1)	Power, as an approved provider, to comply with the requirements of the Prudential Standards.	CEO	
595445	Aged Care Act 1997 (Cth)	Section 52N-1	Power, as an approved provider, to use a refundable deposit or an accommodation bond for a use that is permitted by section 52N-1.	CEO	
595446	Aged Care Act 1997 (Cth)	Section 52P-1	Power, as an approved provider, to refund a refundable deposit balance in the way specified in the Fees and Payments Principles.	CEO	
595447	Aged Care Act 1997 (Cth)	Section 52P-2(2)	Power, as a former approved provider, to refund the refundable deposit balance to the care recipient.	CEO	
595448	Aged Care Act 1997 (Cth)	Section 52P-4	Power, as an approved provider, to agree with a person to delay refunding the refundable deposit balance or accommodation bond balance on the conditions specified in subsection (2).	CEO	
595450	Aged Care	Section 56-	Power, as an approved provider, to comply with the responsibilities of an approved provider in	CEO	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Act 1997 (Cth)	1	relation to a care recipient to whom the approved provider provides, or is to provide, residential care.		
595451	Aged Care Act 1997 (Cth)	Section 56-2	Power, as an approved provider, to comply with the responsibilities of an approved provider in relation to a care recipient to whom the approved provider provides, or is to provide, home care.	CEO	
595452	Aged Care Act 1997 (Cth)	Section 56-3	Power, as an approved provider, to comply with the responsibilities of an approved provider in relation to a care recipient to whom the approved provider provides, or is to provide, flexible care.	CEO	
595453	Aged Care Act 1997 (Cth)	Section 56-4(1)	Power, as an approved provider, to: <ul style="list-style-type: none"> (a) establish a complaints resolution mechanism for the aged care service; and (b) use the complaints resolution mechanism to address any complaints made by or on behalf of a person to whom care is provided through the service; and (c) advise the person of any other mechanisms that are available to address complaints, and provide such assistance as the person requires to use those mechanisms; and (d) comply with any requirement made of the approved provider under rules made for the purposes of subsection 21(2) of the Aged Care Quality and Safety Commission Act 2018. 	CEO	
595454	Aged Care Act 1997 (Cth)	Section 59-1	Power, as an approved provider, to enter resident agreements that comply with the requirements for resident agreements listed in section 59-1.	CEO	
595455	Aged Care	Section 61-	Power, as an approved provider, to enter home care agreements that comply with the requirements	CEO	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Act 1997 (Cth)	1	for home care agreements listed in section 61-1.		
595456	Aged Care Act 1997 (Cth)	Section 62-1	Power, as an approved provider, to comply with the responsibilities relating to protection of personal information relating to a person to whom the approved provider provides aged care.	CEO	
595457	Aged Care Act 1997 (Cth)	Section 63-1	Power, as an approved provider, to comply with the responsibilities of an approved provider in relation to accountability for the aged care provided by the approved provider through an aged care service set out in subsections 63-1(1)(a) to 63-1(1)(m).	CEO	
595462	Aged Care Act 1997 (Cth)	Section 63-1A(2)	Power, as an approved provider, to take all reasonable steps specified in the Accountability Principles to ensure that none of its key personnel is a disqualified individual.	CEO	
595463	Aged Care Act 1997 (Cth)	Section 63-1B(2)	Power, as an approved provider, to notify the Secretary of each care recipient who enters a residential care service operated by the approved provider on or after 20 March 2008.	CEO	
595464	Aged Care Act 1997 (Cth)	Section 63-1C	Power, as an approved provider, to do all things reasonably practicable to ensure that there is no change to the circumstance without complying with the steps specified in the notice given under subsection 63E(1) of the Quality and Safety Commission Act.	CEO	
595465	Aged Care	Section 71-	Power to apply in writing for the allocation of a residential care grant.	CEO	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Act 1997 (Cth)	1			
595466	Aged Care Act 1997 (Cth)	Section 71-3(1)	Power to comply with a notice requesting further information received from the Secretary.	CEO	
595467	Aged Care Act 1997 (Cth)	Section 73-1(3)	Power, as an approved provider, to enter an agreement with the Commonwealth agreeing to comply with the conditions to which the grant is subject.	CEO	
595468	Aged Care Act 1997 (Cth)	Section 73-3	Power, as an approved provider, to comply with the grant conditions.	CEO	
595469	Aged Care Act 1997 (Cth)	Section 73-4(3)(b)	Power, as an approved provider, to make submissions in response to notice to vary or revoke the allocation received from the Secretary.	CEO	
595470	Aged Care Act 1997 (Cth)	Section 73-5(1)	Power, as an approved provider, to apply to the Secretary for a variation of an allocation of a residential care grant.	CEO	
595471	Aged Care	Section 73-	Power, as an approved provider, to comply with a notice requesting further information received from	CEO	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Act 1997 (Cth)	5(4)	the Secretary.		
595472	Aged Care Act 1997 (Cth)	Section 83-1(1)	Power, as a body corporate, to enter into a written agreement with the Secretary under which the Commonwealth makes a grant of money for the purposes specified in the agreement	CEO	
595473	Aged Care Act 1997 (Cth)	Section 85-5(1)	Power, as person whose interests are affected by a reviewable decision, to request the Secretary to reconsider the decision.	CEO	
595475	Aged Care Act 1997 (Cth)	Section 85-6(1)	Power to pay the application fee for reconsideration of a reviewable decision made under subsection 29-1(1).	CEO	
595476	Aged Care Act 1997 (Cth)	Section 85-8	Power to make an application to the Administrative Appeals Tribunal for the review of a reviewable decision that has been confirmed, varied or set aside under section 85-4 or 85-5.	CEO	
595477	Aged Care Act 1997 (Cth)	Section 88-1	Power, as an approved provider, to keep the records referred to in section 88-1.	CEO	
595478	Aged Care	Section 88-	Power, as an approved provider, to keep records of the kind and in the form specified in the Records	CEO	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Act 1997 (Cth)	2	Principles.		
595479	Aged Care Act 1997 (Cth)	Section 91-1(3)	Power, as an occupier of premises, to consent to the entry of an authorised officer to the premises and to withdraw the consent at any time.	CEO	
595480	Aged Care Act 1997 (Cth)	Section 96-7	Power, as a person who has made an application to the Secretary under the Act, to withdraw the application.	CEO	

Carpentaria Shire Council

DELETED PROVISIONS

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
595458	Aged Care Act 1997 (Cth)	Section 63-1A(2)	Power, as an approved provider, to take all reasonable steps specified in the Accountability Principles to ensure that none of its key personnel is a disqualified individual.	CEO	
595459	Aged Care Act 1997 (Cth)	Section 63-1AA(5)	Power, as an approved provider, to require staff members who provide a service connected with the approved provider's residential care service to report suspicions of reportable assault.	CEO	
595460	Aged Care Act 1997 (Cth)	Section 63-1AA(7)	Power, as an approved provider, to ensure the identity of a person who reports a suspected reportable assault is not disclosed to anyone except a person listed in section 63-1AA(7).	CEO	
595461	Aged Care Act 1997 (Cth)	Section 63-1AA(8)	Power, as an approved provider, to take reasonable measures to ensure the report recipient does not disclose the fact that the person was the maker of the report.	CEO	

CARPENTARIA SHIRE COUNCIL

RELIANSYS® DELEGATIONS - EXPORT OF UPDATES BY REGISTER - COMPLETE

ENVIRONMENTAL PROTECTION ACT 1994 COUNCIL TO CEO

Note - Exported provisions are separated by category into NEW and then CHANGED and then DELETED.

08 NOVEMBER 2023

Carpentaria Shire Council

NEW Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
693210	Environmental Protection Act 1994	Section 316GD	Power, as an administering authority, to:- (a) grant or refuse the temporary authority; and (b) if the decision is refuse, give an information notice for the decision		
693211	Environmental Protection Act 1994	Section 316GE	Power, as an administering authority, to:- (a) impose conditions on the authority; and (b) notify the applicant of the proposed conditions.		
693212	Environmental Protection Act 1994	Section 316GF	Power, as an administering authority, to give the temporary authority to the applicant.		
693213	Environmental Protection Act 1994	Sections 334(3) and (4)	Power to give the administering authority the requested information and ask the administering authority to extend the information response period.		
693214	Environmental Protection Act 1994	Section 335(2)	Power to give public notice of the application for the issue of a transitional environmental program.		

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
693215	Environmental Protection Act 1994	Section 343A	Power, as an administering authority when issuing a transitional environmental program, to include a note in the environmental authority.		
693216	Environmental Protection Act 1994	Section 352	Power, as an administering authority, to give written notice of the matters listed in section 352(1).		
693217	Environmental Protection Act 1994	Sections 379B and 379C	Power, as the owner of land, to make an inclusion request and respond to any request for further information from the administering authority.		
693218	Environmental Protection Act 1994	Section 465(3)	Power, as a corporation, to comply with a written notice requiring Council to nominate an executive officer or employee who is authorised to answer a question under section 465(3).		

Carpentaria Shire Council

CHANGED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
595864	Environmental Protection Act 1994	Section 247	Power, as an administering authority, to decide to approve an application to amalgamate environmental authorities or refuse an amalgamation application to which section 247(1)(b) applies <u>and impose conditions on the amalgamated environmental authority.</u>	CEO, DCS- P0200, DE- P0800	
595865	Environmental Protection Act 1994	Section 250C	Power, as an administering authority, to:- (a) de-amalgamate an environmental authority; (b) issue three <u>rede-amalgamated</u> environmental authorities; (c) <u>impose conditions on each de-amalgamated environmental authority to the extent necessary for the de-amalgamation;</u> and (d) include <u>include</u> each environmental authority in the relevant register.	CEO, DCS- P0200, DE- P0800	
595870	Environmental	Sections 278,	Power, as an administering authority, to:-	CEO,	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
595871	Environmental Protection Act 1994	Sections 279, 280, 281, 282, 283 and 284	(a)cancel, suspend or suspend extend the <u>suspension of</u> an environmental authority if an event mentioned in section 278(2) has occurred; (b) follow the procedures in Chapter 5, Part 11, Division 2; (c)give notice of the decision; and (d)record the action in the relevant register.	DCS- P0200, DE- P0800, EHO- P0401	
595891	Environmental Protection Act 1994	Section 320DB(2).	Power, as a local government mentioned in sections 320A(3)(a) or 320A(3)(b) , to within 24 hours after becoming aware of the event matter mentioned in section 320A(3)(a) or the <u>change in condition of the land</u> (b), give the administering authority written notice. Ab- the section in the Act incorrectly refers to section 320(3)(b). This delegation refers to the correct section-	CEO, DCS- P0200, DE- P0800,	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
595894	Environmental Protection Act 1994	Section 326F	Power, as an administering authority, to ask for further information <u>and extend the time for making a request under subsection (2).</u>	MWWV- P0815, EHO- P0401	
595898	Environmental Protection Act 1994	Section 332	Power, as an administering authority, to require a person or public authority to submit <u>apply to the administering authority for the issue of a</u> transitional environmental program.	CEO, DCS- P0200, DE- P0800, E- P0850, WPM- P0802, WC- P0803, MWWV- P0815, EHO- P0401	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
595899	Environmental Protection Act 1994	Section 333	Power to submit <u>apply for the issue of a</u> act transitional environmental program to the administering authority for approval.	CEO, DCS- P0200, DE- P0800, E- P0850, WPM- P0802, WC- P0803, EHO- P0401	
595901	Environmental Protection Act 1994	Section 335	Power to make a submission in relation to <u>an application for the issue of a</u> act transitional environmental program.	CEO	
595903	Environmental Protection Act 1994	Section 336A	Power, as an administering authority, to seek advice, comment or information about <u>an application for the issue of a</u> TEP <u>transitional</u> submission <u>environmental program.</u>	CEO, DCS- P0200, DE- P0800, EHO- P0401	
595904	Environmental Protection Act	Section 337	Power, as an administering authority, to extend the period for decision about <u>an application for the issue of a</u> act transitional environmental program and approve a act <u>transitional</u>	CEO, DCS-	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
595905	Environmental Protection Act 1994	Section 339(1)	Power, as an administering authority, to:- a (a) approve a transitional environmental program as submitted with or with without amendments requested or agreed to by the administering authority conditions ; or b (b) refuse to approve a transitional environmental program.	CEO, DCS- P0200, DE- P0800, E- P0850, WPM- P0802, WC- P0803, MWW- P0815, EHO- P0401	
				P0200, DE- P0800, E- P0850, WPM- P0802, WC- P0803, MWW- P0815, EHO- P0401	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
595907	Environmental Protection Act 1994	Section 340	<p>Power, as an administering authority, to:- (a) where the person or public administering authority who approves submitted the application issued the transitional environmental program for approval written notice of and (b) where the decision administering authority refuses the application or imposes conditions – give an information notice.</p>	CEO, DCS- P0200, DE- P0800, E- P0850, WPM- P0802, WC- P0803, MWW- P0815, EHO- P0401	
595908	Environmental Protection Act 1994	Section 342	<p>Power, as an administering authority, to approve an application for at least transitional environmental program if there has been substantial compliance with public notice requirements.</p>	CEO, DCS- P0200, DE- P0800, E- P0850, WPM- P0802, WC- P0803, EHO- P0401	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
595910	Environmental Protection Act 1994	Section 344E	Power, as an administering authority, to cancel the approval for a transitional environmental program, give notice of the decision or record details of the decision in a register.	CEO, DCS- P0200, DE- P0800, MMWW- P0815, EHO- P0401	
595915	Environmental Protection Act 1994	Sections 357C, 357D, 357E and 357E 357E	Power, as administering authority, to – <ul style="list-style-type: none"> grant an application for a temporary emissions licence, with or without conditions, as submitted or on different terms than have been requested in the application; or refuse to grant the application for a temporary emissions licence; <u>and</u> <u>where necessary, give an information notice.</u> 	CEO, DCS- P0200, DE- P0800, E- P0850, WPM- P0802, WC- P0803, MMWW- P0815, EHO- P0401	
595924	Environmental Protection Act 1994	Section 376	Power, as the land's owner, to: <u>(a)</u> make a written submission to the administering authority in response to a show cause notice issued pursuant to section 375;	CEO, DCS- P0200,	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			<p>(b) make the declaration mentioned in section 375(2)(e); and (c) include a copy of any investigation report mentioned in section 375(4).</p>	DE- P0800, E- P0850, WPM- P0802, WC- P0803, EHO- P0401	

Carpentaria Shire Council

DELETED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
595906	Environmental Protection Act 1994	Section 339(2)	Power, as an administering authority, to impose on an approval of a draft transitional environmental program:- a)any conditions the authority must impose under a regulatory requirement; and b)any other conditions the administering authority considers appropriate.	CEO, DCS- P0200, DE- P0800, E- P0850, W/PM- P0802, W/C- P0803,	
595967	Environmental Protection Act 1994	Section 578	Power, as an administering authority, to request written notice of damage caused to land or something on the land by a person who enters land under an entry order.	CEO, DCS- P0200, DE- P0800, E- P0850, W/PM- P0802, W/C- P0803,	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				EHO- P0401	

CARPENTARIA SHIRE COUNCIL

RELIANSYS® DELEGATIONS - EXPORT OF UPDATES BY REGISTER - COMPLETE

FIRE AND EMERGENCY SERVICE ACT 1990 COUNCIL TO CEO

Note - Exported provisions are separated by category into NEW and then CHANGED and then DELETED.

08 NOVEMBER 2023

Carpentaria Shire Council

NEW Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
693285	Fire and Emergency Service Act 1990	Section 59	Power, at the direction of an authorised fire officer, to exercise a power conferred upon the authorised fire officer.		
693286	Fire and Emergency Service Act 1990	Section 64(2)	Power as an occupier of land to ask the commissioner to give a notice under section 64(1) o an occupier of adjoining land.		
693287	Fire and Emergency Service Act 1990	Section 65(1)	Power to apply to the commissioner for a permit to light a fire on land.		
693288	Fire and Emergency Service Act 1990	Section 67	Power, as occupier of the land, to: (a)take all reasonable steps to extinguish or control the fire; and (b)report the existence and location of the fire to a person identified in subsection 67(b).		
693289	Fire and Emergency Service Act	Section 68(1)	Power, as occupier of land, to: (a)enter the land on which the fire is burning and any other land in order to gain access to the land where the fire is burning; and		

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
1990			(b)take on to the land; equipment for extinguishing or controlling the fire; and (c)take all reasonable measures to extinguish or control the fire.		
693290	Fire and Emergency Service Act 1990	Section 68(1)	Power, as occupier of land, to direct persons to:- (a)enter the land on which the fire is burning and any other land in order to gain access to the land where the fire is burning; and (b)take on to the land; equipment for extinguishing or controlling the fire; and (c)take all reasonable measures to extinguish or control the fire.		

CARPENTARIA SHIRE COUNCIL

RELIANSYS® DELEGATIONS - EXPORT OF UPDATES BY REGISTER - COMPLETE

HOUSING ACT 2003 COUNCIL TO CEO

Note - Exported provisions are separated by category into NEW and then CHANGED and then DELETED.

08 NOVEMBER 2023

Carpentaria Shire Council

NEW Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
693319	Housing Act 2003	Section 94K(1)(b)	Power, as the registered owner of a lot, to request that the registrar of titles remove the record of the existence of the deed.		

CARPENTARIA SHIRE COUNCIL

RELIANSYS® DELEGATIONS - EXPORT OF UPDATES BY REGISTER - COMPLETE

STOCK ROUTE MANAGEMENT ACT 2002 COUNCIL TO CEO

Note - Exported provisions are separated by category into NEW and then CHANGED and then DELETED.

08 NOVEMBER 2023

Carpentaria Shire Council

NEW Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
693381	Stock Route Management Act 2002	Section 115	Power to:- (a) publish a copy of the stock route network management plan on Council's website; and (b) keep an electronic copy of the plan available for inspection at Council's public office.		
693382	Stock Route Management Act 2002	Section 116(5)	Power, as an issuing entity, to waive payment of the application fee if satisfied the applicant is experiencing financial hardship		
693383	Stock Route Management Act 2002	Section 122(3)	Power, as an issuing entity, to waive payment of the renewal application fee if satisfied the applicant is experiencing financial hardship		
693384	Stock Route Management Act 2002	Section 134(3)	Power, as an issuing entity, to waive payment of the application fee if satisfied the applicant is experiencing financial hardship		

Carpentaria Shire Council

CHANGED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598064	Stock Route Management Act 2002	Sections 105 to 109 inclusive.	Power to: <u>(a) prepare a stock route network management plan;</u> <u>(b) consult on the stock route network management plan as required by sections 107 and 108; and</u> <u>(c) carry out public notification as required by section 109.</u>	CEO, DCS- P0200, DE- P0800, E- P0850, W/PM- P0802, WC- P0803	<u>This power does not include the power to adopt the stock route network management plan.</u>
598065	Stock Route Management Act 2002	Section 113	Power to review, <u>amend</u> or renew, its stock route network management plan when the chief executive officer of the local government considers it appropriate.	CEO, DCS- P0200, DE- P0800, E- P0850, W/PM- P0802, WC- P0803	<u>This power does not include the power to adopt the stock route network management plan the subject of the review, amendment or renewal.</u>

Carpentaria Shire Council

DELETED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598090	Stock Route Management Act 2002	Section 187A	Power to pay half of the amounts referred to in subsection (1) to the department.	CEO, DCS- P0200, DE- P0800, E- P0850, W/PM- P0802, W/C- P0803	

CARPENTARIA SHIRE COUNCIL

RELIANSYS® DELEGATIONS - EXPORT OF UPDATES BY REGISTER - COMPLETE

STOCK ROUTE MANAGEMENT REGULATION 2023 COUNCIL TO CEO

Note - Exported provisions are separated by category into NEW and then CHANGED and then DELETED.

08 NOVEMBER 2023

Carpentaria Shire Council

NEW Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
693103	Stock Route Management Regulation 2023	Section 8	Power to set a reasonable stock route adjustment permit fee having regard to the factors listed in subsection 8(2).		
693104	Stock Route Management Regulation 2023	Section 9(3)	Power, in the circumstances listed in subsection 9(1), where the original permit had included the correct particular and the revised permit fee would have been less than the original permit fee, to:- (a) refund the amount of the difference between the fees to the holder; or (b) reduce the original permit fee by the amount of the difference between that fee and the revised permit fee.		

CARPENTARIA SHIRE COUNCIL

RELIANSYS® DELEGATIONS - EXPORT OF UPDATES BY REGISTER - COMPLETE

TOBACCO AND OTHER SMOKING PRODUCTS ACT 1998 COUNCIL TO CEO

Note - Exported provisions are separated by category into NEW and then CHANGED and then DELETED.

08 NOVEMBER 2023

Carpentaria Shire Council

NEW Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
693409	Tobacco and Other Smoking Products Act 1998	Section 37(1)	Power, as the owner or occupier of a place, to give the authorised person reasonable help or information.		

CARPENTARIA SHIRE COUNCIL

RELIANSYS® DELEGATIONS - EXPORT OF UPDATES BY REGISTER - COMPLETE

WASTE REDUCTION AND RECYCLING ACT 2011 COUNCIL TO CEO

Note - Exported provisions are separated by category into NEW and then CHANGED and then DELETED.

08 NOVEMBER 2023

Carpentaria Shire Council

NEW Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
693435	Waste Reduction and Recycling Act 2011	Section 72VA(3)(e)	Power, as the operator of a waste disposal site with a resource recovery area, to:- (a) make a written submission to the chief executive; or (b) take stated actions.		
693436	Waste Reduction and Recycling Act 2011	Section 73DB(1)	Power to request payment of an additional amount for the financial year to further mitigate the direct effects of the waste levy on households.		
693437	Waste Reduction and Recycling Act 2011	Section 73DC(1)	Power to use a relevant payment to mitigate the direct effects of the waste levy on households in the local government's local government area.		
693438	Waste Reduction and Recycling Act 2011	Section 73DD(1)	Power to ensure the first rates notice issued to an entity after receiving a relevant payment state the matters listed in subsection 73DD(1).		

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
693439	Waste Reduction and Recycling Act 2011	Section 73DE(2)	Power to satisfy the Chief Executive that Council has informed the intended recipients of the misinformation of how the misinformation is false or misleading.		

Carpentaria Shire Council

CHANGED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598513	Waste Reduction and Recycling Act 2011	Section 28	Power to make an exempt waste application to the chief executive.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598514	Waste Reduction and Recycling Act 2011	Section 29	Power to provide further information or documents for an exempt waste application if required by the chief executive.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598515	Waste Reduction and Recycling Act 2011	Section 29(2)	Power to agree with the chief executive about extending the time for providing further information or documents for an exempt waste application.	CEO, DCS- P0200, DE- P0800, MWW- P0815	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598516	Waste Reduction and Recycling Act 2011	Section 33	Power, as the holder of an approval of waste as exempt waste, to request an amendment of the approval, and agree with the chief executive to the amendment of the approval.	CEO, DCS- P0200, DE- P0800, MWW/- P0815	
598517	Waste Reduction and Recycling Act 2011	Section 34(3)(e)	Power, as the holder of an approval of waste as exempt waste, to make submissions in response to a notice from the chief executive about cancelling or amending the approval.	CEO, DCS- P0200, DE- P0800, MWW/- P0815	
598518	Waste Reduction and Recycling Act 2011	Section 44(1)	Power, in conducting a recycling activity prescribed by regulation, to make a residue waste discounting application to the chief executive.	CEO, DCS- P0200, DE- P0800, MWW/- P0815	
598519	Waste Reduction and Recycling Act 2011	Section 45	Power, as the applicant for a residue waste discounting application, to provide further information or documents for the application if required by the chief executive.	CEO, DCS- P0200,	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Recycling Act 2011			DE- P0800, MWWW- P0815	
598520	Waste Reduction and Recycling Act 2011	Section 45(2)	Power to agree with the chief executive about extending the time for providing further information or documents for a waste residue discounting application.	CEO, DCS- P0200, DE- P0800, MWWW- P0815	
598521	Waste Reduction and Recycling Act 2011	Section 49	Power, as the holder of an approval of a discounted rate for the waste levy for residue waste, to request an amendment of the approval, and agree with the chief executive to the amendment of the approval.	CEO, DCS- P0200, DE- P0800, MWWW- P0815	
598522	Waste Reduction and Recycling Act 2011	Section 50(3)(e)	Power, as the holder of an approval of a discounted rate for the waste levy for residue waste, to make submissions in response to a notice from the chief executive about cancelling or amending the approval.	CEO, DCS- P0200, DE- P0800, MWWW-	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598523	Waste Reduction and Recycling Act 2011	Section 53	Power, as the operator of a waste disposal site, to receive and request delivery information for waste.	CEO, DCS- P0200, DE- P0800, MWW- P0815, PNL- P0822	
598524	Waste Reduction and Recycling Act 2011	Section 54	Power, as the operator of a resource recovery and transfer facility, to receive and request delivery information for waste.	CEO, DCS- P0200, DE- P0800, MWW- P0815, PNL- P0822	
598525	Waste Reduction and Recycling Act 2011	Section 56	Power, as the operator of a leviable waste disposal site, to pay the chief executive the waste levy, including any interest.	CEO, DCS- P0200, DE- P0800, MWW-	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598527	Waste Reduction and Recycling Act 2011	Sections 59, 60 and 61	Power to measure and record waste as required by sections 59, 60 and 61. NOTE: an exemption may apply until 30 June 2029 pursuant to chapter 16, part 3, division 2.	CEO, DCS- P0200, DE- P0800, MWW- P0815, PNL- P0822	
598528	Waste Reduction and Recycling Act 2011	Section 60(3)	Power, as the operator of a waste disposal site, to agree with the chief executive about an alternative way to measure and record the waste.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598529	Waste Reduction and Recycling Act 2011	Sections 63, 64, 65 and 66	Power, as the operator of a waste disposal site and where the chief executive has given Council a notice under section 63(2), to install, maintain and operate a monitoring system as required by the notice, and comply with sections 64, 65 and 66.	CEO, DCS- P0200, DE- P0800, MWW- P0815, PNL-	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598530	Waste Reduction and Recycling Act 2011	Sections 67, 68 and 69	Power, as the operator of a leviable waste disposal site, to carry out volumetric surveys, ensure volumetric surveys are carried out, and give the chief executive copies of the results of the volumetric surveys as required by sections 67, 68 and 69.	CEO, DCS- P0200, DE- P0800, MWW- P0815, PNL- P0822	
598531	Waste Reduction and Recycling Act 2011	Section 72	Power, as the operator of a leviable waste disposal site, to give the chief executive a waste data return.	CEO, DCS- P0200, DE- P0800, MWW- P0815, PNL- P0822	
598532	Waste Reduction and Recycling Act 2011	Section 72A	Power, as the operator of a leviable waste disposal site, to keep the documents stipulated in section 72A.	CEO, DCS- P0200, DE- P0800, MWW-	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598533	Waste Reduction and Recycling Act 2011	Section 72C	Power, as the operator of a leviable waste disposal site, to apply to the chief executive to enter a waste levy instalment agreement, and enter the agreement.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598534	Waste Reduction and Recycling Act 2011	Section 72D	Power, as the operator of a leviable waste disposal site, to apply to the chief executive for an amendment of a waste levy instalment agreement, and enter the amendment agreement.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598535	Waste Reduction and Recycling Act 2011	Section 72G	Power, as the operator of a leviable waste disposal site, to apply to the chief executive for an extension of time to pay a waste levy amount.	CEO, DCS- P0200, DE- P0800, MWW- P0815	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598536	Waste Reduction and Recycling Act 2011	Section 72H	Power, as the operator of a leviable waste disposal site, to apply to the chief executive for an extension of time to submit a waste data return and pay a waste levy amount.	CEO, DCS- P0200, DE- P0800, MWWW- P0815	
598537	Waste Reduction and Recycling Act 2011	Section 72J(3)(c)	Power, as the operator of a leviable waste disposal site where the chief executive has decided an estimated waste levy amount under section 72J, to adjust the waste levy amount payable if a different amount is decided under a review of the chief executive's decision on the estimated waste levy amount.	CEO, DCS- P0200, DE- P0800, MWWW- P0815	
598538	Waste Reduction and Recycling Act 2011	Section 72L	Power, as the operator or former operator of a waste disposal site who is eligible for a bad debt credit, to apply to the chief executive for relief.	CEO, DCS- P0200, DE- P0800, MWWW- P0815	
598539	Waste Reduction and Recycling Act 2011	Section 72M(1)	Power to respond to a notice from the chief executive requiring further reasonable information or documents about the application for a bad debt credit.	CEO, DCS- P0200,	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Recycling Act 2011			DE- P0800, MWWW- P0815	
598540	Waste Reduction and Recycling Act 2011	Section 72M(2)	Power to agree with the chief executive about extending the time for providing the further information or documents.	CEO, DCS- P0200, DE- P0800, MWWW- P0815	
598541	Waste Reduction and Recycling Act 2011	Sections 72R and 72S	Power, as the operator of a waste disposal site, to declare an area within the site as a resource recovery area by giving the chief executive notice of a proposed resource recovery area.	CEO, DCS- P0200, DE- P0800, MWWW- P0815	
598542	Waste Reduction and Recycling Act 2011	Section 72U	Power, as the operator of a waste disposal site with a resource recovery area, to amend the declaration as a resource recovery area by giving the chief executive notice of the proposed amendment.	CEO, DCS- P0200, DE- P0800, MWWW-	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598543	Waste Reduction and Recycling Act 2011	Section 72V	Power, as the operator of a waste disposal site with a resource recovery area, to cancel the declaration as a resource recovery area by giving the chief executive notice of the proposed cancellation.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598544	Waste Reduction and Recycling Act 2011	Section 72W	Power, as the operator of a waste disposal site with a resource recovery area and where the chief executive proposes to revoke the declaration, to make submissions to the chief executive to show why the declaration should not be revoked.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598545	Waste Reduction and Recycling Act 2011	Section 72X	Power, as the operator of a waste disposal site with a resource recovery area, to keep the documents and results stipulated in section 72X.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598546	Waste	Section 72Y	Power, as the operator of a resource recovery area at a waste disposal site in the waste levy zone,	CEO,	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Reduction and Recycling Act 2011		to carry out volumetric surveys, ensure volumetric surveys are carried out and give the chief executive a copy of the results of the volumetric survey as required by section 72Y. **NOTE: section 72Y only applies from 01 June 2020.	DCS- P0200, DE- P0800, MWW- P0815	
598547	Waste Reduction and Recycling Act 2011	Section 72Z	Power, as the operator of a resource recovery area at a waste disposal site not in the waste levy zone, to carry out volumetric surveys, ensure volumetric surveys are carried out and give the chief executive a copy of the results of the volumetric survey as required by section 72Z.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598548	Waste Reduction and Recycling Act 2011	Section 73A	Power, as the operator of a waste disposal site that has declared, or claims to have declared, a resource recovery area under section 72S, to ensure that the resource recovery area complies with section 73A(2).	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598549	Waste Reduction and Recycling	Section 73C(2)	Power, as the operator of a waste disposal site that has declared a resource recovery area and there is a change to the physical barrier or points of access for the resource recovery area that does not change the boundaries of the area, to amend the plan of the waste disposal site, and give the chief executive notice and a copy of the amended plan.	CEO, DCS- P0200, DE- P0800,	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Act 2011			MWW- P0815	
598550	Waste Reduction and Recycling Act 2011	Section 73C(3)	Power, as the operator of a waste disposal site that has declared a resource recovery area and there is a change to the recycling activities, to advise the chief executive of the change.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598551	Waste Reduction and Recycling Act 2011	Section 73C(4)	Power, as the operator of a waste disposal site that has declared a resource recovery area and there is a change to the entity having responsibility for the operation of the resource recovery area, to advise the chief executive of the change.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598554	Waste Reduction and Recycling Act 2011	Section 89	Power to apply to the chief executive for accreditation as scheme manager for a voluntary product stewardship scheme.	CEO, DCS- P0200, DE- P0800, MWW- P0815, PONL-	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598555	Waste Reduction and Recycling Act 2011	Section 95	Power, as a participant in an accredited stewardship scheme, to amend the scheme by agreement with all other participants in the scheme.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598556	Waste Reduction and Recycling Act 2011	Section 97	Power, as scheme manager of an accredited stewardship scheme that the minister is proposing to revoke, to make written submissions to show why the proposed action to revoke the accreditation should not be taken.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598557	Waste Reduction and Recycling Act 2011	Sections 99S(1) and 99U(1)	Power to claim a refund amount for an empty container under chapter 4, part 3B, division 3, subdivision 1.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598558	Waste	Section	Power, as the operator of a container refund point, to accept the container and pay the person the	CEO,	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Reduction and Recycling Act 2011	99S(2)	refund amount for the container.	DCS- P0200, DE- P0800, MWW- P0815	
598559	Waste Reduction and Recycling Act 2011	Section 99Y(1)	Power, as the operator of a container refund point, to:- (a) keep each refund declaration given to the operator for at least 5 years after the declaration was given; (b) for the proof of identity document mentioned in section 99T(3)(c) that accompanied the declaration, make a copy of the proof of identity document and keep the copy with the declaration for at least 5 years after the declaration was given; (c) if asked by an authorised person - produce the declaration and copy of the proof of identity document for inspection by the authorised person.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598560	Waste Reduction and Recycling Act 2011	Section 99ZA	Power, as the operator of a container refund point, to enter a container collection agreement with the Organisation.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598561	Waste Reduction and Recycling	Section 99ZB	Power, as the operator of a container refund point, to claim a collection amount from the Organisation for containers collected.	CEO, DCS- P0200, DE-	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Act 2011			P0800, MWWW- P0815	
598562	Waste Reduction and Recycling Act 2011	Section 99ZF	Power, as the operator of a material recovery facility, to enter a material recovery agreement with the Organisation.	CEO, DCS- P0200, DE- P0800, MWWW- P0815	
598563	Waste Reduction and Recycling Act 2011	Section 99ZH	Power, as the operator of a material recovery facility, to claim the recovery amount from the Organisation.	CEO, DCS- P0200, DE- P0800, MWWW- P0815	
598564	Waste Reduction and Recycling Act 2011	Section 99ZL	Power, as the operator of a material recovery facility, to comply with the recovery amount protocol.	CEO, DCS- P0200, DE- P0800, MWWW- P0815	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598565	Waste Reduction and Recycling Act 2011	Section 110	Power, as delegate of the chief executive administering the Act, to give a notice to an adult person.	CEO, DCS- P0200, DE- P0800, LLO- P0203, MWW- P0815, EHO- P0401, PONL- P0822	As this power relates to Chapter 5, Part 2 of the Act.
598566	Waste Reduction and Recycling Act 2011	Section 111	Power, as delegate of the chief executive administering the Act, to give a notice to an adult person.	CEO, DCS- P0200, DE- P0800, LLO- P0203, MWW- P0815, EHO- P0401, PONL- P0822	As this power relates to Chapter 5, Part 2 of the Act.

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598567	Waste Reduction and Recycling Act 2011	Section 112	Power, as delegate of the chief executive administering the Act, to direct a responsible entity to collect material from premises.	CEO, DCS- P0200, DE- P0800, LLO- P0203, MWW- P0815, EHO- P0401, PONL- P0822	As this power relates to Chapter 5, Part 2 of the Act.
598568	Waste Reduction and Recycling Act 2011	Section 123	Power, as a local government, to prepare and implement a waste reduction and recycling plan (Nb. this obligation does not commence until 30 June 2015).	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598569	Waste Reduction and Recycling Act 2011	Section 128	Power to make written submissions where the chief executive intends to prepare a waste reduction and recycling plan for the local government to address an aspect that is relevant to the local government.	CEO, DCS- P0200, DE- P0800, MWW-	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598570	Waste Reduction and Recycling Act 2011	Section 147	Power, as a local government, to give the chief executive a report about the operation, in the financial year, of all the local government's waste reduction and recycling plans in force in its local government area (Nb. this obligation does not commence until 2 months after 30 June 2015).	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598571	Waste Reduction and Recycling Act 2011	Section 152	Power, as a reporting entity, to give the chief executive a report about the entity's receiving, sorting, recycling, treatment or disposal of waste in the financial year.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598572	Waste Reduction and Recycling Act 2011	Section 160	Power to make a submission about a potential end of waste code	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598573	Waste	Section 165	Power to make a submission about a draft end of waste code	CEO,	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Reduction and Recycling Act 2011			DCS- P0200, DE- P0800, MWW- P0815	
598574	Waste Reduction and Recycling Act 2011	Section 168	Power to apply to amend an end of waste code	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598575	Waste Reduction and Recycling Act 2011	Section 172	Power, in relation to an end of waste code which the chief executive proposes to amend, cancel or suspend, to make written submissions about the proposed action.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598576	Waste Reduction and Recycling	Section 173B(1)	Power to give the chief executive a notice stating that Council intends to become a registered resource producer for the code.	CEO, DCS- P0200, DE- P0800,	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Act 2011			MWW- P0815	
598577	Waste Reduction and Recycling Act 2011	Section 173B(3)	Power to give the chief executive a notice in the approved form.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598578	Waste Reduction and Recycling Act 2011	Section 173D	Power to make a submission in response to a notice issued by the chief executive.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598579	Waste Reduction and Recycling Act 2011	Section 173H	Power to respond to a request for advice, comment or information about the operation of an end of waste code issued by the chief executive.	CEO, DCS- P0200, DE- P0800, MWW- P0815	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598580	Waste Reduction and Recycling Act 2011	Section 173I	Power to apply to the chief executive for an end of waste approval to conduct a trial for 1 kind of waste.	CEO, DCS- P0200, DE- P0800, MWWW- P0815	
598581	Waste Reduction and Recycling Act 2011	Section 173K	Power to comply with the conditions of an end of waste approval.	CEO, DCS- P0200, DE- P0800, MWWW- P0815	
598582	Waste Reduction and Recycling Act 2011	Section 173L	Power to apply to the chief executive to extend an end of waste approval.	CEO, DCS- P0200, DE- P0800, MWWW- P0815	
598583	Waste Reduction and Recycling Act 2011	Section 173M	Power to apply to the chief executive to amend an end of waste approval.	CEO, DCS- P0200,	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Recycling Act 2011			DE- P0800, MWW- P0815	
598584	Waste Reduction and Recycling Act 2011	Section 173O	Power to apply to the chief executive to transfer an end of waste approval.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598585	Waste Reduction and Recycling Act 2011	Section 173Q	Power to respond to a request from the chief executive for advice, comment or information about the operation of Chapter 8, Part 3.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598586	Waste Reduction and Recycling Act 2011	Section 173T	Power to respond to a request from the chief executive for further information or documents required to decide an application under chapter 8A.	CEO, DCS- P0200, DE- P0800, MWW-	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598587	Waste Reduction and Recycling Act 2011	Section 1732B	Power to respond to a show cause notice from the chief executive.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598588	Waste Reduction and Recycling Act 2011	Section 1732E	Power to surrender an approval by giving notice to the chief executive officer.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598589	Waste Reduction and Recycling Act 2011	Section 1732F	Power to respond to a notice from the chief executive requiring information about an approval.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598590	Waste	Section	Power to give the chief executive a notice stating that Council intends to become a registered	CEO,	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Reduction and Recycling Act 2011	173B(1)	resource producer for the code.	DCS- P0200, DE- P0800, MWW- P0815	
598591	Waste Reduction and Recycling Act 2011	Section 175	Power, where given, or entitled to be given, an information notice for a decision, to apply to the chief executive for an internal review of the decision.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598592	Waste Reduction and Recycling Act 2011	Section 175	Power to, as delegate of the chief executive administering the Act, apply for an internal review of the decision.	CEO, DCS- P0200, DE- P0800, MWW- P0815	As this power relates to sections 248(2) and 253(3) of the Act.
598593	Waste Reduction and Recycling Act 2011	Section 176(2)	Power to, as delegate of the chief executive administering the Act, extend the time for making an internal review application.	CEO, DCS- P0200, DE- P0800,	As this power relates to sections 248(2) and 253(3) of the Act.

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Act 2011			MWW- P0815	
598594	Waste Reduction and Recycling Act 2011	Section 177	Power, where an internal review application has been made, to apply for a stay of the original decision.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598595	Waste Reduction and Recycling Act 2011	Section 178	Power to, as delegate of the chief executive administering the Act, conduct an internal review of the original decision and decide the internal review application.	CEO, DCS- P0200, DE- P0800, MWW- P0815	As this power relates to sections 248(2) and 253(3) of the Act.
598596	Waste Reduction and Recycling Act 2011	Section 179	Power to, as delegate of the chief executive administering the Act, give notice of an internal review decision.	CEO, DCS- P0200, DE- P0800, MWW- P0815	As this power relates to sections 248(2) and 253(3) of the Act.

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598597	Waste Reduction and Recycling Act 2011	Section 180	Power, where given, or entitled to be given, a QCAT information notice under section 179 of the Waste Reduction and Recycling Act 2011, to apply to QCAT, under the QCAT Act, for external review of the decision.	CEO, DCS- P0200, DE- P0800, MWW/- P0815	
598598	Waste Reduction and Recycling Act 2011	Section 183	Power, as delegate of the chief executive administering the Act, to appoint a person as an authorised person.	CEO, DCS- P0200, DE- P0800, MWW/- P0815	Any appointment of an authorised person must be subject to the limitation that an authorised person can only exercise the powers in section 117 and Chapter 10 of the Act in relation to the following offences: - Chapter 5, Parts 1, 2 and 3, Division 1 and 2 of the Act; - Section 251(a); - Section 251(c); - Section 254; and - Section 264.

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598599	Waste Reduction and Recycling Act 2011	Section 187	Power, as delegate of the chief executive administering the Act, to issue an identity card to an authorised person.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598600	Waste Reduction and Recycling Act 2011	Section 246	Power, as delegate of the chief executive administering the Act, to give a show cause notice.	CEO, DCS- P0200, DE- P0800, LLO- P0203, MWW- P0815, EHO- P0401, PONL- P0822	As this power relates to sections 103(1), 104(1), 107(1), 108, 109(1) or (2) and 112(2) of the Act.
598601	Waste Reduction and Recycling Act 2011	Sections 248 and 249	Power, as delegate of the chief executive administering the Act, to give a compliance notice.	CEO, DCS- P0200, DE-	As this power relates to sections 103(1), 104(1), 107(1), 108, 109(1) or (2) and

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Act 2011			P0800, LLO- P0203, MWW- P0815, EHO- P0401, PONL- P0822	112(2) of the Act.
598602	Waste Reduction and Recycling Act 2011	Sections 253	Power, as delegate of the chief executive administering the Act, to give a notice requiring the person to commission a waste audit and to provide a waste report on the audit.	CEO, DCS- P0200, DE- P0800, MWW- P0815	As this power relates to section 104 of the Act.
598603	Waste Reduction and Recycling Act 2011	Sections 261	Power to bring a proceeding in a Magistrates Court for an order to remedy or restrain an offence against the Act. or a threatened or anticipated offence against the Act.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598604	Waste Reduction	Sections	Power, as an operator of a levyable waste disposable site, to apply to the chief executive for an	CEO, DCS-	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	and Recycling Act 2011	317(2)	exemption during the transition period from the requirements of section 57.	PO200, DE-P0800, MWWW-P0815	
598605	Waste Reduction and Recycling Act 2011	Sections 323	Power, as an operator of a levyable waste disposable site in the waste levy zone, to carry out a volumetric survey, ensure a volumetric survey is carried out, give a copy of the results of the volumetric survey to the chief executive, and keep a copy of the results as required by section 323.	CEO, DCS-P0200, DE-P0800, MWWW-P0815	
598606	Waste Reduction and Recycling Act 2011	Sections 324	Power, as an entity having responsibility for the operation of a resource recovery area for a waste disposal site in the waste levy zone, to carry out a volumetric survey, ensure a volumetric survey is carried out, give a copy of the results of the volumetric survey to the chief executive, and keep a copy of the results as required by section 324.	CEO, DCS-P0200, DE-P0800, MWWW-P0815	
598607	Waste Reduction and Recycling Act 2011	Sections 325	Power, as an operator of a small site, to give the chief executive written notice of a proposed alternative methodology for measuring and recording waste at the site and implement that alternative methodology. NOTE: this section only applies until 30 June 2021.	CEO, DCS-P0200, DE-P0800, MWWW-	

Carpentaria Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				P0815	

Carpentaria Shire Council

DELETED PROVISIONS

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
598552	Waste Reduction and Recycling Act 2011	Sections 73D(1) and (2)	Power, as a local government affected by the waste levy, to receive an annual payment from the chief executive and use that payment to mitigate any direct impacts of the waste levy on households in Council's local government area.	CEO, DCS- P0200, DE- P0800, MWW- P0815	
598553	Waste Reduction and Recycling Act 2011	Section 73D(4)	Power, as a local government affected by the waste levy that receives an annual payment from the chief executive, to include a statement on rate notices that informs the ratepayer of the amount paid to the local government and the purpose of the payment.	CEO, DCS- P0200, DE- P0800, MWW- P0815	

CARPENTARIA SHIRE COUNCIL

RELIANSYS® DELEGATIONS - EXPORT OF UPDATES BY REGISTER - COMPLETE

WORK HEALTH AND SAFETY REGULATION 2011 COUNCIL TO CEO

Note - Exported provisions are separated by category into NEW and then CHANGED and then DELETED.

08 NOVEMBER 2023

Carpentaria Shire Council

NEW Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
693469	Work Health and Safety Regulation 2011	Section 55C	Power, as a person conducting a business or undertaking, to manage psychosocial risks under part 3.1.		

BUSINESS PAPERS

9.4 COMPANY STRUCTURE FOR PROPOSED ENTITY

Attachments:	NIL
Author:	Mark Crawley - Chief Executive Officer
Date:	2 November 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:

Following the engagement of King and Company to progress the establishment of a company for the enterprises under Council control we were advised of a further option to establish the Company Limited by Shares rather than a Company Limited by Guarantee was a more beneficial option.

RECOMMENDATION:

That Council:

1. authorize the Chief Executive Officer to continue to work with King and Company Solicitors to establish a Company Limited by Shares as an overarching Company for the Normanton Child Care: and
2. provide regular updates to Council on the progress of establishing the new company.

Background:

The Council passed a resolution to establish a Company Limited by Guarantee at the August Meeting of Council and the Chief Executive Officer progressed this with the Department and with King and Company Solicitors. During the discussions with King and Company it was suggested to review the opportunity to establish the company limited by shares rather than by guarantee.

King and Company Solicitors have provided a listing of Pros and Cons for both options and the Proprietary Company Limited by Share has more pros than the option for the establishment of a Company Limited by Guarantee.

Also, in my discussions with the Department in relation to the establishment of a company the Department provided a series of Fact Sheets to assist with the process. The Department were not against supporting the Council in their pursuit to establish a Company and suggested reviewing the Fact Sheets in this regard.

Consultation (Internal/External):

- Mark Crawley – Chief Executive Officer
 - Jack Bawden – Mayor
 - King and Company Solicitors
 - Department of State Development, Infrastructure, Local Government and Planning
 - Queensland Treasury Corporation
-

BUSINESS PAPERS

Legal Implications:

- *Local Government Act 2009*

Financial and Resource Implications:

- Legal Fees in establishing the Company Limited by Shares

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 RECREATION RESERVE (LOT 2 ON CROWN PLAN LS11)

Attachments: 9.5.1. Draft Land Management Plan [↓](#)
9.5.2. Land Management Plan Notice [↓](#)

Author: Mark Crawley - Chief Executive Officer

Date: 9 November 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:

The Land Management Plan has been drafted for the Recreation Reserve Lot 2 on Crown Plan LS11. It is proposed to release the Land Management Plan for consultation prior to the calling of Expressions of Interest.

RECOMMENDATION:

That Council provide feedback to the Chief Executive Officer in relation to the Land Management Plan developed for Lot 2 on Crown Plan LS11.

Background:

As Council is aware the current lease for the Recreation Reserve described as Lot 2 on Crown Plan LS11 is due to expire and Council resolved to call expressions of interest for the agistment of the reserve.

Preston Law have prepared the required Land Management Plan for the Reserve and a copy is attached for the information and feedback from Councillors.

It is proposed to release the Draft Land Management Plan for comments and feedback from the community prior to the calling of expressions of interest.

In the meantime, the Council has received correspondence from the Rodeo Association and from Mr Ray Heslin in relation to the reserve. The Rodeo Association, to officially register interest in continuing the current lease arrangements, also expressing they would have liked the opportunity to discuss the matter prior to the Council resolution.

Mr Heslin seeks permission to leave my cattle and assets including: Portable cattle yards, Poly tanks, Solar Pumps and troughs at the paddock until the Expression of Interest for the Lease of the paddock has been determined

Consultation (Internal/External):

- Council
- Normanton Rodeo Association
- Mr Ray Heslin
- Preston Law

BUSINESS PAPERS

Legal Implications:

- Council has received advice from the Department in relation to the future use for the Lot.

Financial and Resource Implications:

- Within budget parameters

Risk Management Implications:

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

LAND MANAGEMENT PLAN

RECREATION RESERVE (LOT 2 ON CROWN PLAN LS11)



CARPENTARIA SHIRE
Outback by the Sea

Version	Date	Author	Comment/Action
VERSION 1		Carpentaria Shire Council	

LAND MANAGEMENT PLAN

INTRODUCTION

This Land Management Plan (**LMP**) applies to the Trust Land being Lot 2 on Crown Plan LS11 located on Burke Development Road, Stokes.

On 1 December 2003, Council entered into a 20 year Lease with Normanton Rodeo Association Incorporated which is due to expire on 30 November 2023.

Trustee of the Trust Land:

Trustee Name: Carpentaria Shire Council
Trustee Address: PO Box 31
NORMANTON QLD 4890
Phone: (07) 4745 2200
Fax: (07) 4745 1340
Website: www.carpentaria.qld.gov.au

Trust Land Description:

Trust Land Description: Reserve No. R1
Lot/Plan: Lot 2 on Crown Plan LS11, Title Reference 49013164
Locality: Stokes
Local Government: Carpentaria Shire Council
Area of Land: 51.7 square kilometres
Conditions of Tenure: The Trust Land has been placed under the control of Council as Trustee and is to be managed in accordance with the principles of the *Land Act 1994*.

Purpose of Trust Land:

- (a) R1 (Reserve for Recreation purposes) was reserved and set apart by Order-in-Council appearing in the Government Gazette of 10 June 1978, over Lot 2 on Crown Plan LS11, under the control of Carpentaria Shire Council (**Council**) as Trustee.
- (b) If the use of the Trust Land is inconsistent with the purpose for which the Trust Land was dedicated, the Council as Trustee must comply with the requirements under the *Land Act 1994 (Qld) (Act)* and may be required to obtain the consent of the Minister administering the Act to any inconsistent use.

- (c) Any inconsistent use, if approved, must not derogate from the purpose for which the Trust Land was dedicated and must not diminish the value of the Trust land.

Term of Land Management Plan:

- (a) Duration: Ongoing
- (b) Review:
 - (i) Annually;
 - (ii) Major review every 5 years;
 - (iii) At the expiry or surrender of any current trustee leases;
 - (iv) Where a new trustee lease is to be entered into over part of the Trust Land;
 - (v) Where a new use is proposed for all or part of the Trust Land that is inconsistent with the purpose for which the Trust Land was dedicated;
 - (vi) As requested by the Minister, subject to three (3) months' notice being given to the trustee of a requirement for review from the Minister in accordance with the Act; and/or
 - (vii) Minor amendments may be made by the trustee to improve operational efficiency of the plan with the amended land management plan being submitted for approval under the Act within one (1) month of such amendment being made.

Responsibilities of the Trustee:

- (a) Council as Trustee has statutory obligations under the Act and in particular Chapter 3 Divisions 5-7 of the Act.
- (b) Council has responsibility for the management, development and use of the Trust land for recreational purposes. All persons or entities including Council representatives, any Trustee Lessee, licensee or other users must comply with statutory guidelines and use the Trust Land in a manner which is consistent with the Trust Land gazetted purpose.
- (c) Council as the local authority in control of the Carpentaria local government area has adopted local laws which regulate the use of Trust Land within the Carpentaria local government area – see *Local Law No.4 (Local Government Controlled Areas, Facilities and Roads) 2015* and *Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2015*.

- (d) Councils' obligations as a Trustee of Trust Land under the Act are to:
- (i) manage and control use of Trust Land in accordance with its obligations as Trustee under the Act;
 - (ii) provide appropriate public access to Trust Land for community purposes including active and passive recreation;
 - (iii) to preserve features of the natural and built environment and other aspects of the amenity of Trust Land;
 - (iv) to regulate activities on Trust Land to ensure appropriate standards of conduct and appropriate use to protect and enhance the purpose of the Trust Land.

LAND MANAGEMENT PLAN

This LMP is prepared in accordance with:

- (a) *Land Act 1994 (Qld)*;
- (b) *Land Regulation 1995 (Qld)*;
- (c) *Carpentaria Shire Council Planning Scheme 2008* – adopted in May 2008;
- (d) Carpentaria Shire Council Local Laws; and
- (e) Department of Natural Resources, Mines and Energy:
 - Land Management Planning for Reserves or Deeds of Grant in Trust – Information Kit;
 - Land Management Plans – Inconsistent Uses on Reserves 2015; and
 - Operational Policy – Secondary use of Trust Land under the Land Act 2 May 2017.

Existing Uses – Primary and Secondary

There is currently only one existing use on the Trust Land which is consistent with the purpose for which the Trust Land was set aside.

This existing use is for:

- (a) the Normanton Rodeo Association Inc. (Trustee Lease No. 707781689).

Uses – Consistent with the Purpose of the Dedication of the Trust Land

Trust Land may be dedicated by the Minister under the Act for community purposes including recreation.

The dedication is the primary purpose for which the Trust Land can be used and any use or activity on the Trust Land must be consistent with that primary purpose.

Written Authority No. 1 – Section 64 of the Land Act 1994 issued on 20 May 2015 by the Minister for State Development and Minister for Natural Resources and Mines grants a general authority to a local government which is a trustee of Trust Land to enter into trustee leases over the Trust Land provided that the Trustee Lease is:

- issued for a purpose that is consistent with the purpose for which the Trust Land was dedicated;
- subject to the State's mandatory standard terms Document No 711932933;
- not for a period in excess of 30 years, or 20 years where the trustee lease is with a community or sporting organisation; and
- not entered into as a construction trustee lease.

(a) *Normanton Rodeo Association Inc.*

This purpose is consistent with the purpose for which the Trust Land was dedicated. The Normanton Rodeo Association Inc. is the Trustee Lessee of a 20 year lease with Council, as the Trustee Lessor. This Lease expires on 30 November 2023.

1. Primary Uses – Recreation

- 1.1 Any Trustee Lessee entering into a Trustee Lease with Council of the whole or any part of the Trust land will be required to ensure that it complies with the obligations of the Council under the Act and other applicable legislation including the requirement to maintain and renew public liability insurance cover, all licences, consents and registrations for carrying out any permitted use under the Trustee Lease so far as they may apply to the leased area.
- 1.2 Provided the purpose of the Trustee Lease is consistent with the purpose of the Trust Land, i.e. recreation, the Council as Trustee may enter into the Trustee Lease subject to the Mandatory Standard Terms Document 711932933 and subject to other conditions it sees fit to impose.

2. Secondary Uses – Commercial Use of Trust Land Inconsistent with Primary Use

- 2.1 If Trust Land is to be used for a secondary purpose, the 'Operational Policy for the Secondary Use of Trust Land under the Land Act' as issued by Department of Resources dated 4 July 2023 will apply.
- 2.2 If Trust Land is to be used for a commercial purpose, Ministerial approval must be sought and granted for the use.
- 2.3 An appropriate rental must be paid for use of Trust Land for a commercial purpose and the rental must be applied by the Trustee to the management and maintenance of the Trust Land.

3. Local Government Planning Scheme

- 3.1 Pursuant to the Carpentaria Shire Planning Scheme adopted in 2008 ("**Council's Planning Scheme**"), the Trust Land is zoned as "Rural".
- 3.2 Council's Planning Scheme lists the intended uses in the Rural Zone to include Animal Husbandry, as well as other Recreational and Community activities.
- 3.3 These uses are defined within Schedule 4 of Council's Planning Scheme.
 - (a) **Animal Husbandry** is defined as the use of premises for the keeping, boarding, breeding, fattening or training of animals, reptiles and the like for commercial purposes;
 - (b) **Recreational Activities** include Sport, Recreation and Tourism which means use of the Trust Land for:
 - Sport and physical exercise;
 - Recreation and public entertainment whether indoors or outdoors;
 - Amusement and leisure centres;
 - Cinemas and theatres;
 - Commercial sports grounds;
 - Dance, music, pony clubs;
 - Function centres;
 - Gymnasiums;
 - Music Clubs and nightclubs;

- Showgrounds; and
 - Sports centre
- (c) **Community Activities** are defined to include Community Facilities and Community Infrastructure;
- (d) **Community Facilities** means use of the Trust Land for the following purposes:
- Community and cultural facilities, including childcare facilities;
 - Community centres;
 - Meeting halls;
 - Galleries;
 - Libraries;
 - Club houses; and
 - Places of worship; and
- (e) **Community Infrastructure** includes services such as water and sewerage, drainage etc for the public benefit.

3.4 Community Facilities and Recreational Activities are listed as consistent uses in the table of consistent and inconsistent uses in the Rural Zone as set out in Council's Planning Scheme.

3.5 Accordingly, under Council's Planning Scheme, the current use of the Trust Land is consistent with the current zoning.

3.6 Additionally, Animal Husbandry is listed as a consistent use within the Rural Zone pursuant to Council's Planning Scheme.

4. Native Title Status

4.1 Native title implications will be assessed in accordance with the State's Native Title Work Procedures prior to any dealings being undertaken on the reserve.

5. Proposed Use/s of the Subject Land

Proposed 'Use/s' of the subject land:	The Council as Trustee intends to enable the use of the Trust Land for agistment purposes.
Is the proposed secondary use consistent with the	Yes

primary use of the trust land?	✓ No
Development intended:	Council intends to allow the Trust Land to be used for agistment purposes, which would also include allowing the Trustee Lessee to construct and maintain fences and effect other improvements on the Trust land associated with the approved purpose.
Exclusivity & Restrictions of proposed use and associated development:	The Trust Land will be fenced in part for the security and safety of the public given the intended purpose for the use of the Trust Land will be for the agistment of cattle.
Commerciality:	All revenue generated by the Trustee and payable by the Trustee Leases if any, is used in maintaining and developing the Trust Land.

Council’s view is that the proposed use of the Trust Land would not diminish the purpose for which the reserve was dedicated or adversely affect any business in the areas surrounding the reserve.

COMMUNITY CONSULTATION

The draft Land Management Plan for Reserve R1 was placed on public display at the Council office at 29-33 Haig Street, Normanton, Queensland on [insert].

The draft Land Management Plan was made available on the Council website and the public was given a one (1) month period to make submissions.

No submissions were received.

SUMMARY AND RECOMMENDATIONS

Use of the Trust Land will be managed in accordance with this Land Management Plan and the obligations set out under the Act and applicable legislation.

The primary use of the Trust land is consistent with the provisions of the Act and otherwise compliant with other applicable legislative requirements.

1. APPENDICES

- Appendix 1 – Title Search Lot 2 on Crown Plan LS11
- Appendix 2 – Crown Plan LS11
- Appendix 3 – Zoning Map – Normanton Township
- Appendix 4 – Photograph of existing buildings and infrastructure located on the Trust Land

Commented [MD1]: Mark, are there any improvements currently on the land? If so, if you have any photos of the build or other infrastructure, we can also include.

**Appendix 1
(Title Search)**

INTERNAL CURRENT RESERVE SEARCH
QUEENSLAND TITLES REGISTRY PTY LTD

Search Date: 18/10/2023 08:01

Title Reference: 49013164
Date GAZETTED: 10/06/1978
PAGE: 774

Opening Ref: B 1873 NO 3 SUB A
Purpose: RECREATION
Sub-Purpose:
Local Name:
Address:
County (R) No: R1
File Ref: RES 17760

TRUSTEES

CARPENTARIA SHIRE COUNCIL Gazetted on 10/06/1978 Page
774

LAND DESCRIPTION

LOT 2 CROWN PLAN LS11 GAZETTED ON 10/06/1978 PAGE 774
Local Government: CARPENTARIA

Area: 5120.000000 Ha. (ABOUT)

EASEMENTS AND ENCUMBRANCES

1. TRUSTEE LEASE No 707781689 07/06/2004 at 08:53
NORMANTON RODEO ASSOCIATION INC
Lodged at 08:53 on 07/06/2004 Recorded at 15:58 on 09/06/2004

ADMINISTRATIVE ADVICES - NIL
UNREGISTERED DEALINGS - NIL

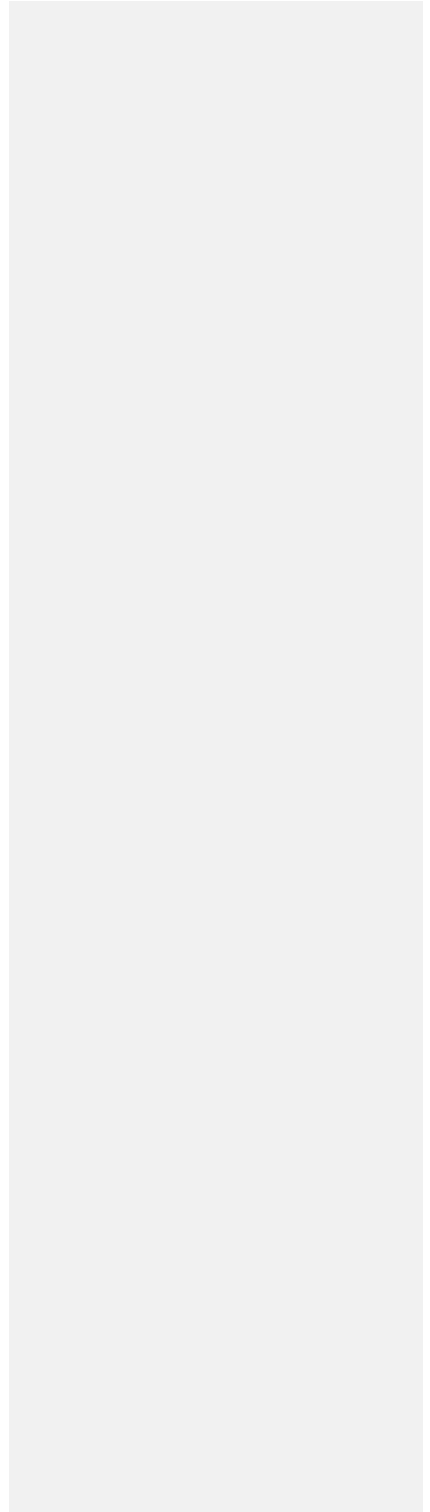
Caution - Charges do not necessarily appear in order of priority

** End of Current Reserve Search **

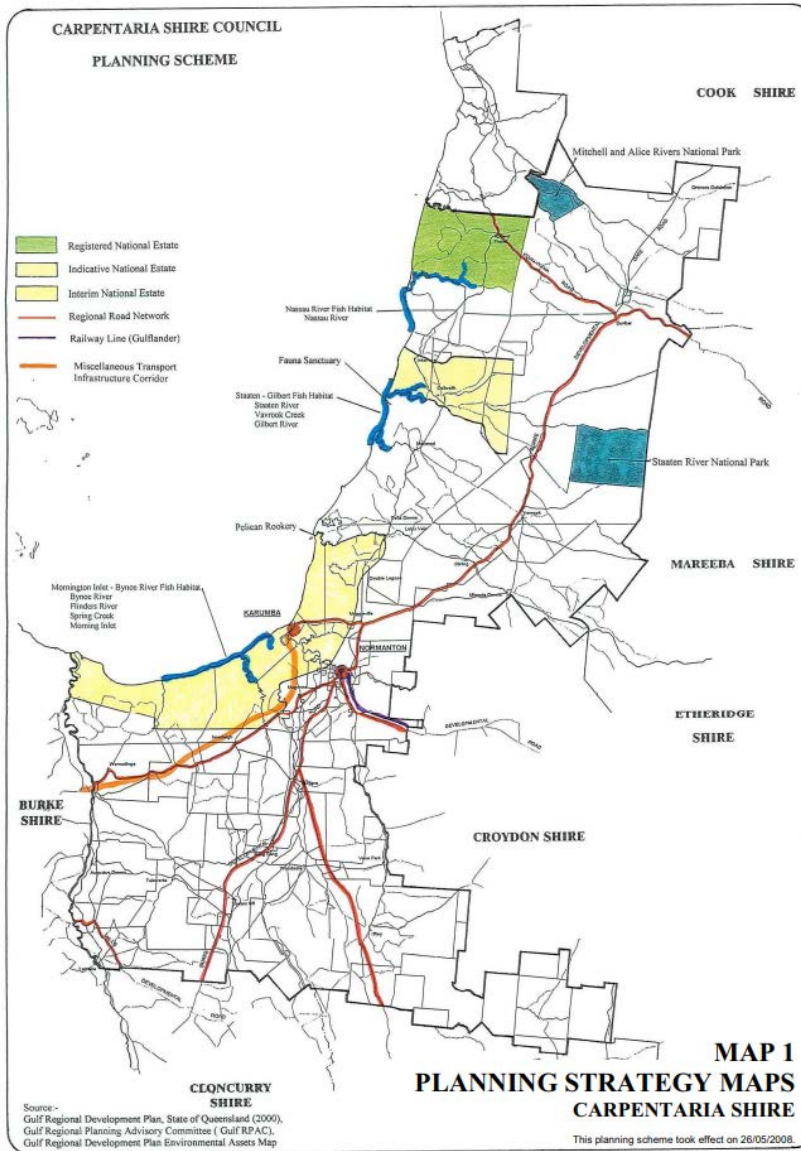
COPYRIGHT QUEENSLAND TITLES REGISTRY PTY LTD [2023]

Page 1/1

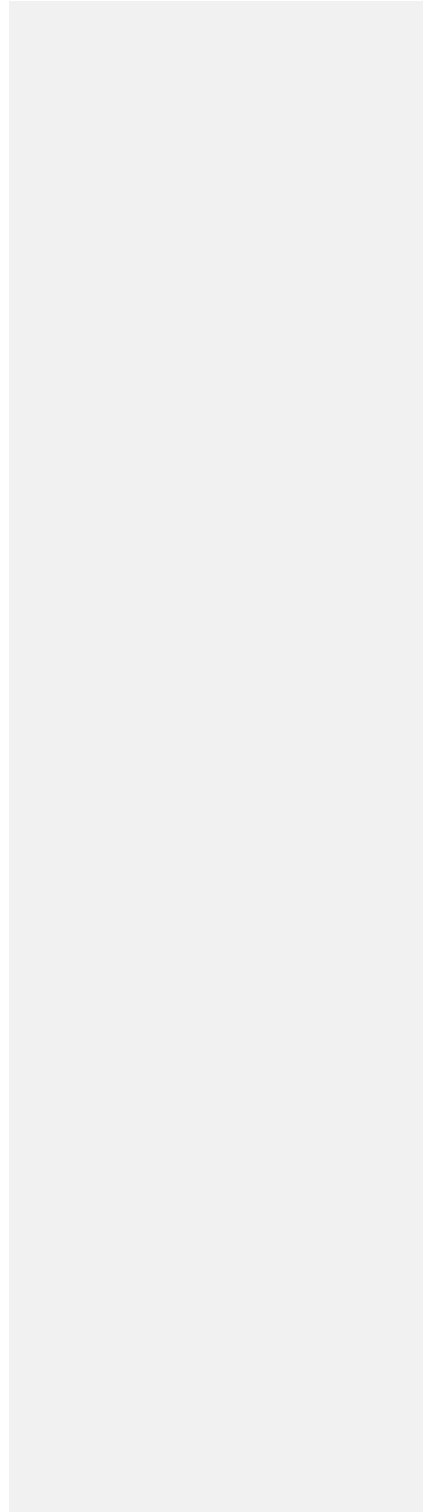
**Appendix 2
(Plan)**



**Appendix 3
(Zoning Map)**



**Appendix 4
(Photograph)**





LAND MANAGEMENT PLAN RECREATION RESERVE (LOT 2 ON CROWN PLAN LS11)

Carpentaria Shire Council is currently undertaking a community consultation process to receive feedback on the development of a Land Management Plan for Lot 2 on Crown Plan LS11.

As Trustee of the land, Council is required to submit a Land Management Plan. The Plan is relied upon to when determining the sustainable use, development and management of Trust land for the benefit of the community.

Council is now requesting feedback from the community. Copies of the draft Land Management Plan for Lot 2 on Crown Plan LS22 are available on Council's website, Administration Offices and Libraries.

Feedback on the draft Land Management Plan is required by **[insert date]**, 2023. Feedback can be provided in person at the Normanton and Karumba Administration Offices or by emailing council@carpentaria.qld.gov.au.

If you have further enquiries, please contact Council's **[insert position and name]** on (07) 4745 2200.

Mark Crawley
Chief Executive Officer

[insert date]

29-33 Haig Street
PO Box 31
NORMANTON QLD 4890

BUSINESS PAPERS

9.6 PUBLIC INTEREST DISCLOSURE POLICY

Attachments:	9.6.1. Public Interest Disclosure Policy ↓
Author:	Mark Crawley - Chief Executive Officer
Date:	9 November 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:

It has been a couple of years since the Public Interest Disclosure Policy was originally adopted and has been reviewed and is presented to Council, with track changes, for formal consideration and adoption.

RECOMMENDATION:

That Council note the minor changes to the draft policy and adopt the Public Interest Disclosure Policy POL_E_EXGC_006.

Background:

As part of the Governance Review being undertaken by our Executive Officer – Governance, Projects and Communications with the Governance Advisory Service provided through Local Government Managers Australia the Public Interest Disclosure Policy was identified for review, formal consideration and adoption.

The draft is presented with track changes to highlight the changes made to the previous policy adopted in 2020.

Council is requested to formally consider and adopt the updated Policy.

Consultation (Internal/External):

- Jacinda Sceresini – Executive Officer – Governance, Projects and Communications
- Liza Perrett – LGM A Governance Advisor

Legal Implications:

- Policy is required under legislation

Financial and Resource Implications:

- Not applicable

Risk Management Implications:

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



Public Interest Disclosure Policy

Policy Details

Policy Category	Statutory Policy
Date Adopted	14 October 2020 <u>15 November 2023</u>
Resolution Number	1020/11 <u>1123/??</u>
Approval Authority	Council
Effective Date	14 October 2020 <u>15 November 2023</u>
Policy Version Number	1 <u>2</u>
Policy Owner	Chief Executive Officer
Contact Officer	Mark Crawley

Supporting documentation

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

Version History:

Version	Adopted	Comment	eDRMS #
1	14/10/2020	Council Resolution No. 1020/11	
<u>2</u>	<u>15/11/2023</u>	<u>Council Resolution No. 1123/??</u>	



Contents

INTENT	3
SCOPE	3
POLICY STATEMENT	3
ROLES AND RESPONSIBILITIES	4



Intent

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

Scope

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

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

Members of the public may lodge a PID about:

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

Policy Statement

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

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

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

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



- (e) Councillors and employees of Council who make PIDs are offered protection from reprisals by Councillors or employees.

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

Roles and Responsibilities

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

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

Adopted by Council ~~14 October 2020~~ 15 November 2023 by Resolution ~~4020/044~~ 1123/??.

Mark Crawley
Chief Executive Officer

BUSINESS PAPERS

9.7 STANDING ORDERS FOR COUNCIL MEETINGS POLICY

Attachments:	9.7.1. Standing Orders for Council Meetings Policy ↓
Author:	Mark Crawley - Chief Executive Officer
Date:	9 November 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:

The Department of State Development, Infrastructure, Local Government and Planning has released the latest version of the Standing Orders and Meeting Conduct Best Practice for Local Government. Latest version for Carpentaria Shire Council is based on the Best Practice Example.

RECOMMENDATION:

That Council adopt the Standing Orders for Council Meetings Policy – POL_I_CSA_017.

Background:

Council adopted a version of the standing orders in December of 2022 and the Department has released two updated versions since that version was adopted.

The attached is based on the Best Practice Example for Standing Orders for Local Government released by the Department in June 2023.

Council is requested to formally consider the Policy and formally adopt.

Consultation (Internal/External):

- Jacinda Sceresini – Executive Officer – Governance, Projects and Communications
- Department of State Development, Infrastructure, Local Government and Planning
- Liza Perrett – Governance Advisor – LGMA QLD

Legal Implications:

- Required under legislation

Financial and Resource Implications:

- Not applicable

Risk Management Implications:

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



Standing Orders for Council Meetings

Intent: To provide written rules for the orderly conduct of Council Meetings and to set out certain procedures to ensure the Local Government principles are reflected in the conduct of Local Government meetings and Local Government committee meetings.

Policy Details

Policy Category	Council Policy
Date Adopted	15 November 2023
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	15 November 2023
Policy Version Number	4
Policy Owner	Executive Services
Contact Officer	Chief Executive Officer

Supporting documentation

Legislation	<ul style="list-style-type: none">Local Government Act 2009
Policies	<ul style="list-style-type: none">Code of Conduct for Councillors
Delegations	<ul style="list-style-type: none">Nil
Forms	<ul style="list-style-type: none">Nil
Supporting Documents	<ul style="list-style-type: none">Nil

Version History:

Version	Adopted	Comment	eDRMS #
1	12/12/2018	Council Resolution 1218/016	
2	11/12/2019	Council Resolution 1219/016	
3	14/12/2022	Council Resolution 1222/012	
4	15/11/2023	Council Resolution 1123/??	



Contents

INTENT	3
1 STANDING ORDERS	3
PROCEDURES FOR MEETINGS OF LOCAL GOVERNMENT	3
2 PRESIDING OFFICER	3
3 ORDER OF BUSINESS	3
4 AGENDAS	4
5 QUORUM	4
6 PETITIONS	5
7 DEPUTATIONS	5
8 PUBLIC PARTICIPATION AT MEETINGS	5
9 PRESCRIBED CONFLICT OF INTEREST	6
10 DECLARABLE CONFLICT OF INTEREST	7
11 REPORTING A SUSPECTED CONFLICT OF INTEREST	9
12 LOSS OF QUORUM	10
MOTIONS	11
13 MOTION TO BE MOVED	11
14 ABSENCE OF MOVER OF MOTION	11
15 MOTION TO BE SECONDED	11
16 AMENDMENT OF MOTION	11
17 SPEAKING TO MOTIONS AND AMENDMENTS	12
18 METHOD OF TAKING VOTE	12
19 WITHDRAWING A MOTION	12
20 REPEALING OR AMENDING RESOLUTIONS	13
21 PROCEDURAL MOTIONS	13
22 QUESTIONS	14
MEETING CONDUCT	15
23 PROCESS FOR DEALING WITH UNSUITABLE MEETING CONDUCT	15
24 GENERAL CONDUCT DURING MEETINGS	16
25 MEETING PROCESS FOR DEALING WITH SUSPECTED INAPPROPRIATE CONDUCT WHICH HAS BEEN REFERRED TO A LOCAL GOVERNMENT BY THE INDEPENDENT ASSESSOR (IA)	16
26 DISORDER	18
ATTENDANCE AND NON-ATTENDANCE	18
27 ATTENDANCE OF PUBLIC AND THE MEDIA AT MEETING	18
28 CLOSED SESSION	18
29 TELECONFERENCING OF MEETINGS	19



Intent

To assist local governments, the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) provides best practice standing orders that local governments can choose to adopt to provide written rules for the orderly conduct of local government meetings. These best practice standing orders incorporate the DSDILGP model meeting procedures that deal with matters during council meetings that must be adhered to under the Local Government Act 2009 (LGA) including the model meeting procedures and the Local Government Regulation 2012 (LGA). Local governments can revise their standing orders to incorporate the model meeting procedures or adopt the model meeting procedures.

1 Standing Orders

- 1.1 These standing orders apply to local government meetings including standing committee meetings. These standing orders do not apply to meetings of the audit committee.
- 1.2 A provision of these standing orders may be suspended by resolution of any meeting of the local government except those sections that are mandatory under the model meeting procedures. A separate resolution is required for any suspension and must specify the application and duration of each suspension.
- 1.3 Where a matter arises at the local government meeting that is not provided for in these standing orders, the matters will be determined by resolution of the local government upon a motion which may be put without notice but otherwise conforming with these standing orders.

Procedures for Meetings of Local Government

2 Presiding Officer

- 2.1 The mayor will preside at a meeting of local government.
- 2.2 If the mayor is absent or unavailable to preside, the deputy mayor will preside.
- 2.3 If both the mayor and the deputy mayor, or the mayor's delegate, are absent or unavailable to preside a councillor chosen by the councillors present at the meeting will preside at the meeting.
- 2.4 The local government will choose the chairperson for a committee meeting. This chairperson will preside over meetings of the committee.
- 2.5 If the chairperson of a committee is absent or unavailable to preside, a councillor chosen by the councillors present will preside over the committee meeting.
- 2.6 Before proceeding with the business of the local government meeting, the person presiding at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the local government.

3 Order of Business

- 3.1 The order of business shall be determined by resolution of Council from time to time. The order of business may be altered for a particular meeting where the Councillors at that meeting pass a motion to that effect. A motion to alter the order of business may be moved without notice.
- 3.2 Unless otherwise altered, the order of business shall be as follows:
 - attendances
 - apologies and granting of leaves of absence
 - confirmation of Minutes
 - business arising out of previous meetings



- officers' reports

Note: *The minutes of a preceding meeting, whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of the local government, in order that the minutes may be confirmed. No discussion will be permitted about these minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting. Once the minutes are confirmed by resolution of the meeting they cannot be changed.*

4 Agendas

4.1 The Agenda may contain:

- notice of meeting
- minutes of the previous meetings
- business arising out of previous meetings
- business which the Mayor wishes to have considered at that meeting without notice
- matters of which notice has been given
- committees' reports to Council referred to the meeting by the CEO
- officers' reports to Council referred to the meeting by the CEO
- deputations and delegations from the community that are approved to attend
- any other business Council determines by resolution be included in the agenda paper.

4.3 Business not on the agenda, or not fairly arising from the agenda, will not be considered at any council meeting unless permission for that purpose is given by the local government at the meeting. Business must be in accordance with the adopted terms of reference for each committee.

4.3 The notice of the meeting and the agenda must be given to each councillor at least 2 days before the meeting and in the case of Indigenous regional councillors, being Torres Strait Regional Council and Northern Peninsula Area Regional Council, at least four days prior to the meeting unless it is impracticable to give the notice before that time. The agenda for the local government must be made publicly available by 5pm on the business day after the notice of meeting is given to the councillors. Any related reports for the local government meeting must also be included and available to the public when the agenda for the meeting is made publicly available, excluding confidential reports. If the related report is made available to councillors or committee members during the period starting immediately after notice of the meeting is given and ending immediately before the meeting is held, then these reports must be made available to the public as soon as practicable after it is made available to the councillors or committee members.

4.4 Matters on the agenda that will require the meeting to be in a closed session consistent with the provisions under section 254J LGR, will be clearly identified on the agenda including the reasons why the session will be closed.

5 Quorum

5.1 A quorum at a local government meeting is a majority of its councillors. If the number of councillors is even then one half of the number is a quorum.

5.2 If a quorum is not present within 15 minutes after the time set for the meeting to begin, it may be adjourned to a later hour or a later day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of councillors present, or if only one councillor is present, then that councillor, or if no councillors are present then the chief executive officer.



6 Petitions

- 6.1 Any petition presented to a meeting of the local government will:
- be in legible writing or typewritten and contain a minimum of ten (10) signatures
 - include the name and contact details of the principal petitioner (i.e., the key contact)
 - include the postcode of all petitioners, and
 - have the details of the specific request/matter appear on each page of the petition.
- 6.2 Where a councillor presents a petition to a meeting of the local government, no debate in relation to it will be allowed, and the only motion which may be moved is:
- that the petition be received
 - received and referred to a committee or officer for consideration and a report to the council, or
 - not be received because it is deemed invalid.
- 6.3 The local government will respond to the principal petitioner in relation to all petitions deemed valid.

7 Deputations

- 7.1 A deputation wishing to attend and address a meeting of the council shall apply in writing to the CEO not less than seven (7) business days before the meeting.
- 7.2 The CEO, on receiving an application for a deputation, shall notify the chairperson who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time period allowed (e.g. 15 minutes).
- 7.3 For deputations comprising three or more persons, only three persons shall be at liberty to address the council meeting unless the councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- 7.4 If a member of the deputation other than the appointed speakers interjects or attempts to address the council meeting, the chairperson may terminate the deputation.
- 7.5 The chairperson may terminate an address by a person in a deputation at any time where:
- the chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the councillors at the meeting
 - the time period allowed for a deputation has expired, or
 - the person uses insulting or offensive language or is derogatory towards councillors or others.
- 7.6 The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

8 Public participation at meetings

- 8.1 A member of the public may take part in the proceeding of a meeting only when invited to do so by the chairperson.
- 8.2 In each local government meeting, time may be required to permit members of the public to address the local government on matters of public interest related to local government. An appropriate time period will be allowed (e.g. 15 minutes) and no more than three (3) speakers shall be permitted to speak at one meeting. The right of any individual to address the local



government during this period shall be at the absolute discretion of the local government chairperson.

- 8.3 If any address or comment is irrelevant, offensive, or unduly long, the chairperson may require the person to cease making the submission or comment.
- 8.4 For any matter arising from such an address, the local government may take the following actions:
- refer the matter to a committee
 - deal with the matter immediately
 - place the matter on notice for discussion at a future meeting
 - note the matter and take no further action.
- 8.5 Any person addressing the local government shall stand, act, and speak with decorum and frame any remarks in respectful and courteous language.
- 8.6 Any person who is considered by the local government or the chairperson to be inappropriately presenting may be directed by the chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

9 Prescribed conflict of interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council or committee meeting (other than ordinary business matters as prescribed under section 150EF of the LGA or section 177C of the City of Brisbane Act 2019 (COBA)). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

- 9.1 A councillor who has notified the chief executive officer in writing, including all the particulars, of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting at or before the time when the matter is to be dealt with.
- 9.2 A councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of interest and the particulars.
- 9.3 When notifying the meeting of a prescribed conflict of interest, the following particulars must be provided:
- for a gift, loan or contract—the value of the gift, loan or contract
 - for an application for which a submission has been made—the matters the subject of the application and submission:
 - the name of the entity, other than the councillor, that has an interest in the matter,
 - the nature of the councillor's relationship with the entity,
 - details of the councillor's, and any other entity's, interest in the matter.
- 9.4 The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister for Local Government (the Minister) to participate in deciding the matter in a meeting including participating in the discussion and the vote.

Note: Ministerial approval may be obtained when a quorum is lost due to the number of councillors with a conflict of interest in the matter, and the matter cannot be delegated. The councillor with the conflict of interest must apply to the Minister for approval to participate. The Minister may give the approval subject to the conditions stated in the notice of approval.



- 9.5 Once the councillor has either left the area where the meeting is being conducted or remains in the meeting under ministerial approval, the council can continue discussing and deciding on the matter at hand. However, if the prescribed conflict of interest was reported to the meeting by a councillor other than the subject councillor, then the councillor must disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA, will apply. If the councillor with the suspected COI considers there is no conflict of interest then the eligible councillors must make a decision whether or not the subject councillor has a prescribed conflict of interest under section 150EX(2) of the LGA.

10 Declarable conflict of interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at council or committee meetings that might lead to a decision that is contrary to the public interest (other than the interests that are not declarable conflicts of interest prescribed under section 150EO of the LGA or section 177L of the COBA and ordinary business matters prescribed under section 150EF of the LGA or section 177C of the COBA).

A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the councillor or councillors may disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA or section 177O of the COBA, will apply. The eligible councillors must then make a decision under section 150EX(2) of the LGA or section 177U(2) of the COBA applies.

When dealing with a declarable conflict of interest, councillors must abide by the following procedures:

- 10.1 A councillor who has notified the chief executive officer of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting.
- 10.2 A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must stop participating in the decision on the matter and must inform the meeting of the conflict of interest including the particulars.
- 10.3 When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
- the nature of the declarable conflict of interest;
 - A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must stop participating in the decision on the matter and must inform the meeting of the conflict of interest including the particulars.
 - I. the name of the related party to the councillor; and
 - II. the nature of the relationship of the related party to the councillor; and
 - III. the nature of the related party's interest in the matter;
 - if it arises because of a gift or loan from another person to the councillor or a related party:
 - I. the name of the other person; and
 - II. the nature of the relationship of the other person to the councillor or related party; and
 - III. the nature of the other person's interest in the matter; and
 - IV. the value of the gift or loan and the date the gift or loan was made.
- 10.4 After a councillor has declared a conflict of interest, the councillor should consider leaving the



meeting while the matter is discussed unless they have ministerial approval to participate, or they have reasons why their participation would improve making the decision in the public interest.

- 10.5 If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision as prescribed in section 150ES of the LGA. In deciding on a councillor's declarable conflict of interest in a matter, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of eligible councillors is less than a majority or do not form a quorum for the meeting or is a single eligible councillor consistent with section 150ET of the LGA section 177Q of the COBA. If there is a single eligible councillor deciding, then a seconder for the resolution is not required.

Note: *The ability to make a resolution without a seconder applies when making a resolution under section 150ES of the LGA or section 177P of the COBA.*

- 10.6 The other eligible councillors or councillor at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The councillor must comply with any decision or condition imposed by the eligible councillors.
- 10.7 The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 10.8 When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the eligible councillors should consider the particular circumstances of the matter including, but not limited to;
- how does the inclusion of the councillor in the deliberation affect public trust,
 - how close or remote is the councillor's relationship to the related party,
 - if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received,
 - will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them,
 - how the benefit or detriment the subject councillor stands to receive compares to others in the community,
 - how this compares with similar matters that council has decided and have other councillors with the same or similar interests decided to leave the meeting,
 - whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 10.9 If the eligible councillors cannot decide about the declarable conflict of interest of a councillor, they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter as prescribed in section 150ET(3) of the LGA or section 177Q (3) of the COBA.
- 10.10A decision about a councillor who has a declarable conflict of interest in a matter will apply to



participating in the decision and all subsequent decisions about the same matter as prescribed in section 150ET(4) of the LGA section 177Q (4) of the COBA, unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. briefing sessions or workshops.

10.11 In making the decision, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).

10.12 A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the LGA or section 177S of the COBA.

11 Reporting a suspected conflict of interest

If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or a declarable conflict of interest, and that councillor is participating in a decision on that matter, the informing councillor who believes that a conflict of interest exists must immediately inform the chairperson of the meeting of their belief or suspicion and the facts and circumstances that led to their belief or suspicion.

11.1 The chairperson then should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the relevant councillor agrees they have a conflict of interest, the councillor must follow the relevant meeting procedures above for prescribed and declarable conflicts of interest.

11.2 If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.

11.3 The eligible councillors must then decide whether the relevant councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have any conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant meeting procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillors participation.

11.4 If the eligible councillors at the meeting cannot make a decision about, whether a councillor has a declarable conflict of interest under section 150ER of the LGA or section 177Q of the COBA, or whether the councillor may or may not participate in the decision despite the subject councillor's declarable conflict of interest under section 150ES of the LGA or section 177P of the COBA, then they are taken to have determined that the councillor must leave the meeting and stay away while the matter is being decided under section 150ET(3) of the LGA or section 177Q(3) of the COBA. A decision under these provisions about a councillor participating in the meeting applies to the matter and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide that the subject councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. workshops.

11.5 When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details of how the conflict of interest was dealt with, being (section 150FA of the LGA or section 177X of the COBA):

- The name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest
- The particulars of the prescribed or declarable conflict of interest provided by the councillor



- The actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest
- Any decision then made by the eligible councillors
- Whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval
- The council's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision
- The name of each eligible councillor who voted on the matter and how each voted.

11.6 If the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor:

- The name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.

11.7 Where a decision has been made under section 150ES of the LGA or section 177P of the COBA – the minutes must include:

- The decision and reasons for the decision, and
- The name of each eligible councillor who voted, and how each eligible councillor voted.

12 Loss of quorum

12.1 In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the council must resolve to:

- delegate the consideration and decision on the matter, as described in section 257 of the LGA or section 238 of the COBA, unless the matter cannot be delegated under subsection 3 of both sections because an Act says it must be decided by resolution of the council
- decide by resolution to defer the matter to a later meeting
- decide by resolution not to decide the matter and take no further action in relation to the matter.

12.2 The council may by resolution delegate a power under section 257 of the LGA or section 238 of the COBA to:

- The mayor or chief executive officer, or
- A standing committee, or joint committee of council, or
- The chairperson of a standing committee or joint standing committee of council – does not apply to Brisbane City Council, or
- Another local government for a joint government activity.
- The Establishment and Coordination Committee – only applies to Brisbane City Council

12.3 The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

12.4 The council may only delegate a power to make a decision about a councillor's conduct under section 150AG of the LGA pursuant to section 257(2) of the LGA, to:

- The mayor or
- A standing committee.

12.5 A council may only delegate a power to make a decision about a councillor's conduct pursuant



to section 238(2) of the COBA, to:

- The mayor, or
- The Establishment and Coordination Committee, or
- A standing committee of the council.

12.6 If the matter cannot be delegated under an Act, The Minister for Local Government may, by signed notice give approval for a conflicted councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

Motions

13 Motion to be moved

13.1 A councillor is required to 'move' a motion and then another councillor is required to 'second' the motion. When a motion has been moved and seconded, it will become subject to the control of the council and cannot be withdrawn without the consent of the council meeting.

13.2 Other councillors can propose amendments to the motion, which must be voted on before voting on the final motion:

- A motion brought before a meeting of the local government in accordance with the LGA or these standing orders will be received and put to the meeting by the chairperson.
- The chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
- The chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.

13.3 The chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is raised to a motion being taken as a formal motion, and the motion is then seconded, the chairperson may put the motion to the vote without discussion and the vote can occur.

13.4 No more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.

14 Absence of mover of motion

14.1 Where a Councillor who has given notice of a motion is absent from the meeting of the local government at which the motion is to be considered, the motion may be:

- moved by another Councillor at the meeting, or
- deferred to the next meeting.

15 Motion to be seconded

15.1 A motion or an amendment to a motion shall not be debated at a meeting of the local government unless or until the motion or the amendment is seconded.

15.2 Procedural motions are an exception to this rule and do not need to be seconded.

16 Amendment of Motion

16.1 An amendment to a motion should maintain or further clarify the intent of the original motion



and does not contradict the motion.

- 16.2 Where an amendment to a motion is before a meeting of the local government, no other amendment to the motion will be considered until after the first amendment has been voted on.
- 16.3 Where a motion is amended, the original motion cannot be re-introduced as a subsequent amendment to the first amended motion.

17 Speaking to motions and amendments

- 17.1 The mover of a motion or amendment shall read it and shall state that it is so moved but shall not speak to it until it is seconded.
- 17.2 The chairperson will manage the debate by allowing the councillor who proposed the motion the option of speaking first on the motion. The chairperson will then call on any other councillors who wish to speak against the motion and then alternatively for and against the motion as available, until all councillors who wish to speak have had the opportunity.
- 17.3 A councillor may make a request to the chairperson for further information before or after the motion or amendment is seconded.
- 17.4 The mover of a motion or amendment has the right to reply. Each councillor will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 17.5 Each speaker will be restricted to not more than five (5) minutes unless the chairperson rules otherwise.
- 17.6 Where two or more councillors indicate they may wish to speak at the same time, the chairperson will determine who is entitled to priority.
- 17.7 In accordance with section 254H of the LGR or section 242H(2) of the City of Brisbane Regulation 2012(COBR), if a decision made at the council meeting is inconsistent with a recommendation or advice given to the council by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

Note: *If a report contains distinct recommendations, the decision of the council may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.*

18 Method of taking vote

- 18.1 The chairperson will call for all councillors in favour of the motion to indicate their support. The chairperson will then call for all councillors against the motion to indicate their objection.
- 18.2 A councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minutes of the meeting will record the names of councillors voting in the affirmative and of those voting in the negative. The chairperson will declare the result of a vote or a division as soon as it has been determined.
- 18.3 Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.
- 18.4 Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

19 Withdrawing a motion

- 19.1 A motion or amendment may be withdrawn by the mover with the consent of the council, which will be without debate, and a councillor will not speak to the motion or amendment after the mover has been granted permission by the council meeting for its withdrawal.



20 Repealing or amending resolutions

- 20.1 A resolution of the local government may not be amended or repealed unless notice of motion is given in accordance with the requirements of the legislation.
- 20.2 Councillors present at the meeting at which a motion to repeal or amend a resolution is put may defer consideration of that motion. The deferral may not be longer than three (3) months.

21 Procedural motions

- 21.1 A councillor at a meeting of the local government may, during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:
- I. that the question/motion be now put before the meeting;
 - II. that the motion or amendment now before the meeting be adjourned;
 - III. that the meeting proceeds to the next item of business,
 - IV. that the question lie on the table;
 - V. a point of order;
 - VI. a motion of dissent against the chairperson's decision;
 - VII. that this report/document be tabled;
 - VIII. to suspend the rule requiring that (insert requirement);
 - IX. that the meeting stands adjourned.
- 21.2 A procedural motion that 'the question be put' may be moved and, where the procedural motion is carried, the chairperson will immediately 'put the question to the motion' or amendment to that motion under consideration. Where the procedural motion is lost, debate on the motion or amendment to that motion will resume.
- 21.3 A procedural motion that the motion or amendment now before the meeting be adjourned, may specify a time or date to which the debate will be adjourned. Where no date or time is specified:
- a further motion may be moved to specify a time or date; or
 - the matter about which the debate is to be adjourned, will be included in the business paper for the next meeting.
- 21.4 Where a procedural motion that the meeting proceed to the next item is carried, debate on the matter that is the subject of the motion will cease and may be considered again by the local government on the giving of notice in accordance with the standing orders.
- 21.5 A procedural motion that the question lie on the table will only be moved where the chairperson or a councillor requires additional information on the matter before the meeting (or the result of some other action of the council or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the council will proceed with the next matter on the business paper. A motion that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.
- 21.6 Any councillor may ask the chairperson to decide on a point of order where it is believed that another councillor:
- has failed to comply with proper procedures;
 - is in contravention of the legislation; or
 - is beyond the jurisdiction power of the council meeting.

Note: *Points of order cannot be used as a means of contradicting a statement made by the councillor speaking. Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended. The chairperson will determine whether the point of order is upheld.*



- 21.7 Upon the question of order suddenly arising during the process of a debate, a councillor may raise a point of order, and then the councillor against whom the point of order is raised, will immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.
- 21.8 A councillor may move a motion of dissent in relation to a ruling of the chairperson on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made. For example:
- 21.9 Where a motion of dissent is carried, the matter to which the ruling of the chairperson was made will proceed as though that ruling had not been made. Where the opposite ruling is made, that the matter was discharged as out of order, it will be restored to the business paper and be dealt with in the normal course of business.
- 21.10 The motion that a report/document be tabled may be used by a councillor to introduce a report or other document to the meeting only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.
- 21.11 A procedural motion 'to suspend the rule requiring that.', may be made by any councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of the suspension.
- 21.12 A procedural motion that the meeting stands adjourned, may be moved by a councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a councillor's time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting, the council meeting will continue with the business before the meeting at the point where it was discontinued on the adjournment.

22 Questions

- 22.1 At a local government meeting, a councillor may ask a question for reply by another councillor or an officer regarding any matter under consideration at the meeting.
- 22.2 Questions will be asked categorically and without argument and no discussion will be permitted at the council meeting in relation to a reply or a refusal to reply to the question.
- 22.3 A councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.
- 22.4 A councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 22.5 The chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a councillor may move a motion that the chairperson's ruling be disagreed with, and if carried the chairperson will allow the question.



Meeting Conduct

23 Process for dealing with Unsuitable Meeting Conduct

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a council meeting and contravenes a behavioural standard of the Code of Conduct for Councillors. When dealing with an instance of unsuitable conduct by a councillor in a meeting, the following procedures must be followed:

- 23.1 The chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a councillor at a meeting.
- 23.2 If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has been issued with any previous warnings for unsuitable meeting conduct. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under section 23.7 below.
- 23.3 If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial actions such as:
- ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct
 - apologising for their conduct
 - withdrawing their comments.
- 23.4 If the councillor complies with the chairperson's request for remedial action, no further action is required.
- 23.5 If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order for unsuitable meeting conduct being issued.
- 23.6 If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 23.7 If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 23.2 the chairperson may make one or more of the orders below:
- an order reprimanding the councillor for the conduct
 - an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 23.8 If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 23.9 Following the completion of the meeting, the chairperson must ensure:
- details of any order issued is recorded in the minutes of the meeting
 - if it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next meeting of the council as suspected inappropriate conduct
 - The council's chief executive officer (CEO) is advised to ensure details of any order made is updated in the council's councillor conduct register.
 - If the conduct of a councillor at the meeting becomes inappropriate conduct; in accordance with section 150J of the LGA, it is not required to be notified to the independent assessor and may be dealt with under section 150AG of the LGA at the next council meeting.
- 23.10 Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent



for parts 23.2, 23.3, 23.7 and 23.8 above.

Note: Chairpersons of a meeting are carrying out a statutory responsibility under the LGA to manage and lead the meeting. As such, where a chairperson behaves inappropriately in a meeting this involves a serious breach of the trust placed in them as the chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent Assessor (OIA) to be dealt with. However, breaches of trust don't arise because councillors disagree with the chairperson's decision or ruling during the meeting.

24 General conduct during meetings

- 24.1 After a meeting of the council has been formally constituted and the business commenced, a councillor will not enter or leave from the meeting without first notifying the chairperson.
- 24.2 Councillors will speak to each other or about each other during the local government meeting by their respective titles ('mayor' or 'councillor'), and when speaking of or addressing officers will call them by their respective official or departmental title and will confine their remarks to the matter under consideration.
- 24.3 No councillor who is speaking will be interrupted except upon a point of order being raised either by the chairperson or by another councillor.
- 24.4 When the chairperson speaks during the process of a debate, the councillor speaking or offering to speak will immediately cease speaking, and each councillor present will observe strict silence so that the chairperson may be heard without interruption.

25 Meeting process for dealing with suspected inappropriate conduct which has been referred to a local government by the Independent Assessor (IA)

Pursuant to Chapter 5A, Part 3, Division 5 of the LGA (Referral of conduct to a local government) a referral from the Independent Assessor (IA) of inappropriate conduct or an instance of suspected inappropriate conduct that may arise from circumstances under paragraph 23.9 dot point two of this document requires that the local government must complete an investigation into the alleged conduct.

- 25.1 The investigation must be conducted in a way that is consistent with the local government's investigation policy including:
- consistent with any recommendations from the IA, or
 - In another way decided by resolution of the council.
- 25.2 After the completion of the investigation, the council must decide in a council meeting, whether the councillor has engaged in inappropriate conduct. Unless in accordance with section 150AG of the LGA, it has delegated responsibility for this decision to the mayor under section 257(2)(a) or to a standing committee section 257(2)(b) of the LGA or for the Brisbane City Council section 238(2)(a),(b) or (c) of the COBA.
- 25.3 When dealing with an instance of suspected inappropriate conduct which has been referred to a council by the IA:
- 25.3.1 The council must be consistent with the local government principle of transparent and accountable decision making in the public interest by dealing with suspected inappropriate conduct in an open meeting of the council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the council may resolve to go into closed session under section 254J(3)(f) of the LGR or section 242J(3)(f) of the COBR to discuss the allegation. No resolution for a decision can be made in the closed session.
- 25.3.2 The subject councillor has a declarable conflict of interest in the matter but is permitted to remain in the meeting (unless council decides otherwise), during the debate about whether the councillor engaged in the inappropriate conduct and answer questions from the chairperson to



assist the other councillors in making a decision. This permission to remain in the meeting for the debate is conditional on the subject councillor leaving the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the councillor is found to have committed inappropriate conduct.

25.3.3 If the complainant is a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 4. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other councillors must decide how to deal with the conflict of interest under section 4. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied.

25.3.4 The council must debate the issue and decide whether the subject councillor engaged in inappropriate conduct. If the council has lost quorum due to the number of conflicted councillors or another reason, the local government must do one of the following:

- delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, or under section 238 of the COBA, to the mayor or the Establishment and Coordination Committee, or a standing committee, whichever is the most appropriate in the circumstances or
- decide, by resolution, to defer the matter to a later meeting when a quorum will be present, or
- decide, by resolution, not to decide the matter and take no further action in relation to the matter.

25.3.5 If a decision is reached that the subject councillor has engaged in inappropriate conduct, then the councillors must decide what penalty or penalties from the orders detailed below, if any, to impose on the councillor. In deciding what penalty to impose the council may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the council is reasonably satisfied is true

25.3.6 The council may order that no action be taken against the councillor or make one or more of the following:

- an order that the councillor make a public admission that the councillor has engaged in inappropriate conduct;
- an order reprimanding the councillor for the conduct;
- an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense;
- an order that the councillor be excluded from a stated council meeting;
- an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, (e.g. that the councillor is ordered to resign from an appointment representing the local government on a state board or committee);
- an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct;
- an order that the councillor reimburse the council for all or some of the costs arising from the councillor's inappropriate conduct.

25.4 In relation to a person who is no longer a councillor, a local government may not make an order that the former councillor attend training/counselling, be suspended from a meeting, be removed or resign from a position or that the same conduct will be treated as misconduct in future.



25.5 The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the decision made by council and if relevant any orders they have made.

25.6 The minutes of the meeting must reflect the decision made.

26 Disorder

26.1 The chairperson may adjourn the meeting of the local government, where disorder arises at a meeting other than by a councillor.

26.2 On resumption of the meeting, the chairperson will move a motion, to be put without debate, to determine whether the meeting will proceed. Where the motion is lost, the chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

Attendance and Non-Attendance

27 Attendance of public and the media at meeting

27.1 An area shall be made available at the place where any meeting of the local government is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.

27.2 When the local government is sitting in closed session, the public and representatives of the media will be excluded from the meeting.

28 Closed session

28.1 A local government council meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its councillors and members consider it necessary to discuss any of the following matters pursuant to section 254J(3) of the LGR or section 242J(3) of the COBR:

- Appointment, dismissal or discipline of the CEO or, in the case of Brisbane City Council only, also for senior executive employees;
- industrial matters affecting employees;
- the council's budget which does not include the monthly financial statements;
- rating concessions;
- Legal advice obtained by the local government or legal proceedings involving the local government, including for example, legal proceedings that may be taken by or against the local government;
- matters that may directly affect the health and safety of an individual or a group of individuals;
- Negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;
- negotiations relating to the taking of land by the council under the Acquisition of Land Act 1967;
- A matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State.

28.2 A council or committee meeting cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible



councillors at the meeting must decide whether the councillor has a declarable conflict of interest in the matter.

28.3 Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting and the council must;

- delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated,
- decide by resolution to defer the matter to a later meeting when a quorum may be available,
- decide by resolution not to decide the matter and take no further action in relation to the matter.

Note: *None of the above will be voted on during a closed session. If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting.*

28.4 To take a matter into a closed session the council must abide by the following process:

- pass a resolution to close the meeting
- the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered
- if the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into closed session must be stated
- no resolution can be made while in a closed meeting (other than a procedural resolution).

28.5 None of the above will be considered, discussed, voted on or made during a closed session.

29 Teleconferencing of meetings

29.1 If a councilor wishes to be absent from a council meeting place during a meeting, the councillor must apply to the local government to participate by teleconference, at least three (3) business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence. The local government may allow a councillor to participate in a council or committee meeting by teleconference.

Note: *There is no legislative requirement for a resolution by council to allow a councillor to participate by audio link or audio visual link. This means the council may delegate the matter. For example, council may delegate to the chairperson of the council or a committee meeting the ability to decide whether a councillor can attend a meeting by audio link or audio-visual link.*

29.2 The councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

Note: *Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.*

Adopted by Council 15 November 2023 by Resolution

Mark Crawley
Chief Executive Officer

BUSINESS PAPERS

9.8 2024 COUNCIL MEETING DATES

Attachments:	9.8.1. 2024 Council Meeting Dates ↓
Author:	Angeline Pascoe - Executive Assistant
Date:	19 October 2023
Key Outcome:	7.3 - Strategic management of Council
Key Strategy:	7.3.1 Develop and implement local laws, policies, standards and codes in accordance with legislative requirements and ensure compliance.

Executive Summary:

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

The proposed meeting dates for 2024 are presented for Council's consideration and adoption.

Carpentaria Shire Council meetings are traditionally held on the third Wednesday and following Thursday (if required) of each month. These dates have been recommended for the 2024 year with the exception of the December meeting. The December meeting has been brought forward due to the Christmas close down period and to allow any follow up items after the meeting to be actioned prior to the close down.

RECOMMENDATION:

That Council adopt the 2024 Council Meeting dates as presented:

- 17 & 18 January;
- 21 & 22 February;
- 13 & 14 March;
- 17 & 18 April (at Karumba);
- 15 & 16 May;
- 19 & 20 June;
- 17 & 18 July (Budget Meeting);
- 21 & 22 August;
- 18 & 19 September;
- 16 & 17 October (at Karumba);
- 20 & 21 November; and
- 11 & 12 December (earlier due to Christmas)

Background:

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

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

BUSINESS PAPERS

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

Consultation (Internal/External):

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

Legal Implications:

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

Financial and Resource Implications:

- Nil.

Risk Management Implications:

- Nil.



CARPENTARIA SHIRE
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 Email - council@carpentaria.qld.gov.au

Meeting Dates for 2024

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

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

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

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

Month	Agenda Due	Meeting Date	Meeting Type
January	9	17 18	Ordinary Meeting Ordinary Meeting
February	13	21 22	Ordinary Meeting Ordinary Meeting
March	5	13 14	Ordinary Meeting Ordinary Meeting
April	9	17 18	Ordinary Meeting - Karumba Ordinary Meeting
May	7	15 16	Ordinary Meeting Ordinary Meeting
June	11	19 20	Ordinary Meeting Ordinary Meeting
July	9	17 18	Ordinary Meeting Budget Meeting
August	13	21 22	Ordinary Meeting Ordinary Meeting
September	10	18 19	Ordinary Meeting Ordinary Meeting
October	8	16 17	Ordinary Meeting - Karumba Ordinary Meeting
November	12	20 21	Ordinary Meeting Ordinary Meeting
December	3	11 12	Ordinary Meeting Note: 1 week earlier due to Christmas

BUSINESS PAPERS

10 REPORTS FROM DIRECTOR OF CORPORATE SERVICES

10.1 DCS REPORT

Attachments: 10.1.1. Local Laws Report - October 2023 [↓](#)
Author: Julianne Meier - Director Corporate Services
Date: 9 November 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:	Ref:	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.
Apr 23		Raw Water Policy	In Progress	In liaison with MWW, the policy is now in draft. We do not expect to finalise until the Declared Service Areas have been mapped by the Water and Waste team.
Jan 23		Waste behind Karumba Transfer Station in Karumba	Ongoing	Hoping to secure funding to support the clean-up of waste behind the Karumba Transfer Station that has accumulated over several years. Discussing options with DOE, may consider moving part of this with the cyclone clean up.
Apr 23		Agistment Agreements	In Progress	Modernise agreements, confirm tenure and capacity to lease, go to market. 298/9/23 Have resumed discussions with Preston.
Aug 23		Cemetery Masterplan	In Progress	To handover current state to new Director. Seeking quotations for: <ul style="list-style-type: none"> • Karumba Cemetery fencing • Survey of Karumba Cemetery site and road reserve. The area is under State Management Land and subject to Native Title.
Aug 23		Weed spraying of calotrope around Karumba Transfer Station	Started and ongoing	Have commenced spraying weeds around Karumba Transfer Station, and plan to continue until area becomes inaccessible.
Aug 23		Karumba Day Care Centre	In Progress	Funding sourced to construct building on Council Land. Confirm ownership of building, prior to significant maintenance works being carried out.
Sep 23		Wi-Fi Access point in Council's Boardroom	Not Started	Discussing options with Managed Service Provider.
Oct 23		Set up a Disaster Relief Reserve	In Progress	To establish a reserve in the accounts and initiate a transfer to Reserves for the trust funds to be transferred to a cash backed reserve, rather than to the general fund.

BUSINESS PAPERS

2. Budget Update

The 2023/2024 budget was adopted at the 22nd June 2023 Budget Meeting. An extract of the budget areas of responsibility of the Directorate are shown below.

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure				
Animal Control	85,237	10,281	0	10,281
Cemeteries	54,900	28,404	1,955	30,359
Corporate Services	50,000	0	15,000	15,000
Environmental Health	19,400	6,395	0	6,395
Information Technology	735,932	220,880	1,482	222,362
Local Laws	120,206	27,496	0	27,496
Major Opex	0	10	0	10
Mosquito Control	51,000	0	0	0
Pensioner Housing	43,000	23,699	0	23,699
Pest Management Operations	143,881	82,014	727	82,741
Property And Leases	5,000	897	0	897
Stores & Purchasing	453,631	119,991	405	120,396
Wages On-Costs	0	1,472	0	1,472
Weed Control	366,272	33,549	4,000	37,549
Operating Expenditure Total	2,128,458	555,087	23,570	578,657
Operating Income				
Animal Control	-2,000	-561	0	-561
Cemeteries	-20,000	-7,318	0	-7,318
Environmental Health	-2,500	-2,300	0	-2,300
Local Laws	-27,500	-1,070	0	-1,070
Pensioner Housing	-27,000	0	0	0
Property And Leases	-83,000	-7,343	0	-7,343
Staff Housing	-253,500	-64,337	0	-64,337
Operating Income Total	-415,500	-82,929	0	-82,929
Grand Total	1,712,958	472,158	23,570	495,728

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure				
Admin And Customer Service	553,997	170,129	1,200	171,329
Financial Services	1,263,068	358,776	1,290	360,066
Payroll	50,000	-29,844	0	-29,844
Rates Management	206,385	84,226	1,528	85,753
Records Management	193,533	37,640	0	37,640
Wages On-Costs	-1,400,617	-220,423	0	-220,423
Operating Expenditure Total	866,367	400,504	4,018	404,521
Operating Income				
Admin And Customer Service	-500	-2,524	0	-2,524
Financial Services	-5,997,084	-386,947	0	-386,947
Rates Management	-4,699,000	-2,383,305	0	-2,383,305
Operating Income Total	-10,696,584	-2,772,777	0	-2,772,777
Grand Total	-9,830,217	-2,372,273	4,018	-2,368,256

BUSINESS PAPERS

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure				
Apprenticeships / Traineeship	67,000	13,948	7,993	21,941
Enterprise Bargaining	35,000	0	0	0
Human Resource Operations	449,344	112,269	73,225	185,494
Learning & Development	208,800	32,229	1,500	33,729
Workplace Health And Safety	528,294	372,519	66,060	438,579
Operating Expenditure Total	1,288,438	530,964	148,779	679,743
Operating Income				
Apprenticeships / Traineeship	-53,000	-4,545	0	-4,545
Operating Income Total	-53,000	-4,545	0	-4,545
Grand Total	1,235,438	526,419	148,779	675,197

3. Program Update

Local Laws

The stats are attached for review.

The Local Laws Officer continues to catch around 40 cats a week. The tourists have mostly gone, and we are now focusing on finalizing the overgrown allotments and abandoned vehicles. Illegal dump

Wild Dog Bounty

A number of bounties have been paid out since a slow start in July. The following table shows the number of bounties paid and the remaining budget. 75% of the \$10,000 budget has been paid out.

Month	Bounty Scheme 2023 to 2024		
	Wild dogs (Qty claimed)	Monthly Total	Budget Remaining
Jul-23		0	10,000
Aug-23	15	750	9,250
Sep-23	85	4,250	5,000
Oct-23	50	2,500	2,500
Nov-23		0	2,500
Dec-23		0	2,500
Jan-24		0	2,500
Feb-24		0	2,500
Mar-24		0	2,500
Apr-24		0	2,500
May-24		0	2,500
Jun-24		0	2,500
Total	150	7,500	2,500

Abandoned Vehicles

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A public notice has been placed on Facebook and lists 27 abandoned vehicles currently held at the Normanton Waste Facility. The 30-day time period for advertising these vehicles has now lapsed, so they can now be auctioned.

For Information.

Pest and Weed Management

Round 2 of the baiting program is almost completed with one property requesting to do baiting at the end of November. The RLO has worked with various stations to plan the round. Unfortunately, we were unable to confirm with some of the stations that did not participate. It is possible they had conflicting commitments and chose not to participate. The RLO plans to visit some of these stations to establish connections in the coming months.

1080 Baiting

A total of 24 properties have participated in the round two program, with another two planning a late bait in November. Eight properties did not participate in round two.

The table below shows some of the work completed for the month:

Stations that participated in Round 2	Stations that did not participate
Haydon & Timora	Dunbar – unfortunately had a change of plans and requested baiting end of November.
Miranda Downs	Talawanta – did not want to bait during round two period. Did suggest may be baiting after round two sometime.
Rutland Plains	Neumayer Valley – Did not bait at all this year due to Low sightings of Feral Pigs and Wild Dogs and prefers other methods of animal control
Koolatah	Mutton Hole – Expressed interest in round two, and planned a date, however, have proposed a new date in November.
Lorraine	Augustus Downs – opted out of round two program due to other commitments.
Cowan Downs	Iffley – No successful communications.
Magowra	Shady Lagoon - Expressed interest in round two, however unable to confirm dates.
Vanrook	Broadwater - No successful communications
Dorunda	Inverleigh West - Failed to establish communications and confirm. The owners suggested they utilised dogs for mustering and were therefore unlikely to participate in round two due to risk of their mustering dogs picking up baits.
Inkerman	Milgarra – Failed to establish communications and confirm.
Lotusvale	

BUSINESS PAPERS

Stations that participated in Round 2	Stations that did not participate
Double Lagoon	
Stirling	
Mundjuro	
Donors Hill	
McAllister	
Warren Vale	
Glenore	
Wondoola	
Inverleigh	
Wernadinga	
Delta Downs	
Karumba Holdings	
Maggierville	

Weeds

The RLO has been working on finalising the baiting program over the month of October, however, was able to undertake some weed spraying in the Karumba area across from the Recreation Club on the following dates:

- 29 / 09 / 2023 – Karumba
- 05 / 10 / 2023 – Karumba
- 10 / 10 / 2023 – Karumba
- 13 / 10 / 2023 – Karumba
- 17 / 10 / 2023 – Karumba

Target species are Neem Tree, Calotrope, Chinee Apple, Rubber Vine, and Rain Tree. The target area is right side of road heading into Karumba, opposite to the Golf Course.

For information.

4. Other Items

Stores Stocktake – Fuel

A stock take of fuel has been undertaken at the end of period 2. There was a minor credit variance. Cyclic stock takes are planned to be conducted each swing, so any significant variances are identified early.

There are no updates to provide to this meeting, and another stock take is planned to be conducted next swing.

For information.

5. Audit

Internal Audit

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The Internal Audit Plan for financial years 2023 to 2025 sets out what areas Council intends to audit over the next three years. In the 2023/24 year there are the following phases:

1. Procurement Policy Review
2. Process mapping workflows, including internal control gateways
3. Business practice re-alignment
 - a. Procurement Compliance – batch testing
 - b. Purchase requisitioning and goods receipting practices

Item 1 and 3a has been finalised and was presented as a separate report in October for review.

Work is ongoing with the other items.

For information.

External Audit

Our auditors have issued an unqualified audit opinion on the financial statements, and there are two separate reports for.

1. Annual Report
2. Auditor General's Closing Report to be tabled by the Mayor

This year's audit has been a rather smooth process, as the team has been relatively stable, and adequately resourced. For the more technical requirements Council does use external resources to support the reconciliation and review process.

Consultation (Internal/External):

- Mark Crawley - Chief Executive Officer
- Local Laws Officer – Phil Grieve
- Internal Auditor – Pacifica
- External Auditor – Crowe Australasia
- Rural Lands Officer – Carl Casey

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.

2023/2024 Local Laws Reporting														
Month	New Animal Registrations				Impounded Animals				Euthanized Animals					
	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba
Jul-23	3	10			6	0	62	30	5	0	62	30		
Aug-23					8	0	45	25	6	0	45	25		
Sep-23	3				5	0	45	18	4	0	45	18		
Oct-23					6	0	35	4	3		35	4		
Nov-23														
Dec-23														
Jan-24														
Feb-24														
Mar-24														
Apr-24														
May-24														
Jun-24														
Total	6	10	0	0	25	0	187	77	0	0	187	77	0	0

Rounded Current Penalty Unit

\$154.80 x 2

\$309.60

2023/2024 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-23	0	1	5	2										
Aug-23	0	2	4	1					-	-	-	-	-	-
Sep-23	0	1	7	1					-	-	-	-	-	-
Oct-23	0	0	3	0					-	-	-	-	-	-
Nov-23									-	-	-	-	-	-
Dec-23									-	-	-	-	-	-
Jan-24									-	-	-	-	-	-
Feb-24									-	-	-	-	-	-
Mar-24									-	-	-	-	-	-
Apr-24									-	-	-	-	-	-
May-24									-	-	-	-	-	-
Jun-24									-	-	-	-	-	-
Total	0	4	19	4	0	0	0	0	0	0	0	0	0	0

BUSINESS PAPERS

10.2 MONTHLY FINANCIAL REPORT - OCTOBER 2023

Attachments: 10.2.1. Monthly Financial Statements - October 2023 [↓](#)
10.2.2. Cash - October 2023 [↓](#)
10.2.3. Rates and Services Charges Receivable - October 2023 [↓](#)

Author: Jade Nacario - Manager Finance and Administration

Date: 9 November 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 31 October 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 31 October 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 31 October 2023 are attached for Council's information.

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

BUSINESS PAPERS

Sustainability Ratios

Indicator	Target	Formula	31 October 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	1.82	Council has 1.82 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	26.85%	The budget projection is at -9.4%.
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	4.75	Indicates Council can pay its operating expenses on the next five months with current cash balance. Note: Based on 23.24 budget and using Council total cash at bank less cash reserves
EBITDA Ratio (Earnings Before Income Tax, Depreciation and Amortisation)	Breakeven	Operating Result + Depreciation + QTC Finance Costs / Operating Revenue	\$(2,456,472)	The EBIDA Ratio indicates Council's revenue is higher than operating expenses by \$(2,456,472).

Statement of Comprehensive Income

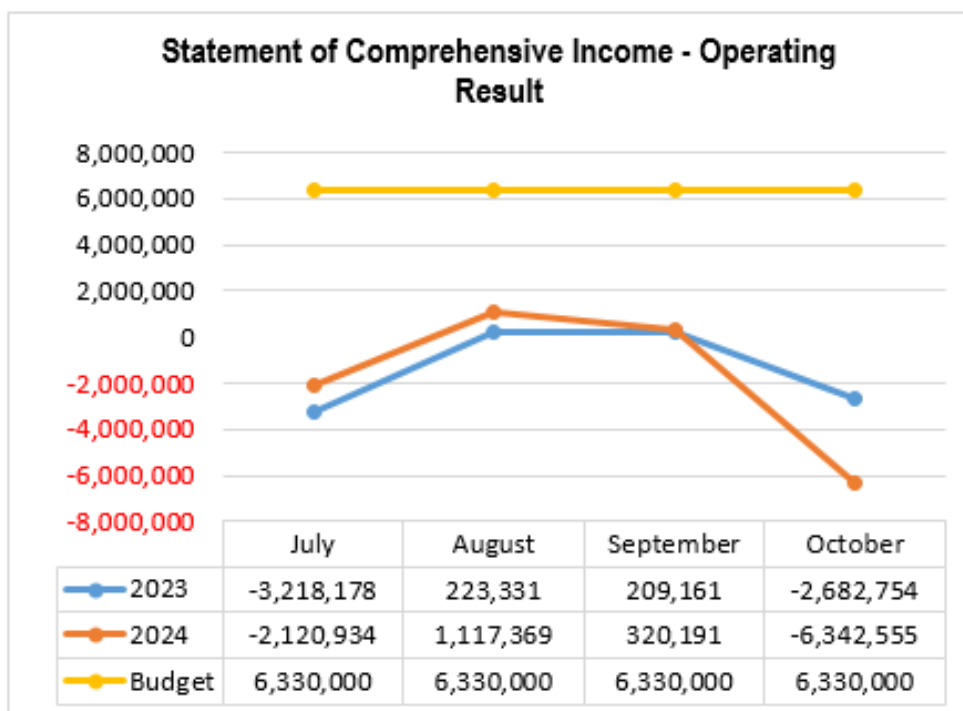
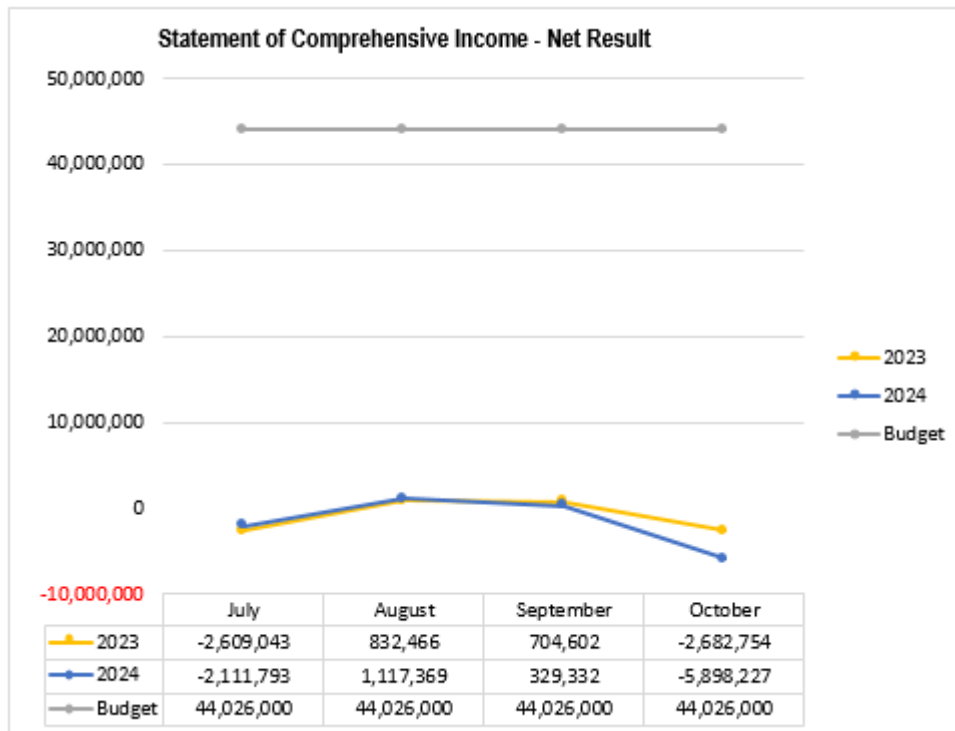
For the fourth month of the financial year 2023/2024, the comprehensive income statement net result indicated a deficit of \$5,898,227. This is the sum of \$23,625,214 in recurrent revenue, \$29,967,769 in recurrent expenditure and \$444,328 in capital revenue.

	Actual (1 July 2023 to 31 October 2023)	Budget (1 July 2023 to 30 June 2024)
Recurrent Revenue	23,625,214	67,539,000
Recurrent Expenses	29,967,769	73,689,000
Net Operating	(6,342,555)	(6,150,000)
Capital Revenue	444,328	50,356,000
Capital Expense	0	0
Net Result	(5,898,227)	44,026,000

*Please see attached Comprehensive Income Statement for details.

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



Operational Budget

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The Statement of Comprehensive Income shows a variance column which is only an indicator of where Council's operational budget is.

Item	Actual	Budget	%	Analysis												
Rates	4,103,913	8,918,000	46.02%	<p>↑ Actual is higher than budgeted amount.</p> <p>Council levies rates and service charges twice yearly, in August (covering the period 1 July to 31 December) and February (covering the period 1 January to 30 June). The actual amount is the revenue for the first levy issued in August 23, excluding water consumption charges. As the water consumption charges levied in August are applicable to the prior accounting period (1 January to 30 June 2023) the accounting treatment requires water consumption charges be posted back to the previous financial year to which they relate. This is partly why the first levy is less than half of the budgeted amount.</p>												
Interest Income	604,932	300,000	201.64%	<p>↑ Actual is significantly higher than budgeted amount.</p> <p>The favourable variance is a result of conservative budgeting, the increase interest rates this financial year and due to Council maintaining higher cash balance on its QTC Investment account.</p>												
Income from Operations and Sales	2,943,625	14,665,000	20.07%	<p>↓ Actual is significantly lower than budgeted amount.</p> <p>The variance is mainly due to Main Roads Projects. The actual income received is based on the council's eligibility to process claims.</p> <table border="1"> <thead> <tr> <th></th> <th>Actuals</th> <th>Budget</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>RMPC</td> <td>649,985</td> <td>2,040,000</td> <td>31.86% ●</td> </tr> <tr> <td>TMR Recoverable</td> <td>2,178,289</td> <td>12,500,000</td> <td>17.43% ●</td> </tr> </tbody> </table> <p>As of 31 October 2023, Council had spent a total of \$6,791,175.21 on RMPC and TMR projects, however the amount claimed was \$2,828,274.31. A total of \$3,962,900.90 remains unclaimed. The last claim for TMR Recoverable Works was in the month of August 2023 while RMPC had processed two claims in the last four months.</p> <p>More information about TMR projects will be provided in the Director of Engineering report.</p>		Actuals	Budget	%	RMPC	649,985	2,040,000	31.86% ●	TMR Recoverable	2,178,289	12,500,000	17.43% ●
	Actuals	Budget	%													
RMPC	649,985	2,040,000	31.86% ●													
TMR Recoverable	2,178,289	12,500,000	17.43% ●													
Operating Grants	15,478,755	42,449,536	36.46%	<p>↑ Actual is higher than budgeted amount.</p> <p>Operating grants are mostly made up of Disaster Recovery Funding Arrangements (DRFA) received for restoration of road assets. Other operating grants include financial assistance grants and other program grants.</p>												

BUSINESS PAPERS

Item	Actual	Budget	%	Analysis																				
				Council received an early payment of its financial assistance grant, and this was recognised in 2023. The payment for 2024 is paid later in the financial year.																				
Non-Operating Grants	444,328	50,356,000	0.88%	<p>↓ Actual is significantly lower than budgeted amount.</p> <p>Non-operating grants are funding received for the purpose of constructing roads, buildings, and other infrastructure assets, and purchasing equipment. Due to the nature of this income, the timing of the funding receipt depends on project approval or progress claims and project completion.</p> <p>At the time the budget was prepared a number of projects had been approved, however the logistics of progressing these may include extensions of time due to the complexity of projects and accessibility during the wet seasons.</p> <p>The project team meets regularly to discuss the progress of capital jobs to monitor any risk such as project overruns.</p>																				
Employee Costs	3,039,542	11,283,000	26.94%	<p>↓ Actual is Lower than budgeted amount. Council is carrying a number of vacant positions which accounts for some of the budgetary shortfall. Sometimes depending on the position, it may be filled with contractors.</p>																				
Materials and Services Expenses	23,042,144	51,825,000	44.46%	<p>↑ Actual is higher than budgeted amount.</p> <p>The unfavorable variance on Materials and services operating expenses is due to the works completed in DRFA Road Programs and TMR Works Program.</p> <table border="1"> <thead> <tr> <th></th> <th>Actuals</th> <th>Budget</th> <th>%</th> <th></th> </tr> </thead> <tbody> <tr> <td>DRFA</td> <td>15,102,528.02</td> <td>35,034,999.04</td> <td>43.11%</td> <td>●</td> </tr> <tr> <td>RMPC</td> <td>1,373,713.10</td> <td>1,306,897.05</td> <td>105.11%</td> <td>●</td> </tr> <tr> <td>TMR Recoverable</td> <td>5,320,770.70</td> <td>9,188,966.55</td> <td>57.90%</td> <td>●</td> </tr> </tbody> </table> <p>TMR Recoverable Works – the material expenditure has not exceeded the budget to date, however there is no sufficient information available to date, to assess if the TMR recoverable works are on track or if it will be delivered within the agreed contract amount.</p> <p>RMPC expenditure budget has been used up in the first four months of the financial year.</p>		Actuals	Budget	%		DRFA	15,102,528.02	35,034,999.04	43.11%	●	RMPC	1,373,713.10	1,306,897.05	105.11%	●	TMR Recoverable	5,320,770.70	9,188,966.55	57.90%	●
	Actuals	Budget	%																					
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BUSINESS PAPERS

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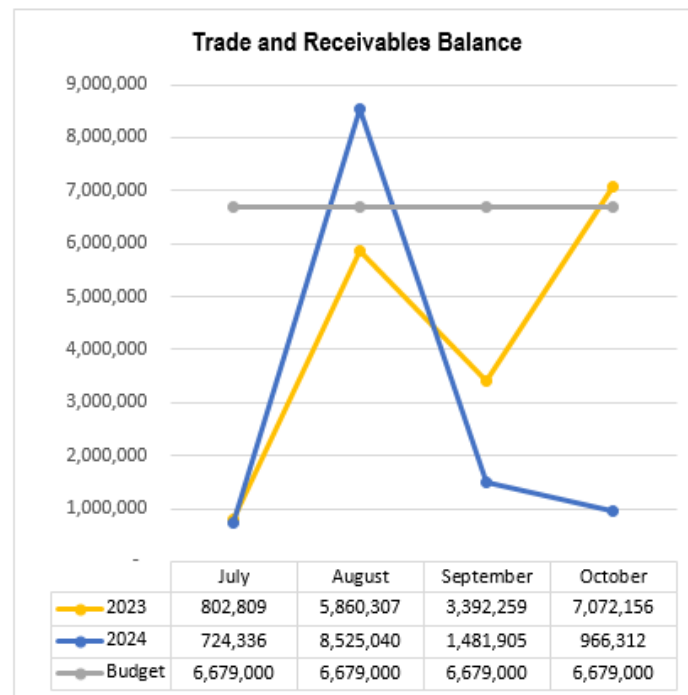
BUSINESS PAPERS

Item	Actual	Budget	%	Analysis																																												
				<p>Fleet and Plant – the amounts shown in the table above are for the net result of Fleet and Plant Material Expenditure less Plant Recovery. There has been a considerable effort in the past twelve months to improve internal processes, to ensure Council owned plant have rate reviews, and are costed correctly by staff. This process was intensive, but officers are of the view that it has contributed greatly to the favorable result in plant revenue.</p> <p>While the data below shows the Fleet and Plant income has a favorable variance as it is generating higher revenue than the budget.</p> <table border="1" data-bbox="826 875 1497 1429"> <thead> <tr> <th colspan="4">Fleet and Plant</th> </tr> <tr> <th></th> <th>Actual</th> <th>Budget</th> <th>%</th> </tr> </thead> <tbody> <tr> <td colspan="4">Operating Income</td> </tr> <tr> <td>Subsidies</td> <td>11,983.25</td> <td>50,000</td> <td>23.97%</td> </tr> <tr> <td>Plant Hire</td> <td>5,224,312.39</td> <td>9,128,955.25</td> <td>57.23%</td> </tr> <tr> <td colspan="4">Operating Expenditure</td> </tr> <tr> <td>Employee Costs</td> <td>126,795.61</td> <td>604,242.41</td> <td>20.98%</td> </tr> <tr> <td>Materials and Services</td> <td>2,377,269.15</td> <td>4,906,000.00</td> <td>48.46%</td> </tr> <tr> <td>Depreciation</td> <td>283,132.45</td> <td>831,000.00</td> <td>34.07%</td> </tr> <tr> <td>Total Operating Expenditure</td> <td>2,787,197.21</td> <td>6,341,242.41</td> <td>43.95%</td> </tr> <tr> <td>Net Result</td> <td>2,449,098.43</td> <td>2,837,712.84</td> <td>86.31%</td> </tr> </tbody> </table>	Fleet and Plant					Actual	Budget	%	Operating Income				Subsidies	11,983.25	50,000	23.97%	Plant Hire	5,224,312.39	9,128,955.25	57.23%	Operating Expenditure				Employee Costs	126,795.61	604,242.41	20.98%	Materials and Services	2,377,269.15	4,906,000.00	48.46%	Depreciation	283,132.45	831,000.00	34.07%	Total Operating Expenditure	2,787,197.21	6,341,242.41	43.95%	Net Result	2,449,098.43	2,837,712.84	86.31%
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Financial Position Reports

The graph below shows the Council's *Trade and Receivables* balance of \$966,312, against a budget of \$6,679,000.

BUSINESS PAPERS



Rates and Service Charges

Please see attached detailed Rates and Service Charges Receivables Report showing outstanding rates and charges of \$886,847. Council had received an excess rate receipt of \$76,103. Some long outstanding rates and charges have been recovered from recent payment arrangements, and payments in full of outstanding amounts.

Investments

As per Council Investment Policy, available funds were invested in Queensland Treasury Corporation – Cash Fund, including the cash back of all Council reserves. The table below shows the month of October 2023 investment performance.

Investment Accounts	Financial Institutions	Funds Available Balance*	October 2023 Interest Earned	YTD Interest Earned
QTC General Fund	QTC	23,810,349	95,309	469,617
QTC Reserves Fund	QTC	8,000,571	29,073	119,619
TOTAL		31,810,920	124,382	589,236

*The funds available balance excludes accrued interest and accrued administration charges.

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	4,067,072	15 March 2035

BUSINESS PAPERS

Karumba Sewerage	66,099.08	1,452,494	15 June 2030
Normanton Water	34,031.88	816,729	15 March 2031
TOTAL	210,543.13	6,336,296	

Consultation (Internal/External):

- Julianne Meier - Director of Corporate Services
- Mark Crawley – Chief Executive Officer
- Erscon – Consulting Engineers
- 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 31 October 2023

	Actual 31-Oct-23	Budget 30-Jun-24	% Variance 25.00%
Income			
Revenue			
Operating revenue			
Net rates, levies and charges	4,103,913	8,918,000	46.02%
Fees and charges	418,550	568,000	73.69%
Rental income	72,271	450,000	16.06%
Interest received	604,932	300,000	201.64%
Sales revenue	2,943,625	14,665,000	20.07%
Other income	3,170	8,000	39.62%
Grants, subsidies, contributions and donations	15,478,755	42,450,000	36.46%
Total operating revenue	23,625,214	67,359,000	57.91%
Capital revenue			
Grants, subsidies, contributions and donations	444,328	50,356,000	0.88%
Total revenue	24,069,542	117,715,000	44.87%
Capital income			
Total Capital Income	-	-	0.00%
Total income	24,069,542	117,715,000	44.87%
Expenses			
Operating expenses			
Employee benefits	3,039,542	11,283,000	26.94%
Materials and services	23,042,144	51,825,000	44.46%
Finance costs	138,062	320,000	43.14%
Depreciation and amortisation	3,748,021	10,261,000	36.53%
Total operating expenses	29,967,769	73,689,000	40.67%
Capital expenses			
Total Capital expenses	-	-	0.00%
Total expenses	29,967,769	73,689,000	40.67%
Net result	(5,898,227)	44,026,000	-13.40%
Operating result			
Operating revenue	23,625,214	67,359,000	
Operating expenses	29,967,769	73,689,000	
Operating result	(6,342,555)	(6,330,000)	100.20%

Statement of Financial Position

as at 31 October 2023

	Actual 31-Oct-23	Budget 30-Jun-24
Assets		
Current assets		
Cash and cash equivalents	32,999,885	25,221,000
Trade and other receivables	966,312	6,679,000
Inventories	1,195,293	1,218,000
Contract Assets	8,142,330	5,690,000
ATO Receivables	1,434,665	508,000
Total current assets	44,738,487	39,316,000
Non-current assets		
Trade and other receivables	25,522	91,000
Property, plant & equipment	296,191,990	349,385,000
Total non-current assets	296,217,513	349,476,000
Total assets	340,955,999	388,792,000
Liabilities		
Current liabilities		
Trade and other payables	3,697,322	2,414,000
Contract Liabilities	18,866,484	17,070,000
Borrowings	526,632	572,000
Provisions	1,465,263	1,371,000
Total current liabilities	24,555,701	21,427,000
Non-current liabilities		
Borrowings	5,809,664	5,398,000
Provisions	1,073,041	1,127,000
Total non-current liabilities	6,882,705	6,525,000
Total liabilities	31,438,406	27,952,000
Net community assets	309,517,593	360,840,000
Community equity		
Asset revaluation surplus	200,688,182	189,438,000
Retained surplus	108,829,411	171,402,000
Total community equity	309,517,593	360,840,000

Statement of Cash Flows
 for the period ended 31 October 2023

Actual
31-Oct-23 **Budget**
30-Jun-24

Statement of Cash Flows

Cash flows from operating activities

Receipts from customers	9,652,601	23,708,000
Payments to suppliers and employees	(33,275,703)	(63,208,000)
Interest received	604,932	300,000
Rental income	72,271	450,000
Non-capital grants and contributions	15,478,755	42,450,000
Borrowing costs	(138,062)	(299,000)
Net cash inflow from operating activities	(7,605,207)	3,401,000

Cash flows from investing activities

Payments for property, plant and equipment	(7,175,523)	(57,307,000)
Grants, subsidies, contributions and donations	444,328	50,356,000
Net cash inflow from investing activities	(6,731,196)	(6,951,000)

Cash flows from financing activities

Net cash inflow from financing activities	(80,072)	(543,000)
--------------------------------------------------	----------	-----------

Total cash flows

Net increase in cash and cash equivalent held	(14,416,475)	(4,093,000)
Opening cash and cash equivalents	47,416,360	29,314,000
Closing cash and cash equivalents	32,999,885	25,221,000



Statement of Comprehensive Income by Category
 for the period ended 31 October 2023

	Core \$	QRA \$	Non-Core \$	Total \$	Budget \$
Income					
Revenue					
Recurrent revenue					
Rates, levies and charges	4,103,913	-	-	4,103,913	8,918,000
Fees and charges	283,589	-	134,961	418,550	568,000
Rental income	7,934	-	64,337	72,271	450,000
Interest received	604,932	-	-	604,932	300,000
Sales revenue	2,843,761	-	99,863	2,943,625	14,665,000
Other income	3,170	-	-	3,170	8,000
Grants, subsidies, contributions and	261,373	15,102,528	114,854	15,478,755	42,450,000
	8,108,671	15,102,528	414,015	23,625,214	67,359,000
Capital revenue					
Grants, subsidies, contributions and	444,328	-	-	444,328	50,356,000
Total revenue	8,552,999	15,102,528	414,015	24,069,542	117,715,000
Capital income	-	-	-	-	-
Total income	8,552,999	15,102,528	414,015	24,069,542	117,715,000
Expenses					
Recurrent expenses					
Employee benefits	(2,392,379)	(361,979)	(285,184)	(3,039,542)	(11,283,000)
Materials and services	(7,735,418)	(14,740,549)	(566,178)	(23,042,144)	(51,825,000)
Finance costs	(138,062)	-	-	(138,062)	(320,000)
Depreciation	(3,410,618)	-	(337,403)	(3,748,021)	(10,261,000)
	(13,676,475)	(15,102,528)	(1,188,765)	(29,967,769)	(73,689,000)
Capital expenses	-	-	-	-	-
Total expenses	(13,676,475)	(15,102,528)	(1,188,765)	(29,967,769)	(73,689,000)
Net result	(5,123,477)	0	(774,750)	(5,898,227)	44,026,000
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	(5,123,477)	0	(774,750)	(5,898,227)	44,026,000

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

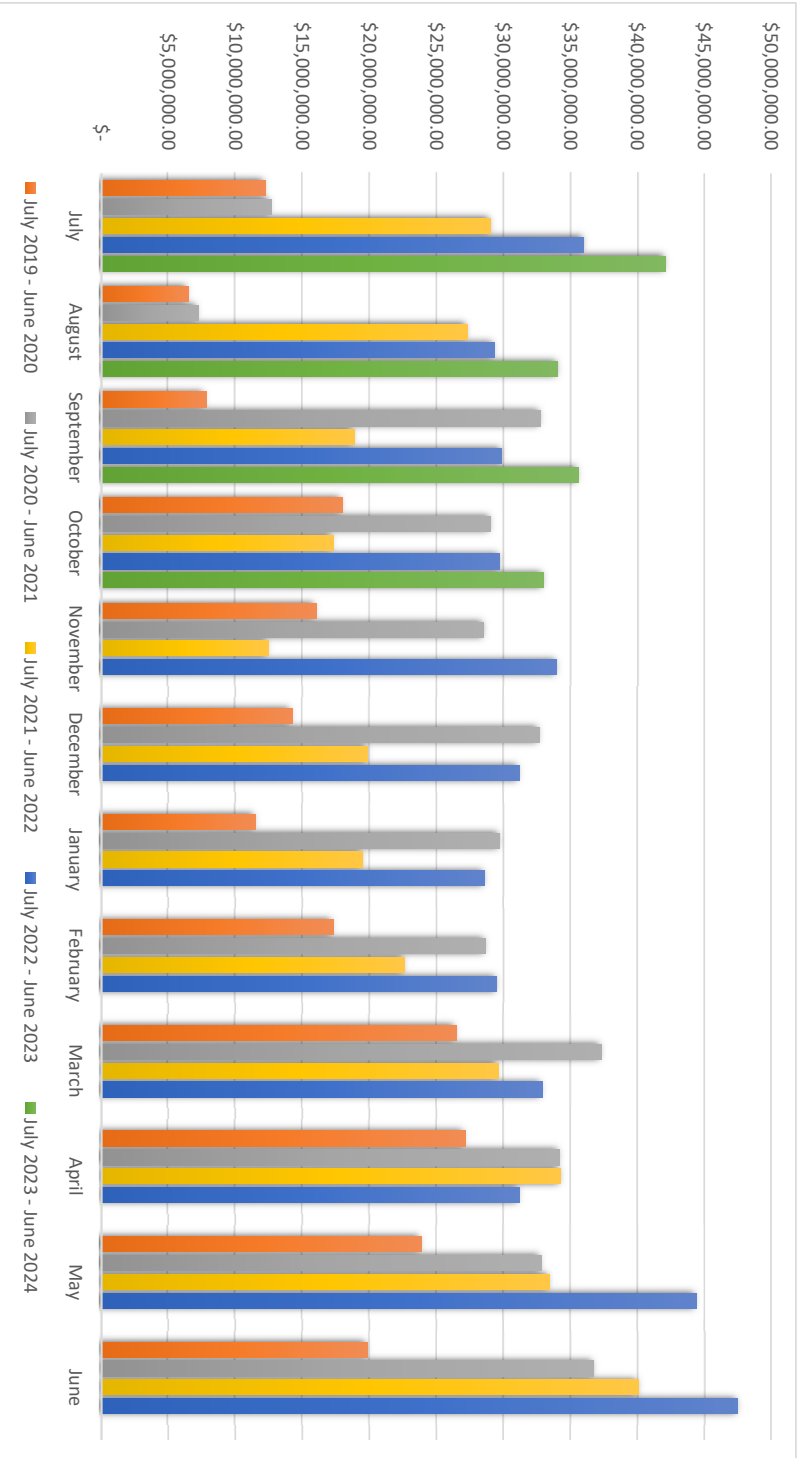


Accounts Summary

	31 October 2023 \$	30 September 2023 \$
General Accounts		
Westpac General Operating Accounts	1,177,854	601,608
QTC General Fund	23,810,349	26,984,397
QTC Reserves Fund	8,000,571	8,000,571
Total balance held in banks (excl Reserves)	32,988,774	35,586,576
Other Balances		
QTC Reserves Fund	8,000,571	8,000,571
CSC Provisions	2,538,304	2,563,975
Net of Contract Assets and Liabilities	10,724,154	7,805,887
Total balance reserves, provisions and contract liabilities	21,263,029	18,370,432
Net Council Position before QTC Borrowings	11,725,746	17,216,144
QTC Borrowings		
Karumba Sewerage	1,452,494	1,444,664
Normanton Water Upgrade	816,729	812,422
Glenore Weir	4,067,072	4,053,150
Total balance QTC borrowings	6,336,296	6,310,235
Net Council Position after Borrowings	5,389,450	10,905,909
RESERVES		
Cashed Back Reserves Accounts		
QTC Sewerage Reserve	477,745	477,745
QTC Airport Reserve	132,275	132,275
QTC Water Supply Reserve	716,313	716,313
QTC Land Development Reserve	12,453	12,453
QTC Plant Replacement Reserve	2,693,104	3,650,508
QTC Future Capital Grants	1,389,164	1,389,164
QTC Road Reseals Reserve*	2,579,517	1,150,000
Total Reserves held in QTC	8,000,571	7,528,458
<i>*QTC Road Reseals Reserve was previously QTC Sustainability Account of 1,150,000 this was changed as requested by Director of Corporate Services</i>		
TRUST		
Trust Accounts		
Queensland Treasury Corporation	91,378	91,378
Westpac Bank	39,949	39,949
Total balance held in trust	131,327	131,327

CASH

Cash	July	August	September	October	November	December	January	February	March	April	May	June
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	\$32,925,760.00	\$31,205,087.00	\$44,404,416.00	\$47,514,968.00
2024	\$42,100,294.74	\$34,068,431.00	\$35,589,540.00	\$32,999,885.49								



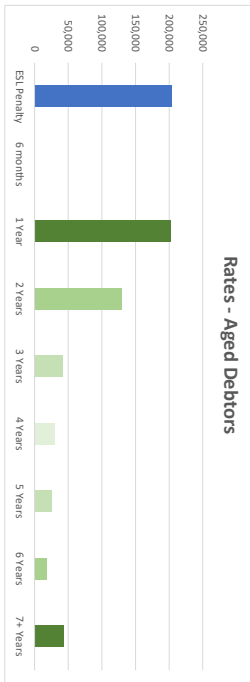
Rates and Service Charges Receivables Report Oct-23

Number of Assessments
 Total Active 1183
 Non Valued 349 Non-Collectible, but Utility charges & ESL may still apply.
 Valued 834 Valuations Issued by State Valuations Office

Payment Arrangements
 No. of Assesses 6
 Amount 86,801

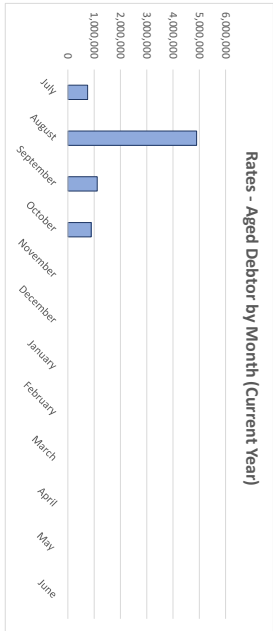
Aged Debtor Breakdown

TOTAL	Legal Fees	ESL Penalty	Current	6 months	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years	7+ Years
886,847	0	203,761	192,090	0	202,246	130,045	42,369	29,763	24,978	16,228	43,366



Aged Debtor by Month

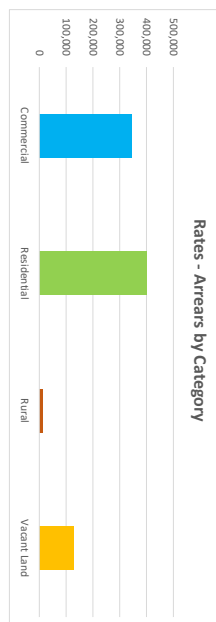
Month	Amount
July	752,191
August	4,897,044
September	1,116,188
October	886,847
November	
December	
January	
February	
March	
April	
May	
June	



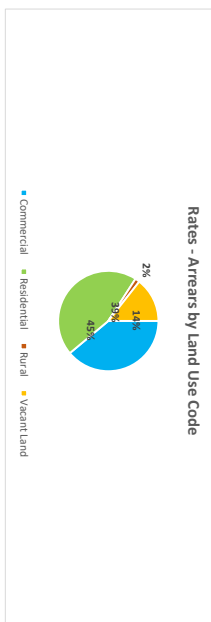
Interest by Month		July	August	September	October	November	December	January	February	March	April	May	June
		7,566	5,656	10,382	9,285								

Aged Debtor Breakdown by Category		Total	ESI Penalty	Current	6 months	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years	7+ Years
Commercial		344,974	54,773	91,784	0	82,650	80,652	11,624	3,941	3,876	3,778	11,897
Residential		401,040	110,314	75,979	0	87,104	39,266	25,222	19,787	15,025	11,262	17,081
Rural		13,380	737	7,969	0	4,675	0	0	0	0	0	0
Vacant Land		127,452	37,937	16,359	0	27,818	10,127	5,521	6,035	6,077	3,188	14,388
Totals		886,847	203,761	192,090	0	202,246	130,045	42,369	29,761	24,978	16,228	43,366

** The GL Account balance and Outstanding Debtors Report show a difference of \$76,103.12. This is the Rates Paid in Advance Total



Breakdown by Land Usage		
Land Usage	No. of Asses	Total
Commercial	206	344,974
Residential	645	401,040
Rural	55	13,380
Vacant Land	277	127,452
Totals	1,183	886,847



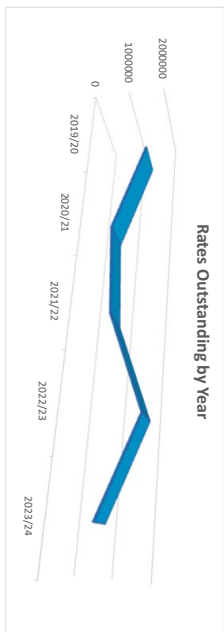
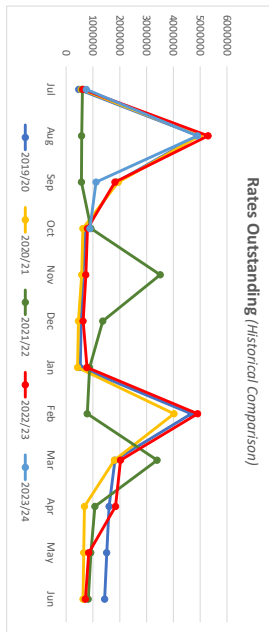
Historical Comparison by Month

Year	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019/20	470,640.98	4,926,160.62	1,880,487.88	717,756.78	630,431.92	559,596.64	530,335.03	4,665,873.20	1,822,509.81	1,602,662.03	1,513,609.93	1,437,098.25
2020/21	566,141.41	4,971,459.80	1,944,129.75	626,506.99	582,667.42	459,510.19	428,312.06	4,020,974.48	1,799,963.00	682,333.57	658,186.10	628,928.35
2021/22	606,707.75	5,804,412.14	573,790.80	925,816.59	3,508,591.76	1,367,235.40	873,592.00	788,448.00	3,394,719.00	1,072,555.00	921,856.98	825,408.91
2022/23	630,137.65	5,295,843.00	1,820,686.61	796,847.00	733,637.00	633,310.00	778,139.00	4,901,807.00	2,028,993.00	1,843,638.00	843,598.00	718,600.00
2023/24	752,191.00	4,897,044.00	1,116,188.00	886,847.00								

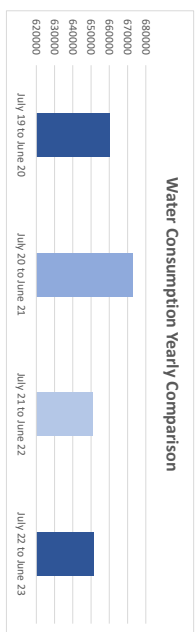
Historical Comparison by Year

2019/20	\$ 1,437,098
2020/21	\$ 628,928
2021/22	825,408.91
2022/23	184,363.8
2023/24	886,846.81

All water consumption started being levied from July, 2022.



Year	Total Cons	\$ Rated
July 18 to June 19	660,249	\$ 226,556
July 19 to June 20	673,160	\$ 384,477
July 20 to June 21	650,686	\$ 507,505
July 21 to June 22	651,762	\$ 662,887



BUSINESS PAPERS

10.3 EXTERNAL AUDIT - CLOSING REPORT

Attachments:	10.3.1. Final Closing Report 2023 ↓ 10.3.2. Final Management Letter - Carpentaria ↓
Author:	Julianne Meier - Director Corporate Services
Date:	9 November 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:

Queensland Audit Office (QAO) contract auditors Crowe Australasia have conducted an audit in accordance with the external audit plan issued 3 April 2023. The attached closing report for the financial year ended 30 June 2023, includes the results of the audit, identified audit misstatements, and other matters.

The Closing Report is presented on behalf of the Mayor for Council for information.

RECOMMENDATION:

That Council note the contents of the 2023 Closing Report.

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.*

After the audit is conducted and the relevant information has been provided, a closing report is prepared by QAO. At the time of writing this report, all documentation relevant information has been provided to QAO, and QAO expect to issue an unmodified audit opinion. This letter is then provided to the Mayor to present at the next Council meeting. This report has been prepared on behalf of the Mayor and is presented to Council for review and noting.

Financial reporting

I'm pleased to report this year was again a much smoother audit as officers worked towards a goal of stronger end of month processes. Page 7 of the attached report shows Council's financial statement preparation maturity assessment, and an assessment of key strengths and improvement opportunities.

BUSINESS PAPERS

Operating surplus ratio

Whilst QAO report that Council is outside the target range for the Operating Surplus Ratio of 0 – 10% as Council's Ratio was -13.3%, this is largely due to the depreciation charge. Council officers are currently working to review Asset Management Plans, with a focus of ensuring the depreciation charged accurately reflects the decrease in service potential of the assets.

Council is heavily reliant on grants, without which it would not be possible for Council to sustain its road network at current levels. The outcome of the revised Asset Management Plans is expected to align depreciation with affordable service levels in accordance with Council's Roads Policy.

QAO have noted that Council should look at options to increase revenue and reduce expenditure. Officers have spent considerable time looking at opportunities to improve business processes, to ensure plant hire is optimized.

Net financial liabilities ratio

Council's current position is to pay down debt, and there are no anticipated borrowings over the next ten years. It appears Council needs to continue to pay down debt to move closer to the industry average.

Asset sustainability ratio

Once Council's Asset Management Plans are better aligned with its desired service levels, it is anticipated this ratio will improve. Officers anticipate this work will be completed by 30 June 2024.

Status of issues

Two new financial reporting issues have been raised, as noted on pages 4 and 5 of the report. We still have prior year issues and continue our focus on resolving these issues. Page 9 onwards of the report shows previously reported issues and their status.

Consultation (Internal/External):

- Crowe Australasia (contract auditors)
- Mark Crawley - Chief Executive Officer
- Jade Nacario - Manager Finance and Administration
- Relevant Officers

Legal Implications:

- Non-compliance with the *Local Government Regulation 2012*

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.



2023 CLOSING REPORT

Carpentaria Shire Council

26 October 2023



SENSITIVE

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

Dear Mr Crawley

2023 Closing report

We present our closing report for Carpentaria Shire Council (CSC) for the financial year ended 30 June 2023. It includes the results of our audit, identified audit misstatements, and other matters.

Our audit was conducted in accordance with our external audit plan issued. We confirm that up to the date of this report, we have maintained our independence obligations in relation to our conduct of this audit.

Expected opinion

We expect to issue an unmodified opinion on the financial statements. Our audit opinion is subject to completion of our audit. We have included the key outstanding matters to be finalised below.

Financial statement maturity

We have rated your financial statement preparation maturity as established. Please refer to section 4 *Financial statement maturity* for further details.

Control environment

In our interim report, we assessed that your internal control environment does not support an audit strategy where we can rely upon your entity's controls. We have confirmed that there has been no change to our initial assessment. Please refer to section 3 *Status of issues* for further details.

Materiality \$532,000

Decrease of \$46,000 to planning materiality based on actual expenditure for FY2023.

Estimated final fees

\$69,000

Outstanding matters

Item	Responsibility
Financial statements review – quality check over final version	Audit
Subsequent events update – review of transactions and events to date of signing	Management and Audit
Management representation letter – to be signed with the financial statements	Management
Financial report certification – signing of the financial statements by management	Management and Audit

QAO is keen to hear your views about the audit services we provide and will seek your feedback via an online survey. This survey will help us understand what is working well and where there are opportunities for us to improve our engagement with you.



Thank you for your time this year, it has been a pleasure to work with you. If you have any questions or would like to discuss this report, please contact me on 07 4722 9525 or Sarah Trende on 07 4722 9750.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Donna Sinanian', written over a faint horizontal line.

Donna Sinanian

Partner

Enc.

cc. Cr Jack Bawden, Mayor, Carpentaria Shire Council

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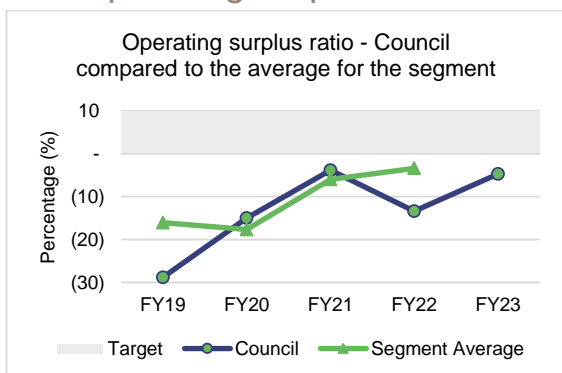
2023 Closing report

1. Financial sustainability assessment

Below we detail our assessment of your financial sustainability, based on the 3 ratios that councils are required to report under the local government regulation. Our assessment of your council's overall financial sustainability risk is **higher risk**.

Refer to section 8 Assessment of financial sustainability for guidance on how we calculate these ratios and our financial sustainability risk rating definitions.

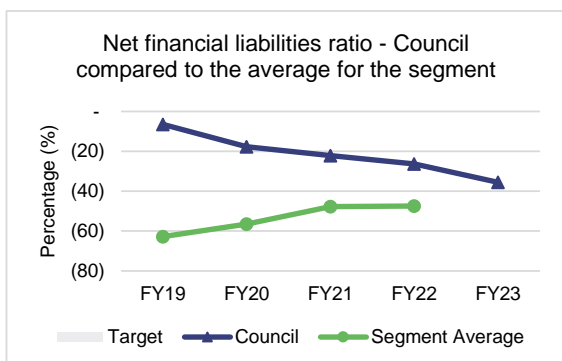
Operating surplus ratio



Carpentaria Shire Council's 5-year average operating ratio is -13.13% per cent. This is outside the target range.

The average operating surplus ratio indicates that Council is unable to generate enough funding from its own source revenue. There is significant reliance on grants and contributions from various sources, in the absence of which council may not be able to sustain the same level of ongoing operations. This also indicates that council has limited ability to fund any capital projects without capital grants and contributions. Council should prioritise looking at options to increase its revenue and reduce its spending levels in the short-term.

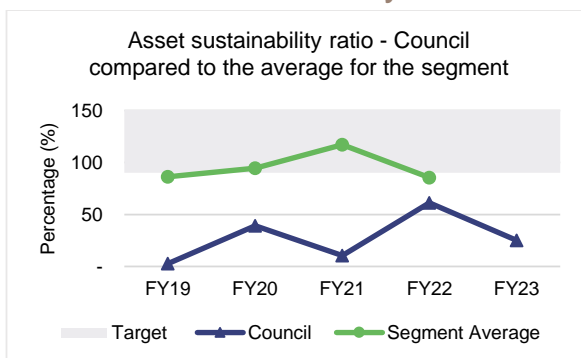
Net financial liabilities ratio



Carpentaria Shire Council's net financial liabilities ratio as at 30 June 2023 is -35.54 per cent. This is within the target range.

The net financial liabilities ratio indicates that Council's capital structure appears adequate for its size. If council intends to obtain debt funding for future capital projects, its negative operating surplus ratio suggests council may experience difficulty in repaying this debt.

Asset sustainability ratio



Carpentaria Shire Council's average asset sustainability ratio is 27.75 per cent. This is outside the target range.

Activity relating to the replacement of assets due to flood damage is having a disproportionate impact on the calculation of this ratio.

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2023 Closing report

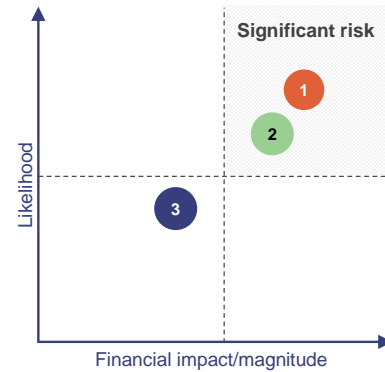
2. Audit conclusions

Areas of audit focus

Our external audit plan identified items that present the greatest risk of material error to the financial statements.

This chart displays the inherent risk for the identified areas of audit focus and the financial impact (magnitude).

Our overall conclusions on these areas of audit focus are outlined in the table below.



Risk	Description of risk	Audit conclusion
1	<p>Valuation of infrastructure assets</p> <ul style="list-style-type: none"> Property plant and equipment is the most material balance in the financial statements at \$293 million Valuation involves significant estimates and judgements There is no market-based evidence of fair value due to the specialised nature of the assets (comparable items are rarely sold) Infrastructure assets generally have long lives which require significant estimation Separation between renewals and additions may not be clear and may affect reliability of sustainability ratio reporting Management may have motivation to manipulate financial sustainability ratios as they are publicly included in sustainability statements 	<p>Testing performed</p> <p>We assessed the following:</p> <ul style="list-style-type: none"> The appropriateness of valuation techniques and assumptions adopted in determining fair value The appropriateness of useful life assumptions used in the calculation of depreciation The competency, objectivity and qualification of management experts <p>Consideration was also given to Council's methodology for ensuring completeness of asset information, identification of asset renewals and additions, and associated financial statement disclosures.</p> <p>Results and conclusion</p> <p>Based on the results of the procedures performed, we have obtained sufficient appropriate evidence that the balance is not materially misstated.</p>
2	<p>Revenue Recognition</p> <ul style="list-style-type: none"> Council receive a significant number of grants each year These grants have several conditions attached and are complex to account for under AASB 15 and AASB 1058 There may be incentive to manipulate the recognition between recurrent and capital grants to improve financial sustainability ratios 	<p>Testing performed</p> <p>We assessed the appropriateness of the grant classifications as operating and capital and ensured recognition of revenue was in accordance with the accounting standards AASB 15 and AASB 1058.</p> <p>Results and conclusion</p> <p>Based on the results of the procedures performed, we have obtained sufficient appropriate evidence that the balance is not materially misstated.</p>

SENSITIVE

2023 Closing report

Risk	Description of risk	Audit conclusion
3	<p>Disclosure of related party transactions</p> <ul style="list-style-type: none"> • Council is required to disclose related party relationships, transactions and outstanding balances, including commitments, in the annual financial statements • Council may not have established relevant systems and internal controls to effectively identify, capture and record related party transactions • Public interest in related party transactions of Councils 	<p>Testing performed</p> <p>We have assessed Council's assessment and identification of related parties and the assessment of officers considered Key Management Personnel. We also:</p> <ul style="list-style-type: none"> • Reviewed Council's systems and controls in place for the collection of the related party information to assess their reliability through system walkthrough • Reviewed controls in place to authorise and approve significant transactions and arrangements with related parties • Obtained Council assessment of those related party transactions which require disclosure and understand rationale for disclosing/not disclosing • Reviewed revised registers of interests and key management personnel declarations provided by the councillors following the election. <p>Results and conclusion</p> <p>Based on the results of the procedures performed, there are no matters to report.</p>

Other audit opinions

Roads to Recovery

We have received the draft Chief Executive Officer's financial statement. We are on track to meet the deadline of 31 October 2023 for certification.

Local Roads and Community Infrastructure Program Extension Phase 3

We have received the draft Chief Executive Officer's financial statement. We are on track to meet the deadline of 31 October 2023 for certification.

Materiality

We reassessed our audit materiality thresholds based on your year-end financial statement balances, and these have changed since we communicated them in the external audit plan. We used these thresholds in finalising our audit and assessing misstatements.

Overall materiality	\$666,000	(per external audit plan \$723,000)
Performance materiality	\$532,000	(per external audit plan \$578,000)
Clearly trivial threshold	\$66,600	(per external audit plan \$72,300)
Specific – property, plant and equipment¹	\$14,600,000	(per external audit plan \$14,327,000)

Note: ¹ Specific materiality is only applicable to the valuation assertion of property, plant and equipment and to the associated asset revaluation surplus balances.

Evaluation of quantitative misstatements

At the date of this report, we have not identified any quantitative misstatements that require correction within the financial statements.

Evaluation of disclosure misstatements

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2023 Closing report

At the date of this report, we have identified quantitative misstatements of \$332,000 that remain uncorrected by management. If corrected, these would result in a decrease in net assets and a decrease in the operating result.

At the date of this report, we have identified misstatements in disclosures that required correction to the financial statements. Management corrected these misstatements.

We have also identified misstatements in disclosures that have not been corrected in the financial statements. These uncorrected disclosure misstatements do not materially misstate the financial statements.

Details of these corrected and uncorrected disclosure misstatements are included in section 7 Misstatements.

3. Status of issues

Internal control issues

The following table identifies the number of deficiencies in internal controls and other matters we have identified. Details of the deficiencies we identified during our final audit are outlined further in this section. Refer to section 6 Matters previously reported for the status of previously raised issues.

Issues	Significant deficiencies	Deficiencies	Other matters*
Current year issues	-	1	-
Prior year issues – unresolved	5	3	2
Total issues	5	5	2

Note: *QAO only tracks resolution of other matters where management has committed to implementing action.

The following section details new control deficiencies and other matters identified since our last interim report dated 20 June 2023. It includes a response from management.

Our ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: www.qao.qld.gov.au/information-internal-controls or scan the QR code.



Internal control issues



Significant deficiency



Deficiency



Other matter

2023 Closing report

D Deficiency

Councillor Remuneration

Observation

Councillors were not paid in accordance with the Local Government Remuneration Commission; instead, they were paid an extra monthly meeting amount in place of the normal base pay. We note that this has been rectified in the next financial year.

Implication

This non-compliance with the established remuneration guidelines can lead to financial irregularities and potential noncompliance issues. It may also undermine the transparency and fairness of compensation for elected officials.

QAO recommendation

We note that the payment discrepancy has been rectified. However, it is imperative that the Council implements stronger controls and procedures surrounding councillor pay to prevent such discrepancies in the future. Tightening these controls will ensure ongoing compliance and transparency in remuneration practices.

Management response

Council accepts the recommendation. Council prepares a Councillor remuneration schedule every year, this happens around May to June of each year, in preparation of the incoming financial year and to advise elected members. Review of fortnightly pays is happening regularly, and reconciliation was done in previous years however due to lack of resources and staff movements during the end of the financial year, the error was not rectified before the end of the financial year. To prevent this error happening again, I will ensure an end of year reconciliation is conducted.

Responsible officer: Manager of Finance and Admin

Status: Resolved pending audit clearance

Action date: 30 November 2023

Financial reporting issues

This table identifies the number of financial reporting issues we raised. Details of the financial reporting issues we identified during our final audit are outlined further in this section. Refer to section 6 Matters previously reported for the status of previously raised financial reporting issues.

Year and status	High risk	Moderate risk	Low risk
Current year issues	–	–	1
Prior year issues – unresolved	–	1	–

The following section details new financial reporting issues identified since our last interim report dated 20 June 2023. It includes a response from management.

Our risk ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: www.qao.qld.gov.au/information-internal-controls or scan the QR code.



Financial reporting issues

H

High

M

Medium

L

Low

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2023 Closing report

L Low Risk

23FR-1 Application of AASB 9 Financial Instruments - Expected Credit Loss (ECL) guidance

Observation

During our audit of trade and other receivables we noted that Council is only providing for debtors that are believed to be specifically impaired and have not applied an appropriate future expected credit losses assessment across the asset class in accordance with AASB 9.

Implication

By not considering potential credit losses for the entire asset class, the Council may still be underestimating the overall financial risk associated with their receivables. This approach could lead to inaccurate financial reporting.

QAO recommendation

We recommend adopting a provision matrix (refer to AASB 9) and group debtors into appropriate ageing categories. Obtain historical loss rates for each group from the previous five years, to determine an appropriate expected credit loss rate.

Ensure to use historical loss rate based on all debtors, rather than just the 'Bad debts expense' accounts. Identifying trends in historical bad debts may identify bad debts relating to only certain customers.

Management response

Council reviewed each debtor based on the historical information which is in accordance with AASB 9. The debtors are minimal in numbers, which individual assessment can be done efficiently and may not require grouping by categories. Individual assessment is more reflective of the expected credit loss (ECL) estimate. Council will assess its debtor categories in the new year and consider the appropriateness of the ECL estimates inclusion in the financial statements.

Responsible officer: Manager of Finance and Admin

Status: Work in progress

Action date: 30 June 2024

2023 Closing report

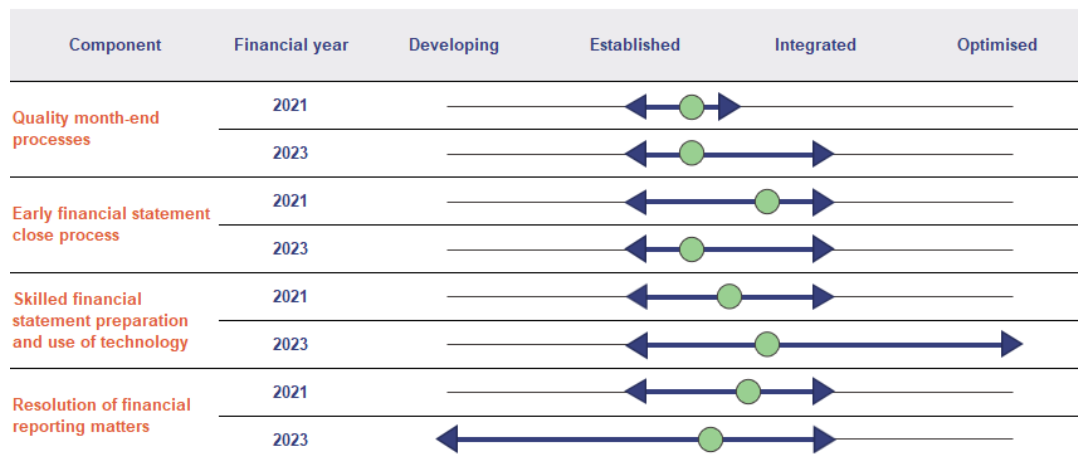
4. Financial statement maturity

Financial statement preparation maturity assessment

In the 2021 financial year, management had self-assessed its financial statement process using the maturity model. Council had self-assessed its processes to be integrated..

This year, we have reviewed the entity’s assessment using a combination of inquiry, observation, and review of the internal processes. Our review identified that council’s self-assessed scores and level of maturity required a change. Council’s maturity level based on our review is established.

The following table sets out the range and average responses for Carpentaria Shire Council’s financial statement preparation process for each component for the 2023 financial year. It also provides a comparison to the 2021 assessment.



The financial statement maturity levels reported in this closing report will also be reported in our upcoming report to parliament on the results of local government audits.

We identified the following key strengths and opportunities to improve based on the 2023 assessment:

Key strengths	Improvement opportunities
<ul style="list-style-type: none"> • Good quality pro-forma financial statements with evidence of disclosures being tailored • Management challenging valuers with respect to the methodology adopted for valuing property, plant and equipment • Clearly defined roles and responsibilities within finance team 	<ul style="list-style-type: none"> • Early assessment of key accounting issues that impact financial statements • Timely month-end financial reporting processes including preparation of reconciliations for balance sheet areas • Continued investment in training for financial services staff, including cross skilling within the team • Well considered year end process to ensure timely engagement with key stakeholders and completion of year end processes

2023 Closing report

5. Other required information

We are required to report certain matters to those charged with governance. The table below provides a summary of the matters we usually communicate at the end of our audit.






Matters for QAO to consider	How these were addressed
Disagreements with management	During our audit, we received full cooperation from management and had no unresolved disagreements over the application of accounting principles and the scope of our audit.
Significant difficulties	We did not encounter any significant difficulties.
Compliance with laws and regulations	We did not identify any instances of non-compliance with laws and regulations having a material effect on the financial report.
Matters significant to related parties	We did not identify any significant matters relating to related parties during the audit.
Changes to accounting policies	We confirm there were no material changes to accounting policy information during the period.
Other matters significant to the oversight of the financial reporting process	We did not identify any significant matters relating to the financial reporting process during the audit.
Written representations we are requesting	We are required to obtain written representations from management, and where appropriate, those charged with governance. Our requested written representations are attached to this report. We have discussed these with management, and they are comfortable to make these representations. Those charged with governance should also make appropriate enquiries of management to be satisfied with the written representations made.
Fraud and illegal acts	<p>We enquired of management regarding:</p> <ul style="list-style-type: none"> • knowledge of any fraud or suspected or alleged fraud affecting the entity involving management, employees who have significant roles in internal control, or others where fraud could have a material effect on the financial report • knowledge of any allegations of fraud, or suspected fraud, affecting the financial information. <p>In addition to the above enquiries, we have also undertaken certain testing that we had detailed in our external audit plan and we are not aware of any fraud or illegal acts during our audit.</p>
Other information in the entity's annual report	We have not yet performed audit procedures to verify the other information in the entity's annual report as required by Australian Auditing Standard ASA 720 <i>The Auditor's Responsibilities Relating to Other Information</i> . Our review will examine whether financial and non-financial information in the annual report are consistent with the financial report.

SENSITIVE

2023 Closing report

6. Matters previously reported

The following table summarises control deficiencies, financial reporting issues and other matters that we previously reported this year in our interim report and unresolved issues we raised in prior years.

Ref.	Rating	Issue	Status
21CR-3		General journals	Resolved.
21IR-1		Rates levied in accordance with the revenue statement & rating practices	<p>Work in progress</p> <p><i>2023 Interim:</i> Whilst it is acknowledged Council have dedicated a large amount of resources and time into the rating function of Council, significant deficiencies remain in Council's rating function and demonstrate widespread noncompliance with internal policies and prescribed requirements.</p> <p>Responsible officer: Manager Finance and Administration</p> <p><i>Original action date:</i> 31 March 2022</p> <p><i>Revised action date:</i> 30 November 2022</p> <p><i>New revised action date:</i> 30 June 2024.</p>
21IR-2		Procurement cycle deficiencies	<p>Work in progress</p> <p><i>2023 Interim:</i> Significant deficiencies remain in Council's procurement function and demonstrate widespread noncompliance with internal policies and prescribed requirements.</p> <p><i>2023 Final:</i> It was identified in one instance, for tenders testing, that the evaluation report with assessment criteria and scores could not be provided.</p> <p>Responsible officer: Director of Corporate Services</p> <p><i>Original action date:</i> 30 June 2022</p> <p><i>Revised action date:</i> 30 April 2023</p> <p><i>New revised action date:</i> 31 March 2024</p>
20IR-3		Review of Masterfile changes	<p>Work in progress</p> <p><i>2023 Interim:</i> Masterfile change reports have not been consistently produced and reviewed throughout the financial year for other debtors, rates, and payroll.</p> <p>Responsible officer: Manager Finance and Administration</p> <p><i>Original action date:</i> 31 December 2021</p> <p><i>Revised action date:</i> 30 September 2022</p> <p><i>New revised action date:</i> 30 November 2023</p>
20CR-1		Asset management plans	<p>Work in progress</p> <p><i>2022 Interim:</i> Asset Management Plans appear to be significantly out of date.</p> <p>On track for resolution by agreed revised date</p> <p>Responsible officer: Chief Executive Officer / Asset Manager</p> <p><i>Action date:</i> 30 June 2023</p>






SENSITIVE

2023 Closing report

Ref.	Rating	Issue	Status
			<i>Revised action date: 30 June 2024</i>
20CR-3	S	ICT governance	<p>Work in progress</p> <p><i>2023 Interim:</i> One terminated employee still active on user list within the Windows system.</p> <p>Responsible officer: Finance (Payroll)</p> <p><i>Original action date: 31 March 2022</i></p> <p><i>Revised action date: 30 September 2022</i></p> <p><i>New revised action date: 30 November 2023</i></p>
22CR-1	D	Lack Of Agreement on Contractual Terms With Suppliers Prior to Work Commencing	Resolved.
22CR-2	D	Lack of Systematic Review of Services Delivered by Suppliers During Annual Construction Season	<p>Work in progress</p> <p><i>2023 Final:</i> Before payment is made to contractors for work delivered during the annual construction season, Council employees perform ad hoc checks, however it was found that these checks are not sufficient. Furthermore, where errors are identified they are not always rectified, and the invoice is still paid.</p> <p>To be verified during final attendance</p> <p>Responsible officer: Manager of Finance and Administration</p> <p><i>Action date: 30 April 2023</i></p> <p><i>Revised action date: 30 November 2023</i></p>
21CR-5	D	Property, plant & equipment accounting	<p>Work in progress</p> <p><i>2023 Final:</i> The following issues were identified in relation to property, plant and equipment:</p> <ul style="list-style-type: none"> • There appears to be a substantial delay to when the asset is completed and ready for use and when the asset is capitalised in the books of the Council • Separately identifiable components that make up the project have not been componentised and depreciated according to respective useful lives • A review of the depreciation schedule noted that there were a number of items that had not been depreciated in the current year • A review of the depreciation schedule noted that landscaping (e.g. trees and shrubs) had been incorrectly capitalised as land. • No impairment reviews have been undertaken over capital projects that have been ongoing for multiple years <p>Responsible officer: Manager of Finance and Administration</p> <p><i>Revised action date: 30 November 2022</i></p> <p><i>New revised action date: 30 November 2023</i></p>

SENSITIVE

2023 Closing report

Ref.	Rating	Issue	Status
20CR-6		Review of trust account balances	<p>Work in progress</p> <p><i>2023 Final:</i> No consistent review process performed over the balances in the trust account. A significant number of old balances still remain within the trust account.</p> <p>Responsible officer: Manager of Finance and Administration</p> <p><i>Original action date:</i> 30 June 2022</p> <p><i>Revised action date:</i> 30 April 2023</p> <p><i>New revised action date:</i> 30 April 2024</p>
22CR-3		Opportunities for greater transparency in the allocation of work across suppliers for the annual construction season	Resolved.
22CR-4		Proactive management of probity risks relating to the procurement process	Resolved.
21FR-1		Local government website publications	<p>Work in progress.</p> <p><i>2022 Interim:</i> 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. Councillors conduct register is published as at 30 June 2021. <p><i>2023 Interim:</i> Whilst it is noted that dot points one and three have been updated on the Council website, the following was noted:</p> <ul style="list-style-type: none"> Contracts worth \$200 000 or more (exclusive of GST) has not been updated since January 2023 and is therefore not considered current Community grants policy; as published on the website was due for renewal in February 2023 Revenue policy; website copy to be updated based on revised Revenue Policy for 2023/2024 adopted per resolution no. 0323/019 <p>Responsible officer: Executive Officer</p> <p><i>Action date:</i> 30 April 2024</p>
19OM-2		Excessive employees leave entitlement balance	<p>Work in progress</p> <p><i>2023 Final:</i> 4 employees with more than 10 weeks entitlement of annual leave.</p> <p>Responsible officer: DCS</p> <p><i>Action date:</i> 30 June 2023</p> <p><i>New revised action date:</i> 30 June 2024</p>

SENSITIVE

2023 Closing report

Ref.	Rating	Issue	Status
21CR-6	M	Standard trial balance	Work in progress 2022 <i>Final</i> : 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. On track for resolution by revised action date Responsible officer: Manager Finance and Administration Original action date: 30 June 2022 Revised action date: 30 June 2024
20FR-3	M	Related party disclosures	Resolved.
20FR-5	L	Provision for employee entitlements	Resolved.

7. Misstatements

Summary of uncorrected quantitative misstatements

Our audit identified the following quantitative misstatements, which we reported to management. Management has assessed these misstatements as not material (either to the financial statements as a whole or to individual line item presentations). We concur with management’s assessment.

#	Details	Profit or loss Dr/(Cr)	Asset Dr/(Cr)	Liabilities Dr/(Cr)	Equity Dr/(Cr)
		\$'000	\$'000	\$'000	\$'000
1	Property, plant and equipment		(332)	-	-
	Loss on write off	332	-	-	-
	<i>To reverse incorrectly capitalised landscaping works</i>				

Summary of uncorrected disclosure misstatements

We identified one reclassification journal that is below the threshold for materiality and would only restate balances within the applicable notes. This was in relation to long service leave.

2023 Closing report

8. Assessment of financial sustainability

Assessment of financial sustainability

Section 169(5) of the Local Government Regulation 2012 outlines the following relevant measures of financial sustainability that all Queensland local governments must report on.

Sustainability measure	Purpose	How is it measured?	Target
Operating surplus ratio	The operating surplus ratio indicates the extent to which operating revenues raised cover operating expenses.	<i>Net operating result/Total operating revenue (excluding capital items)</i>	Between 0% and 10% per annum
Net financial liabilities ratio	The net financial liabilities ratio indicates the extent to which operating revenues (including grants and subsidies) can cover net financial liabilities (usually loans and leases).	<i>(Total Liabilities-current assets)/Total operating revenue</i>	< 60% per annum
Asset sustainability ratio	The asset sustainability ratio indicates the extent to which assets are being replaced as they reach the end of their useful lives.	<i>Capital Expenditure on replacement of assets (renewals)/Depreciation</i>	> 90% per annum

We assigned a risk rating to each measure using the below criteria.

Risk rating measure for individual ratios	Operating surplus ratio	Net financial liabilities ratio	Asset sustainability ratio
Higher	Less than negative 10% (i.e. losses) Insufficient revenue is being generated to fund operations and asset renewal	More than 80% Potential long-term concern over ability to repay debt levels from operating revenue	Less than 50% Insufficient spending on asset replacement or renewal resulting in reduced service levels and increased burden on future ratepayers
Moderate	Negative 10% to zero A risk of long-term reduction in cash reserves and inability to fund asset renewals	60% to 80% Some concerns over the ability to repay debt from operating revenue	50% to 90% Irregular spending or insufficient asset management practices creating a backlog of maintenance/renewal work
Lower	More than zero (i.e. surpluses) Well positioned to fund operations and asset renewals	Less than 60% No concern over the ability to repay debt from operating revenue	More than 90% Likely to be sufficiently replacing or renewing assets as they reach the end of their useful lives

SENSITIVE

2023 Closing report

Our assessment of financial sustainability risk factors does not take into account a council's long-term forecasts or credit assessments undertaken by Queensland Treasury Corporation. We calculate the overall financial sustainability risk assessment using the ratings determined for each measure using the criteria in the table below.

Risk level	Detail of risk
Higher risk	Higher risk of sustainability issues arising in the short to medium term if current operating income and expenditure policies continue, as indicated by average operating deficits (losses) of more than 10 per cent of operating revenue.
Moderate risk	Moderate risk of sustainability issues over the longer term if current debt financing and capital investment policies continue, as indicated by: <ul style="list-style-type: none">• current net financial liabilities more than 80 per cent of operating revenue or• average asset sustainability ratio over the last 5 years is less than 50 per cent or• average operating deficits (losses) over the last 5 years of between 2 and 10 per cent of operating revenue or• realising 2 or more of the individual ratios for moderate risk assessments (per the table opposite).
Lower risk	Lower risk of financial sustainability concerns based on current income, expenditure, asset investment and debt financing policies.



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Better public services





Carpentaria Shire Council

8 November 2023



Our ref: Donna Sinanian/0439031377

8 November 2023

Mayor Jack Bawden
Carpentaria Shire Council
PO Box 31
NORMANTON QLD 4890

Dear Cr Bawden

Final management report for Carpentaria Shire Council

We have completed our 2023 financial audit for Carpentaria Shire Council. The Auditor-General has issued an unmodified audit opinion on your financial statements.

The purpose of this letter is to update you on any matters that have arisen since we presented our interim management letter to you on 20 June 2023.

I can confirm that we have not identified significant issues since the presentation of our interim management letter. The issues and other matters we have formally reported to management and an update on management's actions taken to resolve these issues is included as Appendix A.

Please note that under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your council's next ordinary meeting.

Report to parliament

Each year we report the results of all financial audits and significant issues to parliament.

We intend to include the results of our audit of Carpentaria Shire Council in our report to parliament. We will comment on the results of our audit of your financial report, any significant internal control issues we identified, and the overall results of sector, including major transactions and events. We will discuss the proposed content of our report with your chief financial officer and continue to consult as we draft our report. Formally, you will have an opportunity to comment on our report, and for these comments to be included in the final version tabled in parliament.

Audit fee

The final audit fee for this year is \$70,500 exclusive of GST (2021: \$61,890). This fee is in line with the fee estimated in our external audit plan and including an additional grant fee.

We would like to thank you and your staff for their engagement in the audit this year and look forward to working with your team again next year.

If you have any questions about this letter or would like to discuss any matters regarding our services and engagement, please do not hesitate to contact me on 0439 031 377.

Yours sincerely

Donna Sinanian

Partner

2023 Final management letter

Appendix A1 – Status of issues

This section provides an update on the control deficiencies we have identified. It includes a response from management.

Our risk ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: www.gao.qld.gov.au/information-internal-controls or scan the QR code.



Deficiencies

Councillor Remuneration

Observation

Councillors were not paid in accordance with the Local Government Remuneration Commission; instead, they were paid an extra monthly meeting amount in place of the normal base pay. We note that this has been rectified in the next financial year.

Implication

This non-compliance with the established remuneration guidelines can lead to financial irregularities and potential noncompliance issues. It may also undermine the transparency and fairness of compensation for elected officials.

QAO recommendation

We note that the payment discrepancy has been rectified. However, it is imperative that the Council implements stronger controls and procedures surrounding councillor pay to prevent such discrepancies in the future. Tightening these controls will ensure ongoing compliance and transparency in remuneration practices.

Management response

Council accepts the recommendation. Council prepares a Councillor remuneration schedule every year, this happens around May to June of each year, in preparation of the incoming financial year and to advise elected members. Review of fortnightly pays is happening regularly, and reconciliation was done in previous years however due to lack of resources and staff movements during the end of the financial year, the error was not rectified before the end of the financial year. To prevent this error happening again, I will ensure an end of year reconciliation is conducted.

Responsible officer: Manager of Finance and Admin

Status: Resolved pending audit clearance

Action date: 30 November 2023

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2023 Final management letter



Low Risk

23FR-1 Application of AASB 9 Financial Instruments - Expected Credit Loss (ECL) guidance

Observation

During our audit of trade and other receivables we noted that Council is only providing for debtors that are believed to be specifically impaired and have not applied an appropriate future expected credit losses assessment across the asset class in accordance with AASB 9.

Implication

By not considering potential credit losses for the entire asset class, the Council may still be underestimating the overall financial risk associated with their receivables. This approach could lead to inaccurate financial reporting.

QAO recommendation

We recommend adopting a provision matrix (refer to AASB 9) and group debtors into appropriate ageing categories. Obtain historical loss rates for each group from the previous five years, to determine an appropriate expected credit loss rate.

Ensure to use historical loss rate based on all debtors, rather than just the 'Bad debts expense' accounts. Identifying trends in historical bad debts may identify bad debts relating to only certain customers.

Management response

Council reviewed each debtor based on the historical information which is in accordance with AASB 9. The debtors are minimal in numbers, which individual assessment can be done efficiently and may not require grouping by categories. Individual assessment is more reflective of the expected credit loss (ECL) estimate. Council will assess its debtor categories in the new year and consider the appropriateness of the ECL estimates inclusion in the financial statements.

Responsible officer: Manager of Finance and Admin

Status: Work in progress

Action date: 30 June 2024

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1




2023 Final management letter

Appendix A2 – Matters previously reported

The following table summarises all control deficiencies, financial reporting issues and other matters that have previously been raised but are not yet resolved. The listing includes issues from our report this year and those issues raised in prior years.






Internal control issues			Financial reporting issues		
					
Significant deficiency	Deficiency	Other matter	High	Medium	Low

Internal control issues

Ref.	Rating	Issue	Status
21CR-3		General journals	Resolved.
21IR-1		Rates levied in accordance with the revenue statement & rating practices	Work in progress <i>2023 Interim:</i> Whilst it is acknowledged Council have dedicated a large amount of resources and time into the rating function of Council, significant deficiencies remain in Council's rating function and demonstrate widespread noncompliance with internal policies and prescribed requirements. Responsible officer: Manager Finance and Administration <i>Original action date: 31 March 2022</i> <i>Revised action date: 30 November 2022</i> <i>New revised action date: 30 June 2024.</i>
21IR-2		Procurement cycle deficiencies	Work in progress <i>2023 Interim:</i> Significant deficiencies remain in Council's procurement function and demonstrate widespread noncompliance with internal policies and prescribed requirements. <i>2023 Final:</i> It was identified in one instance, for tenders testing, that the evaluation report with assessment criteria and scores could not be provided. Responsible officer: Director of Corporate Services <i>Original action date: 30 June 2022</i> <i>Revised action date: 30 April 2023</i> <i>New revised action date: 31 March 2024</i>





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2023 Final management letter

Ref.	Rating	Issue	Status
20IR-3		Review of Masterfile changes	<p>Work in progress</p> <p><i>2023 Interim:</i> Masterfile change reports have not been consistently produced and reviewed throughout the financial year for other debtors, rates, and payroll.</p> <p>Responsible officer: Manager Finance and Administration</p> <p><i>Original action date:</i> 31 December 2021</p> <p><i>Revised action date:</i> 30 September 2022</p> <p><i>New revised action date:</i> 30 November 2023</p>
20CR-1		Asset management plans	<p>Work in progress</p> <p><i>2022 Interim:</i> Asset Management Plans appear to be significantly out of date.</p> <p>On track for resolution by agreed revised date</p> <p>Responsible officer: Chief Executive Officer / Asset Manager</p> <p><i>Action date:</i> 30 June 2023</p> <p><i>Revised action date:</i> 30 June 2024</p>
20CR-3		ICT governance	<p>Work in progress</p> <p><i>2023 Interim:</i> One terminated employee still active on user list within the Windows system.</p> <p>Responsible officer: Finance (Payroll)</p> <p><i>Original action date:</i> 31 March 2022</p> <p><i>Revised action date:</i> 30 September 2022</p> <p><i>New revised action date:</i> 30 November 2023</p>
22CR-1		Lack Of Agreement on Contractual Terms With Suppliers Prior to Work Commencing	Resolved.
22CR-2		Lack of Systematic Review of Services Delivered by Suppliers During Annual Construction Season	<p>Work in progress</p> <p><i>2023 Final:</i> Before payment is made to contractors for work delivered during the annual construction season, Council employees perform ad hoc checks, however it was found that these checks are not sufficient. Furthermore, where errors are identified they are not always rectified, and the invoice is still paid.</p> <p>To be verified during final attendance</p> <p>Responsible officer: Manager of Finance and Administration</p> <p><i>Action date:</i> 30 April 2023</p> <p><i>Revised action date:</i> 30 November 2023</p>






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2023 Final management letter

Ref.	Rating	Issue	Status
21CR-5		Property, plant & equipment accounting	<p>Work in progress</p> <p><i>2023 Final:</i> The following issues were identified in relation to property, plant and equipment:</p> <ul style="list-style-type: none"> • There appears to be a substantial delay to when the asset is completed and ready for use and when the asset is capitalised in the books of the Council • Separately identifiable components that make up the project have not been componentised and depreciated according to respective useful lives • A review of the depreciation schedule noted that there were a number of items that had not been depreciated in the current year • A review of the depreciation schedule noted that landscaping (e.g. trees and shrubs) had been incorrectly capitalised as land. • No impairment reviews have been undertaken over capital projects that have been ongoing for multiple years <p>Responsible officer: Manager of Finance and Administration</p> <p><i>Revised action date: 30 November 2022</i></p> <p><i>New revised action date: 30 November 2023</i></p>
20CR-6		Review of trust account balances	<p>Work in progress</p> <p><i>2023 Final:</i> No consistent review process performed over the balances in the trust account. A significant number of old balances still remain within the trust account.</p> <p>Responsible officer: Manager of Finance and Administration</p> <p><i>Original action date: 30 June 2022</i></p> <p><i>Revised action date: 30 April 2023</i></p> <p><i>New revised action date: 30 April 2024</i></p>
22CR-3		Opportunities for greater transparency in the allocation of work across suppliers for the annual construction season	Resolved.
22CR-4		Proactive management of probity risks relating to the procurement process	Resolved.

SENSITIVE

2023 Final management letter

Ref.	Rating	Issue	Status
21FR-1		Local government website publications	<p>Work in progress.</p> <p><i>2022 Interim:</i> 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. Councillors conduct register is published as at 30 June 2021. <p><i>2023 Interim:</i> Whilst it is noted that dot points one and three have been updated on the Council website, the following was noted:</p> <ul style="list-style-type: none"> Contracts worth \$200 000 or more (exclusive of GST) has not been updated since January 2023 and is therefore not considered current Community grants policy; as published on the website was due for renewal in February 2023 Revenue policy; website copy to be updated based on revised Revenue Policy for 2023/2024 adopted per resolution no. 0323/019 <p>Responsible officer: Executive Officer <i>Action date: 30 April 2024</i></p>
19OM-2		Excessive employees leave entitlement balance	<p>Work in progress</p> <p><i>2023 Final:</i> 4 employees with more than 10 weeks entitlement of annual leave.</p> <p>Responsible officer: DCS <i>Action date: 30 June 2023</i> <i>New revised action date: 30 June 2024</i></p>
21CR-6		Standard trial balance	<p>Work in progress</p> <p><i>2022 Final:</i> 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.</p> <p>On track for resolution by revised action date</p> <p>Responsible officer: Manager Finance and Administration <i>Original action date: 30 June 2022</i> <i>Revised action date: 30 June 2024</i></p>
20FR-3		Related party disclosures	Resolved.
20FR-5		Provision for employee entitlements	Resolved.

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5



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BUSINESS PAPERS

10.4 2022/2023 ANNUAL REPORT

Attachments:	10.4.1. Annual Report 2022/2023 ↓
Author:	Julianne Meier - Director Corporate Services
Date:	9 November 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:

Pursuant to Section 182 of the *Local Government Regulation 2012*, a local government must prepare an annual report and it must be presented to Council for adoption. The Annual Report must provide information about how Council progressed the implementation of the five-year corporate plan during the period, its financial performance and other specific information required by legislation is presented for adoption.

RECOMMENDATION:

That Council adopt the Carpentaria Shire Council Annual Report for 2022/2023.

Background:

The *Local Government Act 2009* and *Local Government Regulation 2012* details the required information that must be included in Council's Annual Report. Section 182 Preparation of Annual Report states:

1. *A local government must prepare an annual report for each financial year.*
2. *The local government must adopt its annual report within 1 month after the day the auditor-general gives the auditor-general's audit report about the local government's financial statements for the financial year to the local government.*
3. *However, the Minister may, by notice to the local government, extend the time by which the annual report must be adopted.*
4. *The local government must publish its annual report on its website within 2 weeks of adopting the annual report.*

The Annual Report is an essential source of information to the community, and includes:

- Council's progress toward achieving its goals and objectives as detailed in the five year Corporate Plan;
 - Council's Audited Financial Statements;
 - A Community Financial Report that assists community members to obtain a greater understanding of Council's audited financial statements;
 - Other information about Council's operations.
-

BUSINESS PAPERS

Queensland Audit Office (QAO) have issued Council with an unmodified audit opinion confirming that Council's financial statements meet all necessary legislative requirements and compliance. The Annual Report is attached for review and adoption.

Consultation (Internal/External):

- Mark Crawley - Chief Executive Officer
- Julianne Meier - Director of Corporate Services
- Michael Wanrooy - Director of Engineering
- Managers and Staff
- External – Crowe Horwath (QAO appointed auditors)

Legal Implications:

- In compiling the Annual Report, staff have utilised the checklist provided by the Department of Local Government, Racing and Multicultural Affairs to ensure compliance with the *Local Government Act 2009* and *Local Government Regulation 2012*.

Financial and Resource Implications:

- As provided in this report.

Risk Management Implications:

- Risk is considered low and Council will work through identified matters outlined in the audit report.



Each year, Carpentaria Shire Council produces an annual report as required by the state government. This report has been prepared in accordance with Chapter 5, Part 3 of the *Local Government Regulation 2012*. The annual report is an important document by which Council is transparently accountable for its financial and operational performance throughout the year. It contains important information for all stakeholders (residents, Councillors, staff, community groups, other levels of government, developers/investors and other interested parties) on Council's operations, achievements, challenges, culture, purpose and plans for the future.

To request a copy of this report, please contact Council or, alternatively, you can download a copy from our website www.carpentaria.qld.gov.au

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Welcome to Country

Carpentaria Shire is the traditional country of many Indigenous groups and the townships of Normanton and Karumba are the traditional land of the Gkuthaarn, Kukatj and Kurtijar people. Carpentaria Shire Council would like to respectfully acknowledge 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.



CONTENTS

Mayor's message	4
From the CEO's desk	6
Shire profile	8
About Council	9
The Council	10
Community Financial Report	13
1. Carpentaria Community	19
2. Carpentaria Environment	20
3. Carpentaria Economy	21
4. Carpentaria Governance	22
Project highlights	23
Statutory information	24
Appendix A	32
General Purpose Financial Statements	40

Mayor's message

Along with my fellow Councillors I am happy to present the 2022-2023 Annual Report for the Carpentaria Shire Council.

It is as usual, a great privilege for us to have guided the Shire into a better future whilst bringing the community along with us. We are still committed 100 per cent to providing fair and equitable opportunities to our locals where we can. We, together with our team, also remain committed to creating positive change for our communities that will last well into the future.

Sustainability, integrity and transparency are still Council's catch cries and regardless of the opinions of a few we live by them.

Advocacy is and always will be our priority method for promoting our area and communities. Numerous positive comments regarding the tidiness and friendliness of both towns is something that we can be proud of as "Carpentarians". These comments come from Government people as well as other visitors and tourists so it is a general feeling of feeling safe and welcome that bring them on.

The spend this year was a bit higher than we would have liked but the effects of Covid are still being felt and the waiting lists are long and tedious which put a lot of purchases into this budget. Unfortunately to stall for the sake of better figures only makes the problem worse next time so we just had to suck it up and do it.

I could go on and state the projects completed and in progress but I'm sure our CEO will cover off on that so my last comment would be that when you observe the number of new vehicles and plant in the Shire that belong to our younger generation of "locals", who can see that this Shire is a land of opportunity, then you have the proof that our "look after locals" motto is working and giving the younger generation a kick start in life and business that doesn't happen in too many other places in this country.

All the best and stay safe.

Jack Bawden



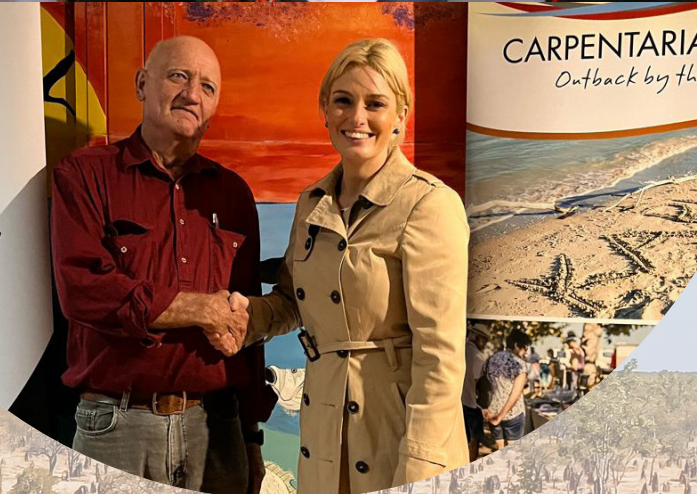
Anzac Day Celebrations - Dawn Service



Australia Day winners from left to right:
Barb Wollner, Mayor Jack Bowden,
Leanne Crossland, Rose Bouwens,
Candice Hill, Jake Daniels



Celebrating the signing of the
Small Business Charter



K150 Celebrations
- Opening of the
Pavers



From the CEO's desk

It is with pleasure that I present this report for inclusion in the 2022-2023 Annual Report.

Financial stimulus from the State and Federal Government by way of Works 4 Queensland (State) money and Local Roads and Community Infrastructure (LRCI) (Federal) stimulus money continued during the reporting period. Funding provided through these programs has been well received by Councils and we thank the other levels of Government as many projects would not be possible without this financial support. Sadly, the LRCI program is likely to not be continued past Phase 4.

We continue to close out the restoration of public assets works from the flood events between 2019 and 2021 and the 2022 works are 50% complete and we are working through submission approvals for damage caused during the prolonged rain event in early 2023.

Council started the 2022-2023 period with a budgeted capital works program of \$25.405 million, a significant increase over previous years. This was to be allocated across the following assets: -

Buildings	\$ 500,000
Other Infrastructure	\$ 3,043,321
Plant and Equipment	\$ 1,487,440
Roads	\$16,461,550
Water	\$ 3,522,916
Sewerage	\$ 390,000
Land	\$ 0

Expenditures on the Capital Works Program were concentrated on delivery of upgrades (\$17.005m) and renewal of assets (\$3.892m) with only a slightly higher percentage of the overall spend being on new assets (\$4.507m). Council's continued focus on reducing the depreciation expense by increasing useful life rather than adding to the depreciation expense by just building new assets continued during the 2022-2023 reporting period. In the advocacy space the Mayor, Deputy Mayor and Chief Executive Officer continued their attendance at the North West Queensland ROC meetings, ROC Assembly, Annual Conferences, and attended Regional Forums and Workshops. Council adopted its Advocacy Action Plan at the Ordinary General Meeting held on 15th February 2023 and the purpose of the Advocacy Action Plan is to outline what the Council will do in relation to those matters which the Council has no jurisdiction. A copy of the Plan is available on the Council website.

During the period Council passed a resolution to participate in the Queensland Small Business Friendly program run by the Queensland Small Business Commissioner.

The SBF program provides the framework, support and tools required to help local governments, Queensland Government agencies and large enterprise to realise their role in supporting small business. By bringing people together around a common goal, the program aims to enhance the operating environment for small businesses and provide the opportunities they need to thrive. It is driven by a series of simple, yet powerful commitments by SBF members to improve the way they transact, interact, and support small businesses across Queensland. We ask that you keep an eye on the Councils efforts over the coming years as we become even more Small Business Friendly.

Council continued its work in developing strategic documents during the reporting period and adopted the Regional Biosecurity Plan which was developed for the member councils of the NWQROC with Southern Gulf NRM, we adopted the Local Housing Action Plan (LHAP) in December, developed in conjunction with the 23 member Councils of the Western Queensland Alliance of Councils (Carpentaria Shire was the first Council to adopt the LHAP) and we reviewed and adopted the amended Local Disaster Management Plan and Evacuation Plan.

A Housing and Land Development document was prepared and presented to the LHAP Advisory Committee to provide an update on what Council was doing in relation to housing and land development. A copy of this document is available on the Council website.

Also, during the reporting period Council provided a Report Card back to Community in relation to the Community Plan, which was adopted in 2012. The purpose of this report card was to highlight the work progressed over the past 10 years and those that required the continued focus of Council into the future, a copy is available on the website under the Advocacy heading.

During the year we continued the service provided by Peak Services to undertake and assist Council with a grant writing service. As part of this service, we also receive advice in relation to Grants as they become available that may suit the projects that are on the Council "wish list" and these are further reviewed, and applications prepared. Work continued with the development of a new Planning Scheme for the Council to replace the old planning scheme. During the reporting period we were able to progress to the stage of putting the document out for public consultation. Council continued to maintain its membership of Gulf Savannah Development (GSD) and looks forward to the organisation becoming more active within the Region as it continues as the Economic Development Organisation within the Gulf Region.

Towards the end of the reporting period, I was invited to participate in the Queensland Connects program run by Advanced Queensland and the Queensland University of Technology. The program uses the MIT Regional Entrepreneurship Acceleration Program (REAP) framework and resources to bring together teams of influential people from different stakeholder groups (research/uni, corporate, entrepreneur, risk capital and government) to define a 'Must Win Battle' – something that will shift the dial on a local or sector challenge/opportunity and drive opportunities, jobs and investment. Our team will be looking into Remote Community Resilience.

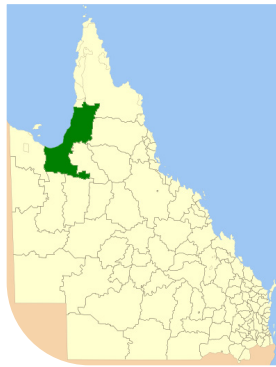
2023-2024 will continue to be a busy time for Council and staff as we undertake and deliver a large capital works program. Council looks forward to continuing to progress the many projects for community benefit and will continue to advocate on your behalf for our share of the funding pools available to Councils.

I would like to place on the public record my appreciation and thanks for the work the Leadership Team and all staff have undertaken on your behalf over the past year. I would also like to thank the Mayor and Councillors for their support and look forward to a very busy and productive year in 2023-2024.

Mark Crawley
Chief Executive Officer



SHIRE PROFILE



Carpentaria Shire is located on the Savannah Way in North West Queensland in the south eastern region of the Gulf of Carpentaria. The region is uniquely placed to offer residents and visitors opportunities and experiences in lifestyle, holidays, employment and investment. Carpentaria Shire has a friendly, laid-back lifestyle and is a place where children still ride their bikes down to the river to go fishing after school without parents having to worry as they would in larger towns and cities.

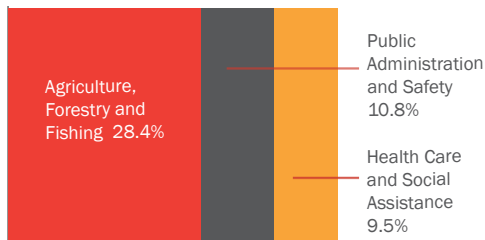
Carpentaria Shire is the traditional country of many First Nations people and the townships of Normanton and Karumba are the traditional land of the Gkuthaarn, Kukatj and Kurtijar people.

The Shire covers an area of approximately 65,000 square kilometres and has a population of 2,171. The countryside ranges from vast inland plains to mangrove forests, deltas and salt pans along the coastal areas of the Gulf. Carpentaria Shire has a diverse industry base with agriculture, fishing, mining, tourism and government administration providing the majority of the Shire's income. Normanton is the region's government and administrative centre.

Much of the Shire's commercial activity comes through Karumba, which has an active port based around export of zinc and lead. It also has a substantial fishing industry that targets prawns, barramundi, Spanish mackerel, salmon and mud crabs.

Some statistics on the major industries are:

- Agriculture, Forestry and Fishing (308 people)
- Public Administration and Safety (117 people)
- Health Care and Social Assistance (103 people)



In combination these three industries accounted for 528 employees in total or 48.7% of the local workers.

In comparison, Queensland employed 2.5% in Agriculture, Forestry and Fishing; 6.6% in Public Administration and Safety and 15.6% in Health Care and Social Assistance.

The differences between the jobs held by local workers of the Carpentaria Shire and Queensland were:

- A larger percentage of local workers employed in the field of Agriculture, Forestry and Fishing (28.4% compared to 2.5%)
- A smaller percentage of local workers employed in the field of Health Care and Social Assistance (9.5% compared to 15.6%)
- A smaller percentage of local workers employed in the field of Professional, Scientific and Technical Services (2.3% compared to 7.4%)
- A smaller percentage of local workers employed in the field of Manufacturing (1.6% compared to 6.6%)

The number of local workers in the Carpentaria Shire increased by 206 between 2016/17 and 2021/22.

- Agriculture, Forestry and Fishing (+127 local workers)
- Retail Trade (+27 local workers)
- Professional, Scientific and Technical Services (+19 local workers)
- Health Care and Social Assistance (+16 local workers)

The region offers good infrastructure and facilities, with sealed access roads, well-serviced airports, developed freight routes, primary and secondary schools, medical services, recreational and sporting facilities and the standard infrastructure expected in a modern community.

HISTORY

The Carpentaria Divisional Board was constituted on 11 January 1883 and amalgamated with the Shire of Carpentaria in 1903. The Council of the Shire of Carpentaria was constituted in 1903. The Municipality of Normanton was constituted on 6 February 1886, and amalgamated with Shire of Carpentaria in 1910.

POPULATION (2021 Census)

Normanton 1,437 Karumba 487

Distance to major centres		
	Normanton	Karumba
Mount Isa	484 km	556 km
Cairns	707 km	779 km
Townsville	938 km	1,010 km



ABOUT COUNCIL

OUR VISION

We are unique in Queensland.
We are the only place where the 'Outback meets the Sea'[®].
We are the only place in the Gulf where it is possible to drive on a bitumen road to a major port that has ready access to Asian markets.

We are the only place where tourists can experience both the Outback and the majesty of sunsets over the Gulf. It is a place where residents can still go down to the river after work and catch a fish. It is a place that our children can grow up still experiencing the safe lifestyle that we enjoyed in earlier generations while still accessing modern town facilities.

***'Outback by the Sea'[®] –
It's a great place to work, live and play.'***

OUR MISSION

In particular:

- We will work hard for our community.
- We will provide strong leadership to our community.
- We will provide open and transparent governance for our community.
- We will ensure that we are accountable to our community.

'Working for our community.'

OUR VALUES

Our key values that will govern our behaviour as a Council are:

Community

Service provision for the community, for it is why we are here

Respect

We respect one another's views, not all of us have the same view and we respect that

Integrity

We always act with integrity of local government.

Safety first

Safety is for everyone, staff, residents, visitors and the general community

Professionalism

We remain professional in all that we do

THE COUNCIL

Council operates under the *Local Government Act 2009* (the Act), and Councillors are elected to provide leadership and good governance to the Carpentaria Shire.

Our 7 elected members together form the Council. The Mayor and 6 Councillors were elected on 19 March 2020 for a 4-year term. Due to the resignation of Councillor Wells, a by-election was held on the 8 May 2021. Councillor Doug Thomas was elected to office.

Council does not have divisions, and therefore the Mayor and Councillors are elected representatives of all residents and ratepayers across the region.

Council has a duty to ensure the system of local government is accountable, effective, efficient and sustainable in accordance with the principles under the Act.

The local government principles are:

- transparent and effective processes, and decision-making in the public interest
- sustainable development and management of assets and infrastructure, and delivery of effective services
- democratic representation, social inclusion and meaningful community engagement
- good governance of, and by, local government
- ethical and legal behaviour of councillors and local government employees.

Collectively, the Councillors set the strategic direction for Council, identifying service standards and monitoring performance of the organisation.



Front Row (left to right): Cr Bradley Hawkins (Deputy Mayor), Mayor Jack Bawden, Cr Ashley Gallagher
Back Row (left to right): Cr Amanda Scott, Cr Craig Young, Cr Andrew Murphy, Cr Doug Thomas



ROLE OF COUNCILLORS

A Councillor must represent the current and future interests of the residents of the local government area. In summary, all Councillors, including the Mayor, are responsible for:

- a. ensuring the local government:
 - i. discharges its responsibilities under this Act
 - ii. achieves its corporate plan
 - iii. complies with all laws that apply to local governments
- b. providing high quality leadership to the local government and the community
- c. participating in Council meetings, policy development, and decision making, for the benefit of the local government area
- d. being accountable to the community for the local government's performance.

Each Councillor participates in the process of formulating, adopting and reviewing our corporate and operational plans. Councillors have regular meetings to make decisions and to discuss local issues.

Councillors focus on the policy directions of the local government area, not the internal day-to-day administration. The Councillors' role is to collectively make decisions that the Chief Executive Officer and employees then implement on behalf of the Council.

ROLE OF THE MAYOR

The Mayor has the duties of a Councillor with the added responsibility of:

- a. leading and managing meetings of the local government at which the Mayor is the chairperson, including managing the conduct of the participants at the meetings
- b. leading, managing, and providing strategic direction to the Chief Executive Officer in order to achieve the high quality administration of the local government
- c. directing the Chief Executive Officer of the local government under Section 170.
- d. conducting a performance appraisal of the Chief Executive Officer, at least annually, in the way that is decided by the local government (including as a member of a committee, for example)
- e. ensuring that the local government promptly provides the Minister with the information about the local government area, or the local government, that is requested by the Minister
- f. being a member of each standing committee of the local government
- g. representing the local government at ceremonial or civic functions.



STATUTORY INFORMATION IN RELATION TO COUNCILLORS

In accordance with (Section 186 *Local Government Regulation 2012*), the following information is presented in the tables below:

- for each Councillor, the total remuneration, including superannuation contributions, paid to the Councillor during the financial year
- the expenses incurred by, and the facilities provided to, each Councillor during the financial year under the local government's expenses reimbursement policy
- the number of local government meetings that each Councillor attended during the financial year.

Total remuneration paid to Councillors					Councillor	Facilities provided
Councillor	Remuneration	Superannuation	Expenses incurred	Total		
Jack Bawden	110,302.88	13,257.05	0	123,559.93	Jack Bawden	Vehicle, Surface Pro, mobile
Bradley Hawkins	63,635.85	7,648.16	0	71,284.01	Craig Young	Surface Pro
Amanda Scott	55,309.94	6,651.57	207.36	62,168.87	Amanda Scott	Surface Pro
Ashley Gallagher	55,309.94	6,651.57	711.36	62,672.87	Ashley Gallagher	Nil
Craig Young	55,309.94	6,651.57	1,866.24	63,827.75	Bradley Hawkins	iPad
Andrew Murphy	55,309.94	6,651.57	103.68	62,065.19	Andrew Murphy	Surface Pro
Douglas Thomas	55,309.94	6,322.55	0.00	61,632.49	Douglas Thomas	Surface Pro

Number of meetings attended by each Councillor		Ordinary Meeting	Special Meetings
Number of meeting held during the year		12	2
Jack Bawden	Mayor	11	1
Bradley Hawkins	Deputy Mayor	12	
Amanda Scott	Councillor	10	
Ashley Gallagher	Councillor	12	1
Craig Young	Councillor	12	1
Andrew Murphy	Councillor	10	1
Douglas Thomas	Councillor	12	1

Council meetings are held on the third Wednesday and Thursday of each month (subject to alteration in special circumstances). Members of the public are welcome to attend all Council meetings.

During the year Council held 12 General Meetings, as well as other special meetings that Councillors attended.

Councillor Bawden granted Leave of Absence for 20 July 2022 Ordinary Meeting - Resolution No. 0722/001

Councillor Scott granted Leave of Absence for 17 August 2022 Ordinary Meeting - Resolution No. 0822/001

Councillor Scott granted Leave of Absence for 21 September 2022 Ordinary Meeting - Resolution No. 0922/001

Councillor Thomas attended the 21 September 2022 Ordinary Meeting via Teams Audio & Visual

Councillor Murphy granted Leave of Absence for 14 December 2022 Ordinary Meeting - Resolution No. 1222/001

Councillor Scott attended the 18 January 2023 Ordinary Meeting via Teams Audio & Visual

Councillor Murphy granted Leave of Absence for 17 May 2023 Ordinary Meeting - Resolution No. 0523/001

Councillor Scott granted Leave of Absence for 22 June 2023 Budget Meeting - Resolution No. BM0623/001

Councillor Hawkins granted Leave of Absence for 22 June 2023 Budget Meeting - Resolution No. BM0623/001



COMMUNITY FINANCIAL REPORT

The Community Financial Report is a plain English summary of Council's Financial Statements. It has been prepared as required by Section 179 of the *Local Government Regulation 2012* and is designed to provide an easy to understand summary and analysis of Council's financial results and financial position.

For a more detailed understanding of Council's financial results and financial position, refer to the Financial Statements and accompanying notes section of this annual report.

FINANCIAL PERFORMANCE

The finances of Carpentaria Shire Council were again very strong at year end, even though we funded the bulk of capital projects through our cash reserves. Council is and will continually be looking at alternative revenue streams to provide the services our community needs and expects.

Key highlights of the financial year include:

- unqualified audit
- low risk sustainability.

SIMPLIFIED INCOME STATEMENT	\$'000
Operating revenue	64,187
- less discounts and remissions	(535)
- less expenses	(66,304)
- less Interest and finance charges	(345)
Surplus/(deficit) from operations	(2,997)
- add capital grants and contributed assets	3,424
- less capital expenses	(0)
Net result for the period	427

STATEMENT OF COMPREHENSIVE INCOME

The Statement of Comprehensive Income (often referred to as the Profit and Loss Statement) shows how Council has performed for the past 12-month period. The Income Statement illustrates what we have earned (revenue) and what we have spent (expenses) maintaining and operating the community services and assets Council provides.

SIMPLIFIED BALANCE SHEET	\$'000
What we have in the bank	47,416
What we own	294,595
What we are owed	12,214
Our total assets	354,225
What we owe our suppliers and employees	32,367
What we have borrowed	6,443
Our total liabilities	38,810
Net community assets (wealth)	315,415

STATEMENT OF FINANCIAL POSITION

The Statement of Financial Position (often referred to as the Balance Sheet) summarises the financial position of Council at the end of the Financial Year. The statement measures what Council owns (assets) and what Council owes (liabilities) at the end of the financial year, with the difference between these two components being the net community wealth (equity) of Council.

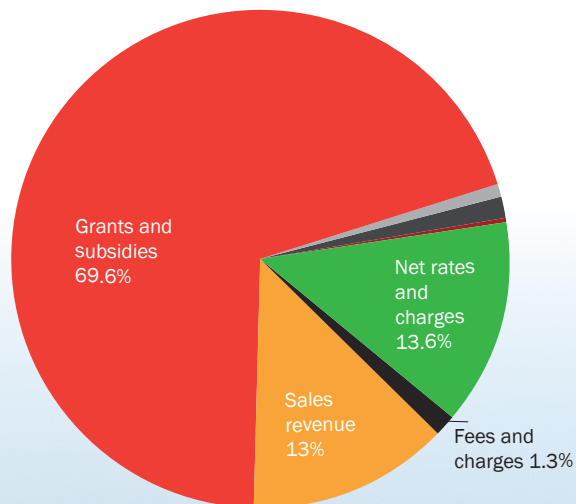


OUR OPERATING REVENUE

Council achieved an operating income of \$63,652 (after discounts and remissions) during the financial year.

How we earned our operating revenues

Operating revenue	%	\$'000
Net rates and charges	13.6%	8,654
Fees and charges	1.3%	820
Sales revenue	13.0%	8,293
Grants and subsidies	69.6%	44,284
Rental income	0.9%	547
Interest received	1.5%	979
Other income	0.1%	75
Total	100.0%	63,652



Council endeavours to maximise its revenue from sources other than rates by actively pursuing grants and subsidies and seeking appropriate contributions from the property development sector (where applicable).

A significant portion of Council's sales revenue \$8.1m relates to main roads maintenance performance contracts and other recoverable works. Road re-construction resulting directly from flood damage, represents 50.9% of Council's operating revenue in the financial year and provided an opportunity for Council to utilise its plant and staff across funded operations. Whilst there has been a drop in sales revenue compared to the 2022 year, there has been an increase in the number of projects of a capital nature.



Of the total operating grants and subsidies \$44.2m, or more than 73% was related to flood damage restoration works. Council engages consultants to assist with the management of flood damage works, as it is additional to normal operations. Contractors are then engaged to perform most of the reconstruction work.

There was a decrease in childcare fees due to the challenges faced by Council in attracting and retaining suitably qualified staff. The staffing numbers impacted the number of children able to attend. Council has recently prepared a Five-Year Business Plan for its Childcare Centre. The plan has made several recommendations to improve operations over the next five years with a view to becoming cost neutral.

Fees and charges and utility charges are generally applied on a full cost recovery basis to ensure the user pays for the service they are using as much as possible. These strategies help to minimise the reliance on the general rate to fund Council's operations. During the year Council outsourced its swimming pool operations to an external contractor, so it no longer collects revenue from swimming pool operations.

Interest received during the year was much higher than anticipated, and increased from \$201 thousand in 2022 to \$979 thousand at the end of 2023.

The increased interest has resulted from:

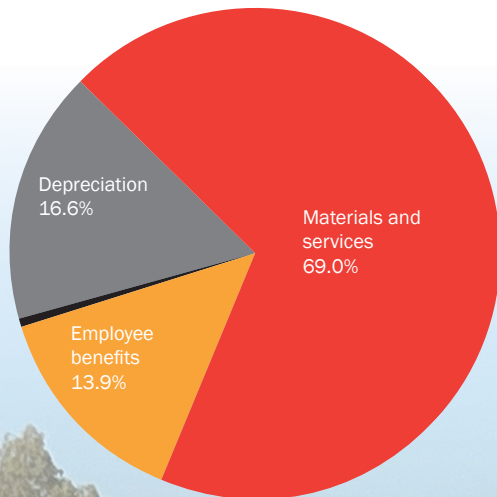
- funding for projects where Council receives advance payments;
- an increase in the interest rates payable for cash;
- improvements in budgeting and cash management, therefore maintaining a higher cash balance than in previous years.

OUR OPERATING EXPENSES

The operating expenses represent the cost to Council of providing services, operating facilities, and maintaining assets.

'Materials and services' are the goods and services required for operational and maintenance purposes. These make up almost 69% of Council's expenses. 'Employee benefits' are the wages and salaries paid to staff to perform their day to day activities and provide services to the community. 'Depreciation' represents the true cost of Council's assets over time. These assets include buildings, roads, stormwater drains, and water and sewerage infrastructure.

Operating expenses	%	\$'000
Materials and services	69.0%	45,975
Employee benefits	13.9%	9,249
Finance and other costs	0.5%	345
Depreciation	16.6%	11,080
Total	100.0%	66,649

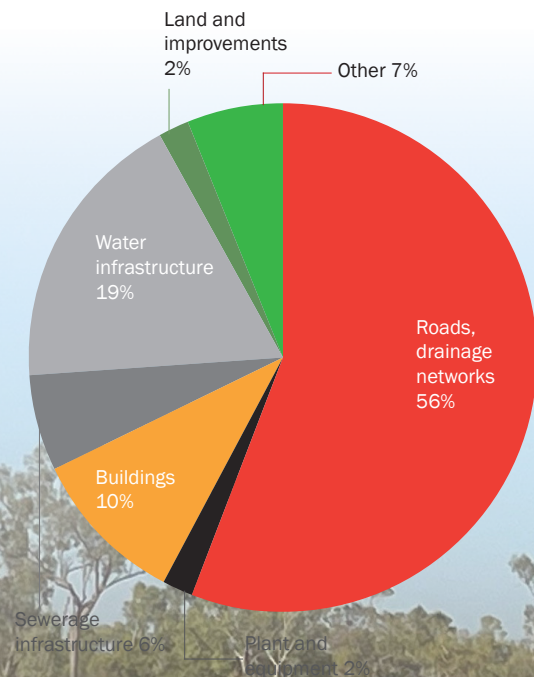


COMMUNITY INFRASTRUCTURE WE MANAGE

Council owns and manages more than \$292m worth of infrastructure that provide benefits directly to the community.

Accounting standards require Council to ensure its infrastructure assets are recorded at fair value. Council's progressive approach to asset management ensures our assets are optimised and the community benefits from the greatest value possible.

Our community infrastructure	%	\$'000
Roads and drainage	56%	162,753
Plant and equipment	2%	5,793
Buildings	10%	28,336
Sewer	6%	18,050
Water	19%	54,174
Land	2%	4,469
Other	7%	19,193
Total	100.00%	292,768



FINANCIAL PLANNING

Council's total borrowing costs for year ending 30 June 2023 was less than 5% of total net rates and charges. Council's total loan liability as at 30 June 2023 was \$6.4m, compared to \$6.9m as at June 2022. Council's loan liabilities have been borrowed for works only associated with capital infrastructure and not operating activities.

The graph below illustrates Council has been paying down debt for several years. There are no new borrowings forecast, and Council expects to continue to pay down borrowings.



The term to repay outstanding debt is between 2 and 20 years. Expected final repayment dates vary from June 2030 to March 2035.

Council's existing debt management strategy is to restructure its budget so that there is less emphasis on external borrowing for works such as road plant and to fund these recurring type capital expenditures from general rates and grants. In so doing, Council will be in a good financial position to provide for major community and recreational infrastructure in the future years.

FINANCIAL SUSTAINABILITY RATIOS

Council monitors its financial trend and sustainability by using financial ratios. These indicate whether or not Council is on the right track in terms of its financial performance and future. It acts as a guide to assist Councillors and management on the best course for budgeting for the future.

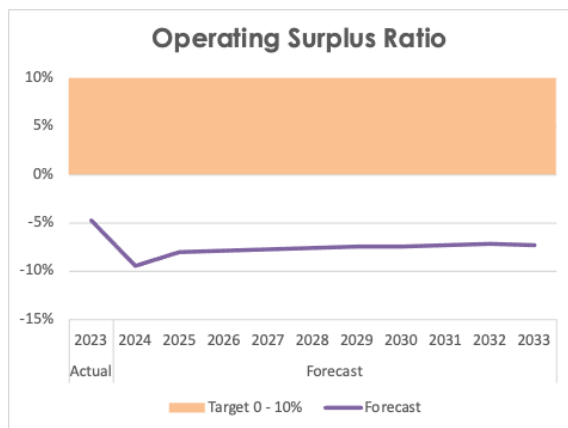
OPERATING SURPLUS RATIO

Calculation: net result divided by total operating revenue. Expressed as a percentage.

Description: This is an indicator of the extent to which revenues raised cover operational expenses only or are available for capital funding or other purposes. The operating surplus ratio is the operating surplus/deficit expressed as a percentage of total operating revenue. A positive ratio indicates that surplus revenue is available. This may be used to support the funding of capital expenditure or used to offset past or future operating deficits. If the surplus is not required for this purpose in a particular year, it can be held to support future capital expenditure funding as a financial asset, used to offset past deficit funding or, where possible, used to reduce current debt levels.

Target: 0-10%

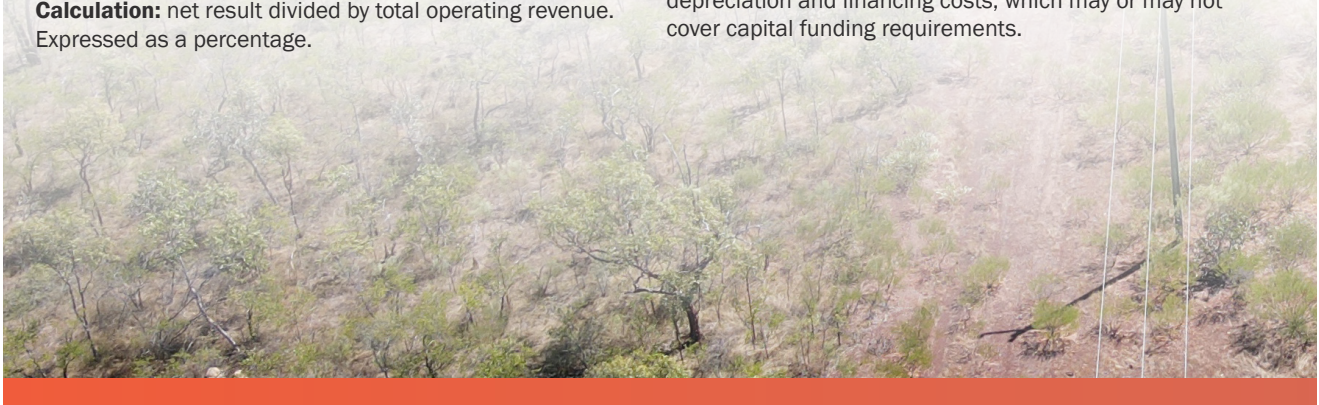
2022/2023 result: -4.7% = This result indicates Council is only just behind what is expected to cover operational expenditure. The ratio also indicates Council does not have enough spare cash to fund the replacement of its assets. As a result, significant effort is placed in sourcing of grant funding to fund the replacement of assets.



OPERATING CASH (EBIDA) RATIO

Calculation: (operating result plus Depreciation plus finance costs charged by QTC) divided by operating revenue.

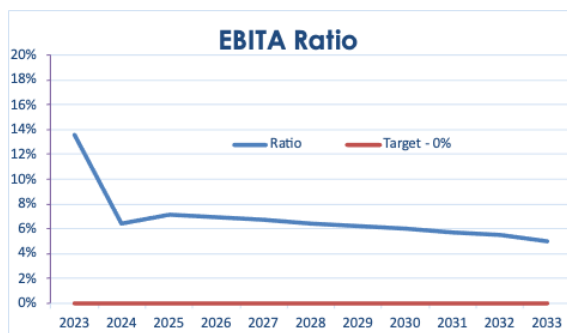
Description: This ratio is an indicator of Council's ability to cover its core operational expenses (not including depreciation and financing costs, which may or may not cover capital funding requirements).



A positive ratio indicates a cash surplus, meaning Council's revenues have exceeded expenditures for the year. This ratio does not take into account depreciation (a non-cash expense). This leaves a risk, assets are not replaced as they wear out. To minimise this risk Council tries to maximise grant opportunities to replace assets as they reach the end of their lives.

Target: - Breakeven or 0%

2022/2023 result: 13.58% = This positive result indicates Council has a cash surplus for the year. The surplus has contributed to the higher cash balance at the end of the year.



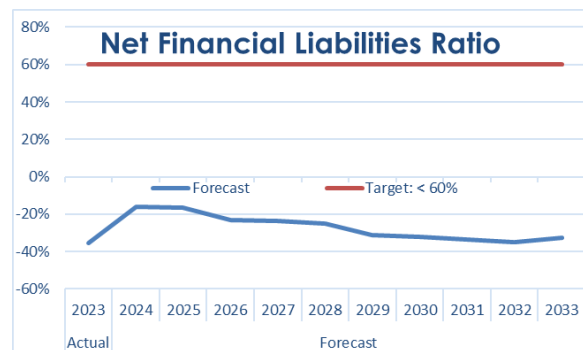
NET FINANCIALS LIABILITIES RATIO

Calculation: (total liabilities less current assets) divided by total operating revenue. Expressed as a percentage.
Description: This is an indicator of the extent to which the net financial liabilities of a local government can be serviced by its operating revenues. A ratio greater than zero (positive) indicates that total financial liabilities exceed current assets.

These net financial liabilities must be serviced using available operating revenues. A positive value less than 60% indicates the local government has the capacity to fund the financial liabilities and appears to have the capacity to increase its loan borrowings if required. A positive value greater than 60% indicates the local government has limited capacity to increase its loan borrowings. A ratio less than zero (negative) indicate that current assets exceed total liabilities and therefore the local government appears to have significant financial capacity and the ability to increase its loan borrowings if necessary.

Target: < 60%

2022/2023 result: -35.5% = This result indicates that Council can comfortably fund its total liabilities from current assets and has capacity to increase its loan borrowings should it be required. There is no new borrowings forecast over the next ten years.



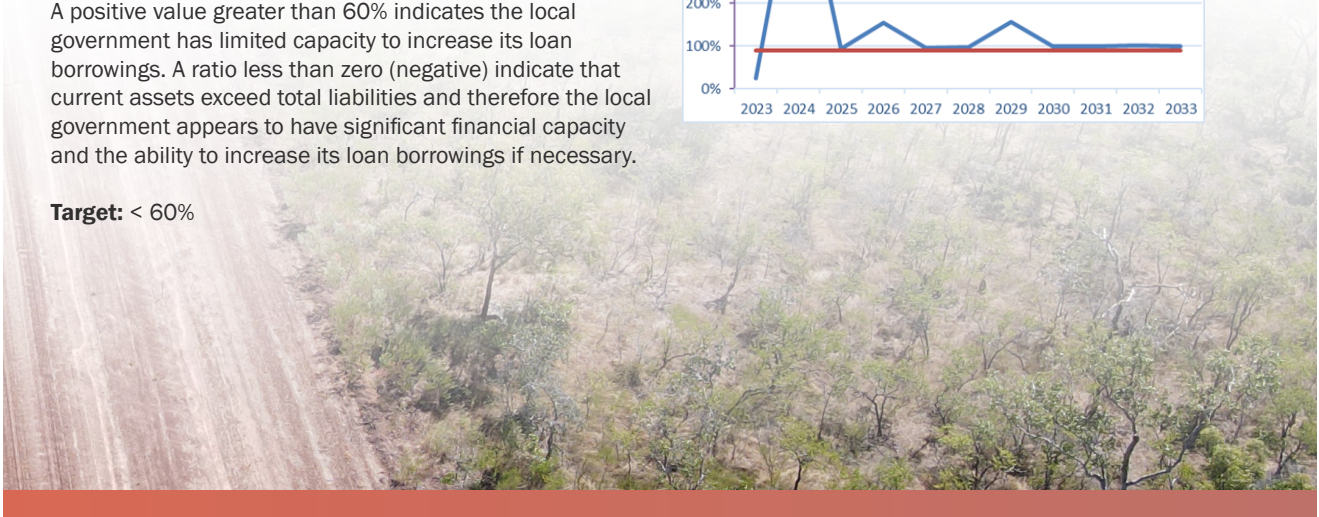
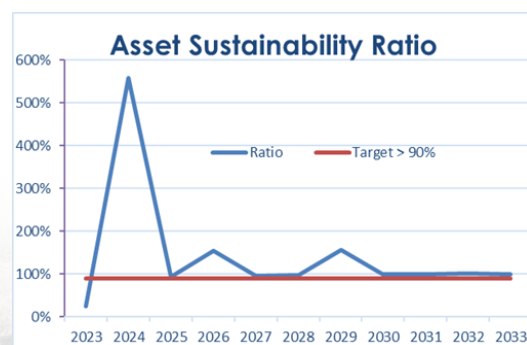
ASSET SUSTAINABILITY RATIO

Calculation: capital expenditure (on the replacement of assets - renewals) divided by depreciation expense. Expressed as a percentage.

Description: This is an approximation of the extent to which the infrastructure assets managed by the local government are being replaced as these reach their useful lives.

Target: > 90%

2022/2023 result: 25.18% - This indicates Council is not renewing/replacing existing infrastructure assets at a sustainable rate.



ASSESSMENT OF THE CORPORATE AND OPERATIONAL PLANS

The *Local Government Regulation 2012* requires Council to prepare and adopt an annual operational plan for each financial year and a 5-year corporate plan for each period of five financial years. The operational plan must state how the local government will progress the implementation of the 5-year corporate plan during the period and manage operational risks. Council's operational plan is aligned with the following four strategic themes identified in the corporate plan.

KEY STRATEGIC THEMES

Council's vision for the future is focused on the following strategic themes:

CARPENTARIA COMMUNITY

A safe, healthy, and equitable community that celebrates diversity and enjoys a quality lifestyle.

CARPENTARIA ENVIRONMENT

The region's environmental assets including natural areas and resources, open space, and agricultural land, are conserved and enhanced for future generations.

CARPENTARIA ECONOMY

A dynamic and diverse economy creating industry development and employment opportunities.

CARPENTARIA GOVERNANCE

A well governed, responsive Council, providing effective leadership and management, and respecting community values.

Information on the organisation's progress in achieving the strategies outlined in the operational plan was provided to Council through regular reporting each quarter as required by legislation.

Reports are provided quarterly in arrears for the end of the September, December, March and June quarters. The following is a review of the 2022-2023 achievements against the 5-year corporate plan 2021-2025.





1. Carpentaria Community

Outcomes	Strategic actions	2022-2023 Review
<p>A safe, healthy, and equitable community that celebrates diversity and enjoys a quality lifestyle.</p>	<p>Implementation of the Youth Strategy recommendations.</p>	<p>Grant funding has been sourced for the implementation for the youth strategy.</p> <p>The Youth Strategy to be implemented next year.</p>
	<p>Finalisation of standard leases for the community groups who utilise Council facilities.</p>	<p>One lease outstanding and is still in negotiations. A meeting has been scheduled to finalise the lease.</p>
	<p>Develop an action plan from the recommendations contained in the Carpentaria Sport and Recreation Plan.</p>	<p>Discussions with clubs as to the relevance of some items.</p> <p>A workshop has been scheduled to progress.</p>
	<p>Annual review the Local Disaster Management Plan.</p>	<p>Completed with QFES contact.</p>



2. Carpentaria Environment

Outcomes	Strategic actions	2022-2023 Review
<p>The region's environmental assets including natural areas and resources, open spaces, and agricultural land, are conserved and enhanced for future generations.</p>	<p>Advocate with various government departments on initiatives identified in the Coastal Hazard Adaptation Study and including Karumba Levee pre-feasibility.</p>	<p>PACP funding approved to undertake foreshore protection works. This will commence following the release of the detailed design from Haskoning. Not progressing this initiative.</p> <p>Likely to request an extension of time and carry over to 2023/2024.</p>
	<p>Implementation of the recommendations in the Regional Biosecurity Plan.</p>	<p>Regional Biosecurity Plan was adopted by Council, December 22.</p> <p>The Rural Lands Officer (RLO) has been undertaking weed spraying.</p> <p>The RLO is currently co-ordinating Round 2 the 1080 Baiting Program.</p>



3. Carpentaria Economy

Outcomes	Strategic actions	2022-2023 Review
<p>A dynamic and diverse economy creating industry development and employment opportunities.</p>	<p>Promote and encourage support from interested parties to pursue initiatives in the Economic Development Strategy.</p>	<p>Lilyvale Subdivision is progressing.</p> <p>A contract has been awarded to real estate to progress the sale and marketing of first lots from Stage 1.</p>
	<p>Continued participation in the North West Minerals Provenance with other councils and state government.</p>	<p>The new implementation plan for 2025 was released by the DSDILGP to ELT and Councillors.</p> <p>Attended meetings as arranged</p>
	<p>Promote and encourage support from interested parties to pursue initiatives in the Tourism Strategy.</p>	<p>The Tourism Champion is no longer engaged by Council. Council is in discussions with OQTA in relation to RTO representation and when complete will progress engagement with local operators.</p> <p>Some of the work is now picked up by existing staff and a new draft Tourism Strategy has been presented to Council.</p>



4. Carpentaria Governance

Outcomes	Strategic actions	2022-2023 Review
<p>A well governed, responsive Council, providing effective leadership and management, and respecting community values.</p>	<p>Annual Review of Strategic Risk Register and Operational Risk Register.</p>	<p>Workshop to be arranged with SLT in 2nd quarter to review the Operational Risk Registers.</p>
	<p>Implementation of individual asset class management plans.</p>	<p>Contractor engaged, to conduct site visit and prepare individual AMP's. AMP for Buildings, Water and Wastewater have been reviewed, other AMP's being finalised.</p>
	<p>Amend the Long-Term Financial Sustainability indicators and develop a sustainability plan highlighting the assumptions that make up the strategy.</p>	<p>QTC model completed, a date to be scheduled to work with ELT, before presenting to Council.</p>
	<p>Regional representation on the NWQROC and WQAC.</p>	<p>CEO, Mayor and Deputy Mayor attended ROC meetings as scheduled.</p>
	<p>Undertake a Local Laws Review of relevant Local Laws</p>	<p>Discussions have been held, and a full review is not required, just some possible amendments. May carry over to 2023/2024.</p>
	<p>Develop a transition plan for Finance Enterprise Software</p>	<p>Discussions have been held at ELT level. Planning to prepare a project brief. We have commenced reviews of software options with SLT.</p>

Project highlights

Our workforce delivered considerable works during the year, including major flood damage restoration works on Council and Department of Transport and Main Roads-controlled roads.

Along with maintenance and operations of key Council assets, additional capital works jobs were completed by Council during the financial year.

Many capital projects Council works on carry on over financial years, so not all capital works jobs are listed, only those jobs completed.

The table below shows some of the capital works completed at the end of June 2023. Some of these projects were either fully funded, or jointly funded with a contribution from Council.

The Lilyvale Subdivision has been in the planning stages for many years, and Stage 1 will be ready for sale in the new year.

PROJECT	TOTAL PROJECT COST
Philp Street House - Internal Upgrade	\$104,253
Disaster Coordination Centre	\$390,091
BenQ Interactive Display	\$13,470
Logitech HD Conference	\$6,493
Rain Guage Brennan's Knob	\$22,097
Rain Guage Claraville	\$20,347
Rain Guage Fish Hole Creek	\$20,348
Rain Guage Fog Creek	\$21,975
Flood Camera Gilbert River	\$39,026
Rain Guage Mundjirro	\$21,975
Flood Monitoring Device	\$54,33
Rain Guage Oakland Park	\$20,777
Rain Guage Prospect	\$20,347
Rain Guage Savannah	\$21,975
Flood Monitoring Device	\$38,895
Rain Guage Strathpark	\$21,975
Walkers Creek Flood Camera	\$57,281
Satellite Infrastructure Upgrade Dish 1 - Karumba	\$20,272
Satellite Infrastructure Upgrade Dish 2 - Karumba	\$32,665
Karumba Airport Weather Station	\$65,048
Gilbert Street Pontoon Repairs	\$12,393
Fleet - Replacement	\$81,952
Connect Trunk Main to Lilyvale	\$37,000
Lilyvale Road	\$675,073
Lilyvale Subdivision Stage 1	\$1,415,530
Abandoned Vehicle Fencing	\$22,220
Glenore Weir Rectification	\$84,173



Statutory information

Beneficial enterprises (Section 41 LGA 2009)									
A local government's annual report must contain a list of all beneficial enterprises that the local government conducted during the financial year.	There was no beneficial enterprise activity identified throughout the year.								
Significant Business Activities (Section 45 LGA 2009)									
<p>A local government's annual report for each financial year must:</p> <p>(a) contain a list of all the business activities that the local government conducted during the financial year</p> <p>(b) identify the business activities that are significant business activities</p> <p>(c) state whether or not the competitive neutrality principle was applied to the significant business activities, and if the principle was not applied, the reason why it was not applied</p> <p>(d) state whether any of the significant business activities were not conducted in the preceding financial year, i.e. whether there are any new significant business activities.</p>	Council did not conduct any significant business activities during the reported financial year and, as such, the competitive neutrality principle is not applicable.								
Remuneration for Senior Contract Employees (Section 201(1) LGA 2009)									
<p>A local government's annual report for each financial year must state:</p> <p>(a) the total of all remuneration packages that are payable (in the year to which the annual report relates) to the senior management of the local government</p> <p>(b) the number of employees in senior management who are being paid each band of remuneration</p> <p>Each band of remuneration is an increment of \$100,000.</p>	<p>The total of all remuneration package payable to the senior management for the financial year 2022/2023 was \$753,740.</p> <p>Remuneration packages includes salary, housing, vehicle use and other expenses and entitlements under a contract of employment.</p> <table border="1"> <thead> <tr> <th>Band of remuneration</th> <th>Number of senior management employees</th> </tr> </thead> <tbody> <tr> <td>Under \$100,000</td> <td>0</td> </tr> <tr> <td>\$100,000 to \$200,000</td> <td>0</td> </tr> <tr> <td>\$200,000 to \$300,000</td> <td>3</td> </tr> </tbody> </table> <p>The senior management, of Council, consists of the chief executive officer and two Directors.</p>	Band of remuneration	Number of senior management employees	Under \$100,000	0	\$100,000 to \$200,000	0	\$200,000 to \$300,000	3
Band of remuneration	Number of senior management employees								
Under \$100,000	0								
\$100,000 to \$200,000	0								
\$200,000 to \$300,000	3								
Financial Statements (Section 183 LGR 2012)									
<p>The annual report for a financial year must contain:</p> <p>(a) the general purpose financial statement for the financial year, audited by the auditor-general</p> <p>(b) the current-year financial sustainability statement for the financial year, audited by the auditor-general</p> <p>(c) the long-term financial sustainability statement for the financial year</p> <p>(d) the auditor-general's audit reports about the general purpose financial statement and the current-year financial sustainability statement.</p>	Included at Appendix B								
Community Financial Report (Section 184 LGR 2012)									
The annual report for a financial year must contain the Community Financial Report for the financial year.	Included in Chapter 3.								

Particular Resolutions (Section 185 LGR. 2012)																	
<p>The annual report for a financial year must contain:</p> <p>(a) a copy of the resolutions made during the financial year under section 250(1)</p> <p>(b) a list of any resolutions made during the financial year under section 206(2).</p>	<p>Expenses Reimbursement Policy</p> <p>Section 250 of the Local Government Regulation 2012 requires that Council adopt an expenses reimbursement policy.</p> <p>Council may, by resolution, amend its expense reimbursement policy at any time.</p> <p>The following resolutions under section 250 were made during the financial year:</p>																
	<table border="1"> <thead> <tr> <th>Meeting date</th> <th>Resolution number</th> <th>Resolution</th> </tr> </thead> <tbody> <tr> <td>18/8/2021</td> <td>0821/010</td> <td> <p>1. That Council adopt the following Policies as presented and make available on the Council website:</p> <ul style="list-style-type: none"> • Advertising and Spending Policy • Code of Conduct for Councillors • Complaints about the Public Official • Councillor's Expenses Reimbursement and Provision of Resources Policy • Entertainment and Hospitality Policy • Investigations Policy <p>2. Council acknowledge that regular reviews of policies will not be undertaken, and future policies will be amended following changes to legislation or guidelines provided by the Department or at Council's discretion.</p> <p>A copy of Council policy CSA_005 (Councillor Expenses Reimbursement & Provision of Resources) is attached at Appendix.</p> <p>No resolutions under section 250 were made during the 2022/2023 financial year.</p> </td> </tr> </tbody> </table>	Meeting date	Resolution number	Resolution	18/8/2021	0821/010	<p>1. That Council adopt the following Policies as presented and make available on the Council website:</p> <ul style="list-style-type: none"> • Advertising and Spending Policy • Code of Conduct for Councillors • Complaints about the Public Official • Councillor's Expenses Reimbursement and Provision of Resources Policy • Entertainment and Hospitality Policy • Investigations Policy <p>2. Council acknowledge that regular reviews of policies will not be undertaken, and future policies will be amended following changes to legislation or guidelines provided by the Department or at Council's discretion.</p> <p>A copy of Council policy CSA_005 (Councillor Expenses Reimbursement & Provision of Resources) is attached at Appendix.</p> <p>No resolutions under section 250 were made during the 2022/2023 financial year.</p>										
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<p>Valuation of non-current physical assets</p> <p>Section 206 of the Local Government Regulation 2012 requires that Council must, by resolution, set an amount for each different type of non-current physical asset below which the value of an asset of the same type must be treated as an expense.</p> <p>Council's Non-Current Asset Policy was adopted on 15 April 2020 by Council resolution 0420/023 and sets the following amounts below which the asset must be treated as an expense:</p>																	
<table border="1"> <thead> <tr> <th>Asset type</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Road infrastructure</td> <td>\$10,000</td> </tr> <tr> <td>Water infrastructure</td> <td>\$10,000</td> </tr> <tr> <td>Sewerage infrastructure</td> <td>\$10,000</td> </tr> <tr> <td>Buildings</td> <td>\$10,000</td> </tr> <tr> <td>Other infrastructure assets</td> <td>\$10,000</td> </tr> <tr> <td>Plant and equipment</td> <td>\$5,000</td> </tr> <tr> <td>Land and improvements</td> <td>\$1</td> </tr> </tbody> </table> <p>No resolutions under section 206(2) were made during the 2022/2023 financial year.</p>		Asset type	Amount	Road infrastructure	\$10,000	Water infrastructure	\$10,000	Sewerage infrastructure	\$10,000	Buildings	\$10,000	Other infrastructure assets	\$10,000	Plant and equipment	\$5,000	Land and improvements	\$1
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Other infrastructure assets	\$10,000																
Plant and equipment	\$5,000																
Land and improvements	\$1																

Councillors (Section 186 LGR 2012)		
The annual report for a financial year must contain particulars of: (a) for each councillor, the total remuneration, including superannuation contributions, paid to the councillor during the financial year; and (b) the expenses incurred by, and the facilities provided to, each Councillor during the financial year under the local government's expenses reimbursement policy; and (c) the number of local government meetings that each Councillor attended during the financial year; and		Included in About Council Section.
(d) the total number of the following during the financial year	(i) Orders and recommendations made under section 150I(2) of the LGA	Nil
	(ii) Orders made under section 150AH(1) of the LGA	Nil
	(iii) Decisions, orders and recommendations made under 150AR(1) of the LGA	Nil
(e) each of the following during the financial year	(i) The name of each councillor for whom a decision, order or recommendation under section 150I(2), 150AH(1) or 150 AR(1) of the LGA was made	Nil
	(ii) A description of the unsuitable meeting conduct, inappropriate conduct or misconduct engaged in by each of the councillors	Nil
	(iii) A summary or the order or recommendation made for each Councillor	Nil
(f) the number of each of the following during the financial year	(i) Complaints referred to the assessor under section 150P(2)(a) of the LGA by local government entities for the local government	Nil
	(ii) Matters, mentioned in section 150P(3) of the LGA, notified to the Crime and Corruption Commission	Nil
	(iii) Notices given under section 150R(2) of the LGA	Nil
	(iv) Notices given under section 150S(2)(a) of the LGA	Nil
	(v) Decisions made under section 150W(1)(a), (b) and (e) of the LGA	
	(vi) Referral notices accompanied by a recommendation mentioned in section 150AC(3)(a) of the LGA	Nil
	(vii) Occasions information was given under section 150AF(4)(a) of the LGA	Nil
	(viii) Occasions the local government asked another entity to investigate, under chapter 5A, part 3, division 5 of the LGA for the local government, the suspected inappropriate conduct of a councillor	Nil
	(ix) Applications heard by the conduct tribunal under chapter 5A, part 3, division 6 of the LGA about whether a councillor engaged in misconduct or inappropriate conduct	Nil

Administrative Action Complaints (Section 187(1) and (2) LGR. 2012)				
<p>The annual report must contain:</p> <p>(a) a statement about the local government's commitment to dealing fairly with administrative actions complaints</p> <p>(b) a statement about how the local government has implemented its complaints management process, including an assessment of the local government's performance in resolving complaints under the process.</p>		<p>Implementation of Complaints management process</p> <p>Council has adopted a formal policy (CSA_002 – Complaints Policy) to deal with administrative action complaints. The policy provides a statement of council's commitment to providing an open and accountable local government and details the process that council will follow to facilitate the effective management of complaints.</p> <p>Council will ensure that all complaints are treated confidentially and with due respect. Complainants will not suffer any reprisal from Council or staff for making a complaint. All complaints will be investigated in a timely manner with the primary aim of reaching a resolution acceptable to both Council and the complainant.</p> <p>Complaints received by Council are viewed as an opportunity for improvement, providing feedback to Council about service delivery or decisions made by Council.</p> <p>A new electronic system has been implemented during the year to capture, record and manages Administrative Action Complaints received by Council whether they are received verbally, in writing or via electronic means.</p> <p>Staff are provided with the necessary training in relation to the Administrative Action Complaints Policy and Complaints Management Process. Training is provided to staff in the use of the electronic system on an ongoing basis.</p> <p>Further information on Council's administrative complaints management process is available at from council's website.</p>		
		<p>Assessment of performance in dealing with complaints No administrative action complaints were received during the year.</p>		
	<p>Number of complaints received S187(2)(a)(i)</p>	<p>Number of complaints resolved S187(2)(a)(ii)</p>	<p>Number of complaints not resolved S187(2)(a)(iii)</p>	<p>Number of complaints not resolved that were made in a previous year S187(2)(b)</p>
	Nil	Nil	Nil	Nil
Overseas Travel (Section 188 LGR 2012)				
<p>(1) The annual report for a financial year must contain the following information about any overseas travel made by a Councillor or local government employee in an official capacity during the financial year:</p> <p>(a) for a Councillor—the name of the Councillor</p> <p>(b) for a local government employee—the name of, and position held by, the local government employee</p> <p>(c) the destination of the overseas travel</p> <p>(d) the purpose of the overseas travel</p> <p>(e) the cost of the overseas travel.</p>		<p>There was no overseas travel undertaken by a Councillor or local government employee in an official capacity during the financial year.</p>		
<p>(2) The annual report may also contain any other information about the overseas travel the local government considers relevant.</p>				
Expenditure on Grants to Community Organisations (Section 189(1) LGR 2012)				
<p>The annual report for a financial year must contain a summary of:</p> <p>(a) the local government's expenditure for the financial year on grants to community organisations</p>		<p>Council has adopted a Grant to Community Organisations Policy, which prescribes the types of grants given to community organisations.</p> <p>The grants provided are</p> <ul style="list-style-type: none"> • direct cash grants to community organisations • assets given to community organisations • concessions (e.g. rates remitted) for community organisations. <p>During the 2022/2023 financial year, Council made grants and provided assistance totalling \$89,285.68 to community organisations. Refer below for details of grants made to community organisations.</p>		

Non-cash grants (concessions/fee waivers)	
Organisation	Amount \$
In Kind - Bynoe	9,209.09
In Kind - Carpentaria Kindergarten	618.18
In Kind - Country Womans Association	3,300.00
In Kind - Gidgee Healing	1,100.00
In Kind - Gulf Christian College	4,879.12
In Kind - Karumba Fishstocking	527.27
In Kind - Karumba Recreation Club	2,353.51
In Kind - Normanton Police	872.73
In Kind - Normanton Rodeo	17,458.37
In Kind - Normanton State School	16,952.64
In Kind - Normanton Stingers	13,512.88
In Kind - Normanton Barra Classic	2,935.68
In Kind - Kurtijar Aboriginal Corporation	354.55
In Kind - Riverside Christian College	1,590.91
In Kind - Mount Isa School of the Air	3,490.91
In Kind - VMR Karumba	409.09
In Kind - Normanton Christian Centre	354.55
In Kind - NWHHS	390.00
In Kind - Aspire Cairns Community	2,621.65
In Kind - Deadly Choices	4,400.00
In Kind - NAIDOC Dinner/Ball	1,245.45
In Kind - Normanton Career & Boarding School Expo	354.55
In Kind - Queensland Stories Topology Inc	354.55
TOTAL	89,285.68
Discretionary Funds (Section 189(2) LGR 2012)	
<p>The annual report must contain the following information about the local government's discretionary funds</p> <p>(a) the total amount budgeted for the financial year as the local government's discretionary funds</p> <p>(b) the prescribed amount (0.1% of the local government's revenue from general rates for the previous financial year) for the local government for the financial year</p> <p>(c) the total amount of discretionary funds budgeted for the financial year for councillors to allocate for each of the following purposes</p> <p>(i) capital works of the local government that are for a community purpose</p> <p>(ii) other community purposes</p> <p>(d) the amount of discretionary funds budgeted for use by each councillor for the financial year</p> <p>(e) if a councillor allocates discretionary funds in the financial year</p> <p>(i) the amount allocated</p> <p>(ii) the date the amount was allocated</p> <p>(iii) the way mentioned in section 202(1) in which the amount was allocated</p> <p>(iv) if the amount was allocated to a person or organisation – the name of the person or organisation to whom the allocation was made</p> <p>(v) the purpose for which the amount was allocated, including sufficient details to identify how the funds were, or are to be, spent.</p>	<p>Not applicable as Carpentaria Shire Councillors do not have discretionary funds.</p>

Assessment of Corporate and Operational Plans (Section 190(1)(a) LGR. 2012)	
The annual report must contain the Chief Executive Officer's assessment of the local government's progress towards implementing its 5 year-corporate and annual operational plans	Included in Chapter 4.
Issues relevant to the assessment of Councils operations and performance (Section 190(1)(b) LGR. 2012)	
The annual report must contain particulars of other issues relevant to making an informed assessment of the local government's operations and performance in the financial year.	Nil
Annual Operations Report for Each Commercial Business Unit (Section 190(1)(c) LGR. 2012)	
<p>The annual operations report for each commercial business unit, which means a document that contains the following information for the previous financial year:</p> <ul style="list-style-type: none"> • information that allows an informed assessment of the unit's operations, including a comparison with the unit's annual performance plan • particulars of any changes made to the unit's annual performance plan for the previous financial year, including the impact the changes had on the unit's financial position, operating surplus or deficit and prospects. • Particulars of any directions the local government gave the unit. 	There were no commercial business units to report for the 2022/2023 financial year.
Joint Government Activity (Section 190(1)(d) LGR. 2012)	
<p>The annual report must contain details of any action taken for, and expenditure on, a service, facility or activity:</p> <p>(i) supplied by another local government under an agreement for conducting a joint government activity</p> <p>(ii) for which the local government levied special rates or charges for the financial year.</p>	Nil.
Invitations to change tenders (Section 190(1)(e) LGR. 2012)	
The annual report must contain details of the number of invitations to change tenders under section 228(7) of the LGR during the financial year.	Nil

List of Registers & Public Documents (Section 190(1)(f) LGR. 2012)		
The annual report must contain a list of registers kept by the local government.	The Chief Executive Officer holds the following registers. Except where otherwise indicated, they are open to inspection at the Council Administration Centre.	
	Registers held	Open to inspection
	Register of Local Laws	Yes
	Register of Roads	Yes
	Register of Cost-Recovery Fees	Yes
	Asset Register	No
	Register of Delegations	Yes
	Registers of Interests of Councillors	Yes
	Registers of Interests Chief Executive Officer	No
	Registers of Interests Senior Executive Employees	No
	Registers of interests of a person who is related to a Councillor, Chief Executive Officer or senior executive employee and senior contract employees	No
	Register of Pre-qualified Suppliers	Yes
	Register of Food Business Licences	Yes
Summary of Concessions for Rates and Charges (Section 190(1)(g) LGR. 2012)		
The annual report must contain a summary of all concessions for rates and charges granted by Council for the financial year.	Pensioner Rates Remission	
	Council provides a rates remission to eligible pensioners. <ul style="list-style-type: none"> Council's remission is 30% on all rates and charges (except excess water charges) with a qualifying residency period of at least 10 years within the Shire boundary. The applicant must hold a Pensioner Concession Card and be of pensionable age for the purposes of qualifying for an aged pension under the Australian Government guidelines. Otherwise the applicant may be a self-funded retiree and be of pensionable age for the purposes of qualifying for an aged pension under the Australian Government guidelines. Any arrears of rates and charges associated with the residential allotment must be paid in full before a pensioner becomes entitled to receive the rates remission. This policy is in accordance with State Government Pension Remission Guidelines. 	
	Rate Remission / Concessions (Other Than Pensioners)	
	Council considers applications for remission of rates lodged with Council where it considers the circumstances warrant such action as provided under the Local Government Act. Council may also consider the deferral of rates until a specified time if the circumstances warrant.	
	Summary of Rates Concessions	
Description	No. of Concessions Provided	Amount \$
Rates Based Financial Assistance	3	\$ 4,660.80
Total concessions	3	\$ 4,660.80

Report on Internal Audit (Section 190(1)(h) LGR. 2012)		
<p>The annual report must contain a summary on the internal audit for the financial year.</p>	<p>Section 105(1) of the Local Government Act 2009 requires that each local government must establish an efficient and effective internal audit function.</p> <p>The purpose of the internal audit function is to:</p> <ul style="list-style-type: none"> • provide a systematic and proactive assessment of the effectiveness and reliability of Council's internal controls and processes • help ensure Council is achieving its desired outcomes • ensure compliance with legislation, Council policy and procedures • identify and document those areas of significant operational risk to Council with a view to finding practical recommendations for improvements. <p>The scope of works for each financial year is set out in an Internal Audit Plan, which is endorsed by the Chief Executive Officer and the Internal Audit Committee.</p> <p>In 2022/2023 Council adopted an Internal Audit Plan for 2023-2025. Council Internal Auditors (Pacifica) had assisted Council carry out the Plan, including internal audits of the following areas:</p> <ul style="list-style-type: none"> • Procurement Policy review • Procurement procedure review and rewrite • Procurement compliance batch testing • Purchase requisitioning and goods receipting practices <p>The review consisted of a number of staff workshops to conduct a full review and update of the existing procedure. The review of purchase requisitioning and goods receipting practices had commenced just prior to June 30 and had not been fully finalised by then.</p> <p>A considerable amount of work was also carried out to finalise prior year internal audit work.</p>	
Investigation Notices for Competitive Neutrality Complaints (Section 190(1)(i) LGR. 2012)		
<p>The annual report must contain a summary of investigation notices given in the financial year under S49 of the LGR for competitive neutrality complaints.</p>	<p>Nil</p>	
Responses to QCA's Recommendations (Section 190(1)(j) LGR. 2012)		
<p>The annual report must contain the local government's responses in the financial year on the QCA's recommendations on any competitive neutrality complaints under S52(3) of the LGR.</p>	<p>Nil</p>	

Appendix A

COUNCILLOR'S EXPENSES REIMBURSEMENT AND PROVISION OF RESOURCES POLICY

Policy Details

Policy Category	Council Policy
Date Adopted	18/08/2021
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	18 th August 2021
Policy Version Number	5.00
Policy Owner	Executive Services
Contact Officer	Chief Executive Officer

Supporting documentation

Legislation	<ul style="list-style-type: none"> Local Government Act 2009 Local Government Regulation 2012
Policies	<ul style="list-style-type: none"> Procurement Policy Entertainment and Hospitality Policy Passenger Vehicle Fleet Policy
Delegations	<ul style="list-style-type: none"> N/A
Forms	<ul style="list-style-type: none"> Claims for reimbursement
Supporting Documents	<ul style="list-style-type: none"> Taxation Rulings issued by the Australian Taxation Office

Version History:

Version	Approval Date	Comment	eDRMS #
8.0	18/08/2021	Changes as per Resolution No. 0821/010	
7.0	24/10/2018	Changes as per Resolution No. 1810/013	
6.0	18/04/2018	Changes as per Resolution No. 0418/026	
5.0	20/06/2016	Changes as per Resolution No. 0716/012	
4.0	23/06/2010	Changes as per Resolution No. 0610/008	
3.0	20/05/2009	Changes as per Resolution No. 0509/005	
2.0	02/04/2008	Adoption of model Expenses Reimbursement Policy	
1.0	16/06/2006	Changes as per Resolution No. 0606/027	

1. POLICY STATEMENT

- 1.1. The Carpentaria Shire Council is committed to ensuring that Councillors are provided with the facilities required to enable them to perform their duties.
- 1.2. Councillors should not be financially disadvantaged when carrying out their roles, and should be fairly and reasonably compensated in accordance with statutory requirements and community expectations.

2. PRINCIPLES

- 2.1. This policy ensures that the council's reimbursement of expenses incurred by councillors is consistent with the local government principles and financial sustainability criteria as defined in the *Local Government Act 2009*.
- 2.2. In addition the principles that underpin this policy are:
 - Councillors should not receive a private benefit through their role as a councillor;
 - the use of public monies in the public interest by responsible budgeting and accounting;
 - fair and reasonable allocation of council resources (allowances, facilities and other benefits) to enable all councillors to conduct the duties of their office;
 - transparent decision-making by public disclosure of policy and resolutions; and
 - accountability for expenditure and use of facilities through full justification and acquittal.

3. POLICY

Scope

- 3.1. Chapter 8 Part 1 Division 2 of the *Local Government Regulation 2012* sets out the requirements for the payment of reasonable expenses incurred, or to be incurred, by councillors for discharging their duties and responsibilities as councillors and the provision of facilities to councillors for that purpose.
- 3.2. This policy applies to all councillors for the reimbursement of expenses incurred, or to be incurred, by them in undertaking their responsibilities.
- 3.3. Council will reimburse councillors for eligible expenses as set out in this policy. Any expenses not provided for by this policy will not be reimbursed without express approval from the Chief Executive Officer.
- 3.4. Councillor remuneration is not covered by this policy. Councillor remuneration is determined annually by the Local Government Remuneration and Disciplinary Tribunal.
- 3.5. Spouses, partners and family members of councillors are not entitled to reimbursement of expenses or have access to facilities allocated to councillors.
- 3.6. Failure to comply with this policy, falsifying claims or the misuse of facilities may breach the Councillors' Code of Conduct and/or represent an offence under the Criminal Code and may be referred to the Crime and Misconduct Commission.

PART 1 - FACILITIES

Category	Facilities Provided
Secretarial Support	The Mayor's office will be assisted with secretarial support by Council's Executive Assistant. Limited secretarial support will be provided to Councillors with prior approval by the Chief Executive Officer.
Administrative Tools	Councillors are entitled to use Council facilities as required to assist in discharging their duties and responsibilities including (but not limited to): <ul style="list-style-type: none">• Shared office space and meeting rooms;

Category	Facilities Provided
	<ul style="list-style-type: none"> • Shared access to photocopiers; • Shared access to printers; • Stationery; • Promotional material necessary for official Council business • Other resources as approved by the Mayor or Chief Executive Officer.
IT Equipment	<p>Councillors are provided with the following IT equipment to assist in discharging their duties and responsibilities:-</p> <ul style="list-style-type: none"> • A laptop or iPad and necessary software; • Printer, as required; • equipment to enable wireless internet access.
Software	<p>Council will provide all software necessary to enable Councillors to carry out their duties as elected members.</p> <p>All software is licensed to the Carpentaria Shire Council and remains the property of Council at the end of the term.</p> <p>All software licensed to council that has been installed on a councillor's tablet device will be removed prior to the end of the Councillor term.</p>
Telephone and Data	<p>The Mayor will be provided with a mobile phone by Council for Approved Council Business. Reasonable private use of the telephone is permitted.</p> <p>The Mayor may elect to use a private mobile phone.</p> <p>Where the Mayor has elected to use a private mobile phone, Council will pay an annual allowance of \$1,000.00 to cover the costs of council related calls.</p> <p>Councillors will be paid an annual allowance of \$600.00 to cover the costs of telephone calls and rental for a home and/or mobile telephone which are associated with the performance of their duties as Councillor. Actual expenses above this amount may be reimbursed upon the production of receipts.</p> <p>The Mayor and Councillors telephone allowance shall be paid monthly in conjunction with Councillor meeting fees.</p> <p>Council will be responsible for any Fringe Benefit Tax Payable.</p>
Safety Equipment	<p>Council will provide all the necessary safety equipment for use on official Council business e.g. safety helmet/boots, safety vests.</p>
Corporate Uniform	<p>Council will provide each Councillor with –</p> <ul style="list-style-type: none"> • A name badge; • Shirts embroidered with Council's logo (up to three shirts per annum if requested); • Jacket or blazer embroidered with Council's logo (1 per term).
Corporate Credit Card	<p>The Mayor will be provided with a corporate credit card for business expenses in accordance with this Policy and the Corporate Credit Card Policy.</p>

Category	Facilities Provided
Council Motor Vehicles	<p>The Mayor will be provided with a suitable vehicle as determined by Council.</p> <p>Other Councillors may use the Mayor's vehicle for Approved Council Business with the prior approval of and at the discretion of the Mayor.</p> <p>Council will pay all costs associated with the vehicle, including fuel, servicing, repairs, maintenance and insurance.</p> <p>The Mayor's vehicle may be used for all Approved Council Business, together with incidental private use.</p> <p>If there is any doubt, the Chief Executive Officer will determine if any use is incidental private use.</p> <p>Limited private use of Council owned vehicles that is not incidental private use, is permitted if prior approval has been granted by resolution of Council. Council will, in its resolution authorising private use, set out the terms for the Councillor to reimburse Council for such private use.</p>
Fuel Costs	<p>Fuel for Council owned vehicles used for official Council business will be provided or paid for by Council.</p> <p>The CEO may approve the issue of a fuel card to a Councillor.</p> <p>A Councillor who is issued a fuel card must keep all receipts and/or tax invoices for any purchases on the card and provide the documents to the Manager Finance and Administration or other designated officer in a timely manner.</p> <p>Where no fuel card has been provided, Council will reimburse actual costs incurred by a Councillor. Original documents sufficient to verify the actual expenditure must be provided.</p>

Maintenance of Facilities Provided

- 3.7. Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of Council-owned equipment that is supplied to Councillors for official business use.
- 3.8. All facilities provided to Councillors, with the exception of mobile devices, remain the property of Council and must be returned to Council when a Councillor's term expires.

Private Use of Council Facilities

- 3.9. Based on the principle that no private benefit is to be gained, the facilities provided to Councillors by Council (except for mobile tablet devices) are to be used only for official Council business unless prior approval has been granted by resolution of Council.
- 3.10. A Council resolution authorising private use of Council owned facilities must set out the terms under which the Councillor will reimburse Council for the percentage of private use.

PART 2 - EXPENSES

Category	Expense Reimbursement
Insurance Cover	<p>Council will indemnify or insure Councillors in the event of injury sustained while discharging their civic duties.</p> <p>Council will pay the excess for injury claims made by a Councillor resulting from conducting official Council business.</p>

Category	Expense Reimbursement
Professional Development	<p>Council encourages Councillors to undertake relevant professional development and will reimburse expenses incurred for:</p> <ul style="list-style-type: none">• Mandatory professional development, and• Discretionary professional development deemed essential for the Councillor's role. <p>Mandatory Training</p> <p>Council will reimburse expenses for attendance and will pay for or reimburse Councillors for all associated reasonable costs (including registration, travel, accommodation, meals etc) at the following subject to attendance being approved by Council:</p> <ul style="list-style-type: none">• Training courses or workshops for skill development related to a Councillors role or portfolio;• Training courses or workshops relating to their legislative obligations i.e. Councillor Induction, Code of Conduct.• Regional, State or National Local Government associated conferences, symposiums, workshops and training courses. <p>Note: Registrations should be made in sufficient time to take advantage of any 'early bird' discounts.</p> <p>Discretionary Training</p> <p>Where a Councillor identifies the need to attend a conference, workshop or training to improve skills relevant to their role as a Councillor, other than mandatory professional development as above, the Councillor may request Council's approval to attend.</p> <p>The funding limit for discretionary training is \$5,000 for each councillor during their four (4) year term in office.</p> <p>All professional development activities must be approved in advance by resolution by Council or by the Mayor and later ratified by resolution of Council.</p>
Out of Pocket Expenses	<p>Councillors are entitled to reimbursement of reasonable out of pocket expenses incurred in the conduct of official Council business.</p> <p>The maximum amount of out-of-pocket expenses (excluding reimbursement of expenses for professional development and as approved by Council) that may be claimed is:</p> <ul style="list-style-type: none">• Mayor \$2,000 per annum.• Councillors \$500 per annum. <p>The Mayor may approve the reimbursement of reasonable out of pocket expenses by other councillors at official Council business at which the Mayor is not in attendance.</p> <p>Non-Council related expenditure or expenditure in relation to partners, spouses or family members is not permitted.</p> <p>To comply with s186 of the <i>Local Government Regulation 2012</i>, which requires Council to publish expenses incurred by each Councillor during the year under Council's Expenses Reimbursement Policy in its Annual Report, Councillors incurring hospitality expenses are required to maintain documentary evidence of all such expenditure which will be recorded in a register maintained by the Chief Executive Officer on a monthly basis.</p>

Category	Expense Reimbursement
	<p>Where any conflict exists between this policy and Council's Entertainment and Hospitality Policy, this policy will take precedence.</p> <p>Councillors' expenses will be reported in Council's Annual Report.</p>
Travel Required to Represent Council	<p>All travel to represent the Council must be approved by Council or the CEO prior to any expenses being incurred. Councillors are to travel via the most direct route, using the most economical and efficient mode of transport.</p> <p>Overseas Travel</p> <p>Overseas travel can only be approved by a Council resolution.</p> <p>Accommodation</p> <p>All Councillor Accommodation for Council business will be booked and paid for by Council. Council will pay for the most economical deal best suited to the needs of Council business. Where possible, the maximum standards for Councillors' accommodation should be four (4) star rating.</p> <p>Where accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient to the event.</p> <p>Incidental Costs</p> <p>Council will reimburse any reasonable incidental costs incurred by Councillors required to travel, and who are away from home overnight, for official Council business upon provision of receipts.</p> <p>Meals</p> <p>Council will reimburse reasonable costs of meals and refreshments for a Councillor when:</p> <ul style="list-style-type: none">• the Councillor incurs the cost personally and can produce original documents sufficient to verify the actual meal cost; and• the meal was not provided within the registration costs of the approved activity/event; or during an approved flight. <p>Reasonable costs of meals and refreshments will be calculated with reference to Australian Taxation Office Guidelines for Reasonable Allowances set for each income tax year.</p> <p>Should the cost be for a greater value than those listed above and the cost is deemed reasonable by the CEO, then reimbursement for the full cost may be provided.</p> <p>Travel Bookings</p> <p>All Councillor travel, approved by Council, will be booked and paid for by Council.</p> <p>Economy class is to be used where possible although the CEO and/or Mayor may approve business class if the particular circumstances warrant it.</p> <p>Airline tickets are not transferable and can only be procured for the Councillor's travel on official Council business. They cannot be used to offset other unapproved expenses (eg cost of partner or spouse accompanying the Councillor).</p> <p>Frequent Flyer points or other loyalty program benefits accrued on Council business must not be used for personal travel and, where possible, should be utilised to offset future Council travel expenses.</p>

Category	Expense Reimbursement
	Travel Transfer Costs Any travel transfer expenses associated with Councillors travelling for Council approved business will be reimbursed eg trains, taxis, buses and ferry fares.
Use of Private Vehicle	<p>Councillors will be reimbursed for private vehicle usage on official Council business. Reimbursement calculations will be based on the relevant Australian Tax Office published rate for the vehicle type.</p> <p>Where a Councillor elects to use their private vehicle instead of other forms of travel, such as a plane travel, the total amount of reimbursement must be the lower of the calculated amounts plus the cost of taxi transfers.</p> <p>Example: if an airfare costs \$1,000.00, then the kilometric claim for the vehicle cannot exceed \$1,000.00 even if the actual kilometric claim was, say, \$1,300.00.</p> <p>Where a Councillor utilises their own aircraft or helicopter to attend approved Council business, Council will reimburse expenses equivalent to the ATO kilometric rates for the largest class of motor vehicle.</p> <p>If another Councillor travels in the aircraft or helicopter, a claim may also be submitted by the owner equivalent to the number of Councillors travelling.</p> <p>Example: the Councillor and one other Councillor travel in the aircraft or helicopter on approved Council business. The owner may claim the kilometric rate equivalent to travel by two motor vehicles. The passenger is not entitled to any claim</p>
Fines and Penalties	Any fines or penalties incurred while travelling in Council owned vehicles or privately owned vehicles when attending to official Council business, will not be reimbursed and are the responsibility of the Councillor incurring the fine.

Claims for Reimbursement

- 3.11. All claims for reimbursement of expenses must be made on the approved form and submitted with original receipts to the Office of the CEO. Claims certified by a Councillor as complying with this policy will be authorised for payment by the Chief Executive Officer.
- 3.12. Claims must be presented within 3 months of incurring the expense.
- 3.13. When considering an application for approval of any matter related to this policy, the council or the Chief Executive Officer must have regard to the limits outlined in this policy and any relevant budget allocation.

4. RESPONSIBILITIES

Reporting

Pursuant to section 186 of the *Local Government Regulation 2012*, Council's Annual Report must contain the particulars of the expenses incurred by, and the facilities provided to, each Councillor during the financial year under this policy.

5. DEFINITIONS

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

Approved Council Business - includes-

- a) Formal meetings of Council, including Ordinary, Statutory and Special Meetings;
- b) Official committee meetings, including advisory committee meetings of which a Councillor is a member;
- c) Formal public consultation meetings;
- d) Civic functions at which a Councillor is attending in his/her official capacity as a Councillor;
- e) Community functions to which a Councillor has been invited in his/her official capacity as a Councillor;
- f) Official inspections;
- g) Formal training, professional development and conferences approved by Council;
- h) Other activities approved by the Mayor and ratified at a subsequent meeting of Council.

Council - means the Carpentaria Shire Council.

Councillors - means the Mayor, Deputy Mayor and Councillors unless otherwise specified.

Expenses - mean costs reasonably incurred, or to be incurred, in connection with Councillors discharging their duties. The expenses may be either reimbursed to Councillors or paid direct by Council for something that is deemed a necessary cost or charge. Expenses are not included as remuneration.

Entertainment and hospitality - means the cost to council of providing entertainment or hospitality as outlined in council's Entertainment and Hospitality Expenditure Policy.

Facilities - mean the facilities deemed necessary to assist Councillors in their role.

Incidental private use includes use incidental to Approved Council Business. (example - stopping at a shop on the way to or from Approved Council Business).

Professional development –includes activities undertaken by Councillors to improve their understanding, competence and knowledge of matters that specifically relate to local government functions, or to improve their competence and knowledge of matters that will assist them in carrying out their role as a Councillor.

Examples of professional development include (but are not limited to): Local Government industry training, conferences, workshops, seminars or specific events that are relevant to a Councillors role; or that are relevant to the development of a Councillor's individual knowledge and competence in conducting their role

Reasonable - shall mean Council must make sound judgements and consider what is prudent, responsible and acceptable to the community when determining reasonable levels of facilities and expenditure.

Training – any facilitated learning activity which is considered by council to be a requirement for councillors to discharge their duties and responsibilities as councillors.

Carpentaria Shire Council

GENERAL PURPOSE FINANCIAL STATEMENTS

for the year ended 30 June 2023

Contents	Page
Statement of Comprehensive Income	2
Statement of Financial Position	3
Statement of Changes in Equity	4
Statement of Cash Flows	5
Notes to the Financial Statements	6
Management Certificate	39
Independent Auditor's Report	40
Current Year Financial Sustainability Statement	43
Certificate of Accuracy	44
Independent Auditor's Report - Current Year Financial Sustainability Statement	45
Unaudited Long Term Financial Sustainability Statement	48
Certificate of Accuracy - Long Term Financial Sustainability Statement	49

Carpentaria Shire Council

Financial Statements 2023

Statement of Comprehensive Income

for the year ended 30 June 2023

\$ '000	Notes	2023	2022
Income			
Revenue			
Recurrent revenue			
Rates, levies and charges	3a	8,654	8,589
Fees and charges	3b	820	989
Sales revenue	3c	8,293	14,983
Grants, subsidies, contributions and donations	3d(i)	44,284	38,384
Total recurrent revenue		<u>62,051</u>	<u>62,945</u>
Capital revenue			
Grants, subsidies, contributions and donations	3d(ii)	3,424	8,352
Total capital revenue		<u>3,424</u>	<u>8,352</u>
Other income			
Rental income		547	553
Interest received	4a	979	201
Other income	4b	75	553
Total other income		<u>1,601</u>	<u>1,307</u>
Total income		<u>67,076</u>	<u>72,604</u>
Expenses			
Recurrent expenses			
Employee benefits	5	9,249	10,061
Materials and services	6	45,975	52,271
Finance costs	8	345	390
Depreciation and amortisation:			
- Property, plant and equipment	11	11,010	10,038
- Right of use assets	13	70	73
Total recurrent expenses		<u>66,649</u>	<u>72,833</u>
Other expenses			
Capital Expenses	7	-	2,115
Total other expenses		<u>-</u>	<u>2,115</u>
Total expenses		<u>66,649</u>	<u>74,948</u>
Net Result		<u>427</u>	<u>(2,344)</u>
Other comprehensive income			
Items that will not be reclassified to net result			
Increase/(decrease) in asset revaluation surplus		11,782	17,227
Total other comprehensive income for the year		<u>11,782</u>	<u>17,227</u>
Total comprehensive income for the year		<u>12,209</u>	<u>14,883</u>

The above statement should be read in conjunction with the accompanying notes and accounting policies.

Carpentaria Shire Council

Financial Statements 2023

Statement of Financial Position

as at 30 June 2023

\$ '000	Notes	2023	2022
Assets			
Current assets			
Cash and cash equivalents	8	47,416	40,670
Receivables	9	3,175	3,390
Inventories		675	717
Contract assets	12	9,013	5,690
Other assets	10	663	508
		<u>60,942</u>	<u>50,975</u>
Non-current assets held for sale		489	501
Total current assets		<u>61,431</u>	<u>51,476</u>
Non-current assets			
Receivables	9	26	91
Right of use assets	13	–	70
Property, plant and equipment	11	292,768	286,168
Total non-current assets		<u>292,794</u>	<u>286,329</u>
Total Assets		<u>354,225</u>	<u>337,805</u>
Liabilities			
Current liabilities			
Payables	14	5,397	7,802
Contract liabilities	12	24,294	17,070
Borrowings	15	527	527
Lease liabilities	13	–	72
Provisions	16	1,500	1,400
Other liabilities		100	100
Total current liabilities		<u>31,818</u>	<u>26,971</u>
Non-current liabilities			
Borrowings	15	5,916	6,430
Provisions	16	1,076	1,098
Other liabilities		–	100
Total non-current liabilities		<u>6,992</u>	<u>7,628</u>
Total Liabilities		<u>38,810</u>	<u>34,599</u>
Net community assets		<u>315,415</u>	<u>303,206</u>
Community equity			
Asset revaluation surplus		200,689	188,907
Retained surplus		114,726	114,299
Total community equity		<u>315,415</u>	<u>303,206</u>

The above statement should be read in conjunction with the accompanying notes and accounting policies.

Carpentaria Shire Council

Financial Statements 2023

Statement of Changes in Equity

for the year ended 30 June 2023

\$ '000	Notes	Asset revaluation surplus	Retained surplus	Total equity
2023				
Balance as at 1 July		188,907	114,299	303,206
Net result		–	427	427
Other comprehensive income for the year				
- Increase in asset revaluation surplus	11	11,782	–	11,782
Other comprehensive income		11,782	–	11,782
Total comprehensive income for the year		11,782	427	12,209
Balance as at 30 June		200,689	114,726	315,415
2022				
Balance as at 1 July		171,680	116,643	288,323
Net result		–	(2,344)	(2,344)
Other comprehensive income for the year				
- Increase in asset revaluation surplus	11	17,227	–	17,227
Other comprehensive income		17,227	–	17,227
Total comprehensive income for the year		17,227	(2,344)	14,883
Balance as at 30 June		188,907	114,299	303,206

The above statement should be read in conjunction with the accompanying notes and accounting policies.

Carpentaria Shire Council

Financial Statements 2023

Statement of Cash Flows

for the year ended 30 June 2023

\$ '000	Notes	2023	2022
Cash flows from operating activities			
Receipts from customers		23,949	32,608
Payments to suppliers and employees		<u>(63,604)</u>	<u>(68,319)</u>
		(39,655)	(35,711)
Rental income		547	553
Interest received		979	201
Operating grants and contributions		47,830	40,098
Borrowing costs		<u>(345)</u>	<u>(390)</u>
Net cash inflow from operating activities	20	<u>9,356</u>	<u>4,751</u>
Cash flows from investing activities			
Receipts			
Proceeds from sale of property, plant and equipment		–	1,606
Grants, subsidies, contributions and donations		3,805	8,352
Payments			
Payments for property, plant and equipment		<u>(5,829)</u>	<u>(10,244)</u>
Net cash outflow from investing activities		<u>(2,024)</u>	<u>(286)</u>
Cash flows from financing activities			
Payments			
Repayment of borrowings		(514)	(488)
Repayments made on leases (principal only)		<u>(72)</u>	<u>(74)</u>
Net cash flow outflow from financing activities		<u>(586)</u>	<u>(562)</u>
Net increase in cash and cash equivalents held		<u>6,746</u>	<u>3,903</u>
Cash and cash equivalents at the beginning of financial year		40,670	36,767
Cash and cash equivalents at the end of the financial year	8	<u>47,416</u>	<u>40,670</u>

The above statement should be read in conjunction with the accompanying notes and accounting policies.

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Contents of the Notes accompanying the General Purpose Financial Statements

Note	Details	Page
1	Information about these financial statements	7
2	Analysis of results by function	8
3	Revenue	10
4	Interest and other income	13
5	Employee benefits	13
6	Materials and services	14
7	Capital expenses	14
8	Cash and cash equivalents	15
9	Receivables	16
10	Other assets	17
11	Property, plant and equipment	18
12	Contract balances	29
13	Leases	30
14	Payables	32
15	Borrowings	32
16	Provisions	34
17	Commitments for expenditure	35
18	Contingent liabilities	35
19	Superannuation	36
20	Reconciliation of net result for the year to net cash inflow from operating activities	36
21	Reconciliation of liabilities arising from financing activities	37
22	Events after the reporting period	37
23	Transactions with related parties	37

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Note 1. Information about these financial statements

(a) Basis of preparation

Carpentaria Shire Council is constituted under the Queensland *Local Government Act 2009* and is domiciled in Australia.

These general purpose financial statements are for the period 1 July 2022 to 30 June 2023. They are prepared in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

Council is a not-for-profit entity for financial reporting purposes and these financial statements comply with Australian Accounting Standards and Interpretations as applicable to not-for-profit entities.

These financial statements have been prepared under the historical cost convention except for the revaluation of certain classes of property, plant and equipment.

(b) New and revised Accounting Standards adopted during the year

Council adopted all standards which became mandatorily effective for annual reporting periods beginning on 1 July 2022. None of the standards had a material impact on the reported position, performance and cash flows.

(c) Standards issued by the AASB not yet effective

The AASB has issued Australian Accounting Standards and Interpretations which are not effective at 30 June 2023, these standards have not been adopted by Council and will be included in the financial statements on their effective date.

The following list identifies all the new and amended Australian Accounting Standards, and Interpretation, that were issued but not yet effective at 30 June 2023 at the time of preparing these statements that could be applicable to the Council.

Effective for NFP annual reporting periods beginning on or after 1 January 2023

- AASB 2021-1 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-Current and associated standards (amended by AASB 2021-6 and AASB 2022-6 Amendments to Australian Accounting Standards - Non-current Liabilities with Covenants)
- AASB 2021-3 Amendments to Australian Accounting Standards - Annual Improvements 2018-2021 and Other Amendments
- AASB 2022-2 Amendments to Australian Accounting Standards - Disclosure of Accounting Policies and Definition of Accounting Estimates (amended by AASB 2022-6)

- AASB 2022-7 Editorial Corrections to Australian Accounting Standards and Repeal of Superseded and Redundant Standards

Effective for NFP annual reporting periods beginning on or after 1 January 2024

- AASB 2022-10 Amendments to Australian Accounting Standards - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities

(d) Estimates and Judgements

Council has made a number of judgements, estimates and assumptions in preparing these financial statements. These are based on the best information available to Council at the time, however due to the passage of time, these assumptions may change and therefore the recorded balances may not reflect the final outcomes. The significant judgements, estimates and assumptions relate to the following items and specific information is provided in the relevant note:

- Revenue recognition - Note 3
- Valuation and depreciation of property, plant and equipment - Note 11
- Provisions - Note 16
- Contingent liabilities - Note 18

(e) Rounding and Comparatives

The financial statements are in Australian dollars and have been rounded to the nearest \$1,000, unless otherwise stated.

Comparative information is generally restated for reclassifications, errors and changes in accounting policies unless permitted otherwise by transition rules in a new Accounting Standard.

(f) Taxation

Council is exempt from income tax, however Council is subject to Fringe Benefits Tax, Goods and Services Tax ('GST') and payroll tax on certain activities. The net amount of GST recoverable from the ATO or payable to the ATO is shown as an asset or liability respectively.

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Note 2. Analysis of results by function

(a) Analysis of results by function

The activities relating to the council's components reported on in Note 2(b) are as follows :

Governance

The objective of corporate governance is for Council to be open, accountable, transparent and deliver value for money community outcomes. This function includes strategic and operational planning, risk management, legal and administrative support. The Mayor, Councillors and Chief Executive Officer are included in corporate governance.

Economic

The objective of this function is to ensure the community is serviced by a high quality and effective road network. The function provides and maintains transport infrastructure, including the maintenance and provision of the drainage network. It also facilitates the shire's growth and prosperity through well planned and quality development. The objective of planning and development is to ensure that Carpentaria Shire is well designed, efficient and facilitates growth yet also preserves the character and natural environment of the Shire. This function includes activities and services related to town, neighbourhood and regional planning, and management of development approval processes.

Environment

The goals of this program are to protect and support a healthy, safe community through sustainable water services and includes all activities relating to water including flood and waterways management. This program also protects and supports the health of our community by sustainably managing sewerage infrastructure. The program also facilitates waste management to protect and support our community and natural environment by sustainably managing refuse. The function provides refuse collection and disposal services, mosquito and other pest management programs.

Social

The goal of social is to ensure a healthy, vibrant, contemporary and connected community. The function provides well managed and maintained community facilities, and ensures the effective delivery of cultural, welfare and recreational services.

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Note 2. Analysis of results by function (continued)

(b) Council functions - analysis of results by function

Functions \$'000	Gross program income			Capital other	Total income	Gross program expenses		Total expenses	Net result from recurring operations	Net result	Total assets
	Recurring grants	Recurring other	Capital grants			Recurring	Capital				
2023											
Governance	11,498	5,683	302	-	17,483	(5,820)	-	(5,820)	11,361	11,663	56,039
Economic	32,433	12,206	3,028	-	47,667	(54,953)	-	(54,953)	(10,314)	(7,286)	178,633
Environment	88	792	-	-	880	(1,323)	-	(1,323)	(443)	(443)	72,134
Social	265	687	94	-	1,046	(4,553)	-	(4,553)	(3,601)	(3,507)	47,419
Total	44,284	19,368	3,424	-	67,076	(66,649)	-	(66,649)	(2,997)	427	354,225
2022											
Governance	7,640	4,780	172	-	12,592	(6,580)	-	(6,580)	5,840	6,012	30,347
Economic	30,121	19,395	7,231	-	56,747	(60,894)	(2,115)	(63,009)	(11,378)	(6,262)	192,940
Environment	218	920	-	-	1,138	(1,476)	-	(1,476)	(338)	(338)	67,714
Social	405	773	949	-	2,127	(3,883)	-	(3,883)	(2,705)	(1,756)	46,804
Total	38,384	25,868	8,352	-	72,604	(72,833)	(2,115)	(74,948)	(8,581)	(2,344)	337,805

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Note 3. Revenue

\$ '000	2023	2022
(a) Rates, levies and charges		
Rates, levies and charges are recognised as revenue at the beginning of the rating period to which they relate. Prepaid rates are recognised as a financial liability until the beginning of the rating period.		
General rates	5,074	4,615
Water access charge	1,204	1,696
Water consumption charge	655	632
Sewerage	1,485	1,476
Waste management	771	738
Total rates and utility charge revenue	9,189	9,157
Less: Discounts	(486)	(525)
Less: Pensioner remissions	(48)	(26)
Less: Rates write-off	(1)	(17)
Total rates, levies and charges	8,654	8,589

(b) Fees and charges

Revenue arising from fees and charges is recognised at the point in time when or as the performance obligation is completed and the customer receives the benefit of the goods / services being provided.

The performance obligation relates to the specific services which are provided to the customers and generally the payment terms are within 30 days of the provision of the service or in some cases, the customer is required to pay on arrival, for example pools. There is no material obligation for Council in relation to refunds or returns.

\$ '000	2023	2022
Airport landing fees	292	181
Animal control fees	5	3
Barra hatchery tours	190	314
Building and development fees	30	35
Cemeteries	39	42
Child care	70	137
Gym	38	41
Halls	53	34
Landfill and Waste	-	68
Libraries	1	1
Licences and registrations	8	6
Swimming pool	-	2
Other fees and charges	94	125
Total fees and charges	820	989

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Note 3. Revenue (continued)

(c) Sales revenue

Revenue from services is recognised when the service is rendered.

Revenue from contracts and recoverable works generally comprises a recoupment of material costs together with an hourly charge for use of equipment and employees. This revenue and the associated costs are recognised by reference to the stage of completion of the contract activity based on costs incurred at the reporting date. Where consideration is received for the service in advance it is included in other liabilities and is recognised as revenue in the period when the service is performed.

\$ '000	2023	2022
Rendering of services		
Road maintenance performance contract (RMPC) works	2,703	2,921
DTMR recoverable works	5,414	11,952
Other works (Barra Hatchery, Boat Ramps, Visitor Information Centre etc)	176	110
Total sales revenue	8,293	14,983

(d) Grants, subsidies, contributions and donations

Grant income under AASB 15

Where grant income arises from an agreement which is enforceable and contains sufficiently specific performance obligations then the revenue is recognised when each performance obligation is satisfied.

Performance obligations vary in each agreement but include events, restoration of road damage, purchase of material and supplies etc. Payment terms vary depending on the terms of the grant, cash is received upfront for some grants and on the achievement of certain payment milestones for others.

Each performance obligation is considered to ensure that the revenue recognition reflects the transfer of control and within grant agreements there may be some performance obligations where control transfers at a point in time and others which have continuous transfer of control over the life of the contract.

Where control is transferred over time, revenue is recognised using either costs or time incurred.

Grant income under AASB 1058

Where Council receives an asset for significantly below fair value, related liability (or equity items) are recorded and income then is recognised for any remaining asset value at the time that the asset is received.

Capital grants

Where Council receives funding under an enforceable contract to acquire or construct a specific item of property, plant and equipment which will be under Council's control on completion, revenue is recognised as and when the obligation to construct or purchase is completed. For construction projects, this is generally as the construction progresses in accordance with costs incurred.

Donations and Contributions

Where assets are donated or purchased for significantly below fair value, the revenue is recognised when the asset is acquired or controlled by the Council.

Donations and contributions are generally recognised on receipt of the asset since there are no enforceable performance obligation.

Physical assets contributed to council by developers in the form of road works, stormwater, water and wastewater infrastructure and park equipment are recognised as revenue when Council obtains control of the asset and there is sufficient data in the form of drawings and plans to determine the approximate specifications and values of such assets. Non-cash contributions with a value in excess of the recognition thresholds are recognised as non-current assets. Those below the thresholds are recorded as expenses.

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Note 3. Revenue (continued)

\$ '000	2023	2022
(i) Operating		
General purpose grants	10,984	7,323
State government subsidies and grants	63	–
Donations	19	4
Specific purpose government subsidies and grants	819	2,098
Shire roads flood damage (DRFA)	32,399	28,959
Total recurrent grants, subsidies, contributions and donations	44,284	38,384

(ii) Capital

Capital revenue includes grants and subsidies received which are tied to specific projects for the replacement or upgrade of existing non-current assets and/or investment in new assets.

State government subsidies and grants	258	–
Commonwealth government subsidies and grants	8	–
Specific purpose government subsidies and grants	3,158	8,352
	3,424	8,352
Total capital grants, subsidies, contributions and donations	3,424	8,352

(iii) Timing of revenue recognition for grants, subsidies, contributions and donations

\$ '000	Notes	2023		2022	
		Revenue recognised at a point in time	Revenue recognised over time	Revenue recognised at a point in time	Revenue recognised over time
Grants and subsidies	3d	11,770	35,920	8,019	38,713
Other	3d	18	–	4	–
		11,788	35,920	8,023	38,713

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Note 4. Interest and other income

\$ '000	2023	2022
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(a) Interest received

Interest received from bank and term deposits is accrued over the term of the investment.

Interest from overdue rates and utility charges	73	71
Other interest and investment revenue	906	130
Total interest received	979	201

(b) Other income

Sponsorships, refunds and other miscellaneous income are recognised upon receipt.

Other	75	553
Total other income	75	553

Note 5. Employee benefits

\$ '000	Notes	2023	2022
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Employee benefit expenses are recorded when the service has been provided by the employee.

Staff wages and salaries		6,826	7,419
Councillors' remuneration		450	441
Annual, sick and long service leave entitlements		1,180	1,244
Superannuation	19	884	1,022
		9,340	10,126
Other employee related expenses		258	264
		9,598	10,390
Less: capitalised employee expenses		(349)	(329)
Total Employee benefits		9,249	10,061

Total Council employees at the reporting date:

Elected members	7	7
Administration staff	38	27
Depot and outdoors staff	54	66
Total full time equivalent employees	99	100

Councillor remuneration represents salary and other allowances paid in respect of carrying out their duties.

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Note 6. Materials and services

\$ '000	2023	2022
Expenses are recorded on an accruals basis as Council receives the goods or services.		
Audit of annual financial statements by the Auditor-General of Queensland*	69	62
Donations paid	152	116
Airport operations	273	283
Child care centre operations	82	60
Community services	1,379	968
Council road works	477	729
Flood damage maintenance works	30,034	28,470
Pest management	129	325
Public facilities	1,192	711
Quarry expenses	2	7
Recoverable Works	6,189	14,157
Sewerage operations	687	1,288
Tourism	534	471
Waste operations	746	767
Water operations	1,106	731
Other materials and services	2,924	3,126
Total materials and services	45,975	52,271

*Total audit fees quoted by the Queensland Audit Office relating to the 2022-23 financial statements are \$69,000 (2022: \$61,890).

Note 7. Capital expenses

\$ '000	Notes	2023	2022
Loss on disposal of non-current assets			
Proceeds from the disposal of property, plant and equipment		-	1,606
Less: carrying value of disposed property, plant and equipment	11	-	(3,721)
Loss on disposal of non-current assets		-	2,115

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Note 8. Cash and cash equivalents

\$ '000	2023	2022
Cash and cash equivalents in the statement of cash flows include cash on hand, all cash and cheques received but not banked at the year end, deposits held at call with financial institutions which are subject to an insignificant risk of changes in value.		
Cash and cash equivalents		
Cash at bank and on hand	1,500	3,256
Deposits at call	45,916	37,414
Balance per Statement of Financial Position	<u>47,416</u>	<u>40,670</u>
Balance per Statement of Cash Flows	<u>47,416</u>	<u>40,670</u>

Restricted and internally allocated cash and cash equivalents

Council is exposed to credit risk through its investments in the QTC Cash Fund. The QTC Cash Fund is an asset management portfolio investing in a wide range of high credit rated counterparties. Deposits with the QTC Cash Fund are capital guaranteed. Working Capital Facility deposits have a duration of one day and all investments are required to have a minimum credit rating of "A-", the likelihood of the counterparty not having capacity to meet its financial commitments is low.

Cash and cash equivalents	47,416	40,670
Less: Externally imposed restrictions on cash	(24,294)	(17,070)
Unrestricted cash	23,122	23,600

Council's cash and cash equivalents are subject to a number of internal and external restrictions that limit amounts available for discretionary or future use. These include:

(i) Externally imposed expenditure restrictions at the reporting date relate to the following cash assets:

Unspent government grants and subsidies	24,294	17,070
Total externally imposed restrictions on cash assets	<u>24,294</u>	<u>17,070</u>
Total unspent restricted cash	<u>24,294</u>	<u>17,070</u>

Council's activities expose it to a variety of financial risks including interest rate risk, credit risk and liquidity risk. Exposure to financial risks is managed in accordance with Council approved policies on financial risk management. These policies focus on managing the volatility of financial markets and seek to minimise potential adverse effects on the financial performance of Council.

Cash and deposits at call are held at both Westpac Banking Corporation (WBC) and Queensland Treasury Corporation (QTC) in term deposits, business cheque accounts and cash management accounts. WBC currently has a short term credit rating of A1+ and long term rating of AA- (Standard & Poor's). QTC is currently rated at 'AA+' (Standard & Poor's) (Australian Government Guaranteed) with a stable outlook.

Investments in financial assets are only made where those assets are with a bank or other financial institution in Australia. Council does not invest in derivatives or other high risk investments.

Council manages its exposure to liquidity risk by maintaining sufficient cash deposits, both short and long term, to cater for unexpected volatility in cash flows.

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Note 8. Cash and cash equivalents (continued)

\$ '000	2023	2022
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Trust Funds

In accordance with the *Local Government Act 2009* and *Local Government Regulation 2012*, a separate trust bank account and separate accounting records are maintained for funds held on behalf of outside parties. Funds held in the trust account include those funds from the sale of land for arrears in rates, deposits for the contracted sale of land, security deposits lodged to guarantee performance and unclaimed monies (e.g. wages). The Council performs only a custodian role in respect of these monies and because the monies cannot be used for Council purposes, they are not considered revenue nor brought to account in the financial statements since Council has no control over the assets.

Funds held in trust for outside parties

Security deposits	132	132
	<u>132</u>	<u>132</u>

Note 9. Receivables

Receivables, loans and advances are amounts owed to council at year end. They are recognised at the amount due at the time of sale or service delivery or advance. Settlement of receivables is required within 30 days after the invoice is issued. Terms for loans and advances are usually a maximum of five years with interest charged at non-commercial rates. Security is not normally obtained.

Debts are regularly assessed for collectability and allowance is made, where appropriate, for impairment. All known bad debts were written-off at 30 June. If an amount is recovered in a subsequent period it is recognised as revenue.

The impairment loss is recognised in finance costs. The amount of the impairment is the difference between the asset's carrying amount and the present value of the estimated cash flows discounted at the effective interest rate.

\$ '000	2023	2022
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Current

Rates, levies and charges	816	913
Trade debtors	865	2,483
Accrued revenues		
Loans and advances to community organisations	33	8
ATO - net GST receivable	450	-
Accrued income	1,033	-
Total	<u>3,197</u>	<u>3,404</u>

Less: Loss Allowance

	(22)	(14)
Total current receivables	<u>3,175</u>	<u>3,390</u>

Non-current

Loans and advances to community organisations	26	91
Total	<u>26</u>	<u>91</u>

Total non-current receivables

	<u>26</u>	<u>91</u>
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Accounting policies

When Council has no reasonable expectation of recovering an amount owed by a debtor, and has ceased enforcement activity, the debt is written-off by directly reducing the receivable against the loss allowance. If the amount of debt written off exceeds the loss allowance, the excess is recognised as an impairment loss.

Accounting for impairment losses is dependent upon the individual group of receivables subject to impairment. The loss allowance for grouped receivables reflects lifetime expected credit losses and incorporates reasonable and supportable

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Note 9. Receivables (continued)

forward-looking information. Economic changes impacting debtors, and relevant industry data form part of the impairment assessment.

Council has identified 4 groupings of its receivables: Rates, levies and charges, grants, trade debtors and loans and advances to community organisations.

Rates, levies and charges: Council is empowered under the provisions of the Local Government Act 2009 to sell an owner's property to recover outstanding rate debts and therefore the expected credit loss is immaterial. Impairment of rates and charges will occur only if arrears are deemed to be greater than the proceeds Council would receive from the sale of the respective property.

Grants: payable by State and Commonwealth governments and their agencies. A credit enhancement exists as these payments are effectively government guaranteed and both the state and Commonwealth governments have high credit ratings, accordingly Carpentaria Shire Council determines the level of credit risk exposure to be immaterial and therefore does not record an Expected Credit Loss for these counterparties.

Loans and advances to community organisations: Loans relate to advances made to various sporting bodies. These loans arise from time to time and are subject to negotiated interest rates which are below market rates. The credit risk on these loans is considered low. The loans in place are at call.

Trade debtors: Council has applied the simplified approach for trade receivables and contract assets and the loss allowance is measured at an amount equal to lifetime expected credit losses.

Interest is charged on outstanding rates . No interest is charged on other debtors.

The exposure to credit risk for receivables by type of counterparty was as follows:

\$ '000	2023	2022
Rates, levies and charges	816	913
State and Commonwealth Government	2,250	2,393
Community organisations	95	99
Other debtors	62	90
Total	3,223	3,495

Movement in accumulated impairment losses is as follows:

Opening balance at 1 July	(14)	(46)
Less: Debts written off during the year		
Add: Impairment during the year	(8)	32
Closing Balance at 30 June	(22)	(14)

Note 10. Other assets

\$ '000	2023	2022
Current		
Water charges not yet levied	663	508
Total current other assets	663	508

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements
for the year ended 30 June 2023

Note 11. Property, plant and equipment

\$ '000	Capital work in progress	Land and improvements	Buildings	Plant and equipment	Road, drainage and bridge network	Water	Sewerage	Other infrastructure assets	Total
	Cost	Fair Value	Fair Value	Cost	Fair Value	Fair Value	Fair Value	Fair Value	
2023									
Measurement basis	Cost	Fair Value	Fair Value	Cost	Fair Value	Fair Value	Fair Value	Fair Value	
Fair value category									
Opening gross balance as at 1 July	1,675	4,396	52,513	13,021	227,174	84,819	27,590	29,225	440,413
Additions*	5,827	-	-	-	-	-	-	-	5,827
Disposals	-	-	-	-	-	-	-	-	-
Revaluation increments to equity (ARS)	-	-	2,363	-	15,782	6,475	1,672	2,453	28,745
Transfers between classes	(3,415)	73	501	530	675	1,537	-	99	-
Closing gross value of property, plant and equipment	4,087	4,469	55,377	13,551	243,631	92,831	29,262	31,777	474,985
Opening accumulated depreciation and impairment as at 1 July	-	-	23,823	6,812	67,714	34,486	10,209	11,200	154,244
Depreciation expense	-	-	2,054	946	4,938	1,432	480	1,160	11,010
Depreciation on disposals	-	-	-	-	-	-	-	-	-
Revaluation increments to equity (ARS)	-	-	1,164	-	11,411	2,739	612	1,037	16,963
Total accumulated depreciation and impairment property, plant and equipment	-	-	27,041	7,758	84,063	38,657	11,301	13,397	182,217
Carrying amount as at 30 June	4,087	4,469	28,336	5,793	159,568	54,174	17,961	18,380	292,768
Other information									
Range of estimated useful life (years)		Land not depreciated	10-100	2-40	10-1000	5-80	5-100	5-150	
*Asset additions comprise									
Asset renewals	-	-	1	-	2,341	87	89	16	2,534
Other additions	-	73	372	114	967	871	-	896	3,293
Total asset additions	-	73	373	114	3,308	958	89	912	5,827

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements
for the year ended 30 June 2023

Note 11. Property, plant and equipment (continued)

\$ '000	Capital work in progress	Land and improvements	Buildings	Plant and equipment	Road, drainage and bridge network	Water	Sewerage	Other infrastructure assets	Total
2022									
Measurement basis	Cost	Fair Value	Fair Value	Cost	Fair Value	Fair Value	Fair Value	Fair Value	
Fair value category									
Opening gross balance as at 1 July	3,626	4,361	47,863	16,020	211,090	75,577	25,332	26,309	410,178
Additions*	11,785	–	–	–	–	–	–	–	11,785
Disposals	–	–	(787)	(4,597)	(3,486)	–	–	–	(8,870)
Revaluation increments to equity (ARS)	–	35	4,574	–	12,264	5,640	2,247	2,561	27,321
Transfers between classes	(13,736)	–	863	1,599	7,306	3,602	11	355	–
Closing gross value of property, plant and equipment	1,675	4,396	52,513	13,022	227,174	84,819	27,590	29,225	440,414
Opening accumulated depreciation and impairment as at 1 July	–	–	20,527	9,289	60,434	30,932	8,912	9,169	139,263
Depreciation expense	–	–	1,935	935	4,570	1,129	444	1,025	10,038
Depreciation on disposals	–	–	(746)	(3,412)	(1,009)	–	–	18	(5,149)
Revaluation increments to equity (ARS)	–	–	2,107	–	3,719	2,425	853	990	10,094
Total accumulated depreciation and impairment property, plant and equipment	–	–	23,823	6,812	67,714	34,486	10,209	11,202	154,246
Carrying amount as at 30 June	1,675	4,396	28,690	6,210	159,460	50,333	17,381	18,023	286,168
Other information									
Range of estimated useful life (years)		Land not depreciated	10-100	2-40	10-1000	5-80	5-100	5-150	
*Asset additions comprise									
Asset renewals	–	–	49	17	4,551	881	6	87	5,591
Other additions	–	–	390	1,603	2,146	714	–	1,341	6,194
Total asset additions	–	–	439	1,620	6,697	1,595	6	1,428	11,785

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Note 11. Property, plant and equipment (continued)

(a) Recognition

Purchases of property, plant and equipment are recognised as assets unless they are below the asset recognition threshold or maintenance expenditure.

Individual assets valued below the asset recognition threshold are recognised as an asset if connected to a larger network, for example the components of parks.

Land under roads and reserve land under the *Land Act 1994* or *Land Title Act 1994* is controlled by Queensland State Government and not recognised in the Council financial statements.

(b) Measurement

Property, plant and equipment assets are initially recorded at cost. Subsequently, each class of property, plant and equipment is stated at cost or fair value less, where applicable, any accumulated depreciation and accumulated impairment loss.

Cost is determined as the fair value of consideration plus costs incidental to the acquisition. Direct labour, materials and an appropriate portion of overheads incurred in the acquisition or construction of assets are also included as capital costs.

Property, plant and equipment received in the form of contributions, for significantly less than fair value or as offsets to infrastructure charges are recognised as assets and revenue at fair value.

When Council raises a provision for the restoration of a Council-controlled site, such as a landfill site, the provision is initially recognised against property, plant and equipment. Subsequent changes in the provision relating to the discount rate or the estimated amount or timing of restoration costs are recognised against asset revaluation surplus.

(c) Depreciation

Assets are depreciated from the date of acquisition or when an asset is ready for use.

Land and work in progress are not depreciated.

Depreciation, where applicable, is calculated on a straight-line basis such that the cost of the asset less its residual value is recognised progressively over its estimated useful life to Council. Management believe that the straight-line basis appropriately reflects the pattern of consumption of all Council assets.

Where assets have separately identifiable components, these components have separately assigned useful lives.

Depreciation methods, estimated useful lives and residual values are reviewed at the end of each reporting period and adjusted where necessary to reflect any changes in the pattern of consumption, physical wear and tear, technical or commercial obsolescence, or management intentions.

Key judgement and estimates:

Management reviews its estimate of the useful lives of depreciable assets at each reporting date, based on the expected utility of the assets. Uncertainties in these estimates relate to technical or physical obsolescence that may change the utility of certain infrastructure assets.

(d) Impairment

Property, plant and equipment held at cost is assessed for indicators of impairment annually. If an indicator of possible impairment exists, the Council determines the asset's recoverable amount. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Note 11. Property, plant and equipment (continued)

(e) Valuation

Key judgements and estimates:

Some of the Council's assets and liabilities are measured at fair value for financial reporting purposes.

In estimating the fair value of an asset or a liability, the Council uses market-observable data to the extent it is available and other inputs as necessary.

(i) Valuation

Council considers the carrying amount of its property, plant and equipment on an annual basis compared to fair value and makes adjustments where these are materially different. Council performs a full comprehensive revaluation at least once every 5 years by engaging an external professionally qualified valuer.

In the intervening years, Council undertakes:

- Management valuation using internal engineers and external valuer to assess the condition and cost assumptions associated with all infrastructure assets and an appropriate cost index for the region.
- A "desktop" valuation for land and improvements, buildings and infrastructure assets (road, drainage and bridge network, water, sewerage and other) classes which involves management providing updated information to the valuer regarding additions, deletions and changes in assumptions such as useful life, residual value and condition rating. The valuer then determines suitable indices which are applied to each of these asset classes.

Revaluation increases are recognised in the asset revaluation surplus unless they are reversing a previous decrease which was taken through the income statement, in that case the increase is taken to the income statement to the extent of the previous decrease.

Revaluation decreases are recognised in the asset revaluation surplus, where there is sufficient amount available in the asset revaluation surplus relating to that asset class. Where there isn't sufficient amount available in the surplus, the decrease is recognised in the statement of comprehensive income.

Where the class of asset has previously decreased in value and this reduction was recognised as an expense, an increase in the value of the class is recognised in the statement of comprehensive income.

On revaluation, accumulated depreciation is restated proportionately with the change in the carrying amount of the asset and any change in the estimate of remaining useful life.

Fair values are classified into three levels as follows:

Level 1: Fair value based on quoted prices (unadjusted) in active markets for identical assets or liabilities.

Level 2: Fair value based on inputs that are directly or indirectly observable, such as prices for similar assets, for the asset or liability.

Level 3: Fair value based on unobservable inputs for the asset and liability.

There were no transfers between levels during the year.

Carpentaria Shire Council

Financial Statements 2023

Note 11. Property, plant and equipment (continued)

(ii) Valuation techniques used to derive level 2 and level 3 fair values

Asset class and fair value hierarchy	Valuation approach	Last comprehensive valuation date	Valuer engaged	Index applied (change in index recognised this year)	Other interim revaluation adjustment
Land and Improvements (level 2) - \$3,925,200 (2022: \$3,925,200)	Market value	30/06/2019	AssetVal Pty Ltd Group	Land transactions have been insufficient across the shire over the indexation period to form a reliable opinion of market movement. Consequently, the valuer concluded that there is insufficient evidence to support any change to the land values in the prior year.	N/A

Key assumptions and estimates (related data sources)

Utilises prices gathered by way of market transaction evidence involving similarly comparable assets. Approaches under this methodology may include Direct Comparison, Summation or Income Capitalisation, all of which are accepted under the Australian Accounting Standards and Australian Property Institute guidelines.

Land and Improvements (level 3) - \$543,737 (2022: \$470,740)	Market value	30/06/2019	AssetVal Pty Ltd Group	Land transactions have been insufficient across the shire over the indexation period to form a reliable opinion of market movement. Consequently, the valuer concluded that there is insufficient evidence to support any change to the land values in the prior year.	N/A
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Key assumptions and estimates (related data sources)

Utilised for footpath or access restriction purposes, land that is a volumetric title, or due to its general characteristics has no observable active market.

Due to lack of appropriate comparable sales evidence in certain geographic locations and also for properties of certain specific comparable land use and/or area classification. Values are determined based on the closest comparable sales and the subject properties' characteristics in relation to those sales.

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Note 11. Property, plant and equipment (continued)

Asset class and fair value hierarchy	Valuation approach	Last comprehensive valuation date	Valuer engaged	Index applied (change in index recognised this year)	Other interim revaluation adjustment
Buildings (level 2) - \$6,165,940 (2022:\$6,593,303)	Market value	30/06/2019	AssetVal Pty Ltd Group	The index applied for Buildings is at 4.5% as of 30 June 2023. This is based on observation on data from Costweb across five sectors (Offices, Residential, Education, Industrial and Car Parks)	N/A

Key assumptions and estimates (related data sources)

Utilises prices gathered by way of market transaction evidence involving similarly comparable assets. Approaches under this methodology may include Direct Comparison, Summation or Income Capitalisation, all of which are accepted under the Australian Accounting Standards and Australian Property Institute guidelines.

Buildings (level 3) - \$22,170,424 (2022: \$22,097,481)	Current replacement cost	30/06/2019	AssetVal Pty Ltd Group	The index applied for Buildings is at 4.5% as of 30 June 2023. This is based on observation on data from Costweb across five sectors (Offices, Residential, Education, Industrial and Car Parks)	N/A
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Key assumptions and estimates (related data sources)

Current Replacement Cost Approach determines the cost to a market participant (buyer) to acquire or construct a substitute asset of comparable utility/service potential, adjusted (depreciated) for obsolescence. Depreciation adjustments to measure the Fair Value of an asset typically take into account Physical Deterioration, Functional and Economic Obsolescence.

Current Replacement Cost was determined as the cost per unit of service potential of the most appropriate modern replacement asset (adjusted for any difference in future service potential), or as the cost of reproducing or replicating the future service potential of the asset.

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Note 11. Property, plant and equipment (continued)

Asset class and fair value hierarchy	Valuation approach	Last comprehensive valuation date	Valuer engaged	Index applied (change in index recognised this year)	Other interim revaluation adjustment
Road Drainage and Bridge Network (level 3)	Current replacement cost	30/06/2021	AssetVal Pty Ltd Group	The index applied for Roads, Drainage and Bridge Network reanges from 6.8% to 8.4%. This was sourced from the Australian Bureau of Statistics (ABS) producer price indices March 2023 quarter. A linear extrapolation was used in order to determine the June quarterly indices. The index is developed by analysing the road and bridge construction index Queensland from the Australian Bureau of Statistics.	N/A

Key assumptions and estimates (related data sources)

Where there was no depth of market as determined for the assets, the net current value of an asset was considered as the gross value less accumulated depreciation to reflect the consumed or expired service potential of the asset. Published/available market data for recent projects, and/or published cost guides were utilised to determine the estimated replacement cost (gross value) of the asset, including allowances for preliminaries and professional fees.

While the replacement cost of the assets could be supported by market supplied evidence (level 2), the other unobservable inputs (such as estimates of useful life and asset condition) were also required (level 3).

- Source of raw material, most has been sourced locally from gravel pits for unsealed roads.
- Source of water available at low to moderate cost for rural road works (<15km).
- Contract crushing utilised for road sealing aggregate and aggregation of sealing projects and renewals to reduce low quantity works and increase economies of scale.
- Quality of material utilised in pavement construction and extent of compaction of formation varied based on road type and hierarchy.

Road asset were componentised where required with unit rates applied to the individual components in order to determine the replacement cost.

The unit rates applied were based on recent project costs and include all materials, labour and overheads. The unit rates were estimated in consultation with Council's Technical Services staff using information collated from recent project costs.

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Note 11. Property, plant and equipment (continued)

Asset class and fair value hierarchy	Valuation approach	Last comprehensive valuation date	Valuer engaged	Index applied (change in index recognised this year)	Other interim revaluation adjustment
Water (level 3)	Current replacement cost	30/06/2020	AssetVal Pty Ltd Group	The index applied for Water Infrastructure assets ranges from 1.7% to 8.4%. This was sourced from the Australian Bureau of Statistics (ABS) producer price indices March 2023 quarter. A linear extrapolation was used in order to determine the June quarterly indices.	N/A

Key assumptions and estimates (related data sources)

Where there was no depth of market as determined for the assets, the net current value of an asset was considered as the gross current value less accumulated depreciation to reflect the consumed or expired service potential of the asset. Published/available market data for recent projects, and/or published cost guides were utilised to determine the estimated replacement cost (gross value) of the asset, including allowances for preliminaries and professional fees.

The method used to value Council's water and sewerage assets utilises a number of inputs that require judgement and are therefore classed as unobservable. While these judgements are made with the greatest care, and based upon years of experience, different judgements could result in a different valuation.

Sewerage (level 3)	Current replacement cost	30/06/2020	AssetVal Pty Ltd Group	The index applied for Sewerage Infrastructure assets ranges from 1.7% to 8.4%. This was sourced from the Australian Bureau of Statistics (ABS) producer price indices March 2023 quarter. A linear extrapolation was used in order to determine the June quarterly indices.	N/A
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Key assumptions and estimates (related data sources)

Where there was no depth of market as determined for the assets, the net current value of an asset was considered as the gross current value less accumulated depreciation to reflect the consumed or expired service potential of the asset. Published/available market data for recent projects, and/or published cost guides were utilised to determine the estimated replacement cost (gross value) of the asset, including allowances for preliminaries and professional fees.

The method used to value Council's water and sewerage assets utilises a number of inputs that require judgement and are therefore classed as unobservable. While these judgements are made with the greatest care, and based upon years of experience, different judgements could result in a different valuation.

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Note 11. Property, plant and equipment (continued)

Asset class and fair value hierarchy	Valuation approach	Last comprehensive valuation date	Valuer engaged	Index applied (change in index recognised this year)	Other interim revaluation adjustment
Other Infrastructure Assets (level 3)	Current replacement cost	30/06/2019	AssetVal Pty Ltd Group	The index applied for Other Infrastructure Assets is at 8.4% as of 30 June 2023. This is based on observation on data from Costweb across five sectors (Offices, Residential, Education, Industrial and Car Parks)	N/A

Key assumptions and estimates (related data sources)

Current Replacement Cost Approach determines the cost to a market participant (buyer) to acquire or construct a substitute asset of comparable utility/service potential, adjusted (depreciated) for obsolescence. Depreciation adjustments to measure the Fair Value of an asset typically take into account Physical Deterioration, Functional and Economic Obsolescence.

The Current Replacement Cost can be determined as the cost per unit of service potential of the most appropriate modern replacement asset (adjusted for any difference in future service potential), or as the cost of reproducing or replicating the future service potential of the asset.

Carpentaria Shire Council

Financial Statements 2023

Note 11. Property, plant and equipment (continued)

Where Council is unable to derive fair valuations using quoted market prices of identical assets (ie. level 1 inputs) Council instead utilises a spread of both observable inputs (level 2 inputs) and unobservable inputs (level 3 inputs).

The fair valuation techniques Council has employed while utilising level 2 and level 3 inputs are as follows:

Roads, Drainage and Bridge Network

Significant Inputs:

- Economic Useful Life (EUL) Assessment
- Remaining Service Potential (RSP) Assessment
- Optimised Replacement cost (ORC) analysis

Economic Useful Life (EUL) Assessment

The economic useful life has been assessed based on the aforementioned asset hierarchy, road type segregation and componentisation. These lives were initially measured utilising historical renewal data, regional aggregated data, published failure rates, and supplied data, these inputs were then supplied to Council engineering staff for input and review.

Hierarchy	Component	EUL (Years)
Sealed	Top seal	10
Sealed	Base seal	60
Sealed	Pavement	180
Sealed	Formation	1000
Gravel	Pavement	60
Gravel	Gravel (surface)	20
Gravel	Formation	1000
Formed	Formation	1000

Remaining Service Potential (RSP) Assessment

A condition assessment was applied, which is based on factors such as the age of the asset, overall condition as noted by the Valuer during inspection, economic and/or functional obsolescence. The condition assessment directly translates to the level of depreciation applied.

Accumulated Depreciation

Optimised Replacement Cost (ORC) Analysis

While the replacement cost of the assets could be supported by market supplied evidence (level 2), the other unobservable inputs (such as estimates of useful life and asset condition) were also required (level 3).

- Source of raw material, most has been sourced locally from gravel pits for unsealed roads.
- Source of water available at low to moderate cost for rural road works (<15km).
- Contract crushing utilised for road sealing aggregate and aggregation of sealing projects and renewals to reduce low quantity works and increase economies of scale.
- Quality of material utilised in pavement construction and extent of compaction of formation varied based on road type and hierarchy.

Infrastructure assets were componentised where required with unit rates applied to the individual components in order to determine the replacement cost.

The unit rates applied were based on recent project costs and include all materials, labour and overheads. The unit rates were estimated in consultation with Council's Technical Services staff using information collated from recent project costs.

Water and Sewerage - Calculation of Current Replacement Cost

Significant Inputs:

- Economic Useful Life (EUL) Assessment
- Remaining Service Potential (RSP) Assessment
- Optimised Replacement cost (ORC) analysis

Economic Useful Life (EUL) Assessment

The economic useful life has been assessed based on the aforementioned asset hierarchy, water and sewerage type segregation and componentisation. These lives were initially measured utilising historical renewal data, regional aggregated data, published failure rates, and supplied data, these inputs were then supplied to Council engineering staff for input and review.

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Note 11. Property, plant and equipment (continued)

Hierarchy	Component	EUL (Years)
Reticulation	Main	80
Reticulation	Water Meters	25
Reticulation	Point Assets (Valves, manholes)	20-80
Active Water Assets	Structures, Pumps, Electrical	5-80
Active Sewer Assets	Structures, Pumps, Electrical	10-80

Remaining Service Potential (RSP) Assessment

A condition assessment was applied, which is based on factors such as the age of the asset, overall condition as noted by the Valuer during inspection, economic and/or functional obsolescence. The condition assessment directly translates to the level of depreciation applied.

Accumulated Depreciation

To calculate the appropriate amount of accumulated depreciation, assets were either subject to a site inspection or an assessment to determine remaining useful life. Where site inspections were conducted (i.e. for sampled visible assets), the assets were allocated a condition assessment, which was used to estimate remaining useful life

Optimised Replacement Cost (ORC) Analysis

While the replacement cost of the assets could be supported by market supplied evidence (level 2), the other unobservable inputs (such as estimates of useful life and asset condition) were also required (level 3).

The optimised replacement cost has been calculated by the valuer with reference to unit rates for network assets calculated in consultation with the council, and lump sum figures for complex assets. The rates assume an incremental Greenfields approach and exclude Brownfield cost components. The valuers have involved the Council's engineering team as much as possible when developing the unit rates and relied on a combination of sources, cost guides, historical costs, contractor rates, future works and regional information.

Infrastructure assets were componentised where required with unit rates applied to the individual components in order to determine the replacement cost.

The unit rates applied were based on Greenfields project costs and include all materials, labour and overheads. The unit rates were estimated in consultation with Council's Technical Services staff using information collated from recent project costs.

Water and Sewer - Unobservable Inputs

The method used to value Council's water and sewerage assets utilises a number of inputs that require judgement and are therefore classed as unobservable. While these judgements are made with the greatest care, and based upon years of experience, different judgements could result in a different valuation.

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Note 12. Contract balances

Contract assets represents the excess of costs incurred in relation to a contract with the customer or construction of an asset over the amounts that council has invoiced the customer or the grantor. Where Council has invoiced the customer or the grantor amounts in excess of what it has incurred in relation to a contract or in constructing an asset, this gives rise to a contract liability.

\$ '000	2023	2022
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(a) Contract assets

Contract assets	9,013	5,690
Total current contract assets	9,013	5,690

(b) Contract liabilities

Funds received upfront to construct Council controlled assets	3,146	2,410
Non-capital performance obligations not yet satisfied (including deposit received in advance)	21,148	14,660
Total current contract liabilities	24,294	17,070

Contract liabilities consist of funding received in advance for maintenance and restoration of road, sewerage, building improvements and signages.

Revenue recognised that was included in the contract liability balance at the beginning of the year

Funds to construct Council controlled assets	678	1,499
Non-capital performance obligations	14,114	11,408
Total revenue included in the contract liability	14,792	12,907

Satisfaction of contract liabilities

The contract liabilities in relation to capital grants relate to funding received prior to the work being performed since revenue is recognised as Council constructs the assets. Council expects to recognise the contract liability as income in the next 1-2 years.

(c) Significant changes in contract balances

Significant movements in contract assets and contract liabilities that have occurred during the year were due to the change in the timing of the work and monies received in advance for various projects.

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Note 13. Leases

Council as a lessee

Council has leases in place over plant and equipment.

Where Council assesses that an agreement contains a lease, a right of use asset and lease liability is recognised on inception of the lease. Council does not separate lease and non-lease components for any class of assets and has accounted for lease payments as a single component.

The right-of-use asset is measured using the cost model where cost on initial recognition comprises: the lease liability, initial direct costs, prepaid lease payments, estimated cost of removal and restoration, less any lease incentives received. The right-of-use is depreciated over the lease term on a straight-line basis and assessed for impairment in accordance with the impairment of asset accounting policy.

The lease liability is initially recognised at the present value of the remaining lease payments at the commencement of the lease. The discount rate is the rate implicit in the lease, however where this cannot be readily determined then the Council's incremental borrowing rate for a similar term with similar security is used.

Exceptions to lease accounting

Council has applied the exceptions to lease accounting for short-term leases (i.e. leases with a term of less than or equal to 12 months). Council recognises the payments associated with these leases as an expense on a straight-line basis over the lease term.

Leases at significantly below market value / concessionary leases

Council has a number of leases at significantly below market for Land and Buildings which are used for the following purposes:

- Community halls and
- Sports and recreation

Council does not believe that any of the leases in place are individually material.

Terms and conditions of leases

Plant and equipment

Council leased a refuse compactor from North West Services Pty Ltd with a term of 3 years. The lease payments were fixed for the term of the lease.

\$ '000	Plant and equipment	Total
Right of use assets		
2023		
Opening balance at 1 July	70	70
Depreciation charge	(70)	(70)
Balance at 30 June	–	–
2022		
Opening balance at 1 July	143	143
Depreciation charge	(73)	(73)
Balance at 30 June	70	70

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Note 13. Leases (continued)

Lease liabilities

The table below shows the maturity analysis of the lease liabilities based on contractual cashflows and therefore the amounts will not be the same as the recognised lease liability in the statement of financial position.

\$ '000	< 1 year	1 – 5 years	> 5 years	Total	Total per statement of financial position
2023					
Lease - plant & equipment	–	–	–	–	–
2022					
Lease - plant & equipment	71	–	–	71	72

Amounts included in the statement of comprehensive income related to leases

The following amounts have been recognised in the statement of comprehensive income for leases where Council is the lessee.

\$ '000	2023	2022
Interest on lease liabilities	–	3
Depreciation of right of use asset	70	73
Expenses relating to short-term leases	2,102	2,194
Total expense relating to leases	2,172	2,270

Amounts included in the statement of cash flows related to leases

The following amounts have been recognised in the statement of cash flows for leases where Council is the lessee.

\$ '000	2023	2022
Operating lease	(2,030)	(2,198)
Cash flows from financing activities		
Repayments made on leases (principal only)	(72)	(74)
Total cash inflows/(outflows) for leases	(2,102)	(2,272)

Council as a lessor

When Council is a lessor, the lease is classified as either an operating or finance lease at inception date, based on whether substantially all of the risks and rewards incidental to ownership of the asset have been transferred to the lessee. If the risks and rewards have been transferred then the lease is classified as a finance lease, otherwise it is an operating lease.

If the lease contains lease and non-lease components then the non-lease components are accounted for in accordance with AASB 15 Revenue from Contracts with Customers.

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Note 13. Leases (continued)

Operating leases

Where Council retains the risks and rewards relating to a lease, the lease is classified as an operating lease.

Rent from property is recognised as income on a periodic straight line basis over the lease term.

The minimum lease receipts arising from operating leases are as follows:

	2023 \$'000	2022 \$'000
Not later than one year	52	53
Between one and five years	19	19
Between two and three years	18	19
Between three and four years	16	18
Between four and five years	16	16
Later than five years	132	149
	254	274

Note 14. Payables

Trade creditors are recognised upon receipt of the goods or services ordered and are measured at the agreed purchase / contract price net of applicable discounts other than contingent discounts. Amounts owing are unsecured and are generally settled on 30 day terms. A liability for salaries and wages is recognised and measured as the amount unpaid at the reporting date at current pay rates in respect of employees' services up to that date.

	2023	2022
Current		
Creditors and accruals	5,255	7,266
Prepaid rates	102	84
ATO - net GST payable	-	404
Other creditors	40	48
Total current payables	5,397	7,802

Note 15. Borrowings

Borrowings are initially recognised at fair value plus any directly attributable transaction costs. Subsequent to initial recognition these liabilities are measured at amortised cost. Principal and interest repayments are made monthly in arrears.

All borrowings are in \$A denominated amounts and interest is expensed as it accrues. No interest has been capitalised during the current or comparative reporting period. Expected final repayment dates vary from 15 June 2030 to 15 March 2035.

Council adopts an annual debt policy that sets out council's planned borrowings for the next nine years. Council's current policy is to only borrow for capital projects and for a term no longer than the expected life of the asset. Council also aims to comply with the Queensland Treasury Corporation's (QTC) borrowing guidelines and ensure that sustainability indicators remain within acceptable levels at all times.

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Note 15. Borrowings (continued)

\$ '000	2023	2022
Current		
Loans - QTC	527	527
Total current borrowings	527	527
Non-current		
Loans - QTC	5,916	6,430
Total non-current borrowings	5,916	6,430

Reconciliation of Loan Movements for the year

Loans - Queensland Treasury Corporation

Opening balance at beginning of financial year	6,957	7,445
Principal repayments	(514)	(488)
Book value at end of financial year	6,443	6,957

When the Council borrows, it borrows from the Queensland Treasury Corporation. Borrowings by the Council are constrained by the provisions of the *Statutory Bodies Financial Arrangements Act 1982*.

The QTC loan market value at the reporting date was \$6,436,396. This represents the value of the debt if Council repaid it at that date. As it is the intention of Council to hold the debt for its term, no provision is required to be made in these accounts.

The following table sets out the Council's liquidity risk of borrowings in a format as it might be provided to management. The amounts disclosed in the maturity analysis represent the contractual undiscounted cashflows at the balance date:

	0 to 1 year \$'000	1 to 5 years \$'000	Over 5 years \$'000	Total contractual cash flows \$'000	Carrying
2023					
Loans - QTC	842	3,369	3,884	8,095	6,443
2022					
Loans - QTC	842	3,369	4,726	8,937	6,957

The outflows in the above table are not expected to occur significantly earlier or for significantly different amounts than indicated in the table.

No assets have been pledged as security by the council for any liabilities, however all loans are guaranteed by the Queensland Government. There have been no defaults or breaches of the loan agreement during the 2023 or 2022 financial years.

Carpentaria Shire Council is exposed to interest risk through its borrowings from QTC. Council has access to a mix of variable and fixed rate funding options through QTC so that interest rate risk exposure can be minimised. QTC Fixed Rate Loan - financial instruments with fixed interest rates which are carried at amortised cost are not subject to interest rate sensitivity.

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Note 16. Provisions

Liabilities are recognised for employee benefits such as annual and long service leave in respect of services provided by the employees up to the reporting date.

Short-term benefits which are expected to be wholly settled within 12 months are calculated on wage and salary levels which are expected to be paid and includes related employee on-costs. Amounts not expected to be wholly settled within 12 months are calculated on projected future wage and salary levels and related employee on-costs, and are discounted to present values.

Long service leave

A liability for long service leave is measured as the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date. The liability is calculated using current pay rates and projected future increases in those rates and includes related employee on-costs. The estimates are adjusted for the probability of the employee remaining in the Council's employment or other associated employment which would result in the Council being required to meet the liability. Adjustments are then made to allow for the proportion of the benefit earned to date, and the result is discounted to present value. The interest rates attaching to Commonwealth Government guaranteed securities at the reporting date are used to discount the estimated future cash outflows to their present value. The provision is discounted using the Commonwealth Bond yield rates published on the Department of State Development, Infrastructure, Local Government and Planning website.

Refuse dump restoration

Provision is made for the cost of restoration of refuse dumps where it is probable the Council will be liable, or required, to incur cost on the cessation of use of these facilities. The provision is measured at the expected cost of the work required, discounted to current day values using the interest rates attaching to Commonwealth Government guaranteed securities with a maturity date corresponding to the anticipated date of restoration. The refuse restoration closing balance of \$1,028,589 (2022: \$947,141) is the present value of the estimated cost of restoring the refuse disposal sites to a useable state at the end of their useful lives. The projected cost at closing date of 2036 is \$1,121,197 (2022:\$1,054,545)

The provision represents the present value of the anticipated future costs associated with the closure of the dump sites, decontamination and monitoring of historical residues and leaching on these sites. The calculation of this provision requires assumptions such as application of environmental legislation, site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long-term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised for dump sites is reviewed at least annually and updated based on the facts and circumstances available at the time. Management estimates that the remaining operating site will close in 2036 and that the restoration will occur progressively over the subsequent four years.

As refuse dumps are on state reserves which the Council does not control, the provision for restoration is treated as an expense in the year the provision is first recognised. Changes in the provision are treated as an expense or income.

\$ '000	2023	2022
Current		
Annual leave	839	781
Long service leave	542	508
Sick leave	59	59
Other employee entitlements	37	31
Sub total - aggregate employee benefits	1,477	1,379
Refuse restoration	23	21
Total current provisions	1,500	1,400
Non-current		
Long service leave	70	172
Sub total - aggregate employee benefits	70	172
Refuse restoration	1,006	926
Total non-current provisions	1,076	1,098

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Note 16. Provisions (continued)

\$ '000	2023	2022
Refuse restoration		
Balance at beginning of financial year	947	984
Increase/(decrease) in provision due to unwinding of discounts and change in estimate	82	(37)
Balance at end of financial year	1,029	947

Note 17. Commitments for expenditure

\$ '000	2023	2022
(a) Contractual commitments		
Contractual commitments at end of financial year but not recognised in the financial statements are as follows:		
Flood damage works	1,158	4,680
Other operating expenditures	3,499	388
	4,657	5,068

(b) Capital Commitments

Commitment for the construction of the following assets contracted for at the reporting date but not recognised as liabilities:

Property, plant and equipment

Water assets	357	28
Plant and equipment	1,397	91
Others	575	554
Total commitments	2,329	673

These expenditures are payable as follows:

Within one year	2,329	673
Total payable	2,329	673

Note 18. Contingent liabilities

Details and estimates of maximum amounts of contingent liabilities are as follows:

Local Government Mutual

The Council is a member of the local government mutual liability self-insurance pool, LGM Queensland. In the event of the pool being wound up or it is unable to meet its debts as they fall due, the trust deed and rules provide that any accumulated deficit will be met by the individual pool members in the same proportion as their contribution is to the total pool contributions in respect to any year that a deficit arises.

As at 30 June 2022 the LGM financial statements reported an accumulated surplus and it is not anticipated any liability will arise.

Local Government Workcare

The Council is a member of the Queensland local government worker's compensation self-insurance scheme, Local Government Workcare. Under this scheme the Council has provided an indemnity towards a bank guarantee to cover bad debts which may remain should the self insurance licence be cancelled and there was insufficient funds available to cover outstanding liabilities. Only the Queensland Government's workers compensation authority may call on any part of the guarantee should the above circumstances arise. The Council's maximum exposure to the bank guarantee is \$234,573.

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Note 19. Superannuation

Council contributes to LGIASuper. LGIASuper is a Multiemployer Plan as defined in Australian Accounting Standard AASB 119 Employee Benefits. The scheme has a number of elements including defined benefits funds and an accumulated benefits fund. Council does not have any employees who are members of the defined benefits funds and so is not exposed to the obligations, assets or costs associated with these funds. Council has employees who are members of the accumulated benefits fund. The scheme is managed by the LGIASuper trustee as trustee for LGIASuper trading as Brighter Super.

\$ '000	Notes	2023	2022
Other superannuation contributions for employees		884	1,022
Total superannuation contributions paid by Council for employees	5	884	1,022

Note 20. Reconciliation of net result for the year to net cash inflow from operating activities

\$ '000	2023	2022
Net result	427	(2,344)
Non-cash items		
Depreciation and amortisation	11,080	10,111
	11,080	10,111
Investing and development activities (non-cash):		
Net (profit)/loss on disposal of non-current assets	–	2,115
Capital grants and contributions	(3,424)	(9,893)
	(3,424)	(7,778)
Changes in operating assets and liabilities:		
(Increase)/decrease in receivables	311	1,400
Increase/(decrease) in loss allowance	(32)	(32)
(Increase)/decrease in inventories	42	(75)
(Increase)/decrease in contract assets	(3,209)	347
(Increase)/decrease in other assets	(143)	210
Increase/(decrease) in payables	(2,404)	(366)
Increase/(decrease) in contract liabilities	6,730	2,908
Increase/(decrease) in employee leave entitlements	–	(1)
Increase/(decrease) in other provisions	78	(37)
Increase/(decrease) in other liabilities	(100)	408
	1,273	4,762
Net cash inflow from operating activities	9,356	4,751

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Note 21. Reconciliation of liabilities arising from financing activities

\$ '000	as at 30/06/22		Non-cash changes (new leases)	as at 30/06/23
	Opening Balance	Cashflows		Closing balance
Borrowings	6,957	(514)	–	6,443
Lease liabilities	72	(72)	–	–
	<u>7,029</u>	<u>(586)</u>	<u>–</u>	<u>6,443</u>

\$ '000	as at 30/06/21		Non-cash changes (new leases)	as at 30/06/22
	Opening Balance	Cashflows		Closing balance
Borrowings	7,445	(488)	–	6,957
Lease liabilities	146	(74)	–	72
	<u>7,591</u>	<u>(562)</u>	<u>–</u>	<u>7,029</u>

Note 22. Events after the reporting period

To the best of Council's knowledge at the date of this financial report, there are no other post balance date events that are likely to have a material impact on the financial statements.

Note 23. Transactions with related parties

(a) Key management personnel (KMP)

Transactions with key management personnel

KMP are the Mayor, Deputy Mayor, Councillors, Chief Executive Officer, Director of Corporate Services and Director of Engineering.

\$ '000	2023	2022
The compensation paid to key management personnel comprises:		
Short-term employee benefits	856	1,024
Post-employment benefits	121	119
Long-term benefits	13	12
Total	<u>990</u>	<u>1,155</u>

(b) Other Related Parties

Transactions with other related parties

Other related parties include the close family members of KMP and any entities controlled or jointly controlled by KMP or their close family members. Close family members include a spouse, child and dependent of a KMP or their spouse.

Details of transactions between council and other related parties are disclosed below:

Carpentaria Shire Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Note 23. Transactions with related parties (continued)

	Additional information	2023 \$'000	2022 \$'000
Purchase of materials and services from entities controlled by KMP	23(b)(i)	9,700	12,666
Employee expenses for close family members of KMP	23(b)(ii)	410	483
Total		10,110	13,149

(i) Council purchased the following material and services from entities that are controlled by KMP. All purchases were at arm's length and were in the normal course of Council operations:

	2023 \$'000	2022 \$'000
Contracting services (machinery hire and trade services)	9,674	11,553
Goods/services	12	1,113
Total	9,686	12,666

(ii) All close family members of KMP were employed through an arm's length process. They are paid in accordance with the Award for the job they perform. Council employs 99 (2022: 100) full-time equivalent employees of which only 6 (2022: 4) are close family members of key management personnel.

(c) Loans and guarantees to/from related parties

Council does not make loans or receive loans from related parties. No guarantees have been provided.

(d) Commitments to/from other related parties

Council has an existing contract with entities controlled by Councillors Amanda Scott and Bradley Hawkins as Pre-Qualified Supplier for the Hire of Plant and Equipment for each Construction Season. A tender was conducted on each contract and this is a continual contract with no total contract value available until completion of each season. The contract was the result of a tender process in accordance with the Council's normal procedures and policies. Councillors Amanda Scott and Bradley Hawkins were not involved in the decision of awarding the contract. Currently, Council has renewed pre-qualified suppliers of the plant for 2023 construction season.

As of 30 June 2023, Council had outstanding payables to related entities of \$872,519 (2022: \$1,684,531).

(e) Transactions with related parties that have not been disclosed

Most of the entities and people that are related parties of Council live and operate within Carpentaria Shire. Therefore, on a regular basis ordinary citizen transactions occur between Council and its related parties. Some examples include:

- Payment of rates
- Use of the Normanton and Karumba Pools and Gyms
- Borrowing of books from the Council libraries

Council has not included these types of transactions in its disclosure, where they are made on the same terms and conditions available to the general public.

Carpentaria Shire Council

Financial Statements 2023

General Purpose Financial Statements for the year ended 30 June 2023

Management Certificate for the year ended 30 June 2023

These General Purpose Financial Statements have been prepared pursuant to sections 176 and 177 of the *Local Government Regulation 2012* (the Regulation) and other prescribed requirements.

In accordance with Section 212(5) of the Regulation, we certify that:

- i. the prescribed requirements of the *Local Government Act 2009* and *Local Government Regulation 2012* for the establishment and keeping of accounts have been complied with in all material respects; and
- ii. the General Purpose Financial Statements, as set out on pages 2 to 38, present a true and fair view, in accordance with Australian Accounting Standards, of the Council's transactions for the financial year and financial position at the end of the year.



Mayor
Jack Bawden
Date: 27/10/2023



Chief Executive Officer
Mark Crawley
Date: 27/10/2023



INDEPENDENT AUDITOR'S REPORT

To the councillors of Carpentaria Shire Council

Report on the audit of the financial report

Opinion

I have audited the financial report of Carpentaria Shire Council.

In my opinion, the financial report:

- a) gives a true and fair view of the council's financial position as at 30 June 2023, and of its financial performance and cash flows for the year then ended
- b) complies with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards.

The financial report comprises the statement of financial position as at 30 June 2023, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes to the financial statements including significant accounting policies and other explanatory information, and the certificate given by the Mayor and Chief Executive Officer.

Basis for opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial report* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

Other information comprises financial and non-financial information (other than the audited financial report) in an entity's annual report.

At the date of this auditor's report, the available other information in Carpentaria Shire Council's annual report for the year ended 30 June 2023 was the current year financial sustainability statement and long-term financial sustainability statement.

The councillors are responsible for the other information.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local



Government Regulation 2012, I have expressed a separate opinion on the current year financial sustainability statement.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of the councillors for the financial report

The councillors are responsible for the preparation of the financial report that gives a true and fair view in accordance with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards, and for such internal control as the councillors determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

The councillors are also responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless it is intended to abolish the council or to otherwise cease operations of the council.

Auditor's responsibilities for the audit of the financial report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for expressing an opinion on the effectiveness of the council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the council.



- Conclude on the appropriateness of the council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the council to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Report on other legal and regulatory requirements

In accordance with s. 40 of the *Auditor-General Act 2009*, for the year ended 30 June 2023:

- a) I received all the information and explanations I required
- b) I consider that, the prescribed requirements in relation to the establishment and keeping of accounts were complied with in all material respects.

Prescribed requirements scope

The prescribed requirements for the establishment and keeping of accounts are contained in the *Local Government Act 2009*, and the Local Government Regulation 2012. The applicable requirements include those for keeping financial records that correctly record and explain the council's transactions and account balances to enable the preparation of a true and fair financial report.

A handwritten signature in black ink, appearing to read "David Adams".

David Adams
as delegate of the Auditor-General

30 October 2023

Queensland Audit Office
Brisbane

Carpentaria Shire Council

Financial Statements 2023

General Purpose Financial Statements

for the year ended 30 June 2023

Current Year Financial Sustainability Statement

	Actual 2023	Target
Measures of financial sustainability		
1. Operating surplus ratio		
Net result (excluding capital items)	(4.71)%	0% - 10%
Total operating revenue (excluding capital items)		
2. Asset sustainability ratio		
Capital expenditure on the replacement of assets (renewals)	25.18%	> 90.00%
Depreciation expense		
3. Net financial liabilities ratio		
Total liabilities less current assets	(35.54)%	< 60.00%
Total operating revenue (excluding capital items)		

Note 1 - basis of preparation

The current year financial sustainability statement is a special purpose statement prepared in accordance with the requirements of the *Local Government Regulation 2012* and the *Financial Management (Sustainability) Guideline 2013*. The amounts used to calculate the three reported measures are prepared on an accrual basis and are drawn from the council's audited general purpose financial statements for the year ended 30 June 2023.

Carpentaria Shire Council

Financial Statements 2023

General Purpose Financial Statements for the year ended 30 June 2023

Certificate of Accuracy

This current-year financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the Regulation).


In accordance with Section 212(5) of the Regulation we certify that this current year financial sustainability statement has been accurately calculated.



Mayor

Jack Bawden

Date: 27/10/2023



Chief Executive Officer

Mark Crawley

Date: 27/10/2023



INDEPENDENT AUDITOR'S REPORT

To the councillors of Carpentaria Shire Council

Report on the Current-Year Financial Sustainability Statement

Opinion

I have audited the accompanying current year financial sustainability statement of Carpentaria Shire Council for the year ended 30 June 2023, comprising the statement, explanatory notes, and the certificate of accuracy given by the Mayor and the Chief Executive Officer.

In accordance with s.212 of the Local Government Regulation 2012, in my opinion, in all material respects, the current year financial sustainability statement of Carpentaria Shire Council for the year ended 30 June 2023 has been accurately calculated.

Basis of opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the current year financial sustainability statement* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the statement in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of matter – basis of accounting

I draw attention to Note 1 which describes the basis of accounting. The current year financial sustainability statement has been prepared in accordance with the Financial Management (Sustainability) Guideline 2013 for the purpose of fulfilling the council's reporting responsibilities under the Local Government Regulation 2012. As a result, the statement may not be suitable for another purpose. My opinion is not modified in respect of this matter.

Other Information

Other information comprises financial and non-financial information (other than the audited financial report) in an entity's annual report.

At the date of this auditor's report, the available other information in Carpentaria Shire Council's annual report for the year ended 30 June 2023 was the general purpose financial statements and long-term financial sustainability statement.

The councillors are responsible for the other information.

My opinion on the current year financial sustainability statement does not cover the other information and accordingly I do not express any form of assurance conclusion thereon.



However, as required by the Local Government Regulation 2012, I have formed a separate opinion on the general purpose financial report.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of the councillors for the current year financial sustainability statement

The councillors are responsible for the preparation and fair presentation of the current year financial sustainability statement in accordance with the Local Government Regulation 2012. The councillors responsibility also includes such internal control as the councillors determine is necessary to enable the preparation and fair presentation of the statement that is accurately calculated and is free from material misstatement, whether due to fraud or error.

Auditor's responsibilities for the audit of the current year financial sustainability statement

My objectives are to obtain reasonable assurance about whether the current year financial sustainability statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this statement.

My responsibility does not extend to forming an opinion on the appropriateness or relevance of the reported ratios, nor on the council's future sustainability.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control.
- Evaluate the appropriateness of material accounting policy information used and the reasonableness of accounting estimates and related disclosures made by the council.



- Evaluate the overall presentation, structure and content of the statement, including the disclosures, and whether the statement represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

30 October 2023

A handwritten signature in black ink, appearing to read "David Adams".

David Adams
as delegate of the Auditor-General

Queensland Audit Office
Brisbane

Carpentaria Shire Council

Financial Statements 2023

General Purpose Financial Statements
 for the year ended 30 June 2023

Unaudited Long Term Financial Sustainability Statement

	Target	Actual 2023	2024	2025	2026	2027	Forecast					
							2028	2029	2030	2031	2032	2033
Measures of financial sustainability												
1. Operating surplus ratio												
Net result (excluding capital items)	0% - 10%	(4.71)%	(9.40)%	(8.02)%	(7.88)%	(7.75)%	(7.63)%	(7.52)%	(7.41)%	(7.31)%	(7.32)%	(7.38)%
Total operating revenue (excluding capital items)												
2. Asset sustainability ratio												
Capital expenditure on the replacement of assets (renewals)	> 90.00%	25.18%	558.52%	93.66%	153.04%	95.49%	96.42%	155.86%	98.36%	99.36%	100.38%	99.36%
Depreciation expense												
3. Net financial liabilities ratio												
Total liabilities less current assets	< 60.00%	(35.54)%	(16.13)%	(16.47)%	(22.90)%	(23.79)%	(24.82)%	(31.17)%	(32.30)%	(33.52)%	(34.81)%	(32.43)%
Total operating revenue (excluding capital items)												

Carpentaria Shire Council Financial Management Strategy

Council measures revenue and expenditure trends over time as a guide to future requirements and to make decisions about the efficient allocation of resources to ensure the most effective provision of services. Council ensures that its financial management strategy is prudent and that its long-term financial forecast shows a sound financial position whilst also being able to meet the community's current and future needs.

Carpentaria Shire Council

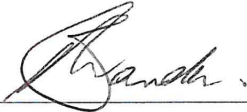
Financial Statements 2023

General Purpose Financial Statements for the year ended 30 June 2023

Certificate of Accuracy - Long Term Financial Sustainability Statement

This long-term financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the Regulation).

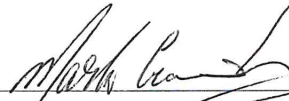
In accordance with Section 212(5) of the Regulation we certify that this long-term financial sustainability statement has been accurately calculated.



Mayor

Jack Bawden

Date: 27/10/2023



Chief Executive Officer

Mark Crawley

Date: 27/10/2023



CARPENTARIA SHIRE
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BUSINESS PAPERS

10.5 APPROVED INSPECTION PROGRAM

Attachments:	NIL
Author:	Julianne Meier - Director Corporate Services
Date:	9 November 2023

Key Outcome: Day to day management of activities within Corporate Services Directorate

Key Strategy: As per the Departmental Plan for Corporate Service

Executive Summary:

The purpose of this report is to seek Council's approval to implement approved inspection programs for compliance with the *Public Health Act 2005* (mosquito breeding sites), *Animal Management (Cats and Dogs) Act 2008* (dog registrations) and *Local Law No. 2 (Animal Management) 2015*.

The programs can be undertaken pursuant to s134 of the *Local Government Act 2009* and s113 *Animal Management (Cats and Dogs) Act 2008* respectively. The proposed inspection programs are for the systematic inspection of dog registrations, mosquito breeding sites and to ensure community safety hazards are not present on an allotment.

RECOMMENDATION:

That Council approve the following inspection programs:

In accordance with s113 of the *Animal Management (Cats and Dogs) Act 2008*:

1. Dog Registration Inspection Program

(a) Purpose

To ensure that dogs in residence in the Shire are registered in accordance with s44(2) and s46 of the *Animal Management (Cats and Dogs) Act 2008*.

(b) Commencement

The program is to start on 1 February 2024.

(c) Type of Program

The Dog Registration Inspection Program will be a systematic program which will include all properties in Normanton and Karumba townships.

(d) Duration

This program will run for three (3) months from the commencement date.

2. Local Law No. 2 (Keeping of Animals) 2015

(a) Purpose

To ensure compliance with sections 5 and 6 of the *Local Law 2 (Keeping of Animals) 2015* which prescribes animals that are prohibited, restricted or require

BUSINESS PAPERS

local government approval. This program will include an inspection of properties to identify any non-compliance.

(b) Commencement

This program will commence on 1 February 2024.

(c) Type of Program

The Keeping of Animals Compliance Program is a systematic program which will include all properties in Normanton and Karumba.

(d) Duration

This program will run for three (3) months from the commencement date.

In accordance with s427 of the *Public Health Act 2005*:

3. Mosquito Breeding Sites Program

(a) Purpose

To ensure that residences do not have breeding grounds for mosquitos as required under s17 of the *Public Health Regulation 2018*.

(b) Commencement

This program will commence on 1 February 2024.

(c) Type of Program

The mosquito breeding sites program is a systematic program which will include all properties in Normanton and Karumba townships.

(d) Duration

This program will run for three (3) months from the commencement date.

Background:

The purpose of these programs is to ensure compliance with the relevant legislation in order to manage the issues that result from non-compliance such as wandering dogs, mosquito-borne diseases and dangers posed to the community-by-community safety hazards.

Council staff will need to ensure that all requirements as defined under s134 of the *Local Government Act 2009*, s427 and s428 of the *Public Health Act 2005* are complied with in undertaking the approved inspection programs.

Council's Mosquito Management Plan provides for a series of measures, including inspection programs, to be undertaken to minimise the public health risk.

Council must give the public notice of the approval of an inspection program, at least fourteen (14) days, but not more than 28 days, before the approved inspection program starts.

The notice must be published—

- (a) in a newspaper that is circulating generally in the local government area; and
- (b) on the local government's website.

BUSINESS PAPERS

The notice must state the following—

- (a) the name of the local government;
- (b) the purpose and scope of the program, in general terms;
- (c) when the program starts;
- (d) the period over which the program is to be carried out;
- (e) that the public may inspect a copy of the resolution that approved the program at the local government's public office until the end of the program;
- (f) that a copy of the resolution that approved the program may be purchased at the local government's public office until the end of the program;
- (g) the price of a copy of the resolution that approved the program.

The price of a copy of the resolution that approved the program must be no more than the cost to the local government of making the copy available for purchase.

From the time when the notice is published in the newspaper until the end of the program —

- (a) the public may inspect a copy of the resolution that approved the program at the local government's public office; and
- (b) copies of the resolution that approved the program must be available for purchase at the local government's public office at the price stated in the notice.

Consultation (Internal/External):

- Phillip Grieve - Local Laws Officer
- Mark Crawley - Chief Executive Officer

Legal Implications:

- Approved inspection programs provide Council with a statutory mechanism to ensure compliance with the relevant legislation.

Financial and Resource Implications:

- Within budget.

Risk Management Implications:

- Council is expected to ensure compliance with Local Government Acts for the community's public health and safety. The proposed inspection programs reduce the risk for the community of wandering dogs, mosquito borne diseases and community safety hazards.

BUSINESS PAPERS

10.6 APPROVAL TO KEEP ANIMAL - MORE THAN TWO DOGS

Attachments:	NIL
Author:	Julianne Meier - Director Corporate Services
Date:	8 November 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 93 Developmental Road, Karumba.

Background:

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

Property Address: 93 Developmental Road, Karumba

Parcel: Lot 9 K36415

Land Size: 1008 m²

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

Animal Name	CRYSTAL	MAJOR	BUDDY
Breed	Smithfield	Smithfield	Cattle Dog
Age	5 years 6 months	16 years 7 months	4 months
Sex	Female	Male	Male
Microchipped			Yes
Desexed			No
Declared Dangerous	No	No	No
Tag No	240512	240513	On Approval
Registration Expiry	30/06/2024	30/6/2024	

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

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

11 REPORTS FROM DIRECTOR COMMUNITY DEVELOPMENT, TOURISM & REGIONAL

11.1 DCDTRP REPORT

Attachments:	NIL
Author:	Anne Andrews - Director Community Services, Tourism & Regional Prosperity
Date:	9 November 2023
Key Outcome:	Day to day management of activities within the Economic and Community Development Department
Key Strategy:	As per the Departmental Plan for Economic and Community Development

Executive Summary:

This report provides and updates Council on various activities and programs that are facilitated within the Community Development, Tourism and Regional Prosperity portfolio of Council.

RECOMMENDATION:

That Council:

1. Notes the Community Development, Tourism and Regional Prosperity report; and
2. That those matters not covered by resolution be noted.

Background:

1. Actions Outstanding from Previous Meetings

DATE	Ref:	Action	Status	Comment
October 11, 2023	GB	Tourism Advisory Committee. The Director DCDTRP to arrange EOIs from interested persons to form the Tourism Advisory Committee.	In progress	Terms of Reference for committee are attached in November meeting.
October 11, 2023	GB	Town Walk Maps: The Director DCDTRP to ascertain if maps are still available for the Normanton and Karumba Walks.	In progress	Business consultation completed and new town maps have been approved. Internal review finalised. DCDTRP has approved maps to be forwarded to designer and printer for printing. To be reviewed every six months.
October 11, 2023	GB	Souvenir sales at the Normanton Visitor Information Centre. The	In progress	Manager of Les Wilson Barramundi and

BUSINESS PAPERS

		DCDTRP to work with the Centre Manager and local businesses on this matter.		Discovery Centre has developed new product lines that do not compete with small business product lines. Director of CDTRP has also met with small business operators who have voiced concern. Souvenirs for the Visitor Information Centre and small business to be considered as an agenda item on the Tourism Advisory Committee.
August 23, 2023	012	Authorise the Chief Executive Officer to continue the work to establish a Company Limited by Guarantee as an overarching Company for the Normanton Child Care and the Les Wilson Barramundi Discovery Centre; and commence discussions with the Department in relation to the process for transferring assets from the Council into the Company for the two Centres and in developing the Company Charter for the Company (Carpentaria Shire Council Owned Enterprises - CSCOE) the Board will initially be made up of the current Carpentaria Shire Councillors and the Director of Corporate Services as the Company Secretary; and provide regular reports to Council on the progress of establishing the new Company Limited by Guarantee	In progress	Note report November 2023 for CEO to establish Company Limited By Shares and report from DCDTRP re; governance and management meetings for transition to Astute.
August 23, 2023	017	Adopt the Community Grants, Donations and Support Policy as presented and requests that the Application for Community Donations and Support Form and the Community Donations and Support Guidelines be reviewed as a matter of urgency to align with the new Policy and a new Acquittal Form be developed and implemented	Complete in part Balance progressing	Note November 2023 report - Community Grants, Donations and Support Policy Acquittal Form.

BUSINESS PAPERS

Community Development, Tourism and Regional Prosperity Income and Expenditure to August 2023.

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure				
Arts & Culture	29,500	2,831	909	3,740
Barra Bites Café	173,308	66,709	0	66,709
Business Development	0	4,268	0	4,268
Child Care	819,281	248,664	16,480	265,145
Community Development	306,227	39,638	0	39,638
Community Donations	96,000	37,128	0	37,128
Community Events	116,000	58,497	20,451	78,948
Community Sponsorship	0	254	0	254
Cultural & Natural Heritage	129,000	37,309	0	37,309
Gym	57,000	16,570	6,254	22,824
Halls	244,300	94,589	434	95,023
Hatchery	340,748	104,769	4,545	109,314
Les Wilson Barramundi Discovery Centre	735,816	365,421	3,095	368,517
Libraries	140,777	58,455	400	58,855
Recreational Sports Centre	727,400	217,833	3,511	221,344
Regional Economic Development	4,000	3,500	0	3,500
Rodeo Grounds	147,000	47,018	13,808	60,826
Sports & Recreation	160,400	122,748	4,320	127,068
Swimming Pools	685,800	284,076	42,304	326,381
Tourism Events	500,210	44,167	1,141	45,308
Visitor Information	303,397	118,008	1,350	119,358
Operating Expenditure Total	5,716,163	1,972,452	119,003	2,091,455
Operating Income				
Arts & Culture	-24,500	-1,500	0	-1,500
Barra Bites Café	-50,000	-56,605	0	-56,605
Child Care	-137,500	-150,961	0	-150,961
Community Events	-52,000	-53,364	0	-53,364
Gym	-30,000	-18,906	0	-18,906
Halls	-21,500	-36,624	0	-36,624
Hatchery	-20,000	0	0	0
Les Wilson Barramundi Discovery Centre	-320,000	-235,383	0	-235,383
Libraries	-8,000	-828	0	-828
Sports & Recreation	0	-4,086	0	-4,086
Swimming Pools	0	0	0	0
Tourism Events	-118,000	-300	0	-300
Visitor Information	-15,000	-16,465	0	-16,465

BUSINESS PAPERS

Youth Services	0	-109,091	0	-109,091
Operating Income Total	-796,500	-684,113	0	-684,113
Grand Total	4,919,663	1,288,339	119,003	1,407,342

Recommendation: For Information.

Monthly report for Normanton and Karumba Pools - October 2023.

		TOTAL ENTRIES		
		Adult	Child	Total
General	Both	45	1280	1325
	and	120	200	320

Update
pools are now up running and experiencing high attendance.

- Day for Daniel was a big success with more than 80 children attending the pool for the free swim and BBQ.
- The Normanton equipment and pool pump is working well with good water quality.
- Karumba pool is not dosing properly but the new system for extra chemicals means that chlorine can be manually added as required until the repairs are completed.
- Children at Normanton have settled down and there have been no more major incidents.
- Swim club is back on with numbers over 40 every night.
- New grant swim packs have been shipped and should be here early in November.
- School swimming lessons are all going well.
- We have started a Wednesday night adult casual swim for State School teachers from 6–6:45pm. We are looking at opening this up to the community once we get our process is confirmed.
- School swimming carnivals will be in November.

Issues

Normanton

- Lack of parent supervision continues to be an issue at Normanton.
- The heat and lack of shade is causing an issue with the only place out of the sun being near the pumproom. This should be alleviated once the new facilities are installed.

BUSINESS PAPERS

Karumba

- The pool analyser continues to revert to fail safe. Waiting for technician to return to assess.

Recommendation: For Information.

Visitation report for Normanton and Karumba Libraries and the Les Wilson Barramundi Discovery Centre – October 2023.

Date	Day of the Week	Normanton VIC	LWBDC	Normanton Library
01/10/23	Sunday	33	33	0
02/10/23	Monday	32	18	0
03/10/23	Tuesday	12	43	3
04/10/23	Wednesday	6	26	3
05/10/23	Thursday	6	39	0
06/10/23	Friday	6	19	0
07/10/23	Saturday	0	26	3
08/10/23	Sunday	3	30	7
09/10/23	Monday	3	28	0
10/10/23	Tuesday	9	41	3
11/10/23	Wednesday	8	28	2
12/10/23	Thursday	8	31	0
13/10/23	Friday	23	26	0
14/10/23	Saturday	9	40	5
15/10/23	Sunday	12	23	0
16/10/23	Monday	18	57	1
17/10/23	Tuesday	9	33	4
18/10/23	Wednesday	4	17	0
19/10/23	Thursday	2	25	4
20/10/23	Friday	11	15	3
21/10/23	Saturday	13	32	0
22/10/23	Sunday	11	23	5
23/10/23	Monday	2	10	0
24/10/23	Tuesday	13	40	0
25/10/23	Wednesday	3	15	0
26/10/23	Thursday	8	2	0
27/10/23	Friday	4	14	4
28/10/23	Saturday	7	14	26
29/10/23	Sunday	0	22	4
30/10/23	Monday	3	4	0

BUSINESS PAPERS

31/10/23	Tuesday	4	8	1
TOTAL		282	782	78

Interpretation

- Visitation is averaging 2.5 people per day to the Normanton Library, with 33% of this monthly attendance attributable to the First Five Forever program run for an hour on 28/10/22 (18 children in attendance).
- Karumba also hosted three sessions of First 5 Forever with a total 12 children and 11 adults participating.
- Visitation is averaging 9 people per day to the Normanton VIC, with visitation lowest on Wednesday, Thursday and Saturdays.
- Visitation is averaging 25.2 people per day to the LWBDC, with visitation lowest on Wednesdays and Thursdays.

This is typical for this time of year, when we select two days per week to close the LWBDC and cut back to one employee at the NVIC/Library (who splits their shift between VIC and Library cost codes) who does open on weekends. DCDTRP will work with the Manager LWBDC and staff to ascertain closure times and secure rostering and work with Executive Officer to develop media campaign to notify public of opening times.

Recommendation: For Information.

3. Grants and Funding

3a. Regional Arts Development Fund

The first activity was held on October 27, 2023 when Jally Entertainment returned to Normanton with the Aladdin Show, a children's performance.

Expressions of Interest for community funding will be advertised during the month of November.

3b. Australia Day Community Grants Program

Council successfully applied for \$15,000 to deliver Australia Day 2024 activities under the Australia Day Community Grants Program administered by the National Australia Day Council (the NADC).

Recommendation: For Information.

4. Events

- 4a. Day for Daniel was successfully delivered at Normanton and Karumba with a different approach to the day being embraced by the schools and police. Consultation with Normanton schools and police by the Acting Manager Community and Economic Development and the Tourism and Events Officer resulted in the official part of the day taking place at Normanton State School with police presenting to the children and each child in attendance receiving a ticket for free pool entry and sausage sizzle. The walk was removed from the event as this was not popular with the schools due the time and the heat of the day. The free swim was taken up by a about 85 young people supported by their parents. At

BUSINESS PAPERS

Karumba, the Acting Manager Community and Economic Development assisted with cooking the BBQ and coordinating the event.

- 4b. Completed Council funded events - Karumba Seniors Christmas Lunch and Remembrance Day.
- 4c. Forthcoming events Normanton Seniors Lunch on November 16, 2023 and the 2023 Christmas Lights Display.
- 4d. Council's Tourism and Events Officer is facilitating a local response to the Christmas school holidays event calendar for the Department of Treaty, Aboriginal Torres Strait Islander Partnerships, Communities and the Arts.
- 4e. Australia Day: Preparation for Australia Day 2024 is underway and a Committee meeting will be called for late November following endorsement of the Terms of Reference at the October meeting of Council.

Recommendation: For Information.

Consultation (Internal/External):

- Chief Executive Officer
- Director Corporate Services
- Acting Manager Economic and Community Development
- Tourism and Events Officer
- Manager Les Wilson Barramundi Discovery Centre
- Carpentaria Shire Pool Manager
- Library Coordinators
- Regional Arts Fund Committee
- Astute Early Years Specialist Pty Ltd ATF The Comerford Family Trust
- Childcare Centre Director
- CEO Gulf Savannah Development
- Local Schools
- Police
- Department of Treaty, Aboriginal Torres Strait Islander Partnerships, Communities and the Arts

Legal Implications:

- Within normal operational parameters

Financial and Resource Implications:

- Within allocated budget

BUSINESS PAPERS

Risk Management Implications:

- Within normal operational parameters.

BUSINESS PAPERS

11.2 COMMUNITY DONATIONS AND SUPPORT

Attachments:	NIL
Author:	Anne Andrews - Director Community Services, Tourism & Regional Prosperity
Date:	8 November 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:

During the period since the October 2023 meeting of Council, the requests listed in this report have been received for consideration in the Carpentaria Shire Council Community Donations and Support program.

RECOMMENDATION:

That Council notes the fee waivers approved under the delegations of the Chief Executive Officer since the October 2023 meeting of Council.

1. Normanton Christian Fellowship
Normanton Shire Hall on November 28, 2023, for a games evening run by the Go Golf Team.
TOTAL IN KIND VALUE: \$150.00
 2. Gulf Christian College
Normanton Shire Hall on November 30, 2023, for the school's annual celebration and awards night.
TOTAL IN KIND VALUE: \$390.00
 3. Lynette Russell
Karumba Mayor's Room for free introductory QiGong classes to be held on November 3, 4 and 10, 11, 2023.
TOTAL IN KIND VALUE: \$252.00
 4. Carpentaria Kindergarten
Community trailer on November 23, 2023, for the graduation and break up party.
TOTAL IN KIND VALUE: \$580.00
 5. Normanton State School
Normanton Shire Hall on November 27, 2023, for the school awards night which celebrate academic and sporting achievement.
TOTAL IN KIND VALUE: \$390.00
 6. Kurtijjar Aboriginal Corporation
Normanton Shire Hall and kitchen on November 29, 2023 for the Corporation's Annual Meeting.
Normanton Shire Hall and kitchen x NFP rate: \$200.00
-

BUSINESS PAPERS

7. Karumba State School requested a cash donation of \$300 towards the school annual awards celebration.
CASH DONATION: \$300.00

Background:

Council has a Community Donations and Support program for events held in the Carpentaria Shire. There has been an expenditure of \$36,428.46 against the budget of \$96,000 related to local non-profit groups for the financial YTD which are displayed in the table.

Acct Code	Account	Actual
IK1000	In Kind - Bynoe	4227.27
IK1040	In Kind - Gulf Christian College	1209.08
IK1070	In Kind - Karumba Recreation Club	2746.49
IK1120	In Kind - Normanton Rodeo	4742.32
IK1130	In Kind - Normanton State School	2747.20
IK1140	In Kind - Normanton Stingers	2367.93
IK1200	In Kind - Normanton Cricket Club	704.55
IK1230	In Kind - Kurtijar Aboriginal Corporation	181.81
IK1265	In Kind - Normanton Christian Centre	354.55
IK1557	In Kind - Centacare NQ	3900.00
IK1722	In Kind - Aspire Cairns Community	918.18
IK1723	In Kind - Deadly Choices	10590.90
IK1724	In Kind - NAIDOC Dinner/Ball	799.99
IK1728	In Kind - Doomadgee State School	709.10
IK1729	In Kind - Lynette Russell	229.09
	* Total *	36428.46

Donations and Fee Waivers for Council Consideration

NIL

Donations approved under the delegation of the Chief Executive Officer

8. Normanton Christian Fellowship requested a fee waiver to hire the Normanton Shire Hall on November 28, 2023, for a games evening run by the Go Gulf Team. This is a free event for primary aged children designed to assist children to appreciate fun, enjoyment and social engagement without the need for consumption of substances.
Normanton Shire Hall x 1 NFP rate **\$150.00**
9. Gulf Christian College requested a fee waiver to hire the Normanton Shire Hall on November 30, 2023, for the school's annual celebration and awards night. This event brings students and families together to share an evening which celebrates student learning success throughout the year.
Normanton Shire Hall **\$390.00**

BUSINESS PAPERS

10. Lynette Russell requested a fee waiver to hire the Karumba Mayor's Room for free introductory QiGong classes to be held on November 3,4 and 10, 11, 2023. QiGong is a series of exercises to promote flexibility and balance.
Karumba Mayor's Room 4 x \$63 hourly rate **\$252.00**
11. Carpentaria Kindergarten has requested a fee waiver to hire the community trailer on November 23, 2023 for the graduation and break up party.
Community Trailer x 1 **\$580.00**
12. Normanton State School has requested a fee waiver to hire the Shire Hall on November 27 and 28, 2023 for the school awards night which celebrate academic and sporting achievement.
Normanton Shire Hall **\$390.00**
13. Kurtijar Aboriginal Corporation has requested a fee waiver for the hire of the Shire Hall and kitchen on November 29, 2023 for the Corporation's Annual Meeting.
Normanton Shire Hall and kitchen x NFP rate **\$200.00**
14. Karumba State School requested a cash donation of \$300 towards the school annual awards celebration.
Cash donation **\$300.00**

Consultation (Internal/External):

- Mark Crawley - Chief Executive Officer
- Chris Guthrie - Acting Manager Community and Economic Development
- Julianne Meier - Director Corporate Services
- External Stakeholders (applicants)

Legal Implications:

- Community Donations and Support Policy.

Financial and Resource Implications:

- Within budget.

Risk Management Implications:

- Risks are within the normal operations parameters.

BUSINESS PAPERS

11.3 COMMUNITY GRANTS, DONATIONS AND SUPPORT POLICY ACQUITTAL FORM

Attachments:	11.3.1. Draft Community Grants, Donations and Support Policy Acquittal Form ↓ 11.3.2. Community Grants, Donations and Support Policy ↓
Author:	Anne Andrews - Director Community Services, Tourism & Regional Prosperity
Date:	8 November 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:

The revised Community Grants, Donations and Support Policy was endorsed by Council in August 2023 with the recommendation that a new Acquittal Form be developed and implemented. Attached to this report is a draft acquittal form for Council's consideration.

RECOMMENDATION:

That Council:

- Endorse the attached Community Grants, Donations and Support Program Acquittal Form.
- That the form be distributed to recipients of grants, donations and sponsorship over the value of \$1,000 from January 1, 2024.
- That Council email the new policy and acquittal form to Council's current list of organisations that access Council support explaining the new requirements and when it is required.

Background:

The Community Grants, Donations and Support Program policy (attached) states:

Entities who receive a contribution under Council's Community Grants, Donations and Support Program that has value in excess of \$1,000 will be required to complete an acquittal report no later than eight (8) weeks after the completion of the project or activity.

This report must include provision of the following information:

- Evidence that the monies were expended as intended;
- Event or activity attendance figures and visitation statistics; and
- Detailed briefing of event or activity
- If the applicant fails to complete and lodge the acquittal report to the satisfaction of Council or delegate, Council reserves the right to recover the granted funds.
- Depending on the circumstances, Council, at its discretion, may request an acquittal be submitted for a contribution with a value less than \$1,000.

BUSINESS PAPERS

- To assist in providing the acquittal report to Council, it is recommended that applicants refer to a copy of the original application they sent to Council.
- Council reserves the right to recover any contribution or part thereof, should after the receipt and review of the acquittal report, it is determined that funds and/or assistance provided by Council were utilised for purposes that does not align with the original application.

The new form provides a concise document to support reporting and is attached for Councillor consideration.

Consultation (Internal/External):

- Mark Crawley – Chief Executive Officer
- Anne Andrews - Director Community Development, Tourism and Regional Prosperity

Legal Implications:

- There is a statutory requirement to Council to adopt a policy for Community Grants and Donations.

Financial and Resource Implications:

- Applications and support provided by Council amount to approx. \$90,000.00 per year.

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.

DRAFT CARPENTARIA SHIRE COMMUNITY DONATION AND SUPPORT ACQUITTAL FORM

APPLICANT DETAILS

Grant Recipient
Postal Address
Contact person
Telephone (business hours)
Email

PROJECT OUTCOME REPORT

Amount of funding received	Year received
Grant purpose (briefly describe the purpose for which you received your grant – max 200 words)	

PROJECT DETAILS

Project Start Date	Project Completion Date	
Total Project Cost		
How many people benefited / participated in the project		
Number of volunteers	Est: Volunteer hours	Est: Value volunteer hours (calculated at \$48 per hour)
Briefly describe project achievements for the community and any issues encountered (max 200 words)		

GRANT RECIPIENT DECLARATION

To be signed by your organisation's treasurer or appropriately delegated officer or independent auditor.

I certify that the above statement of Income and Expenditure Statement provides a true record of this project.

I certify, to the best of my knowledge and information that the details provided in this acquittal and associated documentation are true and correct.		
Name		
Signature	Date (DD/MM/YY)	
OFFICE USE ONLY		
Further action required <input type="checkbox"/> No <input type="checkbox"/> Yes – specify	Officer:	
	Signature:	Date: (DD/MM/YY)

DRAFT



Community Grants, Donations and Support Policy

Policy Details

Policy Category	Statutory
Date Adopted	16 th August 2023
Resolution Number	0220/026
Approval Authority	Council
Effective Date	16 th August 2023
Policy Version Number	4
Policy Owner	Manager Economic and Community Development

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">• Nil
Delegations	<ul style="list-style-type: none">• Delegated authority for one-off applications for In-Kind assistance of less than \$1,000, is provided to the Chief Executive Officer.
Forms	<ul style="list-style-type: none">• Grant, Donation and Support Program Application• Acquittal• Community Donations and Support Guidelines
Supporting Documents	<ul style="list-style-type: none">• Corporate Plan 2020 - 2025

Version History:

Version	Adopted	Comment	eDRMS #
1	18/07/2012	Council Resolution 0712/024	
2	09/12/2015	Council Resolution 1215/024	
3	26/02/2020	Council Resolution 0220/026	
4	16/08/2023	Council Resolution 0823/017	



Contents

INTENT.....	3
SCOPE.....	3
POLICY STATEMENT	3
GRANTS, DONATIONS AND IN-KIND SUPPORT	3
COMMUNITY GRANTS, DONATIONS AND SUPPORT PROGRAM	3
ELIGIBILITY CRITERIA	4
INELIGIBILITY CRITERIA	4
APPLICATION PROCESS.....	5
ASSESSMENT CRITERIA.....	5
APPROVAL PROCESS	6
ACKNOWLEDGEMENT OF COUNCIL	6
ACQUITTALS.....	6
DEFINITIONS	6



Intent

To guide the delivery of Council's Community Grant, Donations and Support Program which provides financial and in-kind assistance to community-based groups and organisations.

Scope

The policy applies to all Council community grants, donations, including financial and in-kind support, provided to community organisations that provides activities for a public purpose within Carpentaria Shire.

Applications for Regional Arts Development Funds are outside the scope of this Policy.

Policy Statement

- Council acknowledges the very important role that community groups/clubs, sporting clubs, committees and other community organisations play in the social fabric of the communities within the Shire.
- Therefore, supporting the community through financial and in-kind assistance is necessary for the provision of a diverse range of programmes and projects that enhances the cultural, social, sporting, education and economic development aspirations of organisations and individuals.
- The amount of assistance, financial or otherwise, available in any given financial year will be dependent on Council's budget decisions and priorities. Whilst all applications received from eligible entities will be considered on their individual merits and the current circumstances, there is no guarantee that applications will be automatically approved.

Grants, Donations and In-Kind Support

- In the administration of its Grants Program, Council will consider applications and distribute funds and in-kind support in an equitable, transparent and responsible manner. Approval will only be forthcoming when Council is satisfied that the application:
 - Aligns with themes and goals in Council's Corporate Plan or other strategic plans
 - Addresses an identified need in the community;
 - Benefits the community and is in the public interest; and
 - Meets eligibility criteria outlined in this policy.

Community Grants, Donations and Support Program

- Council has two separate streams of its Community Grants, Donations and Support Program which consist of:
 1. Community Grants, Donations and Support in excess of \$1,000
- There are limited funds available through a competitive process with applications being assessed on individual merit and the criteria established in this policy. Applications can be submitted at any time during the financial year and wherever possible applications are to be received four (4) weeks prior to the event occurring. Applications are still required to meet all criteria and conditions stated in this policy.



- Submission of an application does not guarantee approval and all decisions are at Council's absolute discretion.
2. Community Grants, Donations and Support less than \$1,000
- Applications can be submitted at any time during the financial year and wherever possible applications are to be received four (4) weeks prior to the event occurring. Applications are still required to meet all criteria and conditions stated in this policy.

Eligibility Criteria

- Community groups/clubs, sporting clubs, committees and other community organisations may apply for assistance under Council's Grant Program if they satisfy the following criteria:
- The program and/or project for which funding is requested must provide a direct benefit to the Carpentaria Shire community and align with Council's corporate goals and objectives.
- Must be based in the Carpentaria Shire Council region, have a membership base within the Carpentaria Shire, or be delivering a service which will be of a direct benefit to members of the Carpentaria Shire community.
- Be able to demonstrate viability and ongoing sustainability.
- Have no debt to council, or have entered into an acceptable repayment arrangement with Council which is being adhered to, and/or have met acquittal conditions for previous Council grants.
- Must agree to comply with any reasonable conditions which Council may apply to the support provided.

Ineligibility Criteria

- Applications which will generally be considered ineligible for consideration under Council's Grant Program where one or a number of the following conditions apply:
- The applicant is a political organisation;
- The applicant has previously received support and has failed to meet the conditions of that support;
- The applicant has an outstanding debt with Council (including rates and excess water bills) and an approved repayment arrangement has not or is not being adhered to;
- The project is for a private commercial (for profit) activity;
- The project does not provide a direct public purpose benefit to the Carpentaria Shire community;
- The application is for retrospective support;
- The request is for maintenance of community facilities that are owned by Carpentaria Shire Council. (These applications are to be referred to the relevant operational area of Council);
- The community organisation has a lease agreement or Memorandum of Understanding (MOU) or Management Agreement where support is included as a term of that agreement or MOU.
- Applications for payment of service fees such as water access and sewerage access fees.



Application Process

To ensure consistency within the application process, entities are required to submit applications on the following basis:

- All applications must be submitted in the approved Community Grant, Donation and Support program application form and signed by the applicant. (Note: letters or verbal Applications will not be accepted);
- Organisations wishing to apply for more than one event or activity are only required to complete one application form detailing all events or activities;
- Application for Community Grants, Donations and Support under the value \$1,000 are required to be received by Council four (4) weeks prior to proposed event or activity.
- Application for Community Grants, Donations and Support over \$1,000 must demonstrate:
 - How the grant/support will benefit the Carpentaria Shire;
 - How the grant/support will strengthen the Carpentaria community;
 - Justification of how the in-kind application will be applied to the budget for the activity;
 - That the organisation is incorporated, and a copy of the Certificate of Incorporation is to be attached with the application. A copy of the latest audited financial statement may be required also;
 - If the organisation is not incorporate, a sponsoring organisation must be obtained with relevant evidence supplied;
 - That the applicant has all insurances, including public liability and Health and Safety requirements are abided by; and
 - A clear need for support and show that other avenues of support have been explored (e.g., other grant funding, sponsorship etc.)
- Should the application, either in part or wholly, be requesting in-kind support from Council then the application must include a Council quote for value of assistance sought.
- Applications involving the use of Council facilities and/or equipment may require the applicant to provide evidence of their insurance coverage with a Certificate of Currency as well as a copy of their Public Liability Insurance Policy. Council's insurance policy does not cover persons or property in activities or events not organised by Council.
- Any Council equipment must be returned in good, clean and undamaged condition or charges may be imposed as outlined in the conditions of use.

Assessment Criteria

- All applications received will be assessed on their individual merits and the capacity of the applicant to satisfy the conditions and criteria of Council's Community Grants, Donations and Support Program as established in this policy. As Council has limited budget and it is a competitive process preference will be afforded to applications that:
 - Demonstrate a strong community benefit either through support of local business/industry or the need for the particular project or activity;
 - Provide a financial commitment from the applicant to, or demonstrate the attempts at obtaining additional funding to, co-contribute with Council towards the project or activity;
 - Confirm the continued viability of the applicant entity and its capacity to successfully deliver on the project or activity.



Approval Process

- All applications be presented to Council for determination, unless done via delegation and all applications approved under delegation are to be reported monthly to Council.
- If the applicant is seeking a financial contribution, then the application is to be presented to Council for determination.
- If the applicant is seeking in-kind support, then this request may be approved under delegated authority by the Chief Executive Officer or their delegate. These approved applications are to be reported to an ordinary meeting of Council for information by the Manager of Economic and Community Development.

Acknowledgement of Council

- All applicants successful in obtaining support under the Community Grants, Donations and Support Program must acknowledge Council's contribution in all publicity relating to events or activities to which the grant/support applies.

Acquittals

- Entities who receive a contribution under Council's Community Grants, Donations and Support Program that has value in excess of \$1,000 will be required to complete an acquittal report no later than eight (8) weeks after the completion of the project or activity. This report must include provision of the following information: -
 - Evidence that the monies were expended as intended;
 - Event or activity attendance figures and visitation statistics; and
 - Detailed briefing of event or activity
- If the applicant fails to complete and lodge the acquittal report to the satisfaction of Council or delegate, Council reserves the right to recover the granted funds.
- Depending on the circumstances, Council, at its discretion, may request an acquittal be submitted for a contribution with a value less than \$1,000.
- To assist in providing the acquittal report to Council, it is recommended that applicants refer to a copy of the original application they sent to Council.
- Council reserves the right to recover any contribution or part thereof, should after the receipt and review of the acquittal report, it is determined that funds and/or assistance provided by Council were utilised for purposes that does not align with the original application.

Definitions

TERM	DEFINITION
Community Organisation	Defined in schedule 8 of the <i>Local Government Regulation 2012</i> as: <ul style="list-style-type: none">a) an entity that carries on activities for a public purpose; orb) another entity whose primary object is not directed at making a profit.
Donation	Is any charitable contribution made by Council to assist a person or entity. This charitable contribution may or may not be subject to conditions being met by the recipient.



TERM	DEFINITION
Financial Support	Is a monetary contribution which includes grants, donations and low interest loans to sporting clubs.
Grant	Is an amount of money or in-kind value that is contributed by Council to a person or organisation, to achieve a specific purpose or outcome. This form of assistance may or may not be subject to conditions being met by the recipient.
In-kind Support	Is the provision of goods and services by Council that is of a non-financial value.

Adopted by Council 16th August 2023 by Resolution 0823/017.

Mark Crawley
Chief Executive Officer

BUSINESS PAPERS

11.4 ECONOMIC DEVELOPMENT STRATEGY UPDATE AND ACTION PLAN

Attachments:	11.4.1. Draft Economic Development Strategy 2020-2025 Action Plan ↓ 11.4.2. Draft Terms of Reference Carpentaria Shire Economic Development Advisory Committee ↓
Author:	Anne Andrews - Director Community Services, Tourism & Regional Prosperity
Date:	8 November 2023
Key Outcome:	A dynamic and diverse economy creating industry development and employment opportunities
Key Strategy:	Implementation of the Carpentaria Shire Economic Development Strategy

Executive Summary:

The Carpentaria Shire Economic Development Strategy 2020–2025 was adopted in October 2020 and contains projects to be delivered in the five-year timeframe to expand and diversify the region’s economy. It outlines industries, local agencies and tourism initiatives and all play a role in influencing economic success for the Shire. This report provides an updated action plan for consideration and Terms of Reference for the establishment of an Advisory Committee to support a collaborative approach to economic success and to drive future projects and actions.

RECOMMENDATION:

That Council:

- Adopts the updated Economic Development Action Plan;
- Endorses the Terms of Reference for the Economic Development Advisory Committee;
- Endorses that membership of the Advisory Committee be amended to include the Chief Executive Officer of Gulf Savannah Development and remove the Gulf Chamber of Commerce;
- Endorses the Mayor or nominated delegate as the Chair of the Committee; and
- Nominates two Councillors as representatives of Carpentaria Shire

Background:

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

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

It has a level of flexibility that allows Council and the community to respond to changes in economic circumstances and has a focus on the following priority areas:

- Tourism
 - Agriculture
-

BUSINESS PAPERS

- Fishing
- Community
- Small Business and;
- Working together

The updated action plan (attached) provides Council with a progress report of what has been achieved since October 2020 and a timeline to complete the remaining actions.

The October 2020 report also endorsed the establishment of the Economic Development Advisory Committee. Terms of Reference for the committee are attached for Council's consideration and outline the purpose of the Committee which includes to:

- assist with the delivery of actions from the Carpentaria Economic Development Strategy
- highlight opportunities and challenges facing business and industry to inform Council's Advocacy Strategy
- support the delivery of Small Business Friendly initiatives
- other assistance where required.

The 2020 report suggested the following representatives should form the Advisory Committee.

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

This report recommends that the CEO of Gulf Savannah Development (GSD) be invited to be a committee member as GSD is a Council partner in planning and advocating for the economic future of Carpentaria Shire and that the Gulf Chamber of Commerce (GCC) be removed as it is currently inactive. GCC can be invited to join the committee if it is re-activated.

Consultation (Internal/External):

- Community consultation was undertaken in 2019 to develop the Strategy.
Recent consultation on the action plan has included:
 - Chief Executive Officer
 - Director Community Development, Tourism and Regional Prosperity
 - Acting Manager Community and Economic Development
 - Small Business Commission

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- Gulf Savannah Development

Legal Implications:

- Advisory Committees may be established in accordance with section 265 Local Government Regulation 2012.
 - (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:

- Within normal operational parameters.

Risk Management Implications:

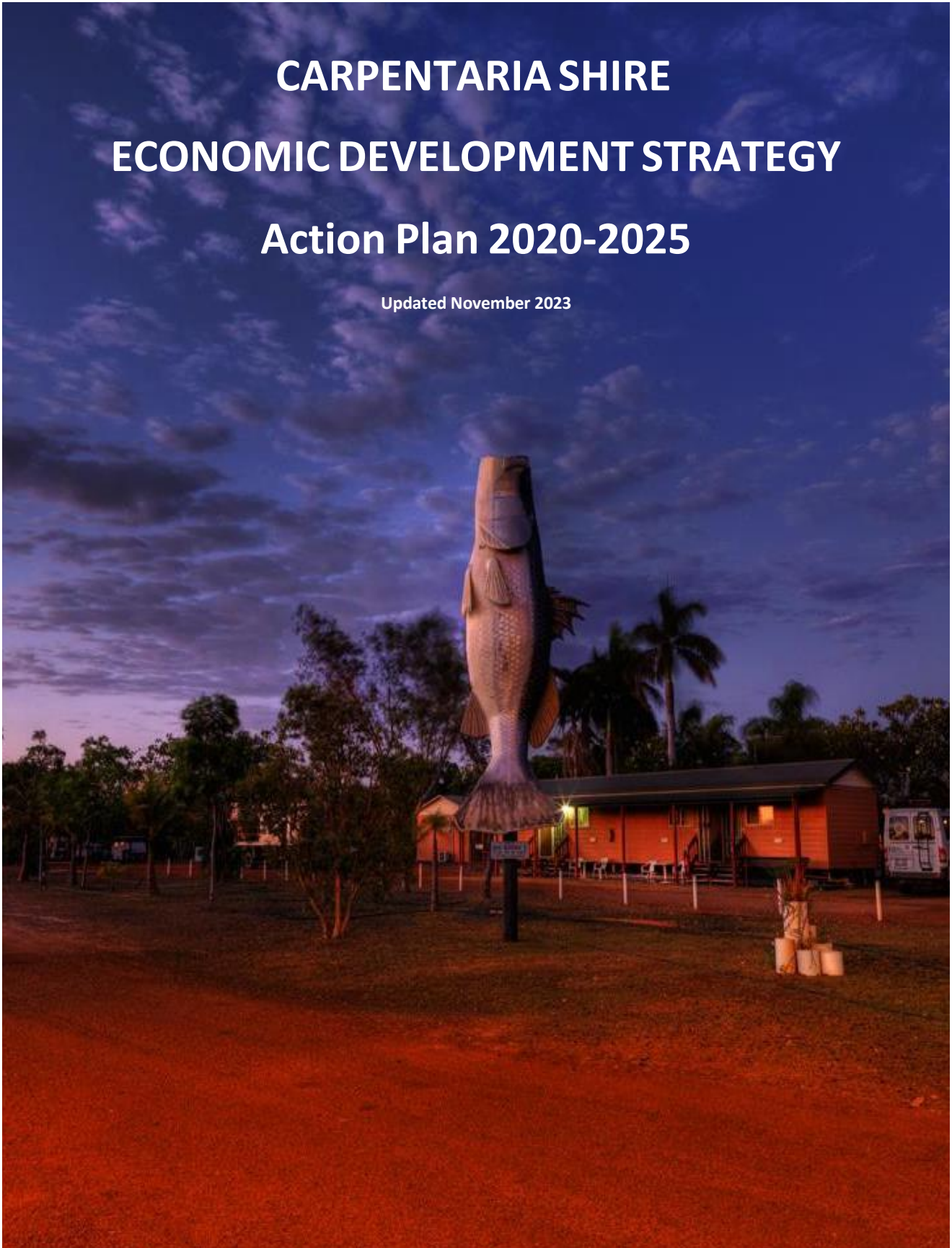
- Workplace Health and Safety risk is assessed as low.
- Financial risk is assessed as low.
- Public perception and reputation risk is assessed as low.

CARPENTARIA SHIRE

ECONOMIC DEVELOPMENT STRATEGY

Action Plan 2020-2025

Updated November 2023



The Carpentaria Economic Development Strategy 2020 – 2025 was adopted in October 2020 and contains projects that will be worked on over the five-year timeframe. It outlines industries, tourism and local agencies that all play a role in the current economy for the Shire.

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

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

This updated action plan provides Council and the Carpentaria Community with a progress report of what has been completed and a timeline to complete the remaining actions.

To request a copy of this plan, please contact Council or, alternatively, you can download a copy from our website www.carpentaria.qld.gov.au

Normanton Administration Centre:
 29-33 Haig Street, Normanton

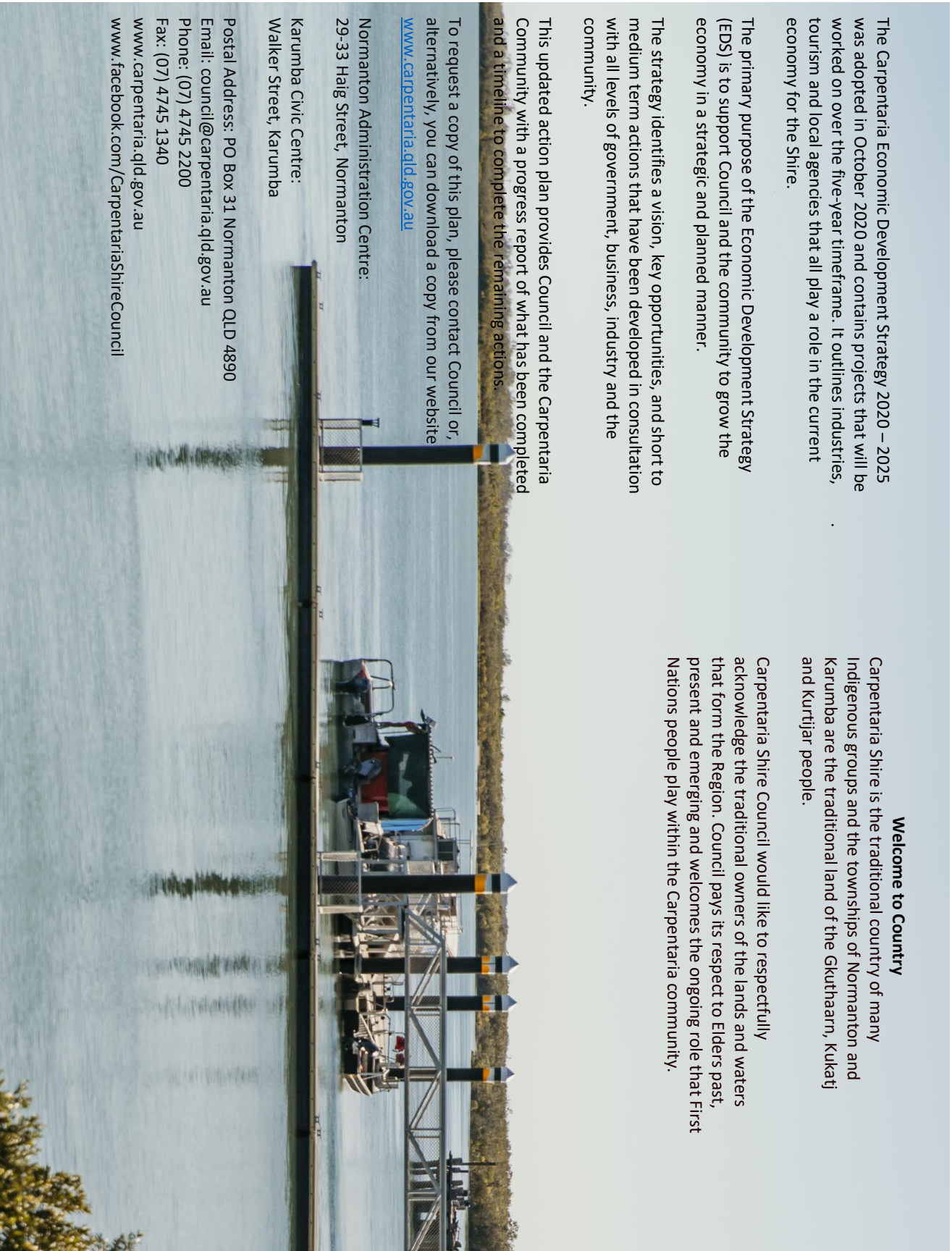
Karumba Civic Centre:
 Walker Street, Karumba

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 Email: council@carpentaria.qld.gov.au
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www.carpentaria.qld.gov.au
www.facebook.com/CarpentariaShireCouncil

Welcome to Country

Carpentaria Shire is the traditional country of many Indigenous groups and the townships of Normanton and Karumba are the traditional land of the Gkuthaarn, Kukati and Kurtijar people.

Carpentaria Shire Council would like to respectfully acknowledge 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 First Nations people play within the Carpentaria community.



Carpentaria Shire Economic Development Strategy 2020 – 2025 Action Plan

Tourism

Our community embraces new and growing opportunities that promote the region's rich natural environment

- *Implement and link local and regional Strategies.*
- *Identify and grow natural attraction and tourism opportunities*
- *Extend shoulder tourism seasons*
- *New possible ways for new business opportunities from our agricultural products.*

Actions	Lead	Partner Stakeholders	Key deliverables	Status Report	Dates due
Develop adventure and outback, indigenous and cultural experiences.	CSC DCDTRP	Local Indigenous Groups DTIS – Tourism Division	Expand tourism products, experiences and businesses. Additional experiences to retain visitors within Carpentaria Shire longer, thereby increasing revenues from tourism.	See Outback by the Sea Tourism Strategy 2021.	2025
Release the Carpentaria Shire Council Tourism Strategy 2010-2022.	CSC DCDTRP	DTIS Local Tourism operators, Local Indigenous Groups	Develop and deliver Strategy.	Outback by the Sea Tourism Strategy adopted Feb 2021.	Strategy delivered. Review Strategy in 2025.
Progress actions within the Tourism Strategy.	CSC DCDTRP	Local tourism operators DTIS Local Indigenous Groups	Establish advisory committee.	Implementation Plan currently being drafted. EOI for Advisory Committee to be advertised. Draft Terms of Reference for Advisory Committee presented to November 2023 Meeting of Council.	Plan to be drafted by end Aug 2023. Advisory Committee established by Dec 2023.

Gulf Savannah Farm Station Stay manual.	GSD CEO	CSC to assist distribution	Manuals to be completed.	Completed manual (parts 1 and 2) to be disseminated to station owners and available on Council's website.	Oct 2020 - completed. CSC to disseminate and promote by end December 2023.
Development of the Normanton Monsoon Centre.	CSC DCDTRP	GTM Bynoe DTIS	Feasibility study completed 2009. Study to be reviewed 2023. Funding application to be submitted.	Applications have already previously been submitted but were unsuccessful. New applications may have to be differentiated from previous applications.	New application submitted by June 2025 if appropriate funding source is identified.
Indigenous tourism products from retail to wholesale.	CSC DCDTRP	Traditional Owner Groups CLCAC Bynoe GSD DTIS Indigenous Advisory Team	Workshop with Indigenous groups and businesses. EOI to be developed for supply to VICs run by CSC.	Workshop is planned for October and November. EOI currently in draft format.	Oct - Dec 2023 – workshop. EOI to be sent out by end 2023.
Develop new destination marketing material.	CSC DCDTRP	GSD Local Tourism Businesses QR DTIS NWMIP Team	Outback by the Sea material is updated and new destination website implemented.	Collateral is updated and being disseminated in VICs. Operators to be contacted also for inclusion of distribution. Small business Commissioner visit in August 2023 provided an opportunity to engage with local businesses.	Complete, material to be reviewed by June 2024.

Development of the Mutton Hole Wetlands.	CSC DCDTRP Bynoe	Local Indigenous Groups GSD DTIS – Tourism Division	Explore future sustainable business models to promote and enhance the visitor experience. Provide recommendations to Council.	Review of relevant existing websites and marketing is currently underway.	Report to Council by June 2024
Gulf Savannah Regional Branding.	GSD	Regional tourism groups DTIS CSC	Report has been adopted and recommendation to focus on tourism rather than food.	Outback by the Sea branding is currently on most websites and documents but an audit is currently underway to maximise future exposure.	Audit and recommendations to ELT by September 2024.
Development of the Early Explorers Display – Burns Philp Building.	CSC DCDTRP	Regional Tourism Group University CSC	Engage with universities to ascertain if they are able to assist with research for the early explorers within the Southern Gulf Region. Development of Business Case to attract funding for the Display.	Early discussions with two separate universities to ascertain appetite to assist.	Engage with university to commence research by June 2024 Business Case to be developed by June 2025.

Agriculture						
As a region, we recognize actions that promote growth in agricultural related activities.						
<ul style="list-style-type: none"> • <i>Look at how we can grow the agricultural potential of the region.</i> • <i>Seek new possible ways for new business opportunities from our agricultural products.</i> 						
Regional branding and marketing of local products including beef, prawns, and fish.	Local business groups	Karumba Prawns CSC Local fishing operators Local beef producers	Karumba Prawns brand (Austral Fisheries) markets produce nationally – explore opportunities to expand. Establishment of local outlets and partnerships to promote local brand.	Meeting with the FIAL is currently being sought to explore opportunities and partnerships.		Ongoing
Investigate the potential for value-add opportunities within the beef supply chain industry.	CSC Beef producers	Peak Bodies Agriculture	Supply chain opportunities investigated with focus group.	Focus group workshop planned for March 2024.		By June 2024
Investigate diversified agricultural opportunities such as broadacre cropping.	GSD	Landowners CSC	Trials to be undertaken.	Cropping trials established include Protected cropping, sorghum, sesame seed.		Ongoing
Fishing						
We want to be recognized as having a sustainable, strong and balanced fishing industry.						
<ul style="list-style-type: none"> • <i>Look at ways of maintaining the viability of our commercial and recreational fishing.</i> • <i>Explore the potential for artificial reefs to attract fishing and tourism activities.</i> 						
Create a fishing habitat off Karumba to increase recreational fishing.	NGRM	CSC DCDTRP	Grant prepared and submitted. Grant successful.	Council is working on a project to create an artificial reef.		By December 2023
Work with commercial and recreational fishing groups to improve sustainability.	NRM Groups	CSC DCDTRP	Regular meetings with groups, action plans developed	Action plan developed with local groups.		Ongoing

Community

We are a community where more people will want to live, visit and experience.

- We will work to maintain and grow our community services for locals and visitors.
- Explore how we can recognize and promote the attributes of living and working in the Shire.

Progress Lilyvale subdivision.	CSC	Real estate agent appointed	First stage released and second planned 2024/2025	First stage released September 2023	December 2023 (first stage - sold)
Enhance networking to share good stories to promote community pride.	CSC DCDTRP	Business networks and community groups	Three press releases (3) and four (4) networking events per year facilitated by Department CDTTRP. Release of Monthly Newsletter.	Karumba 150 celebrations successfully delivered. `Small Business Commissioner visit in August. Charity Ball August 2023.	Yearly and ongoing
Improve digital connectivity across the Shire.	CSC Telstra GSD	Network providers	Advocate for better digital connectivity – 4 meetings with providers advocating per year.	Telstra and Starlink have announced a new partnership recently - July 2023.	Ongoing
Identify gaps and address gaps in training and employment.	Bynoe	TAFE Employment Network Agencies, Local Business DSBET Education Qld CLCAC	Gulf Training Academy to be operating and TAFE site to be reactivated. Four advocacy pieces per year including meetings arranged.	A meeting took place in early July with Dept Education and local stakeholders.	Ongoing
Karumba Point Foreshore Protection.	CSC	DSDILGP	To enhance tourism experience. Grants to be applied for.	Stabilising of foreshore occurring through additional sand placement. Kurumba Town Plan	June 2024 – stabilisation works complete.

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Further development of the Karumba Port.	CSC	Townsville Port, Local business operators using Port	At least three meetings with key stakeholders per year to advocate.	Mayor and CEO are attempting to schedule a meeting with Townsville Port in relation to the Port Operations. This is part of election ask from NWQROC and WQAC \$200,000 secured by GSD to develop Business Case for Port development.	Ongoing
Establishment of an agricultural training academy or TAFE related courses.	Bynoe CSC	TAFE DYLESBT	Re-establishment of an academy and TAFE in Normanton campus.	A meeting took place in early July with Dept Education and local stakeholders.	June 2024 TAFE announced in October 2023 that it will reopen Normanton Campus for Get Job Ready Courses on January 2024.

Small business

We support our small businesses and welcome new business opportunities.

- Encourage locals and visitors to spend and purchase more in the region.
- Introduce and actively encourage a "Buy Local" program.
- Increase the uptake of new technologies by the business community.

Identify and support existing businesses needs to be more competitive.	CSC CEO Mayor DCDTRP	DYIESBT	Sign Small Business Charter with Small Business Commissioner.	August 2023 Small Business Friendly Accelerator Action Plan Completed and sent to Small Business Commission Digital marketing and grant writing workshops delivered in October 2023	Complete
Identify and support small business support activities.	CSC DCDTRP CDO	DSPTI NWQRO	At least 20 small business support services and engagements provided per year	As measured in Customer Service spreadsheet	Ongoing
Support local business to expand, grow and modernize,	CSC DCDTRP	DYIESBT NW QRO	At least 20 small business support services and engagements provided per year	As measured in Customer Service spreadsheet	Ongoing

Working together

We believe having productive partnerships between government, business, industry and community is important.

- Seek opportunities to share resources.
- Look for and develop projects that will grow our community and economy. Secure reliable digital connectivity that is used across the Shire and region.

Plan and action a pathway to make new residential and commercial land available.	CSC	LHAPAC	DCDTRP to work with Strategic Planners to identify further opportunities. Report to Council.	Some work completed and presented to Council. Available on website under the Advocacy Tab.	June 2024
Work with Traditional Owners on land requirements – cultural monitoring.	CSC Bynoe	CLCAC TO Groups	Establish working group.	Call EOI in late 2023	Group to be established by June 2024
Pursue funding to install a digital connection between Normanton and Karumba (Optic Fibre)	CSC	GSD DSDILGP DTIS NWQRO	Application to be prepared. Advocacy to take place (2 meetings per year) If successful engage Telstra to install Fibre.	Funding successful Telstra engaged to install Fibre Optic Cable	Completed

Stakeholder list

Bynoe – Bynoe CACS
CLCAC – Carpentaria Land Council Aboriginal Corporation
CDO – Community Development Officer
CSC – Carpentaria Shire Council
CSC DCDTRP – Carpentaria Shire Council, Director Community Development, Tourism and Regional Prosperity
GSD - Gulf Savannah Development (CEO – GSD Chief Executive Officer)
DCDTRP
DSDILGP – Department of State Development, Infrastructure, Local Government, and Planning
DTIS – Department of Tourism, Innovation and Sport
DYIESBT – Department of Youth, Justice, Education, Small Business and Training
LHAPAC – Local Housing Action Plan Advisory Committee
Natural Resource Management Groups - Gulf Savannah NRM, Southern Gulf NRM
NWQROC - North West Queensland Organisation of Councils
TAFE – Qld TAFE

DRAFT



Draft Economic Development Advisory Committee

November 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
Conflict of Interest	3
Secretariat.....	4
Agendas and Minutes	4
Review.....	4
Contact Details.....	4

www.carpentaria.qld.gov.au

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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 Economic Development Advisory Committee.

Purpose

The purpose of the committee is to provide:

- to assist with the delivery of actions from the Carpentaria Economic Development Strategy
- to highlight opportunities and challenges facing business and industry to inform Council's Advocacy Strategy
- to support the delivery of Small Business Friendly initiatives
- other assistance where required.

Membership

In the interest of operational efficiency, membership of the committee will generally be limited to Council staff, Councillors and community members representing business and industry.

Agency

Council
Council
Council
Council
Council

Representative/s

Mayor
Councillor
Councillor
CEO
Director Community Development, Tourism and Regional Prosperity
Tourism and Events Officer
CEO or delegate
Agriculture
Fishing
Retail Services
Tourism and Events
Business
Carpentaria Land Council Aboriginal Corporation
Bynoe CACS Ltd
Member from each Traditional Owner Group
Gulf Chamber of Commerce (if available)

Council
Gulf Savannah Development
Community member
Community member
Community member
Community member
Community member
Community member

Community member
Community member
Community member

A quorum will exist if at least eight 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 or delegated representative will be the chairperson.

All members should:

- Provide feedback and suggestions from the sector or organisation they represent;
- Provide feedback on items on the agenda; and



- Develop recommendations for consideration by Council concerning matters of interest developing and growing the economy of Carpentaria Shire

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
- c. working collaboratively with other team members to accomplish desired outcomes
- d. be respectful, reasonable and professional
- e. not interrupt another speaker, disturb or converse aloud while another person is speaking
- f. immediately cease speaking when the Chair speaks
- g. declare any conflicts of interest that may arise during Committee discussions
- h. raising awareness within your agency, and the wider community, to foster increased support for initiatives and improve opportunities for synergies across agencies

In addition, the Chair 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 bi-monthly or as required
- Meetings will generally be held at the Normanton Shire Hall and Karumba Civic Centre on alternate months

Conflict of Interest

At the commencement of each meeting, Committee Members must declare:

- Any material personal interest (using the definition of that term in the Local Government Act 2009, to the extent it applies to the committee member); and
- Any perceived or actual conflict of interest they have in respect of a matter before the meeting. Committee Members with a material personal interest must not participate in discussion or recommendation about the matter in which they have the material personal interest; and
- Any other committee recommendation about a matter if that decision has any possibility of impacting upon the matter in which they have the material personal interest (for example, a recommendation about an award).



When a Committee Member declares a perceived or actual conflict of interest and the Committee Member does not decide to refrain from discussing or recommending upon the matter, the other Committee Members must decide upon whether the declaring member must refrain from discussing or recommending upon the matter. The results of the decision are binding upon the declaring member.

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:

Anne Andrews
Director Community Development, Tourism and Regional Prosperity
PO Box 31
Normanton, Queensland, 4890
Telephone: 4745 2200
Email: anne.andrews@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:

Anne Andrews
Director Community Development, Tourism and Regional Prosperity
PO Box 31
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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

11.5 OUTBACK BY THE SEA PLANNING - 2024

Attachments:	11.5.1. TEQ Outback By The Sea Assessment 2020 ↓ 11.5.2. Outback By The Sea Attendance 2022 ↓
Author:	Anne Andrews - Director Community Services, Tourism & Regional Prosperity
Date:	8 November 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:

In March 2023, Council endorsed the Outback By The Sea[®] Tourism Strategy which promotes the key strategic objective to develop and deliver quality experiences and events as a driver to increase visitation, length of stay and average spend.

The Outback By The Sea[®] (OBTS) Festival is the flagship event aligned with the Strategy and was launched into market in 2020, expanding on the former Karumba Barra and Blues Festival concept in 2019.

The stop – start delivery of the annual festival has impeded its potential growth and reputation as a potential star of the Queensland event calendar and this report assesses the opportunity to collaborate with festival developers - Film Festivals Australia - to grow the OBTS festival and incorporate a community-driven film festival into the event which will attract national interest, provide access to a national marketing platform, develop local content to promote the region and provide the local community, including young people with experience in producing short-films and promoting their own community.

RECOMMENDATION:

That Council;

1. Enters into an agreement with Film Festivals Australia to incorporate the Top End Film Festival into the Outback By the Sea Festival as an opportunity to grow the skills and experience of local film makers and as a national drawcard for visitors.
2. That \$50,000 be approved from the 2023-2024 Festival budget to engage Film Festivals Australia.
3. That the Outback By The Sea Festival Committee be established as a sub-committee of the proposed Tourism Advisory Committee.
4. That Council note that event coordinators of Winton's Vision Splendid Film Festival have confirmed that the concept does not impact on their June Festival.

BUSINESS PAPERS

Background:

In March 2023, Council endorsed the Outback By The Sea[®] Tourism Strategy which promotes the key strategic objective to develop and deliver quality experiences and events as a driver to increase visitation, length of stay and average spend.

The Outback By The Sea[®] (OBTS) Festival is the flagship event aligned with the Strategy and was launched into market in 2020. The first OBTS festival attracted 887 people to events across the 10 days (total attendance 1,859) with 69% of participants being from within QLD (intrastate) and 20% from within Carpentaria Shire with overnight visitor expenditure valued at \$265,558. (TEQ assessment attached).

The 2020 festival was impacted with visitation to the region lower than normal due to southern state lockdowns, the headline acts for the concert could not perform as they were located in Sydney, and numbers were capped at 250 pax for the Concert due to social distancing requirements.

The 2021 festival was cancelled due to COVID.

In 2022, 343 participants attended the concert and there were 1,536 participants at workshops, although these figures are inaccurate as there is some data for some events and no data for others. (See attached breakdown). The data also does not indicate if patronage is an individual person or a person attending a number of events. Data also indicates that:

- 92% of the festival experiences were sold at the LWBDC service desk in person, and 8% online.
- 99% of patrons visiting the Les Wilson Barramundi and Discovery Centre advised that they had not viewed the marketing material or advertising and were unaware of the festival before arriving in town.
- 12% advised that they had seen the posters and schedules around town.

Follow up research with participants at the 2022 festival suggests the following events could be included in future festivals:

- Camp oven cook-off (e.g. in the free camping area in Normanton to promote visitation to Normanton)
- An online photography competition to drive social media content (e.g. best sunset and bird hunt), kids and adults stargazing sessions
- The presence of the rangers over the entire festival due to demand
- The presence of Department of Agriculture and Fisheries (able to attend with advance notice to discuss all things fishing)
- The presence of the Department of Environment and Science (able to attend with advance notice to discuss all things crocodile and plants alongside the local rangers).
- Other tweaks that will be proposed include moving the art workshops to the Civic Centre to cater for demand (the limiting factor was space in the LWBDC conference room and demand exceeded availability).

The 2023 Festival was cancelled at the August Meeting of Council noting the priority recommendations for future planning:

- Reserve a date for the festival to run each year consistently
- Establish a community advisory committee and terms of reference; and

BUSINESS PAPERS

- Launch a website for advertisement and to gain passive expressions of interest.

Despite previous timing issues in delivering an annual festival, the OBTS Festival does align with the Queensland Destination Events Program to generate local economic activity and development in the host destination and:

- Attract external visitation to the destination
- Drive social and community outcomes for the host destination, noting the important link between community outcomes and economic benefits; and
- Enhance the profile and appeal of the host destination.

Council's vision to increase visitation to Carpentaria Shire by growing the event as a major attraction for visitors also aligns with the opportunities for increased national and international tourism presented by the 2032 Olympics. This provides an opportunity during the next eight years to evolve the OBTS Brand and Festival position as a major event in the Queensland Destination Events Program and develop the event as a Festival of choice of visitors by 2032 to capitalise on the opportunities of increased visitation to Qld during the Olympic year.

The development of a sub-committee of the proposed Tourism Advisory Committee also meets the recommendation of the Strategy that Tourism Champion should drive the tourism strategy. The Advisory Committee can be the tourism champions for the event and advise on future development and promotion.

The Opportunity

Council's Chief Executive Officer and Director Community Development, Tourism and Regional Prosperity (DCDTRP) met with Film Festivals Australia (FFA) Director Steve Bastoni and Meg Pascoe on October 5, 2023 following FFA's approach to the Director CDTRP to discuss an opportunity for FFA to drive the growth of the OBTS by incorporating a film festival.

Since 2011, FFA have run successful film festivals in regional Australian communities - Perfect Light Film Festival (Broken Hill) www.perfectlightfilmfestival.com.au and Peninsula Film Festival (Mornington Peninsula) www.peninsulafilmfestival.com.au.

Working with a professional festivals company will provide the festival with growth opportunities and ensure that it is supported by a national public relations and marketing program.

FFA is headed by Australian actor and director Steve Bastoni along with business partner Meg Pascoe. The team have pulled on their networks to create and deliver inclusive, diverse and relevant annual film programs to regional areas of Australia. The team deliver the Perfect Light Film Festival free to the public with the Peninsula Film Festival attracting a low-ticket cost.

The business model marries community and economic development together and, while driving capacity to promote the region and attract visitation, it is based on collaboration with the local community with free workshops being held with local film makers, school students, youth and other interested people who then see their work on the "big screen" at a whole of community event.

The film festival, to be held on the first weekend of the OTBS Festival will provide pathways for filmmakers through networking and mentorships, the platform to tell and share Australian stories, an opportunity to showcase local talent through featuring music acts and craft markets and the feeling of connection by providing a free or low-cost arts event that engages the youth, artists and community on all levels.

The festivals have been the breeding ground for future talent, with many finalist alumni going on to achieve a career in the industry using networks and pathways provided by the festival. These have included Liam Kelly, an emerging (under 18) filmmaker who has since directed

BUSINESS PAPERS

and won an ARIA for his music clip with Tones & I and Radheya Jegatheva - a winning animator filmmaker who was awarded a trip to Pixar Studios in LA to learn more about animation and network.

The festivals provide grass roots opportunities to filmmakers and accessibility to Australia's leaders in remote/regional areas, encouraging the sharing and telling of Aussie stories. Artists in previous Festivals include Director Fred Schepisi as Festival Patron, Lachy Hulme, Kat Stewart, Isabella Lucas, Mick Molloy, Jane Kennedy, Michala Banas, Sigrid Thornton, Gyton Grantley, Wayne Blair and Leah Purcell (previous judges and workshop hosts).

All Film Festivals feature a mental health category supported by leading industry bodies (e.g. R U OK?) and practitioners, assisting to break down the stigma of mental health. Steve Bastoni is an R U Ok? national ambassador, whose work aligns with Council's key branding and messaging of caring for our employee and community's mental health by promoting the starting a conversation message.

The advantages of working with a professional festival company will assist Council to consolidate the Festival on the Queensland event calendar and promote the Outback By The Sea Brand[®] to a larger audience by working with an actor who is an Australian "household name" who can champion the Festival and the Brand. Other benefits include:

Tourism

- Promote the area as a tourism destination
- Attract strong crowd numbers, growing year on year (PFF currently sits at 5,000 attendees and PLFF at 1,000+)
- Attract visitors from neighbouring areas, metropolitan and interstate
- Showcase the Gulf on a State and national level through the Festival's networks and PR/Marketing campaign

Arts & Culture

- Engage the local community through providing a free and accessible arts and culture event
- Provide a platform for local filmmakers/artists to become involved in the event
- Provide the opportunity for local filmmakers and artists to showcase their work
- Develop an 'arts identity' for the region

Economic Development

- Develop the tourism market by expanding the Outback By The Sea[®] activities
- Provide the opportunity for local businesses to become involved and network
- Provide the opportunity for a local film industry to develop by creating a hub through the festival
- Generate business for local suppliers to provide event logistics

Youth engagement

- Engage local youth through an accessible medium
- Involve local schools to become part of the Festival
- Bolster and foster youth enjoyment of the arts
- Provide local youth with mentorships through becoming involved in the Festival

BUSINESS PAPERS

- Promote mental well-being and grow mental health skills supported by workshops run through FFA with Steve Bastoni (Mental Health Cert 4).

Note: The top 10 things our youth told us in developing the Youth Strategy 2023-2028 was:

- Fishing
- Online gaming
- Swimming
- Athletics
- On Country activities
- Arts and culture
- Sports such as football, basketball and tennis, cooking
- Storytelling
- Movies and video streaming.

The community development model employed by Festivals Australia also ensures that there is skills development for local film makers, including the hosting of school workshops to provide young people with the opportunity to learn the art of film-making and storytelling and the opportunity to see their own work on the “big screen”.

The Director CDTRP has also had discussions with Winton’s Vision Splendid Film Festival representatives to ensure that the event did not clash with Vision Splendid held in June each year and will further conversations about how the two events can be cross promoted to ensure maximum regional promotion.

Strategic Alignment

Strategy	Action	Carpentaria Opportunity
The TEQ Blueprint - A plan to support the towards tourism 2032 strategy (August 2023)	TEQ’s commitment: TEQ will continue to harness the power of our diverse Events Calendar to drive visitation throughout the State and build on brand Queensland.	To consolidate the Outback by the Sea [®] Brand and Festival position as a destination and event of choice by 2032. Evolve the Festival to be a major event in the Queensland Destination Events Program to better meet the needs of industry and foster a growth pathway for iconic homegrown events.
Outback By The Sea[®] Tourism Strategy	Strategic Objective 2: 2. Develop and deliver quality experiences and events. 3. Increase visitation, length of stay and average spend	Deliver actions in the OBTS strategy including community and event priorities: <ul style="list-style-type: none"> • Outback by the Sea Festival expansion

BUSINESS PAPERS

		<ul style="list-style-type: none"> Introduce additional events that will attract new audience (P14).
Carpentaria Shire Economic Development Strategy 2020-2025.	<p>Pillar 1 Tourism: Implement and link local and regional Tourism Strategies. Our community embraces new and growing opportunities that promote the regions rich natural environment.</p>	<p>Deliver actions in the Economic Development Strategy including:</p> <ul style="list-style-type: none"> Identify and grow natural attraction tourism opportunities. Extend shoulder tourism seasons.
	<p>Pillar 6: Working together.</p> <p>We believe having productive partnerships between government, business, industry and community is important.</p>	<ul style="list-style-type: none"> Seek opportunities to share resources. Look for and develop projects that will grow our community and economy.
Carpentaria Shire Operational Plan 2023-2024	<p>Theme 1: Carpentaria Community.</p>	<p>1.1.1: Implementation of Youth Strategy for the Shire.</p>
	<p>Theme 3: Carpentaria Economy.</p>	<p>3.1.1: Promote and encourage support from interested parties to pursue initiatives in the Economic Development Strategy.</p> <p>3.1.3: Promote and encourage support from interested parties to pursue initiatives in the Tourism Strategy.</p>
Carpentaria Youth Strategy 2023-2028	<p>Theme 1: Caring For People.</p>	<p>Deliver actions in the Youth Strategy - Things to Do</p> <ul style="list-style-type: none"> A diversity of activities and programs are offered to young people. Young people have access to a range of programs and opportunities that enhance social inclusion and connection.

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Financial Implications

In the 2023/24 Budget, Council approved \$230,951 for OBTS festival delivery, which has minimal expenditure against the cost centre due to the event being cancelled.

Desc	Original Budget	Amendments	Current Budget	Forecast	Actual	Order Value	Total	Variance \$	variance %	Last Years Actual
▶ 1552 LW/BDC - Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1560 Other Fees & Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5000 Salaries & Wages	24,553.61	0.00	24,553.61	0.00	99.40	0.00	99.40	24,454.21	-99.60	10,520.99
5020 Other Employee Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5200 Materials	122,000.00	0.00	122,000.00	0.00	0.00	0.00	0.00	122,000.00	-100.00	681.04
5203 Freight	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,870.60
5205 Consumables	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44.29
5212 Cleaning	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5220 Advertising	52,000.00	0.00	52,000.00	0.00	0.00	0.00	0.00	52,000.00	-100.00	7,168.93
5225 Sponsorships	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5231 Contractors - others	20,000.00	0.00	20,000.00	0.00	0.00	0.00	0.00	20,000.00	-100.00	18,115.00
5232 Consultants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,018.19
5241 Plant Hire Payments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5252 Travel - Accommodation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,113.97
5260 Catering	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5800 Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,014.36
9000 Labour On Costs	12,497.00	0.00	12,497.00	0.00	0.00	0.00	0.00	12,497.00	-100.00	1,391.18
9010 Plant Recovery (or Plant Hire)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	231,050.61	0.00	231,050.61	0.00	99.40	0.00	99.40	230,951.21	-99.96	83,938.55

The appointment fee of FFA to develop the film festival is \$50,000 which would allow the FFA team to start working on the community engagement, site visits, workshops and promotion of the festival. The draft budget provided by FFA is below:

	2024
Revenue	
Sponsorship (raised via FFA)	30,000
Gulf of Carpentaria Council	50,000
Other Revenues	1,500
	81,500
Expenditure	
Direct Project Costs	
Venue Hire	1,000
Equipment Hire	30,000
Content Costs	2,500
Accommodation/hosting/flights	6,000
Prizes	3,000
Logistics (other)	2,000
Other Costs	1,000
Total	45,500
Marketing Expenses	
Social Media	1,500
PR/Advertising	3,000
Collateral inc. Graphic design and printing	2,000

BUSINESS PAPERS

Entertainment	1,000
Website	2,500
Other Costs	500
Total	10,500
Administration	
Wages and Salaries	22,000
Artist Fees	2,000
Permits/insurances	1,000
Administration	250
Other	250
Total	25,500
Net Surplus/Loss	-

Consultation (Internal/External):

- Chief Executive Officer
- Director Community Development, Tourism and Regional Prosperity
- Films Festivals Australia Directors
- Tourism and Events Officer
- Manager Les Wilson Barramundi Discovery Centre

Legal Implications:

- Minimal risk - within normal operational parameters.

Risk Management Implications:

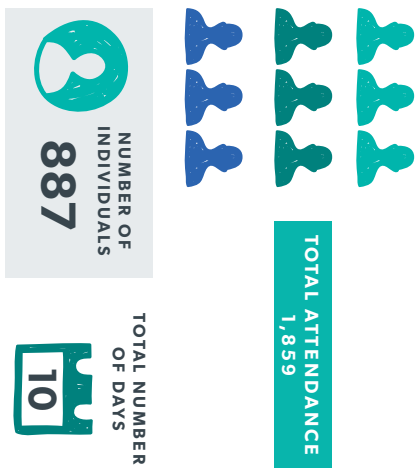
- Minimal risk – within normal operational parameters.

Outback By The Sea Festival

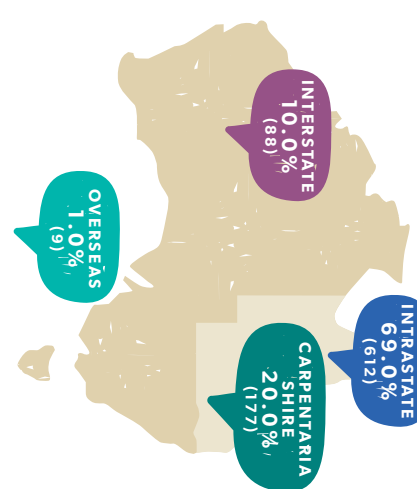
26 SEPTEMBER - 5 OCTOBER 2020

Queensland

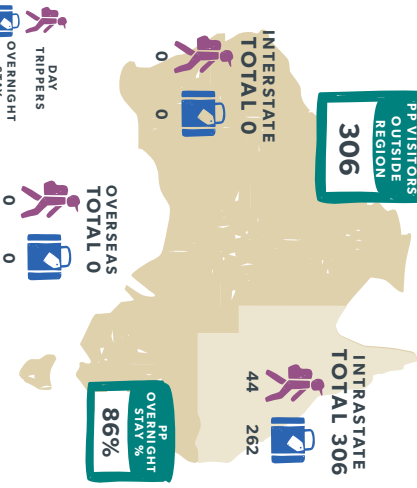
ATTENDANCES



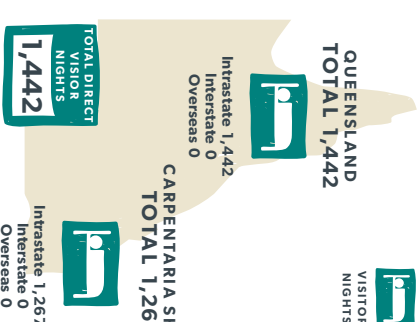
VISITOR ORIGINS



PRIMARY PURPOSE VISITORS



DIRECT VISITOR NIGHTS

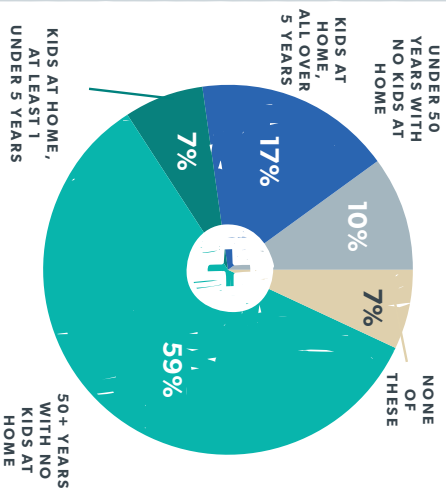


Commercial in Confidence

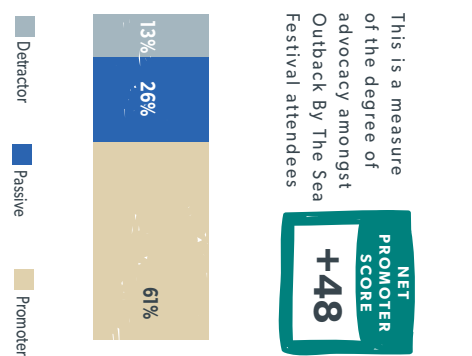
ESTIMATED ECONOMIC AND TOURISM IMPACTS

Expenditure for Carpentaria Shire		Expenditure for Queensland	
INTRASTATE VISITOR CONTRIBUTION	\$273,957	OVERSEAS VISITOR CONTRIBUTION	\$0
TOTAL DIRECT AND INCREMENTAL EXPENDITURE FOR CARPENTARIA SHIRE		\$273,957	
Expenditure for Queensland		OVERSEAS VISITOR CONTRIBUTION	
INTRASTATE VISITOR CONTRIBUTION	\$0	OVERSEAS VISITOR CONTRIBUTION	\$0
TOTAL DIRECT AND INCREMENTAL EXPENDITURE FOR QUEENSLAND		\$0	
OVERNIGHT VISITOR EXPENDITURE		\$265,558	

DEMOGRAPHIC PROFILE



NET PROMOTER SCORE



COMMUNITY PRIDE

Outback By The Sea Festival adds to the appeal of Carpentaria Shire
Local residents should feel proud of Outback By The Sea Festival
Carpentaria Shire is a great location for Outback By The Sea Festival
I would recommend Outback By The Sea Festival to others
Outback By The Sea Festival is a great experience
Outback By The Sea Festival is better than other events I have attended
Important for the community that major events recover quickly once COVID-19 restrictions are lifted
Attending local events is an important way for the community to get back to normal after COVID-19 restrictions are lifted
I am likely to attend more COVID Sale events such as Outback By The Sea Festival as restrictions are eased

Statement	Neither agree or disagree	Agree	Strongly Agree	Average
Outback By The Sea Festival adds to the appeal of Carpentaria Shire	35%	48%	4.2	4.2
Local residents should feel proud of Outback By The Sea Festival	42%	45%	4.2	4.2
Carpentaria Shire is a great location for Outback By The Sea Festival	35%	55%	4.4	4.4
I would recommend Outback By The Sea Festival to others	13%	52%	4.1	4.1
Outback By The Sea Festival is a great experience	16%	45%	4.0	4.0
Outback By The Sea Festival is better than other events I have attended	16%	29%	4.0	3.2
Important for the community that major events recover quickly once COVID-19 restrictions are lifted	16%	52%	3.2	4.4
Attending local events is an important way for the community to get back to normal after COVID-19 restrictions are lifted	35%	55%	4.4	4.4
I am likely to attend more COVID Sale events such as Outback By The Sea Festival as restrictions are eased	35%	61%	4.5	4.5
I am likely to attend more COVID Sale events such as Outback By The Sea Festival as restrictions are eased	45%	42%	4.2	4.2

base note: Expenditure figures for both the Carpentaria Shire and Queensland have been established using average overnight and day tripper expenditure from a 'big data' set of previous events



Outback by the Sea Festival Attendance 2022

Outback by the Sea Festival Attendance 2022 (Note: 92% of the festival experiences were sold at the LWBDC service desk in person, only 8% online). 99% of the patrons visiting the LWBDC advised that they had not viewed the marketing material or advertising and were unaware of the festival before arriving in town. 12% advised that they had seen the posters and schedules around town upon arrival.

Notes

Statistics derived from RTBS and events monitored by LWBDC staff							LWBDC staff organised and ran these activities
Activity	Date	Local Attendees (Karumba & Normanton)	Non-local attendees	Total attendees	Capacity	Fulfillment	
Plant Doctor	1/07/2022	6	119	125	Unlimited	N/A	
Plant Doctor	2/07/2022	2	148	150	Unlimited	N/A	
Rod Lucas Art Workshop	27/06/2022	0	0	20	20	100%	
Sylvia Hammann Beading Workshop	28/06/2022	4	20	24	24	100%	
Safe Solar Astronomy - Night Sky Secrets	28/06/2022	3	77	80	Unlimited	N/A	
Rod Lucas Art Workshop	28/06/2022	2	18	20	20	100%	
Star Gazing - Night Sky Secrets	28/06/2022	18	32	50	50	100%	
Rod Lucas Art Workshop	29/06/2022	2	16	18	20	90%	
Safe Solar Astronomy - Night Sky Secrets	29/06/2022	0	80	80	Unlimited	N/A	
Star Gazing - Night Sky Secrets	29/06/2022	14	31	55	50	110%	
Sylvia Hammann Beading Workshop	30/06/2022	0	20	20	20	100%	
Rod Lucas Art Workshop	30/06/2022	1	16	17	20	85%	
Indigenous Land & Sea Ranger Program		50	409	459	Unlimited	N/A	
Group Feed A Barra Tour	27/06-03/07/22	0	111	111	Unlimited	N/A	

Outback by the Sea Festival Attendance 2022

Free Camp in Normanton	27/06-03/07/22	0	175	175	Unlimited	N/A	
Public Feed A Barra Tour	27/06-03/07/22	0	139	139	Unlimited	N/A	
Concert	2/07/2022	76 (42 staff, Councillors and food stall attendees)	267	343	350 (due to security, safety compliance & catering capabilities)	100%	<p>Data collected by LWBDC staff at the door (Tourism Champion did not submit influencer led iPad data collection):- 6 tickets were sold at the door as people exited</p> <p>- 6 people exited before the main act, 2 due to cold weather and 4 due to tired children.</p> <p>- 13 people that booked tickets did not attend, follow up phone calls revealed that 4 felt the weather was too cold, 7 advised that they had planned to come but couldn't make it, 2 were unable to be contacted.</p> <p>- Four people that presented on the night were unable to enter as the concert was sold out and no patrons had left.</p> <p>LWBDC staff were unable to attend these events and Tourism Champion was in attendance</p>
Tourism Champion monitored activities (data not recorded by LWBDC team)							

Outback by the Sea Festival Attendance 2022

Outdoor Family Movie Night										
High Tea at the Albion	30/06/2022		?		?		?		?	?
Mega Cent sale at Karumba Civic Centre	29/06-02/07/22		?		?		Unlimited		N/A	
C2K Bike Ride Welcome to Karumba	1/07/2022		?		?		?		?	
Karumba Twilight Markets	1/07/2022		?		?		Unlimited		N/A	
Cocktail & Canapes at End of the Road Motel	30/06/2022		?		?		?		100%	
Ferryman Morning Tea Cruise			?		?		?		100%	
Croc and Crab Port Tour			?		?		?		100%, one trip cancelled due to poor weather	

Key takeaways and improvements

Experiences were overwhelming booked in person at the LWBDC service desk, with many booking out within hours of delivery. Patronage in peak season was a key factor in the success of the festival.

The timeliness of marketing and acquisition of both experiences and food vendors needs to be improved

Based on feedback from visitors and staff the experiences that are sought for addition in 2023 include: camp oven cook-off (e.g. in the park or free camping area in Normanton), workshops in the Normanton VIC, an online photography competition to drive social media content (e.g. best sunset and bird hunt), kids and adults stargazing sessions (a world renowned professor has agreed to donate his time for the 2023 festival and specialises in kid and adult tailored sessions), the presence of the rangers over the entire festival due to demand, the presence of Department of Agriculture and Fisheries (able to attend with advance notice to discuss all things fishing), and the presence of the Department of Environment and Science (able to attend with advance notice to discuss all things crocodile and plants alongside the local rangers)

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11.6 TOURISM ADVISORY COMMITTEE

Attachments:	11.6.1. Draft Terms of Reference Tourism Advisory Committee ↓
Author:	Anne Andrews - Director Community Services, Tourism & Regional Prosperity
Date:	9 November 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:

The Outback By The Sea[®] Tourism Strategy is Carpentaria Shire's endorsed strategy to manage the destination in which tourism, industry, government, and community leaders plan for the future, facilitate the economic growth attached to tourism and market and promote the Outback By The Sea[®] brand.

A key action in this strategy is to establish an Advisory Committee to promote a collaborative culture to deliver actions and outcomes. This report presents draft Terms of Reference for a Tourism Advisory Committee for Council's consideration.

RECOMMENDATION:

That Council:

- Endorses the Terms of Reference for the Tourism Advisory Committee.
- Nominates two Councillors to represent Council on the Committee.

Background:

The Outback By The Sea[®] Tourism Strategy was developed in 2021 and endorsed by Council in 2023 to manage the destination in which tourism, industry, government, and community leaders plan for the future, facilitate the economic growth attached to tourism and market and promote the Outback By The Sea[®] brand.

The vision of the brand is to place Carpentaria on the bucket list of travellers in Australia and to be known as the Outback by the Sea[®] - where adventure, nature and culture come together.

The Strategic objectives are to:

1. Establish benchmarks and best practice for the Outback By The Sea[®] Tourism Framework
2. Develop and deliver quality experiences and events
3. Increase visitation, length of stay and average spend.

The Strategy also recommends that an Advisory Committee be formed to implement actions and attached to this report are the Terms of Reference which include purpose and recommendations for membership.

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Purpose

The purpose of the committee is to provide:

- Assist with the delivery of actions from the Carpentaria Tourism Strategy
- Promote the Outback by the Sea[®] Brand
- Advise on the development and promotion of the Outback By the Sea[®] Festival
- Provide other assistance where required.

Membership

The suggested membership base includes:

Agency	Representative/s
Council	Mayor
Council	Councillor
Council	Councillor
Council	Chief Executive Officer
Council	Director Community Development, Tourism and Regional Prosperity
Council	Manager Les Wilson Barramundi Discovery Centre
Community member	Carpentaria Land Council Aboriginal Corporation
Community member	Bynoe CACS Ltd
Community member	Member from each Traditional Owner Group
Community member	Tourism product / experience
Community member	Accommodation
Community member	Retail/Food
Community member	Transport
Community member	Business Representative

Strategic Alignment

The recommendation is strategically aligned with a number of Council strategies including:

BUSINESS PAPERS

Strategy	Action	Carpentaria Opportunity
Carpentaria Shire Operational Plan 2023-2024.	Theme Three: Carpentaria Economy. A dynamic and diverse economy creating industry development and employment opportunities.	3.3.2: Implementation of the initiatives in the Tourism Strategy. 3.3.3: Commence discussions with the Traditional Owner groups within the Carpentaria Shire to introduce Cultural Tourism product into the visitor experience.
Outback By The Sea [®] Tourism Strategy 2023.	Strategic Objective 1: Establish benchmarks and best practice for the Outback by the Sea [®] Tourism Framework.	Develop Destination Committee.
Carpentaria Shire Economic Development Strategy 2020-2025.	Pillar 1 Tourism: Implement and link local and regional Tourism Strategies. Our community embraces new and growing opportunities that promote the regions rich natural environment.	Identify and grow natural attraction tourism opportunities. Extend shoulder tourism seasons.
	Pillar 6: Working together. We believe having productive partnerships between government, business, industry and community is important.	Seek opportunities to share resources. Look for and develop projects that will grow our community and economy.

Consultation (Internal/External):

- Consultation for the Outback by The Sea[®] Tourism Strategy was completed in 2021.
Recent consultation includes:
 - Chief Executive Officer
 - Director Community Development, Regional Prosperity
 - Manager Les Wilson Barramundi Discovery Centre

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Legal Implications:

- Advisory Committees may be established in accordance with section 265 Local Government Regulation 2012.
 - (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:

- Within normal operational parameters.

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.



Draft Tourism Advisory Committee

November 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
Conflict of Interest	3
Secretariat.....	4
Agendas and Minutes	4
Review.....	4
Contact Details.....	4

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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 Tourism Advisory Committee.

Purpose

The purpose of the committee is to:

- Assist with the delivery of actions from the Carpentaria Tourism Strategy
- Promote the Outback by the Sea Brand
- Advise on the development and promotion of the Outback By the Sea Festival
- Provide other assistance where required.

Membership

In the interest of operational efficiency, membership of the committee will generally be limited to Council staff, Councillors and industry and community members with demonstrated interest in the Tourism industry.

Agency	Representative/s
Council	Mayor
Council	Councillor
Council	Councillor
Council	CEO
Council	Director Community Development, Tourism and Regional Prosperity
Council	Manager Les Wilson Barramundi Discovery Centre
Community member	Carpentaria Land Council Aboriginal Corporation
Community member	Bynoe CACS Ltd
Community member	Member from each Traditional Owner Group
Community member	Tourism product / experience
Community member	Accommodation
Community member	Retail/Food
Community member	Transport
Community member	Business Representative

A quorum will exist if at least five 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 or delegated representative will be the chairperson.

All members should:

- Provide feedback and suggestions from the sector or organisation they represent;
- Provide feedback on items on the agenda; and
- Develop recommendations for consideration by Council concerning matters of interest developing and growing the visitor economy



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
- c. working collaboratively with other team members to accomplish desired outcomes
- d. be respectful, reasonable and professional
- e. not interrupt another speaker, disturb or converse aloud while another person is speaking
- f. immediately cease speaking when the Chair speaks
- g. declare any conflicts of interest that may arise during Committee discussions
- h. raising awareness within your agency, and the wider community, to foster increased support for initiatives and improve opportunities for synergies across agencies

In addition, the Chair 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 bi-monthly or as required
- Meetings will generally be held at the Normanton Shire Hall and Karumba Civic Centre on alternate months

Conflict of Interest

At the commencement of each meeting, Committee Members must declare:

- Any material personal interest (using the definition of that term in the Local Government Act 2009, to the extent it applies to the committee member); and
- Any perceived or actual conflict of interest they have in respect of a matter before the meeting. Committee Members with a material personal interest must not participate in discussion or recommendation about the matter in which they have the material personal interest; and
- Any other committee recommendation about a matter if that decision has any possibility of impacting upon the matter in which they have the material personal interest (for example, a recommendation about an award).

When a Committee Member declares a perceived or actual conflict of interest and the Committee Member does not decide to refrain from discussing or recommending upon the



matter, the other Committee Members must decide upon whether the declaring member must refrain from discussing or recommending upon the matter. The results of the decision are binding upon the declaring member.

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:

Anne Andrews
Director Community Development, Tourism and Regional Prosperity
PO Box 31
Normanton, Queensland, 4890
Telephone: 4745 2200
Email: anne.andrews@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:

Anne Andrews
Director Community Development, Tourism and Regional Prosperity
PO Box 31
Normanton, Queensland, 4890
Telephone: 4745 2200
Email: anne.andrews@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

11.7 NORMANTON CHILD CARE CENTRE - TRANSITION TO ASTUTE MANAGEMENT

Attachments:	11.7.1. Astute Normanton Child Care Service Transition October 2023 Report ↓ 11.7.2. Normanton Child Care Working Group Minutes October 2023 ↓ 11.7.3. Normanton Child Care Management Meeting Minutes October 2023 ↓ 11.7.4. Decision Brief Staff Discount Policy ↓
Author:	Anne Andrews - Director Community Services, Tourism & Regional Prosperity
Date:	9 November 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:

In March 2023, the Carpentaria Shire Council engaged Astute Early Years Specialist Pty Ltd ATF The Comerford Family Trust (Astute) to create a business plan for the Normanton Child Care Centre. Astute has been meeting weekly with the Director Community Development, Tourism and Regional Prosperity to address issues of non-compliance and with the Chief Executive Officer and Director CDTRP as required to address governance and management issues. This has included management control being transitioned to Chief Executive Officer and Director CDTRP as required under the Childcare Legislation.

Attached for Councillor information are the minutes of those meetings and a report from Astute on progress.

It is also noted that on November 1 and 2, 2023, the Centre was fully audited by the North Queensland Region/Early Childhood Regulatory Authority/Department of Education and a full assessment and rating audit was undertaken against all seven Quality Areas under the National Quality Standard (NQS). The results of this audit are pending.

RECOMMENDATION:

That Council notes the attached information and reports.

Background:

Work to transition the Normanton Childcare Centre to Astute has continued to progress this month with the following areas of priority being the focus:

- Transition to Astute Management (Provider compliance, engagement plan, policy and procedures)
 - Operational Support (service visit, operational support, compliance training, systems support and training, mandatory training)
 - CCMS Admin and Enrolment and Management (Child Care Management and related reporting)
-

BUSINESS PAPERS

- Marketing (social media, website, stakeholder engagement)
- Human Resource Operations (recruitment, engagement of a migration agent, review of human resources collateral).

Consultation (Internal/External):

- Chief Executive Officer
- Director Community Development, Tourism and Regional Prosperity
- Director Normanton Childcare Centre and staff
- Astute Early Years Specialist Pty Ltd ATF The Comerford Family Trust
- North Queensland Region/Early Childhood Regulatory Authority/Department of Education

Astute Visits

Children's Services Coordinator, Paula Moffat visited the service the week commencing 30 October 2023 to focus on:

- Assessment & Rating preparation and support
- Operation support - plans for our next steps of support
- Induction training for all staff
- Finalise full compliance audit
- Audit of staff resources / IT equipment.

Meetings

Meetings have occurred at the following times.

Working Group: attended by Nicole Nash, Paula Moffat, Anne Andrews and Priscilla Mulcahy

Meeting Dates:

- 19 September
- 26 September
- 3 October
- 10 October
- 24 October
- 31 October – meeting cancelled.
- 31 October

Management Meeting: attended by Mark Crawley, Anne Andrews, Mel Comerford and Priscilla Mulcahy

Meeting Dates:

- 25 September
- 27 October

BUSINESS PAPERS

Legal Implications:

National Law	The National law sets a national standard for children's education and care across Australia
National Regulations	The National Regulations support the National Law by providing detail on a range of operational requirements for an education and care service.
National Quality Standards	The National Quality Standard (NQS) sets a high national benchmark for early childhood education and care and outside school hours care.
Approved Learning Frameworks	Under the National Law and Regulations, services are required to base their educational program on an approved learning framework
Early Years Learning Framework (EYLF)	National approved learning framework under the NQF for young children from birth to 5 years of age.
Queensland Kindergarten Learning Guideline (QKLG)	The QKLG provides advice for planning, documenting and assessing children's learning and development – service funded under QLD Kindy.

Financial and Resource Implications:

- Within approved budget.

Risk Management Implications:

- Medium risk. Council must continue to work towards mitigating the non-compliance issues and establish a management and governance framework that aligns with the legislation.



Astute Early Years Specialists
Monthly Report – OCTOBER



Summary

Achievements

- Quality Improvement Plan review, updated and submitted to ECEC.

Challenges / Issues for consideration

- AEYS Delegation – Issue Paper attached.
- Staff Discount – Issue Paper and draft policy attached.

Next Steps / Coming up

- Assessment and Rating notified and visits to organised for 1 and 2 November 2023.
- AEYS visiting week commencing 30th October 2023 for 4 days.

Projects update

- Governance Structure – motion being tabled at Council.

Workstreams

Transition to Astute Management	<ul style="list-style-type: none">• Provider compliance• Engagement Plan• Policy and Procedures
Operational Support	<ul style="list-style-type: none">• Service visit• Operational support• Compliance Training• Systems support and training• Mandatory Training
CCMS Admin and Enrolment Management	<ul style="list-style-type: none">• Child Care Management and related reporting.
Marketing	<ul style="list-style-type: none">• Social Media• Website• Stakeholder engagement
Human Resource Operations	<ul style="list-style-type: none">• Recruitment• Engagement of a migration agent• Review of human resources collateral



Astute consultation

Visits

Children's Services Coordinator, Paula Moffat will be visiting the service the week commencing 30th October.

Focus on:

- Assessment & Rating preparation and support
- Operation support - plans for our next steps of support
- Induction training for all staff
- Full compliance audit completed
- Audit of staff resources / IT equipment. To be included in compliance report to council

Meetings

Meetings have occurred at the following times.

Working Group: attended by Nicole Nash, Paula Moffat, Anne Andrews and Priscilla Mulcahy

Meeting Dates:

- 19 September
- 26 September
- 3 October
- 10 October
- 24 October
- 31 October – meeting cancelled.
- 31 October

Attachment 1: Meeting Agenda/Minutes

Management Meeting: attended by Mark Crawley, Anne Andrews, Mel Comerford and Priscilla Mulcahy

Meeting Dates:

- 25 September
- 27 October

Attachment 2: Meeting Agenda/Minutes

Attachment 3: Decision Brief Staff Discount

Attachment 4: Staff Discount Policy DRAFT

Operations

Occupancy

Occupancy remains steady, with no new starters or exits this month

Incidents



No incidents to report for the month of October.

Issues or items for consideration

- Following up the matters raised in the compliance audit.

Goals for the following month

- To update the Quality Improvement Plan following the Astute visit.

People

Staffing update:

Advertising for Diploma qualified educator

- Applications have been received and phone screening occurring to be forward to Council for consideration.



Normanton Working Group Minutes



Oct 31, 2023 | Normanton Working Group

Meeting cancelled due to A&R being rescheduled.

Oct 24, 2023 | Normanton Working Group

Meeting cancelled due to A&R

Oct 10, 2023 | Normanton Working Group

Attendees: Anne Andrews, NCCC - Nicole Nash, Paula Moffat, Priscilla Mulcahy (Chair/Minutes)

Apologies: n/a

Outstanding Actions and Notes:

- Blue Card Portal Update – implementation date 20th October
- Recruitment – no update, posting new ad this week – review prior, Council Facebook, using SEEK and other platforms. Action: Paula
- NQAITS – in progress, Registration on PRODA. Action: Anne to follow up.
- Ed Leader Declaration – service copy to be provided – Action: Nicole sent to Priscilla
- Update Action Plan (table below)
- Information about the documentation relevant to child care – actioned below
- Staff Meeting – discussion around the regulation update – Action: Paula and Priscilla to assist in drafting information for the meeting.
- New Policies – Anne to email the updates she has received with the changes to the legislation

New Business

Regulation Update:

- Regulation 84B – Sleep and Rest
- QA7 – Complaint handling system that is child focused.

Oct 3, 2023 | Normanton Working Group

Attendees: Anne Andrews, NCCC - Nicole Nash, Paula Moffat, Priscilla Mulcahy (Chair/Minutes)

Apologies: n/a

Outstanding Actions and Notes:

- Travel / Actions– dates to be discussed – 30th Oct - November
 - Action - Audit and development of a plan for maintenance.
 - Action – Nominated Supervisor/Responsible Person training
 - Action – PMC training (Mark, Anne, Manager of Community Development).
 - Action – Educational Leader training
- Action – Audit Educational Leader Declaration
- Blue Cards link – needing further clarification.



Normanton Working Group Minutes



- Recruitment Update – candidates being screened.
- NQAITS – documentation being completed to update the Persons of Management Control
- PRODA – Nicole is the only nominated person.
- Outdoor Playground - investigate grants

New agenda items:

- Working group frequency of meetings – to continue weekly until after the visit and then review.
- Outstanding Action – table created (see below) and updated at each meeting.

Resolved

- Review of the policies in line with compliance notice – review with team, parent - updates are provided by the company that provides the policies. Address by Nicole.

Sep 26, 2023 | Normanton Working Group

Attendees: Anne Andrews, NCCC - Nicole Nash, Priscilla Mulcahy (Chair/Minutes)

Apologies: Paula Moffat

Outstanding Actions:

- Compliance – outstanding issues
 - Baby Fence needs to be replaced (Bunnings Fence)
 - Seat in the playground (replace/remove – holds in the softfall)
 - Training for Nominated Supervisor and Responsibility Persons
 - Gardening and Maintenance
- Ongoing maintenance
 - Fort with paint rubbing off and rust
 - Leaves along the fence line
- Issues with PRODA
- Recruitment needs – qualification/hours – Priscilla to follow up with recruitment regarding candidate.

Notes and Actions:

Key priorities for the working group – compliance response and governance.

- QIP – to review and provide support on completion as outlined in compliance
- Nominated Supervisor and Responsible Person training to be organised by Priscilla
- Review of Policies – with a focus on the policies relating to the compliance by Priscilla
- Blue Card Portal – review of business link by Anne
- Priscilla provided Anne with a fact sheet regarding Blue Cards
- Priscilla to review of NQAITS and develop action plan
- Priscilla to review of PRODA and develop action plan
- Anne provided the following Council Update – resignation of Sherie from Community portfolio.
- Emailed the following to Anne: QIP and compliance documentation x 3



Normanton Working Group Minutes



- Anne will be providing an update to Council regarding outstanding matters relating to the compliance.
- Astute to visit in early Oct and conduct an audit of compliance and maintenance issues and to involve facilities to create an plan to address issues including outstanding compliance matters. Action: travel dates to be confirmed.
- To create and update acronym table as part of the minutes.

SEPT 19, 2023 | Normanton Working Group Meeting

Attendees: NCCC - Nicole Nash, Paula Moffat Priscilla Mulcahy (Chair/Minutes)

Notes

- Compliance mainly related to outdoor facilities: Fort, Fence, Building/Equipment and QIP/Ed Leader.
- ECEC issued Compliance Breach – rectification of breaches required.
- Recruitment - one candidate in progress, look for another educator due to the waitlist, advertising on the Council website/Linked to Facebook
- PRODA – Nicole advised that PRODA needs to be updated
- Working Group - to bring key stakeholders together to discuss and prioritise actions.

Actions

- To follow up in regard to HR process with Council re interview etc
- Invitation to Working Group - Tuesdays at 9.30am for 1/2hr, invitation to Paula, Anne, Nicole and Priscilla and other relevant stakeholders as required.

Documentation for childcare centres

National Law	The National law sets a national standard for children’s education and care across Australia
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Queensland Kindergarten Learning Guideline (QKLG)	The QKLG provides advice for planning, documenting and assessing children’s learning and development – service funded under QLD Kindy.



Normanton Working Group Minutes



Acronym	Title	Description
NQAITS	National Quality Agenda IT System	Portal to register and log documents for childcare services
ECEC	Early Education and Care	Department of ECEC overseeing the regulations of childcare centres
PRODA	Provider Digital Access	PRODA is an online identity verification and authentication system that lets you securely access a range of online services for providers. Including ISS and CCMS
PEP	Provider Entry Point (PRODA)	Is an online identity verification and authentication system.
ISS	Inclusion Support Subsidy (also includes Innovative Solutions)	Funding for an additional worker to support children with special needs.
SIP	Strategic Improvement Plan	Set guided inclusion assessment and planning tool
QIP	Quality Improvement Plan	ECEC – is a summary of key areas priorities for improvement
NQF	National Quality Framework	ECEC – provides a national approach to regulation and quality improvement
NQS	National Quality Standards	NQF has quality standards to improve education and care across the sector.
PMC	Person of Management Control	Person who has authority/responsibility for the delivery of the service
CCS	Child Care Subsidy	The main way the Australian Government helps families with child care fees.
A&R	Assessment and Rating	An opportunity for a service to discuss how the service is meeting the NQF
ECT	Early Childhood Teach	A qualified teacher with an early years qualification. To receive Kindy Funding and ECT is required to operate a Kindy for a minimum of 15hrs
EYLF	Early Years Learning Framework	A national curriculum framework that ensures quality and consistency in the delivery of early childhood education programs.
QKLG	Queensland Kindergarten Learning Guidelines	Supports kindy teachers in professional practice.

Action Plan

Issue	Status	Responsible/Follow up
Sand in sandpit needs replacing	Lodged with facilities – needing clarification regarding the type of sand	10/10 – measured the sand Anne to follow up
Perimeter fencing	Re-quote	10/10 – request for re quoting Anne is following up
Outdoor Chairs	Request to have them removed	10/10 – still pending Actioned by Anne
Yard Maintenance	Looking at external provider Retiring at the end of year.	10/10 – Budget review



Carpentaria Management Minutes



Meeting Structure

- Agenda
- Conflicts of interest
- Minutes from last meeting
- Report on Workstream 1 – Service
- Report on Workstream 2 – Governance
- Discussion Papers (attachments)
- Approved summary to distributed/shared.
- General business

Appendix

Agenda/Minutes

27 October 2023 | Carpentaria Management Meeting

Attended:

Minutes: Priscilla

Agenda:

- **Report on Workstream 1 – Service**
 - Working Group Minutes
- **Report on Workstream 2 – Governance**
 - Persons of Management Control Update
 - Company limited update
 - Open Grants
 - [CCCF Special circumstances grant](#)
 - [CCCF Limited supply grant](#)
- **Discussion Papers (attachments)**
 - Information Brief - Meeting structure
 - Decision Brief - Delegation
 - Decision Brief - Staffing discount

Minutes

- Discussion regarding change to structure - discussions have commenced with the minister, once Council approved the timeframe will be dependent on the minister.
- Motion going to Council on 15th
- Governance to approved Company limited by shares (if Council need to take back the service). Assets transfer (due to public funds)
- PRODA linking - Mark has been added to NQAITs and pending confirmation
- PRODA linking - Anne's to be processed by Priscilla
- PRODA linking - Mel to provide information on the linking to Priscilla to then share with Mark and Anne.
- PMC training - Priscilla to work with Anne regarding a date and time for Mel.
- Council report due on the 7th of each month
- Council Meeting 3rd Wed of each month.
- Decision Paper - Delegation schedule approved. AEYS responsible for certificates (first aid, etc) and maintaining renewals.
- Lisa in HR has finished up and interviews are occurring.
- Meeting cadence presented
 - Decision Paper - Staff Discount - Action: to draft a staff discount policy for the November Council Meeting



Carpentaria Management Minutes



25 September 2023 | Carpentaria Management Meeting

Attended: Mark Crawley, Anne Andrews, Mel Comerford and Priscilla Mulcahy

Minutes

- Discussion regarding workstreams.
- Governance and updating NQAITS to reflect Mark's details and Anne to obtain the documents needed for the PA02.
- Governance Structure – Mark to provide update following meeting with Kings.

APPENDIX

Documentation for childcare centres

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QKLG	Queensland Kindergarten Learning Guidelines	Supports kindy teachers in professional practice.

DECISION BRIEF

Commercial-in-confidence



DATE

27 October 2023

PREPARED FOR

Normanton Child Care Centre

OBJECTIVE

To seek your approval to allow staff at Normanton Child Care Centre to receive a staff discount when they enrol their children in the centre.

PREPARED BY

Priscilla Mulcahy

RECOMMENDATION(S)

It is recommended that you approve a staff discount for staff who enrol their children in the centre.

BACKGROUND/SUPPORTING INFORMATION

- Presently one educator is receiving discounted child care fees.
- The majority of employers in the ECEC sector provide a discount to their staff when their staff enrol their children in their centre(s)
- Providers of all sizes (eg: Goodstart, G8, Guardian, Affinity) to smaller providers (Eg: Petit, Only about Children) provide discounts ranging from 30% - 50%
- Research indicates that providing this discount helps to increase staff loyalty, improve staff morale, reduce staff absenteeism, and increase staff retention.
- The ECEC sector is currently facing a shortage of appropriate and qualified staff, and this is expected to increase over the next three years. It is estimated that by 2026 there will be 142,100 employed within the early childhood services. This makes staff retention and loyalty even more important for employers in the ECEC industry.
- Specific requirements regarding the implementation of the staff discount could include:
 - The discount only being available to permanent full time /part time employee.
 - The discount is not available to staff on probation.
 - That the payment of a bond fee is still applicable.
 - The development and implementation of a procedure for the centre to follow to appropriately manage potential issues of having children of staff in the centre. This procedure would address issues such as staff not caring for their own children, and staff not writing learning stories regarding their own children, unless the learning story relates to a group learning experience.

NEXT STEPS

- Approve the recommendations above.
- Agree of percentage of discount
- AEYS can draft a Staff Fees Discount Procedure for review and consideration.

RESPONSE/APPROVED

The delegation authority is approved on

-

BUSINESS PAPERS

11.8 DRAFT POLICY - CHILDCARE STAFF DISCOUNT ON CHILDCARE FEES - RECRUITMENT INCENTIVE

Attachments: 11.8.1. Draft Normanton Child Care Employee Discount Policy [↓](#)

Author: Anne Andrews - Director Community Services, Tourism & Regional Prosperity

Date: 8 November 2023

Key Outcome: Day to day management of activities within the Human Resources Department

Key Strategy: As per the Departmental Plan for Human Resources

Executive Summary:

In March 2023, the Carpentaria Shire Council engaged Astute Early Years Specialist Pty Ltd ATF The Comerford Family Trust (Astute) to create a business plan for the Normanton Child Care Centre. As a part of implementing the business plan and ongoing management meetings with Astute, recruitment and retention has been identified as one of the most significant issues in facing the viability of the Child Care Service. This report addresses a policy opportunity to provide Normanton Child Care staff with a 50% discount of childcare fees as a part of Council's recruitment and retention program.

RECOMMENDATION:

That Council:

- Endorses the Draft Normanton Child Care Centre Employee Fee Discount Policy.
- Incorporates the discounted rate into Councils Commercial and Regulatory Fees and Charges schedule from the 2024 Financial Year.

Background:

Council and Astute have spend the past 12 months in the recruitment phase to attract an early child educator for the Normanton Child Care Centre, nationally and internationally.

The Carpentaria Shire Workforce Strategy 2022-2025 also reveals that there is consistent turnover in childcare roles at the Centre (P62).

The Draft Normanton Child Care Centre Employee Fee Discount Policy seeks to provide an added incentive to attract educators to Normanton by offering a 50% discount on childcare services for staff families.

Key elements of the policy include:

- A 50% discount on fees is available to all permanent full time and part time staff who hold a Certificate 3 or higher qualification, and our administration/support staff.
 - Staff can utilise the discount for two children only.
 - The discount is not available to staff on probation.
 - Enrolments are subject to availability and the processes outlined in the Enrolment Policy are to be adhered to.
-

BUSINESS PAPERS

- Staff are required to keep their account two weeks in advance and pay their fees via Direct Debit.
- Under normal circumstances, the staff member will not be rostered to work in their child's room, and they will not be writing learning stories about their child, unless their child was involved in a larger group experience with children the staff member was also caring for.
- Employees must ensure, with the guidance and help of the Centre Manager, that the business is not impacted by any conflict that may arise between being a parent and employee.
- If Normanton Child Care Centre believes that this situation has created a conflict of interest or has negatively impacted the work performance of the employee, the situation will be reviewed and the enrolment and/or discount may be withdrawn. If this were to take place there will be a 4-week notice period given to allow alternative care to be sourced.

Strategic Alignment

Strategy	Action	Carpentaria Opportunity
Carpentaria Shire Workforce Strategy 2022-2025.	7. Retention plans for critical roles, with a focus on Childcare and Finance role types to mitigate risk to service delivery and continue to increase career pathway opportunities.	Critical role gap mitigation: create incentives program to attract talent to the role and the region (P49).
National Children's Education and Care Workforce Strategy (2022-2031).	Summary of Actions 2022–2031. FA1-1: Investigate options for improving workforce pay and conditions (P9).	Providing extra incentives to attract educators to Normanton to minimise the risk of centre being closed due to staff shortage or lack of trained educators.
Normanton Child Care Centre Business Plan 2023-2028.	Attraction strategy	Provide a consistent and fair staff discount of 50% for all educators. P53.

Consultation (Internal/External):

- Mark Crawley - Chief Executive Officer
- Anne Andrews - Director Community Development, Tourism and Regional Prosperity
- Nicole Nash - Normanton Child Care Centre Director
- Astute Early Years Specialist Pty Ltd ATF The Comerford Family Trust

Legal Implications:

- Local Government Act 2009
- Local Government Regulation 2012

BUSINESS PAPERS

Financial and Resource Implications:

- In 2023, there are six staff at the centre. The 2023-2024 fee for service is \$475 per week or \$95 per day. The total discount would be subject to the number of staff with children who are eligible for the discounted fee.

Risk Management Implications:

- The Child Care Centre occupancy was 49% in April 2023. However, during the past few years occupancy has been at an average of 34.38%. Recruitment and retention of an engaged workforce should also minimise risk of the centre closing and increase fees and charges paid at the centre.



Draft Normanton Child Care Centre Employee Fee Discount Policy

Policy Details

Policy Category	Council Policy
Date Adopted	TBC
Resolution Number	TBC
Endorsed by	TBC
Approval Authority	Carpentaria Shire Council
Effective Date	TBC
Policy Version Number	1
Policy Owner	Director Community Development, Tourism and Regional Prosperity
Contact Officer	Normanton Child Care Centre Manager

Supporting documentation

Legislation	Local Government Act 2009 Local Government Regulation 2012
Policies	<ul style="list-style-type: none">• Enrolment• Continuity of Education and Care• Staffing Arrangements
Delegations	Nil
Forms	Nil
Supporting Documents	Nil

Version History:

Version	Adopted	Comment	eDRMS #

NORMANTON CHILDCARE CENTRE EMPLOYEE FEE DISCOUNT

Policy Number:
Document ID:
Document accurate and up to date at time of printing

Version 1
Page 1 of 4



Contents

INTENT.....	3
SCOPE	3
POLICY STATEMENT	X
[HEADING 1]	X
[HEADING 2]	X
RESPONSIBILITY	X
DEFINITIONS	X

DRAFT



Intent

The purpose of the Normanton Child Care Centre Employee Fee Discount policy is to support the ongoing recruitment and attraction of qualified childcare educators to Normanton.

This policy will guide and support staff to access, and administer, the staff discount available to team members when they enrol their children in a Normanton Child Care Centre.

Please note that the requirements detailed in the fees and charges and enrolment procedure must continue to be met and adhered to by staff who enrol their child in a Normanton Child Care Centre.

Scope

This policy applies to all eligible staff employed at the Normanton Child Care Centre.

Policy Statement

- Officers carrying out the Normanton Child Care Centre Employee Fee Discount policy must comply with Council's policies and procedures.

Discount Offered

- A 50% discount on fees is available to all permanent full time and part time staff who hold a Certificate 3 or higher qualification, and our administration/support staff.
- Staff can utilise the discount for two children only.
- The discount is not available to staff on probation.

Enrolment Conditions

- Enrolments are subject to availability and the processes outlined in the Enrolment Policy are to be adhered to.
- Staff are required to:
 - Always keep their account two weeks in advance
 - Pay their fees via Direct Debit.
- Under normal circumstances, the staff member will not be rostered to work in their child's room, and they will not be writing learning stories about their child, unless their child was involved in a larger group experience with children the staff member was also caring for.
- Employees must ensure, with the guidance and help of the Centre Manager, that the business is not impacted by any conflict that may arise between being a parent and employee.
- If Normanton Child Care Centre believes that this situation has created a conflict of interest or has negatively impacted the work performance of the employee, the situation will be reviewed and the enrolment and/or discount may be withdrawn. If this were to take place there will be a 4-week notice period given to allow alternative care to be sourced.



Responsibility

- The Director of Community Development, Tourism and Regional Prosperity is responsible for administering this policy and undertaking a review every three years.

Related Policy Documents

- Enrolment
- Continuity of Education and Care
- Staffing Arrangements

Adopted by Council on “Date” by Resolution “Number”.

Mark Crawley
Chief Executive Officer

BUSINESS PAPERS

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

Attachments:	NIL
Author:	Amanda O'Malley - Centre Manager - LWBDC
Date:	9 November 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.

ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

Date:	Ref:	Action	Status	Comment
LWBDC - Hatchery				
September 20	002	Cannulation of broodstock	Ongoing	Sperm quality is excellent with 100% motility, egg quality is good with 0.30mm average size. Re-cannulation will be performed as required.
October 30	003	Fit heater to quarantine tank	Complete	Waiting on electrician availability.
October 28	017	Replace discharge pump	Complete	The revised design will ensure a long operational life, with stainless steel components and foot valve.

BUSINESS PAPERS

LWBDC - Merchandise & Tours

September 20	004	Develop new merchandise	Hold	Local artwork has been sourced for custom lanyards. No orders to be placed until Tourism Advisory Committee meeting.
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LWBDC – Interpretive Centre

September 20	005	Secure long-life projector for the bird hut display	Complete	New supplier being onboarded.
September 20	006	Create new brogga display for the bird hut	Ongoing	Concept finalized, animation work underway.

LWBDC – Karumba Art Gallery

September 20	007	Flooded with Art project delivery	Ongoing	Formalizing all quotes from EOIs.
September 20	008	Head to the Sky project delivery	Complete	Event complete & grant acquitted.

Visitor Information Centers

September 20	009	Crocodile warning stencil to be used across Normanton and Karumba	Ongoing	Trial underway.
September 20	011	Test and refine Normanton Town Walk product	Ongoing	
September 20	012	Release EOI for QR code content on Karumba Town Walk	Complete	Content being gathered.
October 7	015	Normanton town map to be revised due to missing signs, misprinted sign outside Krys the croc, and inaccurate portrayal of streets	Ongoing	Revisions complete, small print run required, as Heritage Committee to review recommended changes and guide design of new signs.
October 7	016	Karumba town map to be revised	Complete	To decide if printing single sided to allow more space for Normanton town map to have descriptions for historic landmarks.

Digital marketing

BUSINESS PAPERS

September 20	013	Develop media policy and instigate enhancement plan	Ongoing	Division of duties to be refined in consultation with DCDTRP and newly appointed Tourism Officer.
September 20	014	Deliver staff training in social media	Ongoing	Scheduled for November during slack season. Project will include reintroduction of the Karumba Art Gallery Facebook page.

HATCHERY

- Hatchery Technician recruitment is complete, the successful applicant is awaiting onboarding.
- An acid has been identified that will bind the metals from river, preventing mortality of live feed, deformed fingerlings, and inhibiting broodstock condition. This has resulted in the successful culture of rotifers through a heavy metal event this month. Trials will commence on live fry shortly and later broodstock to prevent endocrine disruption. This will lead to enhanced productivity across hatchery operations overall.
- Two new species of rotifer have been cultured, ensuring stability of supply and diversifying live food stocks.
- A new egg collector has been designed and installed, minimizing disturbance during the spawn using recycled parts at no extra cost.
- A new tagging system for the fish will be introduced shortly, allowing passive collection of identification information that can be linked to the genetic database.
- Fifteen new exhibition fish have been added to the tank, and the bio filter performance is improving, this has a significant visual and feeding impact for visitors.
- Broodstock feed is under review, with trials to commence shortly to ensure best performance and cost-effectiveness.
- Cross-institutional collaborations are continually being enhanced, with several new research organisations working in liaison. One example is the trial of a commercially available metal binding agent designed for use in mussels, the second is the planned trial of a hormone adapted from amphibian research. The trials will depend on continued employment of a scientist to oversee the studies.
- The Council possess the permit for broodstock collection, exhibition fish collection, and fingerling release.
- The broodstock collection permit has been renewed for 3 years, including current methods.
- The Gulf Barramundi Restocking Association (GBRA) surrendered the permit in January. The current GBRA members are closing the association, as planned and reported on regularly.

BUSINESS PAPERS

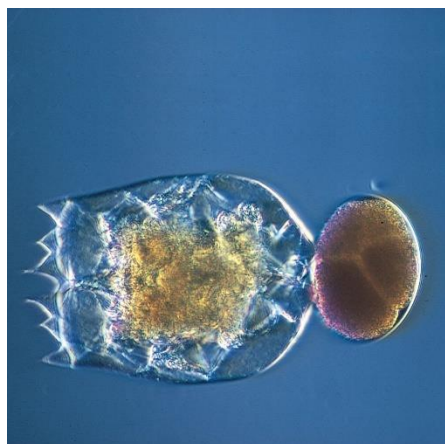


Figure 1. Rotifer under the microscope.

POND

- We have a healthy ecosystem in the pond, with a variety of plankton. However, continued concerns are being reported regarding the colour of the pond, hence an algae-free ultrasound device is being trialled. Trial will determine the implications on our ability to sustain rotifers and live food in the pond in the instance of sustained use. It is likely that the algae cells walls will rupture, killing algae and clearing the pond, but removing the food for zooplankton survival. The costs and benefits will be analysed during the trial. An alternative is a filter system, to selectively choose the level of mortality caused to the planktonic population.

VISITOR INFORMATION CENTRE STATISTICS

Attendance

1-31 st October 2023	
Normanton VIC	Karumba VIC
282	782
Average of 9.09 people per day (open 7 days per week 9am to 12noon)	Average of 25.22 people per day (open 7 days per week 9am to 12noon)
(September average was 36.13 people per day open, 9am – 4pm 7 days)	(September average was 64.16 people per day, open 9am – 4pm 7 days)

	2022-2023	TOURS
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	Visitors	Tours #	Sales (POS)	RTBS (API – Online payment)	Sunlover/ Invoice	Total Sales
OCT 22	1189	233	\$19,397.60	\$804.00	\$652.50	\$20,854.10
NOV 22	168	0	\$2,421.90	\$0	\$0	\$2,421.90
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
MAR 23	150	15	\$1,943.00	\$1,290	\$0	\$3,233
APR 23	972	394	\$29,088.90	\$3,000	\$130.50	\$32,219.40
MAY 23	1494	682	\$51,279.10	\$1,950	\$217.50	\$53,446.60
JUN 23	3806	950	\$80,147.36	\$4,405	\$217.50	\$84,769.86
JUL 23	4115	1346	\$117,000.90	\$9,979	\$3171.25	\$126,979.90
AUG 23	3245	1207	\$105,651.70	\$6,457	\$1,773.00	\$113,881.70
SEP 23	1925	845	\$50,230.18	\$4,387	\$5,411.50	\$60,028.68
OCT 23	782	336	\$16,460.20	\$2,359	\$445.50	\$19,264.70

KARUMBA

- Visitation has dropped 34.23% compared to the same month last year (i.e., drop of an average of 13 people per day)
- Hours of operation are being modified in response to attendance, the LWBDC is operating 7 days per week from 9-12noon but will drop to 5 days per week shortly.
- Signage for the Savannah Way Art Trail has arrived and is awaiting installation (both Normanton and Karumba). Once installed an advertisement for content linked to the QR codes will be published.
- Donation of funds from the GBRA are anticipated by December, with a new display being proposed as an 'ode to the originals', as planned and reported upon regularly.

NORMANTON

- Accurate comparative statistics will be available from June 2023.

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- Hours of operation are being modified in response to attendance, the NVIC is operating 7 days per week from 9-12noon but will drop to 5 days per week shortly.

NORMANTON CAMP STATISTICS

	2022 – Nights booked	2023 – Nights booked
APRIL	30	0 (closed due to risk of bogging)
MAY	117	61
JUNE	474	360
JULY	667	461 (closed 2-11 July, due to risk of bogging)
AUGUST	452	469
SEPTEMBER	133	171
OCTOBER	17	22

*Normanton Camp is now closed, as per annual trend.

COMMUNITY EVENTS

- During 'Head to the Sky – Mental Health Art Exhibition' the centre was transformed into an outdoor art gallery, showcasing a variety of First Nation and local artists projected onto the building. The immersive experience was well received amongst the community, with many participants reporting a sense of togetherness and pride.



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- The trial of the large format outdoor projector was a success, with complimentary funding also being sought via Carpentaria Champions – Queensland Day Series. This projector is also proposed to be used for the newly designed First Nations Stargazing Experience, a ticketed event to be held regularly at the Normanton VIC or Karumba VIC. A trial of the stargazing experience has been run on the back of the Burns Philp Building, facilitating access for a 'drive in' or 'bring a chair along' movie style night.
- Free public movies have been secured via Netflix, to reduce costs associated with licensing. These movies will also be offered to the pool manager to facilitate greater visitation.

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12 REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES

12.1 DOE REPORT

Attachments: NIL

Author: Michael Wanrooy - Director of Engineering

Date: 8 November 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

Date:	Ref:	Action	Status	Comment
December Meeting		Add Premix to grooves at the Scruton River Floodway.	In Progress	➤ Arrange with Borals to bring premix to site whilst undertaking sealing nearby. They have since come back a few days ago saying they are out of stock. Michael S said he will send the RMPC Crew to undertake the works.
January Meeting		Repair copper log fencing at NTN Cemetery	In Progress	<ul style="list-style-type: none"> ➤ 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

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Date:	Ref:	Action	Status	Comment
				<p>proceed. Copper log fencing replacement nearly completed.</p> <ul style="list-style-type: none"> ➤ The rotunda construction completed. ➤ Quotes received for wallaby proof fence
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	<ul style="list-style-type: none"> ➤ Repairs put in works program as per plan submitted in December 2022 Meeting ➤ In works program – took foreman out to site to show scope of works ➤ Scouring along footpath repaired. Premix to lay at median strip to divert water is put into works program
August Meeting		Shorten median island at Intersection of Landsborough and Caroline St. to tree line at Curley's end.	In Progress	<ul style="list-style-type: none"> ➤ In works program ➤ Contractor has been engaged ➤ Works 90% completed. Require kerbing only to complete shortening of island.
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	In Progress	<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 ➤ Had meeting with TMR about extra slip lanes. They have tried to get funding for similar projects in the region without success. They won't be able to get funding for slip lanes here. I will try to get funding through blackspot into Glenore Weir. Will require a safety report, including near miss accident statements. ➤ Undertaking Safety audit and collected a statement.

BUSINESS PAPERS

Date:	Ref:	Action	Status	Comment
November Meeting		Council to obtain quote to do minor repairs and possible fresh up paint job on Krys.	Not Started	Contacted the designer a few times to repaint
January Meeting		Normanton Town Dump. Construct a ramp near the transfer bins.	Completed	<ul style="list-style-type: none"> ➤ There are minimum guidelines to meet: Council has constructed ramps and concrete wall. ➤ Safety rails and conveyor belt, safety signs installed.
February Meeting		Entry spring loaded gate as a second entrance to the playground in Karumba – gate to face sports centre.	Completed	Springs installed in gate
March Meeting		Depth gauge and flood marker would need to be erected at the boat/barge ramp (at Burns Philp Building).	In Progress	<ul style="list-style-type: none"> ➤ Survey of river bank level and barge channel underway. ➤ Depth markers being arranged through Artcraft. This will be fixed to galvanised box posts.
May Meeting		Street lights at Palmer Street	In Progress	<ul style="list-style-type: none"> ➤ Discussions with electrical designers ➤ 2 Solar street lights ordered and delivered to Hawkins transport in Townsville.
June Meeting		Look at solar lights for footpath to Rodeo Grounds	Not Started	➤ Inspected site
		Install toilet signage in median strip directing to Burns Philp public toilets	In Progress	➤ New signage have arrived and RMPC crew will install
September Meeting		Purchase rock for the Karumba Foreshore project.	Completed	➤ Rock ordered for the Groyne and revetment wall
September Meeting		Can the Savannah Art sculpture outside the Burns Philp Building can be raised to 500mm for better photo opportunity	In Progress	➤ Council will construct a concrete plinth under the sculpture to raise it by 500mm. This is being arranged. New stainless

BUSINESS PAPERS

Date:	Ref:	Action	Status	Comment
				steel hold down bolts being arranged.
September Meeting		Chase up the no scooter/skating/riding signage for installation on the footpath in the vicinity of the shops in Karumba	In Progress	➤ Signage have been ordered and have arrived in Normanton. Peter Casey RMPC crew to install.
September Meeting		Burketown Road - call points at the Flinders, Bynoe & Little Bynoe Rivers and 92A - Norman River at Glenore.	In Progress	<ul style="list-style-type: none"> ➤ Call point signs for the Bynoe, Little Bynoe, Flinders R, Armstrong Ck, Station Ck and L Ck have arrived. RMPC crew to install. ➤ TMR has held up the call point signs at 92A - Norman R at Glenore and 89A Flinders River until they have completed the designs. They will also fund those signs.
September Meeting		Marked area at the approach of the Flinders River crossing on Burketown Road requires premix to be applied to remove dip.	Completed	<ul style="list-style-type: none"> ➤ Peter Casey RMPC crew have been notified to undertake the works. He is arranging traffic control. ➤ Premix works completed
September Meeting		A request for some maintenance around Vanrook and 20km north of Dunbar.	Completed	<ul style="list-style-type: none"> ➤ Works Co-Ordinator has been informed and will program the works. ➤ Ongoing maintenance on 89B
October Meeting		Query regarding World Fuels accommodation on site at airport	Completed	➤ There are no signs of caravan, ablution or clothe lines on site

2. Miscellaneous Projects

- 2.1. Rock have been ordered for the Karumba revetment wall stage 1 and boat ramp groyne. Some of the rock are currently being delivered to Karumba. Tender documents for the construction are being prepared.
- 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 have been delivered to site. The Contractor has mobilised to site. They have constructed the base slabs for both causeways and have installed culverts. Work should be completed before Christmas.

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- 2.3. Mentana Creek – Council have been awarded the construction for Mentana Creek Causeway. The works will include the installation of 4/2700x1200 box culverts and the construction of concrete batter protection. Council have ordered the culverts.
- 2.4. Betterment Works – Inverleigh West Pear Tree Creek culverts have been installed and the causeway is now completed with concrete protection.
- 2.5. RMPC Crew – undertaking patching / road patrols / herbicide / guideposts / signs / mowing as required. They have collected the call point signage for the Little Bynoe, Bynoe and Flinders Rivers.
- 2.6. ROSI Funding – Council undertook an independent Infrastructure Investment Program (IIP) review and are hoping that the Burketown-Normanton Rd project will be confirmed. Financials and milestones have been updated with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts with a new estimated award date for March 2024 if successful.
- 2.7. Reef Project. - Final inspection was made at the two sites with DAF to study and video the existing underwater environment prior to the reef habitat installation. The fish attracting devices (FADS) have been attached to each reef structure. The structures are ready for deployment. The final 2 sites are located at:
- Inshore site – 8 nm/15 kms offshore from the Boat ramp at Karumba - approx. 5-6 m at LAT
 - Offshore site – 18 nm/32 kms offshore, approx. 10-12 m at LAT
- The structures are approximately 2,000Kg each and there are 10 of them to go out. 5 in each location. There are some logistical hurdles to get over around how they are deployed into the water. A slew crane with a slip connection so the crane wires don't end up in the salt water are being considered.
- Council is working with Carpentaria Freight (Barge) and Wren Constructions (slewing crane) to deploy reef structures possibly in the first week of October. Carpentaria Freight will provide Council with possible dates. We have arranged a date to deploy for 11th November dependant on favourable conditions.
- 2.8. Shaun Henry's stabilising Crew have mobilised to the Middle Camp. They will be working to complete 10km of new sealing works under betterment on the Kowanyama Road between the Scrutton River and Rutland Plains before Christmas. The crew have prepared the first 5km of stabilised pavement ready for bitumen and are currently working on the second 5km. Boral are planning to seal the first 5km by 9th of November. They are planning to come back early December to complete the remaining section.

Table: TMR Projects progress report for 2023 – 2024

Projects	Value	Claimed	Progress
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ATSI TIDS Dunbar Kowanyama Road - EOT granted. Original budget is \$1,340,000. TMR wants remaining balance of \$891,893.13 to be claimed after June 30th	\$891,893.13	\$0.00	0%
ATSI TIDS Dunbar Kowanyama Road - Variation request (Cabbage Tree and Plains Ck)	\$250,000.00	\$0.00	0%
ATSI-TIDS Dunbar Kowanyama Road - Days Creek	\$960,000.00	\$0.00	0%
TIDS 2023-2024 - 100% completed, claims being arranged	\$835,000.00	\$426,895.35	51%
CN-21081 2023-24 RMPC	\$2,655,500.00	\$1,049,985.00	40%
2023 TMR Emergent Works - Working to verify estimated total with TMR. \$698,652.83 claimed prior to June	\$3,211,350.00	\$3,160,000.00	98%
Mentana Creek Floodway	\$1,799,265.48	\$0.00	0%
89B Formation	\$1,900,000.00	\$0.00	0%
Total	\$12,503,008.61	\$4,636,880.35	37%

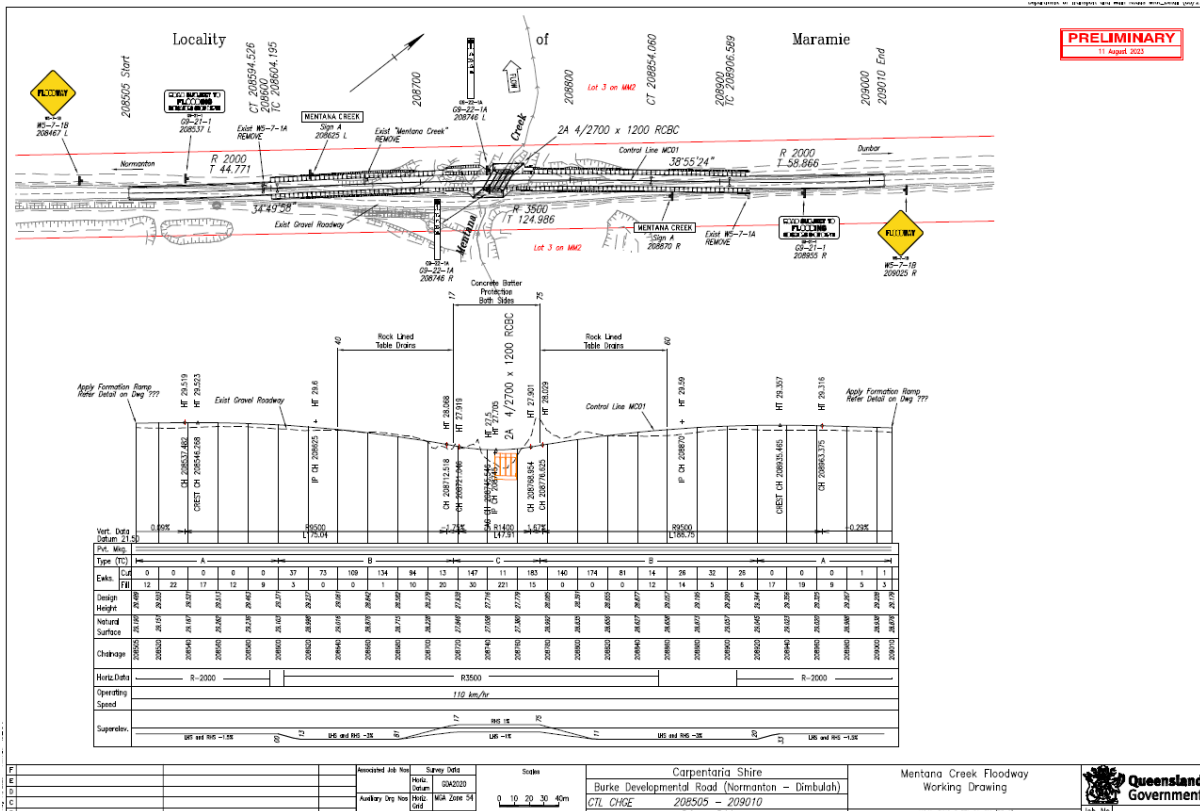


Diagram: Plan of Mentana Creek

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Photo: Normanton - Burketown Road Pear Tree Ck at Inverleigh West



Photo: ATSI TIDS – Cabbage Tree Creek

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Photo: ATSI TIDS – Plains Creek



Photo: Revetment Wall rock being delivered to Karumba

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Photo: Premix repair at the Flinders River – Normanton Burketown Road

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Photo: Normanton Town Dump Transfer Bins.

3. Update on Shire Flood Damage Works

- 3.1. Clarence Bynoe – Inkerman Camp undertaking 89B road formation works to raise low areas.
- 3.2. Colin Charger – Donors Hill Camp – Working on the Donors Hill - Augustus Road.
- 3.3. Gavin Delacour – Deadcalf camp – Working on the Broadwater Iffley Road.
- 3.4. Josie Bond – Crew at Middle Camp working on the Kowanyama Road.
- 3.5. Cameron Young – Wondoola Camp. Working on the Iffley Road gravel resheeting project.

4. New Projects/Grant Applications

- 4.1. Nil
- 4.2. Council have prepared and submitted a tender to form up 10.17km of low areas in various sections on 89B. The project is worth 1.9 million.

5. Reports

- 5.1. Nil

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5.2. Budget

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure				
Airports	464,808	141,206	27,059	168,265
Asset Management	279,341	59,403	4,900	64,303
Building Services	1,283,496	79,350	0	79,350
Coastal Management	200,000	3,604	0	3,604
Depots & Workshop	583,329	222,516	10,690	233,206
Engineering Services	851,025	403,800	113,934	517,734
Fleet & Plant	-2,787,713	-2,437,115	3,575	-2,433,540
Main Roads (Rmpc And Pw)	10,658,347	6,791,175	205,577	6,996,752
Parks & Gardens	924,455	567,006	5,639	572,646
Pensioner Housing	188,400	78,717	4,406	83,123
Private Works	0	1,494	0	1,494
Public Conveniences	122,162	61,014	915	61,928
Quarries	52,000	7,675	0	7,675
Reserves	2,719	16,209	0	16,209
Road	5,453,471	2,205,242	5,470	2,210,712
Staff Housing	556,500	265,530	0	265,530
Town Planning	80,000	33,746	7,819	41,565
Operating Expenditure Total	18,912,338	8,500,570	389,985	8,890,556
Operating Income				
Airports	-252,500	-156,958	0	-156,958
Building Services	-3,660	-13,420	0	-13,420
Fleet & Plant	-50,000	-11,983	0	-11,983
Main Roads (Rmpc And Pw)	-14,540,000	-2,828,274	0	-2,828,274
Pensioner Housing	-30,000	0	0	0
Road	-1,365,452	-16,773	0	-16,773
Staff Housing	-20,000	0	0	0
Town Planning	-2,000	-2,652	0	-2,652
Operating Income Total	-16,263,612	-3,030,061	0	-3,030,061
Grand Total	2,648,726	5,470,510	389,985	5,860,495

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12.2 NDRRA/QDRF REPORT

Attachments:	12.2.1. Appendix A - 2021 Expenditure Summary ↓ 12.2.2. Appendix B - 2021 Completed Works ↓ 12.2.3. Appendix C - 2022 Expenditure Summary ↓ 12.2.4. Appendix D - 2022 Completed Works ↓ 12.2.5. Appendix E - Betterment Projects ↓
Author:	John Martin - Consultant Engineering
Date:	9 November 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:

QRA21: The QRA21 project is approximately 97.1% complete. Construction is currently underway with the QRA21 scope being prioritised to ensure deadlines are met. The current construction program has been compiled to complete all submissions prior to the EOT deadline of 31 December 2023.

QRA22: The QRA22 project is approximately 74.6% complete. Roads with both QRA21 and QRA22 scope having been programmed together where possible to reduce camp and establishment costs. The QRA22 program of work has a deadline of 30 June 2024.

QRA23: Emergency Works are now complete. Both CDO and Emergent Works acquittal documentation has been submitted to QRA prior to their 30 September deadlines. A final outcome report, approval and prepayment for Submission 5 (Iffley Road Incl Rollover) has now been received. QRA21 and QRA22 scope that received significant additional damage will be submitted to be rolled over into the QRA23 submissions.

RRUPP: Two (2) Remote Roads Upgrade Pilot Program (RRUPP) projects have been approved for construction. Construction on the Iffley Road project has commenced in conjunction with QRA23 scope as per the funding agreement. Works on the Dixie Road will take place in the 2024 calendar year.

MITCHELL RIVER BRIDGE: The Mitchell River Bridge project is progressing well with preliminary design and options analysis now finalised.

OTHER: Dunbar – Kowanyama (pavement stabilization and sealing) betterment project and the Poingdestre Creek Causeway upgrade have both commenced.

RECOMMENDATION:

That Council:

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

Background:

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021 QRA Event

1. All five (5) QRA21 REPA submissions have been approved with a total RV of approx. \$39.9million (construction budget of \$31.1million).
2. Approximately 97.1% 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. Four (4) crews are in camps around the Shire. The QRA21 scope is being prioritised to ensure submission deadlines are met. Scope that received significant additional damage during the most recent flood event will be submitted to be rolled over into QRA23 submissions to enable treatment upgrades to adequately restore additional damage.
4. All QRA21 submissions have a deadline of 31 December 2023, with Council receiving approval on EOT requests from the previous deadline of 30 June 2023.

2022 QRA Event

1. All six (6) QRA22 REPA submissions have been approved with a total RV of approx. \$66.8million (construction budget of \$46.8million).
2. Approximately 74.6% of the project has been completed with an estimated Expenditure Ratio of 1.02. Refer to Appendix C and D for construction progress summaries.
3. Construction on QRA21 scope is being prioritised to ensure deadlines are met. Roads with both QRA21 and QRA22 scope have been programmed together where possible to reduce camp and establishment costs. Scope that received significant additional damage during the most recent flood event will be submitted to be rolled over into QRA23 submissions to enable treatment upgrades to adequately restore additional damage.
4. 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 the Northern and Central Queensland Monsoon and Flooding event.
2. CDO acquittal documentation has been submitted to QRA for the emergency resupply operations and relocation of vulnerable persons from Burketown (Approx. \$546k).
3. Emergency Works around the Shire is now fully complete and acquittal documentation has been submitted to QRA (Approx. \$2.2million) prior to the September 30 deadline.
4. Scope within QRA21 and QRA22 projects that received significant additional damage during the most recent flood event will be submitted to be rolled over into the QRA23 submissions.

BUSINESS PAPERS

5. A final outcome report, approval and prepayment for Submission 5 (Iffley Road Incl Rollover) has been received from QRA.

Remote Roads Upgrade Pilot Program

1. Two (2) Remote Roads Upgrade Pilot Program (RRUPP) projects have been approved for construction. The Iffley Road Gravel Upgrade project has a RV of approx. \$4.2million and Koolatah – Dixie Road Widening project has a RV of approx. \$2.5million.
2. Construction has now commenced for the Iffley Road project, it is currently being built in conjunction with the QRA23 Iffley Road scope.
3. The Koolatah – Dixie Road Widening project is to be constructed in conjunction with the QRA23 Koolatah - Dixie Road scope during the 2024 construction season.

Mitchell River Bridge

1. The Mitchell River Bridge (NQNDMP) options analysis is progressing well with preliminary design of three (3) bridge and three (3) alignment options. Costs for precast items, piling and insitu construction work have been sourced and a cost estimate for the options analysis is currently being compiled.
2. Geotechnical investigations have concluded with findings of a dense conglomerate layer rather than initial findings of a layer assumed to be rock. The dense conglomerate is not suitable for rock anchors due to limited shear strength of the rock and the difficulty in installation with a high water table. Three (3) main piling options have been investigated, these include: Cylindrical Bored Pier, Driven UC Piles and Screw Piles.
3. Footing designs now point to use of reinforced steel screw piles into this dense layer. Screw Piles appear to be the best option with the lowest price and quickest installation time which is needed if bridge construction is to be completed in a single construction season.
4. A detailed hydraulics investigation has commenced with LiDar provided to BMT for this study and they are expected to have the report completed by mid-October.
5. The options analysis report and detailed design have a deadline of 30 June 2024. Cost estimates are to be provided to QRA for confirmation of funding quantum.
6. The options analysis has now been completed. The detailed design is expected to be finalised by the end of December 2023 provided a quick turnaround on the options analysis.

Other

1. Construction for the Dunbar – Kanayama (pavement and sealing) betterment project and Poingdestre Creek Causeway is currently in progress. A full list of betterment projects can be seen in Appendix E.
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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:

- Low – QRA21 – All submissions have received an EOT until 31 December 2023. There is a low risk that work will not be completed by this deadline based on the current construction programme.
- Low – QRA22 – All submissions have a construction deadline of 30 June 2024. There is a low risk that work will not be completed by this deadline based on the current construction programme.

CARPENTARIA SHIRE COUNCIL

SUMMARY OF QRA21 EXPENDITURE

CURRENT

Project Completed

Forecast Project Expenditure to RV Ratio

1/11/2023

97.1%

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	\$ 93,239.01	100%	0.64	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	\$ 165,292.28	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.
Glenore Access	\$ 954,142.42	\$ -	100%	0.00	Road marked at 100% due to significant additional damage incurred from 2023 event. All scope is expected to rollover into QRA23 works.
Haydon Access	\$ 294,418.51	\$ 171,025.90	100%	0.58	Significant cost savings were achieved due to the construction crew working from town with no camp establishment and ongoing camp costs required during construction.
Sawtell Creek Access	\$ 46,052.54	\$ 31,371.31	100%	0.68	Significant cost savings were achieved due to the construction crew working from town with no camp establishment and ongoing camp costs required during construction.
Warrenvale Access	\$ 112,183.94	\$ 71,178.92	100%	0.63	Overlapping camp and establishment costs with simultaneously constructed QRA21 Donors Hill Access. When assessing the roads together expenditure is expected to align closely with the combined RV.
Mundjuro Access	\$ 269,163.15	\$ 917.73	100%	0.00	Road marked at 100% due to significant additional damage incurred from 2023 event. All scope is expected to rollover into QRA23 works.
Trenton Road	\$ 2,759,624.32	\$ 1,818,405.82	100%	0.66	Road partially constructed before wet season shutdown, remaining scope will be rolledover into QRA23 scope
Iffley Road	\$ 48,565.72	\$ 50,989.60	100%	1.05	Road marked at 100% due to significant additional damage incurred from 2023 event. All scope is expected to rollover into QRA23 works.
Broadwater Access	\$ 15,718.68	\$ 12.05	100%	0.00	Accrued costs processing, construction recently completed
Broadwater - Iffley Road	\$ 3,253,190.35	\$ 2,695,785.00	100%	0.83	Accrued costs processing, construction recently completed
Cowan Downs Access	\$ 109,883.67	\$ 17,172.96	100%	0.16	Overlapping camp and establishment costs with simultaneously constructed QRA22 Cowan Downs Access scope. When assessing roads together expenditure is expected to align closely with the combined RV.
Clarville Road	\$ 802,925.42	\$ 41,677.43	100%	0.05	Accrued costs processing, construction has recently completed
Old Croydon Road (Unsealed)	\$ 410,198.93	\$ 3,713.30	0%	1.00	Preliminary costs booked, no construction has commenced.
TOTAL	\$ 9,601,188.43	\$ 5,163,326.71			

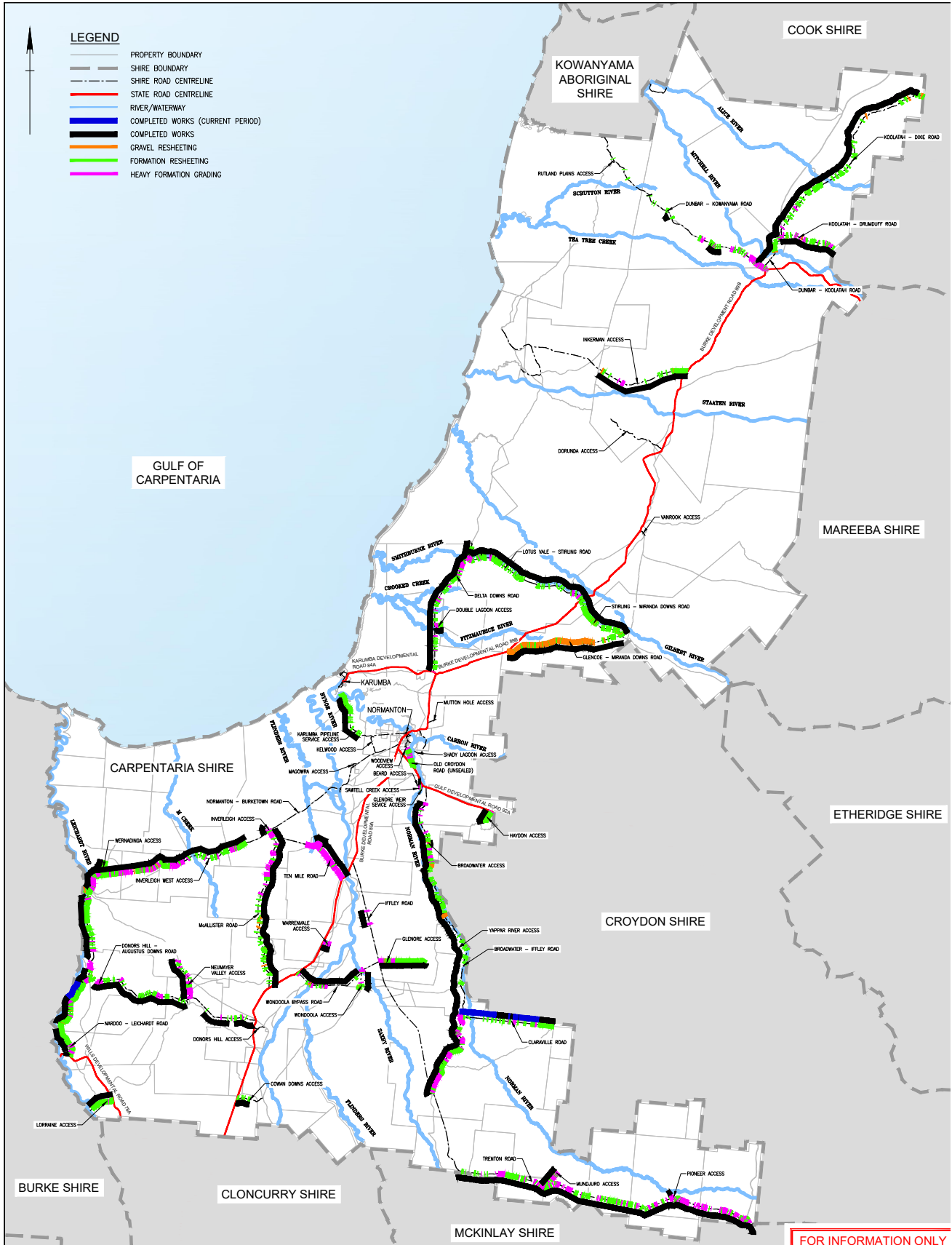
*Expected expenditure ratio is the ratio of final expenditure divided by the recommended value. (i.e. 1.5 is 50% over budget, 0.8 is 20% under budget)

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.
Lorraine Access	\$ 537,639.45	\$ 549,594.98	100%	1.02	
Ten Mile Road	\$ 812,165.79	\$ 577,623.55	100%	0.71	Significant cost savings were achieved due to the construction crew working from town with no camp establishment and ongoing camp costs required during construction.
Neumayer Valley Access	\$ 408,933.45	\$ 128,194.09	100%	0.31	Overlapping camp and establishment costs with simultaneously constructed QRA21 Donors Hill - Augustus Downs Access and QRA22 Neumayer Valley Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Inverleigh Access	\$ 2,341.08	\$ 3,237.50	100%	1.38	Overlapping camp and establishment costs with simultaneously constructed QRA21 Inverleigh Access (Secondary Access) and QRA22 Inverleigh and Inverleigh West Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Normanton - Burketown Road	\$ 3,384,537.60	\$ 2,116,415.02	100%	0.63	Road partially constructed before wet season shutdown, remaining scope will be rolledover into QRA23 scope
McAllister Road	\$ 1,111,966.62	\$ 58,503.91	100%	0.05	Road partially constructed before wet season shutdown, remaining scope will be rolledover into QRA23 scope
Inverleigh Access (Secondary Access)	\$ 6,577.32	\$ -	100%	0.00	Accrued costs processing, construction recently completed
Donors Hill - Augustus Downs Road	\$ 1,141,343.18	\$ 1,386,874.46	100%	1.22	Accrued costs processing, construction recently completed
Karumba Pipeline Service Access	\$ 732,792.98	\$ 627,124.71	100%	0.86	Accrued costs processing, construction recently completed
Nardoo - Leichardt Road	\$ 4,089,855.77	\$ 3,008,031.77	97%	0.76	Accrued costs processing, road is currently under construction
Yappar Street	\$ 32,194.71	\$ -	0%	1.00	
TOTAL	\$ 12,668,751.51	\$ 8,662,532.99			

Submission 3 - CSC.0048.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Inkerman Access	\$ 562,783.25	\$ 488,934.26	100%	0.87	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	\$ 2,577,328.41	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	\$ 228,988.96	100%	0.25	Road partially constructed before wet season shutdown, remaining scope will be rolledover into QRA23 scope
Delta Downs Road	\$ 1,121,390.34	\$ 209,439.55	100%	0.19	Road marked at 100% due to significant additional damage incurred from 2023 event. All scope is expected to rollover into QRA23 works.
Lotus Vale - Stirling Road	\$ 1,128,254.06	\$ 516,540.87	100%	0.46	Road partially constructed before wet season shutdown, remaining scope will be rolledover into QRA23 scope
Double Lagoon Access	\$ 165,580.92	\$ 68,314.46	100%	0.41	Accrued costs processing, construction recently completed
TOTAL	\$ 7,432,517.36	\$ 4,089,546.51			

Submission 4 - CSC.0042.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Dunbar - Koolatah Road	\$ 254,319.58	\$ 378,030.27	100%	1.49	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	\$ 378,959.21	100%	0.93	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	\$ 1,499,069.54	70%	2.30	Overlapping camp and establishment costs with simultaneously constructed QRA22 Dunbar Kowanyama Road scope. When assessing roads together expenditure is expected to align closely with the combined RV.
TOTAL	\$ 917,402.00	\$ 2,256,059.02			

Submission 5 - CSC.0049.2021E.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Koolatah - Dixie Road	\$ 1,359,200.81	\$ 1,847,570.85	100%	1.36	Road partially constructed before wet season shutdown, remaining scope will be rolledover into QRA23 scope
TOTAL	\$ 1,359,200.81	\$ 1,847,570.85			



FOR INFORMATION ONLY

NO.	DATE	DESCRIPTION	DESIGN	APPROVED
18	06/11/23	REVISED FOR NOV MEETING	AB	
17	03/10/23	REVISED FOR OCT MEETING	AB	
16	11/09/23	REVISED FOR SEPT MEETING	AB	
15	08/08/23	REVISED FOR AUGUST MEETING	AB	
14	10/07/23	REVISED FOR JULY MEETING	AB	
1	19/11/21	INITIAL ISSUE		



CLIENT	DESIGN	DATE	APPROVED
	DESIGN		
	DATE		

PROJECT REF	CARPENTARIA SHIRE COUNCIL ROADS
DRAWING REF	2021 CONSTRUCTION SEASON COMPLETED WORKS
DRAWING NO	101-021-SK703
SIZE	A1
REVISION	18

CARPENTARIA SHIRE COUNCIL

SUMMARY OF QRA22 EXPENDITURE

CURRENT

Project Completed

Forecast Project Expenditure to RV Ratio

1/11/2023

74.6%

1.02



Submission 5 - CSC.0059.2122D.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Mundjuro Access	\$ 63,144.41	\$ -	100%	0.00	Asset marked at 100% due to significant extra damage being identified, a rollover is expected
Pioneer Access	\$ 11,827.88	\$ -	100%	0.00	Asset marked at 100% due to significant extra damage being identified, a rollover is expected
Trenton Road	\$ 3,930,081.52	\$ -	100%	0.00	Asset marked at 100% due to significant extra damage being identified, a rollover is expected
TOTAL	\$ 4,005,053.81	\$ -	-	-	

*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)

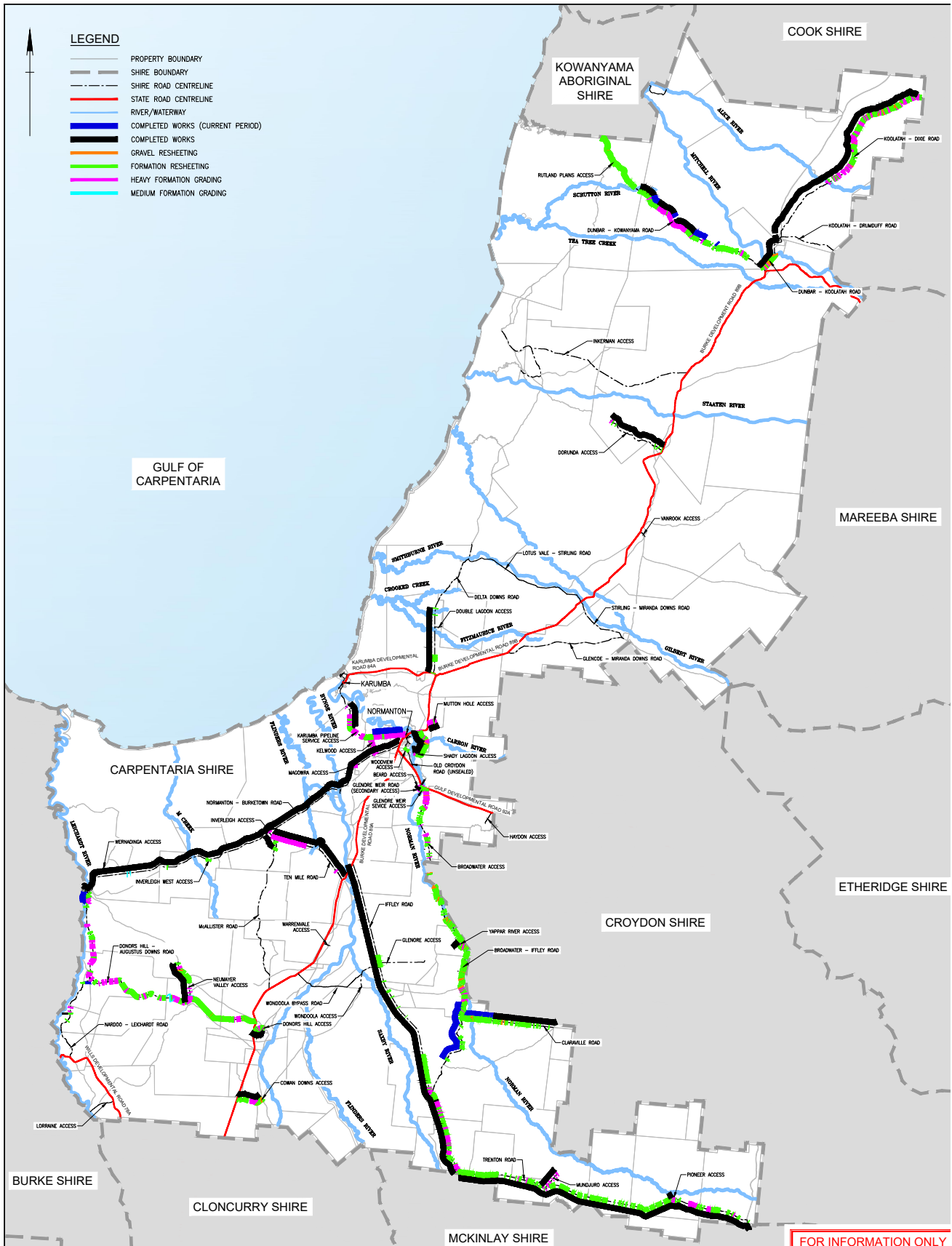
Submission 1 - CSC.0060.2122D.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Yappar River Access	\$ 96,778.87	\$ 90,508.65	100%	0.94	Overlapping camp and establishment costs with simultaneously constructed Yappar River Access (Secondary Access) and QRA21 Broadwater - Iffley Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Yappar River Access (Secondary Access)	\$ 39,976.45	\$ -	100%	0.00	Overlapping camp and establishment costs with simultaneously constructed Yappar River Access and QRA21 Broadwater - Iffley Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Beard Access	\$ 21,971.41	\$ -	100%	0.00	Overlapping camp and establishment costs with simultaneously constructed Glenore Weir Road, Glenore Weir Secondary Access and Glenore Weir Service Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Iffley Road	\$ 4,856,868.60	\$ 1,680.00	100%	0.00	Asset marked at 100% due to significant extra damage being identified, a rollover is expected
Glenore Weir Road	\$ 9,544.65	\$ 31,987.03	100%	3.35	Overlapping camp and establishment costs with simultaneously constructed Beard Access, Glenore Weir Secondary Access and Glenore Weir Service Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Glenore Weir Road (Secondary Access)	\$ 5,146.14	\$ -	100%	0.00	Overlapping camp and establishment costs with simultaneously constructed Beard Access, Glenore Weir Road and Glenore Weir Secondary Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Glenore Weir Service Access	\$ 63,999.36	\$ 34,877.56	100%	0.54	Overlapping camp and establishment costs with simultaneously constructed Beard Access, Glenore Weir Road and Glenore Weir Secondary Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Claraville Road	\$ 1,665,824.70	\$ 1,111,636.39	100%	0.67	Accrued costs processing, construction recently completed
Broadwater - Iffley Road	\$ 4,346,661.50	\$ 1,574,032.46	17%	2.10	Accrued costs processing, currently under construction
TOTAL	\$ 10,970,016.36	\$ 2,754,213.44	-	-	

Submission 3 - CSC.0061.2122D.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Mutton Hole Access	\$ 136,902.94	\$ 75,358.03	100%	0.55	Significant cost savings were achieved due to the construction crew working from town with no camp establishment and ongoing camp costs required during construction.
Shady Lagoon Access	\$ 851,206.58	\$ 399,507.93	100%	0.47	Significant cost savings were achieved due to the construction crew working from town with no camp establishment and ongoing camp costs required during construction.
Delta Downs Road	\$ 175,940.26	\$ -	100%	0.00	Asset marked at 100% due to significant extra damage being identified, a rollover is expected
Dorunda Access	\$ 51,340.15	\$ -	100%	0.00	Asset marked at 100% due to significant extra damage being identified, a rollover is expected
Dunbar - Koolatah Road	\$ 545,549.26	\$ 3,522.40	100%	0.01	Asset marked at 100% due to significant extra damage being identified, a rollover is expected
Koolatah - Dixie Road	\$ 2,773,859.17	\$ -	100%	0.00	Asset marked at 100% due to significant extra damage being identified, a rollover is expected
Maggieville Access	\$ 2,604.28	\$ 1,706.25	100%	0.66	Asset marked at 100% due to significant extra damage being identified, a rollover is expected
Rutland Plains Access	\$ 97,628.71	\$ -	0%	1.00	
TOTAL	\$ 4,635,031.35	\$ 480,094.61	-	-	

Submission 2 (CSC.0063.2122D.REC)					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Neumayer Valley Access	\$ 432,541.55	\$ 393,490.86	100%	0.91	Overlapping camp and establishment costs with simultaneously constructed QRA21 Donors Hill - Augustus Downs Access and QRA21 Neumayer Valley Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Donors Hill Access	\$ 289,892.91	\$ 149,116.83	100%	0.51	Overlapping camp and establishment costs with simultaneously constructed with QRA21 Warrenvale Access and QRA21 Donors Hill - Augustus Downs Road. When assessing roads together expenditure is expected to align closely with the combined RV.
Inverleigh Access	\$ 27,124.21	\$ 1,718.26	100%	0.06	Significant cost savings were achieved due to the construction crew working from town with no camp establishment and ongoing camp costs required during construction.
McAllister Road	\$ 146,560.60	\$ -	100%	0.00	Asset marked at 100% due to significant extra damage being identified, a rollover is expected
Normanton - Burketown Road	\$ 162,302.51	\$ 1,921.48	100%	0.01	Asset marked at 100% due to significant extra damage being identified, a rollover is expected
Ten Mile Road	\$ 537,906.53	\$ -	100%	0.00	Asset marked at 100% due to significant extra damage being identified, a rollover is expected
Cowan Downs Access	\$ 516,686.65	\$ 401,612.50	100%	0.78	Overlapping camp and establishment costs with simultaneously constructed with QRA21 Cowan Downs Access. When assessing roads together expenditure is expected to align closely with the combined RV.
Karumba Pipeline Service Access	\$ 1,125,778.01	\$ 762,878.56	100%	0.68	Accrued costs processing, construction recently completed
Augustus Downs Access	\$ 31,886.54	\$ 4,313.96	100%	0.14	Accrued costs processing, construction recently completed
Donors Hill - Augustus Downs Road	\$ 4,133,078.25	\$ 685,299.41	0%	1.00	Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction.
Inverleigh West Access	\$ 29,980.97	\$ 57,998.50	0%	1.00	Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction.
Kelwood Access	\$ 287,341.93	\$ -	0%	1.00	
Magowra Access	\$ 55,471.26	\$ -	0%	1.00	
Nardoo - Leichardt Road	\$ 853,337.09	\$ 382,990.66	34%	1.33	Accrued costs processing, currently under construction
Woodview Access	\$ 43,891.63	\$ 917.51	0%	1.00	Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction.
TOTAL	\$ 8,673,780.64	\$ 2,842,258.53			

Submission 4 (CSC.0064.2122D.REC)					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Dunbar - Kowanyama Road	\$ 3,499,367.68	\$ 3,724,983.41	65%	1.24	Overlapping camp and establishment costs with simultaneously constructed QRA21 Dunbar Kowanyama Road scope. When assessing roads together expenditure is expected to align closely with the combined RV.
TOTAL	\$ 3,499,367.68	\$ 3,724,983.41			

Submission 6 (CSC.0066.2122D.REC)					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Mitchell River Crossing	\$ 15,000,000.00	\$ -	100%	0.00	Asset marked at 100% due to significant extra damage being identified, a rollover is expected
TOTAL	\$ 15,000,000.00	\$ -			



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NO.	DATE	DESCRIPTION	DESIGN	APPROVED
8	06/11/23	REVISED FOR NOV MEETING	AB	
7	03/10/23	REVISED FOR OCT MEETING	AB	
6	11/09/23	REVISED FOR SEPT MEETING	AB	
5	08/08/23	REVISED FOR AUGUST MEETING	AB	
4	10/07/23	REVISED FOR JULY MEETING	AB	
1	08/05/23	INITIAL ISSUE		



CLIENT	APPROVED
DESIGN	APPROVED
DATE	ISSUE

PROJECT REF	CARPENTARIA SHIRE COUNCIL ROADS
DRAWING REF	2022 CONSTRUCTION SEASON COMPLETED WORKS
DRAWING NO	101-022-SK701
SIZE	A1
REVISION	8

Appendix E - Approved Betterment Projects

Funding Source	Project Name	Total Project Value	Deadline
Recovery and Resilience Grants (RRG)	Karumba Airport Weather Station	\$87,000	01/12/2023
Recovery and Resilience Grants (RRG)	Karumba Chlorine Generator	\$180,000	01/12/2023
Recovery and Resilience Grants (RRG)	Normanton Water Treatment Plant Pipework Upgrades	\$150,000	01/12/2023
Recovery and Resilience Grants (RRG)	Normanton Water Treatment Plant Storage Upgrades	\$40,000	01/12/2023
Recovery and Resilience Grants (RRG)	Investigation into New Karumba Sewage System	\$80,000	01/12/2023
Recovery and Resilience Grants (RRG)	Glenore Weir Intake, Pipework and Valve Set Upgrades	\$320,000	01/12/2023
Queensland Resilience and Risk Reduction Fund (QRRRF)	Normanton Stormwater Upgrades	\$228,882	30/06/2023
Queensland Resilience and Risk Reduction Fund (QRRRF)	Karumba Foreshore	\$500,000	31/12/2023
Flood Mitigation Infrastructure (FMI)	Armstrong Creek Causeway	\$793,339	31/12/2023
Remote Roads Upgrade Pilot Program (RRUPP)	Iffley Road gravel upgrade	\$4,206,687	
Remote Roads Upgrade Pilot Program (RRUPP)	Koolatah – Dixie Road widening	\$2,477,642	
Queensland Resilience and Risk Reduction Fund (QRRRF)	Karumba Shoreline Protection & Revitalisation – Beach Sand Retention Project	\$1,335,604	30/06/2024
Queensland Resilience and Risk Reduction Fund (QRRRF)	Inverleigh West Causeway Upgrade	\$500,000	30/06/2024
Queensland Resilience and Risk Reduction Fund (QRRRF)	Mitchell River Crossing Upgrade Investigation	\$300,000	30/06/2024
Queensland Betterment Funding	Dunbar - Kowanyama Road (Pavement and Sealing)	\$5,255,089	30/06/2024
Community and Recreational Asset Recovery and Resilience Program	Burke and Wills Monument Access Road (Pavement and Sealing)	\$364,268	30/06/2024
Flood Risk Management Program (FRMP)	WP3 Flood studies, risk assessments, management studies and intelligence systems	\$171,785	30/06/2024

Project has been completed

BUSINESS PAPERS

12.3 WATER AND WASTE MONTHLY REPORT

Attachments:	NIL
Author:	Natasha Glaskin - Manager Water and Sewerage
Date:	8 November 2023
Key Outcome:	A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy:	Provision of safe and reliable infrastructure (roads, water and sewer, buildings and facilities, etc.)

Executive Summary:

This report has been prepared to provide Council with an overview of actions completed and underway within the Water and Waste Department throughout October.

The following items of interest are presented in further detail within the report:

- Water Industry and Regional Collaboration
 - CSC officers continue to participate in the NW-QWRAP and progress the strategic plan and associated actions. The next meeting will be held in Karumba on 15 November 2023.
- Water and Wastewater Operations
 - Aerator Project at Normanton Sewerage Lagoons has been completed.
 - Soda Ash system install and commissioning is underway as at 8/11/23.
 - Total treated water consumption (Normanton and Karumba) was 84.9ML for the month.
 - Aeration Upgrade to the Karumba Irrigation Lagoon has commenced and is expected to be finalised by 30 November.

RECOMMENDATION:

That Council:

1. receive and note the Water and Waste Monthly Report for October 2023; and
2. that those matters not covered by resolution be noted.

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Background:

Water Industry Update

The North-West QWRAP continue to progress the Strategic Plan. The next scheduled meeting will be in Karumba on 15th November 2023. Director of Engineering will be attending in lieu of Water and Waste Manager due to leave.

Operations

Water and Waste have been working to develop and implement a comprehensive Business Continuity Plan and Business Impact Assessment for our Operations to formalize processes required during a range of events related to operations and disaster events.

October involved intensive training for the re-deployed officers upskilling at the Water Treatment Plant. The following activities have occurred:

- *qldwater* on-site for three days to develop and implement SWIMLocal platform, increasing our compliance, data management and the operators mobility.
- *Viridis Consultants* on-site for two days to review the Drinking Water Quality Management Plan and undertake a comprehensive Risk Assessment to support Council's compliance with the new legislative requirements. Initial outcomes suggest there are significant investments required in the short-medium term in order to comply with the recently implemented requirements. To inform the extent of infrastructure solutions, Council will need to expand it's monitoring program.
- Internal cross training ongoing with Council's Plumbers and Technical Officers. The power outage also provided an opportunity for additional training due to the level of intervention required.

Normanton-Karumba Water Supply Scheme

The water level at Glenore Weir was measured at 6.02m on the last day of the month (Figure 1 - Glenore Weir River Height at end of month) The Bureau of Meteorology recorded 0mm of rain at Normanton Airport during the month (Figure 2 - Monthly Rainfall).

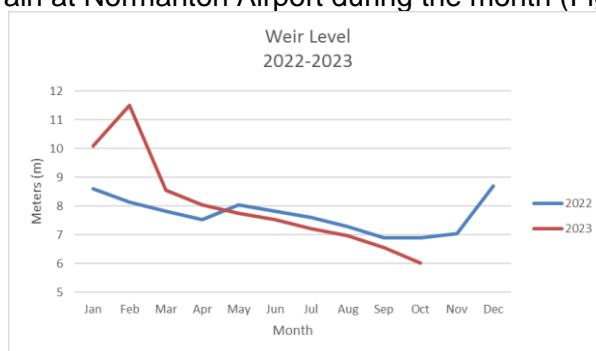


Figure 1 - Glenore Weir River Height at end of month

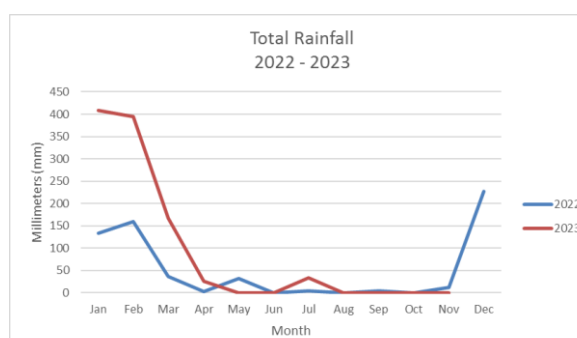


Figure 2 - Monthly Rainfall

For the month of October, approximately 85.4ML was pumped from Glenore Weir and 4.5ML from the Normanton Bore.

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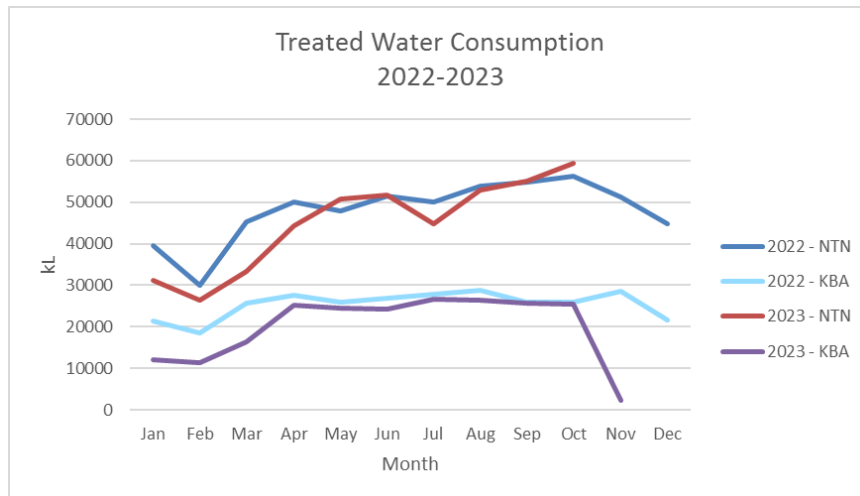


Figure 3 – Treated Water Consumption by Zone

Normanton Sewerage Scheme

- The replacement screw for the inlet at the STP has been installed and operations have returned to normal.
- CCTV installation has been finalized at the site, and recordings are now available remotely.

Karumba Sewerage Scheme

- During October, four (4) low pressure pumps were replaced. This is the lowest replacement rate for the calendar year, and half of the monthly average (Figure 5 - Sewer Reticulation Pump Replacements).
- Scope is being developed for the replacement of the membranes. This is a priority for the Water and Waste team at present. Additional information has become available and as a result a subsequent recommendation report will be presented to Council to resolve the preferred way forward.
- Following Council's advice to investigate alternate service delivery models, a scope is being prepared to consider external delivery of the pump replacements for the Karumba Sewerage Network. Once feedback from the market is received, a summary will be provided to Council for consideration.
- Karumba Sewage Treatment facility treated approximately 3.73ML during October (Figure 4 - Total Monthly inlet flow for Karumba STP).

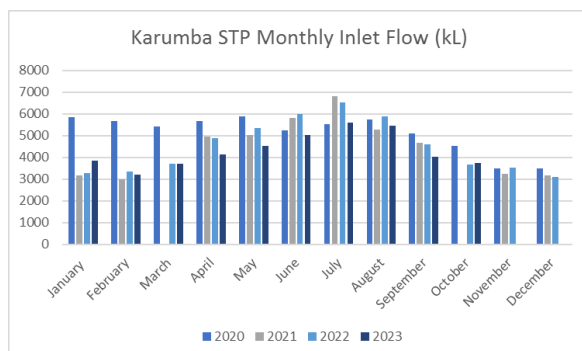


Figure 4 - Total Monthly inlet flow for Karumba STP

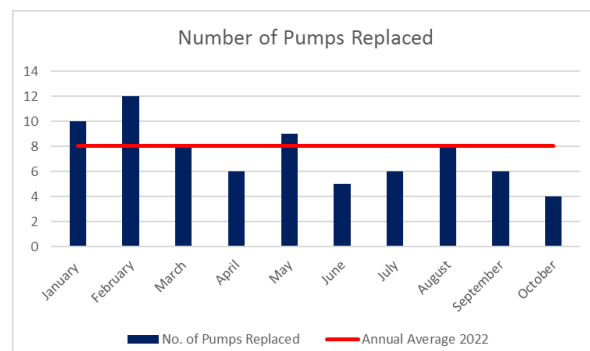
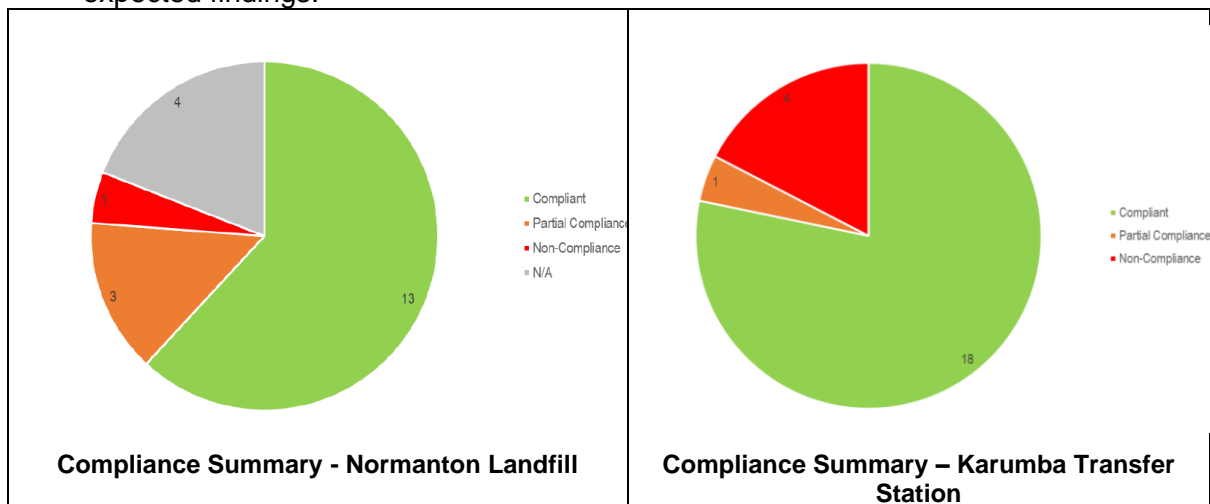


Figure 5 - Sewer Reticulation Pump Replacements

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Waste Services

- CCTV installations at the Karumba Transfer Station is complete and is able to be viewed remotely.
- CCTV upgrades at the Normanton Landfill are almost finalized (pending pole fabrication for the PTZ) and have already been used by Council's Local Laws Officer to address instances of illegal dumping. The number plate recognition features are working effectively.
- The Report by *Resource Innovations* in relation to Council's Waste Operations Audit is finalised. Overall, the outcome was favourable for Council and was consistent with the expected findings.



The single reported non-compliance for Normanton is able to be addressed immediately and will be tabled at the next Contract Meeting. Of the three partial non-compliances two will likely require budget allocations in subsequent financial years to address.

Karumba's non-compliances and partial non-compliances are primarily related to the legacy dumping piles on the outside of the transfer station boundary, the closure and rehabilitation of the old landfill and, Council's lack of records and post-closure requirements.

A number of investigations will need to be commissioned in order to address and will require budget allocations next financial year to address.

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- The signage renewal project is progressing and the order will be placed in November. Example of the directional sign and new General Waste signage is provided below for information. The Australian Standard for Waste Signage has been used to guide the colour selection.



Compliance

Item	Description	Due	Status	Comment
1	<u>Service Provider Annual Registration</u>	July 23	✓	<u>Complete.</u>
2	<u>Waste Annual Data Survey</u>	Aug 23	✓	<u>Complete.</u> Data has been estimated as Councils systems do not support data management for the indicators.
3	<u>Queensland Government Key Performance Indicator Reporting</u>	Oct 23	✓	<u>Complete.</u> Some data has been estimated as Councils systems do not support data management for all indicators.
4	<u>Waste Environmental Permit Report</u>	Nov 23	○	Pending.
5	<u>Sewerage Environmental Permit Report</u>	Nov 23	○	Pending.
6	<u>Drinking Water Quality Management Plan Annual Report</u>	Dec 23	○	On track.
7	<u>Fluoride Public Health Report</u>	Dec 23	○	Pending.
8	<u>Drinking Water Quality Management Plan Review</u>	Jan 24	○	On track. Two day workshop occurred in October to review the Plan and Risk Assessment to bring inline with new legislative requirements.

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Projects – Capital & Funded Works Underway

Project No.	Project Name	On Time	On Budget	Comment
CO2411	Waste - New fencing and repair fencing at Normanton Landfill	✓	✓	Fence repairs and installs underway and signage expected before Christmas shutdown.
CO2410	Waste - Security System Design and install - Karumba	✓	✓	Order has arrived and programming has commenced.
CO2409	Waste - Security System Design and install - Normanton	✓	✓	95% complete.
CS2403	Sewer - Analyser Upgrades / Replacement Program	✓	✓	Quotes being sought.
CS2401	Sewer - Generator for Pump Station 3	○	○	Quotes have been received. On hold pending Council decision.
CS2202	Sewer - Karumba - Pump Replacement (eone)	✓	✓	Stage 1 complete. Investigation into alternate service delivery options underway.
CS2405	Sewer - Karumba Sewerage Upgrades and Renewals	○	○	Progressing.
CS2201	Sewer - Karumba STP - Membrane Replacement & Skid Renewal	○	○	Options analysis and specification being finalized and will be presented to Council once options are received from the market.
CS2404	Sewer - Pump Replacement Program	✓	✓	On track. Orders placed and contractor engaged to undertake pre-wet renewals.
CS2402	<i>Sewer - STP – Aerators</i>	✓	✓	<u>Complete.</u>
CW2406	Water - Analyser Upgrades / Replacement Program	✓	✓	First upgrade ordered. Quotes being sought for remainder of scope.
RRF001A	Water - Glenore Weir Raw Water Upgrade - Emergency Intake Structure	○	○	Engineer currently undertaking review of system requirements to inform works.
CW2204	Water - Glenore Weir Water Pipe Replacement Planning Project	✓	✓	On Track.
CW2405	Water - Karumba Chlorination Renewal	✓	✓	Commenced. Quotes being sought to extend the Chemical storage area to ensure compliance.
RRF002	<i>Water - Karumba Water Tower/Reservoirs On site Chlorine Generator</i>	✓	✓	<u>Complete.</u>
CW2402	Water - Meter Replacement Program - Pending advice in Smart Metering Business Case	○	○	Tender has been released to market. Solutions will be presented for consideration and a detailed funding submission will be prepared for the preferred solution.
RRF005	Water - Normanton Treatment Plant - Replacement of Soda Ash Dosing system	✓	✓	Install and commissioning commenced 8/11/23.
CW2401	Water - Normanton Water Treatment Plant Storage Upgrades	○	✓	Continue to progress.

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Project No.	Project Name	On Time	On Budget	Comment
CW2408	Water - Pump Replacement Program	✓	✓	On track. Orders placed and contractor engaged to undertake pre-wet renewals.
CW2403	Water - SCADA / Telemetry Renewals	✓	✓	Awaiting install when contractor next mobilized.
WQ2205	Water - Treatment Plant - Controls/Monitoring - Priorities to be established.	✓	✓	<u>Complete.</u>

Operational Works / Projects raised by Council

Date	Ref	Description	On Time	On Budget	Comment
17/05/23	2	Waste Operational Audit Engage an experienced and specialized environmental consultant to identify specific obligations on a contractor to support Council in meeting its obligations at the refuse sites.	✓	✓	<ul style="list-style-type: none"> Audit is complete Tender documentation prepared and is under review by Council Officers and Representatives.
21/06/23	3	Customer Service Standards	○	✓	Works continue to review the Customer Service Standards. Benchmarking and comparison against surrounding Council's and those of similar size has concluded and the new template has been developed. Expect to present proposed standards to Council in January.
20/11/23	4	Water and Waste Resourcing Investigate alternate arrangements to deliver services.	○	○	Scope being developed for release to the market to enable consideration of alternate service delivery arrangement of eOne pump replacements. Water and Waste are amending reporting lines of the team and have secured a new Treatment Operator who is due to commence in November. To relieve the Senior Operator in Normanton, Council's Electrical Technical Officer has been supporting on-call arrangements and we have secured a temporary Operator from LO-GO who is expected to arrive on 13/11/23 and will be based in Karumba.

Consultation (Internal/External):

- Michael Wanrooy - Director of Engineering
- Natasha Glaskin – Manager Water and Waste
- Joe Beddows – Technical Officer (Water and Waste)
- Tom Loadsman – Asset Manager
- Matthew Brennan – Project Engineer
- Jacinda Sceresini – Executive Officer (Projects, Communication and Governance)
- *Resource Innovations*
- Trades and operational staff
- *qldwater*

BUSINESS PAPERS

- *Viridis Consultants*
- *AgNr Consultants*
- *Wanless Pty Ltd*
- Department of Environment and Science

Legal Implications:

- Low.

Financial and Resource Implications:

- High.

Resources

Water and Waste formally acknowledge the support provided by Assets & Trades to manage critical operations during staff shortages.

Water and Waste are onboarding a new Operator to be based at the Water Treatment Plant in Normanton and have secured a Senior Operator following an internal applicant expressing their interest.

A temporary engagement has also been secured through LOGO with the Operator due to arrive 12 November.

Financial

Row Labels	Sum of Current Budget	Sum of YTD Actual	Sum of Order Value	Sum of Total Actual
Operating Expenditure				
Landfill/ Waste Transfer Operations	979,853	295,307	506,391	801,698
Raw Water Network	55,000	628	0	628
Refuse Collection	203,083	78,211	0	78,211
Sewerage	1,923,140	427,856	29,264	457,120
Water	3,563,313	1,004,067	145,038	1,149,105
Operating Expenditure Total	6,724,388	1,806,070	680,693	2,486,763
Operating Income				
Landfill/ Waste Transfer Operations	-737,000	-388,129	0	-388,129
Refuse Collection	0	-3,865	0	-3,865
Sewerage	-1,695,000	-772,854	0	-772,854
Water	-1,852,500	-612,928	0	-612,928
Operating Income Total	-4,284,500	-1,777,776	0	-1,777,776
Grand Total	2,439,888	28,294	680,693	708,987

Risk Management Implications:

- Continue to monitor.

BUSINESS PAPERS

12.4 ASSET MANAGEMENT REPORT

Attachments:	NIL
Author:	Tom Loadsman - Assets Manager
Date:	9 November 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 and updates to Council on various tasks that are facilitated within the Asset Managers team. Items of particular interest are discussed in further detail within the report:

RECOMMENDATION:

That Council:

1. receive the Asset Management Report as presented; and
2. that those matters not covered by resolution be noted.

Background:

Action Items Table

Date:	Ref:	Action	Status	Comment
September 20	012	Concessions not granted. Upgrade the signage to provide passcode to airside traffic.	Completed	Signs constructed.
September 20		Solar Light at the Rodeo Grounds Gate	Part Complete	Replacement Lights in transit
September 20		Asset Manager to have the necessary repairs undertaken and shade sails returned as soon as possible	Noted	Old Pool shade installed, some rips but in a manageable condition.
October 20		Purchase an ADAS machine	In Progress	Reviewing quotations
October 20		Purchase new Loader - Tender	In Progress	Developing Specifications
June 2023		Krys the Croc – Refurbishment	Quoting	Waiting on a quotation from Paul Stumkat.

BUSINESS PAPERS

Plant Replacement Program 2022 - 2024

Plant Type	Dealer	Estimated Delivery Date
2 x Dual Cab Hilux's	Pacific Toyota	December
Single Cab Hilux	Pacific Toyota	At Rydweld for Fitout
Single Cab Hi-Rider	John Cole	Currently at Atherton Toyota
Single Cab Cleaners Hilux's	John Cole	Delivered
2 x Dual Cab Hilux 4x4's	John Cole	Both in Production
Grader 3316	Hastings	Delivered
Isuzu Tilt Tray Truck	Isuzu	May 2024
Isuzu WTP Tipper	Isuzu	May 2024
Isuzu Tipper	Isuzu	May 2024
Plumbers Truck	Isuzu	No ETA/Build date
Dual cab Hilux Rep P1150	Pacific Toyota	December
2024 Grader tender	TBC	TBC
2024 Light vehicle tender	TBC	TBC
Kubota Excavator	All Class Cairns	Early January



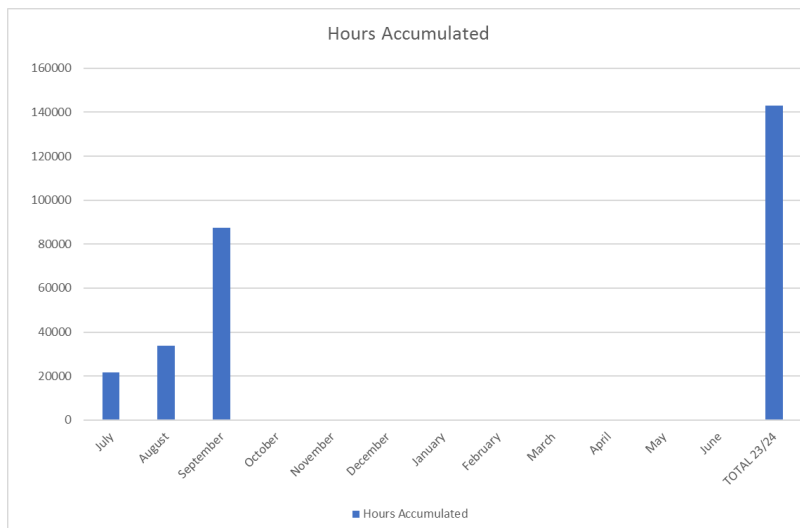
Normanton Cleaners Ute P1312 on delivery

Plai

Plant recovery is on track as per the \$9.128 million budgeted for the 23/24 FY year and is currently at 57.23% (\$5,224,172.39). Below are the actual hours recorded, obtained from synergy on the 2/11/2023. As previously reported, synergy and our timesheet program

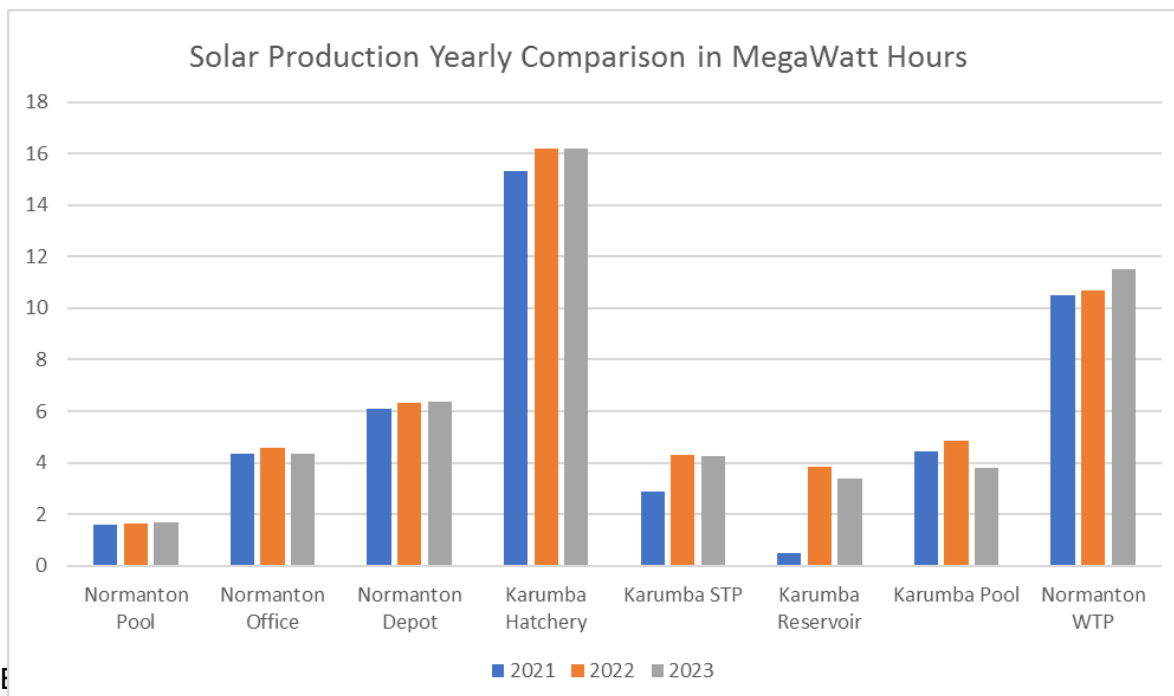
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Definitive have had syncing issues over the past two months. This has now been rectified, with numbers now reflective of actual amounts.



Solar System Performance

The chart below details the solar production for the month of October in comparison to previous years.



22c per kwh. This does not include over production where energy is sent to the grid at a lower cost.

Site Name	Lifetime energy Usage Mwh	Estimated Recovery
Normanton Pool	44	\$9,680.00
Normanton Office	115.31	\$25,368.20
Normanton Depot	171.001	\$37,620.22

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Karumba Hatchery	332.23	\$73,090.60
Karumba STP	102.24	\$22,492.80
Karumba Reservoir	94.31	\$20,748.20
Karumba Pool	111.79	\$24,593.80
Normanton WTP	264.52	\$58,194.40
Total possible Recovery	1235.401	\$271,788.22

Capital Works Program

Work has begun on the 23/24 capital works program. The table below shows the current completion percentage and the operational stage as well as project comments.

Project Description	Completion %	Stage	Comments
Buildings - 2/150 Yappar Street - Replace shade cloth with roof sheeting	5%	Scheduled 2024	Next year
78 Landsborough Street - internal and external paint	100%	Completed	Job Completed 03/11/2023
Buildings - 17 Palmer Street - Internal repaint	5%	Cancelled – Fire	House Burnt Down before painting began
Buildings - 17 Palmer Street - Renew kitchen	90%	Cancelled - Fire	House Burnt Down with only painting electrical and plumbing to complete.
Buildings - 38 Woodward Street - Veranda repairs	5%	Scheduled 2024	Planned for next year
Buildings - 12 Airport Road - External repaint	10%	Quotations	Assessing quotations
Buildings - Brown Street Units - Renew kitchen, floors & internal repaint	0%	Scheduled 2024	Planned for next year
Buildings - 52 Green Street - Replace kitchen	35%	Ordered	Kitchen under construction
Buildings - 76 Landsborough Street - external repaint	20%	Quotations	Waiting on quotations
2/81 Philp Street - internal Repaint (Brodie)	15%	Planned	Contractor engaged
Buildings - Les Wilson Barra Discovery Centre - Water Ingress Prevention	15%	Design/Planning	Design and Quotation
Buildings - Les Wilson Barra Discovery Centre- Barra Pond pump installation	100%	Completed	Job Completed 02/11/2023
Buildings - Normanton Shire Office - Renew box guttering	5%	Technical Assessments	Organized Cherry Picker for the 13th of November
Buildings - Normanton Shire Office - Airconditioning system (engineering)	100%	Completed	Project Completed, new filter plenum and duct work
Buildings - Normanton Depot Workshop Office - Refurbish	5%	Scheduled 2024	Planned for next year
Other - Normanton Water Park - Control system	50%	Ordered	Electrical works completed, assessing priorities for remaining budget
Buildings - Burns Philip - Top office repairs	5%	Scheduled 2024	Next year
Buildings - Burns Philip - Renew box guttering	10%	Technical Assessments	Investigations continue.
Waste - Security System Design and install - Normanton	100%	Installation	Job Completed

BUSINESS PAPERS

Waste - Security System Design and install - Karumba	100%	Technical Assessments	Job completed
Cemetery - priorities from Masterplan Karumba & Normanton	0%	Technical Assessments	Karumba Fence
Buildings - Depot Store Mezzanine Floor - Enclose for Records Storage	5%	Planning	Reassessing priorities
Footpaths - New or renewals based on condition assessment	5%	Planning	Locations need to be decided. Karumba Point to Holiday Park - 1km Barra Centre to Town 2.0km
Flood Gauges - Refurb existing gauges	0%	Tentative/Funded	Flood equipment contractor engaged due in first week of December, Parts required
Flood Camera - New camera at Mitchell River	0%	Tentative/Funded	TBC
Buildings - 23 Woodward Street - External painting	20%	Quotations	Contractor engaged to complete the works
Buildings - 2/72 Thompson Street - Refurb entire unit, install concrete driveway	10%	Planning	Sent to Kain for quotations/ETA Tenant Moving Next door
140 Yappar Street – Re-level House and repair internal walls	80%	Re-level Completed	Relevel House completed. Internal walls need to be repaired.

Normanton Water Park Control System

The Normanton water park received a much needed service in the month of October. The original installers “Kirrtech” were engaged to complete this work with a report due in the coming weeks. During the visit, the control system was discussed and it was decided that we would remove the expensive and complicated controller as well as the high maintenance solenoid valves. The solenoid valves have been gutted and are now only used for flow control with the electrical control PLC replaced with a series of timers.

This results in the park turning off when idle during the day and reactivating for 15mins if the water play button is pressed. This will save considerable power/water and help to increase the life of the fixtures within the water play area. It is recommended that the park is repainted and a shade cloth installed over the park to further enhance its use and longevity.

78 Landsborough Street – Repaint Internal and External

78 Landsborough Street was in desperate need of an external and internal paint. The exterior walls were beginning to rot, with bearers on one corner also suffering from water damage. The internal wall paint was also flaking off in multiple locations. As the property was vacant capital works funding was reallocated to complete these works which are now complete.

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The ductwork for the engineering end has been replaced with the package unit completely refurbished. Nick and the team from Karumba Marine have been working tirelessly over the past 3 weeks to complete this job which will greatly increase the air quality in the engineering department. As shown below the ducts had not been assessed since installation almost 50 years ago. A part of this project included the installation of new filter housing, of which all filters within the office are now identical.

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Engineering Duct condition Prior to works



Engineering A/c unit refurbished



Barramundi Centre Pond Pump Replacement



As part of the 2023/2024 budget process the pump used to remove water from the pond was identified for replacement. The original spear type pump required regular maintenance that wasn't feasible with the current staffing levels. The new pump is now mounted the surface where maintenance is easily performed with an easy to remove foot valve installed inside the original spear housing. This new pump is installed on variable speed drive so the Barra center team can match the incoming and outgoing flows or speed it up to give the pond a better clean.

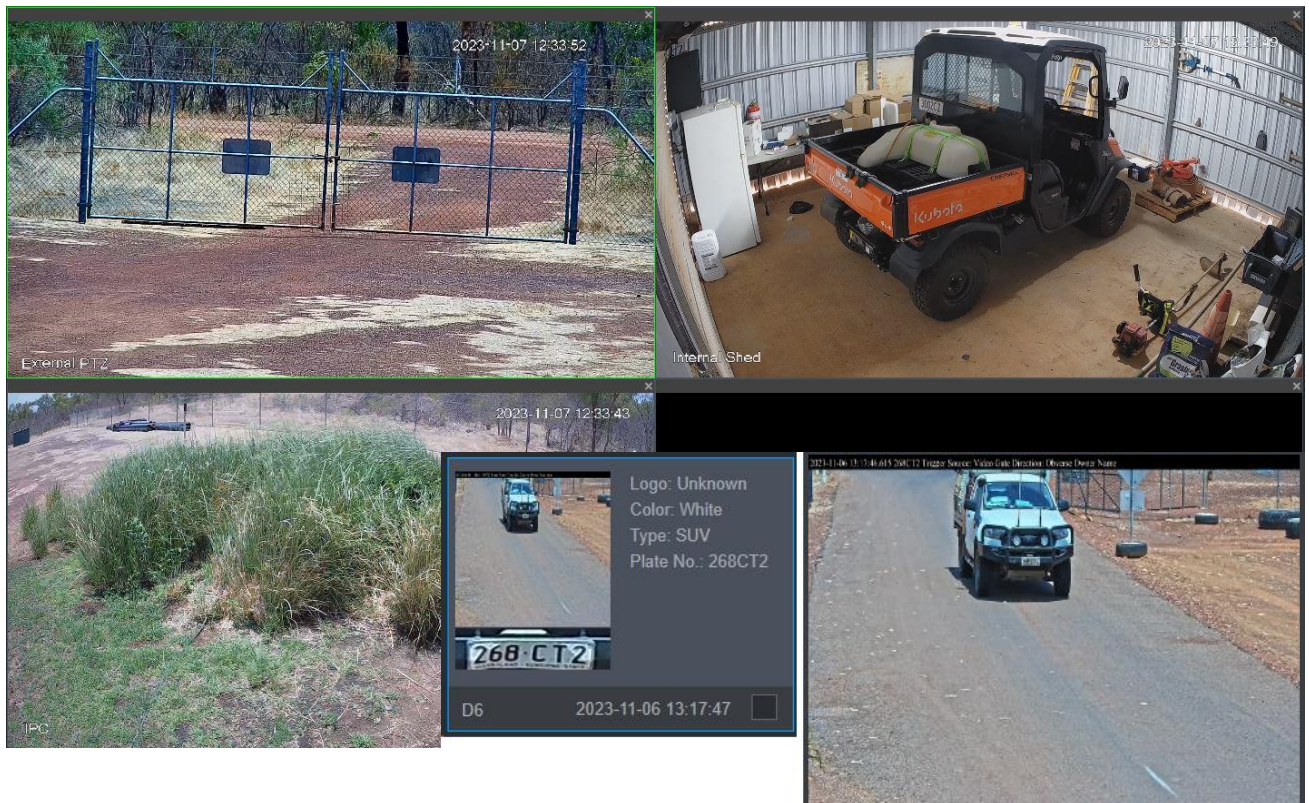


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Normanton and Karumba Waste Security System

The Normanton and Karumba waste stations and Ntn Sewerage lagoons are now under surveillance with number plate recognition and tracking cameras installed. These cameras will identify every person/vehicle the enters and exits our facilities and also provide additional operational advantages for Wanless. The Bins at Karumba are monitored with these cameras which automatically detect that the general waste bins are full and notify Danny that collection is required. This will enable Wanless to better schedule their Karumba runs and ensure that full bins are removed as soon as possible. A big thankyou to Sean Glaskin for making this happen whilst also managing to provide the town with clean drinking water and train our new water plant operator.



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140 Yappar Street

140 Yappar street was beginning to sink in multiple locations. The bearers were sagging in some locations and the internal wall sheets were buckling under the movement. The house is now level again with the internal doors now realigning with the old keepers. There is still work to do inside the house and this has been planned for early next year.

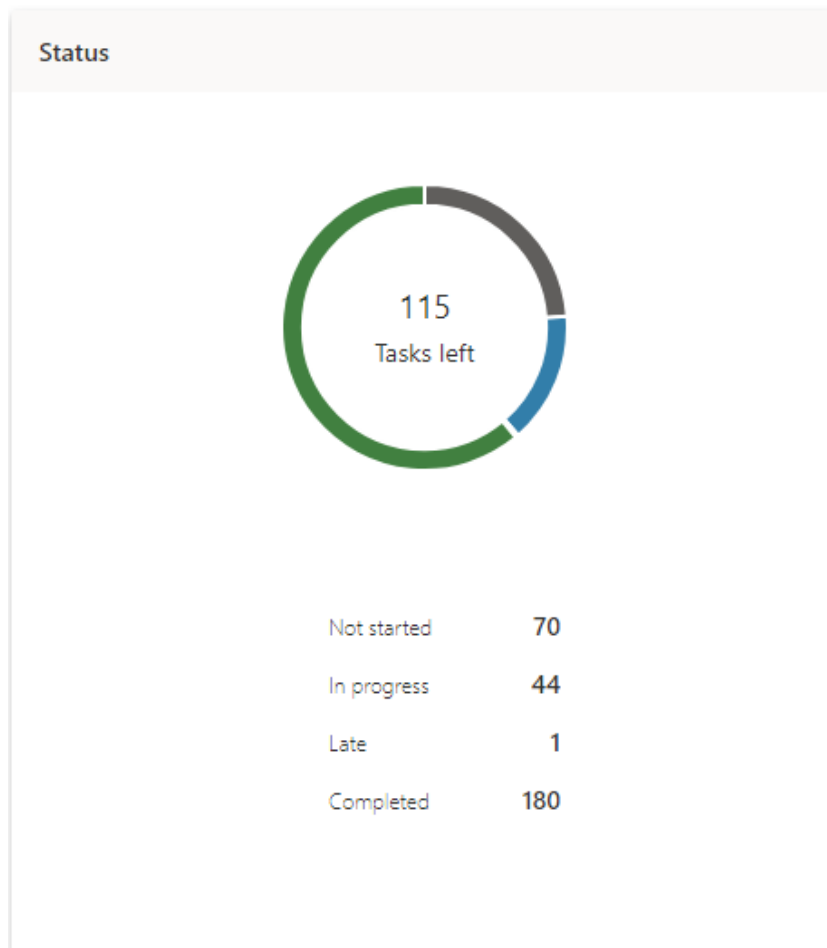


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Trades Report

The Trades department have performed multiple reactive, preventative, and capital works over the month of October. Sean Glaskin has continued to operate at the Normanton water plant, including the training of Robert Beard and Michael Mudd who have both officially moved over to the water and waste team.

The carpentry team worked tirelessly to complete 17 Palmer Street, with only painting and final finishing to go before the fire destroyed the property. Due to the high winds and storm potential, they also cleaned up the site with some footings still to be removed once suitable equipment becomes available. They also completed a new camp setup at Wondoola, multiple general maintenance tasks, as well as backhoe and chainsaw training.



Asset Works Department Job Status – (23/24 FY)

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72 Landsborough Street

The front landing was in very poor condition, the assets team managed the replacement of this deck with a composite type material with some other repairs to the home also completed including air conditioner replacements and bathroom repairs.



Consultation (Internal/External):

- Michael Wanrooy – Director of Engineering
- Executive Leadership Team
- Trades and operational staff

Legal Implications:

- Low – within operational parameters

Financial and Resource Implications:

- Low - Within Budget

Risk Management Implications:

- Within normal operating parameters.

BUSINESS PAPERS

12.5 WORKSHOP REPORT

Attachments: NIL

Author: William Bollen - Workshop Foreman

Date: 8 November 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:

Please note majority of these service and repairs include travel time and some minor defects are not recorded below.

<u>Plant Type</u>	<u>Plant Number</u>	<u>Maintenance Task</u>
Truck	P2903	Blow out fan motor, fit spare tyres, repair filter guard, replace both engine belts, add additive to A/C system.
Truck Pod	P2903	Bolt down pump and repair handle for pod lid
Hilux	P1111	Logbook Service and rear shock replacements
Cruiser	P9925	Replace Rear tyres and spare
Hilux	P1771	Replace front tyres
Giga	P2512	Replace steer tyre
Trailer	P4601	Adjust brakes and grease tow hitch
Truck	P2001	Replace Steer Tyre
Hilux	P1771	Replace battery, test alternator and dive vehicle to town. New alt required
Grader	P3515	250hrs Service, re-gas A/C, replace cutting edges.
Track Steer	P3810	Replace A/C compressor and hoses, charge through high side, ordered hoses as required

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Hilux	P1384	Repair Canopy door after operator failed to close and drove in shed causing damage.
Grader	P3515	Blow out radiator and filter and check fluids
Grader	P3516	Replace steer tyre and fit spare to rack
Fuel Pod	P6930	Bleed pump and test
Sweeper	P2626	Replace Batteries, and positive terminals, lift body and clean
Generator	P7722	Check generator and take to Deadcalf Camp
Truck	P2529	Karumba road to repair blown out rear tyre and return truck to town
Hilux	P1771	Replace both headlight bulbs
Hilux	P1907	Logbook Service and light bar
Truck	P2520	Sort tool, replace steer tyre, replace switch in cab
Grader	P3118	250hrs service
Grader	P3515	Replace plug on compressor, check fluids replace tyre
Generator	P7001	Generator run out of fuel after a glitch in power, re-fuel
Grader	P3717	Top up fluids, replace mirror, repair spare tyre mount
Truck	P2529	Replace relay air valve
Hilux	P1181	Replace steer tyres, adjust handbrakes

Consultation (Internal/External):

- Nil.

Legal Implications:

- Nil.

Financial and Resource Implications:

- Nil.

Risk Management Implications:

- Within normal operating parameters.

BUSINESS PAPERS

12.6 BUILDING AND PLANNING REPORT

Attachments: NIL
Author: Elizabeth Browning - Engineering Records Operator
Date: 7 November 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 October 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
I/2329	Paul Prenzler, Royal Haskoning DHV	Palmer Street Karumba QLD 4891 (Lot 11 NM843281 and Lot 68 NM98)	Operational Tidal Works (Coastal protection works, rock revetment wall and groyne) Stage 1	Referred to SARA

Planning Applications Approved

DA No.	Applicant	Address	Application Type	Status
N/A				

Building Applications Received by Building Certifier

DA No.	Applicant	Address	Application Type	Value
I/2326	Antony Bristow- Stagg	12 Brodie Street Normanton QLD 4890 (Lot 57 N1481)	Extension to existing dwelling	\$75,000

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Non-Conformance

DA No.	Applicant	Address	Application Type	Status
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/2302	tba	3 Ellis Street, Normanton 4890	Dual occupancy	tba
I/2304	Tba	Karumba Point Caravan Park, Karumba QLD 4891	Purchase State Land (boundary realignment – Lot 11 SP258858)	Tba
I/2334	Paul Prenzler, Royal Haskoning DHV	2 Ward Street Karumba QLD 4891 (Lot 60 RP818020); 24-28 Palmer Street Karumba QLD 4891 (Lot 1 SP168781); Esplanade, Karumba QLD 4891 (Lot 56 K3645); 30 Palmer Street Karumba QLD 4891 (Lot 55 K3645); (Lot 54 K3645); (Lot 14 SP252497).	Operational Tidal Works (Coastal protection works, rock revetment wall and groyne) Stage 2 & 3	Pending payments

Consultation (internal/external)

- Jennifer Roughan – Consultant Town Planner
- Peter Watton – Project Manager/Building Certifier
- Marina Dunstan – Senior Associate, Preston Law
- Dept of State Development, Infrastructure, Local Government and Planning
- Karina Goncharenko – Telstra (monopole installation at Karumba)

Legal implications

- N/A

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Policy Implications

- N/A

Financial and Resource Implications

- N/A

Risk Management Implications

- Low – risks are within normal operational parameters.

BUSINESS PAPERS

12.7 RFT 23-0014 - SUPPLY AND DELIVERY OF MOTOR GRADER

Attachments:	NIL
Author:	Tom Loadsman - Assets Manager
Date:	9 November 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 is recommending the purchase of a new Motor Grader from Hastings Deering as per the information provided.

Council has received tenders from Hastings Deering, RDO Equipment and Brown and Hurley Group (Case).

Council has asked the tenderers to meet our minimum requirements. Both Hastings Deering and RDO Equipment has provided a detailed response to those requirements.

The CAT 150 replaces the 140M and is comparable to a John Deere 770GP.

The CAT 140 replaces the 12M and is comparable to a John Deere 670GP.

CASE 885B does not meet specifications and is lever controlled.

RECOMMENDATION:

That Council purchase a new motor grader from Hastings Deering to the value of \$650,000.00.

Background:

Motor grader 3515 was approved for replacement during the 2023/2024 budget process. The 2015 model grader has over 10000 hours recorded and has recovered \$374,470.00 since 2018. The grader requires transmission works, new hoses and electrical issues. It is also approaching its major midlife service point.

Tender Assessment

Three tenders were received for this replacement tender as detailed in the following table,

HASTINGS - Mount Isa – Hastings Deering		
Accessories/Notes	Leadtime	Price Ex GST
Hastings 150JOY3, 237HP Engine 6 Year/ 6000 hour coverage	5 Months	\$650,000.00
Brown and Hurley Group - CASE		
Accessories/Notes	Leadtime	Price
CASE 885B Motor Grader, 234HP Engine 3 year Warranty.	8-10 Weeks	\$577,272.00
RDO Equipment – John Deere		

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Accessories/Notes	Leadtime	Price Ex GST
John Deere 670GP, 235HP Engine, 5 Years/6000 Hour Warranty	3 months.	\$630,000.00



Figure 1: Hastings Deering 150Joy3

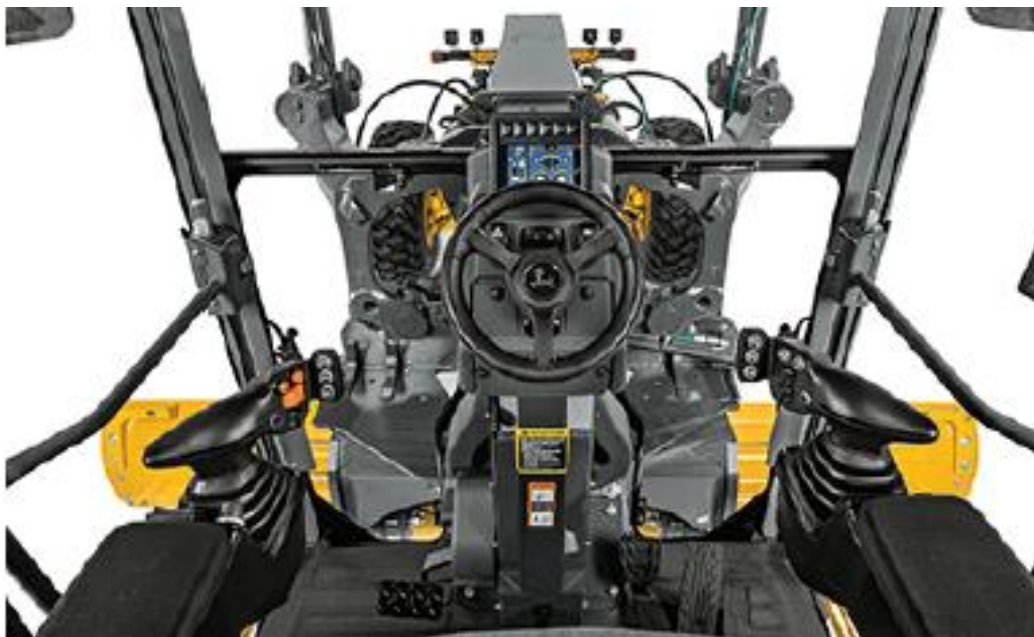


Figure 2: John Deere 670GP Motor Grader

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Figure 3: Case 885B Grader

Recommendation

It is the officer's recommendation that the tender be awarded to Hastings Deering to the Value of \$650,000.00 ex GST. Although the price is slightly higher, this is based on existing fleet, training, operator experience, availability of parts as well as workshop technical experience and knowledge.

Consultation (Internal/External):

- Michael Wanrooy – Director of Engineering
- Kerrod Giles - Engineer
- 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

12.8 SUPPLY AND DELIVERY OF NEW PLANT AND FLEET

Attachments:	NIL
Author:	Tom Loadsman - Assets Manager
Date:	9 November 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 RFT24-006 and quotations for a separate vehicle for the new director's position.

RECOMMENDATION:

That Council:

1. Award the tender to John Cole Toyota for 7 Vehicles at a total of \$501,382.41
2. Award the quotation for Fortuner vehicle to Pacific Toyota to the value of \$64,722.99

Background:

Council's fleet is aging, and Council has committed funding for 2023/2024 to replace 7 Vehicles. Council has set a budget of \$454,000.00 ex GST to purchase new vehicles after trade. The new director is currently utilising our old Prado which is due for Auction in the near future.

RFT 24-0006 Supply and Delivery Light Vehicles

The tender has closed for nine light vehicle replacements. Council has received three 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 price, delivery time and specifications.

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.

It is the officer's recommendation to proceed with John Cole Toyota for the purchase of 7 vehicles as per the attached table. This is based on price, fleet standardisation, and superior resale value.

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		John Cole Toyota		Malouf Mazda		Mt Isa Isuzu		
Original Vehicle	Replacement Vehicle	ETA	Price Ex GST	ETA	Price Ex GST			Minimum Expected Return
Fleet - Holden Colorado 4x4 Dual Cab	Hilux 4x4 2.8L Diesel Automatic Dual Cab with silverback tray	28 Weeks	\$66,255.58	In Stock	\$66,444.83	12 Weeks	\$58,250.02	\$20,000.00
Fleet - Toyota Hilux - 425ZHR - Foreman	Hilux 4x4 2.8L Diesel Automatic Dual Cab with silverback tray, including Heavy Duty suspension	28 Weeks	\$77,750.00	In Stock	\$74,531.46	12 Weeks	\$65,522.74	\$25,000.00
Fleet - Toyota Hilux 447ZHR KBA WWTP	Hilux 4x4 2.8L Diesel Automatic Single Cab with Lindsell Hoist	28 Weeks	\$75,272.91	In Stock	\$74,089.25	12 Weeks	\$69,159.10	\$25,000.00
Fleet - Toyota Prado - 148ZJP - Michael	Toyota Prado GXL	28 Weeks	\$77,459.25	n/a	\$-	12 Weeks	\$79,159.10	\$40,000.00
Fleet - Toyota Hilux - 147ZJP Natasha	Hilux 4x4 2.8L Diesel Automatic Dual Cab with silverback tray	28 Weeks	\$71,799.01	In Stock	\$69,452.40	12 Weeks	\$63,704.56	\$15,000.00
Fleet - Toyota Hilux DC - MECD	Hilux 4x4 2.8L Diesel Automatic Dual Cab Style side with Canopy	28 Weeks	\$65,177.17	In Stock	\$69,500.57	12 Weeks	\$60,977.29	\$25,000.00
Fleet - Toyota Hilux 4x4 SR Dual Cab Starky	Hilux 4x4 2.8L Diesel Automatic Dual Cab with silverback tray, including Heavy Duty suspension	28 Weeks	\$77,668.49	In Stock	\$74,531.46	12 Weeks	\$65,522.74	\$25,000.00

Additional Directors Vehicle

The Director Community Development, Tourism & Regional Prosperity • Community, Tourism & Regional Prosperity has requested a smaller vehicle instead of the usual Prado model purchased for other director positions. The following table summarizes three suitable quotations for suitable vehicles. It is recommended that council proceed with a Fortuner in the interests of standardization and resale value into the future.

		John Cole Toyota		Pacific Toyota		Mt Isa Isuzu	
Existing Plant	Recommended Vehicle	ETA	Price Ex GST	ETA	Price Ex GST	ETA	Price Ex GST
Fleet - Toyota Fortuner	Pacific Toyota Toyota Fortuner	6 Months	\$64,413.00	6 Months	\$64,722.99	n/a	n/a
Fleet - Toyota RAV 4		12 Months	\$46,460.00	12 Months	\$50,900.14	n/a	n/a
Isuzu MU-X		n/a	n/a	n/a	n/a	1 Month	\$79,159.10

Consultation (Internal/External):

- Michael Wanrooy – Director of Engineering
- Executive Leadership Team
- William Bollen – Workshop Foreman

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Legal Implications:

- Low – within operational parameters

Financial and Resource Implications:

- Medium – One vehicle outside budget allocation

Risk Management Implications:

- Within normal operating parameters.

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12.9 PURCHASE OF TWO 20 KVA PUMP STATION GENERATORS

Attachments:	NIL
Author:	Tom Loadsman - Assets Manager
Date:	9 November 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 on the operational requirements of maintain the Normanton sewer network during expected and unexpected power outages. The current situation is outlined as well as the preferred solution. Quotation and recommendations are provided for the supply of two pump station generators to reduces council's overall risk to health, safety, and compliance.

RECOMMENDATION:

That Council purchase two 20KVA Generators for Pump Station 3 for \$22,000 each.

Background:

Normanton has three sewerage pump stations and only one of these has a permanent backup generator mounted onsite for use when mains power is unavailable. The remaining two pump stations require significant operator intervention during outages to ensure the safe management of raw sewerage. This report details the current issues and recommends the purchase of two new generators for Pump station two and three.

Current Situation

The Normanton pump stations are detailed in appendix 1 below. This sewerage system is a gravity-based system with three pump lift stations aligned as follows;

- Pump station 3 (SPS3) transfers sewerage into pump station 2
- Pump station 2 (SPS2) transfers sewerage into pump station 1
- Pump station 1 (SPS1) transfers sewerage out to the sewer lagoons.

The system operates as intended when all three systems are mains powered, with SCADA controlling outflows to maintain overall system balance. However, issues become apparent when the power supply to these pump stations not available. As SPS2 and SPS3 do not have onsite backup generator supplies (see appendix 1), operators are required to move the trailer mounted generator between these two pump stations continuously until power is restored. The generator used to intervene is also the only backup should issues arise at Glenore Weir.

This is a costly and safety adverse exercise as evidenced by the early morning power outage experienced last month that required 2 people onsite for 4 hours from approximately 1:15AM. Due to staff shortages, the operators continued to operate the water treatment plant the next day without the required fatigue breaks of which council incurred additional overtime costs.

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At times where power is lost, it is usually during adverse weather and storm events contributing to higher flows from infiltration making control of levels within the SPS more difficult to control and increases Council's risk of environmental licence breaches.

It should also be noted that climbing the steel structures to facilitate the mains power bypasses is challenging during extreme weather events, and additional caution is critical when lighting isn't present.

Solution

This situation can be rectified by installing two 20kva generators, one for each site. These generators would automatically start when power is lost, allowing the system to manage the sewerage network as designed. This would also free up the trailer mounted generator for emergency use at other locations such as the water plant or Glenore Weir.

Quotations for new generators have been received as follows. It's the officer's recommendation that council purchase two Genelite 20 KVA generators. This is based on pricing, adherence to specifications, and the familiarity of equipment.

Accessories/Notes	Leadtime	Price	
Genelite			
20 KVA Taiyo Alternator 415v 3 phase Kubota V2203-BG 100L fuel tank	1 month	\$ 21,169.00	
Welling and Crossley			
20KVA Crossley SLG Series Alternator Lister Engine 400l Fuel Tank	1 month	\$ 19,599.80	
PR Power			
42 KVA Leeroy Summer Alternator 270l Fuel Tank Cummins 4BT3.9G1	1 month	\$ 22,374.00	
Able Generators			
17 Kva Alternator 415v three phase 95 Litre Fuel Tank OEM 4 Cyl Diesel	1 Month	\$ 8,700.00	

Conclusion

The purchase of two small generators to supply emergency power to these critical pieces of infrastructure will:

- decrease labour costs
- increase system reliability

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- reduce the risk to the health and safety of not only Council staff but also the general public
- Reduce the risk of environmental non-compliance and demonstrate Council's commitment to its environmental duty of care prescribed under the *Environmental Protection Act*.



Appendix 1 – Normanton Pump Stations simplified design intention.

Consultation (Internal/External):

- Michael Wanrooy – Director of Engineering
- Natasha Glaskin – Water and Waste Manager
- Treatment Plant Operators
- Plumbers

Legal Implications:

- Medium – Risk to council's compliance if sewerage overflow occurs

Financial and Resource Implications:

- Medium – Outside budget allocation

Risk Management Implications:

- Medium – Risk to staff and the general public if operations continue as is.
-

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12.10 17 PALMER STREET, NORMANTON - HOUSE FIRE

Attachments:	NIL
Author:	Tom Loadsman - Assets Manager
Date:	6 November 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 in relation to the loss of 17 Palmer Street, Normanton due to a house fire. Financial commitments from recent capital works are detailed alongside clean-up efforts and future options for the parcel for land.

RECOMMENDATION:

That Council:

1. receive the 17 Palmer Street, Normanton – House fire report as presented; and
2. that those matters not covered by resolution be noted.

Background:

17 Palmer Street, Normanton was a 2 bedroom, 1 bathroom house with a single carport and a separate double lockup garage. During the past 3 months, Council's trades team have been completing renovations on the bathroom and kitchen, with completion due on the 27th of October 2023. This report details the initial condition of 17 Palmer Street, the capital works performed throughout the months of July, August, September and October and the subsequent fire that destroyed the building on the 22/10/2023.

During the 2023/24 budget process, 17 Palmer Street, Normanton was selected to receive critical renovations due to the condition of the interior walls, bathroom and kitchen. These works were funded as a part of the Council's capital works program with a budget set of \$35,000. As works progressed, a large amount of timber was found to be rotten inside the bathroom and laundry, with funds allocated to performing those repairs on top of the original budget.

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Works Completed

The kitchen, laundry, toilet and bathroom were all stripped, and a large amount of rot was found in the flooring and internal walls. Flooring in the bathroom and toilet had to be replaced and several sections in the laundry and kitchen were replaced. Rotten walls were all reframed and all walls sheeted. Considerable sagging in the ceilings in the bathroom and toilet were noted and ceilings were removed and replaced. Once this work was completed the bathroom, laundry, kitchen and toilet were all remodeled with new fittings and tiles. During the works, the plumbers replaced all plumbing underneath the house and electricians rewired sections of the house that had ceilings replaced.

As the renovations were nearing completion, the tradesman performed a cleanup of the house on the 19th and 20th of October to remove construction debris ready for painting works to commence the following week. The only works outstanding on the project were, minor grouting and sealing, internal painting, and electrical and plumbing reconnections.



Figure 2 - Kitchen and Bathroom 2023 3rd October 2023

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Incident

On Sunday the 22nd of October 2023 at 11:45pm, I received a phone call from Robert Beard to advise that there was a fire reported at 17 Palmer Street, Normanton. When I reached the site, the house was completely alight as depicted in figure 2 and the local fire service were working to control the fire. We remained at the site until the fire was almost out as shown in figure 4.



Figure 1 – 11:53pm 22/10/2023 – 17 Palmer Street Fire



Figure 2 – 17 Palmer Street 12:26am

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Assessment, Demolition and Clean-up

The site was assessed by police on the 23rd of October with police tape removed from the site between the 23rd and the 24th of October. At the time of this report, no police report has been received.

The house is destroyed and requires full demolition and cleanup activities followed by reconstruction. There were also a substantial amount of tools lost in the fire, estimated at a value of \$6,732.85. This included ladders, drills, grouting equipment, vacuums, blowers and other equipment as detailed in Appendix 1.



Figure 5 – After the fire, showing damage caused to the House

Due to the close proximity of other houses and the potential for storms and windy weather to relocate loose material, on Friday the 27th of October, a decision was made to clean up the site. These works commenced on Saturday the 28th of October with Council officers and plant engaged to complete the works. It is estimated that these works will cost up to \$10,000.00.

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Figure 3 – 17 Palmer Street – Clean up in Progress.

Financial Commitments

Capital Works

\$48,758.15 spent between July and October with \$3000,00 of committed costs still to be invoiced.

Demolish and Cleanup Site

Estimated \$10,000 to remove damaged material from the site and clean up.

Tools

A substantial amount of tools were lost in the fire, these are estimated to be valued at over \$6,732.85 and have been included in appendix 1. These tools were a mix of Council owned tools and our tradesman's own tools, which has been detailed in Appendix 1.

Future construction

As 17 Palmer Street, Normanton was a 2 bedroom dwelling, it is suggested that Council looks to rebuild a duplex consisting of 2 x 3 bedroom units on this property. The double bay shed will need to be relocated and a new fence will also need to be constructed to ensure future security of the properties.

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New 3 Bedroom Duplex building similar to Q-build MMS Style pictured. Buildings measure 20m x 9m.



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Appendix

1) Tools Lost in the Fire

Description	Owner	Quantity	Cost Per Item	TOTAL
BAILEY 0.9m DOUBLE SIDED TRADE STEP LADDER	MAL	2	\$ 139.00	\$ 278.00
DEWALT 3.8m EXTENSION MITRE SAW STAND DWX723-XE	MAL	1	\$ 339.00	\$ 339.00
DEWALT MITRE SAW STAND MOUNTING BRACKETS – 2 PIECE DW7231	MAL	1	\$ 79.00	\$ 79.00
MILWAUKEE FASTBACK FLIP UTILITY KNIFE SET – 2 PIECE	MACKINNLEY	1	\$ 34.95	\$ 34.95
MAKITA FOLDING UTILITY KNIFE WITH 10 PIECES BLADES	MAL	1	\$ 18.90	\$ 18.90
KINCROME 500MM HEAVY-DUTY FLOOR FAN	CSC	2	\$ 189.00	\$ 378.00
DTA QUIK SWITCH TROWEL HANDLE	CSC	4	\$ 26.90	\$ 107.60
DTA 10MM QUIK SWITCH SQUARE NOTCHED BLADE	CSC	2	\$ 21.55	\$ 43.10
DTA 12MM QUIK SWITCH SQUARE NOTCHED BLADE	CSC	2	\$ 21.55	\$ 43.10
DTA 6MM QUIK SWITCH SQUARE NOTCHED BLADE	CSC	2	\$ 21.55	\$ 43.10
MASTERFINISH 115X405MM CONCRETE POINTED TROWEL	MAL	2	\$ 45.60	\$ 91.20
MASTERFINISH 112X450MM CONCRETING WOOD FLOAT	MAL	2	\$ 38.95	\$ 77.90
MASTERFINISH 20" MAGNESIUM FLOAT	MAL	1	\$ 49.95	\$ 49.95
WALLBOARD TAPING KNIFE PRO-GRIP STAINLESS STEEL BLADE – 300MM	CSC	2	\$ 17.20	\$ 34.40
WALLBOARD TAPING KNIFE PRO-GRIP STAINLESS STEEL BLADE – 200MM	CSC	2	\$ 14.00	\$ 28.00
WALLBOARD ALUMINIUM HAWK PRO-GRIP HANDLE – 300MM	MAL	2	\$ 26.25	\$ 52.50
WALLBOARD STAINLESS SERIES RUBBER GRIP JOINT KNIFE – 150MM	CSC	2	\$ 26.00	\$ 52.00
WALLBOARD STAINLESS SERIES RUBBER GRIP JOINT KNIFE – 100MM	CSC	2	\$ 22.70	\$ 45.40
WALLBOARD STAINLESS SERIES RUBBER GRIP JOINT KNIFE – 75MM	CSC	2	\$ 19.50	\$ 39.00
WALLBOARD STAINLESS SERIES RUBBER GRIP JOINT KNIFE – 50MM	CSC	2	\$ 19.35	\$ 38.70
MARSHALL TOWN DURASOFT HANDLE INSIDE CORNER TROWEL	CSC	1	\$ 60.45	\$ 60.45
MAKITA 18V BRUSHLESS AWS 225MM DRYWALL SANDER SKIN	CSC	1	\$ 899.00	\$ 899.00
MAKITA 18V 5.0AH LITHIUM ION BATTERY	MACKINNLEY	3	\$ 182.00	\$ 546.00
MILWAUKEE 19-121MM BIMETAL COBALT HOLESAW SET	MACKINNLEY	1	\$ 369.00	\$ 369.00
MAKITA 18V X 2 BRUSHLESS AWS 15L DUST EXTRACTION VACUUM	MAL	1	\$ 749.00	\$ 749.00
MAKITA 18V-40V MAX JOBSITE RADIO	CSC	1	\$ 249.00	\$ 249.00
SOCKET SET, MIXER TAP INC PALM WRENCH	CSC	1	\$ 150.42	\$ 150.42
HOLESAW KIT TUNGSTEN TIPPED	CSC	1	\$ 402.30	\$ 402.30
HACKSAW PRO ARC 212 RIGID	CSC	1	\$ 54.00	\$ 54.00
BENDER RIGID ½"	CSC	1	\$ 191.57	\$ 191.57
HYDROSEAL TAP RESTORATION KIT	CSC	1	\$ 64.31	\$ 64.31
Shovel	CSC	2	\$ 62.00	\$ 124.00
Other small tools, carry cases and equipment	CSC	1	\$ 500.00	\$ 500.00
Freight	CSC	1	\$ 500.00	\$ 500.00
			TOTAL COST	\$6,732.85

Consultation (Internal/External):

- Michael Wanrooy – Director of Engineering
- Executive Leadership Team
- Trades and operational staff

Legal Implications:

- Low – within operational parameters

Financial and Resource Implications:

- High – Large loss of property with insurance claims ongoing. Rebuild cost TBC

Risk Management Implications:

- Within normal operating parameters.

BUSINESS PAPERS

13 GENERAL BUSINESS

14 CLOSURE OF MEETING